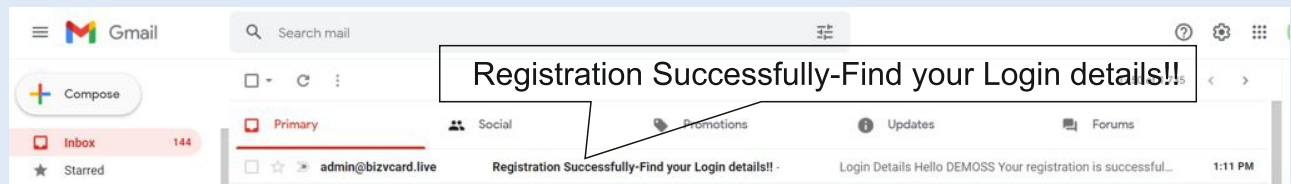


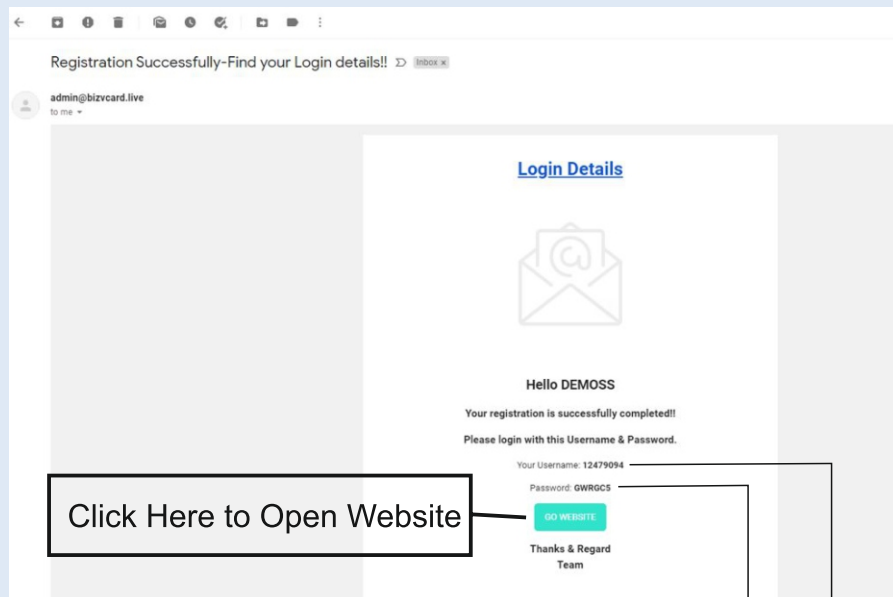
WORK GUIDELINES

PLEASE USE FOLLOWING GUIDELINES

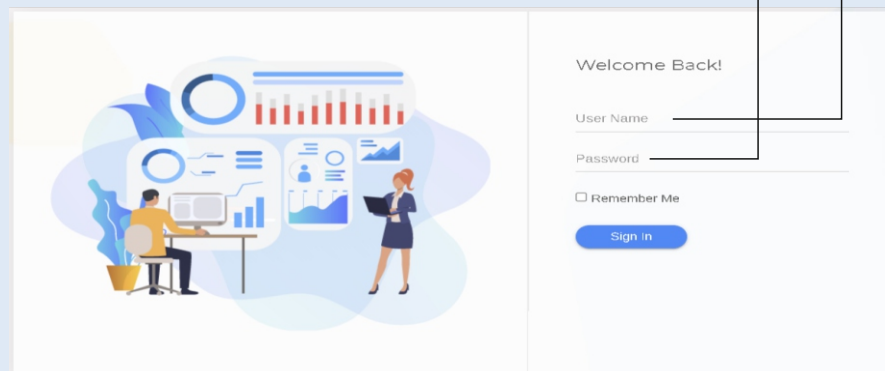
1. You will get an email as below (Please Check Mail in Inbox, Spam Folder or Promotion Tab)



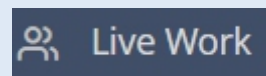
2. Open Email and find your new username and password to start work



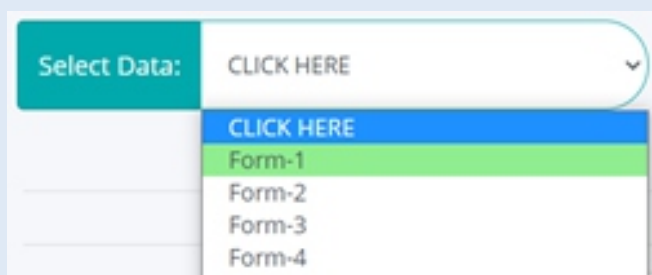
3. Click on **GO WEBSITE** to open login website.
4. Enter username and password



5. Click on **Live Work** to get your forms



6. Click on **Select Data** to get forms



7. Click On Click Here To Select Forms You Will Get An Image Of Form In Below Box Which You Have To Type In Below Given Blank Fields.

8. Demo Image steps are given below.

1ST STEP →

Select Data: Form-10

COMP. FORMS: 1 TOTAL FORMS: 10 FINAL SUBMISSION DATE: 2021-10-02

Michelle Zatlyn co-founder, COO (857) 488-5369

Name designation mobile no.

Name

Designation

Mobile No.

NEXT >>

Select Data: Form-10

COMP. FORMS: 1 TOTAL FORMS: 10 FINAL SUBMISSION DATE: 2021-10-02

company name website Address

Cloudflare Inc www.cloudflare.com 101 Townsend St San Francisco

Address

Company Name

Website

Address

<< PREVIOUS NEXT >>

← 2ND STEP

STEP 3RD →

Select Data: Form-10

COMP. FORMS: 1 TOTAL FORMS: 10 FINAL SUBMISSION DATE: 2021-10-02

(650) 319-8930 michelle@cloudflare.com Yes Yes

Office contact

Email

Select LinkedIn

Select Twitter

Select Skype

Select Generate QRCode

<< PREVIOUS SUBMIT

9. Above Images Contains Below Data

- 1) NAME
- 2) DESIGNATION
- 3) MOBILE NO
- 4) COMPANY NAME
- 5) WEBSITE
- 6) ADDRESS
- 7) OFFICE CONTACT
- 8) EMAIL
- 9) LINKEDIN
- 10) TWITTER
- 11) SKYPE
- 12) QR CODE

ERRORS

ERRORS WILL BE COUNTED WITH BELOW CRITERIA'S

- a. Extra Space / Missing Space
- b. Extra Character / Missing Character
- c. Capital Alphabet as type Small or Small Alphabet typed as Capital
- d. Spelling Errors (Type as it is given in image do not correct spellings if they are wrong in image)
- e. Do not enter Symbols which are not on keyboard. Just give single space instead.

SUBMISSION PROCESS

ONCE YOU HAVE COMPLETED YOUR WORK SUBMISSION PROCESS IS VERY EASY.

- i. After completion of ALL 1200 Forms Just Click on FINAL WORK SUBMIT Button to Submit The Work
- ii. Once clicked on FINAL SUBMIT WORK there will be a pop up on your screen which says "Are you sure? Once WORK SUBMITTED You will not be able to ADD / MODIFY FORMS!"



- iii. Click Yes and your work will be submitted. And It will go for Quality Checking Department.
- iv. Please do not CLICK on FINAL SUBMIT WORK before completing 1200 Forms. If you Click on FINAL SUBMIT WORK you won't be able to Edit or Type your Data in Forms.

QUALITY REPORT

Within 72 hours you will get your QC report. To check and verify your QC report follow below process.

1. Please login with your Login ID & Password
2. Click on Final Report to see your report
3. All details regarding your QC report will be there LIKE COMPLETED FORMS, CORRECT FORMS AND INCORRECT FORMS.
4. You can calculate your accuracy with it.
5. **Verifying QC Report** If you are verifying Quality Report and you find there are same data in both side please copy it and paste both in two lines as shown in below image to verify with Notepad.

CUSTOMER-REPORT [DETAILED]

10
ASSIGNED FORMS

1
COMPLETED FORMS

0
CORRECT FORMS

1
INCORRECT FORMS

CUST NAME :

HODEMO

REG DATE :

2021-09-22

SUB DATE :

2021-10-02

CUSTOMER-REPORT [DETAILED]

FORM	COLUMN	CORRECT DATA	INCORRECT DATA
Form-1	:: Name ::	Steve Pachter	Stave Pachter
Form-1	:: Company Name ::	Corelogic	shs
Form-1	:: Website ::	www.corelogic.com	sjd
Form-1	:: Address ::	40 Pacifica, Suite 900 Irvine CA USA 92618	dd

Thank You!

Need any help regarding work please E-mail to HELP LINE EMAIL ID