HOW DO I VERIFY MY EMAIL ADDRESS IN CONCUR?

1. Log in to your Concur Account

2. In the upper-right corner, click on the “Profile” drop-down menu and select “Profile Settings”

3. On the left-side menu, click on “Email Addresses”

If you have a green “Verified” checkmark in the Verification Status section, no further action is needed.

If you have a grey “Not Verified” checkmark in the Verification Status section complete the following steps:

4. Click the “Verify” link. This will send an email to your umich account and change your Verification Status in Concur to “Check email for code”

5. From your umich email account*, copy the verification code located in the email

   *it is important to make sure you are verifying a umich email address

6. Return to Concur and paste the verification code into the box marked “Enter Code” then click “OK”

7. Your verification status has been updated to "Verified." The process is complete.