

Mobile - Share to Receipt Wallet

Last Modified on 09/08/2022 10:26 am BST

Permissions

You will require the following permissions:

- No permissions required.

The 'Share to' feature allows you to send a PDF document straight to your Receipt Wallet in Expenses Mobile. This can be done from web browsers (**mobile**) such as Chrome or Safari or your own PDF documents that are saved in in your files, including storage services such as Google Drive, OneDrive or Dropbox.

1. Select the PDF document you would like to send to the Receipt Wallet. This can be done in a variety of ways as noted above.

Google Drive

Chrome (automatically downloads)

2. Tap the share button or tap the menu icon and tap **Send File**.

Note: The wording of 'Send File' may differ slightly.

3. Tap **Share to Expenses Mobile**.

4. At this point, you will be taken to the Receipt Wallet in your Expenses Mobile account. Your document will automatically be sent to Receipt Scan for OCR processing, meaning you can add it to a claim. For more information about the Receipt Wallet process, visit [Expenses Mobile - Add an Expense using Receipt Scan](#).

Note: If you haven't signed in to Expenses Mobile in the last 30 minutes, you will have to enter your sign-in credentials to finish the 'Share To' process.
