

REIMBURSEMENTS IN SMARTER

7/30/2025

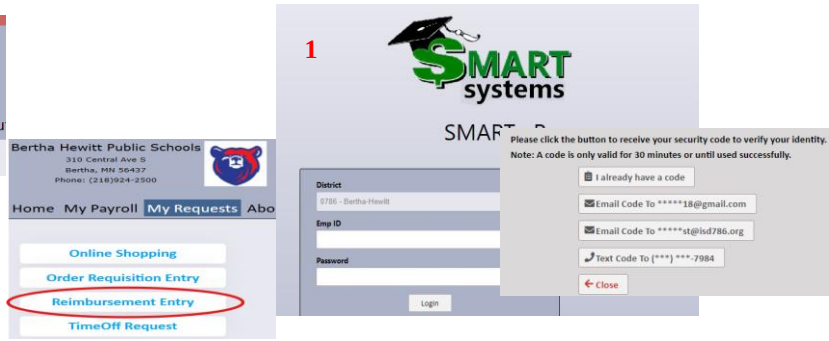
1. Log into SmarterER. There will always be 2-step authentication. I recommend adding your cell number to the "About Me" tab so you can have a code text to you instead of email.

2. Click "My Requests".



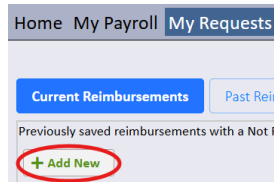
3. Click on "Reimbursement Entry".

3



4. Click on "Add New".

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5. Fields with a colored background need to be entered.

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6. Click "Save and Enter Items".

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7. Fields with a colored background need to be entered. Upload the receipt or for mileage reimbursement upload a screenshot of the route on maps.

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8. Click "Add/Save Row". You must click this even if you are only entering in one reimbursement.

9. Once you have all lines entered click "Save".

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10. Click "Sign".

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11. Check the box next to the Acknowledgement. Click "Sign Reimbursement".

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12. Sign and click "Save Signature".

13. Renter your password and type in the last four of your SSN. Click "Verify".

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14. Click "Route".

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15. Click "OK".

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