

Before you travel for the University or create an expense report for the first time, take a few minutes to do the following.

## 1. Verify your email address.

Verifying your email address means that you or your expense delegates can email receipts to [receipts@concur.com](mailto:receipts@concur.com) and they will be uploaded to your available receipts gallery.

- Log in to Concur. Navigate to **Profile > Profile Settings > Personal Information**.
- Scroll down to the **Email Addresses** section and click the **Verify** link next to your email address.
- You will receive an email that contains a code. Copy and paste that code into the "Enter Code" field and click **OK**.

Forward your University-related Amazon.com order confirmations to [receipts@concur.com](mailto:receipts@concur.com).

Email Address	Verification Status	Verify
Email 1 rleslie@princeton.edu	Not Verified	Verify

Verification Status	Verify
Check email for code	Resend   Cancel
Enter Code 123456798	OK

## 2. Add or correct your mobile phone number.

- Scroll to the **Contact Information** section of your profile. Add or correct your mobile phone number, check the box to receive risk/safety-related text messages if you are a University traveler, then click **OK** at the bottom of the mobile device section.

If you're not sure who to select as your expense approver, check with the staff in your department.

## 3. Select your Expense Approver.

- From the left-hand menu under the heading "Expense Settings", select **Expense Approvers**.
- Search for the individual who should be assigned as the default approver for your expense reports. Click **Save**.

## 4. Enable E-Receipts.

Certain airlines, hotels, and car rental providers can send electronic receipts into your Concur profile for use on expense reports, but you must opt-in first to use this feature.

- From the left-hand menu under the heading "Other Settings", select **E-Receipt Activation**. Click the link on this screen.

### E-Receipt Activation

Receiving e-receipts can save you time by pre-populating your expense report. To enable e-receipts with participating suppliers and to find out more, click [here](#).

## 5. Set up a PIN and download the Concur mobile app.

Concur has a free mobile app that allows you to take photos of your receipts using a smartphone. The receipt images will be uploaded into your Concur profile and will be available to attach to an expense report.

- Before you use the app for the first time, you must choose a PIN which you will use to log in to the app on your phone. You will not be able to log in to the app using your Princeton password.
- From the left-hand menu under the heading "Other Settings", select **Concur Mobile Registration**. Select a PIN for the mobile app.

### Set up PIN for Concur Mobile

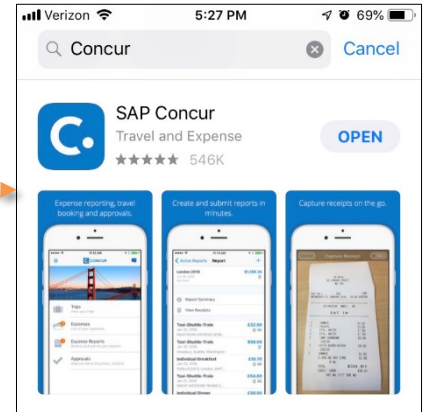
To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a Concur Mobile PIN. Enter a new Concur Mobile PIN in the fields below to setup a new one.

Create PIN:  PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

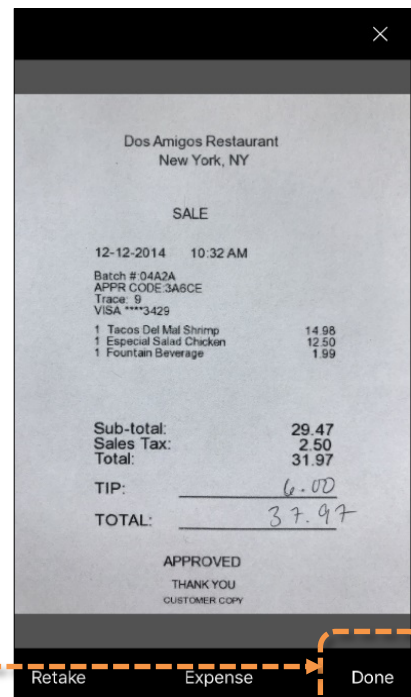
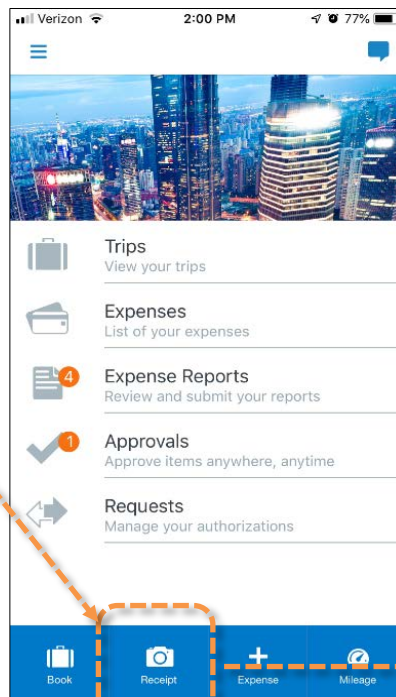
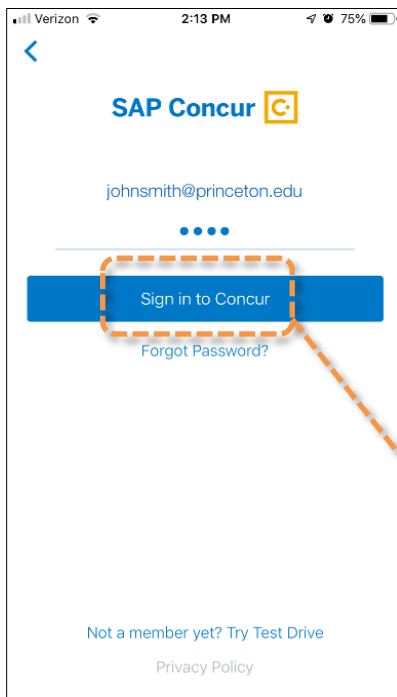
Retype PIN:

**Set Concur Mobile PIN**

Open the app store on your Android or iOS device and search for Concur.



- Log in to the app using the PIN you selected and start capturing receipts.



Questions? Contact the Financial Service Center at (609) 258-3080 or [finance@princeton.edu](mailto:finance@princeton.edu).