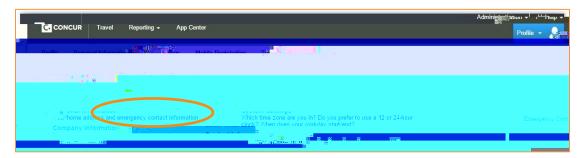
Concur Online Travel Booking Tool: Completing Your Profile

Prior to being assigned as a Travel Assistant or booking travel you must complete your Concur Travel Profile.

Access your profile information by following the path below:
Select the Profile dropdown > Profile Settings > Personal Information





2. Complete each section of your profile, then select any of the Save options.

The remainder of this document will look at each profile section in detail, highlighting important fields and information.

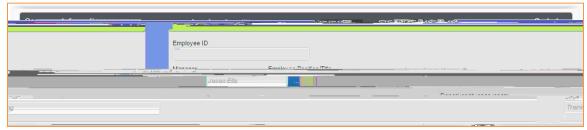
Name:

Verify that this information appears as it does on your government issued photo ID.



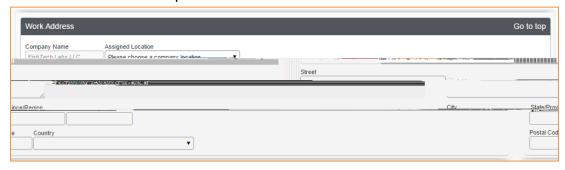
Company Information:

Verify your Employee ID and Manager information. Enter your Department.



Work Address:

The work address fields are optional.



Home Address:

The home address fields are optional.



Contact Information:

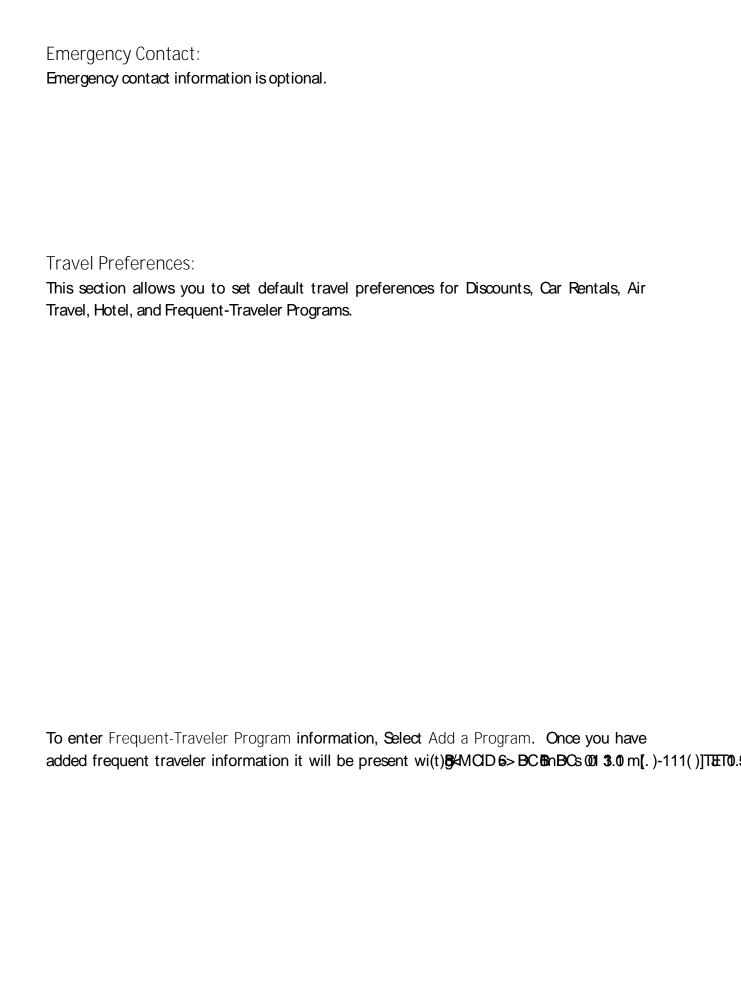
You must specify at least one Phone; Work or Home.



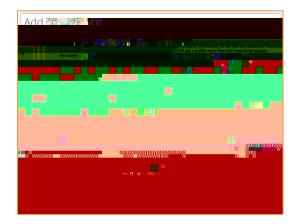
Email Addresses:

This field allows you to Add an email address (as many as you want) allowing you to share copies of your travel itineraries.





To Add Travel Program information, select the program type (air/car/hotel), select the vendor and enter the number.



Unused Tickets and Southwest Ticket Credits will be located here.



Gender and Date of Birth are both required components for TSA Secure Flight. If you have a Redress, TSA Pre-check, or Known Traveler number, add it here.



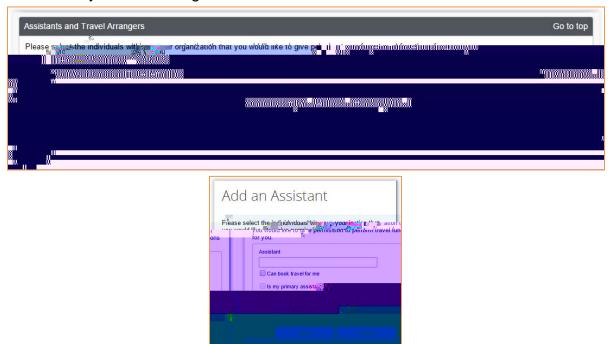
International Travel: Passports and Visas

If applicable, Passport and Visa information may be added to this section.



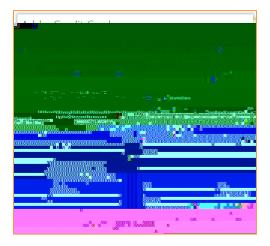
Assistants and Travel Arrangers:

This section is where you can assign a Travel Assistant/Arranger. Select +Add an Assistant for each assistant you wish to assign.



Credit Cards:

This section is where you will enter your credit card details. <u>Note</u>: Please be sure to select what you want this card to be defaulted for; Plane Tickets, Rail Tickets, Car Rentals, Hotel Reservations.



<u>Note:</u> Activating E-Receipts Access the Profile Options page and select E-Receipt Activation. From the E-Receipt Activation Page, select E-Receipt Activation. Read the E-Receipt Activation and Use Agreement and select I Accept.