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Concur for Mobile

Concur for Mobile complements the web-based solution, allowing you to manage anything expense and or travel-related, wherever you are. From booking and managing itineraries to capturing receipts and submitting expense reports, you can now do it all in one app with Concur.

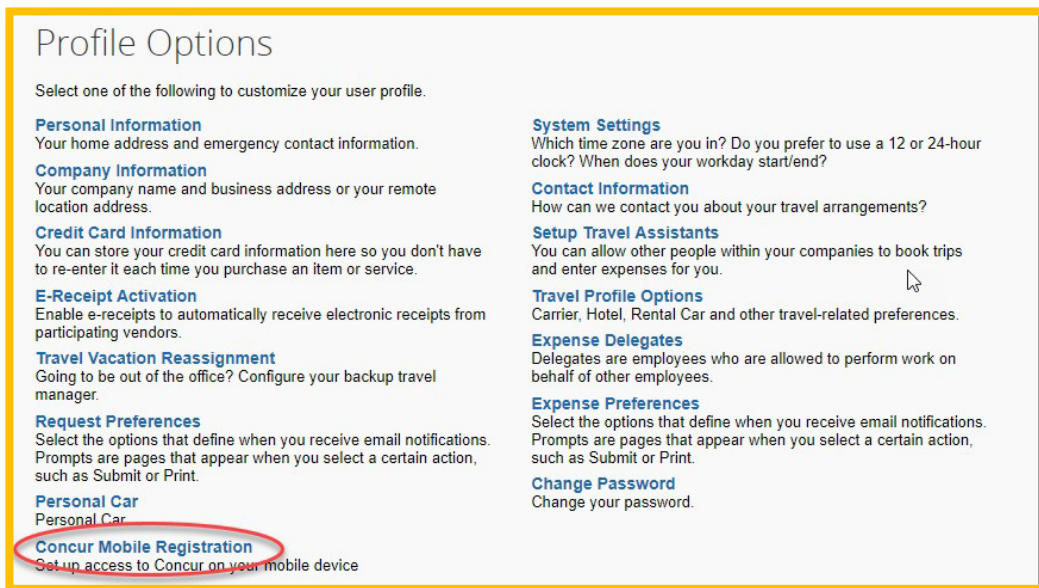
With the SAP Concur app, you can:

- Manage the entire travel and expense process on-the-go
- Book a flight/ hotel/car quickly and easily from anywhere
- Never lose another receipt when you capture/store photos of your receipts
- Quickly review and approve reports and travel requests
- Add attendees to business meetings or meals
- See customized hotel suggestions
- Access and manage your itinerary on the road
- Integrate your itinerary with the Triplt app

Signing into SAP Concur Mobile App

To set up access to Concur Mobile App via the online web-based platform:

1. In Concur, click **Profile > Profile Settings > Concur Mobile Registration**.



2. Enter your campus email and click the **Get Started** button. This should generate an email with instructions on how to download the app. Take note of the company code.

SAP Concur Mobile App

MOBILE SIGN-IN POLICIES

i Your organization has set the following policies:

- You must sign into the mobile app using SSO
- You may set up biometrics on your mobile device to make signing into the mobile app easier

SIGN-IN IDS

To sign into the app, you'll need a unique ID -- either your username, a verified email address, or your company's SSO code. You can use any of the IDs listed below.

Username

Verified Email Addresses **?**

[Edit](#)

SSO Code **?**

DOWNLOAD THE APP

Email a link to download the app on a mobile device

[Send Link](#)

3. Download and open SAP Concur mobile app. Sign in using the company code and enter the credentials you use everyday to access your work computer/devices (SSO).

To set up access to Concur Mobile App via smartphone:

1. Download the app from the app store on your smartphone.
2. Open the app and select "SSO Company Code Sign In".

SAP Concur

Sign in to Concur

Work Email or Username

[Next](#)

[Forgot Password?](#)

OR

[SSO Company Code Sign In](#)

3. Enter company code located in profile above.
4. Select Los Angeles from list of CSU campuses.
5. Enter credentials you use every day to access your work computer/devices (SSO).

Triplt Mobile Application

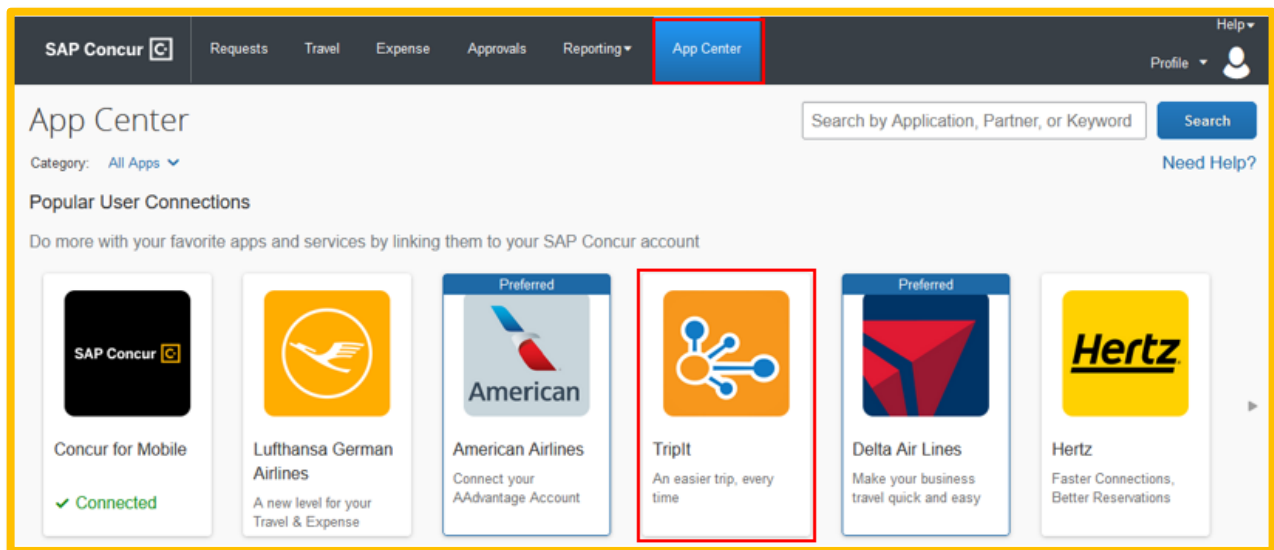
Triplt® from Concur instantly organizes all your travel plans in one place. Simply forward travel confirmation emails to plans@tripit.com and Triplt will create a master itinerary for each of your trips. Now you can access your plans anytime, anywhere.

Key Features:

- After booking, simply forward your confirmation emails to plans@tripit.com and Triplt will instantly create a master itinerary for each of your trips.
- You can opt to allow Triplt to automatically import travel plans from your Gmail, Google Apps, Outlook.com or Yahoo! mail inbox, so you don't have to forward confirmation emails.
- Access your travel plans on your smartphone, tablet, computer or wearable device anytime, anywhere.
- Sync Triplt with your calendar, so your travel plans show up alongside other meetings or events.
- Easily share specific plans, or your entire itinerary, with anyone.
- Real-time flight alerts, seat tracking, alternate flight finder, fare refund notifications, point tracking, and more.

Signing into Triplt Pro

Once you are in Concur, click the **App Center**, then click the **Triplt** App Icon.



Click the blue **Connect** button.



Check the box next to **Concur App Center End-User Terms and Conditions** and then click the blue **I Agree** button for the Terms & Conditions.

TERMS & CONDITIONS

Please review the following licensing terms and conditions
By accepting the following terms, you agree to be bound by the Concur App Center end-user terms, as well as [App Licensing Terms and Conditions](#).

Concur App Center End-User Terms and Conditions
The basic terms of use, accepted once, for individuals using the Concur App Center.

Cancel **I Agree**

Create a New Password for the Triplt App and check the box to accept the terms and conditions. Then, click the blue **Create Triplt Account**. If you already have a Triplt Account, click the orange **Sign in and link my accounts** and follow the instructions to connect your account to Concur.

ACTIVATE YOUR TRIPIT PRO SUBSCRIPTION
All your travel plans, in one place

TripIt from Concur

Get a master itinerary for every trip
Available on Android and iOS

Link your Concur and Triplt accounts and get:

- A free subscription to Triplt Pro from your company
- Real-time flight alerts
- Travel plans synced between Concur and Triplt

Triplt supports the following languages:

- English
- UK English
- French
- German
- Japanese

Create a Triplt account and connect to Concur

Email Address
@calstatela.edu

Choose a New Password
Must have at least 8 characters

Country of Residence
United States of America

I accept the [Triplt User Agreement](#), have read the [Privacy Policy](#), and agree to link the Triplt account to Concur.

Create Triplt Account

I already have a Triplt account! [Sign in and link my accounts](#)

THANKS FOR SIGNING UP FOR TRIPIT!
All your travel plans, in one place

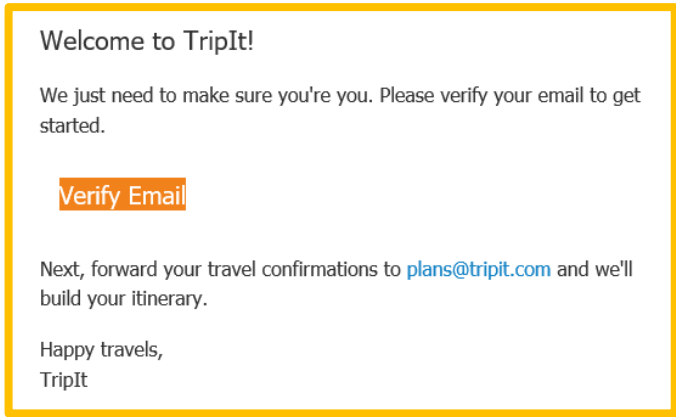
Your new Triplt account is now linked to your Concur account.

We need to verify your email address. Check your inbox for a message from Triplt and click the verification link.

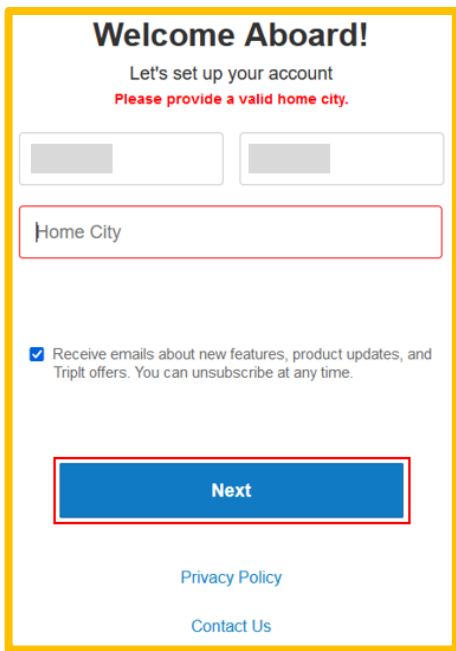
Don't see the email? Check your junk folder or [contact Triplt](#) for assistance.

Continue

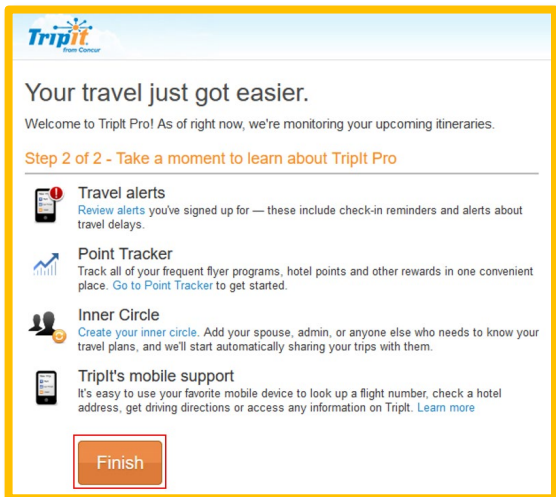
An email will be sent from TripIt to verify the email address entered. Open the email and click **Verify Email**.



Enter your **Home City** and click **Next** to continue.



TripIt now should be connected to Concur. Click **Finish**.



Concur App Center

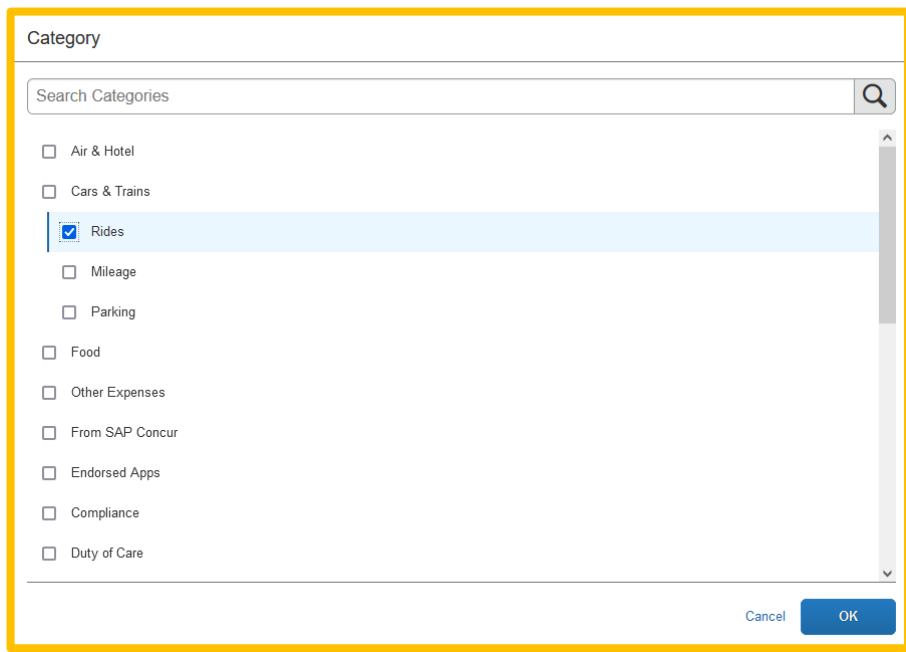
Concur has many travel partners. As such, there are many partner relationships with company specific applications that can be utilized and connected to your Concur profile for business transactions.

As an example, a traveler can connect their business ground transportation account to Concur. As the app is used to secure transportation (e.g. Lyft) the related receipt will be automatically stored in the traveler's list of available receipts that can be used to recall and support trip expenses.

To connect business applications, visit the Concur App Center when logged into Concur.

Once you are in Concur, click the **App Center**, then search for a specific app, or choose an app category.

The screenshot displays the SAP Concur App Center interface. At the top, a navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center' (which is highlighted). A user profile icon and 'Help' link are in the top right. Below the navigation bar, the 'App Center' title is on the left, and a search bar with the placeholder 'Search by Application, Partner, or Keyword' and a 'Search' button is on the right. Below the search bar, there are filter boxes for 'Category', 'TripLink, Travel - Standar ...', 'United States of America', and 'Regions Available'. A checkbox for 'Show listings not in my language' is present. The main section is titled 'Popular User Connections' and features a row of six app cards: Lufthansa German Airlines, Concur for Mobile (marked 'Connected'), American Airlines (Preferred), Delta Air Lines (Preferred), Triplt, and United Airlines (Preferred). Each card includes an icon, the app name, and a brief description.



Once a specific app is selected, click the blue **Connect** button and follow prompts to finish connection.

Once done, you should see that the app is connected like in the example below.

