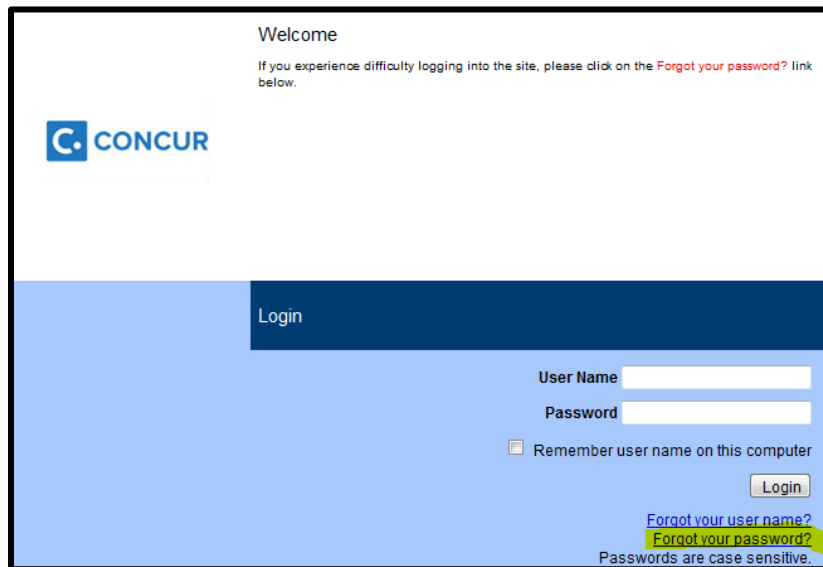

How to Setup Your TraveLink Online Booking Tool

A quick review of creating and logging into your Agent page for booking online travel

1. Site address: www.concursolutions.com
 - User ID is Agent# @allstate.com (AXXXXXX@allstate.com)
 - Click on “**Forgot your password?**” link



>Welcome

If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

CONCUR

Login

User Name

Password

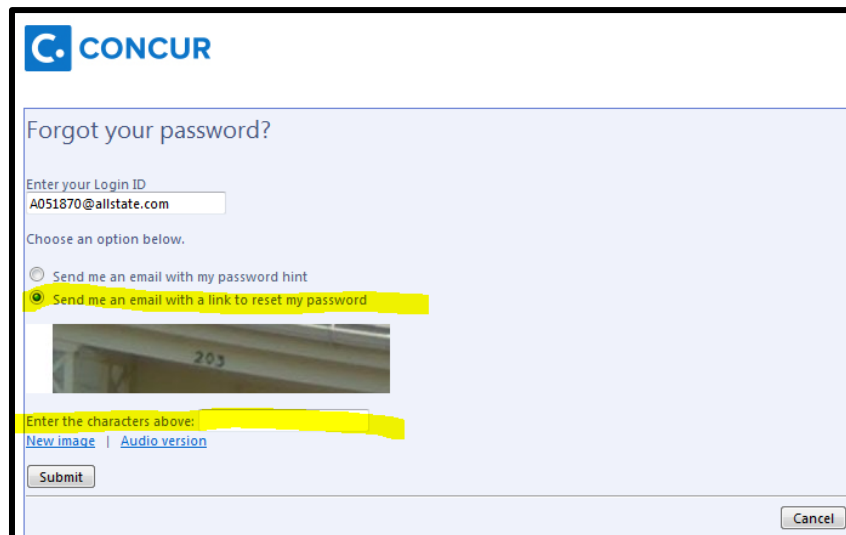
Remember user name on this computer

[Forgot your user name?](#)

[Forgot your password?](#)

Passwords are case sensitive.

2. Choose option to “**Send me an email with a link to reset my password**”
 - Complete the security image verification
 - Click on **Submit**



CONCUR

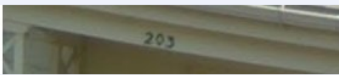
Forgot your password?

Enter your Login ID
A051870@allstate.com

Choose an option below.

Send me an email with my password hint

Send me an email with a link to reset my password

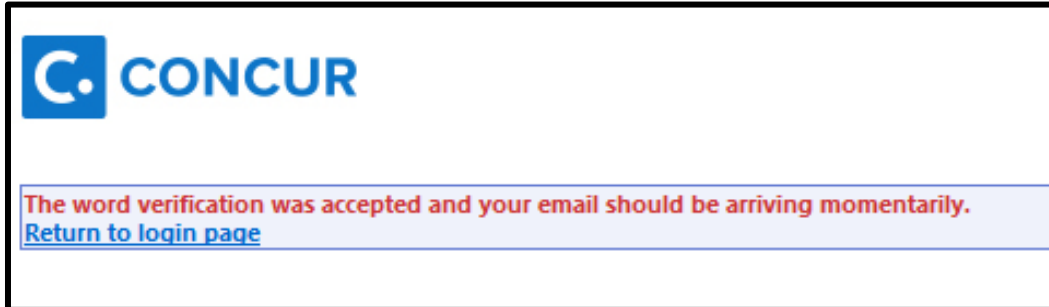


Enter the characters above:

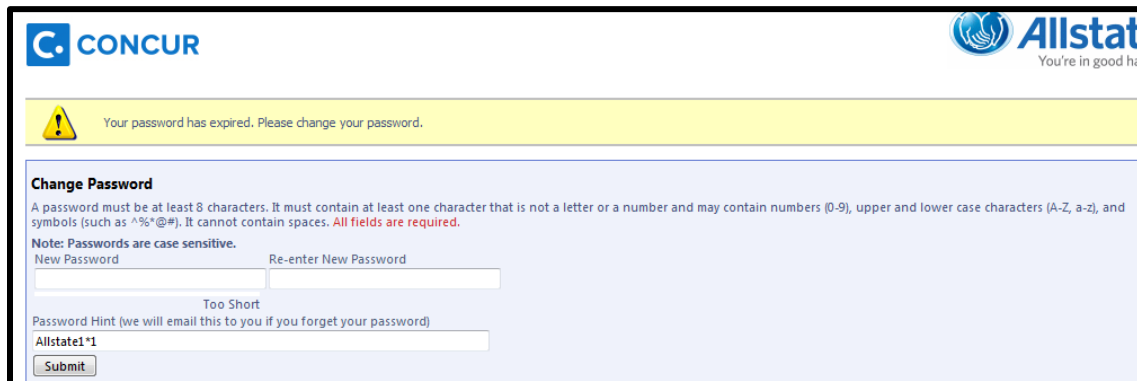
[New image](#) | [Audio version](#)

3. You will receive an email from DoNotReply@concursolutions.com with subject "Password Reset Request". It will contain link to access the site. This is a one-time use link that will expire in 24 hours. Clicking the link will take you directly into the travel site.

Note: The use of this travel booking tool is to be used for business travel affiliated with Allstate Insurance Company only and may not be used for personal travel or other travel unrelated to Allstate. Fees apply for each confirmed transaction.. The fees are listed on the login landing page.



4. You will be prompted to change your password.
 - Enter a password of your choice and re-enter the password.
 - Click on **Submit**.

A screenshot of the Concur password change form. At the top left is the Concur logo. At the top right is the Allstate logo with the tagline "You're in good ha". Below the logos is a yellow warning banner with a yellow triangle icon and the text "Your password has expired. Please change your password." Below the banner is a section titled "Change Password". It contains the following text: "A password must be at least 8 characters. It must contain at least one character that is not a letter or a number and may contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%&@#). It cannot contain spaces. All fields are required." Below this is a note: "Note: Passwords are case sensitive." There are two input fields: "New Password" and "Re-enter New Password". Below the "New Password" field is a red error message: "Too Short". Below the input fields is a "Password Hint (we will email this to you if you forget your password)" field with the text "Allstate1*1" entered. At the bottom left is a "Submit" button.

5. Prior to booking a reservation, you must complete your profile. Click on the **Profile** tab and complete the sections, including the TSA required fields (gender and date-of-birth), credit card payment, contact, and travel preferences.
 - **The home page contains several useful links including a training quick demo on how to use the tool.**

The screenshot shows the Concur website interface. At the top, the 'CONCUR' logo is visible. Below it, a navigation bar includes 'Travel', 'Profile', and 'App Center'. The 'Profile' tab is highlighted in yellow. Underneath, a secondary navigation bar shows 'Home', 'Trip Library', 'Templates', 'Policy', 'Profile', and 'Tools'. The main content area is divided into several sections:

- Travel Alerts:** A yellow banner with text: "TripIt creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to TripIt. [Connect to TripIt](#) [Subscribe](#)" and "You haven't signed up to receive e-receipts. [Sign up here](#)".
- Search Bar:** A field with the text "Plan your flight, car and hotel:" and an example "e.g. flight from JFK to Paris on Tuesday" with a "Search" button.
- Transportation Modes:** A row of buttons for "Air/Rail", "Car", "Hotel", "Rail", and "Flight Status".
- Air Search Tips:** A box containing tips such as "Purchase airline tickets 14 days in advance to deliver maximum savings" and "Connections usually provide lower cost options".
- Cancellations:** A box containing instructions like "Cancel all reservations PRIOR to departure, otherwise the value of the ticket will be forfeited to the airline."
- Important Travel Information:** A list of bullet points including "Profile updates must be made prior to booking a reservation" and "Book all components (air, car and hotel) together in the same reservation for improved trip management."
- Resources:** A section with links to "ATL Quick Reference Guide", "ATL Frequent Asked Questions (FAQ)", "ATL Mobile Access", "ATL Training Video", "Flight Check-In", and "Trip Invoice Archive".