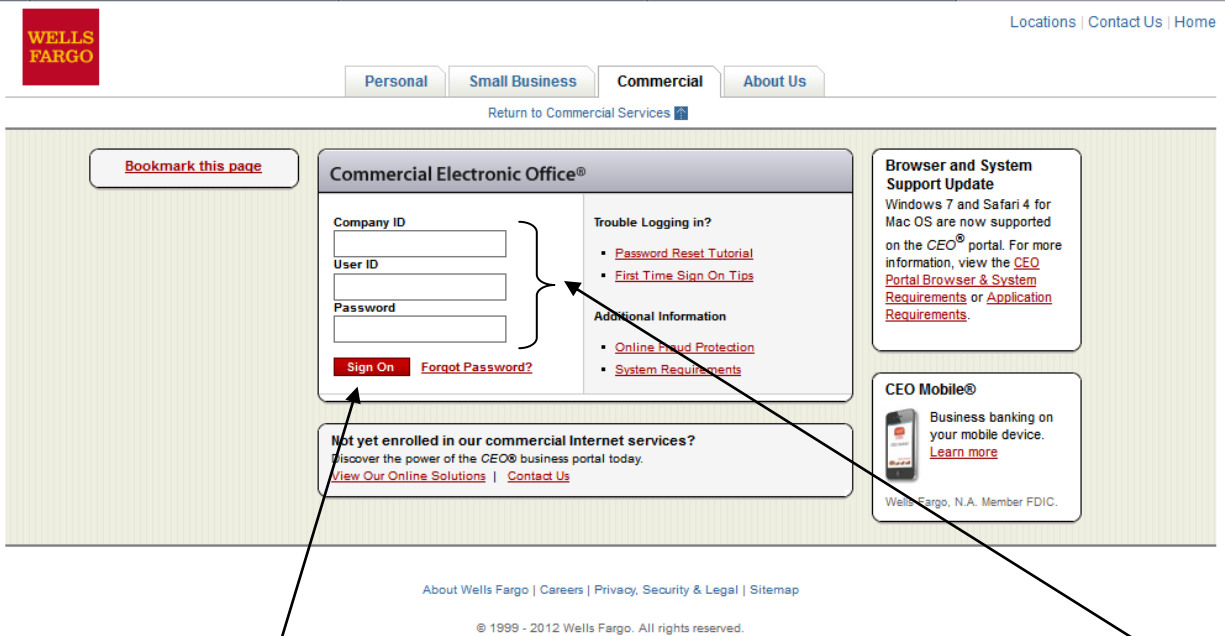# Saving Cover Sheet as pdf and attaching receipts in same file to email
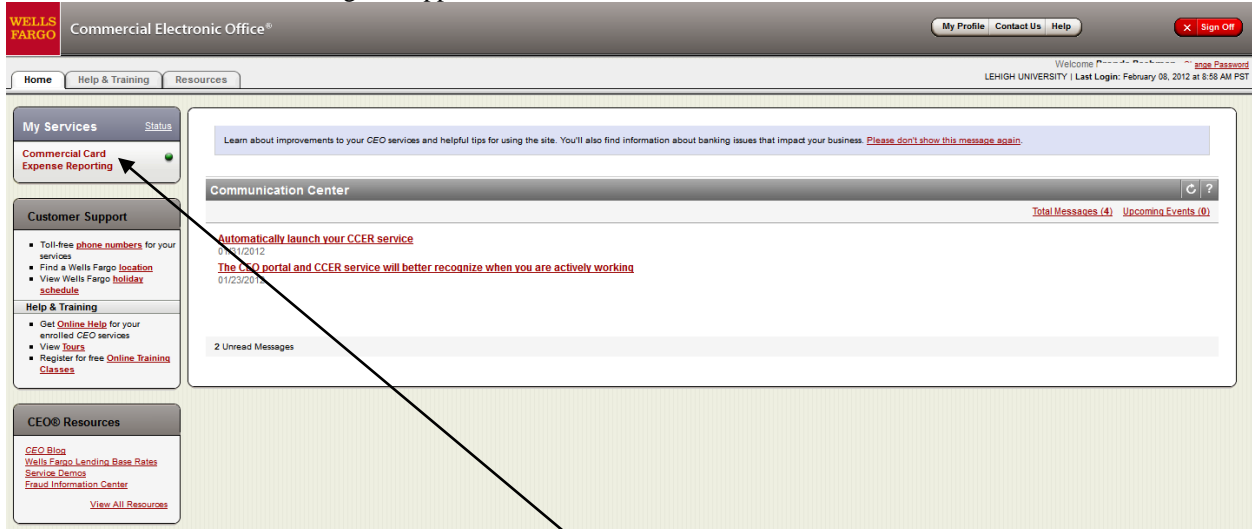
1) Log into the Wells Fargo Bank Commercial Card Expense Reporting system (CCER)
https://wellsoffice.wellsfargo.com/ceoportal/signon
The following screen will appear:

2) Enter the company ID (lehig354), your user id (information on your welcome letter), and your password
3) Click Sign On

A screen similar to the following will appear:

4) Click on Commercial Card Expense Reporting

A screen similar to the following will appear:

Charges — Manage Charges

Manage Statements	
Review Open Statements	
View Cycle-to-Date	
View Previous Statements	
View Historical Images	
▶ Reports	
▶ User Information	

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**.

View Receipt Images | Print ▾

★ Required Field   View Details

Cardholder Summary

Cardholder Name:		Start Date:	01/02/2012
Card Number:		End Date:	02/01/2012
Status:	Approved	Reminder Period:	02/02/2012 through 02/04/2012
Charges:	288.16 USD	Grace Period:	02/08/2012 through 02/06/2012
Out-of-pocket:	0.00 USD		
Total Amount:	288.16 USD		

Charges

Charge Type: All Transactions

Viewing 1 to 3 of 3 Items

Charges	Out-of-pocket Expenses

5)   Click Print

w Receipt Images | Print ▾
Print Statement
Print Cover Sheet

6)   Select Cover Sheet

A screen similar to the following will appear:

🖨 Print

Statement Image ID: 26812535

3739002170010001Y

26812535W

201202018

CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.
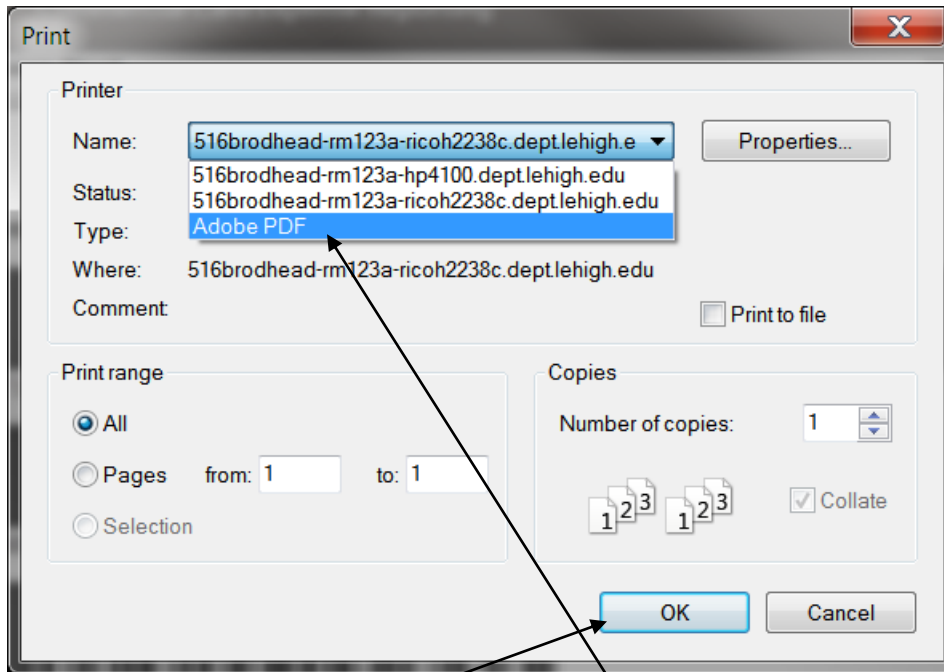
Cover Sheet

To:	Receipt Image Archive	From:	
Fax:	866-253-8503	Cardholder Phone:	
E-mail:	wf_ccard_receipts@mail2image.com		
Date:	02/08/2012		
Company:	LEHIGH UNIVERSITY		

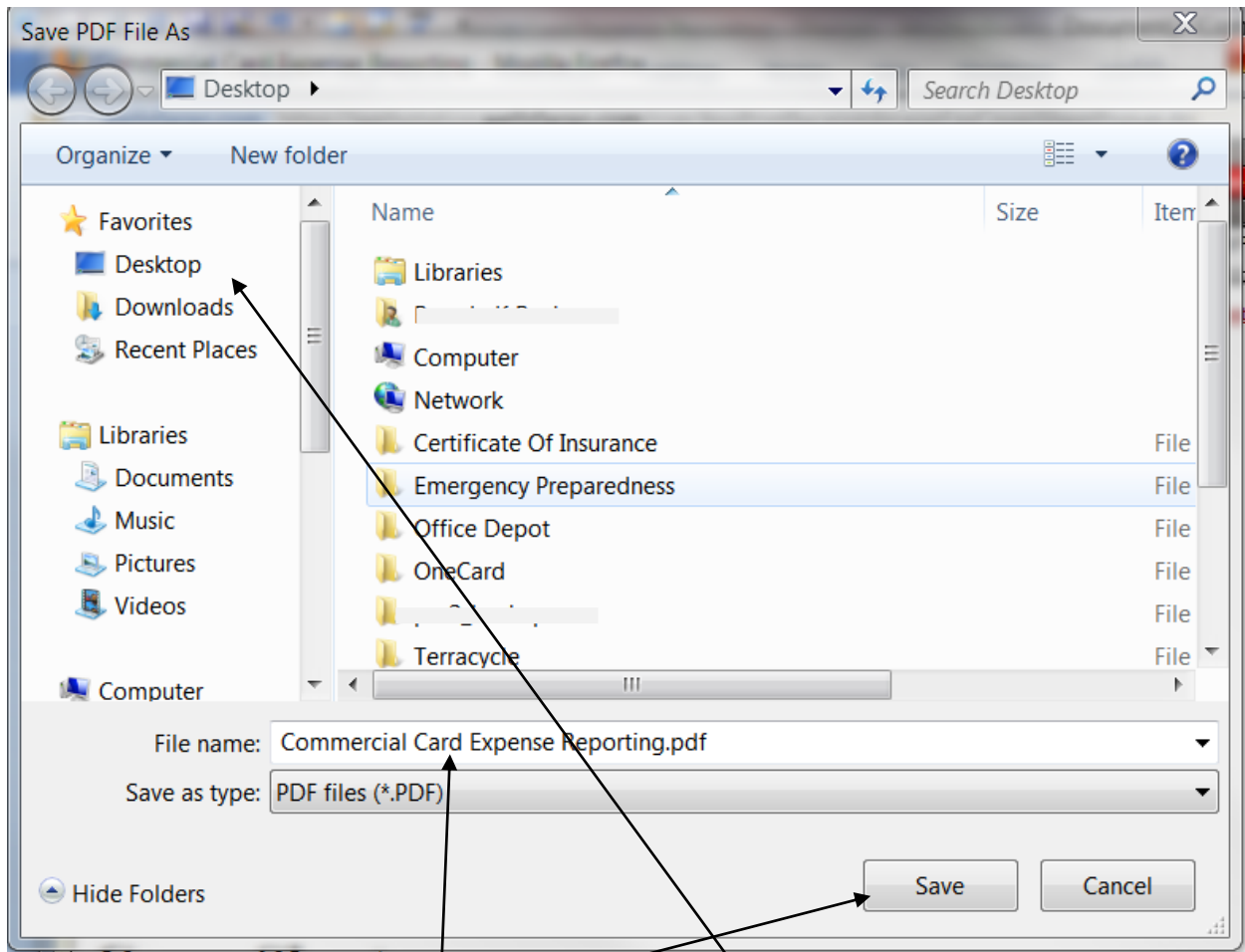**Statement Ending Date:** 02/01/2012

7) Click Print

A screen similar to the following will appear:

8) From the dropdown menu, select Adobe PDF

9) Click OK

A screen similar to the following will appear:

10) Select the location where you wish to save your coversheet
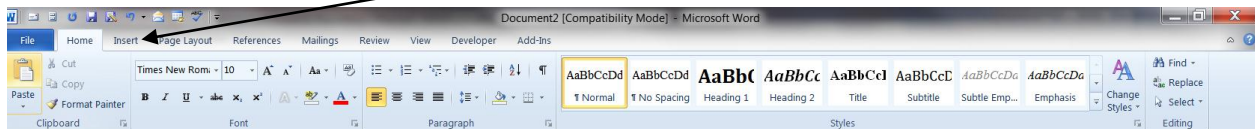11) Name your file appropriately
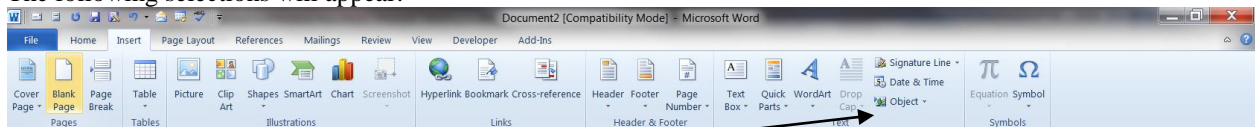12) Click Save

13) The coversheet will launch as a PDF. Exit out of the PDF.

14) To ensure the coversheet and receipts are in the same file, launch Microsoft Word
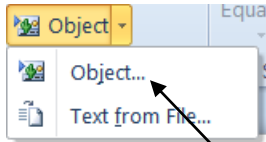15) From the Command Ribbon, select insert

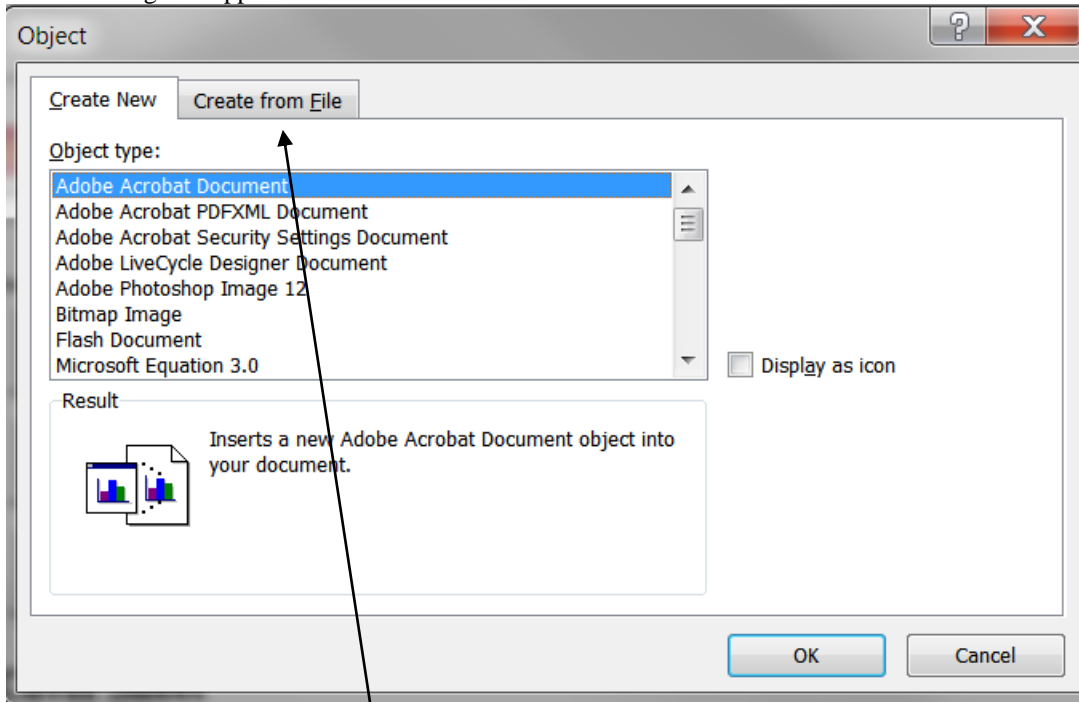The following selections will appear:

16) Click Object

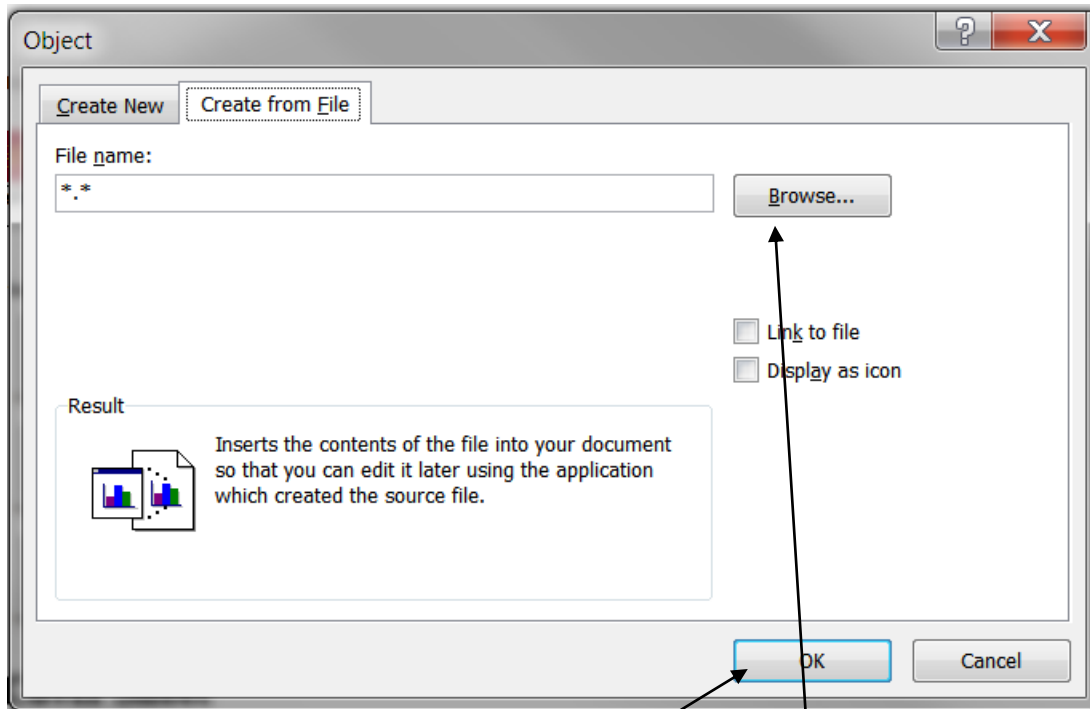The following will appear

17) Click Object

The following will appear:

18) Click Create from File

The following will appear:

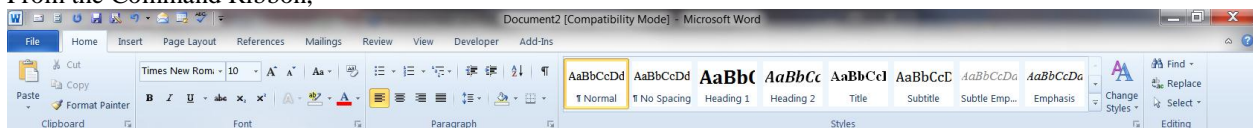19) Click Browse to select the location of your file and the file name
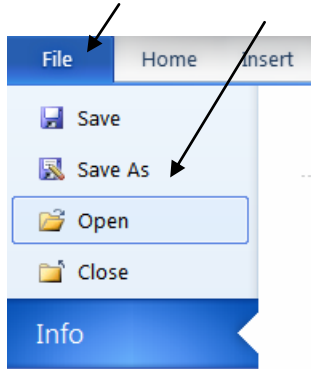
20) After selecting your file, click OK

The pdf of your coversheet will appear in your word document.

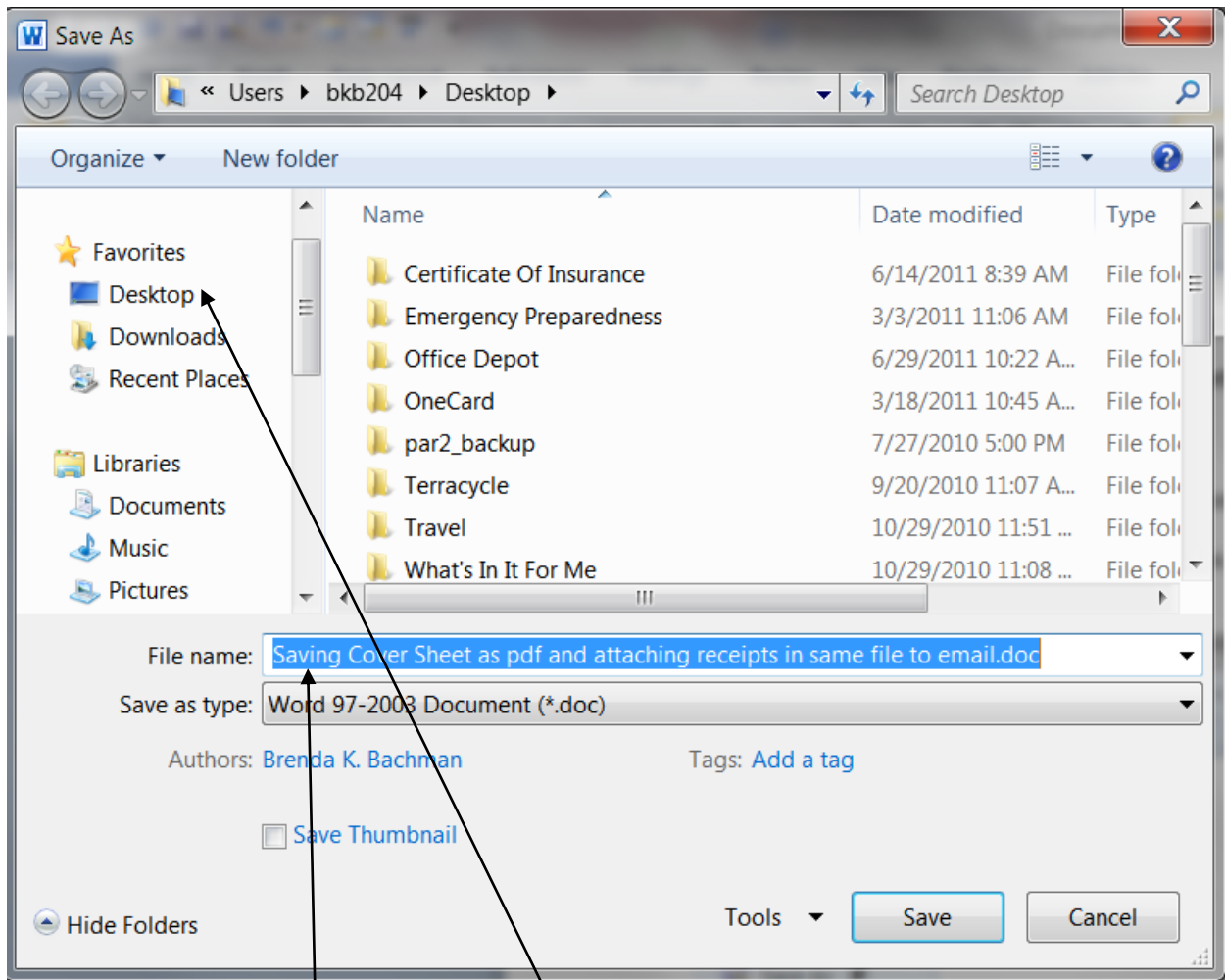Repeat steps14 through 20 to insert receipt images.

From the Command Ribbon,
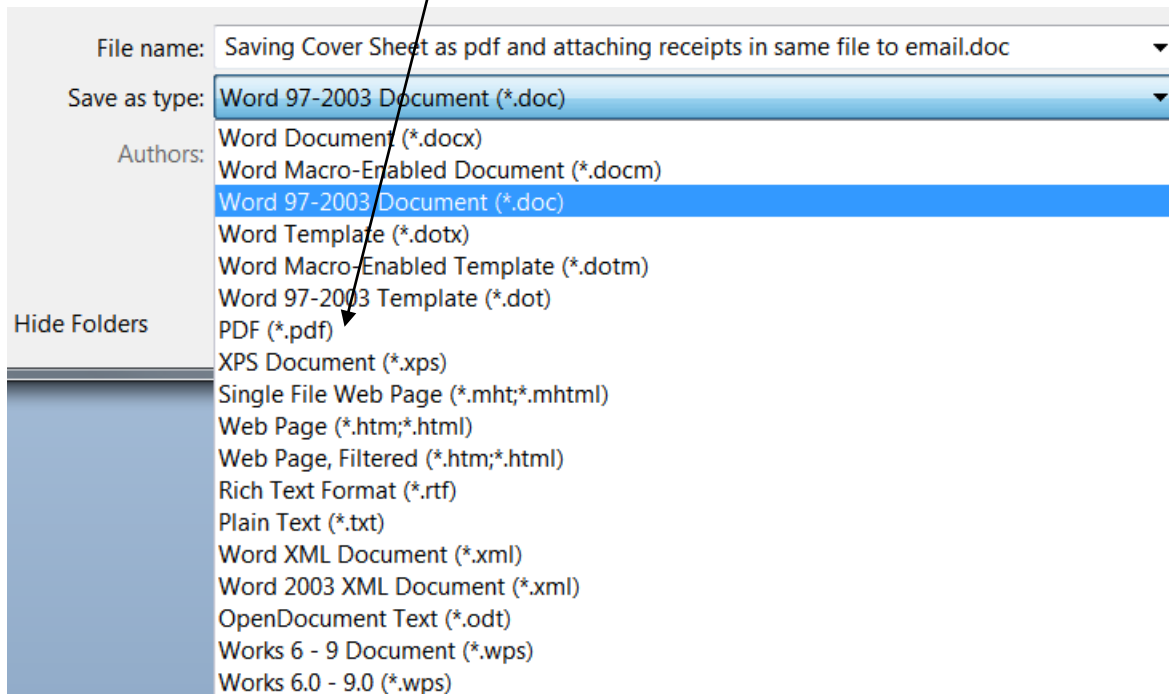

Select File → Save As
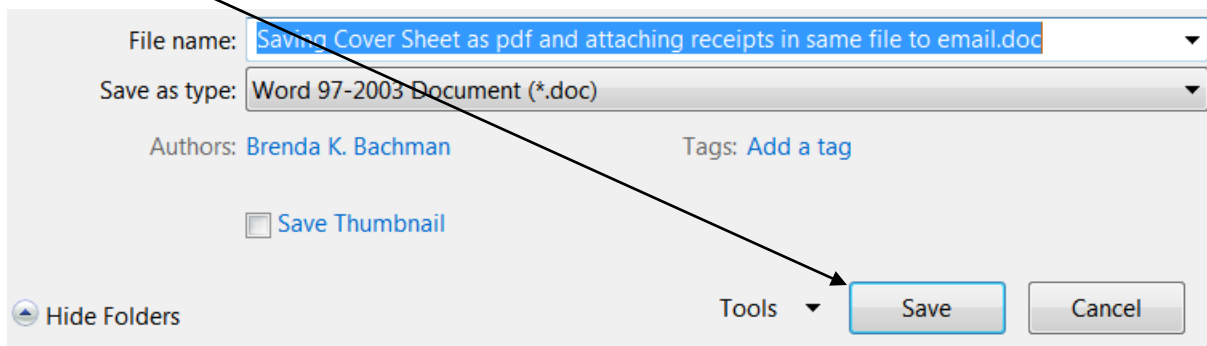

A screen similar to the following will appear:

Select the location where you wish to save the file

Name your file appropriately

Change "Save As Type" to PDf (*.pdf)

File name:	Saving Cover Sheet as pdf and attaching receipts in same file to email.doc	▼
Save as type:	Word 97-2003 Document (*.doc)	▼

Authors:

Word Document (*.docx)
Word Macro-Enabled Document (*.docm)
Word 97-2003 Document (*.doc)
Word Template (*.dotx)
Word Macro-Enabled Template (*.dotm)
Word 97-2003 Template (*.dot)
Hide Folders   PDF (*.pdf)
XPS Document (*.xps)
Single File Web Page (*.mht;*.mhtml)
Web Page (*.htm;*.html)
Web Page, Filtered (*.htm;*.html)
Rich Text Format (*.rtf)
Plain Text (*.txt)
Word XML Document (*.xml)
Word 2003 XML Document (*.xml)
OpenDocument Text (*.odt)
Works 6 - 9 Document (*.wps)
Works 6.0 - 9.0 (*.wps)

Click Save

File name:	Saving Cover Sheet as pdf and attaching receipts in same file to email.doc	▼
Save as type:	Word 97-2003 Document (*.doc)	▼

Authors: Brenda K. Bachman   Tags: Add a tag

☐ Save Thumbnail

▲ Hide Folders   Tools ▼   Save   Cancel

Your pdf file will now be displayed. Close the file. You may now attached the file pdf file with both coversheet and receipts to an email and email it to wf_ccard_receipts@mail2image.com