**Your Concur Login will be created using one of the methods below.**

* **Method 1:** Your Concur Admin will create your login using your email address or a special Login ID.
* **Method 2:** Your Company may have set up User Self Registration for Concur Travel. This feature will allow you to complete the basic information for your Concur Login. Once you complete the required information and click **Submit,** your Concur Admin will approve the request and an email will be sent to you to sign on and create your profile.
* **Method 3:** If your company has built a connection between your HR system and Concur, your user account will be set up from data submitted during this process.

| Section 1: Getting Started | |
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| Step 1: Log on to Concur Travel [www.ConcurSolutions.com](http://www.ConcurSolutions.com) | |
| **1** | *In the* ***User Name*** *field, enter your* ***user name****. Click* ***NEXT.*** |
| **2** | In the **Password** field, enter your ***password***. |
| **3** | *Click* ***Sign In****.* |
| *If you are not sure how to start Concur Travel, check with your company’s system administrator.* | |

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| Section 2: Getting Started | |
| Step 1: Explore the landing page | |
| **1** | Explore the **Trip Search** section. (Note, more options may be available by clicking **Show More**.) |
| **2** | Review the **Company Notes**. Click **Read More** to see all notes. |
| **3** | After trips are booked, you will see your current trips under **My Trips**. Select **My Trips** to see current, historical, and withdrawn/canceled trips. |
| **4** | Additional messages may be displayed specific to your company. |

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| Section 3: Update Your Profile | |
| Step 1: Change your password | |
| **1** | At the top of the Concur Landing page, click **Profile** then click **Profile Settings**. |
| **2** | On the **Other Settings** menu on the left side of the page, click **Change Password**. |
| **3** | In the **Old Password** field, enter your current password. |
| **4** | In the **New Password** field, enter your new password. |
| **5** | In the **Re-enter New Password** field, enter  your new password. |
| **6** | Click **Submit**. |
| Step 2: Update your personal information | |
| **1** | At the top of the Concur Landing page, click **Profile** then click **Profile Settings**. |
| **2** | Click **Personal Information** under **Profile Options**. |
| **3** | On the **Personal Information** page, update the appropriate information, and then click **Save**. |

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| Step 4: Make a Trip Booking | |
| Step 1: Make a flight reservation | |
| **1** | On the **Flight** tab, select one of these:   * Round Trip * One Way * Multi-Segment |
| **2** | In the **From** and **To** fields, enter the cities for your travel. |
| **3** | Select your **Departure** and **Return d**ates. |
| **4** | Click the **Time Preferences** button to select desired time windows. |
| **5** | If necessary, choose your desired cabin class. (You will only be able to select cabin classes allowed by your organization’s travel policy.) |
| **6** | If you need a hotel, check the **Include Accommodations** check box (More information appears; make the appropriate choices.) |
| **7** | Click **Search**. |
| **8** | Make your flight and airfare category selection by clicking the **Select Fare** button for the appropriate option. |
| **9** | Repeat this step for subsequent flights. |
| **10** | After flights are reserved, use the **Select Seats** button on the Review screen. |
| **11** | Check the box indicating that you have read and accept the airfare rules. Then click **Book and Continue**. |
| **12** | Click **Reserve Flight and Continue**. |
| Step 2: Select a car | |
| **1** | If you require a car rental, click the **Add Rental Can** link on the **Finalize** page. |
| **2** | Enter the appropriate pick-up and drop-off locations, dates, and times. Then click **Search.** |
| **3** | Choose your rental car from the results options. |
| Step 3: Select a hotel | |
| **1** | If hotel accommodations are required, click the **Add Accommodation** link on the **Finalize** page. |
| **2** | Choose the desired hotel on the results page by clicking the **View Rooms** button. |
| **3** | When ready to reserve your room, click the **Select** button to make your selection. |
| **4** | Check the box indicating that you have read and accept the cancellation policy. Then click **Book and Continue** |
| Step 4: Finalize Trip. | |
| **1** | Review and adjust your reservation on the **Finalize** page. |
| **2** | Use the **Hold Trip** link to place your trip on hold. |

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| Section 5: Cancel or Change an Airline, Car Rental, or Hotel Reservation | |
| *Flight changes may be available for reservationsts that include a single carrier.*  *If the trip is already ticketed but has not occurred, you can change the time or date of the flight. Your change options will be with the same airline and routing.*  ***Contact your World Travel, Inc agent to assist if you are unable to change or cancel your Concur reservation.*** | |
| **1** | To cancel your entire trip, in the **Upcoming Trips** section of My Concur, click the name of the trip. |
| **2** | Click **Cancel Trip**, and then click **OK**. |