**Step 1: Login to Concur and click on “Profile”, and click on “Profile Settings”.**



**Step 2: On the menu, select “Expense Preference”.**



**Step 3: Select the options to define when you want to receive e-mail notifications. Click on “Save”.**



**Step 4: Go back to the menu – Profile Options. Then, select “System Setting” this time.**



**Step 5: Go to the Email Notifications section and select appropriate boxes. Click on “Save”.**

