

## Mobile Upload to the Image Library GUIDE

- **Mobile Upload to the Image Library.** A great new feature is the ability for a user to take a picture of a receipt with their mobile device (iOS or Android) and then upload the image directly into the Image Library in Visa IntelliLink Spend Management. From there, they can easily access the receipt image and attach it to transactions.

The exact method of uploading images will vary depending on the mobile device used, but generally here are the steps:

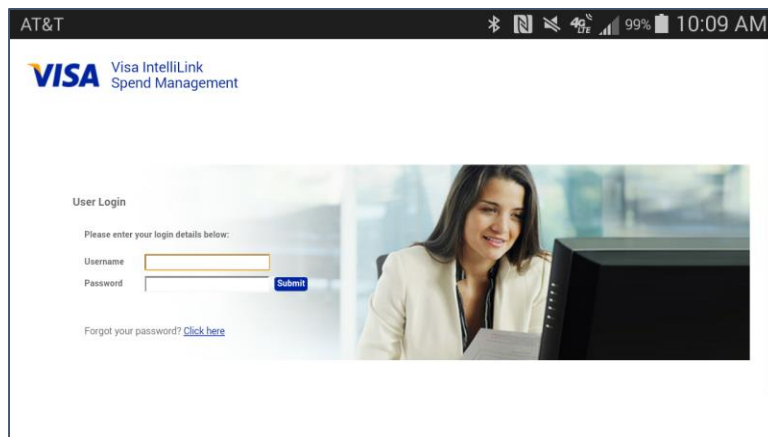
1. Take the photo of the receipt you want to upload.



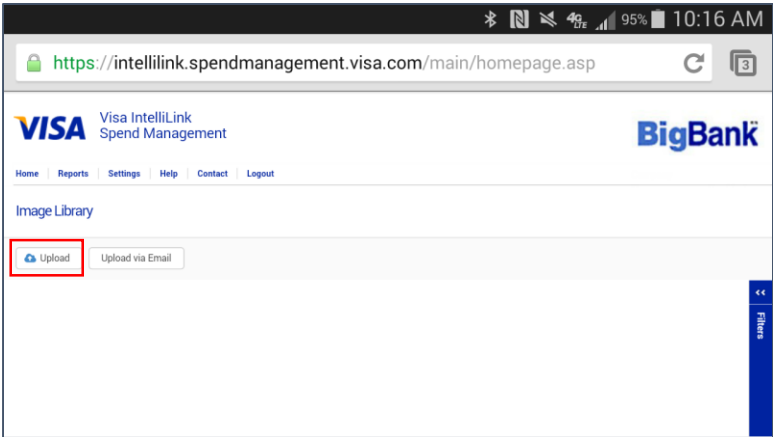
Here are a couple of tips:

- In good lighting, flatten the receipt on a contrasting background.
- Capture all four corners from directly overhead (not angled).

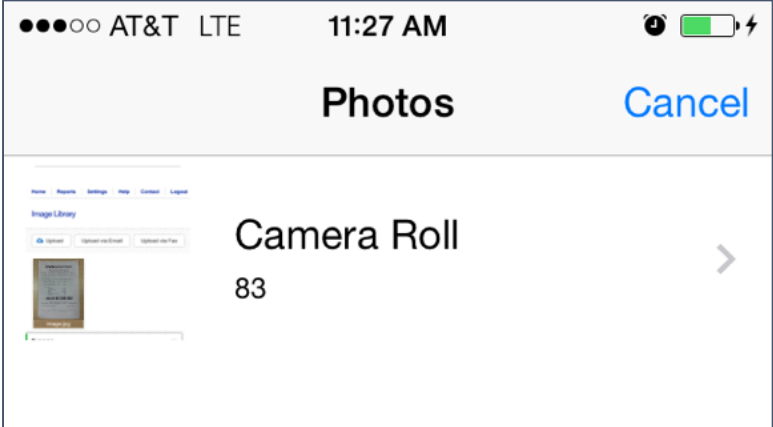
2. Open a browser on your mobile device and sign in to Visa IntelliLink Spend Management.



3. Click **Image Library** link on the Home screen, then click the **Upload** button.



4. Go to the Camera Roll on your mobile device (or Image Library in Android) and choose the receipt image you want to upload.



- 5. The image will upload to the Image Library, where you can easily access it and attach it to your transactions.

