

## **Save/Export An Emailed Receipt As A PDF File To Upload**

### **Take these steps to save an email as a PDF on a computer:**

Any printable file can be saved and viewed as a PDF, whether you use Gmail, Outlook, Apple Mail, or any other email service. To convert an email to a PDF, you'll first need to navigate to the Print dialog box within the specific email you want to convert. The Print dialog box might be represented by a printer icon, or might be found under additional menu options.

1. Click Print.
2. Select Save As PDF or Export As PDF from the Print dialog box.
3. Name the file and choose the desired location on your computer.
4. Select Save.

### **Convert email to PDF on an iPhone:**

1. Take a screenshot of what you can see on your phone screen
2. Select the "Full Page" tab near the top
3. Select Done on the top left and then save your file.

### **Convert email to PDF on an iPhone:**

1. Tap the three dots at the bottom of the screen.
2. You may see crop marks you can drag down to the end of the email.
3. Tap Save as PDF.

**Note:** Instructions are subject to change and may vary depending upon your email provider, the device you use and/or your operating system. You can also do a search typing in your device, email and operating system to get specific instructions.