

Getting Started using ExpenseNet®

Logging In: Depending on your ExpenseNet® environment, log in may or may not be required.

How do I log in?

Login information is provided by your company or program administrator, and consists of a Customer ID, User Login ID and password. The Customer ID field is an assigned customer number for your environment. Some accounts may have multiple Customer IDs, so be sure to get the appropriate Customer ID from your administrator. User Login ID is unique to your account and will have been assigned to you by your company.

A password is required for access to ExpenseNet®. If this is your first time logging in, you will be prompted to change your password from its initial value. The system will validate that any new password will meet the minimum requirements for your ExpenseNet® environment.

What if I forgot my password?

After logging in successfully, it is highly recommended that you change your Security Question and Answer from the default provided to something that only you are familiar with.

If you forget your password, click on the 'Forgot Password' link to retrieve a temporary password by email. You will first be presented with your challenge question. Enter your established answer and press Submit. If your answer matches the answer that was saved in your profile, a new random password will be generated and emailed to you at the email address in your profile. Use this new password to log into the system; upon doing so, you will be required to change your password to a new value.

Uploading Receipts to ExpenseNet®: You may to upload documentation to ExpenseNet® without authentication at <https://expensenet.interplx.com/Documents/UploadDocuments.aspx>

Attaching receipts without being logged in:

First, you may have a bar-coded cover page that was provided by ExpenseNet® or your company. Save/scan and upload this file first. If ExpenseNet® is able to read the barcode, you will be told immediately and you can then attach additional files to that statement.

Second, if your barcode couldn't be read or you don't have a cover page, you can enter the value of the barcode manually, and upload your receipts. Enter the numbers and letters as they appear beneath the barcode and upload a file as an alternative to using the cover page.

ExpenseNet® Reserved Maintenance Outage Schedule:

Periodically, it is necessary for InterpIX to schedule downtime for maintenance of ExpenseNet®. During a standard scheduled maintenance outage, ExpenseNet® will be offline and not available for users. The following schedule was established to minimize interruption to users during regular business hours. All planned outages of ExpenseNet® will occur at the one of the below times:

Weekly - Wednesday 7:00pm to 11:00pm Central Time (CDT = GMT-5 or CST = GMT-6)

Monthly - Second Saturday of every Month 7:00pm to 7:00am Central Time on Sunday

An outage will not occur every week on Wednesday or once a month on the second Saturday; however, these are the times when ExpenseNet® could be unavailable if an update or maintenance is necessary.

Note: Client Admins will be notified of all planned outages.