



## Signing into Expenseit Pro

To begin using Expenseit, verify your email in your Concur account and the installed app on your mobile device. Expenseit is a free download from the iTunes App Store (IOS users), Google Play (Android users) and Blackberry World (Blackberry 10 users). When the app is first launched, Expenseit is first launched, the employee will be prompted to enter your Concur Login. After validation, employees can begin using Expenseit Pro.

Please sign into Expenseit Pro using the same credentials that you use to sign into [www.concursolutions.com](http://www.concursolutions.com).

If you are accessing Concur via SSO, and do not know your credentials, you can retrieve your credentials by doing the following:

- Access Concur using your SSO entry point. (The way you normally access Concur.)
- Once you are in Concur, you click the **Profile** tab.
- On the Profile tab, click the **Mobile Registration** link.
- On the Profile > Mobile Registration page, you will see your Username. Enter this Username in the Expenseit Pro sign in screen.
- You can also create a new Mobile PIN which you can use to sign into Expenseit Pro. Please see below.

The screenshot shows the Concur Mobile Registration page. The top navigation bar includes 'CONCUR', 'Travel', 'Expense', 'Invoice', 'Reporting', 'App Center', and 'Links'. Below this, a sub-menu contains 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration' (highlighted with a red box), 'Mobile Devices', and 'Travel Vacation Reassignment'. A red callout box points to the 'Mobile Registration' link with the text: 'In Concur, click the Profile tab Then click Mobile Registration in the sub-menu'. The main content area is titled 'Mobile Registration' and features a banner with the text 'Capture your receipts and manage your travel on the go!' and a 'Learn More' button. Below the banner, there are three sections: 'REVIEW YOUR LOGIN DETAILS' (containing 'Login Information' with fields for Username and Password, and a red callout box pointing to a link that says 'Click this link to create a mobile PIN'), 'DOWNLOAD THE APP' (with icons for Apple, Android, Blackberry, and Windows, and a 'Send Link' button), and a section for sending a link to your device.

The Training Video on how to use Expenseit can be found at <http://www.expenseit.com>

In the unlikely event that you experience difficulties downloading, activating or using the app – or in the event you have questions – you may find the following link helpful: [Expenseit Help Center](#)



**For American Express® Corporate Card program customers:**

Concur has partnered with American Express to seamlessly manage business expenses using Expenselt Pro. When Card holders make a business purchase they receive a push notification reminding them to snap a picture of their receipt right away in Expenselt Pro, so expense reports get done faster. Talk to your Concur implementation team to ensure this service is turned on.

Employees should automatically start to receive push notifications when they use their Card. Push notifications will need to be enabled both on the mobile device and in the Expenselt Pro App.