Logging into ExpenseMe

First time users will need to reset their ProMaster password to access the app.

Resetting your ProMaster password **does not** change your UniSA network ID and password. For security purposes, do not reset your password to your UniSA password.

A PIN will need to be set for future access.

ExpenseMe is available from the Apple Store and Google Play Store. Ensure you are using the current version.
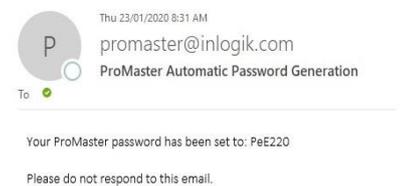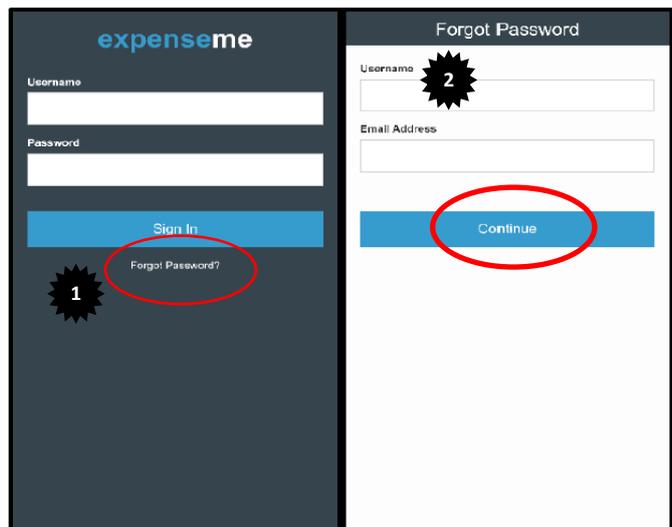
Current version of the app

ExpenseMe

Old version of the app

ExpenseMe

Step 1.
Select **Forgot Password** on the ExpenseMe app homepage.

Step 2.
Enter your UniSA network username and UniSA email address. Select **Continue.**

Step 3.
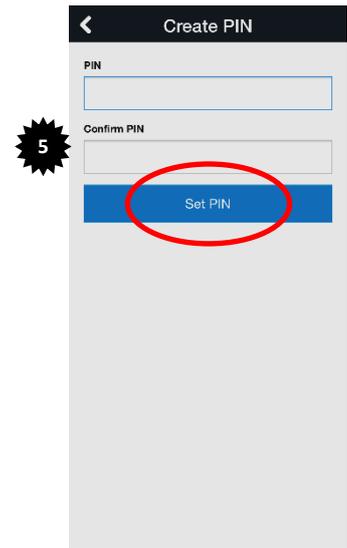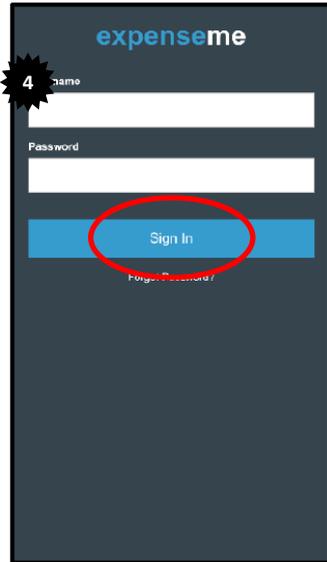A temporary password will be sent to your email. Select **Ok.**

Step 4.
In the app, enter your UniSA network ID and the temporary password provided in the email. Click **Sign In.**

Step 5.
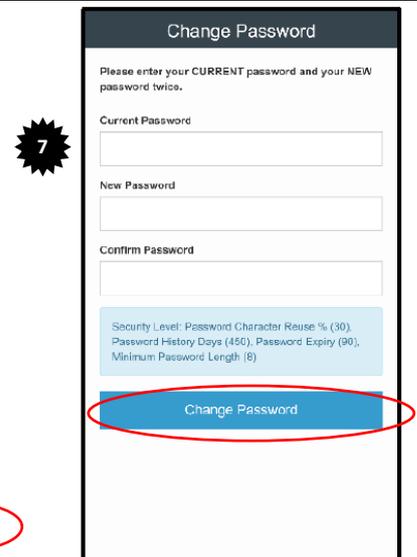Create a PIN. Select **Set PIN**

Step 6.
Enter PIN and select **Enter**.

Step 7.
Enter your current temporary password, then a new password of your choice. Your new password must have a minimum of 6 characters (5 alpha, 1 numeric, no special characters).

Do NOT use your UniSA password.

Click **Change Password.**

Step 8.
Your ProMaster homepage will display.

To Acquit Credit Card Transactions.

To Create a Staff Reimbursement Claim.

To Add a receipt to the Receipt Wallet.