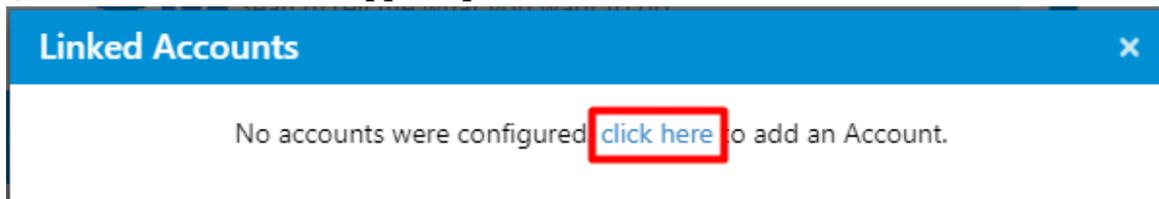


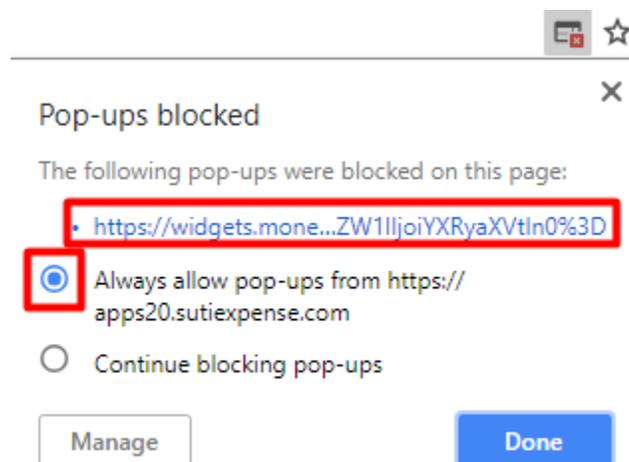
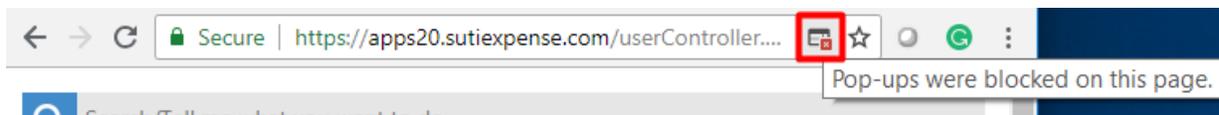
SutiExpense: Adding a Business Card to your account

Please follow the below steps to add a Business Card

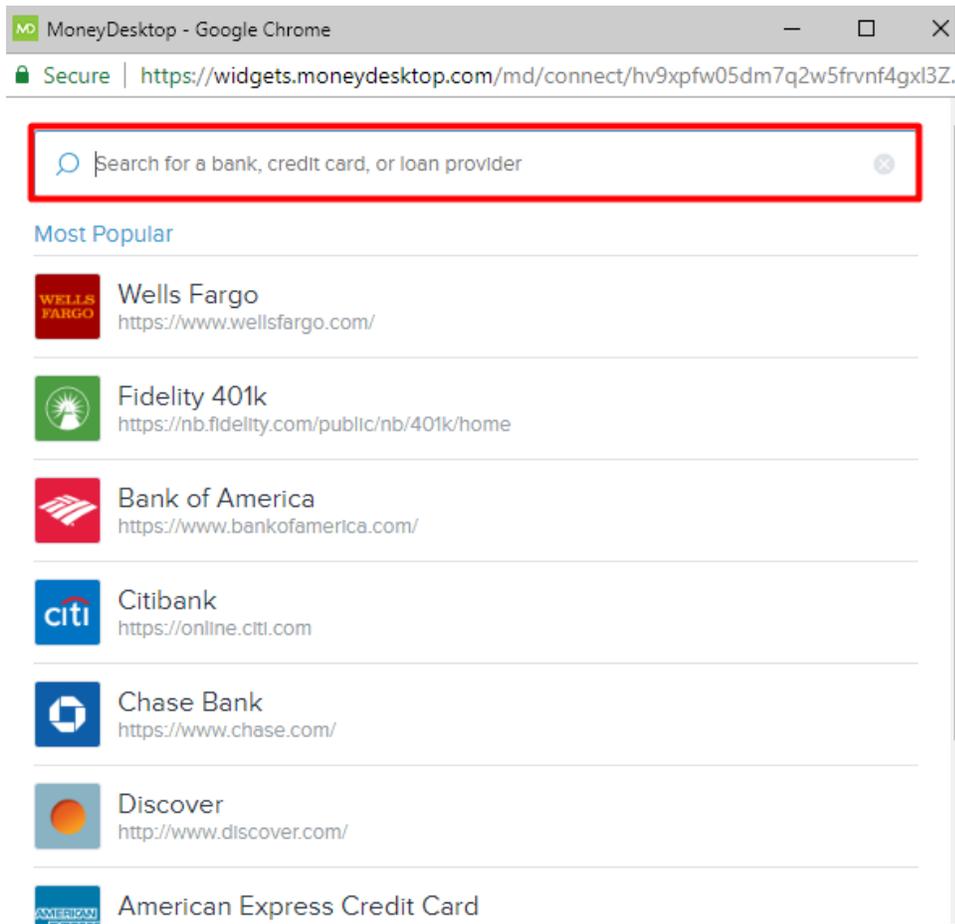
1. Log into your Account
2. Click on 'My Transactions'
3. Select the purple 'Add Bank/ Sync' Icon, located on the right-hand side: 
4. The below screen will appear, please select 'click here':



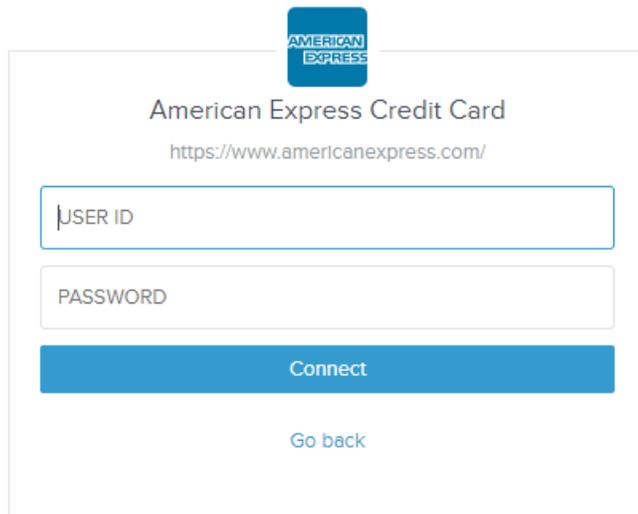
Note: Please make sure pop-up blocker is off by clicking on pop-up blocker icon located on the URL (see screens below). Next click on the provided link or select 'Always allow pop-ups from...' and then click 'Done'.



5. The below pop-up will appear. Please search for your bank:



6. After selecting your corresponding bank, enter your login credentials.





American Express Credit Card

<https://www.americanexpress.com/>

USER ID

PASSWORD

Connect

Go back

7. After adding card, please click on purple icon again.



8. Select the source and click 'Sync'

Linked Accounts ×

Fetch transactions from :

Sync **Add new Bank**

NetSpend Prepaid Card **Update** **Delete**

Account Name	Assign To	Source
NetSpend Pre-Paid Credit Card	011 - Web- Ad...	Company Paid

9. After syncing, please refresh screen.

10. After in the drop down please select your card to display transactions:

My Transactions

Card Number

AMEX - 4567,4513

|

AMEX - 4567,4513

Import Transactions

NetSpend Pre-Paid Credit Card