



Online Expense Report 2020  
mycpplus.com

Dear CP+PLUS Member,

Welcome. Here are your instructions on how to log-in and use your personal on-line expense platform, as well as beneficial features to be aware of.

## FEATURES

1. Upload and store, all of your expense receipts and mileage logs from your PC, Laptop, IPAD or cell phone.
2. Available 24 hours a day / 7 days a week.
3. All your confidential information is on your screen, including your beginning estimated expense balance and your current remaining balance. Updated in real-time when you enter your expense documentation.

## HOW TO LOG IN TO YOUR ON-LINE ACCOUNT

1. Go to: [www.expensewire.com](http://www.expensewire.com)
2. Use your email that we have for you as your login
3. Click on [Forgot Password](#) and then create your own Password

## HOW TO UPLOAD YOUR EXPENSE RECEIPTS OR MILEAGE LOGS

1. On the right side of your homepage under Actions, click on: [Create a new expense report](#)
2. A pop-up appears. Adding an Expense Report
3. In Expense Title type in: expense
4. Click the blue box at the bottom [Save + Add items](#)
5. Adding a Line Item appears on the right side
6. Put in the date of your expense (if you do not know the date use the date you are submitting the expense receipt)
7. Select Expense Type in the dropdown box by using the arrow.
8. Put in the amount where it says: Amount
9. To upload your receipt, see line item-Receipt and click: [Assess Receipt](#)
10. Click on Upload Receipt button ONLY. DO NOT fill-in Title or Description.
11. Then click at the lower right blue box- [I Agree & Upload](#)



Online Expense Report 2020  
mycpplus.com

Now, if this is your only expense receipt then click: [Save & Close](#) at the bottom. If you have more expense receipts to add then click Save & Add

1. You then add other receipts the same way. No limit.
2. When all receipts are entered, click: [Save & Close](#)
3. You will see your expense on your homepage. **Now you must submit your receipt(s) for them to be processed!**
4. Under Actions on the right-side click: [Submit for payment](#)
5. New page appears click: [Submit](#)

We will approve your expense within five (5) working days of when you entered your receipt.