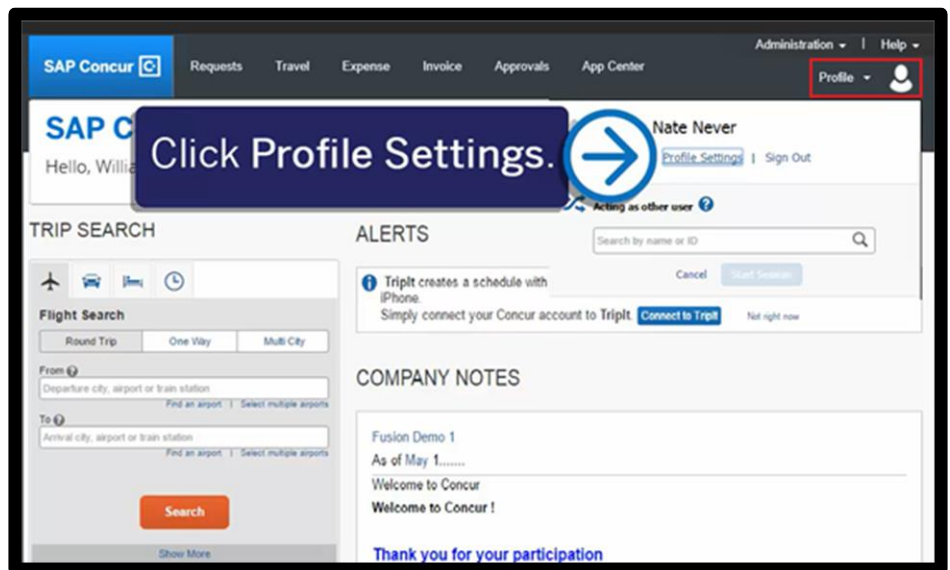


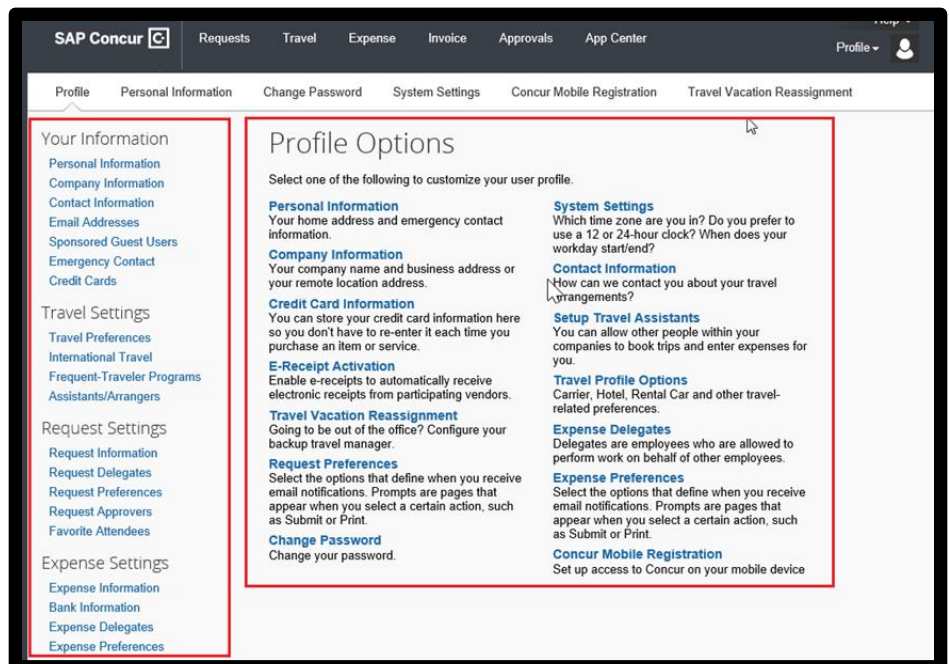
Updating Your Travel Profile

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.

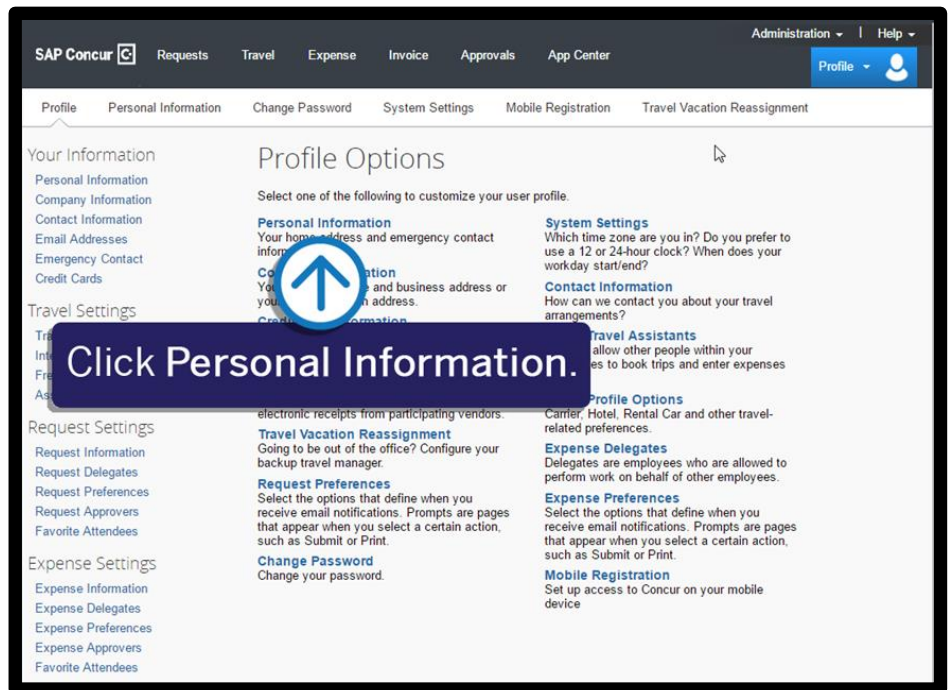


2. Use the following sections to start updating your Travel Profile:

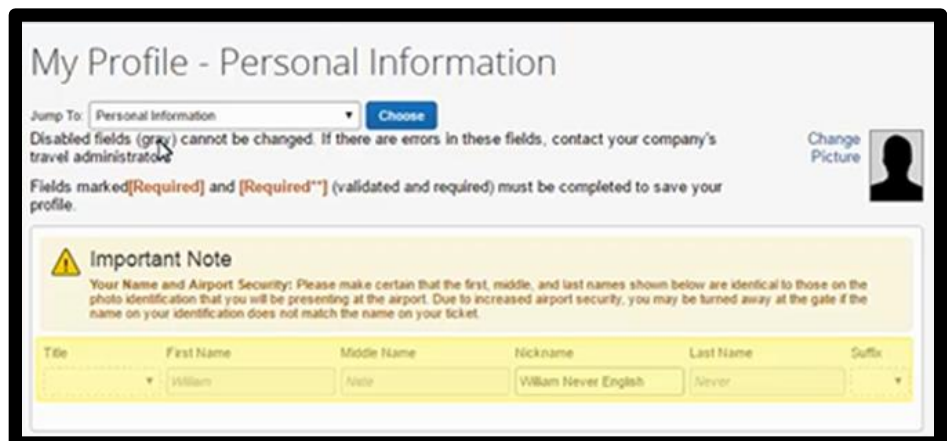
- **Your Information** - Review and update your personal information, contact information, and emergency contacts. Verify your Email addresses, and add or update credit cards that are available to use for purchases.
- **Expense Settings** - Add your travel preferences, and frequent-traveler program information. 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.

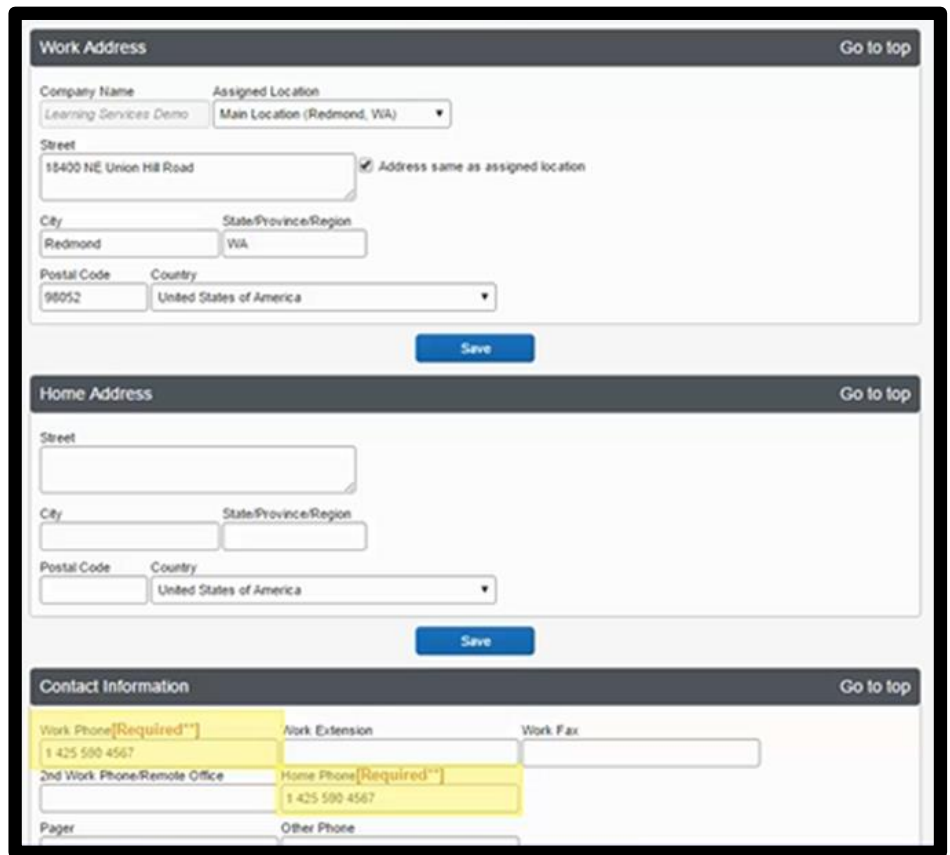
3. Click **Personal Information**.



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.



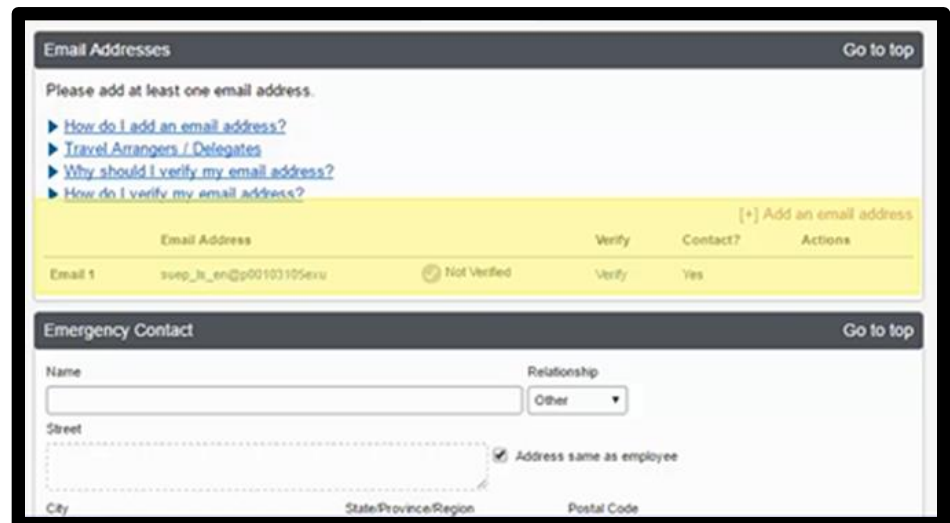
5. Scroll down and verify your **Work and Home Address**, and your **Contact Information** (required fields are labeled in red).



The screenshot shows three sections of a user profile form:

- Work Address:** Includes fields for Company Name (Learning Services Demo), 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 (1 425 500 4567), Work Extension, Work Fax, 2nd Work Phone/Remote Office, Home Phone (1 425 500 4567), Pager, and Other Phone. The "Work Phone" and "Home Phone" fields are highlighted in yellow and labeled as "Required".

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.



The screenshot shows two sections of a user profile form:

- Email Addresses:** Includes a message "Please add at least one email address." with links for help. A table lists existing email addresses:

Email Address	Verify	Contact?	Actions
Email 1: supe_it_en@p00103105ercu	Not Verified	Yes	Verify

 A "[+] Add an email address" button is also present.
- Emergency Contact:** Includes fields for Name, Relationship (Other), Street, City, State/Province/Region, and Postal Code. A checkbox for "Address same as employee" is checked.

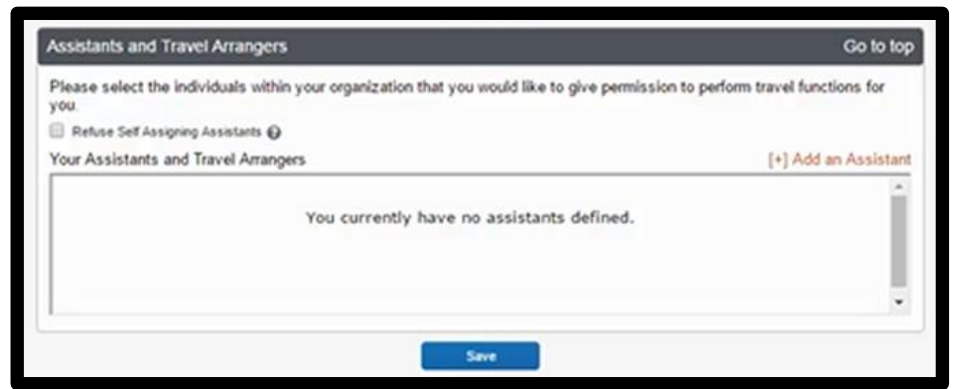
- Continue scrolling down to the **Travel Preferences** section. Select your discount travel rates/fare classes, and specify your **Air, Hotel, and Car Rental Preferences**. Under **Frequent-Traveler Program**, click **Add a Program** to add your frequent flyer programs.

- 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.

- In the **International Travel Passports and Visas** section, add your passport or international visa information.

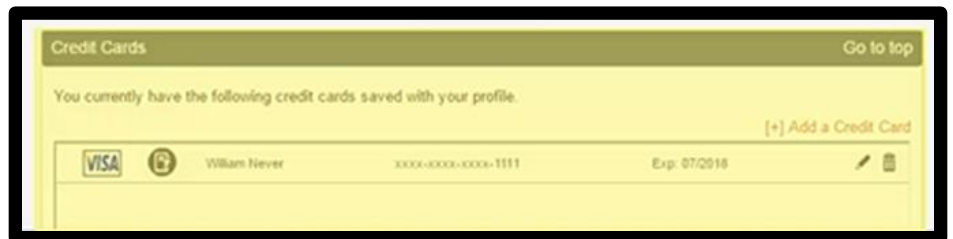
10. In the **Assistants and Travel Arrangers** section, click **Add an Assistant** to assign someone to book travel for you, or to assign them as your primary assistant for travel.

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**.

