

Accessing ChromeRiver for the First Time

ChromeRiver | May 16, 2022



Where can I access ChromeRiver?

ChromeRiver is easy to access from both your desktop and mobile phone. When you log in for the first time, there are a few extra steps required to set up your account as described here.

Important Tips

Both desktop and mobile entry will require a Company ID and other details which are common to all BGSF users.

- Username: **Your email**
- Password: click 'forgot password' upon first log in to set a new password.
- Company ID: **bgsf**

What's Next?

You're ready to go! Take a look at some of these other helpful tools for using Chrome River efficiently:

- [Create & Submit an Expense Rpt](#)
- [View & Track Expense Reports](#)
- [Capture Expense Receipts](#)

What Do I Do?

Follow these steps to access ChromeRiver from your desktop or phone.

NOTE: The examples below show the procedure for logging in with the desktop app, however, the steps are the same for both desktop and mobile.

1. Access **Chrome River** from your desktop at app.ca1.chromeriver.com/login or from the **Chrome River** app on your phone.
2. When logging in for the first time, click 'password'.
3. Enter your email associated with BGSF.
4. Click **Send**.
5. Follow the steps to set up a password.
6. Click **Save**.
7. You can now login using your new password.
8. Company ID is **bgsf**.
9. Download the **CR Snap** app to your phone for easy storage of receipts.
10. Use the same username and password for CR Snap.

