

Uploading Receipts - Email

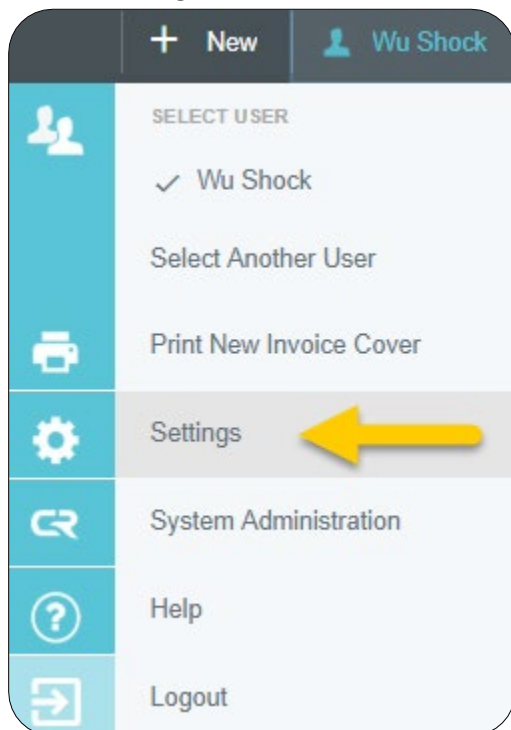
Verify email address

Before emailing a receipt or image, you will want to make sure that the email address you are using is associated to your Chrome River account.

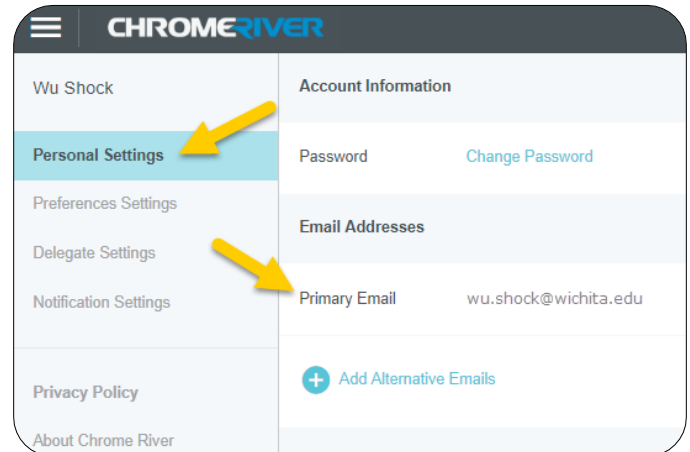
1. Click your name in the upper right-hand corner of the Navigation Bar.



2. Click on Settings



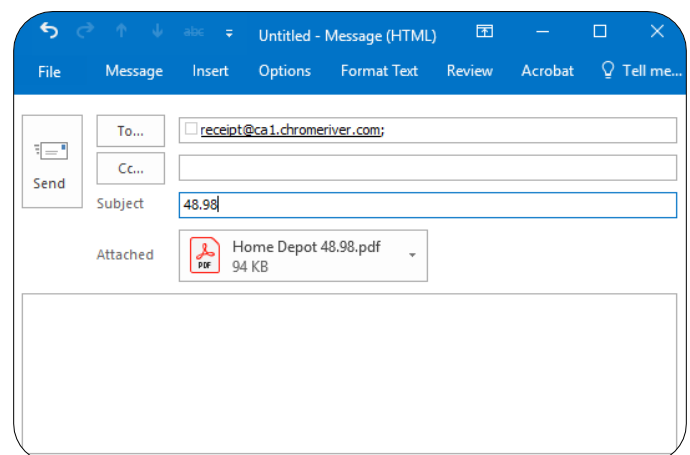
3. Select the Personal Settings menu item and verify the Primary Email address.



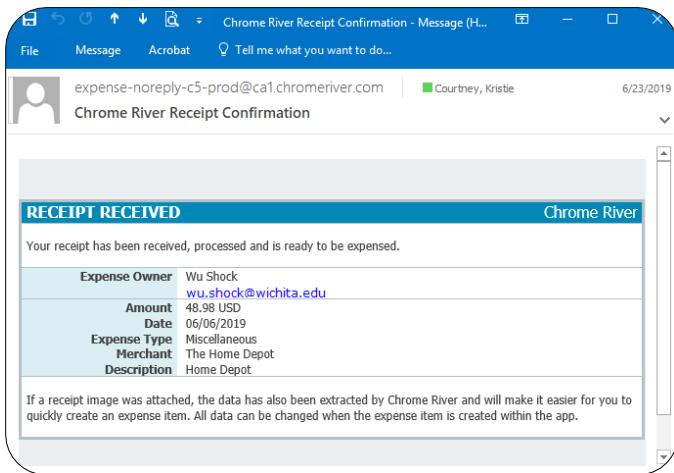
Email receipt to receipt gallery

4. Start a new email to receipt@ca1.chromeriver.com enter the total amount of the receipt in the subject line of the email and attach the PDF receipt copy.

You can also take a photo with your mobile device and email directly from your phone as long as you are emailing from the appropriate email address, as discussed in the previous section.



5. You will receive an email from Chrome River confirming that your receipts have been received.



6. The image will appear with the expense in the Receipt Gallery.

