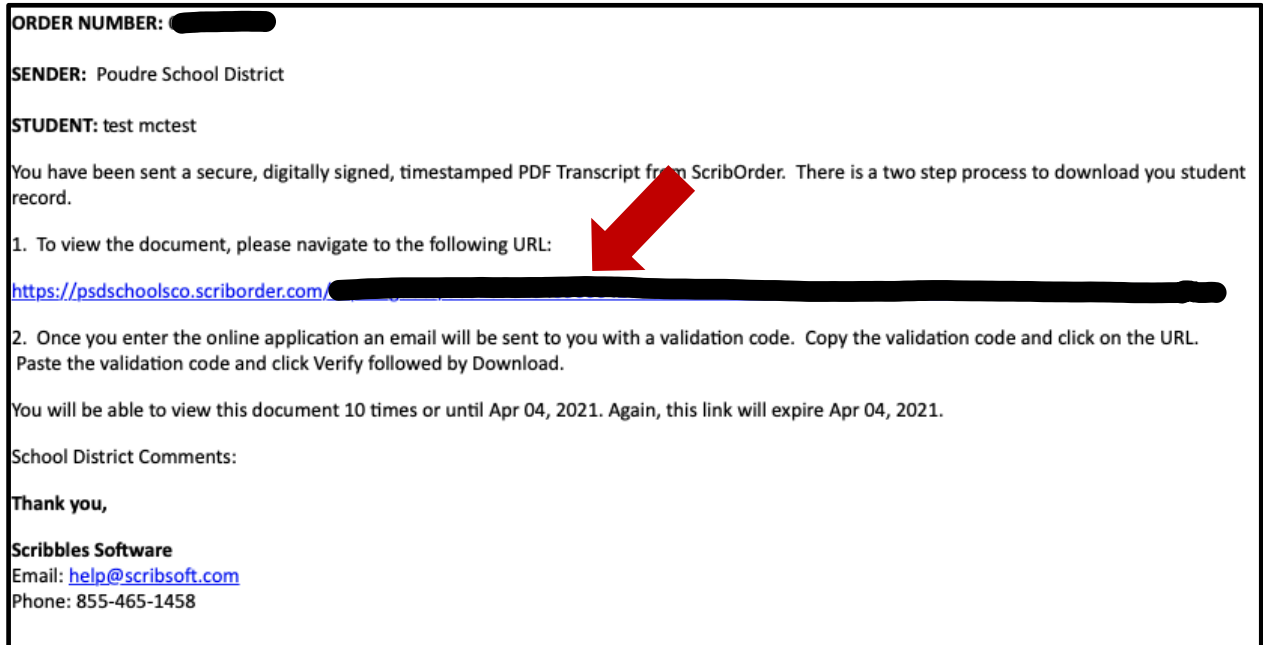
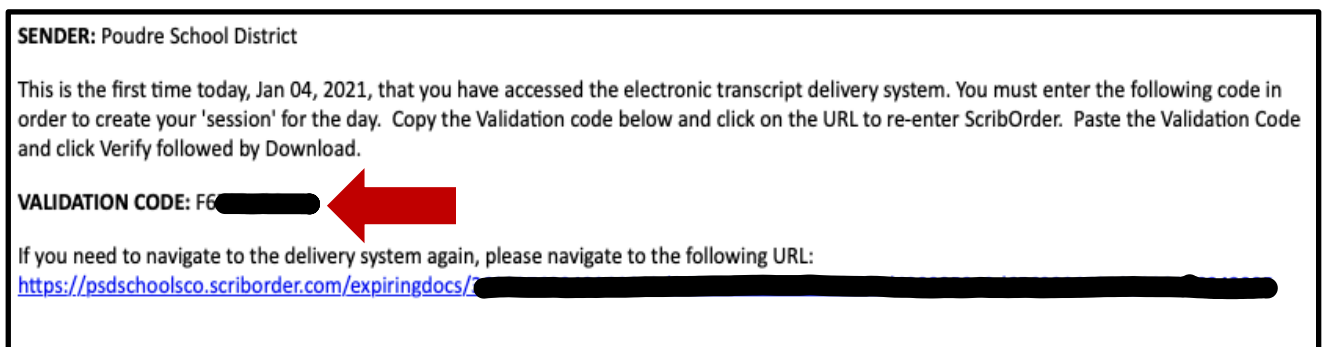


How-To Retrieve Documents from ScribOrder

1. You will get an email from scribonline@scribsoft.com with instructions on how to retrieve your records.



2. Click or copy and paste the URL from your email to a web browser.
3. Once you click the link/open the web page, an email will automatically be sent to you with a “validation code.” If you do not get a second email with the validation code, check your junk mail or click the “Send New Code” button.



4. Input the code that was emailed to you and click “Verify.”
5. **You will receive a separate email for each document sent.** You should not need to re-enter the validation code if opening each email right away. The same code will open all documents in that order. Click “Download.” This will open the document and you will be able to print or save a copy.

Note: You will be able to view the document 10 times without saving or until the expiration date given in your email.

