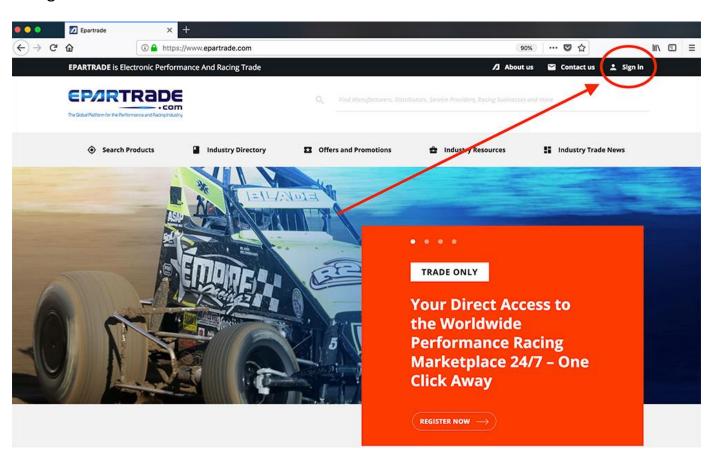
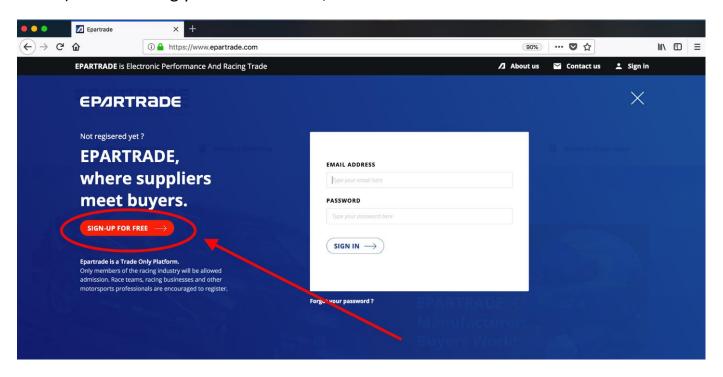
EPARTRADE BUYERS MANUAL - ADMIN

PART 1: SIGNING UP

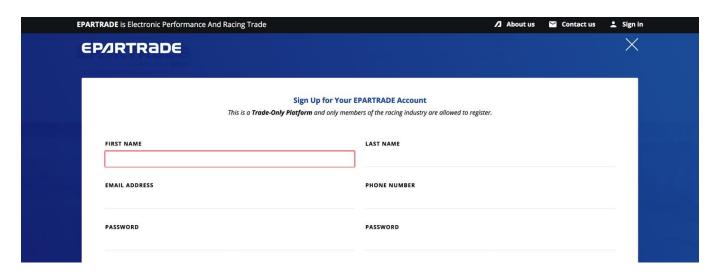
- 1.1) First, go to our website (https://www.epartrade.com/). You'll arrive at our home page. In the upper right-hand corner there is a button that reads: SIGN IN. Click this button.



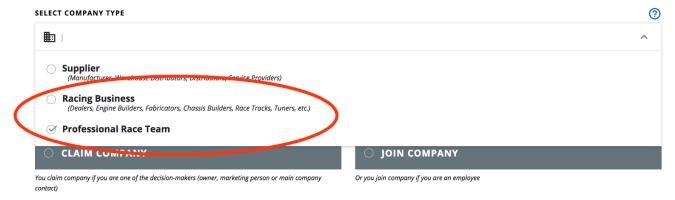
- 1.2) This will bring you to the SIGN IN/SIGN UP PAGE. Please click the SIGN UP FOR FREE button.



- 1.3) You will be prompted to enter your information, (first name, last name, email, etc.) and create a password for your account.



- 1.4) At the bottom of this page, under SELECT COMPANY TYPE, please choose Racing Business or Professional Race Team.



- 1.5) Next, enter your company name. Many of the companies in the racing industry are already in the system and will appear in a drop-down menu. Next to the Company name, enter your job title.

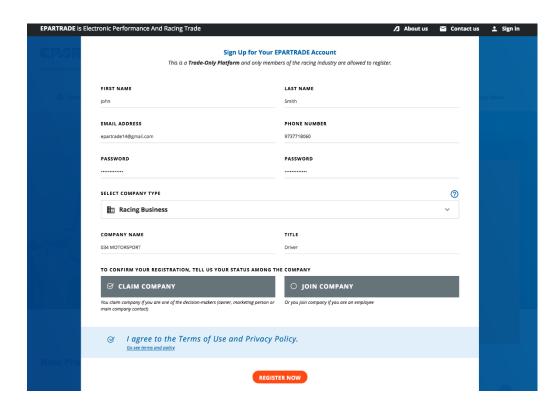


- 1.6) Because you are signing up as an Admin, click CLAIM COMPANY, and then click I AGREE TO THE TERMS OF USE AND PRIVACY POLICY. Finally, click REGISTER NOW.

TO CONFIRM YOUR REGISTRATION, TELL US YOUR STATUS AMONG THE COMPANY



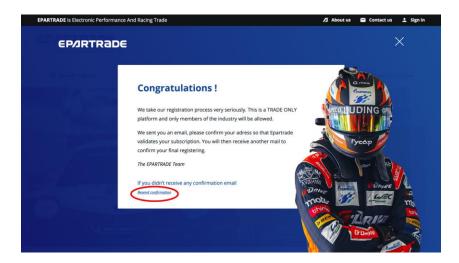
You claim company if you are one of the decision-makers (owner, marketing person or main company contact)



- 1.7) Now, check your email inbox. You will receive an email to verify your email address. PLEASE CHECK YOUR SPAM FOLDER IF IT DOES NOT APPEAR IN YOUR INBOX.



- 1.8) If you did not receive the email, you can click RESEND CONFIRMATION on the EPARTRADE page.



- 1.9) Once your email is verified, you will receive another email stating that an EPARTRADE administrator will verify your identification (being a trade-only platform, this is the process everyone must go through.)

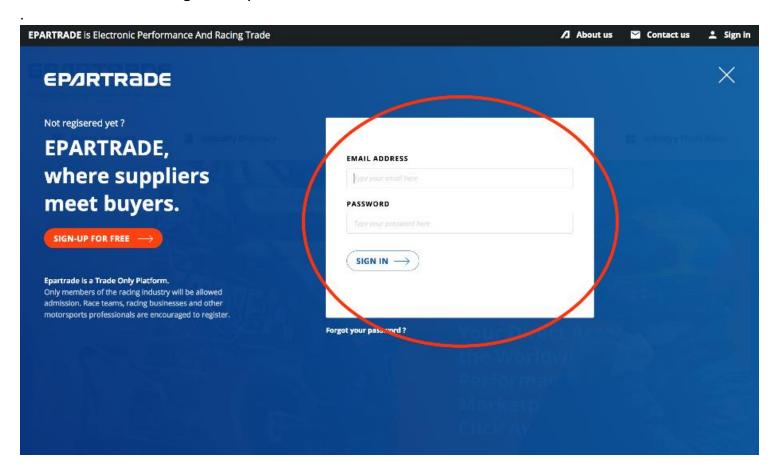


- 1.10) After this review has been successfully completed, you will receive another email explaining that your account has been verified. Now you can sign in to the main site! Please make sure you save your password.

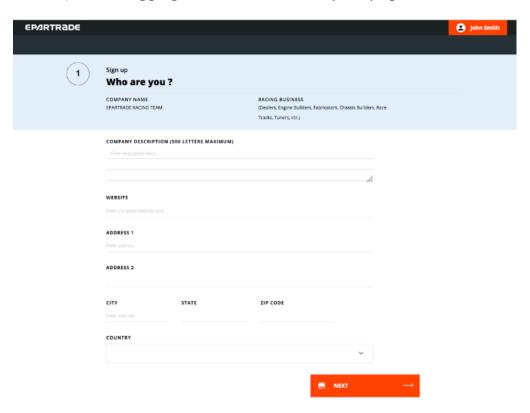


PART 2: SETTING UP YOUR COMPANY ACCOUNT

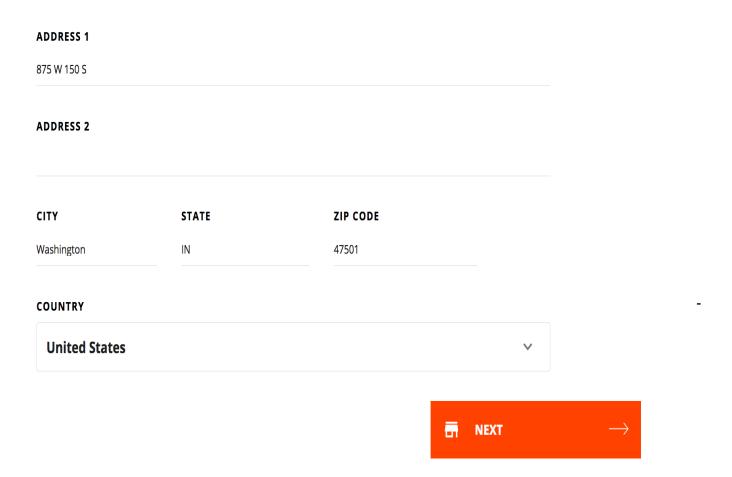
- 2.1) To log in, return to https://www.epartrade.com/. Click the SIGN IN button again, but this time use the LOG IN box to get into your account.



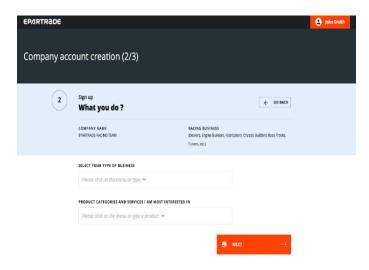
- 2.2) When logging in for the first time your page will look like this:



- 2.3) Fill out the COMPANY DESCRIPTION with a short company bio. Next is the address section. You may find that it is already filled out. If it is, take a moment to verify that the information is correct as companies may have moved since the addition of their information to the EPARTRADE database. If the space is blank, please fill in the address of your company. Once you have filled in all of the information on the page, click NEXT.



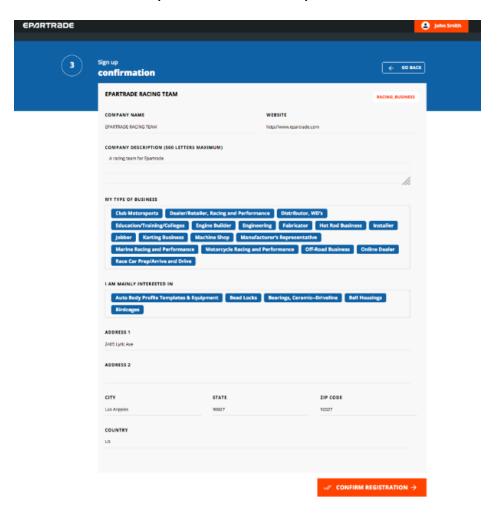
- 2.4) Now, you will specify what your company specializes in.



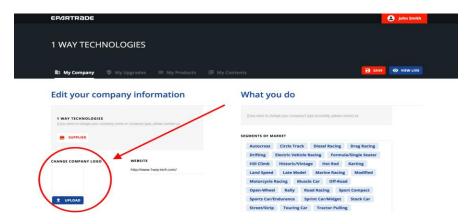
- 2.5) . Please use our drop-down menus and pre-selected categories to best describe your business. You can select several types (i.e, Engine Builder *and* Dealer.) If you cannot find the category you are looking for, there is a link under each drop-down menu that will allow you to email us directly with any questions or concerns. We highly recommend you take the time to fill out this section because it will make your profile more relevant for suppliers.

+ Club Motorsports + Dealer/Retailer, Racing and Performance + Distributor, WD's + Education/Training/Colleges + Engine Builder + Engineering + Fabricator + Hot Rod Business + Installer + Jobber + Karting Business + Machine Shop

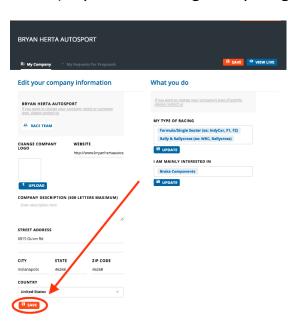
- 2.6) The last page of this process is the confirmation page. Verify that everything is correct. Click CONFIRM REGISTRATION and your company profile will be uploaded. NOTE: If you wish to edit the information anytime in the future you will be able to do so.



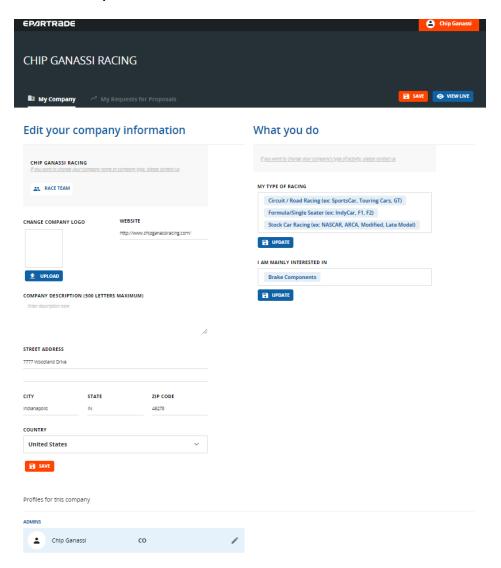
- 2.7) Welcome to your editable company page! Now you can upload a logo, as well as edit any other company information.



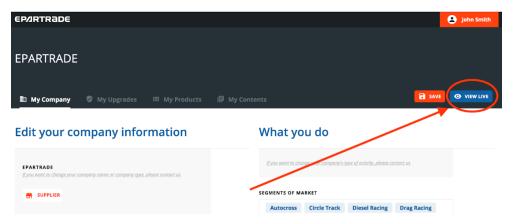
- 2.8) If you have changed anything on this page make sure to hit the save button to keep your changes.



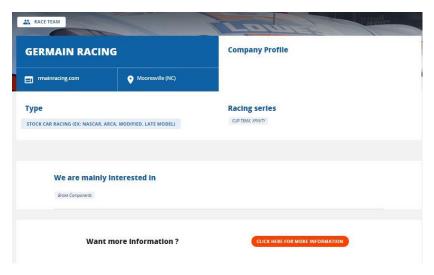
- 2.9) At the bottom of the page will be a list of all the team members for your company. If you would like to edit your user profile to upload information about yourself, as well as a photo, click the pencil icon next to your name.



- 2.10) Do you want to see how your company page will look to the rest of the world? At the top of the MY COMPANY page, next to the SAVE button, there is a blue button that says: VIEW LIVE. Clicking this will take you to your live company page.

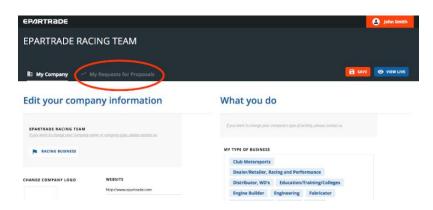


- 2.11) This is a live racing team!

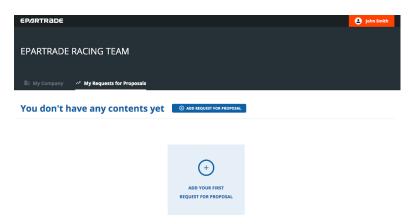


PART 3: REQUEST FOR PROPOSALS

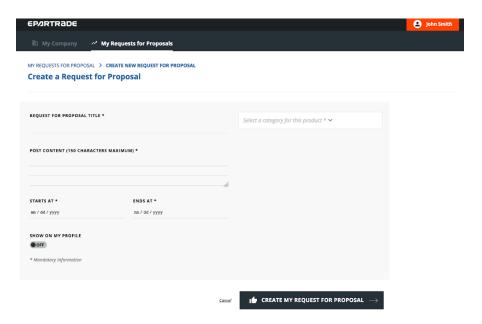
- 3.1) As a racing team or racing business you can request a proposal by clicking on MY REQUEST FOR PROPOSALS.



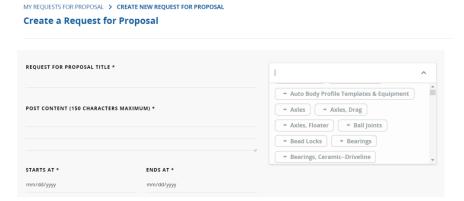
- 3.2) Here you will click ADD REQUEST FOR PROPOSAL. This is where you, as a racing business, can request parts or services from the EPARTRADE community, allowing for suppliers and service providers to come to you.



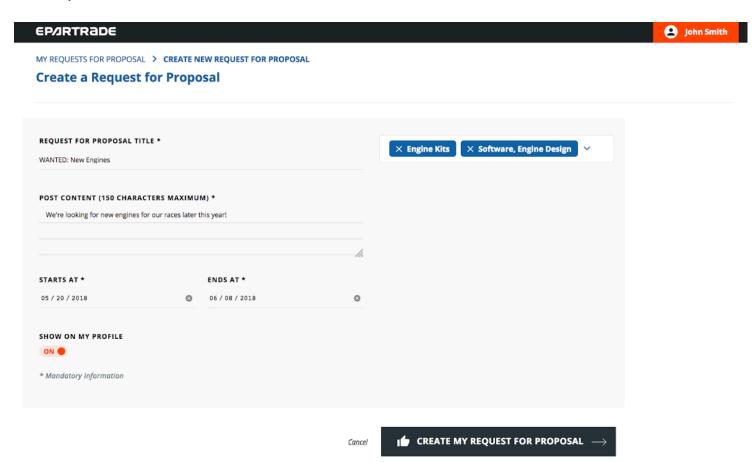
- 3.3) You will need a title for your proposal, a quick description, as well as a start and end date for the proposal.



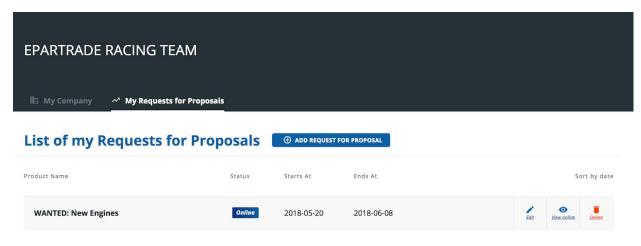
- 3.4) Additionally, you will need to select a product category for your request.



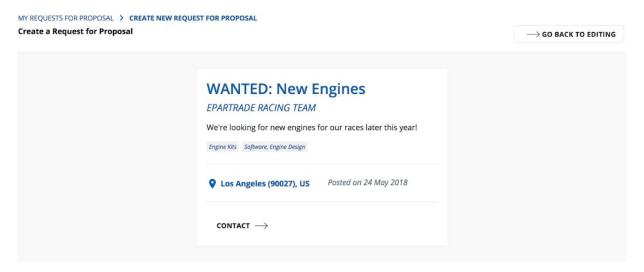
- 3.5) Then you will need to decide whether you would like the proposal to appear on your profile. (By allowing it to show, it will be made active online for other companies to see. If you wish to wait before it shows up online, then you will select the OFF option.) When this is all completed, click on CREATE MY REQUEST FOR PROPOSAL.



- 3.6) Once the page is created, you will be able to view it on the LIST OF MY REQUESTS FOR PROPOSALS page. Here you will be able to edit, remove, view, or add other requests for proposals.

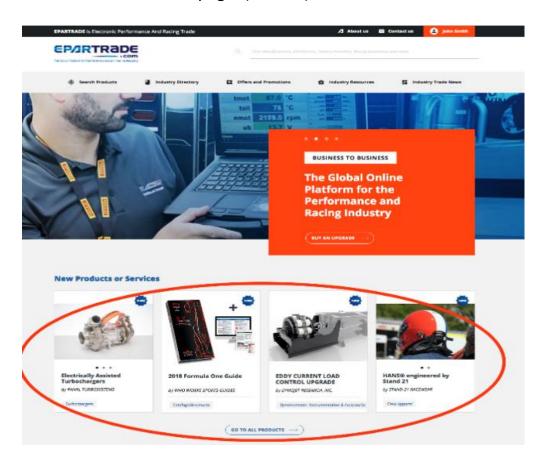


- 3.7) This is what a public/live proposal looks like.

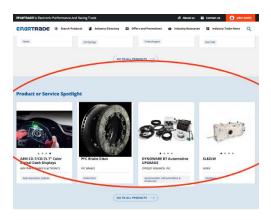


PART 4: EPARTRADE HOME PAGE

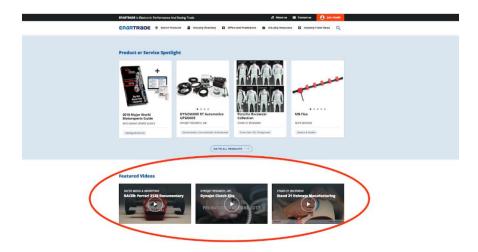
- 4.1) Let's take a tour of the home page. If you scroll down, the first thing you come across is NEW PRODUCTS OR SERVICES. Here you can see just some of the new products and services being offered by companies on Epartrade. If you wish to see more, you can click on each product to take you to its individual product page, or you can click the GO TO ALL PRODUCTS button, which will take you to the SEARCH PRODUCTS page. (See 5.4)



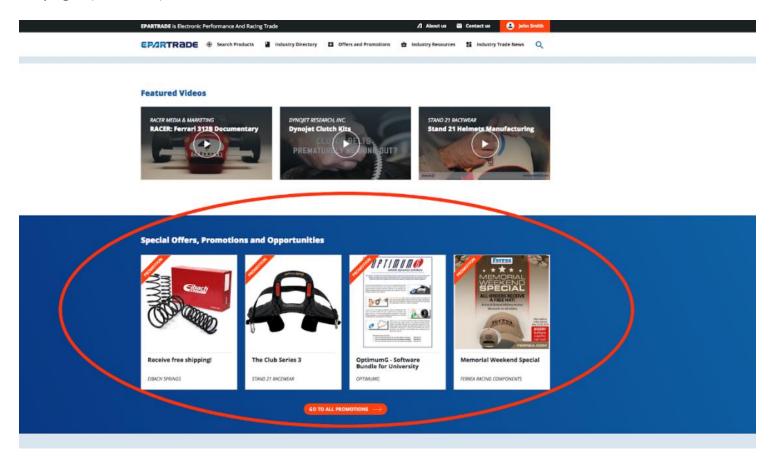
4.2) Continue to scroll down the home page and you will see PRODUCT OR SERVICE SPOTLIGHT. These
are the top products or services that companies would like to showcase. Similarly, you can click on each
product individually or click GO TO ALL PRODUCTS, which will take you to the SEARCH PRODUCTS page
(See 5.4)



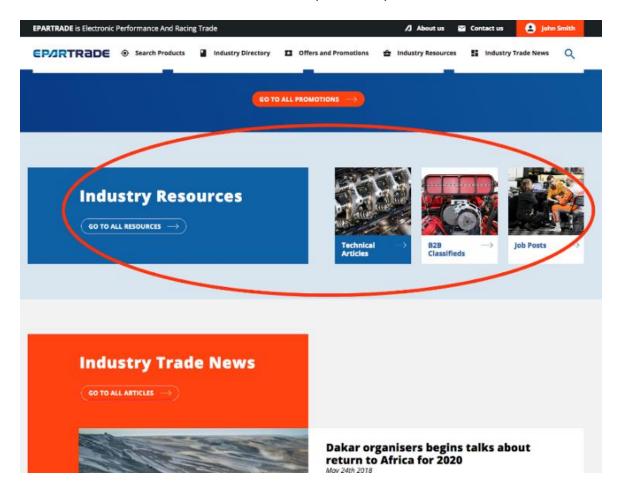
- 4.3) Scroll down even further and you will see FEATURED VIDEOS. These are technical and informational videos from Suppliers that have purchased upgrades.



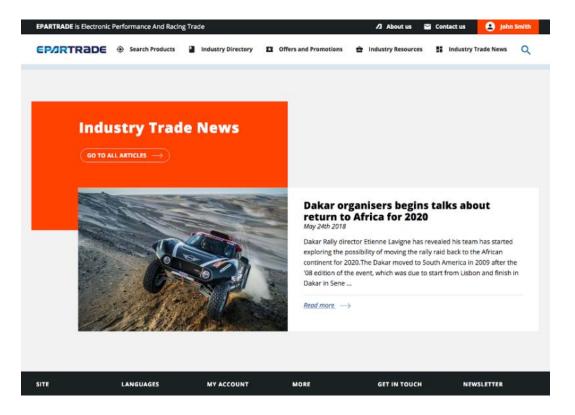
 4.4) Continue to scroll down the home page and you will come to SPECIAL OFFERS, PROMOTIONS AND OPPORTUNITIES, showcasing all of the promotions from each company. Again, you can click on each one individually or click the GO TO ALL button to take you to the SPECIAL OFFERS AND PROMOTIONS page. (See 5.10)



- 4.5) Next, you will see INDUSTRY RESOURCES, where you will be able to navigate through Technical Articles, B2B Classifieds and Job Posts. Clicking on any of these will redirect you to the page coinciding with the button of the same name. (See 5.12)



- 4.6) Last on the home page is INDUSTRY TRADE NEWS where you will be able to learn all you can about the motorsports industry, upcoming events, and more.

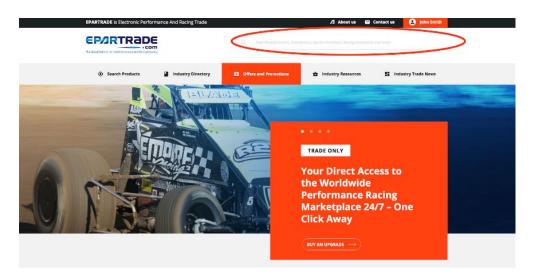


- 4.7) The bottom of the page offers a directory to the other parts of the website, as well as information such as CONTACT US (See 6.1), ABOUT US and TERMS OF SERVICE.

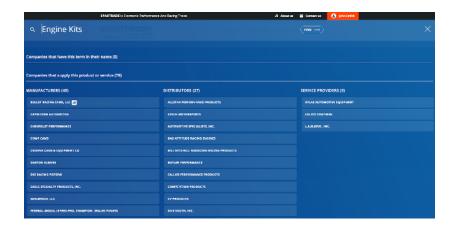


PART 5: NAVIGATING EPARTRADE

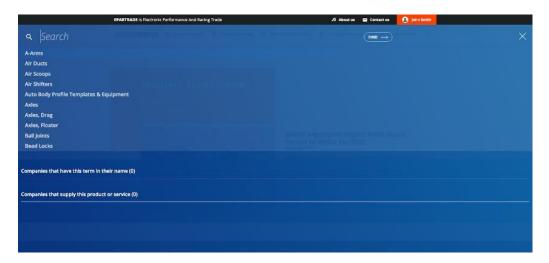
- 5.1) On the upper right corner of the home page, there is a search bar that provides a site-wide search.



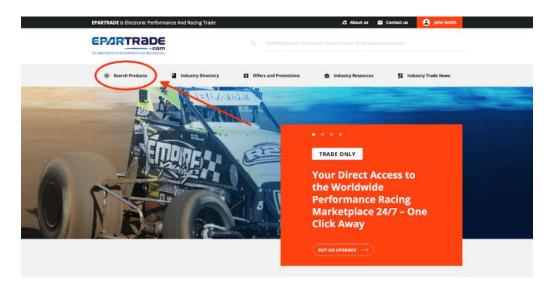
- 5.2) You can search companies that provide a product or service, or companies that have the search term in their name.



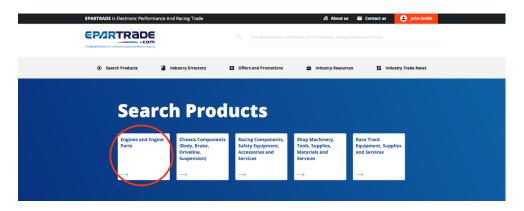
- 5.3) You can also search by our pre-selected categories.



- 5.4) Under the SEARCH PRODUCTS tab, you can choose which category of product you would like to search.



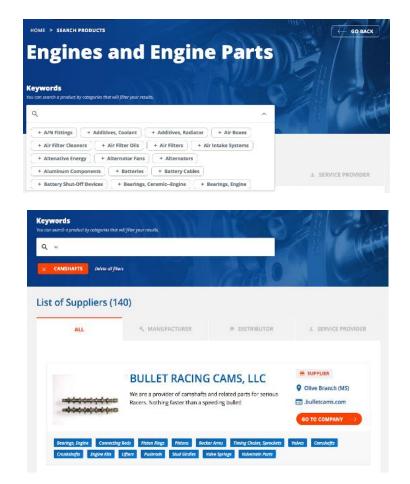
- 5.5) For example, if searching for Engines and Engine Parts, you will be redirected to a SEARCH PRODUCTS page, bringing up all the suppliers that handle Engines and Engine Parts.



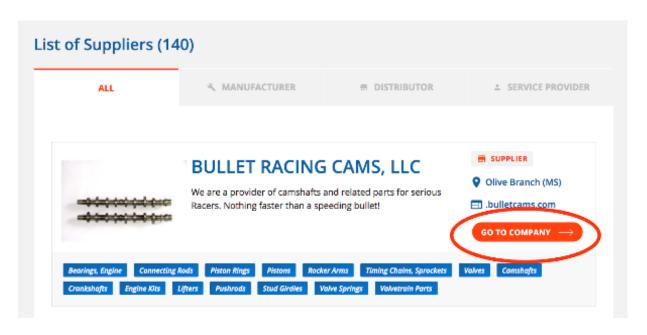
- 5.6) On this page you'll be able to browse through manufacturers, distributors, and service providers within the category you selected.



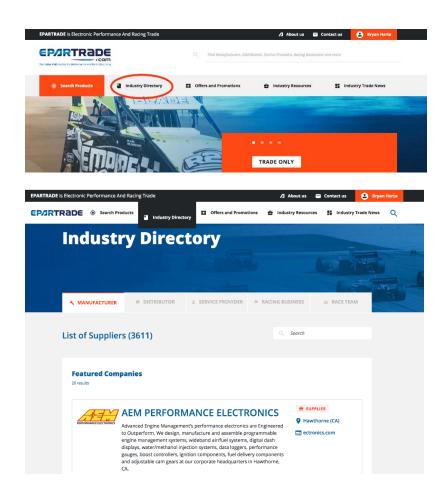
- 5.7) If you are looking for a certain product, use the search bar. You can either type in a name or use the autofill filters that appear. The search bar will lead you to the companies that sell/work on those specific products.



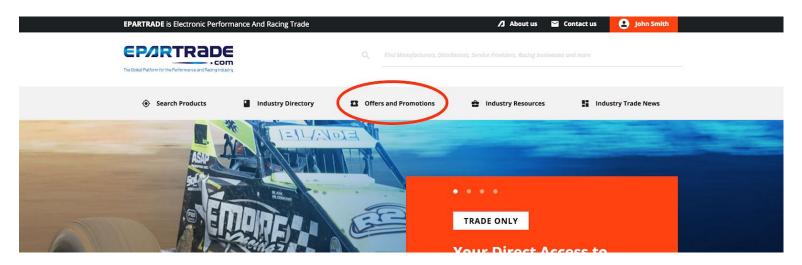
- 5.8) If you want to find out more information about a company or product, click on the GO TO COMPANY button. Follow this process to navigate the other four tabs of the SEARCH PRODUCTS page. NOTE: Companies that have purchased upgrades will be at the top of the list in the searches, while companies that have not yet purchased upgrades will be at the bottom of the list in alphabetical order.



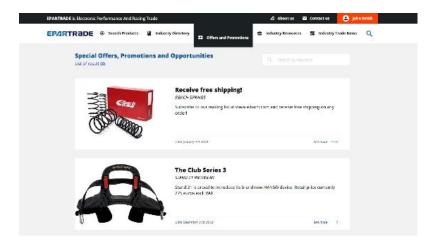
- 5.9) The next category on the home page is the INDUSTRY DIRECTORY, which lists all of the different companies (manufacturers, service providers, distributors) on the site, as well as racing businesses and race teams. Additionally, you can use the search bar at the top of the page to search.

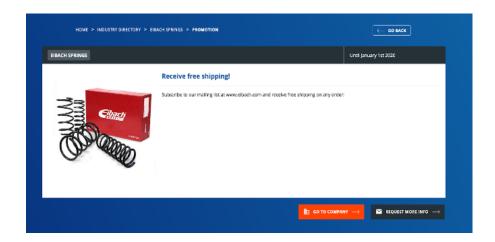


- 5.10) The next page is SPECIAL OFFERS AND PROMOTIONS, which will take you to limited time offers, promotions and opportunities being offered by companies on EPARTRADE.

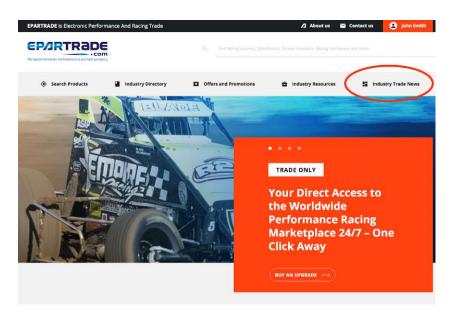


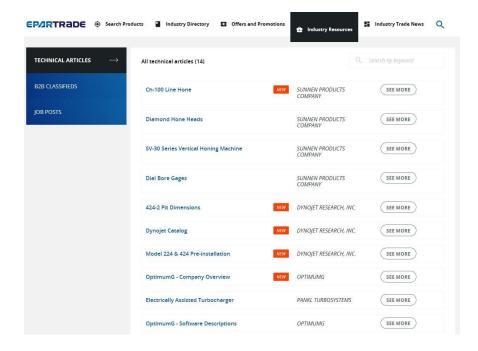
- 5.11) To see more about each promotion, click the SEE MORE button to go to the promotion's individual page.



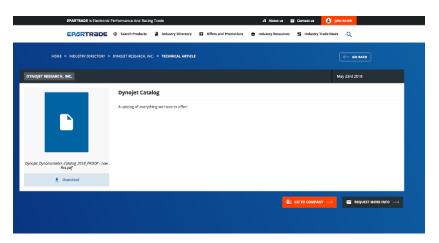


- 5.12) Under the INDUSTRY RESOURCES category, you will find Technical Articles, B2B Classifieds and Job Posts.

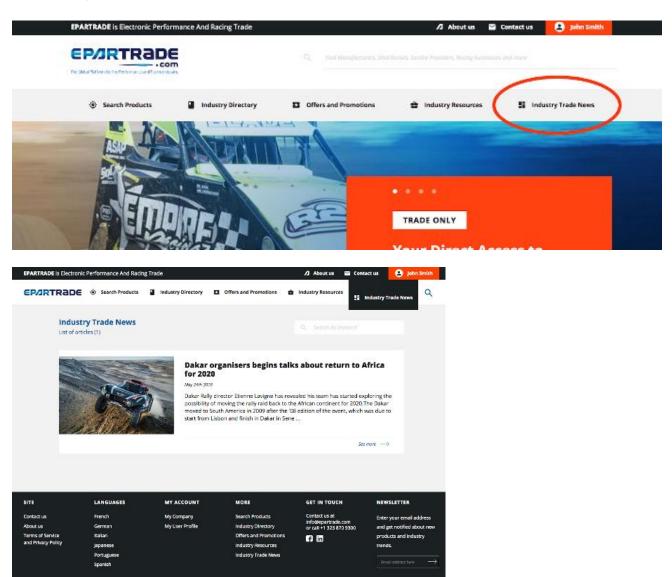




- 5.13) To find more information on any specific item you can click the SEE MORE button to take you to its individual page.



- 5.14) Last is INDUSTRY TRADE NEWS where you will get all the information you need about upcoming events, trade shows and more.

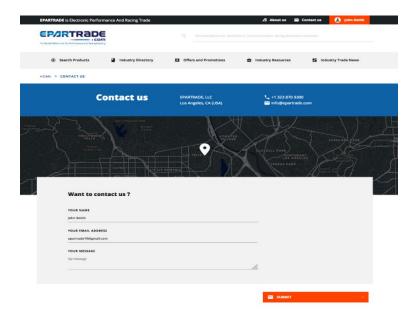


PART 6: CONTACT US

- 6.1) Should you have the need to get in touch with the EPARTRADE team, the CONTACT US page can be accessed at the bottom of the home page.



- 6.2) Feel free to contact us at any time with any questions you might have, and we'll be happy to answer them!



- 6.3) Thank You for joining EPARTRADE!