



How to Activate E-Receipts

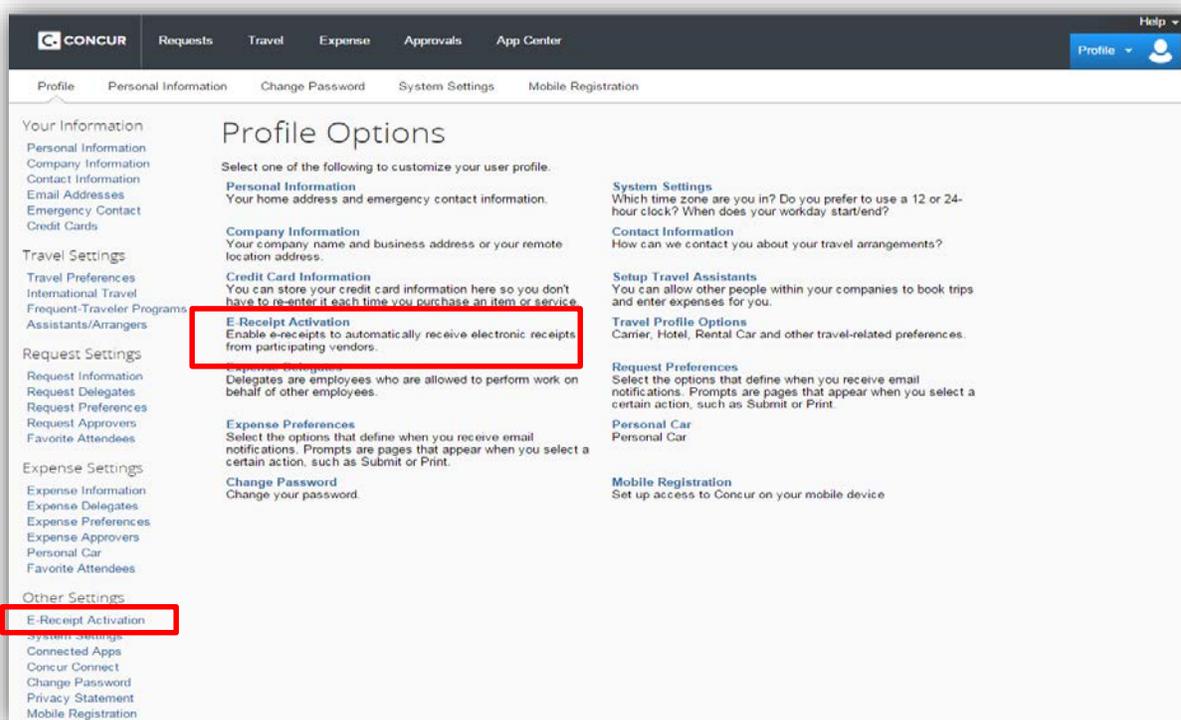
You may now activate e-receipts to automatically receive electronic receipts from participating vendors.

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:

E-Receipt Activation

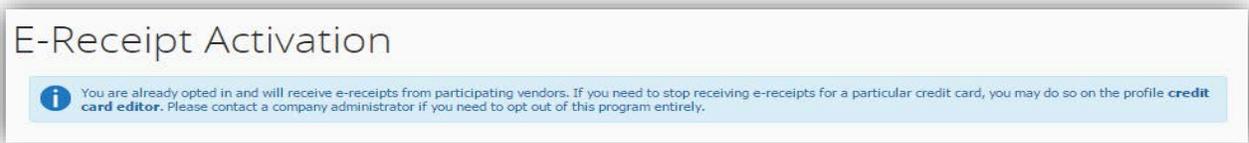
Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!
[E-Receipt Activation](#)

Once you complete the e-receipt activation, the e-receipts generated by your transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print these e-receipts at any time from your Trip Library. If your company uses Expense, then your e-receipts will be automatically matched with your itineraries and expense reports, as applicable, so you can avoid keying in folio data and submitting paper receipts for your expense reports. Participating suppliers of our e-receipt program are identified by our icon during the online booking process:

View sample e-receipts: [Car](#) [Hotel](#) [Taxi](#)

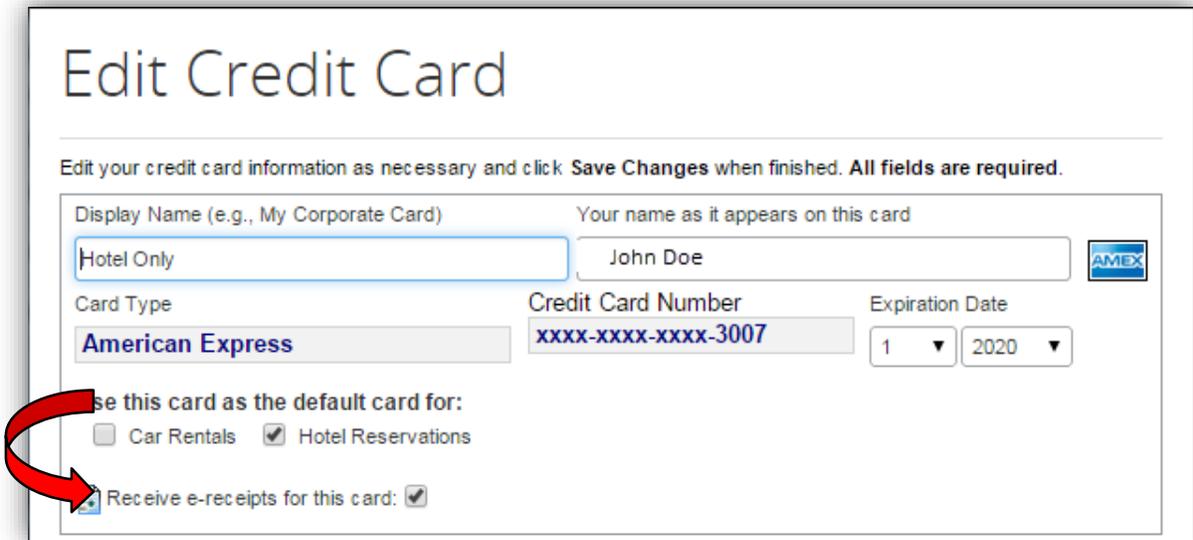
Once activated your profile displays:



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.