

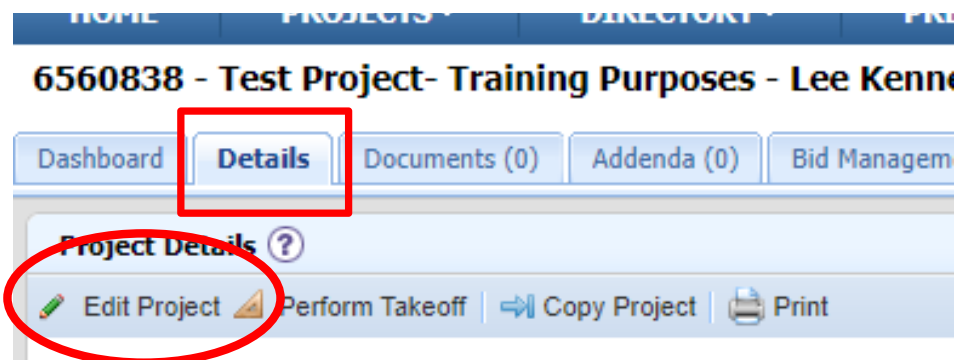
Module 9: Adding NDA

1

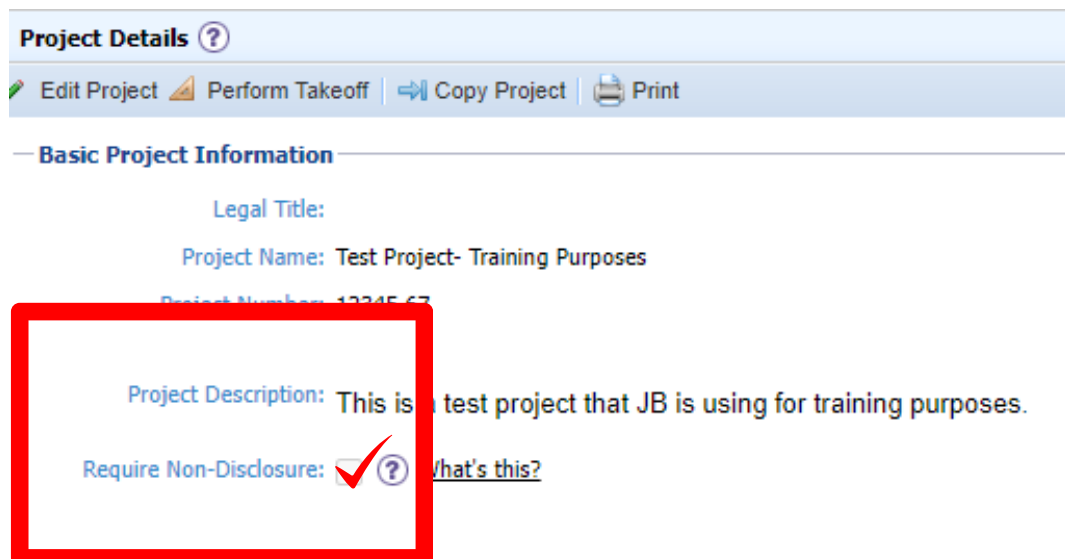
***NOTE-** If the documentation is sensitive, use the NDA feature. This means that subcontractors must sign and complete before they can electronically access the drawings.

- Click on the “Details” tab

- Click on “Edit Project”



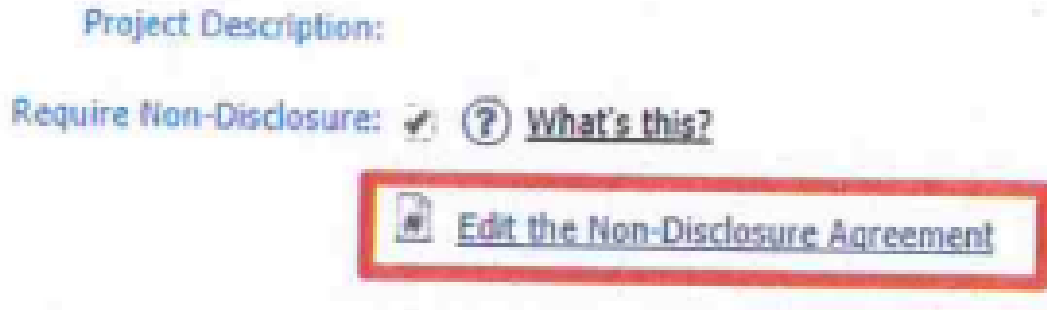
- Click the “Require Non-Disclosure” box



Module 9: Adding NDA

2

- Click the “Edit the Non-Disclosure Agreement” link

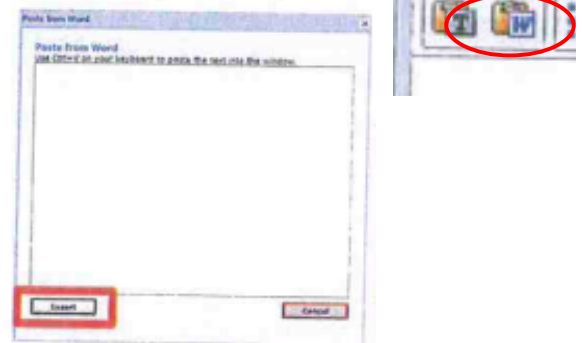


- From this window, you can copy the NDA from a Word document.

3

- Click the Word button to keep the formatting from the Word document the same

- Copy and paste the text from the Word document into the text box
- Click “Insert”



- Click “Save”

