

# SDG2-ERM – Mobile Site Receipt Capture




## Getting Started

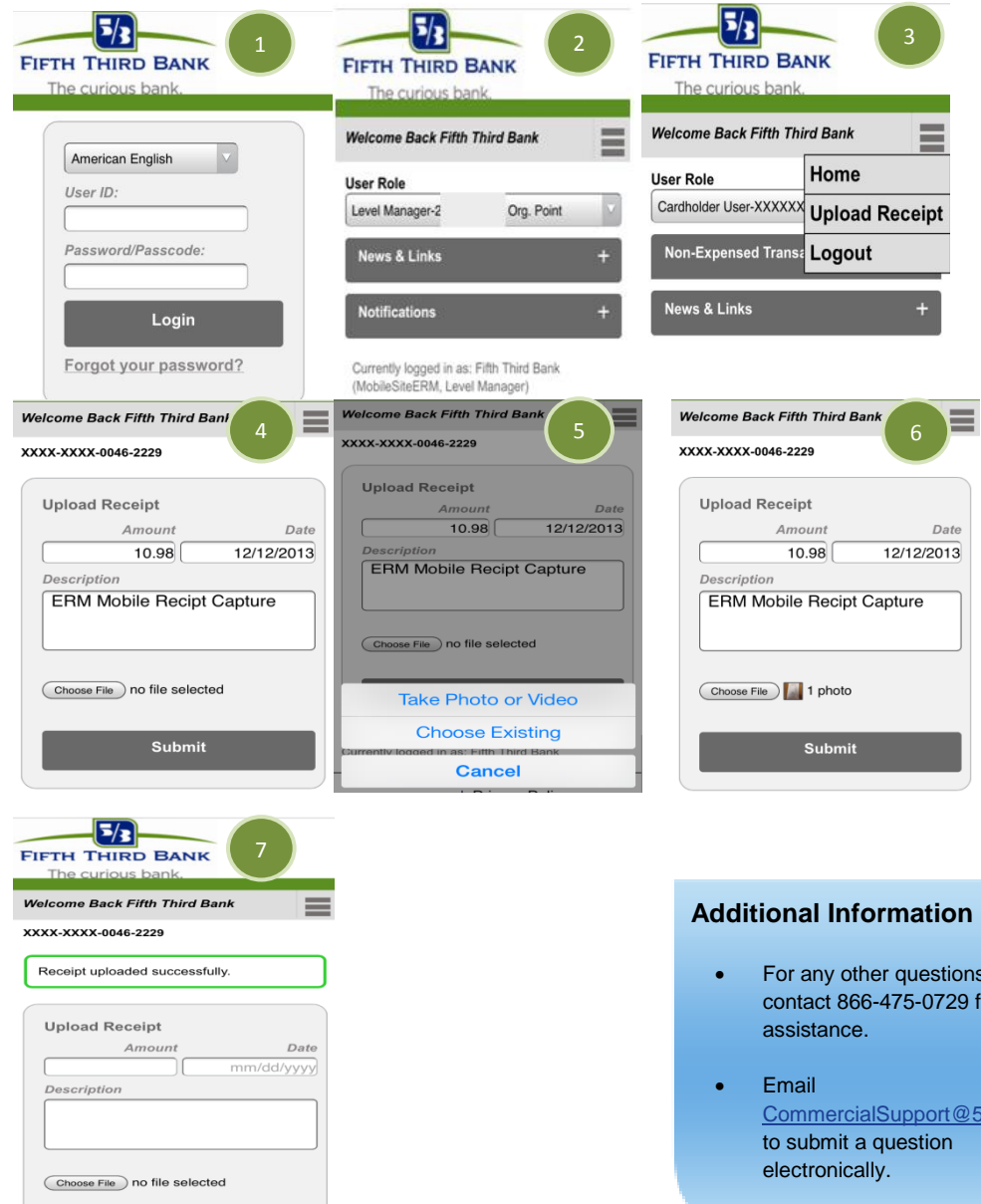
SDG2-ERM is a robust reporting system that allows you to manage your corporate card transactions. This guide will walk you through how to use the mobile site to perform receipt capture.

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

## To Capture Receipts:

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 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 drop down menu. **Note:** you have to log off the main site as your cardholder role to be able to use the receipt capture. Otherwise, the menu option will not be available when you select your cardholder role on the mobile site.
3. Click on the **Menu Button**  at the top right-side of the screen and then select the **Upload Receipt** option.
4. The application requires that you enter an amount, date, and description. After you have entered these fields, click the **Choose File** button.
5. 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. **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 in a vertical orientation.
6. Once the photo shows loaded, click the **Submit** button.
7. You will receive a confirmation message letting you know that your receipt loaded to the application successfully.
8. Visit <https://sdg2.53.com> to attach your mobile receipts to your transactions.

**\*The screen display may vary from each type of mobile device\***



## Additional Information

- For any other questions please contact 866-475-0729 for assistance.
- Email [CommercialSupport@53.com](mailto:CommercialSupport@53.com) to submit a question electronically.