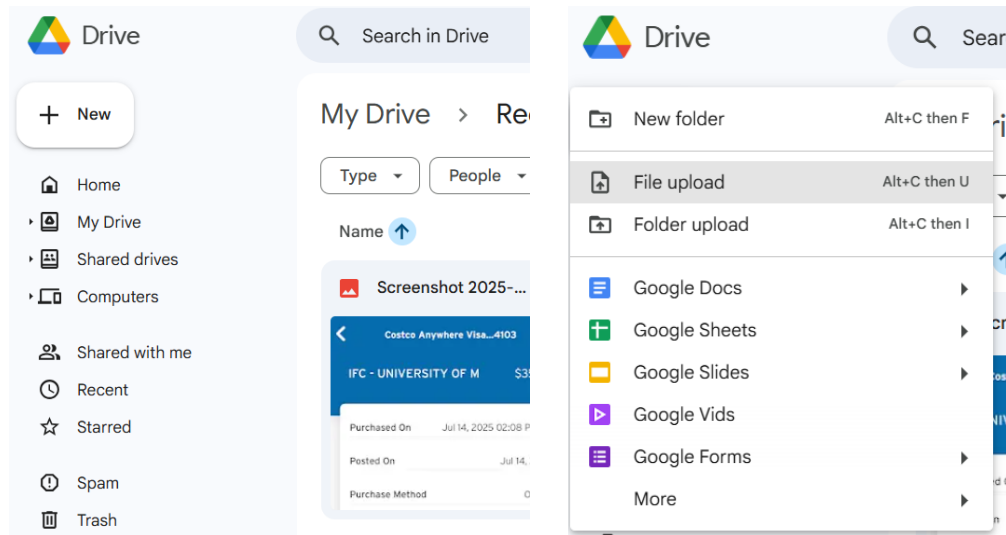


Step #1:

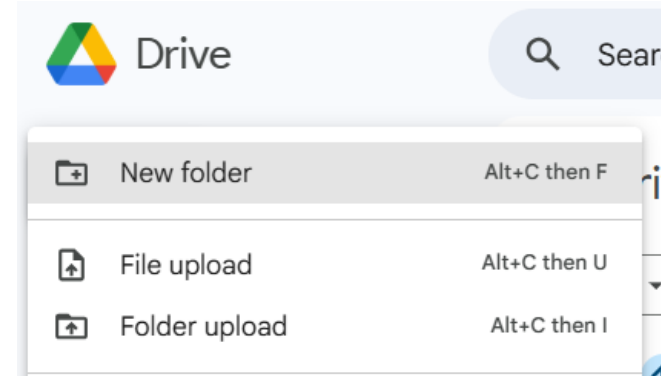
Take a picture of your receipt, or if you received an electronic receipt, download it to your computer. From there you can upload it to your Google Drive by completing the following steps.

Step #3:



In your “Receipts” Folder click on the +New button and then File Upload. From your phone or computer, choose the picture you want to upload.

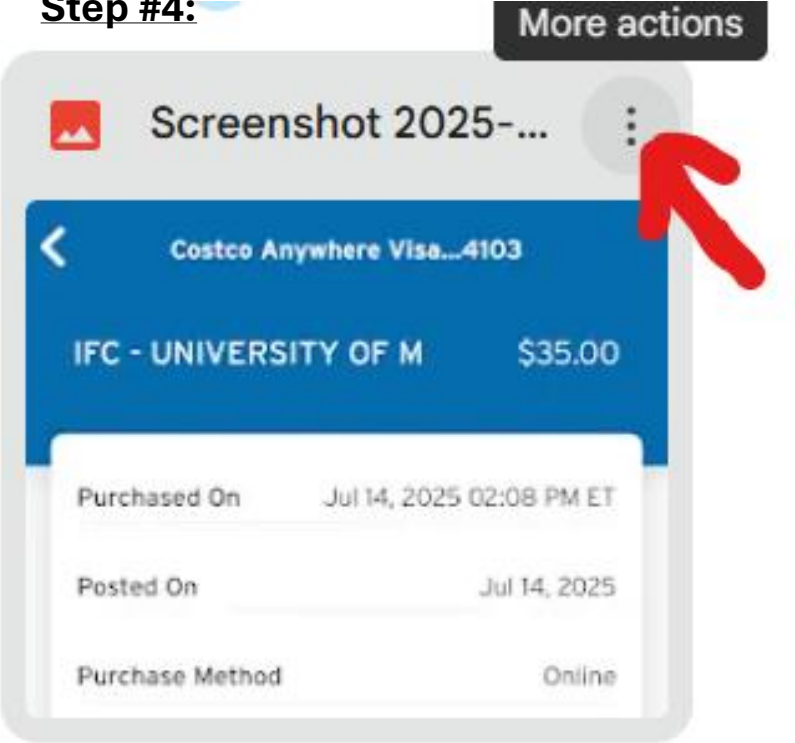
Step #2:



In your personal Google Drive, create a new folder and name it “Receipts”.

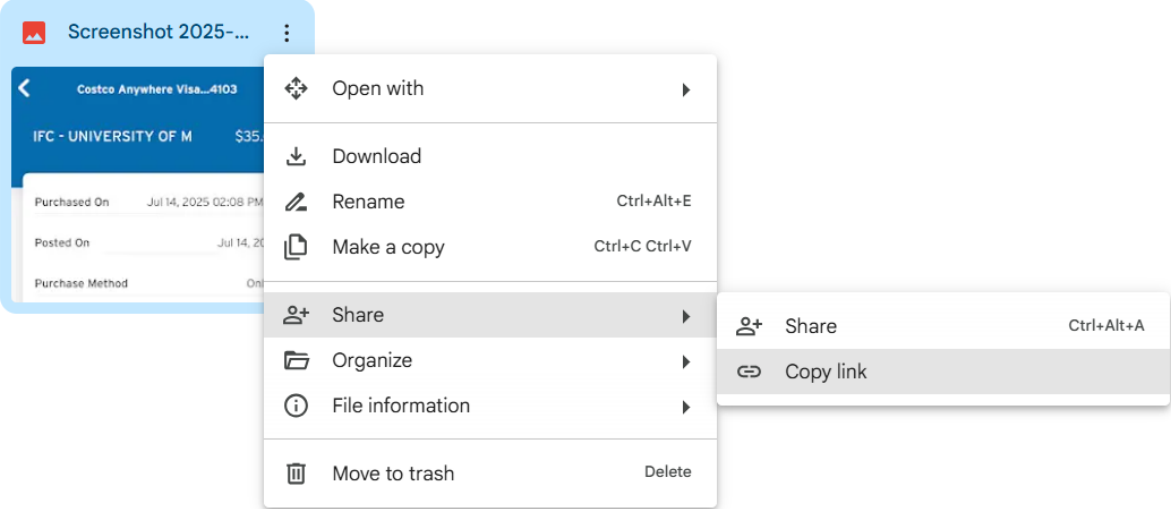
Once you have uploaded the receipt to you Google Drive you will need to link it to the Receipt Spreadsheet that has been shared with you by following the remaining steps.

Step #4:



Click on the 3 dots in the upper right-hand corner.

Step #5:



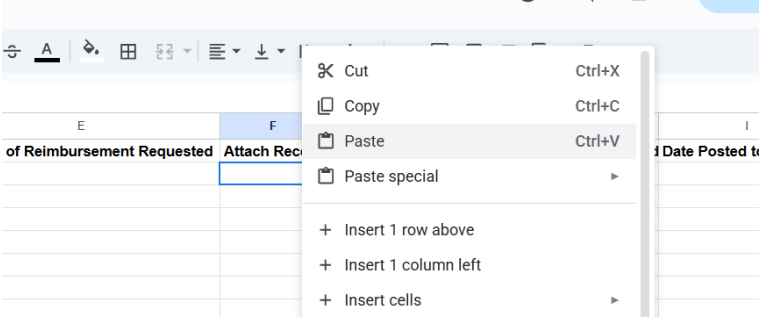
Select “Share” and then “Copy Link”. You will see a message stating the “Link has been copied”.

Step #6:

	A	B	C	D	E	F	G	H	I	J
1	Submission Date	Receipt Date	Receipt Description	Receipt Total	Amount of Reimbursement Requested	Attach Receipt	Date Reviewed by Y.E.S. KC Accepted/Rejected	Date Posted to Account	Y.E.S. KC	
2										
3										
4										
5										
6										

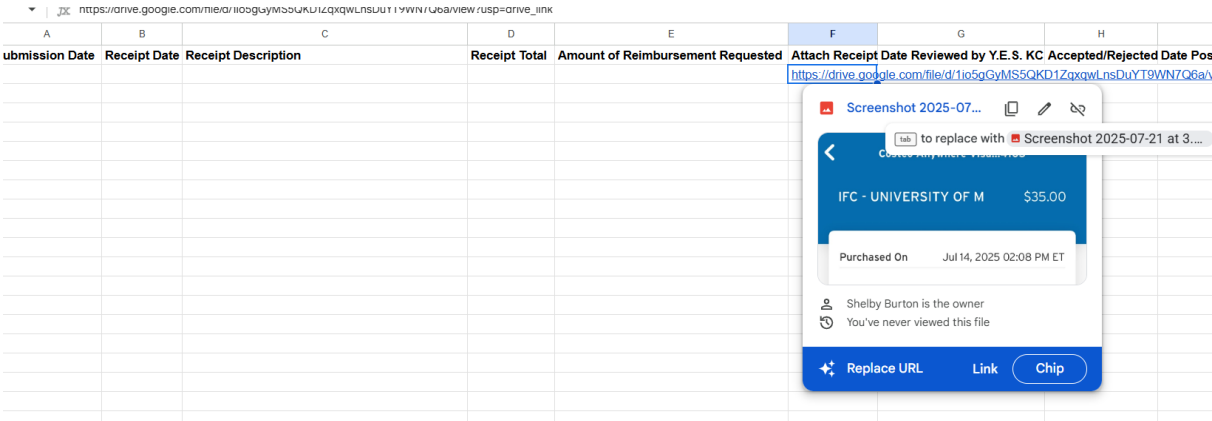
Open the Receipt Spreadsheet that has been shared to the Google Drive for the Gmail you provided when you registered.

Step #7:



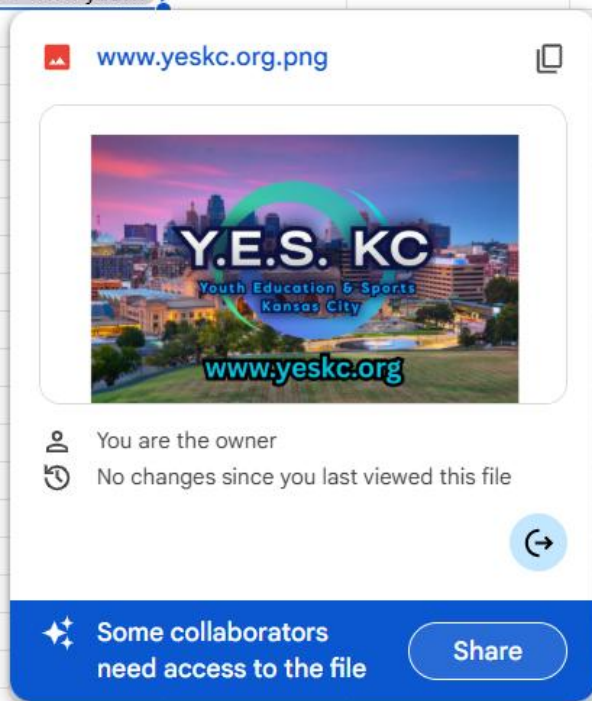
Click on the first available cell in column F and paste the link from step #2. Don't forget to fill out ALL of the information for EACH receipt. One receipt per line only.

Step #8:



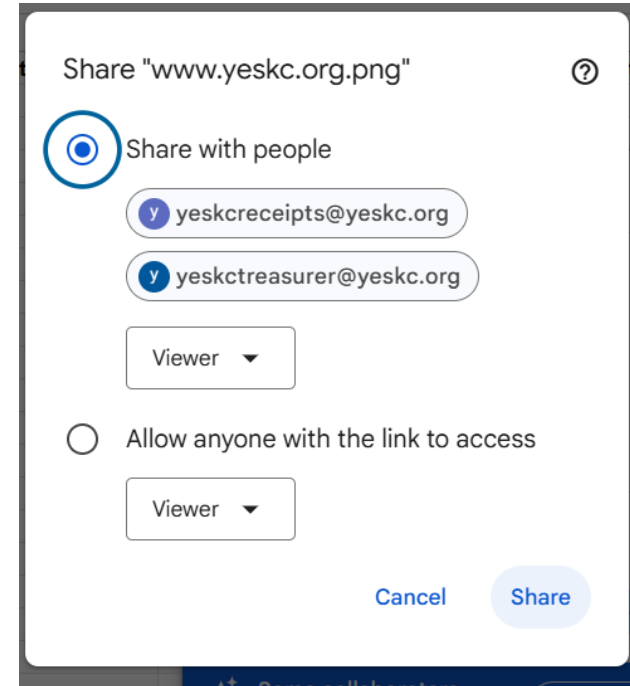
Hover over the link you pasted to confirm it is the receipt you are trying to attach. You can shorten the link by clicking the tab key.

Step #9:



Once you have confirmed that the you have attached the correct receipt, while still hovering over the image in the link, click the blue Share button at the bottom.

Step #10:



Once you share it, you will see the list of emails that you are being asked to share the attached link with. Click Share one more time.