

PROSPECT PORTAL

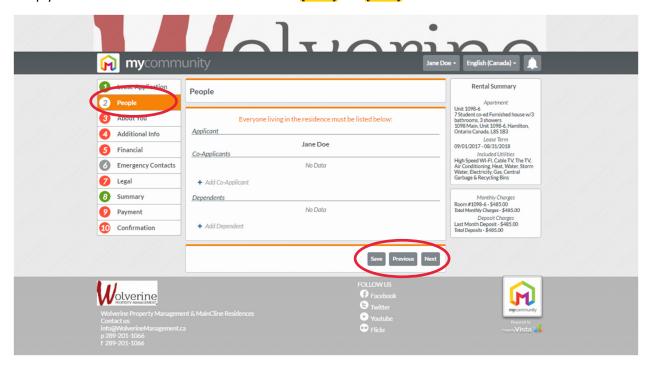
THE TEN STEPS OF THE LEASE AGREEMENT

STEP 1 & 2

STEP 1: Simply read over the filled in information and double check to see that it is correct click the [save] button, followed by the [next] button.

STEP 2: PEOPLE (Screenshot image)

Simply fill in the needed information. Then click [save] and [next].



IMPORTANT:

The portal will still allow you to [save] and proceed [next] even if it is missing required information.

To remind you that the step is **not** completed the number next to the step will turn **red** (as pictured above for steps 3,4,5,7,9 and 10).