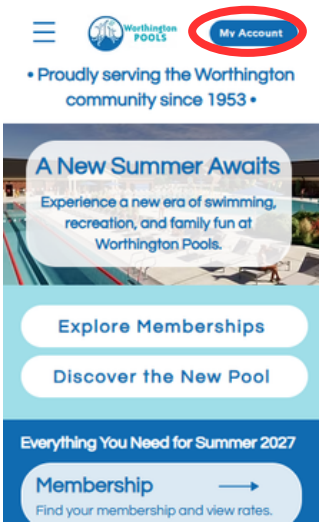
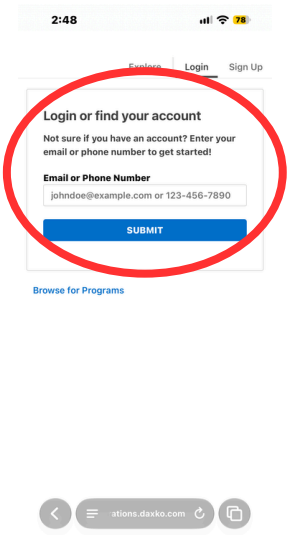
Document Upload Instructions (Mobile)

1



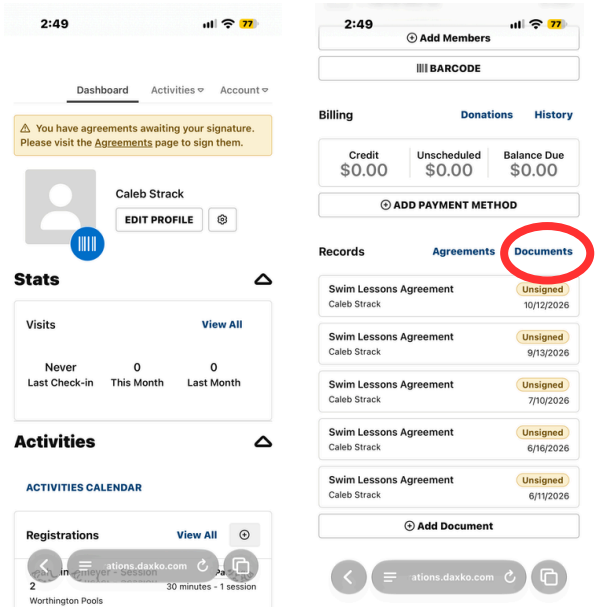
Go to www.worthingtonpools.com and select the blue "My Account" button in the upper right hand corner of the screen.

2



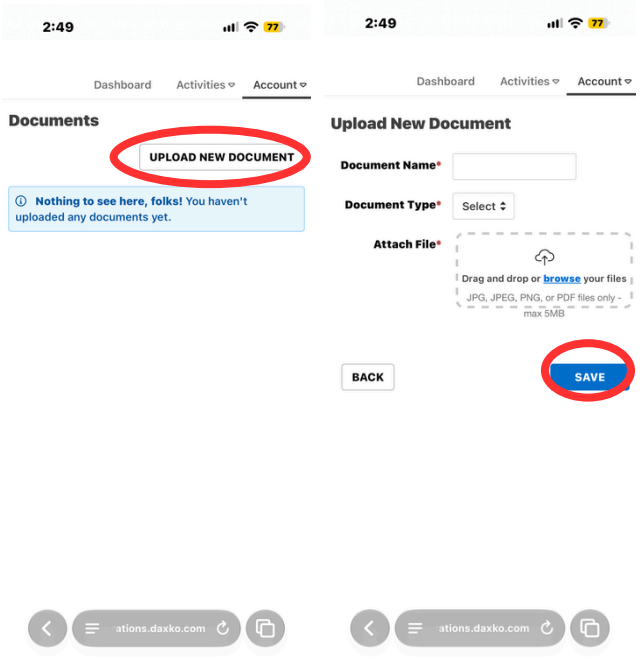
On the Login page, enter your Email or Phone Number and Password to login to your account.

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. 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.