

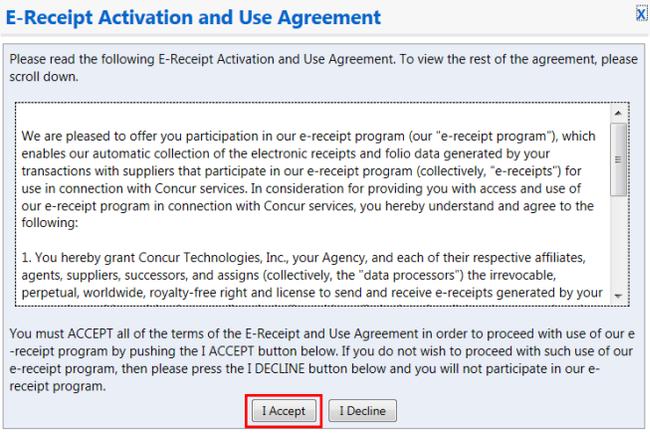
Concur Government Edition (CGE) Job Aid: Activating E-Receipts



Purpose: To provide a step-by-step guide to activating the e-receipts feature in a User profile.

Audience: All Users

<p>Instruction:</p> <p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p>
<p>Step 2: Select CGE From the Home page of AMS select the E-Travel link.</p>	
<p>Step 3: CGE Home Page Select the Profile tab from your CGE Home Page.</p>	
<p>Step 4: E-Receipt Activation From the Profile Summary page select the E-Receipt Activation link.</p>	
<p>Step 5: Enable E-Receipt Activation On the next page, select the E-Receipt Activation link to enable automatic electronic receipts.</p>	

Instruction:	Screenshot:
<p>Step 6: Accept the Use Agreement Read the Use Agreement content and select the "I Accept" button in the pop-up window to complete the E-Receipt activation.</p>	

You have successfully activated the e-Receipts program in CGE!