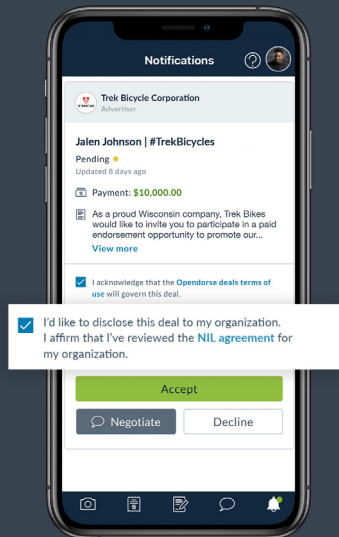


OPENDORSE COMPLIANCE HOW-TO

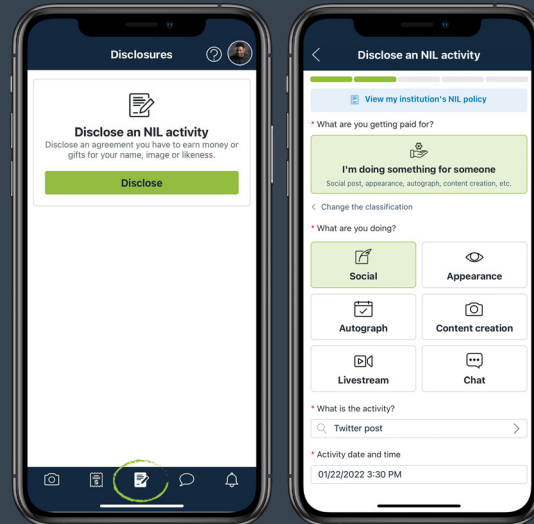


HOW TO AUTO-DISCLOSE A DEAL RECEIVED THROUGH OPENDORSE



When you go through the process of reviewing and accepting deals, you have the option to select “I want to disclose this activity.” By selecting this option, all activity related to this deal will be automatically reported in the Opendorse compliance module to review.

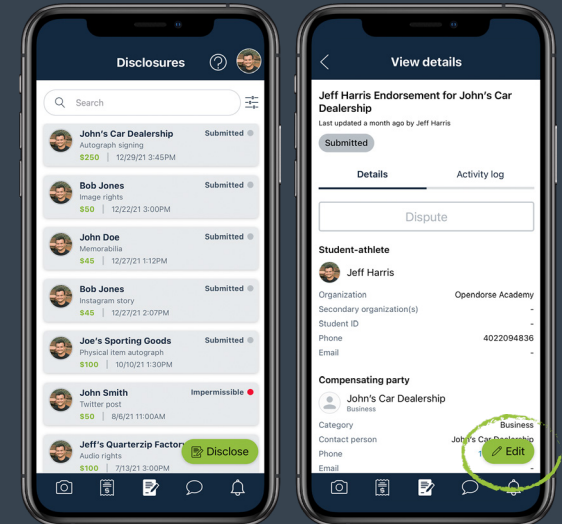
HOW TO DISCLOSE A DEAL RECEIVED OUTSIDE OF OPENDORSE



1. Tap the memo icon (📝) in the bottom navigation then tap **Disclose** to begin disclosure process.
2. Carefully go through each screen and fill out details related to your deal.
3. Review the Disclosure Summary and ensure all the details are accurate. Click the **Looks good** button.
4. Click **Agree and submit disclosure**
5. Click the **Start another disclosure** button to submit another NIL activity for review or click the X in the top right-hand corner to exit.

For more information on how to disclose a deal, including detailed explanations of each screen [CLICK HERE](#).

HOW TO REVIEW AND EDIT DISCLOSURES PREVIOUSLY SUBMITTED



1. Tap the memo icon (📝) in the bottom navigation.
2. Tap on the disclosure you'd like to edit.
3. Click **Edit** at the bottom right corner.

