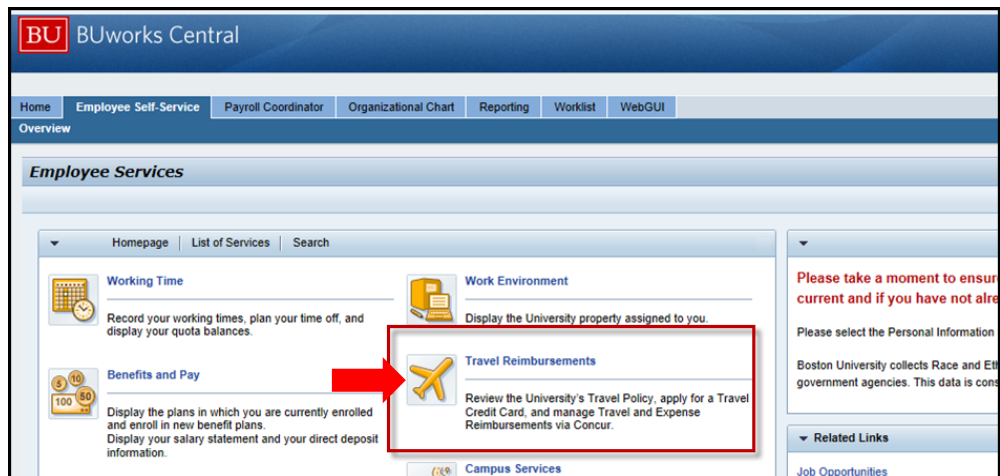
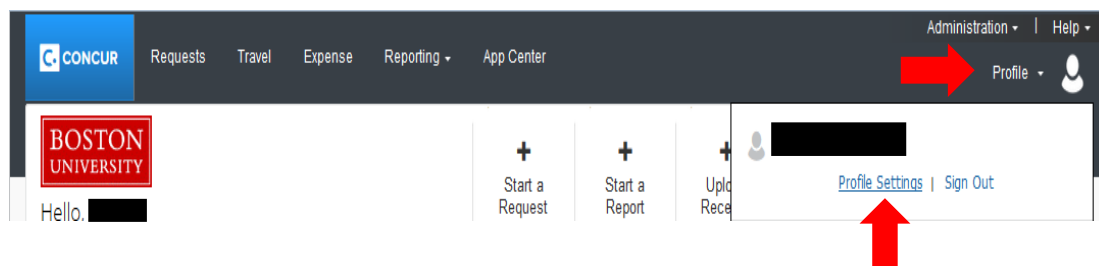


How to Register for Concur Mobile

1	Access Concur via www.bu.edu/buworkscentral
2	Select Manage Business Travel Arrangements and Reimbursements on next landing page



3	On top Right of Concur homepage select Profile link and then click Profile Settings
4	Click on Mobile Registration link at the bottom right of your Profile Options page



Profile Personal Information System Settings Mobile Registration

Your Information
[Personal Information](#)
[Company Information](#)
[Contact Information](#)
[Email Addresses](#)
[Emergency Contact](#)
[Credit Cards](#)

Travel Settings
[Travel Preferences](#)
[International Travel](#)
[Frequent-Traveler Programs](#)
[Assistants/Arrangers](#)

Request Settings
[Request Information](#)
[Request Delegates](#)
[Request Preferences](#)
[Request Approvers](#)
[Favorite Attendees](#)

Profile Options
 Select one of the following to customize your user profile.

Personal Information
 Your home address and emergency contact information.

Company Information
 Your company name and business address or your remote location address.

Credit Card Information
 You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation
 Enable e-receipts to automatically receive electronic receipts from participating vendors.

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.

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?

Contact Information
 How can we contact you about your travel arrangements?

Setup Travel Assistants
 You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options
 Carrier, Hotel, Rental Car and other travel-related preferences.

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.

Mobile Registration
 Set up access to Concur on your mobile device

5 **Set up PIN** for mobile login. This will be the password used for logging into the Mobile app- your BU email address is your username.

Profile Personal Information System Settings Mobile Registration

Mobile Registration
 Capture your receipts and manage your travel on the go!
[Learn More](#)

SET UP PIN FOR MOBILE
 To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN. Enter a new PIN in the fields below to setup a new one.

Concur Username:

Create PIN: PIN must be 6-10 characters and cannot contain special characters such as

Retype PIN: .\$. or #

[Set PIN](#)

DOWNLOAD THE APP

Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a link to get the app.

[Send Link](#)

You are now ready to begin using Concur Mobile