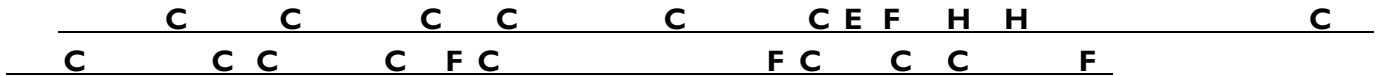
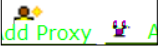


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1. Log in to  using your UIW credentials and select  from the Cardinal Apps—Banner tab

2. Click on the Proxy Services tab and then click on Proxy Management

3. Click on Add Proxy  and complete all the required fields. Click Add Proxy again. This will send an email to your proxy so that they may establish their access.

4. Click on Expand [Your Proxy's Name]. Four tabs will appear: Profile, Authorization, History, and Communication

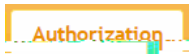


Choose your proxy's relationship to you by selecting either **W** or **v** from the dropdown menu. In the Description field, be as specific as possible—i.e. Mother, Father, Aunt, Sister, etc.

Select a Passphrase to share with your proxy. They will use this passphrase when speaking with UIW officials to identify them as your official proxy. Make this something that is unchanging and memorable like your date of birth. If you or your proxy forget this passphrase, only YOU can change it. UIW officials are not able to edit this for you.

Enter the dates you wish for this access to be available. The default is one year. You can increase or reduce this time as you wish. Only you control these dates.

Right below the Stop Date you will see options to Email Passphrase, Reset PIN, and Delete Proxy Relationship. If you change your passphrase or your proxy forgets the passphrase or their PIN, you can resend it to them using these options. You can also **s.Y s.r o y y Y (A t s**



Click the top box to grant all the access listed or click



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As explained with their titles, these tabs will let you view the history and communication detail of the actions you have taken with your proxy.





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