



Desktop Connect Recipient Guide

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Overview

As a recipient, you will be receiving and downloading documents using our web based document delivery site. This process is referred to as Desktop Connect. By using the web based document delivery site, you will be able to do the following:

- Receive documents.
- Print documents.
- Change your password.

Registration

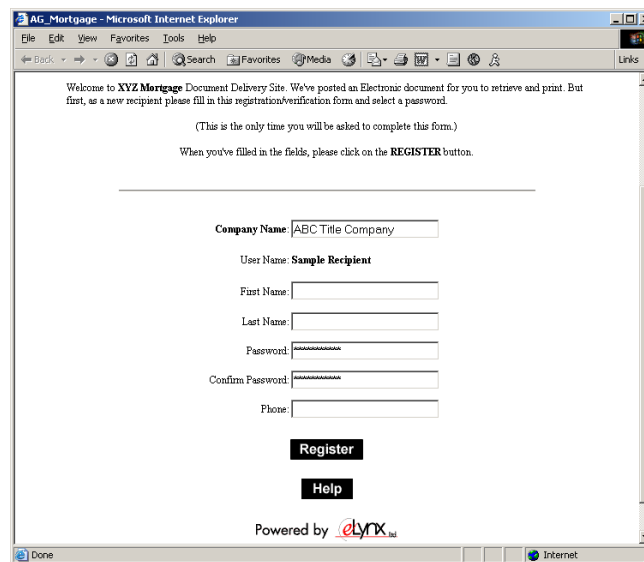
Once you have been signed up to receive documents through eLynx, you will receive a mail message that contains the following:

- Minimum system requirements.
- An assigned user name.
- A hyperlink (URL) to access the eLynx Document Delivery Site.

Note: You should Bookmark the URL or add it to the Favorites listed in your Web browser.

As a new user, you will initially be directed to the Registration Page (Figure 1). To display this page, click on the URL or paste it in the address bar of your web browser. You will need to complete this form only once. After you register, you will be directed to the Install Print Utility Page, where you will be guided through the installation process.

Note: In order to print documents automatically from the delivery site, you must install the Print Utility.



AG_Mortgage - Microsoft Internet Explorer

Welcome to XYZ Mortgage Document Delivery Site. We've posted an Electronic document for you to retrieve and print. But first, as a new recipient please fill in this registration/verification form and select a password.

(This is the only time you will be asked to complete this form.)

When you've filled in the fields, please click on the REGISTER button.

Company Name: ABC Title Company

User Name: Sample Recipient

First Name: _____

Last Name: _____

Password: _____

Confirm Password: _____

Phone: _____

Register

Help

Powered by eLynx

Figure 1

After you have registered and installed the print utility, you will be directed to your delivery site. Because you only need to register once, every subsequent visit to the site will automatically direct you to the Login page, as seen in the next section.

Logging In

Upon selecting the URL (or pasting the URL in your address bar), you will be directed to your company's document delivery site Login Page (*Figure 2*). First, enter your user name and password in the designated fields. Then click the **Login** button.

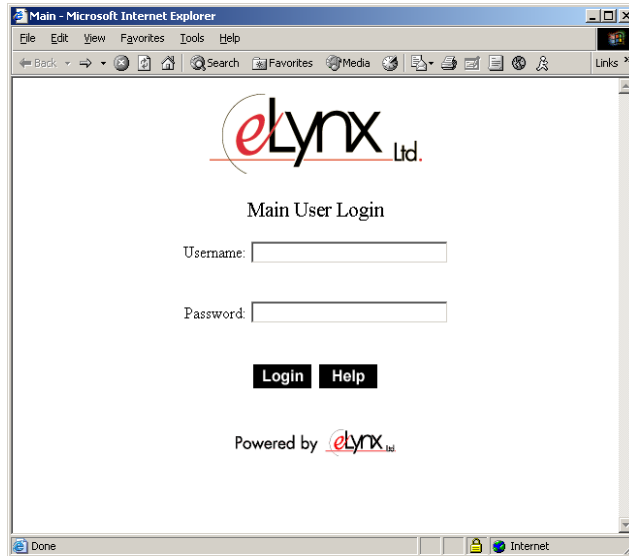


Figure 2

After validating your login information, the system will direct you to the Document Delivery Page as seen in the next section, **Downloading Documents**, *Figure 3*.

Note: You may click the **Help** button if you have trouble logging in.

Downloading Documents

You will be downloading documents from the Document Delivery Page (Figure 3). On this page, you will be able to view documents that have been posted to your account and are available for downloading.

➔ To Download Documents (Figure 3):

1. Select the list of documents you wish to view. There are three different views:
 - **Downloaded** (lists documents previously downloaded)
 - **Non Downloaded** (lists documents not yet downloaded)
 - **All** (lists both downloaded and non downloaded documents)
2. Select the file you wish to download. To do this, click on the hyperlink under the **File Name** column.
3. Once you click on the hyperlink, the document will automatically be sent to your printer.

*Note: This action will occur only if you have already downloaded the print utility as directed in the section **Registration**.*

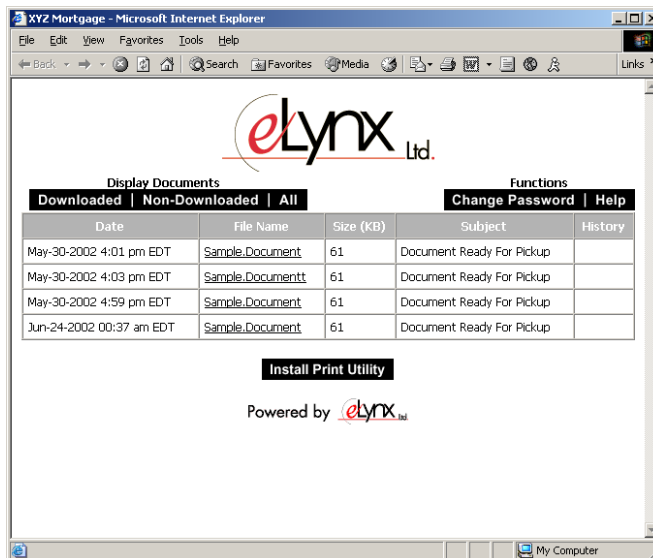


Figure 3

Changing Your Password

➔ To Change Your Password:

1. Click on the **Change Password** button at the top of the screen. You will be directed to the Change Password Page (Figure 4).
2. Once you have entered the information in the designated fields, click the **Update Password** button.

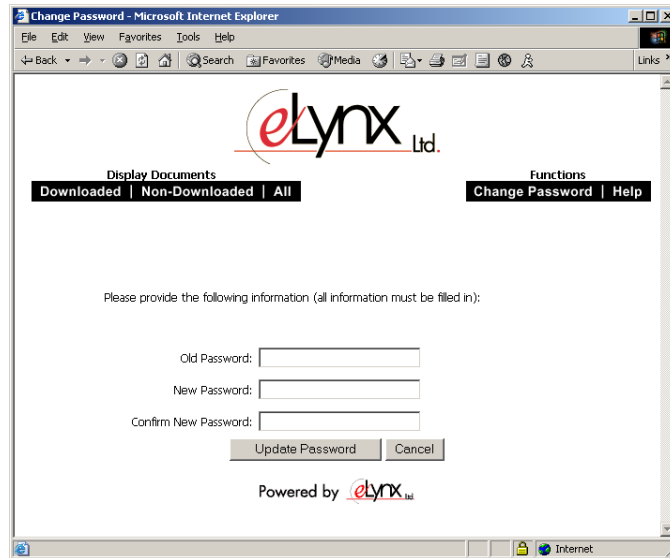


Figure 4

Accessing the Help Screen

If you have additional questions on how to proceed with a particular action, click on the **Help** button at the top of any screen. You may access the Help Screen at any time while you are logged on to the document delivery site.

As always, if you cannot find the answer you are looking for, please feel free to contact our Technical Support staff at support@elynx.com or 800.905.0939.