Attaching Receipts to a Transaction (Cont.):

9. Once the receipt image has been selected, it will display the attached image. Click the Submit button to finish the process.

10. Click on the Calendar Icon of the next transaction in the list to attach the next receipt. Refer back to steps 5-8 for instruction.

Note: The screen display may vary from each type of mobile device.
SDG2- ERM Mobile Site: Attaching Receipts to a Transaction

Getting Started
SDG2-ERM is a robust reporting system that allows you to manage your corporate card transactions. This guide will walk you through how to use the mobile site to attach receipts to a transaction.

To access the SDG2-ERM mobile site, use your mobile device's internet browser and type in the following address: https://m.sdg2.53.com

Attaching Receipts to a Transaction:
1. From the Log-on page, enter your User ID and Password and then click Login. Note: You cannot use this function without first creating your User profile using the standard https://sdg2.53.com site. Also, currently the SDG2 mobile site only supports: Android, I-Phones, and I-Pad devices.

2. If you are a multi-role user, select your cardholder profile from the User Role drop-down menu.

3. Click on the Non-Expensed Transactions button in the middle of the screen. This will display the last five transactions posted.

4. Note: you can adjust the amount of transactions displayed by using the drop-down at the top of the screen.

5. Click on the Calendar Icon to the right of the transaction you want to upload a receipt. Note: only posted transactions will be displayed for you to attach a receipt.

6. Click on to take a picture of the receipt or choose a saved photo from your mobile device.

7. Select the action you would like to perform. You can Choose Existing to be able to access a saved photo from your mobile device or you can Take Photo or Video to take a picture of your receipt.

8. If you select Take Photo or Video, the camera of your mobile device should launch for you to take a photo. Note: when taking a photo with an I-Phone, you need to turn the phone horizontally for the image to appear in the SDG2-ERM application with a vertical orientation.

Additional Information
- For any other questions please contact 866-475-0729 for assistance.
- Email CommercialSupport@53.com to submit a question electronically.