

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 and your cap table details. Here's a step by step process to onboard yourself.

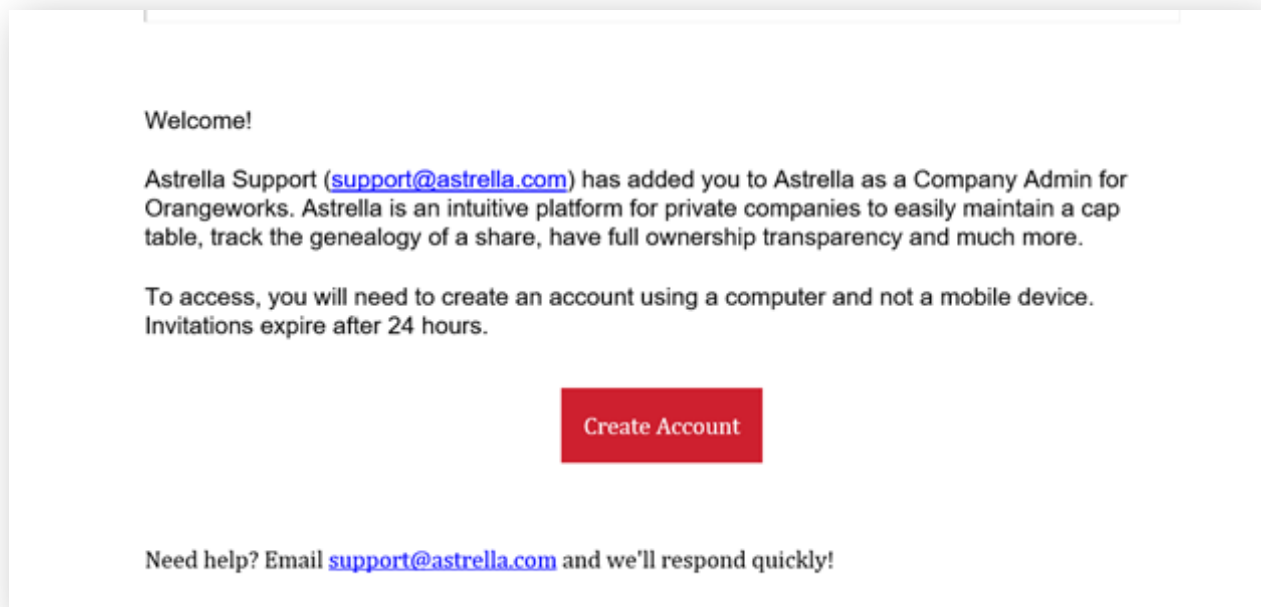
First, prepare your documents

We recommend having the following details handy

- ✓ Certificate of Incorporation and any amended COIs
- ✓ Current cap table, in any format
- ✓ Award or certificate agreements for the document vault
- ✓ Any other corporate governance documents for the vault

Next, email the information above to Help@Astrella.com, our team will create your account and invite you as an admin.

You'll receive an email from the company:



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

Set up Initial Stock Classes

We'll have set up your initial stock class. However, you can add any additional stock classes that can be found in your certificate of incorporation or in your latest amended certificate of incorporation. We'll touch on adding stock classes below.



How to add
Share Classes,
Convertibles,
and Warrants

Customize your settings

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




Settings
Overview

Next, set up stakeholders




How to add
a Stakeholder

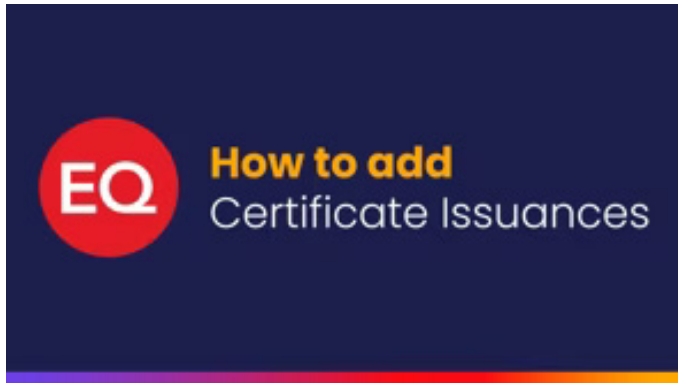
If you have options, set up your option pool



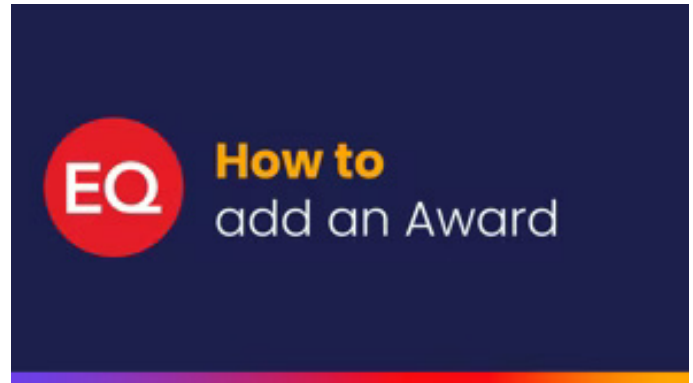
How to add
a Stock Plan
and Awards

A video player interface is visible at the bottom of the slide, showing a play button, a progress bar, a volume icon, and a settings icon.

**Congrats! You've got the Basics.
Now it's time to Issue Securities and Awards**



Certificate issuances



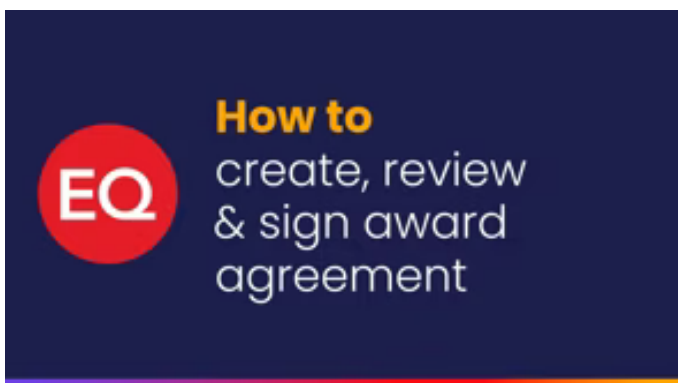
Award issuances



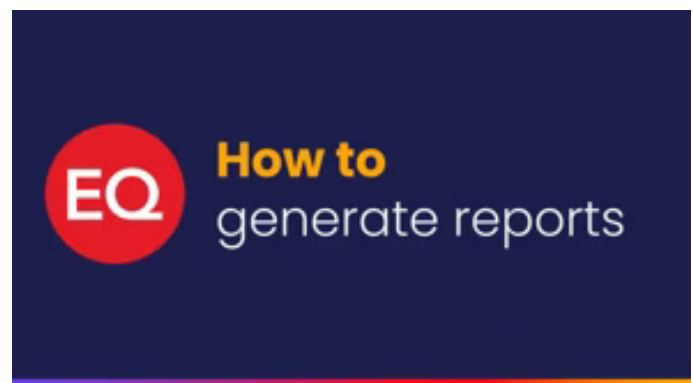
Add convertibles & warrants



Add company admins



Issue an agreement with docusign integration



Download your first report