



Direct Travel Welcomes You to the Concur Travel Online Booking Tool!

Your company has chosen to utilize **Concur** to enable you to quickly and easily manage your travel arrangements 24 hours a day, via your web browser. Click on the Direct Travel logo below to access **Concur Travel Self Registration Link**.



- Once you access the link you will be required to complete the form to set up your account.
- Your account will be created pending administrative approval. You will receive an email to log in and create your password once approved.
 - Passwords must be a minimum of seven characters using alphanumeric values.
- Once you have created a new password, you are required to complete your travel profile. You should click on PROFILE and **activate your account by completing the mandatory fields**.
- If you have an assistant who books your travel, please scroll down to the second to last box and click on "**Add an Assistant**".
 - Type the last name of your assistant in the box and then select the correct person.
 - Check the "**Can book travel for me**" box.
 - **NOTE:** The travel assistant/arranger must also activate their account in order to be able to book travel for others.
- Once you have completed these steps and activated your profile, you will be able to book travel.

Direct Travel's Help Desk Support provides technical assistance with **Concur Travel** between the hours of **8:00AM and 8:00PM, Eastern Standard Time, Monday through Friday**. You may also email onlinetoolsupport@dt.com or call 1-800-999-7939 to reach a technical support representative.

For support regarding travel issues, please contact your travel consultant.