
Veritext Vault

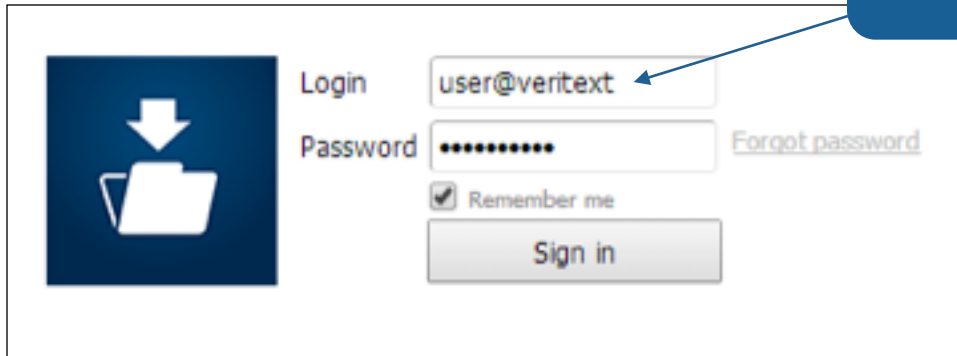
Instruction Guide



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.)

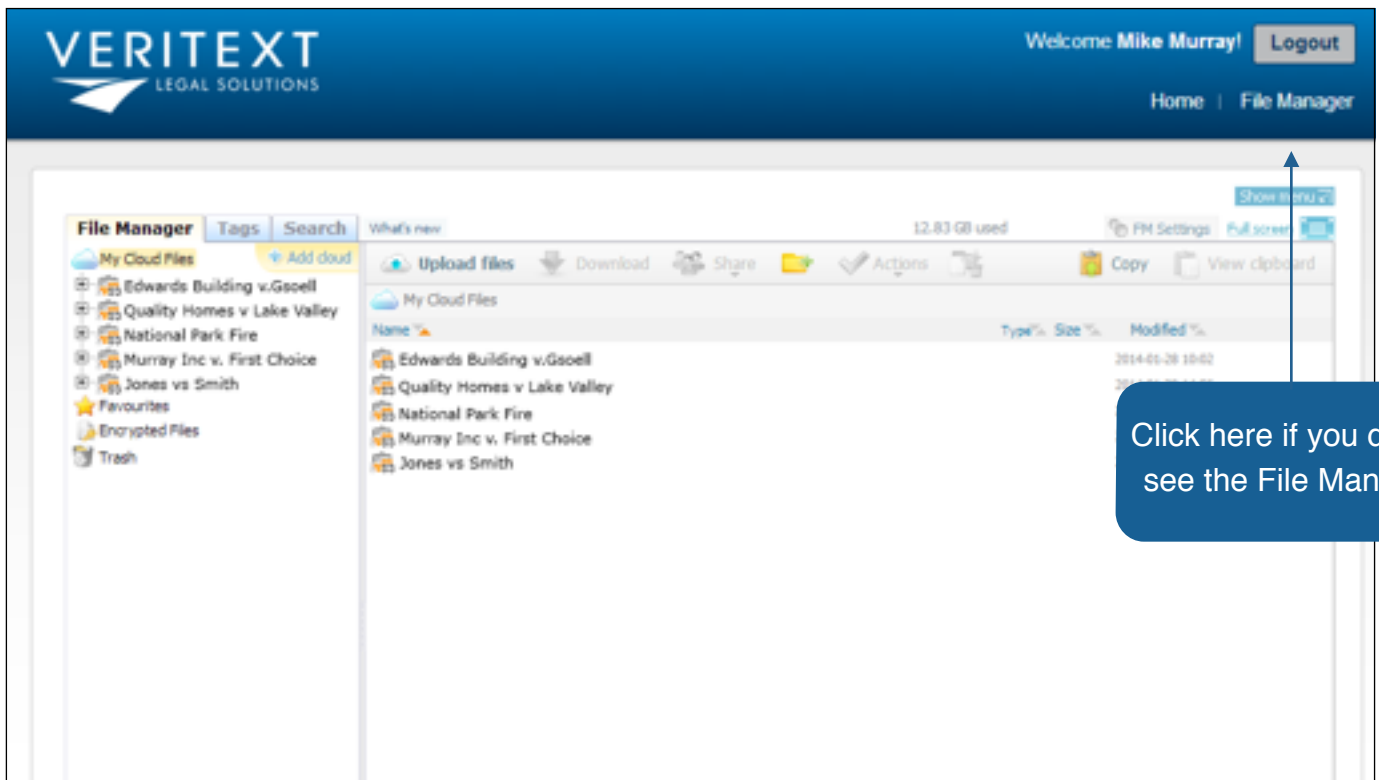
Be sure to include
@veritext



The screenshot shows the Veritext login interface. On the left is a blue square icon with a white folder and a downward arrow. To its right, the word 'Login' is above a text input field containing 'user@veritext'. Below this, the word 'Password' is above a masked input field with eight dots. To the right of the password field is a link that says 'Forgot password'. Below the password field is a checkbox labeled 'Remember me' which is checked. At the bottom is a grey 'Sign in' button. A blue callout box with an arrow points to the username field, containing the text 'Be sure to include @veritext'.

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).

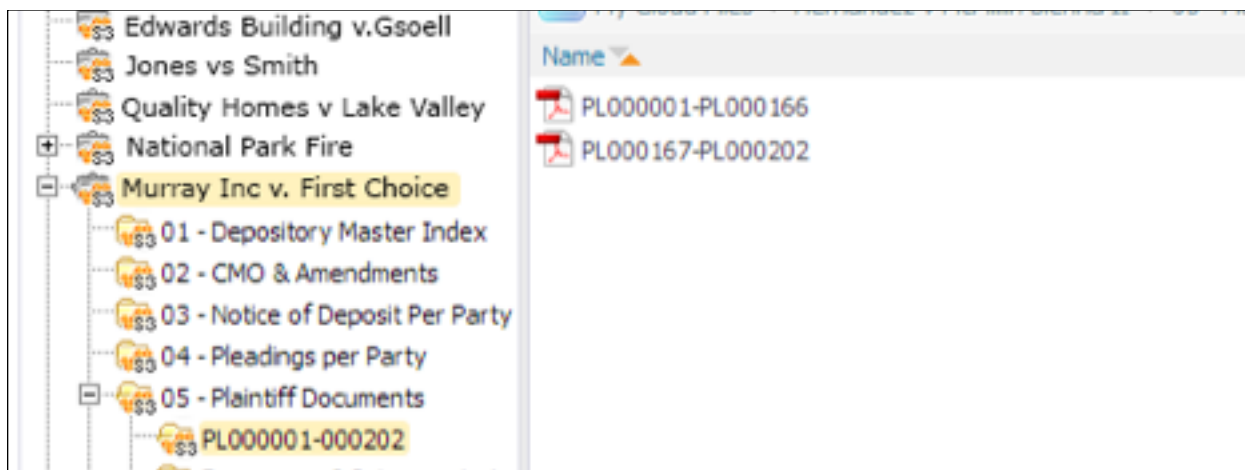
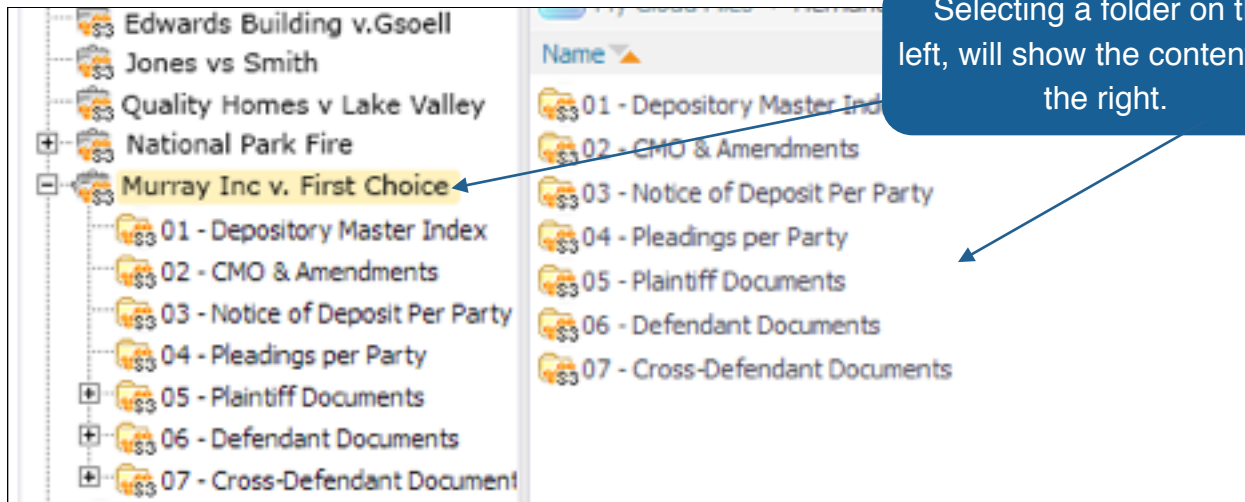


The screenshot shows the Veritext File Manager interface. The top header is blue with the 'VERITEXT LEGAL SOLUTIONS' logo on the left. On the right, it says 'Welcome Mike Murray!' next to a 'Logout' button. Below the header, there are links for 'Home' and 'File Manager'. The main area has a left sidebar with 'My Cloud Files' and a list of cases: 'Edwards Building v. Goeil', 'Quality Homes v Lake Valley', 'National Park Fire', 'Murray Inc v. First Choice', and 'Jones vs Smith'. There are also links for 'Favourites', 'Encrypted Files', and 'Trash'. The main content area shows a table of files with columns 'Name', 'Type', 'Size', and 'Modified'. It lists the same cases as the sidebar. At the top of the main area, there are tabs for 'File Manager', 'Tags', and 'Search'. Below the tabs are links for 'Add cloud', 'Upload files', 'Download', 'Share', 'Actions', 'Copy', and 'View clipboard'. A blue callout box with an arrow points to the 'File Manager' link in the top right, containing the text 'Click here if you do not see the File Manager'.

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

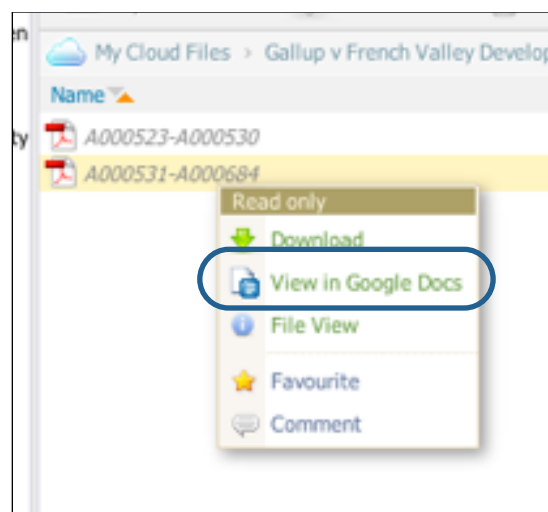
1. One user name will have access to all the cases of which you are a party or are allowed access.
2. You have a separate user name per case. It is your preference.

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

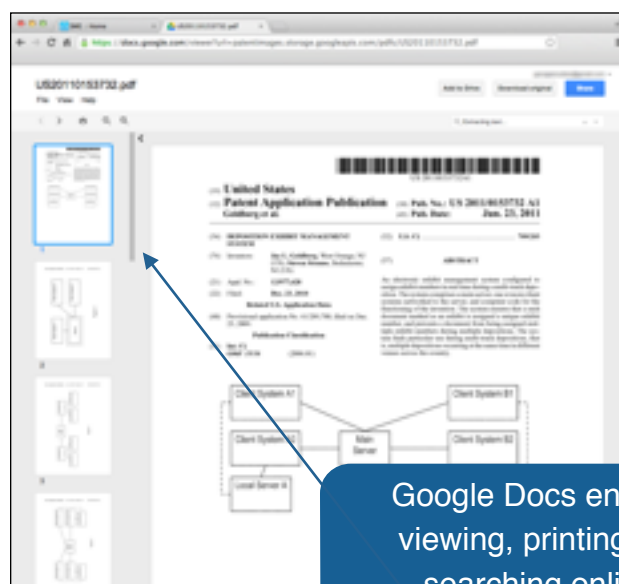
Right click the document to view it. You can download the documents to your local computer (next section), or you can use the View option to view them directly online. This will open Google Docs as the viewer. With Google Docs, you can view, search and print the document.



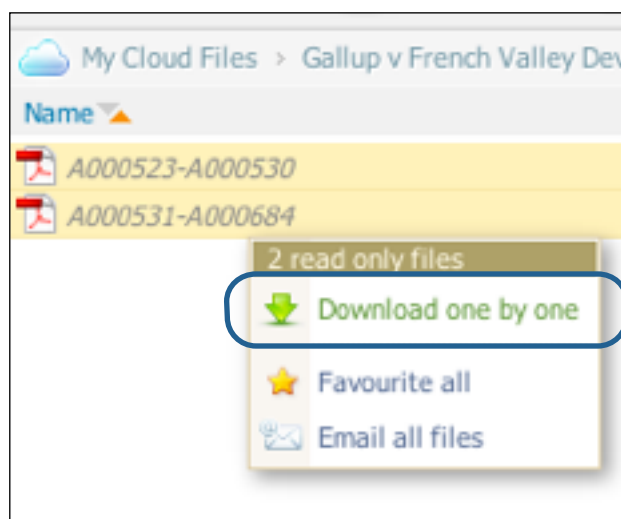
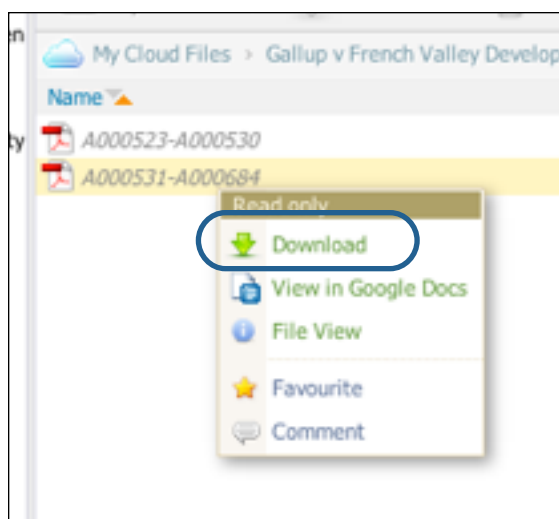
Downloading Files

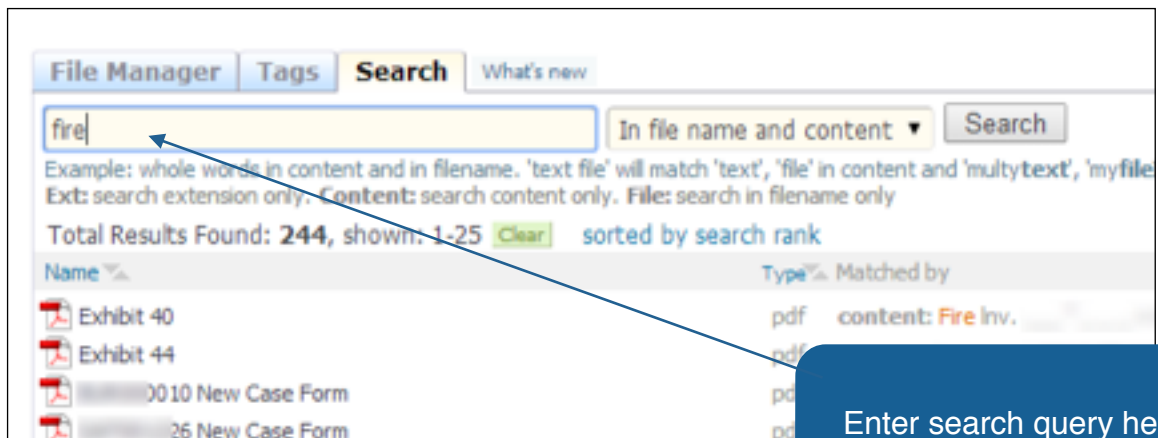
You can download a file simply by double clicking on it. Additionally, you can chose Download when right clicking on a file. Using Shift-click, multiply files to download more than one at once. NOTE: Browsers like Internet Explorer may require you to click Save on each document. We recommend Google Chrome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

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



Google Docs enables viewing, printing and searching online.





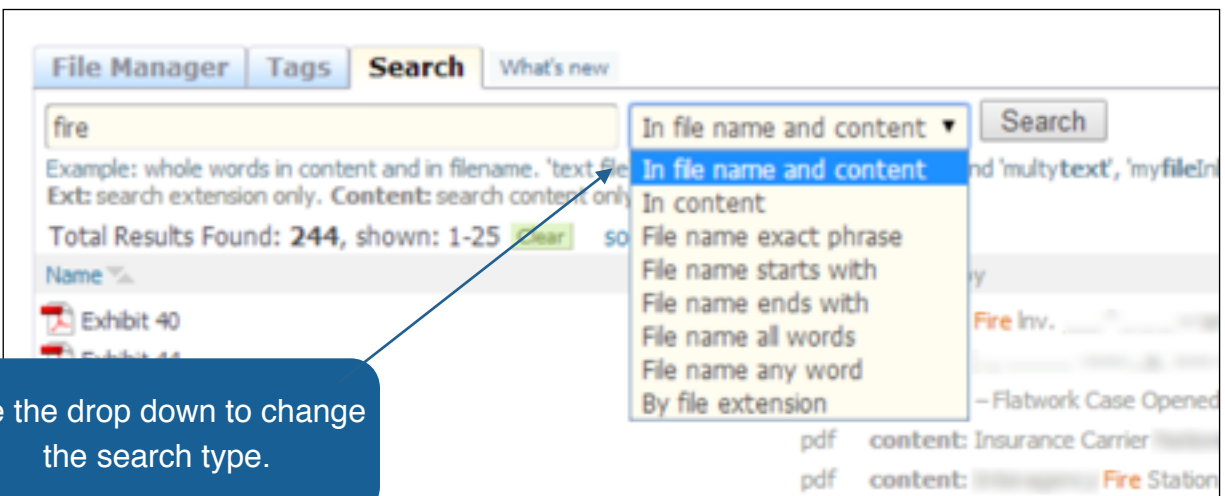
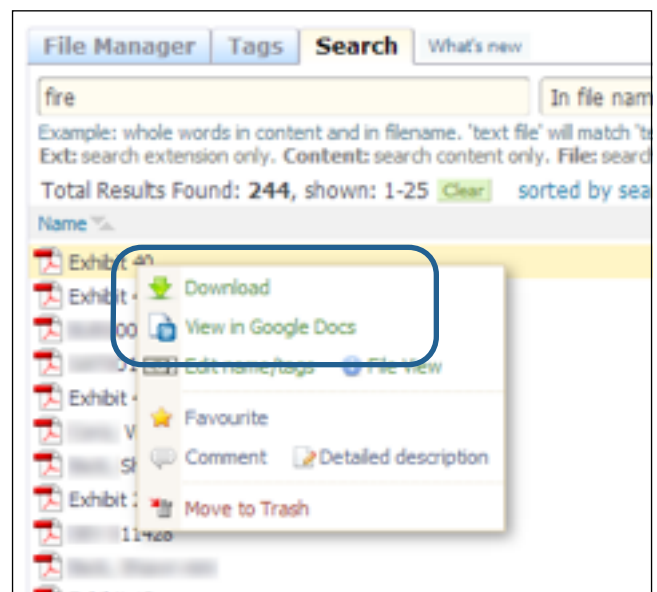
Enter search query here.

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.



Use the drop down to change the search type.