



Entering Car Rental Program Number in Profile

Here are instructions for entering rental car program numbers in a user profile in ConcurGov.

1. Navigate to **Profile > Profile Settings**.

The screenshot displays the ConcurGov user interface. At the top, there are navigation tabs: Travel, Authorizations, Vouchers, Approvals, and Reporting. On the right, there are links for Administration and Help, and a user profile dropdown for William Never. The main content area is divided into several sections:

- IMPORTANT INFORMATION:** Contains a welcome message and training assistance information.
- RECENT AUTHORIZATIONS:** A table listing recent travel authorizations.
- DOCUMENTS AWAITING ACTION:** A table listing documents that require user action.

The 'Acting as other user' modal is also visible, showing options to act on behalf of another user, book travel for any user, or access all users.

Name / TA Number	Description	Ticket By	Departure	Last Stamp	Total	Status	Action
TA00001Y2 TA00001Y2			09/19/2016	08/19/2016	766.75	CREATED	View
TA00001Y1 TA00001Y1			09/12/2016	08/19/2016	610.75	CREATED	View
TA00001Y0 TA00001Y0			09/05/2016	08/19/2016	610.75	CREATED	View
TA00001N3 TA00001N3	test		04/02/2016	08/18/2016	9,170.25	SUBMIT TO APPROVER	View
TA00001KC TA00001KC	Hotel Reservation at Memphis, TN, USA		05/16/2016	02/11/2016	209.25	CREATED	View

Name / TA Number	Type	Primary Traveler	Description	Ticket By	Total	Actual Advance	Status	Awaiting Status	In Use By	Additional Detail
TA00001Y0	Authorization	Never, William			610.75	00	CREATED	SUBMIT TO APPROVER		View

Figure 1: Profile Settings



2. Click travel **Profile Options**.

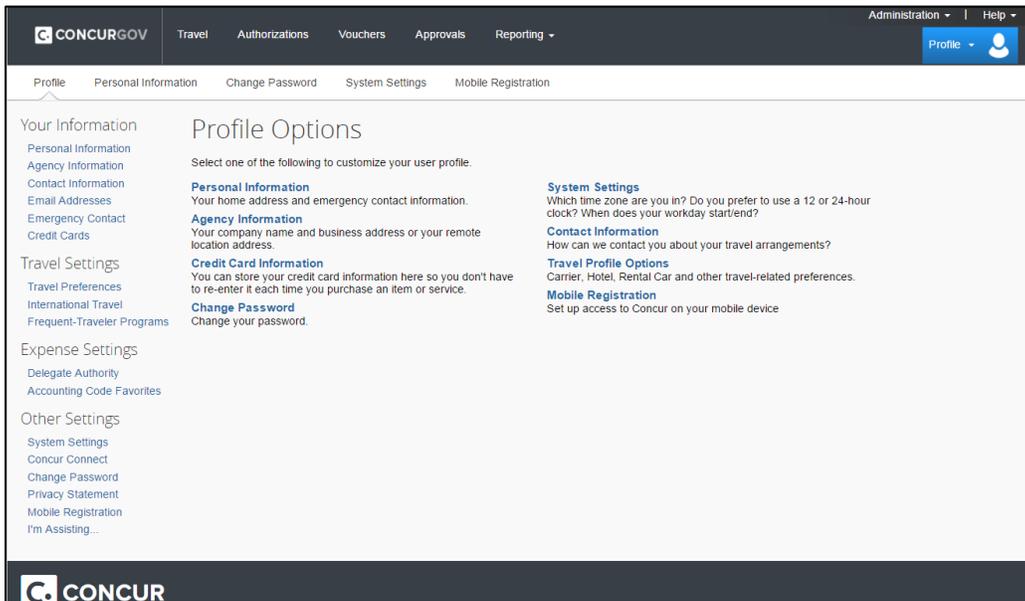


Figure 2: Profile Options

3. Click **Car Rental Preferences**.

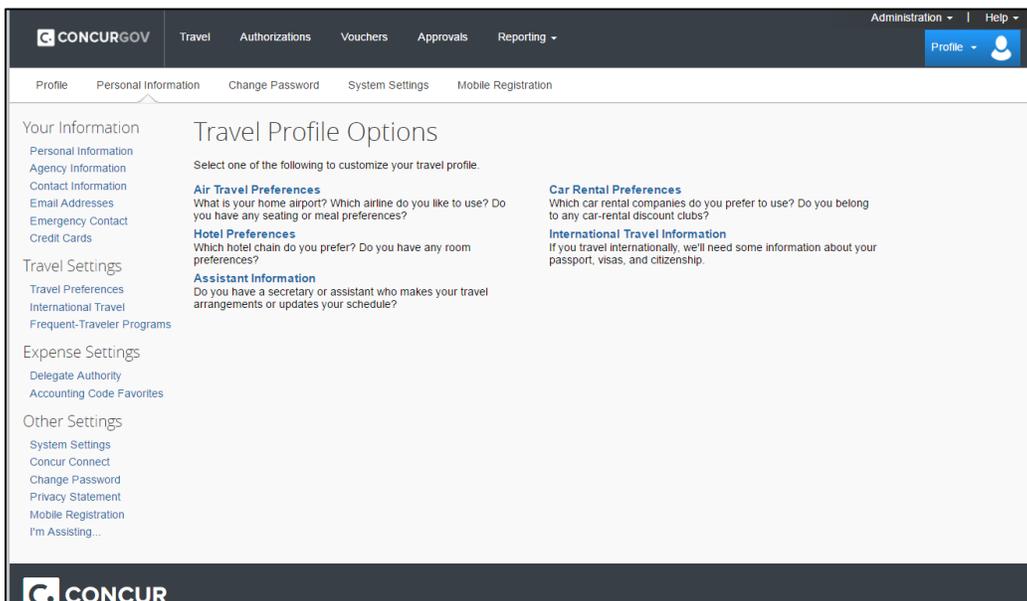


Figure 3: Car Rental Preferences



4. Click **Add a Program** under Frequent-Traveler Programs.

The screenshot shows a web browser window with the URL `com/profile/PersonalProfile.asp#CarRentalPreferences`. The browser tabs include 'Monthly Status Repo', 'Jira', '2016 US Benefit Op...', 'SAMP - Strategic Acc...', 'GSA SAPR Reports -', 'Concur - My Applica...', and 'Log in to Concur | Co...'. The page content includes sections for 'Car Type', 'Smoking Preference', and 'Car Transmission'. The 'Frequent-Traveler Programs' section is highlighted, showing 'Your Frequent Traveler, Driver, and Hotel Guest Programs' with a '+ Add a Program' link. Below this, a message states 'No programs defined'. Other sections include 'Unused Tickets', 'TSA Secure Flight' (with fields for Gender, Date of Birth, DHS Redress No., and TSA Pre✓ Known Traveler Number), and 'International Travel' (with fields for Passport Nationality, Number, Date Issued, Expiration, and Place Issued).

Figure 4: Add a Frequent Traveler Program

5. Click the radio button beneath the car icon as seen below.

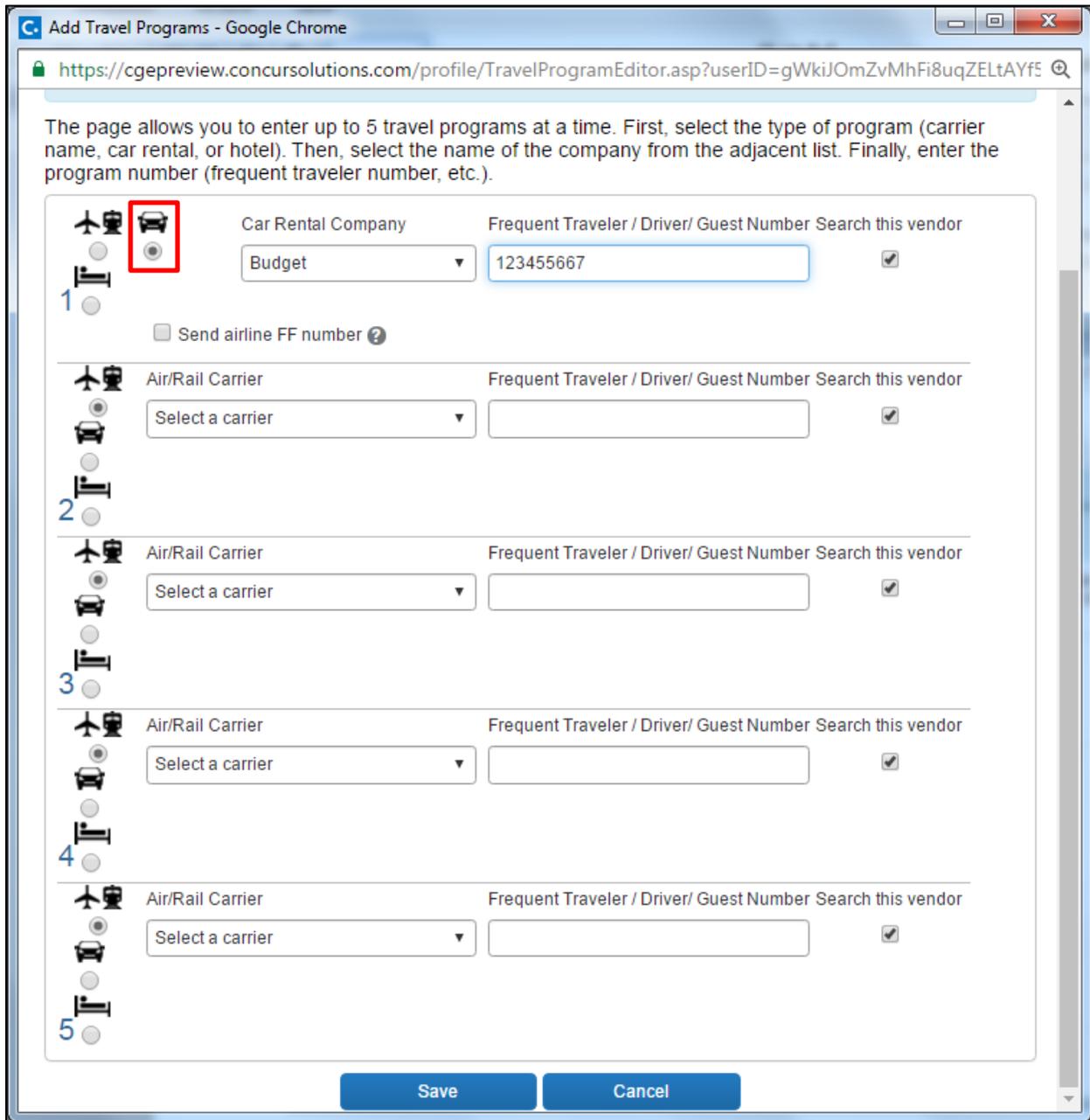


Figure 5: Add a Car Rental Program Number

6. Select the car rental company in the **Car Rental Company** drop-down list.
7. Add the car rental program number in the **Frequent Traveler / Driver / Guest Number** field.
8. Click **Save** at the bottom of the screen.