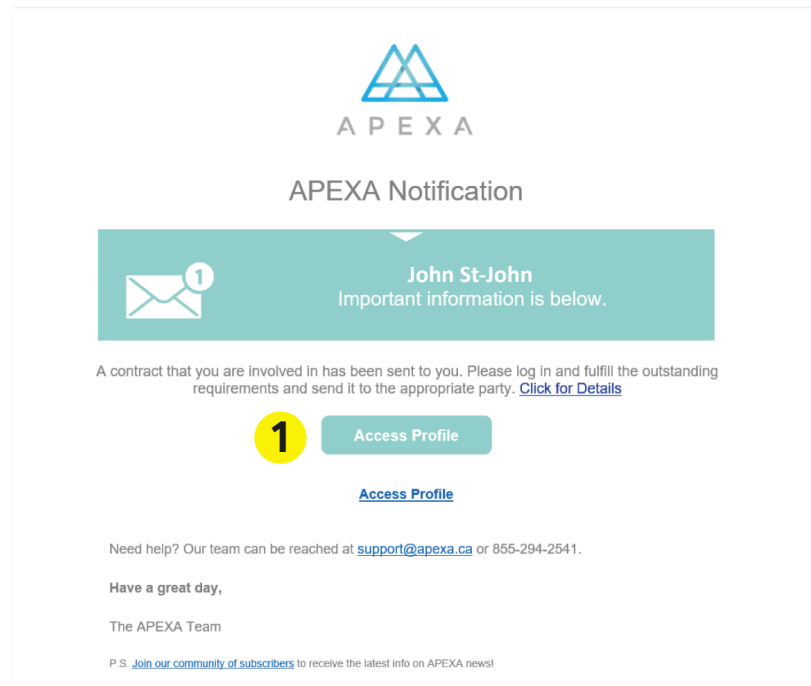


COMPLETING AND SIGNING THE CONTRACT KIT

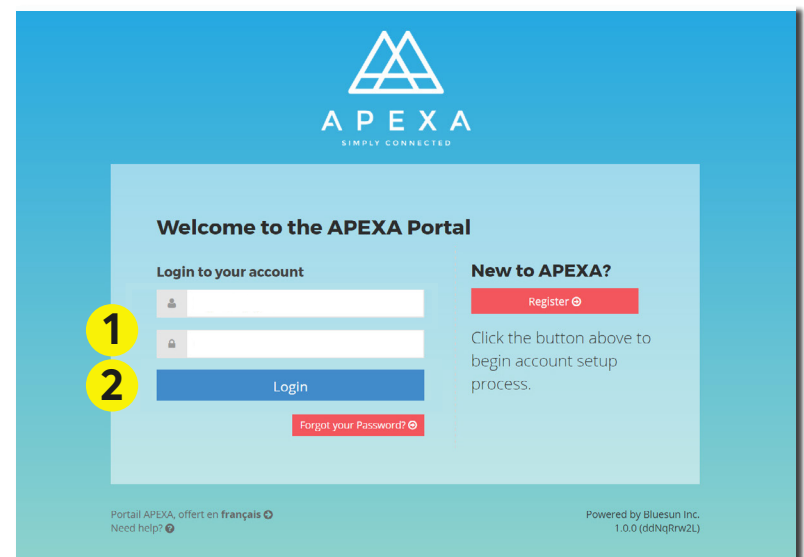
You receive an email from notifications@apexa.ca informing that there is a contract kit that needs to be completed and signed.

- 1 Click on **Access Profile**.



Log in to APEXA.

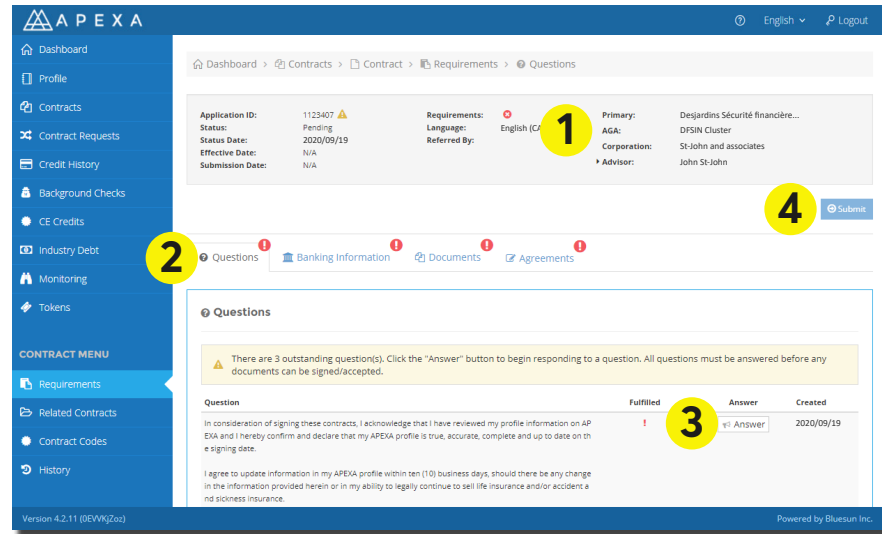
- 1 Type your credentials:
 - Email address
 - Password
- 2 Click on **Login**.



COMPLETING AND SIGNING THE CONTRACT KIT

Answer the questions in all the tabs:
Questions - Banking Information -
Documents - Agreements.

- 1 Check the contract details:
 - Primary: DFS (the insurer)
 - AGA: Your DFSIN Cluster
 - Corporation: Your corporation (if applicable)
 - Advisor: Yourself
- 2 Click on a tab to open it.
- 3 Click on **Answer** next to each question.
- 4 Click on **Submit**.
 - * The **i** next to each tab means there are questions that still need to be answered.
 - * The **Submit** button will be clickable once you complete and/or sign all tabs.



The contract kit has been forwarded to the cluster. Here is how you can see this:

- i It mentions the contract is **currently with another party**.
- ii The ► icon is now beside the cluster.

