



Real partners. Real possibilities.™

## Create a SureClose File from Inbox

Create a SureClose File from Inbox	Notes Continued:
If you send an AIM+ order to your SureClose Inbox, use the following steps to create the new file:	
Note: A red asterisk (*) indicates a required field must be completed to continue.	
Steps	
On the navigation pane, click Messages.	-
From the Messages page, click Files To Import. Available AIM orders display.	
<ol><li>If multiple files are listed, confirm the correct file is selected and click New File from the menu bar. The new file is being created with information entered in AIM+.</li></ol>	
Carrier File: 2112 Code, Nicotke, St. 77007 C. Lact Marrie Copper	
Messages NEWFILE TRANSFERY DELETE	
Email  To Surger once to expect a message connection to expect preference professionary 2007 - choice to expect	
bioastec Documents Nationalise From Address	
Developer, CST 3015 Bernstone Circle Houston, TX 77079	
Complete the following:     Select Tompletes replace the applicable templetes for	
<ul> <li>Select Templates – select the applicable templates for First Template, Parties, Documents, and Tasks.</li> </ul>	
Select Templates	
Available Tomplates *         ⊕ First Tomplate         ⊕ Parties         ⊕ Cocuments         ⊕ Tasks         ⊕ Terms         QBN         ⊕	
CESTER CRESSON FAIT TOWN	-
MTXHOU, NEW MORD RAINE   Part Template   Parte   Documents   CTasks   CTemp   CRY	
Agency laws temporary (Trick Control of Cont	
As divis Test Contract Template	
<ul> <li>File Details – confirm the information is correct and add information as needed.</li> </ul>	
When finished, click Create File.	
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Notes:	