How to Login and What's in Chrome River

1. Open an internet browser on your desktop, laptop, phone, or tablet and navigate to chromeriver.rollins.edu (There is also a link located on Foxlink and R-Net as well for easy navigation).

2. On right screen is a welcome notice with updates from Rollins. There is also information about additional help located below.

3. On the left-you will see your recent activity.

4. If you an approver, you will see approvals necessary in the top left.

5. If you need to navigate at home at any point, simply click on the "Chrome River" Icon at the top of the page.

6. You can look at your draft expense reports. These can also be sorted in descending or ascending by date.

7. To preview the report, tap once and a preview will appear on the right side of your screen. This may look slightly different on a mobile device.

8. To make any changes click on any of the lines in the report.

9. If you have any returned reports they will show in returned and your recent reports will appear in your submitted last 90 days.

10. To submit a new report, click on **+** New button. For more information, login to Blackboard and look for the Chrome River training to explore videos and other documentation.

11. The menu option also can assist with getting to your expense reports.

12. In addition, you will see your e-wallet. This will have all of your imported transactions like your Pcard and other items.

13. E Receipts will include any receipts you have emailed to yourself by emailing Receipts@chromefile.com

14. In the upper right -hand part of your screen, you will see your name. If you click on your name, there are a few more options. If you are a delegate for someone else, you will see their name here. You can access your settings. There is also a "Help" section that has lots of great videos and training tools as well.