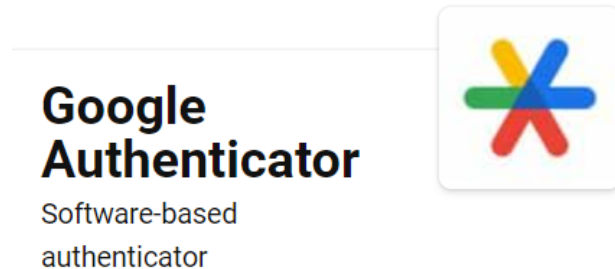


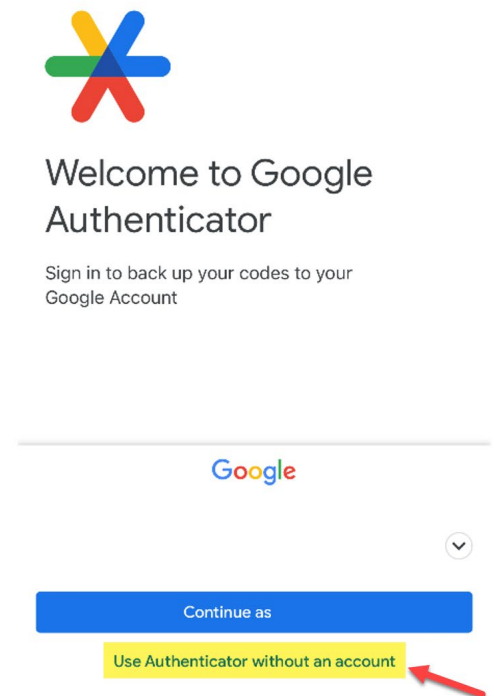
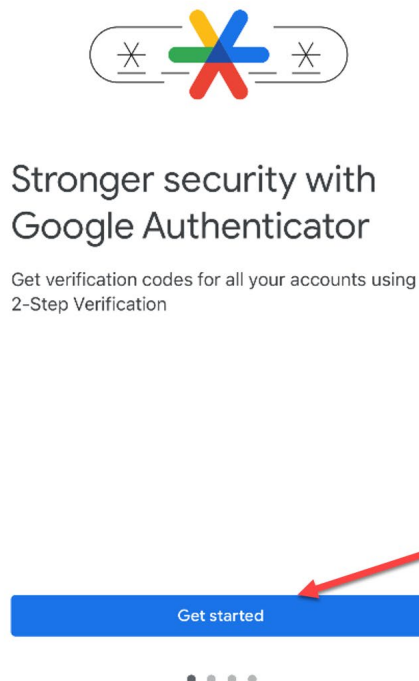
Two Factor Authentication

***You must use your mobile phone and a laptop or desktop to execute Two Factor Authentication successfully**

1. [Download Google Authenticator](#) (this is a free app and one I highly recommend, image below). You can find this app on either Apple or Android phone. You can also get it in the app store on a tablet. (continue reading)

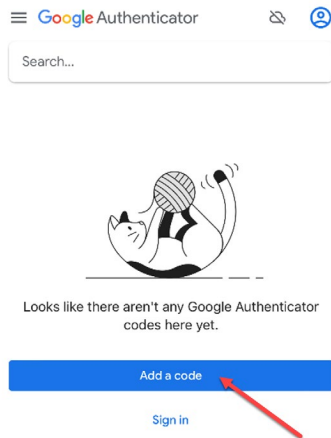


2. Open the Google Authenticator App – You will see the following screens.
 - a. Click – Get Started
The next screen will appear.
 - b. Click Use Authenticator without an Account

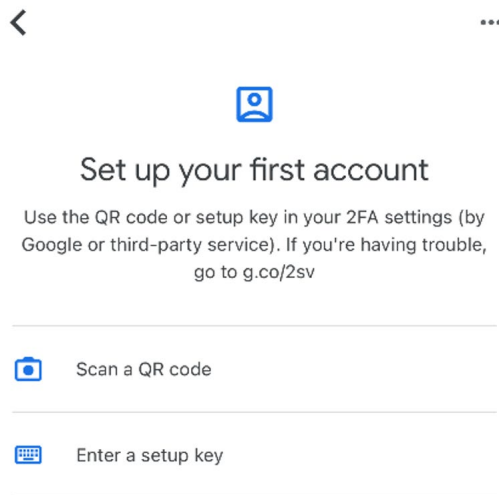


3. You'll see a screen with a cat and a ball of yarn.

a. Click Add a code button



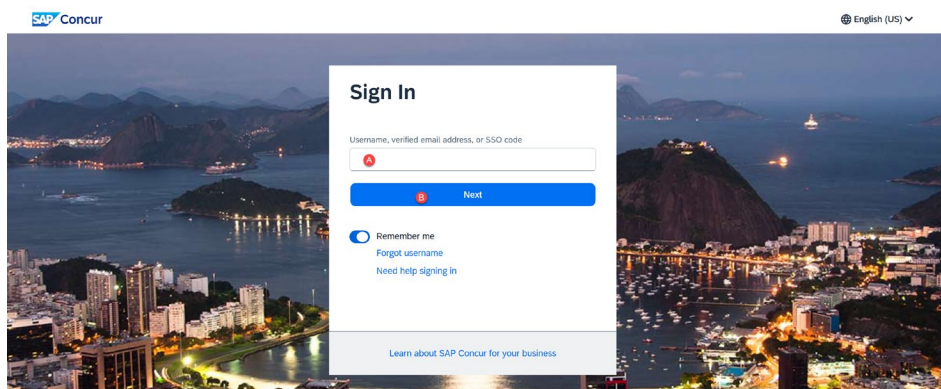
4. The following screen will appear – **Do not do anything on this screen.** We will come back to this. Proceed to step 5.



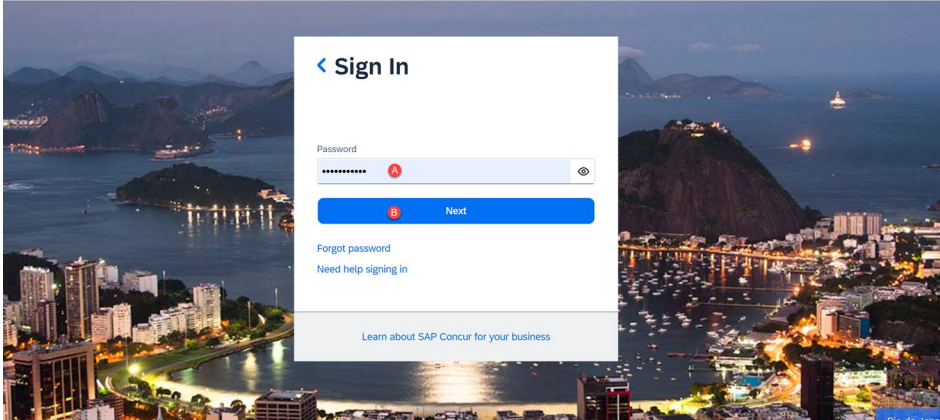
5. Go to your laptop/desktop and Sign into Concur as you normally would.

a. Type your Username.

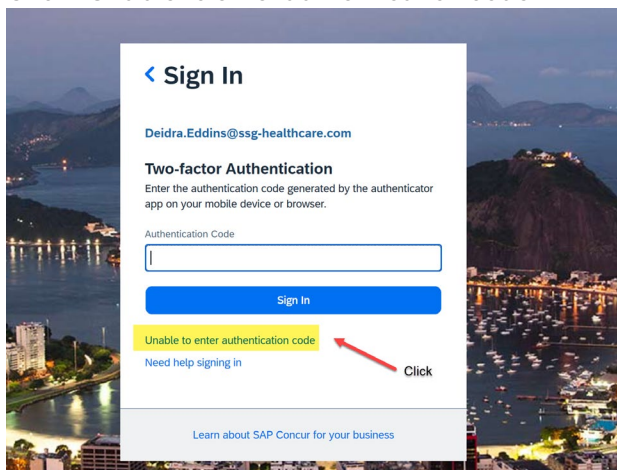
b. Click Next



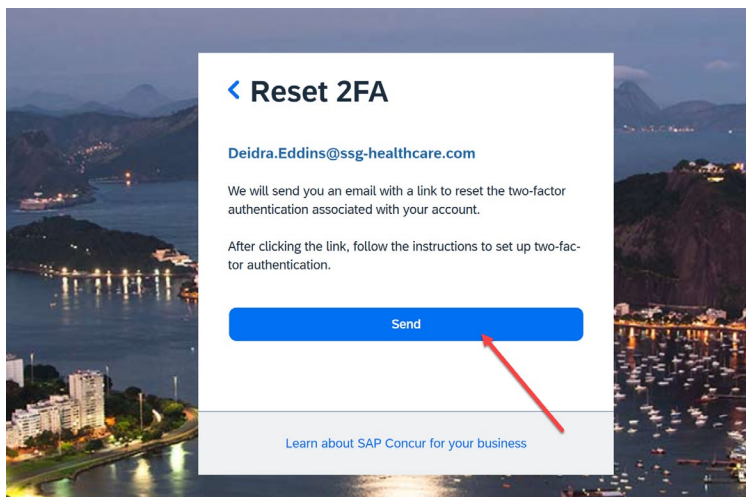
6. Type your:
 - a. Password
 - b. Click Next



7. Your screen should look like this
Click “Unable to enter authentication code”



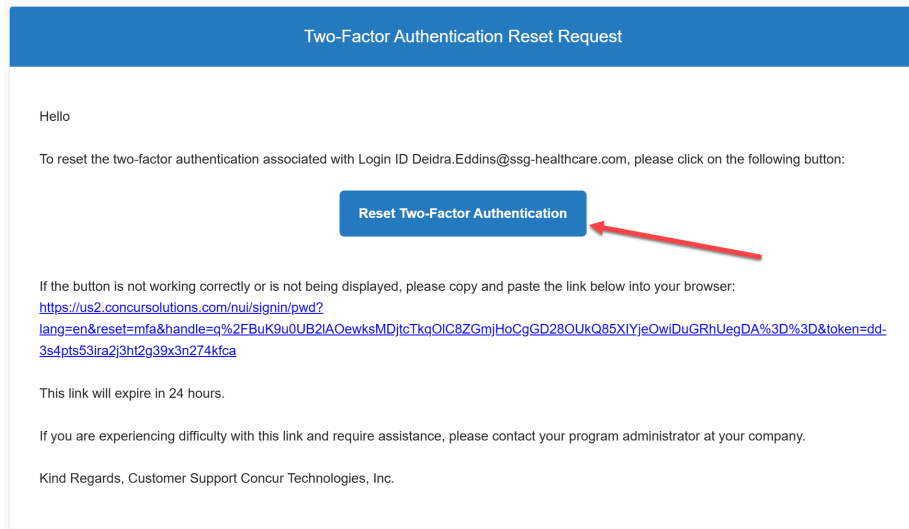
8. On this screen – click Send



9. An email will be sent to you.
10. Go to your inbox and open the most recent email from noreply@concur.com

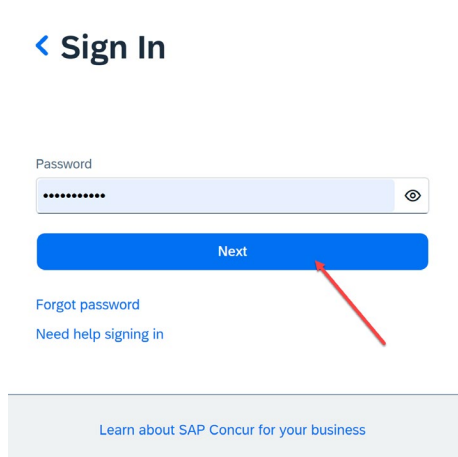
Focused Other				
From	Subject	Received		
<input type="checkbox"/> noreply@concur.com	Two-Factor Authentication Reset Request You don't often get email from noreply@concur.com. Learn why t...	10:43 AM		
noreply@concur.com	Two-Factor Authentication Reset Request You don't often get email from noreply@concur.com. Learn why t...	10:35 AM		
This month				

11. Click Reset Two-Factor Authentication as shown below



12. You will then be taken back to Concur's Sign In screen.

- Enter your username and password.
- Click Next



13. This screen will appear

< Sign In

deidra.eddins@ssg-healthcare.com

Set Up Two-factor Authentication

Step 1: Download or open an authenticator app (such as Microsoft Authenticator, Google Authenticator or your company's preferred authenticator app).

Step 2: In the authenticator app, add SAP Concur by scanning the QR code below or by entering the manual setup key.



[Show manual setup key](#)

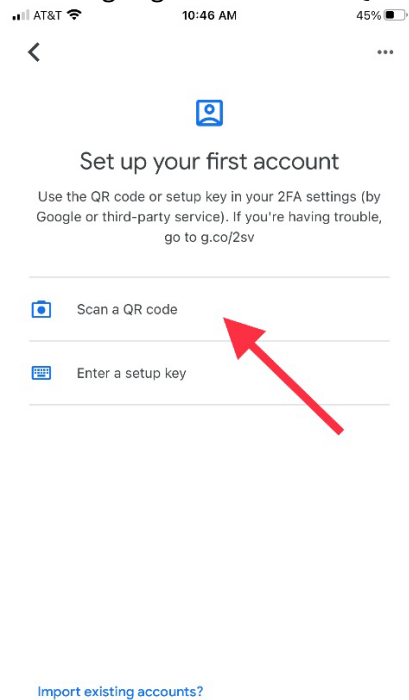
Step 3: Enter the 6-digit code shown in the authenticator app.



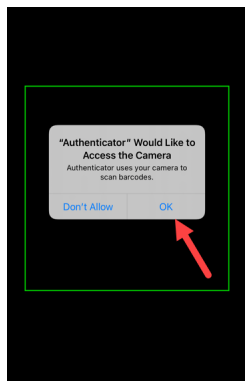
6-Digit Authentication Code

14. Go back to your phone and open Google Authenticator (if it's not already open)

15. You are going to **click** Scan a QR Code as show below



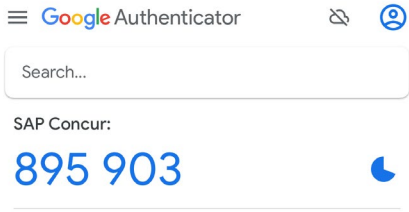
16. *if prompted make sure you allow Google authenticator access to your camera.



17. Scan the QR code on your screen

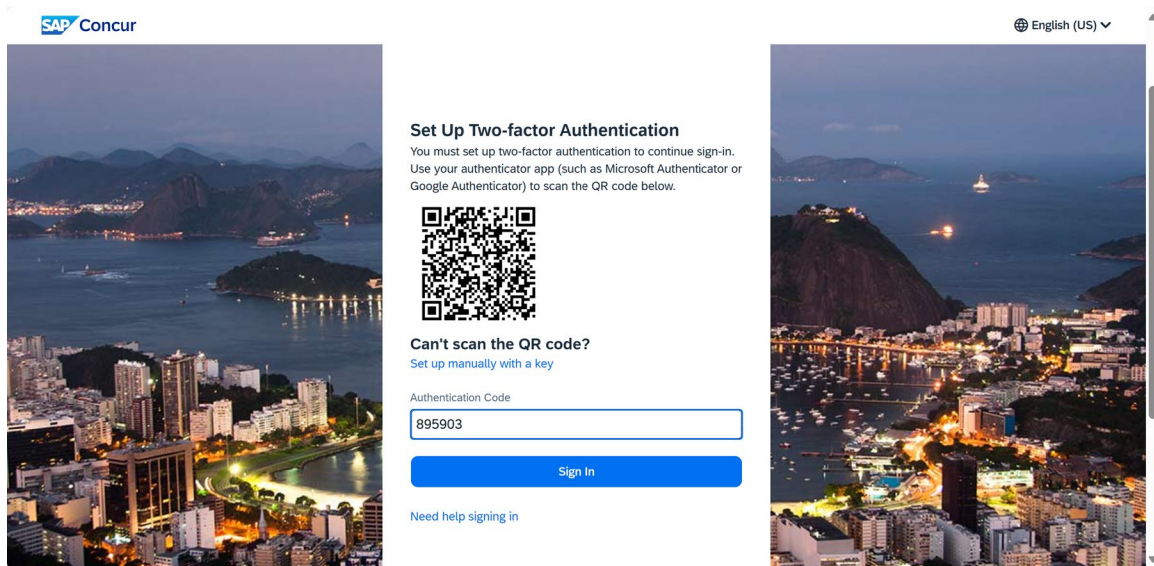


18. You should get a 6-digit code on your phone as shown below



19. Go back to your desktop:

- a. type the code your received as shown below – NO SPACES
- b. Click Sign In



You should have been taken to your Concur Home screen

+
Start a
Report00
Required
Approvals00
Available
Expenses00
Open
Reports

Company Notes

Next expense report submission deadline is March 15, for estimated deposit around March 29.

[Submission Deadline](#)[Approval Deadline](#)[Estimated Deposit](#)[Read more](#)

My Tasks

00

Required Approvals



Great! You currently have no approvals.



00

Available Expenses



You currently have no available expenses.



00

Open Reports



You currently have no open reports.

<https://us2.concursolutions.com/goto/expense-home>

Upon each subsequent Concur login, you will need to grab the 6-digit authentication code from your authenticator app.

For security reasons, we are unfortunately unable to do anything further to assist you in setting this up.

If you need further assistance, please see attached document composed by Concur for step-by-step instructions.