



LOCKBOX AUDIT 2015

Step-by-Step Instructions

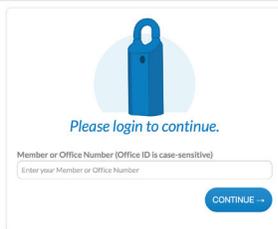
Background

The Supra contract expires February of 2016. Therefore, GAAR is taking this opportunity to conduct a year-long evaluation leading to the negotiation of a new contract with a Lockbox vendor.

The first step in the evaluation process is performing a membership-wide Lockbox audit. It is very important that the association understand what lockboxes are out there and how many are currently in use. GAAR needs your help with this.

If you do NOT confirm your lockbox serial numbers by the end of August, you will be ineligible if there is an exchange event.

Instructions



➔ Step 1: Login

Visit www.gaar.com/audit to access the online audit. You will need to login with your Member Number (which you should receive via e-mail).

If you do not know your Member Number, please contact GAAR at 505-842-1433 or supra@gaar.com.

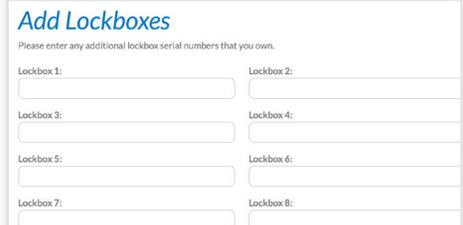
SERIAL #	BOX TYPE	ASSIGNED TO	MEMBER STATUS	OFFICE	OWNER?
12345678	iBox	GAAR Box	Active	GAAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
12345679	iBox	GAAR Box	Active	GAAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
12345680	iBox	GAAR Box	Active	GAAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
12345681	iBox	GAAR Box	Active	GAAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
12345682	iBox	GAAR Box	Active	GAAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
12345683	iBox	GAAR Box	Active	GAAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
12345684	iBox	GAAR Box	Active	GAAR	<input type="checkbox"/> Yes <input type="checkbox"/> No
12345685	iBox	GAAR Box	Active	GAAR	<input type="checkbox"/> Yes <input type="checkbox"/> No

☰ Step 2: Review

Take a look at the list of lockboxes GAAR currently has on file for you.

If you own a lockbox with the corresponding serial number*, check "yes," if you do not own the lockbox, check "no."

When you are finished, click the "submit" button.



+ Step 3: Add

If the initial list did not include some lockboxes that you do own, please click on "Add Lockboxes" and enter in the serial numbers of any additional boxes you have.

When you are finished, click the "submit" button.

* Don't know your lockbox serial number? Lockbox serial numbers can be found on the right side of the box (where the bar code is).

