



COMPLETE GUIDE: HOW TO USE SPLITWISE ON ANDROID AND IOS DEVICES

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1 Splitwise On Mobile Phone (Android/iPhone)

- Splitwise by Splitwise Inc., is a RI based company that makes it easy for users to Split and Share bills, Expenses and IOUs with Friends and Family in one place.
- It is available as an app on Android and IOS, even the Web version, the bill sharing is made easy with the help of “Fairness Calculator.” anytime and everywhere.
- The ease of use makes the app best among similar kind.

1.1 Key Features of Splitwise

- Contacts can be added quickly to Split and Share Bills.
- Phone numbers and email ids can be used to add contacts on Splitwise to split and share bills.
- Different Groups can be created to share common expenses among group members.
- Splitwise displays both the amount you owe and the amount you owed and the total balance that you get, or you are in debt.
- You can have a quick access to individual person contact and groups to share and split quickly.
- Activity tab used to monitor each split activity.

2 Setting Up Splitwise On Your Mobile Phone (Android/iPhone)

2.1 Steps to setup the app on your Mobile Phone (Android/iPhone)

2.1.1 Download the app from the app store.

1. Splitwise is available on both the App store and Play store for free making it easier for the user to download the application.
2. Once the download is complete open application on your Mobile device.
3. The screen displays with two options either to Sign up or Log in.

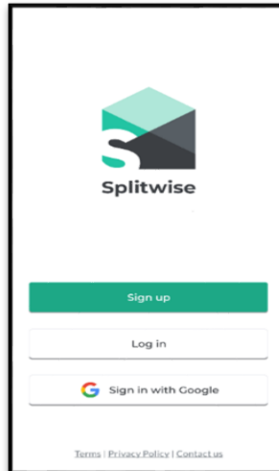


Figure 1: Sign up/Log in

4. Now Log in if you are already a user or sign in/ register by entering your email id and desired password or you can do by going to the web version of Splitwise and registering there.

2.1.2 Create your Splitwise Account

1. Once your account is created, the basic home page with tow options, one is to “Add Your Apartment”, if you are living in an apartment, or to “Add A Group Trip”, if you are going on a trip with group of friends and willing to share expenses, or you can simply skip this process by clicking on “I’ll Do This Later”.

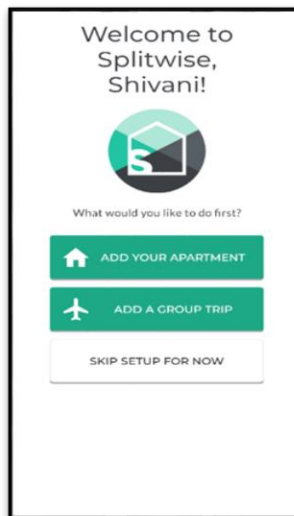



Figure 2: Welcome Screen

2.1.3 Activate your Splitwise Account

1. If a Welcome screen is shown, that means you have successfully created and activated your Splitwise Account, and ready to Split and Share Bills and Expenses.

2.1.4 How To Add a Friend on Splitwise

1. You can use “Add Friends On Splitwise” option displayed above the bottom menu bar from Friends menu to add friends, Click on ‘+’  button at the center of the bottom menu bar.
2. By clicking on, you will be directed to a page where you can add friends to Split and Share Bills and Expenses.

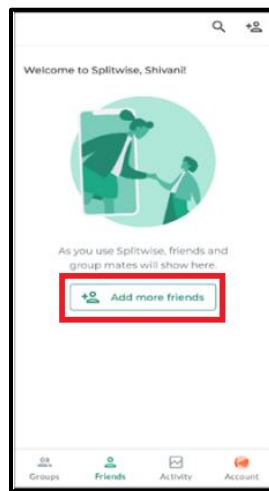


Figure 3: Add a Friend

If your friends are already using Splitwise, then you can add them from your contact list, and if your friends are not n Splitwise app, then you can invite them to download the app and start using Splitwise.



Figure 4: Invite a Friend

2.1.5 How To Create a Group On Splitwise

1. Go to Groups Menu which is on the left side of the Bottom Menu Bar and an option is directly shown to create a group.

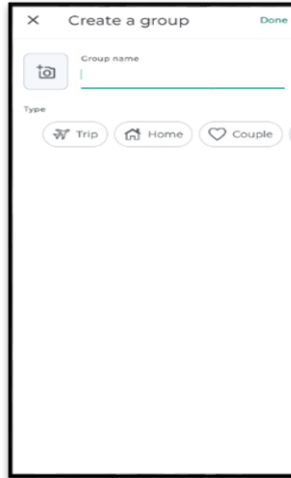


Figure 5: How to Create a Group

2. So, you can create a group based on your requirements as if you are involved in a trip or any other groups that you are involved with.
3. If you are already added to any of Group/Groups, those lists of groups will be displayed in the group's menu.

2.1.6 How To Split/Share A Bill Expenses with a friend/Group

1. Click on the '+' button on the center of the bottom menu bar and enter the name of friends you want to share or split expenses or bill with, if you want to share expenses within a group, you can directly select the group from the list displayed or you can search for the group you have created.
2. Now, on providing the correct information (like who paid the bill or what the bill is), to make it clear while you split the bill. So that there is no confusion, follow the basic steps carefully.
3. Give a short and simple description which is easily understandable to everyone with whom you share or split the expenses.

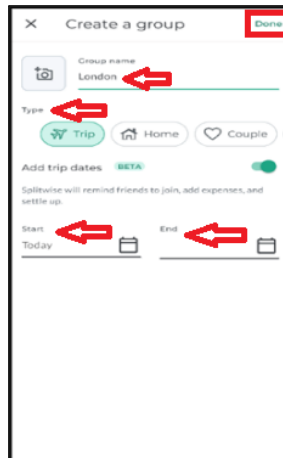


Figure 6: Group Details

4. Add the amount as exactly on the bill.

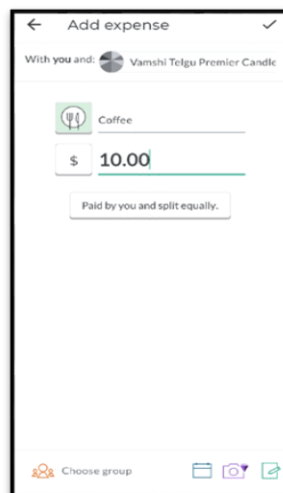


Figure 7: Add Expenses

5. Click on the “Paid by you and split equally” option to enable advanced options where you can select if you owe, or you are owed to your friend, or both owe equally to split the bill and who paid the bill.

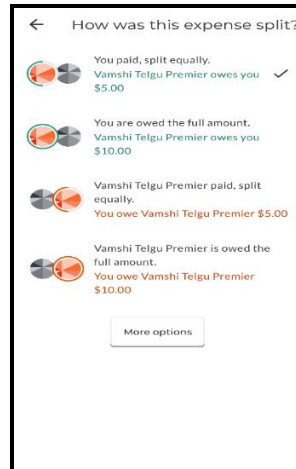


Figure 8: Expense split details

6. So, select the correct option to split the bill and click on SAVE ☒ button on the top right corner. You have successfully split the bill with a friend.
7. If your Splitwise is filled with a lot of bill shares and you are confused if you were involved in the expenses or not, then go to Activity menu on the bottom of the menu bar and check the complete bill split activity if you were involved or not and comment on the bill that you do not owe and check the expense date or event and let your friend know that you do not owe that particular expense and help your friend update the split.

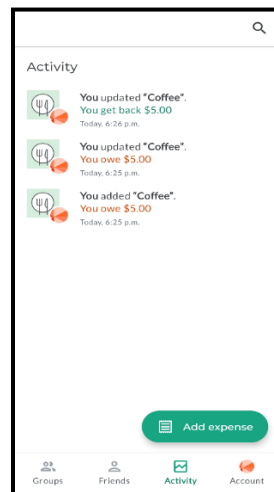


Figure 9: Activity

8. In case if you have split or shared a bill in which your friend is not involved, just click on the Split from the Activity menu, and edit the split, where you can add or remove friends or you can change the amount.

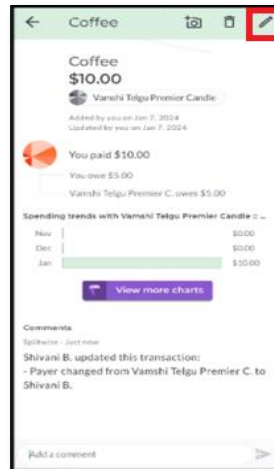


Figure 10: Edit Split

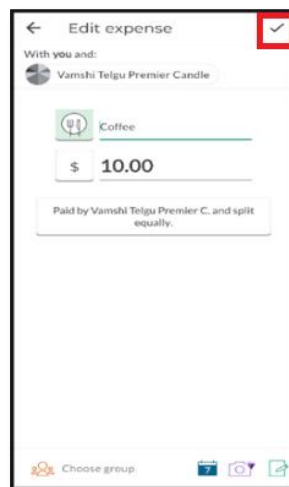


Figure 11: Save Edited Split

2.1.7 Account Settings

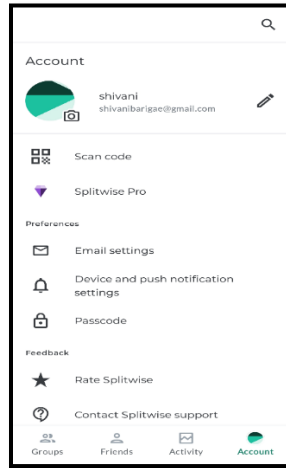


Figure 12: Profile Information

Click on the “ACCOUNT” button to get access to your personal profile where you can add or change your profile picture, change password, adjust Device, and push notification settings, Rate Splitwise, Contact Splitwise support or Logout.