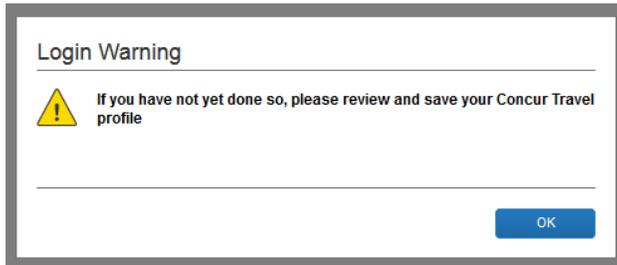


Credit Card Profile Update in Business Travel

1. Log in to Drexel One; select Employee Tab; select Business Travel
2. This will take you to the Travel Portal's Concur Tool
3. Warning will appear to remind you to update your profile, click OK:



4. To update your profile, select the Profile dropdown from the upper right hand corner of the page:



5. Then select Profile Settings:



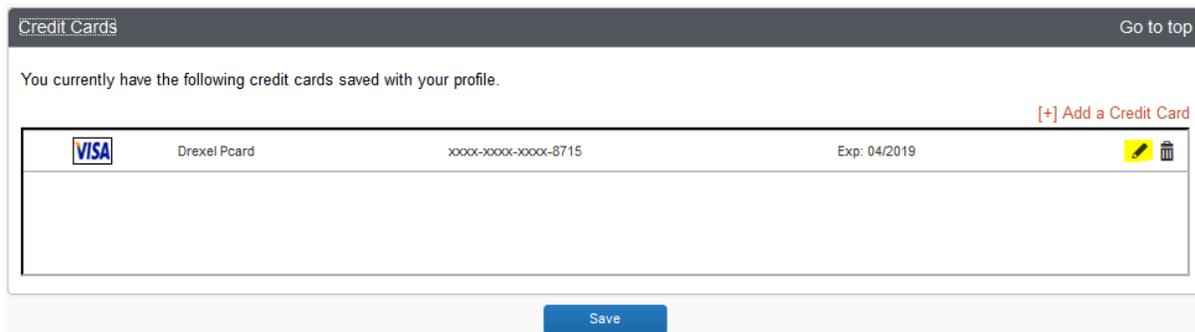
6. You will be taken to the Profile Options page, select Credit Card Information:

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.
- Credit Card Information**
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**
Going to be out of the office? Configure your backup travel manager.
- 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?
- Setup Travel Assistants**
You can allow other people within your companies to book trips and enter expenses for you.
- Travel Profile Options**
Carrier, Hotel, Rental Car and other travel-related preferences.
- Mobile Registration**
Set up access to Concur on your mobile device

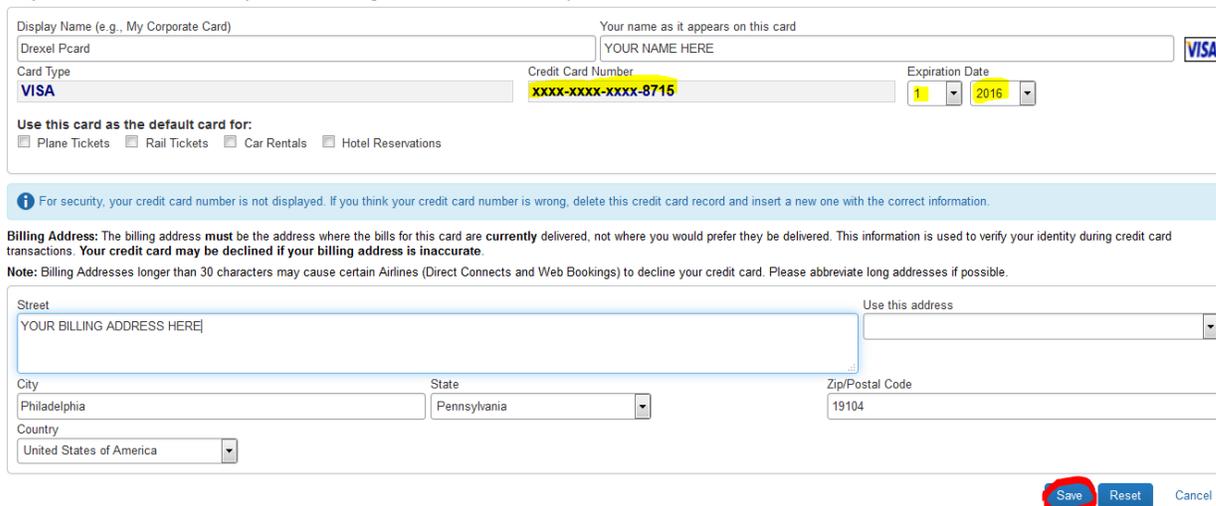
7. You will see your saved Credit Card information, select the  to edit:



8. Verify and update your credit card information paying close attention to your 3 digit security code (CVV) on the back of your card and the expiration date. Once completed, select the Save button on the bottom of the screen:

Edit Credit Card

Edit your credit card information as necessary and click **Save Changes** when finished. **All fields are required.**



You have now completed your Credit Card update for Travel!