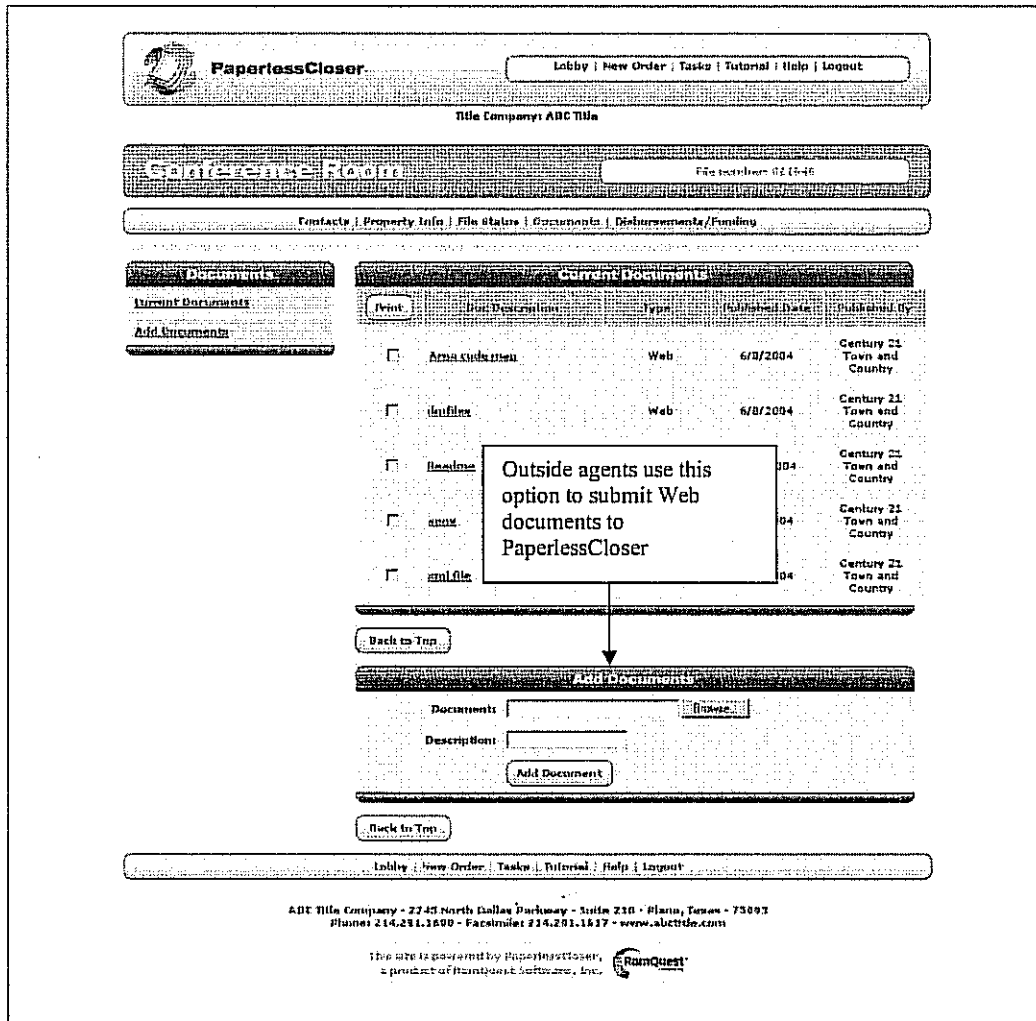


## Web Documents

Web documents are static documents that are published to PaperlessCloser from an external source (for example, a business partner that logs in to PaperlessCloser). Publish Web documents by logging into PaperlessCloser, choosing a file, and then selecting the **Documents** option from the top menu. The following screen displays:



PaperlessCloser Documents screen

Enter a description of the document you're submitting in the "Description" field, and then enter or browse for the file name in the "Document" field. When you are finished, click the **<Add Document>** button.

The document you submitted now displays in the list on the "PaperlessCloser Documents" screen and on the "Web Publishing" screen, **Published Documents** tab in CCE.