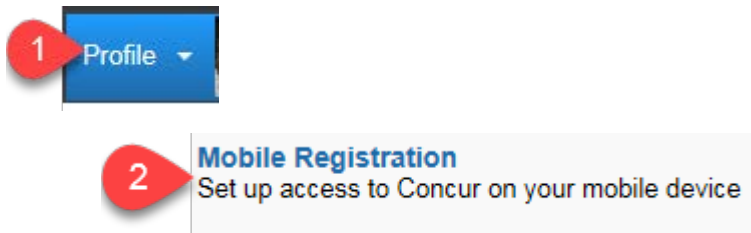


## 1. Mobile App

Concur has a mobile app available which syncs to your Concur account and allows you to create expense reports from your smartphone device. Using Concur's mobile app you can easily utilize many of the website functions such as enter expenses, capture and upload pictures of receipts, view card transactions, submit expense reports, check the status of expense reports, and approve expense reports. Use Concur on your smart phone to assist with your expense reports in places where your laptop is not available or convenient.

## 2. Sync your Concur account to your smart phone

Select **Mobile Registration** option under your **Profile** in Concur.



## 3. Username and Password

The username provided in Concur will serve as your username for the mobile app. Your ND password will not work when signing into the mobile app. To create a password, click **Create a Mobile PIN**. Follow the on-screen instructions to create a Mobile PIN.

Or, review your sign-in details:

**Username:** dkenned1@nd.edu

**Password:** Use the same password you use to sign in to Concur for Web. If you don't know your password, you may [reset your password](#) or [create a mobile PIN](#)

## 4. Create a Mobile PIN (password)

Enter a Mobile PIN of your choice into the **Create PIN** and **Retype PIN** text boxes. Click **Set PIN** button. **The Mobile PIN will serve as your password when logging into the Concur mobile app.**

### Set up PIN for mobile

To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN. Enter a new PIN in the fields below to setup a new one.

Create PIN:  1

Retype PIN:  2

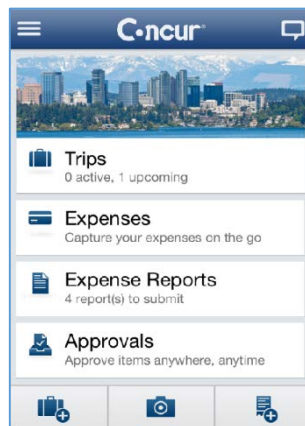
PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

## 5. Download the Mobile App

Download the Concur mobile application to your smartphone device. Search for the word 'Concur' in your app store.

## 6. Log into the Mobile App

To finish syncing your Concur account to your smartphone. Open the mobile app on your smartphone and enter your User Name and the Mobile PIN that you created in step 4 for the password.



## 7. Mobile App Features

**Expenses:** Allows you to capture expenses on the go. After adding the expense to an expense report you can itemize or add attendees if needed. You may add, view, edit, and delete expenses in the App as well as attach receipts at the line level.

**Expense Reports:** will lead you to the 'Active Reports' screen where you can review, delete, create, and access active expense reports. Functions include adding expenses, viewing and editing the 'Report Header', and submitting your report.

**Approvals:** will allow you to approve an expense report anywhere, anytime.

## 8. Features Not Available on the App

The mobile application will allow you to create and submit an expense report. You are able to use your cellphone camera to take a picture of your receipt and attach the picture to an expense entry. Not all functions available in the travelND webpage are available in the mobile app. Some features not supported in the mobile app are listed below:

- Requesting or assigning a cash advance
- Viewing the audit trail
- Creating per diems
- Viewing Fund-Org-Program at the line level
- Allocating an expense