HOW TO ENABLE E-RECEIPTS IN CONCUR

1. Open your Concur account.

2. Go into your profile settings:

3. Click on E-Receipt Activation:
4. Read the information, then click “here.”

5. Read all of this information, and if it’s okay with you, click the “I Agree” button. The pop-up window will then disappear. You won’t get any type of confirmation that it worked.
6. If you want to disable the function, go back through steps 1-4, and at the E-Receipt Activation pop-up window, click “I Decline.” This will produce the message in blue (in the screenshot below) stating you have successfully disabled e-receipts.

7. If you want to turn e-receipts back on, repeat steps 1-5.