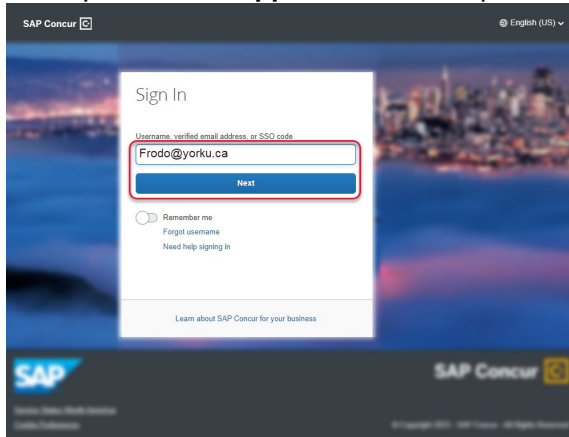
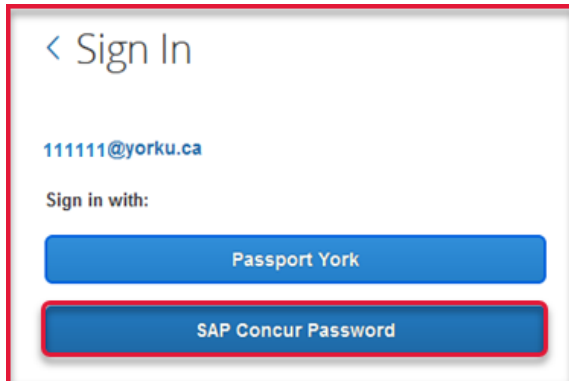


Before beginning, we recommend you have both your PC and mobile device ready.

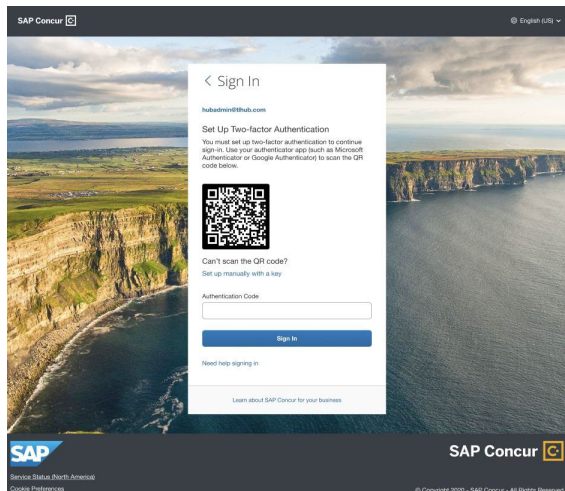
1. Using your PC, log in to www.concursolutions.com
2. Enter your **mobile app** username and password and click **Next**.



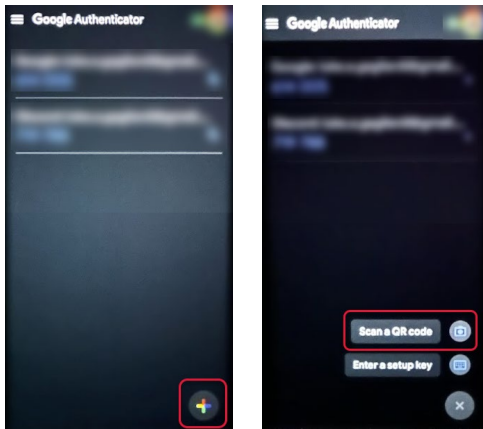
3. Click on the **SAP Concur Password** button and enter your mobile app password.



After you enter your password, you will see a new screen with a QR code presented.



4. Using your mobile phone, go to your app store and download an authenticator app of your choice. You are free to use any authenticator app, but we recommend the following:
 - a. Duo Mobile ([Apple iOS](#), [Android](#)),
 - b. Google Authenticator ([Apple iOS](#), [Android](#))
 - c. [Microsoft Authenticator](#)
 - d. [Twilio Authy Authenticator](#)
5. Click on **Add Account** or **+** sign (or whichever button is available in your chosen authenticator app) to add a new account.
6. Choose the **Scan a QR Code** option.



7. Scan the QR code shown on your PC's Concur sign-in page. This will add your SAP Concur account to the authenticator app.

Once this is done, a 6-digit code will be generated below the account. These codes remain active for only a few seconds before expiring.

8. Before the six-digit code expires, **copy that code into the Authentication Code** field on the SAP Concur sign-in page and hit **Sign In**.

