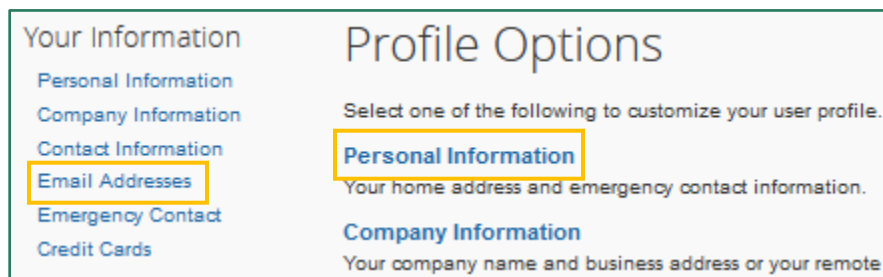




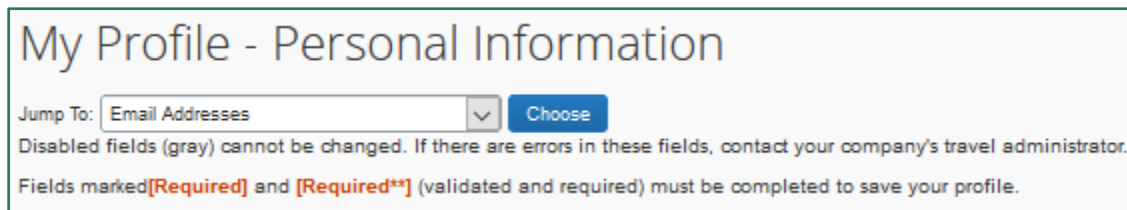
## Verify Email

Verifying an email address enables the user to forward receipts from the verified email account directly to their Available Receipts in Expense. Once verified, users can email their receipts to [receipts@concur.com](mailto:receipts@concur.com) or [receipts@expenseit.com](mailto:receipts@expenseit.com) and forward itineraries or travel plans to [plans@tripit.com](mailto:plans@tripit.com). We recommend verifying all email addresses used to receive receipts for UA business travel.

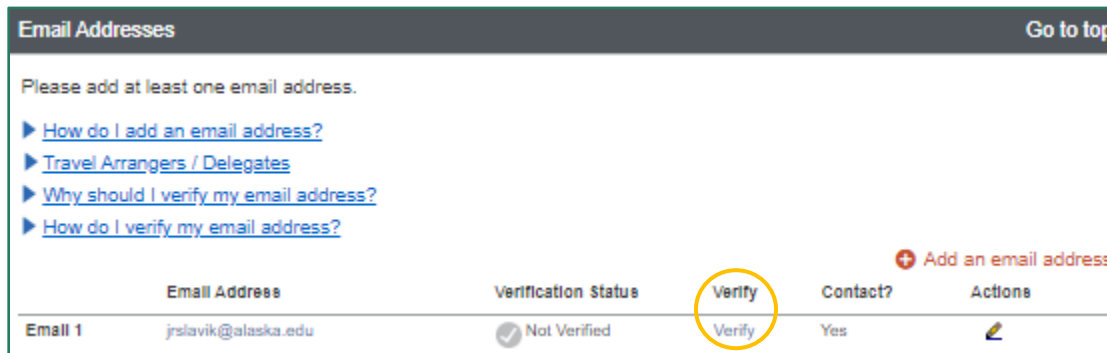
1. Open “Personal Information” under Profile Options or “Email Addresses” under Your Information



2. Scroll down the page to the Email Addresses section or select “Email Addresses” from the Jump To drop-down menu



3. Click the “Verify” link for the desired email address



4. The system sends a verification code to that email



5. Enter the verification code in the Enter Code field and click “OK”

The screenshot shows the 'Email Addresses' management interface. At the top, it says 'Please add at least one email address.' Below this are several 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?'. On the right, there is a '+ Add an email address' button. The main table has columns: 'Email Address', 'Verification Status', 'Verify', 'Contact?', and 'Actions'. The first row shows 'Email 1' with the address 'jrslavik@alaska.edu'. The 'Verification Status' is 'Check email for code' with a green checkmark icon. The 'Verify' column has 'Resend | Cancel' links. The 'Contact?' column has 'Yes'. The 'Actions' column has a pencil icon. Below the table, there is an 'Enter Code' input field and an 'OK' button, both highlighted with a yellow box.

6. A confirmation message appears with information on where to send receipts and trip itineraries (from non-Concur/CTM bookings)

The screenshot shows a confirmation message titled 'Email Verification Status'. It features a yellow warning triangle icon. The text reads: 'Your email address has been verified. You may now send receipts to Concur by emailing receipts@concur.com. You may now send trips to Concur by emailing plans@concur.com'. At the bottom right, there is an 'OK' button.

7. The email now has a green check indicating it as “Verified;” click Save

The screenshot shows the 'Email Addresses' management interface after the verification process. The table now shows the 'Verification Status' as 'Verified' with a green checkmark icon, which is circled in yellow. The 'Verify' column now has a 'Disable Verification' link. The rest of the interface remains the same as in the previous screenshot.