Subject: Welcome to Nexonia Expenses!

You've been invited to use Nexonia Expenses and we hope you'll love it as much as we do!

Employee Benefits:

- ✓ Imagine finishing an expense for a business lunch before you've even left the restaurant. Nexonia's intuitive and powerful mobile apps allow you to quickly snap photos of your receipts, making it easy to do expense reports from anywhere. Nexonia is also available via any major web browser (Chrome, Firefox, Internet Explorer, or Safari)
- ✓ You'll find Nexonia is designed to make expense reporting easier receipts can be added via the camera on your smartphone or tablet, uploaded, or emailed in to your expense reports.
- ✓ Automatic policy enforcement will flag expenses that violate company expense rules or block them outright.
- ✓ Approvers can easily view submitted expenses on web and mobile, looking at the linked receipts as they approve or reject expenses.



Have questions about your Nexonia account? Visit our Help Center: help.nexonia.com.

Here you'll find a collection of resources, including common *how-to* articles, guides and videos. If you're new to Nexonia, check out <u>Getting Started with Nexonia Expense</u>.

If you prefer live training, register for one of Nexonia's complimentary <u>webinars</u> to learn how to use Nexonia Expenses from a Trainer.

We're looking forward to serving you!

Your Nexonia Team