



# SEC NOW User Guide

This SEC NOW User Guide is a short overview of the minimal changes you will see when using ImageSilo®.

## SEC NOW Compliant Document Destruction

SEC NOW will allow you to destroy your documents within an hour of uploading to ImageSilo®.

- We have added a new “Compliant Date” field that will be displayed on your Search Results screen.
- On an hourly basis, all documents uploaded to ImageSilo® will be copied to our SEC Compliant storage (SEC NOW).
- Once the documents are copied over to the SEC NOW storage, the Compliant Date Field will be populated with a date.
- As soon as you see the Compliant Date field populated with a date, you can then destroy your paper copy! Please remember that destruction of your paper source documents must be performed in compliance with MassMutual Compliant Date Field procedures (see Company Memorandum for further details).

### Client Files (112 Documents Displayed)

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Select All

Document Date	By Whom Scanned	Scanned Date	Compliant Date	Sta
11/08/2011	[Blank]	11/08/2011 02:05:33	07/14/2013	
09/20/2005	Bekki	09/25/2005 00:00:00	07/14/2013	
12/10/2010	Bekki	09/25/2005 00:00:00	07/14/2013	
09/20/2005	Bekki	09/25/2005 00:00:00	07/14/2013	
09/25/2005	Bekki	09/25/2005 12:00:00	07/14/2013	
09/27/2007	Joe	10/01/2007 00:00:00	07/14/2013	
10/03/2003	Joe	02/14/2008 00:00:00	07/14/2013	
01/10/2003	Joe	08/19/2008 00:00:00	07/14/2013	
01/10/2003	Joe	08/19/2008 00:00:00	07/14/2013	
04/02/2010	Joe	02/14/2011 00:00:00	07/14/2013	
01/13/2003	Joe	02/14/2008 00:00:00	07/14/2013	
01/10/2003	Joe	02/14/2008 00:00:00	07/14/2013	
10/03/2003	Joe	02/14/2008 12:00:00	07/14/2013	
09/10/2009	Bekki	10/22/2012 00:00:00	07/14/2013	
09/10/2009	Bekki	10/22/2012 00:00:00	07/14/2013	
10/01/2012	Bekki	10/22/2012 00:00:00	07/14/2013	
ir kicks	[Blank]	06/29/2010 12:00:00	07/14/2013	
09/28/2008	Bekki	01/27/2009 00:00:00	07/14/2013	
09/28/2008	Bekki	01/27/2009 00:00:00	07/14/2013	

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Specializing in Paperless Office Solutions - Any Document, Anywhere, Anytime



## SEC NOW Archived Documents

SEC NOW will automatically archive your image based documents that are older than six months. All image-based documents in ImageSilo® with a “Document Date” older than six (6) months will be archived. If no “Document Date” is present, documents with a “Scanned Date” older than six (6) months will be archived. (Please be sure to fill in the “Document Date” and/or the “Scanned Date” when scanning your documents to ImageSilo®).

## Viewing an Archived Document

Once a document is archived you will still be able to search the document just as you are doing now. When you click to view an “archived” document a message will be displayed informing you the document has been archived with a link for you to click on to view the document. Click the link and, depending on your browser, the “archived” document will then be displayed on your screen or downloaded for you to open and view.

Archived Document link message.

This document has been archived.  
[Click here to view](#)

NOTE: if you are using the Browser Based Viewer you can right-click the link and select “Open link in new tab” or “Open link in new window”.

Archived documents are ‘read only’ documents and cannot be changed. However, if you have to make a change to a document, download the document, make the changes and then reload it to ImageSilo®.