

OCT
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Logging Into Concur

Statewide Travel Program



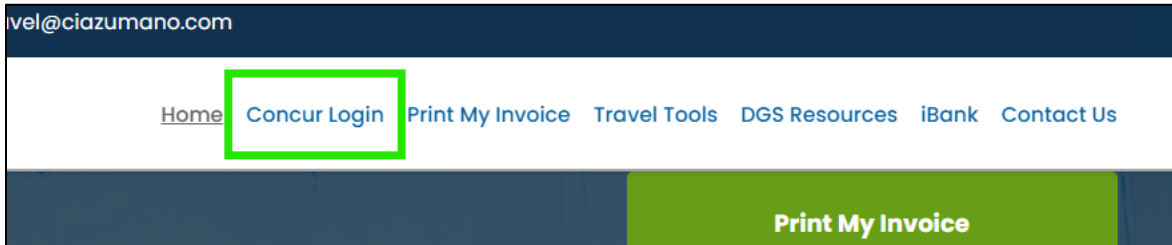
Content

1. How to Log into Concur 3

2. Additional Resources 5

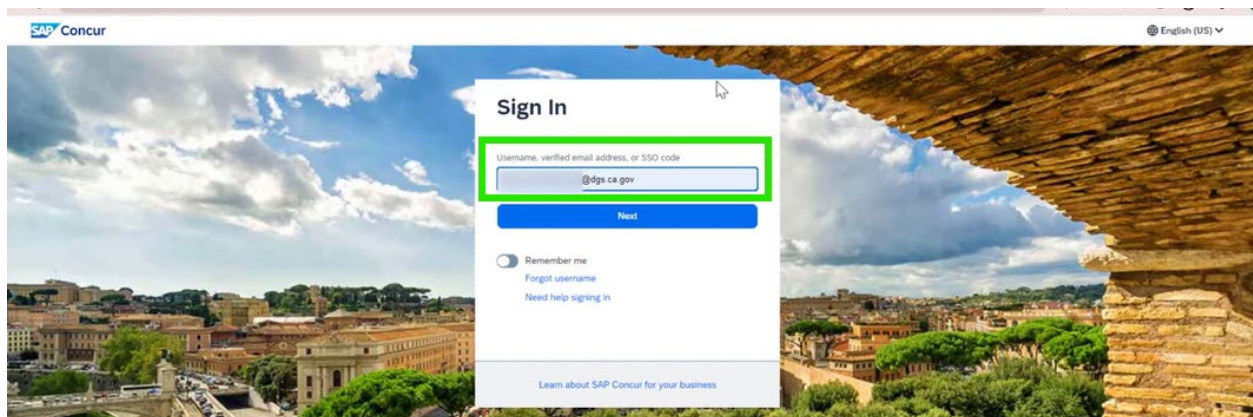
1. How to Log into Concur

To log onto Concur, go to the CI Azumano website at: www.caltravel.ciazumano.com and click 'Concur Login.'

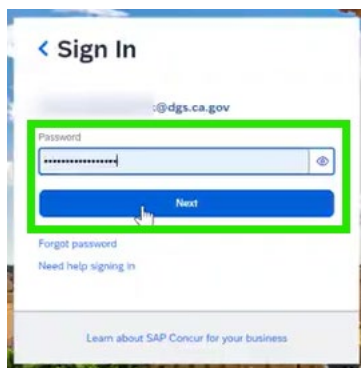


You can also go straight to Concur at: www.concursolutions.com. It is recommended to bookmark both CI Azumano and Concur webpages for your future reference.

Enter your username, which should be your full business email address including domain. If you do not have an account set up, please reach out to your agency Travel Coordinator(s) or see the "How does a traveler request access to Concur?" [video](#). Click 'Next.'

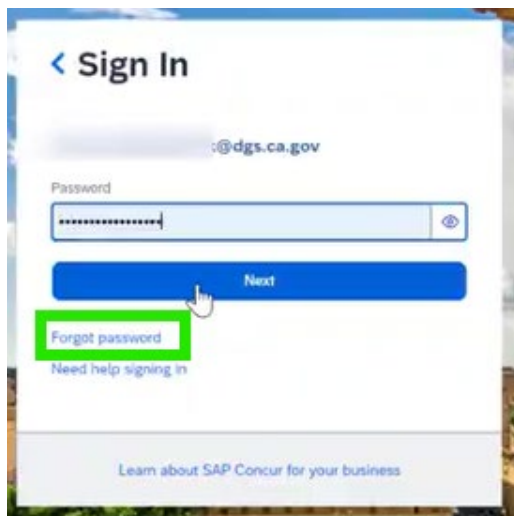


Click 'SAP Concur Password' and enter your password. Then click 'Next.'



LOGGING INTO CONCUR

If you forgot your password, click forget password and follow the instructions in the email to reset it.



Enter the 2FA. If you would like information on how to set up 2-Step Verification, please see the "How to Set Up 2FA" [video](#). Click 'Sign in.'

You have now logged into Concur.

2. Additional Resources

As a traveler, your first resource for all travel-related inquiries is your agency Travel Coordinator(s). Other helpful resources are:

[Statewide Travel Program Training Resources Page](#)

[CI Azumano Webpage](#)

[Concur Login Page](#)