



The SSLPost Printer How-to Guide

A How-to Guide for BillingBoss

This guide describes how to send your invoices securely from BillingBoss with the SSLPost Printer. BillingBoss is a free online invoicing tool from Sage designed for small businesses and freelancers to create, send and track the status of invoices. www.billingboss.com

Overview of the SSLPost Printer

The SSLPost Printer is a Windows application that has been developed by GCrypt Ltd to simplify the process of sending electronic documents securely.

Any document that you are currently printing and delivering either by courier or by post, such as pay slips, Invoices, and purchase orders can be sent using SSLPost printer.

The SSLPost Printer converts the printed output into PDF format automatically and scans the document for the recipients email address. The PDF is then emailed securely to the recipient with or without the requirement for a password.

The SSLPost printer can be configured to work with any printed output in just a few minutes.

❖ Sending invoices securely and easily from BillingBoss with SSLPost Printer

1. Login to your account at www.billingboss.com
2. Create an invoice as per normal, but don't save it yet
3. Click the "Edit" button that appears next to the customer
4. Enter the recipient email address into the "First Name" field.
5. Click the "Update" button
6. Click the "Save Button"



Billing Boss BETA by Sage
Invoicing made easy.

Home Invite a Friend Feedback Blog
Logout (jon.wilson@sslpost.com)

Invoices Customers Reports Share Data Settings

Options
[Send](#)
[Mark as sent](#)
[Preview customer copy](#)
[Record a payment](#)
[Save as PDF](#)
[Print](#)
[Edit this invoice](#)
[Delete this invoice](#)

Draft Invoice [Create New Invoice](#)

Invoice was successfully updated.

GCRYPT® GCrypt Ltd
Suite 401H, The Nexus Building
Broadway
Letchworth Garden City
SG6 3TE United Kingdom

Bill to: Westland Industries Ltd
200 Thorpe Road
Kirkstall Lane
Leeds
United Kingdom

Attention: jon.wilson@sslpost.com

Invoice: 1
Issue date: September 29, 2008

Quantity	Description	Price	Total
1,000.00	M8 Nuts and Bolts	0.12	120.00
Subtotal:			120.00
Standard:			21.00
Amount Owing:			141.00 GBP

Comment:
Sending documents securely is easy with the SSLPost Printer

Billing Boss v0.7. © 2008 Sage Software. All rights reserved.

7 Print the invoice

7.1. Select "SSLPost Printer" as the output device

8. SSLPost will now deliver the document securely to the recipient as a PDF

GCrypt Ltd, Suite 401H, The Nexus Building, Broadway, Letchworth Garden City, Hertfordshire, UK SG6 3TE
Telephone: +44(0)20 7268 3934 email: info@sslpost.com web site: www.sslpost.com