



Main Features Overview

Access Your Documents Anytime, Anywhere: The DocBox™ service can be accessed from virtually any computer in the world with internet access.

Unlimited Storage: Securely store all your real estate files online.

Easy Document Upload: Documents can be faxed, uploaded or emailed into the system, greatly reducing the need for document scanning.

Unlimited Faxing: Documents can be faxed in or out of the system, at no additional charge.

Reduced Business Risk: The system automatically creates an audit trail. The system records when and by whom documents are created, edited, sent or received. Phone calls can also be manually logged into the system.

Branded Emails and Notifications: Your emails can contain your contact information, brokerage logo and photograph.

Toll Free Fax Numbers: The DocBox™ service provides a toll free fax number for all incoming faxes.

Universal Document Format: Incoming and outgoing fax documents can be converted to PDFs, which allows anyone with the free Adobe Acrobat Reader to view DocBox™ documents.

USPS EPM: Electronic postmarks from the US Postal Service are available to add time stamping and additional security to your documents.

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

Better Business Continuity: All your files will be stored securely online, safe from office theft, fire, flood or natural disaster.

Reduced Office And Off-Site Storage Costs: No more need for off-site file storage. Store dozens of files on a CD or hundreds of files on a DVD.

To learn more about the DocBox, visit www.instanetsolutions.com

To register for DocBox, PLEASE FAX THIS FORM TO CNYIS at 315-457-5884

Instanet DocBox Registration Form

Date _____

Name _____

Company _____

MLXchange User ID _____
(usually the first 6 letters of your first name, first 2 of your last name)

Phone # _____