

1. Go to the job – Go to Files/Notices UNDER the job#

The screenshot shows a software interface. On the left is a sidebar menu with the following items: Activity, Jobs, Details - #10096, Files/Notices (circled in red), Notes, Provider Progress, Worksheet, My Invoices, Files/Notices, My Invoices, Payment History, and Directory. The main content area has a blue header bar with 'Job #10096 06/19/2017 Stroupe, Jr., Wade H. v. Sands Ocea'. Below this is a 'Download Selected' button and a 'Files/Notices' section containing a table with three rows of files.

| <input type="checkbox"/> | File Name |
|--------------------------|----------------------------|
| <input type="checkbox"/> | 10096krollmachine.txt |
| <input type="checkbox"/> | 10096shamshakjrmachine.txt |
| <input type="checkbox"/> | 10096williamsmachine.txt |

Showing 1 to 3 of 3 items

2. Click Add

The screenshot shows the 'Files/Notices' section of the software interface. At the top right is an 'Add' button. Below it is a table with one row of data.

| <input type="checkbox"/> | File Name | Description | Upload Date | Witness | Action |
|--------------------------|-----------------------|-------------------------|---------------------|---------------|--------|
| <input type="checkbox"/> | 10096krollmachine.txt | 10096 Kroll Final ASCII | 06/28/2017 09:35 am | William Kroll | |

Showing 1 to 1 of 1 items

3. Select the file(s) & Click Next once it uploads

Add New Files/Notices

Step 1 Step 2 Step 3
 Select Files Enter Descriptions Select Witnesses

Enter the files to add.

10096shams
✔
 0.1 MB

10096william
✔
 0.1 MB

Cancel Next →

4. Name the File Description based on what the file is (ascii, network order form, etc)

Add New Files/Notices

Step 1 Step 2 Step 3
 Select Files Enter Descriptions Select Witnesses

Enter the description for each file.

| File Name | File Description |
|----------------------|-------------------------|
| 10096krollmachine.bt | 10096 Kroll Final ASCII |

← Previous Cancel Next →

5. If there are multiple witnesses and the file is for a specific witness, select the appropriate witness and hit Save

Job #10096 06/19/2017 Stroupe, Jr., Wade H. v. Sands Ocean Club HOA, Inc

If you experience problems viewing PDF files, please click [here](#) to add the latest PDF Viewer extension to Chrome.

Download Selected Add

Files/Notices

| File Name | Description | Upload Date | Witness | Action |
|---------------------------|------------------------------|---------------------|----------------------|--------|
| 10096krollmachine.bt | 10096 Kroll Final ASCII | 06/28/2017 09:35 am | William Kroll | |
| 10096shamshakjrmachine.bt | 10096 shamshakjr Final ASCII | 06/28/2017 09:40 am | Nicholas Shamshak Jr | |
| 10096williamsmachine.bt | 1009 6williams Final ASCII | 06/28/2017 09:40 am | Robert E. Williams | |

Showing 1 to 3 of 3 items « < 1 > »