

Getting Started Guide: SAP Concur Mobile App

TAKE THE POWER OF SAP CONCUR WITH YOU

Business often takes you out of the office and onto the road. The SAP® Concur® mobile app helps you stay connected and productive – whenever and wherever. Follow the steps below to access the power of your SAP® Concur® solutions on the go.

Download

- Sign into the web version of your SAP Concur solution and click **Profile > Profile Settings > Concur Mobile Registration**.
- Enter your e-mail and click **Send Link** to have a link to download the app sent to you. Leave the Concur Mobile Registration page open while you view the e-mail on your mobile device and download the app.

Sign In

- Once you've downloaded the app, you'll be able to sign in* using one of these options:
 - **Username and password.** Sign in using the credentials you use on the web version of SAP Concur.
 - **Mobile Single Sign-On (SSO).** You can find your company SSO code on the Concur Mobile Registration page.
 - **Biometrics.** Once signed in, you can set up biometrics such as fingerprint and facial recognition so that you can use these methods to sign in quickly in the future.

Need Help?

- Ensure you're using the correct username. This can be found on the Concur Mobile Registration page.
- If you haven't previously signed into the web version of Concur Solutions, make sure you do that and set your password before attempting to sign into the mobile app.
- If you're still having trouble, please refer to the [SAP Concur Mobile App Resources](#) page or create a support ticket.

*Please note that your sign-in options and how often you're required to sign in may vary depending on your organization's policy and configuration.

Learn more at concur.com