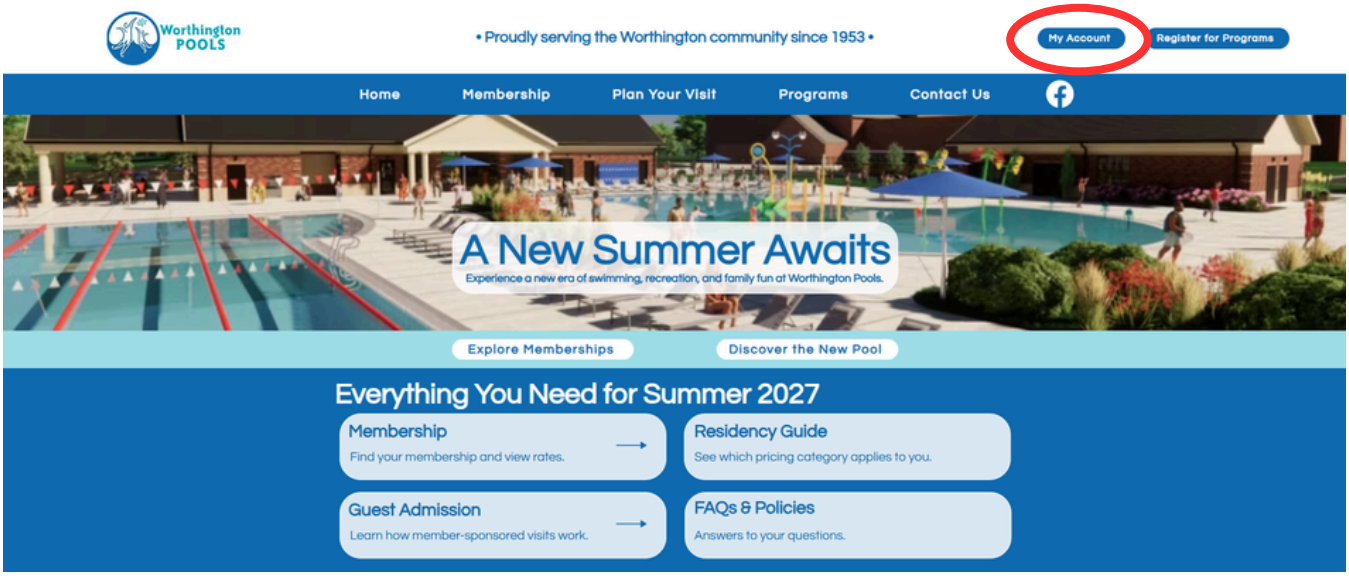
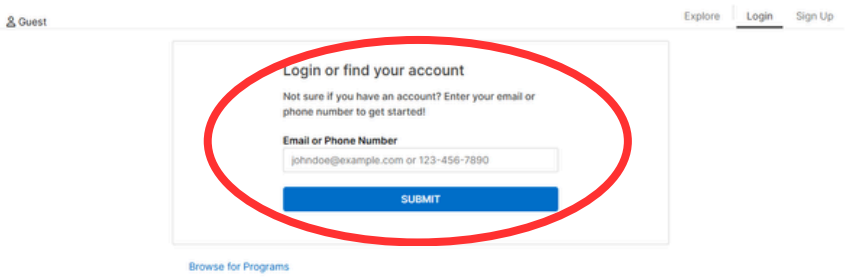
Document Upload Instructions (Desktop)

1



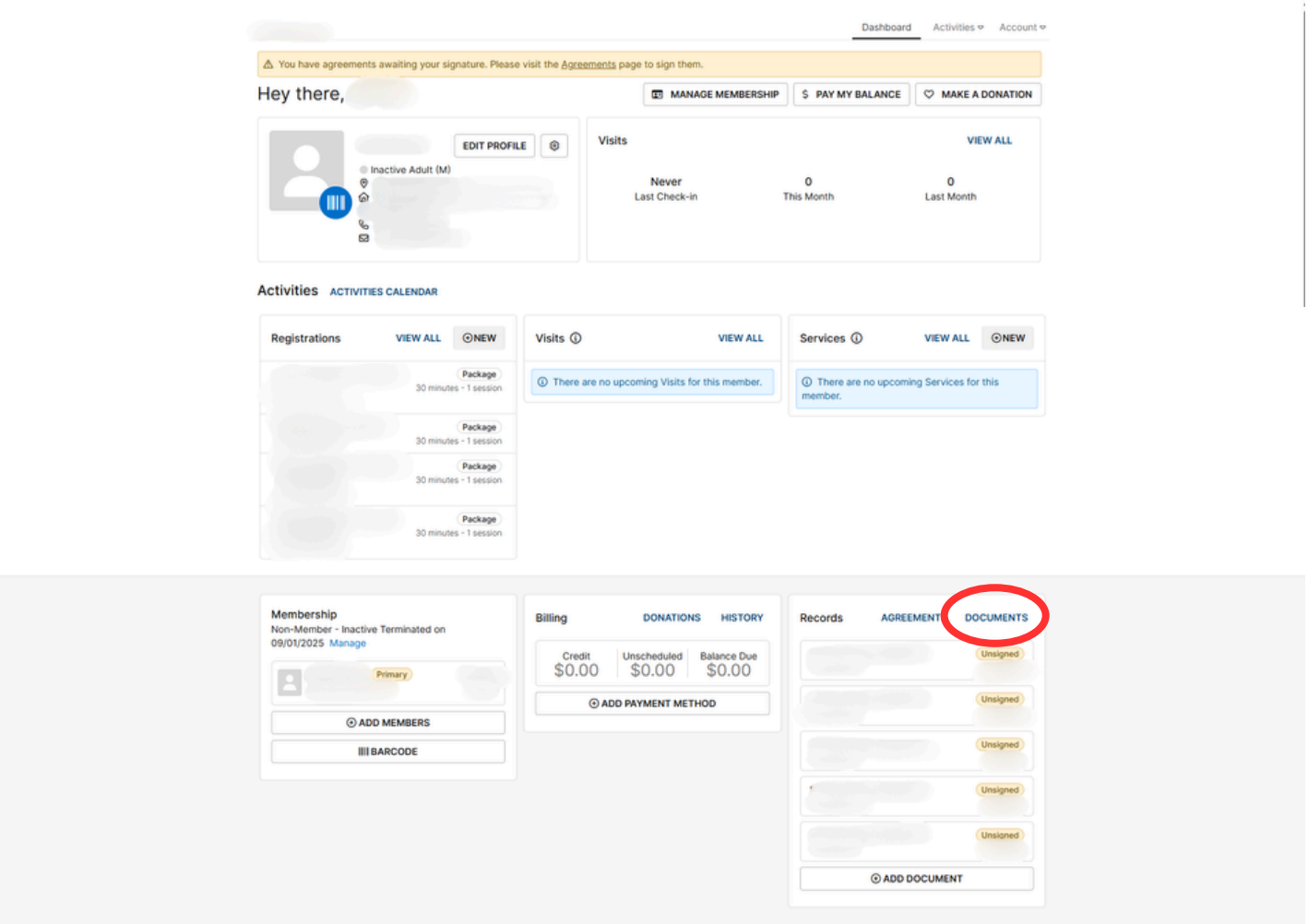
Go to www.worthingtonpools.com and select the blue "My Account" button in the upper right hand corner of the screen.

2



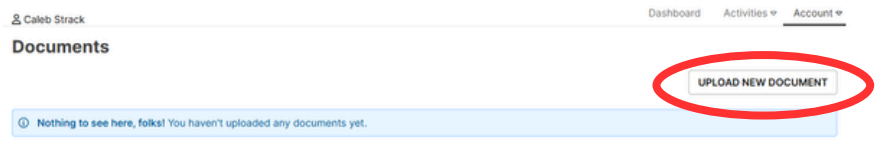
On the Login page, enter your Email or Phone Number and Password to login to your account.

3



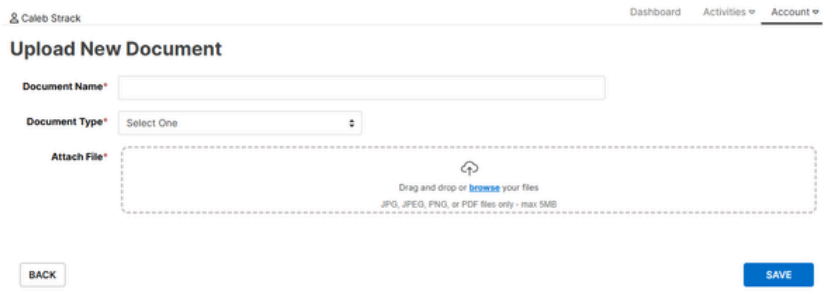
On the Dashboard, scroll to the bottom of the screen and select the blue "Documents" link.

4



On the Documents screen, select the white "Upload New Document" button.

5



On the Upload New Document screen, insert the name of the Document, Document Type (any), and attach the file. Select the blue "Save" button to submit your proof of residency.