



# Profile Settings

## 1. Overview

This guide assists with updating Profile Settings such as

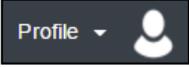
- Verifying Email Addresses to submit receipts directly to Concur using the email address of [receipts@concur.com](mailto:receipts@concur.com)

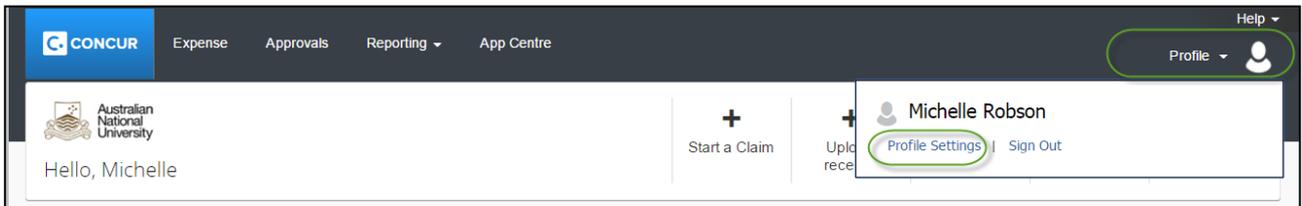
Note: other details default and are for information only or are not currently used.

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

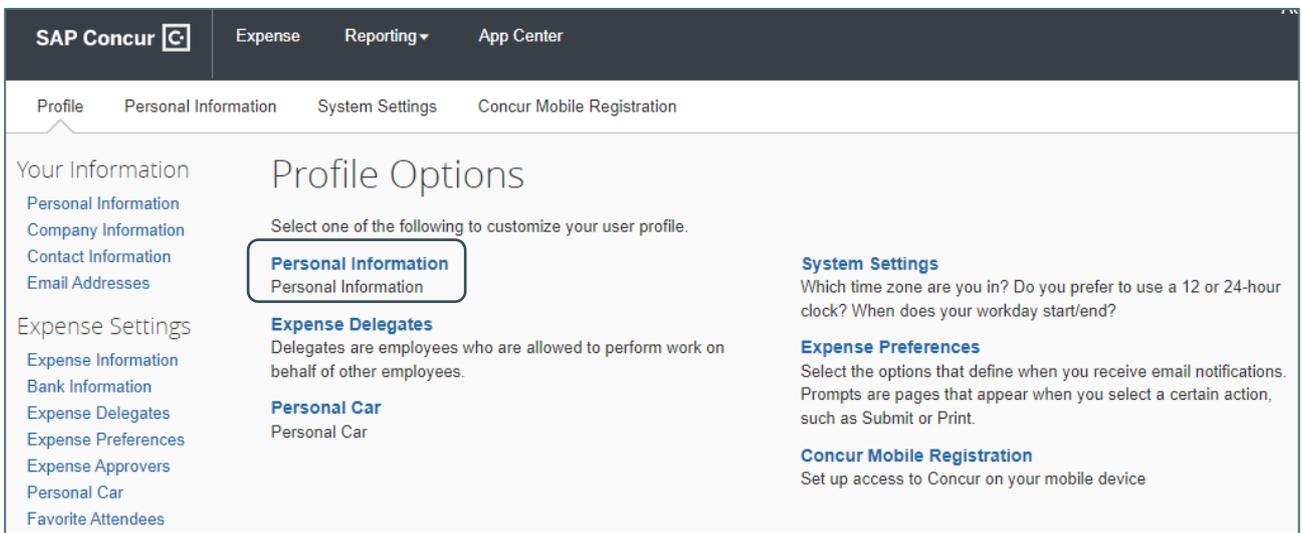
## 2. Accessing Profile Settings

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

- 1) Go to , 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 Personal Car

### 3. Profile Settings

To access Profile details to activate emails etc:

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

Email Address	Verify	Contact?	Actions
Email 1 leo.lai@anu.edu.au	Not Verified <a href="#">Verify</a>	Yes	

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

Verification Email Sent

An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

OK

- 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.

CONCUR

Welcome Firstname Lastname to Concur Email Verification!

You have requested that an email address in your Concur profile be verified. The next step is to log in to Concur and navigate to your Profile - Email Addresses section. Copy the verification code listed below and paste it into the adjoining field, as shown here.

Verification Code: **8HJ4M7V2D1QP2WKBBLSU**

Example

myemail@company.com  Check E-Mail for Code [Resend](#) | [Cancel](#)

Enter Code

You are now ready to start sending emails to Concur.

If successful, then you are ready to start forwarding E-Mails to Concur.

Send receipts to your Available Receipts and trip reservations to your Trip List.

For additional support, please contact your Expense and/or Travel Administrator or Helpdesk.

Cordially,  
Your Concur Team.

- 4) Follow the instructions included in the email, copy and paste the verification code to the **Enter Code** field.

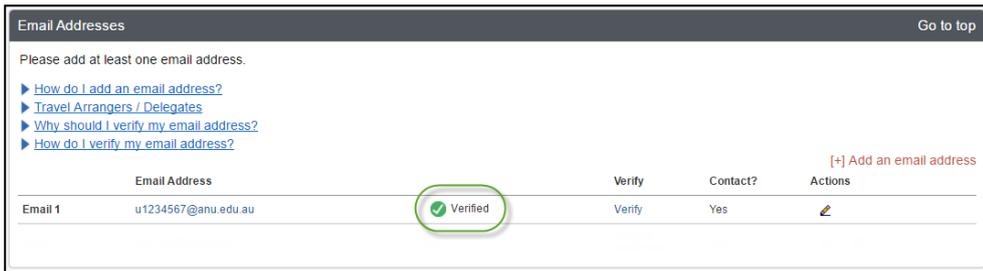
Email Address	Verify	Contact?	Actions
Email 1 u1234567@anu.edu.au	Check email for code <a href="#">Resend</a>   <a href="#">Cancel</a>	No	

Enter Code

8HJ4M7V2D1QP2WKBBLSU

5) Click **OK** to complete verification.

The email account status now changes to **Verified**.



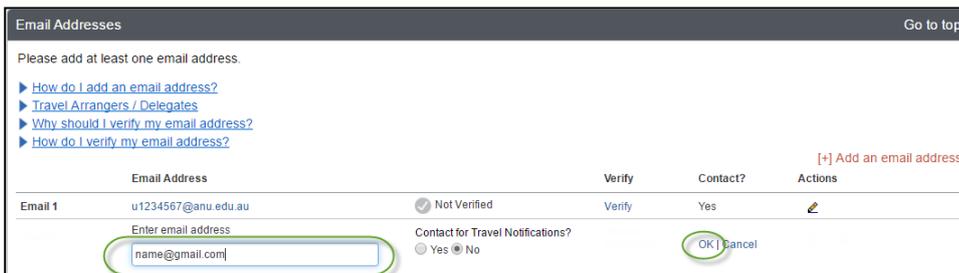
The screenshot shows the 'Email Addresses' page with a table containing one entry. The 'Verify' column for this entry has a green checkmark and the word 'Verified' next to it, which is circled in green. The table has columns for 'Email Address', 'Verify', 'Contact?', and 'Actions'.

Email Address	Verify	Contact?	Actions
u1234567@anu.edu.au	Verified	Yes	

#### 4. Multiple Email Addresses

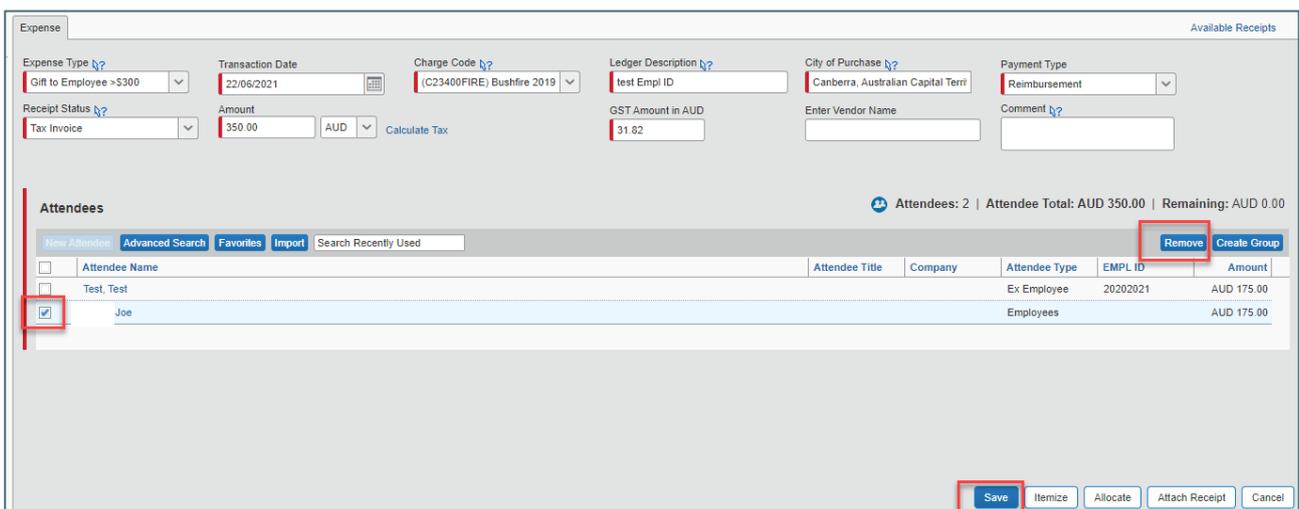
If your mobile device has a Default Email account which is not your ANU Email address (e.g. gmail, hotmail), or you want to send receipts in from another email address, you may need to add these additional email addresses (up to 2) to ensure any receipts that you send to Concur are automatically loaded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



The screenshot shows the 'Email Addresses' page with a form to add a new email address. The 'Verify' column for the new entry has a 'Not Verified' status and a 'Verify' button. The 'Contact?' column has a 'Yes' status and an 'OK' button circled in green. The 'Actions' column has an edit icon. The form includes fields for 'Enter email address' (containing 'name@gmail.com') and 'Contact for Travel Notifications?' (with 'Yes' selected).

2) Click **OK** to add.



The screenshot shows the 'Expense' page with a table of attendees. The 'Attendees' section has a 'Remove' button circled in red. The table has columns for 'Attendee Name', 'Attendee Title', 'Company', 'Attendee Type', 'EMPL ID', and 'Amount'. The 'Attendees' section also shows 'Attendees: 2 | Attendee Total: AUD 350.00 | Remaining: AUD 0.00'.

Attendee Name	Attendee Title	Company	Attendee Type	EMPL ID	Amount
Test Test			Ex Employee	20202021	AUD 175.00
Joe			Employees		AUD 175.00

#### 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>