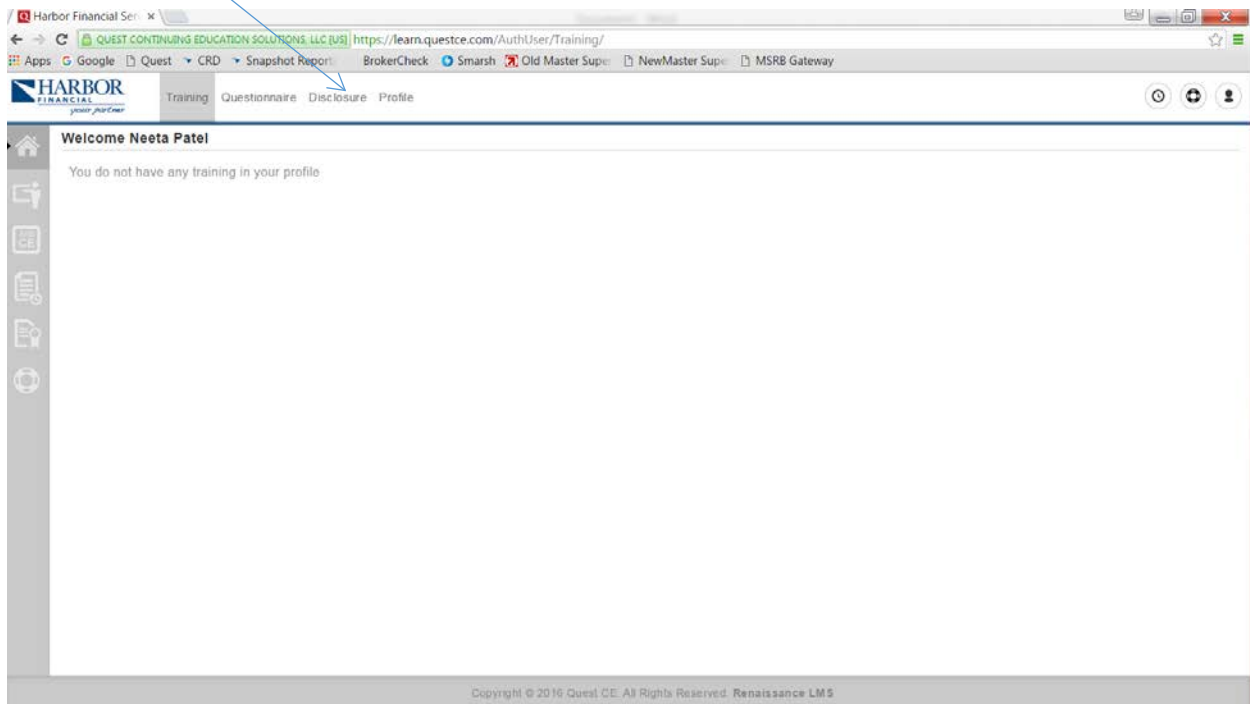


## Submitting an Advertising Review Request, or other Disclosure Item, through Quest CE

Enter Quest CE: <https://learn.questce.com/harborfs/> From the Harbor Internal Website

Enter your user name/password

Click "Disclosure" menu



Then choose "Add" button at the top right for a new disclosure

The screenshot shows the Harbor Financial Services web application. The browser address bar displays "QUEST CONTINUING EDUCATION SOLUTIONS, LLC [US] https://learn.questcoe.com/authuser/disclosure/". The navigation menu includes "Training", "Questionnaire", "Disclosure", and "Profile". The "Disclosure Tracking" section features a table with columns for "Item", "Activity", "Status", and "Action". A blue arrow points from the text above to the "Add" button in the top right corner of the table.

Item	Activity	Status	Action
TEST 9-8-2014 Type: Activity Logs	Added: 9/8/2014 Started: 9/8/2014 Completed: 9/8/2014	Rejected	Details
Test Type: Activity Logs	Added: 8/28/2014 Started: 8/28/2014 Completed: 8/28/2014	Rejected	Details
TEST 9-10-2014 Type: Activity Logs	Added: 9/10/2014 Started: 9/10/2014 Completed: 9/10/2014	Approved	Details
TEST 9-9-2014 Type: Activity Logs	Added: 9/9/2014 Started: 9/9/2014 Completed: 9/9/2014	Approved	Details
Test Type: Activity Logs	Added: 7/17/2014 Started: 7/17/2014 Completed: 7/17/2014	Approved	Details
Test OBA Type: Outside Business Activity	Added: 3/6/2014 Started: 3/6/2014 Completed: 3/6/2014	Approval Pending	Details

Select the type of disclosure from the list. For advertising review request, click "Activity Logs"

This screenshot shows the same Harbor Financial Services web application, but with a dropdown menu open over the "Action" column of the table. The dropdown menu lists several disclosure types: "Outside Business Activity", "Gifts (Give)", "Gifts (Receive)", "Entertainment (Give)", "Entertainment (Receive)", "Political Contributions", "Private Securities Transaction", and "Activity Logs". A blue arrow points from the text above to the "Activity Logs" option in the dropdown menu.

Item	Activity	Status	Action
TEST 9-8-2014 Type: Activity Logs	Added: 9/8/2014 Started: 9/8/2014 Completed: 9/8/2014		Outside Business Activity Gifts (Give) Gifts (Receive) Entertainment (Give) Entertainment (Receive) Political Contributions Private Securities Transaction Activity Logs
Test Type: Activity Logs	Added: 8/28/2014 Started: 8/28/2014 Completed: 8/28/2014		
TEST 9-10-2014 Type: Activity Logs	Added: 9/10/2014 Started: 9/10/2014 Completed: 9/10/2014		
TEST 9-9-2014 Type: Activity Logs	Added: 9/9/2014 Started: 9/9/2014 Completed: 9/9/2014		
Test Type: Activity Logs	Added: 7/17/2014 Started: 7/17/2014 Completed: 7/17/2014	Approved	Details
Test OBA Type: Outside Business Activity	Added: 3/6/2014 Started: 3/6/2014 Completed: 3/6/2014	Approval Pending	Details

Give the new request a name

The screenshot shows a web browser window with the URL <https://learn.questce.com/authuser/disclosure/>. The page is titled "Disclosure Tracking" and features a sidebar with navigation options: Home, Add, and a list of activity categories including Outside Business Activity, Gifts (Give), Gifts (Receive), Entertainment (Give), Entertainment (Receive), Political Contributions, Private Securities Transactions, and Activity Logs. A modal window titled "Activity Logs" is open in the center, containing a form with a "Title\*" field (containing "Advertising 5-16-16"), a checkbox labeled "Check here if nothing to disclose", and a blue "Continue" button.

Complete steps 1-16 as prompted. Question 4 will prompt you to upload a file via the “Upload Files” button.

When you finish, you will see your disclosure item listed in the list and the status.

The screenshot shows a web browser window with the URL <https://learn.questce.com/authuser/disclosure/>. The page title is "Disclosure Tracking" and it features a navigation menu with "Training", "Questionnaire", "Disclosure", and "Profile". A sidebar on the left contains icons for "AL", "PFI", "GFT", "OBA", "PC", and "PFI". The main content area displays a table with the following data:

Item	Activity	Status	Action
Advertising 5-16-16 Type: Activity Logs	Added: 5/16/2016 Started: 5/16/2016 Completed: 5/16/2016	New	<a href="#">Details</a>
TEST 9-8-2014 Type: Activity Logs	Added: 9/8/2014 Started: 9/8/2014 Completed: 9/8/2014	Rejected	<a href="#">Details</a>
Test Type: Activity Logs	Added: 8/28/2014 Started: 8/28/2014 Completed: 8/28/2014	Rejected	<a href="#">Details</a>
TEST 9-10-2014 Type: Activity Logs	Added: 9/10/2014 Started: 9/10/2014 Completed: 9/10/2014	Approved	<a href="#">Details</a>
TEST 9-9-2014 Type: Activity Logs	Added: 9/9/2014 Started: 9/9/2014 Completed: 9/9/2014	Approved	<a href="#">Details</a>
Test Type: Activity Logs	Added: 7/17/2014 Started: 7/17/2014 Completed: 7/17/2014	Approved	<a href="#">Details</a>
Test OBA Type: Outside Business Activity	Added: 3/6/2014 Started: 3/6/2014 Completed: 3/6/2014	Approval Pending	<a href="#">Details</a>