How to Activate E-Receipts

You may now activate e-receipts to automatically receive electronic receipts from participating vendors.

Log in to TTE and select **Profile**.

Click on *Profile Settings*.

You can select E-Receipt Activation from the Other Settings on the left menu bar or from the shortcuts on the page:
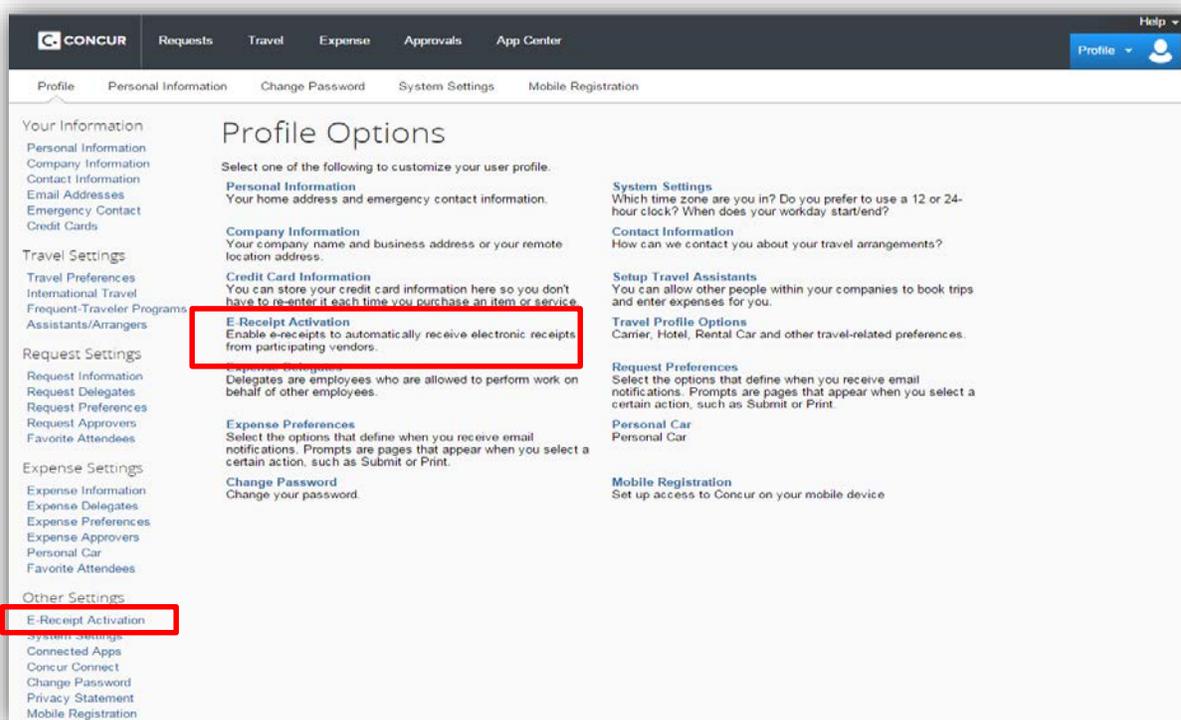
Simply click on the link to enable:

Once activated your profile displays:
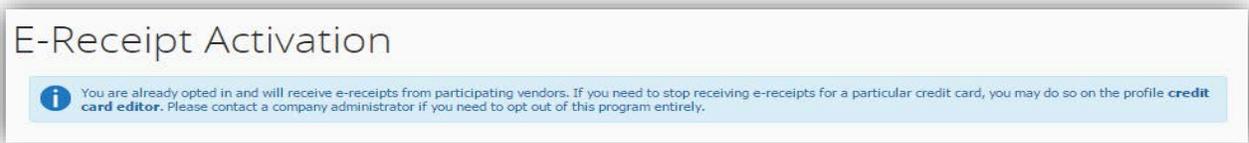
A new icon appears for any enabled credit card in your profile:

You may turn off E-Receipts for linked credit cards by editing the credit card:
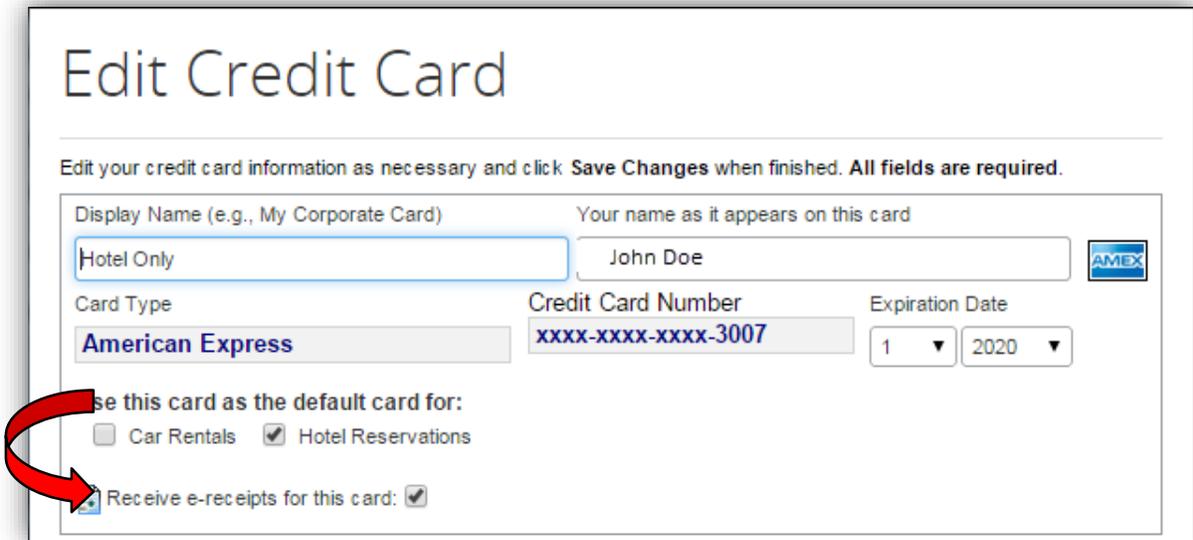
If you want to completely opt out of any E-Receipt program participation AFTER you enabled it, please contact the TTE Help Desk at the SAO Customer Service Center.