
Veritext Vault

Instruction Guide



Logging In

1. Visit www.veritext.com/vault
2. Click **Vault Login**
3. Enter your user name and password.

(Ensure you have “@veritext” at the end of your user name.)

Be sure to include
@veritext

Login

Password [Forgot password](#)

Remember me

Accessing Files

Once logged in, you will see the File Manager to browse your depository cases (if not, click File Manager in the upper right corner).

VERITEXT LEGAL SOLUTIONS

Welcome Mike Murray!

Home | File Manager

12.83 GB used

Upload files | Download | Share | Actions | Copy | View clipboard

My Cloud Files

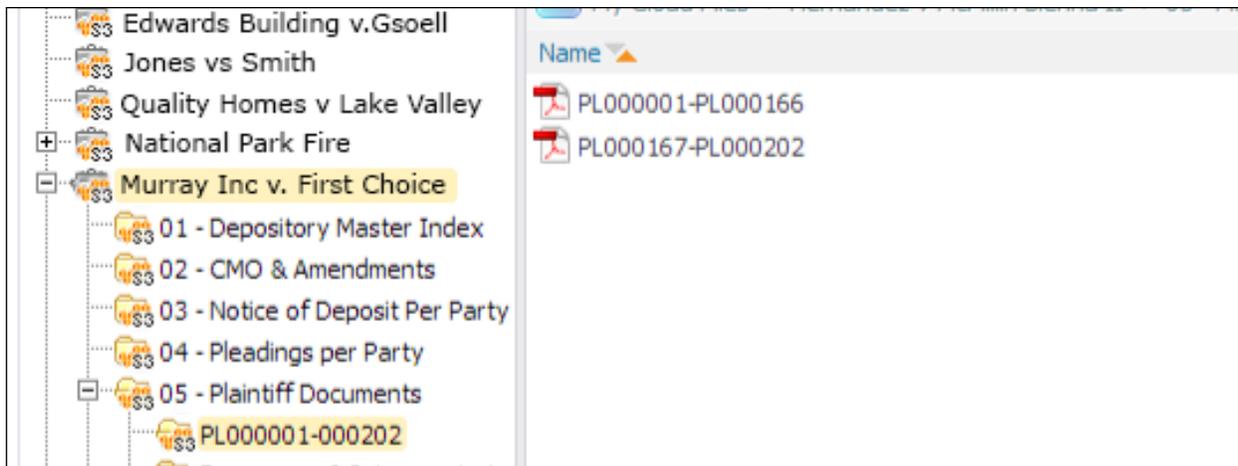
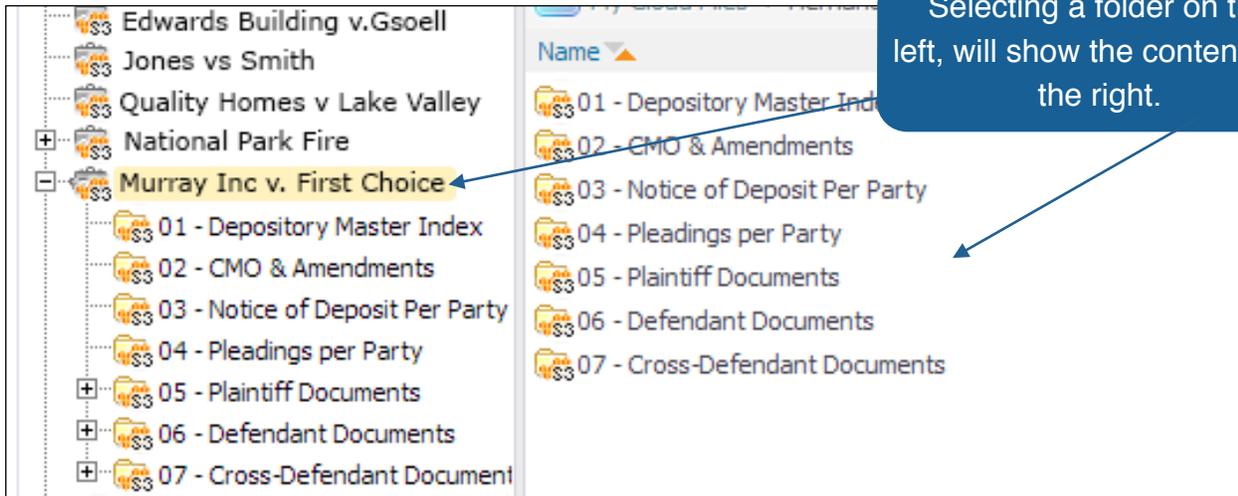
Name	Type	Size	Modified
Edwards Building v.Gsoell			2014-01-28 10:02
Quality Homes v Lake Valley			2014-01-28 10:02
National Park Fire			2014-01-28 10:02
Murray Inc v. First Choice			2014-01-28 10:02
Jones vs Smith			2014-01-28 10:02

Click here if you do not see the File Manager

Note: There are two ways we can setup your account.

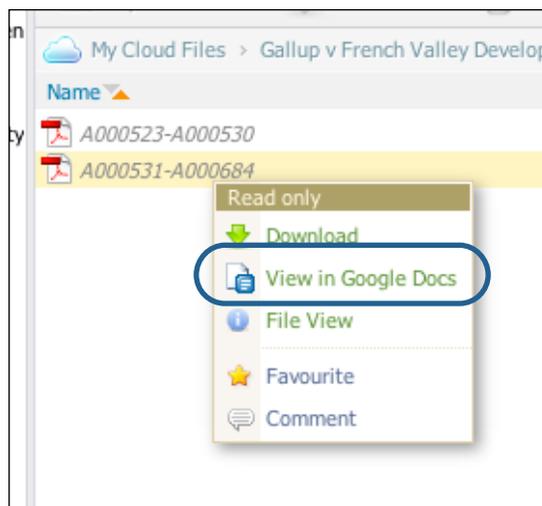
1. One user name will have access to all the cases of which you are a party or are allowed access.
2. You have a separate user name per case. It is your preference.

To browse files, simply click the folders as you would in Windows. The contents of that folder will be displayed on the right side.



Viewing Files Online

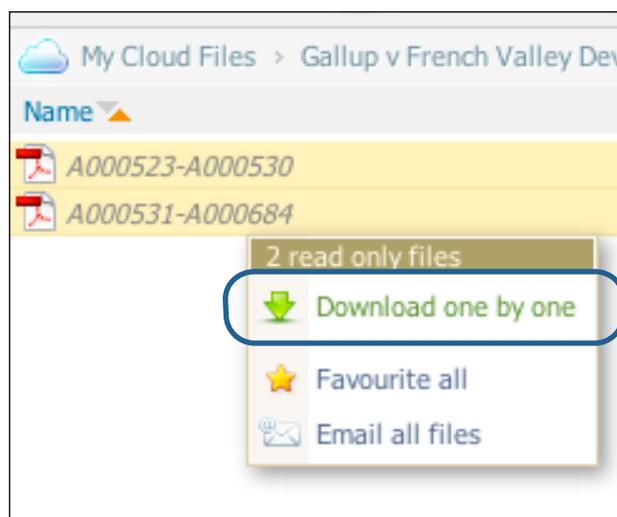
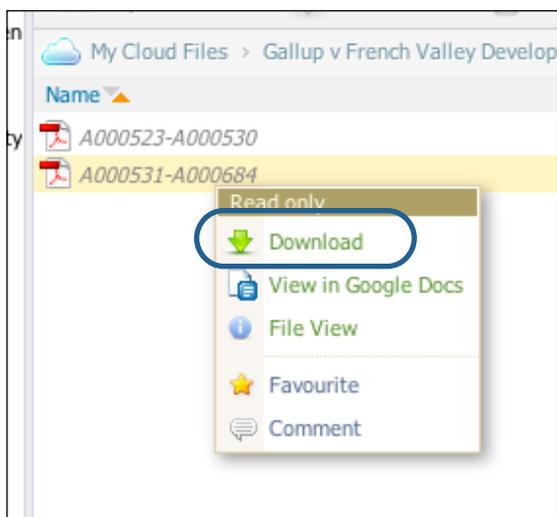
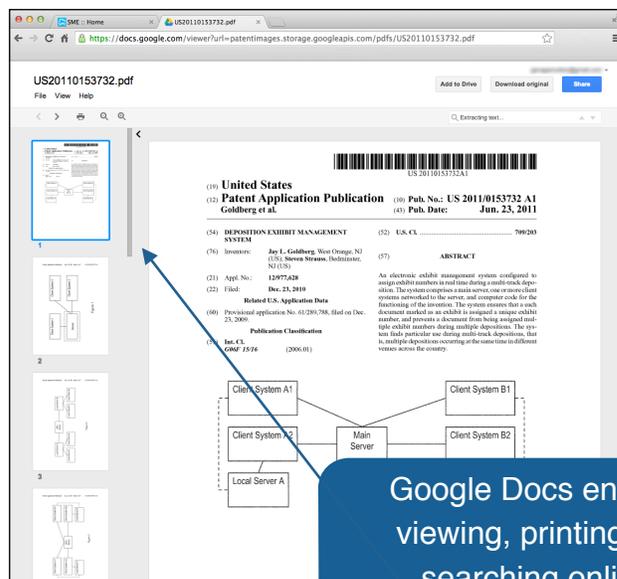
Right click the document to view it. You can download the documents to your local computer (next section), or you can use the View option to view them directly online. This will open Google Docs as the viewer. With Google Docs, you can view, search and print the document.

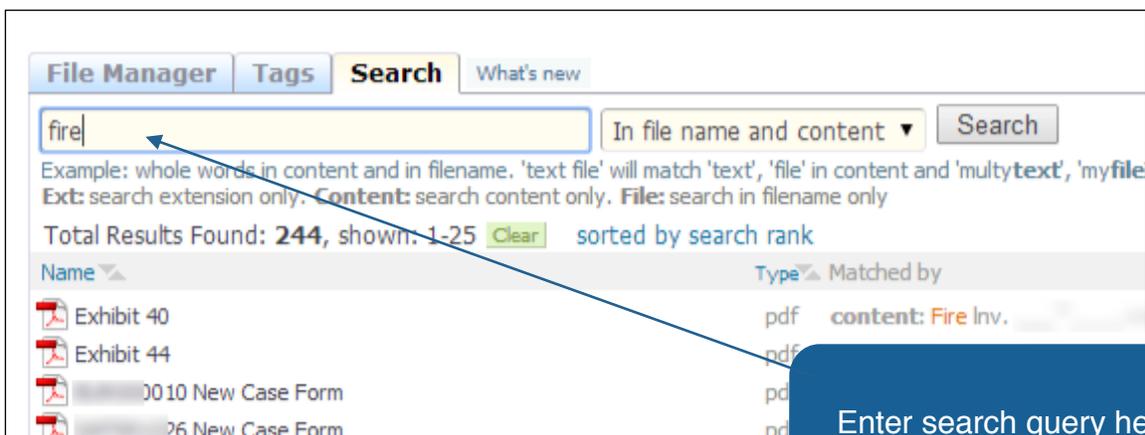


Downloading Files

You can download a file simply by double clicking on it. Additionally, you can chose Download when right clicking on a file. Using Shift-click, multiply files to download more than one at once. NOTE: Browsers like Internet Explorer may require you to click Save on each document. We recommend Google Chrome instead.

NOTE: If you need to bulk download, we recommend installing the Veritext Depository Application for your desktop. (see Veritext Cloud Drive section)



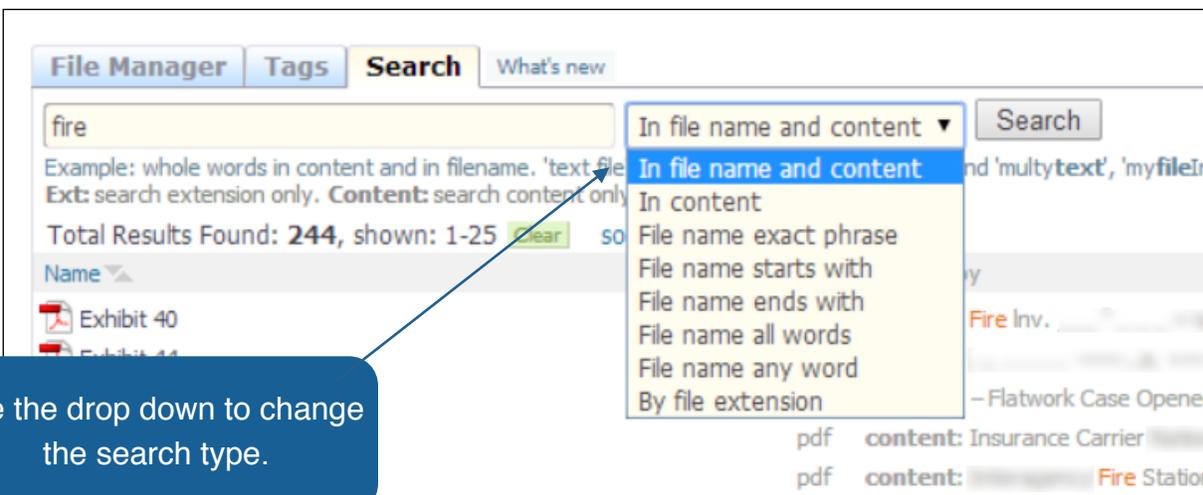
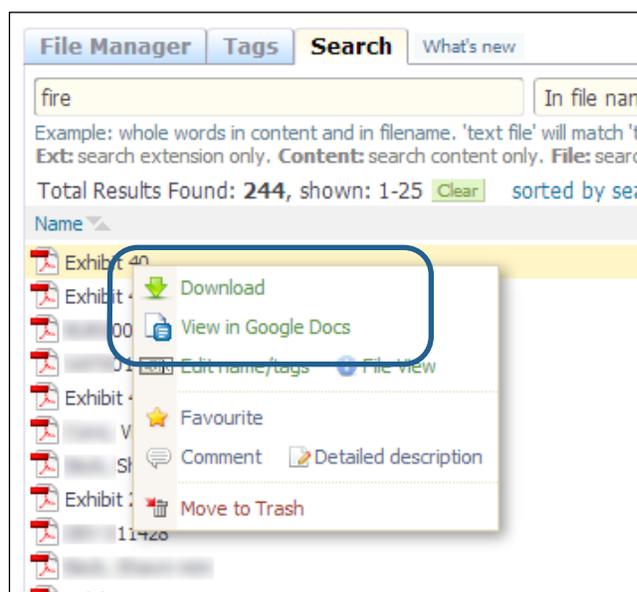


Searching

Documents can be searched by clicking the Search tab in the upper left.

Simply enter the term to search and click the Search button. The results will be displayed below. Documents in the results can be accessed with right click just as in the File Manager view.

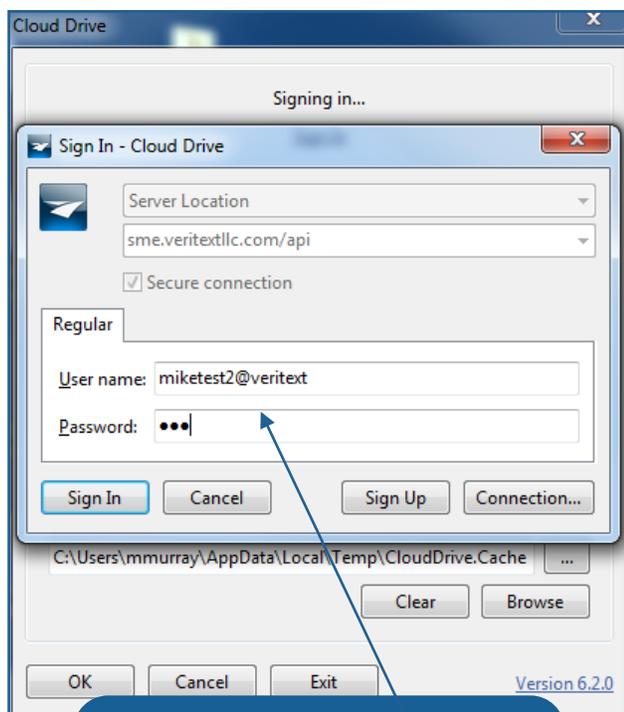
You can change the type of search by using the drop down menu next to the Search button.



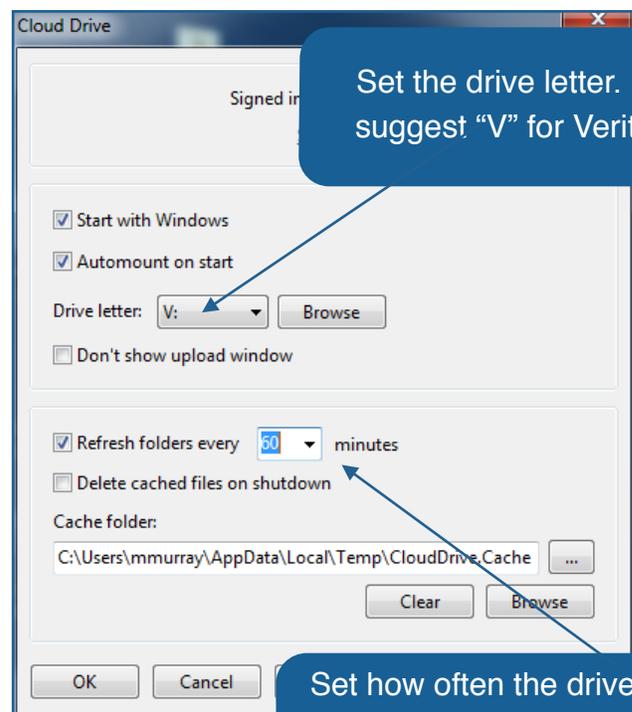
Veritext Cloud Drive

This application has been designed to load the depository on your computer like an external drive, giving you direct access to the files. This makes downloading large numbers of files, a simple drag-and-drop!

1. Download the software here: <http://www.veritext.com/docs/default-source/software/veritext-depository-v-drive-6-2-0.exe?sfvrsn=2>
2. Install the software.
3. Run the application (will be accessible in your Start menu)
4. The application will prompt you to login with your Veritext Depository credentials.



Enter your Veritext Depository credentials here. (Don't forget the @veritext after your username.)

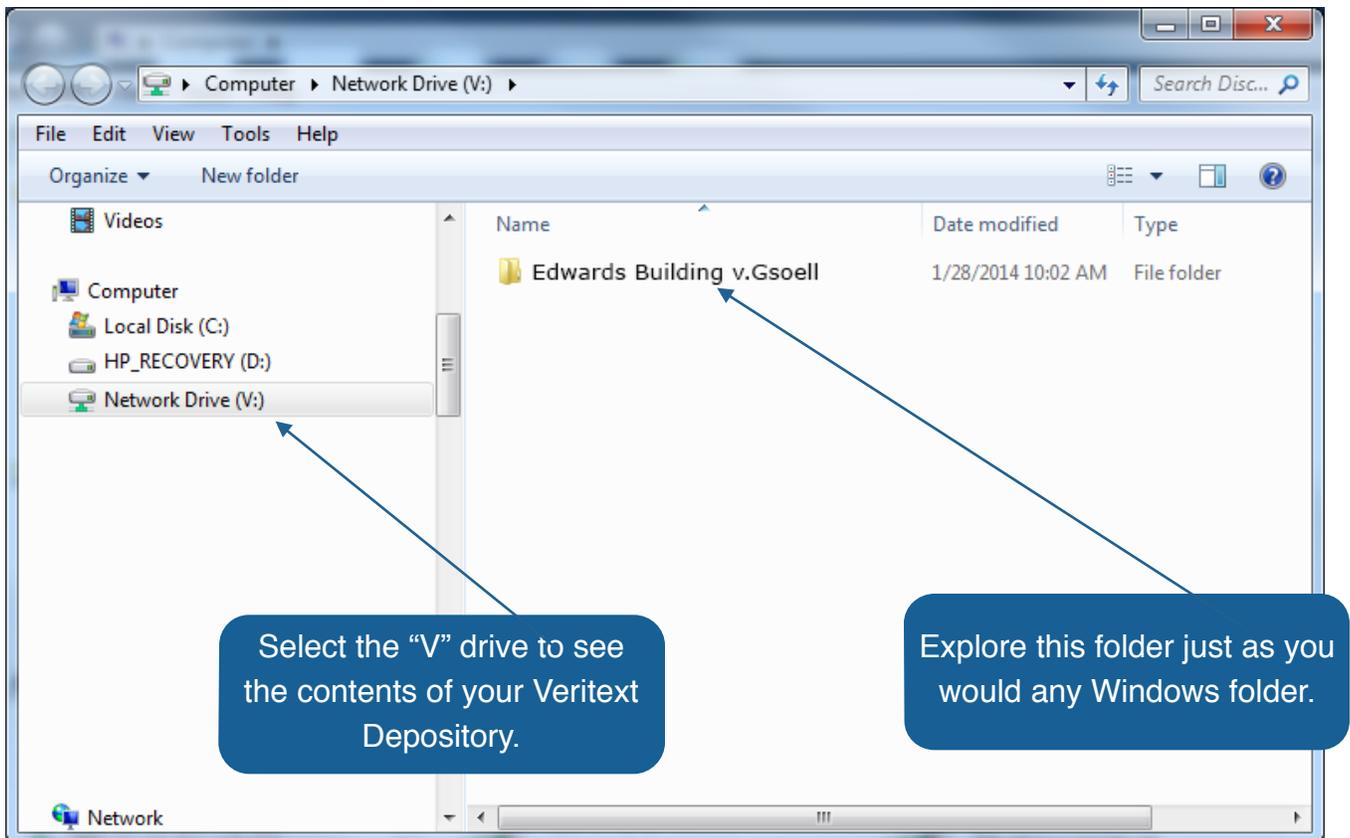


Set the drive letter. We suggest "V" for Veritext.

Set how often the drive will check for new files. We recommend 60-90 minutes.

When the drive is connected, you will be able to navigate to it, just as you would any other drive attached to your computer. For instance:

1. Click Start
2. Computer
3. Locate the “V” drive on the left side of the window.
4. Select it
5. You will now see the contents of your Veritext Depository.



You cannot add files to this drive, but you are able to drag and drop them to your local computer. For instance, you can copy an entire folder (and its sub folders) simply by dragging it to your computer. This is the easiest method for downloading large quantities of files.