



Access Your Documents Anytime, Anywhere

Now you can go paperless with the complete online document management and storage solution.

DOCBOX™ HIGHLIGHTS

ACCESS YOUR DOCUMENTS ANYTIME, ANYWHERE

If you can get Internet access, you can access your files.

EASILY & SECURELY SHARE DOCUMENTS

Easy to share documents with your assistant, team, clients or service providers.

GO MOBILE WITH DOCBOX2GO

You don't need to take your files or your computer, you can access them at www.DocBox2Go.com on your SmartPhone.

UNLIMITED STORAGE

Save your most important files electronically at our secure location. Never worry about storage space or paper files again.

TOLL FREE FAX NUMBERS

All faxing is toll free in and out of the system.

EASILY MAKE NOTES & COMMENTS

The markup tool lets you use a pencil, line, circle, highlight or sticky note to edit comments.

Everything You Need in One Easy Solution

DocBox gives you the power to easily organize your listing, sale, lease and other business files.

Reduce Business Risk The system records virtually all activity to automatically create an audit trail.

Easy To Get Documents Into the System

Fax, upload, email or even "print" documents into the system.

Branded Communications

All communications sent through DocBox can contain your contact information, broker logo and photo.

Bulk Discounts Available

Associations, brokerages and office teams can save with our bulk pricing.

Off-Line Archiving Transaction files and documents can be archived to an indexed PDF file. Files can easily be saved to a local drive and copied to CD or DVD.

E-Signature Integration

Totally intergrated with Authentisign, our easy e-signature solution.

DocBox can be purchased as an individual package or as part of our complete suite of products.



Online Forms

Document Management

Internet Faxing

Transaction Management

SmartPhone Access

Digital ESignings

All services are available individually or together as

ONE PROGRAM, ONE INTERFACE AT ONE LOW PRICE



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DocBox Gives You Everything You Need in One Easy Solution. Dare to Compare.

Description	DocBox	Compare	Compare
Unlimited document storage for listing, sale and lease files - Save signed forms & third party documents in transaction files.	✓		
Transaction documents retained for legal retention period In your state.	✓		
Create an unlimited number of custom folders for other files (My Folders).	✓		
Email and fax documents directly from system.	✓		
Unlimited toll free faxing within the Continental U.S. and Canada - both inbound and outbound faxing.	✓		
Fax, upload or email signed forms and third party documents directly into transaction files.	✓		
Includes DocBox Printer - Print documents into system using virtual printer.	✓		
Includes InstanetFax and FaxIt, powerful, additional faxing tools.	✓		
Share files and folders with partners, assistants, teams, staff, entire office, entire company, etc.	✓		
Includes DocBox2Go -Mobile/Smartphone access to all your files - view, email and fax documents.	✓		
Built-in PDF tools - markup PDFs, merge PDFs, convert other files to PDFs.	✓		
Create PDF and CD of all documents for clients at close.	✓		
Certify and timestamp documents with Geotrust digital certificate.	✓		
Personal fax number available for inbound documents.	✓		
Fully Integrated with Authentisign E-signature tool.	✓		
Part of the 'One' platform of services.	✓		
DocBox Broker/Brokerage Staff Functions			
Access to audit information for every transaction file in office/company.	✓		
Share custom folders and documents with agents/staff.	✓		
Online Transaction File Review and Compliance Manager included.	✓		
Define mandatory and optional documents needed for any transaction type.	✓		
Document placeholders are automatically added to transaction files to tell agents which documents are required.	✓		
Define who should review each document - staff, broker, both.	✓		
Automated email alert when documents are ready for review.	✓		
Dashboard report shows which documents are ready for review for an entire office at a glance.	✓		
Export Data to Lone Wolf Broker Back Office System.	✓		

FREE Training at www.instanetsolutions.com/docbox/webinars.