



Triplt® from Concur instantly organizes all your travel plans in one place. Simply forward travel confirmation emails to plans@tripit.com and Triplt will create a master itinerary for each of your trips. Now you can access your plans anytime, anywhere.

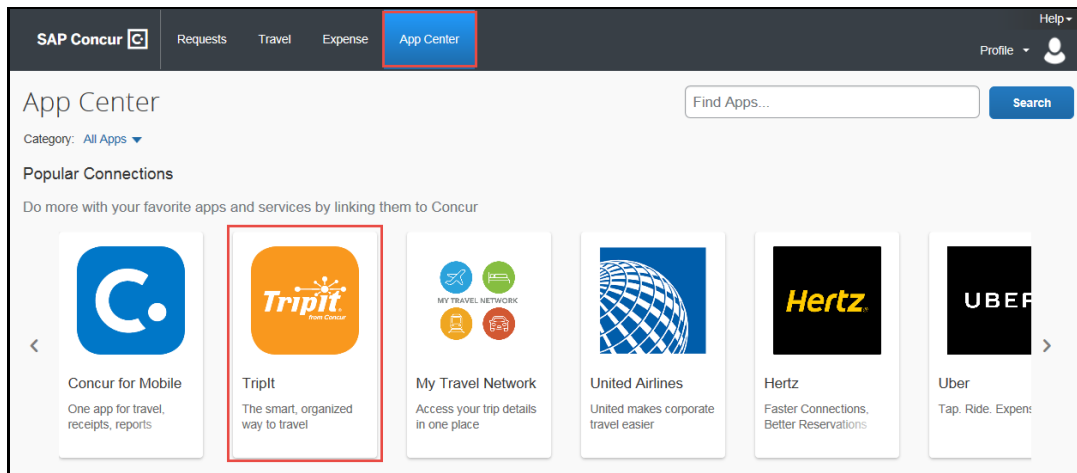
Key Features:

- After booking, simply forward your confirmation emails to plans@tripit.com and Triplt will instantly create a master itinerary for each of your trips.
- You can opt to allow Triplt to automatically import travel plans from your Gmail, Google Apps, Outlook.com or Yahoo! mail inbox, so you don't have to forward confirmation emails.
- Access your travel plans on your smartphone, tablet, computer or wearable device anytime, anywhere.
- Sync Triplt with your calendar, so your travel plans show up alongside other meetings or events.
- Easily share specific plans, or your entire itinerary, with anyone.
- Real-time flight alerts, seat tracking, alternate flight finder, fare refund notifications, point tracking, and more.

Signing into Triplt Pro

Access Concur after signing in to your CSU Campus portal.

- Once you are in Concur, you click the **App Center**, then click the **Triplt App Icon**.



- Click the blue **Connect** button.



- **Check the box** next to Concur App Center End-User Terms and Conditions and then click the blue **I Agree** for the Terms & Conditions.

- Create a **New Password** for the Triptit App and **check box** accepting the terms and condition. Then click the blue **Create Triptit Account**. If you already have a Triptit Account, click the orange Sign in link and follow the instructions to connect your account to Concur.

- An email will be sent from Triptit to verify the email address entered. Open the email and click **Verify Email**.

- Triptit now should be connected to Concur. If the account did not link, click **Connect** and at the bottom of the Active Screen click the orange **Sign in and link my accounts**. Enter in the Email address and the password you created and then click **Link my Accounts**. Close the window.

