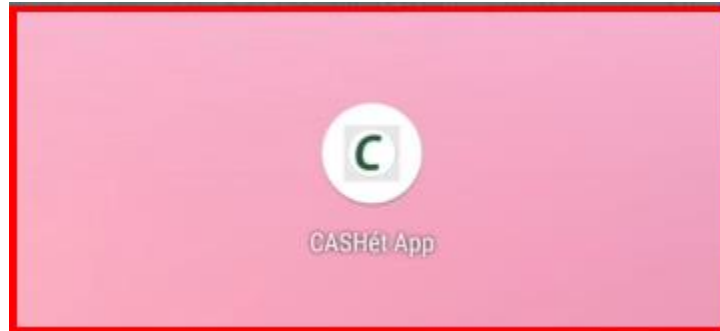


## HOW TO CASHet: CASHet Mobile App

After downloading the CASHet App to your mobile phone

Tap the CASHet icon to open the App



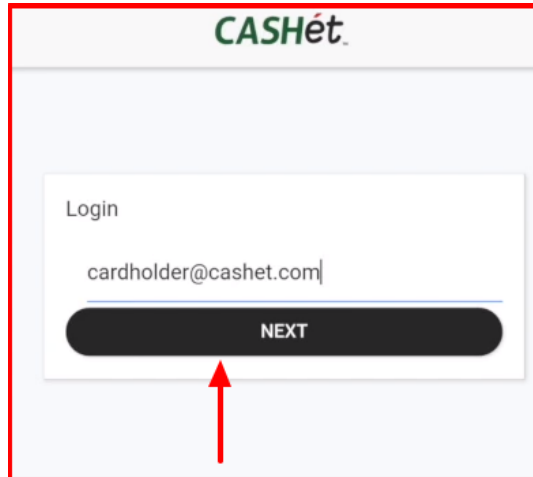
The CASHet App welcome screen will open for a moment and then the login prompt will automatically appear



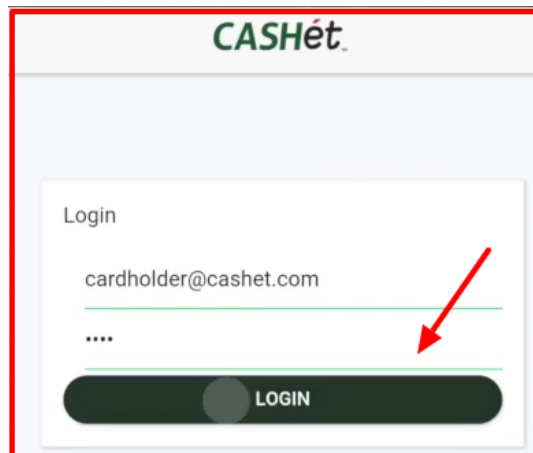
# **HOW TO CASHet: CASHet Mobile App**

Enter the email address you regularly use to access the CASHet website

Tap NEXT



Type the password you regularly use to access the CASHet website



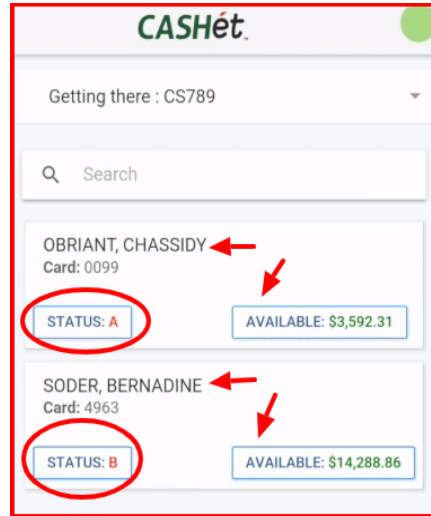
Tap LOGIN

You will be brought to the home screen

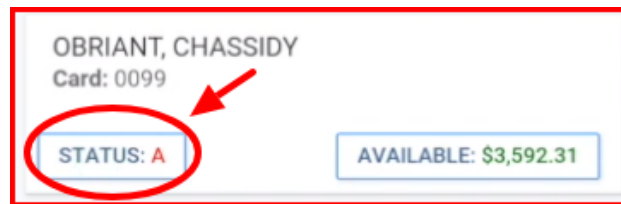
All cards linked to this login will be listed

# HOW TO CASHet: CASHet Mobile App

The status of the card(s) with their available balance will be displayed

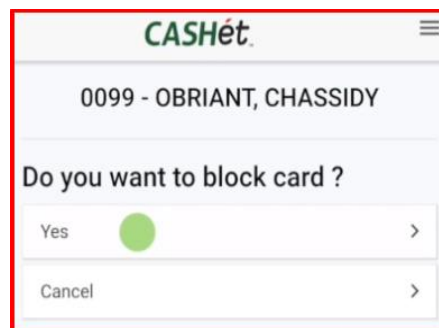


To change a card from Active to Blocked, or Blocked to Active, tap the STATUS box under the cardholder's last four



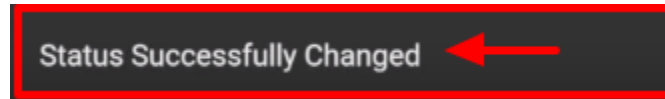
The confirmation screen will open allowing you to confirm the status change (Active to Blocked or Blocked to Active)

Tap Yes to confirm



## HOW TO CASHet: CASHet Mobile App

You will get a message at the bottom of your screen stating that the change was a success



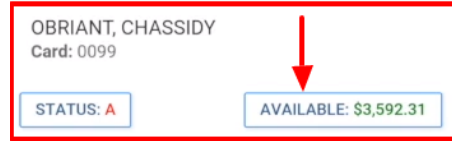
**NOTE:** If an Administrator blocks a card the cardholder will not be able to unblock.

If an Administrator has not blocked your card, you can toggle between Block and Active on the cards linked to your login as many times as you like.

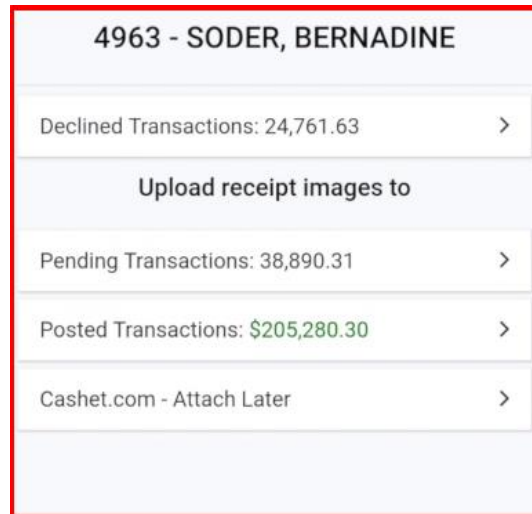
Status changes occur in real time. Feel free to keep your card Blocked until ready to shop.

# HOW TO CASHet: CASHet Mobile App

To review transactions, tap the AVAILABLE box



You will be able to review your Declined, Pending, and Posted Transactions

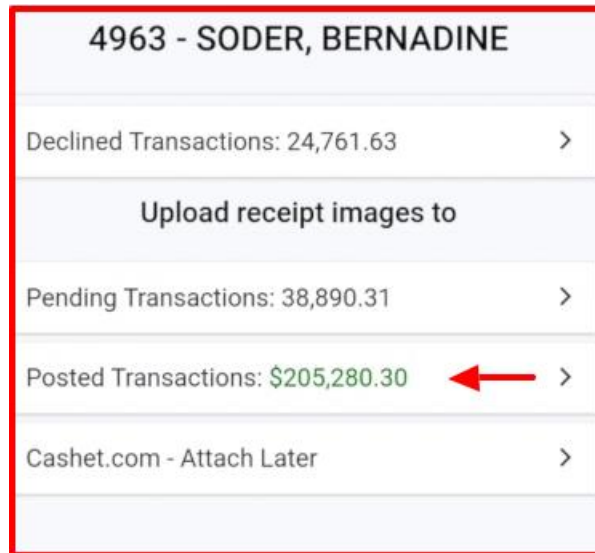


Tap a category to view transaction(s) detail

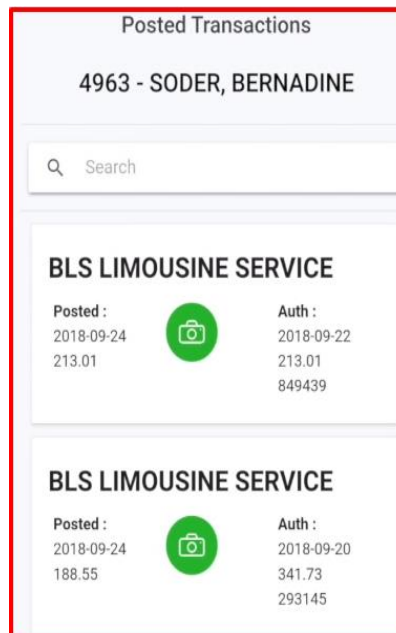
# HOW TO CASHet: CASHet Mobile App

A key feature of the CASHet App is the ability to use your phone's camera to record and upload pictures of receipts

To do so, tap the Posted Transactions bar



In the transaction detail, there is a green camera icon button

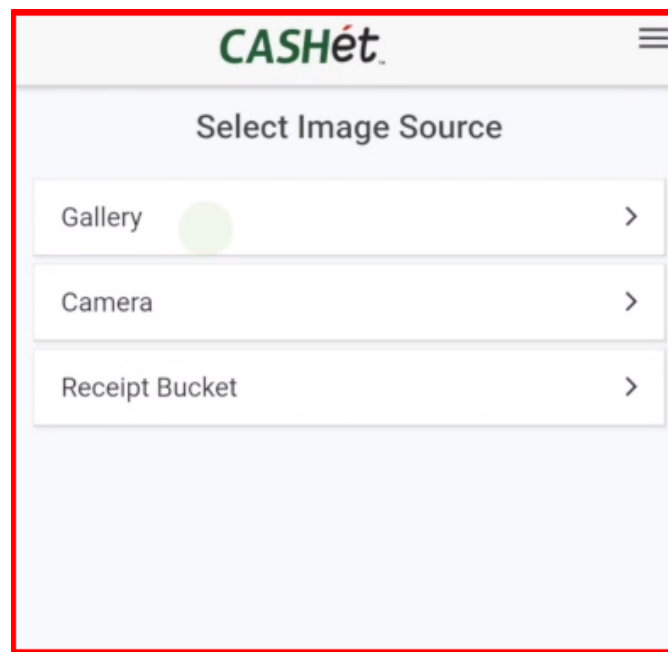


# HOW TO CASHet: CASHet Mobile App

To attach a receipt image to a transaction, tap the camera icon



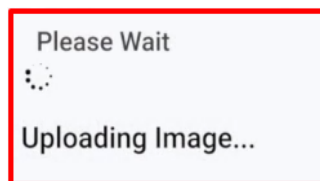
This opens the Select Image Source screen which displays Gallery, Camera, and Receipt Bucket. To attach an image from your phone, select Gallery or Camera.



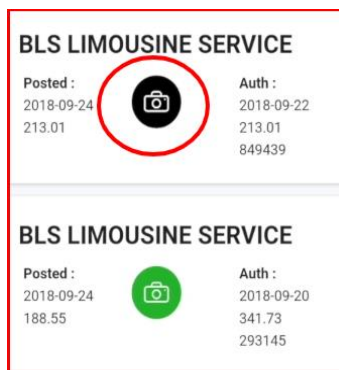
# HOW TO CASHet: CASHet Mobile App

Gallery will allow you to select receipt pictures that are currently stored on your camera

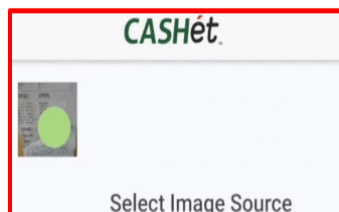
Choose a receipt picture to upload. Tap Upload Image



The camera icon is now black indicating a picture receipt has been attached



Tap the black camera icon to view the picture receipt



# HOW TO CASHet: CASHet Mobile App

Camera accesses your phone's camera to snap a picture of a receipt. When you use this function, the camera takes and attaches receipt pictures at the same time. To do so, in the Camera function snap the picture

If the picture is clear, tap Use Photo. If you need to take another picture tap Retake

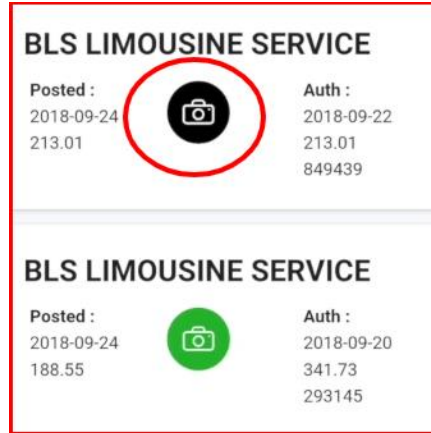


Tap Upload Image



# HOW TO CASHet: CASHet Mobile App

The camera icon is now black indicating a picture receipt has been attached



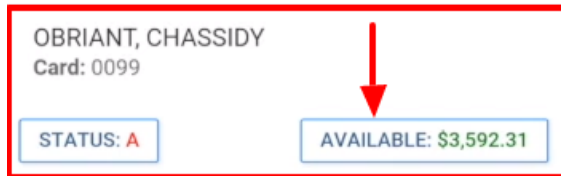
To view the picture receipt, tap the black camera icon

**PRO TIP: Simply tap the CASHet logo at the top of the screen at any time to return to the Home Page**

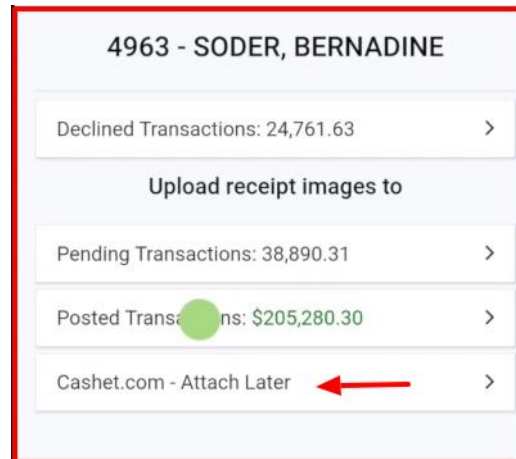
# HOW TO CASHet: CASHet Mobile App

Receipt Bucket stores pictures within the CASHet portal which can then be attached to transactions at a later date

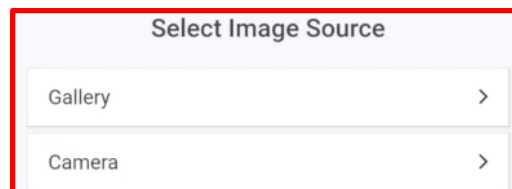
To load pictures in your Receipt Bucket, tap the AVAILABLE box



Tap the Cashet.com – Attach Later bar



This will open the Select Image Source screen



The camera will open on your phone and allow you to take a receipt picture

# HOW TO CASHet: CASHet Mobile App

Snap the picture



If the picture is clear, tap Use Photo. If you need to take another picture tap Retake

Tap Upload Image



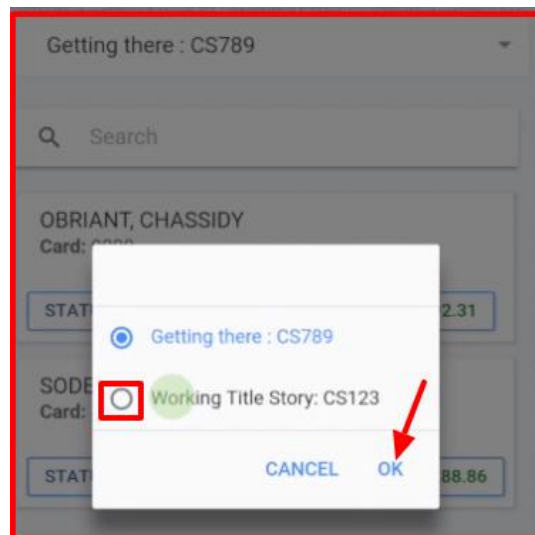
# HOW TO CASHet: CASHet Mobile App

To access other accounts attached to your login tap on the Account Number at the top of the screen



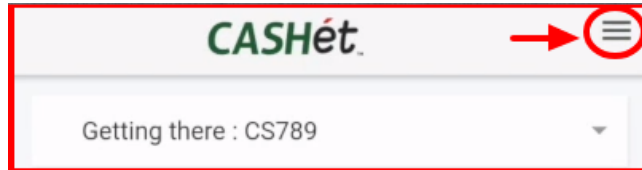
The CASHet accounts linked to your login will be displayed

Tap the radio button next to the account you wish to view. Tap OK



# HOW TO CASHet: CASHet Mobile App

Questions? Need Support? To contact CASHet tap the menu icon in the upper right corner of your screen



From the Contact Information screen you can easily email, phone or text cardholder support at CASHet

