



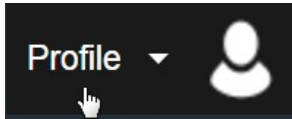
Use the mobile app to:

- create travel requests and expense reports
- collect images of receipts while you are traveling
- Submit requests and reports!

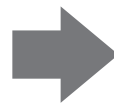


**Start, on your computer, inside your AggieTravel Profile**

Begin by accessing your AggieTravel Profile



Select Profile > Profile Settings

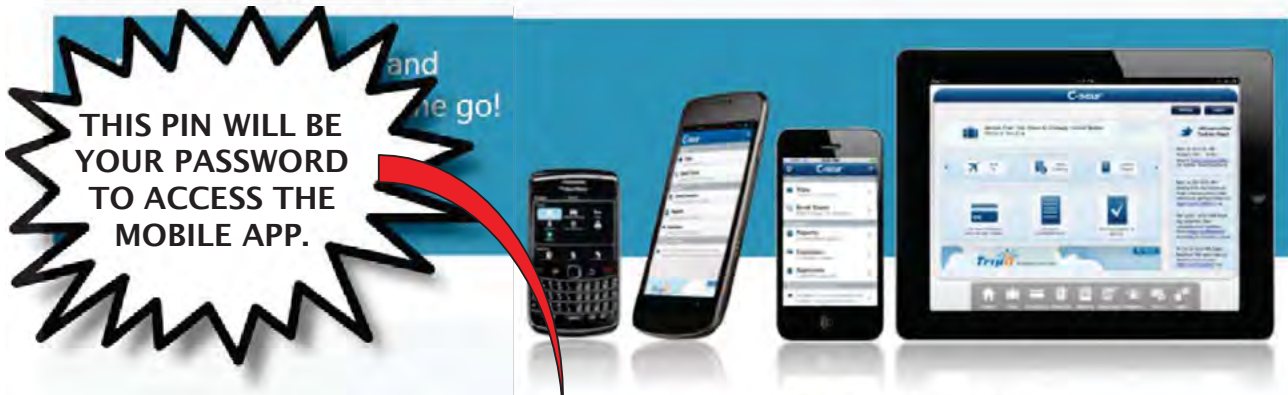


From the Profile Options menu, select **Mobile Registration**

Other Settings

- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Mobile Registration**

**Mobile Registration**



**THIS PIN WILL BE YOUR PASSWORD TO ACCESS THE MOBILE APP.**

**SET UP PIN FOR MOBILE**

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

Concur Username: @ucdavis.edu

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

Retype PIN:

**DOWNLOAD THE APP**

Or send a link to your device - enter your email address and we will send you a link to get the app:

Once the mobile app is downloaded onto your device, you'll enter the "Concur Username" found in your AggieTravel profile (pictured above).