# SAP Concur C·
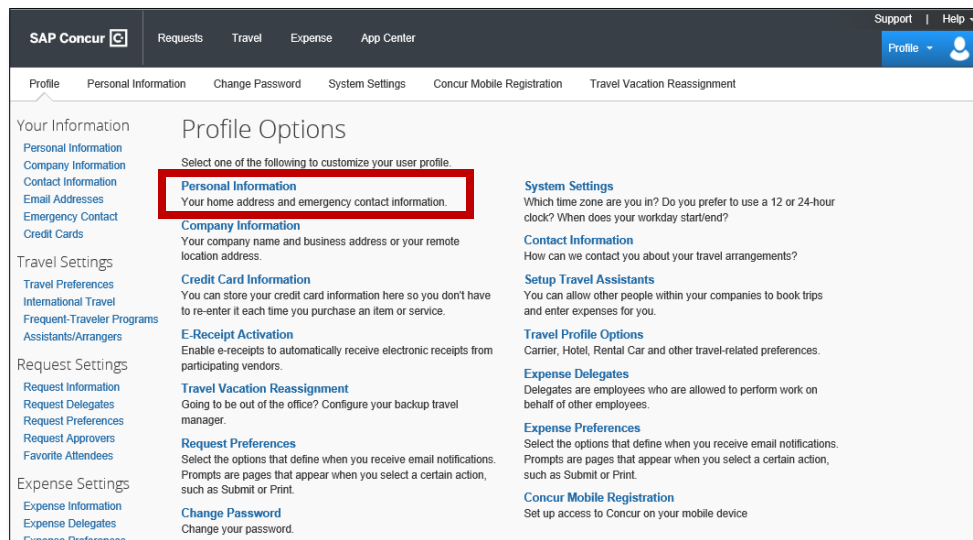
# EMAILING RECEIPTS

Receipts can be emailed to receipts@concur.com. They will be automatically loaded in the Available Receipts area of your profile for use in expense reports. To enable this process, you must first verify your email address.

1. Go to Profile then Profile Settings. Select Personal Information.



In the Email Address section, you should have an email address visible. If not, please add your state issued email address. You have the option of adding 2 additional addresses to also receive travel notifications. Note: Only one profile in Concur can link to the email address given.



If the email address has not been verified, click the **Verify** link. This will send an email to the address given and you will be provided a Verification Code to enter. Be sure to check your Junk or Clutter folder if you do not receive the email within a few minutes.
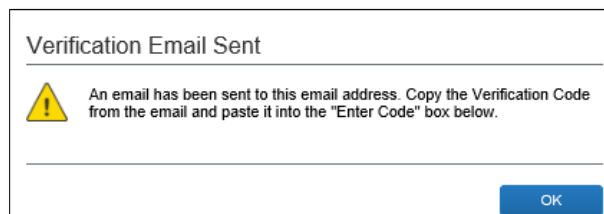
This is an example of what the email will look like.  Be sure to download the pictures if your email does not look like this.  Key in the Verification Code in the **Enter Code** field in your Profile and select **OK**.
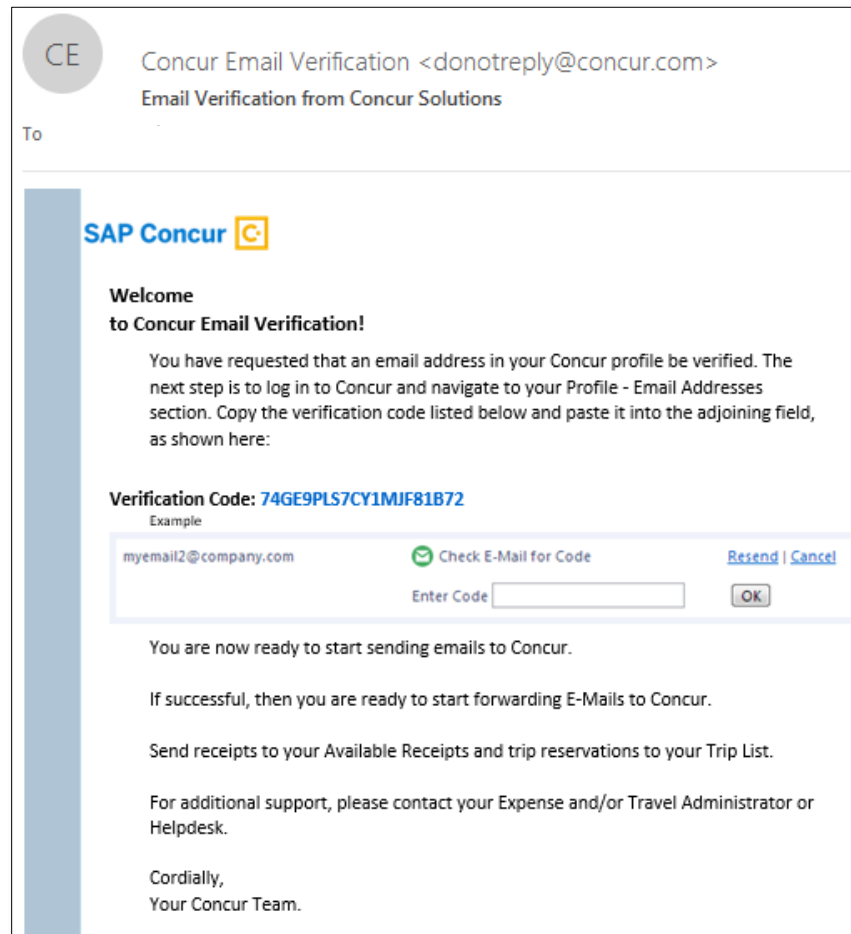


Once you have completed this process, you will receive the prompt below letting you know that your email address has been verified.