

Download the Chrome River SNAP App for iPhone

Chrome River's free SNAP app enables EXPENSE users to quickly and easily capture and upload receipt images right when the expense occurs. Users simply snap a photo of the receipt using the app and it will be uploaded directly to their Receipt Gallery and the Offline tab of the eWallet for use the next time they access Chrome River. SNAP may also be used to upload images taken with another app on the device.

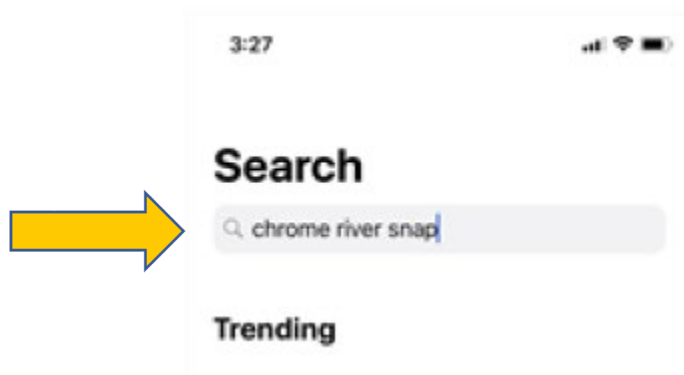
- Photos taken with Chrome River SNAP are not stored in the device's default photo gallery, so they do not mix with personal photos.
- Once photos are uploaded to the Receipt Gallery, they are automatically deleted from the device, freeing up storage space.
- If there are multiple receipts in one photo, the system will split them into separate transactions.
- Only **JPG**, **PNG** and **HEIC/HEIF** formats are supported.
- Although there is no file size limit, we recommend that files be **less than 10 MB** because the system will cancel any uploads that take more than 60 seconds. If this occurs, you will need to retry the upload when you are on a Wi-Fi or high-speed connection.

System Requirements

Chrome River SNAP is available for Apple iPhones running the latest iOS. The app is designed for narrow-screen mobile devices like iPhones; there is no iPad version of SNAP.

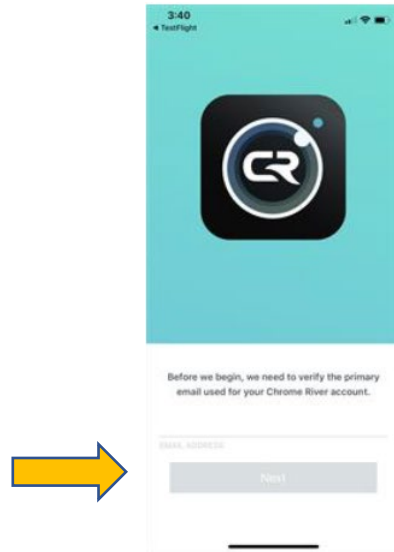
Download CR SNAP from the App Store

1. Using the Google Play Store search utility, search for "Chrome River SNAP."

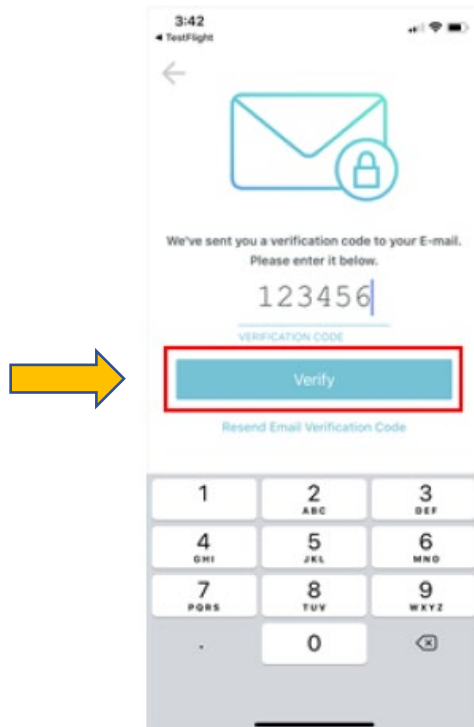


2. Tap on **Chrome River SNAP**, then tap the **GET** button to begin installation. You will be asked to confirm the installation.
3. Once the app has downloaded, tap **OPEN** to access it.
4. You will be asked to enter the university email address used on your Chrome River account. Then tap **NEXT**.

CHROME RIVER USER GUIDE



5. A verification code will be sent to that email address. Once you have the code, enter it in the app and tap **VERIFY**.



Upload a Photo with Chrome River SNAP

1. Open Chrome River SNAP.



2. Hold your mobile device over the receipt and tap the gray circle at the bottom of the screen.
 - To turn the flash on, off or to Auto mode, tap the flash icon in the upper right corner.



3. If the receipt image is in frame and in focus, tap **UPLOAD**. Otherwise, tap **RETAKE**.



4. You will be returned to the camera view. To see the receipt as it is being prepared for upload, tap the receipt icon in the lower right corner.



The receipt will appear here until it has uploaded to Chrome River. If you have selected "Upload Only on Wi-Fi" in your **Settings**, the receipt will remain here until the next time you are connected to Wi-Fi.



5. If a connectivity issue causes the upload to fail, tap the image thumbnail or the word **RETRY** to re-send the receipt image.



Upload a Photo Taken with Another App

Once you have installed Chrome River SNAP, you will be able to access it from other apps on your iPhone, like Camera or Photos.

1. If you took a receipt photo using your iPhone's native camera or another app, find the image in the Photos gallery and tap the **SHARE** icon.



2. Tap the **Chrome River SNAP** icon.



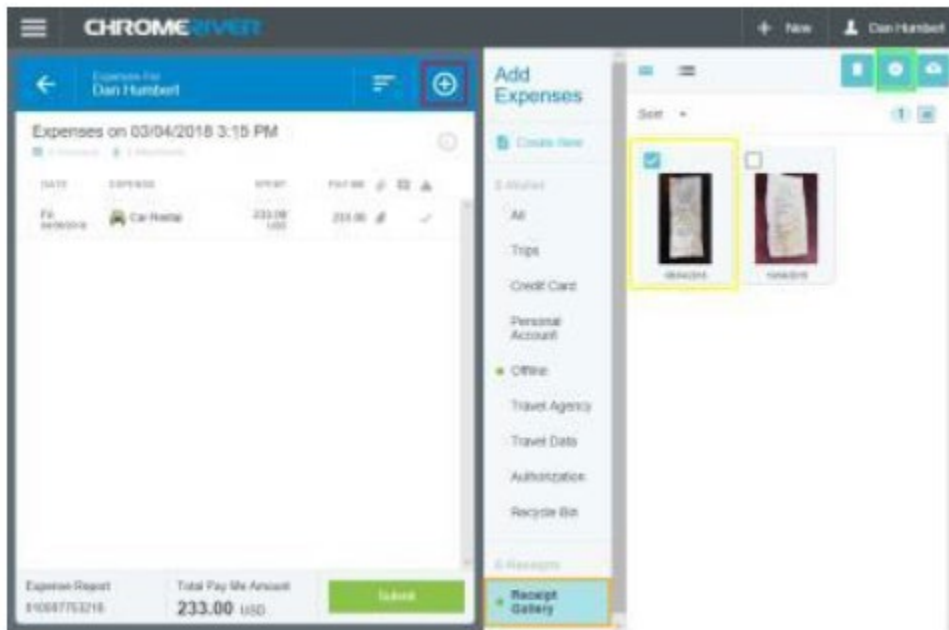
3. Tap **UPLOAD** and the image will be uploaded directly to your Chrome River Receipt Gallery the same way it would if you had captured it via Chrome River SNAP. It will also be accessible via the Offline tab of the eWallet.



Add Uploaded Photos to an Expense Report in Chrome River

Once Chrome River SNAP has uploaded your receipt photo to Chrome River, you will find it in your Receipt Gallery and in the Offline tab of the eWallet, ready to be added to an expense report.

1. Log in to Chrome River.
2. From within an expense report, tap the **PLUS** button to add a new expense.
3. Tap **RECEIPT GALLERY**.
4. Select the receipt.
5. Tap the blue **PLUS** button to add the selected receipt to the report.



Settings

If you are in the camera, tap the receipt icon in the lower right corner to access the **Pending Receipts** screen. Chrome River SNAP App for Android



Now tap the gear icon in the upper right corner to access the **Settings**.



- **Upload Only on Wi-Fi:** This option prevents Chrome River SNAP from uploading images while you are on a cellular connection, helping you conserve data while traveling. Your images will upload the next time your device connects to the Internet via Wi-Fi.
- **Delete All Pending Uploads:** Deletes any photos you have taken with Chrome River SNAP that have not yet uploaded.
- **Log Out:** Logs you out of your Chrome River SNAP user account.

