

## How to gain access to Concur on your mobile device

### Option #1

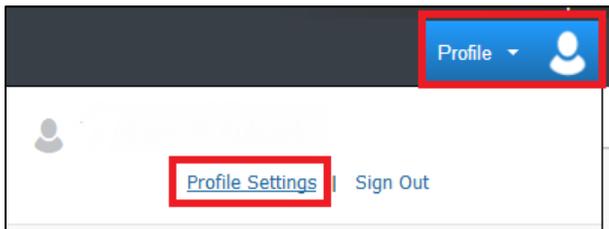
1. Search “Concur Mobile” in your mobile device’s app store



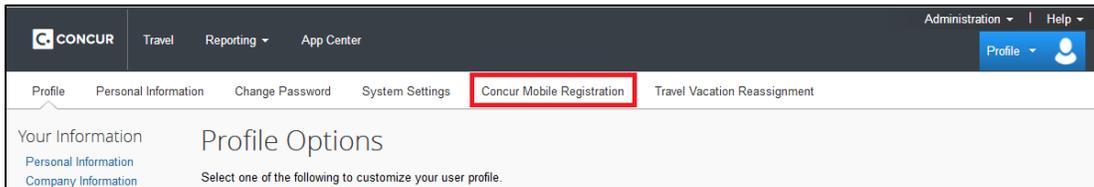
2. Download and install
3. Log into Concur Mobile with the same credentials you use for the desktop version

### Option #2

1. Log into Concur on your desktop/laptop
2. Click on Profile/Profile Settings



3. Click on Concur Mobile Registration at top of screen



4. Fill in your email address as requested and click Get Started

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

5. You’ll notice this message is now displayed:



6. You’ll receive an email from [mobileinstructions@concur.com](mailto:mobileinstructions@concur.com)
7. Open said email with your mobile device
8. Tap the link included with Step 1 within the email
9. Select appropriate App Store from the display and install
10. Log into Concur Mobile with the same credentials you use for the desktop version