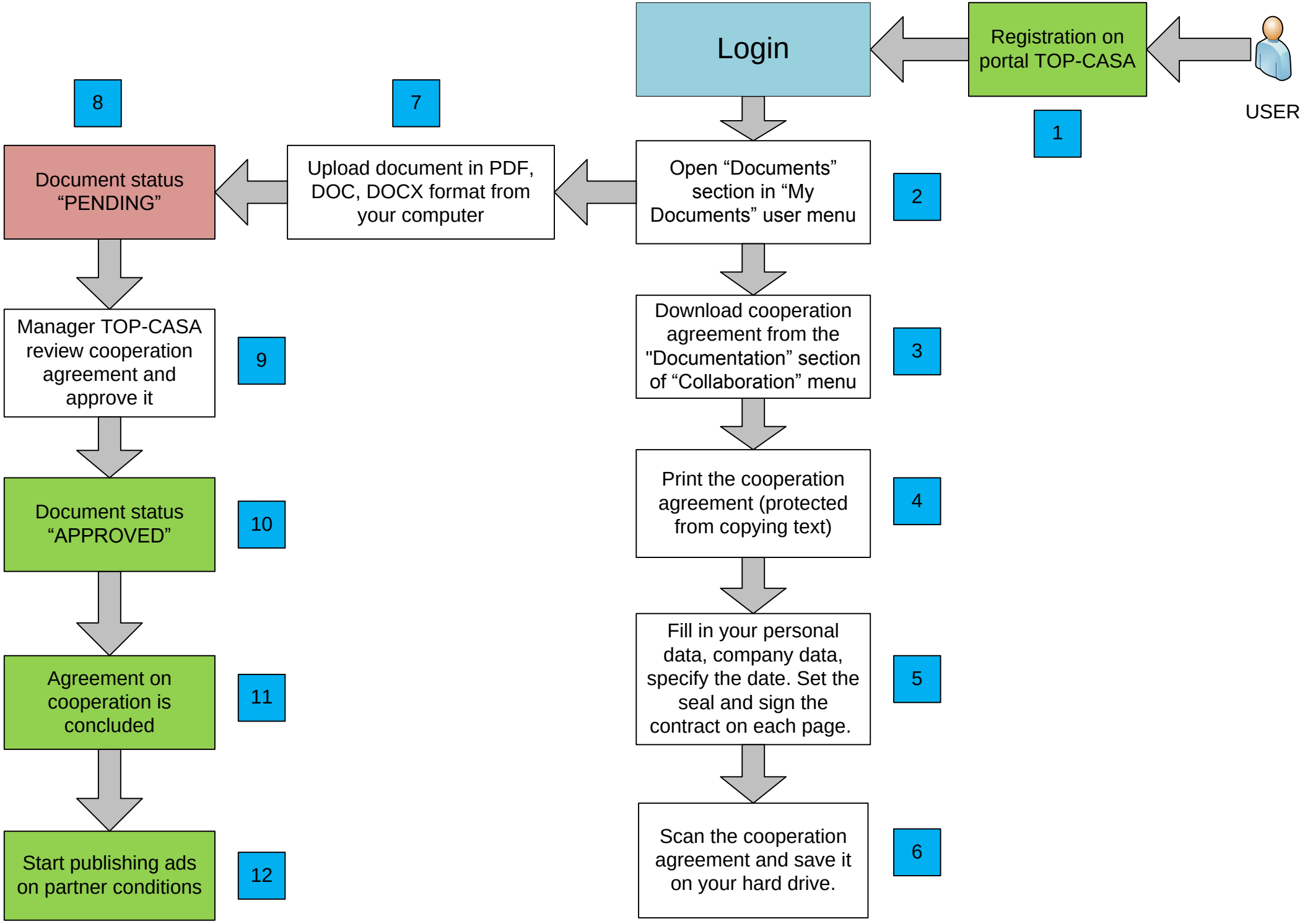
USER
Registration on portal TOP-CASA
1
Login
Open “Documents” section in “My Documents” user menu
2
Download cooperation agreement from the "Documentation” section of “Collaboration” menu
3
Print the cooperation agreement (protected from copying text)
4
Fill in your personal data, company data, specify the date. Set the seal and sign the contract on each page.
5
Scan the cooperation agreement and save it on your hard drive.
6
7
Upload document in PDF, DOC, DOCX format from your computer
8
Document status “PENDING”
Manager TOP-CASA review cooperation agreement and approve it
9
Document status “APPROVED”
10
Agreement on cooperation is concluded
11
Start publishing ads on partner conditions
12