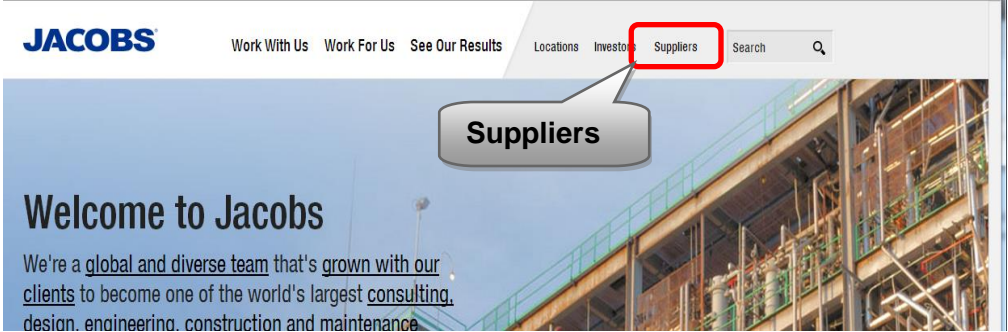
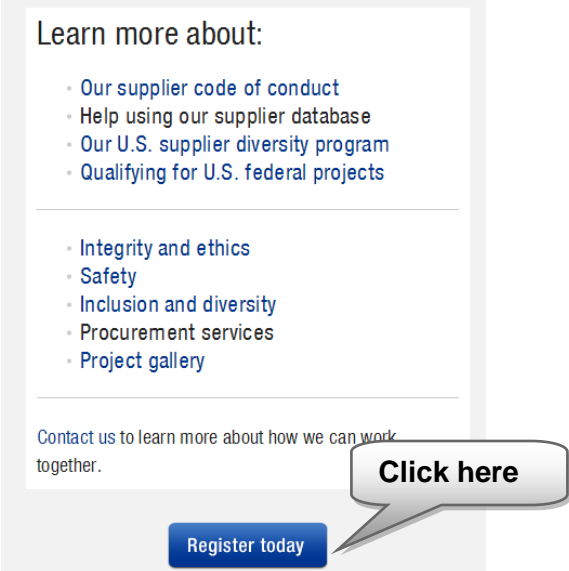
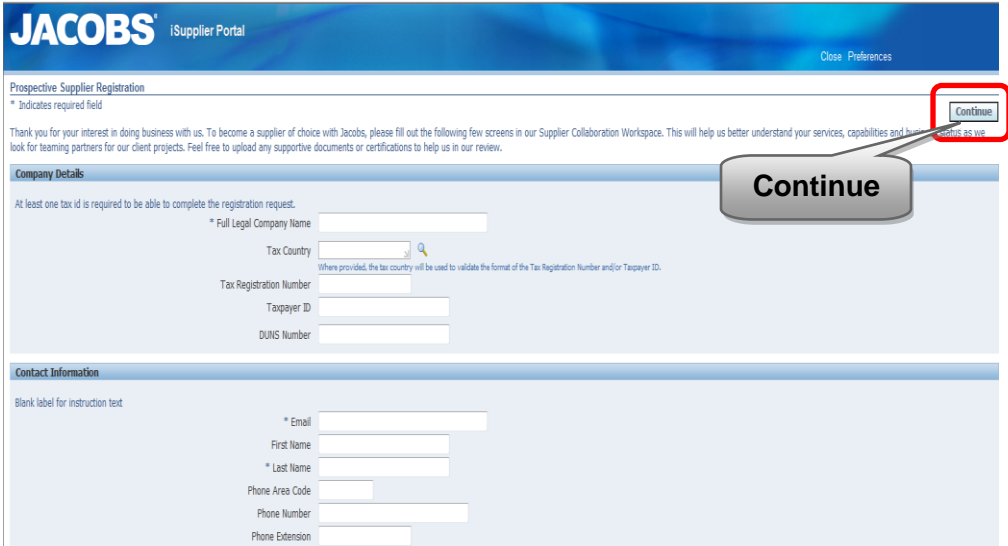
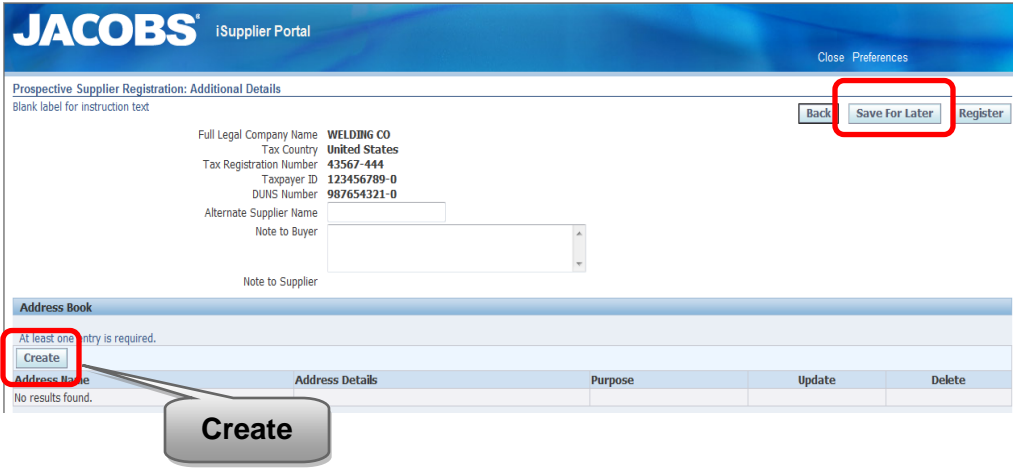
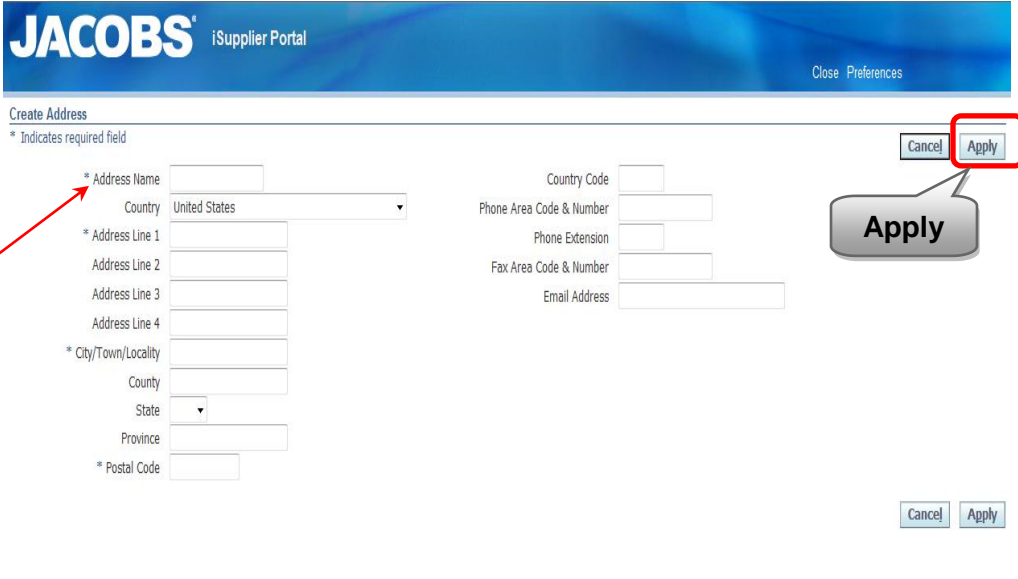
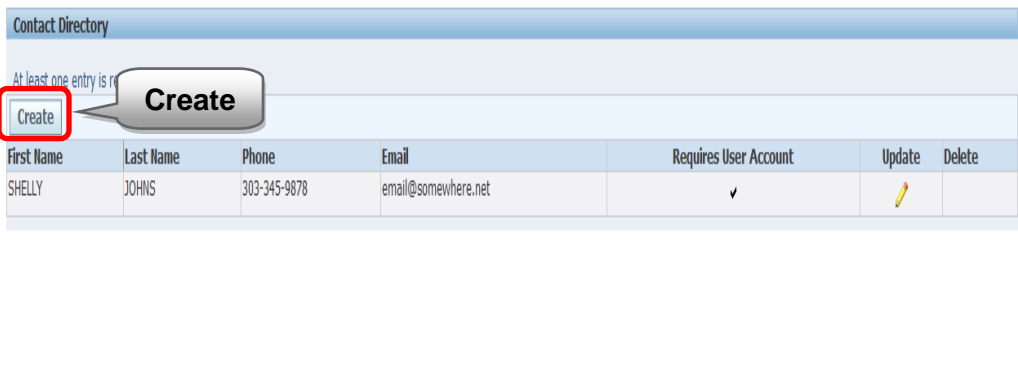

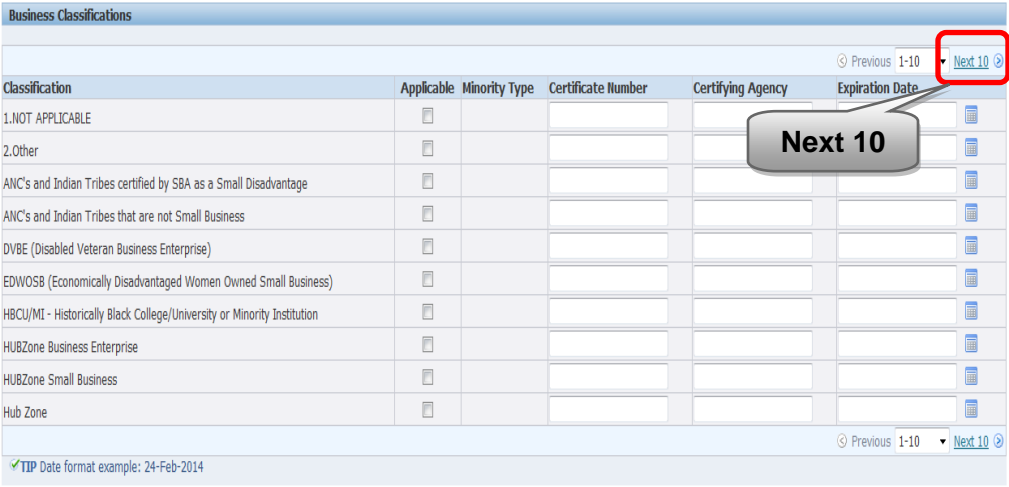
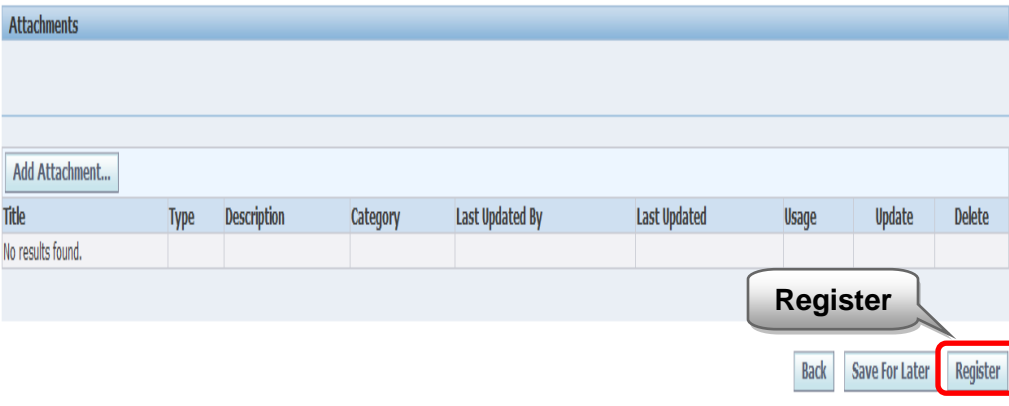


Step	Action
<p>1. Click the Supplier link on the Jacobs' website home page - <a href="http://www.jacobs.com">www.jacobs.com</a>.</p>	
<p>2. At the bottom of the Supplier page select the “Register today”.</p> <p>★</p> <p><b>Note:</b> This will open the “iSupplier Portal” to the “Prospective Supplier Registration” page.</p>	
<p>3. Please fill out all appropriate fields. The more information you provide will help us better understand your services, capabilities, and business status. When completed, select “Continue”.</p>	

Step	Action														
<p>4. Under the “Address Book” region, select the “Create” button to add your address(s).</p> <p>★ <b>Note:</b> You can use the “Save for Later” button to save your information. Make sure to bookmark this page for future access. You will also receive an email notification containing a link to the iSupplier portal.</p>															
<p>5. Fill in all the appropriate information for your address, select “Apply”. This will take you back to the previous screen. If you have more office addresses to add, repeat step 4 above. If no other addresses need to be added, move to step 6.</p> <p>★ <b>Note:</b> Address Name=Corporate or Main. Additional address names should be listed as Address Name=Name of City where branch is located.</p>															
<p>6. On the same screen as Step 4, just below the Address Book, you will see the “Contact Directory” region. As you can see, the Contact Directory region is populated with the information you filled out on the first page. If you have additional contacts to add, select the “Create” button. If not, move to Step 7.</p>	 <table border="1" data-bbox="537 1585 1549 1669"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Phone</th> <th>Email</th> <th>Requires User Account</th> <th>Update</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>SHELLY</td> <td>JOHNS</td> <td>303-345-9878</td> <td>email@somewhere.net</td> <td>✓</td> <td></td> <td></td> </tr> </tbody> </table>	First Name	Last Name	Phone	Email	Requires User Account	Update	Delete	SHELLY	JOHNS	303-345-9878	email@somewhere.net	✓		
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete									
SHELLY	JOHNS	303-345-9878	email@somewhere.net	✓											

Step	Action
<p>7. Continue to scroll down until you see the Business Classification region. It is important that you fill in the “<b>Business Classification</b>”. This is your company’s “<b>Diversity</b>”. Make sure to fill in the “<b>Certificate Number, Certifying Agency and Expiration Date</b>”. If this does  not apply to your company, please select “<b>1. Not Applicable</b>”</p> <p><b>Note:</b> Use the “Next 10” to see additional classifications. It is important to attach a copies of your certificates in Step 8.</p>	 <p>The screenshot shows a table titled "Business Classifications" with columns: Classification, Applicable, Minority Type, Certificate Number, Certifying Agency, and Expiration Date. The first row is "1. NOT APPLICABLE". A "Next 10" button is highlighted in the top right corner of the table area.</p>
<p>8. Use the “<b>Attachments</b>” region to add relevant documents that you would like us to know about your company (i.e. Diversity certifications, company brochures, etc.). When you have completed all your company information, select the “<b>Register</b>” button to complete your registration.</p>	 <p>The screenshot shows the "Attachments" section with an "Add Attachment..." button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The text "No results found." is displayed in the table. A "Register" button is highlighted in the bottom right corner.</p>