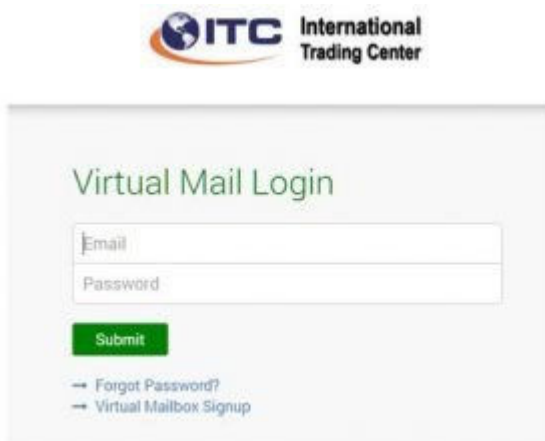


HOW TO REGISTER FOR THE FIRST TIME FOR YOUR VIRTUAL MAILBOX AT ITC

1. In the ITC website homepage internationaltradingcenter.com go to the top right and select "Clients Login".
2. Click in "Clients Login: and then click on "Forgot Password".



The screenshot shows the ITC International Trading Center logo at the top. Below it is a form titled "Virtual Mail Login". The form contains two input fields: "Email" and "Password". A green "Submit" button is located below the fields. At the bottom of the form, there are two links: "→ Forgot Password?" and "→ Virtual Mailbox Signup".

3. In the "Password Recovery" window, type in your **ITC registered** email.



The screenshot shows the ITC International Trading Center logo at the top. Below it is a form titled "Password Recovery". The form contains one input field: "Email". A green "Submit" button is located below the field. At the bottom of the form, there is a link: "→ Log In".

4. You will get a message confirming that an email was sent to you with instructions.



5. Then go to your email and look for an ITC email with subject: "Password Rest."

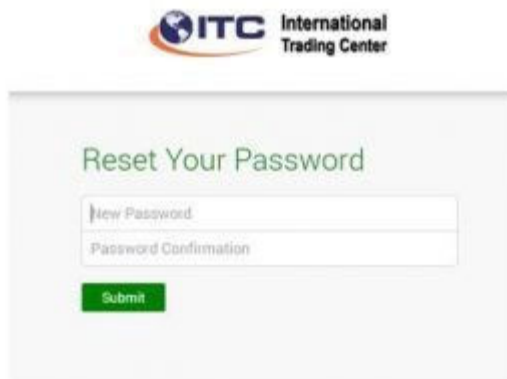


6. Click the button for "Reset Password"

7. This takes you to a new window that says "Reset your Password" where you need to type twice your new password.

This will be the new password to access our services. Choose something you can easily remember.

Once you type in the password twice – press on SUBMIT.



The screenshot shows the ITC International Trading Center logo at the top. Below it, the heading "Reset Your Password" is displayed. There are two input fields: "New Password" and "Password Confirmation". A green "Submit" button is located below the input fields.

8. You will get then a screen "**Reset your Password – Your password has been reset please log in again.**" and that is the end of this process.

Now you can login via "Clientes Login" with your email and password.



The screenshot shows the ITC International Trading Center logo at the top. Below it, the heading "Reset Your Password" is displayed. A green message box contains the text "Your password has been reset. Please log in again." Below the message box is a green "Login" button.

End – this is only done once.

THANK YOU FOR YOUR PATIENCE – PLEASE LET US KNOW IF YOU HAVE ANY ISSUES