

SutiExpense: Adding a Business Card to your account

To add a Business Card, please follow the steps below:

- 1. Log into your Account
- 2. Click on 'My Transactions'

3. Select the purple 'Add Bank/Sync' icon, located on the right-hand side:

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My Tran	saction	5											ត	88 e
Card Number	ctions			Tr	ansactic	n From Da	te			T	ransaction To D	ate	-	199
inport nonset	cuons												_	
														Search
										Expense	Report Name	E000049-2 - Ju	ne Expenses 2017-2	~

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 the pop-up blocker is off by clicking on the 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'.

← → C Secure https://apps20.sutiexpense.com/userController	5	☆	0	G	*	
	F	op-	ups	were	block	ked on this page.
Search/Tell me what you want to do		_		_		





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

Search for Your Financial Institution									
Q Search for Your Bank by Name									
POPULAR INSTITUTIONS:									
Wells Fargo	Chase								
citì Citibank	US Bank								
🧇 Bank of America	USAA Bank								
TD Bank	PNC Bank								
CANCEL									



6. After selecting your corresponding bank, enter your bank's login credentials. This will link your bank account with SutiExpense so your transactions will automatically appear in your SutiExpense account.

 ✓ Back NetSpend Mastercard Pre-Paid Credit Card 	
Enter your NetSpend Mastercard Pre-Paid Credit Card account information.	
USER NAME:	
PASSWORD:	
NEXT	
CANCEL	

7. On successful authentication, you will be redirected to the "**My Transactions**" page where the Accounts pop-up will appear.

8. Click on 'Sync' to pull the transactions into SutiExpense.

	Accounts			×		User One		
	Fetch transactions from :	12/27/2018	🛗 S	ync Add new Bank	Reports Help			
My Transactions Card Number	NetSpend Mastercard Pre-Paid	Credit Card Assign To	Source	Update Delete	Date	ទ		
7413216878-Debit Account-7413216878	7413216878-Debit Account	Select	 Select 	× ×		m		
						Search		
No transactions to display								