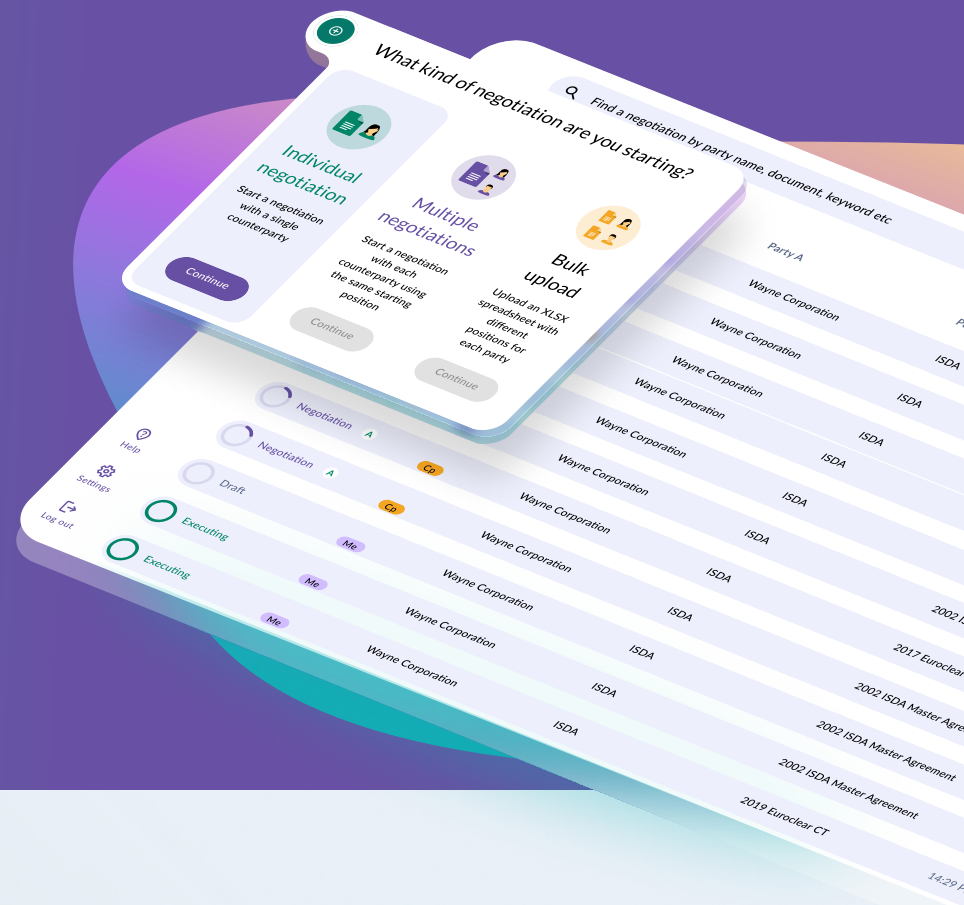


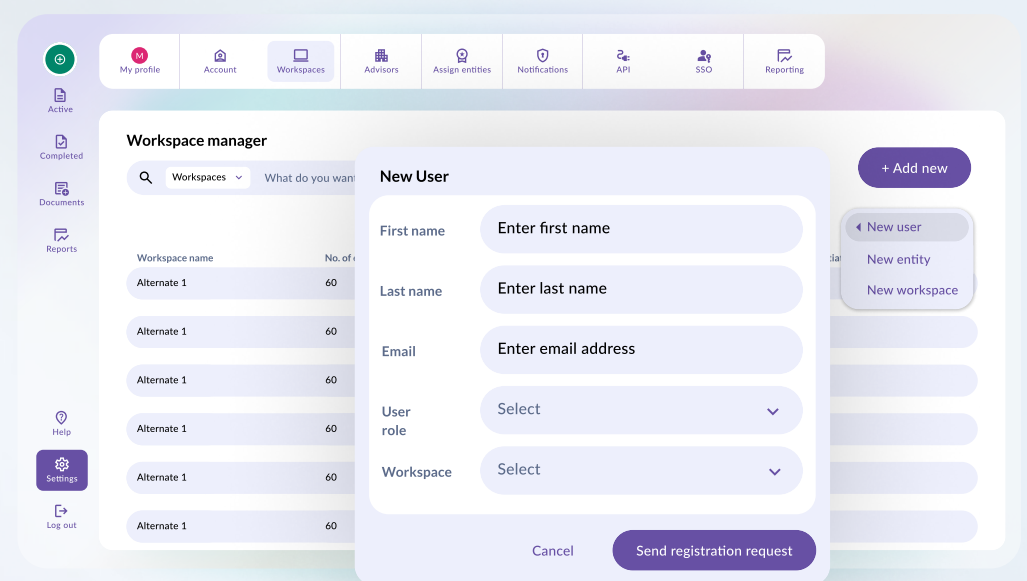
Getting Started with CreateiQ



If your organisation already has a CreateiQ Account

To gain user access to CreateiQ you'll need to be invited to your organisation's account by a user with Admin or Super Manager user permissions. If you're unsure of who in your organisation has these permissions (or whether your organisation has a CreateiQ account), please feel free to reach out to us at support@createiq.tech and we'll be able to assist.

Anyone in your organisation with Admin/Super Manager permission can add new users by navigating to the Workspace Manager. From there, they can add new users and add new entities and create new Workspaces if required.



To access the Workspace Manager, the Admin/Super Manager should:

- Select 'Settings' from the bottom left of your screen
- Then select 'Workspaces' from the banner across the top of the screen,
- Select 'Add new' and - 'New user'
- Then complete the form and select 'Send registration request'.

If your organisation does not have a CreateiQ Account

If your organisation doesn't have an existing account, please reach out to our support team at support@createiq.tech and we'll get one set up for you.

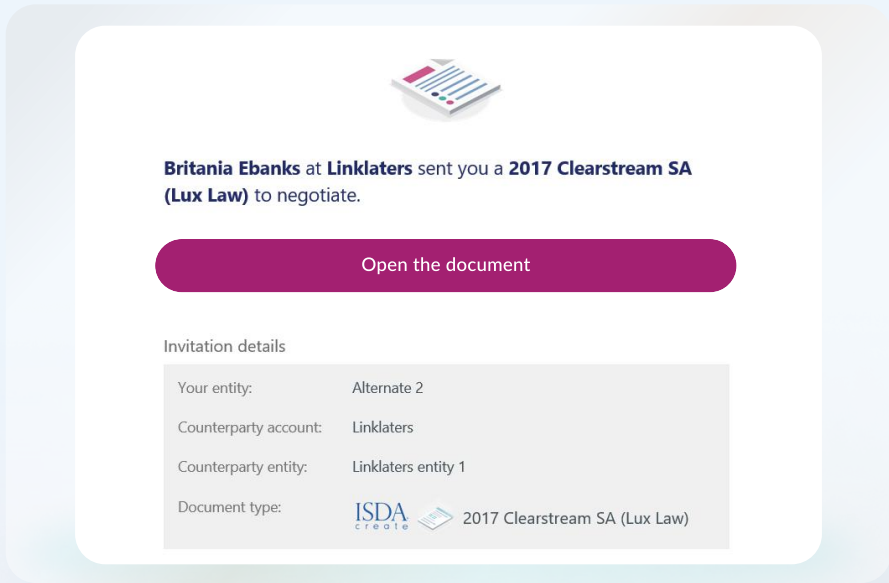
If your organisation does not want to set up a CreateiQ Account

If you don't wish to set up an account, we also offer a Guest Access option. Guest Access gives access solely to the specific document sent by your counterparty and allows you to negotiate through to signing. Once the signed signature pages have been uploaded, the guest access user will be emailed the fully executed document. Once this is completed, they will no longer have access

to the negotiation through the guest access link.

Having an account with CreateiQ not only gives access to your negotiation but will also store valuable data by way of audit trails and make it easier to negotiate with other counterparties. If you are unsure, and want more information, please contact us at support@createiq.tech.





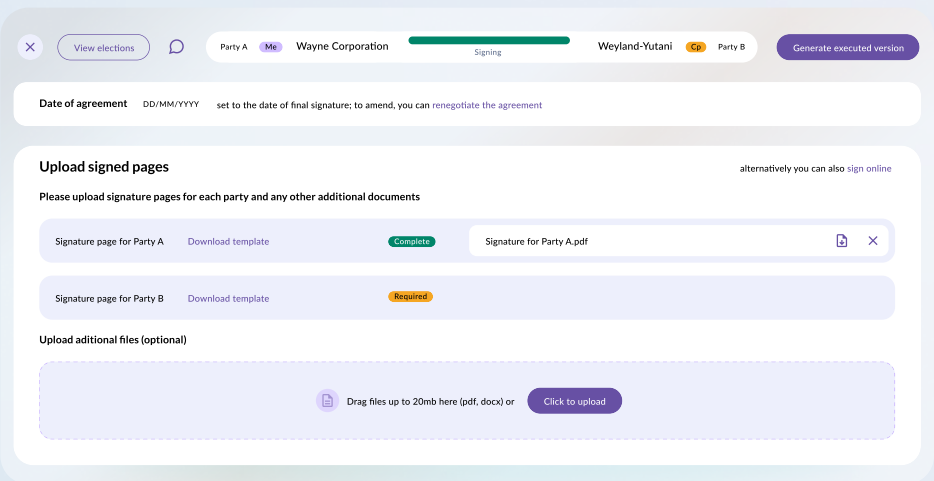
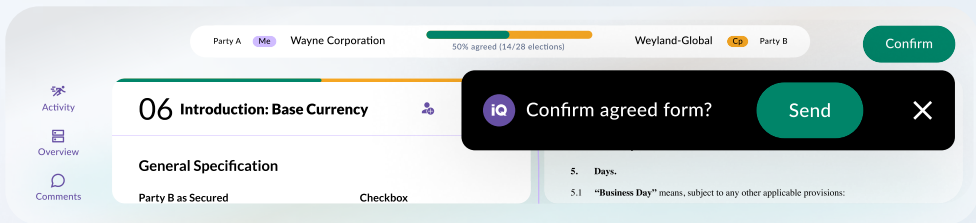
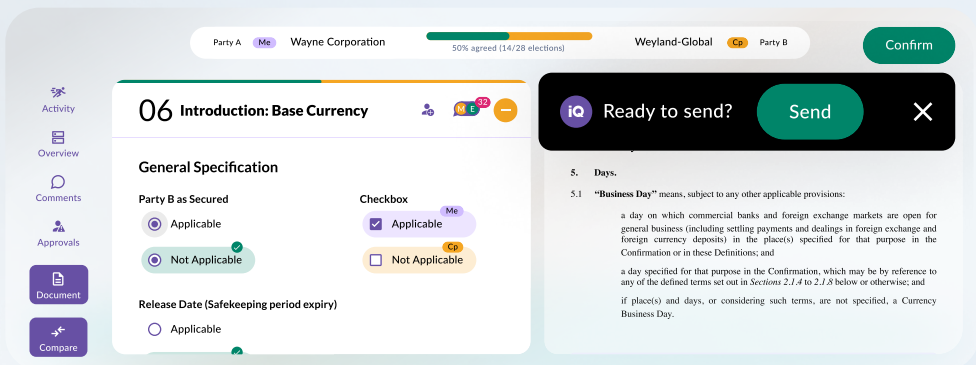
Getting started with your negotiation on CreateiQ

When you're invited by your counterparty to negotiate your first agreement on CreateiQ, you'll be notified via email. The email will contain a link that once clicked, will route you to the sign in page of CreateiQ. If you're already signed in when you click the link, you'll be routed directly to the negotiation.

Negotiating your Document

Once you've logged in, negotiating is simple. You can select your responses to the elections and add any comments you want to leave for your counterparty. You can also add internal comments visible only within your organisation. Then return the negotiation to your counterparty for their review by selecting 'Confirm' from the top right of your screen.

You can go back and forth with your counterparty as many times as you need until all terms are agreed. When all terms are agreed each party will be prompted to confirm this.



Execution

Once both parties have agreed their terms, your negotiation will be moved to the execution stage where each party will upload signed signature pages and finalise the document. You'll be notified of each important step via email.

Further Assistance

Once logged into the platform, we have detailed guidance on the entire negotiation process available in our [help center](#), which you're able to locate by selecting the 'Help' icon from the bottom right of your screen when signed in, or the top left of your screen from the sign in page.

You can also watch a short demonstration of the platform (13 minutes) [here](#).

Our support team are also happy to offer guidance as you navigate the platform, reach out to support@createiq.tech and a member of the team will be happy to help.

