

EXHIBIT SHARE | FOR PARTNERS

GETTING STARTED CHECK LIST

You've been assigned to a proceeding utilizing Exhibit Share... *but what is it?*

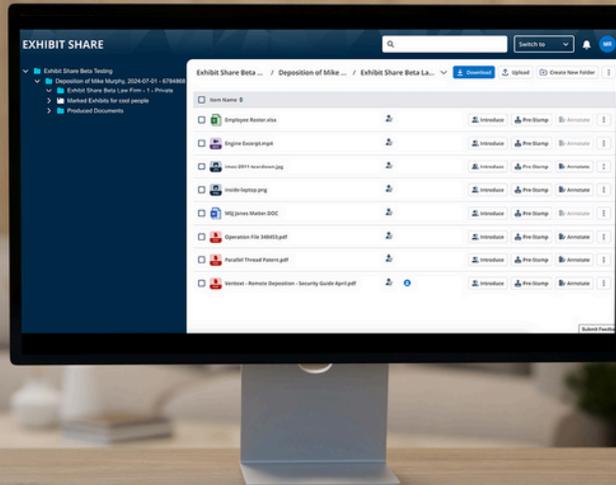


Exhibit Share is a software tool that allows attorneys to introduce and share exhibits electronically to all attending parties, including the witness, reporter, and all other counsel, regardless of location. Partners can easily access Exhibit Share directly within the Veritext Partner Portal.

1. YOU'VE BEEN ASSIGNED TO A VERITEXT VIRTUAL PROCEEDING USING EXHIBIT SHARE!

(Prior to the Deposition)

When Exhibit Share has been ordered by the Taking Party you will receive an email alert. On the day of the deposition, you will access Exhibit Share via the Partner Portal. If you do not have a Partner Portal account, you can register at portal.veritextllc.com/#/sign-up

2. CONDUCT A SPEED TEST

(Prior to the Deposition)

It is highly recommended that all users test their Internet connection, prior to the meeting. This test must be done with the same equipment that will be used for the actual session. The recommended speed is 5 MBps up and down.

[Take the Speed Test Now](#)

3. LOG INTO THE PARTNER PORTAL

Just prior to the deposition start time, visit portal.veritextllc.com to log in. As the reporter, you will have access to the exhibits as they are introduced.

4. ACCESS EXHIBIT SHARE

After logging into the Partner Portal:

1. Under **YOUR JOBS** on the Dashboard
2. Select **UPCOMING**
3. Click on the **CASE CAPTION** of the job
4. Locate the **REMOTE SERVICES** tab
3. Click the **GO TO EXHIBIT SHARE** button

5. ACCESS THE EXHIBITS

After opening Exhibit Share through the Partner Portal, navigate through the folder structure to the case of your current deposition.

MARKED EXHIBITS FOLDER: All exhibits will automatically file into this folder as they are marked. As files are introduced you receive a pop-up notification that a new exhibit has been added.

DEPOSITIONS FOLDER: Within this folder you will access the case you've been assigned to. Here you will see a folder called "Marked Exhibits."

6. ACCESS & DOWNLOAD EXHIBITS

Following the deposition you can access and download the Exhibits via the **FILES** section of the Partner Portal.

If you need access sooner, please contact support@veritext.com.

WATCH THESE TUTORIALS:

[Accessing Exhibit Share Via the Veritext Partner Portal](#)

A step-by-step guide to access Exhibit Share via the Partner Portal.

[Exhibit Share Help Library](#)

Short tutorials for the Taking Attorney, the Participating Attorney, and the Witness so you have an understanding of their process.