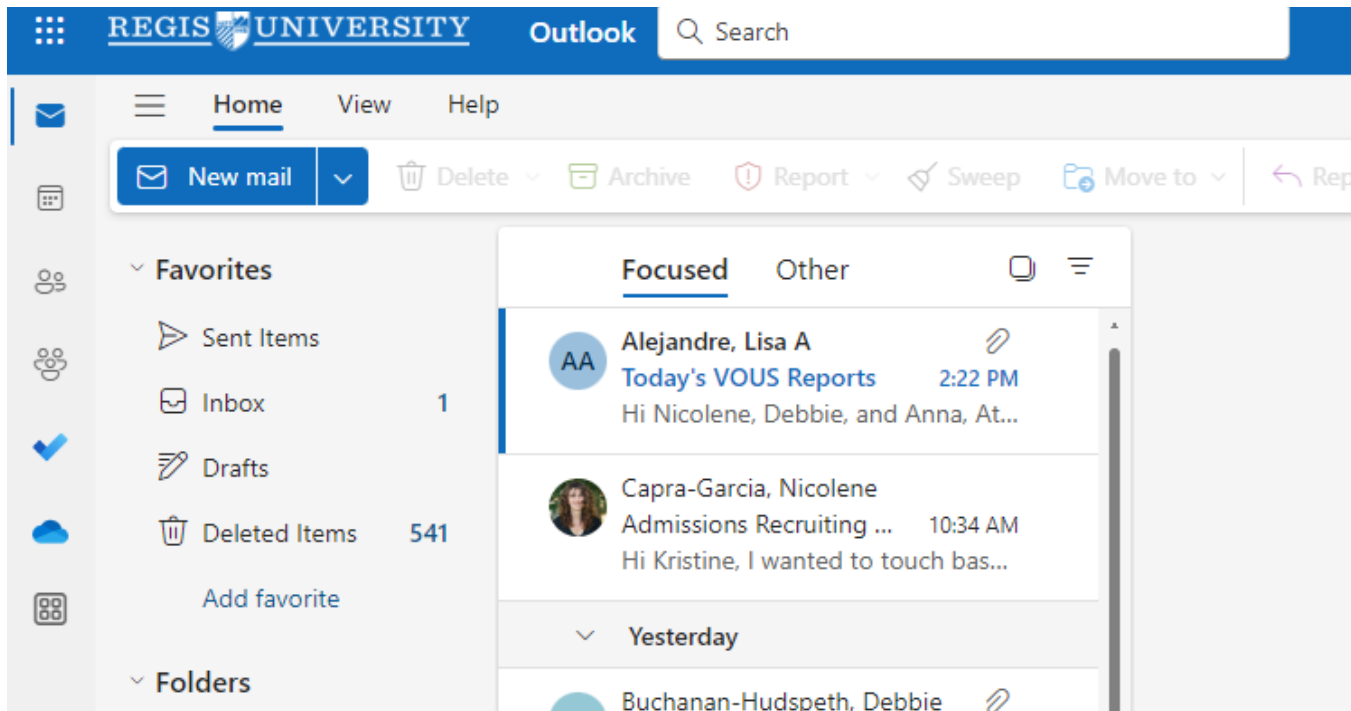
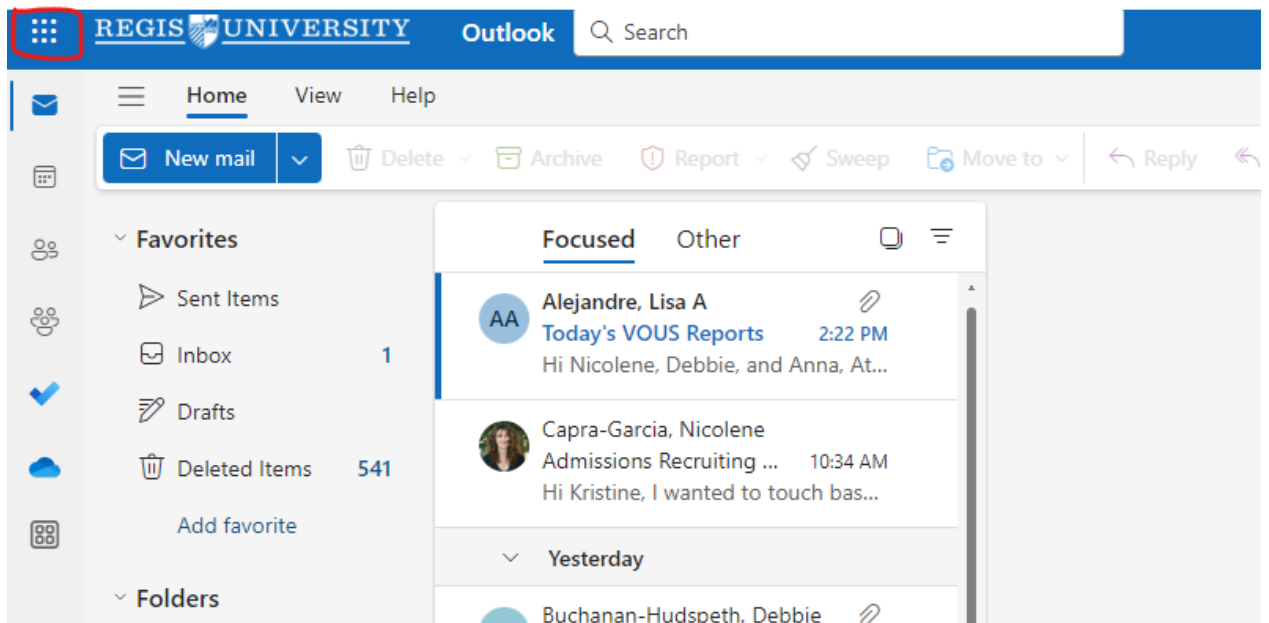


Accessing Chrome River

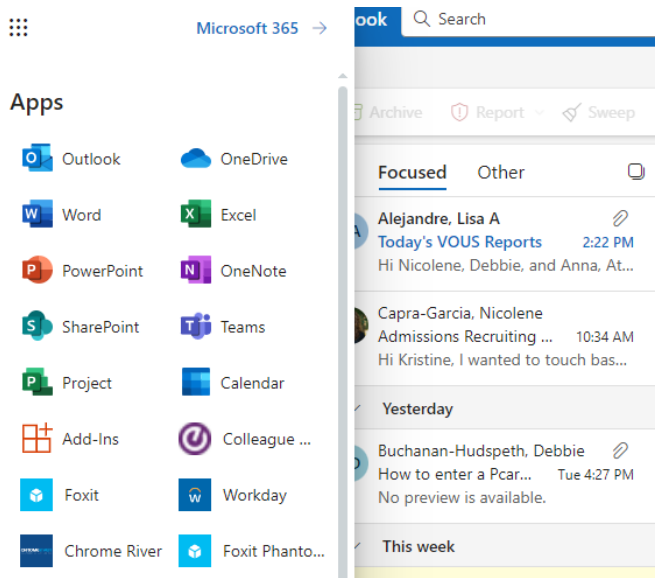
A. Go to the Microsoft Office 365 home screen:



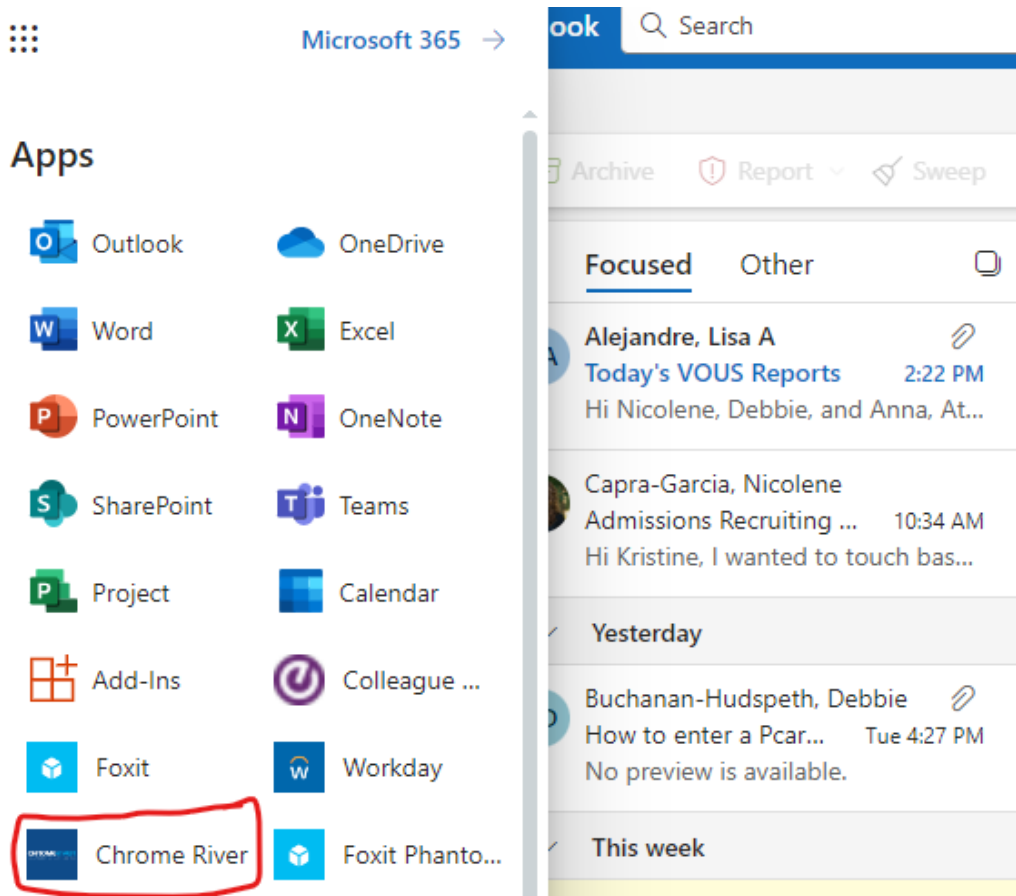
B. Click on the 9 dots in the upper left-hand corner:



C. This is the screen that will populate:



D. Click on Chrome River (A Chrome River bookmark can be created by dragging and dropping the Chrome River App onto the bookmark toolbar in the browser being used):



E. That will bring up the Chrome River Home Page:

eWallet

Unused Items
0 Credit Card Items
0 Receipts

Approvals

Approvals Needed
1 Expense Reports 0 Pre-Approvals
1 Invoices

Expenses Create

0 Draft 0 Returned View All Submitted


Pre-Approval Create

0 Draft 0 Returned View All Submitted

Invoices Create

2 Draft 3 Submitted Last 90 Days

Last Login on 04/17/2024 at 8:13 AM



Welcome to Chrome River, Regis University's Expense, Pcard and Invoice Software

CONTACT
For Expense reimbursement and Invoice assistance, please contact:

PCard Support 303-458-4293 pcard@regis.edu	US Bank 24 hour support-Credit Card Support 1-800-344-5895	Accounts Payable Manager 303-364-6153 ncapw001@regis.edu
---	--	---

NOTICE

REMINDER: Mobile Device access
The Chrome River mobile app is available for download from the Apple App Store (iPhone / iPad) or Google Play (Android). In addition, you may also wish to download the CR Snap for iPhone or CR Snap for Android app, which provides quick and easy receipt capture and upload capability to your Chrome River eWallet.


REMINDER: Emailing Receipts to Your Account
Use the 'Snap and Send' feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com. The receipts will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.


HELP

Please visit the [Chrome River Training Camp](#) to register for live webinar classes. Sessions include "Creating and Submitting Expense Reports", "Submitting and Approving Invoices" and "Approving Expense Reports". Other helpful information is also available on the training camp site. Full Online HELP is also available throughout the application in the Chrome River Help Center.

 **Getting Started**

 **Creating a New Expense Report**

 **Add Receipt Images**

 **Approve Expenses**