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:

I

Credit Cards				Go to top					
You currently have the following credit cards saved with your profile.									
				[+] Add a Credit Card					
VISA	Drexel Pcard	2000-2000-2000-8715	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)		Your name as it appears on this	s card							
Drexel Pcard		YOUR NAME HERE			VISA					
Card Type	Credit Card N	ard Number Expiration Date		Expiration Date						
VISA	xxxx-xxxx	<mark>«-xxxx-8715</mark>		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 3U characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.										
Street			Use this	s address						
YOUR BILLING ADDRESS HERE					•					
City	State		Zip/Postal Cod	de						
Philadelphia	Pennsylvania	-	19104							
Country										
United States of America										
				Save Res	et Cancel					

You have now completed your Credit Card update for Travel!