

USING DIRECTORCYCLE: ATTENDEE/CONTRIBUTOR BASICS

Basic Overview

- **What is DirectorCycle?** DirectorCycle is an easy solution for distributing secure information via a collaboration portal. DirectorCycle includes several tools to automate and organize the varied aspects of board and committees. More than just meeting management and document distribution, this system provides functions from electronic voting/approvals to automated document assembly.
- **How do I get to my DirectorCycle?** There is no software to install, just open your Web browser and go to <https://www.DirectorCycle.net> or <http://www.DirectorCycle.com> then select "login" in the upper right hand corner of the screen and enter your login information.
- **Can I access DirectorCycle from my tablet or smart phone?** Yes, you can access this solution from your computer, tablet, or phone.
- **Will I have to download documents/files once I access my meeting?** No, DirectorCycle's document viewer allows you to view documents without downloading them. Plus, this functionality greatly optimizes the speed and resources needed to view presentations and other documents, especially from tablets.
- **How safe is my interaction with DirectorCycle; is it secure?** This solution utilizes the same security measures as online banking.

Logging In

To access DirectorCycle, go to <https://www.DirectorCycle.net> .

DirectorCycle >>> easy tools for effective governing - Windows Internet Explorer

https://www.directorcycle.net/default.cfm

DirectorCycleSM
effective governing

You must have an account to legally use this system!!!

Questions?

- Forgot password?
- Forgot username?
- Can't login?

New to this system?

You should receive an email that provides login and usage instructions.

Get ADOBE READER

DirectorCycle: effective management, governing, and oversight!

DirectorCycle is an easy solution that provides your leaders with a centralized source for information they need to effectively govern! Our technology serves as a secure information and collaboration portal that also helps you organize and automate the varied aspects of your board and committees. More than just meeting management needs, this system provides functions from electronic voting/approvals to private libraries. We help you dramatically reduce the time and effort needed to organize, manage and interact with your oversight team!

DirectorCycle allows you to collaborate in a rules based system that links you, your leadership, and content contributors. Designed to be easy and effective, this system allows your team to spend less time preparing and searching for information.

Years of research and development were devoted to building a solution tailored to the specific needs of organizations of all sizes. We understand your environment and want you to be as successful as possible.

As you login and use the system, let us know how we can make this technology, process, and you even better!

Login

Let's get Logged In! First: you must have an active account. Second: you must enter your login information (or credentials) correctly. Your Password is case sensitive, your Username is not. If you enter the wrong combination of Username and Password too many times, you will be locked out of the system until we restore your access. If you've forgotten your password, click on the "Forgot password?" option on the left side of this page. Please enter your Username and Password:

Username:*
Password:*

Login

copyright © Lending Cycle, Inc. - all rights reserved

Done Internet | Protected Mode: Off 100%

Annotations:

- Password Recovery Assistance (points to Questions? section)
- Download PDF Reader (points to Get ADOBE READER button)
- Username (usually your email address) and Password Entry (points to Username and Password input fields)

Finding/Accessing Meetings

The main dashboard is the first screen you see after login and provides “at a glance” information and options.

Your Pending Meetings (meetings that have not occurred) are listed here. Just click on the meeting to access its information.

Your Completed and Cancelled Meetings are listed here.

In addition to meetings, there is also a library of viewable files sorted by category.

The screenshot shows the DirectorCycle main dashboard. It features a header with the logo and user name 'Orin Boarder'. The main content area is titled 'Cloud Bank & Trust Board Navigator' and is divided into three sections: 'Your Pending Meetings', 'Your Completed Meetings', and 'Library'. The 'Your Pending Meetings' section contains a table with columns for Description, Status, Materials, and Date. The 'Your Completed Meetings' section is currently empty. The 'Library' section has a search bar and a category dropdown menu.

Description	Status	Materials	Date
December Board Meeting	Proposed	yes	08/27/12
October Audit Meeting	Proposed	yes	08/28/12
November Board Meeting	Proposed	no	08/28/12

Total Meetings: 3

Description	Status	Materials	Date
No data available in table			

Total Meetings: 0

Library Search: [] Category: [Other] Total: 1

Meetings

This is the meeting page; it will show all pertinent options for attending/interacting with a specific meeting.

If you have unique comments that only you and the Meeting Organizer need to see, click here and enter your comments.

If you have personal files that only you and the Meeting Organizer should see, click Attach File and upload them here for future reference.

The Meeting Team list helps you know who is helping with this Meeting.

Your Organizer can set up a series of vote topics for each meeting. Clicking on a topic will take you to a place where you can electronically vote and comment on the vote topic.

The screenshot shows the DirectorCycle meeting page for a 'November Board Meeting'. It displays meeting details such as status (Proposed), time zone (CST), start and end dates, and materials readiness. There are sections for 'My Comments', 'Documents & Files' (with an 'Attach File' button and a 'PDF Package' upload), and 'Users & Vote Topics'. The 'Meeting Team' section lists participants with their last names, first names, and roles. The 'Vote Topics' section is currently empty.

November Board Meeting

Status: Proposed Time Zone: CST
 Meeting Start Date: Wednesday August 29, 2012 Time: 06:00 PM
 Meeting End Date: Wednesday August 29, 2012 Time: 07:00 PM

Are meeting materials ready: yes

Location/Attending Information:

Other Information:

Users & Vote Topics

Meeting Team

Last	First	Role
Boarder	Orin	Attendee
Hersberger	April	Contributor
Lender	Lenny	Contributor
Oakes	Michelle	Organizer

Meeting Team Total: 4

Vote Topics

No data available in table

Number of Topics: 0

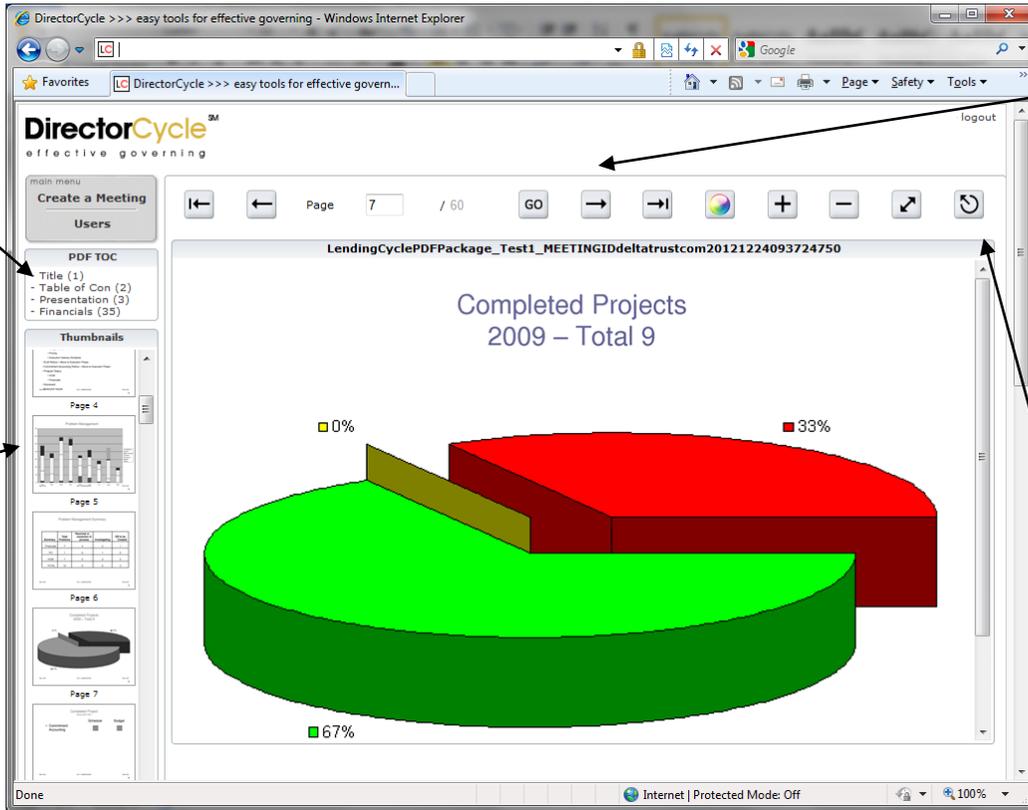
If your Organizer has produced a meeting package (a collection of documents), clicking on the PDF Package will take you to the document viewer page so you can review this material.

PDF Packages and the Document Viewer

If you click on the PDF Package option in a Meeting, you will be taken to the Document Viewer. This functionality greatly optimizes the speed and resources needed to view presentations/material (especially from tablets) and helps ensure that sensitive information is not left on a computer or tablet by accident.

This viewer functionality includes a clickable table of contents (TOC).

You can also find pages by using the Thumbnail viewer.



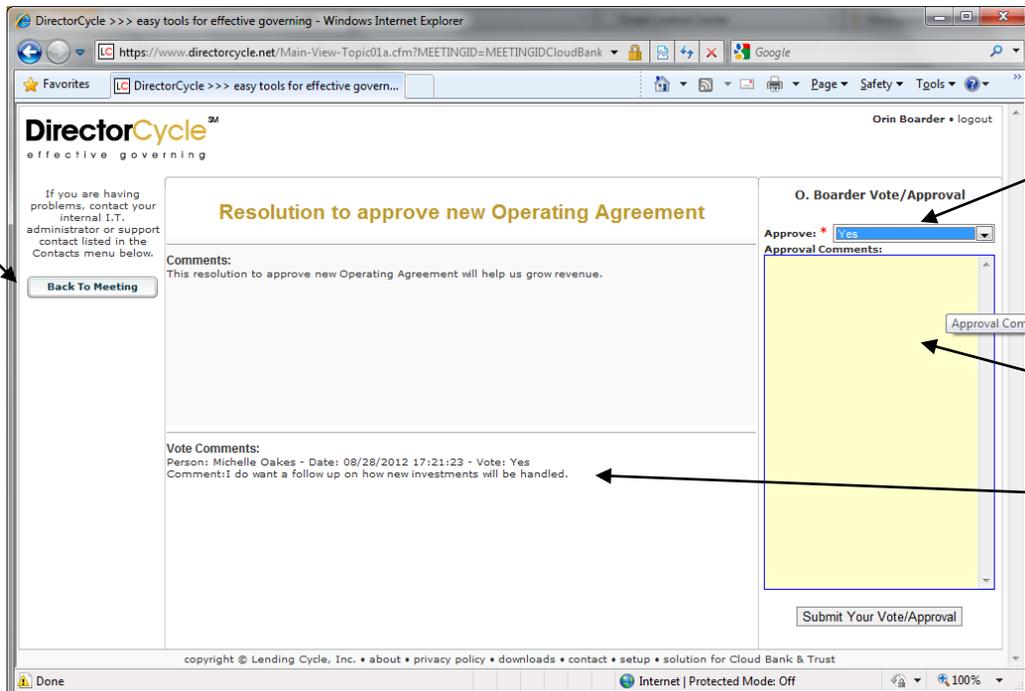
To go from page to page in this document, just click the different navigation buttons. If you don't know what a button does, hover over it and explanation text will appear.

Click here to return to your Meeting.

Vote Topics

By clicking on a vote topic from the Meeting page, you will come to the vote/approval page for that topic.

On most pages related to a meeting, you will see a "Back to Meeting" button that will take you to the main meeting page.

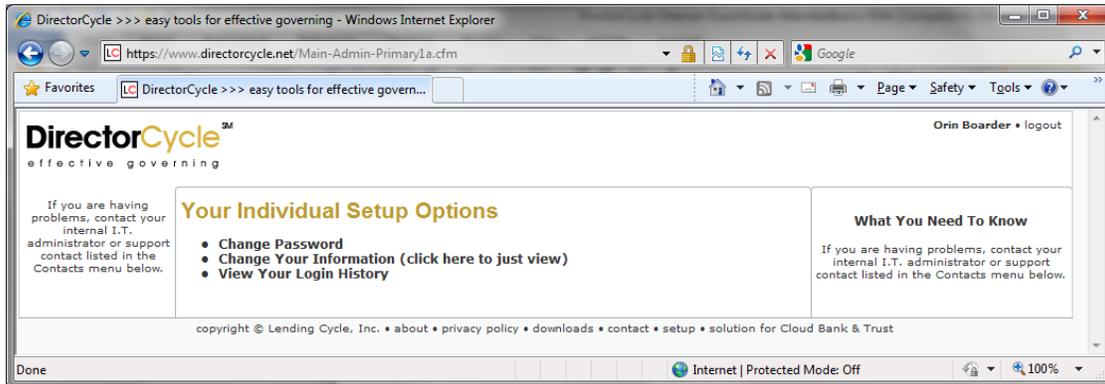


To place your vote, just choose your approval inclination "yes", "no", or "pending".

You can include comments with your approval that will get time stamped and listed for the other meeting attendees to review.

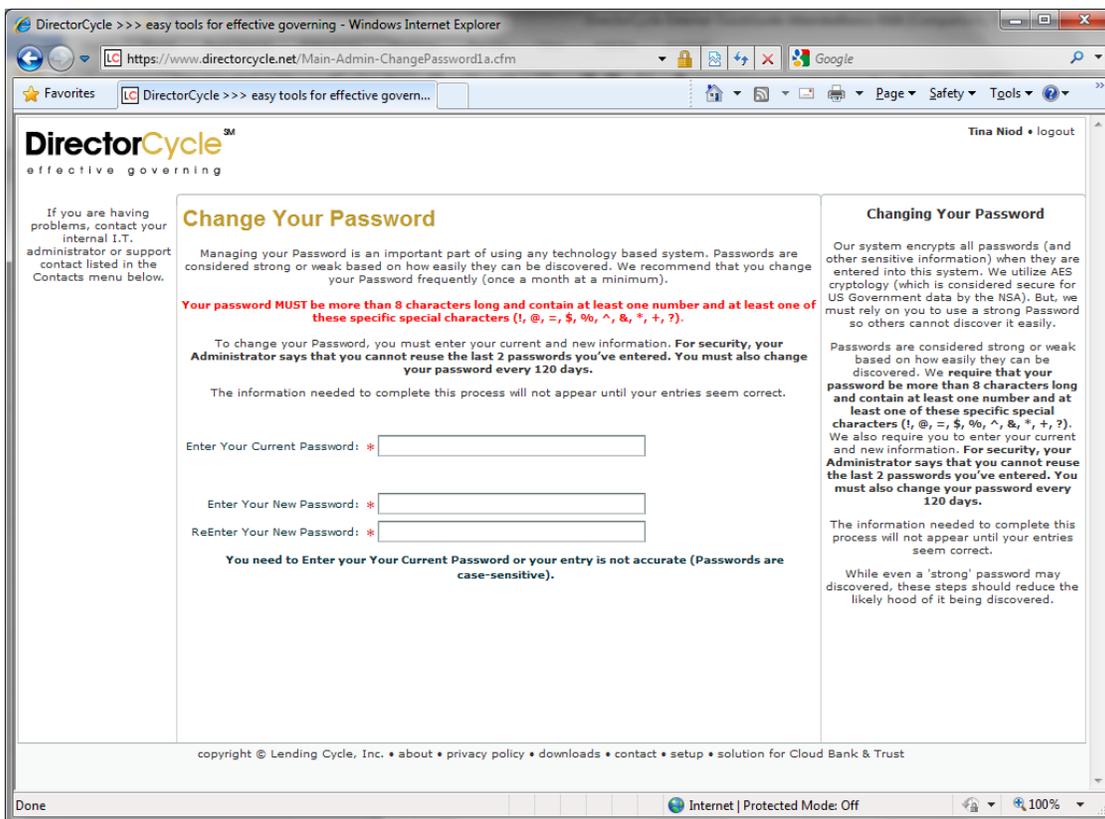
Setup & Administration

The bottom menu on most pages in DirectorCycle provides access to setup options. By clicking “setup”, you can change your password and personal information.



Changing Your Password

Managing your Password in DirectorCycle is generally easy. Your password must be more than 8 characters long and contain at least one number and at least one of these specific special characters (!, @, =, \$, %, ^, &, *, +, ?). You cannot use the # sign. To change your Password, you must enter your current and new information.



Be Fearless

This solution is designed to be as easy as possible. Be fearless, most of your actions can be un-done and you will quickly find that this technology will save you time and help you increase your effectiveness. Your success with DirectorCycle will be greater if you are comfortable with its functionality.