

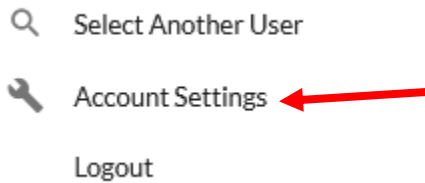
Adding Alternative Emails

The primary email address associated with your Chrome River account is your UUID. Tap **Add Alternative Emails** to enter other email addresses from which you wish to submit receipts and approvals.

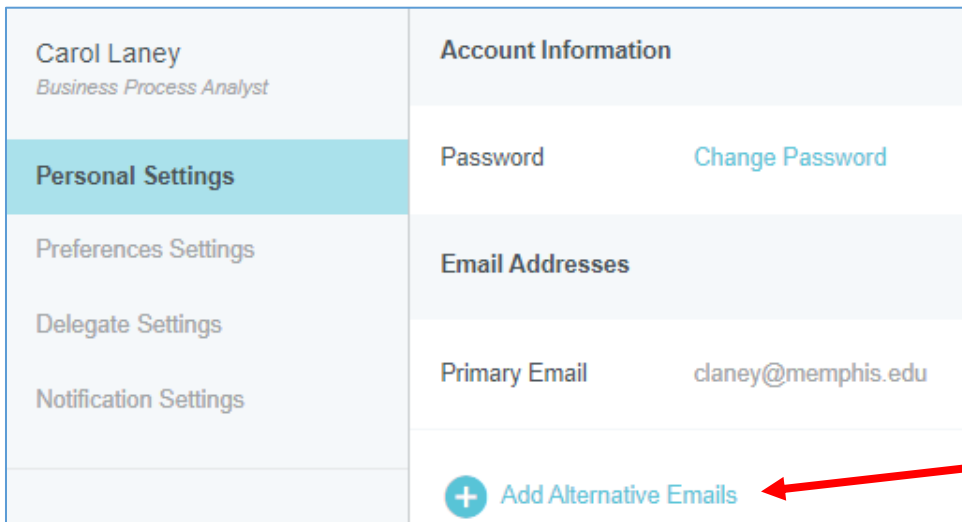
1. Click on your username located in the upper right corner.



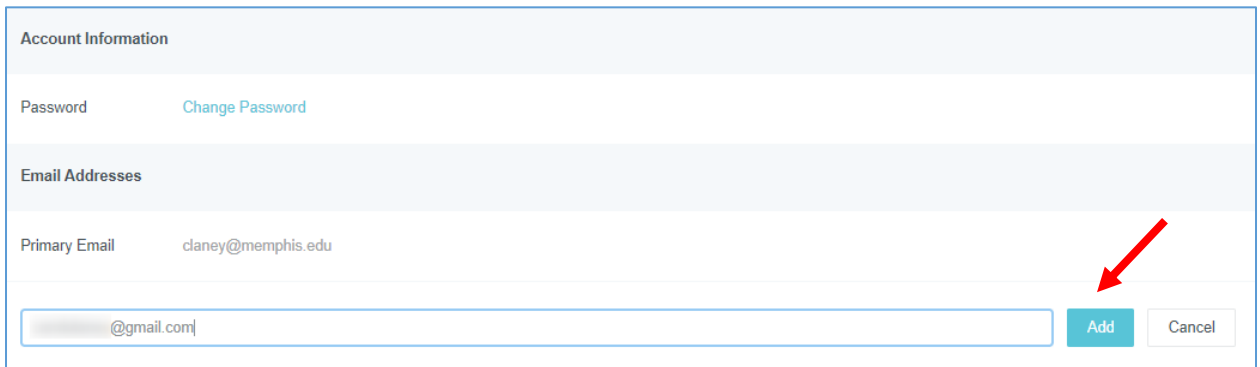
2. Click on **Account Settings**



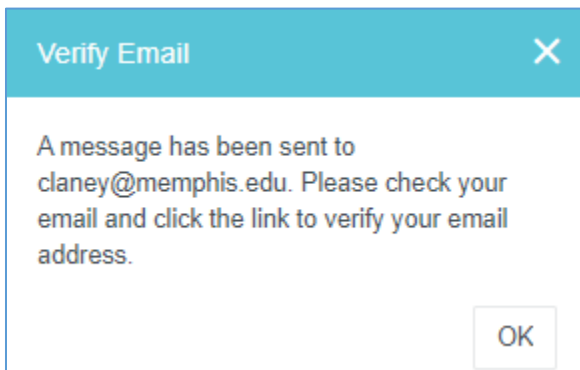
3. In the Personal Settings section, click on the **Add Alternative Emails** option.



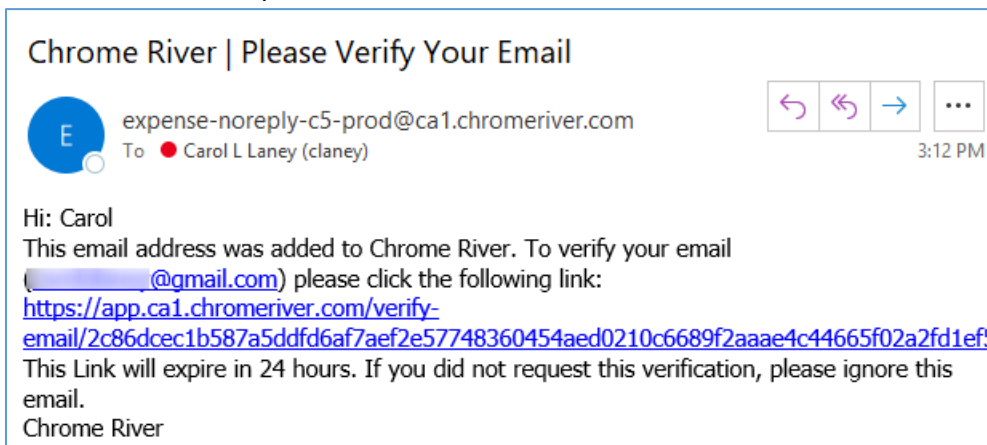
4. Enter the alternative email in the box that appears and click **Add**.



5. A message box will display, and a verification email will be sent to your primary email account.




6. Return to your email program, locate the verification email from Chrome River and click the verification link provided.



- Note: The new email address will remain in a Pending Verification status until you have completed the step above.

Email Addresses	
Primary Email	claney@memphis.edu
Alternative Email 1	✕ [redacted]@gmail.com Pending Verification Resend Verification Email

- You will receive a verification notice in your web browser alerting you of the verification status.



Verification successful!

Congratulations, you have successfully verified your email address. You can now send receipts from your email address.

[Login to Chrome River](#)

- The new email address will now appear as your Alternative Email and can be used to send receipts into Chrome River.

Account Information	
Password	Change Password
Email Addresses	
Primary Email	claney@memphis.edu
Alternative Email 1	✕ [redacted]@gmail.com