



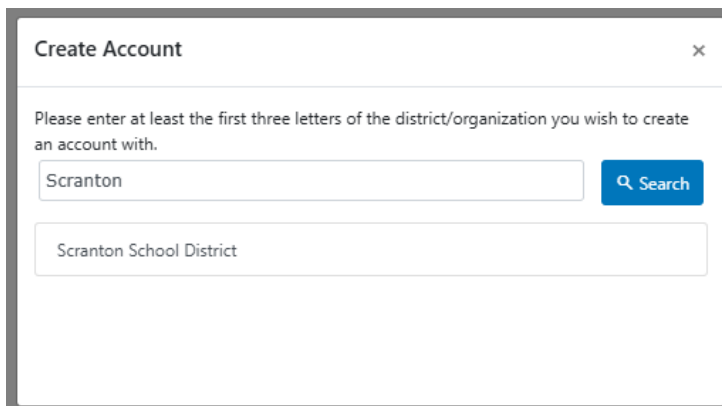
**Company Guide -
Creating a clevr Account
and Accessing Forms**

1. Go to clevrcloud.com/clevr
2. Click Request access here (shown below).



The screenshot shows the clevr login page. At the top is the clevr logo and the text "Welcome to the clevr login page!". Below this are two input fields: "Username" and "Password". To the right of the "Forgot password" link is a blue "LOGIN" button with a right-pointing arrow. At the bottom, there is a link that says "Don't have an account in clevr yet? Request access here".

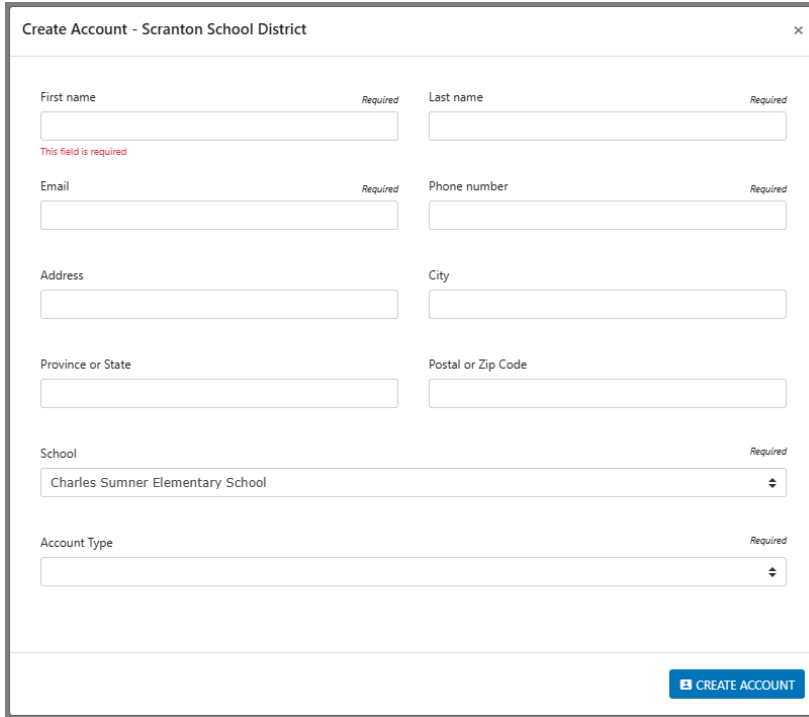
3. Type in Scranton and click Search.



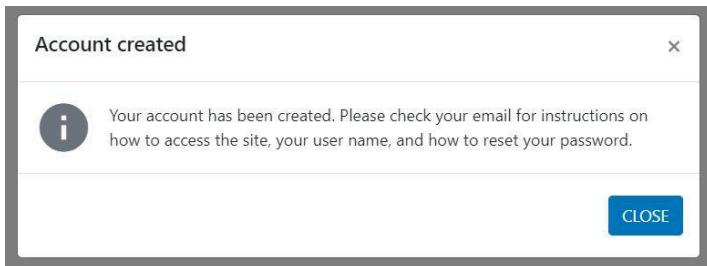
The screenshot shows a "Create Account" dialog box. It contains the instruction: "Please enter at least the first three letters of the district/organization you wish to create an account with." Below this is a search input field with "Scranton" entered and a blue "Search" button. A dropdown menu below the search field shows "Scranton School District" as a result.

4. Click Scranton School District.
5. Add Company Information for the following:
 - a) First Name
 - b) Last Name
 - c) Email

- d) Phone Number
- e) School select appropriate School
- f) Account Type select Company



6. Click on Create Account. The company’s user account is now created.



- 7. The email added will receive instructions on how to access the site, their user name and how to reset their password.
- 8. The Home Page will display the Contractor Requirement Submissions form where you can click the Add button to add a new submission.

Contractor Requirement Submissions



9. Please complete all of the required fields in the yellow section of the form, sign and then submit the form for the district to review. You will be contacted if more information is needed or once complete.