

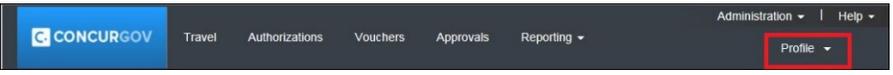


# FEMA

## ConcurGov Job Aid: How to Validate a Profile in ConcurGov

**Purpose:** To provide a step-by-step guide to Validate a Profile in ConcurGov.

**Audience:** Travelers and Arrangers

Information:	Screenshot:
<p><b>Step 1: Go to ConcurGov.</b> Go to the Concur Sign In Page.</p> <p>Note: CGE 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 Profile Link.</b></p> <p>Click on the Profile tab dropdown to enter into the Master profile.</p>	
<p><b>Step 4: Click Profile Settings Link.</b></p> <p>Click on the Profile Settings link to enter into the Profile Options</p>	

**Information:**

**Step 5: Click Personal Information Link.**

Click the Personal Information link to review your profile information.

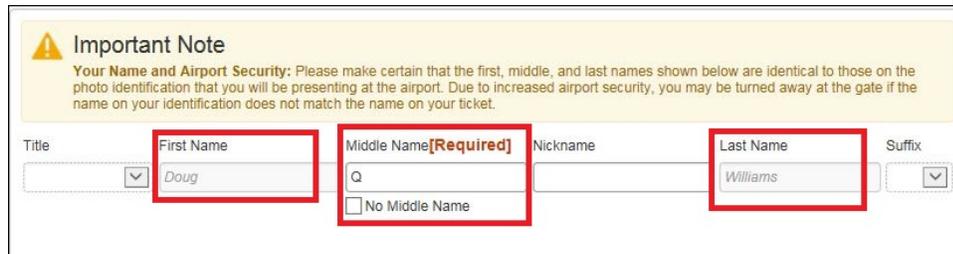
**Screenshot:**



**Step 6: Validate Name.**

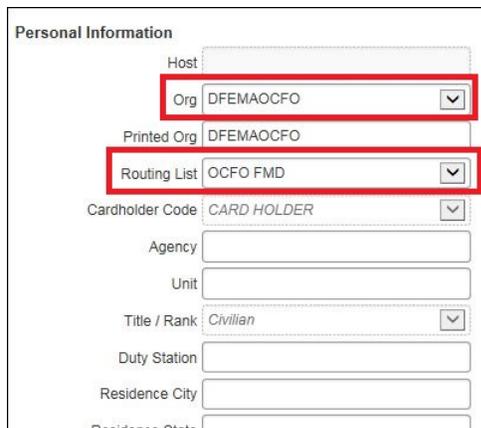
Make sure your name is spelled correctly. This information must match whichever credential you use to travel with as your identification.

If you have No Middle Name on your credentials, please check the box No Middle Name.



**Step 7: Validate Personal Information.**

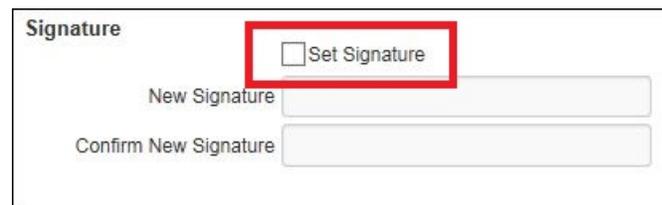
Review the Personal Information section. Make sure the Organization information and Routing List are correct.



**Step 8: Skip Signature Information.**

**DO NOT USE THIS FEATURE.**

Leave the "Set Signature" box blank. Checking this can cause an invalid signature warning message when stamping your authorization or voucher.



**Step 9: Validate Agency Information.**

Validate that the Employee ID is you financial system ID. The FEMA Vendor ID is the last four of the SSN of the traveler. These should be greyed out, if they need to be corrected contact the Helpline to correct.

**Agency Information**

Employee ID: FEMA12345  
 Cost Center:

Manager:  Position:

FEMA Vendor ID: ABCD

**Step 10: Validate Duty Station Information.**

The Duty Station address can be populated by selecting the Assigned Location dropdown, then clicking the Address same as assigned location or manually typing in the assigned location.

**Duty Station Address**

Agency Name: FEMA-TEST  
 Assigned Location: Main Location (, United States of America)

Street: 500 C ST  Address same as assigned location

City: WASHINGTON State/Province/Region: DC

Postal Code: 20001 Country: United States of America

**Step 11: Validate Home Address Information.**

The Home address should be populated for all travelers, but must be populated for Reservists as this is the Reservists' Residence of Record (ROR).

**Home Address**

Street: 1230 MAIN STREET

City: SHEPARDSTOWN State/Province/Region: WVA

Postal Code: 22655 Country: United States of America

**Step 12: Validate Contact Information.**

The work phone and the home phone should be populated, if you choose to use your mobile phone number that is acceptable.

**Contact Information**

Work Phone [Required]\*\*: 558-222-2222  
 Work Extension:  Work Fax:

2nd Work Phone/Remote Office:  Home Phone [Required]\*\*:

Pager:  Other Phone:

Mobile Phone:

**\*\*You must specify either a home phone or a work phone.**

**Information:**

**Step 13: Validate Email Information.**

The FEMA email address must be in the EMAIL 1 field and will be greyed out. If you choose to have emails sent to your personal email account, you can populate EMAIL 2 or 3. Please remember to make this option work, you must check the box to the left of the email address so the system will know it is ok to use.

**Screenshot:**

**Step 14: Validate Emergency Contact Information.**

This field is used to contact someone other than you in the event of an emergency.

**Step 15: Validate Travel Preferences Information.**

You can add the check box of Government, but you are using a government system so you will get the government pricing. The Preferred Departure Airport can be populated and save some time when using the Booking engine in CGE.

**Step 16: Add Frequent Traveler Program.**

Click on the link to add your frequent traveler, driver, or hotel program numbers, if applicable.

**Step 16 (cont'd): Add Frequent Traveler Program.**

Make sure to enter the correct number as it appears on account card. You can enter 5 programs at a time. Make sure you select the correct travel mode. Select the correct carrier. Enter the correct Traveler, Driver, or Guest Number. Make sure to save when finished.

**Add Travel Programs**

Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a prompt error from the reservation system. For example, if your card is printed "AA12345" or "John Doe/12345", your program number is "12345".

The page allows you to enter up to 5 travel programs at a time. First, select the type of program (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the program number (frequent traveler number, etc.).

1	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
2	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
3	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
4	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor
5	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier Select a carrier	Frequent Traveler / Driver/ Guest Number	Search this vendor

Save Cancel

**Step 17: Validate Gender / Date of Birth Information.**

Review the two Required fields for accuracy.

If you have a DHS Redress Number or TSA Pre-Check, you can enter them here.

**TSA Secure Flight**

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at [WWW.TSA.GOV](http://WWW.TSA.GOV).

Gender [Required]  Male  Female

Date of Birth (mm/dd/yyyy) [Required]

DHS Redress No.

TSA Pre-Check  Known Traveler Number

**Step 18: Validate International Travel Information.**

This is the passport information if you choose to enter it into CGE. If not, please check the box "I do not have a passport".

If you populate ensure you populate all fields and save when complete.

**International Travel**

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

I do not have a passport

Passport Nationality  Passport Number

Passport Date Issued (mm/dd/yyyy)  Passport Expiration (mm/dd/yyyy)  Passport Place Issued (City, State)

Passport Place Issued (Country)

**Step 19: Validate Credit Card Information.**

This is where the Government Issued Credit Card (IBA, Government travel Card) goes.

See Job Aid "Adding a Government Credit Card" for instructions to perform this task.

**Credit Cards** Go to top

You currently have the following credit cards saved with your profile.

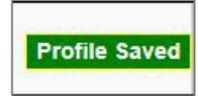
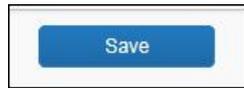
[+] Add a Credit Card

VISA	IBA	xxxx-xxxx-xxxx-4411	Exp: 02/2017	
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**Step 20: Save Information.**

Always make sure you click SAVE before leaving the profile screen to save the information you entered.

After clicking SAVE, ensure you see the green "Profile Saved" button in the upper right corner.



**You have successfully Validated your ConcurGov Profile!**