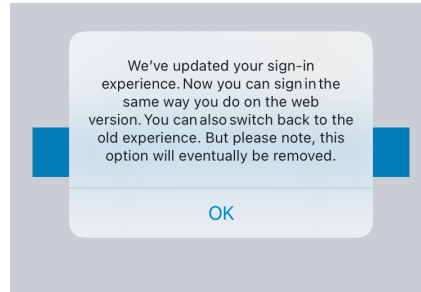


The Concur Mobile app is now transitioning to a Single Sign-On (SSO) method that will require users to use DUO authentication. Below are the instructions on how to log in to Concur Mobile.

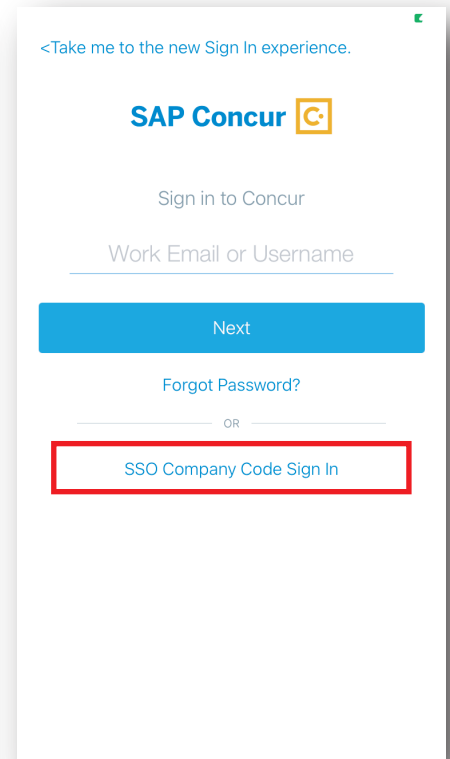
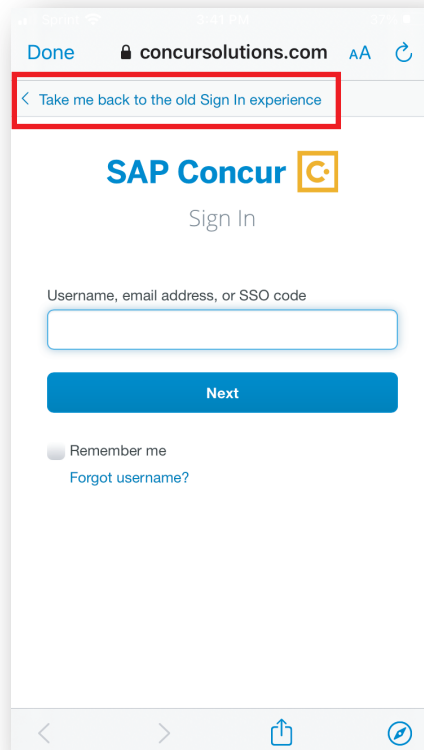
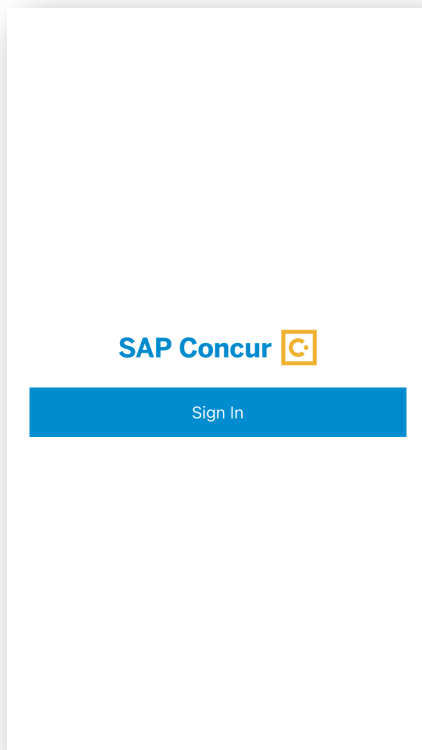
1. After opening the app, you may receive the following message. Take note, and press OK.



2. After pressing Sign In, you will be taken to the Sign In screen. **Do not try to log in on this screen.**

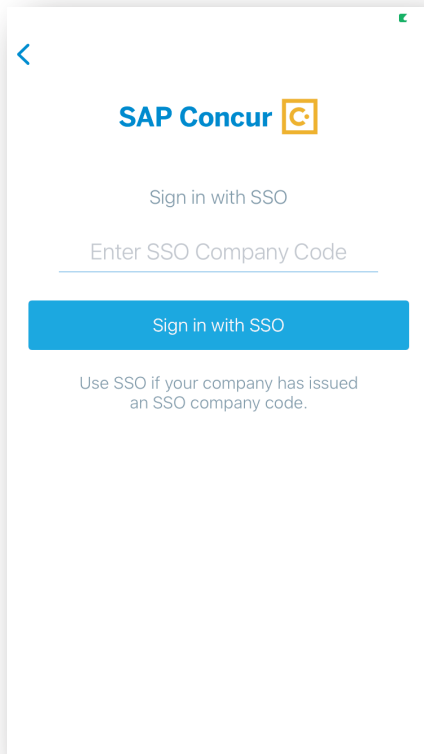
Press the link near the top that reads *Take me back to the old Sign In experience.*

On the next screen, press the link towards the bottom that reads *SSO Company Code Sign In.*

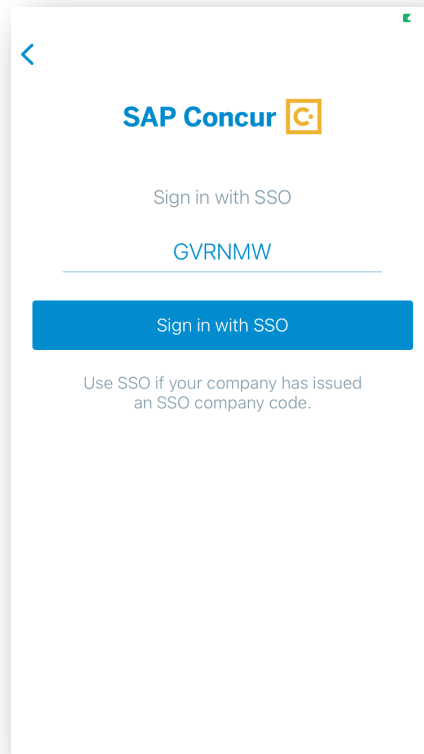


3. From the Sign in with SSO screen, you will need to enter the code: **GVRNMW**

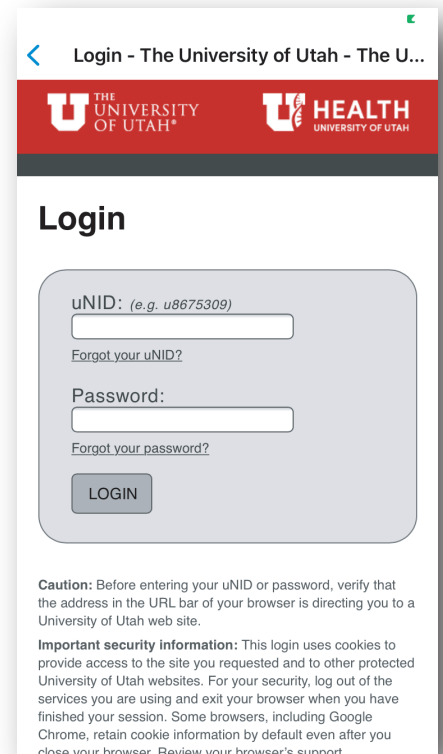
This is a universal code, and pressing **Sign in with SSO** will then take you to the University of Utah Login screen.



The screen displays the SAP Concur logo at the top. Below it, the text "Sign in with SSO" is centered. Underneath, there is a label "Enter SSO Company Code" followed by a text input field. A blue button labeled "Sign in with SSO" is positioned below the input field. At the bottom, a note states: "Use SSO if your company has issued an SSO company code."

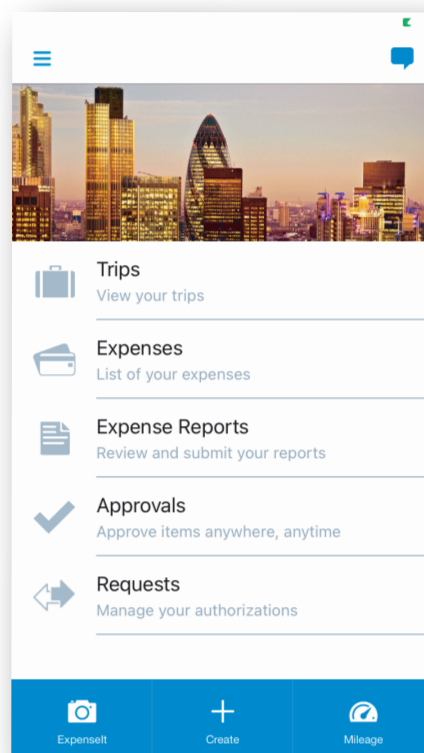


This screen is identical to the previous one, but the text input field now contains the code "GVRNMW".



The screen shows the University of Utah login interface. At the top, there is a red header with the University of Utah and Health logos. Below the header, the title "Login" is displayed. The main form area contains two input fields: "uNID: (e.g. u8675309)" and "Password:". Each field has a "Forgot your uNID?" and "Forgot your password?" link respectively. A blue "LOGIN" button is at the bottom of the form. Below the form, there is a "Caution" note about verifying the URL and an "Important security information" paragraph about cookies.

4. After going through the standard University login process with DUO, you will then be signed in to Concur Mobile.



The screen shows the Concur Mobile app home screen. At the top, there is a hamburger menu icon on the left and a chat bubble icon on the right. Below them is a city skyline image. The main content area lists five menu items: "Trips" (with a briefcase icon and "View your trips"), "Expenses" (with a wallet icon and "List of your expenses"), "Expense Reports" (with a document icon and "Review and submit your reports"), "Approvals" (with a checkmark icon and "Approve items anywhere, anytime"), and "Requests" (with a double arrow icon and "Manage your authorizations"). At the bottom, there is a blue navigation bar with three icons: a camera icon labeled "ExpenseIt", a plus sign labeled "Create", and a circular arrow icon labeled "Mileage".