



Online Document Access Information



Instructions: For optimal performance please use a PC and Internet Explorer.

System Access

Go to the website:
shorescan.com click on

CLIENT LOGIN



This will open the eBridge Network
logon portal hosted by **eBridge**



LOGON Information

User's full name:

User ID:

User Password:

File Cabinet:

Private Passwords:


Each user will be instructed to change the current password to something private.

1. Erase and retype the current or "old" password.
2. Enter the new password.
3. Confirm the new password.

LOGOUT of the current connection to eBridge and LOGIN using your new User ID and Password to avoid authentication conflicts during navigation and viewing.

Entering the system for the first time

FINDING A DOCUMENT

On the menu bar, click on: **RETRIEVE**. Then use the drop-downs in each field to refine your search, click on the word, then click on **SEARCH** at the bottom of the screen. (Scroll down if necessary). A listing of requested documents hosted by the system will appear. Click on the  icon to VIEW.

VIEWING Multiple Documents: Click on each line turning them to **BOLD** and click on **MERGE** on the menu bar. All documents will come together into a single PDF.

Word Search: type in the word in **TEXT SEARCH**. This will search every document in the system for that specific word.

SUGGESTION: Add the eBridge logon page to Internet Favorites or create a short-cut on your desktop.