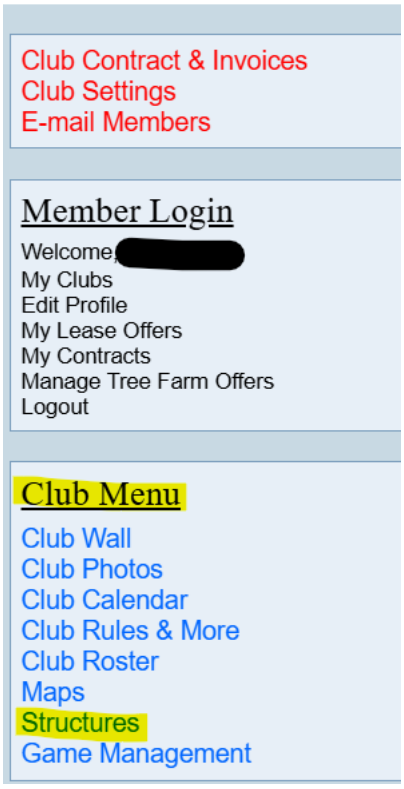
EXHIBIT "D"
Detailed Instructions
For Completing Campsite and Structure Online Form

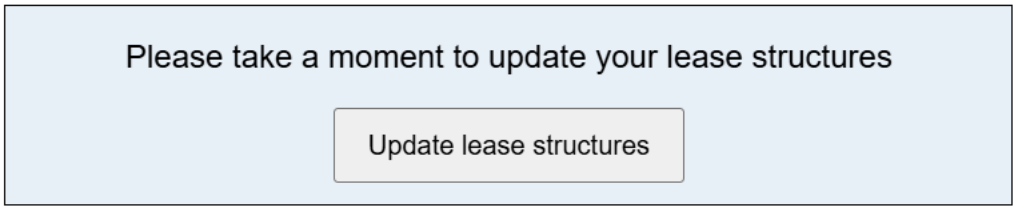
1. **Log into your online account with TTG Leasing**

2. **On the Left side of the screen, look for "Club Menu" under Club Menu, look for "Structures" (see example below). Click on Structures.**



3. **At this point, you will see one of two things.**

You might see this:



If this appears, click on Update Lease Structures

OR you might see this:

Structures last updated: N/A		
Structure	**Count**	**Cost**
Campsites	1	$ 0.00
Campsites with electric utilities (not generators)	0	$ 0.00
Campsites with water utilities (not watertanks)	0	$ 0.00
RVs & Campers	1	$ 300.00
Camp Houses	0	$ 0.00
Containers	0	$ 0.00
Abandoned Structures	0	$ 0.00
Canopies & Covers	0	$ 0.00
Oversized Canopies & Covers	0	$ 0.00
Water Wells	0	$ 0.00
Portable Buildings (sheds under 36 square feet)	0	$ 0.00
Portable Buildings (sheds over 36 square feet)	0	$ 0.00
Club Pavillions	0	$ 0.00
Weigh-in Check Stations	0	$ 0.00
Total	2	$ 300.00

Save Structures Reset

Fill out this form. This is the online form that takes the place of the Exhibit "D" Campsite and Structure Form. Please fill out everything that is applicable with your lease. *IF YOU DO NOT HAVE A CAMPSITE OR STRUCTURES ON THE LEASE PROPERTY, IT IS STILL MANDATORY FOR YOU TO SUBMIT THIS FORM.* Make sure everything has zeros on it.

Once everything is filled out, click "Save Structures

Once you hit Save Structures, the system will send the leasing department notice for us to update your account and / or create an invoice for your lease campsites and structures.

Once the invoice is created, you should receive notice from our lease system that a new invoice has been issued. If you do not receive a notice, you can find the new invoice under Club Contracts & Invoices.

