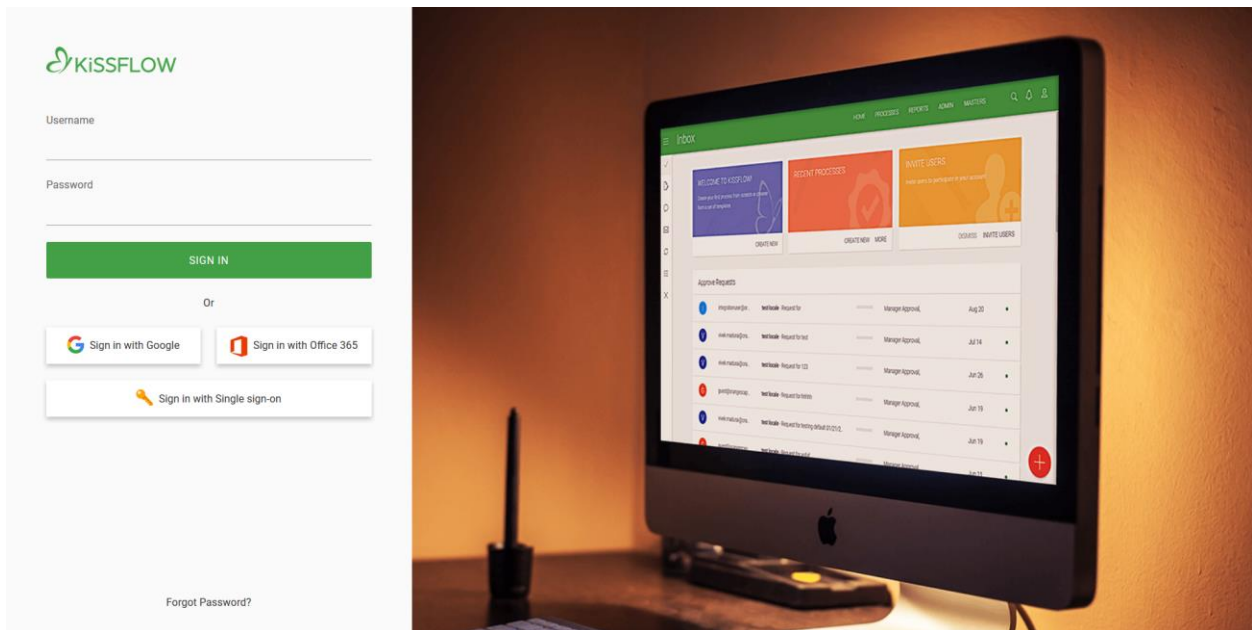
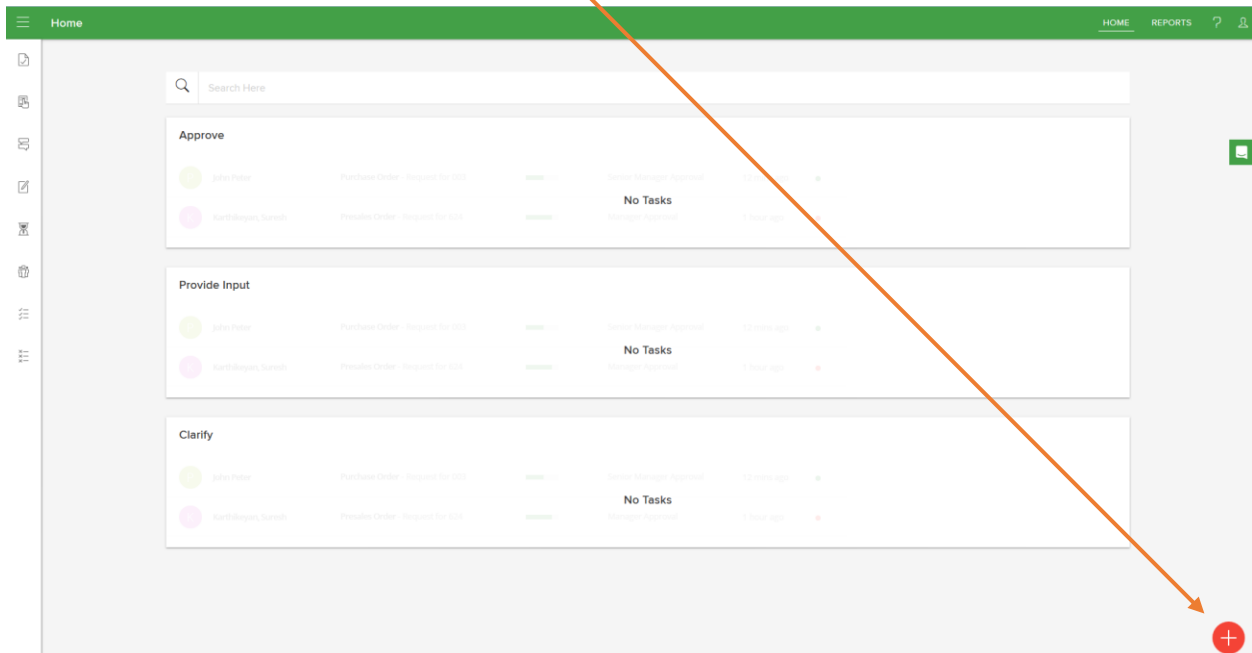


## How to Initiate a Request for Contract

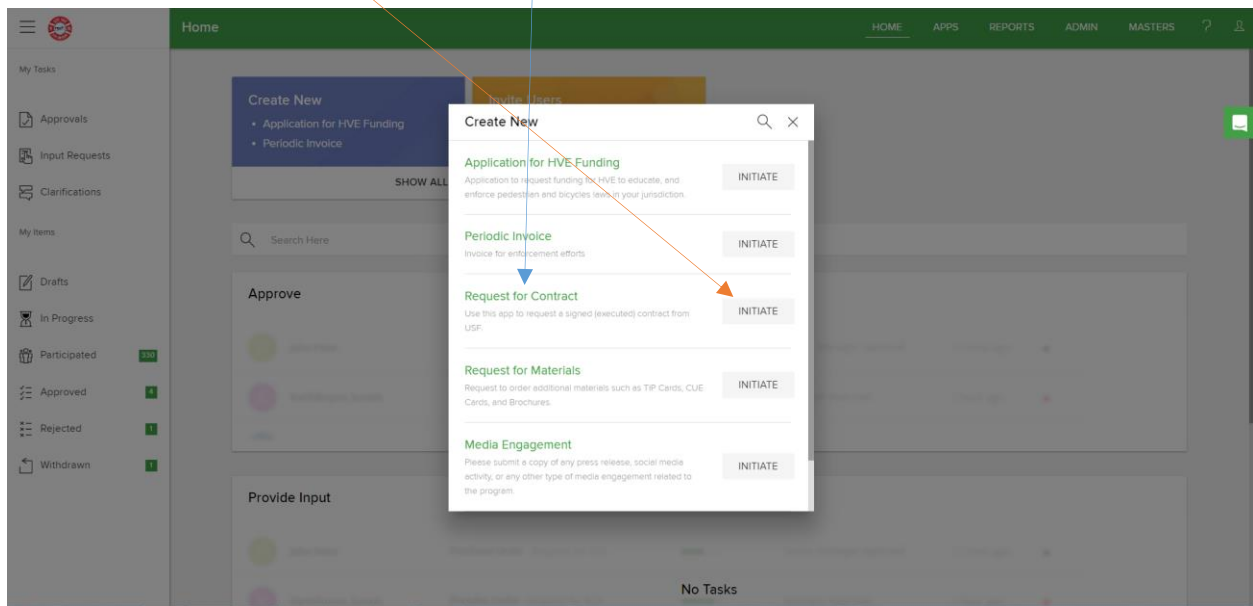
Step 1: **SIGN IN** to KiSSFLOW by going to <https://app.kissflow.com/>



Step 2: From “Home” page click on **RED CIRCLE** with Plus + sign



Step 3: Click **INITIATE** under “Request for Contract”



Step 4: Type in Agency Name, add Comments (optional) and click **SUBMIT** – your Agency will then receive a notification once the Final Contract is sent via KiSSFLOW as an attachment

