

## Objective

The purpose of the Concur Mobile – Pin Set Up Quick Reference Guide is to help you register your device to begin using the concur for Mobile App.

**Concur for Mobile** is an app for travel, receipts, reports. Keep track of your expenses and stay productive anytime – from anywhere. Simply download the application from your Apple, Blackberry, Android or Microsoft app store. Once you have registered (see below), click "**Connect**" and login with your mobile PIN.

## Registration

Step 1: Login to [Concur](#)

Step 2: Click the "**Profile**" dropdown in the upper right corner

Step 3: Click "**Profile Settings**"

[Profile Settings](#) | [Sign Out](#)

Step 4: Click "**Concur Mobile Registration**" under "**Other Settings**" at the bottom left of the page.

### Other Settings

[E-Receipt Activation](#)

[System Settings](#)

[Connected Apps](#)

[Concur Connect](#)

[Travel Vacation Reassignment](#)

[Concur Mobile Registration](#)

Step 5: Your "**OHIO email**" should already be defaulted in.

Step 6: Enter "PIN". PIN may be letters, numbers and special characters such as !, \$ or # but no spaces.

Step 7: Retype "PIN".

Step 8: Click "Set Concur Mobile PIN"

[Set Concur Mobile PIN](#)