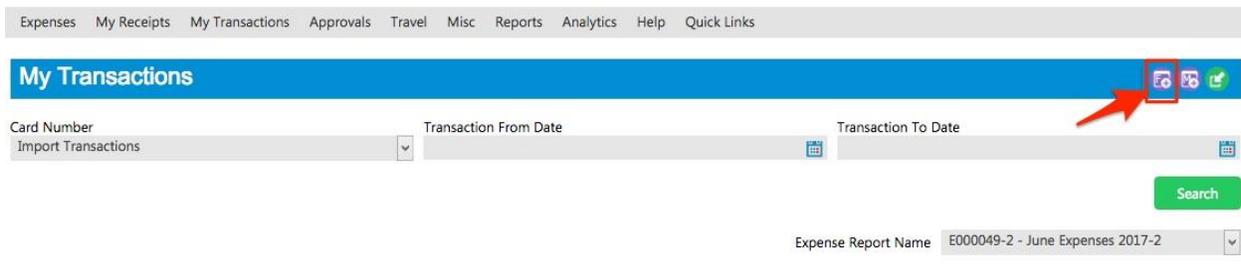


SutiExpense: Adding a Business Card to your account

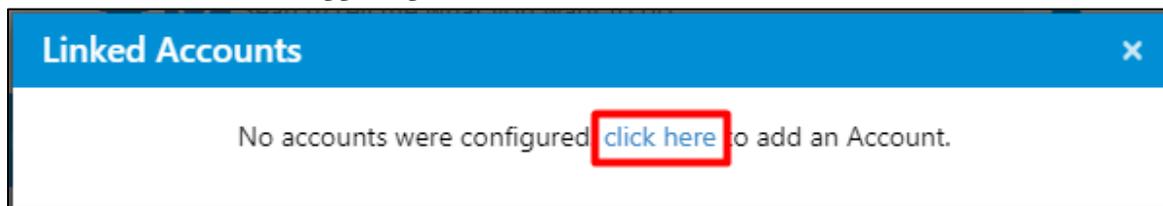
To add a Business Card, please follow the steps below:

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

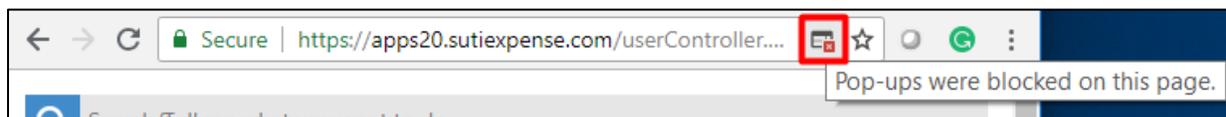
3. Select the purple 'Add Bank/Sync' icon, located on the right-hand side:

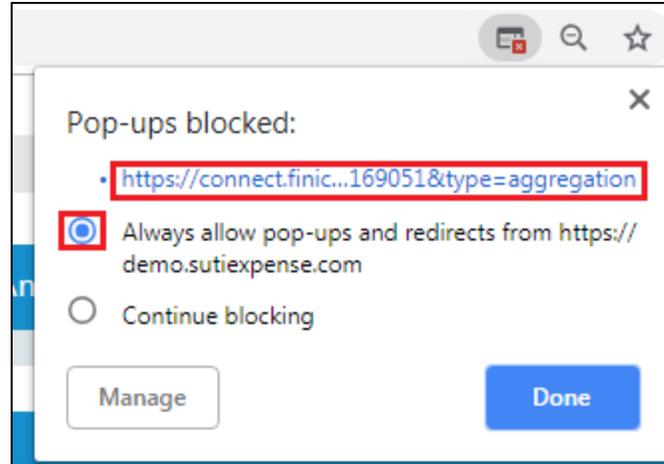


4. The below screen will appear, please select 'click here':

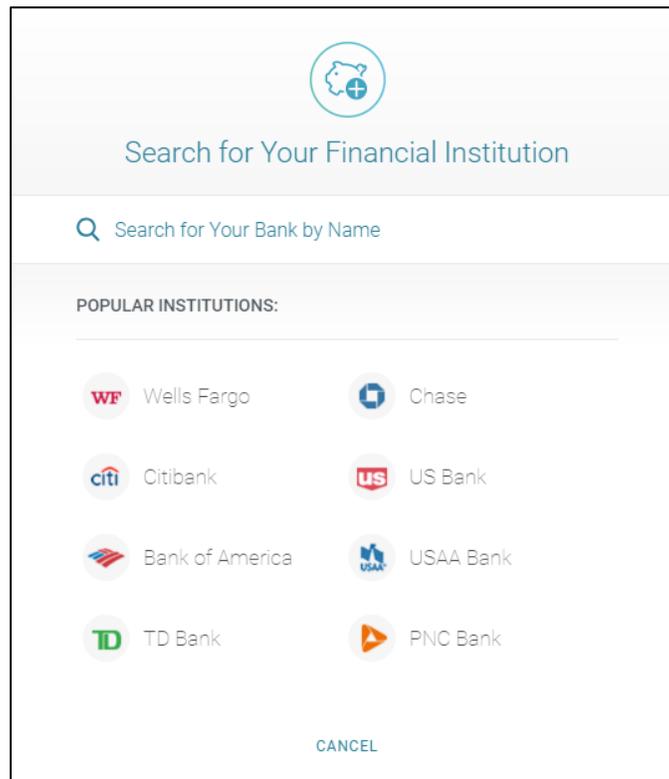


Note: Please make sure the pop-up blocker is off by clicking on the pop-up blocker icon located on the URL (see screens below). Next, click on the provided link or select 'Always allow pop-ups from...' and then click 'Done'.





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





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.

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.

