

## Accessing Document Center in NetX360®

Follow the below steps to gain access to Document Center. The process typically takes one to three months.

1. Submit a request for Document Center access to your Account Manager via email.
2. Your Account Manager will provide you with a list of document types. Select the document types that should be shareable and return the annotated list to your Account Manager.
3. Your Account Manager will submit the request for Document Center access to our internal technology team. Upon completion, you will be notified and you can then set up the below entitlements to Document Center.

**For users of the Entitlement Management System (EMS), the following Business Functional Entitlements (BFEs) are required for NetX360 access:**

BFE Number	Catalog Type	Category	BFE Name	Access Level	BFE Description
17352	Functional	Document Management—iNautix	Imaging Document Center	Browse	Access the new Document Center interface.
17353	Functional	Document Management—iNautix	Imaging Document Share	Browse	Share or unshare documents.
17354	Functional	Document Management—iNautix	Imaging Document Share Audit	Browse	View audit trail of shared activity.

The following NPNX entitlements are required for NetXInvestor® access:

- D26 Shared Documents—access to the Shared Documents function
- D26 Shared Documents and 600 Account Alerts Device Setup—access to the Shared Documents Alert

Once you have the appropriate entitlements, you can share documents by selecting the specific document in the Documents tab in NetX360 and clicking the “Share With Investor” button.

**Please contact your Account Manager to get started with Document Center or with any questions.**

