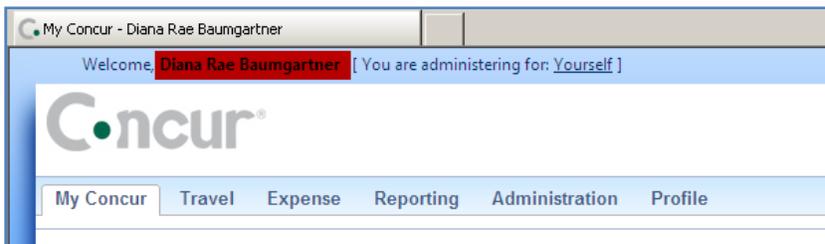


Step 1: Log into Concur

Cliqbook and Concur are now 'connected' and so you can access them from one URL: ConcurSolutions.com. The previous Cliqbook log in URL (www.MyOuttask.com) will also continue to work and provide access to the combined Concur/Cliqbook website. Your log in information is the same for both websites.

Go to ConcurSolutions.com to log in to the system. Your user name is your Planar email address. The password for all users is **Welcome1** (case sensitive). Even if you have previously used the Cliqbook website, your password has been reset to **Welcome1**. When you log in the first time, you will be prompted to change your password.

After you have logged in for the first time, confirm that your name appears correctly in the upper left hand corner.



Step 2: Set your Registration PIN

From the **My Concur** page select **Profile** and then select **Mobile Registration**



Create a mobile PIN and enter it into the provided fields. Your PIN can include letters, numbers, and special characters such as !,\$ or # but no spaces.

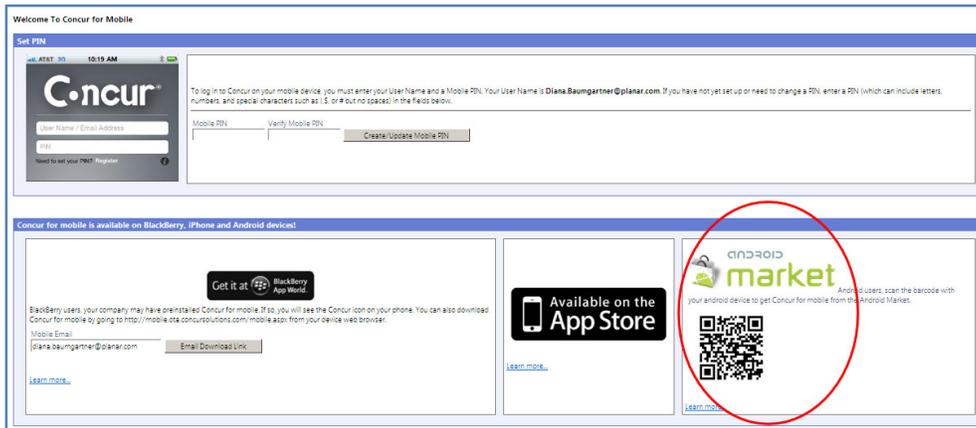


Step 3: Download the Concur Mobile Application to your Smartphone

iPhone Users: Search for **Concur Mobile** in the App Store.

Blackberry Users: Download Concur for mobile by going to <http://mobile.ota.concursolutions.com/mobile.aspx> from your device web browser.

Android Users: Search for **Concur Mobile** in the Android Market, or use your phone to scan the barcode on the **Mobile Registration** page



Step 4: Log in to Concur Mobile

Open the Concur Mobile App on your phone and enter your user name (your Planar email address) and the PIN that you set up in Step 2 above.

Step 5: Use Concur Mobile

You can now use your phone to do nearly everything you can on the full website, including (but not limited to) the following:

- Create a new expense report
- Enter a new expense and either add it to an expense report or wait and attach it to an expense report the next time you log in to the full website
- Attach receipts to expense reports using the camera on your mobile phone
- Submit an expense report to your manager
- Review and approve an expense report for your direct report

There are certain expense types that will require you to log into the full website prior to submitting your expense report. The application will automatically prompt you to do this if you attempt to submit an expense that requires additional information. For example—Group Meals and Entertainment items can be entered in the mobile application. However, attendees at these meals must be added via the full website. Concur is continually updating Concur Mobile, and we hope that within the relatively near future, full functionality will be available on the Mobile application.

Additional Guidance

The look and feel of each Smartphone App is slightly different. For a more detailed explanation of each of the applications and its features, please refer to the user guides prepared by Concur:

Concur Mobile for the iPhone: http://www.concurtraining.com/customers/tech_pubs/MobileDocs/Intro_Mobile_iPhone.pdf

Concur Mobile for the Blackberry: http://www.concurtraining.com/customers/tech_pubs/MobileDocs/Intro_Mobile_BB2.pdf

Concur Mobile for the Android: http://www.concurtraining.com/customers/tech_pubs/MobileDocs/Intro_Mobile_Android.pdf

Questions?

Contact Jenny Shoykhet or Tina Dennis with Concur questions.

Access Concur Tutorials, Guides, and FAQ at <http://www.concurtraining.com/customers/corpedtraining/index.aspx>

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