

Signing In to SAP Concur

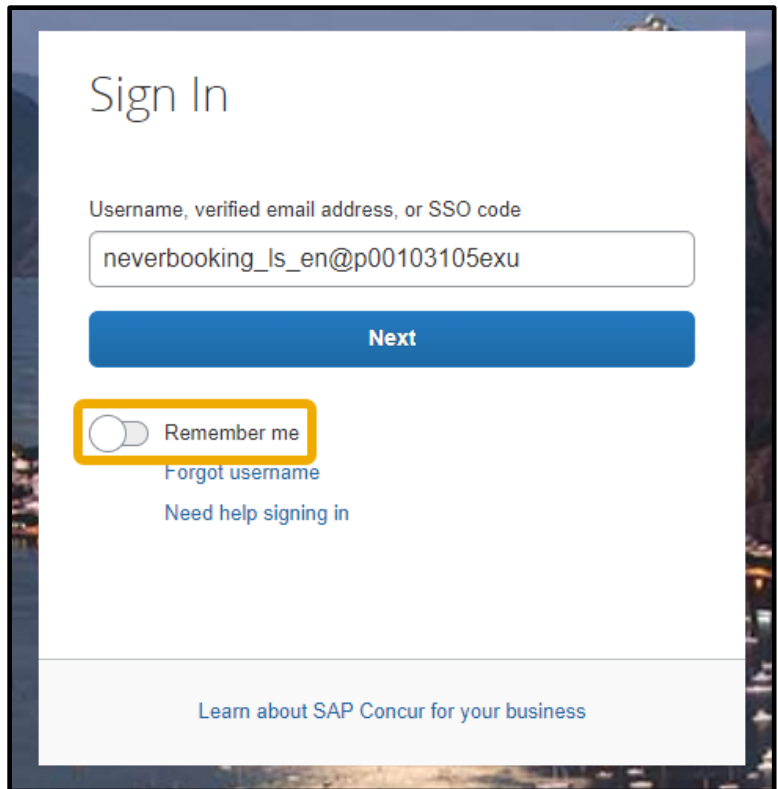
1. To sign in to **SAP Concur**, from the **Sign In** screen, enter your **Username, email address, or SSO code**.

Note: If your company has set up **SSO** to enable your access to **SAP Concur** and you are not able to sign in, contact your company's IT department.

2. After you enter your username, you can slide the **Remember me** Toggle button to store your password, so you don't have to enter it the next time you sign in to SAP Concur from this device.

If you have forgotten your username, select the **Forgot username** link.

3. To continue signing in, select **Next**.



Sign In

Username, verified email address, or SSO code

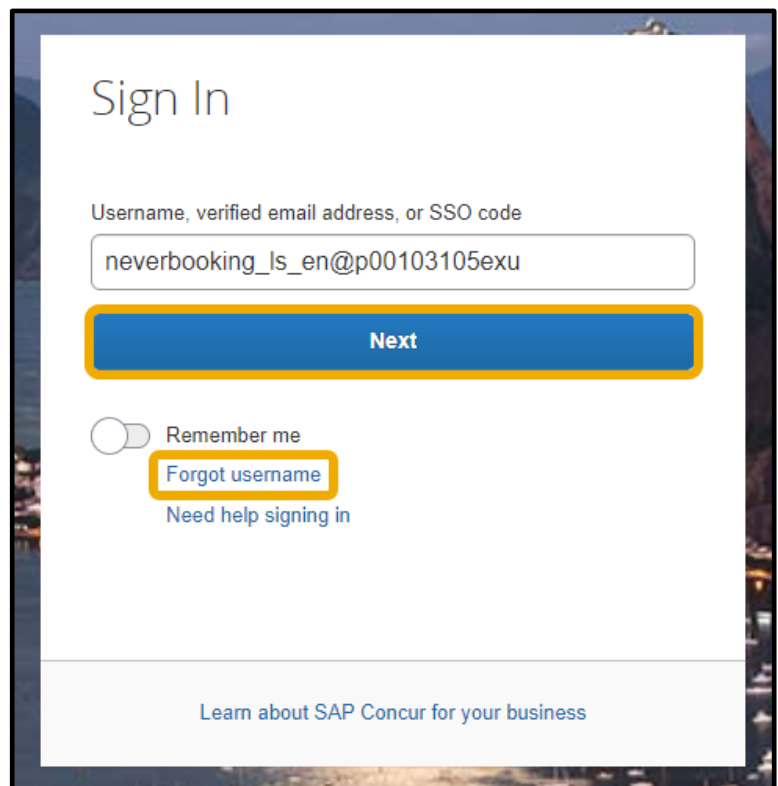
Next

Remember me

[Forgot username](#)

[Need help signing in](#)

[Learn about SAP Concur for your business](#)



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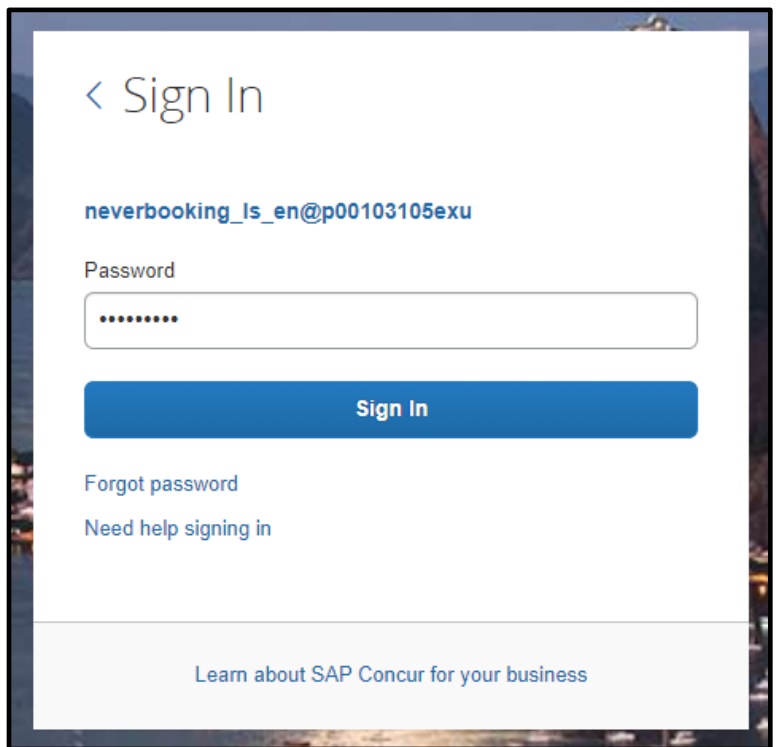
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4. Enter your Password.

If this is your initial log in to SAP Concur, you will enter the temporary password that was provided to you.

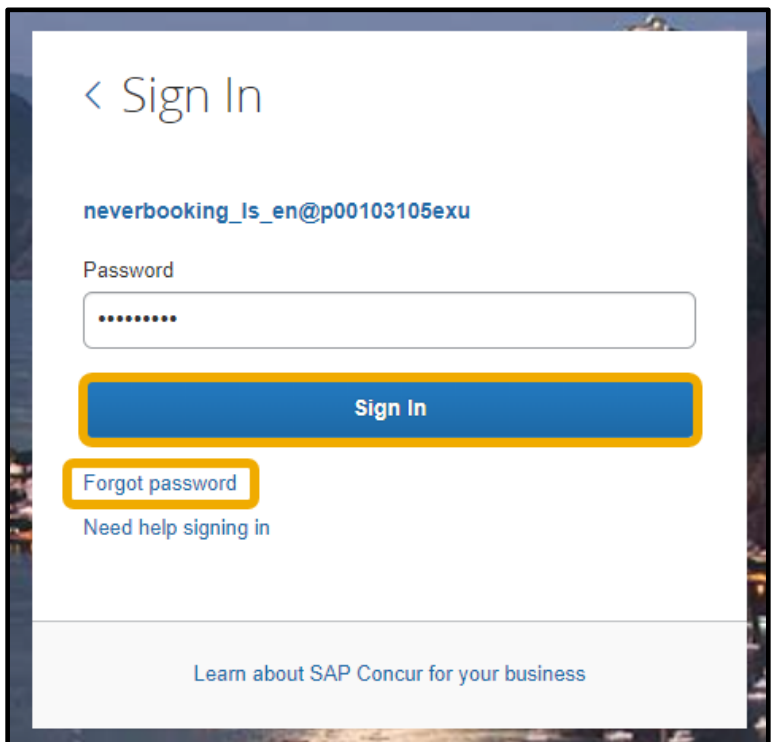
Note: Your password is case sensitive. SAP Concur encourages the use of strong and unique passwords, along with two-factor authentication to further strengthen your security.

For more information about password security, visit **Protect Your SAP Concur Cloud** on the **SAP Help Portal**.



If you have forgotten your password, select the **Forgot password** link.

5. After you enter your password, select **Sign In**.

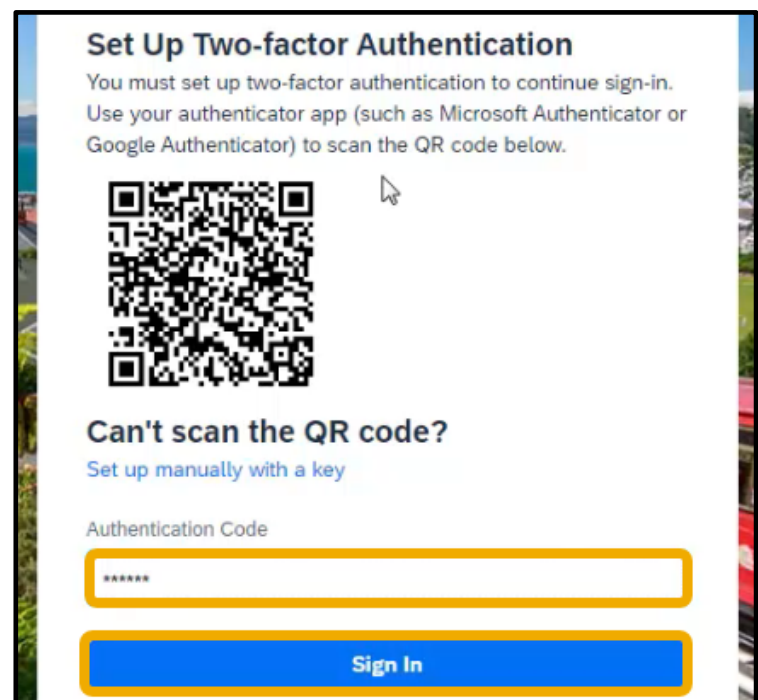
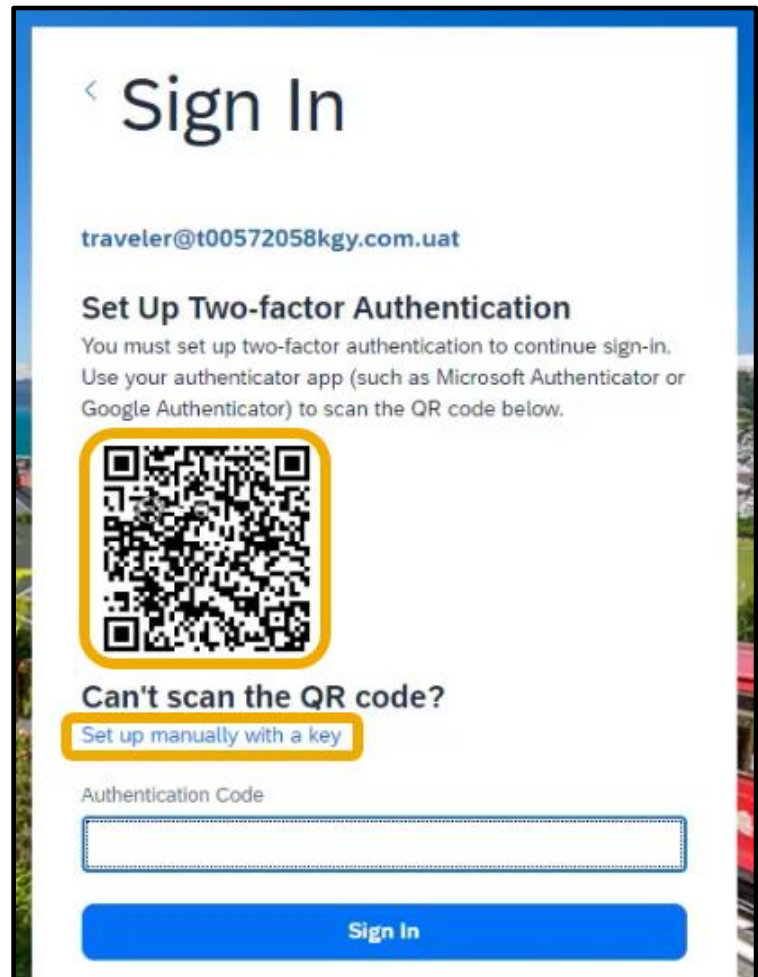


You must set up two-factor authentication to continue signing in.

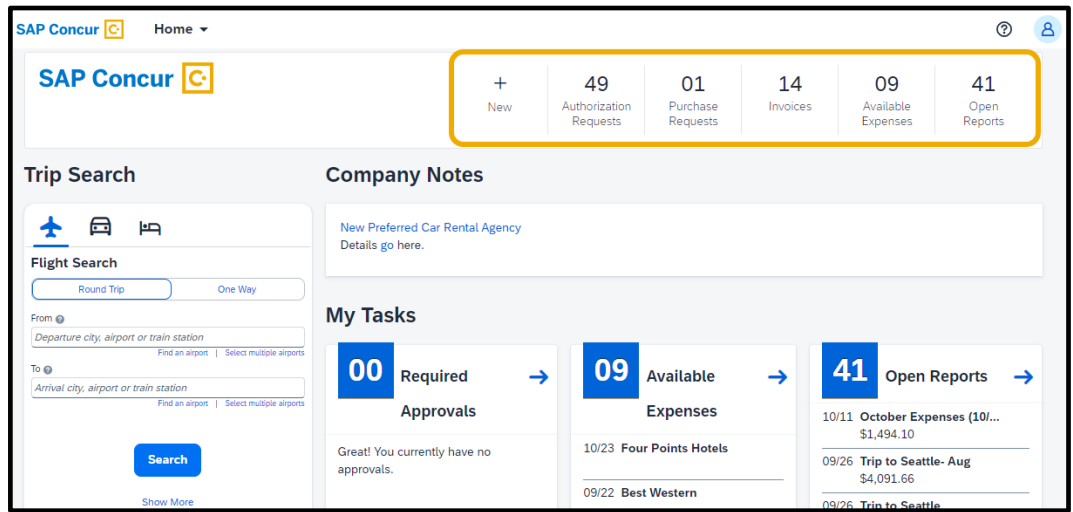
6. To add your SAP Concur account to the authenticator app, scan the QR code on the **Sign In** page.

Note: You can use an authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code. If you can't scan the QR code, select the **Set up manually with a key link**.

7. Copy the six-digit code that was generated from the app into the **Authentication Code** field, and then select **Sign In**.



On the SAP Concur home page, you will find the tools that you need to book a trip and manage your expenses. Use the **Quick Task** bar at the top of the screen to quickly view and act on tasks.



The screenshot shows the SAP Concur home page. At the top, there is a navigation bar with the SAP Concur logo and a 'Home' dropdown. Below this is a 'Quick Task' bar with six metrics: '+ New', '49 Authorization Requests', '01 Purchase Requests', '14 Invoices', '09 Available Expenses', and '41 Open Reports'. The main content area is divided into three sections: 'Trip Search' with flight search filters, 'Company Notes' with a note about a car rental agency, and 'My Tasks' with three task cards: '00 Required Approvals', '09 Available Expenses', and '41 Open Reports'.