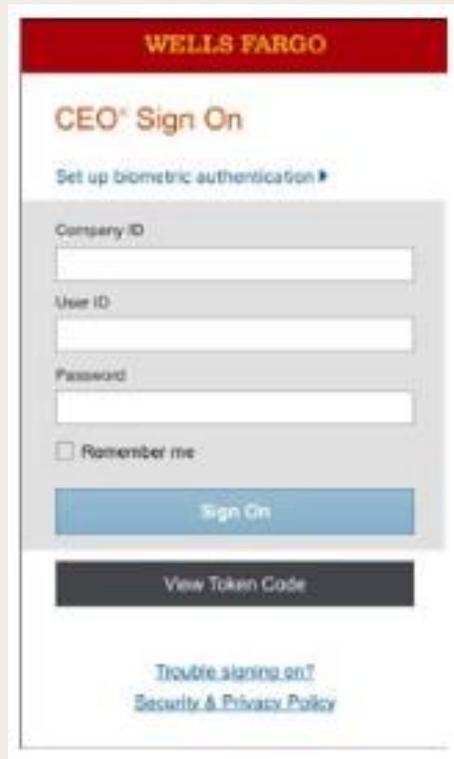


Two ways to upload receipts:

Wells Fargo CEO Mobile App

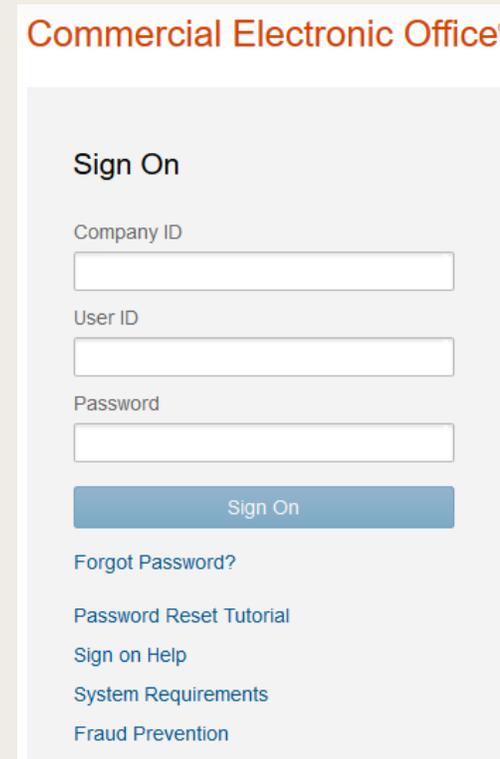
(iPhone and Android)



The screenshot shows the 'CEO Sign On' screen of the Wells Fargo mobile app. At the top is a red header with the 'WELLS FARGO' logo. Below it, the title 'CEO Sign On' is displayed in orange. A link 'Set up biometric authentication' is visible. The main form area is light gray and contains three input fields: 'Company ID', 'User ID', and 'Password'. Below these fields is a checkbox labeled 'Remember me'. A blue 'Sign On' button is positioned below the form. At the bottom of the screen, there is a dark gray button labeled 'View Token Code' and two links: 'Trouble signing on?' and 'Security & Privacy Policy'.

Wells Fargo CEO Website

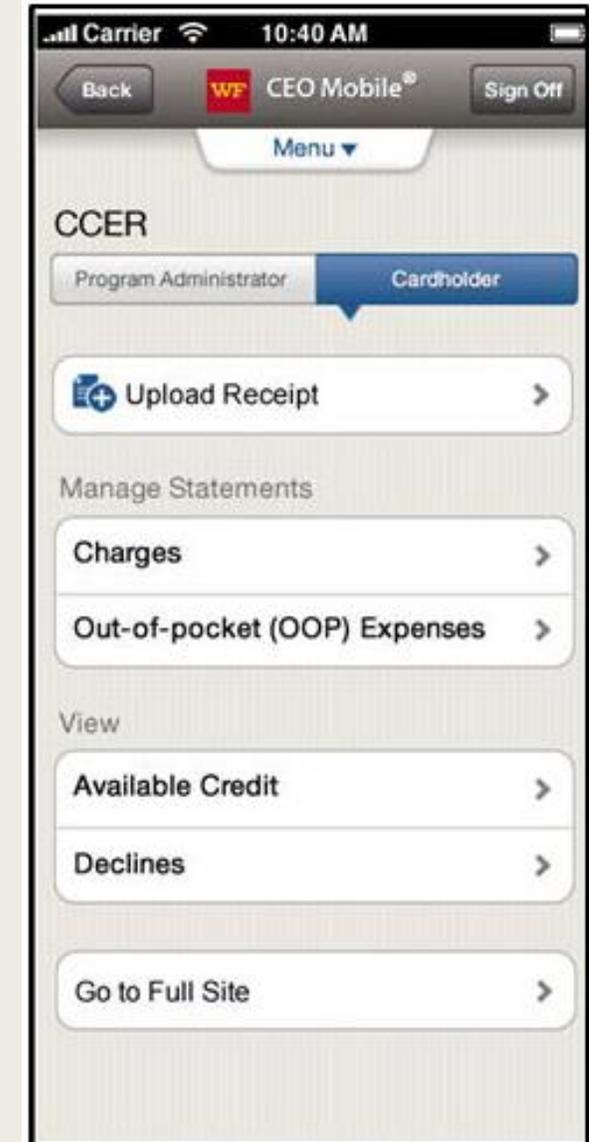
(Desktop or Laptop)



The screenshot shows the 'Commercial Electronic Office' sign on page on a desktop or laptop. The header is orange with the text 'Commercial Electronic Office'. The main content area is light gray and features the title 'Sign On'. Below the title are three input fields: 'Company ID', 'User ID', and 'Password'. A blue 'Sign On' button is located below the form. At the bottom of the page, there are several links: 'Forgot Password?', 'Password Reset Tutorial', 'Sign on Help', 'System Requirements', and 'Fraud Prevention'.

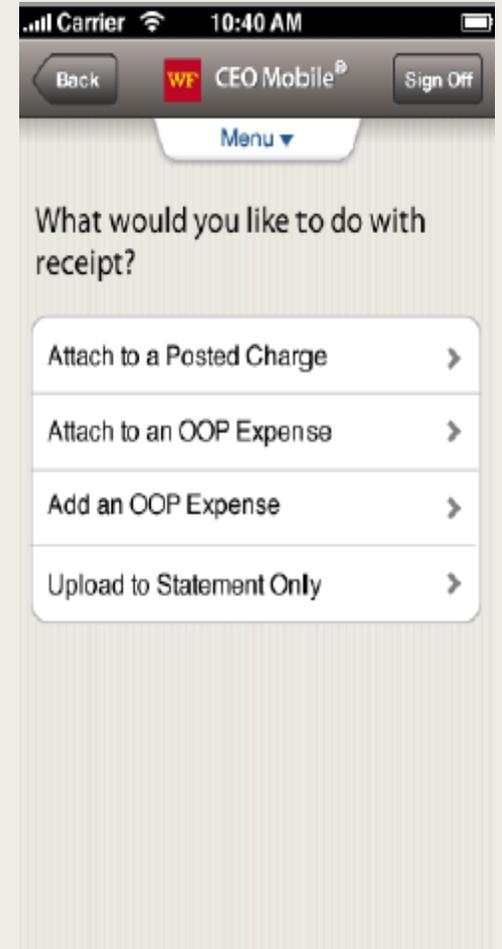
Wells Fargo CEO Mobile App

- You will be taken directly to **Commercial Card Expense Reporting** (unless you have access to other services through Wells Fargo.)
- Two ways to upload receipts
 - *Upload Receipt*
 - *Manage Statements*
 - Charges
 - OOP Expenses



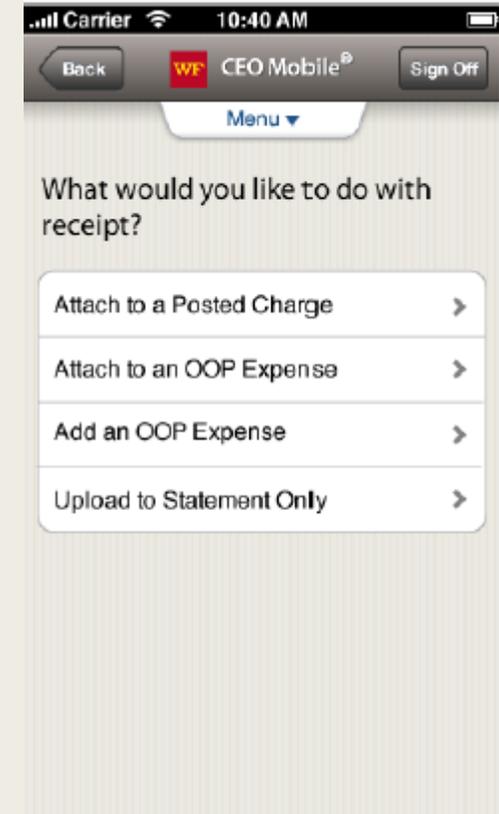
Wells Fargo CEO Mobile App

- *Tap on Upload Receipt*



Wells Fargo CEO Mobile App

- Tap on Attach to a Posted Charge
 - *Wells Fargo will automatically match receipts to a specific transaction where possible based on this selection.*



Wells Fargo CEO Mobile App

- Select a card number (most do not have multiple cards)
- Select Statement Type (cycle to date or current statement) continue



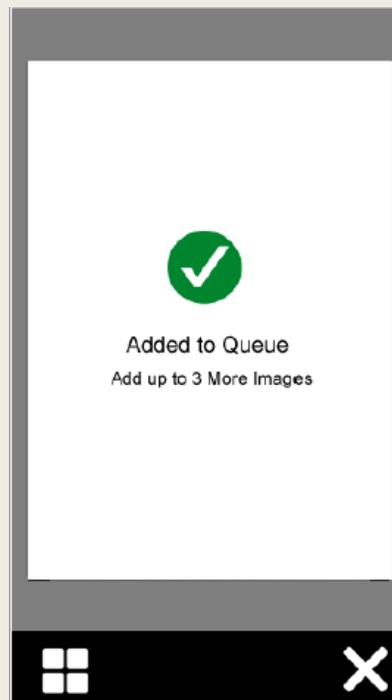
Wells Fargo CEO Mobile App

- Select Continue



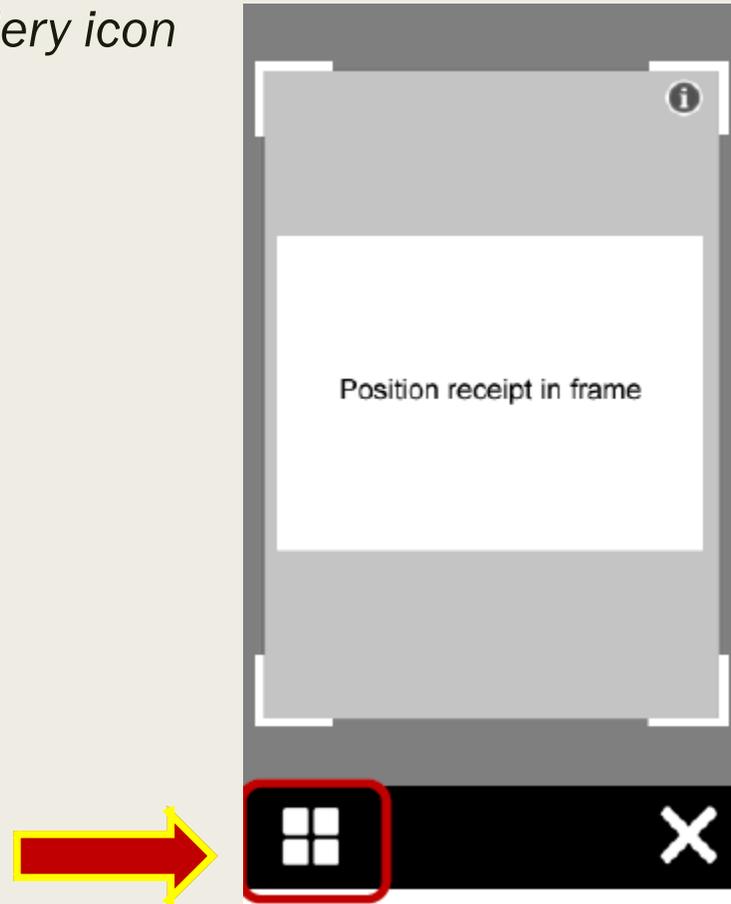
Wells Fargo CEO Mobile App

- To capture a receipt with your device's camera, verify the receipt clearly displays relevant transaction information including amount, items purchased, date and merchant name
- For best results:
 - *Place receipt on a flat, uncluttered, dark surface*
 - *Avoid glares and shadows on the receipt*
 - *Smooth out a wrinkled receipt*



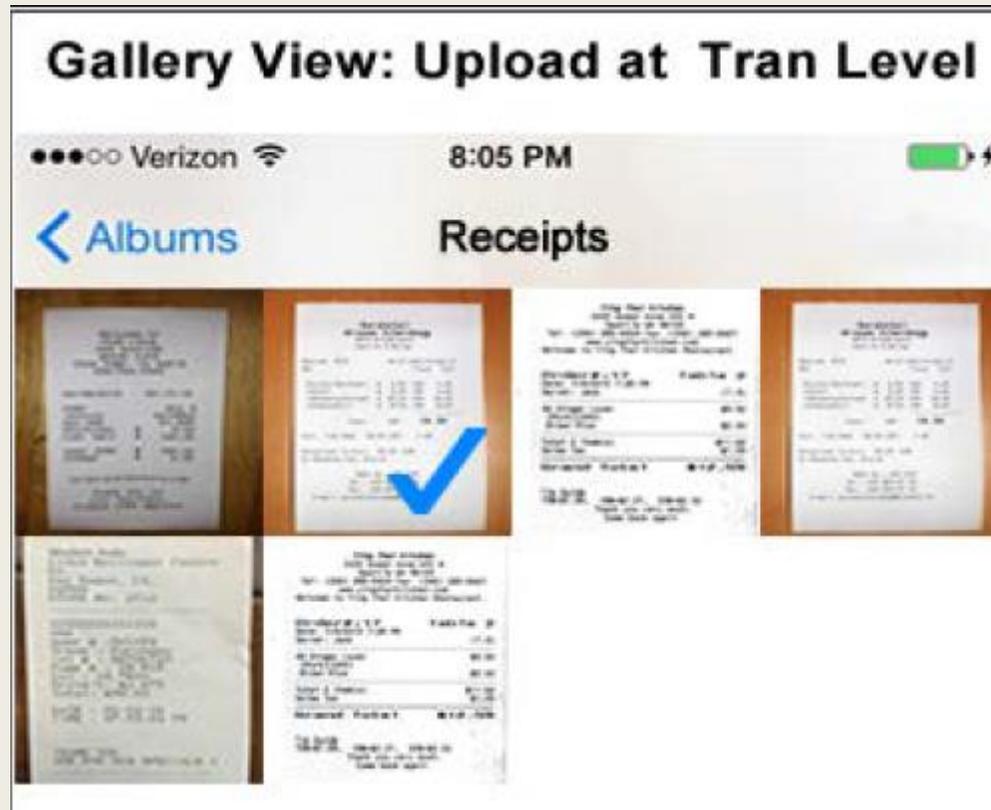
Wells Fargo CEO Mobile App

- To upload a Receipt Image from your Photo Gallery
 - *Select the Gallery icon*



Wells Fargo CEO Mobile App

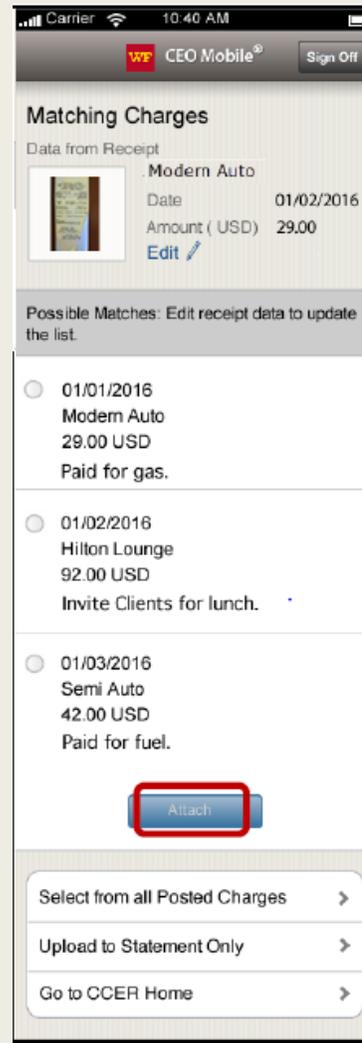
- In your photo gallery, select the photos you want to upload and tab Done
- You can attach up to 4 images per transaction



Wells Fargo CEO Mobile App

- Match a Receipt to a Transaction

- *Possible matched transactions will be proposed by the system following a successful receipt upload.*



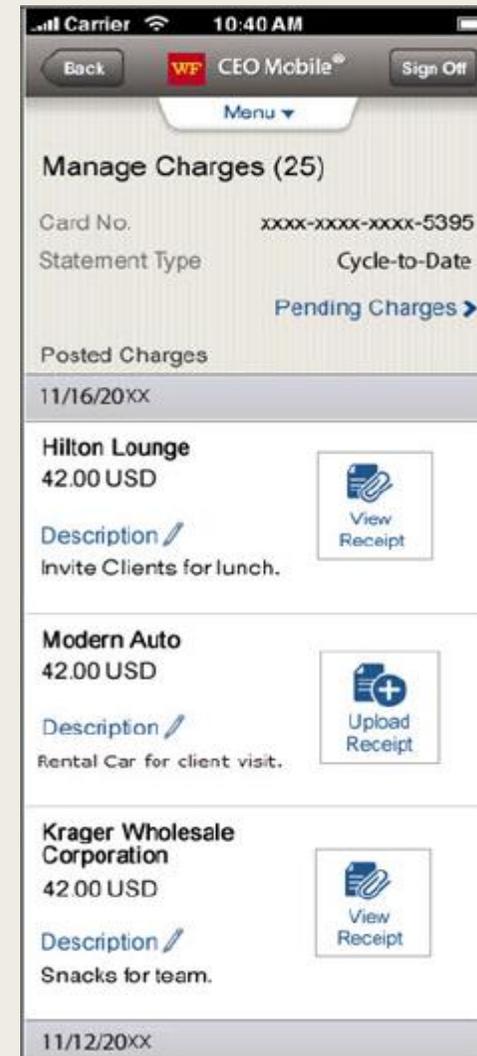
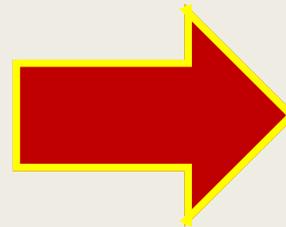
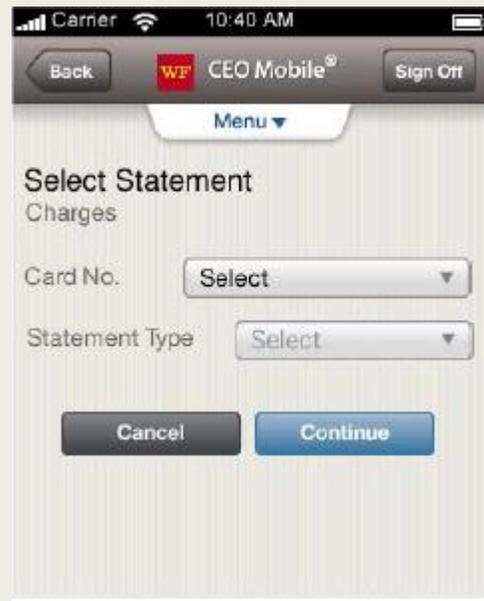
Wells Fargo CEO Mobile App

- Manage Charges
 - *Use this to view card charges, add and edit the descriptions associated with those charges*
 - *From the CCER – Cardholder home screen tap Charges*



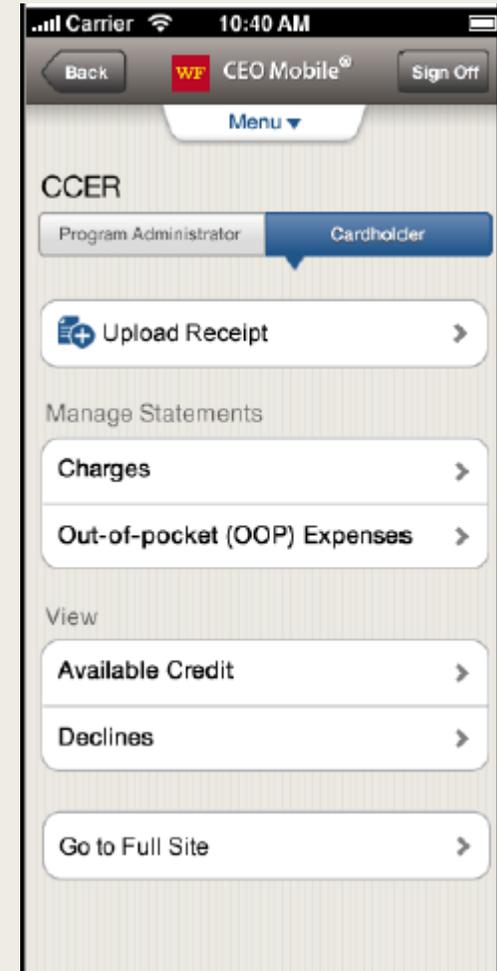
Wells Fargo CEO Mobile App

- The Select Statement screen
 - *Choose card #*
 - *Statement Type*



Wells Fargo CEO Mobile App

- Miscellaneous info
 - *View Pending Charges (manage charges screen)*
 - *View Available Credit (CCER Cardholder home screen)*
 - *View Declines (CCER Cardholder home screen)*
 - ***Go to Full Site*** (CCER Cardholder home screen)
 - Going to the Full Site allows you to access the Wells Fargo website without re-signing in
 - On the Full Site you are able to click on the Statement Reviewed button
 - AND approve statements

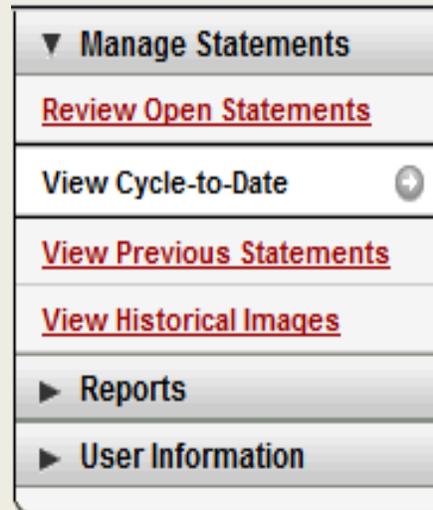


Receipt Upload via Desktop/Laptop



Receipt Upload via Desktop/Laptop

- Receipt upload via your desktop/laptop using the Wells Fargo site, Commercial Card Expense Reporting
- Can be done under Manage Statements in either Review Open Statements (during review/reconcilement period) or in View Cycle-to-Date (during current month.)



Receipt Upload via desktop/laptop

- Images can be uploaded from the Review Open Statements or View Cycle-to-Date pages or by choosing the transaction and clicking on the Receipt Image icon.

Viewing 1 to 4 of 4 Items

Charges Out-of-pocket Expenses

Select All | Clear All

| | Transaction Date | Posting Date | Personal | Merchant | G/L Code | Unit | Receipt Image | Receipt Submitted † | Amount / Original Currency | |
|----------------|--------------------------|--------------|----------------------|----------|--|-------------|---|---|----------------------------|-----------|
| 1. | <input type="checkbox"/> | 01/06/2019 | 01/07/2019 | No | Amazon.com Mb6mo3I51 Amzn.com/bill,WA | | CONCORDIA BUSINESS OFFICE(BUSINESS OFF) |  | <input type="checkbox"/> | 25.57 USD |
| Description: * | | | | | | | | | | |
| FUND: 110000 | | | ORGANIZATION: 400000 | | | PROGRAM: 60 | | | | |
| ACTIVITY: | | | | | | | | | | |
| 2. | <input type="checkbox"/> | 01/15/2019 | 01/17/2019 | No | Eg - 1049 Moorhead Moorhead,MN | | CONCORDIA BUSINESS OFFICE(BUSINESS OFF) |  | <input type="checkbox"/> | 46.19 USD |
| Description: * | | | | | | | | | | |
| FUND: 110000 | | | ORGANIZATION: 400000 | | | PROGRAM: 60 | | | | |
| ACTIVITY: | | | | | | | | | | |
| 3. | <input type="checkbox"/> | 01/17/2019 | 01/18/2019 | No | Fedex 31434056 800-4633339,TN | | CONCORDIA BUSINESS OFFICE(BUSINESS OFF) |  | <input type="checkbox"/> | 18.26 USD |
| Description: * | | | | | | | | | | |
| FUND: 110000 | | | ORGANIZATION: 400000 | | | PROGRAM: 60 | | | | |
| ACTIVITY: | | | | | | | | | | |

Viewing 1 to 1 of 1 Items

| | | | | | | | |
|---|--------------------------------|----------------------------|----------------|--|--|---|---|
| 1. | Transaction Date 01/06/2019 | Posting Date 01/07/2019 | Personal No | Merchant Amazon.com Mb6mo3I51 Amzn.com/bill,WA | Receipt Image  | Receipt Submitted † <input type="checkbox"/> | Amount / Original Currency 25.57 USD |
| General Ledger Code * | | Description * | | | Unit CONCORDIA BUSINESS OFFICE(BUSINESS OFF) ▾ | | |
| <input type="text"/> - <input type="text"/> | | <input type="text"/> | | | <input type="text"/> | | |
| FUND 110000 | | ORGANIZATION 400000 | | | PROGRAM 60 | | |
| ACTIVITY <input type="text"/> | | | | | | | |

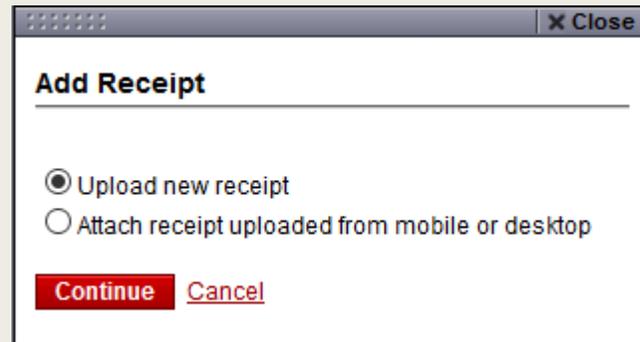
Viewing 1 to 1 of 1 Items

Save Cancel

† - Select the Receipt Submitted checkbox if you submitted a receipt by fax or email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

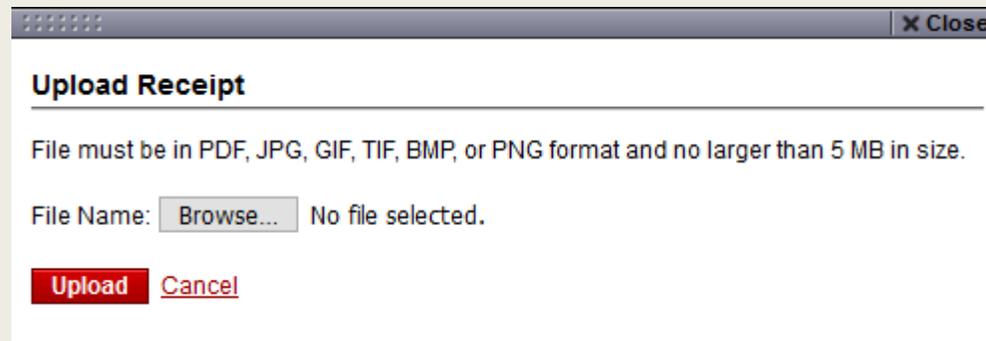
Receipt Upload via Desktop/Laptop

- Click on the Receipt Image



A screenshot of a dialog box titled "Add Receipt" with a close button in the top right corner. The dialog contains two radio button options: "Upload new receipt" (which is selected) and "Attach receipt uploaded from mobile or desktop". At the bottom, there are two buttons: "Continue" and "Cancel".

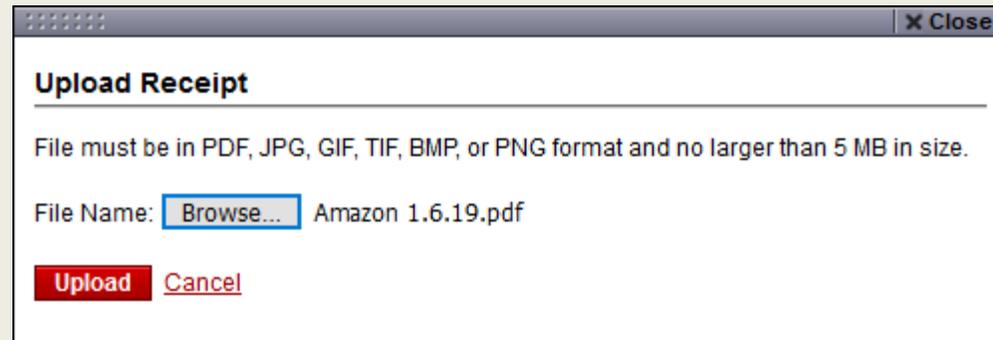
- Choose Upload new receipt and browse your computer



A screenshot of a dialog box titled "Upload Receipt" with a close button in the top right corner. The dialog contains a text instruction: "File must be in PDF, JPG, GIF, TIF, BMP, or PNG format and no larger than 5 MB in size." Below this, there is a label "File Name:" followed by a "Browse..." button and the text "No file selected." At the bottom, there are two buttons: "Upload" and "Cancel".

Receipt Upload via Desktop/Laptop

- Once you have chosen the receipt from your computer files, choose Upload

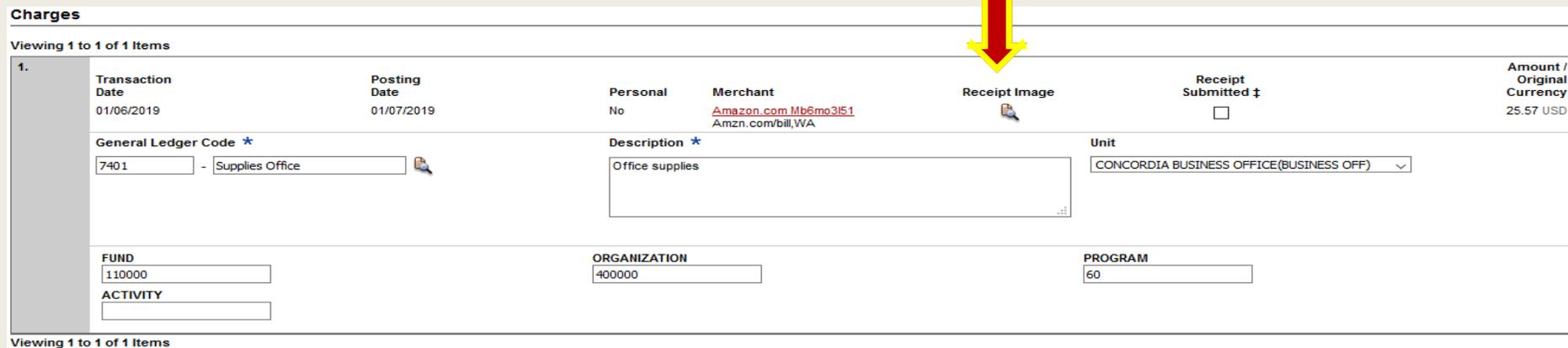


Upload Receipt

File must be in PDF, JPG, GIF, TIF, BMP, or PNG format and no larger than 5 MB in size.

File Name:

- The Receipt Image icon will change to:



Charges

Viewing 1 to 1 of 1 Items

| Transaction Date | Posting Date | Personal | Merchant | Receipt Image | Receipt Submitted | Amount / Original Currency |
|------------------|--------------|----------|--|---|--------------------------|----------------------------|
| 01/06/2019 | 01/07/2019 | No | Amazon.com Mb6mo3I51 Amzn.com/bill,WA |  | <input type="checkbox"/> | 25.57 USD |

General Ledger Code *
 -

Description *

Unit

FUND

ORGANIZATION

PROGRAM

Viewing 1 to 1 of 1 Items

Receipt Upload via Desktop/Laptop

- Some Merchants have a link to a copy of your receipt (they are in red and underlined.) If you are using this as your receipt please save it as a PDF and upload it as a receipt image. The statements are only available for viewing for 13 months whereas the images that are uploaded are available for viewing for 7 years.

| Charges | | Out-of-pocket Expenses | | | | | | | |
|--|--------------------------|------------------------|----------------------|----------|--|---|---|--------------------------|----------------------------|
| Select All Clear All | | | | | | | | | |
| | Transaction Date | Posting Date ▲ | Personal | Merchant | G/L Code | Unit | Receipt Image | Receipt Submitted † | Amount / Original Currency |
| 1. | <input type="checkbox"/> | 01/06/2019 | 01/07/2019 | No | Amazon.com Mb6mo3J51 Amzn.com/bill,WA | CONCORDIA BUSINESS OFFICE(BUSINESS OFF) |  | <input type="checkbox"/> | 25.57 USD |
| Description: * | | | | | | | | | |
| FUND: 110000 | | | ORGANIZATION: 400000 | | | PROGRAM: 60 | | | |
| ACTIVITY: | | | | | | | | | |

| Selected Charge | | | |
|-----------------------------|------------------------|----------------------------|-------------|
| Transaction Date: | 01/25/2019 | Posting Date: | 01/28/2019 |
| Merchant Name: | AMZN MKTP US MB3Y94D60 | Merchant Type: | Book Stores |
| Merchant City: | AMZN.COM/BILL | Merchant State / Province: | WA |
| Merchant Zip / Postal Code: | 981090000 | Debit / Credit: | Debit |
| Amount: | 22.28 USD | GST: | |
| Sales Tax: | 0.00 USD | PST / GST: | |

Details

Transaction ID: 684523750

| Addendum Sequence Number | Commodity Code | Description | Quantity | Unit of Measure | Line Item Total |
|--------------------------|----------------|----------------------------|----------|-----------------|-----------------|
| 1. | B0081B3YJY | LD Compatible POS Ribbon C | 1 | PCE | 14.99 USD |
| 2. | B018HAYQ4U | LD Compatible Printer Ribb | 1 | PCE | 7.29 USD |

Receipt Upload via Desktop/Laptop

General Information

- You will need to choose the G/L Code, add a description and click the Receipt Submitted box for each transaction.
- Click on Save.
- During the Statement Review period, when you are finished, remember to click on **Statement Reviewed**.
- You can toggle to the Wells Fargo website to approve statements from your phone (You are not able to use the app to approve statements.)
- Receipts can be uploaded to closed statements.