

# Uploading Receipts and Images to Fraedom

## Quick Reference Guide

### 1. Finding your unique email address to send images from your mobile phone or smart devices, and upload images from your computer.

Each user is assigned their own unique email address for sending receipt and invoice images to their Fraedom account. Users are recommended to save this to their address book. There are two ways of accessing your unique email address within Fraedom.

On the top right hand side of the home screen, click on your name > Personal Settings

**Personal Details**  
 Scott Robinson - Personal Details [Edit ..](#)

Employee ID	AU100
Company Unit	AU-Sales
Phone Number	02 1234 5678
Email Address	srobinson@audemo.com
Date Added	18 Dec 2013
Date Modified	12 Aug 2014
Date Departing	-

**Receipt Upload via Email**  
 srob.i.m3c91.c6q99p@uatreceipt-upload.com [More Info ..](#)

**Manager Details**  
 Manager Charlene Mitchell [Edit ..](#)

OR on the top right hand side of the home screen > Image Library > Upload via Email

Fraedom Home Statements Travel Reports Scott

Image Library

Upload Upload via Email

**Upload via Email**

To upload receipts to your account via email, please send your receipt to the email address below:

[srob.i.m3c91.c6q99p@uatreceipt-upload.com](mailto:srob.i.m3c91.c6q99p@uatreceipt-upload.com)

We recommend saving this email address to your contact list or address book to avoid having to enter the email address every time.

Close