Initial RLI registration

- No un-registered people are allowed to participate on our missions in disaster areas.
- It is recommended that you register and train several helpers as back ups in case your primary helper is unavailable.
- Make sure to email or text me the names of your helpers and if you are a multiple truck contractor, I need the name(s) of your Gentechs and helpers to make sure they are coded under you.
- Thank you, and keep following instructions below........ any questions:
  - Steve Schumaker
    - 614-940-1800
    - steve@groundsupportGSX.com

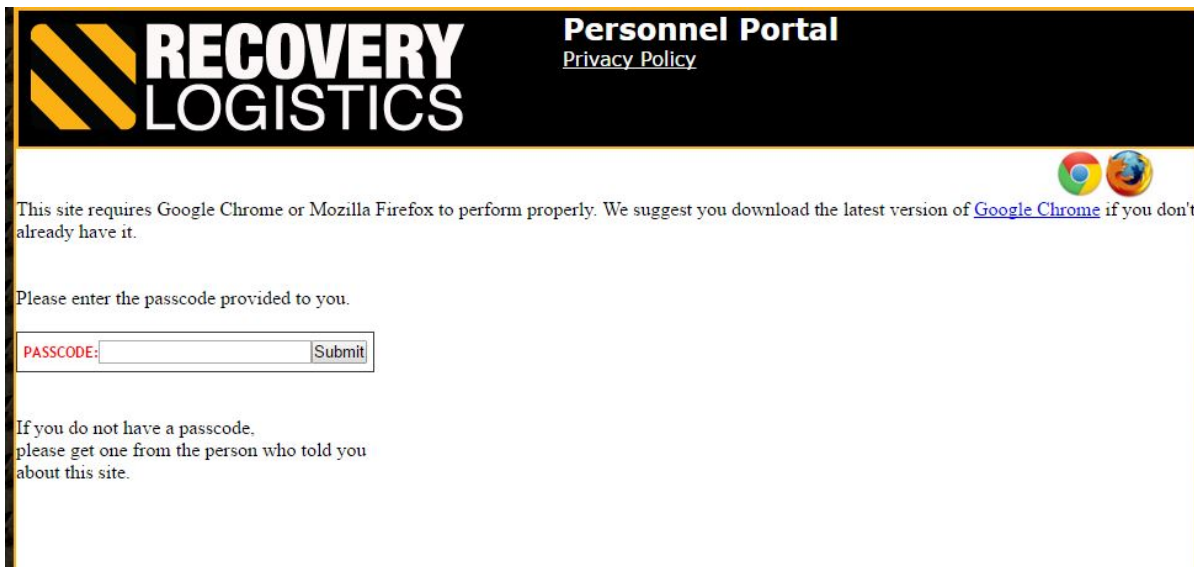Instructions for completing RLi requirements and be cleared for deployment:

You must use the Google Chrome browser to complete RLi requirements, many features will not work in other browsers.

Note: you and each of your helpers and other teams must complete these steps, profile update, forms videos and tests, helpers do not need to watch the Generator electrical video or test.

Step 1. Go to the RLi registration page either by clicking on the link"RECOVERY LOGISTICS, INCS SITE" or by going to this address : www.rlicommander.com/signup   AND USE THE PASS PHRASE
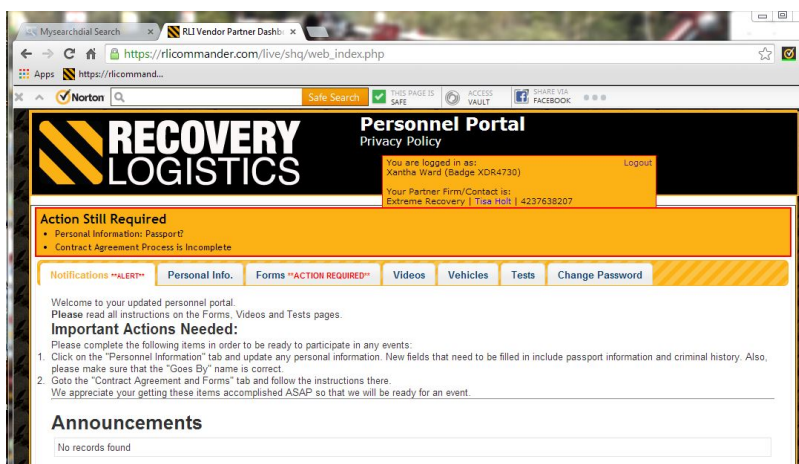*1231-GSX*

Pass code numbers and capitals " 1231-GSX"

Step 2. You will now be on your **personal info** page, make sure you carefully fill out this page completely, information provided here is used to determine disaster mission needs and qualifications. Make sure that your cell number is the one you get text messages on, if not you will miss missions, also update passport question and other information. In Skill sets make sure Gentech's at least click on electrician and your helpers click fueler in the skill set list. Any other skills sets you have click on them if you have any interest in them.

Once you complete your personal profile you will have to wait a few minutes to a few days for the RLI commander to send you an email with log in information so you can continue with step #3.. if you do not get this response in a 2 days call me so I can check for you.. 614-940-1800
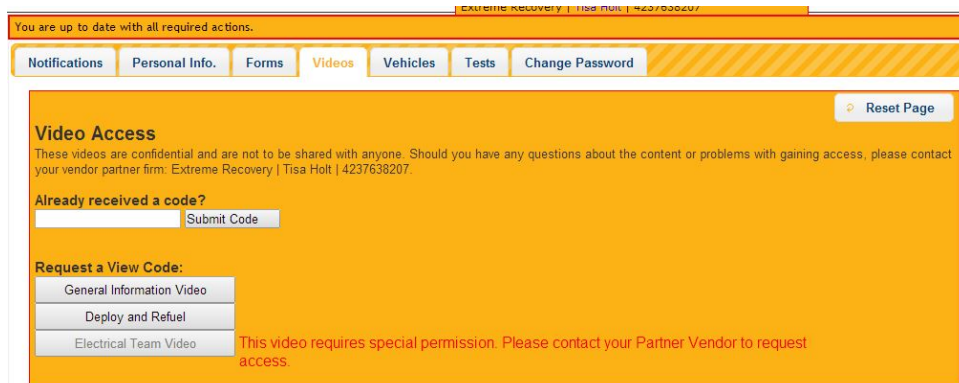
Step 3. Get in and look around your portal page,

Step 4. go to **forms** tab which at this point will have **action required** highlighted , go into this tab, read and check the non-discloser agreement, you will need to re-enter your password here. Once done you will be bumped out to main portal, return to forms tab and

you will be propended to down load the RLi participant guide, do this and read through it, much will be similar to the XDR guide but very important information. Check the read button and enter your password. This will unlock the rest of the tabs for you.

Step 5. go to **video** tab, there will be 3 video's to watch as Gentech's , fueler /helpers only have to watch first two videos, click on video, and you will be emailed a code to enter to watch video. Make sure to pay attention and take notes, they are very informative and there is a required timed test, no trick questions but you won't pass them if you do not pay attention. Email me at steve@groundsupportGSX.com if the electrical team video is not highlighted for Gentechs, I will get the access fixed for you.

Step 6. after watching each video, go to **tests** tab and take a short test.

Step 7. after watching the video's and taking tests lastly go t the **vehicles** tab and click add vehicle. Fuel/ helpers do not need to have a vehicle registered.

Review: in order to be cleared to deploy you must have everything above completed. Critical is correct cell number for texts and email, in skill sets, electrician skill set checked, all videos and tests passed, your vehicle added to the vehicle tab.

Also go to the apple store or android play store and download our APP, its recovery logistics APP.. this app you will use on missions for submitting your hours (daily task logs) for your pay and also any qualifying receipts that will be reimbursed in cash while in the field..

Lastly the direct deposit form can wait till after you are out in the field on a mission. However it needs submitted within the first week of your deployment

Once everything is done, you are cleared for deployment to any event, storm or disaster anywhere in the country. I look forward to meeting you and working with you at the next disaster event. Your team leader ..Steve Schumaker. Welcome to RLI and team Ground Support…