

Mobile app Set-up Guide

Note for ExpenseMe Pro Administrators

Mobile access must be enabled

- New user profiles must have mobile access enabled to allow users to access the ExpenseMe Pro Mobile app.

Mobile app access can be enabled for all active users by going to the Admin menu, selecting 'User List' and clicking on the **Bulk Mobile Activation** button.

Any users created after the bulk mobile activation will not automatically have mobile access enabled. However the Bulk Mobile Activation button can be used again at any time.

If the user experiences issues accessing the mobile app, please contact your Project Manager (for customers in implementation) or Inlogik Support.

1. Download the ExpenseMe Pro mobile app

1. Access your mobile or tablet device
2. Download the ExpenseMe Pro mobile app:
 - From the **Apple App Store** (if using an Apple device, e.g. an iPhone)
 - From the **Google Play Store** (if using an Android device, e.g. a Samsung Galaxy)
3. Do you have access to the ExpenseMe Pro website on a laptop or desktop computer?
 - **Yes:** Follow the steps under 2. *Log into the ExpenseMe Pro web portal* below.
 - **No:** Follow the steps under [Mobile-Only Access](#)



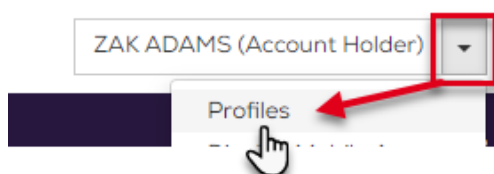
2. Log into the ExpenseMe Pro web portal

The instructions below assume you have previously logged into the ExpenseMe Pro web portal.

If you have not logged into the ProMaster website yet, please contact your ProMaster System Administrator for your login details.

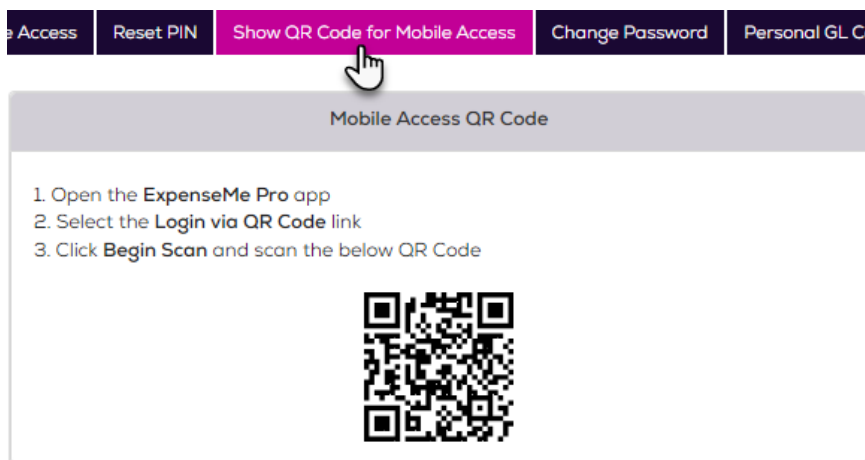
1. On a laptop or desktop computer, open your internet browser, and go to your ExpenseMe Pro URL.
2. Login to ExpenseMe Pro. If required, enter your User ID and Password.
(Note: If your company has single sign on (SSO) enabled, you will automatically be logged into ExpenseMe Pro without entering a password).

- Click on the drop-down arrow next to your username in the top right-hand corner, and select Profiles.



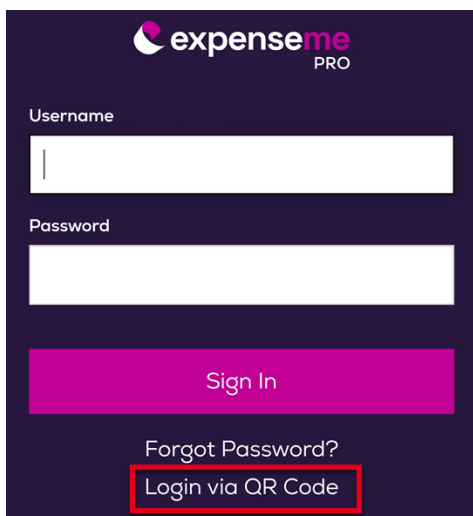
The *Profiles* screen will display.

- Towards the bottom of the *Profiles* screen, click on the **Show QR code for Mobile Access** button:

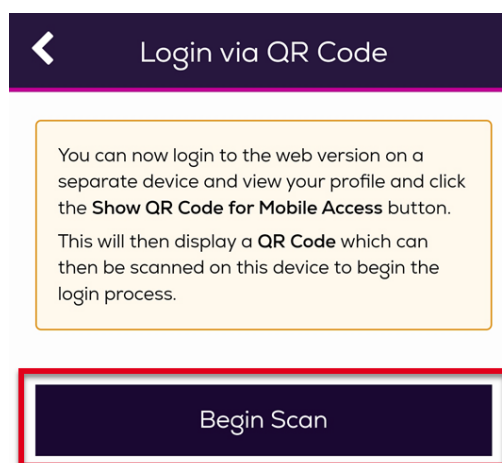


A QR code will display. Leave the QR code displayed on screen.

- Go to your mobile device and open the ExpenseMe Pro app.
- On the app login screen, tap the **Login via QR Code** option:



The *Login via QR Code* screen will display:



- Tap the **Begin Scan** button. Your mobile device will display in camera mode ready to scan the QR code.
- Use your mobile device to scan/capture the QR code displayed on the ExpenseMe Pro web portal (as displayed in step 4).

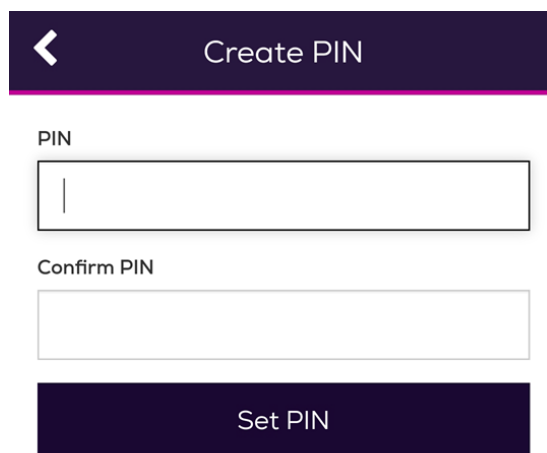
Upon successful scan of the QR code, the *Create PIN* screen will display:

Note the following:

- Your PIN (Personal Identification Number) can only contain numbers and must be between 4 to 6 digits.
- The PIN will be required each time you log into the mobile app in the future.

9. Enter a new PIN into the **PIN** field, and the same PIN again into the **Confirm PIN** field.
10. Tap on the **Set PIN** button.

After creating your PIN, the app login screen will display. Enter your PIN again to open the app.



The 'Create PIN' screen features a dark blue header with a back arrow and the title 'Create PIN'. Below the header, there are two white input fields: 'PIN' and 'Confirm PIN'. At the bottom, there is a dark blue button labeled 'Set PIN'.

You can now log in to the app with your PIN only.

Upon opening the ExpenseMe Pro app, a keypad will display. To log into the app, tap in your PIN and tap the **Enter** button.

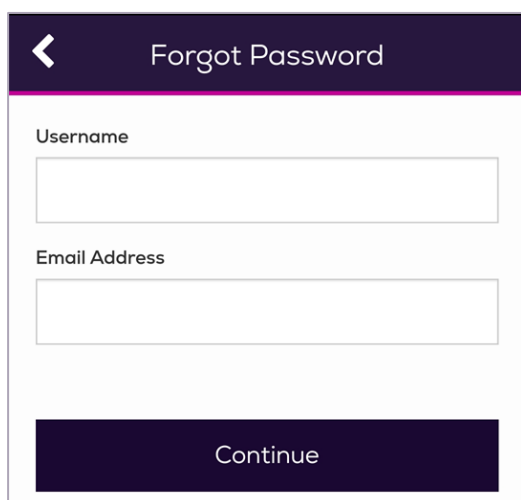
Mobile-Only Access

If you do not have access to ExpenseMe Pro on a laptop or desktop computer, follow the steps below.

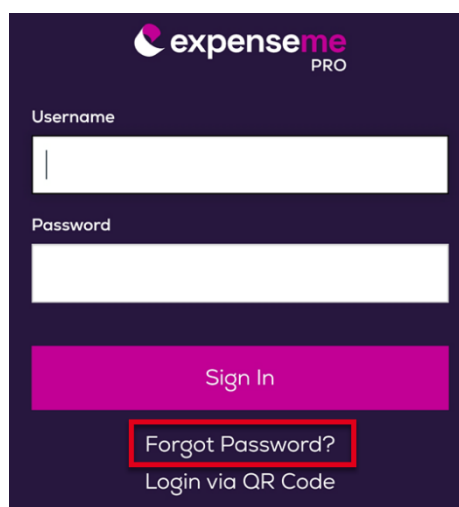
Once the mobile app has been downloaded and opened, the app login screen will be displayed.

1. On the Log In screen tap the **Forgot Password** option located under the Sign In button.

The *Forgot Password* screen will display:



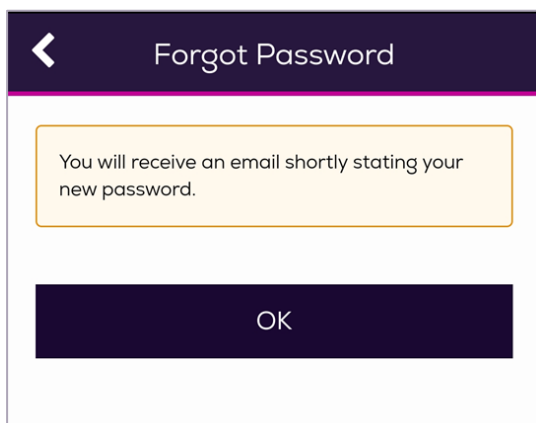
The 'Forgot Password' screen has a dark blue header with a back arrow and the title 'Forgot Password'. Below the header, there are two white input fields: 'Username' and 'Email Address'. At the bottom, there is a dark blue button labeled 'Continue'.



The login screen features the 'expenseme PRO' logo at the top. Below the logo, there are two white input fields: 'Username' and 'Password'. A dark blue button labeled 'Sign In' is positioned below the password field. At the bottom, there is a red box containing the text 'Forgot Password?' and 'Login via QR Code'.

2. On the *Forgot Password* screen, enter your username (as provided by your ExpenseMe Pro Administrator) and your email address, and tap on the **Continue** button.

A message will display advising a password will be sent to the email address provided:



3. Tap on the **OK** button.

The *Login* screen will display.

4. Locate the email from ExpenseMe Pro containing the temporary password.
5. On the *Login* screen, enter your User ID into the **Username** field, the temporary password from the email into the **Password** field, and tap on the **Sign In** button.

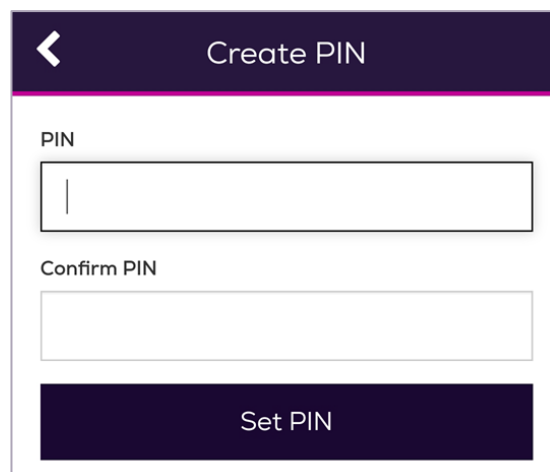
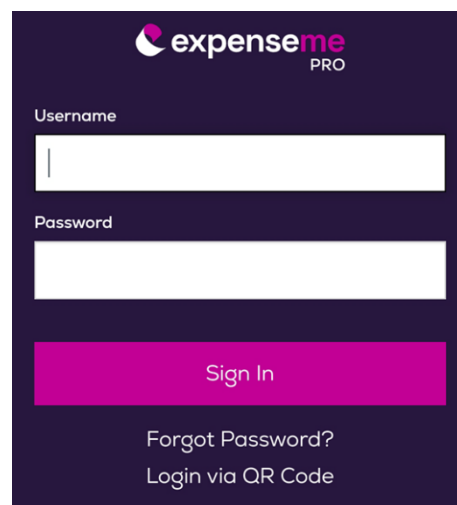
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