



THE COMMISSION ON **DENTAL COMPETENCY** ASSESSMENTS

## **How To Merge Separate Electronic Reimbursement And Receipt Files Into One Single Document**

In order to successfully submit your electronic reimbursement requests you will need to submit **one single PDF** that includes both your completed reimbursement form and all of the necessary receipts.

**The most used strategy for combining your reimbursement form with your receipts is to scan all documents together at the same time into one PDF with a scanner.**

However, this instruction sheet is for when you are unable to scan everything together and need a way to combine (merge) multiple files. Some practical solutions are listed below:

### **Computer Instructions:**

- 1) Make sure all of your receipts and CDCA reimbursement form are in electronic formats. These can be Excel, Word, PDF, or jpeg images.
- 2) Go to an online PDF merge website. One resource suggested by members is <https://online2PDF.com/>. With online2PDF you do not need to convert your images or word documents to PDFs first. Just use all PDFs, images, or word documents that apply to your reimbursement as is.
- 3) Click the "Select Files" button to select your first file.
- 4) To add an additional file, click the "Browse" button.
- 5) Once all files have been added, click "Convert". Make sure your mode is set to "Standard Conversion" and your convert setting is set to "PDF".
- 6) A new merged PDF file with all your documents combined will now be downloaded to your computer.
- 7) Open the downloaded file and save it to a location on your computer with a relevant file name.
- 8) When you are ready to submit your reimbursement request, open a new email.
- 9) Attach the merged PDF and send to [invoice@cdcaexams.org](mailto:invoice@cdcaexams.org).

### **iphone Instructions:**

- 1) **Download Scannable by Evernote from the iphone app store (it's free).**
- 2) Take photos/scans of your receipts and completed reimbursement form with Scannable (this may take several seconds per photo/scan).
- 3) Review and approve your photos/scans.
- 4) Save your photos to Evernote. Then select all applicable files and send as one pdf to [invoice@cdcaexams.org](mailto:invoice@cdcaexams.org).

For more detailed instructions on how to use Scannable, go to <https://evernote.com/products/scannable/guide/>.

The CDCA understands that there are several other pdf merging applications for android phones and iphones as well as websites available to our examiners. Online2pdf.com and Scannable merely reflect popular solutions suggested by CDCA examiners.