Logging into your Concur Profile for the First Time:

- Visit the following website: www.concursolutions.com
- Your username will be your company email address, and your password 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.

Completing your Profile in Concur: (see training video for more thorough instructions)

- 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 (add all of your airline/hotel/car rental rewards programs)
  - Assistants & Travel Arrangers (add any secretary or assistant that may book travel for you)
  - Credit Card
- You may fill in any of the other fields, 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.