

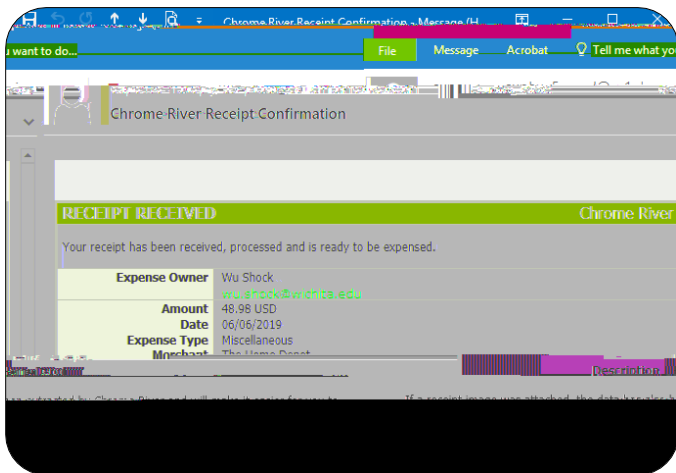
## Uploading Receipts - Email

### Verify email address

Before emailing a receipt or image, you will want to make sure that the email address you are using is associated to your Chrome River account.

1. Click your name in the upper right corner of the Navigation Bar.
2. Click on Account Settings
3. Select the Personal Settings menu item and verify the Primary Email address.

- You will receive an email from Chrome River confirming that your receipts have been received.



- The image will appear with the expense in the Receipt Gallery.

