

## **My Expenses Online**

## How to access Online Help

https://help\_wiki.myexpensesonline.co.uk/

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|--------------------------------|---|--------|
|                                | Online help   |        |
| Royal College of Psychiatrists | Online help<br>Call us on 01270 61180/<br>Click for our helpdesk<br>FAO |        |
|                                | Click for our hel   | lpdesk |
|                                | FAQ   |        |

 From the My Expenses Online (MEO) home page or dashboard, you can access the online helpdesk, by clicking "Online Help" (On the top right-hand side of the screen). Here you will be able to access the MEO guidance.



2) You can select guidance for either using MEO on a computer/laptop or via the Mobile Apps.

| MyExpenses   |
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| MyExpensesOnline is a cloud-based electronic staff expense solution, allowing claimants to enter their expenses using web or mobile apps, submit and have them sent to the correct person for authorisation and payment. |
| Our website & provides information on the features & and services & of MyExpensesOnline.   |
| Frequently Asked Questions   |
| Who are you?   |
| Please select your role in your company to receive the relevant help.  |
| Claimant   |
| Manager  |
| Admin  |
| We have a policy of continuous improvement, which means that MyExpensesOnline is being regularly updated with new and updated features. Change history is available here.  |

3) Please select the Climant heading, and this will take you to various help sections, such as: "Getting Started as A Claimant" and "Creating a new claim".

If you do require any further assistance such as: adding categories (Taxi, underground etc.) or Authorising managers, please do contact Sarah Cheese 0203 701 2564 or <u>sarah.cheese@rcpsych.ac.uk</u>