

Quick Start Guide

xchangedocs – Premium User

June, 2020

1 Introduction

A Premium subscription of **xchangedocs** offers a cost-effective, and flexible document sharing solution.

1.1 Premium Subscription Features

- Multiple organization members with unrestricted access.
- First month is free.
- No contract required.
- Unrestricted access includes:
 - Creation and management of matters.
 - Control participation of members on a matter level.
 - Initiate sharing with any party.
 - Integrated with 3rd party applications including ACL.

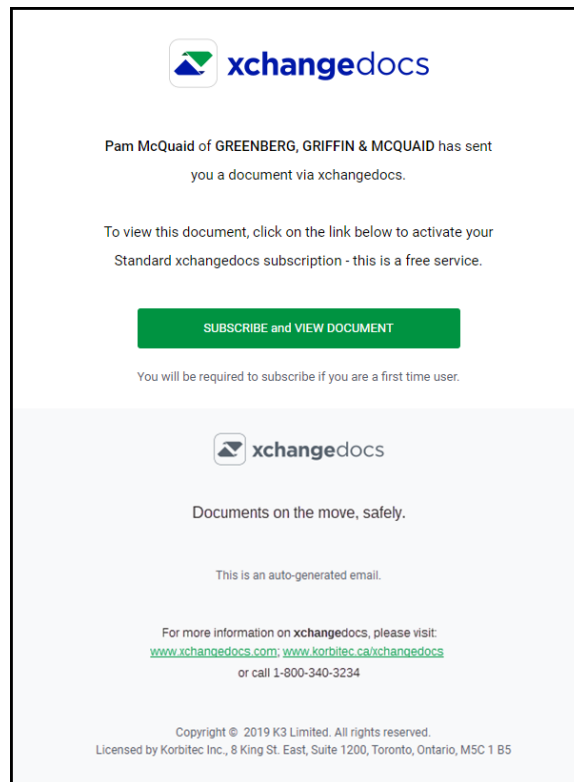


2 Getting Started

There are two options of subscribing to **xchangedocs**.

2.1 Option One

If you've received a document by email from a sender who has used the **xchangedocs** platform, simply click the **SUBSCRIBE AND VIEW DOCUMENT** located in the email. You'll be prompted to create your own **xchangedocs** account in order to view and access the document for download. Click the **SUBSCRIBE and VIEW DOCUMENT** button to begin the quick, 3-step subscription process.



Then follow these steps:

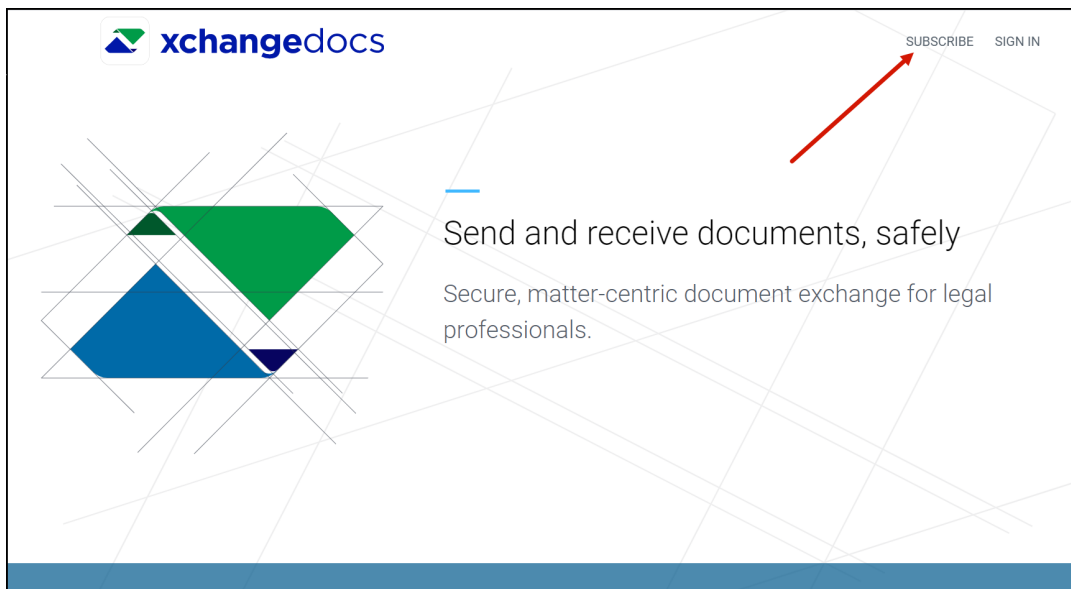
1. Click the **START ACTIVATION** button.
2. Click the **REQUEST CODE** button to verify your email address.
3. Check your email for receipt of the verification code.
4. Copy the verification code from your email and paste it into the **xchangedocs Activate Account** window.

5. Click **SUBMIT CODE**.
6. Click **CONTINUE** in the next window.
7. Complete your user details and select **PREMIUM** from the **SUBSCRIPTION OPTIONS**.
8. Complete your firm or organization details and click **CONTINUE**.
9. Set your password and Accept Terms of Use.
10. Click **ACTIVATE ACCOUNT**.

The registration review process for **Premium xchangedocs** subscriptions may take a few hours to complete. You can continue to use **xchangedocs** in **Standard** subscriber mode until you receive a confirmation, by email, that your **Premium** subscription request has been granted.

2.2 Option Two

You can subscribe to **xchangedocs** directly from the **xchangedocs** website at xchangedocs.ca.



Click the **Subscribe** button at the top, right and then follow these steps:

1. Click the **PROCEED** button.
2. Add your email address and click the **REQUEST CODE** button to verify address.
3. Check your email for receipt of the verification code.
4. Copy the verification code from your email and paste it into the **xchangedocs Activate Account** window.
5. Click **SUBMIT CODE**.

6. Click **CONTINUE** in the next window. Complete your user details and select **PREMIUM** from the **SUBSCRIPTION OPTIONS**.
7. Complete your firm or organization details and click **CONTINUE**.
8. Set your password and Accept Terms of Use.
9. Click **ACTIVATE ACCOUNT**.

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