

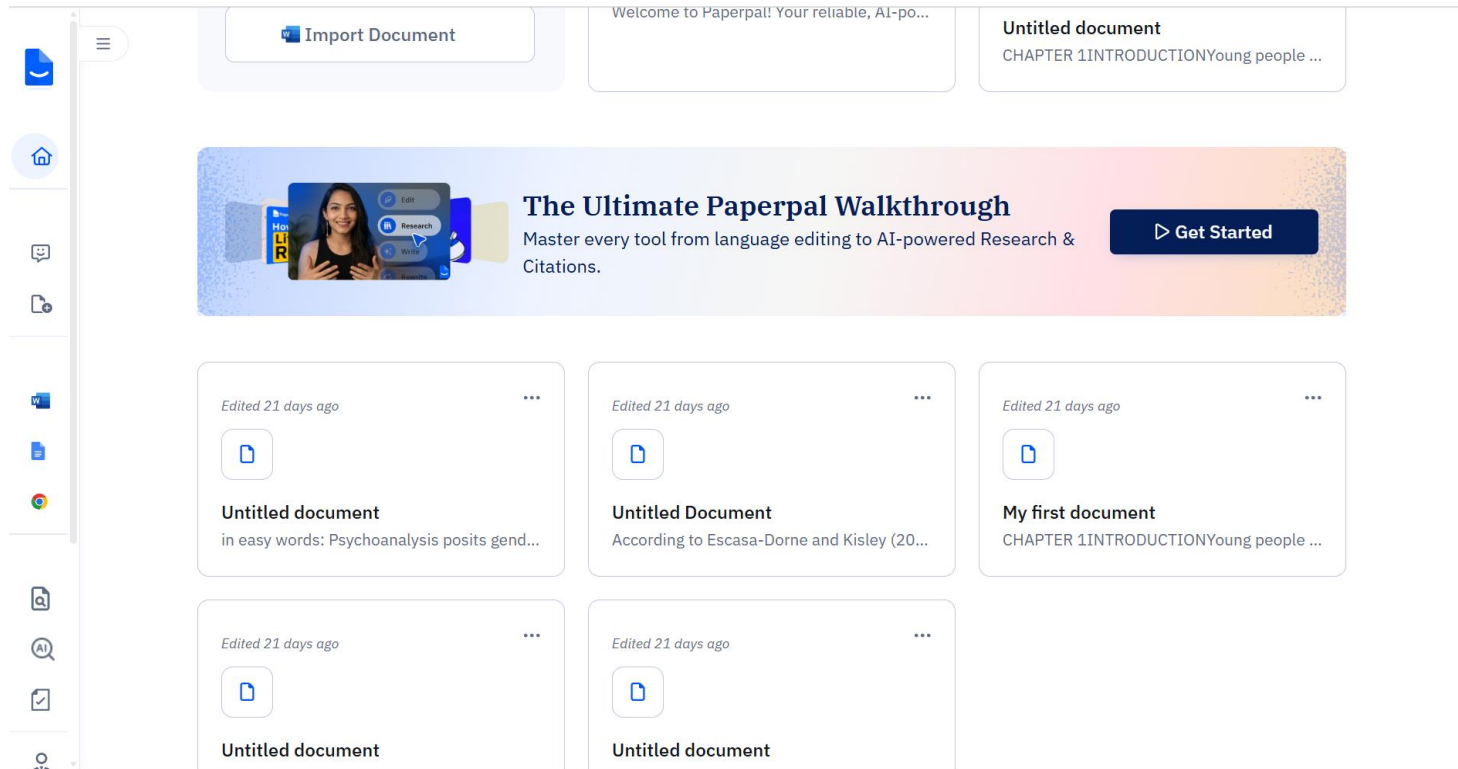
# Document Migration from Old Account to New Account

*A quick overview*

# How to Download a Document

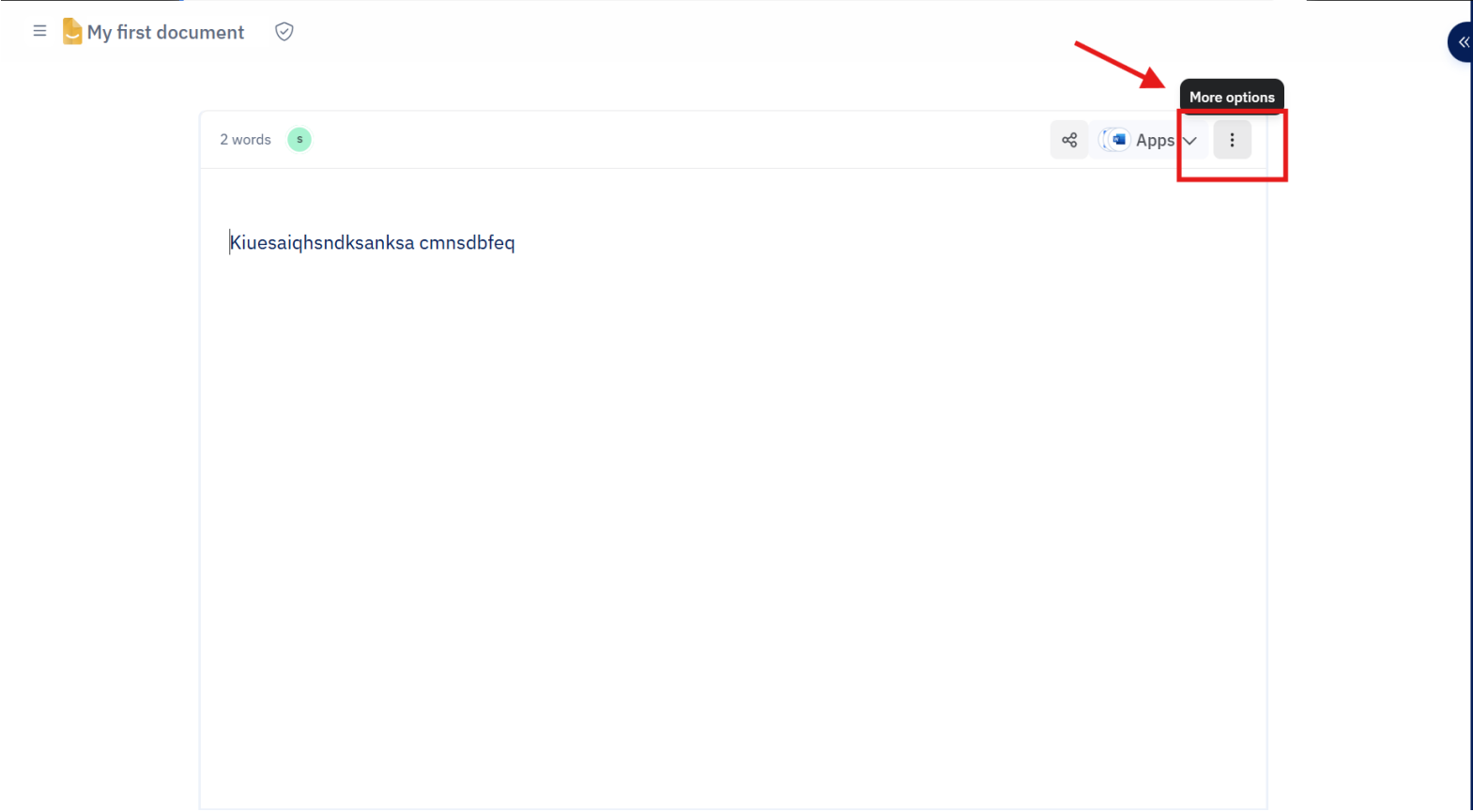
- Open the document by clicking on it.
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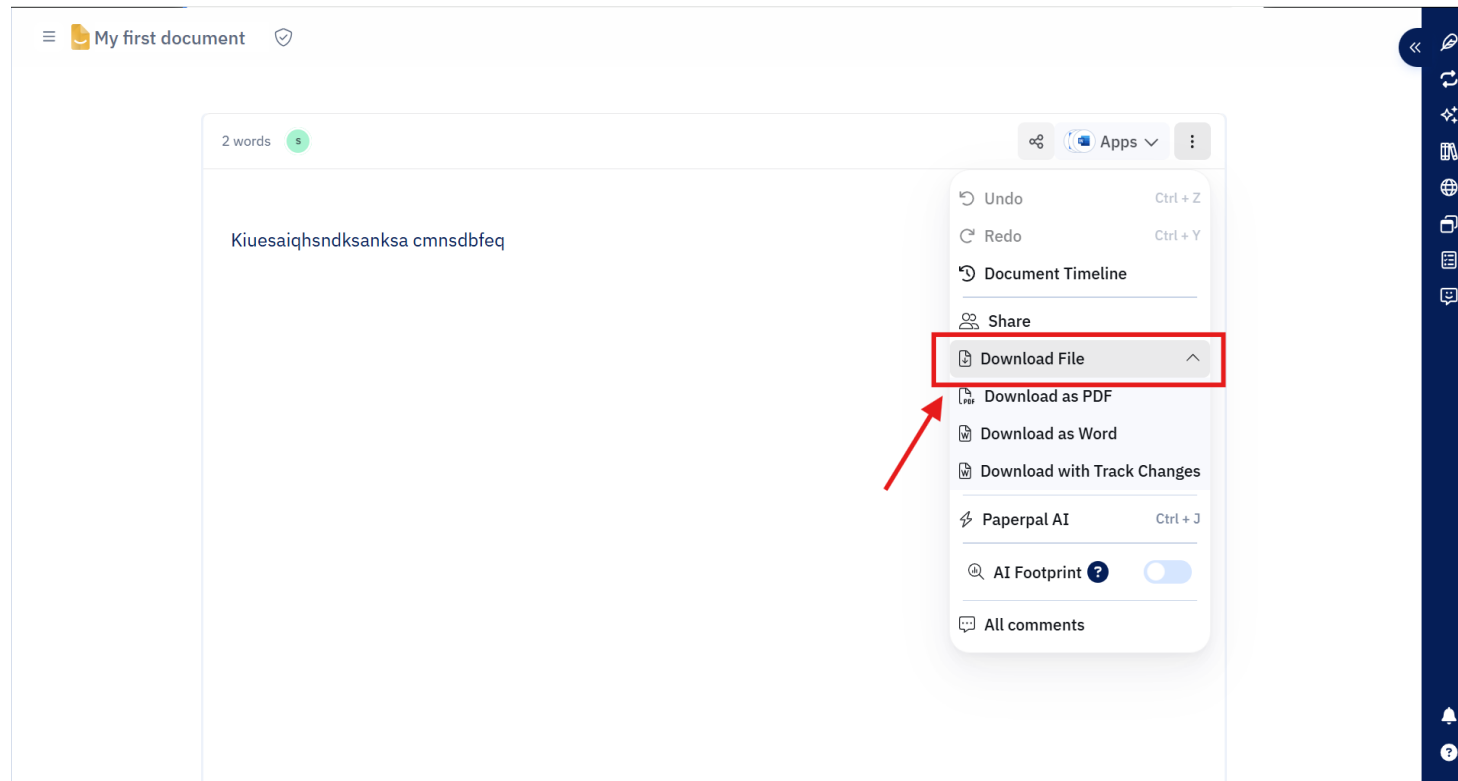
- Click on the “More Options” (three-dot menu) located on the right-hand side.



# How to Download a Document

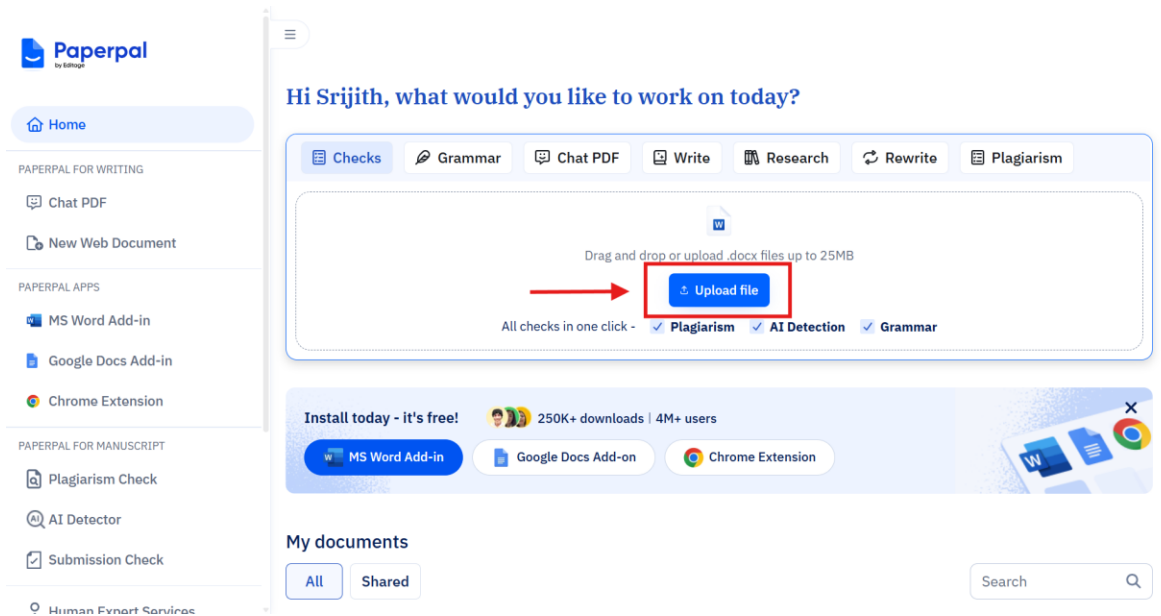
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- On the home screen, select the “Upload File” option.
- Click to browse and choose the downloaded documents.
- Upload the files to your new account.
- Continue writing and editing seamlessly after upload.



## Need Help? We're Here for You

If you face any issues, please feel to reach out to Srijith at [srijith.ys@cactusglobal.com](mailto:srijith.ys@cactusglobal.com) for quick assistance.

**Thank You**