

Chrome River Snap App Instructions

- 1) Search for and download the Chrome River Snap App from Apple or Google Play store.



- 2) Once the app is opened, it will ask you to begin to set up your account. Enter the primary email address that is associated with your Chrome River account. This should be your wichita.edu email address.

Before we begin, we need to verify the primary email used for your Chrome River account.

username@wichita.edu

EMAIL ADDRESS

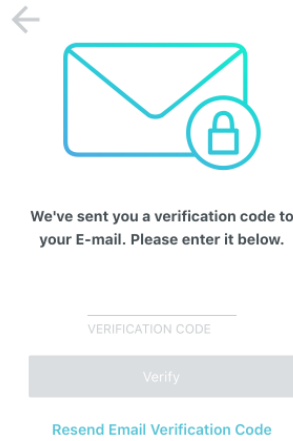
Next

By using our app, you agree to our [Terms & Conditions](#)



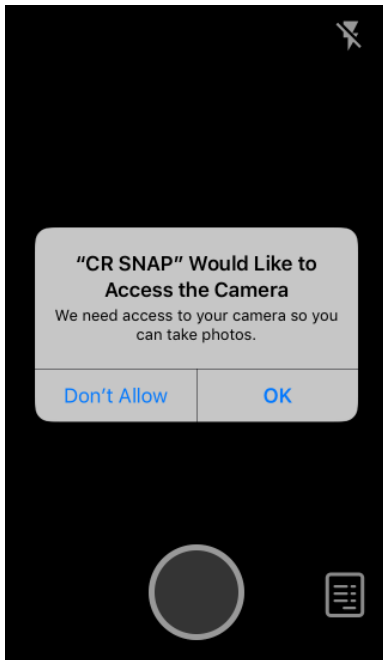
Note: If you are unsure what your primary email address is associated with your Chrome River account, log into your Chrome River account, open the “Settings” feature under your name in the upper right hand corner of the Chrome River navigation bar and choose “Personal Settings”. Your primary email will be listed.

- 3) The system will send a verification code to your primary email address. Enter the verification code into the app to complete the set up.

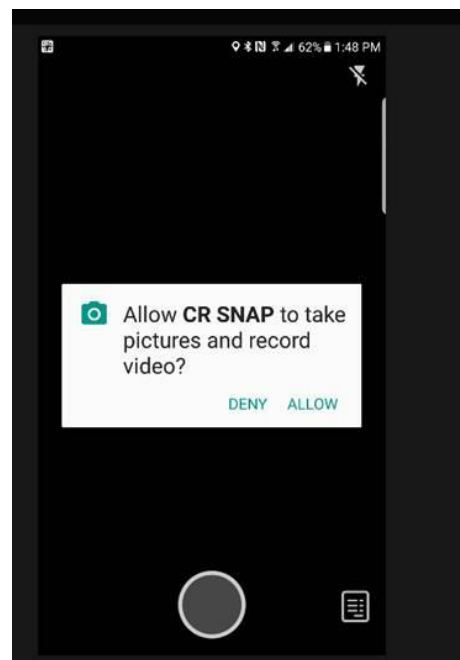


- 4) When the Snap account is linked with your Chrome River account, you will need to grant access to allow the app to access your photos. Click “ok” or “allow” depending on your phone.

On iPhone:



On Android:



- 5) You may now begin to use the app to take pictures of your receipts. You can take the photo directly in the app by selecting the app, lining up your receipt, and pressing the circle at the bottom of the screen to snap the photo. You will have the option of using the flash in the upper right hand corner.

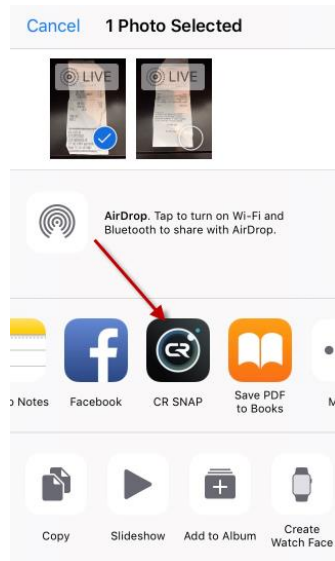


- 6) Once the photo is taken, you can choose to upload it to your Chrome River receipt gallery or to retake the photo. Note: once you upload, you will no longer have this image in your phone. Please remember to check that the image loaded clearly into your Chrome River account or you may need to upload again.

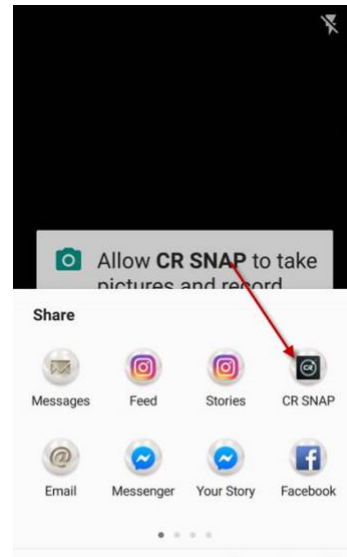


- 7) You can also upload a photo that is already saved in your phone's photo gallery by selecting the "share" option on your phone. Choose the photo you wish to upload, select share, and select the "Snap" app. You can then click "Upload" to send to your Chrome River Receipt Gallery.

On iPhone:



On Android:



Snap Tips:

- Remember that if you are taking a photo with the Snap App, a copy of the receipt will not be saved on your phone. It is recommended that you keep the receipt to be sure that it uploaded clearly and correctly.
- You will not receive a verification that the image has uploaded to your Chrome River Receipt Gallery as you receive with an emailed receipt. Please make sure to log into your account to see that the image uploaded clearly.
- You can change the settings on your phone to request that uploads are only done when using Wi-Fi. If you are not connected to Wi-Fi, your receipt will remain in the Snap App until you are connected.
- If the upload fails, the application will let you know and you will be given the option to "Retry"
- Files must be less than 10 MB.
- The application will cancel an upload that takes longer than 60 seconds
- The application supports JPG, PNG, and HEIC/HEIF formats