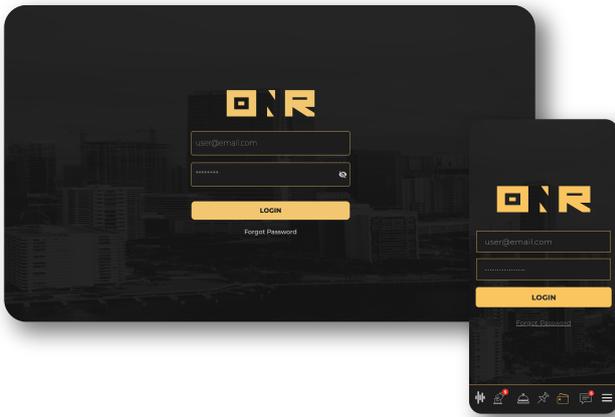
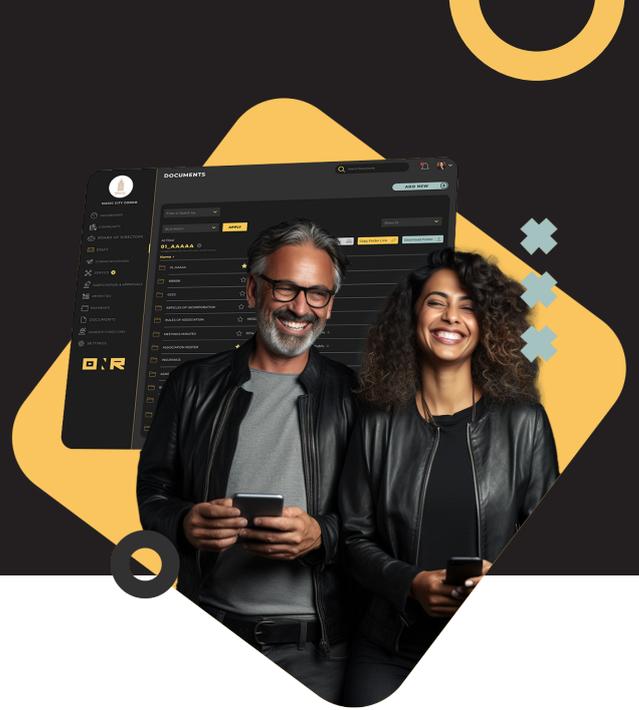




## LOCATING AND DOWNLOADING DOCUMENTS

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

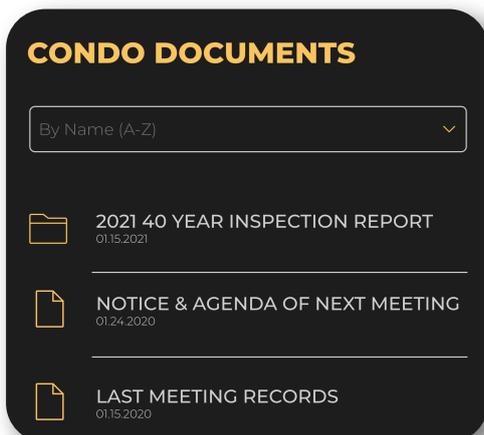


### 1 Log into your ONR account

Enter your **username and password**.

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

2



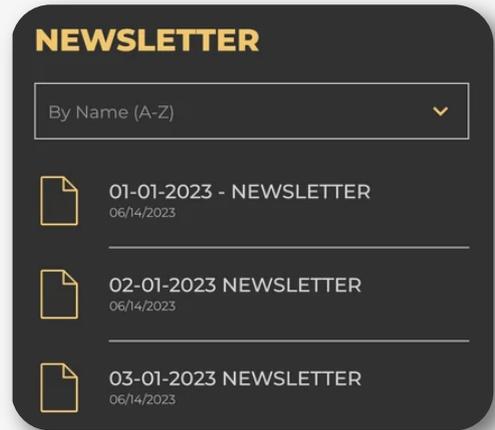
3

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.**

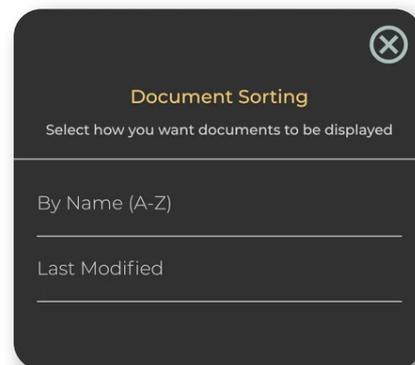
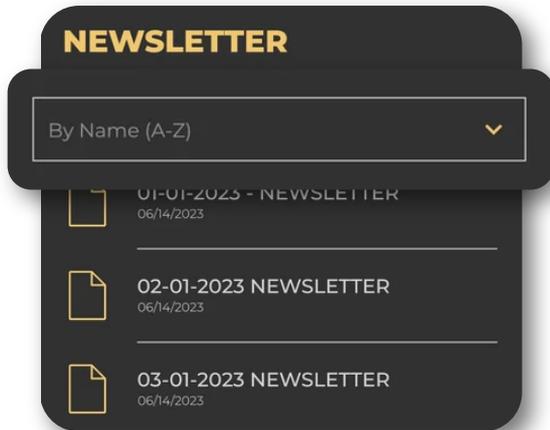


## SORTING DOCUMENTS

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](mailto:support@onrapp.com)