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 INCURRING THE EXPENSE.**

This is a brief outline of the process:

1. Claimant registers with personal details
2. Auto email received by Claimant with verification link
3. Claimant clicks verification link
4. Auto ‘awaiting activation’ email sent to Claimant and HEE Expenses Admin Team
5. HEE Expenses Admin Team activate account **Activation will occur twice a day during office hours, Monday to Friday**
6. Claimant receives ‘Your account has been activated’ email with details for logging in
7. Claimant must log in and add bank details
8. Expense claims can be submitted

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](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.

*Remember to submit your claim within 28 days of incurring the expense*
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:

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

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 incurring the expense
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

![Password Entry Form]

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

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.

![Address Entry Form]

Remember to submit your claim within 28 days of incurring the expense
Page 4 – Select HEE Approval and click NEXT

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEE Approval</td>
<td>Self-registration employees. Please tick this box to enable approval of your expense claims</td>
</tr>
</tbody>
</table>

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: Y04JTY
- Engine Size (cc): 1600
- Mileage Unit of Measure: Miles
- Engine Type: Petrol

Remember to submit your claim within 28 days of incurring the expense
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:

<table>
<thead>
<tr>
<th>Vehicle Journey Rate Category</th>
<th>Description</th>
<th>Per mile before 1000 miles</th>
<th>Per mile after 1000 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage Interviewees</td>
<td>Mileage rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage Interviewer Panel Member</td>
<td>Mileage (Interviewer Panel Member)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 7 (Page 6 if no car has been entered)- Add your 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 incurring the expense.
Your verification email will look like this (you may need to check your Junk/Spam folders):

![Verification Email Example]

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:

![Selenity System Screen]

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):

![Activation Email Example]

Remember to submit your claim within 28 days of incurring the expense
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.

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.

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).

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