

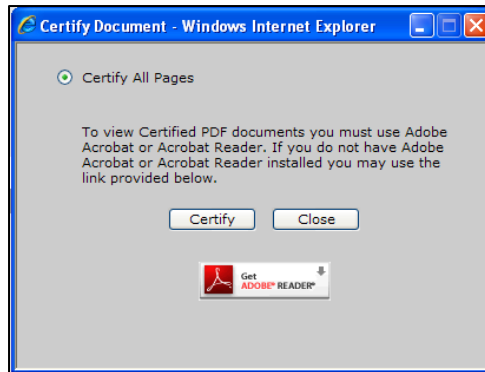
Ordering Certified Copies of Verified Documents

Before you Begin:

1. Turn off all pop-up blockers.
2. Have Adobe Reader or Acrobat (at least version 7.0) installed on your computer.
3. You may also need to turn on Windows Integration within Adobe. This is covered on the next page.



When you are in the document details screen, you can request a Certified Copy of a VERIFIED document. This service will provide a digitally signed document in PDF form, and the document will be delivered directly to your computer. **This feature will only work if your pop-up blocker is disabled.**



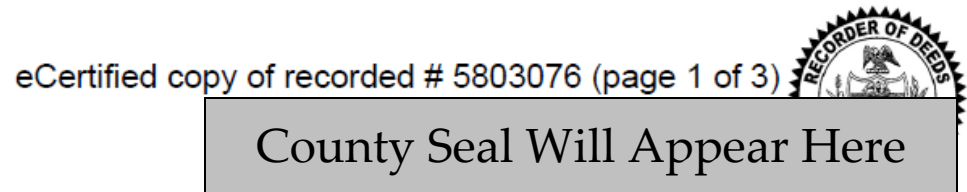
When you click on the "Certified Copy" button, you will be reminded that you Click on the "Get Adobe Reader" button if you do not have Adobe Reader installed on your computer. Otherwise, click **Certify** to continue the process. **This feature will only work with Adobe 7.0 or higher.**



The system will inform you of the fees for the Certified Copy. Fees can be charged to your Escrow account or your credit card. Choose which payment method you want, then click **Accept** to continue. Enter the appropriate payment information, then click **Submit**. The Certified copy will next be delivered directly to your computer.

Verifying That Your Document is a Certified Copy

When the .pdf Certified Document is delivered to your computer, the lower right hand corner will be identified as being an “eCertified Copy.”



The lower left hand corner of the first page of the Certified Copy will display a large green check mark denoting that the signed document is valid.



If you have a question mark in this area instead of a green check mark, you will need to enable **Windows Integration**. See the instructions below on how to enable this feature in Adobe.

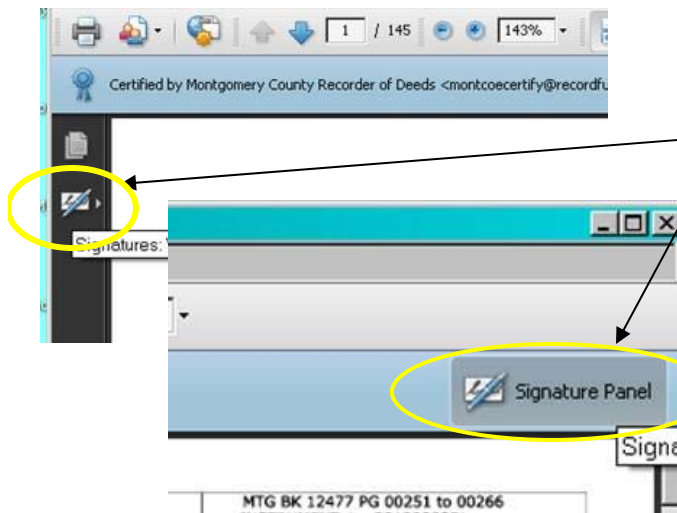


Enabling Windows Integration for Certified Copies

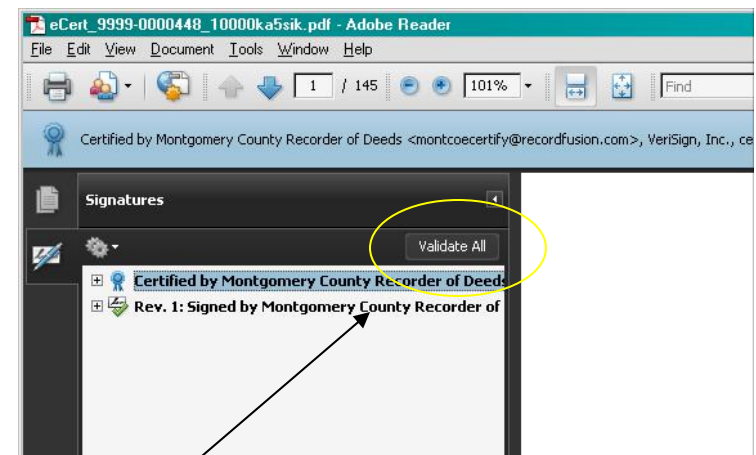
To Enable **Windows Integration**:

Within Adobe Reader:

- 1.) Click on the **Edit** menu at the top of your screen.
- 2.) Select **Preferences** at the very bottom of the list.
- 3.) In the **Preferences** window, select the **Security** category on the left.
- 4.) Click **Advanced Preferences** near the center of the window.
- 5.) Select the **Windows Integration** tab.
- 6.) Check the following boxes:
 - Enable searching the Windows Certificate Store for certificates other than yours
 - Validating Signatures
 - Validating Certified Documents
- 7.) Click **OK** in both open windows to exit out and save changes.




Click on one of the Signature Panel Icons, either on the top right or far left of the screen to view the signature panel.

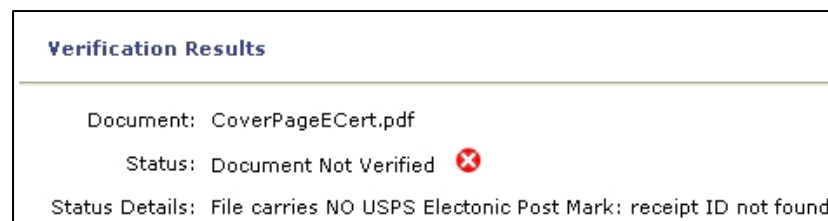
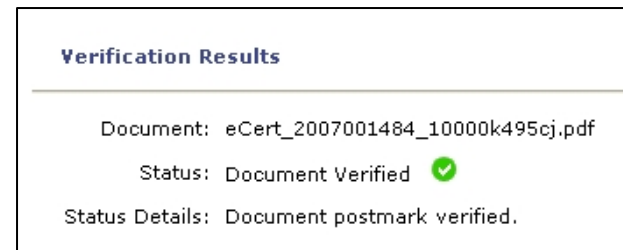
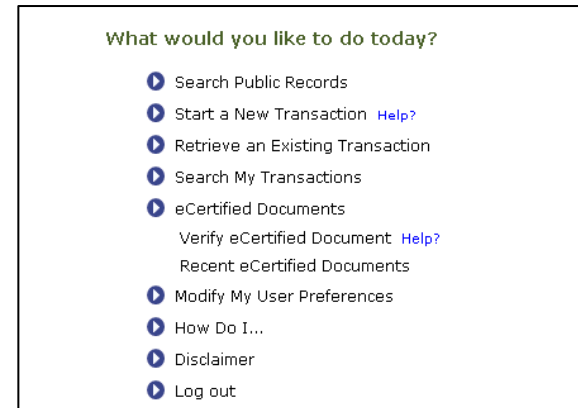


Click "Validate All"

Verifying an eCertified Document

To verify the electronic postmark of a certified document, follow the instructions below:

- Click on **eCertified Documents** and then **Verify eCertified Document**.
- Browse for the document you want to verify by clicking on **Browse**. When the document you wish to verify is specified in the path field, click **Verify Document**.
- The system will verify the document with a “Document Verified” status.
- Otherwise, the status will read “Document Not Verified.” You can check more documents if so desired.
- Click on the  **Done** icon when you are finished verifying to return to the home screen.



Retrieving Past Verified Documents


You can **view** documents that you have eCertified in the past. You also have the ability to **download** and even **email** these documents. This saves you from paying multiple times for the same document.

- Click on **eCertified Documents** and then **Recent eCertified Documents**.

Note: If you notice any issues with processing a document, check to see if a document is here.

- Find the document you need to work within the results list, then click either **View**, **Download**, or **Email**.

- To **Email**, enter the receiver's address into the **Email Address** field above, then click **Email**. You will see a confirmation window. If you want to send to several email addresses, separate by commas: JohnDoe@aol.com, Janedoe@aol.com.

- Clicking **View** will open Adobe to view the document you selected.
- Clicking **Download** will allow you to save a copy to your computer. Click **Save**, then choose the folder where you want to save. It might be helpful to create a folder for all your eCertified documents.
- Click the  **Done** icon when you are finished.

