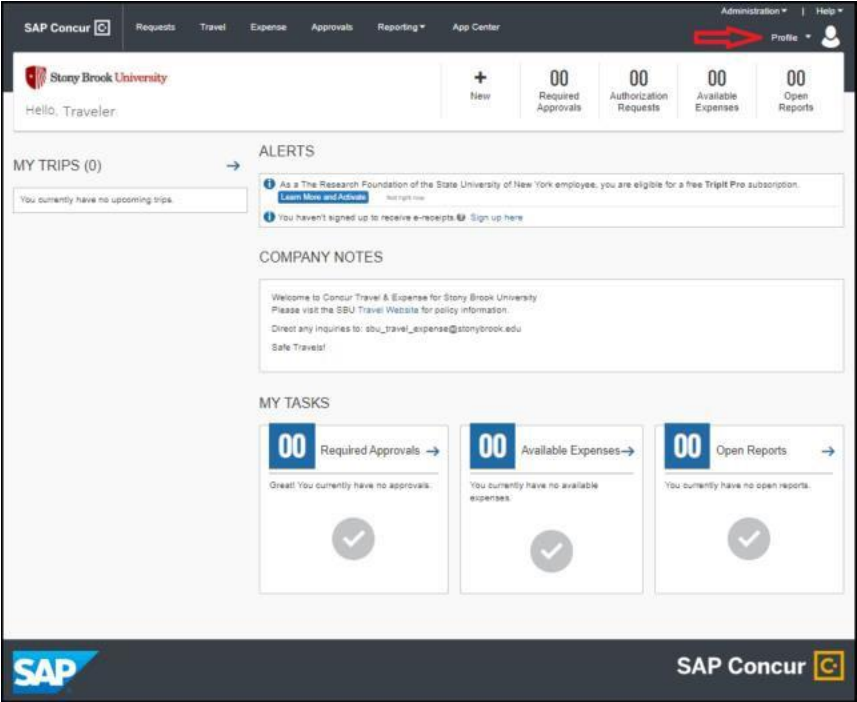# Confirming Your Profile Settings

Once you have logged onto Concur. Click on Profile at the top right side of your screen to confirm your settings.



1. Please verify that your supervisor on record is correct. This information is sourced through PeopleSoft; therefore, if the name is incorrect your correct Supervisor will need to consult with your VP Coordinator who will resolve the matter with HR.
   Note that your Request Approver is the same as your Expense Approver.
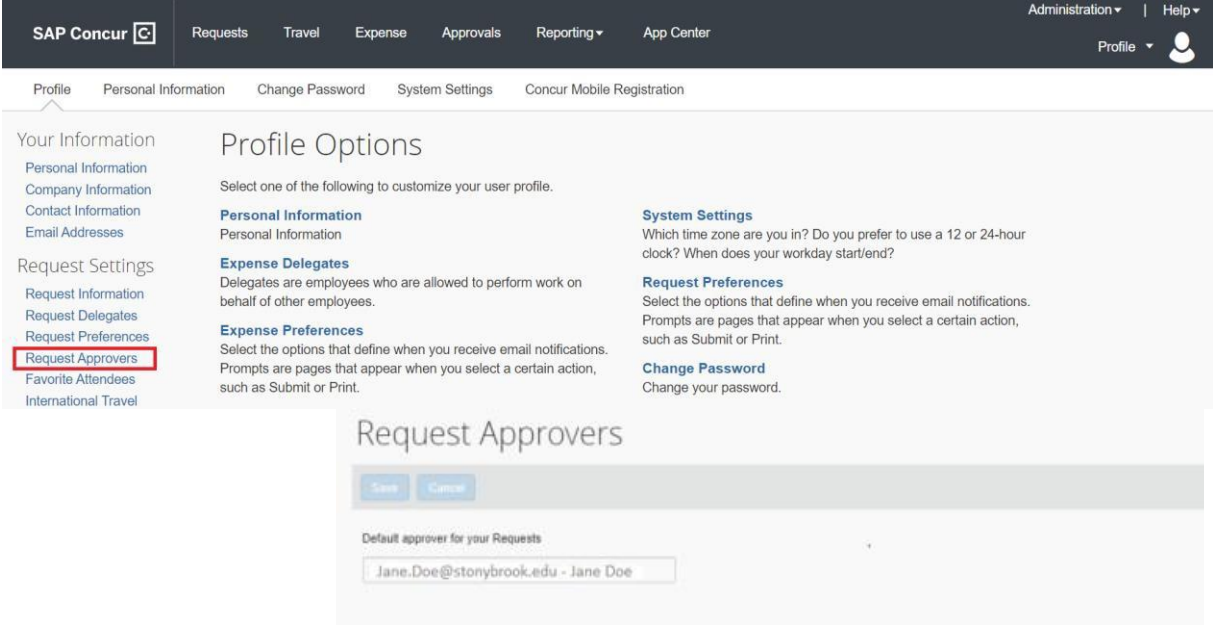
2. Please verify your email address to be able to forward receipts to receipts@concur.com.
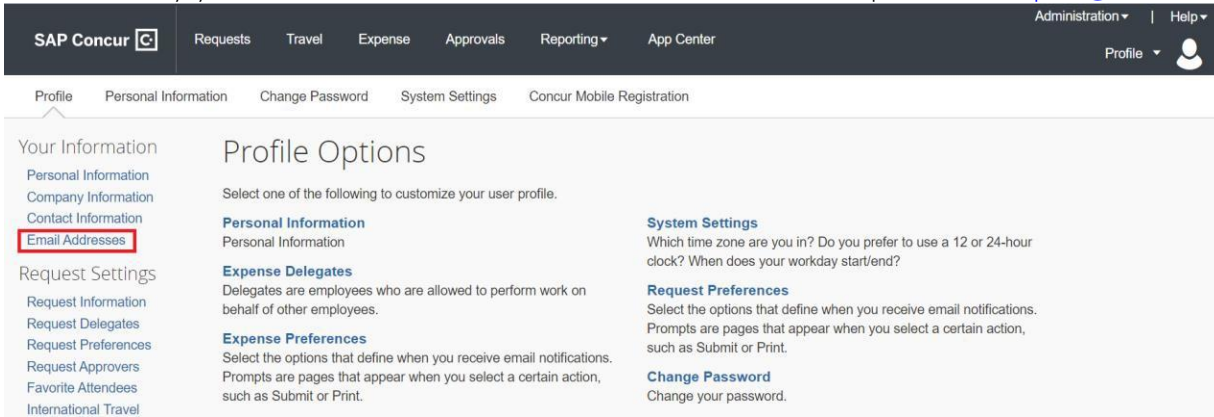


[How do I verify my email address?](#)
    1. Once you've added an email address, select **Verify**.
    2. You will be sent a verification email. Locate the code included in the email.
    3. In your SAP Concur solution, enter the code into the Enter Code field next to the email address you're verifying.
    4. Click **OK** to complete verification.
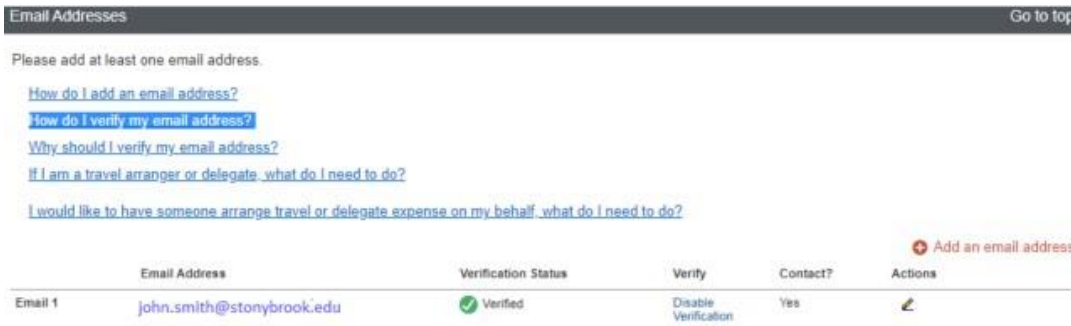


3. If you use an alternate work email address, please be sure to add and verify that address to your profile.

[How do I add an email address?](#)
    1. Select **Add an email address** below.
    2. Enter your email address.
    3. Select **Yes** to have SAP Concur travel notifications sent to that email account.
    4. Click **OK** to save.
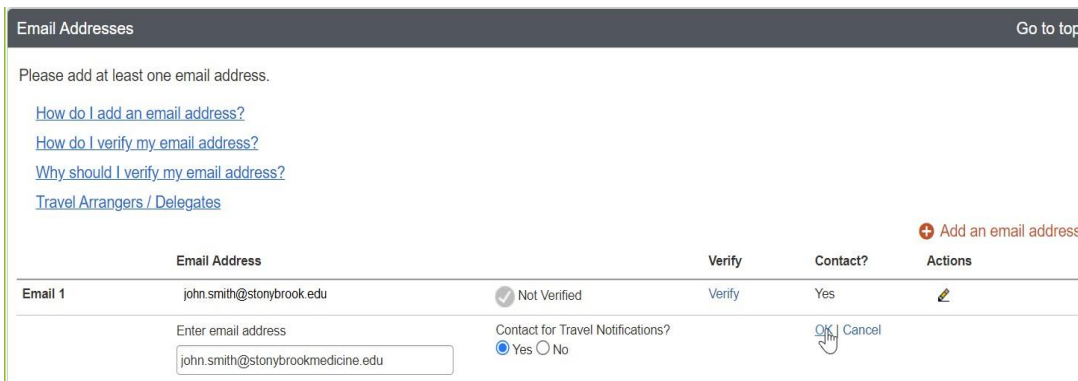
4. Please click on Personal Information to confirm that your name as seen in Concur corresponds with your photo identification (driver's license or passport). Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your Human Resources Department. Fields marked [Required] and [Required**] must be completed to save your profile.