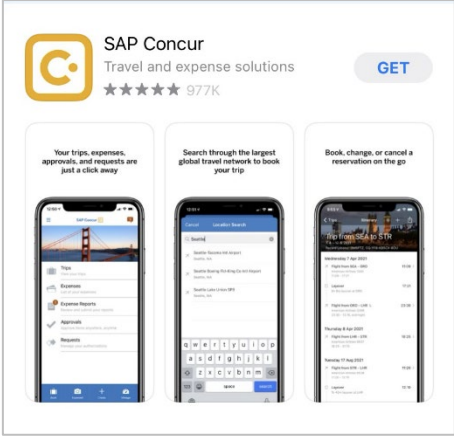
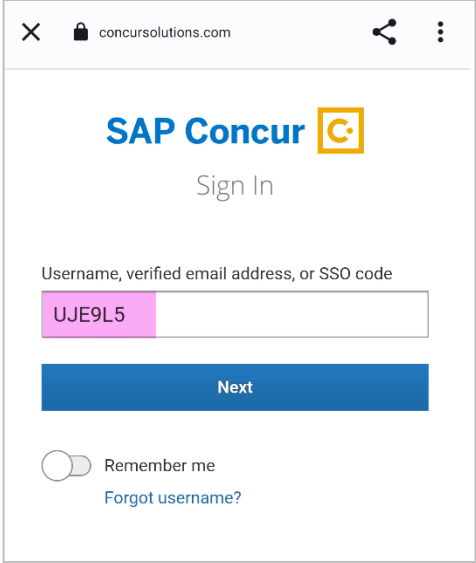
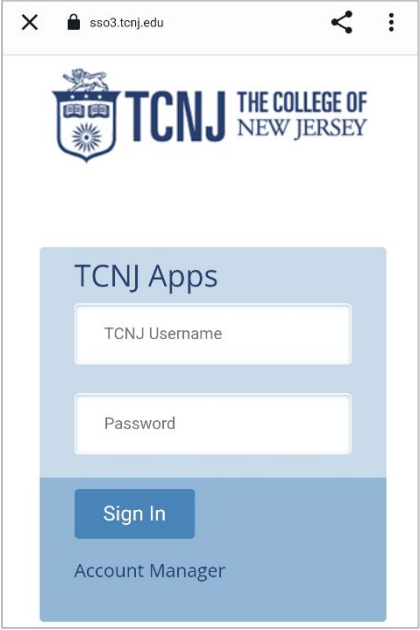
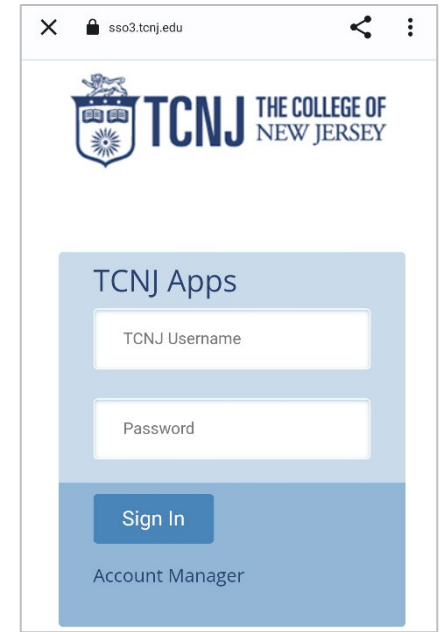
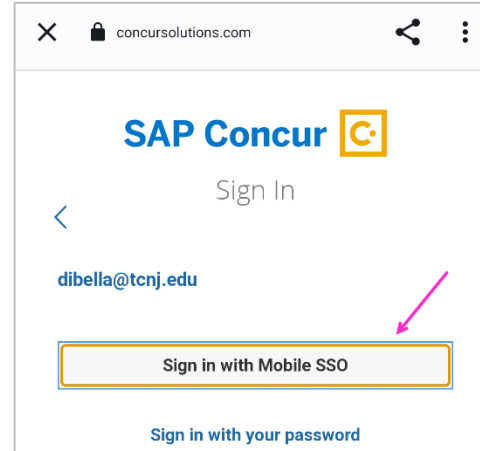
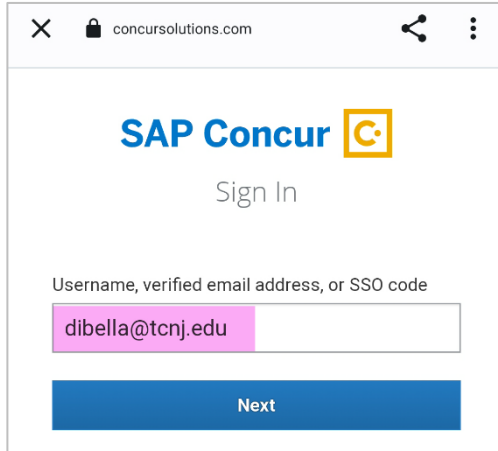


Process Name: Concur Mobile App

STEP	DETAIL
1	<p>Download the SAP Concur mobile app from the Google Play Store or Apple App Store</p> 
2	<p>1st Time Users</p> <ul style="list-style-type: none"> - Open the app & enter TCNJ's Company Code: UJE9L5 - Click Next - You will be redirected to TCNJ's SSO <div style="display: flex; justify-content: space-around;">   </div>

Returning Users

- Open the app & enter your TCNJ email
- Click **Next**
- Click **Sign in with Mobile SSO**
- You will be redirected to TCNJ's SSO



Loading Receipts

- Allow the app to access your camera.
- Click the Camera icon.
- Take a picture of the receipt & it will automatically load into your account as long as you are on Wi-Fi

4

