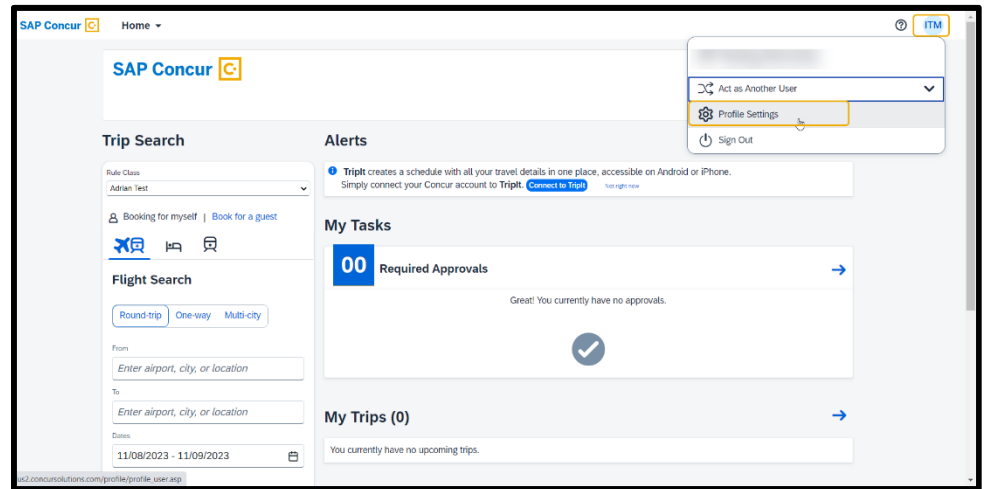


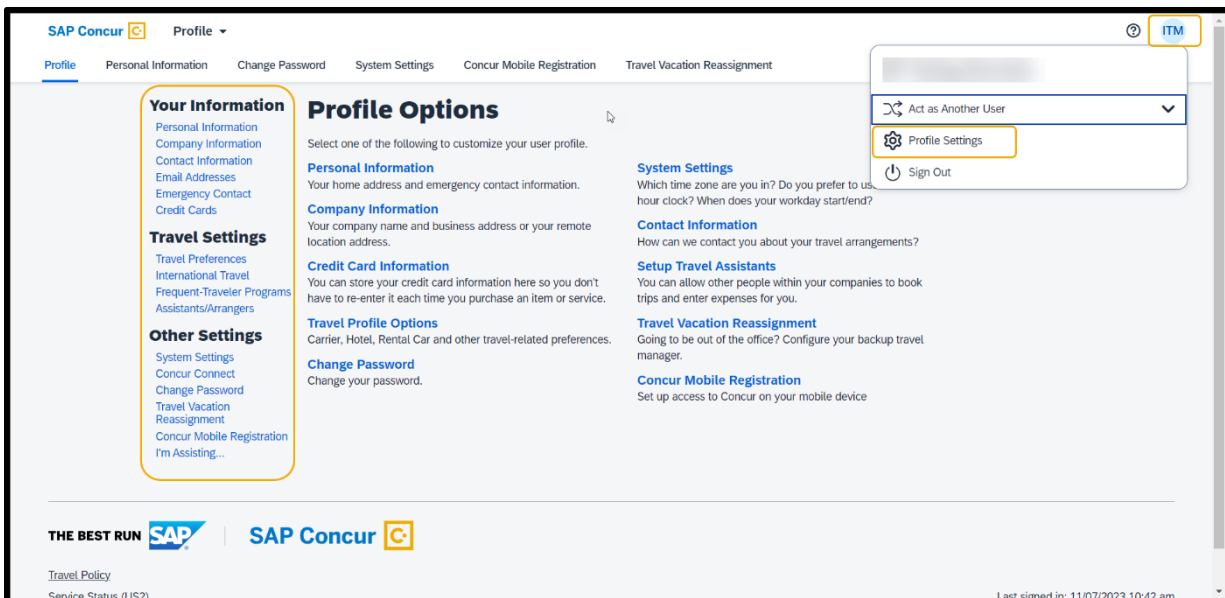
# Updating Your SAP Concur Travel Profile

In your SAP Concur 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, on the SAP Concur home page, select your **Profile** icon in the top right corner of the screen, and then select **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.

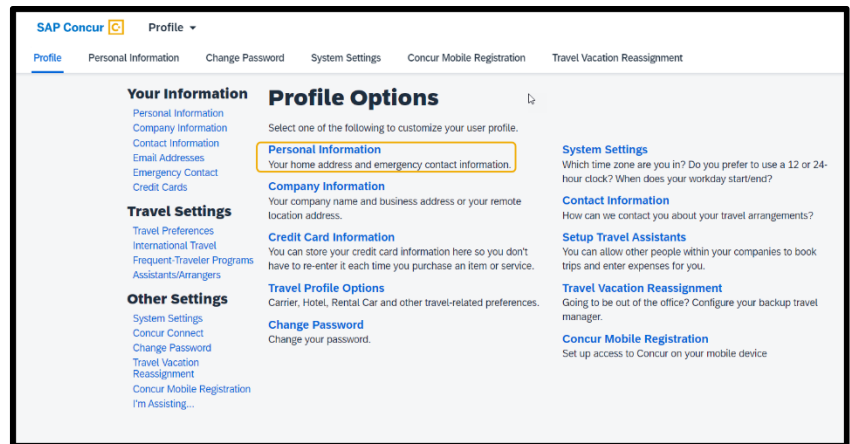


2. Use the following sections to update your Travel profile:

- **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.

In the following example, you will verify your personal information.

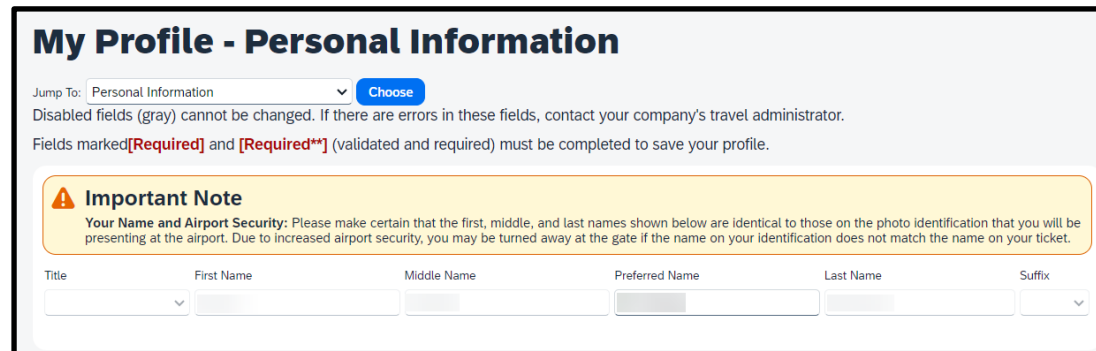
3. Select **Personal Information**.



The screenshot shows the SAP Concur Profile page. The left sidebar contains links for Profile, Personal Information, Change Password, System Settings, Concur Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'Profile Options' and lists several sections: Your Information (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards), Travel Settings (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers), and Other Settings (System Settings, Concur Connect, Change Password, Travel Vacation Reassignment, Concur Mobile Registration, I'm Assisting...). The 'Personal Information' link is highlighted in the sidebar and the main content area.

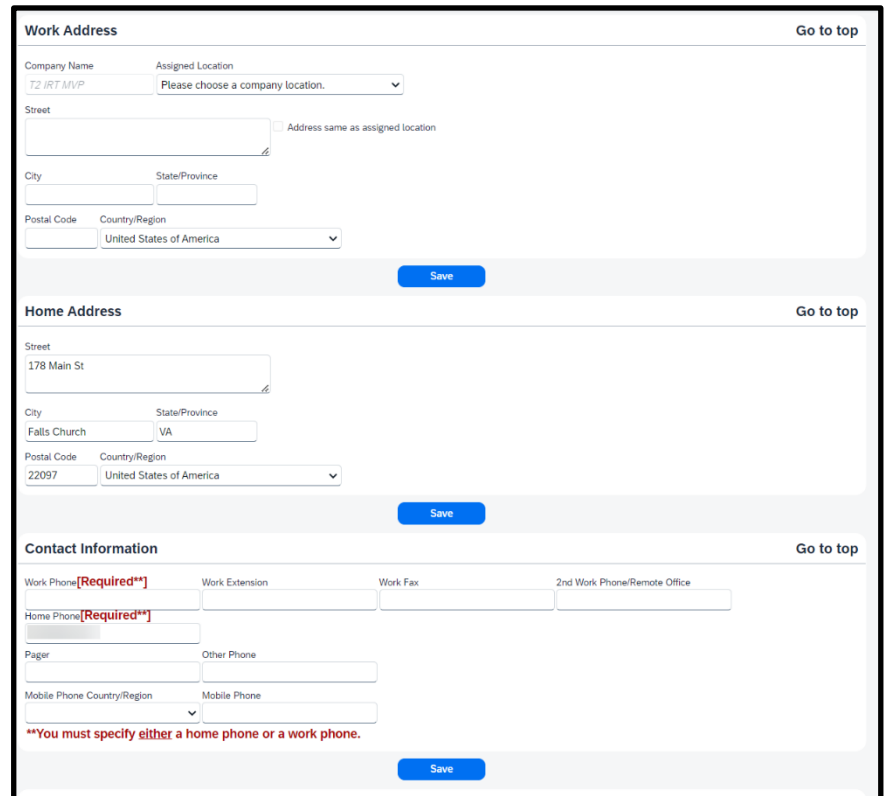
4. In the **My Profile – Personal Information** section, make sure that the first, middle, and last names shown are identical to

those on the 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 is a 'Jump To:' dropdown menu with 'Personal Information' selected and a 'Choose' button. Below this, a message states: 'Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator. Fields marked [Required] and [Required\*\*] (validated and required) must be completed to save your profile.' An 'Important Note' box contains the 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 are input fields for Title, First Name, Middle Name, Preferred Name, Last Name, and Suffix. The 'First Name', 'Middle Name', and 'Last Name' fields are grayed out, indicating they are disabled.

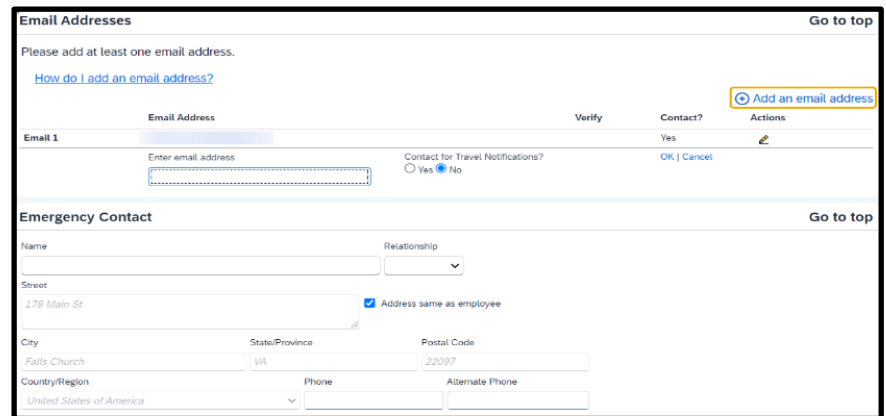
5. Scroll down and verify your **Work and Home Address**, and your **Contact Information** (required fields are labeled in red).



The screenshot displays three sections of the SAP Concur profile setup form:

- Work Address:** Includes fields for Company Name (TZ IRT MVP), Assigned Location (Please choose a company location), Street, City, State/Province, Postal Code, and Country/Region (United States of America). A "Save" button is at the bottom.
- Home Address:** Includes fields for Street (178 Main St), City (Falls Church), State/Province (VA), Postal Code (22097), and Country/Region (United States of America). A "Save" button is at the bottom.
- Contact Information:** Includes fields for Work Phone (Required\*\*), Work Extension, Work Fax, 2nd Work Phone/Remote Office, Home Phone (Required\*\*), Pager, Other Phone, Mobile Phone Country/Region, and Mobile Phone. A red error message states: "\*\*You must specify either a home phone or a work phone." A "Save" button is at the bottom.

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



The screenshot displays two sections of the SAP Concur profile setup form:

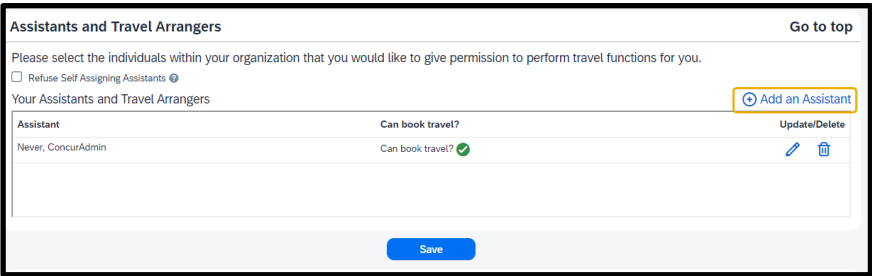
- Email Addresses:** Includes a "Go to top" link, a "Please add at least one email address." message, a link "How do I add an email address?", and a button "Add an email address". Below is a table with columns: Email Address, Verify, Contact?, and Actions. The table contains one row for "Email 1" with a placeholder "Enter email address", a "Verify" section with "Contact for Travel Notifications?" (Yes/No), and a "Contact?" section with "Yes" and "OK | Cancel".
- Emergency Contact:** Includes fields for Name, Relationship, Street (178 Main St), City (Falls Church), State/Province (VA), Postal Code (22097), Country/Region (United States of America), Phone, and Alternate Phone. A checkbox "Address same as employee" is checked. A "Go to top" link is at the bottom right.

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**, select **Add a Program** to add your frequent flyer programs.

8. In the **TSA Secure Flight** section, verify the required **Gender** and **Date of Birth** fields. Complete the **DHS Redress No.** 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.

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

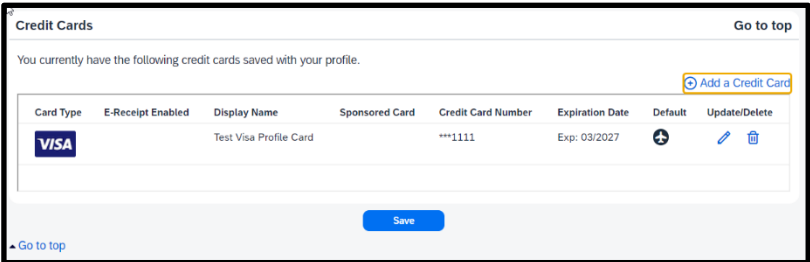


You can search for and select the individuals within your organization that you would like to give permission to perform travel functions for you.

**Note:** 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. In the **Credit Cards** section, select **Add a Credit Card** to add or update your credit card information that you use to book travel.

**Note:** 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, select **Save**.