



Step	Action	Comments
1	If Needed, review the HELP material by Clicking-On the link shown in Comments .	HELP Link: http://www.ramosoil.com/forum/index.php?action=help
2	Sign On to the Ramos Oil Website using your Browser .	Ramos Oil Website: http://www.ramosoil.com
3	Click-On the FORUMS Tab on the Website Home Page	Use Top or Bottom Menu Bars
4	If you are already Registered, Login and continue with Step 5	User ID and Password
5	If needed, Register with a User ID= first initial and last name (lower case, no spaces); and your Email Address. By using the Forum you accept the Forums Terms and Conditions.	a) Double Check the Email Address for Accuracy! b) Wait to continue after you receive your Temp. Password from the Forum Admin (usually < 24 hours) Note: <u>You may browse many of the Boards to read the Content, but you will not be able to Post anything until you are Approved by the Forum Administrator. Membership is Private as determined at the sole discretion of Ramos Oil.</u>
6	If this is your very first Login, you should go to Profile and change your Temp. Password to something that is unique. Also update your Name and any other fields you desire.	User ID is for Login; Name displays in the Forums and may be different than User ID.
7	Select Forum to view the available Boards.	The first Board Displayed is " Bulletins"
8	Select the Board that is of interest to you (e.g. Employment Openings). If appropriate, you may wish to add a Topic to an existing Board or respond to something already posted.	"Lock" of a Topic prevents anyone from adding THREADS. (i.e.The Topic is READ-ONLY)
9	When you are finished please Logout and/or Close .	You may Login again at will. ENJOY!

Any Questions or Problems? Please look in the HELP material or Contact Your Friendly Forum Administrator at: admin@ramosoil.com