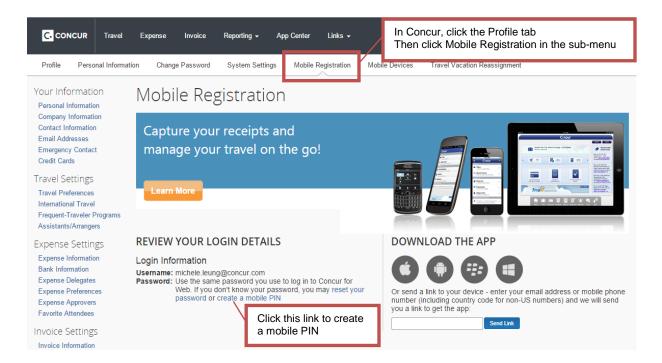# Signing into ExpenseIt Pro

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.

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 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 ExpenseIt 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 ExpenseIt 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 ExpenseIt Pro App.