



Updated logo

Access to HELP



- Select Another User
- Print New Invoice Cover
- Account Settings
- Logout



C O N T A C T

For expense reimbursement and processing assistance, please contact:

- Cindy Ostrem Business Office 507-457-6690 [Email Us](#)
- Katherine Adank Accounts Payable 507-457-1440 [Email Us](#)

N O T I C E S

Chrome River has a new dashboard!

REMINDER: Mobile device access

Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet. Simply use your mobile browser to log into app.ca1.chromeriver.com as you do on your desktop. Use the "Add to Home Screen" option to add the Chrome River icon to your mobile device for easy access.

FEATURE HIGHLIGHT: Emailing receipts to your account

Use the 'Snap and Send' feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com. The receipt(s) will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.

H E L P

To create a new expense report click the + Create in the Expenses banner.

To create a new invoice click the + Create in the Invoices banner.

eWallet

Unused Items

0 Credit Card Items

1 Receipts

[VIEW ALL 1 UNUSED ITEMS](#)

Approvals

Approvals Needed

0 Expense Reports 0 Pre-Approvals

15 Invoices

Expenses + Create

2 Draft 0 Returned 0 Submitted Last 90 Days

Pre-Approval + Create

0 Draft 0 Returned 0 Submitted Last 90 Days

Invoices + Create

0 Draft 0 Submitted Last 90 Days

The Chrome River dashboard has changed. The most notable change being that the +New option is no longer located in the top navigation bar. Now, to create a new expense report or a new invoice, tap the +Create button located in the appropriate banner on the left side of the Chrome River dashboard. The dropdown menu under the user name in the upper right still provides access to Account Settings.