

Ready RESALE

WORK FLOW CHART

BUYER ROLE

1 Buyer visits Management Company website

- Selects "Buy Resale Docs" on menu bar
- Selects documents for purchase
- Enters required field data including method of payment & delivery method

2 Order confirmation screen appears listing Resale documents as "Pending Management Company Approval" and contains link to access community documents (access point 1)

3 Buyer is notified via email of order confirmation and issued a transaction code

- Buyer can revisit Management Company website and select "Buy Community Docs" menu item and enter transaction code to gain entry to community documents (access point 2) are downloadable PDF's

4 Buyer is notified via email once Management Company has approved resale documents for release and is supplied with transaction code again.

- Buyer visits Management Company site and selects "ResaleDocs" menu option and enter transaction code to gain access to resale documents as downloadable PDF's

MANAGEMENT COMPANY ROLE

1 Management company sends documents to AssociationREADY either electronically or in hard copy format to be loaded onto the Management Company website or Community

2 Management company sets up and maintains profile accessible at www.AssociationREADY.com

- Set up office contacts for notification purposes
- Manages documents online
- View pending and approved requests

3 Office contact is notified when request is made for documents

4 Documents are marked as "Pending" in Management Company account

- Approve.** Releases the documents & completes the transaction
- Cancel.** Places the document back into the Pending queue and changes are saved until further action is taken
- Reject.** Sends a notice to the buyer that the request has been rejected and informs them to contact the management company office

5 Charges are collected at AssociationReady and Management Company receives its collected payments, minus transaction fee, on a monthly basis (or based on volume level of transactions)



MANAGEMENT
COMPANY

