

Concur Mobile App Instructions

With the free Concur Mobile App, travelers can:

- ✓ Create, Submit & Approve Requests and Reports
- ✓ Take photos of receipts and create expenses using Expense-It

1. Log in to the [Concur](#) desktop application
 2. Click **Profile**, then **Profile Settings** in the upper right of your dashboard
 3. Select **Contact Information** and enter your work phone and add your mobile device to help enable Concur mobile app download
 4. **Email Addresses:** your work email address should be displayed. Click **verify**. Open message (may take several minutes to receive), copy code and paste in Concur profile Enter Code field
 5. **Click Concur Mobile Registration under Other Settings** in the left column: click the Get Started blue button to receive the app download link in an email. You can also download the Concur free mobile app by searching in the app center or store on your mobile device.
 - a. **To sign in to the Concur mobile app for the first time, tap on Company Code Sign In and enter the company code when prompted: **6EVYP****
- ✓ **Verify other email addresses** used for travel arrangements, then forward your receipts to receipts@concur.com for upload into your expense Available Receipts
 - ✓ **E-Receipt Activation** under Other Settings: E-Receipts can save time by pre-populating Expense Reports. Forward your receipts to receipts@concur.com for upload into Available Receipts

