



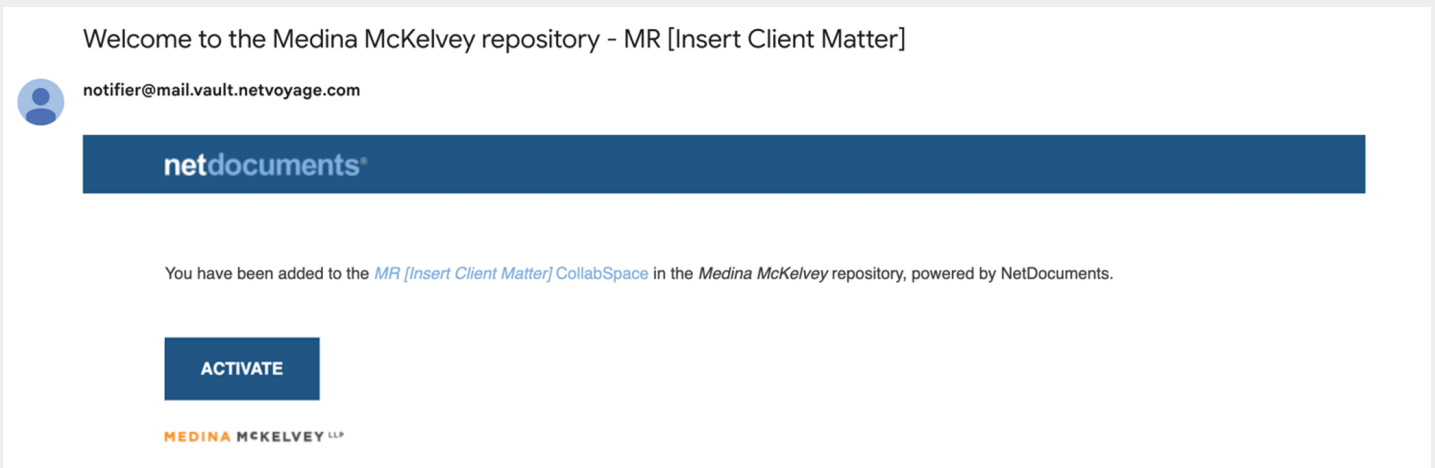
Client Guide to Net Documents

McKelvey Resolution (MR) is hosted within the Medina McKelvey Net Documents repository. All documents uploaded to MR CollabSpaces are restricted to authorized MR personnel and are accessible only in accordance with established access controls and permission settings.

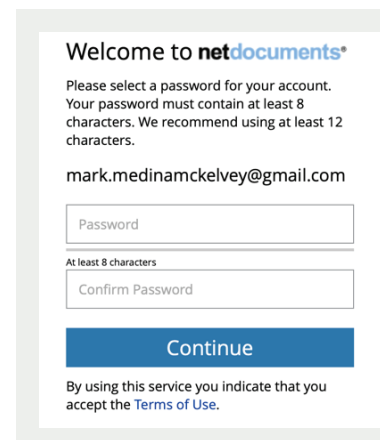
Welcome Email

Upon first being added to the Medina McKelvey repository, you will receive a welcome email at the contact address you provided.

01. The welcome email will be sent from notifier@mail.vault.netvoyage.com. If you do not see it, please check your spam or junk folder, or contact the firm to have it resent.



02. Activate and Login using your credentials. The username is the email you provided. When selecting Activate from the welcome email, you will be directed to the page shown to set a password.



Email Link Invitation

M Resolution's standard procedure for external document management is to use NetDocuments CollabSpaces. A CollabSpace is a secure area within the repository that allows clients to upload documents and, if needed, create folders to organize their files.

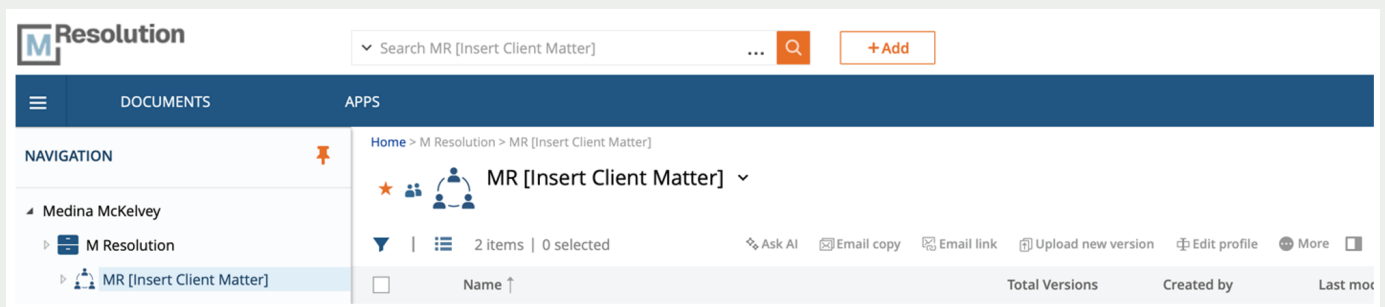
Invitation emails contain a direct link to the designated CollabSpace. Choose **Open**.

MR [Insert Client Matter] (CollabSpace)

OPEN

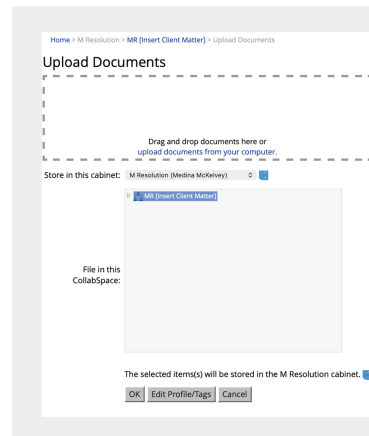
How to Upload Files

The simplest means of uploading files to Net Documents is via the **+Add** button.



After clicking **Add**, select **Upload**. Choose your files and ensure the correct filing location is designated. Click **OK**.

A pop-up window may prompt you to edit the profile attributes or tags – this step is not necessary and can be skipped by pressing OK and proceeding with the upload.



NetDocuments does not provide a separate confirmation message when an upload is successful. Instead, uploaded files will appear in the CollabSpace once the upload is complete. If you suspect an error during the upload process, try refreshing your browser or logging out and back in. If the issue persists, please message your point of contact at the firm for assistance.