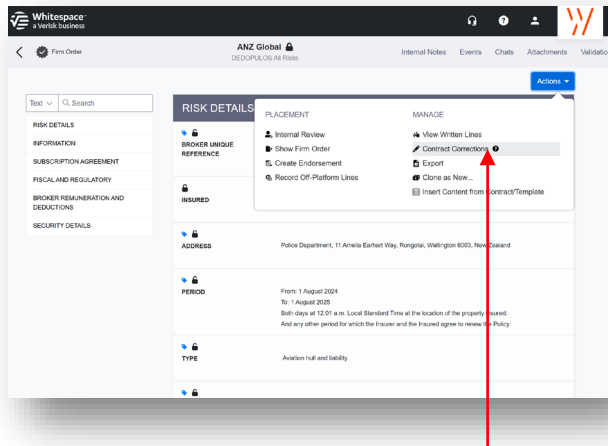


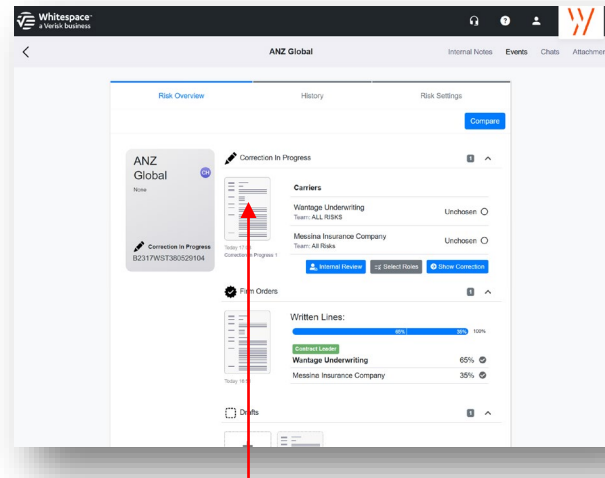
Contract Corrections for Brokers (p1 of 2)

1.



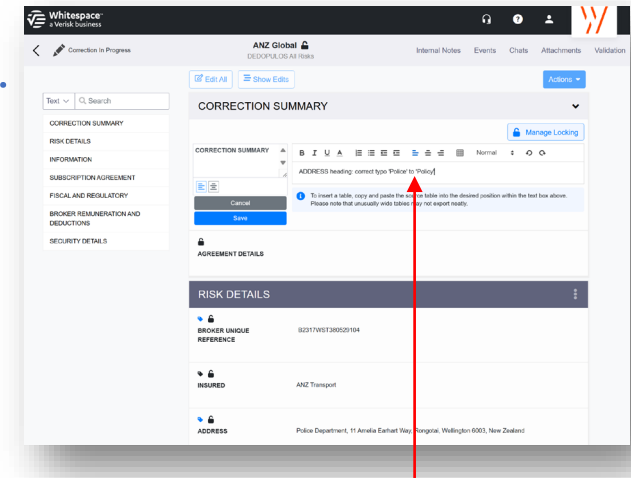
Select 'Contract Corrections' from the blue drop-down 'Actions' menu. **PLEASE NOTE: A signed contract with a completed correction CANNOT be reverted to firm order afterwards. Revert first, correct, then re-sign.**

2.



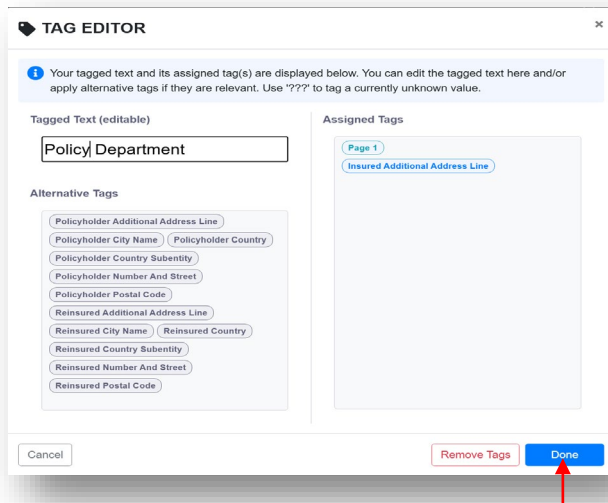
A 'Correction in Progress' document is created in the overview. Click on it to open the correction.

3.



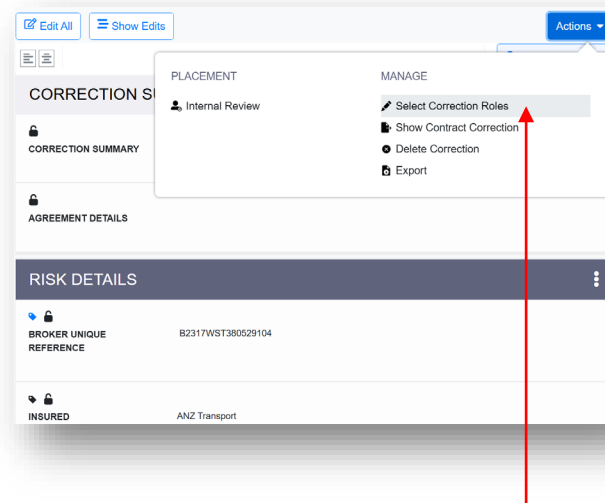
All correction documents must include a summary, which should detail the nature and location of all changes.

4.



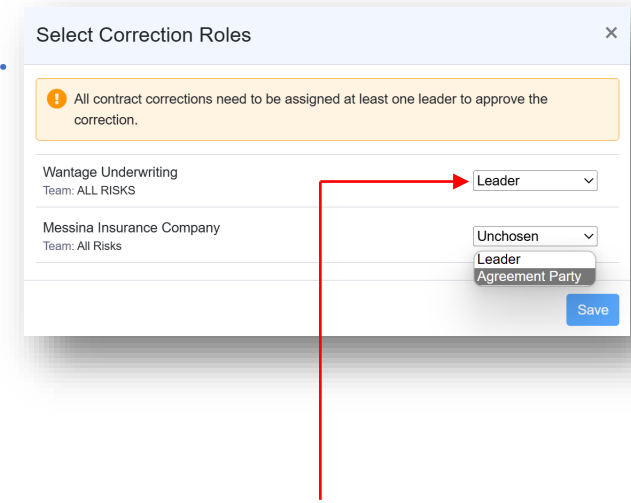
Make and save the required contract edits. You can revise text, formatting, headings, data tags and values (shown above), tables, and other contract contents.

5.



Every underwriter with a line written on the contract must be assigned a role in the correction. Click 'Select Correction Roles' from the blue drop-down 'Actions' menu.

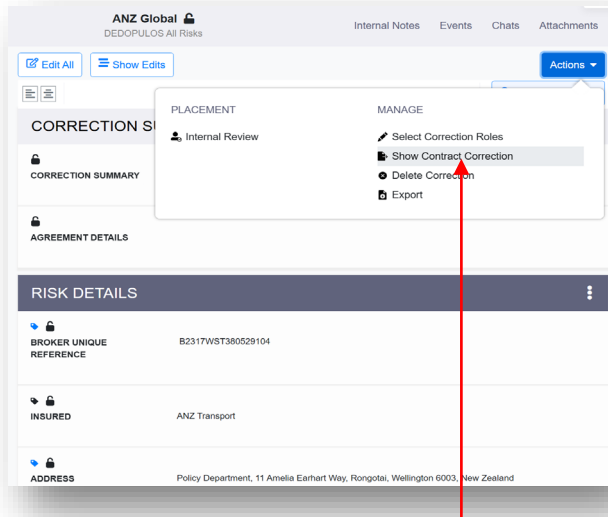
6.



At least one underwriter must be assigned as leader for the correction document. Only facility participants bound to a declaration as notify and non-notify parties may be assigned notify and non-notify correction roles.

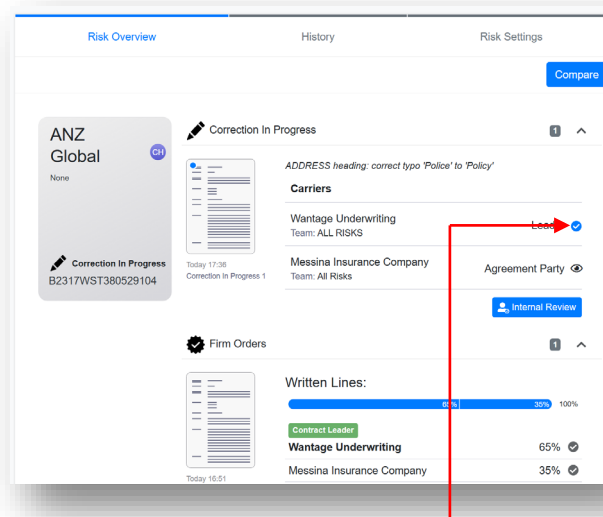
Contract Corrections for Brokers (p2 of 2)

7.



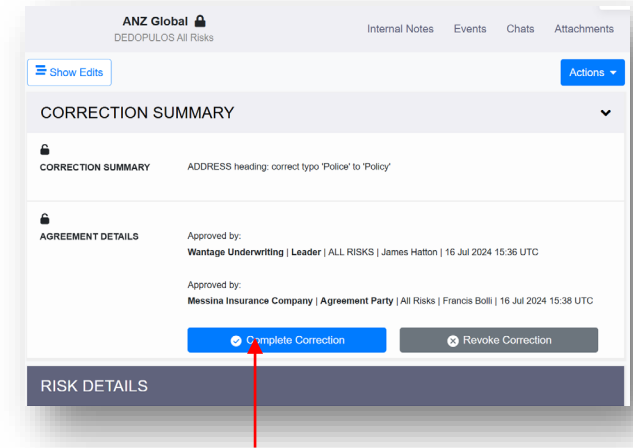
When ready, select 'Show Contract Correction' from the blue drop-down 'Actions' menu and select underwriter to show to. Once shown, the correction cannot be edited further.

8.



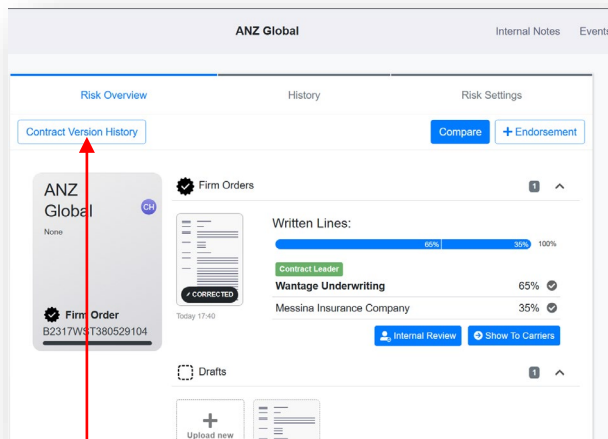
Underwriter responses to the correction are tracked in the overview panel. If any underwriter rejects the correction, it **must** be revoked.

9.



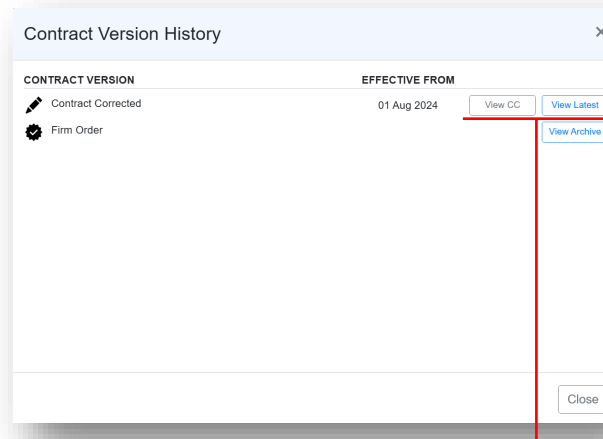
Underwriter responses are also recorded under the 'Agreement Details' contract heading. When all participants have accepted it, you can click 'Complete Correction' to incorporate the corrections into the contract. You may revoke instead if necessary.

10.



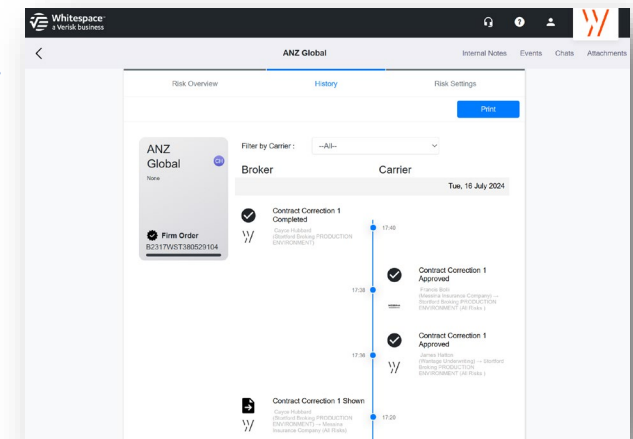
Contracts with a completed correction are clearly marked with a label in the overview panel. To see earlier instances, click the 'Contract Version History' button.

11.



From the 'Contract Version History' panel, it is possible to view both the previous contract version as well as the completed contract correction document.

12.



Contract corrections are also fully tracked in the 'History' tab of the contract's overview panel. Remember, a corrected signed contract cannot later be reverted to a firm order.