Creating a Mobile PIN

Before using the Concur Mobile app, you must first create a mobile PIN as your password to sign in.

Create a Mobile PIN

1. Log into Concur. At the top of the home page click **Profile**, then click **Profile Settings**.

2. In **Profile Options**, click **Concur Mobile Registration**.

3. Click **create a mobile PIN** (Figure 1).

4. Create a PIN that is different from your UBIT password, then click **Set PIN**.

5. Install the Concur Mobile app on your mobile device. For more information, refer to the tip sheet *Using the Concur Mobile App*.

6. Log into the app using your @buffalo.edu email address as the username, and the mobile PIN you created as the password.

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu