

Chrome River SNAP App

Chrome River's free SNAP app enables users to quickly and easily capture and upload receipt images. Users simply snap a photo of the receipt using the app and it will be uploaded directly to their Receipt Gallery and the Offline tab of the eWallet for use the next time they access Chrome River. SNAP may also be used to upload images taken with another app on the device.

- Photos taken with Chrome River SNAP are not stored in the device's default photo gallery, so they do not mix with personal photos.
 - Once photos are uploaded to the Receipt Gallery, they are automatically deleted from the device, freeing up storage space.
 - Please remember that University Policy requires that you maintain your receipts in original paper or electronic form.
- Only **JPG, PNG** and **HEIC/HEIF** formats are supported.
- Files must be **less than 10 MB**. Additionally, the system will cancel any uploads that take more than 60 seconds. If this occurs, you will need to retry the upload when you are on a Wi-Fi or high-speed connection.

Chrome River SNAP is available for Apple iPhones running the latest iOS and the Android versions Marshmallow, Nougat, and Oreo. The app is designed for narrow-screen mobile devices like smartphones; there is no tablet/iPad version of Chrome River SNAP.

Downloading CR SNAP

1. In the App Store/Google Play Store search for "Chrome River SNAP."
2. Tap on Chrome River SNAP, then tap **GET / INSTALL** to begin installation. You will be asked to confirm the installation.
3. Once the app has downloaded, tap **OPEN** to access it.
4. You will be asked to enter the primary email address used on your Chrome River account. Enter your **sekey@semo.edu** email address. Then tap **NEXT**.
5. A verification code will be sent to that email address. Once you have the code, enter it in the app and tap **VERIFY**.



Before we begin, we need to verify the primary email used for your Chrome River account.

EMAIL ADDRESS

We've sent you a verification code to your E-mail. Please enter it below.

VERIFICATION CODE

6. On the confirmation screen, tap **LET'S BEGIN!** Now you are ready to use the App.

Uploading a Photo with Chrome River Snap

1. Open Chrome River SNAP on your mobile device.
2. Hold your smartphone over the receipt and tap the gray circle at the bottom of the screen to take a picture of your receipt.
 - To turn the flash on, off, or to Auto mode, tap the flash icon in the upper right corner.
3. The app then shows you a preview of your picture. If the receipt image is legible and complete, tap **UPLOAD**. Otherwise, tap **RETAKE** and repeat steps 2 & 3.
4. You will be returned to the camera view.
5. To see the receipt as it is being prepared for upload, tap the receipt icon in the lower right corner. The receipt will appear here until it has uploaded to your Chrome River Receipt Gallery.
6. If a connectivity issue causes the upload to fail, tap the image thumbnail or the word **RETRY** to re-send the receipt image.
7. Once the receipt has uploaded to your Chrome River Receipt Gallery, it will disappear from the app.



Upload a Photo Taken with Another App

Once you have installed Chrome River SNAP, you will be able to access it from other apps on your mobile device, like Camera or Photos.

1. If you took a receipt photo using your device's native camera or another app, find the image in the Photos gallery and tap the **SHARE** icon.
2. Tap the **Chrome River SNAP** icon.
3. Tap **UPLOAD** and the image will be uploaded directly to your Chrome River Receipt Gallery the same way it would if you had captured it via Chrome River SNAP.

Settings in the Chrome River SNAP App

If you are in the camera view on the app, tap the receipt icon in the lower right corner to access the **Pending Receipts** screen.

Tap the gear icon in the upper right corner to access the **Settings**.

- **Delete All Pending Uploads:** Deletes any photos you have taken with Chrome River SNAP that have not yet uploaded.
- **Log Out:** Logs you out of your Chrome River SNAP user account.