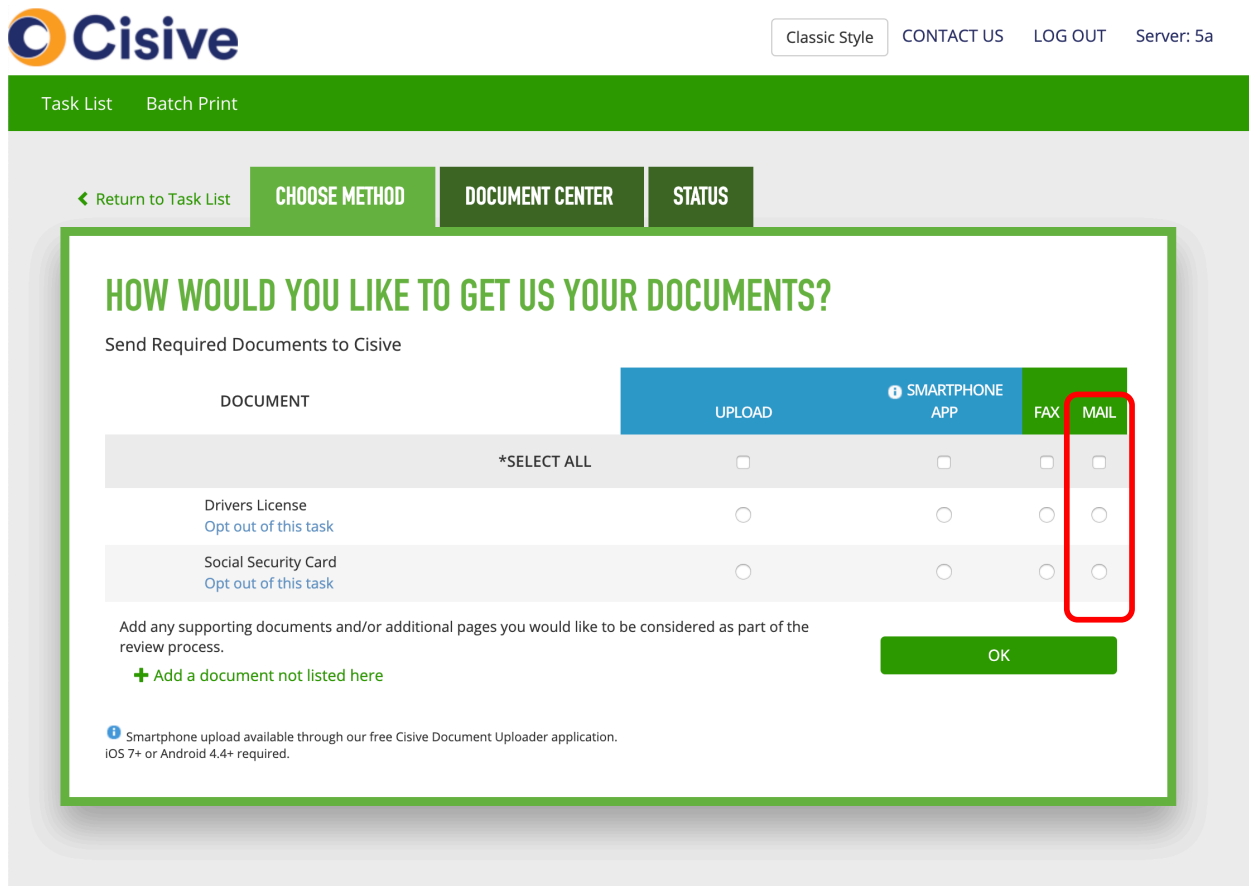


Mail Process

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 'Document Upload Portal' interface. At the top, there is a navigation bar with the Cisive logo, 'Classic Style', 'CONTACT US', 'LOG OUT', and 'Server: 5a'. Below this is a green header with 'Task List' and 'Batch Print'. The main content area has a breadcrumb trail: '< Return to Task List' followed by three tabs: 'CHOOSE METHOD' (active), 'DOCUMENT CENTER', and 'STATUS'. The central panel is titled 'HOW WOULD YOU LIKE TO GET US YOUR DOCUMENTS?' and contains the text 'Send Required Documents to Cisive'. It features a table with columns for 'DOCUMENT', 'UPLOAD', 'SMARTPHONE APP', 'FAX', and 'MAIL'. The 'MAIL' column is highlighted with a red box. The table lists three document types: '*SELECT ALL', 'Drivers License', and 'Social Security Card'. Below the table, there is a note about supporting documents and an 'OK' button.

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"/>

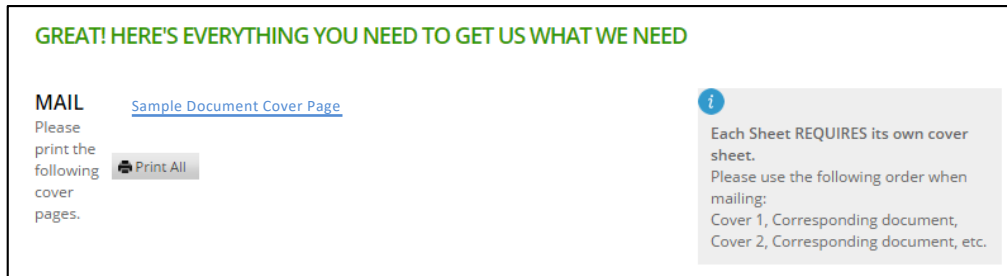
- In the **Choose Method** tab, you can select how each document will be uploaded. For each document you would like to mail, select the option under the Mail column.



Mail Process

How it works: The Document Upload Portal

- Once the mail option is selected, the **Document Center** tab of the portal gives instructions to print cover sheets. Each documented which was selected under the mail 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 mailing, pair your documents with their corresponding cover sheet (inserting the cover sheets as the first page).
- Next, mail your documents to the address listed on the supplied cover sheet.
- Once the mail is received, the document will be processed by Cisive and added to the **Status** tab and the request is considered complete.