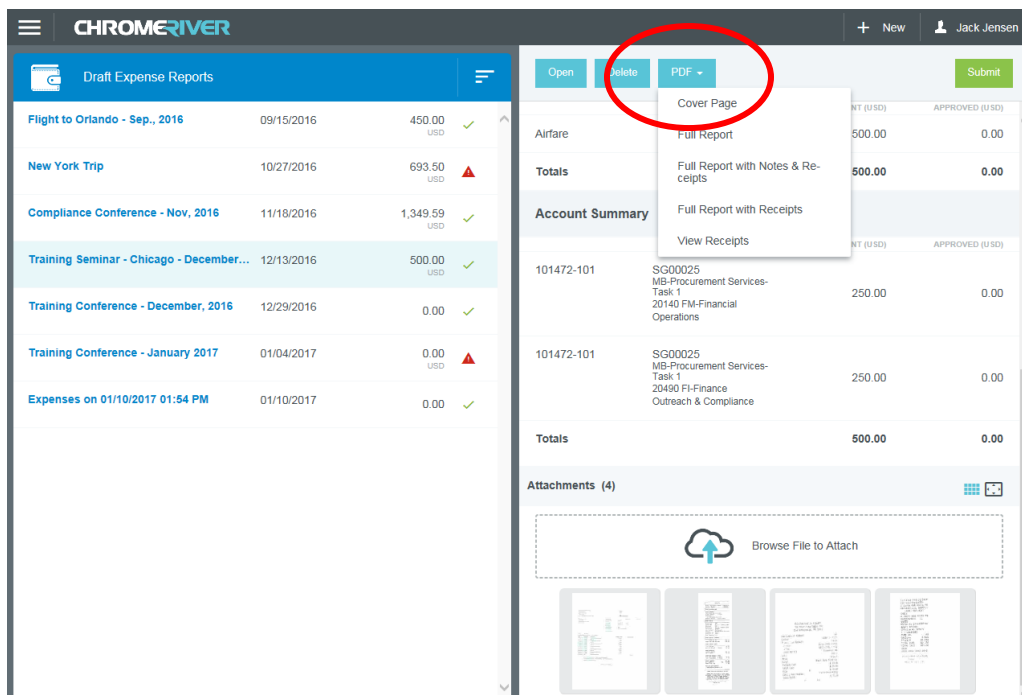


## Via Scanning or Faxing

You may also attach receipt images by scanning them and then emailing or faxing them in with a cover page that will route them to a specific report. This is helpful if you have a large stack of paper receipts to submit.

*Note: Any images already attached to the report will be overwritten by the images you send in.*

Tap the **PDF** button in the preview of the expense report you want to attach images to. When you select **COVER PAGE**, the page will open in a new window so that you can print it or save it.



Send the stacked cover page and receipt(s) to Chrome River by fax or by scanning and emailing them.

- **Fax number:** 214-540-1162
- **Email address:** [expense@chromefile.com](mailto:expense@chromefile.com)

You will receive an email confirmation message if the submission is successful or a detailed error message if it fails.