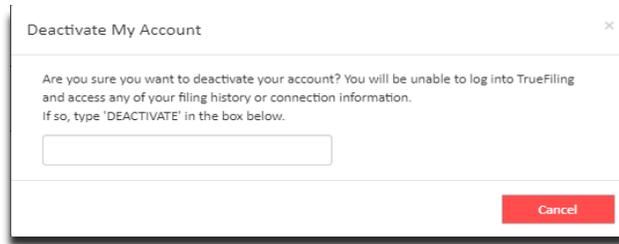


## How to Deactivate TrueFiling User Account

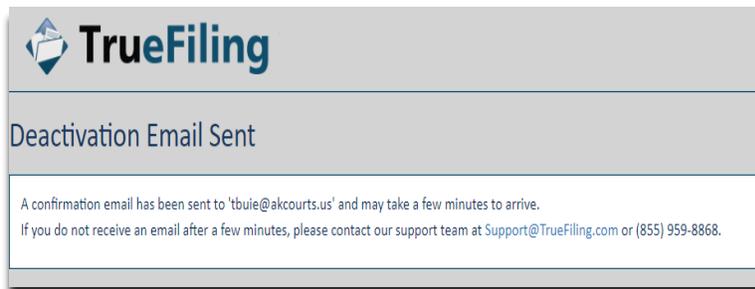
1. Log in to TrueFiling.
2. From the Settings link:
  - a. Click My Information
  - b. Click the Deactivate Account button.

The following popup will appear; enter DEACTIVATE in the box and then the OK button will appear. Click OK.

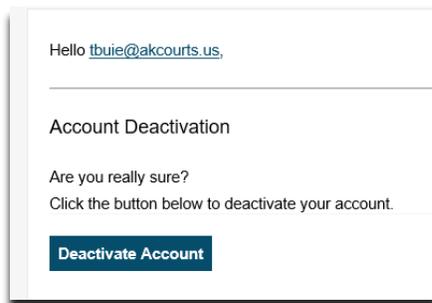


The screenshot shows a dialog box titled "Deactivate My Account" with a close button (X) in the top right corner. The text inside the dialog reads: "Are you sure you want to deactivate your account? You will be unable to log into TrueFiling and access any of your filing history or connection information. If so, type 'DEACTIVATE' in the box below." Below the text is a text input field. At the bottom right of the dialog is a red "Cancel" button.

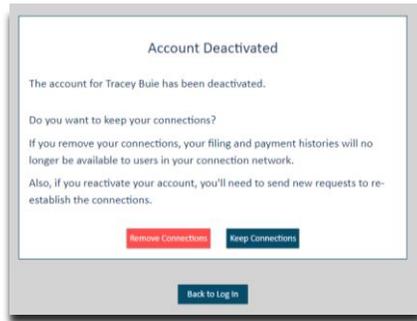
- 
- 
- c. After clicking OK, you will receive the following message:



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- 
- 
- d. Check email for confirmation email and click Deactivate Account button.



e. TrueFiling will open with the following message:



If you select "Remove Connections", then your account will be deactivated and you will NOT be able to reactivate later.

If you select "Keep Connections", your account will be deactivated but you will have the option of later reactivating the same account. To reactivate your account, go to TrueFiling and login.

Click Yes to reestablish your account along with the Connections you previously established.

