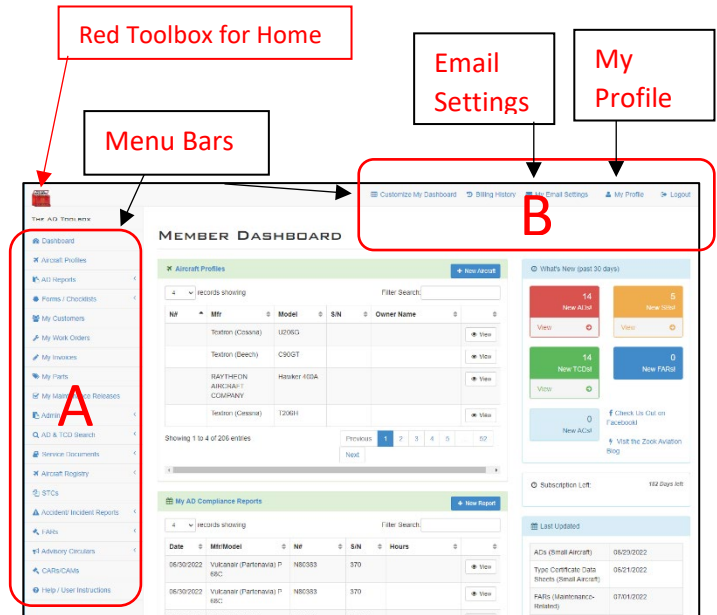


Quick Start Guides – “getting started”

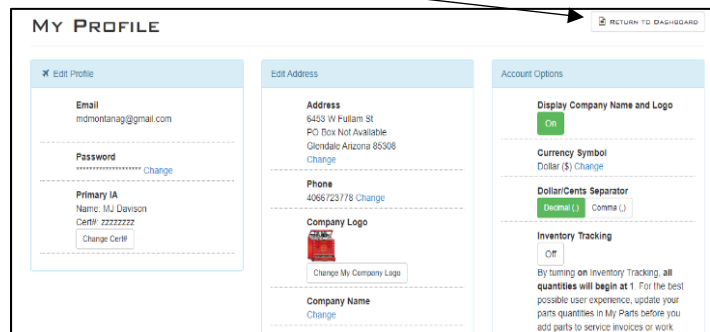
How to get started with the AD Toolbox? – Follow this section of instructions for the best/suggested method to begin working with the AD toolbox.

#1 Initial Setup

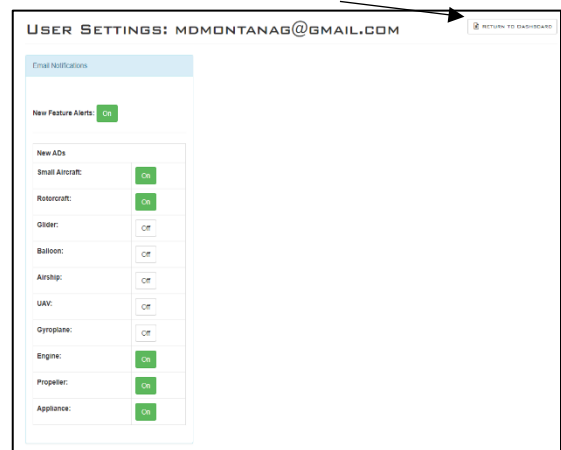
- From the Member Dashboard:
 - Orient yourself with the left-hand menu bar (A) and the upper right hand menu bar (B).
 - Click on My Profile in the (B) menu bar to see the My Profile screen.



- Enter your IA Certification number in the Primary IA section, verify the address and company names.
- Upload your company Logo in the Edit Address section.
- Click the “Return to Dashboard” button.



- Click on the My Email Settings link in the (B) menu to customize your email notifications.
- All items are defaulted to “On” an you can deselect the green buttons for items you DO NOT WANT TO SEE EMAIL CORRESPONDENCE.

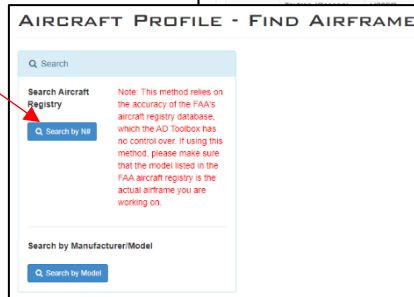
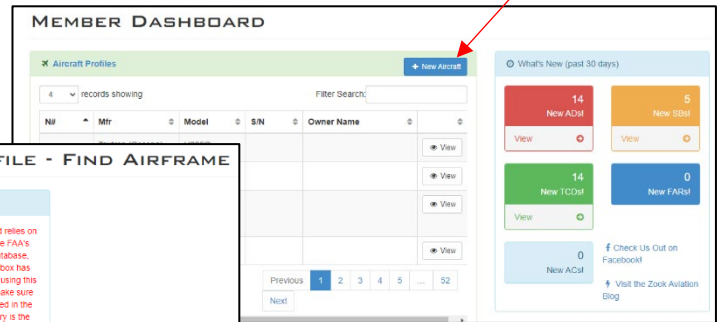


2. Beginning to do your Aircraft Research – Build an Aircraft Profile:

Identify yourself with the Menu Bar (A) and notice the “red Toolbox” in the upper left corner. The tool box can be clicked to return you to this Member Dashboard page. (home page)

- a. Start to build your first Aircraft Profile.

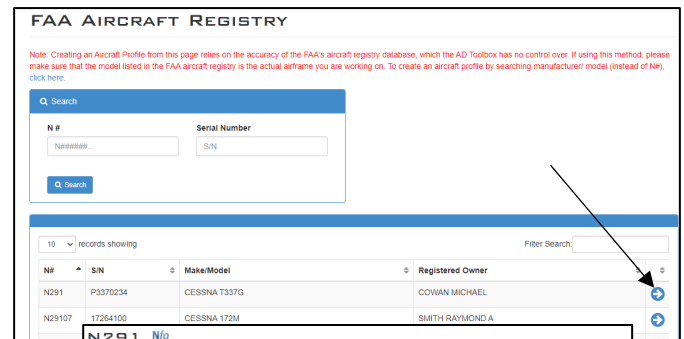
From the profile you will initiate and create and store your files that you build within our program so those documents and others you upload for storage within the profile from other sources. Click on the “+ Create Profile” button which will take you to the Aircraft Search screen.



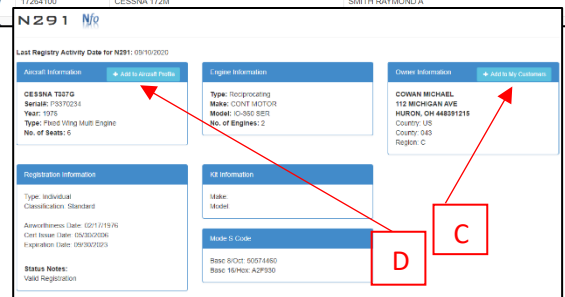
- b. Click on the

“Search by N#”

- c. Once the screen is displayed with the aircraft information, click the “arrow” on the right end of the line you are searching.



- d. This will return a new page showing you the aircraft information, and the owner registration of that aircraft.



- e. Click on the “Add to Customers” (C) button first.
 f. Then click “OK” on the next screen verifying the owner information.
 g. Then click on the “Add to Aircraft Profile” (D) button to create the profile.

FROM THIS POINT, YOU WILL WANT TO USE THE NEXT INSTRUCTION SET
“WORKING WITH THE AIRCRAFT PROFILE”