PROFILE UPDATE FOR OTHERS and PRIMARY ARRANGERS

Log into Concur using your log in and click on the down arrow next to PROFILE in the top right corner. Search for the traveler’s profile by their last name. Once you find their profile, select START SESSION.

Once you are “Acting as” the traveler, select the arrow beside PROFILE again and then select Profile settings. You will then be able to make updates to their profile.
To assign yourself as their travel arranger, go almost to the bottom of the page to find **ASSISTANTS AND TRAVEL ARRANGERS**. If your name is not already listed, click on **ADD AN ASSISTANT**. Each profile can have multiple assistants and arrangers, only the **PRIMARY ASSISTANT** will receive copies of all communications.

**DEFAULT SPEED TYPE CODE**

Update the default speed type code and department name in the Company Information box. The speed type code can be changed on specific reservations, but the default is used if no other code is provided.