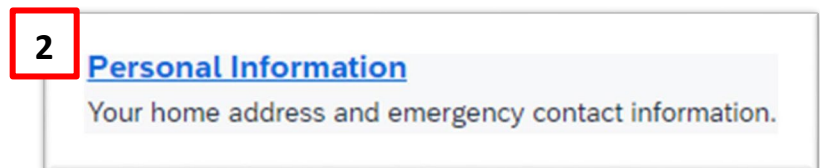


Setting up your Concur User Profile

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

- To access your profile, from the SAP Concur homepage, click on **your initials in the circle** at the top-right, and then click **Profile Settings**.
- 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 UMD 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.



Email Addresses					Go to top
Please add at least one email address.					
How do I add an email address?					
How do I verify my email address?					
Why should I verify my email address?					
If I am a travel arranger or delegate, what do I need to do?					
I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?					
+ Add an email address					
	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	mkaiser2@umd.edu	✔ Verified	Disable Verification	Yes	✎

- Add your **Emergency Contact**.
- Under **Travel Preferences**, add the relevant information for your traveling needs.

- 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.*

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender **[Required]** Male Female
 Date of Birth (mm/dd/yyyy) **[Required]**
 DHS Redress No.
 TSA Pre✓ Known Traveler Number

- 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.

International Travel: 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 passport




International Visas [+ Add a Visa](#)

- 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.

Credit Cards [Go to top](#)

You currently have the following credit cards saved with your profile.

[+ Add a Credit Card](#)

	test card	***1111	Exp: 05/2023	✎ 🗑️
	Test Master Card	***4444	Exp: 12/2026	 ✎ 🗑️

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

7. Under **Other Settings**, click on **E-Receipt Activation** on the left-hand side menu.

Other Settings

E-Receipt Activation

System Settings

Concur Connect

Change Password

Travel Vacation

Reassignment

Concur Mobile Registration

I'm Assisting...

- On the **E-Receipt Activation** page, 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 for participating vendors.

E-Receipt Activation

Save time on your expense reports. When you enable e-receipt syncing, receipts from participating suppliers will be added to your SAP Concur account and used to pre-populate expenses for you. **Enable**

Please note that this setting does not control all e-receipts. E-receipts will continue to sync for any participating partners you have connected to your SAP Concur account. Settings for these partners can be managed directly in the SAP Concur App Center under a partner's individual listing. For more information, contact your company's SAP Concur account administrator.