1. Overview

Fringe Benefits Tax (FBT) may be applicable for the following Expense Types:

This guide assists with updating Profile Settings such as

- Verifying Email Addresses to submit receipts directly to Concur using the email address of receipts@expenseit.com

Note: other details default and are for information only or are not currently used.

The default email account is your University Email account, typically of the format firstname.lastname@anu.edu.au. Concur allows you to add multiple email accounts.

2. Accessing Profile Settings

To access Profile details to activate emails, mobile registration etc:

1) Go to [Profile Settings](#), then Profile Settings.

2) On Profile Options page, click on Personal Information

Note: A number of options exist here which are not utilised for Expense Management, such as Change Password, Personal Car
3. Profile Settings

To access Profile details to activate emails, mobile registration etc:

1) Scroll down the page to the Email Addresses section. To verify an email account, click on Verify link

Next, a system message pops up notifying you a verification email has been sent to the nominated email account with a verification code.

2) Click OK to return to the page.

3) Go to your Inbox, and open the verification email. It should contain a verification code like the one highlighted below.

4) Follow the instructions included in the email, copy and paste the verification code to the Enter Code field.
5) Click OK to complete verification.

The email account status now changes to Verified.

4. Multiple Email Addresses

If your mobile device has a Default Email account which is not your ANU Email address (e.g. gmail, hotmail), or you want to send receipts in from another email address, you may need to add these additional email addresses (up to 2) to ensure any receipts that you send to Concur are automatically loaded to your Expense Profile – Note your ANU email address should be left as the first Email address.

1) Click [+ Add an email address to add a new email address.

2) Click OK to add.

5. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management