

# CCH Access™ Document

## Welcome to CCH Access™ Document 2018-2.1

This bulletin provides important information about the 2018-2.1 release of Document. Please review this bulletin carefully. If you have any questions, additional information is available on CCH [Support Online](#).

## New in this Release

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### Share Safe 2-Step Verification Send Code Via Email

A new Share Safe option to send the 2-step verification code via email has been added. If a United States-based direct dial telephone number is not available, you can choose to send the 2-step verification code via email; however, this is less secure than using a telephone number. For each email listed, you must check the *Use Client Email (less secure)* option every time a file is sent using the email option.

When the *Use Client Email (less secure)* option is selected, the 2-factor authentication sends a system generated code via email, and the firm will no longer be required to enter a telephone number when sending files.

- If you send files to the same email address that you have used a telephone number for in the past, then your client will have both the telephone and email verification options.
- If you have only sent files with a telephone number to an email address and never selected to send via email, then you will only have the telephone option.
- If you have only sent files via the email method and never via a phone number, then you will only have the email option.

Once files sent with the telephone number expire, you will only have the email options. Once files sent with the email option expire, you will only have the telephone options.

**Note:** For security reasons, we recommend using the telephone number method to send files instead of email.