FlexiPurchase app – getting started

From receipt capture and coding, to approvals and reconciliation, the FlexiPurchase app makes it simple for you to complete all your expense tasks on the move.
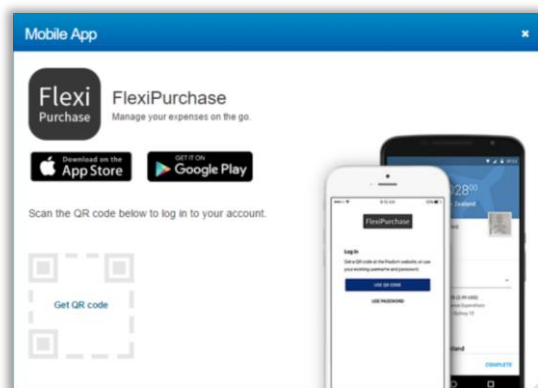
Flinders University

Download the app

The FlexiPurchase app is available for both Apple and Android devices. Download it by searching 'FlexiPurchase'.

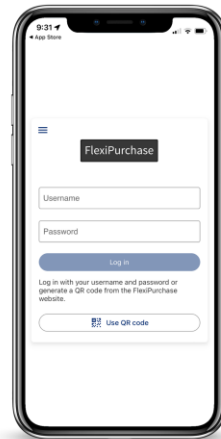Download on the App Store   GET IT ON Google Play

Log in

The first time you log into the FlexiPurchase App you will be asked to register it against your profile. Follow these 3 easy steps:

1 Log into Okta and click on the FlexiPurchase tile, open the user settings menu and select 'Mobile App'

2 Click 'Get QR Code' to generate your unique account barcode.

3 Launch the FlexiPurchase app on your mobile device and select 'Use QR Code' to scan the code generated on the website.

Create a PIN

We recommend creating a PIN for your device so you can log in to the FlexiPurchase app quicky next time.

Your PIN needs to be 5 digits long and cannot contain repetitive or consecutive numbers. Your PIN can be managed from within the settings menu in the app.

Manage your devices

You can log into the FlexiPurchase app on multiple support devices, each will be registered under your user settings menu so you can manage the devices you want to grant access to.

To view and manage your devices select the **User Settings menu > Personal Settings > Mobile Devices**