Activate E-Receipts

Activate e-receipts so participating suppliers can send electronic receipt images directly to your profile in the system.

1. **Click to Sign Up**
   
   On the home page in the *Alerts* section, click *Sign up here* (Figure 1).

   ![Figure 1](image1)

2. **Activate E-Receipts**
   
   - Click *E-Receipt Activation* (Figure 2).

   ![Figure 2](image2)

   - Review the *E-Receipt Activation and Use Agreement* and click *I Accept*.
   - E-Receipts are now enabled for your account.

3. **View Sample E-Receipts**
   
   To view sample e-receipts, click *Car*, *Hotel* or *Taxi* (Figure 2).

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu