



# IowaDocs®

625 East Court Avenue  
Des Moines, Iowa 50309

[www.iowadocs.net](http://www.iowadocs.net)

Dear IowaDocs® Subscriber/User,

We are excited to announce our newly designed website for [www.iowadocs.net](http://www.iowadocs.net)! This new design will enhance the IowaDocs® user experience. Additionally, we hope it will provide a place for users to gather important information and updates related to the IowaDocs® product and service. This new website will be launched by December 1, 2011.

With our new design there are some important items of interest for all users and subscribers that are discussed below. Please take a few moments to read and share this letter with others that may have an interest or subscription to the IowaDocs® service from The Iowa State Bar Association.

One of the biggest enhancements with the new website design is the subscription<sup>1</sup> process. In the past when a subscriber<sup>1</sup> filled out and signed an end-user agreement (known as the 'subscription agreement'), we processed those and filed them into a filing cabinet for future reference. With the release of this new website we will now have an electronic version of the subscription agreements on file. This will help us manage and efficiently gather information about our subscribers. Consequently, when you, the subscriber, renew your IowaDocs® 2012 subscription (2012 Invoice is attached) you must visit our new site [www.iowadocs.net](http://www.iowadocs.net) and fill out the online version of the subscription agreement (please see the attached **Yellow Page** for instructions) along with sending in your payment. Once we have received your new subscription application and payment you will be activated and receive a confirmation email. All previous paper versions of subscription agreements will be destroyed.

Another enhancement to the new IowaDocs® website is the newly designed "Knowledgebase" page. This will take the place of the old "Troubleshooting" page we had on the old site. Knowledgebase will contain items of interest for all users as well as technicians. We will have items here that relate to troubleshooting an install or program error, as well as useful tips and tricks in using the IowaDocs® product and service. Knowledgebase will also be an RSS feed. You can keep up to date with posted information through your RSS Reader (for further information on RSS feeds, please visit the Knowledgebase link on [www.iowadocs.net](http://www.iowadocs.net)).

In addition to the Knowledgebase RSS mention above, the new IowaDocs® website design will include a "Download" page that will list all updates to IowaDocs® during the year. This is exclusively an RSS feed just as it always has been. This will not affect how your HotDocs/IowaDocs® program checks for updates. You will still get the yellow blinking update notification on your library screen. This Download page is another way to communicate to users that updates are available.

Finally we have created an IowaDocs® Facebook Fan page – become a fan **TODAY!** Simply visit the [www.iowadocs.net](http://www.iowadocs.net) home page to see the Facebook pane in the lower right corner. Click the "Like" button to become a fan. Doing this will keep you updated on both items discussed above – any Knowledgebase article or new download update will be mentioned here. This helps our users that do not want to worry about what/how to work with an RSS feed. Please note: this will eventually replace the current listserve email that we send out about updates. We will continue sending out update notices on the listserve until December 2012. After that date we will switch to communicating these updates via our RSS feed and on the IowaDocs® Facebook wall.

Thank you for your time and your patience as we launch this new design of the IowaDocs® website – [www.iowadocs.net](http://www.iowadocs.net). Please visit our site on a regular basis to keep up-to-date on all things related to IowaDocs® .

Sincerely,

**The IowaDocs® Team**

The Iowa State Bar Association | 625 E. Court, Des Moines, IA 50309 | Phone: 866-597-6040 | Fax: 866-202-6572 | Email: [renewal@iowadocs.net](mailto:renewal@iowadocs.net)

<sup>1</sup>Subscribers are Iowa licensed attorneys that are current members of The Iowa State Bar Association.

## **INSTRUCTIONS FOR 2012 RENEWING**

**Please follow the steps below to complete the renewal process this year:**

1. Review your renewal information on the attached invoice page.
2. Visit [www.iowadocs.net](http://www.iowadocs.net), click on the “Subscription” link at the top.
3. Fill out the “Subscriber” information *(Remember this is for the attorney listed on the attached invoice page. NOTE: All this information needs to be filled out for the subscribing attorney – we will not activate your account until payment is received - see below for payment information).*
  - For “Payment” *(the final Field within the Subscription Information section of the Subscription page)* please select the option that you would like to use. OPTION 1: Mail a check and/or credit card information *(use attached invoice)*. OPTION 2: Allow us to call you to gather the credit card information *(allow 3-5 days to process this request)*.
4. Submit your new electronic subscription agreement and send payment if you selected Option 1 above.

If you have any questions or concerns please feel free to contact us at [renewal@iowadocs.net](mailto:renewal@iowadocs.net).