

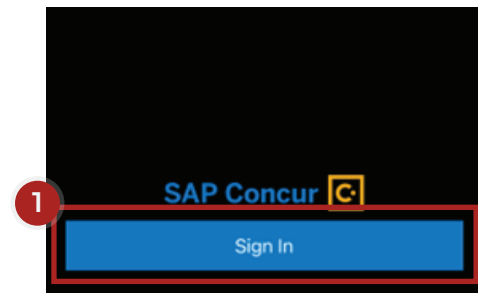


Logging into the Concur mobile app

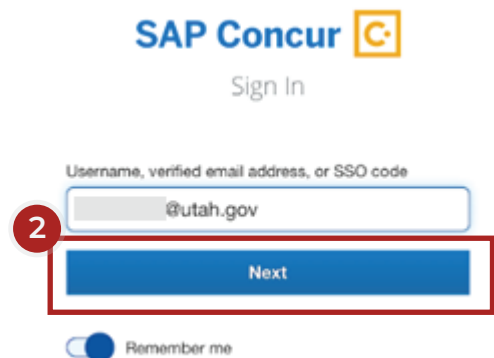
Upon installing the Concur mobile application, users can create, submit, and approve travel and reimbursement requests and p-card reconciliations using their smartphones. The app is available for both Apple and Android users.

Once the app is installed, login using your Utah ID.

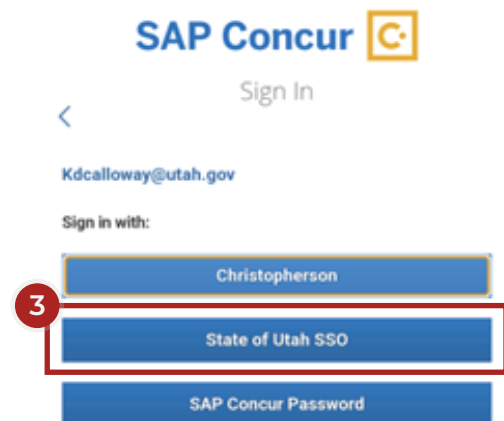
1. You will arrive at the login screen. Select **Sign In**.



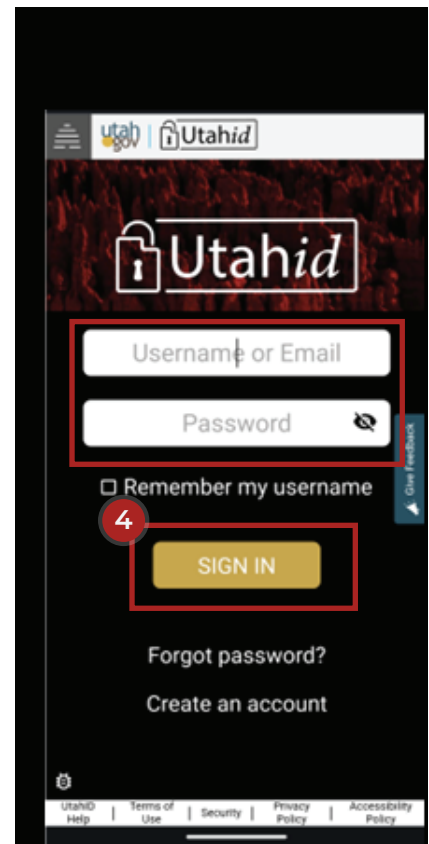
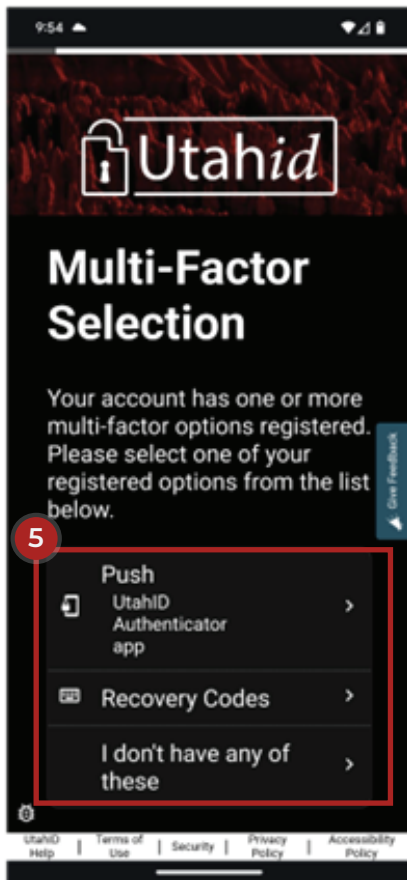
2. Enter your work email address, click the blue **Next** button.



3. Click **State of Utah SSO**.



4. On the Utahid screen, enter your **username, email,** or **EIN**, and Password, click the yellow **SIGN IN** button.



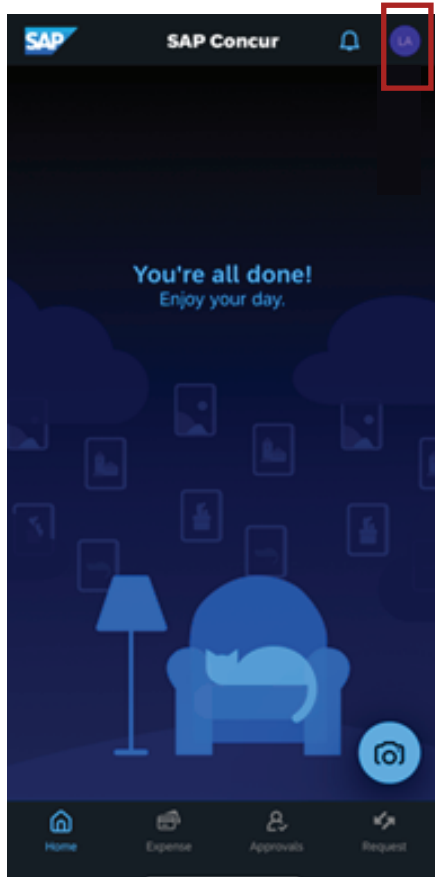
5. Select the your **multi-factor option** to sign in. This differs for everyone.



6. Click the white **Continue** button.

You have now arrived at the mobile app Concur home page. Notice the menu locations slightly differ, depending on the device.

Apple



Android

