



SpendTrack Mobile App Quick Start Guide

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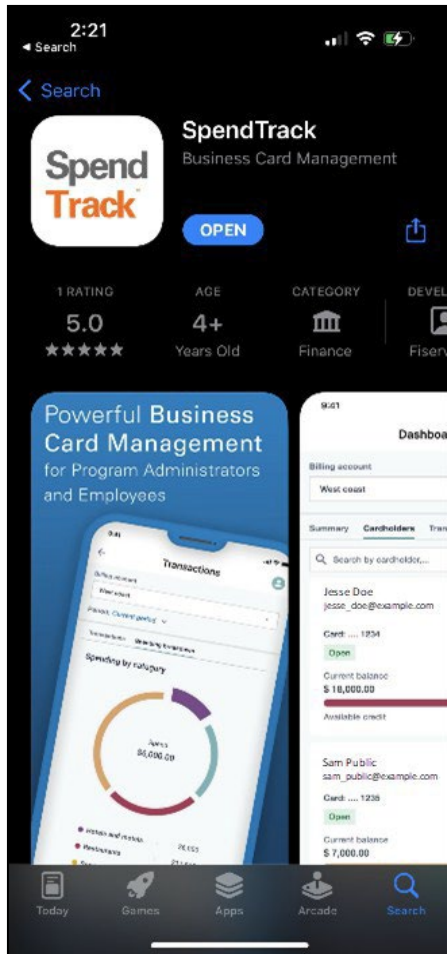
October 2026

Quick start

Download the SpendTrack for on-the-go convenient access.

App download

- The SpendTrack app is available under the name SpendTrack in the Apple® App store and Google® Play, with Fiserv Inc. as the developer.
- Minimum OS requirements: Requires iOS® 15+ or Android® 8+.
- iPad®/Android tablet: SpendTrack does not currently support tablets but plans to in a future release.



First time login

1. Launch the mobile app
2. On the sign in page, provide the username and password created for accessing the online application. The system sends a one-time password (OTP) to your email account. Use this OTP to authenticate the account

If you do not have credentials, follow the process for self-registration in the web version of SpendTrack

3. Enter the OTP correctly. If you enter the OTP incorrectly multiple times, the system locks the account. Only the program administrator can unlock the account
4. Create a passcode that you can use for subsequent sign ins without having to use the password, then select Confirm your new passcode
5. Select Enable Face ID or Enable Fingerprint ID to enroll in biometric authentication
6. Select Next to receive notifications about events pertaining to the account