

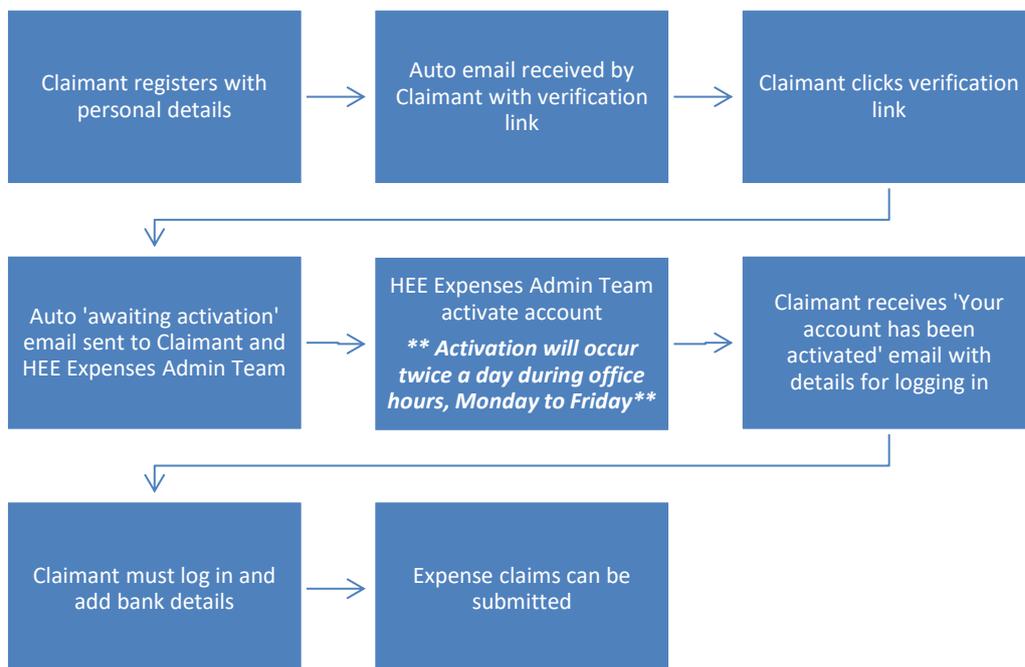
Step by Step Guide to Self-Registration on Selenity Expenses

In order to make an expense claim from HEE you will first need to register and create an account.

Please note that due to verification/activation processes, registering for an account does not provide immediate access to enter your claim - allow for this delay when considering your deadline for submitting expenses.

HEE POLICY REQUIRES THAT CLAIMS ARE SUBMITTED WITHIN 28 DAYS OF THE FOLLOWING MONTH

This is a brief outline of the process:



Remember to submit your claim within 28 days of the event

This is the link you will need (do not use search engine results as they may show a different organisation's version of the same software):

<https://heenon.sel-expenses.com>

You can use this link in a browser on any device to register. If you encounter any difficulties try using a different Browser. Once you've registered and are up & running you can download the Mobile Expenses App to add claims via your phone/tablet, but please note you cannot complete the registration process via the App.

Click on the register button.

There are a number of pages, that need completing with your details - the system will ask for 'Employee' details, but you should enter personal details as applicable.

You will only move onto the next page once all the boxes in your current page are completed successfully. You can click PREVIOUS box to move back when shown.

Step 1 – Enter your name & email details – the system will generate the username, using the first half of your email:

There are 2 errors that might arise from entering data on this page. If you click NEXT and receive this one:

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Sorry, the e-mail address you have entered is invalid or your company does not use self registration.

either your email is not valid OR the link you have used to register is not the correct one – make sure you are using <https://heemon.sel-expenses.com>
If you click NEXT and receive this message:

The username you have entered has already been used. Please enter a different username.

you have already registered but your account is not yet active. Please do not change the username – your account will be activated during office hours Monday to Friday, after which you will receive an email containing a summary of your log in information.

Step 2 – Enter a password to use when logging in

Looks like you're registering for Health Education England nonstaff. If this isn't right, click **Cancel** and contact your local administrator.
If Health Education England nonstaff is correct, create a password, keeping an eye on the 'Password Policy' below.

Password* Retype Password*

Password Policy

- Your password length must be greater than 5 characters
- Your password must contain numbers
- Your password must contain a symbol character
- Your password must contain upper case letters

[back](#) [next](#) [cancel](#)

Step 3 – Add your contact details. If you start typing the first line of your address in the top box, it should bring up a list to pick from. You can also add a post code and search that way. Add a date as required and re-enter your email in the Home Email box.

Address Search

Address Name

Address Line 2

County

Postcode/Zip*

Home Telephone

Address Line 1*

City/Town

Country*

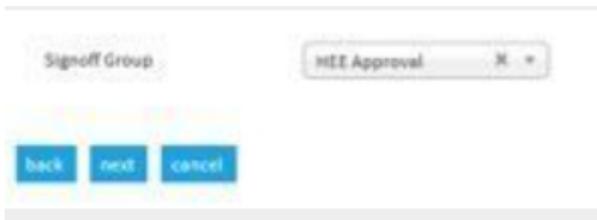
When did you move to this Address?*

Home Email Address

[back](#) [next](#) [cancel](#)

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Step 4 – Select HEE Approval and click NEXT



Signoff Group

HEE Approval X

back next cancel

Step 5 – If you intend to claim mileage, tick the box and fill in this page with your vehicle details. Other vehicles can be added after registration. Make sure all boxes are completed as this will cause issues when you add a mileage claim.

This page can be left blank if you do not intend to claim for mileage.

Do you use a vehicle in the course of your work?



Registration No*

MV66EYU

Make*

PEUGEOT

Model*

3008

Vehicle Type*

Car X

Engine Type*

Diesel X

Engine Size (cc)*

1560

Mileage Unit of Measure

Miles

Vehicle Journey Rate*

Mileage Interviewees ...

back

next

cancel

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Step 6 (Step 5 if no car has been entered) – Ignore this and click on the next button:

1 Employee Name & Logon Details

2 Enter a Password

3 Employee Home Address & Contact Details

4 Signoff Group

5 Vehicle Details

6 Mileage Details

7 Other Information

Other Information

Oriel (Candidate PIN) If Applicable: ✕ ?

[previous](#) [next](#) [cancel](#)

The final page will summarise all the information you have entered. Please check you are happy with all the details before you click FINISH. You can navigate back using the PREVIOUS button (rather than clicking your browser back arrow) if you need to change anything.

You should get this screen once you've finished:

Thank you for registering with Expenses You will shortly receive an email containing a web link. Simply click this link to verify that the details you have just entered are correct.

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Your verification email will look like this (you may need to check your Junk/Spam folders):

From: admin@sel-expenses.com
Date: 7 November 2018 at 16:10:23 GMT
To: [REDACTED].com
Subject: Expenses registration details verification

Dear Joanne

Thank you for registering with Expenses.

In order to ensure the security of Expenses and that your details are correct, please click the link below to take you to a page to verify that you are Joanne Bedford:

<https://heenon.sel-expenses.com/shared/verify.aspx?accountid=1116&employeeid=157>

Many Thanks

Once you have clicked on the link in your email and the details are verified, you will get a further screen on the Selenity system:

Thank you for confirming your details. Your Expenses account will now be activated by your system administrator. Once your account has been activated, you will receive confirmation by email and be able to use Expenses.

As stated above, your account will now need to be activated by HEE Expenses Admin Staff – this will happen during office hours, Monday to Friday. You will need to receive the activation email before you can log in. This is the activation email to look out for, which will summarise your log in details (you may need to check your Junk/Spam folders):

From: admin@sel-expenses.com
Date: 7 November 2018 at 16:22:47 GMT
To: [REDACTED]@gmail.com
Subject: Your Expenses account has been activated

Dear Joanne

Your Expenses account is now activated.

You are now able to start using the application using the following details:

Company ID: heenon

Username: [REDACTED]

Password: The password you entered when you registered

To log on visit: <https://www.sel-expenses.com/>

Please ensure that your username and password remain secure at all times.

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Once you have logged in, you will need to go to [My Details/My Bank Details/Add Details](#) to safely add the account and sort code you wish your expenses payment to be made to – **you will not be able to submit a claim until this step has been completed.**

If you have a building society roll number, add it to the Reference field.

If you have a UK bank account, please ignore the Swift & IBAN boxes.



My Details

Update your basic details such as name and address. View details of your current car and vehicle journey rate. View the steps required to approve a claim you submit. Assign delegates to manage your account.



My Bank Accounts

Manage your personal Bank Accounts within Expenses. Add multiple Bank Accounts so that you can specify where reimbursements are paid.

My Bank Accounts

My Bank Accounts

Account Name ▲	Account Number	Account Type	Currency	Sort Code	Reference
There are currently no bank accounts defined.					

close

Click on New Bank Account and the following screen will appear for details to be added, the title boxes below shown with an asterisk are mandatory.

New Bank Account

Account Name*	<input type="text" value="Ms A BCDE"/>	?	Account Number*	<input type="text" value="01234567"/>	?
Account Type*	<input type="text" value="Current"/>	?	Sort Code*	<input type="text" value="605010"/>	?
Reference	<input type="text" value="HEE Expenses"/>	?	Account Currency*	<input type="text" value="Pound Sterling"/>	?
Country*	<input type="text" value="United Kingdom"/>	?	IBAN	<input type="text"/>	?
SWIFT Code	<input type="text"/>	?			

You should now be able to add a claim. See our 'Making a Claim' guidance for further help and information.

If you need any help with this process, please contact the Expenses Admin team at HEENON@hee.nhs.uk

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Privacy notice

HEE processes your personal data for the purpose of the reimbursement of your expense claims. HEE relies on the legal basis of public task / interest to process your personal data electronically for this purpose. Your personal data may be processed by the third party supplier of the expenses system, Selenity, however, it will only be accessed as per the terms of the contract i.e. for the purposes of hosting, back-up, implementation and support.

The HEE Privacy Notice can be accessed by clicking on the link below:

<https://www.hee.nhs.uk/about/privacy-notice>

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Document Control	
Self-registration – guidance notes for claimants	
Version: 1	Author: H Robinson Finance Officer, HEE
Effective date: 01/01/2019	Last changed: 30/04/2022

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