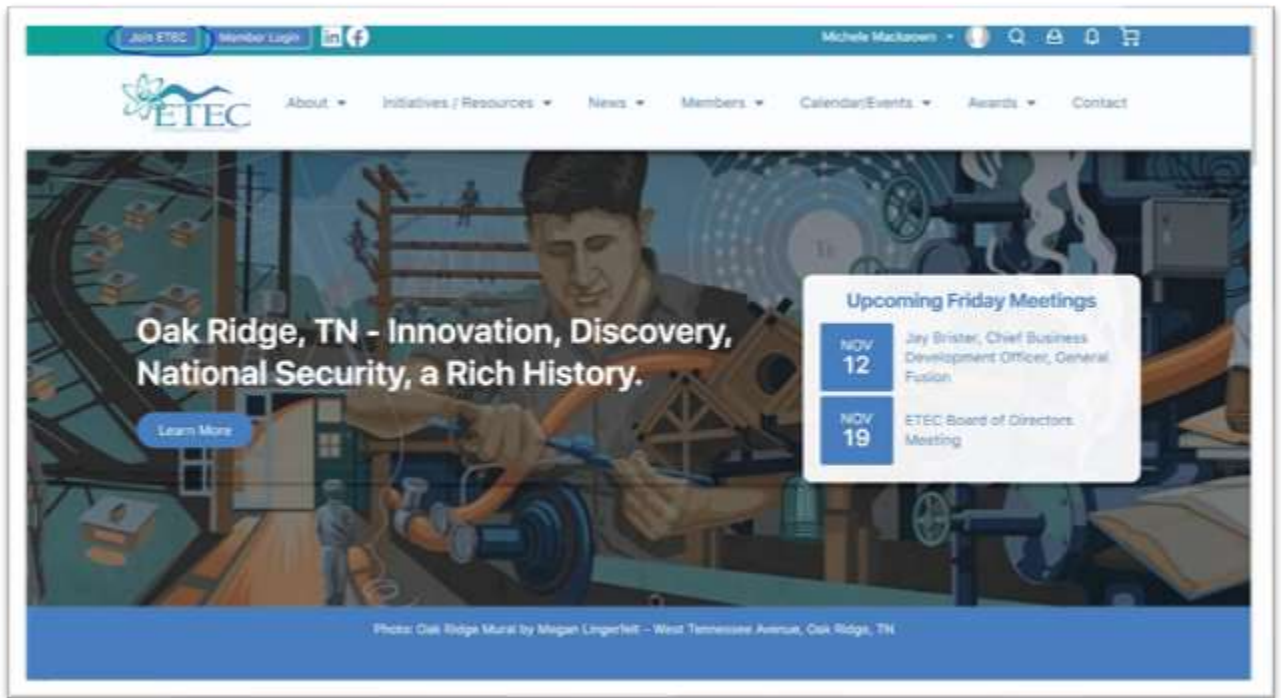
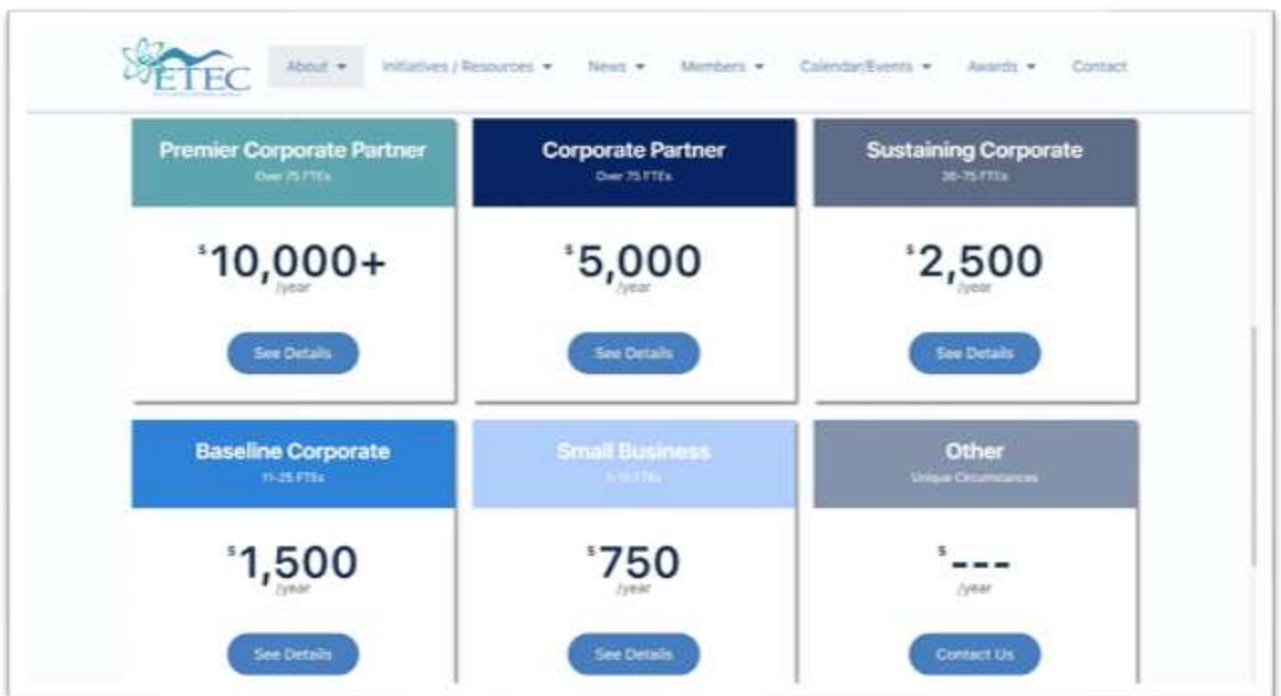


1. Click "Join ETEC" located on the top left of the Home Page.



2. Once on the Join ETEC Page scroll down and click "See Details" of the corresponding business model.



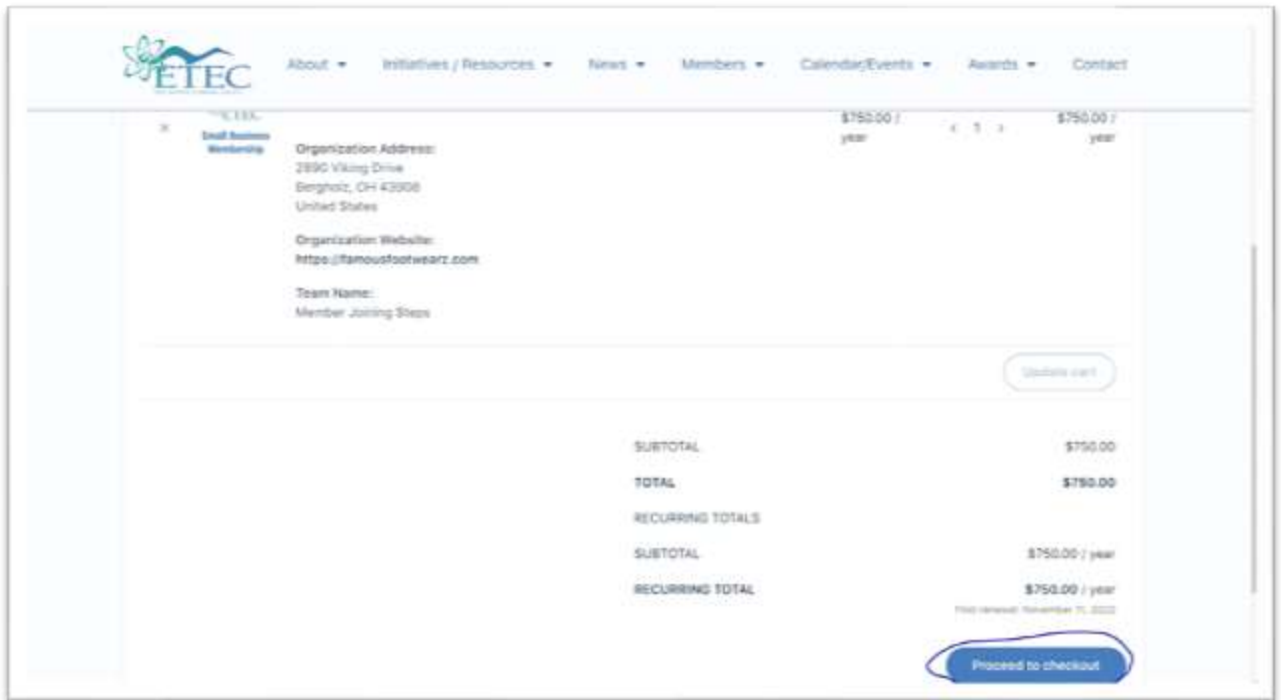
3. Fill out the information on the application.

The screenshot shows the ETEC website's application form. At the top, there is a navigation menu with links for About, Initiatives / Resources, News, Members, Calendar/Events, Awards, and Contact. Below the menu, there is a text box with instructions: "For Team Name, simply include the name of your business or organization. For Take up a seat (optional), check the box if you'd like to be included as one of the allotted users under your subscription with login access to this website." Below this, there is a "Team Name" field with a red asterisk, a "Member Joining Steps" dropdown menu, and a "Take up a seat (optional)" checkbox. The "Organization Details" section follows, with a note: "By completing this application process, you will be the administrative contact for the business/organization you are signing up." Below this is the "Organization/Company Name" field, marked as required, with a note: "(Should be the same as your Team Name above)". The "Organization Description" field is also marked as required. Three blue arrows point to the "Member Joining Steps" dropdown, the "Organization/Company Name" field, and the "Organization Description" field. A large blue vertical bar is on the right side of the form.

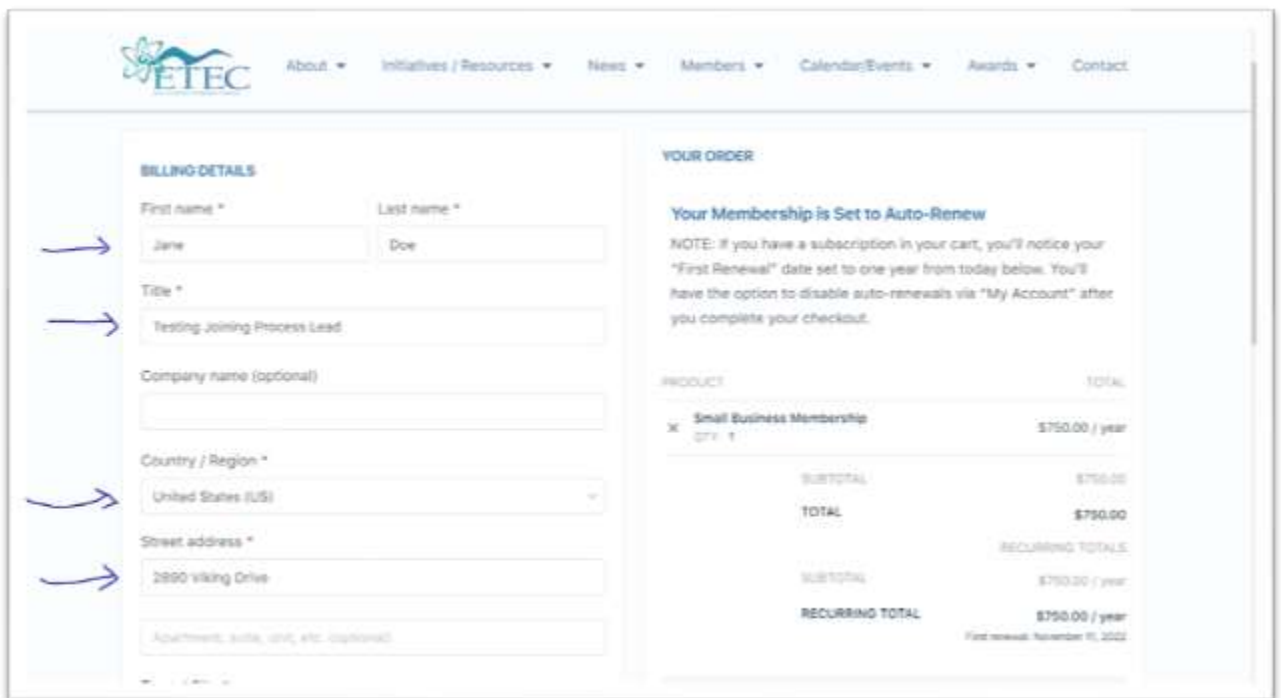
4. Once you have filled out the application click "Add to Cart"

The screenshot shows the ETEC website's application form, specifically the "Organization Contacts" section. At the top, there is a navigation menu with links for About, Initiatives / Resources, News, Members, Calendar/Events, Awards, and Contact. Below the menu, there is a text box with instructions: "address bar, will include https://. (NOTE: Include the 'https://' when you enter your website, otherwise this field will throw an error.)". Below this, there is the "Organization Contacts" section, which contains a table with columns for "Name" and "Email". The table is empty, and the text "There are no contacts." is displayed below it. Below the table is an "Add Contact" button. Below the "Add Contact" button is the "Privacy Information" section, which contains the following text: "The contact information you enter will not be released beyond posting in the ETEC Membership Directory. Only ETEC members will be able to access this information. Also, as a member, you will receive ETEC's weekly e-newsletter and occasional emailed invitations to events or receive special notices. You may opt out of these communications at any time by contacting info@eteconline.org. ETEC does not share any personal information with 3rd parties." At the bottom of the form, there is an "Add to Cart" button, which is circled in blue. A large blue vertical bar is on the right side of the form.

5. Make sure all of your information is correct and then click “Proceed to Checkout”



6. Fill out the billing and credit card information.



7. Click “Sign Up Now”

The screenshot shows the ETEC website's checkout process. At the top, there is a navigation menu with links for About, Initiatives / Resources, News, Members, Calendar/Events, Awards, and Contact. The main content area is divided into two columns. The left column contains a 'PHONE' field with the value '740-755-3518', an 'Email address \*' field with the value 'telam0071@temporary-mail.net', and an 'ADDITIONAL INFORMATION' section with a text area for 'Order notes (optional)'. The right column contains an 'Expiry Date \*' field with the value '05 / 23', a 'Card Code (CVC) \*' field with the value '856', a 'Check payments' checkbox, and a 'Subscribe to the ETEC Weekly Newsletter' checkbox. A 'Sign up now' button is circled in blue at the bottom right of the form. At the bottom of the page, there is a copyright notice: '© Copyright 2021 East Tennessee Economic Council. All rights reserved.'

8. Read and follow the Important Instructions to set up your profile portion of the website. This will also you to connect with other members and allow them to see details about you and your organization.

The screenshot shows the ETEC website's 'Your Order Confirmed' page. At the top, there is a navigation menu with links for About, Initiatives / Resources, News, Members, Calendar/Events, Awards, and Contact. The main content area features a green checkmark icon and the text 'Your Order Confirmed'. Below this, it says 'Thank you. Your order has been received.' A table displays order details: ORDER NUMBER (4319250), DATE (November 11, 2021), EMAIL (telam0071@temporary-mail.net), TOTAL (\$750.00), and PAYMENT METHOD (Credit Card (Stripe)). Below the table, it says 'Thanks for purchasing a membership! You can view more details about your membership from your account.' A blue arrow points to a link for '\*Important\* Instructions - README'. Below this, it says 'Thank you for joining ETEC!' and 'Please read the following instructions for setting up your Team and your Organization/Company (aka Group):'. There are two main sections: '1 Add Your Team Members' and '2 Setup Your Organization/Group'. The first section includes instructions: 'Add your Team Members: 1. Go to My Account. 2. Click on Team in the side nav. 3. Next you'll be on the Add Member page where you will add'. The second section includes instructions: 'After (or even before) you add your Team Members, you will setup a Group for your Organization. This will serve as your organization's Setup in our Organization/Company Portals'.