



Sharing a Document

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 :

Email :

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.](#)

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"

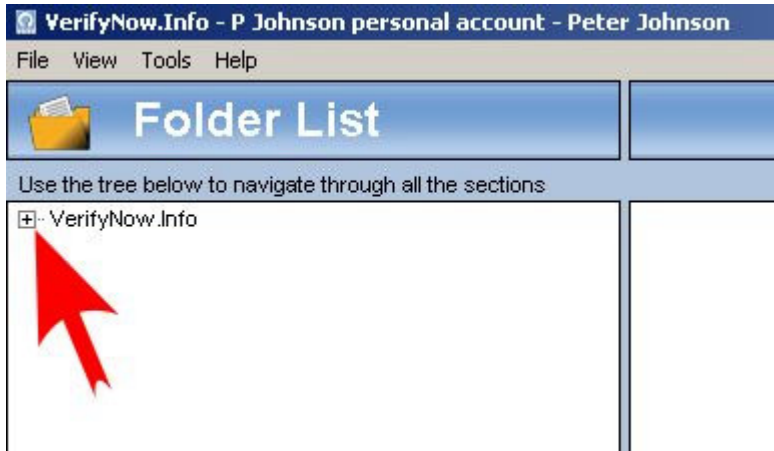
Second Password

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

Step 3:

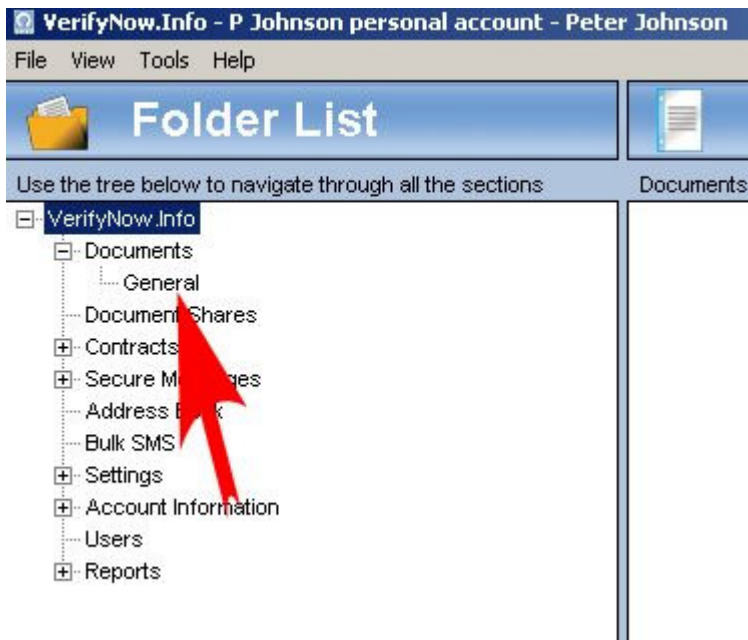
Expand the tree by clicking on the “+” next to “Verifynow.Info”



Step 4:

Expand the tree by clicking on the “+” next to “Documents”

Click on folder where document is located



Step 5:

Under the "Documents" – select the document you wish to share

The screenshot shows a web application interface for a personal account. At the top, a blue header bar contains the text "VerifyNow.Info - P Johnson personal account - Peter Johnson". Below this is a navigation menu with "File", "View", "Tools", and "Help". The main content area is split into two panels. The left panel, titled "Folder List", contains a tree view of the account structure. The right panel, titled "Documents", displays a list of documents in the current folder, with a red arrow pointing to the document "Test Doc 1.pdf".

VerifyNow.Info - P Johnson personal account - Peter Johnson

File View Tools Help

Folder List

Use the tree below to navigate through all the sections

- [-] VerifyNow.Info
 - [-] Documents
 - General**
 - [-] Document Shares
 - [+] Contracts
 - [+] Secure Messages
 - [-] Address Book
 - [-] Bulk SMS
 - [+] Settings
 - [+] Account Information
 - [-] Users
 - [+] Reports

Documents

Documents in this folder

- [-] Test Doc 1 .pdf

Step 6:

**The Document Information will be displayed –
Click on “Send as Attachment”**

Personal account - Peter Johnson


Documents in this folder: Test Doc 1 .pdf

Document Information

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: [Selected Documents] [New Document] [Send as Contract] [Send as Attachment] [Download Document] [Sign Document]



Step 7:

**The Secure Message screen will be displayed –
Click on “Browse for Contacts”**

The image shows a 'Secure Message' dialog box with the following fields and content:

- Title Bar:** Secure Message
- Instruction:** Use the fields below to view or edit the message information
- From:** VerifyNow.Info
- To:** Browse for Contacts (highlighted with a red arrow)
- Subject:** Sending message: Test Doc 1 .pdf,
- Attach...:** Test Doc 1 .pdf (43.88kb)
- Add Attachments:** Add Attachments
- Message:** (Large empty text area)
- Options:** Cancel Message, Send Message

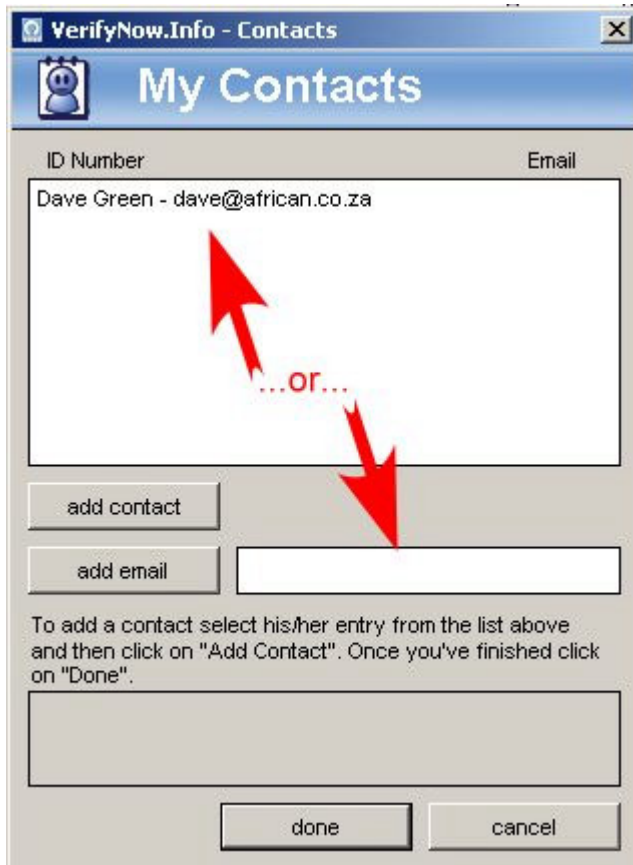
Step 7:

Your Address Book will be displayed –

Click on the name you wish to send the document to

Or

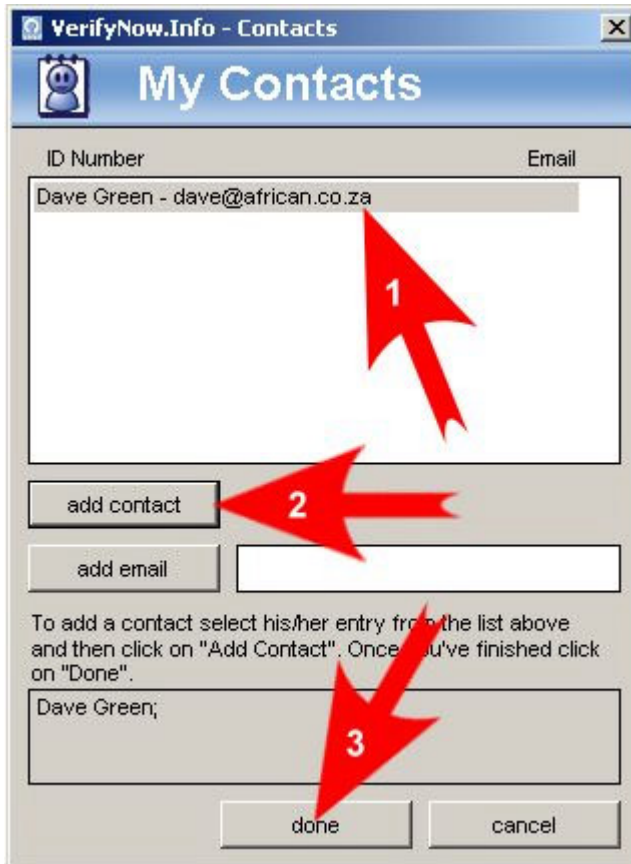
Enter an e-mail address



Step 8:

The steps are as follows –

1. Select the name of the contact or type in e-mail address
2. Click on "add contact"
3. Click "done"



Step 8:

- 1. Write your message**
- 2. Send the message**

The screenshot displays a 'Secure Message' window. At the top, there is a blue header with an envelope icon and the text 'Secure Message'. Below the header, a light blue bar contains the instruction: 'Use the fields below to view or edit the message information'. The main content area is white and contains the following fields:

- From:** VerifyNow.Info
- To:** Dave Green; Below this field is a button labeled 'Browse for Contacts'.
- Subject:** Sending message: Test Doc 1 .pdf, Below this field is a button labeled 'Add Attachments'.
- Attach...:** Test Doc 1 .pdf (43.88kb) Below this field is a button labeled 'Add Attachments'.

The 'Message:' field is a large text area containing the text: 'Hi Dave, This is the document we discussed.' A red arrow with the number '1' points to the text area. At the bottom right of the message area, another red arrow with the number '2' points towards the 'Send Message' button.

At the bottom of the window, there is a grey bar labeled 'Options' on the left. On the right side of this bar are two buttons: 'Cancel Message' and 'Send Message'.