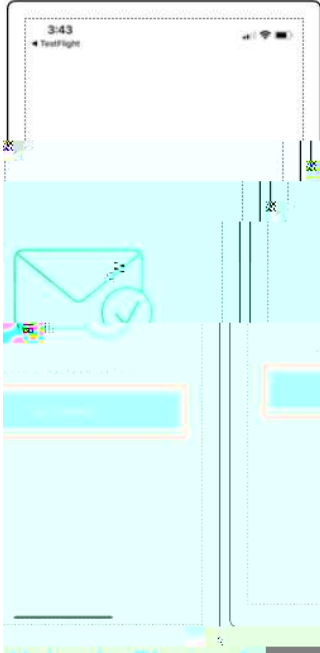


[Download CR SNAP from the Google Play Store](#)

1. [Click here](#) to download the app or use the Google Play Store search utility to search for “**Chone River SNAP**.”



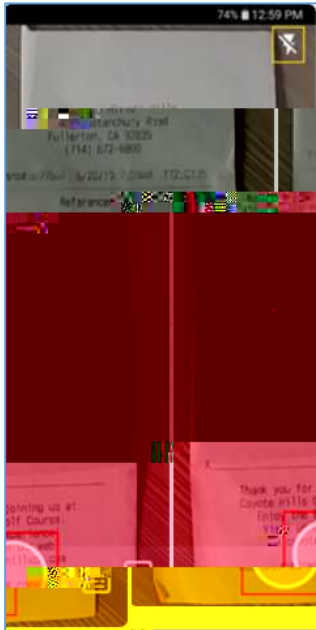
Upload a Photo with Chrome River SNAP

1. Open Chrome River SNAP.

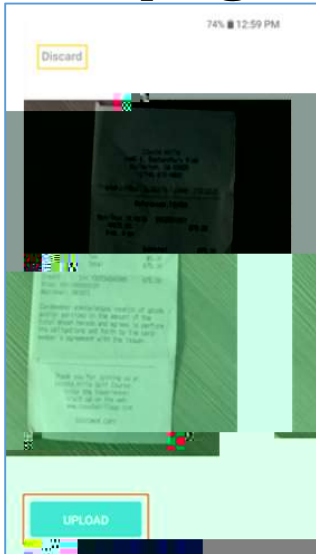


2 Hold your mobile device over the receipt and tap the gray circle at the bottom of the screen

a To turn the flash on, off or to Auto mode, tap the flash icon in the upper right corner:



3 If the receipt image is in focus and in focus, tap UPLOAD. Otherwise, tap DISCARD



4 You will be returned to the camera view. To see the receipt as it is being prepared for upload, tap the receipt icon in the lower right corner:

5 If you have selected 'Delete Receipts After Upload' in [Settings](#), the receipt will only appear here until it has uploaded to Chone River:

Otherwise, this screen is your [Upload History](#), where you may see all the receipts.

Add Uploaded Photos to an Expense Report in Chone River

Once Chone River SNAP has uploaded your receipt photo to Chone River, you will find it in your Receipt Gallery and in the Offline tab of the eWallet, ready to be added to an expense report.

1. Log into Chone River.
2. From within an expense report, tap the PLUS button to add a new expense.
3. Tap RECEIPT GALLERY.
4. Select the receipt.
5. Tap the blue PLUS button to add the selected receipt to the report.

