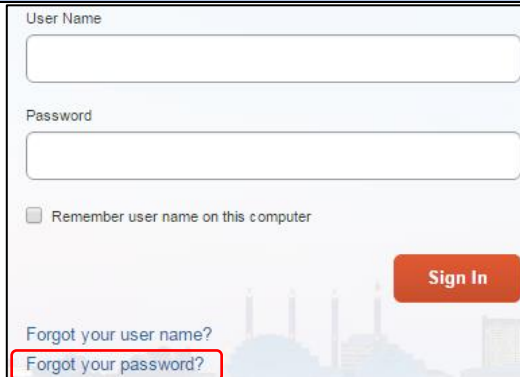


Install the Concur Mobile Expense Application

(not required if you are already using the Concur Travel mobile app)

1. Access the Concur System at www.Concursolutions.com
2. Enter your User Name (**pmfkey@ca.com**; **not** pmfkey@contractor.ca.com)
3. First time users, select **Forgot your password** then **Send me an email with link to reset my password**.



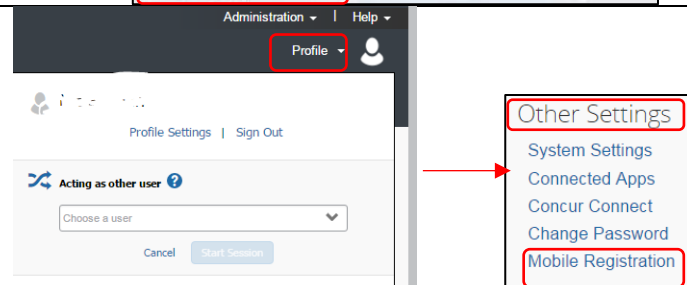
User Name

 Password

☐ Remember user name on this computer

[Forgot your user name?](#)
[Forgot your password?](#)

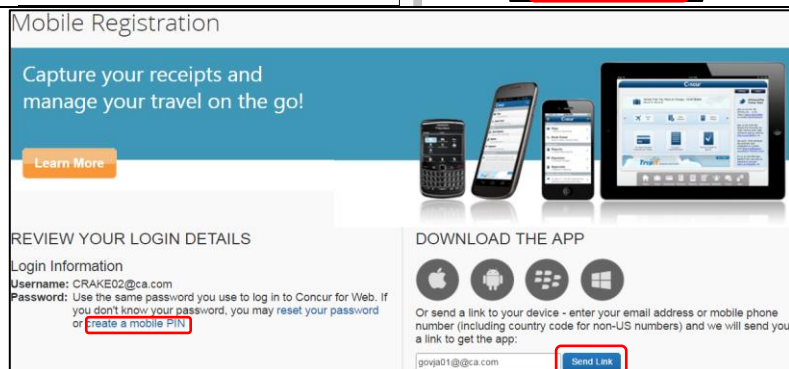
4. From your Concur homepage, click **Profile** and then **Profile Settings**.
5. From the **Profile** page, select **Mobile Registration** under **Other Settings**.



Administration | Help
 Profile
 Profile Settings | Sign Out
 Acting as other user
 Choose a user

 Other Settings
 System Settings
 Connected Apps
 Concur Connect
 Change Password
 Mobile Registration

6. **Create a mobile PIN**
7. To download the mobile app to your phone, enter your mobile number and click **Send Link**. To receive the link, you must have text messaging on your mobile device.

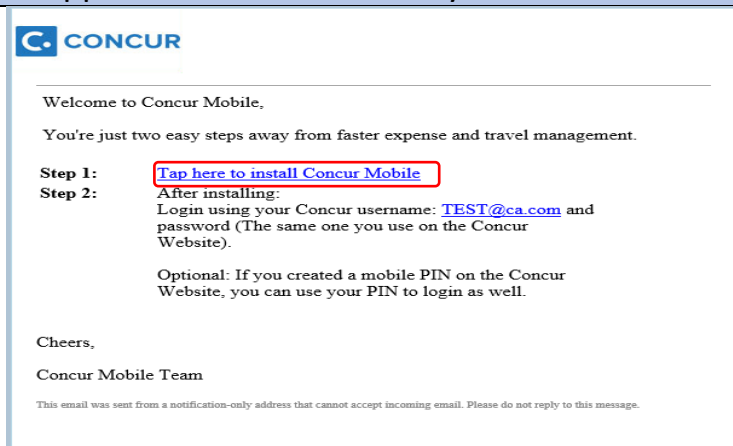


Mobile Registration
 Capture your receipts and manage your travel on the go!

 REVIEW YOUR LOGIN DETAILS
 Login Information
 Username: CRAKE02@ca.com
 Password: Use the same password you use to log in to Concur for Web. If you don't know your password, you may reset your password or **create a mobile PIN**
 DOWNLOAD THE APP
 Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a link to get the app:
 govja01@ca.com

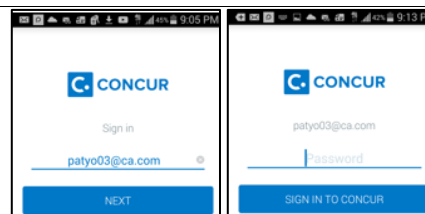
Complete the Concur Mobile Application installation on your Android device

1. On your mobile device, click the link in the text message you received from Concur.
2. Click **Install** to begin installation of the application and then click **Open**.






CONCUR
 Welcome to Concur Mobile,
 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:
 Login using your Concur username: **TEST@ca.com** and password (The same one you use on the Concur Website).
 Optional: If you created a mobile PIN on the Concur Website, you can use your PIN to login as well.
 Cheers,
 Concur Mobile Team
 This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

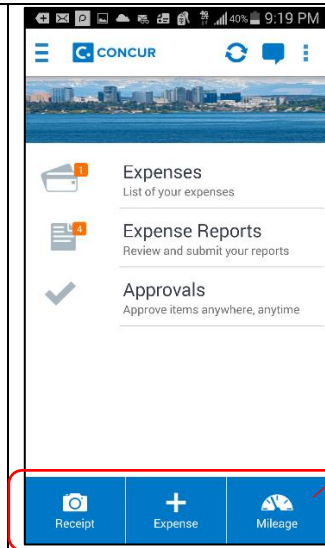
3. Enter your PMFKey@ca.com and click **NEXT**.
4. On the next screen, for the **Password**, enter your mobile **PIN** (created in step 6 above) and tap **Sign In to Concur**.



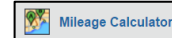
Left screen: **CONCUR** Sign in patyo03@ca.com
 Right screen: **CONCUR** patyo03@ca.com Password

5. The home screen provides access to your expenses, expense reports, approvals (for those approving), and more.

- To create a mobile expense, click on the **Expense** icon .
- For car mileage expenses, click on the **Mileage** icon .
- To take a picture of a receipt, click on the **Receipt** icon .

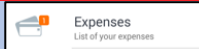


Note: The Mileage Calculator Feature



available from your desktop is not available on the mobile app. Enter the required information as prompted. Comment required.

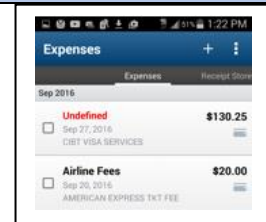
Expenses - from home screen



On the home screen, tap **Expenses** to access your list of expenses.

Use the **Expenses** screen to:

- Add, view, edit, and delete mobile expenses.
- View e-receipts, which can be edited once attached to a report.
- Attach expenses – mobile expenses, e-receipts, and card transactions – to a new or existing expense report.



Note: Functionality is similar to what you have using Concur from your desktop. Refer to the Creating a New Expense Report Quick reference Guide for further information.

Expense Reports - from home screen



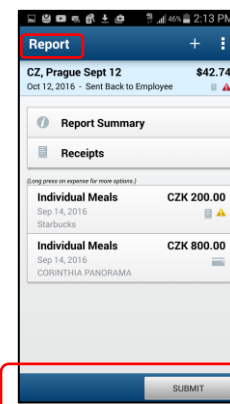
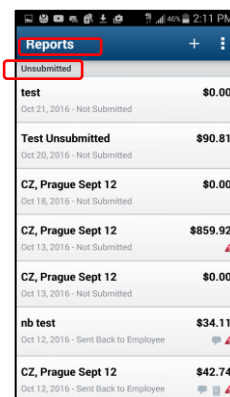
On the home screen, tap **Expense Reports** to access the list of expense reports.

On the **Active Reports** screen, you can see the name, status, date, and amount of each report.

- All active reports are separated into Unsubmitted, Submitted, and Other sections. Within each category, the reports are sorted by report date.

You can also create a new report, or, open an existing expense **Report** and:

- View and edit the report summary (report header)
- View and attach receipt images
- View, add, edit (add attendees and itemizations), and remove expenses
- Submit your report



Note: Functionality is similar to what you have using Concur from your desktop. Refer to the **Creating a New Expense Report Quick Reference Guide** for further information.

Reset Mobile Pin from Web

1. From your Concur homepage, click **Profile** and then **Profile Settings**.
2. From the **Profile** page, select **Forgot Mobile Password (PIN)** under **Other Settings**.
3. Enter Your Login ID as PMFKey@ca.co and click on **Submit**
4. On your mobile device or from your laptop, click the **Reset Mobile Password** link in the email you received from Concur.
5. Enter your **New Pin** and **Re-enter New Pin** **Note:** Your PIN must be different than last 4 pins used.

The screenshot shows the top navigation bar of the Concur mobile app. The 'Profile' button is highlighted with a red box. Below it, the 'Profile Settings' option is also highlighted with a red box. To the right, the 'Other Settings' menu is shown, listing various options like System Settings, Connected Apps, and Concurs Connect. The 'Forgot Mobile Password (PIN)' option is highlighted with a red box.

Forgot your Mobile Only Password (formerly PIN)?

Forgot your Mobile Only Password (formerly PIN)?

Please enter your login ID below and we will send you an email with a link to reset your mobile only password.
NOTE: This is different from your password. This is a mobile only password for companies that use Single Sign On (SSO) on the Web, but not on mobile.

Login ID :

Wed 2/15/2017 4:34 PM
DoNotReply@concursolutions.com
PIN Reset Request

To [Redacted]

Dear [Redacted],

We have received a request to reset your mobile PIN because you forgot it. If you made this request, please follow the instructions below.

If you do not wish to reset your PIN, disregard this message.

To reset your PIN, click on the following URL:
https://urldefense.proofpoint.com/v2/url?u=https-3A__www.concursolutions.com_v.asp-3Fv-3D1-26d-3D1-26w-3D06B939241-26f-3D1-26h-3D170215211-26i-3D0ENpmg6H-2528Zm5-2528HrHbCOKImks8-2530kd-DwfAQ&c=hfq4mgllimgpglyC9kscOWV6ip6pfKxQuQdp-20&r=yf69l4PtyPYAGS6tY4wIbm=-8cmqD1McOmYfV5B1XQW1Urm6AwCeEMLXASXPfw6s-OMAZGPOT-nMBWYcfV-s2w3HhMTDC2j4fPOFO5Sw6e

Your PIN will be reset and you will be asked to create and re-enter a new PIN.

This is a one-time only link that will expire in 24 hours. If the link above is split into multiple lines, you may need to copy/paste the entire link into the Address field of your browser. If you are experiencing difficulty with this link and require assistance, please contact the program administrator.

Note: Clicking on this link may log you out of any existing Concur session, so ensure that any work in progress has been saved beforehand.

Cheers,

The Concur mobile team

Forgot your Mobile Only Password (formerly PIN)?

Change PIN

PIN may be letters, numbers and special characters such as !, \$ or #, but no spaces. All fields are required.

New PIN : Re-enter New PIN :

Forgot your Mobile Only Password (formerly PIN)?

Change PIN

PIN may be letters, numbers and special characters such as !, \$ or #, but no spaces. All fields are required.

Your new Mobile PIN must be different from last 4 pins.

New PIN : Re-enter New PIN :

<p>6. Once you Enter your New PIN, make sure to click on Done.</p>	<div style="background-color: #f9f9f9; padding: 10px; border: 1px solid #ccc;"> <p>Forgot your Mobile Only Password (formerly PIN)?</p> <p>Change PIN PIN may be letters, numbers and special characters such as !, \$ or #, but no spaces. <i>All fields are required.</i> Mobile PIN updated</p> <p style="border: 1px solid red; padding: 2px; display: inline-block;">Done</p> </div>
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For any technical issues or assistance with the Concur system, contact the GIS Service desk via any of the channels as mentioned below:

PHONE SUPPORT

The GIS Service Desk can be reached on the below listed contact numbers. We operate 24x7.

Region	Telephone Numbers
North America / Latin America	Toll: +1-631-342-3955
	Toll Free: +1-877-742-2435
EMEA	Toll: +44 1753 242223
APJ	Toll: +61 2 8898 2510
India	Toll Free: 0008004402472