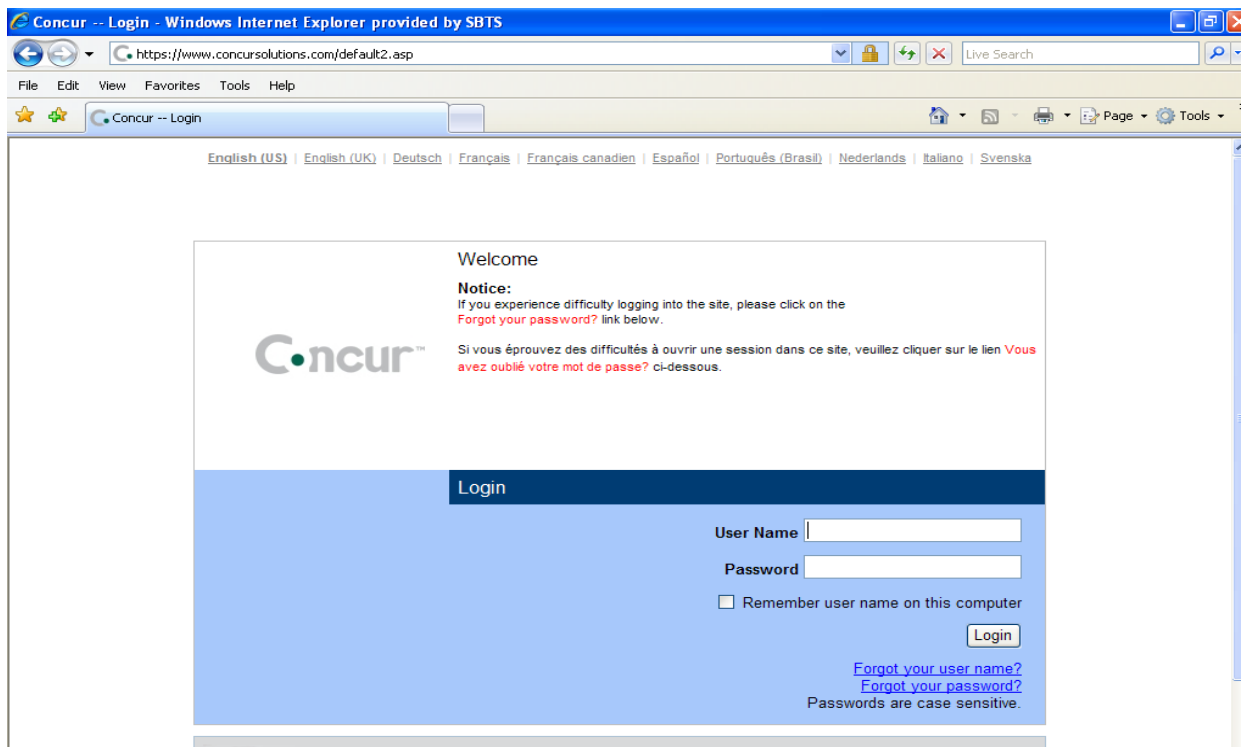


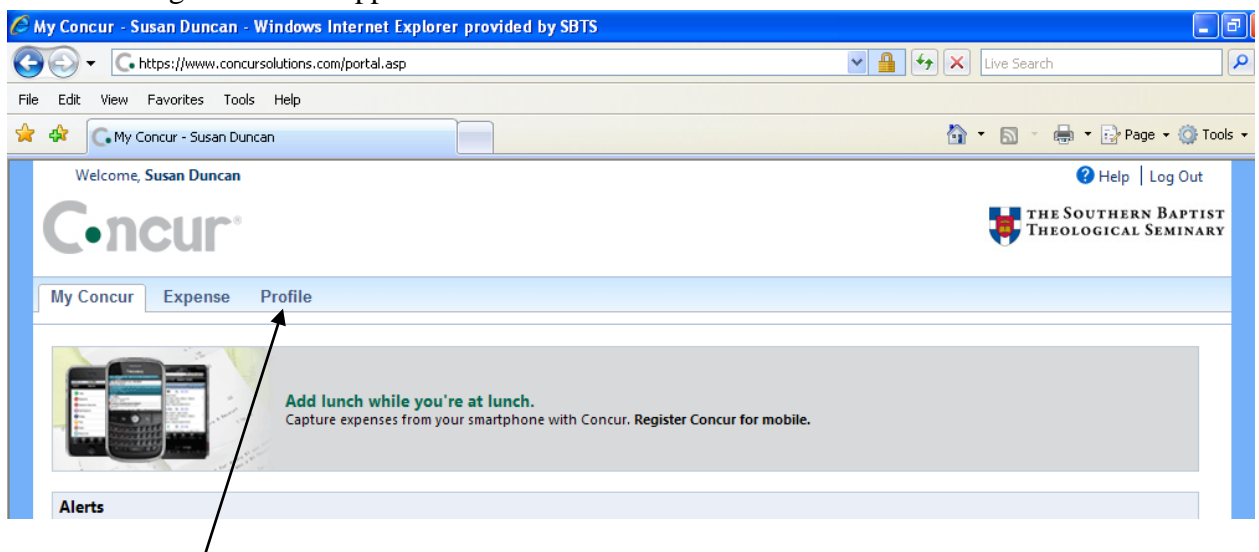
## How to Set Up Your Profile

When setting up your Concur profile, you will need to update your contact and credit card information. Please remember that your credit card information will not be available to any Concur or SBTS employee.

- Login to Concur.

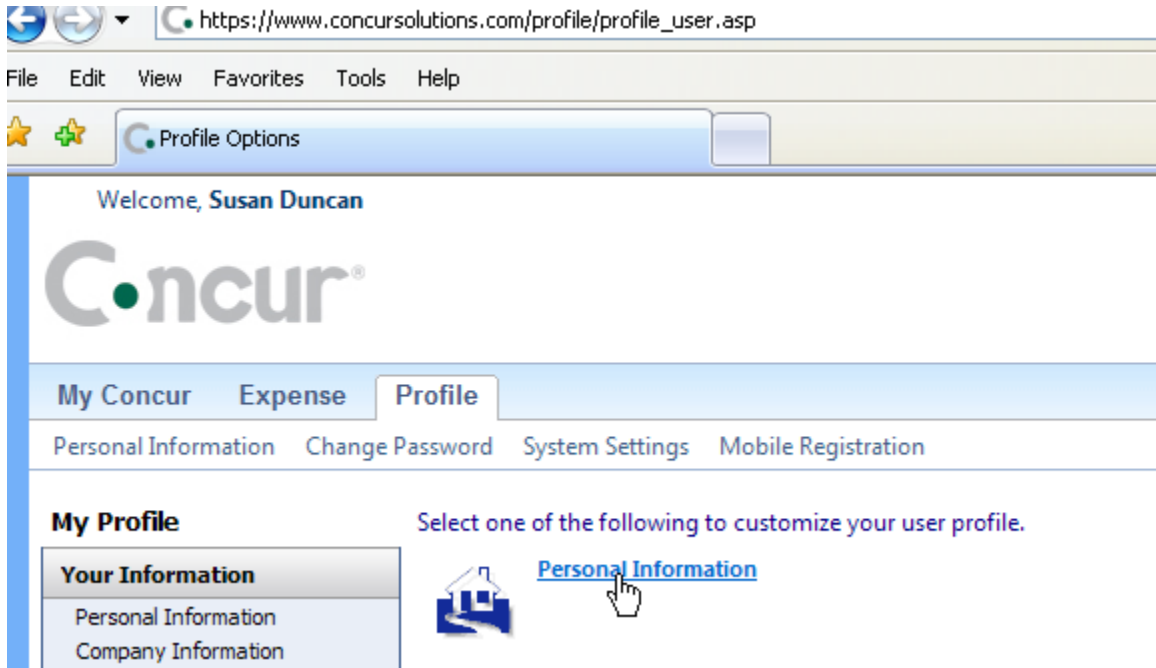


- The following screen will appear.

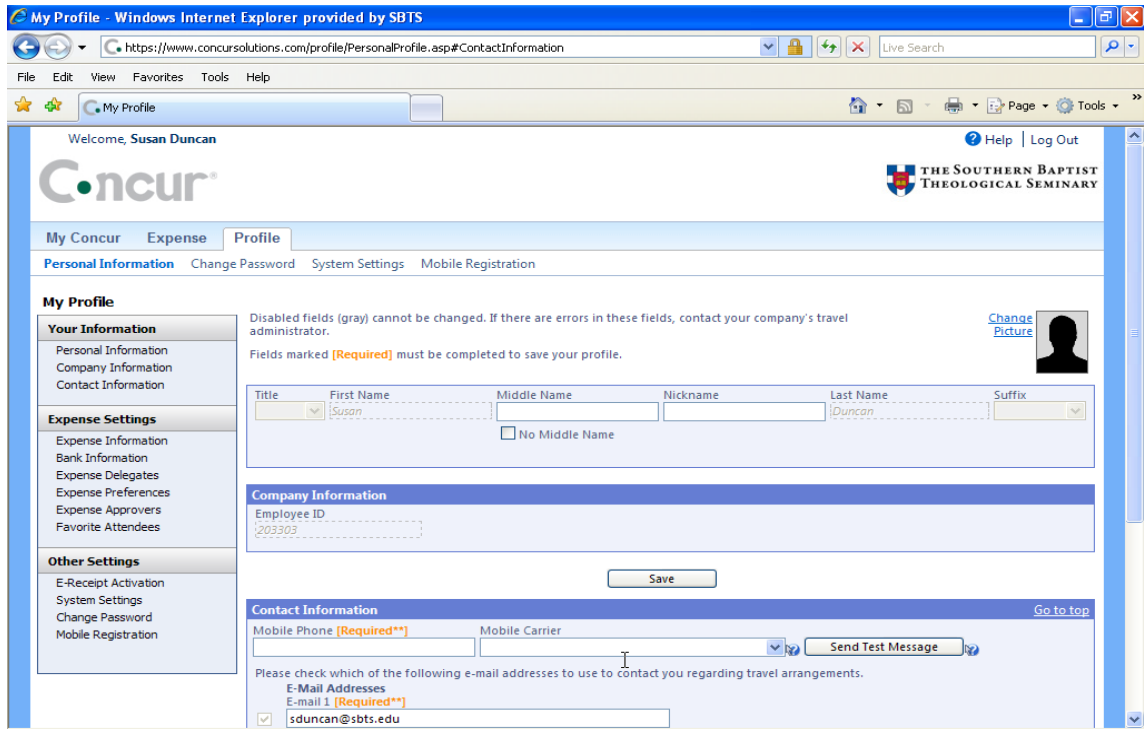


- Click on the “Profile” tab.

- Click on the “Personal Information” link.



- The following screen will appear.



- Click on “Save” after all the required files are entered.

