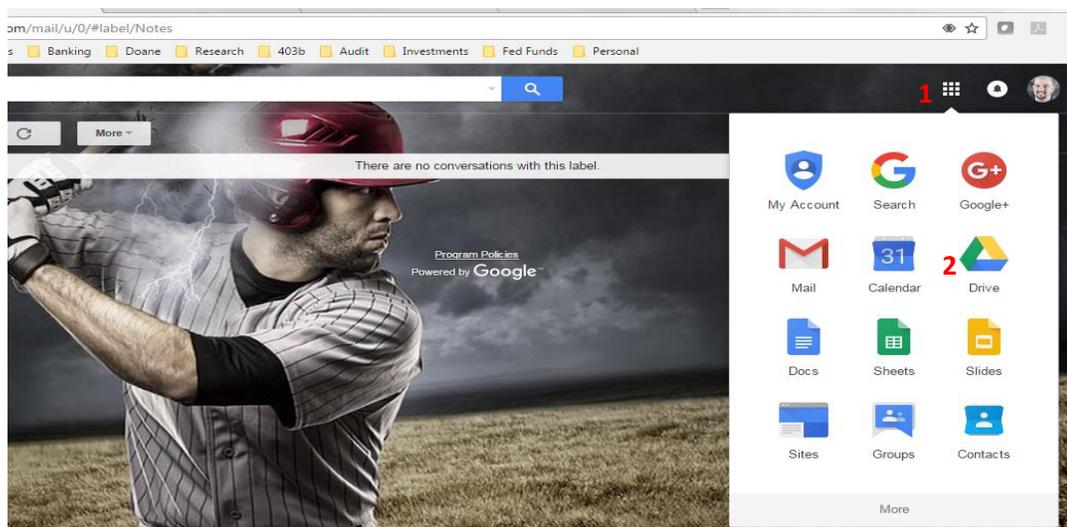


Receipt Image Capture/Upload

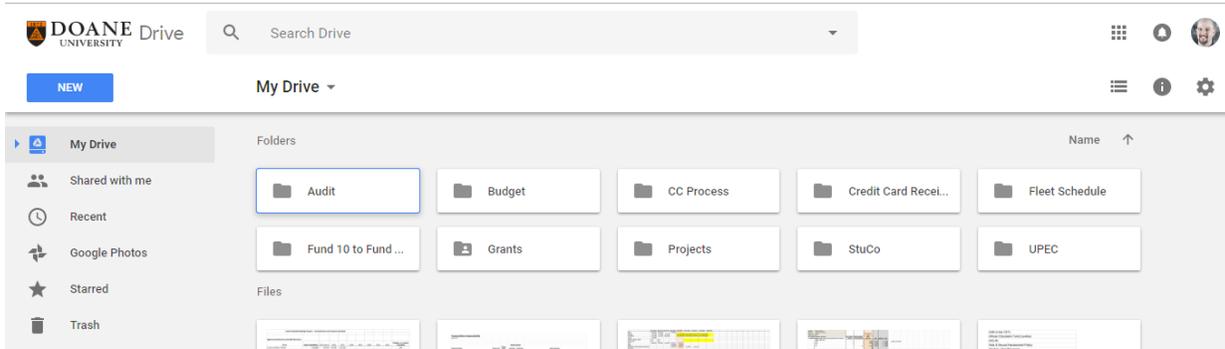
Receipts are required for all purchases. There are several different ways you will acquire credit card receipts. 1. By email. 2. By regular mail and 3. By hand (as with meal receipts). Regardless of the manner in which credit card transaction receipts are obtained, they can be easily converted to electronic form, stored, and uploaded online to JP Morgan's SmartData system. Below is a list of items that will help you capture and store your credit card receipts.

Receipt Storage/Google Drive – Every Doane employee has their own Gmail account. With this, you have access to google drive, which allows you to save files in the cloud for easy retrieval anywhere. To access a google drive account, open your email and select the icon in the screen shot below.



1. Click on this icon to bring down the drop down box for the various options.
2. Click on this icon to bring up the google drive account.

From here you can setup the google drive account with folders to store your receipt images to. Simply right click within the body of the google drive account and select "new folder" and label it "credit card receipts" or something similar. You can create subfolders within this main folder if you want to separate the folders by month. I would recommend this option if you do a lot of card purchasing. See below for an example of what the google drive account will look like.

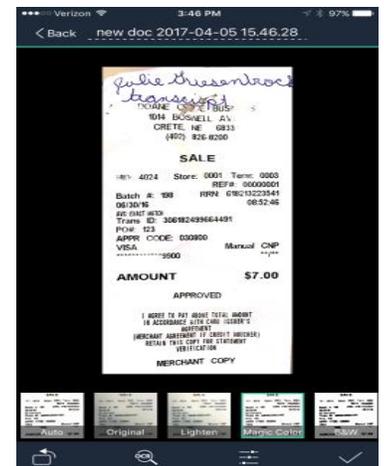


You will need to download the google drive app for both your laptop/desktop computer and your smartphone (if applicable). Once downloaded, you will need to sign in with your Doane email and password to sync the google drive folder with the google drive account on the cloud. Downloading these apps will create the local file that you will allow you upload the images to your transaction listing on SmartData directly from your laptop/desktop computer and/or your smartphone.

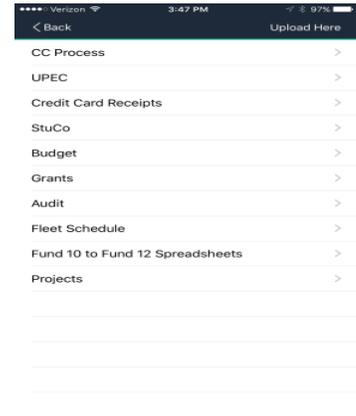
Receipts received by hand/mailed

Smartphone App – It is recommended that cardholders with smartphones download the free app called **CamScanner**. You can find this by searching for it in your apple store (iPhone) or in the android marketplace (android phones). CamScanner is a free app that allows cardholders to take a picture of the receipt, name it, and save directly to your google drive account in pdf format. This app helps to get the receipt uploaded to SmartData. You will need to register your account using your Doane email and password. Simply open the app and click on the camera image at the bottom to take the picture of the receipt.

1. Click to bring up your smartphone camera to take a picture of the receipt
2. Click here to snap the picture. Select the “batch” option to take multiple pictures for receipts that are more than one page. This will save it as a single PDF file.
3. Once you take a picture of the image, hit the checkmark to move to the next step. Now you can use the available tools to darken, lighten, crop, etc. if you so choose; hit the checkmark button to save the image. The stock image name will be at the top, simply click this to rename the image. Name the image something you will remember later when uploading to SmartData. Hit the checkmark again to save it to your app.



- From here select, the “more” option on the bottom. You will see three dots with the word “more” underneath.
- Then hit upload then select the google drive icon (if doing this for the first time, you will need to sign in to your google drive account with your Doane email and password to link the account). Select PDF file. You will then see a screen that shows all of your google drive folders. Find the folder you want the receipts to be saved. It is recommended you use the file that you created earlier.

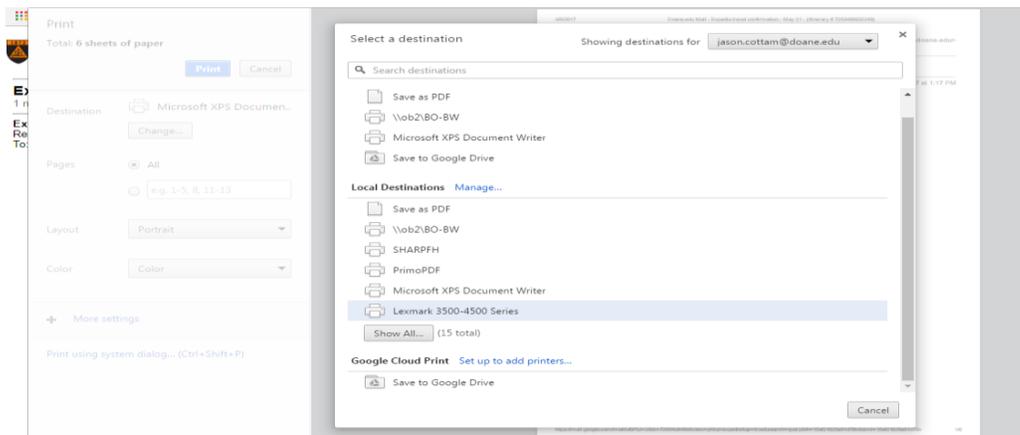


- The image is now saved in your google drive folder for future upload to SmartData.

Credit Card Receipts received by Email

Credit card receipts by email are another popular way to receive receipts especially when purchasing online. The receipt could come in the form of an email or as an attachment to an email. Either way, it is easy to save a PDF copy to your google drive account for future SmartData upload.

Emailed receipt – when a receipt is emailed with no attachments, you can simply print the email receipt under the “google cloud print” option in your print preview screen. This will automatically send a PDF image of your email receipt to your google drive and will also show up in your apps you downloaded to your laptop/desktop computer and smartphone app. See the below image for what this looks like in your print preview screen. Simply hit print on the email you want to save and hit the “change” button under the printer destination portion of the print preview screen. You will see the “google cloud print” option usually at the bottom



Emailed receipt as an attachment – The process of saving a receipt attached to an email is even easier. Simply open the email with the attachment and hover over the attachment with your mouse cursor. You

will then see a down arrow, use this to download directly to a drive you specify. You will also see the google drive icon. Simply click this icon and select "organize" to move it to your "credit card receipt" folder you setup in your google drive account.