Subject: New Expense Management Process!

Nexonia Expenses

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

Launch Date: [date]

Effective this date, all employees must create and submit expense reports using Nexonia.

Who is Nexonia?

Nexonia is a cloud-based expense management solution that makes expense reporting easier. Expense reports can be created, submitted, and approved on the web or mobile applications. You'll find Nexonia is designed to make expense reporting easier – receipts can be added via their mobile application, uploaded, or emailed into your expense reports.

Why Nexonia?

After reviewing several products, we determined that Nexonia was the best option for us. Ease of use, available support and training, and automated workflows were key factors in adopting Nexonia as a solution.

What's Next?

You will receive a password reset email from Nexonia. Upon receiving the email, set your password, log in to Nexonia on the web or mobile app, and start creating and submitting your expense reports.

How Do I Use Nexonia?

Training materials are available at help.nexonia.com including guides, videos and how-to articles. If you're new to Nexonia, check out Getting Started with Nexonia Expense.

You can register for a live training webinar where a Nexonia Trainer will show you how to do your expenses. Register at: Nexonia Training Webinars

If you need training help or have a technical issue, you can always access Nexonia's Training and Support teams via help.nexonia.com – just click the "Help" link on the web or mobile app. For technical issues, you can open a support ticket with their team via that link as well.

Questions?

Contact [internal administrator/contact names]