

SPC DONE WITH U & EMPOWER YOURSELF PACK

SIGN UP INSTRUCTIONS

Please Print this Detailed Checklist of How to Get Started

I. CHOOSE THE RIGHT PRODUCT(S) FOR YOU:

OPTION 1: The “SPC DONE WITH U” Service includes the *preparation* of all your necessary paperwork to make you a Private Citizen, American National, & Secured Party Creditor. This will establish your Treasury Appointments which are necessary and the foundation to discharge debts/court cases, also it sets up reservation of your rights with a binding fee schedule to all for violation of your natural human rights, including infringements of your liberty. This also trains you “hands on” how to set up trusts (as you will set one up) for asset protection. If you are able to fully protect the asset by using your Trust, then there is no need to discharge as you can avoid the debt forever with no consequence. Therefore, for most, debt discharge is not always necessary; only in extreme circumstances. We will get you set up with private trust bank accounts and even able to put your wages in a trust, to protect from seizure or garnishment. From the feedback, we see that many learn more looking back on the end than is possible to describe. is ideal for someone who desires their SPC status to be done *with* them as quickly as possible, in as little as 4 weeks, and it will all be done correctly and completely the first time. With this option, you will be learning “hands on”, so you will physically print, sign, notarize, and mail yourself – but with our direction, guidance, and supervision. (Power of attorney is recommended for those with poor vision, technically disabled or blind, incarcerated, or very poor with details or computers).

You Sign, Notarize, and FULLY learn by doing your filing after we create all of your documents for you. You will be working with your Consultant who walks you through the process and reviews checks your paperwork every step of the way. The time frame to produce have your paperwork prepared and checked by three experts on our team, and assignment of a consultant to send the steps/instructions sent to you is **10-14 business days**. There are Six Steps in the entire SPC process including steps to adjusting and start operating “as an SPC” in your daily life (last step). At the discretion of your assigned consultant, you will be sent one step at a time; so that you can stay focused and walk through everything slowly and correctly. If you receive multiple steps in the beginning, we encourage you to “not jump ahead” because you might make a mistake and do things out of order. The Full hand-holding support and help included.

Our Most Popular Option – Recommended

Price: \$1700

Ask About Expedited: Add \$1000 extra & Receive your first step within 72-hours of signup completion.

This turn around is for those who have waited long enough to do this process and do not want to wait 10-14 business days. ***Not Necessary Unless You Have a Super Time-Sensitive Emergency***

OPTION 2: The EMPOWER YOURSELF PACK (“EYP”) is lifetime membership to an evergrowing e-Library of video & live trainings. Tyler and other experts will train you on “how to live” i.e. *numerous aspects of your life as a Secured Party Creditor or as a Sovereign*, like how to deal with employment and taxes, how to record your newborn’s nativity not using a birth certificate, using trusts or businesses instead of your STRAWMAN for operating in commerce, how to get an American National passport, how to travel, how to be “Invisible”, as well as narration and 10 years of research on the plethora of list of common law processes that do not work (73 and counting to date). First you need to do no harm and make sure you learn from the many many others mistakes so that you stay safe and make grounded decisions. As well as other status decisions you can make, business and investment opportunities, a small list of ways you can start your money making you more money RIGHT NOW. This is not available ANYWHERE ELSE! Since we are always adding more content and it is quite laborious, the price increases by \$500 approximately twice every year. This is to sustain the promise that we will always add more content to it. Your fee includes a *lifetime membership*, which means you are grandfathered in! Several years from now, when the price is more like four or five thousand dollars, the price you paid for it will still entitle you to the same content. Consider yourself a “Founder” because your donations support what we do and fuel or expansion. We

use the funds to work around the clock studying and researching or meeting with people, traveling to courts, etc, to examine people's claims. We come back and tell you what is real and what is fiction or hype. Our goal is to share what will help you, and never hurt you. Many procedures have gotten people into trouble, and we explain and teach you how to spot those, very easily as well as outline each and every guru who has went to jail and why their process was dangerous. So far the EYP is *dozens of hours of video training* along with hundreds of files, cliffnotes, etc, but we are always adding more every month. All document templates for each topic are provided as well. You also will have access to Tyler as a mentor, to ask him questions or make requests to cover material not covered in the course.

EMPOWER YOURSELF PACK “Founding Member” which includes Lifetime Membership to Documents, Recorded Video Training, Mentorship from Tyler:

Donation: \$2000 as of now

(You are always grandfathered in, meaning as the price increases every year, you still get a Lifetime Membership.)

As of August 1, 2019, members NOT grandfathered in, will incur \$500 yearly fee in order to keep membership active for the years in the future. This is to help costs pay for additional material in the years ahead.

OPTION 3: **BOTH** SPCDNEWU, & EMPOWER YOURSELF PACK Package provides the most empowering foundation to becoming a Secured Party Creditor and helping you reach your goals. This includes eligibility to our Inner Circle Membership, special invites and opportunities, text message personal announcements, and first dibs at exclusive and limited services and opportunities. This is for clients who are serious about attaining their goals and utilizing all of the best tools. For those who have the intention of joining the UCL team in the future, this is the first step on that path.

For the Regular Donation of: \$3700 or cash discount of \$3500

Talk to our friendly staff about helping to select the right package for you.

II. APPLICATION/CONTRACT

Read, Print, and Fill Out form: <http://www.UnderstandContractLawAndYouWin.com>

Go to the WEBSITE and then Select either “SPCDNEWU” or “EMPOWER YOURSELF PACK” featured tabs. Read and Scroll to Find and Review the Applications, all terms/conditions including: Mailing Address, Refund Policy, Client expectations, Guidelines on Sending Documents, and all details are included in each contract. This way nothing is misunderstood or misinterpreted. After reading them entirely, if you still have a question about the inclusion of a specific topic, training, or document, call us to ask us.

III. METHOD OF PAYMENT:

Payments must be in a form that keeps your donation private and confidential, *no bank checks or “to” and “from” will be accepted.*

A) Cash (Federal Reserve Notes) [preferred]

B) *Postal Money Order (“To” section must be kept blank, with receipt at top Not Removed and Not filled out with any names or addresses).*

SPCDNEWU/EMPOWER YOURSELF PACK Offer: Buy both items together, we will provide you with at least one full dedicated 1-hour Consultation with Tyler, and one in 3 months or 6 months from now, to see where your progress is at. (disclaimer – if you fail to retrieve your consultation, you forfeit it and there is no refund as this is just a bonus you may elect to participate in)

For the above, retrieve your *Bonus Calls with Tyler* by dialing 505- 340-3632, extension 0 and ask for Tyler after your Signup is complete. You can do so immediately or wait and retrieve at any available time.

HOW TO INSURE YOUR PAYMENT IS A SURE THING:

- Protect the cash from possible weather/moisture damage by sealing tightly in ziplock bag inside envelope. If envelope gets lost with cash, we will still consider you “Paid in Full” and assume all risk, as long as you have receipt proving you properly addressed to us an envelope with USPS or FedEx Tracking showing such.
- It is easier for us to dispense our money to our team in cash, so this is why we prefer it.
- If you are uneasy about sending cash in the mail, keep in mind it is not your liability if it gets lost. If you prove what you sent, where you sent it, and the post office confirms that it went missing on their end, then UCL hereby promises to still deliver your product and/or service. Unlike some others floating around online, we are a legitimate & honest company been in operating over 7 1/2 years (since January 2012).
- Please DO NOT send cell phone pics of your money after you send it. Just call Jay back to confirm and further instructions are detailed below:

IV. PUT THE APPLICATION ALONG WITH YOUR PAYMENT IN A SAFE PROTECTED SECURE ENVELOPE OPTION THAT INCLUDES TRACKING THE PACKAGE.

- A) flat cardboard envelope option at the Post Office such as PRIORITY MAIL or PRIORITY MAIL EXPRESS option
- B) flat cardboard envelope FEDEX 2 OR 3 DAY (Some FedEx Locations are open 24 hrs), with Tracking#
- C) flat cardboard envelope with UPS Store, with Tracking #

Either of these is fine!

V. DOWNLOAD AND GET YOUR FREE WWW.UNSEEN.IS ACCOUNT, THIS WILL ALLOW CONFIDENTIAL AND ENCRYPTED MESSAGING AS WELL AS FILE SHARING WITHOUT COMPROMISING YOUR PRIVATE INFORMATION.

[*SEE THE ATTACHED GUIDEBOOK FOR GETTING SET UP WITH UNSEEN*](#)

AND THEN SEND A REQUEST to “spcsignup” followed by an INSTANT MESSAGE, WITH A VERTICAL LIST OF THE FOLLOWING SIX ITEMS:

- A) Your Tracking Number for USPS/Fedex/UPS flat envelope mailing
- B) Your Full Name
- C) Which product(s) you signed up for?
- D) Amount sent \$____
- E) Payment Type: Cash / Postal Money Order
- F) Your Contact information: Phone Number, Email, Mailing Address
- G) Your Unseen ID

Send all payment information above to complete your sign up by messaging us on Unseen.

Or, if you do not receive a response by the end of the business day, you may text message 877-891-8384, or call our office 505-340-3632 x1. Please note our physical payment address is a mailbox, *and is not checked every single day as we are very busy*. We have also never lost a package or had any other discrepancies. For your convenience, we will not wait to physically pick up your package and will start your process before. If you followed all the instructions and have proof of mailing via the tracking number(s), then UCL will bear the entire responsibility of any lost or unrecoverable packages. Meaning, we will still provide you the product or service for the money you paid even if it got lost. Although this has never happened in our entire 7 ½ year history, if it does we can surely afford to provide your service. *Your signup is complete and ready to move forward only when we receive all of the above payment information.*

For SPCDNEWU clients, please be sure to also gather and send to us:

- H) Your Birth Certificate or Certificate of Naturalization (see below for detailed instructions)
- I) Your personalized 100% completed SPC DATA SHEET

We will start preparing your SPC paperwork, immediately upon you sending us the Nine Items listed above as (A) through (I) in an unseen message. Then, it will be 10-14 business days to receive “Step 1” from a consultant who will send you a Contact Request on Unseen. We can not start the 10-14 day return “countdown” nor begin any paperwork until all Nine Items are received in the manner required AND we have your Birth Certificate and 100% correctly filled out SPC DATA Excel Sheet (link is just below).

VI. IF YOU SELECTED THE SPCDNEWWITHU OPTION, ALSO NOW SEND US:

A) Certificate of Live Birth (or Certificate of Naturalization)

Scan your BC (front & back) and save as a PDF labeled “Your Name BC” (Refer to Guidelines on Sending Documents in contract- no cell phone scans/pictures). Please use a BC copy from within the last 3 years. Do not use a BC that has been Apostilled/Authenticated. Reorder a fresh new one if needed as your BC must be completely clean and clear with no extra marks, staples, cut off borders, etc.

Order your Birth Certificate Tutorial: <http://understandcontractlawandyouwin.com/wp-content/uploads/2017/11/HOW-TO-ORDER-A-LONG-FORM-CERTIFICATE-OF-LIVE-BIRTH.pdf>
Send via Unseen (unseen.is) through “spcsignup” along with your SPC Form (below).

B) Secured Party Creditor Form

Make sure for this step that you are on a Desktop or Laptop computer, NOT a phone or ipad.

1. Go to <http://understandcontractlawandyouwin.com/spc-ucc-filings-aka-redemption-process/> , then scroll down below the application, and click on the image that says “SECURED PARTY CREDITOR FORM”.
2. After a few seconds, your computer will Prompt you to Open or Save the file. Save the file to your desktop, and save the file name “YOUR NAME SPC Form”. Do not change the file format.
3. Re-open the file, it will ask you if you want to “enable macros” or not. Say “Yes” to macros.
4. Once the file is open, you will see at the left tippy top it will say “This document is open in read-only mode.” Move your cursor to the top right, and click "Edit Document". This will enable you to edit the fields to your own.
5. Please thoroughly follow the specific instructions under each box and review after you are done before sending. This will allow us to get your process started and not waste additional time reaching out to you on something that was missed or not filled out correctly. We recommend filling this form out soon after re-watching the “[WEBINAR REPLAY](#)” video on our website again. This will keep the overall concept of the SPC Trust fresh in your mind while carefully considering your selections.
6. After watching and studying the WEBINAR REPLAY more than once, and IF you require further assistance in selecting your trust data, you may also call and speak with a consultant for free if you need further clarification and assistance.

7. Once 100% complete with every white-data-box-field required, once again “Save” the file. It will ask to replace the previous file name. Click yes/accept the prompt. Your personalized SPC Data Form is now complete.

Please also make sure you are signed up and receiving our e-mail newsletters as these in-depth audio discussions go into great detail directly from Tyler and will most likely cover questions you have. You may sign up on our home page or anywhere on our website (green box).

- **Send Certificate of Live Birth (or Naturalization), Plus your personalized SPC EXCEL DATA FORM** to the user: “*spcsignup*” via CHAT on UNSEEN (unseen.is) (Please save and label appropriately for faster processing [i.e. John Doe Smith BC: See next page for reminders on signing and sending files when working with us]).

Once it’s all sent, please wait up to 10-14 business days for your paperwork to be populated and checked for accuracy (done by three different people). This waiting period has officially begun once the Processing Department has those items above full and complete. Do not send crooked or cut off Birth Certificates, cell phone pictures, or anything else not up to our standards. Doing this right the first time will not only be appreciated by us, but will get your paperwork started much sooner and will start a good habit of following instructions, reviewing, and sending paperwork for each step of your SPC filing. Thank you for helping us streamline the process with less back and forth so that we can dedicate our one-on-one time on matters that are important to discuss! Your commitment to accuracy, double-checking, excellence, empowerment, and freedom will be remembered by our team.

After Mailing Your Donation/Application:
(Print This Page for your Reference)

As soon as possible, please send us the following information **in One Complete Unseen Instant Message** to “**spsignup**”:

- a) Tracking # for USPS/FedEx/UPS envelope
- b) Your Full Name
- c) Which product(s) you signed up for?
- d) Payment Type: Cash (or Money Order)
- e) Amount Sent: \$ _____
- f) Your Contact Information: Phone Number,
Primary Email, Postal Mailing Address
- g) Your Unseen.is user ID
- h) Consultant(s) whom you spoke with

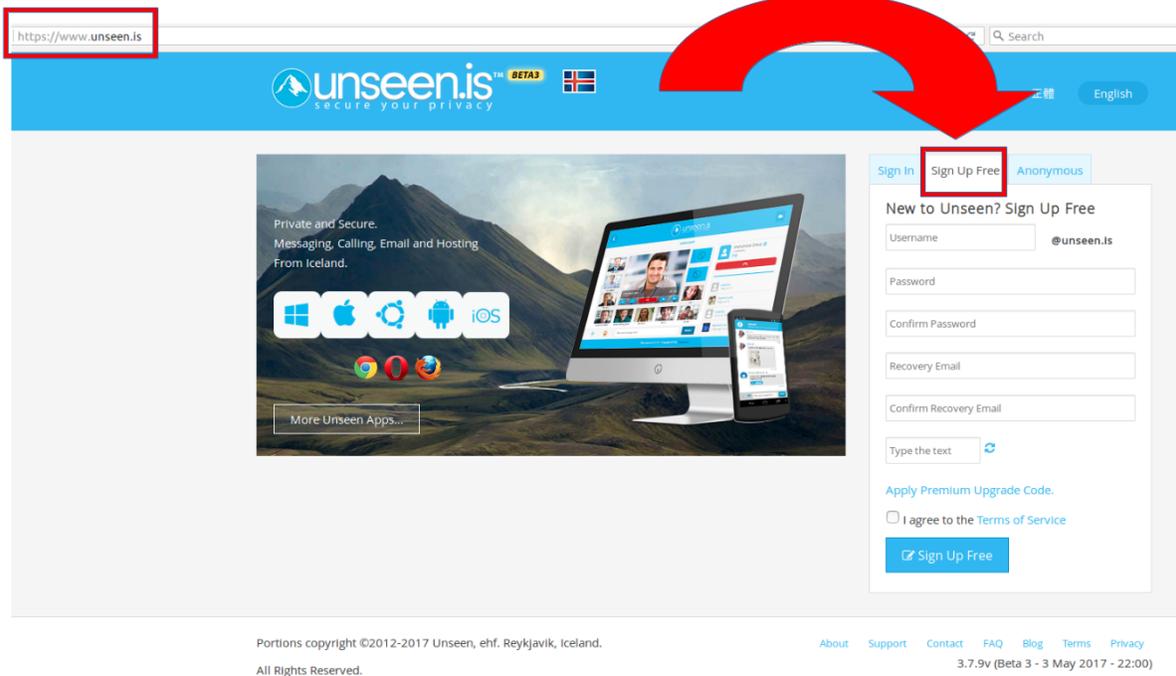
We ask that you ***DO NOT SEND PHOTOGRAPHS*** of money to us through email or text messaging.

We take all precautions to ensure your privacy and protect your information, which will always remain confidential. Please talk with us if you have any special concerns.

GETTING ON UNSEEN

1. On your COMPUTER (not your phone), go to any internet browser (we suggest using any of the following: Brave, Epic, Opera, or Mozilla Firefox), type in www.Unseen.is

For the best user experience, we suggest using any browser *OTHER THAN Internet Explorer/MS Edge* (The best browser to use is either **Brave, Edge, or Opera** as it has features to keep your searches and downloads more private). Firefox is also compatible, but the last few years they've gotten less and less private.



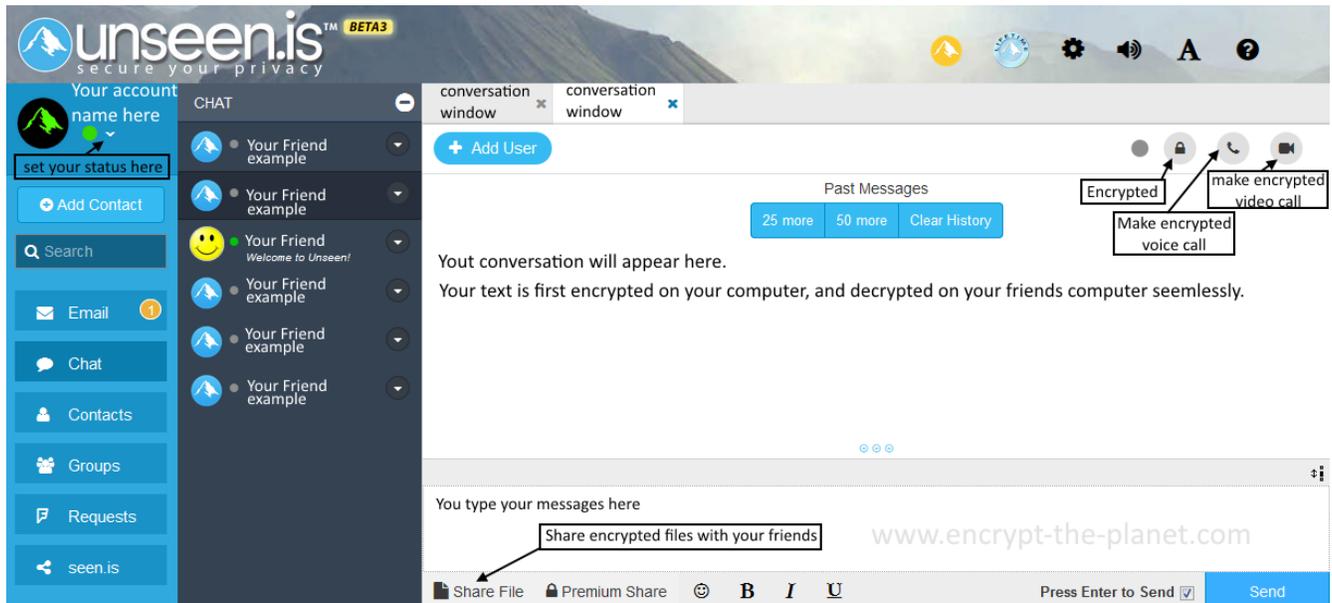
2. After Signing Up, Confirm your Account via the Email Address you just provided (“Recovery Email”). **Once** you are Confirmed as an Unseen user – go back to www.Unseen.is to SIGN IN with the username and password credentials that you just created, I recommend to SAVE YOURSELF AS LOGGED IN, but only if this is your personal computer. If you stay logged in, you will be notified when whoever your Consultant (Tyler, Ava, Patrick, etc) is available to answer your questions live.



There is **no need to “BUY NOW”** as you do not need the Premium features.

There is **no need to “DOWNLOAD”**, just visit unseen.is to access your dashboard from any computer in the world. You can communicate privately and securely from anywhere on the earth, just make sure to remember your password!

3. When you log in, your dashboard will look something like this:



As you can see by the arrows, you can instantly message your Contacts via “CHAT”, Share Encrypted Files, and even make encrypted audio or video calls.

4. To get connected with us on Unseen, follow these instructions:

- Click "Add Contact" on the blue left sidebar.
- When a screen prompting you, click "Enter a username" and enter the username of the user.
- Hit ENTER on your keyboard; or click on the magnified glass to start to Search for that user.
- Give it a minute and results for users with similar user id's will come up.
- Decide which user is the correct user id out of all the options; and click on the precise user you are looking to add.
- Edit or use the default greeting asking the user to accept your request. The default greeting is: *"Hi [userid], please add me as a contact"*. Edit this to also explain who you are and you who spoke with at our company last. We will only add people that we are aware will be contact us such as clients or other people we personally invited, so please disclose who you are with your initial invite request.

-Click the blue "Send Requests" button. You will see a confirmation.

That's it. The next time the user is online or see your request, they will Add/Accept you and then you will both be on each other's Contacts. If you are messaging us and say you are, we will usually accept your request and send you a hello message within 24-48 hours. We will send you a brief message confirming we are now connected as friends/contacts on unseen. You can now send any questions/messages or files to us that we are expecting to review for you. You can send the files at any day or hour, even if we are not "online" with a green dot by our id.

Feel free to send any messages or files by clicking the username in your Contacts window, and then a Chat Window will pop up. We invite you to use Unseen in place (or instead) of using traditional e-mail for a more secure transmission of files and communications.

The username in your Contacts will have a green dot to the left of their user id, if the user is available live. If the user is "away" this will be yellow. If the user is logged out, this will be grey.

5. You can invite your friends or business partners to create unseen accounts for a more secure way of communicating, however remember that no form of technology is guaranteed as a perfect exception to surveillance/monitoring or recovery of data. At this time, we believe that Unseen *is more secure* than traditional email or file sharing methods, *as well as more secure phone calls*.

To use the phone feature, make sure your computer microphone works. All modern-day computers should have built in microphone as internal hardware. You can get also get an external microphone, or headset to talk into. An external headset or ipod/phone earbuds is useful and recommended for talking via the computer while preventing your family in the room near you from hearing the other caller and your entire conversation. Feel free to test out a phone call with us, and once you use it, now you can place encrypted phone calls to other unseen users you are contacts with. At this time, the phone calling feature does not work on the phone app but only through the computer.

6. Unseen also comes with an Email feature, but we choose not to use the email feature since it is much less secure than using the Chat feature. However, for contact with other people in your life, who wish to email with you, use of Unseen email is a much better option than using gmail, yahoo, hushmail, or aol, but is only secure/encrypted when both users is also using their unseen email to communicate with each other.

Since all email goes through a third party ("server") and allegedly encrypted, it is still not totally as private as sending a message that goes through no third-parties before reaching it's intended recipient. **Instant Messaging ("CHAT") with Unseen is directly peer-to-peer and encrypted and is super private.**

If you send a message or file to the wrong party by mistake, or wish to change or erase what you sent, you can use the cursor over the text or file and click "x" and it will be erased. After a few days, your chat messages and files sent/received will appear to disappear, but can be recovered on your end by clicking "25 more" or "50 more" under the "Past Messages" on the top of your Chat Window. If you you have sensitive conversations with a contact, you can choose periodically to click "Clear History" and your messages will be deleted forever. This is a good practice if you wish to secure the interception of your physical device (computer/laptop and/or phone) so that messages are not retrievable.

Most of our instructions will be sent via Files, for you to download and save to your computer. Please contact us via the CHAT and not the Email, unless making prior approved arrangements.

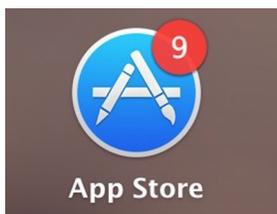
Unseen is a GREAT alternative to “Skype”, a device bought by Microsoft. Skype, which sold out to NSA mass surveillance spying at/around 2011, had similar features. All your chats, video calls, phone calls via Skype **are not private**; they are saved and stored. See the movie from 2016 “Snowden” and tell others about it; it’s very revealing what levels of privacy intrusion are occurring to the American people. There is no warrant necessary to monitor or spy on your email or phone conversations.

7. Once you are Fully Familiar and Comfortable with the Unseen access through the internet browser, we also recommend accessing on your phone. The phone app for unseen does not support phone calling and it will be hard to access and edit large documents on your phone, so you’ll need to use computer for these features.



But the phone app is good for this reason: you can stay logged in 24/7 on your phone and send a chat message to us, to ask a question, or communicate with us, at any time and usually get an instant reply, or at least a swift reply.

The unseen app is like your private way to Text UCL through the phone app.



There are two main ways to download app’s on a phone. If your phone is an **Android device**, look for and then select the “Google Play” or “Play Store” icon. If your on an **iPhone**, look for the “App Store” or “Apple Store”. Don’t worry, the Unseen app is completely free of charge, so you don’t need to link any debit or credit cards to the app store.

Use the Search Feature in the App Store, just type in “Unseen”.

Look for the following White Mountain Icon:



Warning! There is another app that is ALSO called “Unseen” that has a logo with a guy with glasses and a hat. This is NOT the Unseen app we are looking for!

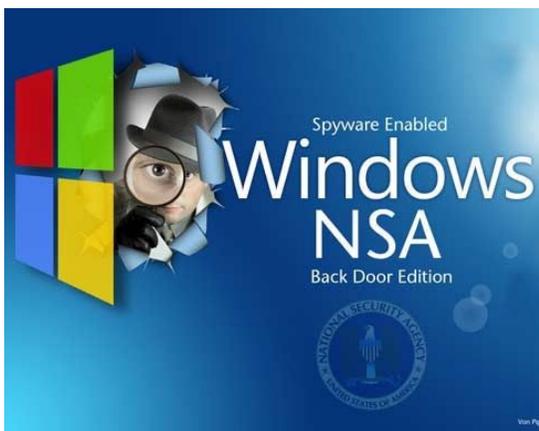
Downloading an app might take a few minutes, especially if in a bad signal area. Be patient and don’t do else for just a few minutes until it’s complete.



Once you downloaded the app, then you want to check if it needs an update in the section of our phone where it alerts you of updates. Or you can do this later; but just make sure you continually and regularly update any new versions as updates patch any security flaws to continually make it more secure.

Now Sign In with your unseen.is user and password credentials on your phone. If successful, you will see your contact list to message with. Click around to get familiar with the dashboard/interface...and send us a message (spcsignup) when you are successful!

8. As for Computers to Use, we strongly suggest to AVOID using Windows 8 or Windows 10. Windows 10 admits that they save and transmit records of every computer file and keystroke, and send this to Microsoft and the N.S.A./CIA mass surveillance data collection. Windows 7 is the last known model before Microsoft partnered with the NSA/CIA to eavesdrop on every conversation in your living room and every keystroke you type.



Yes, it's true, we believe that both Wins 8 and 10, listen to you through the microphone, record what your doing on your screen, and then send realtime transcripts to Microsoft/NSA. Of course, they tell us it's "only" to it's commercial advertisers for consumer marketing data, but we should predict it's for mass government spying also. Actually, just read all the fine print that you agree & consent to when you install Windows. It's the same thing with Samsung TV's recording you all the time also. This all broke in the news in early 2017 due to NSA whistleblowers release dubbed "Vault 7" by Wikileaks. Check out www.wikileaks.org or go to Youtube and type in

"wikileaks" to learn more.

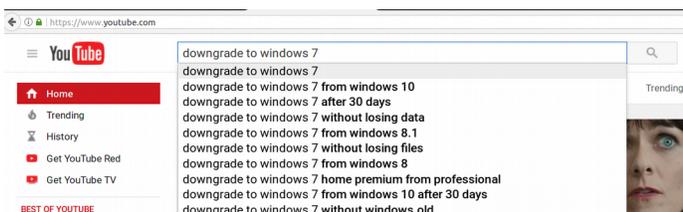
If you don't want your conversations recorded through your computer, **you Must Downgrade back to Windows 7 if you want to have at least basic privacy** – or, while your at it (or when you have time), learn about how to just get rid of Windows or Apple all together and switch to a *Linux* based Operating System.

9. Instructions for Downgrading your Computer Back to Windows 7:

Friends, there comes a point that we aren't going to do everything for you. If you can't figure out how to use a search engine to find answers, how can you figure out how to unravel the most masterful virtual full-proof enslavement game ever perpetuated on you and your family? Or to eliminate debt, defeat the banks, attorneys, and courts? C'mon you can figure it out – you got this one. Try googling "downgrade to windows 7" and clicking on a few of the



results, and/or go to Youtube and type the same or similar search terms, if you learn more easily by video tutorials. And if all else fails, I guess you can use google maps to locate a local



computer repair store, and ask them to help you downgrade back from Wins 8 or 10, back to Windows 7 (and save all your data). Typical cost = \$200.

Other Tools We Recommend (NOT Mandatory):

Advantages of using a Linux Operating System (OS):

- Linux is 100% free, the OS itself and all the programs and upgrades.
- Linux never slows down your computer over time.
- Linux does not have viruses, malware, trojans, or worms.
- Linux has more freedom, options, and usability.
- There are way less computer freezes or problems.
- Linux is free and not owned by anyone.
- Linux is by far a safer place to store your Bitcoin Wallets.
- Not created by sociopaths like Bill Gates who are out to vaccinate the entire earth with your money.
- You will NEVER meet a Linux user who regrets his decision to switch.

Instructions for Getting Linux on your System:

Use Search Engine or Youtube – we'll be adding our favorite links on this later.

If you are skilled at computers (or find someone local who is), you *can* backup your data, wipe out your computer, and re-start the system using Linux, with nothing to buy since Linux and all of it's upgrades and programs are free as nobody owns any of it, it belongs to the community.

Instructions for Buying a Linux Computer:

However, it is super convenient to purchase a new computer with Linux and most of the main programs already pre-installed on it. This is a good option if you were planning to upgrade to a faster and more secure computer soon *anyway*. The Best Place we have found to Buy a New Linux pre-installed Computer is: www.system76.com You can choose laptops AND towers, and you can build your own. Because they are better than any junk computer sold in retail, you will pay more because you pay for what you get – but I promise you over time you will pay less in repairs, frustration, and, perhaps stolen bitcoins if you use a bitcoin wallet. I have found the prices from \$600-\$1200 range (build your own) is well worth it. For a super performance machine, you could pay closer to two grand to get a powerhouse top of the line performing machine. This is especially recommended for computer geeks; somebody who requires a high performance computer for their career, art, or activist projects, or who just uses the computer more than 8 hours a day. Great company, and especially since it comes with the option of a warranty for repairs for 1, 2, or 3 years.

BEFORE BEGINNING WITH US AS A CLIENT LET US KNOW IF YOU HAVE:

1. Read/gotten familiar with Unseen, for use on Computer AND your cell phone if you have one; and
2. You have your Unseen Phone App “Notifications” turned on; and
3. You consent to get Unseen Instant Messages in lieu of Text Messages, you will LOOK at the Unseen app on your phone, just as often as you would look at your phone receiving text messages
4. I have saved both 505-340-3632 as well as the 844-xxx-xxxx listed UCL secondary #
5. Patrick/SPC consultant’s extension is 706
6. I understand that upon calling UCL by phone I may skip the recorded company introduction by hitting an extension to bypass directly to my consultant
7. Your SPC Consultant is not an expert in “other processes” - only the motions to complete your SPC process. Although you can ask brief questions, if you are Calling about other Products/Services you can at any time Call 505-340-3632 extension “1”.
8. You will **always** save my file names that I send to UCL consultants with a shortened version of my name for example “John S xxxxxx .pdf” The “xxxxxx” being substituted in place of a brief description of what the file is about. Do NOT include your full first middle and last name unless it is SHORT as for most people this would make the file names Super long and thus cause us difficulty.)

We have found that these practices allow us to avoid missing communications and both being notified of the ongoing and voluminous short communications necessary to complete dozens whilst still accomplishing privacy. Please do all you can to adhere to these best practices / reminders.