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.

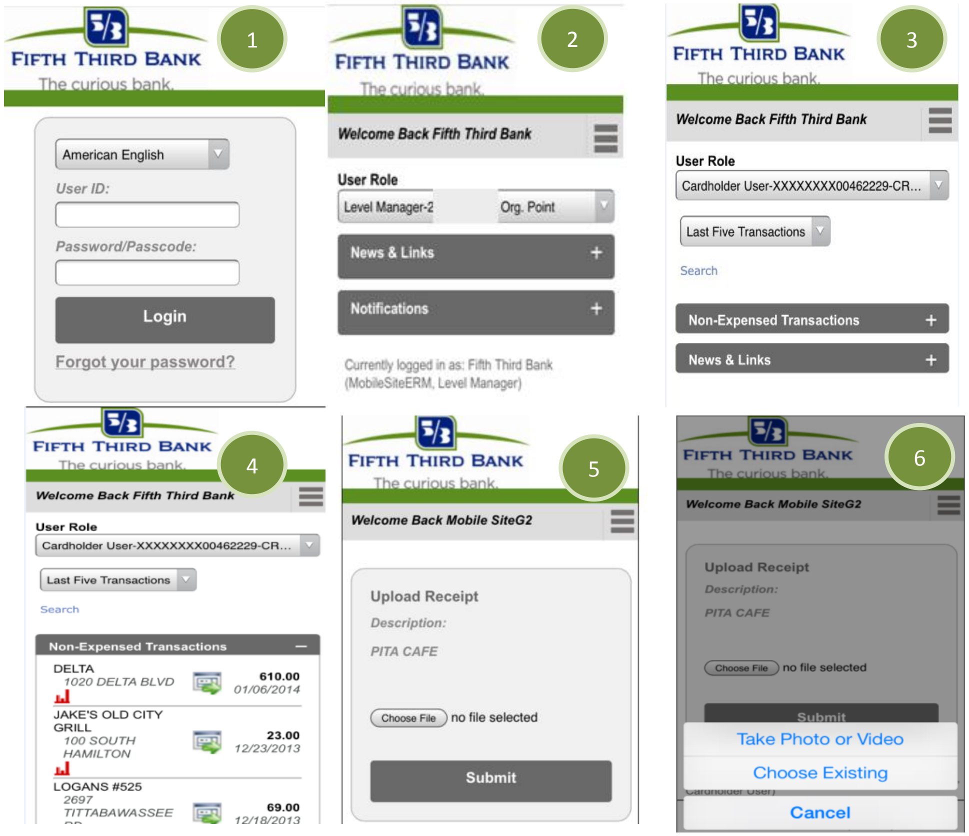
2. If you are a multi-role user, select your cardholder profile from the **User Role** drop-down menu.

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 Last Five Transactions .
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 Choose File 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.

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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.