FCM PORTAL

How to access FCM Portal

Login - FCM Portal

FCM Portal is your one-stop travel information hub from where you will be able to access your personal profile information and request approval to travel. You will also have access to a host of travel tools, training guides and important travel policy documents.

Link to FCM Portal: https://portal.fcm.travel

If you are a new user: you will be required to click on New User Registration. Please refer to the Quick Reference Guide : How to Self Register.

Logging in for the first time. Your username is your work email address. To maintain password security, please click the "Forgot your Password" link on the login page. This will allow you to generate a password.

Username: your email address (all letters lowercase);

Your Password

Due to heightened security your New Password must contain the following characters:

- 2 Upper case
- 1 Numeric
- 1 Alphabetical
- 1 Special
- 1 Lower case

eg. password : #TRavel&12 (please do not use this example)

Please note: check your profile details are correct, add your contact numbers, credit card details if required, and preferences before starting any bookings. Please refer to Quick Reference Guide: How to update your individual travel profile.

- Click "Forgot Your password" if you are registered.
- Click New Registration if you have not travelled before.
- To update your travel profile and make a booking click on the FCM Online tile.

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