

## Setting Up and Registering

1. Download the eXpense365 app from the [Play Store \(Android\)](#) or the [App Store \(Apple\)](#).
2. Open the app and fill in your email address, name and ESN code.
3. Your email address needs to be the same as the one you registered with on [www.lsesu.com](http://www.lsesu.com). You can check what this is by logging in on the LSESU website.
4. The ESN code you need to use is: 082-076-083-148-024-046-042.

## Updating your personal details

1. On the home page, go to 'Settings' and change your password to something memorable by selecting 'Change Password'.
2. On the home page, select 'Details' and re-enter your password.
3. Add your name and bank details. You can change these at any point. Unfortunately, at present eXpense365 only works with UK bank accounts. To get reimbursed for international bank accounts please continue to use the paper reimbursement system.
4. Enter your name as your 'Pay Reference'.