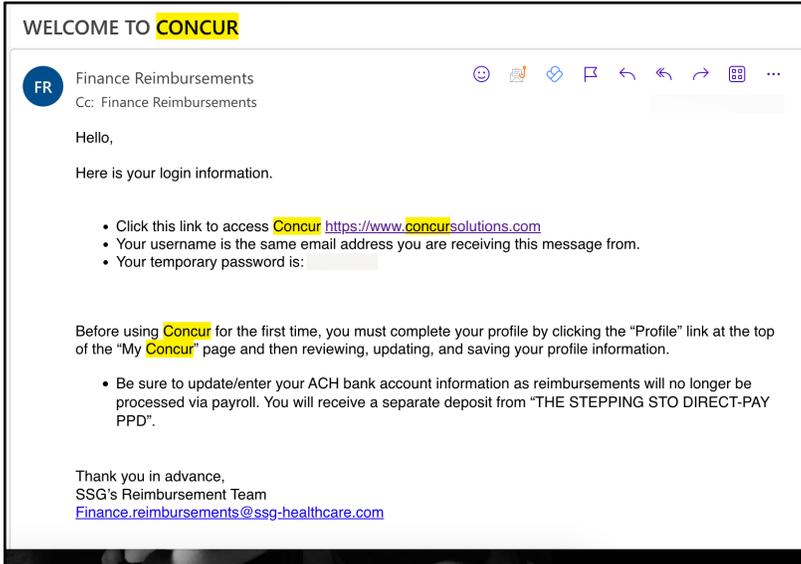


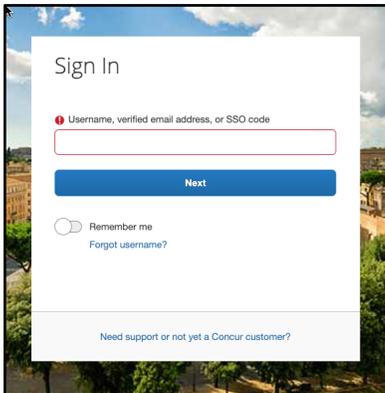
Concur Expense Reimbursements

Concur Login Information Email & New Password Set-Up

New Hires will receive a “Welcome to Concur” email from finance.reimbursements@ssg-healthcare.com with Concur login information approximately 2 weeks after start date. This will be sent to employee’s primary email address as shown in Kronos.



Username will be the same Email Address where “Welcome to Concur” login information email was received.

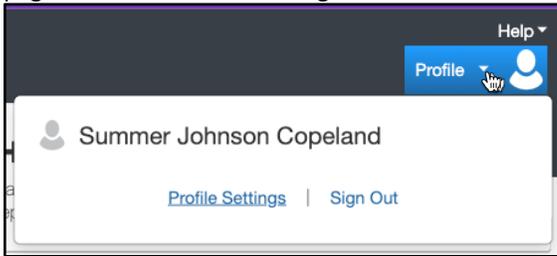


After 1st Login using Temporary Password, employee will be prompted to create a new password using the following criteria:

| Create New Password | Best practices for a strong password |
|---------------------|---|
| | <p>Your password requires:</p> <ul style="list-style-type: none"> 1 Upper case letter 1 Number At least 1 special character more than 7 characters <p>Do not:</p> <ul style="list-style-type: none"> Include your username or e-mail address Include personal information (your name, phone number, etc) Include spaces Repeat the same character more than 4 times consecutively |
| | <p>Enter Password</p> <input type="password"/> |
| | <p>Confirm Password</p> <input type="password"/> |

Complete Concur Profile Set-Up

Before using Concur for the first time, you must complete your profile by clicking the “Profile” link at the top of the “My Concur” page and select Profile Settings.



On Profile Options page, click on “Bank Information” to update/enter your ACH bank account information as reimbursements will no longer be processed via payroll. You will receive a separate deposit from “THE STEPPING STO DIRECT-PAY PPD”. You can also update your contact information (email/phone), notification preferences, password, and access Concur Mobile App link.

A screenshot of the SAP Concur Profile Options page. The page is titled "Profile Options" and contains a list of settings categories. The "Bank Information" link under "Expense Settings" is highlighted with a yellow box. The page also includes a sidebar with navigation links and a footer with the SAP logo and copyright information.

SAP Concur Expense Reporting App Center Help

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information
Personal Information
Company Information
Contact Information
Email Addresses

Expense Settings
Expense Information
Bank Information
Expense Delegates
Expense Preferences
Expense Approvers
Vehicle Configuration
Favorite Attendees

Other Settings
System Settings
Concur Connect
Change Password
Concur Mobile Registration

Profile Options

Select one of the following to customize your user profile.

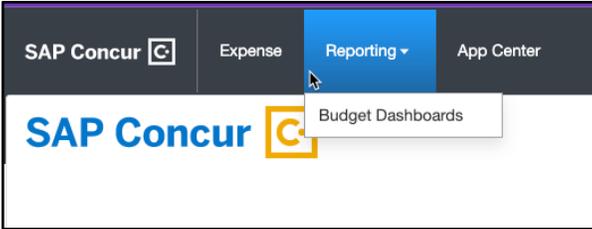
- Personal Information**
Personal Information
- Bank Information**
Bank Information
- Expense Preferences**
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password**
Change your password.
- System Settings**
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Expense Delegates**
Delegates are employees who are allowed to perform work on behalf of other employees.
- Vehicle Configuration**
Vehicle Configuration
- Concur Mobile Registration**
Set up access to Concur on your mobile device

SAP **SAP Concur**

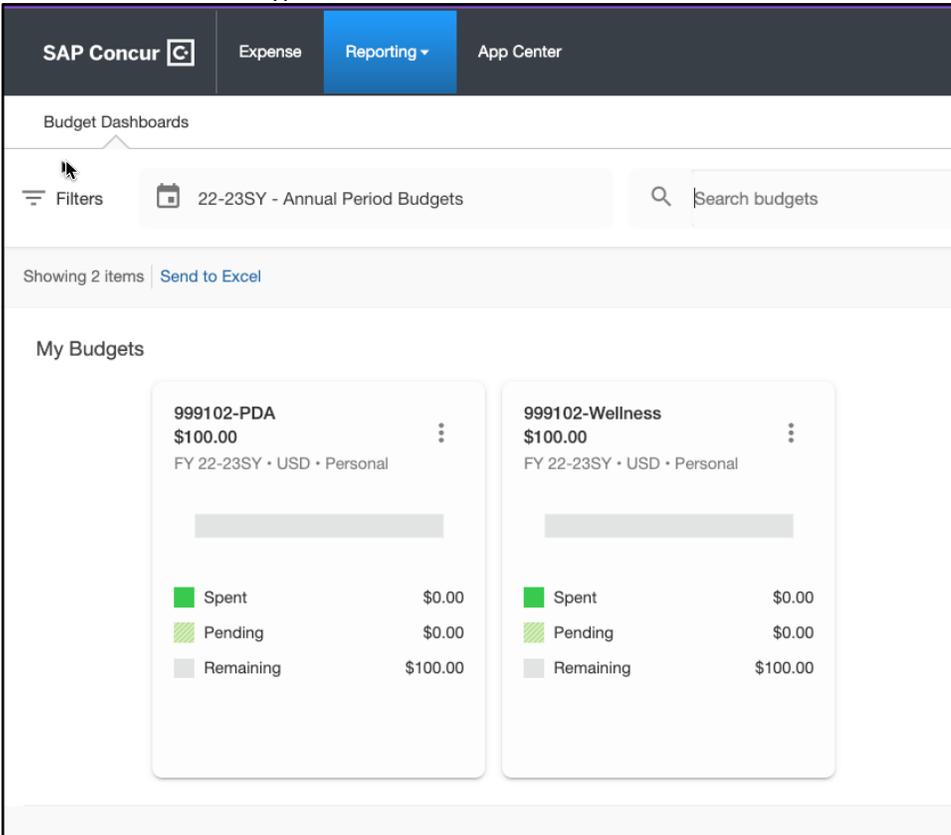
Service Status (North America) Last signed in: 10/27/2022 01:18 pm
Cookie Preferences © Copyright 2022 - SAP Concur - All Rights Reserved

View Reimbursement Balances and Usage History by Expense Category

On Concur homepage, scroll over Reporting tab and select Budget Dashboards.



Each reimbursement type assigned to you will appear in separate boxes. To view specific details and transactions for each category, click on reimbursement type.

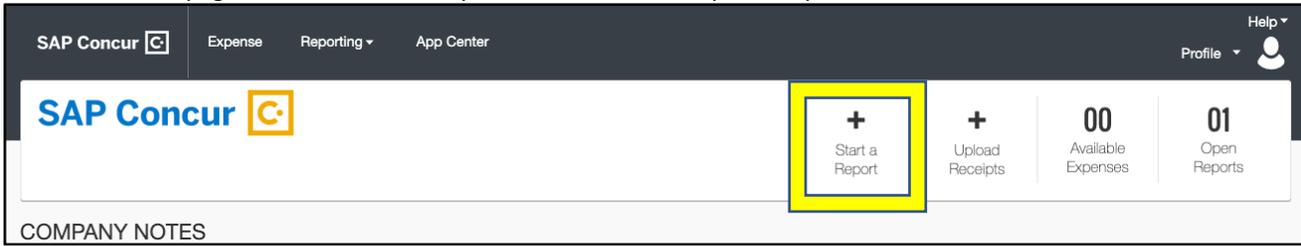


A screenshot of the SAP Concur 'Budget Dashboards' page. The page shows a navigation bar with 'Reporting' selected. Below the navigation bar, there are filters for '22-23SY - Annual Period Budgets' and a search bar. The main content area displays 'My Budgets' with two budget cards. Each card shows a total budget of \$100.00 and a breakdown of Spent, Pending, and Remaining amounts.

| Budget ID | Total Budget | Spent | Pending | Remaining |
|-----------------|--------------|--------|---------|-----------|
| 999102-PDA | \$100.00 | \$0.00 | \$0.00 | \$100.00 |
| 999102-Wellness | \$100.00 | \$0.00 | \$0.00 | \$100.00 |

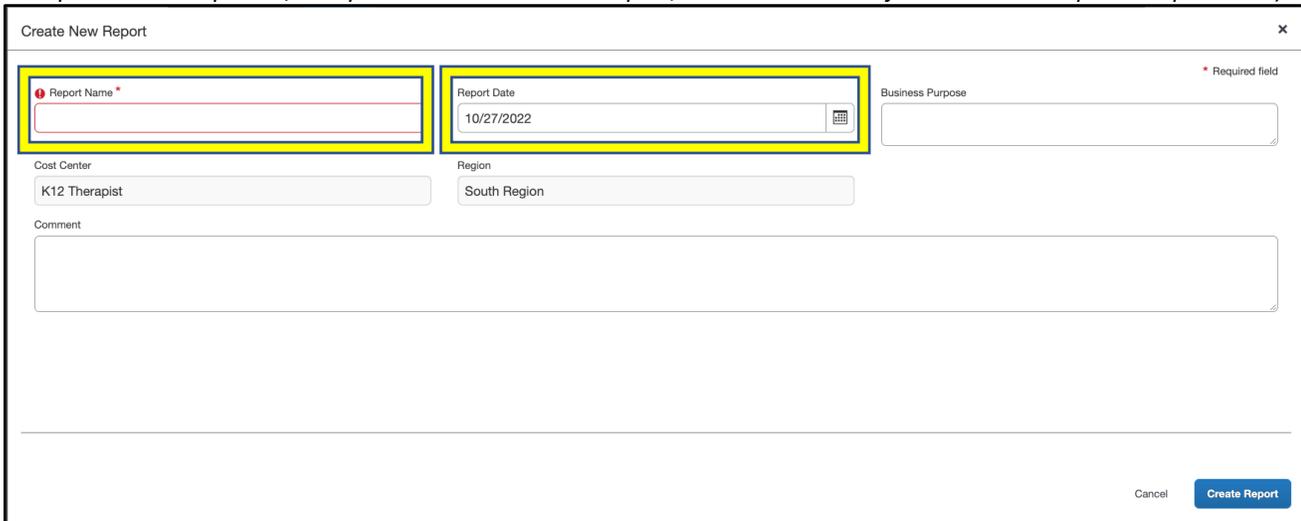
Create a New Expense Report

On Concur homepage, click on + Start a Report to create a new expense report.



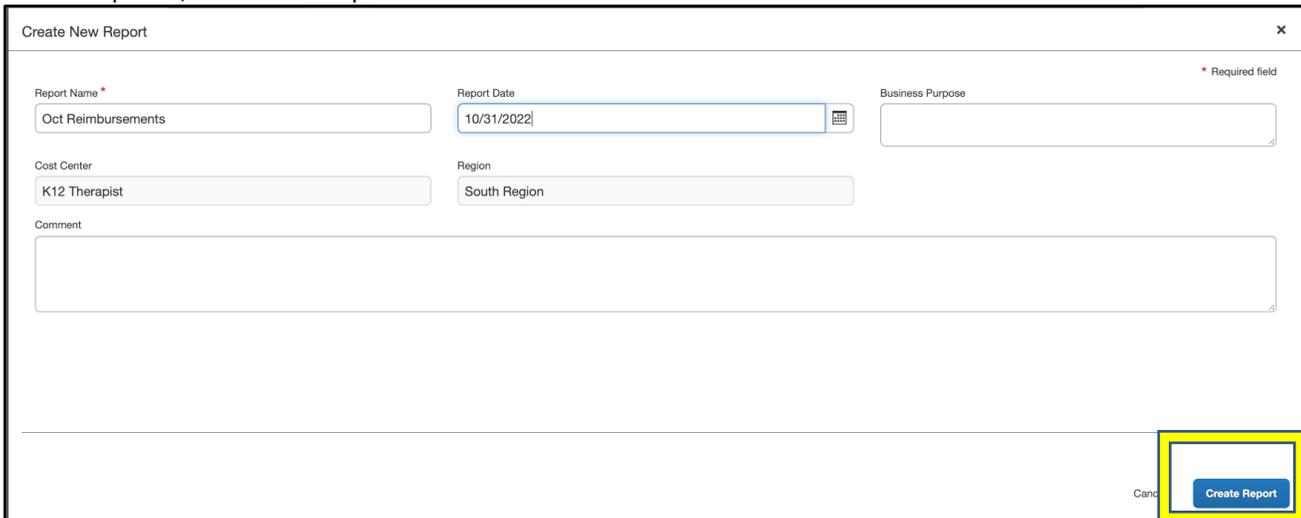
The screenshot shows the SAP Concur homepage. The top navigation bar includes 'SAP Concur', 'Expense', 'Reporting', and 'App Center'. On the right, there are links for 'Profile' and 'Help'. Below the navigation bar, there is a large white area with the SAP Concur logo on the left. To the right of the logo, there are four buttons: '+ Start a Report' (highlighted with a yellow box), '+ Upload Receipts', '00 Available Expenses', and '01 Open Reports'. Below this area, there is a section for 'COMPANY NOTES'.

Complete all required boxes. When selecting Report Date, use latest date of expense items you will include in Expense Report. (Ex. If multiple October expenses/receipt dates to be added to report, select latest date of all October receipts as Report Date)



The screenshot shows the 'Create New Report' form. The form has a title bar with 'Create New Report' and a close button. Below the title bar, there are several input fields: 'Report Name' (with a red asterisk and a yellow box around it), 'Report Date' (with a calendar icon and a yellow box around it), 'Business Purpose' (with a red asterisk and 'Required field' label), 'Cost Center' (with the value 'K12 Therapist'), 'Region' (with the value 'South Region'), and a 'Comment' text area. At the bottom right, there are 'Cancel' and 'Create Report' buttons.

Once completed, click Create Report.



The screenshot shows the 'Create New Report' form after some data has been entered. The 'Report Name' field now contains 'Oct Reimbursements' and the 'Report Date' field contains '10/31/2022'. The 'Business Purpose' field is still empty. The 'Cost Center' and 'Region' fields remain 'K12 Therapist' and 'South Region' respectively. The 'Comment' text area is still empty. At the bottom right, the 'Create Report' button is highlighted with a yellow box.

Adding Expense Item(s) to Expense Report

Click on blue Add Expense button.

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there's a navigation bar with 'SAP Concur', 'Expense', 'Reporting', and 'App Center'. The main header displays 'Oct Reimbursements \$0.00' and a 'Submit Report' button. Below this, a toolbar contains several buttons: 'Add Expense' (highlighted with a yellow box), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The main content area shows 'No Expenses' and a message: 'Add expenses to this report to submit for reimbursement.'

Select Expense Category/Type for expense item adding. If unsure which category to use, refer to New Hire, PDA, and Wellness eligible expense guides (<https://info.thesteppingstonesgroup.com/concur-training-guides-and-resources>).

The 'Add Expense' dialog box is shown. It has a search bar for 'Search for an expense type'. Below the search bar, there are two sections: 'Recently Used' and '02. Transportation'. The 'Recently Used' section lists 'Personal Car Mileage', 'Wellness', 'PDA', and 'New Hire'. The '02. Transportation' section lists 'Personal Car Mileage'. At the top left, there's a '0 Available Expenses' indicator and a '+ Create New Expense' button.

Complete all required boxes with red * and upload a receipt (PDF format), making sure to match the Transaction Date to Receipt Date and \$ Amount matching Receipt \$ Amount (or up to reimbursement balance remaining for category).

The 'New Expense' form is displayed. It has two tabs: 'Details' and 'Itemizations'. The 'Details' tab is active. The form includes several required fields marked with a red asterisk: 'Expense Type' (set to 'Wellness'), 'Transaction Date' (MM/DD/YYYY), 'Business Purpose', 'Payment Type' (set to 'Out-of-Pocket'), 'Amount', 'Currency' (set to 'US, Dollar'), 'Cost Center' (set to 'K12 Therapist'), and 'Region' (set to 'South Region'). There is also a 'Vendor Description' field and a 'Comment' text area. On the right side, there is a large red-bordered box with a red document icon and the text 'Upload Receipt Image'. At the bottom, there are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. A 'Cancel' button is also located at the top right of the form.

Once completed and receipt uploaded, click Save Expense -or- Save and Add Another (if adding another expense item to current Expense Report). *If adding multiple Expense Items to same Expense Report, be sure to Update Expense Type for each item to reflect correct reimbursement category type.*

View of Expense Item added to Expense Report

| Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested |
|--------------------------|---------------|--------------|----------------|------------|-----------|
| <input type="checkbox"/> | Out-of-Pocket | Wellness | ABC Gym | 10/17/2022 | \$50.00 |
| | | | | | \$50.00 |

After adding all Expense Items to Expense Report, check top box to select all, then click red **Submit Report** button to submit completed expense report/items to Accounting for review and approval.

| Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested |
|-------------------------------------|---------------|--------------|----------------|------------|-----------|
| <input checked="" type="checkbox"/> | Out-of-Pocket | Wellness | ABC Gym | 10/17/2022 | \$50.00 |
| | | | | | \$50.00 |

Expense Report Status Change Email Notifications (Examples)

Expense Report Submitted and Awaiting Finance Review for Approval

Email Confirmation of SUBMITTED Expense Report:

From: AutoNotification@concursolutions.com <AutoNotification@concursolutions.com>
Sent: Friday, October 7, 2022 9:31 AM
Subject: Expense Report Status Change



Expense Report Status Change

Your expense report listed below has changed status.

| | |
|-----------------|----------------|
| Changed By | [REDACTED] |
| Report Name | [REDACTED] |
| Report Date | 10/05/2022 |
| Submit Date | 10/07/2022 |
| Amount Approved | [REDACTED] USD |

| | |
|------------------------|----------|
| Approval Status Set To | Approved |
| Payment Status Set To | Not Paid |

[View Report](#)

Expense Report Approved by Finance & Payment Deposit in Approximately 5-7 Days from this Email Notification

Email Confirmation of APPROVED Expense Report:

From: AutoNotification@concursolutions.com <AutoNotification@concursolutions.com>
Sent: Monday, October 10, 2022 10:40 AM
Subject: Expense Report Status Change



Expense Report Status Change

Your expense report listed below has changed status.

| | |
|-----------------|----------------|
| Changed By | Concur System |
| Report Name | [REDACTED] |
| Report Date | 10/05/2022 |
| Submit Date | 10/07/2022 |
| Amount Approved | [REDACTED] USD |

| | |
|------------------------|----------|
| Approval Status Set To | Approved |
| Payment Status Set To | Paid |

Processing payment only;
deposit will be made into
your account within 5-7
business days

[View Report](#)

Projected Payment/Deposit Date Email Notification (Expense Pay Notification)

Email Confirmation of Expense Report PAID:

From: AutoNotification@concur solutions.com <AutoNotification@concur solutions.com>

Subject: Expense Pay Notification



Expense Pay has arranged payment for your expense claim

Report Name: [Redacted]
 Report ID: 1DFBBC9193F7451AAA6C

Projected Payment Date: October 17, 2022

Link To Concur Expense:
<http://www.concursolutions.com>

2022-2023 SY Reimbursement Calendar



THE STEPPING STONES GROUP
 Transforming Lives Together

Reimbursements 22-23 SY Calendar

| Submit Expense Report Deadline | Approval Status Set To- Approved | Approximate Payment Date |
|-----------------------------------|-------------------------------------|-----------------------------|
| 9/16/2022 | 9/23/2022 | 9/30/2022 |
| 9/30/2022 | 10/7/2022 | 10/14/2022 |
| 10/14/2022 | 10/21/2022 | 10/28/2022 |
| 10/28/2022 | 11/4/2022 | 11/11/2022 |
| 11/11/2022 | 11/18/2022 | 11/25/2022 |
| 11/25/2022 | 12/2/2022 | 12/9/2022 |
| 12/9/2022 | 12/16/2022 | 12/23/2022 |
| 12/23/2022 | 12/30/2022 | 1/6/2023 |
| 1/6/2023 | 1/13/2023 | 1/20/2023 |
| 1/20/2023 | 1/27/2023 | 2/3/2023 |
| 2/3/2023 | 2/10/2023 | 2/17/2023 |
| 2/17/2023 | 2/24/2023 | 3/3/2023 |
| 3/3/2023 | 3/10/2023 | 3/17/2023 |
| 3/17/2023 | 3/24/2023 | 3/31/2023 |
| 3/31/2023 | 4/7/2023 | 4/14/2023 |
| 4/14/2023 | 4/21/2023 | 4/28/2023 |
| 4/28/2023 | 5/5/2023 | 5/12/2023 |
| 5/12/2023 | 5/19/2023 | 5/26/2023 |
| 5/26/2023 | 6/2/2023 | 6/9/2023 |
| 6/9/2023 | 6/16/2023 | 6/23/2023 |
| 6/23/2023 | 6/30/2023 | 7/7/2023 |

Additional questions? Please email SSG's Reimbursement Team at finance.reimbursements@ssg-healthcare.com for further assistance.