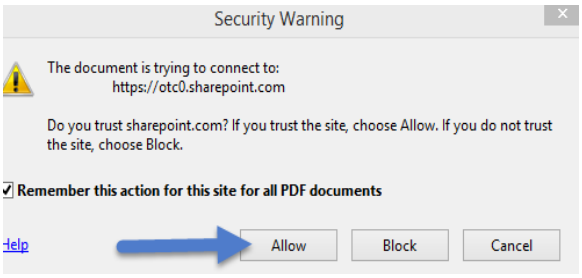
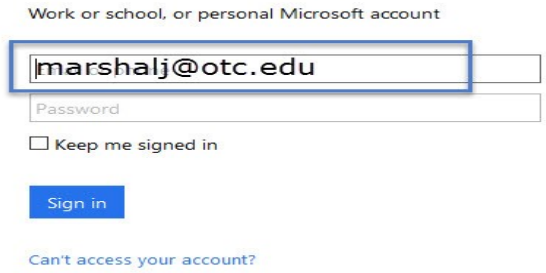
1) Open a web browser and go to: https://otc0.sharepoint.com/teams/ac/.

2) If you get a security window as shown below, select “Allow”:

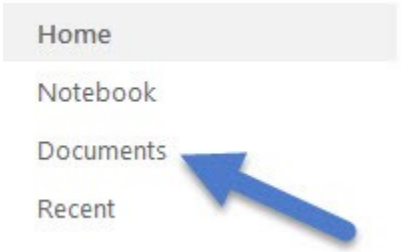
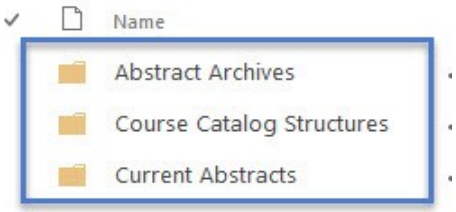


3) Enter your OTC username:



4) You will be directed to another page, enter your OTC password and select “Sign in”:

5) On the left side of the page, select “Documents”:



6) You have access to three folders: