

Create a Mobile PIN

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

Create a Mobile PIN

1. Log in to 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).

Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

traveler@buffalo.edu **Get Started**

Or, review your sign-in details:

Username: traveler@buffalo.edu

Password: Use the same password you use to sign in to Concur for Web. If you don't know your password, you may [reset your password](#) or [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 *Use the Concur Mobile App*.
6. Log in to the app using your @buffalo.edu email address as the username, and the mobile PIN you created as the password.