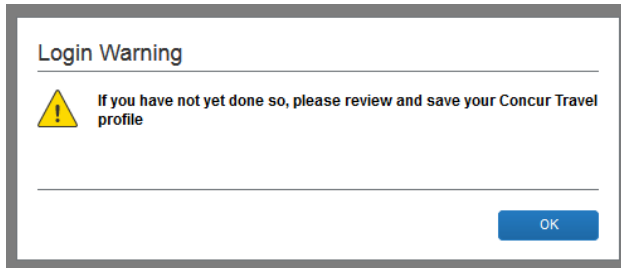


## Credit Card Profile Update in Business Travel

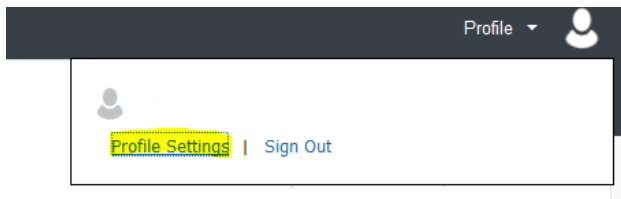
1. Log in to Drexel One; select Employee Tab; select Business Travel
2. This will take you to the Travel Portal's Concur Tool
3. Warning will appear to remind you to update your profile, click OK:



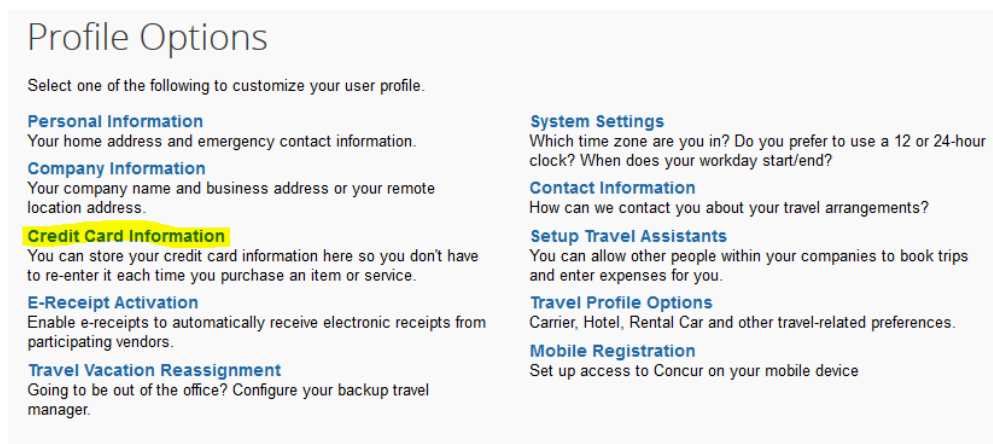
4. To update your profile, select the Profile dropdown from the upper right hand corner of the page:




5. Then select Profile Settings:



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






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

Credit Cards

Go to top

You currently have the following credit cards saved with your profile.

[+] Add a Credit Card

	Drexel Pcard	xxxx-xxxx-xxxx-8715	Exp: 04/2019	 

Save

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.

Display Name (e.g., My Corporate Card)

Drexel Pcard

Your name as it appears on this card

YOUR NAME HERE



Card Type

VISA

Credit Card Number

xxxx-xxxx-xxxx-8715

Expiration Date

1

2016


Use this card as the default card for:

☐ Plane Tickets

☐ Rail Tickets

☐ Car Rentals

☐ Hotel Reservations

 For security, your credit card number is not displayed. If you think your credit card number is wrong, delete this credit card record and insert a new one with the correct information.

**Billing Address:** The billing address **must** be the address where the bills for this card are **currently** delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. **Your credit card may be declined if your billing address is inaccurate.**

**Note:** Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street

YOUR BILLING ADDRESS HERE

Use this address

City

Philadelphia

State

Pennsylvania

Zip/Postal Code

19104

Country

United States of America

Save

Reset

Cancel

You have now completed your Credit Card update for Travel!