



EXPENSES APP INSTALLATION AND CONFIGURATION

Self-help Installation Guide for iOS Devices

OCTOBER 1, 2018

VIRTUSA
Version 1.0

1 Virtusa BYOD Program

The Virtusa BYOD (Bring Your Own Device) program allows all Virtusa employees to access corporate data and applications from Apple and Android mobile devices using Intune secure Mobile Device Management (MDM) platform.

The program is intended to provide access to Virtusa information whilst keeping your device secure without interfering with your personal information and settings. It also provides you the additional feature of wiping the device in situations where it is lost or stolen.

2 Expenses App

The Expenses app allows you to reimburse your travel, hotel, restaurant, mileage and per diem expenses.

3 Prerequisites for Enrollment

- Devices should be enrolled on the Virtusa BYOD Program
- Minimum of 99 MB free space should be available in the device prior installation
- Configuration time will take around 8 - 10 minutes

4 Expenses App Installation and Configuration

01 Open 'Comp Portal' on your device

02 Tap on 'View'

03 Search for the Expenses app and tap on it

04 Tap on 'Install'

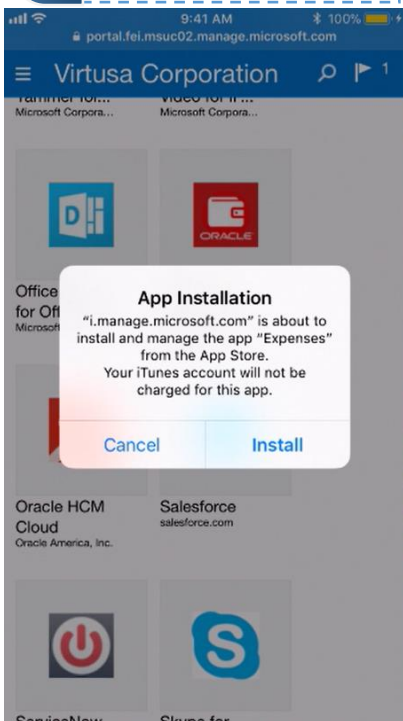


Apps will be installed onto: **EAG's iPhone**. [Tap here](#) if you are not currently using EAG's iPhone.

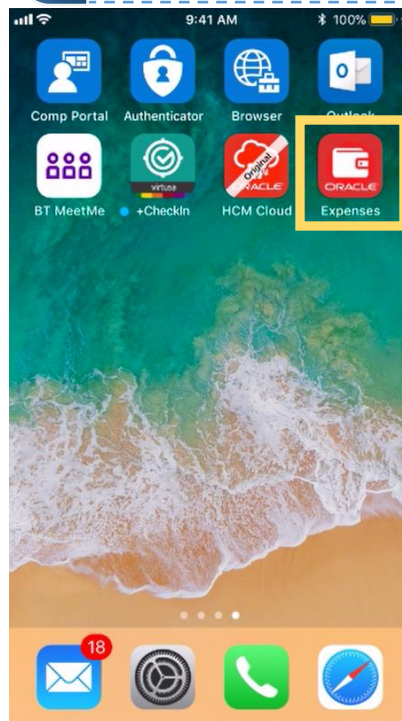
DO NOT INSTALL THIS APP....
=====

- UNTIL YOU FOLLOW THE EXACT SEQUENCE BELOW:
=====
1. Tap on install
 2. Confirm 'install' and wait for icon to appear on your device
 3. Go back to Comp Portal after

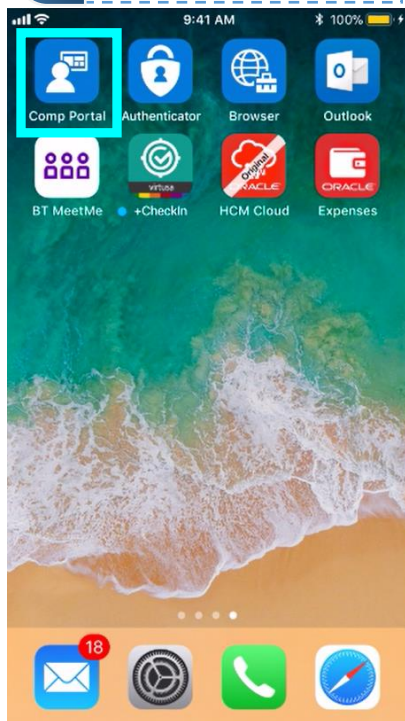
05 Tap on 'Install'



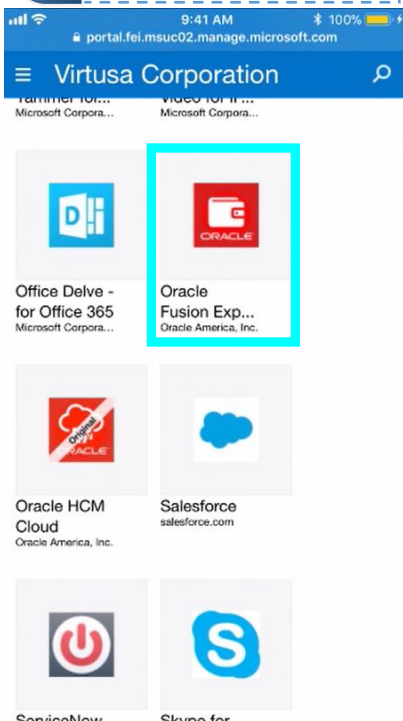
06 Wait for the icon to appear on your device



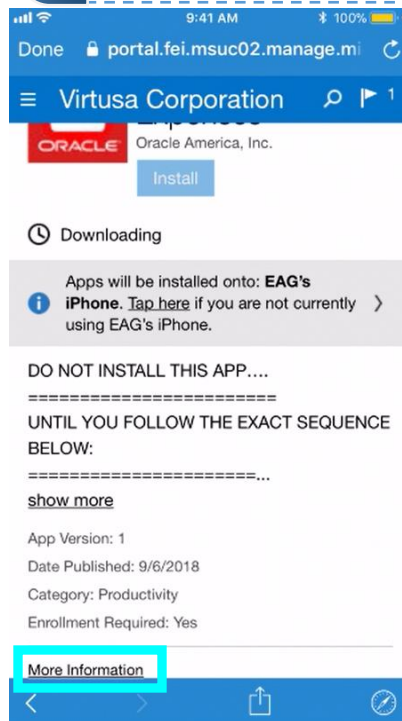
07 Open the 'Comp Portal' app after download



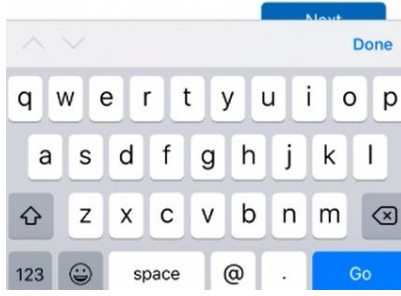
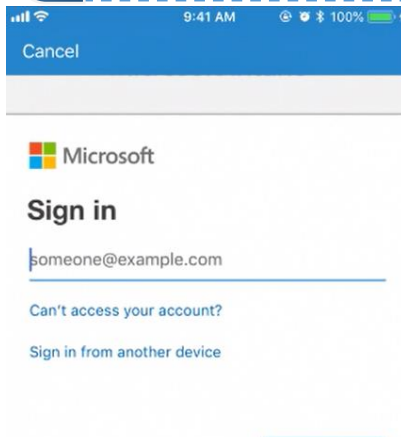
08 Search for the Expenses app and tap on it



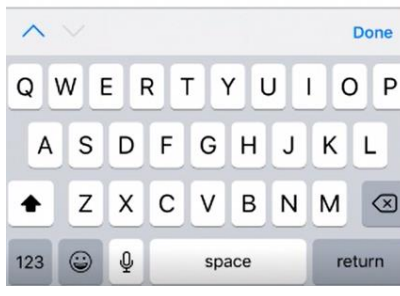
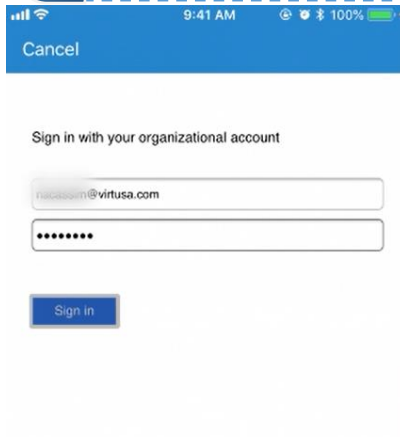
09 Scroll down and tap on 'More Information'



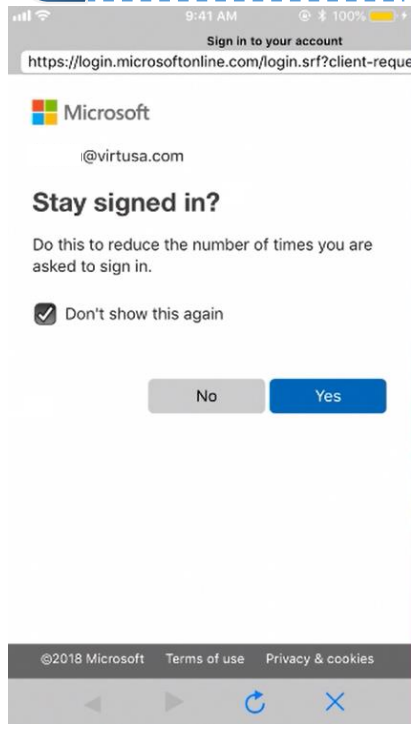
16 Enter your Virtusa email address and tap 'Next'



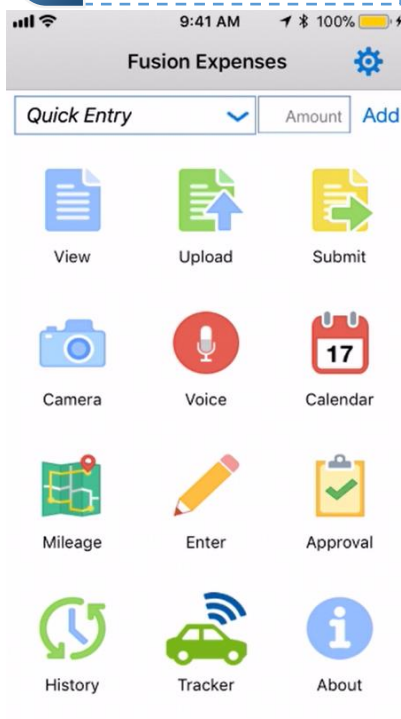
17 Enter the Virtusa password and 'Sign in'



18 Tap on 'Yes'

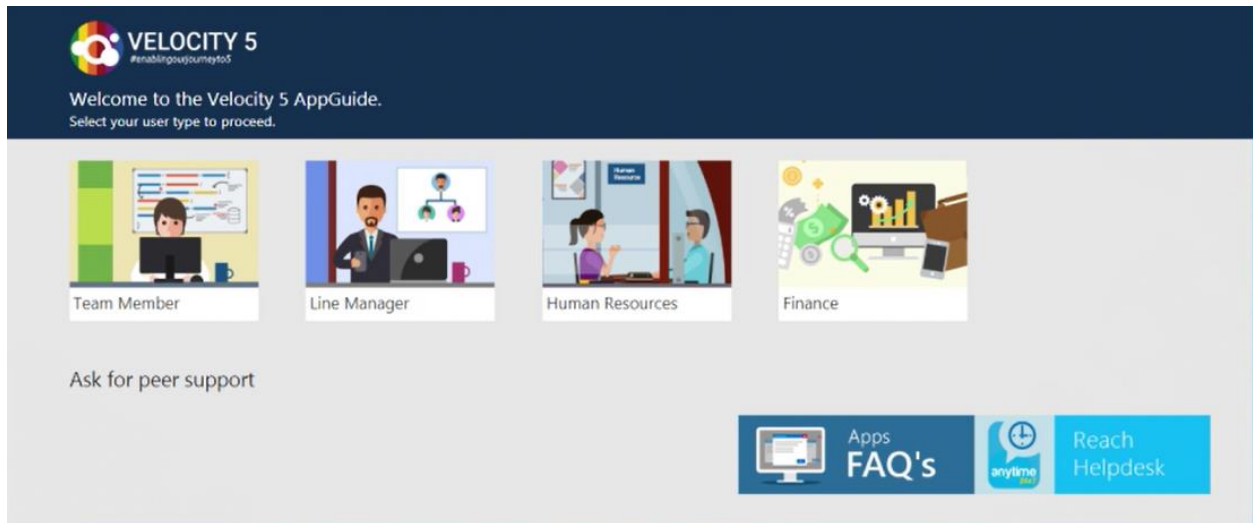


19 The app is configured on your device



5 Support

To learn how to use Expenses, please refer the App Guide on V+.



For further assistance, please refer: Yammer PeerSupport