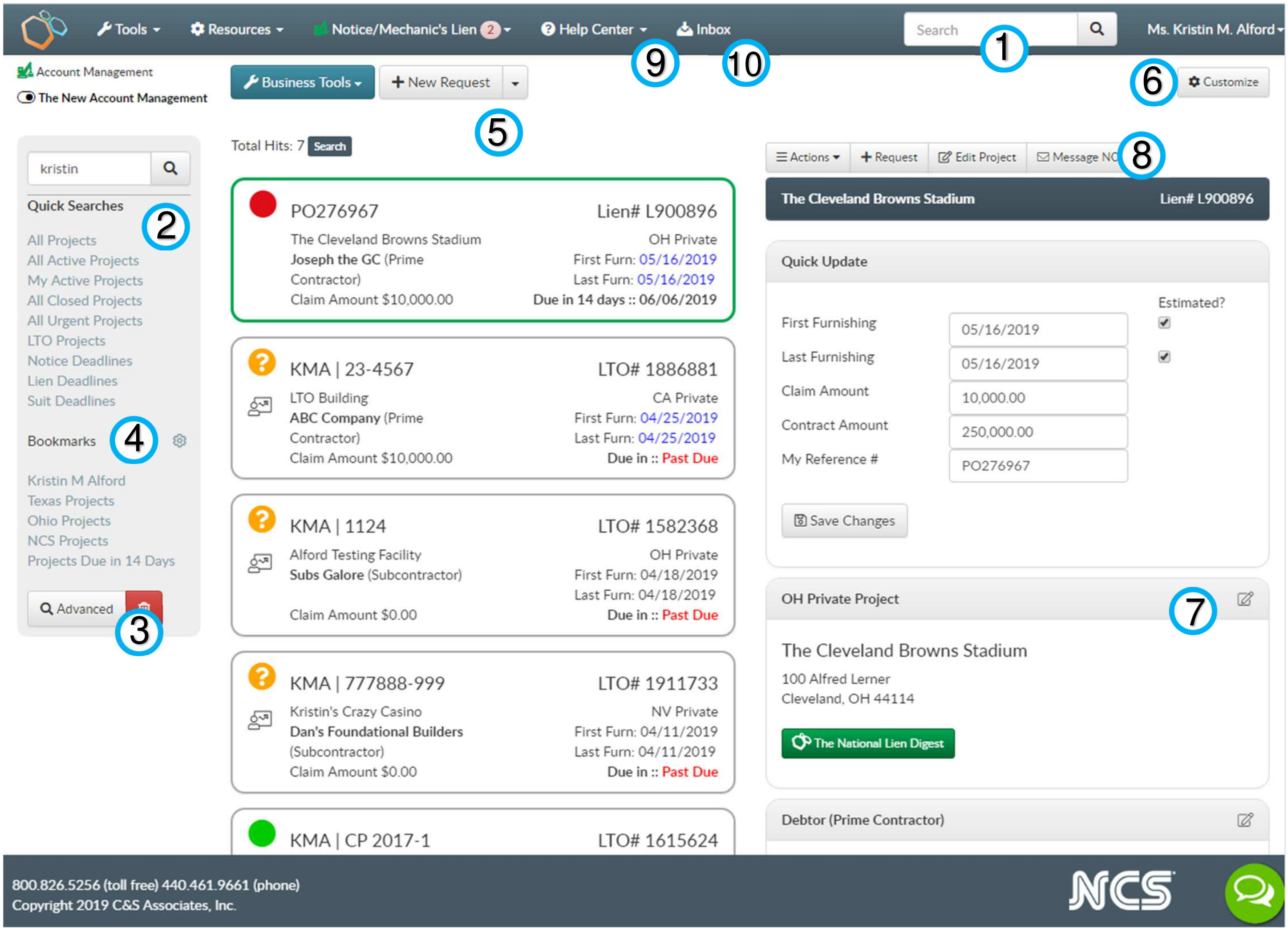
Welcome to NCS' Notice & Mechanic's Lien Account Management



1. **Keyword Search**: Easily search by **keyword** or phrase (i.e. project name, customer name, reference #).
2. **Quick Search**: Click the desired **link** to run any of these commonly used searches.
3. **Advanced Search**: Click **Advanced** button, and complete as many fields as desired in the pop up. Add a search name to save the search.
4. **Bookmarks**: To manage saved searches, click the **cogwheel** next to **Bookmarks**. To bookmark a search, click the bookmark icon in the pop up. To delete a search, click the garbage can icon.
5. **Project Column**: When viewing a project, the project in the center column will have a **green outline**. To view a different project, simply click the project in the center column & the **information will display to the right**. Within the Project Column, pertinent information displays, from left to right:
   - Line 1 – your reference number & NCS reference number,
   - Line 2 – project name, project state & type of project,
   - Line 3 – customer name & first furnishing date,
   - Line 4 – customer role in ladder of supply & last furnishing date, and
   - Line 5 – current amount owed (claim amount) & and the next calculated deadline.
6. **Customize**: Project information is divided into sections. These sections, also known as cards, can be reorganized and/or hidden based on your needs. To customize your view, click **Customize**. In the pop up, you can reorder or hide sections as desired.
7. **Edit Project Card**: To change or update project information, click the **Edit Icon** in the top right corner of the card, make changes and click Save.
8. **Project Action Buttons**
   - **Actions**: close project, view documents, manage lien waivers and view the online history
   - **+Request**: submit file to NCS for a service
   - **Edit Project**: make additional changes to the project information
   - **Message NCS**: to submit project notes to NCS
9. **Help Center**: Access training materials and additional resources.
10. **Inbox**: View system generated emails, including service request confirmations and sent lien waivers.