

CENTRAL BANK

HOW TO USE

Receipt Capture

EASILY SAVE RECEIPTS AND TRACK EXPENSES

▶ **IT'S QUICK.**

Capture your receipts with your mobile device.

▶ **IT'S SECURE.**

Your receipts are safely stored in your Central Bank app.

▶ **IT'S SMART.**

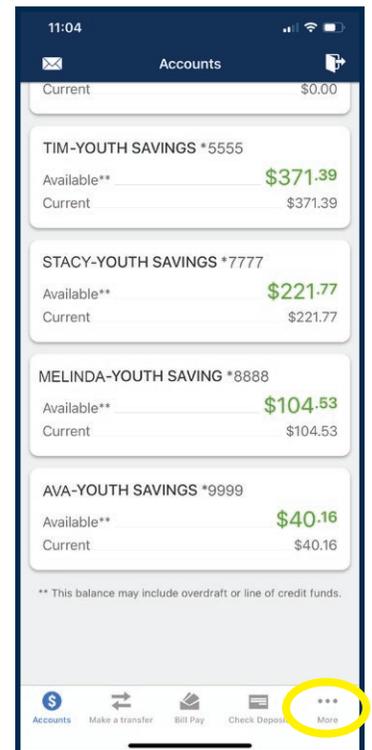
Make returns, create expense reports, file taxes, and more—get help staying organized.



Accounts Screen

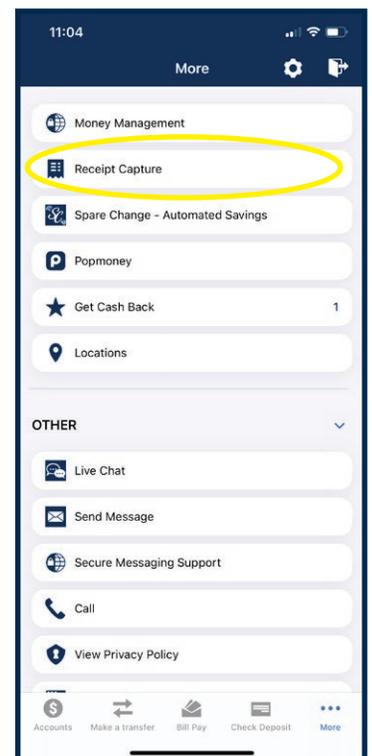
Log into Central Bank Mobile Banking.

- Go to "More"



Receipt Capture

- Go to "Receipt Capture"

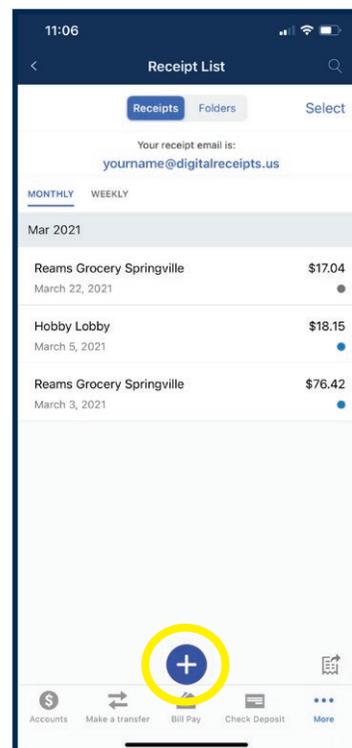


Receipt List

This is where your captured receipts will be displayed.

Capture New Receipt

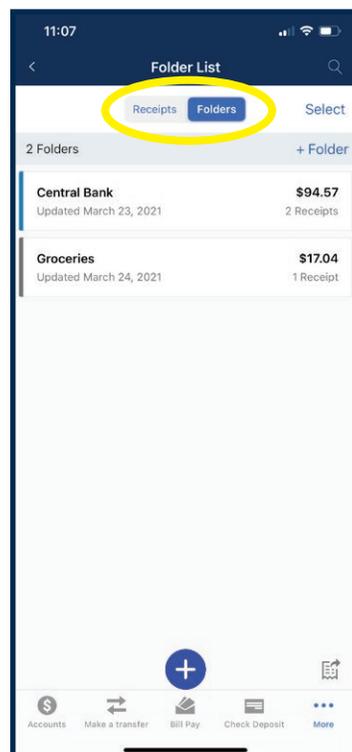
- Tap the “+” button to snap a picture of a new receipt.



Folders

Organize your receipts by assigning them to custom folders.

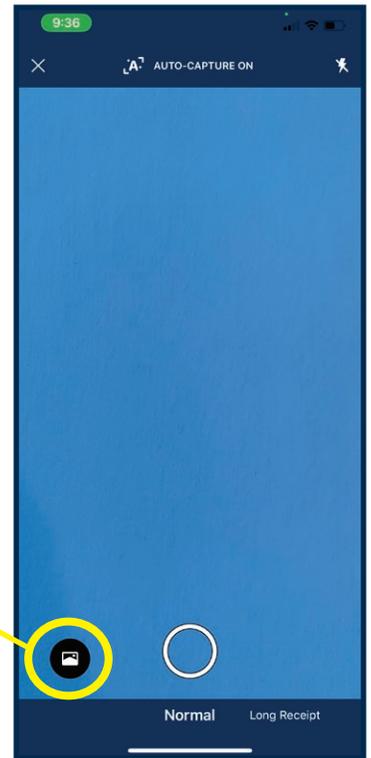
- Toggle between “Receipts” and “Folders” buttons.



Add a Receipt from a Photo

You can easily add a receipt from your camera's photo library.

- Tap the "+" button to add a new receipt.
- Tap the photo button and select the receipt photo from your camera's photo library.



Crop Receipt Photo

Drag the anchor points to crop your receipt photo.

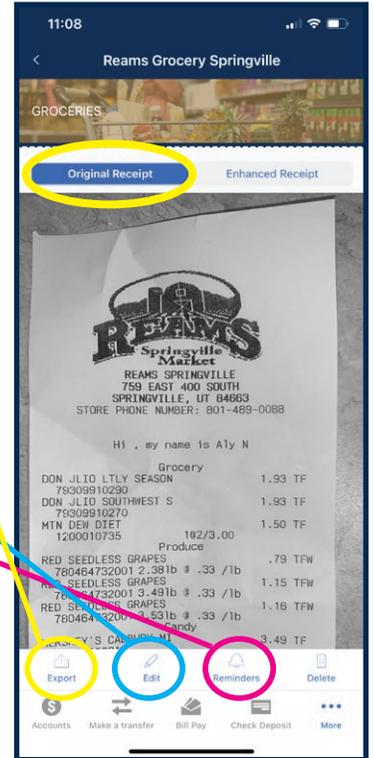
- Crop the receipt by dragging anchor points.
- Tap "Done".



Original Receipt

View the captured photo of your original paper receipt.

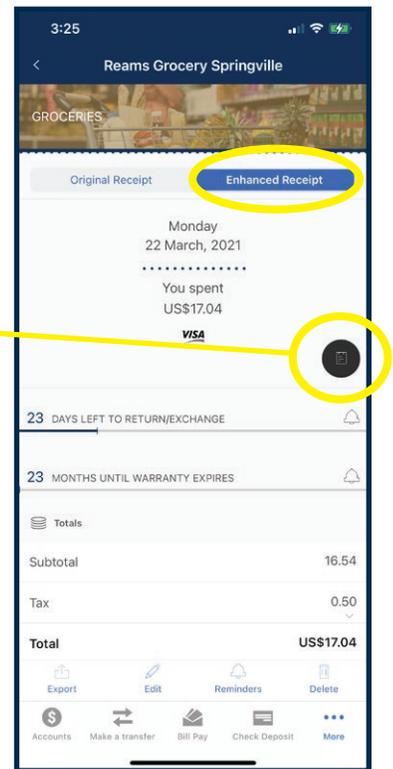
- Toggle between “Original Receipt” and “Enhanced Receipt” buttons.
- Tap “Export” to export and email an Excel file, CSV file, or PDF of your receipts.
- Tap “Edit” to customize receipt categories, folders, notes, and more.
- Tap “Reminders” to set alerts for item warranties and returns.



Enhanced Receipt

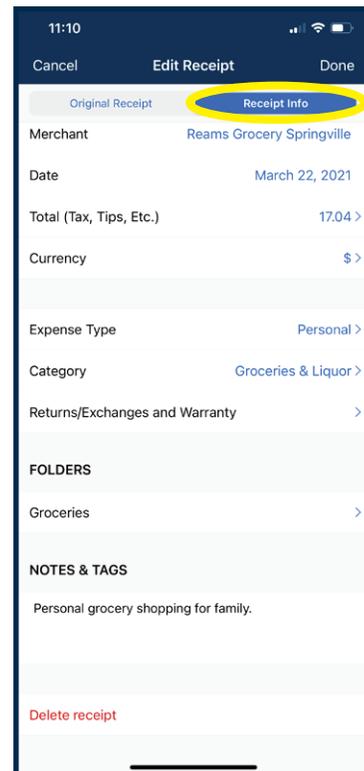
View the financial details of your receipt with Enhanced Receipt.

- Toggle between “Receipts” and “Folders” buttons.
- Tap the circle receipt icon to edit and open a more detailed breakdown of your receipt including category, expense type, folder, and notes.



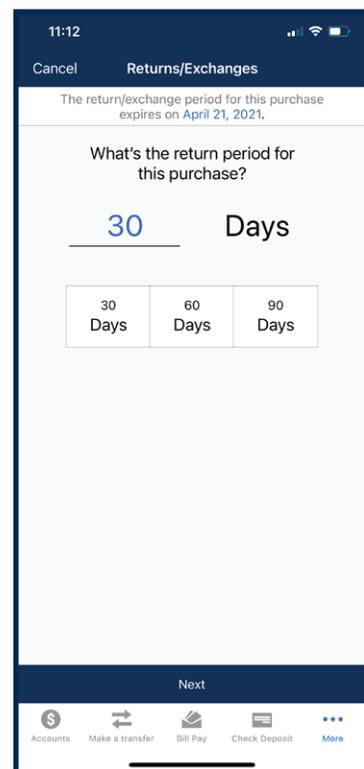
Receipt Info

Easily organize and edit receipt details, categories, folders, expense types, and notes.



Reminders for Returns, Exchanges, and Warranties

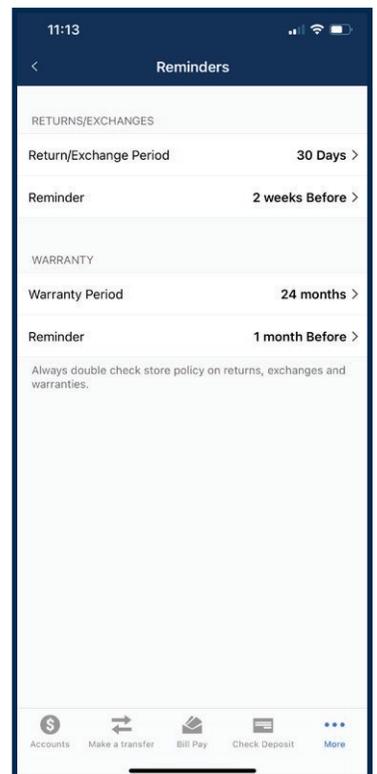
Never miss a return or warranty. Set alerts to remind you when specific purchased items have returns, exchange, or warranty deadlines.



Set a Reminder for Exchanges, Returns, or Warranties

Reminders

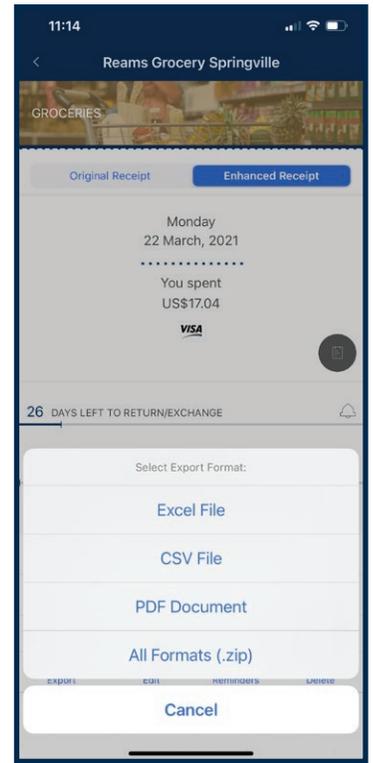
View details of returns, exchanges, reminders, and warranty periods.



Export Receipts

Export receipts for reporting, tax purposes, reimbursements, and more.

- Choose to export receipts in Excel file, CSV file, and PDF formats.



Email Yourself Receipts

Send digital receipts or invoices to your custom digital receipt email address in order to store, organize, and track spending.

You must first set up and create your own custom Receipts email address (ex. john@digitalreceipts.us). You can do so from the top of your Receipts List, or, if you haven't added any receipts yet, look near the top of the screen for the "Want to add email receipts?" for initial setup of Receipts email.

Simply forward the receipts from your personal email inbox to your custom Receipts email address. Some retailers offer to email you a copy of your receipt. You can give your custom Receipts email address to the cashier, and the receipt will be directly uploaded to your account. For merchants such as Uber or Lyft, you can set up your account to use your yourname@digitalreceipts.us email address. Your receipts will automatically feed in every time you ride.

If you ever forget your Receipts email address, you can find it at the top of the Receipts List.

- **Example 1:** You purchase an item at a retailer. At the point of sale, you are asked if you want a printed receipt or email receipt. You can give the retailer your custom digital receipt email address (yourname@digitalreceipts.us) and the receipt will appear in your online banking Receipt Capture account.
- **Example 2:** You receive a receipt or invoice in your personal or work email. You can forward to your custom digital receipt email address and it will appear in your online banking Receipt Capture account.
- **Example 3:** You receive a receipt or invoice in your personal or work email. You can take a screen shot of the receipt and upload it into your online banking Receipt Capture account by tapping the "+" button.

