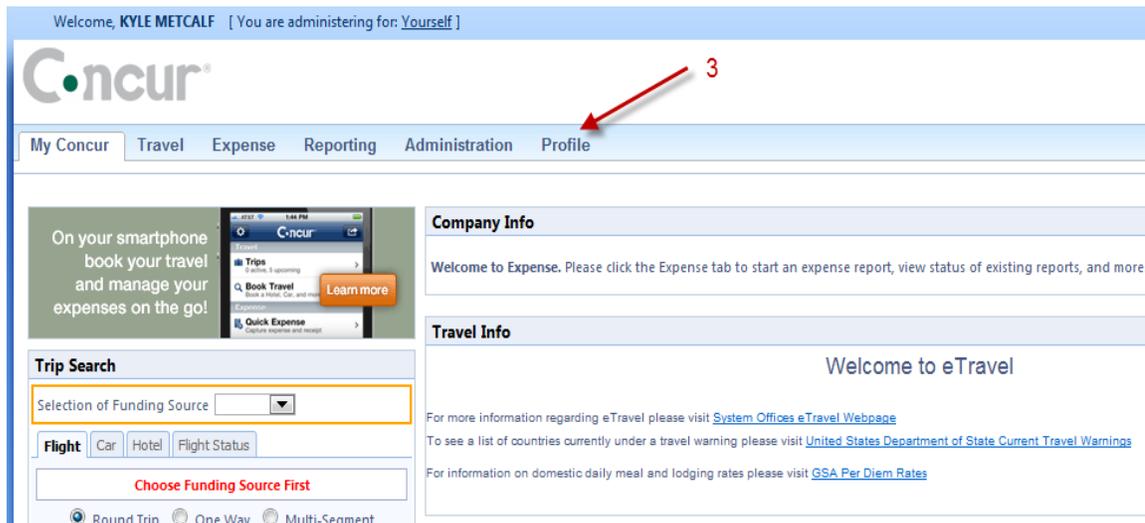
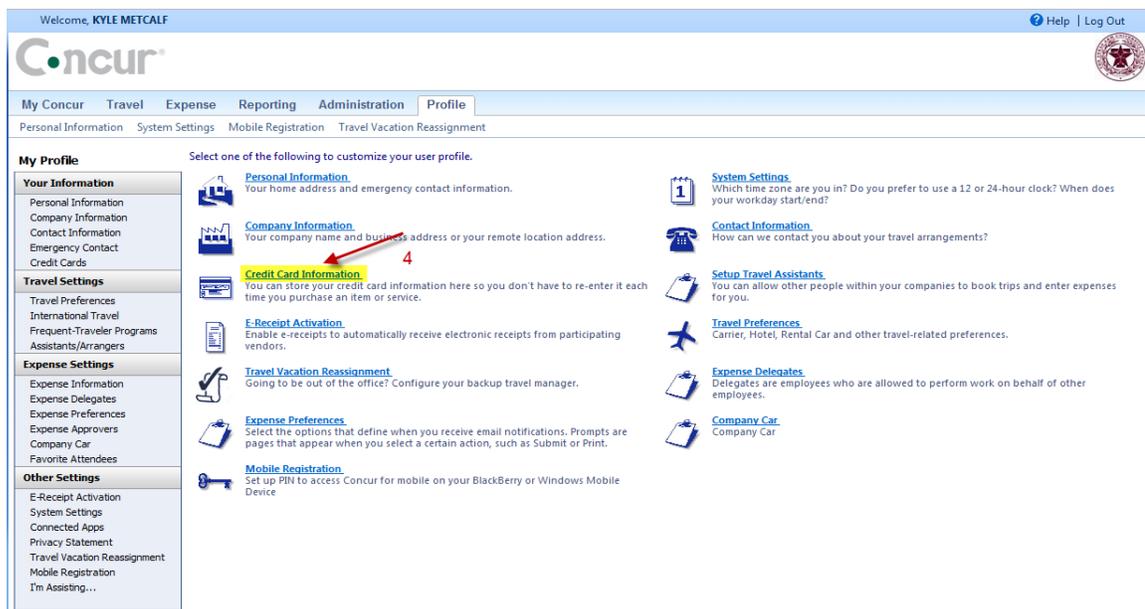


## Entering Credit Cards into your Concur Profile

- 1) Login through Single Sign-On, sso.tamu.edu
- 2) Click "eTravel/Concur"
- 3) Click "Profile"



- 4) Click Credit Card Information



- 5) Click "Add a Credit Card"



- 6) "Display name" is what you want to call your card in the system. Ex: "Personal Visa Card" or "University Travel Card"
- 7) Enter your name as it appears on your card
- 8) Choose what type of card you are entering (Visa, MasterCard, etc...)
- 9) Enter the full 16 digit account number with no dashes
- 10) Enter the expiration month and year
- 11) Enter the billing address for the card. For the billing address of your University Travel Card please refer to the envelope it came in, formatted as shown below. Enter the red lines in Concur:

Evonne Crocker (Program Administrator) -IGNORE  
 Kyle Metcalf (Your Name as it Appears on this Card, from item 7)  
 711 TAMU Travel Card (Card Type) -IGNORE  
 6000 TAMU (Street)  
 College Station, TX 77843-0001 (City, State Zip)

- 12) Select the country as "United States"

The screenshot shows a web browser window titled "Add a Credit Card - Google Chrome" with the URL "https://www.concursolutions.com/profile/CreditCardEditor.asp?uID=nGQFq1MqFt7L8HM2m". The form is titled "Add a Credit Card" and contains the following fields and instructions:

- Display Name (e.g., My Corporate Card):** University Travel Card (6)
- Your name as it appears on this card:** KYLE METCALF (7)
- Card Type:** MasterCard (8)
- Credit Card Number:** 1234567890123456 (9)
- Expiration Date:** 12/2012 (10)
- Billing Address:**
  - Street:** 6000 TAMU (11)
  - City:** College Station
  - State:** Texas
  - Zip/Postal Code:** 77843-0001
  - Country:** United States of America (12)

Additional form elements include checkboxes for "Use this card as the default card for:" (Plane Tickets, Rail Tickets, Car Rentals, Hotel Reservations, Taxi) and a note: "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." Buttons for "Save", "Reset", and "Cancel" are at the bottom.