



TRAINING GUIDE

Welcome | Login

Exhibit E's

Use the following information if you are a SUBSCRIBING to an Originator Agreement.

There are two options: [Create Exhibit E](#) and [Prepare Exhibit E](#)

Log in to the SDPC Resource Registry: <https://sdpc.A4L.org/login.php>

Go to 'Your District's Agreement' > 'Auto Exhibit E Creator'.

Clicking this option pulls in all the available Agreements with Exhibit E's from your State. If you already have an active Agreement for the resource, it will not show in this list.

You can sort the list by any of the headers at the top of the table. You can also use the Search bar to find a specific Exhibit E.

Create an Exhibit E

To create an Exhibit E, find your resource agreement, and click the 'Create Exhibit E' button.

1. Complete the optional information:

- a. Principal / Dean
- b. Paid By: Has the application been paid for by a specific department?
- c. Cost: How much did the application cost?
- d. Select which Grades your resource is applicable for.
- e. Select which Content Areas apply.
- f. Requires a media release? Yes / No
- g. Purpose
 - i. This information could be obtained from the vendors website, and providers further information of the use/purpose of the application.
- h. Include Agreement Restrictions if applicable.
 - i. Example: The application can only be used by a certain school or by a grade.
 - ii. This information is very helpful when using the School SDPC Resource Registry Dashboard for parents and teachers.

- i. Upload Custom Exhibit A (optional): Only upload this document if it is different from the Originators.
 - j. Upload Custom Exhibit B (optional): Only upload this document if it is different from the Originators.
 - k. Vendor Information: Although this is optional, it is useful for future reference to include as much information as possible.
 - i. Insert Vendor name, email address and phone number.
2. Click 'I Agree, Create Exhibit E'



By clicking the 'I Agree, Create Exhibit E' button, you are electronically signing the Exhibit E and agreeing to the terms of the Originating Agreement.

PLEASE ENSURE YOU HAVE READ THE ORIGINATING AGREEMENT AND AGREE TO ALL THE TERMS WITHIN IT BEFORE YOU CLICK THE BUTTON.

A new entry will be created in your Districts Agreement.

An email will also be sent to the Vendor.

Prepare Exhibit E

If you are not the authorized signer for Exhibit E's, you can complete all the relevant information (just following steps 1-2, as above) and click 'Save Prepared Exhibit E'.

An email will be sent to the authorized signer letting them know there is an Exhibit E awaiting signature.

No email will be sent to the vendor until the Exhibit E has been signed.