

P-Card Dropbox Instructions (Mac)

- 1) Click on the desktop or a finder window.
 - a. Press the command key (⌘) and "k" simultaneously, or select "Go" in the menu bar
 - b. Select "Connect to server"
- 2) Type **smb://shares/p-card** into the empty field and select **Connect**
- 3) In the "Connect to server" window, press '+' (lower left), this will make the path a **Favorite**.
- 4) Once connected to the folder, click on "p-card" (top of finder window) and drag the icon over to your sidebar or down onto your dock (next to the trash) for even quicker access.
- 5) 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
- 6) 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.