Entering Car Rental Program Number in Profile

Here are instructions for entering rental car program numbers in a user profile in ConcurGov.

1. Navigate to **Profile > Profile Settings**.

Figure 1: Profile Settings

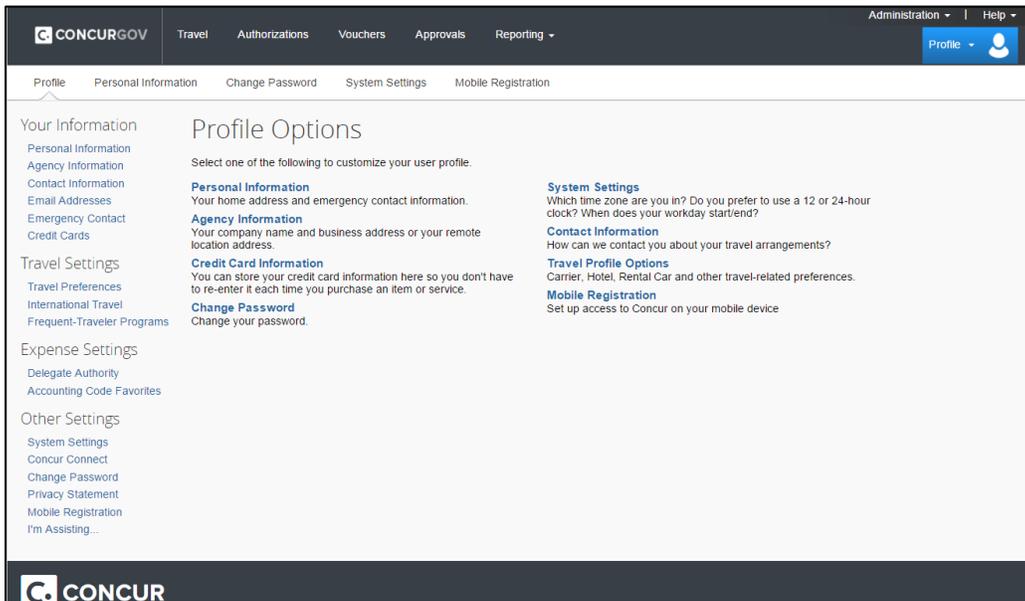2. Click travel **Profile Options**.

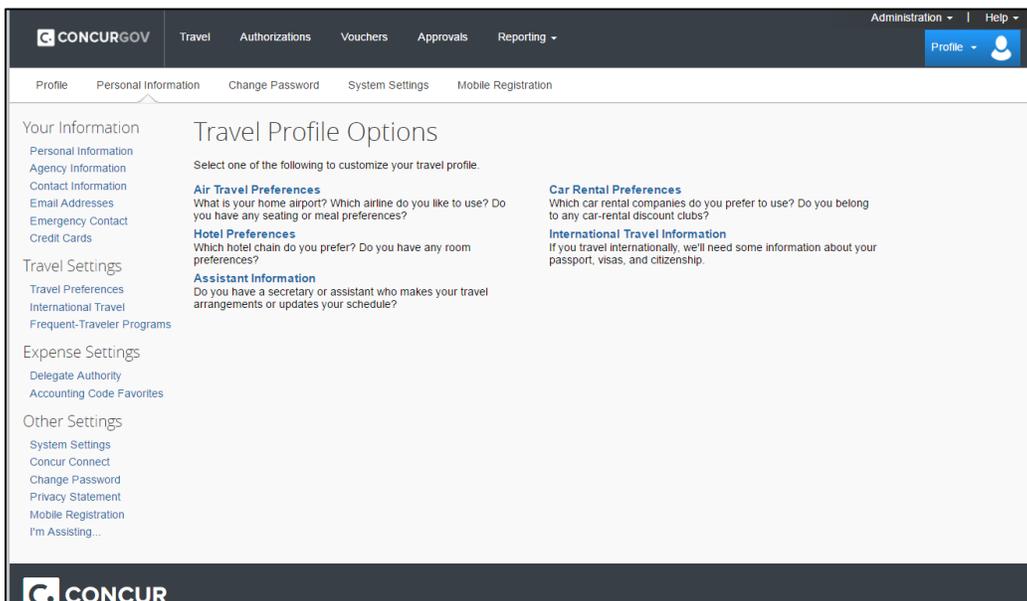**Figure 2: Profile Options**

3. Click **Car Rental Preferences**.

Figure 3: Car Rental Preferences

4. Click **Add a Program** under Frequent-Traveler Programs.

Figure 4: Add a Frequent Traveler Program

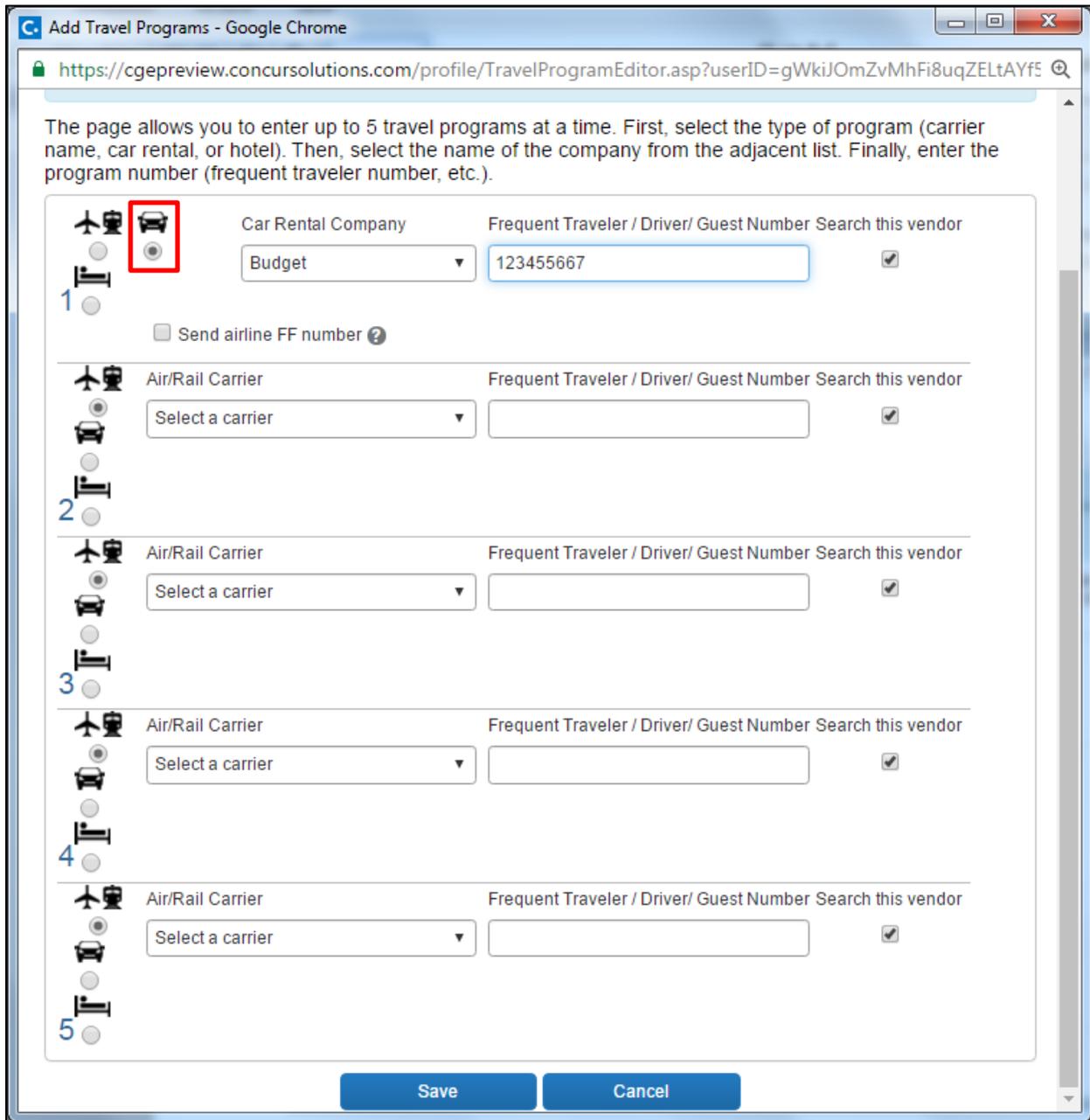5. Click the radio button beneath the car icon as seen below.

Figure 5: Add a Car Rental Program Number

6. Select the car rental company in the **Car Rental Company** drop-down list.

7. Add the car rental program number in the **Frequent Traveler / Driver / Guest Number** field.

8. Click **Save** at the bottom of the screen.