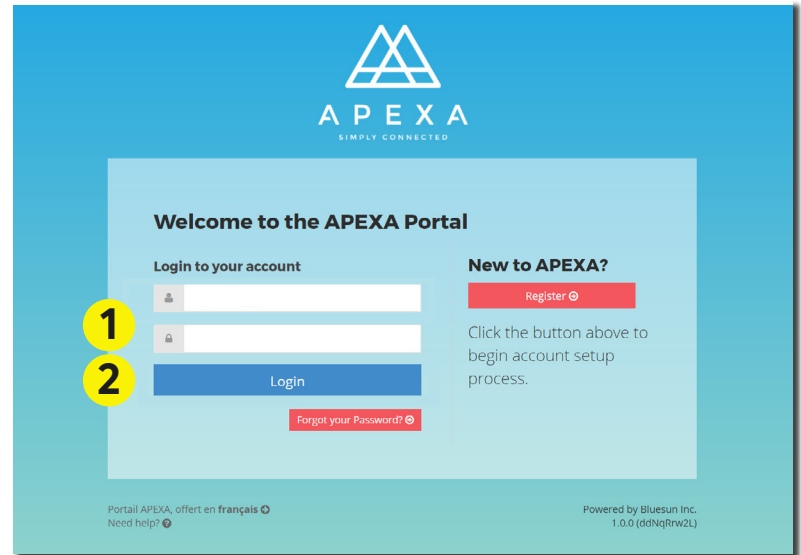


REQUESTING AN APEXA CONTRACT

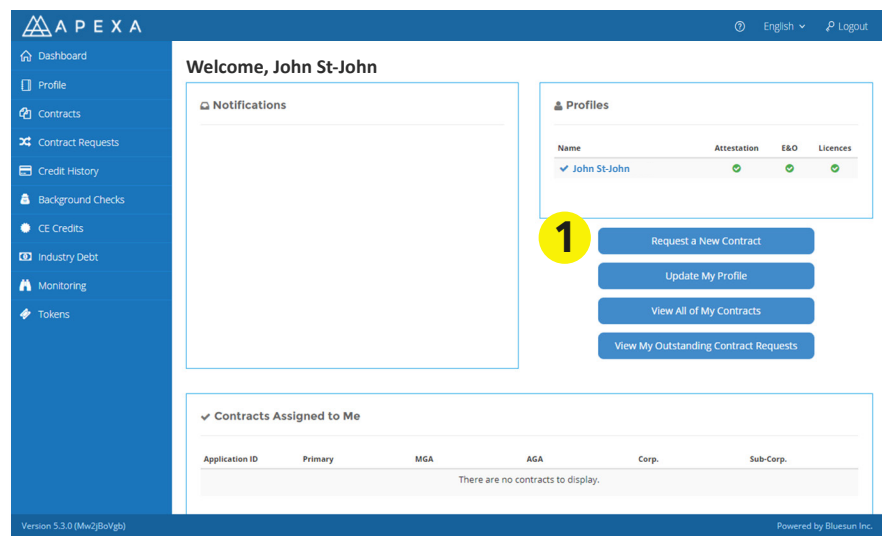
Log in to APEXA.

- 1 Type your credentials:
 - Email address
 - Password
- 2 Click on **Login**.



The image shows the APEXA Portal login page. At the top is the APEXA logo with the tagline 'SIMPLY CONNECTED'. Below the logo is a 'Welcome to the APEXA Portal' section. On the left, under 'Login to your account', there are two input fields: one for email (marked with a yellow circle 1) and one for password (marked with a yellow circle 2). Below these fields is a blue 'Login' button. To the right of the login fields is a red 'Forgot your Password?' link. On the right side of the page, under 'New to APEXA?', there is a red 'Register' button. Below the register button is a text prompt: 'Click the button above to begin account setup process.' At the bottom of the page, there is a footer with 'Portail APEXA, offert en français' and 'Need help?' on the left, and 'Powered by Bluesun Inc. 1.0.0 (ddNqtrw2L)' on the right.

- 1 Click on **Request a New Contract**.



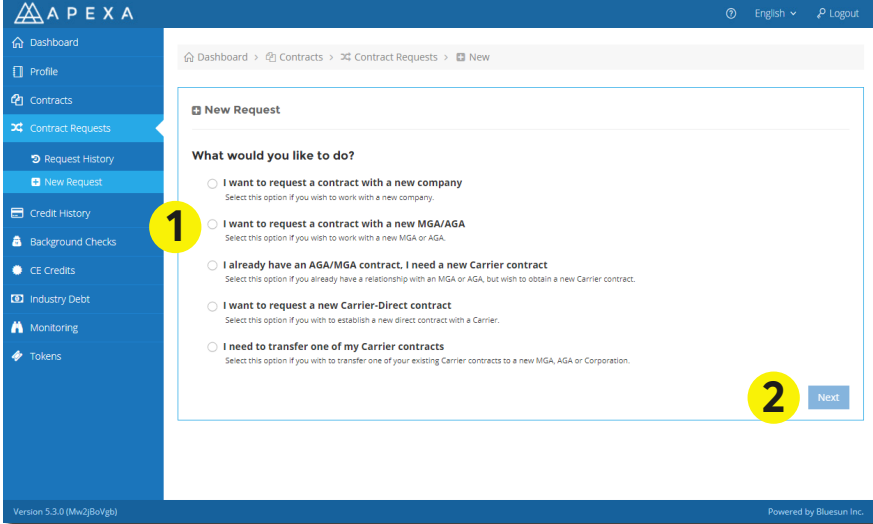
The image shows the APEXA dashboard for a user named John St-John. The dashboard has a blue sidebar on the left with a navigation menu containing: Dashboard, Profile, Contracts, Contract Requests, Credit History, Background Checks, CE Credits, Industry Debt, Monitoring, and Tokens. The main content area is titled 'Welcome, John St-John'. It features a 'Notifications' section on the left, a 'Profiles' section on the right, and a 'Contracts Assigned to Me' section at the bottom. The 'Profiles' section shows a table with columns: Name, Attestation, E&O, and Licences. The first row shows 'John St-John' with green checkmarks in the Attestation, E&O, and Licences columns. A yellow circle 1 is placed over the 'Request a New Contract' button in the 'Profiles' section. The 'Contracts Assigned to Me' section shows a table with columns: Application ID, Primary, MGA, AGA, Corp., and Sub-Corp. The table is currently empty, with a message 'There are no contracts to display.' at the bottom. The footer of the dashboard shows 'Version 5.3.0 (Mw2jBoVgb)' on the left and 'Powered by Bluesun Inc.' on the right.

REQUESTING AN APEXA CONTRACT

1 Select the second option: **I want to request a contract with a new MGA/AGA.**

2 Click on **Next**.

* The **Next** button will be clickable once you select an option.



APEXA

Dashboard > Contracts > Contract Requests > New

New Request

What would you like to do?

- ☐ I want to request a contract with a new company
Select this option if you wish to work with a new company.
- ☒ **I want to request a contract with a new MGA/AGA**
Select this option if you wish to work with a new MGA or AGA.
- ☐ I already have an AGA/MGA contract. I need a new Carrier contract
Select this option if you already have a relationship with an MGA or AGA, but wish to obtain a new Carrier contract.
- ☐ I want to request a new Carrier-Direct contract
Select this option if you wish to establish a new direct contract with a Carrier.
- ☐ I need to transfer one of my Carrier contracts
Select this option if you wish to transfer one of your existing Carrier contracts to a new MGA, AGA or Corporation.

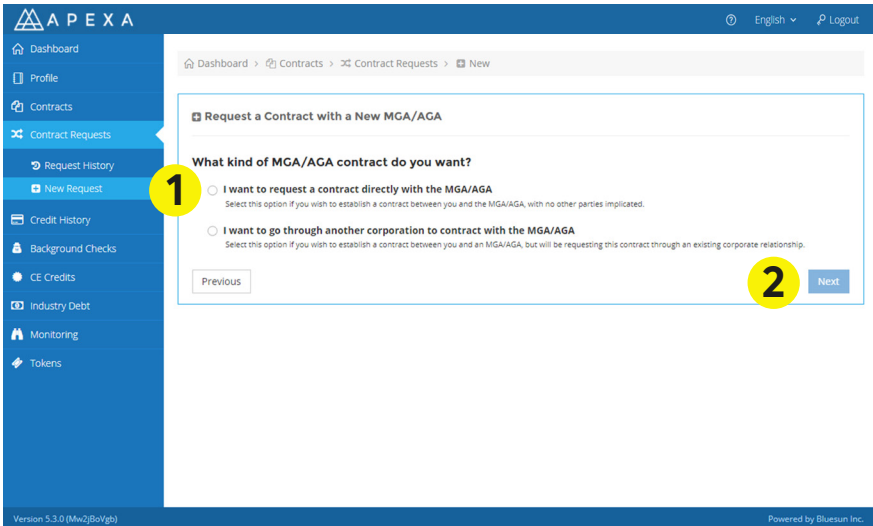
Next

Version 5.3.0 (Mw2jBoVgh) Powered by Bluesun Inc.

1 Select the first option: **I want to request a contract directly with the MGA/AGA.**

2 Click on **Next**.

* The **Next** button will be clickable once you select an option.



APEXA

Dashboard > Contracts > Contract Requests > New

Request a Contract with a New MGA/AGA

What kind of MGA/AGA contract do you want?

- ☒ **I want to request a contract directly with the MGA/AGA**
Select this option if you wish to establish a contract between you and the MGA/AGA, with no other parties implicated.
- ☐ I want to go through another corporation to contract with the MGA/AGA
Select this option if you wish to establish a contract between you and an MGA/AGA, but will be requesting this contract through an existing corporate relationship.

Previous **Next**

Version 5.3.0 (Mw2jBoVgh) Powered by Bluesun Inc.



REQUESTING AN APEXA CONTRACT

Select the MGA you wish to link your profile to in the drop-down menu.

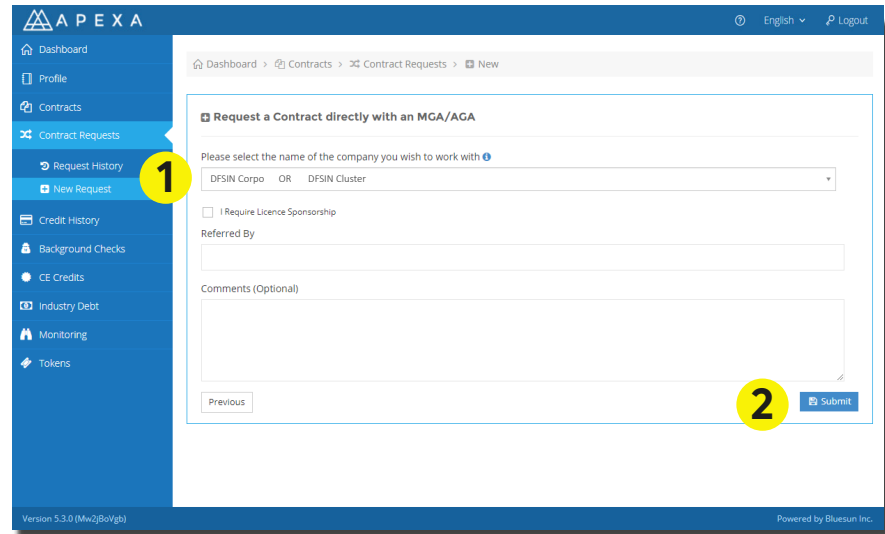
Corporation

Cluster

1 Select your **corporation** in the drop-down menu.

Select your **DFSIN Cluster** in the drop-down menu.

2 Click on **Submit**.



1 Click on **Ok**.

