

## 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](http://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**.

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

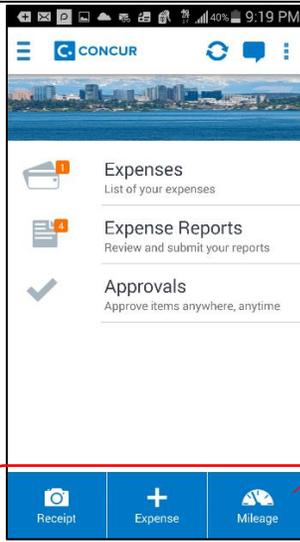
6. **Create a mobile PIN**
7. To download the mobile app to your phone, enter your mobile number and click **Send Link**. To receive the link, you must have text messaging on your mobile device.

## Complete the Concur Mobile Application installation on your iOS 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**.

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**.

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



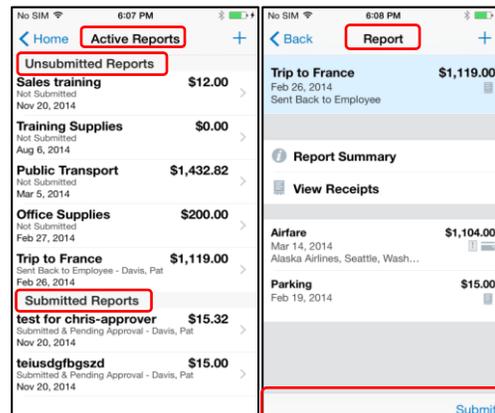
On the home screen, tap **Expense Reports** to access the list of expense reports.

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.



<p>6. Once you Enter your New PIN, make sure to click on <b>Done</b>.</p>	<div style="background-color: #f9f9f9; padding: 10px; border: 1px solid #ccc;"> <p>Forgot your Mobile Only Password (formerly PIN)?</p> <p><b>Change PIN</b>  <small>PIN may be letters, numbers and special characters such as !, \$ or #, but no spaces. All fields are required.</small>  <small>Mobile PIN updated</small></p> <p style="text-align: center;"><span style="border: 1px solid red; border-radius: 5px; padding: 2px 10px; color: blue;">Done</span></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
<b>North America / Latin America</b>	<p>Toll: +1-631-342-3955</p> <p>Toll Free: +1-877-742-2435</p>
<b>EMEA</b>	<p>Toll: +44 1753 242223</p>
<b>APJ</b>	<p>Toll: +61 2 8898 2510</p>
<b>India</b>	<p>Toll Free: 0008004402472</p>