D4E CERTIFIED AGENTS TRAINING
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A. ABOUT DOCUMENTSFOREVER (D4E) SERVICES

A.1.- INTRODUCTION TO D4E Services.

What is the problem?
Do you know where your current estate plan and other important documents are? In a drawer? A closet? The basement? A safe-deposit box? Your lawyer’s office? Does your spouse or partner know where the paperwork is, and does she/he have access to it?” Is it defensible in Court?

Due to fire, flood, hurricane, theft, death or loss, many wills, medical dispositions, powers of attorney or similar documents cannot be accessed or even used when they are really needed.

Our solution – DOCUMENTSFOREVER (D4E) Services

D4E Services is able to take your important documents and digitize them, then store them in a way as to preserve their probative and legal value, creating a chain of custody, keeping them safely stored forever, and facilitate their access for relatives and authorized persons from anywhere in the world when needed.
D4E Services provides an extremely inexpensive platform with the opportunity to store and retrieve any and all of your important documents with legal value for your lifetime and beyond, from anywhere.

Despite the many digital storage services where you can upload documents, most of them do not apply to storage of accessible, un-hackable, tamper-proof documents with probative and legal validity.

Therefore, those documents are not useful in court or for any legal process.

Market Opportunity
According to different estimates, there are more than 300 million legal documents, like Wills, Medical Dispositions, Powers of Attorney, Property Titles and Diplomas in the United States, which are stored in hardcopies archives and are difficult to access by family members or beneficiaries at the most critical moments of life (death, or different medical situations).

D4E Services Overview

You can perform most of the functionalities through different platforms, like smartphones, tablets, and personal computers.
**D4E Services Differentiators**

1. **Human Link**

   To give as much certainty as possible, we created the D4E Agent Certification, granted to those people who train and become authorized to upload and download documents that verify the identity of the people who use the service.

   It is mandatory to be an Attorney, Notary, Signing Agent or Mobile Notary in good standing to become a D4E Agent

2. **Forever**

   The D4E Service ensures that the document that is uploaded will be safely stored for at least 75 years.

3. **Chain of Custody**

   By using an external blockchain to register each operation, we achieve a third-party validation of the inalterability of the documents we store.

4. **Ubiquity**

   Any authorized person has access to the documents at any time and from any location.
5. Accessibility

Unlike other file storage solutions, the D4E Service allows you to designate authorized individuals to access a document, without the need for them to be pre-existing users in the system.

6. Judicial Reliability

Considering all the above features, any document stored in the D4E Service meets all the necessary requirements to be used as valid documents in legal matters.

A.2.– ABOUT THE DOCUMENTS

One of the main characteristics of D4E Services is that any kind of document (digitalized or digital\(^1\)) can be uploaded.

| The actual version of D4E Services works only with “digitized copies” of documents like Wills, Medical Dispositions, Power of Attorney, Property Titles. |

D4E Services recommends the use of a D4E Agent to upload and download a document because:

- The Chain of Custody of the document is stronger in case that is disputed in a Court of Law.
- When the document has conditions to be accessed by the Authorized Person(s), these conditions must be attested as met
- When the documents that can be subject to a dispute in a Court of Law, the D4e Agent’s attestation adds weight to the probative value of the document.
- To assure that the digitalization process is done with the right tools and procedures

D4E Services encrypt all the documents uploaded, after the hashes are calculated to the original.

When a download of a document is required, D4E Services unencrypt the document in order that the Originator or Authorized Person(s) can use it.

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\(^1\) Written documents, music, pictures, Photos, video, etc.
A.3.- AUTHORIZED PERSON(S) AND THE DELIVERY CONDITIONS.

As stated previously, the Conditions consist of two parts:

a) **Authorized Person(s)** is the Individual(s) nominated by the **Originator** that will be able to access a specific **Document**.

b) **Conditions** are the terms imposed by the Originator in order that an Authorized Person(s) be able to access the document. The **D4E Agent** is the recognized person qualified to certify compliance with the **Conditions**.

Authorized Person(s) are:

1. The **Originator** (in all cases)
2. Court Order
3. Individuals or Institutions indicated in the **Service Order** by the **Originator**.

The **Conditions** (to be indicated/defined by the Originator) can be any of the following:

1. No Conditions are required to access the document
2. In the presence of a certificate (example: proof of death).
3. In the presence of any proof of physical, legal or mental incapacity.
4. If a certain previously designated deadline has been met.

A.4.- NOTIFICATION to an AUTHORIZED PERSON(S)

Information to be uploaded in the process by the D4E Agent:

Mandatory fields of information to be supplied:

- NAME:
- EMAIL:

Optional fields:

- RELATION:
- ADDRESS:
- PHONE:

---

² son, wife, friend, legal representative, etc.
Information to be added and/or modified by the Originator at a later time:

- EMAIL
- ADDRESS
- PHONE
- ACCESS ID
- FINAL PASSWORD
B. CREATING A NEW D4E AGENT

Step 1: Signing in to become a D4E Agent.

To create an agent account, go to www.documentsforever.com/d4e-platform-login/ and click in “D4E AGENT ACCESS”. At the D4E Service website click in “NEW AGENT” below the Sign in form, at the D4E Agents home page at D4E Service

It is mandatory to be an Attorney, Notary, Signing Agent or Mobile Notary in good standing to become a D4E Agent
Step 2: Complete all the Agent Information.

**Personal Info:**

- First Name *
- Middle Name
- Last Name *
- Username *

**Contact:**

- Address *
- City *
- ZIP *
- State *

**DOCUMENTSFOREVER** will provide D4e Agents with marketing material that will be sent via mail. It is very important to maintain information as to your current address—i.e. keep it updated.

After the completion of this form, you will receive an email to validate your account.
Step 3: New Agent Validation procedure.

Upon answering this email, you will receive an email that your account is activated, and you will set up the password.

To access DOCUMENTSFOREVER D4E Agent features for the first time, you need to take the D4E Agent Certification training and test. Please review the invitation mail that we sent to you and take the test, or access www.documentsforever.com/D4EA-test.
Step 4: Inserting the ACCESS CODE.

After you take the D4E Agent Certification, the D4E team will deliver to your address a D4E Initial Kit containing:

a) the access CODE to start using DOCUMENTSFOREVER

b) 100 flyers that you can use to explain to your prospects and clients how DOCUMENTSFOREVER works, the features and benefits.³

When you receive the initial D4e kit, you need to login to DOCUMENTSFOREVER. This screen will request of you to introduce the access CODE, and after that you will be able to use DOCUMENTSFOREVER without any restriction.

³ If you need more flyers for prospects and clients, please send an email to MKT-materials@documentsforever.com
Step 5: How to use the D4E App with your smartphone.

If you use **ANDROID**, you have two alternatives to start D4E Services:

a) Going to your play store and download Documents Forever APP

b) Using your browser [www.documentsforever.com/d4e-platform-login/](http://www.documentsforever.com/d4e-platform-login/)

If you are **APPLE IOS** you must use your browser [www.documentsforever.com/d4e-platform-login/](http://www.documentsforever.com/d4e-platform-login/)

Step 6: Downloading the Scanning software to your smartphone.

We recommend CamScanner tool by INTSIG Information Co., Ltd free version.

For additional training and tips about CamScanner go to youtube.com and look for CamScanner training.
C. UPLOADING DOCUMENTS

Step 1: Fill out the Service order and notarize the Client’s signature.

The Service Order is how the Client requests to the D4E Agent to upload a document (see a copy of the service order at the end of this document)

NOTE: Within this Training Outline, the terms Client, User, Originator, and Authorized Person may be used interchangeably depending upon the circumstances.

The client’s signature must be notarized by you acting as a Notary.

Since the signature notarization fees are NOT included in the D4E Services charges, the Notary must charge this fee separately.

Complete all the fields of the Service Order.

Complete the Authorized Person Information and the conditions or circumstances, if any. For example: “To be opened only after...”

The Client must sign the Service Order and the Notary then certifies his/her signature.
Step 2: Prepare and Upload the Document.

a) Start the CamScanner App

b) Touch the camera picture

c) Touch the Single Mode button

d) Redefining the borders of the page if it is needed. Touch the bubbles on borderline of the document to adjust the perimeter.
e) The page will be adjusted after you touch the ok button

Scan all the pages of the document, one at a time, to be stored, starting with the D4E Service Order, using the camera button.

f) Transforming the scanned pages to a PDF

Touch the PDF button.

Select the Drive PDF Viewer
g) Download the PDF file to the DOWNLOAD FOLDER
Download the PDF (containing the D4E Service Order and the Client’s Document to be stored.

(To prepare to Download from the CamScanner, touch the three vertical periods at the top right of your screen.)

Choose the Download option.

Step 3: Start DocumentsForever.

Depending on the operating system in your Smartphone you will be accessing D4E Services as explained in A.5 of this document.

Select the UPLOAD DOCUMENT button, to start the process of uploading a document to storage in the D4E Service.

If the customer doesn't have a D4E user account, the agent can generate a new account to him/her and then proceed with the uploading process.

Instructions will be sent to the customer to complete the activation of the new account.

The agent will select the users’ account and the system will ask the user to input his/her password to give confirmation to this procedure.

Make sure that you upload the scanned/PDF document, seeking the correct folder. For ANDROID you can use the file manager program. e.g. /internal storage/download
Step 5: Upload the Scanned Document.

All the fields of the form must be completed with the information requested:

- Document Name and Notes.
- Document Conditions: Open date and Open Condition.
- Authorized Persons

Browse the file (documents) to be uploaded.
Step 6: Information Review.

The user and agent should review all the information before uploading the document to the D4E Service.

IMPORTANT: After the payment is made, you must click the “RETURN TO D4E” button to have access to the **Chain of Custody Certificate**. The payment instance will be closed 1 minute after payment is made.

Step 7: Payment.

The last step before the final upload is the PAYMENT for the service. D4e Agent should verify and input the information on the credit card.
Step 8: D4E Chain of Custody Certificate.

Once everything has been completed in the upload process, the D4E agent can now show a Certificate to the user, which can be printed and sent to his/her email account.

For Privacy and Liability reasons, after executing the uploading process we strongly recommend deleting the images from the CamScanner file space (you access to CamScanner and delete the images) and the PDF located inside the Download folder (use File Manager to delete this file).
Uploading Documents Flowchart

1. Fill out the service order and Notarize the Client’s Signature
2. Prepare and scan the document
3. Start Documentsforever.com
4. User Selection and Authorization
5. Upload the Scanned Document
6. Information Review
   - Yes: Proceed to Payment
   - No: Go back to Step 6
7. Payment
8. Chain of Custody and Document delivered via email

Finish
D. DOWNLOADING DOCUMENTS

Step 1: Start DocumentsForever.

Depending on the operating system in your Smartphone you will be accessing D4E Services as explained in A.5 of this document.

Step 2 User Selection and Authorization.

At the homepage, select the DOWNLOAD DOCUMENT button, to start the process of downloading a document from the D4E Service.

The Originator or Authorized person, (“user”), will give the D4E Agent the information to find his/her recorded information.

The D4E agent will select the user’s account and will request to the client (user/originator/Authorized Person) to access his/her information (id. and Password).

In order to request the download of a document, the user (Authorized Person) needs to have set up the D4E Account
Step 3: Inserting a File Code for Downloading.

If a user is an Authorized Person, he/she will receive an email with a FILE ACCESS CODE.

The Authorized Person will give the D4E Agent the CODE to access the requested document.

Once the D4E Service validates the code, it will give access to the document.

Step 4: Payment.

The last step before the final download is the PAYMENT for the service.
Step 5: D4E Chain of Custody Certificate.

The D4E Service will generate a Certificate of the downloaded document and will give an access to download it. The downloaded document and the Certificate of Chain of Custody will be sent to the user’s email.

D4E Chain Of Custody Certificate

The following information can be used to confirm that your document is safely stored at the D4E Platform.

FILE DATA
- Created:
- Owner:
- File ID:
- Notes:
- Uploaded by D4E Agent: LN, FN

- HASH 1 (SHA1 base64):
- HASH 2 (MD5 base64):
- BLOCKCHAIN INFO:

DOWNLOAD REQUEST DATA
- Certificate Date:
- Certificate Requested By:
- D4E Agent:
Downloading Documents Flowchart

1. Start Documentsforever.com
2. User Selection and Authorization
3. Inserting the File Code for downloading
4. Payment
5. Chain of Custody and Document delivered via email

FINISH
E. DOWNLOADING DOCUMENTS WHERE THERE ARE “CONDITIONS” TO BE VALIDATED BEFOREHAND

Step 1: Start DocumentsForever.

Depending on the operating system in your Smartphone you will be accessing D4E Services as explained in A.5 of this document.

Step 2 User Selection and Authorization.

At the homepage, select the VALIDATE CONDITIONS TO DOWNLOAD DOCUMENT button, to start the process.

The Originator or Authorized person, (“user”), will give D4E Agent the information to find his/her recorded information.
The D4E agent will select the user’s account and will request of the client (user/originator/Authorized Person) to access his/her information (id. and Password).

Remember: In order to request the download of a document, the user (Authorized Person) needs to have set up the D4E Account

**Step 3: Inserting a File Code for Downloading**

If a user is an Authorized Person, he/she will receive an email with a FILE ACCESS CODE.

The Authorized Person will give the D4E Agent the CODE to access the requested document.

Once the D4E Service validates the code, it will give access to start the validation of the conditions.
Step 4: Prepare and Upload the Document.

a) Start the CamScanner App

b) Touch the camera picture

c) Touch the Single Mode button and Scan the document that Complies with the condition, using the camera button

d) Redefining the borders of the page if it is needed. Touch the bubbles on borderline of the document to adjust the perimeter.
e) The page will be adjusted after you touch the “OK” button

f) Transforming the scanned pages to a PDF

   Touch the PDF button.

g) Select the Drive PDF Viewer
h) Download the PDF file to the DOWNLOAD FOLDER
Download the PDF (containing the D4E Service Order and the Client’s Document to be stored.

(To prepare to Download from the CamScanner, touch the three vertical periods at the top right of your screen.)

Choose the Download option.
Step 5: Uploading the Document that complies with the CONDITION (if any).

The user will provide the document that complies with the CONDITION established by the Originator

EXAMPLE: “This document (Will) can be opened after my death” and in this case, this means that the Authorized Person(s) must present a death certificate.

You must scan the requested document (using the Cam Scanner app) to generate a PDF file that it will be uploaded, so the D4E Service will be in condition to deliver the original document.

You, as D4E Agent, are the party responsible for determining if the CONDITION established by the Originator has been met, and if the document provided by the Authorized Person(s) complies with that CONDITION.

Step 6: Payment.

The last step before the final download is the PAYMENT for the service.
Step 7: D4E Chain of Custody Certificate.

The D4E Service will generate a Certificate of the downloaded document and will give an access to Download it. The Downloaded document and the Certificate of Chain of Custody will be sent to the user’s email.
Validating Conditions to Download a Document Flowchart.

1. Start Documentsforever.com
2. User Selection and Authorization
3. Inserting the File Code for downloading
4. Preparing and Scanning the document that Complies with the condition
5. Preparing and Scanning the document that Complies with the condition
6. Payment
7. Chain of Custody and Document delivered via email

FINISH
F. GETTING USERS TO THE D4E SERVICE

Questions:

How do I find potential users who want to upload documents to the D4E service?

We suggest that you start by checking your address book and making contacts.

Any client whose signature has been certified by a public notary in the past is a potential candidate for uploading his or her will, power of attorney, medical disposition or other important document.

In cases such as Mortgages or Bank documents where the Notary is serving as a notary on their behalf, it is against the Code of Ethics to solicit on behalf of a third party in their presence.

We also suggest visiting different groups within your community, or even holding “T-Ware” type parties or gatherings with fellow notaries to gather a crowd together at the same time.

Members of church groups, school groups, work groups, etc.; all of them have their own personal set of important documents to be protected and/or “insured” by the D4E Service. It is always easier and more efficient to transmit an idea to a group than to do it one by one.

What information do I need as a D4E certified agent from the user to upload a document to the D4E service?

A certified D4E agent will need the client/user’s first name, last name, email, phone number, address, city, ZIP code, and the document they want to upload to the D4E service, and the emails of anyone they want to designate as authorized to access the document.
What documents do I need to scan and upload to the D4E service?

First, the agent will ask the client (originator) for his or her email address, first name or last name. D4E Services will verify that it is registered in D4E Service and if it exists the agent will ask him/her to enter its password to validate the upload operation.

The agent will need to scan and upload as a single document and in the following order:

- The SERVICE ORDER to upload the document (signed by the client – user-originator – and notarized by the notary)
- The document that the client (originator) requested to be uploaded.

This operation requires payment prior to formal uploading of the document.

What information do I need from a client/user to download a document from the D4E service?

First, the agent will ask the client (originator) for his or her email address, first name or last name. D4E Services will verify that it is registered in D4E Service and if it exists the agent will ask him/her to enter its password to validate the download operation.

The agent must then request the file identification code. The existence and conditions of the document will be verified. If there are no conditions that prevent the download of the document, such as defined circumstances and/or time constraints, it will be downloaded, and a certificate will be issued.

This operation requires payment by the client/user prior to downloading the document.

What information needs to be completed when uploading a new document to the D4E service?

As above, first the agent will ask the client (originator) for his or her email address, first name or last name. D4E Services will verify that it is registered in D4E Service and if it exists the agent will ask him/her to enter its password to validate the upload operation.

The client (originator) must determine:
Who will be the Authorized person(s) that will have access to the document (excluding himself or herself).

If the document has a “condition” in order to allow access or be downloaded by them. (Death Certificate, a specific date, Medical occurrence, etc.)
G. WHAT I CAN AND CAN’T DO AS A CERTIFIED D4E AGENT?

Can just “anyone” upload documents to the D4E service?

Yes. Any registered user of D4E can upload or download their documents directly.

But, we always recommend requesting the services of a D4E certified agent, since with that third party involved there is greater certainty should the need arise to present these documents before a court. If they have been uploaded and downloaded from the D4E service in the presence of a certified third party, there is more undoubtable legal validity.

What kind of documents can be uploaded to the D4E service?

The D4E service currently supports PDF documents, only.

In future versions we will expand to other file formats like: Word, Excel, PowerPoint, MP3, MP4, JPG, PNG.

Can a document uploaded to the D4E service be deleted or modified?

No, it is part of our service to ensure that a document will remain available as an unalterable record, within D4E Service.

New versions of the same document can be uploaded, allowing the user to designate different authorized persons or to open it with new conditions, but the prior document remains unchanged.
H. GENERAL FAQs?

Anyone can be a D4E agent?

To be a D4E certified agent you must be an active public Notary, Signing Agent, Mobile Agent, Lawyer or certified legal counsel “in good standing”.

What are the benefits of being a D4E certified agent?

For each operation of uploading or downloading a document from the D4E Service in which a D4E certified agent is involved, he or she will receive a commission. Depending on the type of transaction, this fee may be up to $18 (eighteen dollars) per operation.

Does it cost anything to become a D4E agent?

There is NO COST to register as a certified D4E agent. However, there is a shipping cost for the agent kit that is shipped when you start working. This kit has a cost of $45, but for the first 500 registered agents, this cost will be refunded correspondingly with the first operations performed by the agent, until this amount is covered.

What tools do I need to work as a D4E certified agent?

It is imperative that the agent has a cellphone with a camera of no less than 5 megapixels resolution. The agent will also need to have the CamScanner App (application) installed on the cellphone to scan the document(s) to be uploaded to the D4E service.

All documents and certificates downloaded from the D4E service are automatically sent by email to the person requesting them.

Where can I download de D4E App?

If you are using an Android smartphone, you can download the app from:

If you are using an iPhone or if you don’t want to download the D4E App in your smartphone, you can use our online safe solution from: www.documentsforever.com

Are there any size limitations for a “document”?

The D4E service currently supports a maximum size of 2Mb (20-page doc approximately). In future versions we will expand the file capacity.

Who can access or download a document uploaded to the D4E service?

1. The Originator who requested to upload the document will always have access to it.

2. In addition, any Authorized Person(s) chosen by him or her at the time of uploading the document. The Authorized Person(s) will be requested to register themselves in the D4E Services to have access to the documents.

What is the Chain of Custody Certificate?

**CHAIN OF CUSTODY**
Changes from the traditional, using Digital Legal Documents

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The Traditional Chain of Custody definition (CoC), in legal contexts, refers to the chronological documentation or “paper trail” that records the sequence of custody, control, transfer, analysis, and disposition of physical evidence.

The Digital Chain of Custody is a new challenge because it can be easily altered when in the form of important electronic evidence. Digital evidence or electronic evidence is any probative information stored or transmitted in digital form that a party to a court case may use at trial.

As such, some courts have sometimes treated digital evidence differently for purposes of authentication, hearsay, the best evidence rule, and privilege. Needed are:

- Tamper Proofing of Legal Digital Documents.
- Providing immutable Date and Time of the Creation of a Legal Digital Document
- Human Control that can demonstrate who owns the Legal Digital Document

A Chain of Custody is the process of validating how any kind of evidence has been gathered, tracked and protected on its way to a court of law.

D4E’s Chain of Custody Certificate is stored using blockchain technology and include all the required information to demonstrate that the digital copy always was tracked and protected.
What is a Document’s Hash?

- It is key (letter and numbers plain digital file) as a result of a mathematical function calculated using the content of a digital document (word, PDF, MP3, MP4, text, etc.).
- This key is unique for each document, and in court of law can demonstrate that the digital document submitted was not tempered.
- Recalculating the hash using the original document and comparing that the result (key) has the same value of the original key. If it has the same value, the document is acceptable (“untampered”).
Service Order

The undersigned - ________________________________________, with address at __________________________________________ hereby requests to D4E Agent ______________________________________ to process the following document ________________________________ dated _____ /_____ /_____ generating to the document a hash process, digital stamping and storage and custody for ever from the date, according to the characteristics of D4E Service that I declare to know by having been previously informed when registering myself in the electronic registration D4E Services and that is based on the following INSTRUCTIONS:

The following are Authorized Person to require this document:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
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The conditions under which the document can be delivered to the Authorized Person(s) in the presence of any D4E AGENT authorized by the D4E Services are as follows:

The document will have conditions to access:  □ YES  □ NO

If the document requires a certificate to be presented, select which one:

□ - PROOF OF DEATH OF THE ORIGINATOR
□ - PHYSICAL OR MENTAL INCAPACITY OF THE ORIGINATOR

If the document can be opened after a certain date, indicate what date it will be:

□ - DATE _____ /_____ /_____

Originator Signature

Notary Certification