

Exporting Documents from NetClient CS Portal

Step 1: Log In to NetClient CS

1. Open your web browser and navigate to the NetClient CS login page.
2. Make sure you are using the Sign in with Thomson Reuters Account.
3. Enter your username and password, then click "Login".

Step 2: Access the Document Management Section

1. Once logged in, navigate to the Document Management section. This may be labeled as "File Exchange", "Documents", or similar.

Step 3: Locate the Documents

1. Browse through the folders or use the search function to find the specific documents you need to export. Documents may be organized by year, type, or other categories.

Step 4: Select the Documents

1. Check the boxes next to the documents you wish to export.

Step 5: Download the Documents

1. After selecting the documents, look for a download selected button. This might be labeled as "Download", "Export", or a similar term, and may be located at the top or bottom of the document list.
2. Click the download selected button. The documents will typically be downloaded as a ZIP file.

Step 6: Save the Documents

1. Once the download is complete, navigate to your downloads folder (or the designated folder where your downloads are saved).
2. Extract the ZIP file (if applicable) by right-clicking on it and selecting "Extract All".
3. Choose the destination folder where you want to save the extracted documents, then click "Extract".

Step 7: Verify the Download

1. Open the extracted folder or the downloaded files to ensure that all the documents have been successfully downloaded and are accessible.

Tips for Troubleshooting

- ✓ **Use a PC:** Download your documents using a computer and not via a tablet or phone.
- ✓ **Ensure Pop-Up Blockers are Disabled:** Some download actions might be blocked by pop-up blockers. Make sure to disable them or allow pop-ups for the NetClient CS portal.
- ✓ **Check File Size Limitations:** If you encounter issues with large files, consider downloading documents in smaller batches.

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