

## ACTIVATE E-RECEIPTS

E-receipts are electronic receipt images sent to Concur directly from a participating vendor. E-receipts can be found under the [Available Expenses](#) section.

### NAVIGATION

Access UF GO via [ONE.UF](#), [myUFL](#), or the [SAP Concur mobile app](#)

- **ONE.UF:** Log in to <https://one.ufl.edu> > Select **UF GO** under the Faculty/Staff section
- **myUFL:** [my.ufl.edu](#) > My Self Service > **UF GO Travel and PCard**

### LOGGING IN

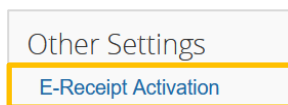
1. Enter [gatorlink@ufl.edu](#) and click **Next**
2. Click **Sign in with University of Florida SSO**
3. Enter **UF gatorlink** and **password**

**Note:** If you are already signed-in to myUFL or other UF system, this step will automatically skip

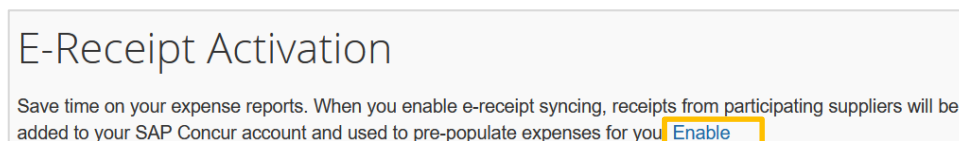
## E-RECEIPT ACTIVATION

### STEPS

1. Select **Profile**, in the upper right-hand corner
2. Click on **Profile Settings**
3. Locate **Other Settings** in the **Profile Options** screen



4. Click on **E-Receipt Activation** under **Other Settings**
5. Click **Enable** on the **E-Receipt Activation** screen



6. Click **I Agree** to enable, or **I Disagree** to decline

To disable, click the **Disable** link in the **E-Receipt Activation** screen.

### FOR ADDITIONAL ASSISTANCE

#### Technical Issues

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](mailto:helpdesk.ufl.edu)

#### Travel Policies and Directives

Travel Office  
352-392-1241  
[travel@ufl.edu](mailto:travel@ufl.edu)

#### PCard Policies & Questions

PCard Team  
352-392-1331  
[pcard@ufl.edu](mailto:pcard@ufl.edu)