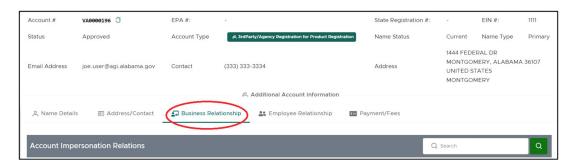
How Agents can add and remove Producers/Distributors How Producers/Distributors can add and remove Agents

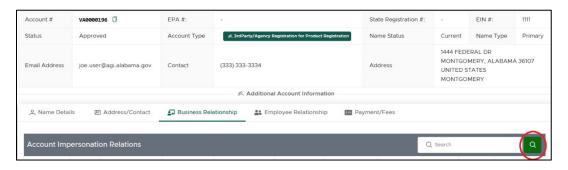
Note: "3rd Party/Agency" account types can only connect to "Producer" accounts, and "Producer" account types can only connect to "3rd Party/Agency" accounts.

Note: After a connection has been added it must be approved by the other party or by ADAI staff. You will not receive a notification of approval.

- 1. After signing in to your account, click the "My Profile" button on the top menu bar.
- 2. Click the "Business Relationship" tab

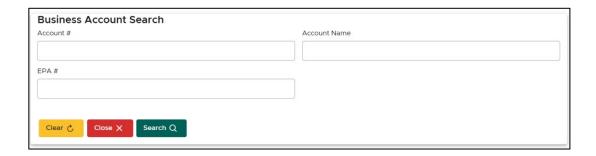


- 3. To add a connection to an Agent or Manufacturer/Distributor account
 - a. Click the green search button next to the search bar in the "Account Impersonation Relations" table

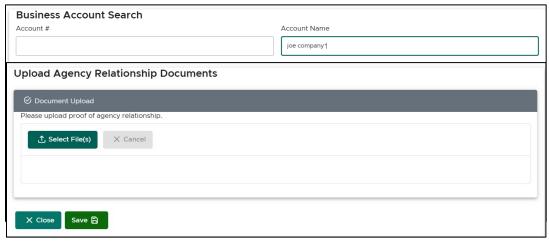


b. Search for either the Account # of the existing company account, its EPA Company # or its Business Name

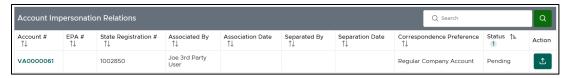
Note: Asterisks are required when searching for "Account Name" if the entire company name is not entered. Example: Joe Company. Search either "Joe*" or "*Company". The asterisk must be entered either in the beginning, the end, or both, depending on what words are missing from the entire account name.



c. Click the green checkmark button under the 'Action' column for the company you want to connect with



- d. You will be required to upload a document authorizing you as an agent for the company you select
- e. The company account will be added to the "Account Impersonation Relations" table with a "Pending" status



- 4. To remove your connection to an Agent or Manufacturer/Distributor account
 - a. Find the company account in the "Account Impersonation Relations" table and click the red X button. This will change the Status of the company from "Approved" to "Separated". The accounts will no longer be linked.

