

Chrome River SNAP App for Android

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.

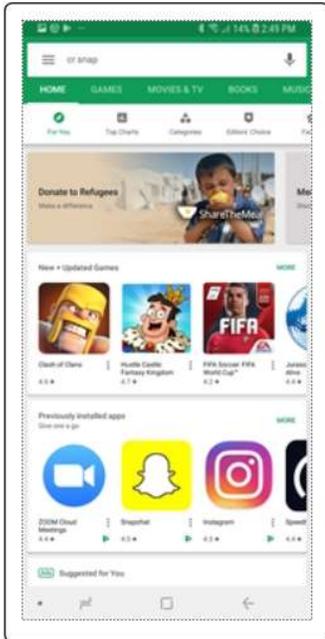
- Photos taken with Chrome River SNAP are not stored in the device's default photo gallery, so they do not mix with personal photos.
- Users have the option to automatically delete photos from the device once they have been uploaded to the Receipt Gallery, freeing up storage space.
- If there are multiple receipts in one photo, the system will split them into separate transactions.
- Only **JPG**, **PNG** and **HEIC/HEIF** formats are supported.
- Files must be **less than 10 MB**. Additionally, 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

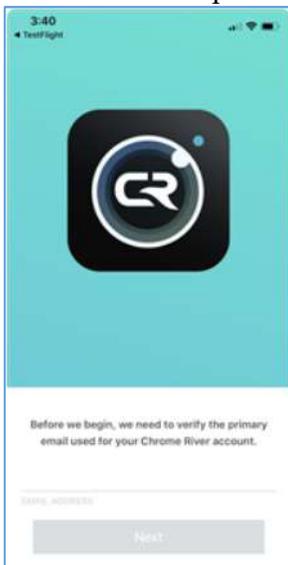
Chrome River SNAP is available for the latest version of the Android operating system, as well as versions Marshmallow, Nougat, Oreo and Pie. The app is designed for narrow-screen mobile devices like smartphones; there is no tablet version of Chrome River SNAP.

[Download CR SNAP from the Google Play Store](#)

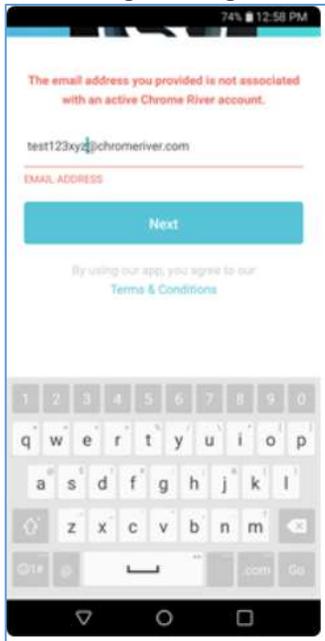
1. [Click here](#) to download the app or use the Google Play Store search utility to search for “Chrome River SNAP.”



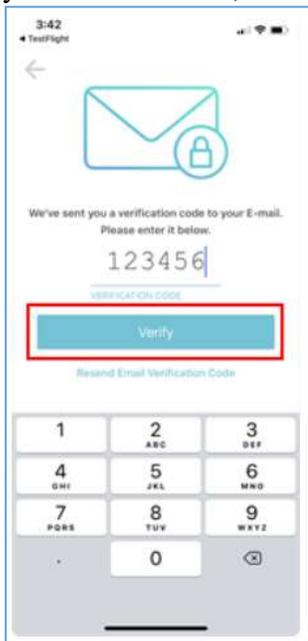
2. Tap on Chrome River SNAP, then tap the **INSTALL** button to begin installation. You will be asked to confirm the installation.
3. Once the app has downloaded, tap **OPEN** to access it.
4. You will be asked to **enter the primary email address** used on your Chrome River account. Then tap **NEXT**.



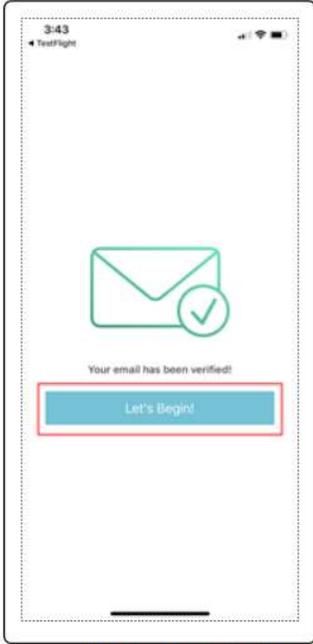
5. A warning message will alert you if the email address has been entered incorrectly.



6. When a valid email address has been entered, a verification code will be sent to it. Once you have the code, enter it in the app and tap **VERIFY**.



7. On the confirmation screen, tap **LET'S BEGIN!**



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.
 - a. 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 **DISCARD**.



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.



5. If you have selected "Delete Receipts After Upload" in [Settings](#), the receipt will only appear here until it has uploaded to Chrome River.



Otherwise, this screen is your [Upload History](#), where you may see all the receipts you have previously uploaded.



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



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.

