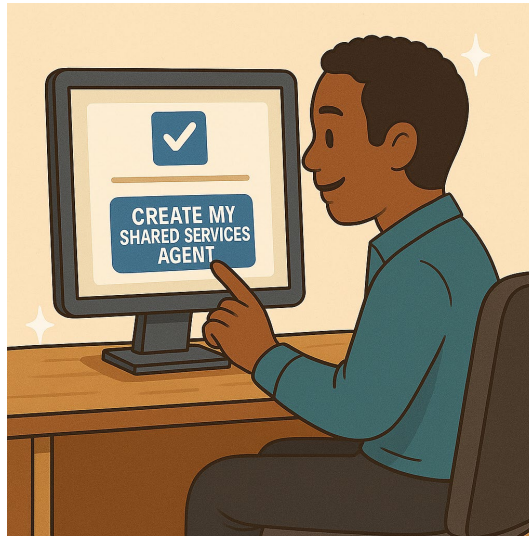
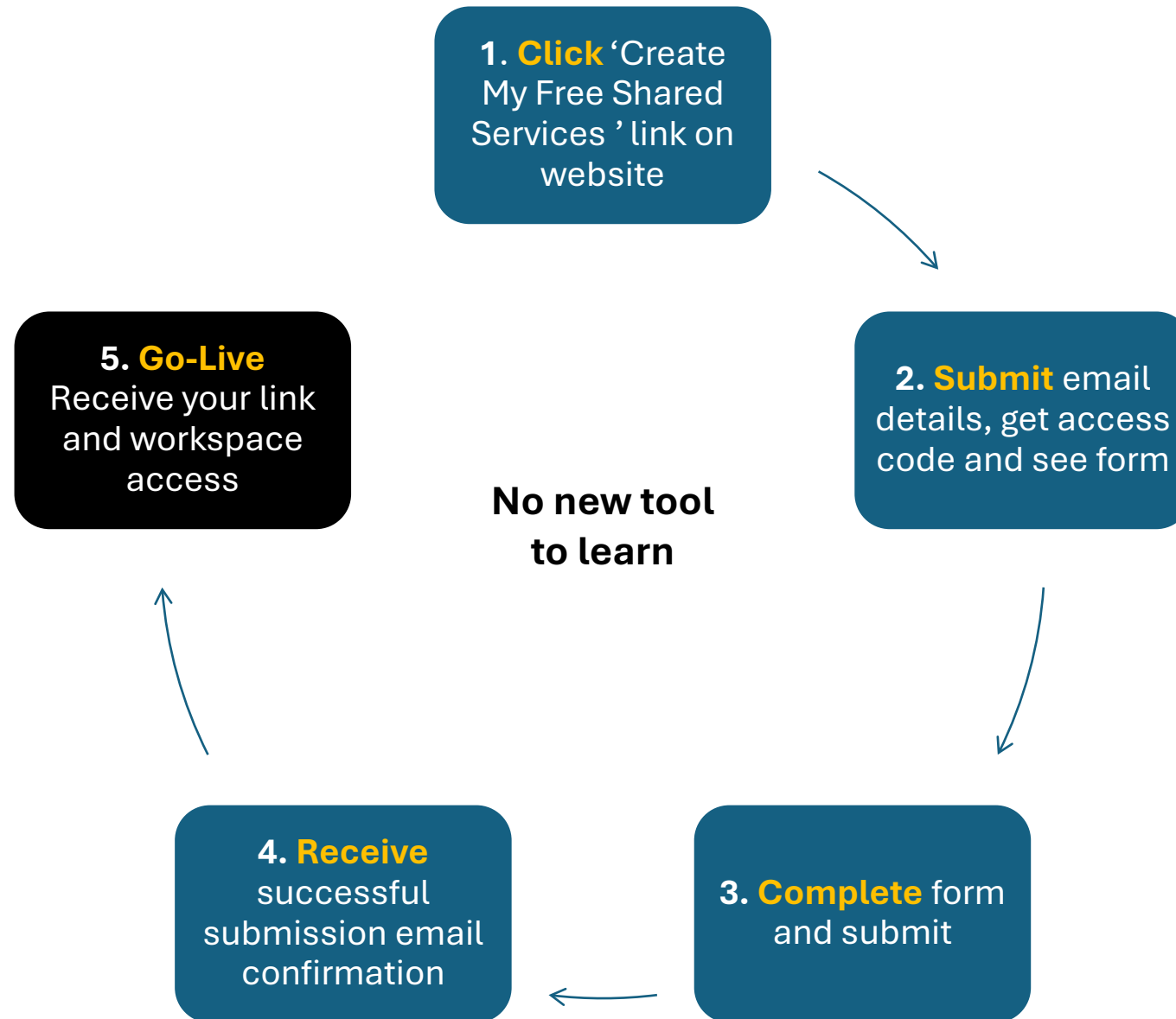


Setting up Your Shared Services Agent



Meet Tom - he completed the 'Create My Shared Services Agent' in 10 minutes, and his branded Shared Services Agent was live within the hour...

**Setting up your
branded Shared
Services Agent
could not be easier**



Tom clicks the 'Create My Free Shared Services Agent' link on the website. Up pops the authentication link. Tom follows the instructions, receives a unique access code by email and submits

Create Shared Services Agent

Create My Shared Services Agent

Thank you for choosing 'The Shared Services Agent'. Your answers to the questions below will be used to create your branded agent. Within 60 minutes of submitting the form you will receive (i) access to your work requests; and (ii) access to your work requests. If you upload your organization's logo this will be shown on the form used by your colleagues to take control of all activity. If you upload your organization's company name will be on the form.

Unless specified, your unlimited usage agent will be used for your organization, with your functions, please can manage it.

You are one hour from joining the

Section 1: Your Details

(i) Your Name * (ii) Your Role * (iii) Your Email * (iv) Date of Request

August 13, 2025

User Access

Welcome to 'Create My Shared Services Agent'. We protect your data. Please enter your email & follow the instructions to request an access code.

Email Address: *

Cancel Access

Up pops the 'Create My Free Shared Services Agent ' form

Create Shared Services Agent

Draft

Create My Shared Services Agent

Thank you for choosing 'The Shared Services Agent'. Your answers to the questions below will be used to create your branded agent. Within 60 minutes of submitting the form you will receive: (i) the weblink that you can share with your colleagues to take control of all your requests; and (ii) access to your workspace so that you or your named person can track all activity. If you upload your organizations logo this will be shown on the form used by your colleagues. If you do not upload a logo your company name will be on the form.

Unless specified, your unlimited usage agent will be in English. This free version uses generic business functions. If you want this tool configured to your organization, with your functions, please contact us via hello@ask.kim to discuss your requiriements. However complex Shared Services Agent can manage it.

You are one hour from joining the fast growing 'Shared Services Agent Club'!

Section 1: Your Details

<div><div>(i) Your Name</div><div>Tom Zellon</div></div>	<div>*</div>	<div><div>(ii) Your Role</div><div>Operations Director</div></div>	<div>*</div>	<div><div>(iii) Your Email</div><div>tom.zellon@emai.com</div></div>	<div>*</div>	<div><div>(iv) Date of Request</div><div>August 13, 2025</div></div>
--	--------------	--	--------------	--	--------------	--

**Tom
completes
section 1
of the form**

Create Shared Services Agent

Draft

You are one hour from joining the fast growing 'Shared Services Agent Club'!

Section 1: Your Details

(i) Your Name *

Tom Zellon

(ii) Your Role *

Operations Director

(iii) Your Email *

tom.zellon@emai.com

(iv) Date of Request

August 13, 2025

(v) Company Name *

Reliant Technologies LLC

(vi) Your Country *

United States

(vii) To Protect Your Data, in Which Country Do You Want Your Data Stored? *

USA

Section 2: Information Required

So That Requests Can Be Routed to the Right Person by Function (i.e. IT requests to IT, HR to HR ...), Who Should be Notified of Requests Received? If You Do Not Have One of More of the Functions Below, Leave as 'Not Applicable' and it Will Not Appear in Your Agent.

5

Tom completes section 2

Create Shared Services Agent
Draft

Section 2: Information Required

So That Requests Can Be Routed to the Right Person by Function (i.e. IT requests to IT, HR to HR ...), Who Should be Notified of Requests Received? If You Do Not Have One of More of the Functions Below, Leave as 'Not Applicable' and it Will Not Appear in Your Agent.

(i) Email Contact for 'CustomerSupport' Not Applicable	(ii) Email Contact for 'Data & Analytics' Not Applicable	(iii) Email for 'Facilities & Real Estate' jane.phillips@email.com	(iv) Email for 'Finance & Accounting' john.garden@email.com
(v) Email for 'HR / People Operations' ayesha.jacobs@email.com	(vi) Email Contact for 'IT' sarah.kowaske@email.com	(vii) Email for 'Legal & Compliance' frank.simmonds@email.com	(viii) Email Contact for 'Marketing' Not Applicable
(ix) Email Contact for 'Procurement' john.gaden@email.com	(x) Email for 'Project Management Office' Not Applicable	(xi) Email Contact for 'Sales& Proposals' petra.friedricks@email.com	(xii) Email for 'Strategy & Transformation' Not Applicable

Tom completes sections 3 and 4 and submits

Create Shared Services Agent Draft

Section 3: Workspace User

Requests will be routed by email to your nominated person. These individuals will be able to review the request and action it. Additionally you have a Workspace User. This user can access Kim's workspace and see all requests made. This user should be a trusted individual who you are happy to see all requests and who can provide reports on all activity.

(i) Workspace User Email Address
john.garden@email.com

Section 4: Descriptions and URL

(i) What do you want to call your Shared services Agent?
How Can We Help?

(ii) Choose your language
English

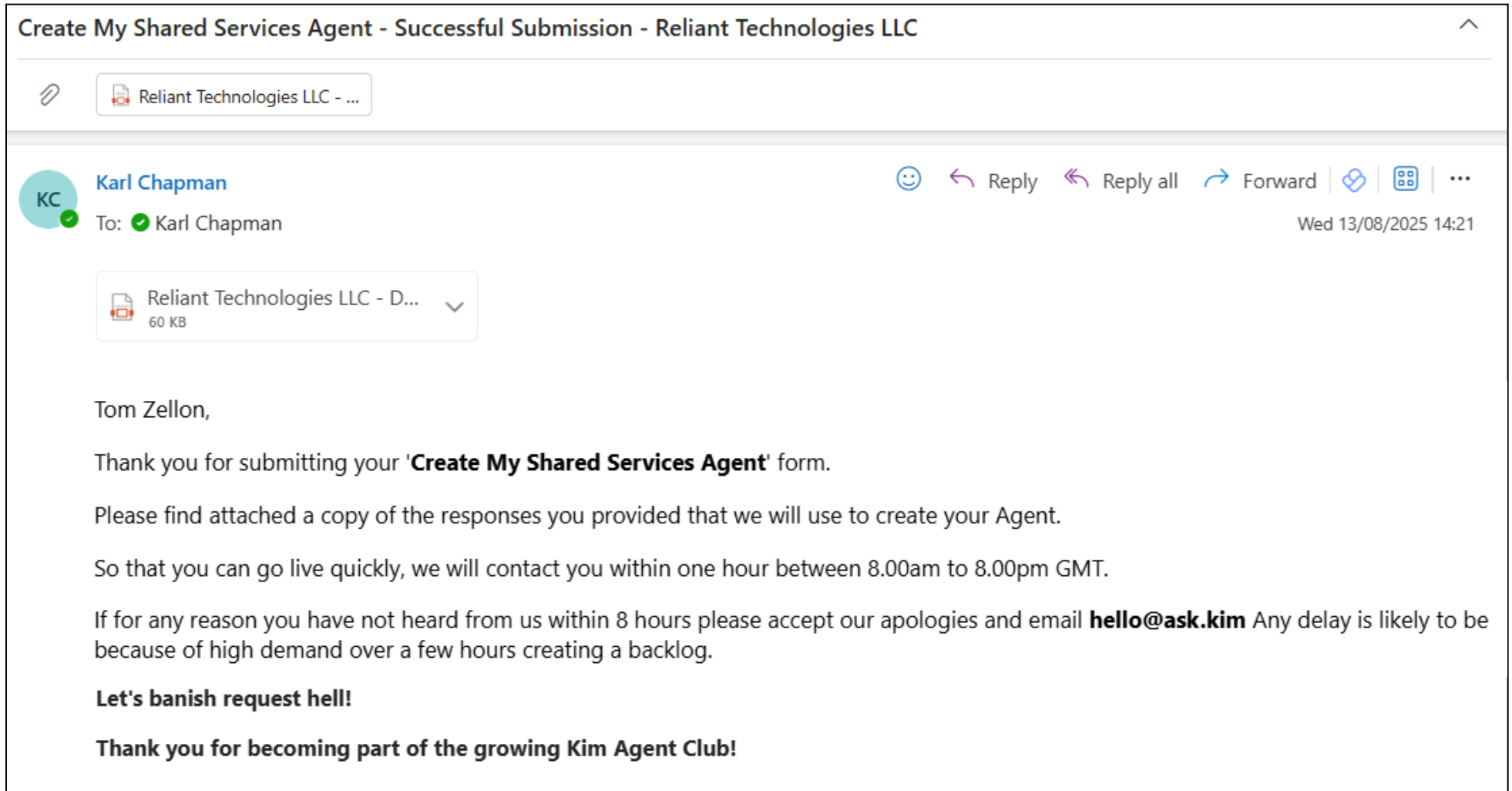
(iii) Have you uploaded a logo?
Yes

(iv) What is your website URL?
www.email.com

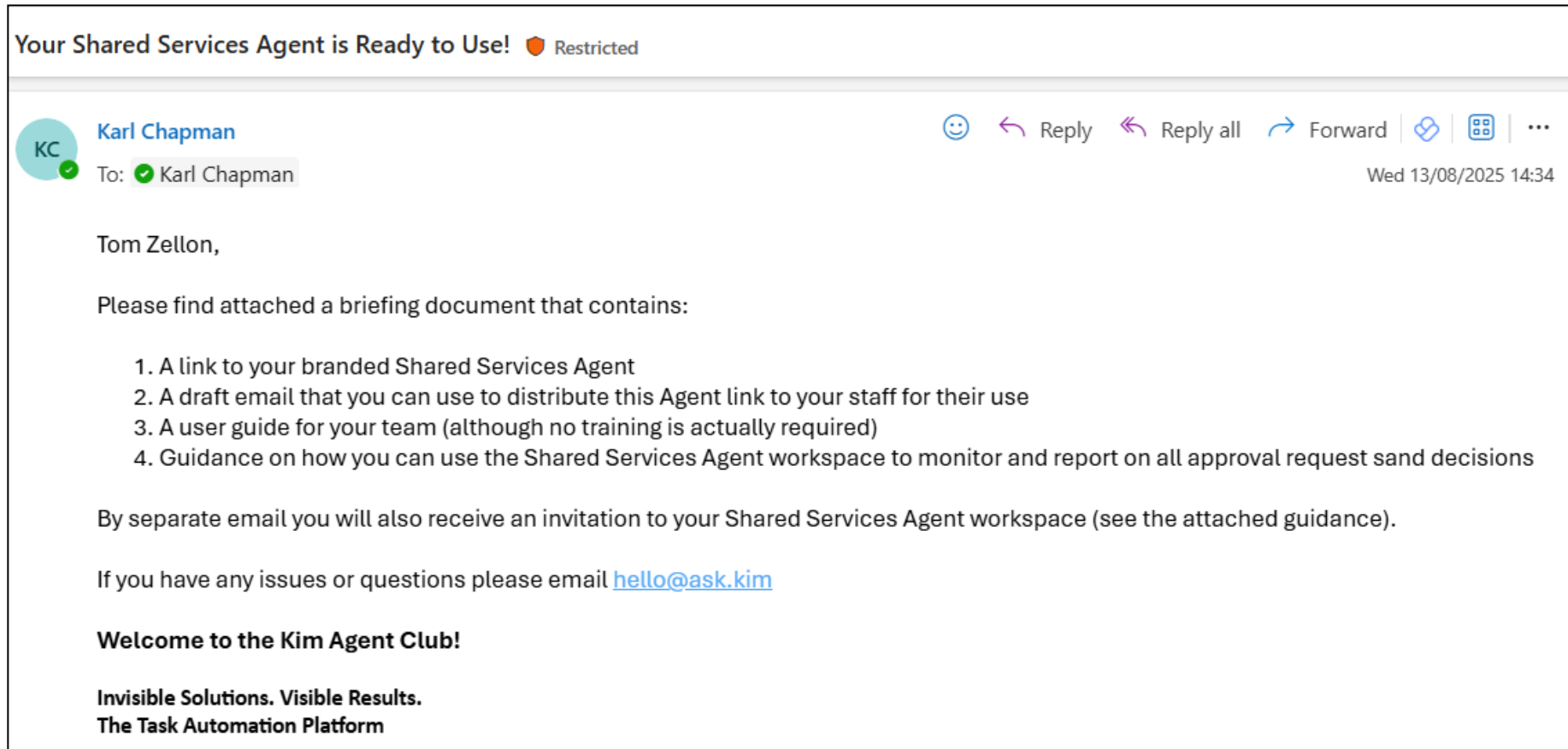
Nearly there! Please submit. You will receive a successful submission email with a copy of your responses for your records. We will be in touch soon with your Agent. Welcome to a simpler world!

Submit Cancel

**Tom receives
an email
confirming
successful
submission**



Within an hour Tom receives the details that takes the Shared Services Agent live



It is that simple ...



happy!