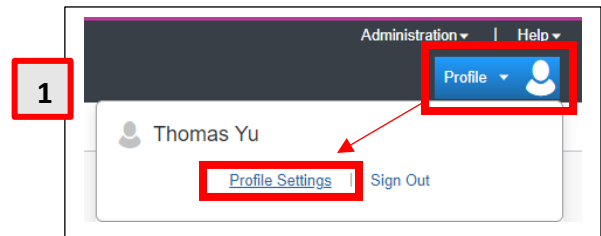


Setting up your Concur User Profile

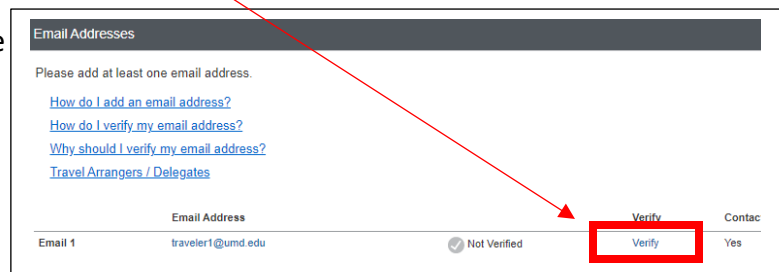
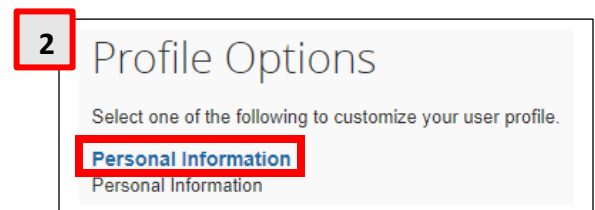
From your profile, you can update your personal information, contact information, emergency contacts and other travel related information.

Screenshots are provided to use as visual guides for certain steps.

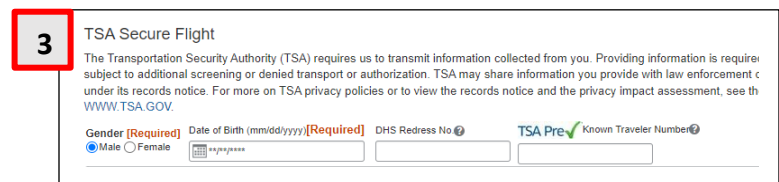
1. To access your profile, from the SAP Concur homepage, click **Profile** at the top-right, and then click **Profile Settings**.



2. Click on **Personal Information**.
 - Make sure your first, middle, and last name are **identical** to your name on the photo ID you will be presenting at the airport.
 - Add/update your addresses and contact information.
 - **Verify** your UMES email address and any other email addresses where you want notifications to be sent.
 - You can now email receipts to **receipts@concur.com**. They will be available in the **Available Receipts** section after clicking **Expense** at the top of the page.
 - Add your **Emergency Contact**.
 - Under **Travel Preferences**, add the relevant information for your traveling needs.

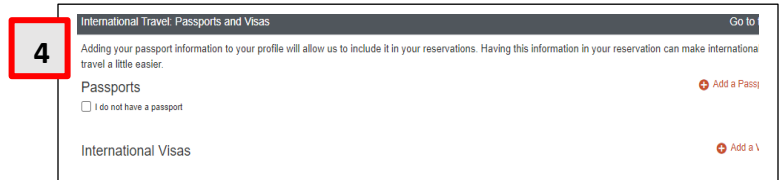


3. In the **TSA Secure Flight** section, select your gender and enter your Date of Birth.
 - Complete the **TSA Precheck* Known Traveler Number (KTN)** and a **DHS Redress No.** (if applicable) fields.



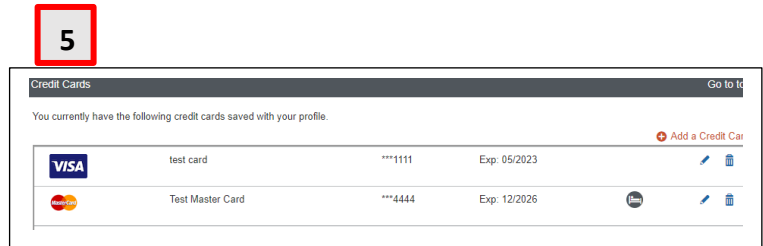
**If you have personally purchased TSA Precheck, please enter your Traveler Number in this field.*

4. If applicable, in the **International Travel Passport and Visas** section, add your passport or international visa information. If you are not traveling internationally at the present time, this can be completed at a later date.

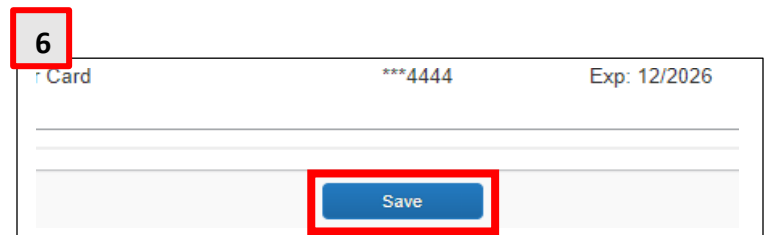


5. In the **Credit Cards** section, click **Add a Credit Card** to add or update your Tcard information.

- Note: You are required to have at least one credit card saved in your profile before you can book with Concur. You may also add a personal credit card to the Concur system.



6. After you have completed your profile, click **Save**.



7. Click on **E-Receipt Activation** on the left-hand side menu under **Other Settings**.

- Click on **Enable** and follow the prompts.
- This function is available **ONLY** when booking directly through Concur.
 - Booking outside of Concur or with CTP directly will not automatically create an E-receipt for you.
 - This function is only available with participating vendors.

