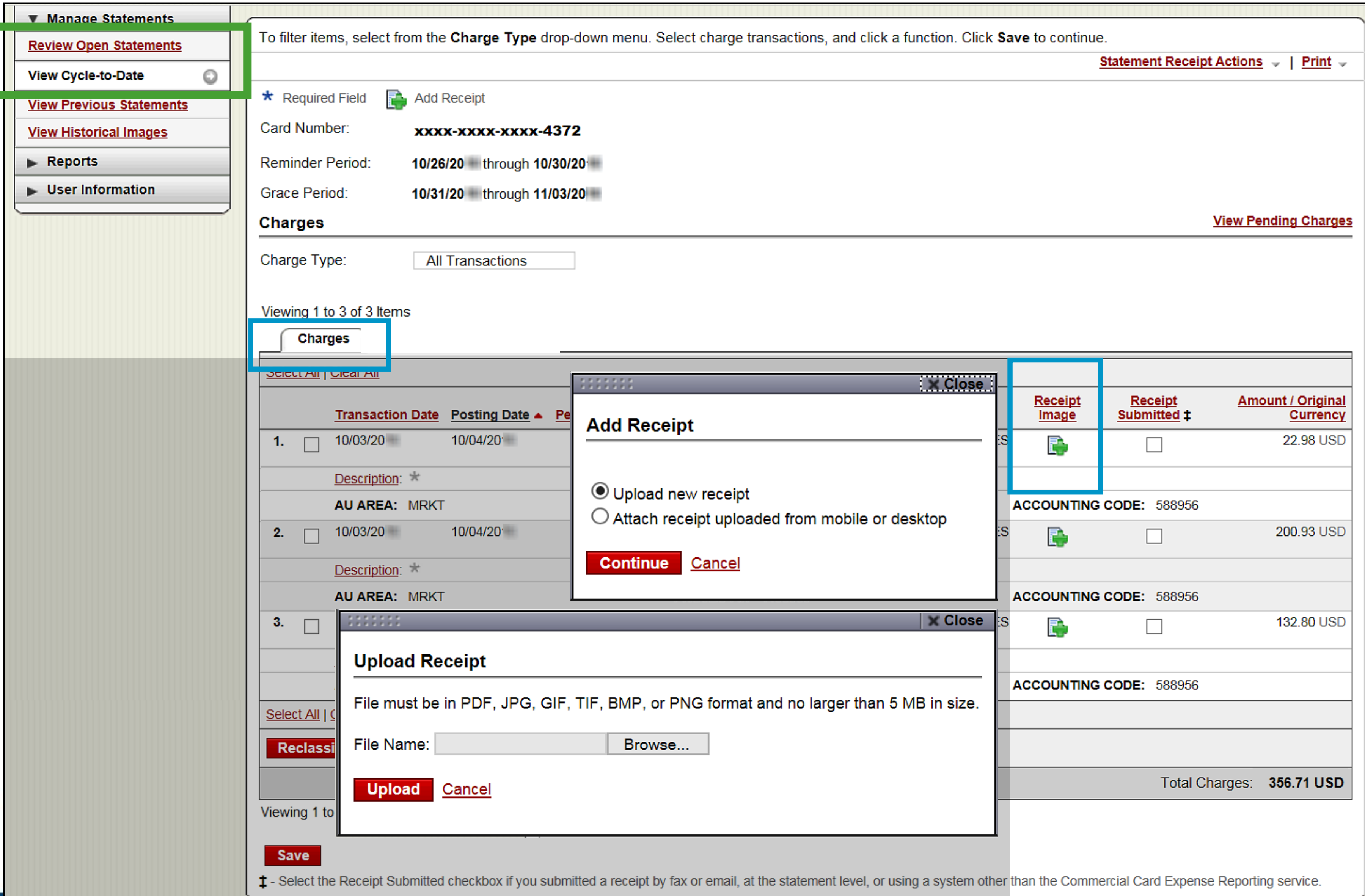
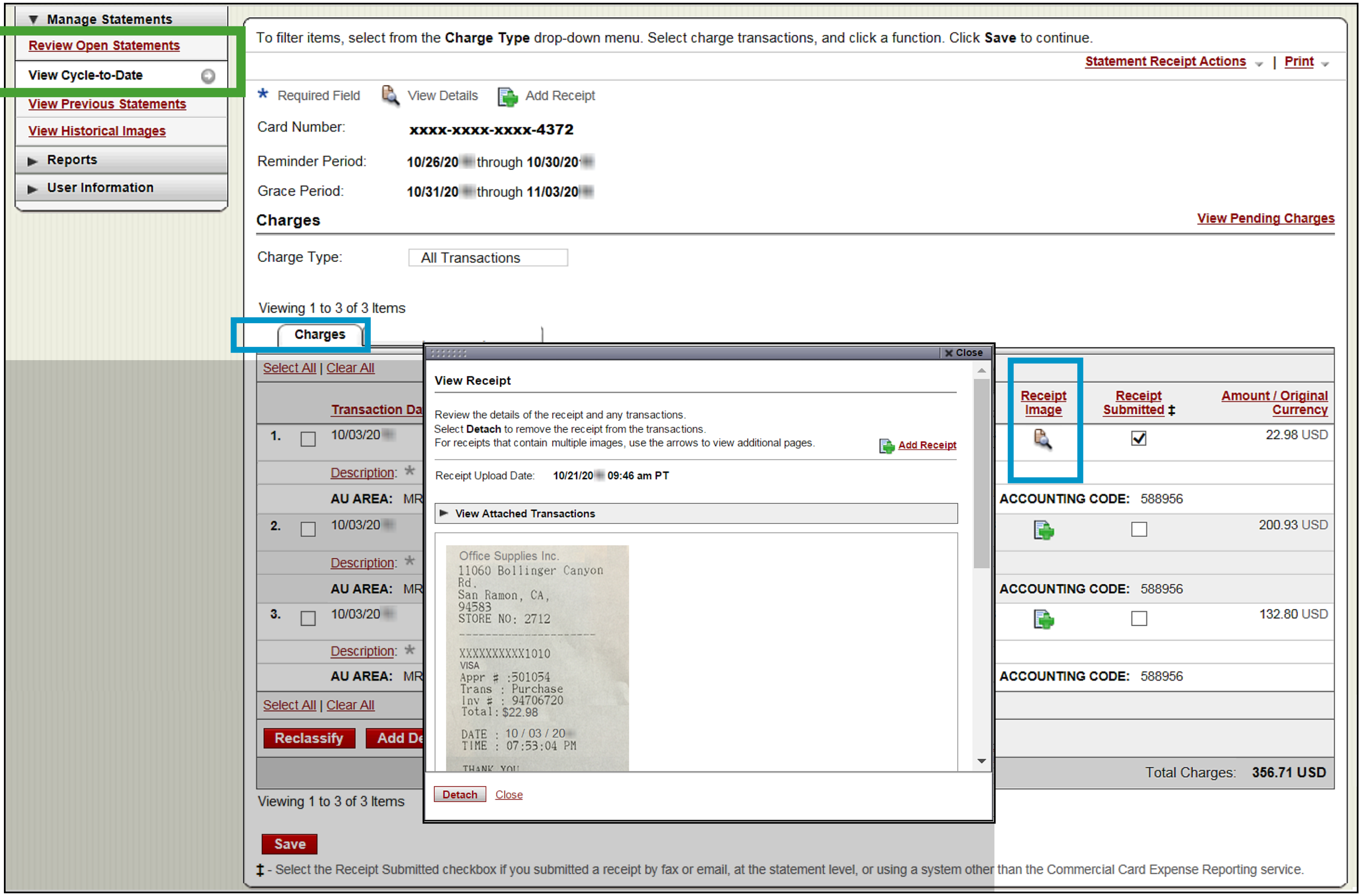
Desktop Receipt Imaging **option**
Upload receipt images to individual transactions (Add Receipt)

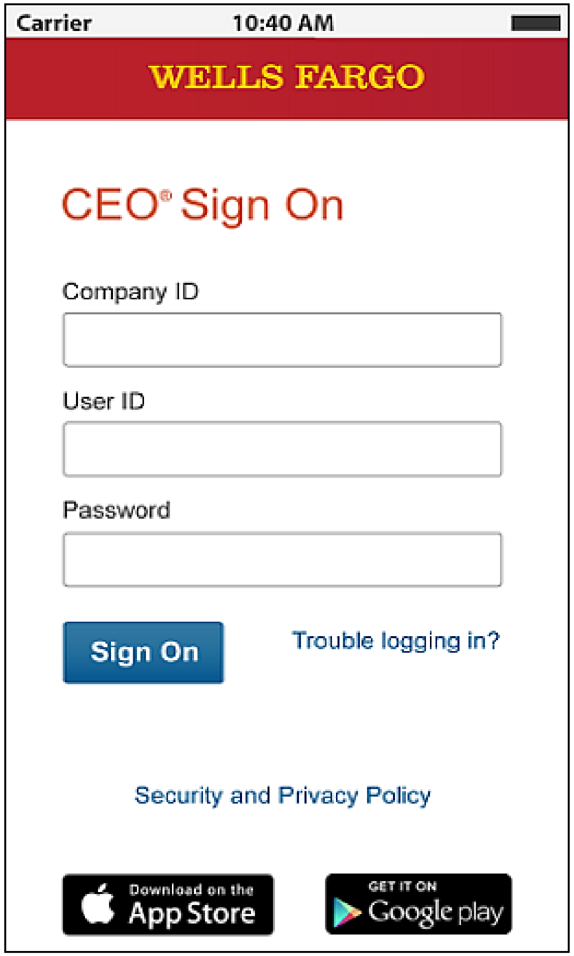


Desktop Receipt Imaging

View/Detach uploaded receipt images (View Details)



Mobile Receipt Imaging **option**
Upload pictures of receipts using your mobile device



Via your mobile browser:

Go to https://ceomobile.wellsfargo.com or download the free **Wells Fargo *CEO Mobile app*** for iPhone/iPad or Android

Mobile Cardholders can:

- View pending and posted card charges
- Add and edit descriptions
- View available credit
- View declines
- **Upload receipts**

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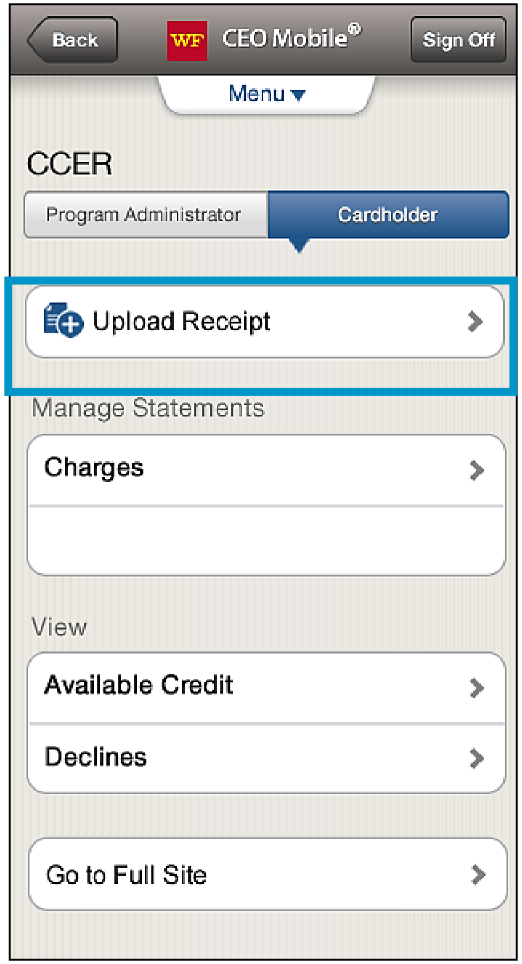
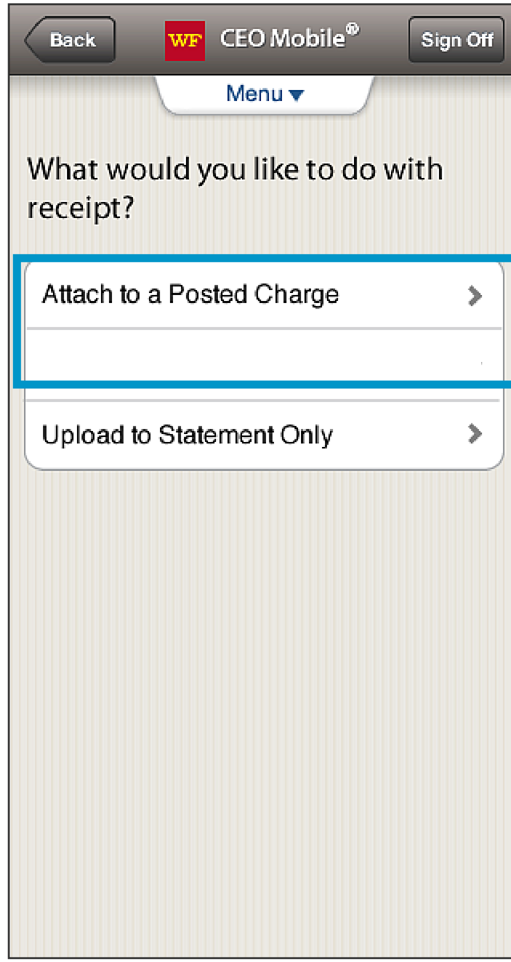
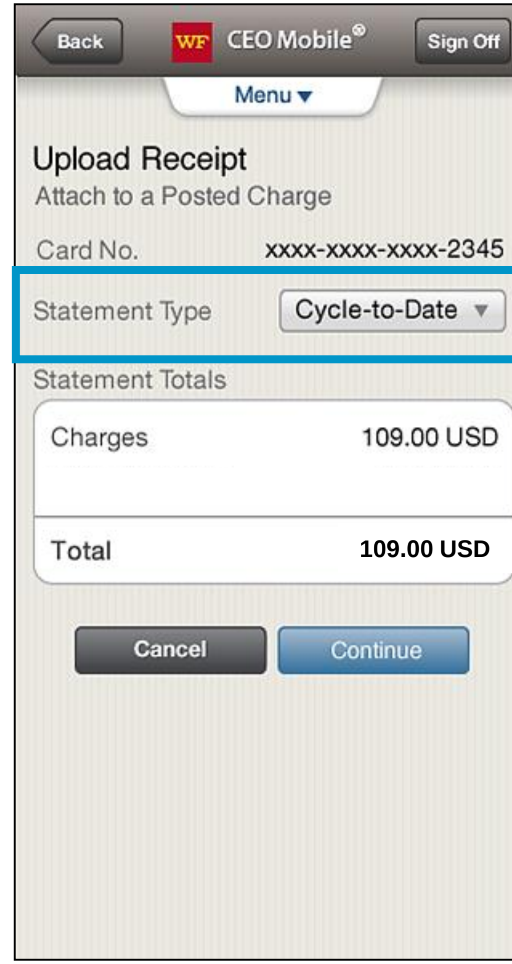
Mobile Receipt Imaging

Getting started…







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Mobile Receipt Imaging

Take a photo or select receipt images from your gallery

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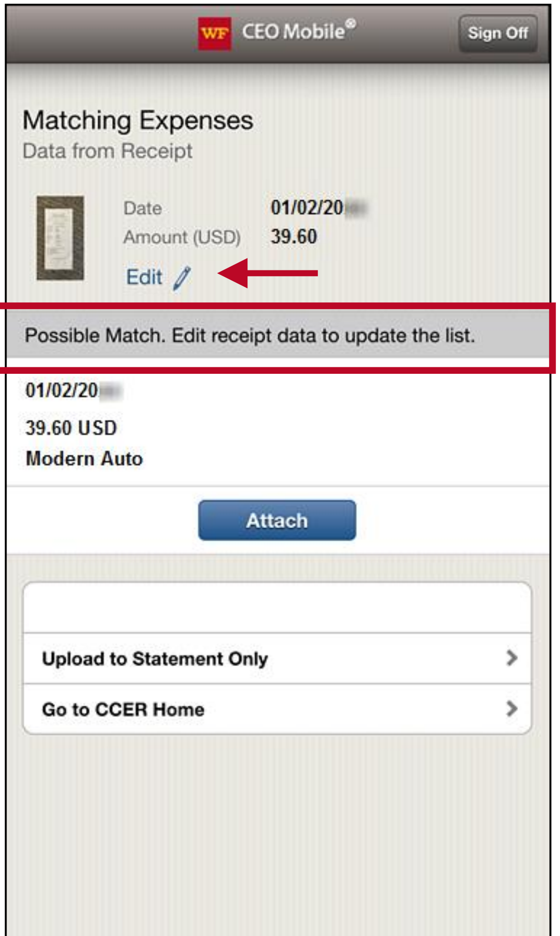
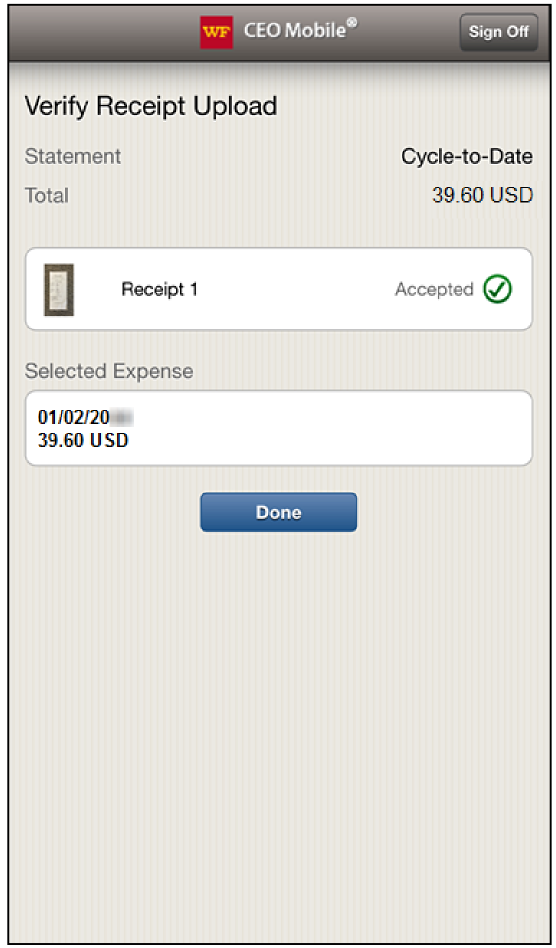
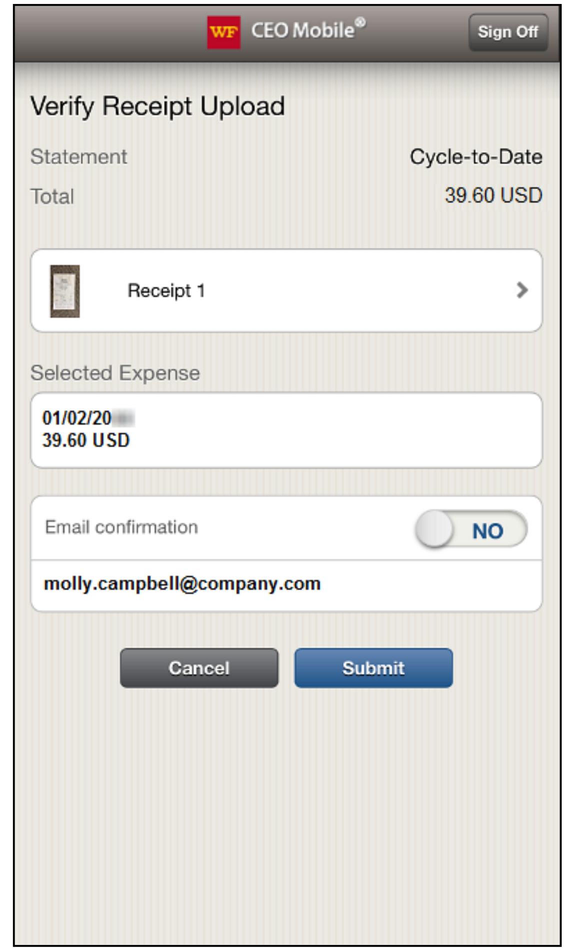
Auto-matching

CCER Mobile will attempt to *match* receipt images with expenses







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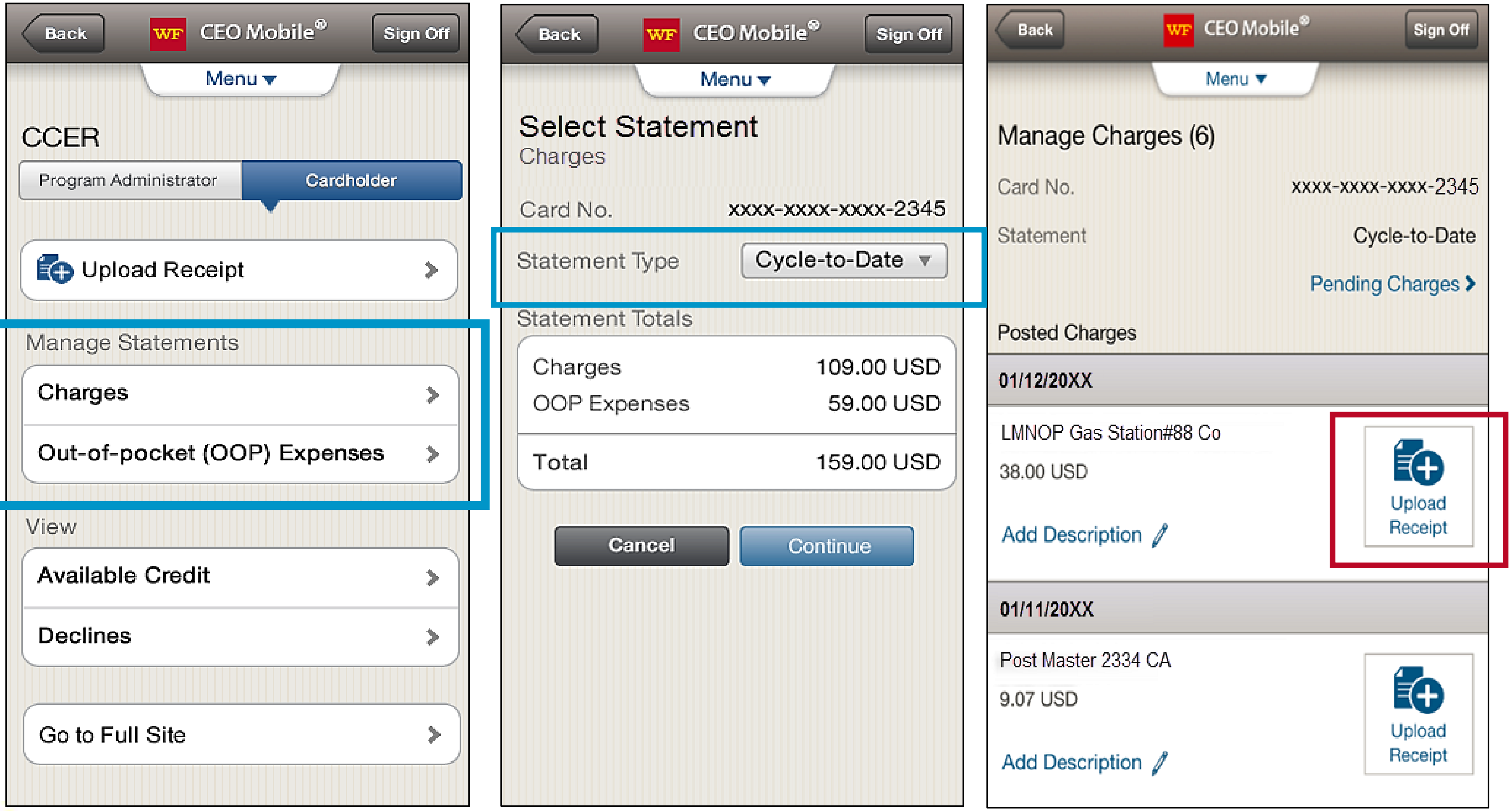
Upload through Manage Charges/Expenses

Use if *not* leveraging auto-matching



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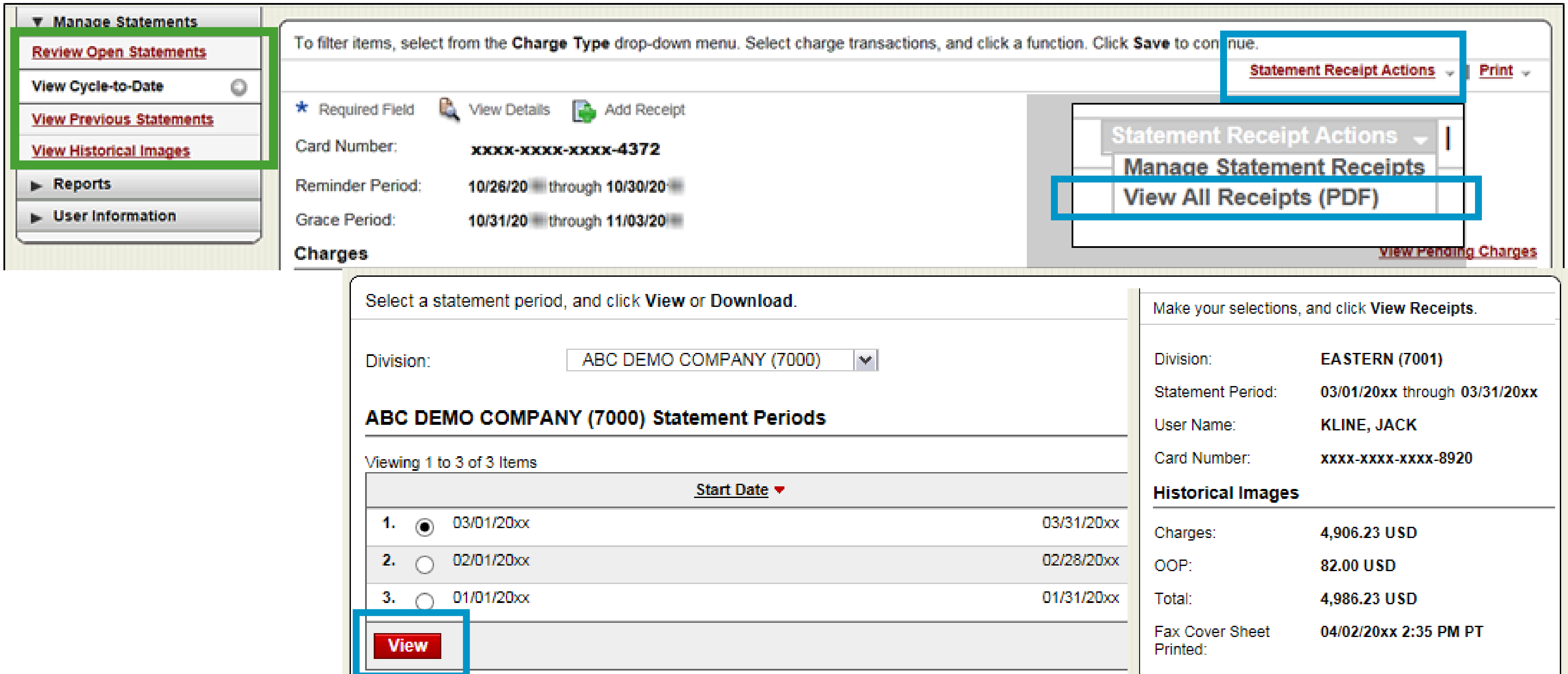
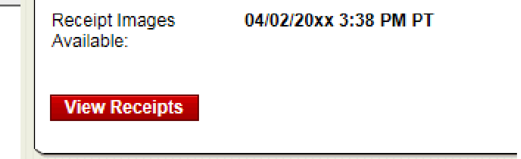
Receipt Imaging

Viewing Images





- View images by clicking the “view all receipts (PDF)” link found under Statement Receipt Actions on the open statements, cycle-to-date, and previous statement screens
- Print cover sheets for prior statements on the view previous statement screen
- View historical images for up to seven years via “view historical images”

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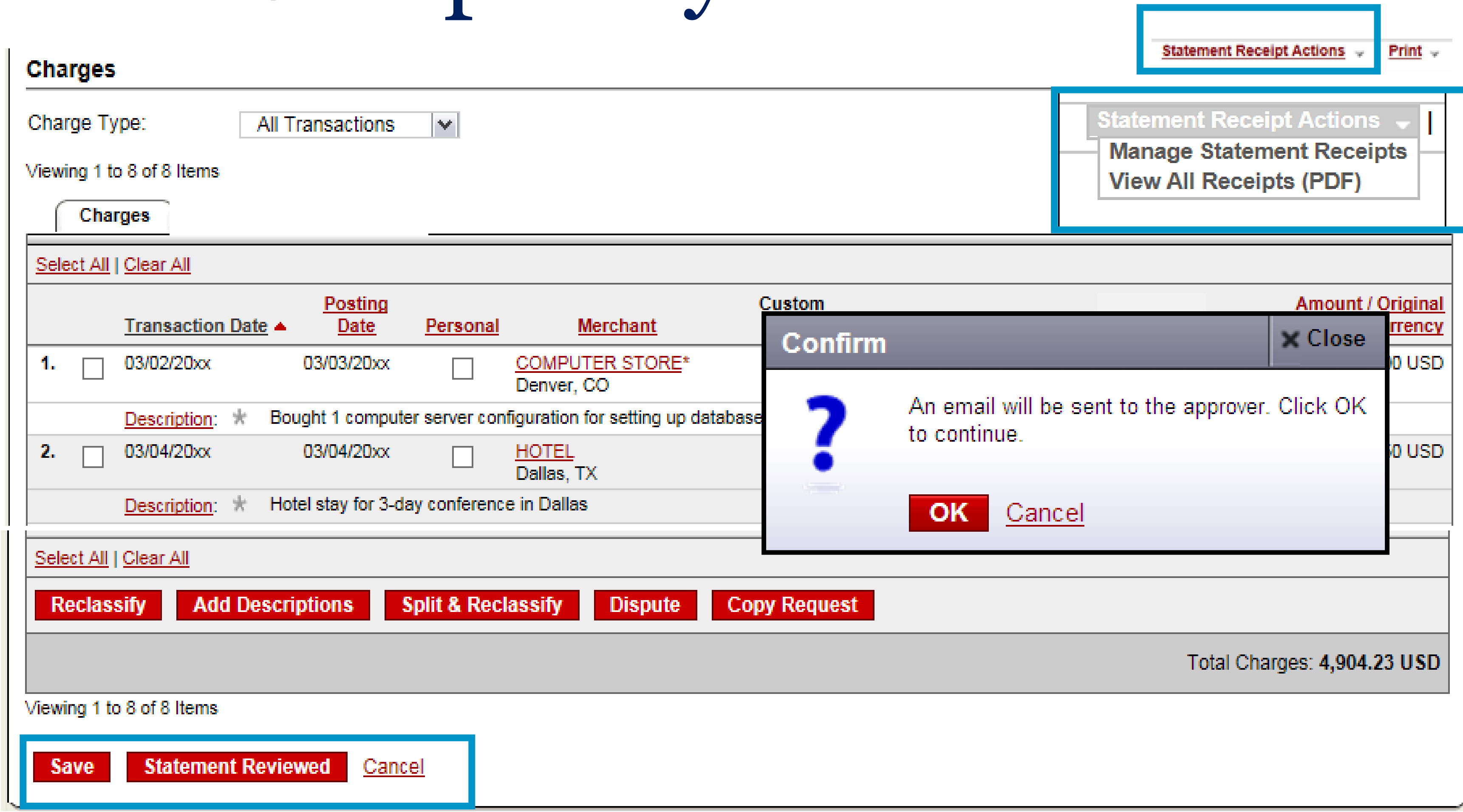
Complete your review



- Select statement reviewed and a message box appears indicating that an email will be sent to your approver
- Upload receipts via desktop or CEO mobile. To email or fax, select cover sheet option on the "print" drop-down menu to print the cover sheet for this statement

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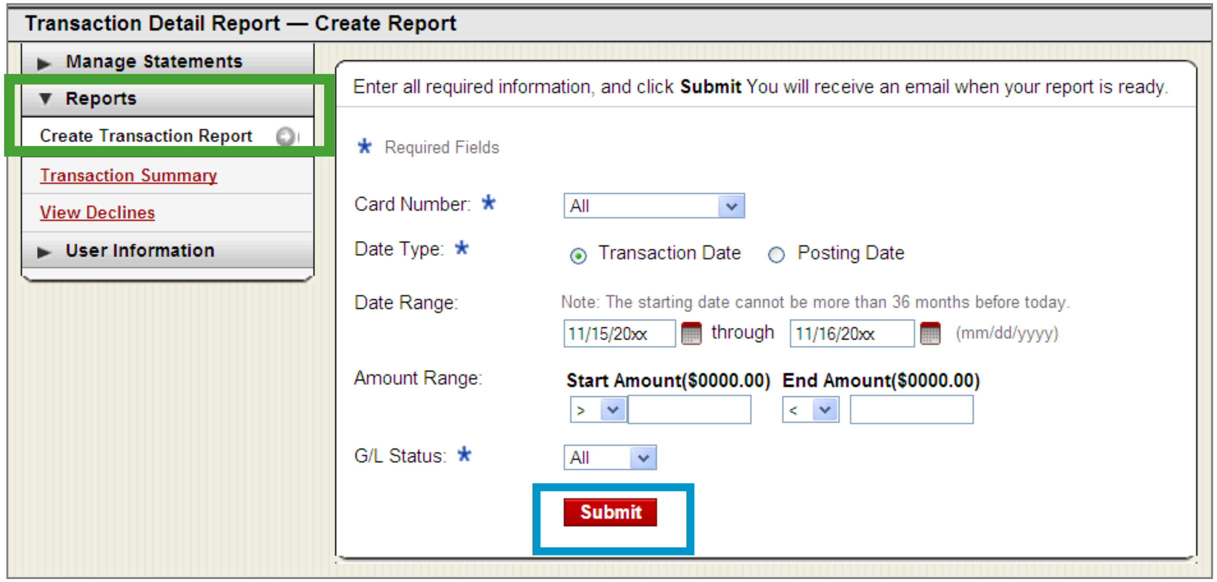
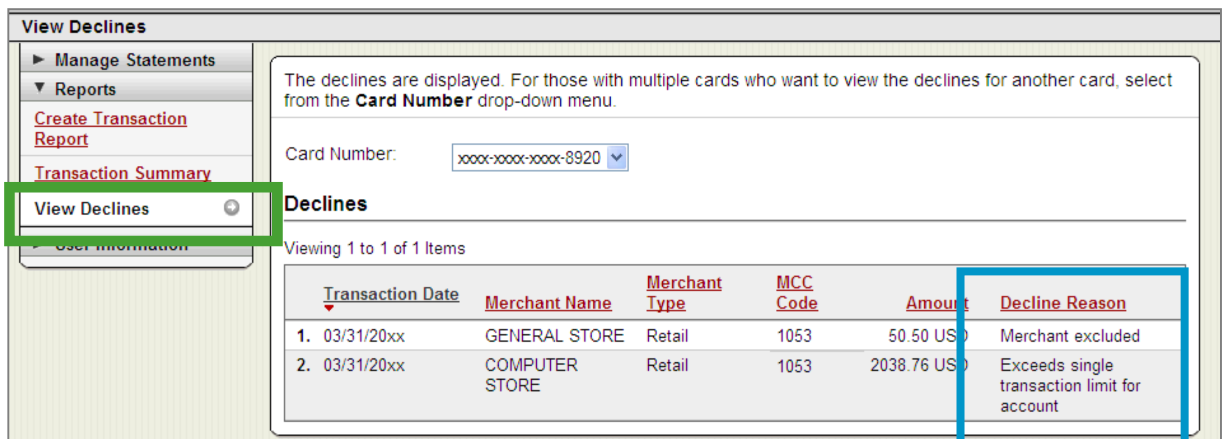
Reports





- Run transaction reports with various filters
- You are notified via e-mail when the report is ready
- View declined transactions to determine the reason for the decline
- Declines do not appear in real time, they will be displayed within 48 hours

Contact information

- WellsOne Service Center - 1-800-932-0036
  - From outside of the United States call 1-612-332-2224
  - Call immediately if your card is lost, stolen or suspected missing
  - For immediate decline information
  - To access the automated voice response system for the following information:
    - Current balance
    - Available credit
    - Reset PIN

- Contact a program administrator if:
  - You have questions about your card
  - Need to increase your credit limit
  - Change jobs
  - Need to order cards for other employees

Program Administrators:
Devon Manfredo
Debra Watson

Program Sponsor:
Lloyd Ricketts

Program Auditor:
Loretta Maguire

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