

Concur

Verifying Your Email Address

- 1) Click "**Profile**" to open your profile settings.
- 2) Click "**Profile Settings**" to open your profile settings menu.
- 3) Click "**Personal Information**" to access your email settings menu.
- 4) Select "**Email Addresses**" in the jump to drop-down menu.
 - a. From here, you can manage your available email addresses.
- 5) To add a new email address, click "Add an email address".
 - a. Enter the **email address**.
 - b. Set your **notification settings**.
- 6) Click "**Verify**" to have a verification code emailed to you.
 - a. A verification email will be sent to the email you provided. Click "**OK**" to continue.
- 7) You will need to copy the "**Verification Code**" and paste it in your account settings window.
- 8) Enter your verification code and click "**OK**" to confirm your added email address.
 - a. Once your new email is verified, you can now send receipts to concur.

At this point you can add another email address or close out your account settings.

All Done!