

# Maildropping Docs

There are two types of maildrop addresses:

- Unassigned Docs maildrop — Sends docs straight into your Unassigned Docs.
- Transaction maildrop — Sends docs and messages directly into a specific transaction.

Maildrop addresses are unique to each user. Your address tells Pipeline who sent the file and where to put it. The body of the email is kept only for transaction maildrops; Unassigned maildrops keep attachments only.

## Retrieve Your Unassigned Maildrop Address

Retrieve your personal Unassigned Docs maildrop address to email files straight into your Unassigned Docs without logging in. The body of the email is discarded and only the attachments are kept.

**Who Can Do This:** Admins and agents with *Upload Docs* permission.

To find your Maildrop Address for unassigned docs:

### Go to the **Unassigned Page**

- Click [Unassigned] from the top menu.

### Find Your Maildrop Address

- Locate the maildrop address near the top of the page.

### Save It

- Right-click the address and select *Copy Email Address* to paste it elsewhere.
- Or click *vCard* to download and save it directly to your device's contacts.

Many offices program this address into their scanner so scanned docs go directly into Pipeline without manual upload.



## Retrieve Your Transaction Maildrop Address

Retrieve your personal maildrop address for a transaction to email docs and messages directly into that transaction without logging in. Sent emails appear in the Received Emails section, and any attached docs are placed in Unassigned, pre-assigned to the transaction but awaiting a permission category.

**Who Can Do This:** Admins and agents with *Upload Docs* and *Assign Docs* permission.

To find your Maildrop Address for a transaction:

#### Go to the Transaction

- Open the transaction where you need to take action.

#### Find Your Maildrop Address

- Locate the maildrop address near the top of the page.

#### Save It

- Right-click the address and select *Copy Email Address* to paste it elsewhere.
- Or click *vCard* to download and save it directly to your device's contacts.



Every user has their own transaction maildrop address for the same transaction.

## Ways to Use Your Maildrop Address

Put your maildrop address to work in everyday workflows to save time, reduce clicks, and keep your docs where they belong:

- **Save Your Maildrop Address to Your Contacts:** Keep it handy for quick sending from any device.
- **Program Your Unassigned Docs Maildrop Address Into Your Scanner:** Send scanned files directly into Pipeline without manual uploads.
- **Forward Messages from Other Systems to Pipeline:** Send important docs from CRMs, accounting tools, or other platforms.
- **Send Docs from Your Phone While On-the-Go:** Capture paperwork the moment you get it.
- **Route Office Fax-to-Email Output Directly to Pipeline:** Skip the paper and keep digital records.
- **Batch Send Multiple Files in One Email:** Reduce clicks and upload everything at once.
- **BCC Your Maildrop on Client or Vendor Emails:** Archive key correspondence and attachments automatically.

- **Use with E-Sign Platforms to Store Signed Documents Instantly:** Keep signed agreements in your system the moment they're complete.