

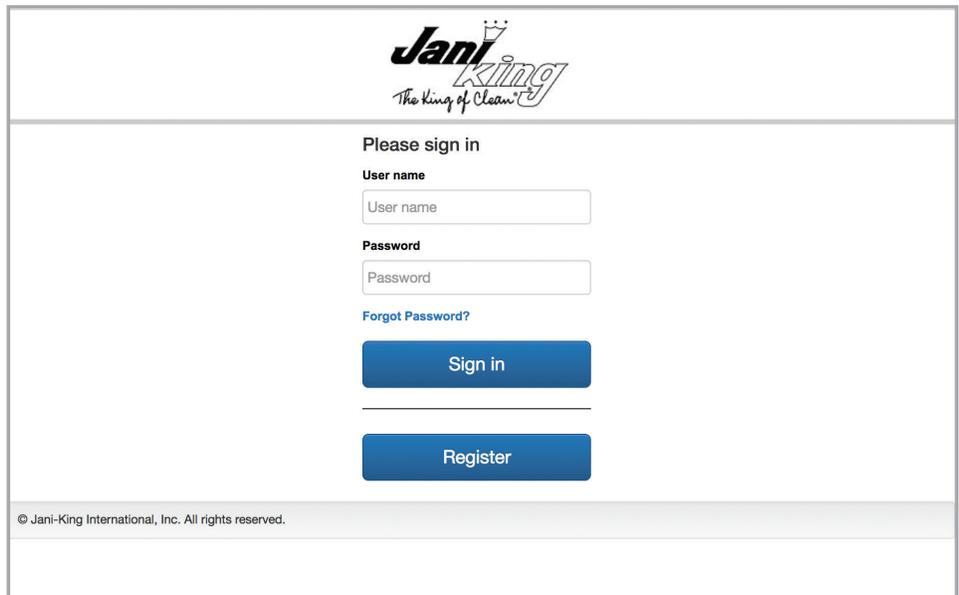
REGISTRATION



JANI-KING'S ONLINE FRANCHISE PORTAL

STEP 1

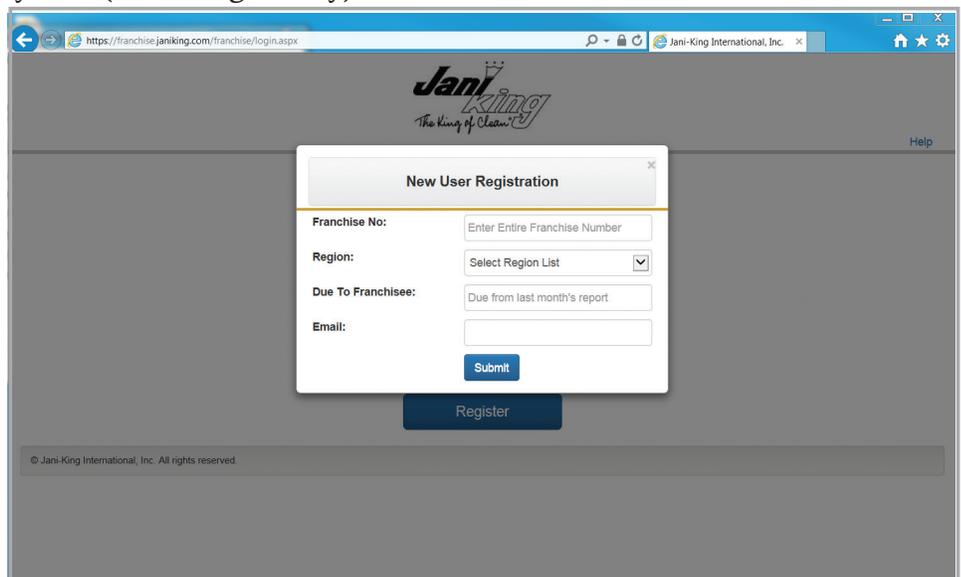
Go to site: <https://franchise.janikingrdu.com> -
Click "REGISTER"



The screenshot shows the Jani-King login page. At the top is the Jani-King logo with the tagline "The King of Clean™". Below the logo, the text "Please sign in" is displayed. There are two input fields: "User name" and "Password". A link for "Forgot Password?" is located below the password field. There are two blue buttons: "Sign in" and "Register". At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

STEP 2

- Enter Franchise number
- Using dropdown arrow, select correct "REGION"
- Select Validation Type using drop down, select one of three options... Use your SS# ONLY IF it identifies your franchise, otherwise use your Fed ID as it must match your franchise in our system (Last 6 digits only).
- Enter your email address
- Click "SUBMIT"



The screenshot shows the Jani-King New User Registration form. The form is titled "New User Registration" and is displayed in a modal window. It contains the following fields and options:

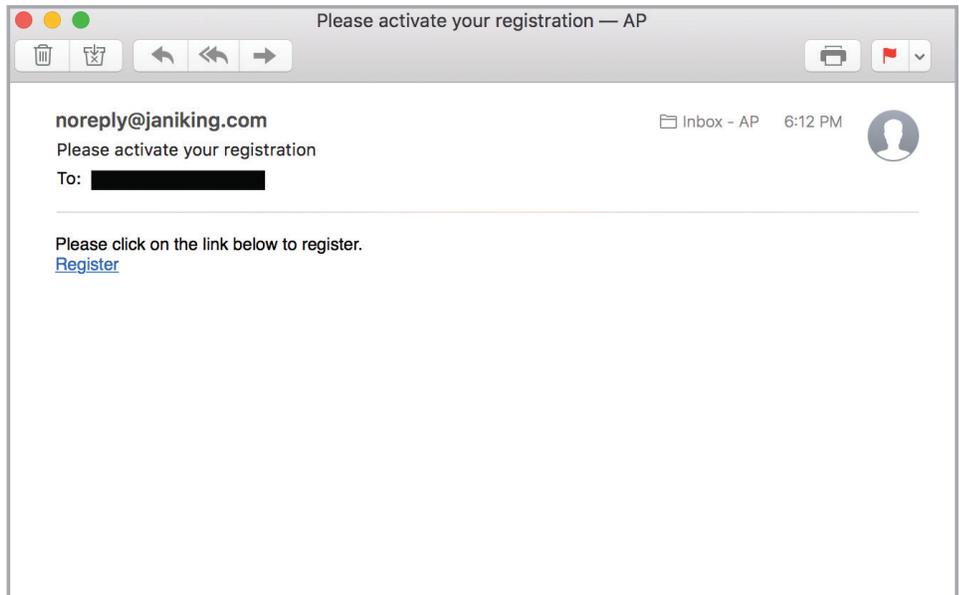
- Franchise No.:** Enter Entire Franchise Number
- Region:** Select Region List (dropdown menu)
- Due To Franchisee:** Due from last month's report
- Email:** (text input field)

There are two blue buttons: "Submit" and "Register". At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

STEP 3

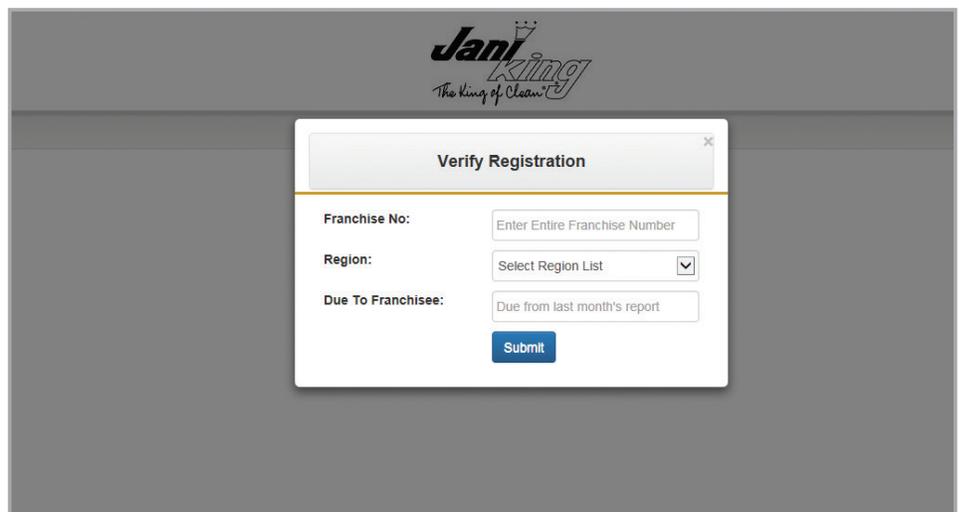
Check email to continue registration process

- Click on "REGISTER"



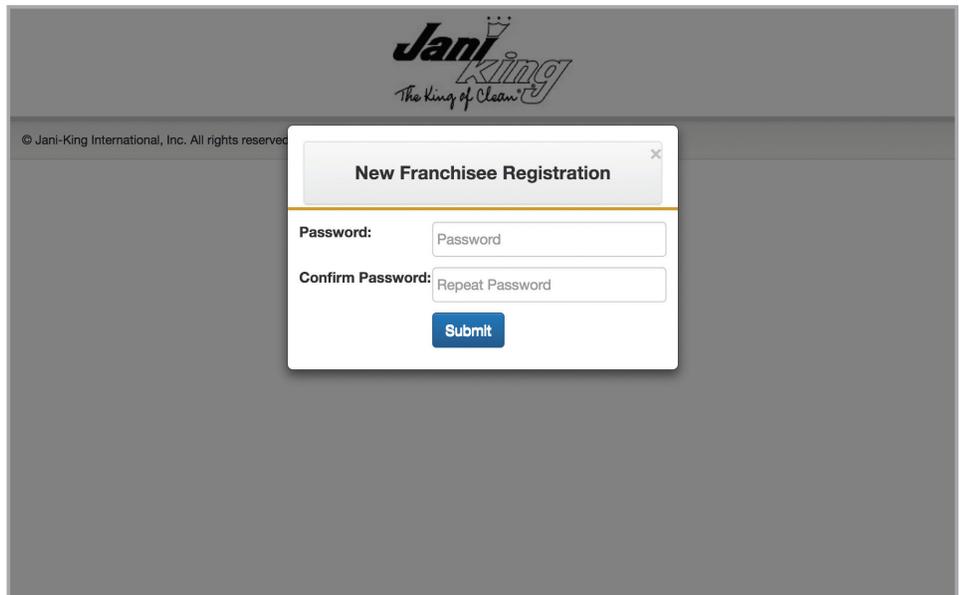
STEP 4

- Enter "Franchise No" (**Use 6 digits ...Region's 3-digit # first, then your 3-digit # - as shown on your last Report**)
- Use drop-down arrow to select correct "REGION"
- Enter amount "Due to Franchisee" from LAST month's Franchisee Report
- Click "SUBMIT"

A screenshot of the Jani-King website's "Verify Registration" form. The Jani-King logo is at the top. The form has three input fields: "Franchise No:" with a text box containing "Enter Entire Franchise Number", "Region:" with a dropdown menu showing "Select Region List", and "Due To Franchisee:" with a text box containing "Due from last month's report". A blue "Submit" button is at the bottom.

STEP 5

- Enter "new" password
- Confirm by entering your "new" password again
- Click "SUBMIT"

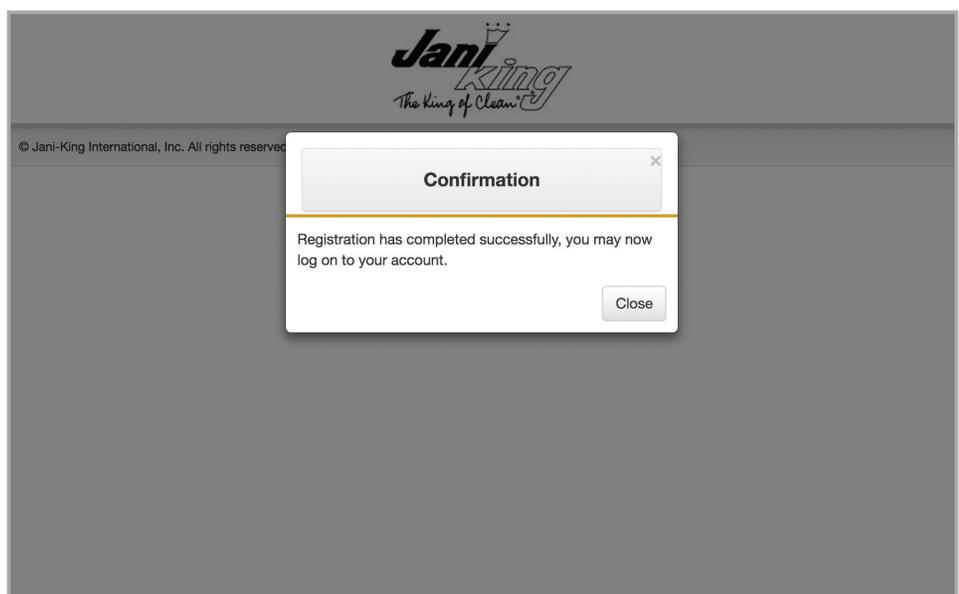


The screenshot shows the Jani-King logo at the top center with the tagline "The King of Clean". Below the logo is a copyright notice: "© Jani-King International, Inc. All rights reserved". A modal window titled "New Franchisee Registration" is displayed in the center. It contains two text input fields: "Password:" and "Confirm Password:". The "Password:" field has a placeholder "Password" and the "Confirm Password:" field has a placeholder "Repeat Password". Below the fields is a blue "Submit" button.

STEP 6

Congratulations! You have completed the registration process.

- Click "CLOSE" to go back to login screen



The screenshot shows the Jani-King logo at the top center with the tagline "The King of Clean". Below the logo is a copyright notice: "© Jani-King International, Inc. All rights reserved". A modal window titled "Confirmation" is displayed in the center. It contains the text: "Registration has completed successfully, you may now log on to your account." Below the text is a "Close" button.

STEP 7

- Enter email address into "User name" box
- Enter password
- Click "SIGN IN"

STEP 8

You are now logged in and ready to use the new Online Franchise Portal.

Please refer to the **User Guide** accessible from the "Help" link within the Franchise Portal.