



## Concur Open Booking-Creating a Triplt Account

How do I Create a Triplt Account?

Creating Triplt Account through Concur-



- 1) Log into Concur
- 2) Click on your Profile tab
- 3) Click Connected Apps

The screenshot shows the Concur user interface. At the top, the navigation bar includes 'My Concur', 'Travel', 'Expense', 'Reporting', 'Administration', 'Profile', and 'App Center'. The 'Profile' tab is active, and a red arrow labeled '2' points to it. Below the navigation bar, there are sub-tabs for 'Personal Information', 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is titled 'My Profile' and contains a list of settings categories. On the left, a sidebar menu lists 'Your Information', 'Travel Settings', 'Expense Settings', and 'Other Settings'. Under 'Other Settings', 'Connected Apps' is highlighted with a red arrow labeled '3'. The main content area displays various settings options with icons and brief descriptions, such as 'Personal Information', 'Company Information', 'Credit Card Information', 'E-Receipt Activation', 'Travel Vacation Reassignment', 'Expense Preferences', 'Mobile Registration', 'System Settings', 'Contact Information', 'Setup Travel Assistants', 'Travel Preferences', 'Expense Delegates', and 'Company Car'.

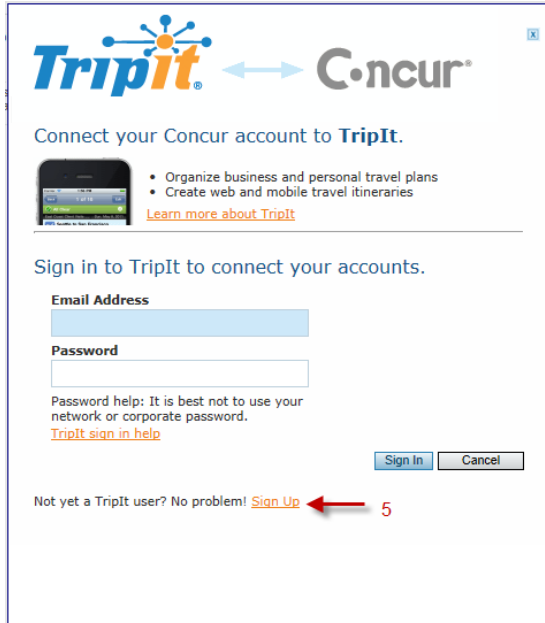
- 4) Click Connect to Triplt

## Connected Apps

Link your Concur account with the following partners

	When you enable Tript integration, Concur Travel will automatically send your trips to Tript.	4 →	<a href="#">Connect to Tript</a>
	When you enable Avis Preferred Enrollment integration, Concur Travel will allow Avis to use your Concur Profile information to update your Avis Wizard Profile.		<a href="#">Connect to Avis</a>

### 5) Click Sign Up



Connect your Concur account to TripIt.

- Organize business and personal travel plans
- Create web and mobile travel itineraries

[Learn more about TripIt](#)

Sign in to TripIt to connect your accounts.

Email Address

Password

Password help: It is best not to use your network or corporate password.  
[TripIt sign in help](#)

Not yet a TripIt user? No problem! [Sign Up](#) ← 5

### 6) Provide an email address and password


- a. The email address will default to your email address from your Concur profile and the address where your travel confirmations for Concur reservations are sent. You can add multiple email addresses from which to forward plans into TripIt.


## Creating Tript Account through the web or your smartphone-

- 1) Go to [www.tripit.com](http://www.tripit.com) or download the FREE app to your smartphone through your app store (iOS, Android, Blackberry, Windows Mobile)
- 2) Provide an email address and password
  - a. The email address you provide should be the address where you receive your travel confirmations. This could be a personal email address. You can add multiple email addresses from which to forward plans into Tript

## Sign up for Triplt - it's free!

Forward booking confirmation emails to [plans@tripit.com](mailto:plans@tripit.com) and we'll create a master travel itinerary that you can access anywhere. Already have an account? [Sign in](#)

 You must provide a primary email address

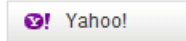
 You must provide an account password

Email

Password

[Sign Up](#)

Or, sign up with...



Once you have signed up for a free Triplt account and link it to your Concur profile, Triplt will automatically be upgraded to Triplt Pro at no cost.