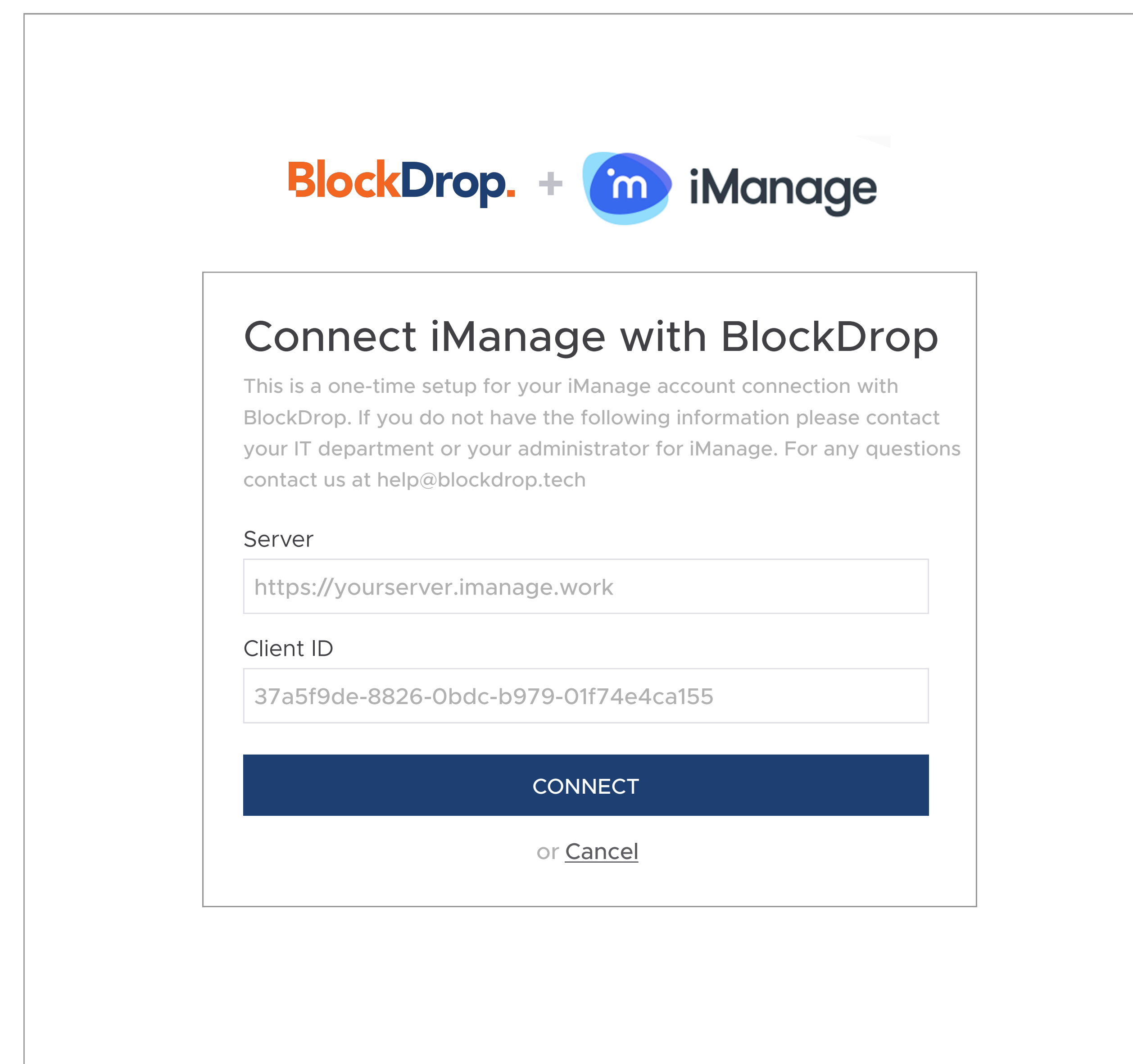
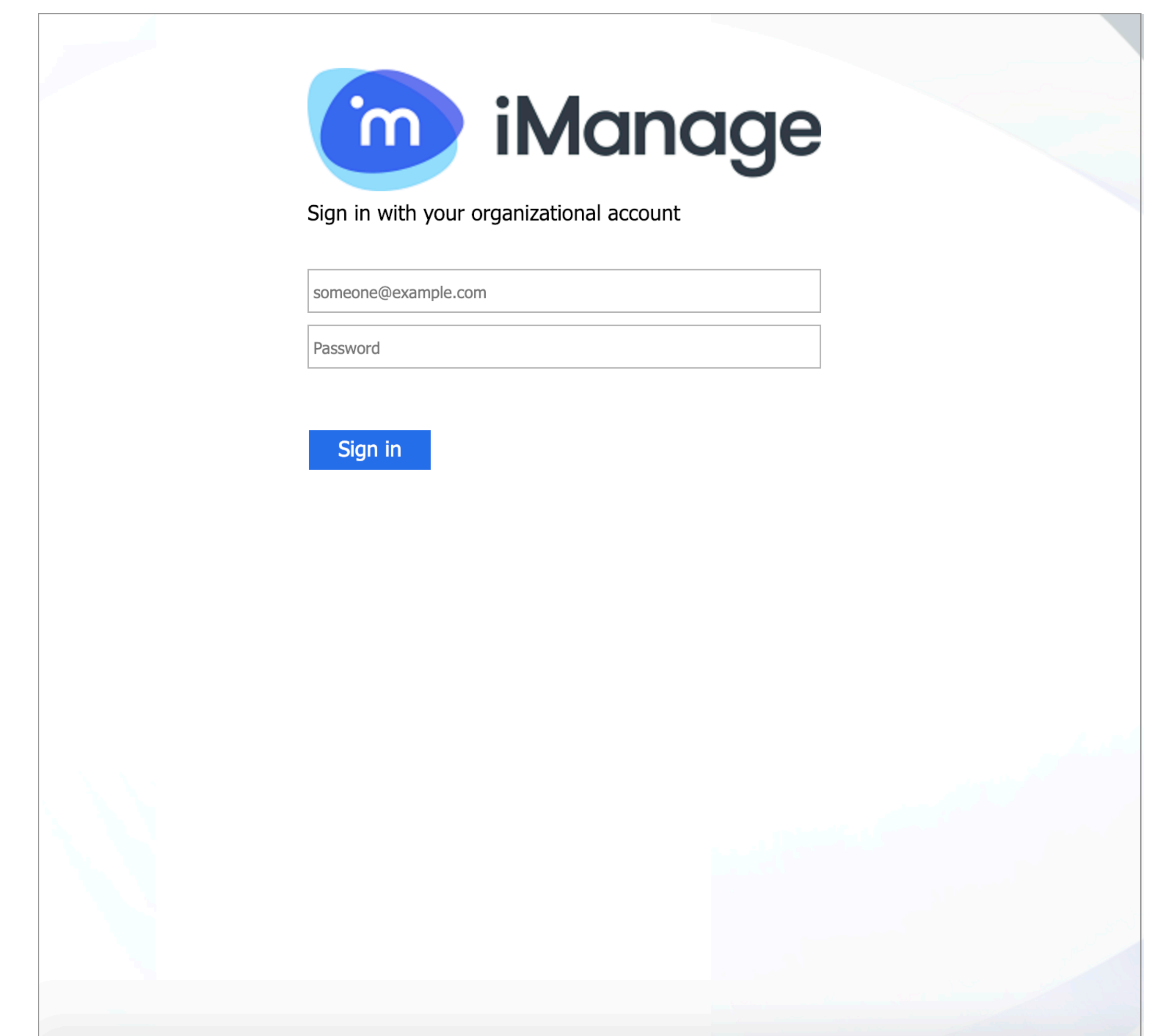


1. Click the **iManage** button on any templates.
If you are not logged in, it will open a new tab.

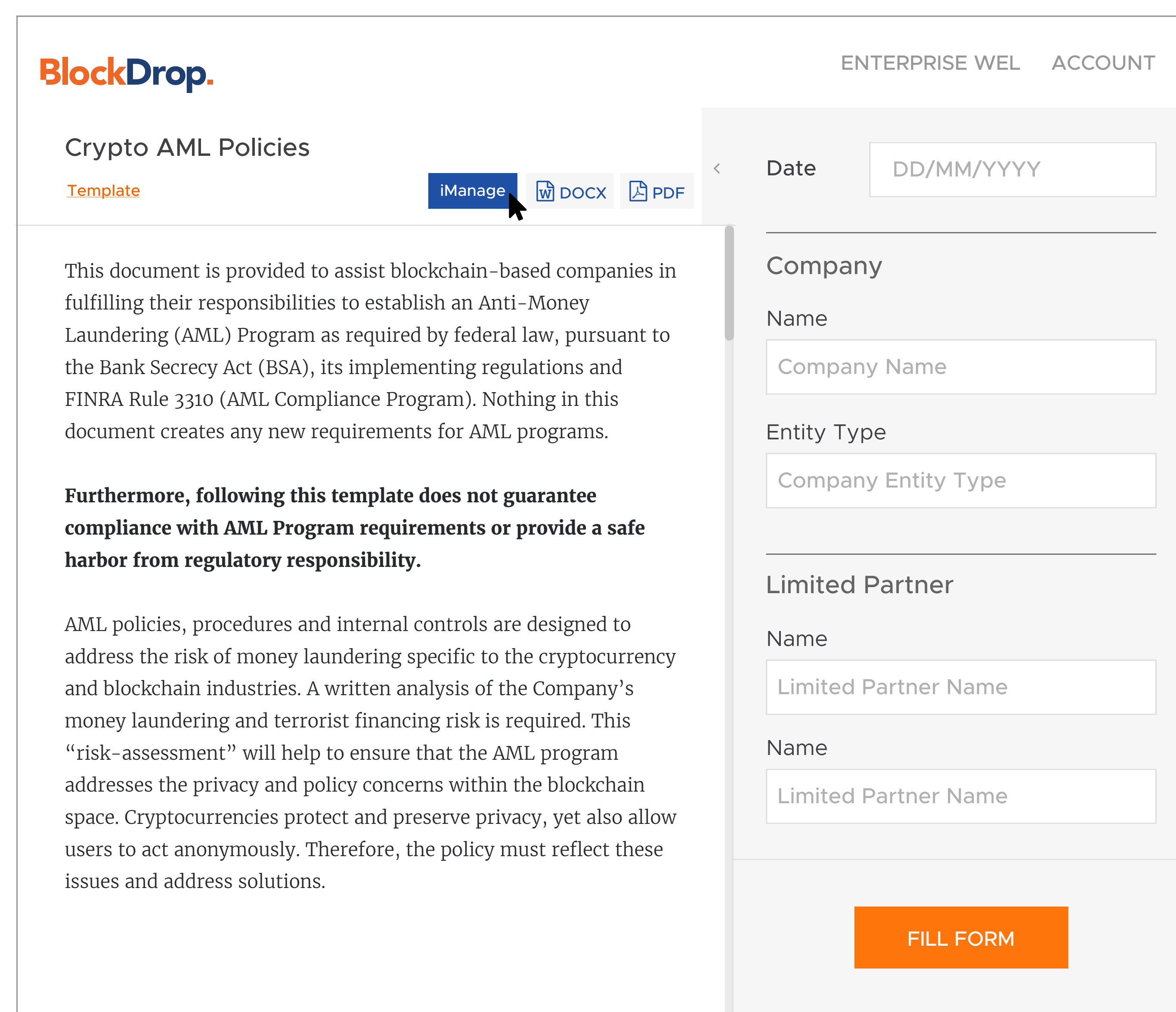


*Mandatory one-time setup: for first time using iManage, you need to setup a connection with BlockDrop.

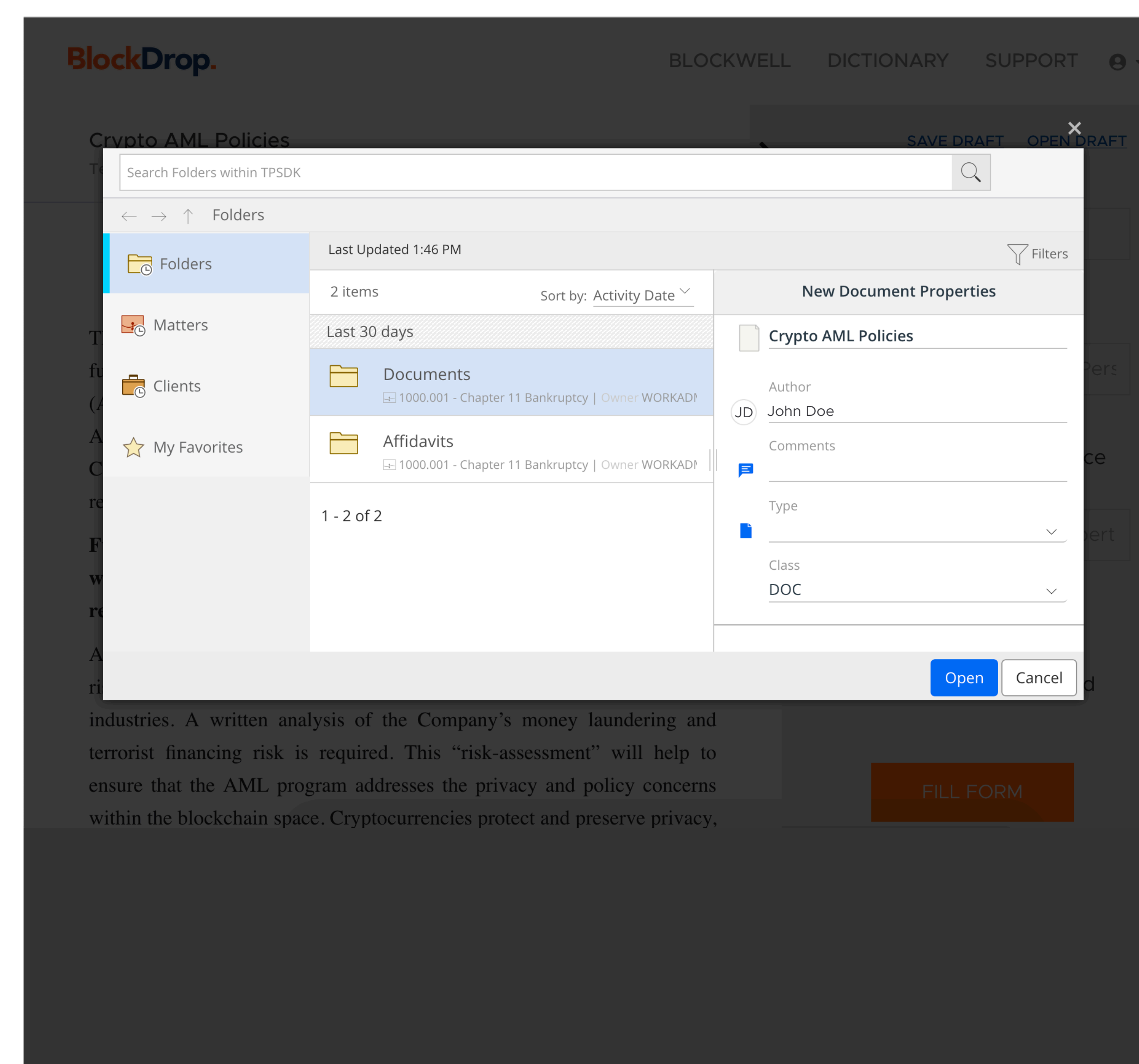
Enter your **Server** and **Client ID** for iManage.
Click **CONNECT** and it will redirect you to the login page.
Only the Enterprise Administrator for BlockDrop will be asked to enter the Server credential



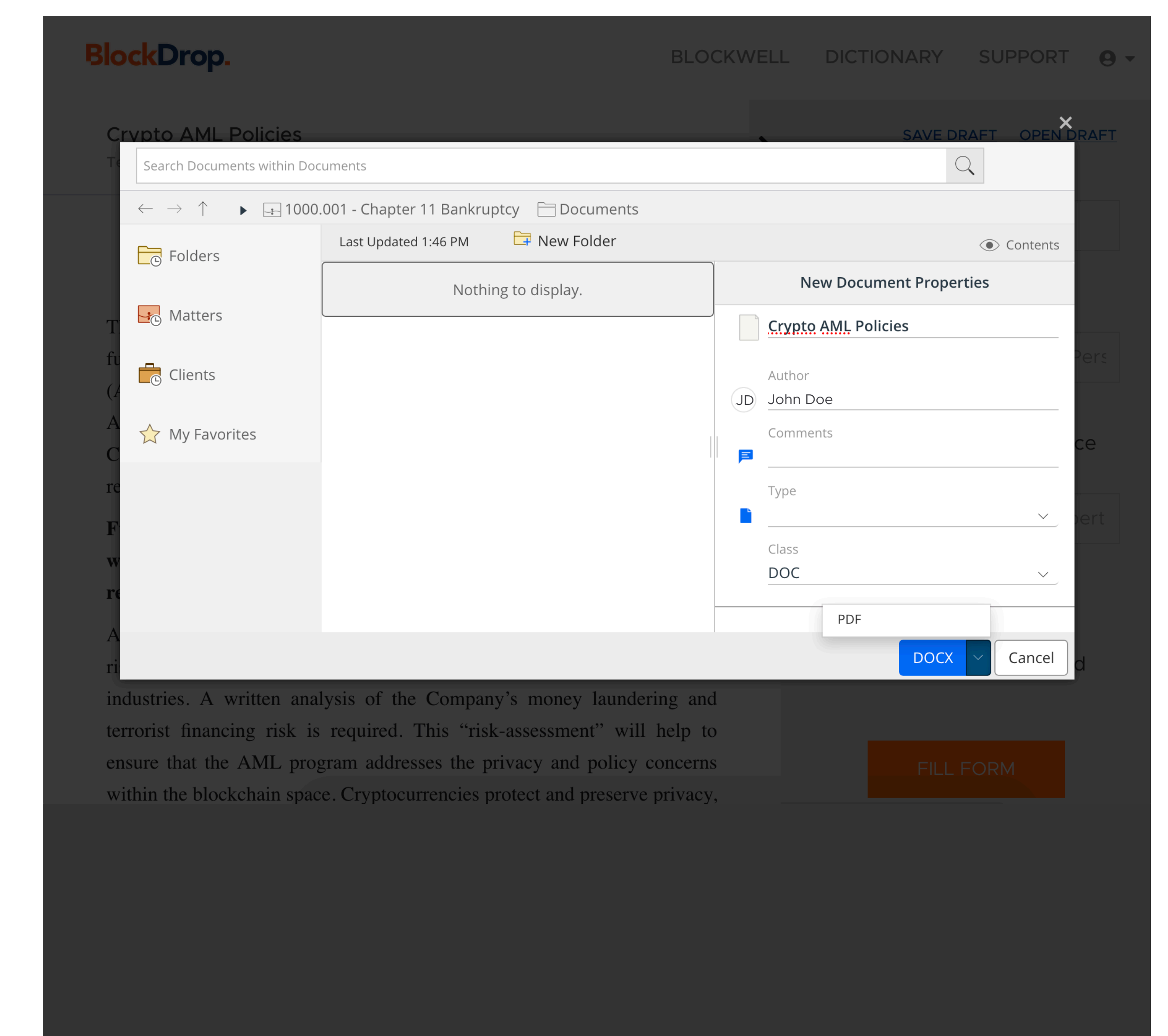
2. Login to iManage:
Enter your organizational account credentials.
Click **Sign In** and it will redirect you to the template page
No progress will be lost



3. Click the **iManage** button.



4. Your iManage directory will pop-up.
Select a folder and click **Open**.



5. Click **DOCX** to save as a word file.
Or click the **arrow** next to DOCX and select a different file format you want to save the template in.
You can save the template as DOCX, PDF, Woodpecker, or Draft.

Click 'Contents' to see all the contents in your folder.