

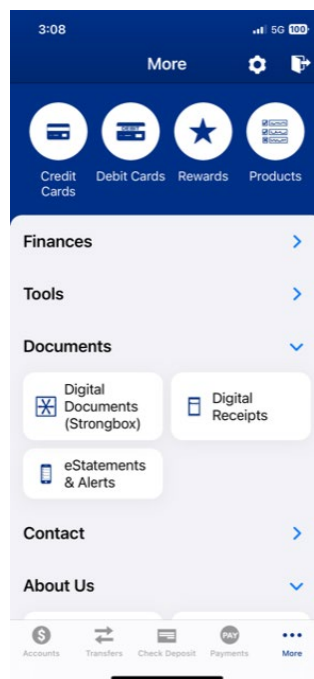
Digital Receipts in the Redstone Mobile App

Digital Receipts allows users to

- Capture and retain both paper and email receipts
- Access digital receipts on-the-go from the Redstone mobile app
- Categorize and organize purchases
- Set product warranty and return dates
- Designate business and personal receipts
- Download receipts into various formats for taxes, accounting, or expense reports
- Store receipts securely for 3 years for audits and tax claims

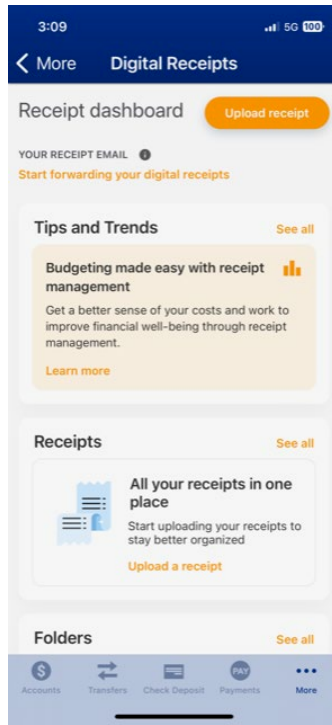
Navigate to Digital Receipts

In the mobile app, tap **More**. Then, tap **Digital Receipts** in the **Documents** section.

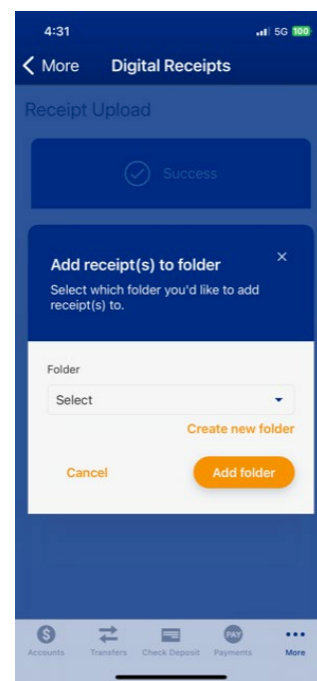
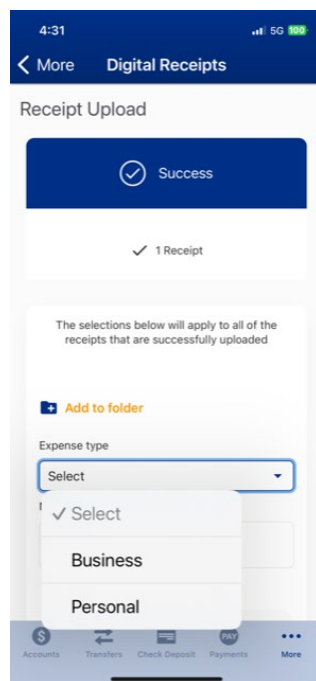
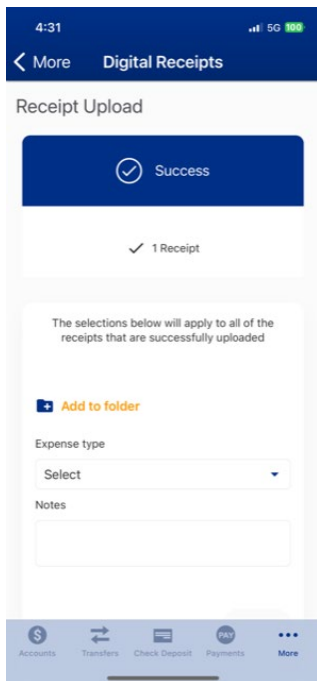


Capture a Paper Receipt

Tap **Upload Receipt** at the top of the Receipt Dashboard screen and follow the prompts.

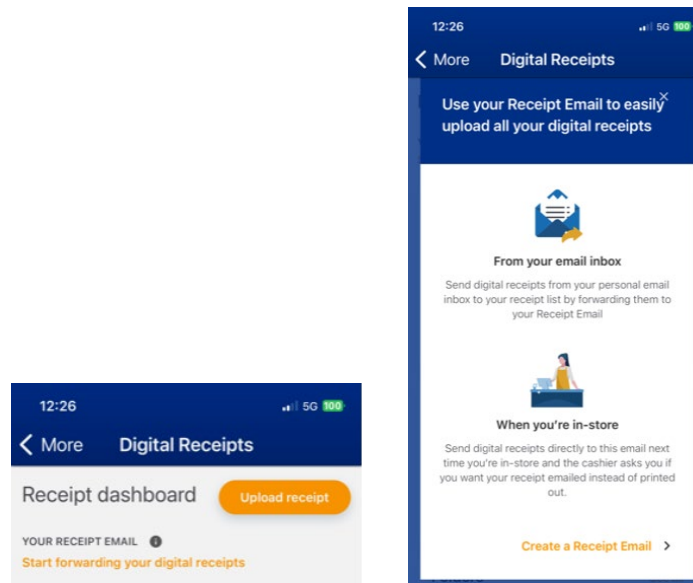


After taking a picture of the receipt, add it to a folder by tapping **Add to folder**. Then, choose an existing folder from the drop-down or tap **Create new folder**. Assign an **Expense Type** of Business or Personal from the drop-down field. Add meaningful text in the **Notes** field.

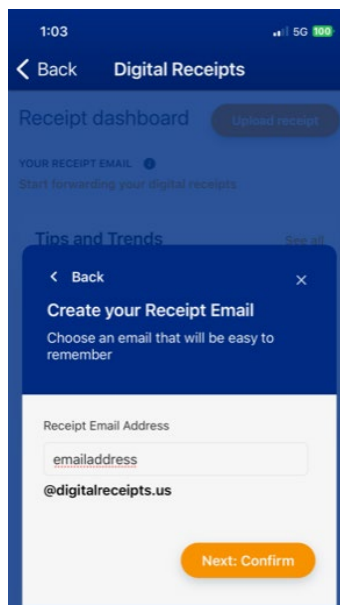


Create a Digital Receipts Email Address for Uploading Electronic Receipts

Tap **Start forwarding your digital receipts** at the top of the Receipts Dashboard screen and then tap **Create a Receipt Email**.

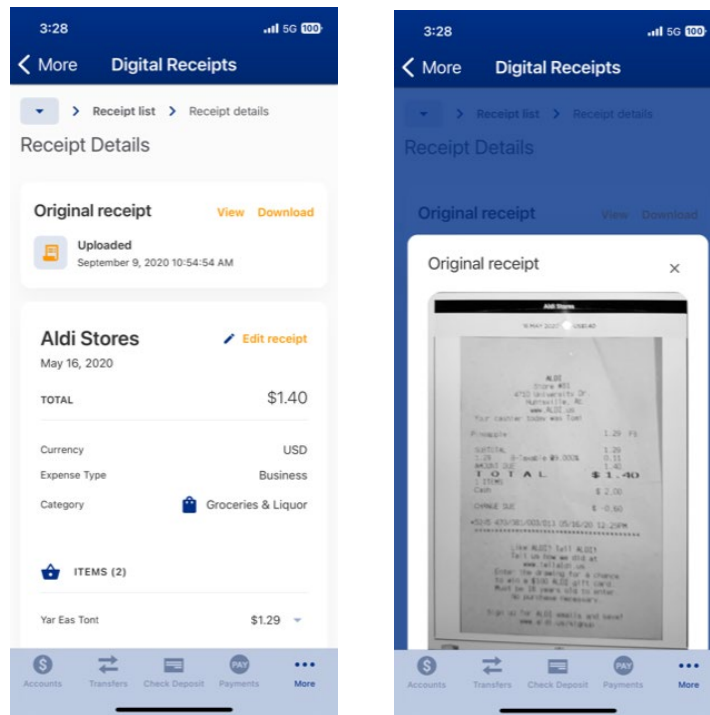


Create a digital receipts email address and tap **Confirm**. This email address is not valid for any other purpose. When receipts are emailed to the digital receipts email address, they will appear in the receipts list.



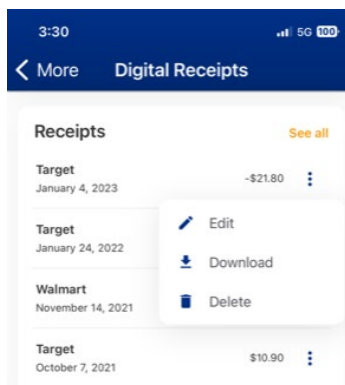
View a Receipt

In the **Receipts** section, tap the receipt you want to view. The default view is the enhanced receipt. To view the original receipt, tap **View** beside **Original Receipt**.

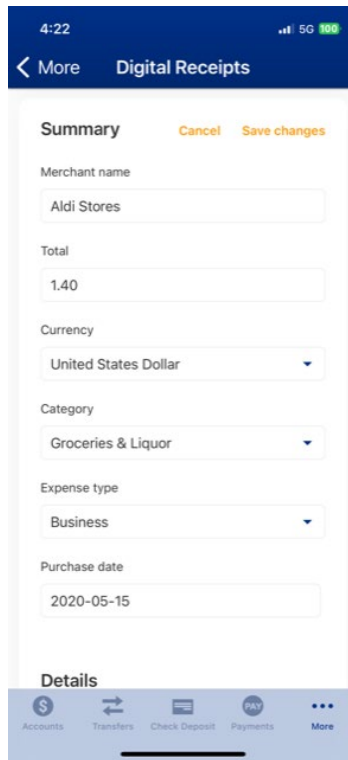


Edit, Download, or Delete a Receipt

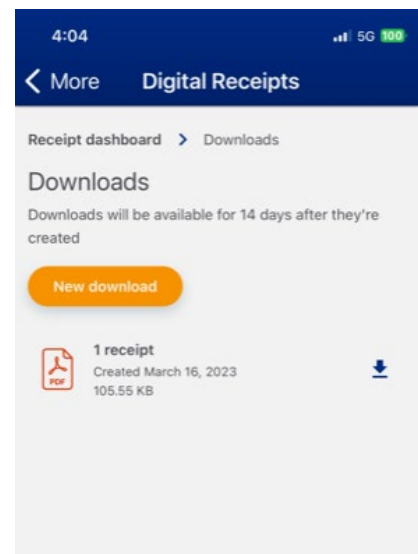
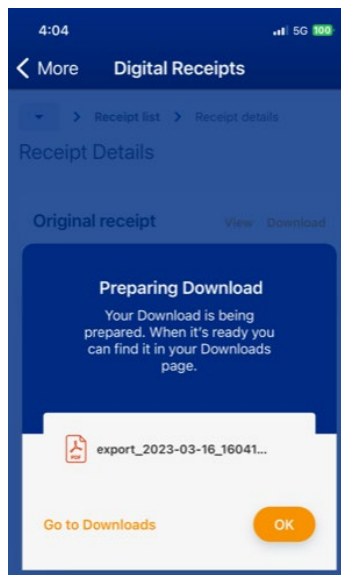
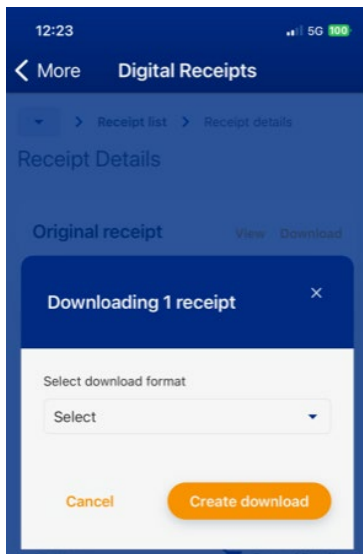
On the **Receipts Dashboard**, scroll down to the **Receipts** section. Tap the 3 Dots **⋮** beside the desired receipt and choose Edit, Download, or Delete.



Tap **Edit** to modify the merchant name, total, currency, category, expense type, and purchase date.



Tap **Download** and then choose the desired file type: CSV, Excel, PDF, or a Zip file containing all formats. Tap **Go to Downloads** to see files downloaded from the previous 14 days. Click the down arrow to save to device.



Add Warranty or Return Date

Tap the desired receipt and scroll down to the **Warranties & Returns** section. Tap **Add Date** beside Warranty to create a warranty date. Tap **Add Date** beside Return to create a return date.

