

CONCUR SIGN-IN OPTIONS – DESKTOP

- 1) Enter your username and click next – employee#@fivebelow (no .com).

Example: if your employee number is 123456, your username is 123456@fivebelow

Sign In

Username, verified email address, or SSO code

████████@fivebelow

Next



Remember me

[Forgot username](#)

[Need help signing in](#)

- 2) You now have two sign-in options:

- a) Choose *SAP Concur Password* to enter your password and Two-factor Authentication. You will be prompted to enter your password and follow the 2FA process.

Sign in with:

SAP Concur Password

OR

Sign in with an email link

████████@fivebelow

Password

●●●●●●●●



Next

████████@fivebelow

Two-factor Authentication

Enter the authentication code generated by the authenticator app on your mobile device or browser.

6-Digit Authentication Code

Sign In

- b) Choose *Sign in with an Email Link* to receive an email with a link to access Concur. You will receive an email at the personal or @fivebelow.com email stored in your Concur profile. Remember: **do not use** the store email for your Concur email. Click the link and you are logged into Concur on a new tab.

Sign in with:

SAP Concur Password

OR

Sign in with an email link

Check your email

We have sent an email to you with a one-time link that will allow you to sign in instantly to your SAP Concur account. The link expires in an hour.

Return to Sign In

