Quick Reference

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 corner of the Navigation Bar.



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



Email receipt to receipt gallery

 Start a new email to <u>receipt@ca1.chromeriver.com</u> 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.

	Message Acrob	at 🛛 Q Tell me what you want to do		
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	eipt has been receive Expense Owner Amount Date	id, processed and is ready to be expensed. Wu Shock wu.shock@wichita.edu 48.98 USD 06/06/2019 Miscellaneous The Home Depot	Chrome River	-

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

