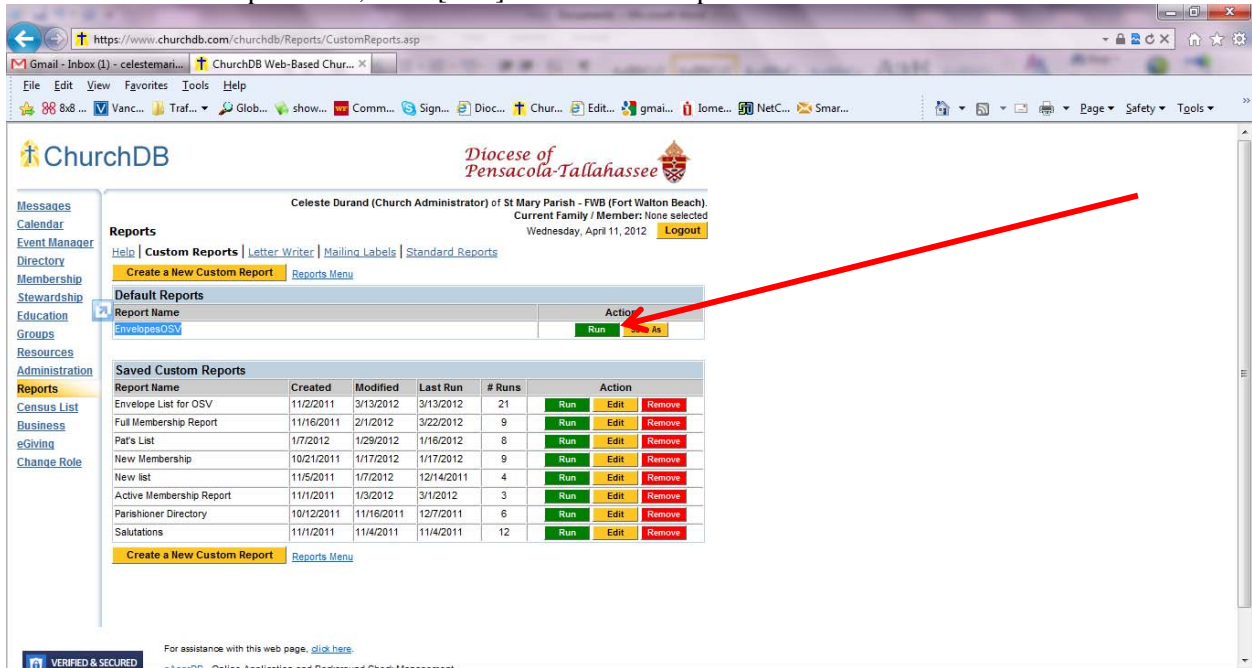
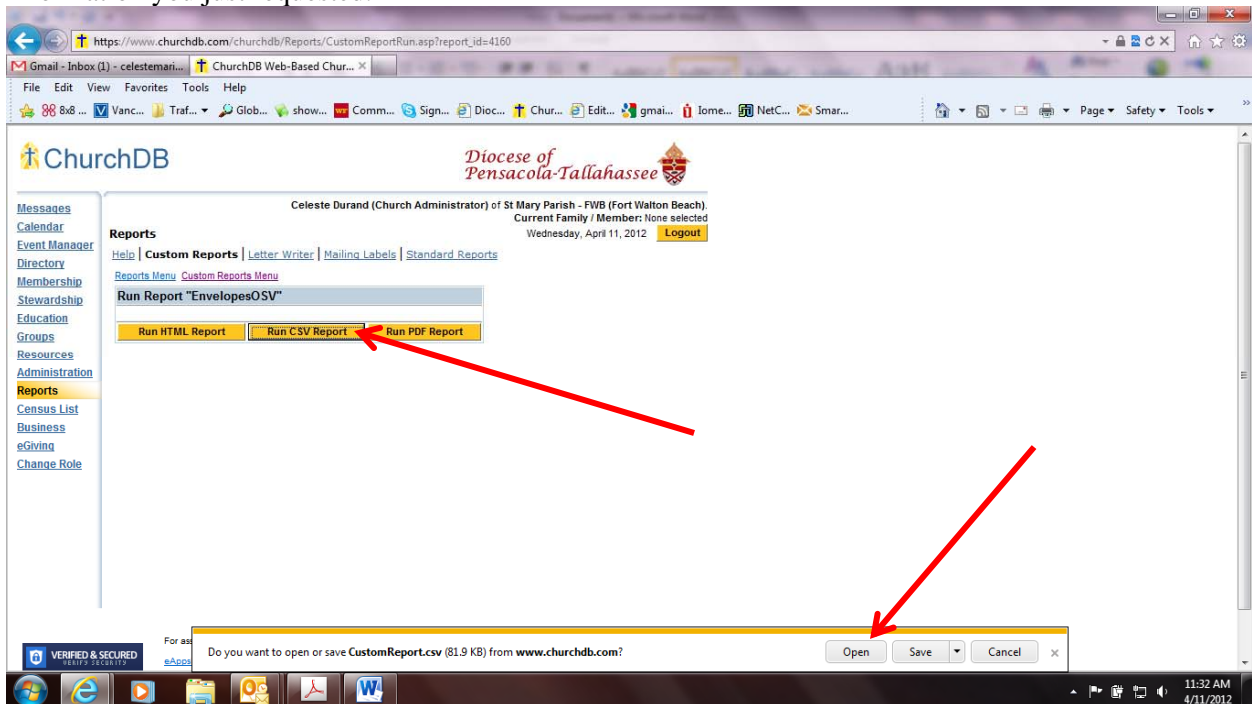


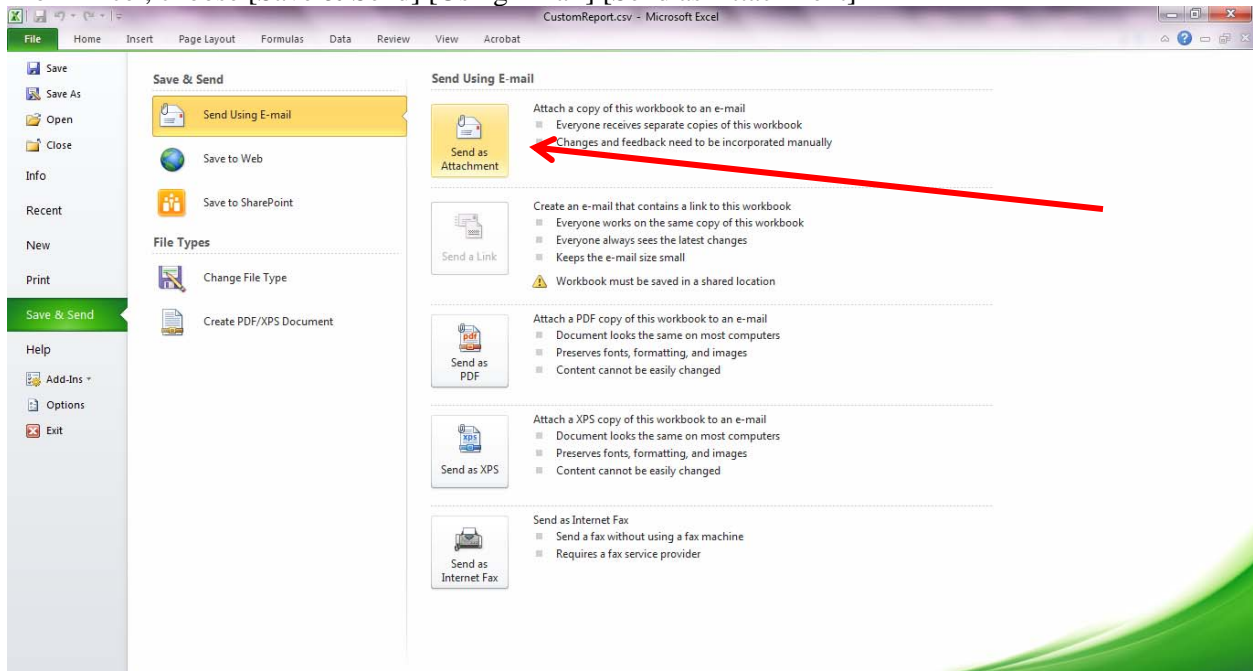
Log into ChurchDB and choose “Reports” then “Custom Reports”
 From the Default Reports box, click [Run] next to “EnvelopesOSV”



Select [Run CSV Report] and when prompted, click “Open” –Excel will start for you with the envelope information you just requested.



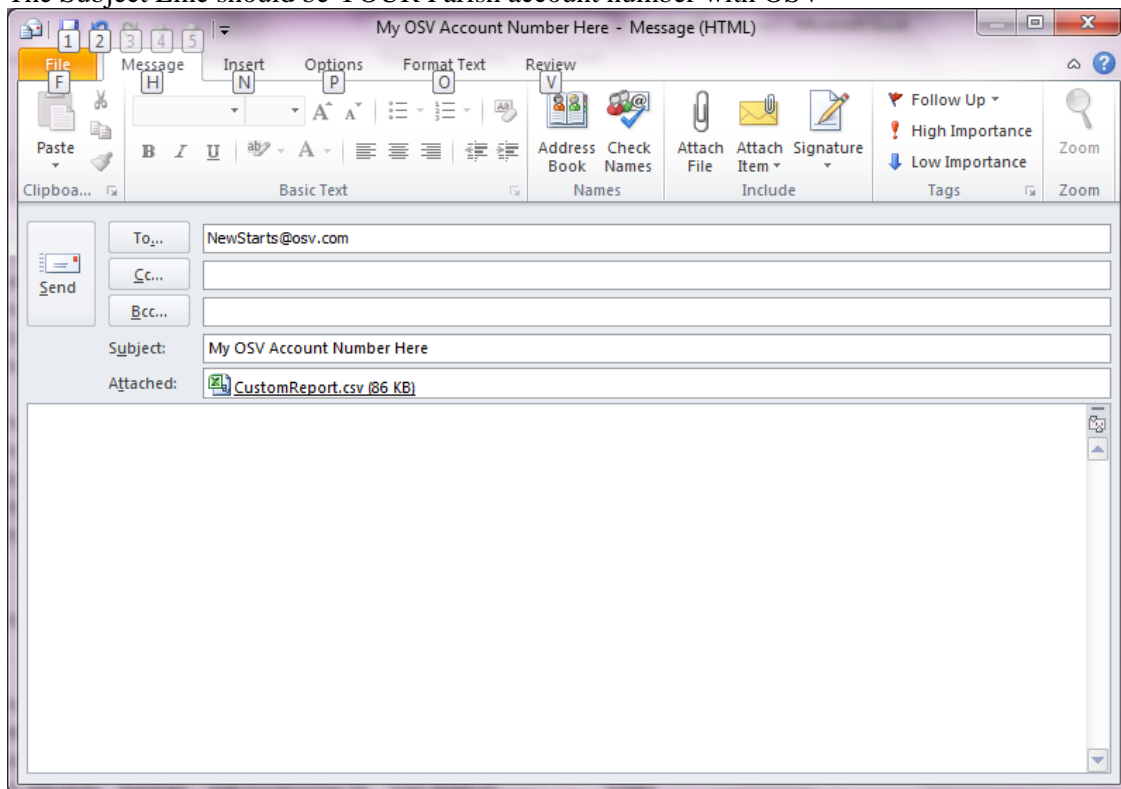
From Excel, choose [Save & Send] [Using Email] [Send as Attachment]



Fill in the Address information as follows:

The Mail To address will be: newstarts@osv.com

The Subject Line should be YOUR Parish account number with OSV



Click [Send] and your envelope order has been placed!