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Copy an Existing Agreement

You can copy an existing agreement to create a new agreement. This helps in reusing the data of an existing agreement, and create a new agreement.

To copy an existing agreement:

1. On the ICM Home page, click **Agreements**.
2. On the *Agreements* page, click the  icon to open the agreement that you want to copy. The *Agreement Details* page appears.
3. On the *Agreement Details* page, click the  icon on the upper right corner. The message **This will create copy of an existing agreement. Do you want to continue?** appears.
4. Click **Ok**. The *Create Agreement* page appears.
5. Provide or update the appropriate information on each page and then click **Next** to go the next page.
6. On the *Verify* page, verify the information you have entered and then click **Create Agreement** to create a copy of an existing agreement.