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**Using Expense Portal via Naxt**

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

Graphical user interface, application

Description automatically generated

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

Graphical user interface, table

Description automatically generated

1. Type in Chrome.exe
2. Press enter or click OK

Graphical user interface, application

Description automatically generated

A Chrome window should open

You may need to sign in

Graphical user interface, application

Description automatically generated

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

Graphical user interface, application, PowerPoint

Description automatically generated

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

Graphical user interface

Description automatically generated

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

Type in iexplore.exe and press enter or click OK

Graphical user interface, application

Description automatically generated

An Internet Explorer window should pop up

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