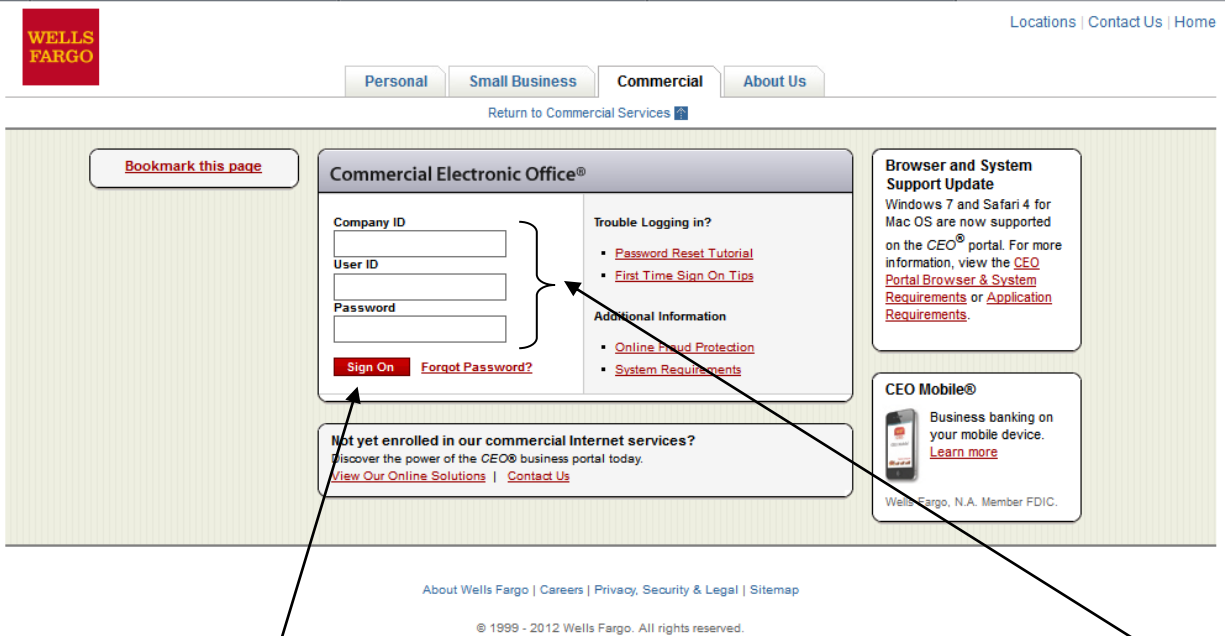


Saving Cover Sheet as pdf and attaching receipts in same file to email

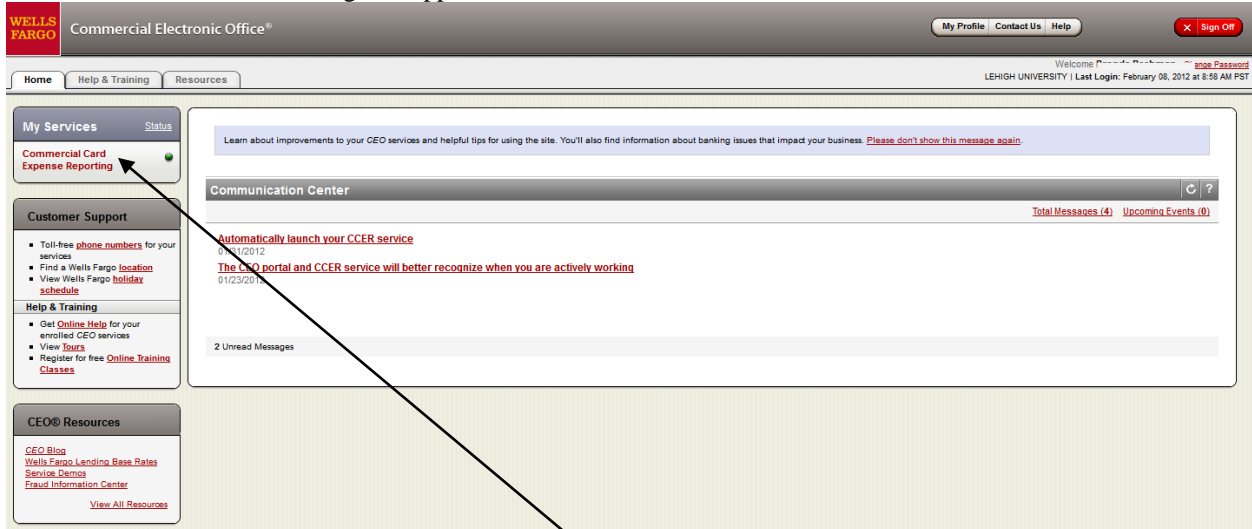
1) Log into the Wells Fargo Bank Commercial Card Expense Reporting system (CCER)
<https://wellsoffice.wellsfargo.com/ceportal/signon>

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:	02/06/2012 through 02/06/2012
Out-of-pocket:	0.00 USD		
Total Amount:	288.16 USD		

Charges

Charge Type: ▼

Viewing 1 to 3 of 3 Items

5) Click Print

[View 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.

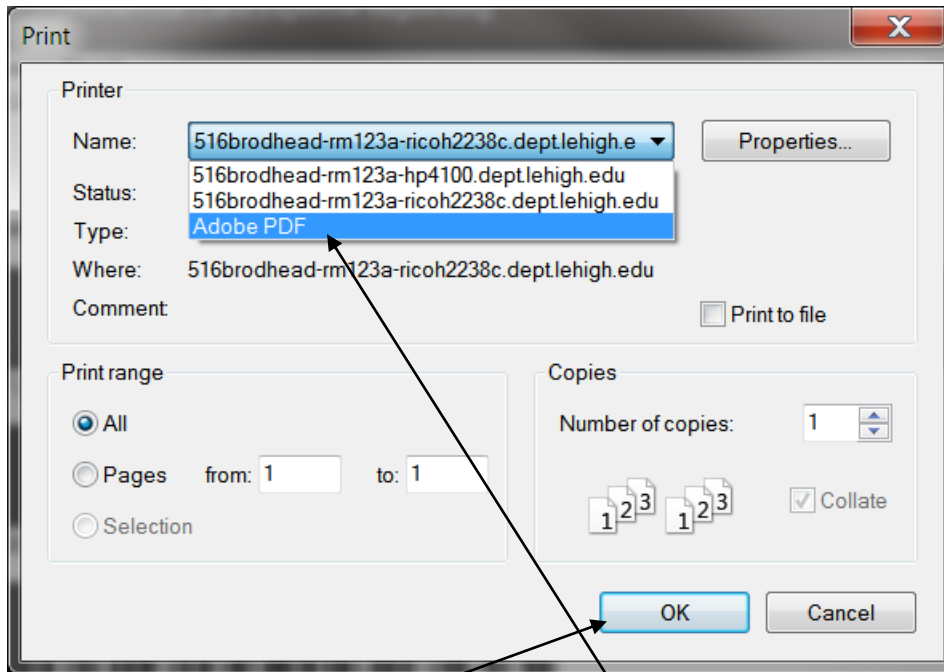
Cover Sheet

To: Receipt Image Archive
Fax: 866-253-8503
E-mail: wf_ccard_receipts@mail2image.com
Date: 02/08/2012
Company: LEHIGH UNIVERSITY
Statement Ending Date: 02/01/2012

From: [REDACTED]
Cardholder Phone:

7) Click Print

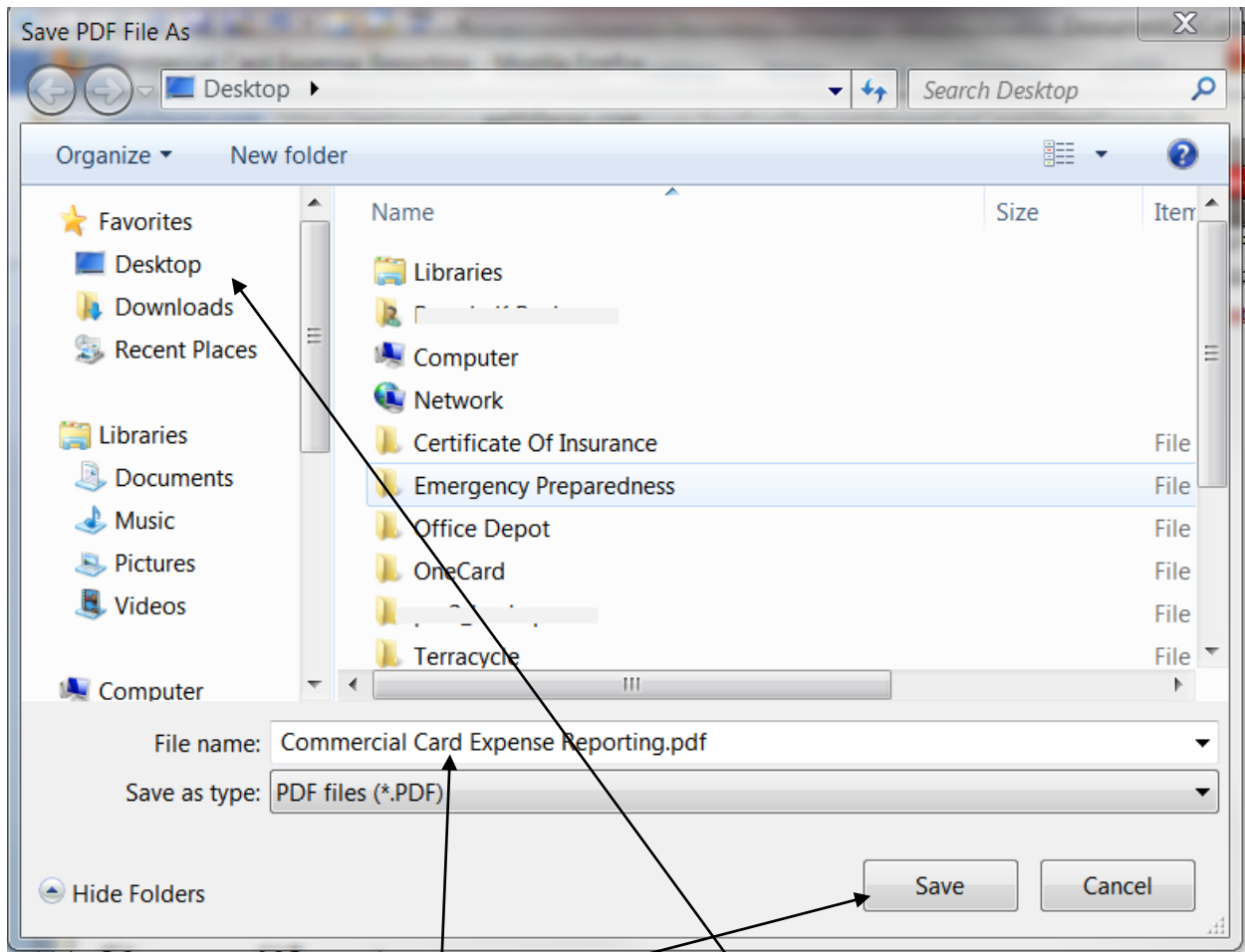
A screen similar to the following will appear:



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

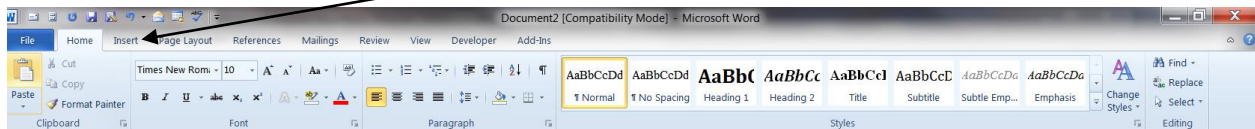
11) Name your file appropriately

12) Click Save

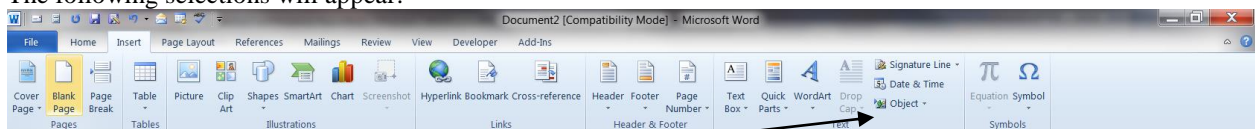
13) The coversheet will launch as a PDF. Exit out of the PDF.

14) To ensure the coversheet and receipts are in the same file, launch Microsoft Word

15) From the Command Ribbon, select insert

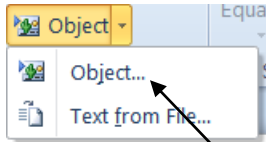


The following selections will appear:



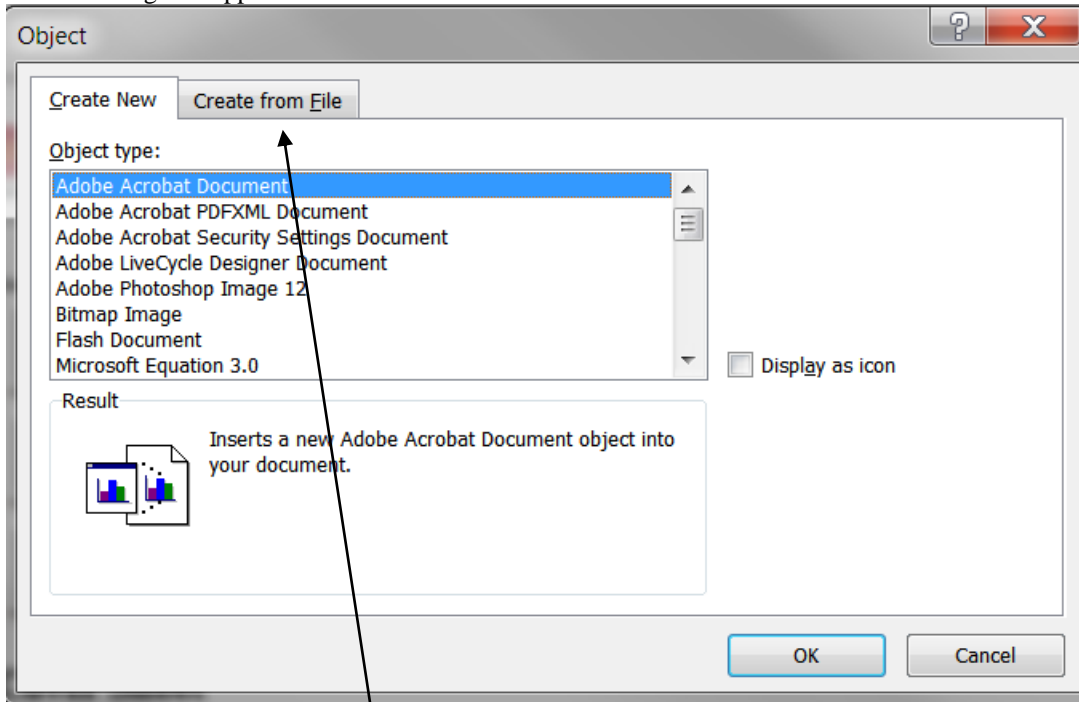
16) Click Object

The following will appear



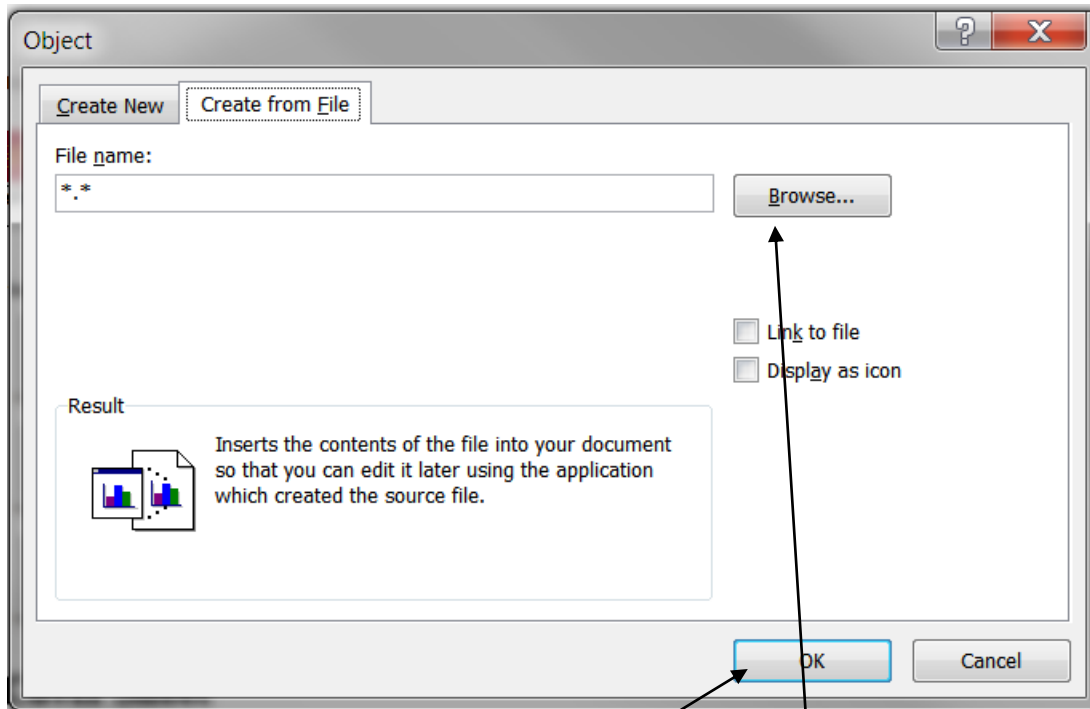
17) Click Object

The following will appear:



18) Click Create from File

The following will appear:



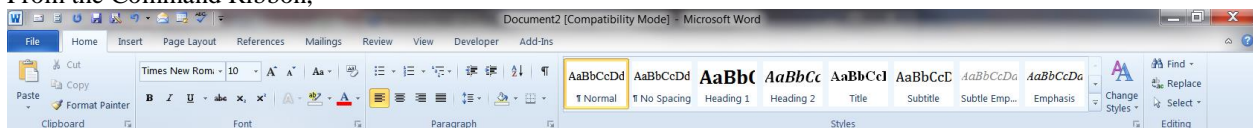
19) Click Browse to select the location of your file and the file name

20) After selecting your file, click OK

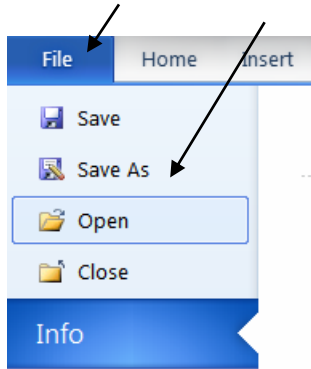
The pdf of your coversheet will appear in your word document.

Repeat steps 14 through 20 to insert receipt images.

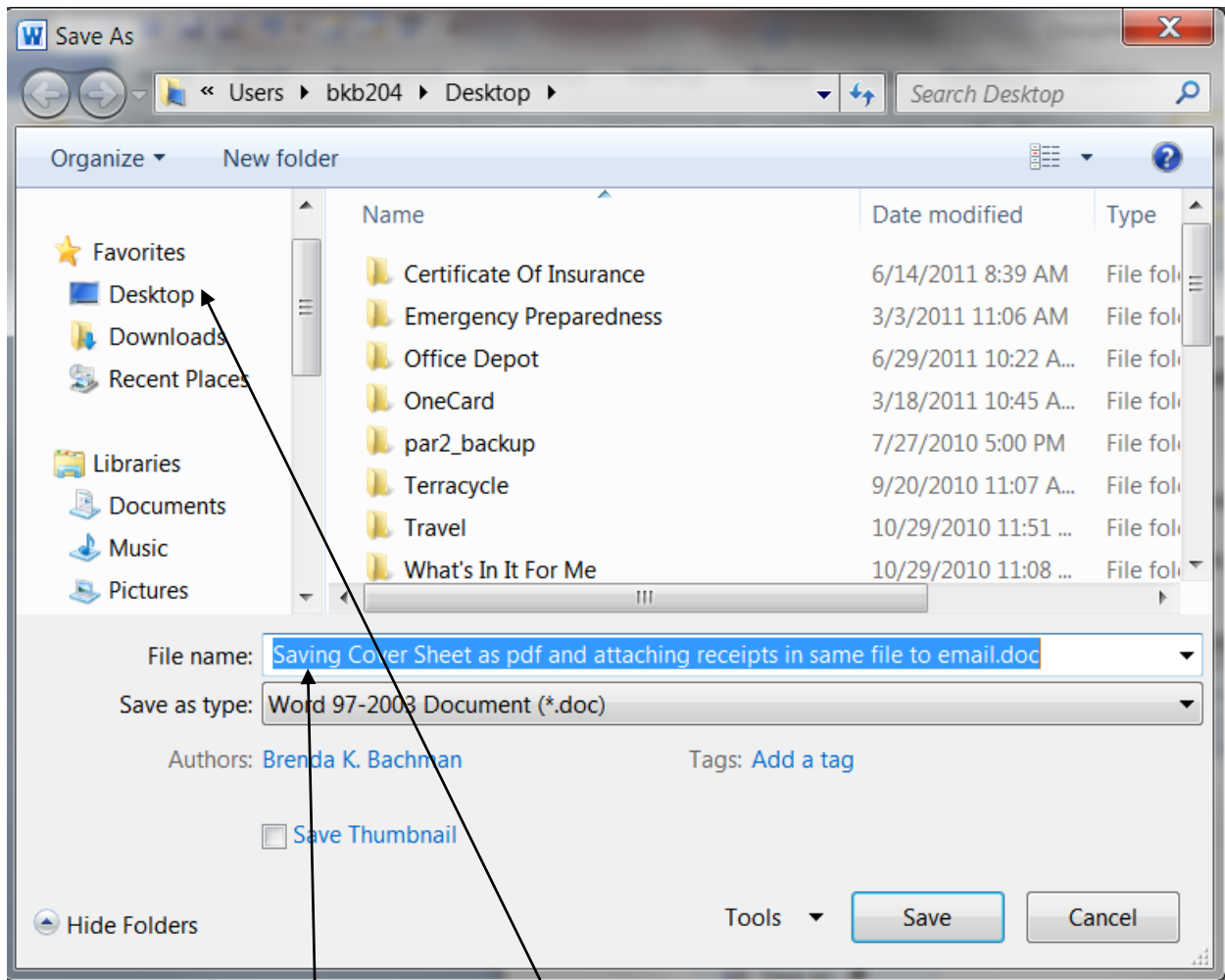
From the Command Ribbon,



Select File → Save As



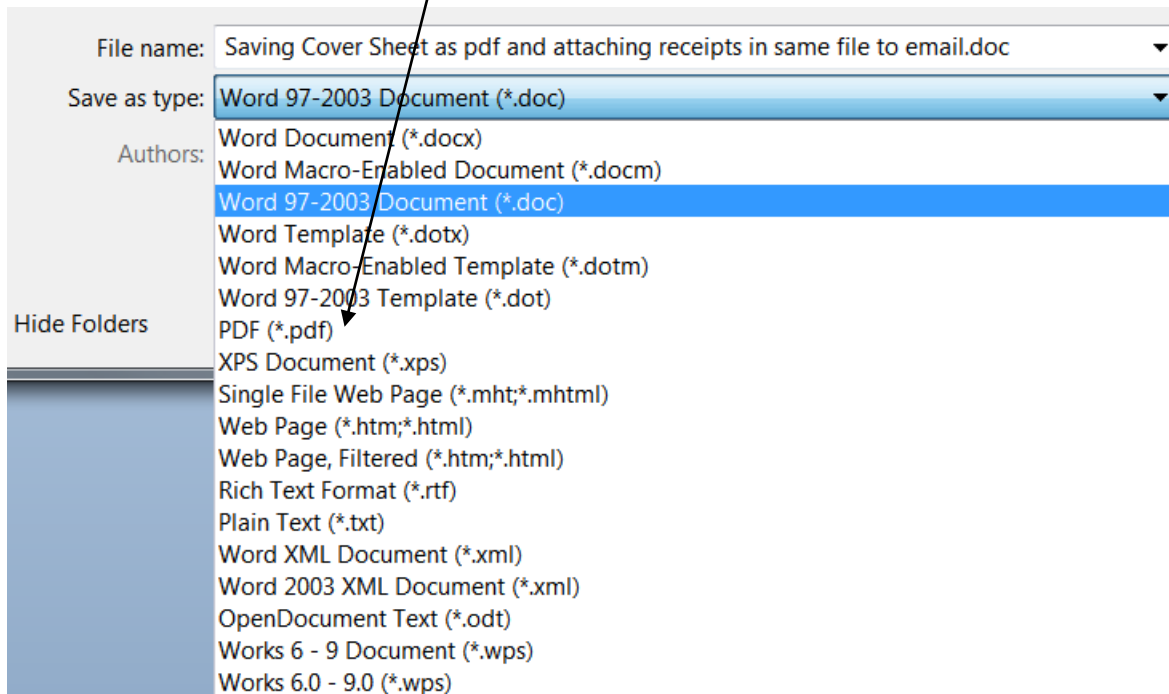
A screen similar to the following will appear:



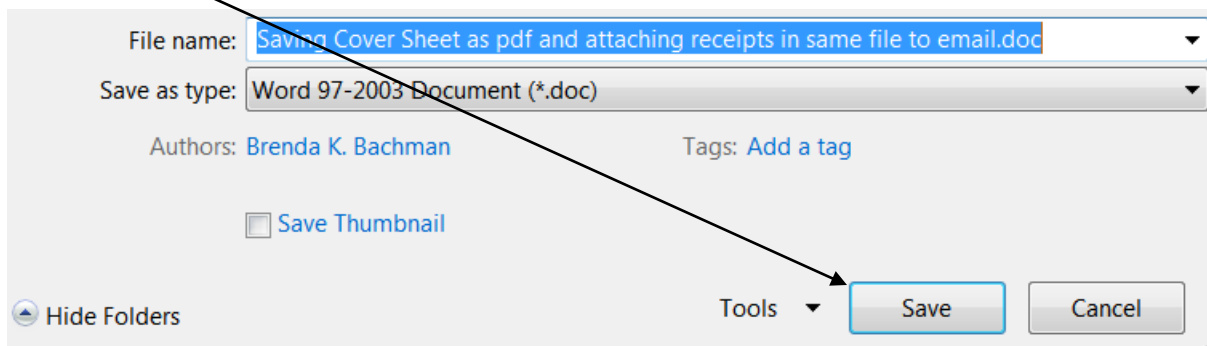
Select the location where you wish to save the file

Name your file appropriately

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



Click Save



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 wellsfargoscans@lehigh.edu