

Concur Mobile

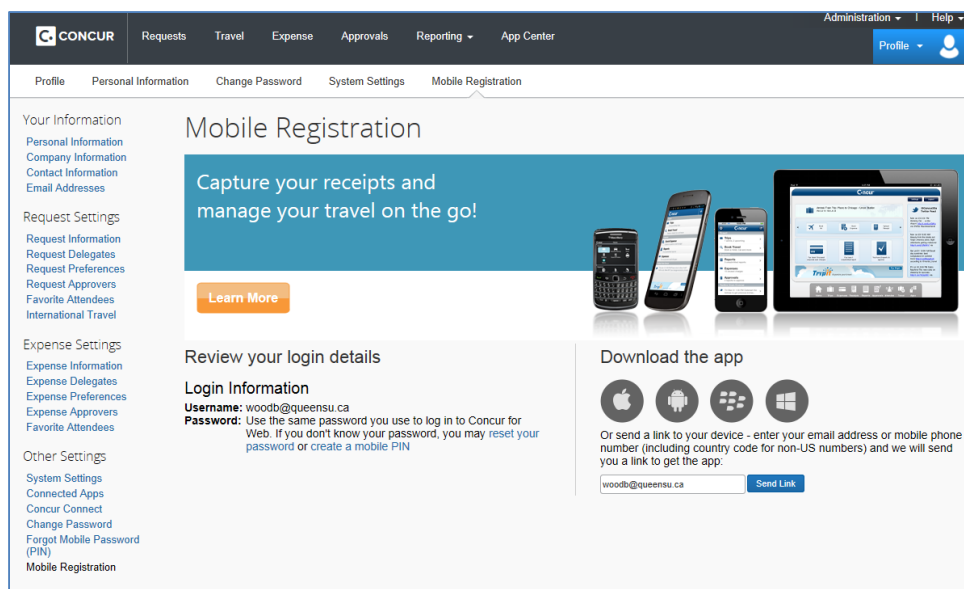
Visit: www.concurtraining.com/customers/concur/mobile to learn how to use Concur Mobile on your smartphone (mobile device).

Benefits of using the Concur Mobile app

- Instantly capture receipt images
- Get reimbursed sooner
- Add, edit, or delete out-of-pocket expenses
- Add attendees and itemizations to your expenses
- Create, edit, and submit expense reports
- Approve or reject expense reports (if you are an Approver)

Accessing the Concur Mobile app

- Log in to your desktop computer version of the ERS (Concur) and click on Profile > Profile Settings > Mobile Registration
 - Use the mobile registration page to request a link to be sent to your mobile device and to create a mobile PIN



- To log in to Concur Mobile, you will use your Queen's email address and the PIN you created (PIN is only needed once) when you completed your mobile registration.

Please note: Blackberry is not supported