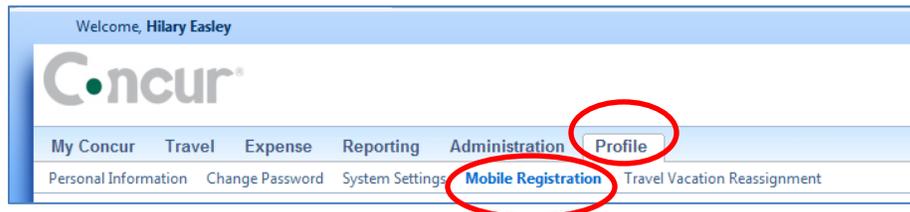


# Concur Application for Mobile Devices

Situation: You would like to have access to Concur Travel and Expense on your Mobile Device

## Step One: Sign up for Mobile

- From a computer, log into Concur in the usual manner – using your PennKey authentication
- Click on the **Profile** tab
- Select **Mobile Registration** in the top tool bar



- Follow the instructions on creating a pin.

## Step Two: Verify Email Addresses

- Under the Profile Tab, scroll down to Email Addresses
- Click **Add an email address**
  - Enter your email address
  - Select "Yes" to have Concur travel notifications sent to that email account.
  - Click OK to save
- Click **Verify**
  - Check your email account for a verification message from Concur
  - Copy the code from the email message into the **Enter Code** box, next to the email address below.
  - Click OK to complete the verification Add multiple email addresses by repeating the steps above.

Setup is now complete. With your verified email address you can email receipt images to [receipts@concur.com](mailto:receipts@concur.com) to have your receipts uploaded into your Receipt Store.



### ***Step Three: Load Concur App on your Mobile Device***

- Using your phone or other device connect to the appropriate store for downloading applications (example: Apple's App Store or Droid's Play Store). Search for Concur. It will be called Concur or Concur mobile. It is free.
- Download the application. The resulting icon will appear as  
- If you have any questions, use the "Learn more" link on the Concur for Mobile page where you did your initial Mobile Registration.

### ***Step Four: Log into Concur Mobile on your Mobile Device***

- On your Mobile Device, click the Concur icon.
- Enter your login name. **Important Note:** Your login name in Concur Mobile is your [PennKeyName@upenn.edu](mailto:PennKeyName@upenn.edu) . It may look like your email address, but it is not necessarily the same.
- Use the pin you created as your password

### ***Step Five: Use Concur Mobile***

- Login to Concur using your mobile device.
- You can now book travel, enter expenses, add receipts, approve expense reports and see the status of existing expense reports.
- When you are done, **always Log out.** Depending on your Mobile Device (brand specific) it will most probably appear in the top or bottom margin of the screen. If you simply close the application, it will remain open to accidental entries or tampering.

### ***Step Six: Change settings in Concur Mobile to simplify future logins***

- Within the Concur Mobile app, go to Settings.
- Click **Save Login.** **For security purposes, do not click Automatically Login.**

Note: The Concur Mobile apps are offered as a convenience to the user, but are not part of the ISC catalog of supported apps.