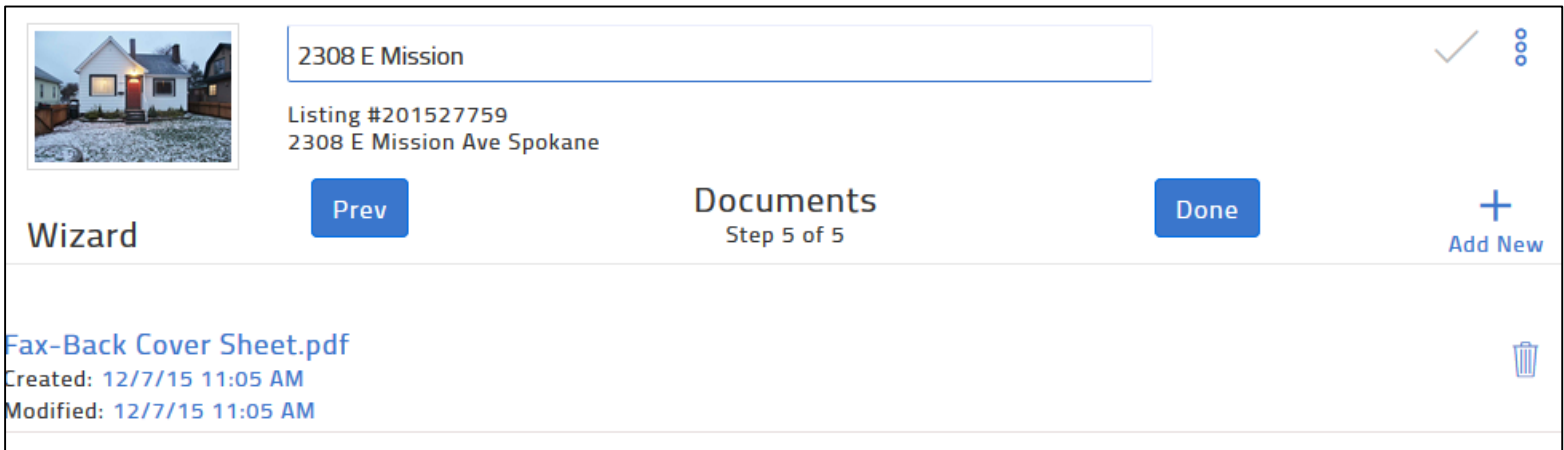


Importing Associated Documents into TransactionDesk

How to quickly import associated documents into a transaction document section.

Step 1(New Transaction):

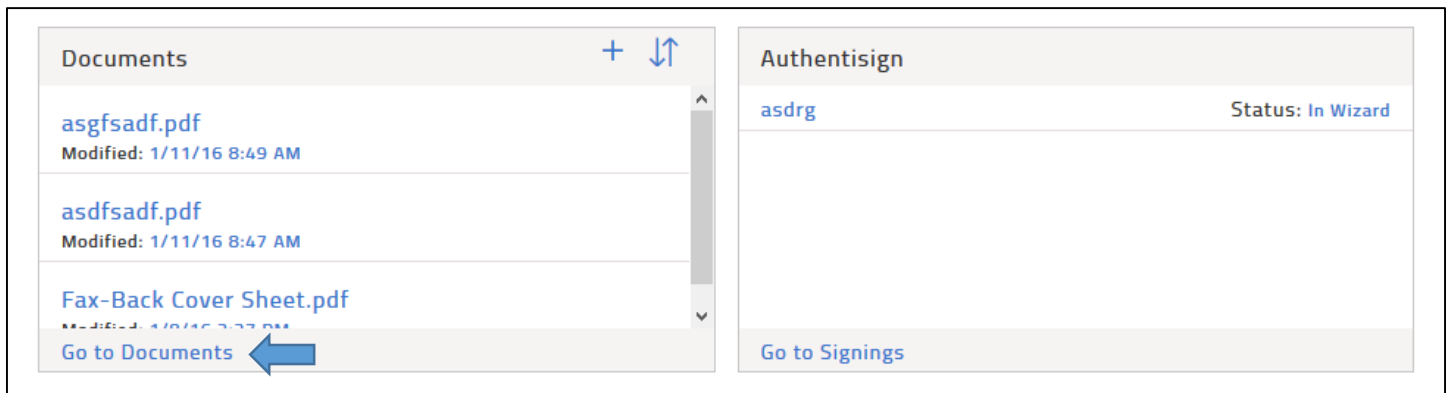
From a new transaction in TransactionDesk wizard, click **Next** button until you're in the **Documents** section.



The screenshot shows the 'Documents' section of the TransactionDesk wizard. At the top left is a house image. To its right is a text input field containing '2308 E Mission'. Below this is the listing information: 'Listing #201527759' and '2308 E Mission Ave Spokane'. The wizard progress is shown as 'Wizard' on the left and 'Documents Step 5 of 5' in the center. On the right, there are 'Prev' and 'Done' buttons, and an 'Add New' button with a plus icon. Below the header, a document titled 'Fax-Back Cover Sheet.pdf' is listed with its creation and modification dates (12/7/15 11:05 AM) and a trash icon.

Step 1(Existing Transaction):

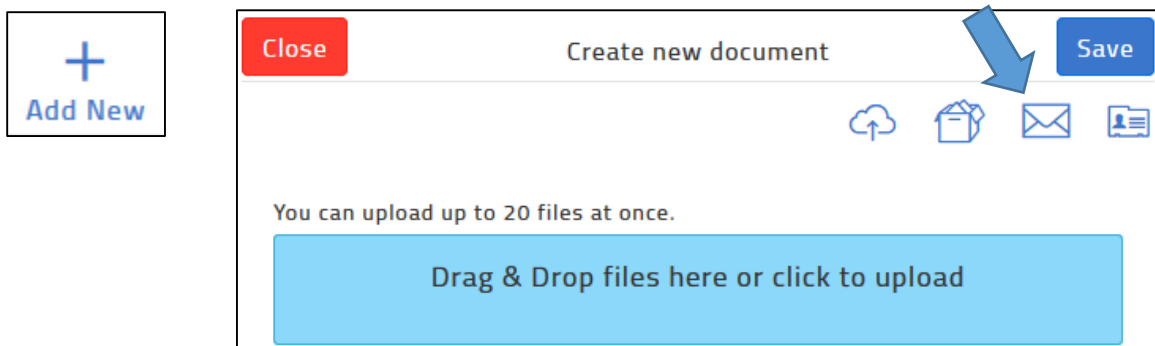
From an existing transaction, click **Go to Documents**



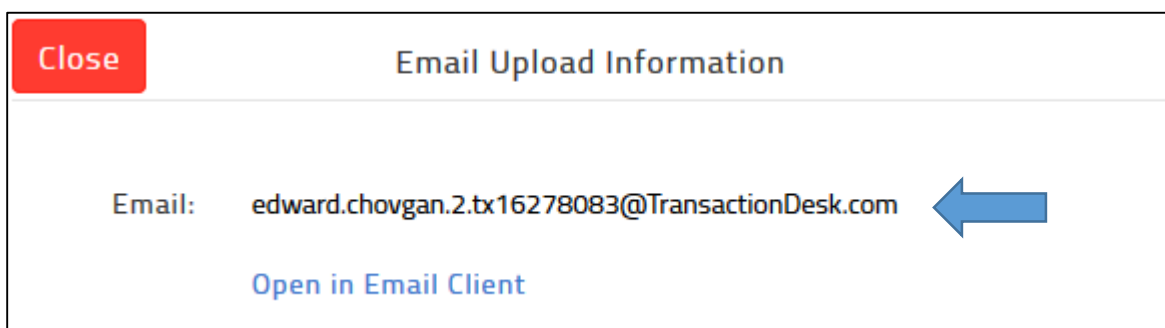
The screenshot shows two panels. The left panel is a 'Documents' list with items: 'asgfsadf.pdf' (modified 1/11/16 8:49 AM), 'asdfsadf.pdf' (modified 1/11/16 8:47 AM), 'Fax-Back Cover Sheet.pdf' (modified 1/8/16 3:33 PM), and a 'Go to Documents' button with a blue arrow pointing left. The right panel is an 'Authentisign' section showing a signatory 'asdrg' with the status 'In Wizard' and a 'Go to Signings' button.

Step 2:

Click **Add new**, then click the **Email Upload** icon to open **Email Upload Information** menu. Click and drag over the email address to Select and then right click and choose copy. You have now copied your email address.



The screenshot shows a 'Create new document' dialog box. It has a red 'Close' button and a blue 'Save' button. Below the title bar are icons for cloud upload, folder, email, and user. A blue arrow points to the email icon. The main area contains the text 'You can upload up to 20 files at once.' and a large blue button that says 'Drag & Drop files here or click to upload'.



The screenshot shows an 'Email Upload Information' dialog box. It has a red 'Close' button. The main area displays 'Email: edward.chovgan.2.tx16278083@TransactionDesk.com' with a blue arrow pointing to the email address. Below this is a blue button that says 'Open in Email Client'.

Step 3:

From Paragon, go to the listing you want associated documents from. Click the **Associated Docs** icon. Select the document/s you want to add to your transaction and click on the **E-mail** tab. From the **Compose E-Mail** box, right click with your mouse and click paste, to paste the email address you copied from TransactionDesk into **To:** and click **Send**.



Select	Document	File Type
<input checked="" type="checkbox"/>	Lead Base Paint	.pdf
<input type="checkbox"/>	Seller Disclosure	.pdf
<input checked="" type="checkbox"/>	Exhibit A	.pdf
<input type="checkbox"/>	Map	.pdf

Compose E-Mail [Send] [Minimize] [Cancel]

Address Book Attachment Use HTML Format BCC Me Message Body Select Signature

To: edward.chovgan.2.tx16278083@TransactionDesk.com x

Cc:

Bcc:

Subject:

Attachments: SAR_290481.pdf x SAR_290538.pdf x

Paragraph Arial 3 (12pt) B I U ABC x₂ x² A ab [Link] [Image] [Table] [HTML]

Step 4:

In TransactionDesk, refresh your web browser. Your associated documents will be inside your **Documents**.

2308 E Mission

Listing #201527759
2308 E Mission Ave Spokane

Wizard [Prev] Documents Step 5 of 5 [Done]

Fax-Back Cover Sheet.pdf
Created: 12/7/15 11:05 AM
Modified: 12/7/15 11:05 AM

SAR_290481.pdf.pdf
Created: 12/7/15 1:02 PM
Modified: 12/7/15 1:02 PM

SAR_290538.pdf.pdf
Created: 12/7/15 1:02 PM
Modified: 12/7/15 1:02 PM