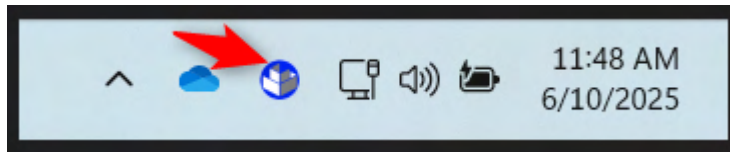


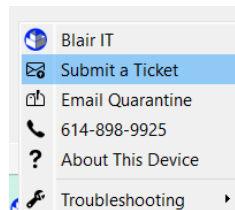
Just a quick reminder from your team at Blair IT—we’re always here when you need support!

If you’re experiencing any technical issues or need assistance, the fastest and most efficient way to get help is by submitting a ticket through our system. Here’s how:

- ◆ **Click the Blair icon** in the bottom-right corner of your screen



- ◆ Select **“Submit a Ticket”**



- ◆ Fill in the details, and we’ll jump on it right away!

A screenshot of a 'Send support request' dialog box. It has a title bar with a close button. The form contains the following fields: 'Subject:' with a text box containing 'Subject of your request'; 'Body:' with a large text area containing the placeholder 'Write about your problem here'; 'Images:' with a dashed box containing a green plus sign; 'First Name:' with a text box containing the placeholder 'Enter your first name here'; 'Last Name:' with a text box containing the placeholder 'Enter your last name here'; 'E-Mail:' with a text box containing the placeholder 'Enter your e-mail here'; and 'Phone:' with a text box containing the placeholder 'Enter your phone here'. At the bottom left is a checkbox labeled 'Remember my details' which is unchecked. At the bottom right are 'Send' and 'Cancel' buttons.

This process helps us track, prioritize, and resolve your requests as quickly and smoothly as possible. While we’re always happy to hear from you, using the ticketing system ensures nothing gets missed and that your issue reaches the right team immediately.

**If it’s an emergency, please call us right away at (614) 898-9925.** We’re here to help when it matters most.

Thanks for partnering with us,