EASY Expenses - Quick Reference Set Up User Guide

STEP 1

Register on the EASY Expenses System (self-registration)

Username

Password

Security Word (acts as an electronic signature)

Login	
Username/email	
Password	
	Log in
Forgotten your login? Click here.	New to EASY? Register here.

Click here to register/login:

https://dhcft.easy.giltbyte.com/user/login/?next=/user/login/

An email will be sent to your nhs.net email address to complete the registration process

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STEP 2

If you are an Official Car User, enter your car details and upload your documents

(if you have a lease car this wont apply as your documents have already been approved by the lease car provider. If you are not an official car user, you wont need to upload your documents and you will receive the reserve rate of 28p per mile)

Self Service
- Expenses
  - Vehicles
  - Favorite Places
  - Reports
- Documents
- Devices
- My Access
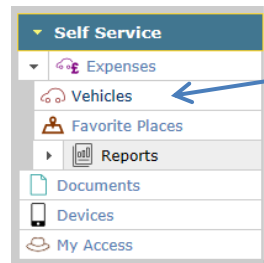
Enter your car details in the Vehicles section
Scan or take a photo of your documents (email them to your nhs.net account)
Save the documents and upload a copy into the Vehicles section
Submit to your manager for approval

You can also use the EASY Companion APP to take a photo of your documents to upload
To upload your documents from the app and for other user guides please click here:
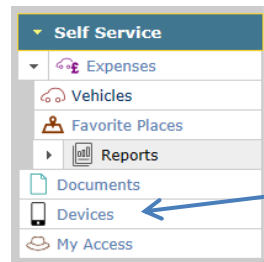
http://connect/Corporate/WorkforceOrganisationalDevelopment/SitePages/Expenses.aspx
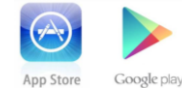

STEP 3

Download the EASY Companion APP onto your mobile device

Available to download from Play Store or App Store

You can use the APP to claim mileage, expenses and upload documents

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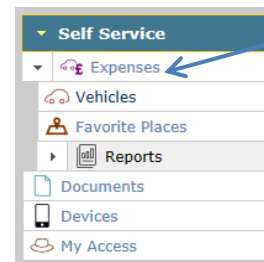
App Store   Google play

Sync your device to EASY
(scan the code in here - then click approve)

STEP 4

Start making mileage and expense claims from 1st April 2019

(via laptop/PC or using the EASY Companion APP on a mobile device)

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Start claiming mileage and expenses using your PC or laptop
or
Using the EASY Companion App - claims will automatically upload into the system
(you can make live claims using GPS or create claims manually using postcodes/locations)

At the end of the month submit your claims to your manager using your PC or laptop

Managers have an additional section to approve Vehicles and Expenses

Management