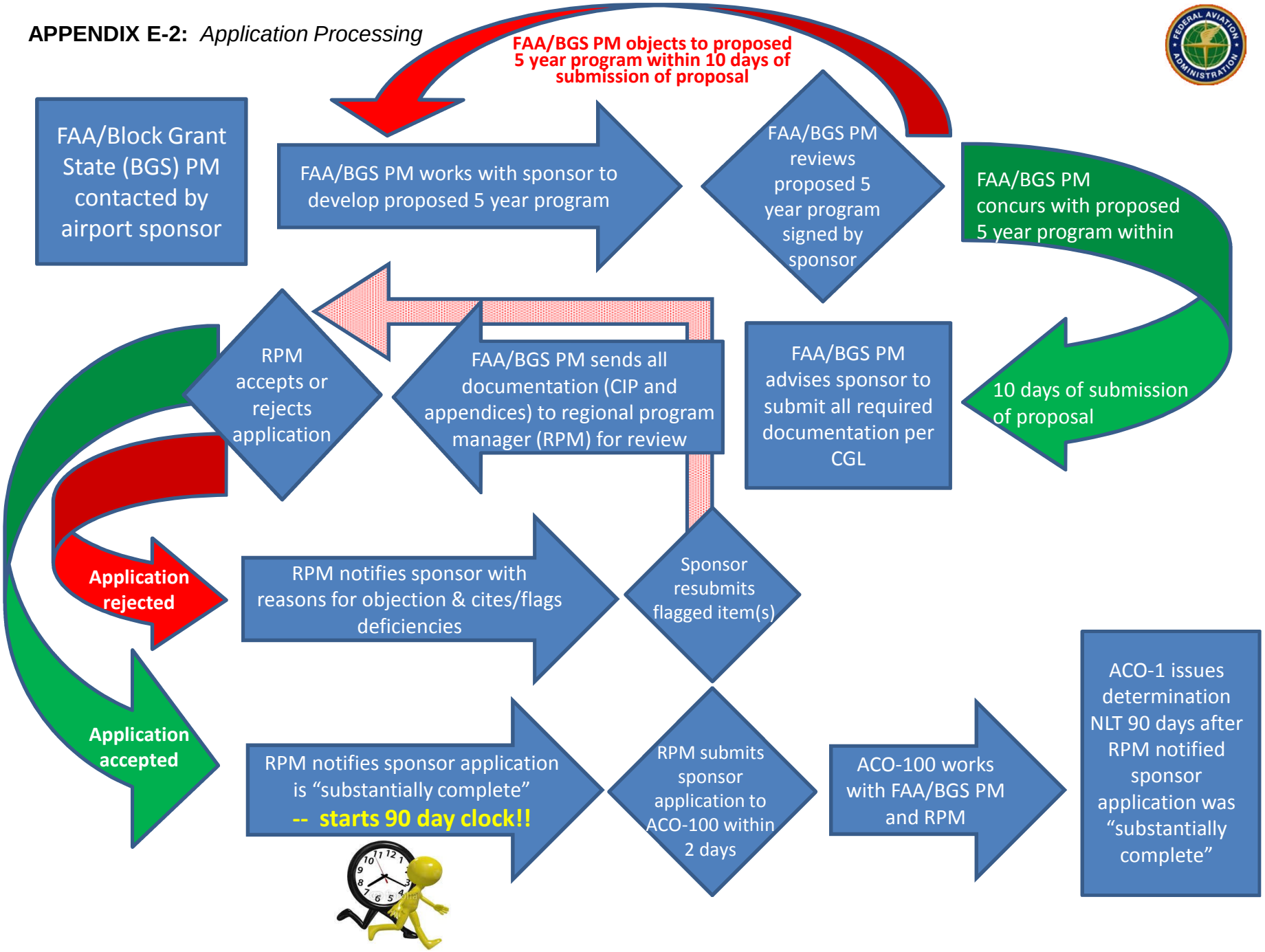APPENDIX E-2: *Application Processing*