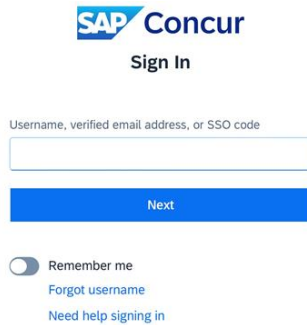


CONCUR SIGN-IN OPTIONS – app

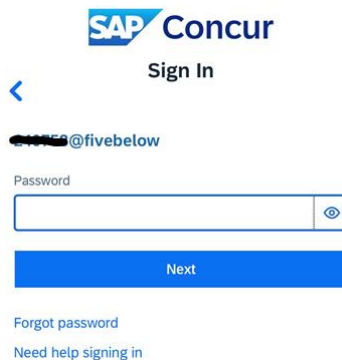
- 1) Download the SAP Concur app to your smartphone.



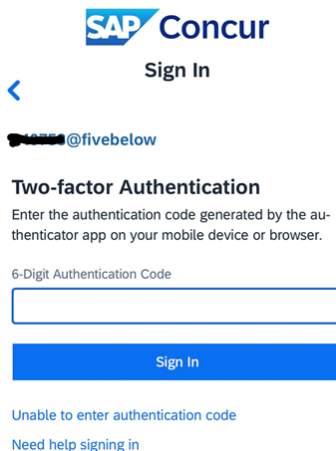
- 2) Enter your username and click next – employee#@fivebelow (no .com).
Example: if your employee number is 123456, your username is 123456@fivebelow

The image shows the SAP Concur Sign In screen. At the top, there is the SAP Concur logo and the text "Sign In". Below this, there is a text input field labeled "Username, verified email address, or SSO code". Below the input field is a blue button labeled "Next". At the bottom, there is a "Remember me" checkbox, a link for "Forgot username", and a link for "Need help signing in".

- 3) Enter your password and click next – if you forget your password, click the Forgot password link to reset.

The image shows the SAP Concur Sign In screen. At the top, there is the SAP Concur logo and the text "Sign In". Below this, there is a back arrow icon. Below the back arrow is the username "123456@fivebelow". Below the username is a text input field labeled "Password" with a toggle icon on the right. Below the input field is a blue button labeled "Next". At the bottom, there is a link for "Forgot password" and a link for "Need help signing in".

- 4) Enter the authentication code from your SAP Concur Authenticator (instructions on how to set up your Concur MFA can be found on [Five Below \(zendesk.com\)](https://fivebelow.zendesk.com))

The image shows the SAP Concur Sign In screen. At the top, there is the SAP Concur logo and the text "Sign In". Below this, there is a back arrow icon. Below the back arrow is the username "123456@fivebelow". Below the username is the heading "Two-factor Authentication" and the text "Enter the authentication code generated by the authenticator app on your mobile device or browser." Below this is a text input field labeled "6-Digit Authentication Code". Below the input field is a blue button labeled "Sign In". At the bottom, there is a link for "Unable to enter authentication code" and a link for "Need help signing in".