Emburse User Guide:
Add Receipts to the Receipt Gallery

There are three ways to add receipts to the Emburse Receipt Gallery:

- Emburse Mobile App
- Computer
- Email

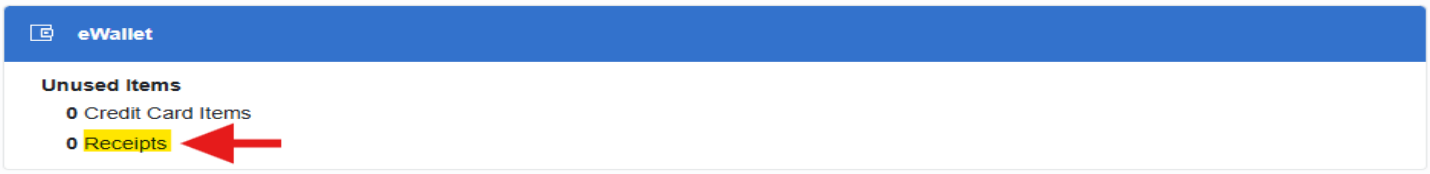
Emburse Mobile App

1. Open the Emburse Mobile App.
2. Use your device's camera to capture an image of the receipt.
3. The receipt will automatically upload to the Emburse Receipt Gallery.

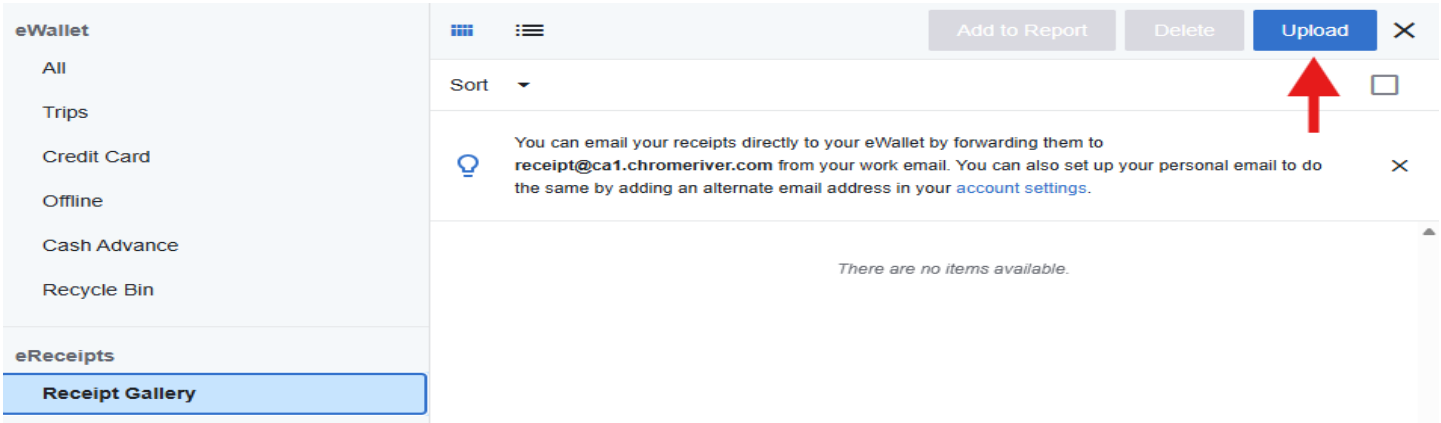
Need the app? Visit the USI Emburse webpage and click the Mobile App icon for download instructions.

Computer

1. Log in to Emburse through myUSI.
2. Locate the **eWallet** ribbon in the upper-left corner of the Emburse homepage
3. Click the **Receipts** link, which displays the number of receipts currently stored in your eWallet.



4. The **Receipt Gallery** opens in a panel on the right and displays any uploaded receipts.
5. Click **Upload**, select the receipt file, and follow the prompts to complete the upload.



Email

1. From your USI email account, send an email with the receipt(s) attached to receipt@ca1.chromeriver.com.
2. The attached receipt(s) will automatically upload to your Emburse Receipt gallery.

Tip: You must send it from your USI email, or it will not upload.