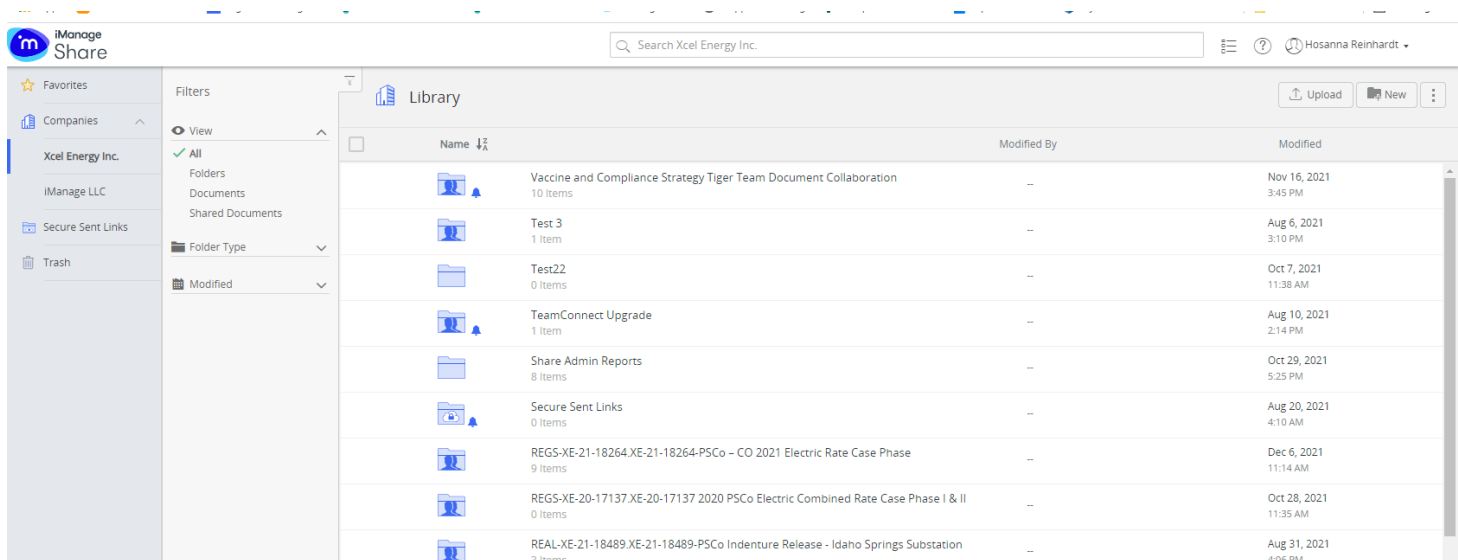


Accessing the SPS IRP Modeling Data via iManage File Share System

iManage Share Activation Steps

1. Follow the directions sent to you via email in your iManage Share folder invitation.
2. Have your cell phone available to access the activation code via text.
3. Once the code is entered select next and follow the rest of the set-up prompts.
4. Once fully activated you will see the iManage Share home page which will look like the following:






5. You will only see folders and material that have been shared with you.
6. For easy access save the following URL to your browsers favorites: <https://www.imanageshare.com>


Accessing the SPS IRP Modeling Data via iManage File Share System

Downloading a Document

iManage Share enables you to download a single or multiple documents.

1. Hover over the desired document and select the  icon. (Optional) Right-click the document and select  **Download** , or open it and select  **Download** from the top. The document is downloaded as per your browser settings.

Downloading Multiple Documents

1. Select the check box next to the list of documents that you want to download.
2. Select the  icon at the top of the selection.
(Optional) Right-click the document list and select **Download**.
The selected documents are downloaded into the **Downloads** folder, as per your browser settings.

NOTE:

Downloading multiple documents at the same time creates a .zip file.

Accessing the SPS IRP Modeling Data via iManage File Share System

Access to Confidential Information

Confidential, proprietary, or otherwise protected information shall be made available only to individuals who have executed the applicable Confidentiality Agreement and are bound by the terms of the Protective Order. Execution of the Confidentiality Agreement is a condition precedent to accessing documents hosted on the iManage file sharing site.

Any individual who has not executed the Confidentiality Agreement shall not be granted access to such materials.