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) <u>https://wellsoffice.wellsfargo.com/ceoportal/signon</u> The following screen will appear:

	Personal Small Business Commercial About Us	
	Return to Commercial Services M	
Bookmark this page	Commercial Electronic Office®	Browser and System Support Update
	Company ID Trauble Longing in?	Windows 7 and Safari 4 for Mac OS are now supported
	Password Reset Tutorial	on the CEO [®] portal. For more
	User ID First Time Sign On Tips	information, view the <u>CEO</u> Portal Browser & System
	Password Adminal Information	Requirements or Application Requirements
	Online Paul Protection	
	Sign On Forgot Password? System Requirements	
	+	CEO Mobile®
	Not yet enrolled in our commercial Internet services?	Business banking on your mobile device.
	biscover the power of the CEO® business portal today.	Learn more
	View Our Online Solutions Contact Us	Web Earne N & Member EDIC
1	<i>(</i>	Weild algo, N.X. member P.D.C.
/		
/	About Wells Fargo Careers Privacy, Security & Legal Sitemap	
/		

- 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:

WELLS FARGO	Commercial Elect	ronic Office*	My Profile Contact Us Help	× Sign Off
Home	Help & Training Re:	sources	Welcome PP LEHIGH UNIVERSITY Last Login: Februa	ange Password ary 08, 2012 at 8:58 AM PST
My Se Comme Expense Custo • Toil- • Find • Find • Find • Find • Find • Ces • C	revices Status revices Status revices Status revices Status revices Status revices Very Very revices revices Very revices revices	Learn about improvements to your CEO services and helpful tips for using the site. You'll also find information about banking issues that impact your business. <u>Please don</u> Communication Center Automatically launch your CCER service The Constrained CCER service will better recognize when you are actively working 01/23/0 2 Unread Messages	Tahov this message again: Total Messages (4) Upcor	C ? mng Events (0)

4) Click on Commercial Card Expense Reporting

Charges — Manage Charges	35					
▼ Manage Statements						
Review Open Statements	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 Cycle-to-Date		Vie	w Receipt Images Print 🔻			
View Previous Statements	* Required Field 🛯 🕅 View Details					
View Historical Images						
Reports	Cardholder Summary					
User Information	Cardholder Name: Approved Card Number: Statux: Approved Statux: 288.16 U SD Out-of-pootet: 0.00 U SD Total Amount: 288.16 U SD Charges Charge Type: All Transactions V Viewing 1 to 3 of 3 Items Charges Out-of-pootset expenses	Start Date: 01/02/2012 End Date: 02/01/2012 Reminder Period: 02/01/2012 Grace Period: 02/02/2012 Hough 02/06/2012 02/06/2012				
 5) Click Print 6) Select Cover Sheet 						

WELLS FARGO	Commercial Card Expense Rep	orting X Close
Image Cov	er Sheet	02/08/2012 11:14 AM PT
		Print
Statem	ent Image ID: 26812535	
3739	002170010001Y	
2681	2535W	
2012	02018	
	CAUTION: Please blank out any confidential	information such as credit card numbers on the receipts before sending.
Co	ver Sheet	
To:	Receipt Image Archive	From: From:
Fax:	866-253-8503	Cardholder Phone:
E-mail:	wf_ccard_receipts@mail2image.com	
Date: Company:	LEHIGH UNIVERSITY	
Statement	Ending Date: 02/01/2012	
	lick Print	

Print		X
Printer		
Name:	516brodhead-rm123a-ricoh2238c.de	ept.lehigh.e Properties
Status:	516brodhead-rm123a-hp4100.dept. 516brodhead-rm123a-ricoh2238c.de	lehigh.edu ept.lehigh.edu
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		OK Cancel
8) From	the dropdown menu, select Adob	e PDF
9) Click	OK	



- 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:

W =	3 0		5	3 🗔 💙	₹						C	ocument2 [Con	npatibili	ty Mod	le] - Micros	soft Wo	rd							X
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16) Click Object -----

The following will appear



The following will appear:

Object	? X
Create New Create from Eile	
Object type: Adobe Acrobat Document Adobe Acrobat PDFXML Document Adobe Acrobat Security Settings Document Adobe Acrobat Security Settings Document Adobe Photoshop Image 12 Bitmap Image Flash Document Microsoft Equation 3.0 Result Inserts a new Adobe Acrobat Document object into your document.	
ОК	Cancel

18) Click Create from File

The following will appear:

Object		? ×
Create New Create from <u>File</u>		
File <u>n</u> ame:	Browse	
Result Inserts the contents of the file into your document so that you can edit it later using the application which created the source file.	Lin <u>k</u> to file	
	ОК	Cancel
19) Click Browse to select the location of your file and the t	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,
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Select the location where you wish to save the file

Name your file appropriately

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

File name:

Hide Folders

avi

Authors: Brenda K. Bachman

Save as type: Word 97-2003 Document (*.doc)

Save Thumbnail

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)
Autiors.	Word Macro-Enabled Document (*.docm)
	Word 97-2003 Document (*.doc) Word Template (*.dotx)
	Word Macro-Enabled Template (*.dotm)
Ulda Faldara	Word 97-2003 Template (*.dot)
Hide Folders	PDF (*.pdf)
	Single File Web Page (* mbt* mbtml)
	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	

Your pdf file will now be displayed. Close the file. You may now attached the file pdf file with both coversheet

Cover Sheet as pdf and attaching receipts in same file to email.doc

Tags: Add a tag

Tools

Save

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Cancel

and receipts to an email and email it to $\underline{wf \ ccard \ receipts@mail2image.com}$