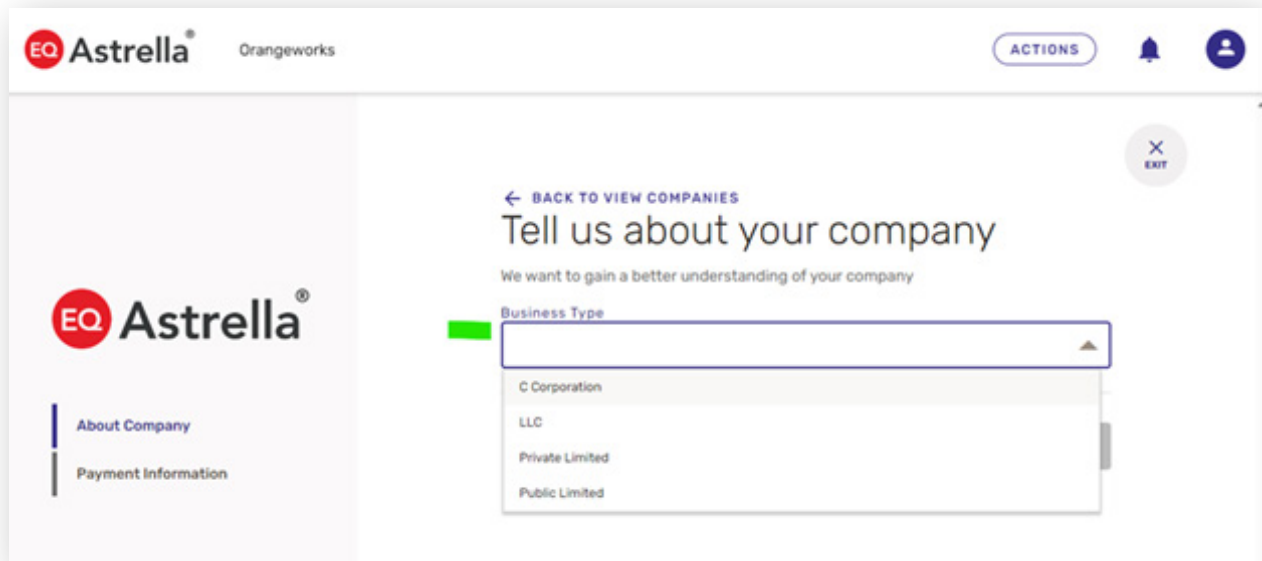


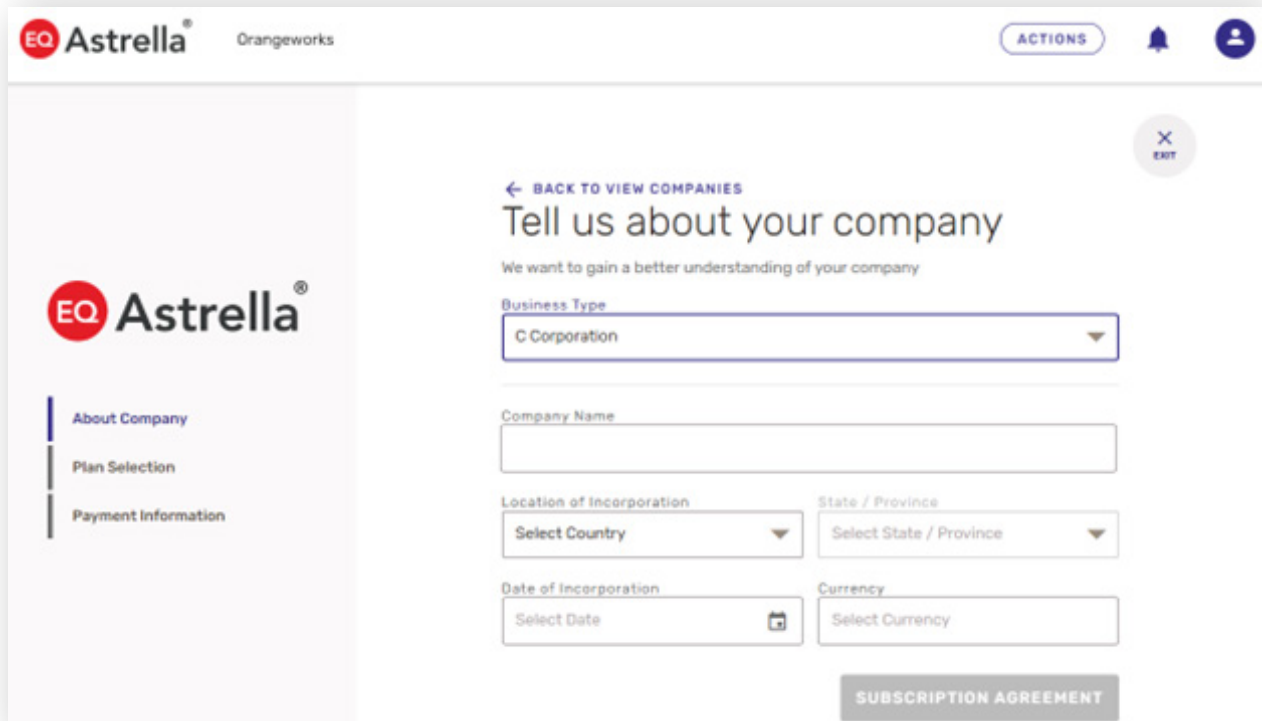
Self-onboarding step-by-step guide.

Onboarding onto Astrella is simple and can take less than 60 minutes. We recommend having your Certificate of Incorporation handy. Here's a step-by-step process to onboard yourself.

First, create a new account with Astrella and enter company details.

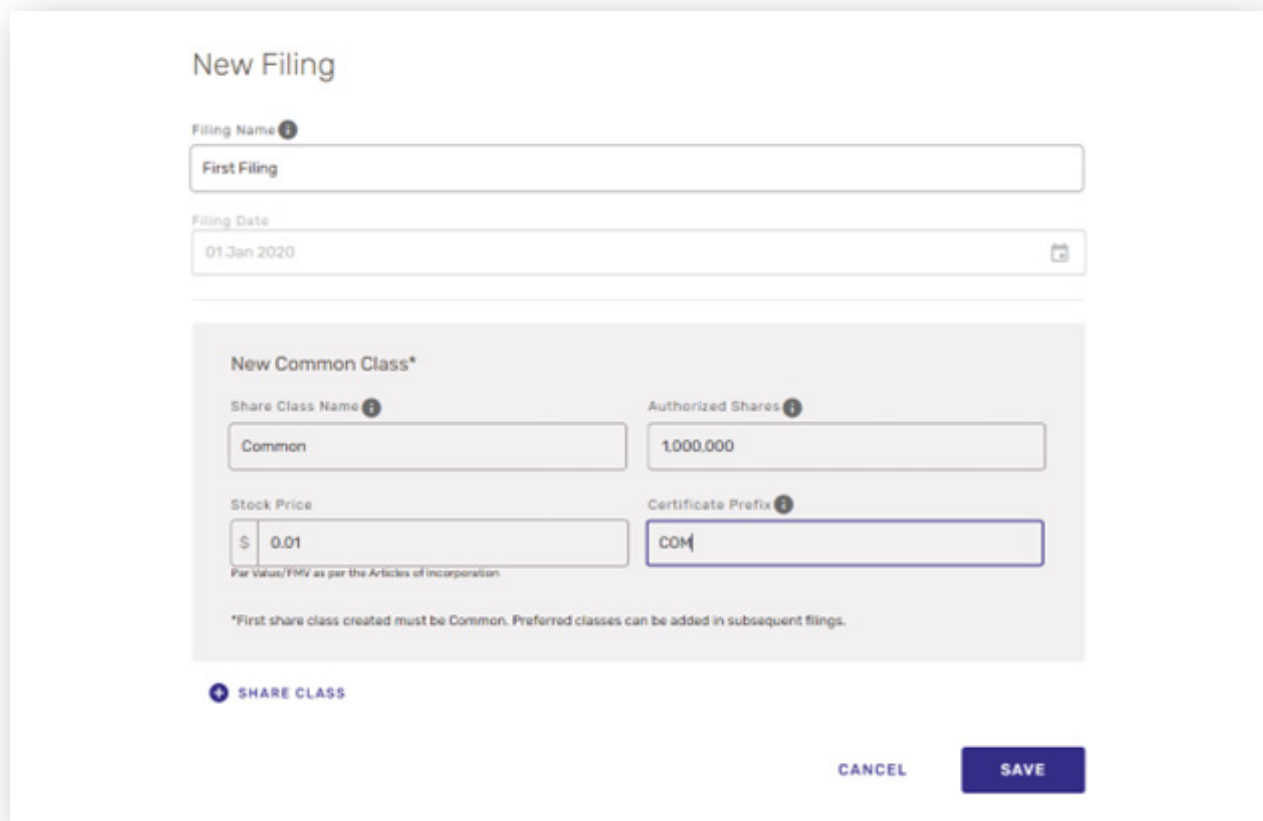


The screenshot shows the Astrella onboarding interface. The top navigation bar includes the EQ Astrella logo, 'Orangeworks', and buttons for 'ACTIONS', a notification bell, and a user profile icon. A sidebar on the left contains the Astrella logo and two menu items: 'About Company' and 'Payment Information'. The main content area is titled 'Tell us about your company' with a sub-header 'We want to gain a better understanding of your company'. A 'Business Type' dropdown menu is open, showing options: 'C Corporation', 'LLC', 'Private Limited', and 'Public Limited'. A green highlight is visible on the left side of the dropdown menu. A 'BACK TO VIEW COMPANIES' link is at the top left, and an 'EXIT' button is at the top right.



The screenshot shows the Astrella onboarding interface with the 'Business Type' dropdown menu closed and 'C Corporation' selected. Below the dropdown are several input fields: 'Company Name' (text input), 'Location of Incorporation' (dropdown menu with 'Select Country' selected), 'State / Province' (dropdown menu with 'Select State / Province' selected), 'Date of Incorporation' (calendar icon and 'Select Date' text), and 'Currency' (dropdown menu with 'Select Currency' selected). A 'SUBSCRIPTION AGREEMENT' button is located at the bottom right. The top navigation bar and sidebar are identical to the previous screenshot.

Set up your initial filing. This will be the first class of stock found in your certificate of incorporation.

A screenshot of a web form titled 'New Filing'. The form has a white background with a light gray border. At the top, the title 'New Filing' is in a gray font. Below it, there are two input fields: 'Filing Name' with the value 'First Filing' and 'Filing Date' with the value '01 Jan 2020'. A section titled 'New Common Class*' contains four input fields: 'Share Class Name' with 'Common', 'Authorized Shares' with '1,000,000', 'Stock Price' with '\$ 0.01', and 'Certificate Prefix' with 'COM'. A small note below the stock price field reads 'Par Value/FMV as per the Articles of Incorporation'. A footnote at the bottom of the section states '*First share class created must be Common. Preferred classes can be added in subsequent filings.' At the bottom of the form, there is a blue link 'SHARE CLASS', a 'CANCEL' button, and a blue 'SAVE' button.

Once you have done so, you're ready to rock!

Next: Setting up & customizing

Set up initial stock class

First, you'll be asked to set up an initial stock class. This can be found in your certificate of incorporation or in your latest amended certificate of incorporation. We'll touch on adding stock classes below.

Customize your settings

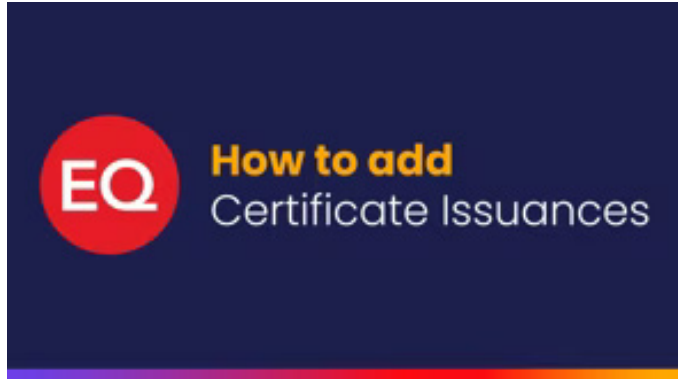
You can update company information, billing, FMV, legends and vesting schedules.

Next, set up stakeholders

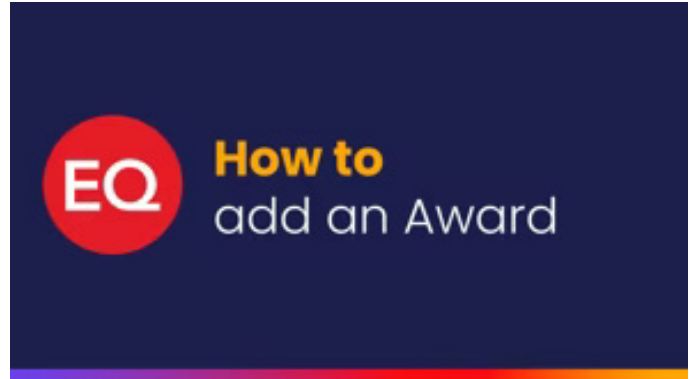
If you have options, set up your option pool



Congrats! You've got the basics. Now it's time to issue securities and awards.



Certificate issuances



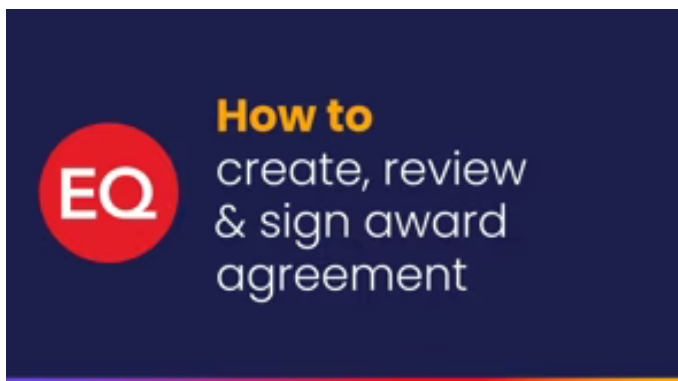
Award issuances



Add convertibles & warrants



Add company admins



Issue an agreement with Docusign integration



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