CONCUR.

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

1 Registration

- Use this page to request a link to be sent to your mobile device or go to the App 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.

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. Tap **Next.**
- Enter the same password you use to sign in to Concur on web. Tap **Sign In to Concur.**

3 Use the app

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