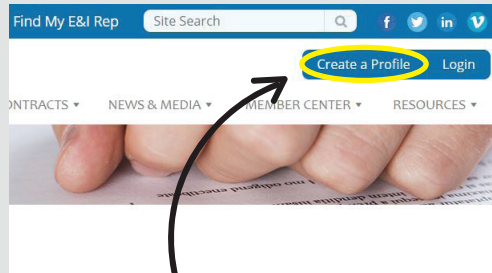


STEP 1: CREATE A PROFILE



Go to www.eandi.org, click on **Create a Profile**, which is located on the top right corner, next to Login.

A screenshot of the registration form titled 'PLEASE COMPLETE THE FORM BELOW'. The form is divided into several sections: 'FIND INSTITUTION' with dropdowns for State/Province and Institution; 'PERSONAL INFORMATION' with fields for First Name, Middle Name, Last Name, Title, Institution Name, Department, Address 1 & 2, City, State, ZIP, Phone, Extension, and Email Address; 'Categories of Interest' with a dropdown menu; 'Questions & Comments' with a text area; and 'LOGIN INFORMATION' with fields for Username and Password. A checkbox for terms and conditions is located below the login fields. At the bottom, there are 'Submit Registration Form' and 'Cancel' buttons.

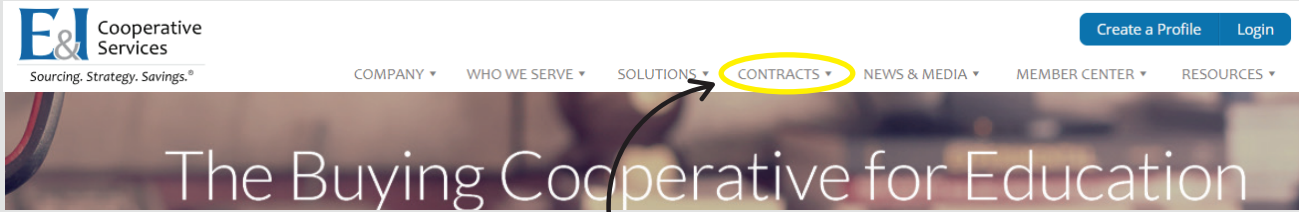
Complete this form to get started. When complete, press the **Submit Registration Form** button.

STEP 2: LOGIN

Once you've created a profile, simply login to the **E&I website** with your email address or username, and password to get instant access to all contract information.

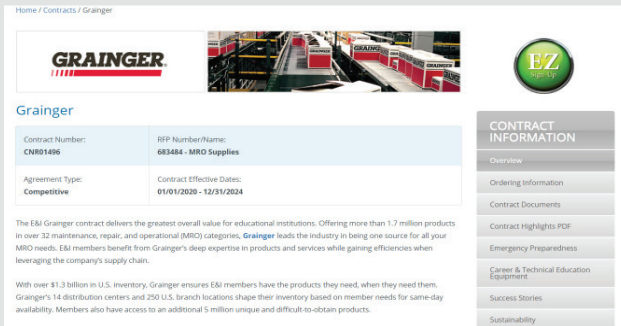
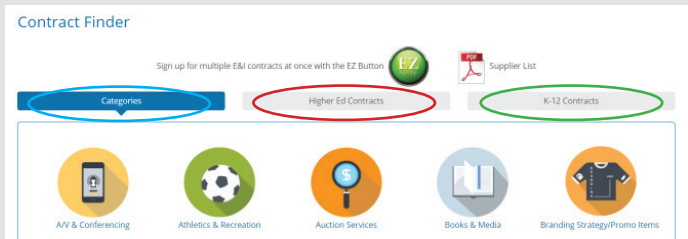
A screenshot of the E&I login page. It features the E&I logo and tagline at the top. Below is a login form with fields for 'Username or Email Address' and 'Password'. There is a 'Remember Me' checkbox and a blue 'Log In' button. At the bottom, there is a link for 'Lost your password?' and a link to 'Back to E&I Cooperative Services'.

STEP 3: BROWSE E&I'S CONTRACT PORTFOLIO



Click on the Contracts tab in the top navigation, then select Contract List (A-Z) or Contracts by Category.

Our helpful Contract Finder can be filtered by **Categories**, **Higher Ed Contracts**, or **K-12 Contracts**. Simply select your option and browse our portfolio of 130+ competitively solicited contracts.



Click the company name or logo to be taken to that Contract Overview page, where you will find all the contract information you need!

Use the grey navigation bar to see ordering information, contract documentation, relevant content, and more.

Ready to sign up for a contract? Scroll to the "Getting Started" section of the contract's overview page and click the link to fill out an LOP/RFI form.

Alternatively, you can click on "EZ Button Sign-Up" from the "Contracts" dropdown on the top navigation of our website, to select the contract(s) for which you'd like to sign up.

