



Introduction

This supplement adds to the information provided in the [SAP Concur Quick Start Guide for Travelers](#) and [SAP Concur Quick Start Guide for Approvers](#). You can also find a wealth of introductory information in the [SAP Concur User Guides and Demonstrations](#). If you are using an online version of this supplement, selecting the links in it will take you directly to other resources. If not, you can copy-paste the full URL into your web browser. Those URLs are at the very end of this supplement.

Note: For best results, use the Chrome browser to access SAP Concur.

When to Update Your Profile

You must update your profile:

1. When you log into [SAP Concur](#) for the first time. The system provides an on-screen prompt for this update.
2. Per your Component guidelines. Your Component may prompt you to update your profile at regular intervals.
3. When key information (e.g., GTCC expiration date, email address) changes. You will not receive a prompt for this type of update.

How to Update Your Profile

Follow the steps below to update your SAP Concur profile:

1. In the upper right corner of the [SAP Concur home screen](#), is a **Profile** link (Figure 1). Select it, then select **Profile Settings**. The Profile Options screen (Figure 2) opens.

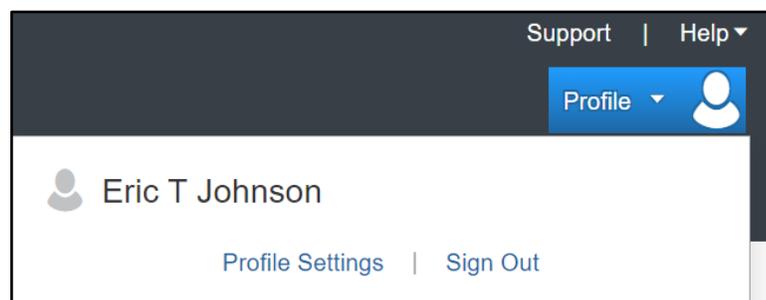


Figure 1: SAP Concur Home Screen (Detail) with **Profile** Drop-Down Menu Open



How to
Update
Your Profile
(continued)

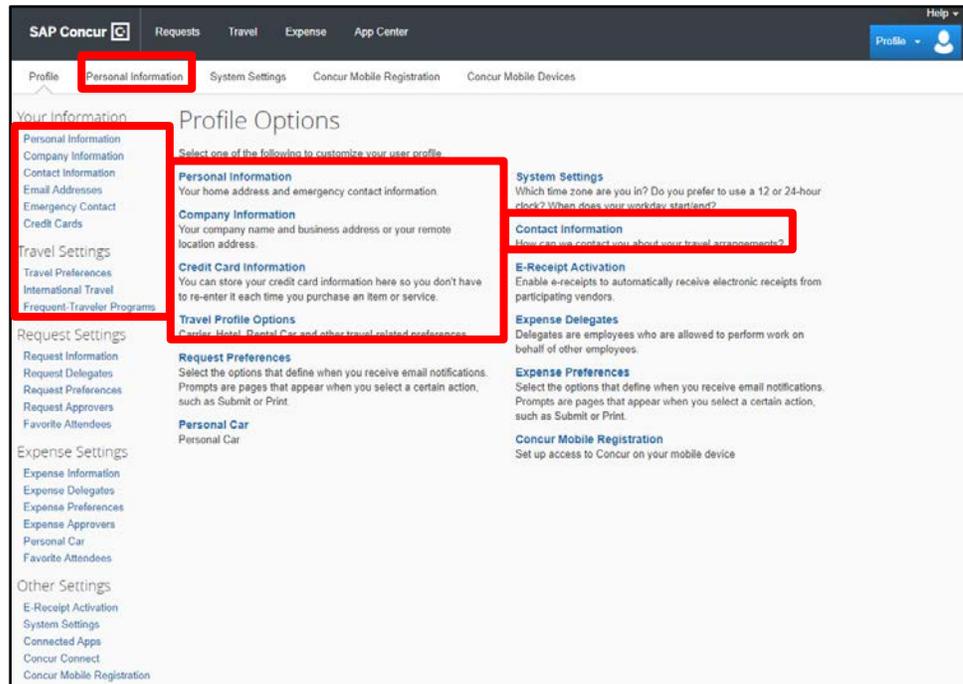


Figure 2: Profile Options Screen

2. Select any link on the **Profile Options** screen. The link you select determines which screen opens next. To see the possible paths and editable options at the end of each path, see the **Profile Contents** section of this supplement.

Note: Not every link leads to a different screen. For example, selecting any of the links contained within the red highlights in Figure 2 opens the **My Profile – Personal Information** screen.

3. Update (add, remove, edit) all fields you need to change. **Note:** Required fields are marked **[Required]** or **[Required**]**. If a field is grayed-out, you don't have permissions to change that information.
4. Select **Save**. **Note:** Some profile screens contain multiple **Save** buttons. These buttons are not specific to a profile section. All available **Save** buttons save the full screen.



**Profile
Contents**

Tables 1 and 2 show the general content of your profile, and the path to changing information in it. They do not attempt to list every available item. Rather, they summarize the data. We highly encourage you to explore your profile to discover all the available options.

Table 1: Links on Profile Options (Profile Home) Screen

| SELECT THIS LINK | WHERE? | TO FIND THESE EDITABLE OPTIONS OR PERFORM THESE ACTIONS: |
|---|---------|---|
| Profile | T | None; Opens Profile Options (profile home) screen |
| Personal Info | T, L, M | Opens the My Profile – Personal Info screen (see Table 2); may open directly on a specific section or at the top of the screen, depending on which link you choose |
| Company Info | L, M | |
| Contact Info | L, M | |
| Email Addresses | L | |
| Emergency Contact | L | |
| Credit Cards/Credit Card Info | L, M | |
| Travel Preferences | L | |
| International Travel | L | |
| Frequent-Traveler Program | L | |
| Request Information | L | |
| Request Delegates | L | Who can create requests for you |
| Request Preferences | L, M | When the system sends you email |
| Request Approvers | L | Who can approve your requests |
| Favorite Attendees | L (2x) | Not used by DoD |
| Expense Info | L | Default expense header info |
| Expense Delegates | L, M | Who can create expense reports for you |
| Expense Approvers | L | Who can approve your expense reports |
| Personal Car | L, M | Add a POV (car, motorcycle, plane) to your profile |
| E-Receipt Activation | L, M | Turn on the E-receipt option |
| System Settings | T, L, M | Formats for time, calendar, etc. |
| Connected Apps | L | List of apps connected to Concur |
| Concur Connect | L | Connect apps to Concur |
| Concur Mobile Registration | T, L, M | Get the Concur mobile app for your device |
| Travel Profile Options | M | Links to My Profile - Personal Info |
| T = Link found on small bar at top of screen L = Link found in column on left side of screen M = Link found in large area in main portion of screen | | |

***Note:** Activating E-receipts allows participating vendors to upload electronic receipts directly to your SAP Concur account, eliminating the potential to lose those receipts.



**Profile
Contents
(continued)**

Table 2: My Profile – Personal Information Screen Options

| SECTION | FILLABLE / SELECTABLE FIELDS |
|--------------------------------|---|
| Name | Your title, first, middle, last, nickname, suffix |
| Company Info* | ID#, job title, Component, grade/rank, civilian or military |
| Work address | Company name* and mailing address |
| Home address | Your mailing address |
| Contact Info | Phone, fax, pager, mobile numbers |
| Email Addresses | Up to 3 email addresses and verification options |
| Emerg. Contact | Name, relationship, contact info |
| Travel Preferences | Air / hotel / rental car options, loyalty programs, TSA PreCheck, flight refund credits |
| Int'l Travel | Passport and visa information |
| Credit cards | GTCC account data |
| *Information you cannot change | |

Note: Your profile does not contain electronic funds transfer (EFT) information for your personal bank account. The finance system sends all payments due to you (vs. those due to the GTCC vendor) to the same bank account that receives your salary payments.

**Additional
Resources**

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. SAP Concur-created User Guides and Demonstrations
<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>
2. SAP Concur direct link
<https://dodtravel.concursolutions.com>

In addition, you can many helpful user guides and other informational papers:

- On the DTMO website’s **Defense Travel Modernization Prototype** screen at <https://www.defensetravel.dod.mil/site/dtmprototype.cfm>.
- By logging onto SAP Concur at the link in #3 above, then selecting **Help** in the upper left corner of the screen, then **Training** on the drop-down menu.