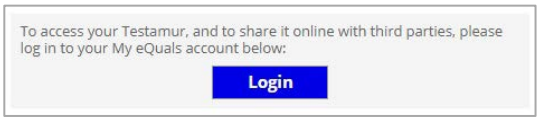
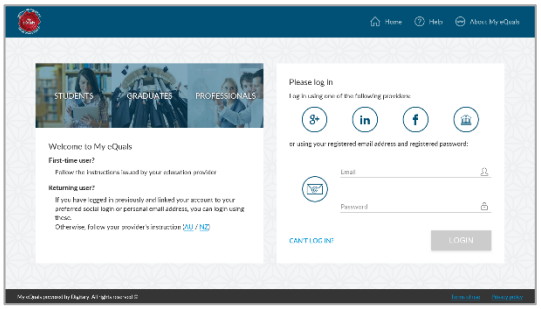
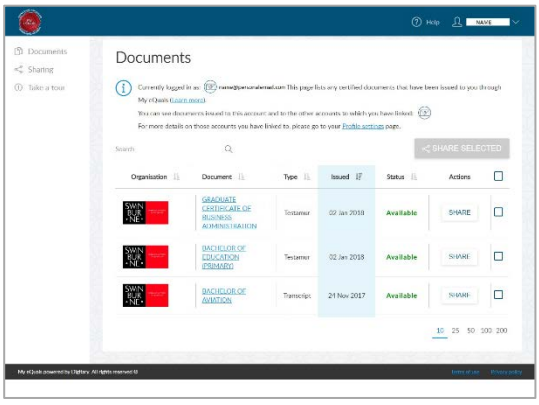
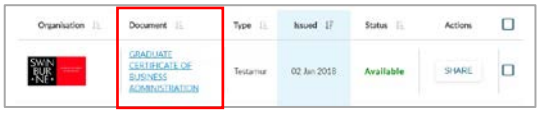
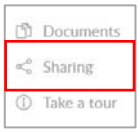
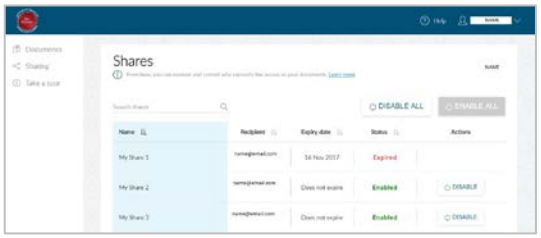
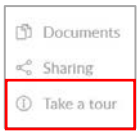
My eQuals
Quick Reference Guide

Using My eQuals

You can access My eQuals from a link in an email or directly from the My eQuals website.

	Logging in	
1	Navigate to the **My eQuals website** https://www.myequals.net **Tip**: click the **Login** link in the email you received	
2	The **My eQuals login page** displays. To access your digital documents: • enter your **email address** • enter your **password** • Click **LOGIN**.	
3	Your My eQuals homepage displays. From here you can **view** and **share** your documents.	

Navigating My eQuals	
Click the **Document link** to view your document	
Share your document by clicking **SHARE** under **Actions** and follow the prompts. **Tip**: if you use a pin for additional security, make sure you share the pin with the recipient.	
Tip: Click **Sharing** to view information about the documents you have shared	
Manage your shared documents from this page.	
Tip: **Take a tour** of My eQuals for more information.