Getting Started with Chrome River

Access the system by logging into your MyBGSU account. Click on the Employee Tab.

Scroll down until you come to Misc Services found on the left. Click on Chrome River.

Depending on the settings on your computer, you will either be directed to the Welcome/Dashboard page or receive the messages below.

Click Next
Click Allow

Adobe Flash Player Settings
Local Storage
www.chromeriver.com is requesting permission to store information on your computer.
Requested: up to unlimited
Currently Used: 0 KB

Allow  Deny

You should now be viewing the Welcome/Dashboard page.

1. Quick links to video tutorials and written instructions.
2. Click New Expense Report to begin an expense reimbursement or to reconcile pcard transactions.