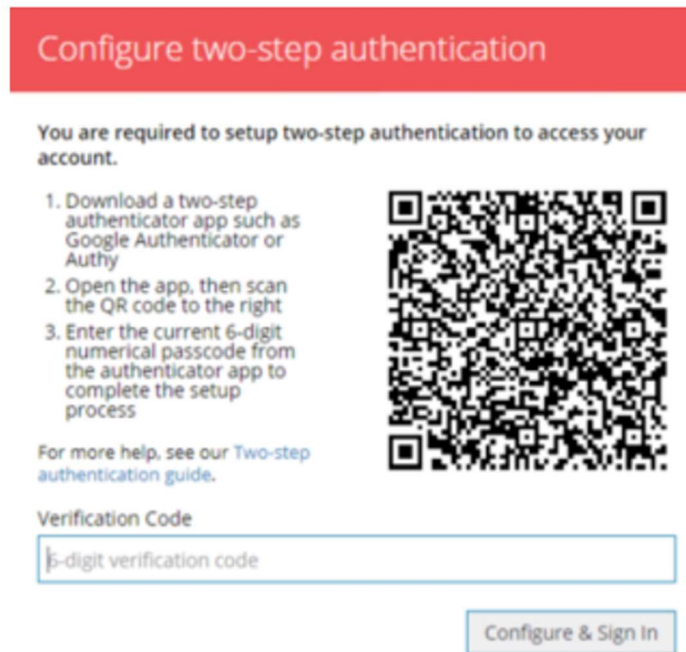


# Setting up ExpenseIn

## Getting started

1. You will receive a registration email from ExpenseIn with the subject line “Welcome to ExpenseIn”. If you have not please liaise with your RTPi contact to request one.
2. To ensure that your data is secure we have opted for Two-Factor Authentication. This means that you will need an authenticator app to use ExpenseIn on your web browser. You can use any app you already have. If you don't have one, then we recommend Google Authenticator as it is very easy use (and free). If you don't already have google authenticator on your phone, you can download it from your usual app store.
3. Follow the link in the registration email and set up a password – at least 8 characters, 1 upper case, 1 lower case, 1 non-alpha numeric.
4. You will then see on your browser the following screen with a QR code:



**You can use any authenticator app you wish. Below shows you how to set up google authenticator:**

### **To use Google Authenticator**

Download the app.

Open the app and click get started (or if you already have the app click the plus in the bottom right-hand corner.

Click “Scan a QR code”

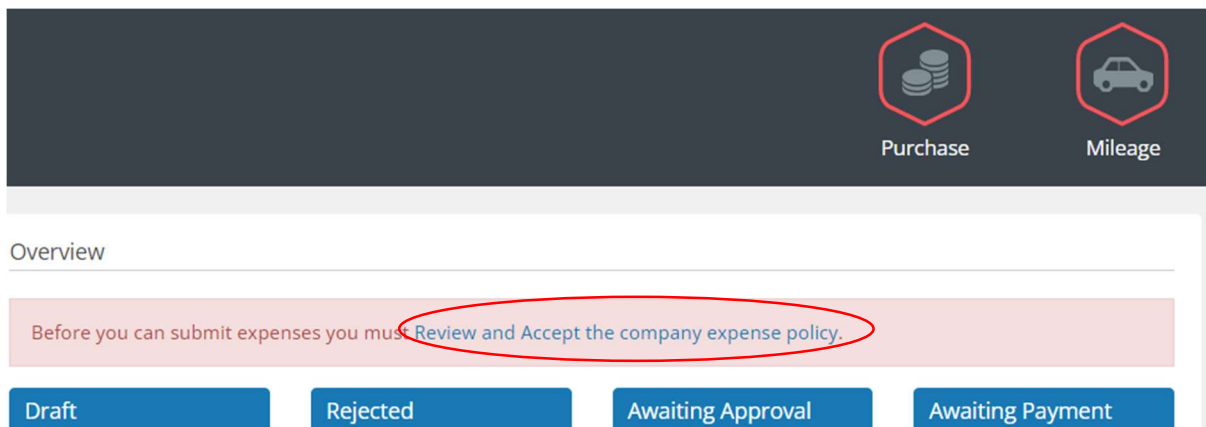
Scan the QR code on the computer screen. (This is the QR code referred to in Step 4 of “Getting Started” above). Google Authenticator will then display a 6 digit code. Enter the 6 digit code on the log on screen on your web browser.

You will need to generate a 6 digit code from your authenticator app each time you log in to the web browser.

Also see: [Set up two-step authentication | ExpenseIn Help Centre](#)

## **Expense Policy**

The first time you use ExpenseIn you will need to read and accept the expenses policy.

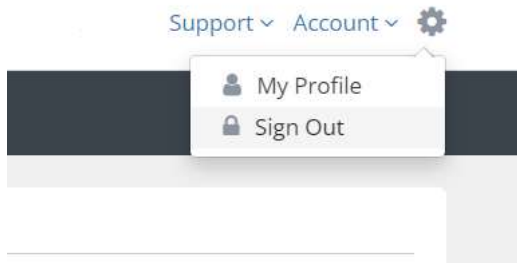


You can get to the policy from the left-hand menu or by clicking on the link in the overview section.

## Receiving payment

You will also need to add your bank details:

You can update your settings by clicking on the cog in the top right hand corner and going to “My Profile”.

A screenshot of a web form titled 'My Bank Details'. On the left, there is a sidebar menu with the following items: 'My Profile', 'My Bank Details' (highlighted in red), 'Change Password', 'Two-Step Authentication', 'Settings', 'Region', 'My Devices', 'Recent Logins', and 'Alternative Email Addresses'. The main form area has two input fields: 'Sort Code' and 'Account Number'. Below these fields is an 'Update' button.

Add your details and click update.

## ExpenseIn app

There is also the option to use the easy-to-use app which you may download onto your mobile.

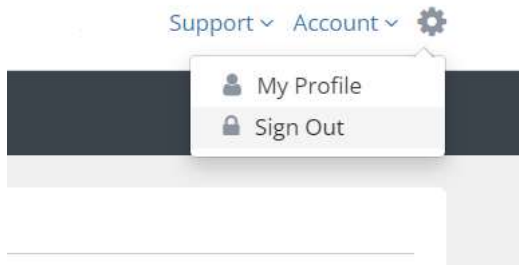
1. You must first set up your account and accept the travel policy on the browser. **You will need to do this even if you only want to use the app on your mobile.**
2. Download the app: Search for ExpenseIn



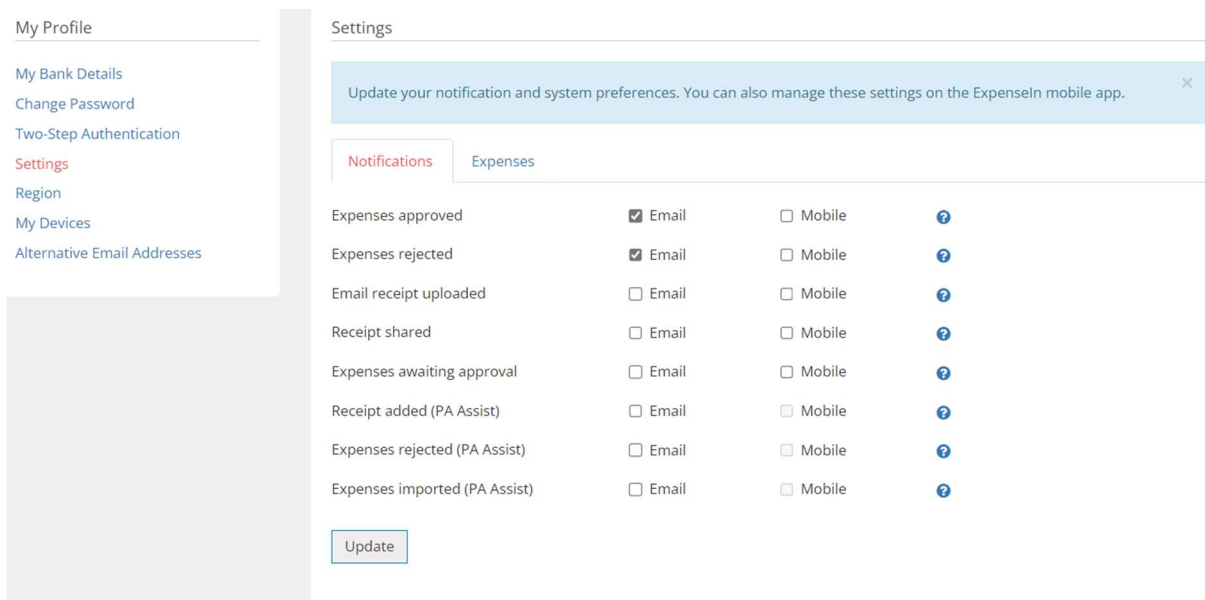
The app allows you to take pictures on you phone directly into the app, prepare and submit claims, approve claims and update some settings.

## Using ExpenseIn on your web browser: settings and logging out

You can update your settings by clicking on the cog and going to “My Profile”. To log out click “Sign Out”.



In the “My Profile” section you can change when the system will email you notifications/mobile alerts on certain items:

A screenshot of the 'My Profile' settings page. The left sidebar contains a list of menu items: 'My Profile', 'My Bank Details', 'Change Password', 'Two-Step Authentication', 'Settings' (highlighted in red), 'Region', 'My Devices', and 'Alternative Email Addresses'. The main content area is titled 'Settings' and has a light blue banner at the top that reads 'Update your notification and system preferences. You can also manage these settings on the ExpenseIn mobile app.' Below the banner are two tabs: 'Notifications' (active) and 'Expenses'. The 'Notifications' tab contains a table with the following data:

Notification Category	Email	Mobile	Help
Expenses approved	<input checked="" type="checkbox"/>	<input type="checkbox"/>	?
Expenses rejected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	?
Email receipt uploaded	<input type="checkbox"/>	<input type="checkbox"/>	?
Receipt shared	<input type="checkbox"/>	<input type="checkbox"/>	?
Expenses awaiting approval	<input type="checkbox"/>	<input type="checkbox"/>	?
Receipt added (PA Assist)	<input type="checkbox"/>	<input type="checkbox"/>	?
Expenses rejected (PA Assist)	<input type="checkbox"/>	<input type="checkbox"/>	?
Expenses imported (PA Assist)	<input type="checkbox"/>	<input type="checkbox"/>	?

An 'Update' button is located at the bottom of the table.

If you want to change app or phone you can reset the Two Factor Authenticator link here too.

[Reset two-step authentication | ExpenseIn Help Centre](#)