

## Concur Profiles – User Guide (02MAY22)

Registration Link:

[https://www.concursolutions.com/registration/register\\_form.asp?regcode=UFV](https://www.concursolutions.com/registration/register_form.asp?regcode=UFV)

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](mailto:onlinesupportcan@dt.com)

Once completed, you will receive a confirmation email

### 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 \*  @ufv.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

Subject: Fw: Welcome to Concur!

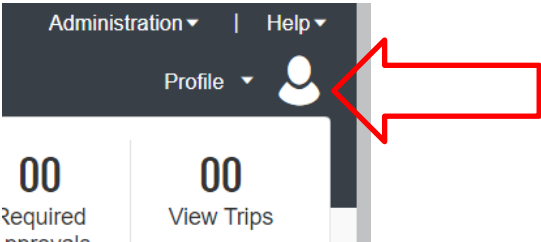
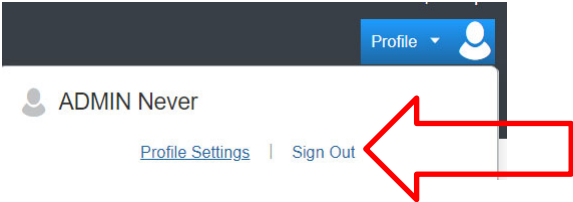
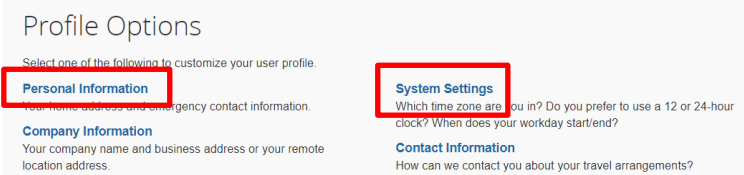
On Friday, March 28, 2014 3:03 PM, Concur User Registration <[support@concursolutions.com](mailto:support@concursolutions.com)> wrote:

Thank you for registering with Concur.  
Please review the results of creating your Concur account below.



Account created  
A Concur account has been created for you. Only default account permissions are available.  
Your login name is: @ .com

You will receive a second email with instructions for logging in (re)setting your password.

<p>Once approved, you will receive an email to set your password and complete your travel profile</p> <p>Click on link provided.</p>	<div data-bbox="1108 139 1831 462"> <p>Hello Test User,</p> <p>To reset the password associated with Login ID <a href="mailto:test@test.com">test@test.com</a>, please click on the following link:</p> <p><a href="https://www.concursolutions.com/v.asp?x=1&amp;d=1&amp;u=55474484&amp;t=14032821&amp;h=%2BGBZ6GWUxG3O%2FYwXhfwHyk6PGk%3D">https://www.concursolutions.com/v.asp?x=1&amp;d=1&amp;u=55474484&amp;t=14032821&amp;h=%2BGBZ6GWUxG3O%2FYwXhfwHyk6PGk%3D</a></p> <p>This is a one-time only link that will expire in 24 hours.</p> <p>Note: If the link above is split into multiple lines, you'll need to copy/paste the entire link into the Address field of your browser. If you are experiencing difficulty with this link and require assistance, please contact your program administrator at your company.</p> <p>Kind Regards, Customer Support Concur Technologies, Inc.</p> </div>
<p>Once you have set up your password as directed above, you will have successfully logged into Concur.</p> <p>Navigate to the upper-right-hand corner and click on 'profile'</p>	
<p>Click on 'profile settings'</p>	
<p>Click on 'personal information' to access your main profile.</p> <p>Click on 'system settings' to access Concur settings – including language preference, time zone, mileage/kilometer preference, and date format.</p>	
<p>Once you have set up your password, you can then proceed to complete your travel profile including adding:</p> <ul style="list-style-type: none"> <li>Frequent traveller/renter/guest information</li> </ul>	<p>Fields marked <b>[Required]</b> must be completed to save your profile.</p>

<ul style="list-style-type: none"> <li>• Passport information</li> <li>• Date of birth and gender</li> <li>• Emergency contact information</li> <li>• Work/home/mobile phone numbers</li> <li>• Do not use the following characters when completing your travel profile             <ul style="list-style-type: none"> <li>○ @ # &amp; ( ) _ ! * ' </li> </ul> </li> </ul>	
<p>When adding emergency contact information, please only do so if you have the name AND phone number.</p> <ul style="list-style-type: none"> <li>• No need to include an address</li> </ul>	<div> <div>Emergency ContactGo to top</div> <p>Only the name and phone number are required here - please do not enter any home address information. <b>Do not enter an emergency contact name unless you also have a phone number to include.</b></p> <div> <div> <div>Name</div> <div>John smith</div> </div> <div> <div>Relationship</div> <div>Spouse</div> </div> </div> <div> <div>Street</div> <div>601 108th Ave NE</div> <div> <input type="checkbox"/> Address same as employee         </div> </div> <div> <div>City</div> <div>Bellevue</div> <div> <div>State/Province/Region</div> <div>WA</div> </div> <div> <div>Postal Code</div> <div>98004</div> </div> </div> <div> <div>Country</div> <div>Canada</div> <div> <div>Phone</div> <div>123-456-789</div> </div> <div> <div>Alternate Phone</div> <div></div> </div> </div> </div>
<p>When adding a 2<sup>nd</sup> 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.</p>	<div> <div>Email AddressesGo to top</div> <p>Please add at least one email address.</p> <p> <a href="#">▶ How do I add an email address?</a> </p> <p> <a href="#">➕ Add an email address</a> </p> </div>
<p>When adding a Frequent air, car, hotel membership, only include membership number, do not include airline code, spaces, dashes, or programme name.</p> <p>While there is only space to add five, you can add additional programmes by clicking on the ‘add programme’ button again.</p>	<div> <div>Add Travel Programmes</div> <div> <div> <div> <div>!</div> <div>           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".         </div> </div> </div> </div> <p>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.).</p> <div> <div> <div> <div>✈️</div> <div>Air/Rail Carrier</div> </div> <div> <div>🚗</div> <div>Car Rental</div> </div> <div> <div>🏨</div> <div>Hotel</div> </div> </div> <div> <div> <div>1</div> <div> <div>Air Canada</div> <div>123456789</div> <div> <input checked="" type="checkbox"/> </div> </div> </div> <div> <div>Make default for all</div> <div>Star</div> </div> </div> </div> </div>