

Accessing the Portal:

Prior to the panel meeting/event you will receive an invitation to the BBSRC Expenses Portal. **To access the site, you must log in with the same details that you would use to access the traditional BBSRC Extranet.**

For those with an account please use your existing login. For those without an account, please follow the below instructions on how to create an account.

Please note that the Expense Portal cannot be used to reimburse non-UK bank accounts. We also cannot reimburse third parties/organisations, personal bank details must be used, please reach out to AHRC for information on how to continue PSO@ahrc.ukri.org

If you have any technical issues while setting up your account, please contact psa@ahrc.ukri.org in the first instance.

How to create an account:

You will receive an email inviting you to participate in the site 'AHRC Expenses Portal' on the BBSRC Extranet. Please note, the email is automatically generated and may be in your Spam/Junk mailbox. If you have not received / cannot find this, please email your council contact.

- Follow the link in the email to accept the invitation, following the instructions to set up your account.
- You will have the choice of creating a BBSRC Extranet account or logging in with a Google, Windows Live ID or Yahoo! Account. **We recommend you set up the account as a 'BBSRC Extranet Account' and NOT to sign in using a personal email account.** This will enable us to assist you if you forget your password.
- The password you set up needs to be a minimum of 7 characters and contain one uppercase character, one lowercase character, one number and one non-alphanumeric character. Once you have registered, the site will take up to one day to update your details and then you will have access to the site.
- Once registered, you will have permanent access to the platform.
- Please note all expense claims must be submitted **after** the panel meeting or event has taken place.