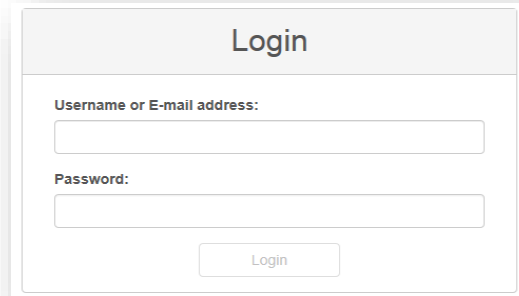


## Logging In

Go to <https://www.structuredfn.com>. Enter your authorized corporate Email Address and Password in the fields provided.

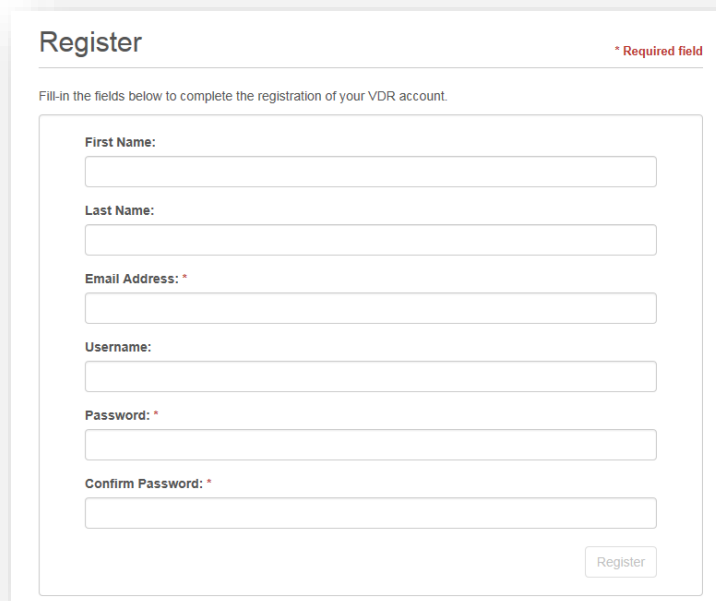


The screenshot shows a login form with a title bar labeled "Login". Below the title bar, there are two input fields: "Username or E-mail address:" and "Password:". A "Login" button is positioned below the password field.

## New Users - Registering

Register for a new account via the "Register" tab located in the upper right hand corner of the StructuredFN Login page. Complete the provided fields and create a password.

- Password is case-sensitive
- Password must be:
  - At least 8 characters long
  - Include 1 upper and 1 lower case letter
  - Include 1 number



The screenshot shows a registration form titled "Register" with a red asterisk and the text "\* Required field" in the top right corner. Below the title, there is a instruction: "Fill-in the fields below to complete the registration of your VDR account." The form contains six input fields: "First Name:", "Last Name:", "Email Address: \*", "Username:", "Password: \*", and "Confirm Password: \*". A "Register" button is located at the bottom right of the form.

**NOTE:** If you already have a MyNetRoadshow account, use your existing Email address and Password.

## Resetting Your Password

If you have forgotten your password, click on “Forgot your Password?” located on the StructuredFN Login page (<https://www.structuredfn.com>) and enter your registered corporate Email Address on the following screen.

Username or E-mail address:  
Password:  
Login  
Forgot your password?

Reset Password  
Please enter your username or email address below and we will send you an email to reset your password.  
Username or E-mail address:  
Back to Login  
Reset Password

An email will be sent to your corporate email address with a link to reset your password.

## Changing Your Password

To update your password, click on your name in the upper right hand corner of the screen and select “Preferences” from the drop down menu. Click the “Change Password” tab and complete the provided fields. **NOTE:** You must know your current password.

- Password is case sensitive
- Password must be:
  - At least 8 characters long
  - Include 1 upper and 1 lower case letter
  - Include 1 number

User Preferences - Change Password  
CLOSE X  
General Information  
Change Password  
Email Notifications  
Update your password below: \* Required field  
\* Current Password:  
\* New Password:  
\* Confirm New Password:  
Save

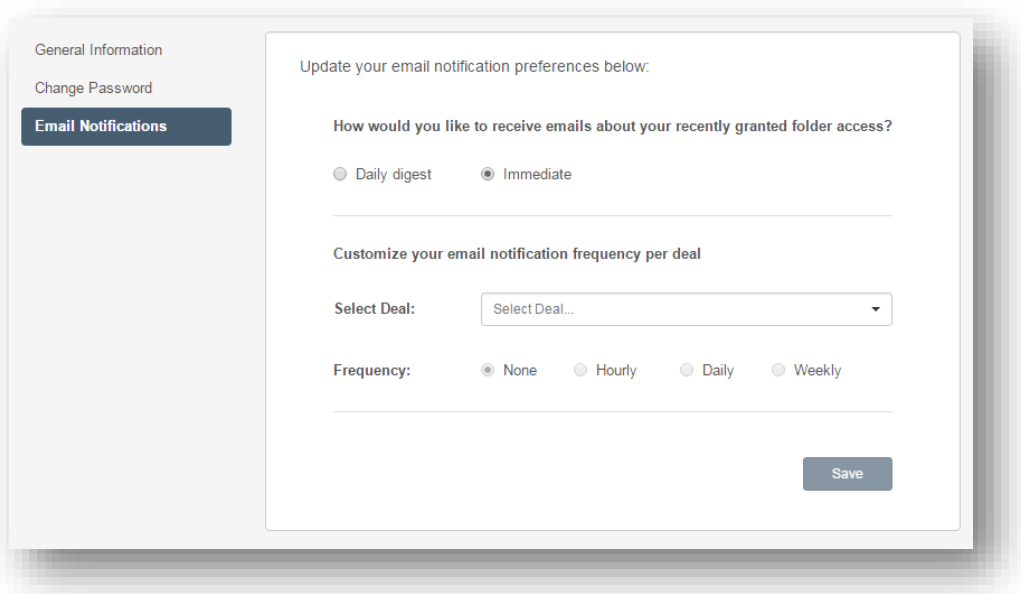
## Email Notifications

From the “Preferences” drop down, a user may also manage their email notifications.

Select your preferences and click Save.

Users have the option to receive either a “Daily” notification or an “Immediate” notification of when they are added to a deal or folder. The default is set to “Immediate”.

The system default for file notifications is hourly for all deals when users are initially added. Email notification frequency may be customized per deal. Users may select a deal from the dropdown, select the preferred frequency and then “Save”.



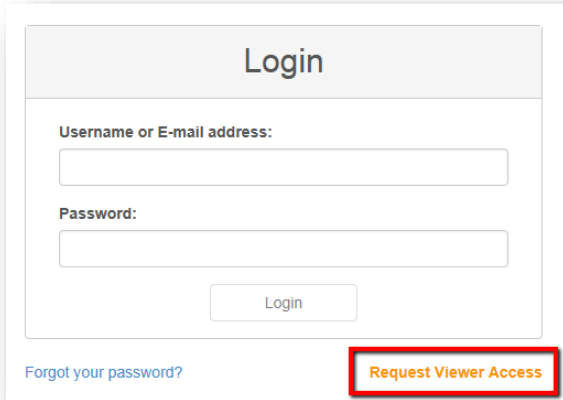
The screenshot shows a user interface for managing email notifications. On the left is a sidebar with three menu items: "General Information", "Change Password", and "Email Notifications" (which is highlighted with a dark blue background). The main content area is titled "Update your email notification preferences below:" and contains the following elements:

- A heading: "How would you like to receive emails about your recently granted folder access?"
- Two radio button options: "Daily digest" (unselected) and "Immediate" (selected).
- A horizontal separator line.
- A heading: "Customize your email notification frequency per deal"
- A "Select Deal:" label followed by a dropdown menu showing "Select Deal..." with a downward arrow.
- A "Frequency:" label followed by four radio button options: "None" (selected), "Hourly", "Daily", and "Weekly".
- A horizontal separator line.
- A "Save" button in the bottom right corner.

## Request Access for Deals and Folders

A deal or folder Administrator may send a specific link for Access Requests.

Once a user clicks the link, they will be redirected to the Login page. However, the Login page will have a “Request Viewer Access” option. The user will select this option and then complete the Request Access form.



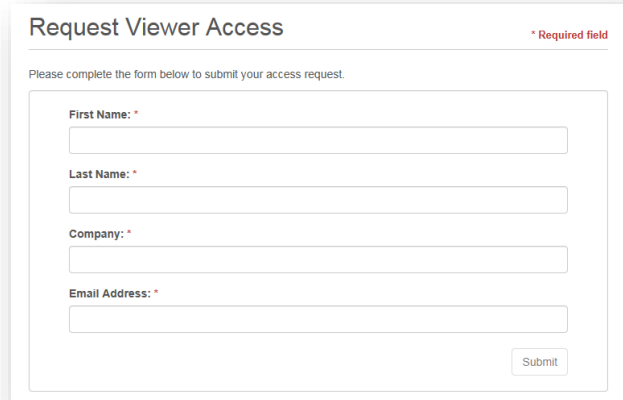
Username or E-mail address:

Password:

Login

[Forgot your password?](#)

[Request Viewer Access](#)



Request Viewer Access \* Required field

Please complete the form below to submit your access request.

First Name: \*

Last Name: \*

Company: \*

Email Address: \*

Submit

Once the request has been submitted, all deal or folder Administrators will receive the Access Request email notification. The Administrator will select the link within the email to approve or deny the user’s request for access. The user will be notified once the request has been approved or denied.