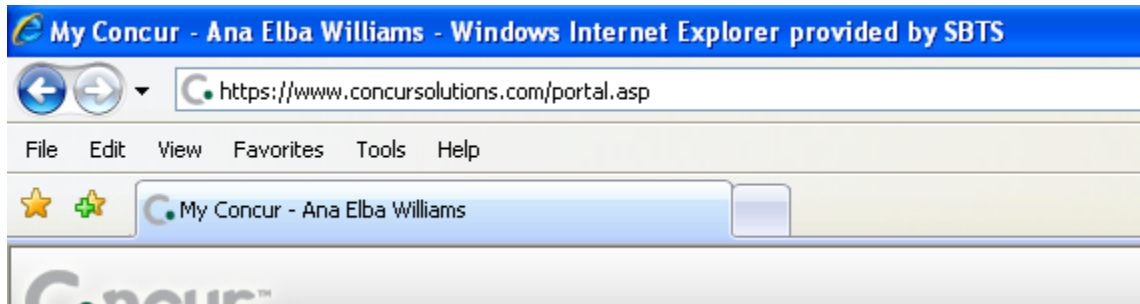
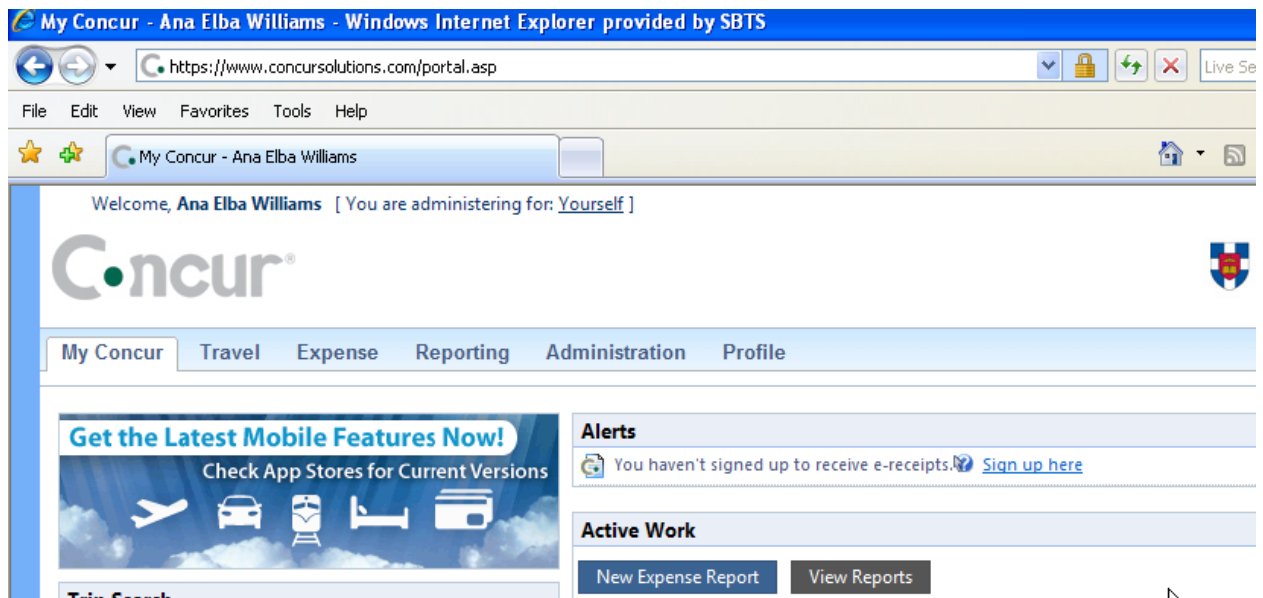


How to Sign Up to Receive E-Receipts

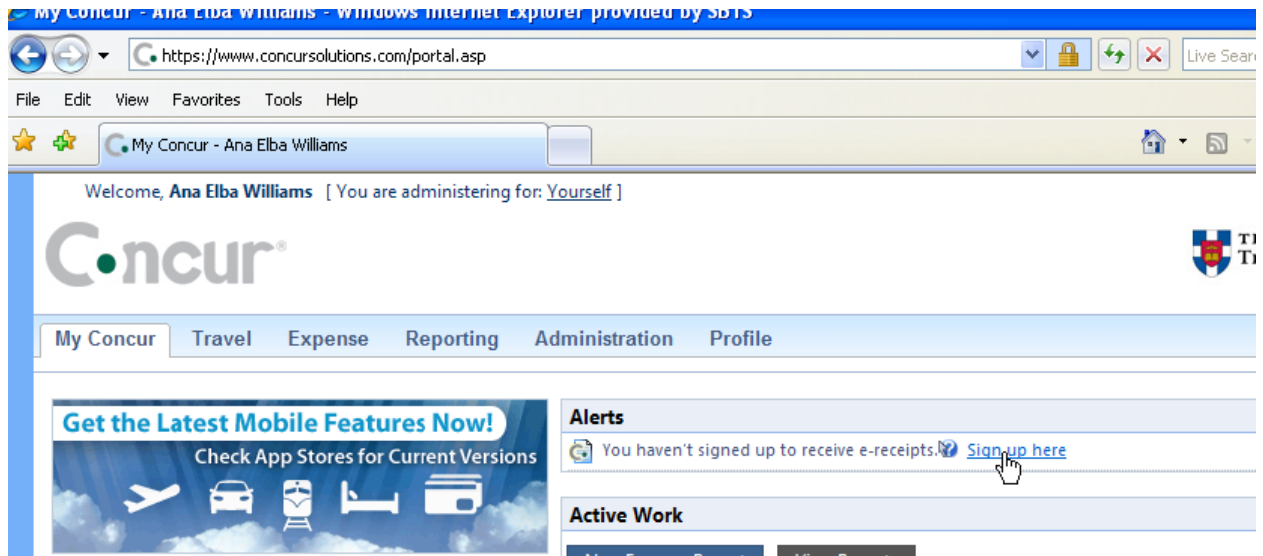
- Login into Concur.



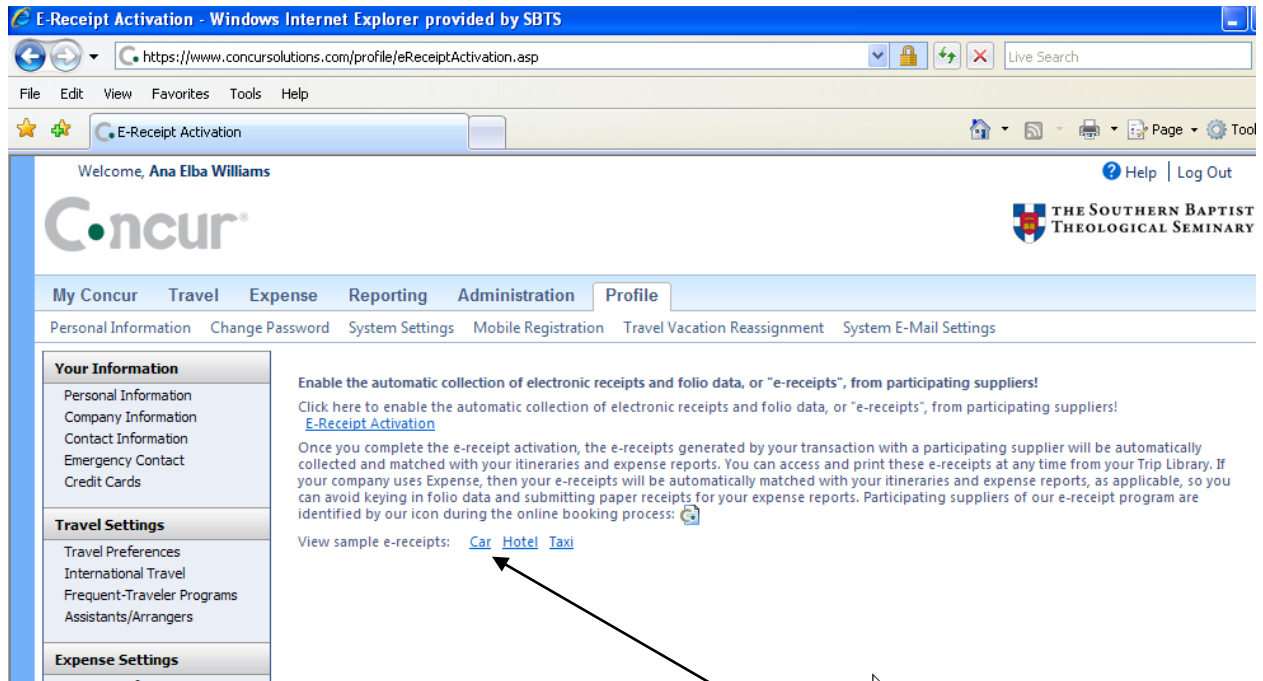
- The following screen will appear.



- Click the “Sign up here” link.

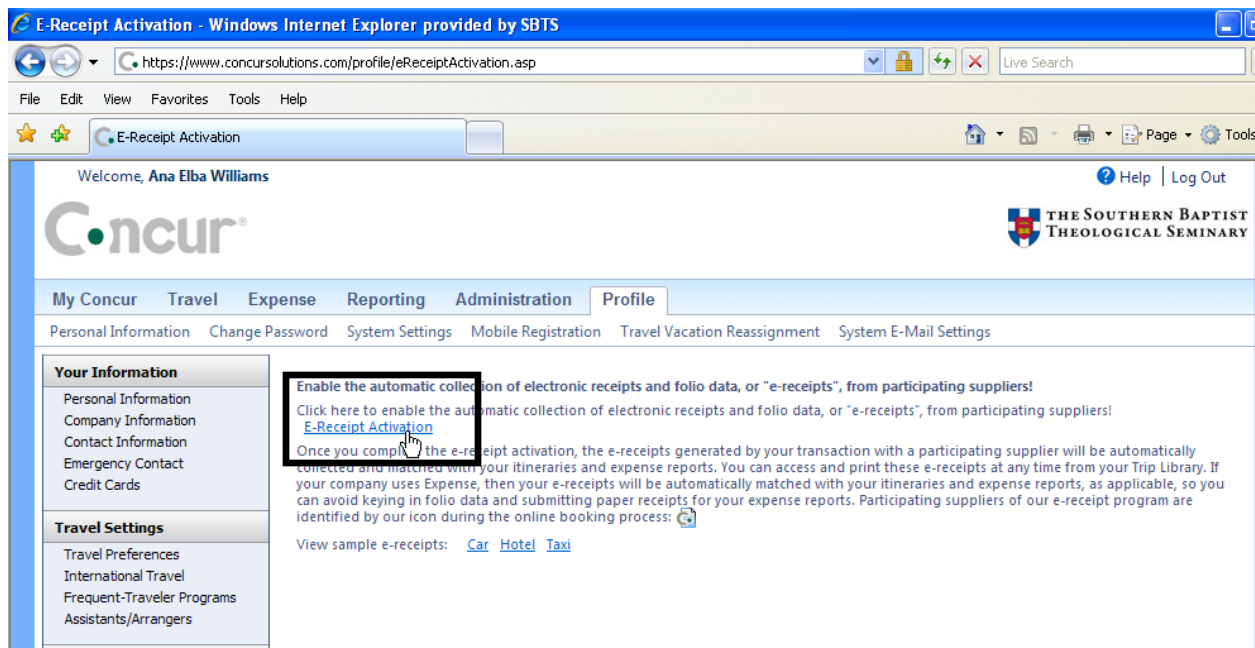


- The following screen will appear.



- View samples of e-receipts by clicking on the “car,” “hotel,” or “taxi” link.

- Enable the automatic collection of e-receipts by clicking on the “E-Receipt Activation” link.



Welcome, Ana Elba Williams Help | Log Out

Concur THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY

My Concur Travel Expense Reporting Administration **Profile**

Personal Information Change Password System Settings Mobile Registration Travel Vacation Reassignment System E-Mail Settings

Your Information

- Personal Information
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards


Travel Settings

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

Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

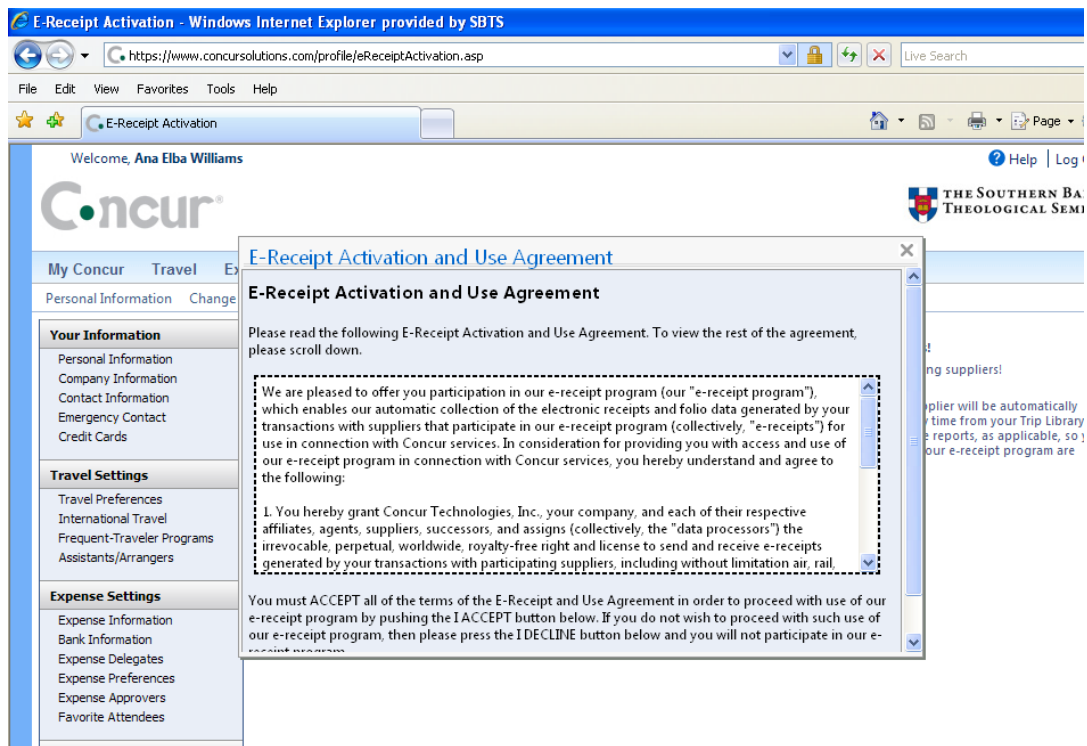
Click here to enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers!

[E-Receipt Activation](#)

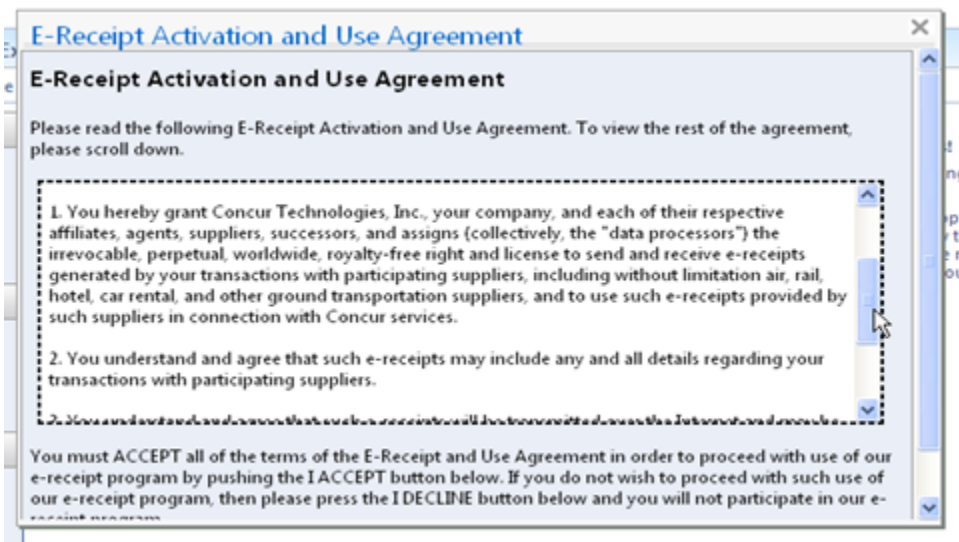
Once you complete the e-receipt activation, the e-receipts generated by your transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print these e-receipts at any time from your Trip Library. If your company uses Expense, then your e-receipts will be automatically matched with your itineraries and expense reports, as applicable, so you can avoid keying in folio data and submitting paper receipts for your expense reports. Participating suppliers of our e-receipt program are identified by our icon during the online booking process: 

View sample e-receipts: [Car](#) [Hotel](#) [Taxi](#)

- The following screen will appear.



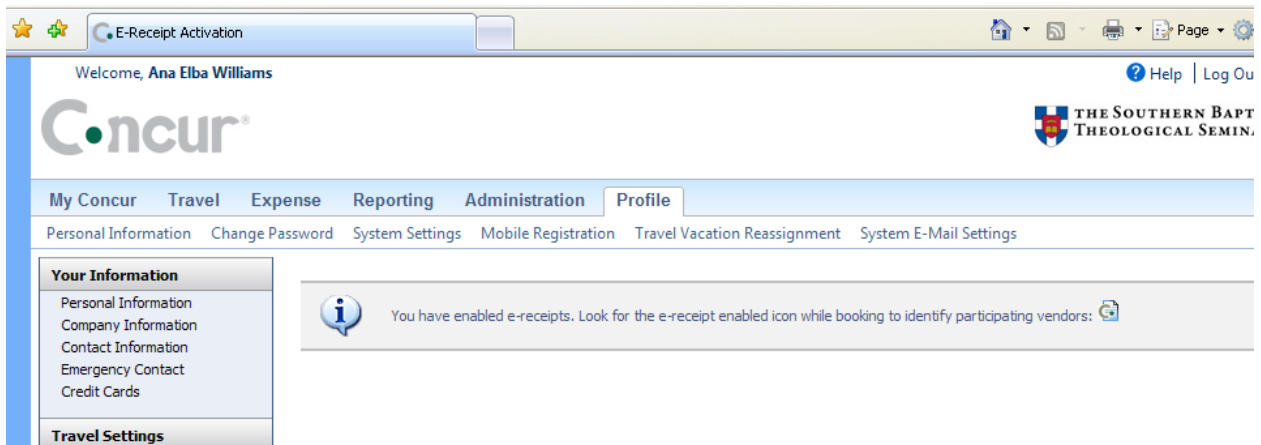
- Read through the “E-Receipt Activation and Use Agreement.”



- Scroll to the bottom of the pane until you see the “I Accept” and “I Decline” option.



- Click on the “I Accept” button to continue.
- The following screen will appear.



- You have enabled the e-receipt function. When the e-receipt icon appears the receipt will be automatically populated into your Concur website.

