

How do I upload receipts in Divvy?

Use a File or Image From Your Device

Apple (iOS)

1. Tap the receipt or image.
2. Tap the **Share** icon.



3. Swipe through the app icons until you find Divvy.
4. Select the transaction the receipt belongs to, then click 'Add receipt.'

Note: In order to make Divvy one of the apps you see first in your list, tap 'More', then tap 'Edit', then tap the green + arrow next to the Divvy app. From now on, Divvy will show up as one of your first apps as a share option.

Android


Images

1. Tap the receipt or image
2. At the bottom left, tap the **Share** icon.



3. Select the Divvy app.
4. Select the transaction the receipt belongs to, then tap the **Add receipt** option.

From a PDF – Like Amazon Receipts

1. Tap the PDF or attachment.
2. In the upper right hand part of your screen, tap the three dot menu.

3. Select 'Send File...' or 'Share'
4. Select the Divvy app.
5. Select the transaction the receipt belongs to, then tap 'Add receipt'.

Web Browser

You are able to add receipts via the transactions dashboard on your Divvy web application.

- Download your PDF or image receipt.
- In Divvy, click the transaction that the receipt belongs to, then drag and drop the image or PDF into Divvy.

