AN EASY TRANSITION FOR CONNERS 3 ONLINE USERS TO CONNERS 4

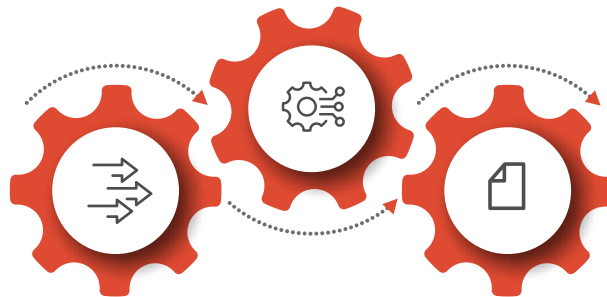**An efficient process will be made available to online product users of the *Conners 3rd Edition (Conners 3®)* to help your transition to the *Conners 4th Edition (Conners 4™)*. This simple self-serve option will be implemented through the MHS Online Assessment Center+.**

- On the day of Conners 4 release, all MHS Online Assessment Center+ Admin account users who have Conners 3 Online uses will have immediate access to Conners 4 within their account.

- Any unused form specific to Conners 3 Online uses can be substituted for Conners 4 uses. Uses will be substituted on a one-for-one basis.

- The transition process for Conners 3 online products to support moving to Conners 4 is available until December 31, 2023. Any unused online Conners 3 inventory (all form types) will automatically be converted as Conners 4 uses at the end of the extended transition period in Dec 2023.

HOW IT WORKS

TRANSITION

On the day of Conners 4 release, all MHS Online Assessment Center+ Admin account users who have Conners 3 Online uses will have immediate access to Conners 4 within their account. Admin users must enable Conners 4 through Account Settings/Manage My Assessments. Admin users can also grant their Sub-users access to Conners 4 by enabling access for Sub-users. Ensure that your Conners 3 is still enabled for the exchange.

ADMINISTRATION

Admin and Sub-users can administer Conners 4 to clients even when their Conners 4 use balance is zero.

GENERATING REPORTS

Admin and Sub-users who want to generate a Conners 4 report when their Conners 4 use balance is zero can do so by selecting an available Conners 3 use. Admin and Sub-users can specify which Conners 3 use to substitute during the report generation.

Note: During the transition, if Conners 4 uses are purchased and added to the account, the Conners 4 uses will be used first to generate reports, before the substitution option is available again.

Visit MHS.com/info/Conners4-Onboarding-Resources for more information regarding Conners 4 and onboarding resources for existing Conners 3 users.

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