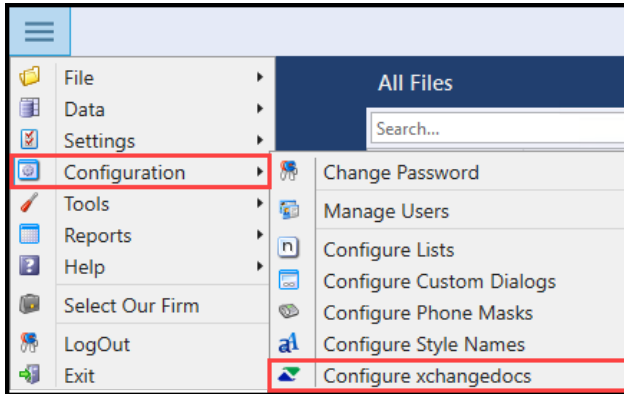
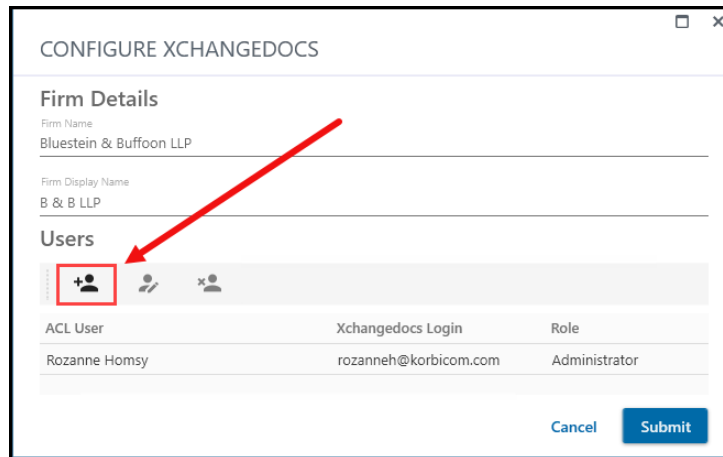


From the Admin menu select **Configuration** → **Configure xchangedocs**.

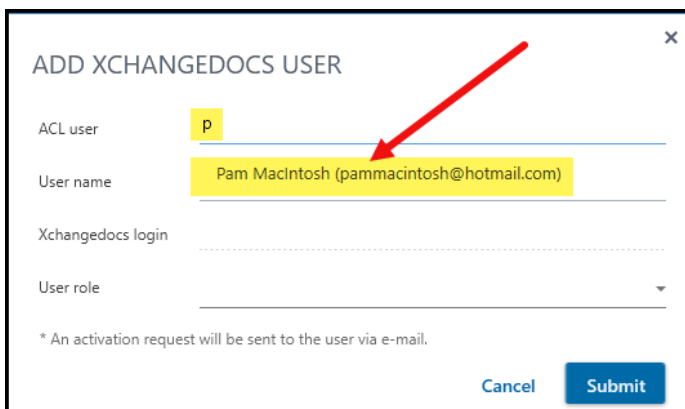


In the **Configure xchangedocs** window, click on the **add user** icon.



Begin typing the ACL user's name - the ACL user's profile will appear. Click on the name to auto-populate the remaining fields.

NOTE: A user must first be created as an ACL user before completing their **xchangedocs** profile.



Click the **Submit** button at the bottom of the window. This will trigger an email to be sent to the user prompting them to complete the sign-up process.

ADD XCHANGEDOCS USER

ACL user

User name

Xchangedocs login

User role

* An activation request will be sent to the user via e-mail.

The user will now be listed in the **xchangedocs** user list.

CONFIGURE XCHANGEDOCS

Firm Details

Firm Name
Bluestein & Buffoon LLP

Firm Display Name
B & B LLP

Users

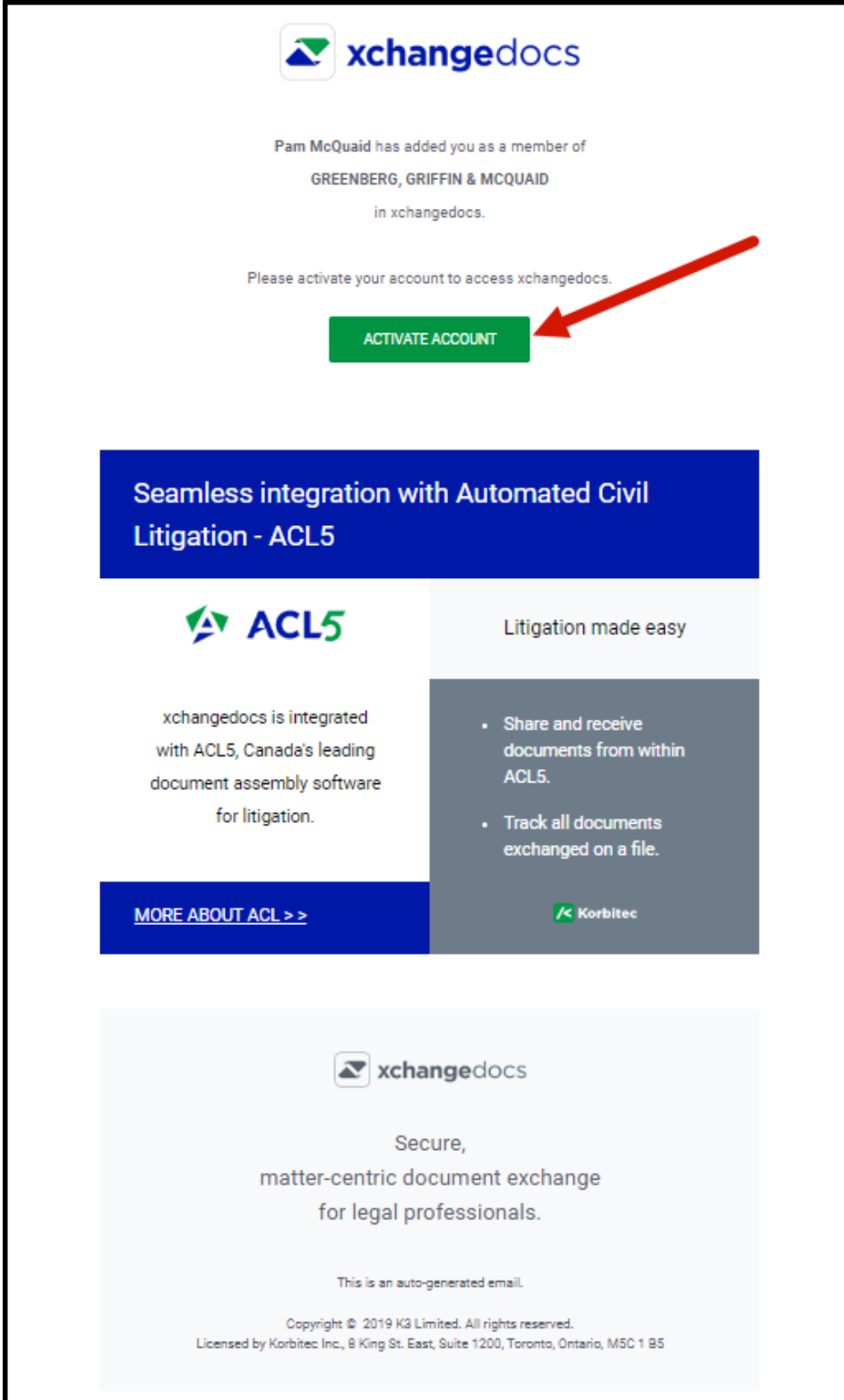
ACL User	Xchangedocs Login	Role
Rozanne Homsy	rozanneh@korbicom.com	Administrator
Pam MacIntosh	pammacintosh@hotmail.com	User


The new **xchangedocs** user will receive an email requiring them to sign up to **xchangedocs**.

noreply_ Notification from xchangedocs - Pam McQuaid has added you as a member of [redacted] aid in xchangedocs. Please activate your account to ac...



They will be prompted to **ACTIVATE ACCOUNT** to complete the sign-up process.






Pam McQuaid has added you as a member of
GREENBERG, GRIFFIN & MCQUAID
in xchangedocs.

Please activate your account to access xchangedocs.

ACTIVATE ACCOUNT

**Seamless integration with Automated Civil
Litigation - ACL5**





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with ACL5, Canada's leading
document assembly software
for litigation.

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Litigation made easy

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- Track all documents exchanged on a file.





Secure,
matter-centric document exchange
for legal professionals.

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