

### **DOWNLOADING THE ACEOFFIX PLUGIN**

Before you can complete a contract template in iContracts or edit a document online using the “Edit in Cloud” feature, you will need to install the AceOffix plugin. This plugin enables integration of iContracts and Microsoft Word. The video guide linked below will walk you through the entire installation process, which will only take approximately two minutes and does not require a PC restart.

Please note, if you do not have administrative privileges on your computer, you will need to contact ITS for assistance.

<https://ucmsupport.icontracts.com/hc/en-us/articles/360031050811-AceOffix-Install>

*(Scroll to the bottom of the screen for the video).*