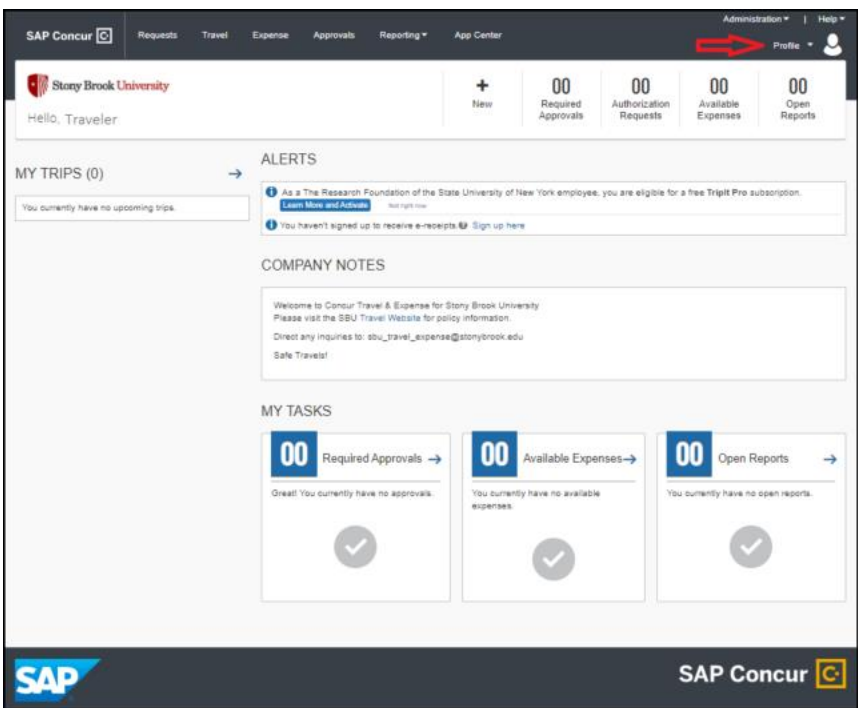
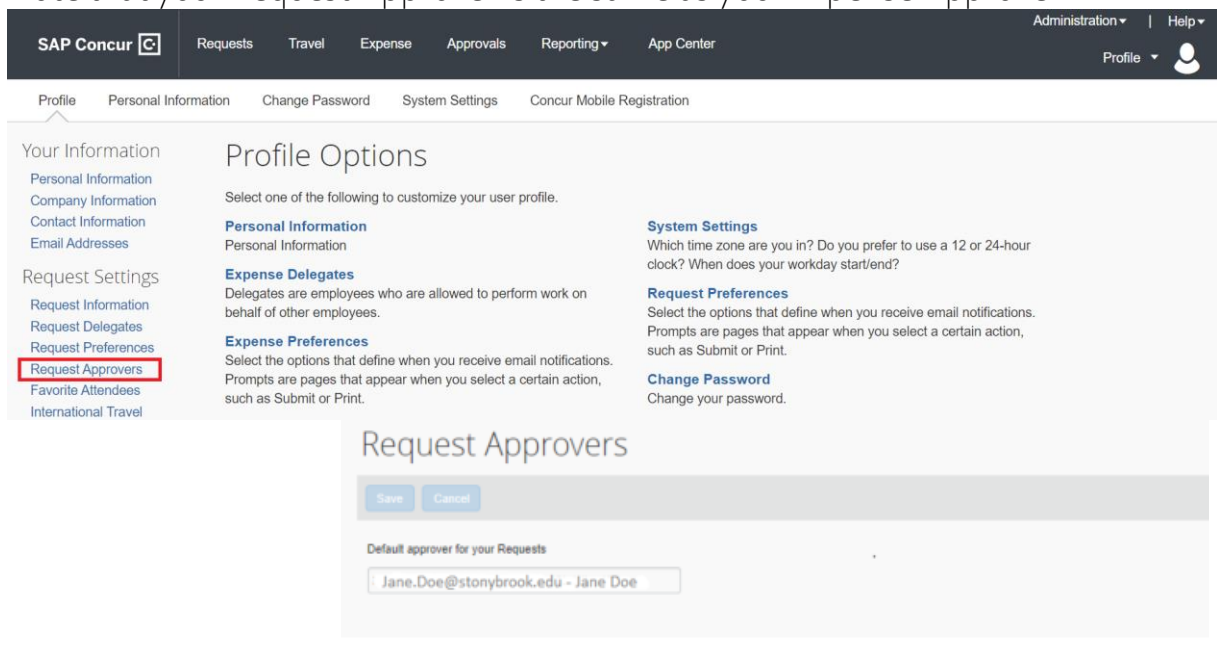


# Confirming Your Profile Settings

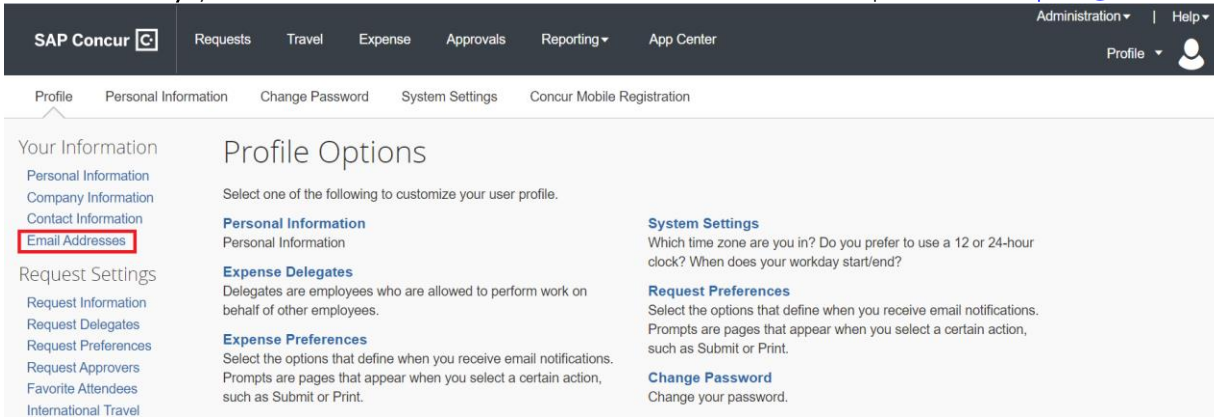
Once you have [logged](#) onto [Concur](#). Click on Profile at the top right side of your screen to confirm your settings.



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.

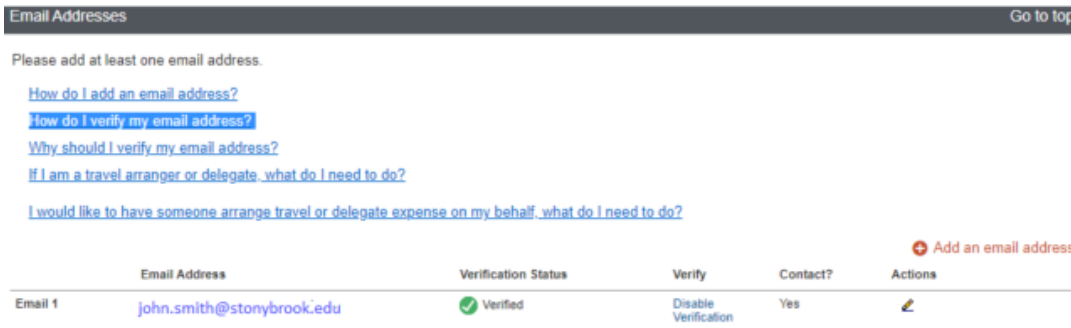


- Please **verify** your email address to be able to forward receipts to [receipts@concur.com](mailto:receipts@concur.com).



### [How do I verify my email address?](#)

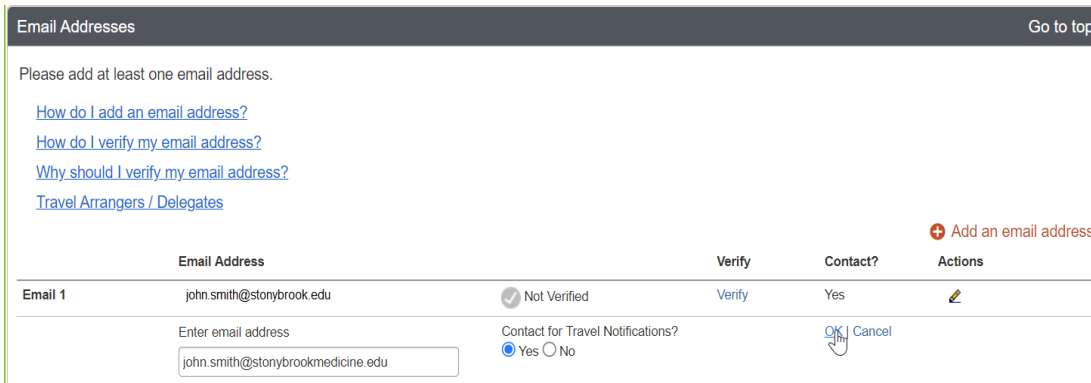
- Once you've added an email address, select **Verify**.
- You will be sent a verification email. Locate the code included in the email.
- In your SAP Concur solution, enter the code into the Enter Code field next to the email address you're verifying.
- Click **OK** to complete verification.



- 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.



You are not required to complete any other fields unless otherwise directed through an Expense Report Alert.