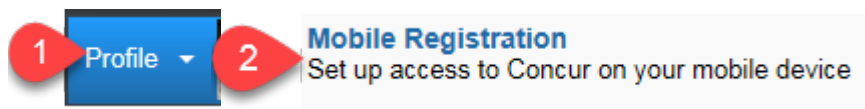


## 1. Mobile App

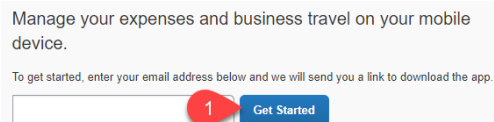
Concur has a mobile app available which syncs to your Concur account and allows you to create expense reports from your smartphone device. Using Concur's mobile app you can easily utilize many of the website functions such as enter expenses, capture and upload pictures of receipts, view card transactions, 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.

Select **Profile / Mobile Registration** option.



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

Read all the instructions on the mobile registration page. Choose one option for registering your mobile app. The username provided in Concur will serve as your **username** for the mobile app. Click the **Get Started** link and Concur will send you an email link to the app.



### Or, review your sign-in details:

To sign in to the Concur Mobile app, simply tap on "Company Code Sign In" after downloading the Concur Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

## 3. Log in with your ND credentials

Follow the instructions in the email to finish setting up the mobile log in.

You're just two easy steps away from faster expense and travel management.

**Step 1:** [Tap here to install Concur Mobile](#)

**Step 2:** After installing:  
To log in to the Concur Mobile app, simply tap on "Company Code Sign In" after downloading the Concur Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

**Company Code:** QMXBRD

Alternatively, you can use your Concur username and a Concur Mobile PIN to login.

## 4. Alternative: Create a Mobile PIN to use as your password.

To create a **Mobile PIN** as your password, follow the on-screen instructions to create a Mobile PIN. 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.

## 5. Download the Mobile App

Download the Concur mobile application to your smartphone device. Search for the word 'Concur' in your app store OR use the link in the email to download the app, **Step 1**.

You're just two easy steps away from faster expense and travel management.

**Step 1:** [Tap here to install Concur Mobile](#)

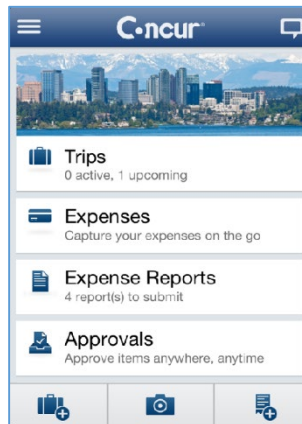
**Step 2:** After installing:  
To log in to the Concur Mobile app, simply tap on "Company Code Sign In" after downloading the Concur Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

Company Code: QMXBRD

Alternatively, you can use your Concur username and a Concur Mobile PIN to login.

## 6. Log into the Mobile App

To log into the Concur app, use either your ND credentials or if you created a mobile PIN use 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