

## Six Lambda - Getting Started Tutorial

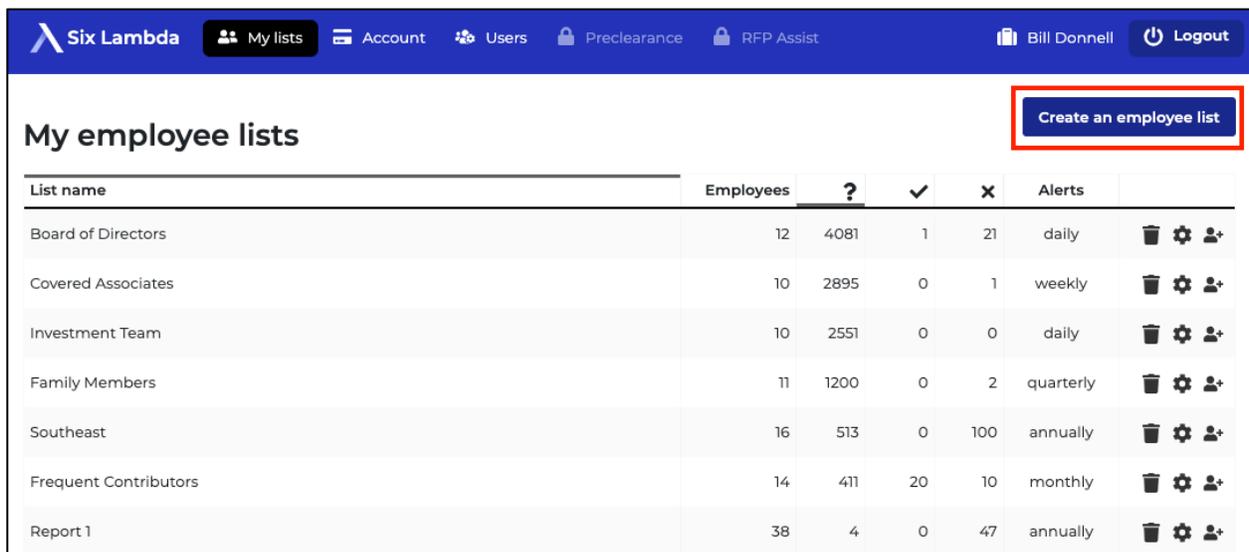
Thank you for opening an account with Six Lambda. We are excited to have you on board. Your account gives you access to monitoring political contributions at the federal, state, and local level. Our database of contributions and the activity in our tool is updated on a daily basis.

To get started, first Login and create a list of employees that you want to monitor.

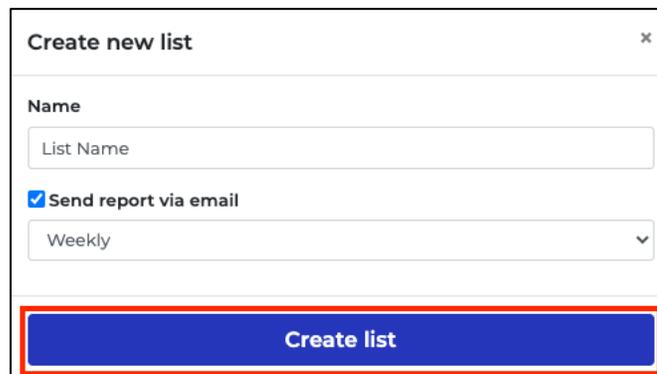
1. Login with Email and Password
2. Go to "My list"



3. Click "Create an employee list"



4. Give the list a name. Then click the dropdown arrow to declare how often you would like to be alerted via email about new results from this list. Click "Create list".

A screenshot of the 'Create new list' form. The form is titled 'Create new list' and has a close button (x) in the top right corner. It contains a 'Name' field with a placeholder 'List Name', a checked checkbox for 'Send report via email', and a dropdown menu currently set to 'Weekly'. At the bottom of the form, there is a large blue button labeled 'Create list', which is highlighted with a red box.

**Create new list** x

**Name**

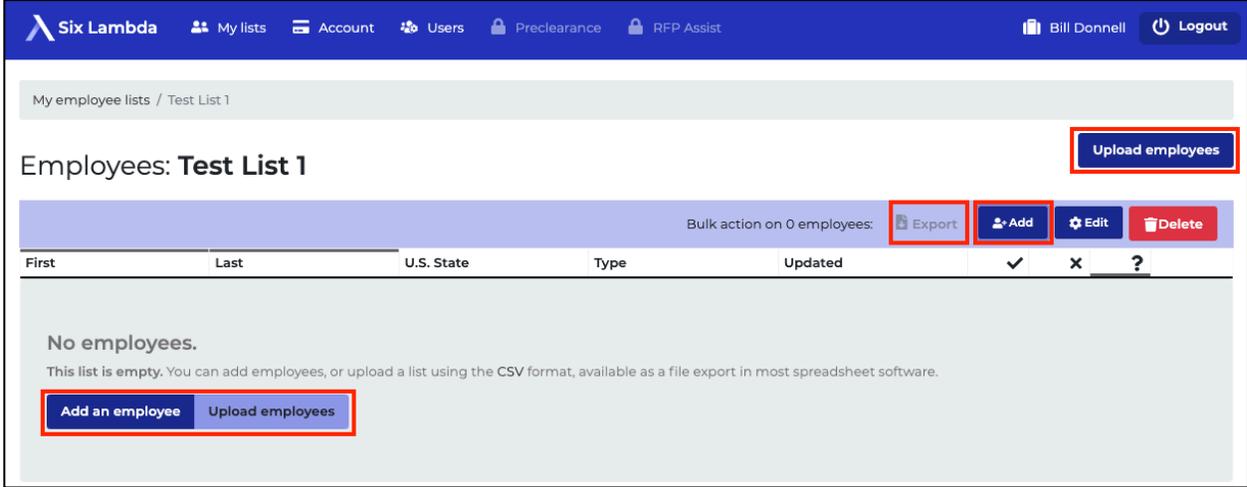
List Name

Send report via email

Weekly

**Create list**

5. You will then be taken back to the “Employee list” page as shown in Step 3. Click on the individual list name that you wish to work on. You will be able to view current people already on the list and given the ability to “Add” or “Delete” individual people. To bulk upload multiple employees click “Upload Employees”. Click “Export” to create a custom report. If it is a new list, this is where you will start entering names.



6. Click Fill out the First Name, Last Name, and State of Residence for your employee. Only state of residence is required for our search parameters. The more information you provide, the narrower the search query will be. If, for instance, you have an employee named Mary Jones, you may want to enter the city, postal code, and state, otherwise you may get a lot of false positive results. Click “Create employee”

The 'Add Employee' form contains the following fields and options:

- First name:
- Last name:
- Covered associate?
- Former employee?
- Relative?
- Addresses section:
  - Country:
  - State:
  - Address:
  - City:
  - Postal code:
  -
-

Repeat for each employee you need to add or email me an employee list in any format to [support@sixlambda.com](mailto:support@sixlambda.com) for assistance.

7. To view the Campaign Contributions for this employee, click on the employees' name which will take you to a list of the employee's historical campaign contribution. There is a list of actions you can take with our workflow tools which are outlined below

1. Sort transactions by timeframe or date by clicking the down arrow next to "All Time"
2. Use the "Search" icon to look for specific words and terms
3. Take "Bulk Action" on multiple sorted or searched transactions.
4. To put a note on an individual transaction, click the down arrow
5. To find the source of the transaction, click on the Link Icon next to the employee name
6. To take action on each individual transaction you can "Confirm" (✓) or "Dismiss" (X) activity and the transaction will be moved to that specified action bucket.
7. Click "Export" to create a custom report of activity in XLS or CSV formatting

The screenshot displays the Six Lambda web application interface. At the top, there is a navigation bar with the Six Lambda logo and various menu items: My lists, Account, Users, Preclearance, and RFP Assist. On the right side of the navigation bar, the user's name "Bill Donnell" and a "Logout" button are visible.

The main content area shows the breadcrumb trail: "My employee lists / Board of Directors / George Soros". Below this, the employee's name "George Soros" is displayed along with "NY, USA" and "Employee Relative".

The interface features a search and filter section with a dropdown menu for "All contributors", a dropdown for "All time", a search input field, and a "Bulk action on 881 contributions" section with buttons for "?", "✓", "X", and "Export". There are also "Edit" and "Delete" buttons.

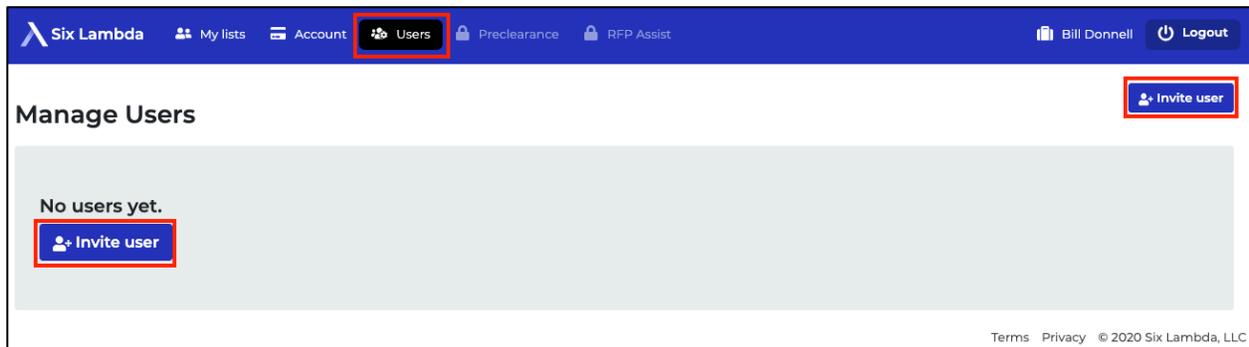
Below the search section, there are summary cards for "Need review 881", "Confirmed 0", "Dismissed 0", and "All contributions 881".

The main data is presented in a table with the following columns: Status, Employee, Employer, Amount, Recipient, State, Date, and Discovered. The first row shows a contribution of \$116,000.00 from Soros Fund Management to "No" recipient in MO on Jul 29, 2020, discovered on Aug 19, 2020. The second row shows a contribution of \$200.00 from Soros Fund Management to "Josh Stein For Attorney General" in NC on Jun 22, 2020, discovered on Jul 16, 2020. The third row shows a contribution of \$500,000.00 from Soros Fund Management to "Biden Victory Fund" in DC on Jun 20, 2020, discovered on Aug 28, 2020.

Below the table, there is a "Comment" section with a text input field labeled "Enter Note Here".

At the bottom of the page, there are links for "Terms" and "Privacy" and a copyright notice: "© 2020 Six Lambda, LLC".

8. To manage user access, click the “Users” button at the top of the page. You will be able to invite a specified number of users, according to your contract, who will have system access.



**Additional Notes:**

If you’ve set up email alerts, you will get an email daily, weekly, monthly, or quarterly, letting you know if we found new contributions for your employees. There is no need to login regularly and check as long as the email tells you there are no new contributions. It is truly set it and forget it.

Your employee information is private to you. We do not use this information for any purposes other than monitoring campaign contributions to candidates, PACs, and other political organizations who report to Federal, State, and Local governments. Your free subscription includes monitoring of up to specified number of people according to your contract. If you need to add additional employees, please reach out to your customer success representative or at [support@sixlambda.com](mailto:support@sixlambda.com).

Contact Us:

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