

Using the SAP Concur Mobile App

The SAP Concur Mobile App allows you to keep track of your expenses from your mobile device. The application is free to download and these instructions apply to iPhone and Android mobile devices. With the app you can:

- Upload receipts
- Review and approve expense reports.
- Itemize hotel charges.
- And more.

Signing Into the Mobile App

Begin by downloading the SAP Concur Mobile application to your device. You will use the Single Sign On (SSO) method along with your ONYEN Username and Password to complete the signing in process.

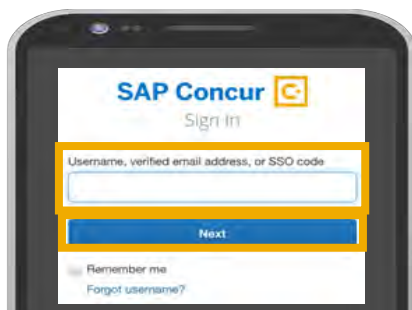
Important: Do not create your own account. You must access your account using your ONYEN.

After downloading and opening the mobile app follow these steps to sign in:

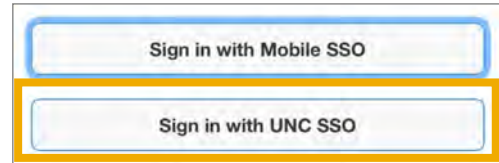
1. Enter your username as your ONYEN@unc.edu .

Note: You may also enter your UNCCH email address if it has been verified on your Concur Profile.

2. Tap the **Next** button.



4. Tap the **Sign in with UNC SSO** button.



5. On the UNC-CH Single-Sign On screen, enter your ONYEN and password.
6. Tap the **Sign In** button.
7. Complete Duo Authentication.

Result: You will see the Home screen of the app. From here you can perform many actions that you would normally complete using a computer.

