

LDD DOCUMENT POSTING AND INFORMATION SHARING

The posting feature allows you to post documents and file share information to the lawyer on the other side of your transaction via the LDD Web site. In addition, if they are users of LDD's RealtiWeb program or would like to become a RealtiWeb user, you can send information from your file to automatically pre-populate their file.

The retrieving firm can retrieve the documents through **LDD WebDocumentRetrieval** or the **RealtiWeb Inbox** and shared file information through the RealtiWeb Inbox. Posting information and documents through LDD WebDocumentRetrieval lets you keep track of your postings including when the other side has downloaded them.

POSTING DOCUMENTS AND SHARING INFORMATION

First, you will post the file information and/or documents from one of the following places in RealtiWeb:

- Merge the document and click POST under the **Share** menu at the top of the screen
- **Right click** on the document in the list and select Post
- **Select several documents** and click Post in the **multiple document** selection area
- **Right click on a document package** and select POST

Note that when you select to post documents, you are prompted as to which, if any, file information you would also like to share with the other side. You can select to post the following information (as relevant to the transaction type):

- All (i.e. all of the information below or individually select)
- Basic
- Purchaser
- Vendor
- Property
- Deposits
- Other Parties

COMMUNICATION WITH THE OTHER SIDE LAW FIRM

You then see if you can **match the firm to which you are posting information/documents** to one of the firms in the LDD database of existing accounts. The firm name and address are displayed. If you find the firm on the list, you will select the firm and then post. However, if you cannot find the firm in the list, you will click on "Unable to Match Lawyer" and LDD will create a new account and password and will send an email to the law firm with this information. LDD also sends this same email to you to let you know that this has been done. LDD encourages you, if you like, to send an independent email to the other side lawyer/contact to tell them that documents have been posted for this file and that they can go to the LDD site to retrieve them.