

Concur Profiles – User Guide (02MAY22)

Registration Link:

https://www.concursolutions.com/registration/register_form.asp?regcode=UNBC

You will be asked for:

- Your work email address
- Your full/complete name as it appears on your government ID/documentation
- Your time zone

Complete form and click 'submit'

- If you need assistance, please reach out to the online support team – available 5am-5pm PT/8am-8pm ET:
 - 1-833-639-2073/ 604-639-2073 (press option 3)
 - onlinesupportcan@dt.com

User Registration



Welcome to Concur!

Registering for your account is quick and easy. Please fill in the information requested below to continue.

Please fill out all fields. Typically, your Concur Login should be the same as the first part of your email address (before the "@" symbol).

Account Information

Concur Login * @unbc.ca

Contact Information

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.

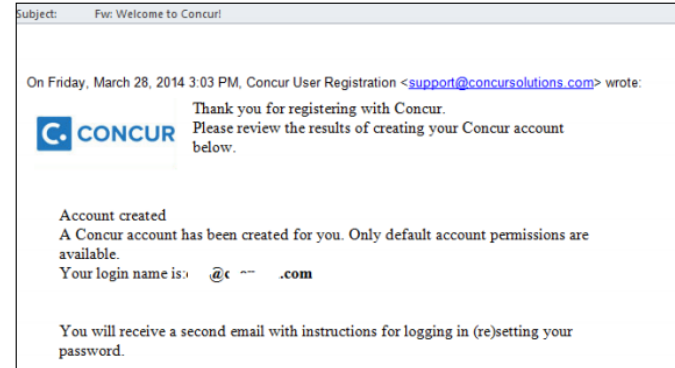
First Name *
Middle Name
Last Name *
Work Phone *
Home Phone

Configuration Settings

Time Zone * (UTC-08:00) Pacific Time (US & Canada) ▼
Date Format * M/D/Y ▼

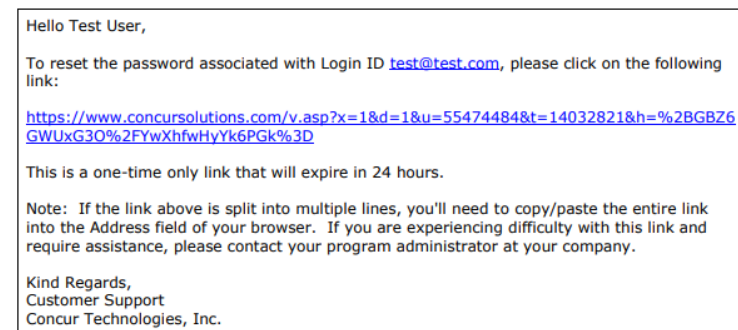
* marked fields are mandatory

Once completed, you will receive a confirmation email



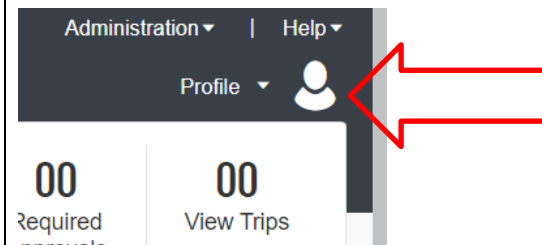
Once approved, you will receive an email to set your password and complete your travel profile

Click on link provided.

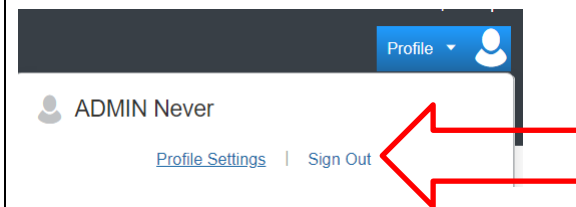


Once you have set up your password as directed above, you will have successfully logged into Concur.

Navigate to the upper-right-hand corner and click on 'profile'



Click on 'profile settings'



Click on 'personal information' to access your main profile.

Click on 'system settings' to access Concur settings – including language preference, time zone, mileage/kilometer preference, and date format.

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Once you have set up your password, you can then proceed to complete your travel profile including adding:

- Frequent traveller/renter/guest information
- Passport information
- Date of birth and gender
- Emergency contact information
- Work/home/mobile phone numbers
- Do not use the following characters when completing your travel profile
 - @ # & () _ ! * '

Fields marked **[Required]** must be completed to save your profile.

When adding emergency contact information, please only do so if you have the name AND phone number.

- No need to include an address

Emergency Contact

Go to top

Only the name and phone number are required here - please do not enter any home address information. **Do not enter an emergency contact name unless you also have a phone number to include.**

Name	Relationship	
John smith	Spouse	
Street		
601 108th Ave NE	<input type="checkbox"/> Address same as employee	
City	State/Province/Region	Postal Code
Bellevue	WA	98004
Country	Phone	Alternate Phone
Canada	123-456-789	

When adding a 2nd or additional travel arranger, please be sure to add that arranger's email address to the "Email Addresses" area if you wish that travel arranger get a copy of all Vision Travel-issued invoices. If not added, only the first listed arranger will get a copy of all Vision Travel-issued invoices.

Email Addresses

Go to top

Please add at least one email address.

[How do I add an email address?](#)

[+ Add an email address](#)





When adding a Frequent air, car, hotel membership, only include membership number, do not include airline code, spaces, dashes, or programme name.


While there is only space to add five, you can add additional programmes by clicking on the 'add programme' button again.

Add Travel Programmes

i Please enter programmes EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a programme incorrectly, you will get a profile error from the reservation system.
For example, if your card is printed "AA12345" or "John Doe/12345", your programme number is "12345".

The page allows you to enter up to 5 travel programmes at a time. First, select the type of programme (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the programme number (frequent traveller number, etc.).

	Air/Rail Carrier	Frequent Traveller / Driver/ Guest Number	Search this supplier
	Air Canada	123456789	<input checked="" type="checkbox"/>
			
			

Make default for all  Star