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 <u>Five Below (zendesk.com)</u> If you need emergency booking or travel assistance, please contact World Travel, Inc. directly: Email TeamM2@worldtravelinc.com or call 855-224-9702.

Step 1:	If you are logging into Concur for the first time and have not yet set up the MFA, you will get the following message – <i>do not scan the QR code yet</i> .	 Sign In Set Up Two-factor Authentication Set Up Two-factor Authentication Toy reuse set up must be the authentication to continue styn-in. Use prevention and the set of the set of
Step 2:	Open the Microsoft Authenticator app <i>on your mobile</i> <i>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.	3:39 atl ♥ ■ ■ Authenticator Q + E Five Below Crew.Member@fivebelow.com
Step 3:	Choose "Work or school account."	3:33 Il To Image: Search Add account WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account Personal account Work or school account Other (Google, Facebook, etc.)
Step 4:	Click "Scan a QR code"	3:38 III P Add account WHAT KIND OF ACCOUNT ARE YOU ADDING? Personal account Work or school account Other (Google, Facebook, etc.) Add work or school account Sign in Scan QR code Cancel

Step 5a:	Scan the QR code on the Concur log-in page with your	< Sign In
	phone.	Efivebelow
		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 GR cords believ.
		Scan the QR Code on the Concur Login Page
		Can't scan the QR code? Set up manually with a key
		Authentication Code
Charle The		aign m 9:90
Step 5b:	A Concur authentication code (a series of numbers) will	• Search → Austromationation
	populate in the authenticator app.	
		Crew.Member@fivebelow.com
		SAP Concur Officebelow
		655 549 (a)
Step 6:	Type the authentication code into the field on the Concur	< Sign in
	log-in page.	Set Up Two-factor Authentication You must set up two-factor Authentication to continue sign-in. Use you authenticator app isuth as Microsoft Authenticator or Google Authenticator is usen the QR code below:
		Can't scan the QR code? Set up manually with a key
		Authentication Code Enter SAP 655543 Concur Code Trom App Here
Step 7:	You should now be logged into Concur!	
Step 7.		▼⊿ 🔒 10:55
		E CONCUR 😋 📫 :
		Trips
		Plan your trip
		List of your expenses
		Expense Reports Review and submit your reports
		Approvals Approve items anywhere, anytime
		Book Receipt Expense Mileage