



# Access your Documents Everywhere on Anything







# Access your documents anytime, anywhere

If you can get Internet access, you can access your files.

### Easily & securely share documents

Easy to share documents with your assistant, team, clients or service providers.

### Go mobile with DocBox2GO

You don't need to take your files or your computer, you can access them at www.DocBox2Go.com on your SmartPhone.

# Unlimited storage

Save your most important files electronically at our secure location. Never worry about storage space or paper files again.

### Toll free fax numbers

All faxing is toll free in and out of the system.

# **Updated Document Markup Editor**

The markup tool lets you use a pencil, line, circle, highlight or sticky note to edit comments.

### **Document Slicing**

Now you can slice and split any document into new documents.





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# Everything You Need in One Easy Solution

DocBox gives you the power to easily organize your listing, sale, lease and other business files.

# Easy To Get Documents Into the System

Fax, upload, email or even "print" documents into the system.

## Reduce Business Risk

The system records virtually all activity to automatically create an audit trail.

# **Branded Communications**

All communications sent through DocBox can contain your contact information, broker logo and photo.

## E-Signature Integration

Totally intergrated with Authentisign, our easy e-signature solution.

# Off-Line Archiving

Transaction files and documents can be archived to an indexed PDF file. Files can easily be saved to a local drive and copied to CD or DVD.

- ✓ Includes InstanetFax and FaxIt, powerful, additional faxing tools
- ✓ Transaction documents retained for legal retention period In your state
- Online Transaction File Review and Compliance Manager included
- ✓ Automated email alert when documents are ready for review
- ✓ Dashboard report shows which documents are ready for review for an entire office at a glance
- ✓ Includes DocBox Printer Print documents into system using virtual printer



