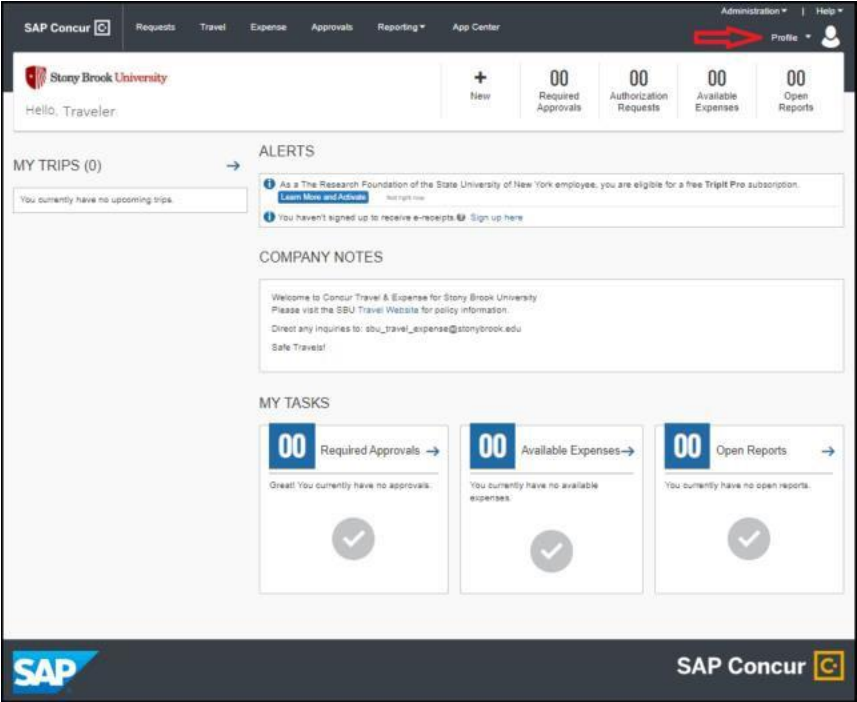


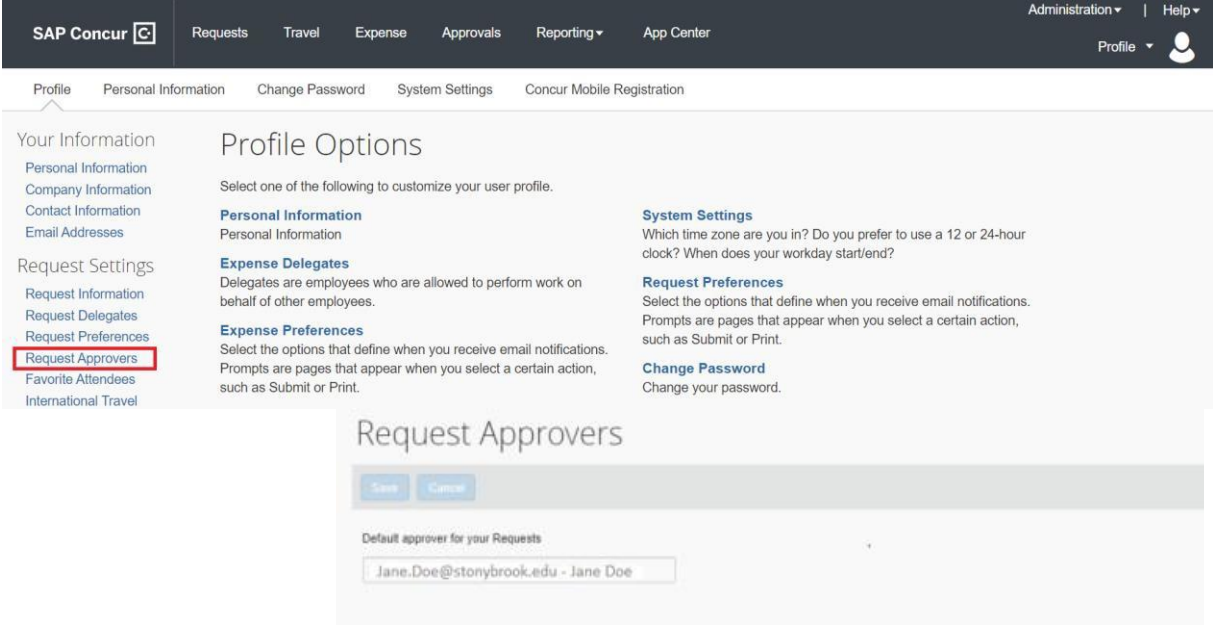
# Confirming Your Profile Settings

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

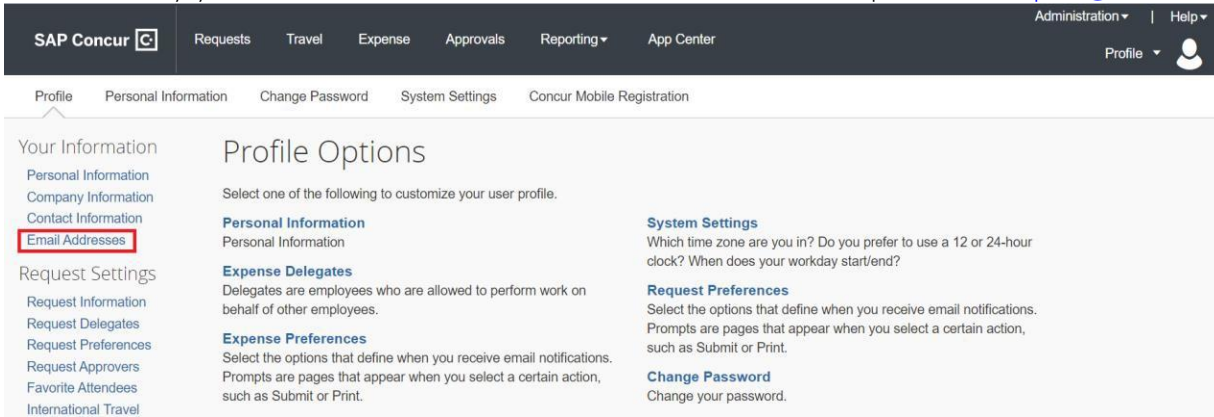


1. Please verify that your supervisor on record is correct. This information is sourced through PeopleSoft; therefore, if the name is incorrect your correct Supervisor will need to consult with your VP Coordinator who will resolve the matter with HR.

Note that your Request Approver is the same as your Expense Approver.

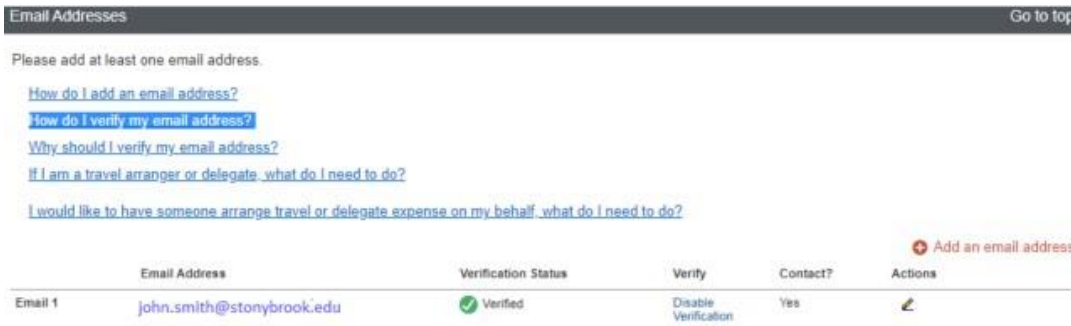


- Please verify your email address to be able to forward receipts to [receipts@concur.com](mailto:receipts@concur.com).



### How do I verify my email address?

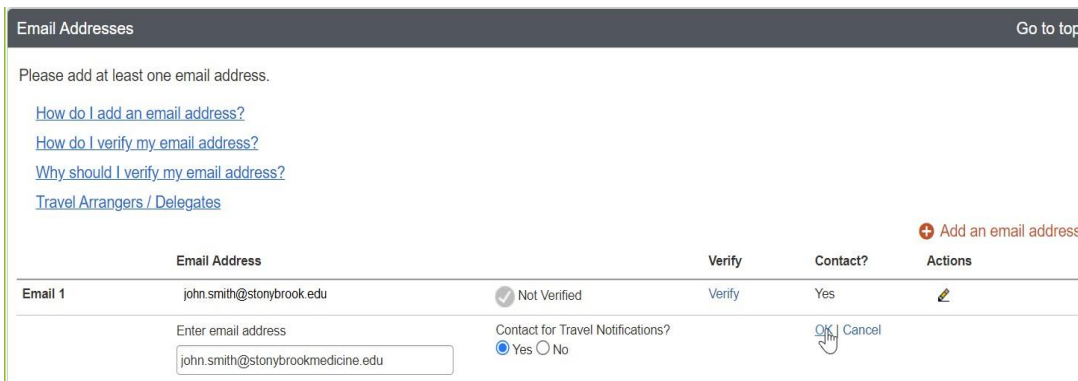
- Once you've added an email address, select **Verify**.
- You will be sent a verification email. Locate the code included in the email.
- In your SAP Concur solution, enter the code into the Enter Code field next to the email address you're verifying.
- Click **OK** to complete verification.



- 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?

- Select **Add an email address** below.
- Enter your email address.
- Select **Yes** to have SAP Concur travel notifications sent to that email account.
- 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.

The screenshot shows the SAP Concur Profile page. At the top, there is a navigation bar with 'SAP Concur Profile' and a dropdown arrow. Below this is a sub-navigation bar with links for 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Travel Vacation Reassignment'. The main content area is titled 'Profile Options' and is divided into several sections:

- Your Information** (highlighted with a red box):
  - Personal Information
  - Company Information
  - Contact Information
  - Email Addresses
  - Emergency Contact
  - Credit Cards
- Travel Settings**
  - Travel Preferences
  - International Travel
  - Frequent-Traveler Programs
  - Assistants/Arrangers
- Request Settings**
  - Request Information
  - Request Delegates
  - Request Preferences
  - Request Approvers
  - Favorite Attendees
- Expense Settings**
  - Expense Information
  - Expense Delegates
  - Expense Preferences
  - Expense Approvers
  - Favorite Attendees
- Other Settings**
  - System Settings
  - Concur Connect
  - Change Password

The 'Personal Information' section is highlighted with a red box. The 'Profile Options' section is titled 'Profile Options' and includes a sub-header 'Select one of the following to customize your user profile.' Below this, there are several sub-sections with descriptions:

- Personal Information**: Your home address and emergency contact information.
- Company Information**: Your company name and business address or your remote location address.
- Credit Card Information**: You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- Travel Profile Options**: Carlier, Hotel, Rental Car and other travel-related preferences.
- Expense Delegates**: Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**: Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Concur Mobile Registration**: Set up access to Concur on your mobile device.
- System Settings**: Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**: How can we contact you about your travel arrangements?
- Setup Travel Assistants**: You can allow other people within your companies to book trips and enter expenses for you.
- Travel Vacation Reassignment**: Going to be out of the office? Configure your backup travel manager.
- Request Preferences**: Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password**: Change your password.