Getting started with the Concur app

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



- 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.



- 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.

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* If your company uses Single Sign on, select SSO Company Code Sign in.



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

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C. CONCUR Travel	Expense Invoice App Center	Links + Help + Profile -	C. CONCUR
Profile Personal Inform	ation Change Password System Settings Mobile Registration	Mobile Devices =	Sign in
Your Information Personal Information Company Information Contact Information	Concur Mobile		Work Email or Username
Email Addresses Emergency Contact Credit Cards	your mobile device.		NEXT
Travel Settings	To get started, enter your email address below and we will send you a link to download the app.		
Travel Preferences International Travel	Jane.Smith@concur.com Get Started	Trips View your tips Expenses	Forgot Password?
Assistants/Arrangers	Or, review your sign-in details:	Ext of your expenses Exponso Reports Revew and submit your reports	SSO Company Code Sign In
Expense Settings Expense Information Bank Information Expense Delegates	Username: Jane.Smith@concur.com Password: Use the same password you use to sign in to Concur for Web. If you don't know your password, you may reset your password or create a mobile PIN	Approvals Approvals Investigations, asymtom	
Expense Preferences Expense Approvers			Not a member yet? Try Test Dri