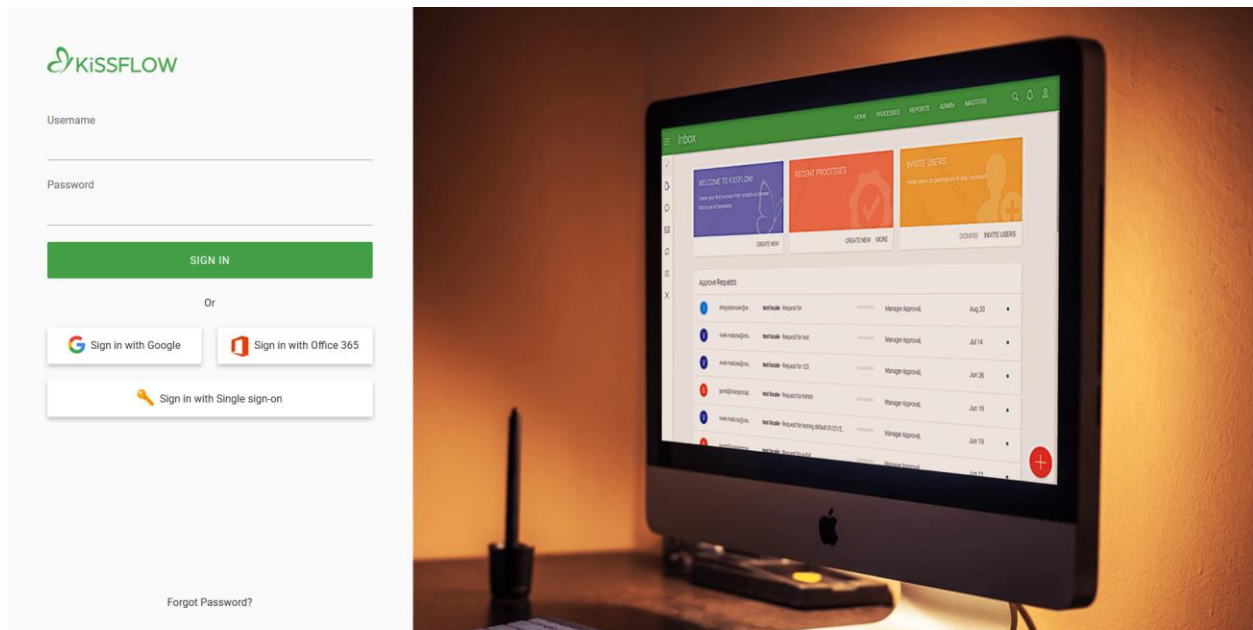
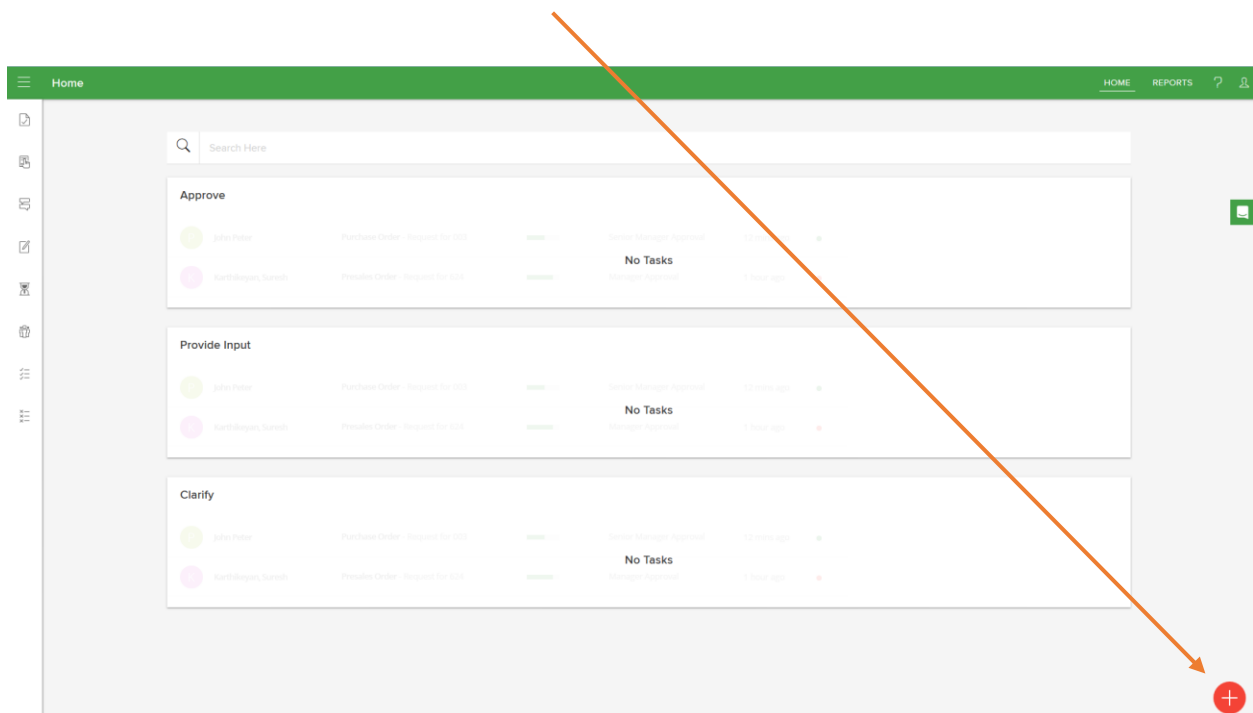


How to Initiate a Request for Contract

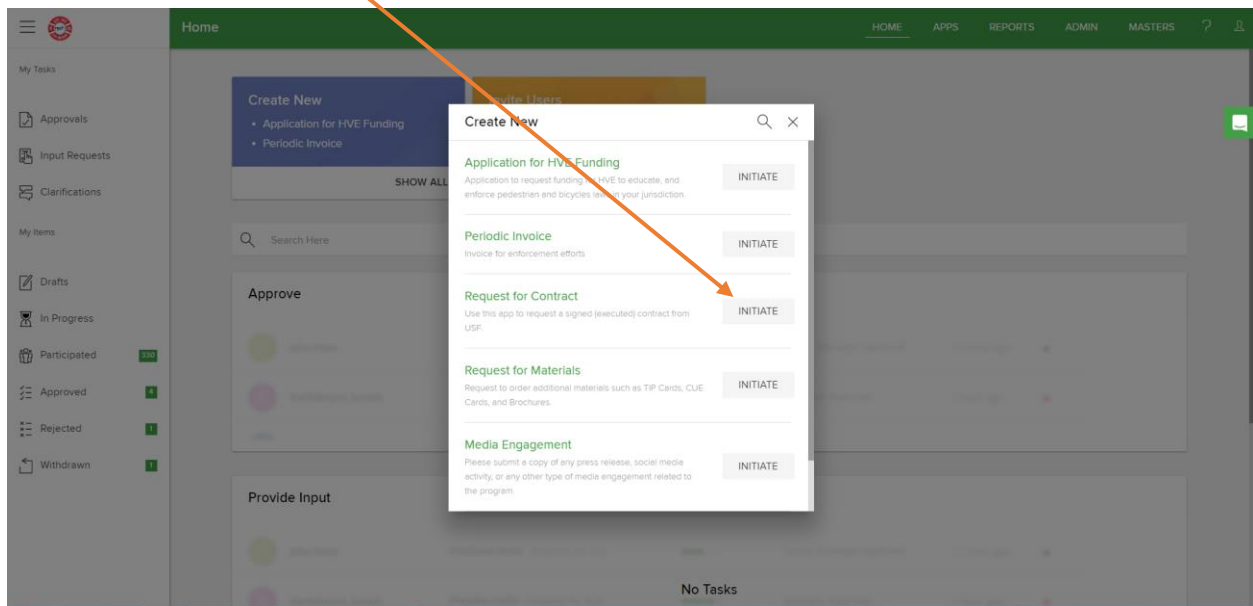
Step 1: **SIGN IN** to KiSSFLOW by going to <https://app.kissflow.com/>



Step 2: From HOME page click on **RED CIRCLE** with Plus + sign



Step 3: Click on **INITIATE** under **Request for Contract**



Step 4: Type in Agency Name, add Comments and click **Submit** – your Agency will then receive a Final Contract via KiSSFLOW as an Attachment

