

How to Combine Multiple PDF Documents

Purpose

This document is intended to provide instructions to MRP program employees on how to combine multiple PDF files for submission of your employee reimbursement OF 1164 request to Financial Operations Services Team (FOST).

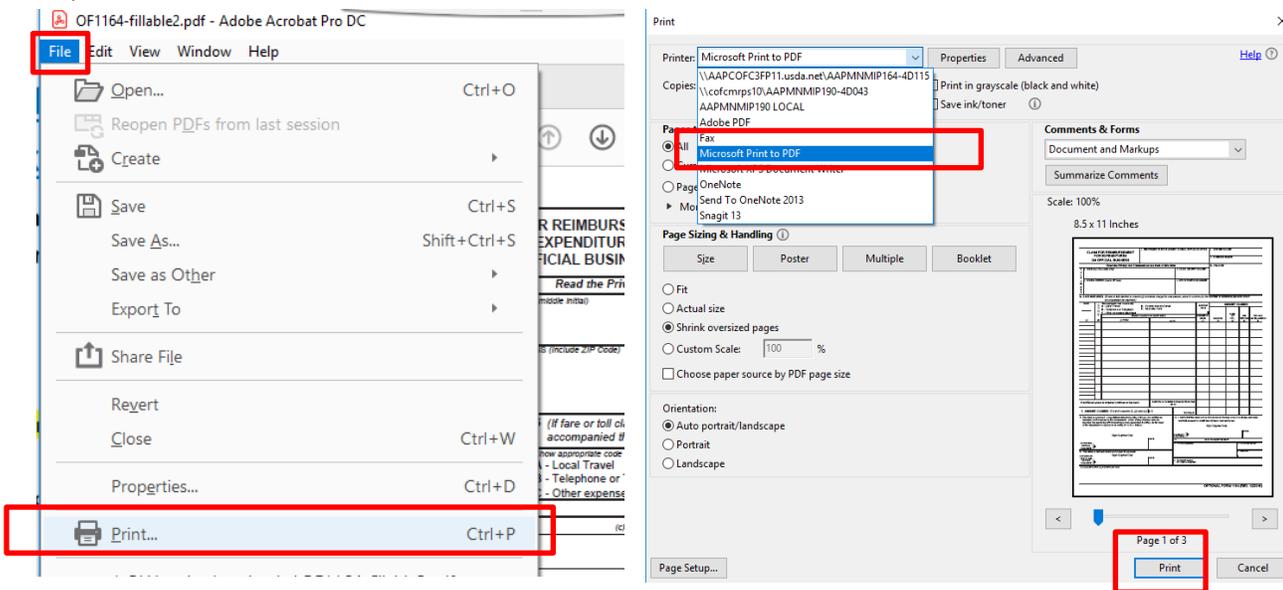
Process

The user should have all documents they want to attach to their employee reimbursement form (receipts for expenditures over \$75.00, OF 182 for training expenses with BOC 2523, fitness participation certification, etc.) scanned to PDF documents.

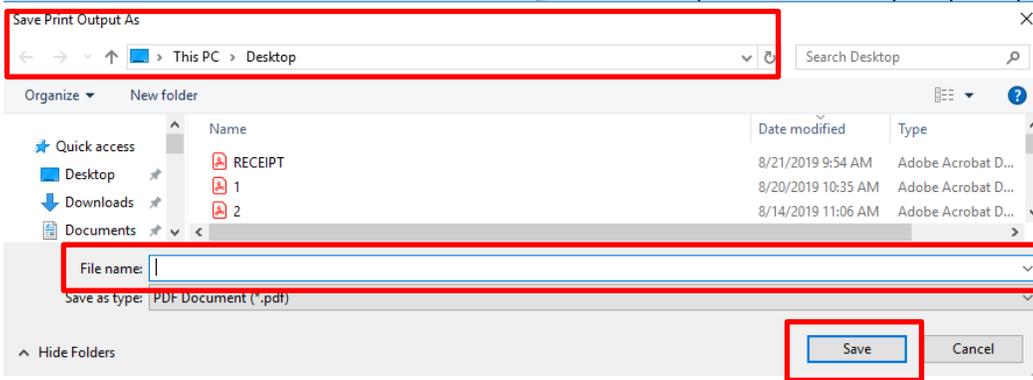
If already digitally signed - print signed 1164 to PDF before proceeding with combining documents

NOTE: Attachments must be added prior to digitally signing the 1164. If the 1164 has already been digitally signed you will need to first print the signed 1164 to a PDF document before proceeding with the “How to Combine Multiple PDF Documents” instructions.

- 1) Opened the digitally signed 1164 - Select File>Print
- 2) Select “Microsoft Print to PDF” in the Printer dropdown – click the “Print” button
- 3) Choose the location and name for the 1164 PDF

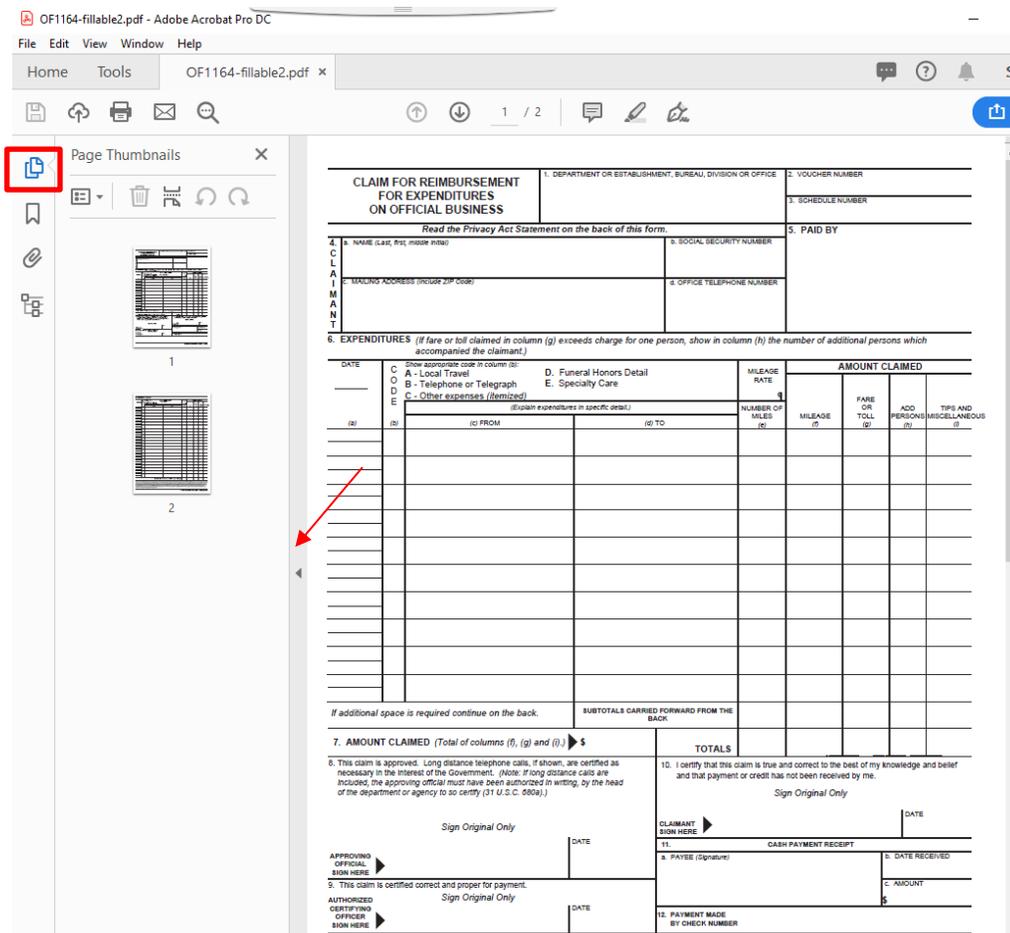


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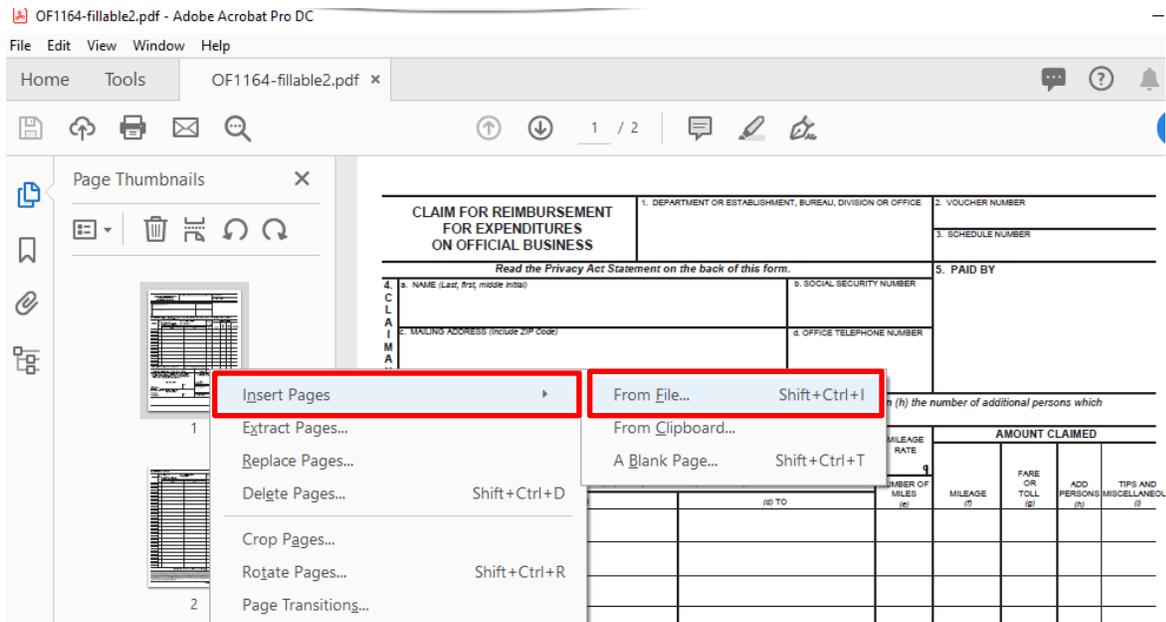
How to Combine Multiple PDF Documents

1. Open your saved OF 1164 PDF document.
2. Open the side bar, click on the thumbnails icon. This will open a preview pane for active PDF documents.

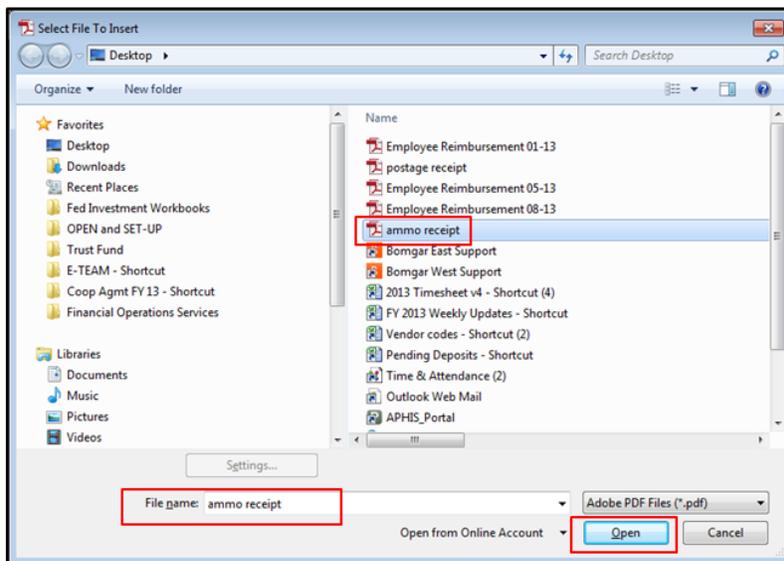


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- Right click on the page in the thumbnail pane that you would like to attach your receipt/PDF document to. Click on Insert Pages. Click on From File.

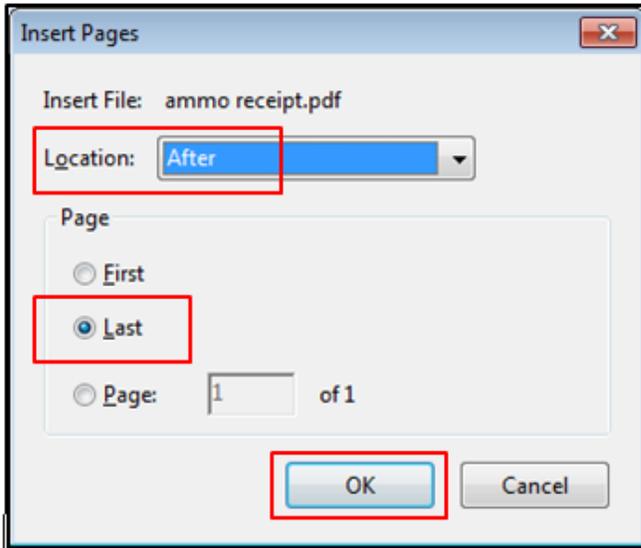


- A window will open to select the file to add to your PDF. Click on the desired PDF document. Note that the selected document name appears in the File name box. Click Open.

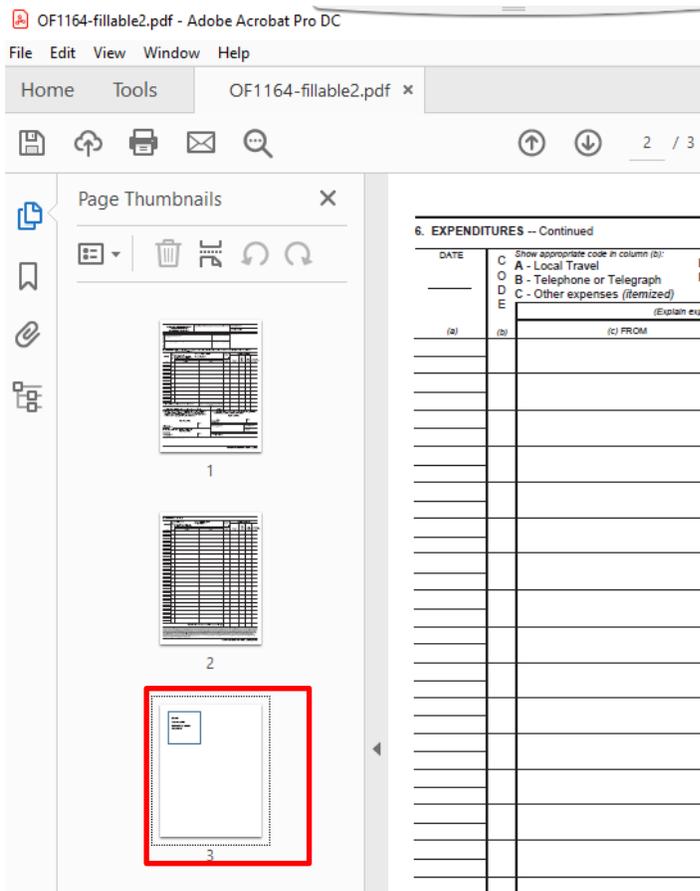


- A window will open to select where to insert the new document. Choose location: After and Page: Last to add the selected document as the last page of combined PDF document. Click OK

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6. Verify that the receipt has been inserted as the 2nd or last page.



Repeat steps 1-6 to add additional pages and/or other back up documentation to your PDF document, if necessary.

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7. Resave your PDF document.

Please ensure that your PDF document is saved with the following naming convention:

1164-Your FMMI Vendor #-Last month of reimbursable activity -\$Amount.

Example: 1164-1200012345-Mar-\$75.00

(The month is the latest month of any reimbursement activity claimed.)

The employee reimbursement should now be ready for the employee's and Supervisor's digital signatures. Once both signatures have been added to the document, submit to FOST for payment processing. See FOST Job Aids How to Insert a Digital Signature into a PDF Document and Field Submission of Digitally Signed 1164 by Email.