This job aid covers the steps for setting up and installing the Concur Mobile app on your phone.

Setting Up and Installing the Concur Mobile App

1. Login into Concur.



2. Click **Profile** on the top right of your screen, then click **Profile Settings**. The Profile page appears.

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3. Click the **Concur Mobile Registration** tab. The Concur Mobile page appears.

Concur Mobile	• —	
Manage your expenses and business travel on your mobile device. To get started, enter your email address below and we will send you a link to download the app. ez2248@columbia edu Get Started	1:32 MI	
Or, review your sign-in details: Username: ez245@columbia.edu Password: Use the same password you use to sign in to Con <u>cur for Web. If you don't know</u> your password, you may reset your password of <u>create a Concur Mobile PIN</u>	Expense Lot your repertent Expense Reports Approvals Approvals Approvals Approvals Approvals	orts tytime texes

The **email address** associated with your Concur account is populated. You can click **Get Started** to receive a link to download the Mobile App.

Important: You cannot use the same password for the mobile app as the one used to log into Concur. Do not reset your password.

4. Click create a Concur Mobile PIN. The fields to create the PIN appear.

Set up PIN for Concur Mobile

To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a Concur Mobile PIN. Enter a new Concur Mobile PIN in the fields below to setup a new one.
Create PIN: PIN may be letters, numbers and special characters such as 1,5, or # but no spaces Retype PIN:
Set Concur Mobile PIN

5. Create and retype a PIN in **Create PIN** and **Retype PIN** and click **Set Mobile PIN**. You can use letters, numbers, or special characters but no spaces; a minimum of four characters is recommended.

Columbia University Finance Training

Job Aid: Setting Up and Installing the Concur Mobile App



Note: The Concur Mobile App is intended for the end user only and does not support Delegation. Delegates must use the Concur Desktop Application.

Getting Help

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now https://columbia.service-now.com