Identifying Your ERA

1. On Vanderbilt E-Business click on the Privilege Management (PM) login

2. Click on “resource” at the top of the page

3. In the “Resource Name or Description” field enter the 6 digit home department of the card applicant. A list will appear – choose the home department you entered from the list.

4. Two tabs with lists will appear – click on the “by privilege” tab

5. Click the box for the Procurement & Disbursements list
   Within the Privilege Management list you will find the ERA for the home department. *(There should only be one person identified. Additional individuals listed need to be removed as Concur will only recognize and pull one name as the system ERA.)*