



CONCUR

Connection process to the Mobile Application

DECEMBRE 2020



Android/ iPhone/ iPad

SAP Concur Mobile App Login Process

One common reason users are unable to access the app is a lack of a mobile PIN -- users can set one up on the web by following these steps:

■ Connect first on the Web version (**the web connection occurs via the SSO connection**)

The screenshot displays the SAP Concur web application interface. At the top, a dark navigation bar contains the 'SAP Concur' logo and a menu with 'Requests', 'Expense', 'Approvals', 'Reporting', and 'App Centre'. On the right of this bar are links for 'Administration' and 'Help', along with a 'Profile' dropdown and a user icon. Below the navigation bar, a white header section shows 'SAP Concur' and 'Hello, Admin'. To the right of the greeting are five action buttons: 'Start a Claim' (with a plus icon), 'Upload receipts' (with a plus icon), 'Required Approvals' (with '00'), 'Available Expenses' (with '00'), and 'Open Claims' (with '01'). The main content area is titled 'COMPANY NOTES' and contains a message about a satisfaction questionnaire for 36,000 employees. Below this is a 'MY TASKS' section with three task cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Claims' (01). Each card includes a status message and a right-pointing arrow. The 'Open Claims' card also shows the date '16/04' and the text 'TEST'. A 'Read more' button is located at the bottom right of the company notes section.

SAP Concur Administration | Help

Requests Expense Approvals Reporting App Centre Profile

SAP Concur Hello, Admin

+ Start a Claim **+ Upload receipts** **00 Required Approvals** **00 Available Expenses** **01 Open Claims**

COMPANY NOTES

Questionnaire de satisfaction
Concur, la nouvelle plateforme unifiée de gestion des déplacements et notes de frais, est disponible pour plus de 36 000 employés Thales repartis sur 17 entités en France, en Suisse et au UK.

Après plusieurs mois d'utilisation, l'heure du bilan a sonné !

[Read more](#)

MY TASKS

00 Required Approvals → Great! You currently have no approvals.

00 Available Expenses → You currently have no available expenses.

01 Open Claims → 16/04 TEST

Android/ iPhone/ iPad

SAP Concur Mobile App Login Process

Go to Profile > “Profile Settings”

SAP Concur

Requests Expense Approvals Reporting App Center

Administration | Help

Profile

Admin Alenium

Profile Settings Sign Out

Scroll down and select “Concur Mobile Registration”

SAP Concur

Requests Expense Approvals Reporting App Center

Administration | Help

Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration Concur Mobile Devices

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates

Profile Options

Select one of the following to customize your user profile.

Personal Information

Personal Information

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

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.

Change Password

Change your password.

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?

Request 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.

Personal Car

Personal Car

Concur Mobile Registration

Set up access to Concur on your mobile device

Android/ iPhone/ iPad

SAP Concur Mobile App Login Process

Click on “**Create a Concur mobile PIN**” (please never click on reset the password, the link is not working because of the SSO connection).

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.

Get Started

Or, review your sign-in details:

Username: aleniumadmin@thalesgroup.com

Password: Use the same password you use to sign in to Concur for Web. If you don't know your password, you may [reset your password](#) or [create a Concur Mobile PIN](#)



Android/ iPhone/ iPad

SAP Concur Mobile App Login Process

- « **Set Concur Mobile PIN** » : the PIN is not corresponding to your eDIR password and can't be the same as your eDIR password.

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.

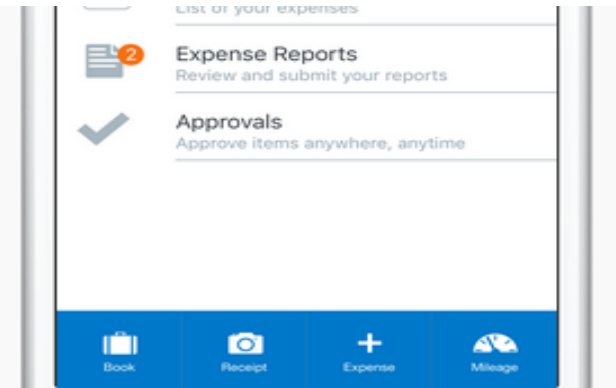
Create PIN:

Retype PIN:

PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

[Set Concur Mobile PIN](#)

[Go back to username and password information](#)



- Password updated by clicking on « **Set Concur Mobile PIN** », now you can go on the Concur Mobile App and Log in with the password you just set up

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Create PIN:

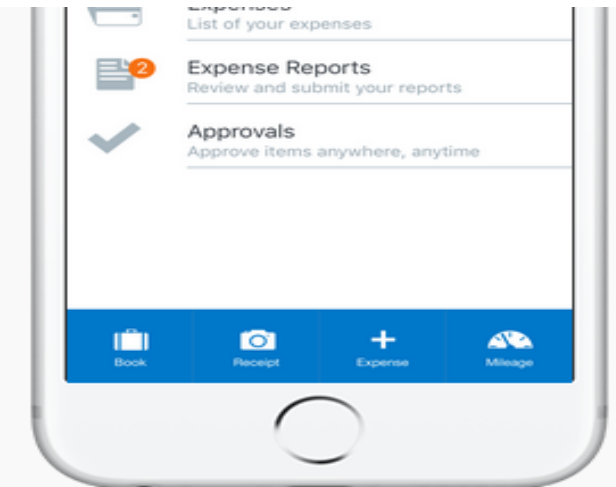
Retype PIN:

PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

[Set Concur Mobile PIN](#)

*Concur Mobile PIN
updated*

[Go back to username and password information](#)



■ Some preliminary actions and tips :

- Install the Concur application via Apple store for iPhone or Google Play for Android
- Verify that your phone's Operating System (OS) is capable to support the Concur application
 - Apple iPhone ➔ from version 10.0
 - Android ➔ from version 5.1
 - Apple iPad ➔ from version 10.0
- Make sure your camera is working properly
- Always write down your PIN code to avoid excessive resets in case you forget it
- Read about upcoming application updates from Concur
- In case of concern, contact your Local Admin