

## 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:

Linked Accounts	×
No accounts were configured click here to add an Account.	

*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'.

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Scarch/Toll mowhat	iou want to do						
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	Always allow pop-ups from https:// apps20.sutiexpense.com						
	O Continue blocking pop-ups						
	Manage	ne					



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

MoneyDesktop - Google Chrome	-		×
Secure   https://widgets.moneydesktop.com/md/connect/hv9xpfw	/05dm7q2w	5frvnf4g	d3Z.
D Search for a bank, credit card, or loan provider		8	
Most Popular			
WELLS Wells Fargo https://www.wellsfargo.com/			
Fidelity 401k https://nb.fidelity.com/public/nb/401k/home			
Bank of America https://www.bankofamerica.com/			
Citibank https://online.citi.com			
Chase Bank https://www.chase.com/			
Discover http://www.discover.com/			
American Express Credit Card			

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

AMERICAN
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 :	10/04/2018	Syr	nc /	Add new Bank
NetSpend Prepaid Card			Updat	e Delete
Account Name	Assign To		Source	
NetSpend Pre-Paid Credit Car	d 011 - Weł	o- Ad 🗸	Comp	oany 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	~
	Q
AMEX - 4567,4513	
Import Transactions	
NetSpend Pre-Paid Credit Card	