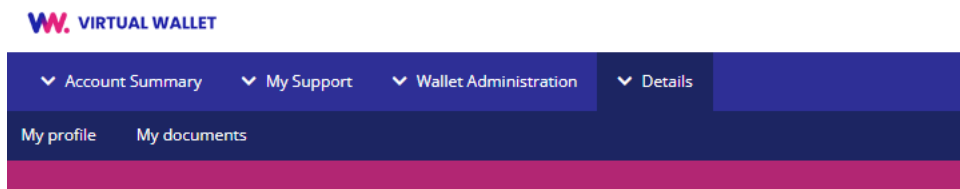


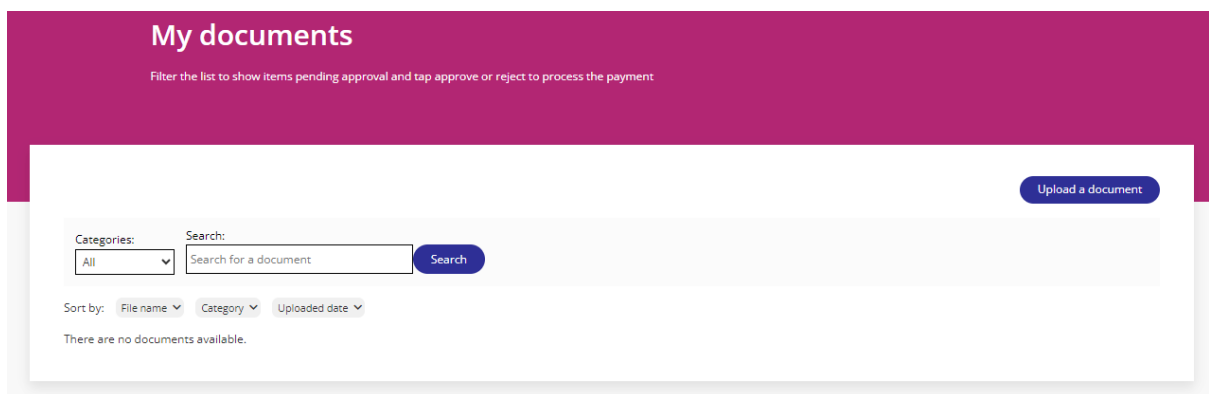
Guidance Notes for uploading receipts to Virtual Wallet Account

Log into Virtual Wallet: www.myvirtualwallet.co.uk

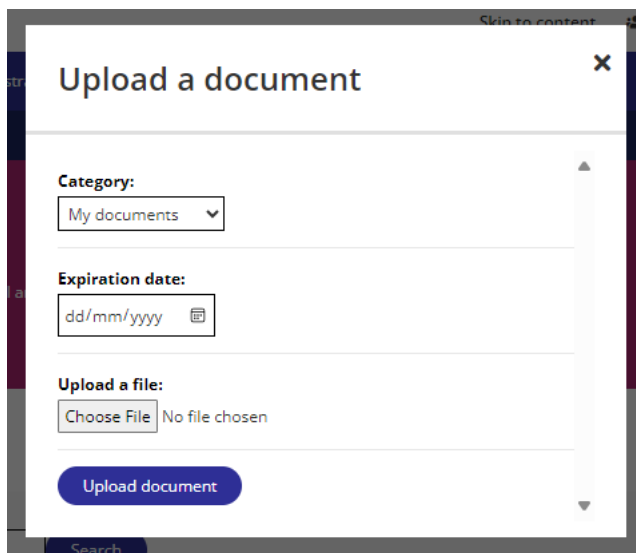
Using the ribbon at the top of the page, click the 'Details' drop-down, and then 'My documents' as shown below:



Click 'Upload a document'



Chose the relevant file from your computer/phone and click upload:



Need help?

If you require support to upload receipts, please contact our Helpdesk by using the live chat function on the website or call 03300 582692