1. **Start by downloading the App**, select “Jaggaer Business” and install. Note: The JAGGAER mobile app is available for iOS devices (9.0 and higher) and Android devices. The app is available from the Apple Store and from Google Play Store. Although the app will function on the Apple iPad, it is scaled for the smaller iPhone screen. The display on the iPad may be more difficult to read. For devices that are not IOS or Android, a mobile "Web View" is available. The app can be downloaded onto these devices, however, the user will be re-routed to the correct web view URL when attempting to register the app on the device.

2. **Once you have downloaded the App...Sign in to Bobcat Buy on your computer**
   a. Start on Bobcat Buy Homepage.
   b. Click on the first drop down selection View My Profile.
   c. Select User Profile and Preferences
3. Select “App Activation Codes”.

Select “Add Mobile Device”
5. Create a password that will only be used to log into the Mobile Device.

6. Nickname the device and select “Add Device”.

- Enter a name for the device
- Select “Add Device”
7. An activation code will be provided that will expire in 72 hours.

8. To activate your mobile App, open the app on your mobile device.
9. To receive notifications when you have documents pending approval...select “allow”
10. Select “Let’s Begin”
11. **Enter your “Activation Code” obtained earlier and the “Password” that you just created to login.**

**Note:** You can update your mobile device settings on your mobile device to use touch or face ID to login in the future or use the password you just created.