



# The SSLPost Printer

## How-to Guide

### A How-to Guide for Cubit Accounting

This guide describes how to configure Cubit Accounting for use with the SSLPost Printer. Cubit Accounting creates output for many document types including sales orders, sales invoices, purchase orders, statements and pay slips.

This how-to guide will show how sales invoices can be sent securely from Cubit.

### 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.

## ❖ Configuring Cubit Accounting to work with the SSLPost Printer

The recipient email address must appear on the printed output if the document is to be sent securely with the SSLPost Printer. To include the recipient email address on a sales invoice we must first configure the customer record in Cubit.

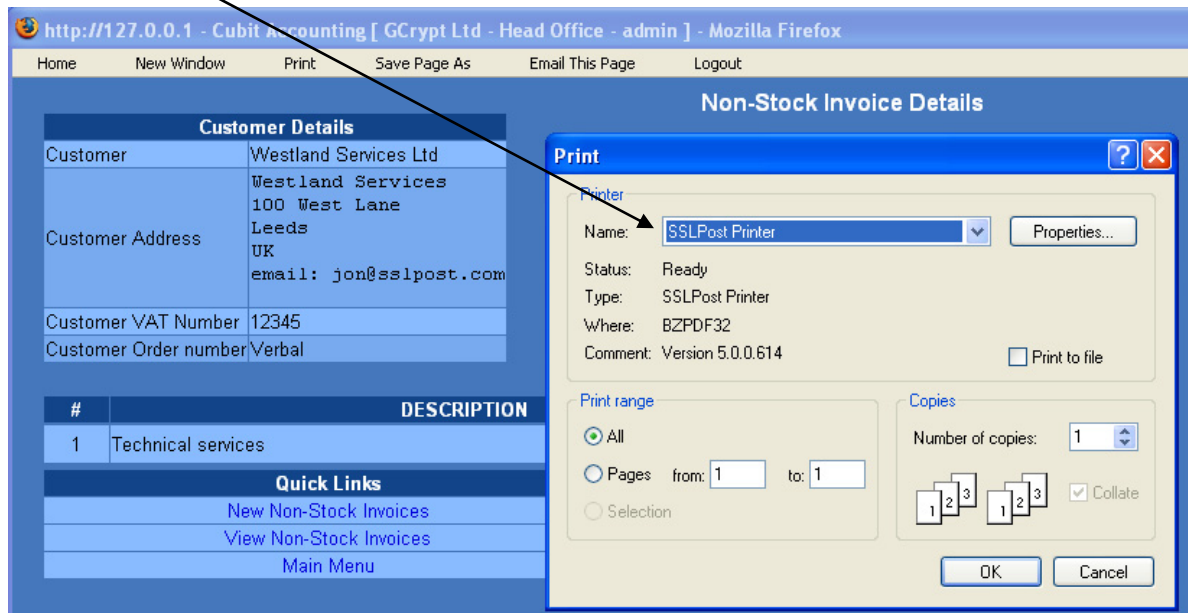
1. Start Cubit Accounting and log in
2. Go to the customer record
  - 2.1. Select “Customers > Regular Processing”
  - 2.2. Select the “View/Find Customer” option
  - 2.3. Search for the customer and choose the “Edit” option
  - 2.4. Click on the “Physical Address” text box and add the email address to the end



3. “Confirm” and “Write” the change
4. The customer account is now configured

## ❖ Sending invoices securely from Cubit with SSLPost Printer

It really is as simple as clicking the print button and then selecting SSLPost Printer as the output device



SSLPost will then deliver the document securely to the recipient as a PDF