

aptive solar



Divvy

Guide



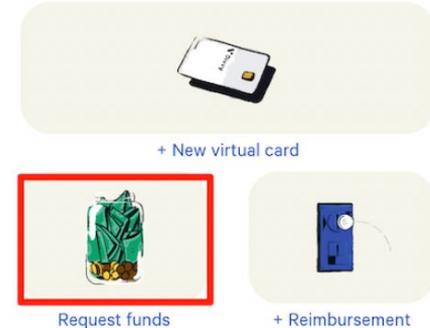
How to avoid reimbursements:

- All purchases must be pre-approved by a member of the sales ops team.
- If your funds currently show \$0 and you have a planned and approved expense, [request funds through Divvy](#) or text our incentive line 385-243-7336 one day before and we will load funds onto your card.
- When submitting a request for funds please include the purpose and who approved the purchase.

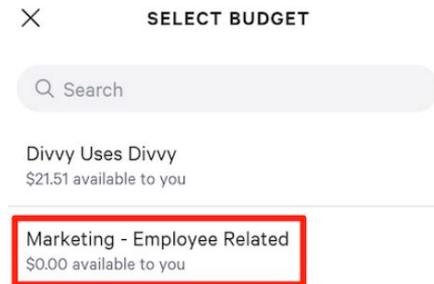
1. Log in to the Divvy [mobile app](#) and tap the **Add** icon.



2. Tap the **Request funds** button.



3. Tap the **Budget** you want to request funds from.



4. Enter the **Amount** you want to request [1] and a note detailing the reason for the funds request [2]. Then tap the Request button [3]

How to submit reimbursements:

1. If you **don't** currently have a Divvy account text our incentive line 385-243-7336 and we will create an account for you
2. Please text 385-243-7336 the total amount and the item purchased.
3. Click on the invite email from Divvy.
4. Download the Divvy Mobile App: getdivvy.com/download and sign in.
5. Hit the plus button on the center of the homepage
6. Select "More actions"
7. Select "[New reimbursement](#)"
8. Select "Out of pocket"
9. Select your budget. You should already be in your corresponding budget. If not, text 385-243-7336.
 - a. Blitz expense -> select "Blitz Expenses"
 - b. Year Round Office Expense -> select your office budget
 - c. Misc -> select "Sales Rep Reimbursements"
10. Link Bank account. Enter your routing and account number.
11. Upload your receipt
12. Select the amount
13. Hit Submit

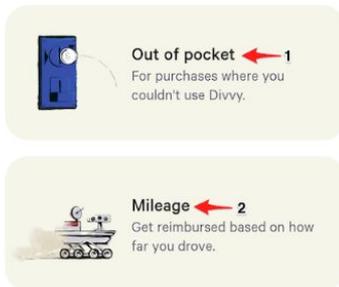
1. In the Divvy Navigation Menu, tap the **Add** icon.



2. Tap the **Add Reimbursement** button.



3. To select an out-of-pocket reimbursement, tap the **Out of pocket** button [1]. To select a mileage reimbursement, tap the **Mileage** button [2].



Out of Pocket

4a. Enter the reimbursement details, including the merchant [1], amount [2], date [3], and any required fields [4].

A screenshot of the "NEW REIMBURSEMENT" form in the Divvy app. The form is titled "Out of pocket" and has a back arrow and a menu icon. It contains the following fields: "MERCHANT*" with the value "Food & Stuff" and a red circle containing the number 1; "AMOUNT*" with the value "\$22.50" and a red circle containing the number 2; "TRANSACTION DATE" with the value "02/15/2022" and a red circle containing the number 3; and a "REQUIRED (5*)" section with a red circle containing the number 4. The required section includes "BUDGET" (Divvy Uses Divvy), "EXPENSE CATEGORY" (Company-wide: Kitchen), "DEPARTMENT" (Customer Support), and "BUSINESS PURPOSE" (Birds). There is a "RECEIPT" field with a plus icon and an "ADD RECEIPT" button.

5. If your account administrator has enabled ACH reimbursements, you need a bank account linked to Divvy to receive your reimbursement. To [link a bank account](#), click the [Link Bank Account](#) link.

A screenshot of the "Link your bank" screen in the Divvy app. It features an illustration of hands holding a blue card. The text reads "Link your bank" and "Add your bank account info to receive your reimbursement when approved." Below this is a red-bordered button labeled "Link bank" and a "Cancel" button.

6. To request your reimbursement, tap the **Request** button.

REQUEST \$25.00

Reimbursement Facts

- All transactions and reimbursements must have a receipt showing the merchant, date and total amount.
- Reimbursements must be submitted within 30 days of transaction.
- You will be reimbursed via ACH deposit.
- After submission, reimbursements will take 5-7 business days to post to your bank account.