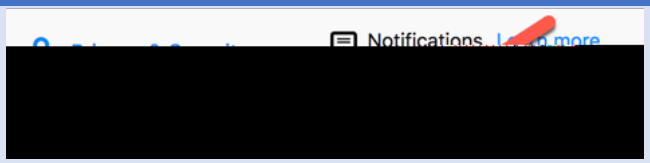
Job Aid: How to Initiate a Contract

Steps	Visual Cues
Enable Pop-ups: **1.** **a.** **b.** **2.** **a.**	
Login to Agiloft: **1.** **2.**	
Initiate New Contract:	
Fill in Intake Request Form:	