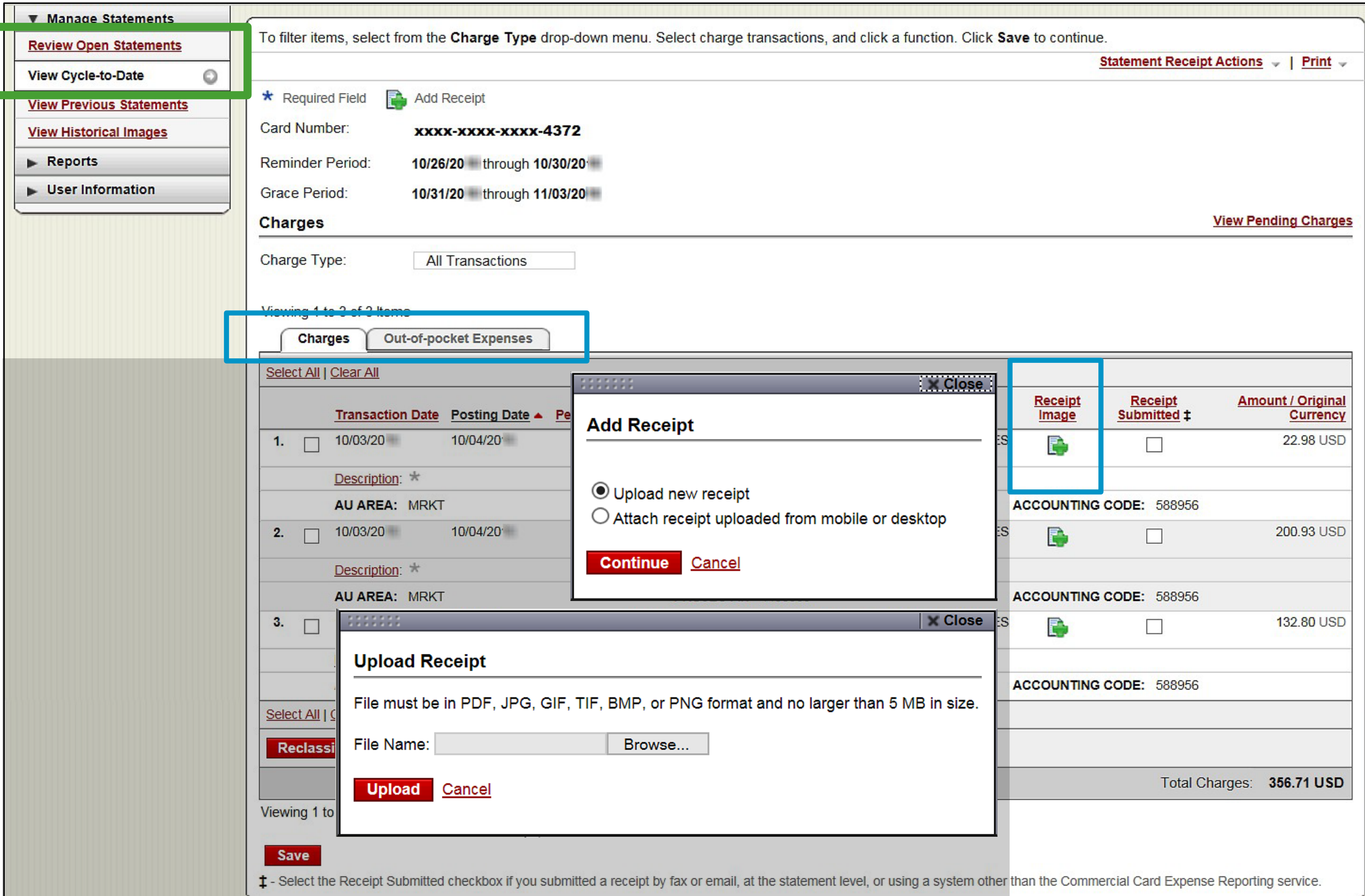
Adding Receipts

How to reconcile your monthly PCard statement

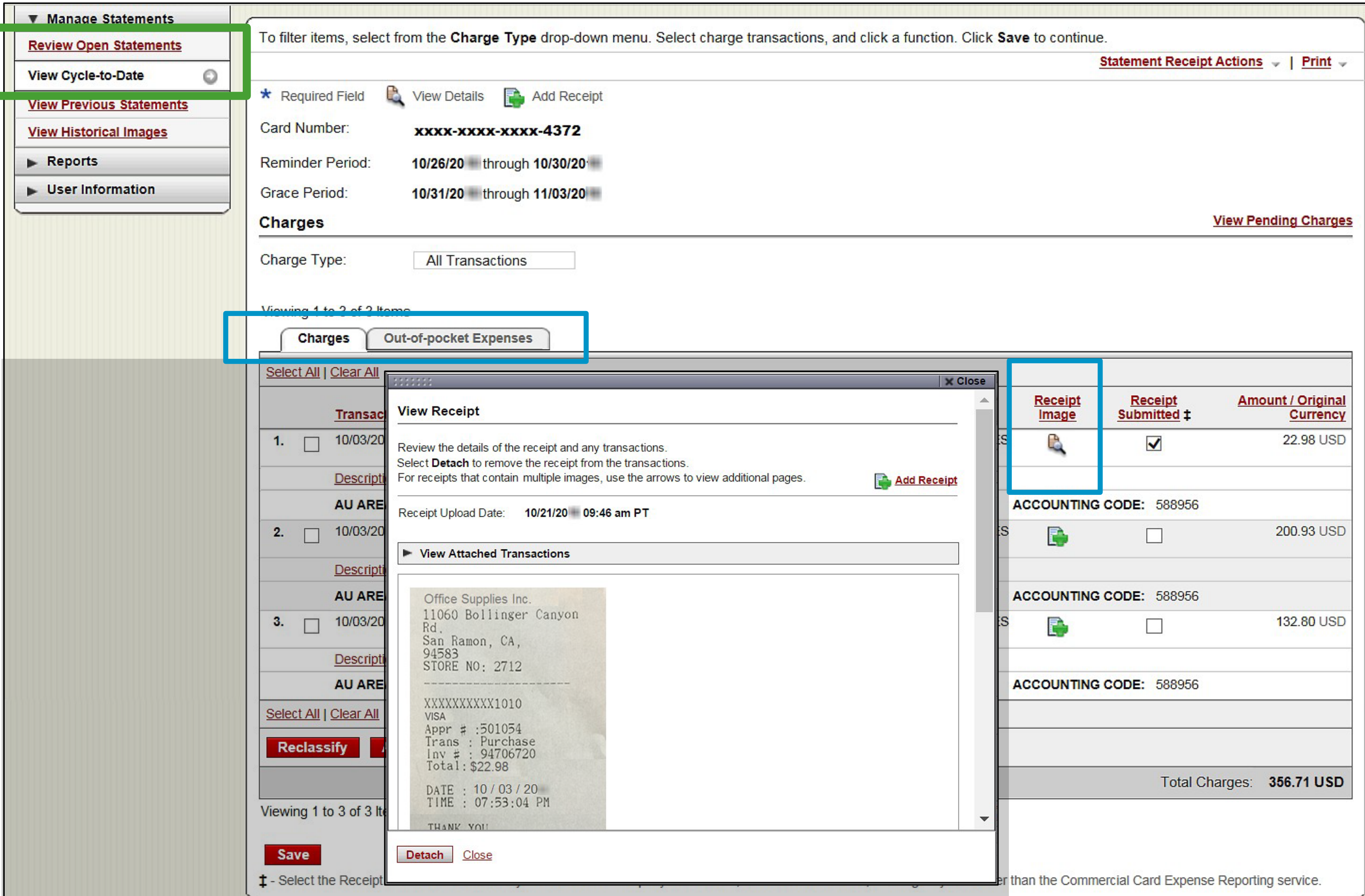
Desktop Receipt Imaging

Upload receipt images to individual transactions (Add Receipt)



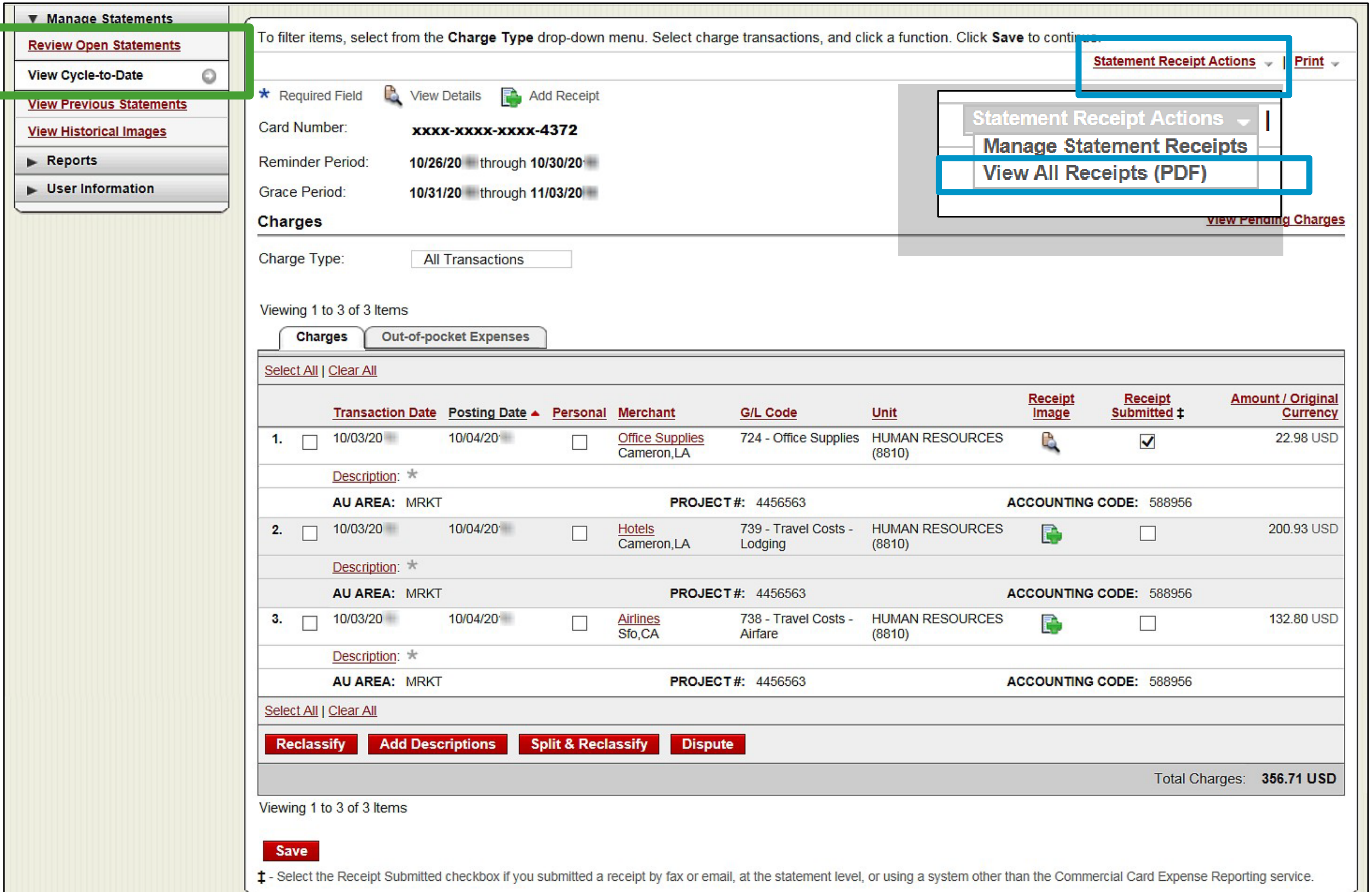
Desktop Receipt Imaging

View/Detach uploaded receipt images (View Details)



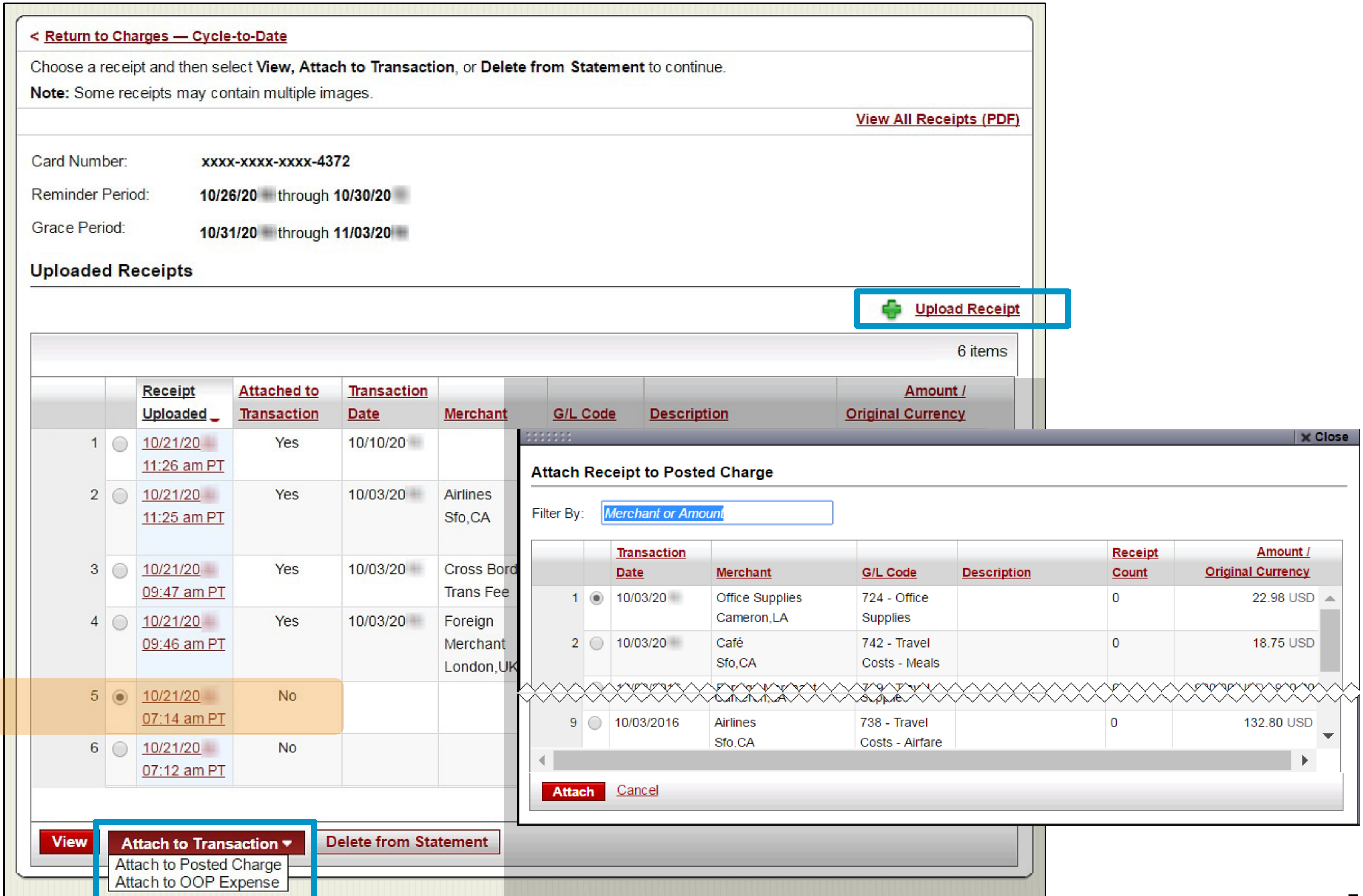
Desktop Receipt Imaging

Upload receipt images to statement (attach to transactions later)



Desktop Receipt Imaging

Upload receipt images (to statement), View, Attach, or Delete

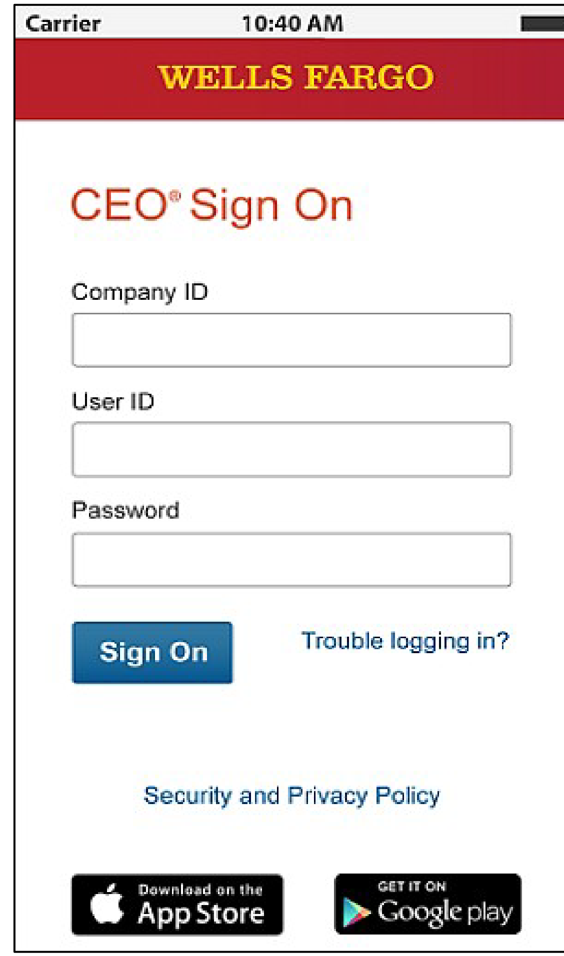


Mobile Receipt Imaging **option**

Upload pictures of receipts using your mobile device

Via your mobile browser:

Go to https://ceomobile.wellsfargo.com or download the free **Wells Fargo *CEO Mobile app*** for iPhone/iPad or Android

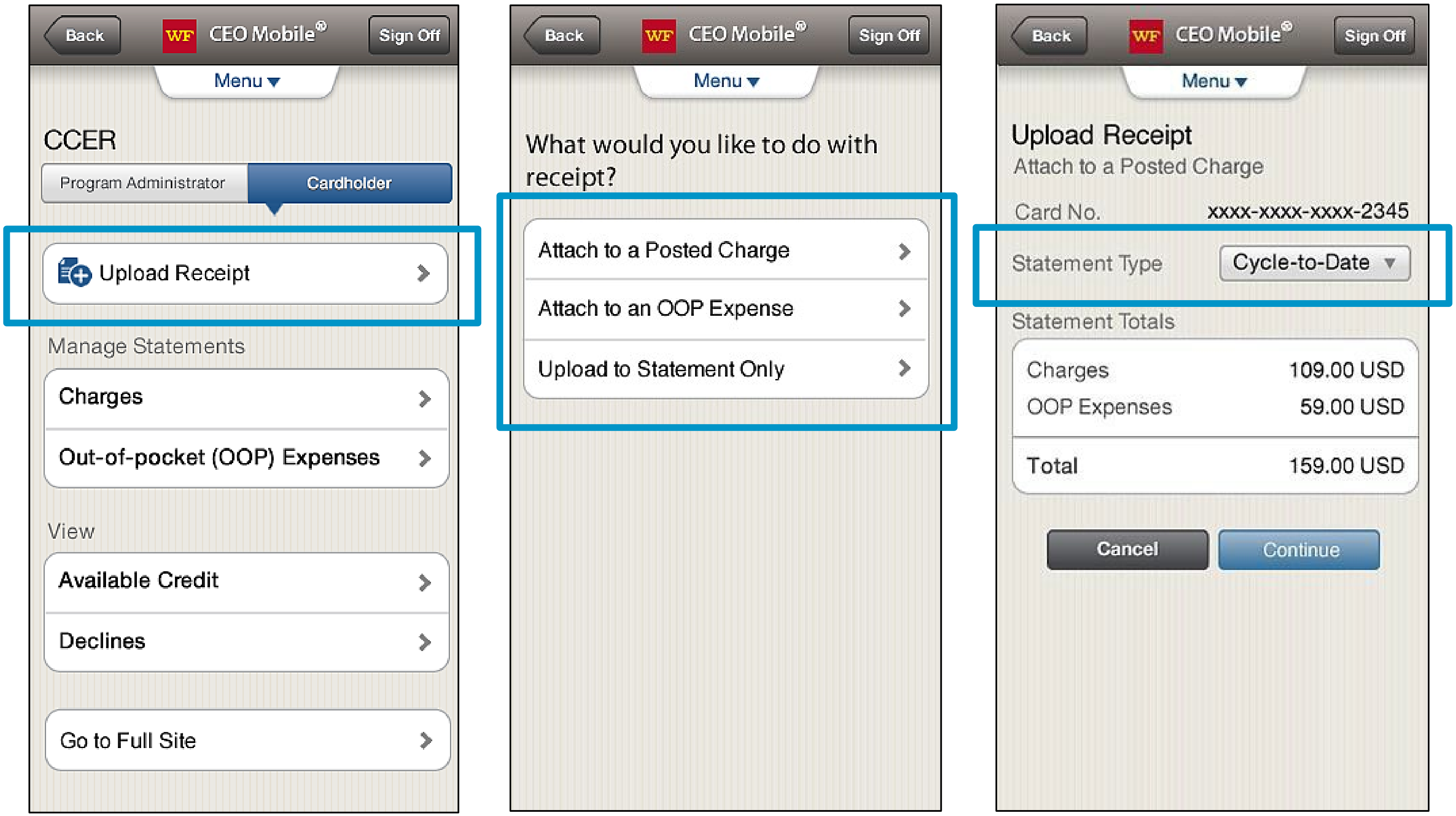


Mobile Cardholders can:

- Add and edit Out-of-Pocket expenses
- View pending and posted card charges
- Add and edit descriptions
- View available credit
- View declines
- **Upload receipts**
  - **Transaction-level imaging** is currently only available for **iOS** users; Android in March 2017

Mobile Receipt Imaging

Getting started…

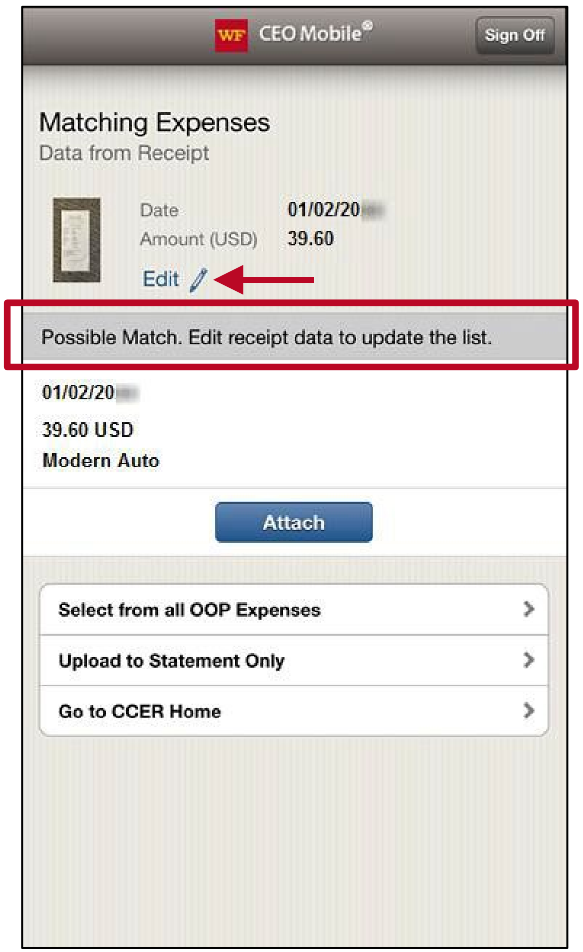


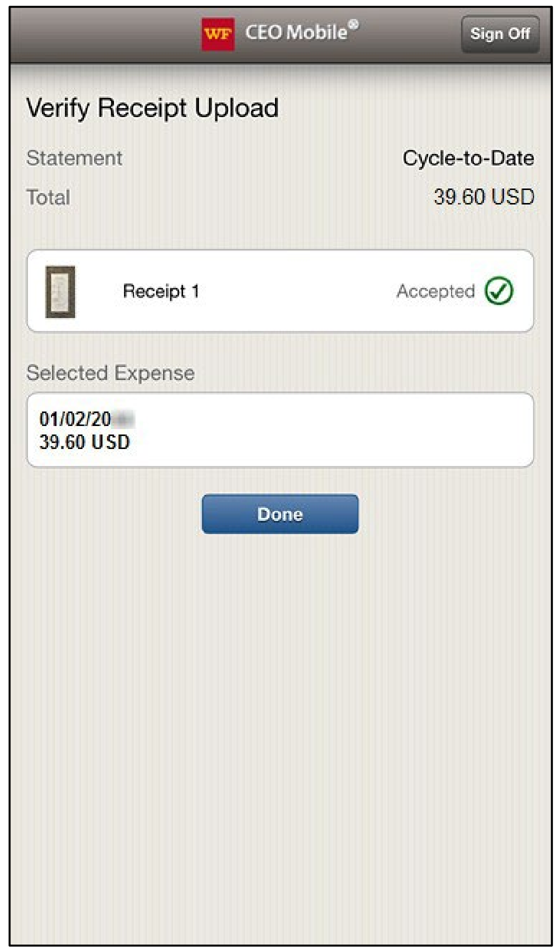
Mobile Receipt Imaging

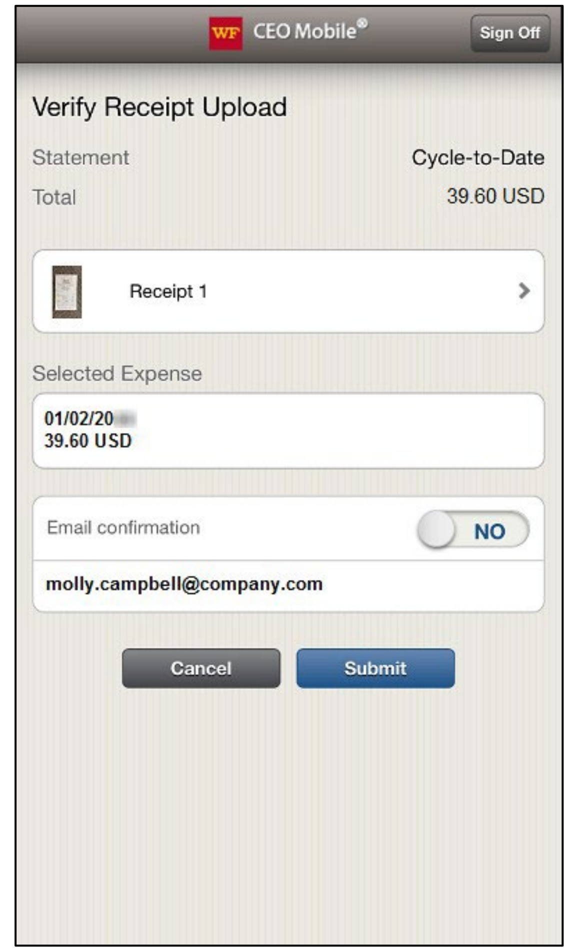
Take a photo or select receipt images from your gallery

Mobile Receipt Imaging

CCER Mobile will attempt to *match* receipt images with expenses

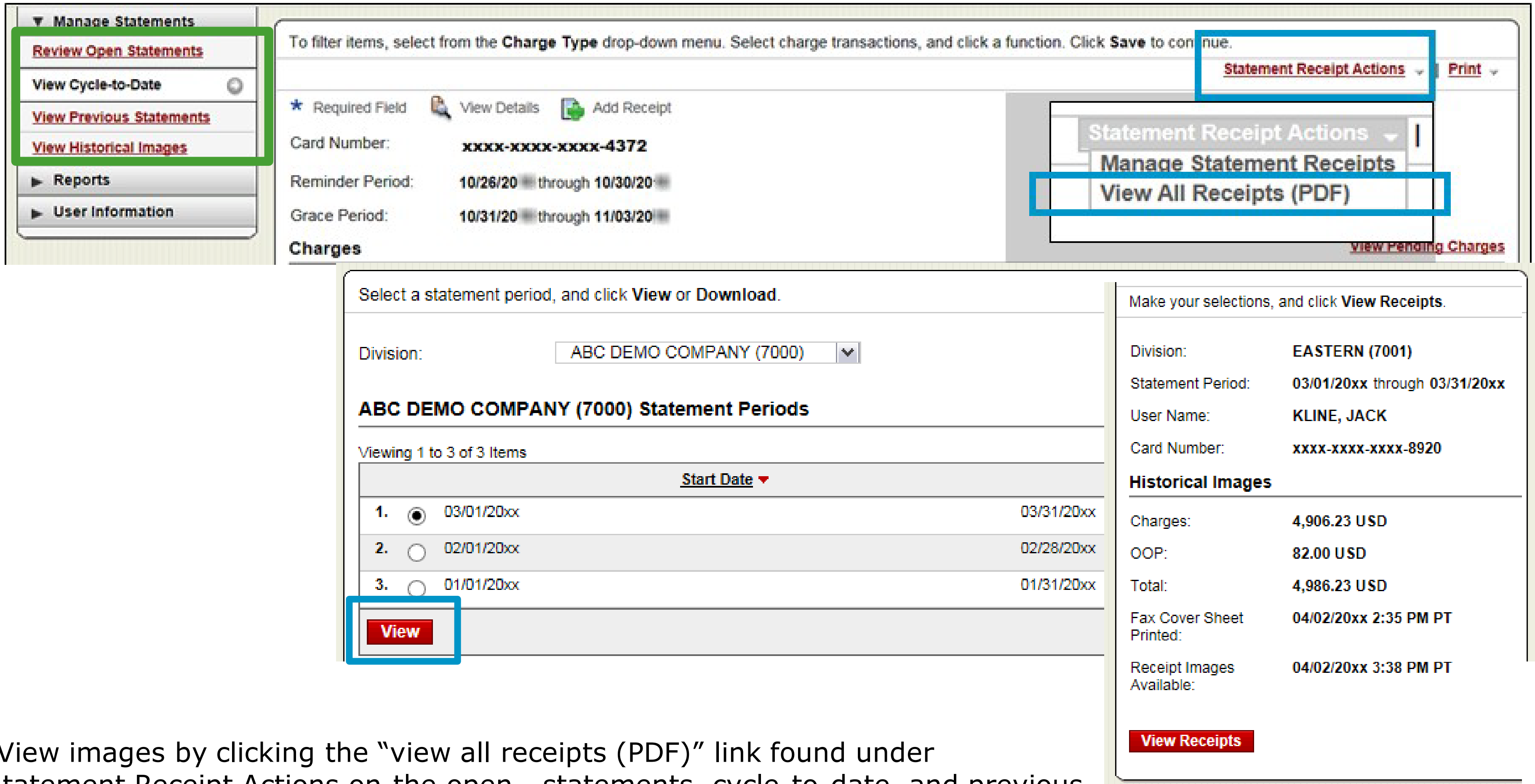






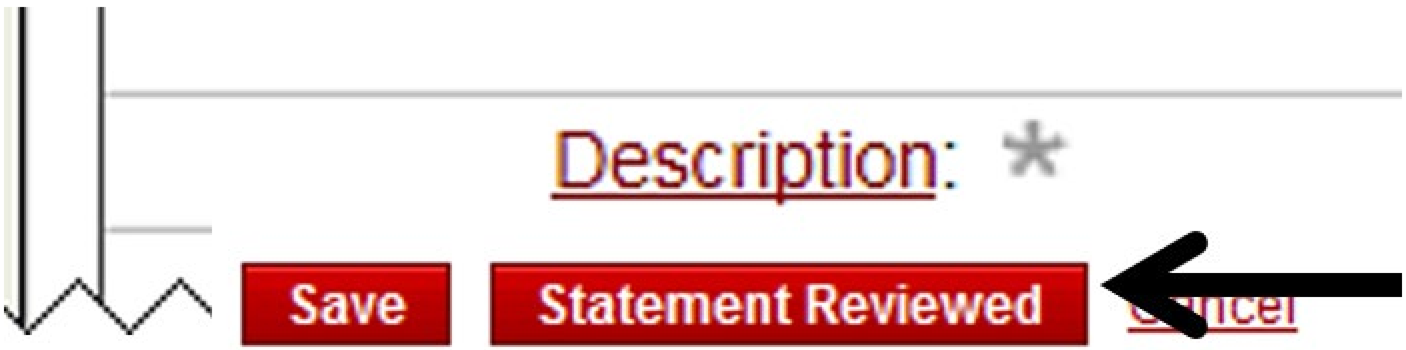
Receipt Imaging

Viewing Images



- View images by clicking the “view all receipts (PDF)” link found under Statement Receipt Actions on the open statements, cycle-to-date, and previous statement screens
- Print cover sheets for prior statements on the view previous statement screen
- View historical images for up to seven years via “view historical images”

Complete your Reconciliation



Thank you!