

TOL, Inc. Onboarding Instructions for Shareholders

- How to: Signup as a Shareholder
- How to: Obtain Online Access
- How to: Transfer Shares to Broker
- Transfer Methods

Important Notice

The information in this document is for informational purposes only and is not intended to be legal, financial, or other form of advice and no legal or business decision should be based on its content.

This manual provides detailed instructions for onboarding **Shareholders** through Transfer Online, Inc.

See below for **relevant sections**:

- [Signing Up as a Shareholder](#) (Start here if you **haven't signed up yet.**)
- [Linking a Shareholder Account to a Web Account \(Obtaining Online Access\)](#) (Start here if you need to **Link a Shareholder Account** to a **Web Account.**)
- [Transferring Shares to a Broker](#) (Start here if you want to **Transfer Shares** from a **Shareholder** to a **Broker.**)

Download the PDF

- [Download PDF \(with logo\)](#)
- [Download PDF \(no logo\)](#)
- [Download HTML as PDF](#)

How to: Signup as a Shareholder

Follow the instructions below if you haven't signed up.

Need to Transfer Shares or Obtain Online Access?

See [The Homepage](#) for more details.

1. Go to the [Transfer Online, Inc.](#) website.
2. Click **Get Started Today**.

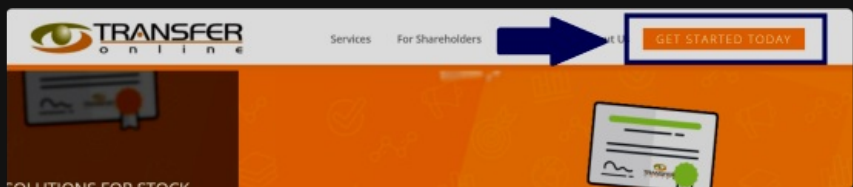


Fig. 1 Get Started Today

3. Click **Sign Up Here**.

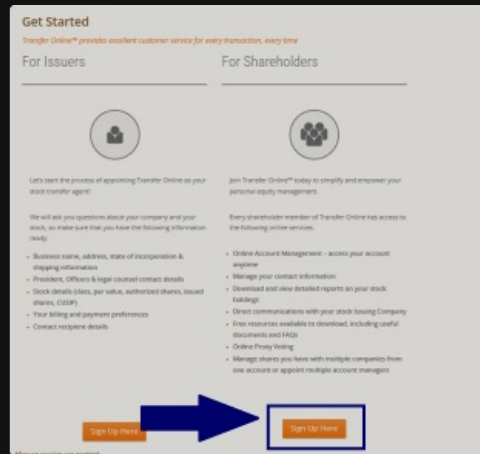


Fig. 3 Sign Up Here

4. Fill out the required information.

The image shows a 'Shareholder Signup' page. On the left is a sidebar with links: 'For Shareholders', 'Get An Online Account', 'Certificate Status', and 'View Your Proxy Online'. The main area is titled 'Register for Online Access' and contains a form with the following fields: 'Username (Email Address)', 'Confirm Email Address', and 'Password'. There are also some smaller text elements and a 'Register' button.

Fig. 5 Register Online Access Page

5. Obtain **Online Access**

- Follow these instructions to link your Shareholder account to a Web Account: [Link a Shareholder Account to a Web Account](#) .

How to: Obtain Online Access

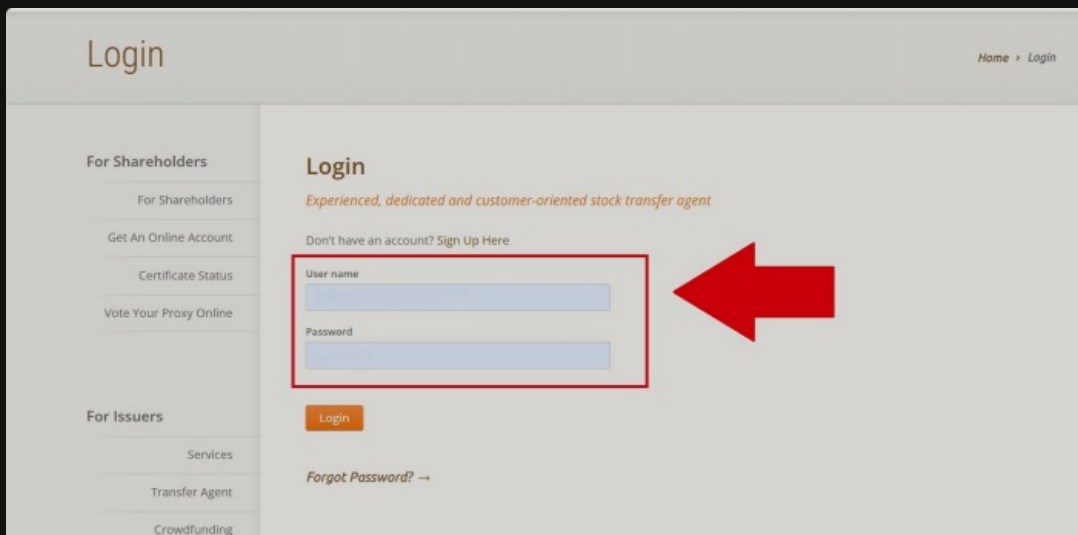
Follow these instructions if you wish to link your **Shareholder Account** to your **Web Account** to obtain **Online Access**.

Step One: Login to Transfer Online Web Application

1. Open a web browser.
2. Go to the [Login Page for the Transfer Online web application](#).

Still Need to Signup?

See [How to Signup as a Shareholder](#) for more details.



The login page features a sidebar with links for Shareholders and Issuers. The main content area has a 'Login' heading, a tagline, and a link to sign up. A red box highlights the 'User name' and 'Password' input fields, with a large red arrow pointing to them from the right.

Login

Experienced, dedicated and customer-oriented stock transfer agent

Don't have an account? Sign Up Here

User name

Password

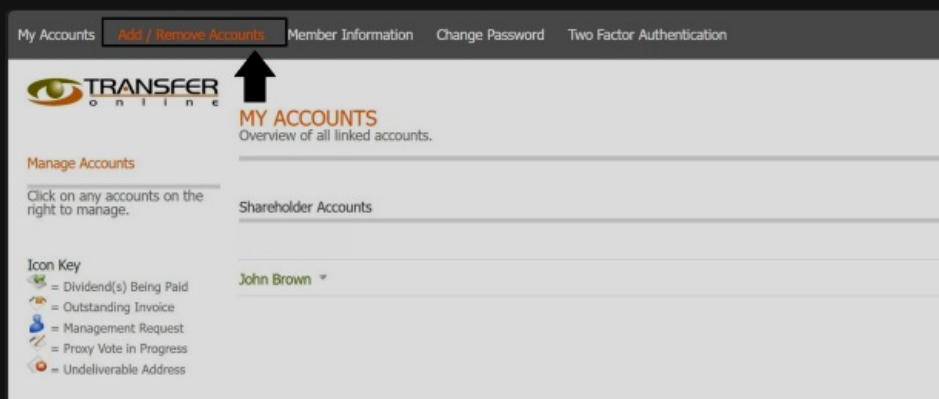
Login

Forgot Password? →

Fig. 7 TOL Login Page

Step Two: Navigate to the Account Linking Workflow

1. Select the **Add / Remove Accounts** option at the top of the page:



The page shows the 'My Accounts' section with a navigation bar. The 'Add / Remove Accounts' tab is selected and highlighted with a black arrow. The main content area includes a 'Manage Accounts' section with instructions and an 'Icon Key' for various account statuses.

My Accounts **Add / Remove Accounts** Member Information Change Password Two Factor Authentication

TRANSFER online

MY ACCOUNTS
Overview of all linked accounts.

Manage Accounts
Click on any accounts on the right to manage.

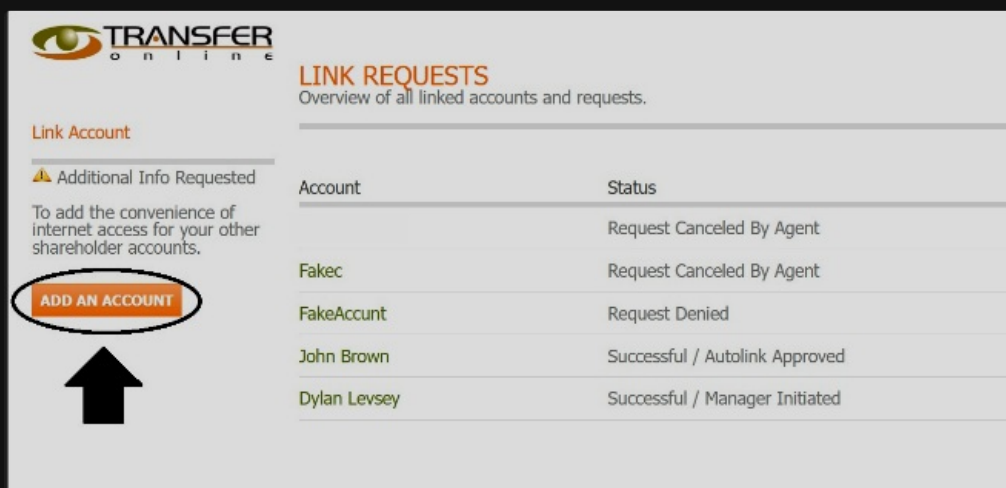
Icon Key
 = Dividend(s) Being Paid
 = Outstanding Invoice
 = Management Request
 = Proxy Vote in Progress
 = Undeliverable Address

Shareholder Accounts

John Brown ▼

Fig. 9 Add / Remove Accounts

2. Select the **Add An Account** option.



The page shows the 'Link Account' section with a warning message. The 'ADD AN ACCOUNT' button is circled in orange and highlighted with a black arrow. The right side of the page displays a table of 'LINK REQUESTS'.

TRANSFER online

LINK REQUESTS
Overview of all linked accounts and requests.

Link Account
 ⚠ Additional Info Requested
 To add the convenience of internet access for your other shareholder accounts.

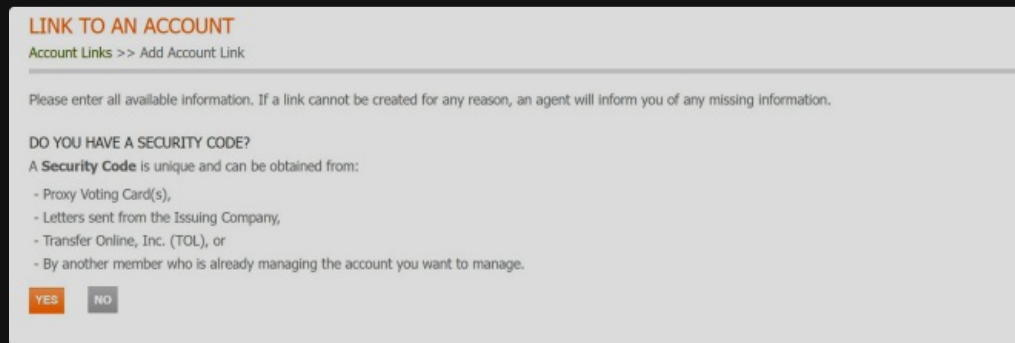
ADD AN ACCOUNT

Account	Status
	Request Canceled By Agent
Fakec	Request Canceled By Agent
FakeAccount	Request Denied
John Brown	Successful / Autolink Approved
Dylan Levsey	Successful / Manager Initiated

Fig. 11 Add Account, Button Location

Step Three: Begin Workflow to Obtain Online Access and Link Accounts

1. Begin the workflow for linking accounts.
2. Click **YES** or **NO** for each option that appears.



The screenshot shows a web form titled "LINK TO AN ACCOUNT" with a breadcrumb "Account Links >> Add Account Link". Below the title is a note: "Please enter all available information. If a link cannot be created for any reason, an agent will inform you of any missing information." The main question is "DO YOU HAVE A SECURITY CODE?". Below this, it explains that a Security Code is unique and can be obtained from: Proxy Voting Card(s), Letters sent from the Issuing Company, Transfer Online, Inc. (TOL), or By another member who is already managing the account you want to manage. At the bottom are two buttons: "YES" (orange) and "NO" (grey).

Fig. 13 Step 1: Do You Have a Security Code?

3. Continue to [Step Four: Determine Method to Verify and Link Account](#).

Step Four: Determine Method to Verify and Link Account

See below for more comprehensive guides for each of the three methods that exist throughout the workflow:

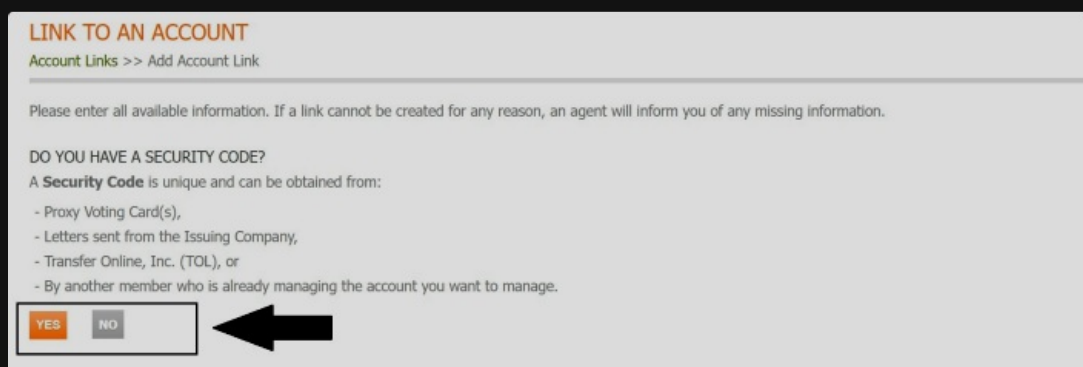
- [Method One: Use a Security Code](#)
- [Method Two: Use Information From Certificate](#)
- [Method Three: Provide General Account Information](#)

Method One: Use a Security Code

There are a few ways to find the Security Code:

- From a Proxy Voting Card,
- A letter sent from the Issuing Company,
- A letter sent from Transfer Online, Or
- From another member who is already managing the account you wish to manage.

1. Select **YES** or **NO** for to verify by **Security Code**.



This screenshot is identical to the one in Fig. 13, showing the "LINK TO AN ACCOUNT" form. However, a large black arrow points directly to the "YES" and "NO" buttons at the bottom of the form, highlighting the selection options.

Fig. 15 Step 1: Yes/No Locations

2. Input Security Code into **Security Code** field.

LINK TO AN ACCOUNT
Account Links >> Add Account Link

Enter a **Security Code** to gain immediate access to an account.

Security Code:

If you don't have a security code for the account, you can [SKIP THIS STEP](#)

[CONTINUE](#)

Fig. 17 Security Code field

3. Click CONTINUE to proceed.

To Skip



LINK TO AN ACCOUNT
Account Links >> Add Account Link

Enter a **Security Code** to gain immediate access to an account.

Security Code:

If you don't have a security code for the account, you can [SKIP THIS STEP](#)

[CONTINUE](#)

Fig. 20 Security Code, Continue Button

Method Two: Use Information From Certificate

This method works if you have the following information:

Where is this information?

Typically, this information is found on the **Physical Certificate**.

- Certificate Name,
- Certificate Number, And
- (Optional) Certificate ID.

1. Select NO for **Do you have a Security Code?** .

LINK TO AN ACCOUNT
Account Links >> Add Account Link

Please enter all available information. If a link cannot be created for any reason, an agent will inform you of any missing information.

DO YOU HAVE A SECURITY CODE?
A **Security Code** is unique and can be obtained from:

- Proxy Voting Card(s),
- Letters sent from the Issuing Company,
- Transfer Online, Inc. (TOL), or
- By another member who is already managing the account you want to manage.

[YES](#) [NO](#)

Fig. 22 Do You Have a Security Code, No

2. Fill out the required information.

Don't have this information?

Select **SKIP THIS STEP** to continue on to [Method Three: Provide General Account Information](#).

LINK TO AN ACCOUNT - CERTIFICATE INFORMATION
Account Links >> Certificate Information

CERTIFICATE INFORMATION

- The **Certificate Number** can be found on both the physical and electronic (PDF) versions.
- The **Certificate ID** may be included on the **Physical Certificate**, but it is not always present.
- Refer to the diagram below to locate items on the **Physical Certificate**.

Company Name: Please provide the company name in which your securities are held.

Certificate Number: Ex., Physical Certificate #, Book Entry #, or Book #

Certificate ID (Optional):

If you don't have a physical certificate for the account, you can **SKIP THIS STEP**

CONTINUE

Diagram Labels: Certificate ID, Certificate Number, Issued Date, Counter Signature, Company Name

Fig. 24 Certificate Information, Skip This Step

LINK TO AN ACCOUNT - CERTIFICATE INFORMATION
Account Links >> Certificate Information

CERTIFICATE INFORMATION

- The **Certificate Number** can be found on both the physical and electronic (PDF) versions.
- The **Certificate ID** may be included on the **Physical Certificate**, but it is not always present.
- Refer to the diagram below to locate items on the **Physical Certificate**.

Company Name: Please provide the company name in which your securities are held.

Certificate Number: Ex., Physical Certificate #, Book Entry #, or Book #

Certificate ID (Optional):

If you don't have a physical certificate for the account, you can **SKIP THIS STEP**

CONTINUE

Diagram Labels: Certificate ID, Certificate Number, Issued Date, Counter Signature, Company Name

Fig. 25 Certificate Information Fields

3. Click **CONTINUE**.

LINK TO AN ACCOUNT - CERTIFICATE INFORMATION
Account Links >> Certificate Information

CERTIFICATE INFORMATION

- The **Certificate Number** can be found on both the physical and electronic (PDF) versions.
- The **Certificate ID** may be included on the **Physical Certificate**, but it is not always present.
- Refer to the diagram below to locate items on the **Physical Certificate**.

Company Name: Please provide the company name in which your securities are held.

Certificate Number: Ex., Physical Certificate #, Book Entry #, or Book #

Certificate ID (Optional):

If you don't have a physical certificate for the account, you can **SKIP THIS STEP**

CONTINUE

Diagram Labels: Certificate ID, Certificate Number, Issued Date, Counter Signature, Company Name

Fig. 27 Certificate Information, Continue Button

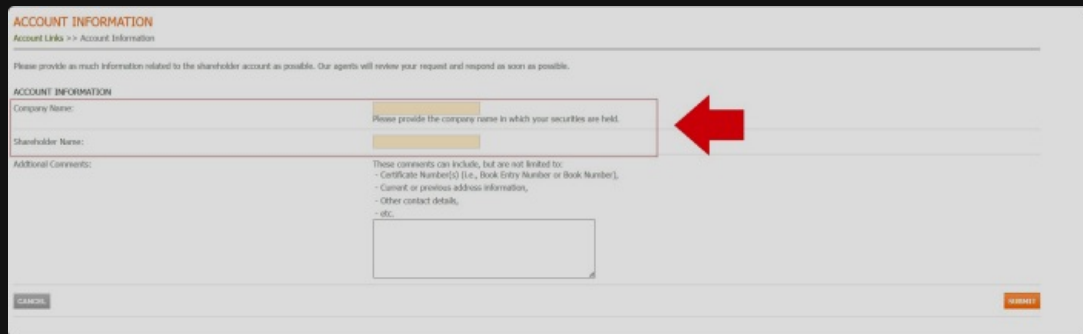
Method Three: Provide General Account Information

Use this method if you lack both:

- A Security Code, And
- Certificate Information.

1. (Required) Enter information for the following fields:

- Company Name,
- Shareholder Name,



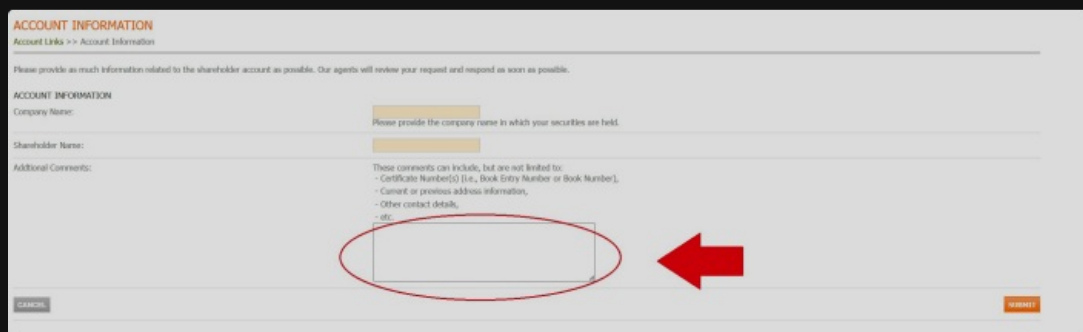
The screenshot shows the 'ACCOUNT INFORMATION' form. At the top, it says 'Account Links >> Account Information'. Below that, a message states: 'Please provide as much information related to the shareholder account as possible. Our agents will review your request and respond as soon as possible.' The form has three main sections: 'ACCOUNT INFORMATION', 'Company Name:', and 'Shareholder Name:'. The 'Company Name:' field is highlighted with a red arrow pointing to it. The 'Shareholder Name:' field is also highlighted with a red arrow pointing to it. Below these fields is the 'Additional Comments:' section, which includes a list of items that can be included: 'Certificate Number(s) (i.e., Book Entry Number or Book Number)', 'Current or previous address information', and 'Other contact details, etc.'. There is a 'CANCEL' button at the bottom left and a 'SUBMIT' button at the bottom right.

Fig. 29 Provide Account Information Fields

2. Enter as much information as possible in the Additional Comments field.

Note

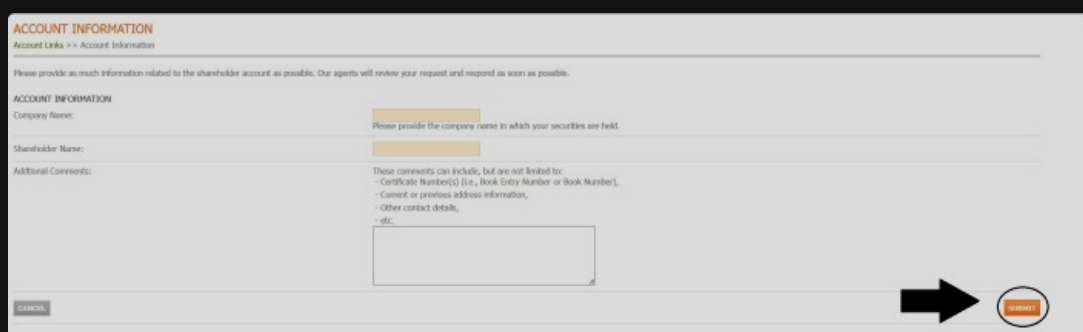
Please include your **Certificate Number** (i.e., the **Book Entry** or **Book Number** that can be found on the **Electronic Certificate**).



This screenshot is similar to the previous one, showing the 'ACCOUNT INFORMATION' form. However, the 'Additional Comments:' field is highlighted with a red oval, and a red arrow points to it. The 'Company Name:' and 'Shareholder Name:' fields are also visible. The 'SUBMIT' button is at the bottom right.

Fig. 31 Provide Account Information Fields

3. Click SUBMIT



This screenshot shows the 'ACCOUNT INFORMATION' form with the 'SUBMIT' button highlighted by a black arrow. The 'Company Name:' and 'Shareholder Name:' fields are visible, and the 'Additional Comments:' field is also present. The 'SUBMIT' button is at the bottom right.

How to: Transfer Shares to Broker

[Login to Transfer Online Web Application](#)

[Select Shareholder Account](#)

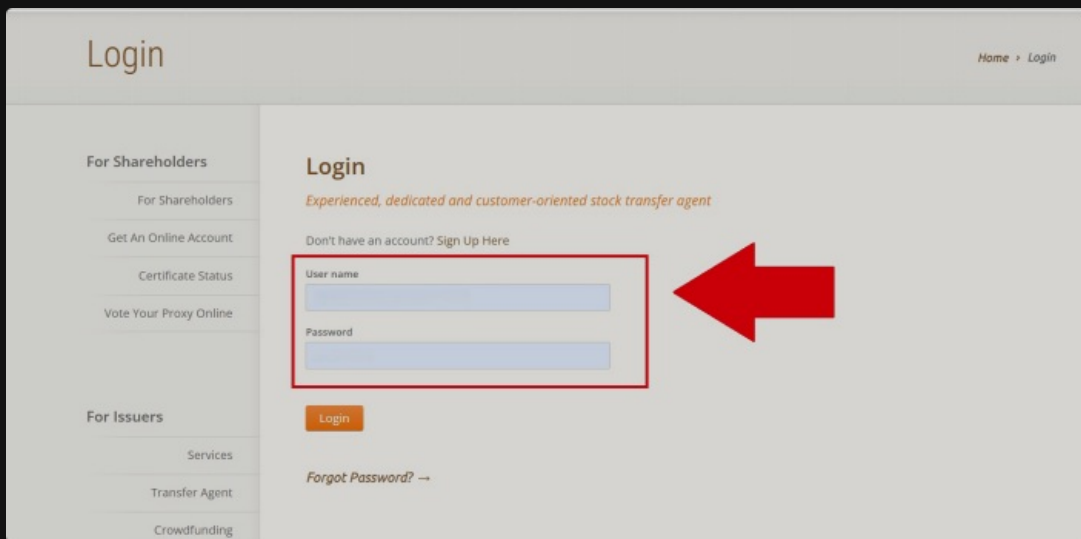
[Start Transfer Process and Choose Transfer Method](#)

[Login to Transfer Online Web Application](#)

1. Open a web browser.
2. Go to the [Login Page](#) for the Transfer Online web application.

Still Need to Signup?

- See [How to Signup as a Shareholder](#) if you still need to create an account.
- See [How to Obtain Online Access](#) if you still need to link your **Shareholder Account** to a **Web Account**.

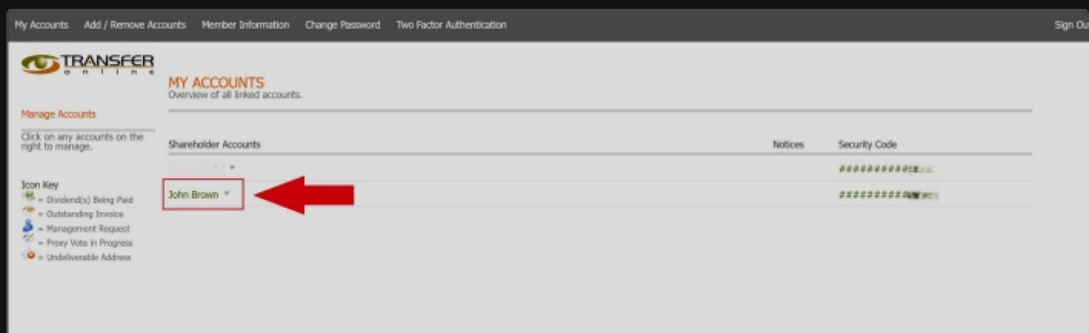


The screenshot shows the 'Login' page of the Transfer Online (TOL) web application. The page has a light gray header with the 'Login' title and a 'Home > Login' breadcrumb. A left sidebar contains navigation links for Shareholders and Issuers. The main content area is titled 'Login' and includes a tagline, a link to sign up, and a login form. The login form has fields for 'User name' and 'Password', both highlighted with a red rectangular box. A large red arrow points from the right towards this box. Below the fields is an orange 'Login' button and a link for 'Forgot Password?'. The footer contains a 'Sign Out' link.

Fig. 35 TOL Login Page

[Select Shareholder Account](#)

1. Select a **Shareholder** to manage.



The screenshot shows the 'MY ACCOUNTS' page in the TOL web application. The page has a dark gray header with navigation links and a 'Sign Out' button. The main content area is titled 'MY ACCOUNTS' and includes a 'Manage Accounts' section. A table lists the user's accounts, with 'John Brown' selected and highlighted by a red rectangular box. A large red arrow points from the right towards this box. The table also shows 'Notices' and 'Security Code' columns. The footer contains a 'Sign Out' link.

Start Transfer Process and Choose Transfer Method

1. Select the **START THE TRANSFER PROCESS** button.

Fig. 37 Start Transfer Process Button, Location

2. Select the desired **Transfer Method**:
 - [DRS](#) - Faster electronic transfer (usually takes 3-5 business days).
 - [DWAC](#) - Slower electronic transfer (usually takes 2-4 weeks); requires extra verification steps.

Fig. 38 Transfer Method Options

Transfer Methods

There are two **Transfer Methods** supported by DTC:

- [DRS](#) — The **Direct Registration System (DRS)** enables investors to **hold assets in book-entry form** directly with the issuer.

Leveraging DTC's connection to FAST transfer agents, investors (or their brokers) can electronically move shares **into or out of DRS** without any paper certificates.

DRS Method: Additional Resource(s)

- See [DTCC DRS Overview](#) for more information.

- [DWAC](#) — The **Depository Trust Company's (DTC) Deposit and Withdrawal at Custodian (DWAC) service** provides participants with the ability to make electronic book-entry deposits and withdrawals of eligible securities into and out of their DTC book-entry accounts using a Fast Automated Securities Transfer service (FAST) transfer agent as the distribution point.

DWAC Method: Additional Resource(s)

- See [DTCC DWAC Overview](#) for more information.

Key Differences at a Glance

Feature	DRS	DWAC
Paperwork	Paperless (electronic instruction)	Requires a Medallion-signature <i>stock power</i>
Who applies signature?	<i>Not applicable</i>	A bank or other financial institution places a Medallion stamp to guarantee the signature

What is a Medallion signature?

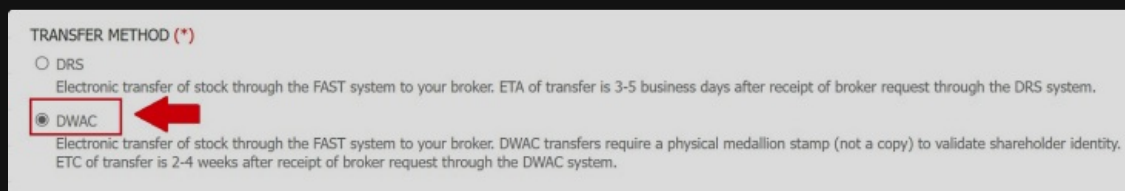
A *Medallion signature guarantee* is a special stamp used by banks and similar institutions. It confirms that **the person signing a stock power is the legitimate owner**, protecting both the shareholder and the transfer agent from fraud.

DWAC Method

Follow these instructions if you wish to use the DWAC method to transfer Shares.

How Do I Get Here?

See [How to: Transfer Shares to Broker](#).



TRANSFER METHOD (*)

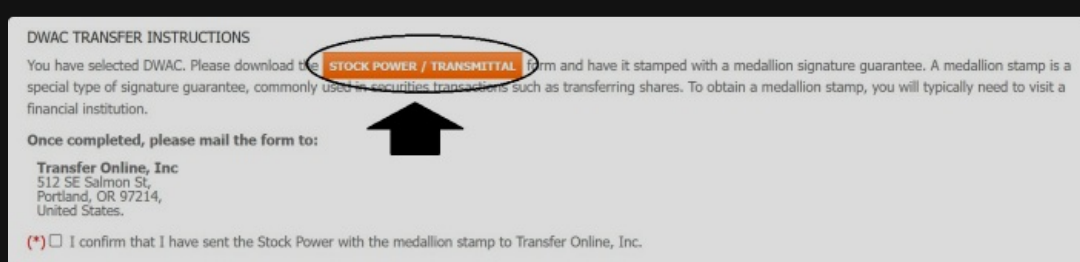
☐ DRS
Electronic transfer of stock through the FAST system to your broker. ETA of transfer is 3-5 business days after receipt of broker request through the DRS system.

☒ DWAC
Electronic transfer of stock through the FAST system to your broker. DWAC transfers require a physical medallion stamp (not a copy) to validate shareholder identity. ETC of transfer is 2-4 weeks after receipt of broker request through the DWAC system.

Fig. 39 DWAC Option Selected

1. Download the STOCK POWER / TRANSMITTAL Form

1. Select the **STOCK POWER / TRANSMITTAL** button.



DWAC TRANSFER INSTRUCTIONS

You have selected DWAC. Please download the **STOCK POWER / TRANSMITTAL** form and have it stamped with a medallion signature guarantee. A medallion stamp is a special type of signature guarantee, commonly used in securities transactions such as transferring shares. To obtain a medallion stamp, you will typically need to visit a financial institution.

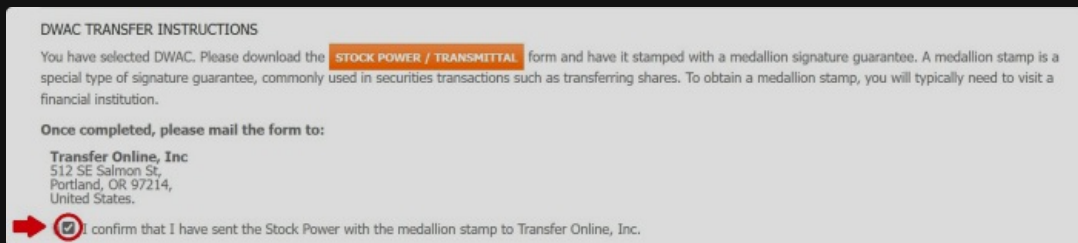
Once completed, please mail the form to:

Transfer Online, Inc
512 SE Salmon St,
Portland, OR 97214,
United States.

(*) ☐ I confirm that I have sent the Stock Power with the medallion stamp to Transfer Online, Inc.

Fig. 40 Stock Power Transmittal Button Location

2. Check the **Confirmation Box** for the **Medallion**.



DWAC TRANSFER INSTRUCTIONS

You have selected DWAC. Please download the **STOCK POWER / TRANSMITTAL** form and have it stamped with a medallion signature guarantee. A medallion stamp is a special type of signature guarantee, commonly used in securities transactions such as transferring shares. To obtain a medallion stamp, you will typically need to visit a financial institution.

Once completed, please mail the form to:

Transfer Online, Inc
512 SE Salmon St,
Portland, OR 97214,
United States.

☒ I confirm that I have sent the Stock Power with the medallion stamp to Transfer Online, Inc.

Fig. 41 Stock Power Transmittal Form Confirmation Message

3. Follow the [DRS Transfer Instructions](#) for the rest of the form.

DRS Method

Follow these instructions if you wish to **Electronically Transfer Shares** using the DRS Method.

How Do I Get Here?

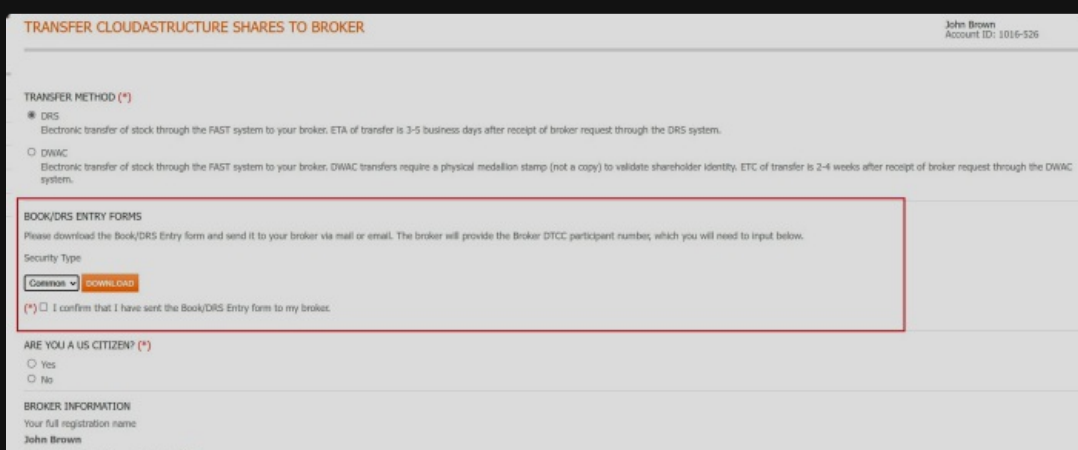
See [How to: Transfer Shares to Broker](#).

DRS Method Steps

1. [Download Book DRS Forms](#)
2. [Upload W-9 Form \(If Applicable\)](#)
3. [Fill Out Broker Fee Information](#)
4. [Select Certificate\(s\) to Transfer](#)
5. [Review Fee Information and Make Payment](#)

I. Download BOOK/DRS Form(s)

1. Navigate to the **Books DRS Entry Forms** subsection.



TRANSFER CLOUDSTRUCTURE SHARES TO BROKER

John Brown
Account ID: 1016-526

TRANSFER METHOD (*)

☒ DRS
Electronic transfer of stock through the FAST system to your broker. ETA of transfer is 3-5 business days after receipt of broker request through the DRS system.

☐ DWAC
Electronic transfer of stock through the FAST system to your broker. DWAC transfers require a physical medallion stamp (not a copy) to validate shareholder identity. ETC of transfer is 2-4 weeks after receipt of broker request through the DWAC system.

BOOK/DRS ENTRY FORMS

Please download the Book/DRS Entry form and send it to your broker via mail or email. The broker will provide the Broker DTCC participant number, which you will need to input below.

Security Type

[DOWNLOAD](#)

(*) ☐ I confirm that I have sent the Book/DRS Entry form to my broker.

ARE YOU A US CITIZEN? (*)

☐ Yes
☐ No

BROKER INFORMATION

Your full registration name

John Brown

Fig. 42 Books DRS Entry Forms Subsection Location

2. Select the **Security Type** of your choice.

BOOK/DRS ENTRY FORMS

Please download the Book/DRS Entry form and send it to your broker via mail or email. The broker will provide the Broker DTCC participant number, which you will need to input below.

Security Type

Common

(*) ☐ I confirm that I have sent the Book/DRS Entry form to my broker.

Fig. 44 Security Type Selection

3. Select the **Download** button.

BOOK/DRS ENTRY FORMS

Please download the Book/DRS Entry form and send it to your broker via mail or email. The broker will provide the Broker DTCC participant number, which you will need to input below.

Security Type

Common

DOWNLOAD

(*) ☐ I confirm that I have sent the Book/DRS Entry form to my broker.

Fig. 46 Download Button

✓ Action Complete: DRS/DWAC Form Downloaded

The **PDF** will download locally.

TRANSFER
online

www.TransferOnline.com [P] 503.227.2950 [F] 503.227.6874

DRS/DWAC & Book Entry Statement of Holdings
Retain This Advice

The securities described herein have been recorded in book-entry form in accordance with instructions received. You may request a physical certificate by completing the section noted below.

Account # 1016-526

John Brown
17229 SW 13t
Tigard, OR 97224
United States

Holding Shares as of 05/01/2025 in the following company:

Issuer	Demo Company Inc
CUSIP	113sfs22

The registrant " John Brown "

Is recorded on the books and records as having the following position:

BOOK Entry #	# of Shares	Type	Affiliate	Restriction	Stop	Date of Issue
771	9,006	Common		Rule 144		11/01/2013

CERTIFICATE ISSUANCE INSTRUCTIONS (Check One Box Only)

— Please issue a certificate for my securities and send to the address shown above, unless a change of address is being requested, then send to the below address.
Payment must accompany this request. Call or write for a quote.

— Please change my registration address as shown below. Issue a certificate for my

Fig. 47 Downloaded PDF

I.I Submit the Form(s) to the Broker

1. Submit the form(s) to the Broker.
2. Confirm the form was sent by checking the box next to the agreement notice.

BOOK/DRS ENTRY FORMS

Please download the Book/DRS Entry form and send it to your broker via mail or email. The broker will provide the Broker DTCC participant number, which you will need to input below.

Security Type

Common

(*) ☐ I confirm that I have sent the Book/DRS Entry form to my broker.




Fig. 50 Books/DRS Entry Form Confirmation Statement

(*) ☐ I confirm that I have sent the Book/DRS Entry form to my broker.




Fig. 51 Books/DRS Entry Form Confirmation Statement, Zoomed-In

II. Upload W-9 Form (If Applicable)

Indicate whether or not the Shareholder is a U.S. Citizen.

Select Either of the Following Options:

1. Select **No**:

ARE YOU A US CITIZEN? (*)

☐ Yes

☒ No




Fig. 54 US Citizenship Question, No

1. Continue to the [Fill Out Broker Information Section](#).
2. Select **Yes**:

Tax ID Already on File?



1. Download the **W-9 Form**.

W-9 Not Downloading?

See [IRS Form W-9 \(PDF\)](#).

ARE YOU A US CITIZEN? (*)

☒ Yes

☐ No

Our records indicate that you do not have a Tax ID on file. Please download the **W-9 FORM**, complete it, and upload it to the system.

(*) No file chosen



Fig. 60 Download W-9 Form Button Location

2. Complete the **W-9 Form**.
3. Select **Choose File** to upload the form.



ARE YOU A US CITIZEN? (*)

☒ Yes
☐ No

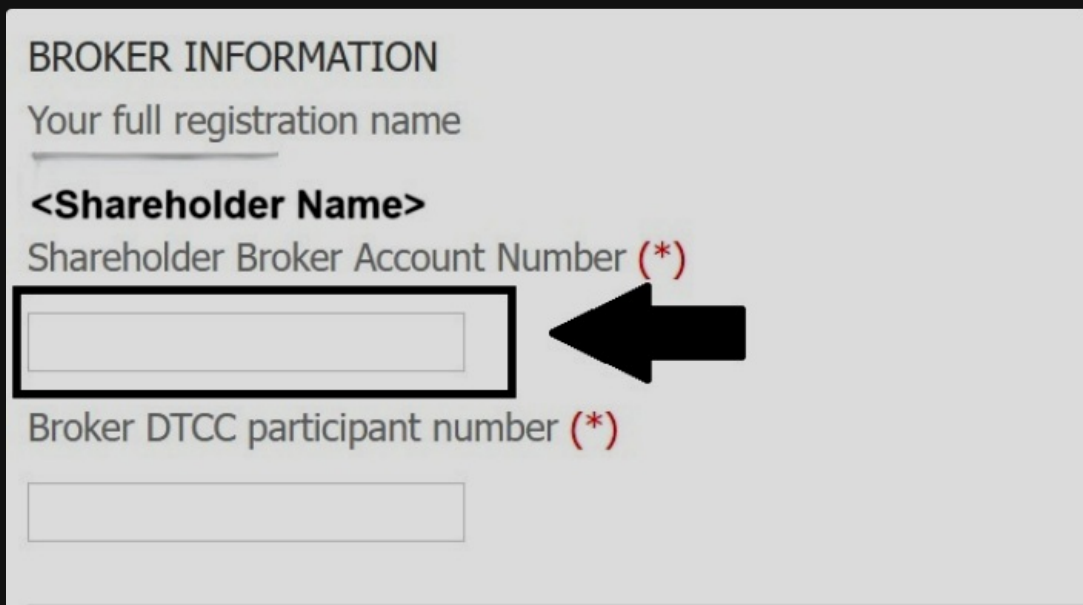
Our records indicate that you do not have a Tax ID on file. Please download the **W 9 FORM**, complete it, and upload it to the system.

(*) **Choose File** No file chosen

Fig. 62 Choose File Button Location

III. Fill Out Broker Information

1. Fill out the **Shareholder Broker Account Number** field with the account number provided by your broker.



BROKER INFORMATION

Your full registration name

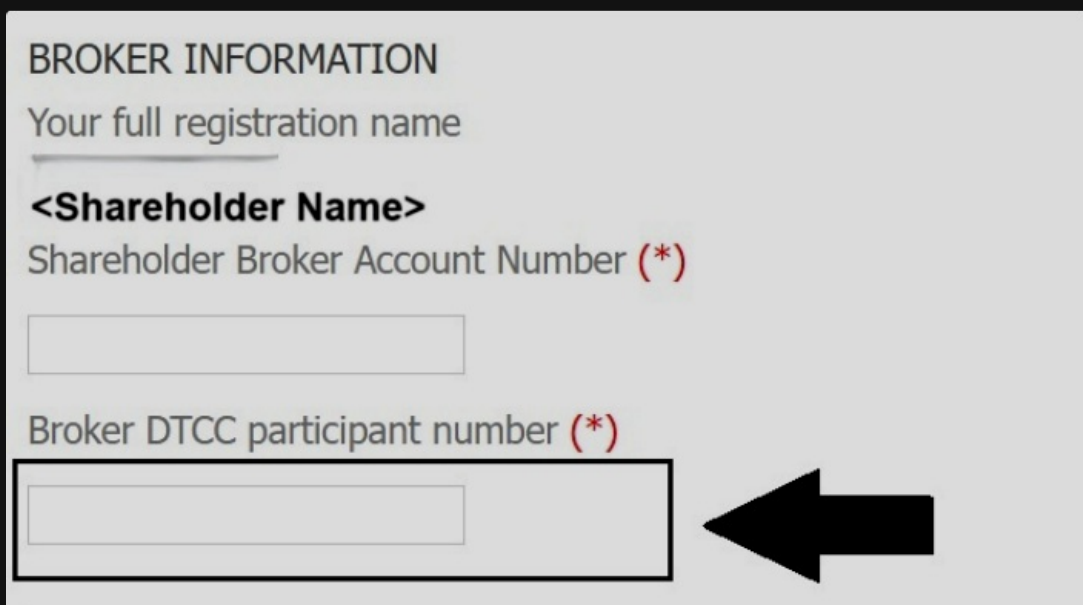
<Shareholder Name>

Shareholder Broker Account Number (*)

Broker DTCC participant number (*)

Fig. 64 Shareholder Broker Account Number

2. Fill out the **Broker DTC Participant Number** field with the participant ID provided by your broker.



BROKER INFORMATION

Your full registration name

<Shareholder Name>

Shareholder Broker Account Number (*)

Broker DTCC participant number (*)

IV. Select Which Certificates to Transfer

1. Select the checkbox(es) for the certificate(s) you wish to transfer.

TRANSFER YOUR CERTIFICATE(S)

Check the box below if you want the certificate to be transferred into your broker account.

☒ OPT - 5024 | 400 Shares
Transfer Shares Amount (*) 400

☐ BOOK - 771 | 9,006 Shares

☒ C - 12999 | 1,500 Shares
Transfer Shares Amount (*) 1500

☒ GATE-BOOK - 16 | 250 Shares
Transfer Shares Amount (*) 250

☐ BOOK - 1616 | 27,018 Shares

☐ BOOK - 764 | 90,000 Shares

☐ C - 12936 | 10 Shares

Fig. 68 Transfer Certificate Checkbox Location

V. Review Fee Information and Make Payment

1. Review the **Fee Information**.

FEE INFORMATION

\$10 per book entry cancellation & \$50 per broker transfer

Number of Book Entries to Transfer

2 Book Entries

Total Fee Amount

\$20.00 (2 Book Entries x \$10) + \$50 = \$70.00

Available Credits

\$0.00

Due Amount

\$70.00

MAKE PAYMENT

Fig. 69 Review Fee Information Location

2. Select the **Make Payment** button.

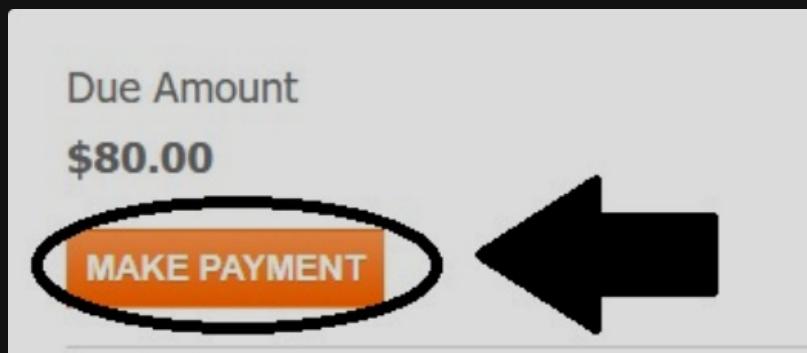


Fig. 71 Make Payment Location

3. Fill out the information on the **Payment Processing** page:

The screenshot shows the 'TRANSFER online' logo at the top. Below it is the heading 'Make Payment'. Underneath is a 'Payment Info' section with three input fields: 'Amount (*)' with a dropdown set to '\$' and a text box containing '70'; 'First Name (*)' with a text box containing 'Enter First Name'; and 'Last Name (*)' with an empty text box.

Fig. 73 Payment Processing Page Location

4. Select **REFRESH PAYMENT** to complete the transaction.

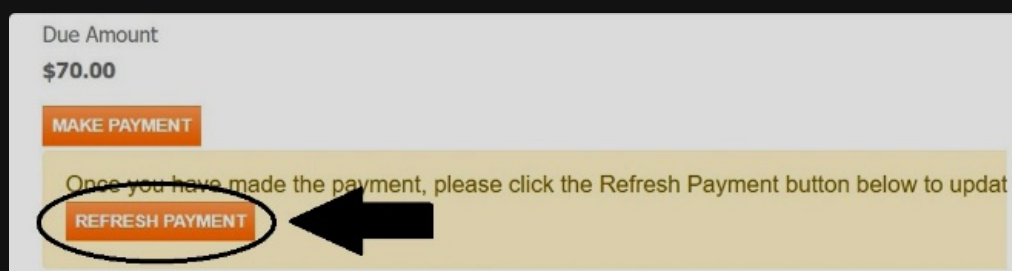


Fig. 75 Refresh Payment

5. Select **SUBMIT REQUEST**

Save & Submit Later Option



Due Amount
\$70.00

MAKE PAYMENT

Once you have made the payment, please click the Refresh Payment button below to update

REFRESH PAYMENT


SAVE & SUBMIT LATER **SUBMIT REQUEST** 

Fig. 78 Submit Request Location

✓ Action Complete: Request Submitted

The request has been submitted successfully.