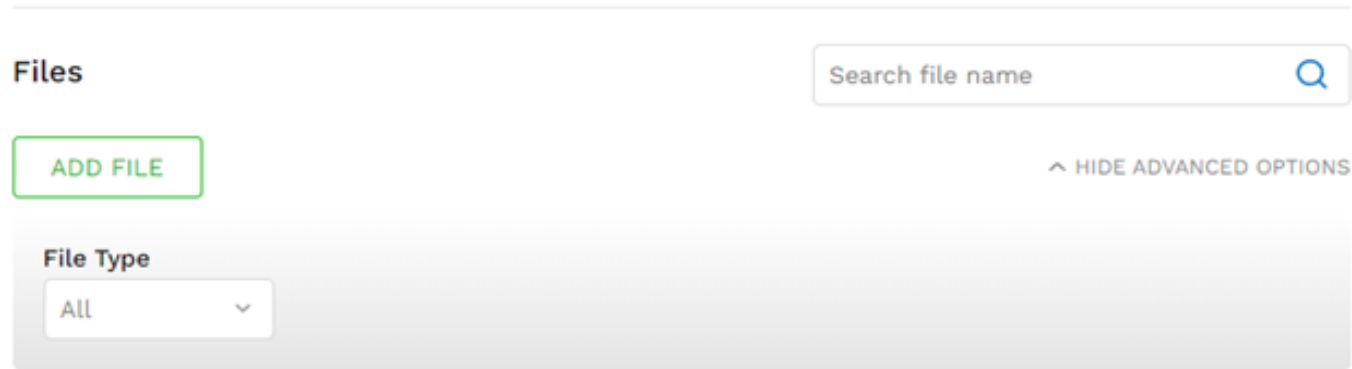


File Organization



How do I view a file?

To view a file, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Files under the Organization Management heading.
3. Find the file you'd like to download by:
 - a. Scrolling down your organization's list of files
 - b. Searching using the search bar
 - c. Filtering results by file type by expanding the Show Advanced Options arrow



4. Click on the file name and it will automatically download the file to your device.
5. Open the file to view.

Name	Date ▼	
bylaws.docx	01/02/2024	
membership-application.docx	01/02/2024	

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

Unique solution ID: #1039
Author: n/a
Last update: 2024-05-29 19:56