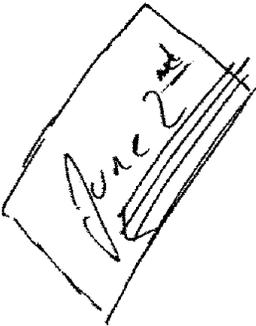
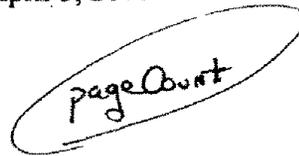

State of Hawaii
Department of Land & Natural Resources
Bureau of Conveyances

Bureau of Conveyances Information System (BCIS)

IMAGE-FTP
SYSTEM SPECIFICATION
for
CUSTOMERS



April 5, 2003



Provided by: THE LANGE GROUP
1100 Ward Avenue, Suite 1050
Honolulu, Hawaii 96814

401513

System Overview

The Bureau of Conveyances has provided a means to obtain their digitized images of the daily recorded documents via secure FTP over the Internet. The Image-FTP system will allow BOC's customers to retrieve document from BOC's secure FTP site.

These document images are stored in multi-page TIFF format on the Bureau of Conveyances Information System (BCIS) and will be placed on the FTP server nightly. On the server, there will be a separate directory for each recording date available for download. A total of five (5) recording dates, the last five uploads, will be available until the space is recycled. The oldest date will be replaced by the latest uploaded date.

Participation in the Closed User Group:

Customers who wish to retrieve images via FTP, must make a request to the Registrar of Conveyances, and sign the Agreement stipulating understanding of the State of Hawaii privacy act. There is a fee to participate.

You will be provided with software installation instructions, a User logon and password and media containing a self-installing client software, which is necessary to communicate with the BOC FTP server, using an encrypted secure FTP protocol. It will also contain a certificate or "key" that identifies the remote user, and encrypts the data traversing the Internet.

Hardware and Other Minimum Requirements:

- High speed access to the Internet
- Windows NT/2000/XP or Red Hat Linux 5,6,7
- At least 64 MB of Main (RAM) Memory
- At least 10 MB of Disk space on your C:\ drive for programs and 1.0GB for download space
- Network Support Personnel capable of helping with in-house corporate Firewalls (note: packet level traces may need to be run to debug connection)

Image FTP Logistics

Available about 800pm

401514

Images that have been uploaded to the FTP server will be ready for download after 4:30pm daily. The Abstracting section can be contacted to see when the last Image FTP took place. Depending on the speed of the Internet connections, plan about one (1) hour to download images for a

particular recording date. The size of the download will range between 300MB to 800MB, est., depending on the number of documents recorded that date.

On-Line File and Directory Naming Conventions:

The directory name is the actual recording date of the images contained therein. The file name contains the type of document, Regular System, Land Court, Land Court Order, Decree; the document number, and in the case of a multiple document numbers, the end document number; the recording date; and the number of pages.

The following shows the file and directory naming convention used:

Directory Names: *the recording date*
 in the format ccyyymmdd
 e.g. 20030307

File Names: *the actual document image*
 in the format Tddddddd-eeeeee_ccyyymmdd_ppp
 where:

T Document Type (L-LC, R-RS, O-LCO, D-Decree)
 dddd Document number (start doc#, in a range of numbers)
 eeeee Document number end (optional, only in a range of no's)
 ccyyymmdd Document Recording Date
 ppp Number of Pages

→ Dash

e.g. L02784600_20020306_2 (1 LC doc, contains 2 pages)
 → L02784621-02784624_20020306_7 (2 LC docs, contains 7 pages)
 R2002232670_20021230_2 (1 RS doc, contains 2 pages)
 O0148797_20021200_3 (1 LCO, containing 3 pages)

Sample of Regular System files on the local PC "C:\\" drive for recording date: 12/31/2002

Name	Size	Type	Modified
R2002234624_20021231_22	924KB	TIF Image Document	1/31/03 2:14 PM
R2002234625_20021231_13	760KB	TIF Image Document	1/31/03 2:14 PM
R2002234626_20021231_16	870KB	TIF Image Document	1/31/03 2:14 PM
R2002234627_20021231_18	885KB	TIF Image Document	1/31/03 2:14 PM
R2002234628_20021231_17	958KB	TIF Image Document	1/31/03 2:14 PM
R2002234629_20021231_17	844KB	TIF Image Document	1/31/03 2:14 PM
R2002234630-2002234631_20021231_6	116KB	TIF Image Document	1/31/03 2:14 PM
R2002234632_20021231_25	1,172KB	TIF Image Document	1/31/03 2:15 PM
R2002234633_20021231_19	823KB	TIF Image Document	1/31/03 2:15 PM

Page Count Accuracy

401515

Client Installation Instructions

You will be provided with software installation instructions, a User logon and password and media containing a self-installing client software, which is necessary to communicate with the BOC FTP server, using an encrypted secure FTP protocol. It will also contain a certificate or "key" that identifies the remote user, and encrypts the data traversing the Internet.

Check that the packet contains the following:

- Image-FTP client and certificate on magnetic media (CD or diskette)
- Your user logon Name and Password

CD / Magnetic Media contents:

- Readme.txt (this Installation Instructions)
- ImageFTP.exe (for Windows NT / 2000 / XP clients)

Installation Instructions:

- 1) Place the CD / diskette in the correct drive.
- 2) Select the ImageFTP .exe file for your computer. This can be selected from RUN on the Start Menu, by browsing to it from the My Computer Icon, or running it from a command prompt. The self-installing file will unzip the contents of files to the default folder. You can change this location. The default folder is:

C:\sftptemp

- 3) Upon completion, close the DOS window. It should say "Installation completed."

401516

Retrieving and Downloading BOC Images:

- 1) Open up a DOS window by using the RUN on the Start Menu and typing in "COMMAND".
- 2) Move (cd) into the directory where you want to receive the downloaded multitude of ".tif" files for your particular recording date.
- 3) At the DOS prompt, type: SSLFTP 166.122.230.70. ²¹⁻²²
 Note the IP address for the BOC's Image-FTP server and be sure the firewall is open for ports 1400-1500, if you are routing through a corporate firewall.
1100

SSLFTP 166.122.230.70

- 4) When prompted, enter your User name (lower case), then press Enter. Then your Password (lower case), and Enter.
- 5) If you entered your information correctly, you should be in the Images directory.
- 6) Use the commands below to navigate to the directory (recording date) that you would like to download. Remember, it will download the file(s) to the directory that you "cd" into when you ran "sslftp" on your PC.
- 7) Type the "mget *" command to retrieve and download all images for that recording date, to your current directory.
- 8) When all files are downloaded, type "quit" to exit back to DOS.

Note that Image-FTP is command line driven so that you can create a batch file to contain the commands and facilitate automatic execution.

Helpful Commands (lower case):

cd	Change directory
pwd	Current directory
dir	List the contents of this directory
cd ..	Go up one directory structure
prompt	Toggle Verbose mode
get <filename>	Retrieve and download only that <filename>
mget *	Retrieve and download all the files in the current directory
quit	Close the FTP session, back to DOS

401517

Department of Land & Natural Resources
BUREAU OF CONVEYANCES INFORMATION SYSTEM
 BCIS - FTP
 (Reel Tape Replacement)

FILE LAYOUTS

File Name: FTPDOC - FTP Documents
 Format: Fixed / Consecutive
 Record Length: 285 b / Alpha

This file contains one record per document recorded. If the document was a Double System recording, then both DOC Number(s) will be referenced (see the first 4 fields). This file also contains the first Grantor Name, first Grantee Name and the first document Description fields. If there are additional Grantor Names, Grantee Names, or Descriptions, then either of the three "ADDL" fields will be set to "Y". Refer to the associated files of the same DOC Number(s):

- FTPGR - FTP Additional Grantor Names
- FTPGE - FTP Additional Grantee Names
- FTPDESC - FTP Additional Descriptions

*FTPDOC DOC NUMBER R	Regular: YY000001(90-99) CCYY000001(2000+)	11	1	11
*FTPDOC DOC TYPE L/O/D	L=Land Court, O=LCO, D=Decree	1	12	12
*FTPDOC DOC NUMBER L	Land Court: 10000-9999999 LCO: 1-9999999 Decree: 1-9999	11	13	23
FTPDOC RECORDING DATE	CCYMMDDHMM	8	24	31
FTPDOC CLASS	Document Class	12	32	43
FTPDOC GRANTOR NAME	LAST, FIRST MI (uppercase)	40	44	83
FTPDOC GRANTOR ADDL	Y = additional names in FTPGR	1	84	84
FTPDOC GRANTEE	LAST, FIRST MI (uppercase)	40	85	124
FTPDOC GRANTEE ADDL	Y = additional names in FTPGE	1	125	125
FTPDOC DESC CLASS	Document Class	12	126	137
FTPDOC DESC R/B TYPE	R = Regular, B = Book/Page	1	138	138
FTPDOC DESC R/B DOC NO	Regular: YY000001(90-99) CCYY000001(2000+) Book/Page: #####/###	10	139	148
FTPDOC DESC L/O/D	L=Land Court, O=LCO, D=Decree	1	149	149
FTPDOC DESC L/O/D DOC NO	Land Court: 10000-9999999 LCO: 1-9999999 Decree: 1-9999	10	150	159
FTPDOC DESC CT NO	512001bbb	9	160	168
FTPDOC DESC NOTED	512001bbb	9	169	177
FTPDOC DESC LOT		10	178	187
FTPDOC DESC BLK		6	188	193
FTPDOC DESC SEC		6	194	199
FTPDOC DESC MAP	10bbb	5	200	204
FTPDOC DESC APPL		8	205	212
FTPDOC DESC FILE PLAN		8	213	220
FTPDOC DESC CM NO	10bb	4	221	224
FTPDOC DESC APT NO		10	225	234
FTPDOC DESC T/S PER NO		11	235	245
FTPDOC DESC DESC		35	246	280
FTPDOC DESC ADDL	Y = additional Desc in FTPDESC	1	281	281
FTPDOC DESC CM NO 2	10bb (added 3/1/03)	4	282	285

For D/S

401518

Department of Land & Natural Resources
BUREAU OF CONVEYANCES INFORMATION SYSTEM
 BCIS - FTP
 (Reel Tape Replacement)

FILE LAYOUTS

File Name: FTPDESC - FTP Additional Descriptions
 Format: Fixed / Consecutive
 Record Length: 182 b / Alpha

This file is associated with FTPDOC and contains the additional Description records for the particular DOC Number(s). If the field "FTPDOC DESC ADDL" in FTPDOC is set to "Y", then one or more Description records will be written here.

*FTPDESC DOC NUMBER R	Regular: YY000001(90-99) CCYY000001(2000+)	11	1	11
*FTPDESC DOC TYPE L/O/D	L=Land Court, O=LCO, D=Decree	1	12	12
*FTPDESC DOC NUMBER L	Land Court: 10000-9999999 LCO: 1-9999999 Decree: 1-9999	11	13	23
FTPDESC DESC CLASS	Document Class	12	24	35
FTPDESC DESC R/B TYPE	R = Regular, B = Book/Page	1	36	36
FTPDESC DESC R/B DOC NO	Regular: YY000001(90-99) CCYY000001(2000+) Book/Page: #####/###	10	37	46
FTPDESC DESC L/O/D	L=Land Court, O=LCO, D=Decree	1	47	47
FTPDESC DESC L/O/D DOC NO	Land Court: 10000-9999999 LCO: 1-9999999 Decree: 1-9999	10	48	57
FTPDESC DESC CT NO	512001bbb	9	58	66
FTPDESC DESC NOTED	512001bbb	9	67	75
FTPDESC DESC LOT		10	76	85
FTPDESC DESC BLK		6	86	91
FTPDESC DESC SEC		6	92	97
FTPDESC DESC MAP	10bbb	5	98	102
FTPDESC DESC APPL		8	103	110
FTPDESC DESC FILE PLAN		8	111	118
FTPDESC DESC CM NO	10bb	4	119	122
FTPDESC DESC APT NO		10	123	132
FTPDESC DESC T/S PER NO		11	133	143
FTPDESC DESC DESC		35	144	178
*FTPDESC DESC CM NO 2	10bb (added 3/7/03)	4	179	182

for DLS

*FTPDESC DESC CM NO 2
 Second Condo Map (if any)
 New field added 3/7/03

401519

3/14/2003

Department of Land & Natural Resources
 BUREAU OF CONVEYANCES INFORMATION SYSTEM
 BCIS - FTP
 (Reel Tape Replacement)

FILE LAYOUTS

File Name: FTPDOC - FTP Documents
 Format: Fixed / Consecutive
 Record Length: 911/1013

This file contains one record per document recorded. If the document was a Double System recording, then both DOC Number(s) will be referenced (see the first 3 fields). This file also contains the first Grantor Name, first Grantee Name and the first document Description fields. If there are additional Grantor Names, Grantee Names, or Descriptions, then either of the three "ADDL" fields will be set to "Y". Refer to the associated files of the same DOC Number(s):

- FTPGR - FTP Additional Grantor Names
- FTPGE - FTP Additional Grantee Names
- FTPDESC - FTP Additional Descriptions

FIELD NAME	DESCRIPTION	LENGTH	START	END
*FTPDOC DOC NUMBER R	Regular: YY000001(90-99) CCYY000001(2000+)	11	1	11
*FTPDOC DOC TYPE L/O/D	L=Land Court, O=LCO, D=Decree	1	12	12
*FTPDOC DOC NUMBER L	Land Court: 10000-9999999 LCO: 1-9999999 Decree: 1-9999	11	13	23
FTPDOC RECORDING DATE	CCYYMMDDHHMM	12	24	31
FTPDOC CLASS	Document Class	12	36	47
FTPDOC GRANTOR NAME	LAST, FIRST MI (uppercase)	40	48	87
FTPDOC GRANTOR ADDL	Y = additional names in FTPGR	1	88	88
FTPDOC GRANTEE	LAST, FIRST MI (uppercase)	40	89	128
FTPDOC GRANTEE ADDL	Y = additional names in FTPGE	1	129	129
FTPDOC DESC CLASS	Document Class	12	130	141
FTPDOC DESC R/B TYPE	R = Regular, B = Book/Page	1	142	142
FTPDOC DESC R/B DOC NO	Regular: YY000001(90-99) CCYY000001(2000+) Book/Page: #####/###	11	143	153
FTPDOC DESC L/O/D	L=Land Court, O=LCO, D=Decree	1	154	154
FTPDOC DESC L/O/D DOC NO	Land Court: 10000-9999999 LCO: 1-9999999 Decree: 1-9999	11	155	165
FTPDOC DESC CT NO	512001bbb	9	166	174
FTPDOC DESC NOTED	512001bbb	9	175	183
FTPDOC DESC LOT		10	184	193
FTPDOC DESC BLK		6	194	199
FTPDOC DESC SEC		6	200	205
FTPDOC DESC MAP	10bbb	5	206	210
FTPDOC DESC APPL		8	211	218
FTPDOC DESC FILE PLAN		8	219	226
FTPDOC DESC CM NO	10bb	4	227	230
FTPDOC DESC APT NO		10	231	240
FTPDOC DESC T/S PER NO		11	241	251
FTPDOC DESC DESC		35	252	286
FTPDOC DESC ADDL	Y = additional Desc in FTPDESC	1	287	287
FTPDOC DESC CM NO 2	10bb (added 3/7/03)	4	288	291

TRANSMISSION
 of the 3/31/2003

401520

Department of Land & Natural Resources
 BUREAU OF CONVEYANCES INFORMATION SYSTEM
 BCIS - FTP
 (Reel Tape Replacement)

FILE LAYOUTS

File Name: FTPDESC - FTP Additional Descriptions
 Format: Fixed / Consecutive
 Record Length: 101

This file is associated with FTPDOC and contains the additional Description records for the particular DOC Number(s). If the field "FTPDOC DESC ADDL" in FTPDOC is set to "Y", then one or more Description records will be written here.

*FTPDESC DOC NUMBER R	Regular: YY000001(90-99) CCYY000001(2000+)	11	1	11
*FTPDESC DOC TYPE L/O/D	L=Land Court, O=LCO, D=Decree	1	12	12
*FTPDESC DOC NUMBER L	Land Court: 10000-9999999 LCO: 1-9999999 Decree: 1-9999	11	13	23
FTPDESC DESC CLASS	Document Class	12	24	35
FTPDESC DESC R/B TYPE	R = Regular, B = Book/Page	1	36	36
FTPDESC DESC R/B DOC NO	Regular: YY000001(90-99) CCYY000001(2000+) Book/Page: #####/###	11	37	46
FTPDESC DESC L/O/D	L=Land Court, O=LCO, D=Decree	1	48	48
FTPDESC DESC L/O/D DOC NO	Land Court: 10000-9999999 LCO: 1-9999999 Decree: 1-9999	11	49	59
FTPDESC DESC CT NO	512001bbb	9	60	68
FTPDESC DESC NOTED	512001bbb	9	69	77
FTPDESC DESC LOT		10	78	87
FTPDESC DESC BLK		6	88	93
FTPDESC DESC SEC		6	94	99
FTPDESC DESC MAP	10bbb	5	100	104
FTPDESC DESC APPL		8	105	112
FTPDESC DESC FILE PLAN		8	113	120
FTPDESC DESC CM NO	10bb	4	121	124
FTPDESC DESC APT NO		10	125	134
FTPDESC DESC T/S PER NO		11	135	145
FTPDESC DESC DESC		35	146	180
FTPDESC DESC CM NO 2	10bb (added 3/7/03)	4	181	184

*FTPDESC DESC CM NO 2
 Second Condo Map (if any)
 New field added 3/7/03

401521

LINDA LINGLE
GOVERNOR OF HAWAII



CARL T. WATANABE
REGISTRAR OF CONVEYANCES

TELEPHONE (808) 587-0120

FAX (808) 587-0136

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
BUREAU OF CONVEYANCES

P. O. BOX 2867
HONOLULU HAWAII 96803

DRAFT

**ELECTRONIC IMAGE TRANSFER
MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement dated _____, is between the Bureau of Conveyances, "BOC" and _____, "Participating Entity", relating to the FTP transfer of text data.

For the purposes of this agreement, *Electronic Image* is defined as:

- a. Scanned images created and maintained by the BOC pursuant to archival requirements established by the Board of Land and Natural Resources and other appropriate laws.
- b. Unedited image data retrieved from the Bureau of Conveyances Information System (BCIS).

In general, it is understood that:

- a. **Participating Entity** refers to all state licensed title companies, mortgage bankers, full service banks or other trusted entities doing business in the State of Hawaii are eligible to participate in the electronic Image Data Transfer program.
- b. Participation in this program is voluntary and the decision to do so is a business judgment.
- c. The transfer of image data is for the sole purpose of meeting servicing needs and updating data records of the Participating Entity.

RECITALS

WHEREAS, the BOC to maintain a record of images of all recorded transactions; and

WHEREAS, the images maintained by the BOC are vital to meet servicing needs of the Participating Entity; and

401522

WHEREAS, the timeliness of delivery will be enhanced by this program and greatly benefit the BOC and Participating Entity; and

WHEREAS, it is the desire of the parties to have full understanding of the program objectives and partnership roles.

NOW, THEREFORE, the parties hereto agree as follows:

1. **Terms**

This Memorandum of Agreement shall become effective upon the signature of parties and shall remain in effect unless terminated by either party in accordance with this Memorandum.

2. **Eligibility**

Any licensed and registered entity or other trusted entities serving the citizens of Hawaii.

3. **Fees**

1. Set Up Costs:
2. Monthly fee:

4. **Services and Responsibilities**

A. **Bureau of Conveyances**

1. Provide transmission of scanned images via secure FTP using USA standard encryption and PKI (Private Key Infrastructure).
2. The BOC will provide the software needed to ensure against deceit and fraud as much as possible, and routinely seek independent studies to determine vulnerability.
3. The BOC retains ownership of the images and is responsible for maintenance of records.
4. No modifications to the Image FTP client software are allowed, except by the BOC.
5. Posting to FTP server between 4:00 p.m. to 5:00 p.m. daily. Delays caused by system failures will affect time of posting.

401523

B. Participating Entity

1. Participant will take reasonable steps to guard against misuse of information obtained by means of electronic transfers from BOC consistent with UIPA provisions, and as they would their own information.
2. Participant understands images are unedited and subject to corrections.
3. Participant may not modify, alter or duplicate software provided for access. Participant may purchase as many licenses dictated by their operational needs.
4. Participant understands information is for internal use and not to be duplicated for commercial use or sale.
5. Required equipment, i.e., computer, monitor, internet connection and other applicable equipment will be provided by the participant.
6. All users are required to logoff the application when not in use.
7. Participating entities must carefully monitor and control use of the system for compliance with agreed to safeguards and assumes full responsibility for any malicious attack that harms, damages or has a damaging effect to the BOC's system or databases.
8. Participant must identify contact responsible for implementing, maintaining and trouble-shooting this program.

5. Liability

- A. BOC will not incur any liability for the information electronically transmitted to participants.
- B. BOC will not incur any liability for any breach of security, fraud or deceit as a result of electronic transmission.

6. Termination

- A. Either party may terminate this Memorandum of Understanding for any reason by serving the other party a fifteen-day (15) written notice of termination or when parties to the agreement determine conditions and terms are no longer applicable.
- B. Upon termination, all software, and if applicable, equipment owned by BOC, must be returned to the BOC within thirty (30) days of termination.

C. Upon non-payment of fees by participant..

7. **Entire Agreement**

This agreement contains the entire and complete understanding of the parties and supersedes any/all other agreements, oral or written, with respect to the terms under this agreement.

8. **Notice**

Any notice pursuant to this agreement shall be in writing and deemed given when delivered personally or deposited in the United States mail, postage-prepaid, certified and addressed as follows:

**Bureau of Conveyances
Kalanimoku Building
P. O. Box 2867
Honolulu, Hawaii 96803**

Company: _____

Address: _____

By: _____

Date: _____

Title: _____

**Carl T. Watanabe, Registrar
Bureau of Conveyances**

Date: _____

Bureau of Conveyances
March 14, 2003

DATA-FTP

Dummy Data For New Field: FTPDOC DESC CM NO 2

Directory: 20030324

Files:	FTPDOC.dat	(11 records)
	FTPDESC.dat	(8 records)

Corrected File Layout attached

401526

State of Hawaii
Department of Land & Natural Resources
Bureau of Conveyances

Bureau of Conveyances Information System (BCIS)

**IMAGE-FTP
SYSTEM SPECIFICATION
for
CUSTOMERS**

*Possibly
live in
April*

*Firewall issues
if problems
call car / or direct
call 382-7601
to get a hold
of
Jagves*

March 7, 2003

*PPT
call Alan
222-8253
will be @ Turtle Bay
Tue - Sat*

Provided by: THE LANGE GROUP
1100 Ward Avenue, Suite 1050
Honolulu, Hawaii 96814

401527

System Overview

The Bureau of Conveyances has provided a means to obtain their digitized images of the daily recorded documents via secure FTP over the Internet. The Image-FTP system will allow BOC's customers to retrieve document from BOC's secure FTP site.

These document images are stored in multi-page TIFF format on the Bureau of Conveyances Information System (BCIS) and will be placed on the FTP server nightly. On the server, there will be a separate directory for each recording date available for download. A total of five (5) recording dates, the last five uploads, will be available until the space is recycled. The oldest date will be replaced by the latest uploaded date.

Participation in the Closed User Group:

Customers who wish to retrieve images via FTP, must make a request to the Registrar of Conveyances, and sign the Agreement stipulating understanding of the State of Hawaii privacy act. There is a fee to participate.

You will be provided with software installation instructions, a User logon and password and media containing a self-installing client software, which is necessary to communicate with the BOC FTP server, using an encrypted secure FTP protocol. It will also contain a certificate or "key" that identifies the remote user, and encrypts the data traversing the Internet.

Hardware and Other Minimum Requirements:

- High speed access to the Internet
- Windows NT/2000/XP or Red Hat Linux 5,6,7
- At least 64 MB of Main (RAM) Memory
- At least 10 MB of Disk space on your C:\ drive
- Network Support Personnel capable of helping with in-house corporate Firewalls (note: packet level traces may need to be run to debug connection)

Image FTP Logistics

Images that have been uploaded to the FTP server will be ready for download after 4:30pm daily. The Abstracting section can be contacted to see when the last Image FTP took place. Depending on the speed of the Internet connections, plan about one (1) hour to download images for a

401528

particular recording date. The size of the download will range between 300MB to 800MB, est., depending on the number of documents recorded that date. *for each day*

On-Line File and Directory Naming Conventions:

The directory name is the actual recording date of the images contained therein. The file name contains the type of document, Regular System, Land Court, Land Court Order, Decree; the document number, and in the case of a multiple document numbers, the end document number; the recording date; and the number of pages.

The following shows the file and directory naming convention used:

Directory Names: *the recording date*
 in the format ccyyymmdd
 e.g. 20030307

File Names: *the actual document image*
 in the format Tddddddd-eeeeee_ccyyymmdd_ppp
 where:

T Document Type (L-LC, R-RS, O-LCO, D-Decree)
 dddd Document number (start doc#, in a range of numbers)
 eeeee Document number end (optional, only in a range of no's)
 ccyyymmdd Document Recording Date
 ppp Number of Pages

e.g. L02784600_20020306_2 (1 LC doc, contains 2 pages)
 L02784623-02784624_20020306_7 (2 LC docs, contains 2 pages)
 R2002232670_20021230_2 (1 RS doc, contains 2 pages)
 O0148797_20021200_3 (1 LCO, containing 3 pages)

Sample of Regular System files on the local PC "C:\\" drive:

Name	Size	Type	Modified
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R2002234627_20021231_18	885KB	TIF Image Document	1/31/03 2:14 PM
R2002234628_20021231_17	958KB	TIF Image Document	1/31/03 2:14 PM
R2002234629_20021231_17	844KB	TIF Image Document	1/31/03 2:14 PM
R2002234630-2002234631_20021231_6	116KB	TIF Image Document	1/31/03 2:14 PM
R2002234632_20021231_25	1,172KB	TIF Image Document	1/31/03 2:15 PM
R2002234633_20021231_19	823KB	TIF Image Document	1/31/03 2:15 PM

401529

Client Installation Instructions

You will be provided with software installation instructions, a User logon and password and media containing a self-installing client software, which is necessary to communicate with the BOC FTP server, using an encrypted secure FTP protocol. It will also contain a certificate or "key" that identifies the remote user, and encrypts the data traversing the Internet.

Check that the packet contains the following:

- Image-FTP client and certificate on magnetic media (CD or diskette)
- Your user logon Name and Password

CD / Magnetic Media contents:

- Readme.txt (this Installation Instructions) *akusdc*
- ImageFTP.exe (for Windows NT / 2000 / XP clients)

Installation Instructions:

- 1) Place the CD / diskette in the correct drive.
- 2) Select the ImageFTP .exe file for your computer. This can be selected from RUN on the Start Menu, by browsing to it from the My Computer Icon, or running it from a command prompt. The self-installing file will unzip the contents of files to the default folder. You can change this location. The default folder is:

C:\sftptemp

- 3) Upon completion, close the DOS window. It should say "Installation completed."

(Firewall)

401530

Retrieving and Downloading BOC Images:

- 1) Open up a DOS window by using the RUN on the Start Menu and typing in "COMMAND".
- 2) Move (cd) into the directory where you want to receive the downloaded multitude of ".tif" files for your particular recording date.
- 3) At the DOS prompt, type: SSLFTP 166.122.230.70.
Note the IP address for the BOC's Image-FTP server and be sure the firewall is open for ports 1100-1500, if you are routing through a corporate firewall.

SSLFTP 166.122.230.70

Uses ports: 1100 - 1500 — *firewall*

- 4) When prompted, enter your User name (lower case), then press Enter.
Then your Password (lower case), and Enter.
- 5) If you entered your information correctly, you should be in the Images directory.
- 6) Use the commands below to navigate to the directory (recording date) that you would like to download. Remember, it will download the file(s) to the directory that you "cd" into when you ran "sslftp" on your PC.
- 7) Type the "mget *" command to retrieve and download all images for that recording date, to your current directory.
- 8) When all files are downloaded, type "quit" to exit back to DOS.

Note that Image-FTP is command line driven so that you can create a batch file to contain the commands and facilitate automatic execution.

Helpful Commands (lower case):

cd	Change directory
pwd	Current directory
dir	List the contents of this directory
cd ..	Go up one directory structure
get <filename>	Retrieve and download the <filename>
mget *	Retrieve and download all the files in the current directory
quit	Close the FTP session, back to DOS

401531

LINDA LINGLE
GOVERNOR OF HAWAII



CARL T. WATANABE
REGISTRAR OF CONVEYANCES

TELEPHONE (808) 587-0120

FAX (808) 587-0136

STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
BUREAU OF CONVEYANCES

P. O. BOX 2867
HONOLULU HAWAII 96803

DRAFT

**ELECTRONIC IMAGE TRANSFER
MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement dated _____, is between the Bureau of Conveyances, "BOC" and _____, "Participating Entity", relating to the FTP transfer of text data.

For the purposes of this agreement, *Electronic Image* is defined as:

- a. Scanned images created and maintained by the BOC pursuant to archival requirements established by the Board of Land and Natural Resources and other appropriate laws.
- b. Unedited image data retrieved from the Bureau of Conveyances Information System (BCIS).

In general, it is understood that:

- a. **Participating Entity** refers to all state licensed title companies, mortgage bankers, full service banks or other trusted entities doing business in the State of Hawaii are eligible to participate in the electronic Image Data Transfer program.
- b. Participation in this program is voluntary and the decision to do so is a business judgment.
- c. The transfer of image data is for the sole purpose of meeting servicing needs and updating data records of the Participating Entity.

RECITALS

WHEREAS, the BOC to maintain a record of images of all recorded transactions; and

WHEREAS, the images maintained by the BOC are vital to meet servicing needs of the Participating Entity; and

401532

WHEREAS, the timeliness of delivery will be enhanced by this program and greatly benefit the BOC and Participating Entity; and

WHEREAS, it is the desire of the parties to have full understanding of the program objectives and partnership roles.

NOW, THEREFORE, the parties hereto agree as follows:

1. **Terms**

This Memorandum of Agreement shall become effective upon the signature of parties and shall remain in effect unless terminated by either party in accordance with this Memorandum.

2. **Eligibility**

Any licensed and registered entity or other trusted entities serving the citizens of Hawaii.

3. **Fees**

1. Set Up Costs:
2. Monthly fee:

4. **Services and Responsibilities**

A. **Bureau of Conveyances**

1. Provide transmission of scanned images via secure FTP using USA standard encryption and PKI (Private Key Infrastructure).
2. The BOC will provide the software needed to ensure against deceit and fraud as much as possible, and routinely seek independent studies to determine vulnerability.
3. The BOC retains ownership of the images and is responsible for maintenance of records.
4. No modifications to the Image FTP client software are allowed, except by the BOC.
5. Posting to FTP server between 4:00 p.m. to 5:00 p.m. daily. Delays caused by system failures will affect time of posting.

401533

B. Participating Entity

1. Participant will take reasonable steps to guard against misuse of information obtained by means of electronic transfers from BOC consistent with UIPA provisions, and as they would their own information.
2. Participant understands images are unedited and subject to corrections.
3. Participant may not modify, alter or duplicate software provided for access. Participant may purchase as many licenses dictated by their operational needs.
4. Participant understands information is for internal use and not to be duplicated for commercial use or sale.
5. Required equipment, i.e., computer, monitor, internet connection and other applicable equipment will be provided by the participant.
6. All users are required to logoff the application when not in use.
7. Participating entities must carefully monitor and control use of the system for compliance with agreed to safeguards and assumes full responsibility for any malicious attack that harms, damages or has a damaging effect to the BOC's system or databases.
8. Participant must identify contact responsible for implementing, maintaining and trouble-shooting this program.

5. Liability

- A. BOC will not incur any liability for the information electronically transmitted to participants.
- B. BOC will not incur any liability for any breach of security, fraud or deceit as a result of electronic transmission.

6. Termination

- A. Either party may terminate this Memorandum of Understanding for any reason by serving the other party a fifteen-day (15) written notice of termination or when parties to the agreement determine conditions and terms are no longer applicable.
- B. Upon termination, all software, and if applicable, equipment owned by BOC, must be returned to the BOC within thirty (30) days of termination.

C. Upon non-payment of fees by participant..

7. Entire Agreement

This agreement contains the entire and complete understanding of the parties and supersedes any/all other agreements, oral or written, with respect to the terms under this agreement.

8. Notice

Any notice pursuant to this agreement shall be in writing and deemed given when delivered personally or deposited in the United States mail, postage-prepaid, certified and addressed as follows:

**Bureau of Conveyances
Kalanimoku Building
P. O. Box 2867
Honolulu, Hawaii 96803**

Company: _____

Address: _____

By: _____

Date: _____

Title: _____

**Carl T. Watanabe, Registrar
Bureau of Conveyances**

Date: _____

401535

Client Software Installation Instructions

- 1) Place the CD / diskette in the correct drive.
- 2) Select the ImageFTP .exe file. This can be selected from RUN on the Start Menu, by browsing to it from the My Computer Icon, or running it from a command prompt. The self-installing file will unzip the contents of files to the default folder. You can change this location. The default folder is:

C:\sftptemp

- 3) Upon completion, close the DOS window. It should say "Installation completed."

*Folder
? (multi-stamped docs)
- (Double System)*

*Passive ftp
Jacques Jhon
IBM*

*login:
Same as doc
w/ an (i) at
the end.
of logon &
password*

*cftptgi
poi35greeni*

401536