



How to get started submitting with the APP

Your Receipt Bank account has been set up by your Accountant/Bookkeeper and they have integrated Receipt Bank with your Xero account.

Download the app (Either through the APP Store or Google Play)

Once downloaded:

- go to Profiles on the app and add an existing account (the same login details you use for your receipt bank account - email and password)
- The APP is ready for you to use for submission of **Receipts and Invoices**
- From the home screen select **Add a new item**



receipt bank

- Take a photo (or choose an existing image of a Receipt or Invoice from you phone library)



and submit the image for process and data extraction





Recommended methods of submission:

Item	Submission method to Receipt Bank
Morning Chai-Latte or Cappuccino	Receipt Bank APP iPhone: https://itunes.apple.com/gb/app/receipt-bank/id418327708?mt=8 Android: https://play.google.com/store/apps/details?id=com.receiptbank.android&hl=en
Lunch	Receipt Bank APP
Invoices received via email	Forward the email to receipts@receipt-bank.com
Invoices received in the post	- Use the Receipt Bank APP or - Scan & Email to receipts@receipt-bank.com