

Self-Booking Tool (SBT) Tutorial:

Change a Default Charge Card During the Reservation Process

Overview Required Payment Methods User Steps Add a New Credit Card

Overview

This document outlines the process for changing a default credit card during the booking process. The recommended process is to change the default credit card within your profile prior to making a new reservation. The process to change a default form of payment during the booking process will only work if a default form of payment is already selected within the traveler's profile.

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Required Payment Methods

Each institution is responsible for determining required payment methods that best meet the needs of their institution. Please refer to your specific policy when selecting your method of payment for air, car, or hotel reservations.

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User Steps

- Proceed with the air reservation from the Travel Home Page.
 - Add the departing and arriving airports, dates, and times.
- Air Search Results page.
 - Locate the traveler's preferred flights.
 - Click the **Select** button to continue.
 - Click **Ok** to acknowledge it is a non-refundable ticket, *if applicable*.
- 'Review and Reserve Flight' screen will appear.
 - Choose the desired credit card from the dropdown list, or click Add credit card to add a new one.

REVIEW PRICE SUMMARY					
Description	Fare	Taxes and Fees	Charges		
Airfare	\$382.89	\$56.92	\$439.81		
Total Estimated Cost : \$439.81 USD					
Total Due Now: \$439.81 U					
SELECT A METHOD OF PAYMENT					
How would you like to pay? Please choose a credit card.					
* Indicates credit card is a company card					



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Add a Credit Card

• If you've chose to add a credit card, the following screen will appear.

🗿 Add a Credit Card - Internet Explorer	at a Program	— — X		
G https://www.concursolutions.com/profile/CreditCardEditor.asp?uID=gWgRWypVdfs0i8OiS6sqy7whgC5f0455rHQ ▲				
Add a Credit Card				
Enter the appropriate information for the credit card you' and select it when using features that require a credit ca		ne" field to label the card so you can easily identify		
Display Name (e.g., My Corporate Card)	Your name as it appears o	on this card		
	William Never			
Card Type	Credit Card Number	Expiration Date		
		3 2015 2		
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		Use this address		
2150 S Washburn St		Home Address		
City State	ie in the second	Zip/Postal Code		
Oshkosh Wis	sconsin	54904		
Country				
United States of America				
Save	Reset	Cancel		

- Enter the appropriate credit card information
- The check boxes within the 'Add a Credit Card' screen allow the user to change the default form of payment within the traveler's profile. If the check boxes are not checked, the new form of payment will only apply to this reservation.
- Click Save and select the newly added credit card from the dropdown list.
- Click Reserve Flight and Continue to continue with the reservation.

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