

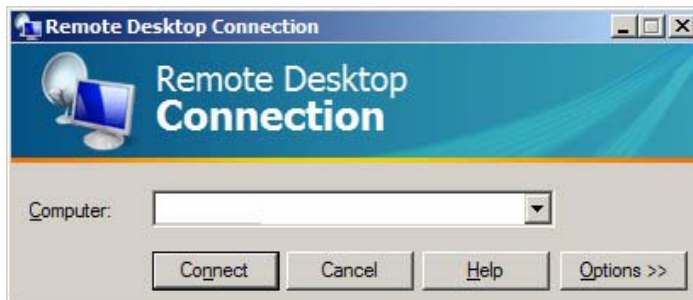
InDepthRep Program Log-on Procedures: Windows XP w/ RDP Version 5 (standard version)

This document contains the information on how to log in to the InDepthRep program. You will log in using the Windows Remote Desktop Connection Program, which is built into Microsoft Windows XP.

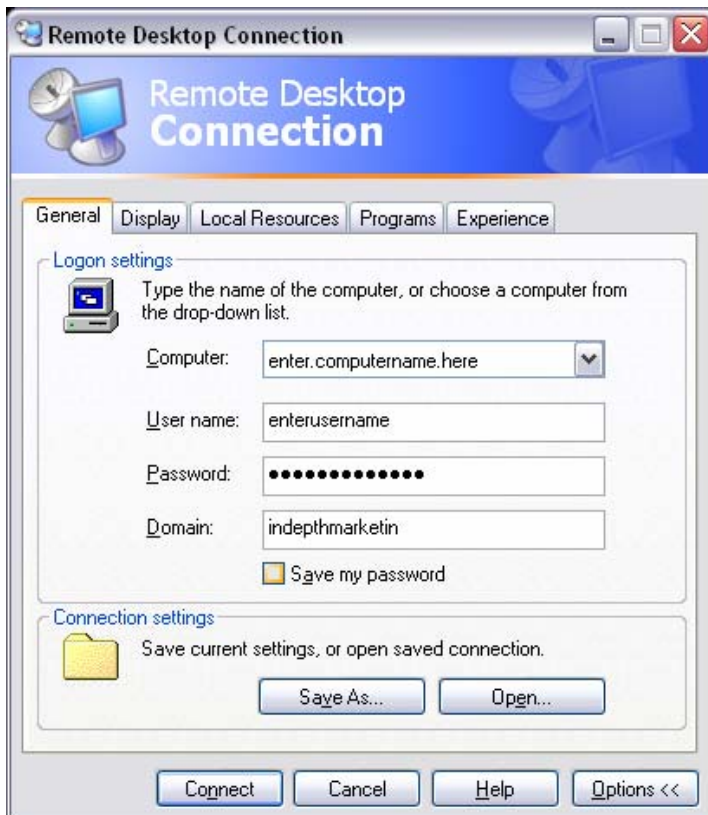
You can find the program at the following location.

1. Click on "Start" 
2. Select "All Programs"
3. Select "Accessories"
4. Select "Communications"
5. Select "Remote Desktop Connection"

Once this opens you should see a window asking for a computer name with buttons below it.



Please click on the "Options" button, so you can enter the following information to access the InDepthRep server.



Your individual information will be either emailed to you or provided by someone in your company to you.

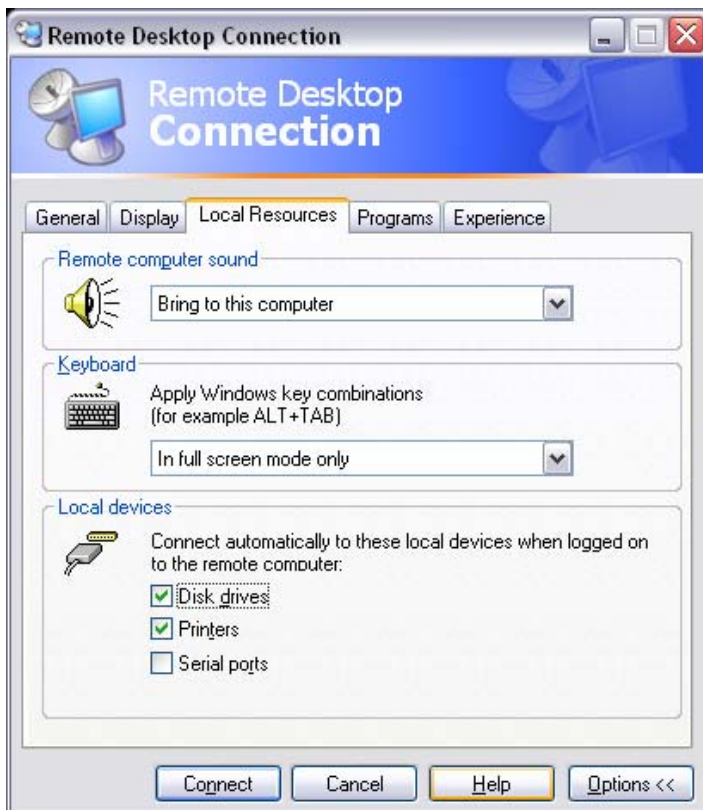
You should receive the following:

Computer Name, Username, Password

The Domain to use is INDEPTHMARKETIN

Once you've entered the above information, please check off the "Save my password" box to have the system remember all of your information.

Also at the top of the window, please select the tab labeled "Local Resources". After clicking on this tab, ensure the "Disk Drives" and "Printers" checkboxes are selected. This will allow you to print locally and access your local drives, which is necessary to use the paperless filing portion of the program.



Return to the General Tab.

Click on the "Save As..." button

Name the shortcut and save it to your local desktop.

You can then use the shortcut to directly connect to the program without needing to re-enter the username and password every time.

Please contact me directly if you have any problems logging in and I will gladly walk through the process with anyone over the phone.

Thank you for signing up with us, and please call or e-mail with any questions.

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InDepthRep

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