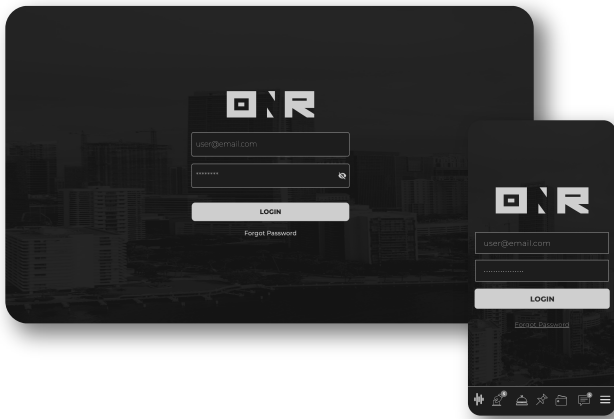




LOCATING AND DOWNLOADING DOCUMENTS

Learn how to easily locate and download documents using the ONR platform.

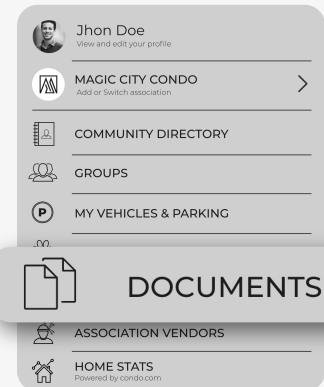


1 Log into your ONR account

Enter your **username and password**.

Once logged in, find the menu icon and select **"DOCUMENTS"**

2



3

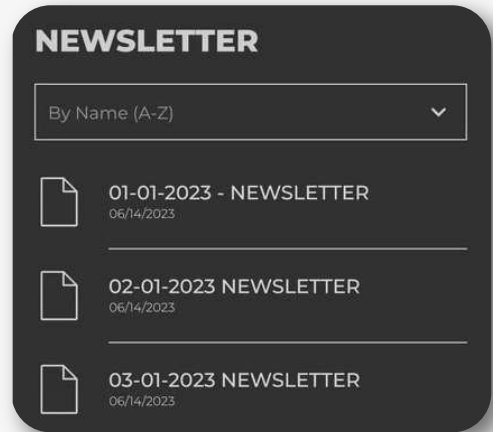
The **"DOCUMENTS"** section displays folders containing individual document files that are available to you. All folders and documents **are uploaded by your association's management team**.



4

As an example, let's explore the **"Newsletter"** folder. The screenshot below illustrates the typical layout **you can expect in each folder.**

Tap on the document name within a folder to view it on your cell phone. Depending on your phone's model, you can utilize your cell phone's proprietary software to **download the opened document.**

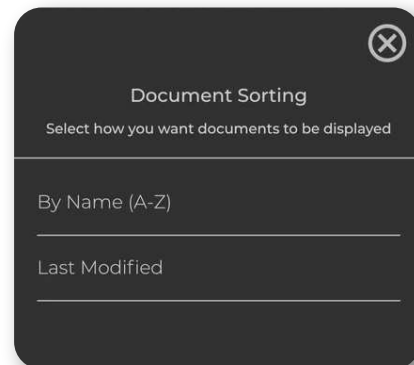
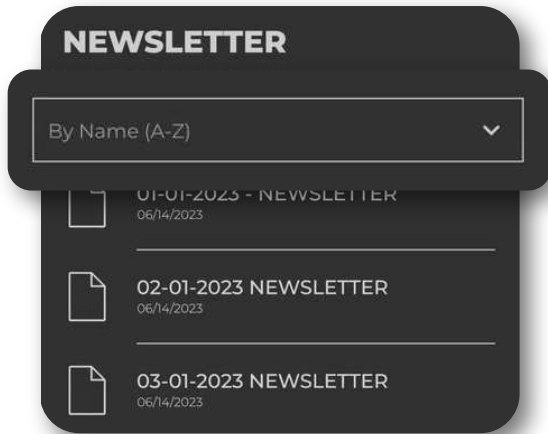


SORTING DOCUMENTS

If you wish to change the sorting of the displayed documents, follow these steps:

1 Select the rectangular field labeled **"By Name (A-Z)"**

2 A second option, **"Last Modified,"** will appear. Choosing this option will sort the documents **by their upload date**, rather than alphabetically.



If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at support@onrapp.com