COMMERCIAL CARD SERVICES CARDHOLDER GUIDE

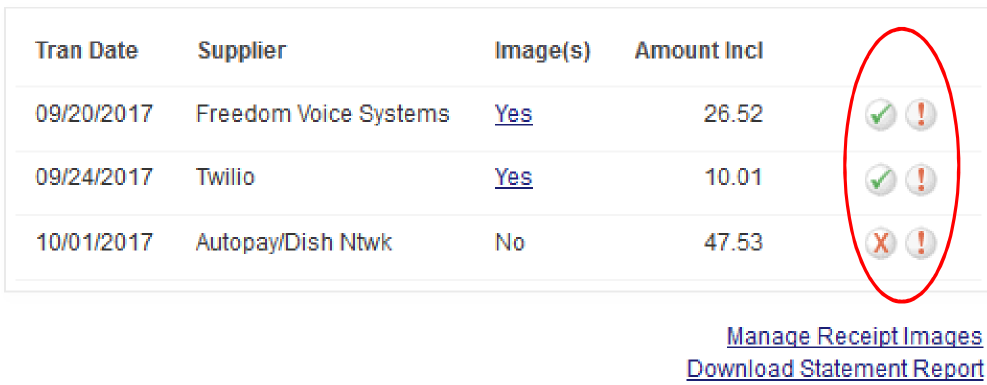
Adding Receipt Images

Within the IntelliLink website, employees have the ability to attach receipt images to transactions. There are two options available to get the receipt image into the website to link to a transaction:

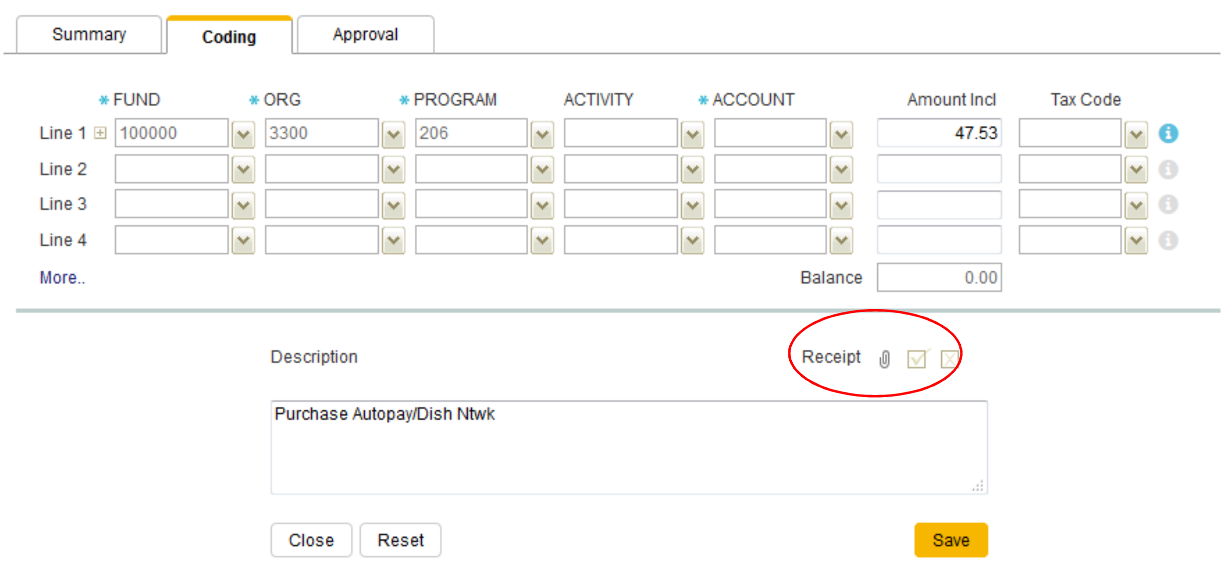
1. Manual upload (uploading a scanned image by browsing your computer or shared drive).
2. Upload via email (emailing an image file from either a computer or smartphone to a unique email address set up for your IntelliLink User ID).

You can attach a receipt to a single transaction by logging into IntelliLink, where you will then locate the transaction (click “Expenses", then select a statement period).

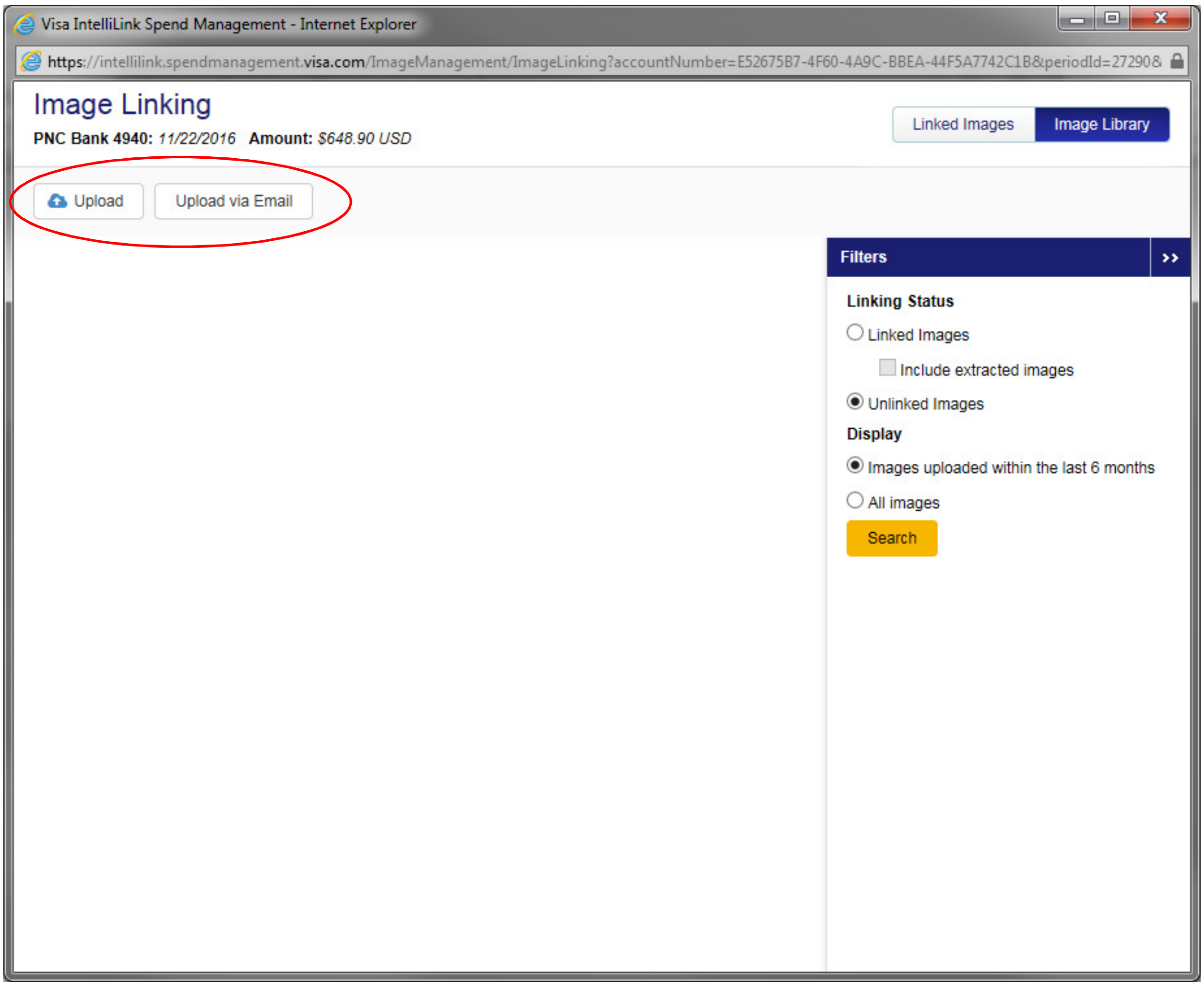
1. Click on the icon in the first column, which is to the right of the transaction, as shown below.



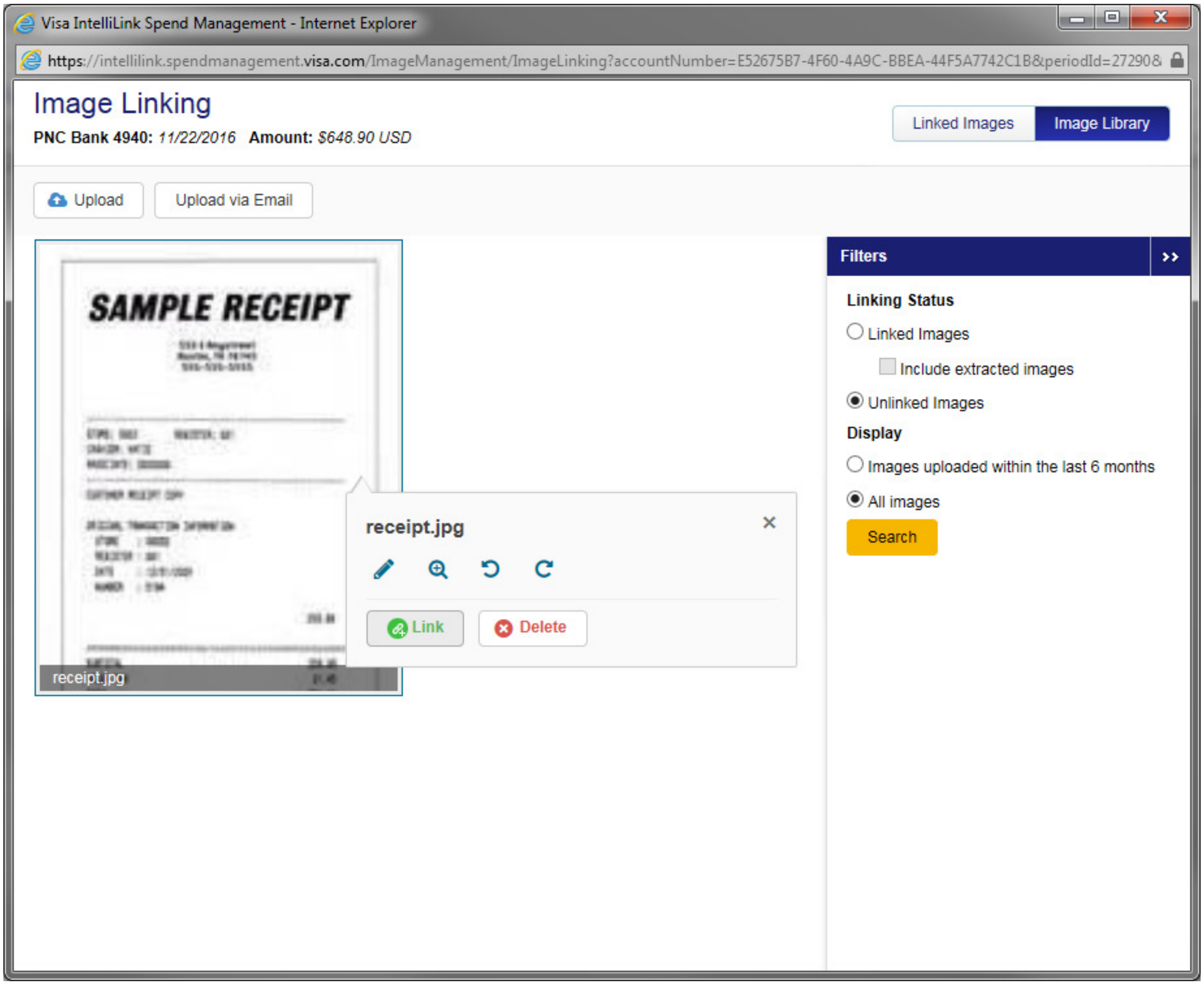
2. This will bring up the transaction details window. On the “Coding” tab, click on the paper clip icon at the bottom right to attach a receipt to this transaction.



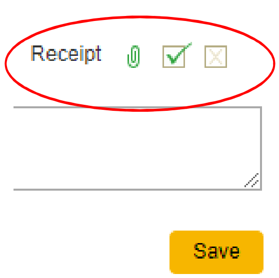
3. This will bring up the "Image Linking" screen. You can click on the Upload button to browse for an image file on your computer or a shared drive. If you click on "Upload via Email", you will see the unique email address where you can send image files to your IntelliLink image library. If you have a smartphone, you may prefer to save this unique email address as a contact so that you can send photos of receipts to your IntelliLink image library. If you have any images that have been sent/uploaded, you can search for it by opening the Filters option on the right.



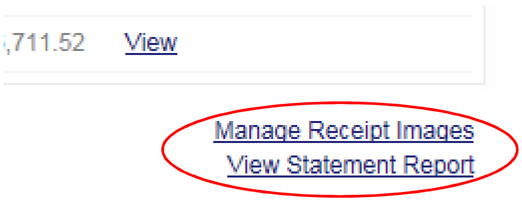
4. A manually uploaded image will be automatically linked to the transaction. If you will instead use an image that is already within your image library, you can click on the image, then click on the "Link" button. Clicking on the thumbnail will allow you to zoom in on the receipt image.



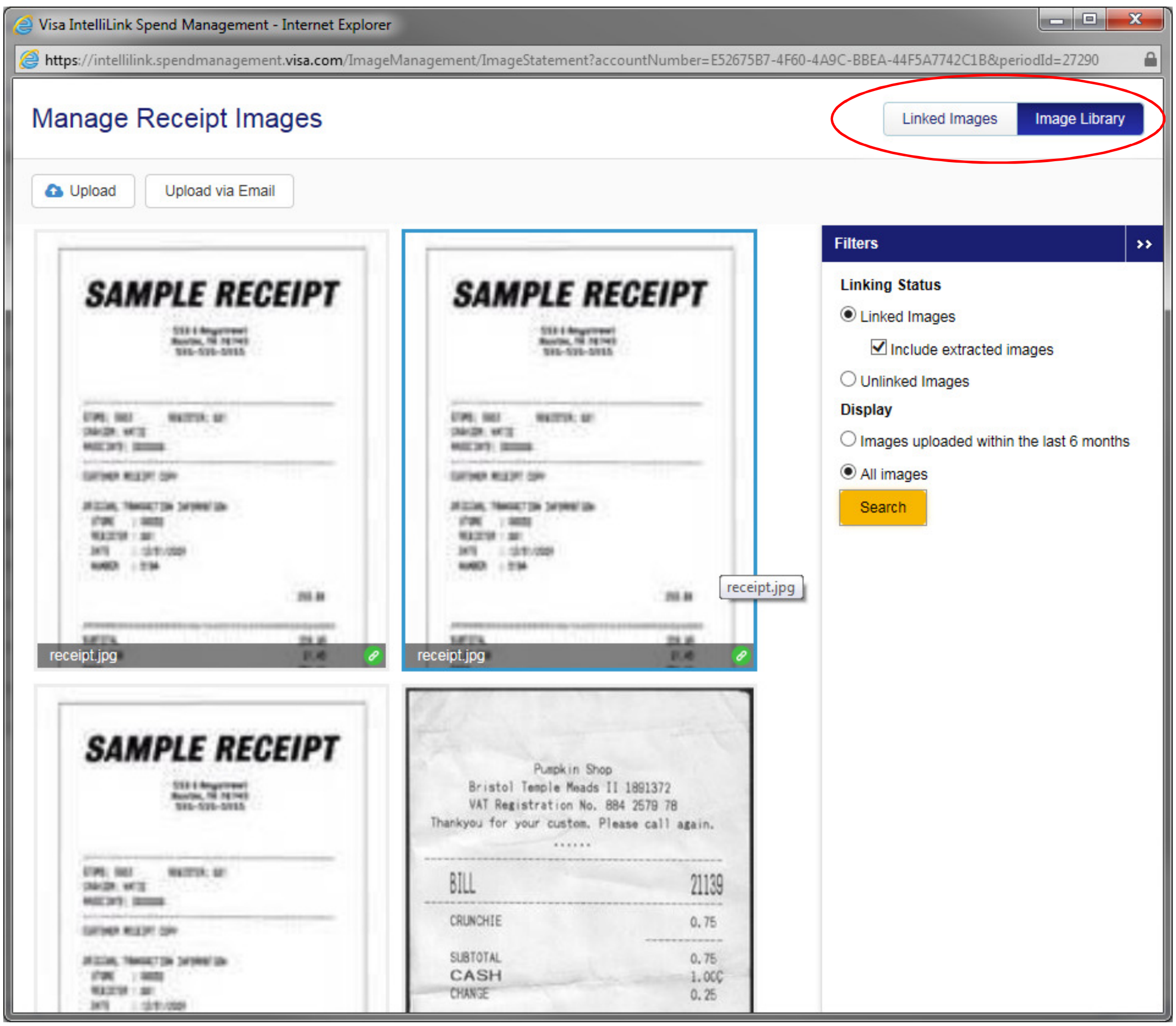
5. When the image is linked, you can close out of the "Image Linking" window. The paper clip icon will turn green to indicate that it has a linked image. You then need to check the box next to the green paperclip to indicate the receipt is attached (Per PNC, this box will not automatically show a green checkmark when an image is linked). The receipt section should like the below screen shot. Click "Save" when you are done.



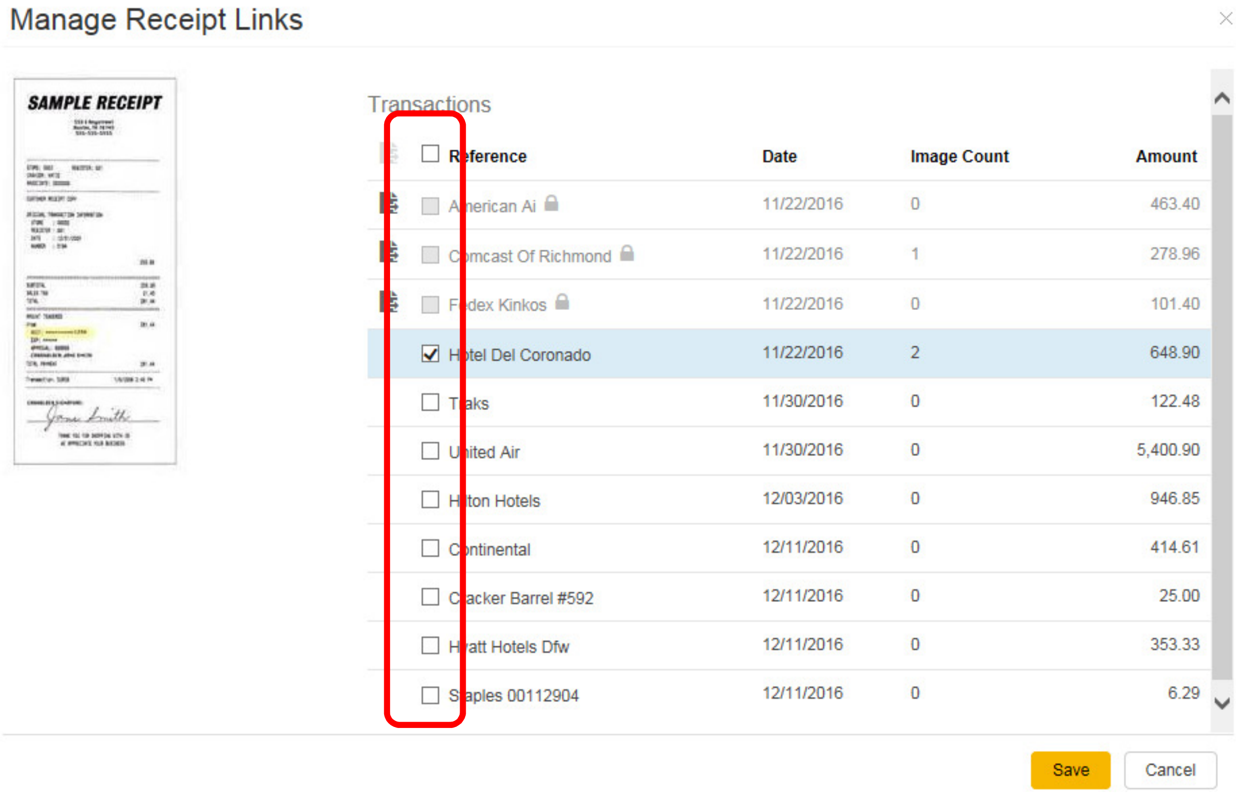
6. You are also able to link a single image to multiple transactions. On the screen listing your transactions, click on the “Manage Receipt Images” link on the bottom-right.



The options on the top-right will allow you to toggle between images that are already linked to transactions in the list, or to the image library to see all images. You can also use the Filters option to find images. Click on an image to select it, where you will then see the “Manage Receipt Links” button.



You can now use the checkboxes to link this image to multiple transactions. This may be useful if you have scanned multiple receipts into a single PDF file, for example.



The maximum file size for a single image is approximately 5MB.

The maximum overall size of attachments to a single image email is approximately 20MB.

Emails have a minimum file size of 2KB, which allows the system to ignore email signature images.

The following file formats are accepted: GIF, JPG, JPEG, TIF, PNG, DOC, DOCX, XLS, XLSX, and PDF.