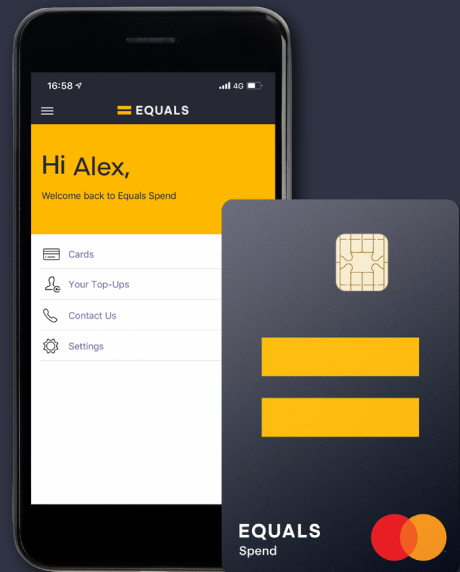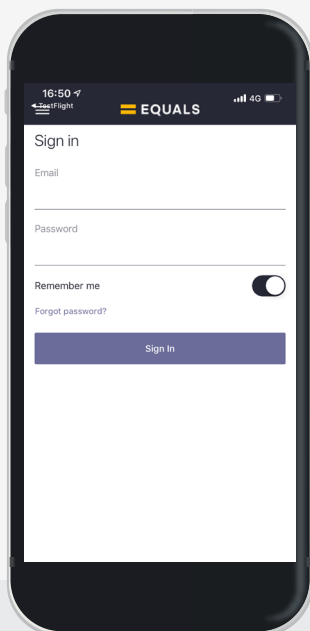# EQUALS

Download our Equals Spend app

Use the Equals Spend app to check your Corporate Card balance, request a top-up and contact our support team on the go.

Expenses made easy.

Download our handy app on:

Download on the App Store

ANDROID APP ON Google play

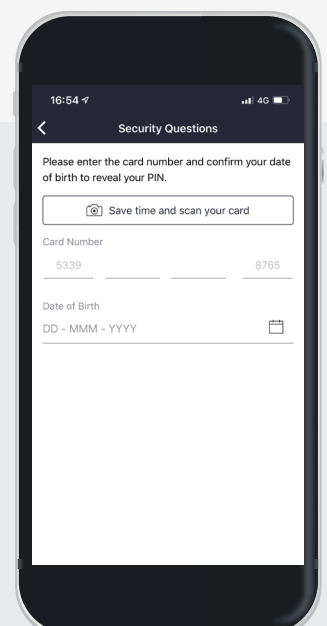## Follow our easy guide to use the app on the go

1. Login to the app

Enter the **same email address and password** you use to access the Equals Spend online platform.

▶ If you receive an **'Authentication Error'** message, double check you're entering the right details and try to login again.

▶ If you need to reset your password, click **'Forgot password'** and follow the instructions to create a new password for your account.

▶ If you are unsure of the email address you should use, check with your company's expense manager.

2. Activation and PIN retrieval

When your new Equals Spend card arrives you'll need to use the app to activate your card and securely retrieve your PIN.

You can do this by going to the **'Cards'** section of the app and tapping the **'Activate Card'** button. Enter your card and date of birth details in order to activate the card and retrieve your new PIN.
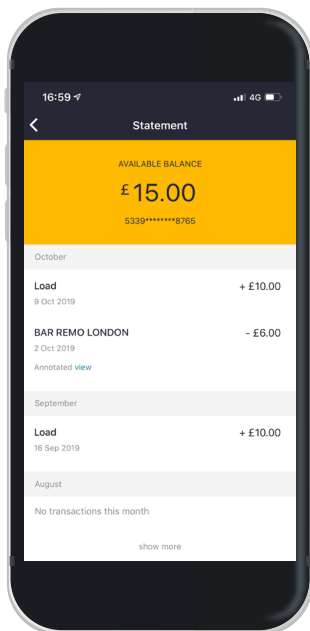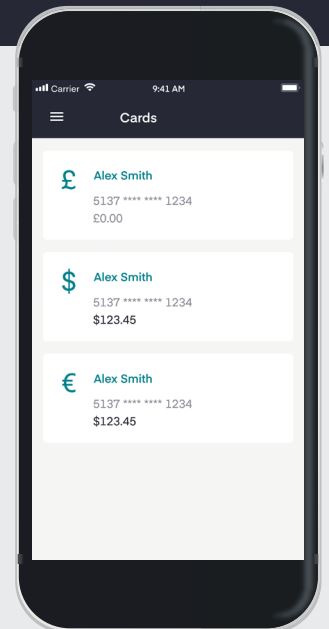
3. Check your balance

Checking the balance of your Equals Spend cards is quick and easy.

From the app home screen, tap **'Cards'** and you'll be shown your card(s) and balance(s).

Simply swipe to see other card balances, if you have more than one Equals Spend card.
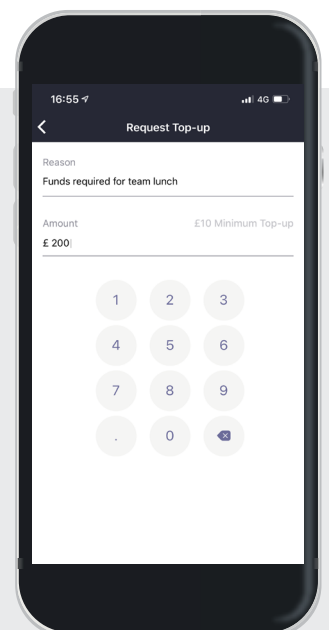
4. View statements

Use the app to see a list of payments and top-ups on your card.

Once you're in the **'Cards'** section of the app, select which card you want to view transactions for, then tap **'View statement'** to see all your recent card transactions.

5. Request a top-up

In the **'Cards'** section of the app, select which card you want to top up then, tap **'Request top-up'**. On the next screen simply complete the two fields to tell your employer why you need the funds, and how much you need. Once completed, tap **'Request Top Up'** and your employer will automatically be notified.
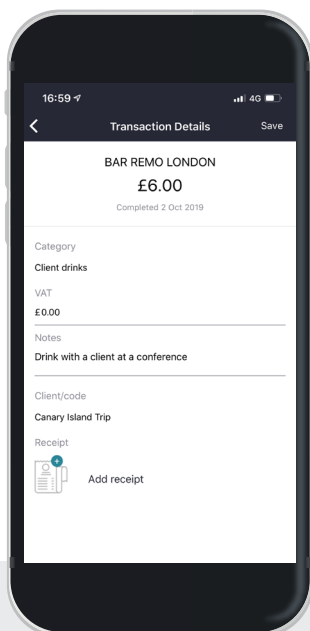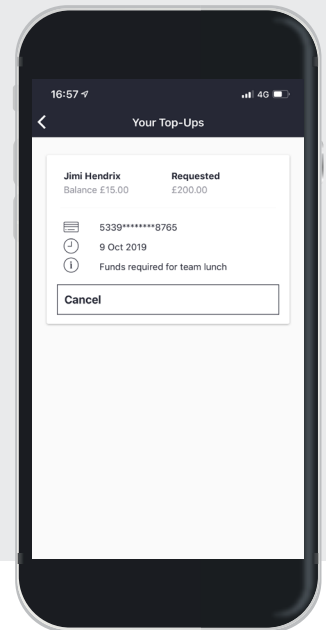
This feature is activated on company request, if it isn't already your employer can contact your Equals Spend Account Manager to activate it.

6. Checking your top-up requests

If you want to double check that your top-up request has been sent, or that you've requested the top-up on the correct card, go back to the app home screen and tap **'My top-up requests'**.

Here you can see any pending top-up requests on your cards. If you no longer need your top-up, or requested it by mistake, you can also cancel your request by tapping **'Cancel'**.

7. Annotate transactions and upload receipts

Keep a record of what your spending was for by adding notes to your transactions and uploading images of receipts.

Click **'Add annotations'** next to a transaction to add more detail including a category. Scroll down and tap **'Add receipt'** to capture and upload an image of your receipt.

8. Report your card lost/stolen

If your card is lost or stolen, head to the **'Cards'** section of the app and tap **'Report lost/stolen'** under the relevant card. Select the applicable option from lost or stolen and enter your date of birth to verify your request, then click **'Confirm'**.

Once you have done this we will immediately block the card and send out a new one to your company registered address. We also recommend you inform your employer.