How to Use RICA Receipt Box

Quick guide - simple, fast, and easy

PAGE 1 - GET STARTED & SAVE RECEIPTS

1 Create your Receipt Box

Open www.ricadiy.com/receipt-box. Choose Try Free or Sign In. Create your account with your phone number or email, or sign in if you already have an account.

2 Choose the correct business

If you have more than one Receipt Box, choose the business where the receipt belongs when the system asks you to select a company.

3 Connect how you want to send

You can connect Telegram, WhatsApp, or Phone / SMS to send receipts to your Receipt Box. Connect one or all.

4 Send your receipt

Take a photo or send a supported image or PDF. If asked, choose the correct business. The receipt will be filed in the current month unless you choose another month and year.

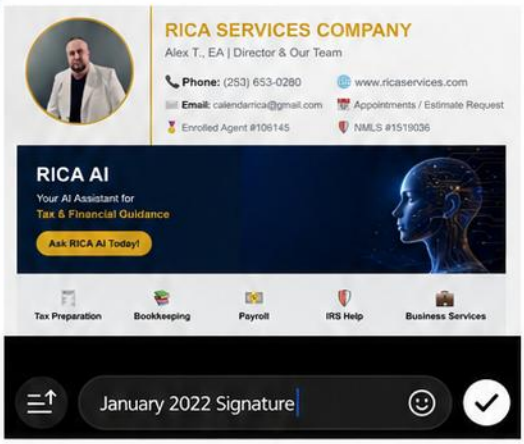
5 Optional: name it or choose a month/year

Before you send the receipt through Telegram, WhatsApp, or Phone/SMS, you can type a short instruction. Type Home Depot to name the next receipt. Type January 2025 to file it in that month. Type January 2025 Home Depot to do both. Then send the receipt.

Home Depot

January 2025

January 2025 Home Depot



Example: typing a month/year and title before sending the receipt

6 Wait for "Saved"

Your receipt is safely filed only after you receive the Saved confirmation.

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PAGE 2 - FIND, DOWNLOAD & PROTECT

7 Find receipts quickly

Use Search for a title or filename. Drop Box shows your latest submissions. Open a year, then a month, to browse older receipts.

8 Open, download or print

Open one receipt, download a month, or create/download a year export when available. Use your phone or computer PDF controls to save, print, or share by email.

9 Private Documents

Use Private Documents for important records such as tax returns, business documents, IDs, contracts, and other files you want kept separate from receipts. This area is protected by your company PIN.

10 Passwords

You may securely store optional shared login information. Passwords use the same company PIN and stay masked until you choose Reveal.

11 Forgot PIN or login password?

Forgot PIN: receive a security code at your login email or phone, then create a new 4-12 digit PIN. Forgot login password: choose Forgot Password and follow the security-code steps.

12 Know the basic charges

First 20 uploads are free for up to 90 days. Then $5.99/month includes 10 uploads per billing period; each additional 10 uploads is $5.99. Upload charges max at $36 per billing period. SMS/MMS and extra storage are separate. 6 GB storage is included; add 10 GB for $4.99.

13 Connect messaging options

You can send receipts throught Telegram, WhatsApp, or Phone/SMS. Each option shows Not connected until you set it up.

Quick reminder

Always confirm that the receipt shows Saved. Keep your original receipts and documents whenever possible. It is your responsibility to choose what to keep inside your Receipt Box.