

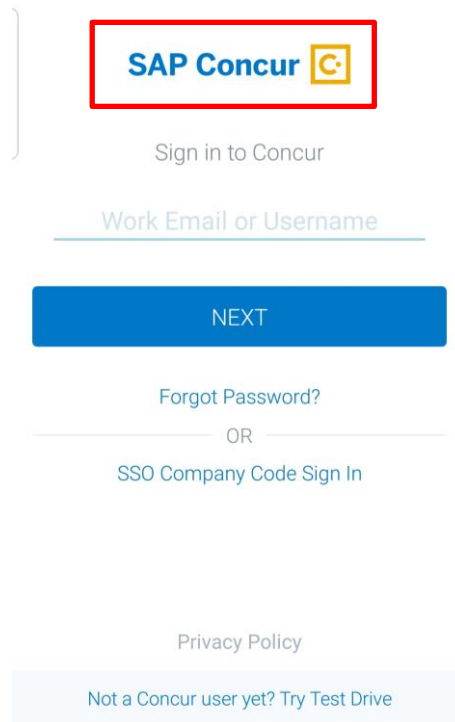
Logging into the Concur app and ensuring you are on the right server

Please note: there are minor visual differences between the Android and Apple versions of the Concur app

Before you log in

You must ensure you are set up on the right server before you log into Concur on the app. If you have already logged in, you must log out to check.

1. Launch the Concur app (for more information about downloading the app you can see our *Setting up* guidance on Staffnet
2. Using **2 fingers double tap** the Concur logo at the top of the screen



SAP Concur

Sign in to Concur

Work Email or Username

NEXT

Forgot Password?

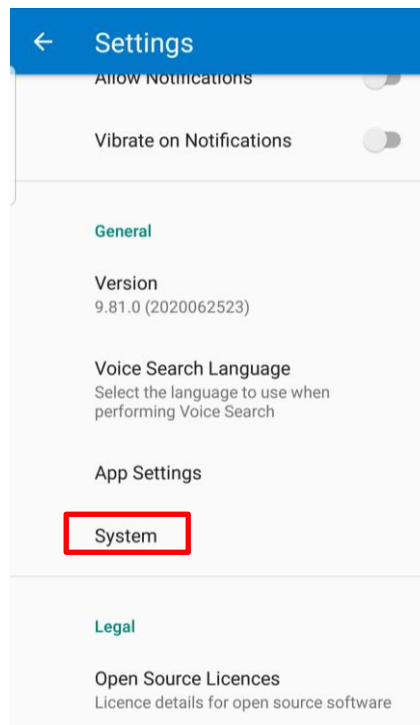
OR

SSO Company Code Sign In

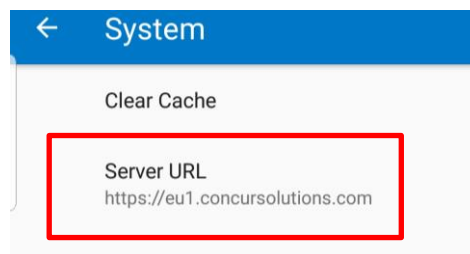
Privacy Policy

Not a Concur user yet? Try Test Drive

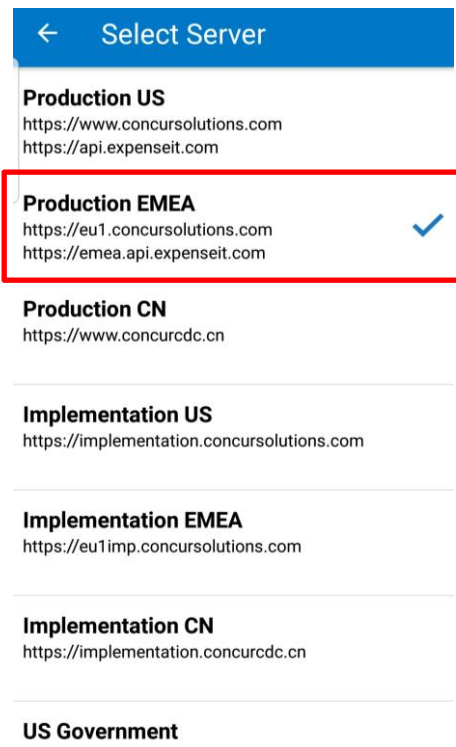
3. Under **General** select **System**



4. Click on **Server URL**



5. Ensure **Production EMEA** is selected



Logging in

You must use a web browser on a PC / laptop to set up Concur. See our *Setting up guidance* on Staffnet for more information. Once you have done this successfully, you can log in to the app with your email and password as normal.