

Concur Mobile App Setup



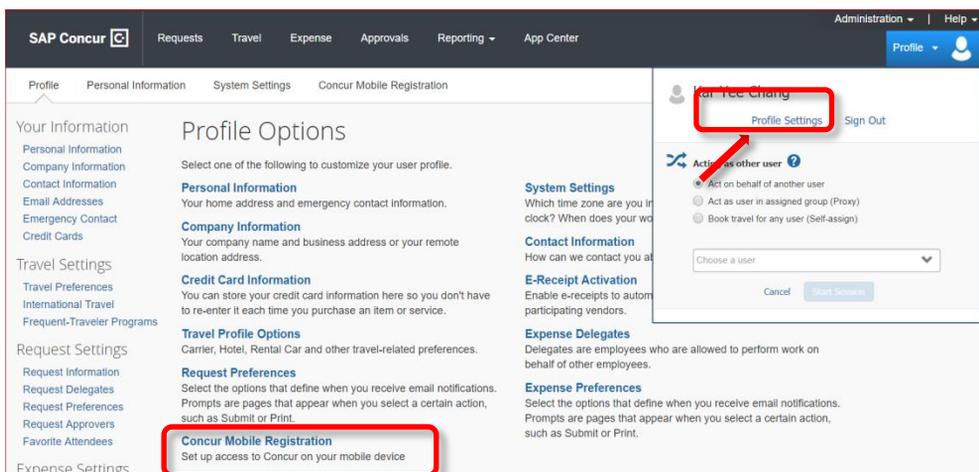
Objective: This section will go over the steps to set up access to Concur on your mobile device

Concur Mobile is Concur's free mobile app, allowing you to access your Concur account while on the go. The app allows you to expense reports on your phone, view and add your PPPL Travel Credit Car transactions directly to your expense report, and even capture receipts using your phone's camera via Expenselt Pro.

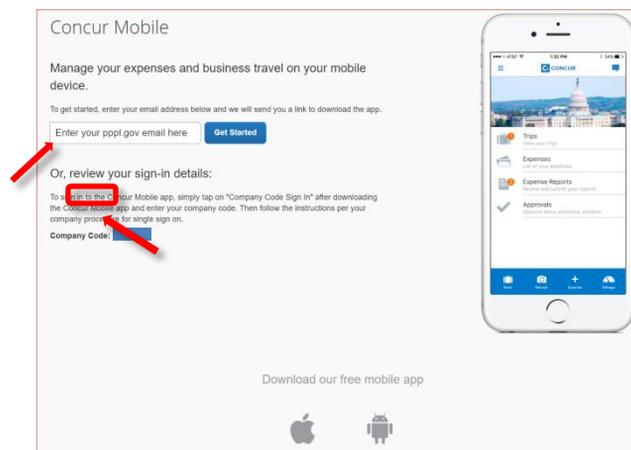


Note: A Travel Request must be created on the Concur website, it can then be submitted using the Concur Mobile app. You can use the Concur Mobile app to start creating your Expense Report, however you must log into the Concur website to attach your request to the Expense Report.

1. Log in to your Concur account, and click on *Profile > Profile Settings > Concur Mobile Registration*



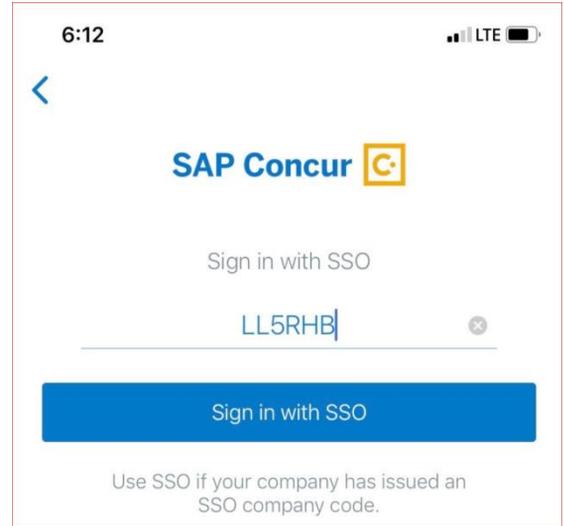
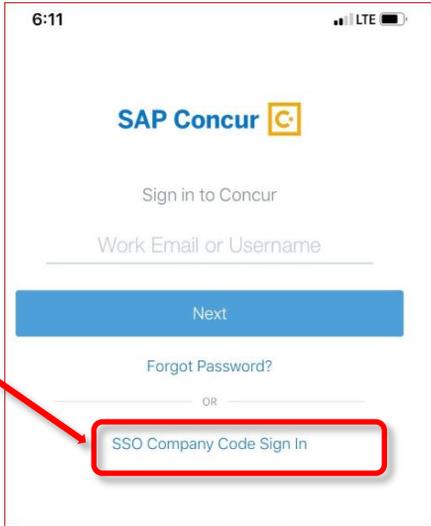
2. Download the Concur Mobile app onto your mobile device. You can have a download link emailed directly to you. **Notate** the *Company Code* as you will need the code to log onto the mobile app.



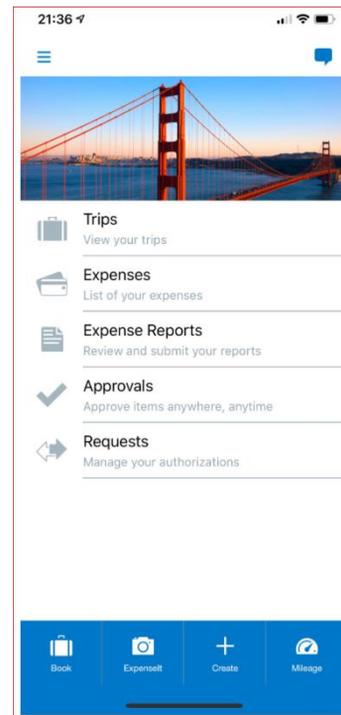
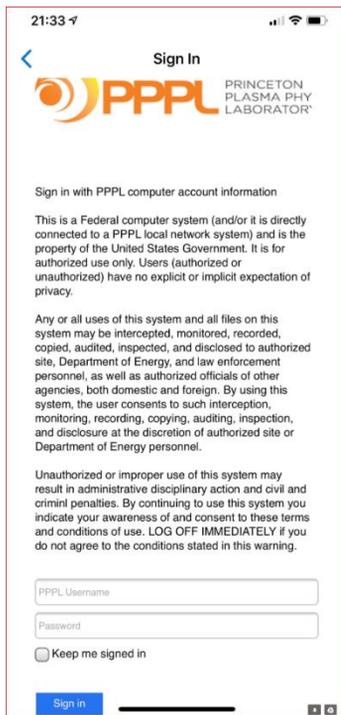
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3. Once you've downloaded the app onto your mobile device, **click** on *SSO Company Code Sign in*, and **enter** the Company Code. **Click** *Sign in with SSO*.



4. Enter your PPPL SSO credentials and click Sign In. You will be prompted to verify your login with Duo Mobile. Once you've verified your login, you will be brought to the Concur home screen and **now you are ready to start using Concur Mobile!**



Contact ConcurSupport@pppl.gov for additional questions

