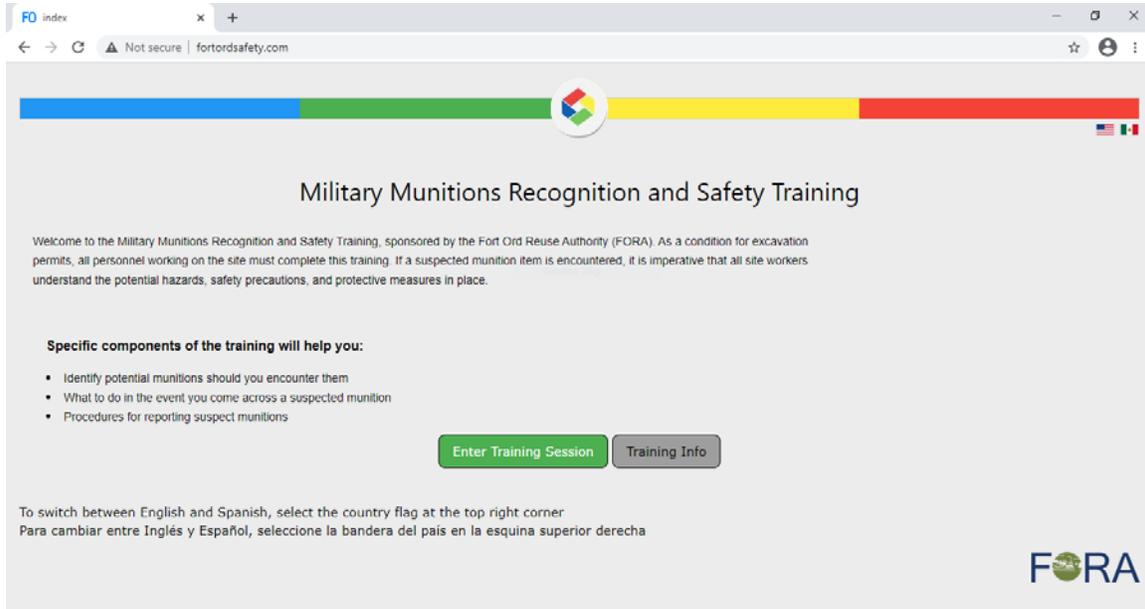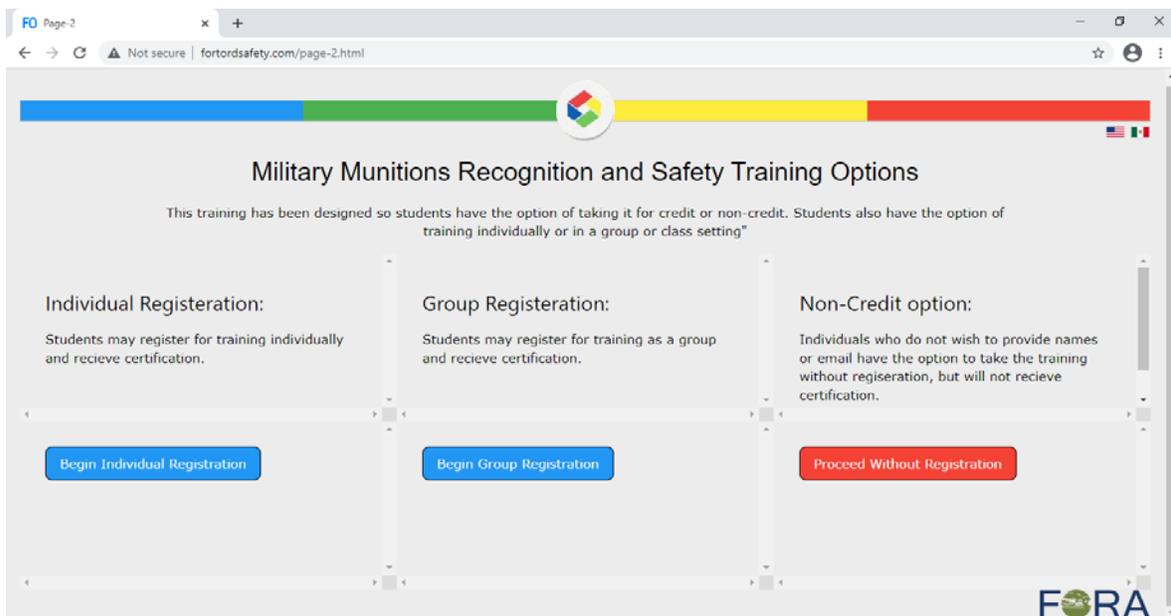# Step-by-Step Guide to Completing the Required Munitions Training

1. Go to www.fortordsafety.com ; You should be greeted by the following screen:

2. Select the language you wish to use for the training in the upper left hand corner. Currently, the only options available are Spanish and English. Click the GREEN button marked "Enter Training Session" to begin.

3. You will be met with a screen that asks if you are going to be doing an individual training (choose this option and continue to step 4 if one person will complete the training), or if it will be a group training (choose this option and skip to step 6):

4. If the individual registration is selected, the following screen will appear:

5. Fill out the information required and select the GREEN button marked "Proceed to Training" to begin the training video (Skip down to step 10).

6. If the Group Registration is selected, the following screen will appear:

7. Fill out the fields for the Group Name first. Then, select the GREEN option to "Add Individual" and input the requested information for each person who will be

completing the training. Once all the people are added, the screen should look like this:
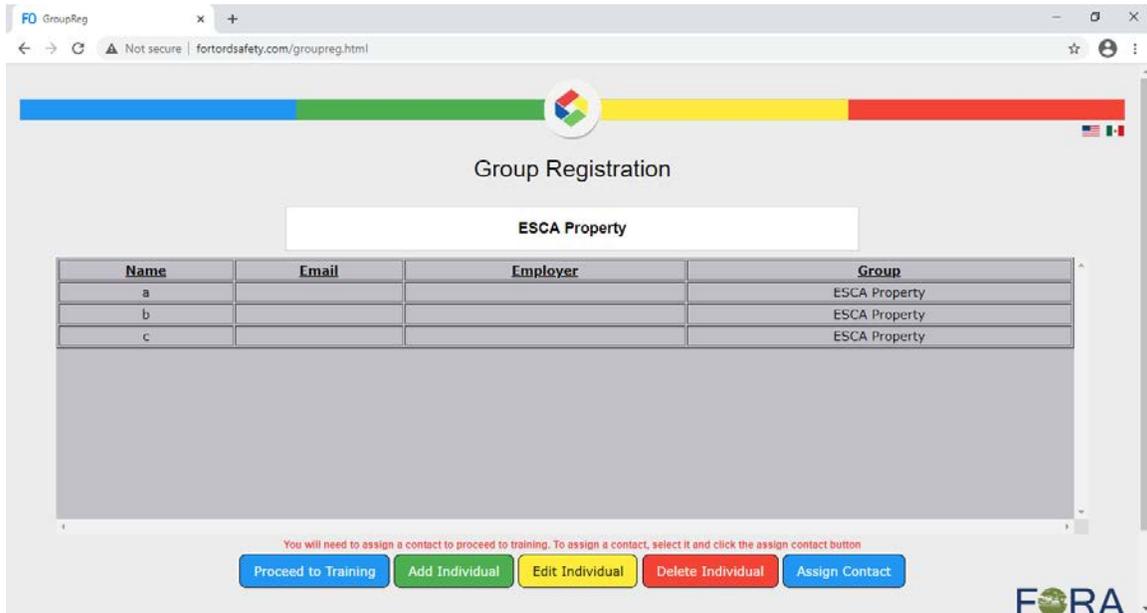
8. Once you have included all of the individuals, press on one of the name of the group leader and select the BLUE button on the right marked "Assign Contact". Once this has been done, that individual's information should turn pink like so:
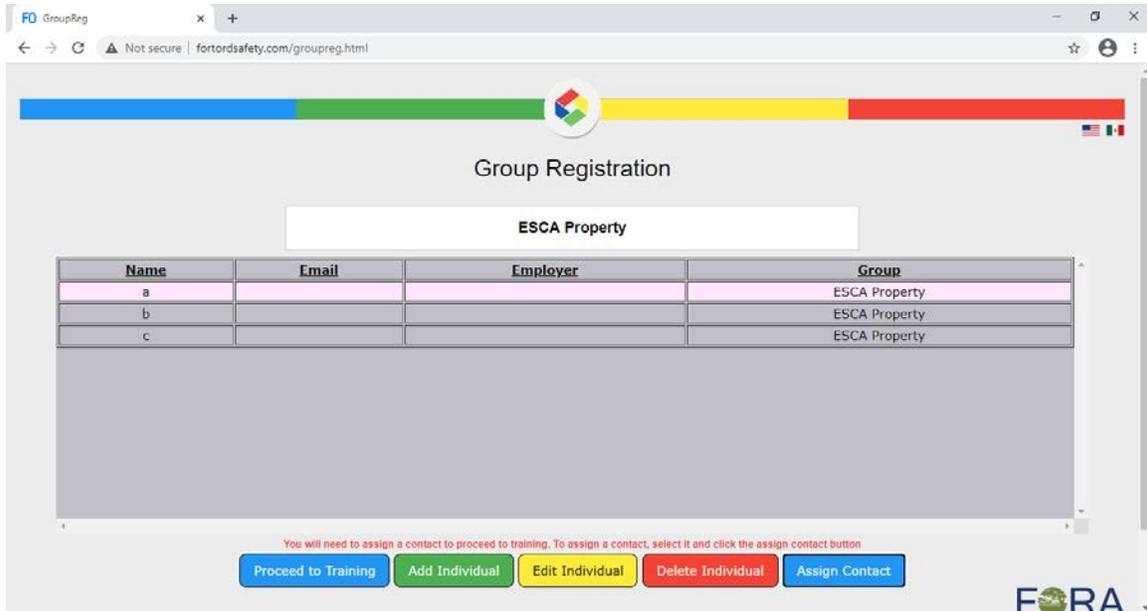

9. Click the BLUE button marked "Proceed to Training" and complete the training video.

10. During the video, there will be questions that are asked by the video that must be answered by the user in order to continue the training video and receiving the certificate at the end. Complete these and finish the video:
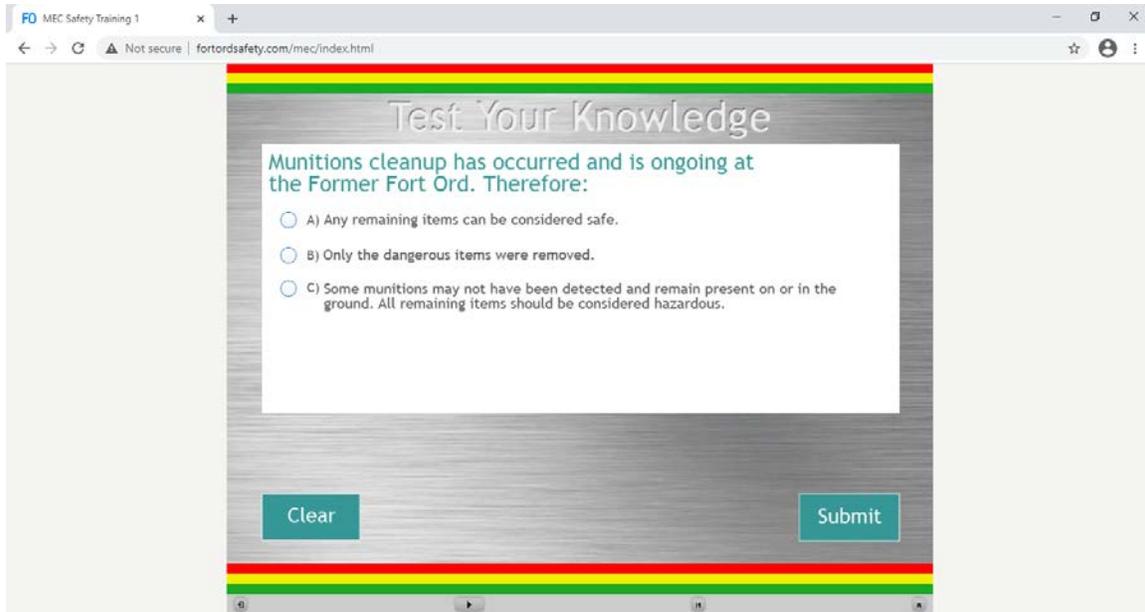
11. Once you have answered all of the questions and completed the training video, a certificate of completion will be emailed to the address you provided during registration. You will also be met with the following page giving you other options of how to receive the certificate:
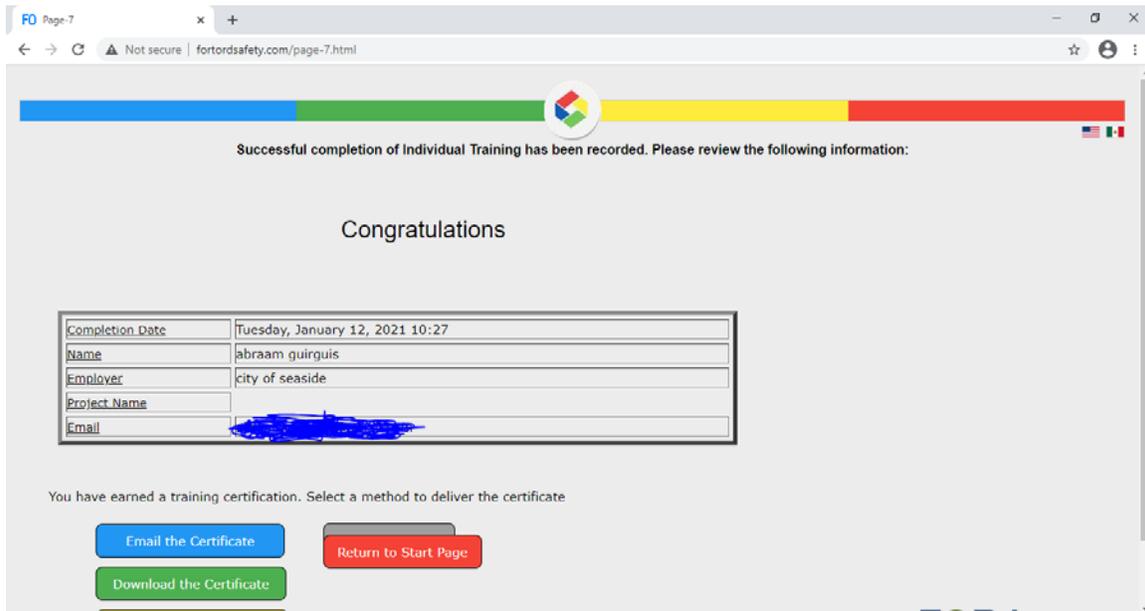
12. Once you have selected how you want to receive your certificate, you can close out of the window. Congratulations! You have successfully completed the

required training needed in order to start any excavation or digging work on your former Fort Ord land. However, please keep in mind there may be other steps you must take in order to properly begin work on the land (i.e. permits, etc). Please make sure to meet all other requirements before beginning any work on the properties.