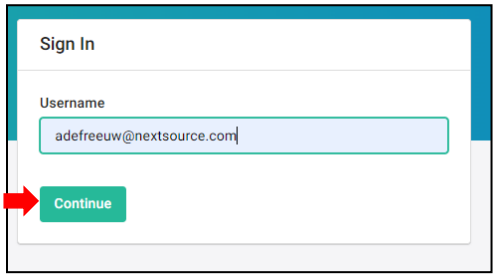
QUICK REFERENCE GUIDE:

Submitting an Expense

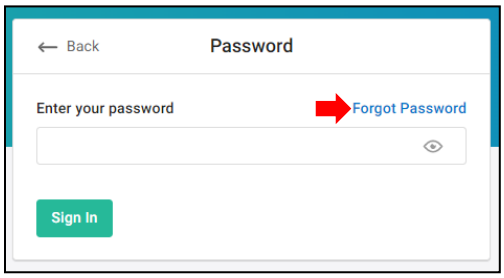
VNDLY Log in and Password Reset

Log into VNDLY: You will have an email with log in once active. (For optimal performance, Chrome is recommended.)

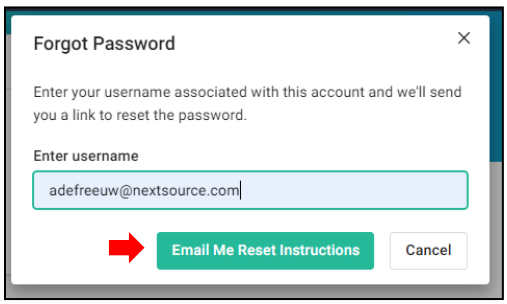
To reset your password, enter your username and click continue.



Click on Forgot Password.

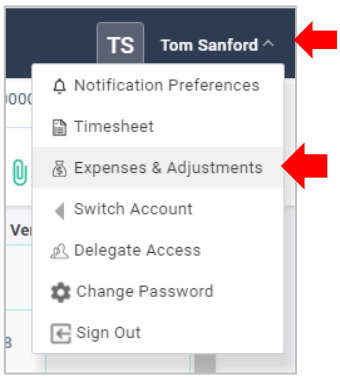


Enter in your username, then click Email Me Reset Instructions. This will prompt an email to be sent to your registered email address with a link to reset your password. Password resets can be completed at any time. Should you not receive the email immediately, be sure to check your junk or spam folder. This email comes directly from a noreply@vndly email address.



Expense Submittal Process

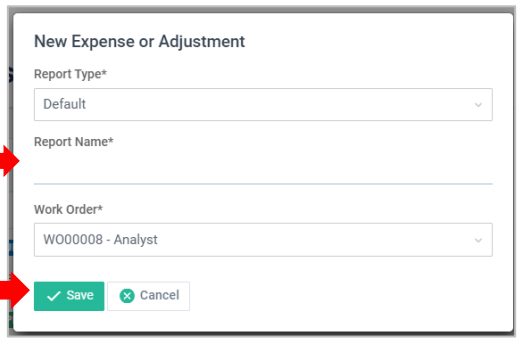
Select the dropdown next to your name at the top right of the screen, then select Expenses & Adjustments.



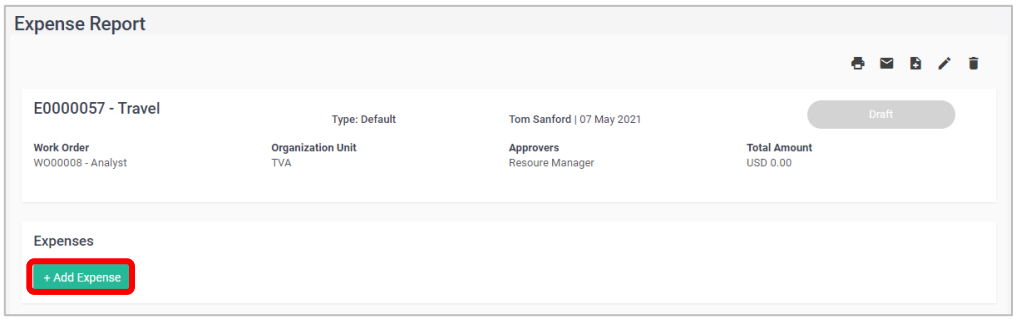
Select Add New.



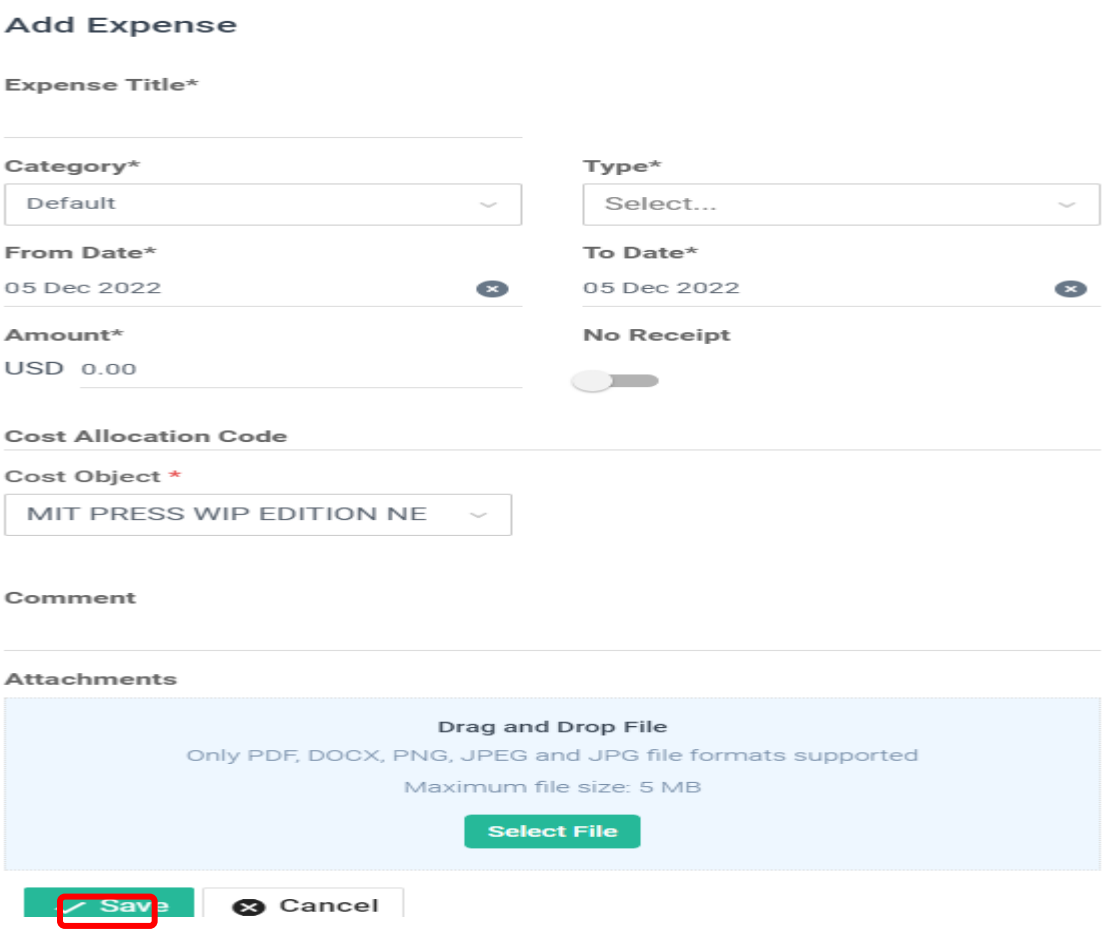
Enter a name for the report, then click Save.



Click Add Expense.



Complete the Add Expense form, attach the receipt, then select Save.



Once all line items have been added, select Submit.

