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Setting Up Personal Information in Profile Settings

1. Start at the **EBS Homepage**, select **Travel and Expense, SAP Concur**. If you do not have Concur on the portal or cannot login, please contact the Travel at State Project team via email at concurhelp@msu.edu.

![Exhibit 1]

2. From the **Concur Homepage**, select **Profile > Profile Settings > Personal Information** and complete the following information.

![Exhibit 2]

**NOTE:** First and Last Name, Company Information, and Work Address will be populated from your University HR record. If any of that information is incorrect, contact Human Resources.
Manage Profile Settings

a. **Home Address**  
   - **Required**

![Image of Home Address section]

b. **Contact Information**  
   - **Required**: Enter a work or home phone number.

![Image of Contact Information section]

c. **Email Addresses**  
   - **Required**: Select the Verify link and a code will be sent your @msu.edu email address. Copy the code from the email message and return to your profile. Paste the code you received into the Enter Code box and then select **OK**.

![Image of Email Addresses section]

**NOTE**: You must verify any departmental email you typically use. Your "@msu.edu" email address has already populated your profile. Verifying your email address allows you to email your receipts to receipts@concur.com and forward travel plans to plans@concur.com. Up to 2 additional email addresses can be added by selecting **Add an Email Address** and Concur will send verification codes to those email addresses.
g. **Emergency Contact**  
   - **Required:** If your emergency contact's address is different from your own, unselect **Address Same as Employee.**

h. **Travel Preferences:** If you participate in Frequent Traveler Programs, select **Add a Program** and enter number.

i. **TSA Secure Flight**  
   - **Required:** Enter gender and date of birth and if you have TSA Pre-Check, enter the number.

j. **International Travel: Passports and Visas:** Enter passport/visa information and select **Save.** Entering passport and visa information in Profile allows it to be available when booking travel.
**Activating E-Receipts**

1. Start at the Concur Homepage, select the circle with your initials >Profile Settings.

![Exhibit 3](image)

2. On the left side navigation bar, locate Other Settings from the list and select E-Receipt Activation.

![Exhibit 4](image)

3. Select Enable >I Agree to the E-Receipt Activation Agreement. You will receive a confirmation that E-Receipts have been activated.

![Exhibit 12](image)