

ReadyResale Work Flow Chart

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
a. Set up office contacts for notification purposes
b. Manages documents online
c. View pending and approved requests

3. Office contact is notified when request is made for documents

4. 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)

5. Documents are marked as "Pending" in Management Company account
a. Approve – releases the documents and completes the transaction
b. Cancel – places the document back into the Pending queue and changes are saved until further action is taken
c. Reject – sends a notice to the buyer that the request has been rejected and informs them to contact the management company office

BUYER ROLE

1. Buyer visits Management Company website
a. Selects "Buy Community Docs" on menu bar
b. Selects documents for purchase
c. Enters required field data including method of payment and 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
a. 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.
a. 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