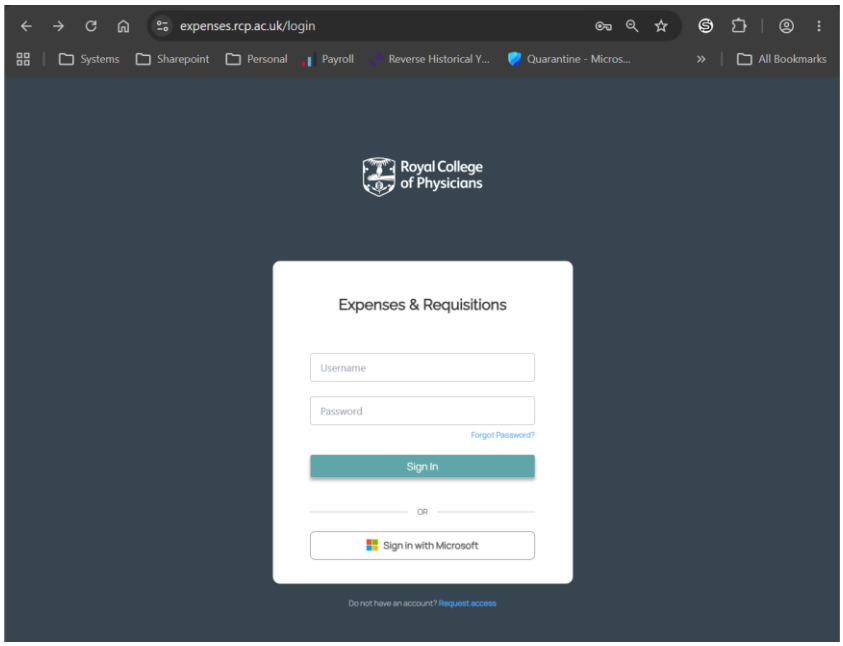
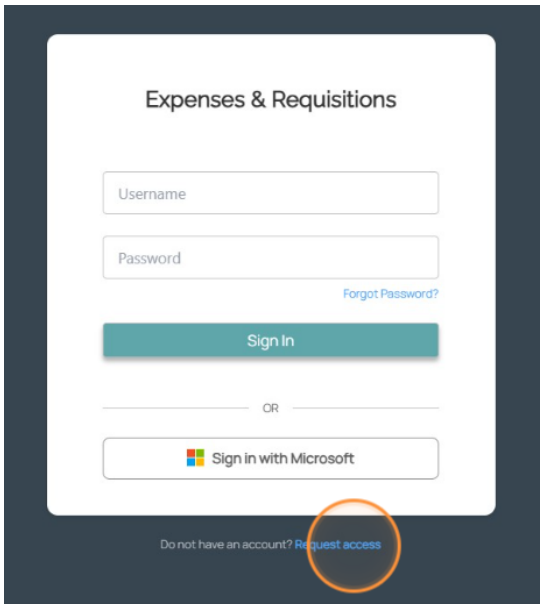
Expense System Guidance

Registering for a new account

1. In your chosen browser, navigate to https://expenses.rcp.ac.uk/login. You should be welcomed by our homepage.



2. Click the “Request Access” link at the bottom of the page.



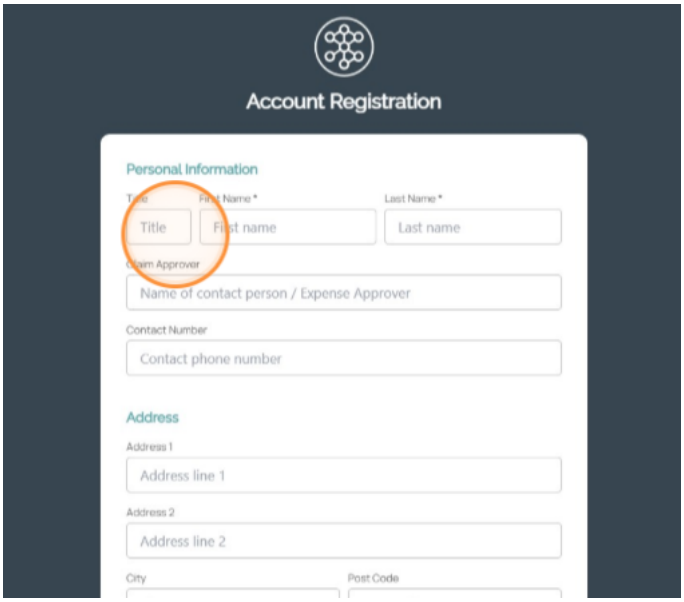
© Royal College of Physicians

Registered charity no 210508

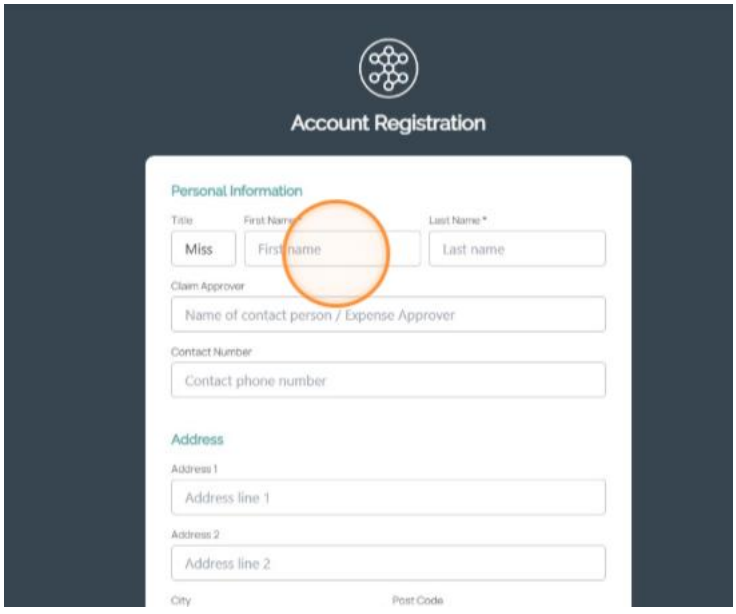
3. You will be taken to the Account Registration form.

Section 1: Personal Information

4. Begin, by entering your personal information, starting with your title.

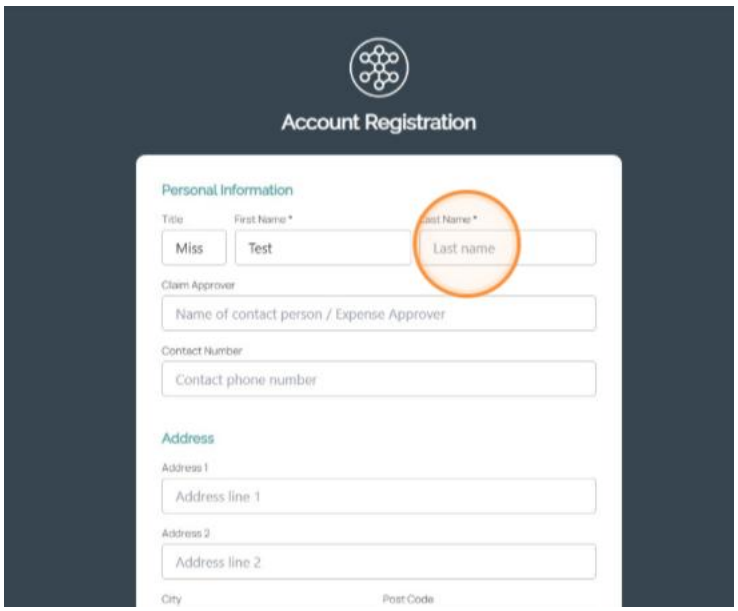


5. Enter your First Name.

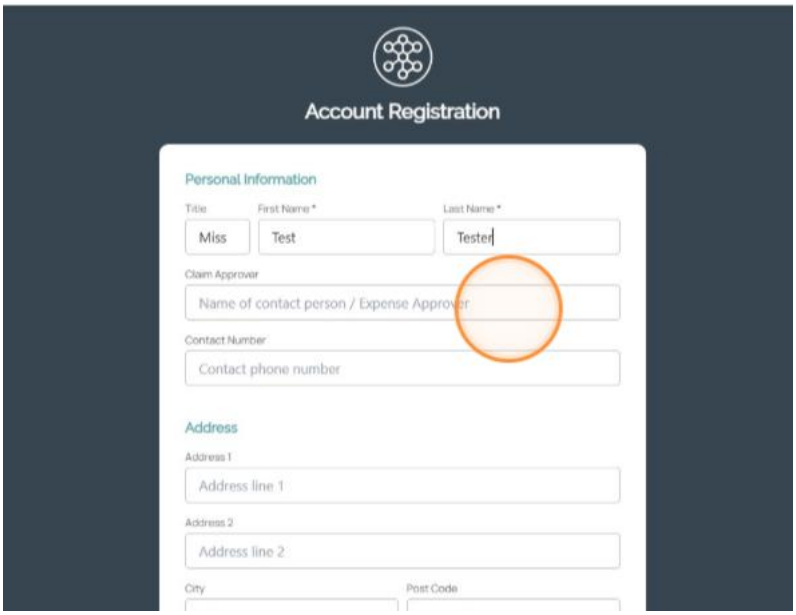


© Royal College of Physicians
Registered charity no 210508

6. Enter your Last Name.

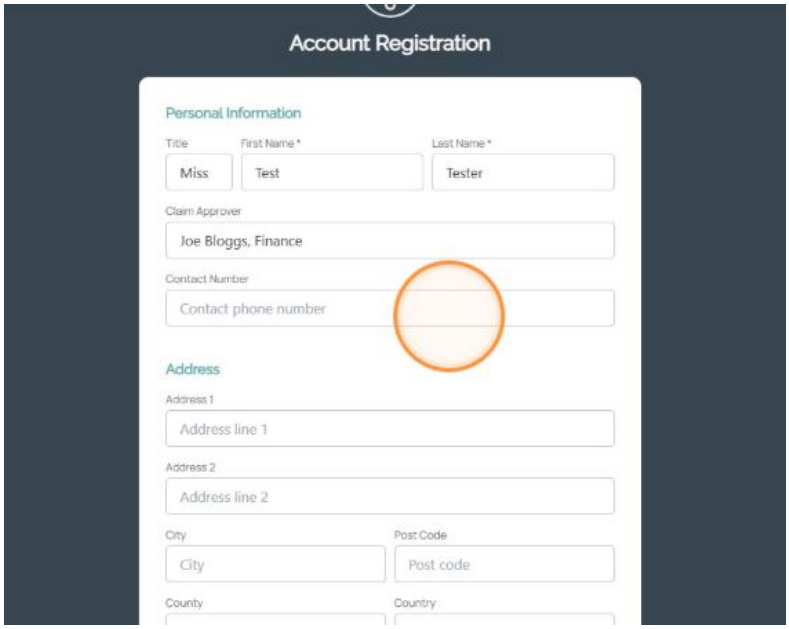


7. Next, you will be asked to enter the name or department of your contact at the RCP or Federation. It is important to complete this field as it will help our expense team direct your claim to the most appropriate approver.



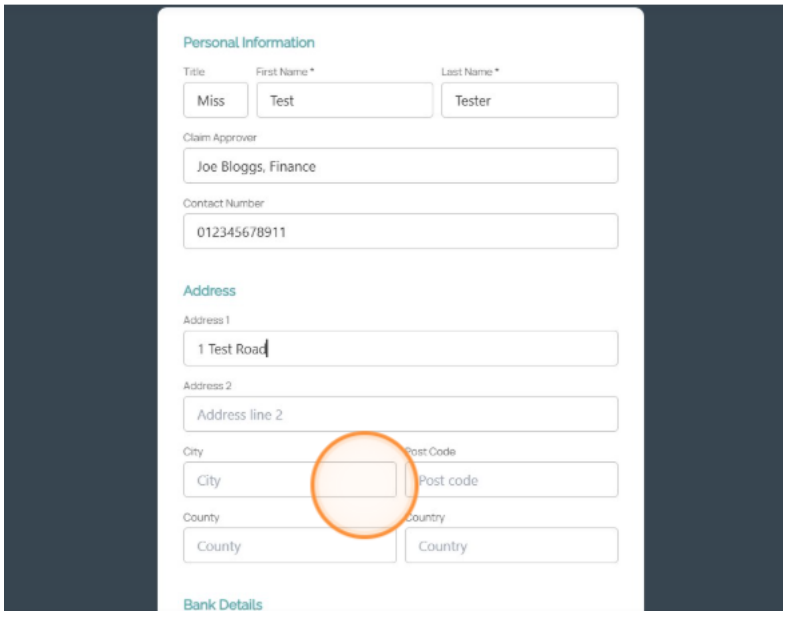
8. Move on by entering your Contact Number.

© Royal College of Physicians
Registered charity no 210508



Section 2: Your Address

9. The second section of the form is for your personal address. Move through the fields, entering information in those that are necessary for your own address.



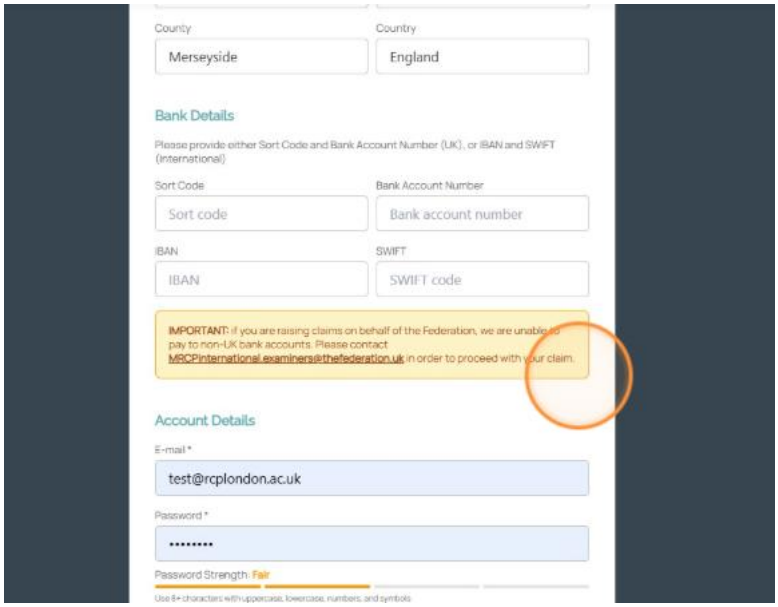
© Royal College of Physicians
Registered charity no 210508

Section 3: Bank Details

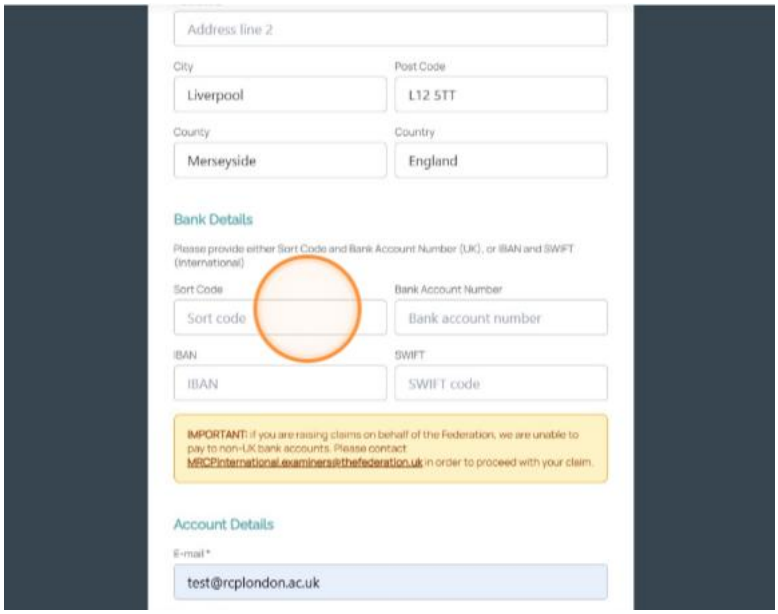
10. This section of the form is important as it instructs us where to pay your claims.

    IMPORTANT: If you are raising claims on behalf of the Federation, we are unable to pay to non-UK bank accounts. Please contact MRCPinternational.examiners@thefederation.uk to proceed with your claim.

    If you have a UK bank account or are raising your claim on behalf of the RCP, please continue to the next step.



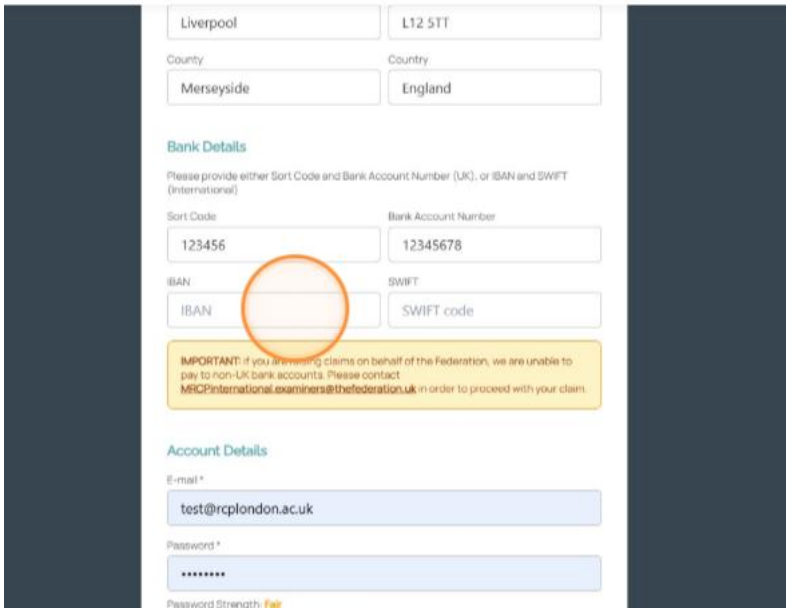
11. Enter your 6-digit sort code and 8-digit account number.



© Royal College of Physicians

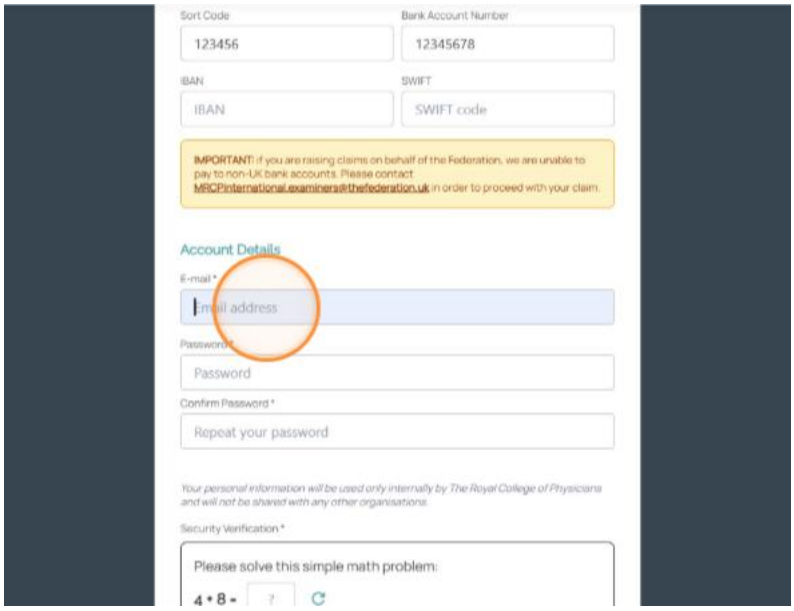
Registered charity no 210508

12. Where applicable, we also have fields for you to enter an IBAN and SWIFT.



Section 4: Account Details

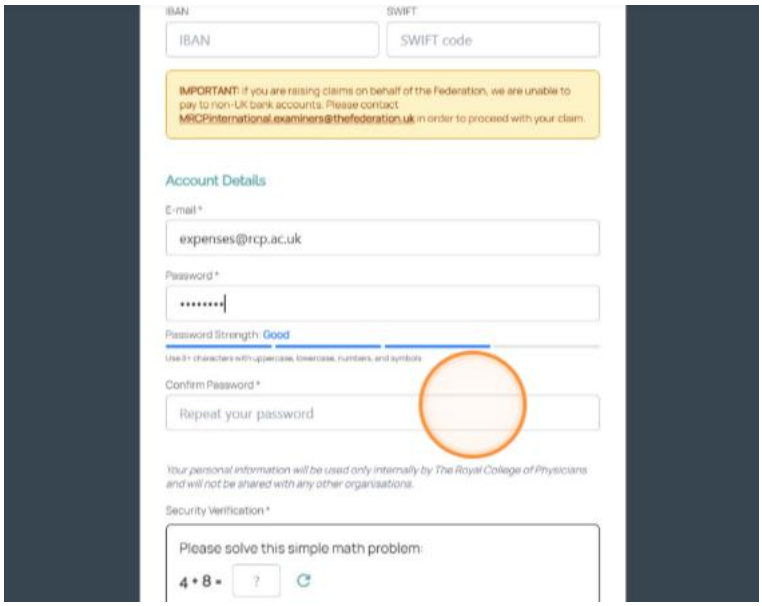
13. The final section of the form asks you to complete fields relevant to your expense account with us. The first field is your email address. This email address will be used as your account username when signing in, and to issue notifications about your claim.



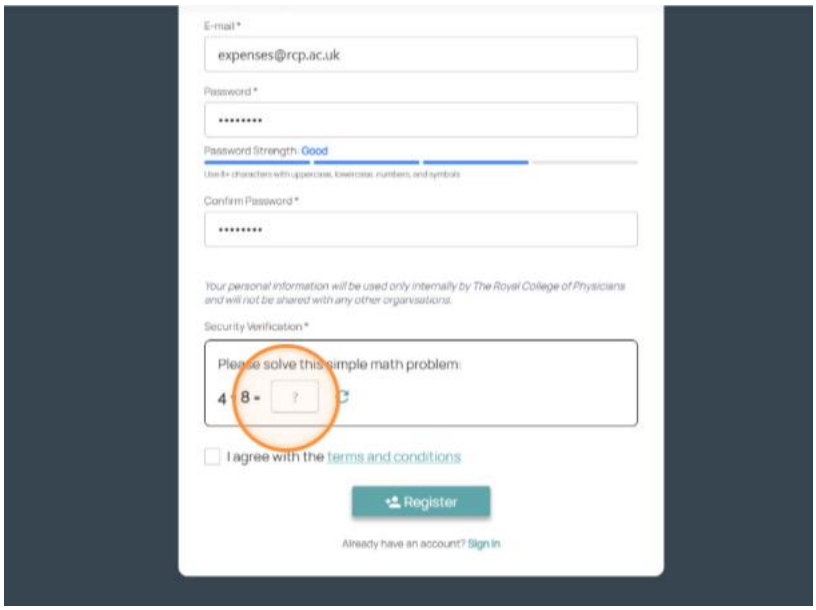
© Royal College of Physicians

Registered charity no 210508

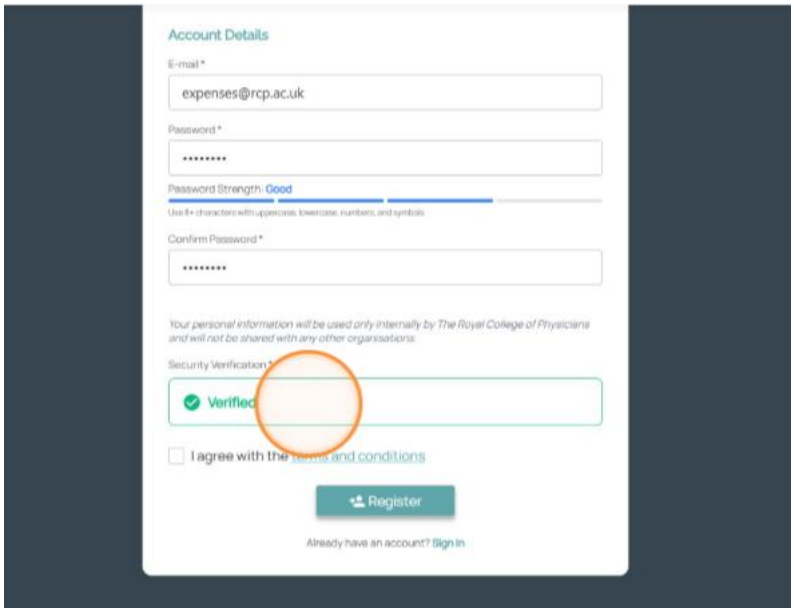
14. Next, you will be asked to enter a password. We advise creating a strong password using characters, numbers and symbols so it cannot be easily guessed. There is a tool to show you the strength of the password entered.



15. You will also be asked to complete a security verification. This is normally in the form of a simple mathematical equation. Type your answer in the "?" field

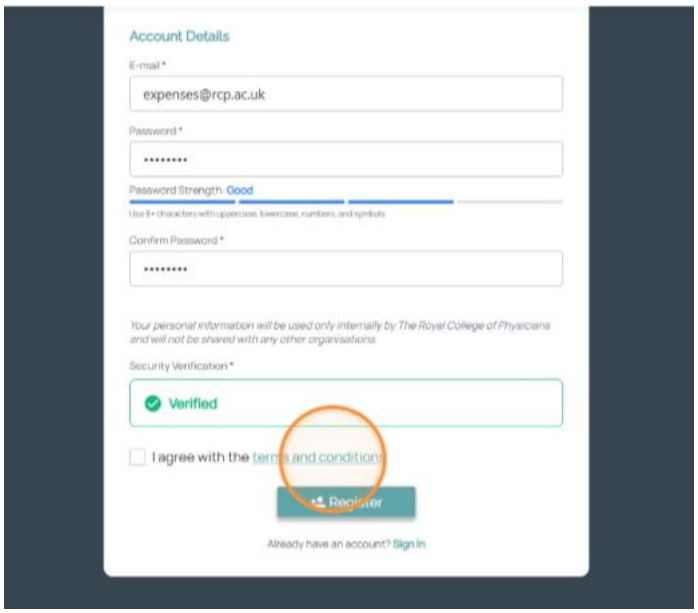


16. You will get a “Verified” message when successful.



Section 5: Terms and Conditions

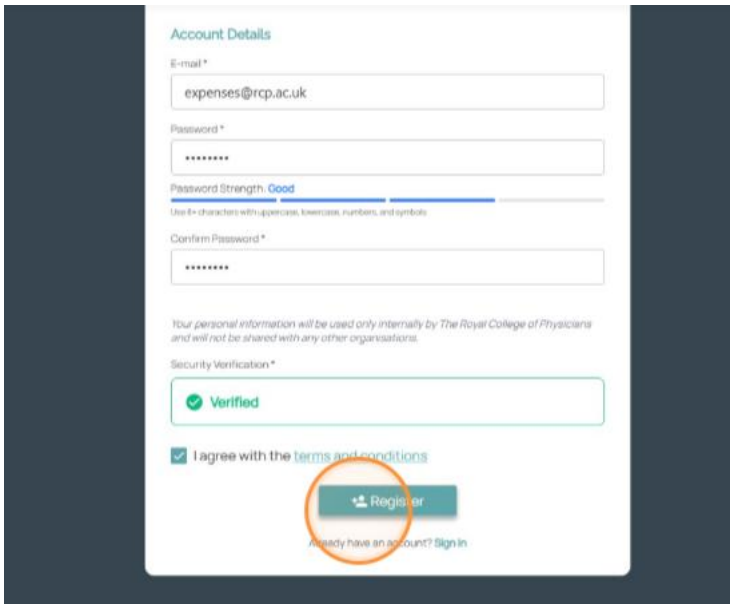
17. You must agree to our Terms and Conditions to register for an account with us. Please ensure you open the link by clicking “Terms and Conditions”. Read through them carefully before ticking that you agree.



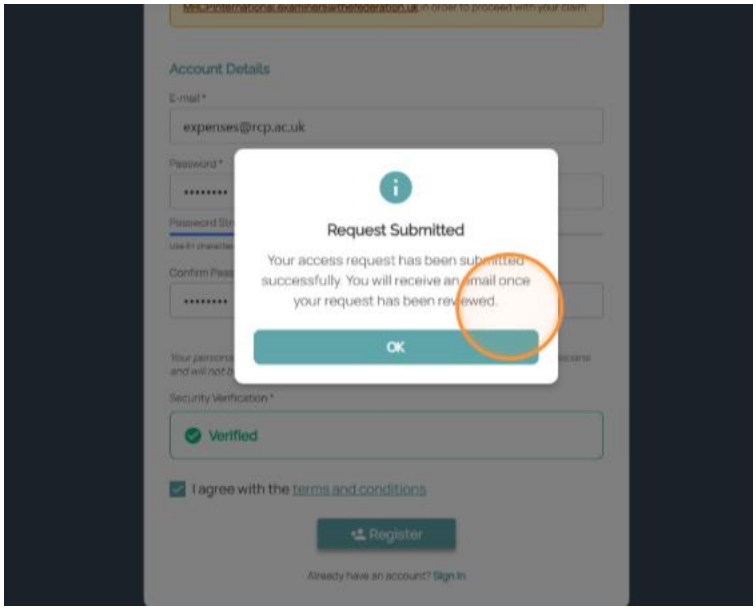
18. Finally, click the “Register” button to register your account.

© Royal College of Physicians

Registered charity no 210508



19. If successful, you will receive a message to confirm your request for an account has been submitted to our expenses team. Once reviewed and approved, you will receive an email notification to confirm you can begin raising expenses claims. We aim to approve new accounts within 2 working days.

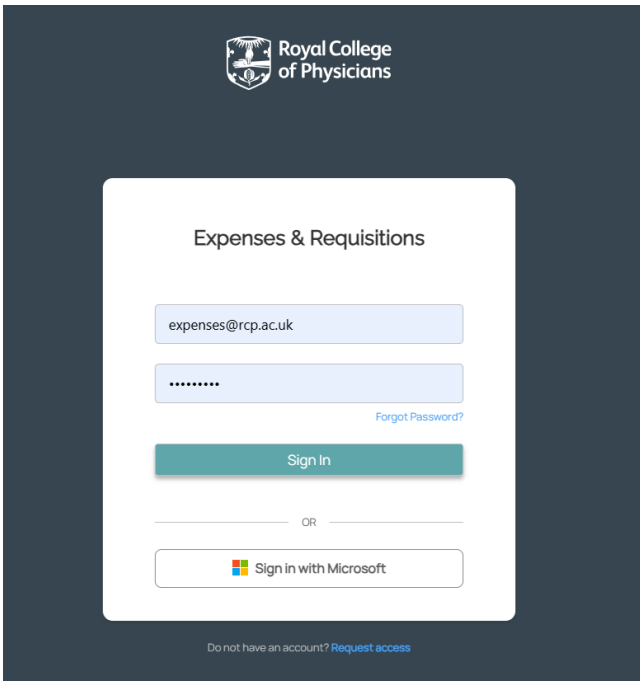


Logging in to your account

The first time you sign in to your new account, you will need to enter the following information:

Username – the email address you entered during account registration

Password – the password you entered during account registration



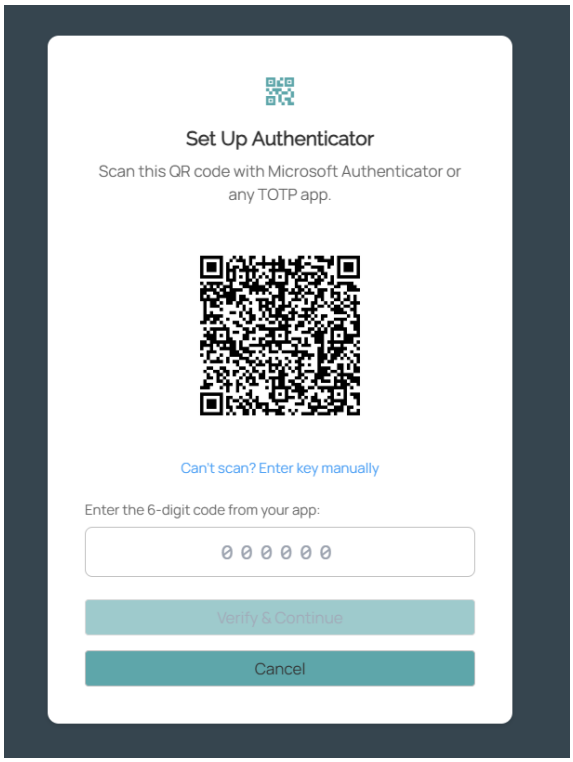
Multi-Factor Authentication (MFA)

New users will now be required to activate multifactor authentication. This adds an extra layer of security for your account and helps protect your personal details.

© Royal College of Physicians

Registered charity no 210508

Once you click “Sign in”, the system will set up your MFA and navigate you to the setup wizard.



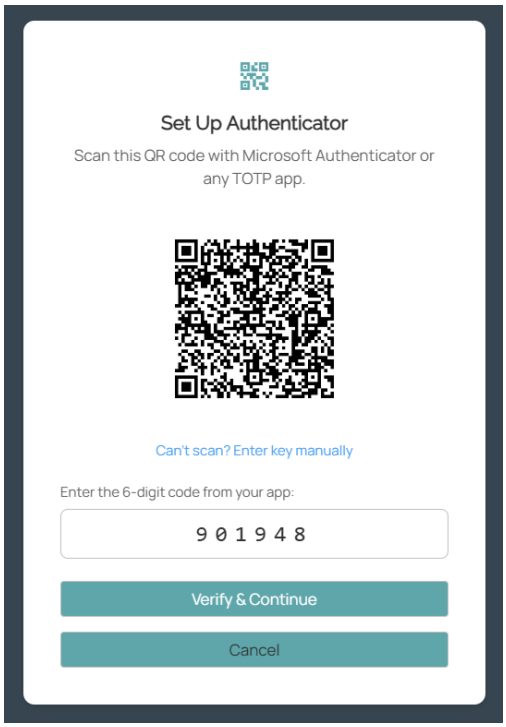
The college uses the Microsoft Authenticator app for it’s MFA, however other TOTP applications are accepted.

Download your chosen app onto your smartphone and follow the instructions within the app to scan the QR code and set up your MFA.

Once the setup is complete, enter your 6 digit verification code into the field on our expenses site.

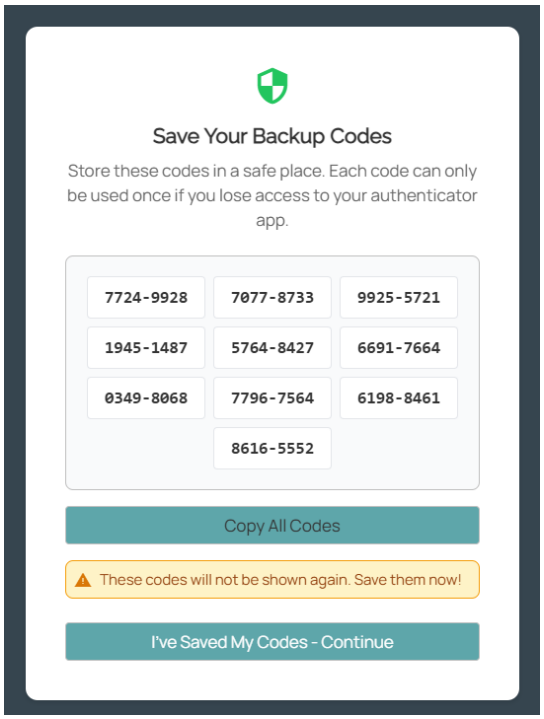
© Royal College of Physicians

Registered charity no 210508



Click “Verify & Continue”

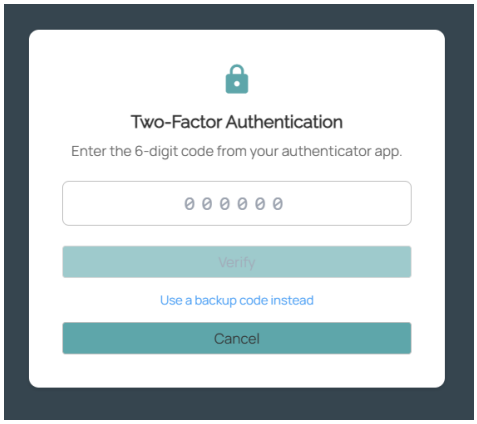
If successful, you will be given a list of back-up codes. We strongly recommend you save these in a safe place, should you need them to access your account.



You have now completed your MFA setup.

© Royal College of Physicians
Registered charity no 210508

Next time you log into your account, you will be prompted to enter your username and password. Once you click sign in, you will be asked to enter a new 6-digit code from your chosen authenticator app.



We strongly recommend the use of MFA as it adds a layer of protection for your personal data, however if you have a reasonable objection to having this on your account, please contact us at expenses@rcp.ac.uk and we can discuss your options.

© Royal College of Physicians

Registered charity no 210508