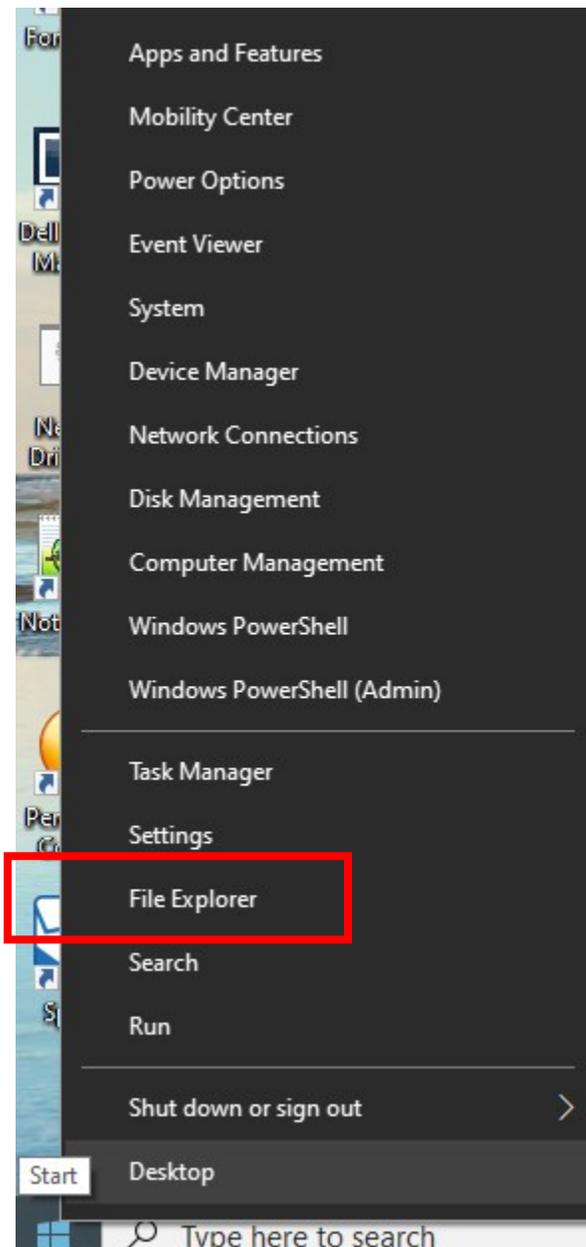


How to Map Network Shared Drives for Financial Reporting

1. Once you login to your laptop, click on the FortiClient VPN icon to connect to the division network with network credentials typically used in the morning:



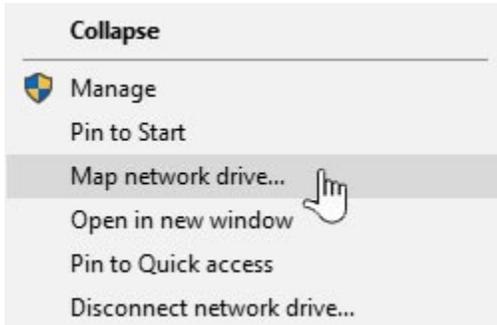
2. Right-click on Windows button icon on the lower part of your screen and then select "File Explorer":



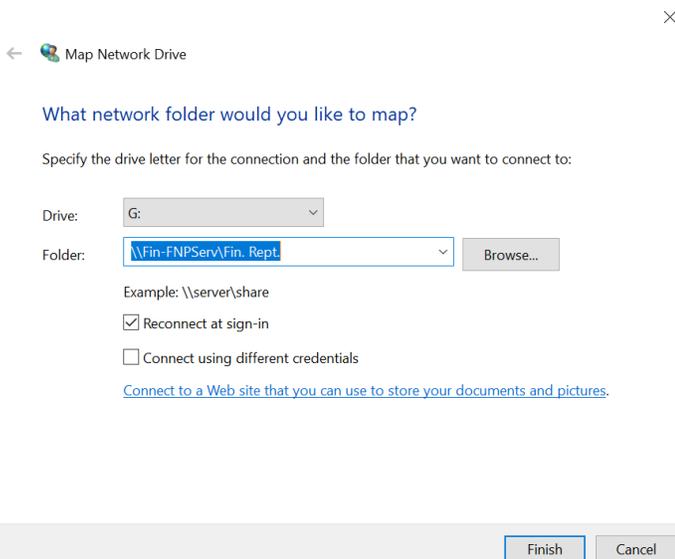
3. Right click on “This PC” in left frame:



4. Select “Map Network Drive” option:



5. New pop-up box will appear. Change to the G: Drive and complete it by adding your department folder



6. Click on the “Finish” button

7. G: Drive will appear in your network drive listing as



8. If you need access to the remaining network shared drive follow steps from 3 to 6.

- J:\\Fin-FNPServ\\Genrl Acctg
- O:\\Fin-Apps\\Escheat
- T:\\Fin-FNPServ\\Statements
- W:\\Fin-FNPServ\\Shared

Please call the IT Service Helpline at x8-HLPU or 215-898-4578 with any further questions.