Enrolling in United Corporate Direct

How To: Enroll in United Corporate Direct

You can connect your United MileagePlus® number with Concur and your United reservation details will automatically sync to your Concur account.

Step 1 Join Now on united.com Below are screenshots for guidance. Once you've completed the required information for joining, you will receive an email with your United MileagePlus® number. (Please skip to Step 2 if you already have a United MileagePlus® number).

a. Click Join Now from the home screen
b. Enter your name, date of birth and gender (should match your government issued ID) on the “Create Account” page and then click the “Continue” button
c. Enter your physical address and email address on the “Contact Information” page and then click the “Continue” button
d. Set your password and security questions on the “Secure Your Account” page and then click the “Agree and Create Account” button.
e. Receive email from united.com (example below)

Step 2 Connect your United MileagePlus® number with Concur

a. Click on the “App Center” in Concur and search for “United”
b. Click on the “United Airlines App” and enter your number to “Connect”

c. Agree to the Terms & Conditions
d. Your connection will indicate that it is “Pending” and you should receive an email from Concur within 24 hours

e. Receive email from SAP Concur
Step 3 Confirm connection in united.com

a. Search for flight using “Business Travel” as the “Program”
b. Validate that “SLAC National Accelerator Laboratory corporate rates are applied.”