



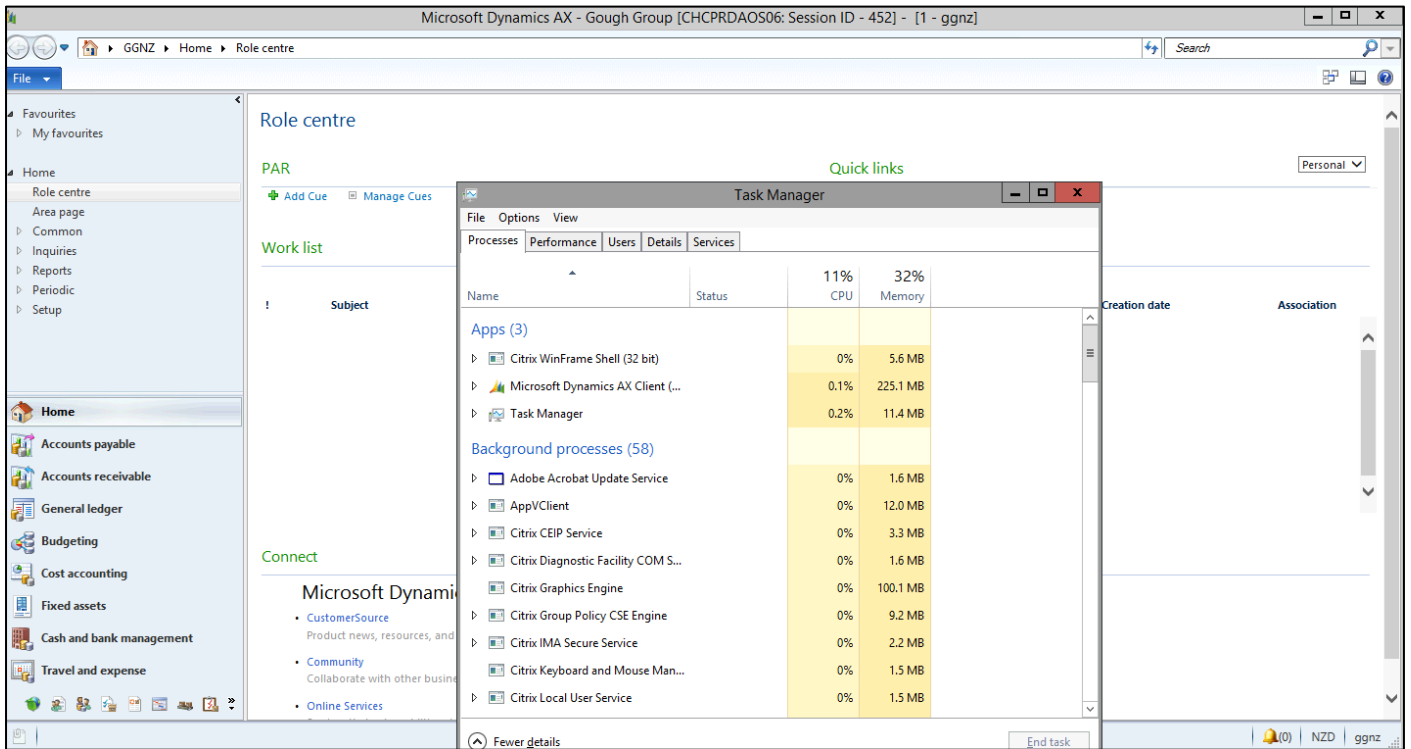
7 January 2022

Using Expense Portal via Naxt

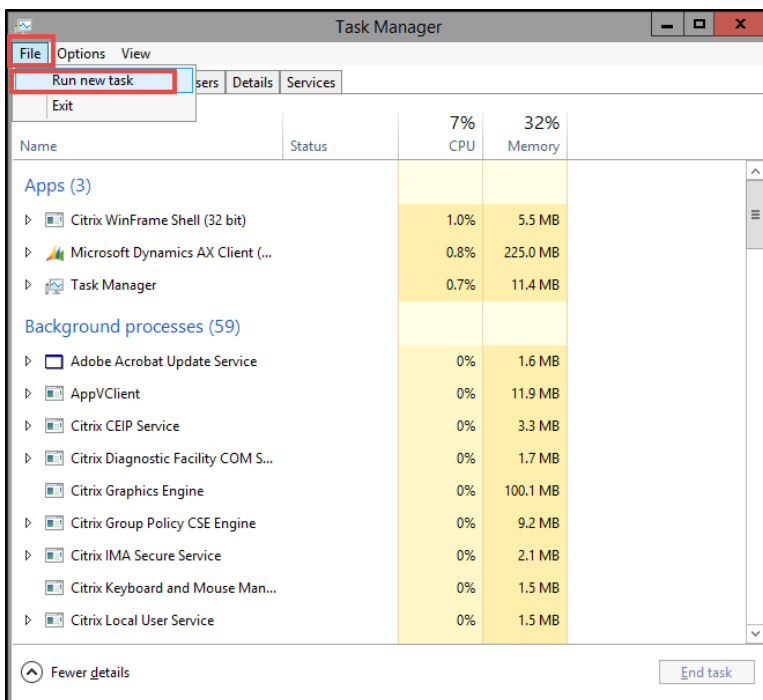
Terra Industrial New Zealand Ltd

PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
03 983 2333 Tel
www.TerraCat.co.nz

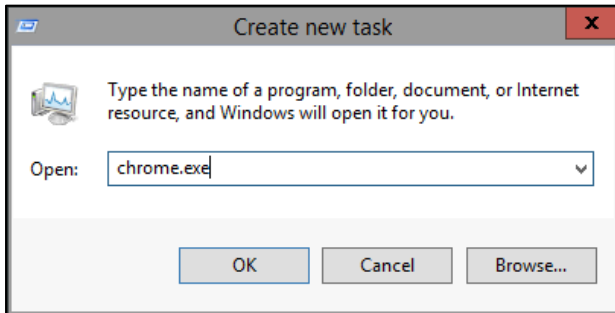
1. Open NAXT (If not already)
2. Press **CTRL F3** on the keyboard – this should open up Task Manager like below



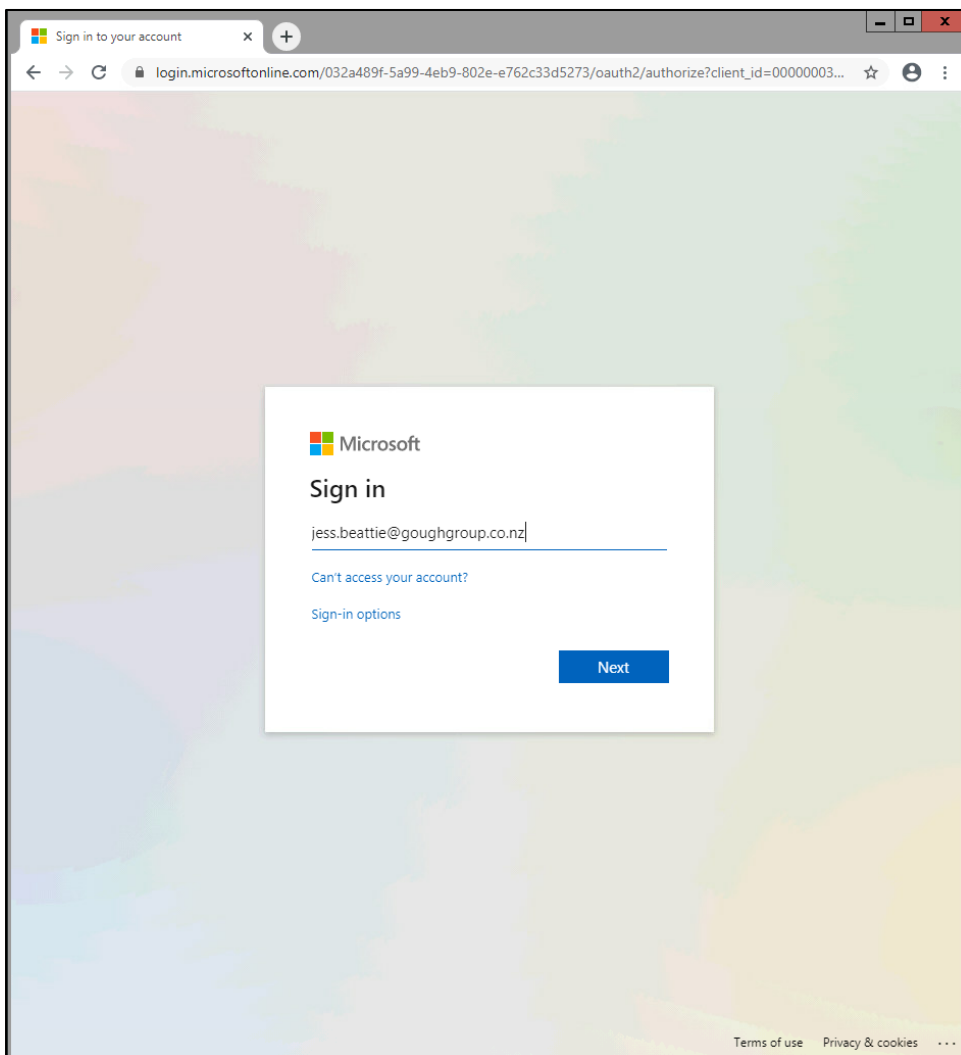
3. At the top, click **File > Run new task**



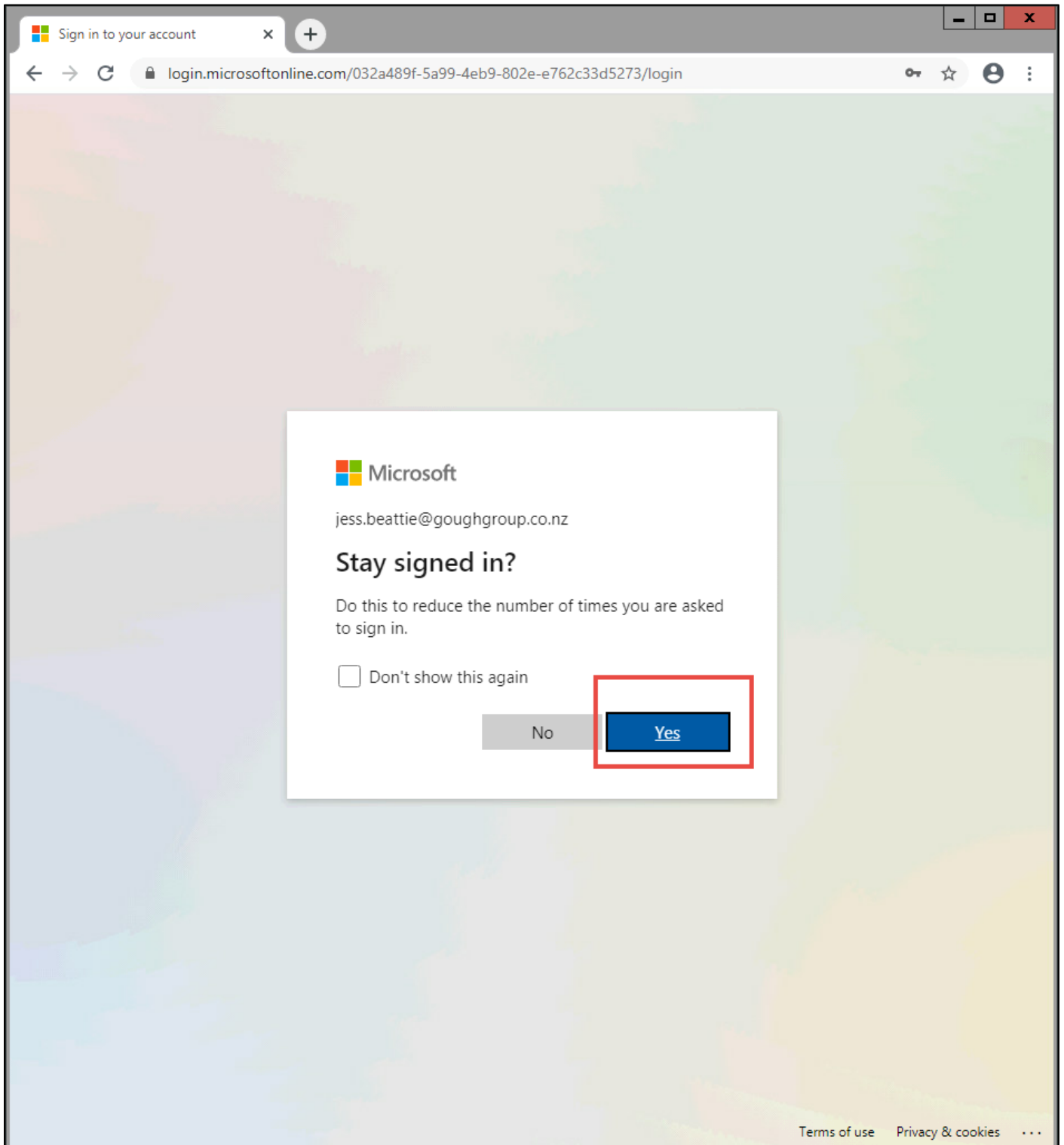
4. Type in Chrome.exe
5. Press enter or click OK



A Chrome window should open
You may need to sign in



6. Click **Yes** at the **Stay signed in** prompt



7. Fetch homepage should load, scroll down and click on **Expense Portal**

Pages - Home x +

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SharePoint

Fetch Home

D365 Help and Information

- COVID-19 Documents
- GOLD
- Fuel Card Usage
- GOLD (Australia)
- NAXT (SSRS) Reports
- Online Forms
- D365 Production
- Promapp
- Employee Connect
- Chemwatch
- Mavim
- NAXT Expense Portal**
- The Vault
- Service Desk Tickets

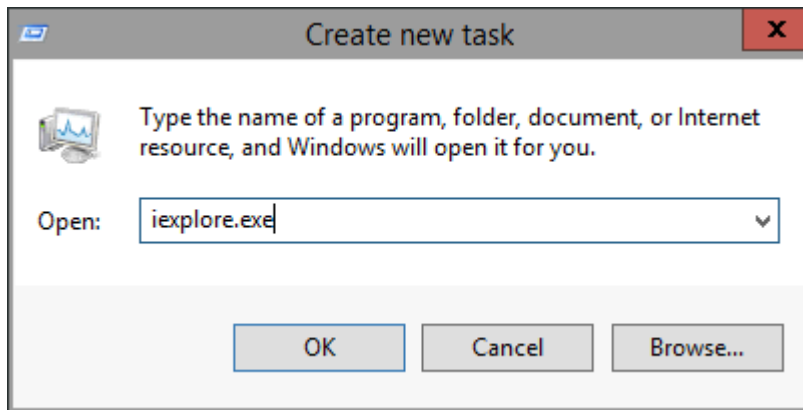
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If it won't work in Chrome, then try in Internet Explorer

Type in iexplore.exe and press enter or click OK



An Internet Explorer window should pop up

You may need to sign in or Fetch may load straight away