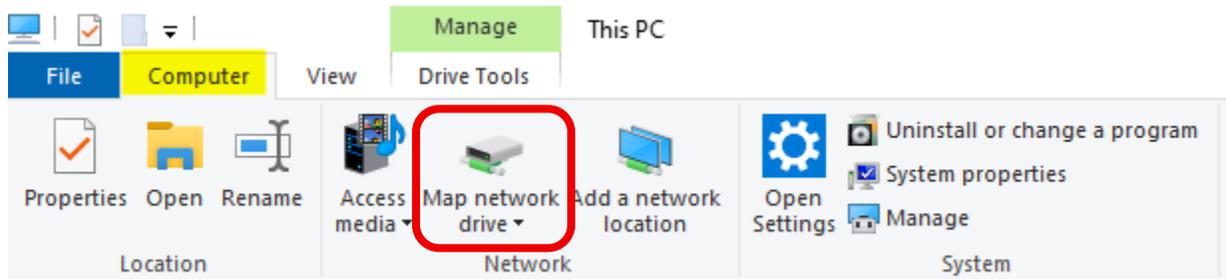


# P-Card Dropbox Instructions (PC)

- 1) Map P-Card Dropbox to your computer
  - a. Mapping instructions: File Explorer → This PC (left navigation list) → Computer tab
    - i. Click **Map Network Drive**



1. Choose any drive available from list
2. Folder – type: **\\shares\p-card**
3. Click **Finish**

← Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: Z:

Folder:

Example: \\server\share

Reconnect at sign-in

Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

- 2) Once mapped, create a shortcut to your desktop for easy access.
  - a. **IMPORTANT: You will NOT be able to open this folder.**



- 3) Saving Your Digital Packet
  - a. Scan and email the packet to yourself (this creates a PDF file)
  - b. Save file using the following format:
    - i. **Statement Month (3-letter abbreviation).Year (YY)-Full Name (as on statement)-[Bank]JPMC-Statement Total**
      - *Example:* December 2025 packet for Jane Doe for \$625.72
      - File Name: Dec.25-Jane Doe-JPMC-625.72**
- 4) Drag & drop PDF packet file into “dropbox” folder (again, you will not be able to click and open this folder or remove anything once submitted).

**Important Retention Note:** Our office maintains the official records electronically, so you may dispose of your purchase documents whenever you feel comfortable. If you prefer to keep them for a few months for quick reference, that’s perfectly fine; however, please note that all POs (along with any related attached documents) and p-card packets are filed in OnBase.