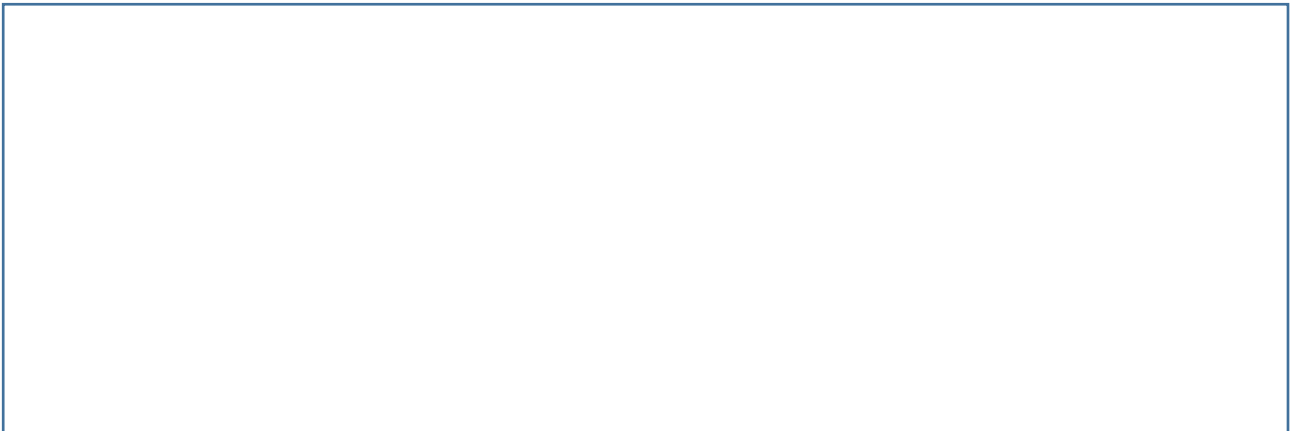



## What do you need to do?

### Create a Request

1. Log into Concur.
2. Click **Create**.
3. Click **Start a Request**.
4. Complete all required fields on the Request Header as indicated by the **red asterisks**.
5. Click the **Create** button.



---