

## Concur Traveler Profiles Managing Your Profile

## **Managing Your Profile**

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The first time you log in please complete your profile. To access your profile click on *Profile* then *Profile Settings*.

SAP Concur C. Travel Approvals	App Center	Profile 🕶 🗕
SAP Concur C Hello, William		Sign Out
TRIP SEARCH	ALERTS	Search by name or ID Q
<ul> <li>Booking for myself   Book for a guest</li> <li>Book for a guest</li> </ul>	You have unused tickets	Cancel Start Session
Mixed Elight/Train Search	COMPANT NOTES	

## Click on *Personal Information* to go to the top of the profile page.

C. CONCUR Travel	Approvals Reporting - App Center	Profile - 💄
Profile Personal Inform	ation Change Password System Settings Mo	vile Registration Travel Vacation Reassignment
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 Other Settings E-Receipt Activation System Settings Connected Apps Concur Connect Change Password Travel Vacation Reassignment Mobile Registration I'm Assisting	Profile Options Select one of the following to customize your user profile Personal Information Your home address and emergency contact information Company Information Your company name and business address or your rem location address. Credit Card Information You can store your credit card information here so you d have to re-enter it each time you purchase an item or se Enceipt Activation Enable e-receipts to automatically receive electronic red from participating vendors. Travel Vacation Reassignment Going to be out of the office? Configure your backup trav manager. Mobile Registration Set up access to Concur on your mobile device	System Settings         Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?         Contact Information         How can we contact you about your travel arrangements?         Setup Travel Assistants         nt       You can allow other people within your companies to book trips         ice.       and enter expenses for you.         Travel Profile Options         ipts       Carrier, Hotel, Rental Car and other travel-related preferences.         Change Password         change your password.

The required fields are marked [Required] and [Required\*\*] and must be completed in order to save your profile. Verify or fill out all name fields.

Your Information	My Prof	ile - Personal I	nformation			
Personal Information Company Information Contact Information Email Addresses Emergency Contact Credit Cards	Jump To: Personal Disabled fields (g dlsupport@dt.cor Fields marked[Re	Information  ray) cannot be changed. If there n quired] and [Required**] (valid	Choose e are errors in these fields, contact ( dated and required) must be comple	online Directravel suppor eted to save your profile.	t leam at	Change Picture
Travel Settings Travel Preferences	A Import Your Nam presenting	ant Note e and Airport Security: Please make at the airport. Due to increased airp	e certain that the first, middle, and last na ort security, you may be turned away at ti	mes shown below are identic he gate if the name on your i	al to those on the photo identificat dentification does not match the n	ion that you will be ame on your ticket.
International Travel	Title	First Name	Middle Name[Required]	Nickname	Last Name	Suffix
Assistants/Arrangers		▼   William	E	DT	Never	T
Other Settings			No Middle Name			
E-Receipt Activation						
System Settings	Company Infor	mation				Go to top
Connected Apps Concur Connect Employee ID Change Passwerd						
Travel Vacation	Manager	Org. Unit/Division	Employee Position/	Title[Required]		
Reassignment		Evonik Corp	<ul> <li>Support Desk</li> </ul>			
Mobile Registration				_		
rm Assisting			Save			

**Addresses:** Select your Assigned Location from the dropdown of locations. Check the box 'Address same as assigned location' to assign the location as your work address. Enter Home Address.

Work Address		Go to top
Company Name	Assigned Location	
Evonik DT	Please choose a company location.	
Street		
299 Jefferson Road	Address same as assigned location	
City	State/Province/Region	
Parsippany	NJ	
Postal Code Country		
07054 United \$	States of America 🔹	
Home Address		Go to top
Street 860 Wyckoff Avenue		
City	State/Province/Region	
Manwan		
07430 Onited S	States of America 🔹	
	Save	

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**Contact Information:** Enter either a work phone or home phone and a mobile phone are required. **Email Addresses:** Click **[+] Add an email address** to add contact emails. You may have up to 3 emails per account.

Contact Information									Go to top
Work Phone[Required**]	Work E	xtension		Work Fax		2nd Work Phone/	Remote Office		
800-999-7939									
Home Phone[Required**]						л			
Pager	Other P	hone							
	JL								
Mobile Phone Country/Region	Mobile	Phone[Rec	uired**]						
United States of America (+1)	✓ 800-99	99-7939							
**You must specify eithe	<u>er</u> a home phor	ne or a wo	rk phone.						
				Save					
Email Addresses									Go to top
Please add at least one e	mail address.								
How do I add an email	address?								
								🔂 Add an (	email address
E	mail Address					Verify	Contact?	Actions	
Email 1 o	nlinetoolsupport@	dt.com					Yes	2	
Emergency Contact									Go to top
Name				Relationship					
William Never				Spouse 🗸					
Street									
	✓ Address same as employee								
City		State/Pro	vince	Postal Code					
Country/Region			Phone	Alternate Phon	e				
United States of America		~	888-999-7575						
				Course					
				Save					

**Emergency Contact:** Enter your emergency contact details.



**Travel Preferences:** Check any discounts you may be eligible for. Enter Air Travel, Hotel, and Car Rental Preference Information. Add any Frequent-Travel Programs by clicking on **[+] Add a Program**.

Travel Preferences			Go to top				
Eligible for the following discount travel rates/fare classes							
AAA/CAA Government Military Senior/AARP							
Air Travel Preferences 🛞	Air Travel Preferences 🍘						
Seat Section Special Meals Ticket Delivery							
Don't Care ▼ Don't Care ▼ Regular Meal ▼	Don't Care ▼ Don't Care ▼ Regular Meal ▼ E-ticket when possible ▼						
Preferred Departure Airport 🕼 Ot	ther Air Travel Preferences	Medical Alerts					
R	lequest AA upgrades		ļ				
Hotel Preferences							
Room Type Smoking Preference   King Non-smoking   I prefer hotel that has:   a gym   a pool   a restaurant   room service   Early Check-in     Accessibility Needs   Image: I							
Frequent_Traveler Programs							
Your Frequent Traveler, Driver, and Hotel Guest Prog	Your Frequent Traveler, Driver, and Hotel Guest Programs						
No programs defined							

**TSA Secure Flight:** Enter Gender and Date of Birth. Add DHS Redress and TSA Pre-Check numbers (also known as Global Entry or Known Traveler) if applicable.

International Travel: Passports and Visas: Click on [+] Add a Passport or [+] Add a Visa to add Visa and Passport information.

TSA Secure F	light					
The Transportation may be subject to a agencies or others web site at WWW.T	Security Authority (TSA) requires a additional screening or denied tran under its records notice. For more SA.GOV.	us to transmit information of sport or authorization. TSA on TSA privacy policies of	collected from you. Providing a may share information you to view the records notice a	g information is required. If it is not provided, you I provide with law enforcement or intelligence and the privacy impact assessment, see the TSA's		
Gender [Required]	Date of Birth (mm/dd/yyyy)[Required]	DHS Redress No.	TSA Prev Known Traveler	Number		
🔵 Male 🖲 Female						
Save						
International Trav	el: Passports and Visas			Go to top		
Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.						
Passports				[+] Add a Passport		
🔲 I do not have a pa	ssport					
International V	lisas			[+] Add a Visa		
Save						

Assistants and Travel Arrangers: Click [+] Add an Assistant to allow others within your company to access your profile, trip library, and the ability to make travel arrangements on your behalf. Credit Cards: Click [+] Add a credit card to add a credit card.

Assistants a	Ind Travel Arrangers				Go to top
Please sele Refuse Sel	ct the individuals within you If Assigning Assistants 🕜	r organization that you would like to give	permission to perform travel fu	nctions for you.	
Your Assista	ants and Travel Arrangers				[+] Add an Assistant
		You currently have no a	assistants defined.		•
		Sau			
		880	e		
Credit Cards	S				Go to top
You current	y have the following credit	cards saved with your profile.			[+] Add a Credit Card
VISA	DT TEST VISA	20001-20001-20001-1111	Exp: 02/2020	800	1
		Sav			

NOTE: You will need to check the default checkbox for Plane Tickets or Hotel Reservations in order for your credit card to be visible and available to a travel agent for offline reservations.

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