

Do I need access to Chrome River?

- x Only if you are seeking direct reimbursement for your travel expenses
- x If your state reimburses you directly, you do not need access to Chrome River
  - f Your state can request reimbursement from the NAIC by submitting a [NAIC Expense Report](#)

How do I request access to Chrome River?

- x Please send an email to the [NAIC Help Desk](#) with the information requested in the popp email.

Notes on NAME OF APPROVER requested:

- f This is the name of the person who currently reviews/approves the paper expense reports. For some, this is your immediate supervisor. For others, it is someone in your finance/accounting departments.
- f This is not required for commissioner profiles

Where can I find instructional cards?

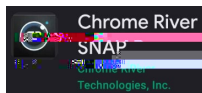
- x Instructional cards as well as login instructions can be found under the [Electronic Expense Reporting section](#)

Where can I find additional training?

- x Access the [Chrome River Training Camp](#) website for additional training.

Do I need to download the full Chrome River app to take pictures of my receipts?

- x No, the fastest way to take pictures of your receipt is by using the Chrome River SNAP app.
- x The full app will allow you to create, edit, and submit your expense report directly from your mobile device.



Can I have more than one email account linked to my Chrome River account?

- x Yes, multiple, alternate emails can be added to your profile.  
NOTE: A single, unique email address cannot be linked to more than one profile (e.g., an assistant's email address may NOT be added to another profile)

- f Click ADD ALTERNATIVE EMAILS
- f Enter email address
- f Click ADD
- f Follow the emailed instructions, which will be sent to your primary email address

