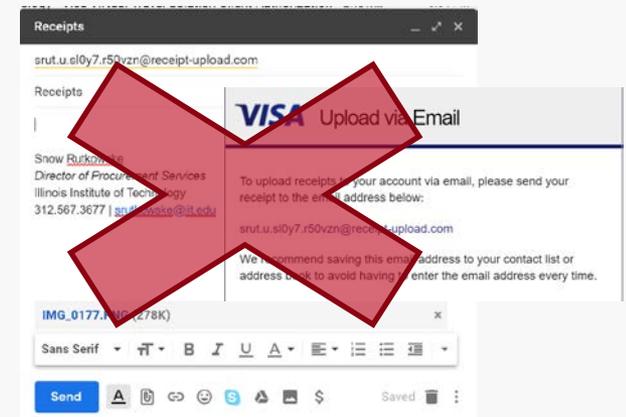


Visa Spend Mgmt – *The Little App. That Could!*

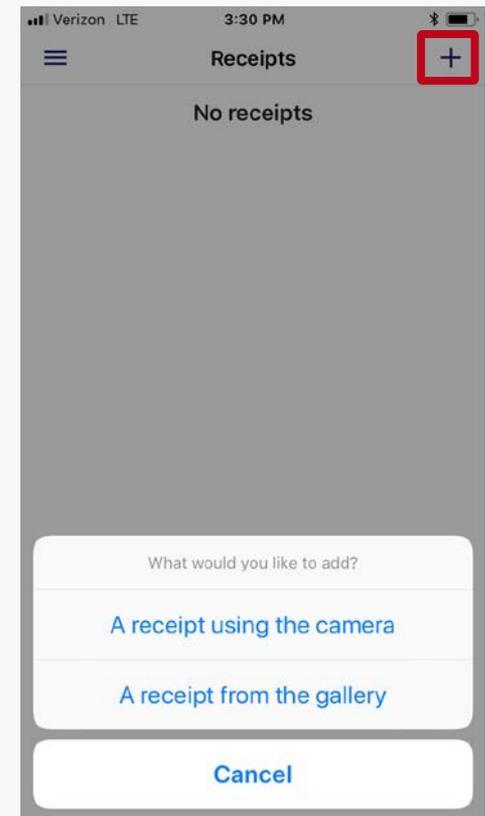
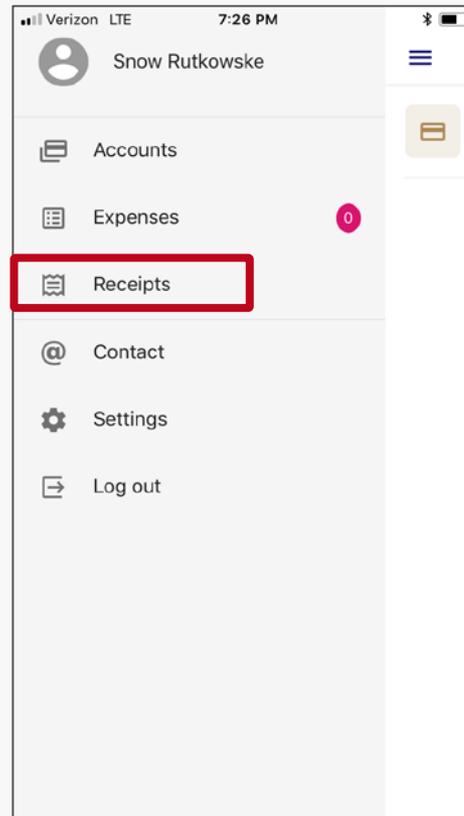
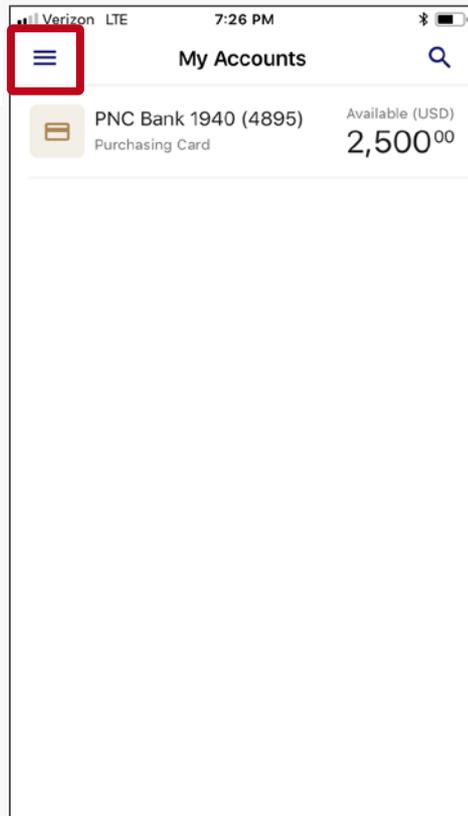
- **Visa Spend Mgmt. Mobile App.** provides a quick and easy way to capture and link your receipts for P-Card purchases with your smart phone.
- **No more saving, scanning, and emailing of receipts**, simply **take a picture** for easy linking in Mobile App. or desktop Visa IntelliLink Spend Mgmt.
- It can **save you time and effort**, and you don't have to worry about **misplaced paper receipts** anymore!



Visa Spend Mgmt – *The Little App. That Could!*

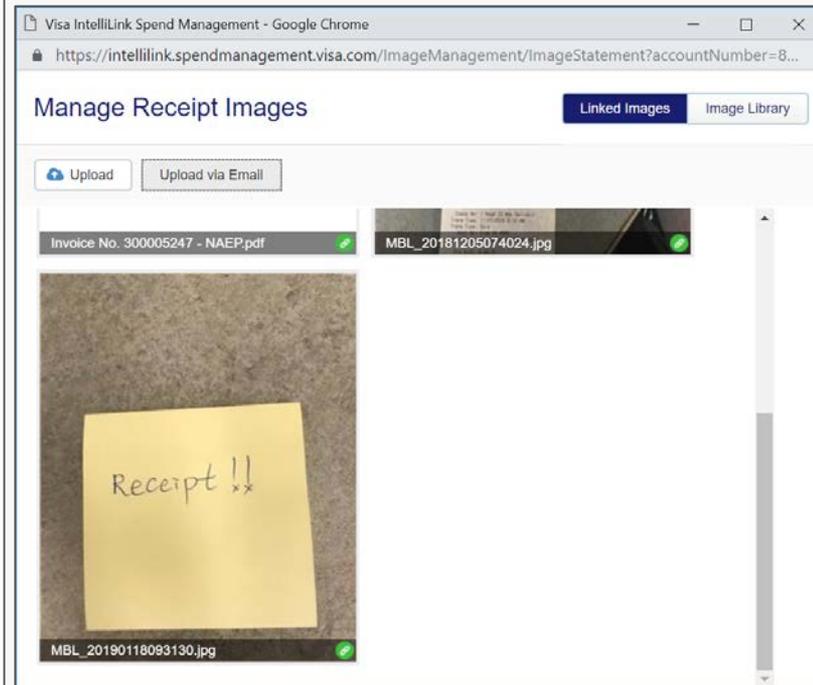
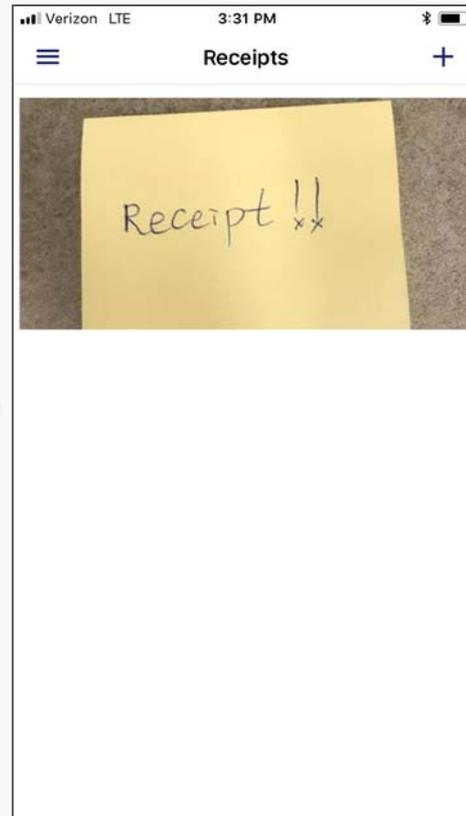
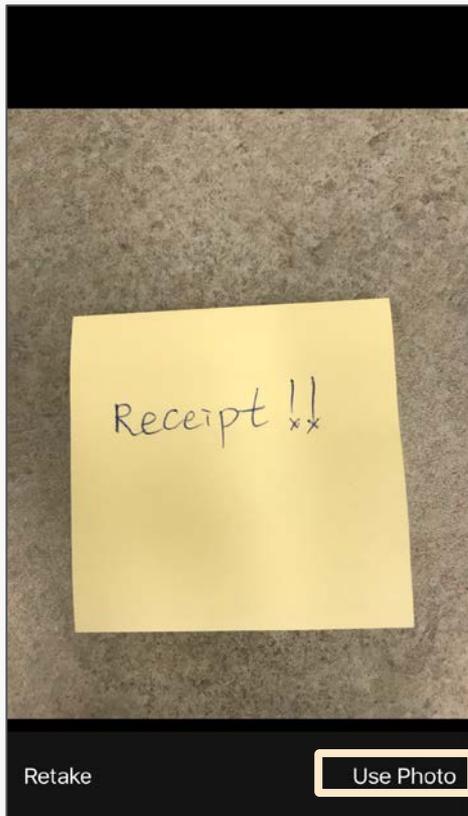
Step 3: Once you login, you'll be shown your **home screen**; tap the  icon and you'll be shown a list of options. **Select Receipts.**

Step 4: Hit the + sign and you can **take a picture of your receipt**, or upload an existing one from your phone's photo gallery.



Visa Spend Mgmt – *The Little App. That Could!*

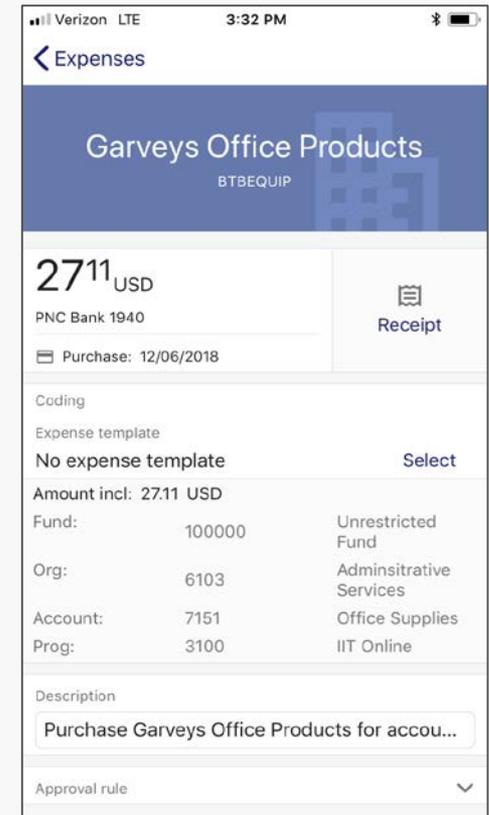
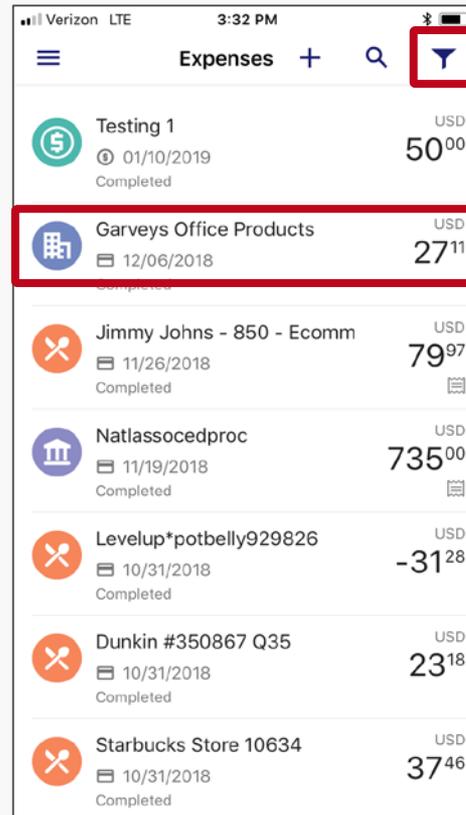
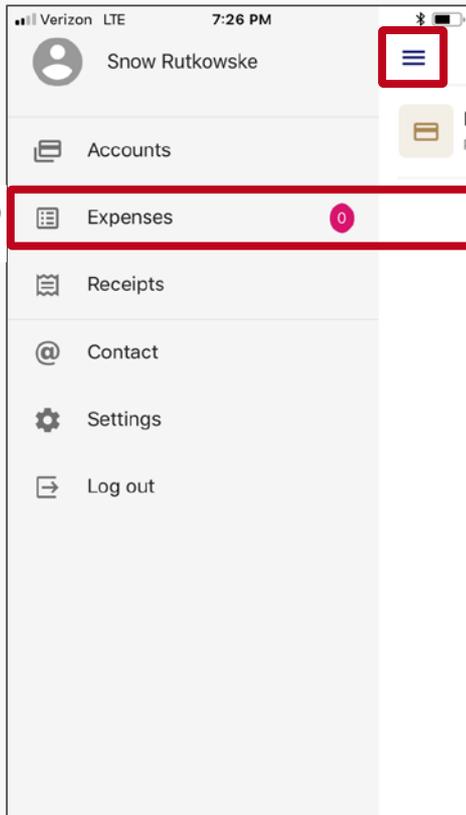
Step 5: Once you have taken a picture of your receipt, hit **Use Photo**, and your receipt will be **uploaded in the Mobile App**. Because the App. **automatically syncs** with the Visa IntelliLink Spend Management desktop solution, the **receipt will appear there as well**.



Visa Spend Mgmt – *The Little App. That Could!*

Step 6: Back on the home screen, click the  icon again, this time tap **Expenses**, a list will appear on the next screen. You may have to hit  icon to get all the charges to show.

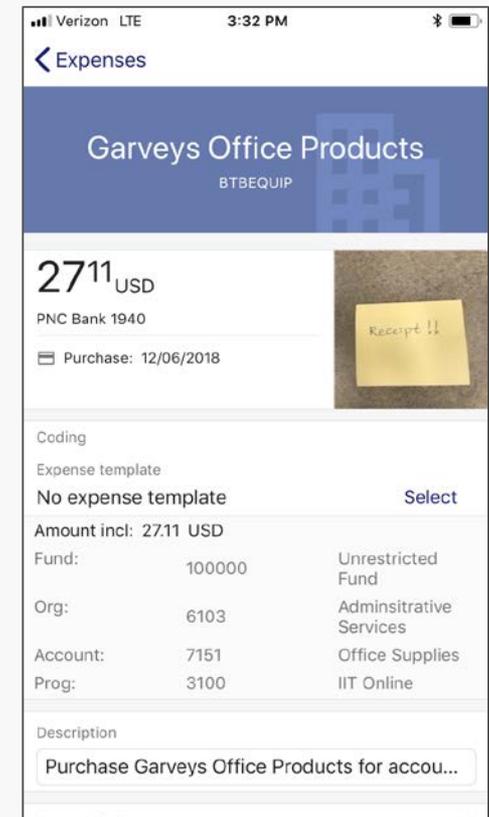
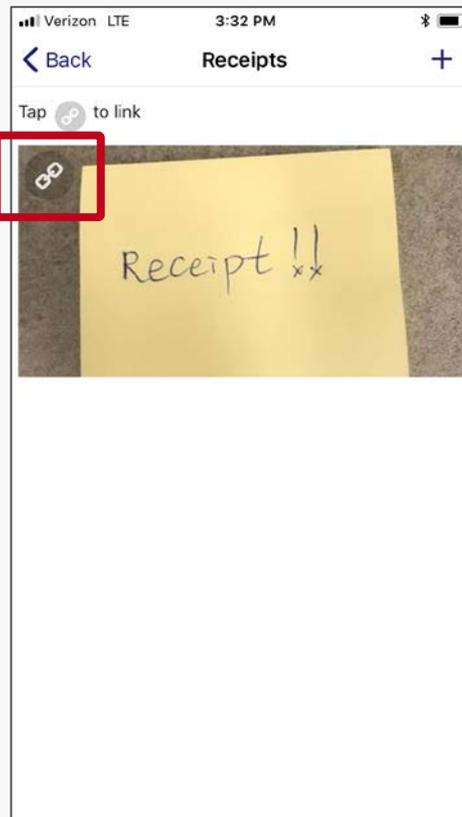
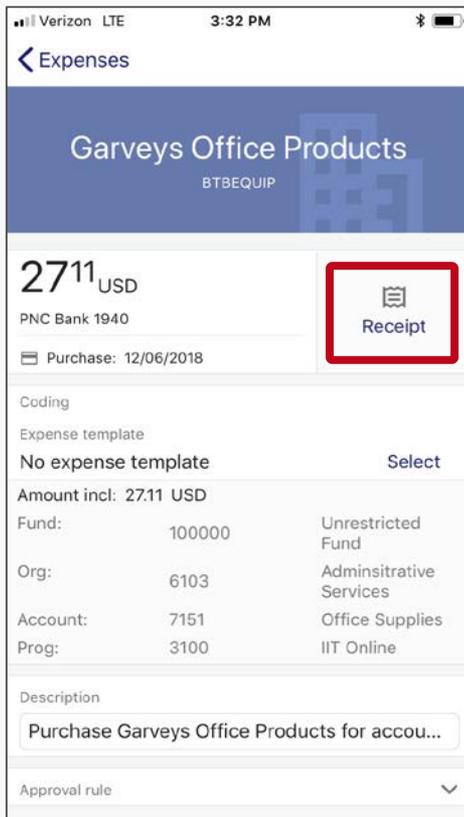
Step 7: Select the charge line that you want to link the receipt to, and a new screen will pop up.



Visa Spend Mgmt – *The Little App. That Could!*

Step 8. Now on the detailed transaction screen, tap **Receipt**, and the App. will pull up all the receipts you have uploaded in the Mobile App.

Step 9: Find the one you want to link to the charge, **hit the link icon**, and **you are done!!** You can also unlink if you made a mistake.



Happy Easy P-Card Receipts Linking Wherever You Are!!!