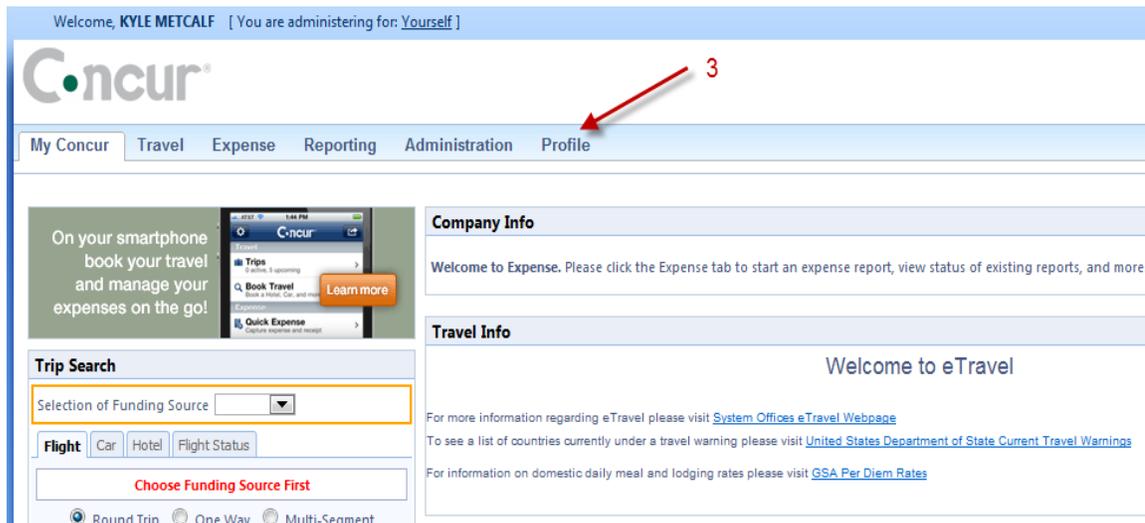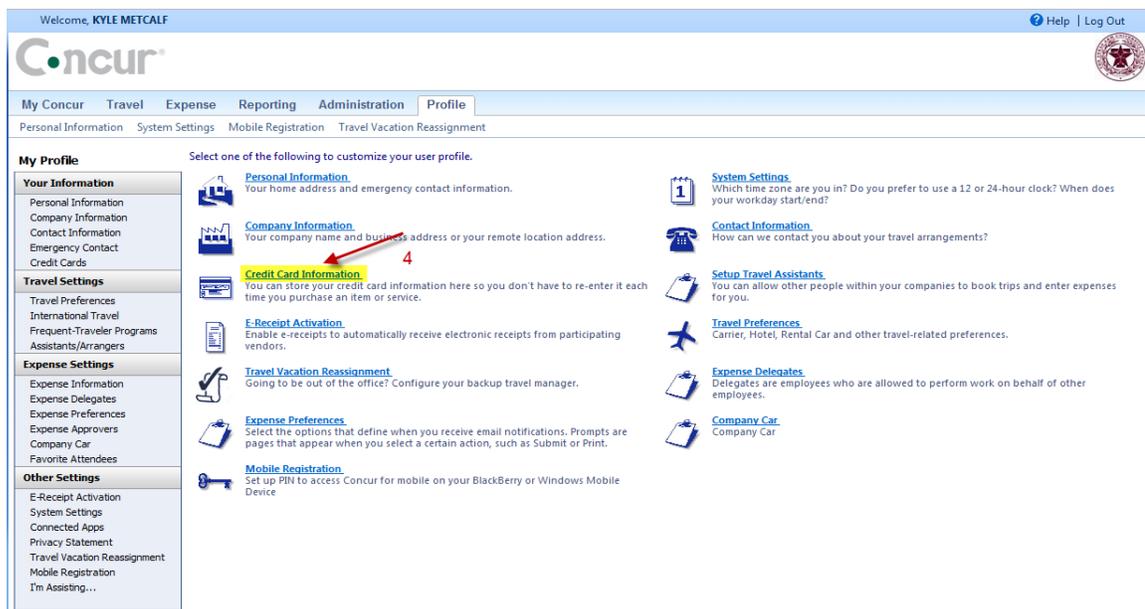# Entering Credit Cards into your Concur Profile

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"