

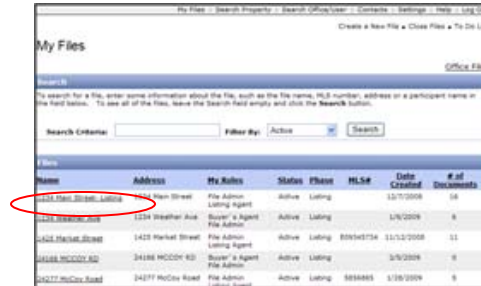
Creating a Document Package

Learn how to compile all your documents into one complete report. These reports may be given to your client or kept as a complete record of the file for your own use.

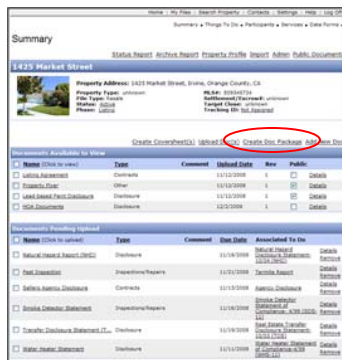
1. Go to the logon page and enter your user name and password then click **Logon**.



2. From the **My Files** page, choose the file/folder you want to create the Document Package in click on the file name.



3. From the Summary page, click on the **Create Doc Package** link.



4. On the Document Package page, deselect any documents you do not want to include in the package. Next, arrange the order of the documents, then select the delivery method and choose the upload method. Click **Generate Report**.



5. The Document Packager will take all the selected documents, convert them to PDF (if they are not already) and index them into one document. You may now save or print your document package.

