



Simplifile Integration Procedures Documentation

1.0 Simplifile Integration with eFileCabinet

Approved by Benoy Tamang on 6/19/2014

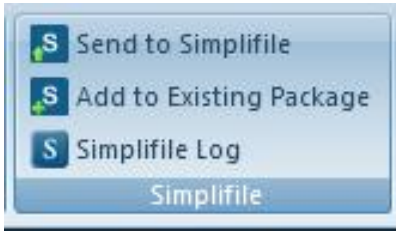
Introduction

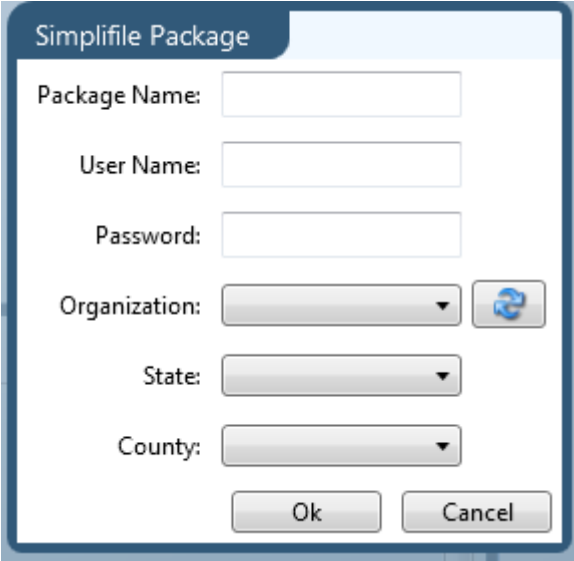

Simplifile Integration is available as an add-on for eFileCabinet desktop users. It is used to easily upload PDF documents (typically related to real estate, such as titles, deeds, mortgages, etc.) from eFileCabinet to the Simplifile website for review and processing. Once the document package has been processed, eFileCabinet identifies the processed file and automatically downloads it into the folder as a .TIFF file.

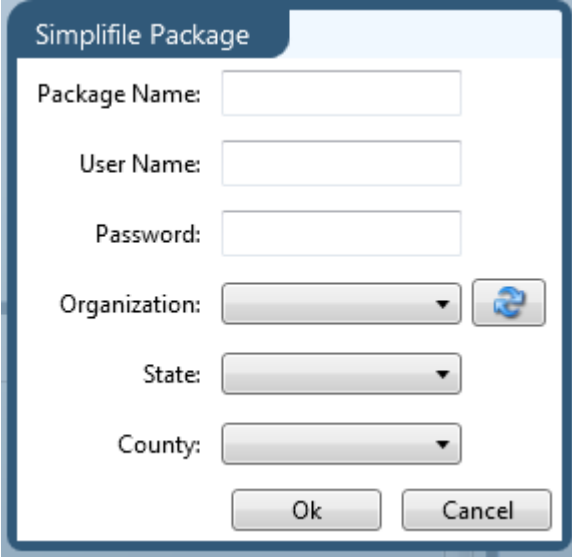
What is Simplifile?

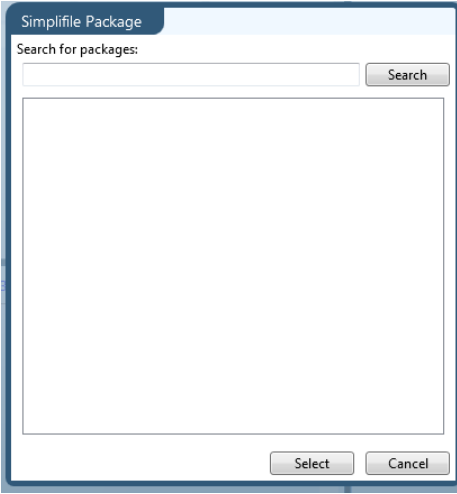
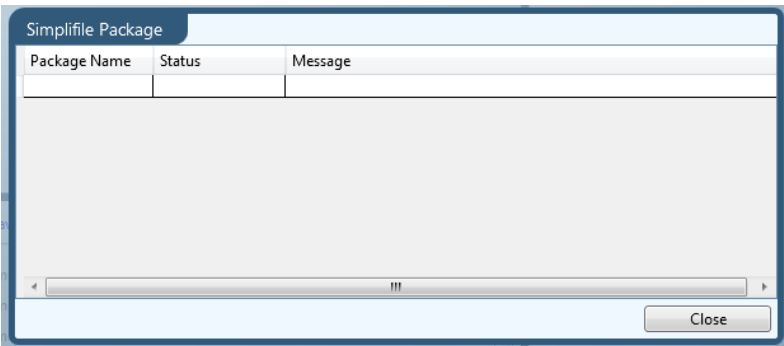
Simplifile is a third-party company that specializes in e-recording deeds, mortgages, titles, and other documents (and document bundles) online. Once documents are submitted for recording, the county or recording jurisdiction receives the documents electronically for processing and reviews the documents for accuracy. After review and approval, documents are processed, stamped, and officially recorded with the county and put on public record.

Process

Step	Action
1	<p>Once the Simplifile Integration Add-On has been purchased, the Simplifile Selection Box will be added to your eFileCabinet toolbar.</p>  <p>There are three actions available to choose from:</p> <ul style="list-style-type: none">• Send to Simplifile• Add to Existing Package• Simplifile Log

Step	Action
2	<p>Send to Simplifile</p> <p>To send a file to Simplifile, open the appropriate cabinet and drawer in eFileCabinet.</p> <p>Click Send to Simplifile from the Simplifile Selection Box.</p> <p>The Simplifile Dialog Box will appear.</p>  <p>Type the Package Name.</p> <p>Enter your Simplifile User Name and Password.</p>
3	 <p>Refresh the screen by clicking on the blue circular arrows at the top left of the screen. This will populate the dropdown choices.</p>

Step	Action
4	 <p>Still in the Simplifile Dialog Box, select the Organization, State, and County, and press Ok.</p>
5	<p>Once the package has been sent, you will receive a successful package upload message.</p> <p>The package will now be generated in the Simplifile website.</p>

Step	Action
6	<p>Add to Existing Package Once a package is sent, you may add to an existing package by clicking on that option in the Simplifile toolbar. The following dialog box will appear:</p>  <p>Type the name of the package and click Search. Possible matches will be listed in the box.</p> <p>Highlight the correct package and click Select.</p>
7	<p>Simplifile Log To check the status on any package, select Simplifile Log from the toolbar.</p> <p>The following dialog box will appear, populated with any outstanding packages and their status.</p>  <p>Note: If for any reason a package upload has failed, a message will also appear with the reason for failure.</p>



Summary

The Simplifile Integration adds value to eFileCabinet customers as it is an efficient way to process the e-recording of large and important real estate documentation quickly and easily.

To purchase Simplifile eFileCabinet Integration, call Sales at 877-574-5505.

Document Revision History

Date	Author	Comments
6/18/14	K McQuivey	