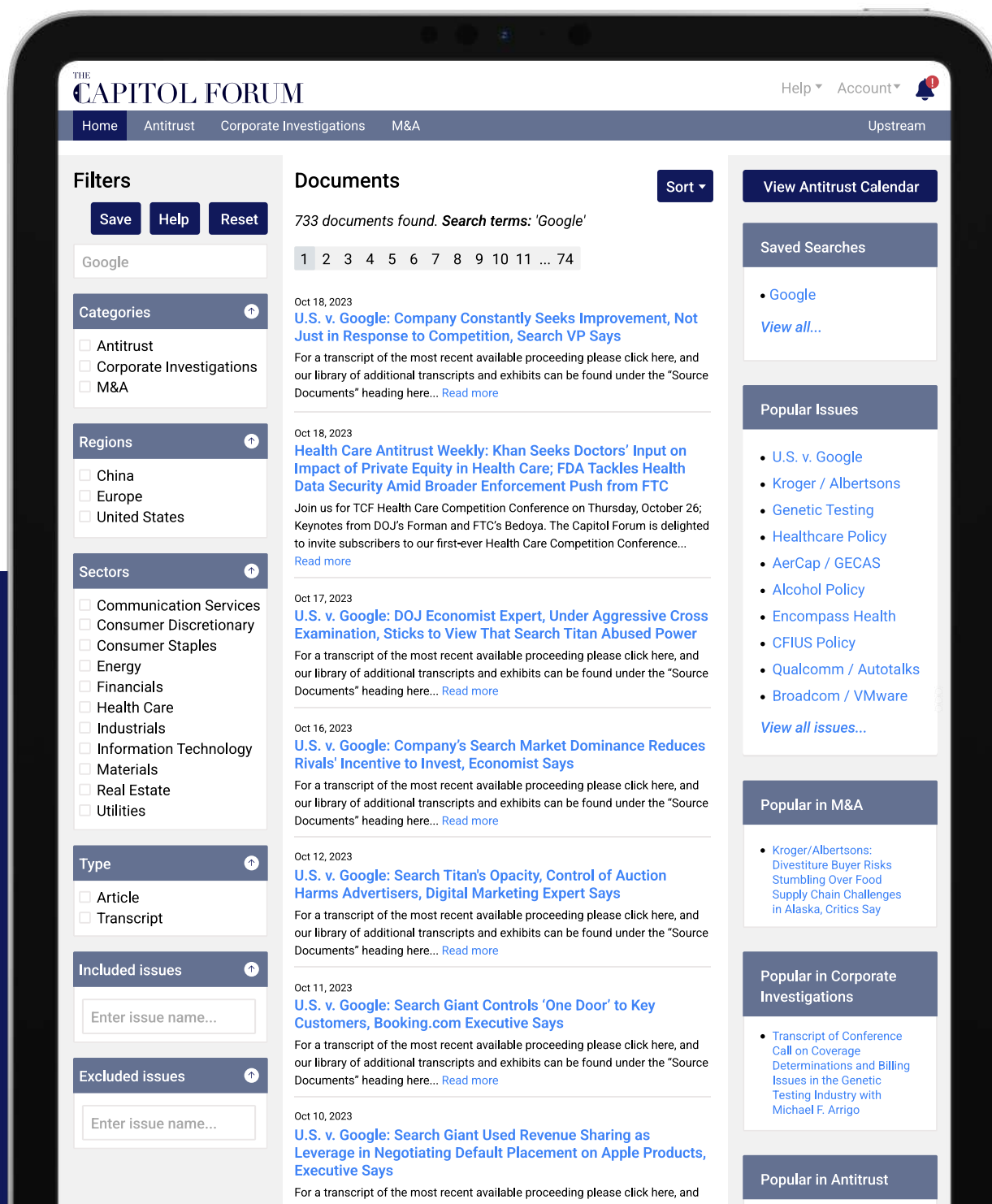
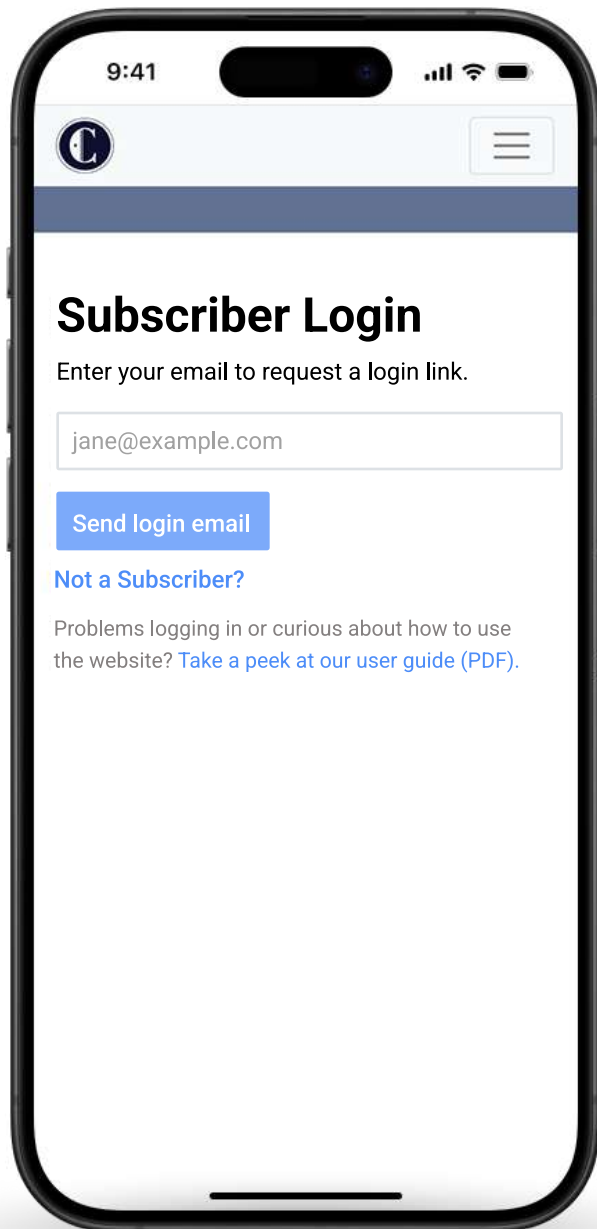


# THE CAPITOL FORUM

INDEPENDENT REGULATORY AND POLICY MEDIA ORGANIZATION

## User Guide for Accessing Capitol Forum's Platform



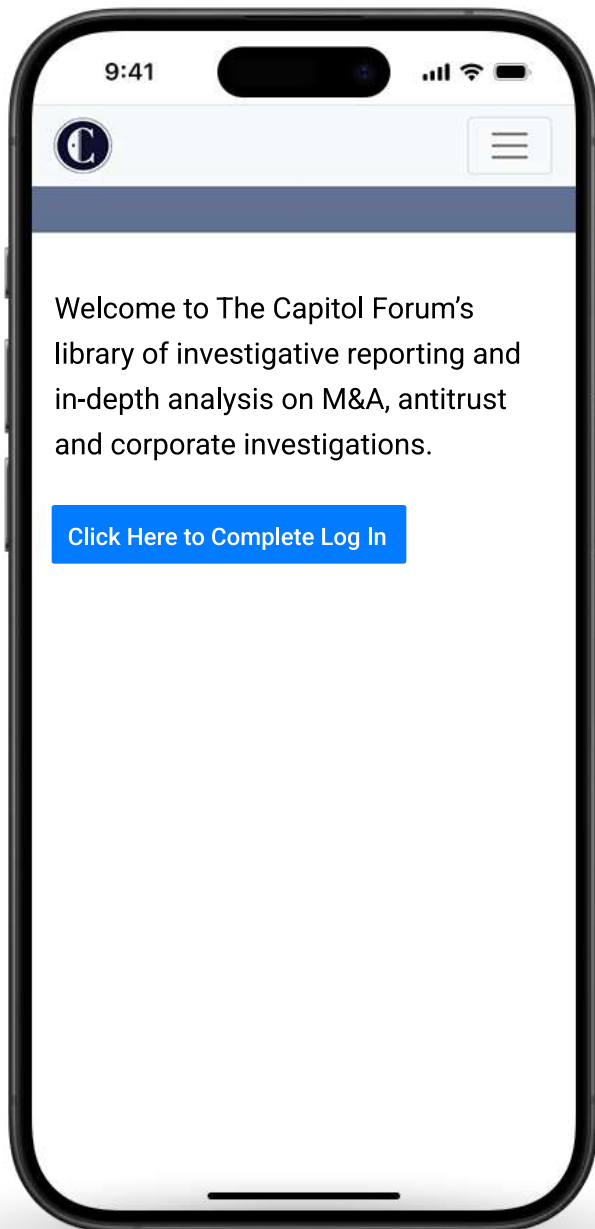


## Subscribing Confirmation

Upon subscribing, you will receive an emailed link from our team.

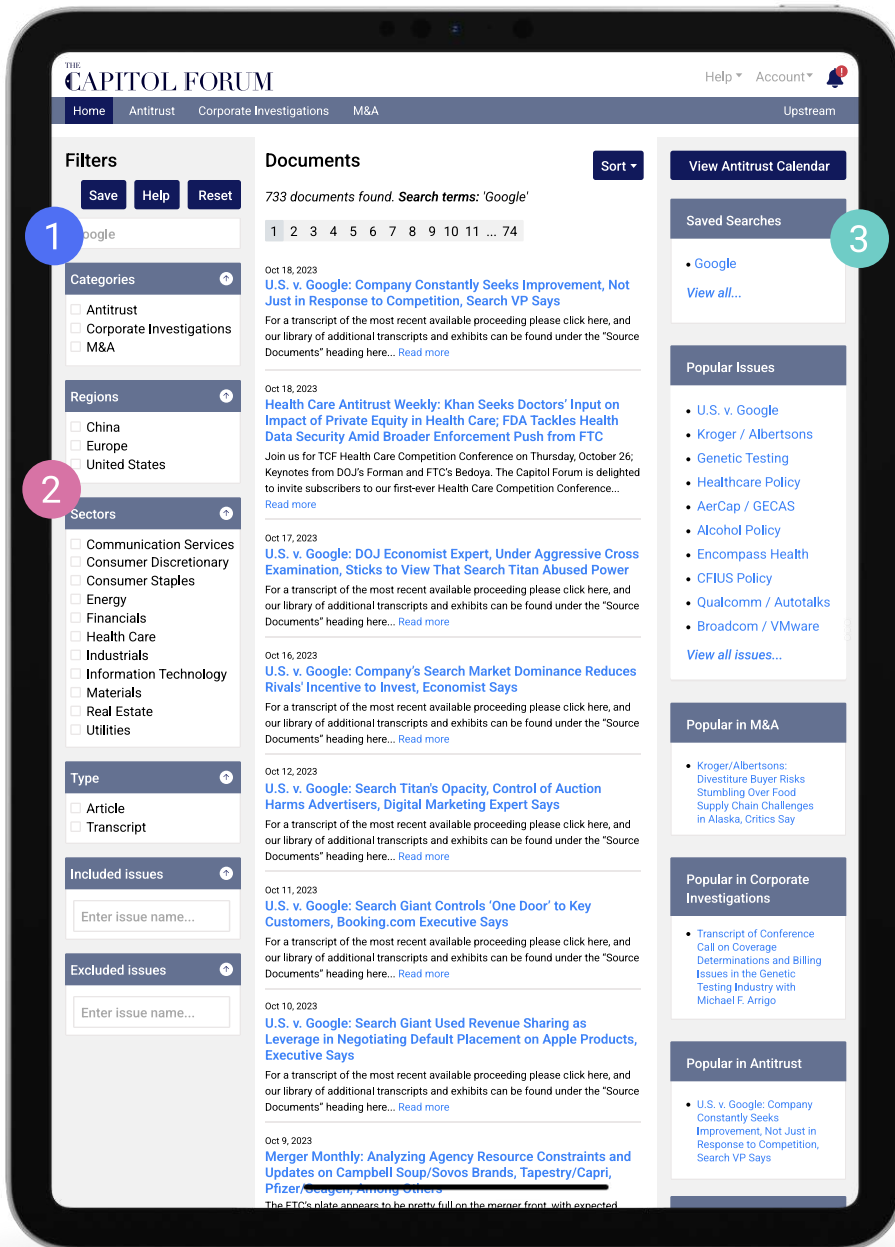
This link will take you to our login page, where you will authenticate your account by entering the address affiliated with your subscription.

You will never need a password to log in, as we grant user access exclusively through links sent to your email address on file.



## Authenticating your credentials

After authenticating your credentials, you will receive an email like the one on the left. Clicking "Log in to The Capitol Forum" will take you to our platform's homepage.



## 1 Search Bar

While you will receive our articles directly in your inbox, you can always search for historical content using the search bar in the top left corner of the screen.

## 2 Targeted Search

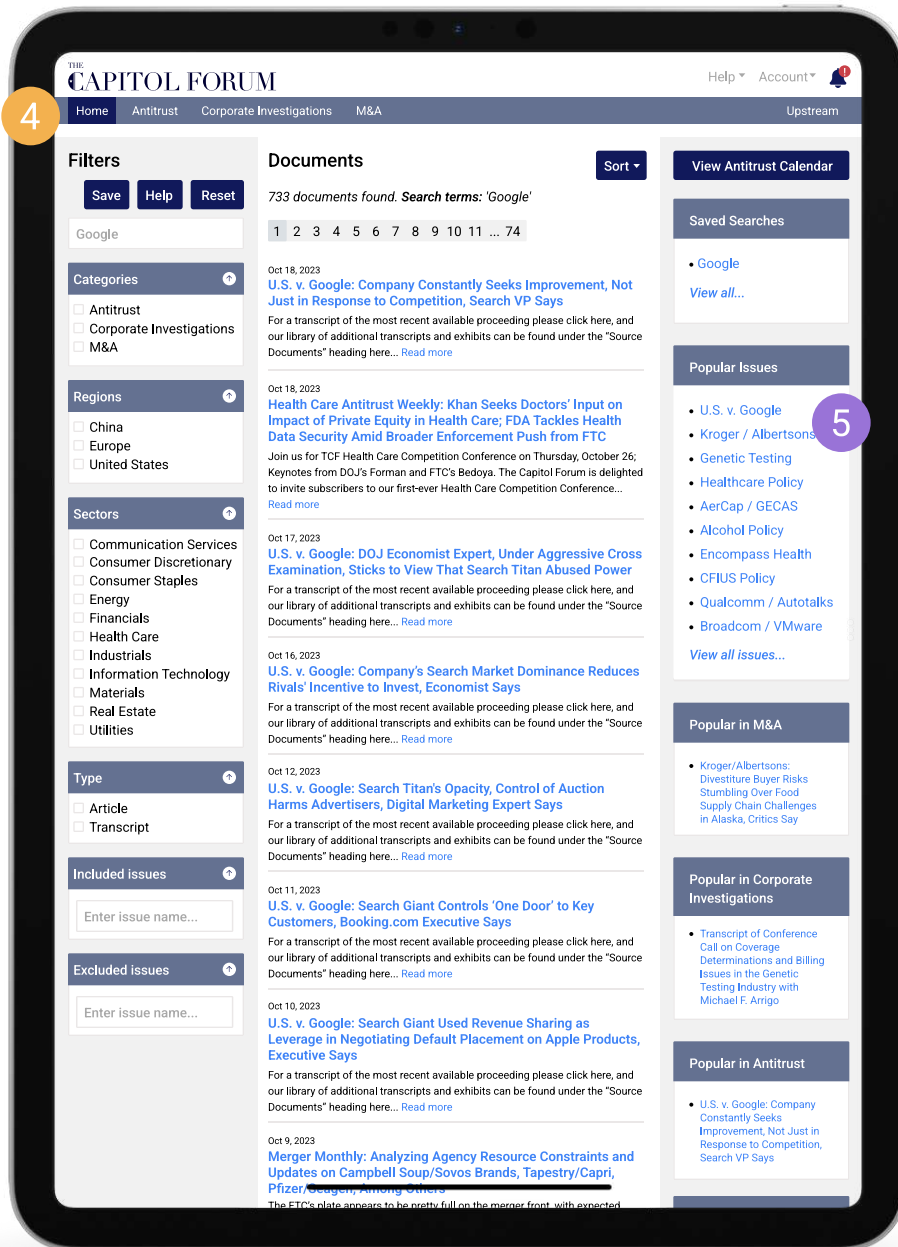
Below the search bar, you can target your search with multiple filters, including Category, Region, Sector and Type. You can also opt to include or exclude specific issues.

## 3 Saved Searches

Above the search bar, you have the option to save your search by clicking the "Save" button. After clicking "Save," a popup window will appear requiring you to name the search and allowing you to enable real-time alerts when new documents are published. Any searches you save will be displayed in a new box at the top right part of the homepage, below "View Antitrust Calendar." (You can also view and edit saved searches in the "Email Alerts" section found in the "Account" drop-down menu.)



4



4

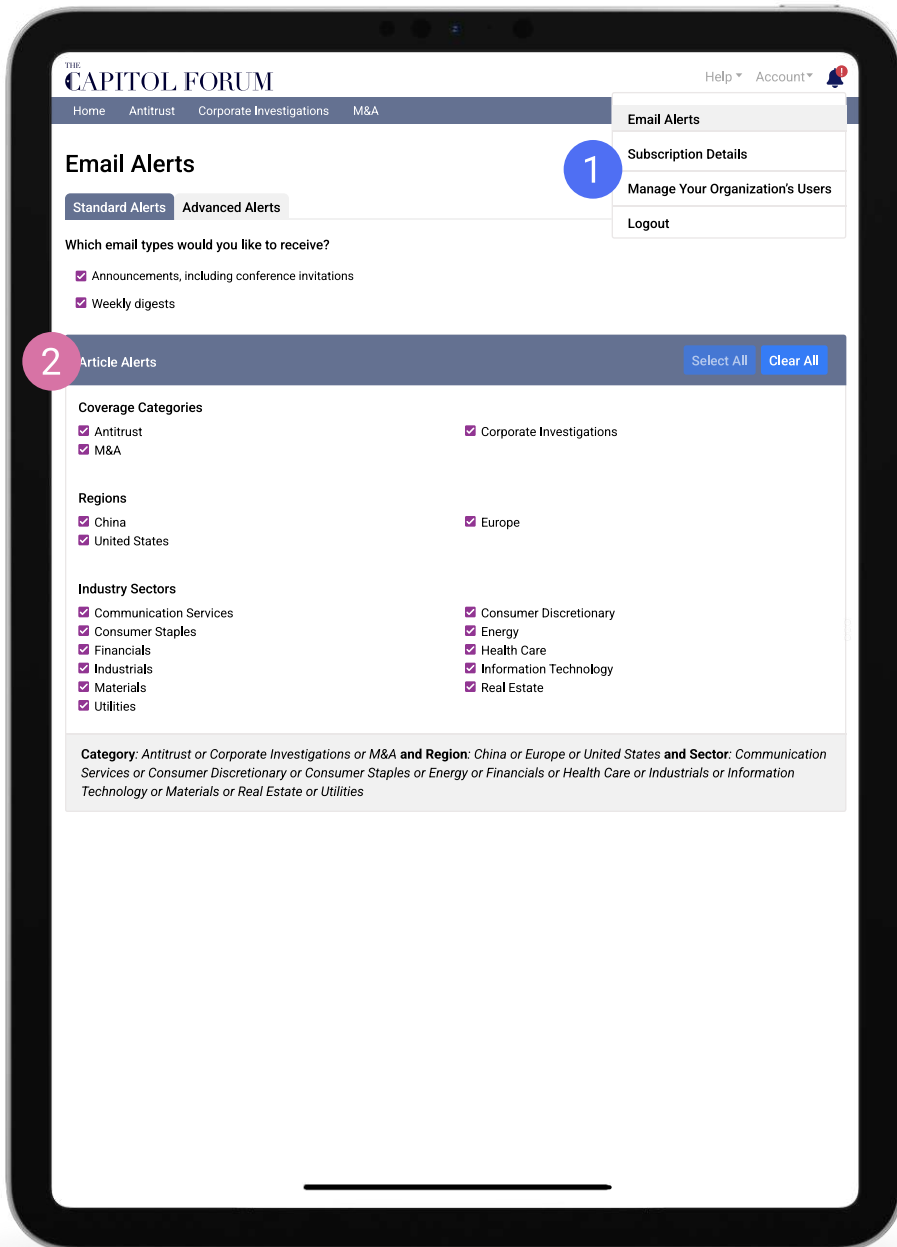
## Content Modules

In the top left corner of our homepage, beneath our logo, you will find the content modules that are included with your subscription. We currently offer four content modules: Antitrust, Corporate Investigations and M&A. Our Energy database (Upstream) can be found at the top right of the homepage.

5

## Popular Content

On the right-hand side of the homepage, you will see the current most popular issues, articles and companies.



## 1 Email Notifications

To manage your email notifications, click “Account” at the top right portion of the screen and select “Email Alerts” from the drop-down menu.

## 2 Email Alerts

Within “Email Alerts,” you can choose any standard alert categories you wish to receive and select from popular categories to further target your alerts.



1

## Create search

[Help](#) [Save](#) [View searches](#)

Name

Send email alerts ☐

Categories ☐ Antitrust ☐ Corporate Investigations ☐ M&A

Regions ☐ China ☐ Europe ☐ United States

Sectors ☐ Communication Services ☐ Consumer Discretionary ☐ Consumer Staples ☐ Energy ☐ Financials  
☐ Health Care ☐ Industrials ☐ Information Technology ☐ Materials ☐ Real Estate ☐ Utilities

Keywords

Issues

But NOT these issues

1

## Advanced Alerts

Select the “Advanced Alerts” tab to create new search alerts and edit any previously saved searches. Click the “New Search” button to create a new search and elect email alerts if desired. To customize saved searches and email notifications, click the “Edit” button. By default, saved searches automatically generate email alerts. To turn this feature off, uncheck the “Send email alerts” box from either the “Create Search” or “Edit Search” page.



## User Guide for Accessing Capitol Forum's Platform

### Articles View

Here is an example of how our articles will appear in the platform view. Each one is categorized by the issues, companies, sectors, and/or regions that are involved in the piece of content. You can sort and search our reporting by these criteria.

### Download

If your license includes the ability to download our work, you will find the icon to do so in the upper right-hand corner of the page.

### Multi-device

If you are using a shared computer to access our content, you should always sign out of your account after you have finished using our platform.

You can do so by clicking on the "Account" section in the upper righthand corner, and a drop-down menu with a logout option will appear.



### Contact Support

To submit a support request, click "Help" at the top right of your screen and select "Contact Support" from the drop-down menu. A popup window will appear allowing you to type and send a message to our support team.

