



MEMORANDUM

To: NEW Solutions Program Enrollees, NEW Solutions Staff,
Monitors and Coordinators

From: NEW Solutions

Subject: Concur Travel and Expense Management System

Effective Date: September 25, 2024

Coming soon! NEW Solutions will begin using Concur as our new travel and expense management system. As part of this setup, we are uploading our user's information to the Concur system.

You may have received or will soon receive a notification from Concur as shown in the screenshot below.



Welcome to your new SAP Concur solution. To get you up and running, we'll send you a few e-mails to walk you through the onboarding process. Each step will only take a few minutes.

Today, try signing into ConcurSolutions.com. You can sign in using single sign-on (SSO) or the credentials sent to you via e-mail.

[Sign In](#)

Not sure where to start? [Watch this quick video on signing in.](#)

No action is required on your part at this time. These messages are automatically generated by Concur as NEW Solutions loads our users' information into the production site.

*If you have already set up a Concur account, please note that you will not be able to use Concur until our rollout date.

It's an exciting time for NEW Solutions as we look forward to the benefits of using Concur as our new travel and expense management system.

Be assured that further instructions and guidance will be provided once the Concur system is fully ready for use.

In the meantime, please disregard any notifications from Concur until you hear more from the NEW Solutions Team.

If you have any questions or concerns, please feel free to reach out to our Concur support team at concursupport@newsolutions.org

Thank you,