

Concur Government Edition (CGE) Access Request

** All fields must be completed*

1. Type of Access Request* (select only one)

- Add User Revise Current User (i.e., name change, office change, additional user roles)

2. Requestor Information

a. Name* (As it appears on your photo identification you will present to airport security)

| First | Middle | Last | Suffix |
|-------|--------|------|--------|
| | | | |

| b. Email Address* | c. Work Phone* (enter numbers only) |
|-------------------|--|
| | |

| d. Correspondence/ Office Symbol* | e. Travel Vendor ID* (Not required for contractors) |
|--------------------------------------|--|
| | |

f. User Roles* (select all roles needed)

- Traveler Travel Arranger Travel Approver Super User View Only Auditor (OIG Staff Only)

g. User Type* (select only one)

- GSA Employee Invitational Traveler Contractor
- Regular
 Virtual

h. Upcoming Travel Plans

- None Travel Date: _____

3. Requestor - Certification and Signature*

I certify that I have read the GSA IT Security Rules of Behavior and have taken the Mandatory IT Security Awareness Training/ Privacy Act Training. I agree to protect the confidentiality of my User ID and password and to not share these with any other individuals. I will exercise care to protect all system assets while performing my duties.

| Signature | Date |
|-----------|------|
| | |

4. Supervisor - Certification and Signature*

I certify that the work duties of this requestor align with the need for access to the above-indicated system and that the Mandatory IT Security Awareness Training/Privacy Act Training has been completed.

| Printed Name | Signature | Work Phone (enter numbers only) | Date |
|--------------|-----------|------------------------------------|------|
| | | | |

INSTRUCTIONS & INFORMATION

When Should You Use This Form?

Use this form when you need to:

- Establish a user profile in the e-Gov travel system; or
- Add or make change to user role(s) in your existing profile in the e-Gov travel system

INSTRUCTIONS FOR SPECIFIC ITEMS ON THE FORM

Most items are self-explanatory. Here is additional information on certain items.

Section 2. Requestor Information

a. Name: Enter applicant's name as it appears on the photo identification that will be presented to airport security.

b. E-mail Address: Enter your @gsa.gov e-mail address. For Invitational Travelers, this will be an e-mail address of a GSA employee from the sponsoring office (usually a Travel Arranger).

e. Travel Vendor ID: An ID is required for those requesting a Traveler role; all others leave blank. This ID begins with "E" and is followed by an eight or nine-digit number. Click [here](#) for instructions on how to obtain/verify a travel vendor ID.

f. User Role: The only role permitted for an Invitational Traveler is Traveler and the only role permitted for a Contractor is Travel Arranger.

g. User Type: GSA employees must also indicate whether they are a regular or virtual employee.

Sections 3 and 4. Using the electronic signature function

- Insert your GSA ID card in the card reader slot
- Click the Signature line
- After the Sign Document box appears, verify your name is correct and click the "Sign" button. If your name does not appear in the space next to digital verification information:
 - Click the drop-down menu next to the "**Sign As:**" heading at the top of the Sign Document box,
 - Select your name from the drop-down list; and
 - Click the "Sign" button.
- When prompted to save the document assign a file name that identifies the request (e.g., CGE Access_John Doe.)
- Enter your GSA ID PIN when prompted and click OK. Your digital signature should now appear on the digital signature line of the document.

Submitting the form

After the form is completed and signed, e-mail it to your local Super User.

If You Need Help

If you need help in completing this form, contact your local Super User.