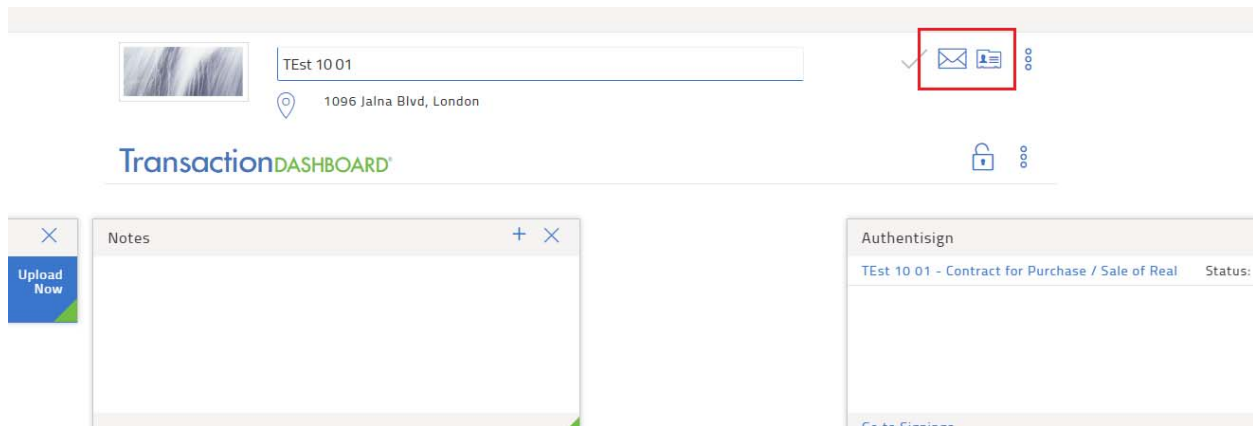


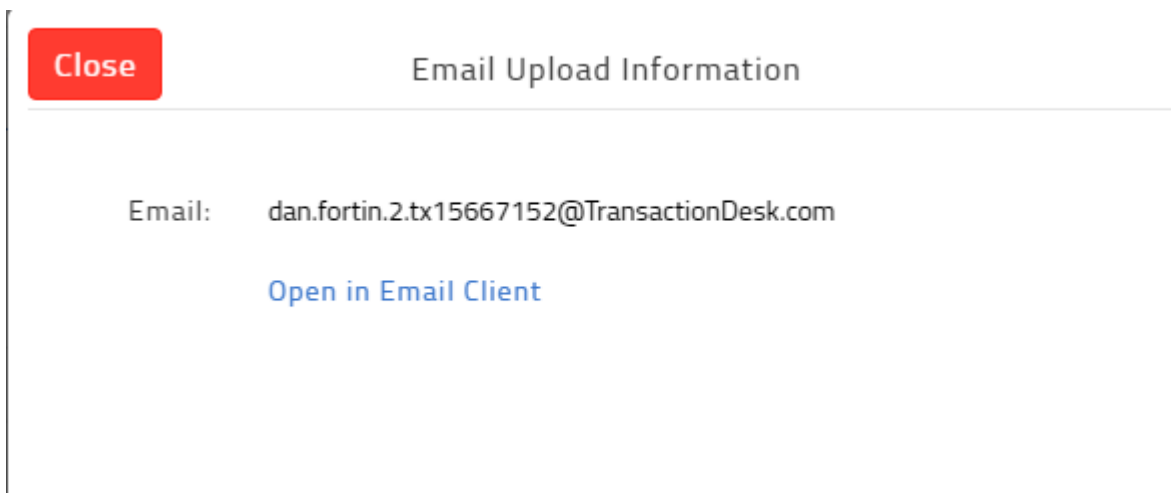
## **EMAILING TO TRANSACTION DESK**

Overview - one easy way to upload your documents into TD is by email. Each transaction is assigned its own unique email address. Any email (including attachments) to that address is automatically placed in the Documents section.

- 1) Login to Transaction Desk and open your transaction. If the transaction has not yet been created in TD, select CREATE TRANSACTION and create it.
- 2) Once in the transaction, click on the EMAIL LETTER ICON in the upper right to see the email address assigned to that transaction.



- 3) Copy and paste the email address into your email that has your documents attached. Send. The email, any items embedded in the email, and any documents attached will all be stored in the DOCUMENTS section of the transaction.



**IMPORTANT TIP:** If you have paper documents, a quick way to get them into TD is to simply go to any company copier and SCAN TO EMAIL. Email the documents to yourself, and then forward that email to the transaction using the above instructions.