

# Introduction for employees

# An introduction to Soldo, including:



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Getting started



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Using the mobile app



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Viewing your card details



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Locking or disabling  
cards



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Adding a receipt with  
the mobile app



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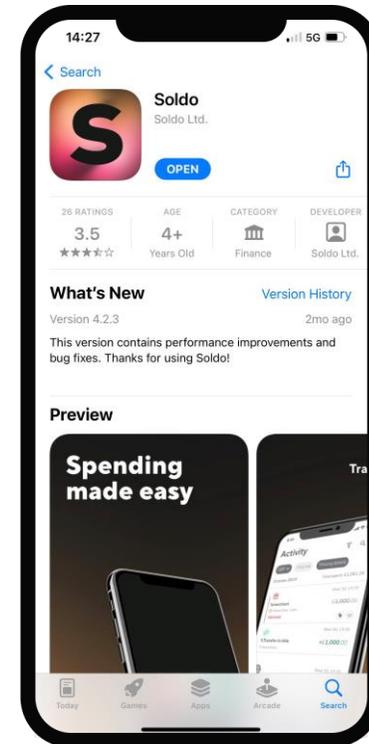
Using the web console

# Getting started

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Soldo makes it easy to track your spending and manage your cards.

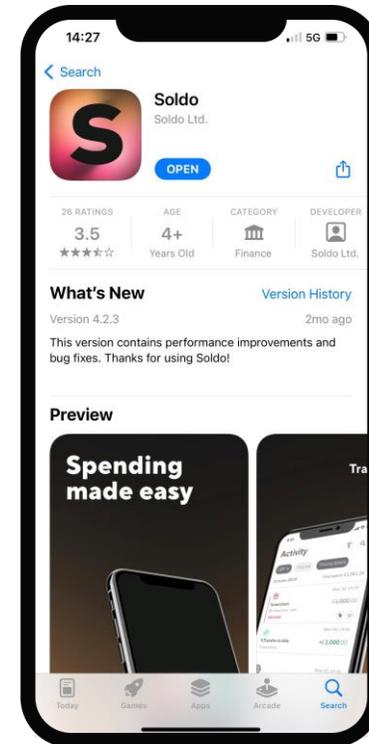
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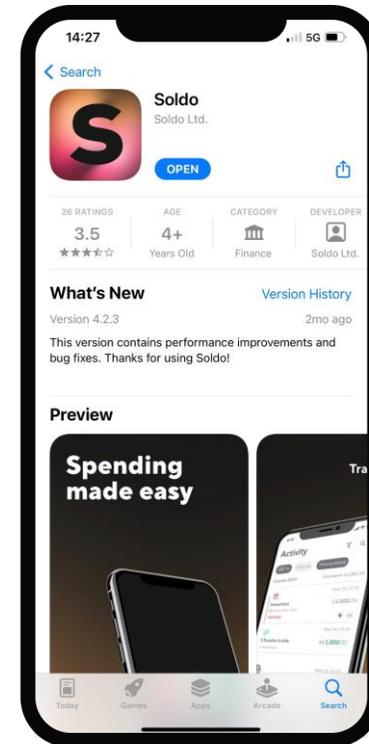
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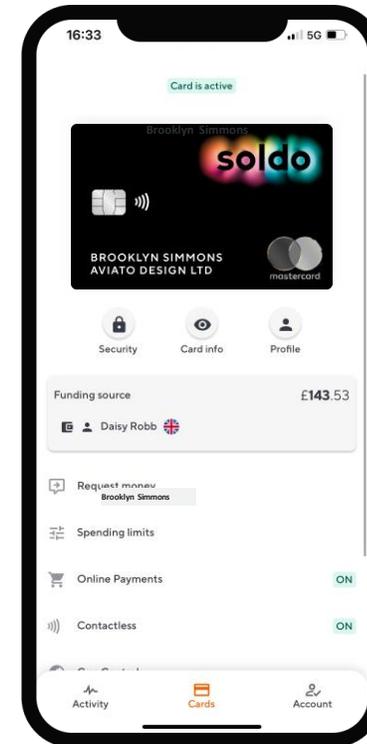


# Using the mobile app

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Use your card when you need to make a purchase, then track your spending and manage your card on the app. You can use the mobile app to:

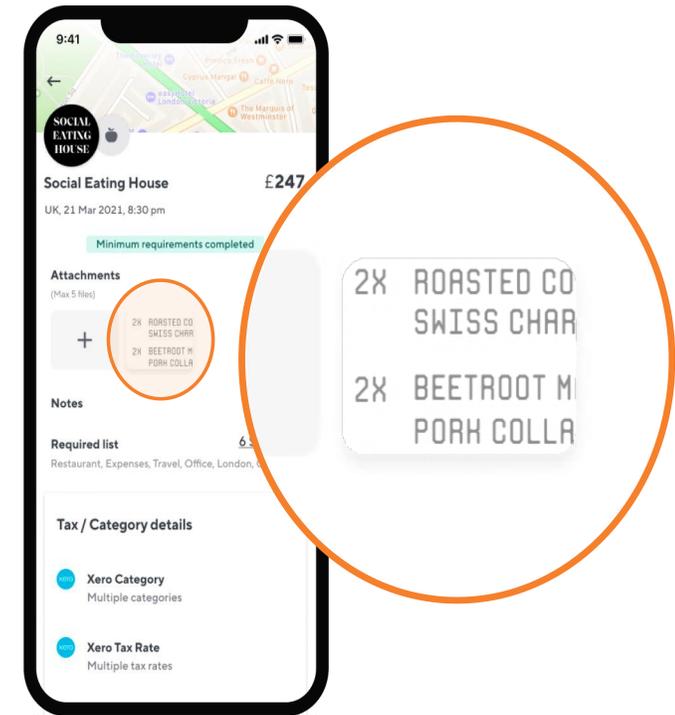
- 1- Check your card balance at any time
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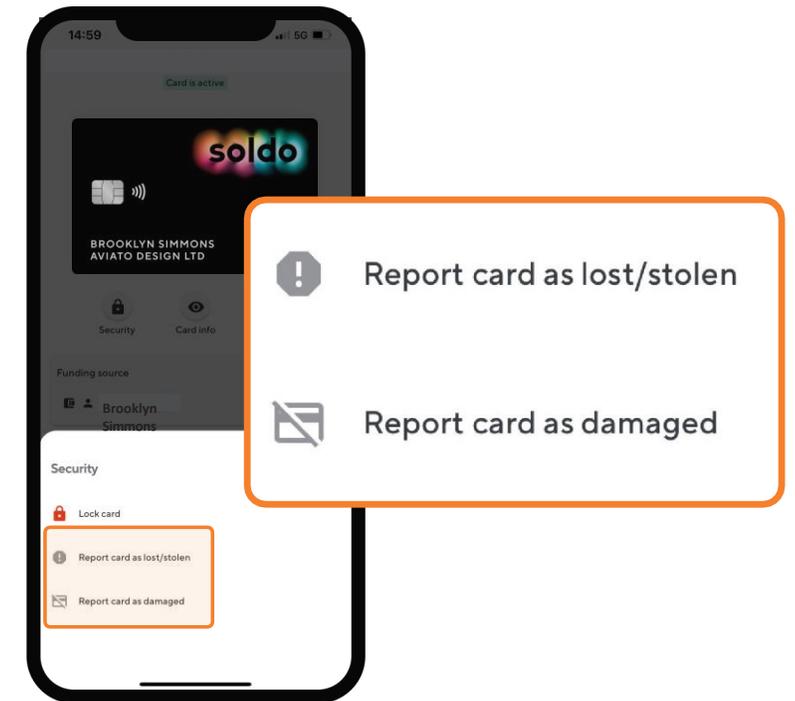
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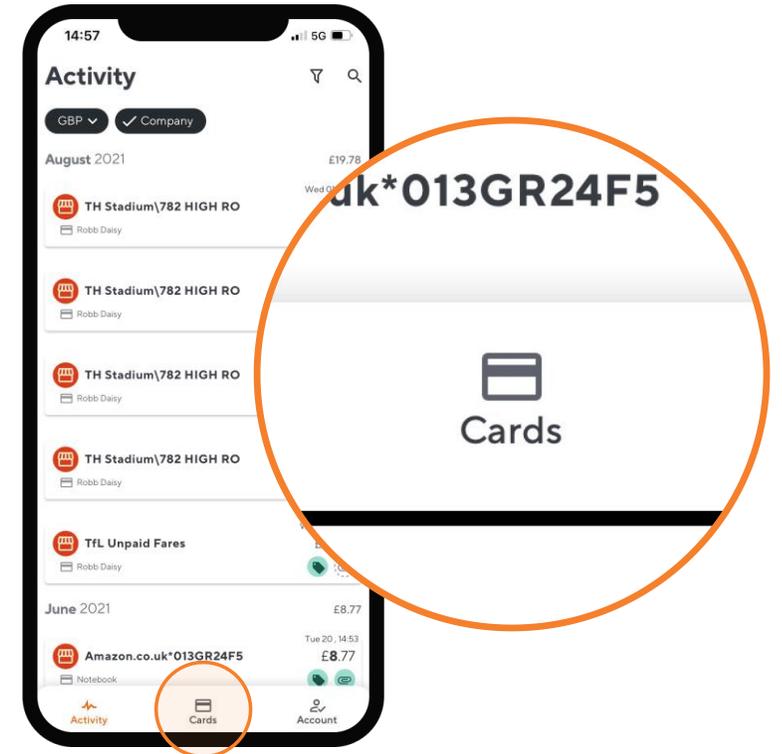
# Viewing your card details

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You can check your card details at any time on the app. For example, if you need to make a purchase using a virtual card. To view your details:

- 1- Log in, tap 'Cards' at the bottom of the screen, and then swipe to choose a card
- 2- Select 'Card info' from the menu under the card
- 3- Then, click to view your card details (including the expiry date and card number) or copy your 16-digit card number

For your PIN, select 'View PIN'

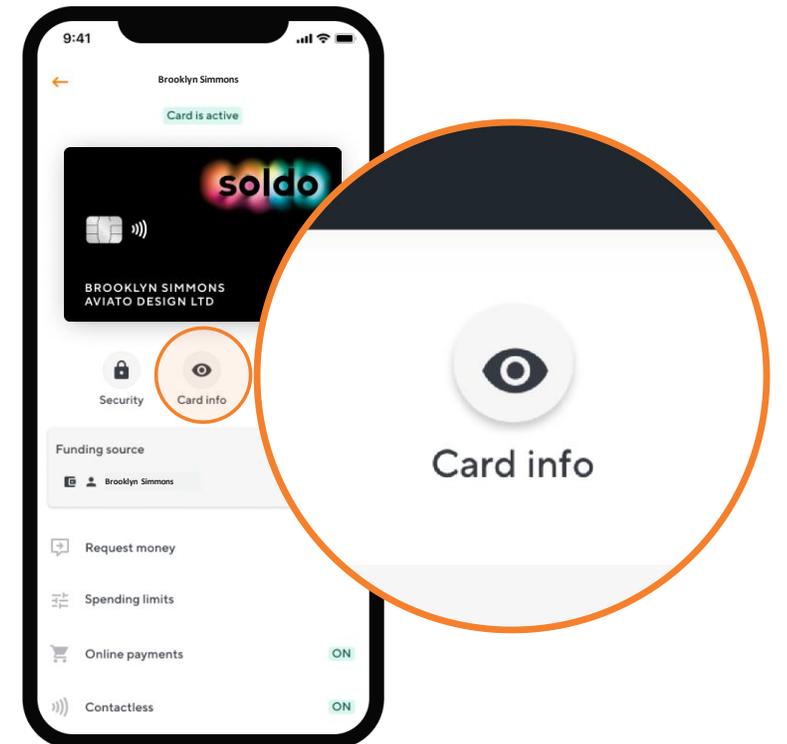


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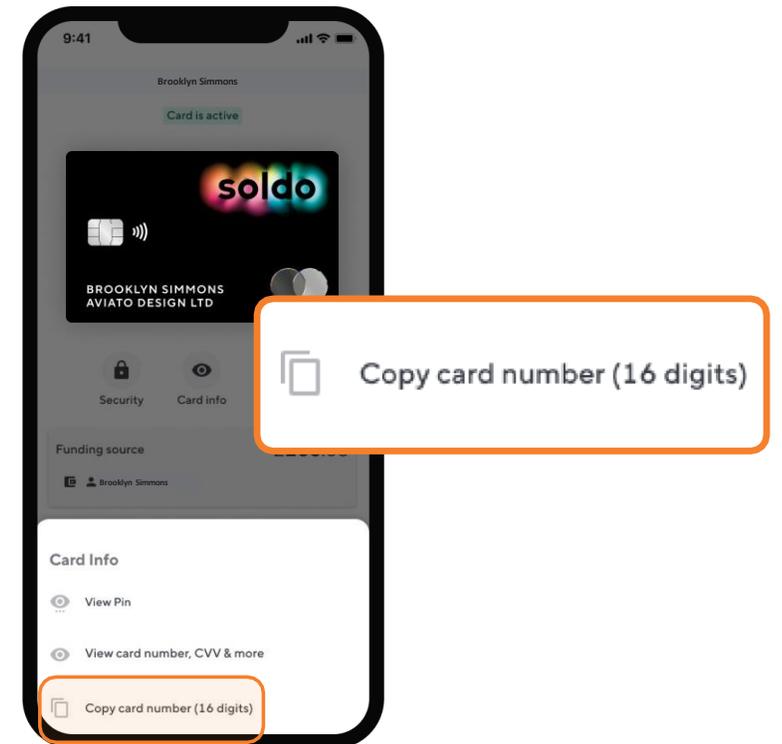


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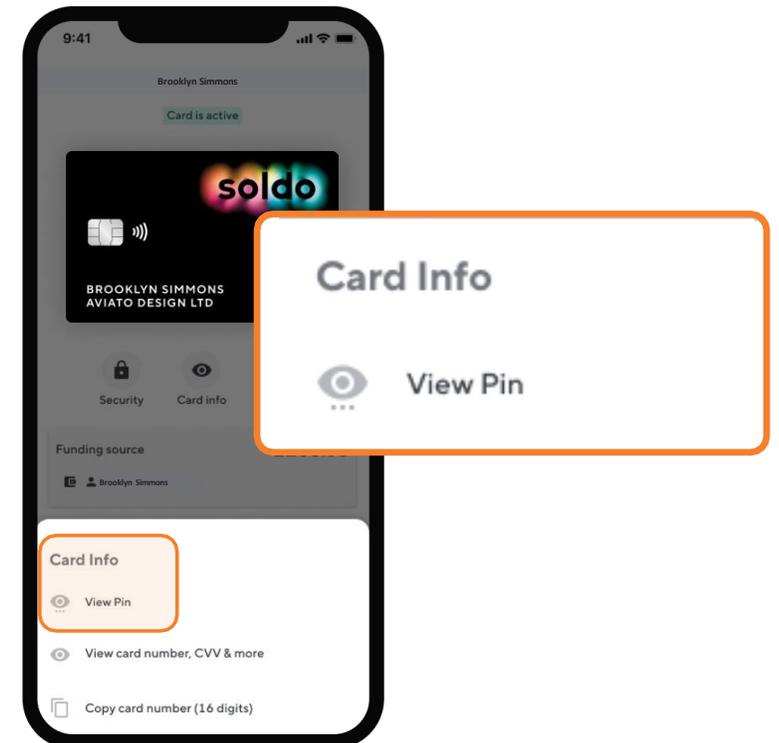


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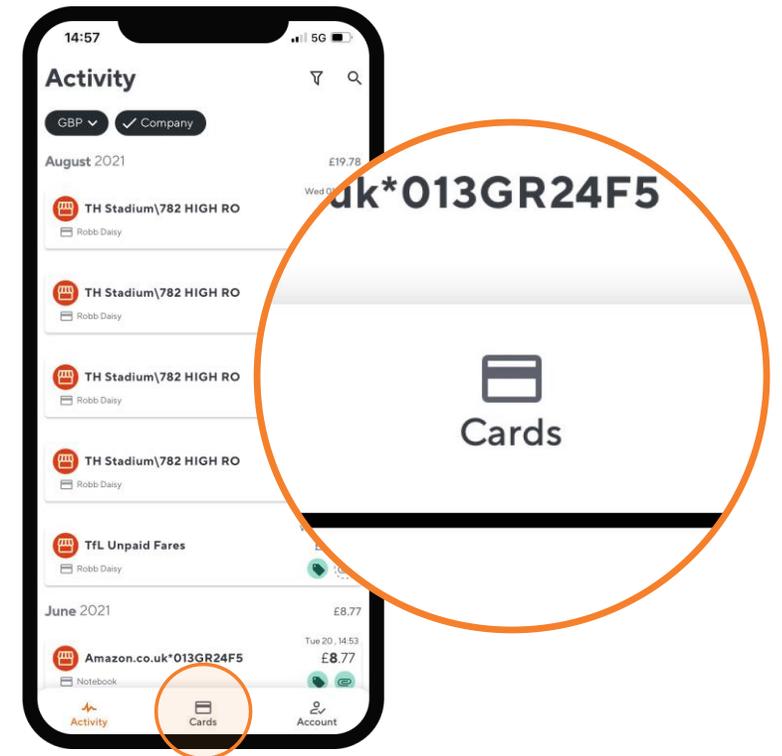


# Locking or disabling cards

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If you need to disable your card, log in to the app and then:

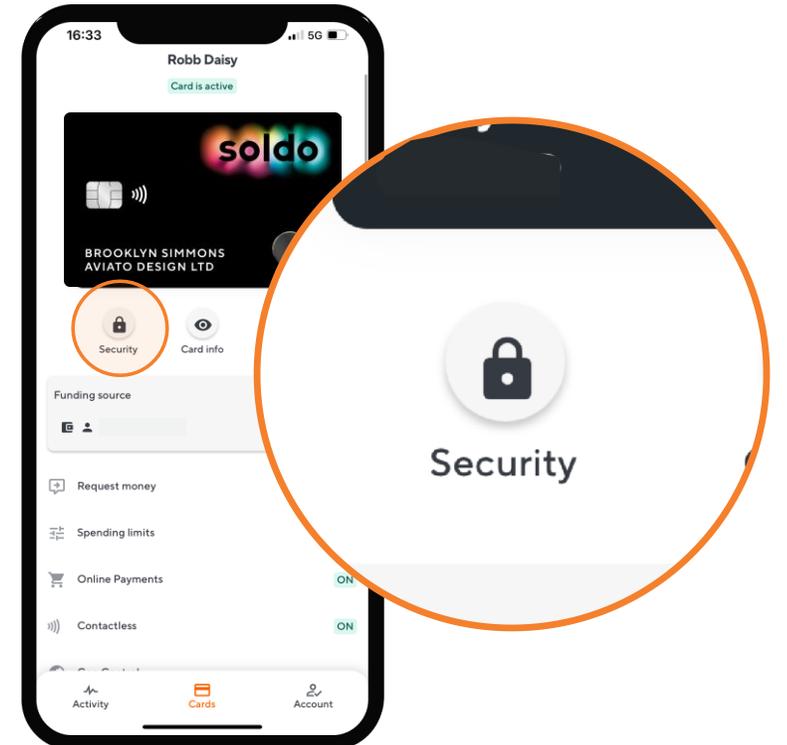
- 1- Tap 'Cards'
- 2- Select 'Security'
- 3- Choose 'Lock card' to disable it
- 4- Or, if it's been lost, damaged, or stolen, tap 'Report card as lost/stolen' or 'Report card as damaged'



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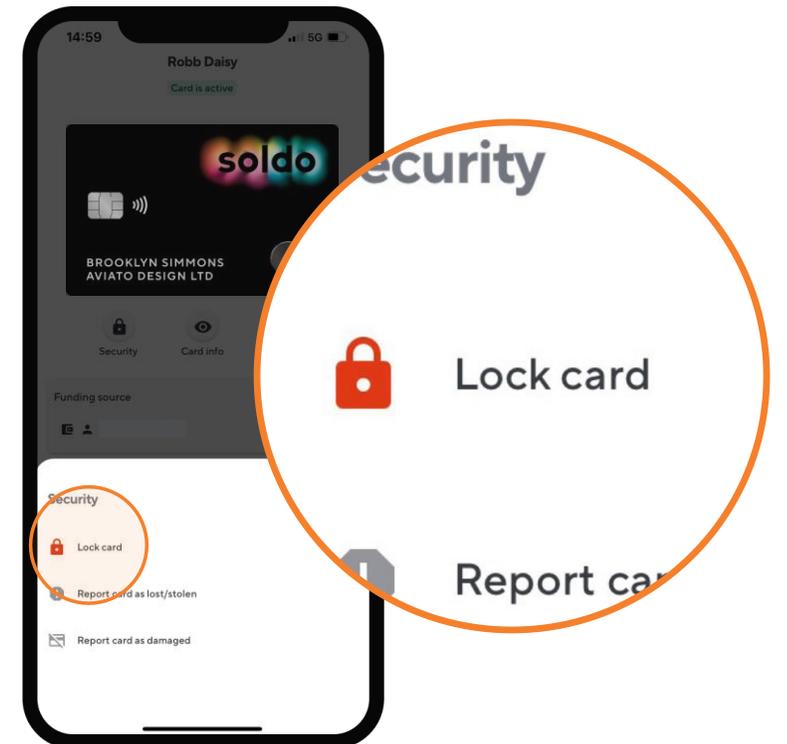
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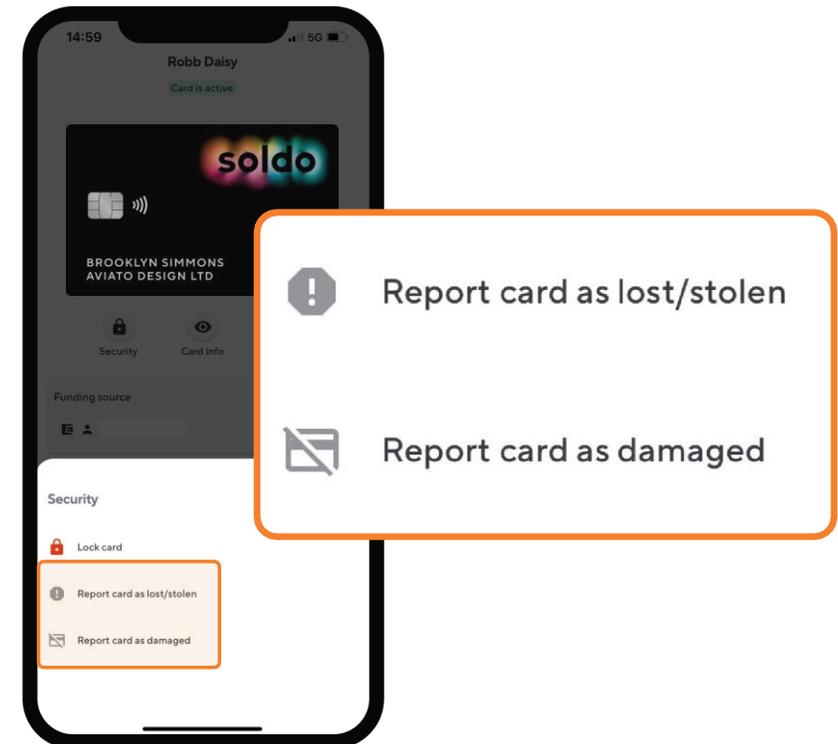
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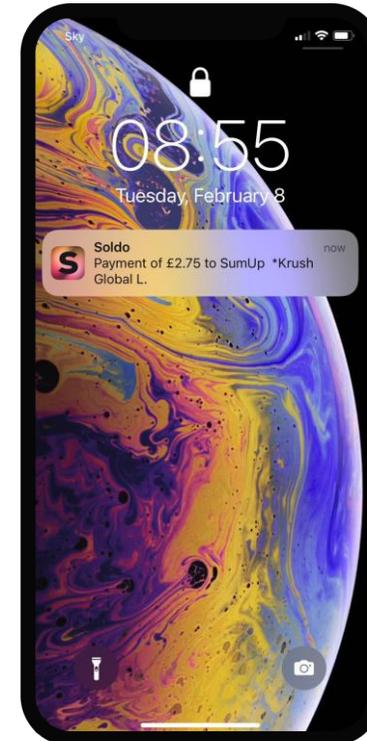
# Adding a receipt with the mobile app

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When you make a purchase, the app will send you a notification to remind you to add a photo of your receipt. To add a receipt:

- 1- Tap the notification to open the camera
- 2- Take a photo of the receipt



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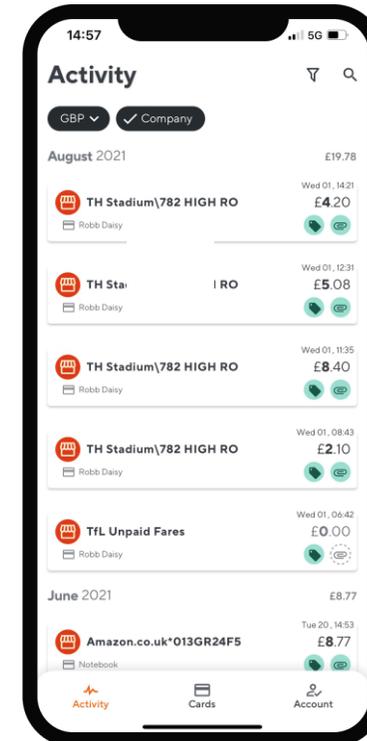
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Alternatively, you can add a receipt later:

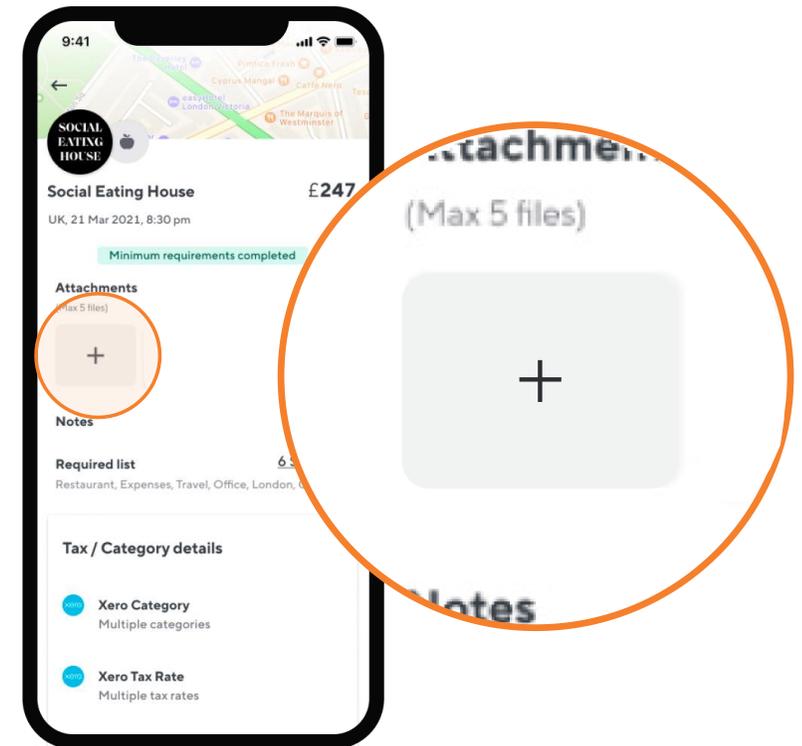
- 1- Select the transaction in the app
- 2- Click the + icon
- 3- Take a photo of the receipt



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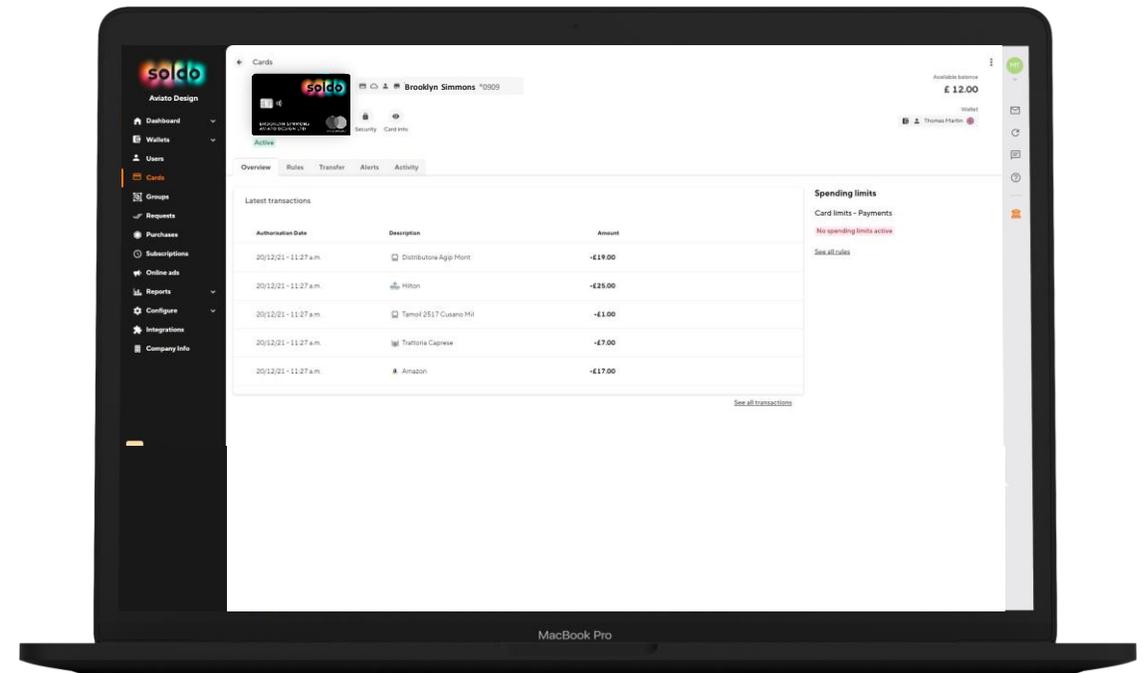


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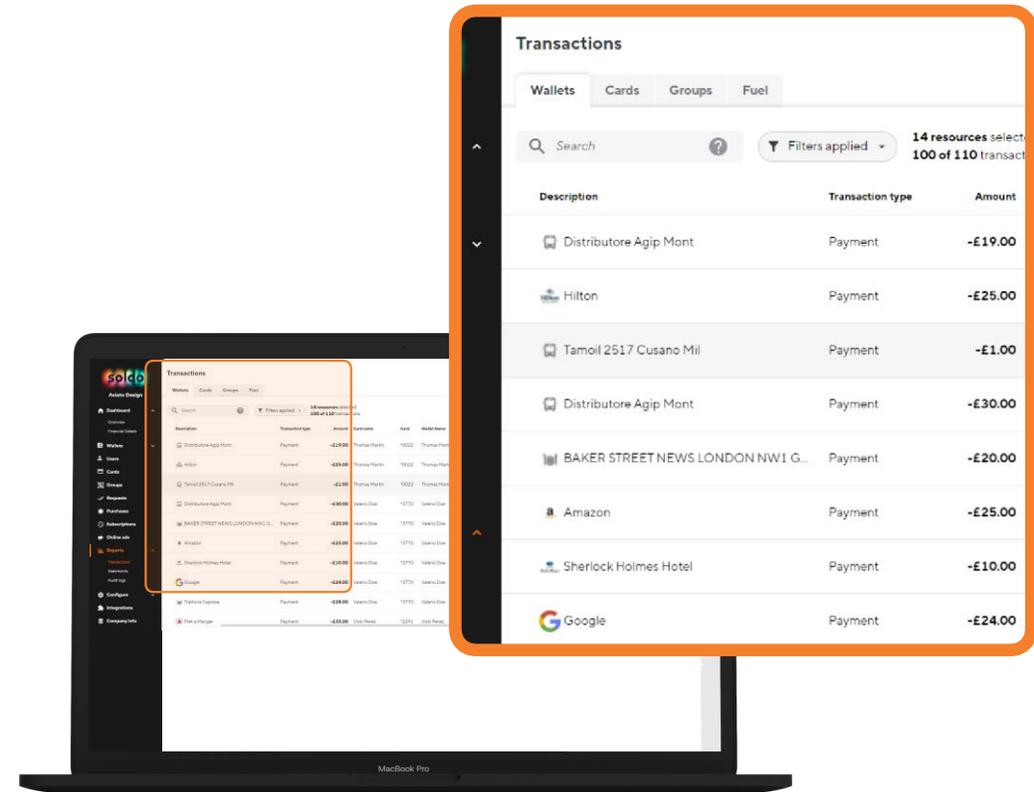
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- 2- Check transactions
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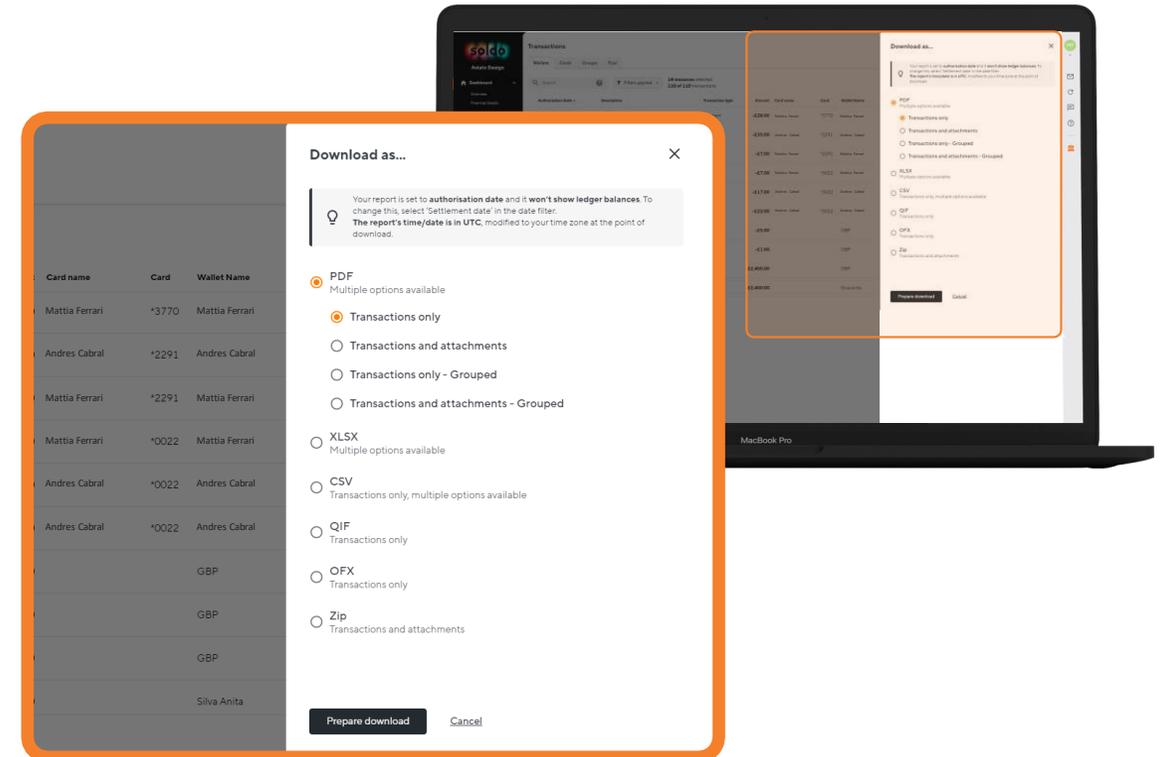
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**soldo**

Liberate finance.  
Accomplish more.