

## Step by Step Guide to Self-Registration on Selenity Expenses

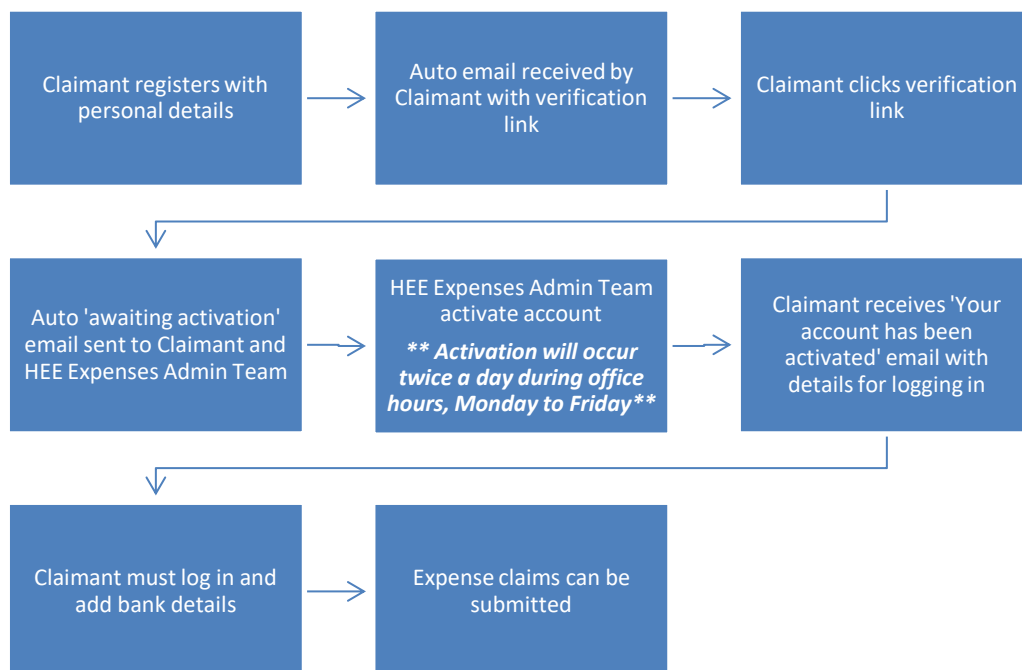
**NOTE FOR PANEL MEMBERS** – if you are a panel member you should claim from your employer and ask them to invoice Health Education England for reimbursement. Selenity Expenses should only be used if this is not possible. If your employer has refused to reimburse directly, please attach evidence of this to your claim.

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 EVENT  
BUT NOT BEFORE IT TAKES PLACE***

This is a brief outline of the process:



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://heemon.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.

*Remember to submit your claim within 28 days of the event*

Company ID  ?

Username  ?

Password  ?

Remember Details  ?

We advise you not to select remember details if you are using a public or shared computer.

**Scheduled Maintenance.** Just to let you know, there will be maintenance on Wednesday 7th November 2018 starting at 20:00 (GMT). This will last approximately 2 hours and may result in this service being unavailable.

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.

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

**Employee Name & Logon Details**

Title:

First Name:

Surname:

E-mail Address:

Re-type E-mail Address:

Username:  ?

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

**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://heenon.sel-expenses.com>

*Remember to submit your claim within 28 days of the event*

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.

### Page 2 – Enter a password to use when logging in

**Enter a password**

Password

Re-type Password

**Password Policy**

- Your new password cannot be any of the previous 4 passwords you have used.

previous next cancel

**Page 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. Add a date as required and re-enter your email in the Home Email box.

**Employee Contact Details**

Address

Address Name

Address Line 1

Address Line 2

City/Town

County/State

Country

Postcode/Zip

When did you move to this Address?

Home Telephone

Home Fax

Home E-mail Address

Type the first 3 characters of your search term to see your results here.

previous next cancel

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**Page 4 – Select HEE Approval and click NEXT**

**Signoff Group**

Group Name	Description
<input checked="" type="radio"/> HEE Approval	Self-registration employees. Please tick this box to enable approval of your expense claims

previous next cancel

**Page 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.

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

**Vehicle Details**

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

Vehicle Type: Car

Make: Renault

Model: Scenic

Registration No: YF04JTY

Engine Size (cc): 1600

Mileage Unit of Measure: Miles

Engine Type: Petrol

previous next cancel

*Remember to submit your claim within 28 days of the event*

**Page 6** – If you have selected a car on page 5, you will then need to select whether you are an Interviewee or an Interviewer Panel Member to retrieve the mileage rates:

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   8 Summary

**Vehicle Journey Rate Category**

Vehicle Journey Rate Category	Description	Pence/mile before 1000 miles	Pence/mile after 1000 miles
<input checked="" type="radio"/> Mileage Interviewees	Mileage rate		
<input type="radio"/> Mileage Interviewer Panel Member	Mileage (Interviewer Panel Member)		

previous   next   cancel

**Page 7** (Page 6 if no car has been entered)- Add your Oriel Candidate PIN if applicable:

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:

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.

*Remember to submit your claim within 28 days of the event*

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

**From:** [admin@sel-expenses.com](mailto: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](mailto: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.


*Remember to submit your claim within 28 days of the event*

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.

For non-UK payments, ensure the Swift and IBAN fields are completed.



### 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.

If you need any help with this process please contact the Expenses Admin team at [HEENON@hee.nhs.net](mailto:HEENON@hee.nhs.net) .

*Remember to submit your claim within 28 days of the event*

## 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	
<b>Self-registration – guidance notes for claimants</b>	
Version: 1	Author: J Bedford, Finance Office, HEE
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*Remember to submit your claim within 28 days of the event*