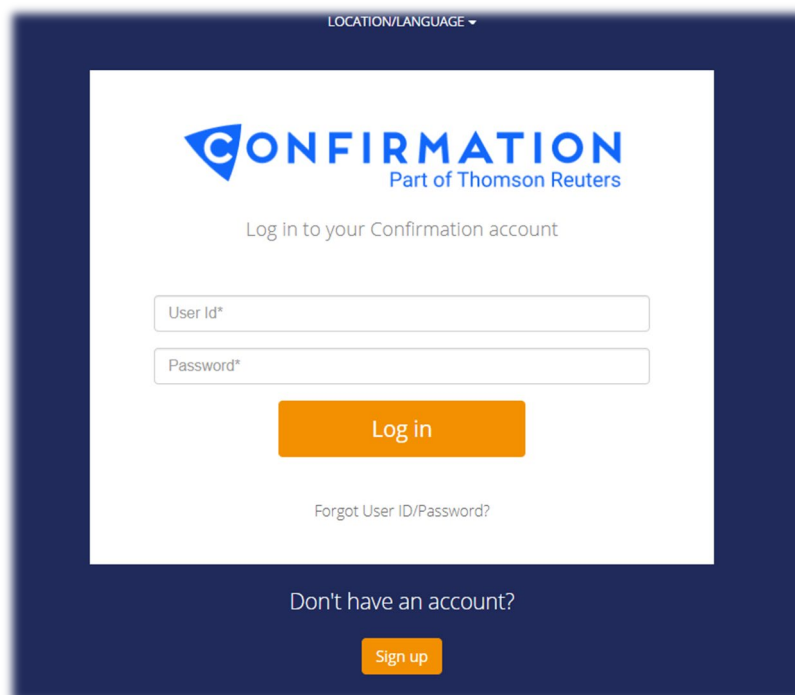
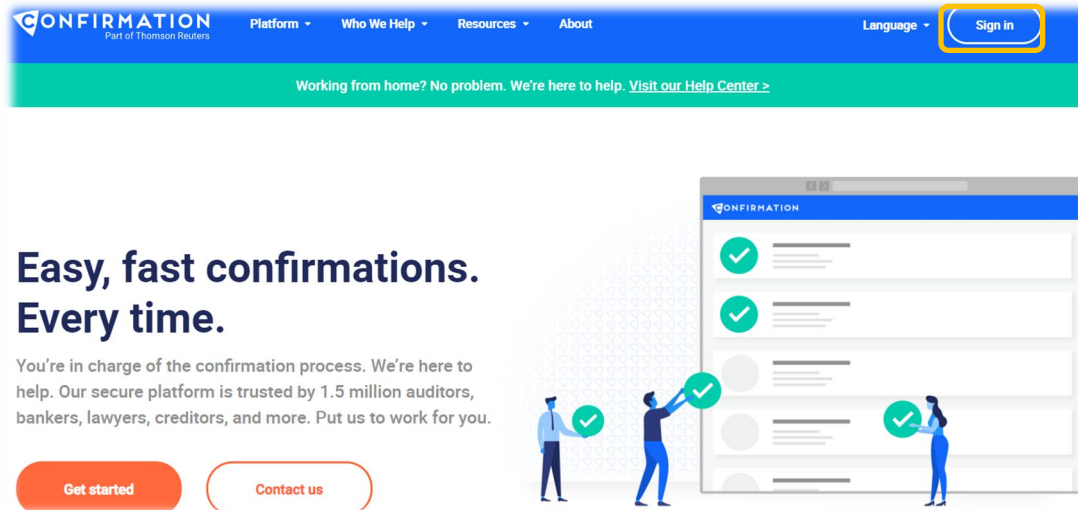


## A. Logging In or Out

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### 1. User Log In

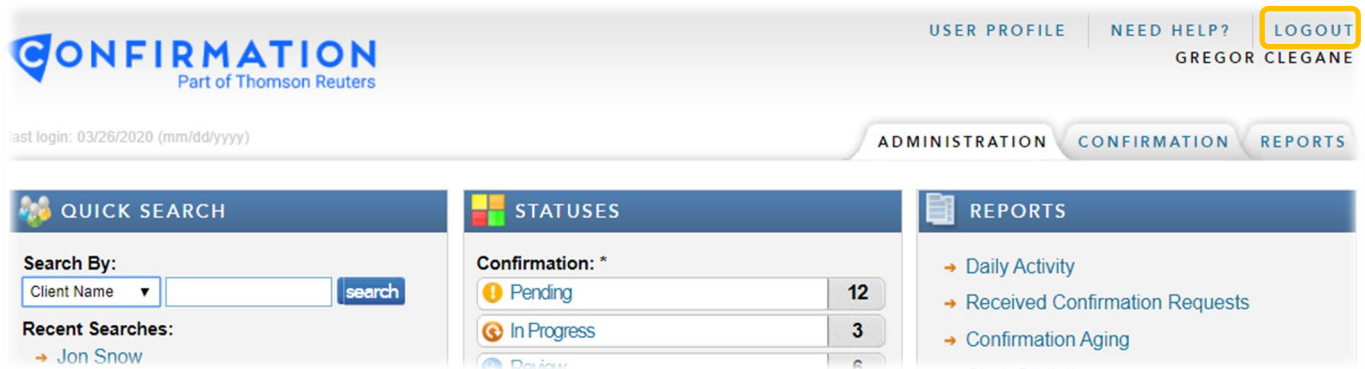
Go to <https://www.confirmation.com/>, select Sign in and login using your User ID and Password.



**Note:** To change the application default language, select desired language option from location/language dropdown list located on the top of the login page.

## 2. User Log Out

For security purposes, always be sure to logout of an open session when you have completed your work, prior to closing the browser or accessing a new website. The logout option is located at the top right of the screen.



The screenshot displays the CONFIRMATION web application interface. At the top left is the CONFIRMATION logo with the tagline "Part of Thomson Reuters". On the top right, there are links for "USER PROFILE", "NEED HELP?", and "LOGOUT" (highlighted with a yellow box). Below the logo, the user's name "GREGOR CLEGANE" is visible. A navigation bar contains "ADMINISTRATION", "CONFIRMATION", and "REPORTS" tabs. The main content area is divided into three columns: "QUICK SEARCH" with a search box and "Recent Searches" (listing "Jon Snow"), "STATUSES" with a table of confirmation statuses, and "REPORTS" with a list of report types.

Confirmation: *	Count
Pending	12
In Progress	3
Review	6

- Daily Activity
- Received Confirmation Requests
- Confirmation Aging