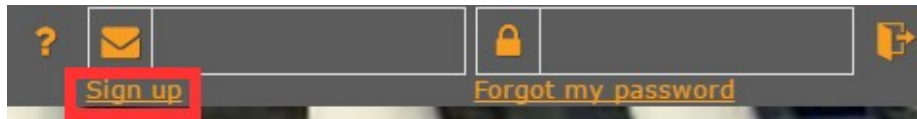


New User Sign Up

In order to use the SFFlexSuite ® Web Portal, you must have an account. To create an account, click on the Sign up link in the upper right portion of the screen.



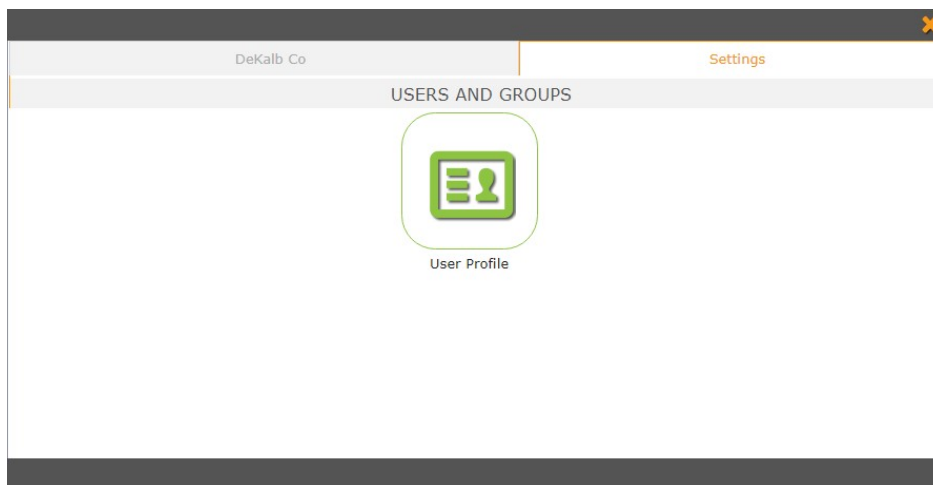
You will see a form asking you for your contact information as well as your email address and password. All of the information on this page must be entered in order to create your account. The email address will be your login name and your password must be at least six characters long and contain at least one capital letter, one lower case letter, and one number.

You will be required to read and agree to the terms laid out in the disclaimer, which can be viewed by clicking on the link next to the checkbox at the bottom of the form. Check the checkbox to indicate that you have read and agree to the disclaimer and create your account.

A screenshot of the sign-up form in the SFFlexSuite Web Portal. The form is titled 'SFFlexSuite ® Web' and 'Users'. It contains several input fields: 'First Name', 'Last Name', 'Company Name', 'Title', 'Phone Number', 'Email Address', 'Password', and 'Retype Password'. Below the fields, there is a checkbox labeled 'I have read and agree to the terms of the disclaimer.' which is highlighted with a red box. To the right of the checkbox, there is a small red box containing the text 'Password must be at least six characters and contain at least one capital letter, one lowercase letter, and one number. All fields are required.' Below the checkbox are 'Clear' and 'Submit' buttons.

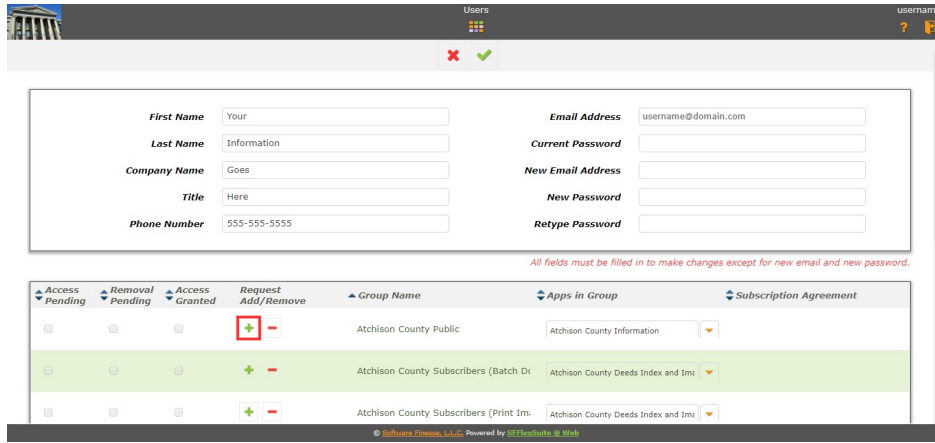
Once you have created your account, you will be taken to the User Profile where you will need to request access to a group.

In case you need to manually go to the User Profile, select the "Settings" tab on the Application Window and then click the "User Profile" button/icon.



Requesting Access to a Group

To request access to a group, scroll the table in the lower part of the screen to the corresponding Group/County that you desire to join and have access to. Click on the Request Access button (the Green + icon below) in the row of the selected Group. You can view which applications are included in the group by opening the drop down menu in that row. Please note that you cannot be in two groups that have applications in common. Joining a group with applications in common with one you are already a member of will remove you from that group.



Users username

✖ ✔

First Name Your

Last Name Information

Company Name Goes

Title Here

Phone Number 555-555-5555

Email Address username@domain.com

Current Password

New Email Address

New Password

Retype Password

All fields must be filled in to make changes except for new email and new password.

| Access | Removal | Request | Group Name | Apps in Group | Subscription Agreement |
|--------------------------|--------------------------|--------------------------|--|------------------------------------|------------------------|
| Pending | Pending | Add/Remove | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Atchison County Public | Atchison County Information | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Atchison County Subscribers (Batch D) | Atchison County Deeds Index and Im | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Atchison County Subscribers (Print Im) | Atchison County Deeds Index and Im | |

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Some groups offer temporary access to their applications for a period of three days, allowing you to use the applications for that time before an administrator approves your request to join. If an administrator has not approved your access to the group by the end of those three days, you will need to contact them in order to continue accessing the applications. You will be notified if the group you have requested access to has temporary access in the message that appears after you confirm the request.

