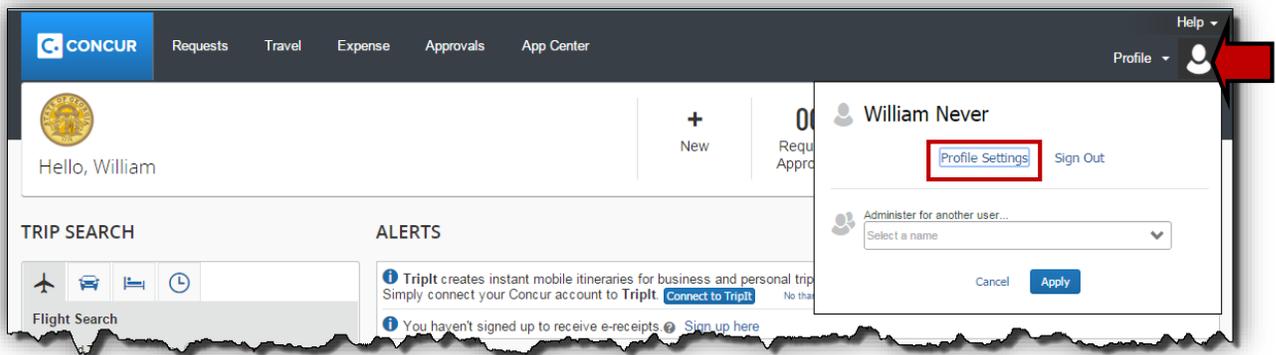


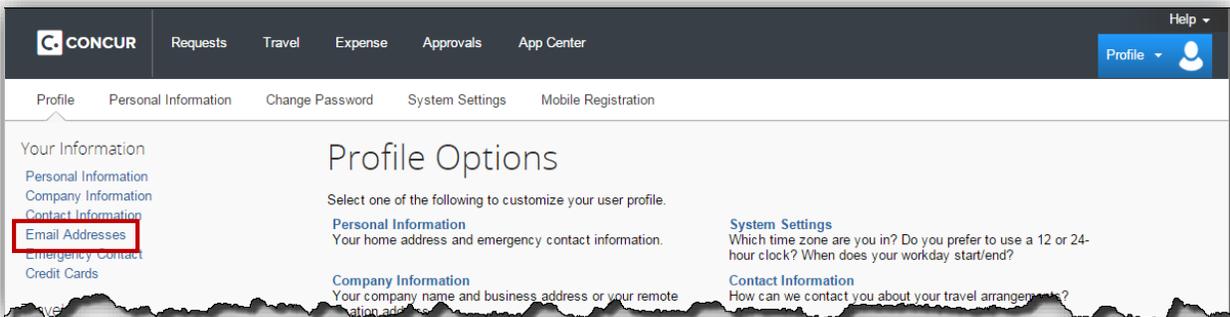


How to Verify My Email Address for Available Receipts

1. From the home page (Concur) window click on **Profile** The Profile window opens
2. Click on the Profile Settings link The Profile opens



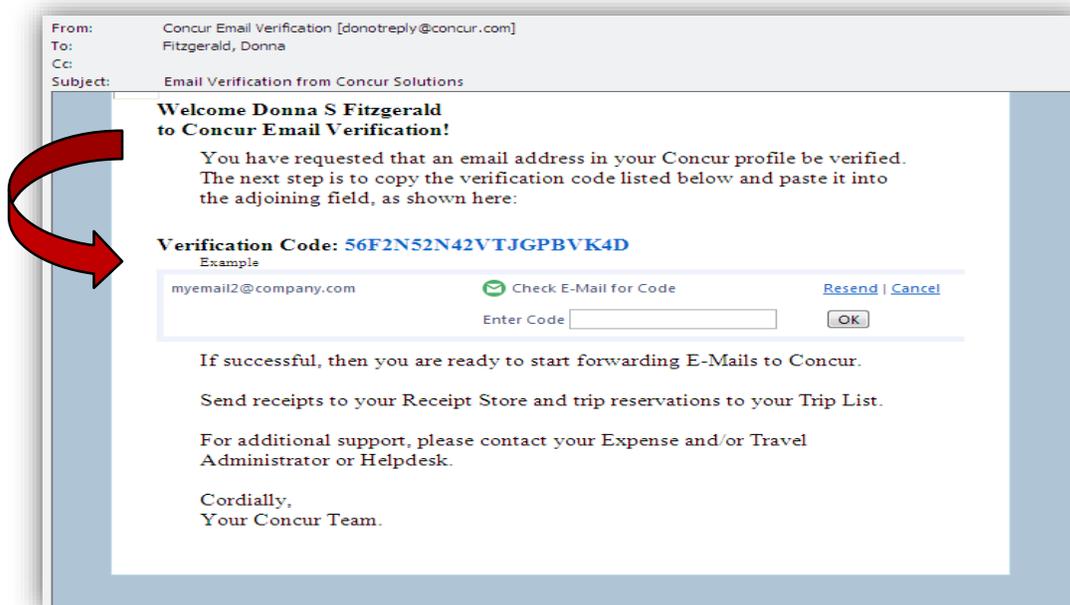
3. Click **Email Addresses** on the left hand menu The email section opens



4. Click on the Verify 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.
The TTE system can only verify an email address ONCE. Do not use an Expense Delegate's email address or they will not be able to email into Available Receipts!



5. Check your email for the Concur Email Verification from Concur



6. Copy the verification code shown on the email into the box that now appears in the Email Address section of your TTE Profile.
7. Click **OK**

If you have not received the email, click **Resend** to generate another email with a new code. This will invalidate the previous code emailed to you.



8. The email address will now show as verified.

Only a verified email account can be used to submit receipt images into Available Receipts.

The screenshot shows a web interface titled "Email Addresses" with a "Go to top" link in the top right corner. Below the title, there is a message: "Please add at least one email address." followed by four blue links: "How do I add an email address?", "Travel Arrangers / Delegates", "Why should I verify my email address?", and "How do I verify my email address?". In the top right of the main content area, there is a red link: "[+] Add an email address". Below this is a table with the following structure:

Email 1	Contact?
dfitzgerald@sao.ga.gov	Yes

In the table row, the word "Verified" is displayed next to a green checkmark icon, and this entire element is circled in red. To the right of the email address, there is a blue link "Disable Verification". To the right of the "Contact?" column, there is a small edit icon.