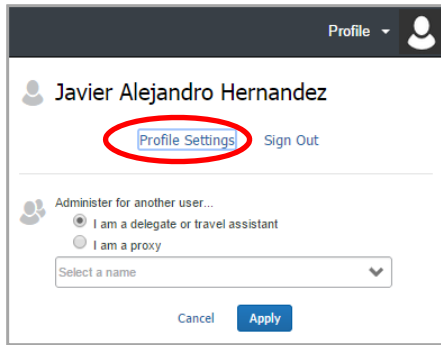
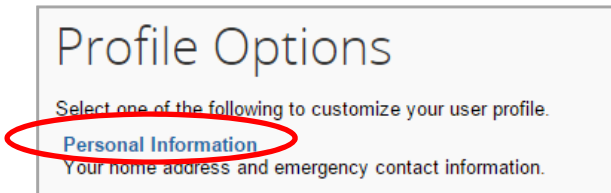


# Setting Up Your Profile

1. To get to your profile, click the drop-down arrow to the right of **Profile** and click on **Profile Settings**.



2. Click on **Personal Information**.



3. Confirm that the spelling of your name matches the government issued photo ID that you will be using while traveling. This is the name that will print on your travel reservations. Check the checkbox if you do not have a middle name or initial.

**Important Note**  
 Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name <b>[Required]</b>	Middle Name	Nickname	Last Name <b>[Required]</b>	Suffix
	Javier	Alejandro		Hernandez	
	<input type="checkbox"/> No Middle Name				

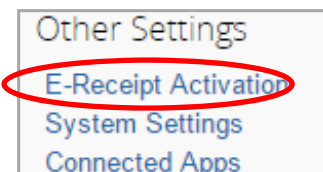
4. Under **Contact Information**, enter your phone number. Click **Save**.

**Contact Information**

Work Phone <b>[Required**]</b>	Work Extension
574-631-8216	
2nd Work Phone/Remote Office	Home Phone <b>[Required**]</b>

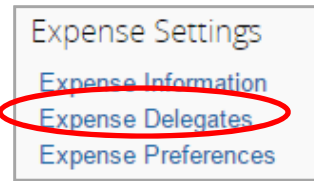
# E-Receipt Activation

5. Concur has partnered with several hotel and car rental companies to provide electronic copies of the receipts directly in the system. Activating the e-receipts will expedite the expense report creation process.
6. Under **Other Settings** on the left-hand side of your profile, click on **E-Receipt Activation** and click **Yes**.

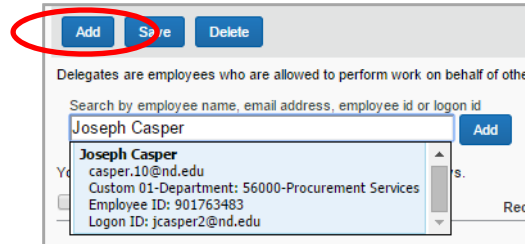


# Setting Up an Expense Delegate

7. Setting up an **Expense Delegate** allows another user to prepare an expense report for you.
8. Under **Expense Settings** on the left-hand side of your profile, click on **Expense Delegates**.



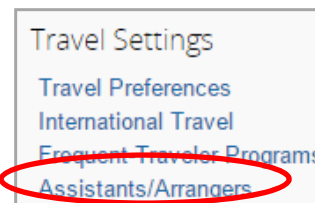
9. Click **Add**. Search for name of the user. A drop-down will appear. Click on his/her name.



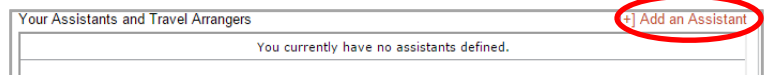
10. For the selected user, check the checkboxes for **Can Prepare**, **Can View Receipts**, and **Receive Emails**.
11. Check the checkboxes for **Can Approve** and **Receives Approval Emails** if you want the delegate to approve expense reports on your behalf or review the expense reports in your approval queue. Click **Save**.

# Setting Up a Travel Arranger

12. Setting up a **Travel Arranger** allows another user to book travel for you.
13. Under **Travel Settings** on the left-hand side of your profile, click **Assistants/Arrangers**.



14. On the right side of the Assistants/Arranger section, click on **Add an Assistant**.



15. Search for the user and select his/her name from the results.
16. Click on the checkbox for **Can book travel for me**. Click **Save**.

**Add an Assistant**

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant	Casper, Joseph C. (Clint)
<input checked="" type="checkbox"/>	Can book travel for me
<input type="checkbox"/>	Is my primary assistant for travel*

\*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.