

Concur Profiles – User Guide (02MAY22)

Registration Link:

https://www.concursolutions.com/registration/register_form.asp?regcode=UFV

You will be asked for:

Your work email address

Your full/complete name as it appears on your government
ID/documentation

Your time zone

Complete form and click 'submit'

If you need assistance, please reach

Once approved, you will receive an email to set your password and complete your travel profile

Click on link provided.

<p>Passport information Date of birth and gender Emergency contact information Work/home/mobile phone numbers Do not use the following characters when completing your travel profile o @ # & () _ ! * ' </p>	
<p>When adding emergency contact information, please only do so if you have the name AND phone number. No need to include an address</p>	

When adding a 2nd or additional travel arranger, please be sure to add that arranger's email address to the "Email Addresses" area if you wish that travel arranger