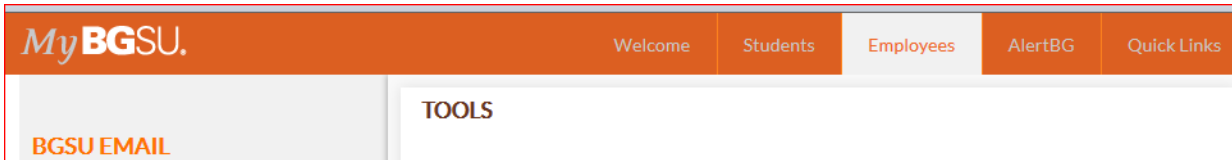
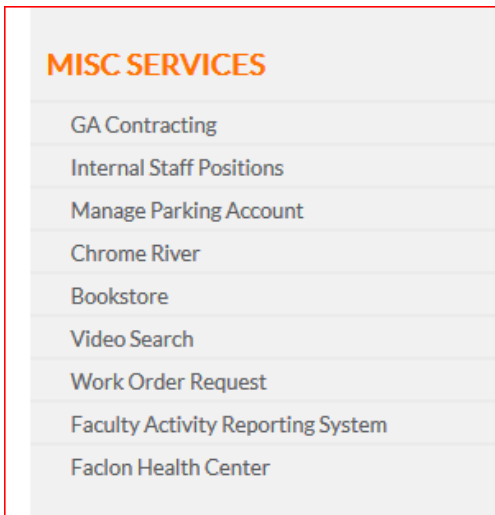


Getting Started with Chrome River

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.

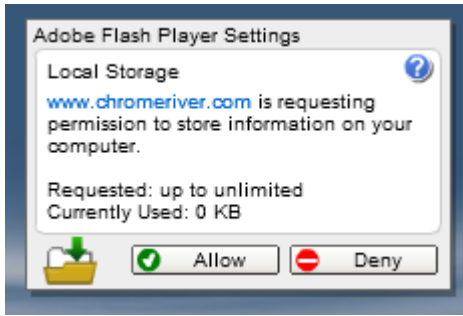


Depending on the settings on your computer, you will either be directed to the Welcome/Dashboard page or receive the messages below.

Click Next



Click Allow



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.

The screenshot shows the Chrome River application interface. At the top, there is a navigation bar with the Chrome River logo and several icons: Dashboard, Expense, Approval, and Inquiry. A user name 'Teresa Coss' is visible in the top right corner. Below the navigation bar, the main content area is divided into two sections. On the left, the 'My Dashboard' section displays several categories of expense reports with counts: 'New Items Available' (Credit Card: 1), 'My Unsubmitted Expenses' (Draft: 0, Returned: 0), 'My Submitted Expenses' (Awaiting Receipts: 0, Pending Approval: 0, Approved For Payment: 0), and 'Expenses for My Approval' (Expense Reports: 15). On the right, the 'Welcome' section features the BGSU logo and contact information for various roles: Travel & Expense (Alison Carpenter, Linda Leimgruber, Luane Bowley, Michelle Schoenfeld, Teresa Coss) and PCard. Below this, there are links to 'Business Entertainment Expense Policy', 'Travel Expense Policy', and 'Purchasing Card Manual'. A 'Full HELP' section is also present, listing links for 'Creating a New Expense Report', 'PCard Transactions', 'Submitting Pre-Approvals for Expenses', 'Mobile App', and 'Vacation'. Two callouts are present: a box with the number '2' pointing to the 'New Expense Report' button in the top navigation bar, and a box with the number '1' pointing to the 'Vacation' link in the help section.