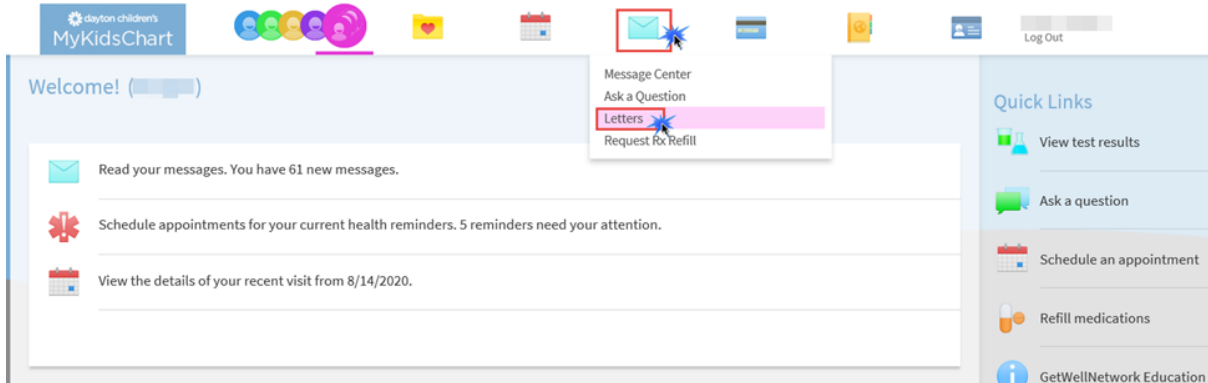
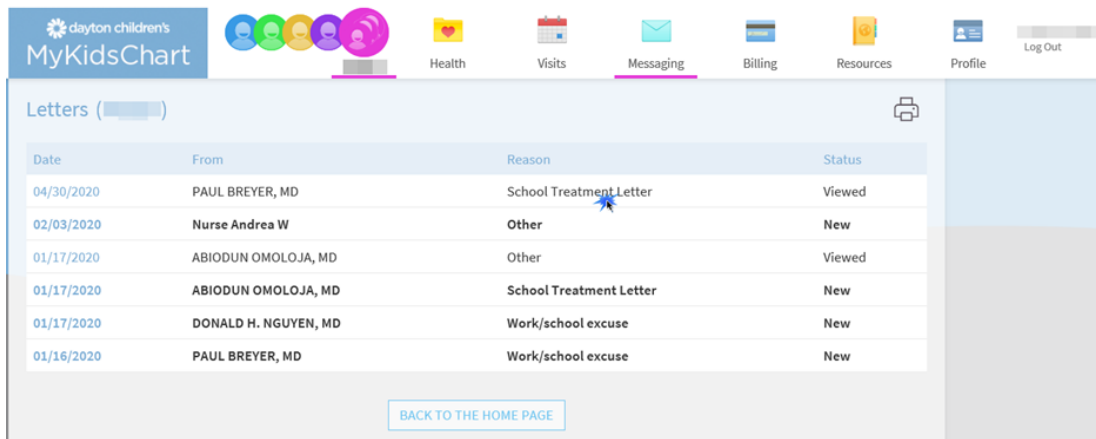


# viewing, printing, and saving letters as a PDF

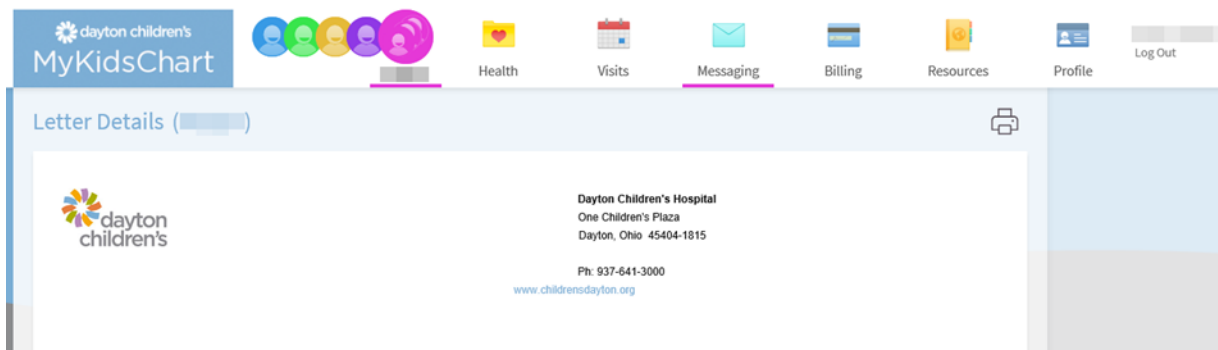
- Click "Messaging" then select "Letters."



- Click the letter to view it.

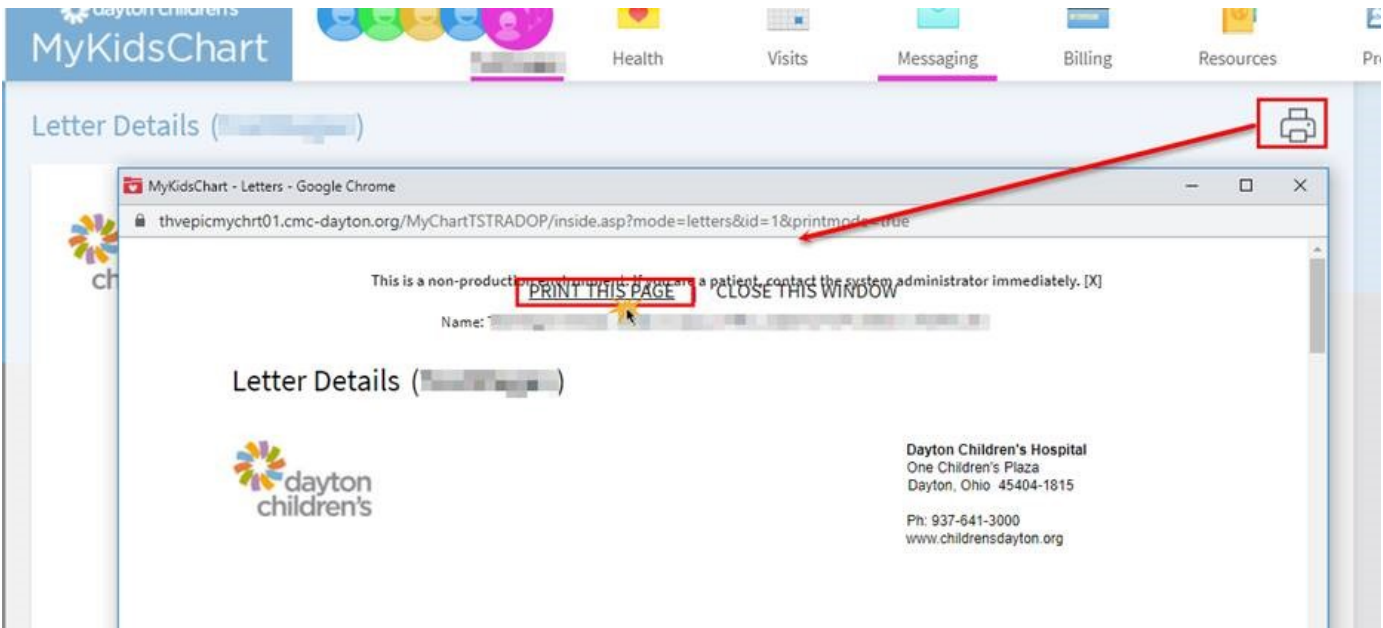


- The letter will be displayed. If you need to print, click the icon in the top right corner (not available in the app)



## how to print or save a letter as a PDF (on desktop)

- Click the printer icon. The letter will appear in a separate window. Click the “Print this page” hyperlink.



- A new window will appear to select either a printer destination or save as a PDF.

