

## A GUIDE ON SUBMITTING YOUR EXPENSES TO THE TEAM AT PRIME ACCOUNTANTS GROUP

**We've created a unique Receipt Bank account for you to make submitting your expenses easier!**

There are two main ways to send information, via email & our phone app.

### **Instruction 1 - How to use Email**

You can forward any emails of receipts or invoices to us.

You can even ask suppliers to email invoices straight to your address!

### **Instruction 2 - How to use your Mobile phone**

Download the Receipt Bank mobile app to submit your receipts on the go.

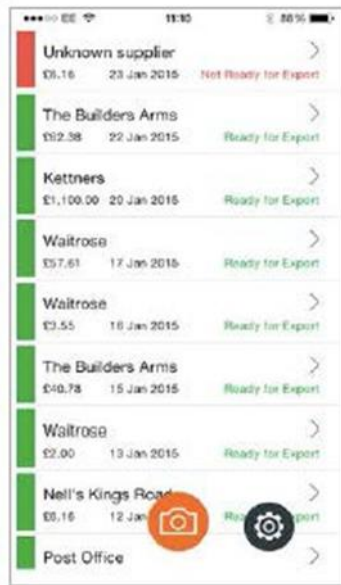
#### **Installing the phone app**

- 1) Open the App Store icon or website from your phone.
- 2) Search and download the Receipt Bank app (free).
- 3) It may take a minute to install, wait until you see the 'open' button.
- 4) Click on the 'open' button for a short tour showing the app. (Swipe sideways...>)
- 5) You will be asked to login. Put in your email address and password. (We have set you up already as a user).
- 6) You will see a message 'Receipt Bank would like to access your photos'. Click 'OK'.



## Get Started – take a photo of your first receipt or invoice!

- 2) From the inbox – select the camera icon to take a photo!
- 1) Take your photo – ensure your photo is clear and includes the whole receipt.



- 3) If you'd like to add extra details, like a description of who you were with select 'Edit'. When finished, select 'Save'.



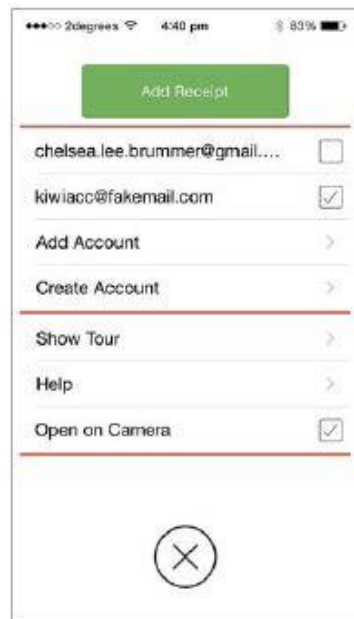
*NOTE – Adding details is optional. We will let you know what information they'd like you to add (if any).*



To confirm the processing of the receipt - click 'Submit for processing'



Next time you log in you may see this screen



You can change preferences regarding how the app works, but you don't have to. If you have more than one company using Receipt Bank, this is where you choose which company you want to submit expenses for.

**Need help? Don't hesitate to contact us today.**

