Online Expense Portal
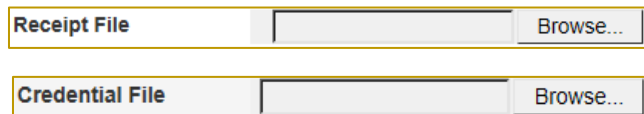
QUICK REFERENCE GUIDE

UPLOADING CREDENTIALS AND RECEIPTS

Credentials, receipts and paid invoices must be pictures or documents that are saved to your computer.

- **Pictures:** Files that end with **.gif**, **.jpeg** or **.png**
- **Documents:** Files that end with **.doc** or **.pdf**

To upload a file, click the **Browse** button (or **Choose Files**, if using Chrome):

Receipt File		Browse...
Credential File		Browse...

A pop-up window will display so that you can select the file from the computer.

There are multiple ways to save a picture or electronic copy of a credential or receipt:

- Use a scanner to scan the credential or receipt
- Take a picture of the credential or receipt with your phone or camera and use a USB cable to transfer the image from the device to your computer
- Take a picture of the credential or receipt with your phone and email it to yourself
- Take a picture of the credential or receipt with your phone and upload it to Google Drive, Photobucket, or any Web/Cloud- based photo application
- Ask the school or service provider email the credential or receipt as an attachment. Once the email is received, download and save the attachment to your computer
- Online suppliers often email receipts as attachments that can be downloaded and saved to your computer

If the school, service provider, or store emails a credential or receipt in the body of the email instead of an attachment, the image can often be right-clicked and saved directly onto your computer.

If for some reason the image cannot be saved, you can screen-capture the image using the following steps:
1) Open the email so the entire credential/receipt is visible on the screen without scrolling
   a. If the credential/receipt is long, try zooming out to decrease the font size
2) Hit the **PrtScn** button on your keyboard
3) Open Paint
4) Click **Paste** (or **Ctrl V**)
5) Use the Select tool to draw a box around the invoice
6) Select **Crop**
7) Save the image to your computer

The system has a maximum file size of 100MB. If your file is larger than this, try using Paint (or any other photo application) to shrink the size of the image. If using your phone or camera to capture the invoice, make sure the resolution is not at the highest setting, since this will result in a very large file.

Note: Symbols (" $ # < > /) are not accepted by the system so avoid using them when saving files