

Why safelisting is necessary

[law firm name] uses Litera Transact to run deals. Litera Transact is a secure, collaborative workspace that streamlines the entire deal process.

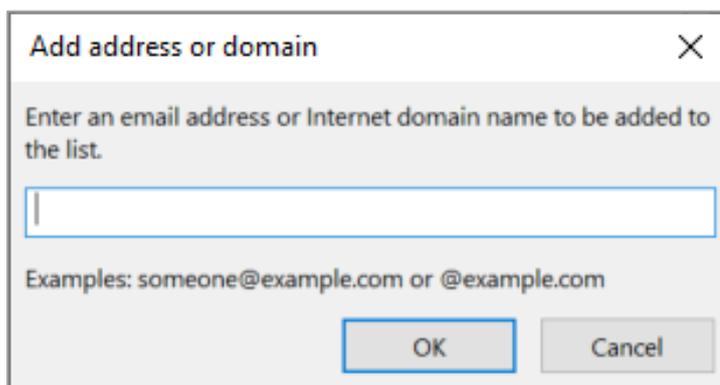
The deal process may include [law firm name] inviting you into the Litera Transact platform to review and sign deal documents from within the platform.

So you can access documents on Litera Transact and receive signature requests from [law firm name] via Litera Transact, please safelist the Litera Transact URLs and email domains provided below. This will ensure that you can access Litera Transact in your browser and that emails sent from Litera Transact will reach your inbox, instead of being marked as spam.

Safelisting emails domains

Your safe senders list or allowed list is accessed from your email application Adding Litera Transact's URLs to the list ensures that you will receive signature requests and other notifications sent directly from the platform. The below procedure describes how to do this in Microsoft Outlook 365. For other email providers, please [check here](#).

1. In the **Home** tab in Outlook, click **Junk > Junk E-mail Options**.
2. Select the **Safe Senders** tab and click **Add**.

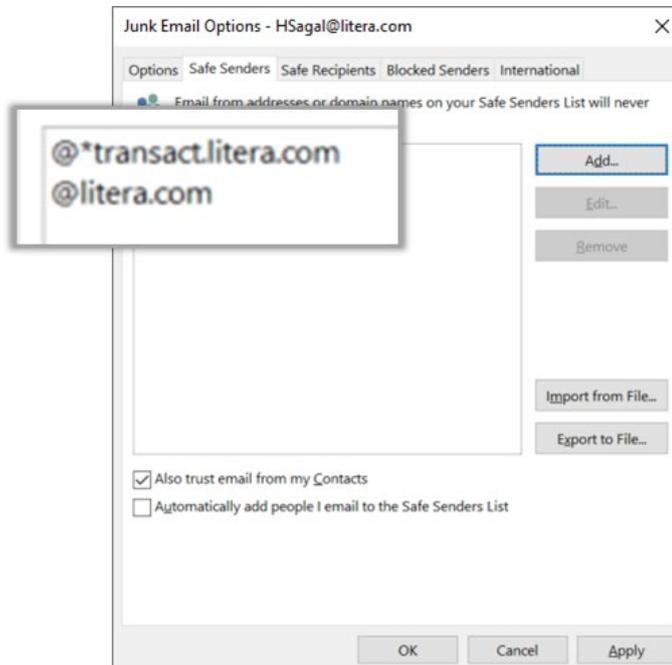


3. Enter **@litera.com** and click **OK**. This will enable you to receive emails from [anyone]@litera.com.
4. Click **Add** again.
5. Enter **@*transact.litera.com** and click **OK**. This will enable you to receive emails from [anyone]@[countrycode].transact.litera.com.

[add law firm logo]

How to Safelist Litera Transact for Individuals

Adding both URLs looks like this:



6. Click **OK**.

Safelisting URLs

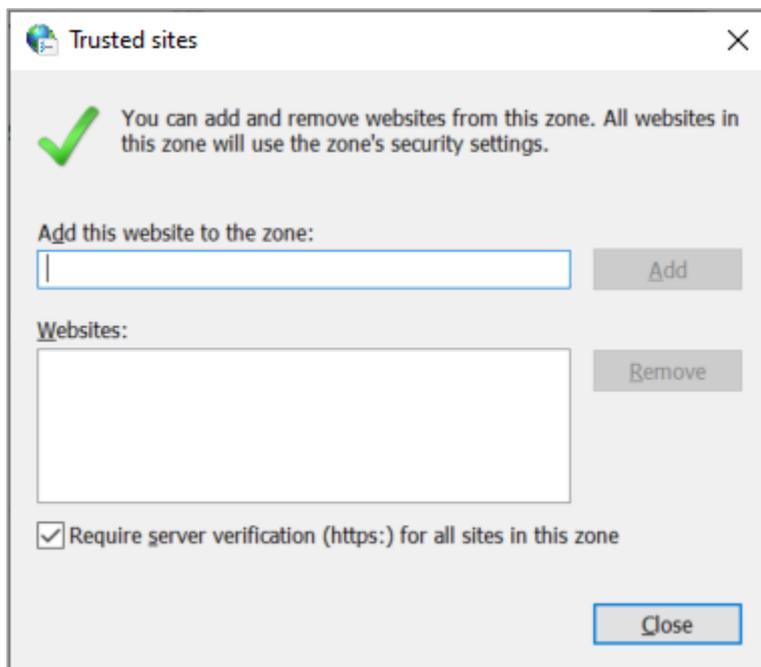
Litera Transact is a browser-based application. To ensure you have access to Litera Transact, add Litera Transact's URL as a "trusted site". This can be done from your browser settings or from the Control Panel. Since the procedure will vary slightly for different browsers, the procedure below describes how to add Litera Transact as a "trusted site" from the Control Panel.

1. Click your Start menu and enter "Control Panel".
2. Open Control Panel and click **Internet Options**.
3. In the *Internet Properties* dialog, select the **Security** tab.

[add law firm logo]

How to Safelist Litera Transact for Individuals

4. Select the **Trusted sites** zone and click **Sites**.



5. Enter the login URL for Litera Transact and click **Add**. The login URLs for Litera Transact vary according to the region, for example, the US is **app.us.transact.litera.com**, the UK is **app.uk.transact.litera.com**. For ease, it is recommended to add **"*transact.litera.com"** to cover all regions and all necessary URLs.

Alternatively, you can safelist the specific URL used by [law firm name] which is [law firm's Litera Transact URL].

[Rewrite below note to match law firm URL]

Note: When "app.us.transact.litera.com" (for example) is the URL to access Litera Transact, "api.us.transact.litera.com" needs to be safelisted too as to allow API requests between the back-end and front-end and to actually enable users to *engage* with Litera Transact (access the buttons etc.).

6. Click **Close** and **OK**.