

Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

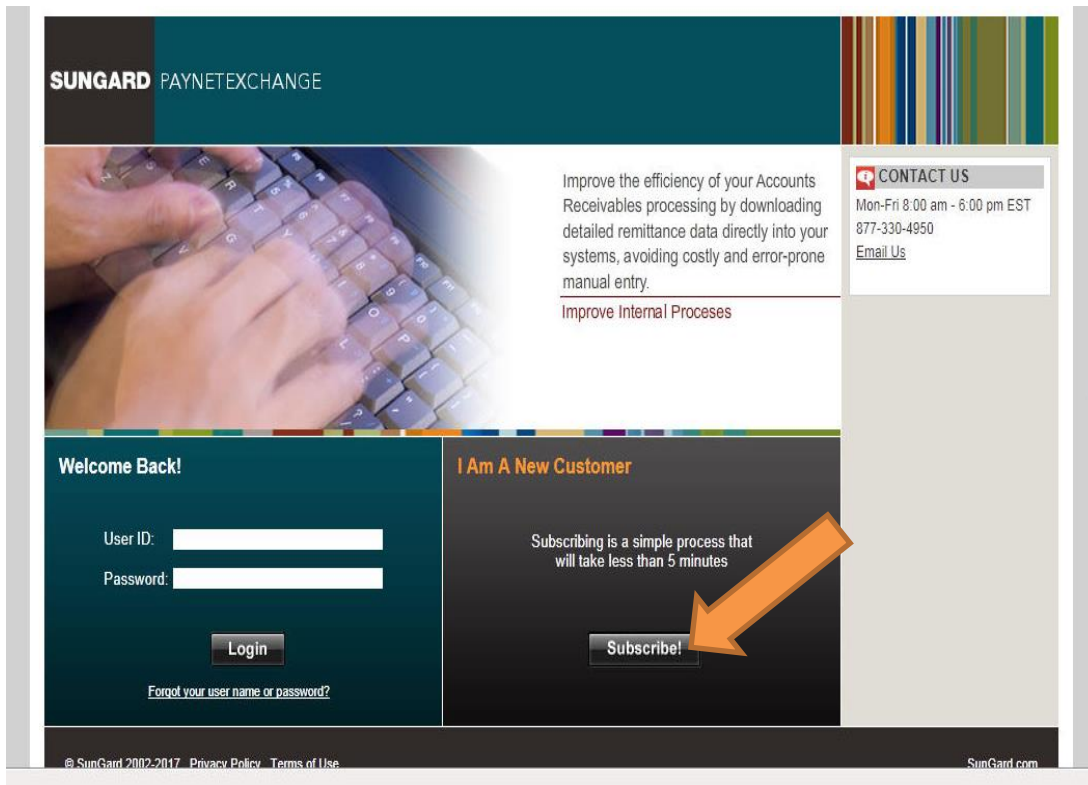
May 3, 2017

1. Hunter Douglas will require you to complete an Authorization enabling you to receive payments directly into your bank account. The Authorization states that you are responsible for the payment instructions to deposit the funds to your account.
2. When accepted by Hunter Douglas, you will be notified of your Registration Code to establish a master record for your payment on the Sungard PayNet Exchange.

3. The web site to log on to the PayNet Exchange is:

<https://signup.paynetexchange.com/vendorsite/login.aspx>

4. Select **Subscribe!** in the I Am A New Customer section.

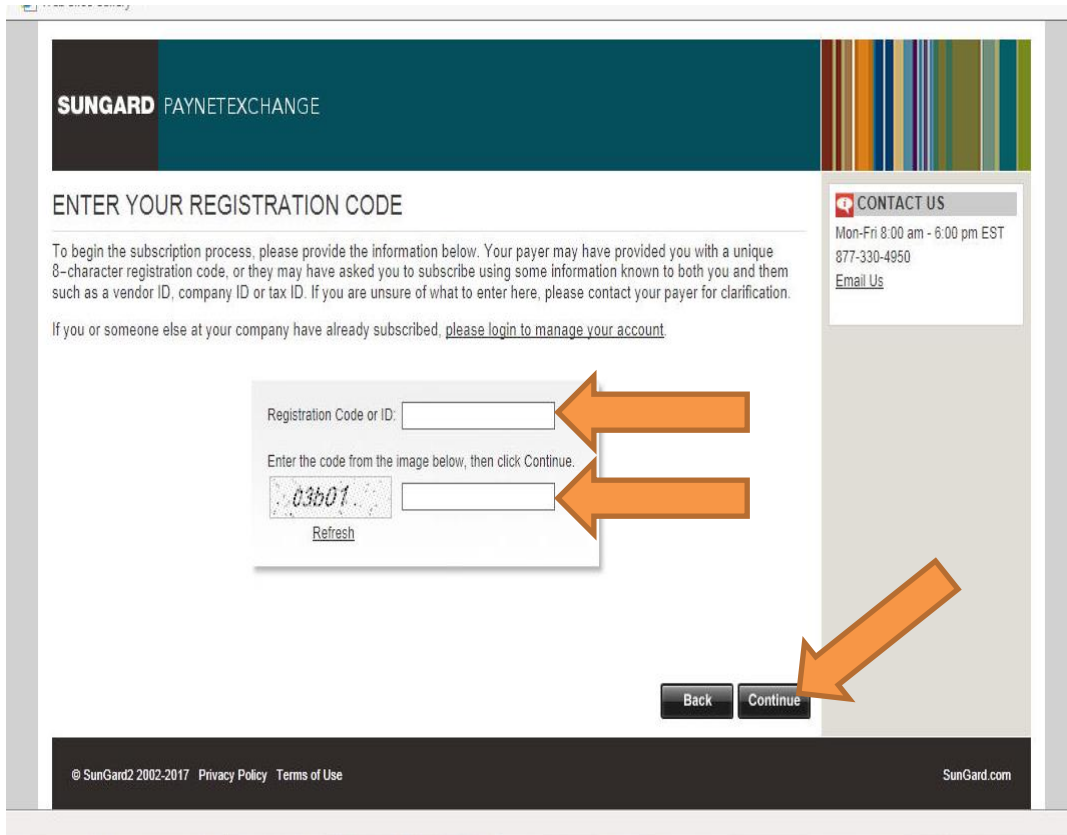


The screenshot displays the Sungard PayNet Exchange website interface. At the top left, the logo reads "SUNGARD PAYNETEXCHANGE". Below the logo is a navigation bar with a "CONTACT US" button and contact information: "Mon-Fri 8:00 am - 6:00 pm EST", "877-330-4950", and an "Email Us" link. The main content area is divided into two sections: "Welcome Back!" and "I Am A New Customer". The "Welcome Back!" section contains a "User ID:" field, a "Password:" field, a "Login" button, and a link for "Forgot your user name or password?". The "I Am A New Customer" section features the text "Subscribing is a simple process that will take less than 5 minutes" and a "Subscribe!" button. A large orange arrow points to the "Subscribe!" button. At the bottom of the page, there is a footer with the text "© SunGard 2002-2017 Privacy Policy Terms of Use" and "SunGard.com".

Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

May 3, 2017

5. Enter the Registration Code sent to you by Hunter Douglas and the security code from the image shown.



SUNGARD PAYNETEXCHANGE

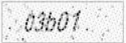
ENTER YOUR REGISTRATION CODE

To begin the subscription process, please provide the information below. Your payer may have provided you with a unique 8-character registration code, or they may have asked you to subscribe using some information known to both you and them such as a vendor ID, company ID or tax ID. If you are unsure of what to enter here, please contact your payer for clarification.

If you or someone else at your company have already subscribed, [please login to manage your account.](#)

Registration Code or ID:

Enter the code from the image below, then click Continue.



[Refresh](#)

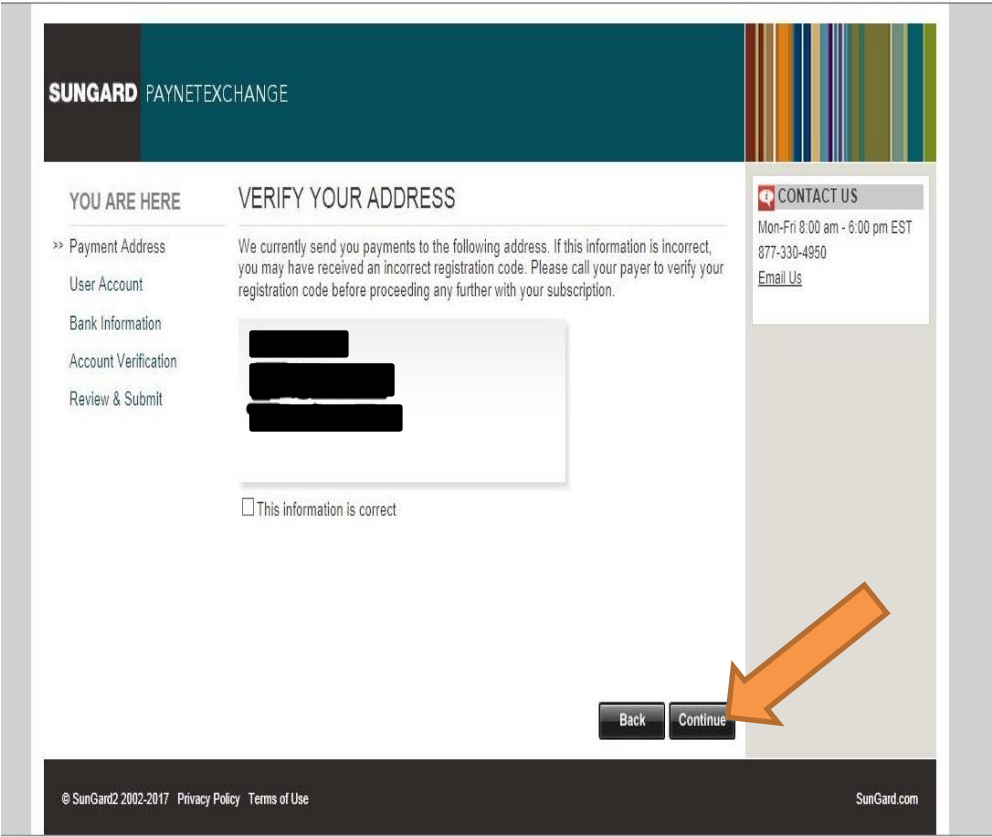
[CONTACT US](#)
Mon-Fri 8:00 am - 6:00 pm EST
877-330-4950
[Email Us](#)

© SunGard2002-2017 [Privacy Policy](#) [Terms of Use](#) SunGard.com

Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

May 3, 2017

- 6. You will be asked to verify your payment information from Hunter Douglas. If it is correct, place a check mark in the box and then Continue.



Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

May 3, 2017

7. Create your User Account by entering the requested information. It is very important that you select Secret Questions that only you know and can remember. Do not write down the Security Question Answers or the user password you create.

SUNGARD PAYNETEXCHANGE

YOU ARE HERE

- Payment Address
- >> User Account
- Bank Information
- Account Verification
- Review & Submit

CREATE YOUR USER ACCOUNT

Login Information

This will be your login ID

Email *

Re-enter Email *

Your password must be at least 8 characters and contain 3 of the following: uppercase letter, lowercase letter, number or special character

Password *

Re-enter Password *

Secret Question 1 *

Secret Question 1 Answer *

Secret Question 2 *

Secret Question 2 Answer *

Subscriber Information

First Name *

Middle Name

Last Name *

Job Title *

Telephone * Ext.

Secondary Subscriber Information

First Name

Middle Name

Last Name

Title

Email

Telephone Ext.

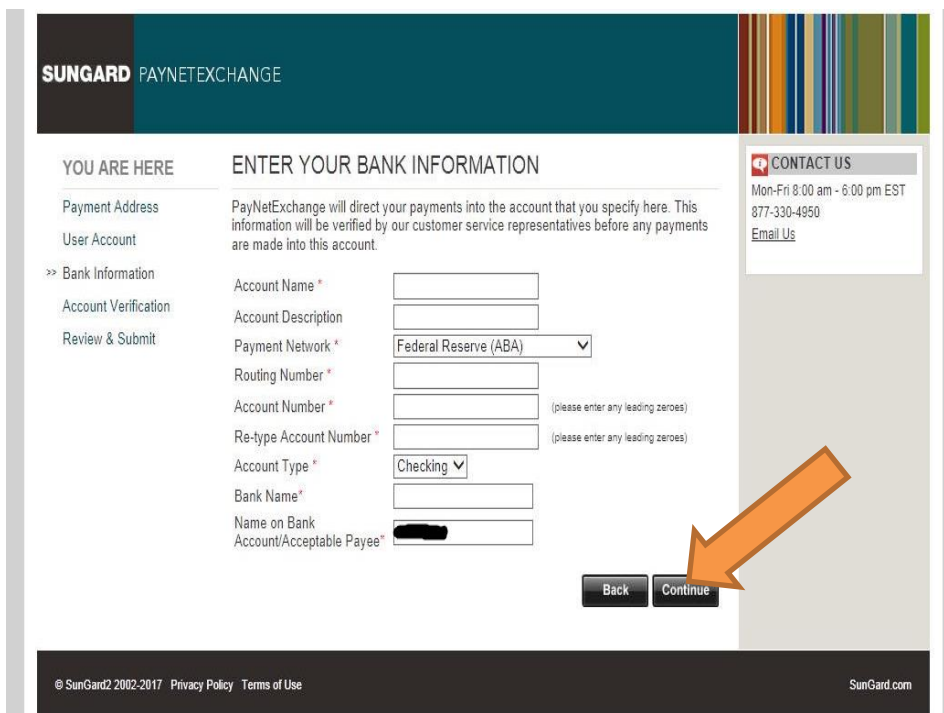
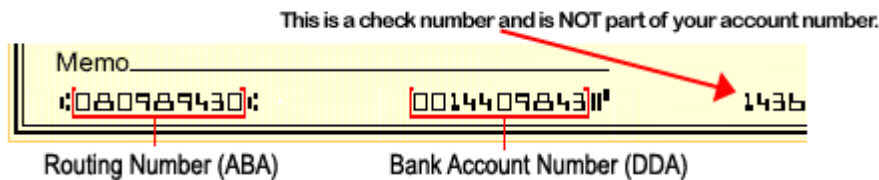
CONTACT US
Mon-Fri 8:00 am - 6:00 pm EST
877-330-4950
[Email Us](#)

© SunGard2 2002-2017 [Privacy Policy](#) [Terms of Use](#) SunGard.com

Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

May 3, 2017

8. Enter your bank information which you wish to receive your deposit. The Payment Network should be Federal Reserve (ABA).
9. Please use the following guide to your bank information. Note that the Routing Number for banks in the United States are 9 digits and must start with 01-12 or 21-32. Some banks use a different Routing Number for ACH deposits rather than the number printed on the checks. You may want to contact your bank to be sure you are using the correct number.



SUNGARD PAYNETEXCHANGE

YOU ARE HERE

- Payment Address
- User Account
- >> Bank Information
- Account Verification
- Review & Submit

ENTER YOUR BANK INFORMATION

PayNetExchange will direct your payments into the account that you specify here. This information will be verified by our customer service representatives before any payments are made into this account.

CONTACT US
Mon-Fri 8:00 am - 6:00 pm EST
877-330-4950
[Email Us](#)

Account Name *

Account Description

Payment Network * Federal Reserve (ABA) ▼

Routing Number *

Account Number * (please enter any leading zeroes)

Re-type Account Number * (please enter any leading zeroes)

Account Type * Checking ▼

Bank Name *

Name on Bank Account/Acceptable Payee *

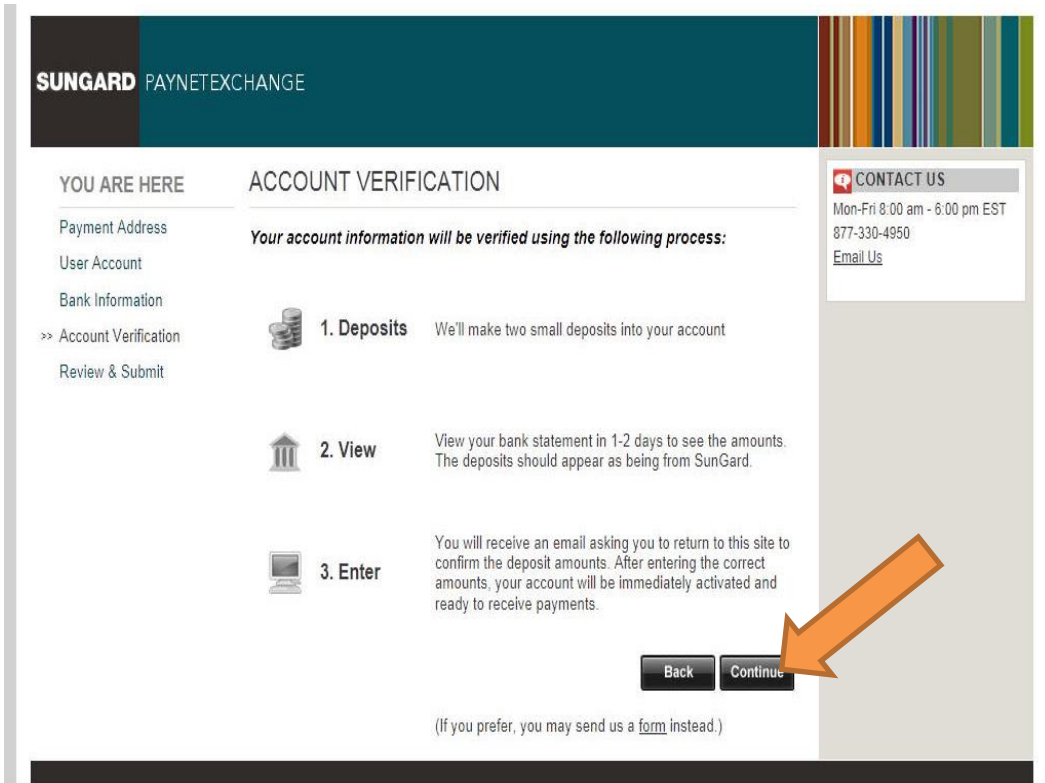
Back Continue

© SunGard2.0002-2017 Privacy Policy Terms of Use SunGard.com

Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

May 3, 2017

10. The next screen informs you that PayNet Exchange will send two small deposits to your bank account in the next couple of days. You must confirm with PayNet Exchange the two amounts that were deposited.



Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

May 3, 2017

11. Finally, you will be asked to Verify Your Information. Please review carefully the payment instructions.

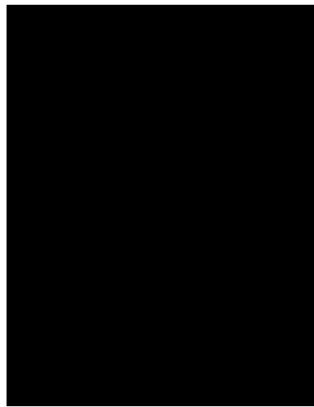
Subscriber Information

Your Name
Title
Telephone



Bank Information

Account Name
Account Description
Payment Network
Routing Number
Account Number
Account Type
Bank Name
Branch
City
State
Zip
Name on Bank Account/Acceptable Payee



Account Verification

Method

Verify Two Small Deposits

Service Agreement

This Services Agreement ("Agreement") is a contract between you and SunGard AvantGard LLC ("SunGard") and applies to your use of the PayNetExchange service, any related products and services and all related intellectual property and "online" or electronic documentation available through www.paynetexchange.com (collectively the "Service"). If you do not agree to be bound by the terms and conditions of this Agreement, please do not use or access our Services. You must accept all of the terms and conditions contained in this Agreement before you may become a participant in the PayNetExchange network. Use of the website and the Service is a privilege, and SunGard reserves the right to suspend and the privilege at its discretion. By accepting the terms and conditions of this Agreement, you certify that you are

The above named officers/owners of the Payee account holder identified above certify that the information provided above is correct, and that Payee agrees to the terms and conditions, as set forth in the PayNetExchange Service Agreement as well as the [Privacy Policy](#) and [Terms of Use](#) and that such terms of use or services agreement may change from time to time.

Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

May 3, 2017

You will be asked to accept the Terms and Conditions for this service offered by SunGard PayNet Exchange. Please read this information carefully. The text of the Terms and Conditions are attached.

The decision to accept the SunGard PayNet Exchange Terms and Conditions must be made by you, the payee, in your sole discretion.

12. You will need to “sign” an acknowledgement by placing a check mark in the box that:

The above named officers/owners of the Payee account holder identified above certify that the information provided above is correct, and that Payee agrees to the terms and conditions, as set forth in the PayNetExchange Service Agreement as well as the [Privacy Policy](#) and [Terms of Use](#) and that such terms of use or services agreement may change from time to time.

13. Next, look for the two small deposits to your bank account. When received, log into the PayNet Exchange portal <https://signup.paynetexchange.com/vendorsite/login.aspx> and verify the amounts.

Enrolling in Direct Deposit of Vendor Payments using PayNet Exchange

May 3, 2017

14. Each time you receive a payment from Hunter Douglas, you will receive an e-mail as shown below. You can also open the attachment which will display the invoice information listed on a check stub.

PAYMENT NOTIFICATION

Payment From:	Hunter Douglas Inc. (Direct)
Payment To:	Your Company Name
Payment Method:	ACH
Effective Date:	04/28/2017
Payment Number:	10083138
Amount:	\$150.00

[View payment and remittance details.](#)

This payment and remittance information may also be viewed on the [PayNetExchange Vendor Portal](#).

The information in this e-mail is confidential. It is intended for the individual or entity to whom it is addressed. If you have received this email in error, please advise the sender of the error by return email and delete this email.