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 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.
   - 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.