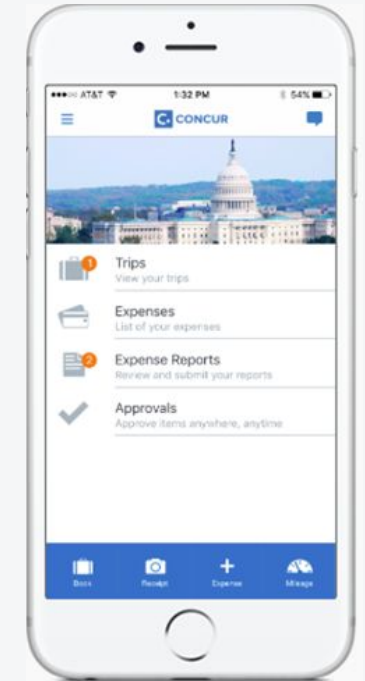


How to set up the Mobile Concur App



- Also referred to as the SAP Concur Application
- The app can download to a smartphone or other remote device
- Most of the things that can be done from a desktop can be done from the A
- The App conveniently allows users to take pictures of receipts when they are received

1. Log into Concur through your MyNMU
2. Click on **Profile Settings**
3. Click on **Concur Mobile Registration**
4. Download the app or email the link to be opened on the mobile device
***Your login information will be the same as Concur**

Your name here

Act as Another User

Profile Settings

Sign Out

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Expense Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Concur Mobile Registration
Set up access to Concur on your mobile device