# SAP Concur for your mobile device

*Effective August 13th, 2018 - ExpenseIt will be integrated to SAP Concur

## Procedure

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https://www.uottawa.ca/financial-resources/etravel

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\* Effective August 13th, 2018, SAP Concur and ExpenseIt applications will be integrated.

> ➢ **If you have already** uploaded the SAP Concur and/or the ExpenseIt applications on your phone, you will need to use only the SAP Concur app as of August 13th, 2018. Users must use the latest version of SAP Concur mobile (9.52 or above).
>
> What happens if I am not seeing the upgrade in my application? In some unique cases, users may have to turn on ExpenseIt within Concur mobile. To do so in the SAP Concur mobile app, select the menu, choose **Settings** and then turn on or off the toggle for ExpenseIt. If you're still having issues after taking this step, please contact the help desk ([voyage-e-travel@uottawa.ca](mailto:voyage-e-travel@uottawa.ca)).

> ➢ **If you don't have** the SAP Concur app and would like to install it on your phone:

> 1. From your computer, log into your Concur account as usual. Go to Profile → Profile Settings → Concur Mobile Registration.
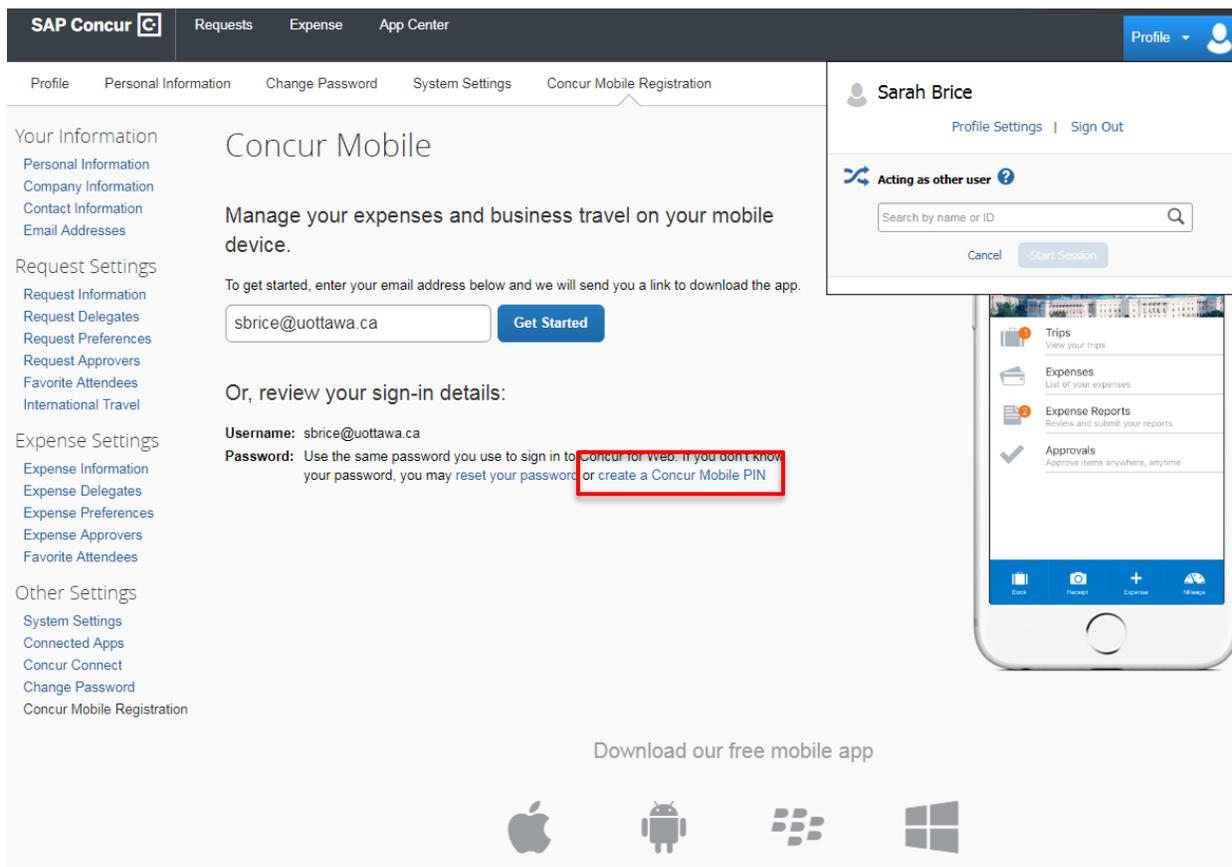>
>    This window will open:



> 2. Firstly, click on "Get Started"; you will receive an email describing the next two steps.

3.  Retrieve the email from your mobile device. Click on the link in order to install the SAP mobile app on your phone.

4.  Once the application is installed, you must enter your username which is your @uottawa email address and a PIN.

**Note:** Given the fact that the UO employees use the same user ID and password to access all of their systems (single sign-on), **the travelers who are using the SAP Concur mobile app must always use the NIP instead of a password with their user ID.**

5.  How to "Create a Concur Mobile PIN": use your computer to log in to your Concur account. In the "Concur Mobile registration" section, click on "Create a Concur Mobile PIN."



6.  The following window will appear asking you to set up a PIN that will give you access to Concur on your phone rather than a password.

You are now ready to access the SAP Concur app using your phone.
You simply need to enter your @uottawa email address and the PIN you just created.

Note: If you forget your PIN, log in to Concur account using a computer, select "Profile Settings", then "Forgot Concur Mobile PIN." You will promptly receive an email with instructions to reset your PIN.

*It is necessary to first create a PIN to get the "Forgot Concur Mobile PIN" option.*

## Overviews of the ExpenseIt integrated with SAP Concur:

**\*The videos provided by Concur are only available in English.**

- [Video - Android](#)
- [Video - iOS](#)