



verify**now**.info

Document Uploads

Step 1:

Open the application by clicking on the Verifynow.Info shortcut on your desktop.....

Enter your details and make sure to accept the Terms of use..... and then click "Login"

User Login

Account Nr : AAAYY8

Email : peter@verifynow.info

Password : ●●●●●●●●

I have read and agree to the terms of use.
[Terms of use](#)

If you are not a registered user, [click here to register.](#)

Login

Type your account number, email address and password in the fields above. When you are done, click on the Login button.

All data between this application and it's servers are encrypted. For more information please visit : <https://www.verifynow.info/>

Step 2:

Enter the missing characters of your second password and click "Send"

Second Password

■ ● ● ■ ● ■ ■ ■

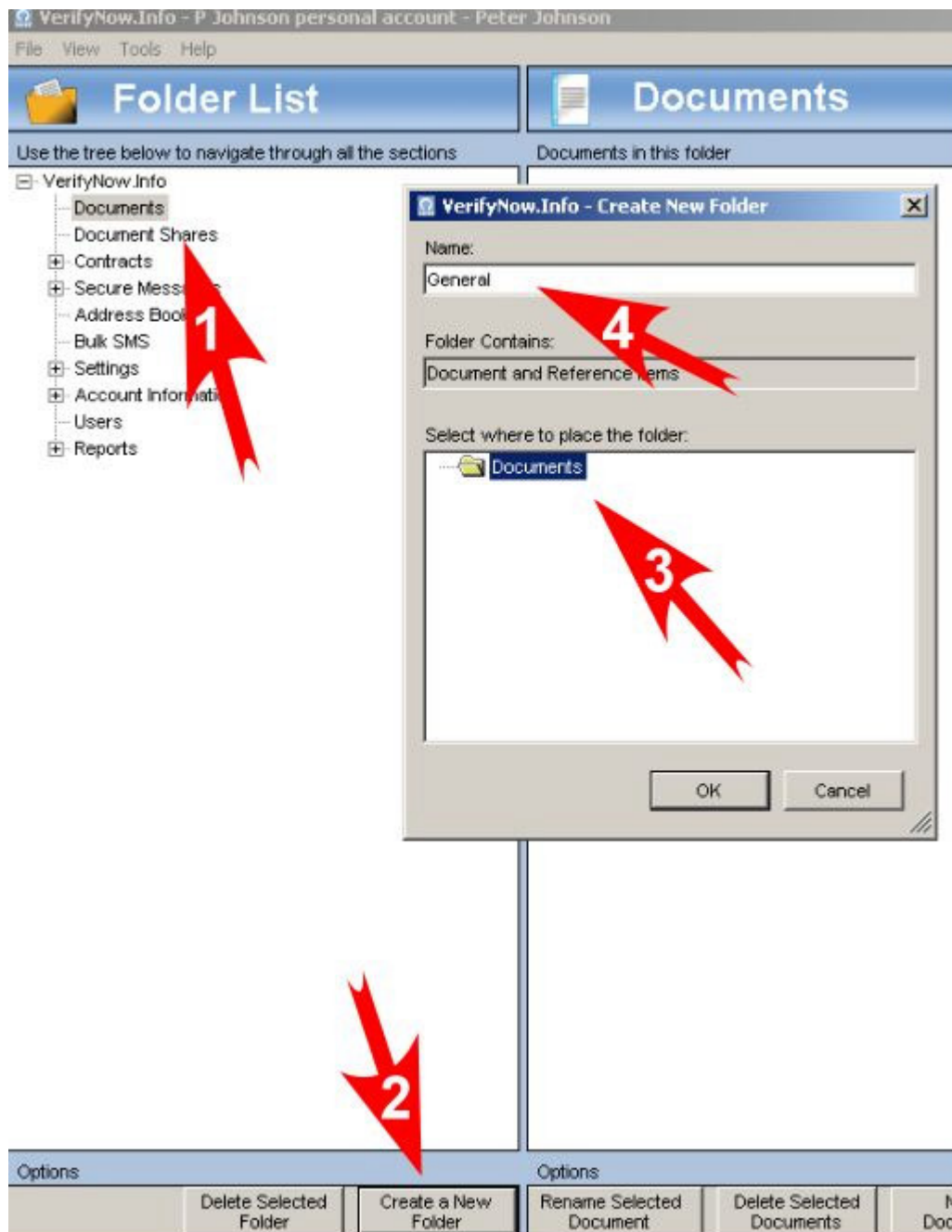
Send

Type the missing characters of your second password in the space provided.

Step 3:

Before you upload a document, you may want to create a new folder first. If you want to upload a document in an existing folder, then skip this step.....

- 1. Select "Documents"**
- 2. Select "Create a New Folder"**
- 3. New pop-up screen – click on "Documents"**
- 4. Type name of your new folder**



Step 4:

Expand the tree by clicking on the "+" next to "Documents"

- 1. Click on folder where you wish to upload the document to**
- 2. Click "New Document"**

The screenshot displays the VerifyNow.Info web interface for a personal account. The interface is divided into two main sections: "Folder List" and "Documents".

Folder List: This section contains a tree view of the account structure. The "Documents" folder is expanded, showing sub-folders like "General", "Document Shares", "Contracts", "Secure Messages", "Address Book", "Bulk SMS", "Settings", "Account Information", "Users", and "Reports". A red arrow labeled "1" points to the "Documents" folder in the tree.

Documents: This section is currently empty, showing "Documents in this folder". A red arrow labeled "2" points to the "New Document" button in the options bar at the bottom right.

Options Bar: The options bar at the bottom contains several buttons: "Delete Selected Folder", "Create a New Folder", "Rename Selected Document", "Delete Selected Documents", and "New Document".

Step 5:

Under the "Document Information" screen –

1. Indicate if you wish to upload a single or multiple documents and then click "Browse". You do not have to type in a document name.
2. Select the document from your computer drive you wish to upload

The image shows a software interface for document upload. The main window is titled "Document Information" and contains the following elements:

- A header bar with a document icon and the title "Document Information".
- A sub-header: "Please specify the following".
- An "Upload Type" section with two radio buttons:
 - I want to upload a single document
 - I want to upload multiple documents
- Input fields for "Document Name:" and "Document Path:".
- A "Browse" button.

A red arrow labeled "1" points to the "Document Name" field.


Below the main window is a file selection dialog box titled "Please select the file you wish to upload". It contains:

- A "Look in:" dropdown menu set to "Temp".
- A list of files: "Test Doc 1", "Test Doc 2", "Test Doc 3", and "Test Doc 4".
- A red arrow labeled "2" pointing to "Test Doc 1".
- A "File name:" input field.
- A "Files of type:" dropdown menu set to "PDF Files (*.pdf)".
- "Open" and "Cancel" buttons.

At the bottom of the main window is an "Options" section.

Step 6:

The document name and the document path will be displayed, then click "Upload File"

 **Document Information**

Please specify the following

Upload Type : I want to upload a single document
 I want to upload multiple documents

Document Name :

Document Path :

Options



Step 7:

The new document will be displayed under "Documents"
To see the document information, click on the document name
and the document information will be displayed.

Folder List	Documents	Document Information
Use the tree below to navigate through a [-] VerifyNow.Info [-] Documents [-] General [-] Document Shares [-] Contracts [-] Secure Messages [-] Address Book [-] Bulk SMS [-] Settings [-] Account Information [-] Users [-] Reports	Documents in this folder Test Doc 1 .pdf	Use the fields below to view the file information Document Number : AAAAS1TD Document Name : Test Doc 1 .pdf Document Type : Document Document Size : 43885 bytes Number of Pages : 2 pages Date Created : 2005/08/04 01:17:22 PM Date Edited : 2005/08/04 01:17:22 PM Date Last Viewed : 2005/08/04 01:17:22 PM Last Viewed by : P. Johnson Status : Document is not verified. Signatures : Document is unsigned Security : View Document Security Sharing : View Document Shares Notifications : View Document Notifications Public Access : View Document Access
Options Delete Selected Folder Create a New Folder	Options Selected Documents New Document	Options Send as Contract Send as Attachment Download Document Sign Document