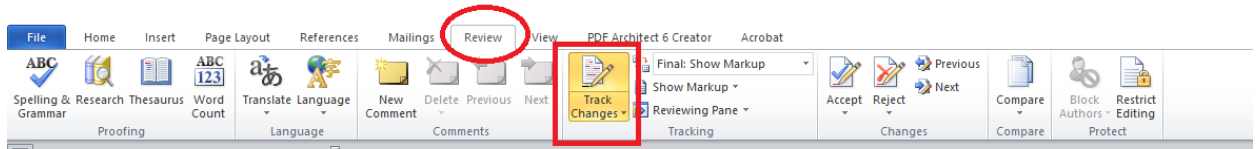


**COMPLETION INSTRUCTIONS
FOR
KIA SCAN TOOL DATA LICENSE AGREEMENT**

Thank you for your interest in purchasing Kia America, Inc. Scan Tool Data. Please read and thoroughly review the terms of the Agreement and Exhibits prior to signature. Any suggested revisions must be made in redline format following the process below. **Please note that revisions to Exhibit B will not be accepted.**

1. Revising the Agreement in “Redline Format”

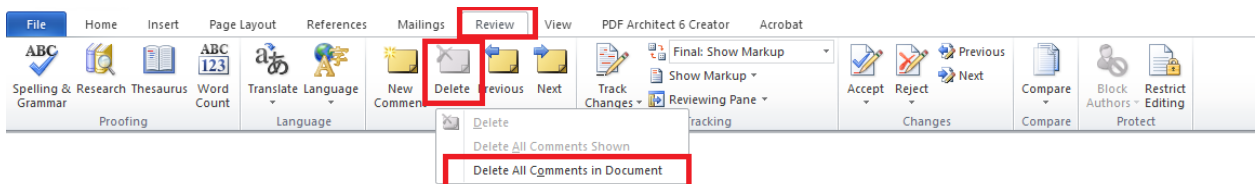
- a. First, open document in Microsoft Word and go to the “Review” tab and click “Track Changes”. This will make changes appear in “redline format” (changed font is typically red but may appear as other colors).



- b. Paragraph 1: Fill in blanks in first paragraph per the instructions provided in comment bubbles.
- c. Section 8(c)(3): Per this section, you must provide a valid Certificate of Insurance (“COI”). Ensure that you return a COI to your KUS contact when you return the revised Agreement.
- d. Signature Block: Fill in blanks per the instructions in comment bubbles.
- e. Exhibit A: Complete below fields per the instructions provided in comment bubbles.
- Model Years
 - Annual Net Sales
 - Total Costs
 - Payment Information

2. Return Revised Agreement (the “Redline”) to KUS Contact

- a. Once all above steps have been completed, you will remove comment bubbles by once again clicking the “Review” tab → “Delete” → “Delete all Comments” as shown below:



- b. Save and return the redlined Word document to your KUS contact. Do not sign or convert to PDF as the Word document must be reviewed by KUS Legal and must receive certain internal approvals prior to being cleared for signatures.

3. Signing the Agreement

- a. When KUS Legal clears the Agreement for signatures, your KUS contact will send you a PDF via email using Adobe Sign. You will be required to electronically input the following into the designated fields:
 - Signature
 - Date
- b. Once your representative and KUS's representative have provided electronic signatures, Adobe Sign will send you an alert containing the fully signed Agreement.
- c. Save the fully signed PDF and send to ETI **along with your Certificate of Insurance**