

Duplicating a File

GETTING STARTED

You can create a one-to-one copy of a file that you have previously created in Lightning Docs by following the steps below:

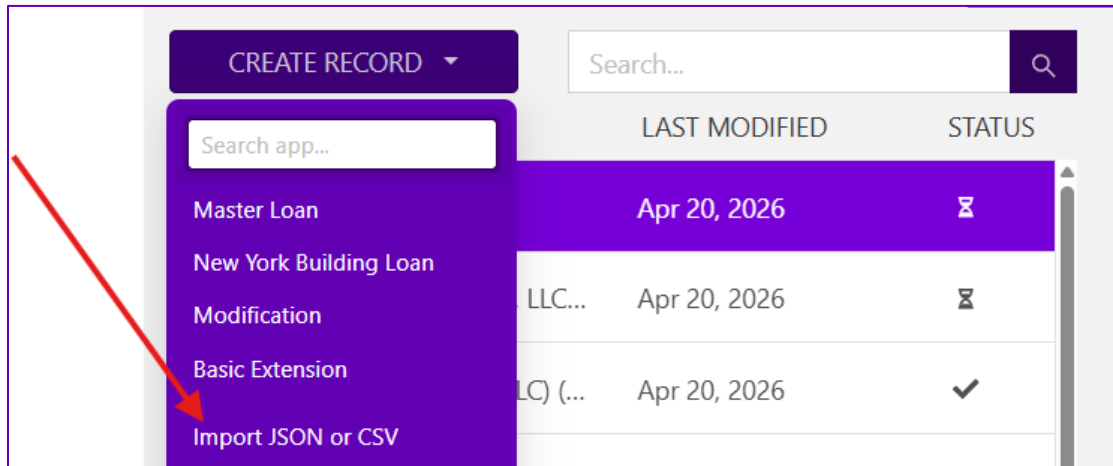
- 1) Select the loan that you would like to duplicate in your list of Lightning Docs files.

The screenshot shows the Lightning Docs interface. On the left, there is a table of records. The record '456 Property Street (Le...' is selected and highlighted in blue. A red arrow points to this record. On the right, the details for this record are displayed. The details include: Borrower(s): 1. ABC LLC, a California limited liability company; Guarantor(s): 1. John Smith; Lender(s): 1. Lending Lender LLC, a California limited liability company; Property(ies): 1. 456 Property Street, Irvine, California 00000 (owned by ABC LLC, a California limited liability company); Loan Amount: \$500,000.00; Interest Rate: 10%; Status: Available; Last modified: Apr 17, 2026, 1:24 PM; Last modified by: PM; External access: Closed. At the bottom, there is a table with columns: APP, LAST MODIFIED, STATUS, ACTION. The row for '456 Property Street (Le...' shows 'Master Loan', 'Apr 17, 2026, 1:24 PM', 'Completed', and a 'Review or' button.

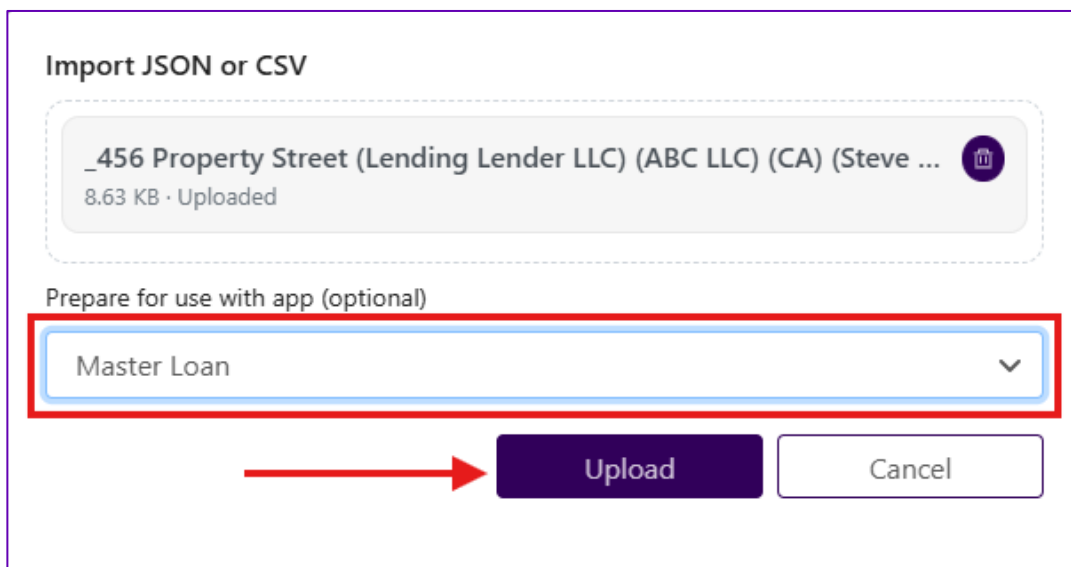
- 2) Hover over the hamburger menu in the top right corner and select “Export” from the dropdown menu.

The screenshot shows the details for the selected record '456 Property Street (Lending Lender LLC) (ABC LLC) (CA) (Steve Test)'. A red arrow points to the hamburger menu in the top right corner. Another red arrow points to the 'Export' option in the dropdown menu. The details include: Borrower(s): 1. ABC LLC, a California limited liability company; Guarantor(s): 1. John Smith; Lender(s): 1. Lending Lender LLC, a California limited liability company; Property(ies): 1. 456 Property Street, Irvine, California 00000 (owned by ABC LLC, a California limited liability company); Status: Available; Last modified: Apr 17, 2026, 1:24 PM; Last modified by: PM; External access: Closed.

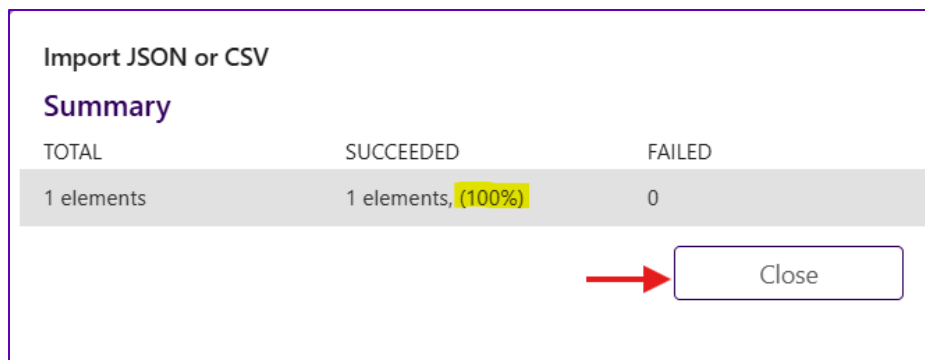
- 3) Selecting “**Export**” will download the loan file to your computer as a “**JSON**” file type.
- 4) Hover over the “**Create Record**” dropdown menu in the top left corner and choose the “**Import JSON or CSV**”.



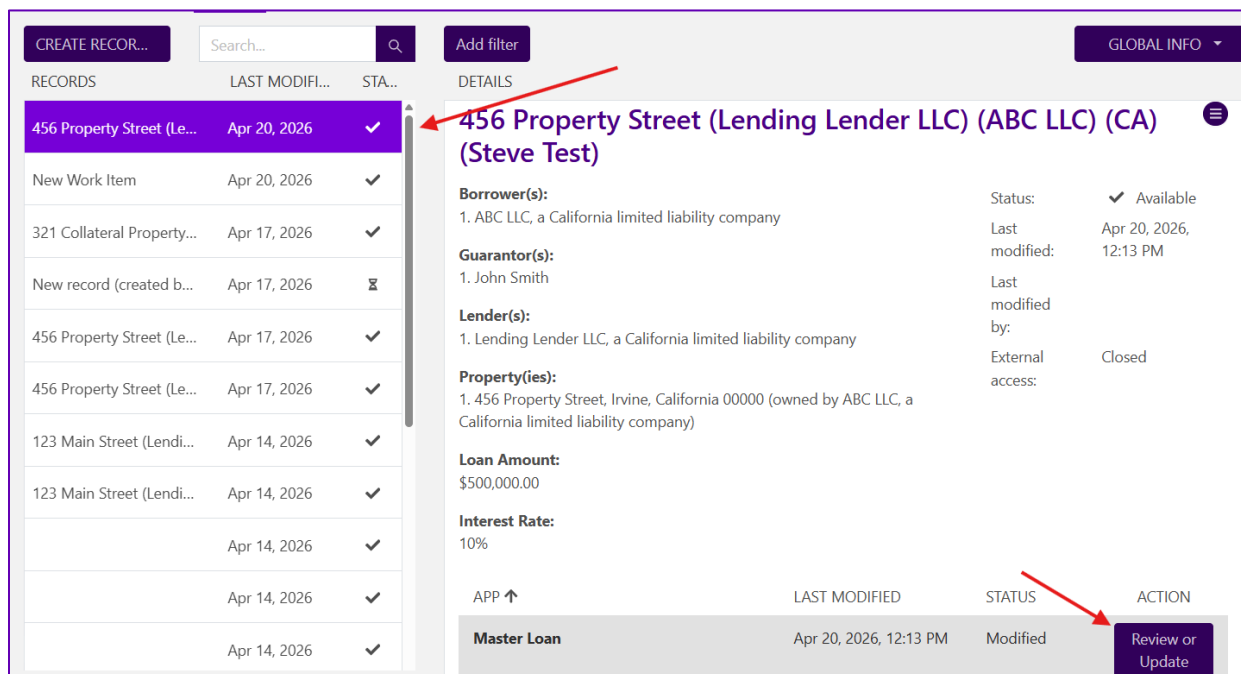
- 5) Drag and drop the .json file that you just downloaded into the pop-up window or locate the file on your computer and select. Then choose “**Master Loan**” from the dropdown menu and click “**Upload**”



6) Close out this window once you receive a “100%” successful upload.



7) You have now created a one-to-one copy of this file. The duplicated file should be the first file in your account labeled with the same name as the original file. You can access the file to make any necessary edits by clicking “**Review or Update**” as shown below.



If further assistance is needed, please reach out to support@lightningdocs.ai and we are happy to help!