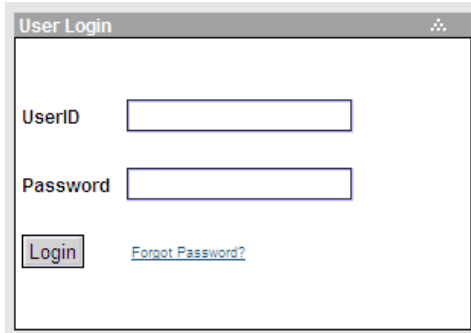


# DocAgent Archive – User Help Document

## Step 1.

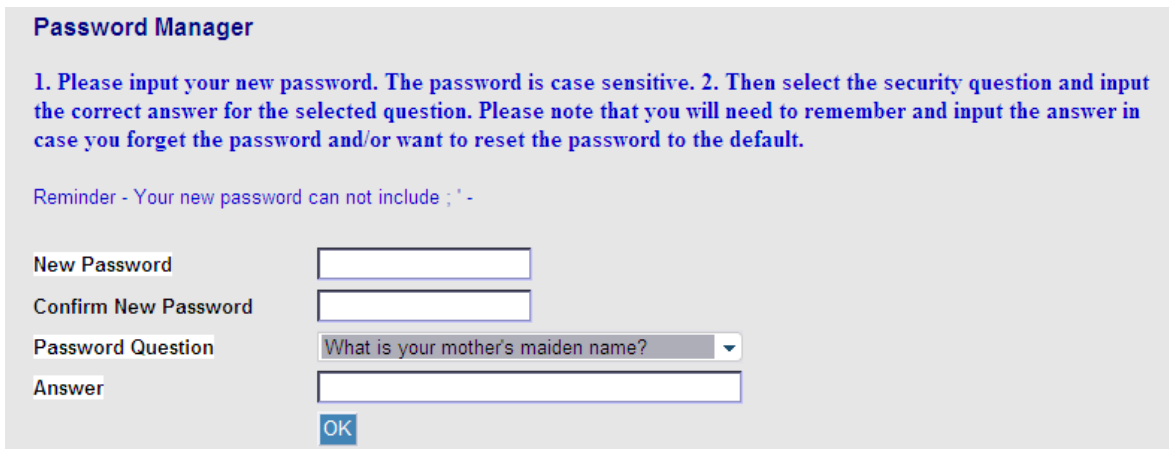
Enter your **User ID** and **Password** at the User Login screen. This is provided by your System Administrator.



The first time you sign on you will be asked to **change you password** and select a **password question** and **answer** which will be used to verify your identity if you need your password reset.

## Step 2.

Enter your **new password**, between 1 – 30 Characters. The password is case sensitive. Select a **password question**. Enter an **answer** to the question. Press **Enter**.



\*\*If you forget your password, click 'forgot password' on the sign on screen.



You will be prompted to answer your password question. Once this is done your password will be reset to your default password.

A screen will appear to confirm your password has been changed.

# DocAgent Archive – User Help Document

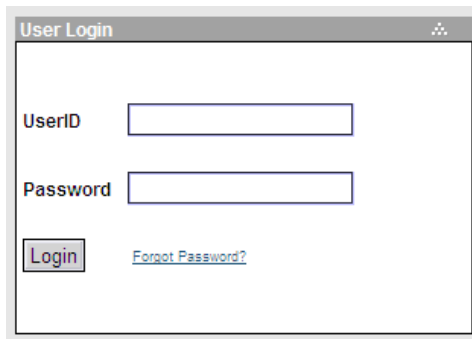
## Step 3.

Click the **Continue** icon.



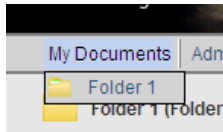
## Step 4.

Sign on with your **User ID** and **new password**. The password is case sensitive.



## Step5.

Click on the relevant item under '**My Documents**' on the drop down menu:



## Step 6.

A list of documents available for your viewing appears.  
Click the icon under TYPE.



You will be asked to enter your **document password** if the document is password-protected.

## Step 7.

Enter your document password and view the document.