Emailing Certified Payrolls and/or AIA Billings

We've had a lot of folks call or email us asking HOW they can email their Certified Payrolls and/or AIA Billings.

The safest way to email these reports is by turning them into a .pdf and then attaching them to an email.

DOWLOAD A .PDF CREATION TOOL
It installs as if it was a "printer". Once this tool is installed, you can send anything to a .pdf form and not have to worry about it accidentally being changed once your recipient gets a hold of it.

The following .pdf creation tools are free:
- doPDF - http://www.dopdf.com/
- CutePDF - http://cutepdf.com/Products/CutePDF/writer.asp
- Pdf995 - http://pdf995.com/
- Any number of other pdf creation tools via a Google search - http://www.google.com/search?hl=en&source=hp&q=pdf+creator&aq=1&aqi=g10&aql=&oq="pdf&gs_rfai=

PRINTING TO PDF
Once the pdf creation tool has been downloaded and installed on your computer, create a FOLDER in which to save your pdf files.

From the CPS/CAPS Print window – choose the Select Printer button and select the pdf tool you downloaded. Click Print. You will be prompted to name and SAVE each pdf - save them to the folder you created for this purpose.

From any other program, such as Word or Excel (even QuickBooks) from the File menu, choose Print, select the pdf tool, name and save the document.

EMAILING THE PDF
Create an email, use the Attach button, browse to the folder where you saved your pdf files and select them.

That's all there is to it!