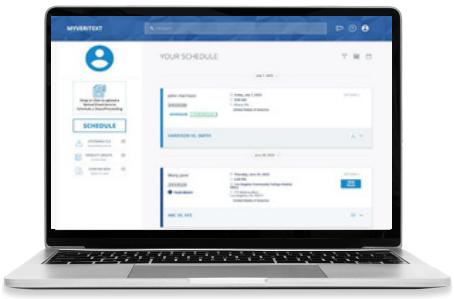
QUICK START GUIDE

NAVIGATING MYVERITEXT



WELCOME

TO MYVERITEXT!

MyVeritext is a complimentary web portal for managing and accessing your court reporting services and deliverables.
In just a few easy steps, you'll be able to schedule proceedings, view your schedule, access virtual sessions, download necessary files, and perform efficient searches.

Sign into your account at www.myveritext.com and . . .

LET'S GET STARTED!

Need a MyVeritext Account?
Request Access Today!

1. SCHEDULE A PROCEEDING

There are two easy scheduling options:

- **Snap Scheduling:**
  Simply drag and drop a deposition notice or appointment sheet into the Snap Scheduling area on the left sidebar of the MyVeritext homepage. Upon upload, an email notification with the proceeding details is sent.
- **Detailed Scheduling:**
  To provide more specifics about a proceeding click the "Schedule" button on the left sidebar of the MyVeritext homepage. Complete the step-by-step scheduling process. Like Snap Scheduling, a notification with the proceeding details is sent.

2. MANAGE YOUR SCHEDULE

The "Your Schedule" section provides a bird's-eye view of all proceedings.

- Scroll up to advance through the schedule; down to view past events.
- Click on the date header to view the "Jump To" tool which allows users to leap to specific dates.
- Click the arrow on the bottom right of the Proceeding Card to view additional proceeding details.
- Click the options button in the upper right of a proceeding card to edit, cancel, duplicate, add to Outlook and more!

3. ACCESS VIRTUAL SESSIONS

Virtual Sessions will only be accessible to join on the day of the proceeding.

- Search for the Proceeding Card with the Virtual Session you wish to join. Or, use the "Jump To" button and select "Today".
- Each Virtual Session service has its own button. Click the button(s) to gain access.

4. DOWNLOAD FILES

Files including transcripts and exhibits are available for download.

- Find the "View Files" button on the Proceeding Card to view available files.
- To download, either click the File Name for individual files or select multiple files and click the "Download" button in the lower right corner.
- Files are also accessible via the Search interface.

5. SEARCH FOR FILES

The Search Bar at the top of the screen provides quick access to files.

- Type your search query (such as Witness Name, Case Name, Exhibit Name(s), etc.) and press the "Enter / Return" key.
- The Results screen will display relevant findings, categorize+++d by type. To view details or access files, expand the card by clicking the drop-down arrow.
- If the results include Cases, you can download the latest version of the ACE file for that case by clicking the ACE icon, or access the associated files by clicking "View Files".
- To narrow down your search results, make use of the "Refine By" filters on the left.

VERITEXT LEGAL SOLUTIONS