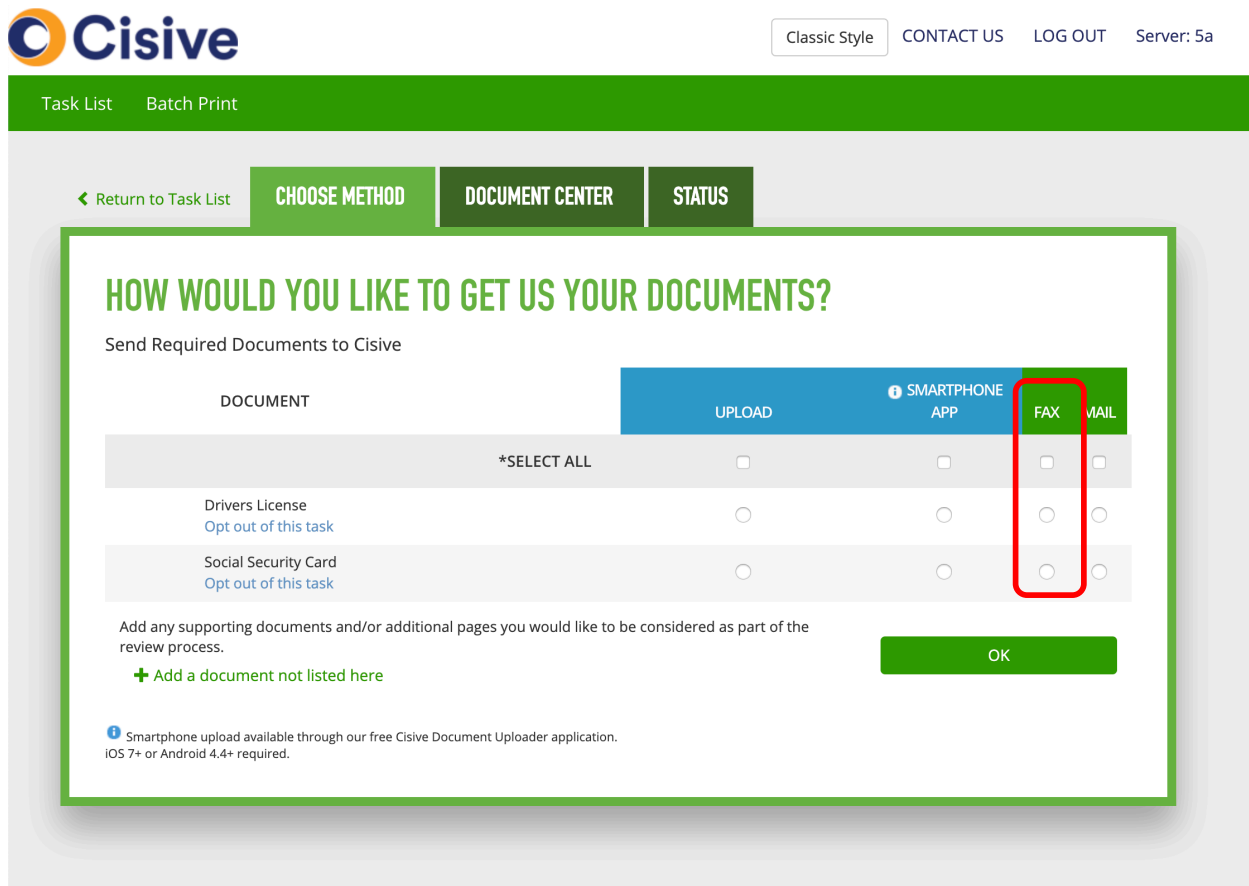


Fax Process

How it works: The Document Upload Portal

- Once you click on the task to supply documents, you will be directed to the **Document Upload Portal**.



The screenshot shows the 'Choose Method' tab in the Cisive Document Upload Portal. The page title is 'HOW WOULD YOU LIKE TO GET US YOUR DOCUMENTS?' and the subtitle is 'Send Required Documents to Cisive'. There are four tabs: 'CHOOSE METHOD', 'DOCUMENT CENTER', and 'STATUS'. The 'CHOOSE METHOD' tab is active. Below the tabs is a table with columns: DOCUMENT, UPLOAD, SMARTPHONE APP, FAX, and MAIL. The 'FAX' column is highlighted with a red box. The table contains three rows: '*SELECT ALL', 'Drivers License', and 'Social Security Card'. Each row has radio buttons under the 'UPLOAD', 'SMARTPHONE APP', 'FAX', and 'MAIL' columns. Below the table is a green 'OK' button. At the bottom, there is a note about smartphone upload availability.

DOCUMENT	UPLOAD	SMARTPHONE APP	FAX	MAIL
*SELECT ALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drivers License Opt out of this task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social Security Card Opt out of this task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

OK

Smartphone upload available through our free Cisive Document Uploader application. iOS 7+ or Android 4.4+ required.

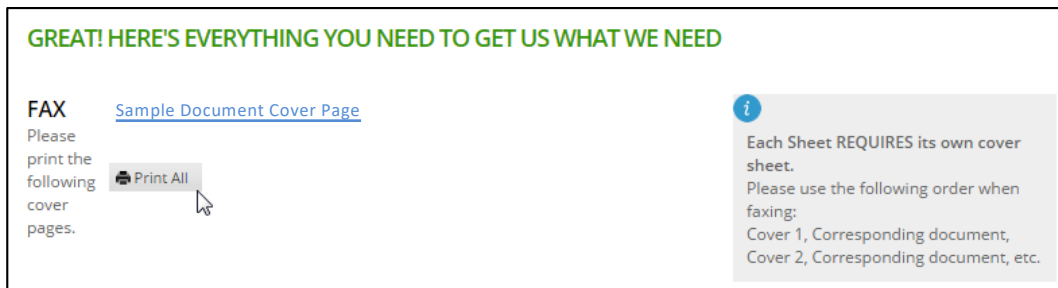
- In the **Choose Method** tab, you can select how each document will be supplied. For each document you would like to fax, select the button under the fax column.



Fax Process

How it works: The Document Upload Portal

- Once the method is selected, the **Document Center** tab of the portal gives instructions to print fax cover sheets. Each document which was selected under the fax option will be listed in the document center tab.
- You may select the cover pages individually or print them at once with the **Print All** button.



- Each document will generate a unique cover sheet. Cover sheets will be presented as PDF documents for you to print.
- Prior to faxing, pair your documents with their corresponding cover sheet (inserting the cover sheets as the first page).
- Next, fax your documents to the number listed on the supplied cover sheet.
- Once faxed, the document will be processed by Cisive and the status listed in the **Status** tab will be update to complete (allow 10 – 20 minutes)