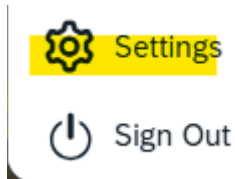
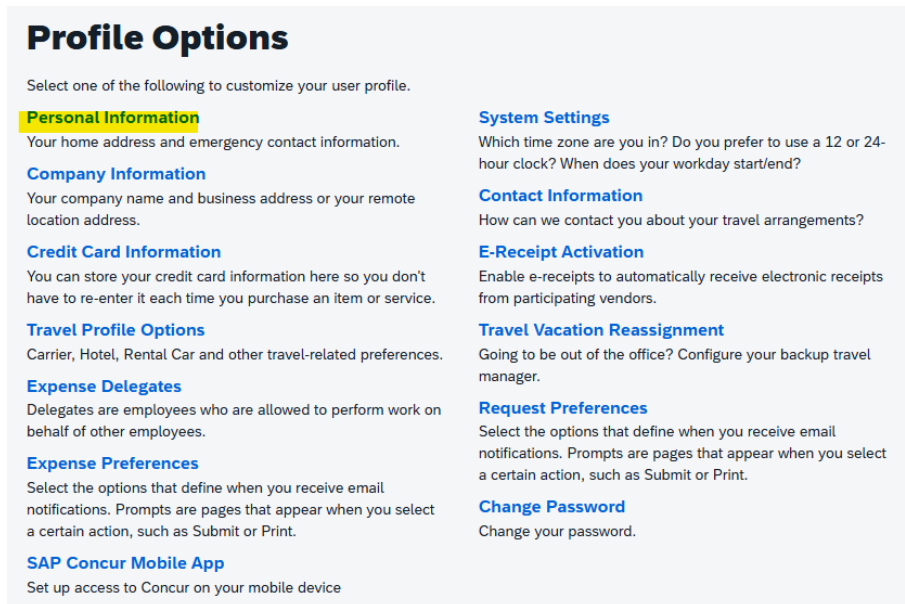


Updating Your Concur CCPS Profile Information

1. Login to CCPS.
2. Select the blue circle in the top right corner, then select **Profile Settings**.



3. Select Personal Information

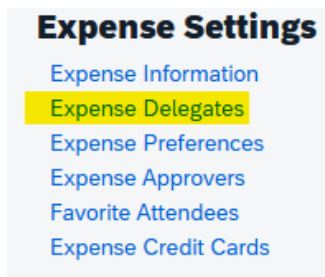


Profile Options

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 remote location address.
- Credit Card Information**
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- Travel Profile Options**
Carrier, Hotel, Rental Car and other travel-related preferences.
- Expense Delegates**
Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- SAP Concur Mobile App**
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?
- E-Receipt Activation**
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**
Going to be out of the office? Configure your backup travel manager.
- Request Preferences**
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password**
Change your password.

4. Verify that the Company Information, Work Address, and Home Address are correct. Please note this information is pulled directly from Oracle Cloud.
5. Complete the following information, making sure you **Save** as you update the information.
 - a. Add your Middle Name or select "No Middle Name"
 - b. Contact Information
 - c. Emergency Contact Information
 - d. Travel Preferences, including Frequent-Traveler Programs
 - e. International Travel Information
6. If you have a Delegate, review the information in Expense Delegates to make sure those settings transferred from the prior version of Concur successfully.

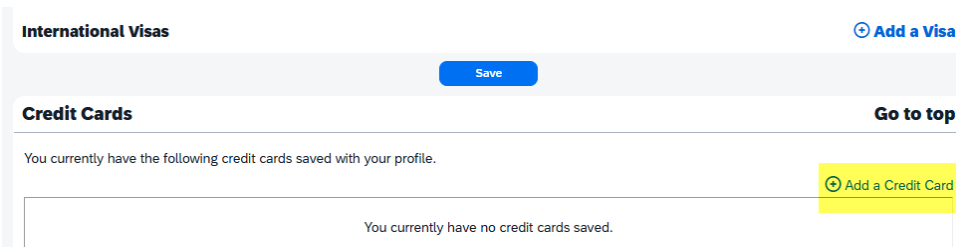


Expense Settings

- Expense Information
- Expense Delegates**
- Expense Preferences
- Expense Approvers
- Favorite Attendees
- Expense Credit Cards

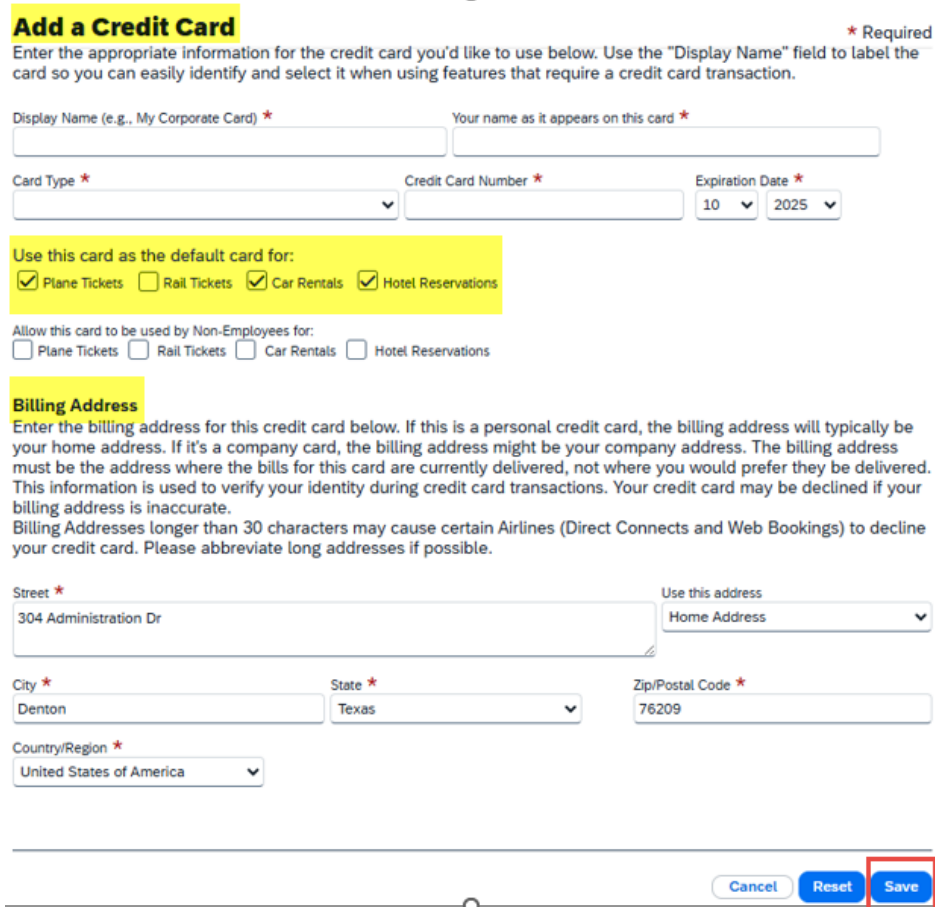
7. If you have a TWU Travel Card, add that information in the Credit Cards section. Do not add your TWU PCard information – that is automatically assigned to you in Concur.

a. Click **Add a Credit Card**.



The screenshot shows the 'Credit Cards' section of a Concur profile. At the top, there is a 'Save' button and a 'Go to top' link. Below this, a message states 'You currently have the following credit cards saved with your profile.' followed by a yellow button labeled 'Add a Credit Card'. Below that, another message states 'You currently have no credit cards saved.'

b. Add the Credit Card information and select the applicable boxes as the default card (suggestions below). The Billing Address you should use is shown below. Click **Save**.



The screenshot shows the 'Add a Credit Card' form. The 'Billing Address' section is highlighted in yellow. The form includes the following fields and options:

- Add a Credit Card** (Section Header)
- Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction. * Required
- Display Name (e.g., My Corporate Card) * (Text input)
- Your name as it appears on this card * (Text input)
- Card Type * (Dropdown menu)
- Credit Card Number * (Text input)
- Expiration Date * (Dropdown menu, showing 10 and 2025)
- Use this card as the default card for: (Section Header)
- Plane Tickets Rail Tickets Car Rentals Hotel Reservations
- Allow this card to be used by Non-Employees for: (Section Header)
- Plane Tickets Rail Tickets Car Rentals Hotel Reservations
- Billing Address** (Section Header)
- Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.
- Street * (Text input, containing 304 Administration Dr)
- Use this address (Dropdown menu, showing Home Address)
- City * (Text input, containing Denton)
- State * (Dropdown menu, showing Texas)
- Zip/Postal Code * (Text input, containing 76209)
- Country/Region * (Dropdown menu, showing United States of America)
- Buttons: Cancel, Reset, Save (The Save button is highlighted with a red box).

If you notice any issues with your Concur account, please submit a [Credit Card Services Ticket](#).