Setup and Login via Mobile App

To download, setup and log into the Oracle Fusion Expenses App via an Android or Apple device, please follow the steps below and ensure you have internet access and are Citrix connected
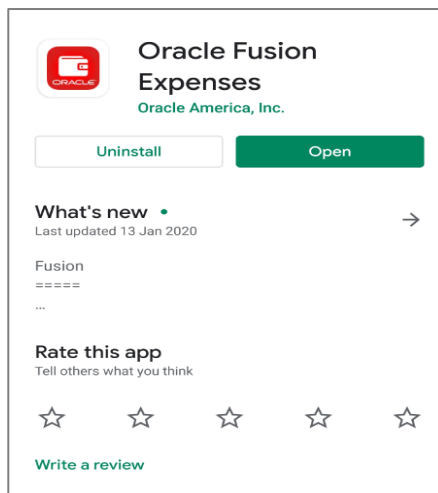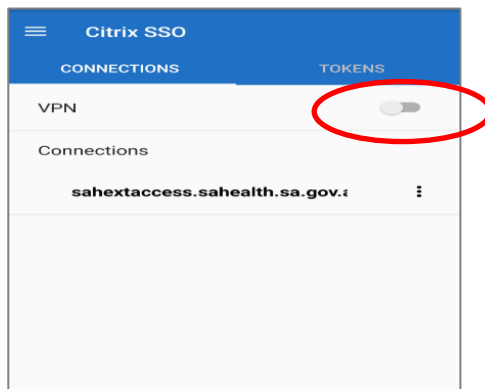
Quick Check

Step 1:   Connect to Citrix
Step 2:   Connecting to Oracle Expenses for the first time

Process

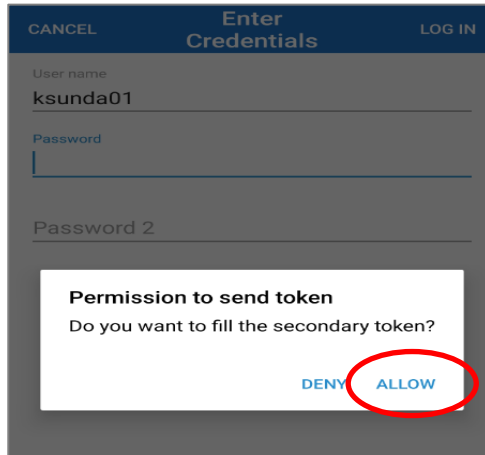> Download and install the *Oracle Fusion Expenses App* from the Play Store (Android) or App Store (Apple)

> Open the Citrix SSO App and swipe the slide bar right in Virtual Private Network (VPN) to request a permission token to be sent
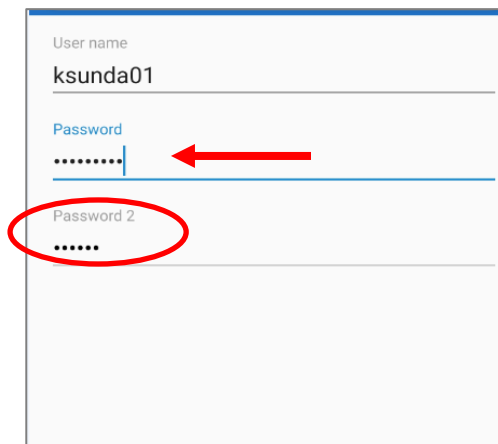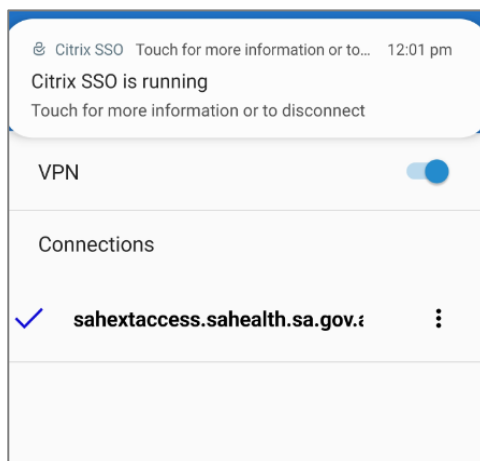
Step 1: Connecting to Citrix

> Select *Allow* for the secondary token to be sent to the login screen

> Enter your HAD ID password

> The secondary token is your second password which is pre-filled

> A pop up will appear at the top of your screen to confirm that you have successfully connected to Citrix

2

> **Please note**: Citrix (VPN) must be connected for you to be able to login to the Expenses App successfully

> Detailed set up instructions for Citrix (VPN) for iOS and Android personal devices can be found on sahealth.sa.gov.au/reimburseme

## Step 2: Connecting to Oracle Expenses for the first time

> Once connected to Citrix, open the Expense App
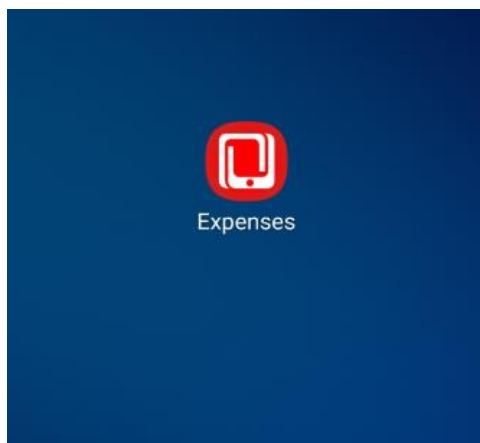
> If you are logging onto Expense App for the first time, please follow the steps below:

1. Accept the end user license agreement
2. Choose *Basic* as the login option
3. Enter the host URL: **https://erpmobile.had.sa.gov.au/OAR**
4. Enter your HAD ID and password
5. Select *Login*

> When you have logged in you will be taken to the Home Page (refer image overleaf)

> The App will also start to sync with the network to update the App
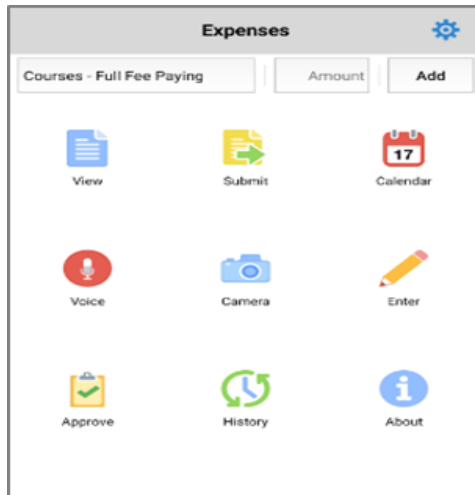
> When you have completed your session, select the wheel cog Icon at the top right of your Home Page screen to open up Settings tab and select the sign out option to close your app
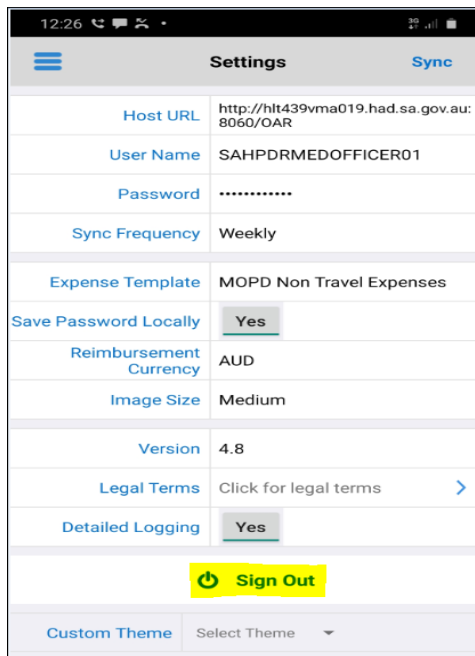
Login and or submit Troubleshooting

> If you are having difficulties logging in, or submitting a claim, please contact Medical Officer Professional Development Reimbursement System Support Team for assistance via the below contact details

---

For more information

Medical Officer Professional Development
Reimbursement System (MOPDRS)
Clinical System Support & Improvement, SA Health
Health.PDReimbursement@sa.gov.au
sahealth.sa.gov.au/reimburseme
For Official Use Only-A1-I1

Government
of South Australia

SA Health