How to get a document's URL or website address

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In order to create a link to a document that has been uploaded to MemberNova, you will first need to find the document's URL or website address.

Finding the Document's URL/Address

1. From the **Documents** area, click **Get Link** on the same line as the document you would like the URL/address for.

2. A box will appear with the URL highlighted. Please copy the text that appears.

    - To copy the address on a Windows device, highlight the URL with your mouse cursors and push CTRL + C on your keyboard

    - To copy the address on a macOS device, highlight the URL with your mouse cursors and push COMMAND + C on your keyboard

3. You can then use the copied URL anywhere you need to link to the document.

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