

Setting Up a Vendor ID for State Employee Expense Reimbursement (Required for State/SPCR Employees to Request Reimbursement through CONCUR)

1. Access the Team Georgia website (www.team.georgia.gov)
2. Select the pink “Employee Self Service MY ACCOUNT” button which re-directs you to the SAO Team Works page.
3. Log onto the Team Works site. If you have forgotten your password, a series of on screen challenge questions will allow you to reset it.
4. Once you have logged on to the Team Works site, choose “Self Service” from the menu on the left hand side. Then select “Employee Expense Reimbursement.”
5. If a number appears in the Vendor ID area at the top of the screen (just below your name), your Vendor ID has been established and you are ready to log on to the Concur (<https://www.concursolutions.com/default.asp>) website to request reimbursement.
6. If a number DOES NOT appear in the Vendor ID area, you must enter your banking and contact information prior to accessing the Concur site to process your reimbursement. Enter your information and then click “Register.” After registering, click “Submit”
7. It takes 24 hours for your information to be updated in the CONCUR database. Once 24 hours have passed from the time you submit your banking and contact information, you may access the CONCUR website to request reimbursement.
8. The first time you log on to the CONCUR website, your user ID will be: YOUR EMPLOYEE ID#@sog.ga.gov (ex: 00661330@sog.ga.gov) and your password will be the last four digits of your SSN.