

**DIRECT TRAVEL WELCOMES YOU TO**

**CONCUR TRAVEL**

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. We have provided a secure username.

Click on the Direct Travel logo below to access **Concur.**

**[](https://www.concursolutions.com/)**

**USER NAME:** *your email address*

**PASSWORD:** *your email address (all lower case)*

**You will be asked to update your password upon first login.**

* Click on the PROFILE link to activate your account by adding at least your home or business phone numbers and your TSA information
* 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.

***For Support regarding travel issues, please contact your travel consultant***

Direct Travel help desk provides technical assistance with **Concur Travel** between the hours of 8:00AM and 8:00PM, EST, Monday through Friday. You may also email onlinetoolsupport@dt.com or call 1-800-999-7939 to reach a Technical Support Representative.