

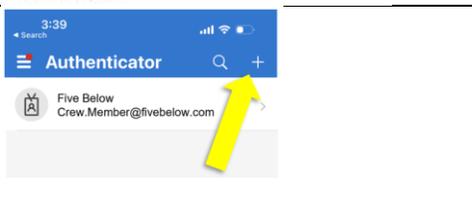
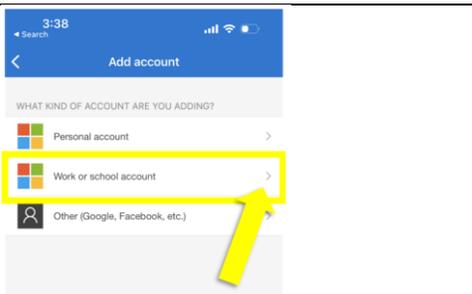
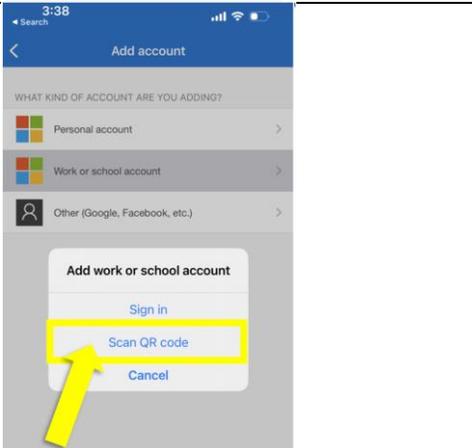
SETTING UP THE CONCUR MULTI-FACTOR AUTHENTICATOR (MFA)

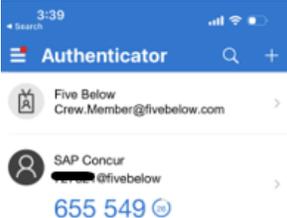
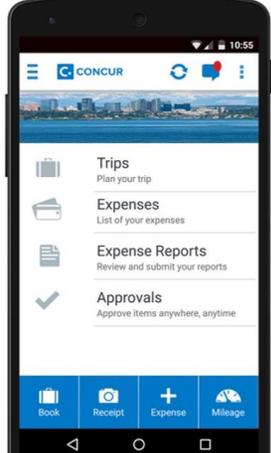
Note: The set-up process will only happen once. A unique authentication code (Step 5 b and Step 6) is needed every time you log into Concur.

If you are unable to complete MFA setup, please open a ticket at [Five Below \(zendesk.com\)](https://fivebelow.zendesk.com)

If you need emergency booking or travel assistance, please contact World Travel, Inc. directly:

Email TeamM2@worldtravelinc.com or call 855-224-9702.

<p>Step 1:</p>	<p>If you are logging into Concur for the first time and have not yet set up the MFA, you will get the following message – do not scan the QR code yet.</p>	
<p>Step 2:</p>	<p>Open the Microsoft Authenticator app <i>on your mobile phone</i> and press the "+" symbol. If you do not have the Microsoft Authenticator app, download the Microsoft Authenticator app or the Google Authenticator app to your phone.</p>	
<p>Step 3:</p>	<p>Choose "Work or school account."</p>	
<p>Step 4:</p>	<p>Click "Scan a QR code"</p>	

<p>Step 5a:</p>	<p>Scan the QR code on the Concur log-in page with your phone.</p>	 <p>< Sign In</p> <p>@fivebelow</p> <p>Set Up Two-factor Authentication You must set up two-factor authentication to continue sign-in. Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below.</p> <p>Scan the QR Code on the Concur Log-in Page</p> <p>Can't scan the QR code? Set up manually with a key</p> <p>Authentication Code</p> <p>Sign In</p>
<p>Step 5b:</p>	<p>A Concur authentication code (a series of numbers) will populate in the authenticator app.</p>	 <p>3:39</p> <p>Search</p> <p>Authenticator</p> <p>Five Below Crew.Member@fivebelow.com</p> <p>SAP Concur @fivebelow</p> <p>655 549</p>
<p>Step 6:</p>	<p>Type the authentication code into the field on the Concur log-in page.</p>	 <p>< Sign In</p> <p>@fivebelow</p> <p>Set Up Two-factor Authentication You must set up two-factor authentication to continue sign-in. Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below.</p> <p>Can't scan the QR code? Set up manually with a key</p> <p>Authentication Code</p> <p>655549</p> <p>Enter SAP Concur Code from App Here</p> <p>Sign In</p>
<p>Step 7:</p>	<p>You should now be logged into Concur!</p>	 <p>CONCUR</p> <p>Trips Plan your trip</p> <p>Expenses List of your expenses</p> <p>Expense Reports Review and submit your reports</p> <p>Approvals Approve items anywhere, anytime</p> <p>Book Receipt Expense Mileage</p>