

# Quick Reference Guide

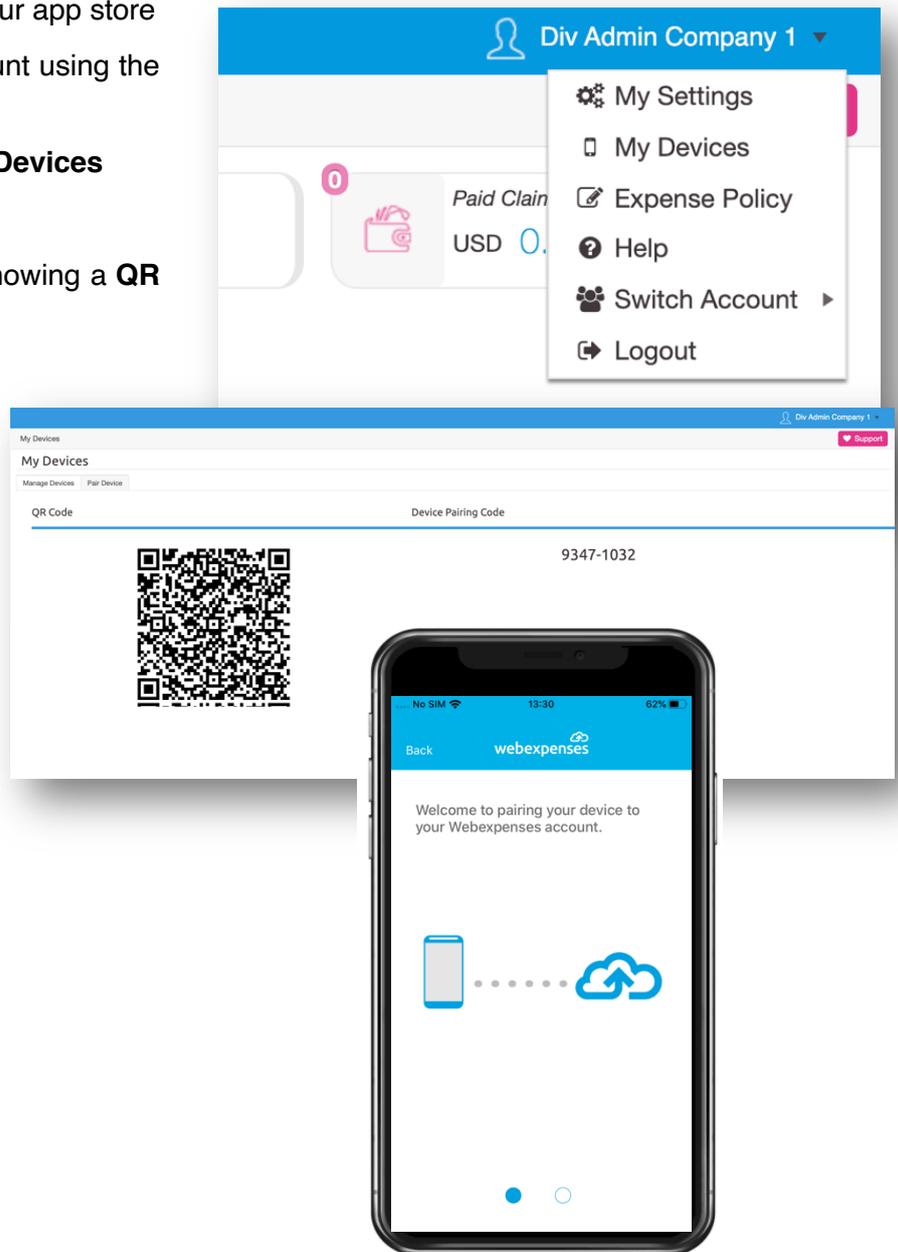
## Mobile Pairing

### Introduction

Mobile pairing gives Webexpenses claimants and approvers the ability to quickly log into their account on the iOS and Android mobile apps without having to complete their user details. Once the mobile app has been paired to the user's account, the app will remain logged in. More than one device can be paired with a user's account. Additional user profiles can also be paired.

### How to pair the mobile app to a Webexpenses account

- 1 Download the **Mobile app** from your app store
- 2 Log into your Webexpenses account using the **web interface**
- 3 Go to **My Settings** and then click **Devices**
- 4 Click on the **Pair Device** tab
- 5 This takes you to a new screen showing a **QR Code** and a **Device Pairing Code**
- 6 Now open the Webexpenses app on your mobile phone
- 7 The app will go straight to the **pairing** page
- 8 Swipe from **right to left** on the screen
- 9 Now go to the **Pair Device** page on the web user interface
- 10 You can choose to pair your device using the QR code or using an 8-digit code

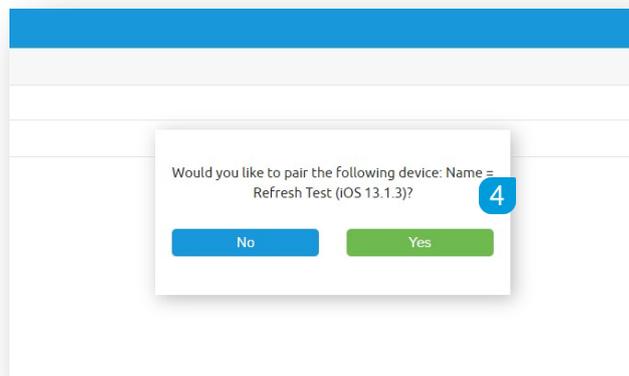
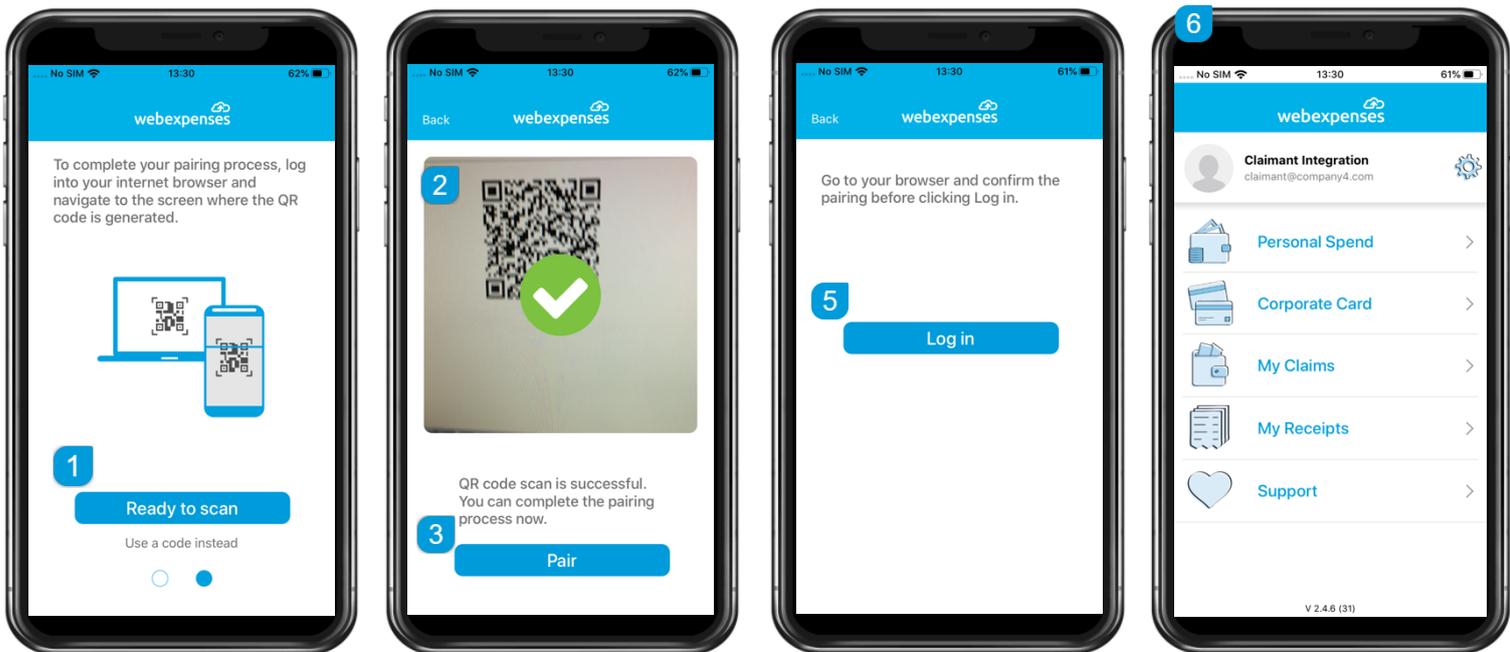


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### Pairing using the QR code

- 1 Tap **Ready to scan** on the mobile device **1**
- 2 Go to the **Pair Device** page on the web user interface
- 3 Hold the device in front of the **QR code** so that it appears in the window on your device screen **2**
- 4 Tap **Pair**, **3** and return to the web user interface **4** to confirm the pairing
- 5 Now tap **Log In** **5**
- 6 You are now ready to create or edit your expense claims **6**

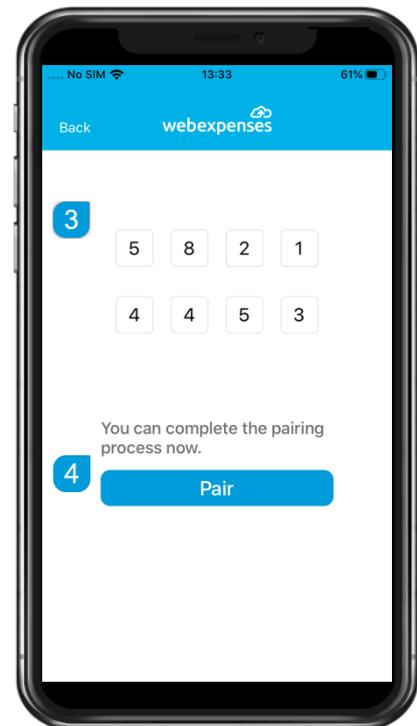
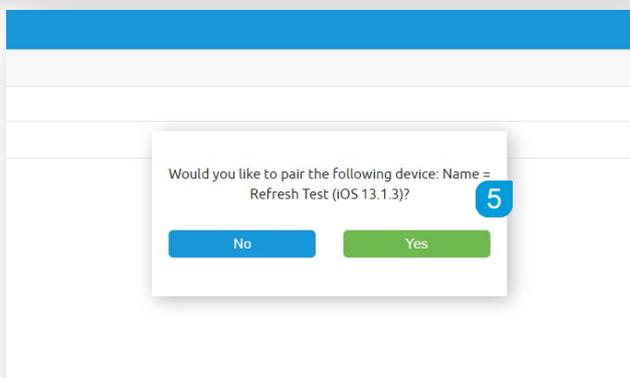
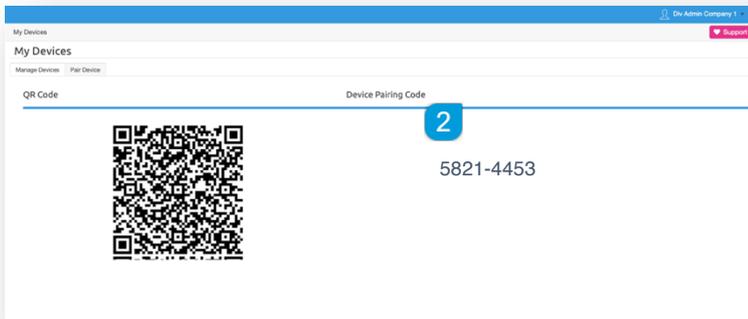
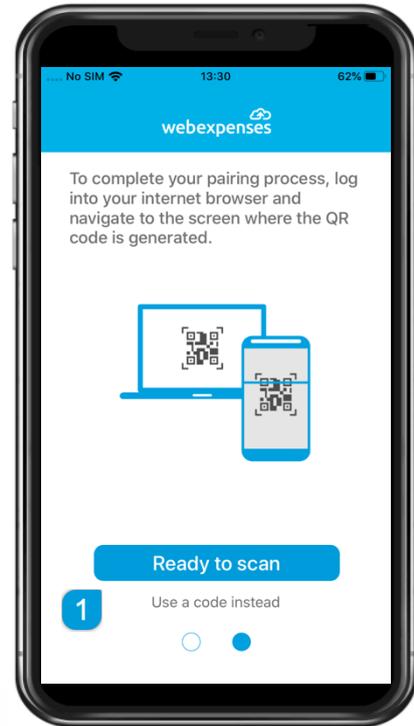


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### Pairing using the 8-digit code

- 1 Tap **Use a code instead**
- 2 The screen will change and give you an area to add the code
- 3 Go to the **Pair Device** page on the web user interface
- 4 Type the **Device Pairing Code** into the boxes on the app
- 5 Now tap **Pair** and return to the web user interface to confirm the pairing
- 6 Now tap **Log In** on the mobile app
- 7 You are now ready to create or edit your expense claims



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### How to pair a mobile device to an additional profile

- 1 Tap the **cog** **1** at the top of the screen in the mobile app
- 2 Now tap **Profiles** **2**
- 3 Scroll to the bottom of the screen and tap **Add Profile** **3**



This will now take you to the pairing wizard, where you can choose to use the **QR code** or the **8-digit code**.

- 4 Now go to your account in the web user interface
- 5 Switch into the account that you want to pair with using **Switch Account** from the menu
- 6 Once you are in the additional account, go to the menu again and click on **Devices**

You are now ready to pair the additional profile using the same steps above for the **QR code** or the **8-Digit code**.

