



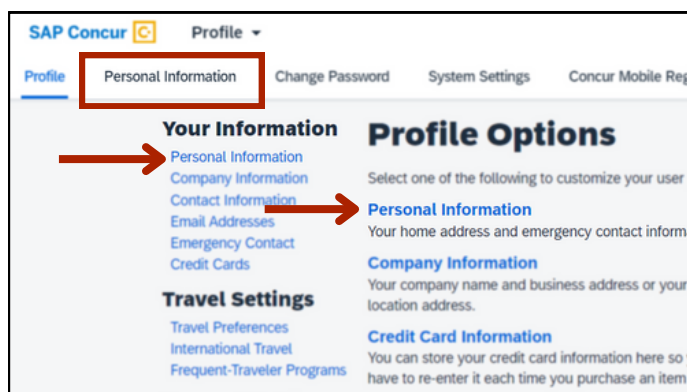
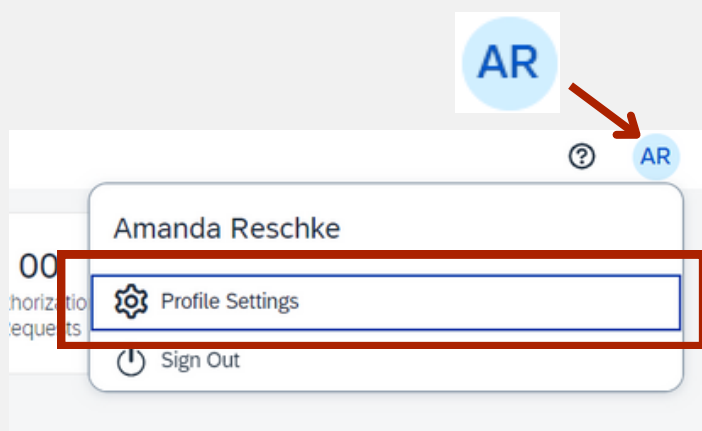
How to set up your profile in Concur



Before using Concur, review and update your profile information to prevent errors when booking travel.

Click the **blue circle** with your initials in the top-right corner of the page.

Then click **Profile Settings**.



Click the tab **Personal Information** or the blue text [Personal Information](#)

Any option will take you to the same screen.



You'll see a page with different sections. This is your profile information. Some sections are already filled in and some sections need to be filled in.

Confirm your name is correct

First, confirm that your name matches the name on the photo identification that you show at the airport. To update this information, please contact the Division of Human Resource Management.

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.
Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Personal Information

Title First Name Middle Name Preferred Name Last Name Suffix

Ke Di C

Company Information

Employee ID

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Confirm your addresses are correct

Scroll down to the **Work Address** and **Home Address** sections. Confirm that your work and home addresses are correct.



This information is used when you calculate mileage in a travel request or reimbursement request.

Work Address

Company Name Search for company locations

State of Utah

Street

4315 S 2700 W

City State/Province

Taylorsville UT

Postal Code Country/Region

84129 United States of America

Home Address

Street

City State/Province

UT

Postal Code Country/Region

United States of America

If your home address is incorrect, contact the Division of Human Resource Management to get it changed.



Add your phone numbers

Scroll down to the **Contact Information** section.

Fill in your phone numbers for the fields marked [Required**]. In the **Home Phone** field, you can enter a cell phone number if you don't have a home phone number.

Contact Information

Work Phone [Required**] 801	Work Extension	Work Fax	2nd Work Phone/Remote Office
Home Phone [Required**] 801			
Pager	Other Phone		
Mobile Phone Country/Region United States of America (+1)	Mobile Phone [Required**] 801		

****You must specify either a home phone or a work phone.**



Your phone numbers are used only if the travel management company needs to contact you about your booking or travel details.

Verify your email address

Scroll down to the **Email Addresses** section. Confirm that your state-issued email address is listed under **Email Address**.

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?](#)
[Travel Arrangers / Delegates](#)

Email Address

@utah.gov

Verify

Contact?

Actions

Email 1

Not Verified

Verify

Yes

Add an email address

If you want to add up to 2 more email addresses, click the small blue text **Add an email address**

Add an email address


Enter your email address, select whether you want to receive notifications, and click **OK**.

Email Address	Verify	Contact?	Actions
Email 1 [redacted]@utah.gov	Not Verified Verify	Yes	
Enter email address <input type="text"/>	Contact for Travel Notifications? <input type="radio"/> Yes <input checked="" type="radio"/> No	OK Cancel	

To verify an email address, click the small blue text **Verify** in the email line.

Email Address	Verify
[redacted]@utah.gov	Not Verified Verify
[redacted]@gmail.com	Not Verified Verify

Verification Email Sent

 An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

OK

A pop-up window will appear saying an email with your verification code was sent.

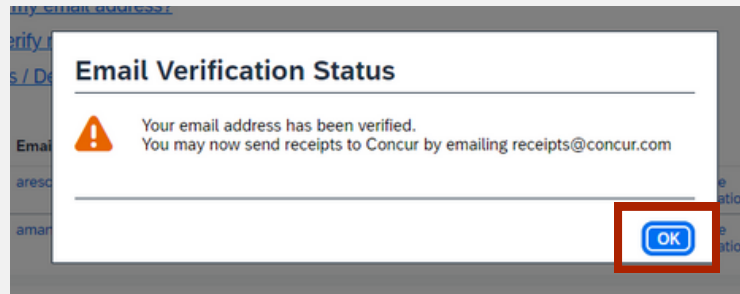
Click the blue button **OK**.

Go to your email inbox to get the verification code. Copy the verification code from the email and go back to Concur. Paste the code into the **Enter Code** box and click the blue button **OK**.

Verify	Contact?	Actions
Check email for code Resend Cancel	Yes	
Enter Code <input type="text" value="W46WYKJP"/>	OK	

A pop-up window will appear saying your email address has been verified and you can now email your receipts.

Click the blue button **OK**.



An email address can only be associated with 1 Concur profile, so delegates shouldn't enter their own state email address in another user's profile.

Your email address should now show a green checkmark and say Verified. Follow the same steps to verify your other email address.

Email Address		Verify	Contact?	Actions
amanda.miller@utah.gov	✓ Verified	Disable Verification	Yes	
amanda.miller@gmail.com	⚪ Not Verified	Verify		

Add emergency contact info

If your agency requires it, fill out the information under the **Emergency Contact** section.

Emergency Contact			Go to top
Name		Relationship	
<input type="text"/>	<input type="text"/>		
Street		<input checked="" type="checkbox"/> Address same as employee	
<input type="text"/>			
City	State/Province	Postal Code	
<input type="text"/>	<input type="text" value="UT"/>	<input type="text"/>	
Country/Region	Phone	Alternate Phone	
<input type="text" value="United States of America"/>	<input type="text"/>	<input type="text"/>	

Fill in your travel preferences

Scroll down to the section **Travel Preferences**. You can fill out as much as you'd like. This section is optional.

Travel PreferencesGo to top

Eligible for the following discount travel rates/fare classes

☐ AAA/CAA ☐ Government ☐ Military ☐ Senior/AARP

Air Travel Preferences

Seat

Seat Section

Special Meals

Ticket Delivery

Don't Care

Don't Care

Non Lactose Meal

E-ticket when possible

Preferred Departure Airport

Other Air Travel Preferences

Medical Alerts

Hotel Preferences

Room Type

Smoking Preference

Message to Hotel Vendor

Don't Care

Don't Care

☐ Foam pillows

☐ Rollaway bed

☐ Crib

I prefer hotel that has:

☐ a gym ☐ a pool ☐ a restaurant ☐ room service ☐ Early Check-in

Accessibility Needs

☒ ☐ Wheelchair access ☐ Blind accessible

Car Rental Preferences

Car Type

Smoking Preference

Car Transmission

Any Car Class

Don't Care

Don't Care

☐ In-car GPS system

☐ Ski rack

Message to Car Rental Vendor

Add a credit card

Scroll down to the **Credit Cards** section. This section is optional. To add a credit card, click the small blue text **Add a Credit Card**.

+ Add a Credit Card

Credit CardsGo to top

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

You currently have no credit cards saved.

[+ Add a Credit Card](#)

Save your changes

When you're all done updating your profile, click any of the blue **Save** buttons on the page.

The screenshot shows a multi-section form for updating a user profile. At the top, there are fields for 'Department' (containing '150') and 'Unit'. Below these is a blue 'Save' button, with a red arrow pointing to it. The next section is 'Work Address', which includes fields for 'Company Name' (with a search icon), 'Street' (containing '4315 S 2700 W'), 'City' (containing 'Taylorsville'), 'State/Province' (containing 'UT'), 'Postal Code' (containing '84129'), and 'Country/Region' (a dropdown menu showing 'United States of America'). A blue 'Save' button is at the bottom of this section, with a red arrow pointing to it. The 'Home Address' section follows, with similar fields for 'Street', 'City', 'State/Province' (containing 'UT'), 'Postal Code', and 'Country/Region'. It also has a blue 'Save' button at the bottom, with a red arrow pointing to it. The final section is 'Contact Information', which includes fields for 'Work Phone [Required**]', 'Work Extension', 'Work Fax', and '2nd Work Phone/Remote Office'. A 'Go to top' link is present at the end of each section.

You'll be taken back to the **Profile Options** page and you'll see a little green message on the right side that says "Profile Saved."

The screenshot shows the SAP Concur 'Profile Options' page. At the top, there's a green banner that says 'Profile Saved'. Below this, the page is divided into two main columns. The left column contains a sidebar with links to various profile settings: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards), 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs), 'Request Settings' (Request Information, Request Delegates, Request Preferences, Request Approvers, Favorite Attendees), and 'Expense Settings' (Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Vehicle Configuration, Favorite Attendees). The right column is titled 'Profile Options' and contains sections for 'Personal Information', 'Company Information', 'Credit Card Information', 'Travel Vacation Reassignment', 'Request Preferences', 'Vehicle Configuration', 'Concur Mobile Registration', 'System Settings', 'Contact Information', 'Travel Profile Options', 'Expense Delegates', 'Expense Preferences', and 'Change Password'. A red arrow points from the 'Profile Saved' message to a small green box in the top right corner that also says 'Profile Saved'.