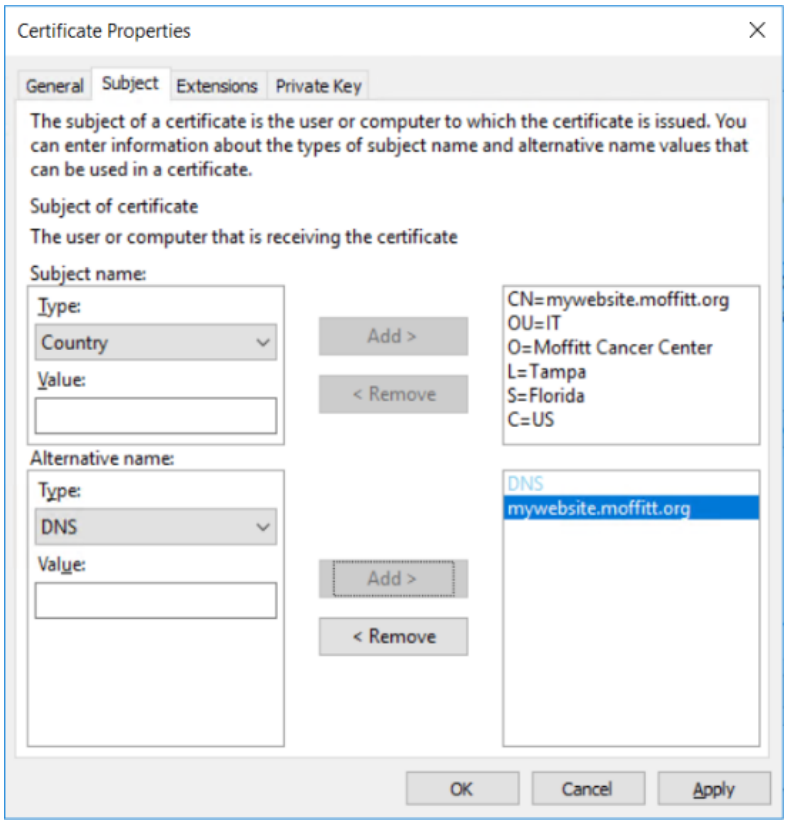
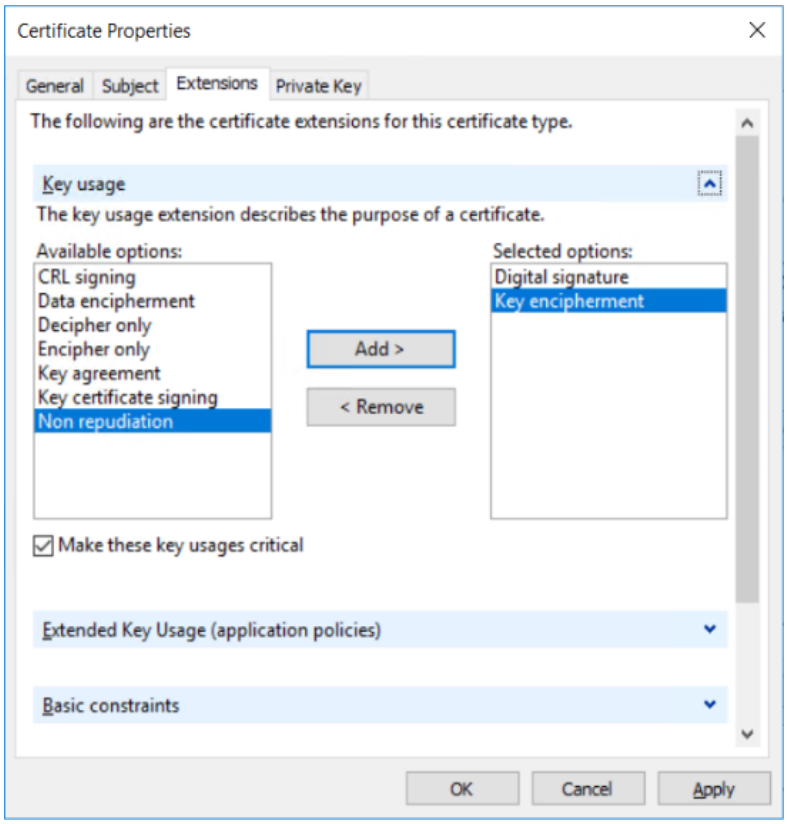
11. Click the Subject Tab and fill out the fields as below:



12. Click the Extensions Tab and fill out the fields as below: