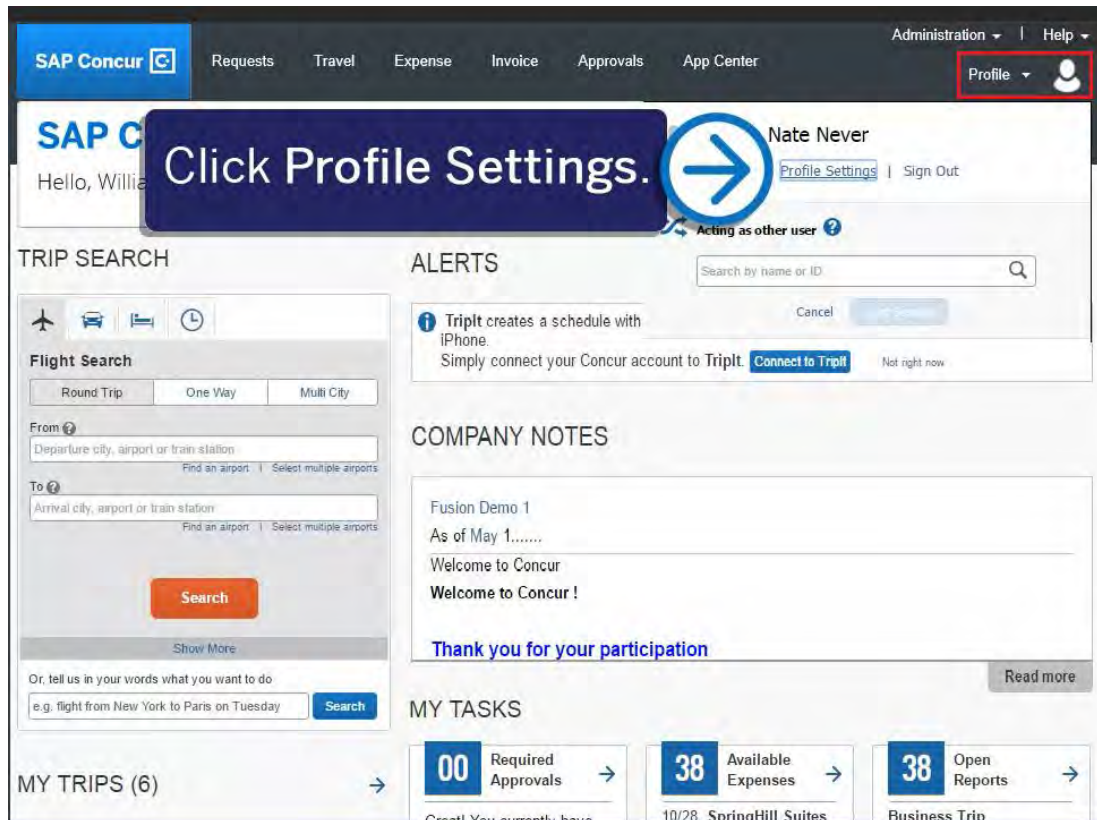


# Updating Your Travel Profile

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**.



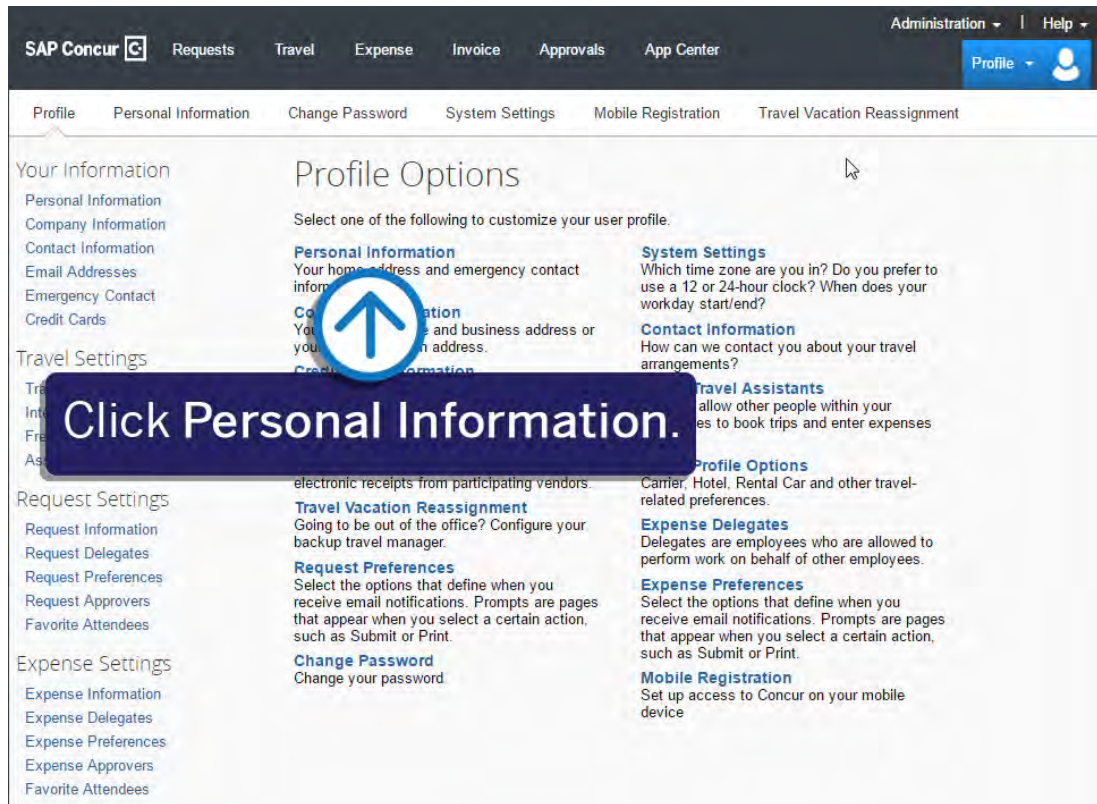
You will find the most common profile tasks on the **Profile Options** page. You can also use the menus on the left to select a setting to update.

The screenshot displays the SAP Concur user interface. At the top, there is a navigation bar with links for Requests, Travel, Expense, Invoice, Approvals, and App Center. Below this, a secondary navigation bar includes Profile, Personal Information, Change Password, System Settings, Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'Profile Options' and contains a list of settings categories, each with a brief description. The categories are: Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards, Travel Settings, Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers, Request Settings, Request Information, Request Delegates, Request Preferences, Request Approvers, Favorite Attendees, Expense Settings, Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, and Favorite Attendees. The 'Profile Options' section is highlighted with a red box, and the sidebar navigation links are also highlighted with a red box.

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**.



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' form. At the top, there's a 'Jump To:' dropdown menu with 'Personal Information' selected and a 'Choose' button. Below this, there's a warning message: 'Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.' Another message states: 'Fields marked [Required] and [Required\*\*] (validated and required) must be completed to save your profile.' A yellow box with a warning icon contains an 'Important Note' about name matching for airport security. Below this, there's a table with columns for 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'Last Name' field is highlighted in yellow. A 'Change Picture' button and a user icon are also visible.

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

The screenshot displays a web form with three main sections: Work Address, Home Address, and Contact Information. Each section has a 'Go to top' link in the top right corner.

**Work Address Section:**

- Company Name:** Cleaning Services Demo
- Assigned Location:** Main Location (Redmond, WA) (dropdown menu)
- Street:** 15400 NE Union Hill Road
- City:** Redmond
- State/Province/Region:** WA
- Postal Code:** 98052
- Country:** United States of America
- Address same as assigned location:** (checked checkbox)
- Save:** (blue button)

**Home Address Section:**

- Street:** (empty text field)
- City:** (empty text field)
- State/Province/Region:** (empty dropdown menu)
- Postal Code:** (empty text field)
- Country:** United States of America
- Save:** (blue button)

**Contact Information Section:**

- Work Phone (Required):\*\*** 1-425-508-4597
- Work Extension:** (empty text field)
- Work Fax:** (empty text field)
- 2nd Work Phone/Remote Office:** (empty text field)
- Home/Personal (Required):\*\*** 1-425-508-4597
- Pager:** (empty text field)
- Other Phone:** (empty text field)

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 an email address](#)

Email Address	Verify	Contact?	Actions
Email 1	email_1_m@20031033@uoy	Not verified	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/ARP

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 ☐
Message to Hotel Vendor ⓘ

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
☐ Skip rack

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 Precheck Known Traveler Number** fields, as needed.

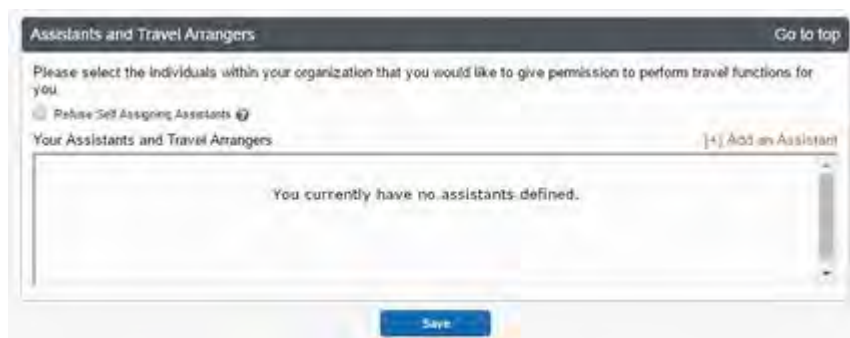


9. In the **International Travel Passports and Visas** section, add your passport or international visa information. Adding your information in the section can make international travel a little easier.



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**.

