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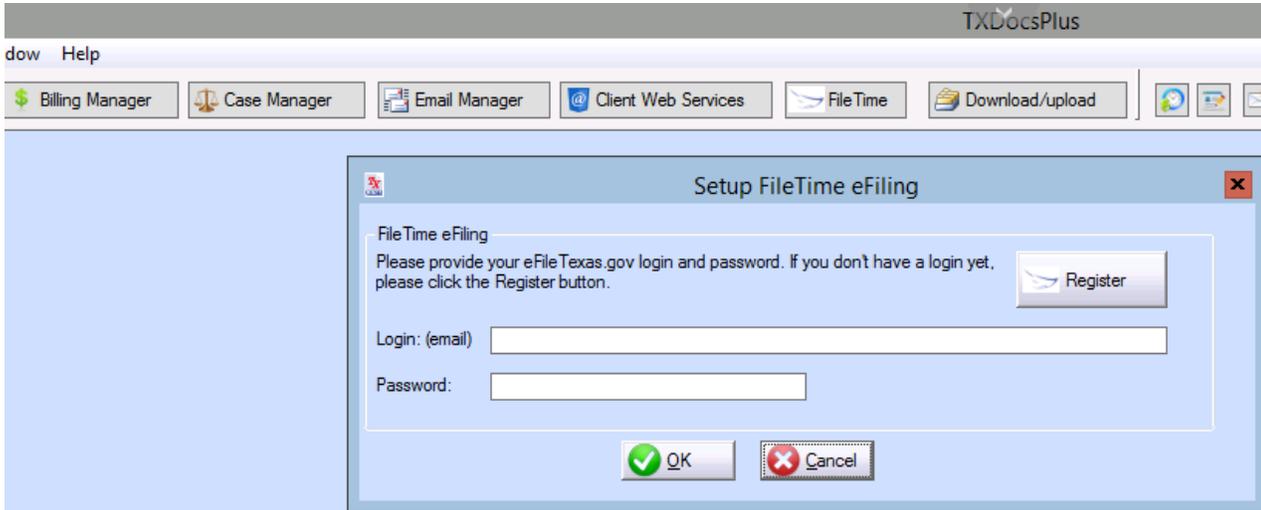
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FileTime

Here at TXDocs we have integrated FileTime.com into our software to make eFiling convenient for you. If you are not familiar with eFiling, please visit www.FileTime.com for more information. If you already have an Efiletexas.gov account, you can use this to log in to FileTime. FileTime will also convert your files to the searchable PDF format which is required when eFiling.

FileTime Setup

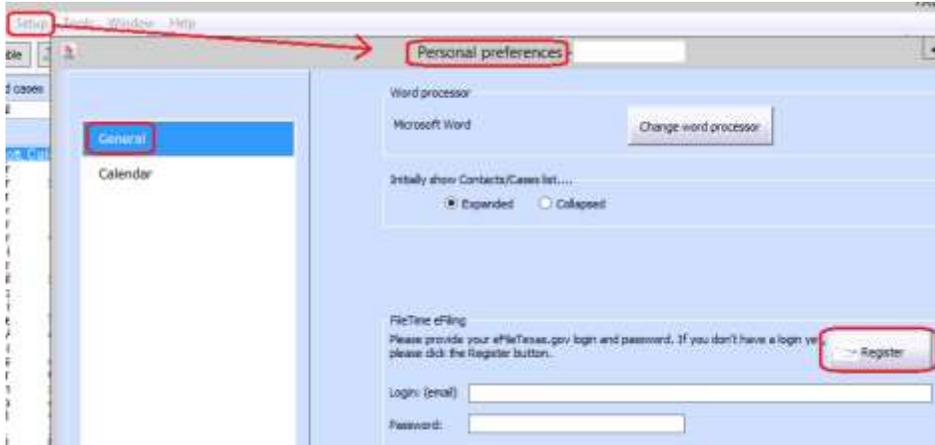
The first time you select the FileTime button in TXDocs you will be prompted to enter your login credentials. You can use Efiletexas.gov login credentials if you already have those. If you do not have a login, simply select the Register button to get signed up.



The screenshot shows the TXDocsPlus web application interface. At the top, there is a navigation bar with the text "TXDocsPlus" and "dow Help". Below this is a menu bar with several icons and labels: "Billing Manager", "Case Manager", "Email Manager", "Client Web Services", "FileTime", and "Download/upload". The "FileTime" button is highlighted. A modal dialog box titled "Setup FileTime eFiling" is open in the center. The dialog contains the following text: "File Time eFiling", "Please provide your eFileTexas.gov login and password. If you don't have a login yet, please click the Register button.", and a "Register" button. Below the text are two input fields: "Login: (email)" and "Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Getting Started

1. In TXDocs; select "Setup", "Personal Preferences" and under General in the FileTime eFiling heading you see "Register". If you are not registered with FileTime, you should do so before trying to eFile documents. (This step here will produce the same results as FileTime Setup, so if you have already completed that step please disregard this one)

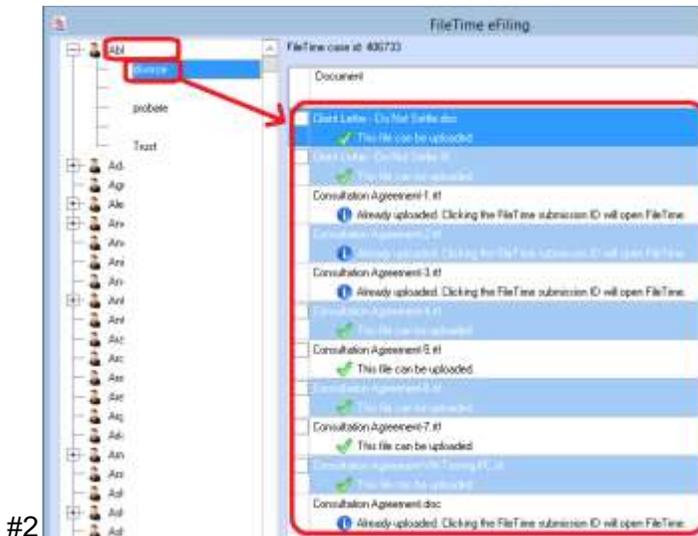


2. Fill out the necessary information in this form and select "Next" to take you to the next step of the sign up process. After completing all 3 steps you will be ready to eFile documents.

A screenshot of the FileTime registration form. The header includes the FileTime logo and navigation links like "Chat", "Login", and "Register Now". The main heading is "Register Firm". A progress bar shows three steps: "1 Firm Registration" (active), "2 Add Files", and "3 Complete Registration". The form is titled "Register with eFiling Manager for eFiling" and asks for account information: Firm Name, Address1, Address2, City, Zip, State (TX), and Phone Number. It also includes "Firm Options" (checkboxes for "Allow Users to self register for this account" and "Make Client ID required") and a "User Agreement" section with checkboxes for "I agree to the eFileTexas.gov User Agreement" and "I agree to the FileTime Texas User Agreement". At the bottom are "Next" and "Cancel" buttons.

eFiling Documents

1. To get started Select "FileTime" at the top of your TXDocs menu. Then select the client and case to access the document you wish to eFile. (multiple documents can be uploaded at a time by using the selection boxes to the left.)



2. To eFile, select the "eFile using FileTime" button at the bottom of the window. (there is a 35MB upload limit). **ANYWHERE users only-** Use the Refresh from "_____" button located next to the eFile button to force a refresh from your remote drive (you only need to click on that button one time). When locally edited documents sync back to TXDocs the document will reflect the date that the changes were made and can be seen in the window below.



3. After TXDocs has uploaded the files to FileTime.com, TXDocs will reroute you to FileTime where you can complete the eFiling process and must fill out the necessary information through the 4 steps before you are able to eFile your document/s.

4. You can check the status of eFiled documents as well as continue with a previous submission by selecting the FileTime button on the TXDocs menu . Under "File Time submission" you will see details regarding the document you eFiled and can track the status of a document by clicking on the ID number for that document, if you have not yet submitted then the file the draft submission will open.

Document	Date	FileTime submission		
		Date	Time	ID
<input checked="" type="checkbox"/> Consultation Agreement.doc <i>i</i> Already uploaded. Clicking the FileTime submission ID will open FileTime.	04/15/2016	04/27/2016	01:56PM	823547
<input type="checkbox"/> Consultation Agreement.rtf <input checked="" type="checkbox"/> This file can be uploaded.	06/29/2016	/ /	12:00AM	0
<input checked="" type="checkbox"/> Order of Parental Rights Termination and Adoption of Stepchi <i>i</i> Already uploaded. Clicking the FileTime submission ID will open FileTime.	05/06/2016	06/22/2016	07:58AM	875390
<input checked="" type="checkbox"/> Original Petition for Divorce-1.rtf <i>i</i> Already uploaded. Clicking the FileTime submission ID will open FileTime.	03/22/2016	05/03/2016	01:40PM	828772
<input checked="" type="checkbox"/> Original Petition for Divorce-2.rtf <i>i</i> Already uploaded. Clicking the FileTime submission ID will open FileTime.	04/27/2016	04/27/2016	01:58PM	823553

FAQs

Q: In TXDocs when I select eFile, are the files submitted to court?

A: The files are not submitted to the court until you complete the 4 step process on the FileTime page.

Q: Which court will my files be submitted to?

A: The files will be submitted to the court which you designate during the eFile process.

Q: I started to eFile documents but did not finish, how can I resume where I left off?

A: You can pick up where you left off by selecting the FileTime button at the top of TXDocs and selecting the ID # next to the document you wish to check on (see the image below)

Consultation Agreement.doc	04/15/2016	04/27/2016 01:56PM	823547
Already uploaded. Clicking the FileTime submission ID will open FileTime.			

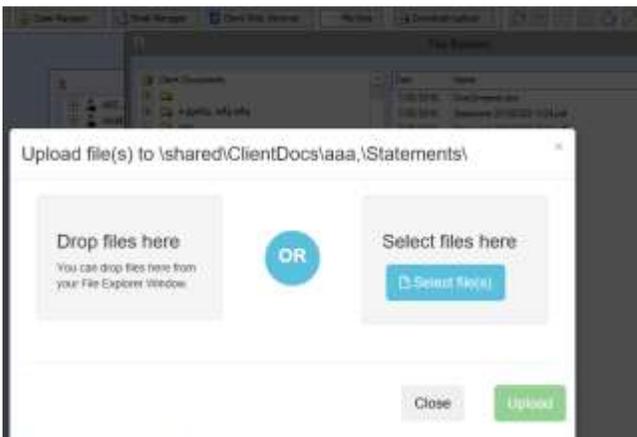
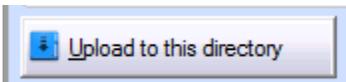
Q:What if I have documents that I did not create in TXDocs that I need to submit thru FileTime?

A: Files you may need to submit that were not assembled in TXDocs can be brought into the case folder by:

Anywhere users;

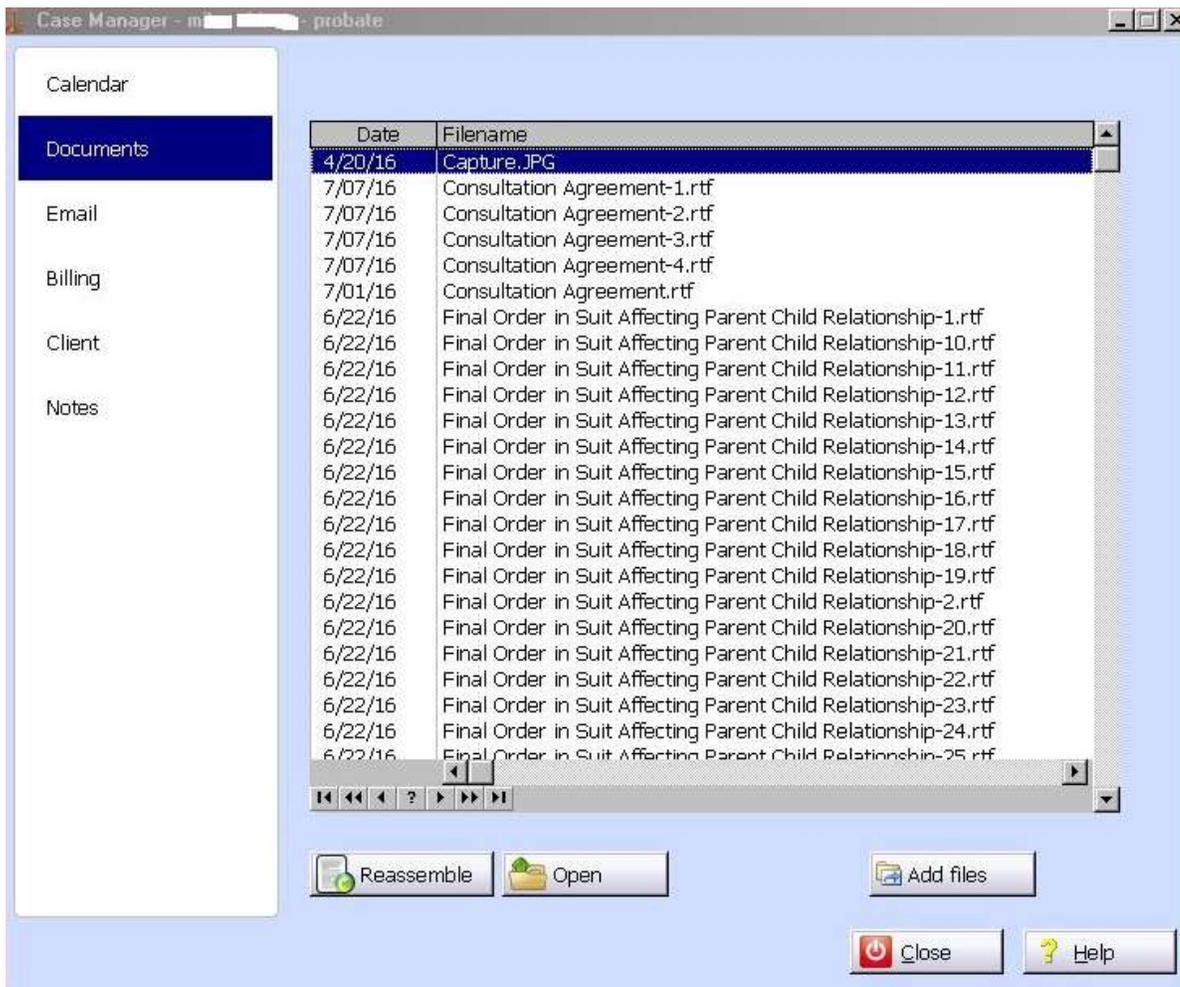
With Remote Drive: If you have a remote drive setup with TXDocs you simply need to take the file and put it in the corresponding case folder within the TXDocs_FileSync folder on your local PC app.

Without Remote Drive: Select the Download/Upload button at the top of the TXDocs menu, then select the client and expand the folder so you can see cases. Select the case folder and then select Upload to this directory(will be located at the bottom of the file Browser window) at which point you will be able to select the files you need to bring into Anywhere.



SEE NEXT PAGE for Classic Users

Classic Users; You will select the case you wish to add the documents to and either double-left click on the case from the list of clients and cases in the menu to the left or open case manager by selecting the button on the top menu. Once you have selected the case you will select Add Files at the bottom of the window and then select the files you need to add to TXDocs.



Q: I entered in my FileTime/ETexas.gov login info into the login and password field in personal preferences but when I click on the FileTime button it is prompting me to enter it again.

A: Double check your login info for any typos. If you do not have a FileTime account you can use the **Register** button in personal preferences to create one.

Q: I have started the Efiling process with FileTime but I am not seeing the selections that I need.

A: Once you have selected the documents in TXDocs through the FileTime button and have select to Efile those documents and are re-routed to the FileTime website, any issues you encounter there would require you to contact FileTime support.

