
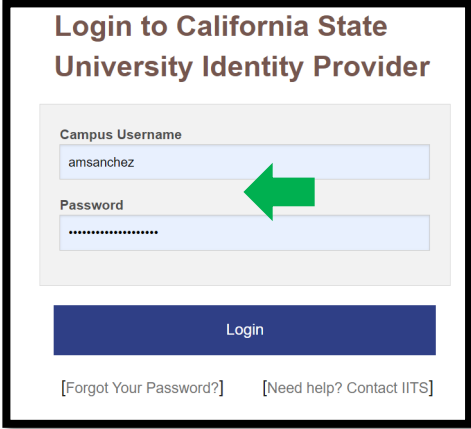
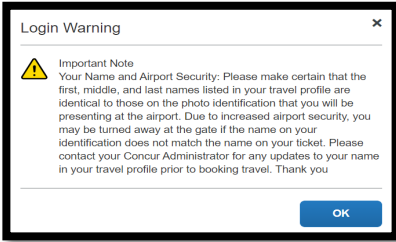
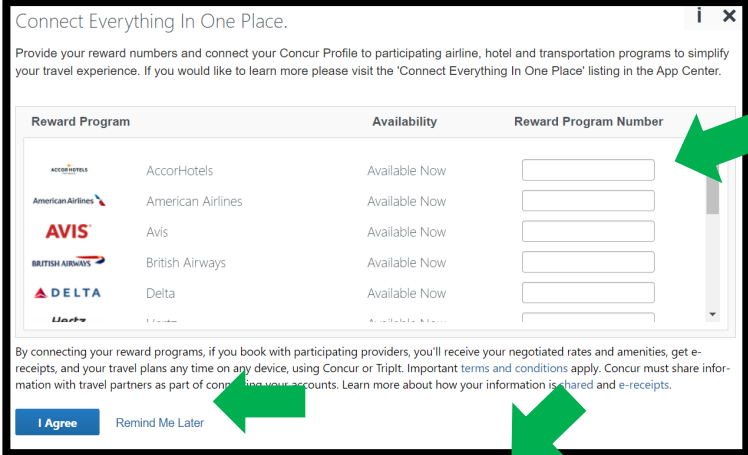
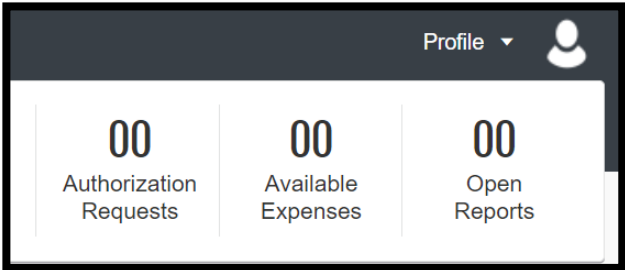

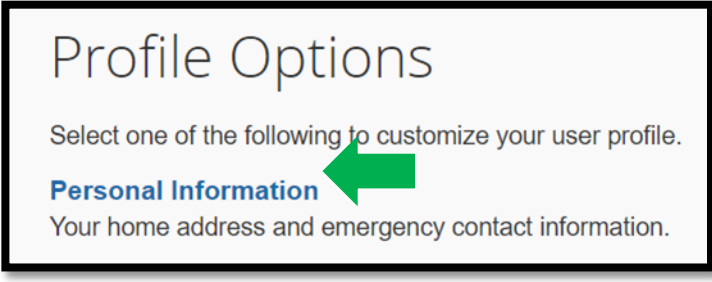
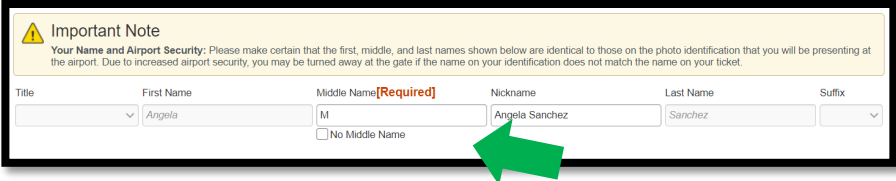
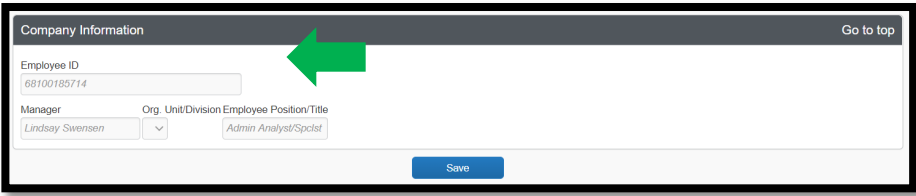
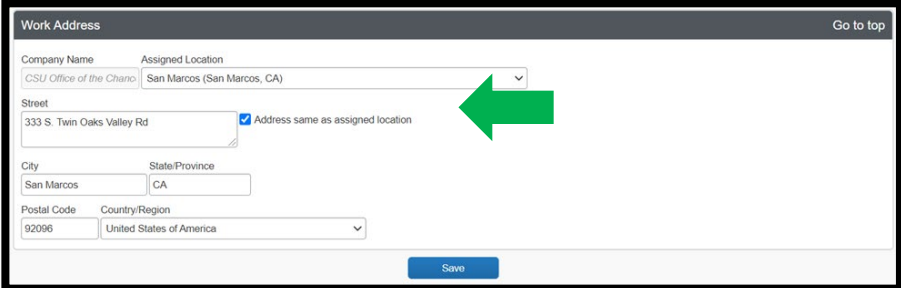
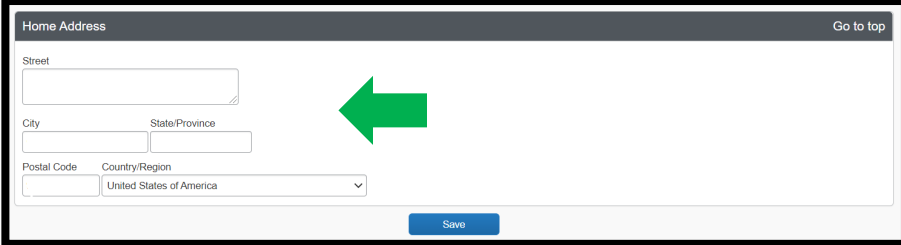
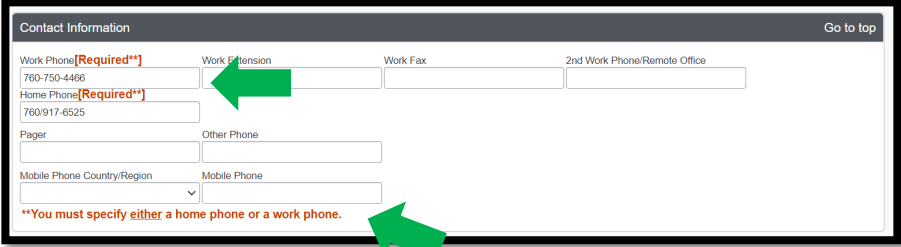
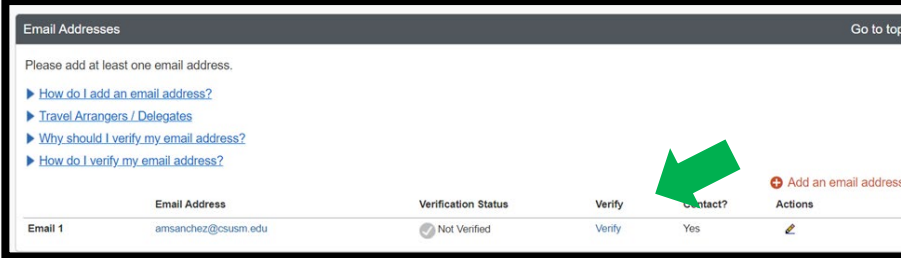


Concur User Profile Set Up

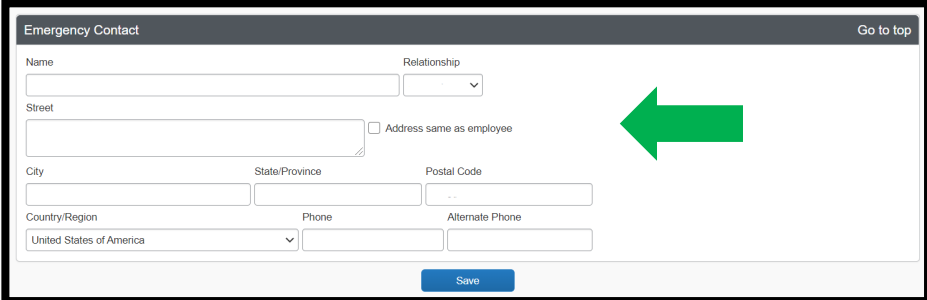
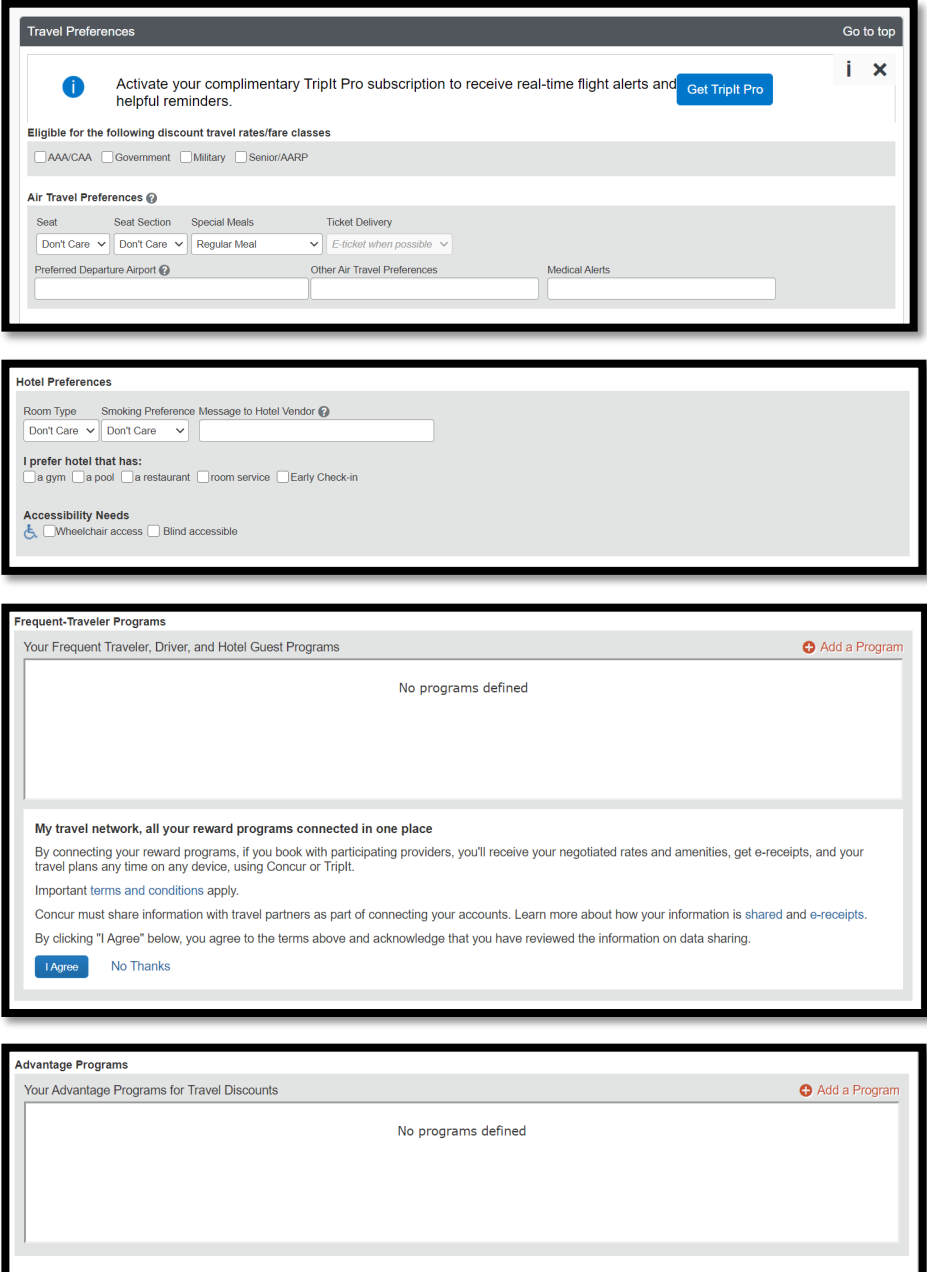
Processing Steps	Screenshot
Log in to concur using this link.	Concur Log in 
Enter CSUSM Credentials. Hit log in.	
Concur warning updates, click ok.	
If applicable you can enter reward numbers. If you do not have rewards you can disregard.	
Go to the right-hand corner, click Profile , and then Profile Settings	

	
<p>Click the first tab, Personal Information</p>	
<p>Confirm your name is correct based on your government issued ID. If your middle name is missing but is present on your government issued ID please enter.</p>	
<p>Confirm this information is correct. (Note: Do not hit save until you have made all the changes)</p>	


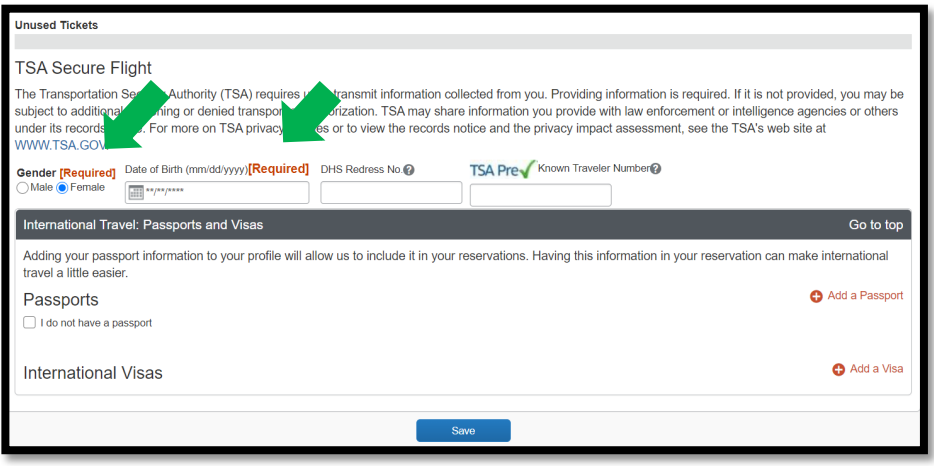
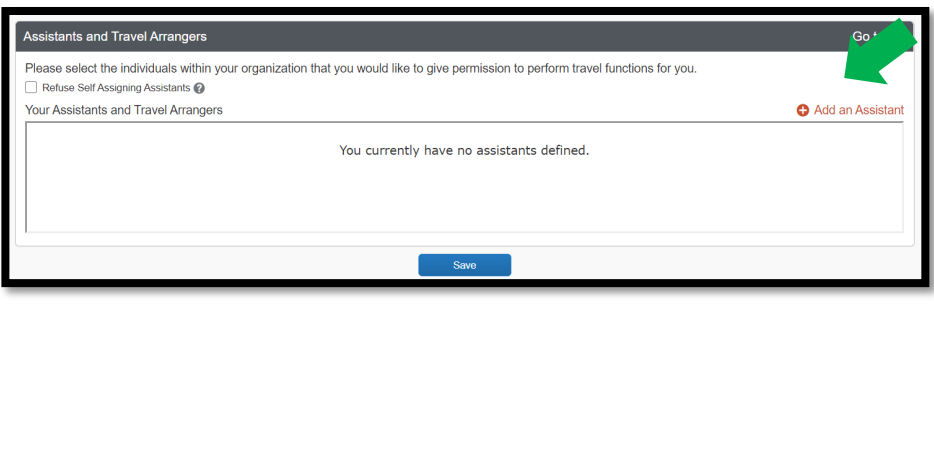
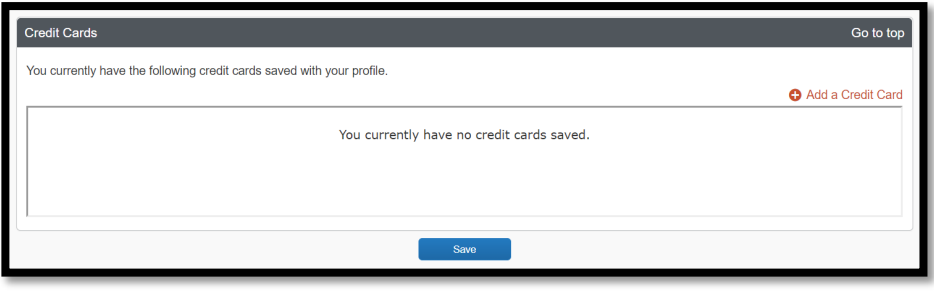
Concur User Profile Set Up

<p>Fill out work address- select San Marcos under Assigned Location, and then click "Address same as assigned location" and it will auto-populate</p>	
<p>Fill out home address</p>	
<p>Confirm work phone number is correct (Note: while both emails are listed as required, you only need to enter one)</p>	
<p>Verify email address by clicking Verify and then entering the code that is emailed to you (Note: Verification email might end up in junk/clutter)</p>	

Concur User Profile Set Up

<p>Fill out emergency contact</p>	
<p>You can enter travel preferences here. This area can be updated at any time.</p>	

Concur User Profile Set Up

<p>Per policy economy or intermediate class vehicle are reimbursable.</p>	
<p>Select Gender and enter DOB under the TSA Secure Flight section, as it appears on your government ID.</p>	
<p>Under Travel Arrangers, if someone BOOKS TRAVEL on your behalf (not just prepares requests/claims) enter that individual's email, otherwise leave blank</p>	
<p>We will have more information on Credit cards, for now leave this information blank.</p>	
<p>Click SAVE</p>	