

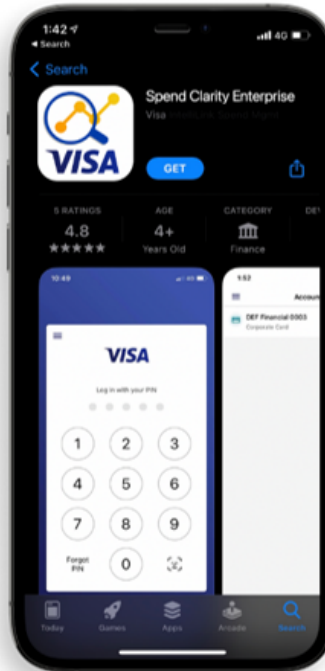
# MOBILE APP DOWNLOAD AND RECONCILIATION INSTRUCTIONS



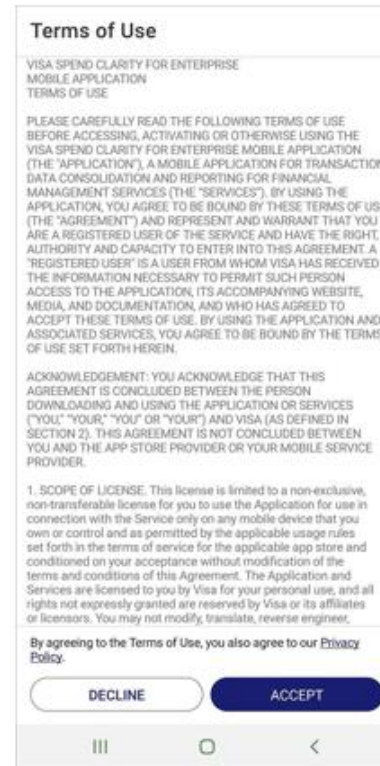
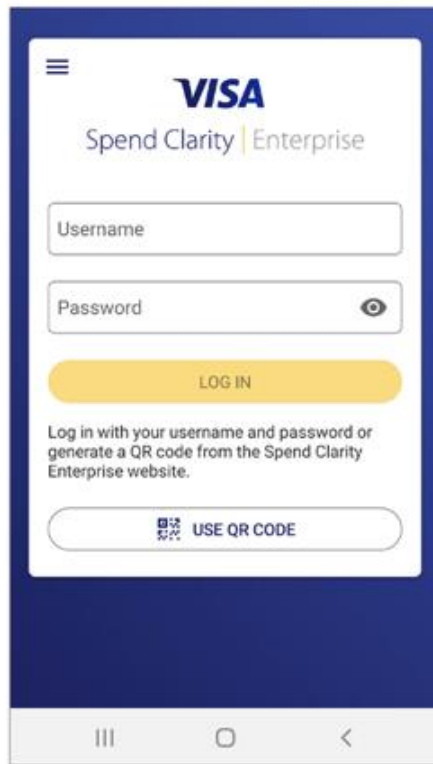
# INSTRUCTIONS FOR CURRENT USERS

## Mobile App

- **New Product Name, Logo, and Brand.** The same exciting relaunch to **Visa Spend Clarity for Enterprise** that is happening for the desktop site will also occur for the mobile app. As of September 26, 2021, the name will be updated in the App Store® and Google Play™ Store and the Visa Spend Clarity for Enterprise mobile app will be available.

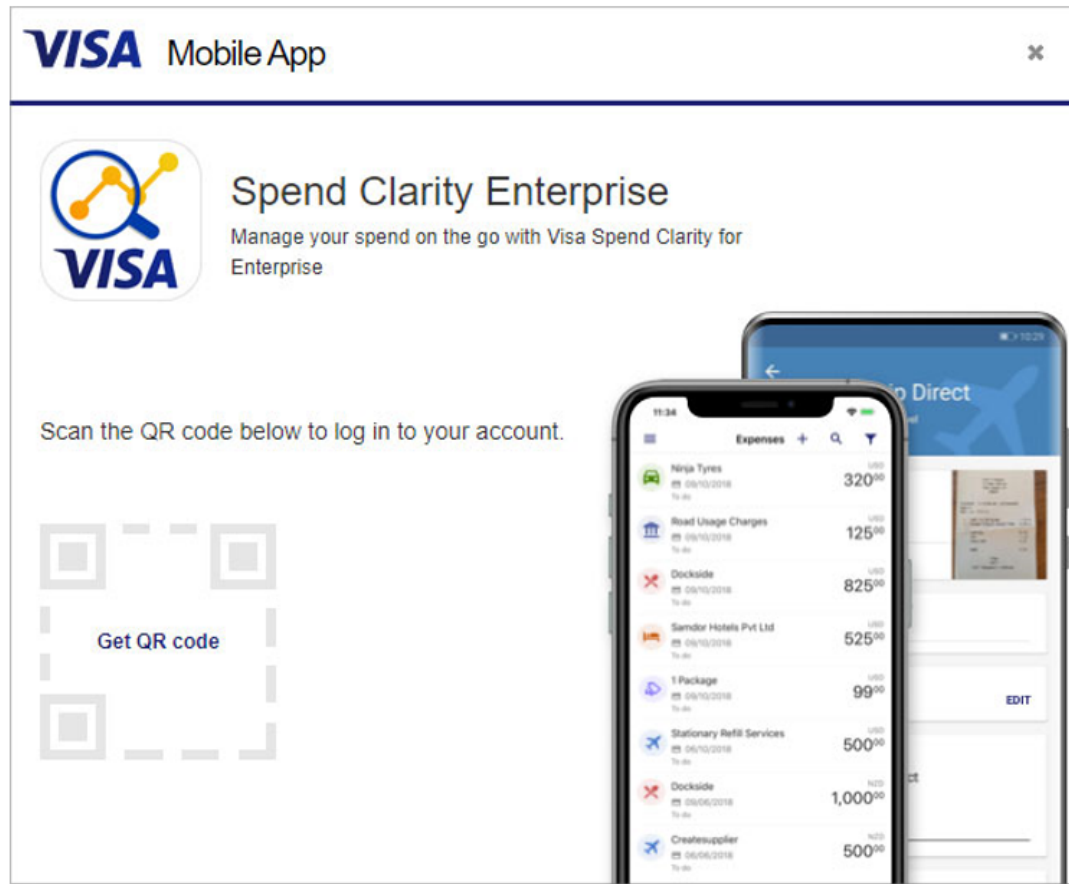


If you currently use the existing Visa IntelliLink Spend Management mobile app, you will need to update it to see the changes take effect on your device. Simply access your app store and hit **Update**. If you don't proactively access your app store, you will receive a notification prompt when you open the old app, reminding you to update. On your first login to the app after the update, you will be prompted to accept the updated Terms of Use.



# INSTRUCTIONS FOR NEW USERS

On the product website, the Mobile App dialog in the user menu, displays the new logo and product name.



# INSTRUCTIONS FROM COMPUTER DASHBOARD



CABRINI UNIVERSITY ▾



Image Library

Language

Personal Settings

Password

Help

Contact

Mobile App

Log Out

VISA Mobile App



## Spend Clarity Enterprise

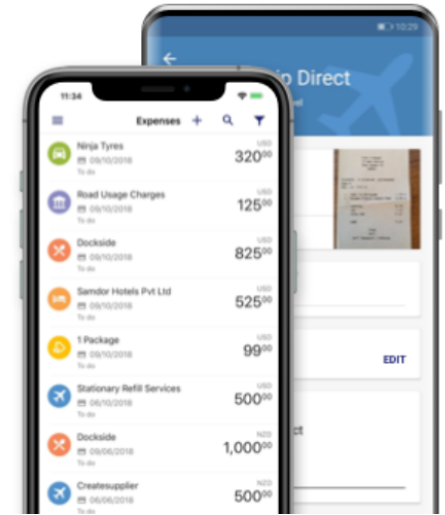
Manage your spend on the go with Visa Spend Clarity for Enterprise



Scan the QR code below to log in to your account.



This code is available for five minutes.





Visa IntelliLink Spend Management

## Mobile App – getting started

From receipt capture, to approvals and reconciliation, the *Visa IntelliLink Spend Management* mobile app makes it simple for you to complete your expense tasks on the go.

### 1. | Download the app

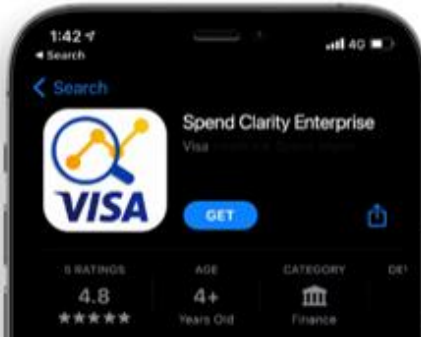
The mobile app is available for both Apple and Android devices. Download it by searching for *Visa IntelliLink Spend Management*.



### | Log In

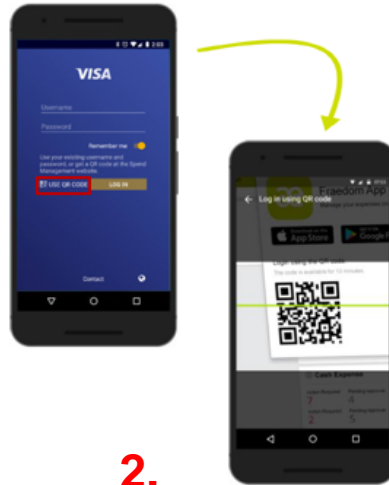
The first time you log in to the mobile app, you will be asked to register it against your profile. Follow these 3 easy steps.

- 1 Log in to the *Visa IntelliLink Spend Management* website. Open the **Profile menu** and select **Mobile App**.



- 2 Click **Get QR code** to generate your unique account barcode.

- 3 Launch the mobile app on your phone and tap **USE QR CODE**, then scan the code generated on the website.



2.

**Already know your username and password?**  
If you usually log in directly to the *Visa IntelliLink Spend Management* website with your username and password, you can enter your credentials and tap **LOG IN** when you launch the app and skip the process above.

### 3. | Create a PIN

We recommend that you create a PIN for your device so you can log in to the mobile app quickly next time. The PIN needs to be 5 digits long and can be managed from the settings menu in the mobile app. Please be sure to choose a PIN that is not easy to guess, as the PIN keeps your card data safe in the case of unauthorized access to your device.

After entering and confirming your 5-digit PIN, the *Expenses* (or *Approvals*) screen displays. Congratulations! You're logged in and ready to use the mobile app.

### | Manage your devices

You can log in to the mobile app on multiple supported devices. To view and manage the devices you want to grant access to, select **Profile menu > Personal Settings > Mobile Devices** from within the full website.

**Use your current log in name and password**

**Your residential zip code is an easy PIN to remember**

**TIP!**



4.

## Enable two-factor authentication

✉ An authentication code has been sent to |\*\*\*\*\*s@cabrini.edu. Enter the authentication code sent in your email.

Didn't receive an email? [Resend email](#)

[Use other authentication methods](#) ▾

- The Two-Factor Process Will Be Required Just Once For The Initial Set-up
- You Will Receive A Cabrini Email With The Code
- Subsequent Log-Ins Will Automatically Enable The Two-Factor Authentication



## Terms of Use

VISA SPEND CLARITY FOR ENTERPRISE  
MOBILE APPLICATION  
TERMS OF USE

PLEASE CAREFULLY READ THE FOLLOWING TERMS OF USE BEFORE ACCESSING, ACTIVATING OR OTHERWISE USING THE VISA SPEND CLARITY FOR ENTERPRISE MOBILE APPLICATION (THE "APPLICATION"), A MOBILE APPLICATION FOR TRANSACTION DATA CONSOLIDATION AND REPORTING FOR FINANCIAL MANAGEMENT SERVICES (THE "SERVICES"). BY USING THE APPLICATION, YOU AGREE TO BE BOUND BY THESE TERMS OF USE (THE "AGREEMENT") AND REPRESENT AND WARRANT THAT YOU ARE A REGISTERED USER OF THE SERVICE AND HAVE THE RIGHT, AUTHORITY AND CAPACITY TO ENTER INTO THIS AGREEMENT. A "REGISTERED USER" IS A USER FROM WHOM VISA HAS RECEIVED THE INFORMATION NECESSARY TO PERMIT SUCH PERSON ACCESS TO THE APPLICATION, ITS ACCOMPANYING WEBSITE, MEDIA, AND DOCUMENTATION, AND WHO HAS AGREED TO ACCEPT THESE TERMS OF USE. BY USING THE APPLICATION AND ASSOCIATED SERVICES, YOU AGREE TO BE BOUND BY THE TERMS OF USE SET FORTH HEREIN.

ACKNOWLEDGEMENT: YOU ACKNOWLEDGE THAT THIS AGREEMENT IS CONCLUDED BETWEEN THE PERSON DOWNLOADING AND USING THE APPLICATION OR SERVICES ("YOU," "YOUR," "YOU" OR "YOUR") AND VISA (AS DEFINED IN SECTION 2). THIS AGREEMENT IS NOT CONCLUDED BETWEEN YOU AND THE APP STORE PROVIDER OR YOUR MOBILE SERVICE PROVIDER.

1. SCOPE OF LICENSE. This license is limited to a non-exclusive, non-transferable license for you to use the Application for use in connection with the Service only on

By agreeing to the Terms of Use, you also agree to our [Privacy Policy](#).

Decline

Accept

# EMAIL NOTIFICATION OF PENDING TRANSACTION

Sun 7:19 PM



VISA Spend Clarity for Enterprise <do-not-reply@enterprise.spendclarity.visa.com>

 Kanaras, Elizabeth

A Transaction has Posted for Reconciliation

## Liz Kanaras

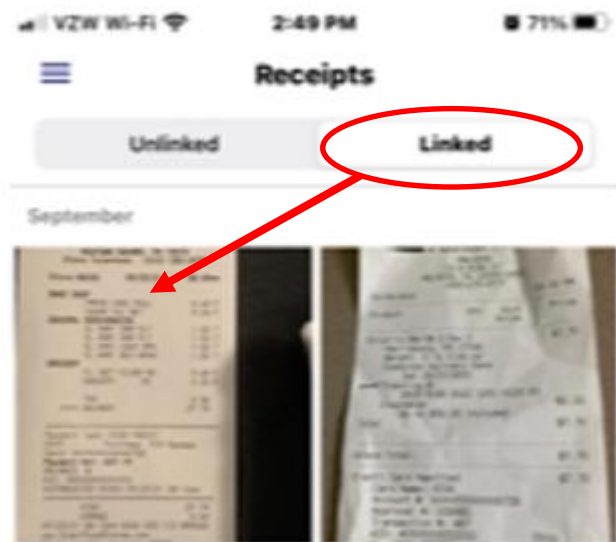
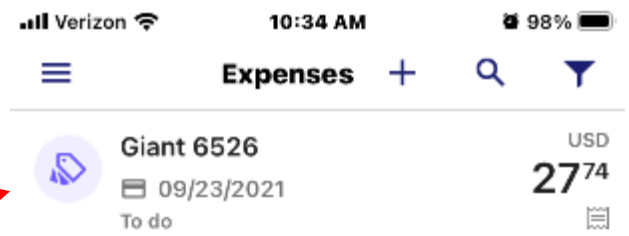
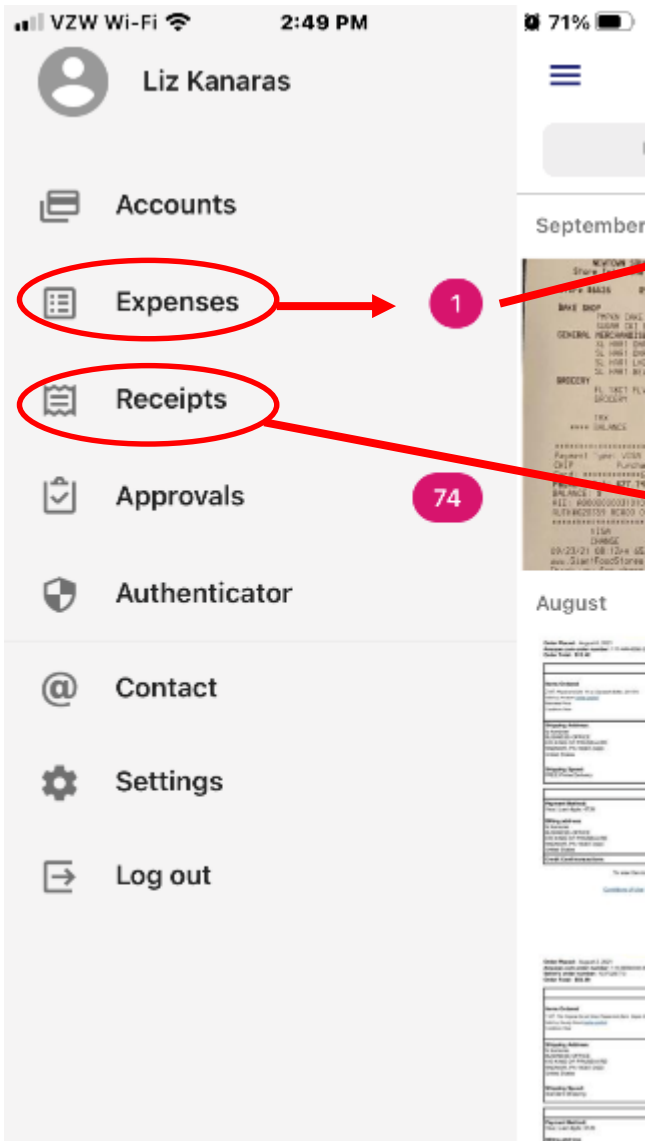
A transaction has posted to your account. Please log into Visa IntelliLink Spend Management for review and reconciliation. Thank you!!

### Transactions Requiring Review and Completion

The following transactions are incomplete and need your review.

#### PNC Bank 1940 - 09/01/2021 to 09/30/2021

|            |            |          |
|------------|------------|----------|
| 09/23/2021 | Giant 6526 | \$ 27.74 |
|------------|------------|----------|



✓ Receipt photos taken using your mobile phone will be "Linked"

Expenses

Giant 6526

Retail

Description is required.

2774 USD

PNC Bank 1940

Purchase: 09/23/2021



Have you attached a receipt?

Yes

Coding

Your coding needs editing

Edit

Vendor Description

Purchase Giant 6526

Expense Description

Reset

Complete

Back

Coding

Amount Incl

2774 USD

Tax code

Actual Tax

Tax amount

0.36

Fund

1101

Org

6121

Account

3347

Activity Code

Save

< Expenses

Giant 6526

2774 USD

PNC Bank 1940

Purchase: 09/23/2021



Have you attached a receipt?

Yes

Coding

Your coding is complete

Edit

Vendor Description

Purchase Giant 6526

Expense Description

Supplies for Banner migration testing

Approval rule

Reset

Complete



Expenses



You have no expenses here  
Modify your filters

## NEW MOBILE PHONE PURCHASE



- ✓ **Contact the Program Administrator for special instructions on how to activate a new mobile phone.**

# CABRINI UNIVERSITY PURCHASING CARD PROGRAM

*I hope you enjoyed this presentation.  
Please feel free to contact me with  
any questions.*



Presented by  
Liz Kanaras  
Procurement Manager  
610-902-8283  
[egk38@cabrini.edu](mailto:egk38@cabrini.edu)