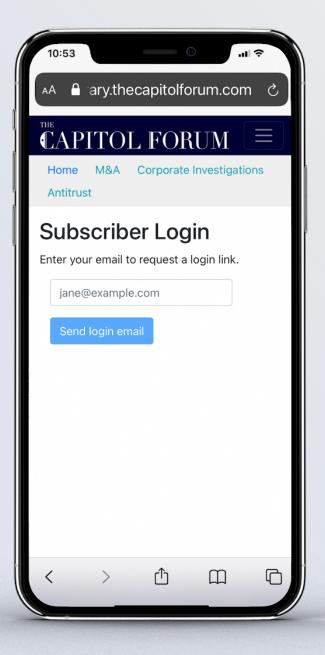
# THE CAPITOL FORUM

INDEPENDENT REGULATORY AND POLICY MEDIA ORGANIZATION



## User Guide for Accessing Capitol Forum's Platform

www.thecapitolforum.com



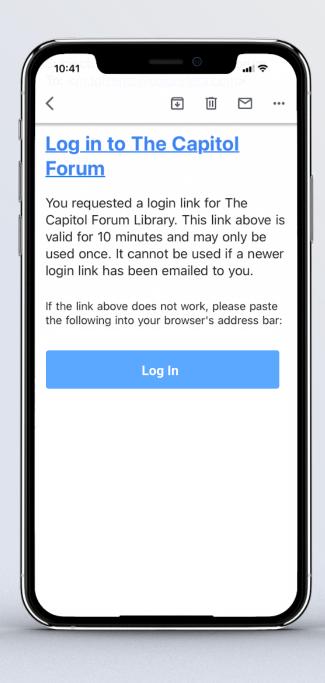
# Subscribing Confirmation

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.

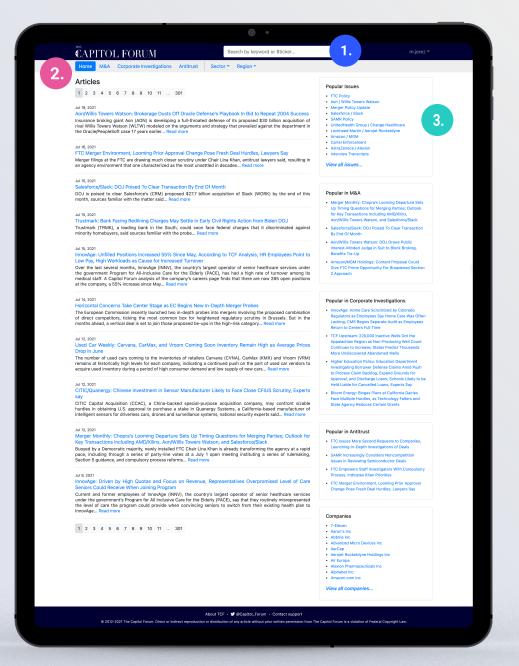
You will never need a password to log in, as we grant user access exclusively through links sent to your email address on file.

# CAPITOL FORUM



# 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While you will receive our articles directly in your inbox, you can always search for historical content using the search bar at the top of the page.

## 2.

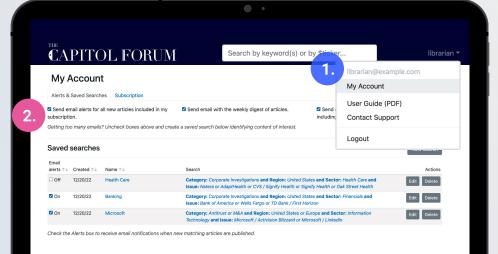
#### **Content Modules**

In the upper left-hand corner of the top of our homepage, beneath our logo, you will find all our content modules that are included with your subscription.

# 3.

#### **Popular Content**

You can also view which issues and articles are currently popular by looking at the columns on the right-hand side of the homepage.



## 1.

#### **Email Notifications**

By clicking "My Account" on the menu dropdown, users can manage their email notifications.

## 2.

#### **Email Notifications: Alerts**

Under the "My Account" tab, users can see and make changes to the three default sets of alerts. Additionally, they're able to create specific notifications be selecting the grey "New search" box.

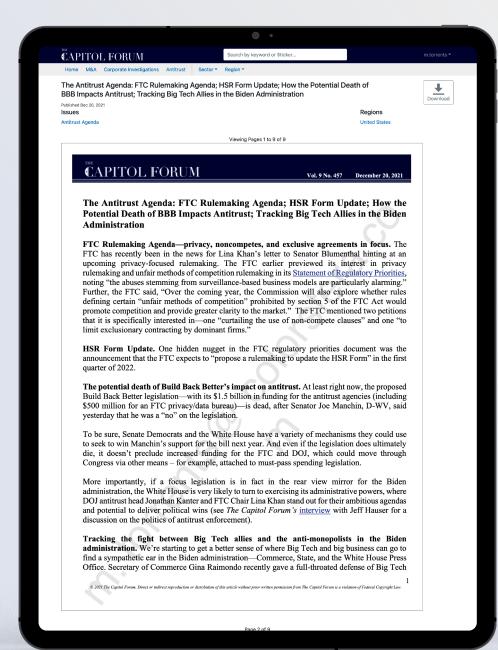
		© •	
THE CAPITOI	L FORUM	Search by keyword(s) or by \$ticker	librarian <del>•</del>
Create sear			Save View searches
Name	Enter name for saved search		
Email alerts			
Categories	Any subscribed coverage cate	gory	
Regions	Any subscribed region		
Sectors	Any subscribed industry sector	)r	
Issues	Any issue		
Any of these words	Example: Google Facebook Al	phabet Meta Amazon Microsoft	
All of these words	Example: mobile payment anti	trust regulation	
Exact phrase	Example: unfair methods of co	mpetition	
But NOT these issues	Select issues to omit		

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### 3.

#### **Targeted Email Notifications**

With the "New search" feature, users are able to create targeted email notifications based upon categories, regions, issues, sectors, and more customizable fields.



#### **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

Also, 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**

Lastly, 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 arrow next to your username in the upper righthand corner, and a drop-down menu with a logout option will appear.

**Do you have additional questions about our platform or your subscription?** Contact your sales representative for further assistance and technical support.