



# The SSLPost Printer

## How-to Guide

### A how-to guide for QuickBooks

This guide describes how to configure and use QuickBooks Simple Start to send invoices securely using the SSLPost Printer.

### 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 the SSLPost Printer to work with QuickBooks Simple Start**

This section describes how to setup an invoice template to include the recipients email address.

1. Start the QuickBooks Simple Start application
2. Update printer setup to send invoice prints to the SSLPost Printer by default
  - 2.1. Select menu option "File, Printer Setup..." and choose the form name "Invoice"
  - 2.2. Change the default printer to "SSLPost Printer"
3. Add the recipients email address to your invoice template
  - 3.1. Go to invoices
  - 3.2. Go to manage templates
  - 3.3. Select your standard invoice template and copy to "SSLPost Printer Template"
  - 3.4. Go to the layout designer
  - 3.5. Add the email address field to the invoice layout
    - 3.5.1. Click the Add icon and select "Data Field, Email"
    - 3.5.2. Position the fields in the required location
    - 3.5.3. Save the layout
4. That's it for the configuration

## ❖ **Sending invoices securely from QuickBooks with SSLPost Printer**

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

1. Start the QuickBooks Simple Start Application
2. Create a new invoice
3. Select a template that is compatible with the SSLPost Printer – as defined in step 1
4. Print the invoice
  - 4.1. Select "SSLPost Printer" as the output device
5. SSLPost will now deliver the document securely to the recipient as a PDF

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