

# Hubdoc Quick Start Guide

At Inline Partners we are always looking for ways to do things more **efficiently**. We want to ensure your bookkeeping experience **simple and effortless**. To deliver on this we utilise various tools, such as Hubdoc.

## What is Hubdoc?

Hubdoc is a receipt capture and filing system which extracts key information from your documents and integrates with various accounting platforms. We use it with our clients for receipt collection.

## How do you set it up?

As a Hubdoc Partner we will send you an invitation to access Hubdoc, this will come to your email. If you have not received your invitation please let us know. Next; download the app for your phone here:



## How do you use it?

### Snap a Photo with the App

Simply take a photo of your receipt, invoice or bill with the mobile app.

### Forward your Email Paperwork

We will provide you with your own unique Hubdoc email address, send any documents to this address to submit them

### Scan/Upload your Documents

If you have already scanned your receipts, invoices, statements or bills you can upload them directly to Hubdoc using your browser

## Links and Resources

Using the browser on your computer <https://app.hubdoc.com/login>

Download the iPhone app <https://apps.apple.com/ca/app/hubdoc/id715898031>

Download the Android app [https://play.google.com/store/apps/details?id=com.hubdoc.app&hl=en\\_US](https://play.google.com/store/apps/details?id=com.hubdoc.app&hl=en_US)

Need Help? p: 02 8310 5493 e: [contact@inlinepartners.com.au](mailto:contact@inlinepartners.com.au)