Every month, documentation must be uploaded for every cardholder. This uploaded documentation must be one of three document sets:

1. An Account Status Report and a “No Transactions” Transaction Log
2. An Expense Report, a Transaction Log, and the invoices/receipts for each transaction
3. A Journal Entry Detail sheet, an Expense Report, a Transaction Log, and the invoices/receipts for each transaction

Before you begin to upload, you should:

- Scan each cardholder’s documentation into a separate file in the same order as the transactions are listed on the Expense Report.
- Check to make sure that each page of the scanned documents are oriented correctly so they can be easily read.

Enter the last 4 digits of the card and then click [Search].
Verify that you have the correct cardholder. Click **Add New Document**.

Click the **Browse** button and navigate to select the document that you want to upload. Select the Billing Cycle Month and Year and click **Upload Image**.

NOTE: The Billing Cycle or Reporting Cycle is the month that the cycle **ENDS**, for example, the June 2017 reporting cycle ends on 6/3/17 and the July 2017 reporting cycle ends on 7/3/17.
The document is now uploaded. Click on [ ] to verify that the document is properly uploaded and that each page is oriented so that it can be easily read.

If you have documents to upload for other cardholders, click [ Return to Search ]. That will take you back to the beginning screen.