

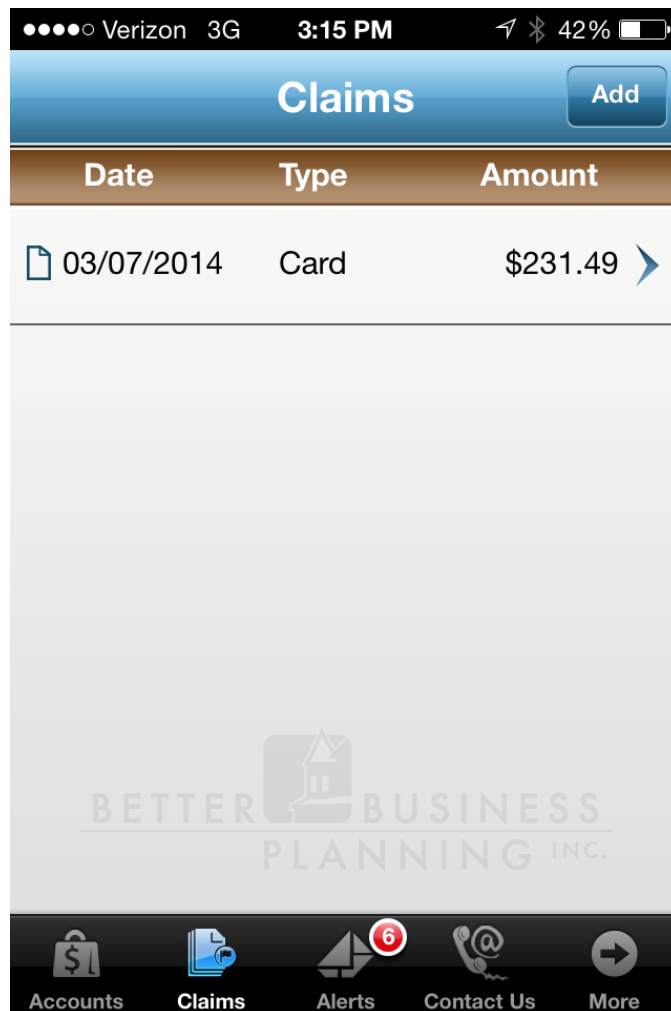


## Mobile Application

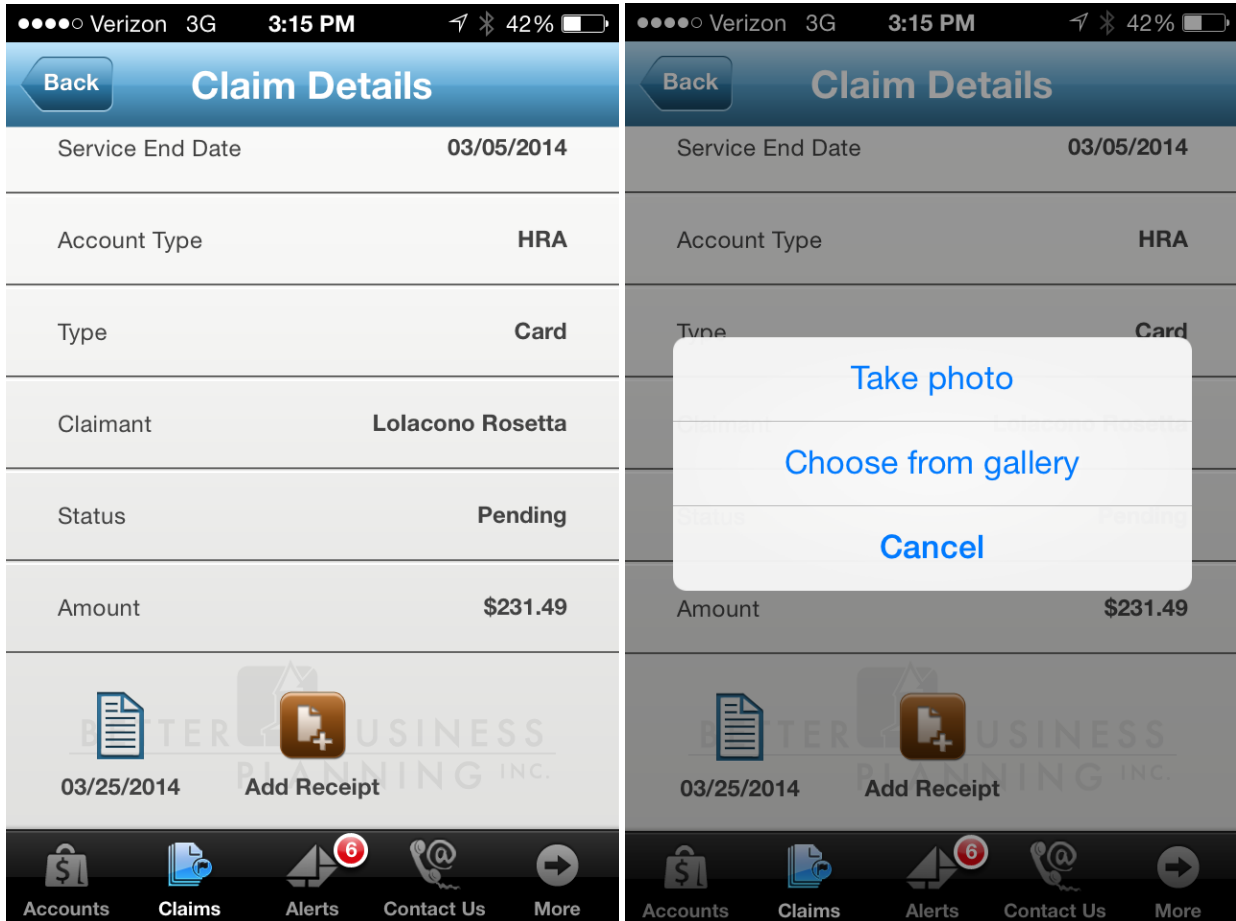
### Card Substantiation Instructions

To upload substantiation for Pending/Ineligible card transactions, participants must take the following steps in the Better Business Planning Mobile App:

1. Download the Better Business Planning Mobile App in the App Store/Google Play Store
2. Upon logging in, click the Claims option on the bottom of the app to open the Claims page. This page lists all Pending/Ineligible card transactions. Choose the claim that you would like to upload substantiation for.



3. Scroll down on the Claim Details page and click the 'Add Receipt' button to either take a picture of your receipt or choose a picture from the gallery.



4. If your attachment was successfully uploaded, the attachment will appear below. Please allow 24-72 business hours for processing.

