



# Getting started guide

For team members



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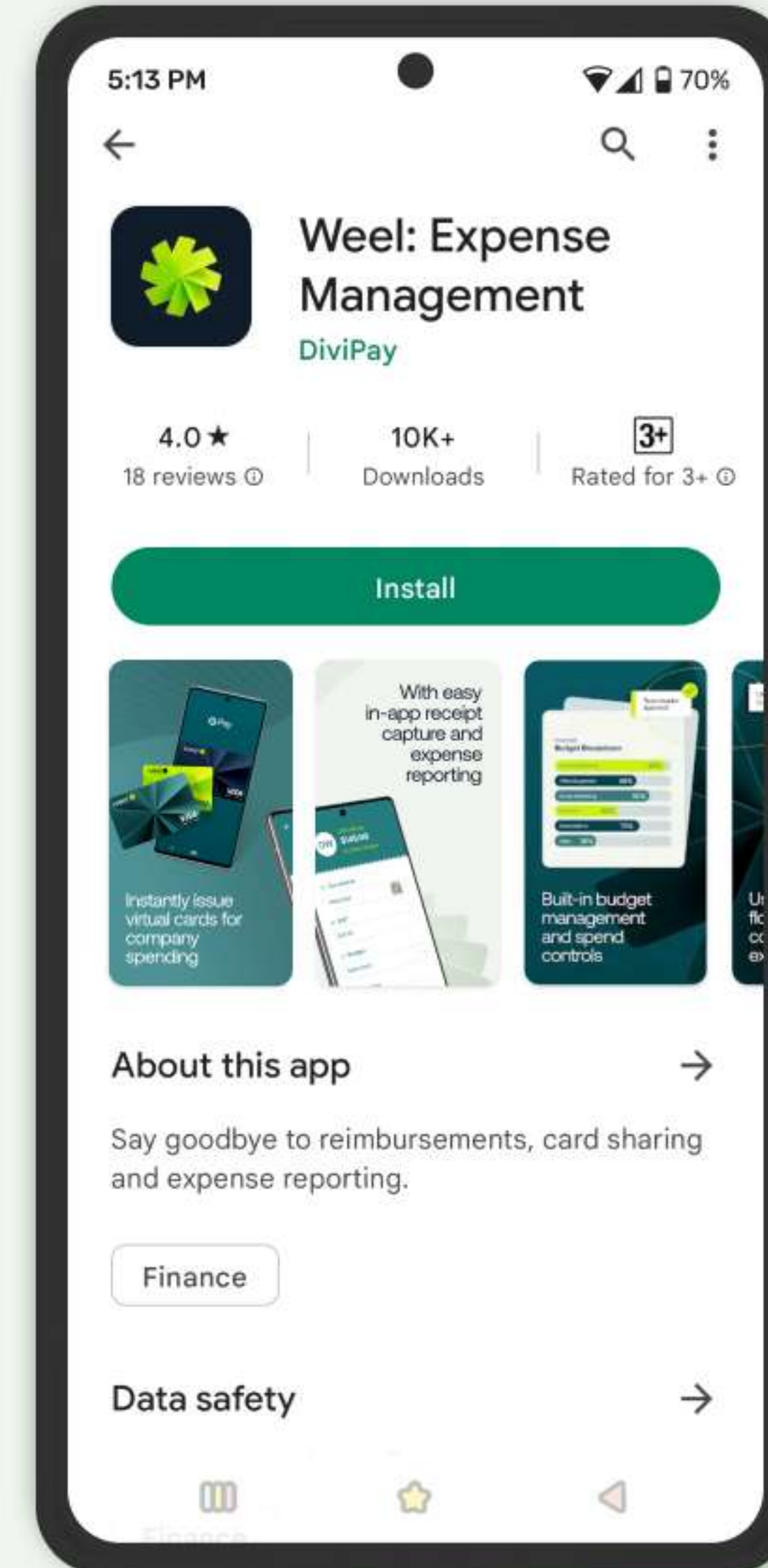
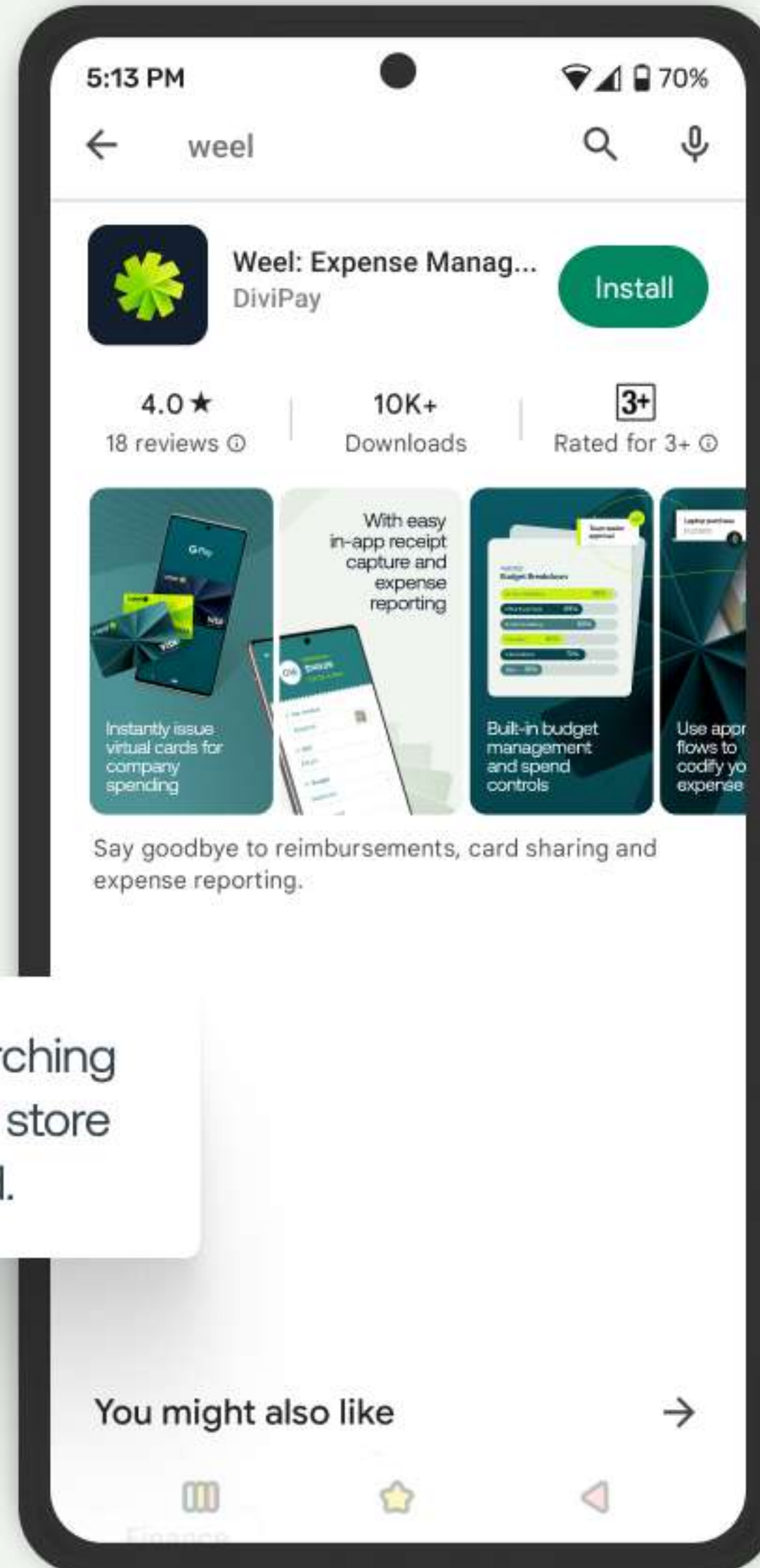
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# Download the Weel App

Once you have been invited to join your company's Weel account, downloading our mobile app is a great place to start.

**Tip:** You can do that through searching for 'weel' within your devices app store and selecting 'Install' to download.

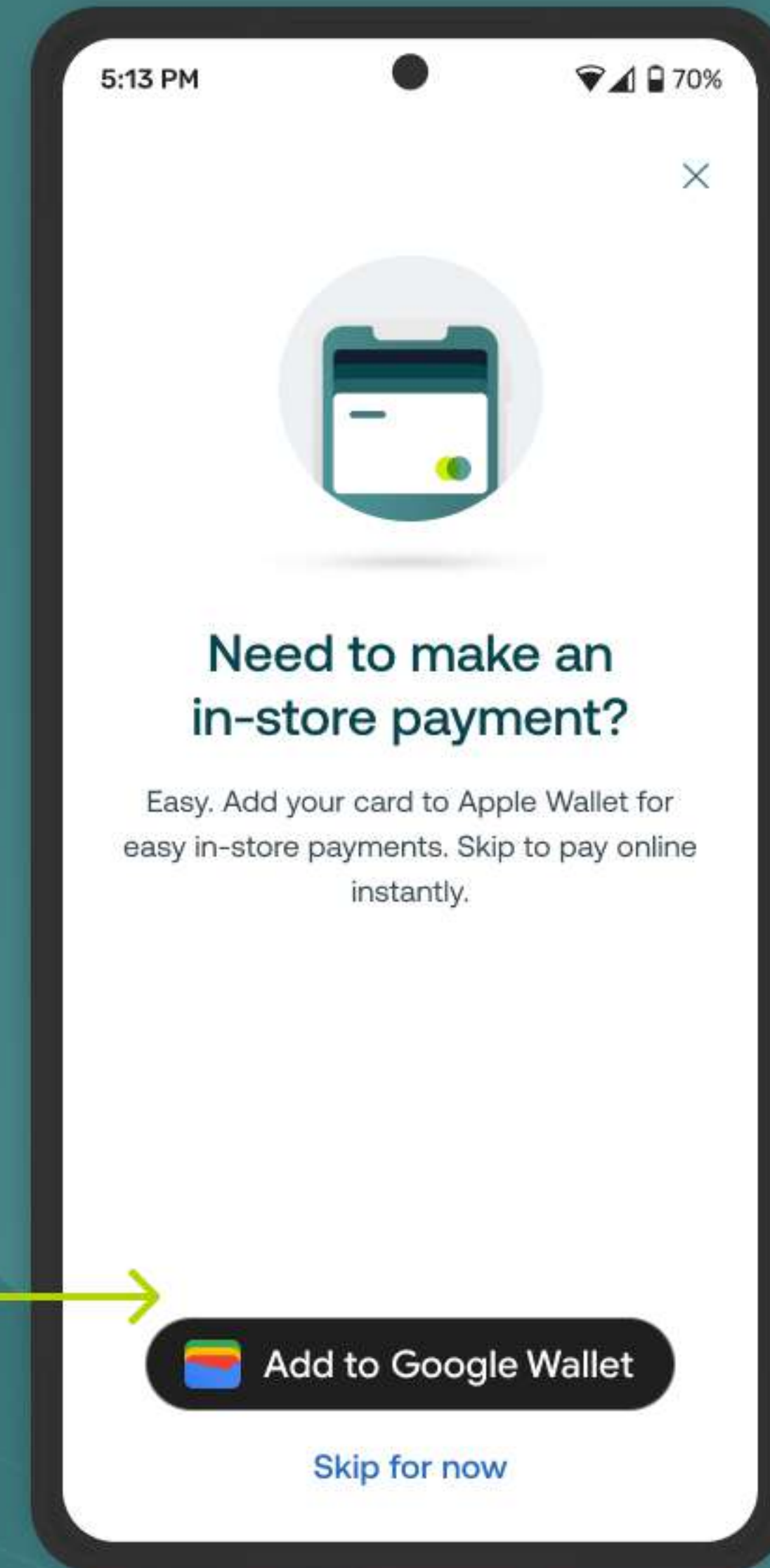
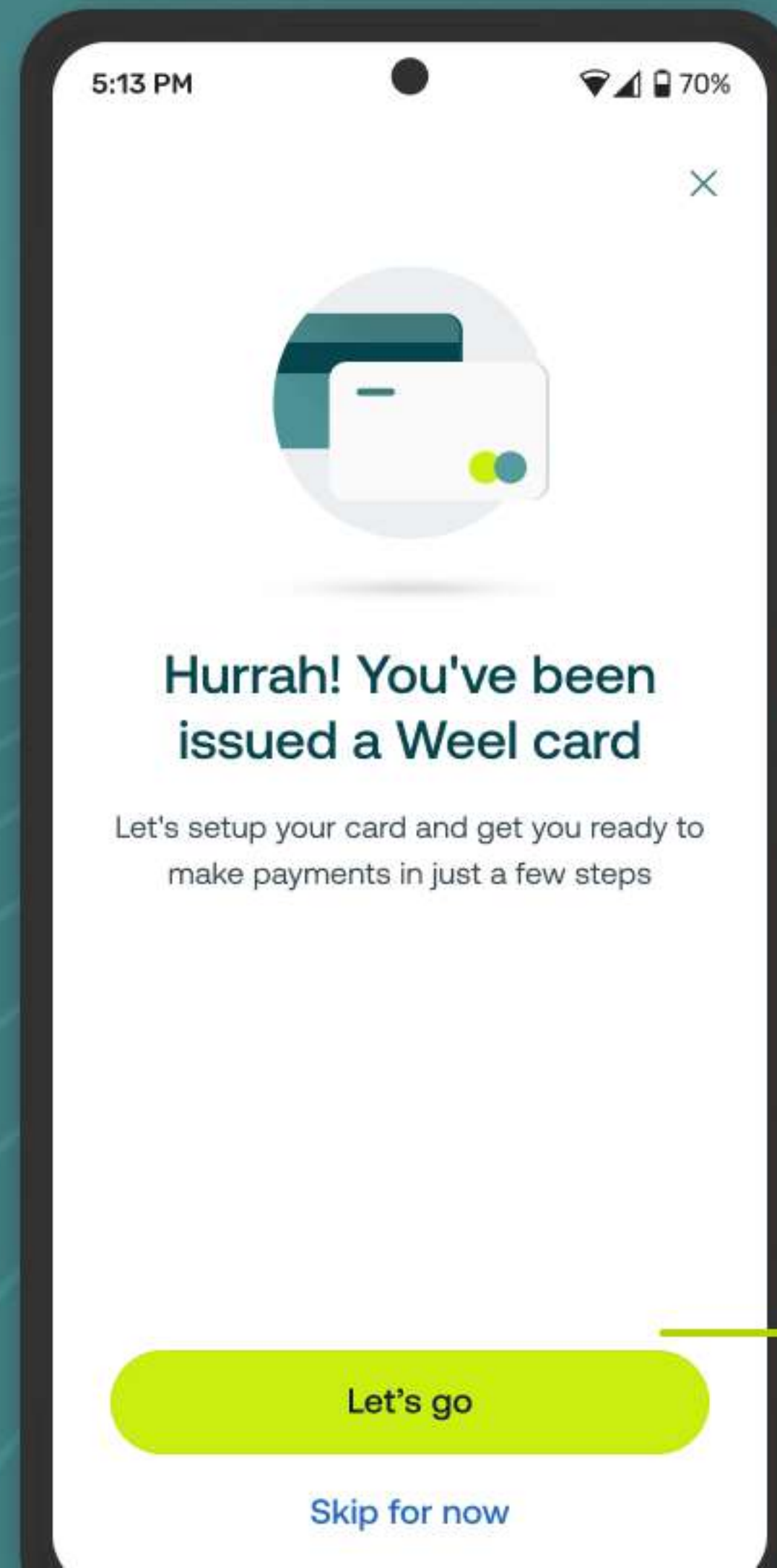


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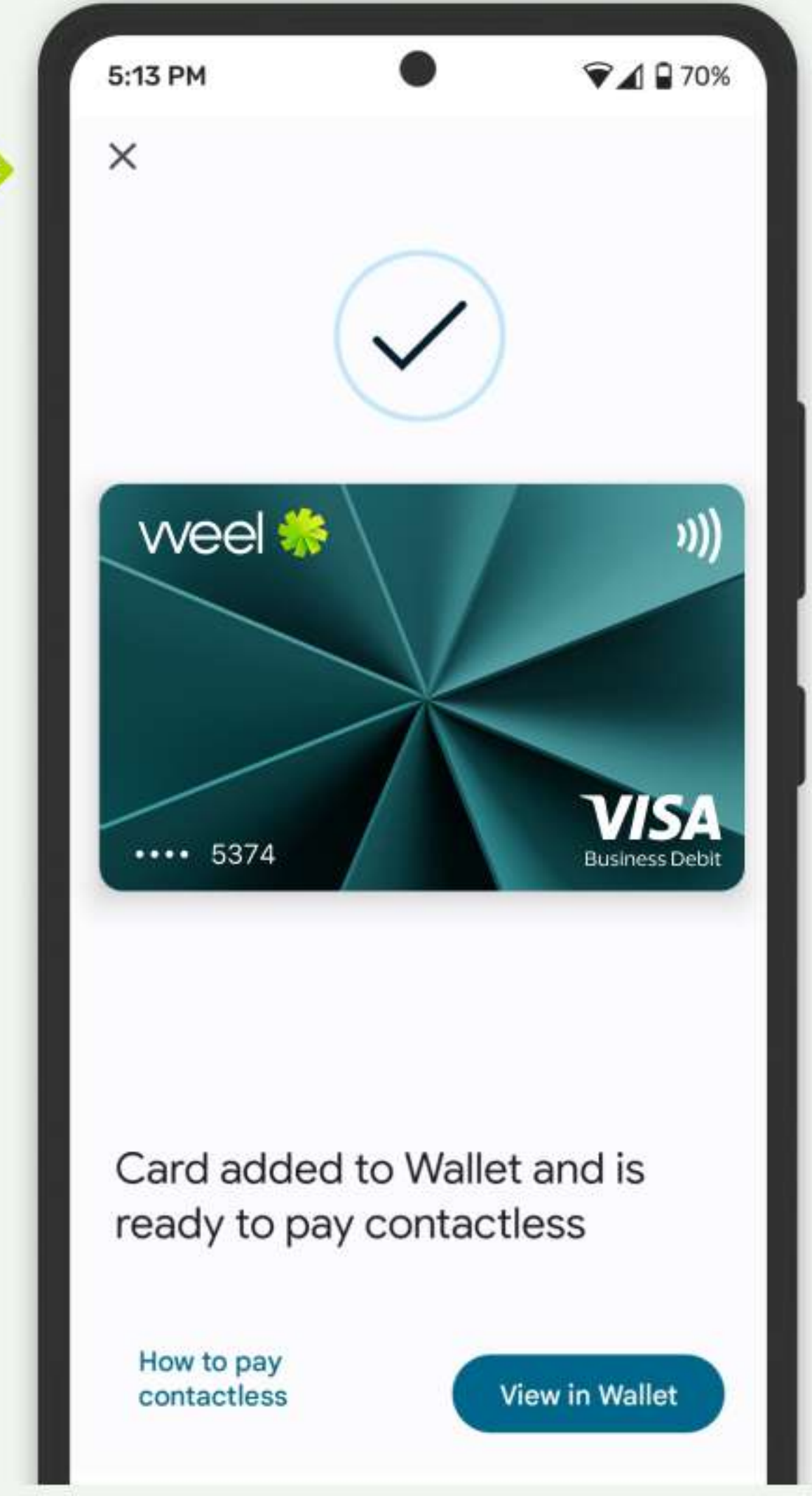
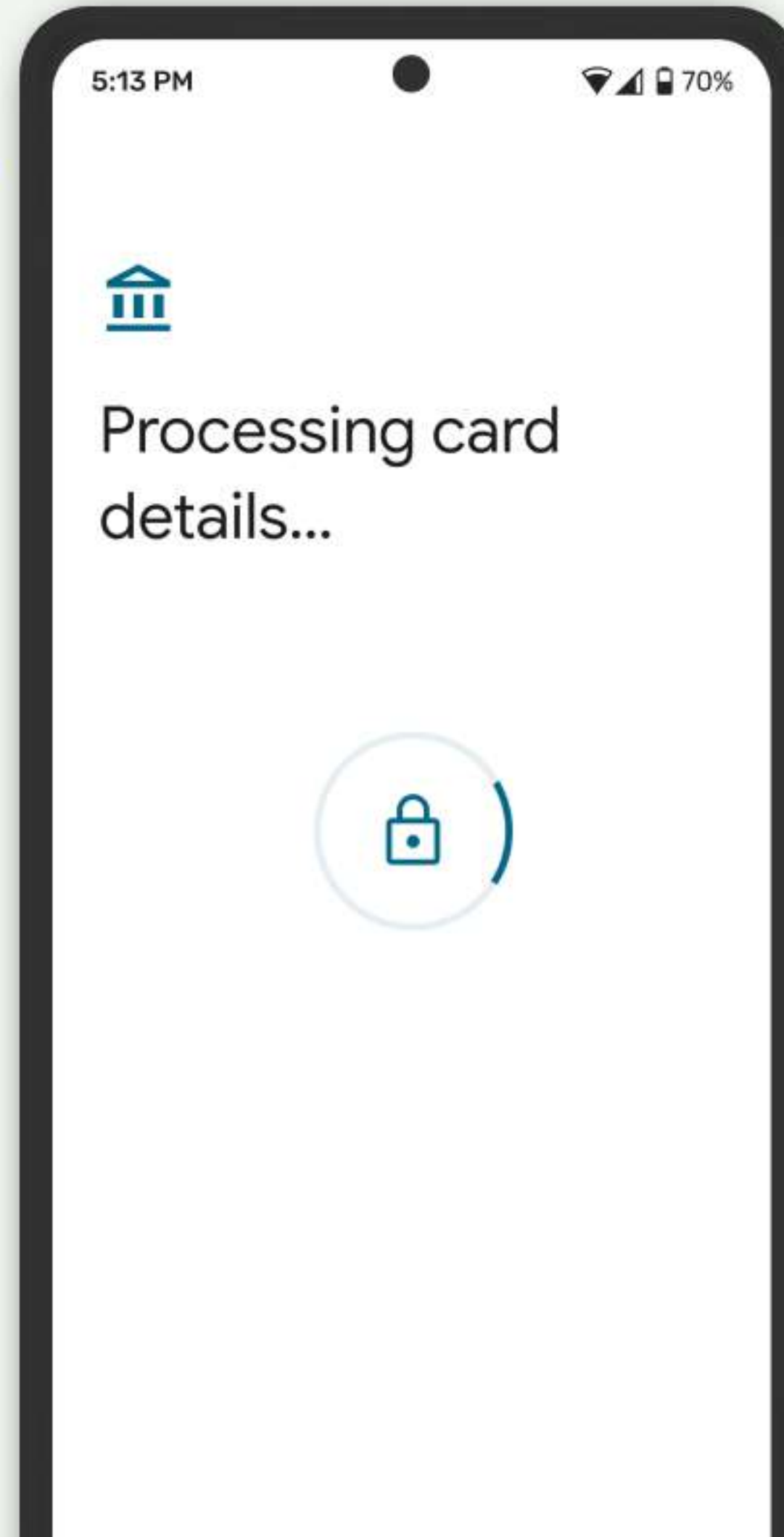
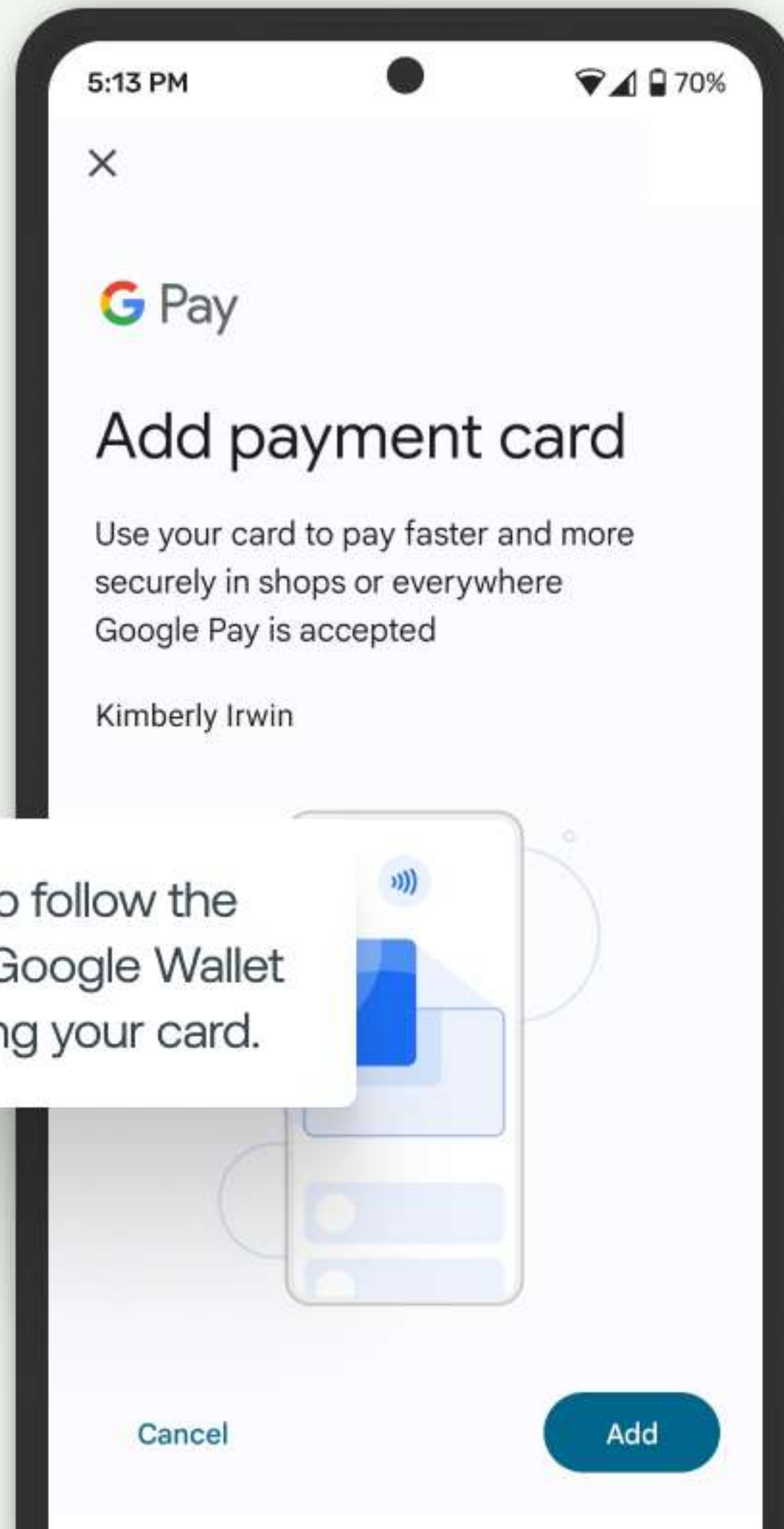
# How to add to wallet

Once assigned a budget, you will receive an easy step-by-step prompt to walk you through setting up your Weel card in Google Wallet.

**Tip:** Tap 'let's go' followed by 'add to Google Wallet'.



# How to add to wallet (cont.)



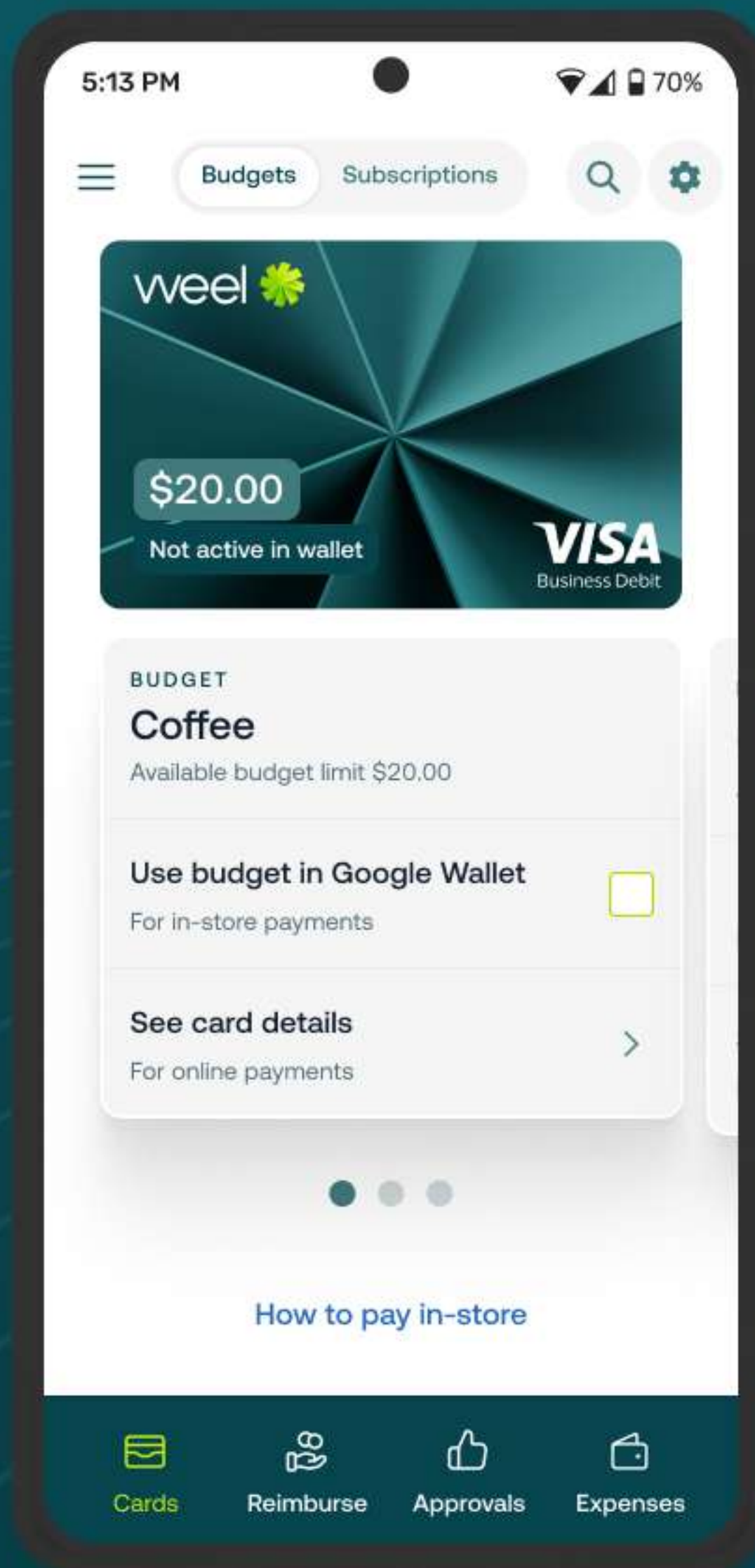
**Tip:** Continue to follow the prompts from Google Wallet to finalise adding your card.

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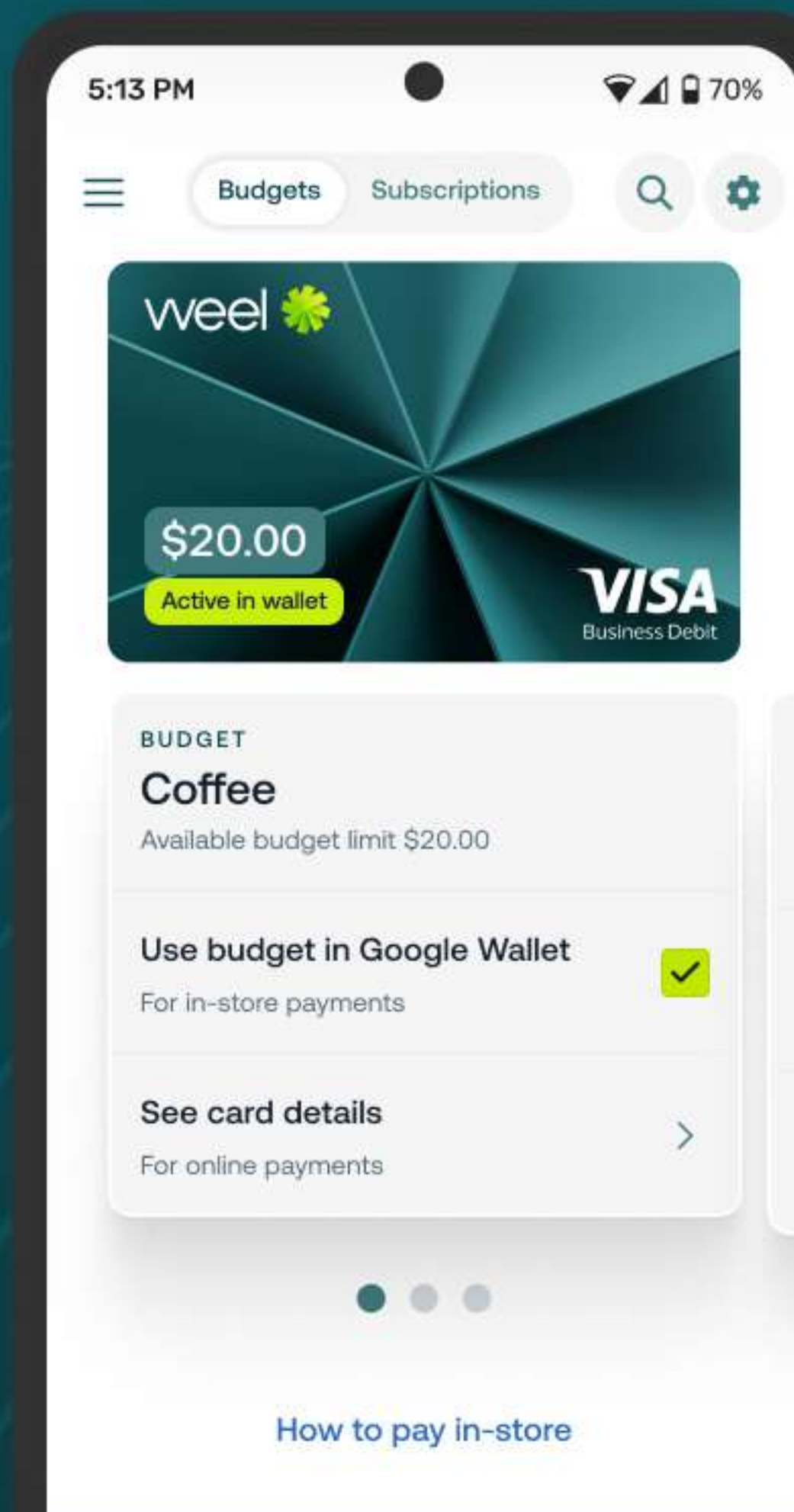
# How to pay in-store

Once your card is added to your Google Wallet, you're now ready to use your virtual card.

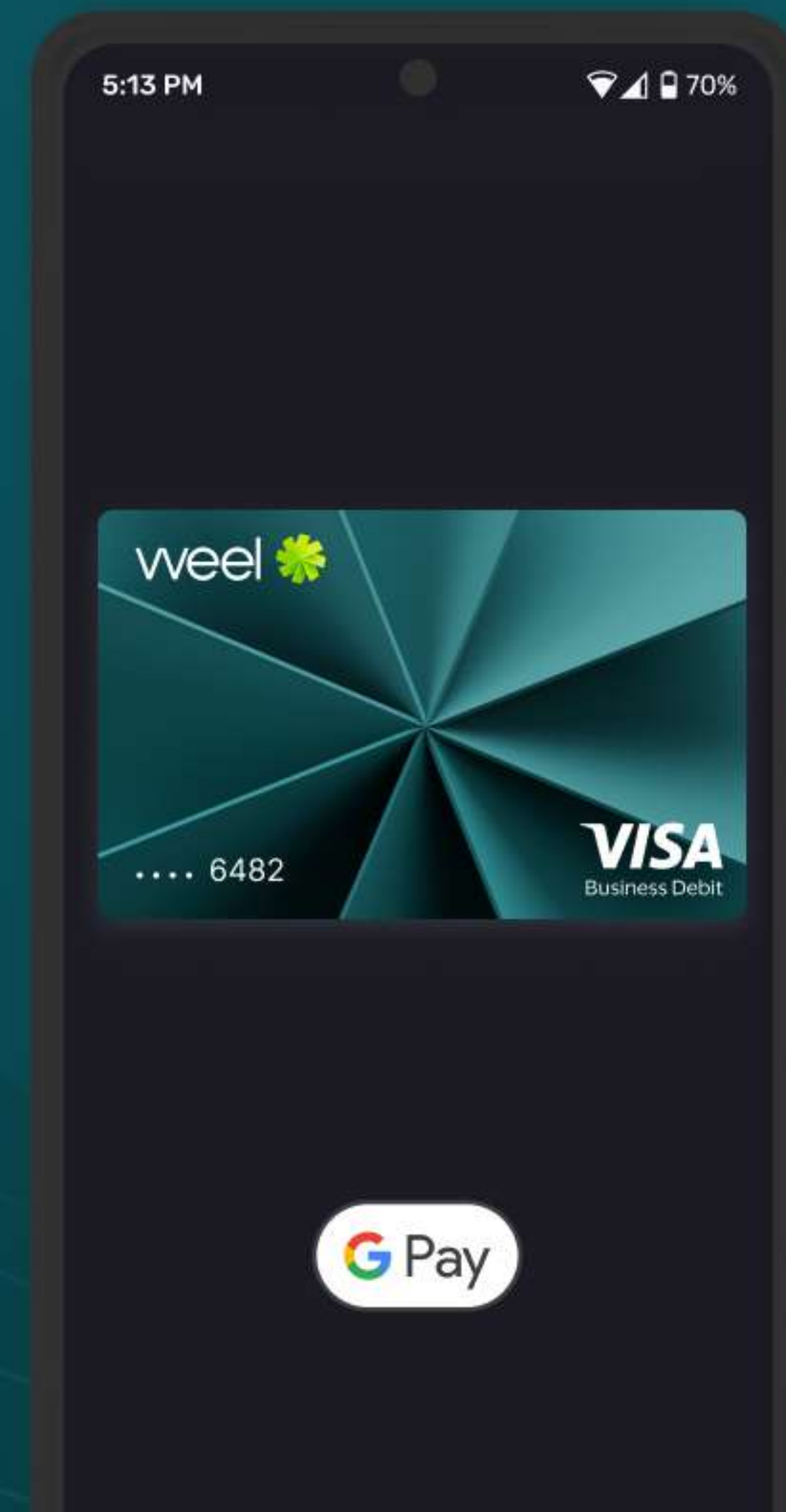
**Step 1:** Find the right budget by swiping, or use the search function in the top right.



**Step 2:** Select 'Use budget in Google Wallet'.



**Step 3:** Access the card in your Google Wallet to tap and pay.

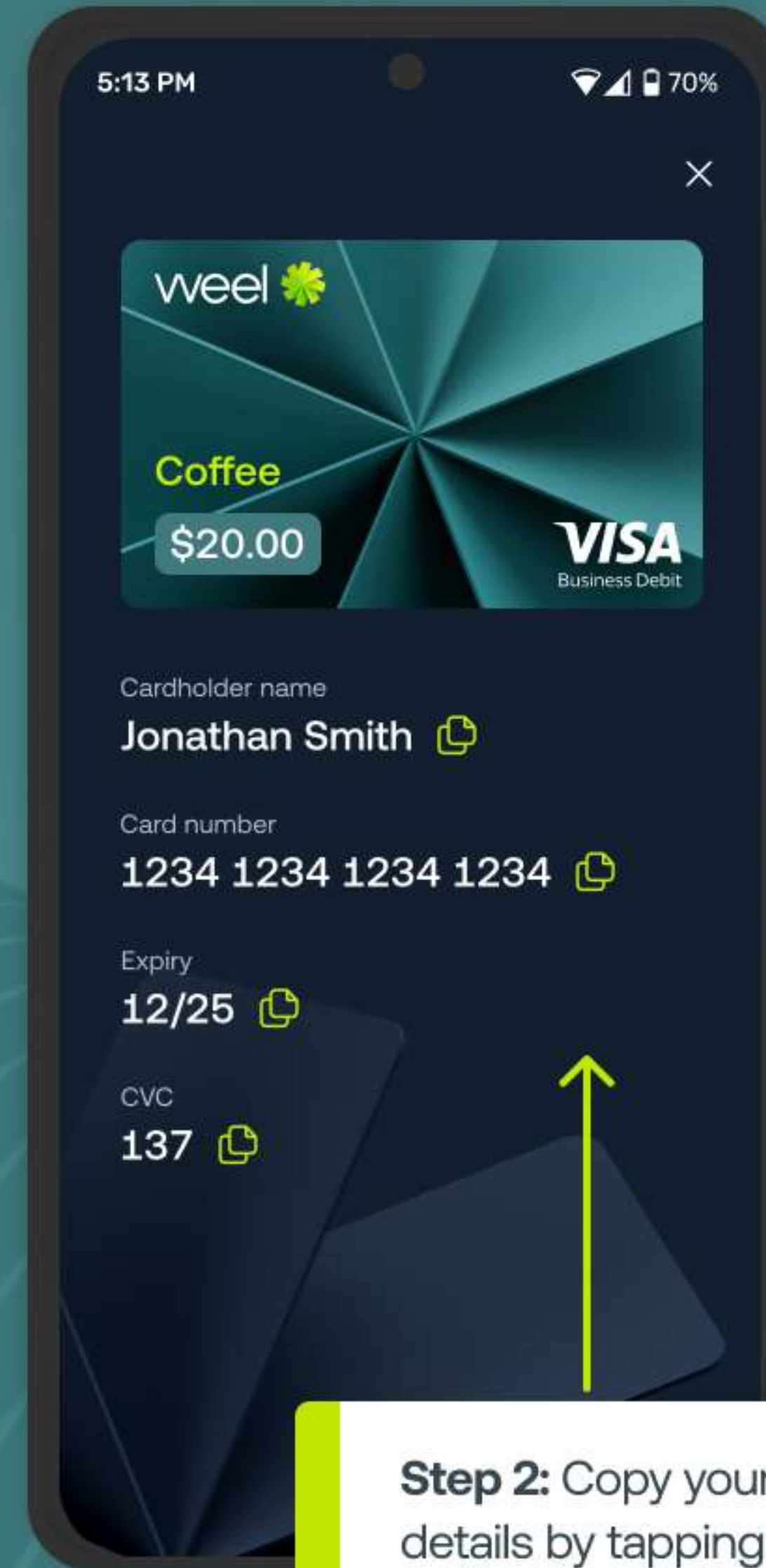
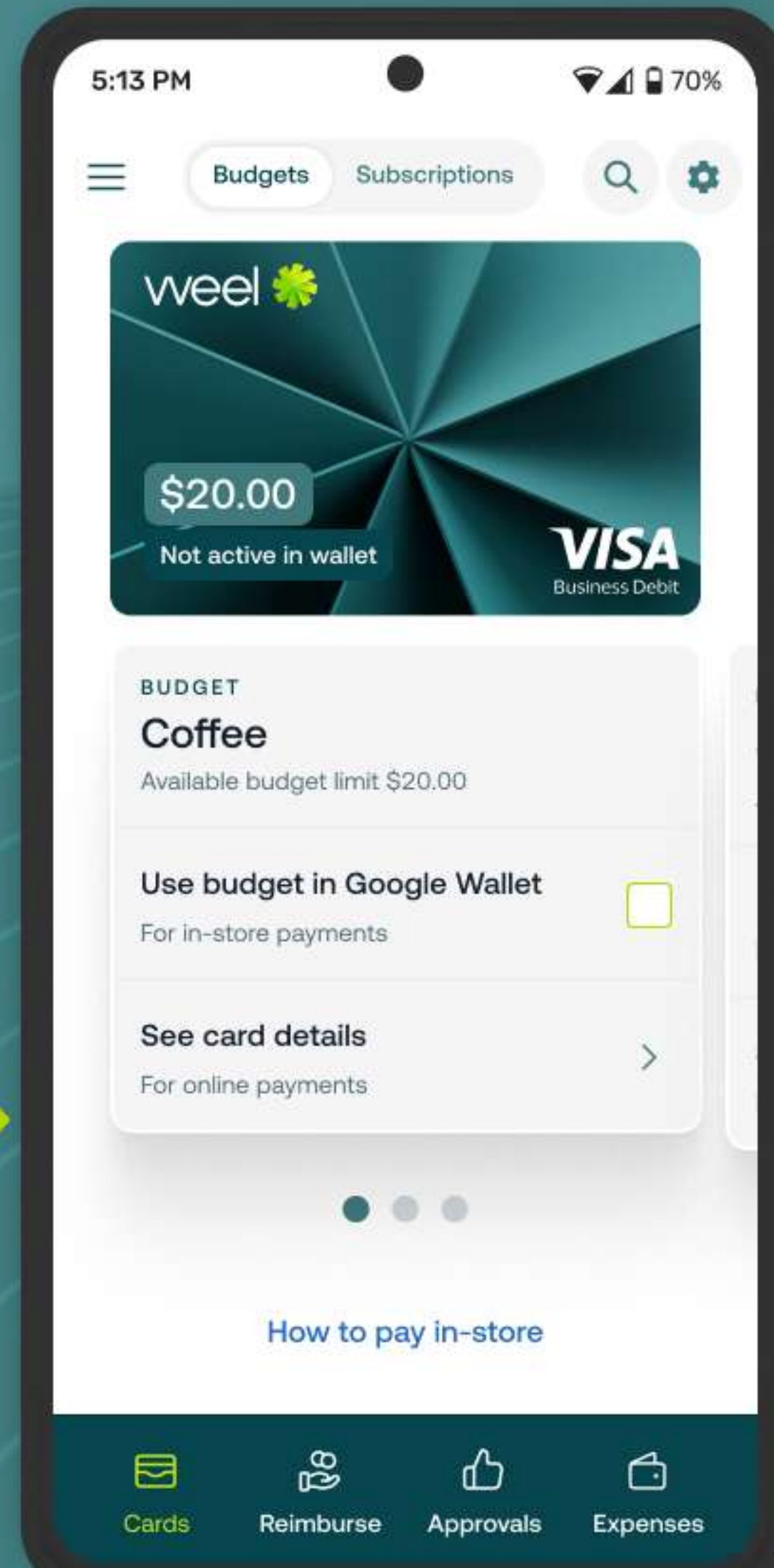


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# How to pay online

Paying online is easy with card details at your fingertips.

**Step 1:** Swipe to your required budget and select 'see card details' (you don't need to activate in Google Wallet).



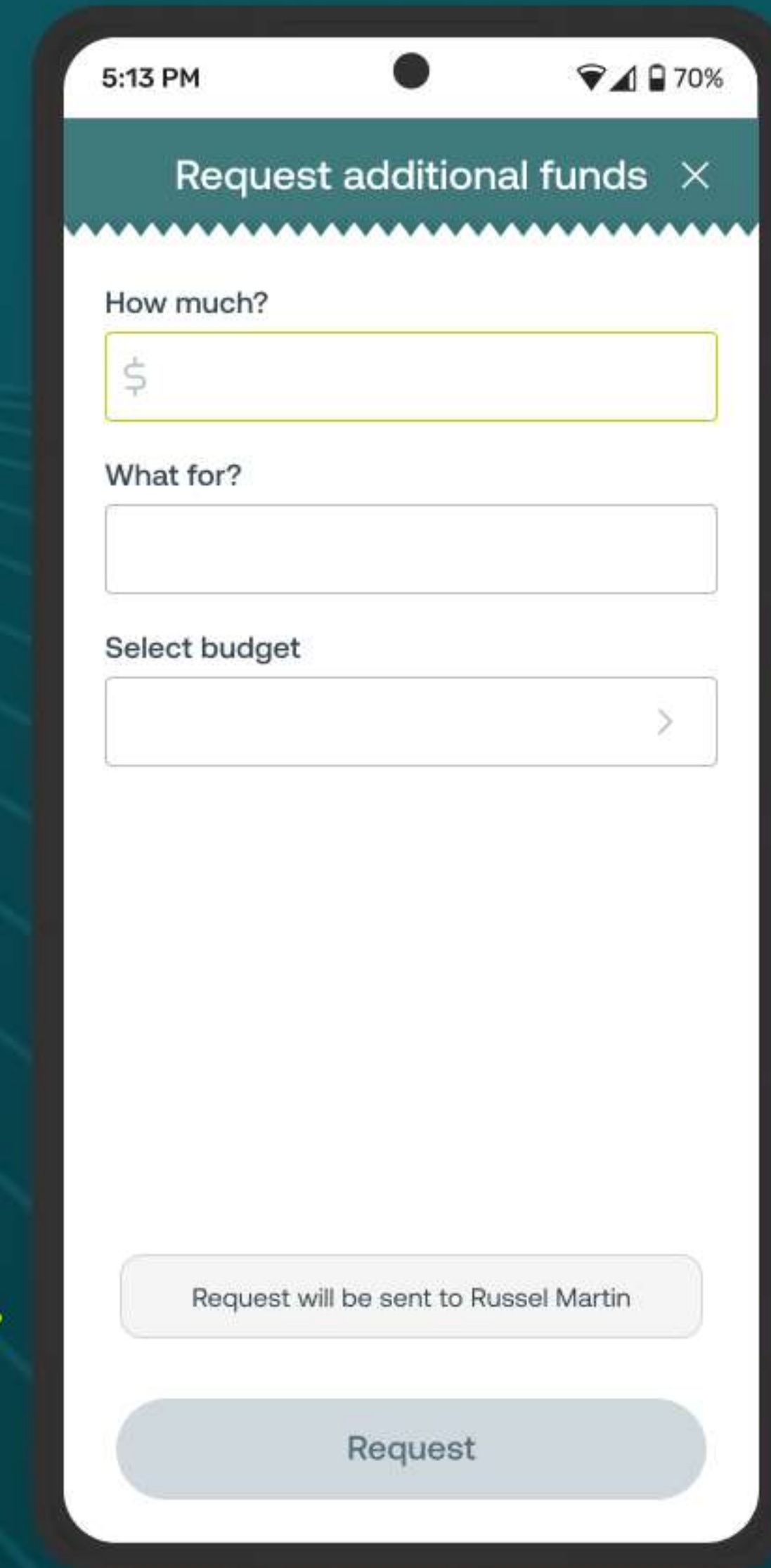
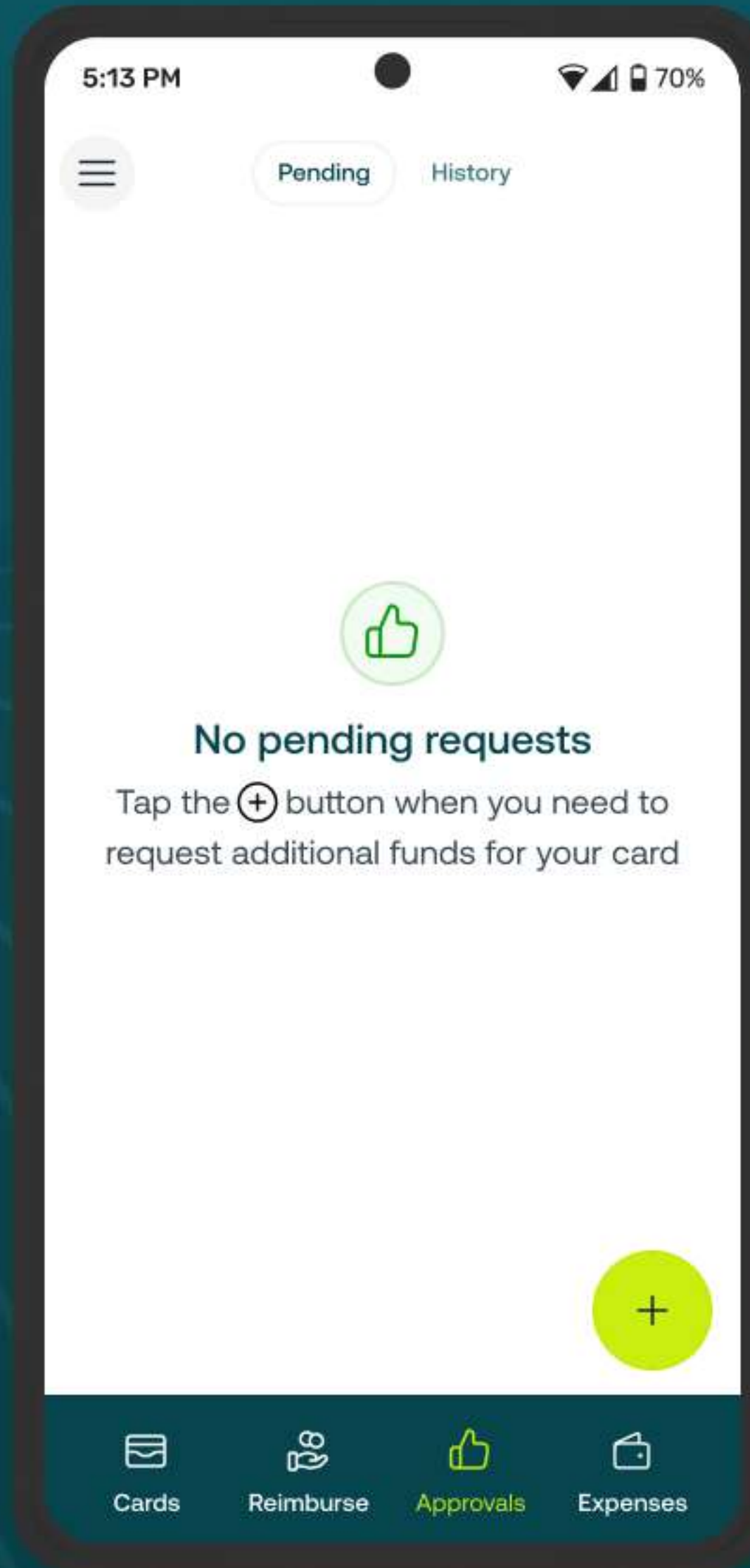
**Step 2:** Copy your card details by tapping the copy icon.

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# How to make a top-up request

For greater flexibility and easy sign-off or if a budget is running low, you can request a top-up detailing what you need it for.

**Tip:** Tap the floating 'plus' icon in the lower right hand side to submit your request details.



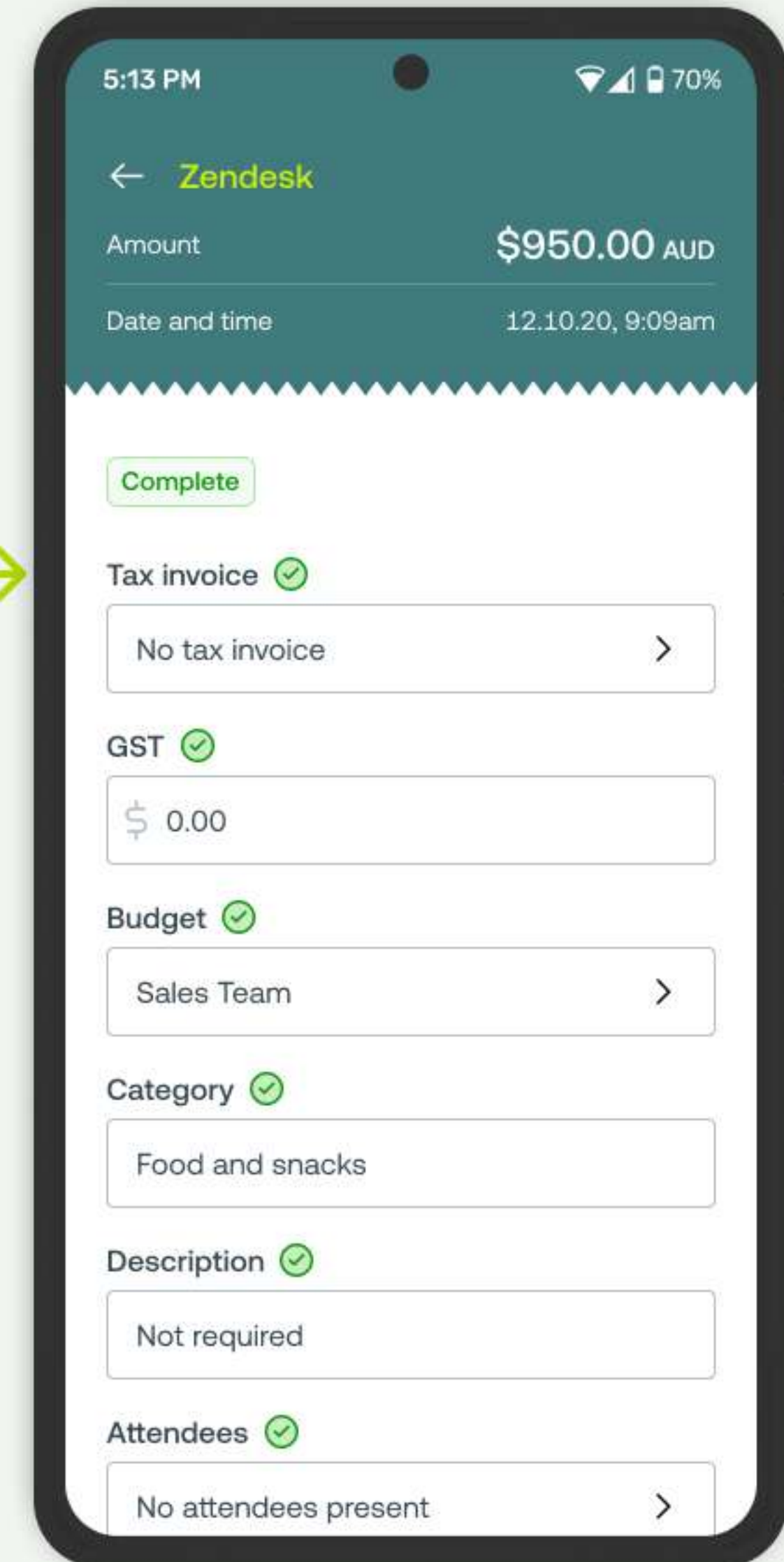
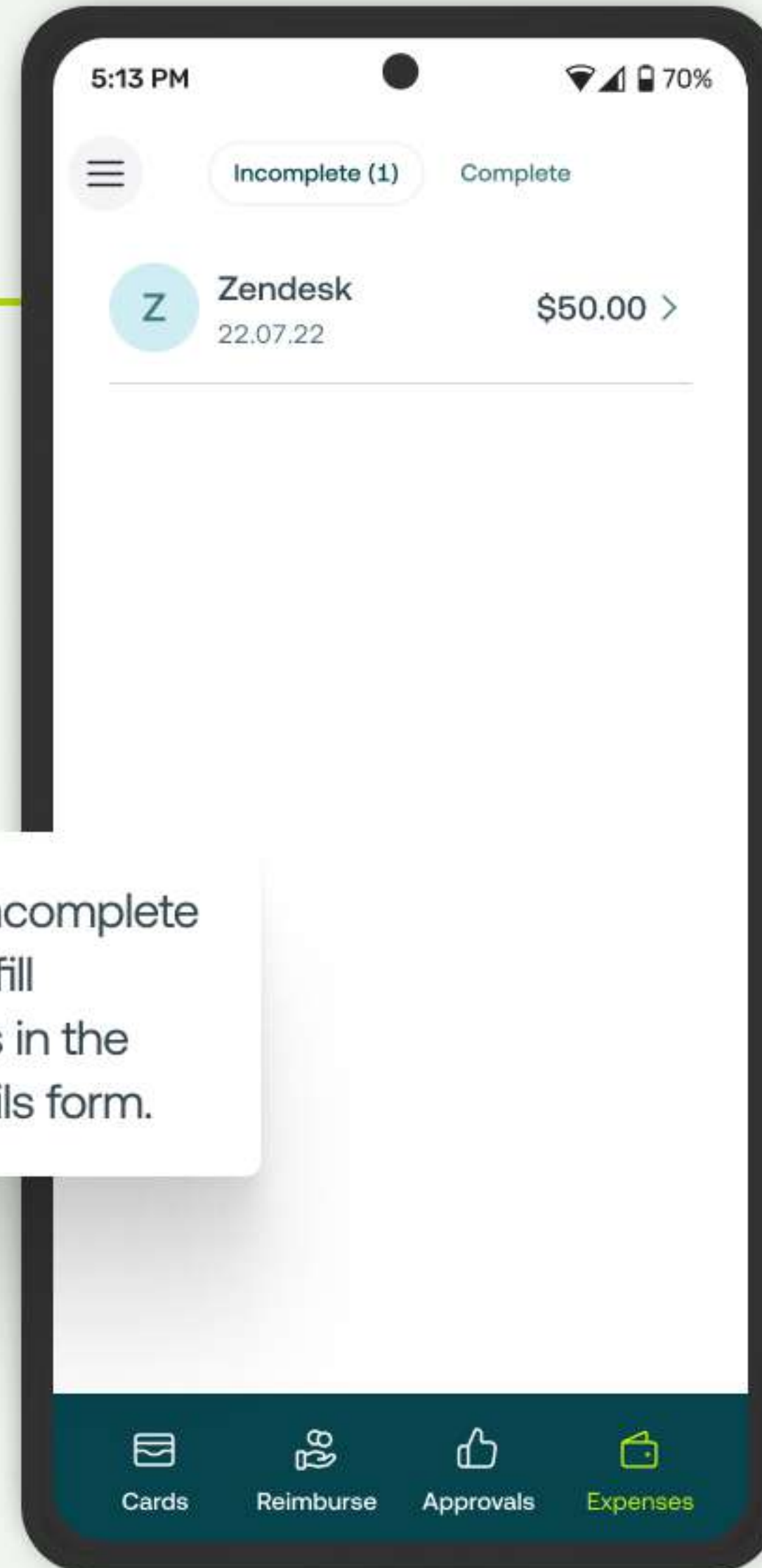


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# How to complete an expense

The days of crumpled paper receipts are over. With Weel, you can capture receipts in real time, adding any missing details.

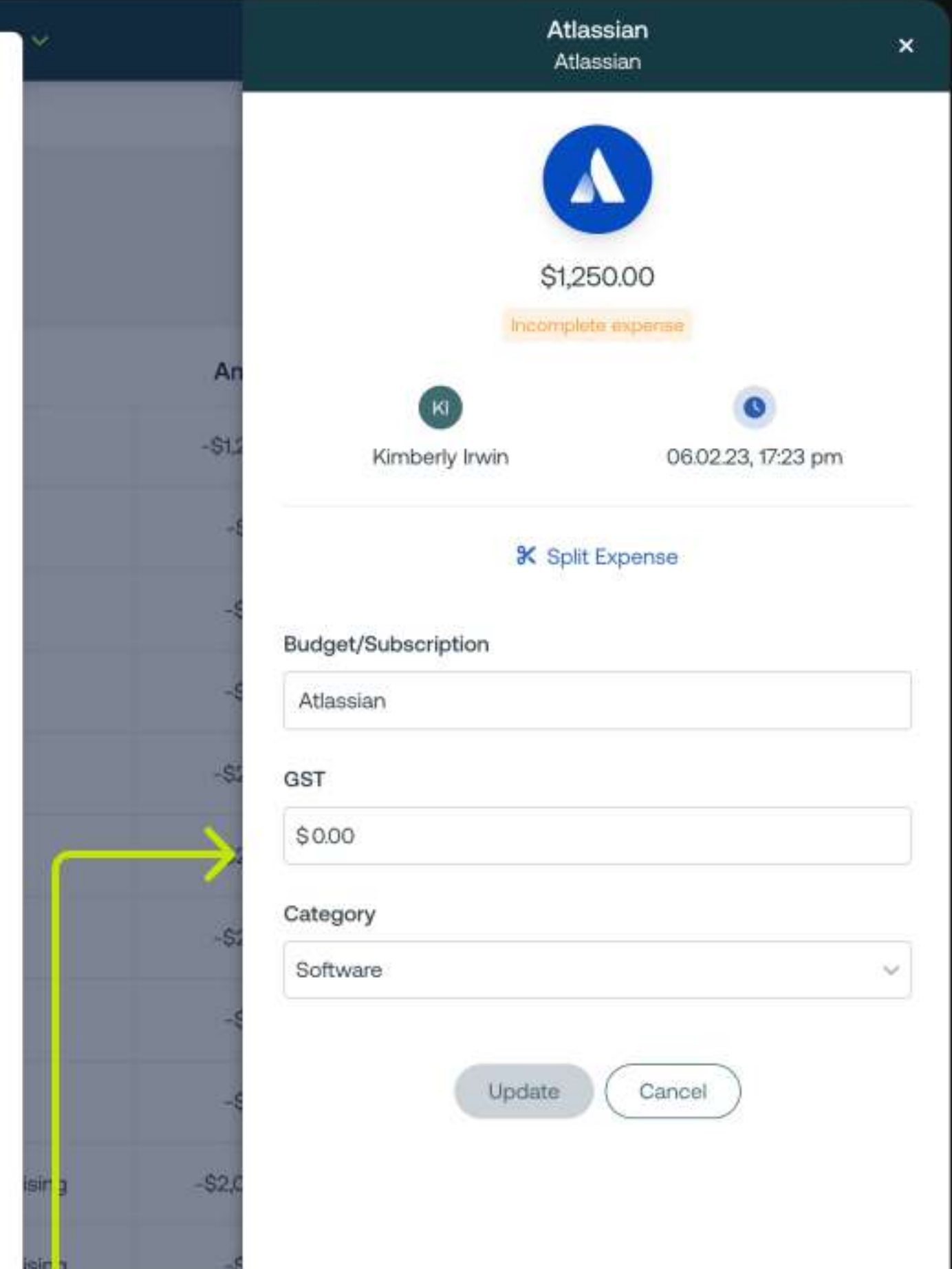
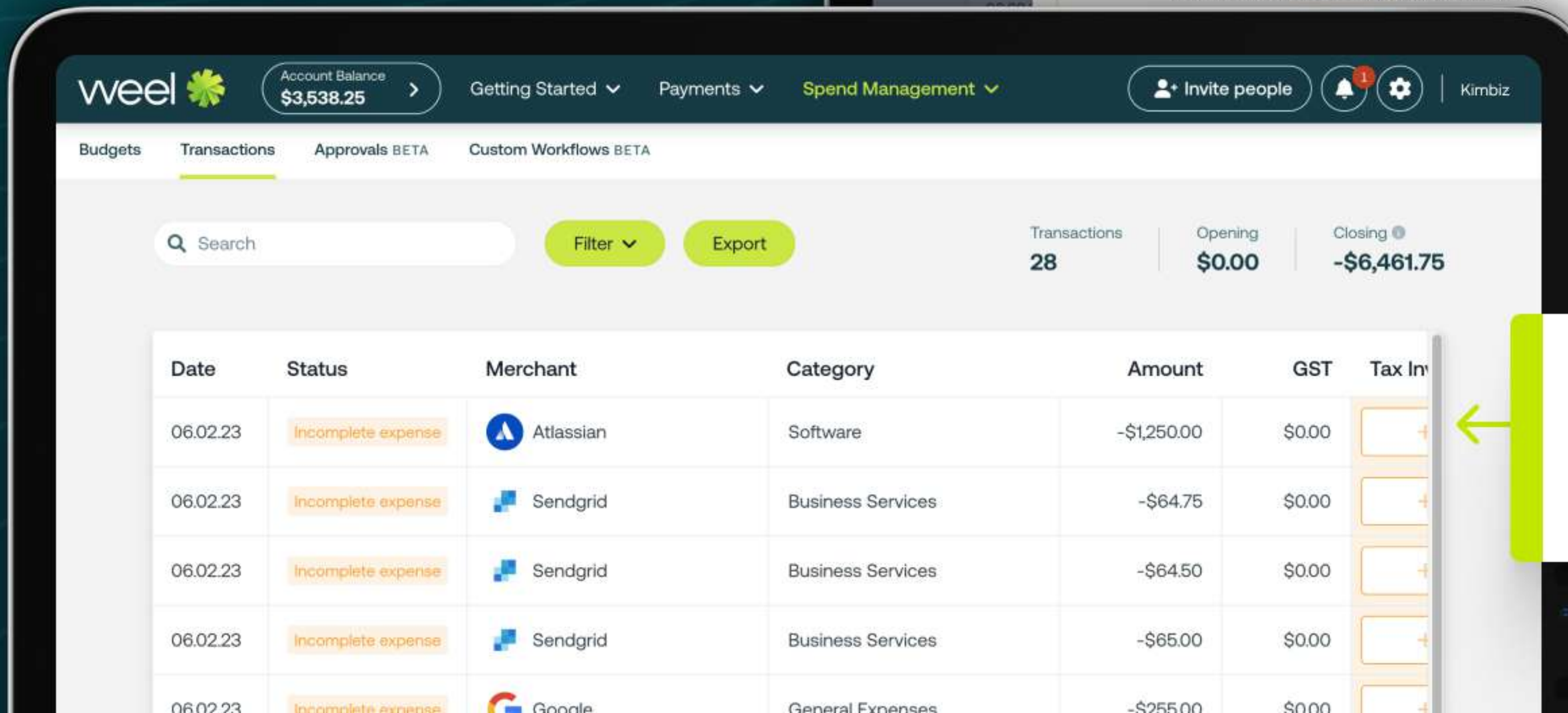
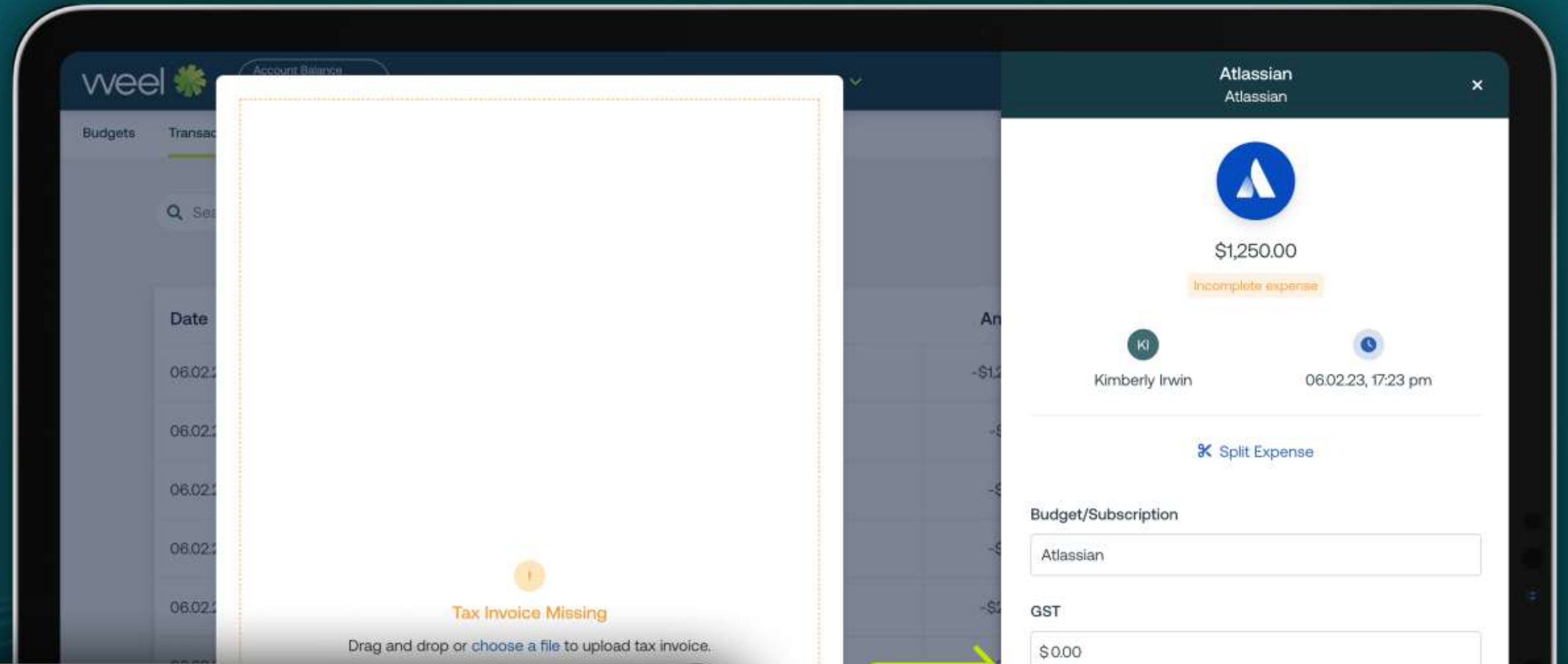
**Tip:** Tap the incomplete expense and fill required fields in the expense details form.



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# How to add an invoice

You can also complete an expense on our web platform by uploading your invoice directly via our transaction table.



**Tip:** Tap the incomplete expense and fill required fields in the expense details form.

# Need more help?

Learn, implement and get help with Weel.



## Help centre

Learn how to implement, use and get help with Weel.

[Go to help centre →](#)



## Online training courses

Complete an online training course and become a Weel expert.

[Complete online training →](#)



## Contact support

Talk to the Weel support team and get help when you need it.

[Contact support →](#)



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