

**DIRECT TRAVEL WELCOMES YOU TO**

**Concur Travel**

**Using Self Registration**



**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.**

[](https://www.concursolutions.com/registration/register_form.asp?regcode=TNState)

* Once you access the link you will be required to complete the form to set up your account.
* Your account will be created and you will receive an email to log in and create your password.
  + 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 adding at least your home and business phone numbers**.
* 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.***