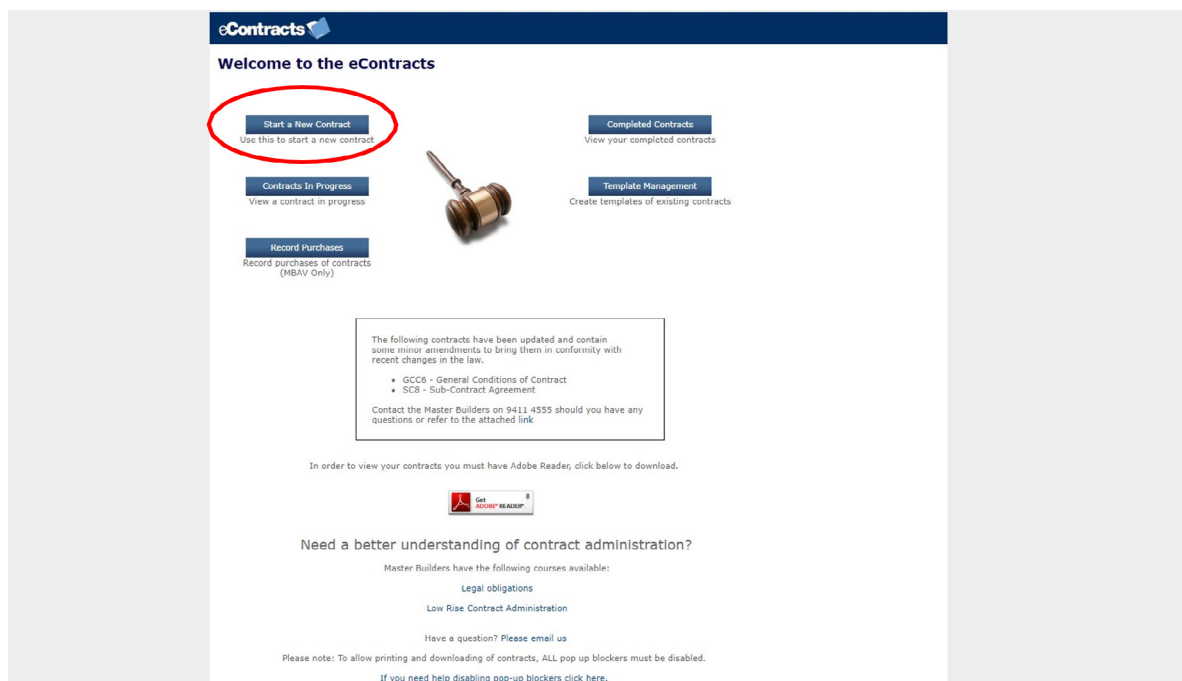


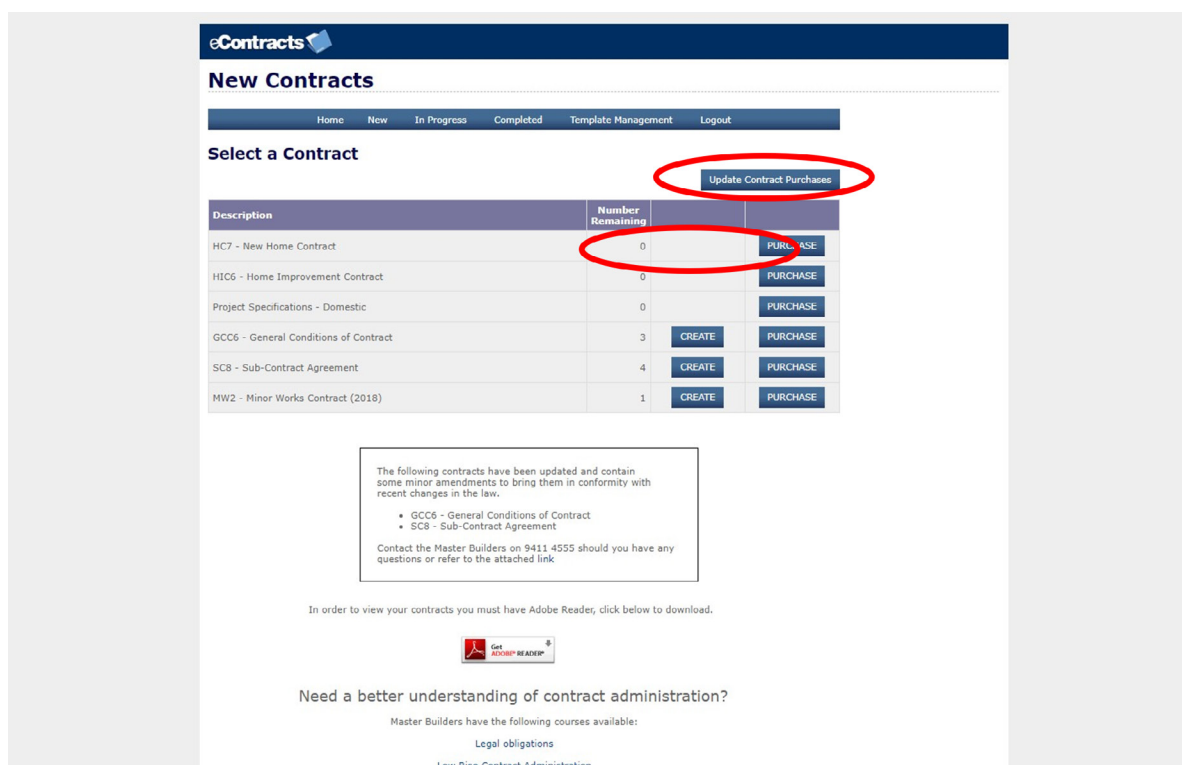
eContracts Guide

START A NEW CONTRACT

1. Once you have purchased a contract, go to the eContracts main menu and click 'Start a New Contract'



2. If a purchased contract does not appear in the 'Number Remaining' column, click the 'Update Contract Purchases' button



eContracts Guide

START A NEW CONTRACT

- Once refreshed you will be able to click 'Create' to start the contract

The screenshot displays the 'New Contracts' interface. At the top, there is a navigation bar with the following items: Home, New, In Progress, Completed, Template Management, and Logout. Below this, the main heading is 'New Contracts', followed by a sub-heading 'Select a Contract'. A table lists the available contract types. A red circle highlights the 'CREATE' button for the 'HC7 - New Home Contract' row. An 'Update Contract Purchases' button is located to the right of the table.

Description	Number Remaining	CREATE	PURCHASE
HC7 - New Home Contract	4	CREATE	PURCHASE
HIC6 - Home Improvement Contract	4	CREATE	PURCHASE
Project Specifications - Domestic	2	CREATE	PURCHASE
GCC6 - General Conditions of Contract	2	CREATE	PURCHASE
SC8 - Sub-Contract Agreement	2	CREATE	PURCHASE
MW2 - Minor Works Contract (2018)	5	CREATE	PURCHASE