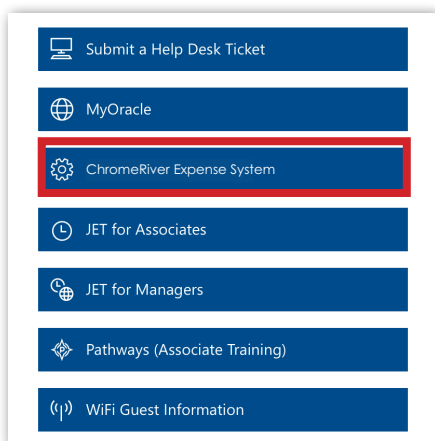


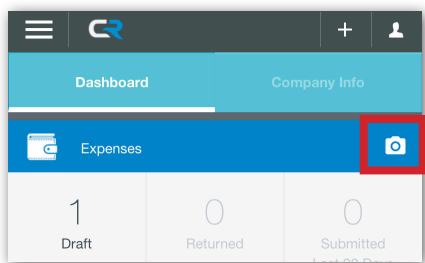
Use this document when uploading a receipt from your mobile device

1



On your mobile device, **Login** to ChromeRiver via Connects Hub.

2



Once logged in, select the **Camera icon** to take a photo.

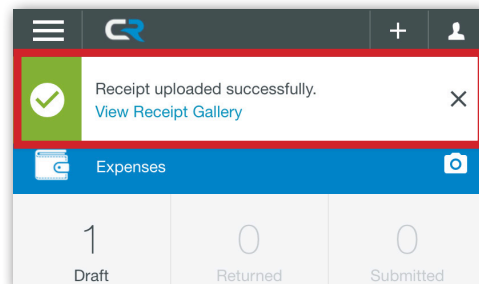
3



Next, **take a picture** of your receipt using your mobile device.

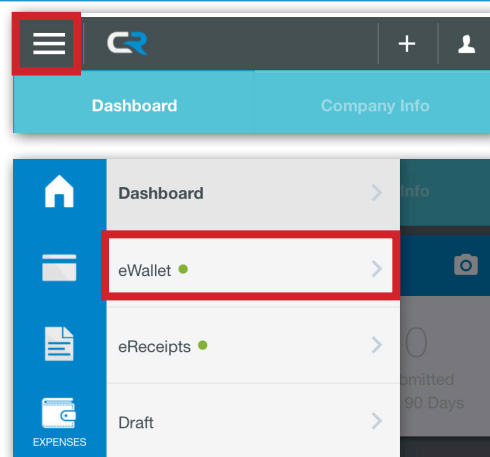
**Note:** To **delete**, click icon in top left.

4



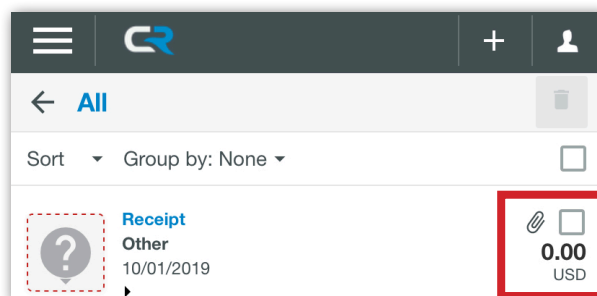
A message will appear notifying you if the receipt successfully uploaded.

5



You can view the receipt by clicking the **Hamburger icon** and then selecting **eWallet**.

6



Then select **All**. If the OCR technology was able to read your receipt, the total will be displayed. If not, when you create an expense and use this attachment you will need to enter all information as appropriate.