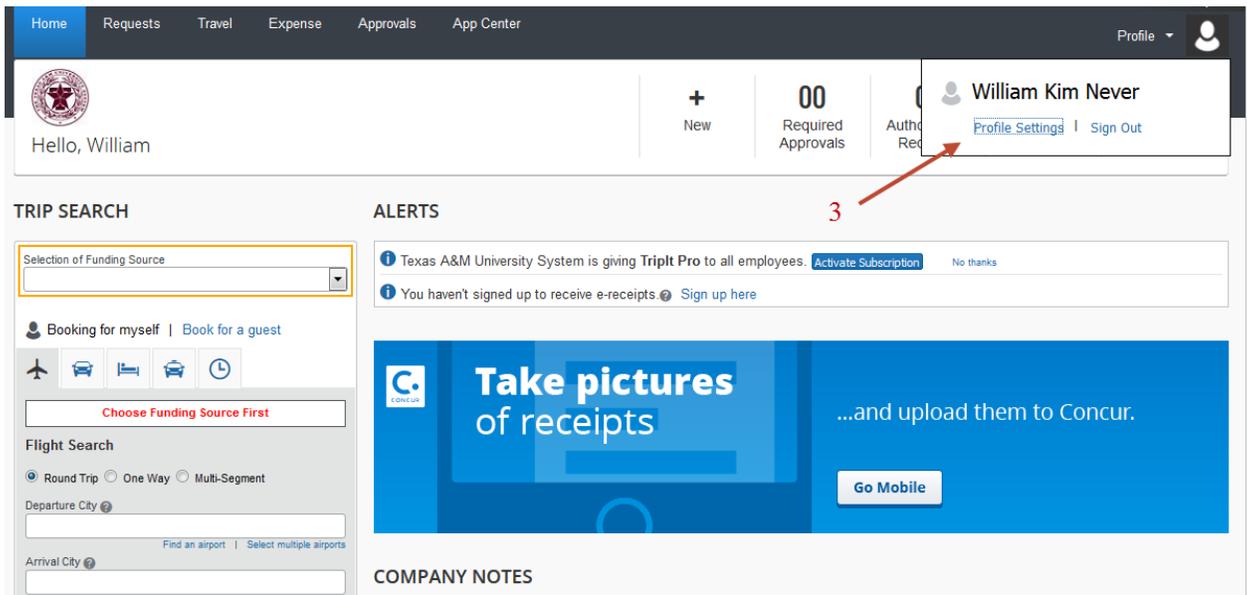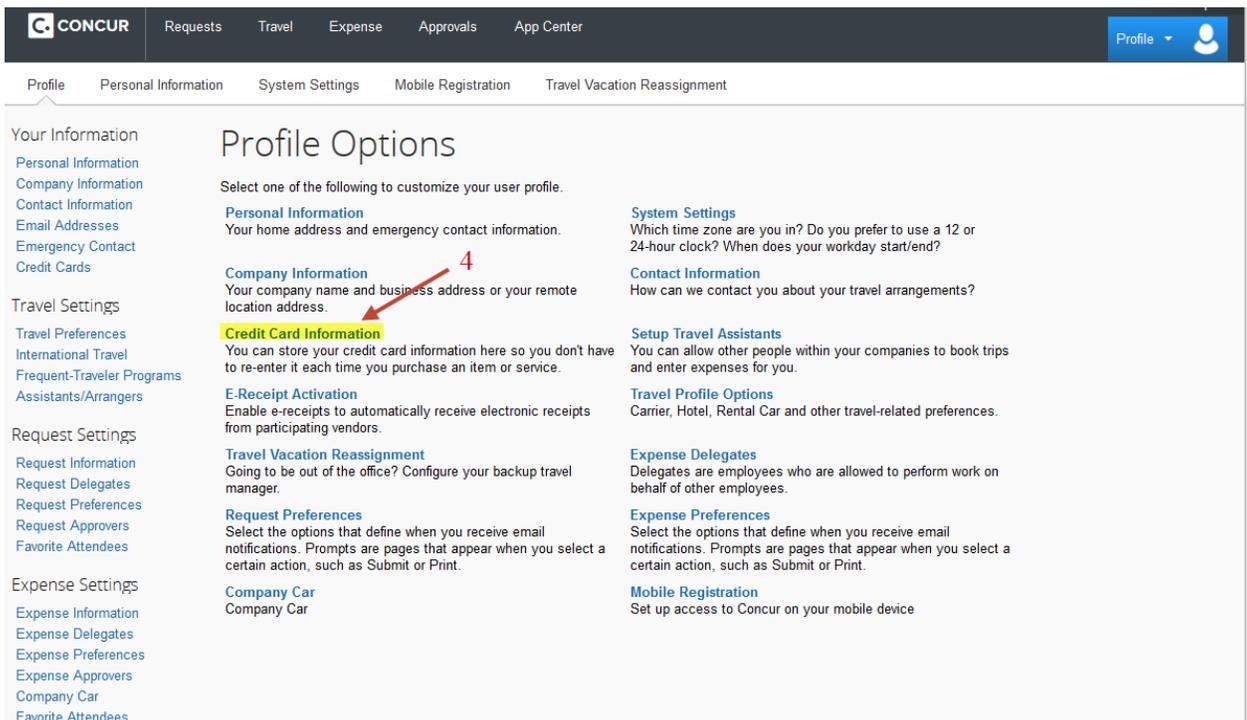# Entering Credit Cards into your Concur Profile
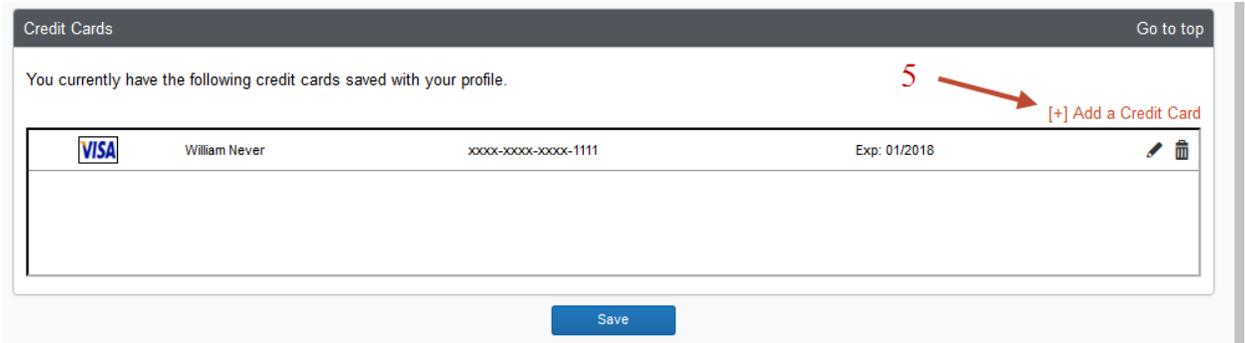
1) Login through Single Sign-On, sso.tamu.edu
2) Click "eTravel/Concur"
3) Click "Profile"

4) Click Credit Card Information

5) Click "Add a Credit Card"

| **VISA** | William Never | xxxx-xxxx-xxxx-1111 | Exp: 01/2018 |

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
William Never (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"
13) Click Save

Add a Credit Card - Mozilla Firefox

https://www.concursolutions.com/profile/CreditCardEditor.asp?uID=gWs02vpSpS30zdwlpE5qz4DAbhhjJ4d78Ew&sID=gWplXHH$s3iEbJD9Lc3dv

Add a Credit Card

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction. **All fields are required.**

Display Name (e.g., My Corporate Card)
University Travel Card   6

Your name as it appears on this card
William Never   7

Card Type
MasterCard   8

Credit Card Number
1234567890123456   9

Expiration Date
1   2015   10

Use this card as the default card for:
☐ Plane Tickets ☐ Rail Tickets ☐ Car Rentals ☐ Hotel Reservations ☐ Taxi

Billing Address: Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company 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 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street
6000 TAMU

Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.

11

City
College Station

State
Texas

Zip/Postal Code
77843-0001

Country
United States of America   12

13   [Save]   [Reset]   [Cancel]