

## Download the E-Closing “File Uploader” Software

The “**File Uploader**” setup program installs the software to allow you to create folders that provides a location for your office scanner to store bar-coded documents sent via a secure Cloud connection to E-Closing.

- This feature can be added to one single user’s computer or multiple computers as desired.
- Prior to downloading the E-Closing “**File Uploader**” software your office/IT Department will set up the scan destination on your company scanner and determine the destination folder for the documents to be saved on.

**Note:** To create a destination folder, proceed to “**Creating Destination Folders**”

- The “**File Uploader**” software is accessed from your computer “**Start-Up Menu**”, or may be added as a “**Desktop Icon**” or pinned to the “**Task Bar**” for easy access.

**Note:** Proceed to, “**Creating a Desk Top Icon or Task Bar Pin**” to set up the Desk Top icon or pin the icon to your computer Task Bar.

### Follow the steps below to install the E-Closing File Uploader Software:

1. From the White Board “**Back Office**” menu > “**Document Menu**” > “**Download File Uploader Software**”

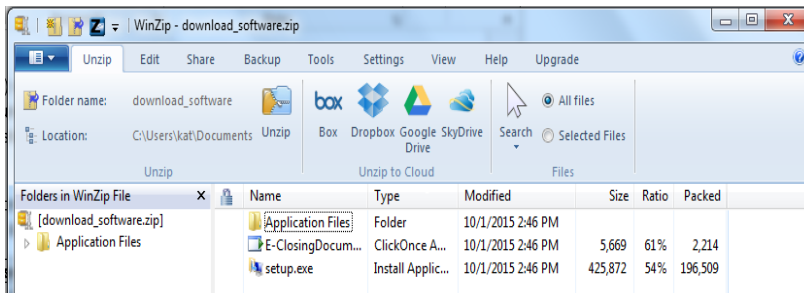
Result, “**Download File Uploader Software**” screen appears

- a. Choose your computer platform by clicking the appropriate radio button
  - Apple Macintosh (Must be Mavericks (10.9.5) or newer)
  - Microsoft Windows
- b. Click the, “**Download Software**” button

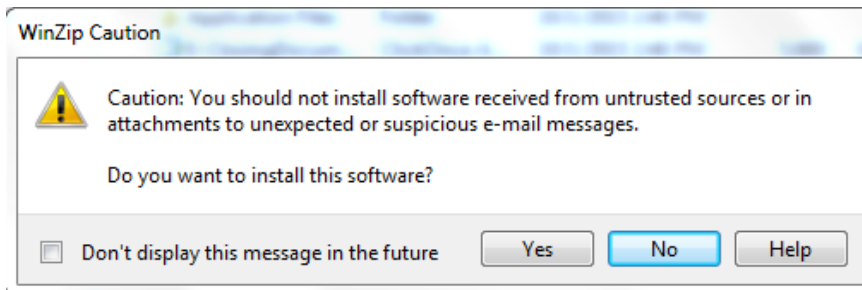
2. Result, “**WinZip-download\_software.zip**” window opens

**Note:** Follow prompts “a. – f.” to Install Application, “**E-Closing Uploader**”

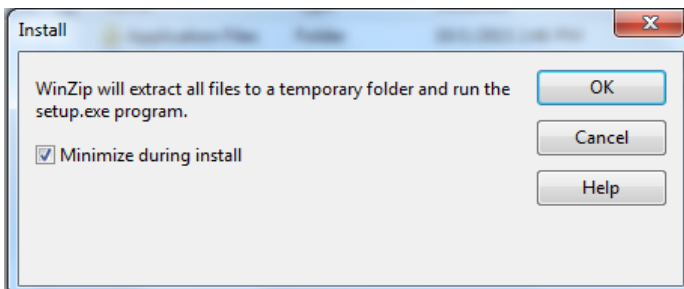
- a. Double click, “**setup.exe (Install Application)**” option



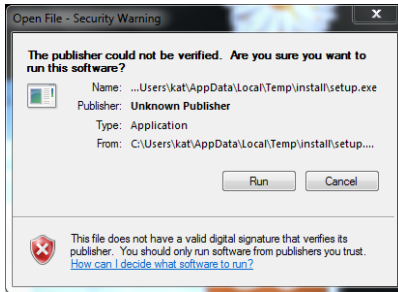
- b. Result, “**WinZip Caution**” box opens > Click, “**Yes**”



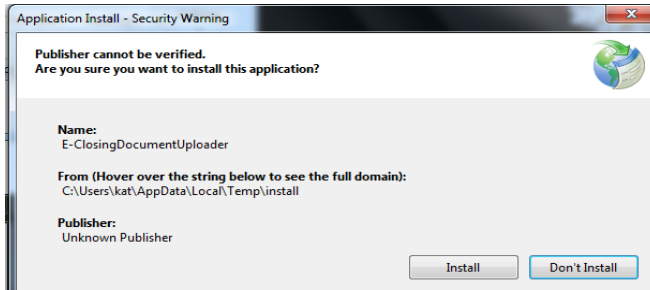
- c. Result, “**Install**” box opens > click, “**OK**”



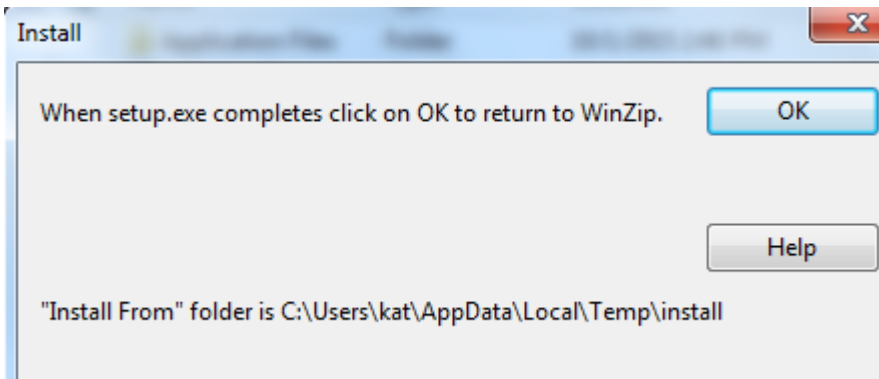
d. Result, “Open File – Security Warning” box opens > click, “Run”



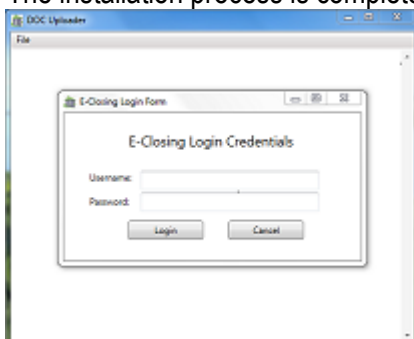
e. Result, “Application Install – Security Warning” box opens > click, “Install”



f. Result, “Install” box opens > click, “OK”



3. Result, “E-Closing Log On Credential box” opens > enter “User Name” and “Password” > click “Login”  
The installation process is complete, proceed to “Creating Destination Folders”



## Creating Destination Folders

Once the “Document Uploader” software has been installed on your computer(s), the next step is to create a file as the designated location to move the scanned document(s) to E-Closing Cloud storage.

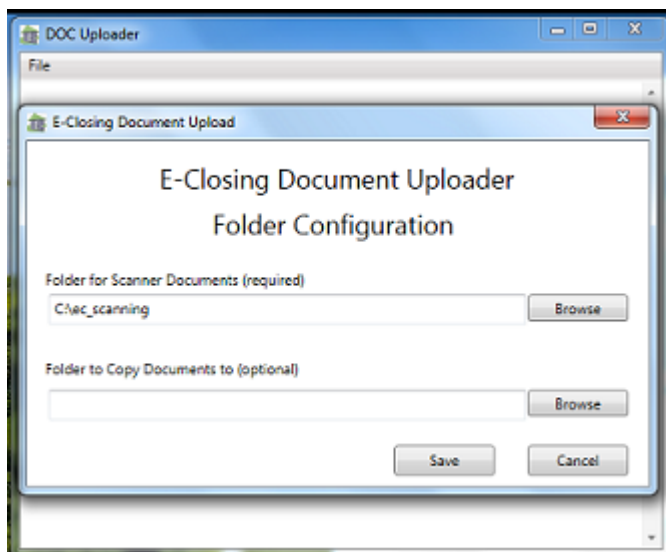
The first folder to be created is the location of the application that moves the documents to E-Closing. Within this folder, a series of folders will be automatically created; one folder for each day of the week. Scanned documents will be saved in the designated file for one week before being deleted. An optional back up folder may be created as well.

### Follow the steps below to create your E-Closing destination folder:

1. Enter the location of the destination folder in the field, “**Folder for Scanner Documents (required)**” > click, “**Save**”

**Note:** The default location, “**C:\ec\_scanning**” can be used or the user can browse to find a location within their computer network.

1.1. The “**Folder to Copy Documents to (optional)**” field is discretionary and can be used if a backup folder is desired



## Creating a Desk Top Icon or Task Bar Pin

For easy access of the E-Closing Document Uploader software you may create a Desk Top Icon or a Task Bar Pin.

### Follow the steps below to create a Desk Top Icon:

1. Open the Start Menu, hover cursor over, “**E-Closing Document Uploader**” option
2. Left click and hold down on mouse and drag to the Desk Top, release left mouse button

### Follow the steps below to create a Task Bar Pin:

1. Open the Start Menu, hover cursor over, “**E-Closing Document Uploader**” option
2. Right click mouse and select, “**Pin to Task Bar**”