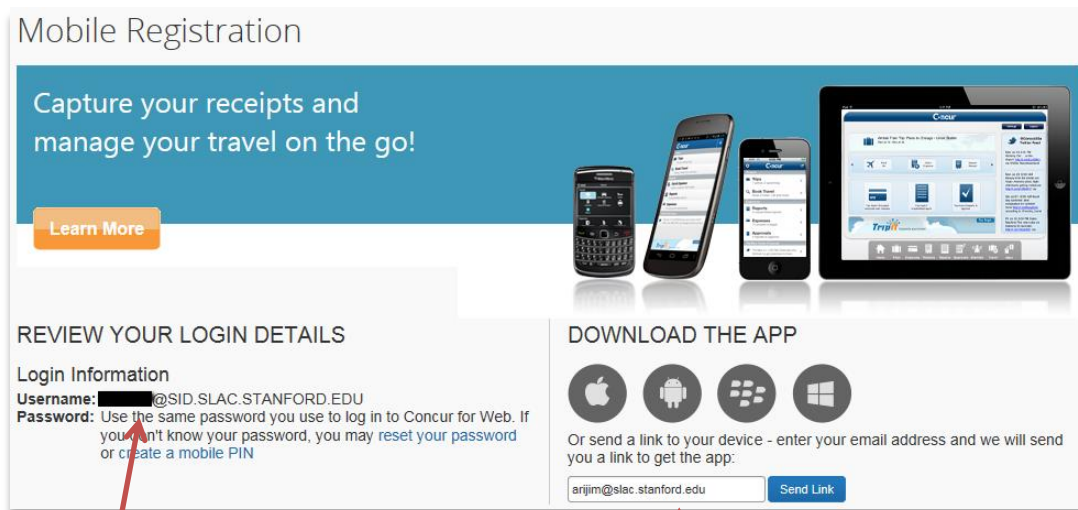


The Expenseit App Setup

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*.



Your username is:

youremployeeID@SID.SLAC.STANFORD.EDU

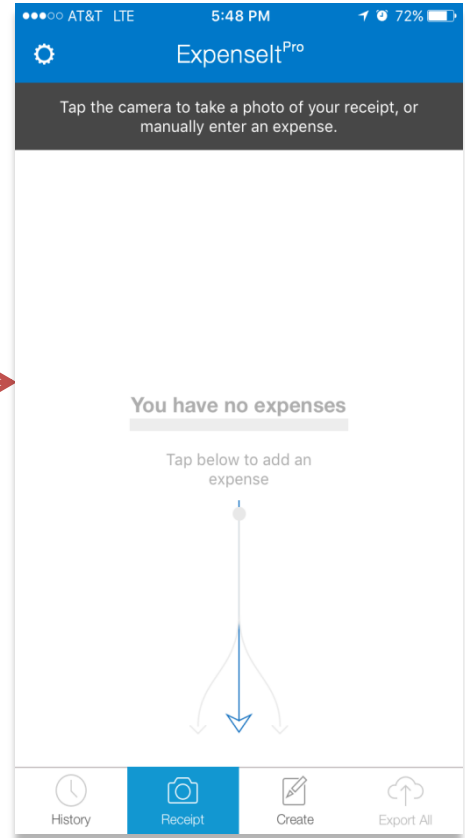
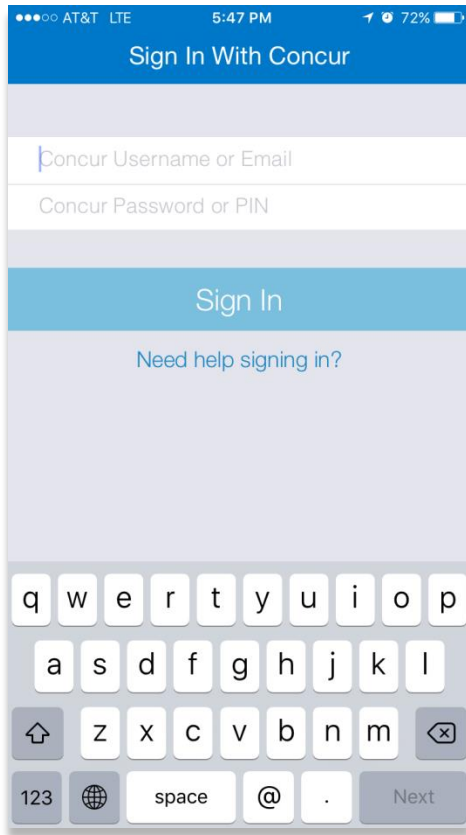
You will need to create a mobile PIN number to log in, which can be done by clicking *Create a mobile PIN*.

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 and **click Sign in**.

Now you can start taking pictures of receipts!



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

<https://www.expenseit.com/howitworks>