

Routing to Others Outside of iCS

There are two options for sending a contract to someone outside of the system:

Save a Local Copy

1.	After logging in to iCS, click the Documents View icon (if necessary)
2.	Right-click the contract and select Save a Local Copy
3.	Select a location to save the contract and click the OK command button
4.	Send the contract as an email attachment for review or signature

Email as Attachment

1.	Right-click the contract and select Email as an Attachment
2.	Type the email address(es) to which you would like to email a copy of the current version of the contract in the To: field
	Note: You will not have access to your address book if you use this method
3.	Type your email address in the cc: field (see important note below)
	IMPORTANT: A copy of the email will not appear in your Outlook Sent Items. If you require a copy of the communication for your files, you will need to cc: yourself.
4.	Type the desired text in the Message box
5.	Check the box next to Checkout Document After Send , if you would like the system to automatically check the document out for you
6.	Click Send
	Note: The Audit Trail will reflect an Email as Attachment action capturing the date, time, and recipient email addresses.

When you receive the contract back, if any changes have been made, including a signature added by another party, you must version the contract (refer to the *Versioning* job aid).