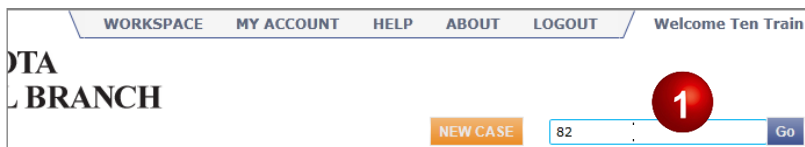


### Search for a filing by case number

1. Enter the **MNCIS case number** in the search field in the upper right of the screen and click **Go**.



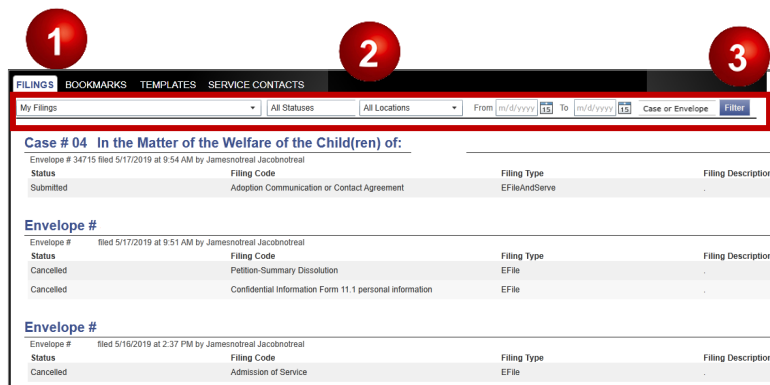
### Manage notifications

1. Click **My Account**.
2. Click **Manage Notifications**.
3. Check or uncheck the box next to the Email Notifications to receive.
4. Click **Save**.



### Filter filings

1. Click **Filings**.
2. Select to filter by:
  - Filing type
  - Status
  - Location
  - Date range
  - Enter the envelope or case number.
3. Click **Filter**.



Filing details, including status, will appear below the case or envelope number.

**Access case and filing options**

1. Click on an actions icon to:
  - a. Delete draft envelope
  - b. Edit service contacts
  - c. View filing details
  - d. File into the case
  - e. Bookmark the case
  - f. Resume the draft envelope
  - g. Cancel the filing- Filers can cancel filing in draft and submitted statuses only. Filings in the under review, accepted, or rejected status cannot be cancelled by the filer.



The icons available are determined by case status (e.g., if a case is submitted, you won't see "Delete draft envelope" as an option).

