

REGISTRATION

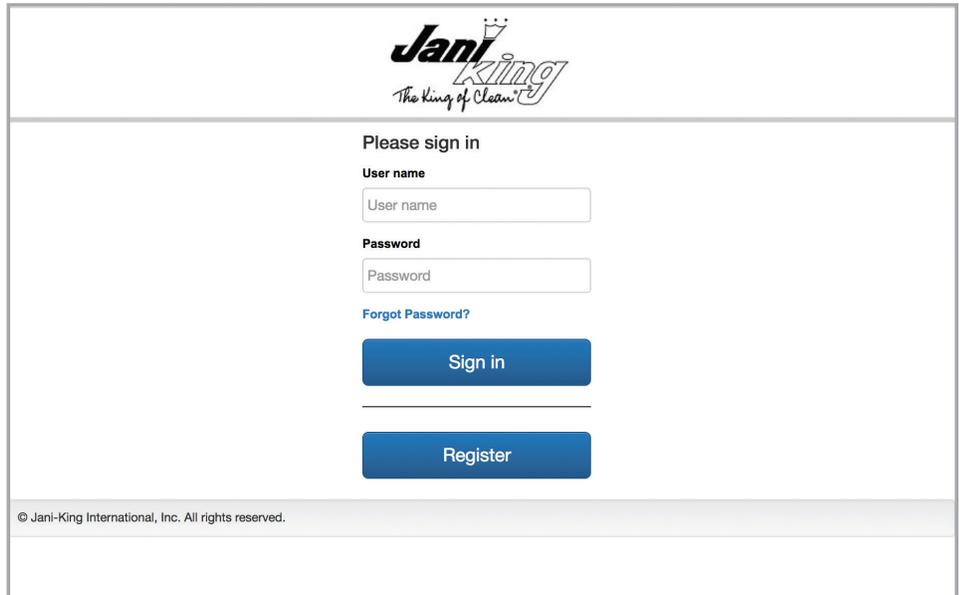


JANI-KING'S ONLINE FRANCHISE PORTAL

STEP 1

Go to site: <http://franchiseportal.ca>. Make sure to use Google Chrome as your internet browser.

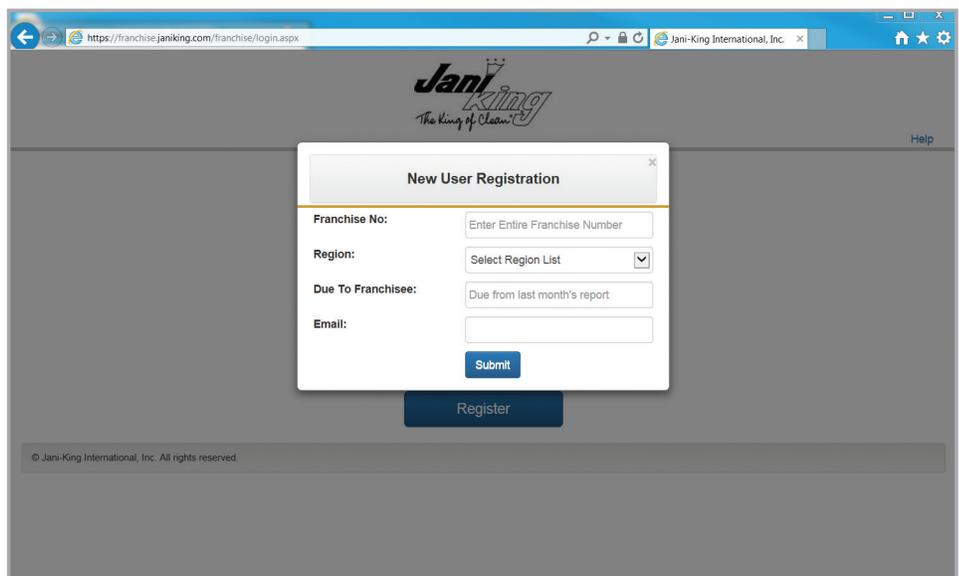
- Click "REGISTER"



The screenshot shows the Jani-King login page. At the top is the Jani-King logo with the tagline "The King of Clean™". Below the logo, the text "Please sign in" is displayed. There are two input fields: "User name" and "Password". Below the password field is a link for "Forgot Password?". There are two blue buttons: "Sign in" and "Register". At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

STEP 2

- Enter Franchise number
- Using dropdown arrow, select correct "REGION"
- Enter amount "Due to Franchisee" from LAST month's Franchisee Report
- Enter your email address
- Click "SUBMIT"

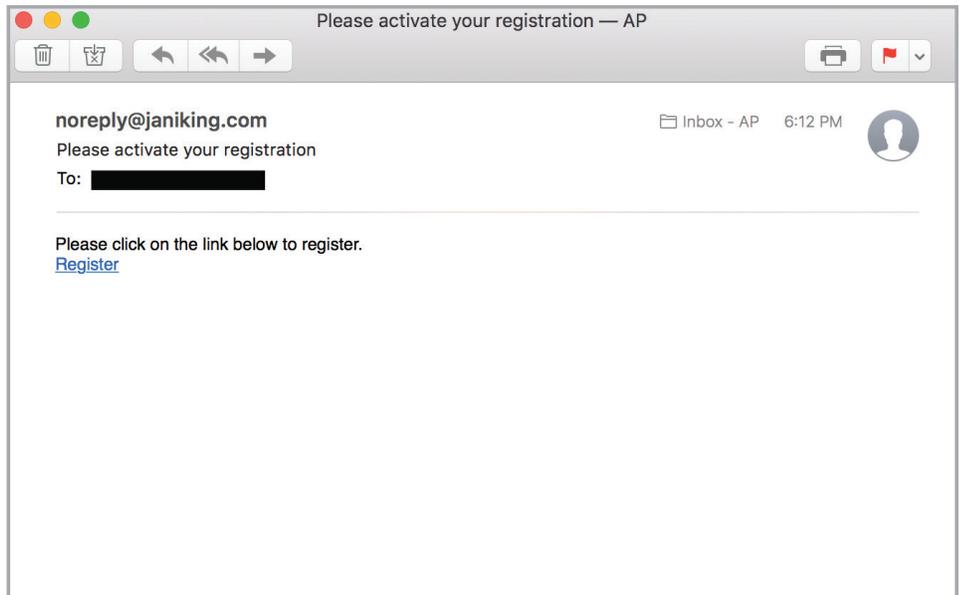


The screenshot shows the Jani-King New User Registration form. The form is titled "New User Registration" and has a close button (X) in the top right corner. It contains four input fields: "Franchise No:" with a text input field containing the placeholder "Enter Entire Franchise Number"; "Region:" with a dropdown menu showing "Select Region List"; "Due To Franchisee:" with a text input field containing the placeholder "Due from last month's report"; and "Email:" with a text input field. There is a blue "Submit" button below the email field. Below the registration form, there is a larger blue "Register" button. At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

STEP 3

Check email to continue registration process

- Click on "REGISTER"



STEP 4

- Enter "Franchise No"
- Use dropdown arrow to select correct "REGION"
- Enter amount "Due to Franchisee" from LAST month's Franchisee Report
- Click "SUBMIT"

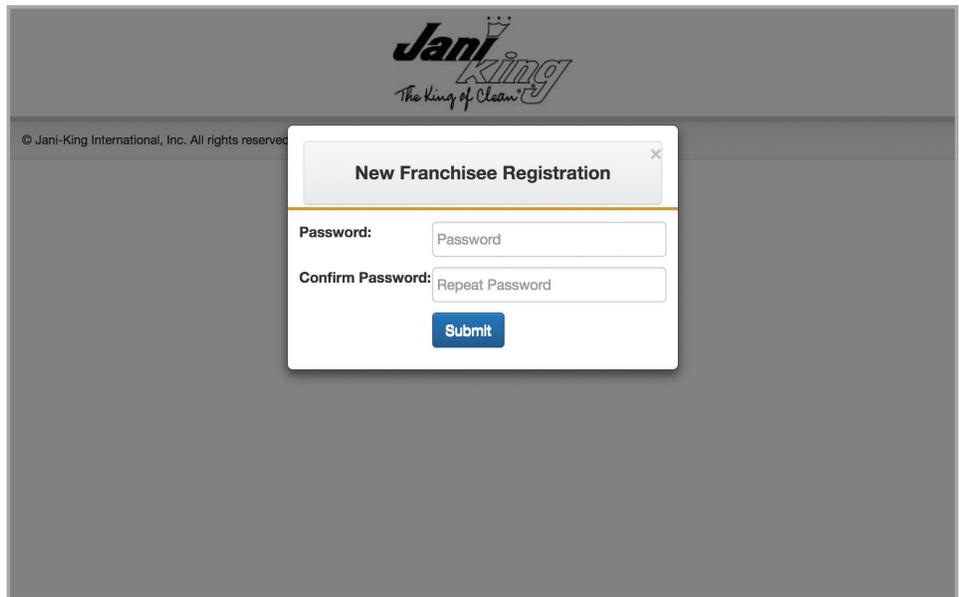
A screenshot of the Jani-King online franchise portal. The Jani-King logo is at the top. A modal window titled "Verify Registration" is open, containing the following fields:

- Franchise No:** A text input field with the placeholder "Enter Entire Franchise Number".
- Region:** A dropdown menu with the placeholder "Select Region List" and a downward arrow.
- Due To Franchisee:** A text input field with the placeholder "Due from last month's report".

A blue "Submit" button is located at the bottom of the form.

STEP 5

- Enter "new" password
- Confirm by entering your "new" password again
- Click "SUBMIT"

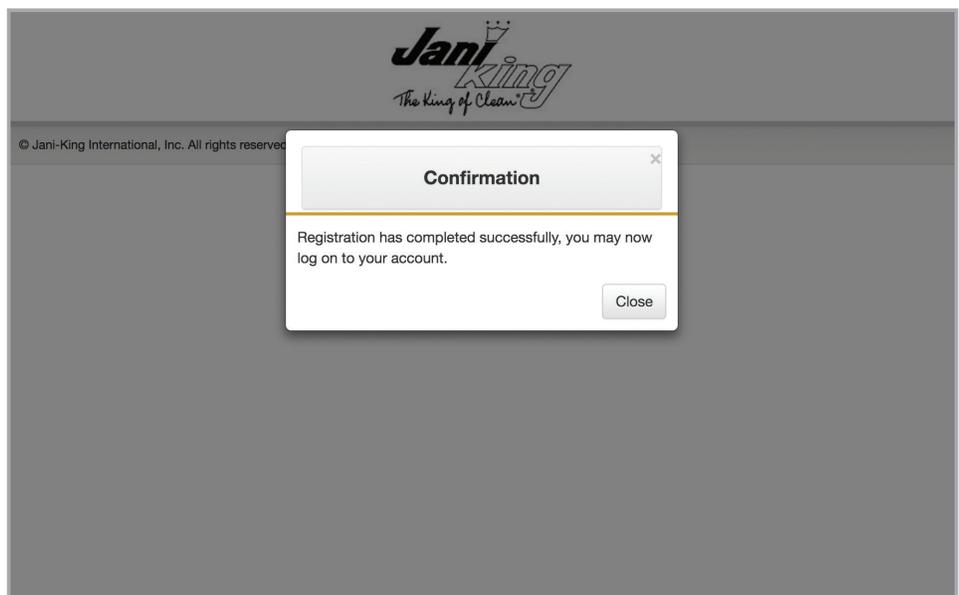


The screenshot shows the Jani-King logo at the top center with the tagline "The King of Clean". Below the logo is a copyright notice: "© Jani-King International, Inc. All rights reserved". A modal window titled "New Franchisee Registration" is centered on the screen. It contains two text input fields: "Password:" and "Confirm Password:". The "Password:" field has a placeholder "Password" and the "Confirm Password:" field has a placeholder "Repeat Password". Below these fields is a blue "Submit" button.

STEP 6

Congratulations! You have completed the registration process.

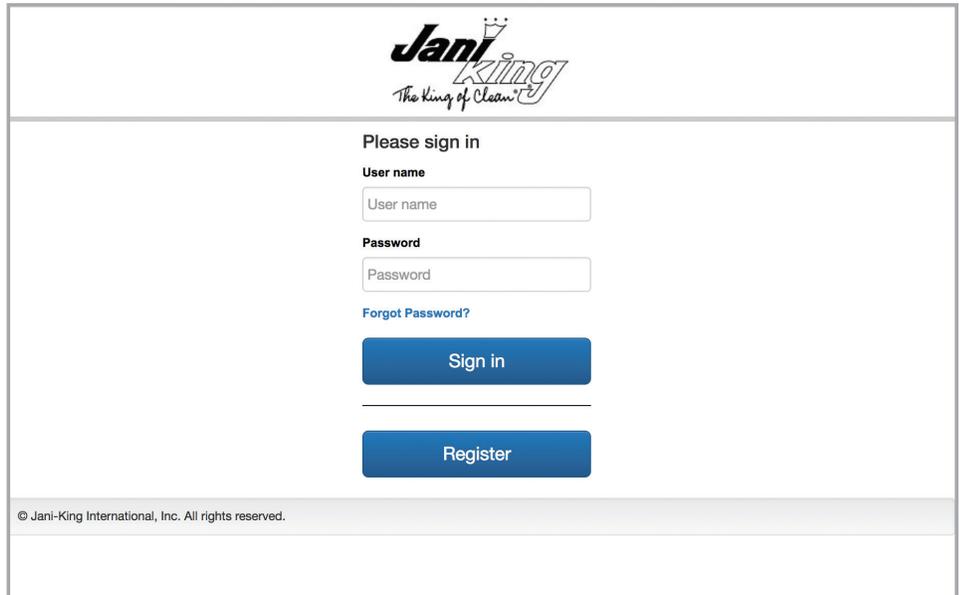
- Click "CLOSE" to go back to login screen



The screenshot shows the Jani-King logo at the top center with the tagline "The King of Clean". Below the logo is a copyright notice: "© Jani-King International, Inc. All rights reserved". A modal window titled "Confirmation" is centered on the screen. It contains the text: "Registration has completed successfully, you may now log on to your account." Below the text is a "Close" button.

STEP 7

- Enter email address into "User name" box
- Enter password
- Click "SIGN IN"



The screenshot shows the Jani-King login interface. At the top is the Jani-King logo with the tagline "The King of Clean™". Below the logo, the text "Please sign in" is displayed. There are two input fields: "User name" and "Password". A link for "Forgot Password?" is located below the password field. Two blue buttons are present: "Sign in" and "Register". At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

STEP 8

You are now logged in and ready to use the new Online Franchise Portal.

Please refer to the **User Guide** accessible from the "Help" link within the Franchise Portal.

