

Quick Start Guide

xchangedocs – Standard User

June, 2020

1 Introduction

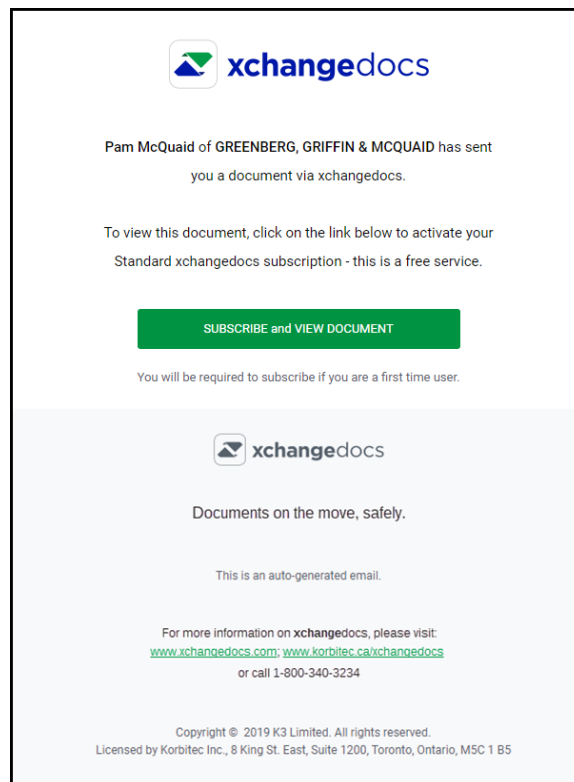
A Standard subscription of xchangedocs is a free service for a single-user access account.

1.1 Standard Subscription Features

- Free service.
- Single user access.
- Can receive and share documents in the context of a matter created by a Premium subscriber.

2 Getting Started

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.
8. Set your password and Accept Terms of Use.
9. Click **ACTIVATE ACCOUNT**.

