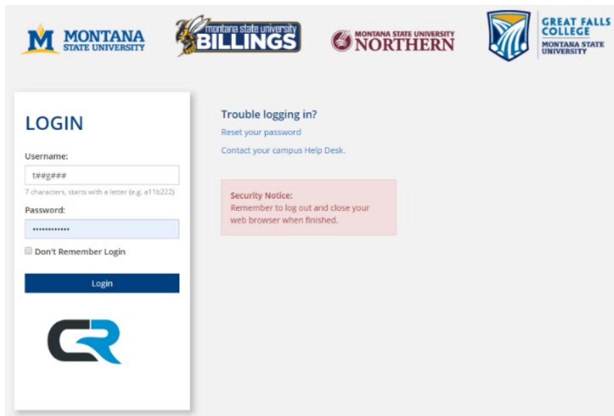
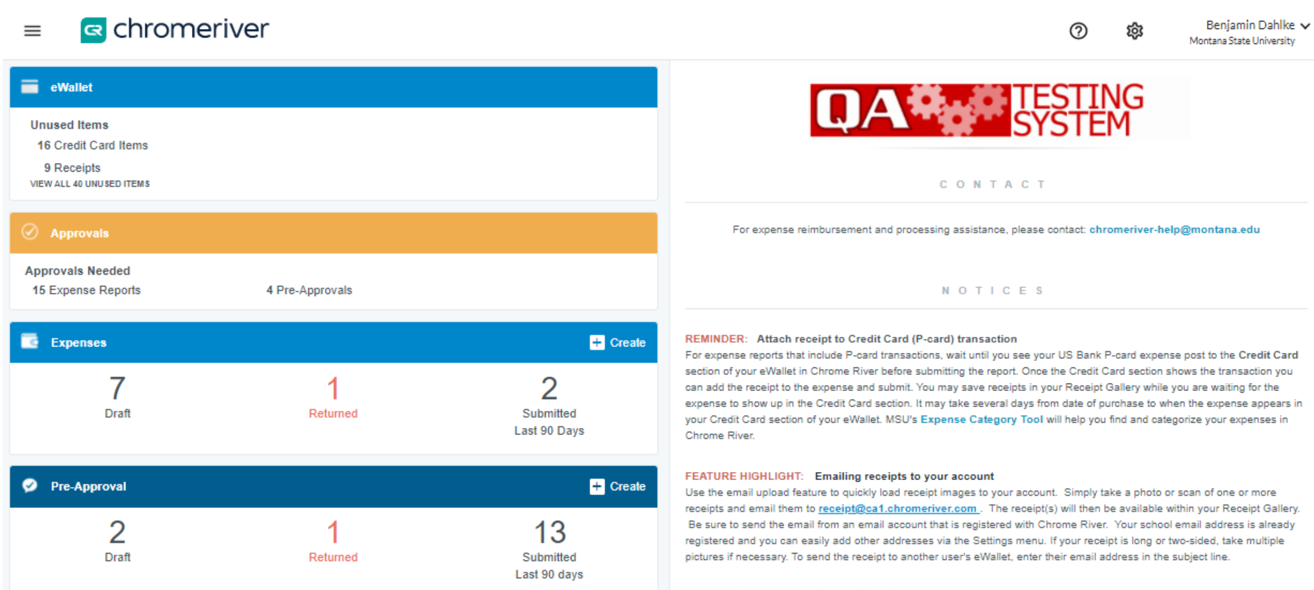
Logging In

1. Locate a link to Chrome River and login with your NetID and password
   a. Right Here: https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=montana.edu
   b. Link also found at MSU Chrome River Website https://www.montana.edu/chromeriver



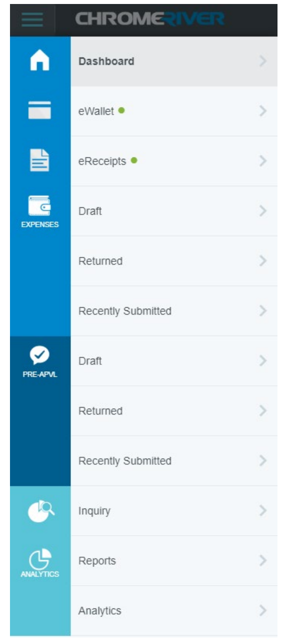
2. You will be taken to the MSU Chrome River landing page or "Dashboard"



Dashboard Features

The **Navigation Bar** remains at the top of your screen no matter where you are in the application.

1. Click the **three-bar menu** button ☰ at the far left to navigate among the different Chrome River modules and go directly to the desired function in each.

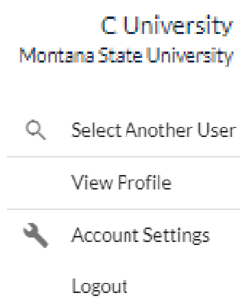


A menu will slide in from the left. If you have items that need approval, these will appear at the top. Depending on your user permissions, you can access such features as approvals, expenses, eWallet, eReceipts, Inquiry Reports and Chrome River Analytics.

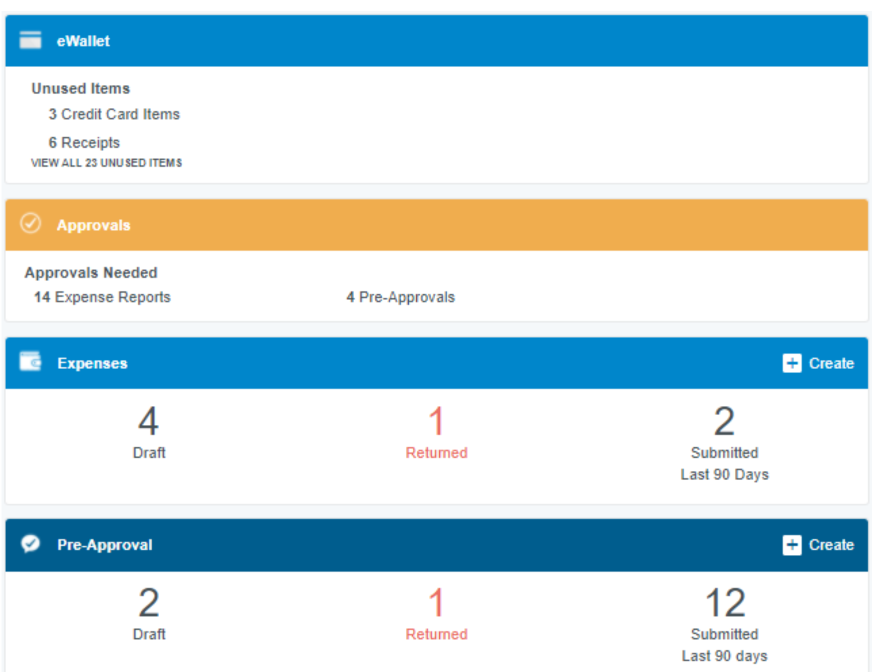
2. Click the **Chrome River Logo** button on the Navigation Bar to return to the Dashboard at any time.

3. Click the **Question Mark** to access the Chrome River Help Center.

4. You can click your **User Name** in the right corner of the Navigation Bar to view your profile (including your supervisor information), choose or act as a delegate, view or edit your account settings, or log out of the application.

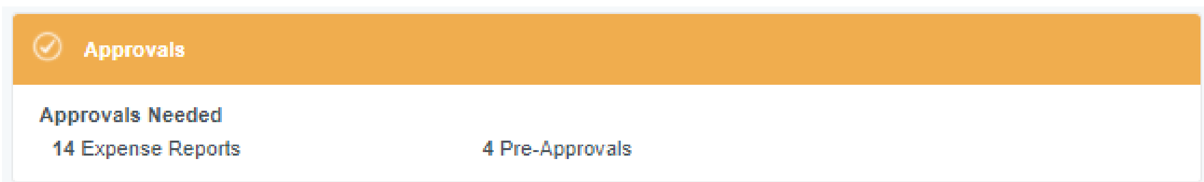


On the Dashboard you will find a series of **Notification Bars**, or Ribbons.



1. The top ribbon shows the status of your **eWallet**, including the number of Unused Items broken down between credit card transactions posted to your MSU P-Card and receipts. Clicking **Credit Card Items** or **Receipts** will take you to that section of your eWallet.

2. If you have Expense Reports or Travel Pre-Approvals to approve, they will appear in the gold-colored ribbon under **Approvals**. Click Expense Reports or Pre-Approvals to see the pending reports in your queue.



3. The Expenses ribbon displays any Draft, Returned or Submitted expense reports associated with your profile. Click in each area to see a listing of each. Click on **+ Create** to create a new Expense Report.

4. The Pre-Approval ribbon displays any Draft, Returned or Submitted travel Pre-Approvals associated with your profile. Click in each area to see a listing of each. Click on **+ Create** to create a new travel Pre-Approval.