

Documents

- [Documents](#)

Documents

Click on **Documents** to open the documents sharing page where you can access various documents shared with you by CIGP, such as accounts monthly statements.

The screenshot shows the top navigation bar with tabs for 'Account Summary', 'Holdings', 'Transactions', 'Documents' (highlighted with a yellow box and a '2' badge), and 'Messages'. Below the navigation bar, a notification states 'You have 2 new documents:' (highlighted with a yellow box) and a 'Mark all as viewed' button (also highlighted with a yellow box). A list of documents is shown with redacted names and dates: 18/10/2024 and 04/09/2024. Below this is a file manager window with a 'Sort by' dropdown, a 'Refresh' button, and a search bar labeled 'Search Home'. The file manager shows a folder named 'Accounts' and a file named 'CIGP Monthly State' (partially redacted) with a date of '04 Sep 2024' and a size of '680.1 KB'.

At the top of the page you will see a list of unviewed documents (if any). Click on a document's name in the list to navigate to its container folder. You can also click on *Mark all as viewed* to mark all documents as viewed and clear the list.

Below the list of unviewed documents is the document files manager window. Double-click on a folder to open it or use the navigation path to return to the previous level.

Unviewed files and folders containing unviewed files are displayed in bold.

Right-click on a file or select it and click *Download* to download a file and mark it as viewed. You may download a file again in the future.

The screenshot shows a file manager window with a navigation path: 'Home > Accounts > [redacted] > Monthly Statements > 2024'. A search bar labeled 'Search 2024' is present. The file manager shows a table with columns 'File Name', 'File Date', and 'File Size'. A file named 'CIGP Monthly State' (partially redacted) is selected, and a 'Download' button (highlighted with a yellow box) is visible below it.

You may only download individual files. Downloading entire folders is not supported at the moment.