

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

1. Begin by downloading the [SAP Concur mobile application](#) to your device.

2. 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.

3. Tap the **Next** button.

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

5. Enter your ONYEN and password, on the UNC-CH Single-Sign On screen.

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.

