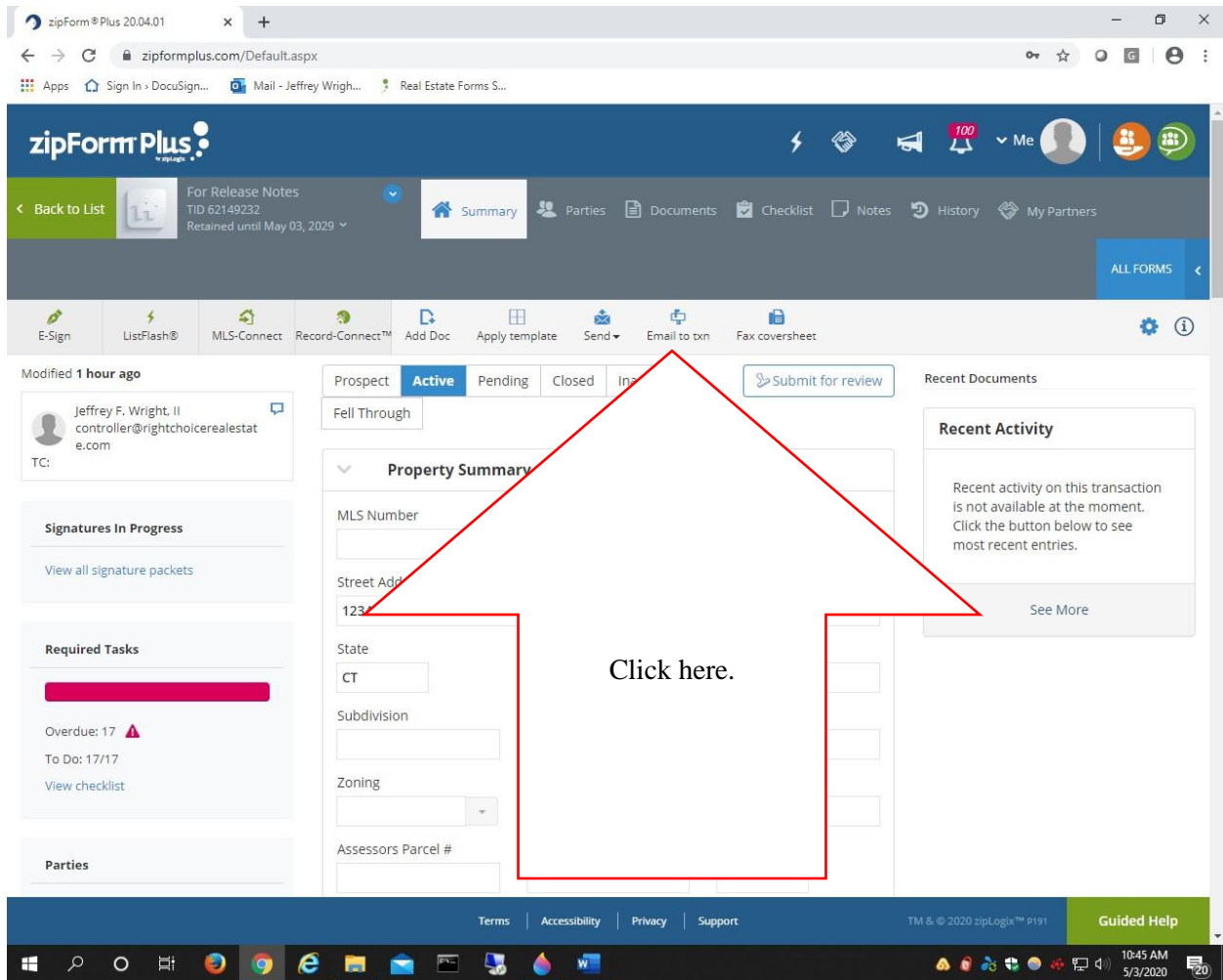


Scanning or Emailing Directly to a Specific Transaction

To scan or email a document directly to a specific transaction, you need to go to the that transaction, and click the “Email to Txn” icon on the transaction summary page.



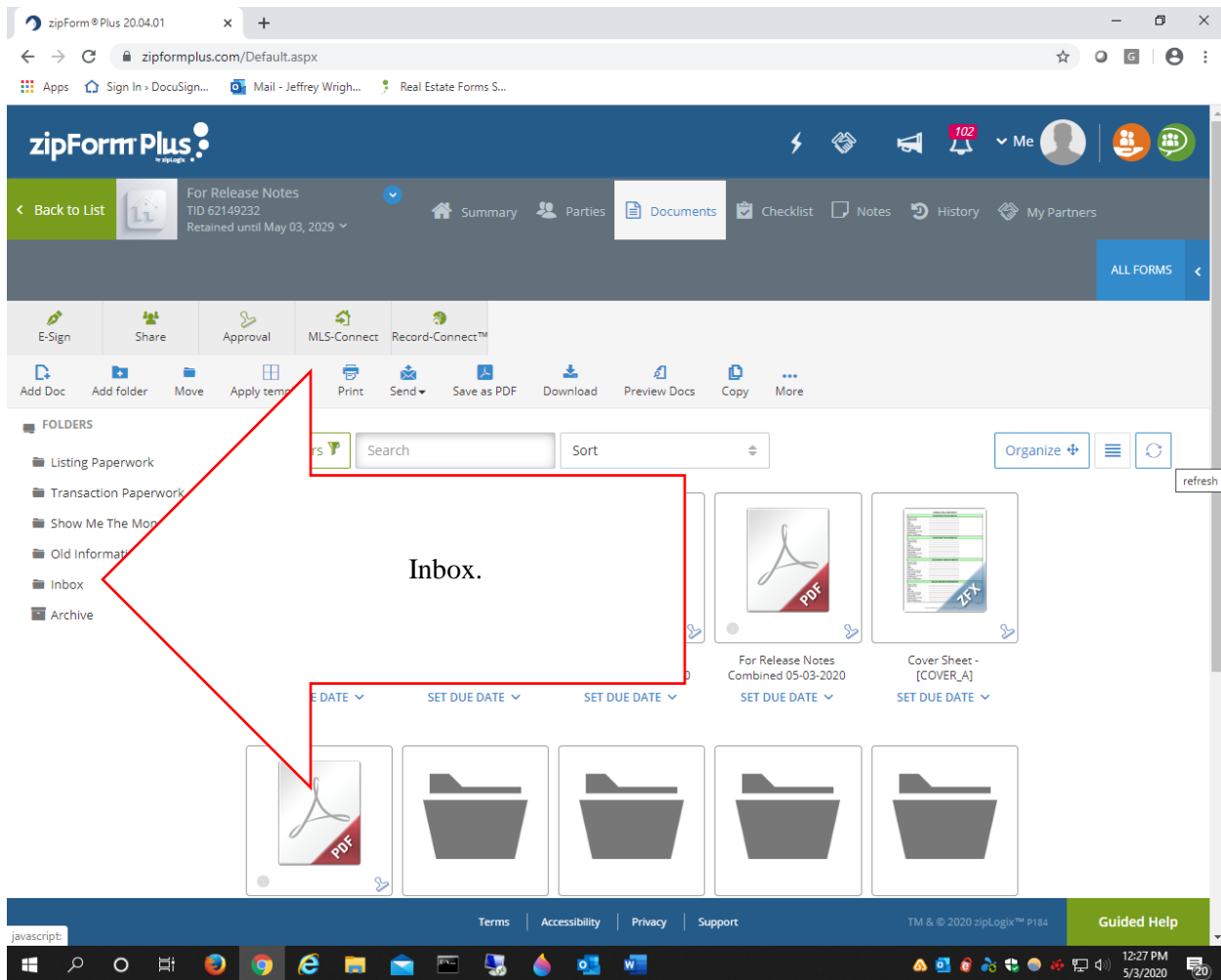
Scanning or Emailing Directly to a Specific Transaction

From there you will receive a transaction-specific email address. Make note of that email address. When you go to scan or email, put this email address into the “To:” line and send as normal.

The screenshot displays the zipForm Plus web interface. A modal window titled "E-mail to Transaction" is open, providing instructions: "Send documents, messages and more directly to this transaction by including the transaction e-mail address in your e-mail communications." Below this, the "Transaction E-mail" is listed as 62149232-7196@dox.ziplogix.com. Buttons for "Compose E-mail" and "Save As Contact" are visible. A red triangle highlights this email address, with a callout box containing the text "Transaction specific email address." The background shows a transaction page with details for Jeffrey F. Wright, II, including a "Signatures In Progress" section and a "Required Tasks" bar.

Scanning or Emailing Directly to a Specific Transaction

Anything you scan or email to the transaction-specific email address can be found in the documents section of your transaction. They will be in a newly created folder titled, “Inbox.”



From there, you can move the document into the appropriate folder and placeholder.