



# How to Register for a MNdocs Account & Set Up Law Firm Information

In XpressDox Publisher

Go to <https://mndocs.xpressdox.com/>

- Click on Create a new account.

Save time and effort while creating customized documents quickly and efficiently

MNdocs is a collection of 250+ Minnesota-specific forms covering a range of practice areas. Its intuitive Q&A process allows you to create documents faster, edit as needed, and even have your clients electronically sign. The new cloud-based MNdocs library enables you to access your forms from a wide range of devices and locations.

- Customized forms with your firm logo
- Share document questionnaires by email with your client, allowing them to complete forms and save you time
- Regular updates reflect changes in the law
- Designed with attorney workflows in mind
- Modern and intuitive user interface

Powered by XpressDox Document Assembly

**Practice Areas Include:**

Business Law, Conservatorship, Estate Planning, Family Law, Guardianship, Probate, and Real Property

More documents and practice areas are being added weekly.

Sign in or create your account to get started.



- Fill in requested information & select a password. \*\*
- Check the “I’m not a robot” box.
- Click on “Create an account” button.

\*\* Your password must include at least one capital letter and one special character.



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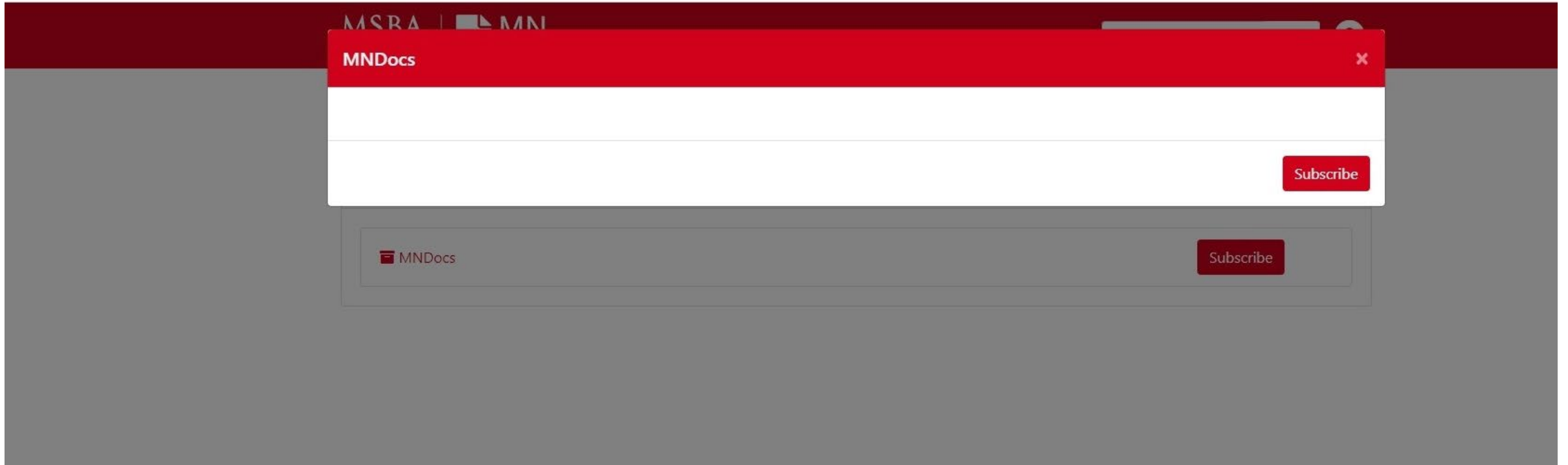
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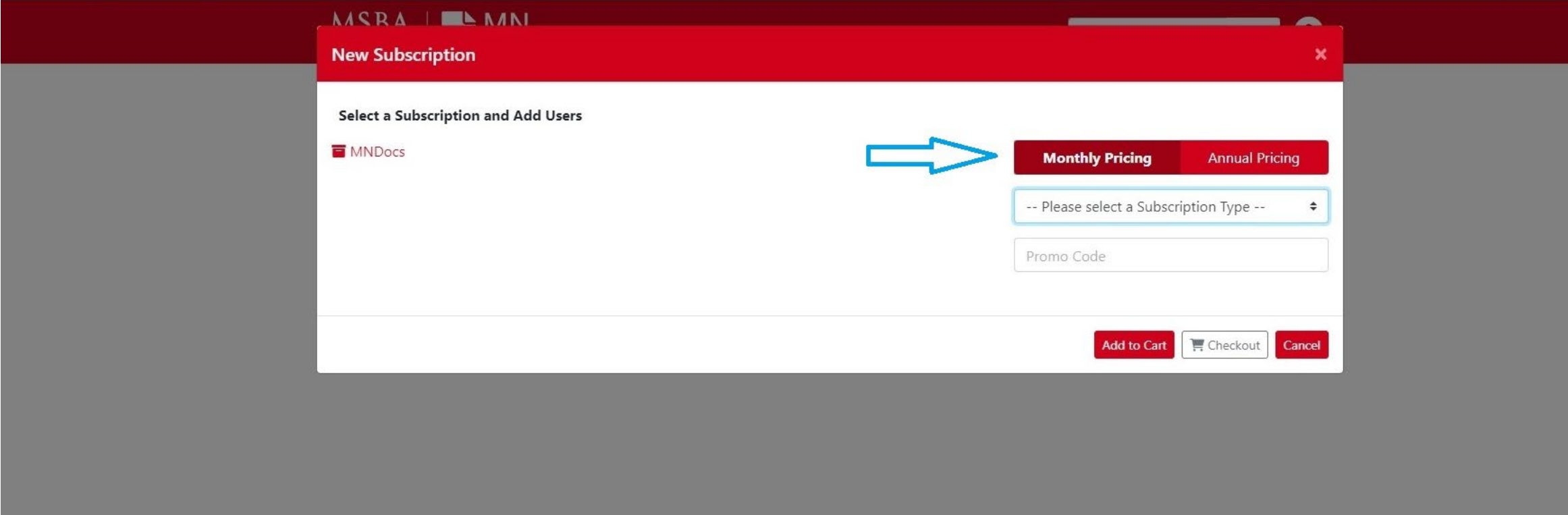
After clicking “Create an account,” a box will pop up with a Subscribe button.

- Click on Subscribe.



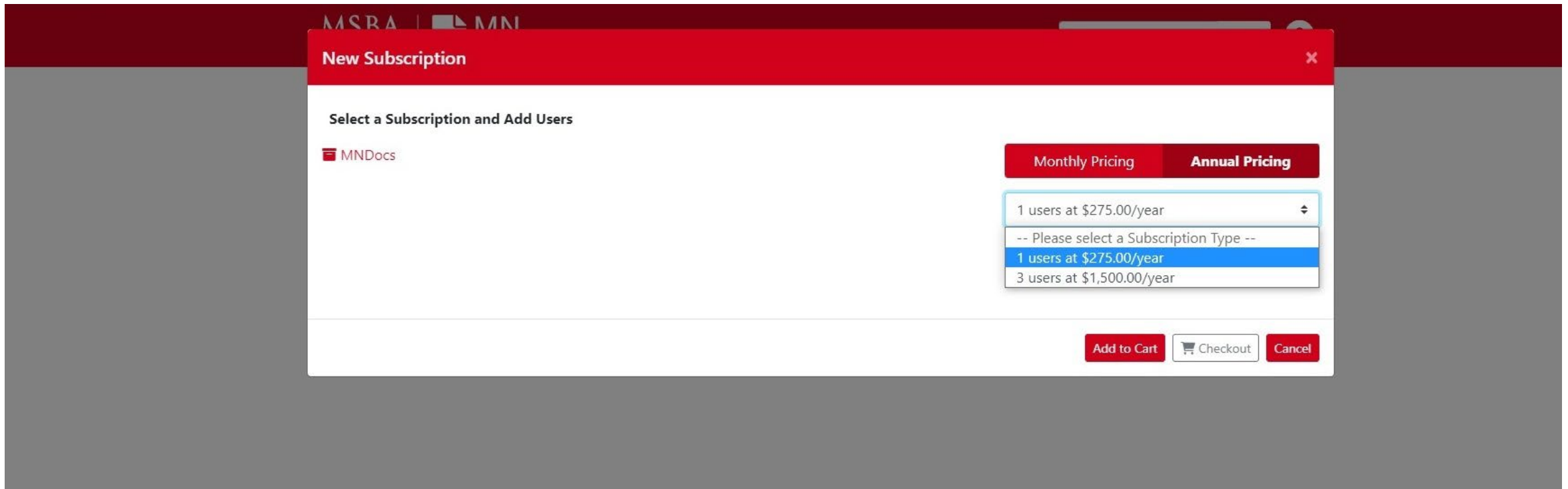
You'll be given an option to choose a monthly or annual subscription.

- Select the Monthly Pricing or Annual Pricing tab.

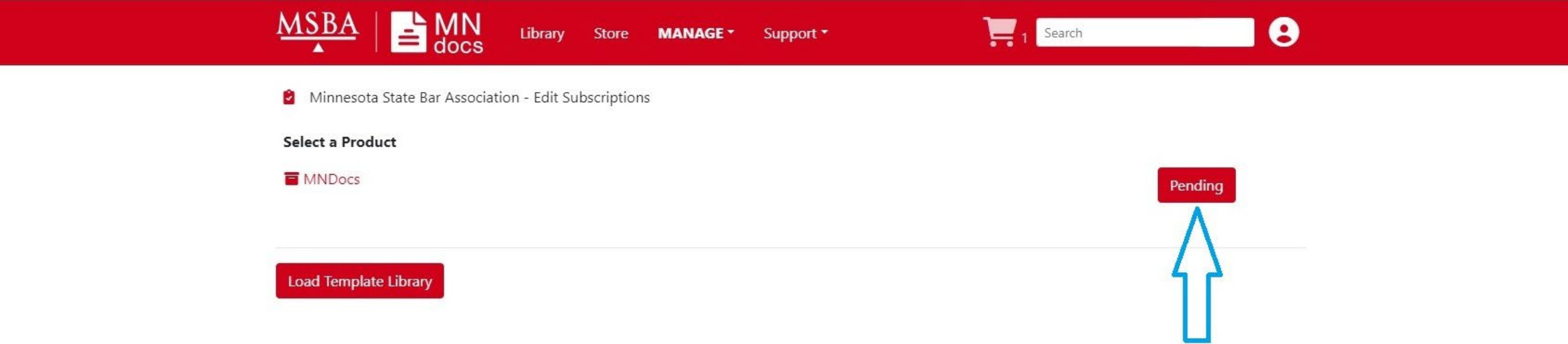


- Use the arrows to see a drop-down menu of prices by number of users.
- Select your Subscription Type and click Add to Cart or Checkout.

\* Note that prices in this presentation are for demonstration purposes only



If you clicked Add to Cart on the previous screen, you'll see your subscription "Pending" on the next screen. Click on Pending to continue to checkout screen.



- You may also click on the Cart icon in the red bar next to the Search box to proceed to the checkout.

Review your subscription. If it is correct, click on Proceed to Checkout.

- If you need assistance adjusting your subscription, call 612-333-1183 and ask for Mary Warner or Jennifer Carter.

MSBA | MN docs Library Store Manage Support Search 1

Shopping Cart

MNDocs	1 users at \$275/year	Discount: \$0.00	
		Subtotal: \$275.00	
		\$275.00	
The total amount of (including TAX)			\$275.00

[Proceed to Checkout](#)

Once you have selected your Product Subscriptions, click on **Proceed to Checkout**.

We accept the below cards

VISA AMERICAN EXPRESS Mastercard Troy DISCOVER

\*Note that prices in this presentation are for demonstration purposes only



Fill in your credit card information and click Submit.

Checkout



Card Number

Card Holders

Expiration Date

Month

Year

CVV

Submit

### Order Summary

1 item



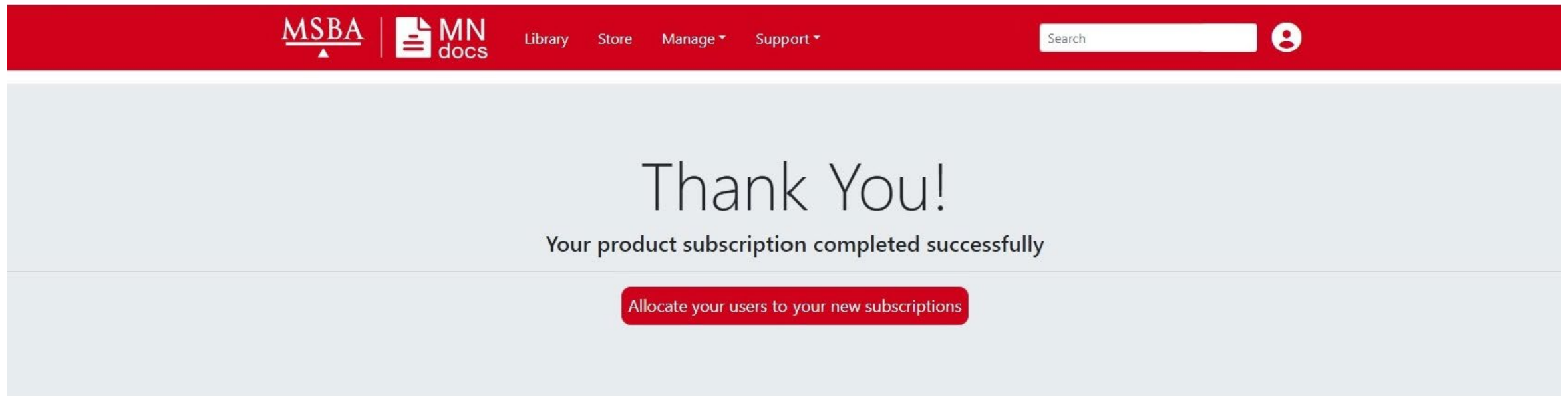
Price:	\$275.00
Discount:	\$0.00
SubTotal:	\$275.00
Users:	1

**Amount Payable Today \$275.00**

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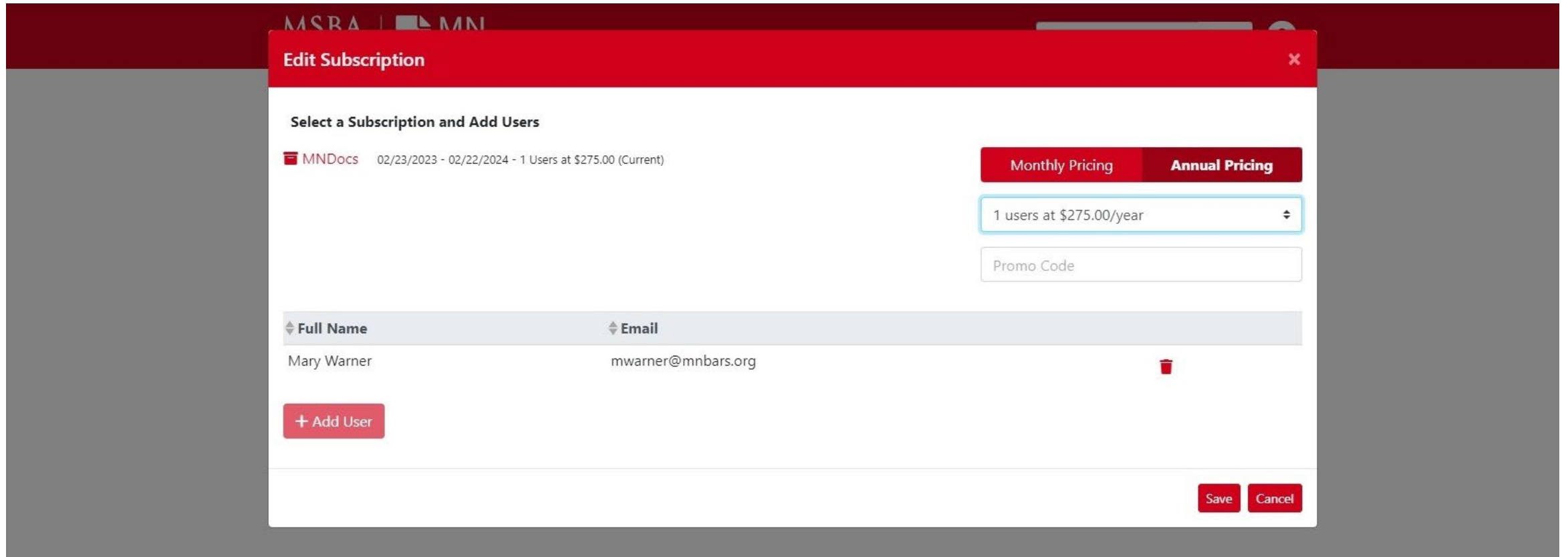
When your payment has processed (which should happen immediately), you will receive a Thank You screen, as well as an email confirming your subscription purchase.

- Click on “Allocate your users to your new subscriptions.”



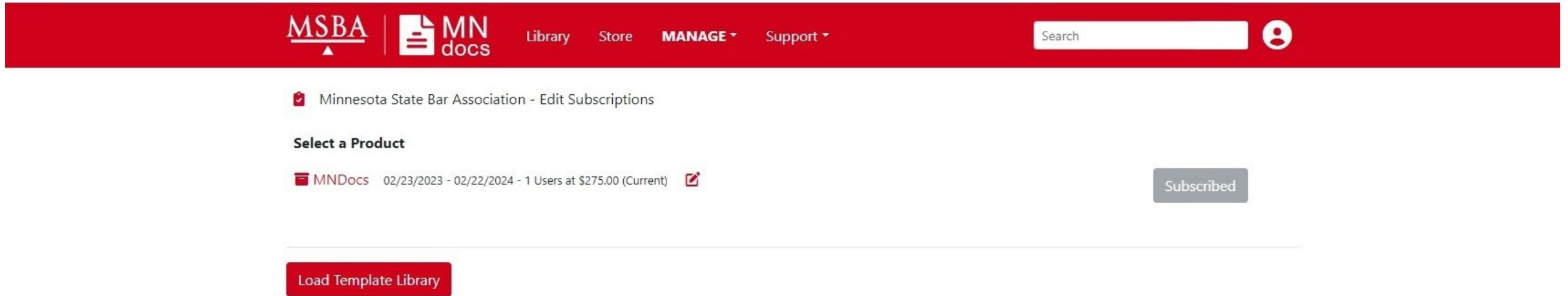
If you have a subscription for multiple users, you may add each user in the Edit Subscription screen by clicking on the Add User button. Click Save when done.

- If you have a single subscription, you may click Save or Cancel on this screen.



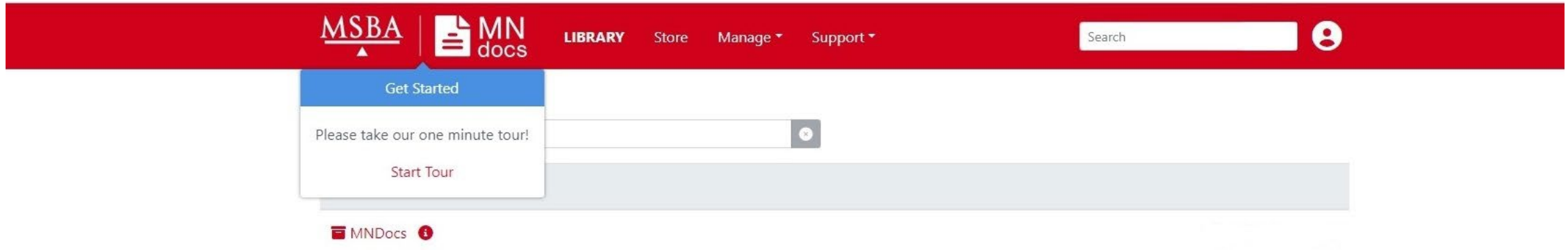
After editing your subscriptions, you'll see a screen showing you have subscribed.

- Click on the Load Template Library button.



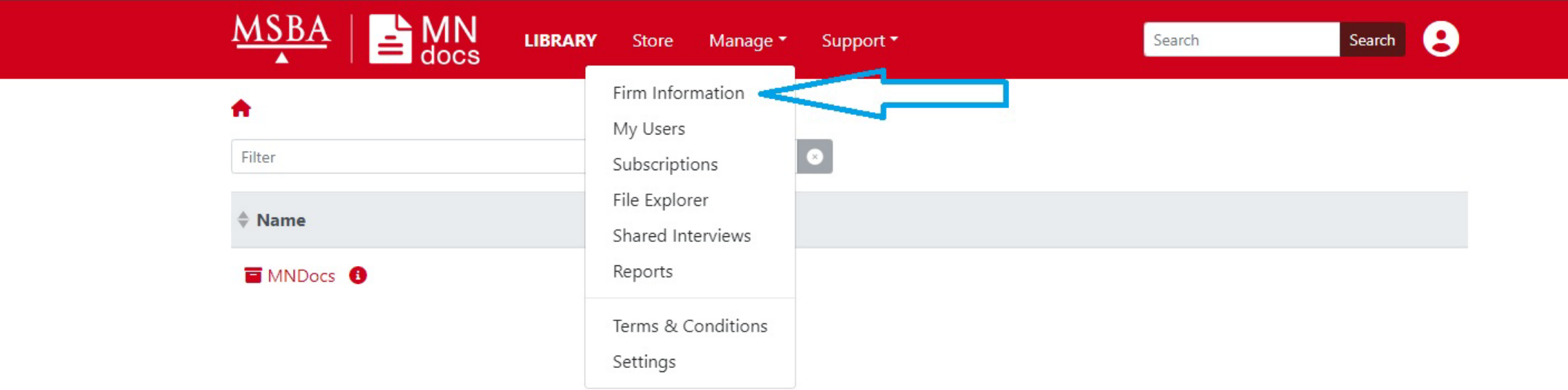
The screenshot shows a web interface for managing subscriptions. At the top is a red navigation bar with the MSBA logo, 'MN docs' logo, and menu items: 'Library', 'Store', 'MANAGE' (with a dropdown arrow), and 'Support' (with a dropdown arrow). To the right of the navigation bar is a search input field with the placeholder text 'Search' and a user profile icon. Below the navigation bar, the page title is 'Minnesota State Bar Association - Edit Subscriptions'. Underneath, there is a section titled 'Select a Product'. A single product is listed: 'MNDocs' with a red document icon, followed by the details '02/23/2023 - 02/22/2024 - 1 Users at \$275.00 (Current)' and a red edit icon. To the right of this product information is a grey button labeled 'Subscribed'. At the bottom of the product list area, there is a red button labeled 'Load Template Library'.

Prior to working with the MNdocs Template Library, XpressDox provides an on-screen Get Started tour to show you around.



After the tour, you will need to enter your firm's information.

- Select Firm Information from the Manage drop-down menu.



Fill in your firm's name and web address.

- Add each office and attorney. (More details on following slides.)

- This information will be available to load into each form template in MNdocs. You'll be able to select each location and attorney from a drop-down list. This information can also be overridden on templates as needed.

**MSBA** | **MN docs** Library Store Manage Support Search

**Attorney Information**

Firm Information

Firm or Practice Information

**Contact Information**

Law Firm Name

Web Address (if any)

**Firm Offices**

+ Add Office ...

**Attorneys**

+ Add Attorney ...

Save Firm Information

When you select Add Office on the firm information screen, the screen below appears.

- Once you have completed the information, click on Confirm to save it and return to the firm information screen.

- If your firm has additional locations, you may click on “Confirm and add next” to provide info on another location.

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Attorney Information > office

Office (1/1)

Address

City State Zip

Phone

Fax

Confirm Confirm and add next... Back



When you select Add Attorney on the firm information screen, the screen below appears.

- Once you have completed the information, click on Confirm to save it and return to the firm information screen.

- If your firm has additional attorneys, you may click on “Confirm and add next” to provide info on another attorney.

The screenshot shows the MSBA MN docs web interface. At the top is a red navigation bar with the MSBA logo, MN docs logo, and menu items: Library, Store, Manage (with a dropdown arrow), and Support (with a dropdown arrow). To the right of the menu is a search bar and a user profile icon. Below the navigation bar, the breadcrumb "Attorney Information > Attorney" is displayed. The main heading is "Attorney (1/1)". The form contains the following fields: "Name" (text input), "MN License No." (text input), "Select the office" (dropdown menu with a red arrow), "Direct Dial (Phone)" (text input), "Fax (if different from firm fax number)" (text input), and "E-mail" (text input). At the bottom of the form are three buttons: "Confirm" (with a lock icon), "Confirm and add next..." (with a plus icon), and "Back" (with a left arrow icon).

Note – Any additional attorneys don't necessarily need to have MNdocs accounts to be added here.

When you are finished adding offices and attorneys, click on Save Firm Information on the main firm information screen.

Attorney Information

Firm Information

Firm or Practice Information

Contact Information

Law Firm Name

Minnesota State Bar Association

Web Address (if any)

https://www.mnbar.org/msba-home

Firm Offices

Add Office ...

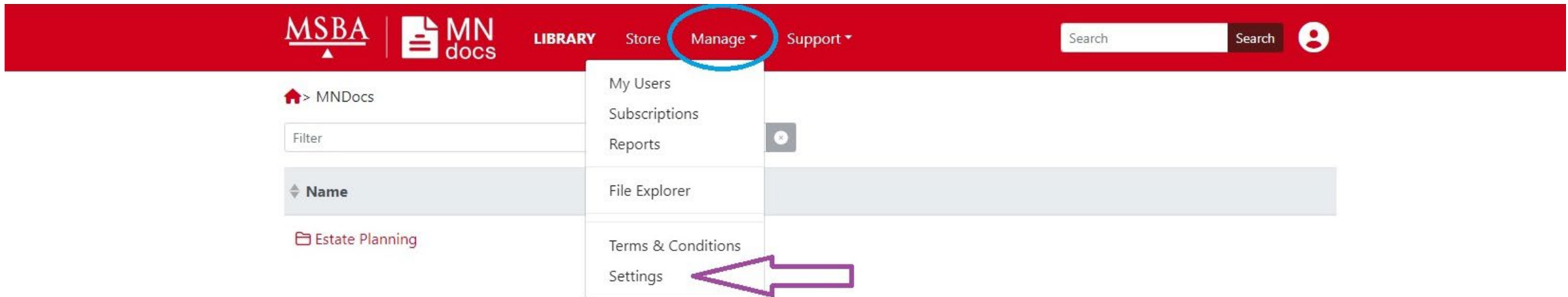
Attorneys

Add Attorney ...



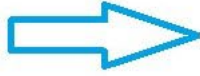
To further personalize your MNdocs subscription, including adding your firm's logo and brand color, allowing cloud storage, and enabling sharing of interviews with clients, select Manage in the menu bar (circled in blue below) to see the drop-down menu.

- Select Settings (by purple arrow).



SETTINGS

Manage Settings



Allow Cloud Storage:



Enable Shared Interviews:

Select a color to use in shared interviews:

Color:



- In order to save your answer files in the MNdocs cloud, check the box next to Allow Cloud Storage (blue arrow).

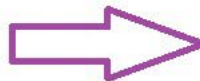
- To allow sharing interviews with clients, check the box next to Enable Shared Interviews (green arrow).

- Use the color picker to select your firm's brand color.

- Upload your firm's logo in PNG format (purple arrow).

- When finished, click the Update button (circled in orange) to save your changes.

Select a PNG logo to be used in assembled documents and on the shared interview page:



Logo:

Choose a file or drop it here...

Browse

Update

After finishing your firm's information and settings, select Library in the menu bar (circled in blue) to be taken to the MNdocs library of form templates, where you can start creating the forms you need.

The screenshot shows the MSBA MNdocs LIBRARY interface. The top navigation bar is red and contains the MSBA logo, the MNdocs logo, and the LIBRARY menu item which is circled in blue. To the right of the LIBRARY menu are links for Store, Manage, and Support. Further right is a search bar with a Search button and a user profile icon. Below the navigation bar, the breadcrumb path is home > MNdocs. A filter input field is present. Below the filter is a list of legal categories: Business Law, Estate Planning, Family Law, Guardianship, Probate, and Real Property.



Congratulations! You have completed your registration for a MNdocs account and set up your firm information.

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If you have any issues with this process or questions about your account, contact Mary Warner or Jennifer Carter at [mndocs@mnbars.org](mailto:mndocs@mnbars.org) or 612-333-1183.