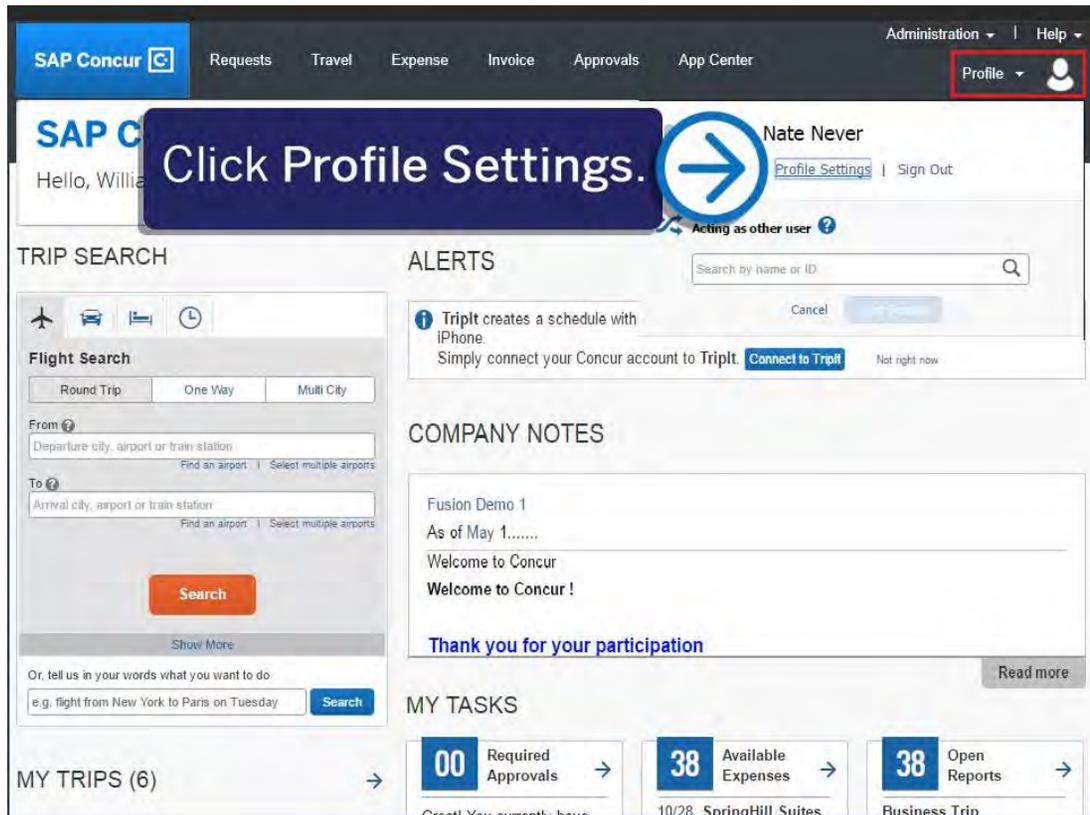


Updating Your Travel Profile

From your Travel profile you can update information such as your personal and company information, and credit card information. You can update your Travel Settings, including travel preferences for upcoming trips, and add an assistant to help you book your travel.

1. To access your Travel profile, from the **SAP Concur** home page, click **Profile**, and then click **Profile Settings**.



The screenshot displays the SAP Concur home page. At the top, there is a navigation bar with links for Requests, Travel, Expense, Invoice, Approvals, and App Center. On the right side of this bar, there are links for Administration and Help. Below the navigation bar, the user's name "Nate Never" is displayed, along with a "Profile" dropdown menu and a "Sign Out" link. A red box highlights the "Profile" dropdown menu. A blue callout box with a right-pointing arrow and the text "Click Profile Settings." is overlaid on the page, pointing to the "Profile Settings" link. The main content area is divided into several sections: "TRIP SEARCH" with a "Flight Search" form, "ALERTS" with a search bar and a notification about connecting to Triplt, "COMPANY NOTES" with a welcome message, and "MY TASKS" with three task cards: "00 Required Approvals", "38 Available Expenses", and "38 Open Reports".

You will find the most common profile tasks on the **Profile Options** page. You can also use the menus on the left to select a setting to update.

The screenshot shows the SAP Concur user interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. A user profile icon is visible in the top right. Below the navigation, the 'Profile' section is active, showing a list of settings on the left and a detailed view of 'Profile Options' on the right. The 'Profile Options' section is highlighted with a red border and contains the following items:

- Personal Information**: Your home address and emergency contact information.
- Company Information**: Your company name and business address or your remote location address.
- Credit Card Information**: You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**: Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**: Going to be out of the office? Configure your backup travel manager.
- Request Preferences**: Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password**: Change your password.
- System Settings**: Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**: How can we contact you about your travel arrangements?
- Setup Travel Assistants**: You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options**: Carrier, Hotel, Rental Car and other travel-related preferences.
- Expense Delegates**: Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**: Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Mobile Registration**: Set up access to Concur on your mobile device.

2. Use the following sections to start updating your Travel profile:

- **Your Information** - Review and update your personal information, contact information, and emergency contacts. Verify your Email addresses, and add or update credit cards that are available to use for purchases.
- **Travel Settings** - Add your travel preferences, and frequent-traveler program information. Add assistants or arrangers that can book travel for you.
- **Other Settings** - Activate E-receipts, configure system settings, change your password, and register your mobile devices

3. In this example, you will verify your personal information. Click **Personal Information**.

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and menu items: Requests, Travel, Expense, Invoice, Approvals, App Center, Administration, and Help. A 'Profile' button with a user icon is on the right. Below this is a sub-menu with 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is titled 'Profile Options' and contains several sections: 'Personal Information', 'System Settings', 'Contact Information', 'Travel Assistants', 'Profile Options', 'Expense Delegates', 'Expense Preferences', and 'Mobile Registration'. A blue callout box with a white arrow points to the 'Personal Information' section, with the text 'Click Personal Information.' overlaid on it.

4. In the **My Profile – Personal Information** section, make sure that the first, middle, and last names shown are identical to those on the photo identification that you will be presenting at the airport. If it is incorrect, contact your SAP Concur Site Admin if it needs to be updated.

The screenshot shows the 'My Profile - Personal Information' page. At the top, there is a 'Jump To:' dropdown menu set to 'Personal Information' and a 'Choose' button. Below this is a warning message: 'Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.' To the right is a 'Change Picture' button and a placeholder for a profile picture. A yellow 'Important Note' box contains the following text: 'Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.' Below the note is a table with columns for 'Title', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'Last Name' field is highlighted in yellow and contains the text 'William J. [unreadable] English'.

5. Scroll down and verify your **Work** and **Home Address**, and your **Contact Information** (required fields are labeled in red).

The screenshot displays three sections of a web form:

- Work Address:** Includes fields for Company Name (Learning Services Center), Assigned Location (Main Location (Redmond, WA)), Street (15400 NE Union Hill Road), City (Redmond), State/Province/Region (WA), Postal Code (98052), and Country (United States of America). A checkbox for "Address same as assigned location" is checked. A "Save" button is at the bottom.
- Home Address:** Includes fields for Street, City, State/Province/Region, Postal Code, and Country (United States of America). A "Save" button is at the bottom.
- Contact Information:** Includes fields for Work Phone (1-425-509-4597), Work Extension, Work Fax, 2nd Work Phone/Remote Office (1-425-509-4597), and Pager/Other Phone. The Work Phone and 2nd Work Phone fields are highlighted in yellow.

6. In the **Email Addresses** section, verify your email addresses. Click **Add an email address** to add any additional email addresses that you will need to use. Complete the **Emergency Contact** fields, as needed.

Email Addresses [Go to top](#)

Please add at least one email address.

- [How do I add an email address?](#)
- [Travel Arrangers / Delegates](#)
- [Why should I verify my email address?](#)
- [How do I verify my email address?](#)

[+ Add email address](#)

Email Address	Verify	Contact?	Actions
Email 1	<input type="checkbox"/> Not verified	<input type="checkbox"/> No	Verify

Emergency Contact [Go to top](#)

Name: Relationship:

Street:

Address same as employee

City: State/Province/Region: Postal Code:

7. Continue scrolling down to the **Travel Preferences** section. Select your discount travel rates/fare classes, and specify your **Air**, **Hotel**, and **Car Rental Preferences**. Under **Frequent-Traveler Program**, click **Add a Program** to add your frequent flyer programs.

Travel Preferences [Go to top](#)

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences

Seat: Seat Section: Special Meals: Ticket Delivery:

Preferred Departure Airport: Other Air Travel Preferences:

Medical Alerts:

Hotel Preferences

Room Type: Smoking Preference: Foam pillow Rollaway bed Crib

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

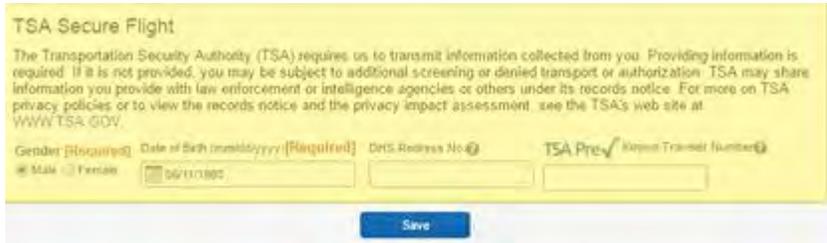
Car Type: Smoking Preference: Car Transmission: Rental GPS system Skivack

Message to Car Rental Vendor:

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs [Add a Program](#)

8. In the **TSA Secure Flight** section, verify the required **Gender** and **Date of Birth** fields. Complete the **DHS RedressNo.** and **TSA Pre✓ Known Traveler Number** fields, as needed.

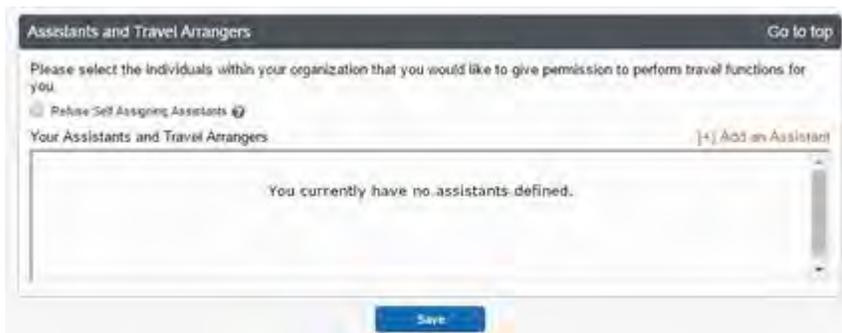


9. In the **International Travel Passports and Visas** section, add your passport or international visa information. Adding your information in the section can make international travel a little easier.



10. In the **Assistants and Travel Arrangers** section, click **Add an Assistant** to assign someone to book travel for you, or to assign them as your primary assistant for travel.

You can search for and select the individual(s) within your organization that you would like to give permission to perform travel functions for you. Note that an assistant must be an existing Travel user. You cannot designate primary assistants for travel to Individuals or Groups without a work phone number in their profile.



11. From the **Credit Cards** section, click **Add a Credit Card** to add or update your credit card information that you use to book travel.

Note that you are required to have a credit card saved in your profile before you can book with Concur Travel. You can designate this card as your default for plane tickets, rail tickets, car rentals, and hotel reservations.



12. After you have completed your **Travel Profile** updates, click **Save**.



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