Logging into your Concur Profile for the First Time:

- Visit the following website: www.concursolutions.com
- Your user name will be your Redi Services email address, and your password the first time you login is "welcome".
- This will bring you to a screen that prompts you to set a new password and provide a password hint. Enter the old password (welcome), and then set your new password.
- When you click submit it will bring you back to the original login page. Enter your Redi Services email address and the new password you just set. You have now successfully set your new password and logged in.

Completing your Personal Profile in Concur:

- Before you are able to start booking travel in your Concur profile, you must complete the personal profile.
- Start by clicking the "Profile" link in the top-right of the page, then "Profile Settings", and finally "Personal Information".
- Minimally, you must scroll thru the page and complete/save all of the information that has the red "Required" label above it.
- The following fields do not have the red "Required" label, but are still of high-importance: Email Address, Frequent-Traveller Programs, Assistants & Travel Arrangers, and Credit Cards.
- You may fill in any of the other fields if you wish, but they are not necessary or required.
- Be sure to click "save" at the bottom of the page. You are now able to start booking travel in Concur.