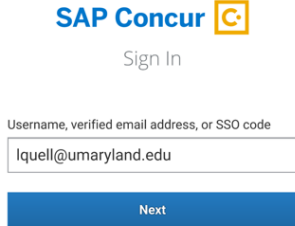
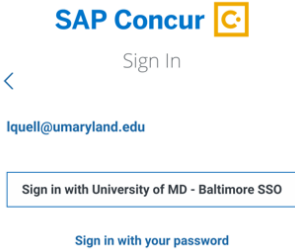
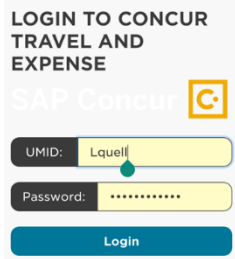
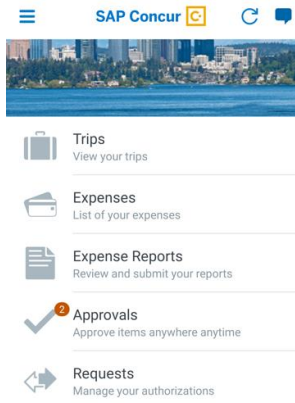


## Concur Tips and Tricks

### Setting up the SAP Concur Mobile App

Install the SAP Concur Mobile App using these instructions.

<p style="text-align: center;"><b>Step 1 – Find and Install the SAP Concur App</b></p> <p style="text-align: center;">On your mobile device find and install the SAP Concur App in the <a href="#">Apple App Store</a> or <a href="#">Google Play Store</a></p>	<p style="text-align: center;"><b>Step 2 – Enter Your umaryland.edu Email</b></p> <p style="text-align: center;">Open the SAP Concur App and enter your umaryland.edu email</p>  <p>The screenshot shows the SAP Concur app interface with the 'Sign In' button. Below it, there is a text input field containing 'lquell@umaryland.edu' and a blue 'Next' button.</p>
<p style="text-align: center;"><b>Step 3 – Sign in with UMB SSO</b></p> <p style="text-align: center;">Select Sign in with University of MD – Baltimore SSO</p>  <p>The screenshot shows the SAP Concur app interface with the 'Sign In' button. Below it, there is a text input field containing 'lquell@umaryland.edu'. A blue button labeled 'Sign in with University of MD - Baltimore SSO' is highlighted with a red box. Below that is a smaller blue button labeled 'Sign in with your password'.</p>	<p style="text-align: center;"><b>Step 4 – Enter your UMID and Password</b></p> <p style="text-align: center;">Enter your UMID and Password and login. You will need to go through Duo Multi-Factor Authentication</p>  <p>The screenshot shows the 'LOGIN TO CONCUR TRAVEL AND EXPENSE' screen. It features the SAP Concur logo and two input fields: 'UMID: Lquell' and 'Password: .....'. A blue 'Login' button is at the bottom.</p>
<p style="text-align: center;"><b>Step 5 – Review the SAP Concur App Training Material</b></p>	<p style="text-align: center;"><b>Step 6 – Use the SAP Concur App</b></p>
<p style="text-align: center;">Review the training material</p> <p style="text-align: center;"><a href="#">iPhone</a> <a href="#">Android</a></p>	 <p>The screenshot shows the main menu of the SAP Concur app. At the top, there is a navigation bar with the SAP Concur logo and a hamburger menu icon. Below the navigation bar is a large image of a city skyline. The main menu consists of several items: 'Trips' (View your trips), 'Expenses' (List of your expenses), 'Expense Reports' (Review and submit your reports), 'Approvals' (Approve items anywhere anytime), and 'Requests' (Manage your authorizations).</p>