CLM Use Guide

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1. Introduction

This purpose of document is to provide guidance for the use of Maypro Group's contract lifecycle management (CLM) platform, Concord. This guide will provide an overview of how to use the platform to view, revise, and sign documents being discussed with Maypro Group. For any unanswered questions regarding the use of this platform, please e-mail legal@maypro.com.

2. Signing a document

If you would like to sign a document as is and you are the person whom will be signing on behalf of your company, click "Sign" and then follow the prompts. If you are not the person whom will be signing, please share the document with the signer by following the instructions directly below in the *Sharing the Document* section.

Once the document has been signed, Maypro will be automatically notified through e-mail and will provide a countersignature.

When the document is countersigned by Maypro, your company will be automatically notified through e-mail. You may download a PDF copy of the executed document by clicking "Export" and then clicking "Download PDF".

3. Sharing a document

To share a document either within your company or externally:

1. Click "Share".

2. Type in the e-mail address of the person whom you would like to share the document with.

3. **<u>IMPORTANT</u>:** Choose whether this person should have the ability to edit the document. "Editor" will give this person full editing rights and "Viewer" will give this person view-only rights.

4. If you would like to include a message, type it into the text box.

5. Click "Send" to share the document. He or she will receive an e-mail invitation to join the document discussions.

4. *Editing a document*

If you would like to edit a document, this can be done directly in the platform or externally using Microsoft Word.

To edit the document in the platform:

1. Click "Edit" and then click "Revisions".

2. Turn on "Track changes". This may already be enabled.

3. Once your company's edits have been completed, click "Save" to create a new public version of the document.

4. Maypro will be notified about this new version and review.

Alternatively, to edit the document in Microsoft Word:

1. Click "Export" and then click "Download Word" to download a Word file of the document.

2. Add comments and make your edits to the word file.

3. Email this new version to legal@maypro.com or upload the file to the platform to create a new public version of the document. Changes and comments you have made to the Word file will be imported into the platform when the file is uploaded.

4. Maypro will be notified about this new version and review.

As a member of the document, you will be notified of each new public version when Maypro makes edits. Document negotiations will close when both parties agree on the public version. You will receive an e-mail notification from us asking for your signature.

5. *Adding comments to the document*
To make comments in the document:

1. Highlight language in the document you would like to comment on and then click "Add a comment".

2. Type your comment into the text box.

3. **<u>IMPORTANT</u>:** To make a public comment (this is a comment that can be seen by everyone who has access to the document), click "Public". Please use care when making comments as they cannot be deleted after being made to maintain audit compliance. You also have the ability to make a non-public comment. However, please note that non-public comments can only be seen by the person outside of Maypro Group's organization whom made the comment, so for non-public collaboration amongst your company, we recommend using Microsoft Word.

4. Click "Comment" to publish your comment.

Comments are a great way to point out specific areas of concern and prompt a discussion. Public comments made by your company in the document only become visible to Maypro Group once you have saved a new version of the document. To view comments made by Maypro Group in the document, click the corresponding comment bubble.

6. *Posting a message in the document's discussion board*
To post a message in the discussion board:

1. Click "Discussion".

2. Type your message into the text box.

3. **<u>IMPORTANT</u>:** To post a public message (this is a message that can be seen by everyone who has access to the document), click "Public". Please use care when posting messages as they cannot be deleted after being posted to maintain audit compliance. You also have the ability to post a non-public message. However, please note that non-public messages can only be seen by the person outside of Maypro Group's organization whom posted the message, so for non-public collaboration amongst your company, we recommending using Microsoft Word.

4. Click "Comment" to publish your message.

The discussion board can be viewed on the platform at any time even after the document has been signed. Please use this feature to discuss key issues, ask for or publish updates, summarize or review meeting notes or request a meeting or phone call with us.