- 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!



**Step 1:** Download the Visa IntelliLink Spend Management Mobile App. on your Smart Phone **Step 2:** Once done, follow the setup steps and create a pin #; you'll need to enter the pin # each time you use the App.

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**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.



**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.



**Step 6:** Back on the home screen, click the  $\equiv$  icon again, this time tap Expenses, a list will appear on the next screen. You may have to hit  $\checkmark$  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.





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**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!!!