Confirming Your Profile Settings

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



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.

Email Addres	sses					Go to top			
Please add at least one email address.									
<u>How do I add an email address?</u> <mark>How do I verify my email address?</mark> <u>Why should I verify my email address?</u> If I am a travel arranger or delegate, what do I need to do? I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?									
<u>I Trouro inte</u>	e to there available all angle march of assegue of	seenee on my series, must see this			🕒 Add an e	email address			
	Email Address	Verification Status	Verify	Contact?	Actions				
Email 1	john.smith@stonybrook.edu	Verified	Disable Verification	Yes	2				

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.

Email Address	es				Go to top
Please add at le	east one email address.				
<u>How do I ver</u> Why should I	d an email address? ify my email address? Lverify my email address?				
<u>Travel Arrang</u>	<u>gers / Delegates</u>				Add an email address
	Email Address		Verify	Contact?	Actions
Email 1	john.smith@stonybrook.edu	Not Verified	Verify	Yes	Ĺ
	Enter email address john.smith@stonybrookmedicine.edu	Contact for Travel Notifications? Yes O No			

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