

## Digital Receipts in the Redstone Mobile App

Digital Receipts allows users to:

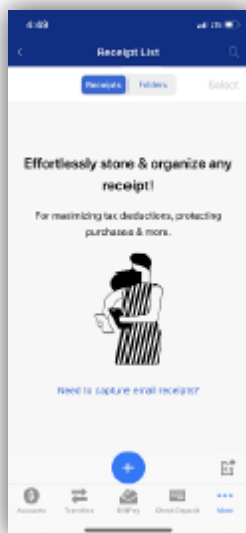
- Capture and retain both paper and email receipts
- Access receipts on-the-go from the Redstone mobile app
- Categorize and organize purchases
- Set product warranty and return deadline reminders
- Separate business and personal receipts
- Export receipts into various formats for taxes, accounting, or expense reports
- Store receipts securely for 3 years for audits and tax claims

To begin using Digital Receipts, log in to the Redstone Federal Credit Union® mobile app. Then, tap on *More* and select *Digital Receipts* (found under *Additional Services*).

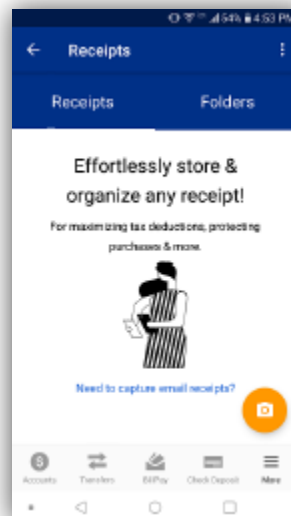
### Capture a Paper Receipt

After tapping Digital Receipts under the More menu in the Redstone mobile app, take a picture of the first receipt by tapping the blue plus (+) (iOS) or the orange camera (Android) at the bottom of the screen.

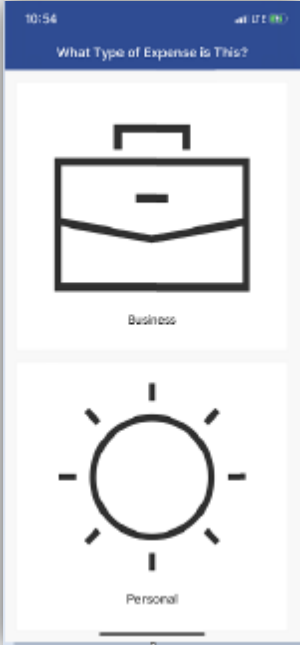
iOS



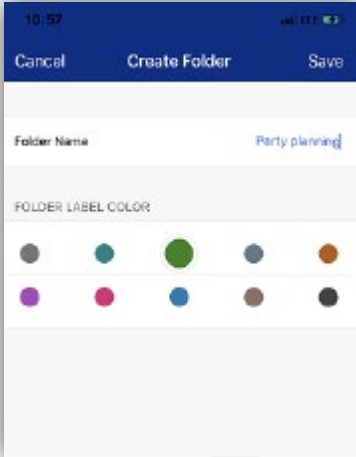
Android



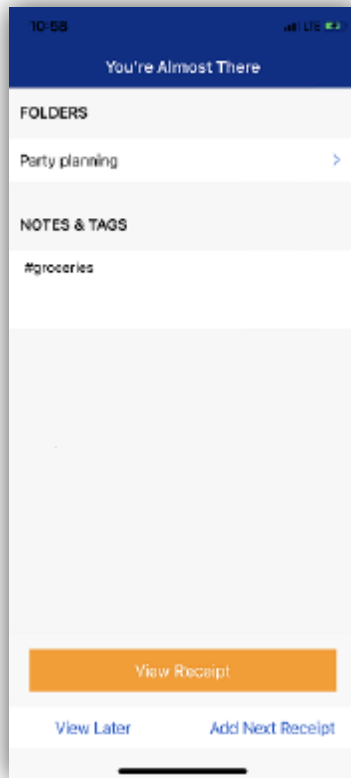
After taking a picture of the receipt, choose to categorize the receipt as business or personal.



Assign the receipt to an existing folder or create a new folder, if desired. Folders can be named and color-coded.

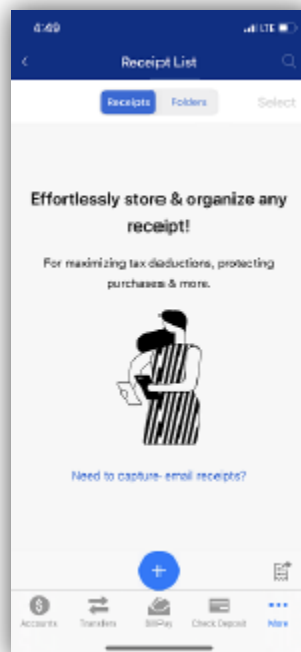


Add an optional note and/or tag by tapping in the field. Tags are used to search and are preceded with a hashtag (#groceries, for example). Choose View Receipt, View Later, or Add Next Receipt at the bottom of the screen.

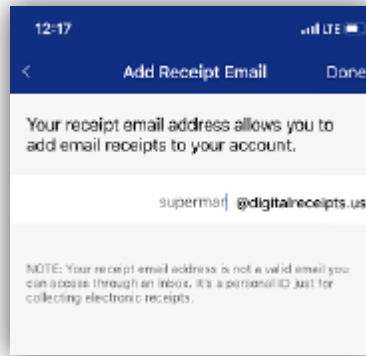


## How to Upload an Electronic Receipt

For first-time users, tap the "Need to capture email receipts?" link on the screen below. If the user has already uploaded paper receipts, tap the digital receipts email address field on the receipts list screen.



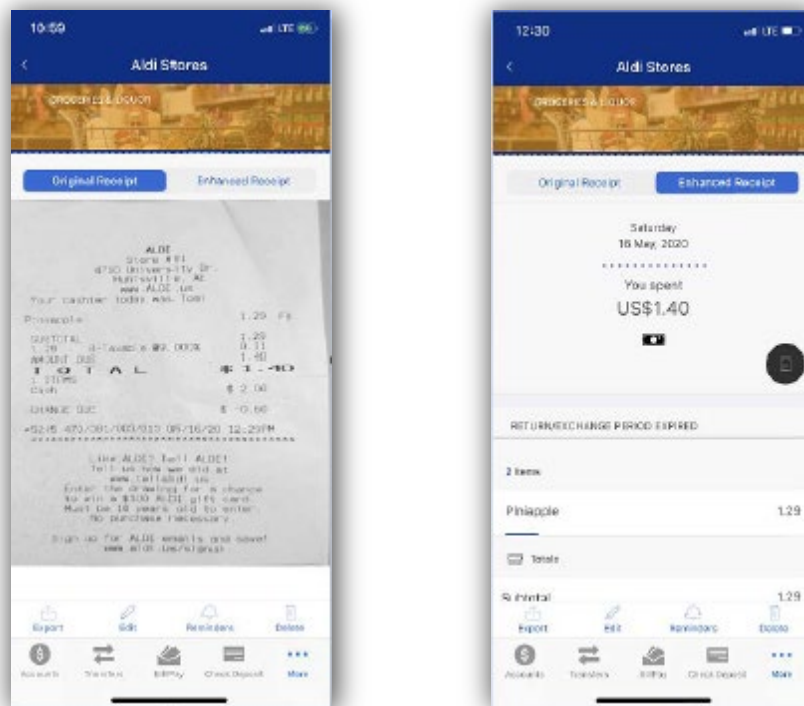
Create a digital receipts email. This email address is not valid for any other purpose.



When receipts are emailed to the digital receipts email address, they will appear in the receipt list.

## Manage Receipts

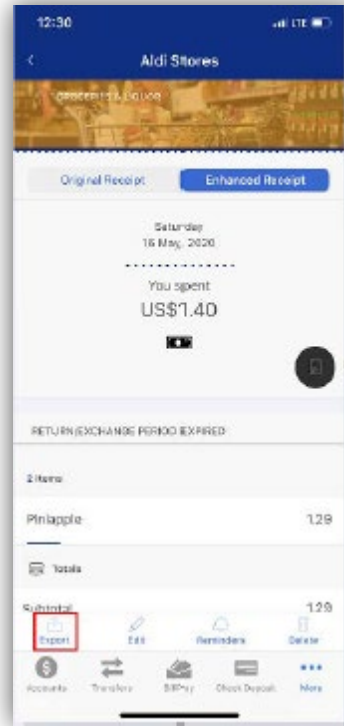
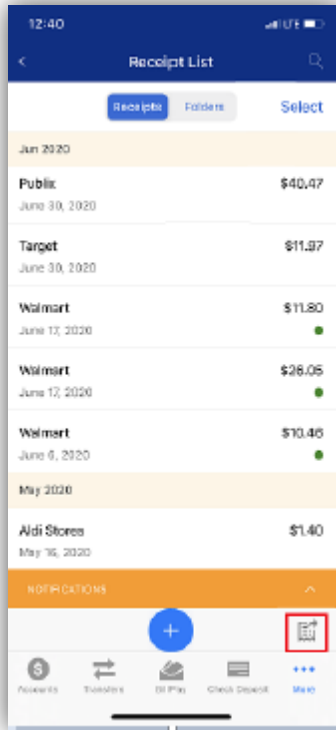
View an original receipt (actual receipt image) or an enhanced receipt.



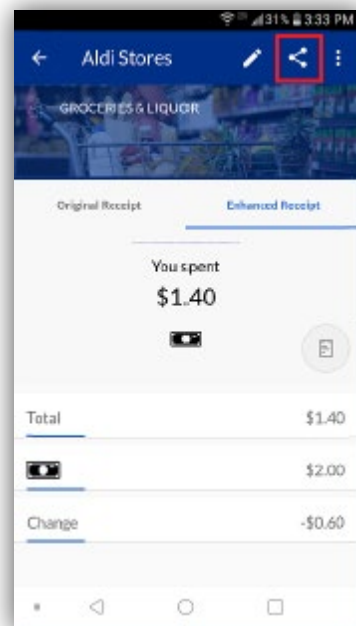
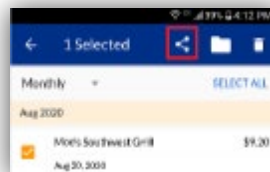
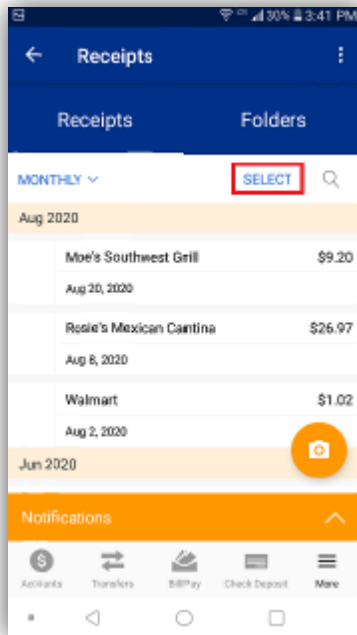
While viewing a receipt, options are:

- Export – Export receipts for tax purposes, expense reporting, etc.
- Edit – Name, date, currency, expense type, and category
- Reminders – Set a reminder for return/exchange period or warranty period
- Delete – Delete the receipt

To export a receipt in iOS, tap the icon at the bottom of the receipts list or Export at the bottom of the receipt details.



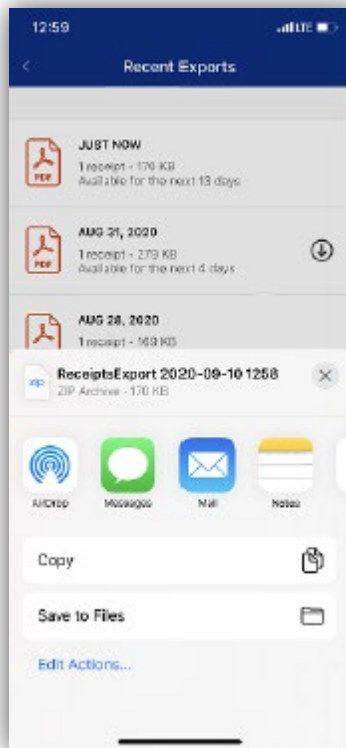
To export receipts in Android, tap Select on the receipts list, checkmark the receipt(s) and tap the Export icon or tap the Export icon on the receipt details.



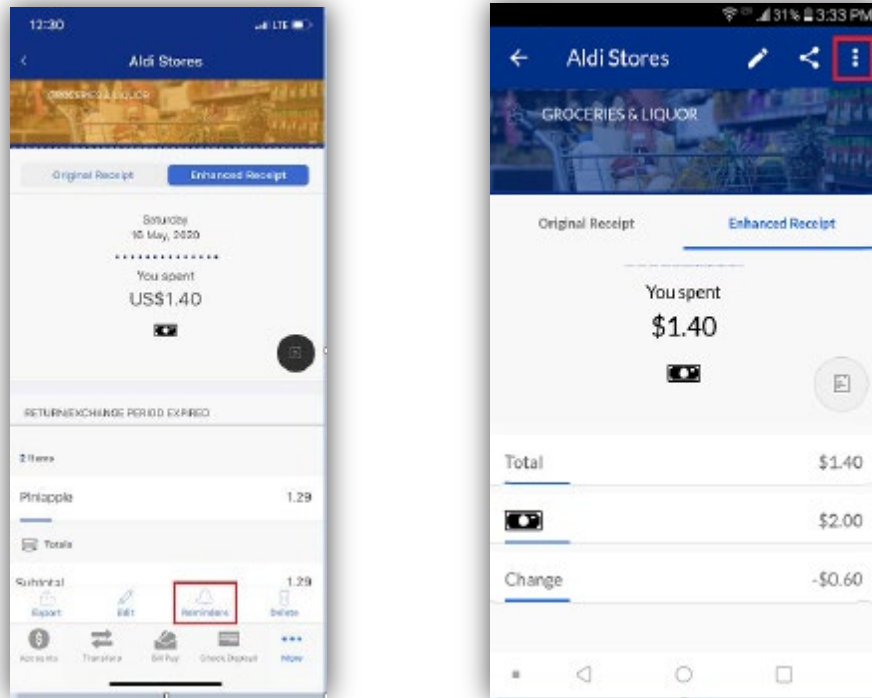
Receipts can be exported into an Excel file, a CSV file, a PDF file, or a Zip file containing all formats.



On the recent exports screen, users can choose what to do with the exported file.



To set up a reminder, tap the Reminders icon at the bottom of the receipt screen (iOS) or tap the 3-dot icon and then tap Reminders (Android).



Tap the Return/Exchange field or the Warranty field and follow the prompts to set up reminders about the receipt.



Reminders can be viewed and deleted by expanding the Notifications orange bar at the bottom of the receipt list.

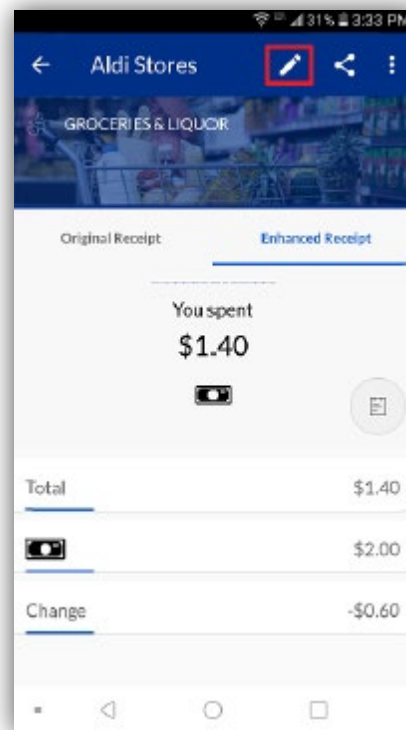


To edit a receipt, tap Edit at the bottom of the receipt screen (iOS) or tap the pencil icon (Android).

iOS



Android





Edit fields shown on the Edit Receipt screen by tapping in the field.

