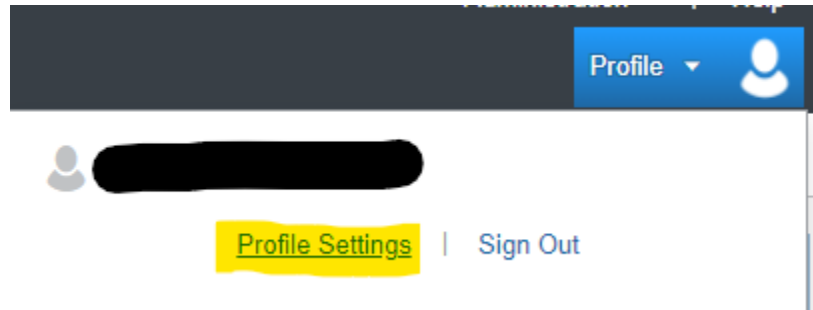


Concur Profile Settings Instructions

Once you are logged in, click on your Profile drop down box in the top right corner and choose Profile Settings



Complete the following highlighted portions of the Profile:

A screenshot of the 'Profile Options' page in Concur. The page is divided into two main columns. The left column contains a list of settings categories: 'Your Information', 'Travel Settings', and 'Expense Settings'. Under 'Your Information', the following items are listed and highlighted in yellow: 'Personal Information', 'Company Information', 'Contact Information', 'Email Addresses', 'Emergency Contact', and 'Credit Cards'. Under 'Travel Settings', 'Travel Preferences' is highlighted in yellow. Under 'Expense Settings', 'International Travel', 'Frequent-Traveler Programs', and 'Assistants/Arrangers' are listed. The right column is titled 'Profile Options' and contains a heading 'Select one of the following to customize your user profile.' followed by four highlighted sections: 'Personal Information' (with description: 'Your home address and emergency contact information.'), 'Company Information' (with description: 'Your company name and business address or your remote location address.'), 'Credit Card Information' (with description: '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.'), and 'E-Receipt Activation' (with description: 'Enable e-receipts to automatically receive electronic receipts from participating vendors.').

Personal Information:

Complete all the fields labeled [Required]

Work Address & Phone:

201 S. Denver Avenue, Suite 300, Tulsa, OK 74103
918-583-9900

Travel Preferences - Complete if applicable:

- Air Travel Preferences
- Hotel Preferences
- Frequent-Traveler Programs
- Advantage Programs
- TSA Secure Flight
- Passport Information
- Credit Card information