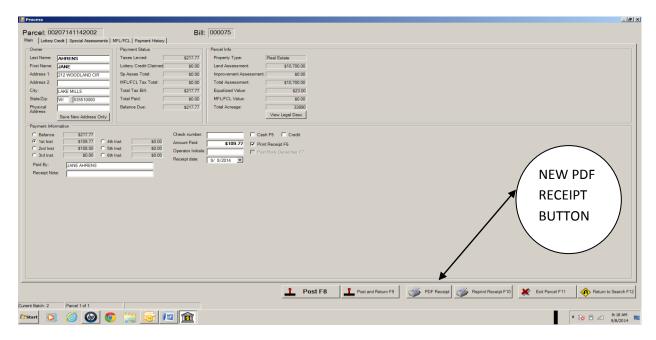# Instructions for Creating a PDF of Receipt & Emailing A Receipt

NOTE: The payment must be "POSTED" first before the user can email the receipt.

- In Tax Collection Program, search for the "paid" receipt you would like to email by typing in Bill Number or Parcel Number and click the Search Button or the Enter Key.
- Click the PDF Receipt Button on the bottom of the screen.
- The Save As Message Box will appear and you can choose where you would like to "save the pdf". For example, you can choose Desktop and type the File Name (which you could type "Kristy Sample Receipt") next to File Name in the message box and click Save.
- Go to the Desktop and you will see the PDF that you created. You can open it to view the pdf if you wish.

To email go to your email program and type in the desired email address and attach the PDF (depending on email program, you may see a paperclip or Attach File or File Attachment) of the receipt by going to the location that you saved it in. Next, type your desired message and then send the message.

NOTE: You can also search by Last Name and then highlight the last name and click on PDF Receipt in the box at the bottom of your screen. . The Save As Message Box will appear and you can choose where you would like to "save the PDF". Then you may attach the PDF to the email and send it.