## **Receipt Imaging Demo on your mobile device**

## Attaching images at the transaction level:

• Download to your mobile device (iPhone.iPad or Android) the Wells Fargo CEO mobile app. You can upload receipts directly in the CEO app.



• Sign into Wells Fargo CEO app using the same log in credentials you use to sign into Wells Fargo on your desktop.

III Verizon LTE	8:33 AM	🕑 🖉 100% 🔳			
WELLS FARGO					
CEO Mo	bile®				
Company ID					
User ID					
Password					
Remember	me				
	Sign On				
Trouble signing on? Security & Privacy Policy					

• If you are a cardholder click the blue cardholder tab, click on Upload Receipt. Next you can either pick Attach to a Posted Charge (if the charge has posted to your statement) or Upload to Statement Only (attach to a charge at a later time).

Back WP CEO Mobile® Sign Off	Back WF CEO Mobile® Sign Off Menu 🗸	Back WF CEO Mobile® Sign Off Menu V		
CCER Program Administrator Caroholder	What would you like to do with receipt?	Upload Receipt Attach to a Posted Charge		
Upload Receipt	Attach to a Posted Charge	Statement Type Cycle-to-Date *		
	Attach to an OOP Expense >	Statement Totals		
Charges >	Upload to Statement Only >	Charges 109.00 USD OOP Expenses 59.00 USD		
Out-of-pocket (OOP) Expenses >		Total 159.00 USD		
View		Cancel		
Available Credit >				
Declines				
Go to Full Site				

• Take a photo or select receipt images from your gallery (option in lower left with three boxes). Don't worry, if your image does not scan properly you will have the option to retake. When finished click done.



• If there is a transaction on your statement that matches your receipt, the CEO app will attempt to match the two totals.

WF CEO Mobile® Sign Off	WF CEO Mobile <sup>®</sup>	Sign Off	WF CEO M	obile <sup>®</sup> Sign Off
Matching Expenses Data from Receipt Date 01/02/20 Amount (USD) 39.60 Edit /	Verify Receipt Upload Statement Total Receipt 1	Cycle-to-Date 39.60 USD	Verify Receipt Upload Statement Total Receipt 1	Cycle-to-Date 39.60 USD
Possible Match. Edit receipt data to update the list.				
01/02/20 39.60 USD Modern Auto Attach Select from all OOP Expenses > Upload to Statement Only > Go to CCER Home >	01/02/20 39.60 USD		Email confirmation molly.campbell@company.co	NO n Submit

• Once you have attached the image you will get a Receipt Upload Confirmation.



• If there is no match on your statement then you will have to manually select the charge you would like to attach the image to.



• Click the transaction and select and confirm.

If you are having trouble working in the Wells Fargo CEO app a couple of things to check.

-Make sure your camera is turned on in the app. You can do this from your settings feature on your phone.

-Make sure your phone has run all updates

-If you still have issues please call Wells Fargo at 1-800-932-0036