1. In Bengal Web, click on the Chrome River travel channel link.
2. Log into Chrome River.
3. Click on your name in the upper right corner.
4. From the drop down menu, click Help.

5. This takes you to the Chrome River Help Center. The tool bar at top provides various videos and guides on how to use Chrome River.
6. Before submitting any travel, be sure to review the following tutorials:
   a. Getting Started
   b. Pre-Approval
   c. Expense