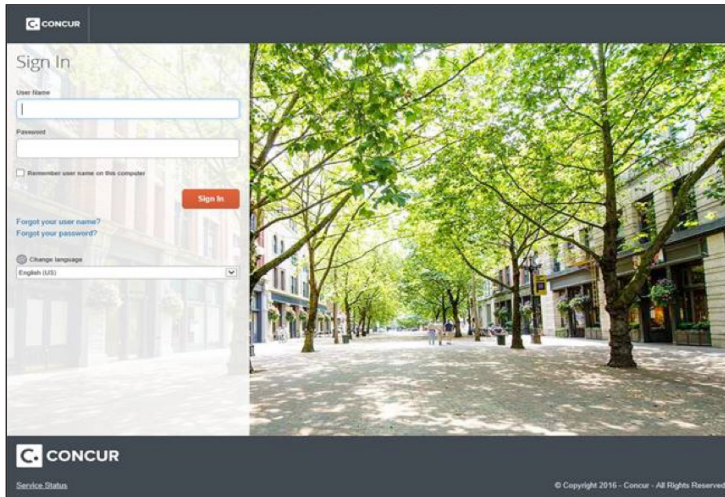# SAP Concur

FAQ: Billing

How do I change my credit card information?

You can update your credit card information online. Refer to the steps below:

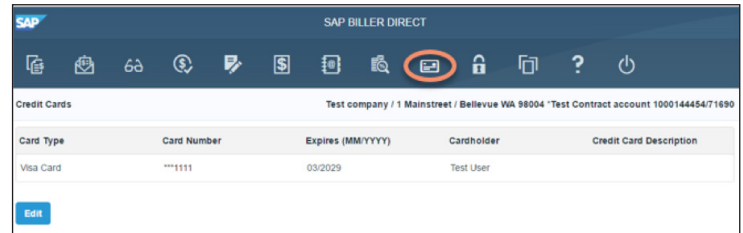1. Log in to SAP Concur (www.concursolutions.com).

2. Click Contact Support at the bottom left of your screen.
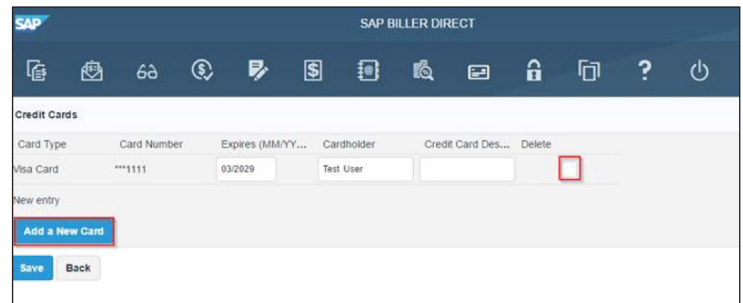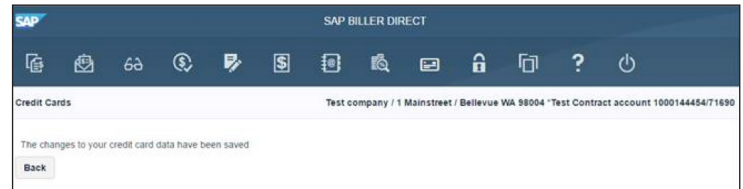

3. On this page, click on Billing.

4. Click the Credit Cards tab.

5. Add your credit card information.

6. After successfully adding the card information, click the Automatic Debit Authorization tab. Then hit Grant. If you do not complete this step, payment will still be processed with the old card.

For any invoice or payment issues, reach out to your assigned accounts receivable analyst.

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