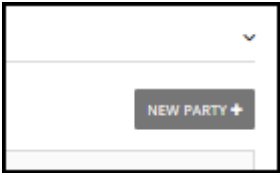
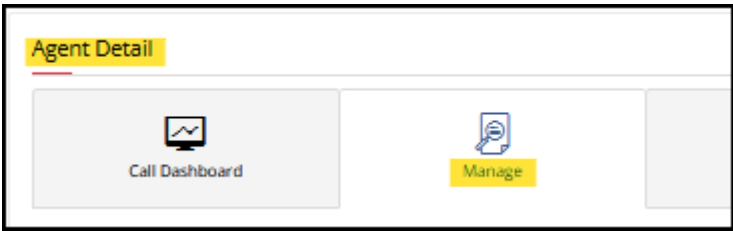


NEW PRINCIPAL REQUEST

From the Manage tab – click on “NEW PARTY” button to create a new principal request.



From there a window will open and there you will enter the needed information.

A screenshot of a web form titled 'Add to Address Book'. The form is divided into several sections: 'BASIC INFORMATION' (Company Name, Role, SSN/Prin Code, Principal Group, Credit Category), 'SA ADDRESS INFORMATION' (Address 1-4, Country, State, City, Zip), 'CONTACT INFORMATION' (Billing Contact Name, Mobile, Fax 1, Fax 2, Primary Contact Name, Office Telephone, Primary Email, Website), and 'CRM ADDRESS INFORMATION'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

Once this is done, a notification will be sent to Jessica Spires and Debra Shiver (backup person) to review the request.