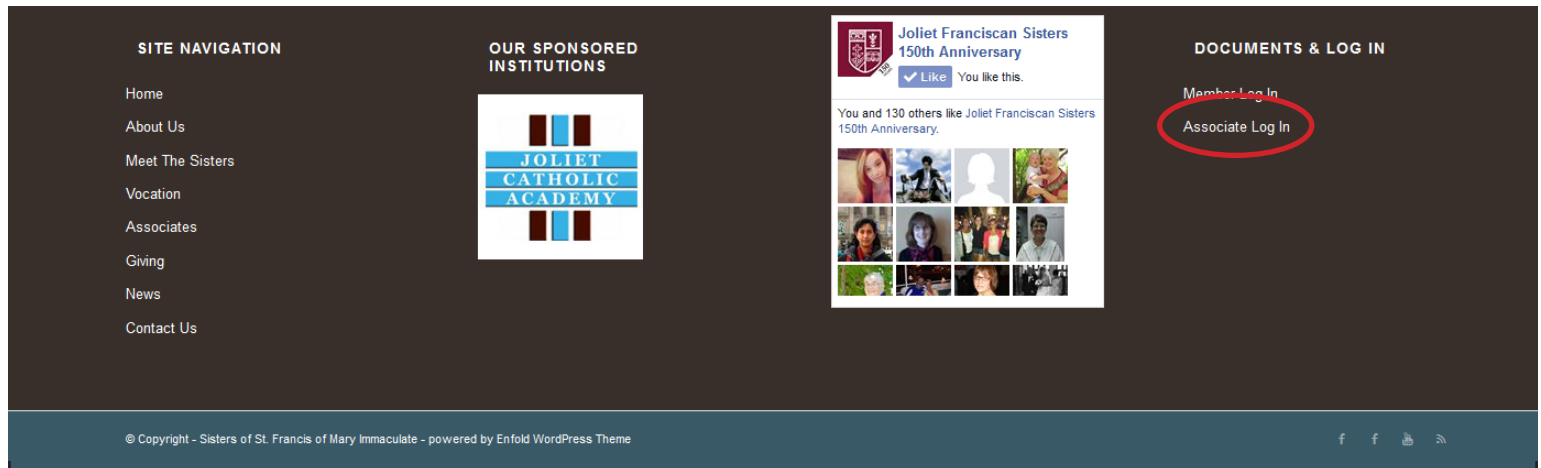


How to View Associate Documents

1. Go to www.jolietfranciscans.org.
2. Scroll down to the bottom of the page and locate “Documents & Log In” located on the right hand side.



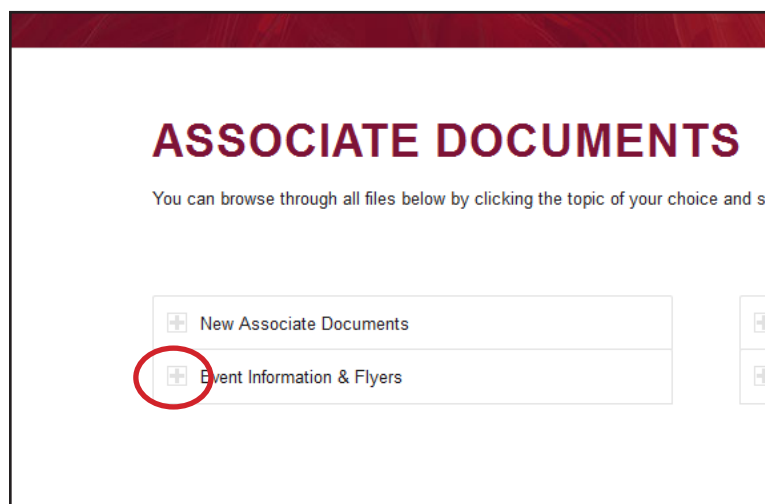
3. Click “Associate Log In.”
4. Enter your Username and Password credentials and hit “Log In.”

A screenshot of the WordPress login form. It features the WordPress logo at the top. Below it are two input fields: 'Username' and 'Password'. A 'Remember Me' checkbox is located below the password field. A blue 'Log In' button is positioned at the bottom right of the form, circled in red.

5. You will return to the Joliet Franciscan Sisters' homepage.
6. Scroll back down to the bottom of the homepage where you first hit “Associate Log In.” You will notice that a new menu item has now appeared - “Associate Documents.” Click this.



7. You can browse through all files by clicking the topic of your choice and selecting the document that you would like to view.



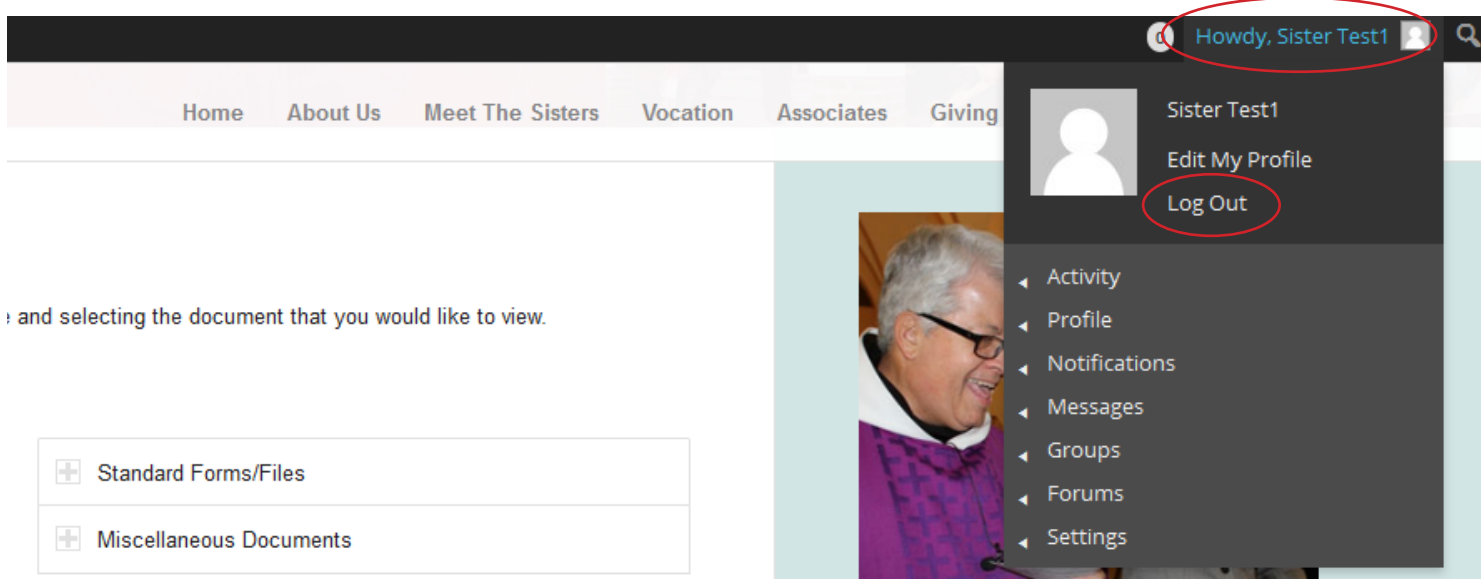
8. All files will open in a separate window for viewing.

9. When viewing any PDF, you have the ability to print or download should you choose.



10. Close out of the opened PDF tab to return to the Associate Documents page.

11. When you are done viewing the associate documents, move your cursor up to the black user bar and on the top right hand side of your screen. Hover over the words, "Howdy,[NAME]"



12. Go down to "Log Out."

13. You have now been successfully logged out.