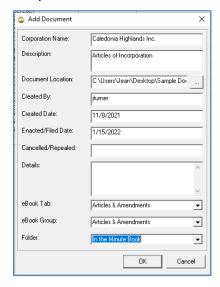


## **Documents Tab**

All Documents Chronologically	All Documents Chronologically					
	Add Uocument					
Changes to	Documents					
Corporate Structure	Document	eBook Tab:	Details	Created By	Created	Enac
	Annuals - Client Letter		-	itumer	9/22/2021	
In the Minute Book	Annuals - Shareholders Resolution		-	itumer	9/22/2021	
	Annuals - Directors Resolution		-	iturner	9/22/2021	
Correspondence	Blank Letter Standard Closing		-	itumer	8/31/2021	
	Blank Letter Standard Closing		•	itumer	8/31/2021	
	Letter - Blank		-	itumer	8/10/2021	
Internal Memos	Letter - Blank		•	itumer	8/10/2021	
	Annual Return		-	itumer	4/20/2021	$\overline{}$
	Annual Report			itumer	4/20/2021	
Draft and not yet	Notice Of Attorney For Service Or Change		-	iturner	4/20/2021	
organized	Bylaw Number 1 (Standard)		-	itumer	4/20/2021	
	Du Laur Manchart 1 (Cormal)			Aurear	AJ20J20021	

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<sup>tm</sup>. 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<sup>tm</sup>, as well as automatic syncing to the Virtual Minute Book.

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