



YOUR SIXT PROFILE ID IN CONCUR

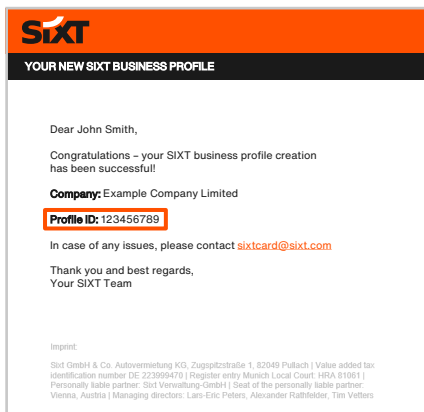
How you can add your SIXT profile ID to Concur

Your personal SIXT business profile is your key to all digital SIXT services. In order to make use of those services for bookings made via an Online Booking Engine (OBE), such as Concur, you need to store your SIXT profile ID in your OBE profile.

WHERE CAN I FIND MY SIXT PROFILE ID?

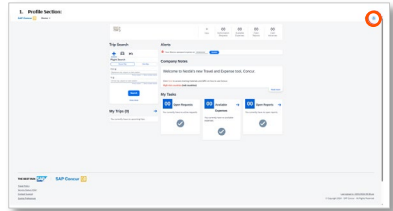
In order to receive a SIXT profile ID, you must create your personal SIXT business profile via the registration link that was sent to you.

Once you have created your profile, you will receive an **email confirmation** stating the profile ID number:

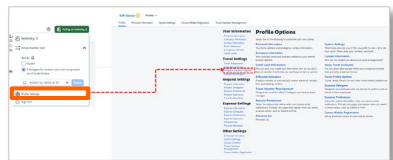


HOW CAN I ADD MY SIXT PROFILE ID TO MY CONCUR PROFILE?

- Navigate to the **profile** section on the front page of your SAP Concur Travel portal and click on **"Profile Settings"**.



- Go to **"Frequent-Traveler Programs"** under the **"Travel Settings"** section.



- A new window will open via which you can edit existing programs or add new ones.
- To edit an existing program, click on the **pen icon** next to the program.
- To add a new program, click on **"Add a Program"**.



- A pop-up window will open. Select **"SIXT"** in the dropdown menu under **"Car Rental Company"**.
- Add your SIXT profile ID to **"Frequent Traveler / Driver / Guest Number"** and click **"Save"**.

