

To 'Verify your email address', Log into Concur and follow the below steps:

Step 1: Select 'Profile'

Step 2: Select 'Email Addresses' in the first category on the far left of the screen

Step 3: Select 'Resend' and then check your email for the code.

Step 4: Copy/paste the code into the box and select 'OK'

Step 5: Select 'Save'

The screenshot displays the ALTOUR web application interface. At the top, the navigation menu includes 'My Concur', 'Request', 'Travel', 'Expense', 'Reporting', and 'Profile'. A red arrow labeled 'Step 1' points to the 'Profile' tab. Below the navigation, the 'Profile' section is active, showing a sidebar with various settings categories. A red arrow labeled 'Step 2' points to the 'Email Addresses' category in the sidebar. The main content area shows the 'Email Addresses' section, which includes a 'Resend' button and a 'Check email for code' checkbox. A red arrow labeled 'Step 3' points to the 'Resend' button. Below this, there is a text input field for 'Enter Code' and an 'OK' button. A red arrow labeled 'Step 4' points to the 'OK' button. At the bottom of the page, there is a 'Save' button. A red arrow labeled 'Step 5' points to this 'Save' button. The browser window shows the URL 'concur Solutions.com/profile/PersonalProfile.asp' and the user is logged in as 'rnfNet'.