



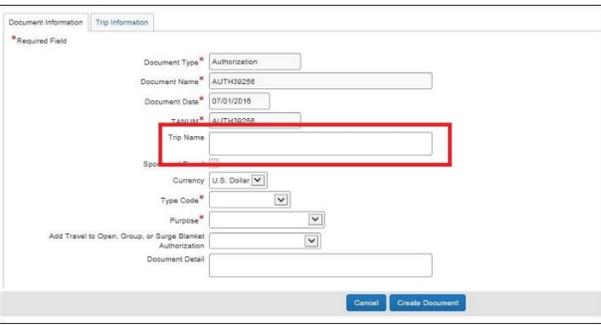
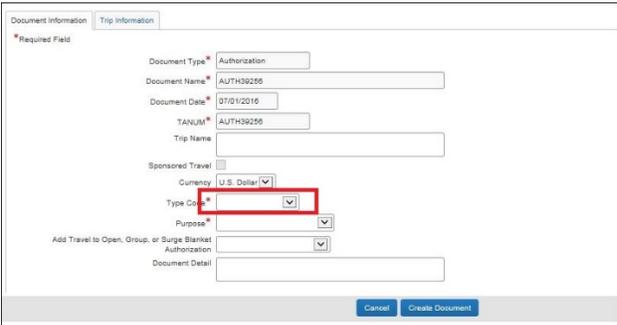
# FEMA

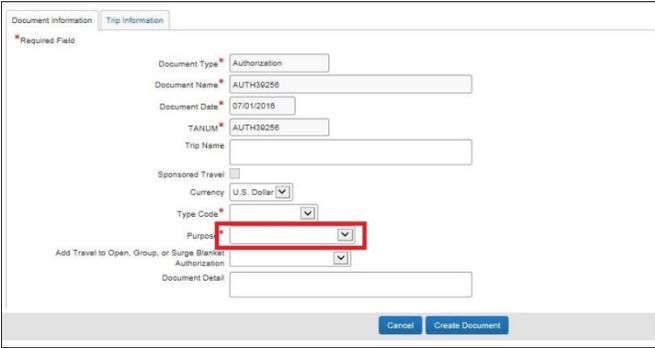
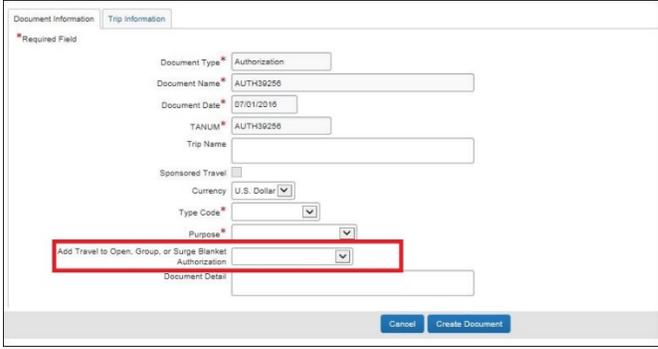
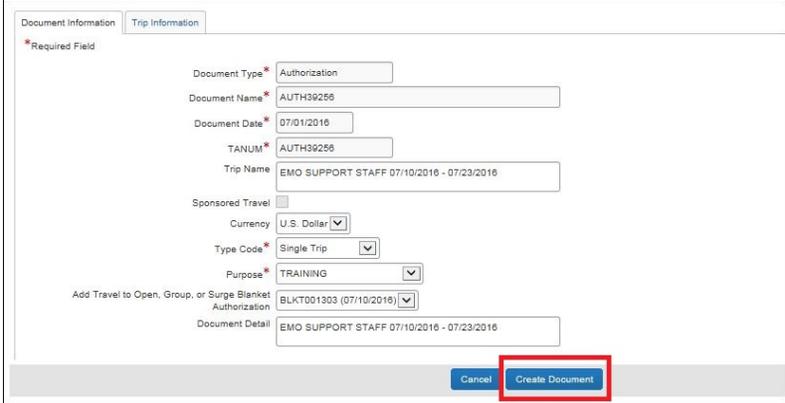
## ConcurGov Job Aid: Adding your Travel Authorization to the Blanket from the General Tab

**Purpose:** To provide a step-by-step guide to attach your authorization to the blanket authorization via the general tab.

**Audience:** Travelers and Arrangers

Information:	Screenshot:
<p><b>Step 1: Sign into ConcurGov</b></p> <p>Sign into ConcurGov using your username and password.</p> <p>Note: ConcurGov can be accessed through the FEMA intranet or the internet at <a href="https://cge.concursolutions.com">https://cge.concursolutions.com</a></p>	
<p><b>Step 2: Enter your User Name.</b></p> <p>Enter your User Name and Password in the User Name and Password fields.</p> <ul style="list-style-type: none"> <li>User Name is your FEMA email address</li> <li>Password is case sensitive</li> </ul> <p>Click the Sign In box</p>	
<p><b>Step 3: Click the Authorizations Tab</b></p> <p>Click the Authorizations Tab to begin creating your authorization.</p>	
<p><b>Step 4: Click New Authorization</b></p> <p>Click the New Authorization in the sub tab.</p> <p>Note: The system will default to View Authorizations.</p>	

Information:	Screenshot:
<p><b>Step 5: Click the dropdown</b></p> <p>Select Authorization.</p>	
<p><b>Step 6: Click Create Document</b></p> <p>Click "Create Document".</p> <p>Note: This will be the first time you click "Create Document".</p>	
<p><b>Step 7: Click in the Trip Name Field</b></p> <p>Click into the Trip Name field. Tell your trip's story (example: IFMIS TRAINING CLASS IN REGION 9 HQ OFFICE 01/10/2016 – 01/23/2016).</p> <p>Note: Copy and paste into the Document Details field.</p>	
<p><b>Step 8: Click the Type Code dropdown</b></p> <p>Select the type code:</p> <ul style="list-style-type: none"> <li>• Invitational Travel</li> <li>• Single Trip</li> </ul> <p>Note: Single Trip will be for FEMA employees and Invitational Travel for Non-FEMA employees.</p>	

Information:	Screenshot:
<p><b>Step 9: Click the Purpose</b></p> <p>Select the purpose of your trip:</p> <ul style="list-style-type: none"> <li>• Conference</li> <li>• Employee emergency</li> <li>• Meeting</li> <li>• Mission (Operational)</li> <li>• Special Mission</li> <li>• Training</li> </ul>	
<p><b>Step 10: Click Add Travel to Open dropdown</b></p> <p>Click the dropdown for “Add Travel to Open, Group, or Surge Blanket Authorization”.</p>	
<p><b>Step 11: Click Create Document</b></p> <p>Click the “Create Document” button.</p> <p>Note: This will be the second time you click “Create Document”.</p>	

**You have successfully attached your Travel Authorization to the Blanket in ConcurGov!**