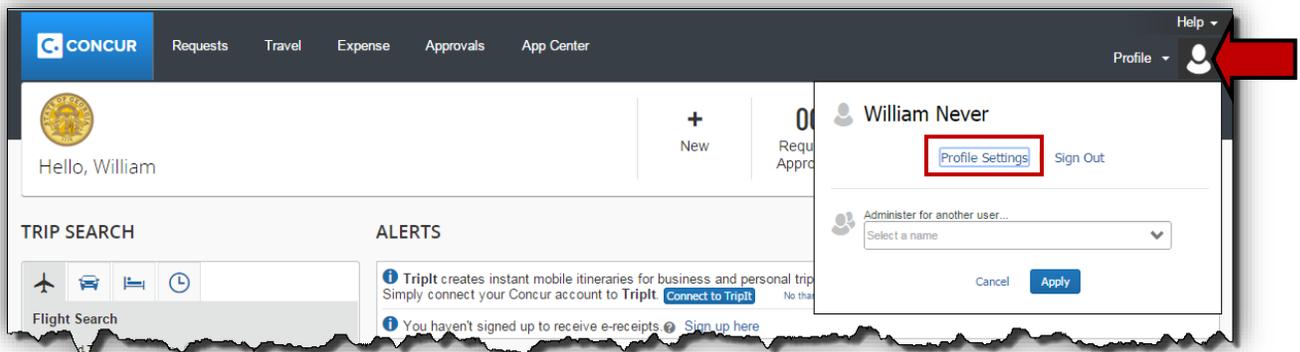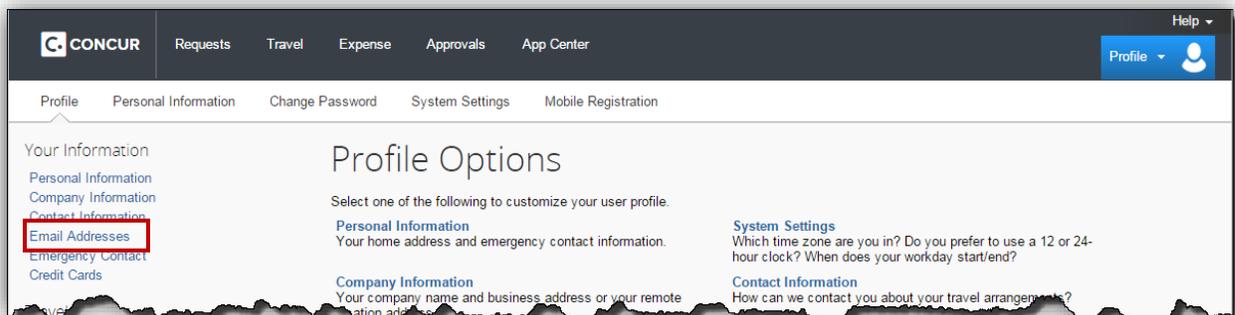# How to Verify My Email Address for Available Receipts
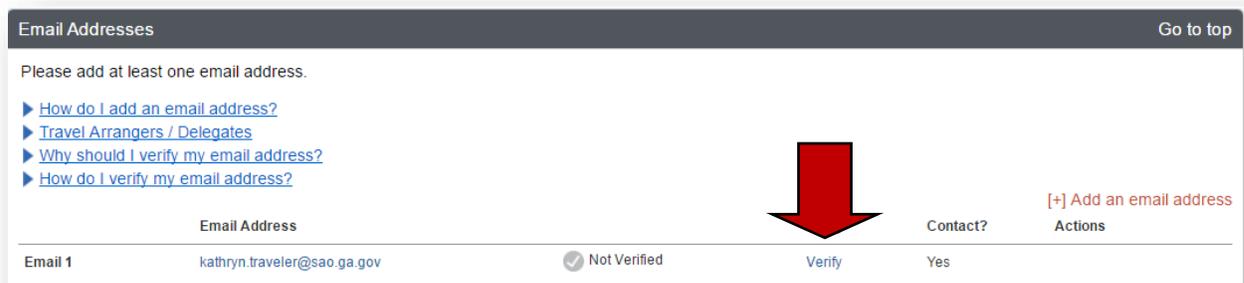
- From the home page select Profile
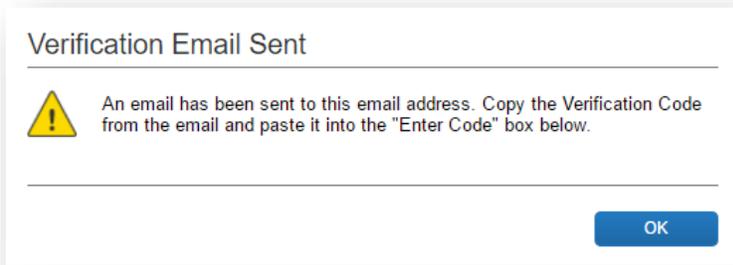- Select the **Profile Settings** link.

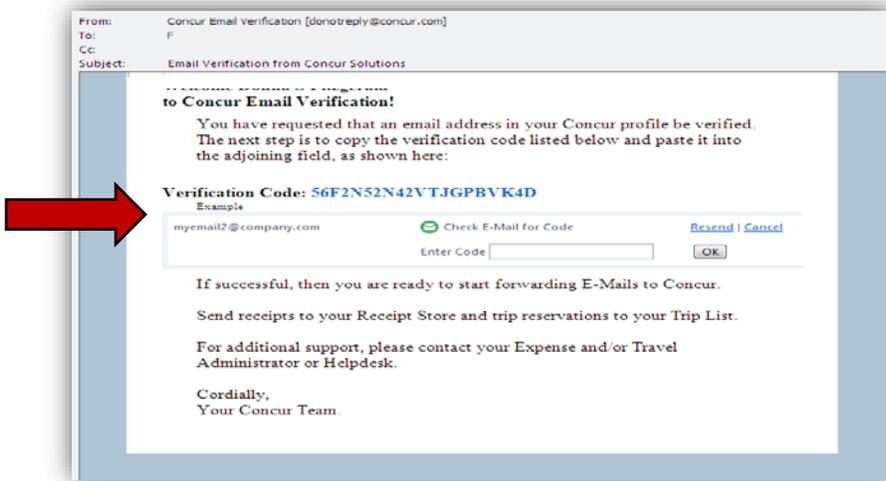- Select **Email Addresses** on the left-side menu

- Click on the <u>Verify</u> link for the email address you wish to use to send receipt images into TTE

- A notice pops up instructing you to check the email address for an email with your verification code.
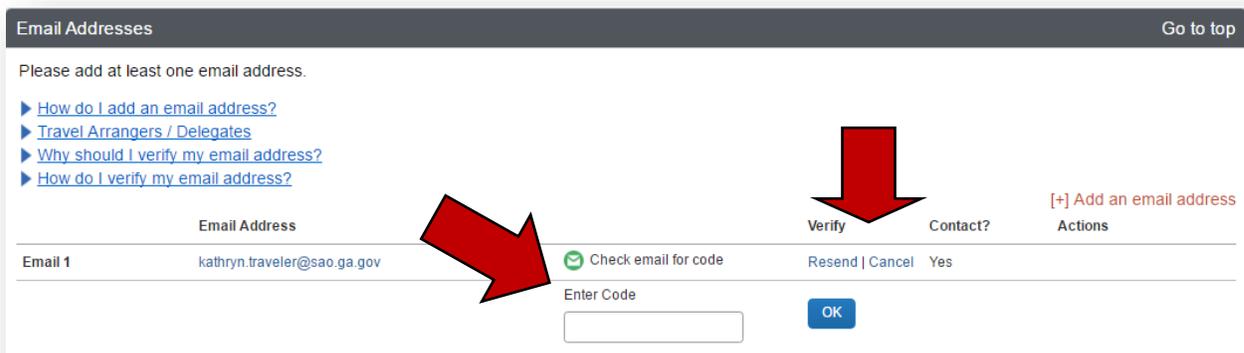
Verification Email Sent

⚠️ An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

OK

- Check the inbox for the email address you are verifying for an Email Verification from Concur.

From:	Concur Email Verification [donotreply@concur.com]
To:	F
Cc:	
Subject:	Email Verification from Concur Solutions

to Concur Email Verification!

You have requested that an email address in your Concur profile be verified. The next step is to copy the verification code listed below and paste it into the adjoining field, as shown here:

Verification Code: 56F2N52N42VTJGPBVK4D

Example

myemail2@company.com   Check E-Mail for Code   Resend | Cancel
Enter Code [_____] OK

If successful, then you are ready to start forwarding E-Mails to Concur.

Send receipts to your Receipt Store and trip reservations to your Trip List.

For additional support, please contact your Expense and/or Travel Administrator or Helpdesk.

Cordially,
Your Concur Team.

- Copy the verification code shown in the email into the box that now appears in the **Email Address** section of your TTE Profile and click **OK**.

    NOTE: If you do not receive the email, click **Resend** to generate another email and invalidate the previous code or **Cancel** to stop the verification.

Email Addresses   Go to top

Please add at least one email address.

▶ How do I add an email address?
▶ Travel Arrangers / Delegates
▶ Why should I verify my email address?
▶ How do I verify my email address?

[+] Add an email address

	Email Address		Verify	Contact?	Actions
Email 1	kathryn.traveler@sao.ga.gov	Check email for code	Resend	Cancel	Yes	
		Enter Code [_____] OK			

- The email address will now show as Verified in the Profile and the user can email receipts from this email address to receipts@concur.com and they will appear in Available Receipts.