Concur
Logging in

You must log into Concur using Mercury's "Single Sign-on" (SSO). Note: If you require a new Concur account to be setup, contact HR@mecuryeng.com with your request (accounts are typically created en masse each Friday so allow some time for your account to be made ready for use.
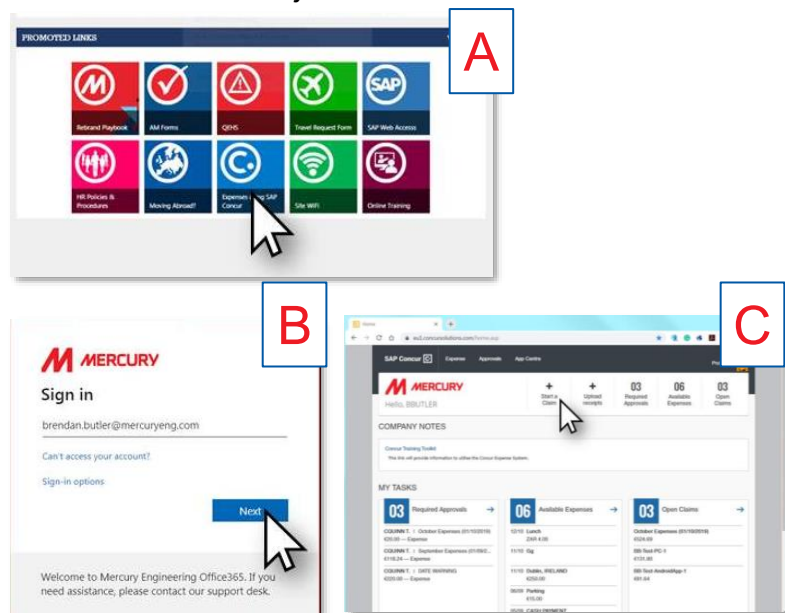
Desktop
A. Scroll to the bottom of the homepage of Mercury Share (https://mercury1.sharepoint.com/sites/share/Pages/HomePage.aspx) and click on the **SAP Concur** link in the **Popular Links** section.
Alternatively you can add this link to your browser's bookmarks/favourites:
https://eu1.concursolutions.com/UI/SSO/p0604369flty)

B. Input your **Mercury email address** and, if requested, your usual **Username** and **Password**. Click **[Next]**

C. You should now be logged into your Mercury SAP Concur account

Android/iOS
1. Download the Concur app from the App Store or Google Play Store. **Tap on the app** once installed.

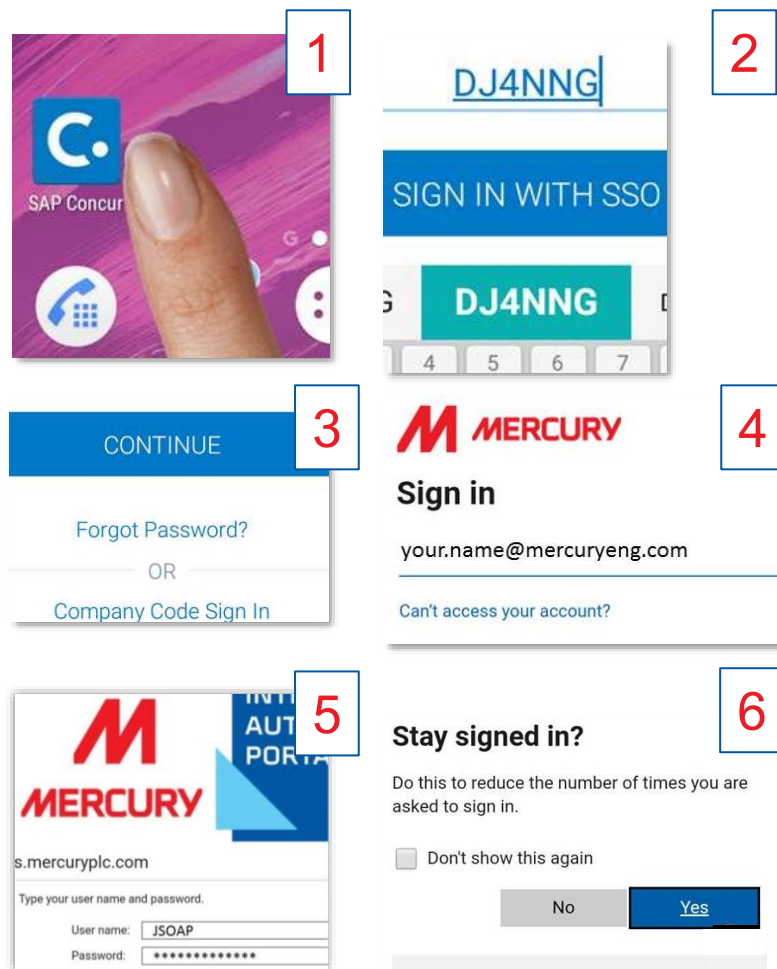**2.** Tap on the **[Company Code Sign In]** button

3. Enter **DJ4NNG**, tap on **[Sign in with SSO]** when done. *You should now be going through a Mercury branded log in experience**

4. Enter your **Mercury email address** and tap on **[Next]**

5. Enter your usual **Mercury User Name** and **Password**

6. Click on **[Yes]** if you want to stay signed into the app *(this will ensure that in future you won't have to log in, simply tap on the app and you're in)*

You should now be logged into your Mercury SAP Concur account

(*) If at this point you're going though a SAP Concur log in experience then please do not continue. Either you made a mistake on the initial steps or your Concur account has not been set up yet.

Any issues or assistance required? concur@meruryeng.com