TECHNICAL GUIDE
Automatic Exhibit E Creator

REQUIREMENTS

Originating LEA must do the following:

- Upload signed Exhibit E correctly by ensuring it is scanned to 100% and straight on the page.

- Alliances that require the newly created Exhibit E to be sent electronically to the vendor must fill out the "Vendor Receiving Exhibit E" field upon submission of the origination agreement.

Subscribing LEAs must do the following before using this functionality:

- The District Account Profile must be updated with the District's County and Address fields if the Exhibit E template for this Alliance requires this data to be included. This can be done under Account Management > Edit District Account.

SUPPORT

For assistance, please visit the SDPC Registry and select Help > Contact Support. Search the listing for your Alliance's administer.

If you need technical assistance, please contact the SDPC webmaster.

sdpc.a4l.org

Let's Get Started!

STEP 1: AUTHENTICATION

1. Visit **sdpc.a4l.org** and **login** with your credentials.

STEP 2: VIEW STATEWIDE EXHIBIT E LISTING

2. Visit **Your District's Agreements** drop-down menu and select **Auto Exhibit E Creator**.

3. Search the listing for your desired resource and click on the **Create Exhibit E** button.

STEP 3: ENTER META DATA

4. Fill out the known meta data on this page. All fields on this page are optional.

5. After you review the fields and enter the desired data, read the disclaimer above the submit button. If you agree, click on the **I Agree, Create Exhibit E** button to complete the process.

STEP 4: NEW EXHIBIT E

1. If your alliance requires a copy of the new Exhibit E to be sent to the vendor then, this will automatically occur after Step 3 is completed.

2. To view the new Exhibit E, you can visit **Your District Agreements** and select **Manage Agreements** from the drop down menu. Using the search features, you can filter the list to locate the new agreement.