

HOW DO I VERIFY MY EMAIL ADDRESS IN CONCUR?

1. Log in to your Concur Account

- 2. In the upper-right corner, click on your initials, then 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:

Ver	fication	Status
Ø	Verified	



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**"

 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**"

Welcome							
to Concur Em You have requested Concur and navigate and paste it into the Verification Code: 92 Example	that an email address i that an email address i e to your Profile - Email adjoining field, as show X	n your Concu Addresses se wn here: ← Copy 8	r profile be verified. The r ction. Copy the verificatio & Paste Code into Concur	next step is to n code listed l	log in to below		
myemail2@compar	ny.com (Check E-M	ail for Code	Resend OK	<u>Cancel</u>		
Email Addresses							
Please add at least on <u>How do I add an em</u>	e email address. <u>ail address?</u>						
How do I verify my email address?							
Why should I verify my email address?							
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?							
	Email Address		Verification Status	Verify	Contact?		
Email 1	mssims@umich.edu		Check email for code	Resend Cancel	Yes		
	Paste Verification Cod	le Here ->	Enter Code	ок			

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

