

EXHIBIT SHARE | FOR PARTICIPATING PARTIES

GETTING STARTED CHECKLIST

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

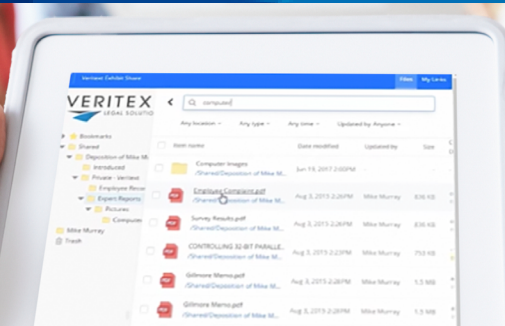


Exhibit Share is a platform that allows deposition participants to share, view, and download exhibits electronically.

1. SETUP YOUR ACCOUNT

(First Time Users Only)

Upon ordering Exhibit Share, you will receive two emails.

- **Invitation Email:** The first is a notification that you have ordered Exhibit Share for an upcoming proceeding and includes an overview of all of the steps necessary for access.

- **Account Setup Email:** The second is an invitation from notify@egnyte.com which will walk you through the establishment of your Exhibit Share account.

[VIEW THE SETTING UP YOUR EXHIBIT SHARE ACCOUNT VIDEO](#)

2. SYNCHING YOUR EXHIBIT SHARE ACCOUNT WITH MYVERITEXT

(One Time Synch Only)

To access your Exhibit Share account, sign into MyVeritext.com.

- Within MyVeritext, go to the upper navigation bar and click **“Exhibit Share”**.

- Follow the prompts to enter your Exhibit Share credentials to synch the accounts.

[NEED A MYVERITEXT ACCOUNT?](#)

3. AT THE DEPOSITION

Once your Exhibit Share and MyVeritext are connected you will see a list of your Exhibit Share Cases.

- **Find the Marked Exhibits Folder:** Locate the current case and navigate through the folder structure to the **!! Marked Exhibits folder**. This folder will contain any of the exhibits that are marked during the deposition.
- **Refresh for New Exhibits:** When a new exhibit is introduced, refresh the page by double clicking the **!! Marked Exhibits folder** or by refreshing your browser.
- **View Exhibits:** Upon refresh, newly introduced exhibits will appear. To view the exhibit, simply click on the file name to launch the file viewer.

- **Annotate Exhibits (Optional)**

If instructed, select the document to annotate. From the pop-up menu, click “Annotate Document”. The attorney will enable annotation tools for you as needed. Use the tools at the top to annotate the document.

4. DOWNLOAD COPIES

In the exhibit viewer, use the upper toolbar to download copies to a device. Once finished, use the back arrow in the upper left to return to the **!! Marked Exhibits** folder.

5. BATCH DOWNLOAD ALL EXHIBITS:

Exhibit Share includes a convenient feature that allows users to download all exhibits in a folder with only three clicks.

- **Select Exhibits:** In the **!! Marked Exhibits folder**, check the box next to Item Name in the upper left and a new menu will open up. Select your desired exhibits.
- **Download Exhibits:** Click “Download” and a zipped folder of all the **!! Marked Exhibits** will be placed on your computer.

[Watch the Exhibit Share for Participating Parties Video Tutorial](#) | www.veritext.com/share

For technical assistance with the meeting, please call the Veritext Exhibit Share Technical Help Line at **(866) 642-9574**.

