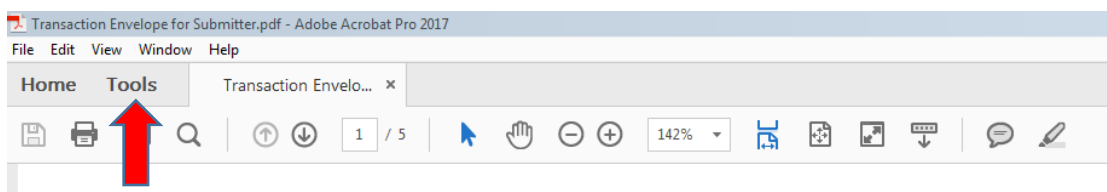


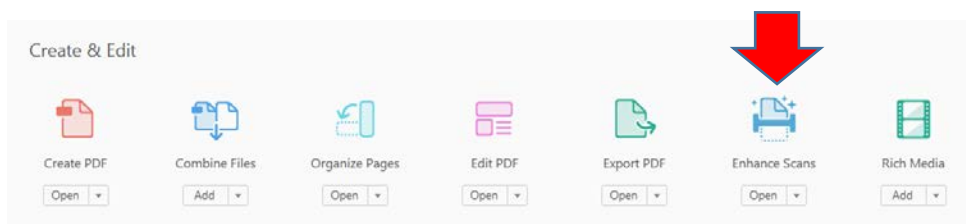
PDF Reduced Size (for Transaction Envelope Submission)

You should save your PDF as a reduced size PDF to make the upload of receipts to your Transaction Envelope easier. You will need to have Adobe Acrobat Pro in order to proceed. You can download this via the Applications Catalog on your computer.

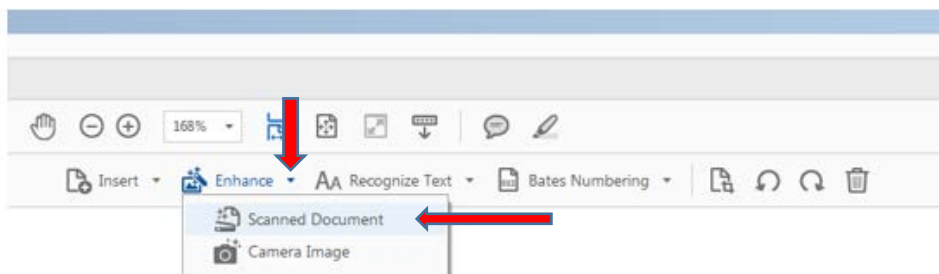
1. Scan your receipts and save to your desktop as a PDF.
2. Open the PDF.
3. Click **Tools**.



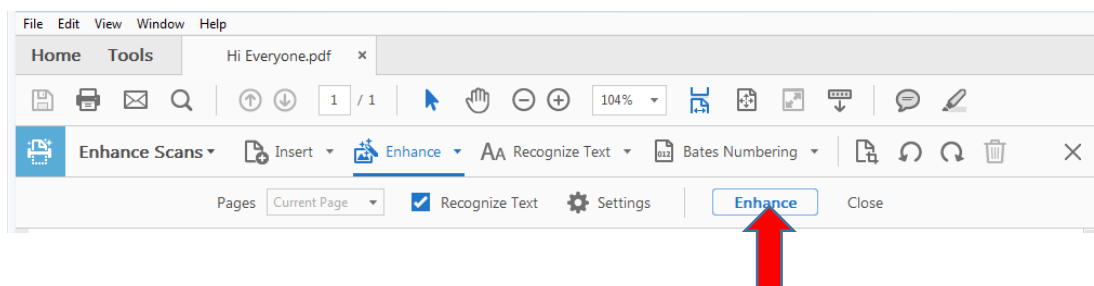
4. Click **Enhance Scans**.



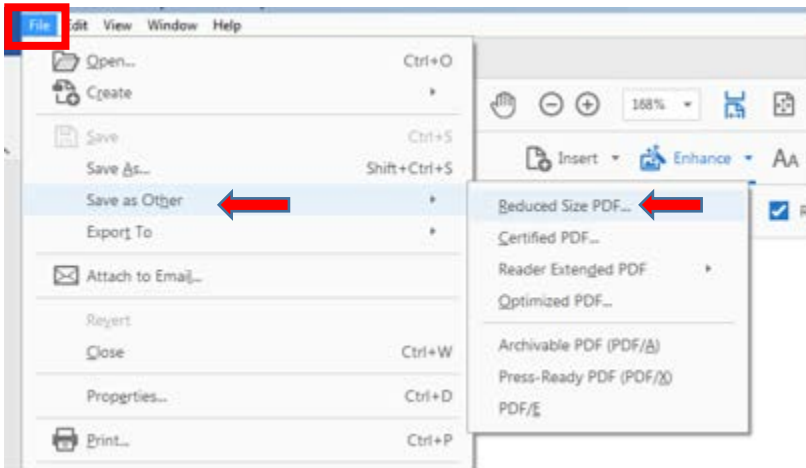
5. Click on the **Enhance** pull down, then click on **Scanned Document**.



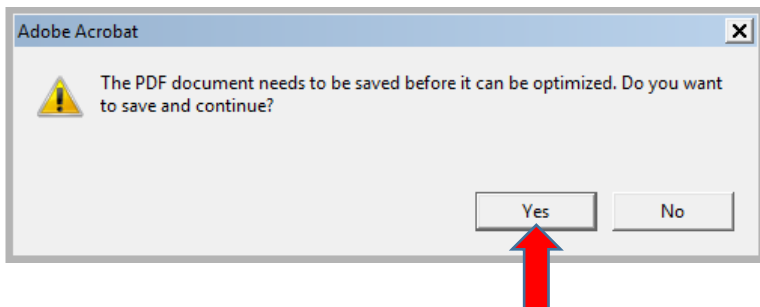
6. Click on the **Enhance** button.



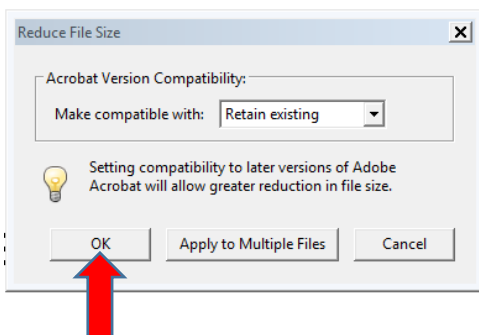
7. Your document will be adjusted, when completed, click **File/Save As Other/Reduced Size PDF**.



8. An Adobe dialog box will open alerting you that your document should be saved first, click **Yes**.



9. The **Reduce File Size** dialog box will open, click **OK**.



10. Name your file accordingly and save to your desktop.

11. Repeat if you have multiple files for receipts.

This completes the process for saving a PDF as a reduced file