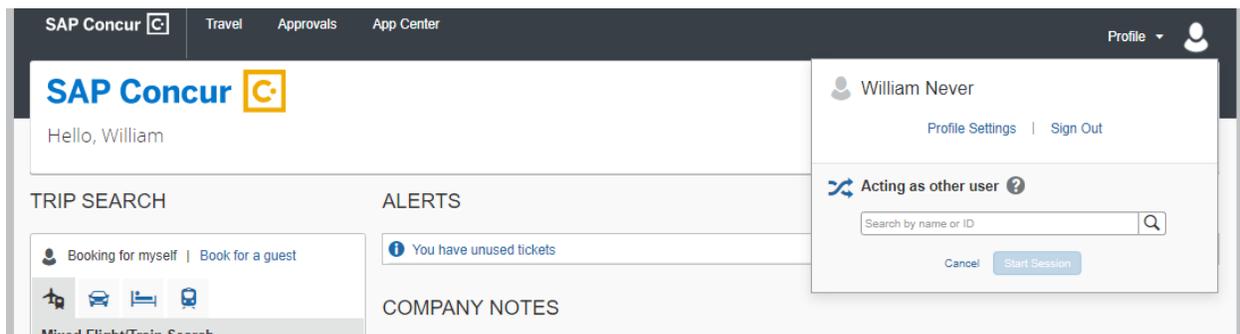


Concur Traveler Profiles

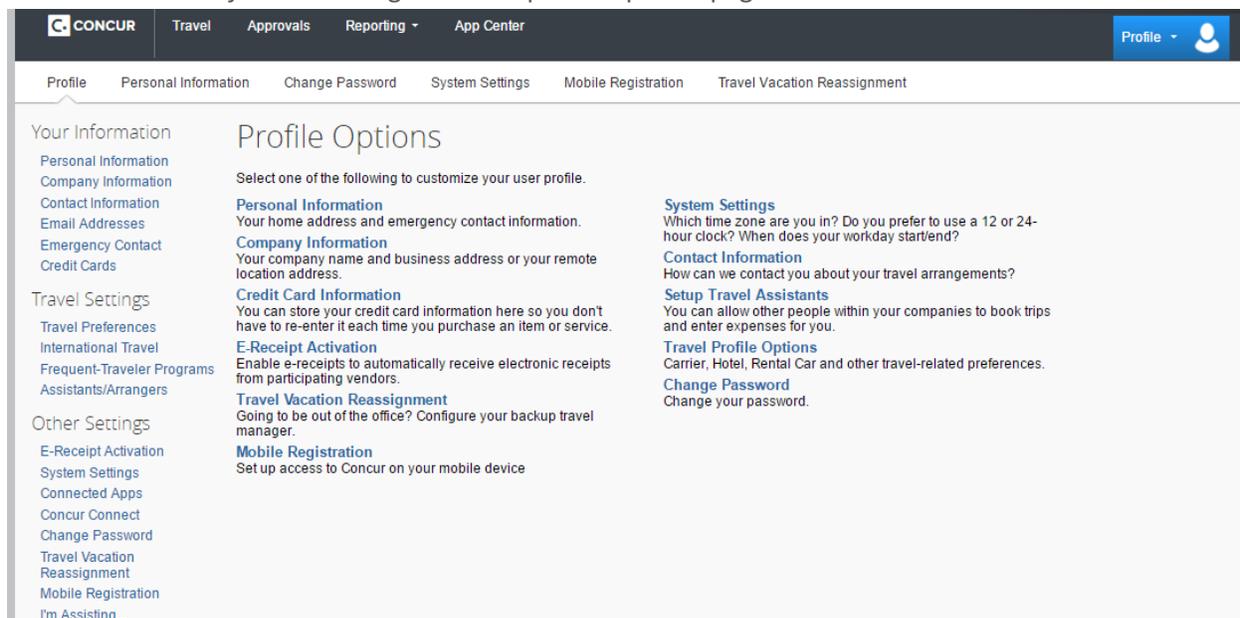
Managing Your Profile

Managing Your Profile

The first time you log in please complete your profile. To access your profile click on *Profile* then *Profile Settings*.



Click on *Personal Information* to go to the top of the profile page.



The required fields are marked [Required] and [Required**] and must be completed in order to save your profile. Verify or fill out all name fields.

Your Information

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

Travel Settings

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

Other Settings

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

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact online Directravel support team at disupport@dt.com

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

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	Middle Name [Required]	Nickname	Last Name	Suffix
	William	E	DT	Never	
<input type="checkbox"/> No Middle Name					

Company Information Go to top

Employee ID

Manager	Org. Unit/Division	Employee Position/Title [Required]
	Evonik Corp	Support Desk

Save

Addresses: Select your Assigned Location from the dropdown of locations. Check the box 'Address same as assigned location' to assign the location as your work address. Enter Home Address.

Work Address
Go to top

Company Name	Assigned Location
Evonik DT	Please choose a company location.
Street	
200 Jefferson Road	
<input type="checkbox"/> Address same as assigned location	
City	State/Province/Region
Parsippany	NJ
Postal Code	Country
07054	United States of America

Save

Home Address
Go to top

Street	
860 Wyckoff Avenue	
City	State/Province/Region
Mahwah	NJ
Postal Code	Country
07430	United States of America

Save



Contact Information: Enter either a work phone or home phone and a mobile phone are required.

Email Addresses: Click **[+] Add an email address** to add contact emails. You may have up to 3 emails per account.

Emergency Contact: Enter your emergency contact details.

Contact Information Go to top

Work Phone [Required**]	Work Extension	Work Fax	2nd Work Phone/Remote Office
800-999-7939			
Home Phone [Required**]			
Pager	Other Phone		
Mobile Phone Country/Region	Mobile Phone [Required**]		
United States of America (+1) ▼	800-999-7939		

****You must specify either a home phone or a work phone.**

Save

Email Addresses Go to top

Please add at least one email address.

[▶ How do I add an email address?](#)

+ Add an email address

Email Address	Verify	Contact?	Actions
Email 1 onlinetoolsupport@dt.com		Yes	

Emergency Contact Go to top

Name	Relationship	
William Never	Spouse ▼	
Street	<input checked="" type="checkbox"/> Address same as employee	
City	State/Province	Postal Code
Country/Region	Phone	Alternate Phone
United States of America ▼	888-999-7575	

Save



Travel Preferences: Check any discounts you may be eligible for. Enter Air Travel, Hotel, and Car Rental Preference Information. Add any Frequent-Travel Programs by clicking on **[+] Add a Program**.

Travel Preferences [Go to top](#)

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences

Seat: Seat Section: Special Meals: Ticket Delivery:

Preferred Departure Airport: Other Air Travel Preferences: Medical Alerts:

Hotel Preferences

Room Type: Smoking Preference: Foam pillows Rollaway bed Crib

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

Car Type: Smoking Preference: Car Transmission: In-car GPS system

Message to Car Rental Vendor:

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs [\[+\] Add a Program](#)

No programs defined



TSA Secure Flight: Enter Gender and Date of Birth. Add DHS Redress and TSA Pre-Check numbers (also known as Global Entry or Known Traveler) if applicable.

International Travel: Passports and Visas: Click on **[+] Add a Passport** or **[+] Add a Visa** to add Visa and Passport information.

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender **[Required]** Date of Birth (mm/dd/yyyy) **[Required]** DHS Redress No.  TSA Pre✓[®] Known Traveler Number 

Male Female

[Save](#)

International Travel: Passports and Visas

[Go to top](#)

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports [\[+\] Add a Passport](#)

I do not have a passport

International Visas [\[+\] Add a Visa](#)

[Save](#)

Assistants and Travel Arrangers: Click **[+] Add an Assistant** to allow others within your company to access your profile, trip library, and the ability to make travel arrangements on your behalf.

Credit Cards: Click **[+] Add a credit card** to add a credit card.

Assistants and Travel Arrangers

[Go to top](#)

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

Refuse Self Assigning Assistants 

Your Assistants and Travel Arrangers [\[+\] Add an Assistant](#)

You currently have no assistants defined.

[Save](#)

Credit Cards

[Go to top](#)

You currently have the following credit cards saved with your profile.

[\[+\] Add a Credit Card](#)

	DT TEST VISA	xxxx-xxxx-xxxx-1111	Exp: 02/2020	  	 
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[Save](#)

NOTE: You will need to check the default checkbox for Plane Tickets or Hotel Reservations in order for your credit card to be visible and available to a travel agent for offline reservations.

