

EXHIBIT “E”

## Alcohol Training Instructions

Log on: **<http://levy.restaurant.org>**

Enter Password: **LEVY**

Enter your personal information and employment history. (For employment history you can just add your current employer.)

Choose your property from the drop down list.  
Amway Center

Choose your job title from the drop down list.  
Non-Profit

\*If you are a Non-Profit member **PLEASE TYPE IN YOUR GROUP NAME**  
in the Non-Profit field

Read all materials and click **next** to go to next page. You will then be able to take the test.

Once you have completed the test and you submit your answers, it will ask for the manager’s e-mail address, please enter:

**Your Group Leader’s Email Address; [TREASURER@IMOUCF.ORG](mailto:TREASURER@IMOUCF.ORG)**

Group leaders, once you receive training confirmation, forward to [lmclean@levyrestaurants.com](mailto:lmclean@levyrestaurants.com). We will print it as proof you completed the on-line training. It is important it is sent to your leader first, so that they also have copies for their records.

## Background Check

<http://levychecks.com/amwaycenter/>

- i. Please choose “I am a NFP volunteer”