Enabling E-Receipts for Concur Expense Reports

Description
This job aid describes how to activate and receive e-receipts in Concur.

Navigation
*My Concur > Alerts* box on the top of the home page

1. Click [Sign up here](#)

2. Click [E-Receipt Activation](#)

3. Read the agreement and then click [I Accept](#) [I Decline](#)
E-Receipt Activation

You have enabled e-receipts. Look for the e-receipt enabled icon while booking to identify participating vendors.

4. The enable e-receipts message will appear to confirm activation.