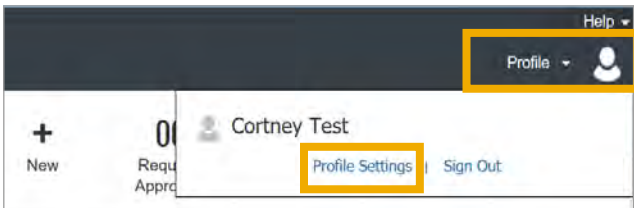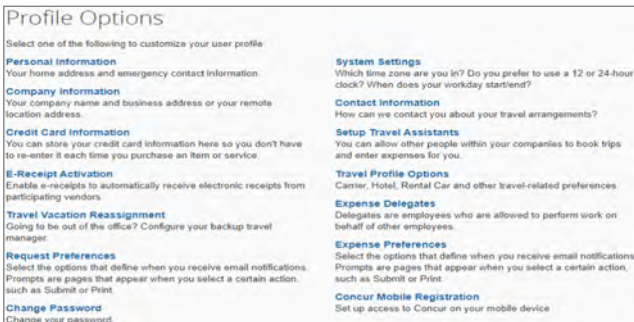# Setting Up Your Concur Profile

Accessing Profile Settings

You can update your contact information as well as your communication preferences. To access the profile settings follow these steps:

1. Select the **Profile** link.
2. Click the **Profile Settings** link.

Result: The Profile Options pages will appear.

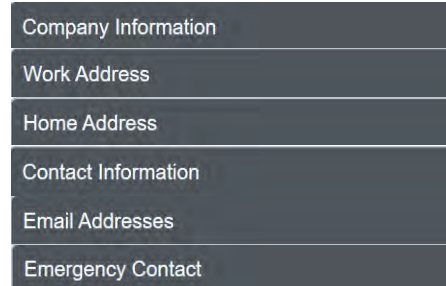## Personal Information Options

To update personal information, begin by following the steps for Accessing Profile Settings. Then follow these steps to update your personal information:

1. Select the **Personal Information** link.

Result: The My Profile - Personal Information page will appear.

2. Complete/verify the following sections:

Note: Be sure to complete all required fields for each section labeled in red.

3. Click the **Save** button within each section as they are completed.

Travel Preferences Options

Travel preferences can be updated on the Personal Information page as well. This will allow you to identify discount eligibility as well as air, hotel, and car rental preferences. You can also connect to your frequent traveler programs, save your TSA Pre-Check number, and upload your Passport/Visa. After following the steps to Access Profile Settings, follow these steps to view/edit Travel Preferences:

1. Select the **Personal Information** link.

   Result: The My Profile - Personal Information page will appear.

2. Scroll down to the Travel Preferences section to make any changes to your Travel Preferences.

3. Click the **Save** button.

Request Preferences Options

Request preferences allow you to define the email notifications and prompts. After following the steps to Access Profile Settings, follow these steps to view/edit Request Preferences:

1. Select the **Request Preferences** link.

   Result: The Request Preferences page will appear.

2. Make any changes to your Request Preferences.
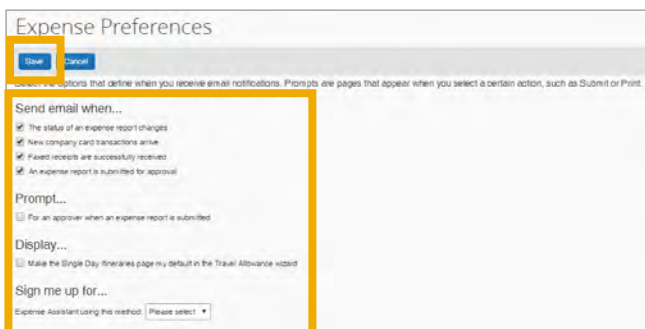
3. Click the **Save** button.

Expense Preferences Options

Expense preferences allow you to define the email notifications, prompts, display and other options. After following the steps to Access Profile Settings, follow these steps to view/edit Expense Preferences:

1. Select the **Expense Preferences** link.

   Result: The Expense Preferences page will appear.

2. Make any changes to your Expense Preferences.

3. Click the **Save** button.