

## Registering Your Concur Mobile App Account

- 1) Click "Profile" to open your profile settings.
- 2) Click "Profile Settings" to open your profile settings menu.
- 3) Click "Concur Mobile Registration" to get started.
- 4) Confirm your email address is correct and select "Get Started".
  - a. A link to download the app will be sent to your email address.
- 5) create your new "Pin/Password" at the bottom of the setup menu.
- 6) Select "Set Concur Mobile PIN" to save your new PIN / PASSWORD.

Or...

- 7) You can use the "Company Code" when signing in on the mobile app for the first time.
- 8) Open the email on your mobile device and select the link in "**Step 1: Tap here to install Concur Mobile**".
- 9) Download and "Open" the mobile app to register your account.
- 10) Enter your FULL Chapman email address, and click "Next".
- 11) Enter your "Pin / Password", or the "Company Code" that was provided in your mobile setup page.
- 12) Select "Next" to continue.
  - a. Click the "X" in the top right corner to exit out of the info page.

Your Concur Mobile Account is now activated and ready for use.