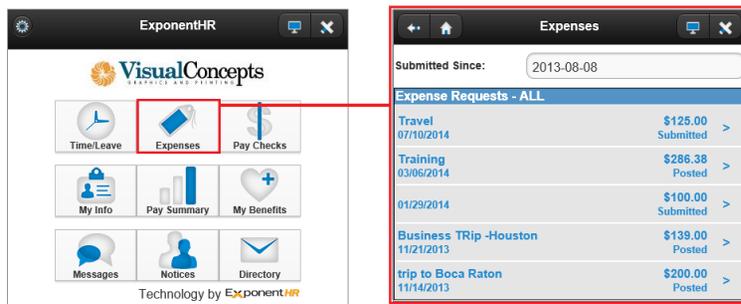


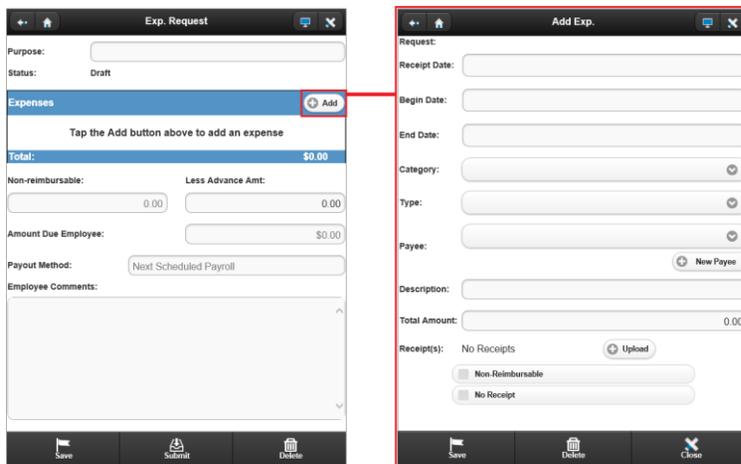
ExponentHR Mobile: Expense Reporting

Your HCM experience of the ExponentHR website continues with you wherever you might go by simply accessing ExponentHR Mobile through any mobile device. Here users can review paychecks, make edits to their employee record, read messages, as well as many other familiar features found on the ExponentHR website.

One additional feature that is also available to employees on ExponentHR Mobile is the ability to review existing expense as well as submit new expense requests.



Submitting an expense request from ExponentHR Mobile is as simple as filling out the expense form found on the ExponentHR website and submitting for review and approval. The status of any expense request can be reviewed at any time on the Expenses summary screen by using the on-screen filters.



Accessing ExponentHR Mobile

ExponentHR Mobile

- ExponentHR Mobile is a website, which circumvents the need to download a mobile app or install recurring updates, making your mobile device already equipped to access this feature.
- From the mobile device, use your internet browser to navigate to www.exponenthr.com.
- Click the **Mobile Site Login Page** link on the standard ExponentHR login page.

Result: This will direct you to the ExponentHR Mobile website
- If desired, you may use your built-in internet browser functionality to send the ExponentHR mobile page to your home screen.

Result: This will create a shortcut on your mobile device home screen for quick and easy access.

Submitting an Expense Request

Expenses

- Use the touch screen of your mobile device to navigate to Expenses
- Select the **Add Request** option on the bottom of the screen.
- Within the Expense Request, click the **Add** button.
- Enter in the requested expense information for each respective field.
- Click the **Upload** button to use your mobile devices camera to attach a picture of the receipt(s) to the expense request.
- Click the **Save** button to return to the summary of your expense request.
- You may repeat steps 3 through 6 until all expenses related to the overall purpose of the expense request have been entered.
- Click the **Submit** button to send the request for review and approval.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Customer Support at (866) 612-3200 or support@exponenthr.com.