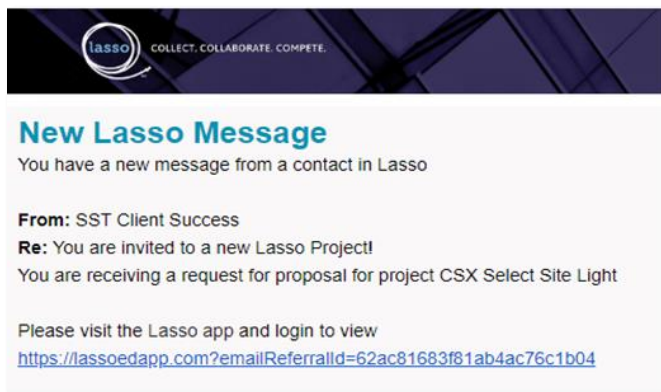




# How to Submit Property Responses

## A Step-by-Step Guide



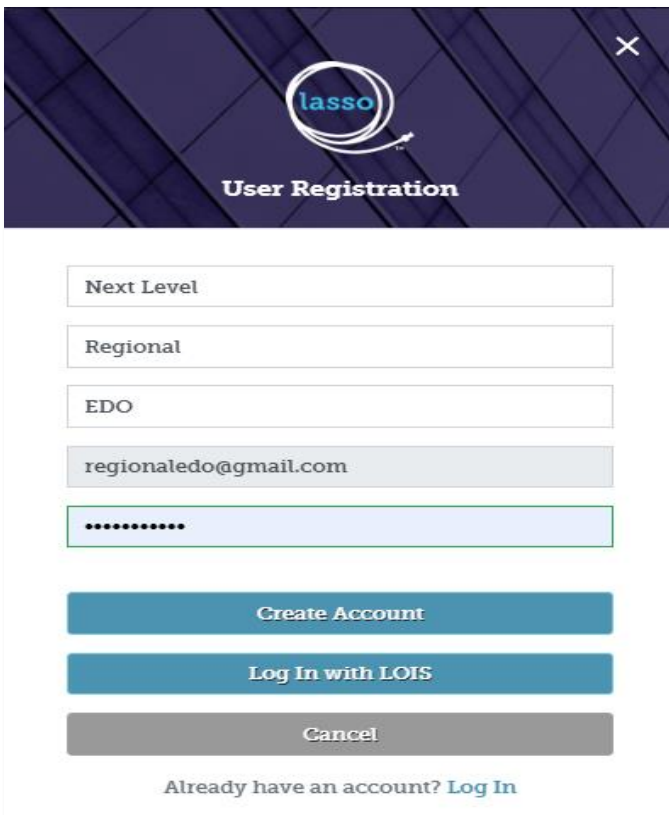
### Email Invitation and Login

**1. Email Invitation** - You will receive an email from Lasso App [lassoedapp.com](https://lassoedapp.com). The email will invite you to participate in submitting an RFI. To proceed, click the link within the email to proceed to the login page.

### 2. To Log In:

**a. As a New User** – If this is your first time participating in a Lasso project, enter a password and click “Create Account”.

**b. As an Existing User** – Enter your email address and password. If you have forgotten your password, click “Reset Password” on the Log In form.





## To Complete the RFI

1. **User Profile** – Click the User Profile icon in the top right-hand corner of the screen and click Profile.

A screenshot of the Lasso application's "User Profile" page. The page has a dark blue header with the Lasso logo and navigation links for "Dashboard", "Inbox", "Projects", and "RFI". The main content area is white and titled "User Profile". On the left, there is a red circular profile icon and the text "Regional EDO". The main content is divided into two sections: "User Information" and "My Communities".  
**User Information** section includes:

- Name: Regional EDO
- Company: Next Level
- Email: regionaledo@gmail.com
- Office Phone: 954-816-1464
- Address: 310 Mills Avenue, Greenville, South Carolina 29605

**My Communities** section includes:

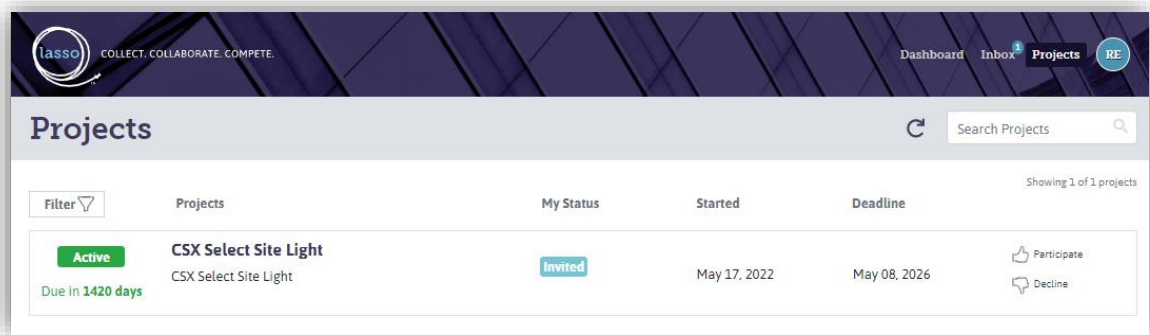
- A checkbox for "Are you representing International properties?" with the text "Yes, I will be submitting properties outside of the United States".
- A heading: "If your properties are in the United States, please add communities where your property submissions will come from:"
- A table with columns: State, County, Community, and Action.
- Below the table are dropdown menus for "Choose State" (set to South Carolina), "Choose County" (set to Greenville), and "Choose Community".
- An "Add Community" button and "Save" and "Cancel" buttons.

2. **My Communities** – Scroll down to the My Communities section to verify the communities that you represent.
  - a. **If a Region**, it is possible to select more than one community.
  - b. **If a State**, it is possible to select All Communities.
  - c. **If a LOIS Customer**, your communities in LOIS will sync with Lasso. If you wish to update the communities you represent, this will need to be done within your LOIS account. For assistance, please email Amy White, Head of Customer Support, at [locationone@locationone.com](mailto:locationone@locationone.com).

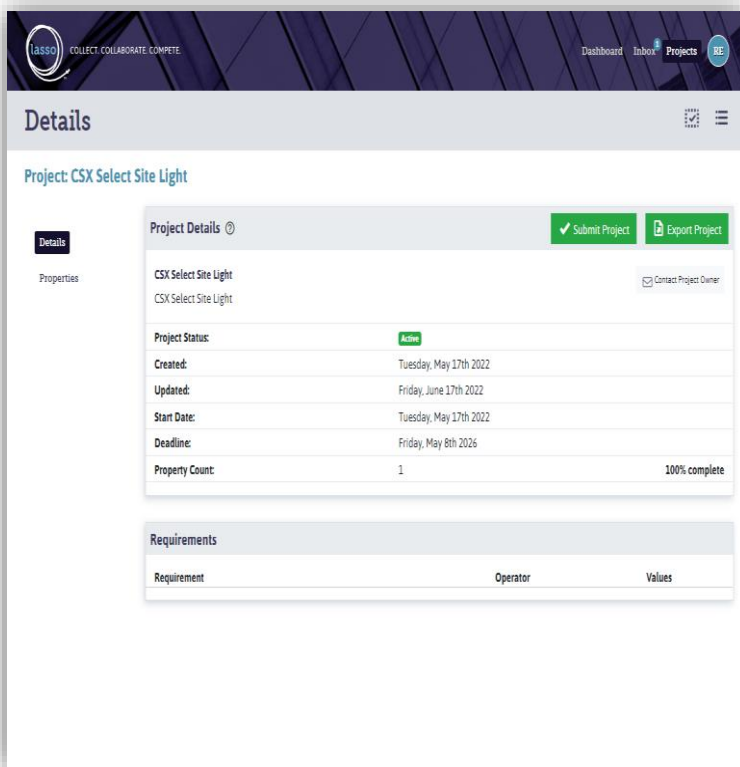
**Note:** It is only after you select the communities that you represent that you will be able to interact with the RFI, either by responding to the questions or by delegation.



- 3. Projects** – Click the Projects tab to view the projects you have been invited to and the status of each project.



- 4. Participate** – To participate in the project, click the Thumbs Up icon next to Participate.



- 5. Details** – After choosing to participate, you will be able to view the project details, project description, attachments, start date, and deadline.

- 6. Properties** – Here you will find one or more blank site responses prepopulated.



## To Submit Property Responses

- 1. My Project Properties** – Click a Property Record, then scroll down to view the RFI questions.

The screenshot shows the Lasso RFI questions interface. At the top, there are three sections: "Questions" (4% of 185 questions answered, 8% of 59 required), "Instructions" (Select category and question to enter answer, red R icon for required questions, red R icon for required answers), and "Need Help From 3rd Party?" (Select questions and Send email to a 3rd party, with "Select" and "Send" buttons). The main content is divided into two columns. The left column shows a list of categories: 0. Attachments to Include, 1. Location Information (with a red R icon), 1. a. Location Name and Address (with a red R icon and highlighted), 1. b. Location Ownership, 1. c. Location Representative, 2. Site and Ownership Information (with a red R icon), 3. Due Diligence & Permitting (with a red R icon), 4. Logistics Infrastructure and Characteristics (with a red R icon), 5. Utility Infrastructure and Characteristics (with a red R icon), 9. Costs (with a red R icon), and Uncategorized. The right column shows "Questions For: 1. Location Information > a. Location Name and Address". It contains a table with the following data:

Question	Done
<input type="checkbox"/> Location County/Parish	✓
<input type="checkbox"/> Location City	✗
<input type="checkbox"/> Location Name	✗
Longitude Coordinate	✓
<input type="checkbox"/> Location State	✓
<input type="checkbox"/> Location Country	✓
<input type="checkbox"/> Location Postal Code	✓
Latitude Coordinate	✓
Location Website	✗
Location Street Address	✗

**2. Required Questions** – The red R icon next to a question indicates that it is required. The property will not be eligible for submission until all red R icons have been satisfied.

**3. Percent Completion** – It is encouraged to answer all RFI Questions and receive a 100% completion rate. However, it may not be possible to achieve 100% because a question may not be applicable to that specific property. Answer as many questions as possible.

- 4. Submit Property** – When you are ready to submit the property, refer to the submission checklist to ensure you have satisfied the asks. Then, click Submit Property.
- 5. Submit Project** – When you are ready to submit all properties for the project, click Details to see the Project Details screen. Click Submit Project.



The screenshot shows the Lasso web application interface. At the top left is the Lasso logo with the tagline 'COLLECT. COLLABORATE. COMPETE.'. The top right navigation bar includes 'Dashboard', 'Inbox', 'Projects', and a user profile icon 'RE'. The main header is 'Details'. Below it, the project title is 'Project: CSX Select Site Light'. On the left, there are tabs for 'Details' and 'Properties'. The 'Project Details' section includes a 'Submit Project' button and an 'Export Project' button. The project name 'CSX Select Site Light' is listed twice, with a 'Contact Project Owner' link. The project status is 'Active'. The metadata table shows: Created: Tuesday, May 17th 2022; Updated: Friday, June 17th 2022; Start Date: Tuesday, May 17th 2022; Deadline: Friday, May 8th 2026; Property Count: 1, 100% complete. Below this is a 'Requirements' table with columns for Requirement, Operator, and Values.

Requirement	Operator	Values
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**Congratulations, you have submitted properties for a project.  
Thank you for your participation.**