



CLIENT WEB PORTAL

WELCOME SCREEN

The screenshot shows the F.A.S.T. Client Web Portal interface. At the top, there is a blue header with the logo and text 'F.A.S.T. Client Web Portal' and 'EZ Messenger File and Serve Tracking (F.A.S.T.)'. On the right side of the header, there is a notification bell icon with the number '18', a user profile icon, and the text 'Welcome, Test Client'. Below the header, there is a search bar with the text 'Search Jobs ...'. The main content area features a 'Hello ...' greeting, a welcome message, and a list of recently added features with checkmarks: STATEMENT HISTORY, EZ QUERY, ACCOUNT DOCS, EZ SNAPSHOT, and JOBS PENDING CLIENT INSTRUCTION. At the bottom, there is a section for 'F.A.S.T. Media' with a message 'No available media at the moment'. A left sidebar contains navigation links such as Home, Jobs in Field, Send Us Work, Check Status, Check Venue, Document Center, Export Documents, Reports, Accounting, Job Scoring, and Performance.

Navigation Links

Report System Issues and Launch F.A.S.T. Bulletin

Notifications












Login Name

Job Search

Welcome Message, contact information and quick links

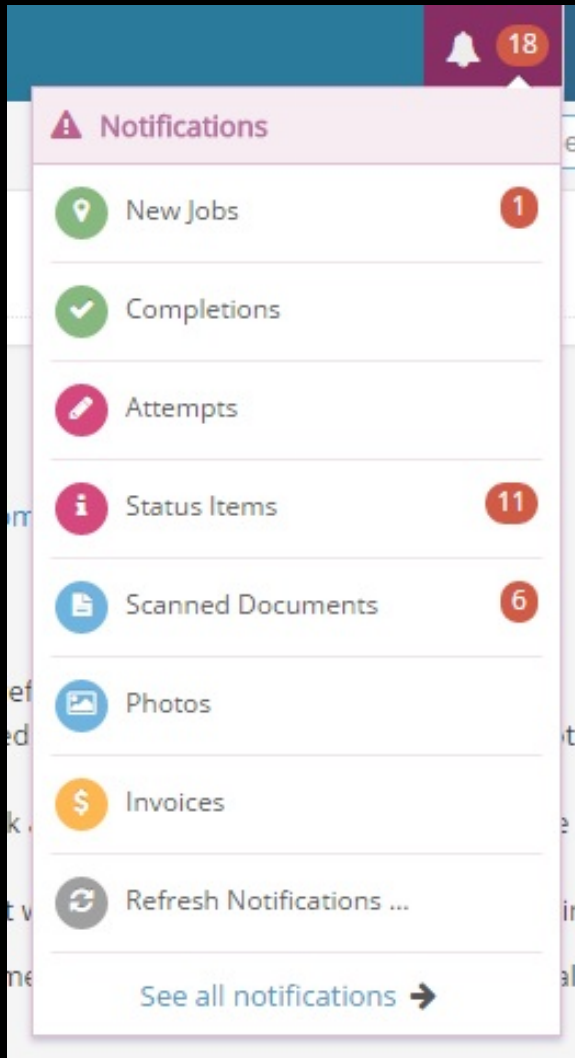
Media

NAVIGATION LINKS

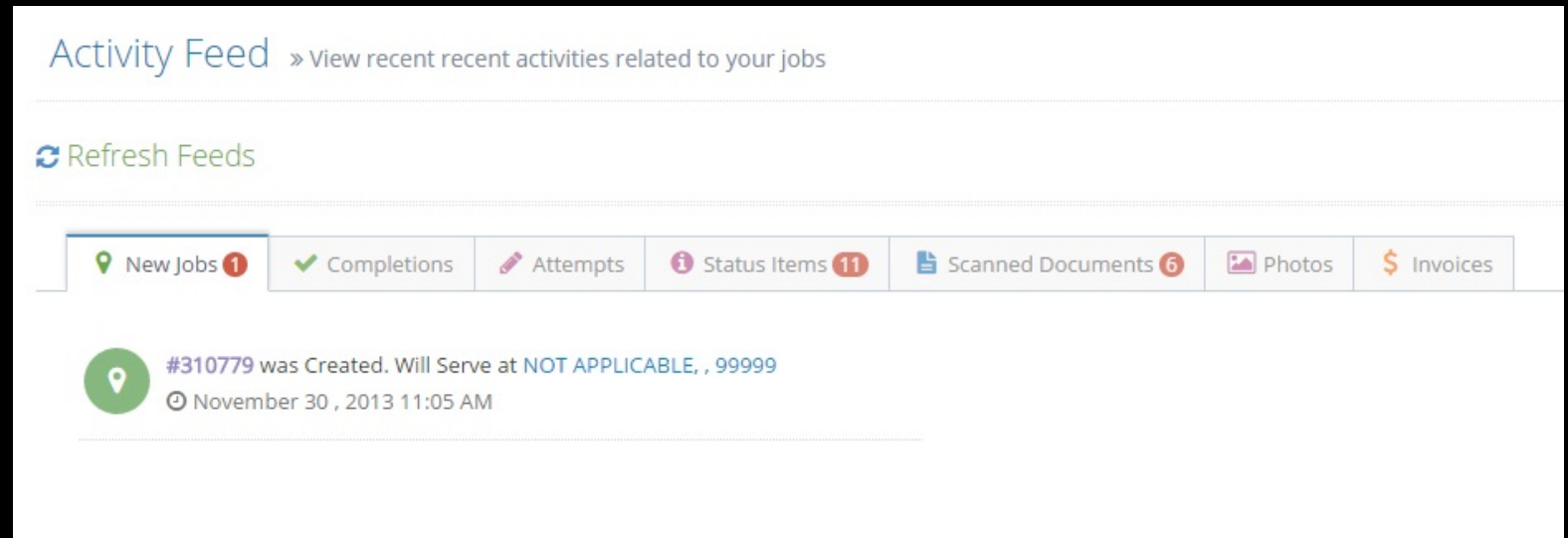
Now: Dec 02, 2015	
 Home	
 Jobs in Field	
 Send Us Work	
 Check Status	
 Check Venue	
 Document Center	
 Export Documents	
 Reports <	
 Accounting <	
 Job Scoring	
 Performance	

Home	Returns you to the Home screen.
Jobs in Field	Map with pins representing active jobs out in the field.
Send Us Work	Online wizard for work submission.
Check Status	Search for jobs in a variety of ways.
Check Venue	Tool for determining filing venue.
Document Center	Access jobs in order to attach documents.
Export Documents	Documents for FTP exchange.
Reports	Variety of standard or custom reports.
Accounting	View statement, payment, invoices and other accounting information.
Job Scoring	Rate the handling of a particular job.
Performance	Performance metrics specific to your jobs.

NOTIFICATIONS



This quick link on the Home screen will display a snapshot of any new notifications since your last login. You can select to view items by clicking on the appropriate link or by selecting 'See all notifications' at the bottom which will take you to your 'Activity Feed'.



JOBS IN FIELD

You can use the 'Jobs in Field' link to see a map with pins for where open jobs are taking place.

When you click on a pin it opens up a brief description of the Job Number, Service, Address as well as quick links to get to the Job Summary screen, Print Workorder, and View status items.

Areas with a large circle and a number in the center are locations where there are multiple jobs in the nearby area. Scroll in on the map or click the number to zoom in. You can also select 'Map' or 'Satellite' views in the upper right corner of the map.

The screenshot displays a Google Maps interface titled "Jobs In Field" with a subtitle "Google Maps view of your Open Jobs in field". At the top left, there is a navigation bar with "Open Jobs" and a count of "All 2". Below this, there are "Map" and "Satellite" view options. The map shows the Tucson, AZ area with several pins. A prominent pin in the center of Tucson is labeled "#4874" and "Test 1". A pop-up window for this pin displays the following information: "#4874", "Test 1", "355 S. EUCLID", "Tucson, AZ 85719", and a link "Print Workorder - View status items". Another pin in the southern part of Tucson is labeled "#315810" and "AARON DAVIS". The map includes various geographical features, roads, and landmarks like Saguaro National Park and Tucson Mountain Park. The Google logo is visible in the bottom left corner, and map data information is in the bottom right.

SEND US WORK

You can use our web portal to send requests to us to perform various services such as: service of process, skiptracing, document deliver or pickup, court filings and document retrieval. Follow the steps in the job wizard to set up a new request, or you can 'Use Template' to create, store and then later use templates for items that you may find you process frequently.

Send us work » Send us a new job

Use Template Test Client

New Job Wizard Save As Template: NO i

1 Special — 2 Case Info — 3 Filing Info — 4 Skip Info — 5 Service Info — 6 Delivery Info — 7 Upload — 8 Your Info — 9 Finish

Enter the following information

Is this a special? NO

CHECK STATUS

You can either use the bubble in the upper right corner of the screen to find jobs to check status or you can use our 'Check Status' feature.

By using the Check Status feature you can search for specific items based on multiple specific criteria as opposed to getting a shortened listing without details.

The screenshot shows the F.A.S.T. Client Web Portal interface. The top navigation bar includes the logo, the text 'F.A.S.T. Client Web Portal' and 'EZ Messenger File and Serve Tracking (F.A.S.T.)', a notification bell with '18', and a user profile with 'Welcome, Test Client'. Below this is a secondary navigation bar with 'Now: Dec 02, 2015', 'Home > Check Status', and a search bar 'Search Jobs ...'. The left sidebar contains a menu with items: Home, Jobs in Field, Send Us Work, Check Status (highlighted), Check Venue, Document Center, Export Documents, Reports, Accounting, Job Scoring, and Performance. The main content area is titled 'Check Status > Search and check status of jobs'. It features a search form with the following elements: a search bar labeled 'Search Fields', a 'Search Query' input field, a dropdown menu for 'Search by Court Cause #' with a help icon and the text 'Leave empty for everything', radio buttons for 'Status' (All, Open, Closed), a 'Job Type' dropdown menu, and a 'Filter by Date Range' toggle switch currently set to 'NO'. A green 'Submit' button is located at the bottom of the search form. The footer contains the copyright notice '© 2015 EZ Messenger Privacy' and social media icons for Twitter and Facebook.

SEARCH OPTIONS

Search Query

Search by Court Cause # ▼

Search by Court Cause #

Search by Case Reference #

Search by Servee

Search by Plaintiff

Search by Defendant

Search by EZ Job #

Search by Invoice

Search by Court Date

Search by Reference #

Job Type Search

Select ▼

Select

App For Default

Certified Mail

Courier

Delivery

Document Retrieval

File & Serve

Foreclosure Order Pull & File

Garn

Guaranteed

Hawaii Service

International - Hague

International - Non Hague

INTERROGATORIES

Issue & Return

Jail Serve

Judgment

Locate & Serve

MESSENGER

Misc. Filing

Date Range Search

Filter by Date Range: YES III

Date Range: 11/08/2015 - 11/17/2015

Search Type: Search by Date Rec ▼

Search by Date Rec

Search by Date Completed

Search by Date Filed

Search by Court Date

SEARCH RESULTS/ JOB DETAILS

Check Status » Search and check status of jobs

Search Fields

Search Result

Search Result Set Columns

Search:

	Servee	Ref #	Type	Cause #	Assigned	Active Address	Status	
+	Court Runner Test	Test	Courier	Test Overwrite	10/08/2015	Court Runner Test, Dallas, TX 75201	Affidavit of Personal Sub-Service POST	✓ Documents Photos Status
+	Second Def COMPLAINT	reference	File & Serve	TEST TEST TEST	10/08/2015	505 Bronco Trl, Little Elm, TX 75068	Affidavit of Personal Sub-Service POST	✓ Documents Photos Status
+	Rusty White None Not Applicable, citation and petition order of foreclosure	Test Ref	Foreclosure Order Pull & File	Not Applicable	07/22/2015	2017 Young St , Dallas, Tx 75201	Job Stale - Made Inactive	✓ Documents Photos Status

Search results will net a listing of related jobs with a snapshot of details such as Servee, Active Address, Status.

It will also provide quick links to Status, Documents, Affidavits and Photos.

Job Info Status Scans 2 Photos 46 Addresses 4 Linked Jobs 0 Timeline

Case Info

Court	Test County 100th TEST
Court Cause #	Case Test
Date Filed	07/01/2015
Plaintiff(s)	Any Plaintiff
Defendant(s)	Any Defendant
Judge	
Attorney	Attorney 2
Staff	Secretary 1
Case Ref #	Case Law Firm Ref

Job Info Forms

Test Serve Affidavit of Personal Service

Active Addr 1234 Test, Bailey, TX 75413

Job Type Service

Documents Test Docs

Received July 02

Court Date N/A

Reference # Job Law Firm Ref

Server BRENDA NASH

Total Charges \$ 95.00

Person Left With NOT APPLICABLE

- > Sex: Female
- > Age: 30-40
- > Married: N/A
- > Military: N/A
- > Other:
- > Skin: Caucasian
- > Hair: Blonde
- > Weight: N/A
- > Height: 5ft 5in

Served Address 9876 Test Dr, Dallas, TX 75201

Served On November 12 10:50 AM

Manner Affidavit of Personal Service

JOB SUMMARY

When you select a job by clicking the serve name you are taken to the 'Job Summary' screen. This screen will provide you access to detailed information for the job including:

- Job Info
- Status
- Scans
- Photos
- Addresses
- Linked Jobs
- Timeline

Job #11813 » job summary

Job Info

Status

Scans 2

Photos 46

Addresses 4

Linked Jobs 0

Timeline

Case Info

Court	Test County 100th TEST
Court Cause #	Case Test
Date Filed	07/01/2015
Plaintiff(s)	Any Plaintiff
Defendant(s)	Any Defendant
Judge	
Attorney	Attorney 2
Staff	Secretary 1
Case Ref #	Case Law Firm Ref

Job Info

Test Serve Affidavit of Personal Service

Active Addr	1234 Test, Bailey, TX 75413
Job Type	Service
Documents	Test Docs
Received	July 02
Court Date	N/A
Reference #	Job Law Firm Ref
Server	BRENDA NASH
Total Charges	\$ 95.00

Person Left With	NOT APPLICABLE
	> Sex: Female > Skin: Caucasian
	> Age: 30-40 > Hair: Blonde
	> Married: N/A > Weight: N/A
	> Military: N/A > Height: 5ft 5in
	> Other:

Served Address	9876 Test Dr, Dallas, TX 75201
Served On	November 12 10:50 AM
Manner	Affidavit of Personal Service

JOB INFO

Case Info

- Court cause number
- Filing information
- Case caption
- Attorney on case
- Case reference number

Job Info

- Quick Links to:
 - Insert status note
 - View Workorder
 - Print affidavit
 - Job scoring
 - Forms
- Name of serve
- Active Address
- Job type
- Documents
- Court date
- Server
- Service details

Job #315810 » Job summary

Job Info

Status

Scans 3

Photos 14

Addresses 2

Linked Jobs 8



Timeline

Insert Status Note

46 Items Total

Forms Filter Status Type Columns

Show 10 entries Search:

Date	Type	Server	Address	Event	Photo
2013-12-09 04:54:00	Attempt	GERRI A. GENTILQUORE, ACPS	1301 W DUVAL MINE ROAD, Sahuarita, AZ 85629	NOT OPEN. WILL REATTEMPT EMPLOYMENT.	
2013-12-10 06:53:00	Attempt	GERRI A. GENTILQUORE, ACPS	1301 W DUVAL MINE ROAD, Sahuarita, AZ 85629	UNKNOWN TO MANAGER.	

Send notes to EZ Messenger staff using the 'Insert Status Note' link. The 'High Priority' button should be selected for any items requiring rush attention.

STATUS

You can view various forms of status with dates and times. Statuses can be sorted and filtered in various manners.

Insert Status Note

High Priority NO

* Note Type OTHER

Submit Close

SCANS

Any scans currently attached to the job can be viewed here. You can also upload additional scans as needed.

Job #906004 » Job summary

Job Info Status Scans 4 Photos 2 Addresses Linked Jobs Timeline

OCRPROOF
926381564b60.pdf - 383.86 KB
an hour ago

OCRPROOF
504094564b5a.pdf - 383.86 KB
an hour ago

OCRPROOF
798858564b5b.pdf - 383.86 KB
an hour ago

OCRPROOF
358069564aa.pdf - 0.01 KB
14 hours ago

Upload Files


Drop files here or click to choose

Upload Files

Job #906004 » Job summary

 Job Info

 Status

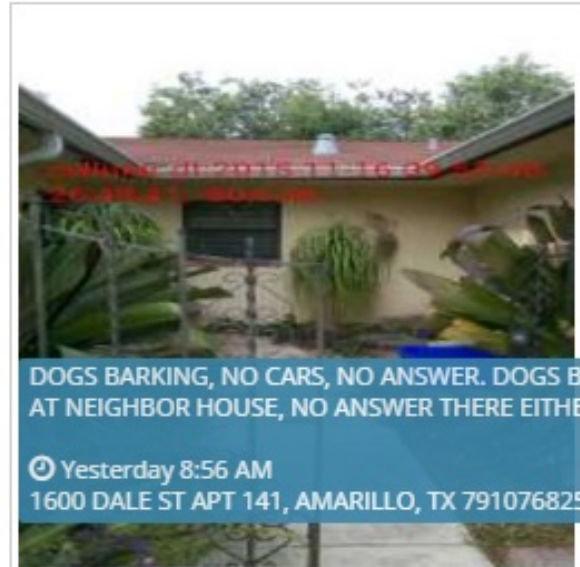
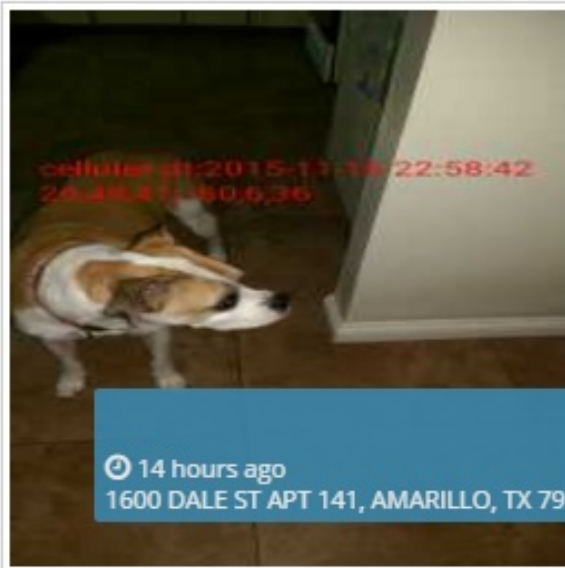
 Scans **4**

 Photos **2**

 Addresses

 Linked Jobs

 Timeline



PHOTOS

View photos associated with attempts and service completions. Photos are geo-tagged and have the status note, date, time, and address of attempt.

LINKED JOBS

If you have jobs with identical forms of identifiers they will appear here. In this example job 315810 has the same reference number as the service listed below.

Jobs may link based on Case Number or Reference Number. This does not force the jobs to be part of the same case, but rather provides an easy way to find jobs with matching information.

Job #315810 » Job summary

Job Info Status Scans 3 Photos 14 Addresses 2 **Linked Jobs 8** Timeline

8 Job(s) related by Court Case # or Reference # Columns

Show 10 entries Search:


	Servee	Ref #	Type	Cause #	Assigned	Active Address	Status	
+	CUSTODIAN OF RECORDS FOR SAFEWAY SUBPOENA DUCES TECUM; AFFIDAVIT OF CUSTODIAN OF RECORDS; LETTER DATED 12/9/2013	123654	Subpoena	C2013-1973	08/24/2015	355 S. EUCLID , Tucson, AZ 85719	Affidavit of Personal Service	✓ [document] [photo] [share]
+	NOT APPLICABLE MTC NOH	123654	ONLINE SUBMISSION		06/30/2015	NOT APPLICABLE, , 99999	Special Messenger Service	✓ [document] [photo] [share]
+	NOT APPLICABLE Injunction	123654	ONLINE SUBMISSION		06/30/2015	NOT APPLICABLE, , 99999	Special Messenger Service	✓ [document] [photo] [share]

Job #315810 » Job summary

 Job Info

 Status

 Scans **3**

 Photos **14**

 Addresses **2**

 Linked Jobs **8**



 Timeline

Couple of Days Ago



Added Status Item

> Job Assigned To JAMES RACINA, Subserver : JAMES RACINA.

 NOT APPLICABLE, , 99999  Tue 10th 08:26 AM

October 2015





Photo Submitted



Added Attempt

> TESTING APP CONNECTION

 1318 W CAMINO MESA SONORENSE, Sahuarita, AZ 85629  Tue 6th 02:57 PM

TIMELINE

The Timeline shows a chronological listing of events on the selected job.

Search Fields

⚠ All fields are required here.

* Address:

City

Choose State...



Zip Code

Balance: (e.g. 1024.36)

Client Reference
Number:

🔍 Submit

CHECK VENUE

By using our Check Venue tool you will be able to enter an address, the balance being collected and your reference number (optional) to obtain information on the venue your case should be filed in.

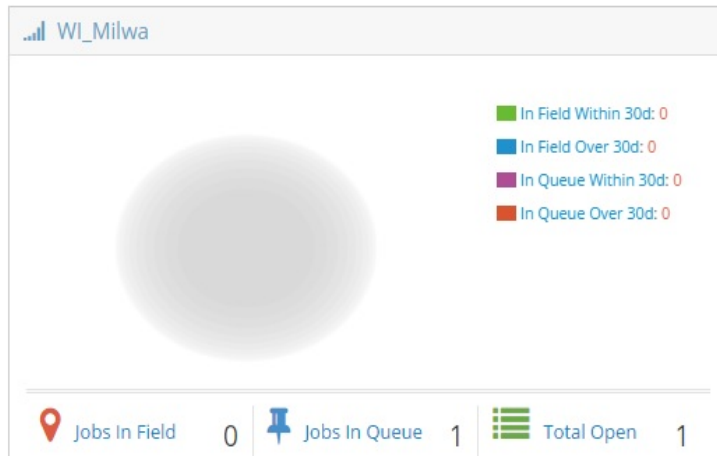
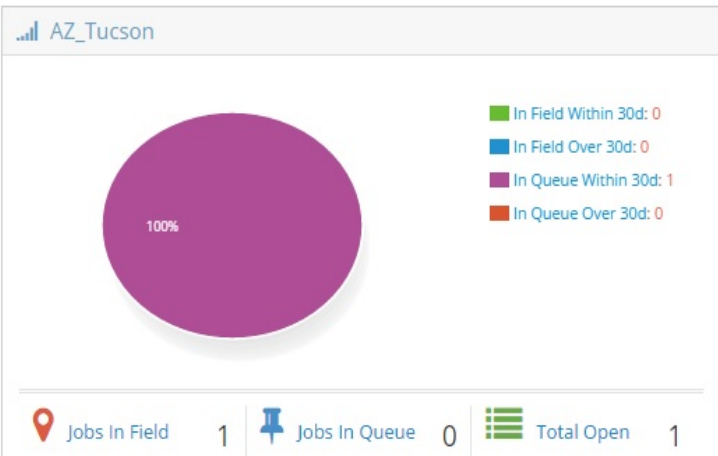
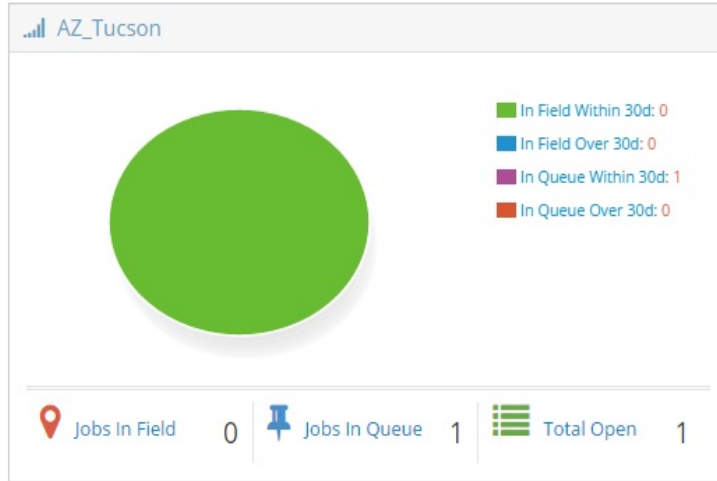
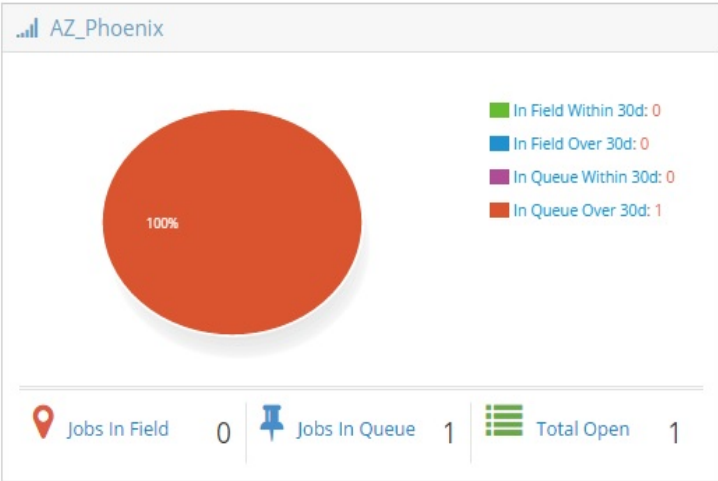
Now: Dec 02, 2015

Home > EZ Snapshot > Snapshot

Search Jobs ...

- Home
- Jobs in Field
- Send Us Work
- Check Status
- Check Venue
- Document Center
- Export Documents
- Reports
 - Standard Reports
 - EZ Snapshot
 - EZ Query
 - All Open Jobs
 - Jobs Pending Client Instruction
 - Stale Closed
 - EDI Settings
 - In Field Priority List
 - Affidavits Needed
 - Open Service Inventory
- Accounting
- Job Scoring

Snapshot » Our snapshot of your current Open Jobs



REPORTS

EZ Messenger offers a multitude of standard reports for your account. Don't see the type of report you need? You may want to check the Performance link or ask your Account Executive about creating a custom report!

Now: Dec 02, 2015

Home > Accounting > Accounting: View/Pay All Open Invoices

Search Jobs ...

View/Pay All Open Invoices >> Accounting stuff

Print Statement

Dange Range: Submit

All Open Invoices Columns

Show 10 entries Search:

	<input type="checkbox"/>	Invoice #	Reference	JobNum	Invoiced	Original Amount	Balance
<input type="checkbox"/>	<input type="checkbox"/>	1057251	1200	846455	2015-11-19	\$117.00	\$117.00
<input type="checkbox"/>	<input type="checkbox"/>	1042055	Job Law Firm Ref Job Company Ref Case Law Firm Ref	11813	2015-11-16	\$95.00	\$95.00
<input type="checkbox"/>	<input type="checkbox"/>	1042057	123654	315811	2015-11-16	\$95.00	\$95.00
<input type="checkbox"/>	<input type="checkbox"/>	1032017	Test123	19323	2015-11-09	\$95.00	\$95.00
<input type="checkbox"/>	<input type="checkbox"/>	1032009	JD2256	809214	2015-11-09	\$82.00	\$82.00
<input type="checkbox"/>	<input type="checkbox"/>	1022531	test job	888213	2015-11-03	\$117.00	\$117.00
<input type="checkbox"/>	<input type="checkbox"/>	1012347	test migration file	782249	2015-10-29	\$82.00	\$82.00
<input type="checkbox"/>	<input type="checkbox"/>	1009465	SAMPLE CLIENT FILE NO SAMPLE CLIENT FILE NO	861979	2015-10-28	\$70.00	\$70.00
<input type="checkbox"/>	<input type="checkbox"/>	981065	1200	846441	2015-10-19	\$50.00	\$50.00
<input type="checkbox"/>	<input type="checkbox"/>	971589	SAMPLE CLIENT FILE NO SAMPLE CLIENT FILE NO	861979	2015-10-14	\$70.00	\$70.00

Showing 1 to 10 of 16 entries

Previous 1 2 Next

ACCOUNTING

We make it easier than ever to review your accounting details. In our Accounting section you can find our W9, review invoices, statements and payments. You also have access to reconciliations and can search for check numbers used for payments on your account.

#315811 Scoring » Add your score for this job

Was processing/filing completed in an acceptable time frame?

Exceptional Acceptable Marginal Unacceptable N/A

Once processed/filed was job placed out for service in an acceptable time frame?

Exceptional Acceptable Marginal Unacceptable N/A

Once assigned to the process server was the first attempt completed in an acceptable time frame?

Exceptional Acceptable Marginal Unacceptable N/A

Overall were service, non service or alt service attempts completed in an acceptable time frame?

Exceptional Acceptable Marginal Unacceptable N/A

Once completed was an affidavit turned in by the server in an acceptable time frame?

Exceptional Acceptable Marginal Unacceptable N/A

Was affidavit processed to court/client in an acceptable time frame?

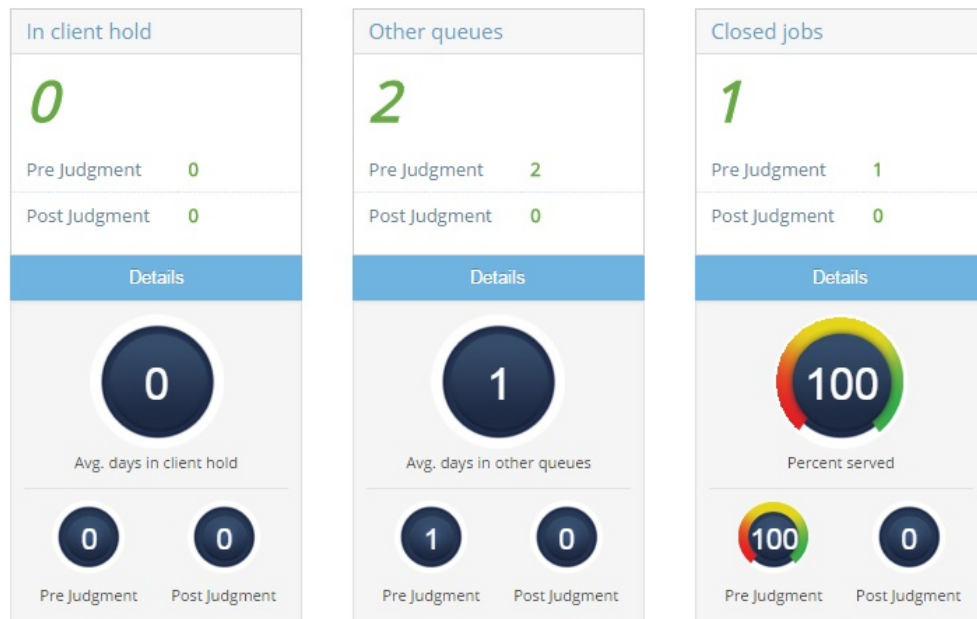
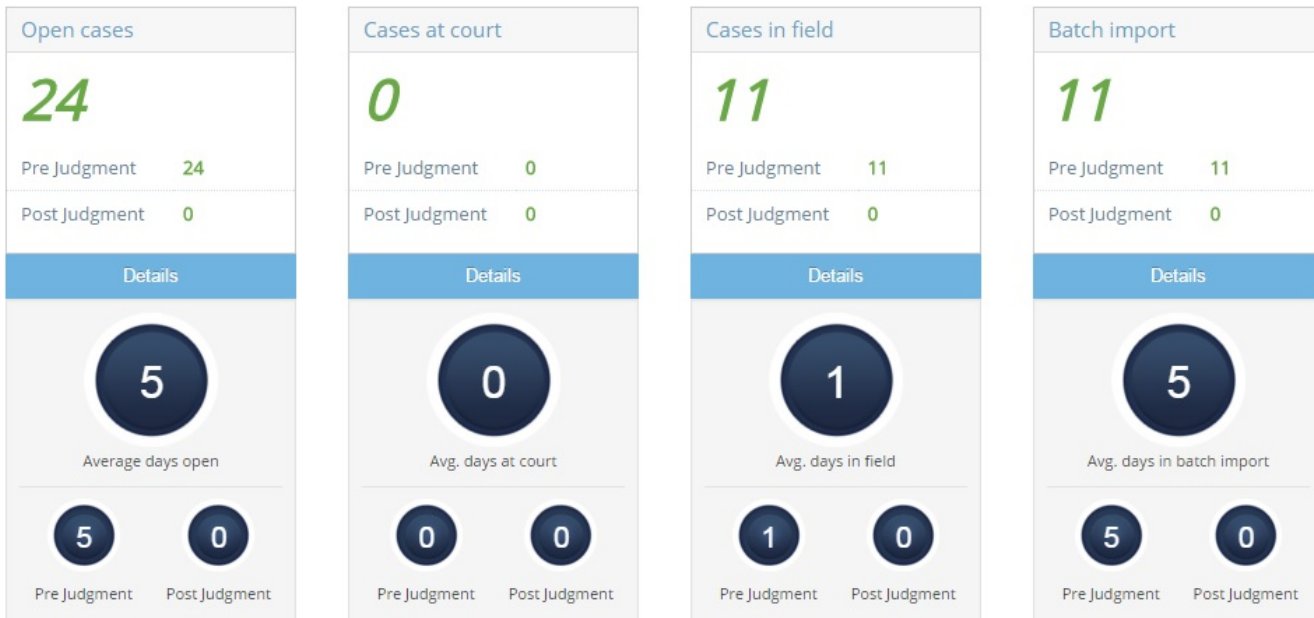
Exceptional Acceptable Marginal Unacceptable N/A

Once affidavit was routed to court did we receive and process a file marked copy in an acceptable time frame?

Exceptional Acceptable Marginal Unacceptable N/A

JOB SCORING

One of our newest features is our Job Scoring. After your job has been completed you can provide feedback on various aspects of your service.









PERFORMANCE

Performance Metrics snapshot for your account can be seen here.

Details in regards to each type of metric can be accessed by clicking the blue 'Details' link.

PERFORMANCE METRICS DETAIL

After you select 'Details' you will see a listing of the total items that make up the section in question. You can view job details, status, attached scans and photos. You can also download a .CSV file to open in Excel.

Performance Metrics Detail - jobs_closed30							
Servee	ClientReference	JobType	CaseNo	DateAssigned	ActiveAddress	Manner	
 James Smith Dependency petition	JD2256	Service	JD22556	2015-11-05 21:59:02	123 Main Street Tucson, AZ 85719	Non Service	   
	5816456	File & Serve	2015- 20115	2015-11-05 22:54:45	,	Special Messenger Service	