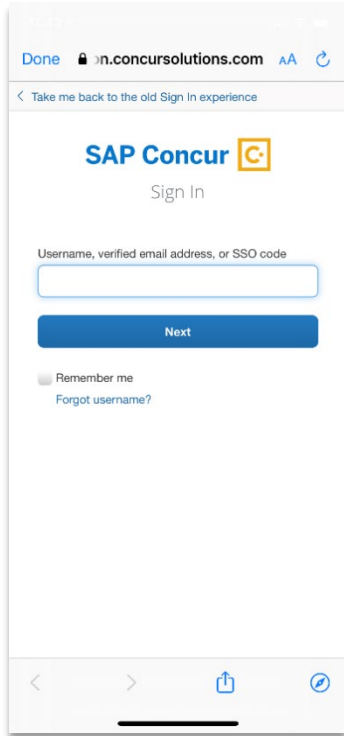




Concur Mobile Log in and Authentication

Concur offers a mobile app to all users. By using this app, you can book and manage itineraries, capture and track mileage, record receipts, and create, submit, and approve expense reports. The app is available for download in your phone's app store. To learn more about the mobile app and training on how to use it, log into Concur and select the Help drop-down at the top right of the screen. Select Training from the dropdown menu. Scroll down the page until you see your phone type and click the link to launch the training.



When you open the mobile app, you will see the log in screen below to enter your OHIO email address.

When you click Next, you will be directed to the OHIO login page.

Sign in using your OHIO email address and password and click Next. You will be directed to the Multi-Factor Authentication (MFA) page. (If you have selected "remember me for 30 days" in MFA, you may not see this page each time you log in). You're now ready to work in the Concur mobile app.

