

QUICK REFERENCE – MOBILE SET-UP



Getting Started

1. Log in to **pci-ctp.com**
2. Select **Log into CONCUR**
3. You will be taken to the Concur home page.
4. Select Profile and then Profile Settings in the Upper Right Hand Corner.
5. Download **SAP Concur Mobile App** on your phone.

Concur Mobile Registration

1. Once in Profile Settings, select **Concur Mobile Registration** located on the bottom of the right hand column.

Signing into App

1. Username will be your PCI e-mail address.
2. Password will be the same one you use to log onto your computer.

For further assistance:

Contact **PCI Travel Office:**

- Email: travelhelpdesk@pci-nsn.gov
- Website: **pci-ctp.com**

Contact **Travel Coordinator:**

- Courtney Jackson
- Phone: 251-368-9136 ext. 2502
- Email: cjackson@pci-nsn.gov