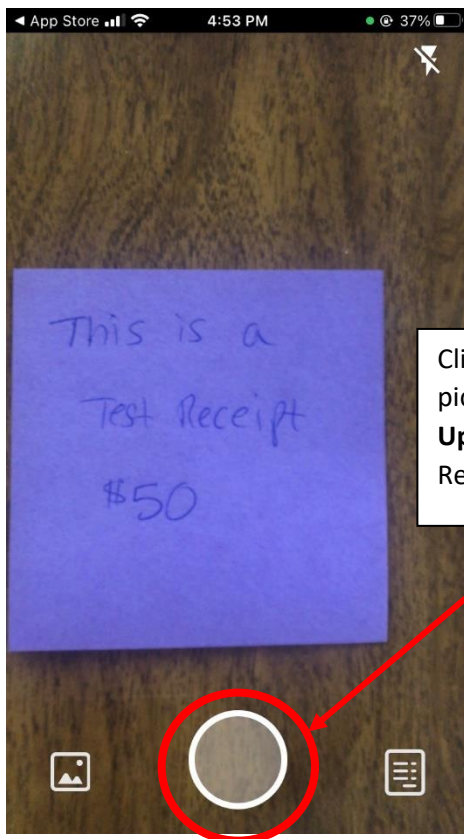
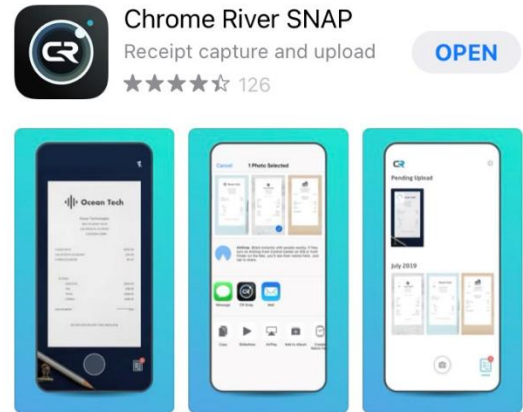
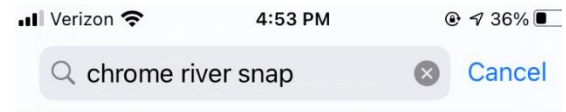


Chrome River: How to Upload a Receipt

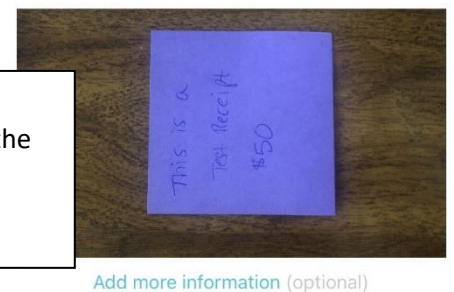
There are two options available to upload receipts to the Receipt Gallery in Chrome River:

Option# 1: Upload Via CR Snap App

1. Download the **Chrome River Snap** app on your phone by going to the App Store and searching for "Chrome River SNAP"
2. Once downloaded, enter your Pace email address. A verification code will be sent to your email, which you will then need to retrieve and enter in the app.
3. Once you are signed up, take a picture of the receipt and it will automatically upload to the Receipt Gallery. See below:



Click the camera button to take a picture of the receipt. Then click the **Upload** button to upload to the Receipt Gallery.

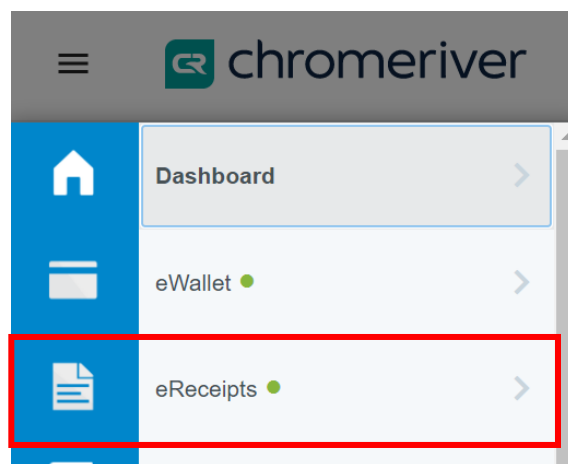


Option# 2: Emailing receipts to your account

1. Use the 'Snap and Send' feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@chromefile.com.
2. The receipt(s) will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered, and you can easily add other addresses via the Preferences menu.

When using either option, you can access your receipts by following the below steps:

1. In Chrome river, click on the Menu in the upper left and select **eReceipts**:



2. The Receipt Gallery will open with all Available receipts located on the right side of the page:

