

REGISTRATION



GULF
COAST

JANI-KING'S ONLINE FRANCHISE PORTAL

STEP 1

The Franchise Portal is web based. You may register and access the portal from any Desktop computer, iPhone, android phone, etc.

When using a mobile device (iPhone, android, tablet, etc.) you may use major browsers such as Chrome, Safari, Firefox, etc.

When using a desktop computer you can use major browsers such as Chrome, Firefox, Internet Explorer, etc. to view items and log calls. However, the "inspection" function can only be performed with the "Chrome" browser.

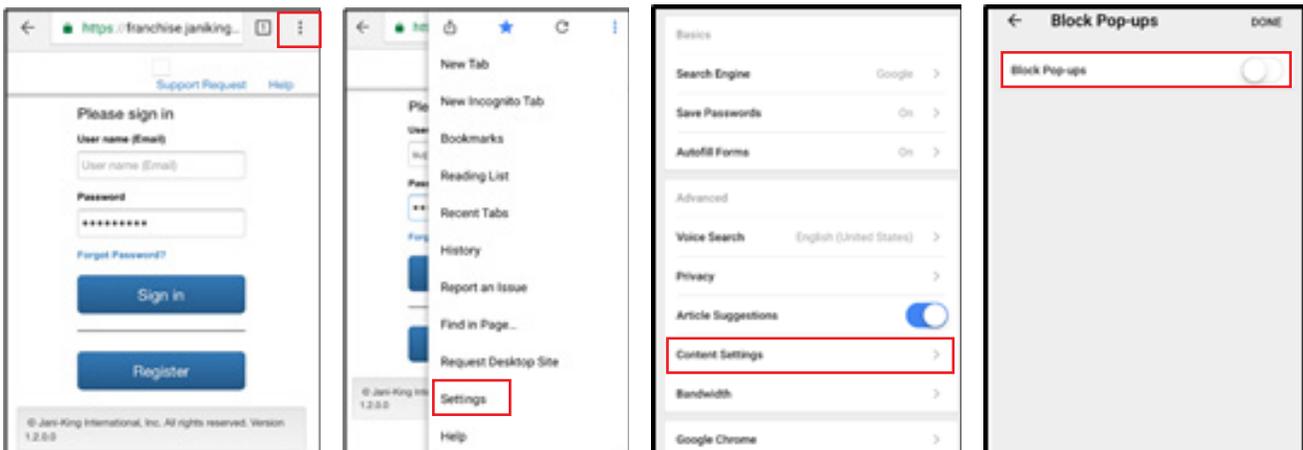
For any browser used, please ensure that you have turned off the "Pop-up "Blocker" to ensure that the program works properly.

Prior to Registering:

1. Make sure you are using the "Chrome" browser in order to utilize all capabilities.
2. If using a desktop computer, click on the "Secure" site at left of the address and ensure that Popups are set to "Allow."



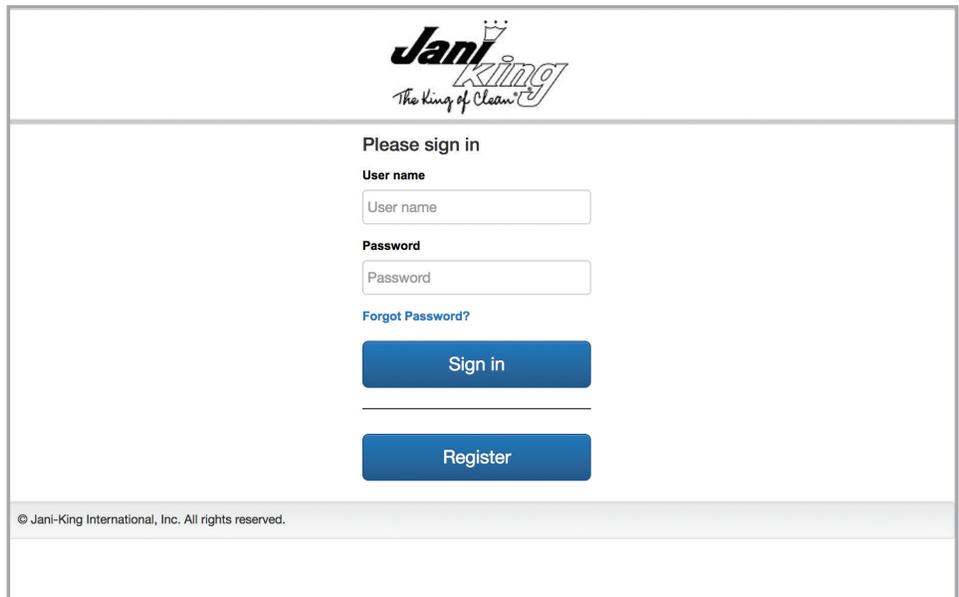
3. If using a mobile device, from browser select Menu + Settings + Content Settings + Block Pop-ups. Make sure Block Pop-ups is turned "off."



STEP 2

Go to site: <https://franchise.janikingcr.com>

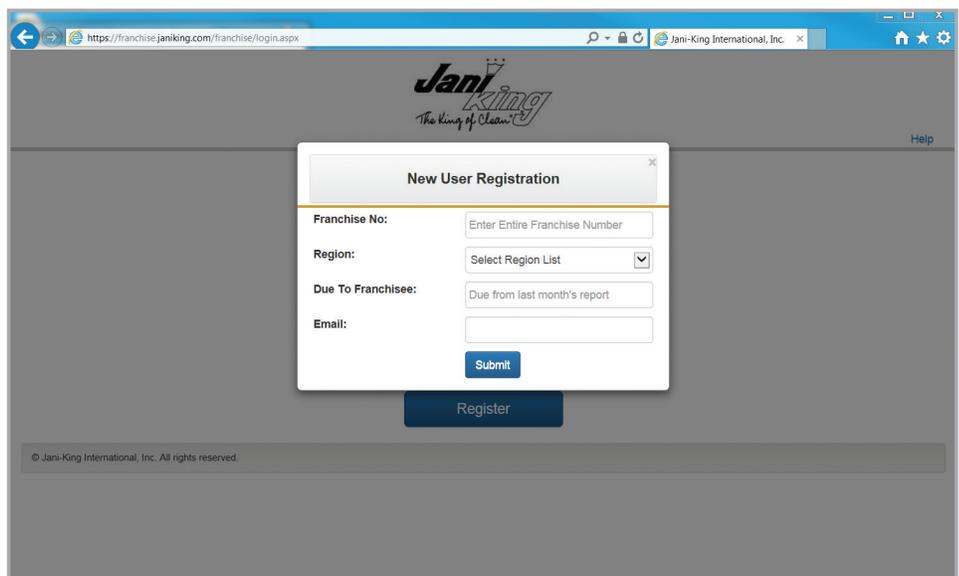
- Click "REGISTER"



The screenshot shows the Jani-King login page. At the top is the Jani-King logo with the tagline "The King of Clean™". Below the logo, the text "Please sign in" is displayed. There are two input fields: "User name" and "Password". A link for "Forgot Password?" is located below the password field. Two blue buttons are present: "Sign in" and "Register". At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

STEP 3

- Enter full six (6) character Franchise number
- Using dropdown arrow, select correct "REGION"
- Enter amount "Due to Franchisee" from LAST month's Franchisee Report
- Enter your email address
- Click "SUBMIT"

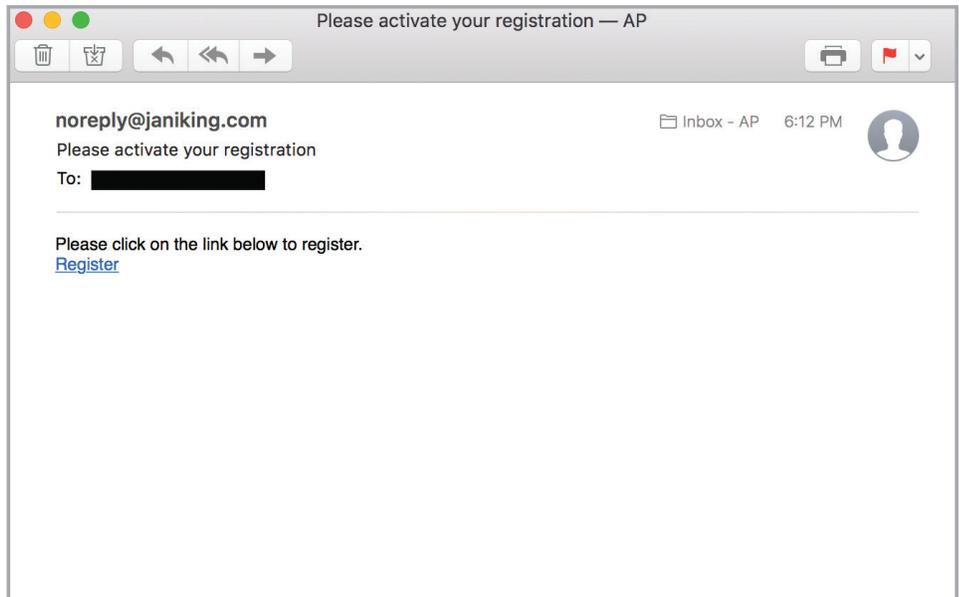


The screenshot shows a web browser window displaying the Jani-King New User Registration form. The browser's address bar shows the URL "https://franchise.janiking.com/franchise/login.aspx". The Jani-King logo is visible in the top right corner of the page. The registration form is a white modal window with the title "New User Registration". It contains the following fields: "Franchise No:" with a text input field containing the placeholder "Enter Entire Franchise Number"; "Region:" with a dropdown menu showing "Select Region List"; "Due To Franchisee:" with a text input field containing the placeholder "Due from last month's report"; and "Email:" with a text input field. A blue "Submit" button is located at the bottom of the form. Below the registration form, a larger blue "Register" button is visible. At the bottom of the page, there is a copyright notice: "© Jani-King International, Inc. All rights reserved."

STEP 4

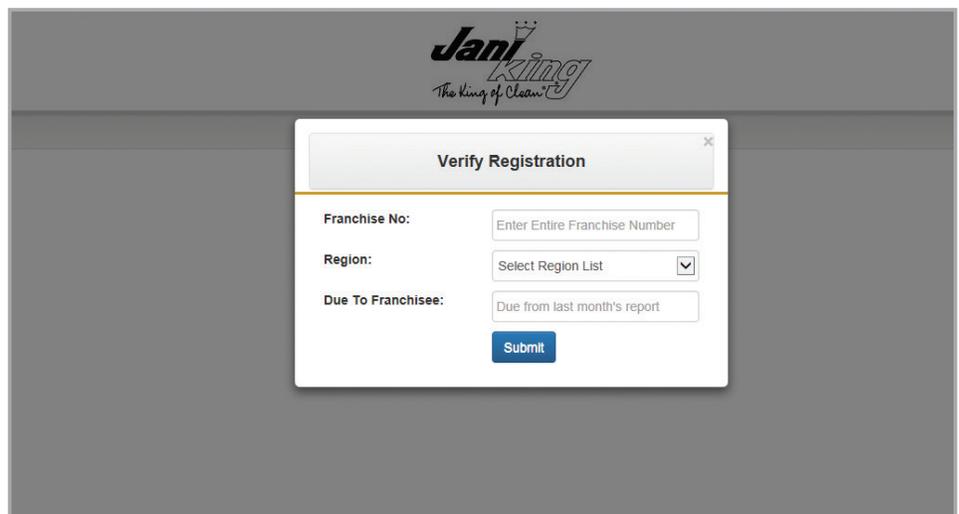
Check email to continue registration process

- Click on "REGISTER"



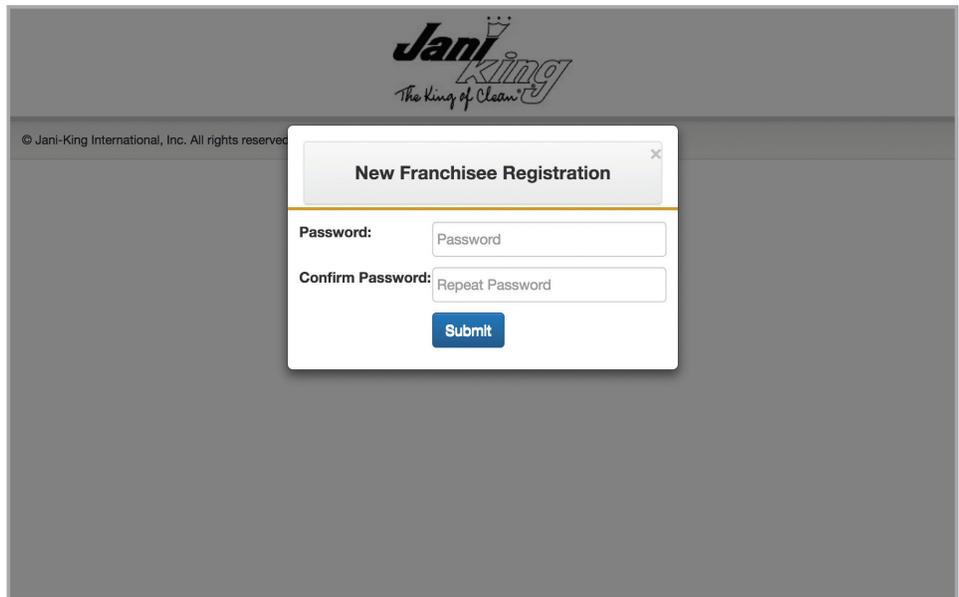
STEP 5

- Enter "Franchise No"
- Use dropdown arrow to select correct "REGION"
- Enter amount "Due to Franchisee" from LAST month's Franchisee Report
- Click "SUBMIT"



STEP 6

- Enter "new" password
- Confirm by entering your "new" password again
- Click "SUBMIT"

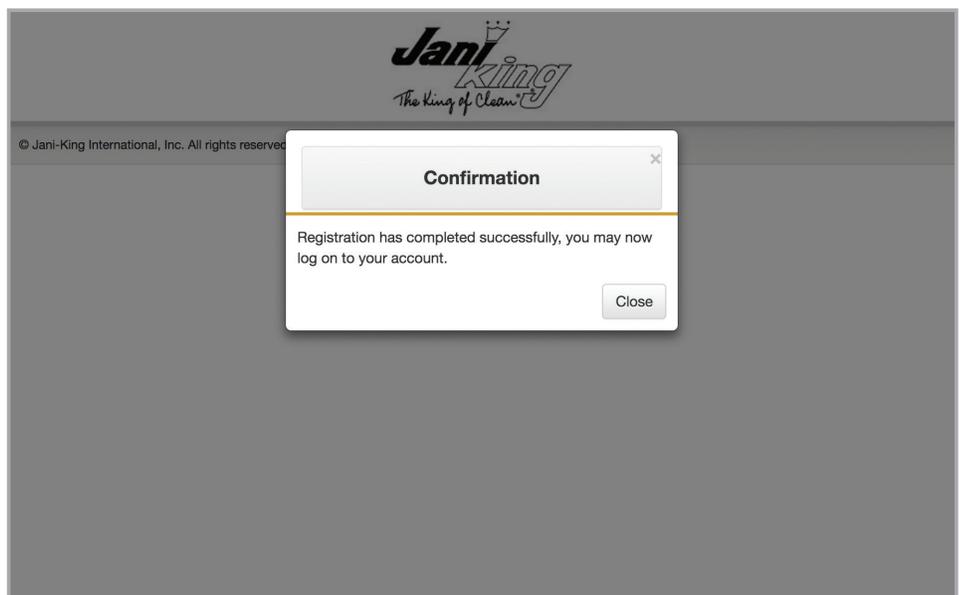


The screenshot shows the Jani-King logo at the top center with the tagline "The King of Clean". Below the logo is a copyright notice: "© Jani-King International, Inc. All rights reserved". The main content is a white modal window titled "New Franchisee Registration" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "Password:" with a placeholder "Password" and "Confirm Password:" with a placeholder "Repeat Password". Below these fields is a blue "Submit" button.

STEP 7

Congratulations! You have completed the registration process.

- Click "CLOSE" to go back to login screen



The screenshot shows the same Jani-King logo and copyright notice as in Step 6. The main content is a white modal window titled "Confirmation" with a close button (X) in the top right corner. Inside the modal, there is a message: "Registration has completed successfully, you may now log on to your account." Below the message is a "Close" button.

STEP 8

- Enter email address into "User name" box
- Enter password
- Click "SIGN IN"

STEP 9

You are now logged in and ready to use the new Online Franchise Portal.

Please refer to the **User Guide** accessible from the "Help" link within the Franchise Portal.