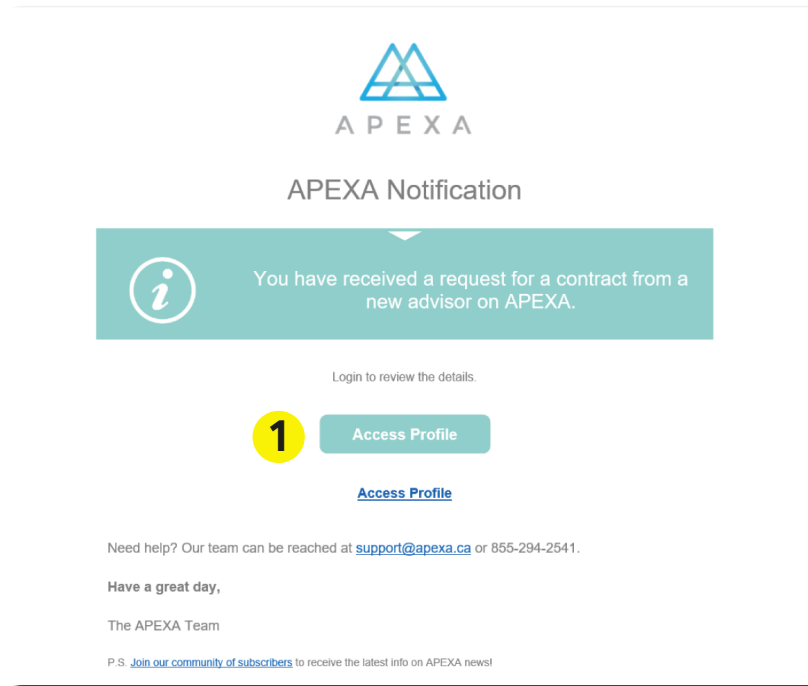




ACCEPTING/DENYING A CONTRACT REQUEST

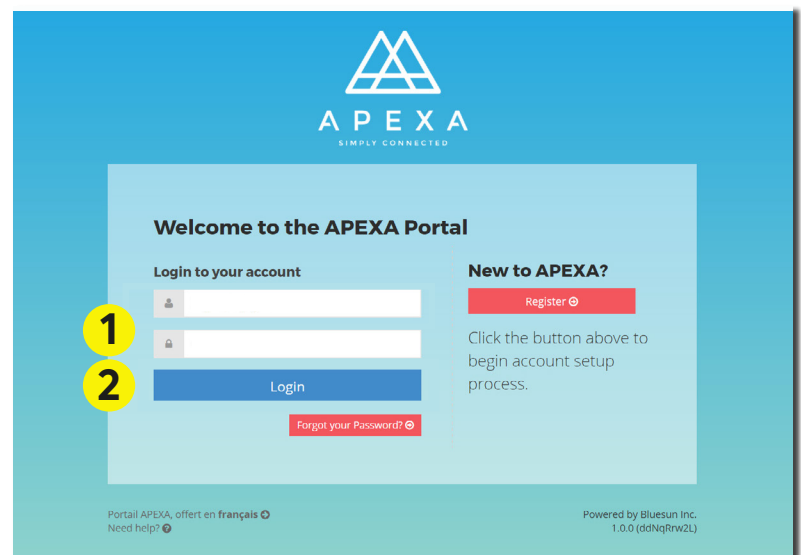
You receive an email from notifications@apexa.ca informing that there is a pending contract request for the corporation.

- 1 Click on **Access Profile**.



Log in to APEXA.

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





ACCEPTING/DENYING A CONTRACT REQUEST

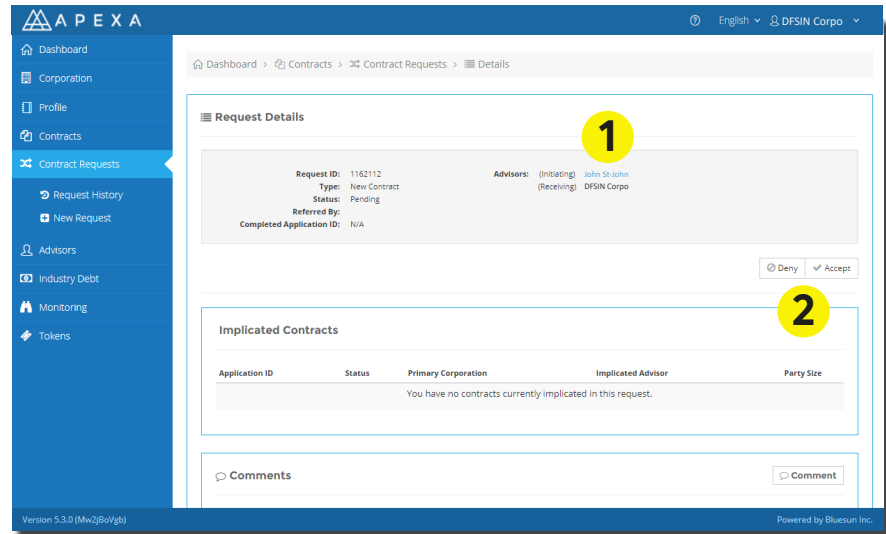
1 Check the request details. They show all the implicated tiers in the contract.

- (Initiating) means the tier the request started at
- (Receiving) means the tier the request is pending at



The advisor requested a contract to link himself to the corporation. It is now the corporation turn to accept or deny the request.

2 Click on **Accept** or **Deny** according to your decision.



1 Click on **Submit**.

