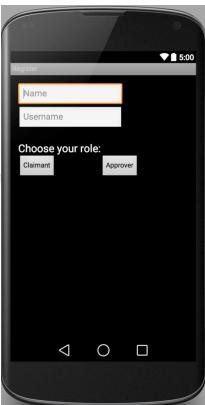


After clicking  
“Create New  
Account”



After choosing  
either “Claimant” or  
“Approver”, user  
will go back to main  
page and login with  
their username.

After login as  
claimant



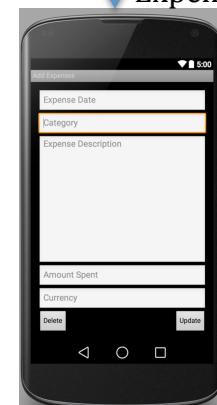
After clicking  
“New Claim”



After clicking “View/Add  
Expenses”, clicking  
“Save” or “Submit” to  
finish. Then go back to  
Claim List Page.



After  
clicking  
“Add  
Expense”

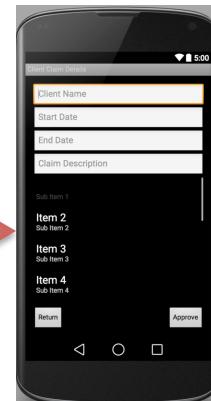


After entering all the  
details, clicking  
“Update” to finish  
add one expense  
item. Then go back to  
Expense List Page.

After login as  
approver



After clicking a specific  
claim item, you will get to  
view all the details of the  
specific claim.



After checking all the  
details, clicking  
“Return” for returned  
purpose or “Approve”  
for approval. Then go  
back to Claimant Claim  
List.