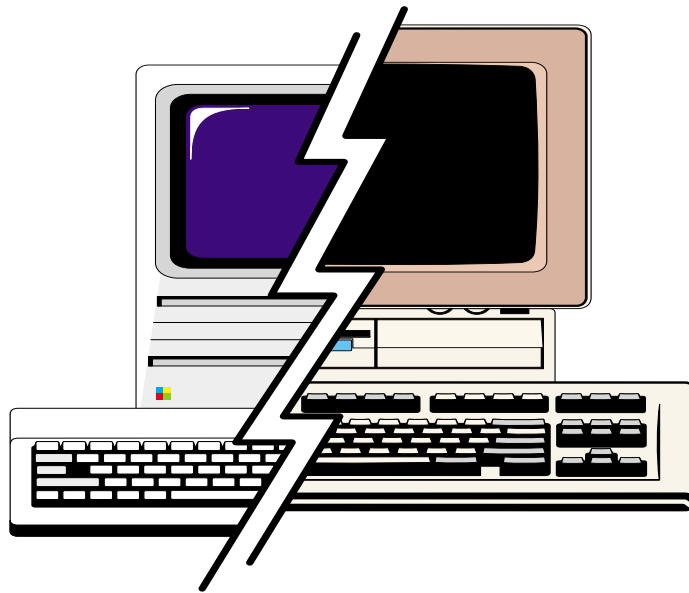


CLIENT DATA INTERCHANGE

VENDOR MODULE



**Internet Software Designed to Assist
Companies in all Areas of International
Shipping**

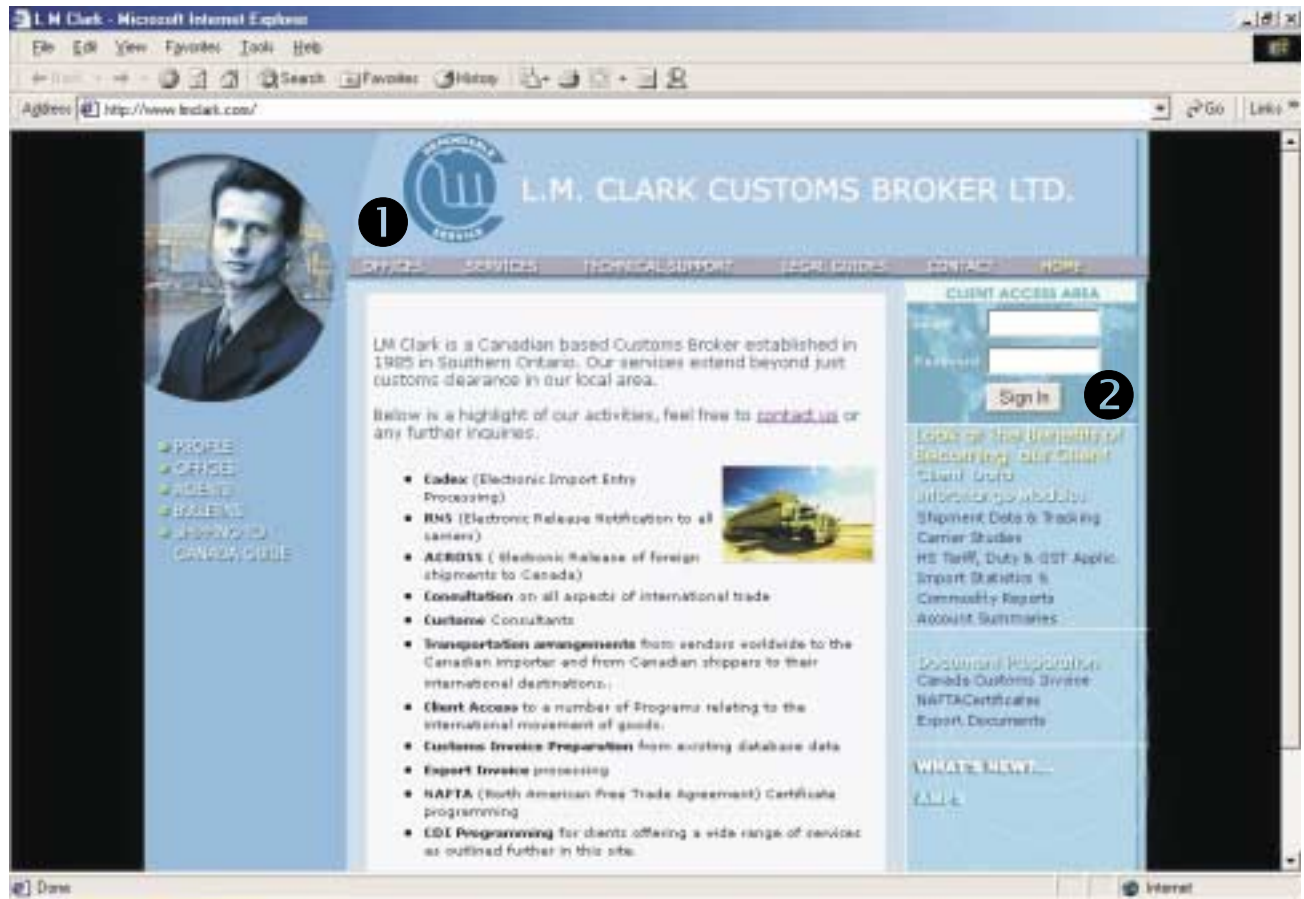


L. M. CLARK CUSTOMS BROKER LTD.

TEL: 905-673-8650

FAX: 905-673-7345

WEB SITE: www.lmclark.com



1 The headings each contain information regarding L. M. Clark such as its structure, personnel, agents listings plus many more features. Also included are guidelines for customs regulations and a complete guide for shipping to Canada. The headings will expand to further menu's when clicked on.

2 The "Client Access Area" is for use by registered clients of L. M. Clark and allow the use of various modules for the preparation of international trade documents and such functions as shipment tracing etc.

A login and password is required to obtain access to these various modules. Clients provided with these should enter the numbers in both fields and click on "Sign in" for access to the client home page.

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VENDOR DATA

Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>		
Country:	<input type="text"/>	Zip Code:	<input type="text"/>
Telephone:	<input type="text"/>	Facsimile:	<input type="text"/>

LOGIN CODES

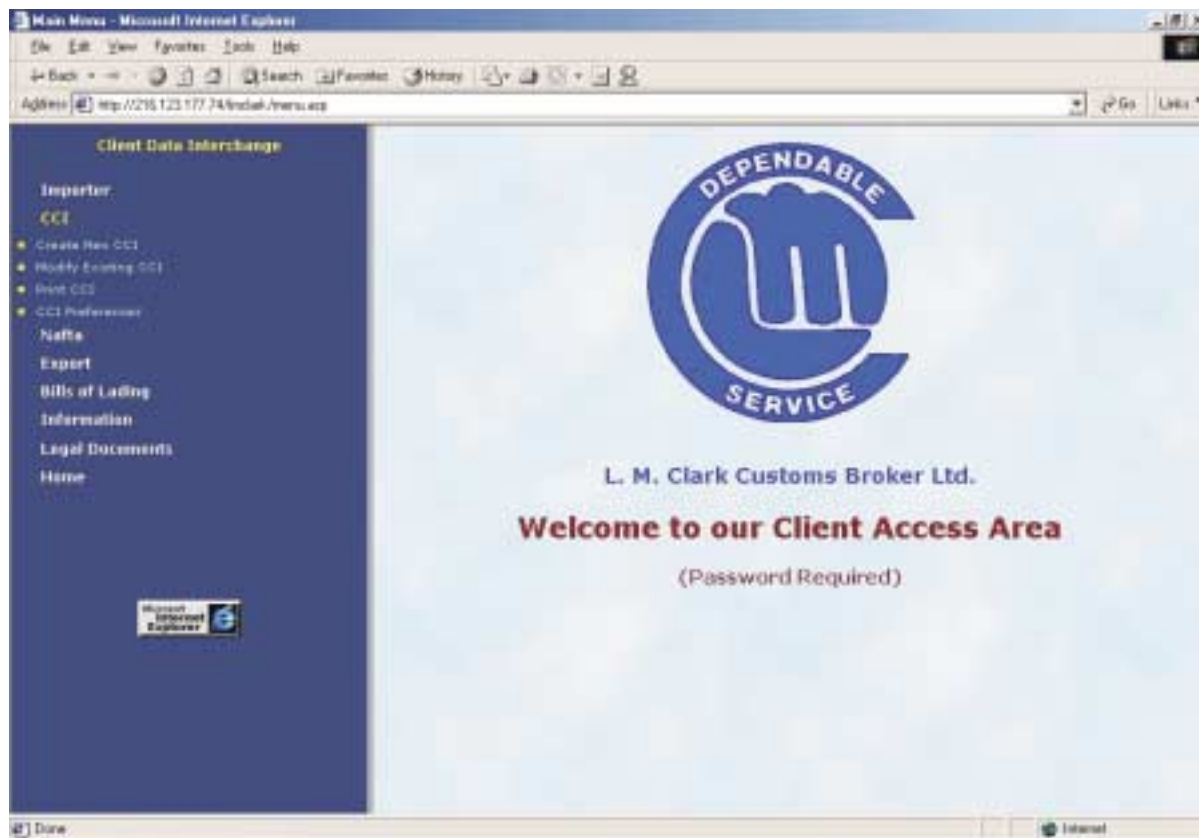
L. M. Clark Prime EDI Number:	<input type="text"/>
Account #:	<input type="text"/>
Password:	<input type="text"/>

L. M. CLARK CUSTOMS BROKER LTD.

**1**

Left clicking on any heading will bring up a series of sub menus for selection of specific tasks. See the next page for an example of the type of menus available.

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- 1 Click on this heading if you wish to prepare a CCI for the first time. Previously created CCI's can be accessed through headings 2 & 3.
- 2 This option will allow you to modify a previously created CCI. The function of this program is to provide L. M. Clark with advance shipment data, thus allowing us to arrange Customs Clearance in advance of arrival of the goods. For this reason you will not be allowed modification beyond two hours or less of your transmission. Modification must be reported to L. M. Clark by fax or phone so that adjustments can be made with Revenue Canada.
- 3 One copy of the CCI, Bar Coded (Take from the supply provided with your manual) must accompany the trucker carrying the shipment. With this command the CCI will print, with commodity details on page 2 and shipping instructions on page 3.
- 4 User Preferences will provide the Vendor with default options which will input constant data in specific fields, thus speeding up the preparation time. See Page 16 of your manual.

L. M. CLARK CUSTOMS BROKER LTD.

Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
CCI #	100	①	Net Weight:			⑩					
Direct Ship Date:	01/01/97	②	Gross Weight:			⑪					
Ctry of Transhipment:		③	Commercial Invoice #:			⑫					
Country of Origin:		④	Currency:	USD		⑬					
Direct Ship Mode:		⑤	Number & Kind of Pkgs:		CTN	⑭					
Direct Ship Place:		⑥	Prepaid Charges not Applicable:	<input type="checkbox"/>	⑮						
Reference/PO#:		⑦	Check if CCI is supported by a commercial invoice:	<input type="checkbox"/>	⑯						
Conditions of Sale:		⑧	Vendor related:	<input type="checkbox"/>	⑰						
Ruling:		⑨									

The first screen provides the headings for various parts of the CCI input starting with the "Shipment" data followed by the "Vendor" data etc. Once each heading is selected and completed the heading will change colour to denote this section is complete.

Do not complete and transfer the CCI data until all heading items show the colour change.

Shipment

- ① This is a reference number automatically applied by the L. M. Clark CDI computer system. Record this number on all your supporting documentation.
- ② The date completed in this field should reflect the date that the goods leave the vendors premises.
- ③ Complete only if the goods are going through another country prior to arriving in Canada.
- ④ This field should indicate the actual country in which the goods were produced, not the country from which the goods were shipped.
- ⑤ Indicate the type of international carrier, i.e. Air, Truck etc.

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- 6 The city from which the goods were shipped should appear here. See Preference Screen for default setting.
- 7 Include any Purchase Order or Order Number which will help identify the shipment.
- 8 Field requires the terms of sale such as "Net 30 Days" etc.
- 9 Should you have a Tariff or Valuation Ruling from Revenue Canada, indicate the file number and date in this field. See Preference Screen for default setting.
- 10 The first box should reflect the actual net weight, the second box will identify the unit measure, i.e. Lbs. Etc. Only Metric units are shown. Manually input unit measure if non metric.
- 11 As with field 10 complete both boxes with the gross weight and unit measure.
- 12 If the Canada Customs Invoice is supported by a Commercial Invoice indicate the Invoice # here.
- 13 Field indicates currency used on invoice. Use down arrow to look up appropriate currency.
- 14 First box requires number of packages, second box with down arrow will show all possible packing methods. This option must be used as the type of packaging is in a coded format. If shipment consists of different kinds of packaging, i.e. 3 Cartons & 4 Skids, show the 3 cartons in the first row of boxes and complete the second row of boxes with 4 skids. Multiple types of packaging in which require more than the two types available should be totaled and simply shown as pieces. For example if shipment consisted of 2 cartons, 4 skids and 7 bundles, simply show "13" in the first box and "Pieces" in the second box.
- 15 If no information is to be entered on the charges screen (Page C13) i.e. Freight, Packing etc., Click on this box. See Preference Screen for default settings.
- 16 If field 12 is completed with a Commercial Invoice number click on this box. If no Invoice is used to support the CCI leave this blank. See Preference Screen for default settings.
- 17 Should the Purchaser and the Vendor be related companies place a check mark in this box by clicking on it. If the parties are not related leave this blank. See Preference Screen for default settings.

Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
----------	--------	-----------	-----------	----------	------------	---------	-------	---------	------	--------	------

Vendor Information

Vendor Name: ①

Address: ②

City: ③

State: ▼ ④

Zip: ⑤

Country: ▼ ⑥

Vendor

This screen will automatically default to the vendor's data based upon the vendor number and password entered at time of dial in. You can overwrite any default data by simply clicking in the specific field and typing in the correct information.

- ① Input the name of the seller of the goods.
- ② Complete the full street address of the Vendor.
- ③ Complete the city of the Vendor.
- ④ Use the drop down menu for this field as it is the state code that is required.
- ⑤ Fill in first five digits of Zip code.
- ⑥ Once again use the drop down menu to ensure that the proper country code is transmitted.

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Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
----------	--------	-----------	-----------	----------	------------	---------	-------	---------	------	--------	------

Consignee Information

Consignee Name: ①

Address: ②

City: ③

Province: ▼ ④

Postal Code: ⑤

Country: ▼ ⑥

This screen will automatically default to the Importers name associated with this access code applied at time of login. All data can be overwritten per the following instructions.

Consignee

- ① Input the name of the Consignee of the goods, which may not be the purchaser, for example "Drop Shipments".
- ② Complete the full street address of the Consignee.
- ③ Complete the city of the Consignee.
- ④ Use the drop down menu for this field as it is the province code that is required.
- ⑤ Fill in the Postal Code of the Consignee.
- ⑥ This field will default to CA (Canada) as it is expected that all shipments will have a Canadian consignee.

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Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
----------	--------	-----------	------------------	----------	------------	---------	-------	---------	------	--------	------

Complete if other than Consignee

Purchaser Name: ①

Address: ②

City: ③

Province: ▼ ④

Postal Code: ⑤

Country: ▼ ⑥

Purchaser

This screen will automatically default to the Consignee data previously completed. You can overwrite any default data by simply clicking in the specific field and typing in the correct information.

- ① Input the name of the Purchaser of the goods.
- ② Complete the full street address of the Purchaser.
- ③ Complete the city of the Purchaser.
- ④ Use the drop down menu for this field as it is the Province code that is required. See Preference Screen for default settings.
- ⑤ Fill in the full Postal Code.
- ⑥ Once again use the drop down menu to ensure that the proper country code of the Purchaser is transmitted.

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Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
----------	--------	-----------	-----------	-----------------	------------	---------	-------	---------	------	--------	------

Complete if other than Vendor

Exporter Name: ①

Address: ②

City: ③

State: ▼ ④

Zip: ⑤

Country: ▼ ⑥

Exporter

This screen will not require completion if the Vendor and Exporter are the same. You can complete this screen, if required by simply clicking in the specific fields and typing in the information as described below.

- ① Input the name of the Exporter of the goods.
- ② Complete the full street address of the Exporter.
- ③ Complete the city of the Exporter.
- ④ Use the drop down menu for this field as it is the State code that is required.
- ⑤ Fill in the first five digits of the Zip Code.
- ⑥ Once again use the drop down menu to ensure that the proper country code of the Exporter is transmitted.

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Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
----------	--------	-----------	-----------	----------	------------	---------	-------	---------	------	--------	------

Originator Information

Originator Name: ①

Address: ②

City: ③

State: ▼ ④

Zip: ⑤

Country: ▼ ⑥

Originator

Fields 2 through 6 will default to the Vendor information set by the login password.

- ① Input the name of the individual completing this form on behalf of the Vendor of the goods. It is not necessary to show the company name of the Vendor on this screen. If this data is constant you can input the name in the Preferences Screen to avoid completing this for every invoice.
- ② Complete the full street address of the place of occupation of the Originator.
- ③ Complete the city of the Originator.
- ④ Use the drop down menu for this field as it is the State code that is required.
- ⑤ Fill in the first five digits of the Zip Code.
- ⑥ Once again use the drop down menu to ensure that the proper country code of the Originator is transmitted.

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Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
Carrier Name:	<input type="text"/>					1					
Carrier Phone:	<input type="text"/>					2					
Bill of Lading	<input type="text"/>					3					
Cargo Control/Pars #:	<input type="text"/>					4					
Pick Up Date:	<input type="text" value="01/01/98"/>	<input type="button" value="▼"/>	(MMDDYY)			5					
Port of Entry:	<input type="text"/>	<input type="button" value="▼"/>				6					
Pars Indicator:	<input type="checkbox"/>	(Click on box if PARS set up required)			7						
ETA Date:	<input type="text" value="/ /"/>	<input type="button" value="▼"/>				8					
ETA Time:	<input type="text" value=":"/>	(24 hour format)			9						
Broker:	<input type="text" value="L. M. Clark Customs Broker"/>					10					
Agent:	<input type="text"/>					11					

This screen will give the Carrier information and provide L. M. Clark with the necessary data to set up the Pre- Release option through the PARS System. Failure to complete these fields will remove the capability of this option.

Carrier

- 1 Input the name of the Carrier of the goods.
- 2 Complete the Carrier's phone number if known
- 3 Complete the Bill of Lading number assigned by the Carrier.
- 4 Provide the PARS Bar Code number from your Bar Code supply or if unavailable input the Cargo Control (Pro) Number from the Carrier.
- 5 Enter the Carrier pick up date in the format of MM/DD/YY. Use the drop down calendar to simplify the process. The date will default to the current computer date.

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- ⑥ Use the drop down menu to locate the first port of arrival which the driver will come to when entering Canada. The listing is done alphabetically to assist you in locating the port.
- ⑦ Click on this box if you wish to utilize the PARS method of advanced Customs clearance.
- ⑧ Enter the date which the carrier anticipates arriving at the Port of Entry per item # 6. Use the drop down calendar to simplify the process.
- ⑨ Enter the time which the carrier anticipates arriving at the Port of Entry per item # 6 in a 24 hour format.
- ⑩ The default is L. M. Clark customs broker and cannot be removed or replaced. This will be shown on the CCI hard copy.
- ⑪ If your shipment is destined to a location where L. M. Clark does not have an office refer to the "Agents Listing" in your manual. The listing indicate the agents name and is sorted alphabetically by Port of Entry. Type in the name of the agent from the port of entry into Canada. This will appear on the hard copy of the CCI also.

Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
----------	--------	-----------	-----------	----------	------------	---------	-------	---------	------	--------	------

Description - click below to start	Order No.	UOM	Cty	Qty	Price	Disc	Total
2	3	4	5	6	7	8	9
*							

No Discount

1

Items

Invoice Total :

10

- 1 If no discount exists on any line items click this box before doing any line entry. This will eliminate the discount column from all line entries.
- 2 Click in this box to activate product description entry. Enter the product description in this field either manually or press the down arrow at the right hand side of this field. This will display a complete vendor product listing. Simply use the scroll bar to locate the product and click it to enter the data into the field.

Items requiring more than one line of description can be accommodated. Enter the first line of description plus prices etc. When prompted for the next entry on the following line, complete the description only. Zero's will appear on this type of entry but will not print on the CCI detail sheet. This can be repeated on additional lines until your full data is entered.
- 3 Enter the order number per line item if more than one order number applies to the shipment as entered in Field 7 on Page C5.
- 4 The UOM (Unit of Measure) when tabbed to will show a down arrow at the right side of the field. Click on this and then click the appropriate unit of measure. If the product is picked from the data base in the description field the unit of measure will appear automatically.
- 5 If "VAR" was typed in Field 4 on the Shipment Screen (C5), you must enter the country of origin per commodity utilizing the drop down menu.
- 6 Complete the quantity which relates directly to the previous UOM field, e.g. If you used a cost per thousand (MIL) and had a quantity of 5,750 units, enter 5.750 in this field.
- 7 As in step 3, enter a unit price per the unit of measure in the UOM field.
- 8 Enter the percentage of discount in this field. It will calculate automatically before displaying the final total. If you enter a discount in error and none exists, place cursor in this field and type 00. Do not just delete the entry as you will receive a "Data Type Conversion Error" notice.
- 9 The total for the line taking into account quantity, unit price based upon unit measure and any discount, will be displayed in this box.
- 10 The Invoice total for all line entered will appear in this box after each line item is entered. Upon completion of all line items check this field to verify that it matches your total invoice amount. This total cannot be altered. If it dose not match the error for correction will be in one of the line items.

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CORRECTIONS

Any corrections or modifications must be completed in approximately two hours of transferring the CCI data to L. M. Clark, if the PARS Option was selected. Attempts after this time will result in an error message. If the CCI was created without the PARS data and not used by us for a current shipment modification is allowed until the PARS data is provided and the PARS box checked.

The reason for this is that the CCI data is transferred to Revenue Canada for Pre-Customs release as soon as the data is verified.

Alterations after this time frame must be handled through our office by fax or phone, at which time we will notify the appropriate Customs Department.

CORRECTIONS:

- ① To make a correction on any line simply click in the field that you wish to adjust and edit the entry to reflect the proper entry.
- ② TAB from this field through the remaining field on that line until the next line is highlighted.
- ③ If you do not Tab the corrections will not take effect in the line or the totals.

DELETIONS:

- ① Left click the box at the far left of the line for deletion to highlight the line and hit the delete key.
- ② A warning box will appear requesting confirmation. If OK click "Yes" and the line will be eliminated. Invoice total in Field 8 will adjust automatically.

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Shipment	Vendor	Consignee	Purchaser	Exporter	Originator	Carrier	Items	Charges	Save	Cancel	Exit
----------	--------	-----------	-----------	----------	------------	---------	-------	---------	------	--------	------

<p>if included in invoice total</p> <p>International Freight: <input style="width: 100px; height: 25px;" type="text"/> ①</p> <p>Costs For Construction: <input style="width: 100px; height: 25px;" type="text"/> ②</p> <p>Export packing: <input style="width: 100px; height: 25px;" type="text"/> ③</p>	<p>If not included in invoice total</p> <p>Domestic Freight: <input style="width: 100px; height: 25px;" type="text"/> ④</p> <p>Amounts for Commissions: <input style="width: 100px; height: 25px;" type="text"/> ⑤</p> <p>Export Packing: <input style="width: 100px; height: 25px;" type="text"/> ⑥</p>
---	---

Check if Applicable:

Royalty Payments: ⑦

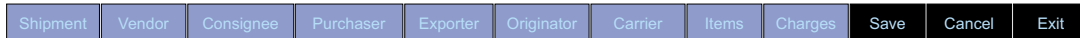
Purchaser has supplied goods: ⑧

Charges

This screen will not require completion if Field 15 on the Shipment Screen (Page C5) has been checked.

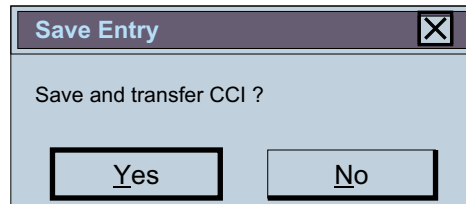
- | | |
|---|--|
| <p>① If the invoice total includes an international freight amount, indicate the actual amount in this field.</p> <p>② Costs for construction of the shipped goods must be declared in this field if they appear in the invoice total.</p> <p>③ Any costs associated with packing the goods for purposes of international shipping and if included in the total value, must be declared in this field.</p> <p>④ A domestic freight amount should be shown in this field if the amount does not appear in the invoice total.</p> | <p>⑤ Should the exported goods attract any type of commissions which are not reflected in the invoice total, indicate the amount here.</p> <p>⑥ As in Field 3, indicate the packing costs if they are not in the invoice total.</p> <p>⑦ Certain goods will attract subsequent Royalty payments. If this is the case indicate this fact by checking this box.</p> <p>⑧ If the purchaser supplied any of the goods included on this invoice (Goods are owned by the purchaser and being returned to them with the finished goods) check this box.</p> |
|---|--|

L. M. CLARK CUSTOMS BROKER LTD.



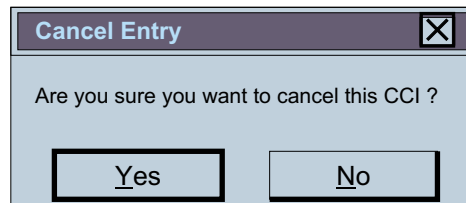
① ② ③

- ① When clicked to save your CCI a message box will appear as shown below.



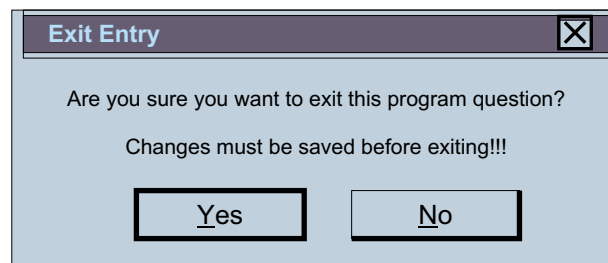
To accept and transfer CCI to L. M. Clark for PARS setup or for file pending shipment arrival click the "Yes" box. Clicking "No" will return you to the last screen which you were in to continue data entry or adjustment. Once the "Yes" box is clicked the CCI will be transferred and you will be returned to the Shipment Screen (Page 4) for next CCI entry.

- ② Select this option if you wish to abort your entry and not save the processed data thus far. A warning box will appear for your confirmation of this step.



- ③ If you wish to exit from any further CCI entry and go to a Print or Modify mode click this block. This will take you back to the CCI Options Screen (Page 3). Once again you will be asked to confirm that you wish to exit the program.

An "Exit" or "Cancel" without "Saving" will lose any data entered.



Select CCI

CCIRef ①	Reference ②	Direct Ship Date ③	Pars ④
101	Reference #	01/01/97	Yes
102	P. O. # 23456	01/15/97	
103	Order # 56564	01/31/97	Yes




- ① This number is assigned automatically by our system at time of initial CCI preparation.
- ② The Reference Number is taken from field 7 of the Shipment Screen (Page C5).
- ③ The Direct Shipment Date is taken from field 2 of the Shipment Screen (Page C5).
- ④ If you have requested a "Pars" clearance by completing the Carrier Screen (Page C11) this field will show a "Yes".
- ⑤ These ARROWS provide for singular or rapid scroll backwards or forwards through all previously prepared CCI's.

To modify a CCI, locate it through the Various numbers and left click on the CCI Number (Field 1). This will take you to the Shipment Screen (Page C5). Modify per instructions on Page C12A.

L. M. CLARK CUSTOMS BROKER LTD.

Select CCI 01/01/98

CCIRef 1	Reference 2	Direct Ship Date 3	Pars 4
101	Reference #	01/01/97	Yes
102	P. O. # 23456	01/15/97	
103	Order # 56564	01/31/97	Yes


Page 1 of 1

- 1** This number is assigned automatically by our system at time of initial CCI preparation.
- 4** If you have requested a "Pars" clearance by completing the Carrier Screen (Page C11) this field will show a "Yes".

- 2** The Reference Number is taken from field 7 of the Shipment Screen (Page C5).
- 5** These ARROWS provide for singular or rapid scroll backwards or forwards through all previously prepared CCI's.

- 3** The Direct Shipment Date is taken from field 2 of the Shipment Screen (Page C5).

To print a CCI, locate it through the Various numbers and left click on the CCI Number (Field 1). This will take you to the Canada Customs Invoice Screen for printing.

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Canada Customs Invoice		① Detail	② Back	③ Print	Page 1
1. Vendor (Name and Address)	2. Date of Direct Shipment to Canada				
	3. Other References (Include Purchase Order no)				
	5. Purchaser's Name and Address (If other than Consignee)				
4. Consignee (Name and Address)	6. Country of Transhipment				
	7. Country of Origin of Goods				

PRINTING:

The scroll bars can be used to review the entire Canada Customs Invoice and if everything is in order it can be printed.

Printing can be performed by selecting "File" and then "Print" from the drop down menu, or by simply clicking on the word "Print" at the top right of the screen.

- ① The "Detail" command at the top right of the screen will move you to the page 2 screen which will provide the data entered on the "Items" screen (Page C12).
- ② Clicking the "Back" command will take you to the previous screen to make another CCI selection.
- ③ As mentioned on the above yellow box, click on this command to print this particular CCI.

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CCIRef#100		CCI Line Items			Page 2	
Number and kind of pkgs		3	CTN			
Description	UOM	Ctry	Qty	Price	Total	
Description of Goods	NMB		5	\$100.00	\$500.00	
Description of Goods	NMB		3	\$100.00	\$300.00	
				Total	\$800.00	

Print Another	Pars	Exit
①	②	③

The above screen will be a summary of the line items entered on "Items" Screen (Page C12).

In order to print this page either click on the print icon at the top of the Explorer page or select "File" and then "Print" from the drop down menu.

- ① By clicking on the "Print Another" button you will be taken back to the first CCI Print Screen (Page C16) to select another CCI for print.
- ② The "Pars" button will take you to the third page of the CCI which provides all the carrier data and the PARS setup data.
- ③ The "Exit" button will take you back to the "CCI Options" Screen (Page C4) for additional CCI options.

CCIRef#100

CCI Pars Information

Page 3

Carrier Name:	Name of Carrier:
Carrier Phone:	222-222-2222:
Carrier BOL:	123456:
Cargo Control #:	2ITN 123456789
Pick Up Date:	01/01/97
Port of Entry:	453
Pars Indicator:	1
ETA Date:	01/01/97
ETA Time:	12:00

Print Another

Pars

①

②

The above screen will be a summary of the line items entered on "Carrier" Screen (Page C11).

In order to print this page either click on the print icon at the top of the Explorer page or select "File" and then "Print" from the drop down menu.

① By clicking on the "Print Another" button you will be taken back to the first CCI Print Screen (Page C16) to select another CCI for print.

② The "Exit" button will take you back to the "CCI Options" Screen (Page C4) for additional CCI options.

L. M. CLARK CUSTOMS BROKER LTD.

11/10/98

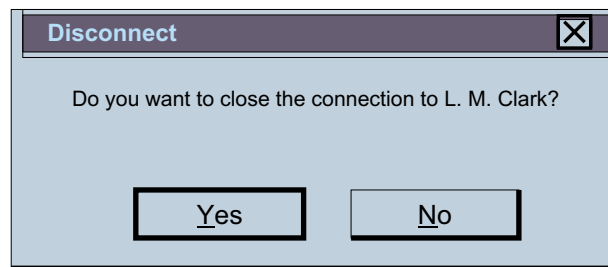
User Preferences

Direct Shipment Mode:	<input style="width: 100%;" type="text"/>	①	
Direct Shipment Place:	<input style="width: 100%;" type="text"/>	②	
Conditions of Sale:	<input style="width: 100%;" type="text"/>	③	
Ruling:	<input style="width: 100%;" type="text"/>	④	
Originator Name:	<input style="width: 100%;" type="text"/>	⑤	
Purchaser Province:	<input style="width: 50%;" type="text"/> ▼	⑥	
⑦ Prepaid Charges Not Applicable:	<input type="checkbox"/>	CCI is supported by a commercial invoice:	<input type="checkbox"/> ⑧
⑨ Vendor Related:	<input type="checkbox"/>	No Item Discount:	<input type="checkbox"/> ⑩
⑪ Local Parts:	<input type="checkbox"/>		
<input style="width: 100px; height: 20px;" type="button" value="Update"/> ⑫ <input style="width: 100px; height: 20px; margin-left: 100px;" type="button" value="Exit"/> ⑬			

User Preferences should be completed before beginning any data entry. Items entered in these fields will appear on all CCI's created in the program unless deleted or modified.

- | | |
|--|---|
| <p>① See Page C5, Field 5.</p> <p>② See Page C5 & C5A, Field 6.</p> <p>③ See Page C5 & C5A, Field 8.</p> <p>④ See Page C5 & C5A, Field 9.</p> <p>⑤ See Page C10, Field 1.</p> <p>⑥ See Page C8, Field 4.</p> <p>⑦ See Page C5 & C5A, Field 15. Full explanation appears on the "Charges" Screen, Page C13.</p> | <p>⑧ See Page C5 & C5A, Field 16.</p> <p>⑨ See Page C5 & C5A, Field 17.</p> <p>⑩ See Page C12, Field 1. Checking this box precludes going through this process for every CCI.</p> <p>⑪ Check this field if the items on the CCI are drawn from a local data base.</p> <p>⑫ Click on this button to register or modify the preferences in the program.</p> <p>⑬ Clicking on this button will exit the Preferences Screen without making additions or changes and take you back to the CCI Options Screen, Page C4.</p> |
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When you have finished your on line transactions with L. M. Clark click the “X” in the top right corner of the “Explorer” screen and the following box will appear on your desktop.



Click on the yes box to close the connection L. M. Clark.

Some systems may not show this box but will leave the “Explorer” tab open on the Taskbar. Click the tab and the disconnect box will appear.

You cannot access the system again until you have properly disconnected.