

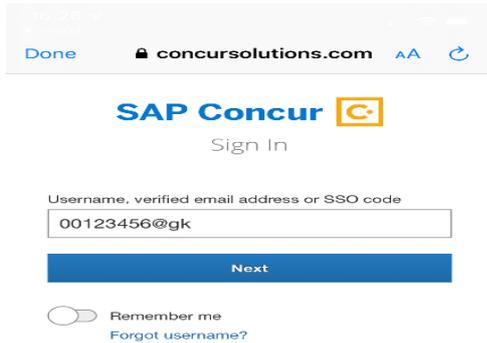
# LOGGING INTO THE CONCUR APP USING OKTA



V0.1

## USING OKTA TO SIGN INTO THE CONCUR APP

Open the Concur app on the device – iOS / Android



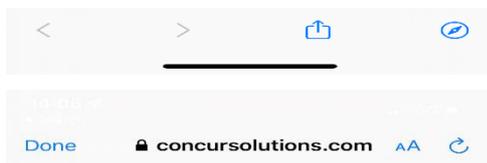
A screenshot of a mobile browser displaying the SAP Concur Sign In page. The address bar shows 'concursolutions.com'. The page title is 'SAP Concur Sign In'. Below the title, there is a text input field labeled 'Username, verified email address or SSO code' containing the text '00123456@gk'. A blue 'Next' button is positioned below the input field. At the bottom left, there is a 'Remember me' toggle switch and a link for 'Forgot username?'.

On the Username, Verified email address or SSO Code page

Enter your Employee Number @gk

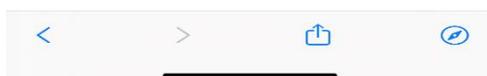
For Example – 00123456@gk

Click 'Next'



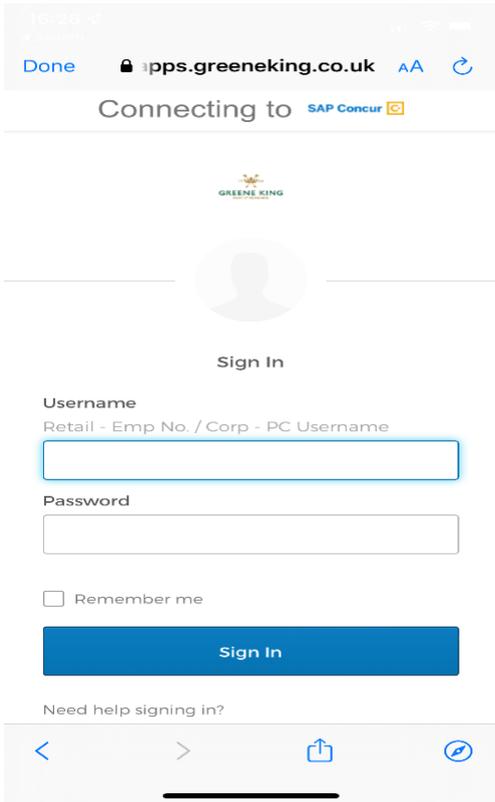
A screenshot of a mobile browser displaying the SAP Concur Sign In page. The address bar shows 'concursolutions.com'. The page title is 'SAP Concur Sign In'. Below the title, there is a text input field containing the text '00000001@gk'. A blue 'Sign in with OKTA' button is positioned below the input field. Below this button, there is a link for 'Sign in with your password'.

Click 'Sign in with OKTA'



A screenshot of a mobile browser displaying the SAP Concur Sign In page. The address bar shows 'concursolutions.com'. The page title is 'SAP Concur Sign In'. Below the title, there is a text input field containing the text '00000001@gk'. A blue 'Sign in with OKTA' button is positioned below the input field. Below this button, there is a link for 'Sign in with your password'.





Enter your Okta log in details

For Corporate users with a Greene King email address this will be your PC / GK email username and the password

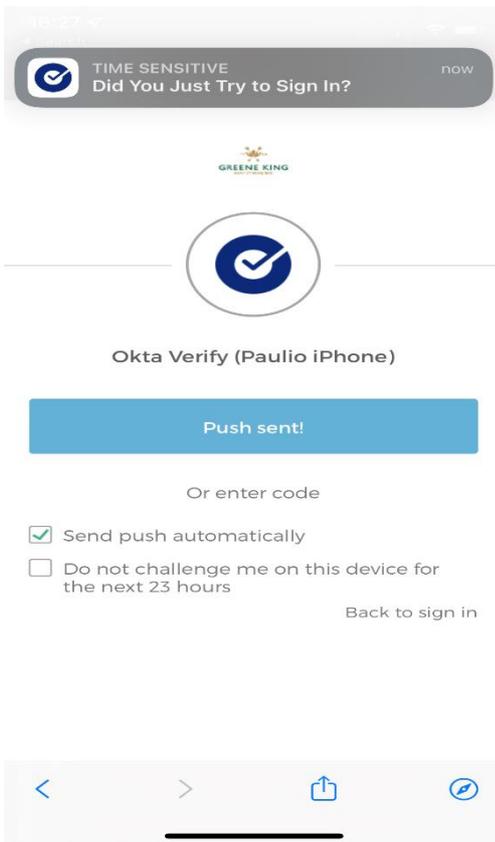
For Example:

JSmithI or JSmithI.GM (General Managers)

For Retail users / Non GK system users

This will be your employee number and the password set when creating your Okta account

Click 'Sign In'



If you have notifications on your phone enabled, you can approve the Push Notification from the pop up

Click 'Yes, It's me'

Concur should authenticate and then sign in.

If push notification does not appear  
Open the Okta Verify App on the device

You should see a prompt – Did you just try to Sign in

Click 'Yes, It's me'

Switch back to the Concur app and it should authenticate and then sign in.

Any problems please email – [OKTA@greeneking.co.uk](mailto:OKTA@greeneking.co.uk) or call 0800 731 1799 Option 4 (Monday-Friday 09:00-17:00)