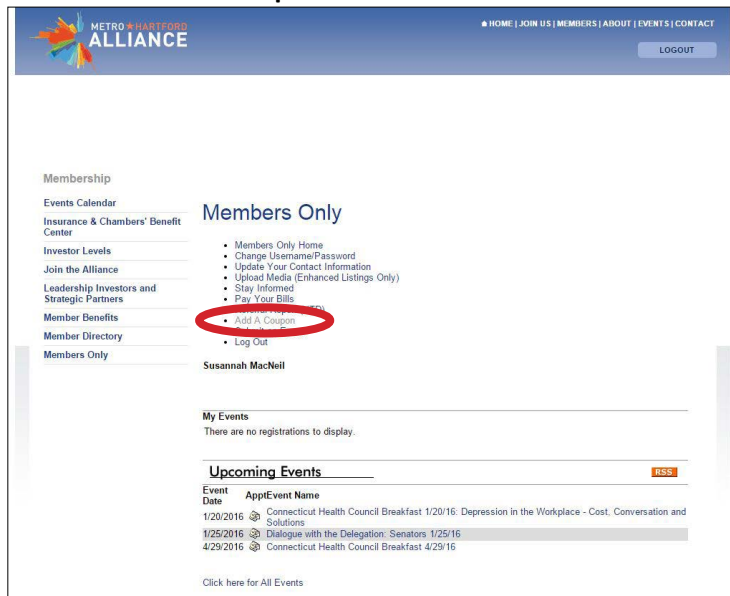


As an Alliance Investor, you can promote your business by posting coupons for your goods and/or services using our Members Only area. You can also save money by taking advantage of coupons posted by other Alliance Investors.

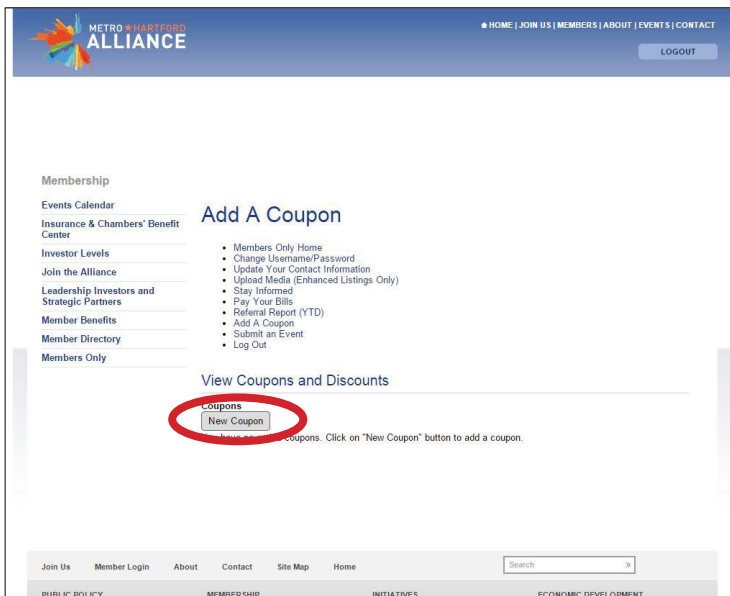
Posting Coupons on the Alliance Website: A Step-by-Step Guide

1. Go to www.metrohartford.com and click on Member Login in the top menu bar.
2. Enter your username (email address) and Member ID number to log in.
3. Click on **Add a Coupon** in the bulleted list.



The screenshot shows the website's navigation menu. Under the 'Members Only' section, the 'Add A Coupon' option is highlighted with a red circle. Other options include 'Members Only Home', 'Change Username/Password', 'Update Your Contact Information', 'Upload Media (Enhanced Listings Only)', 'Stay Informed', and 'Pay Your Bills'.

4. Click the **New Coupon** button.

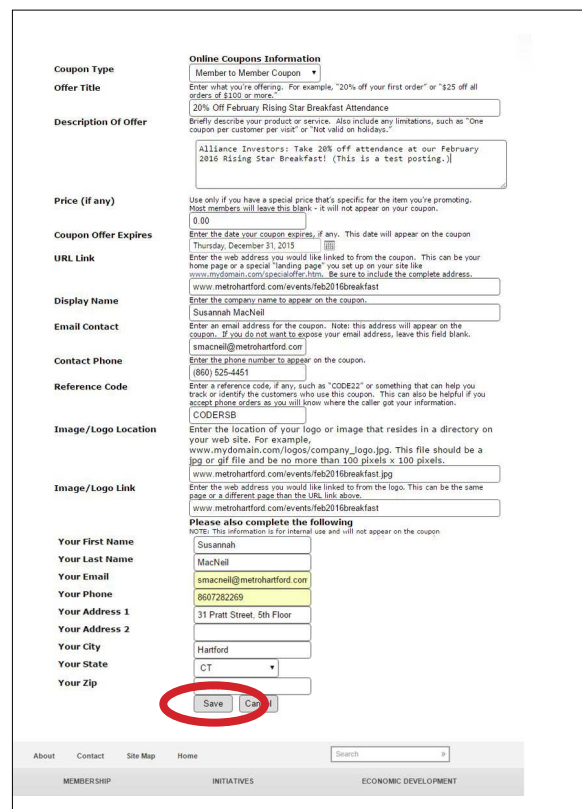


The screenshot shows the 'Add A Coupon' page. The 'New Coupon' button is circled in red. Below the button, there is a note: 'Click on "New Coupon" button to add a coupon.'

5. Fill out the form. Some notes to help you:

- **Coupon Type** - General coupons are viewable by any visitor to our website. Member to Member coupons require an Investor login to view.
- **Reference Code** - If you intend to track sales from this coupon, be sure to enter a code here. Your code can be a single word or a combination of numbers and letters.
- **Image/Logo Location** - If you wish to include an image, you must host it on your own website. Enter the URL for the hosted image here. Images should be JPEG or GIF files and no more than 100 x 100 pixels.
- **Image/Logo Link** - If you want to drive coupon users to a webpage, enter the URL here.

6. Click **Save**. An Alliance staff member will publish your coupon to the website or contact you with questions. To edit your coupon, return to the Add a Coupon page.



The screenshot shows the 'Add A Coupon' form. The 'Save' button is circled in red. The form includes fields for:

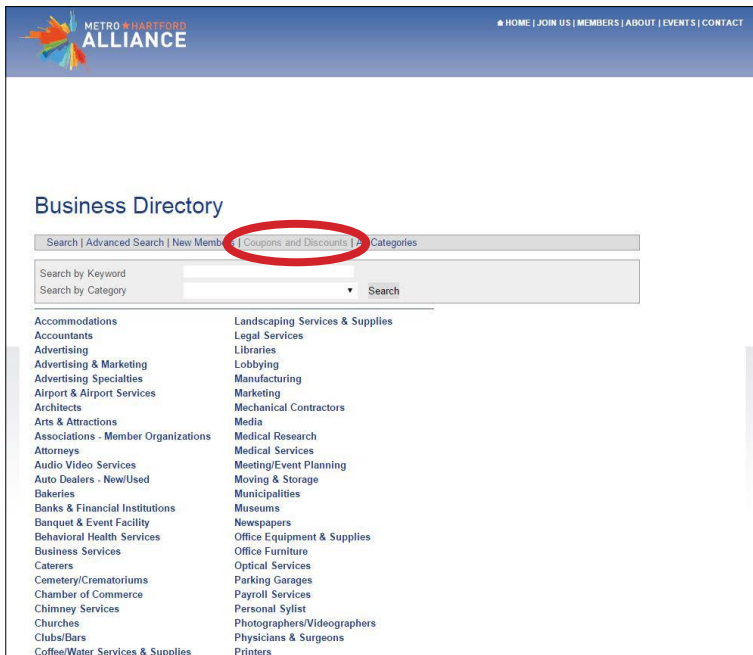
- Coupon Type**: Member to Member Coupon
- Offer Title**: 20% Off February Rising Star Breakfast Attendance
- Description Of Offer**: Alliance Investors: Take 20% off attendance at our February 2016 Rising Star Breakfast! (This is a test posting.)
- Price (if any)**: 0.00
- Coupon Offer Expires**: Thursday, December 31, 2015
- URL Link**: www.metrohartford.com/events/feb2016breakfast
- Display Name**: Susannah MacNeil
- Email Contact**: smacneil@metrohartford.com
- Contact Phone**: (860) 525-4451
- Reference Code**: CODERSB
- Image/Logo Location**: www.metrohartford.com/logos/company_logo.jpg
- Image/Logo Link**: www.metrohartford.com/events/feb2016breakfast
- Personal Information**: First Name (Susannah), Last Name (MacNeil), Email (smacneil@metrohartford.com), Phone (8607282269), Address (31 Pratt Street, 5th Floor), City (Hartford), State (CT), Zip.

Viewing and Using Coupons on the Alliance Website

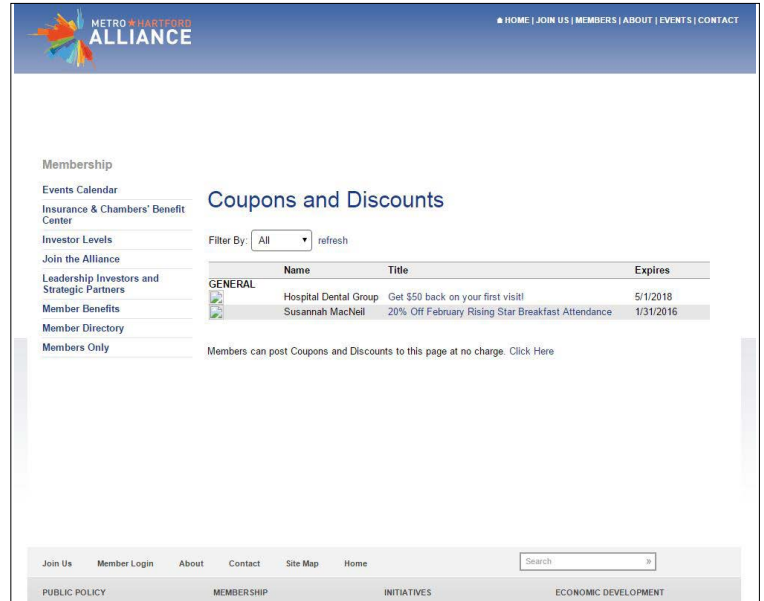
- Go to www.metrohartford.com and hover over **Membership**, then click on **Member Directory** in the dropdown menu.



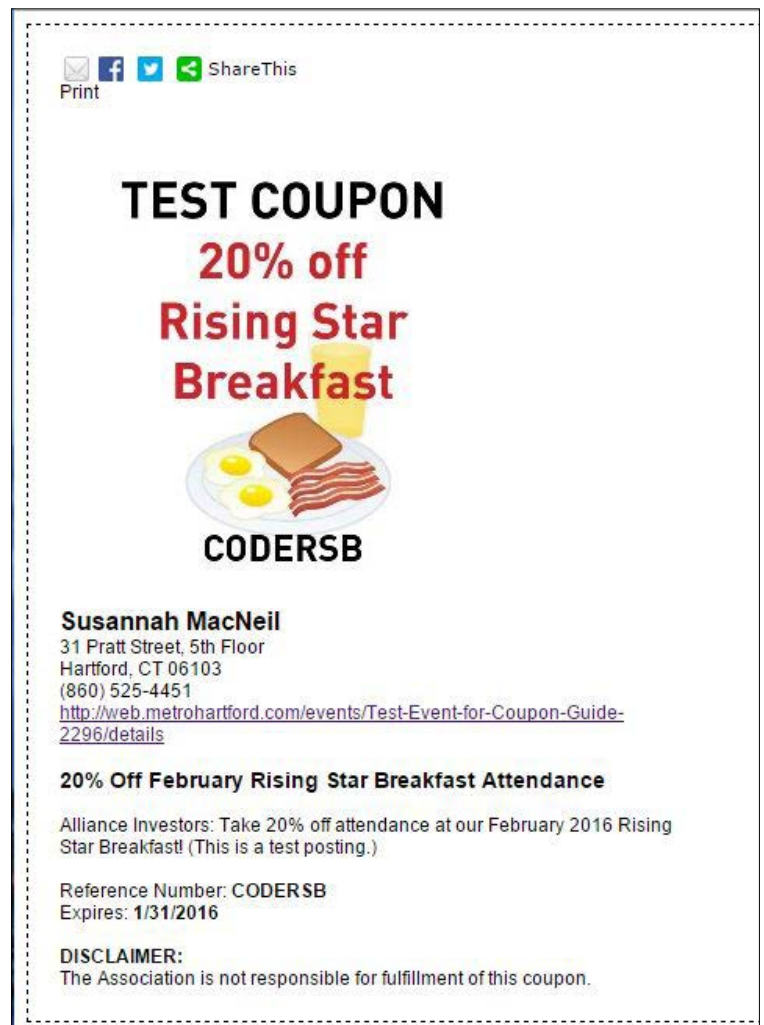
- Click on **Coupons and Discounts**.



- Click on the **General** or **Member to Member coupon** that interests you. If you click on a Member to Member coupon, you will be asked to log in if you haven't already done so.



- The coupon will open in your browser. You may print it out or click on any links that are included.



Questions or problems creating or using coupons?
 Please contact Jen Proto at (860) 525-4451 ext. 240 or e-mail her at jproto@metrohartford.com.