# 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.
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- 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.

# **Receipts must show:**

#### ☑ Details of purchase

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#### **Examples of Poor** Receipts $\Psi$

