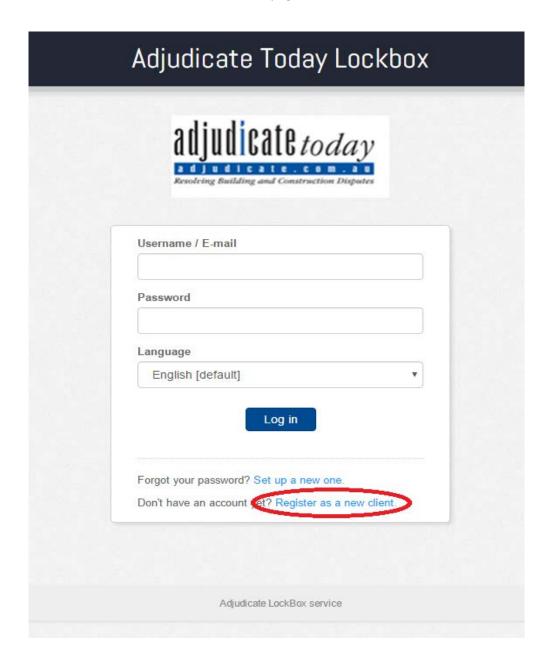


CREATION OF A NEW LOCKBOX - INSTRUCTIONS

Go to https://lockbox.adjudicate.com.au/

Step 1) - At the Adjudicate Today Lockbox page, click (or tap on mobile) the link "Register as a new client" at the bottom of the page as seen below:

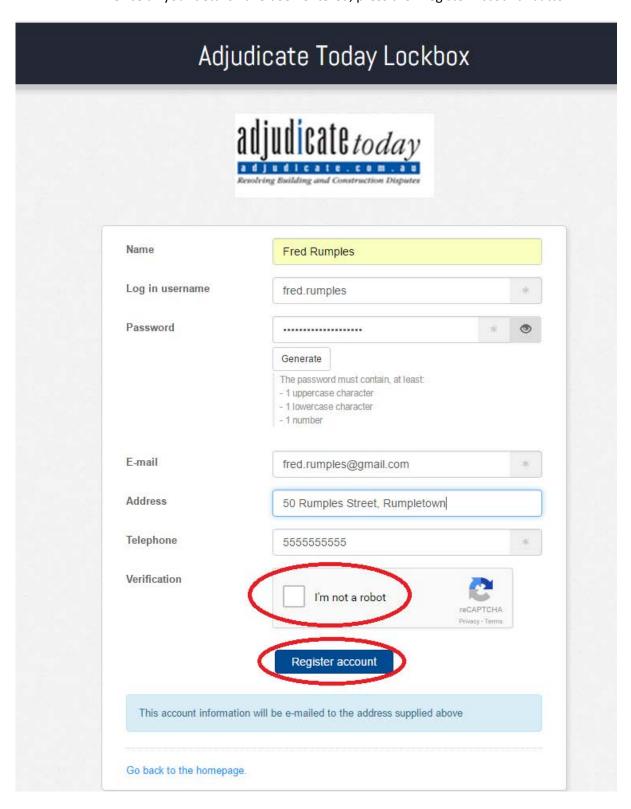


Adjudicate	Today Pty Ltd Phone:	1300 760 297 Fax	: 1300 760 220	ABN 39 109 605 021 www.a	djudicate.com.au
NSW	QLD	VIC	ACT	TAS	SA
Suite 2	Level 18	Level 27	Level 1	Level 6	Level 30
Mona Vale Business 90 Mona Vale Road Mona Vale NSW 2103	324 Queen Street Brisbane City QLD 4000	101 Collins Street Melbourne VIC 3000	The Realm 18 National Ci Barton ACT 26		
nsw@adjudicate.com.a	u gld@adjudicate.com.au	vic@adjudicate.com	.au act@adjudicat	e.com.au tas@adjudicate.com.	au sa@adjudicate.com.au

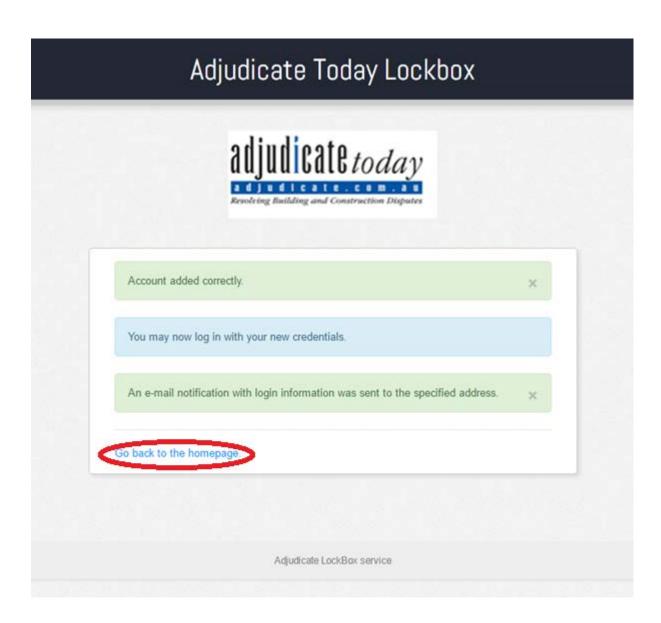
Step 2) - At the signup page, please enter your details, noting the secure password requirements (or you can have the system generate a secure password for you).

Make sure you click on the "I'm not a robot" button to verify that you're human!

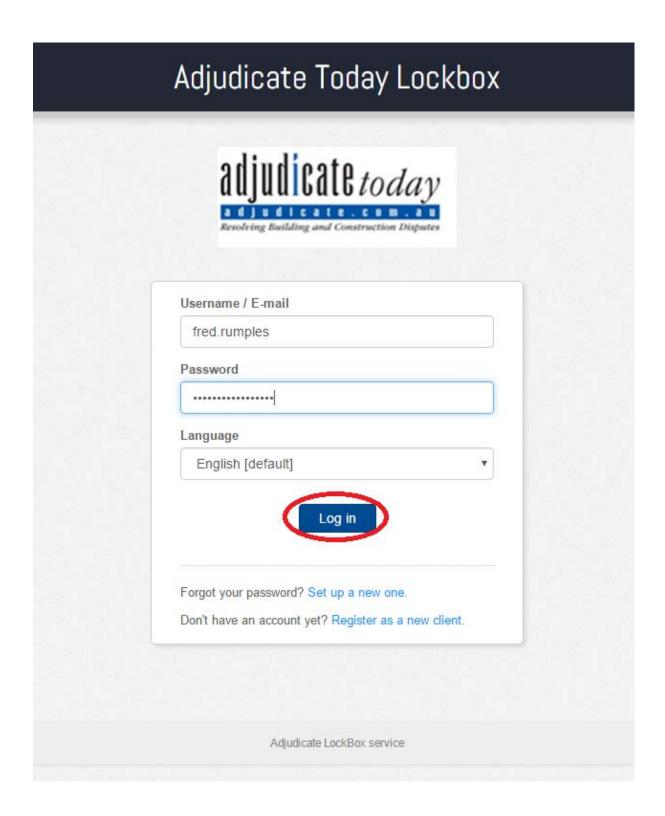
Once all your details have been entered, press the "Register Account" button.



Step 3) - You will see a successful signup page as shown below. Your username and password details will be sent to the email address you signed up with in step two above. Click the "Go back to the homepage" link.



Step 4) - Enter your username and password that you signed up with in step 2, then click the login button as shown:



That's it. All done.

Our separate document titled "Lockbox Operation" provides detailed instructions on using your new Lockbox.