



Uploading Company Documents

To upload a Company Document that may be seen by the Client, you will need to log into your Upper Management section. Select option 3, View/Edit Company Profile once logged into Upper Management.

Management Functions Listing

- 1.> View / Edit Company User Accounts [****EDIT User Access to RDN Here****]
- 2.> Add Company Sub-Statuses [Add Company Sub-Statuses]
- 3.> View / Edit Company Profile [Add Company Doc's, Change Address, Phone, Fax]
- 4.> Edit Global Security Settings [Change Company Password Length, Expiration ETC]
- 5.> Change Management Settings [**EDIT E-Mail Notifications, Company Setup Info and Default Fees**]
- 6.> View Repossession Statistical Reports [from Clients ETC]
- 7.> View Recent Updates [Search for Updates DATE]
- 8.> Generate Monthly Repossession Report
- 9.> Client Custom Fee's Schedules
- 10.> Motor Vehicle Account Settings (TX)
- 11.> Bulk Reassign Case Workers
- 12.> Add New Employee [Just for your Info, No RDN Access Rights Here]
- 13.> View/Edit Employee, Company Adjusters, Outside Adjusters
- 14.> View Agent Login Statistics
- 15.> View User Login Statistics
- 16.> View Client Login Statistics
- 17.> Data Removal [**Delete Entire Case File, Agents, Assignee's ETC **Unrecoverable if Removed****]
- 18.> Branch-Zip Code Set-Up and Coverage Areas



Uploading Company Documents

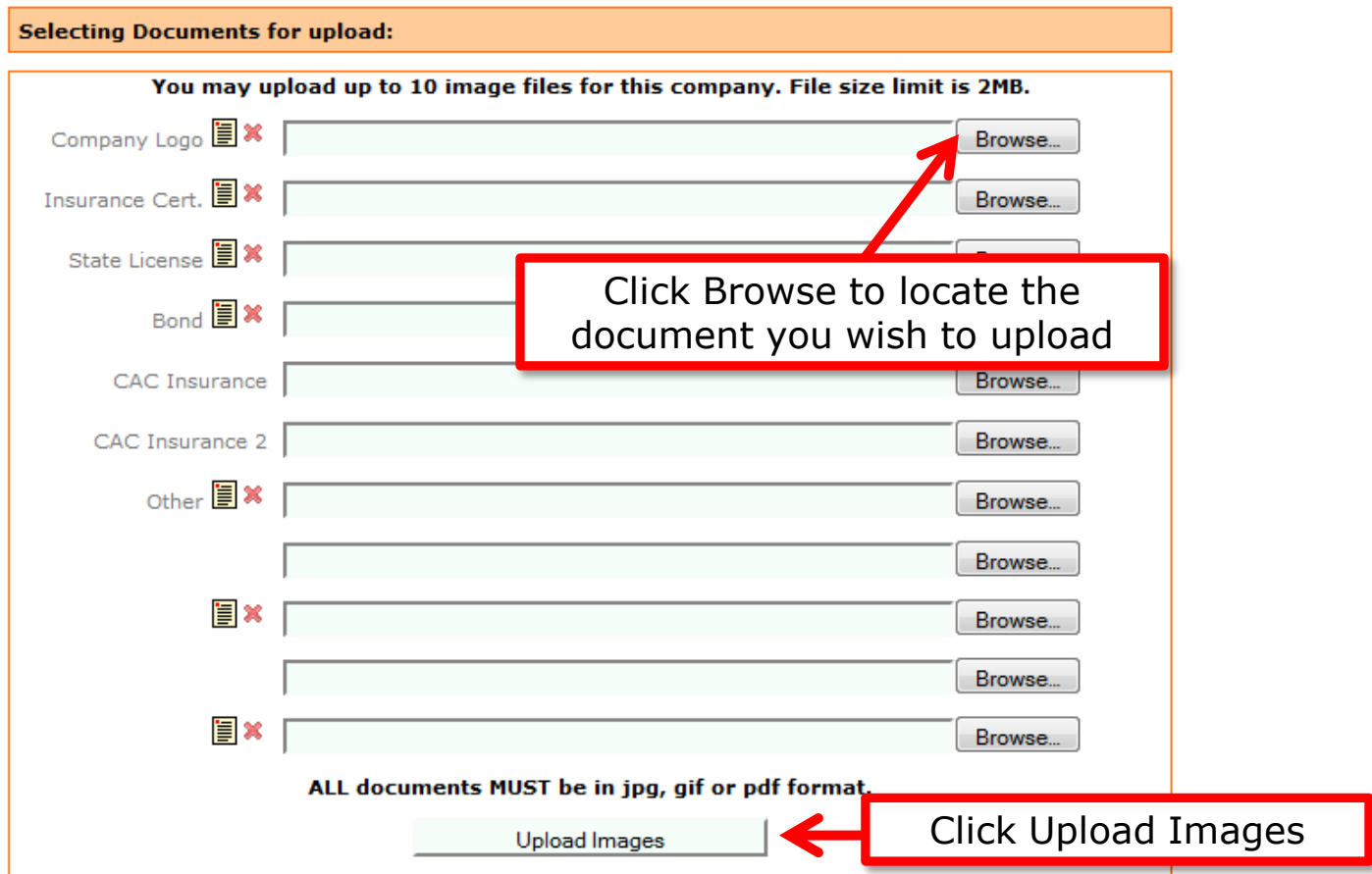
Click Browse next to the document you wish to upload. Locate the file on your computer. Once you have chosen the file to upload, click Upload Images. The document(s) are now uploaded to your Company profile and may be seen by the Client.

Selecting Documents for upload:

You may upload up to 10 image files for this company. File size limit is 2MB.

Company Logo	<input type="text"/>	<input type="button" value="Browse..."/>
Insurance Cert.	<input type="text"/>	<input type="button" value="Browse..."/>
State License	<input type="text"/>	<input type="button" value="Browse..."/>
Bond	<input type="text"/>	<input type="button" value="Browse..."/>
CAC Insurance	<input type="text"/>	<input type="button" value="Browse..."/>
CAC Insurance 2	<input type="text"/>	<input type="button" value="Browse..."/>
Other	<input type="text"/>	<input type="button" value="Browse..."/>
	<input type="text"/>	<input type="button" value="Browse..."/>
	<input type="text"/>	<input type="button" value="Browse..."/>
	<input type="text"/>	<input type="button" value="Browse..."/>

ALL documents MUST be in jpg, gif or pdf format.



Questions??

If you have any questions regarding this new release, please contact RDN Support at 817-204-0298, option 1, or via email: support@recoverydatabase.net.

