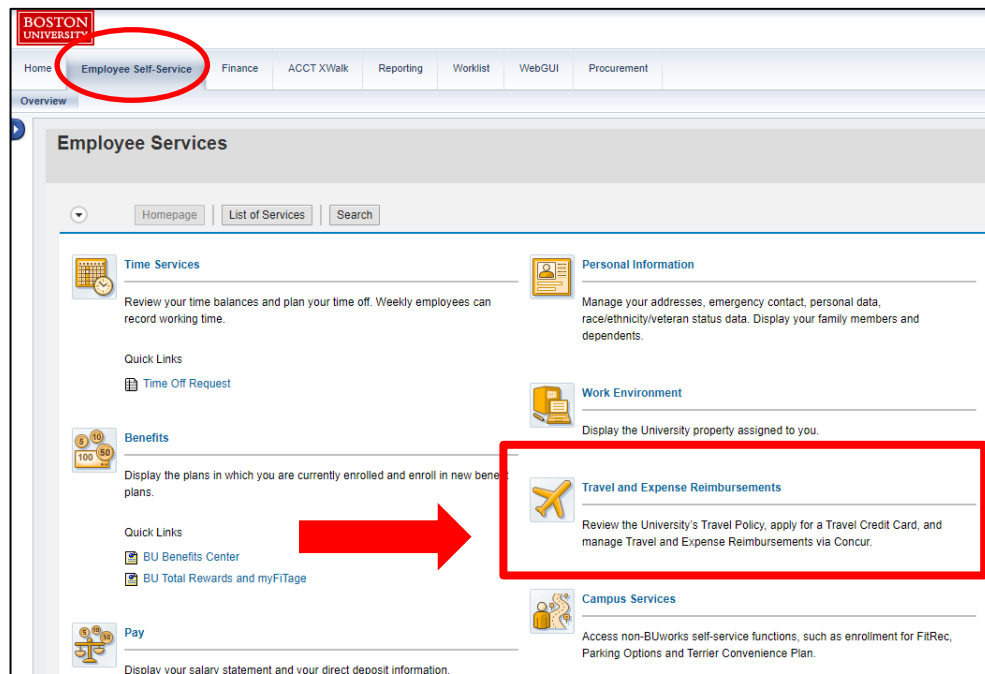
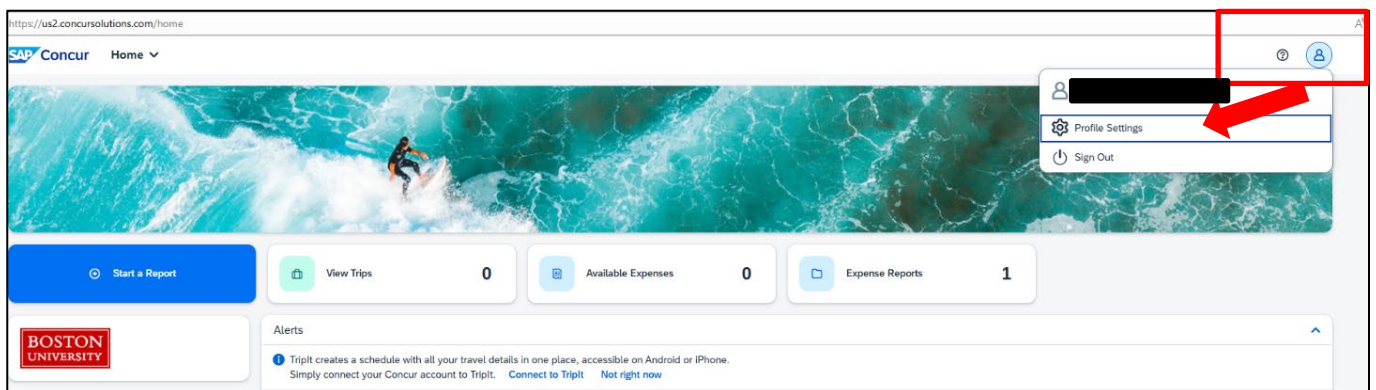


HOW TO REGISTER FOR CONCUR MOBILE

1. Log in to Concur via [BUworks Central Portal](#) and follow these steps: Employee Self-Service → “Travel and Expense Reimbursements” → “Manage Business Travel Agreements and Reimbursements” [Reference: How to Access Concur from BUworks].



2. Click on the **Profile** icon in the top right corner of the Concur homepage and select **Profile Settings** to display the **Profile Options** page.



- Click on **Concur Mobile Registration** on the **Profile Options** page.

The screenshot shows the SAP Concur 'Profile' page. The left sidebar contains a navigation menu with categories: Your Information, Travel Settings, Expense Settings, and Other Settings. The main content area is titled 'Profile Options' and lists various settings. The 'Concur Mobile Registration' link is highlighted with a red box, and a red arrow points to it from the right.

- Enter your **email address** to receive a link to download the SAP Concur Mobile app on your mobile device (Apple iOS or Android).

The screenshot shows the 'SAP Concur Mobile App' registration page. The left sidebar contains a navigation menu with categories: Your Information, Travel Settings, Expense Settings, and Other Settings. The main content area is titled 'SAP Concur Mobile App' and includes sections for Mobile Sign-in Policies, Sign-in IDs, and Download the app. The 'Download the app' section is highlighted with a red box, showing an email input field and a 'Send Link' button.

- Set up PIN** for mobile login. The PIN will be the password used to log into the SAP Concur Mobile app (your BU email address is your username).

Profile Personal Information System Settings Mobile Registration

Your Information
Personal Information
Company Information
Contact Information
Email Addresses
Emergency Contact
Credit Cards

Travel Settings
Travel Preferences
International Travel
Frequent-Traveler Programs
Assistants/Arrangers

Request Settings
Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees

Expense Settings
Expense Information

Mobile Registration

Capture your receipts and manage your travel on the go!

[Learn More](#)

SET UP PIN FOR MOBILE

To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN. Enter a new PIN in the fields below to setup a new one.

Concur Username:

Create PIN: PIN must be 6-10 characters and special characters such as !, \$, or # are not allowed

Retype PIN:

[Set 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:

[Send Link](#)

You are now ready to begin using SAP Concur Mobile

