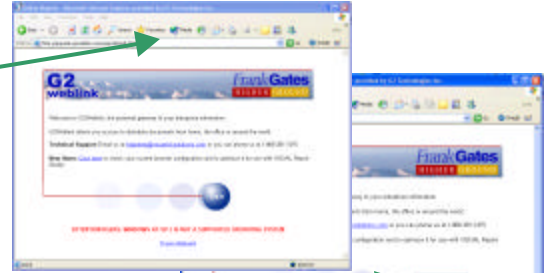


## Getting started with the upgraded G2Weblink

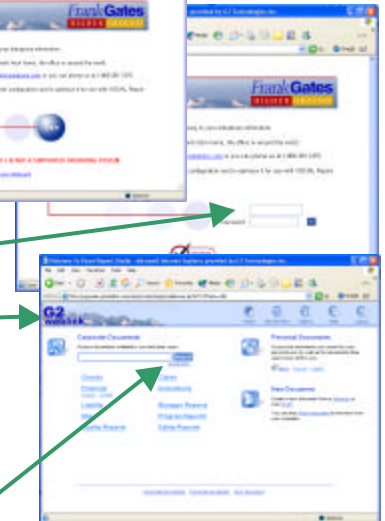
### Step 1. Locate the Website

In your web browser, go to <http://upgrade.g2weblink.com>



### Step 2. Log In

Click on the **Login** link. Type in your user-id and password. Click on the **OK** button. A successful login will bring you to the G2 Weblink Home Page.

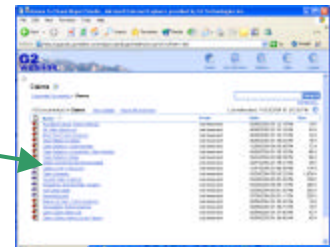


### Step 3. Find the document you need

The standard reports that fit your user profile can be found under Corporate Documents. If you know the name of the report you want, Simply type a portion of the name in the search box and click **Search**. The matching reports will be displayed. Alternatively you can click on the categories and pick your report from the list. Furthermore, you can view all Corporate Documents by clicking on the words **Corporate Documents**, then click on **All Documents**. A list of standard will be displayed. Each report has a descriptive name.

### Step 4. View the document

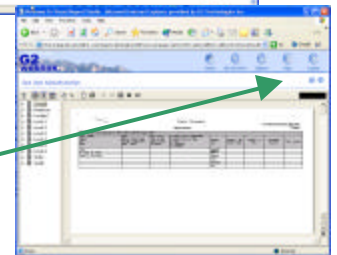
Just click on the name of the document that you would like to view. The document will be displayed. The document may have no data in it initially. In that case, you will need to refresh the document.



### Step 5. Refresh the document

To refresh (run) your report, click on the refresh button while viewing your report. You may be prompted to fill in parameters. Just follow the instructions on the screen.

 (refresh button)



### Step 6. Save and print the document

To Save your report, click on the **Save** link just above the report and follow the on-screen instructions. To print your report, click on the **Print** button on the toolbar above your report. If you do not have a print button in the toolbar above your report, you can right-click on the report and choose **Print** from the menu.

