



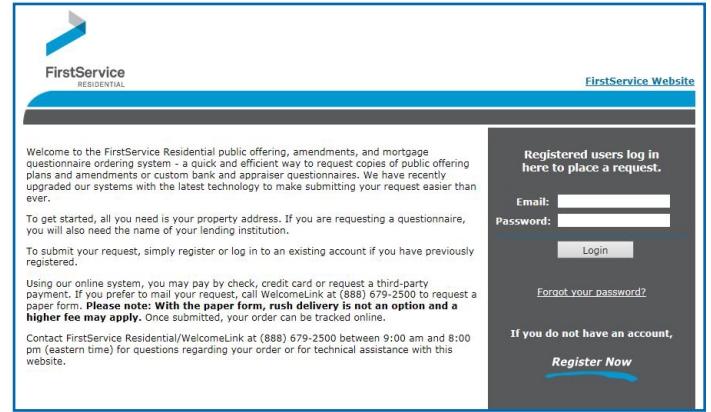
## 1 > Navigate to fsresidential.com

To request an Offering Plan or Amendments from FirstService Residential, navigate to the [fsresidential.com](http://fsresidential.com) home page and select “Order Documents and Certificates” at the top of the screen. The next page will request that you provide the zip code for the property. Upon doing so, you will be able to select *Offering Plan and Amendments Ordering System*.



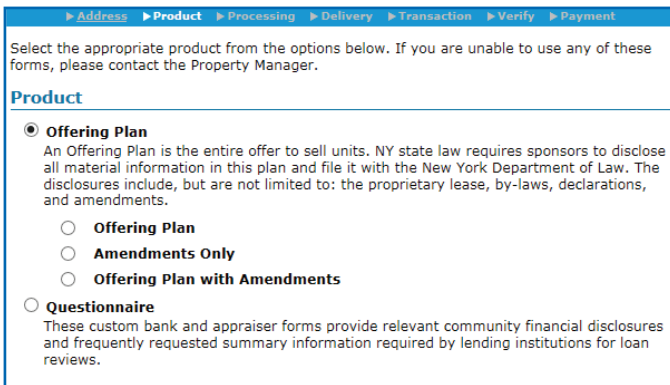
## 2 > Log in to the Ordering Site

You will be directed to the FirstService New York documents ordering site. To place your order, you will need to log in using the menu on the right side of the screen. If you do not have a login, you will need to click *Register Now* to set up an email login and password.



## 3 > Search & Select Product

Once you have logged in, you will click the “Place Order Now!” button in the middle of the screen. Follow the instructions provided to search for and identify the property for which you are requesting documents. Once you have identified the property/unit, you may select the Offering Plan Product. Depending on the property, you will have the option to request only the Offering Plan, only the Amendments, or the pair altogether.



## 4 > Make Payment

After selecting the product that you would like, please continue through the ordering site to complete the remainder of the order request. After having a chance to verify the pending order, you will be required to provide payment in full. A payment confirmation email will be sent to the requestor’s email address along with a unique order number.

