Concur Travel and Expense Update

New! Email Verification Process Moved to My Profile

Users who want to use email as a method to add images to Receipt Store will now use their My Profile page to enter and verify the email address. Prior to this change, the user worked with Receipt Store’s multi-step wizard to do this. Now, the verification process is simplified within the Email Addresses section of the user’s My Profile page. There is a slight change to the user interface for email addresses.

How it Works

Open My Profile > Email Addresses and submit your email address for verification.

1. In My Concur, click the Profile tab.
2. In the My Profile section, select Email Addresses and click the Add an Email Address link.
3. Enter your email address, click Yes for travel notifications (optional) and click OK.
4. Click Verify.
5. An informational message appears, review and click OK.
6. A verification email is sent to your email address account, retrieve the code from the email and enter the code in the Enter Code box and click OK.
7. Once the code is received and processed, the page refreshes to show that the account is now verified. You may now send your images to Receipt Store through email.

**Note:** You may also access this area by clicking the **Verify My Email** link available in the Receipt Store.