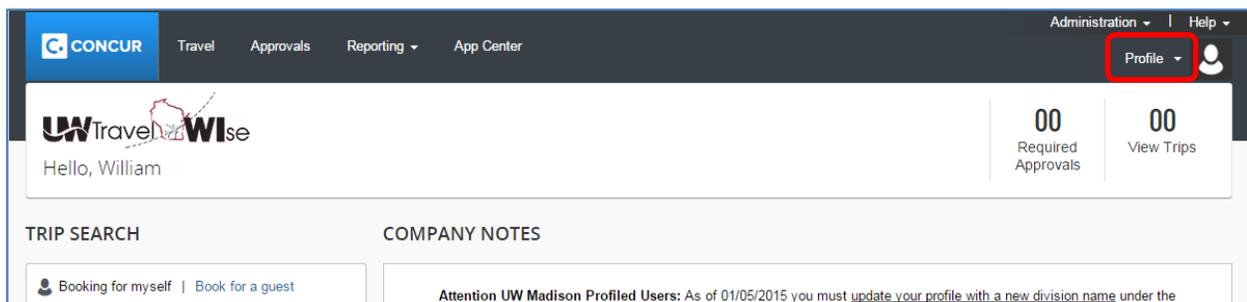


Self-Booking Tool (SBT) Tutorial: Add, Select or Modify a Default Charge Card in Your Travel Profile

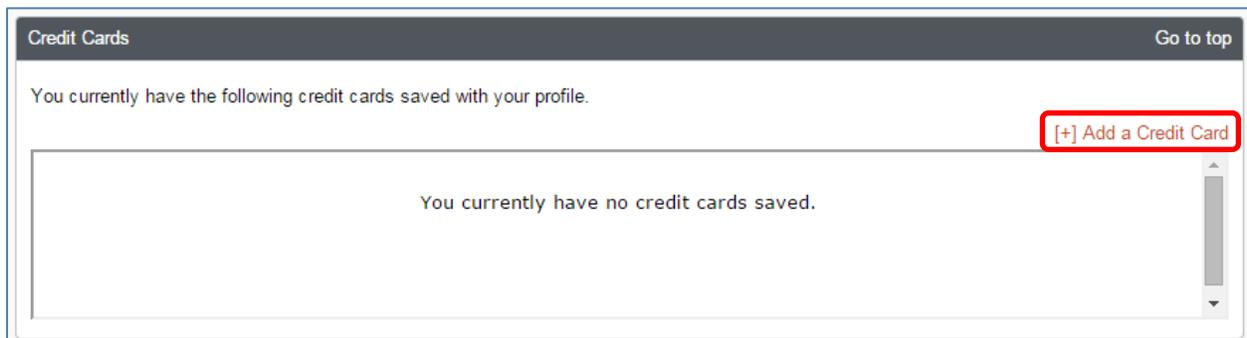
Like any popular shopping site, the UW's Self-Booking Tool allows secure storage of purchasing cards, corporate cards, or other charge cards allowed by your institution.

For ease in reservation processing, charge card information can be entered and stored in the user's travel profile for payment of air, lodging and vehicles.

- Click **Profile** in the upper right of Concur, and then select **Profile Settings**
- Click the **Credit Cards** link to the left



- Under the "Credit Cards" section, click the **Add a Credit Card** link

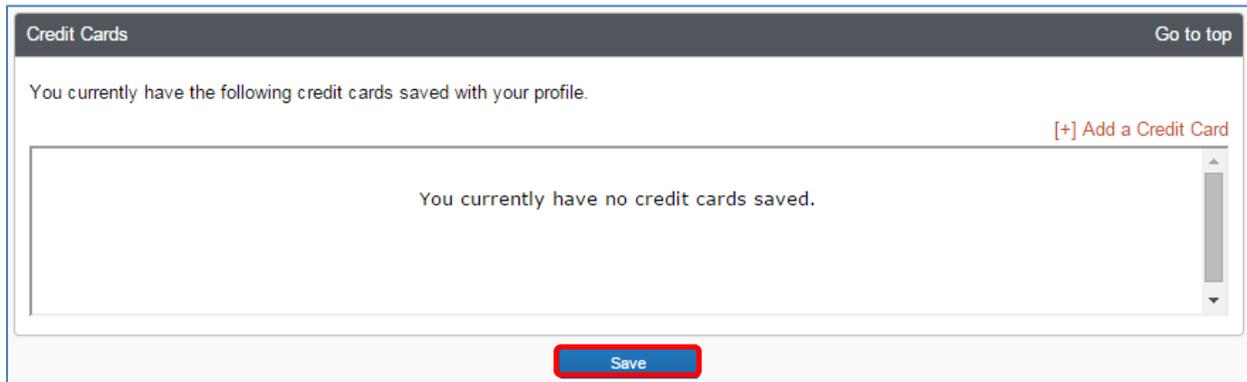


Note: The booking tool can accommodate multiple cards being securely stored for future bookings.

- Enter all required card information
- "Name" (i.e. My Corporate Card) a primary card to serve as the default for air
- You can also set the primary card as the default for car, and/or or hotel – or establish other cards for these types of reservations (i.e. 1 card for air, 1 card for hotel, 1 card for vehicles)
- Default card(s) will be automatically charged
- Change any default card information in your profile, **prior** to making a reservation

Self-Booking Tool (SBT) Tutorial: Add, Select or Modify a Default Charge Card in Your Travel Profile

- Add charge card information at any time, by clicking the **Add a Credit Card** link
- **Save** any charge card data as you add or update



Users that do not want to retain a default charge card in their travel profile must enter card information before each reservation can be completed. *If you have a default stored in your profile and want to change this, you must de-select default in your profile prior to starting a reservation.*

Note: The first time you pay for a reservation with a charge card, the booking tool will automatically store the card information in your profile. It will not be stored as a default.

For Travel Arrangers

You can set up your departmental card as the default for each traveler's airline tickets, utilizing the process above, and entering **your** card information into each of your traveler's profile. This allows your traveler's to self-book in the tool, with charges placed on your departmental card automatically.

All charge card information is encrypted within the user's travel profile for security purposes. Users should take care to keep charge card information up-to-date as expired charge cards will cause errors in the booking process.

