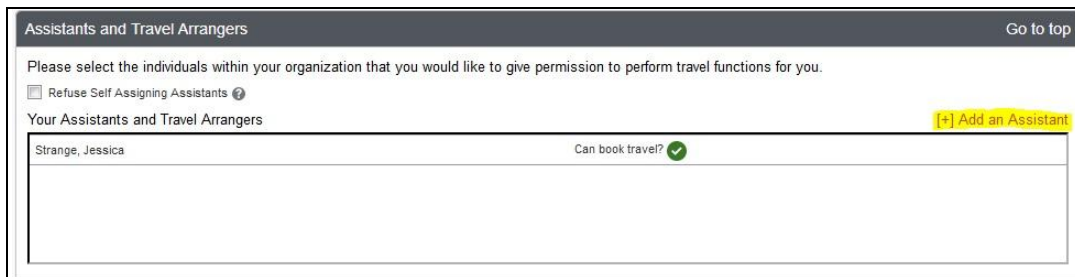


## Concur Assigning an Arranger Guide

As a traveler, you may have someone in your company that you would like to allow access to your profile so they would be able to make travel reservations on your behalf. You can allow access to individual users by adding them in your profile by following the steps below.

### Setting up an Arranger in a Profile

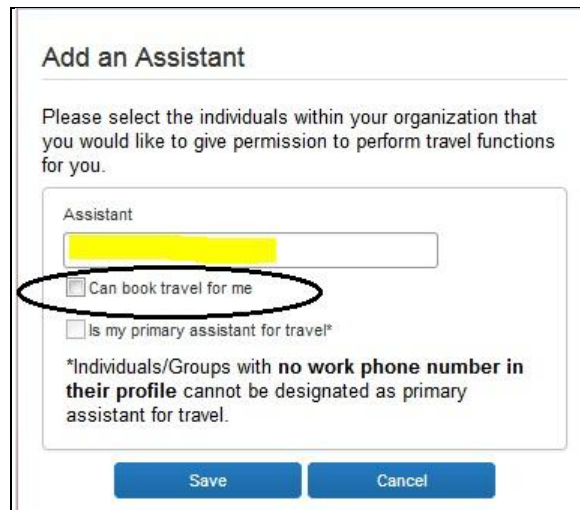
In your profile, move down to the section labeled **Assistants and Travel Arrangers** and click the **Add an Assistant** link.



Search by the last name of the person you would like to add as your assistant. After you have located your arranger in the list provided click on the name too add into the **Assistant** box. Check the **Can book travel for me** box and when complete **Save**.

\*\*\* Arrangers must have their own login to Concur and must add a work phone to their Concur profile before being added as an arranger.

\*\*\* Please permit pop-ups when using the Concur site.



Your **Arranger** will now show in your updated list. Be sure to **Save** your updates on your **Profile** page.

# Concur Assigning an Arranger Guide

## Assigning yourself as an Arranger for a Traveler

Your company may have given you the ability, in Concur, to assign yourself as an arranger for your travelers.

If this is the case, then you can assign yourself as the arranger from the **Home** page under the **Profile** drop down.

The first time you assign yourself as an arranger from the **Profile** drop down you will see the option **Acting as other user**.

Enter the last name of your traveler to search for them in the site. After you have located your traveler in the list provided click on the name too add them to your list of assigned travelers.

After you have assigned your first traveler you will see the additional options of **Act on behalf of another user** and **Book travel for any user (Self-Assign)**.

You can continue to assign yourself as an arranger using the **Book travel for any user** option. The **Act on behalf of another user** allows you to select your travelers from a drop down list and book their travel arrangements.



**Please note each company's Concur site is configured differently. Some of the options discussed in this guide may not be available on your individual site. Changes to your site configuration may only be made at the request of your company's travel administrator.**