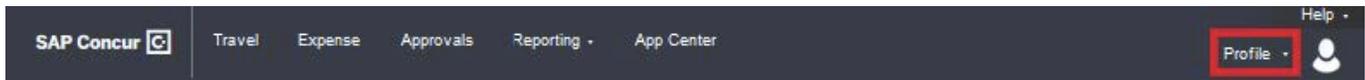
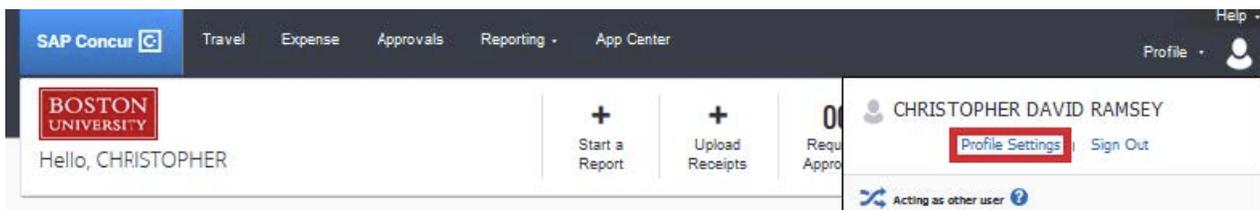


How to adjust Concur emails:

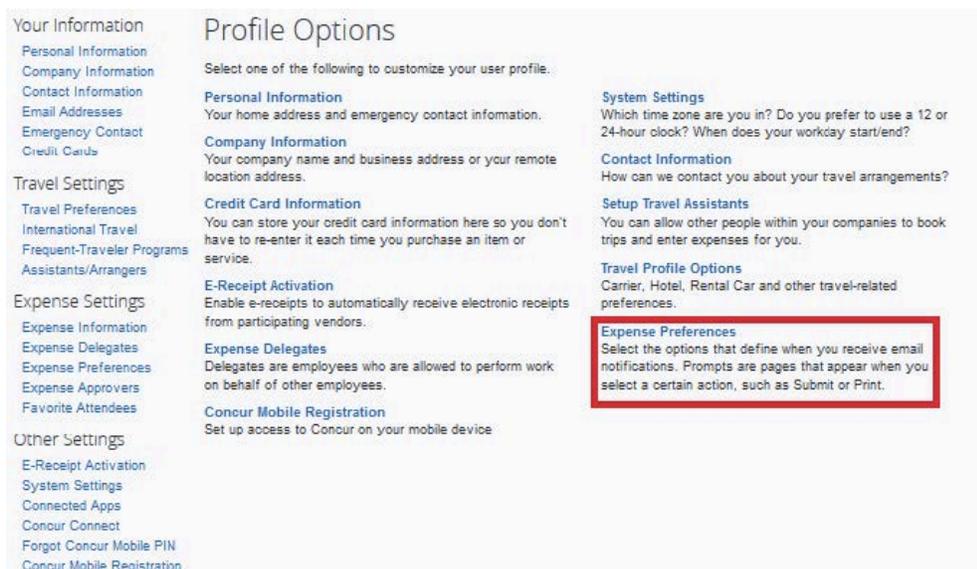
1. Click on “Profile” text in top right of screen



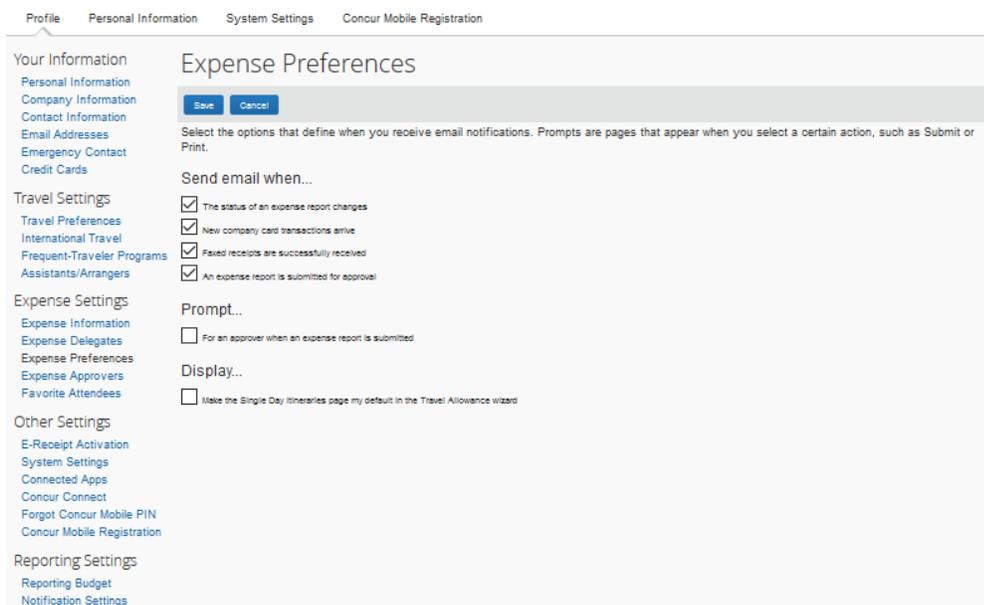
2. Click on “Profile Settings”



3. Select “Expense Preferences”



4. Go through and adjust email settings and click Save



5. To adjust additional email notifications follow above steps 1 & 2 but select “**System Settings**” from **Profile Options** page

Profile Personal Information **System Settings** Mobile Registration

Your Information
Personal Information
Company Information
Contact Information
Email Addresses
Emergency Contact
Credit Cards

Travel Settings
Travel Preferences
International Travel
Frequent-Traveler Programs
Assistants/Arrangers

Request Settings
Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees

Expense Settings
Expense Information
Expense Delegates
Expense Preferences
Expense Approvers
Favorite Attendees

Other Settings
E-Receipt Activation
System Settings
Connected Apps
Concur Connect

System Settings

Regional Settings and Language

Default Language: English (United States) [v]

Number Format: 1,000.00 [v]

Placement of Currency Symbol: Before the amount [v]

Negative Number Format: -100 [v]

Negative Currency Format: -100 [v]

mile/km: mile [v]

Date Format: mm/dd/yyyy [v]

Time Format: h:mm AM/PM [v]

Hour/Minute Separator: : [v] 04/23/2015 10:56 am

Time zone (local time): (UTC-05:00) Eastern Time (US & Canada) [v]

Calendar Settings

Start week on: Sunday [v]

Start Day View At: 08:00 am [v]

End Day View At: 08:00 pm [v]

Default View: month [v]

Other Preferences

Home Page: [v]

Rows per page: 25 [v]

Other Settings

Run in Concur Accessibility Mode [?]

Email Notifications

- Send an email every time something is put in or removed from my approval queue
- Send a daily summary of items in my queue
- Let me know when one of my requests is approved or denied
- Send Confirmation Emails [?]
- Send Trip-on-Hold Reminder Emails [?]
- Send Ticketed Travel Reminder Email [?]
- Send Cancellation Emails [?]

Save Reset Cancel

6. Select and unselect check boxes based on emails you want to receive and click **Save** button