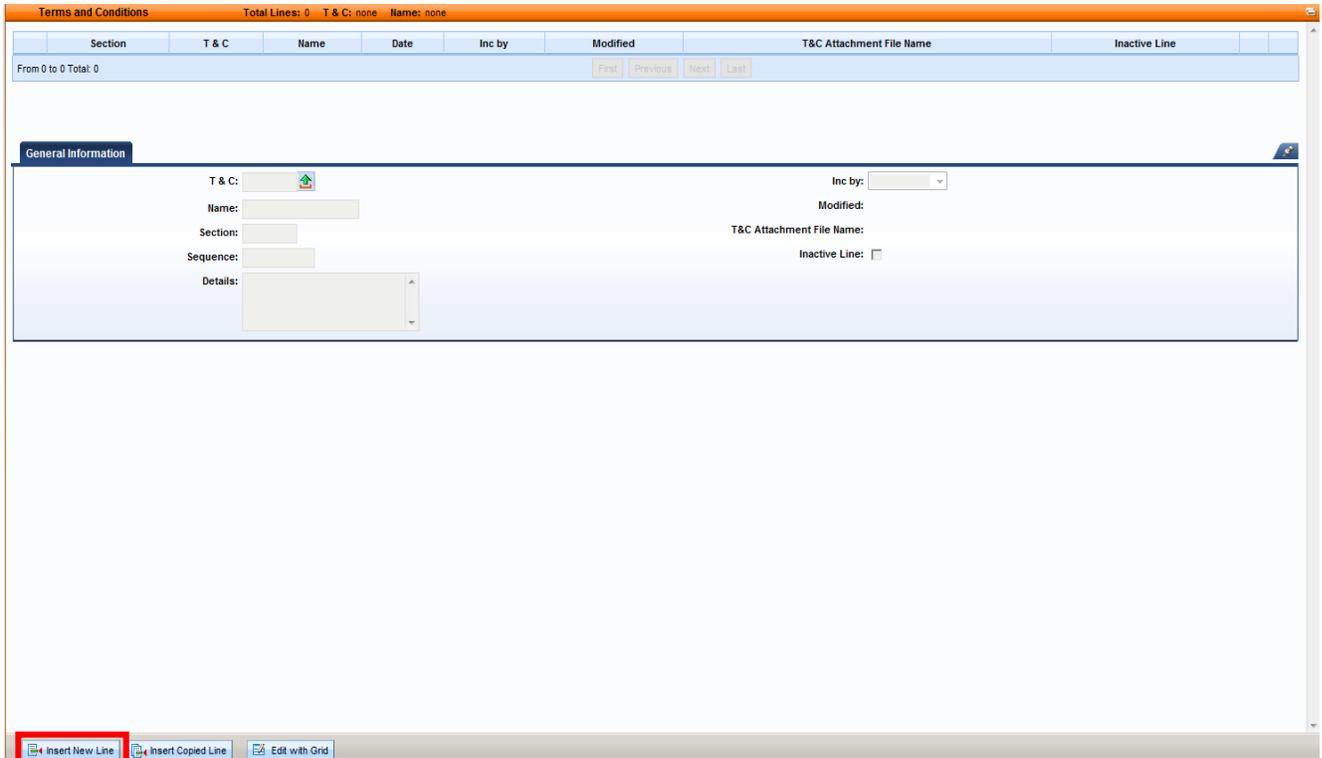


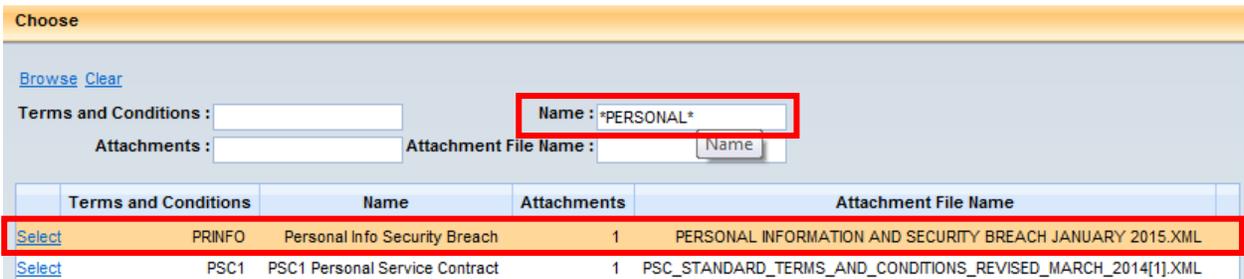
To include the Personal Information Security and Breach language in your document go to the Terms and Conditions section of the document. Insert a new line by selecting Insert New Line at the bottom of the screen.



Click the T and C pick list icon to display available templates.



In the Name field search for Personal Information Security and Breach. Click Select after locating the Personal Info Security Breach template.



After returning to the Term and Condition line, enter a “1” in the Sequence field. This will ensure the Personal Information Security and Breach language appears at the beginning of the assembled document. Once you Save the Name and T&C Attachment File Name will be populated.

Terms and Conditions Total Lines: 1 T & C: PRINFO Name: Personal Info Security Breach

Section	T & C	Name	Date	Inc by	Modified	T&C Attachment File Name	Inactive Line
1	PRINFO	Personal Info Security Breach	01/12/2015	by full text	No	PERSONAL INFORMATION AND SECURITY BREACH JANUARY 2015.XML	No

From 1 to 1 Total: 1

General Information

T & C: PRINFO Inc by: by full text

Name: Personal Info Security Bre Modified: No

Section: 1 T&C Attachment File Name: PERSONAL INFORMATION AND SECURITY BREACH JANUARY 2015.XML

Sequence: 1 Inactive Line:

Details:

To insert other terms and conditions template click Insert New Line, click the T and C pick list icon and select the desired template. In the Sequence field enter a “2” in order that language from the second template appears after the Personal Information Security and Breach language in your assembled document.

Terms and Conditions Total Lines: 2 T & C: FREE Name: Free Form

Section	T & C	Name	Date	Inc by	Modified	T&C Attachment File Name	Inactive Line
1	PRINFO	Personal Info Security Breach	01/12/2015	by full text	No	PERSONAL INFORMATION AND SECURITY BREACH JANUARY 2015.XML	No
1	FREE	Free Form	05/02/2006	by full text	No	FREE FORM TERMS AND CONDITIONS.XML	No

From 1 to 2 Total: 2

General Information

T & C: FREE Inc by: by full text

Name: Free Form Modified: No

Section: 1 T&C Attachment File Name: FREE FORM TERMS AND CONDITIONS.XML

Sequence: 2 Inactive Line:

Details: