

INSIDERdirect – Setting Up an Account

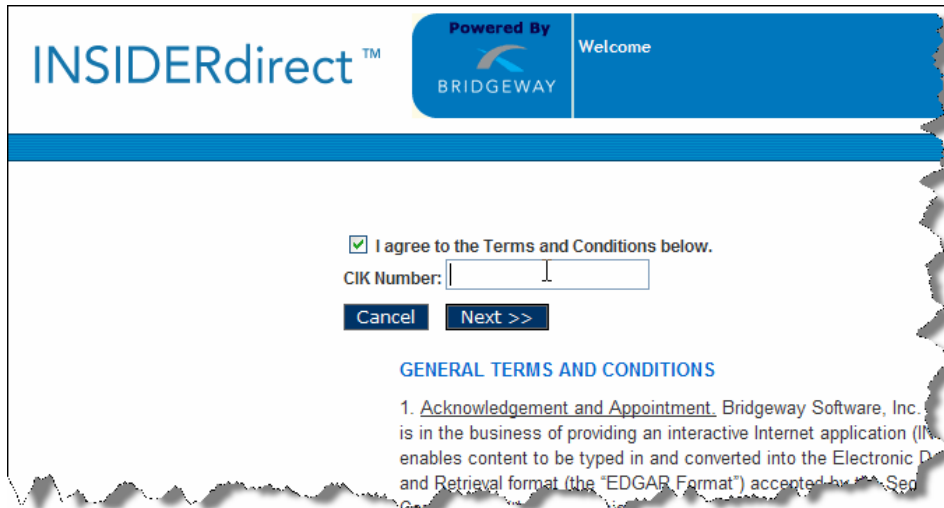
In order to configure your company's account on INSIDERdirect, you must register to use the service and set up an administrator account.

To Set Up an Account:

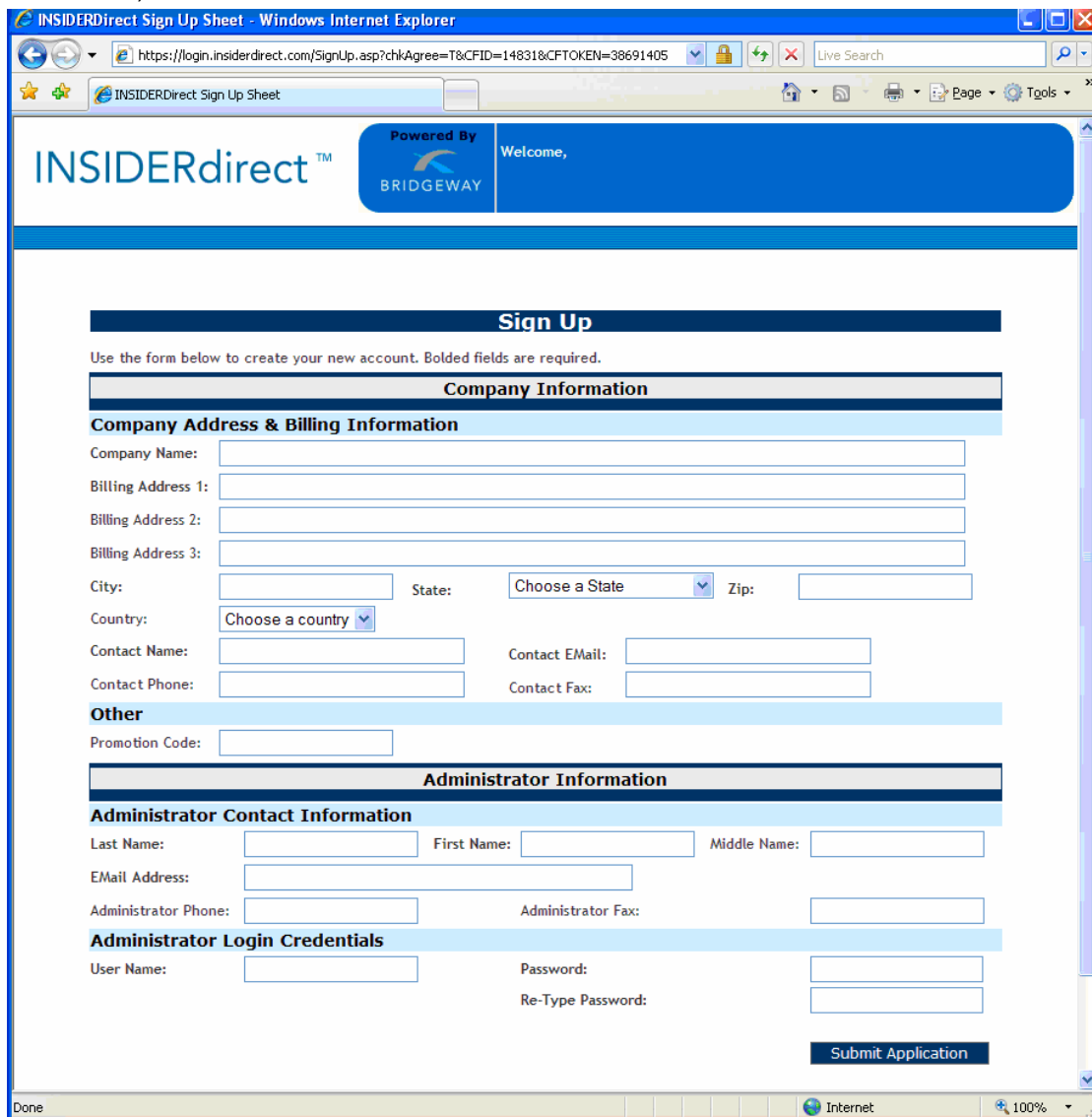
1. Open an Internet browser.
2. Type <http://www.insiderdirect.com> in the Address text box and press the <Enter> key on the keyboard.
3. On the INSIDERdirect **Logon** page, click **Register Now**.



4. Click on the *I agree to the Terms and Conditions below* checkbox, type your company's CIK number, and click the **Next** button.



5. On the **Sign Up** page, complete the information on the page (including the address/billing information).



Sign Up

Use the form below to create your new account. Bolded fields are required.

Company Information

Company Address & Billing Information

Company Name:

Billing Address 1:

Billing Address 2:

Billing Address 3:

City: State: Zip:

Country:

Contact Name: Contact Email:

Contact Phone: Contact Fax:

Other

Promotion Code:

Administrator Information

Administrator Contact Information

Last Name: First Name: Middle Name:

EMail Address:

Administrator Phone: Administrator Fax:

Administrator Login Credentials

User Name: Password:

Re-Type Password:

6. In the *Other* area, type "E-Services" in the Promotion Code text box.
7. In the *Administrator Information* area, add the information for the person who will be administering the account (you can select your own user name and password). This information is used to create the first logon account. Subsequent logons may be added for other submitters as needed via this account.
8. Click the **Submit Application** button.