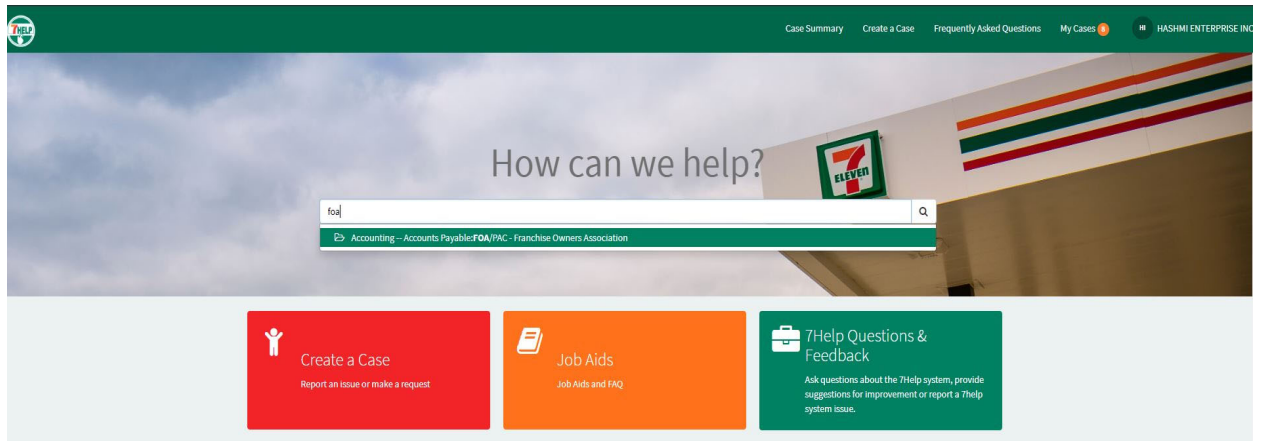


1. Log in to 7 Help using 7-Hub (secured) in store or using this link <https://7elevanna.service-now.com/> from any external device



2. In the search bar type "FOA"
3. Select the popup suggestion "FOA/PAC : FRANCHISE OWNERS ASSOCIATION"

4. Type "NONE" in the "Current FOA" box if you are joining a FOA for the first time or you are not a member of any other FOA.
5. Type in the full name of the FOA that you wish to join (No abbreviation) in the "Future FOA" box.
6. Type in the amount of monthly dues as instructed per local FOA.
7. Type " Please enroll (store number) as a member of (name of the local) FOA"
8. Repeat step 7
9. Press the green submit icon.