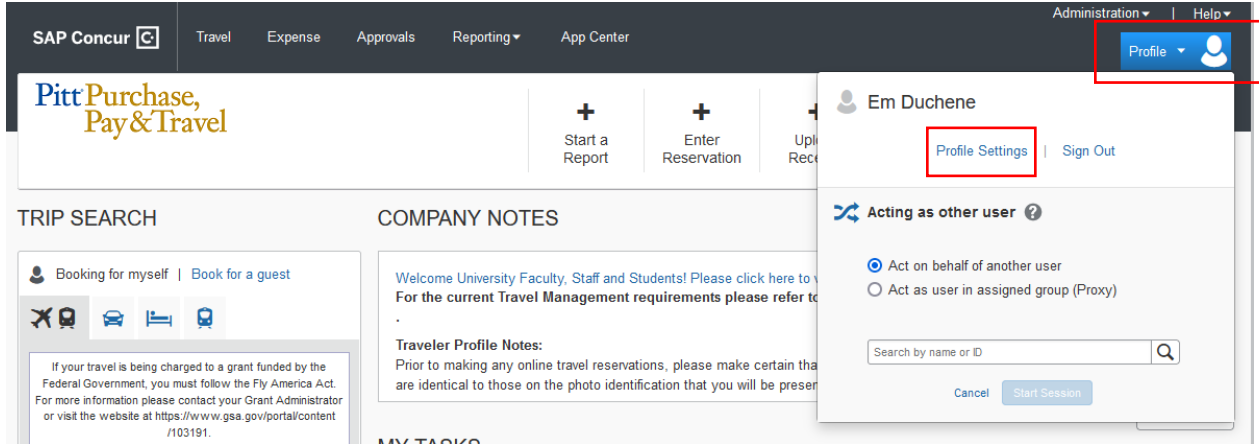
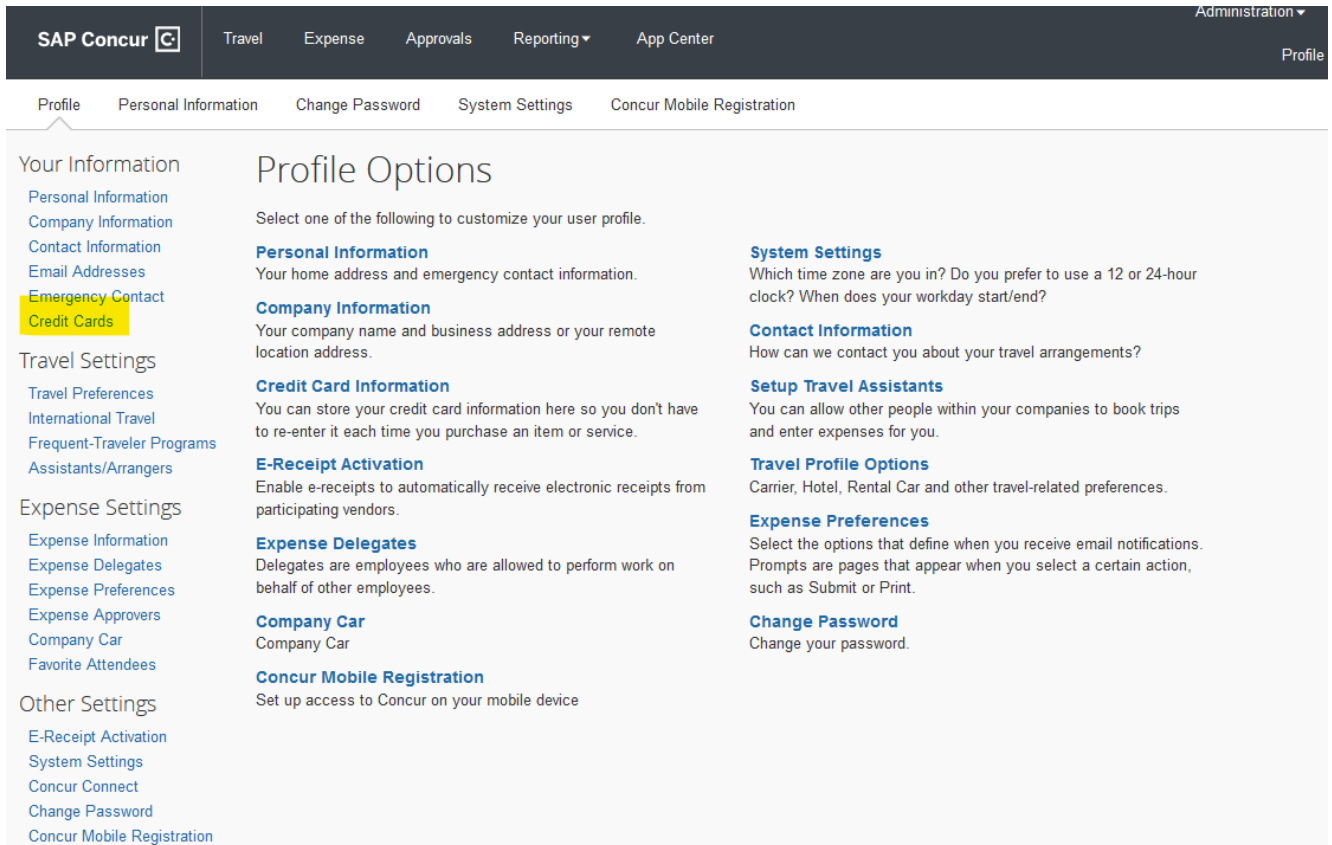


# How To Select OneCard as the Default Credit Card in Your Concur Profile

1. Log into Concur
2. Select **Profile**
3. Select **Profile Settings**

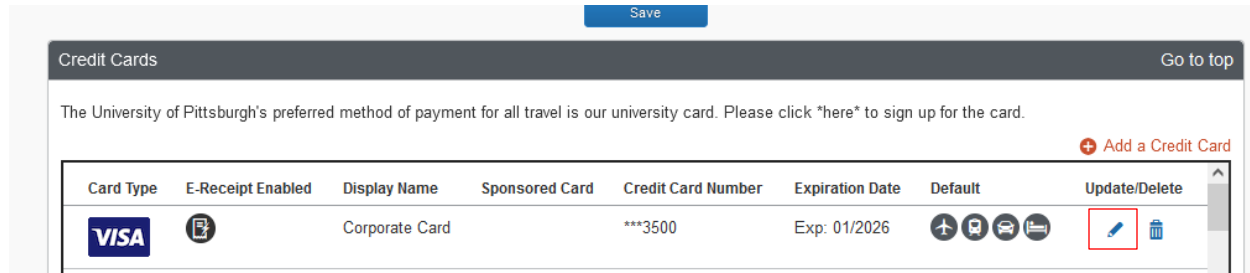


4. Select **Credit Cards**



## How To Select OneCard as the Default Credit Card in Your Concur Profile

5. Select the **pencil icon** to edit



6. Select the boxes under the section titled **Use this card as the default card for** and select all options: Plane tickets, Rail Tickets, Car Rentals, Hotel Reservations. Also, make sure receive e-receipts for this card is checked as well. Then select the **Save** button at the bottom

The screenshot shows the 'Edit Credit Card' form in a browser window. The form includes a warning message: 'For security, your credit card number is not displayed. If you think your credit card number is wrong, delete this credit card record and insert a new one with the correct information.' Below this, there are fields for 'Display Name (e.g., My Corporate Card)', 'Your name as it appears on this card', 'Card Type', 'Credit Card Number', and 'Expiration Date'. A section titled 'Use this card as the default card for:' contains four checked checkboxes: 'Plane Tickets', 'Rail Tickets', 'Car Rentals', and 'Hotel Reservations'. Below this is a checked checkbox for 'Receive e-receipts for this card'. The 'Billing Address' section includes a 'Street' field, a 'Use this address' dropdown, 'City', 'State' (set to Pennsylvania), and 'Zip/Postal Code' fields. At the bottom of the form, there are 'Cancel', 'Reset', and 'Save' buttons, with the 'Save' button highlighted by a red box.