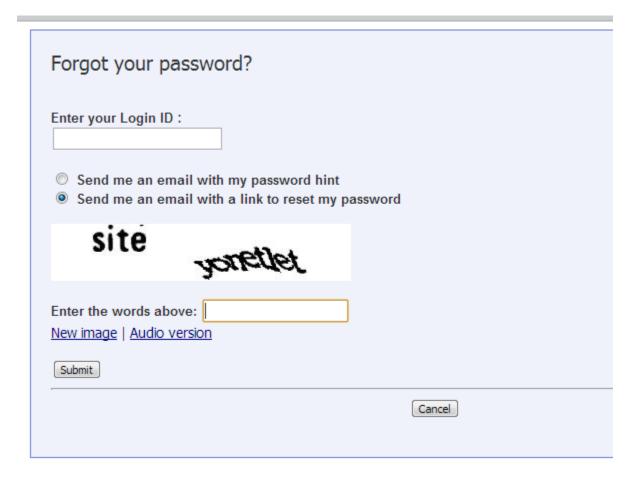
This is How travelers can log into Concur, create a password, change their profiles and make reservations.

- 1. Go to the travel portal: http://www.tsiusa.com/tesco
- 2. Click on "Forgot password"
- 3. Complete the info as presented ... remember travelers will need to use the new user ID created



- 4. Go to the profile tab.
- 5. Go into personal information page and complete and save.
- 6. Suzan will see profile on the agent end.