INSTRUCTIONS TO LOCATE DOCUMENTS ON IGX
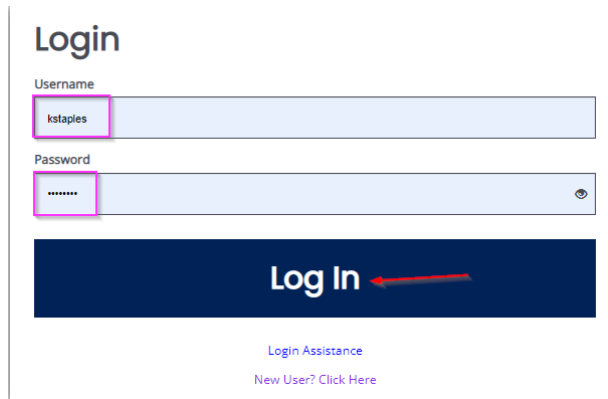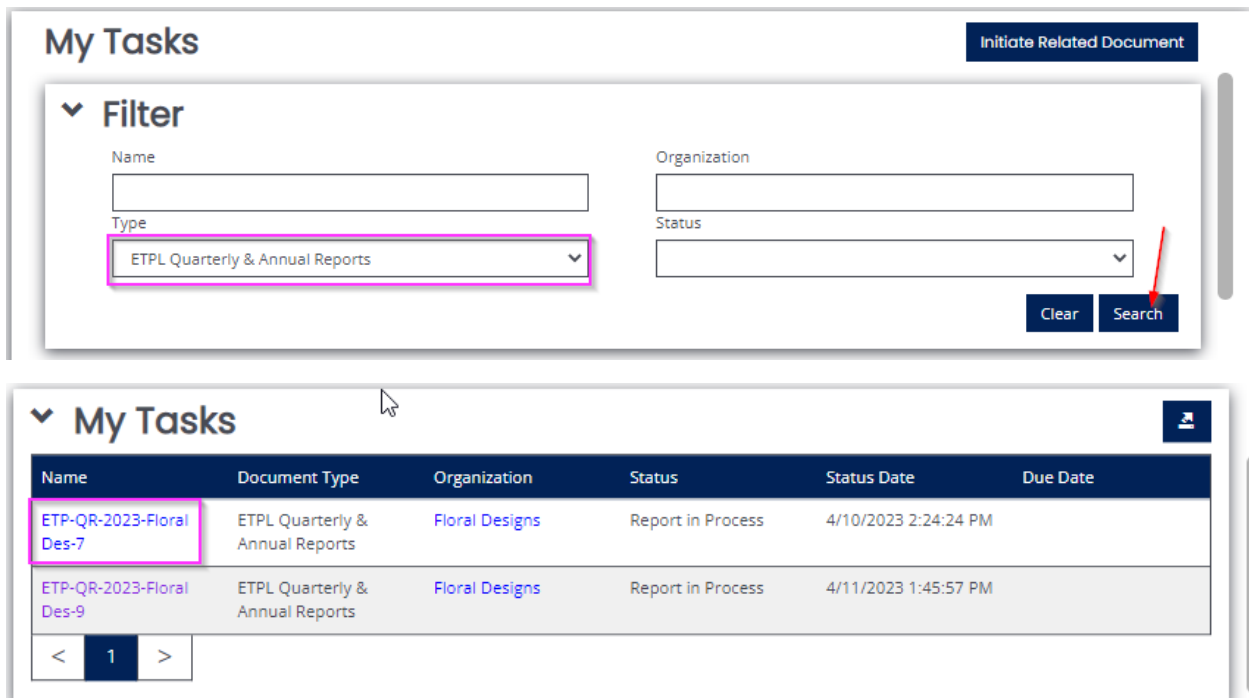
1. **Log into IGX using your credentials which are your username and password**.

2. **Using 'My Tasks'**: Once logged in, on your dashboard, click on the document name for the desired application or report.

3. **Filters can be used in 'My Tasks'** to filter by: Document Name, Organization Name, Document Type (Application, Reports, Reviews, etc.) and Document Status. (In the example below, I only want to view ETPL Quarterly & Annual Reports in 'my tasks')

4. **Using the search option**: Once logged in, on your dashboard, select the "Search" dropdown and select 'My Documents'
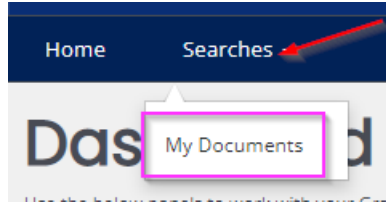
Enter in your desired search criteria and select "Search"

From the search results, click on the Document Name for the application/report to open that specific document