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, Concur website or the SAP Concur mobile app

• ONE.UF: Log in to one.ufl.edu > Select UF GO under the Faculty/Staff section.
• myUFL: my.ufl.edu > My Self Service > Select UF GO Travel and PCard
• Concur Website: www.concursolutions.com/

E-RECEIPT ACTIVATION

STEPS

1. Select Profile, in the upper right-hand corner
2. Click on Profile Settings

3. Click E-Receipt Activation
4. Click Enable

5. Click I Agree to enable, or I Disagree to decline

Tip! To disable, follow these steps and then click the Disable link in the E-Receipt Activation screen.

FOR ADDITIONAL ASSISTANCE

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<tr>
<td>352-392-HELP</td>
<td>352-392-1241</td>
<td>352-392-1331</td>
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<tr>
<td>helpdesk.ufl.edu</td>
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