Step-by-Step Guide
Registering for Concur Mobile

What is Concur Mobile?

Concur Mobile is an app which provides access to the Concur Travel & Expense System from your iPhone, Android, Blackberry, or Windows Phone device.
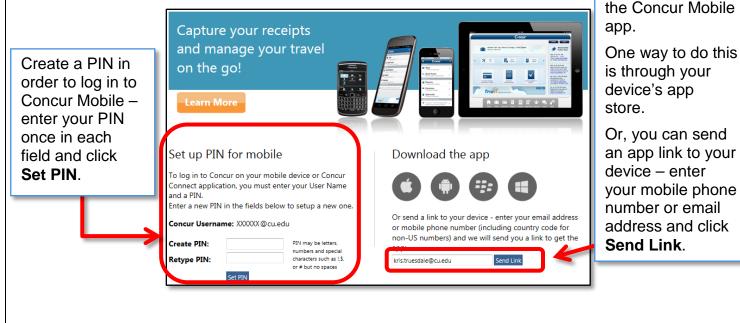
With Concur Mobile you can:

- View your travel itineraries and flight status updates
- Book airfare, rental cars, and hotels for your university travel
- Capture receipt images with your device's camera and add to your Available Receipts area
- Create and submit expenses reports
- Review and approve expense reports (if you are an approver)

How to Register for Concur Mobile

Begin by accessing Concur via your campus portal. Locate your **CU Resources** section and, under the **Business Applications** area, select **Concur Travel & Expense System**.

Select your **Profile** menu in the upper right corner of your screen and click **Profile Settings**. Then, select **Mobile Registration** along the top.

Create a PIN in order to log in to Concur Mobile – enter your PIN once in each field and click **Set PIN**.

Then, download the Concur Mobile app.

One way to do this is through your device's app store.

Or, you can send an app link to your device – enter your mobile phone number or email address and click **Send Link**.

How to Log in to Concur Mobile on Your Device

Enter your Username and PIN to log in to Concur Mobile on your device. Your Username is available within the Mobile Registration area of your Concur Profile (pictured above). Your PIN was set when registering for Concur Mobile.