

# Getting started with the Concur app

**TO BEGIN:** Log in to Concur → Go to your **Profile** menu → Go to **Profile Settings** → Click on **Mobile Registration** in the navigation bar

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Registration

- Use this page to request a link to be sent to your mobile device or go to the Google Play store, search for “Concur”, then download the app.
  - There are several ways to log in to the app, and one way is to create a mobile PIN to use with the app. Create a mobile PIN on this page.
- \* If your company uses SSO, please see the instructions [here](#).*

2

Log in to the app

- Once you have downloaded the Concur app, open the app.
  - On the **Sign In** screen, enter your work email or Concur username. (Use the same login credentials you use for the web version of Concur.) Tap **Next**.
  - Enter the same password you use to sign in to Concur on Web. Tap **Sign in to Concur**.
- \* If your company uses Single Sign on, select **SSO Company Code Sign in**.*

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Use the app

- Book travel, capture receipts, manage expenses, submit or approve expense reports and more with the app.

