

The Expenseit App Setup

Objective: This Quick Guide will go over the steps to set up access to Expenseit on your mobile device.

Expenseit is a phone app created by Concur that allows travelers to instantly save receipts and upload them to Concur with ease. To use Expenseit, travelers simply take a picture of their receipts using the app. The app then analyzes the content of the receipt and uploads the information to Concur to be used in the traveler's expense report.

1. Log in to the Concur website to find out your login information, go to Profile → Profile Settings → Mobile Registration.

Mobile Registration						
Capture your receipts and manage your travel on the Learn More	go!					
REVIEW YOUR LOGIN DETAILS Login Information Username: Image SID SLAC.STANFORD.EDU Password: Use the same password you use to log in to Concur for Web. If your ant know your password, you may reset your password or create a mobile PIN		DOWNLOAD THE APP				
Your <u>username</u> is: youremployeeID@SID.SLAC.STANFORD.EDU You will need to create a mobile PIN number to log in, which can be done by clicking <i>Create a mobile PIN</i> .						

2. Download the Expenseit app on your mobile device. You can have a link sent directly to your email to download the app.





3. Enter your *username* and *password* in the sign-in page of the Expenseit app all and **click** *Sign in.*

Now you can start taking pictures of receipts!

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Visit Concur's Expenseit website to learn more of how the app works:

https://www.expenseit.com/howitworks