



Zoho Expense is a cloud-based expense management software that helps you manage your receipts and create instant expense reports.

### What can you do with Zoho Expense?

- Link Uber and other vendors to your account
- If you upload an expense receipt, it will be autoscanned and converted into an expense automatically
- Sync your mobile device with your online account
- Have the app track your mileage to be submitted
- Automatically create expense reports

### Registration

You will receive a Welcome Invitation from Zoho Team (noreply@zohoaccounts.com) with an invitation link that expires in 7 days. If you do not receive the Welcome Invitation, check your junk/spam folder, or contact your Zoho Expense Administrator at [InterimSupport@nhss.com](mailto:InterimSupport@nhss.com) or (480) 626-4885.

Once you receive the email, click [View Invitation](#) to complete the simple registration process by entering your email address and creating a password.

### Training

To learn how to use Zoho Expense, select the following link: [Help Center](#). The Zoho Expense website contains a wide variety of tutorials.

One of the easiest ways to upload receipts to Zoho Expense is to email them using the email you have set up. When you log in to the organization after you are invited, a **receipt forwarding email address** will be created for you. Click here <https://www.zoho.com/us/expense/help/expenses/autoscan-receipts/#email-receipts> for a quick overview on this topic from Zoho Expense.

The area most interims are most interested in is how to link your Uber account to Zoho Expense. Lyft is not currently integrated with Zoho, please upload Lyft receipts as you would do other receipts. The link below will assist with integration:

Uber: <https://www.zoho.com/us/expense/help/integrations/uber/>

### Policies

Timely expense reports help everyone. Please submit your expense reports frequently. Expense reports submitted after 60 days will require an exception approval.