



El Paso Central Appraisal District
Information Technology Systems Documentation

Sending Evidence Files via SecureDock to EPCAD



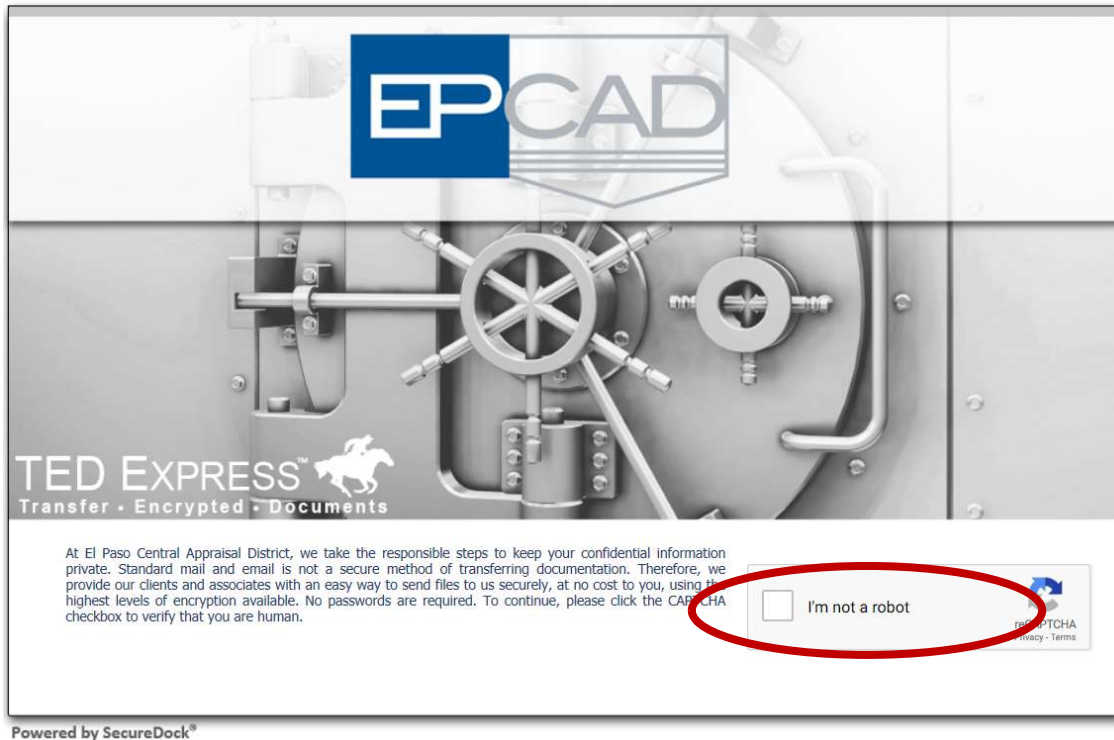
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Introduction

SecureDock is a cloud-based application that allows users to securely send files containing private and/or personal information in a secured way as it meets with security requirements with AES 256-bit Encryption. Large package size can be sent (with limitations), and no account or logins are required.

Quick guide: Sending an evidence file to a specific department on EPCAD.

- 1) Click on the link for the department you want to send files to.
- 2) After clicking on the desired link, you will get a web site similar as the picture below. Click the CAPTCHA checkbox verification:



- 3) After this, you will be able to send documents in a secured and encrypted way. Follow the next easy steps:
 - a) Drag and drop multiple items into the selection field or click on the Browse button to manually select one or more files from your computer.
 - b) Enter your name and email address in the fields provided. We ask for this information so the recipient will know who the document is being sent from.
 - i) Under reference ID, please add the Property ID (PID), GEO ID or Physical Address.
 - ii) Message to recipient (Optional). You may add a message to your recipient in the field below. This message will be displayed within the body of your recipient's email notification and is not part of the secure package.
 - c) Click the Send Document(s) Securely button at the bottom when you have completed the previous steps. For your records, you will receive an email confirmation of the document distribution.



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Log Out

Feedback

Privacy

Simple Directions

+ Step 1

+ Step 2

+ Step 3



SD
SECUREDOCK LLC
"A Safe Harbor For Your Strategic Documents"

version: 4.3.1500.0

SecureDock TED Express™

Send Documents Securely

1

Documents

2

Sender

Send

Documents will be sent to: Residential Department

1

Choose the document(s) that you want to send

Drop or click here to add files

Browse...

2

Enter sender's information

Please provide this information

* = Required Fields

Sender's Name: *

Sender's Email: *

Reference ID:

(Optional) Enter Reference ID

Add a message

Please enter Physical Address, Property ID (PID) or GEO ID

Instructions to recipient:

These instructions will be displayed in your recipient's email notification. Do not include access code or other sensitive information in this message box.

Secure message to recipient:

This message will be encrypted and can only be viewed by your recipient after the document package has been verified and downloaded.

Email notifications

Send email confirmation to me

CC To:

BCC To:

Send document(s) download notification to me

CC To:

BCC To:

Send Documents Securely



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- 4) IMPORTANT! After sending the file, you will receive confirmation by email about successful files sent. If you do not receive an email confirmation, please verify that you correctly added your email address on the form. You may need to re-send the files if you enter incorrectly your email address. EPCAD may not be able to contact you back with an incorrect email address.

Your files have been sent



noreply@mysecuredock.com

To



Your files have been sent

Hello [REDACTED],

Thank you for using SecureDock®. This is to confirm that your file package has been encrypted and sent to the recipients listed below.

Details

Date/time: 6/19/2020 9:13:07 AM (Central)
Recipient Name: Commercial Department
Reference ID: This is only a test
Files: 240_F_10559715_sDEN4jzRpdtrqfIVyOITh1AH5K8lce7L.jpg

Secure Message: No message included

Instructions:



You will be sent a notification when the document package is downloaded




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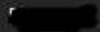
5) You will also receive confirmation via email when your file(s) have been downloaded by EPCAD.

Your files have been downloaded

 noreply@mysecuredock.com
To 



Your files have been downloaded

Hello ,

Good news, the file(s) you sent to Commercial Department have been downloaded.

Details

Date/time:	6/19/2020 9:13:08 AM (Central)
Recipient Name:	Commercial Department
Reference ID:	This is only a test
Files:	240_F_10559715_sDEN4jzRpdtmqfIvyOITh1AH5KSIce7L.jpg

Thank you for using SecureDock®