

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.

Requests	Expense	App Center	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:

C. CONCUR	Requests	Travel	Expense	Approvals	App C	enter		Profile +	2
Profile Perso	nal Information	Change	Password	System Settir	ngs h	Aobile Reg	gistration	61.0	
Your Information Personal Information Company Information Contact Information Email Addresses Emergency Contact	n F	Profile elect one of t Personal Info Your home ad	e Opt the following t primation dress and en	ions o customize you nergency contact	r user prot informatio	file. on.	System Settings Which time zone are you in? Do you prefer to use a 12 or 24- hour clock? When does your workday start/end?		
Credit Cards Fravel Settings	5	Company Inf Your company ocation addre	ormation y name and b iss.	usiness address	or your re	mote	Contact Information How can we contact you about your travel arrangements?		
Travel Preferences International Travel	-	Credit Card I You can store	nformation your credit c	ard information h	ere so yo an item or	u don't service	Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.		
Assistants/Arranger	rograms s	E-Receipt Ac Enable e-rece rom participa	tivation lipts to autom ting vendors.	atically receive e	lectronic i	receipts	Travel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences.		
Request Information Request Delegates Request Preference		Delegates are behalf of othe	employees v r employees.	ho are allowed to	o perform	work on	Request Preferences Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.		
Request Approvers Favorite Attendees		Expense Pre Select the opt notifications. certain action	ferences tions that defi Prompts are p , such as Sub	ne when you reco ages that appea mit or Print.	eive email r when yo	u select a	Personal Car Personal Car		
Expense Information Expense Delegates Expense Preference Expense Approvers Personal Car Favorite Attendees	s n (Change Pass Change your p	sword password				Mobile Registration Set up access to Concur on your mobile device		
Other Settings	_								
E-Receipt Activation System Settings Connected Apps Concur Connect Change Password Privacy Statement Mobile Registration	n								

Simply click on the link to enable:



Once activated your profile displays:



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

Credit Cards					Go to top
You currently have	following credit cards sa	ved with your profile.		[1] Ad	d a Cradit Card
	Hotel Only	xxxx-xxxx-3007	Exp: 01/2020		d a Credit Card

You may turn off E-Receipts for linked credit cards by editing the credit card:

dit your credit card information as necessa Display Name (e.g., My Corporate Card)	Your name as it appears	s on this card
Hotel Only	John Doe	AMI
Card Type American Express	Credit Card Number	Expiration Date

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.