

Login to your Concur account at [www.concursolutions.com](http://www.concursolutions.com)

Welcome

If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.



Login

User Name

Password

Remember user name on this computer

Login

[Forgot your user name?](#)

[Forgot your password?](#)

Passwords are case sensitive.

# Change your password

The screenshot shows a user interface with a top navigation bar containing 'Travel', 'Reporting', 'Administration', 'Profile', 'Help', and 'Log Out'. Below this is a secondary bar with 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. The 'Profile' tab is active, and 'Change Password' is circled in red. A red arrow points from this tab to a text box at the bottom. On the left, a 'My Profile' sidebar lists categories: 'Your Information', 'Travel Settings', and 'Other Settings'. 'Change Password' is circled in red in the 'Other Settings' section, with a red arrow pointing to the text box. The main content area lists various settings with icons and brief descriptions: Personal Information, Company Information, Credit Card Information, E-Receipt Activation, Travel Vacation Reassignment, Mobile Registration, System Settings, Contact Information, Setup Travel Assistants, Travel Preferences, and Change Password.

Travel Reporting Administration **Profile** Help Log Out

Personal Information **Change Password** System Settings Mobile Registration Travel Vacation Reassignment

**My Profile**  
Select one of the following to customize your user profile.

**Your Information**

- Personal Information
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards

**Travel Settings**

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

**Other Settings**

- E-Receipt Activation
- System Settings
- Connected Apps
- Change Password**
- Privacy Statement
- Travel Vacation Reassignment
- Mobile Registration
- I'm Assisting...

**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 PIN to access Concur for mobile on your BlackBerry or Windows 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 Preferences**  
Carrier, Hotel, Rental Car and other travel-related preferences.

**Change Password**  
Change your password.

Your password can be changed by either the left-hand navigation or the main screen under the "Profile" tab.

# Accessing your Personal Profile Information: Update your Traveler Profile Form

Travel Reporting Administration **Profile** Help Log Out

Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

**My Profile** Select one of the following to customize your user profile.

**Your Information**

- Personal Information** Your home address and emergency contact information.
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards

**Travel Settings**

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

**Other Settings**

- E-Receipt Activation
- System Settings
- Connected Apps
- Change Password
- Privacy Statement
- Travel Vacation Reassignment
- Mobile Registration
- I'm Assisting...

**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 Preferences**  
Carrier, Hotel, Rental Car and other travel-related preferences.

**Change Password**  
Change your password.

Your personal profile can be accessed by either the left-hand navigation or the main screen under the "Profile" tab.

# Activating E-Receipts

Travel Reporting Administration **Profile** Help Log Out

Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment

**My Profile** Select one of the following to customize your user profile.

**Your Information**

- Personal Information
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards

**Travel Settings**

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

**Other Settings**

- E-Receipt Activation**
- System Settings
- Connected Apps
- Change Password
- Privacy Statement
- Travel Vacation Reassignment
- Mobile Registration
- I'm Assisting...

**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 PIN to access Concur for mobile on your BlackBerry or Windows 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 Preferences**  
Carrier, Hotel, Rental Car and other travel-related preferences.

**Change Password**  
Change your password.

E-Receipts can be activated by either the left-hand navigation or the main screen under the "Profile" tab.

## Sample Car E-Receipt:

SEATTLE AP, WA  
 RENTAL RECORD: D7921049888  
 KAPS MANGAOKAR  
 RENTED: SEATTLE AP, WA  
 RENTAL: 02/14/08 08:56  
 RETURN: 02/15/08 12:44  
 MILES IN: 7495 OUT: 7595  
 MILES DRIVEN: 100  
 CAR: FOCUS ZK5 SUN S X35GDC  
 CLS:1

2 DAYS	90.99	181.98
ADDITIONAL CHARGES*		149.70
TAX/WAT 12.4%		41.00
NET DUE		371.68
PAID BY: VIS		
CREDIT CARD #:	*****1111	

\*ADDITIONAL CHARGES

LDW/CDDW	47.98
AIRPORT FEE	18.83
VEHICLE LICENSE FEE	0.88
CUSTOMER FACILITY	12.00
NEVERLOST	21.90
FUEL SERVICE	47.31

HOW WAS YOUR EXPERIENCE?  
 WED' LIKE YOUR FEEDBACK

- 1) Call 1-800278-1595, or Visit WWW.HERTZSURVEY.COM
- 2) Enter Access Code: 01290
- 3) Take Brief 4 Question Survey

Thank you for renting from  
**Hertz**

## Sample Hotel E-Receipt:

Name and Address: **The Hilton Family** Hotel Address: SEATTLE, WA

MANGAOKAR, KAPS

Arrival Date: 02/14/2008  
 Departure Date: 02/14/2008  
 Adult/Child: 1/0  
 Room Rate: \$228.00

Reservations: www.hilton.com or 1-800-HILTONS

Confirmation # 5645056

DATE	REFERENCE	DESCRIPTION	AMOUNT
02/14/08	6e9cbeb4	ROOM RATE	\$228.00
02/14/08	931b126e	GENERAL TAXES, ROOM CHARGES	\$28.50
02/14/08	512a7ad8	PARKING CHARGES	\$10.00
02/14/08	82eafc0	MINIBAR CHARGES	\$14.13
02/14/08	ebf1991f	MOVIE CHARGES	\$9.95
02/14/08	d4b8a07	INTERNET ACCESS	\$17.31
02/14/08	1628cd14	RESTAURANT CHARGES	\$195.22
02/14/08	9c0741b3	TIPS	\$2.00
02/14/08	fd7f7134	GIFTSHOP CHARGES	\$6.77
02/14/08	242203a	LAUNDRY CHARGES	\$14.53
02/15/08	*****1111		(\$526.41)
		** BALANCE **	\$0.00

The Hilton Family  
 www.hilton.com

# Activating Mobile

The screenshot shows a web application interface for user profile management. At the top, there are navigation tabs: Travel, Reporting, Administration, Profile (selected), Help, and Log Out. Below this is a secondary navigation bar with links: Personal Information, Change Password, System Settings, Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'My Profile' and contains a list of settings categories: Your Information, Travel Settings, and Other Settings. The 'Mobile Registration' link in the 'Other Settings' list is circled in red. A red oval also highlights the 'Mobile Registration' link in the main content area, which is described as 'Set up PIN to access Concur for mobile on your BlackBerry or Windows Mobile Device'. Red arrows point from the highlighted 'Mobile Registration' links to a text box at the bottom.

Mobile Registration can be activated by either the left-hand navigation or the main screen under the "Profile" tab.

## Make and review your travel on the go!

The screenshot shows a mobile application interface for an itinerary. The title is 'Itinerary' with a plus sign icon. Below the title, it says 'Trip from Minneapolis/St. Paul t...' and 'Tue Nov 8 - Wed Nov 9'. The main content is for 'Tue, Nov 8' and lists the following details:

- 8:15 AM** Minneapolis/St. Paul to Dallas  
American 511  
Terminal: 1 / Gate: --
- 10:45 AM** Hertz  
(DFW) Dallas Ft Worth Intl  
Dallas, TX
- Check In** Embassy Suites Dallas - Love Fi...  
3880 West Northwest Highway  
Dallas, Texas 75220
- 6:15 AM** Minneapolis Suburban/Green & White Taxi  
4204 19th Ave S  
Minneapolis, MN 55407

Below this, it shows 'Wed, Nov 9' with a flight starting at **3:00 AM** Dallas to Minneapolis/St. Paul.

The screenshot shows a mobile application interface for flight details. The title is 'Flight Details'. Below the title, it says 'Minneapolis/St. Paul to Dallas' and 'Confirmation# CYIYFS'. The main content is for 'American 511' and shows the following details:

- Depart (MSP) **8:15 AM** Arrive (DFW) **10:45 AM**
- Tue, Nov 8 Terminal: 1 Gate: --
- Tue, Nov 8 Terminal: -- Gate: --
- Flight Status: **Schedule On-Time**
- Class / Seat: **ECONOMY / 27A**
- Duration: **2 hrs, 30 mins**
- Distance