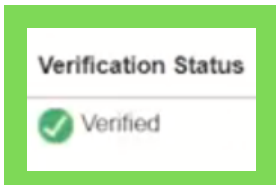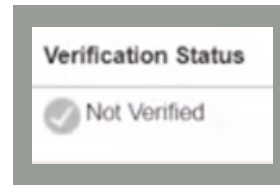# HOW DO I VERIFY MY EMAIL ADDRESS IN CONCUR?

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.
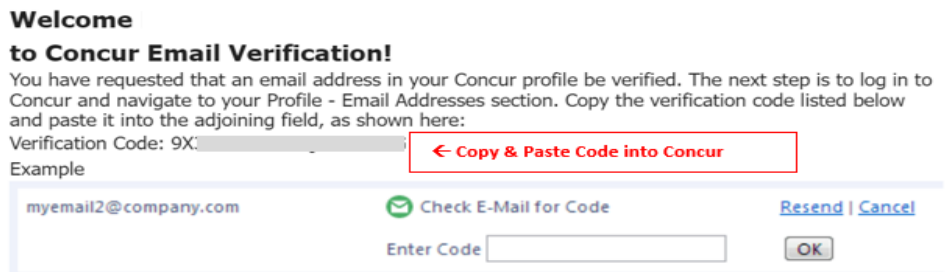
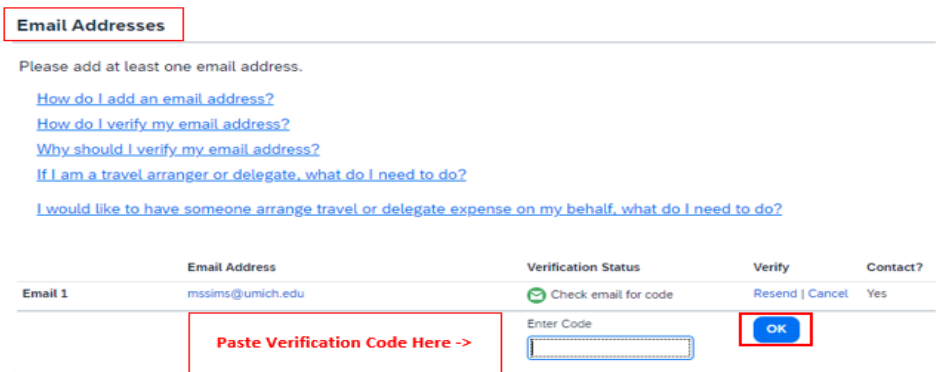If you have a grey "**Not Verified**" checkmark in the Verification Status section complete the following steps:

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.