



Visa IntelliLink Spend Management

# Mobile App – getting started

From receipt capture, to approvals and reconciliation, the *Visa IntelliLink Spend Management* mobile app makes it simple for you to complete your expense tasks on the go.

## Download the app

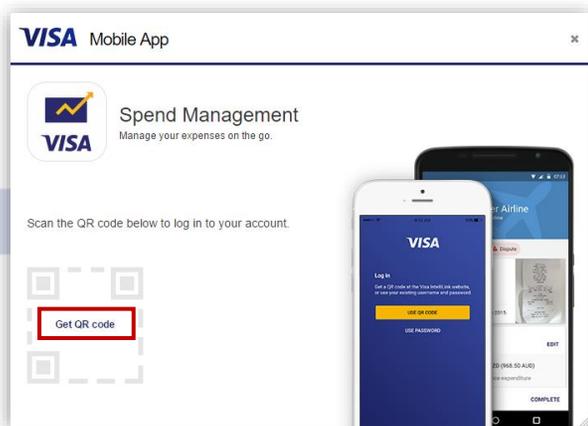
The mobile app is available for both Apple and Android devices. Download it by searching for *Visa IntelliLink Spend Management*.



## Log In

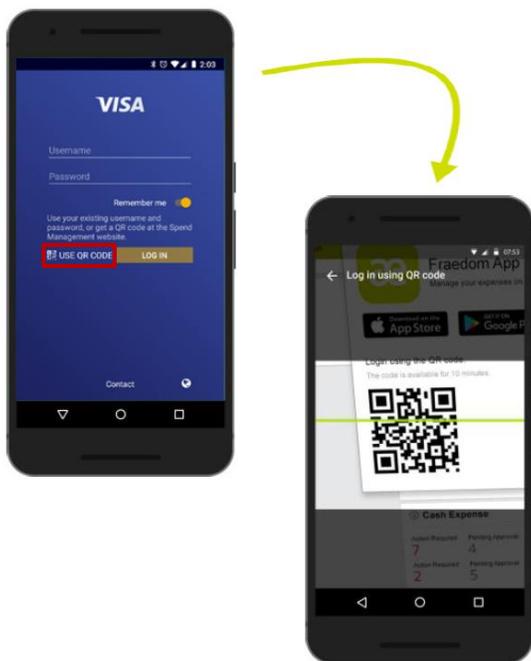
The first time you log in to the mobile app you will be asked to register it against your profile. Follow these 3 easy steps.

- 1 Log in to the *Visa IntelliLink Spend Management* website. Open the **Profile menu** and select **Mobile App**.



- 2 Click **Get QR Code** to generate your unique account barcode.

- 3 Launch the mobile app on your phone and tap **USE QR CODE**, then scan the code generated on the website.



### Already know your username and password?

If you usually log in directly to the *Visa IntelliLink Spend Management* website with your username and password, you can enter your credentials and tap **LOG IN** when you launch the app and skip the process above.

## Create a PIN

We recommend that you create a PIN for your device so you can log in to the mobile app quickly next time. The PIN needs to be 5 digits long and can be managed from the settings menu in the mobile app.

After entering and confirming your 5-digit PIN, the *Expenses (or Approvals)* screen displays. Congratulations! You're logged in and ready to use the mobile app.

## Manage your devices

You can log in to the mobile app on multiple supported devices. To view and manage the devices you want to grant access to, select **Profile menu > Personal Settings > Mobile Devices** from within the desktop application.

Mobile Devices			
You can register another device via the <a href="#">Mobile App</a> window.			
Device name	Registration date	Last login date	
2degrees LGE Nexus 5	03 Jul 2018	-	<a href="#">Remove</a>
Huawei Nexus 6P	03 Jul 2018	03 Jul 2018 21:28:29	<a href="#">Remove</a>
Skinny HUAWEI ALE-L02	04 Jul 2018	-	<a href="#">Remove</a>

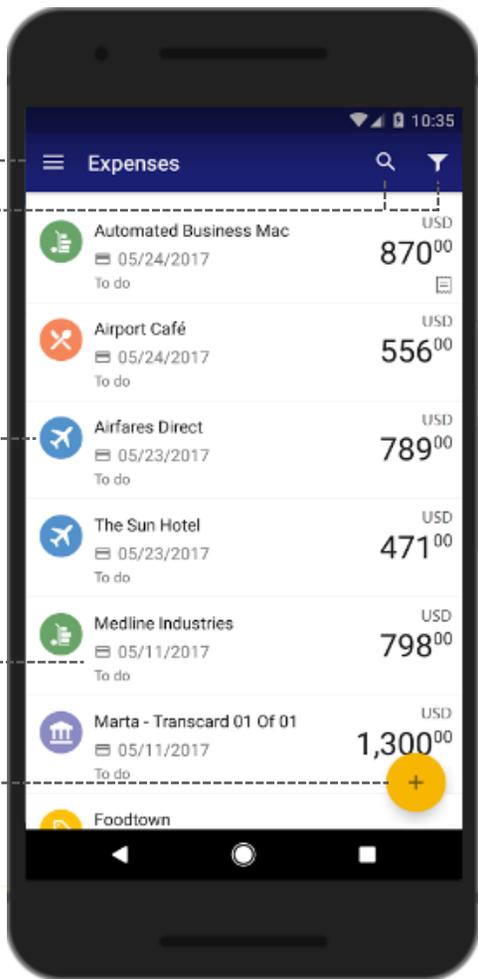




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# Working with your expenses in the app

## Expense Listing



Tap the Options icon to access more features

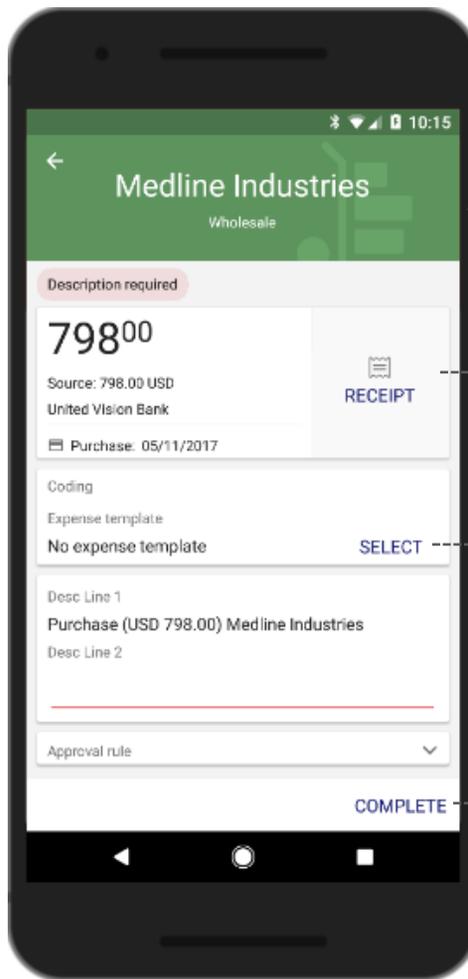
Search and filter your expenses to find what you're looking for quickly

Use the icons to easily identify your type of spend

Key information at a glance

Snap receipt photos quickly and easily

## Expense Details



Quickly view key expense information

Link receipts from your Image Library, device gallery, or snap a photo

Apply an expense template\* for one-click coding

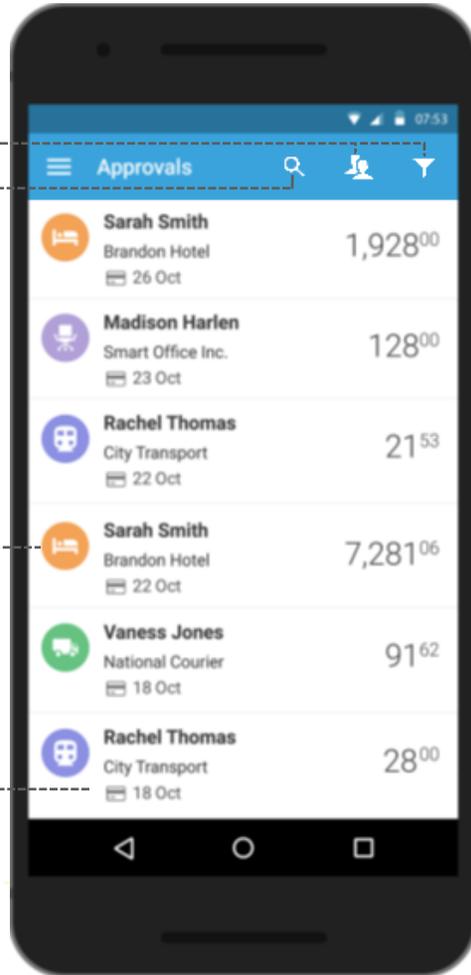
Complete your expense on the go!

\* For more information, see the document *Visa IntelliLink Spend Management: Expense Templates*, available from your Company Program Administrator or your Card Issuing Bank.



## Approving expenses in the app

### Approval Listing



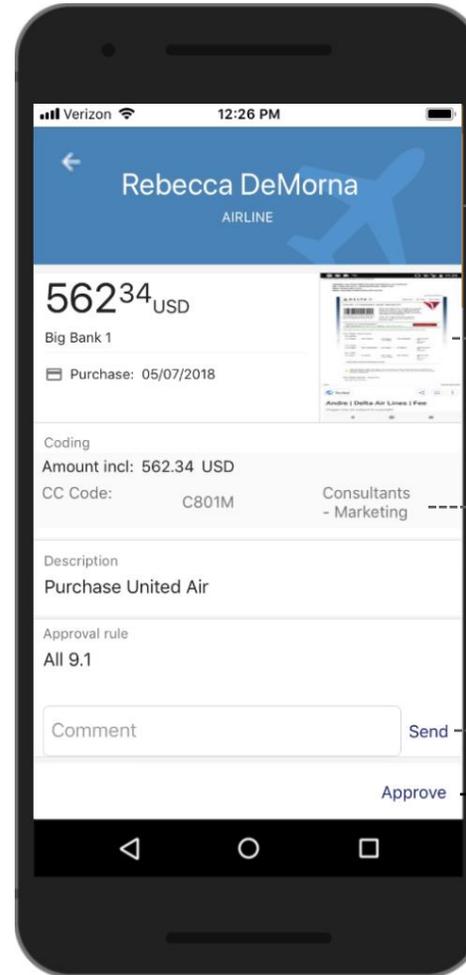
Filter Approvals by employee or status

Quickly search for expenses

Merchant category group icons identify where spend occurred

Key information at a glance

### Approval Details



Key expense information at a glance

View receipt to confirm expense is within company policy

View and confirm correct coding is applied

Request additional info.

Approve expenses on the go!