



Steps for attaching receipts in your EMCO Statements

1. Scan your receipts into a folder on your desktop/hard drive.
2. create you statement in the EMCO Billing Program
3. when in your statement add your expense for your item (i.e., Internet Search, Certified Copies, etc)
4. Click on the  icon.
5. Click on Browse (this will allow you to choose the location of your file that you scanned)
6. Click on your file associated with that particular expense (Make sure you have correct receipt for that expense)
7. Click on Upload Receipt
8. Finish you statement and click submit and then click on the  icon to print your statement along with you receipts.
9. Turn in your statements and YOUR DONE!