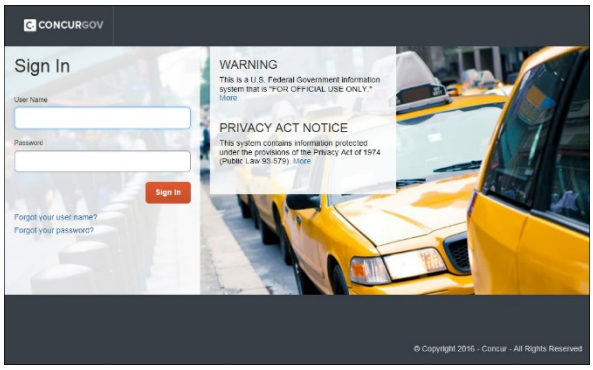
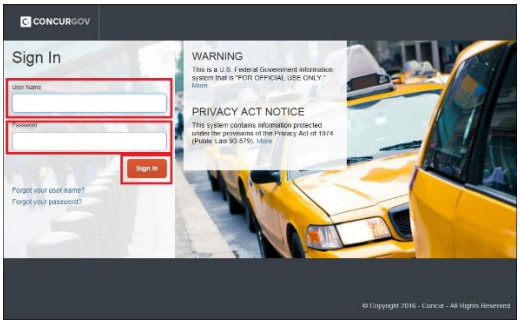
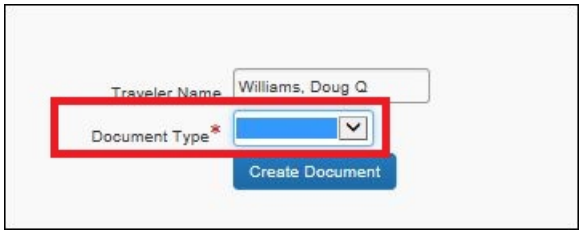
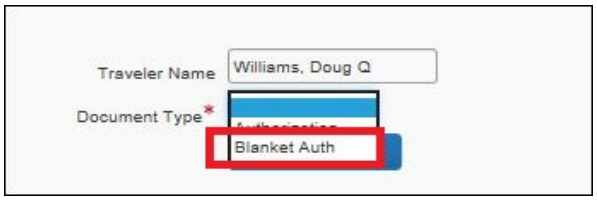
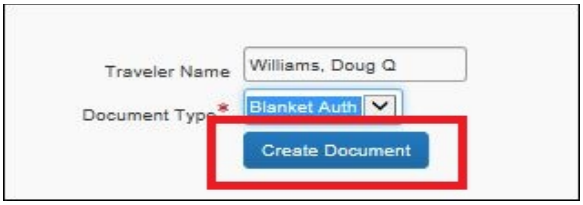
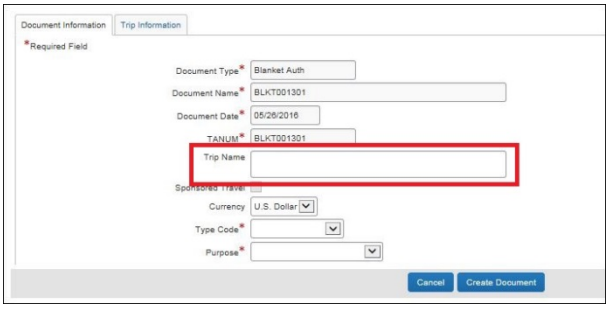
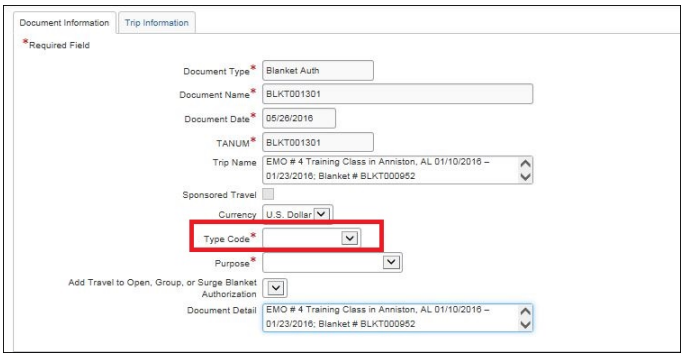
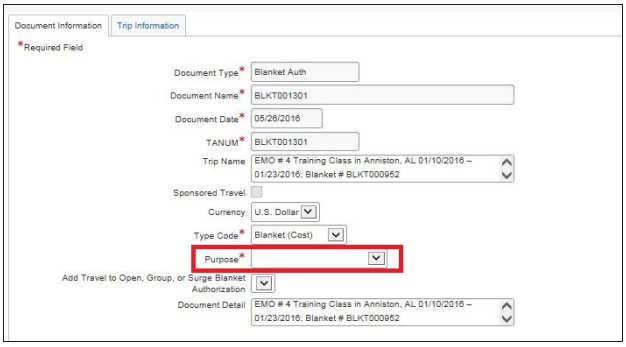
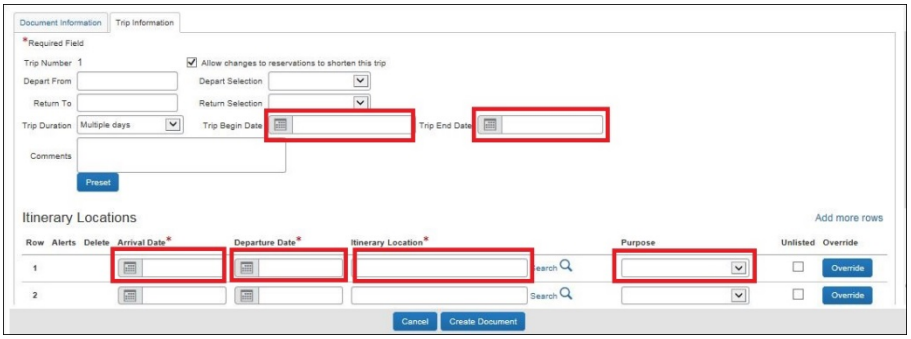
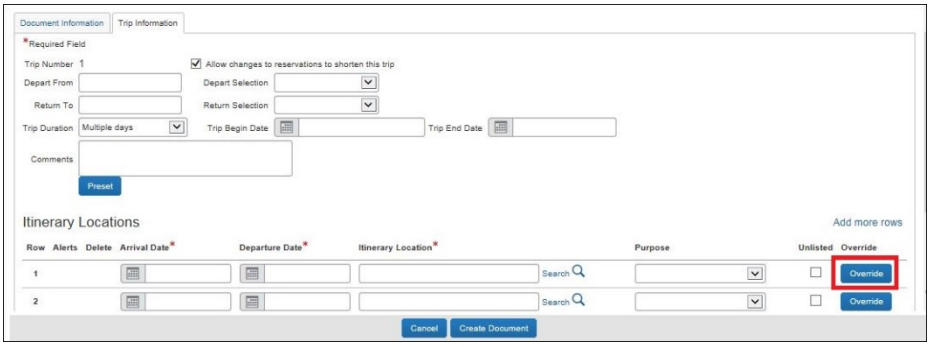
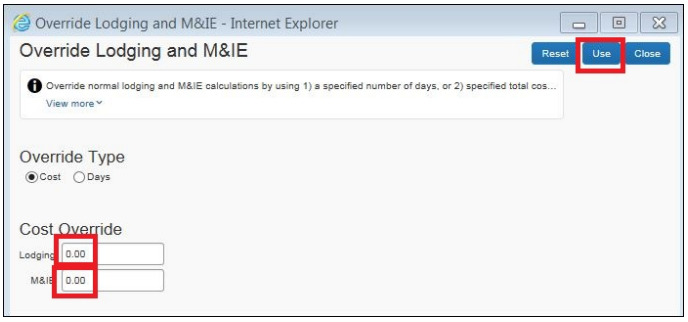
ConcurGov Job Aid: Creating a Blanket Authorization

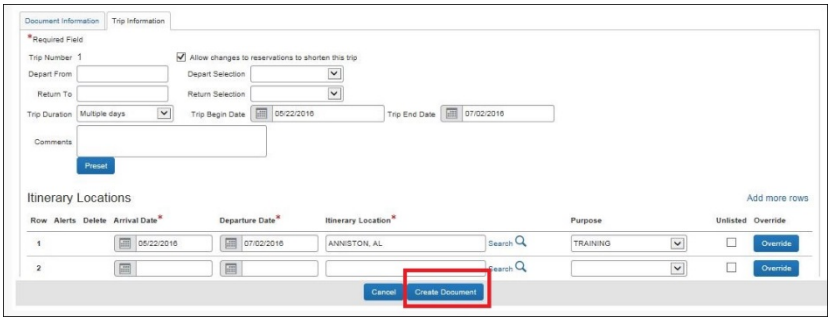
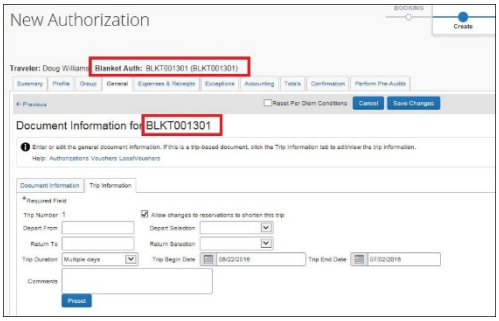
Purpose: To provide a step-by-step guide to create a blanket authorization

Audience: Travelers and Arrangers

Information:	Screenshot:
Step 1: Sign into ConcurGov Sign into ConcurGov using your username and password. Note: ConcurGov can be accessed through the FEMA intranet or the internet at https://cge.concursolutions.com	
Step 2: Enter your User Name. Enter your User Name and Password in the User Name and Password fields. • User Name is your FEMA email address • Password is case sensitive Click the Sign In box	
Step 3: Select the Authorizations Tab Click Authorizations Tab to begin creating an authorization.	
Step 4: Select New Authorization Click New Authorization to begin creating an authorization	

Information:	Screenshot:
Step 5: Select the dropdown Select the dropdown for document type.	
Step 6: Select the Correct option Select Blanket Auth from the dropdown.	
Step 7: Click Create document Click Create Document to start your new document.	
Step 8: Complete the data entry Click into the Trip Name field. Tell your trip's story (example: EMO # 4 Training Class in Anniston, AL 01/10/2016 – 01/23/2016; Blanket # BLKT000952).	
Step 9: Enter the Type Code Click the dropdown for the Type Code field. Select Blanket Auth.	

Information:	Screenshot:
Step 10: Enter the Purpose Code Click the dropdown for the purpose and select the correct purpose of your trip.	
Step 11: Enter the Trip Information Click the Trip Information Tab to enter: Dates of Blanket Itinerary. Locations. Purpose Note: Make sure your Itinerary Dates and Trip Begin and Trip End dates match	
Step 12: Click Override Click the Override button	
Step 13: Complete Override Lodging and M&IE data Click Into the Lodging box and enter $0. Click into the M&IE box and enter $0. Then click the Use button.	

Information:	Screenshot:
Step 14: Click Create Document Click the Create Document button for the second time	
Step 15: Verify your Blanket is created Review the document number.	

You have successfully created a Blanket Authorization in ConcurGov!