



SecureDocs

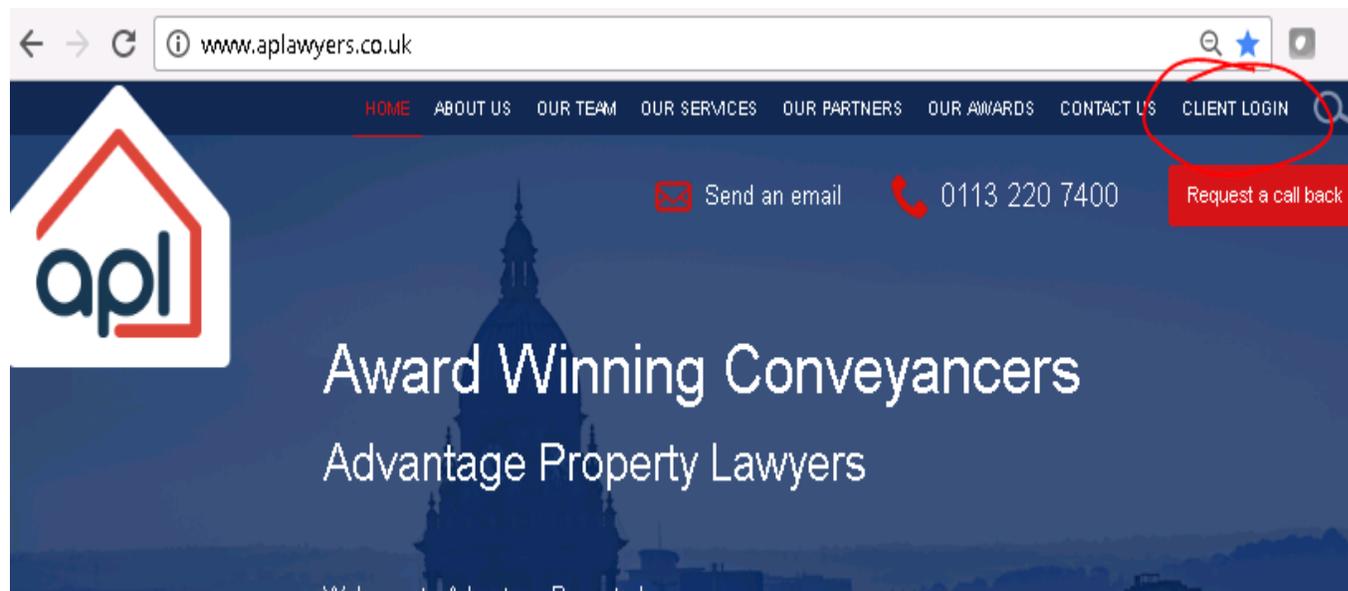
User Guide

Accessing the SecureDocs Portal



The portal can be accessed via either

- the link in the Notification sent to the client or
- the CLIENT LOGIN button on the Advantage Property Lawyers website

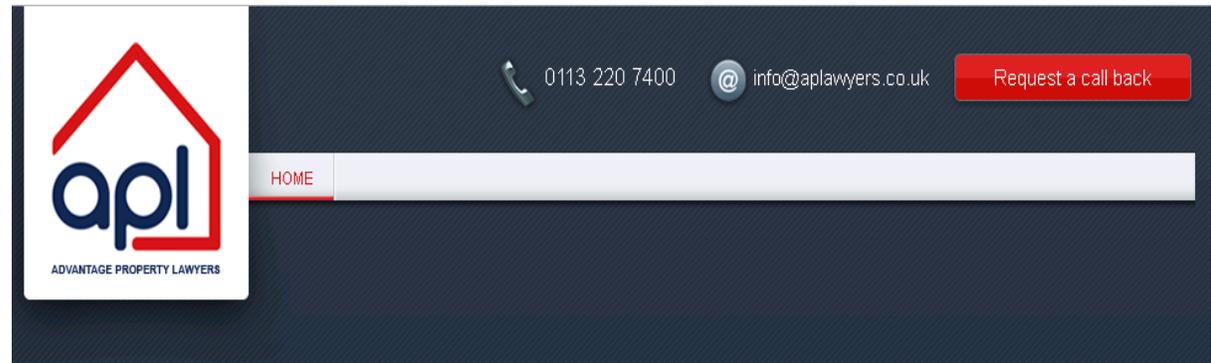


Logging In



The user ID is the client's matter number

The password is randomly generated and sent to the client via secure SMS



Document Approval Login

Case Number:

Password:

Login

Viewing Documents

Once logged in the client will be able to see a list of all available documents

A document can be viewed by clicking anywhere on the line for that document

It will be clear from the document description which documents need to be printed and returned

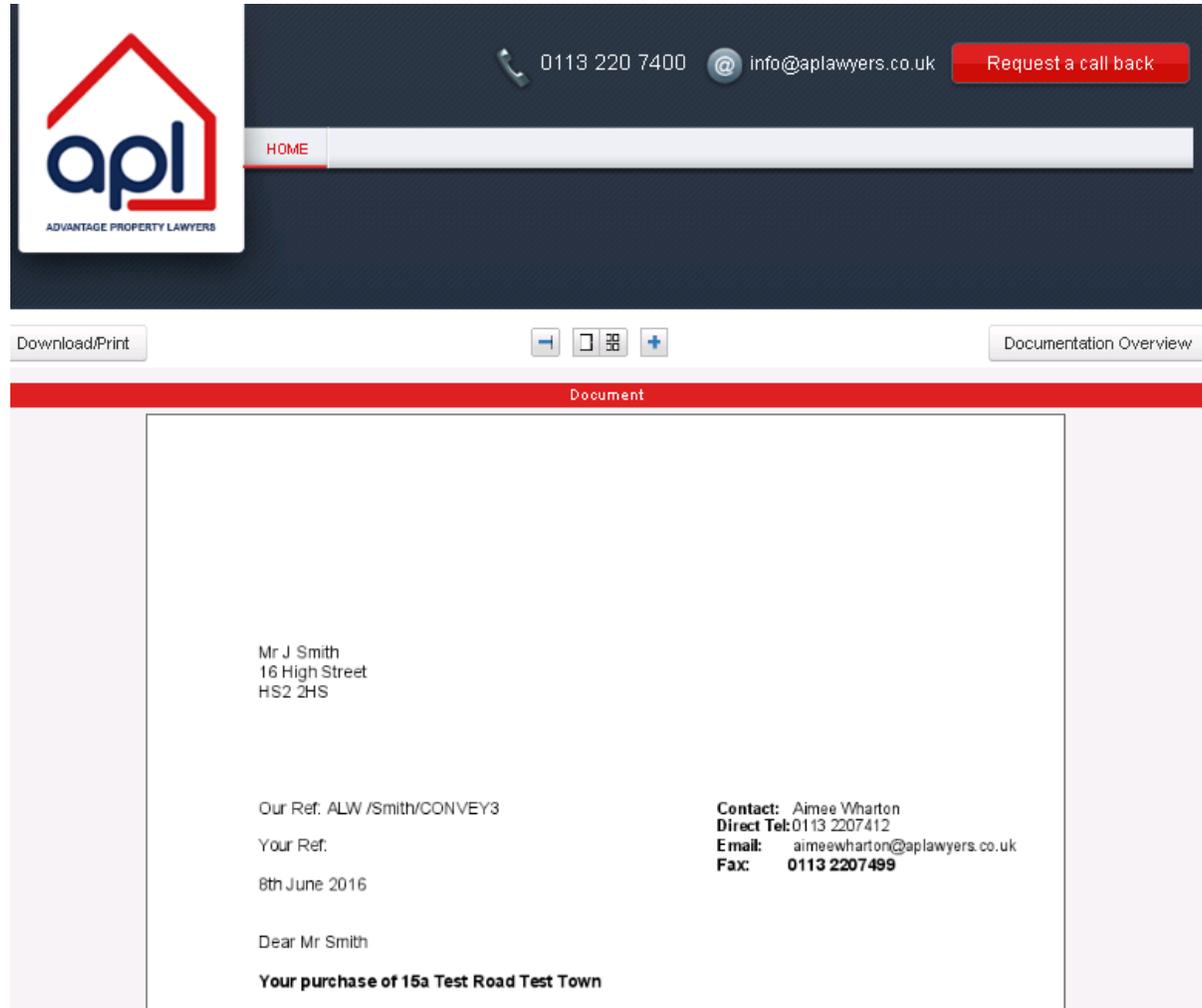


The screenshot displays the client portal interface. At the top left is the 'apl' logo. To the right, contact information includes a phone icon with the number '0113 220 7400', an email icon with 'info@aplayers.co.uk', and a red 'Request a call back' button. A navigation bar contains a 'HOME' link. A 'Logout' button is located in the top right corner of the document list area.

Details	Posted date	Document Status	Document
Subject: Smith - 15a Test Road, LS7 3JB - Our Ref: CONVEY3 -- For : zCompletion Statement - Purchase	09/03/2016	Document Viewed only	
Attachment to above outgoing e-mail zCompletion Statement - Purchase.doc	09/03/2016	Document Viewed only	
Subject: zCompletion Statement - Purchase -- For : Test from linked action	09/03/2016	Document Viewed only	
Attachment to above outgoing e-mail 03250507.doc	09/03/2016	Document Viewed only	
Subject: Smith - 15a Test Road, LS7 3JB - Our Ref: CONVEY3 -- For : zCompletion Statement - Purchase	10/03/2016	Document Viewed only	
Attachment to above outgoing e-mail zCompletion Statement - Purchase.doc	10/03/2016	Document Viewed only	
Subject: Smith - 15a Test Road, LS7 3JB - Our Ref: CONVEY3 -- For : zCompletion Statement - Purchase	10/03/2016	Document Viewed only	
Attachment to above outgoing e-mail zCompletion Statement - Purchase.doc	10/03/2016	Document Viewed only	
Subject: Smith - Test Road, LS11 5DQ - Our Ref: CONVEY3 -- For : zCompletion Statement - Purchase	20/04/2016	Document Viewed only	
Attachment to above outgoing e-mail zCompletion Statement - Purchase.doc	20/04/2016	Document Viewed only	

Printing and Downloading Documents

Documents can be saved to the client's personal computer or printed by clicking on the Download/Print button



The screenshot displays the Advantage Property Lawyers (apl) website interface. At the top, there is a dark navigation bar with the apl logo on the left, contact information (0113 220 7400 and info@aplayers.co.uk) in the center, and a red 'Request a call back' button on the right. Below the navigation bar is a white 'HOME' button. The main content area features a 'Download/Print' button on the left and a 'Documentation Overview' button on the right. A red header bar labeled 'Document' is positioned above the document content. The document text includes:

Mr J Smith
16 High Street
HS2 2HS

Our Ref. ALW /Smith/CONVEY3
Your Ref.
8th June 2016

Dear Mr Smith

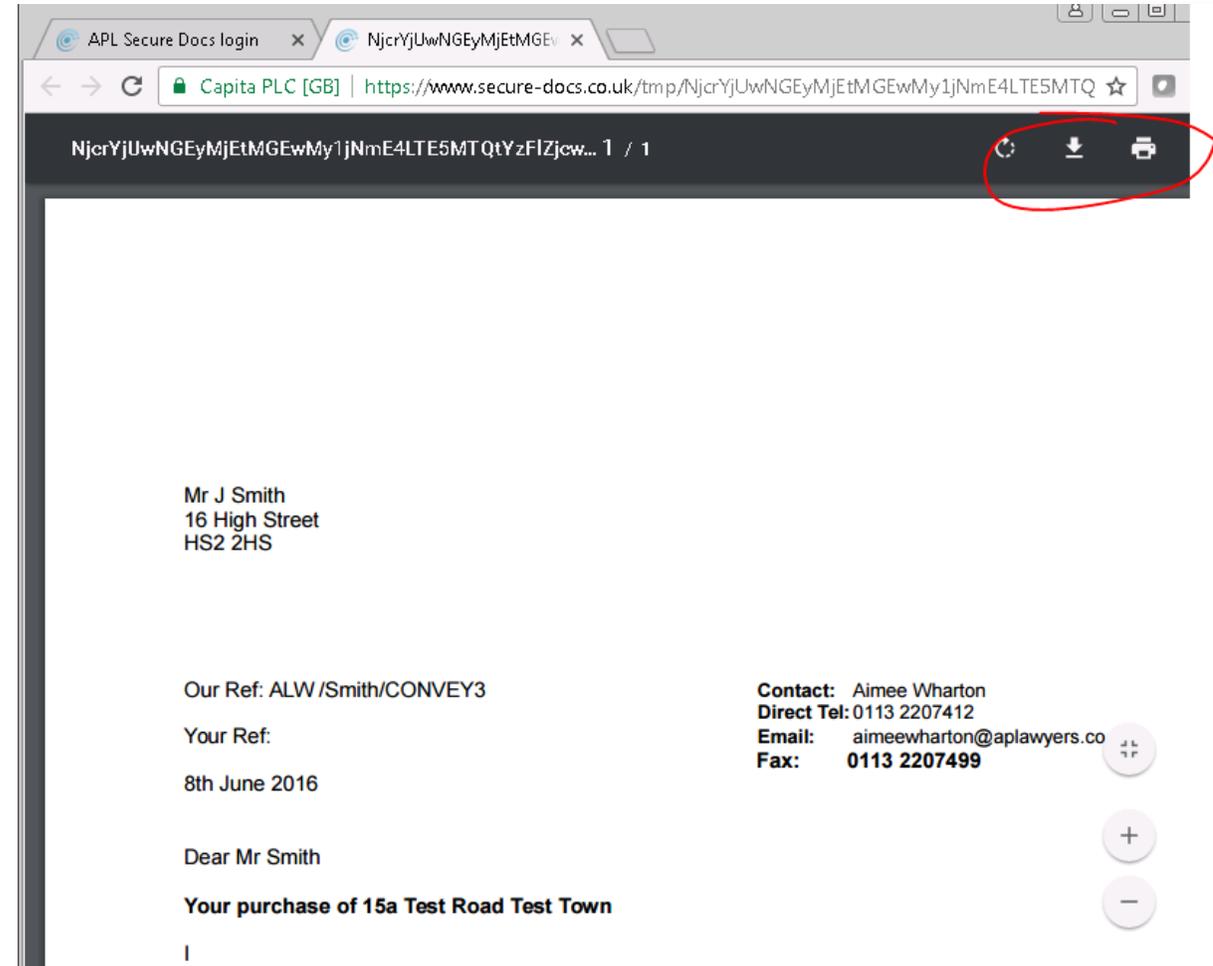
Your purchase of 15a Test Road Test Town

Contact: Aimee Wharton
Direct Tel: 0113 2207412
Email: aimeewharton@aplayers.co.uk
Fax: 0113 2207499

Printing and Downloading Documents



The document will open in a new tab and the PDF toolbar will appear in the top right



Printing and Downloading Documents



To return to the main site
click on the APL Secure Docs
Login Tab

The Document Overview
button will return you to the
full list of documents
available

A screenshot of a web browser displaying a secure document viewer. The browser's address bar shows the URL 'https://www.secure-docs.co.uk/tmp/NjcrYjUwNGEyMjEtMGEwMy1jNmE4LTE5MTQ'. The document content includes the recipient's name and address: 'Mr J Smith, 16 High Street, HS2 2HS'. It also shows reference information: 'Our Ref: ALW/Smith/CONVEY3', 'Your Ref:', and the date '8th June 2016'. The salutation is 'Dear Mr Smith' and the subject is 'Your purchase of 15a Test Road Test Town'. On the right side, contact information for Aimee Wharton is provided: 'Contact: Aimee Wharton, Direct Tel: 0113 2207412, Email: aimeewharton@aplawyers.co, Fax: 0113 2207499'. At the bottom right, there are three circular navigation buttons: a zoom-in button (+), a zoom-out button (-), and a refresh button (circular arrow). A red circle highlights the refresh, download, and print icons in the browser's toolbar.