

Go to your profile settings to update your profile:

The screenshot shows the Concur user interface. At the top right, there is a navigation bar with 'Administration' and 'Help' dropdown menus. Below them is a 'Profile' dropdown menu with a user icon. A red arrow points to the 'Profile' dropdown. The main content area is divided into several sections: a promotional banner for the Concur App Center, a 'Travel Alerts' section with a 'Sign up here' link, a table for 'Upcoming Trips' (currently empty), and a 'Profile' section for 'William Never'. The 'Profile' section includes a 'Profile Settings' link (highlighted with a red arrow) and a 'Sign Out' link. Below the profile section is an 'Acting as other user' section with a search box and a 'Start Session' button.

Click on “Personal Information”

The screenshot shows the 'Profile Options' page. At the top, there is a heading 'Profile Options' and a sub-heading 'Select one of the following to customize your user profile.' Below this, there are several options listed in two columns. A red arrow points to the 'Personal Information' option.

## 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.
- 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.
- 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**  
You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options**  
Carrier, Hotel, Rental Car and other travel-related preferences.
- Change Password**  
Change your password.

Scroll down to TSA Secure Flight information:

Global Entry – Known Traveler # will be entered under TSA Pre Check.

Four frequent traveler, driver, and hotel guest programs [+] Add a Program

No programs defined

[Purchase a Deutsche Bahn Bahn Card](#)

Unused Tickets

### 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](http://WWW.TSA.GOV).

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

Male  Female

[Save](#)

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

I do not have a passport [+] Add a Passport

### International Visas

[+] Add a Visa

[Save](#)