

## Documents Tab

Document	eBook Tab	Details	Created By	Created	Enac
Annual - Form Letter			Jurner	9/22/2021	
Annual - Shareholders Resolution			Jurner	9/22/2021	
Annual - Directors Resolution			Jurner	9/22/2021	
Blank Letter Standard Closing			Jurner	8/31/2021	
Blank Letter Standard Closing			Jurner	8/31/2021	
Letter - Blank			Jurner	8/10/2021	
Letter - Blank			Jurner	8/10/2021	
Annual Return			Jurner	4/20/2021	
Annual Report			Jurner	4/20/2021	
Notice Of Attorney For Service Of Change			Jurner	4/20/2021	
Bylaw Number 1 (Standard)			Jurner	4/20/2021	
Bylaw Number 3 (General)			Jurner	4/20/2021	

All draft documents created using Corporate Manager or executed documents added to this Matter are available by clicking the **All Documents Chronologically** link to the left side. To add a document to this table, click the **Add Document** button to open the **Add Document Form**. Document tagging can be further refined by using the **Ebook Tab, Group** and **Folder** dropdowns for use with the Legal Kiosk™. Click on the and then **edit** to open the form and continue with step 3 below.

### Add a Document Link

To begin, scan and save the document to the Client sub-directory in the usual manner.

Open the Corporate Manager ET Matter and the Documents tab.

The **Add Executed Document** button will launch the form to collect information needed to link Word, Excel, or PDF documents to the Documents Tab.

Fill out the required information, such as description, date, and any details and navigate to the document in the Client sub-directory.

Lastly, identify the Minute Book tab and group that the document is related to;

Click **ok** to finish.

The document will now be available for viewing by anyone with access to Corporate Manager ET or the Legal Kiosk™, as well as automatic syncing to the Virtual Minute Book.