TORPAGO

Dashboard
Tasks
Insights

Transactions

Cards

Users

Hi, Vivian Htam MANAGER

My Spending

$400.00 $10,000.00
Spent   User Limit

My Cards 3

VISA P *3241   VISA V *5678
$100.00 $1,000.00
Balance   Balance

Task Manager

Submit for Review   04 Tasks
Approve Transactions   04 Tasks
Approve Reimbursements   04 Tasks
Approve Card Requests   04 Tasks

Request Cards   Increase Card Limit   Request Reimbursement

All Transactions   View All →

Pending

JetBlue $100.00
Vivian Htam | P *3241 | DESIGN   Add receipt + memo

JetBlue $100.00
Toby Xie | P *1234 | DESIGN   Approve Transaction

November 8, 2022

JetBlue $100.00
Vivian Htam | P *3241 | DESIGN   Add memo

JetBlue $100.00
Toby Xie | P *3241 | DESIGN   Approve Transaction

JetBlue $100.00
Vivian Htam | P *3241 | DESIGN   Add Receipt

JetBlue $100.00
Vivian Htam | P *3241 | DESIGN   Submit for Review

JetBlue $100.00
Toby Xie | P *3241 | DESIGN   In Review

November 7, 2022

JetBlue $100.00
Vivian Htam | P *3241 | DESIGN   Approved

User tips

Receipt Sync by taking a picture of
your receipt and emailing it to
receipt@torpago.com

USER GUIDE

TORPAGO

JUN 2023

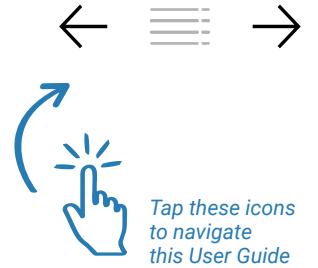Tap these icons to navigate this User Guide

WELCOME TO TORPAGO!

We are a corporate credit card and spend management platform designed for modern businesses.

This guide will assist you in setting up your account and familiarizing yourself with the platform as a new user.
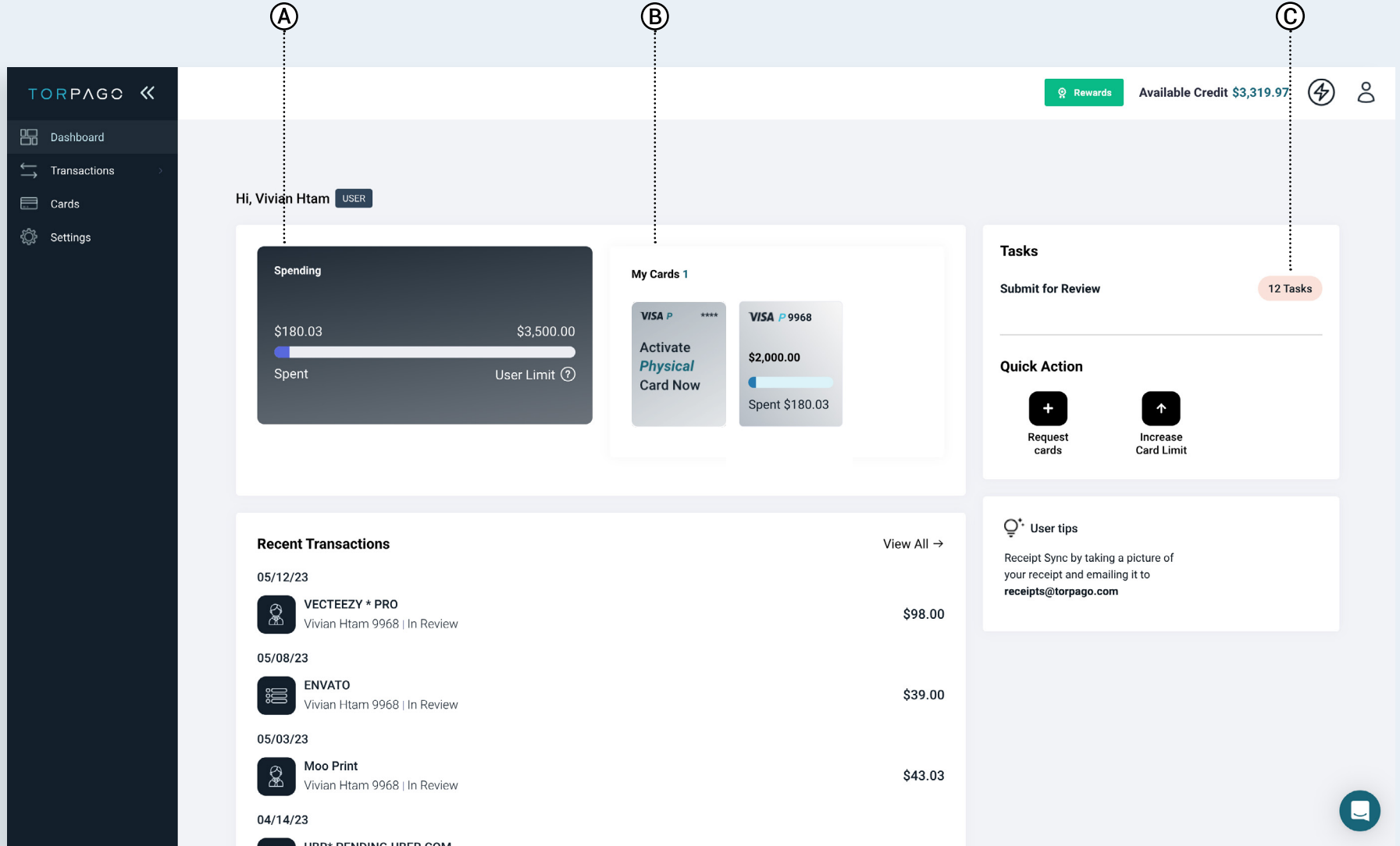
Let's get started!

TABLE OF CONTENTS

DASHBOARD

The 'Dashboard' page serves as the homepage and account overview.

(A) '**Spending**' shows your overall spent amount across all your cards as well as your **User Limit**. Your User Limit is the maximum amount that you can spend in a given month across all of your cards.

(B) '**My Cards**' is an overview of your Physical and Virtual cards. View your amount spent and spending limits on each of your cards.

(C) In '**Tasks**', you can see the number of transactions you need to complete. View and submit all your transactions for review when clicking into the tasks.

TORPAGO «

- Dashboard
- Transactions ›
- Cards
- Settings

Hi, Vivian Htam USER

Ⓐ

Spending

$180.03 $3,500.00

Spent   User Limit ?

Ⓑ

My Cards 1

VISA P ****
Activate *Physical* Card Now

VISA P 9968
$2,000.00
Spent $180.03

Rewards   Available Credit $3,319.97

Ⓒ

Tasks

Submit for Review   12 Tasks

Quick Action

+ Request cards

↑ Increase Card Limit

♀ User tips

Receipt Sync by taking a picture of your receipt and emailing it to **receipts@torpago.com**

Recent Transactions   View All →

05/12/23

VECTEEZY * PRO
Vivian Htam 9968 | In Review $98.00

05/08/23

ENVATO
Vivian Htam 9968 | In Review $39.00

05/03/23

Moo Print
Vivian Htam 9968 | In Review $43.03

04/14/23

URR* PENDING UBER COM

USER ROLE
DASHBOARD

Activate a Physical Card

(A) In the Dashboard, you can click on '**Activate Physical Card**' button.

'**New Card Activation**' window opens where you can enter the last four digits of the card to activate.

Click '**Activate**' to successfully submit.

(B) From all pages, use '**Quick Actions'** to make quick request for Credit Limits or Virtual Cards.

TORPAGO «

Dashboard
Transactions
Cards
Settings

Rewards   Available Credit **$3,319.97**

Hi, Vivian Htam USER

Request
Increase Card limit
V Virtual Card

Spending

$180.03 $3,500.00

Spent   User Limit ?

My Cards 1

VISA P   ****
Activate *Physical* Card Now

VISA P 9968
$2,000.00
Spent $180.03

Tasks

Submit for Review   12 Tasks

Quick Action

+
Request cards

↑
Increase Card Limit

User tips

Receipt Sync by taking a picture of your receipt and emailing it to **receipts@torpago.com**

Recent Transactions   View All →

05/12/23

VECTEEZY * PRO
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Vivian Htam 9968 | In Review $39.00

05/03/23

Moo Print
Vivian Htam 9968 | In Review $43.03

04/14/23

UBR* PENDING UBER COM

TASK MANAGER

Ⓐ Attach memo + receipt according to your Submit for Review requirements. *Review your expense policy provided by your Manager.*

Ⓑ When transactions task requirements have been fulfilled, bulk submit for review by using the checkbox.

Ⓒ Review your transactions full details by clicking on the transactions name.

After a transaction have been submitted for review, the transaction will be cleared. To review submitted transactions, go to Transactions page on the side navigation bar.

RECEIPT SYNC

Automatically sync receipts by taking a picture of your receipt and emailing it to **receipts@torpago.com**

Ⓑ Ⓒ Ⓐ

TORPAGO «

Dashboard
Transactions ›
Cards
Settings

← Back to Dashboard

Rewards   Available Credit $3,341.61

Submit for Review
$607.79

☐ Submit for Review   Search & Filter 🔍

	Transaction Description	Card Details	Status	Amount	Files	Tasks	
☐	06/15/23 UBR* PENDING.UBER.COM	Vivian Htam *9968	In Review 🕐	$43.35		Memo Attach Files	⋮
☐	06/13/23 UBR* PENDING.UBER.COM	Vivian Htam *9968	In Review	$37.17		Memo Attach Files	⋮
☐	06/13/23 UBR* PENDING.UBER.COM	Vivian Htam *9968	In Review	$38.87		Memo Attach Files	⋮
☐	06/08/23 ENVATO	Vivian Htam *9968	In Review	$39.00		Memo Attach Files	⋮
☐	05/12/23 VECTEEZY * PRO	Vivian Htam *9968	In Review	$98.00		Memo Attach Files	⋮
☐	05/08/23 ENVATO	Vivian Htam *9968	In Review	$39.00		Memo Attach Files	⋮
☐	05/03/23 Moo Print	Vivian Htam *9968	In Review	$43.03		Memo Attach Files	⋮
☐	04/14/23 UBR* PENDING.UBER.COM	Vivian Htam *9968	In Review	$10.97		Memo Attach Files	⋮
☐	04/13/23 UBR* PENDING.UBER.COM	Vivian Htam *9968	In Review	$10.87		Memo Attach Files	⋮

USER ROLE
TRANSACTIONS

View Transactions

Ⓐ '**Top Categories**' summarizes your top 5 categories of spend.

Ⓑ '**Overview**' summarizes your transactions throughout your Torpago history.

Ⓒ '**Pending & Cleared**' will show all recent transactions will appear in real-time under.

Ⓐ

Ⓑ

Ⓒ

TORPAGO «

- Dashboard
- Transactions ⌄
  - Card Transactions
- Cards
- Settings

🏆 Rewards   Available Credit **$3,341.61**

Transactions

Top Categories   Last Week ⌄

Meals	33 Transactions	3.64% of Total		$27,836.44 ↑
Taxi and Rideshare	13 Transactions	1.62% of Total		$27,836.44 ↑
SaaS Subscriptions	10 Transactions	4.91% of Total		$27,836.44 ↑
Lodging	9 Transactions	13.12% of Total		$27,836.44 ↑
Telecom Services	9 Transactions	7.78% of Total		$27,836.44 ↑

Overview

In Review	701	$111,966.48
Submitted	77	$53,629.97
Approved	193	$73,325.31
Out of Policy	0	$0.00
Refund	14	$3,120.29

Pending & Cleared   Declined   Refund
$463.79 $12.64 $0.00

☐ ⌄   16 Start Review

Transaction Description	Card Details	Status	Amount	Files	Tasks
☐ 🚕 Jun 15, 2023 UBR* PENDING.UBE…	Vivian Htam *9968 DESIGN	In Review ⓛ	$43.35		Add memo Attach Files ⋮
☐ 🚕 Jun 13, 2023 UBR* PENDING.UBE…	Vivian Htam *9968 DESIGN	In Review	$37.17		Add memo Attach Files ⋮
☐ 🚕 Jun 13, 2023 UBR* PENDING.UBE…	Vivian Htam *9968 DESIGN	In Review	$38.87		Add memo Attach Files ⋮
☐ ▤ Jun 8, 2023 ENVATO	Vivian Htam *9968 DESIGN	In Review	$39.00		Add memo Attach Files ⋮
☐ 👤 May 12, 2023 VECTEEZY * PRO	Vivian Htam *9968 DESIGN	In Review	$98.00		Add memo Attach Files ⋮

USER ROLE
CARDS

View All Cards

(A) From the '**Cards**' page, users can view all physical and virtual cards assigned to them, along with their card limit and a snapshot of their spending for each card.

(B) Click into each card to view the card's number, expiration date, and security code, in addition to recent transactions for each card.

Users can freeze a card to temporarily suspend card usage, as well as report the card as lost if the card is misplaced or stolen.

Request Cards or Increases

(A) Users have the option to request new virtual cards and card limit increases, and Managers can issue cards and limit updates to their users.

Users can refer to the articles below on how to request virtual cards and limit increases.

✎ [Requesting Virtual Cards](#)

✎ [Requesting Increases](#)

Manager can refer to the articles below on how to issue new cards and freeze or cancel existing cards.

✎ [Issuing Physical Card](#)

✎ [Issuing Virtual Card](#)

✎ [Updating Card Status](#)
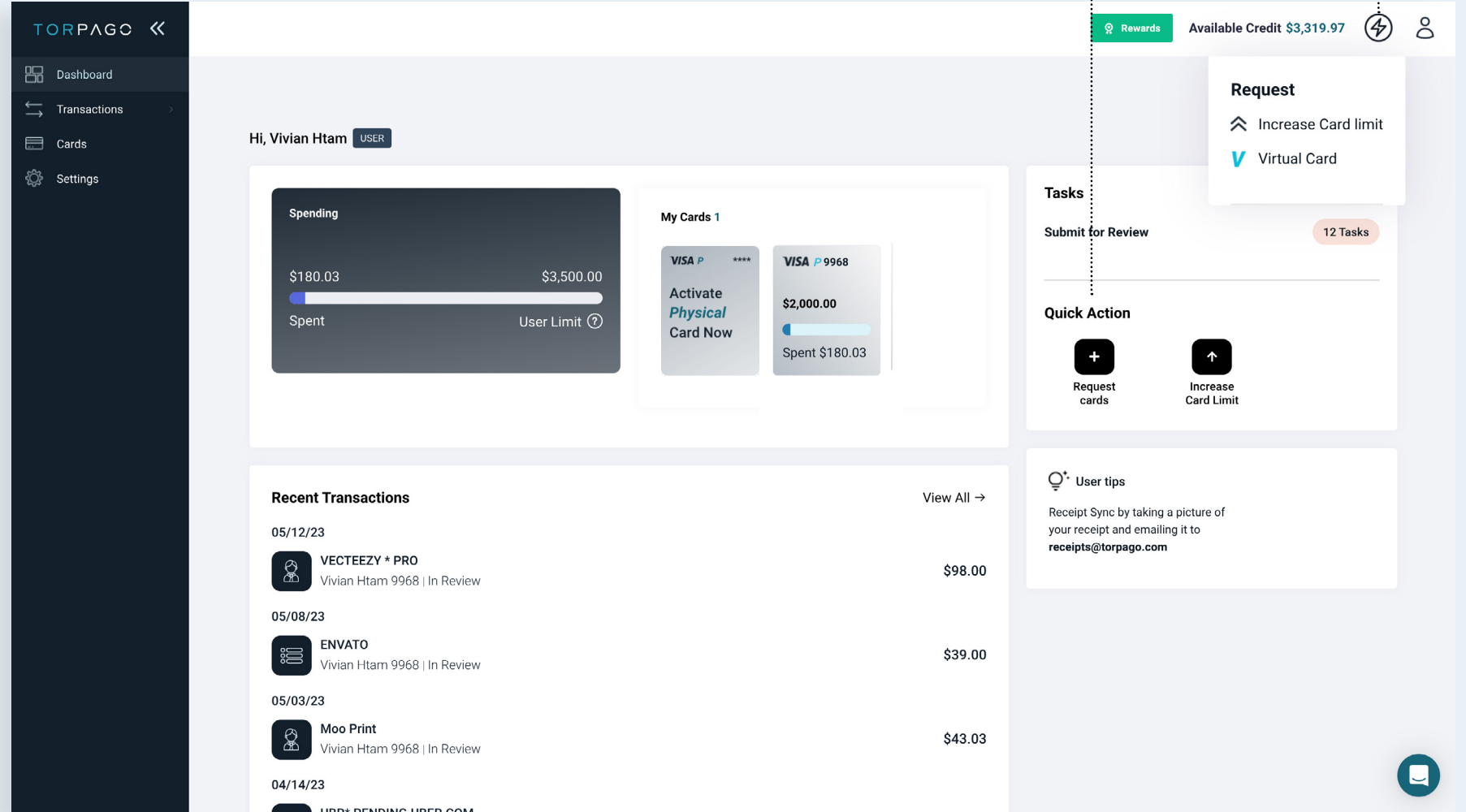
SUPPORT

Intercom Chat

Ⓐ Users can also reach customer support via live chat. Click on the **green chat icon** at the bottom-right of the platform to open our Intercom support channel.
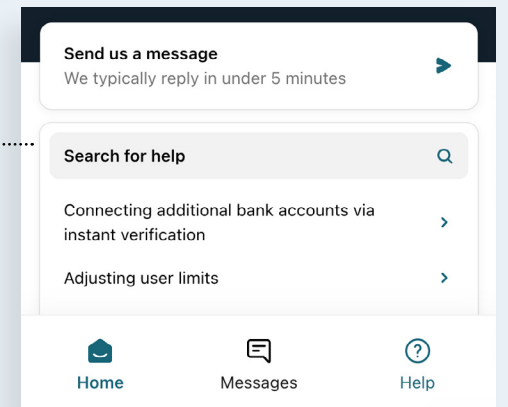
Articles

Ⓑ Users can also access the **Torpago Help Center** for articles regarding FAQs and step-by-step walkthroughs on account questions.
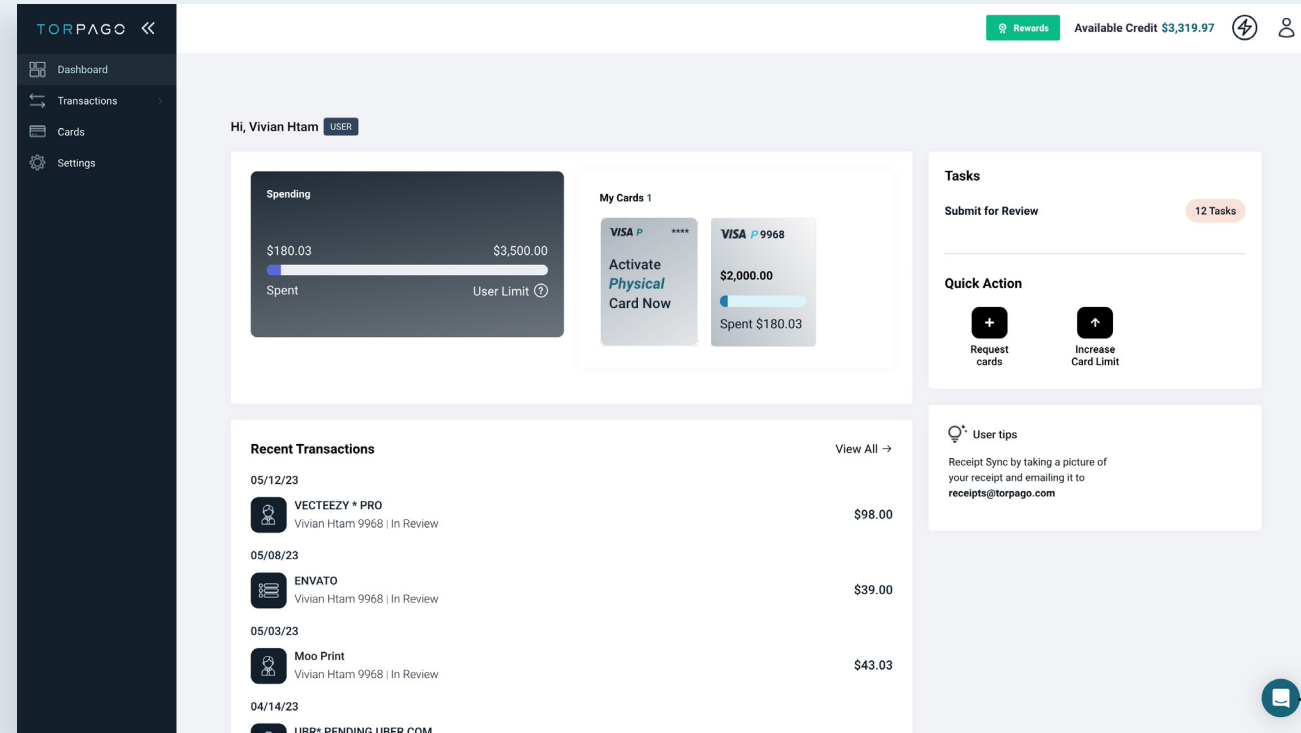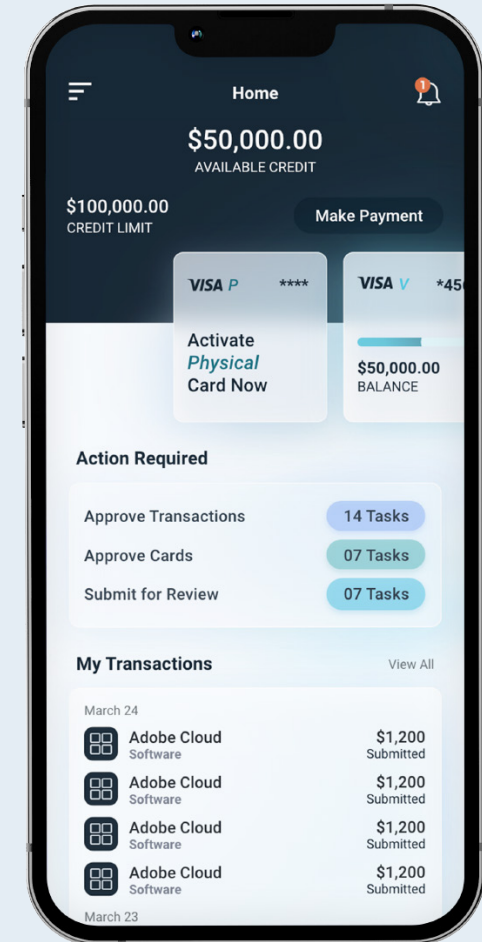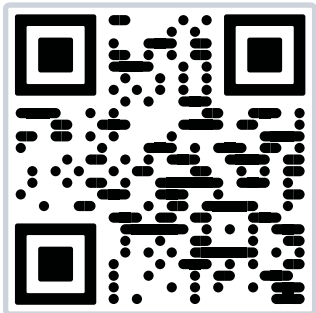
MOBILE APPLICATION

Be sure to download TORPAGO mobile app from the [Apple App Store](#) or the [Google Play Store](#) so you can monitor your spend anywhere you go.

Download on the **App Store**

GET IT ON **Google Play**

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TORPAGO.COM

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