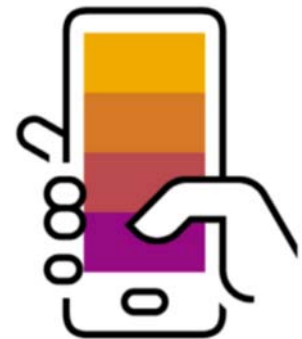


Mobile Authentication Update

Updated: September 2020

As we have been investing to improve the sign-in experience on our web-based solutions, we want to bring those same improvements to the SAP® Concur® mobile app so that users have a consistent, streamlined sign-in experience both at their desk and on the go. Combined, the improvements we're making bring increased reliability, a better user experience, an even stronger security posture, and a consolidated, simpler set of authentication policies.



These enhancements include a two-stage sign-in process to guide users through their options. In addition, we're planning to retire the mobile personal identification number (mobile PIN) sign-in option as well as auto sign-in feature for the SAP Concur mobile app.

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FREQUENTLY ASKED QUESTIONS

What is changing?

We are planning to improve our sign-in experience for users, bringing recent enhancements from the web experience to the SAP Concur mobile app. These enhancements include a two-stage sign-in process to guide users through their options.

In addition to these enhancements, we're planning to retire the mobile personal identification number (mobile PIN) sign-in option for users to sign in to the SAP Concur mobile app. Users who use mobile PIN should be prepared in advance to use an alternative sign-in method, such as username and password or single sign-on (SSO). Any user has the ability to set up mobile PIN, and so we are communicating to all customers in advance of this change.

As part of this effort, we plan to bring verified e-mail address and company SSO code as sign-in options to the web experience, and this is planned to be implemented in two releases, separated by a period of time to allow customers to make any required changes and conduct change management.

For detailed screenshots, please view the release notes: [Professional](#) | [Standard](#).

Initial Release Planned for November 2020 mobile release (Version 9.86)	Final Release Planned for March 2021 mobile release (Version 9.89)
<ul style="list-style-type: none">• Users will be presented with the same sign-in screens (formatted for mobile) as those currently presented to users when signing in to the web experience• Mobile PIN will not be a sign-in option• Auto sign-in policy retired• When available by policy / device, Android starts support of biometric options (already supported on iOS)• Users will have an option to use the old sign-in experience, which will continue to support mobile PIN and auto sign-in• Older versions of the mobile app will continue to support the existing mobile sign-in functionality	<ul style="list-style-type: none">• The option to use the old sign-in experience will no longer be available in this version, and users must sign in using one of the supported options:<ul style="list-style-type: none">○ Username and password○ Mobile SSO○ SAP Concur SAMLv2 SSO• We plan to enforce our mobile deprecation policy, and all users must upgrade to version of the initial release (9.86) or later.

Why are we making these changes?

As we have been investing to improve the sign-in experience on our web-based solutions, we want to bring those same improvements to the SAP Concur mobile app so that users have a consistent, streamlined sign-in experience both at their desk and on the go.

Combined, the improvements we are making bring increased reliability, a better user experience, an even stronger security posture, and a consolidated, simpler set of authentication policies both for our customers and for our development teams.

The mobile PIN functionality and its associated policy settings are redundant with the standard SAP Concur solutions password. We are retiring the mobile PIN to provide a single sign-in experience, reducing sign-in issues, and making resetting passwords simpler. That means fewer questions around sign-in issues to administrators.

Additionally, with innovations around biometrics such as fingerprint TouchID and face recognition integration*, our users gain even more convenience in the sign-in experience along with improved security for our customers. The SAP Concur mobile app will use the same reset flow as in the web experience of SAP Concur solutions and will follow the same troubleshooting tools.

* Where supported by device, user settings, and company phone policy. Currently, these are supported by iOS, and Android support is planned for the initial mobile release.

What are some of the improvements that have been made to the web experience?

Our unified sign-in experience will add support to sign in with not only a username, but also a verified e-mail address or SSO code, as is supported by the SAP Concur mobile app.

Other recent changes in the web sign-in experience have added a two-stage sign-in process, to help guide the user through their available sign-in options. Additionally, customers may set up multiple SSO options for their users.

What actions do I have to take as an administrator?

These changes will happen automatically, and no action is required. Customers do not need to make any configuration changes as a result of these enhancements. This will have no impact on a customer's SSO set up, but users may see two SSO options if you have both SAP Concur SAML v2 (SAML v2) and Mobile SSO set up. You may want to remove one of those options.

We recommend that you communicate to your mobile users that they will no longer be able to use their mobile PIN if they have set one up and should use alternative sign-in options. You can use [this e-mail template](#) as a starting point.

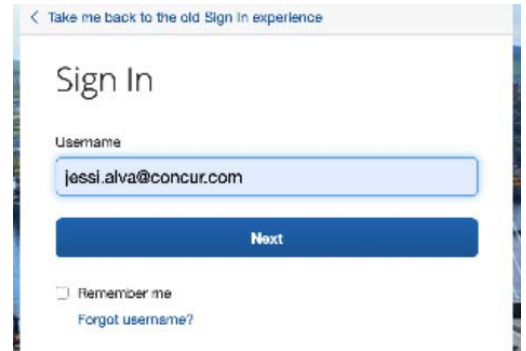
What actions will users have to take, and what are a user's sign-in options?

After updating the SAP Concur mobile app with the initial release, users who use mobile PIN will need to choose an alternative sign-in method or can choose to use the old sign-in experience, which will continue to support mobile PIN. A user can confirm whether they have a mobile PIN set up by going to Profile > Concur Mobile Registration. If the user sees the "Forgot Concur Mobile PIN" item in the left-hand menu under "Other Settings", a mobile PIN is set up.

The future supported SAP Concur mobile app sign-in methods are:

Without SSO:

- **Username/password:** For companies that allow their users to sign in to SAP Concur solutions on the web and mobile using a username and password, after mobile PIN is removed, users may continue to sign in to both web and mobile with their username and password.
 - Admins can verify if employees can "change password" through their profile. If not, create a Support Case to make a configuration change.



With SSO: For more information, [see the appendix](#).

- **Mobile SSO:** For companies configured to support Mobile SSO, after mobile PIN is removed, users may continue to use Mobile SSO to sign in to both mobile and web (through Company SSO code).
 - Users can find your Company SSO code by going to Profile > Profile Settings > Concur Mobile Registration.
 - Admins can verify if you already have Mobile SSO enabled by looking at Mobile Registration in your profile. If you do, then no action is necessary. If you do not, create a Support Case with a Mobile SSO URL to make a configuration change. Also, if desired, you can have the SSO "enforced" on mobile which will eliminate the password option.
- **SAP Concur SAML v2:** For companies configured to support SSO through SAP Concur SAML v2, after mobile PIN is removed, users may continue to use SAP Concur SAML v2 to sign in to both mobile and web.
- **Both Mobile SSO and SAP Concur SAML v2:** For companies configured to support Mobile SSO for mobile sign-ins and SAP Concur SAML v2 for web sign-ins, users may have both options presented to them on both mobile and web.

Note: If possible, the sign-in unification process will try to combine these SSO options into a single option, so that users are presented with only that single option.

Once signed in, and when/where supported, a user can set up biometrics such as fingerprint TouchID and/or face recognition so that they can use these methods to sign in again quickly in the future.

With the final mobile release, all users will be forced to upgrade to at least the version of the initial mobile release before signing in.

What is the auto sign-in policy?

Set per organization, when enabled and after initial authentication, it keeps the user signed in on the SAP Concur mobile app. They are never again prompted for credentials to sign in. In the initial mobile release, this policy will be removed from the experience, and the user will need to sign in again with their credentials. However, if the user opts to use the old sign in experience, the policy will continue to apply until its retirement with the final mobile release. For customers who want to provide a similar experience to their users, we suggest that they set up an authentication lifetime (see below).

How can we set up biometrics and authentication lifetime so that it allows our users to sign in more easily?

These features are both on by default, so, in most cases, action is not required. If you want to make adjustments, submit a case to SAP Concur Support requesting the following:

- Allow users to sign in using biometrics (where/when available by device). This is on by default.
- Adjust the mobile authentication lifetime setting, which allows a user's authenticated session to continue for a period of time (15 minutes up to 120 days) before the user has to re-authenticate. This is set by default to 48 hours.

Can we turn off mobile PIN earlier?

If a customer wants to force users to stop using mobile PIN prior to these changes, the only available option is for customers with Mobile SSO to force users to sign in with SSO. Submit a Support Case to get this process started.

How are we communicating to users?

We are planning to have a dialog in the SAP Concur mobile app informing users of the upcoming changes start with the October 2020 mobile release, one month prior to initial launch.

How does a mobile release work?

We release our updated SAP Concur mobile app to the respective app stores at the end of the month. Then each app store processes and approves the app for release. This takes a variable amount of time depending on each app store, so the November 2020 mobile release could be released to users anytime in late November or early December 2020.

What is the mobile deprecation policy?

We previously implemented a mobile deprecation policy in April 2020 to improve security for the SAP Concur mobile app and provide additional resources for greater innovation in the future to our customers and users.

Since implementing the policy, we gained greater insights into actual usage and determined that the vast majority of users — approximately 98% — consistently update to the most recent three versions. To further improve security and availability of resources, we are planning to update our policy to support the most recent three versions instead of seven with the January 2021 mobile release. This change also closer aligns the SAP Concur mobile app with other mobile apps in the SAP family.

We plan to use this policy to enforce the mobile authentication updates.

A deprecation policy for mobile apps is routine for enterprise and personal mobile applications, and users are accustomed to updating their apps on a regular basis. The vast majority of SAP Concur mobile app users update the app frequently and will not be affected by this change in policy.

For full information on this update, [review this FAQ](#).

How do I find out which of my users are using the mobile PIN?

We have no method to provide you which users or how many of your users have set up a mobile PIN. Our authentication process treats a mobile PIN the same as a user's password, which is why it is not possible. There is no standard report that provides this information.

A user can confirm whether they have a mobile PIN set up by going to [Profile > Profile Settings > Concur Mobile Registration](#). If they see the "Forgot Concur Mobile PIN" is in the left-hand menu under "Other Settings", a mobile PIN is set up.

We recommend communicating to all users, noting that this change only impacts users who have set up a mobile PIN. You can use [this e-mail template](#) as a starting point.

Does this impact the web user experience?

No. However, users of the web experience will also be able to use either their verified e-mail address or Company SSO code rather than only their username. We are planning to unify the sign-in experience across mobile and web.

How might this impact my SSO set up?

This will have no impact on a customer's SSO set up; however, on mobile, users may see two options if you have both SAP Concur SAML v2 and Mobile SSO set up. You may want to remove one of those options. Where possible, the sign-in unification process will try to combine these SSO options into a

single option, so that users are presented with only that single option. For more information, [see the appendix](#) or reach out to SAP Concur Support to make a configuration change.

What if our organization enforces SSO on the web, has mobile enabled, but has not set up SSO on mobile?

In this scenario, your users are only using mobile PIN to sign in to the SAP Concur mobile app. Your organization will have to either enable Mobile SSO or allow your users to sign in on mobile using their username and password. Very few customers have this set up.

Does this change have any impact on backend processes, reporting, and similar areas?

This change is not planned to impact any backend processes or reporting. It is only our backend that handles authentication on mobile that will use the same methods as the web authentication.

Will the changes be localized into my users' languages?

The changes will adhere to the [SAP Concur Supported Languages](#).

What will happen to the “Forgot Concur Mobile PIN” page in the Profile?

Our plan is to remove this page in the profile once we have fully retired support for mobile PIN.

What materials can help my users reset their password, troubleshoot sign-in, and more?

Users can find materials on how to sign in to the SAP Concur mobile app, reset their passwords, and more through [our mobile admin toolkit](#). For detailed screenshots of these changes, please view the release notes: [Professional](#) | [Standard](#).

If you have disabled the option for users to reset passwords and would like to re-enable it, please open a case with SAP Concur Support.

How can I drive more adoption of the SAP Concur mobile app?

The SAP Concur mobile app is a simple tool that lets users manage expenses, travel, and invoices right from their mobile device. Road warriors can stay productive from anywhere and managers can easily track spend. [The SAP Concur mobile app admin toolkit](#) will help you learn more about, set up, and drive adoption of the SAP Concur mobile app.

Does this impact the Triplt® mobile app?

No. Triplt app sign-in methods are not impacted as a result of this change.

APPENDIX: Single Sign-On (SSO) Options

SSO Overview

Customers who want to enable users to securely authenticate with multiple applications and websites with just one set of credentials (username and password) use single sign-on (SSO).

SSO can be used to authenticate on the web (concur solutions.com) and on the SAP Concur mobile app.

There are three key participants in the SSO flow within SAP Concur solutions:

1. The User Agent = the actual end user who tries to sign in on the web (concur solutions.com) or the SAP Concur mobile app.
 - a. The end user is usually an employee of an organization that has integrated with SAP Concur solutions.
2. The Service Provider (SP) = in this case, SAP Concur solutions
3. The Identity Provider (IdP) = in this case the IdP the customer (company) is using; as an example, let's assume the company's IdP is OKTA.

SAML

Security Assertion Markup Language (SAML) is an open standard that allows identity providers (IdP) to pass authorization credentials to service providers. In this case, SAML is the mechanism on how Company Acme OKTA (IdP) and SAP Concur solutions (Service Provider) communicate to exchange the user credentials in a secure manner.

SSO Flow

At a high level, the way these three participants interact is as follows:

1. The website (concur solutions.com) or the app first checks to see whether the user has already been authenticated with the Service Provider (in this case, SAP Concur solutions), if the user has been authenticated, then the user can access the site or the app.
2. If the user has not been authenticated, then the website (SAP Concur solutions) sends the user to the IdP sign-in page, in this example Company Acme is using OKTA.
3. In the IdP sign-in page, in this example Company Acme OKTA page, the user enters their username/password that they use for corporate access.
4. The service provider requests authentication from the IdP the company uses (in this example OKTA). The IdP verifies the user's identity and notifies the service provider.

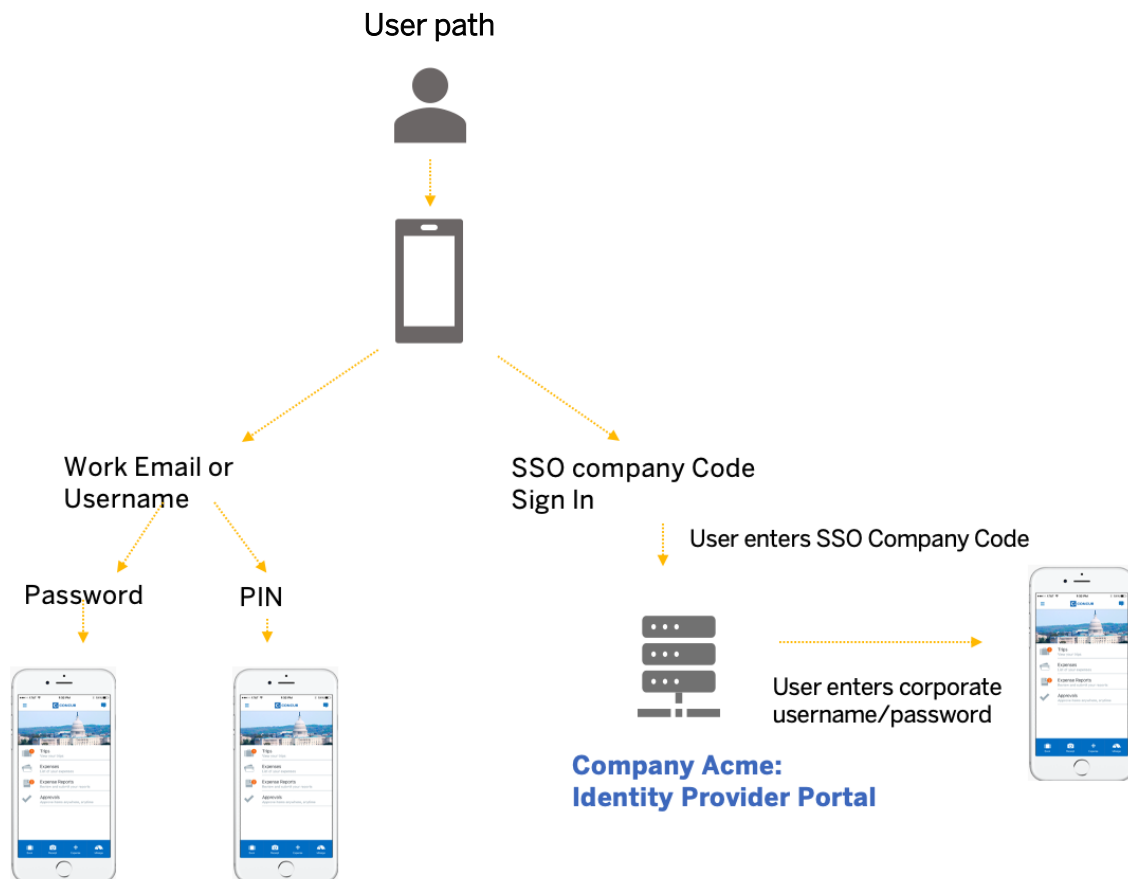
5. SAP Concur solutions (service provider) passes the authentication data to the website (concurrency.com) and returns the user to that site.

Current Mobile Sign-In Options

Based on each company settings, IdP, and SAML version the user experience on how a company employees' sign in to SAP Concur web or app might vary. Currently, users can sign in to the SAP Concur mobile app using:

- Mobile PIN
- Username/Password
- Mobile SSO company code, using their SSO credentials

Here is an overview of how users can sign in to the SAP Concur mobile app today:



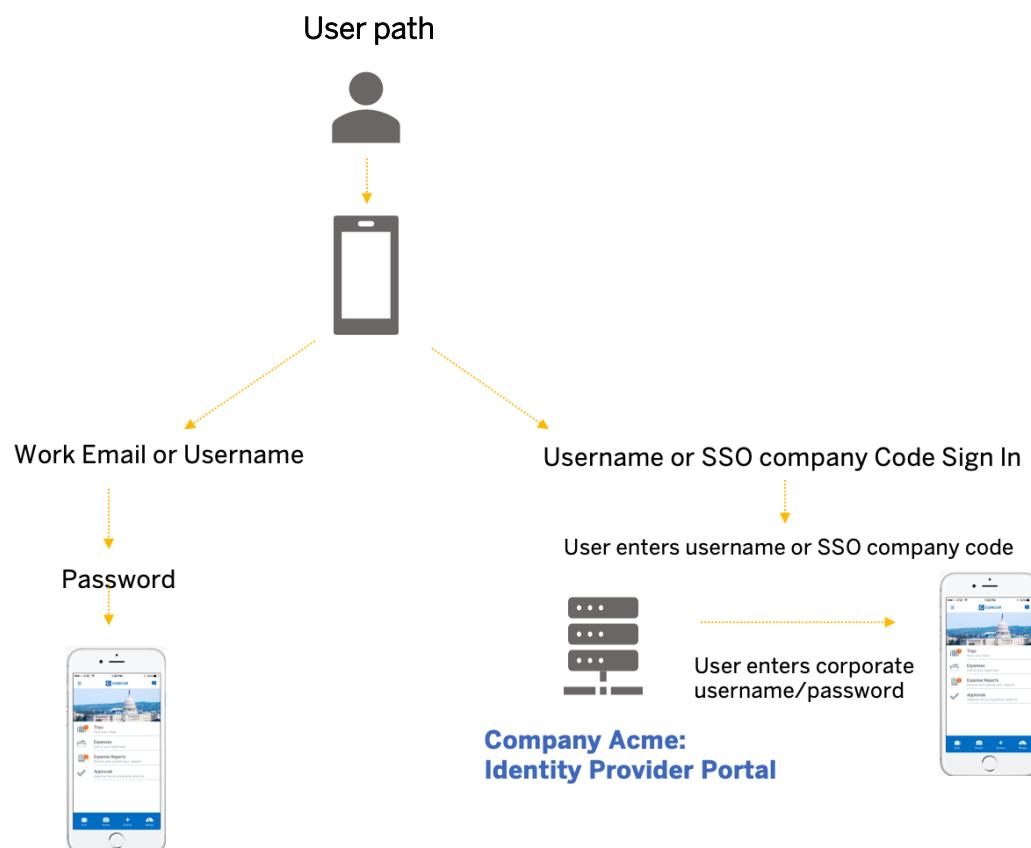
Upcoming Mobile Sign-In Changes

We started to make changes to the way users sign in during 2019. The changes were initially visible on the web (concurolutions.com), and those same changes are now coming to the SAP Concur mobile app.

The process of unifying the web and mobile sign-in experiences also unifies the options for users to sign in. After the deprecation of mobile PIN, users must sign in using one of the supported options. The user impact will vary based on how a company is configured to allow their users to sign in. After these changes are complete, users can sign in to the SAP Concur mobile app using:

- Username/Password
- Mobile SSO company code, using their SSO credentials
- SAMLv2 SSO

Here is an overview of how users would sign in after the changes are complete:



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