## **Document Retrieval and Download Changes**

## Effective January 7, 2024

We are modifying the way electronically filed records and documents are surfaced to provide an enhanced level of protection. As part of this enhancement, we have added an additional step when a user wishes to view a document.

When attempting to download and view a document from a link within an email notification (submitted, accepted, service, etc.) or from within an electronic filing service provider, users will now see a screen asking them to enter their email address. When you encounter this screen, please enter your email address and click the "Validate" button. The system will confirm your email address before allowing you to download and view the document.

| inter your email address          |                              |                     |  |
|-----------------------------------|------------------------------|---------------------|--|
| o download the document please en | ter your email address below | and click validate. |  |
|                                   |                              |                     |  |
|                                   |                              |                     |  |
| Validate                          |                              |                     |  |
|                                   |                              |                     |  |

