

# WELCOME!

We're *STOKED*  
You're Here!

✓ **Account Created**

✓ **Profile Completed**



Trip name  
Location  
Client code  
Time frame  
Event

## Get Underway With GOeConcierge In Just 5 Easy Steps!

1

### Create Your Suitcase

Creating, naming and assigning a date range to your suitcase is the first stop along your journey! You can have as many suitcases as you wish and label them any way you like.

Wanna sync your suitcase  
w/ your calendar?  
It does that too!

2

### Upload Your Essentials

Snap, drag & drop, upload and email forward essential information, suitcase by suitcase.

Once imported, the built-in *genius scan* get's to work!

#### + Upload Item

Reservations & confirmations  
Images & photos  
Receipts  
Email communications

3

#### Tag Expenses

Receipts  
Travel & business expenses  
Home office expenditures  
Invoices  
Mileage

### Tag Items To Be Expensed

Tag digitally scanned items and logged mileage you wish to expense and viola, your digital expense report is in the works!

Expensing  
Mileage is a synch!  
Just add odometer  
deets and begin  
logging miles as  
they rack up.

4

### Collaborate!

Invite co-collaborators to share a suitcase. Once accepted, you are on your way to jointly expense items, as well as access saved travel details, photos, and other critical information.

#### Stay Connected!

Upload and share photos  
Chat  
Co-create tasks & lists  
Stay apprised of group logistics

Everything's better  
with friends!

5

#### Export Expenses

Upload & tag expenses  
Review Expense Report  
Make necessary revisions  
Download & submit

### Review, Revise, & Finalize Expense Report

GOeConcierge streamlines the way expenses get reported. Simply upload and tag digitally scanned expenses as you go, and presto, you're ready to review expense report details, make necessary adjustments and submit!

Cha Ching!

# GOeCONCIERGE.com