

DocuBank SAFE

What is DocuBank SAFE?

A free feature of your DocuBank membership. You can store important files that you would like to have access to on the web, such as your trust, will, power of attorney, financial documents, deeds and other real estate documents, insurance policies, and personal documents. The documents stored in DocuBank Safe aren't accessible with the DocuBank Card.

Features

- Free for up to 1 GB of online storage. More storage may be available for purchase.
- Easy, private process for loading documents. Upload them directly from your own computer using the step-by-step instructions on the docubank.com. Don't fax, email, or send hard copies of your SAFE files to DocuBank for storage in your SAFE account.
- Convenient, designated categories for organizing your documents.
- Files must be in .PDF format.
- If you have updated your health care directives (e.g., living will, health care power of attorney, HIPPA release, do not resuscitate order), you must send them SEPARATELY to DocuBank via fax, email, or hard copy in order to make them accessible with your DocuBank Emergency Wallet Card. If you only store them in your DocuBank SAFE, they won't be accessible to health care staff using your DocuBank Card.

How does DocuBank prevent unauthorized access?

Files stored in SAFE are encrypted using 3 DES, a 168-bit algorithm that is the standard for PCI compliance. This is the standard that banks and credit card companies comply with. Files are transmitted from your computer to the SAFE via secure SSL connections using 1024-bit keys.

Which browser should I use when using my SAFE?

Security settings and pop up allowances on any browser can affect the way your SAFE responds. We have found that SAFE responds best when using Google Chrome.

Can I give trusted person access to a specific file on SAFE?

Members can set up logins for other people (like their trustees) and then choose to share specific files with them.

**Questions? Call DocuBank toll-free at
1-866-DOCUBANK (866-362-8226) 9 a.m.-5 p.m. ET**

DocuBank® is a company — independent of The Heritage Law Center — and the law firm is not responsible in any way for the performance or non-performance of duties promised by DocuBank.

How to open your DocuBank SAFE

1. From docubank.com, login to your DocuBank account with your Member #, PIN, and Personal Password (or use the email login with your email and personal password).
2. On the lower left of the screen, click the tab marked "My DocuBank SAFE."
3. A screen will pop up asking you to accept the DocuBank Terms of Use. Please read the Terms of Use and decide if you'd like to proceed.
4. You accept the Terms of Use by creating your DocuBank SAFE Password. This password must be 8 characters long and include numbers, letters, and one symbol (not . or *). It should be different from your DocuBank Personal Password. Note: if you share your SAFE password, this person(s) will have access to everything that is stored in your DocuBank SAFE.
5. When you have typed your SAFE password into both fields, you will be in your DocuBank SAFE.

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