# BENDIGO ADELAIDE BANK
# ORDER A VOUCHER

To order an image of vouchers (WDL, DEP, CHQ. TRANS only)



## STEP 1

### HOME SCREEN



1. On accessing the Advance Records home screen (as above)
2. Click Order a voucher

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## STEP 2

### VOUCHER DETAILS



1. Enter your contact information

2. Enter the voucher details. (Box numbers can be found on the Bendigo Adelaide Bank Intranet)

3. A window will appear confirming your order has been placed.

4. You will receive a confirmation email.

IMPORTANT! Keep the confirmation email as it will have your order number for reference.

5. Receive an email from Advance Records containing a secure link to your PDF (see View a PDF instructions)
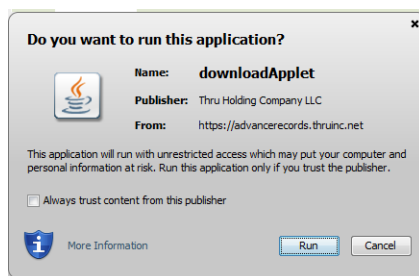
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# BENDIGO ADELAIDE BANK
# VIEW YOUR PDF



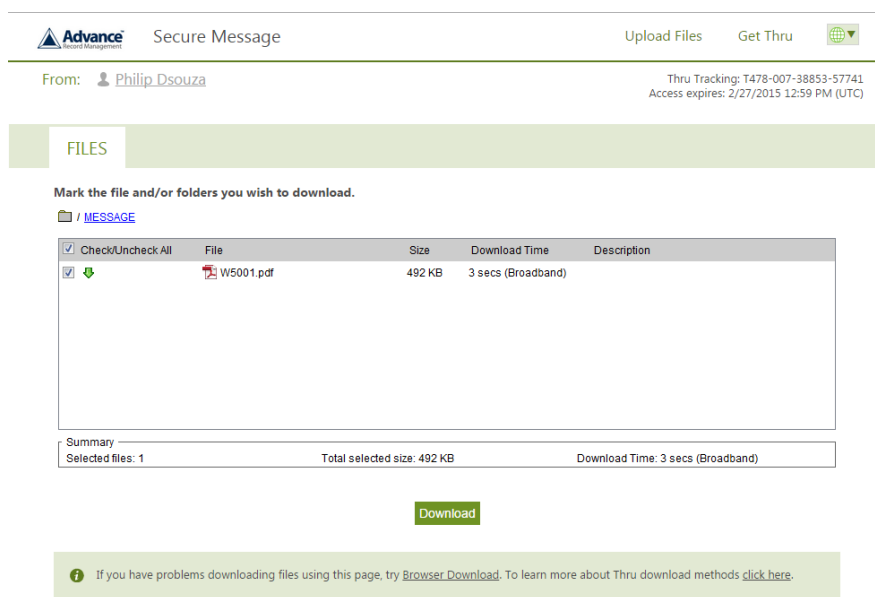## To view the PDF of your requested item.
## STEP 1
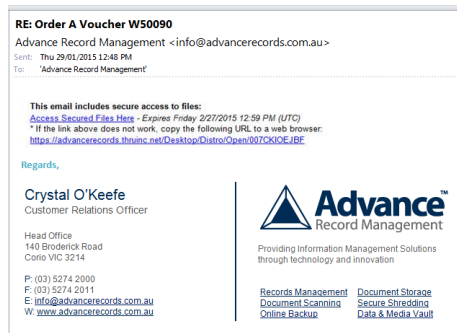


1. Receive an email from Advance Records
2. Click the link 'Access Secured Files Here'
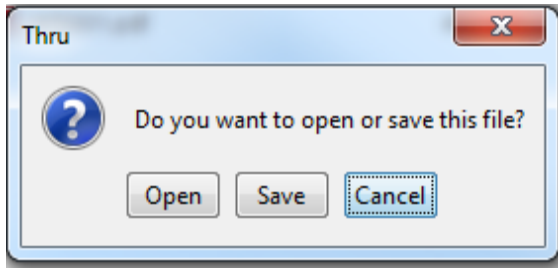3. A new window will open
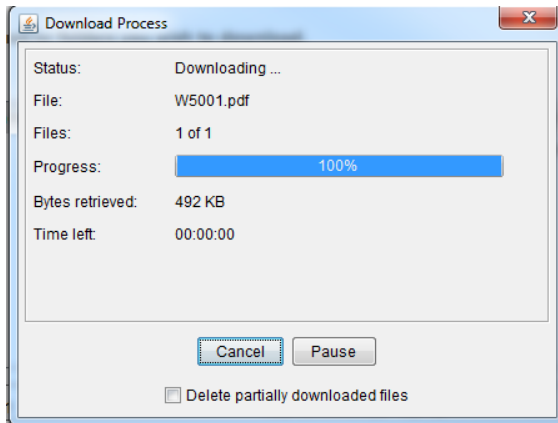
## STEP 2



1. Click Run

## STEP 3



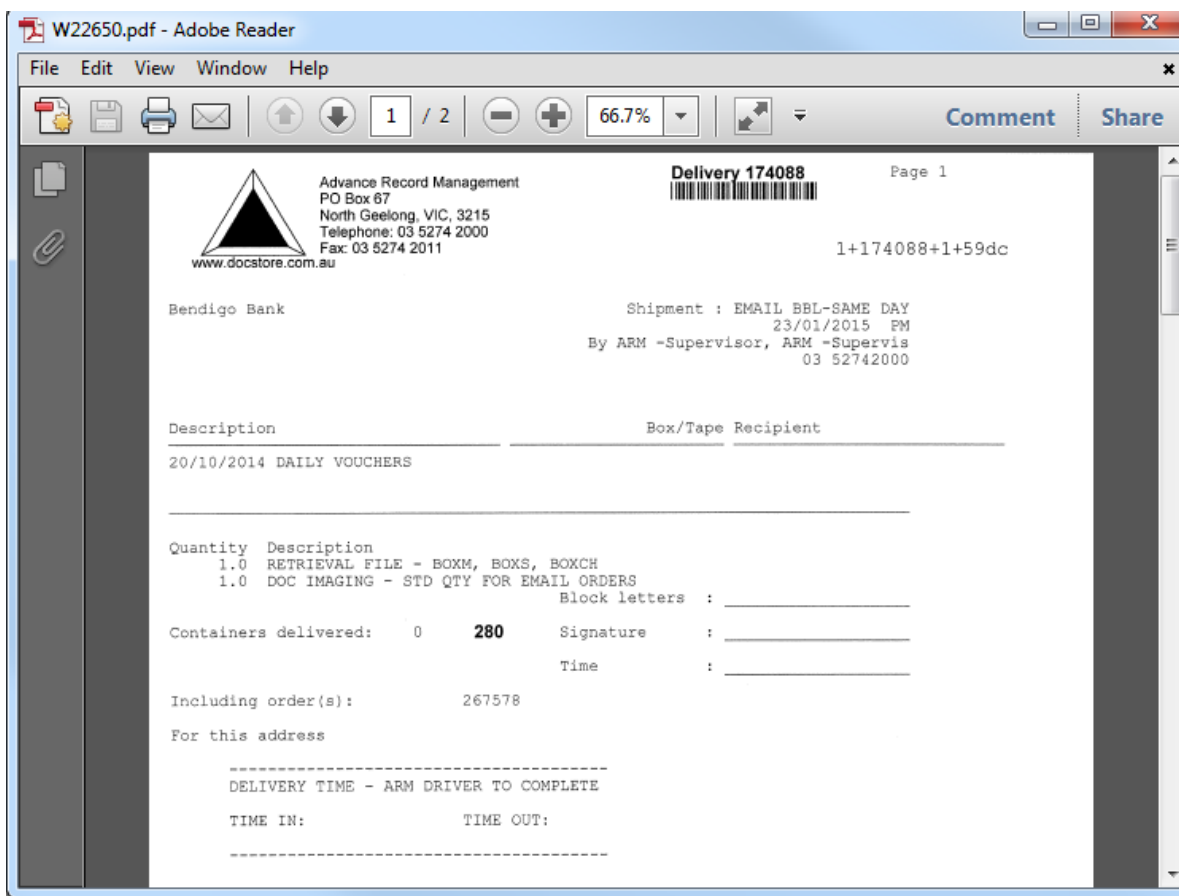1. Click Download
2. A new window will appear

## STEP 4



1. Click Open

2. A new window will appear



3. Wait for file to Download

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## STEP 5



1. Adobe will open showing your requested PDF item.

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