CIT Corporation Manual

CIT Corporation Manual

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Welcome to the documentation for the **CIT Corporation** version of the **CIT App**. See below to get started.

I

My Accounts Category

The **CIT App** will always open up to the *My Accounts Page*.

The main feature of the *My Accounts Page* is that it allows you to manage your CIT Corporation account and investor relationships.

Note

You can navigate to the rest of the app through the **Primary Sidebar**.

II

Table of Contents

I CIT Corporation Manual: Table of Contents

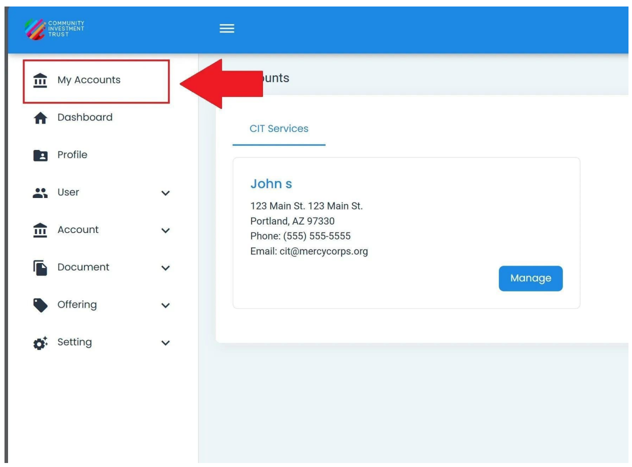
I.1 My Accounts

Managing Different Accounts

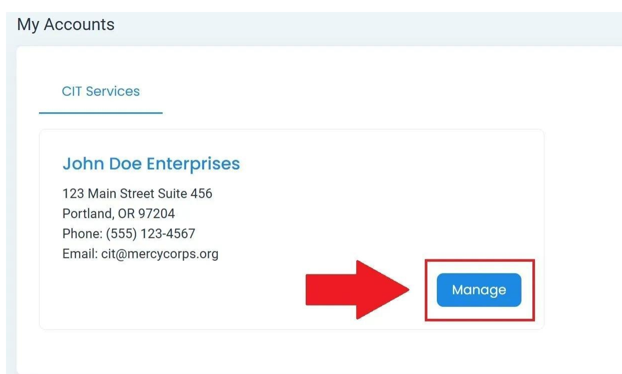
Managing accounts allows you to quickly navigate between the homepages of different accounts.

To **Manage an Account**:

1. Go to the ⊡ **My Accounts** page.



2. Find the account you want to manage.
3. Select *Manage* next to the account name.



4. Ensure that the Account Being Managed matches the account that you selected.

Identifying the Current Account

Identify the current account you are using by looking for the account name next to your profile picture. The account name is the name surrounded by parentheses

Account Name Example

I.e., Reference to (item ({current account being managed} Reference to) item) .

It is:

- to the *right* of your login name.
- to the *left* of your profile picture.

I.2 Dashboard

Welcome to the **Dashboard** section. This area provides a highlevel overview of various document types and their statuses, presented as interactive tiles.

Dashboard Tiles

Hover Over or Click a Tile to Explore Further

The tiles below offer quick access to detailed sections within the app. Hover over or click a tile to explore further.

Dashboard Tiles: Below is a list of the main tiles and their descriptions (in PDF format):

- **Sponsorship Organizations**: Provides the number of Sponsorship Organizations.
- **CIT Corporations**: Provides the number of CIT Corporations.
- ***Pending CIT Corporations***: Provides the number of CIT Corporations going through the Onboarding Process.
- ***Offering Year 2010***: Provides details for specific Offering Year with Year filter set for 2010.
- ***Offering Year 2025***: Provides details for specific Offering Year with Year filter set for 2025.
- ***Onboarding Documents***: Provides number of Onboarding Documents pending for approval from a specific CIT Corporation.
- ***Offering Documents***: Provides number of Offering Documents pending for approval from a specific CIT Corporation.

Dashboard Tables

The **Dashboard** section contains two tables:

- *CIT Corporation Summary Table*
- *CIT Corporation Cashout Table*

Table Features

For more information on the different features each tables has to offer, see:

- *CIT Corporation Summary Table*

Dashboard Table Locations

The general locations for each of these tables is located the bottom of the **Dashboard** section.

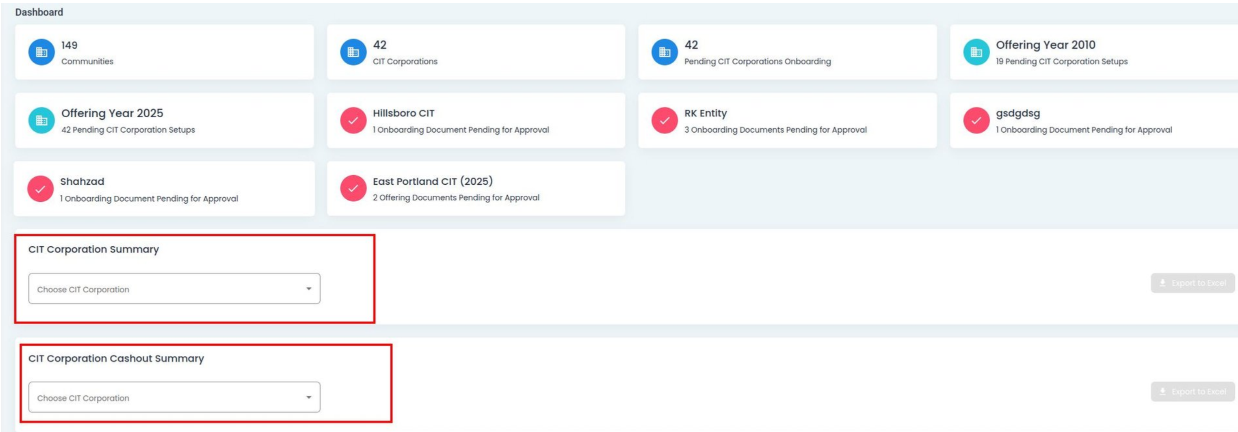


Fig. 1: Dashboard, Main Tables

CIT Corporation Summary Table

The **CIT Corporation Summary** table provides an overview of the some of the most important information related to a CIT Corporation.

- *Location: CIT Corporation Summary Table*
- *Columns: CIT Corporation Summary Table*

Location: CIT Corporation Summary Table

The **CIT Corporation Summary** table is the second table on the *Dashboard*.

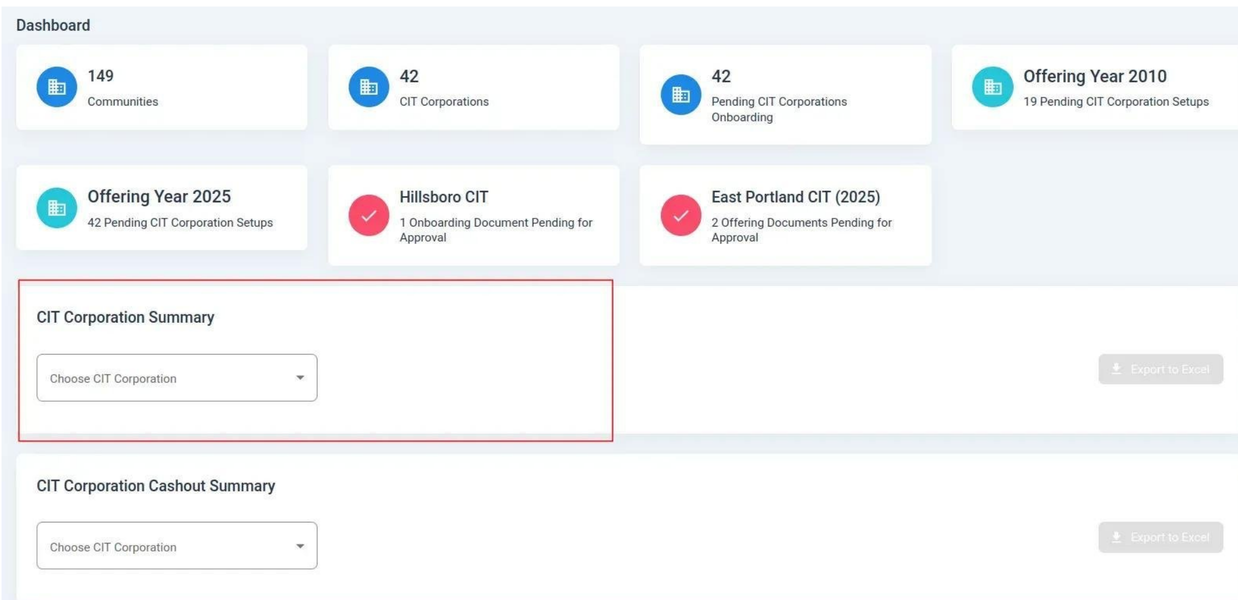


Fig. 2: Dashboard, CIT Corporation Summary Table Location

Columns: CIT Corporation Summary Table

The **CIT Corporation Summary** table contains the following columns:

- **Offering Year**: The calendar year in which the Offering occurred.
- **Authorized Shares**: The total number of shares authorized for issuance under the Offering.
- **Number of Shares Available for Sale**: The total shares currently available for sale, including both new and existing (previously issued) shares.
- **Number of New Shares Available for Sale**: The number of newly issued shares that have not yet been sold.
- **Total Current Investment Amount**: The total amount currently invested in the Offering.

Offering Year	Authorized Shares	Number of Shares Available for Sale	Number of New Shares Available for Sale	Total Current Investment Amount	Total Current Shares	Total Current Value of Investment	LC Limit	Total Original Cashout Amount	Total Cashout Shares
2024	45,000	0	0	$0.00	0	$0.00	$0.00	$0.00	0
2025	45,000	147.36	147.36	$0.00	0	$0.00	$3,242.00	$0.00	0
2025	45,000	160.21	160.21	$0.00	0	$0.00	$3,422.00	$0.00	0
2025	45,000	285.17	285.17	$0.00	0	$0.00	$3,422.00	$0.00	0

Fig. 3: Dashboard, CIT Corporation Summary Table Columns Explained

- **Total Cashout Shares** : The total number of shares issued specifically for cashing out under the Offering.
- **LC Limit** : The lowest price a stock can reach during a single trading session.
- **Total Original Cashout Amount** : The total amount of shares that have been cashed out under the Offering.
- **Total Cashout Shares** : The total number of shares that have been cashed out under the Offering.

CIT Corporation Cashout Table

The **CIT Corporation Cashout** table provides an overview of the some of the most important information related to a CIT Corporation .

- *Location: CIT Corporation Cashout Table*
- *Columns: CIT Corporation Cashout Table*

Location: CIT Corporation Cashout Table

The **CIT Corporation Cashout** table is the first table on the *Dashboard*:

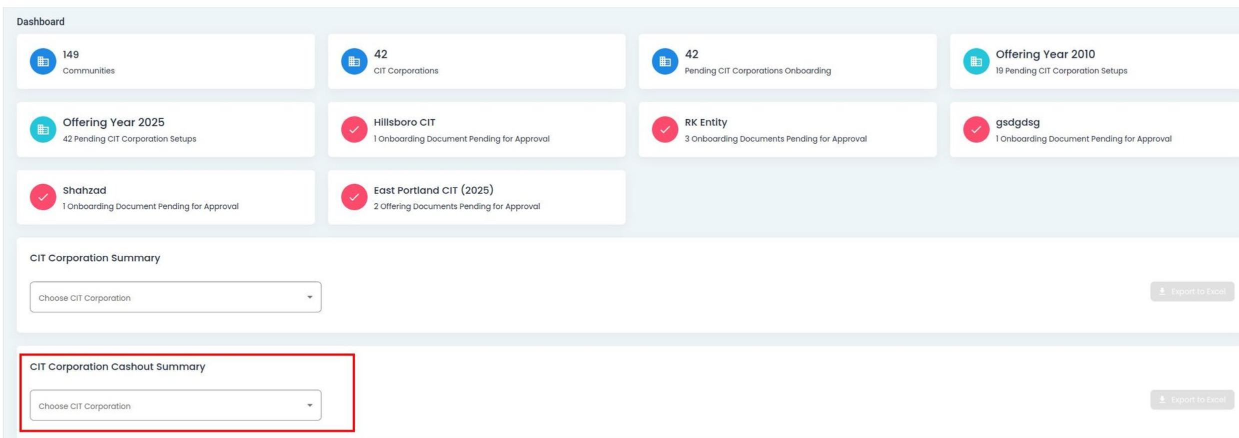


Fig. 4: Dashboard, CIT Corporation Cashout Table Location

Columns: CIT Corporation Cashout Table

Fig. 5: Dashboard, CIT Corporation Cashout Table Columns Explained

The **CIT Corporation Cashout** table contains the following columns:

- **Offering Year** : The calendar year in which the Offering occurred.
- **Authorized Shares** : The total number of shares authorized for issuance under the Offering.
- **Number of Shares Available for Sale** : The total shares currently available for sale, including both new and existing (previously issued) shares.
- **Number of New Shares Available for Sale** : The number of newly issued shares that have not yet been sold.

- `Total Current Investment Amount` : The total amount currently invested in the Offering.
- `Total Cashout Shares` : The total number of shares issued specifically for cashing out under the Offering.
- `LC Limit` : The lowest price a stock can reach during a single trading session.
- `Total Original Cashout Amount` : The total amount of shares that have been cashed out under the Offering.
- `Total Cashout Shares` : The total number of shares that have been cashed out under the Offering.

CIT Corporation Summary (or Cashout) Table

Note

These instructions can also be used to help navigate the CIT Corporation Cashout Table.

See the **Table of Contents** for everything the **CIT Corporation Summary** table provides.

Table of Contents

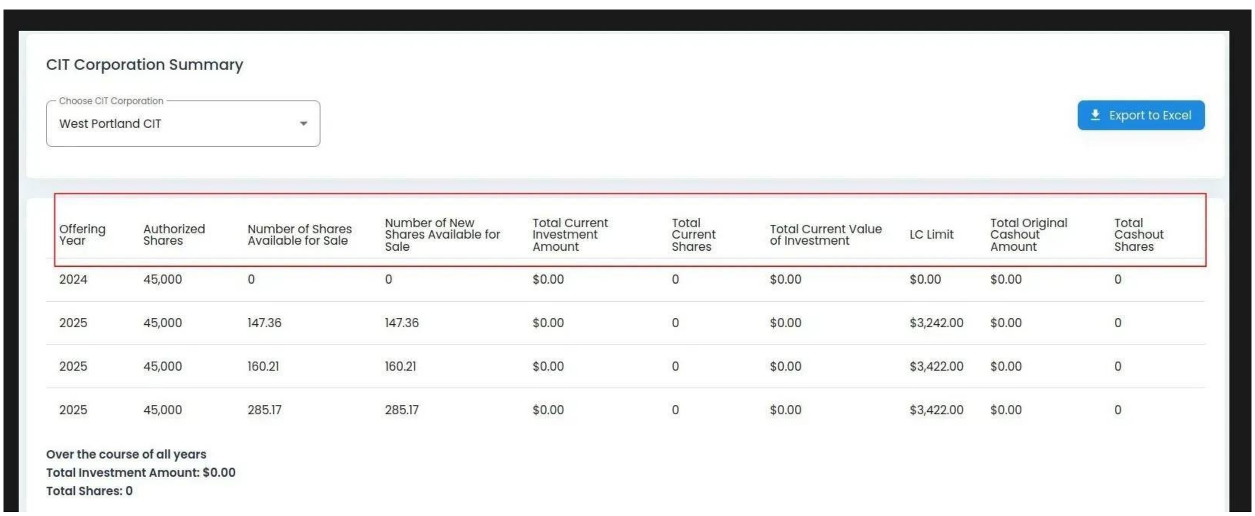
- *How to Filter Table*
- *How to Export Table*

How to Filter Table

Step 1: Locate the CIT Corporation Summary Dropdown

Fig. 6: Dashbaord, CIT Corporation Summary Section

Step 2: Click Dropdown and Select CIT Corporation

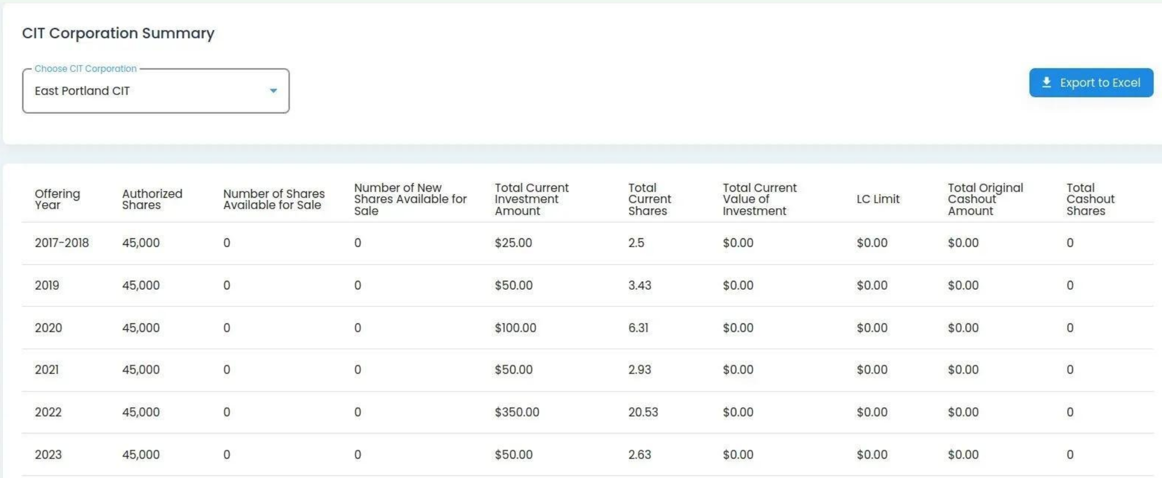


Offering Year	Authorized Shares	Number of Shares Available for Sale	Number of New Shares Available for Sale	Total Current Investment Amount	Total Current Shares	Total Current Value of Investment	LC Limit	Total Original Cashout Amount	Total Cashout Shares
2024	45,000	0	0	$0.00	0	$0.00	$0.00	$0.00	0
2025	45,000	147.36	147.36	$0.00	0	$0.00	$3,242.00	$0.00	0
2025	45,000	160.21	160.21	$0.00	0	$0.00	$3,422.00	$0.00	0
2025	45,000	285.17	285.17	$0.00	0	$0.00	$3,422.00	$0.00	0

Fig. 7: Dashboard, CIT Corporation Summary Dropdown Expanded

Table Expands

The table will expand to show the CIT Corporation details.



Dashboard, CIT Corporation Summary Table Expanded

How to Export Table

You can export the table as an `Excel` file once the table is filtered by **CIT Corporation**.

To do so:

Step 1: Find and Click the *Export to Excel* button

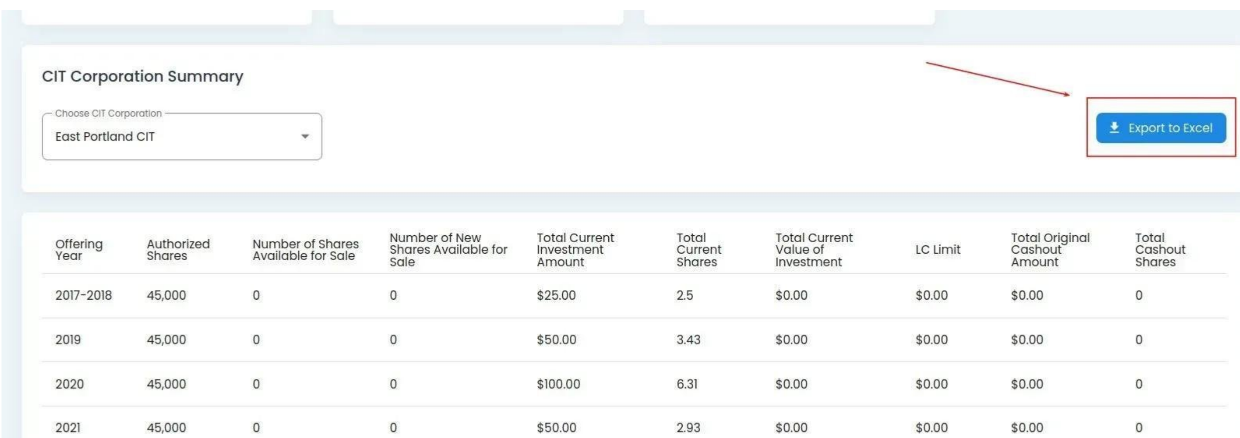


Fig. 8: Dashboard, CIT Corporation Summary Table Export Button Location

Export File Successfully Downloaded

The `Excel` file will be downloaded to your default download location.

I.3 Profile

The **Profile** section covers everything listed in the **Table of Contents** below:

Table of Contents

- *Profile Location*
- *Profile Information*
- *Upload Logo*

Profile Location

The **Profile** page is the third item listed in the **Primary Sidenavigation** menu.

Don't see the Primary Sidenavigation menu?

See *How to Toggle the Primary Sidenavigation menu* for more information.

Profile Information

The **Profile Information** section allows you to modify your company details, it opens up to a form that is split into **three** sections:

- *Name and Contact Information*
- *Primary Address*
- *Mailing Address*

Note

- Reference to Red item Red items are *required* and cannot be left blank.
- Blue items are *optional*.

Upload Logo

To Upload:

1. Find the `Upload Logo` section.

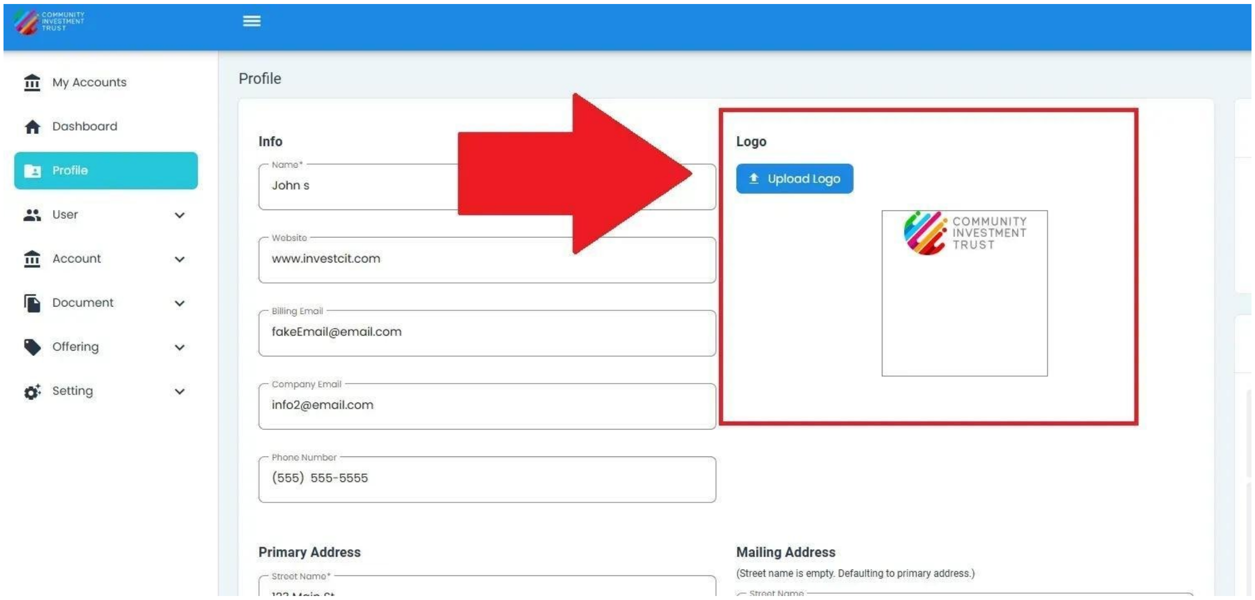


Fig. 9: Upload Logo Location

2. Click the *Upload Logo* button.
3. Select the logo (.png) file you want to upload.
4. File explorer dialog will open.

Name and Contact Information

The **Name and Contact Information** section allows you to modify company details related to legal name and contact information.

Location: Name and Contact Information section

The **Name and Contact Information** section is the first section of the Profile Information section. It's locaed at the topleft of the page:

The following fields can be edited:

- Name
- Website
- Billing Email
- Company Email
- Phone Number

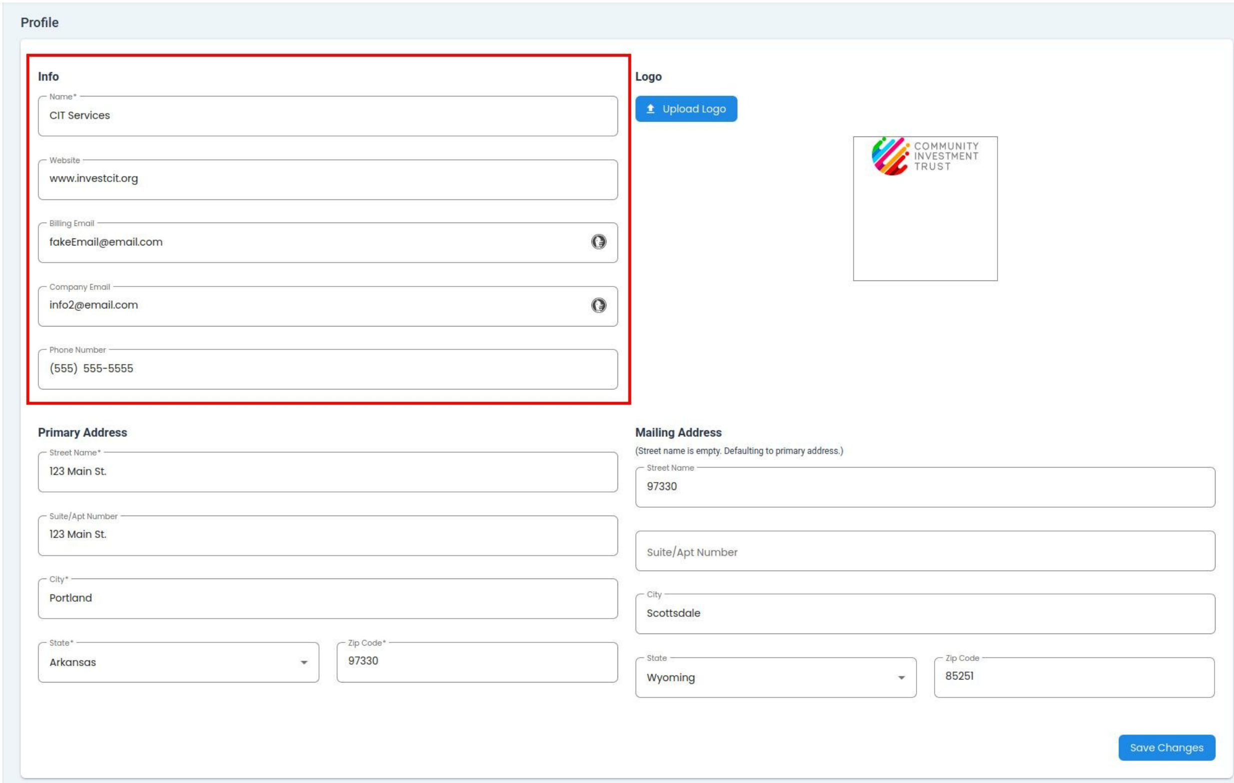


Fig. 10: Name and Contact Information Location

Primary Address

The **Primary Address** subsection is where you can change the primary location of your company.

> **Note**
>
> This will be used as your **Billing Address**. It will be default as your Mailing Address unless otherwise specified.

You can edit the following information for the **Primary Address** section:

- Street Name
- Suite/Apt Number
- City
- State
- Zip Code

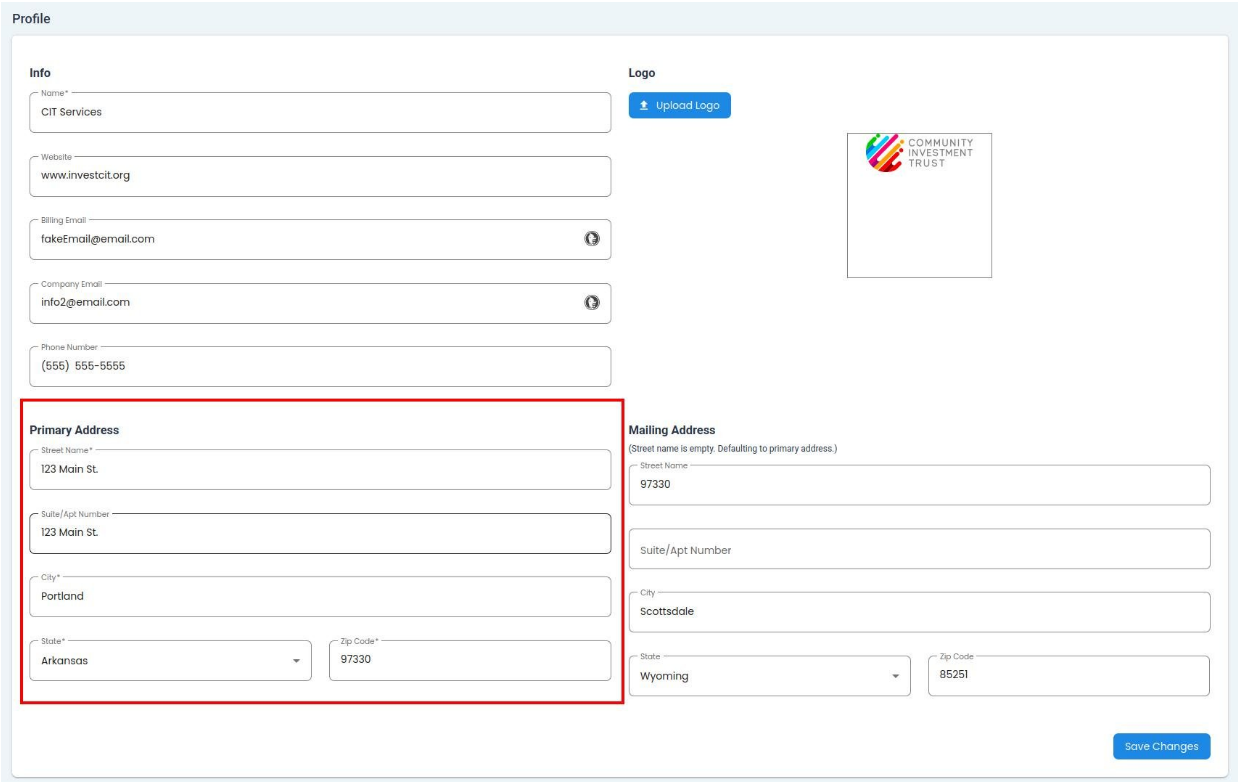


Fig. 11: Primary Address Location

Mailing Address

The **Mailing Address** section allows you to update your company's mailing address if it's different from the primary address.

Location: Mailing Address section

The **Mailing Address** section can be found near the bottom of the **Profile** page.

Note

- Leave Street Name empty if **Mailing Address** is the same as **Primary Address**.

You can edit the following information for the **Mailing Address** section:

- Street Name
- Suite/Apt Number
- City
- State
- Zip Code

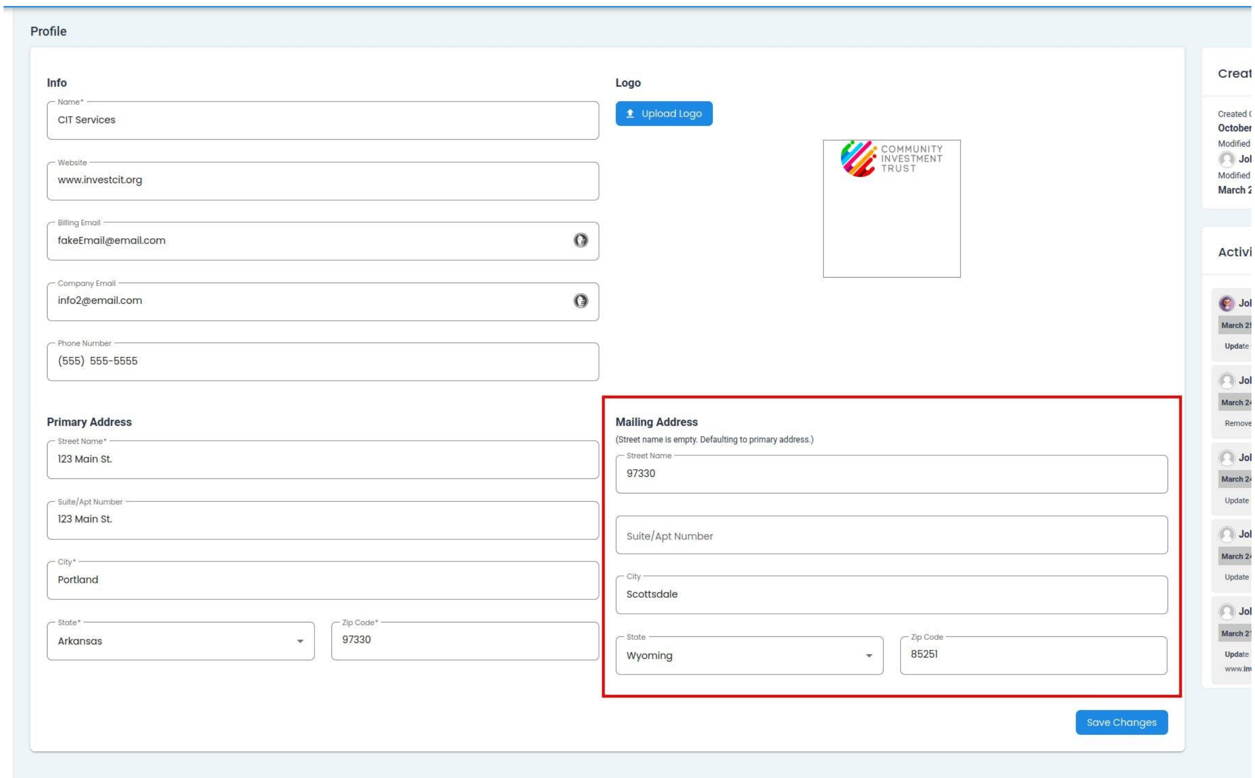


Fig. 12: Mailing Address Location

I.4 User

The following **Sections** are included in the ▷ **User** category:

- *User Accounts*
- *Staff Accounts*

Users

The **Users** section covers everything listed in the **Table of Contents** below:

Table of Contents

- *User List Homepage*
- *Columns: User List Table*
- *Search and Filter Options*
- *Status Options*
- *View User Details and Other Remaining Sections*

User List Homepage

The **Users** section opens up to the **User List** table:

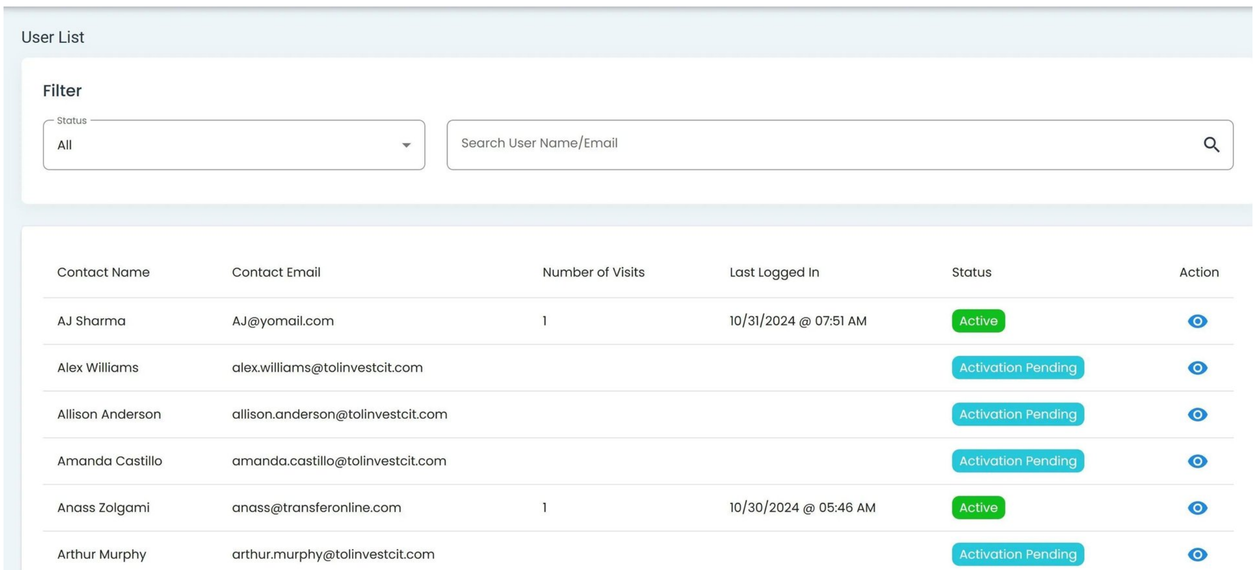


Fig. 13: Users, User list Table

Need help finding the Staff Homepage?

See *Staff Homepage Location* for more information.

Columns: User List Table

The **User List** table summarizes key details for each **User** that exists within the **CIT Corporation**, these details include the following:

- **Contact Name**
- **Contact Email**

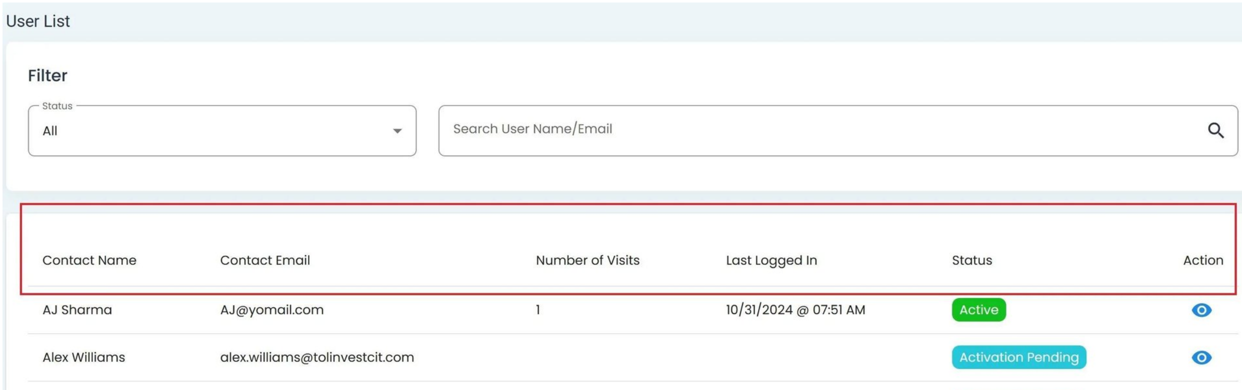


Fig. 14: User, User, Column Options

- Number of Visits
- Last Logged In
- Status (Active or **Inactive**)
- Action

Search and Filter Options

The **User List** table can be filtered using two methods:

- **Search by User Name or Email**: Enter keywords into search field.
- **Filter by Status**: Select predefined status options from the dropdown menu.

Status Options

The **Status** dropdown includes five different options:

- All (Shows all users regardless of status)
- Active
- **Inactive**
- Pending Activation
- Reference to Locked Out item Locked Out

To Filter Users by Status:

1. Click the **Status** dropdown at the top of the user list.
2. Select your desired filter option.
3. The table updates automatically to display matching users.

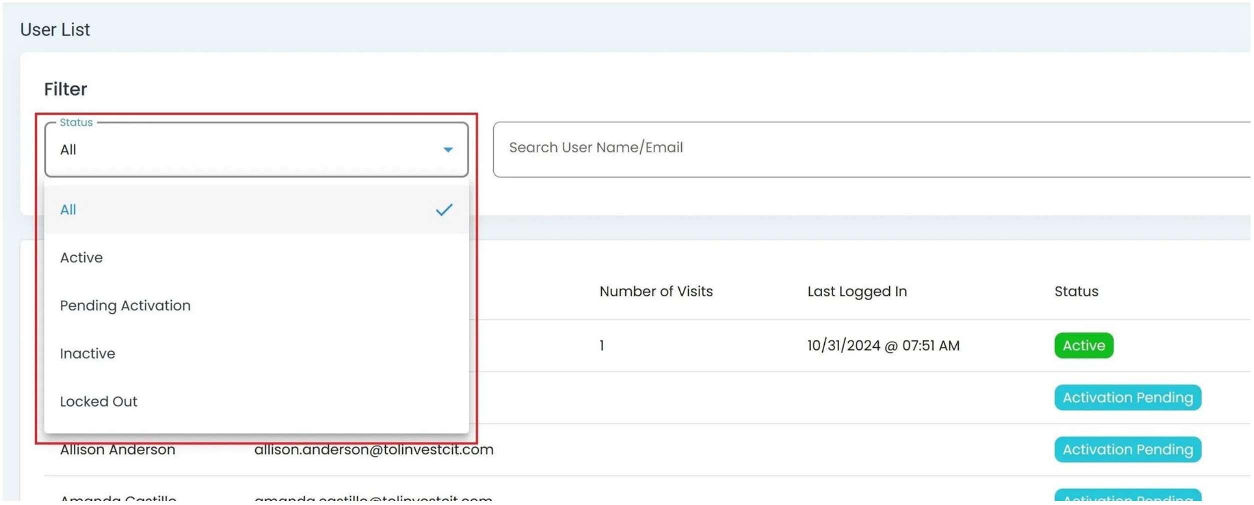


Fig. 15: User, User Homepage, Status Filter Dropdown

View User Details and Other Remaining Sections

The remaining sections are universally shared throughout the app.

These sections include:

- *View User Details: User Information Tab*
- *View User Details: Accounts Tab*
- *Overview of the Information pane*

Users Homepage Location

To Find the Staff List Homepage:

1. Locate the primary sidenav to the left of the page.

   > **Don’t see the sidenav?**
   >
   > See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **User** category.
3. Select **Users** from the dropdown.

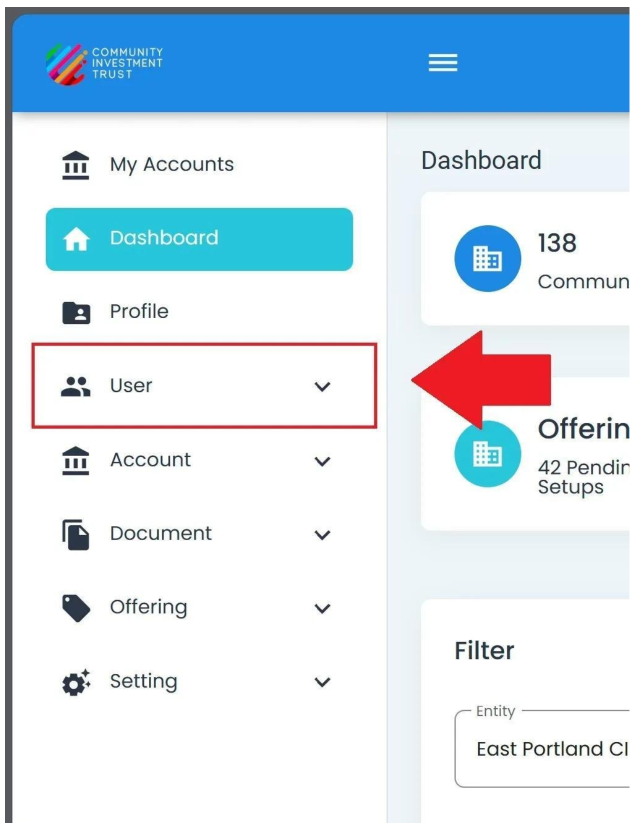


Fig. 16: User, Staff Primary Sidenav Location

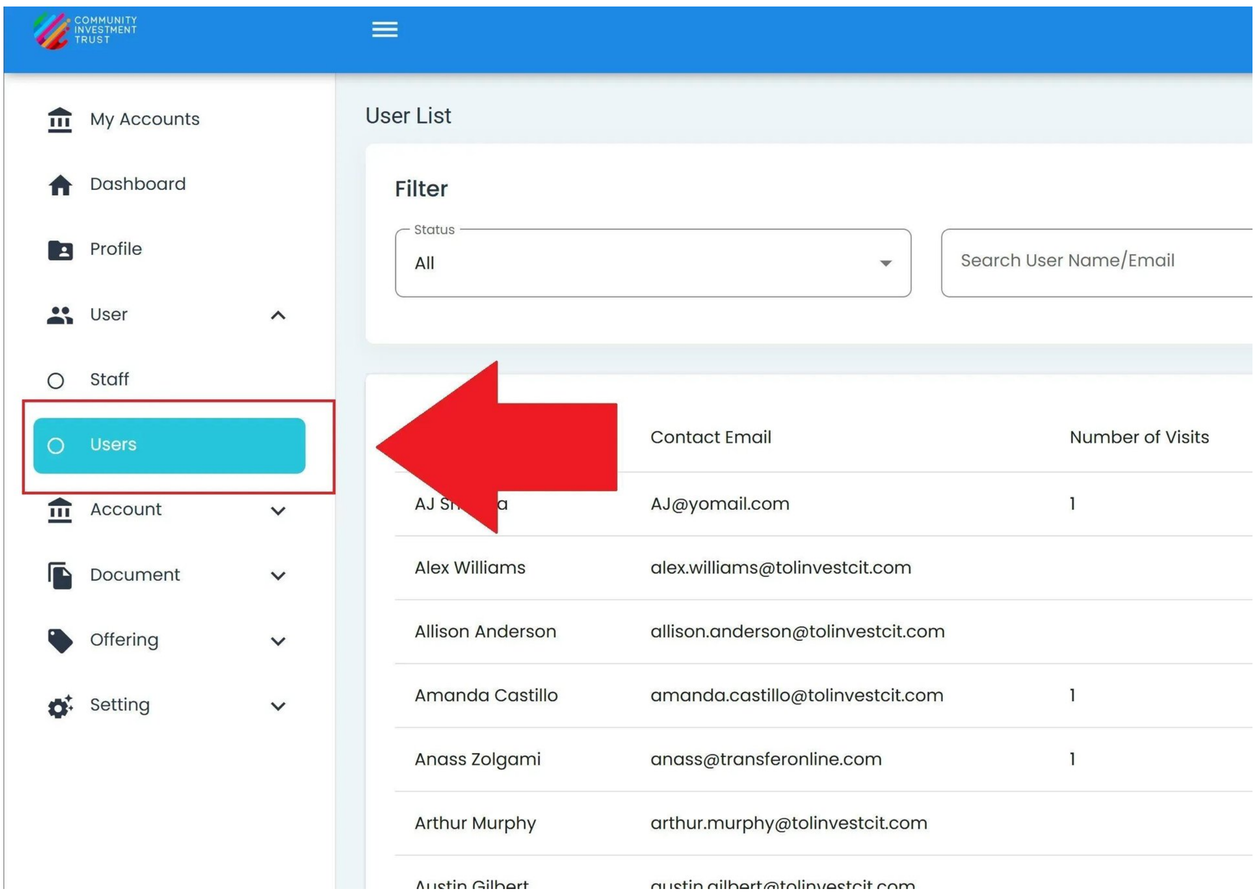


Fig. 17: Users Homepage

Staff

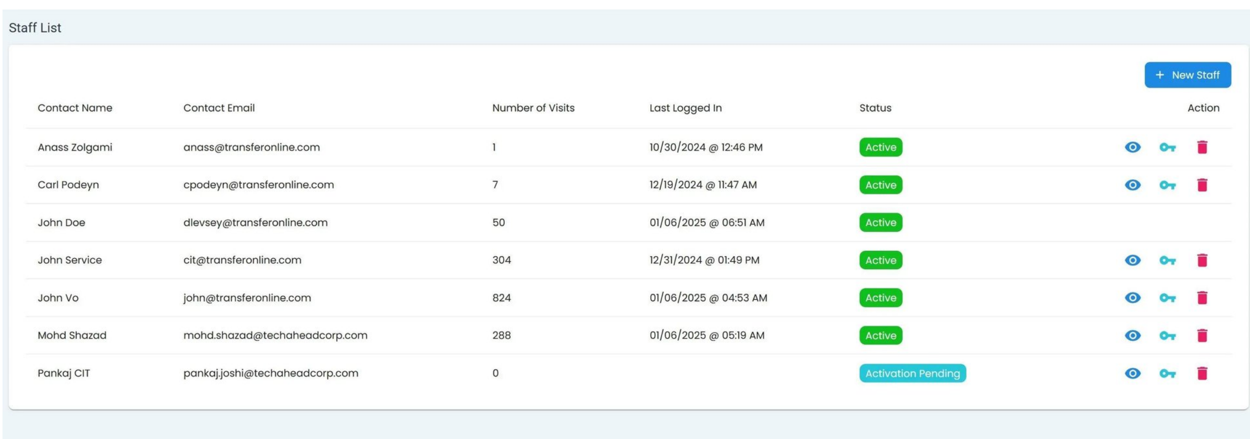
The **Staff** section covers everything listed in the **Table of Contents** below:

Table of Contents

- *Staff List Homepage*
- *Features: Staff List Table*
  - *Columns: Staff List Table*
- *Filter by Status*
- *View Staff Details and Other Remaining Sections*

Staff List Homepage

The **Staff** section opens up to the **Staff List** table:



Staff List

+ New Staff

Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
Anass Zolgami	anass@transferonline.com	1	10/30/2024 @ 12:46 PM	Active	
Carl Podeyn	cpodeyn@transferonline.com	7	12/19/2024 @ 11:47 AM	Active	
John Doe	dlevsey@transferonline.com	50	01/06/2025 @ 06:51 AM	Active	
John Service	cit@transferonline.com	304	12/31/2024 @ 01:49 PM	Active	
John Vo	john@transferonline.com	824	01/06/2025 @ 04:53 AM	Active	
Mohd Shazad	mohd.shazad@techaheadcorp.com	288	01/06/2025 @ 05:19 AM	Active	
Pankaj CIT	pankaj.joshi@techaheadcorp.com	0		Activation Pending	

Fig. 18: Staff Homepage

Need help finding the Staff Homepage?

See *Staff Homepage Location* for more information.

Features: Staff List Table

The table **Staff List** table includes important information about each **Staff** that exists within the **CIT Corporation** (see: *How to Identify the Current Account* section).

These details include details related to or including:

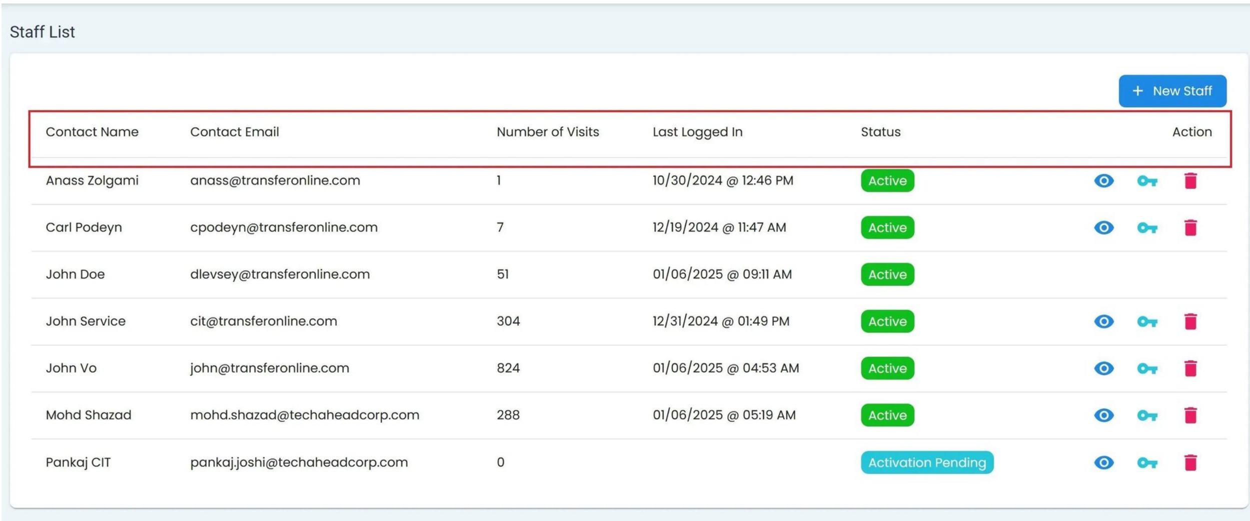
- **Contact Information** , or
- **Status** .

Additionally, you can perform these actions directly from the table:

- **Three Actions** (**i.e.,** *View User Details*, *Edit User Details*, and *Delete User*)

Columns: Staff List Table

The **Columns** for the **Staff List** table can be found at the top of the table:


Staff List

+ New Staff

Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
Anass Zolgami	anass@transferonline.com	1	10/30/2024 @ 12:46 PM	Active	
Carl Podeyn	cpodeyn@transferonline.com	7	12/19/2024 @ 11:47 AM	Active	
John Doe	dlevsey@transferonline.com	51	01/06/2025 @ 09:11 AM	Active	
John Service	cit@transferonline.com	304	12/31/2024 @ 01:49 PM	Active	
John Vo	john@transferonline.com	824	01/06/2025 @ 04:53 AM	Active	
Mohd Shazad	mohd.shazad@techaheadcorp.com	288	01/06/2025 @ 05:19 AM	Active	
Pankaj CIT	pankaj.joshi@techaheadcorp.com	0		Activation Pending	

Fig. 19: Users, Staff Homepage, Columns

These **Columns** include:

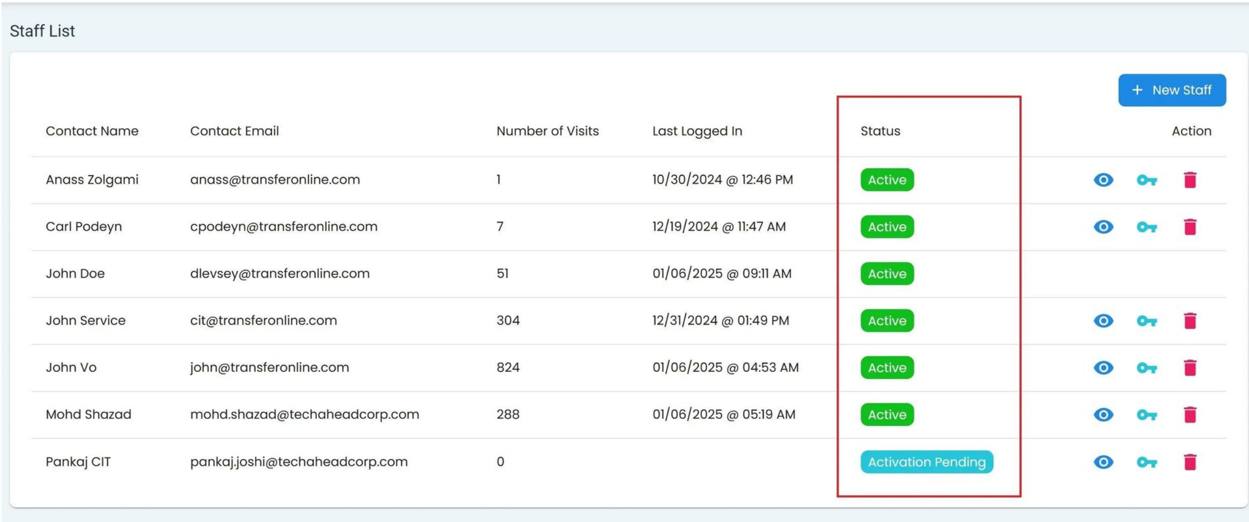
- **Contact Name** – Name associated
- **Contact Email** – Email address for the contact.
- **Number of Visits** – Total times user accessed the system.
- **Last Logged In** – Most recent date user logged in.
- **Status** – Current
- **Action** – Different actions that can be performed

Filter by Status

The **Status** column indicates the current status of the account.

Possible Status options include:

- **All**
- Active
- Pending Activation
- **Inactive**
- Reference to Locked Out item Locked Out



View Staff Details and Other Remaining Sections

The remaining sections are universally shared throughout the app.

These sections include:

- *View User Details User Information Tab*
- *View User Details Accounts Tab*
- *Overview of the Information pane*

Staff Homepage Location

To Find the Staff List Homepage:

1. Locate the primary sidenav to the left of the page.

   Don't see the sidenav?

   See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **User** category.
3. Select **Staff** from the dropdown.

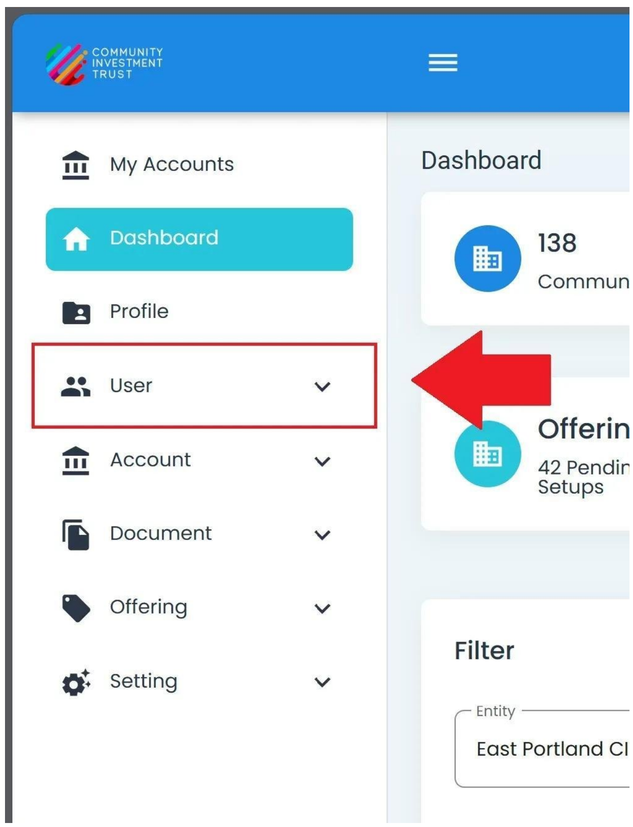


Fig. 20: User, Staff Primary Sidenav Location

I.5 Account

The following **Section(s)** are included in the ▷ **Account** category:

- *Investors*

Investors

The **Investors List** section provides a comprehensive view of all investors in the system.

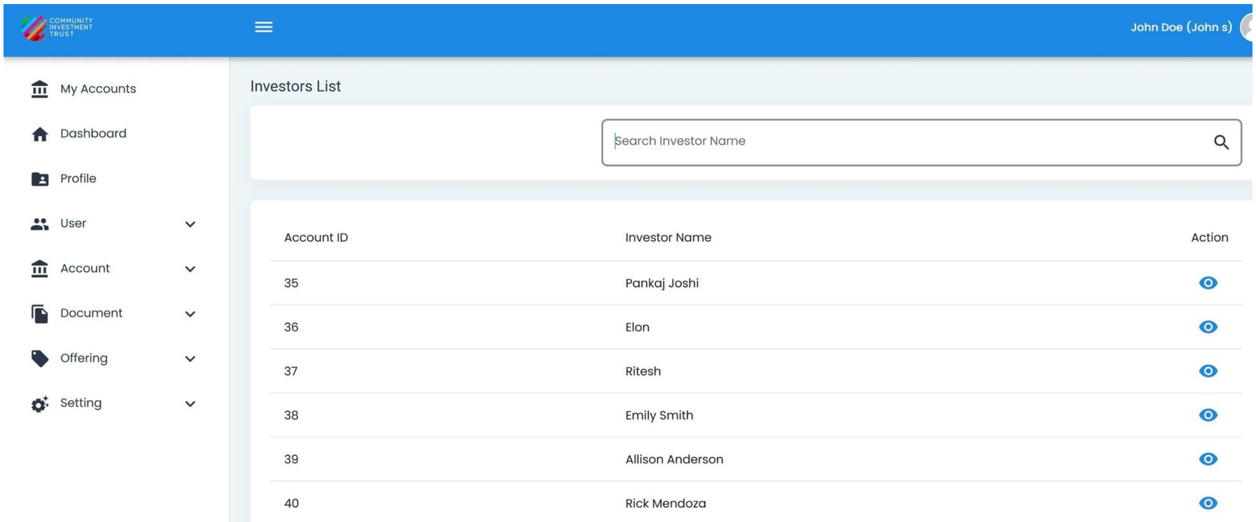


Fig. 21: Investors List Homepage

Overview

The **Investors List** displays all registered investors and provides tools to search, view, and manage investor records.

Search Functionality

You can search for specific investors using the search bar at the top of the page:

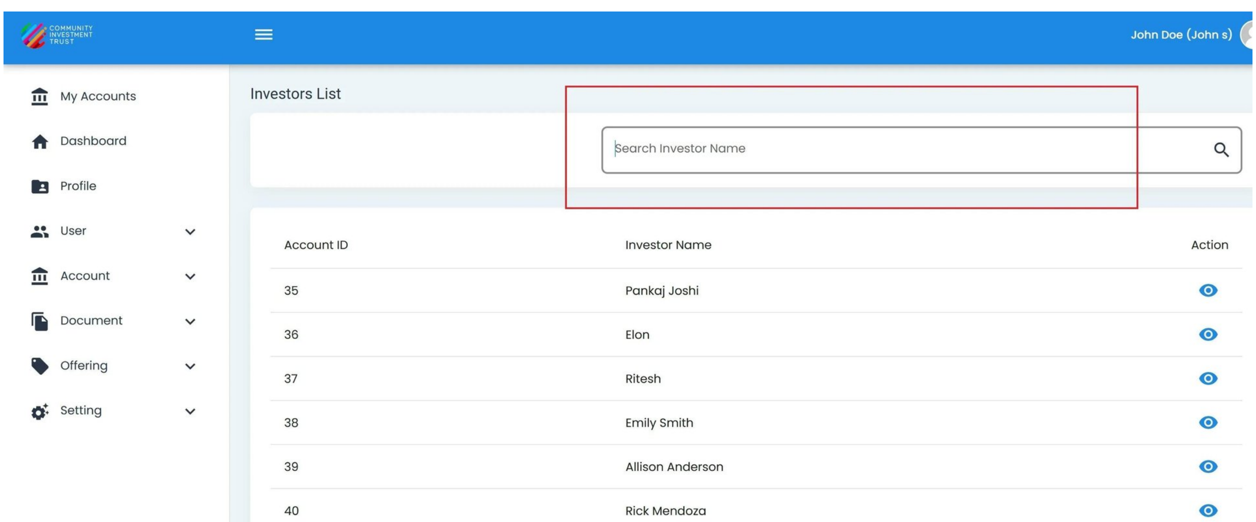


Fig. 22: Investors List, Search Bar Location

Investors Table

The **Investors Table** displays key information about each investor in the system:

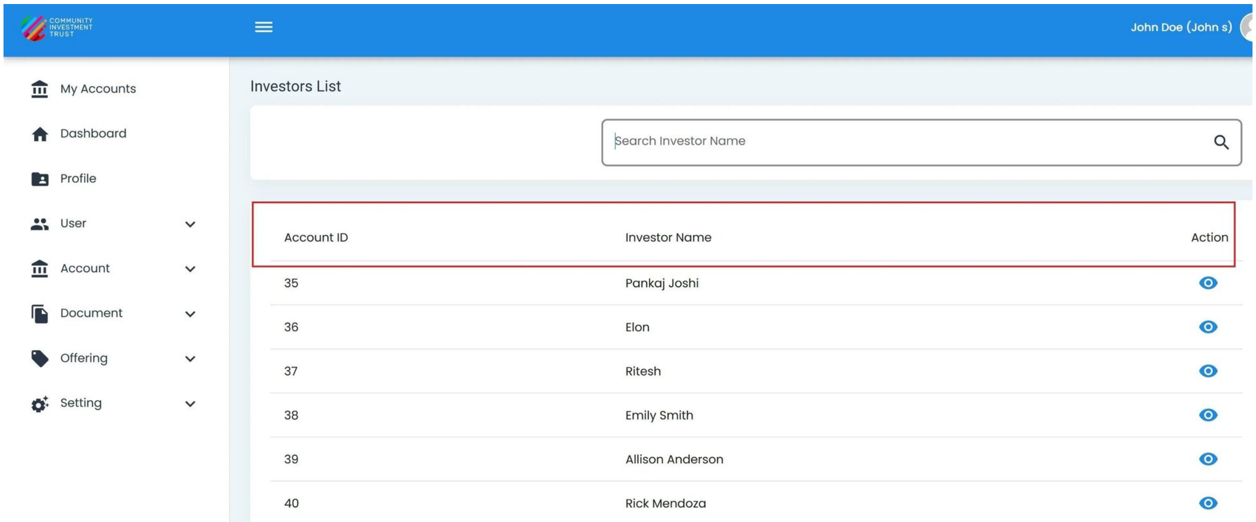


Fig. 23: Investors List, Table Column Names

Table Columns

The **Investors Table** contains the following columns:

- **Account ID** Unique identifier for each investor account
- **Investor Name** Full name of the investor
- **Action** Available actions for the investor record

Action Column

The `Action` column allows you to perform operations on individual investor records:

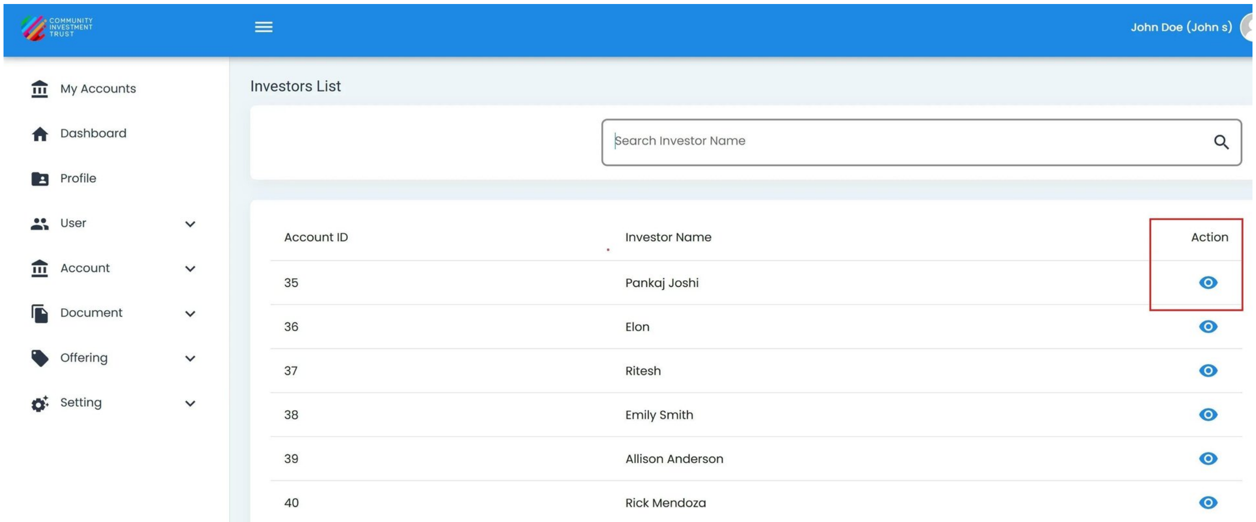


Fig. 24: Investors List, Action Column Location

Available Actions

The **Action** column includes the following operations:

- *View More Details* View and edit detailed information about the Investor

View Investor Details

The *View Investor Details* action allows you to access detailed information about an investor.

How to View Investor Details

1. In the **Investors Table**, locate the investor whose details you want to view.
2. Click the *View Investor Details* icon located in the **Action** column for that investor.

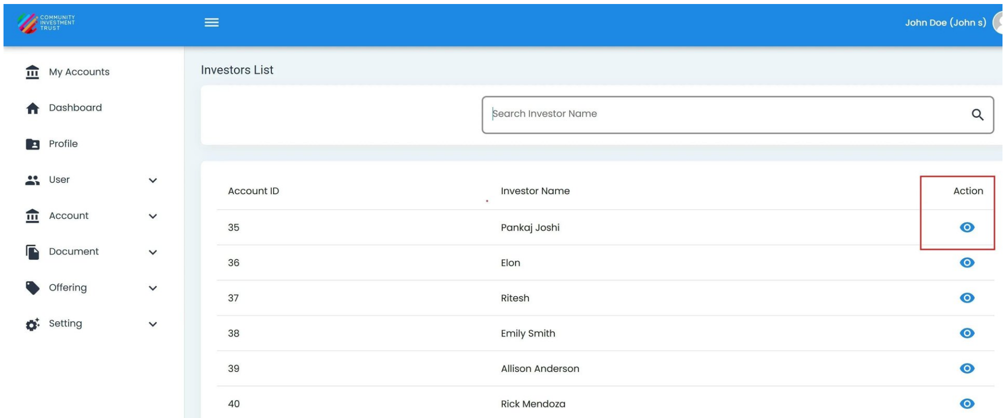


Fig. 25: Investors List, View Action Location

3. The system will navigate to the investor's detailed information page.

Beneficiaries Tab

The **Beneficiaries** tab allows you to view and manage all beneficiaries associated with an investor.

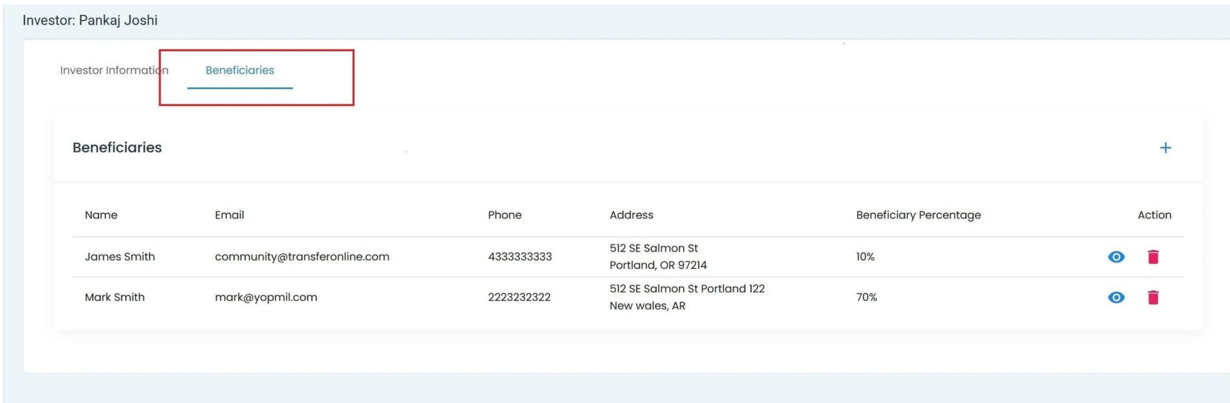


Fig. 26: Investor Details, Beneficiaries Tab Location

Beneficiaries Tab Overview

The **Beneficiaries** tab displays a list of all beneficiaries linked to the investor, including their contact information and allocation percentages.

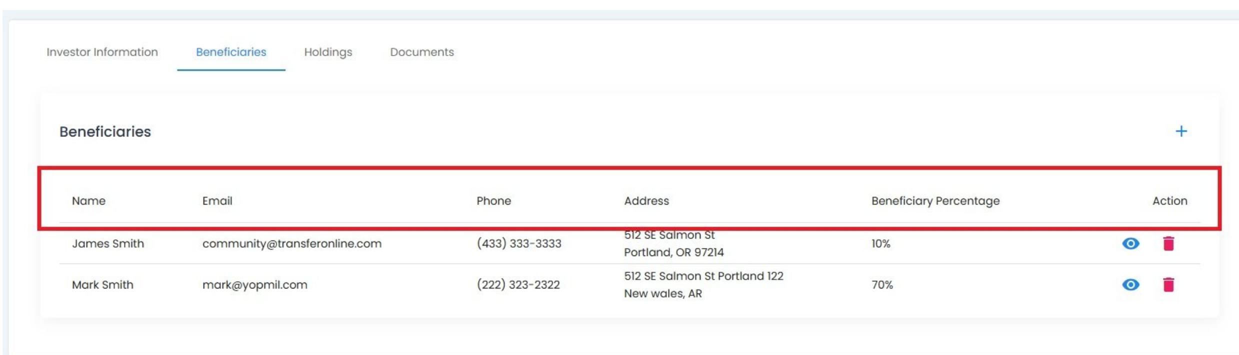


Fig. 27: Investor Details, Beneficiaries Tab View

Beneficiary Table

The **Beneficiaries Table** contains the following columns:

- **Name** Beneficiary's full name
- **Email** Beneficiary's email address
- **Phone** Beneficiary's contact number
- **Address** Beneficiary's mailing address
- **Beneficiary Percentage** Allocation percentage for the beneficiary
- **Action** Available actions for the beneficiary

Available Actions

The `Action` column allows you to:

- *View Beneficiary Details* View detailed information about the beneficiary
- *Delete Beneficiary* Remove the beneficiary from the investor's account

How to Add a New Beneficiary

See Add New Beneficiary for more information.

Adding a New Beneficiary

To add a new beneficiary to the investor's account:

1. Click the plus icon [+] at the top right of the **Beneficiaries Table**.

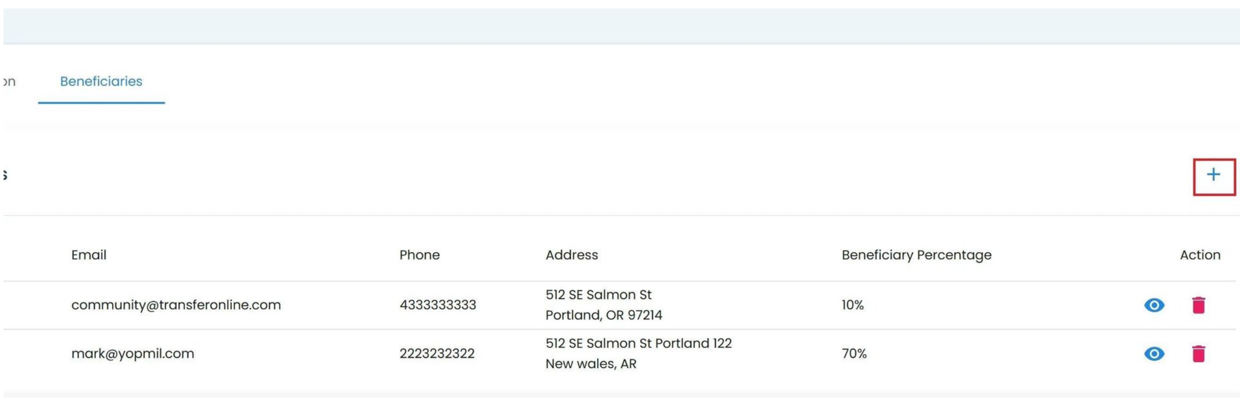


Fig. 28: Investor Details, Add Beneficiary Button Location

2. The Add Beneficiary popup will appear.
3. Place cursor in desired field.
4. Fill in relevant information.

   Possible fields include:

   - First Name (required)
   - Last Name (required)
   - Email (required)
   - Phone (optional)
   - Beneficiary Percentage (required)
   - Address information (optional)
5. Fill in necessary information, which can include the following
6. Click the *Save* button to add the beneficiary.

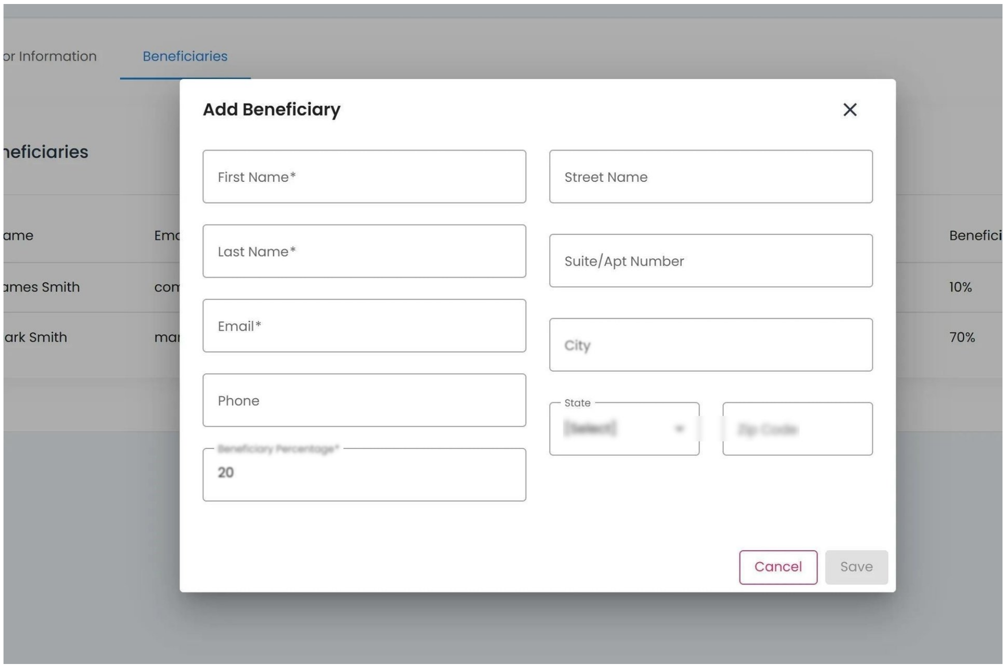


Fig. 29: Add Beneficiary Popup

Note

The total allocation percentage across all beneficiaries must add up to 100%.

Investor Details Tab

The **Investor Details** tab provides comprehensive information about the selected investor, including personal information, contact details, and investment preferences.

Contents

- *Investor Details Tab*
  - *Location: Investor Details Tab*
  - *Investor Information Section*
    - *Available Information*
      - *Personal Information*
  - *Primary and Mailing Address*

Location: Investor Details Tab

The **Investor Details** tab will be the second tab that appears when *Viewing Investor Information*.

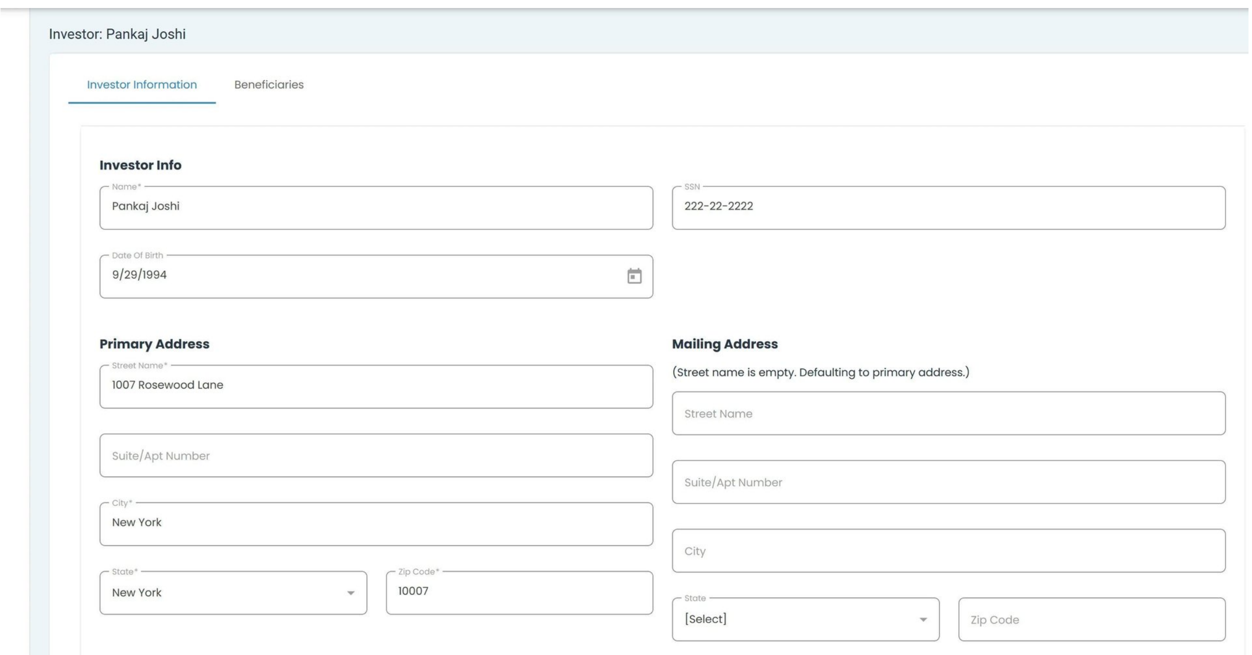


Fig. 30: Investor Details Tab Location

Note

- Red items are *required* and cannot be left blank.
- Blue items are *optional*.

Investor Information Section

The **Investor Information** section allows you to edit the investor's personal information. It's split into three distinct sections:

- Investor Info
- Primary Address
- Mailing Address

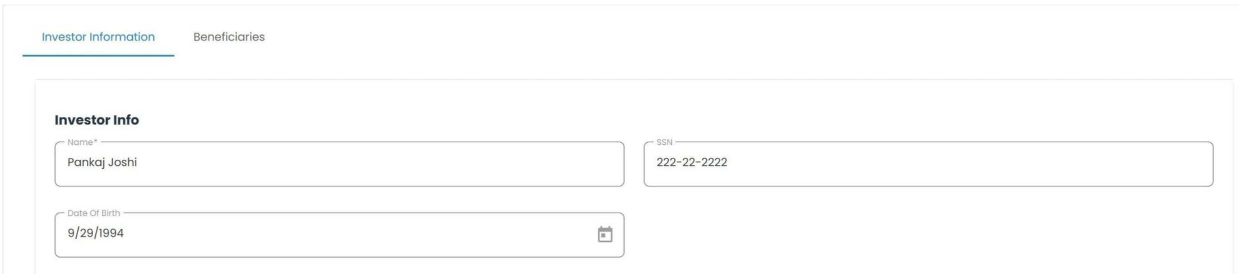


Fig. 31: Investor Information Section

Available Information

The Investor Details tab displays the following information categories:

Personal Information

The **Personal Information** displays:

- Full Legal Name
- Date of Birth
- Social Security Number/Tax ID

Primary and Mailing Address

See Primary and Mailing Address section for details.

To Edit an Investor's Details:

1. Place your cursor in the field you want to edit.

> **Note**
>
> This section does not require you to click the **Edit** button.

2. Type the changes you want to make.
3. Click the *Save Changes* button at the bottomright of the page.

> **Note**
>
> Some investor information may require additional verification before changes take effect.

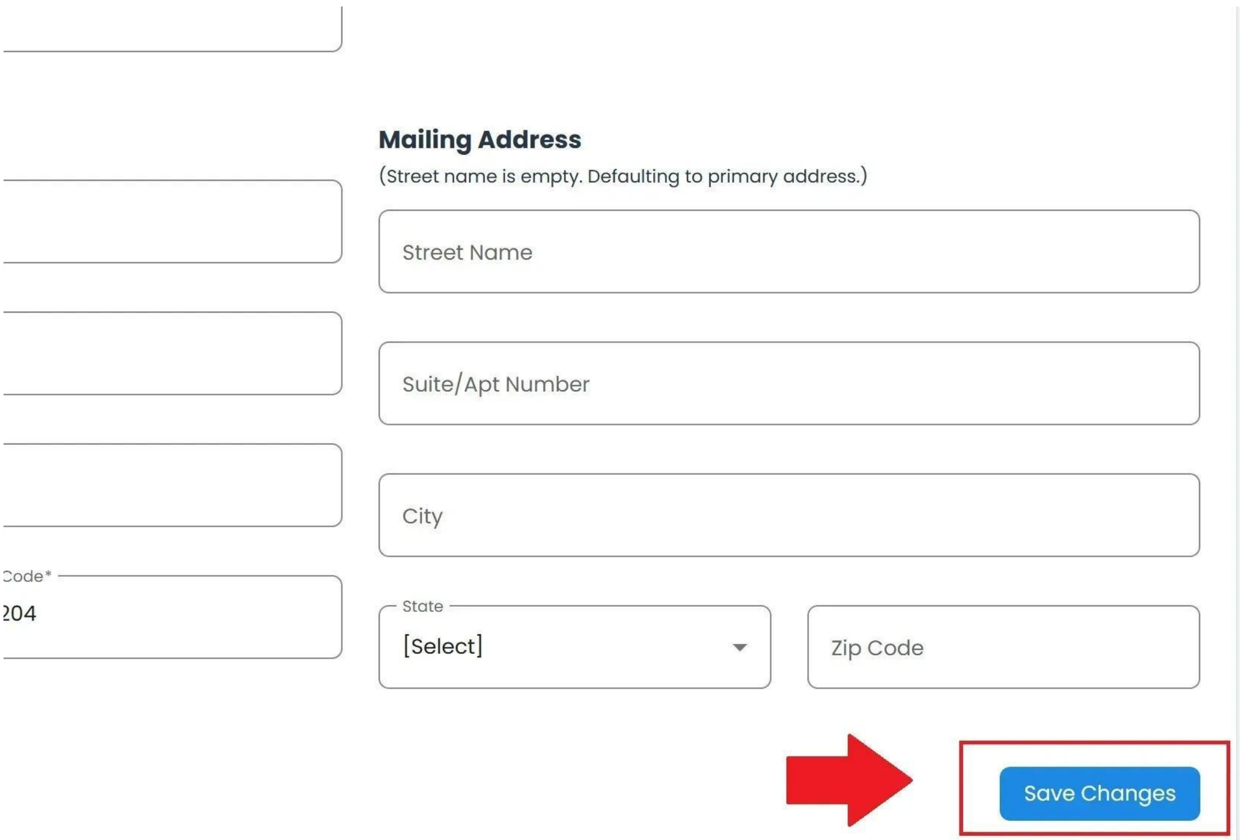


Fig. 32: Investor Details Save Changes

Holdings List Tab

The **Holdings List** tab provides a quick overview of all holdings associated with a chosen **Investor**.

Contents

- *Holdings List Tab*
  - *Location: Holdings Tab*
  - *Columns: Holdings List Table*
  - *Relevant Sections*

Location: Holdings Tab

The **Holdings List** tab will be the third tab that appears when *Viewing Investor Information*.

Fig. 33: Account, Investors, Investor Information, Holdings Tab

Columns: Holdings List Table

The **Holdings** table will have the following columns:

- **Book Number** : A unique identifier associated with a specific investment certificate or holding record, used for tracking and reference.
- **Investment Amount** : The monetary value invested in the holding, representing the total cost or contribution made by the investor.
- **Shares** : The number of stock units associated with the investment, representing ownership in the issuing company.
- **Issued Date** : The date the shares or investment certificate were issued, marking the official start of the holding.
- **Canceled Date** : The date the holding or certificate was canceled or invalidated, often due to redemption, conversion, or transfer.

Relevant Sections

- See *Filter Holdings by Status* for more information on how to filter holdings by status.

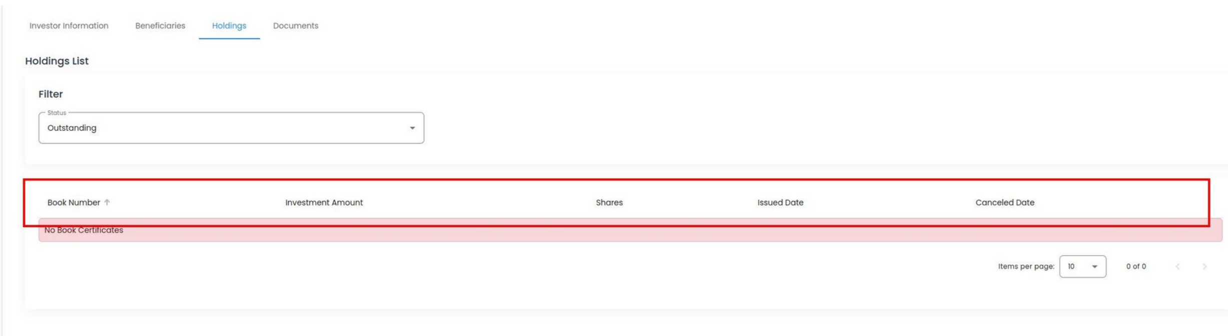


Fig. 34: Account, Investors, Investor Information, Holdings Tab, Columns Explained

Filter Holdings by Status

You can filter the **Holdings List** table by Status.

To Filter Holdings by Status:

1. Find the **Status** column.

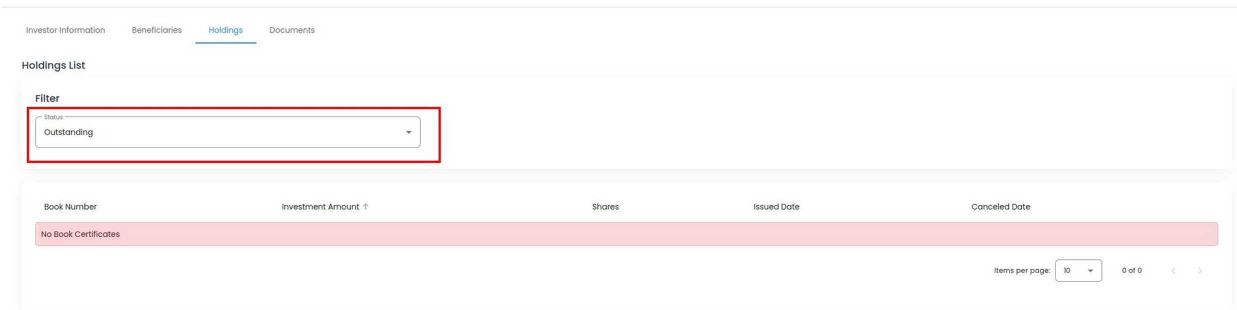


Fig. 35: Account, Investors, Investor Information, Holdings Tab, Status Filter Dropdown

2. Select the status you want to filter by.

Available Statuses

The **Holdings List** tab allows you to filter by the following statuses:

- Oustanding & Canceled
- Outstanding
- Canceled

Action Complete

The table should upate as you select a new status. The **Holdings List Table** will automatically update. No other action is required.

Documents List Tab

The **Documents List** tab provides a quick overview of all documents associated with a chosen **Investor**.

Contents

- *Documents List Tab*
  - *Location: Documents Tab*
  - *Columns: Documents List Table*
  - *Search for Documents*
  - *Other Actions*
    - *Available Actions*

Location: Documents Tab

Fig. 36: Account, Investors, Investor Information, Documents Tab

Columns: Documents List Table

The **Documents** table will have the following columns:

- **Book Number** : A unique identifier associated with a specific investment certificate or holding record, used for tracking and reference.
- **Document Type** : The type of document, such as a certificate, letter, or other document.
- **Shares** : The number of stock units associated with the investment, representing ownership in the issuing company.
- **Issued Date** : The date the shares or investment certificate were issued, marking the official start of the holding.
- **Canceled Date** : The date the holding or certificate was canceled or invalidated, often due to redemption, conversion, or transfer.

Search for Documents

1. Place cursor in search field.
2. Start typing the name of the **File Name** you want to search for.

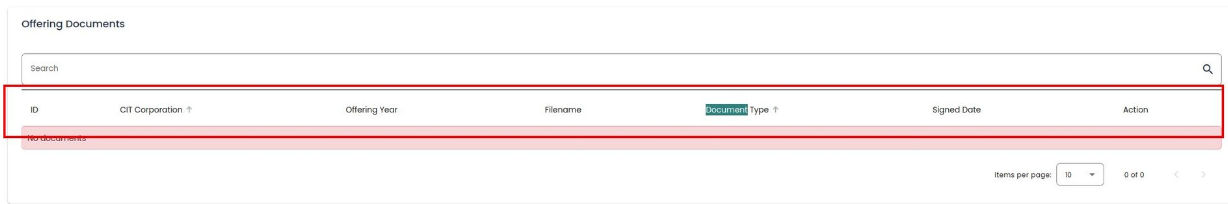


Fig. 37: Account, Investors, Investor Information, Documents Tab, Columns Explained

Fig. 38: Account, Investors, Investor Information, Documents Tab, Search Location

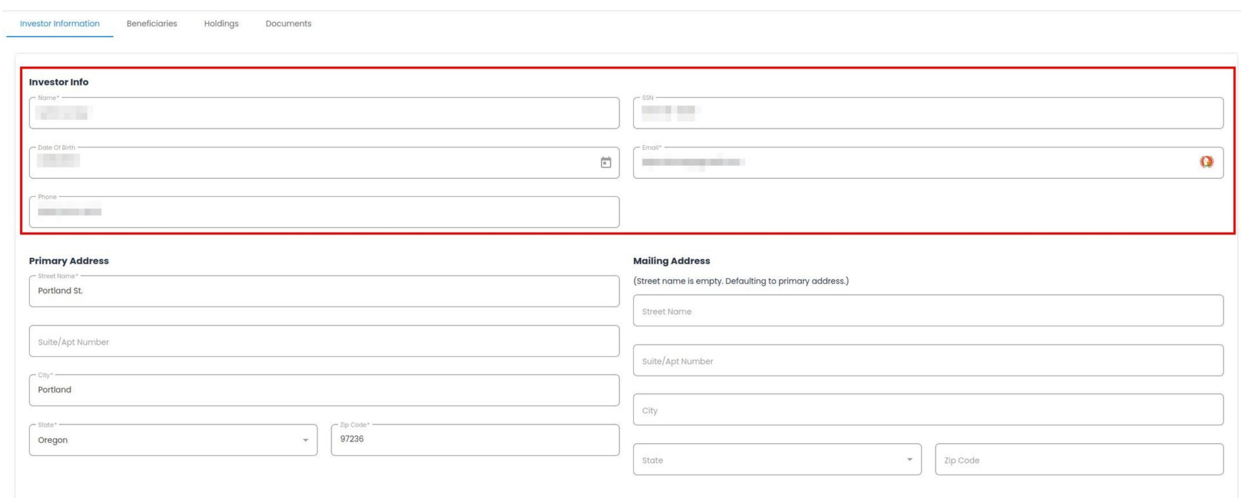


Fig. 39: Account, Investors, Investor Information, Documents Tab, Search Results

Other Actions

The **Action** column for the **Documents** table is the furthest **Column** to the right:

Available Actions

The **Action** column allows you to perform the following actions:

- *View Document Details* Opens the document in a browser window.
- *Download Document* Downloads document to the **User's** default downloads folder.

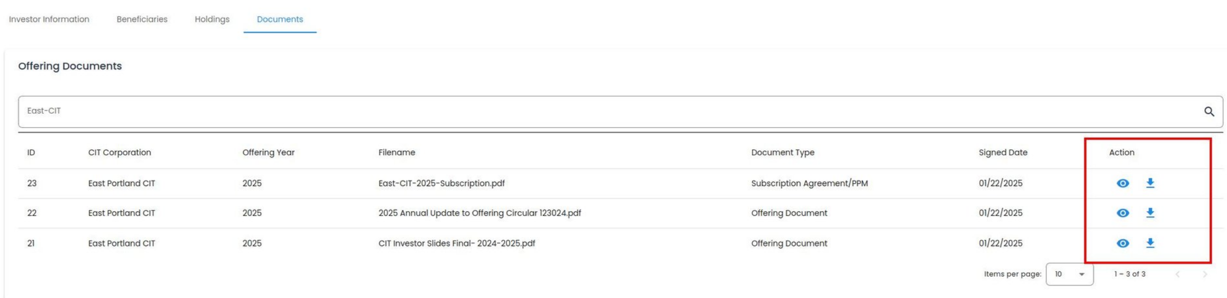


Fig. 40: Account, Investors, Investor Information, Documents Tab, Action Column Location

I.6 Beneficiaries

The **Beneficiaries List** section displays an overview of the company's beneficiaries.

The list contains each beneficiary's:

- First and Last name, And
- Percentage of Ownership.

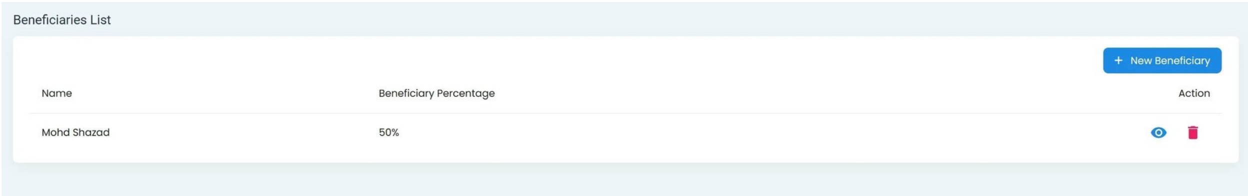


Fig. 41: Beneficiaries List, Overview

Adding a Beneficiary

To **Add a Beneficiary:**

1. Click the *Add New Beneficiary button* to add a new beneficiary to the list.

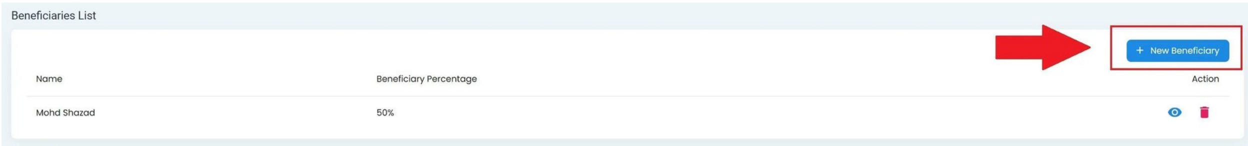


Fig. 42: Beneficiaries List, New Beneficiary Button Location

2. Enter the beneficiary's **First Name**, **Last Name** and **Beneficiary Percentage** into their respective input fields.

> **Note**
>
> - All fields are required to add a beneficiary.

Other Actions

To **Perform Other Actions:**

1. Find the **Action** column.

- See *View or Edit a Beneficiary's Details* below for how to view or edit a beneficiary's details.
- See *Delete a Beneficiary* below for how to delete a beneficiary.

View or Edit a Beneficiary's Details

1. Click the *View Beneficiary* to view a beneficiary's details.

> **Note**
>
> Follow the steps listed in the *Other Actions* section to find the *View Beneficiary Button*.

To Delete a Beneficiary:

1. Click the *Delete Beneficiary* to remove a beneficiary from the list.

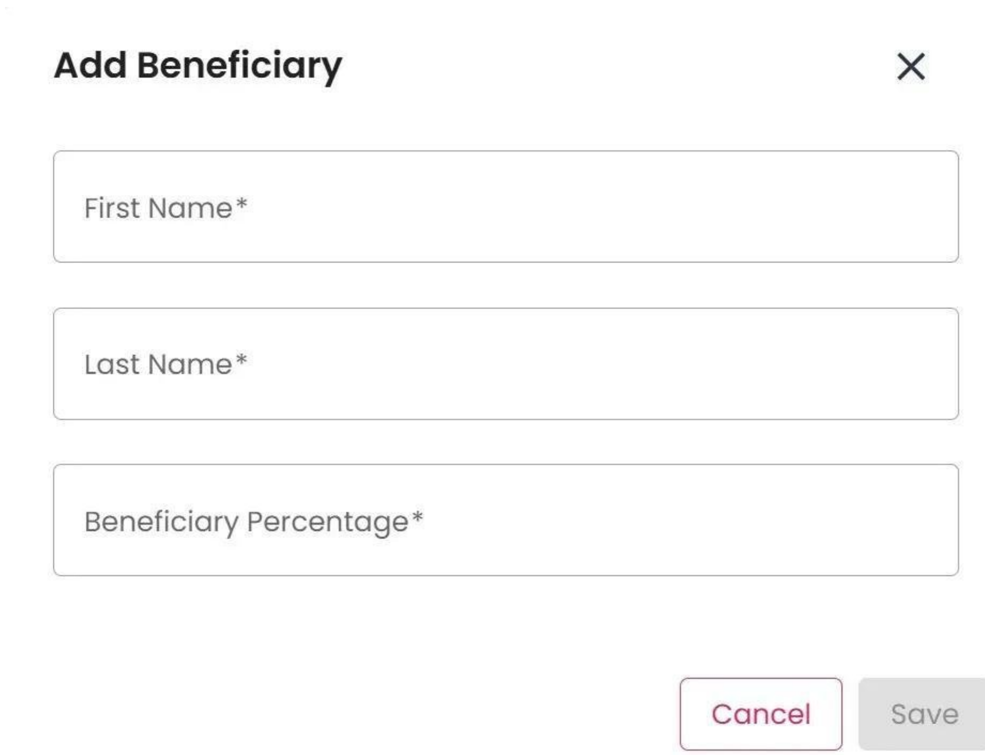


Fig. 43: Beneficiaries List, Add Beneficiary Info Popup

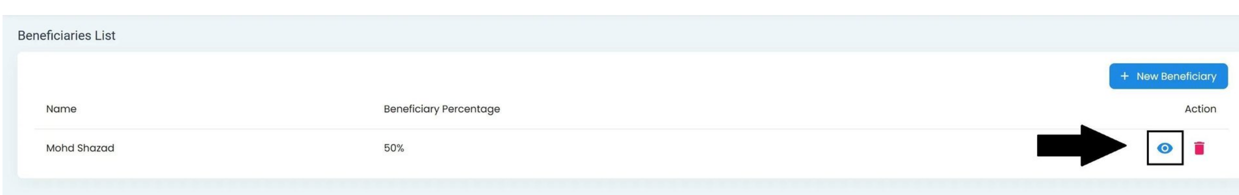


Fig. 44: Beneficiaries List, Action Location

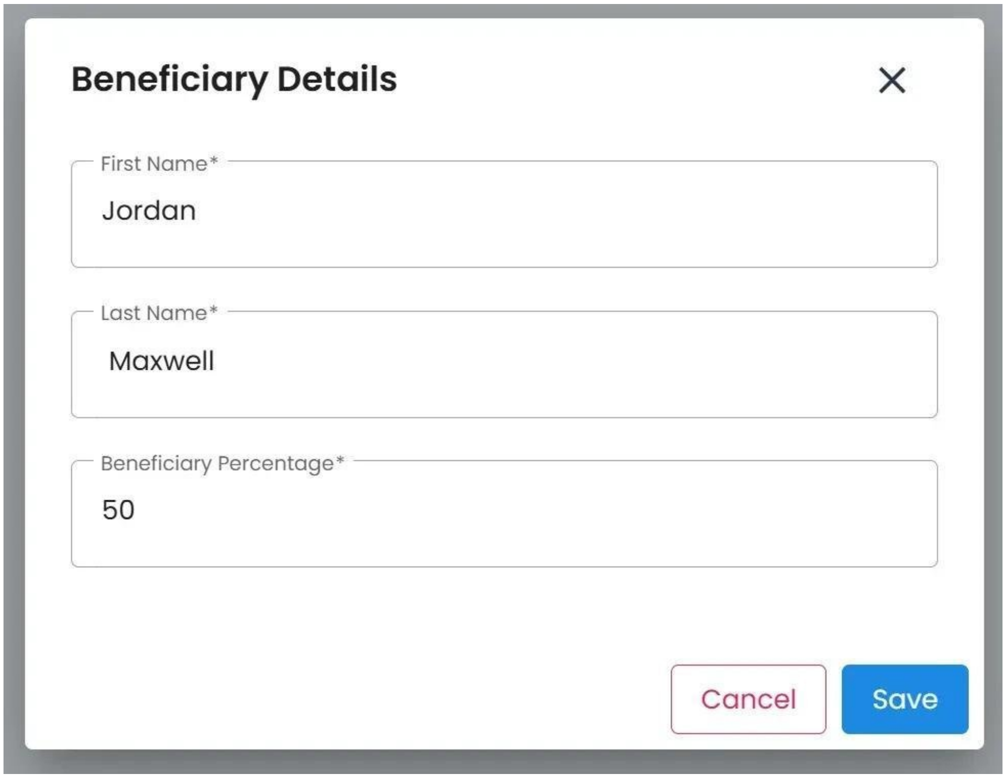


Fig. 45: Beneficiaries List, View Beneficiary Info Popup

I.7 Document

This following **Sections** are included in the ▷ **Document** category:

1. *CIT Corporation Onboarding Documents*
2. *CIT Corporation Offering Documents*

CIT Corporation Onboarding Documents

Table of Contents

- *Features: CIT Corporation Onboarding*
- *Location: CIT Corporation Onboarding*
- *Table: Onboarding Documents List*
- *Onboarding Documents Table*

Features: CIT Corporation Onboarding

The **CIT Corp Onboarding** section helps you track each user's onboarding progress to CIT Corporation.

The **CIT Corp Onboarding** section allows you to:

- *Quickly view important information about each CIT Corporation*
- *Access indepth company details*
- *Approve or reject onboarding documents*

Note

See *Approve or reject onboarding documents* for more information.

- *Filter by Onboarding Status* (i.e., **All**, **Pending**, or **Completed**)
- *View document completion status*

Location: CIT Corporation Onboarding

The **CIT Corporation Onboarding** section can be found under the ▷ **Document** category.

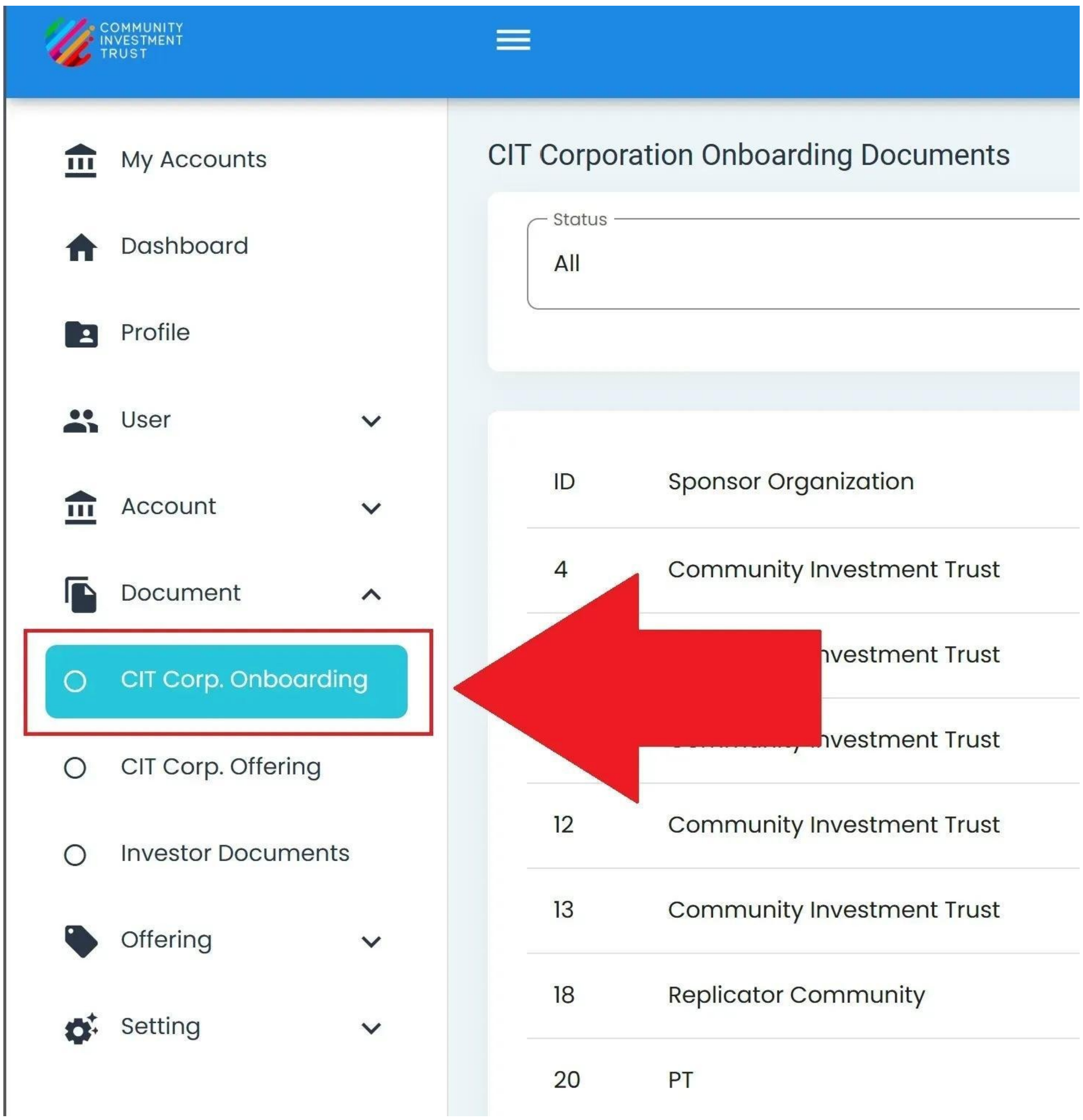
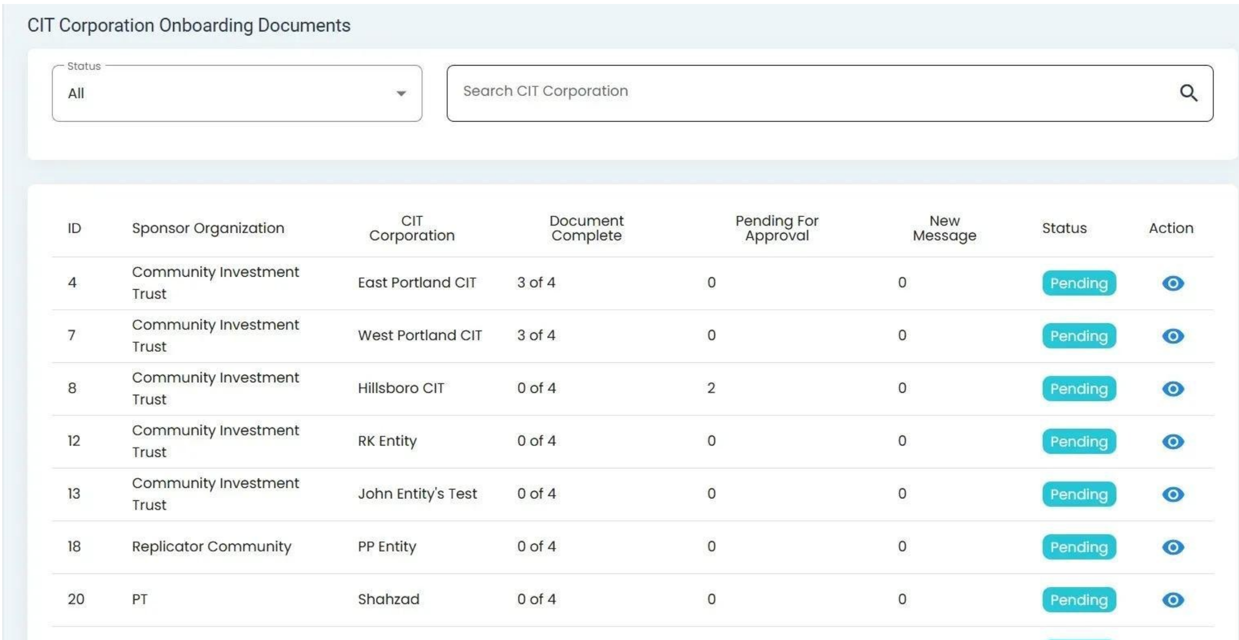


Fig. 46: CIT Corporation Onboarding, Location

Table: Onboarding Documents List

The **CIT Corp Onboarding** section opens up to the **Onboarding Documents** table:


CIT Corporation Onboarding Documents

Status: All

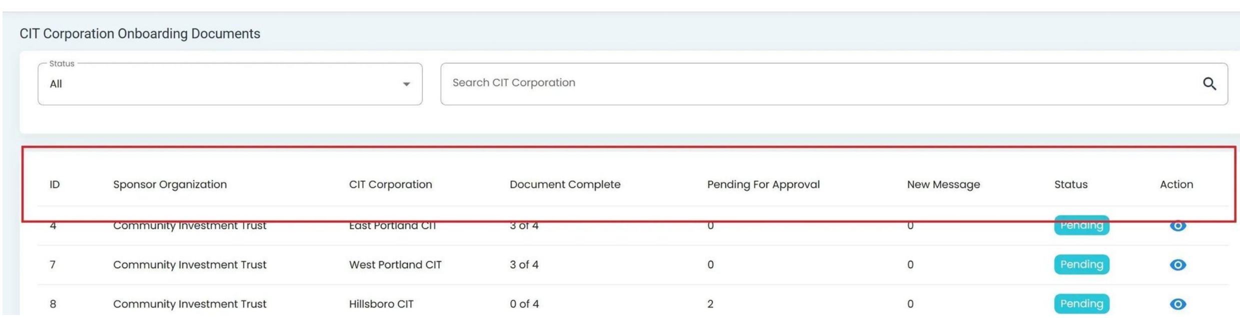
Search CIT Corporation

ID	Sponsor Organization	CIT Corporation	Document Complete	Pending For Approval	New Message	Status	Action
4	Community Investment Trust	East Portland CIT	3 of 4	0	0	Pending	
7	Community Investment Trust	West Portland CIT	3 of 4	0	0	Pending	
8	Community Investment Trust	Hillsboro CIT	0 of 4	2	0	Pending	
12	Community Investment Trust	RK Entity	0 of 4	0	0	Pending	
13	Community Investment Trust	John Entity's Test	0 of 4	0	0	Pending	
18	Replicator Community	PP Entity	0 of 4	0	0	Pending	
20	PT	Shahzad	0 of 4	0	0	Pending	

Fig. 47: CIT Corporation Onboarding Section, Homepage, Onboarding Documents Table

The **Onboarding Documents Table** provides a brief, but detailed, overview of where each CIT Corporation is at in the onboarding process.

CIT Onboarding Documents Table: Columns Explained


CIT Corporation Onboarding Documents

Status: All

Search CIT Corporation

ID	Sponsor Organization	CIT Corporation	Document Complete	Pending For Approval	New Message	Status	Action
4	Community Investment Trust	East Portland CIT	3 of 4	0	0	Pending	
7	Community Investment Trust	West Portland CIT	3 of 4	0	0	Pending	
8	Community Investment Trust	Hillsboro CIT	0 of 4	2	0	Pending	

There are 8 columns in the **Onboarding Documents Table** table:

- **ID** column The **ID** associated with the process itself.

> **Note**
>
> This **ID** can be used for {insert significance of **ID**}

- **Sponsorship Organization** column The **Sponsorship Organization** that is sponsoring the onboarding process.

- **CIT Corporation** column The **CIT Corporation** that is being onboarded.
- **Document Complete** column Shows the number of onboarding documents a corporation has completed.
- **Pending For Approaval** column Number of documents that have been submitted but are pending approval.
- **New Message** column Will show the number of new messages regarding the onboarding process.
- **Status** column Status of where the corporation is at on the Offering process (i.e., All, Pending, Complete)
- **Action** column
  - *View More Details*` : Action to view more details about the documents and where they are at on the onboarding process for the selected CIT Corporation.

Column Sorting

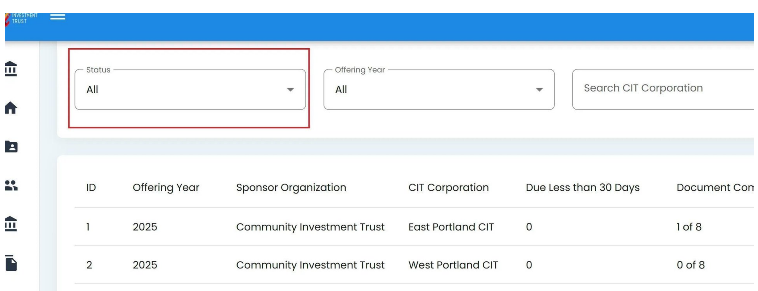
Sort columns by Descending or Ascending by clicking on column name.

Status Filters for Onboarding Documents Table

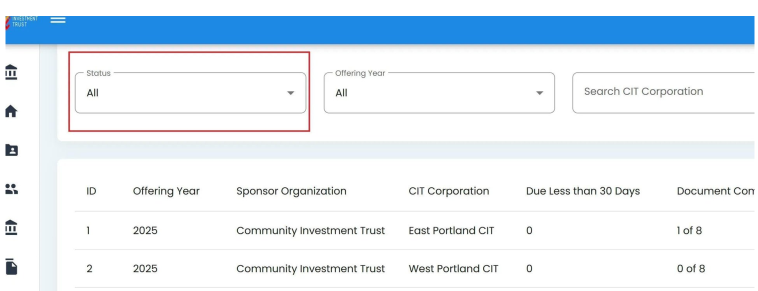
The table can be filtered by the following Statuses:

- **All**
- **Pending**
- **Completed**

1. Find and select the Status dropdown.



2. Select the desired status from the dropdown.



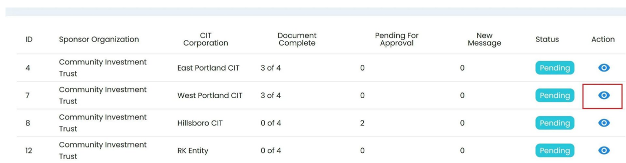
Note

The table should automatically update to only show rows of the selected `Status`.

Action: View More Details

To view more details about each document in the onboarding process for the selected CIT Corporation, do the following:

1. Select the *View More Icon* from the desired row.



ID	Sponsor Organization	CIT Corporation	Document Complete	Pending For Approval	New Message	Status	Action
4	Community Investment Trust	East Portland CIT	3 of 4	0	0	Pending	
7	Community Investment Trust	West Portland CIT	3 of 4	0	0	Pending	
8	Community Investment Trust	Hillsboro CIT	0 of 4	2	0	Pending	
12	Community Investment Trust	RK Entity	0 of 4	0	0	Pending	

Action Complete

This action will take you to the *Offering Document Details* page.

Onboarding Document Details Page

The Onboarding Document Details page provides comprehensive information about all documents related to the selected CIT Corporation's onboarding process.

Available Information

On this page, you can:

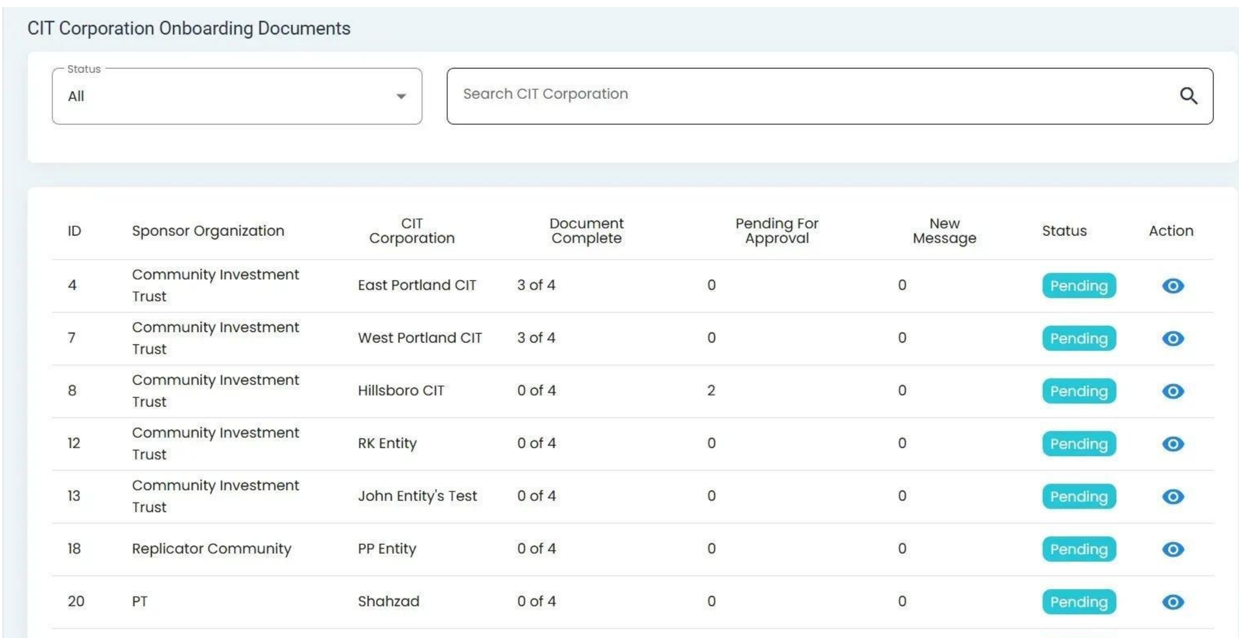
- View the status of each required document
- Access document submission history
- Review any messages or notes associated with the onboarding process
- See deadlines for document submissions

Onboarding Documents Table

The **Onboarding Documents** table is what first appears on the homepage of the **CIT Corporation Onboarding** page section:

The **Onboarding Documents Table** table provides a brief, but detailed, overview of where each CIT Corporation is at in the onboarding process.

- *Column Explanation*
- *Status Filter*
- *View More Details*

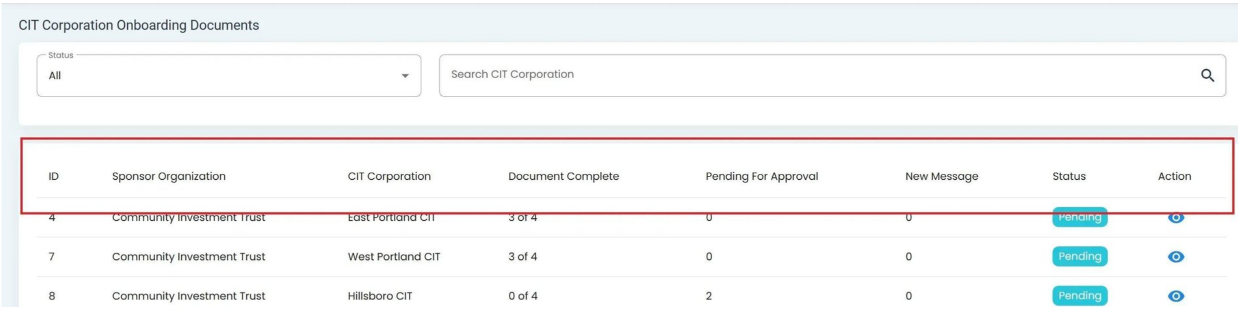

CIT Corporation Onboarding Documents

Status: All

Search CIT Corporation

ID	Sponsor Organization	CIT Corporation	Document Complete	Pending For Approval	New Message	Status	Action
4	Community Investment Trust	East Portland CIT	3 of 4	0	0	Pending	
7	Community Investment Trust	West Portland CIT	3 of 4	0	0	Pending	
8	Community Investment Trust	Hillsboro CIT	0 of 4	2	0	Pending	
12	Community Investment Trust	RK Entity	0 of 4	0	0	Pending	
13	Community Investment Trust	John Entity's Test	0 of 4	0	0	Pending	
18	Replicator Community	PP Entity	0 of 4	0	0	Pending	
20	PT	Shahzad	0 of 4	0	0	Pending	

CIT Onboarding Documents Table: Columns Explained



There are 8 columns in the **Onboarding Documents Table** table:

- **ID** column The **ID** associated with the process itself.

Note

This **ID** can be used for {insert significance of **ID**}

- **Sponsorship Organization** column The **Sponsorship Organization** that is sponsoring the onboarding process.
- **CIT Corporation** column The **CIT Corporation** that is being onboarded.
- **Document Complete** column Shows the number of onboarding documents a corporation has completed.
- **Pending For Approval** column Number of documents that have been submitted but are pending approval.
- **New Message** column Will show the number of new messages regarding the onboarding process.
- **Status** column Status of where the corporation is at on the Offering process (i.e., All, Pending, Complete)
- **Action** column
  - *View More Details*` : Action to view more details about the documents and where they are at on the onboarding process for the selected CIT Corporation.

Column Sorting

Sort columns by Descending or Ascending by clicking on column name.

CIT Corporation Offering

Table of Contents

- *Features: CIT Corporation Offering*
- *Offering Documents Table*

Features: CIT Corporation Offering

The **CIT Corp Offering** section helps you track the progress of every offering made by CIT Corporations. This section also allows you to:

- *Quickly view important information about each offering*
- *Access indepth offering details*
- *Filter by Offering Status* (i.e., **All** , **Pending** , or **Completed**)
- *Filter by Offering Year*

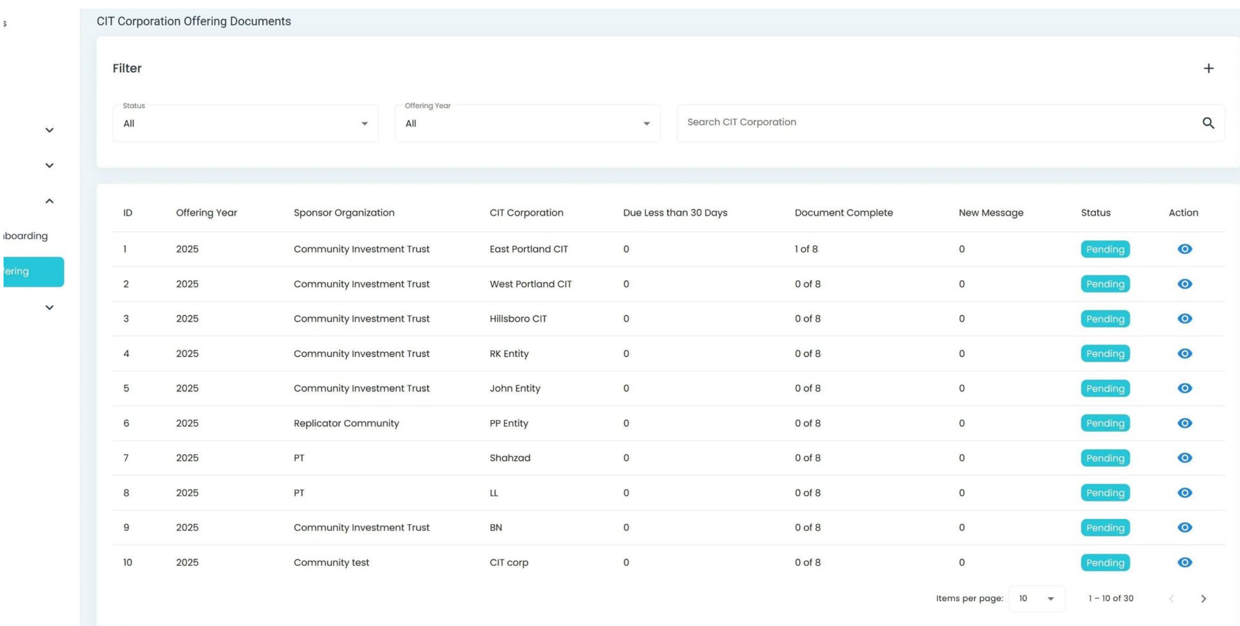


Fig. 48: CIT Corporation Offering Homepage

Offering Documents Table

The **Offering Documents Table** is what first appears on the homepage of the **CIT Corporation Offering Documents** section.

The **Offering Documents Table** provides a brief, but detailed, overview of where each CIT Corporation is at in the Offering process.

Need More Information?

For more details on specific features, see the sections above.

CIT Offering Documents Table: Columns Explained

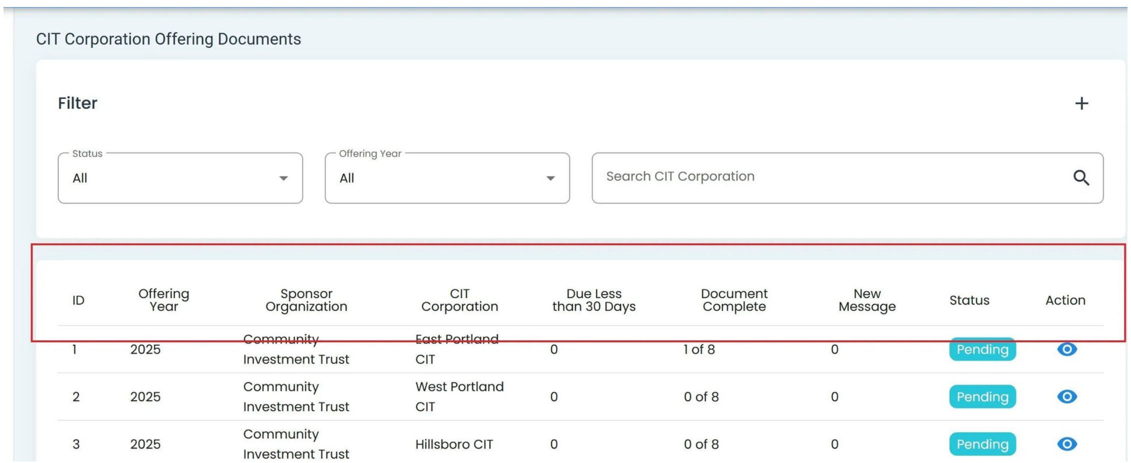


Fig. 49: CIT Offering Documents Table Columns

There are 8 columns in the **Offering Documents Table**:

- **ID** The **ID** associated with the process itself.

Note

This **ID** can be used for {insert significance of **ID**}

- **Offering Year** The **Offering Year** that is associated with the offering process.
- **Sponsor Organization** The **Organization** that is sponsoring the Offering.
- **CIT Corporation** The **CIT Corporation** associated with the Offering.
- **Due Less than 30 Days** This shows how many Offering Documents are due in less than 30 days.
- **Document Complete** Shows the number of Offering documents a corporation has completed.
- **New Message** Will show the number of new messages regarding the Offering process.
- **Status** Status of where the corporation is at on the Offering process (i.e., All, Pending, Complete)
- **Action**

- View More Details : Action to view more details about the documents and where they are at on the offering process for the selected CIT Corporation.

Column Sorting

Sort columns by Descending or Ascending by clicking on column name.

CIT Offering Status Filter

Status Filter Options

The **Offering Documents Table** can be filtered by the following Status options:

- **All**
- **Pending**
- **Completed**

How to Filter by Status

1. Find and select the Status dropdown.

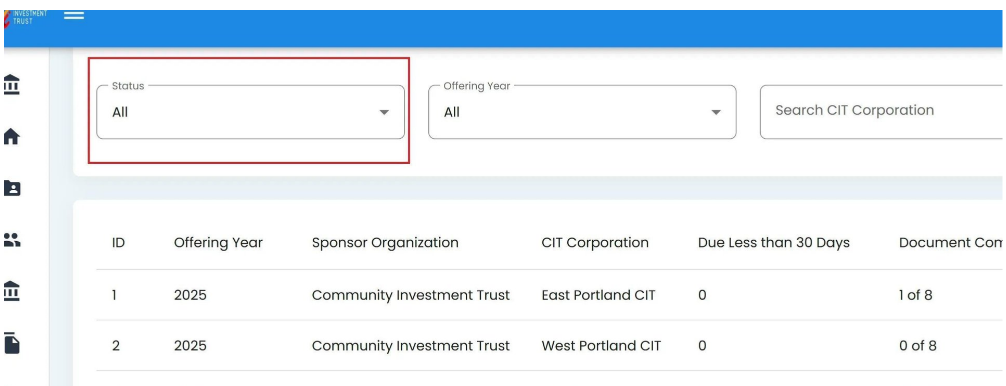


Fig. 50: Status Filter Location

2. Select the desired status from the dropdown.

Action Complete

This action will filter the **Offering Documents Table** based on the selected Status .

Status Types

Status Types

- All : Displays all CIT Corporations regardless of their offering status
- Pending : Shows only CIT Corporations with offering documents that are still in process
- Completed : Shows only CIT Corporations that have completed all offering document require-

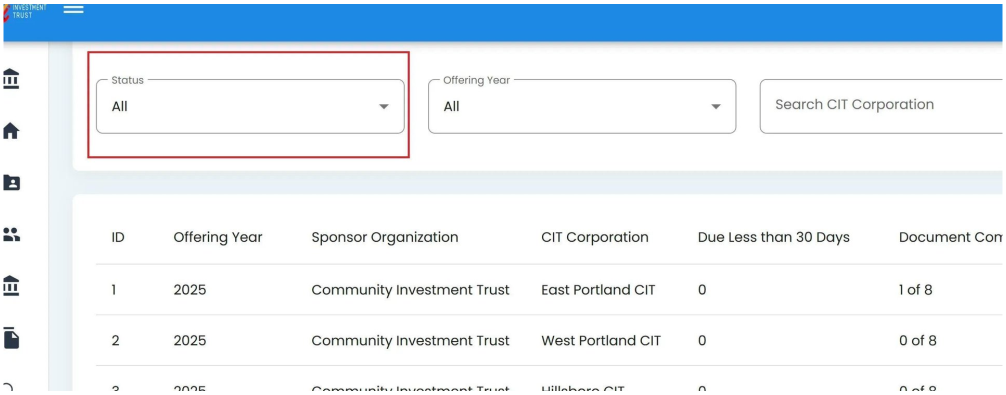


Fig. 51: Status Dropdown Options

ments

View More Details

View More Details Action

To view more details about each document in the Offering process for the selected CIT Corporation, do the following:

1. Select the View More Icon from the desired row.

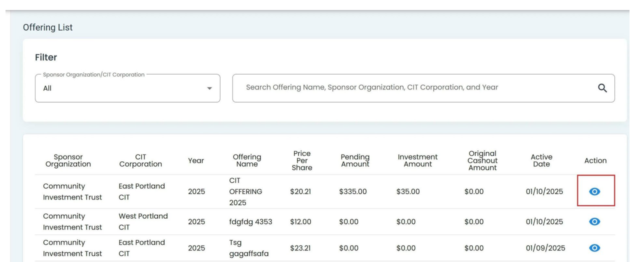


Fig. 52: View More Details Icon Location

Action Complete

This action will take you to the *Offering Document Details* page.

Offering Document Details Page

The Offering Document Details page provides comprehensive information about all documents related to the selected CIT Corporation's offering process.

Available Information

On this page, you can:

- View the status of each required document
- Access document submission history
- Review any messages or notes associated with the offering process
- See deadlines for document submissions

Investor Documents

The **Investor Documents Page** allows you to quickly:

- Access,
- Filter, And
- Download important investment documents.

This section also allows you to:

- Filter documents by `CIT Corporation`.
- Search for specific investor documents.
- View document details or download documents directly.

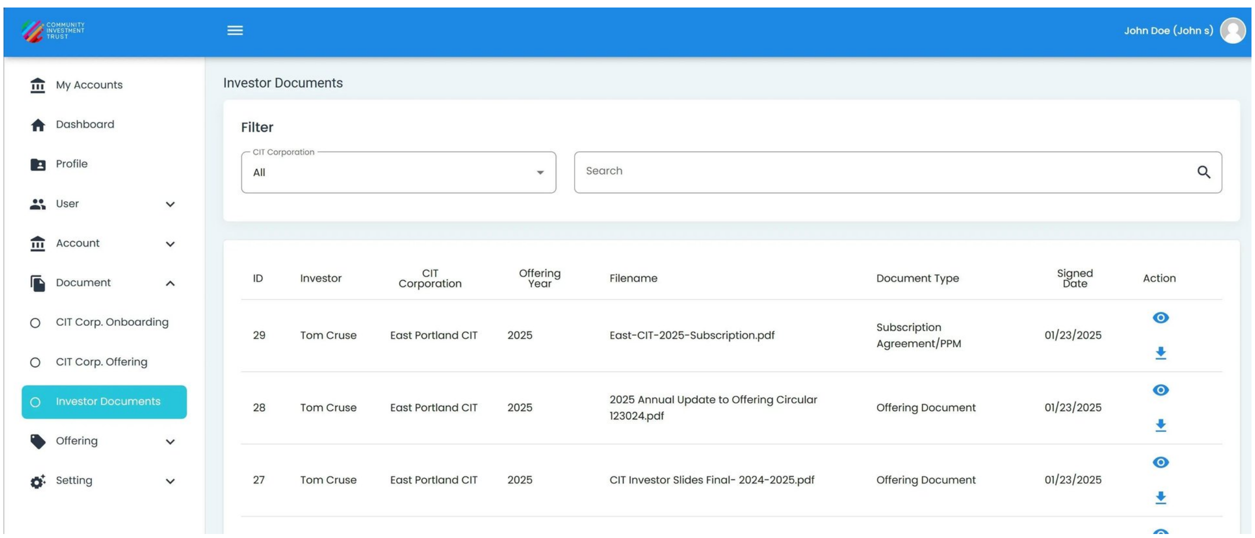
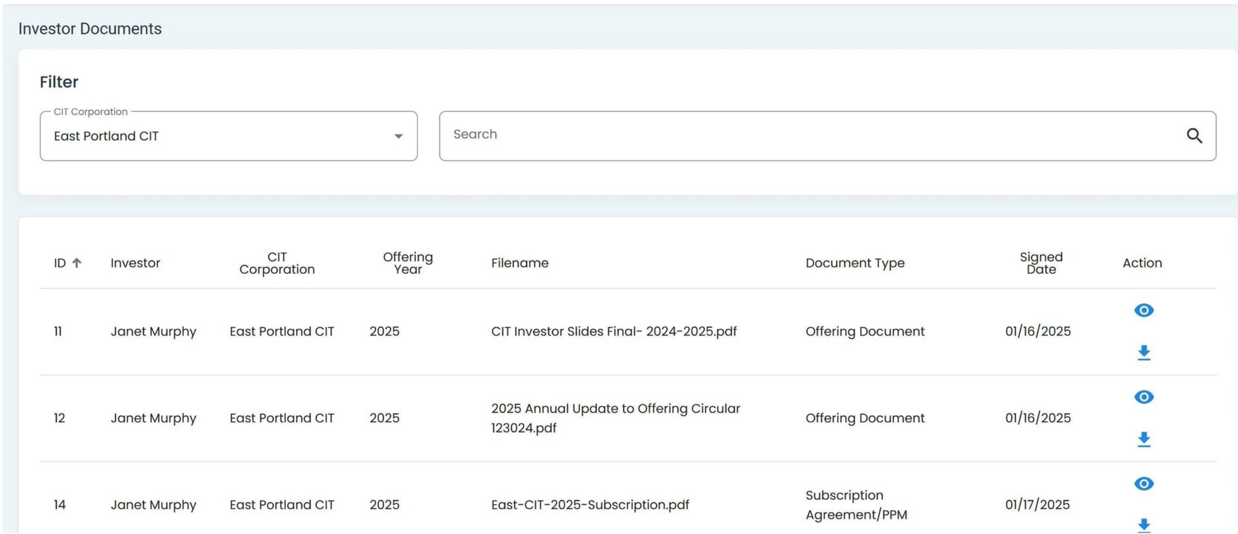


Fig. 53: Investor Documents, Homepage and Location

Table: Investor Documents

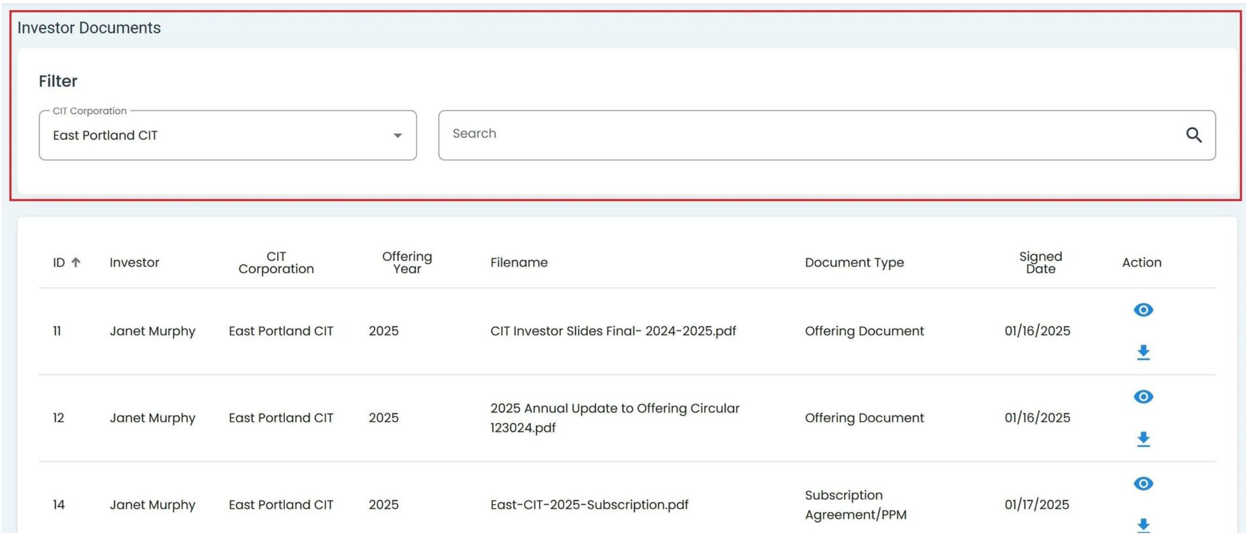
The **Investor Documents Table** is the primary interface for accessing investorrelated files:



ID ↑	Investor	CIT Corporation	Offering Year	Filename	Document Type	Signed Date	Action
11	Janet Murphy	East Portland CIT	2025	CIT Investor Slides Final- 2024-2025.pdf	Offering Document	01/16/2025	
12	Janet Murphy	East Portland CIT	2025	2025 Annual Update to Offering Circular 123024.pdf	Offering Document	01/16/2025	
14	Janet Murphy	East Portland CIT	2025	East-CIT-2025-Subscription.pdf	Subscription Agreement/PPM	01/17/2025	

The **Investor Documents Table** provides a concise yet informative overview of all documents related to each investor.

Table Columns Explained



The table contains 7 columns:

- **ID** Unique identifier associated with each document.
- **Investor** Name of the investor.
- **CIT Corporation** The CIT Corporation associated with the investor.
- **Offering Year** Year of the investment offering.
- **Filename** Name of the document file.
- **Document Type** Type of the document (e.g., Subscription Agreement, Offering Document).
- **Signed Date** The date the document was signed.
- **Action** Contains actions:
  - View Details : Opens document details in a new tab.
  - Download : Initiates document download.

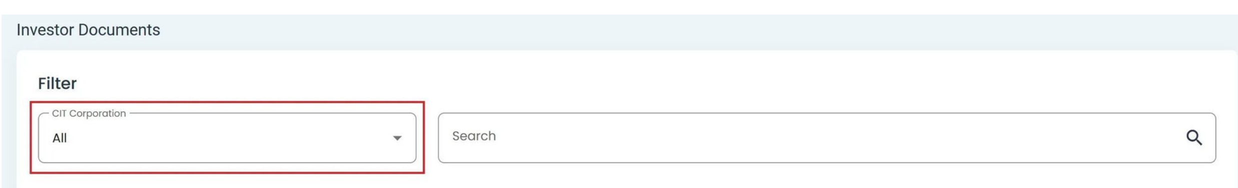
Column Sorting

You can sort columns (ascending or descending) by clicking on the column headers.

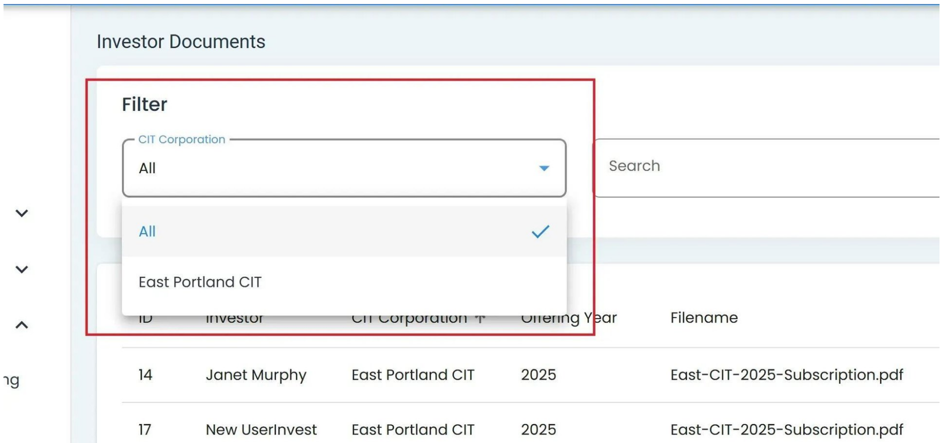
Filter by CIT Corporation

You can filter the table by the CIT Corporation:

1. Click the **CIT Corporation** dropdown.



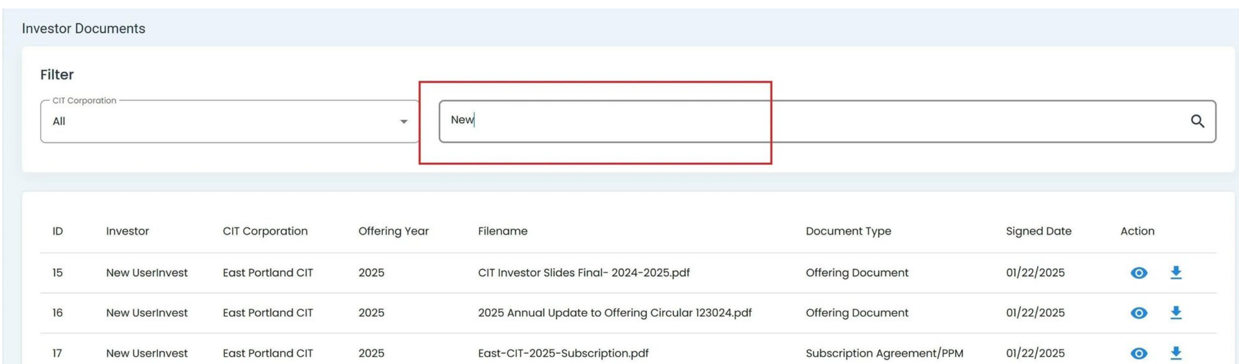
2. Select the desired CIT Corporation or **All** from the dropdown.



How tp Search Investor Documents

To search for a specific document or investor:

1. Find the **Search** bar.



2. Search by `Investor` Name.
3. Press `Enter` or click the search icon to perform the search.

Actions: View Details and Download

Each row provides two actions:

- **View Details**:
    1. Click the `eye icon` to open document details in a new tab.

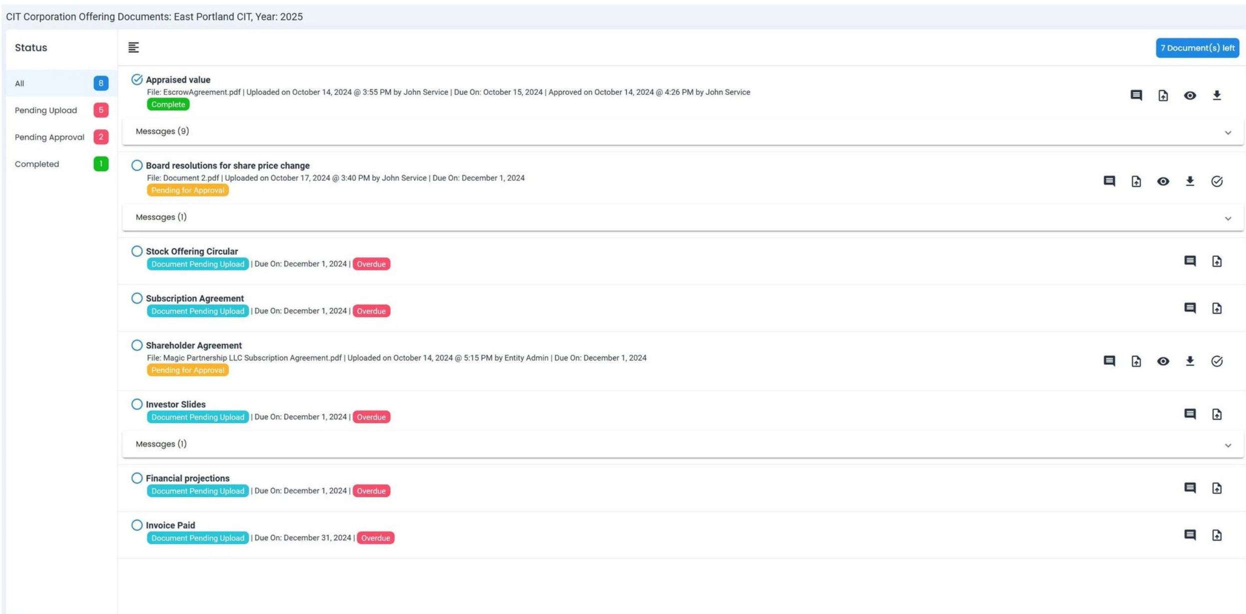
```
- **Download**:
    1. Click the ``download icon`` to start downloading the document.

```{only} html
```{lazyfigure} /_static/citcorp_app/Document/icons/download-document-icon.jpg
:width: 50%
:align: center
```

View More Details: Documents

The **View More Details** pages for the **Onboarding Documents** and **Offering Documents** sections provide similar functionality. The instructions provided here apply to both sections.

The *View More Details* action for either page will you to the following page:

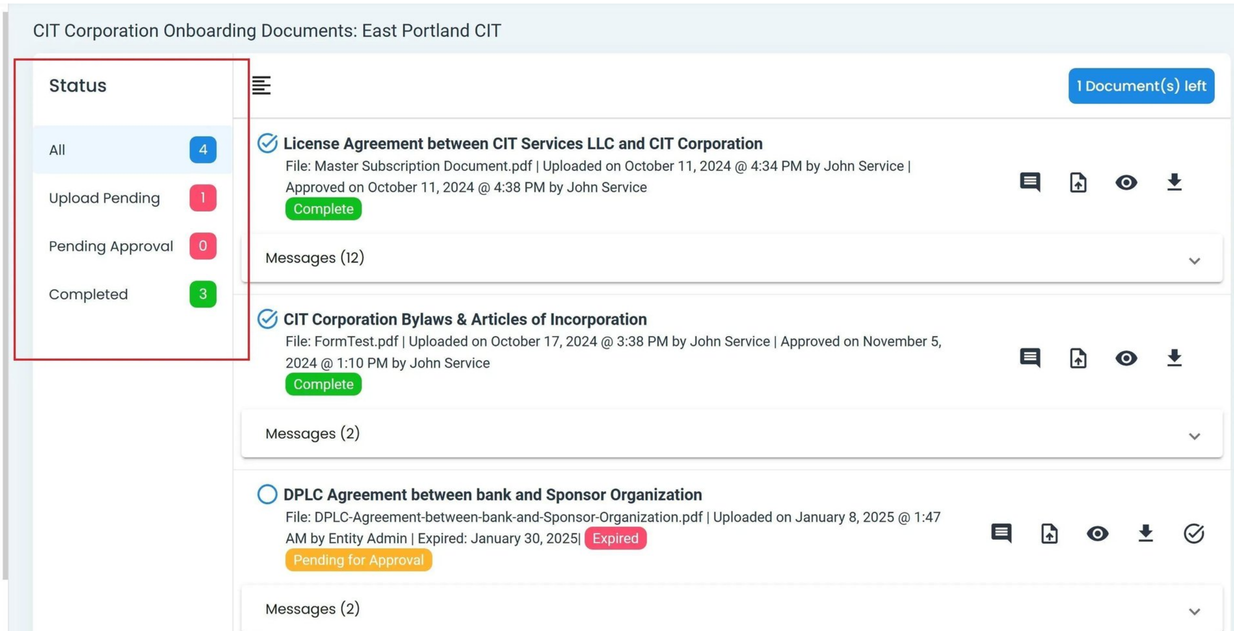


Looking for an Overview?

See citcorporationonboardingpage or citcorporationofferingsection

Layout Explanation

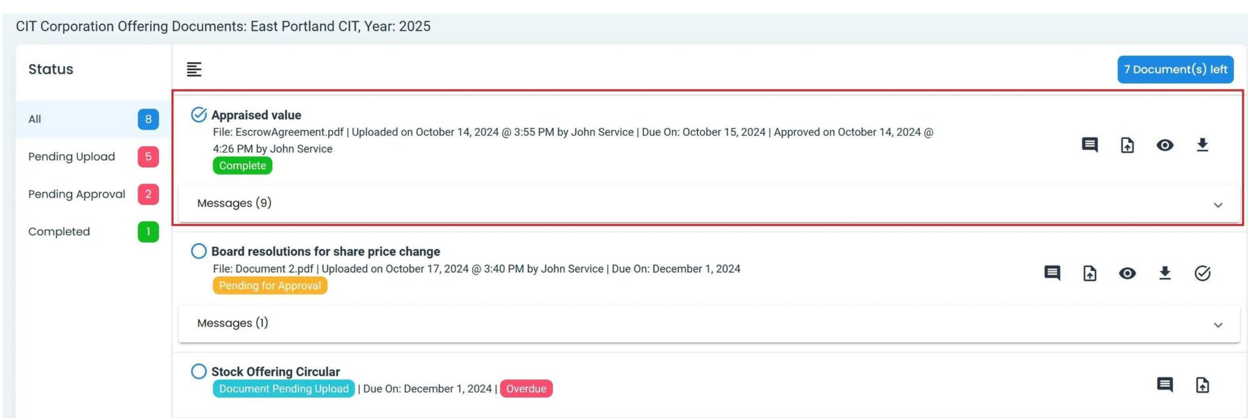
View Details: Tabs Explained



The detailed view of the **Documents** page contains 4 tabs to sort through:

- All All documents, regardless of status.
- Upload Pending Documents awaiting upload.
- Pending Approval Documents awaiting approval.
- Completed Documents fully approved and completed.

View Details: Cards Explained



Each card will display information about a document, including:

- File Name

- File Type
- Date and Time Uploaded
- Uploaded By
- Status
- (If Applicable) Approved By
- Messages

Available Actions

The **Onboarding Document Details** section provides several actions for each type of document, including:

- **Add Message** Allows you to add a message to the document.
- **Upload New File** Allows you to upload a new file to the document.
- **View Document** Allows you to view the uploaded document.
- **Download Document** Allows you to locally download the document.
- **Approve Uploaded Document** Allows the user to approve any documents that have been uploaded.

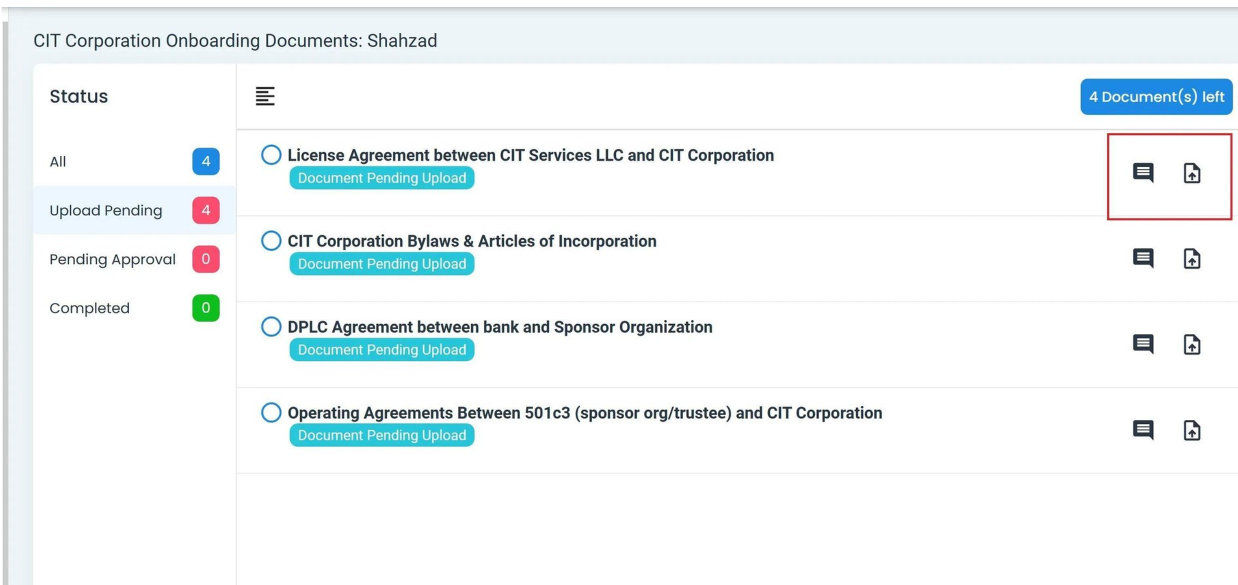
Available Actions

See below for actions available in each tab.

Upload Pending Status: Available Actions

The Upload Pending cards contain only two actions:

- Add Message Allows you to add a message to the document.
- Upload New File Allows you to upload a new file to the document.

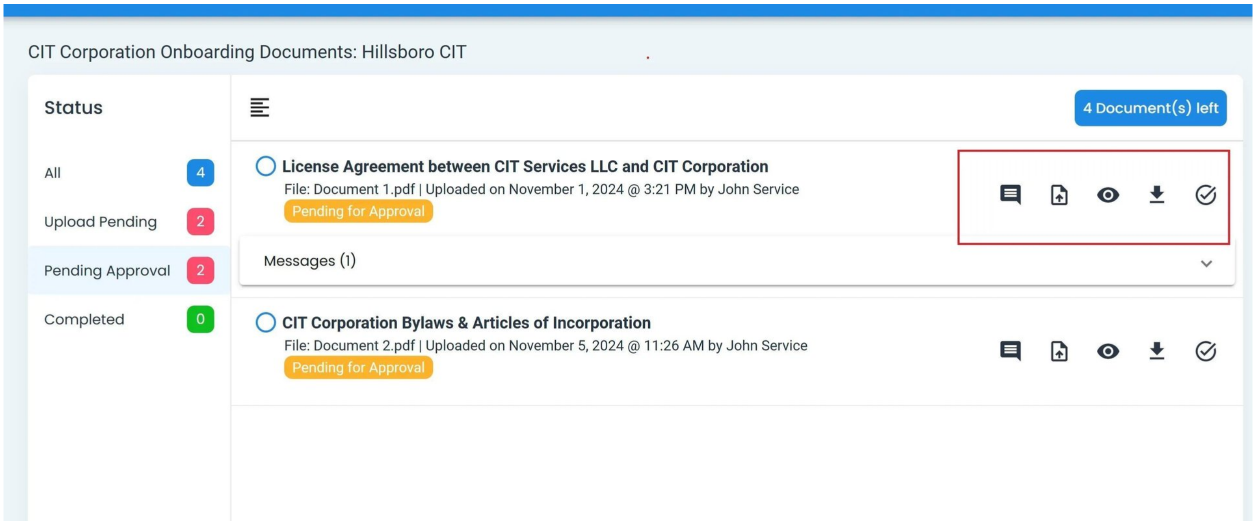


Pending Approval Tab: Available Actions

The Pending Approval cards contain allpossibleactions as can be seen:

Completed Tab: Available Actions

The **Completed** cards contain every action besides the *Approve Uploaded Document* action:



How to Approve Uploaded Document(s)

Follow the instructions below to approve an uploaded document.

To Approve an Uploaded Document:

1. Go to the “Pending Approval” tab.
2. Select the **Approve Uploaded Document** action.
3. Read **Confirmation** popup, and select “OK” to approve the document.

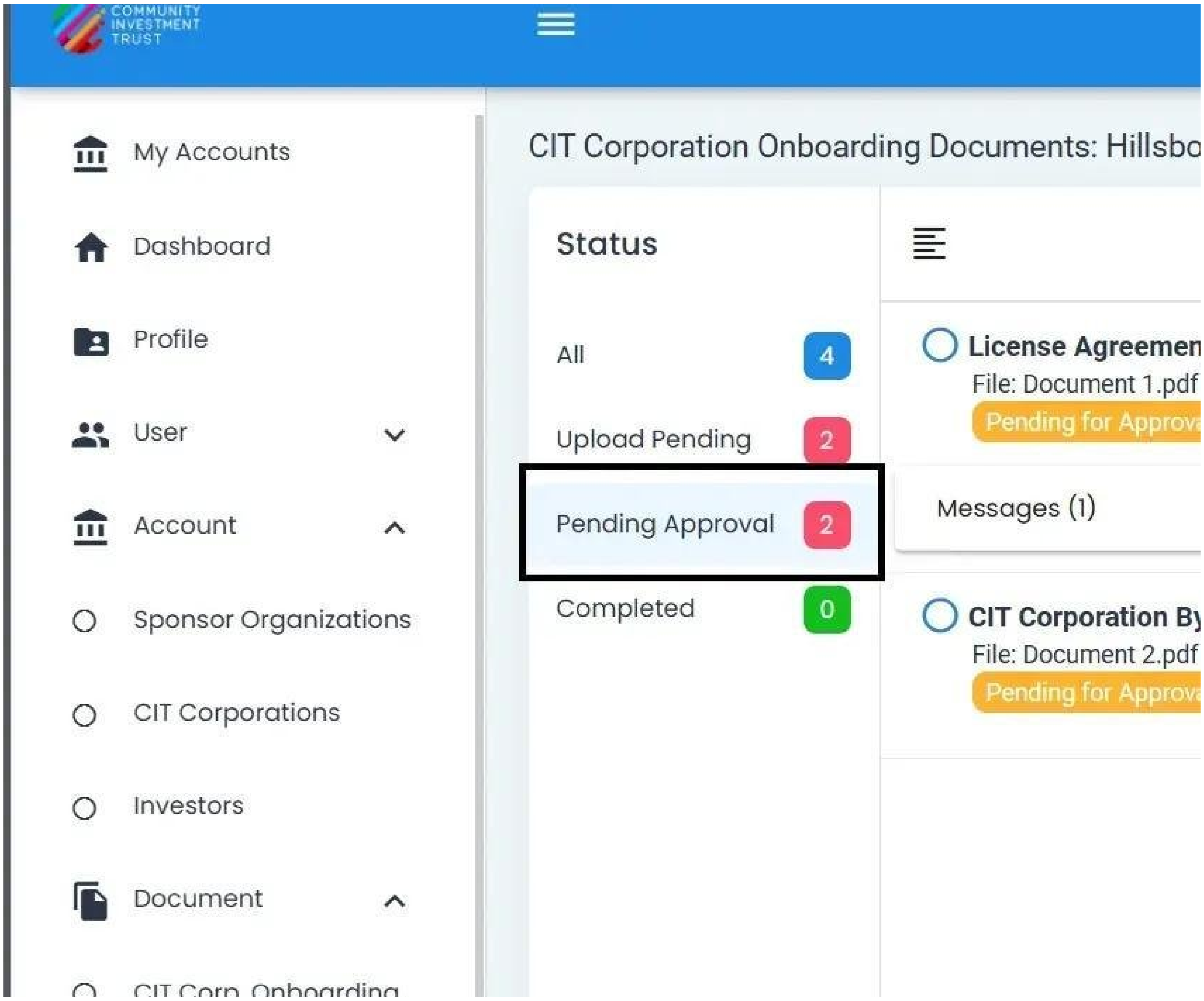
Action Completed

The card for the document that was pending should immediately be moved to the “Completed” tab, like so:

Available Actions

Each Status has its own set of available actions:

- *All Status*
- *Upload Pending Status*
- *Pending Approval Status*


COMMUNITY INVESTMENT TRUST
My Accounts
Dashboard
Profile
User
Account
Sponsor Organizations
CIT Corporations
Investors
Document
CIT Corporation Onboarding Documents: Hillsbo
Status
All 4
Upload Pending 2
Pending Approval 2
Completed 0
License Agreemen
File: Document 1.pdf
Pending for Approva
Messages (1)
CIT Corporation By
File: Document 2.pdf
Pending for Approva


oration Onboarding Documents: Hillsboro CIT
4 Document(s) left
License Agreement between CIT Services LLC and CIT Corporation
File: Document 1.pdf | Uploaded on November 1, 2024 @ 3:21 PM by John Service
Pending for Approval
Messages (1)
CIT Corporation Bylaws & Articles of Incorporation
File: Document 2.pdf | Uploaded on November 5, 2024 @ 11:26 AM by John Service
Pending for Approval
4
Pending 2
Approval 2
eted 0


License Agreement between CIT Services LLC and CIT Corpora
File: Document 1.pdf | Uploaded on November 1, 2024 @ 3:21 PM by Joh
Pending
Messages (
CIT Corp
File: Docu
1:26 AM by Jo
Pending
Confirmation
You are about to approve the uploaded document License Agreement between CIT Services LLC and CIT Corporation. Do you wish to continue?
Cancel
OK

I.8 Offering

The following **Sections** are included in the ▷ **Offering** category:

- *Offerings*
- *Enrollments*

Offerings

The **Offerings** section covers everything listed in the **Table of Contents** below:

Table of Contents

- *Offerings*
  - *Location: Offerings*
  - *Table: Offerings List*
  - *Columns: Offerings List Table*

Location: Offerings

To Find the Offerings List Homepage:

1. Locate the primary sidenav to the left of the page.

   Don't see the sidenav?

   See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **Offering** category.
3. Select **Offerings** from the dropdown.

Table: Offerings List

The **Offerings List** table is what first appears on the homepage of the **Offerings** section.

Columns: Offerings List Table

The **Offerings List** table has the following **Columns** :

- **Sponsor Organization** : The sponsor associated with the offering
- **CIT Corporation** : The CIT Corporation associated with the offering
- **Year** : The year of the offering
- **Offering Name** : The name of the offering
- **Price Per Share** : The price per share of the offering
- **Pending Amount** : The total pending amount of the offering
- **Investment Amount** : The total investment amount of the offering
- **Original Cashout Amount** : The original cashout amount of the offering
- **Active Date** : The active date of the offering
- **Action** : Available actions for the offering

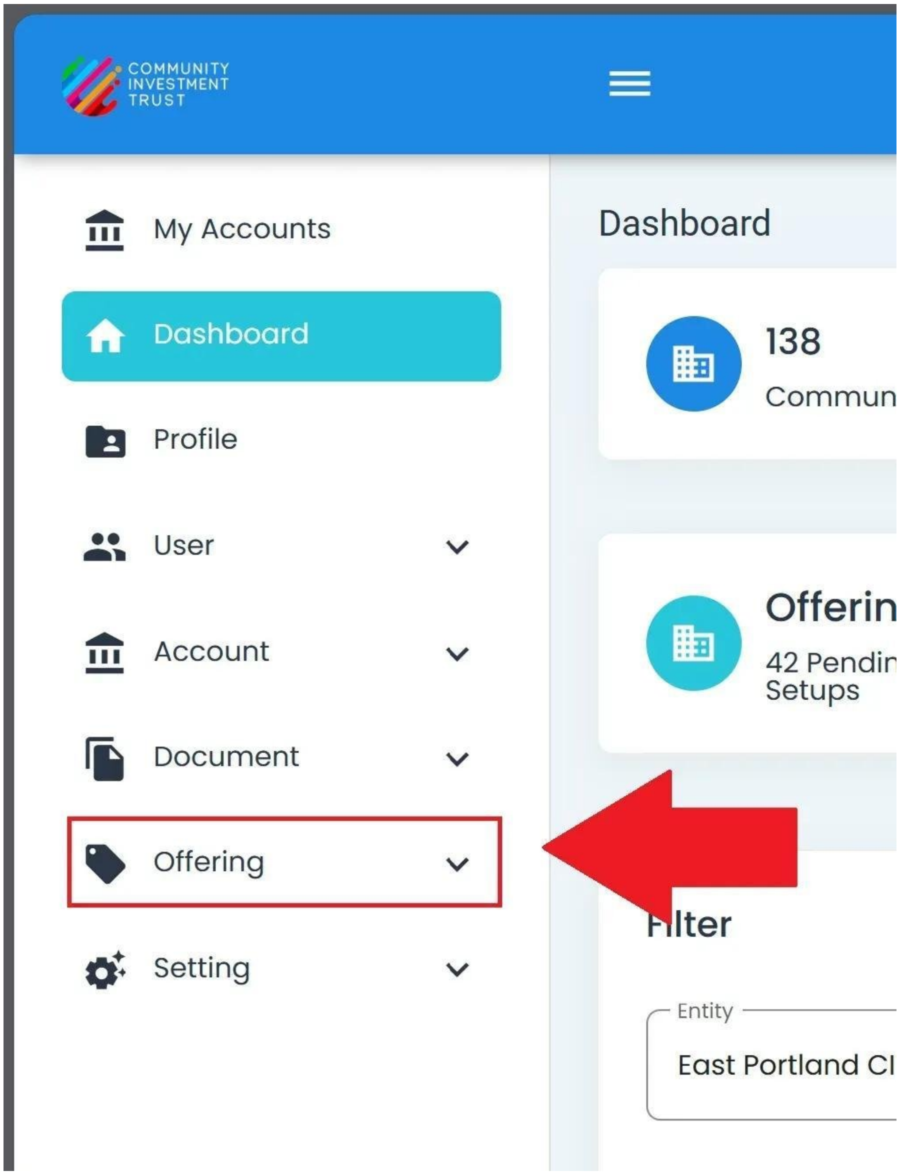


Fig. 54: Offering, Offerings Primary Sidenav Dropdown Location

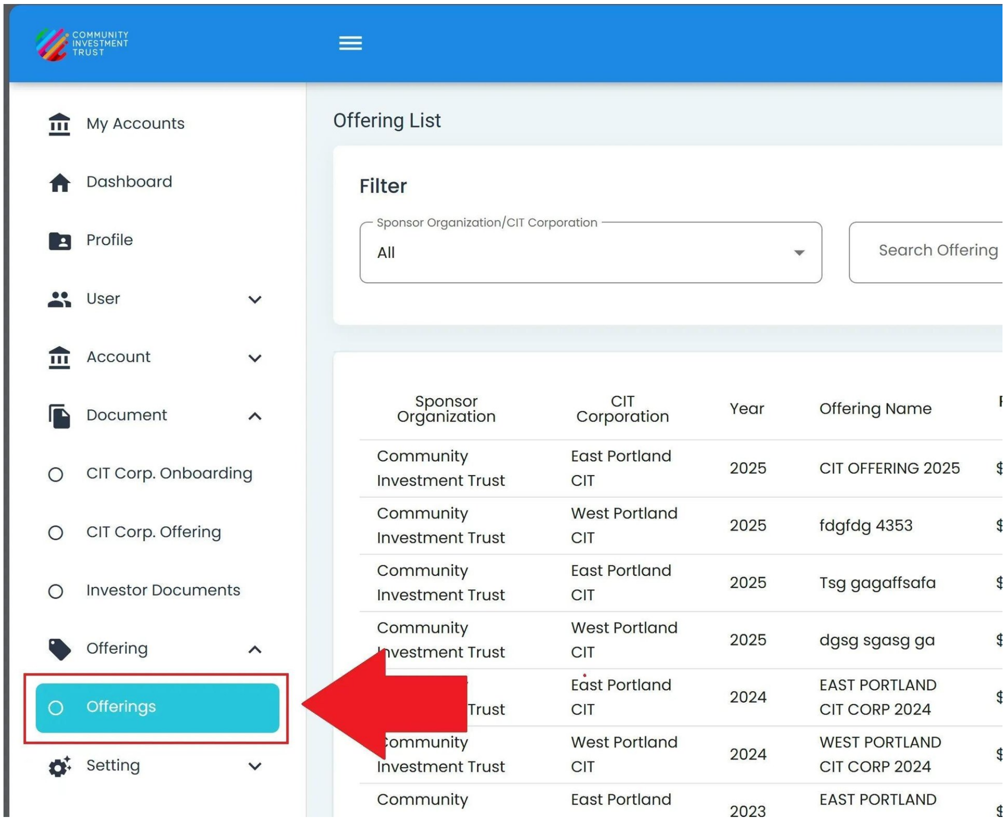
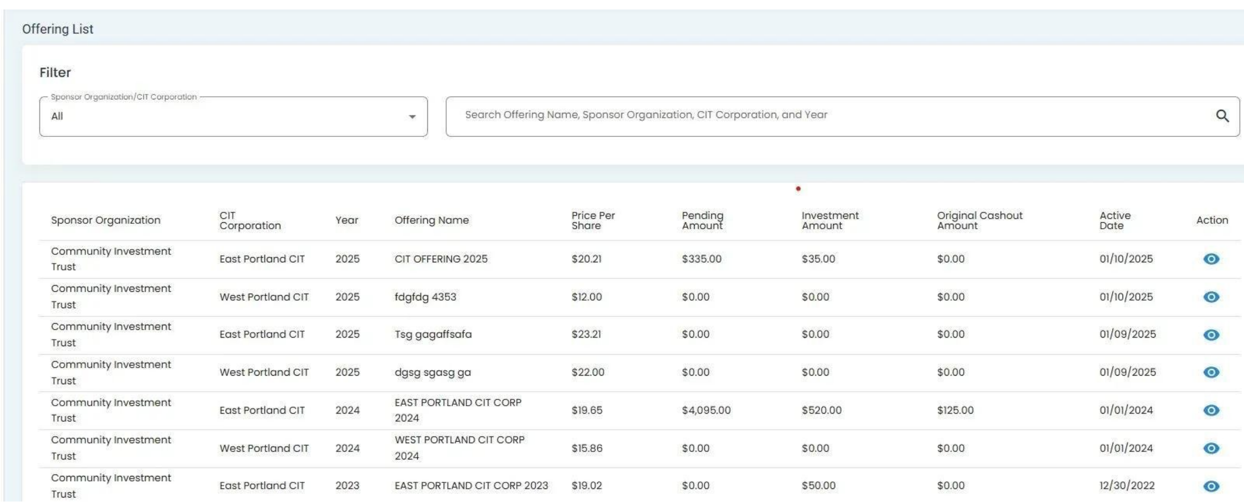
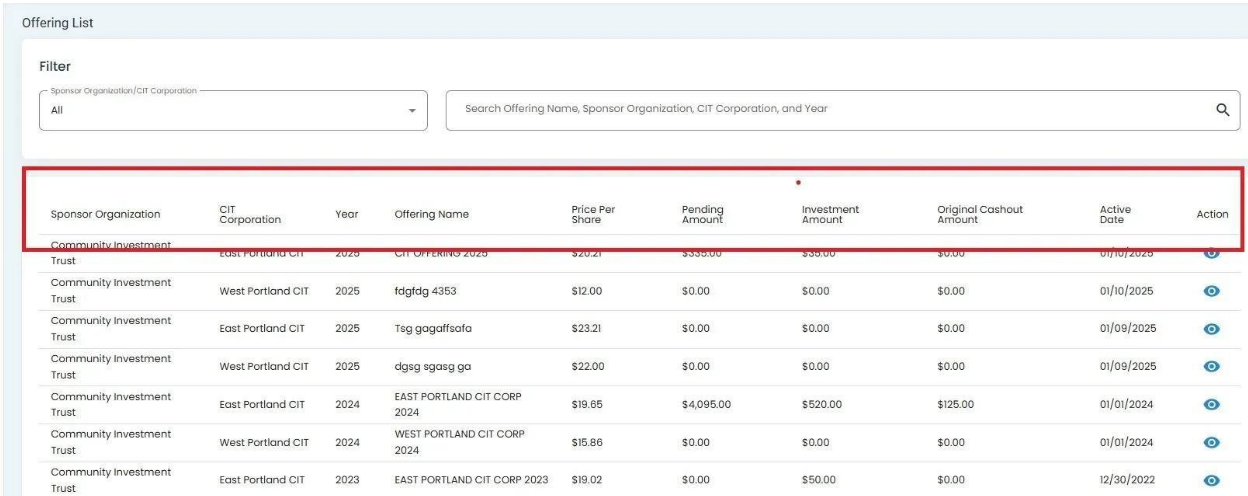


Fig. 55: Offering, Offerings Homepage



Sponsor Organization	CIT Corporation	Year	Offering Name	Price Per Share	Pending Amount	Investment Amount	Original Cashout Amount	Active Date	Action
Community Investment Trust	East Portland CIT	2025	CIT OFFERING 2025	$20.21	$335.00	$35.00	$0.00	01/10/2025	
Community Investment Trust	West Portland CIT	2025	fdgfdg 4353	$12.00	$0.00	$0.00	$0.00	01/10/2025	
Community Investment Trust	East Portland CIT	2025	Tsg gagaffsafa	$23.21	$0.00	$0.00	$0.00	01/09/2025	
Community Investment Trust	West Portland CIT	2025	dgsg sgasg ga	$22.00	$0.00	$0.00	$0.00	01/09/2025	
Community Investment Trust	East Portland CIT	2024	EAST PORTLAND CIT CORP 2024	$19.65	$4,095.00	$520.00	$125.00	01/01/2024	
Community Investment Trust	West Portland CIT	2024	WEST PORTLAND CIT CORP 2024	$15.86	$0.00	$0.00	$0.00	01/01/2024	
Community Investment Trust	East Portland CIT	2023	EAST PORTLAND CIT CORP 2023	$19.02	$0.00	$50.00	$0.00	12/30/2022	

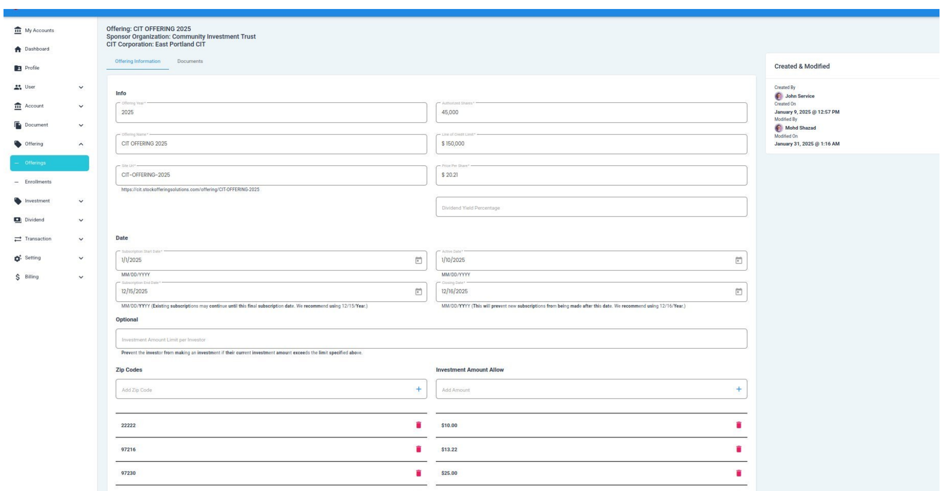
Fig. 56: Offering, Offerings Homepage, Offerings List table



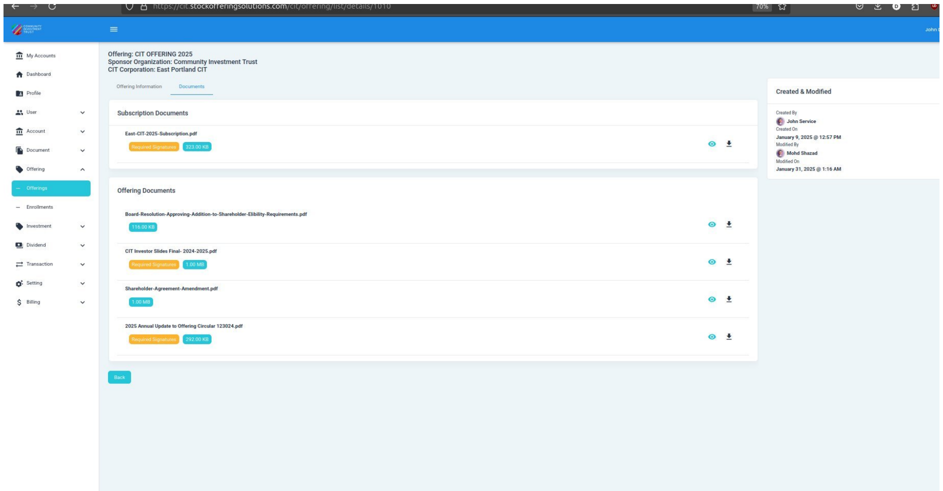
Sponsor Organization	CIT Corporation	Year	Offering Name	Price Per Share	Pending Amount	Investment Amount	Original Cashout Amount	Active Date	Action
Community Investment Trust	East Portland CIT	2025	CIT OFFERING 2025	$20.21	$335.00	$35.00	$0.00	01/10/2025	
Community Investment Trust	West Portland CIT	2025	fdgfdg 4353	$12.00	$0.00	$0.00	$0.00	01/10/2025	
Community Investment Trust	East Portland CIT	2025	Tsg gagaffsafa	$23.21	$0.00	$0.00	$0.00	01/09/2025	
Community Investment Trust	West Portland CIT	2025	dgsg sgasg ga	$22.00	$0.00	$0.00	$0.00	01/09/2025	
Community Investment Trust	East Portland CIT	2024	EAST PORTLAND CIT CORP 2024	$19.65	$4,095.00	$520.00	$125.00	01/01/2024	
Community Investment Trust	West Portland CIT	2024	WEST PORTLAND CIT CORP 2024	$15.86	$0.00	$0.00	$0.00	01/01/2024	
Community Investment Trust	East Portland CIT	2023	EAST PORTLAND CIT CORP 2023	$19.02	$0.00	$50.00	$0.00	12/30/2022	

Fig. 57: Offering, Offerings Homepage, Offerings List table

Offering Information Tab



Documents Tab



Enrollments

The **Enrollments** section covers everything listed in the **Table of Contents** below:

Contents

- *Enrollments*
  - *Enrollments Homepage Location*
  - *Related Sections*

Enrollments Homepage Location

To Find the Enrollments List Homepage:

1. Locate the primary sidenav to the left of the page.

   Don't see the sidenav?

   See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **Offering** category.

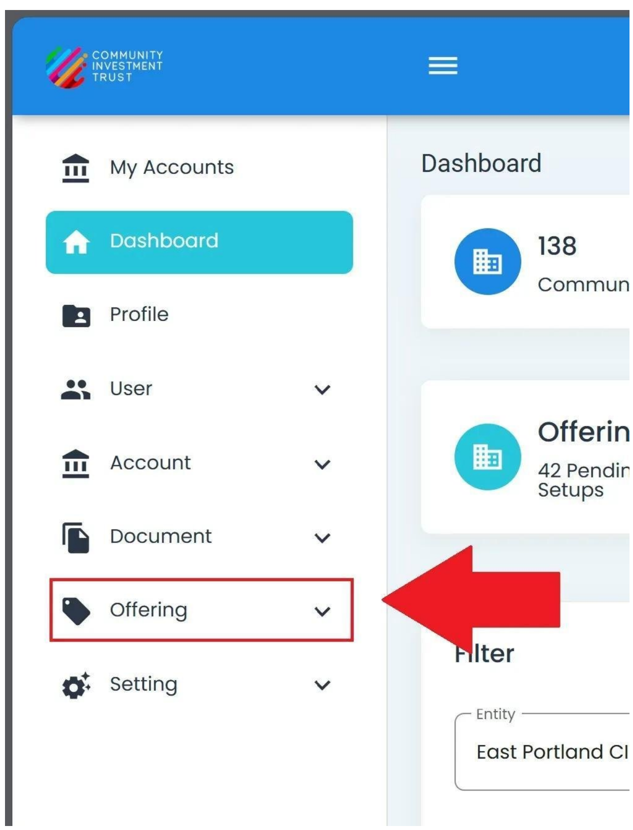


Fig. 58: Offering, Enrollments Primary Sidenav Location

3. Select **Enrollments** from the dropdown.

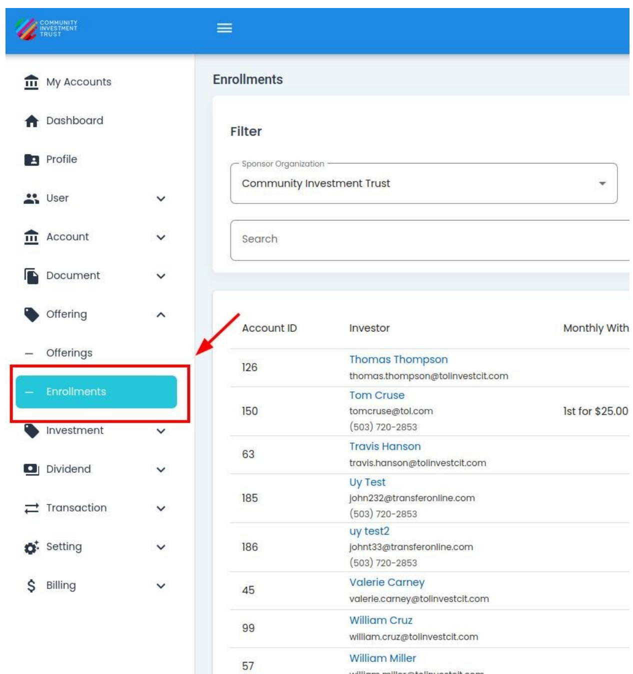


Fig. 59: Offering, Enrollments Homepage

Related Sections

- See the *Enrollments Table* for more information on the Enrollments Table Columns
- See the *Enrollments Search* for more information on how to search for Investors in the **Enrollments** table.

Enrollments Table

The **Enrollments** table provides a comprehensive overview of the Enrollment Statuses of each **Investor** in the system.

Contents

- *Enrollments Table*
  - *Columns: Enrollments Table*
  - *Available Enrollment Statuses*

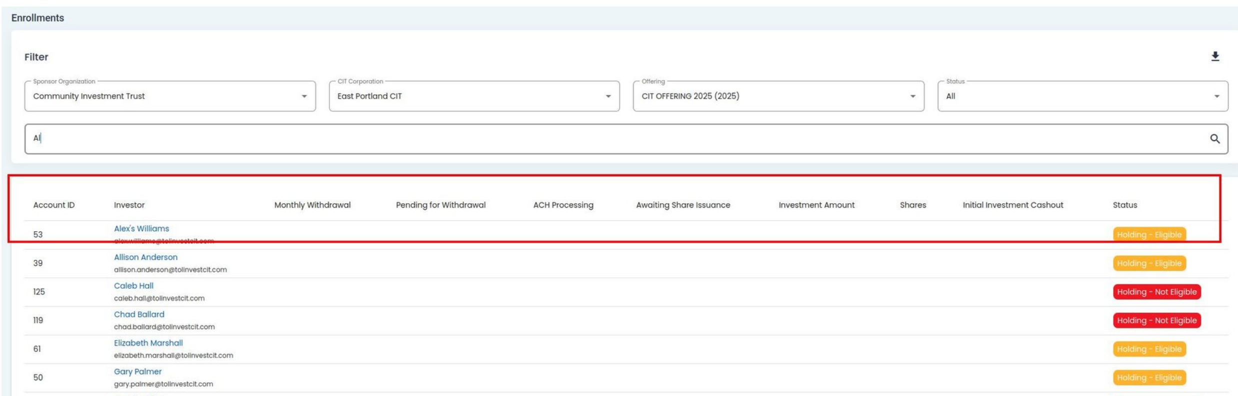


Fig. 60: Offering, Enrollments, Enrollments Table, Columns Explained

Columns: Enrollments Table

The **Columns** for the **Enrollments** table can be found at the top of the table:

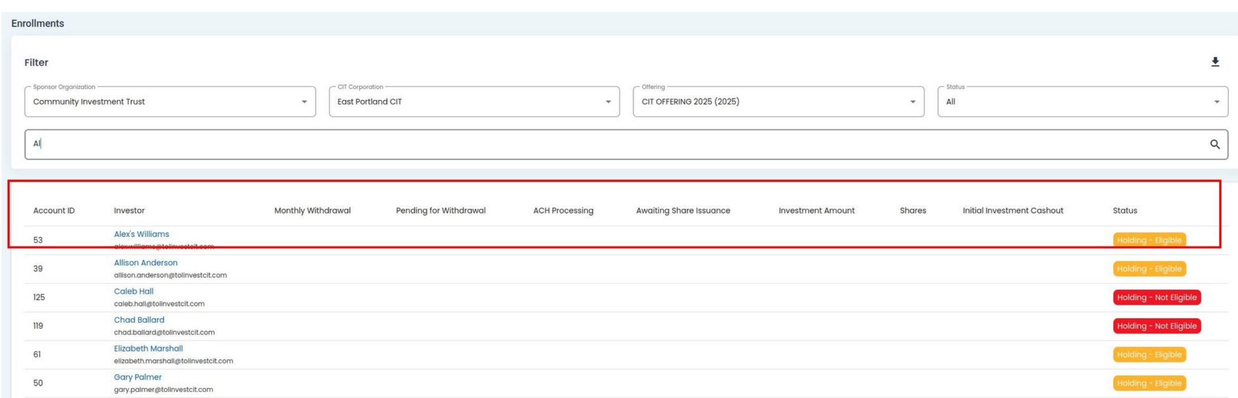


Fig. 61: Offering, Enrollments, Enrollments Table, Columns

The **Enrollments** table will have the following columns:

- **Account ID**
- **Investor**

- **Monthly Whiteboard**
- **Heading for Whiteboard**
- **A2P Processing**
- **Avoiding Share Resource**
- **Investment Amount**
- **Shares**
- **Hold Investment/Cashout**
- **Status**

Available Enrollment Statuses

The **Enrollments** table allowws you view any Investors with the following status:

- All
- Test Account
- Active
- In Process
- Stop Investment
- Cashout
- Reference to ACH Failed item ACH Failed
- Holding (both Elgible and Reference to Not Eligible item Not Eligible)
- Admin Stop

Using Enrollments Filters

To Filter Enrollments:

1. Find the `Sponsor Organization` dropdown.

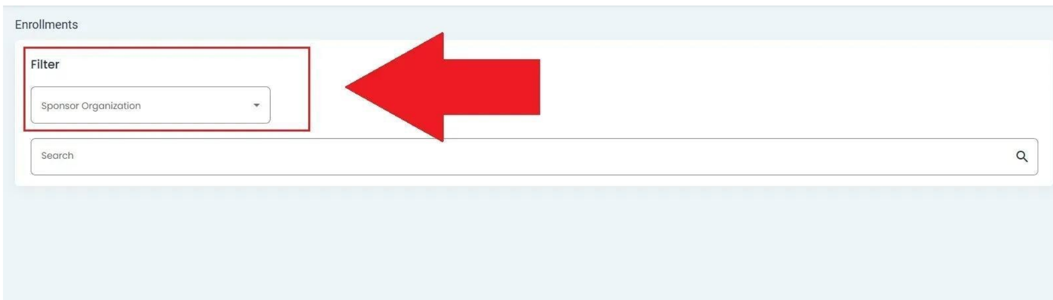


Fig. 62: Offering, Enrollments, Sponsor Organization Filter Location

2. Click on the dropdown to see available filter options.

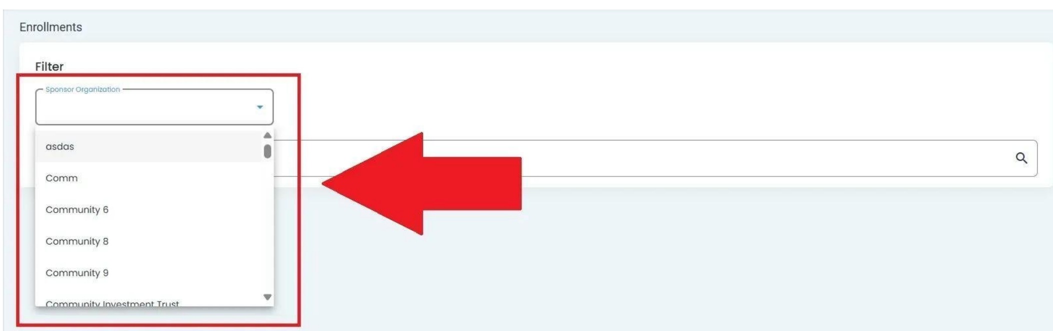


Fig. 63: Offering, Enrollments, Filter Dropdown Options

After selecting, the `CIT Corporation` dropdown will appear:

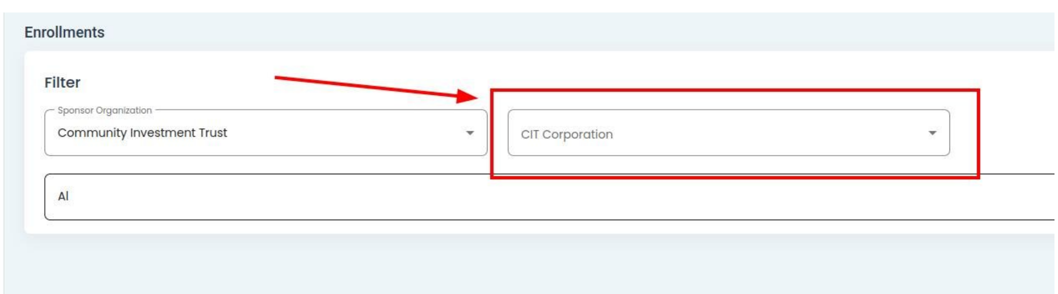


Fig. 64: Offering, Enrollments, Filter Selection Results With Two Dropdowns

> **Note**
>
> Two dropdowns will appear if the selected **`Sponsor Organization`** has only one **`CIT Corporation`** .

Warning: this feature is currently in development

This feature is currently in development and may not be available in all environments.

3. Select the organization (e.g., CIT Corporation).

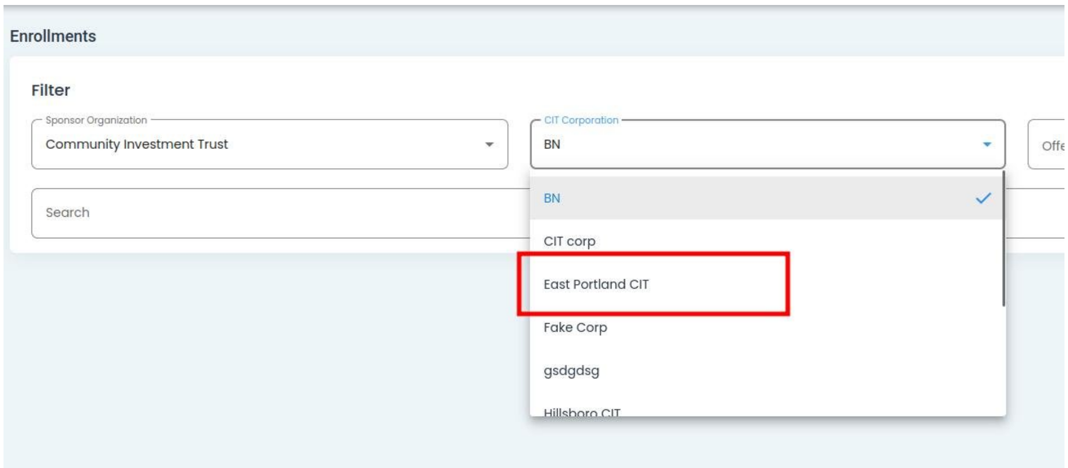


Fig. 65: Offering, Enrollments, CIT Corporation Filter Selection

After selecting, the `Offering` and `Status` dropdowns will appear.

- The **`Offering`** dropdown will populate with the first option on the list.
- The **`Status`** dropdown will populate with the first option on the list (`All`).

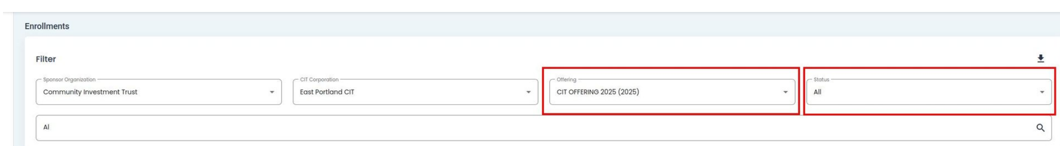


Fig. 66: Offering, Enrollments, Offering and Status Dropdowns Appear

4. Select the Offering

1. Find and `Select` the **`Offering`** dropdown.

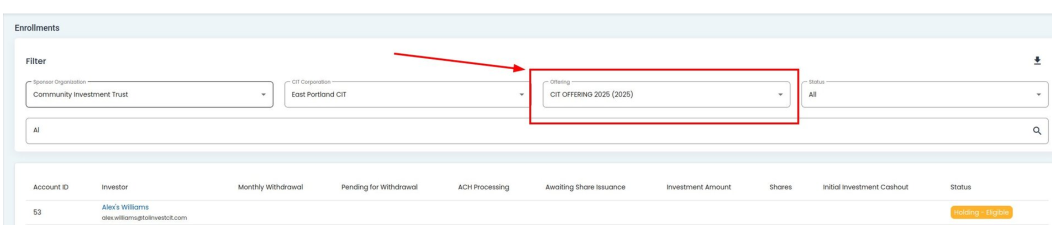


Fig. 67: Offering, Enrollments, Offering Dropdown Location

2. `Select` an offering from the offering dropdown.

Fig. 68: Offering, Enrollments, Offering Dropdown Selection

5. Select the Status

1. Find and Select the **Status** dropdown.

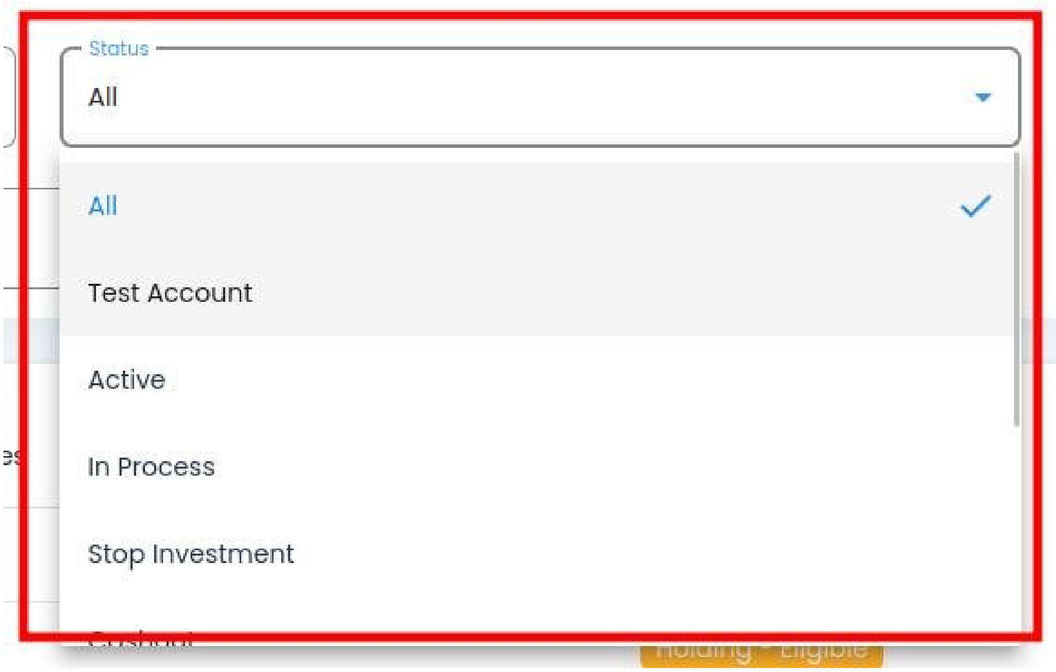


Fig. 69: Offering, Enrollments, Status Dropdown Location

2. Select a status from the status dropdown.

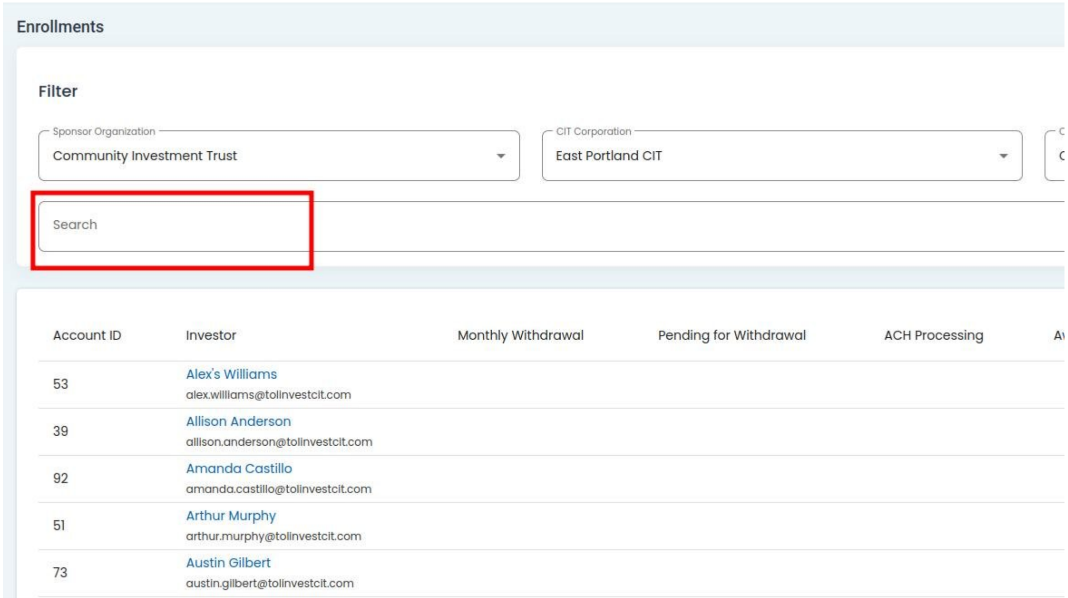


Fig. 70: Offering, Enrollments, Search Bar Location

Available Statuses

The **Status** dropdown will populate with the following options:

Using Enrollments Search

This section covers how search for Investors in the **Enrollments** table works and what the options are.

> **Using Filters for Enrollments Table**
>
> See *Using Enrollments Filters* for more information.

Possible Search Options: Enrollemnts Table

You can search for for names that would be in the **Investor** column.

How To: Search for Investors

To Search for Investors:

1. Place your cursor in the search bar.
2. Type the name of the **Investor** to see their Status and overview.

   Search Results Automatically Populate

   When you type in the search bar, the search results will automatically populate.

3. Click the **Investor** to view their *Investor Details*.

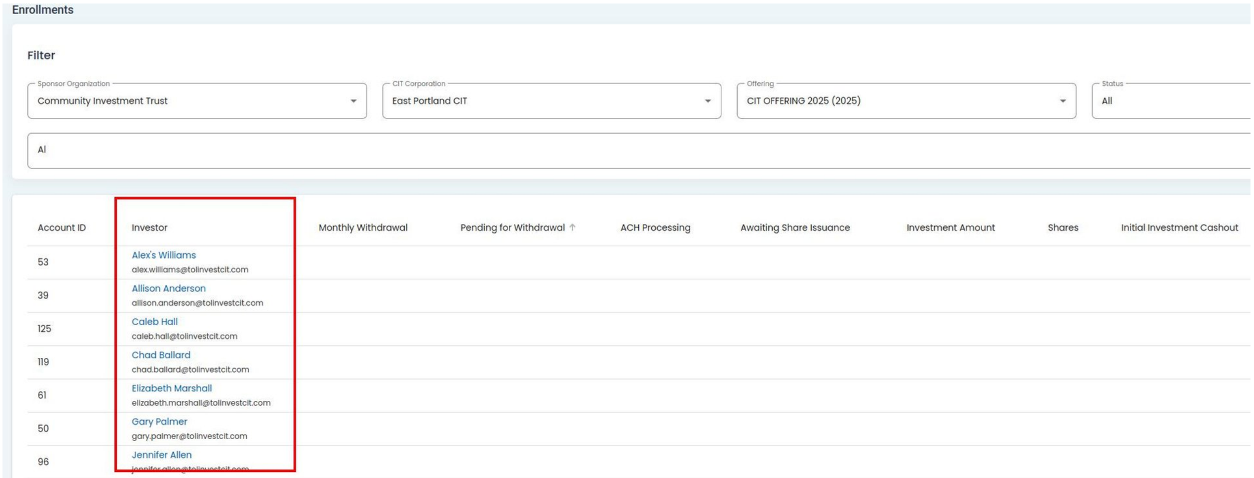


Fig. 71: Offering, Enrollments, Search Column Highlighted

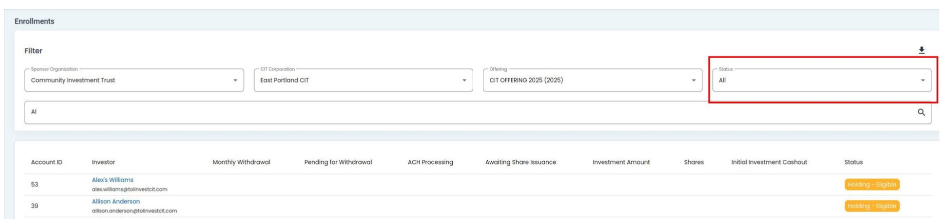


Fig. 72: Offering, Enrollments, Search Bar Location

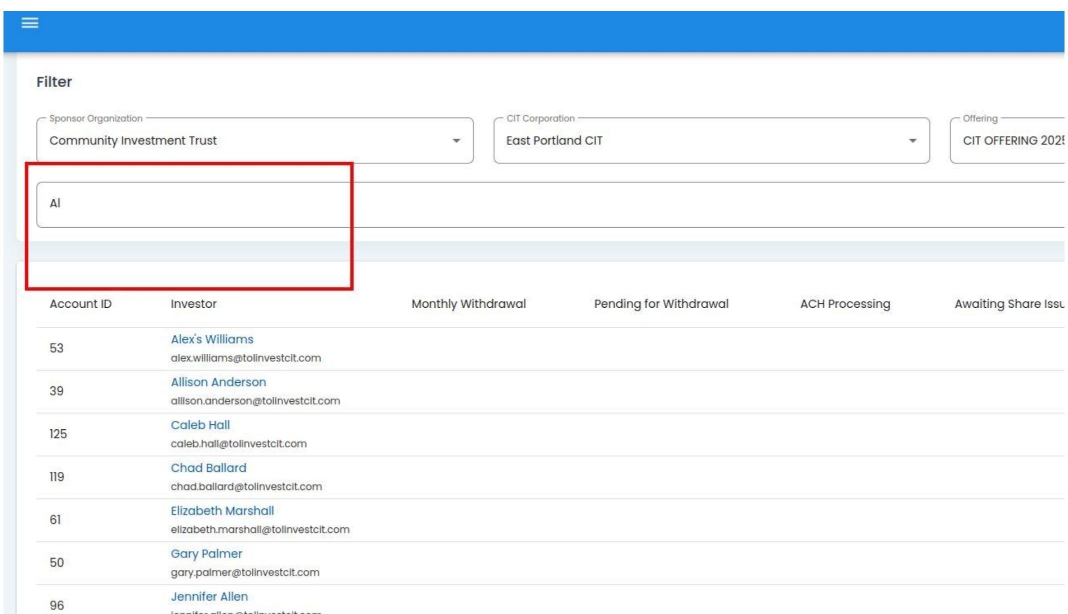


Fig. 73: Offering, Enrollments, Search Example, Name in Field

I.9 Investment

The following **Sections** are included in the ▷ **Investment** category:

- *Investments*
- *Investor Summary*
- *Monthly/Quarterly*

Investments

The **Investments** section provides a comprehensive view of all investments in the system.

Table of Contents

- *Investments Homepage Location*
- *Investments List Table Overview*
  - *Table Columns*
- *Using Investments Filters*
  - *Filter by Status*
  - *Filter by Organization*
  - *Apply Filters*
- *Viewing Investment Details*

Investments Homepage Location

To Find the Investments List Homepage:

1. Locate the primary sidenav to the left of the page.

   Don't see the sidenav?

   See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **Investment** category.
3. Select **Investments** from the dropdown.

Investments List Table Overview

The **Investments List** table is what first appears on the homepage of the **Investments** section.

Table Columns

The **Investments List** contains the following columns:

- **Investor Name** Name of the investor
- **CIT Corporation** Associated CIT Corporation
- **Status** Current investment status
- **Action** Available actions for the investment record

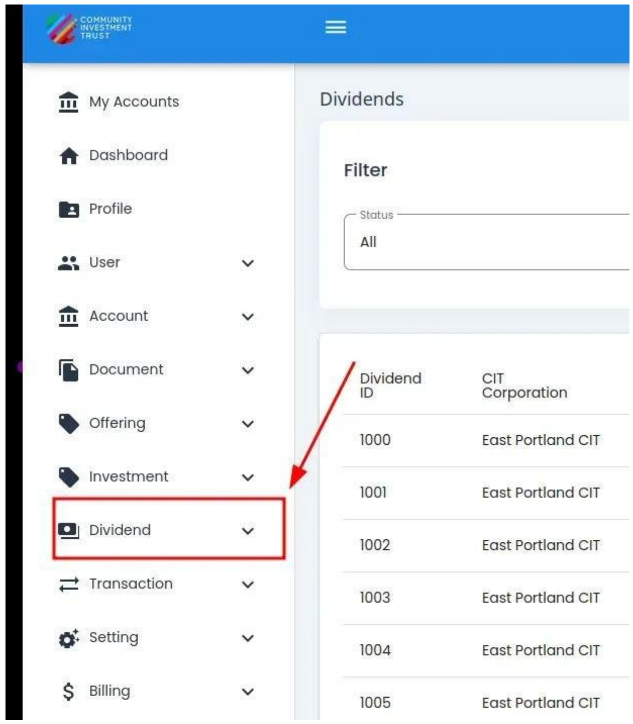


Fig. 74: Investment Category, Primary Sidenav Location

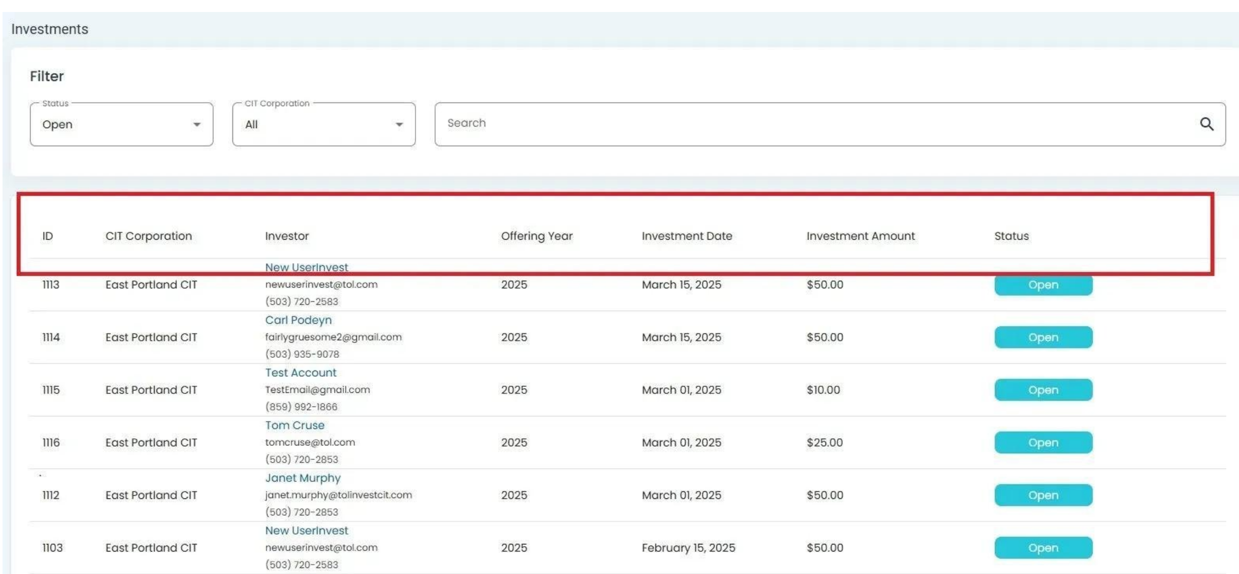


Fig. 75: Investment, Investments List Table

Using Investments Filters

The filter section at the top of the table allows you to search and filter investments by various criteria.

Filter by Status

To Filter by Status:

1. Locate the filter section at the top of the table.

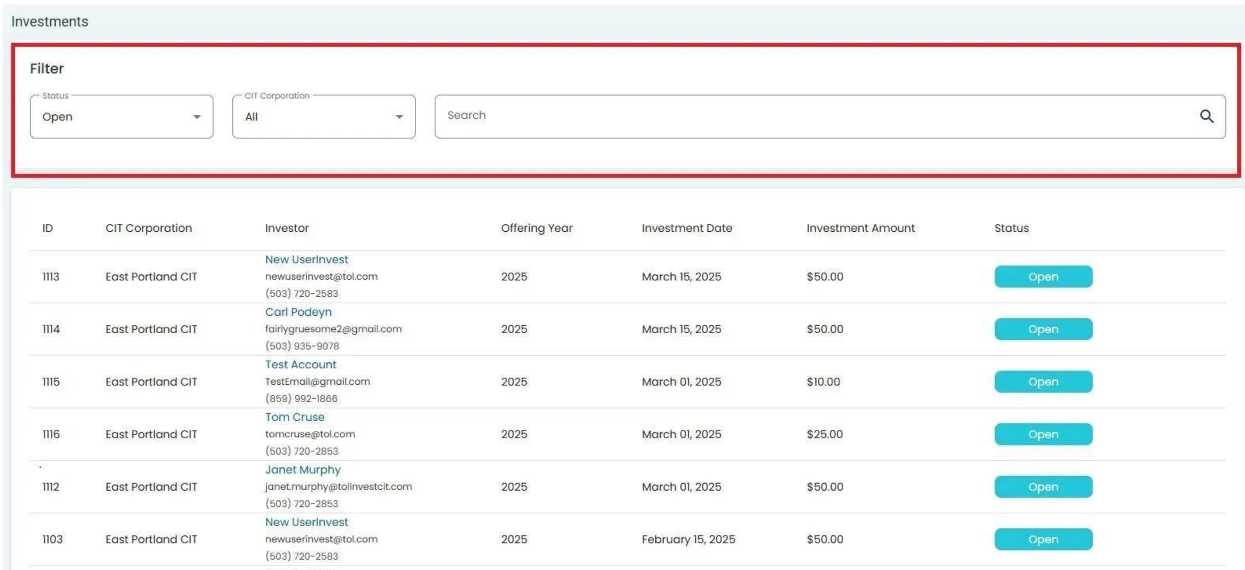


Fig. 76: Investments Table Filter Section Highlighted

2. Click on the **Status** dropdown to filter by status.

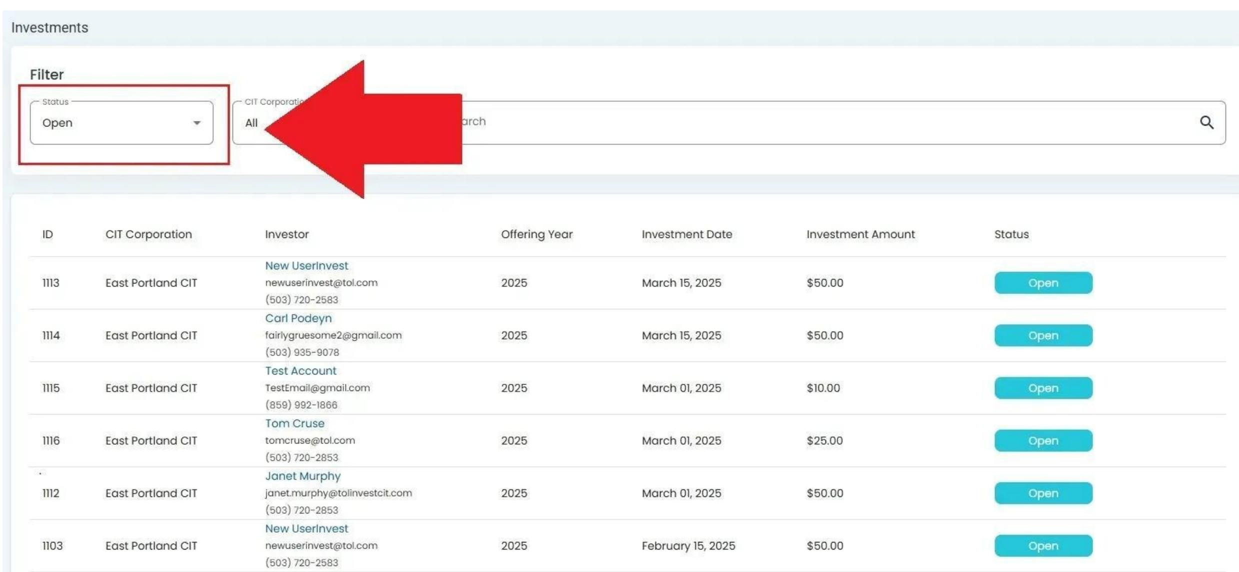


Fig. 77: Investments Status Dropdown Location

3. The status dropdown will expand, showing available status options:

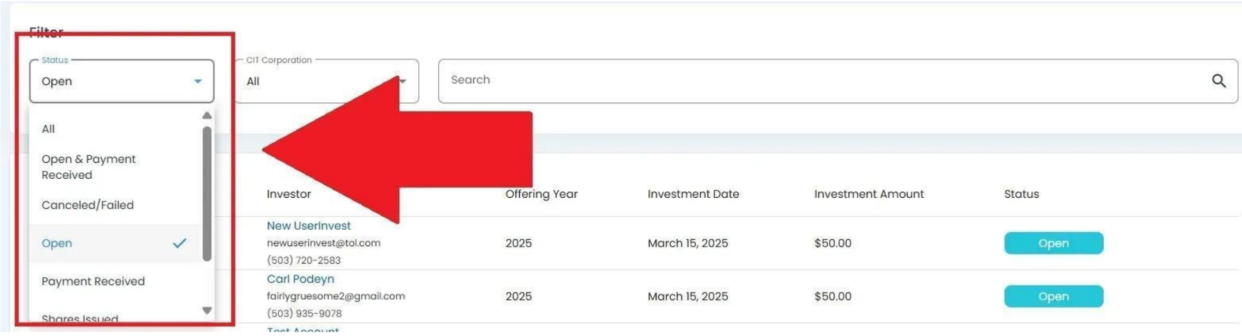


Fig. 78: Investments Status Dropdown Expanded

Filter by Organization

To Filter by CIT Corporation:

1. Select the **CIT Corporation** dropdown.

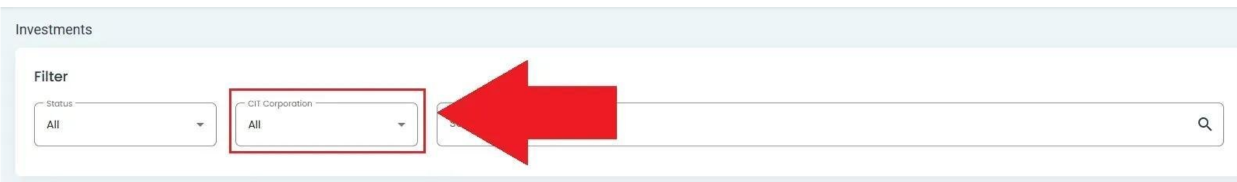


Fig. 79: CIT Corporation Dropdown Location

2. The dropdown will expand, showing available organization options:

Fig. 80: CIT Corporation Dropdown Expanded

Apply Filters

To Apply Your Selected Filters:

1. After selecting your filter criteria, click the search icon to apply filters.
2. Your filtered results will appear in the table:

Viewing Investment Details

To view detailed information about a specific investment:

1. Locate the investment record in the table.
2. Click on the **Investor Name** to view investor details.

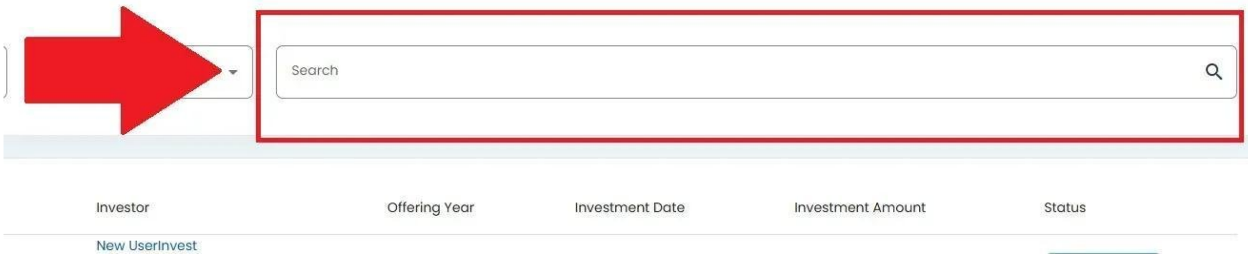


Fig. 81: Search Icon Location

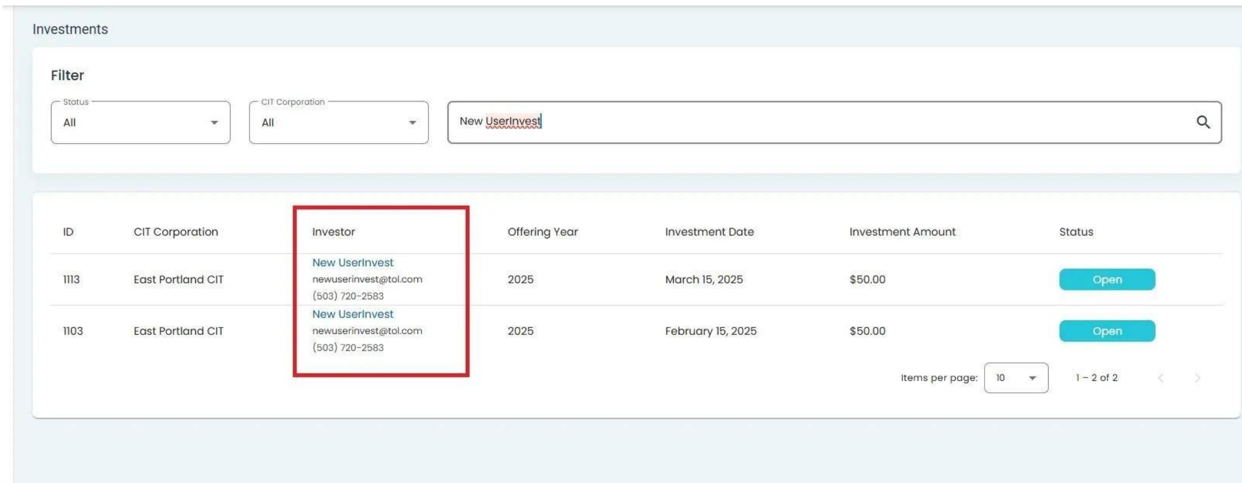


Fig. 82: Search Results

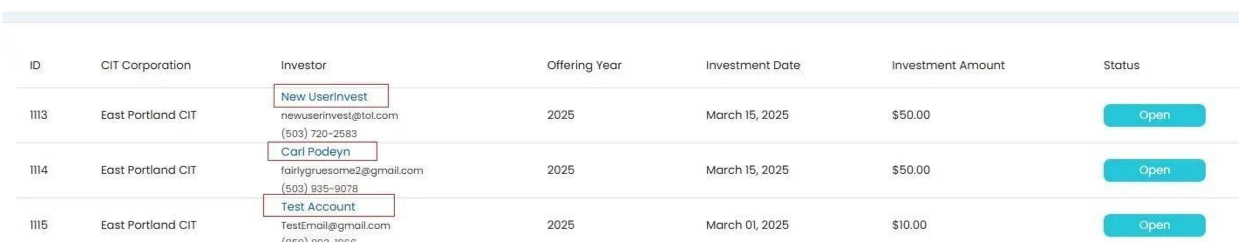


Fig. 83: Investor Name Click Location

> **Note**
>
> Clicking on an investor's name will navigate you to their detailed investor profile page.

Investor Summary

The **Investor Summary** section provides a comprehensive overview of investor information and statistics.

Table of Contents

- *Overview*

- *Accessing Investor Summary*
- *Summary Information*

Overview

The **Investor Summary** displays aggregated data about investors across the system, providing key metrics and insights.

Accessing Investor Summary

To Access the Investor Summary:

1. Navigate to the ▷ **Investment** category in the **Primary Sidenavigation**.
2. Select **Investor Summary** from the dropdown menu.

Summary Information

The **Investor Summary** includes the following information:

- Total number of investors
- Investment distribution by status
- Key performance metrics
- Summary statistics by CIT Corporation

Note

The Investor Summary provides a highlevel view of all investor data. For detailed individual investor information, use the *Investments* section.

Monthly/Quarterly Reports

The **Monthly/Quarterly Reports** section provides periodic investment reports and analytics.

Table of Contents

- *Overview*
- *Report Types*
  - *Monthly Reports*
  - *Quarterly Reports*
- *Generating Reports*
- *Report Features*

Overview

The **Monthly/Quarterly Reports** section allows you to generate and view investment reports on a monthly or quarterly basis.

Report Types

Monthly Reports

Monthly reports provide detailed investment activity for a specific month, including:

- New investments
- Investment status changes
- Monthly performance metrics
- Transaction summaries

Quarterly Reports

Quarterly reports offer broader insights over threemonth periods:

- Quarterly investment trends
- Performance comparisons
- Investment distribution analysis
- Yearoveryear comparisons

Generating Reports

To Generate a Report:

1. Navigate to the ▷ **Investment** category in the **Primary Sidenavigation**.
2. Select **Monthly/Quarterly** from the dropdown menu.
3. Choose your report type:
   - **Monthly Report**
   - **Quarterly Report**
4. Select the time period for your report.
5. Click Generate Report to create the report.

Tip

Reports can be exported in multiple formats including PDF, Excel, and CSV for further analysis.

Report Features

- **Customizable date ranges** Select specific periods for analysis
- **Export options** Download reports in various formats
- **Interactive charts** Visual representation of investment data

- **Detailed breakdowns** Drill down into specific metrics

> **Note**
>
> Historical reports are archived and can be accessed at any time. Report generation may take a few moments for large date ranges.

I.10 Dividend

The following **Sections** are included in the ▷ **Dividend** category:

- *Dividends*
- *Cash Payouts*

Dividends

The **Dividends** section provides tools to manage and track dividend distributions across all CIT Corporations.

Table of Contents

- *Overview*
- *Dividends Homepage Location*
- *Dividends List Table*
  - *Table Columns*
- *Key Features*

Overview

The **Dividends** section displays all dividend distributions and provides comprehensive filtering and management capabilities.

Dividends Homepage Location

To Find the Dividends List Homepage:

1. Locate the primary sidenavigation to the left of the page.

   Don't see the sidenav?

   See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **Dividend** category.
3. Select **Dividends** from the dropdown.

Dividends List Table

The **Dividends List** table is what first appears on the homepage of the **Dividends** section.

Table Columns

The **Dividends List** table contains the following columns:

- **Dividend** The dividend identifier or name
- **CIT Corporation** The corporation associated with the dividend
- **Payable** The date when the dividend is payable
- **Record Date** The date of record for the dividend
- **Price Per Share** The amount paid per share
- **Total Shares** The total number of shares eligible for the dividend

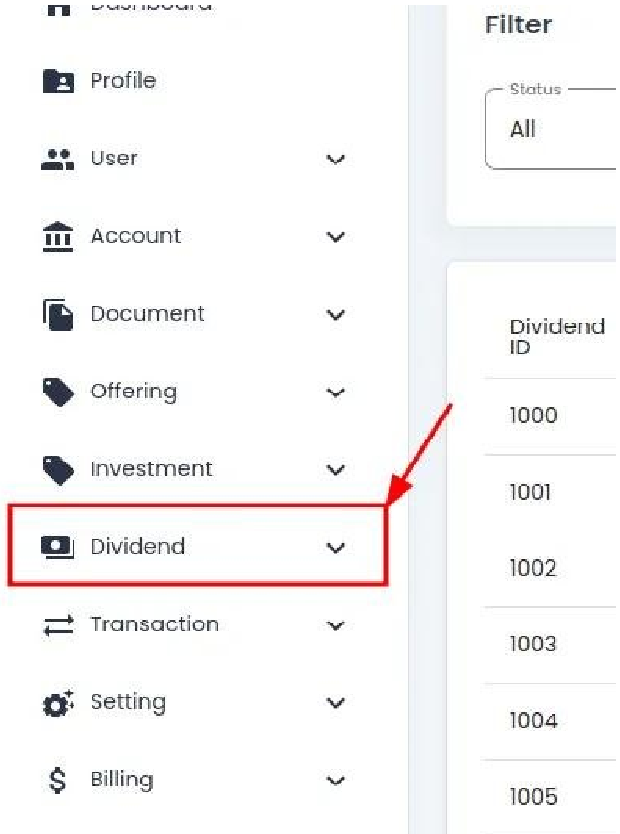


Fig. 84: Dividend Category, Primary Sidenav, Dropdown Location

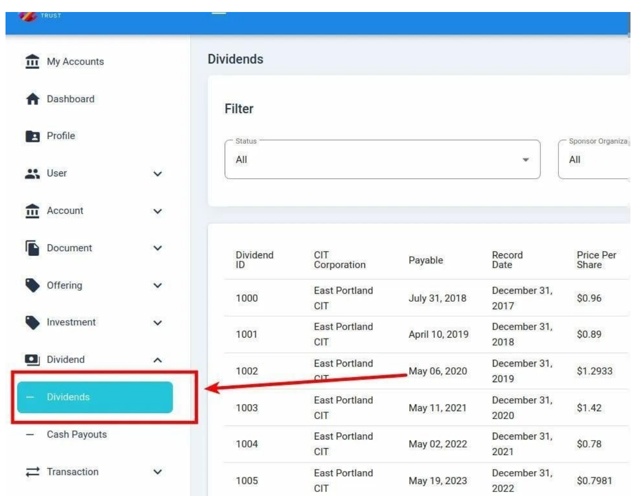


Fig. 85: Dividend, Dividends Homepage, Primary Sidenav Location

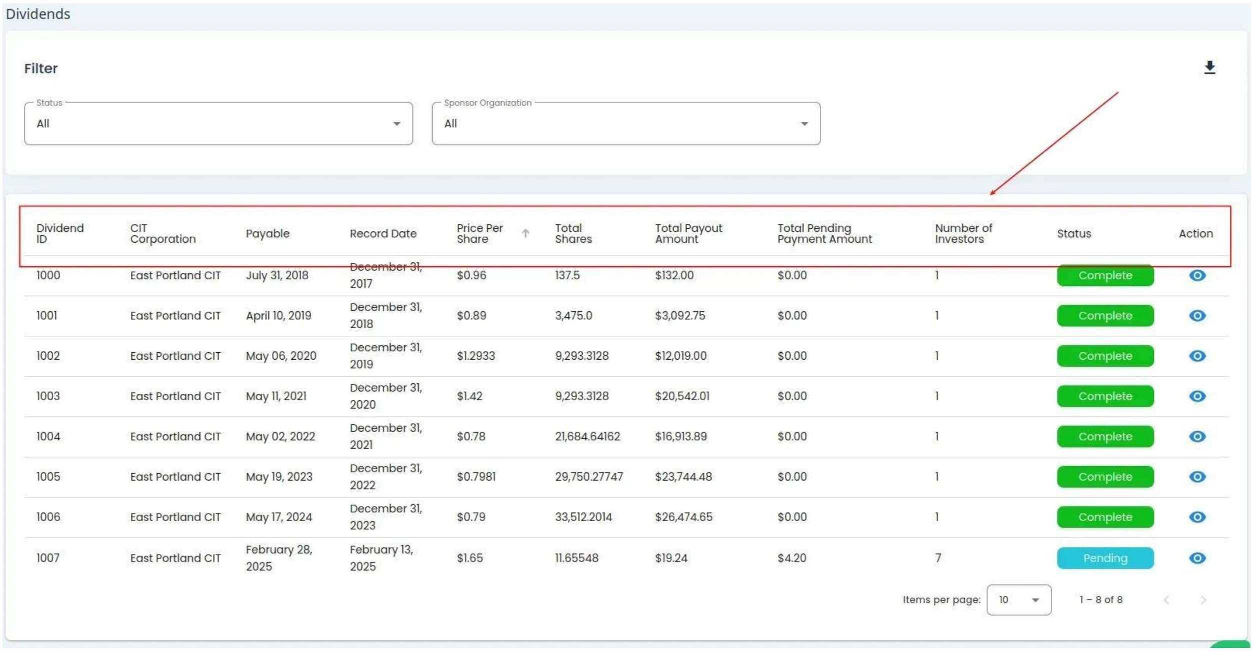


Fig. 86: Dividends Homepage

- **Total Payout Amount** The total amount to be paid for all shares
- **Total Pending Payment Amount** The amount still pending payment
- **Number of Investors** The number of investors receiving the dividend
- **Status** The current status of the dividend
- **Action** Available actions for the dividend

Key Features

- *Filter dividends by multiple criteria*
- View detailed dividend information
- Track payment status
- Monitor distribution progress

Using Dividend Filters

The **Dividend Filters** allow you to search and filter dividend records by various criteria.

Table of Contents

- *Overview*
- *Filter by Status*
  - *Available Status Options*
- *Filter by Sponsor Organization*
- *Filter by CIT Corporation*
- *Applying Filters*
  - *Clearing Filters*
  - *Filter Combinations*

Overview

The filter section appears at the top of the **Dividends List** table and provides multiple filtering options.

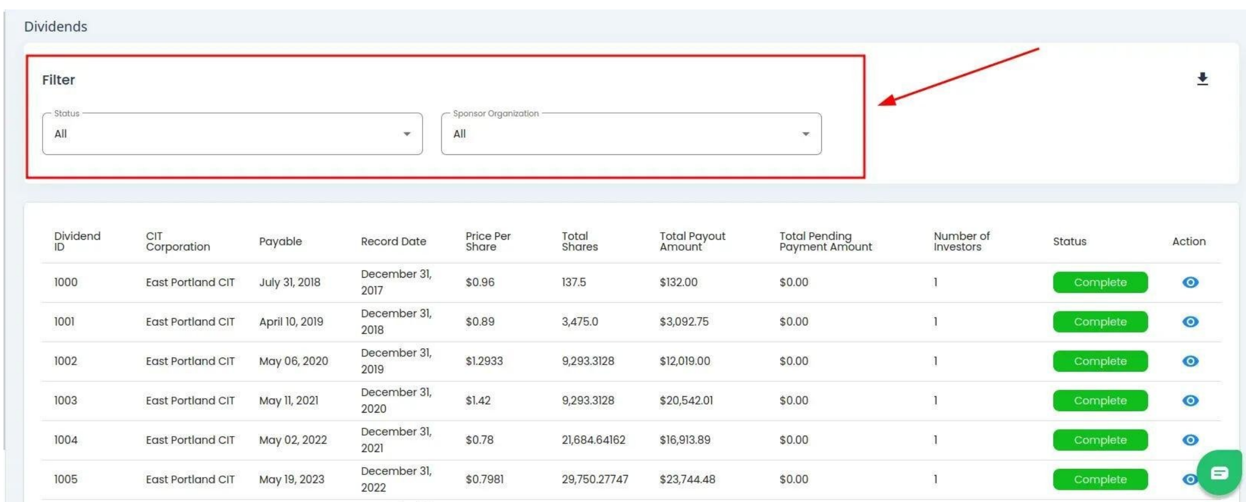


Fig. 87: Dividends Table Filter Section

Filter by Status

To Filter by Status:

1. Find and Click on the **Status** dropdown located above the table.
2. Select the status you want to filter by from the dropdown.

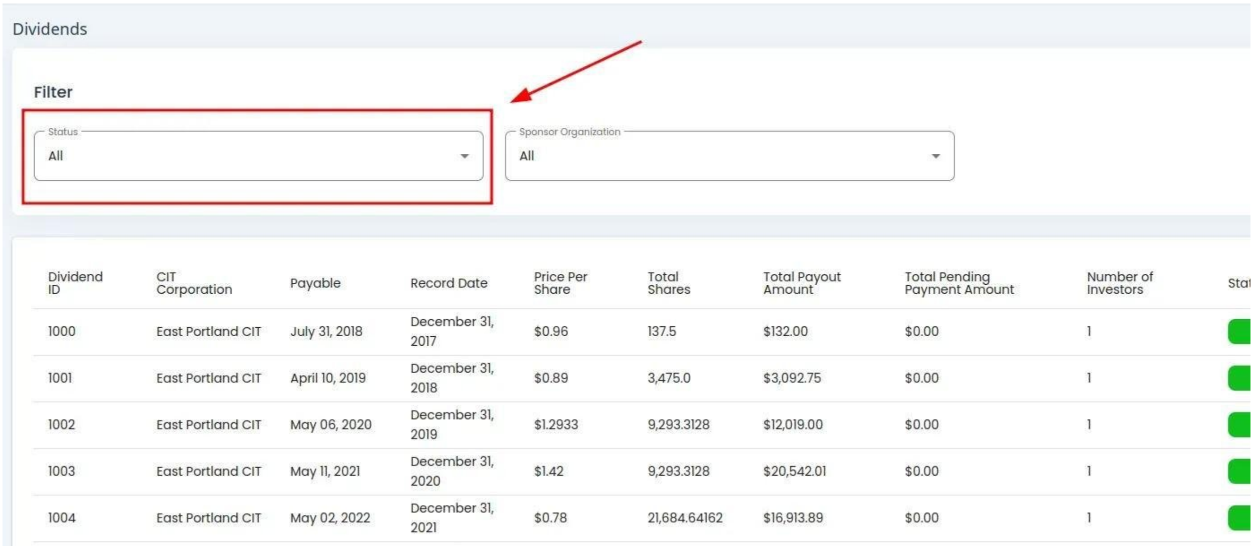


Fig. 88: Dividends, Status Dropdown Location

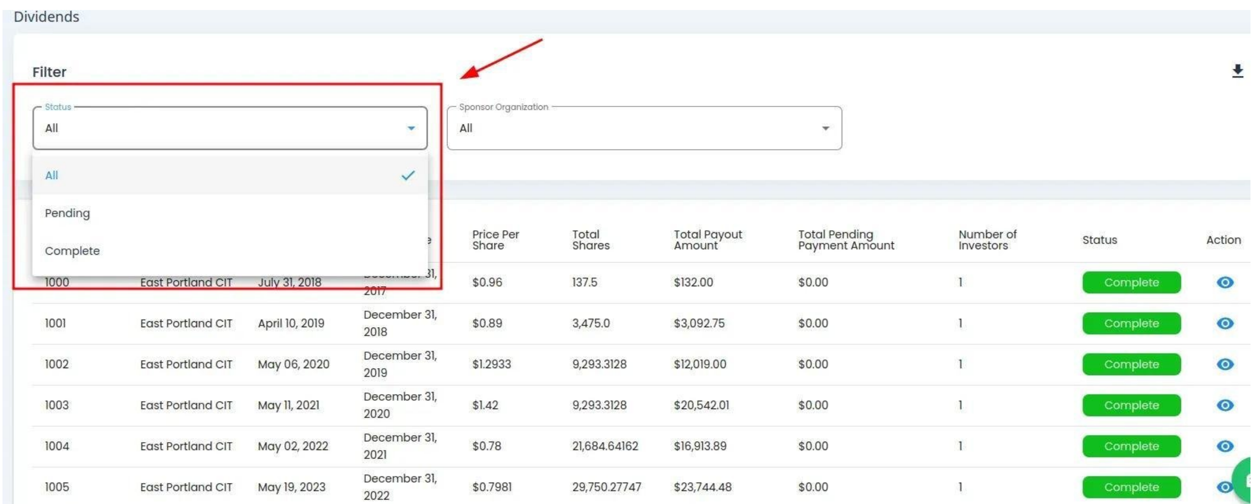


Fig. 89: Dividends, Status Dropdown Expanded

Available Status Options

- Complete Dividends that have been fully distributed
- Pending Dividends awaiting distribution
- In Process Dividends currently being processed

Filter by Sponsor Organization

To Filter by Sponsor Organization:

1. Find and Click on the **Sponsor Organization** dropdown.
2. Select the sponsor organization you want to filter by.

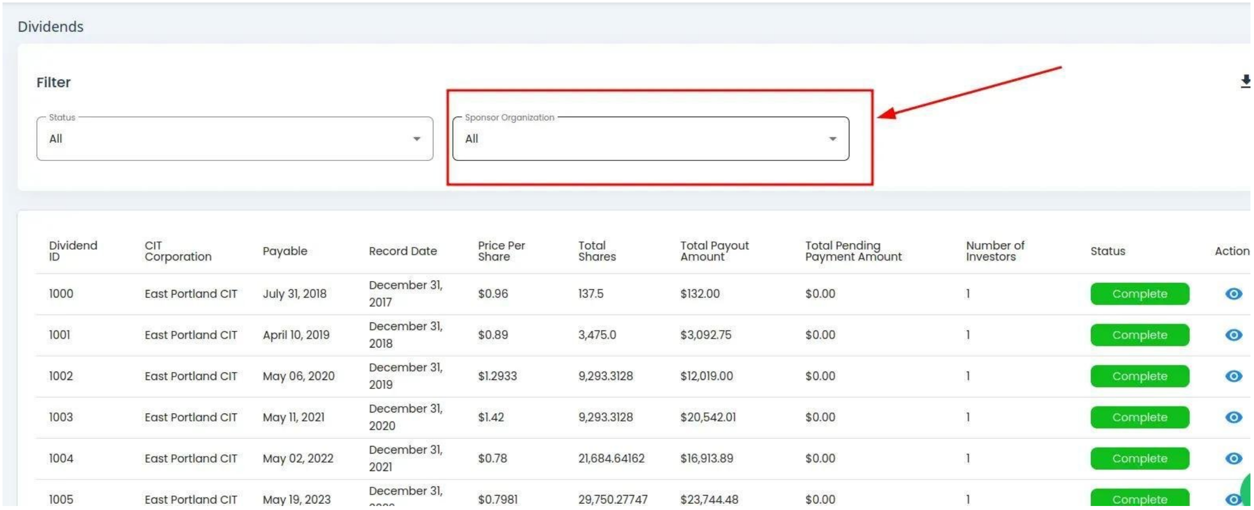


Fig. 90: Sponsor Organization Dropdown Location

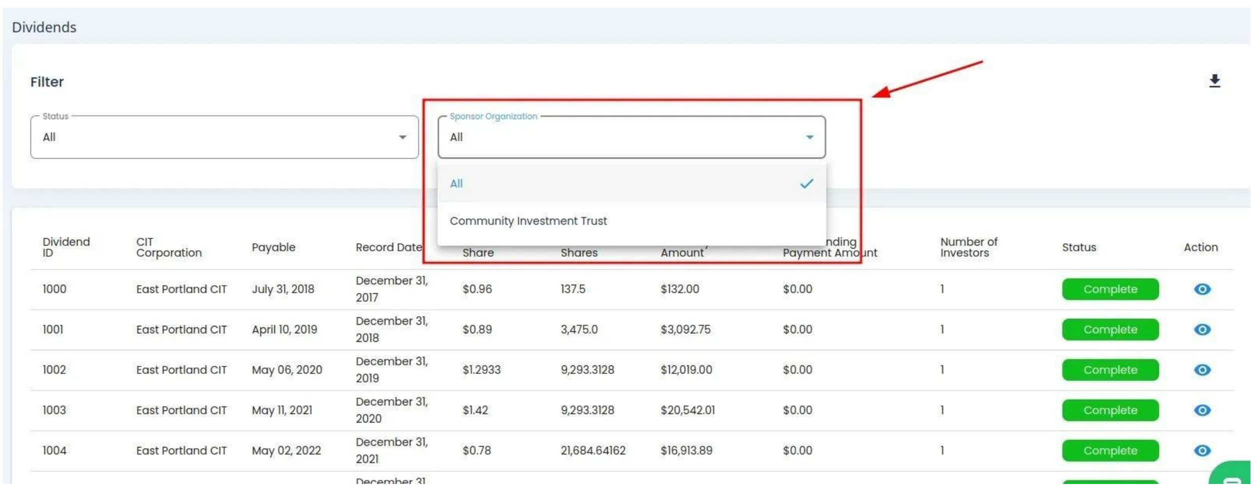


Fig. 91: Sponsor Organization Dropdown Expanded

Filter by CIT Corporation

> **CIT Corporation Filter Availability**
>
> The option to filter by **CIT Corporation** is only available **after** a **Sponsor Organization** is selected.

To Filter by CIT Corporation:

1. First select a **Sponsor Organization** (see above).
2. Find and Click on the **CIT Corporation** dropdown.
3. Select the CIT Corporation you want to filter by.

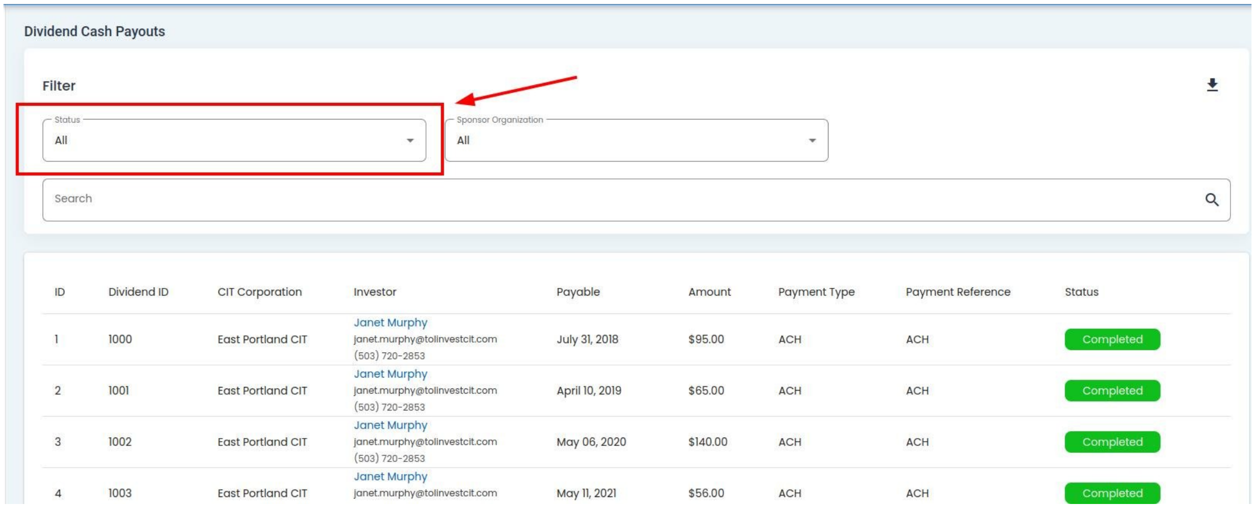


Fig. 92: CIT Corporation Dropdown Location

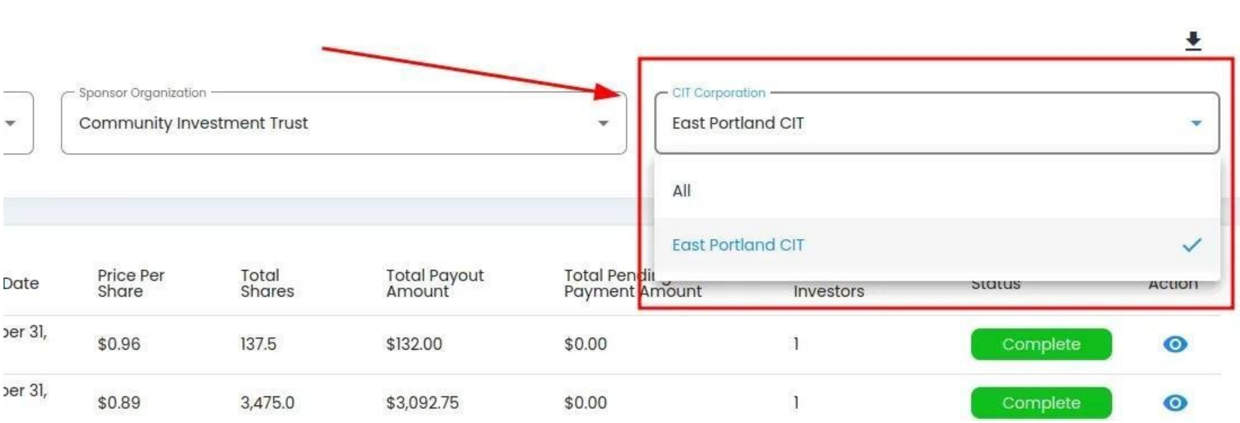


Fig. 93: CIT Corporation Dropdown Expanded

Applying Filters

Automatic Filtering

The table automatically updates as you select filter options. There's no need to click a separate "Apply" button.

Clearing Filters

To clear all filters and view all dividends:

1. Click the `Clear Filters` button (if available).
2. Or manually reset each dropdown to "All" or the default option.

Filter Combinations

You can combine multiple filters to narrow down your results:

- Select a specific status AND sponsor organization
- Filter by sponsor organization AND CIT Corporation
- Apply all three filters simultaneously for the most specific results

Viewing Dividend Details

Learn how to access and review detailed information about individual dividend distributions.

Accessing Dividend Details

To View Dividend Details:

1. Locate the dividend record in the **Dividends List** table.
2. Find the **Action** column for the dividend.
3. Click the *View More* icon to access detailed information.

Dividend Detail Information

The dividend details page provides comprehensive information including:

Distribution Information

- Dividend identifier
- Declaration date
- Record date
- Payable date
- Price per share
- Total shares eligible

Financial Summary

- Total payout amount
- Total pending payments
- Completed payments
- Payment status breakdown

Investor Information

- Number of eligible investors
- List of investor recipients
- Individual payment amounts
- Payment status by investor

Available Actions

From the dividend details page, you can:

- Export dividend data to Excel or PDF
- View individual investor payment details
- Track payment progress
- Generate distribution reports

Note

Some actions may require specific permissions. Contact your administrator if you need access to certain features.

Cash Payouts

The **Cash Payouts** section provides tools to manage and track cash distributions to investors.

Table of Contents

- *Overview*
- *Cash Payouts Homepage Location*
- *Cash Payouts List Table*
  - *Table Columns*
- *Key Features*

Overview

The **Cash Payouts** section displays all cash distributions and provides comprehensive tracking and management capabilities.

Cash Payouts Homepage Location

To Find the Cash Payouts List Homepage:

1. Locate the primary sidenav to the left of the page.

   Don't see the sidenav?

   See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **Dividend** category.
3. Select **Cash Payouts** from the dropdown.

Cash Payouts List Table

The **Cash Payouts List** table displays all cash payout records.

Table Columns

The **Cash Payouts List** contains the following columns:

- **Cash Payout** The cash payout identifier or name
- **Investor** The investor receiving the payout
- **Organization** The organization associated with the cash payout
- **Payable Date** The date when the cash payout is payable
- **Amount** The total amount of the cash payout
- **Status** The current status of the cash payout

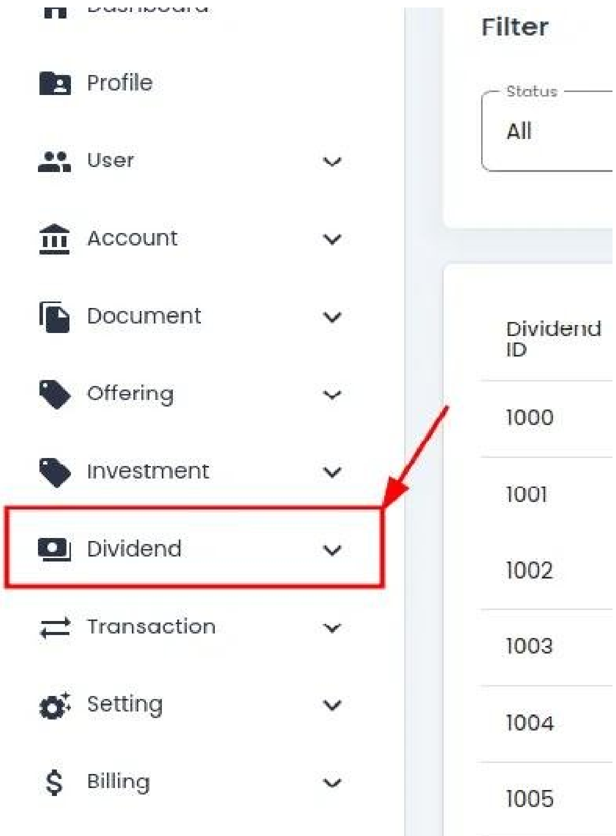


Fig. 94: Dividend Category, Primary Sidenav, Dropdown Location

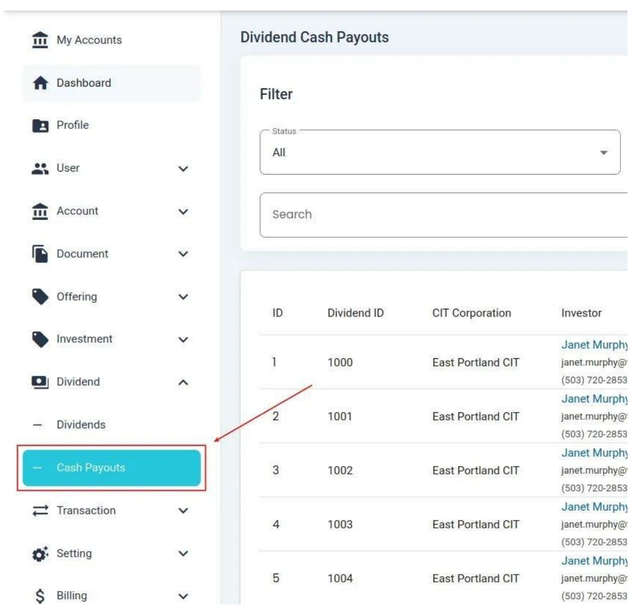


Fig. 95: Cash Payouts Homepage Location

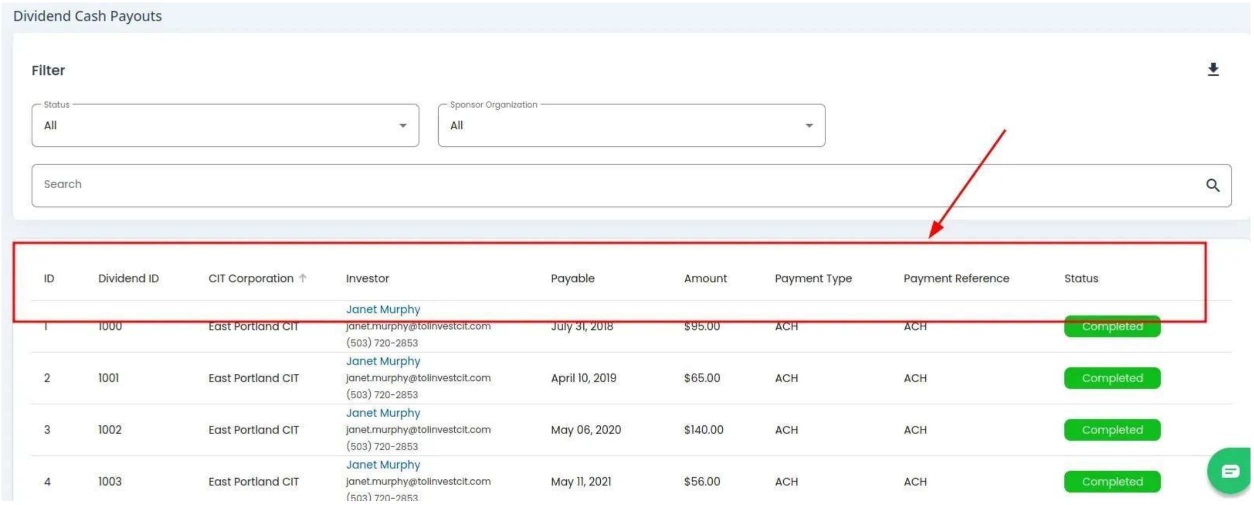


Fig. 96: Cash Payouts List Table

- **Action** Available actions for the cash payout

Key Features

- *Filter cash payouts by multiple criteria*
- *View investor details from payouts*
- Track payment status
- Search for specific investor payouts

Using Cash Payouts Filters

The **Cash Payouts Filters** allow you to search and filter cash payout records by various criteria.

Table of Contents

- *Overview*
- *Filter by Status*
  - *Available Status Options*
- *Filter by Sponsor Organization*
- *Search for Specific Payouts*
  - *Search Tips*
- *Applying Filters*
  - *Filter Combinations*
  - *Clearing Filters*

Overview

The filter section appears at the top of the **Cash Payouts List** table and provides multiple filtering options.

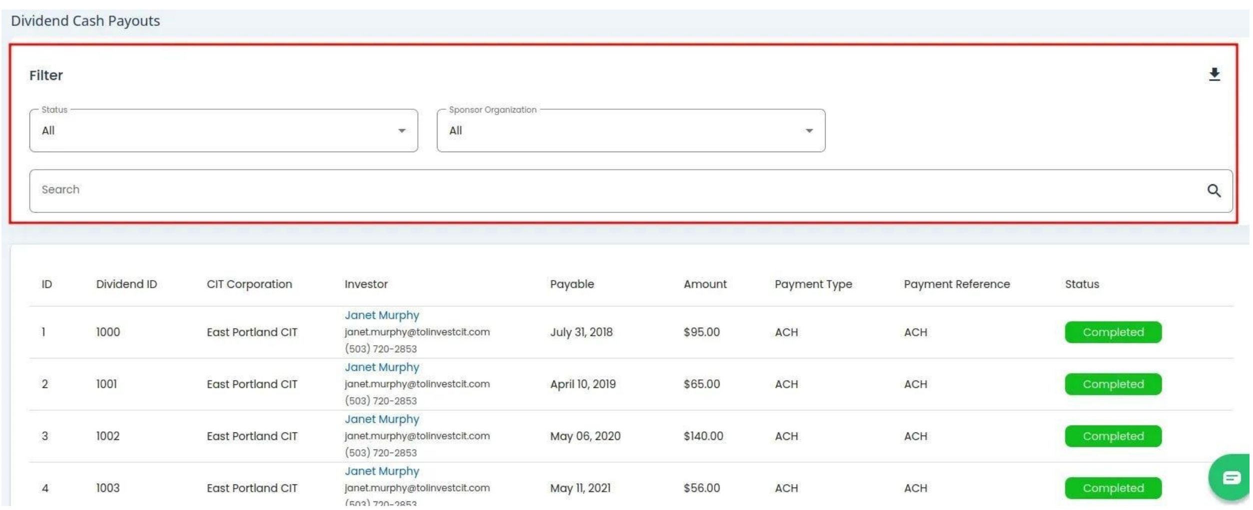


Fig. 97: Cash Payouts Filter Section

Filter by Status

To Filter by Status:

1. Find and Click on the **Status** dropdown, located above the table.
2. Select the status you want to filter by from the dropdown.

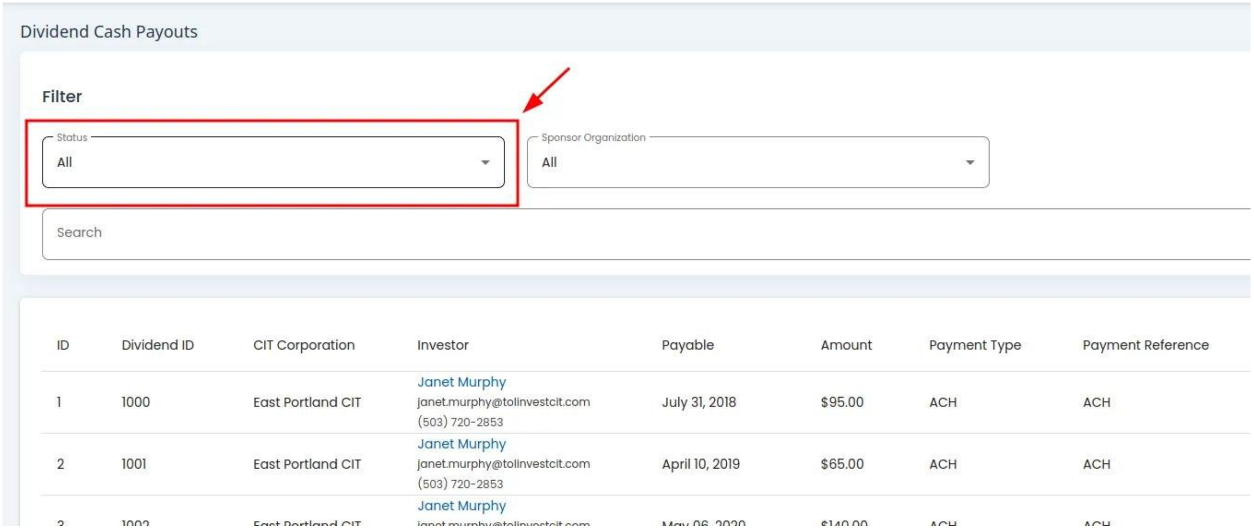


Fig. 98: Cash Payouts, Status Dropdown Location

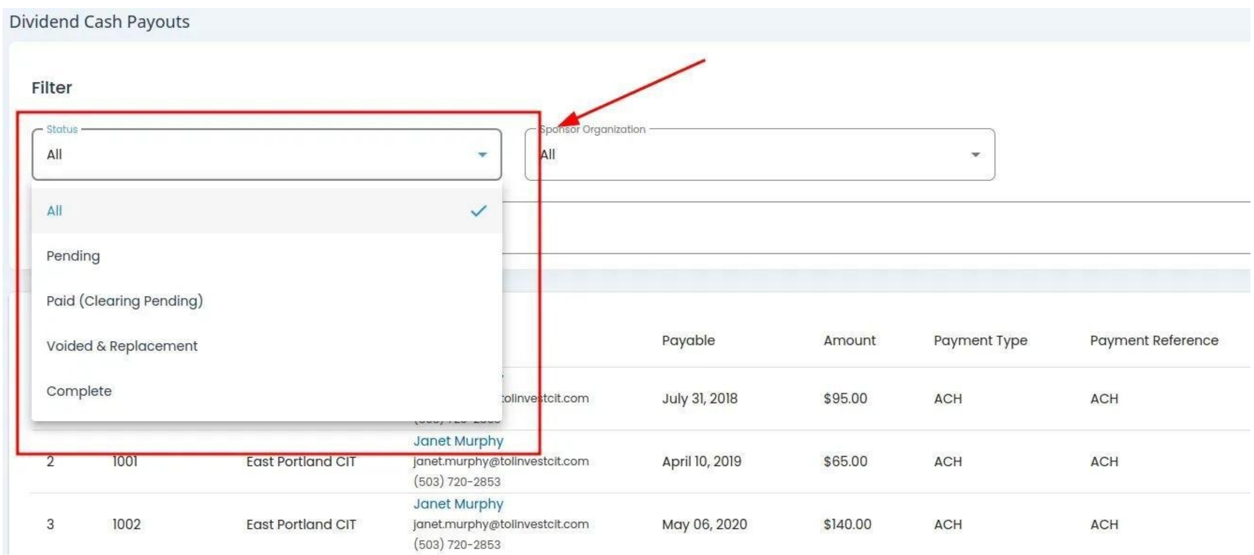


Fig. 99: Cash Payouts, Status Dropdown Expanded

Available Status Options

- Complete Payouts that have been fully distributed
- Pending Payouts awaiting distribution
- In Process Payouts currently being processed

Filter by Sponsor Organization

To Filter by Sponsor Organization:

1. Find and Click on the **Sponsor Organization** dropdown.
2. Select the sponsor organization you want to filter by.

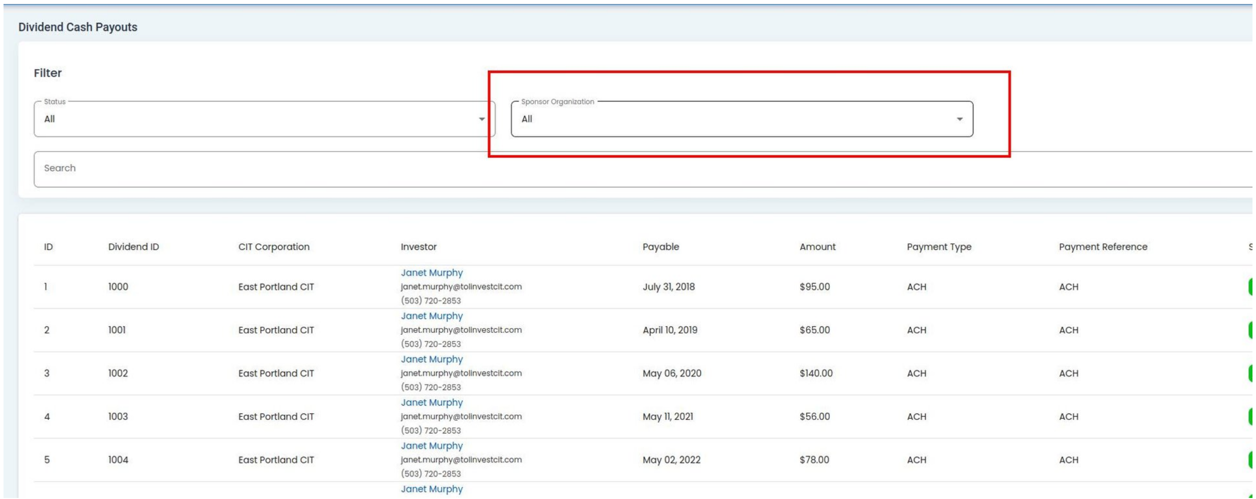


Fig. 100: Cash Payouts, Sponsor Organization Dropdown Location

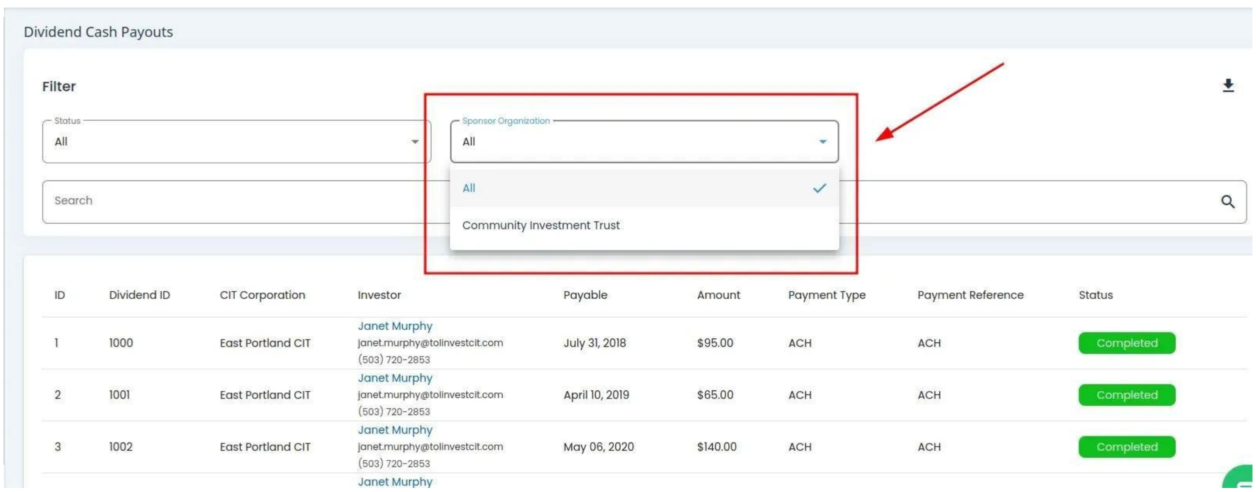


Fig. 101: Cash Payouts, Sponsor Organization Dropdown Expanded

Search for Specific Payouts

To Search for Cash Payout Information:

1. Find and Click on the **Search** field.
2. Type the name of the investor you want to find.

Search Tips

- Search by investor name for quick results
- Use partial names for broader searches
- Search is caseinsensitive

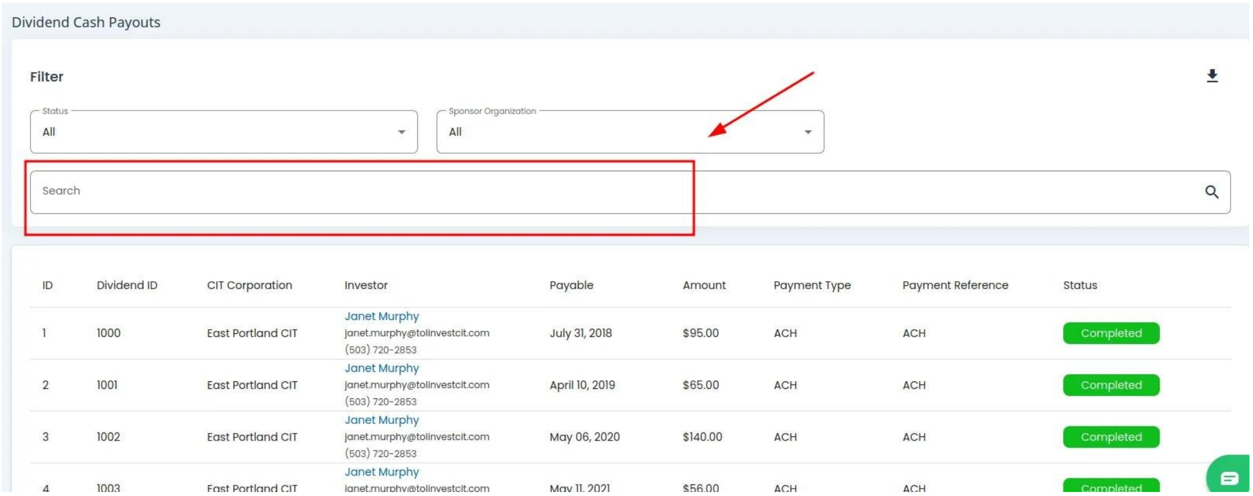


Fig. 102: Cash Payouts, Search Bar Location

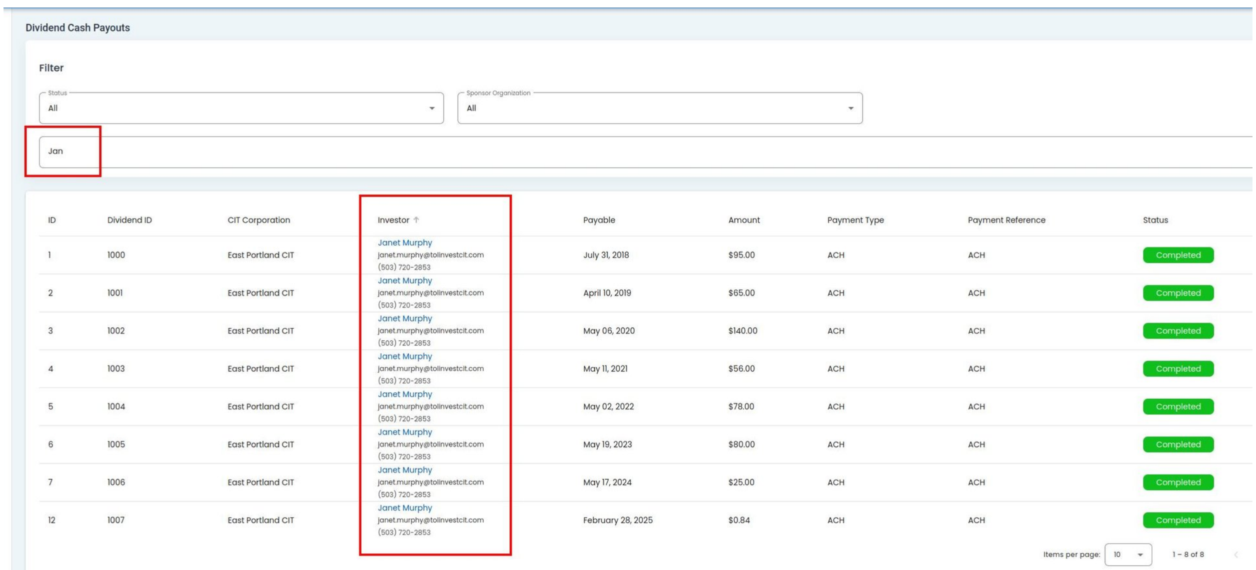


Fig. 103: Cash Payouts, Search Bar Example

Applying Filters

Automatic Filtering

The table automatically updates as you select filter options. There's no need to click a separate "Apply" button.

Filter Combinations

You can combine multiple filters for more specific results:

- Filter by status AND sponsor organization
- Search for an investor within a specific organization
- Apply all filters simultaneously for the most targeted results

Clearing Filters

To clear all filters and view all cash payouts:

1. Click the `Clear Filters` button (if available)
2. Or manually reset each dropdown to "All" or the default option
3. Clear the search field

Viewing Investor Details from Cash Payouts

Learn how to access investor information directly from the Cash Payouts table.

Table of Contents

- *Overview*
- *Accessing Investor Details*
- *Alternative Methods*
  - *View More Details*
- *Information Available*
  - *Investor Profile*
  - *Payment History*
  - *Related Investments*

Overview

The **Cash Payouts List** table allows you to quickly navigate to detailed investor information by clicking on investor names.

Accessing Investor Details

To View Details About an Investor:

1. Find the **Investor** column in the **Cash Payouts List** table.

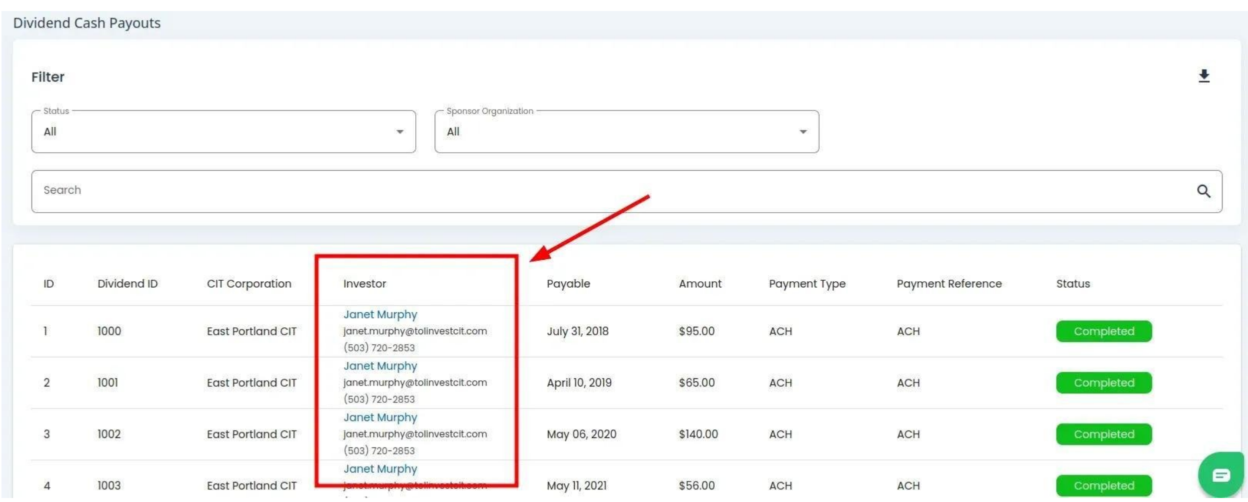


Fig. 104: Cash Payouts, Investor Column Location

2. Click on the investor name you wish to view details for.

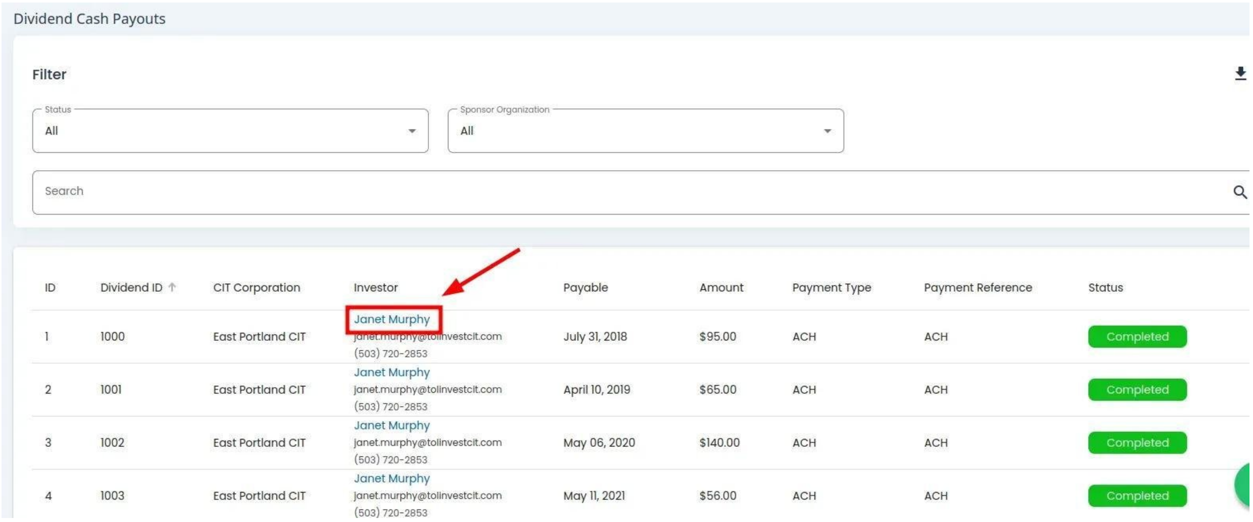


Fig. 105: Cash Payouts, Investor Select Example

Navigation

Clicking an investor's name will navigate you to their detailed investor profile page where you can view:

- Complete investor information
- Investment history
- Payment records
- Contact details

Alternative Methods

View More Details

You can also access detailed payout information by:

1. Locating the `Action` column for the payout record.
2. Clicking the *View More* icon.

Information Available

When viewing investor details from cash payouts, you can access:

Investor Profile

- Personal or corporate information
- Contact details
- Account status
- Investment preferences

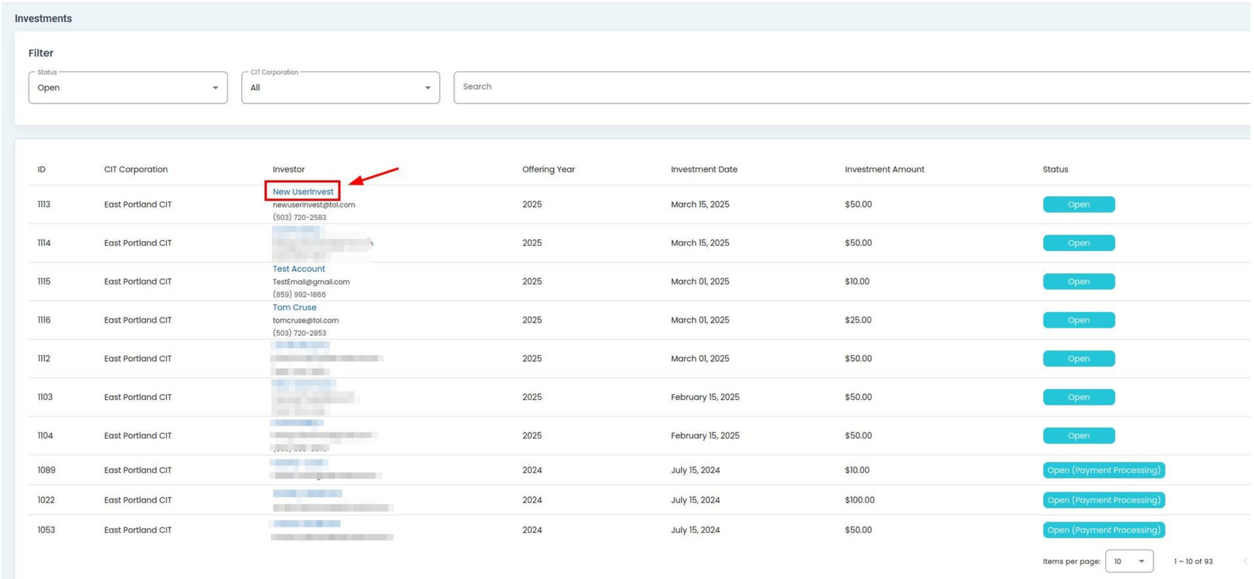


Fig. 106: Cash Payouts, Action Click

Payment History

- All cash payouts received
- Payment dates and amounts
- Payment methods
- Transaction status

Related Investments

- Active investments
- Investment performance
- Dividend eligibility
- Holdings summary

Tip

Use the browser's back button to quickly return to the Cash Payouts list after viewing investor details.

I.11 Transaction

The following **Sections** can be found in the ▷ **Transaction** category:

- *Directives*
- *Complete Transactions*

Directives

The **Directives** section provides tools for managing transaction directives within the system.

- *Directives Homepage Location*
- *Directives List Table Overview*
- *Filtering the Directives List*

Directives Homepage Location

To Find the Directives List Homepage:

1. Locate the primary sidenav to the left of the page.

   Don't see the sidenav?

   See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **Transaction** category.
3. Select **Directives** from the dropdown.

Directives List Table Overview

The **Directives List** table has the following **Columns**:

- **Transaction ID**: The unique identifier for the transaction
- **CIT Corporation**: The corporation associated with the transaction
- **Effective Date**: The date when the transaction becomes effective
- **Total Investment Amount**: The total amount invested in the transaction
- **Total Shares**: The total number of shares involved in the transaction
- **Number Of Investments**: The count of individual investments in the transaction
- **Submitted On**: The date when the transaction was submitted
- **Submitted By**: The user who submitted the transaction
- **Status**: The current status of the transaction (e.g., Pending, Rejected/Canceled, Complete)
- **Action**: Available actions for the transaction (view details)

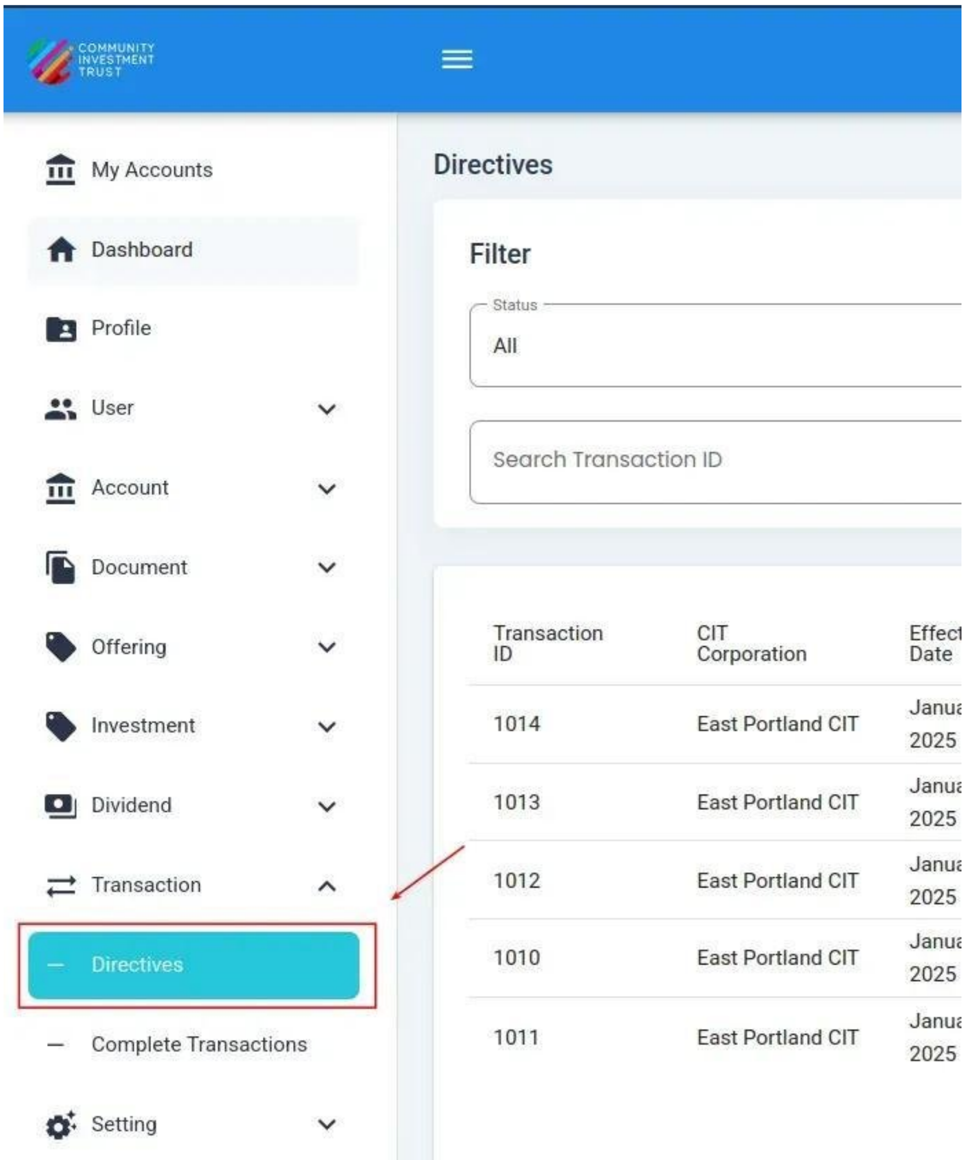


Fig. 107: Directives Homepage

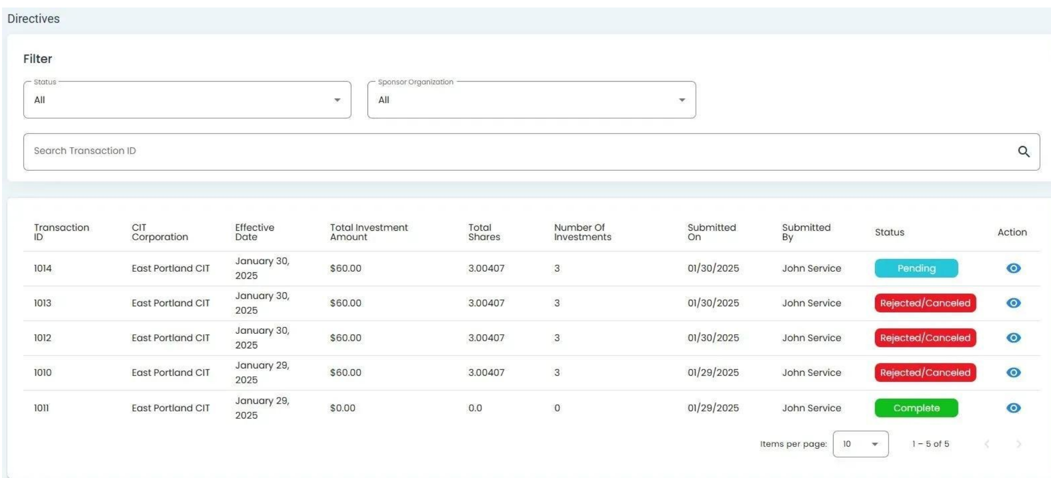


Fig. 108: Directives List Table showing transaction directives with status indicators

Filtering the Directives List

The **Directives List** can be filtered using either of the following options:

- *Status*
- *Sponsor Organization*

Filtering Directives

Learn how to filter transaction directives using various criteria to find specific records quickly.

Table of Contents

- *Filter Section Overview*
- *Filter by Status*
  - *Available Status Options*
- *Filter by Sponsor Organization*
- *Search for Specific Directives*
  - *Using Wildcard Searches*
- *Combining Filters*

Filter Section Overview

The filter section appears at the top of the **Directives List** table and provides multiple filtering options.

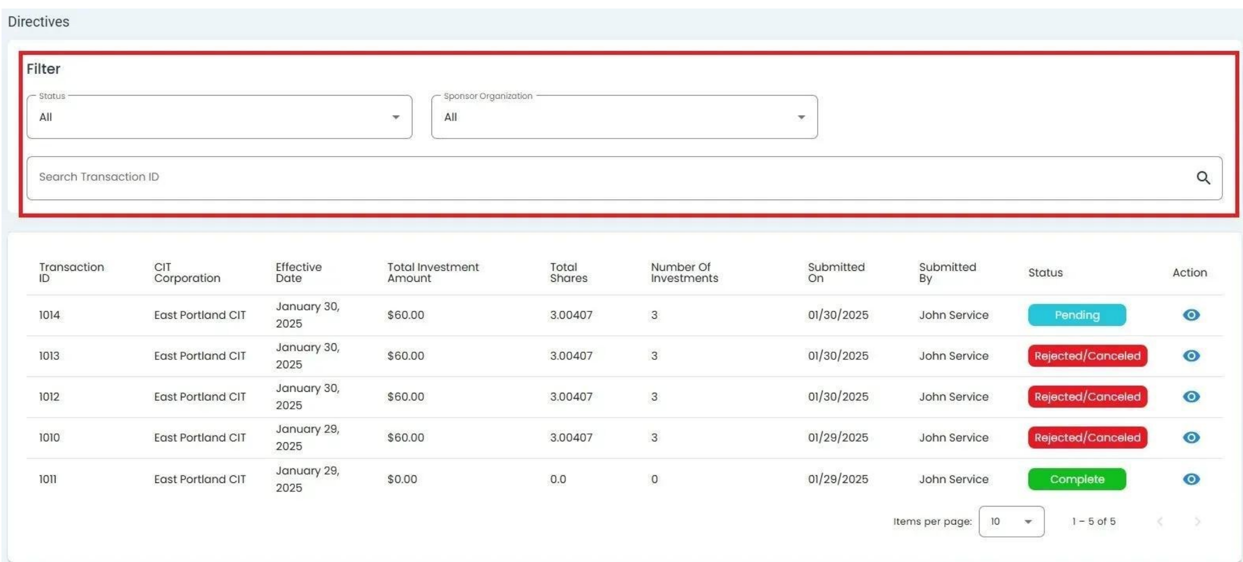


Fig. 109: Directives Table Filter Section with Status and Sponsor Organization filters

The filter section includes:

- **Status** dropdown filter
- **Sponsor Organization** dropdown filter
- Search bar for Transaction IDs

Filter by Status

To Filter by Transaction Status:

1. Find and Click on the **Status** dropdown.

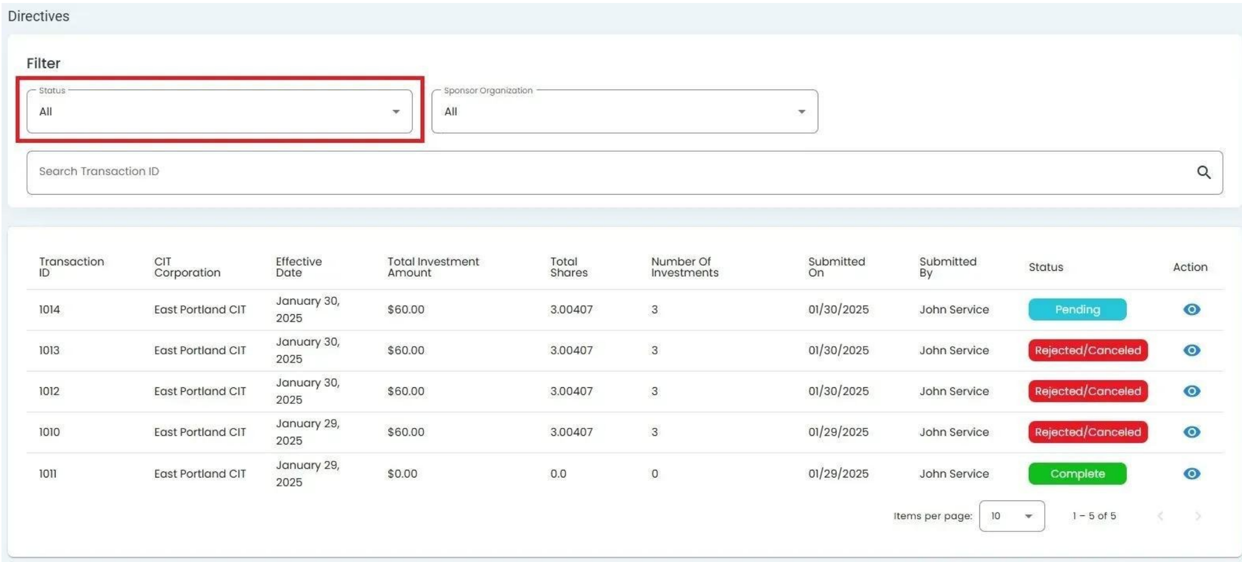


Fig. 110: Status Dropdown Location

2. Select from the available status options:

Available Status Options

- **All** View all directives regardless of status
- Pending Directives awaiting processing
- Complete Successfully processed directives
- Reference to Rejected/Canceled item Rejected/Canceled Directives that were rejected or canceled

Filter by Sponsor Organization

To Filter by Sponsor Organization:

1. Find and Click on the **Sponsor Organization** dropdown.
2. Select from the available organization options:

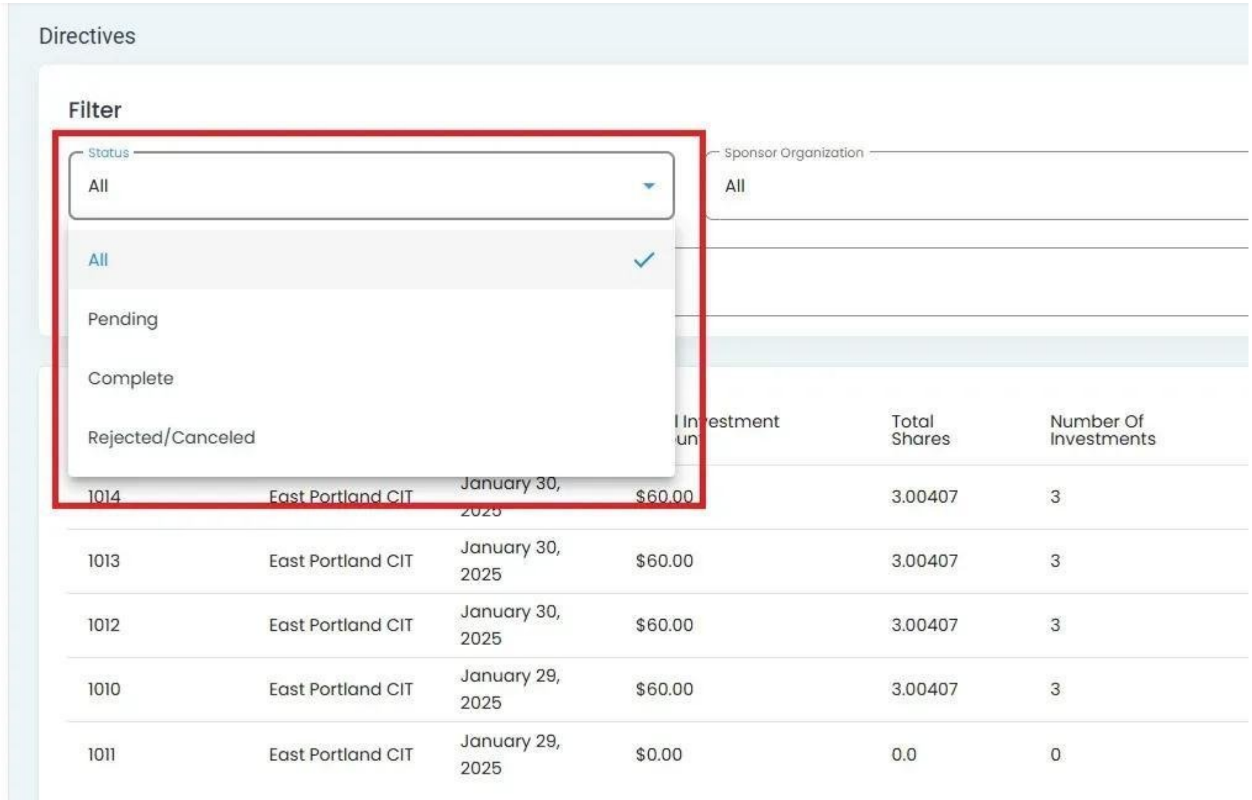


Fig. 111: Status Dropdown Expanded

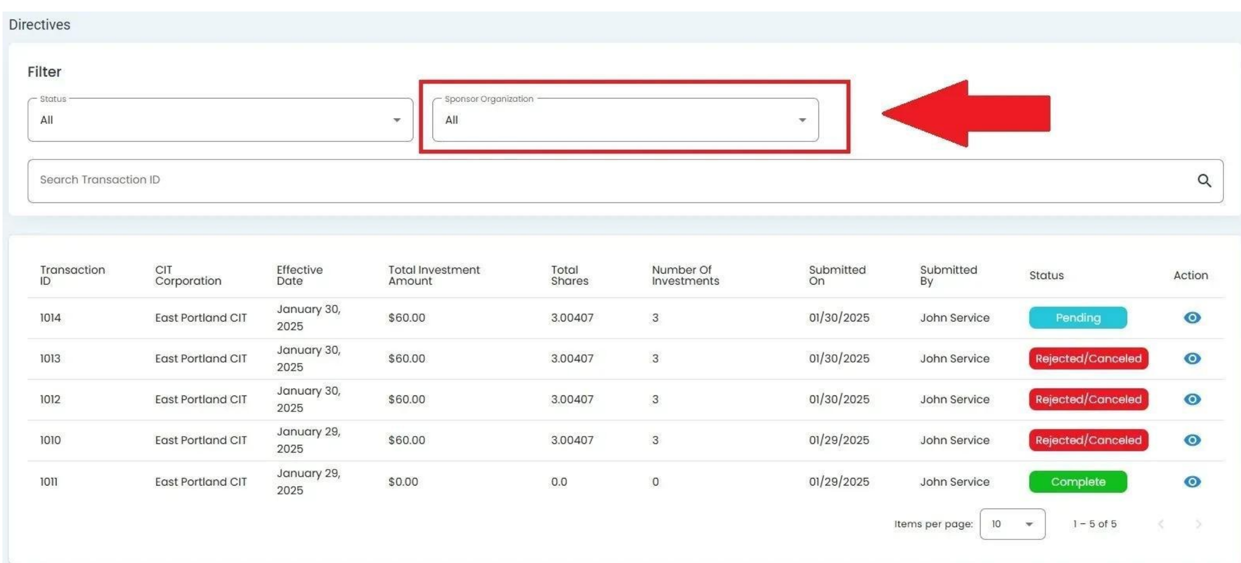


Fig. 112: Sponsor Organization Dropdown Location

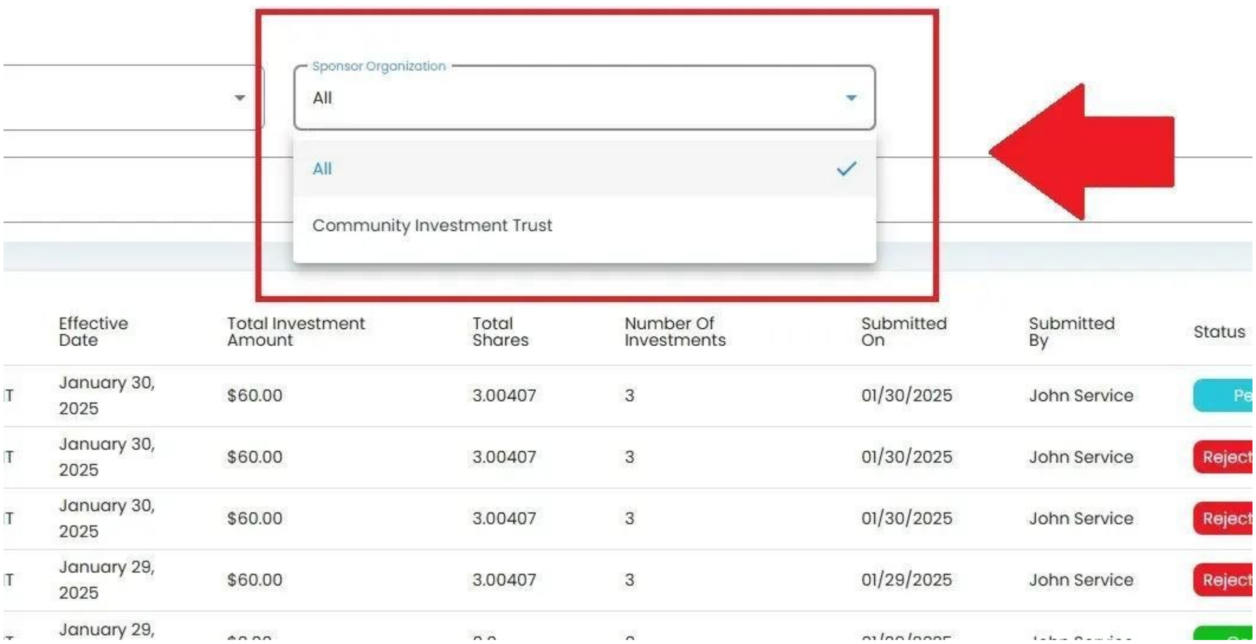


Fig. 113: Sponsor Organization Dropdown Expanded

Search for Specific Directives

To Search for Transaction Directives:

1. Locate the search bar at the top of the filter section.

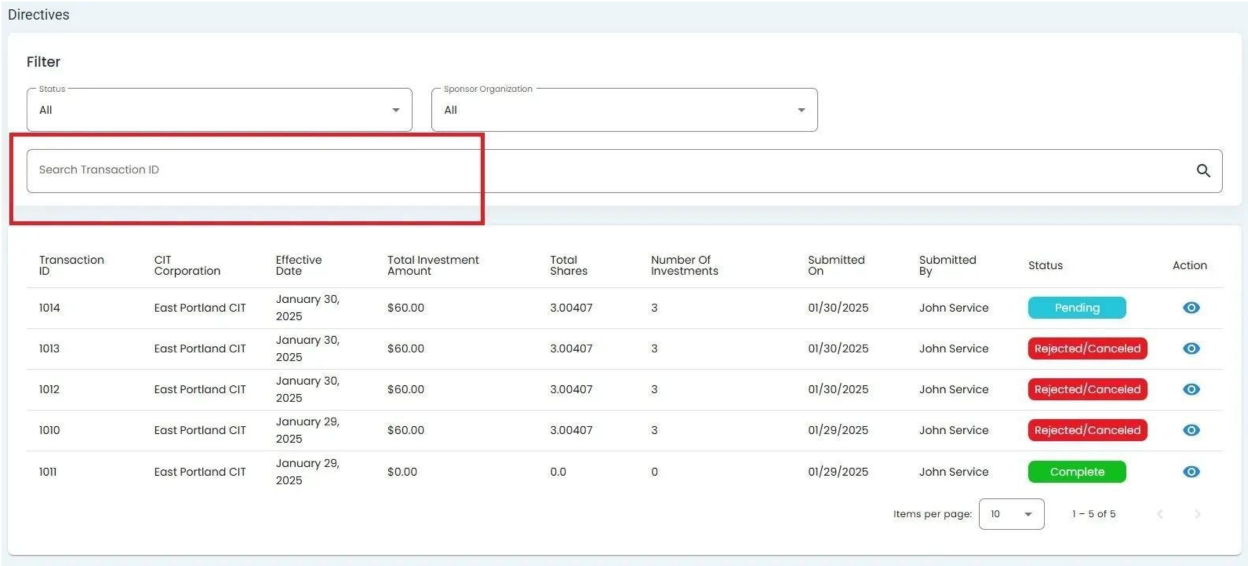


Fig. 114: Search Bar Location

2. Enter a Transaction ID or search term.
3. The table will automatically filter to show matching results:

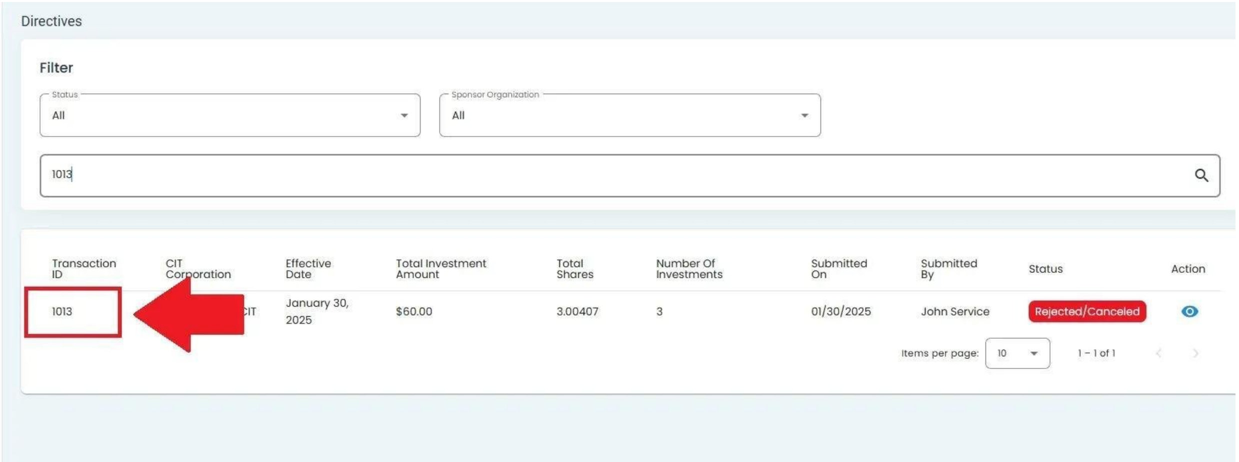


Fig. 115: Search Results Example

Using Wildcard Searches

You can use the asterisk (*) as a wildcard to search for multiple Transaction IDs:

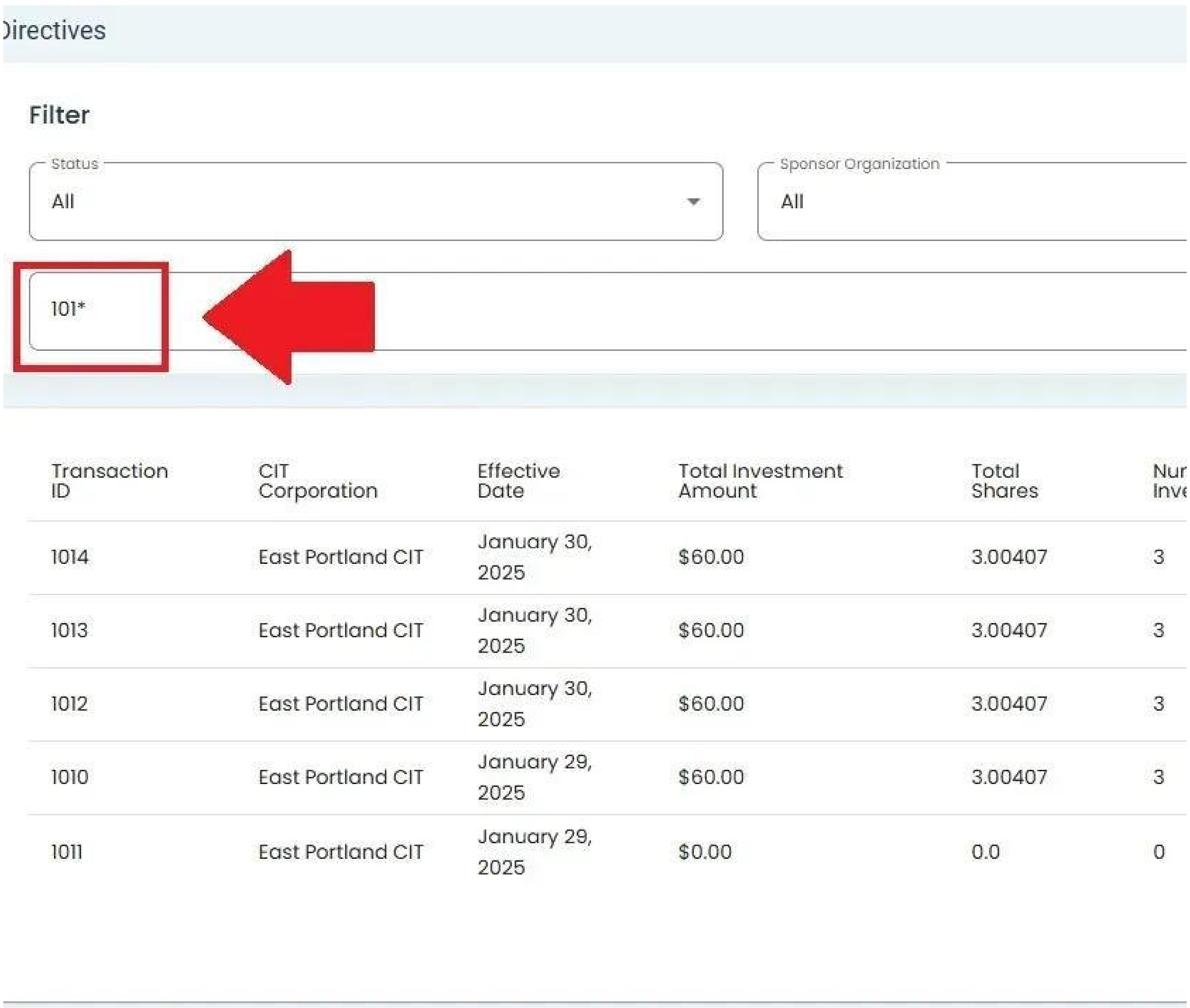


Fig. 116: Wildcard Search Example

Wildcard Search Tips

- Use `*` at the end of a partial ID to find all matching transactions
- Example: `TRX-2024*` will find all transactions starting with "TRX2024"
- Wildcards can be used at the beginning, middle, or end of search terms

Combining Filters

You can apply multiple filters simultaneously:

1. Select a **Status** filter
2. Choose a **Sponsor Organization**
3. Enter a search term

All filters work together to narrow down your results.

Note

The table automatically updates as you apply filters. There’s no need to click a separate “Apply” button.

Viewing Directive Details

Learn how to access and review detailed information about transaction directives.

Table of Contents

- *Accessing Directive Details*
- *Directive Details Page Overview*

Accessing Directive Details

To View Directive Details:

1. Locate the directive in the **Directives List** table.
2. Find the **Action** column for the directive you wish to view.

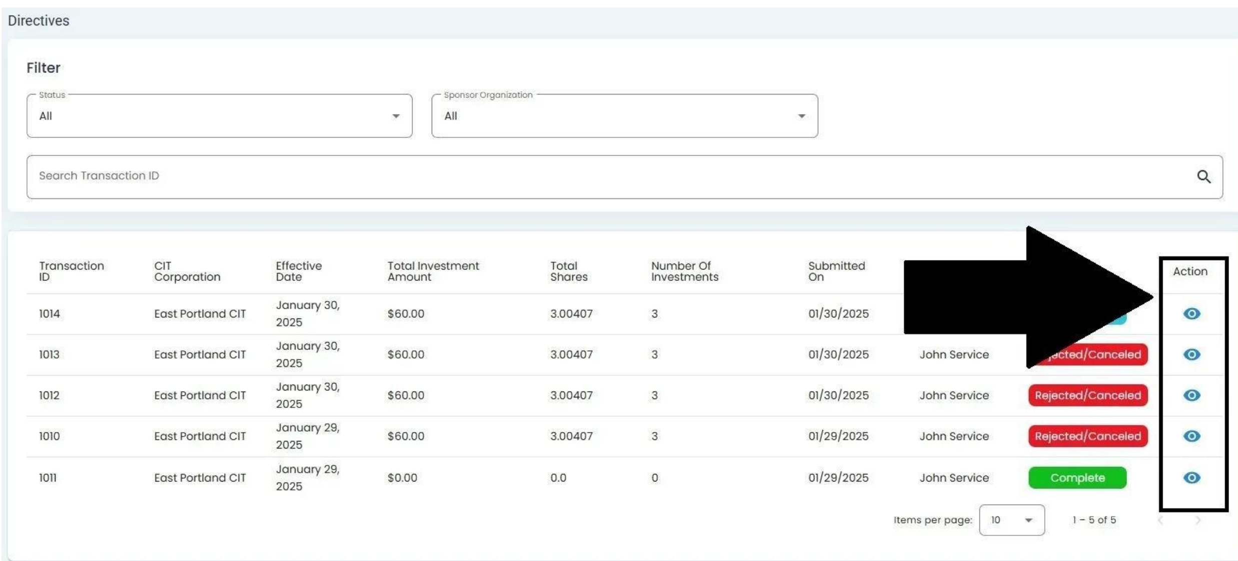


Fig. 117: Action Column Location

3. Click the *View More* icon to open the Directive Details page.

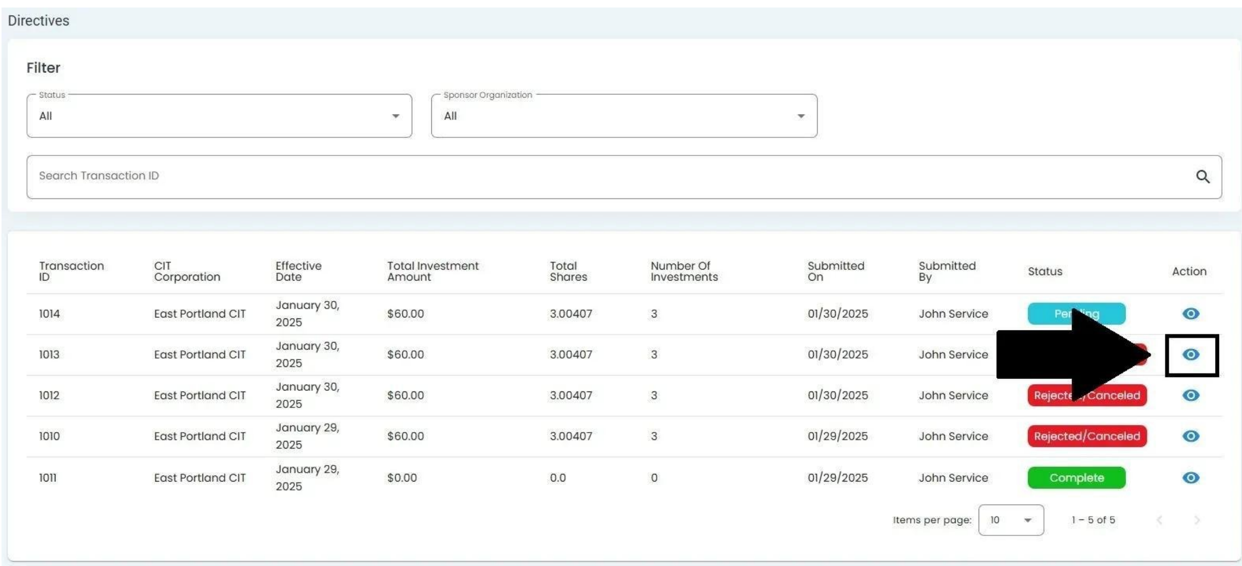


Fig. 118: View More Icon Location

Directive Details Page Overview

The Directive Details page provides comprehensive information about the selected transaction directive.

The page is organized into two main sections:

- *Info Section*
- *Investments Section*

Directive Info Section

The **Info Section** displays key information about the transaction directive.

Overview

The Info section appears at the top of the Directive Details page and contains essential directive information.

Information Fields

The following information is displayed in the Info section:

Transaction Details

- **Transaction ID** Unique identifier for the directive
- **CIT Corporation** The corporation associated with the directive
- **Status** Current status of the directive:
  - Complete Successfully processed
  - Pending Awaiting processing
  - Reference to Rejected/Canceled item Rejected/Canceled Not processed

Financial Summary

- **Number of Investments** Total count of investments in this directive
- **Total Shares** Sum of all shares included
- **Total Investment Amount** Combined value of all investments

Dates and Submission

- **Effective Date** When the directive takes effect
- **Submitted On** Date and time of submission
- **Submitted By** User who submitted the directive

Additional Information

- **Additional Instructions** Any special notes or instructions (if provided)

> **Note**
>
> Some fields may be empty if not applicable to the specific directive type.

Directive Investments Section

The **Investments Section** lists all individual investments associated with the transaction directive.

Overview

The Investments section appears below the Info section and displays a detailed table of all investments included in the directive.

Investment Table

The investments table contains the following columns:

Investor Information

- **Investor** Name of the investor
- **Contact Information** Email and phone number

Investment Details

- **Offering Year** The year of the investment offering
- **Shares** Number of shares for this investment
- **Amount** Dollar amount of the investment
- **Investment Date** Date when the investment was made

Table Features

Sorting

- Click on any column header to sort by that field
- Click again to reverse the sort order

Pagination

- Use pagination controls at the bottom for directives with many investments
- Adjust the number of records displayed per page

Export Options

- Export the investment list to Excel or CSV format
- Print the investment details

Investment Status Indicators

Each investment row may include status indicators:

- [Success] Investment processed successfully
- [Pending] Investment pending processing
- Reference to [Failed] item [Failed] Investment failed or rejected

Tip

Click on an investor's name to navigate to their detailed investor profile for more information.

Available Actions

Learn about the actions you can perform from the Directive Details page.

Action Buttons

Depending on the directive status and your permissions, various action buttons may be available:

For Pending Directives

- Approve Approve the directive for processing
- Reject Reject the directive with a reason
- Edit Modify directive details before approval
- Cancel Cancel the entire directive

For Completed Directives

- Export Export directive details to PDF or Excel
- Print Print a summary of the directive
- View Audit Trail See the complete history of actions

For All Directives

- Back to List Return to the Directives List page
- Add Note Add internal notes or comments
- Email Summary Send directive details via email

Bulk Actions

When viewing the investments section, you may be able to:

1. Select multiple investments using checkboxes
2. Perform bulk actions such as:
   - Export selected investments
   - Update status for multiple investments
   - Generate reports for selected items

PermissionBased Actions

Important

Available actions depend on your user role and permissions. Contact your administrator if you need access to specific actions.

Administrator Actions

- Approve/Reject directives
- Edit directive details
- Access audit trails

Standard User Actions

- View directive details
- Export and print reports
- Add notes and comments

Action Confirmations

Most actions require confirmation:

1. Click the action button
2. Review the confirmation dialog
3. Confirm or cancel the action

Warning

Some actions, such as approving or rejecting directives, cannot be undone. Always review details carefully before confirming.

Complete Transactions

The **Complete Transactions** section provides access to all completed transaction records in the system.

Table of Contents

- *Overview*
- *Complete Transactions Homepage Location*
- *Complete Transactions List Table*
  - *Table Columns*
- *Key Features*

Overview

The **Complete Transactions** section displays all transactions that have been successfully processed and completed.

Complete Transactions Homepage Location

To Find the Complete Transactions List Homepage:

1. Locate the primary sidenav to the left of the page.

   Don’t see the sidenav?

   See *How to Toggle Primary Sidebar* for more information.

2. Select the dropdown for the ▷ **Transaction** category.
3. Select **Complete Transactions** from the dropdown.

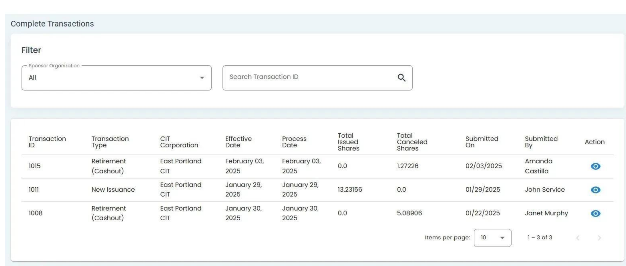


Fig. 119: Complete Transactions Homepage Location

Complete Transactions List Table

The **Complete Transactions List** table displays all completed transaction records.

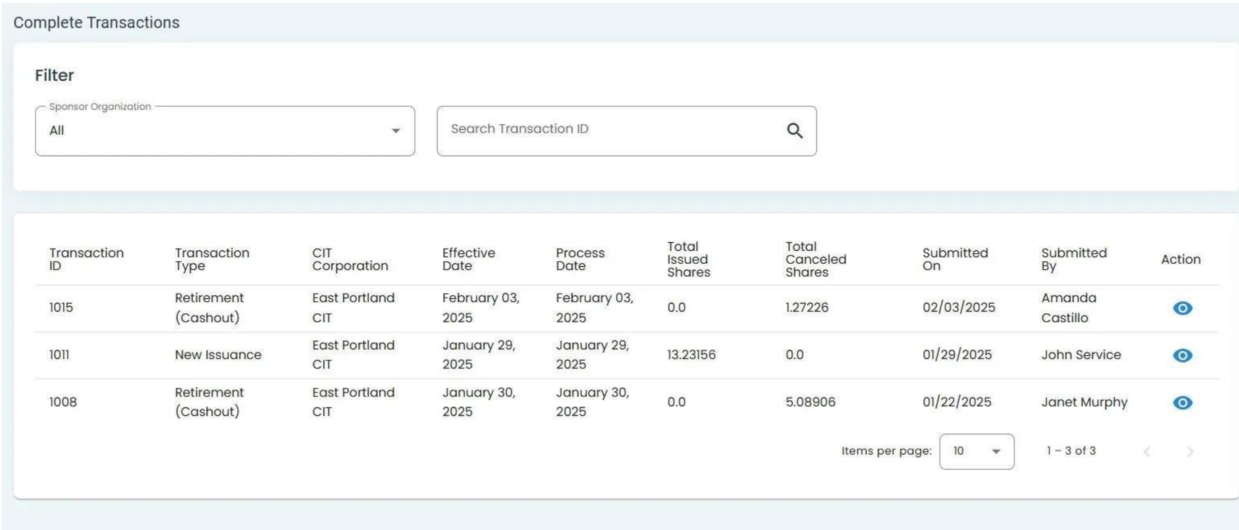


Fig. 120: Complete Transactions List Table

Table Columns

The **Complete Transactions List** contains the following columns:

- **Transaction ID** The unique identifier for the transaction
- **Date** The date when the transaction occurred
- **Investor** The investor associated with the transaction
- **Organization** The organization associated with the transaction
- **Amount** The amount of the transaction
- **Transaction Type** The type of transaction
- **Status** The current status of the transaction
- **Action** Available actions for the transaction

Key Features

- *Filter transactions by multiple criteria*
- View detailed transaction information
- Export transaction data
- Search for specific transactions

Using Complete Transactions Filters

Learn how to filter complete transactions to find specific records quickly.

Table of Contents

- *Filter Section Overview*
- *Filter by Sponsor Organization*
- *Search by Transaction ID*
  - *Using Wildcard Searches*
- *Combining Filters*
- *Clearing Filters*
- *Export Filtered Results*

Filter Section Overview

The filter section appears at the top of the **Complete Transactions List** table.

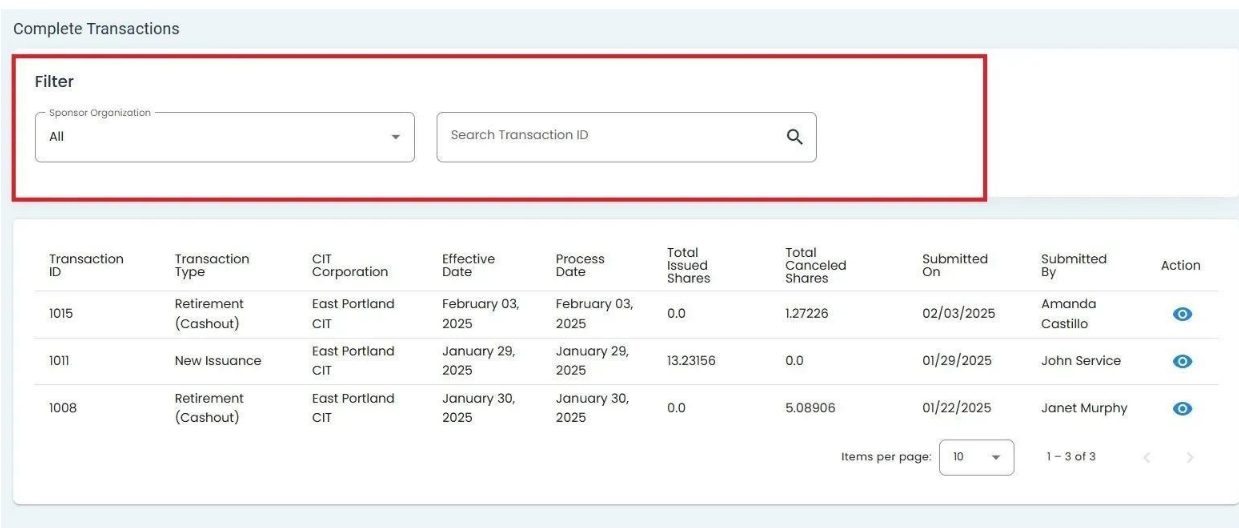


Fig. 121: Complete Transactions Filter Section

Filter by Sponsor Organization

To Filter by Sponsor Organization:

1. Locate the **Sponsor Organization** dropdown in the filter section.
2. Click on the dropdown to expand the available options.
3. Select the sponsor organization you want to filter by.

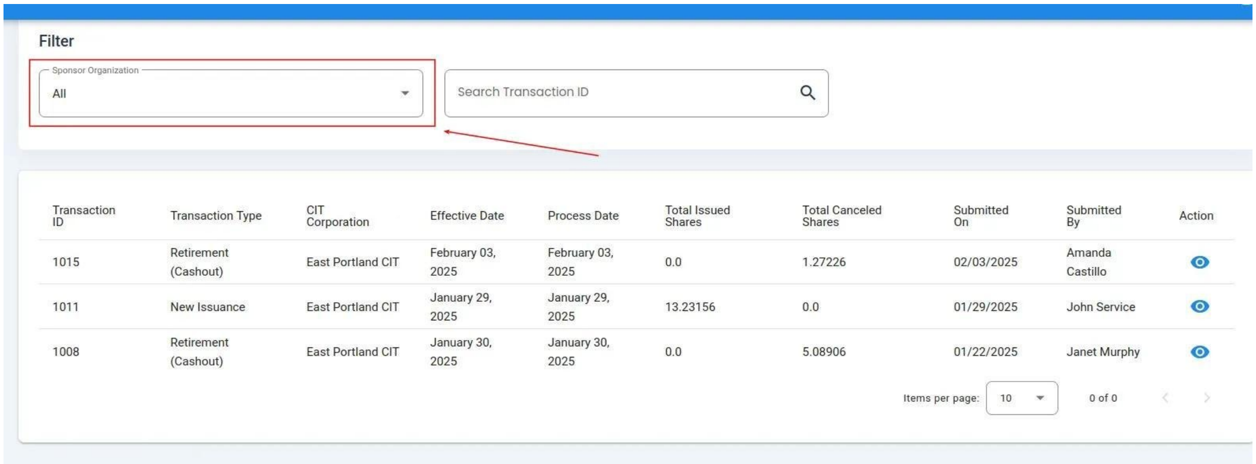


Fig. 122: Sponsor Organization Dropdown Location

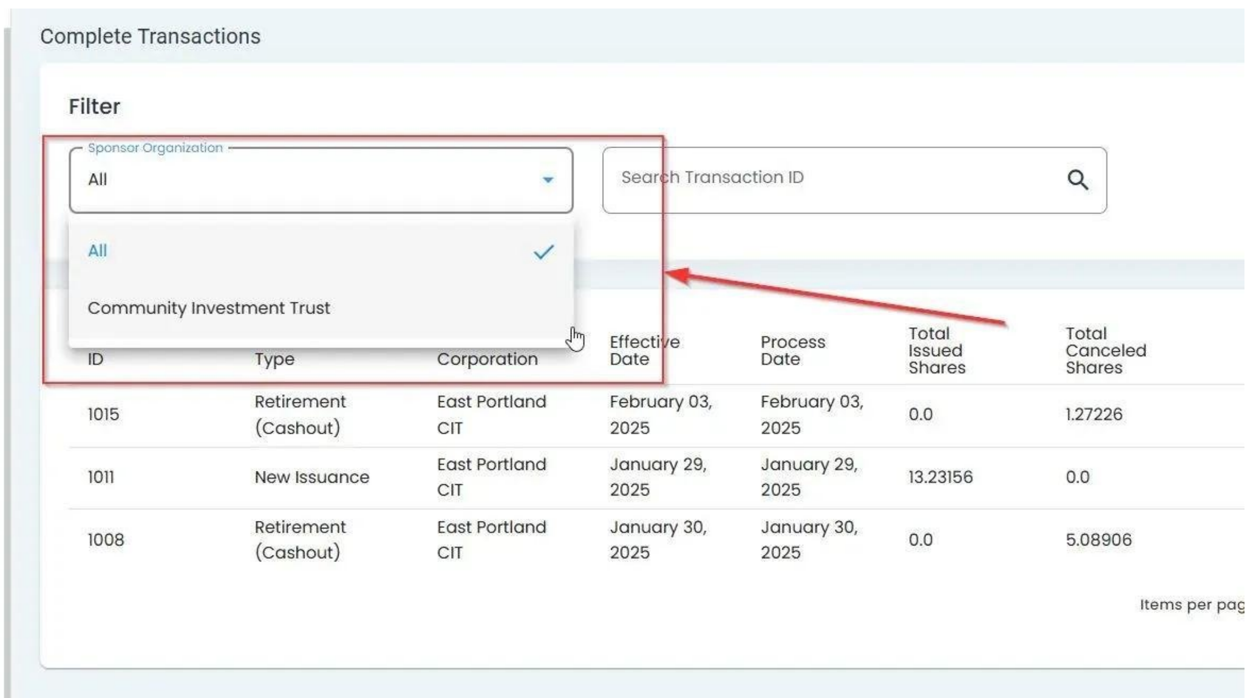


Fig. 123: Sponsor Organization Dropdown Expanded

Search by Transaction ID

To Search for Specific Transactions:

1. Locate the **Search Transaction ID** field.
2. Enter the Transaction ID you want to find.
3. The table will automatically filter to show matching results.

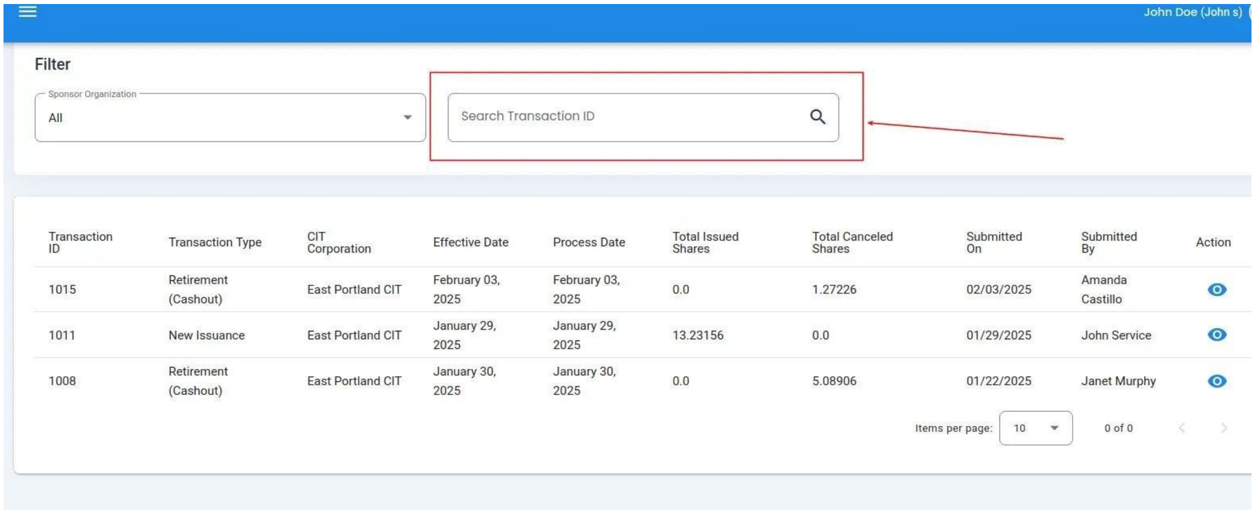


Fig. 124: Search Transaction ID Field Location

Using Wildcard Searches

You can use the asterisk (*) as a wildcard to search for multiple Transaction IDs:

Wildcard Search Tips

- Use `*` to match any characters
- Example: `TRX-2024*` finds all transactions starting with "TRX2024"
- `*-001` finds all transactions ending with "001"
- `*INVEST*` finds all transactions containing "INVEST"

Combining Filters

You can use multiple filters together:

1. Select a **Sponsor Organization**
2. Enter a search term in the **Search Transaction ID** field
3. The table will show results matching both criteria

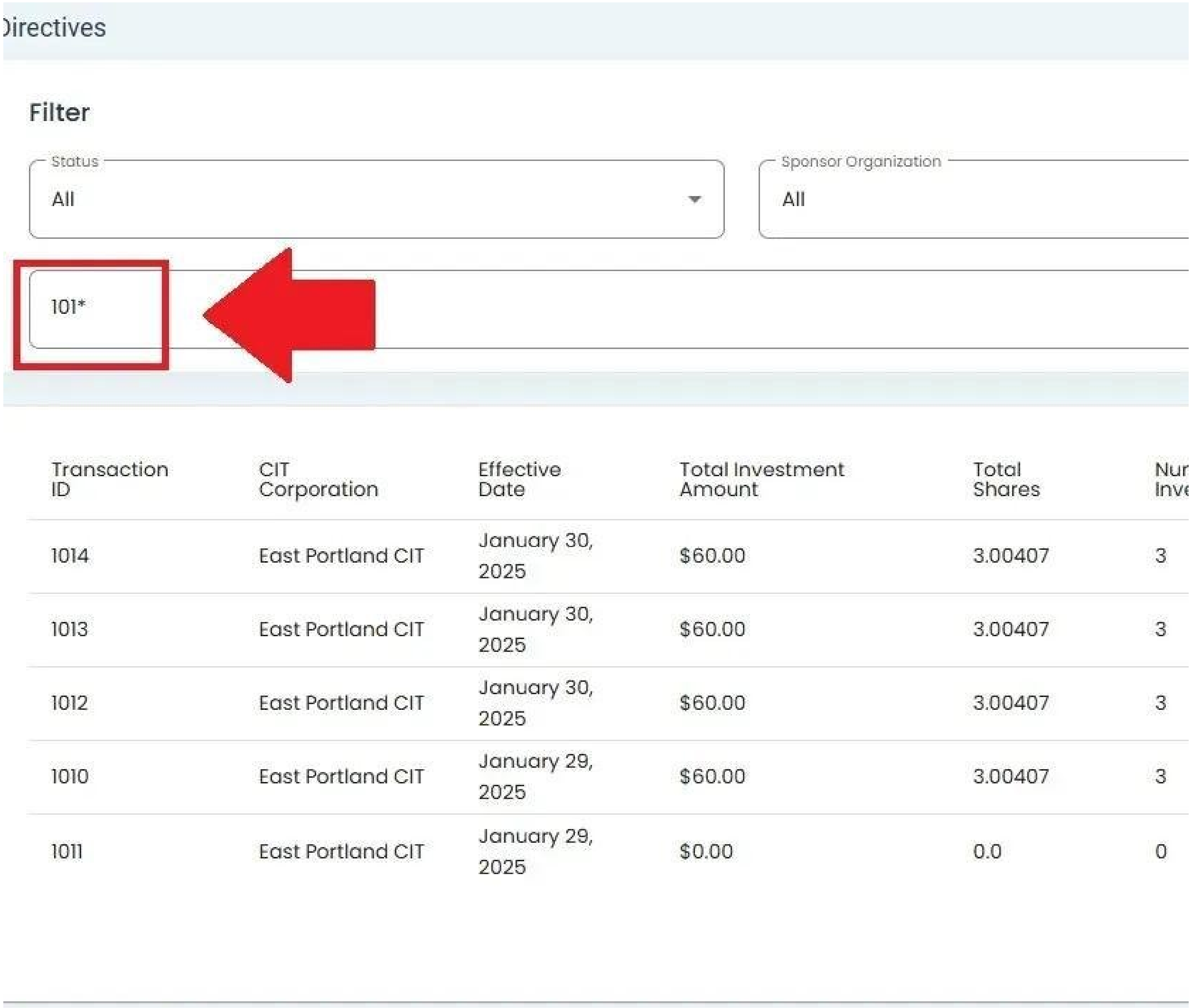
Clearing Filters

To clear filters and view all complete transactions:

1. Reset the **Sponsor Organization** dropdown to "All"
2. Clear the **Search Transaction ID** field
3. The table will refresh to show all records

Note

Filters are applied automatically as you make selections. There's no need to click a separate "Apply" button.



Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Nur Inve
1014	East Portland CIT	January 30, 2025	$60.00	3.00407	3
1013	East Portland CIT	January 30, 2025	$60.00	3.00407	3
1012	East Portland CIT	January 30, 2025	$60.00	3.00407	3
1010	East Portland CIT	January 29, 2025	$60.00	3.00407	3
1011	East Portland CIT	January 29, 2025	$0.00	0.0	0

Fig. 125: Wildcard Search Example

Export Filtered Results

After applying filters, you can export the filtered results:

1. Apply your desired filters
2. Click the `Export` button
3. Choose your export format (Excel, CSV, or PDF)
4. The export will include only the filtered records

I.12 Settings

The following **Sections** are included in the ⊛ **Settings** category:

- *Email Templates*
- *Receive Notifications*
- *Reminders*

Email Templates

The **Email Templates** section provides tools for managing and customizing email templates within the system.

- *Features: Email Templates*
- *Layout: Email Templates Homepage*
- *Email Template Sections*
  - *Address and Cashout Sections*
- *Working with Templates*
- *Summary*

Features: Email Templates

- View and edit email templates for various system communications
- Customize email content for different processes
- Configure layout and styling options
- Manage address and cashout email templates

Layout: Email Templates Homepage

The Email Templates homepage provides access to various templates that can be customized for different purposes.

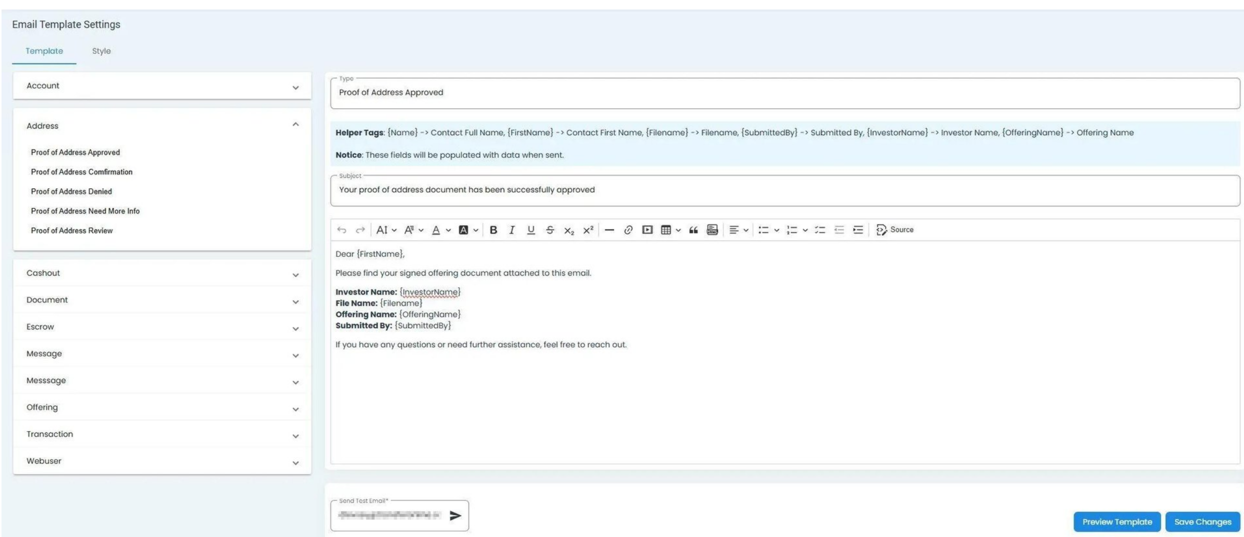


Fig. 126: Email Templates Homepage showing available template options

Email Template Sections

The Email Templates page is organized into different sections for various types of communications.

Address and Cashout Sections

These sections contain templates for communications related to address updates and cashout operations.

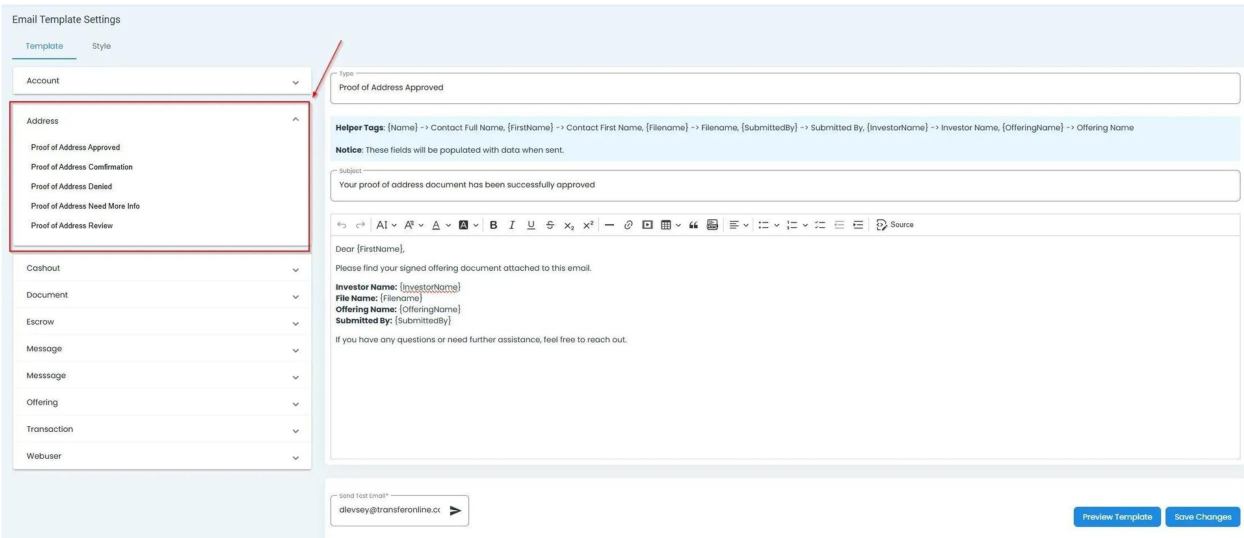


Fig. 127: Address email template section highlighted

Working with Templates

The interface allows you to navigate between different templates and make customizations as needed.

> **Note**
>
> For information about customizing the appearance of email templates, see the *Style Tab* documentation.

Summary

The Email Templates section allows you to:

1. View and edit email templates for different types of system communications
2. Customize the content of automated emails
3. Navigate between different template categories
4. Ensure consistent and professional communication with users

Email Template Style Tab

The **Email Template Style Tab** section explains how to customize the appearance and formatting of email templates.

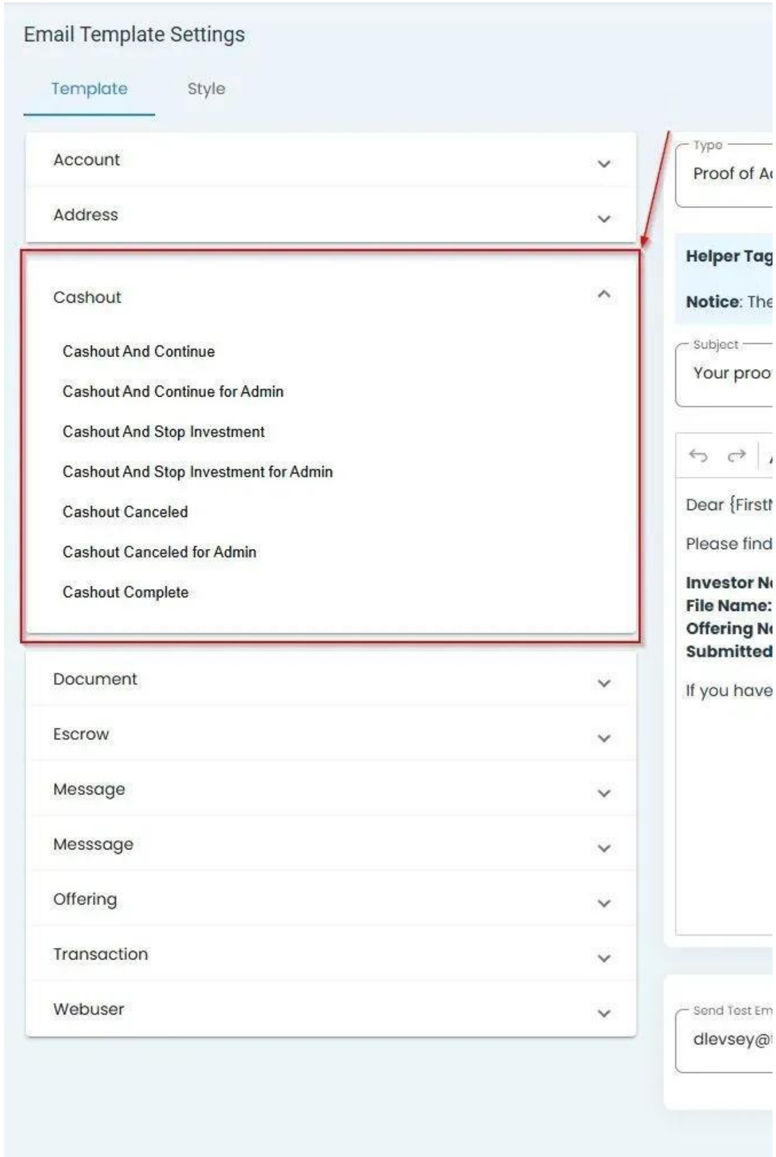


Fig. 128: Cashout email template section highlighted

- *Overview: Style Tab*
- *Accessing the Style Tab*
- *Style Options*
  - *Font Customization*

Overview: Style Tab

The Style Tab provides tools to modify the visual elements of email templates, including fonts, colors, spacing, and other design aspects. These tools help ensure that your email communications have a professional and consistent appearance.

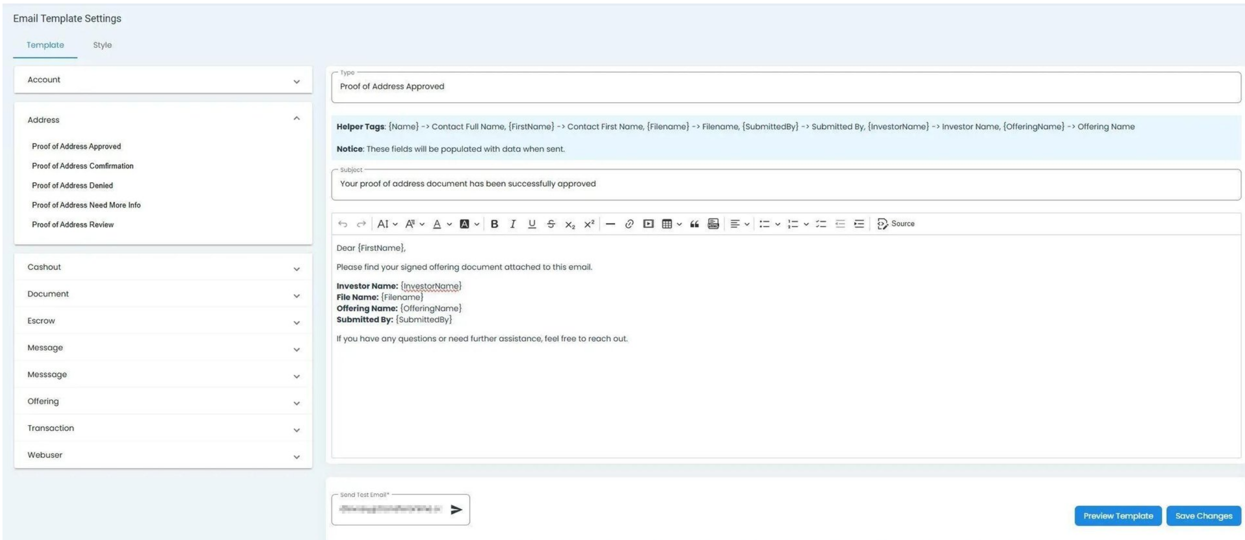


Fig. 129: Email Templates homepage with navigation controls highlighted

Accessing the Style Tab

The Style Tab can be accessed from the email template editor interface.

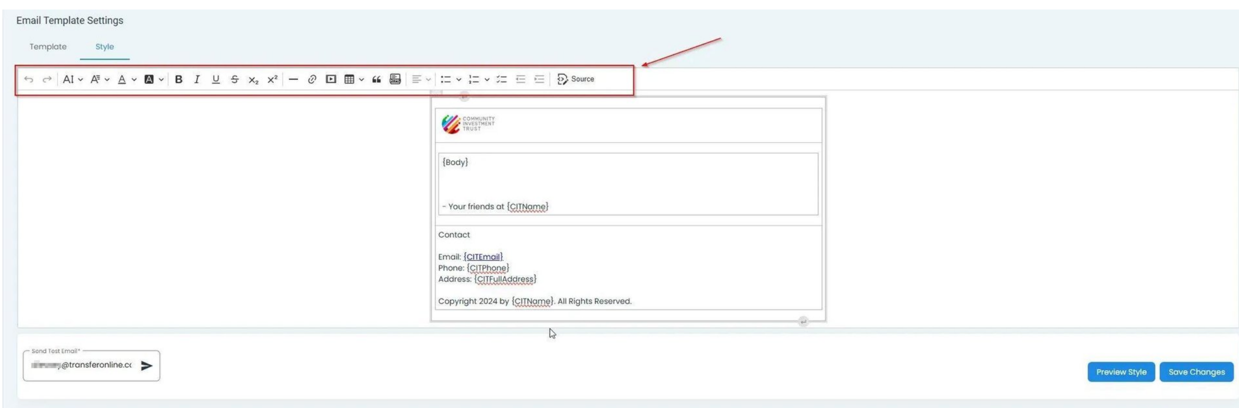


Fig. 130: Location of the Style Tab in the email template editor

Style Options

The Style Tab offers various customization options for email templates.

Font Customization

Configure font properties such as typeface, size, weight, and color.

Receive Notifications

The **Receive Notifications** section allows you to manage your notification preferences.

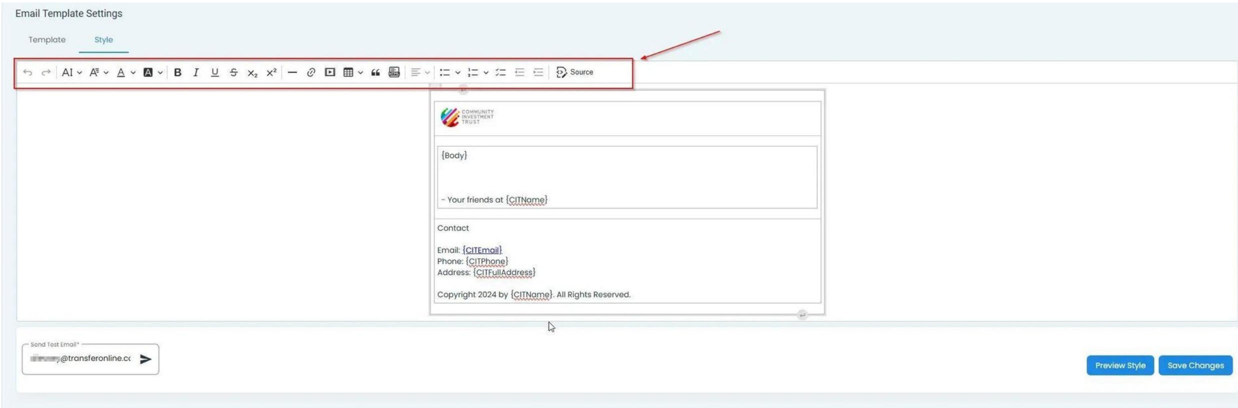


Fig. 131: Font customization options in the Style Tab

Table of Contents

- *Overview*
- *Accessing Notification Settings*
- *Notification Types*
  - *Transaction Notifications*
  - *Investment Notifications*
  - *System Notifications*
- *Notification Preferences*
  - *Delivery Methods*
  - *Frequency Settings*
- *Managing Notifications*
- *Email Notification Settings*

Overview

The **Receive Notifications** settings enable you to control which notifications you receive and how you receive them.

Accessing Notification Settings

To Access Receive Notifications:

1. Navigate to the ⊛ **Settings** category in the **Primary Sidenavigation**.
2. Select **Receive Notifications** from the dropdown menu.

Notification Types

You can configure notifications for the following events:

Transaction Notifications

- New transaction directives
- Transaction status updates
- Transaction completions
- Failed transactions

Investment Notifications

- New investment opportunities
- Investment status changes
- Investment confirmations

System Notifications

- System maintenance alerts
- Feature updates
- Security notifications
- Account changes

Notification Preferences

Delivery Methods

Choose how you want to receive notifications:

- **Email** Receive notifications via email
- **InApp** View notifications within the application
- **SMS** Receive text message notifications (if enabled)

Frequency Settings

Configure notification frequency:

- **Immediate** Receive notifications as they occur
- **Daily Digest** Receive a summary once per day
- **Weekly Summary** Receive a weekly overview

Managing Notifications

To Update Notification Preferences:

1. Select the notification types you want to receive.
2. Choose your preferred delivery method(s).

3. Set your frequency preferences.
4. Click `Save Changes` to update your settings.

Note

Some notifications may be mandatory and cannot be disabled for compliance or security reasons.

Email Notification Settings

If you choose email notifications, you can:

- Specify primary and secondary email addresses
- Set email format preferences (HTML or plain text)
- Configure email filters and rules

Tip

Check your spam folder if you're not receiving expected email notifications. Add the system email address to your safe senders list.

Reminders

The **Reminders** section provides tools for managing reminder settings for various processes within the system.

- *Features: Reminders*
- *Layout: Reminders Homepage*
- *Onboarding Reminders*
- *Offering Setup Reminders*
- *Summary*

Features: Reminders

- Configure reminders for onboarding processes
- Set up notifications for offering setup workflows
- Manage approval and upload reminders
- Customize reminder settings for different system processes

Layout: Reminders Homepage

The Reminders homepage is divided into four main sections that allow you to configure different types of reminders.

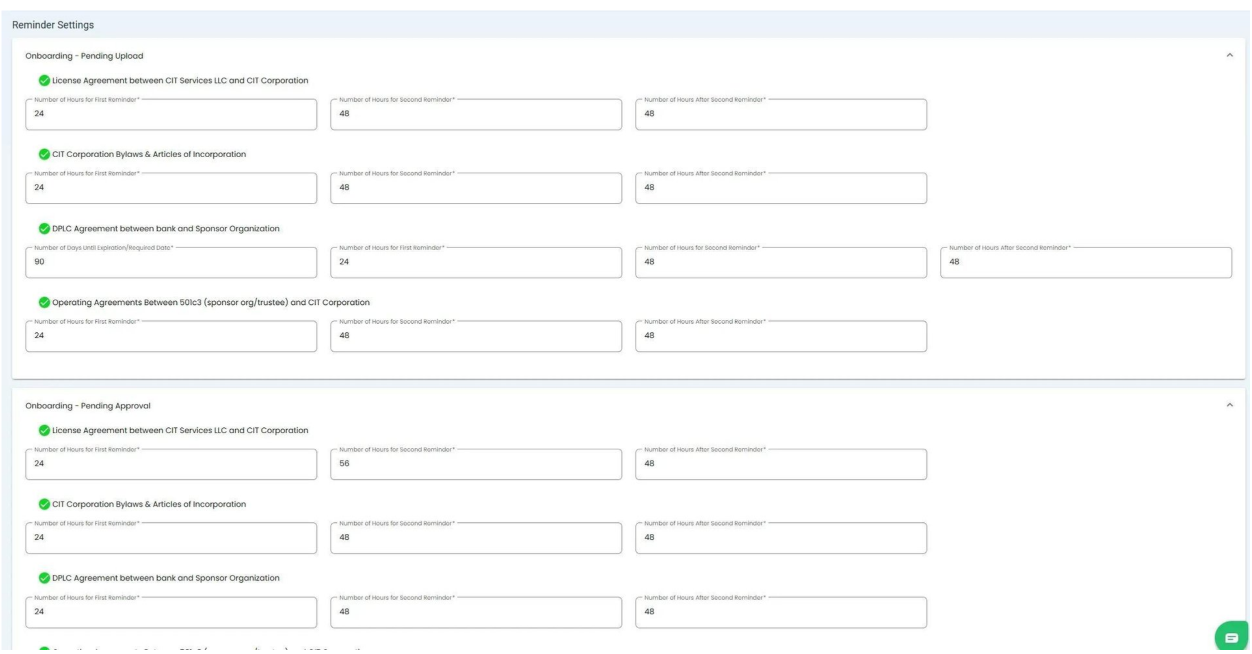


Fig. 132: Reminders Homepage showing the four main configuration sections

Onboarding Reminders

The *Onboarding section* contains reminders related to the onboarding process, divided into two subsections.

- **Pending Upload**: Configure reminders for documents and information that need to be uploaded
- **Pending Approval**: Configure reminders for documents and information awaiting approval

Offering Setup Reminders

The *Offering Setup* section contains reminders related to the offering setup process, divided into two subsections.

- **Pending Upload**: Configure reminders for offering documents and information that need to be uploaded
- **Pending Approval**: Configure reminders for offering documents and information awaiting approval

Summary

The Reminders section allows you to:

1. Configure reminders for both onboarding and offering setup processes
2. Manage notifications for pending uploads and approvals
3. Set up customized reminder schedules for different parts of the system
4. Ensure timely progression through various workflows and processes

Onboarding Reminders

The **Onboarding Reminders** section explains how to configure reminders related to the onboarding process, including both pending uploads and pending approvals.

- *Overview: Onboarding Reminders*
- *Pending Upload*
  - *Header Location*
  - *Configuration Options*
- *Pending Approval*
  - *Header Location*
  - *Configuration Options*
- *Summary*

Overview: Onboarding Reminders

The Onboarding section contains reminder configurations related to the onboarding process, divided into two main categories: Pending Upload and Pending Approval. These reminders help ensure that all necessary documentation is submitted and processed in a timely manner.

Pending Upload

This section allows you to configure reminders for documents and information that need to be uploaded during the onboarding process.

Header Location

The header clearly identifies the Pending Upload section.

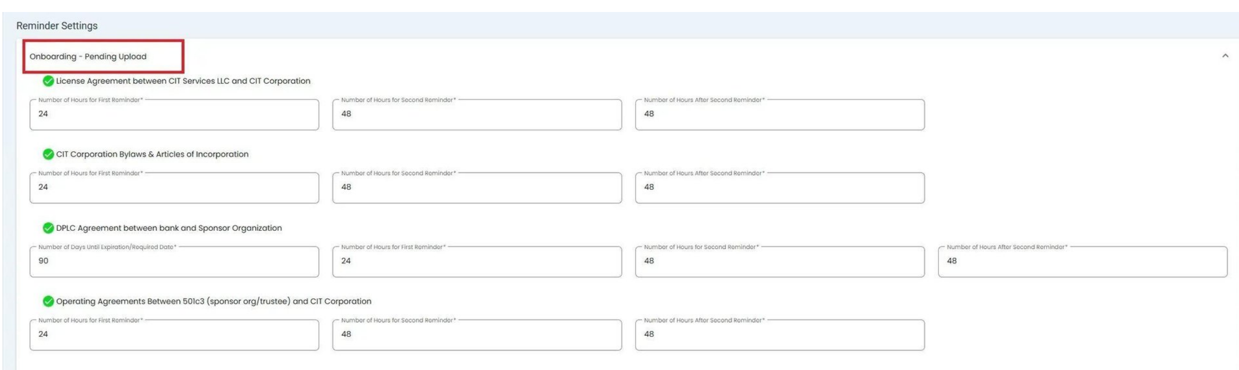


Fig. 133: Header location for the Onboarding Pending Upload section

Configuration Options

The body of this section contains all available reminder settings that can be configured.

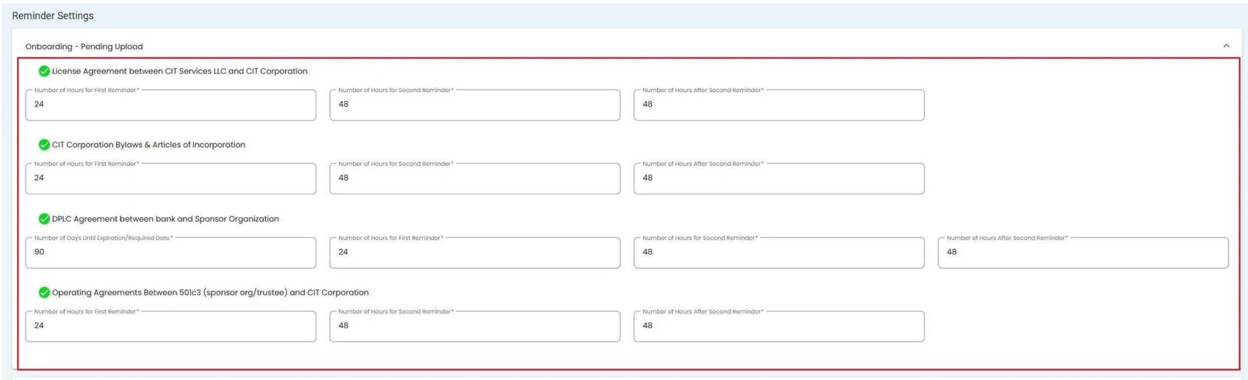


Fig. 134: Available reminder configuration options in the Pending Upload section

> **Note**
>
> Each green checkmark is associated with an entire section. The rows that immediately follow contain the specific reminders that can be set for that section.

Pending Approval

This section allows you to configure reminders for documents and information that have been submitted and are awaiting approval during the onboarding process.

Header Location

The header clearly identifies the Pending Approval section.

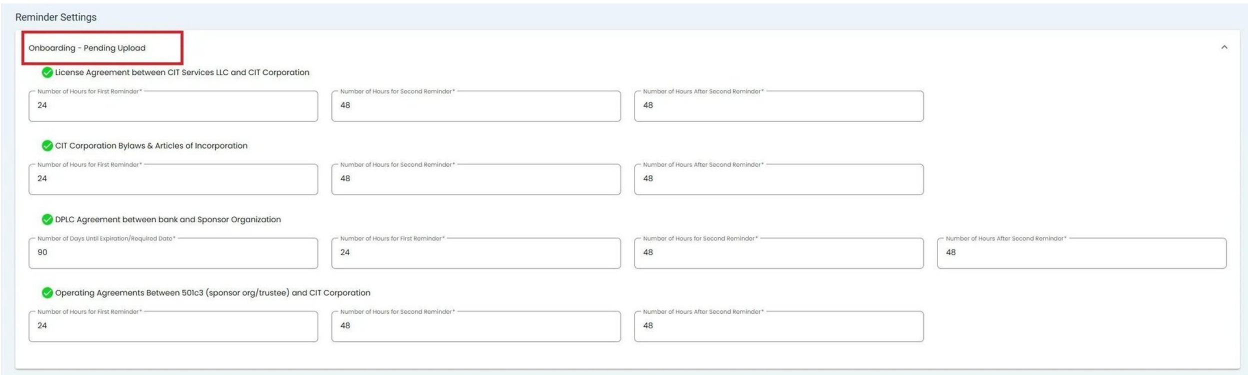


Fig. 135: Header location for the Onboarding Pending Approval section

Configuration Options

The body of this section contains all available reminder settings that can be configured.

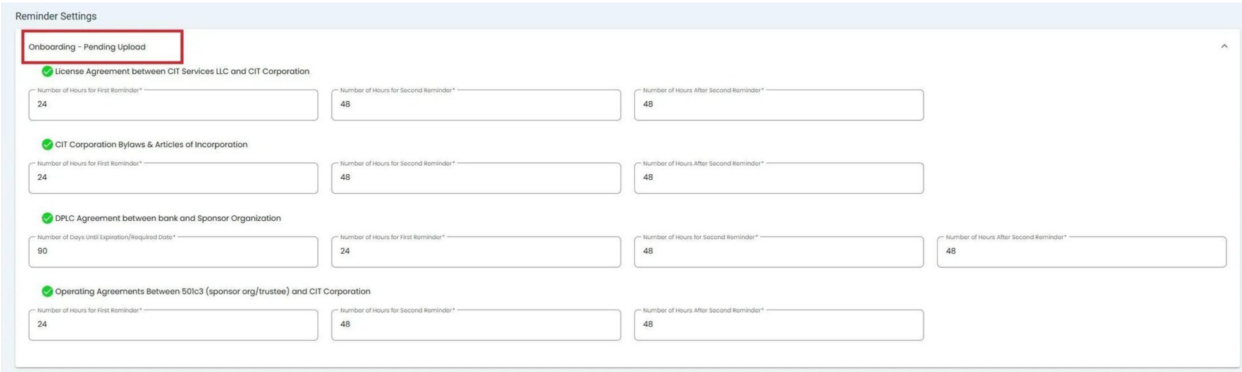


Fig. 136: Available reminder configuration options in the Pending Approval section

Note

Each green checkmark is associated with an entire section. The rows that immediately follow contain the specific reminders that can be set for that section.

Summary

The Onboarding Reminders allow you to:

1. Configure notifications for documents that need to be uploaded or approved
2. Set up automated reminders for different stages of the onboarding process
3. Ensure that all required documentation is submitted and processed on time
4. Maintain visibility of the onboarding workflow requirements

Offering Setup Reminders

The **Offering Setup Reminders** section explains how to configure reminders related to the offering setup process, including both pending uploads and pending approvals.

- *Overview: Offering Setup Reminders*
- *Pending Upload*
  - *Header Location*
  - *Configuration Options*
- *Pending Approval*
  - *Header Location*
  - *Configuration Options*
- *Summary*

Overview: Offering Setup Reminders

The Offering Setup section contains reminder configurations related to the offering setup process, divided into two main categories: Pending Upload and Pending Approval. These reminders help ensure that all necessary offering documentation is submitted and processed in a timely manner.

Pending Upload

This section allows you to configure reminders for documents and information that need to be uploaded during the offering setup process.

Header Location

The header clearly identifies the Offering Setup Pending Upload section.

Configuration Options

The body of this section contains all available reminder settings that can be configured.

Pending Approval

This section allows you to configure reminders for documents and information that have been submitted and are awaiting approval during the offering setup process.

Header Location

The header clearly identifies the Offering Setup Pending Approval section.

Configuration Options

The body of this section contains all available reminder settings that can be configured.

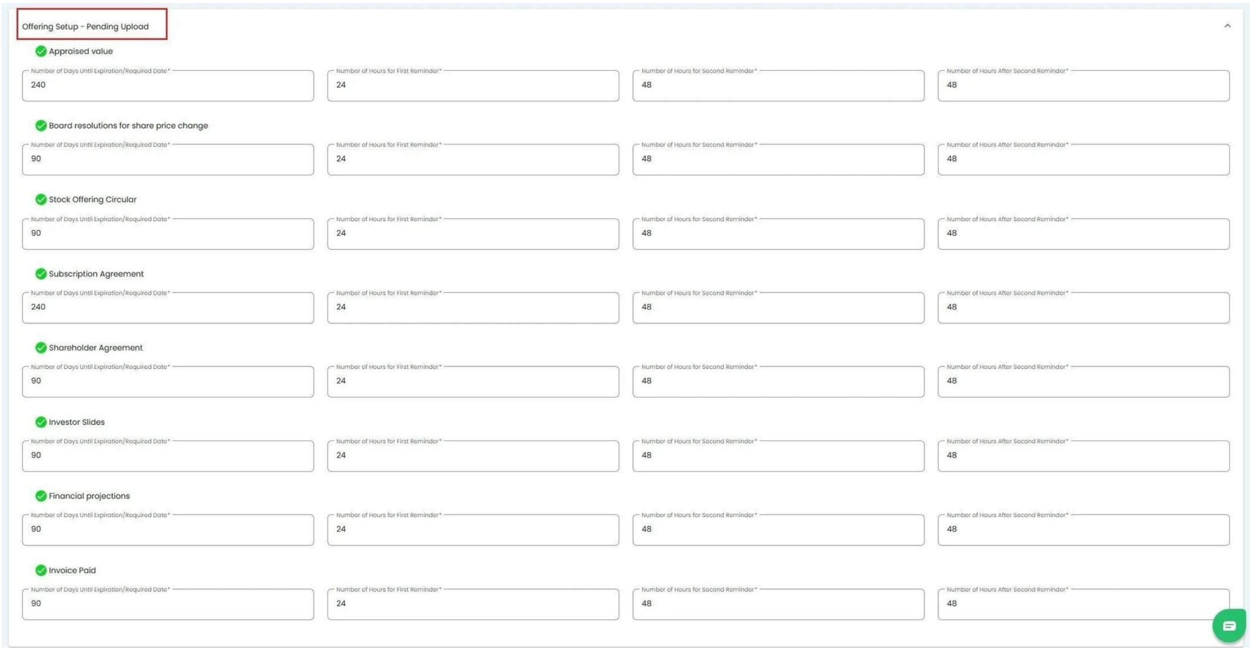


Fig. 137: Header location for the Offering Setup Pending Upload section

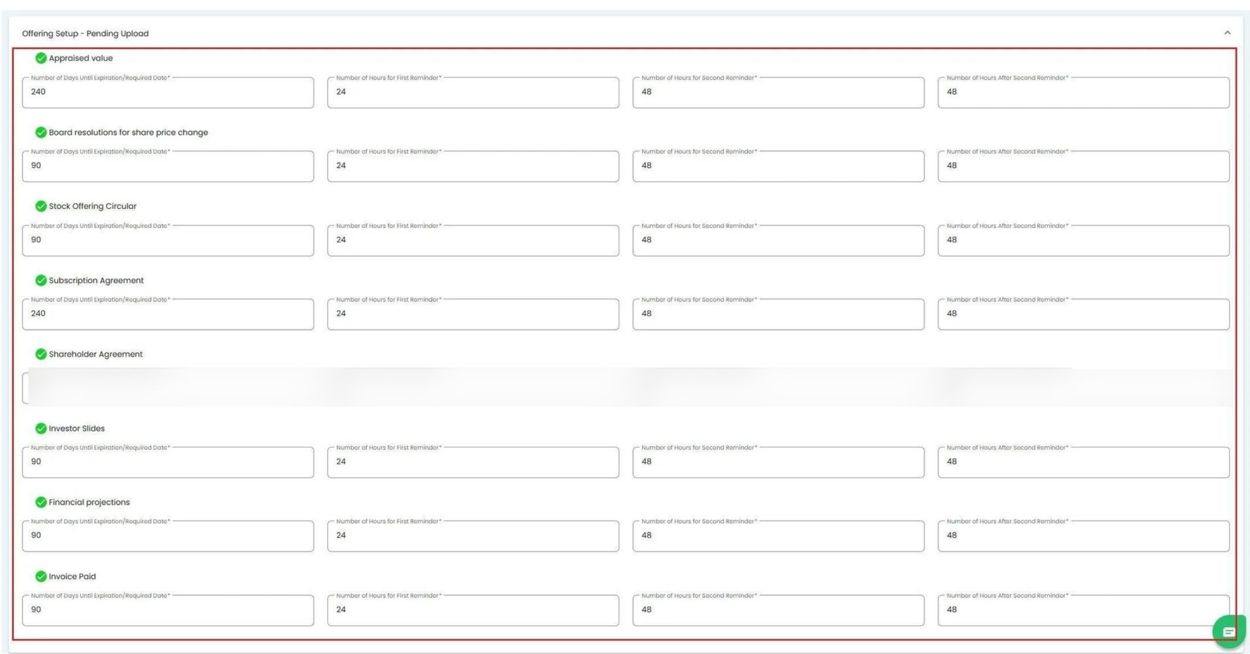


Fig. 138: Available reminder configuration options in the Offering Setup Pending Upload section

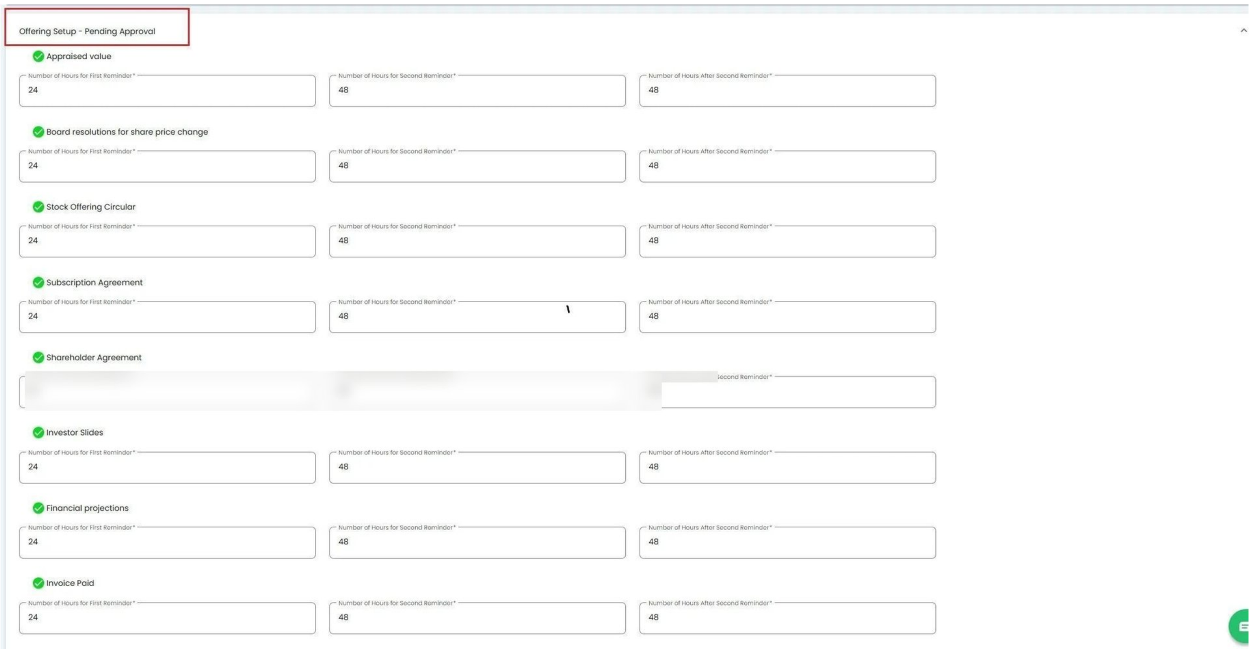


Fig. 139: Header location for the Offering Setup Pending Approval section

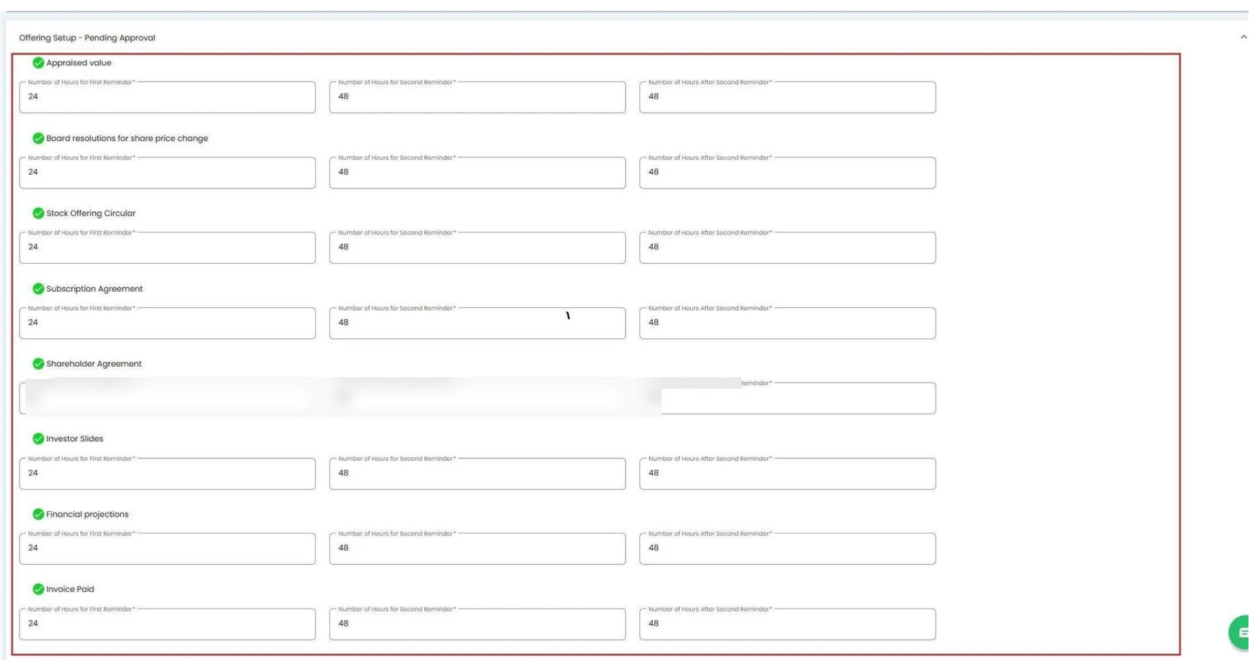


Fig. 140: Available reminder configuration options in the Offering Setup Pending Approval section

Summary

The Offering Setup Reminders allow you to:

1. Configure notifications for offering documents that need to be uploaded or approved
2. Set up automated reminders for different stages of the offering setup process
3. Ensure that all required offering documentation is submitted and processed on time
4. Maintain visibility of the offering setup workflow requirements

I.13 Billing

The following **Sections** are included in the ▷ **Billing** category:

- *Invoices*
- *Payments*
- *Statement*
- *Payment Management*

Invoices

The **Invoices** section covers everything listed in the **Table of Contents** below:

Table of Contents

- *Invoices Homepage*
- *Columns: Invoices List Table*
- *How to Download Invoices in PDF*
- *How to Add an Invoice*
- *How to Add New Line Items*

Invoices Homepage

The **Invoices** section opens up to the **Invoices List** table:

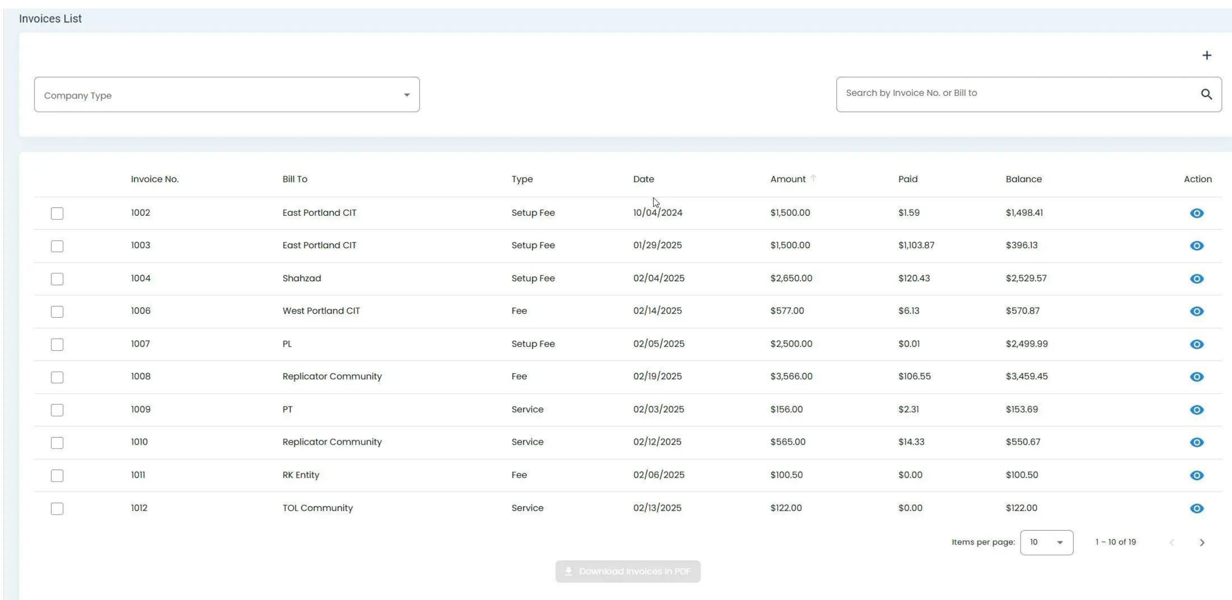


Fig. 141: Billing, Invoices, Homepage

Columns: Invoices List Table

The **Invoices List** table summarizes key details for each **Invoice**, including:

- **Invoice Number**
- **Bill To**
- **Type**
- **Invoice Date**
- **Amount**

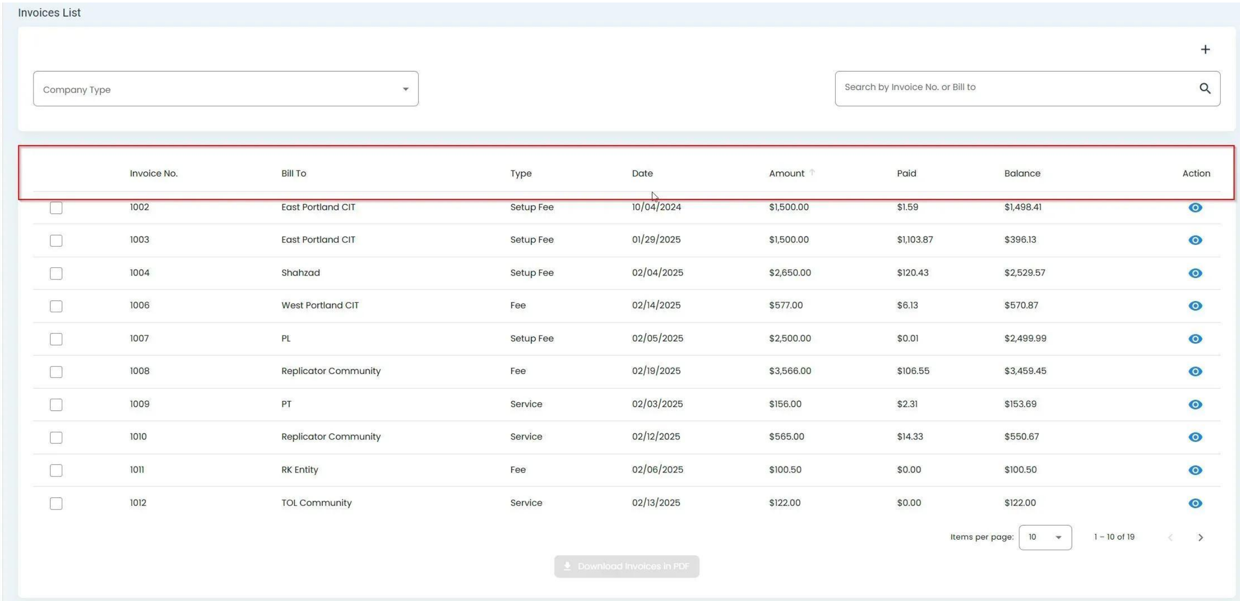


Fig. 142: Billing, Invoices, Columns Explained

- **Status**
- **Action**

How to Download Invoices in PDF

To download invoices in PDF format:

1. Select the checkboxes next to the invoices you want to download:

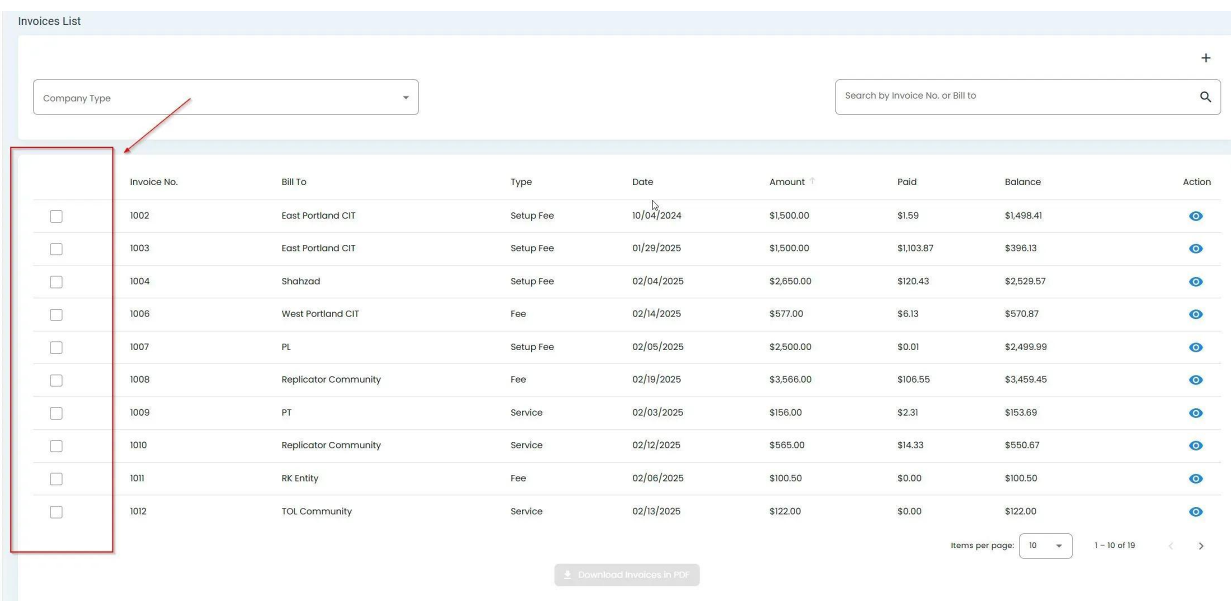


Fig. 143: Billing, Invoices, Selecting Invoices

2. Click the **Download Invoices in PDF** button:

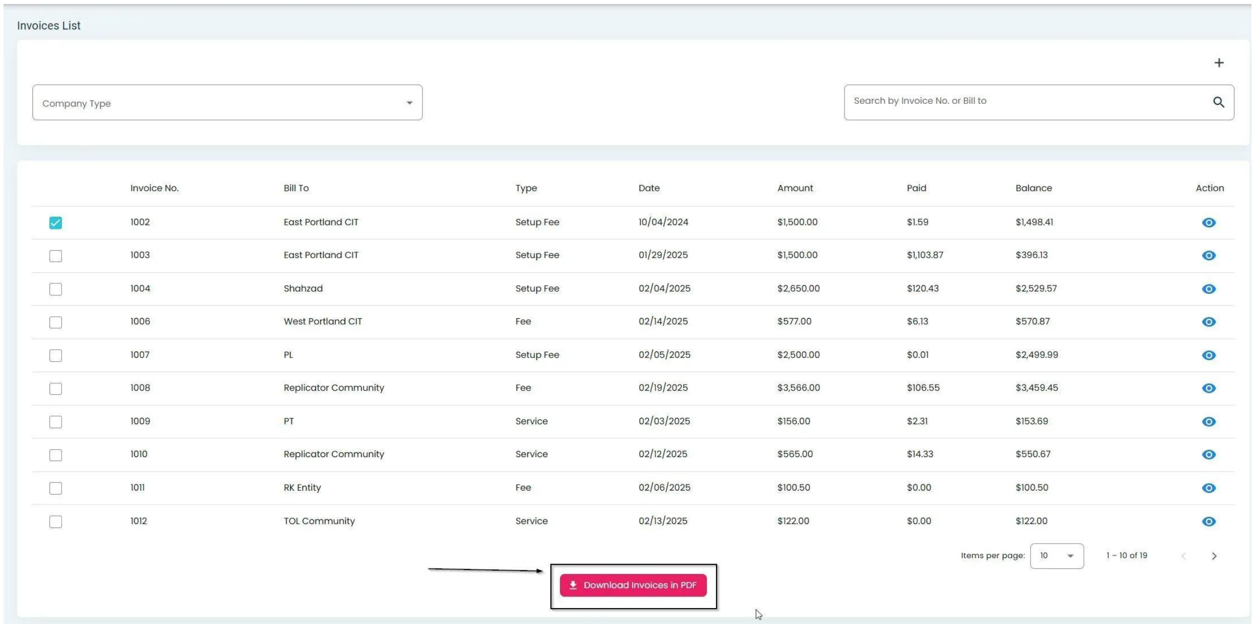


Fig. 144: Billing, Invoices, Download PDF Button

How to Add an Invoice

To add a new invoice:

1. Click the **Add New Invoice** button (plus sign):

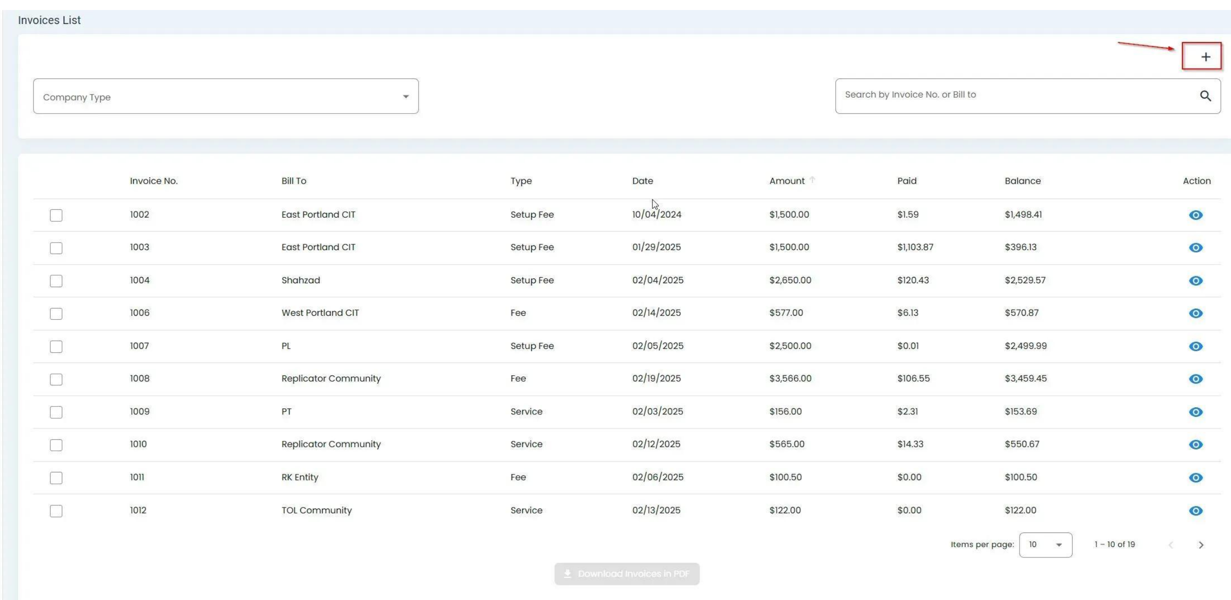


Fig. 145: Billing, Invoices, Add New Invoice Button

2. Fill out the invoice form:

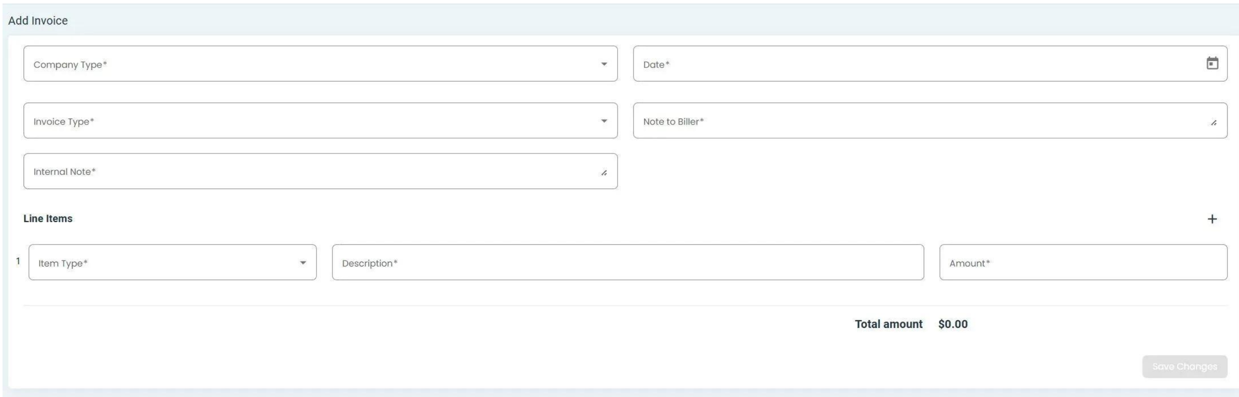


Fig. 146: Billing, Invoices, Add Invoice Form

Note

Reference to All fields are required item All fields are required for creating a new invoice.

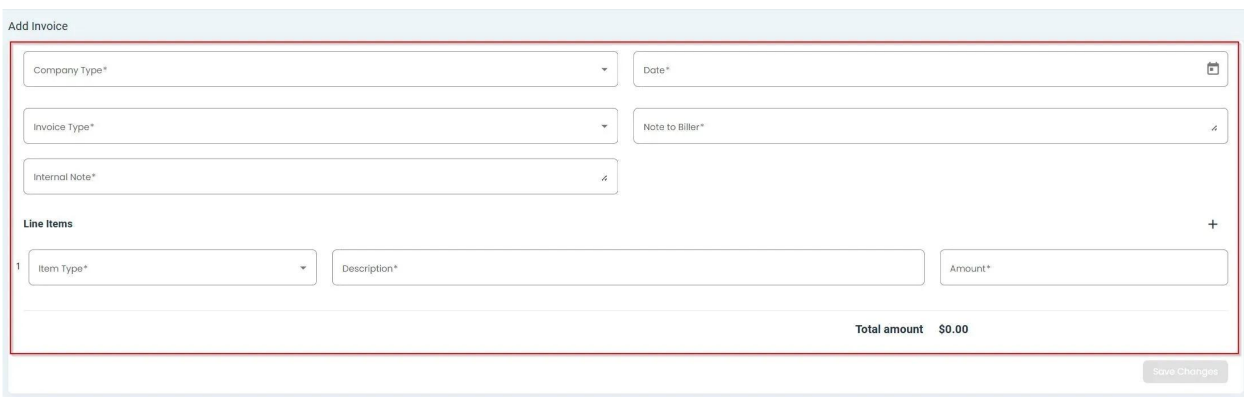


Fig. 147: Billing, Invoices, All Fields Required

3. Complete all required information (example):

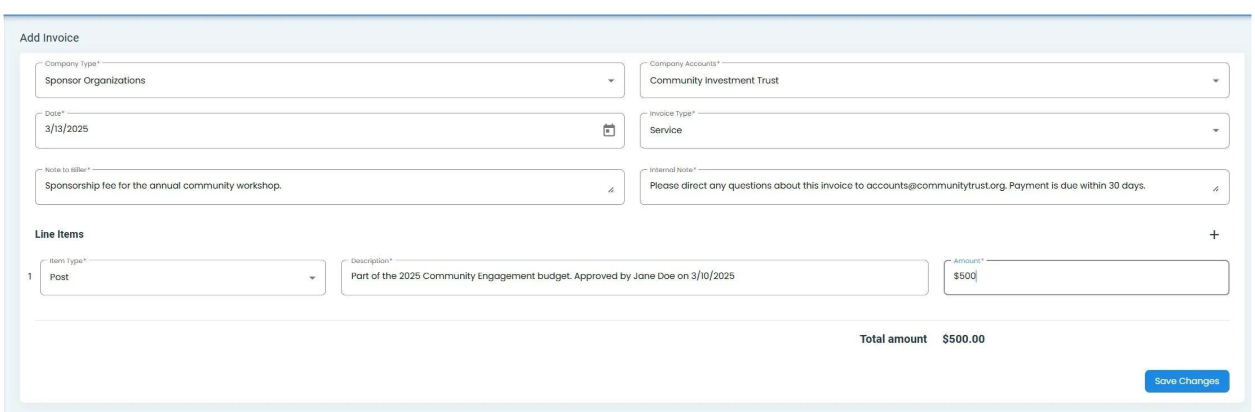


Fig. 148: Billing, Invoices, Example of Filled Out Form

How to Add New Line Items

You can add multiple line items to an invoice:

1. Click the **Add Line Item** button:

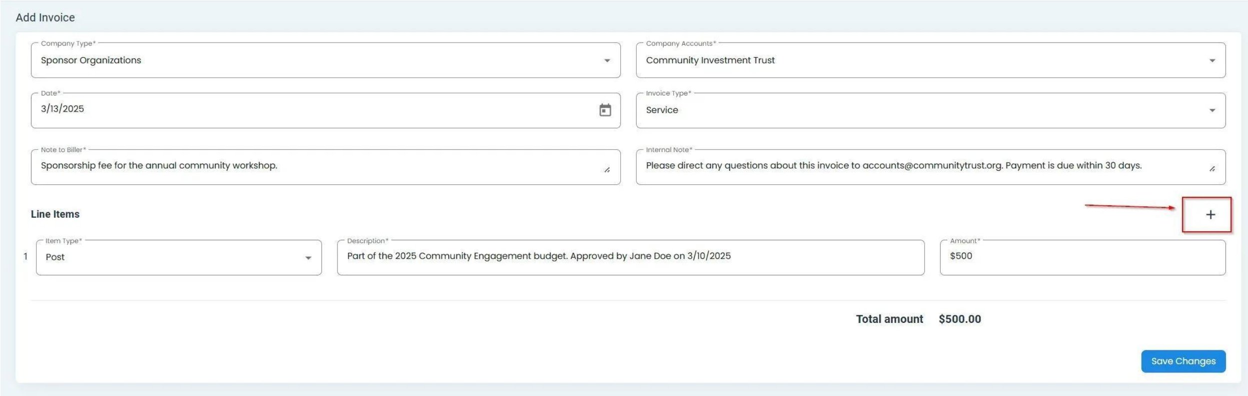


Fig. 149: Billing, Invoices, Add Line Item Button

2. Fill out the details for the new line item:

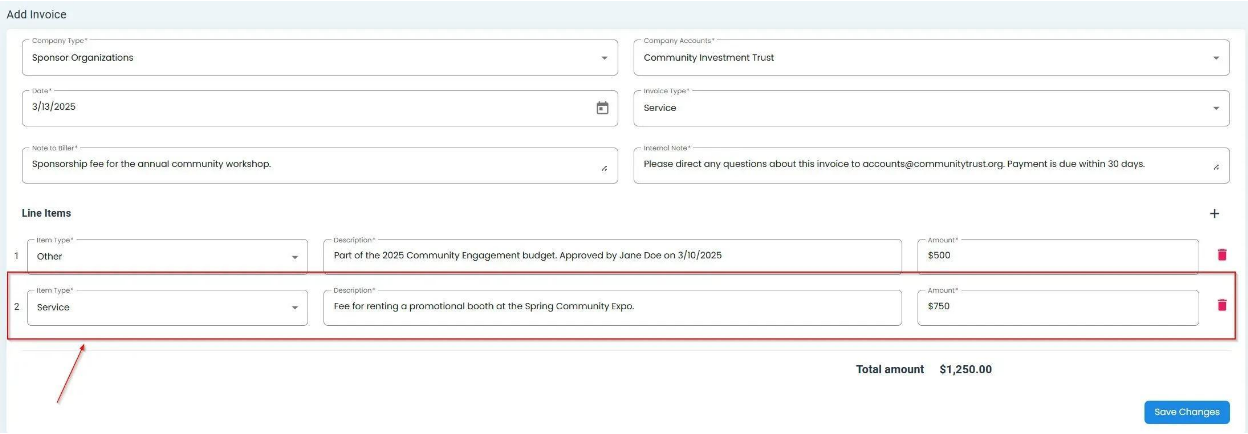


Fig. 150: Billing, Invoices, Second Line Item Added

3. The total will automatically update to reflect all line items:

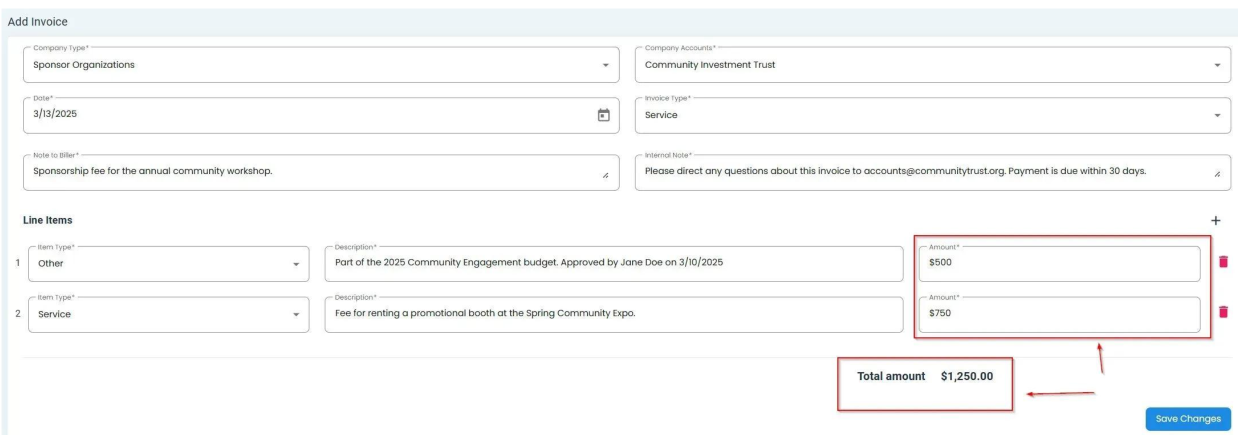


Fig. 151: Billing, Invoices, Total Updated with New Line Item

Payments

The **Payments** section provides tools for viewing and managing payment records within the system.

- *Features: Payments*
- *Layout: Payments Homepage*
- *Filtering Payments*
  - *Step 1: Locate the Filter Button*
  - *Step 2: Select Filter Criteria*
- *Searching Payments*
  - *Step 1: Locate the Search Bar*
  - *Step 2: Enter Search Terms*
- *Additional Features*

Features: Payments

- View payment records
- Search for specific payment entries
- Filter payments by company type and other criteria
- View detailed payment information
- Add payment credits to accounts

Layout: Payments Homepage

The Payments homepage displays a comprehensive table of all payment records in the system.

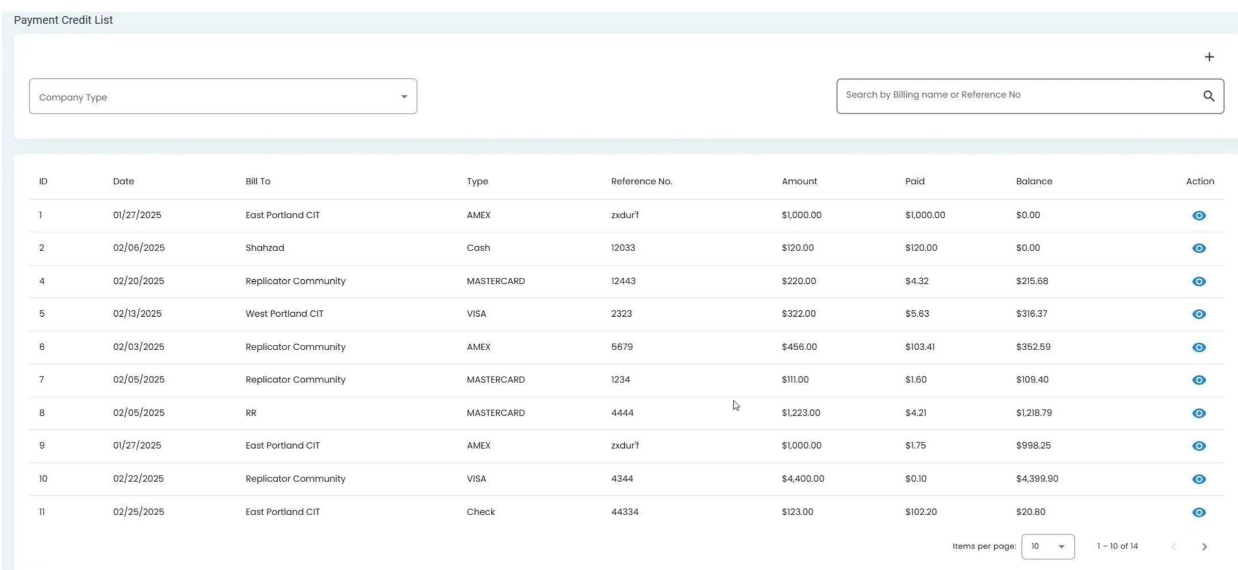


Fig. 152: Payments Homepage showing the payment records table

Filtering Payments

The system allows you to filter payment records by company type and other criteria.

Step 1: Locate the Filter Button

Find the filter button in the Payments table interface.

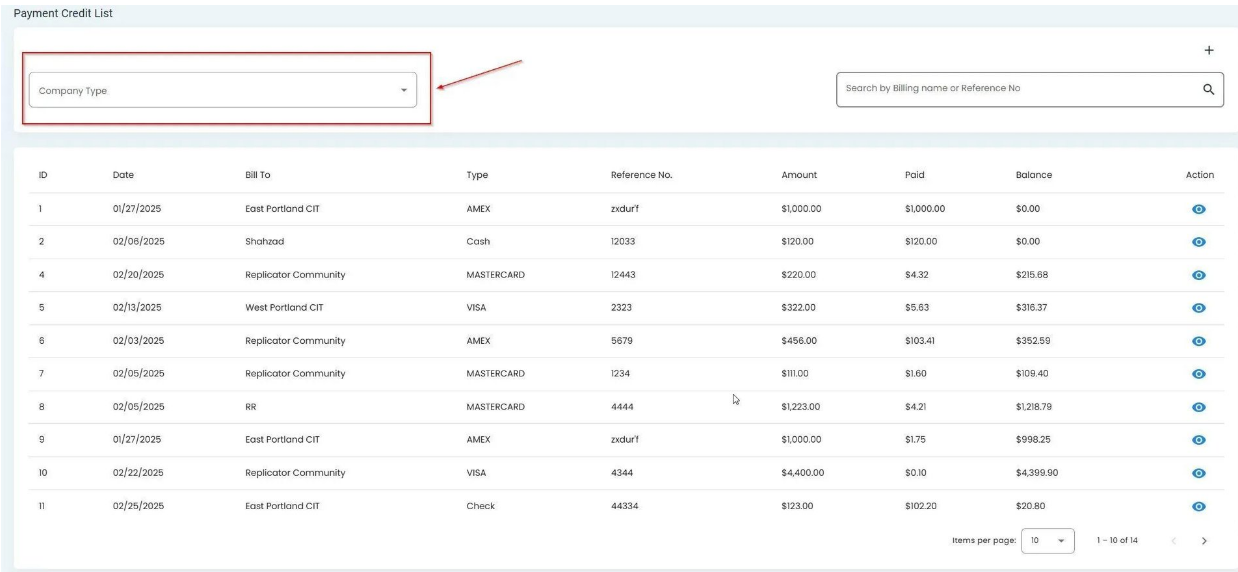


Fig. 153: Filter button location in the Payments table

Step 2: Select Filter Criteria

Click the filter button to expand the available filtering options.

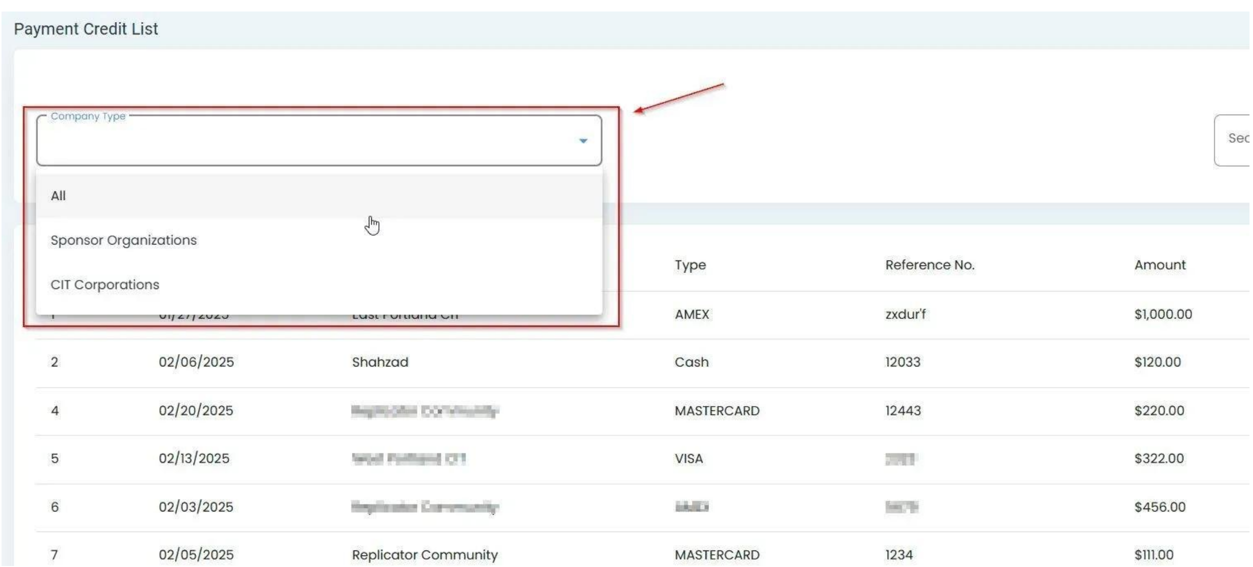


Fig. 154: Expanded filter options for the Payments table

Searching Payments

You can search for specific payment records using the search functionality.

Step 1: Locate the Search Bar

Find the search bar at the top of the Payments table.

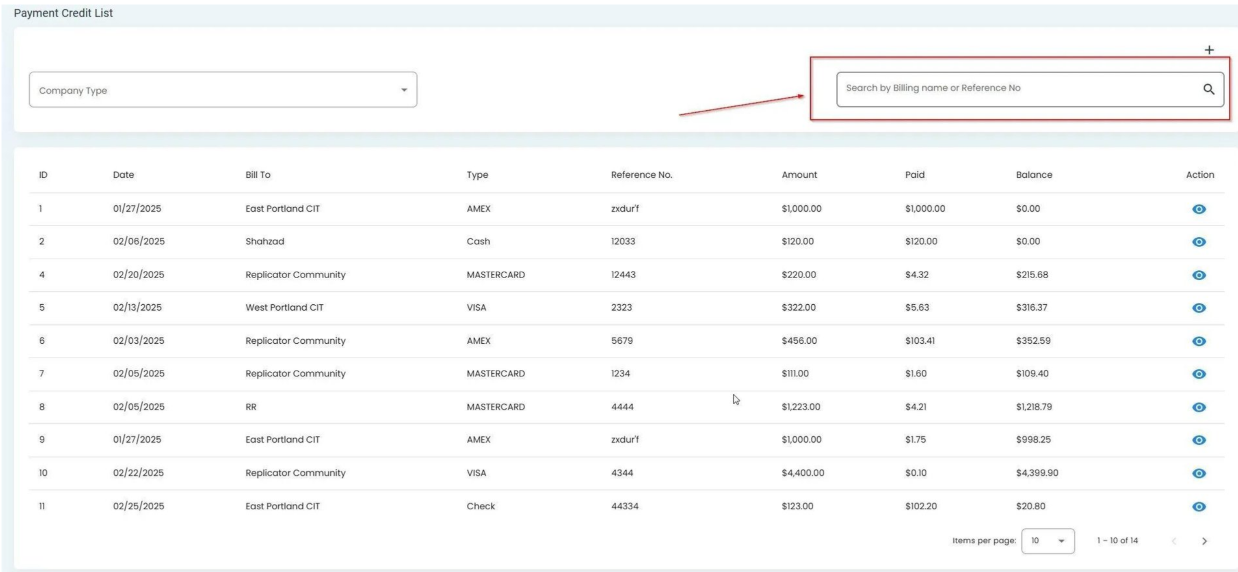
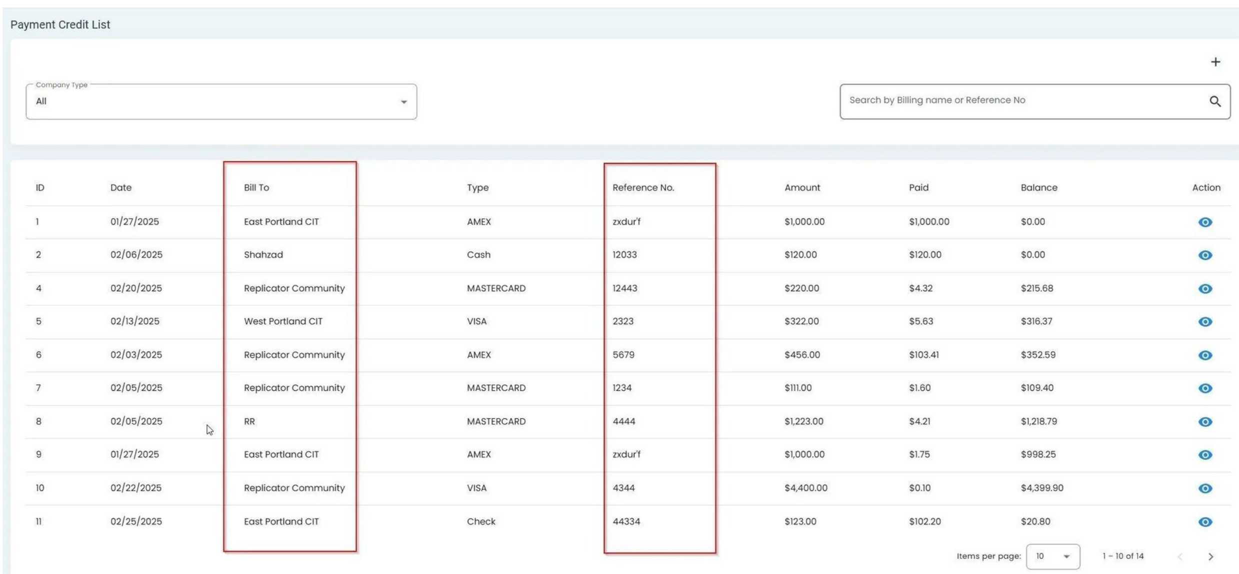


Fig. 155: Search bar location in the Payments interface

Step 2: Enter Search Terms

Type your search terms in the search bar. The table will automatically filter to show matching results.

> **Note**
>
> The system searches across multiple columns in the Payments table to find matching records.



Payment Credit List

Company Type: All

Search by Billing name or Reference No

ID	Date	Bill To	Type	Reference No.	Amount	Paid	Balance	Action
1	01/27/2025	East Portland CIT	AMEX	zxdur'f	$1,000.00	$1,000.00	$0.00	
2	02/06/2025	Shahzad	Cash	12033	$120.00	$120.00	$0.00	
4	02/20/2025	Replicator Community	MASTERCARD	12443	$220.00	$4.32	$215.68	
5	02/13/2025	West Portland CIT	VISA	2323	$322.00	$5.63	$316.37	
6	02/03/2025	Replicator Community	AMEX	5679	$456.00	$103.41	$352.59	
7	02/05/2025	Replicator Community	MASTERCARD	1234	$111.00	$1.60	$109.40	
8	02/05/2025	RR	MASTERCARD	4444	$1,223.00	$4.21	$1,218.79	
9	01/27/2025	East Portland CIT	AMEX	zxdur'f	$1,000.00	$1.75	$998.25	
10	02/22/2025	Replicator Community	VISA	4344	$4,400.00	$0.10	$4,399.90	
11	02/25/2025	East Portland CIT	Check	44334	$123.00	$102.20	$20.80	

Items per page: 10 1 – 10 of 14

Fig. 156: Searchable columns in the Payments table

Additional Features

The Payments section includes additional features for managing payment information:

- View detailed payment information
- Add payment credits to accounts

Viewing Payment Details

The **Viewing Payment Details** section explains how to access and understand detailed information about individual payment records.

- *Overview: Payment Details*
- *Steps: Accessing Payment Details*
  - *Step 1: Locate the View Details Button*
  - *Step 2: View Payment Details Screen*
- *Understanding the Payment Details*
  - *Quick Information Section*
  - *Detailed Columns*
- *Summary*

Overview: Payment Details

The Payment Details screen provides comprehensive information about a specific payment, including transaction details, payment status, and associated account information.

Steps: Accessing Payment Details

Step 1: Locate the View Details Button

Find the “View Details” button in the payment record row you wish to examine.

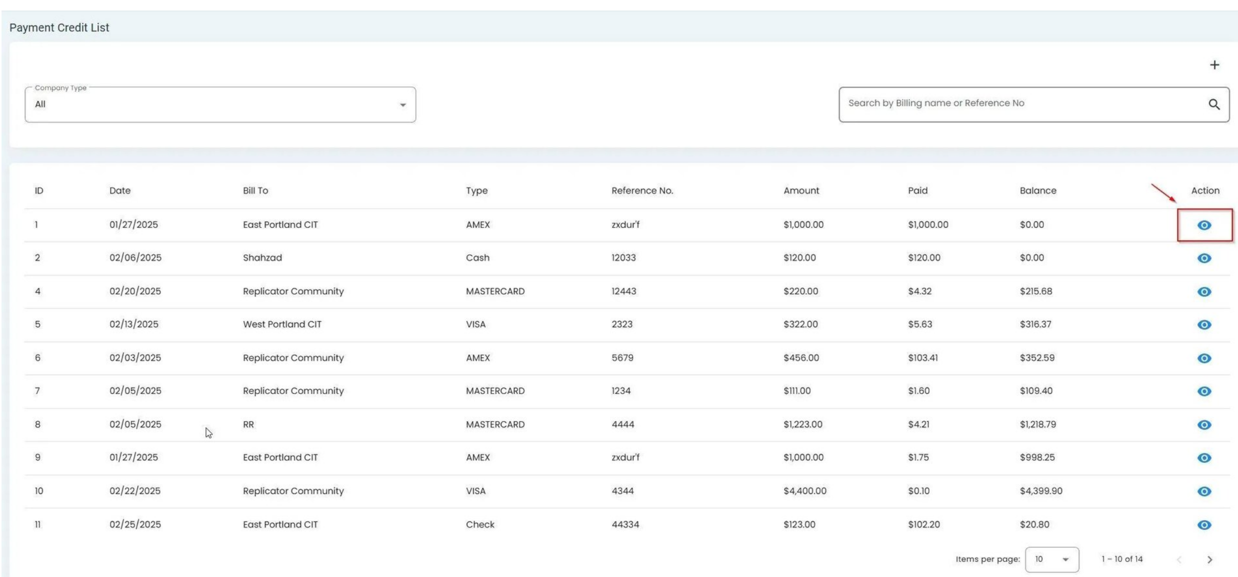


Fig. 157: Location of the View Details button in the Payments table

Step 2: View Payment Details Screen

After clicking the View Details button, a new screen will open displaying all available information about the selected payment.

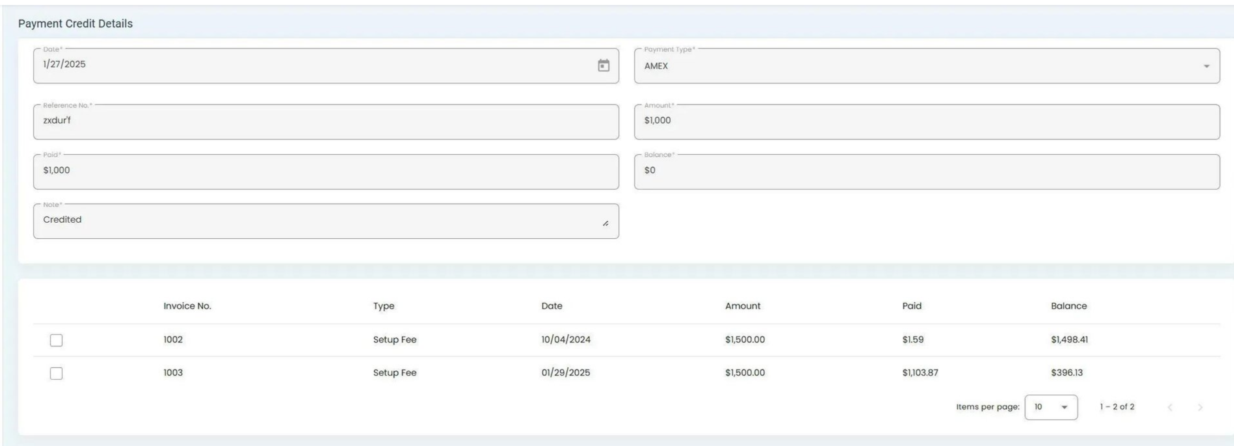


Fig. 158: Payment Details screen showing comprehensive payment information

Understanding the Payment Details

Quick Information Section

The top section of the Payment Details screen provides essential information about the payment at a glance.

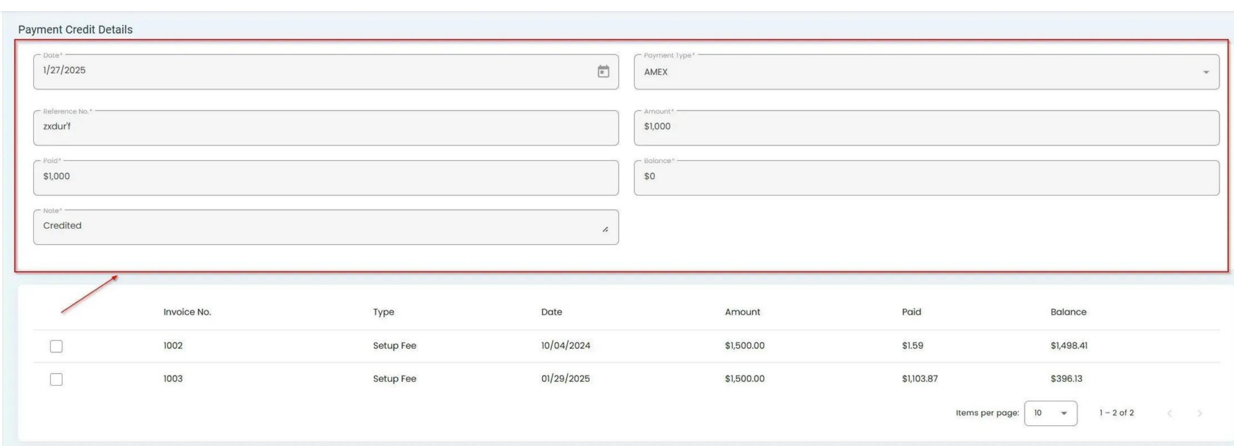


Fig. 159: Quick information section highlighted in the Payment Details screen

Detailed Columns

The Payment Details screen is organized into columns containing specific categories of information.

Summary

The Payment Details screen allows you to:

1. Access comprehensive information about individual payment records

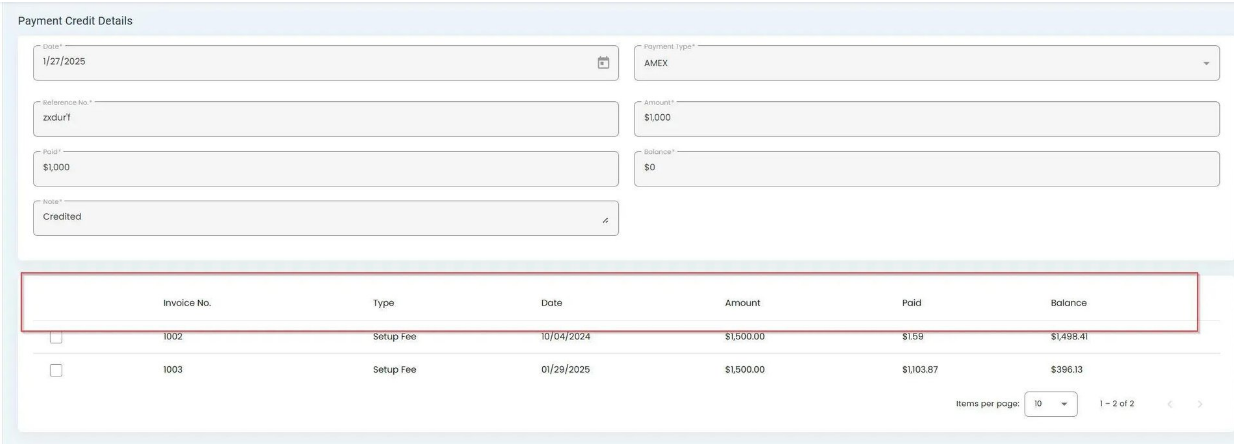


Fig. 160: Columns of information in the Payment Details screen

2. View payment transaction details
3. See associated account information
4. Check payment status and history

Adding Payment Credits

The **Adding Payment Credits** section explains how to add payment credits to company accounts in the system.

- *Overview: Payment Credits*
- *Steps: Adding Payment Credits*
  - *Step 1: Locate the Add Payment Credit Button*
  - *Step 2: Access the Add Payment Credit Form*
  - *Step 3: Select Company Type*
  - *Step 4: Select Company Account*
  - *Step 5: Select Payment Type*
  - *Step 6: Fill Out Fields and Save*
- *Summary*

Overview: Payment Credits

Payment credits allow you to add funds to company accounts in the system. This feature is essential for maintaining payment balances and facilitating transactions within the application.

Steps: Adding Payment Credits

Step 1: Locate the Add Payment Credit Button

Find the “Add Payment Credit” button in the Payments interface.

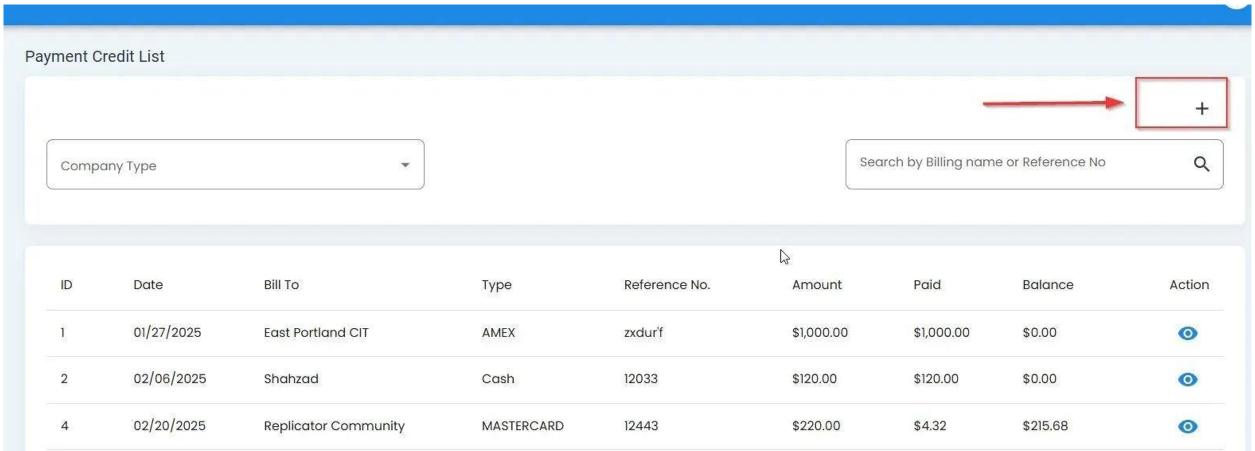


Fig. 161: Location of the Add Payment Credit button

Step 2: Access the Add Payment Credit Form

After clicking the Add Payment Credit button, you’ll see the payment credit form.

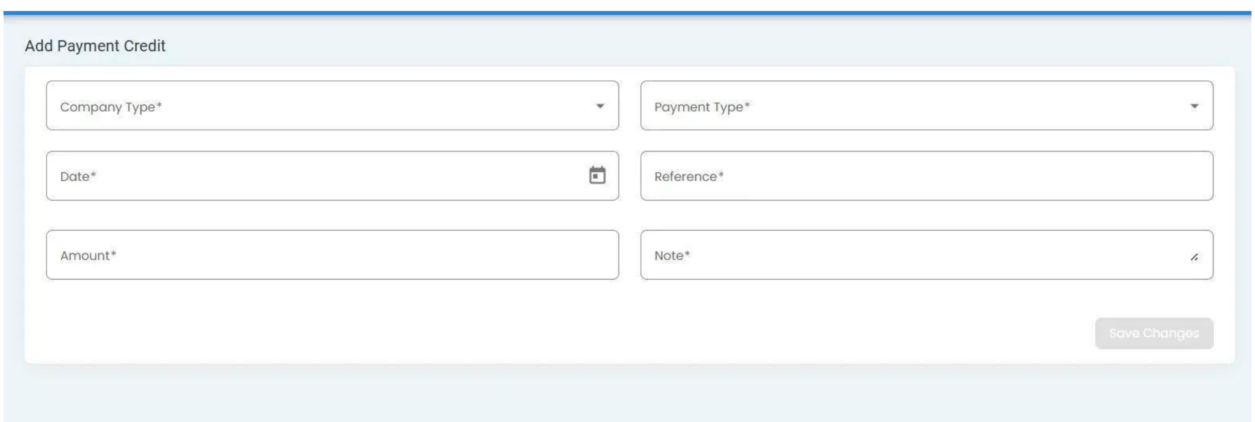


Fig. 162: The Add Payment Credit form

> **Note**
>
> All fields in the Add Payment Credit form are required.

Step 3: Select Company Type

Choose the appropriate company type from the dropdown menu.

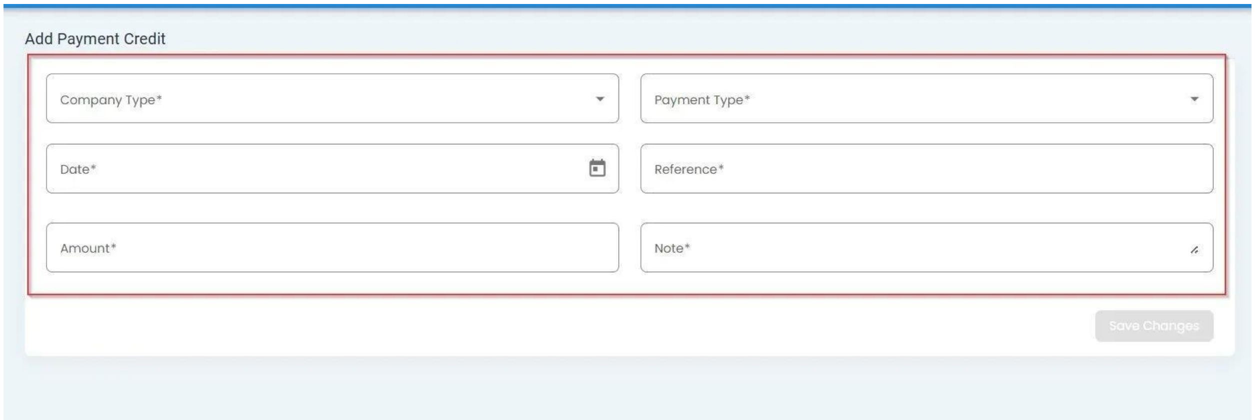


Fig. 163: All fields are required in the Add Payment Credit form

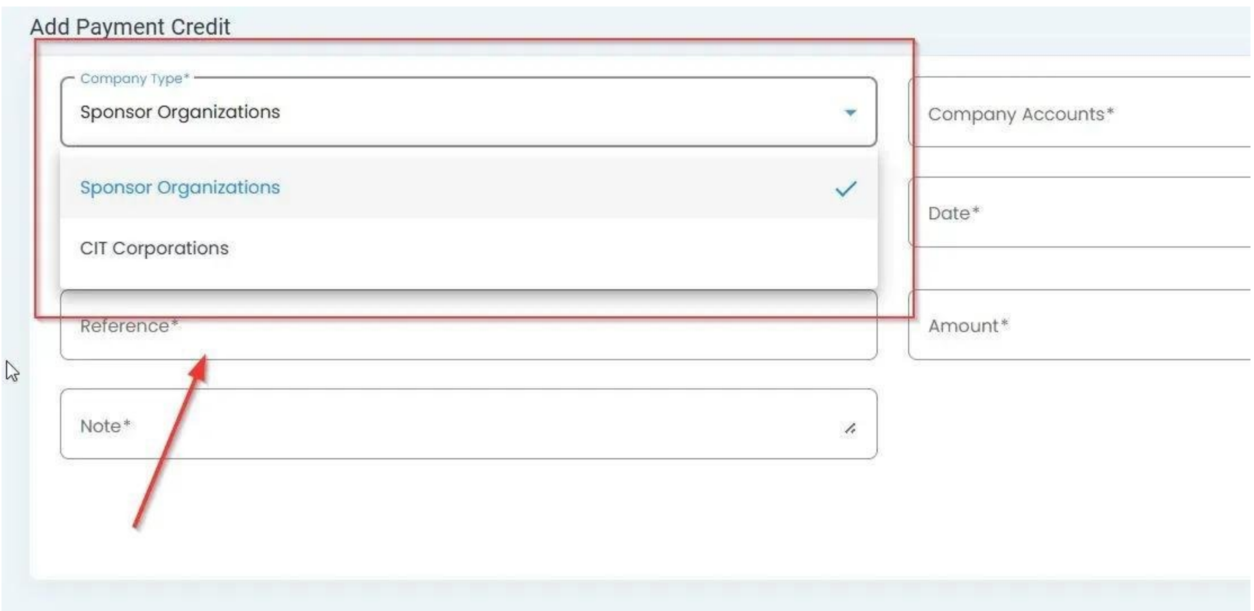


Fig. 164: Selecting the company type in the Add Payment Credit form

Step 4: Select Company Account

Select the specific company account to which you want to add the payment credit.

Step 5: Select Payment Type

Choose the appropriate payment type from the available options.

Step 6: Fill Out Fields and Save

Complete all the required fields in the form and click the Save button to add the payment credit.

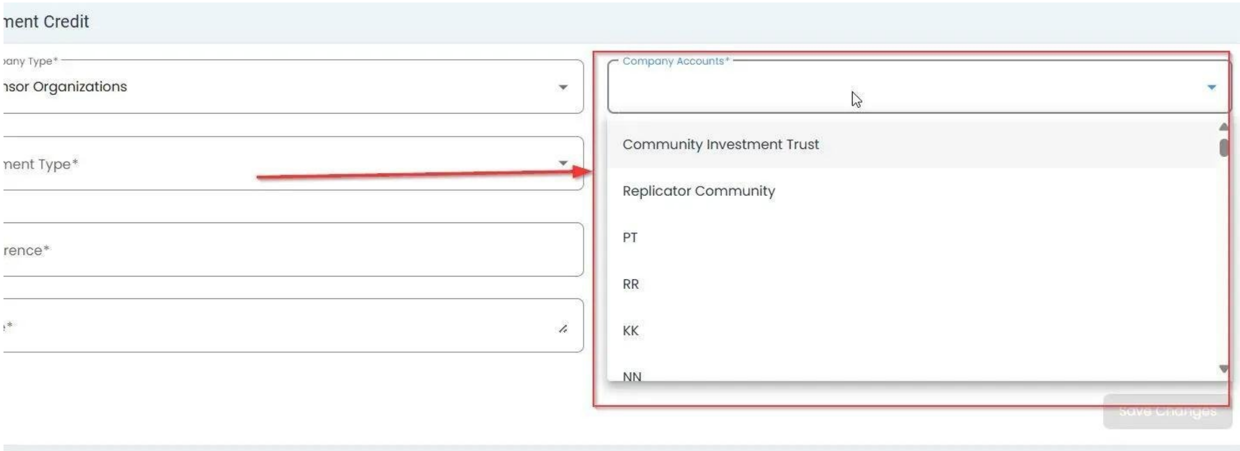


Fig. 165: Selecting the company account in the Add Payment Credit form

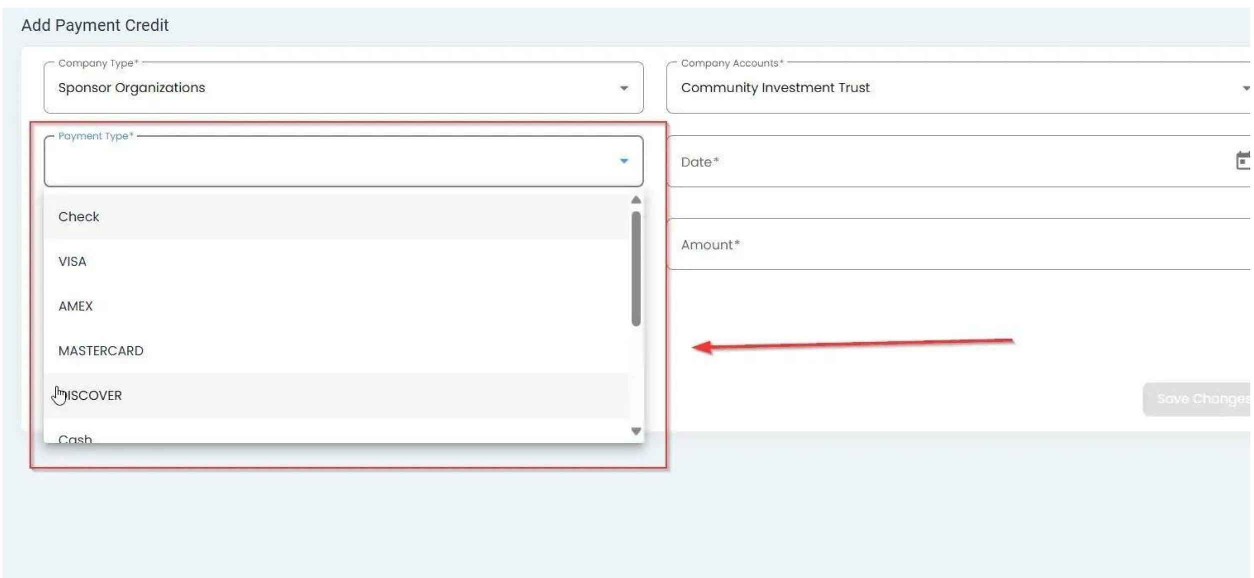


Fig. 166: Selecting the payment type in the Add Payment Credit form

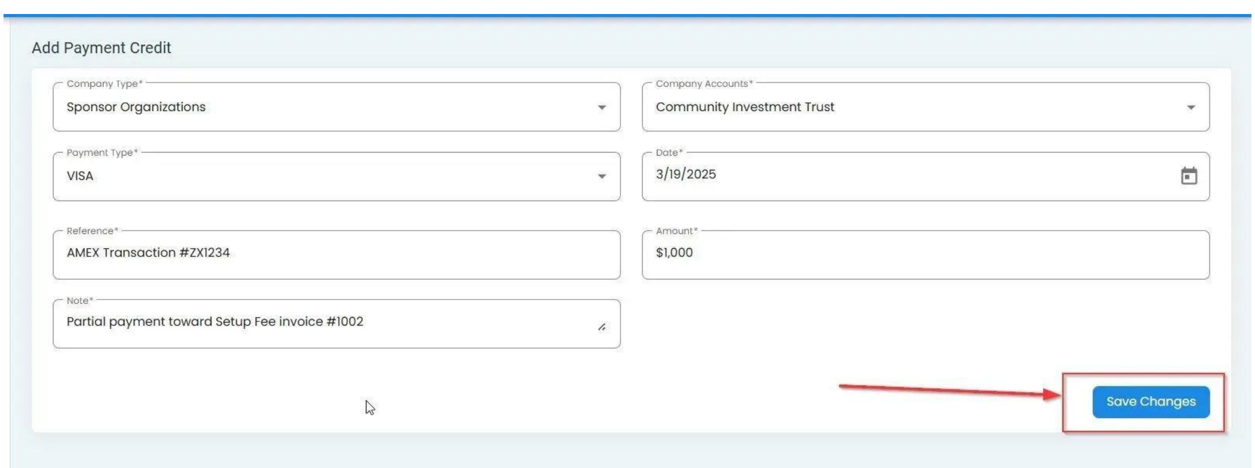


Fig. 167: Filling out the fields and clicking Save to complete the process

Summary

The process of adding payment credits involves:

1. Accessing the Add Payment Credit form
2. Selecting the company type and account
3. Choosing the payment type
4. Completing all required fields
5. Saving the payment credit information

This functionality allows administrators to manage company account balances effectively within the system.

Statement

The **Statement** section provides access to billing statements and financial summaries.

Table of Contents

- *Overview*
- *Accessing Statements*
- *Statement Features*
  - *View Statements*
  - *Statement Types*
- *Working with Statements*
  - *Download Options*
  - *Statement Details*
- *Generating Custom Statements*
- *Statement Archives*

Overview

The **Statement** section allows you to view, download, and manage billing statements for your account.

Accessing Statements

To Access Billing Statements:

1. Navigate to the ▷ **Billing** category in the **Primary Sidenavigation**.
2. Select **Statement** from the dropdown menu.

Statement Features

View Statements

The statement page displays:

- Current billing period statement
- Historical statements archive
- Statement summary information
- Account balance details

Statement Types

Available statement types include:

- **Monthly Statements** Generated at the end of each month
- **Quarterly Statements** Quarterly financial summaries

- **Annual Statements** Yearend comprehensive statements
- **Custom Period Statements** Generate statements for specific date ranges

Working with Statements

Download Options

You can download statements in multiple formats:

- Download PDF Professional formatted statement
- Download Excel Detailed transaction spreadsheet
- Download CSV Raw data for analysis

Statement Details

Each statement includes:

- **Account Summary** Opening and closing balances
- **Transaction Details** All transactions during the period
- **Fee Summary** Breakdown of all fees and charges
- **Payment History** Payments received during the period

Generating Custom Statements

To Generate a Custom Statement:

1. Click Generate Custom Statement.
2. Select the date range for your statement.
3. Choose the format and detail level.
4. Click Generate to create your statement.

Note

Custom statements may take a few moments to generate for large date ranges or accounts with many transactions.

Statement Archives

Historical statements are automatically archived and available for:

- Past 7 years of monthly statements
- Past 5 years of quarterly statements
- All annual statements

Tip

Set up automatic statement delivery to receive statements via email as soon as they're generated.

Payment Management

The **Payment Management** section provides tools for managing payments and invoices within the system.

- *Features: Payment Management*
- *Layout: Payment Management Homepage*
  - *Table Names*
  - *Table Sections*
- *Columns: Payment Management Tables*
- *Search Functionality*
- *Filtering Records*

Features: Payment Management

- View and manage payments
- Track and process invoices
- Filter records by various criteria
- Search for specific payment and invoice entries

Layout: Payment Management Homepage

The Payment Management homepage has a unique layout with two separate tables on one page:

- **Payments Table** Shows all payment records
- **Invoices Table** Shows all invoice records

These tables function independently with their own search and filter features, but selecting an invoice (checking the checkbox) affects the Payments section's displayed columns.

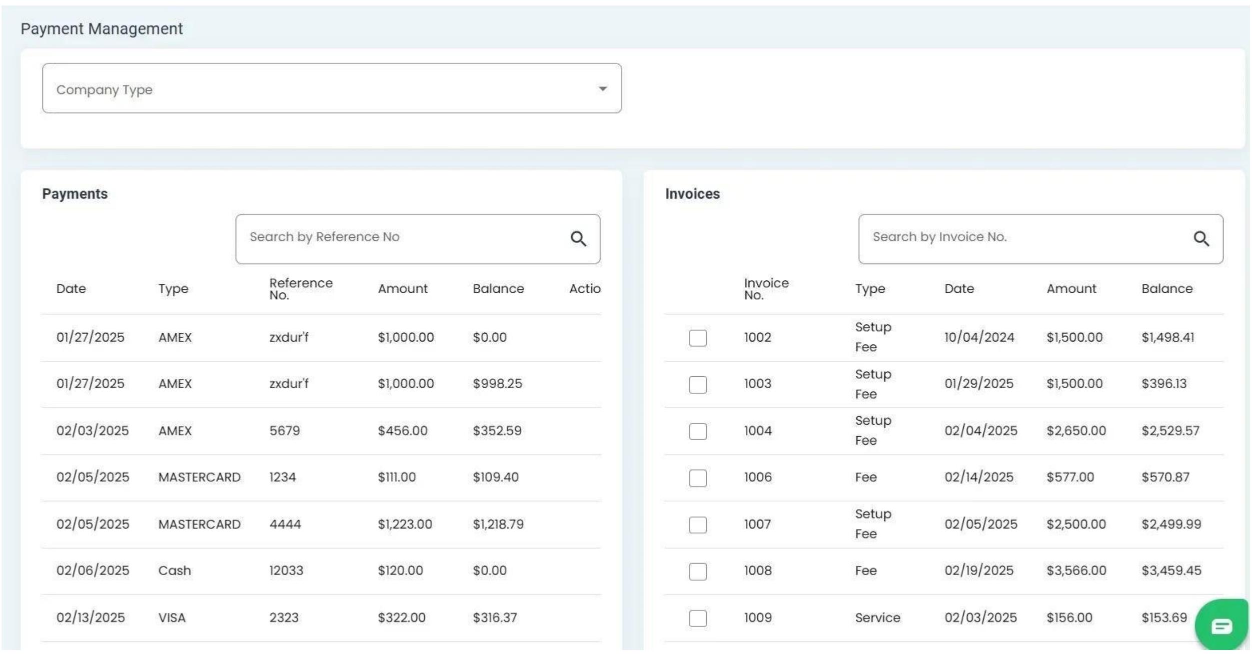


Fig. 168: Payment Management Homepage with two separate tables

Table Names

Each section of the page has a clearly labeled table name at the top.

Table Sections

The page is divided into two distinct table sections, each with its own functionality.

Columns: Payment Management Tables

Each table has specific columns with relevant information about payments and invoices.

Search Functionality

Each table has its own search bar for finding specific records.

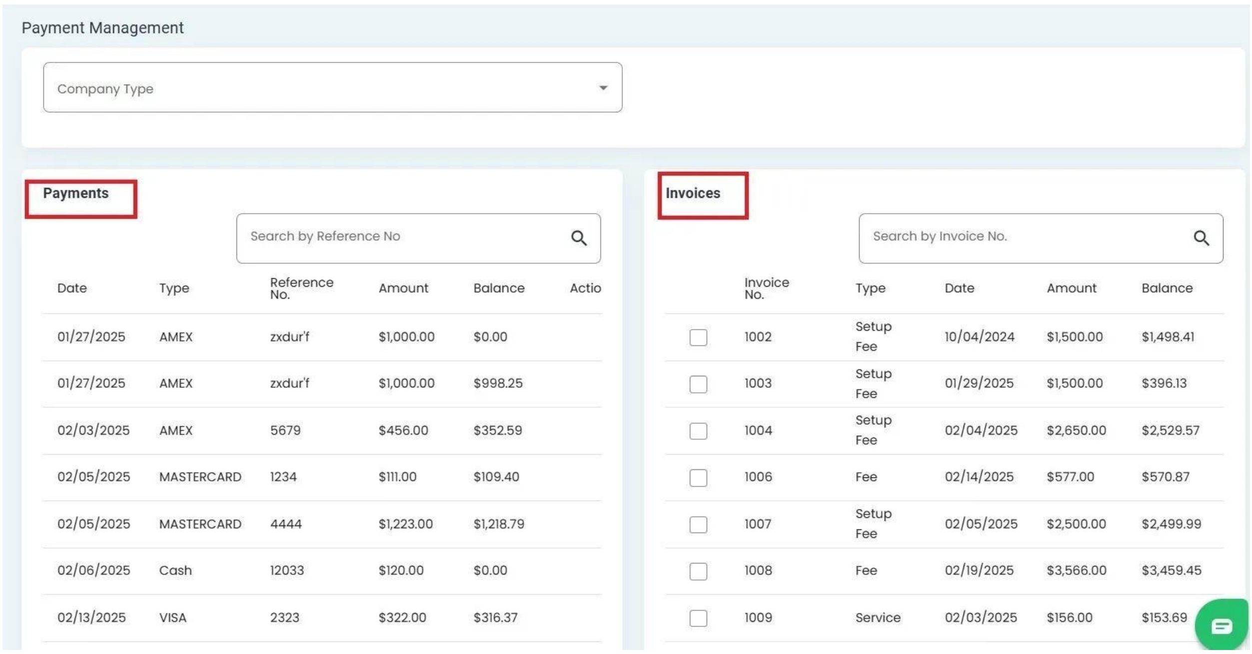


Fig. 169: Table names displayed at the top of each section

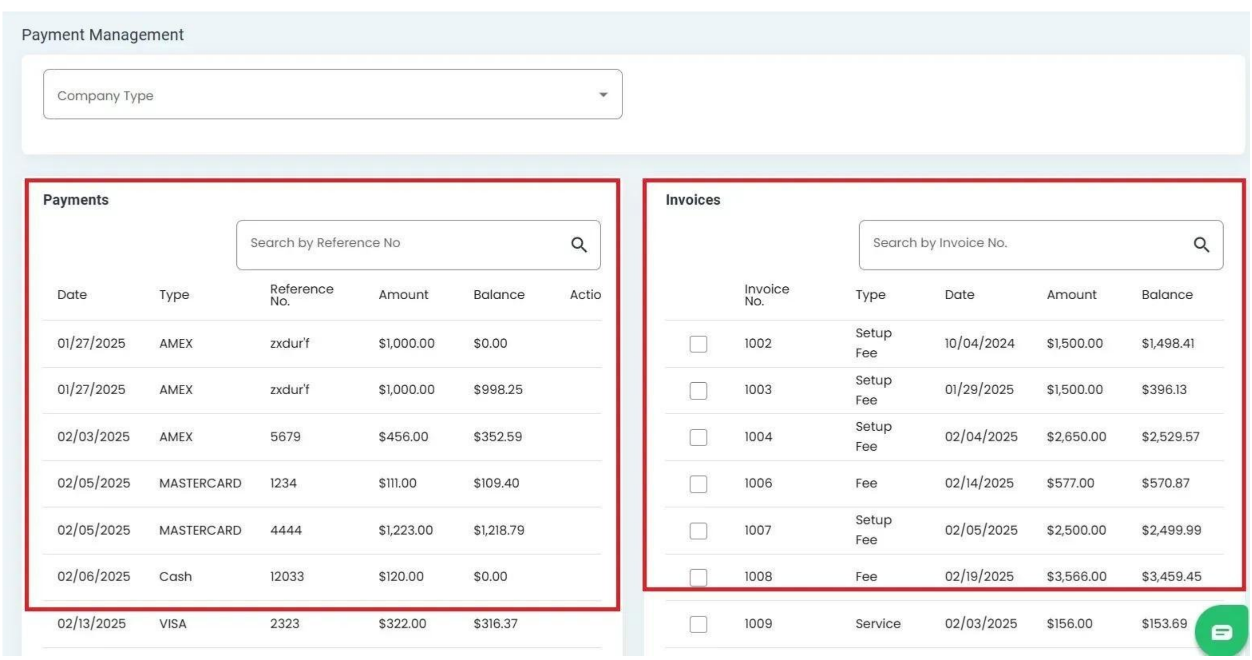


Fig. 170: Payment Management page divided into two separate table sections

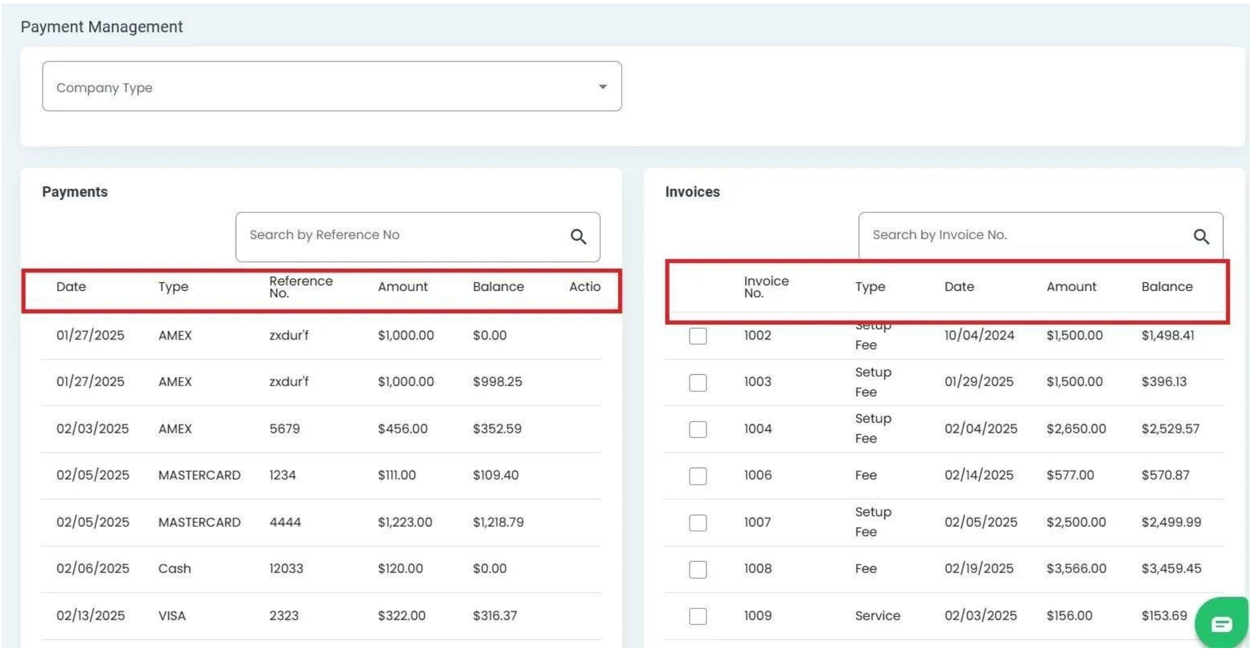


Fig. 171: Columns displayed in the Payment and Invoice tables

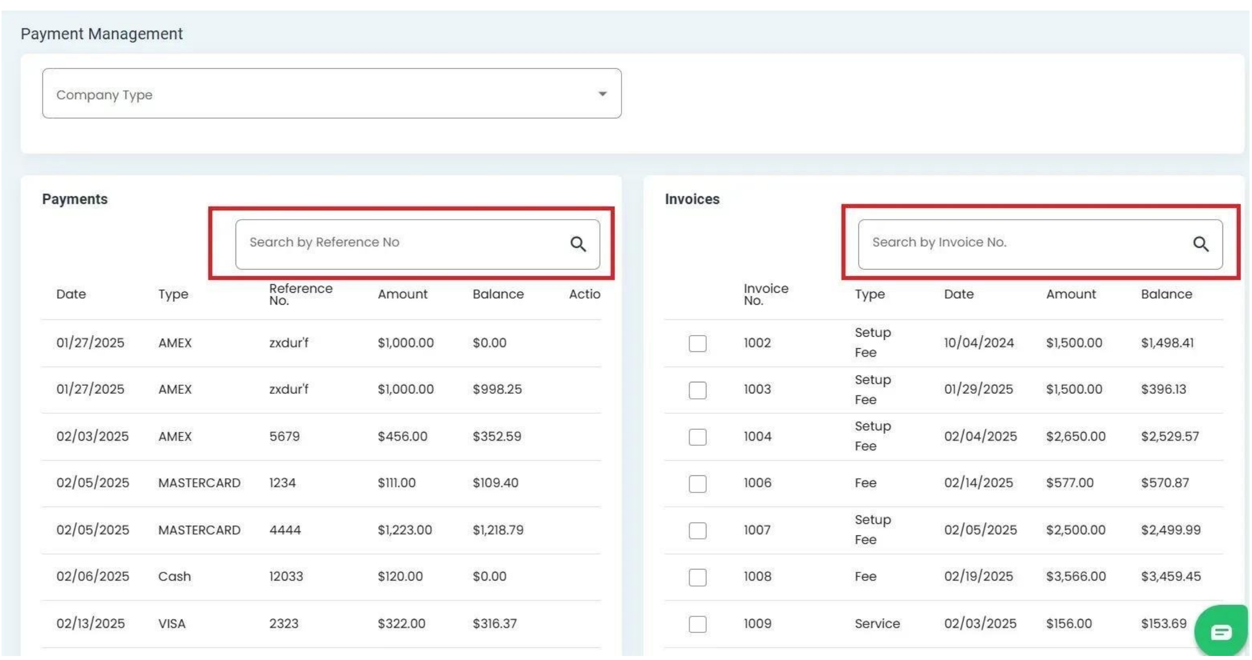


Fig. 172: Search bar location for each table

Filtering Records

Both tables offer filtering capabilities to narrow down displayed records.

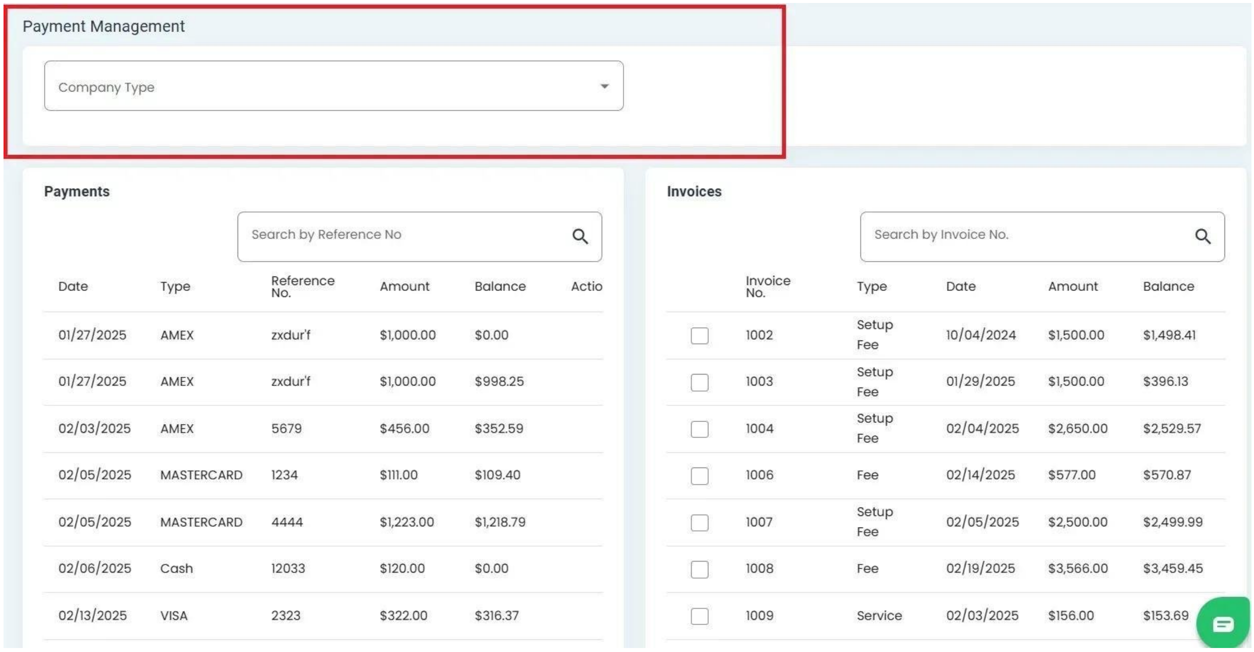


Fig. 173: Filter options available for Payment Management tables

Matching Payments to Invoices

The **Matching Payments to Invoices** section demonstrates how to match payments with specific invoices in the system.

- *Overview: Matching Payments to Invoices*
- *Steps: Matching Payments to Invoices*
  - *Step 1: Locate the Invoice Checkbox*
  - *Step 2: Check an Invoice*
  - *Step 3: View Result in Payments Table*
  - *Step 4: Click the Payment Action Button*
  - *Step 5: View Payment Window*
  - *Step 6: Locate Apply Payment Field*
  - *Step 7: Enter Payment Amount*
  - *Step 8: Save the Payment*
- *Result: Payment Confirmation*
- *Summary*

Overview: Matching Payments to Invoices

The Payment Management system allows you to associate payments with specific invoices by selecting invoices and applying payments to them. This process helps track which payments correspond to which invoices in the system.

Steps: Matching Payments to Invoices

Step 1: Locate the Invoice Checkbox

First, locate the checkbox column in the **Invoices Table**.

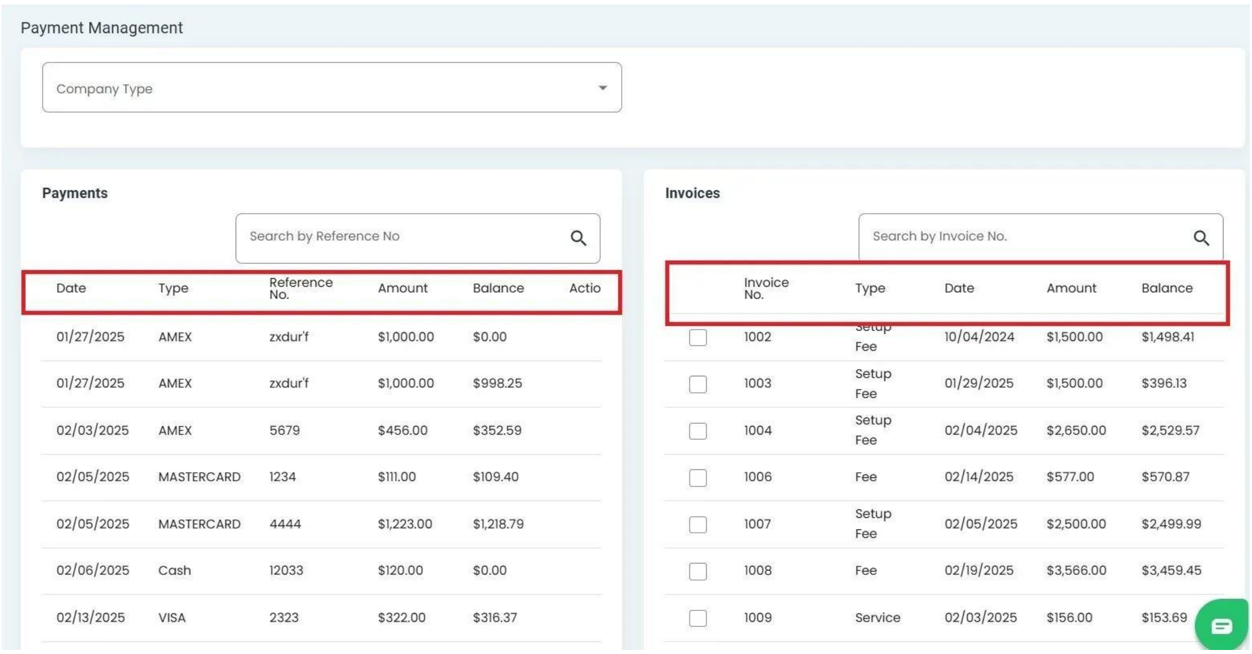


Fig. 174: Invoice table with checkbox column highlighted

Step 2: Check an Invoice

Select the invoice you want to make a payment to by checking the checkbox next to it.

Step 3: View Result in Payments Table

After selecting an invoice, notice how the Payments table updates to show a new column related to the selected invoice.

Step 4: Click the Payment Action Button

Locate and click the payment icon (money symbol) next to the invoice you want to make a payment to.

Step 5: View Payment Window

A payment popup window will appear with available payment information.

Step 6: Locate Apply Payment Field

Find the Apply Payment field in the payment window.

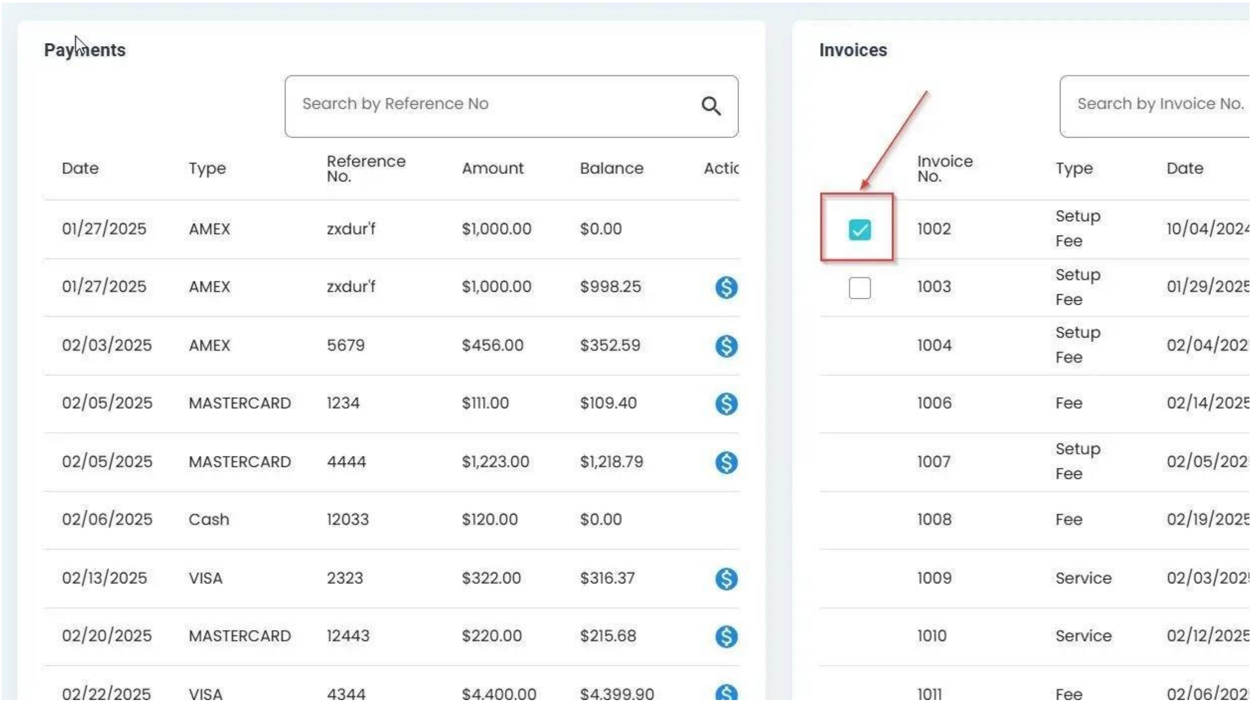


Fig. 175: Selecting an invoice by checking the checkbox

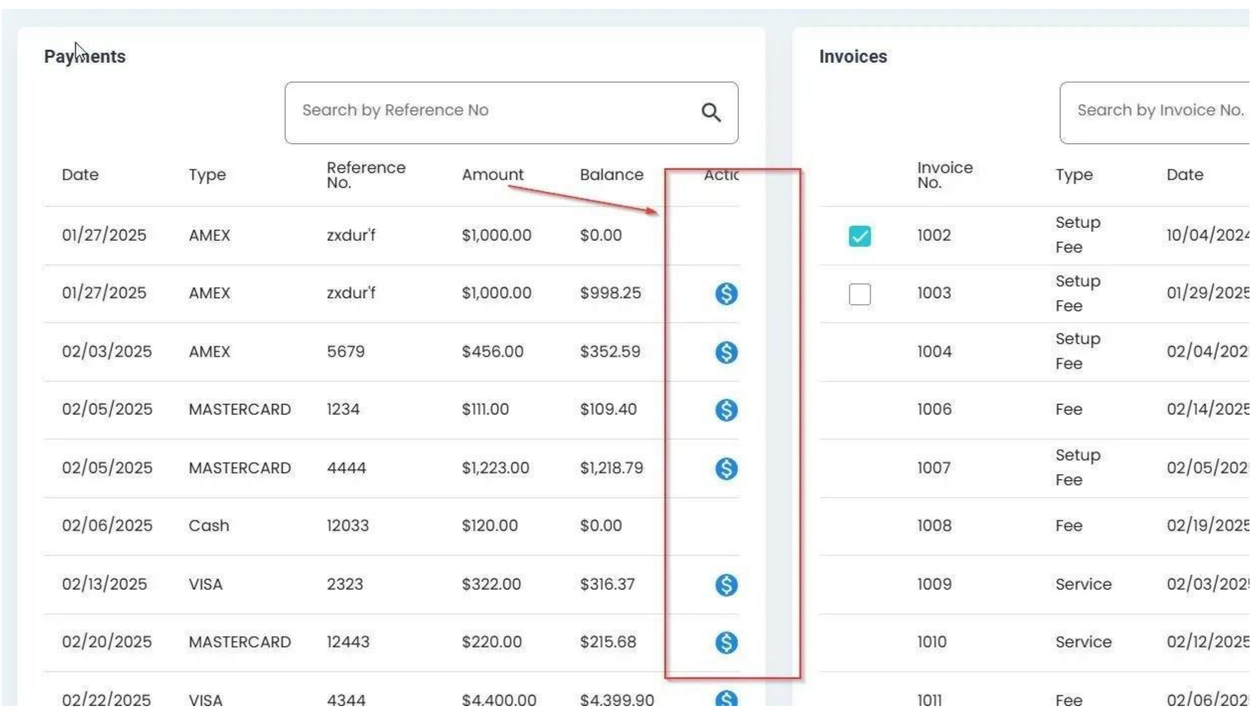


Fig. 176: The Payments table updates to show information related to the selected invoice

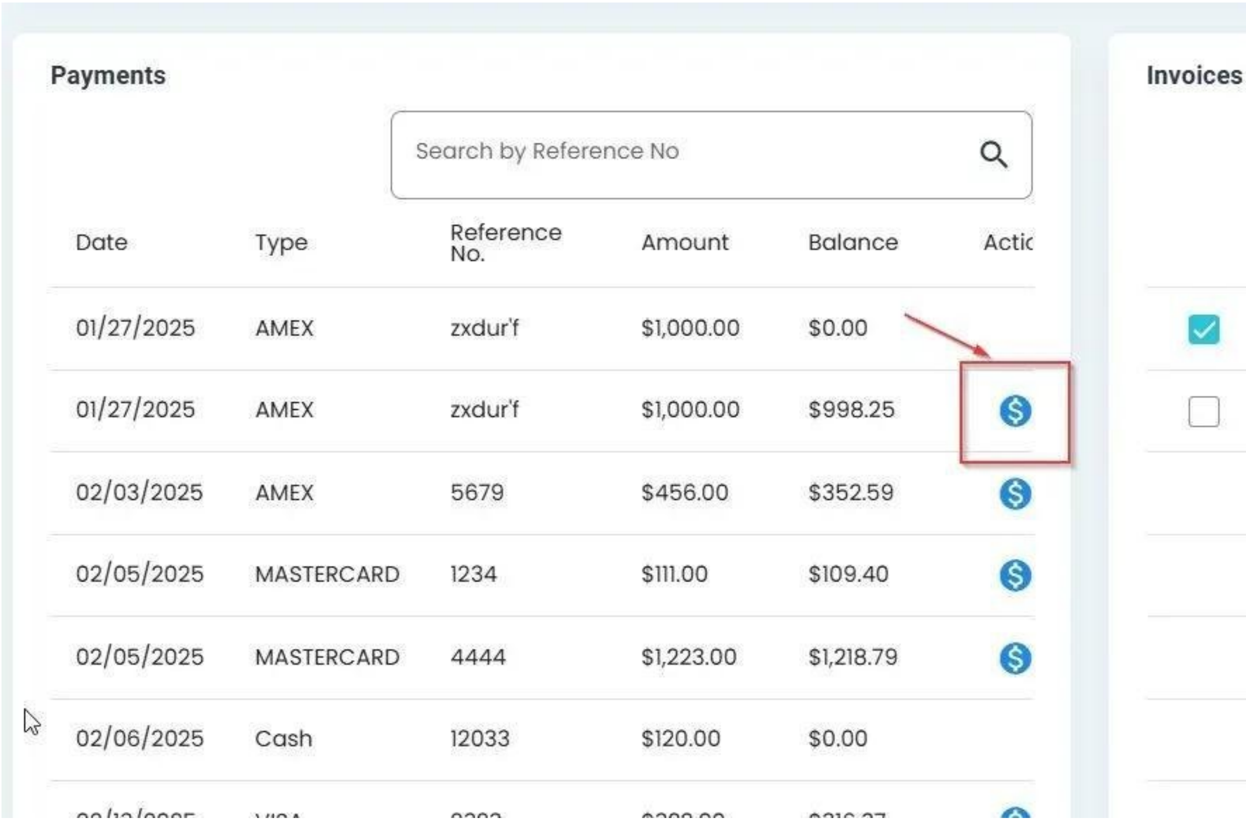


Fig. 177: Click the payment action button to initiate payment

Step 7: Enter Payment Amount

Enter the desired payment amount in the Apply Payment field.

Step 8: Save the Payment

Click the Save button to apply the payment to the selected invoice.

Result: Payment Confirmation

After successfully applying a payment, a confirmation message will appear.

Summary

The process of matching payments to invoices involves:

1. Selecting an invoice via the checkbox
2. Observing how the Payments table updates
3. Initiating a payment with the payment action button
4. Entering the payment amount
5. Saving the payment

This functionality ensures proper tracking and association between payments and their corresponding invoices.

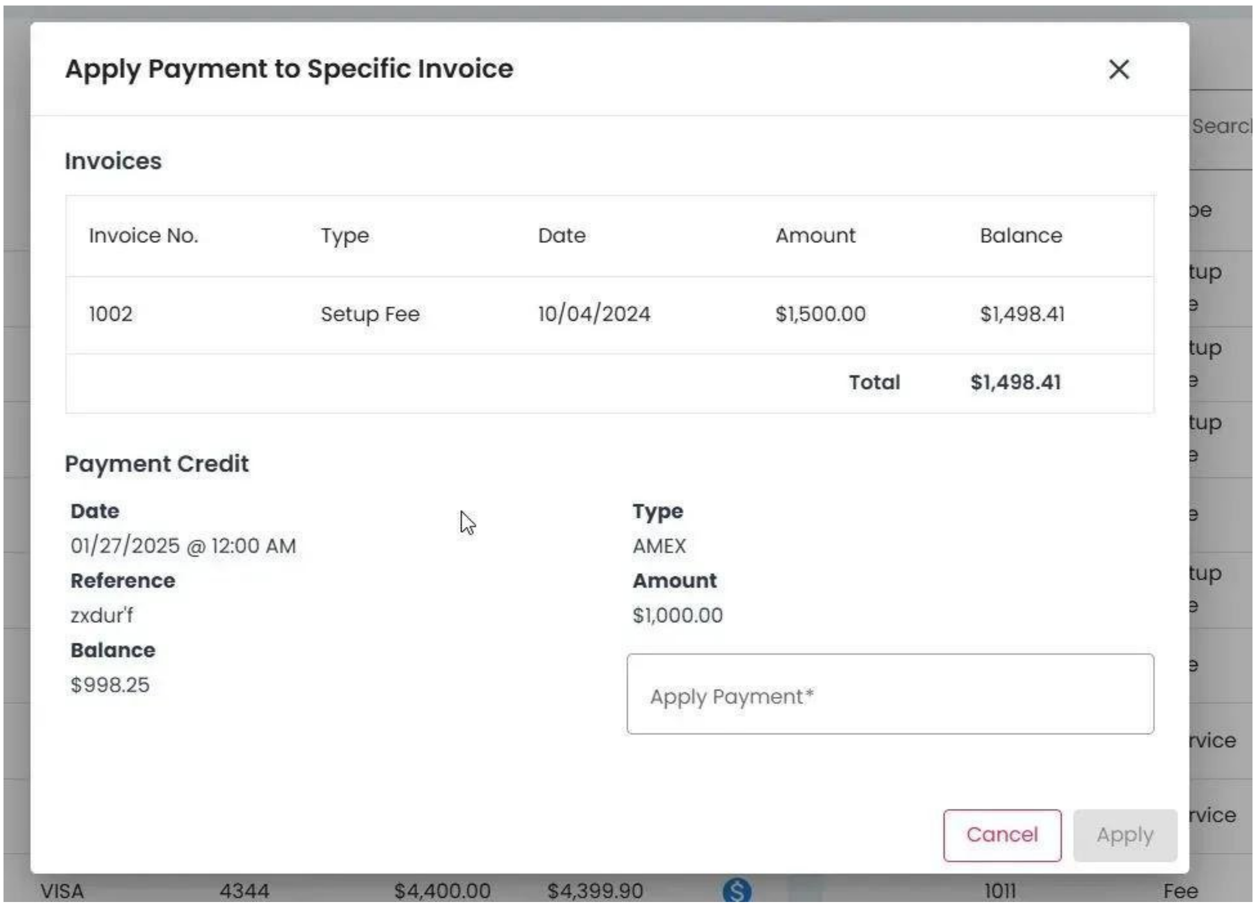


Fig. 178: Payment popup window with available information

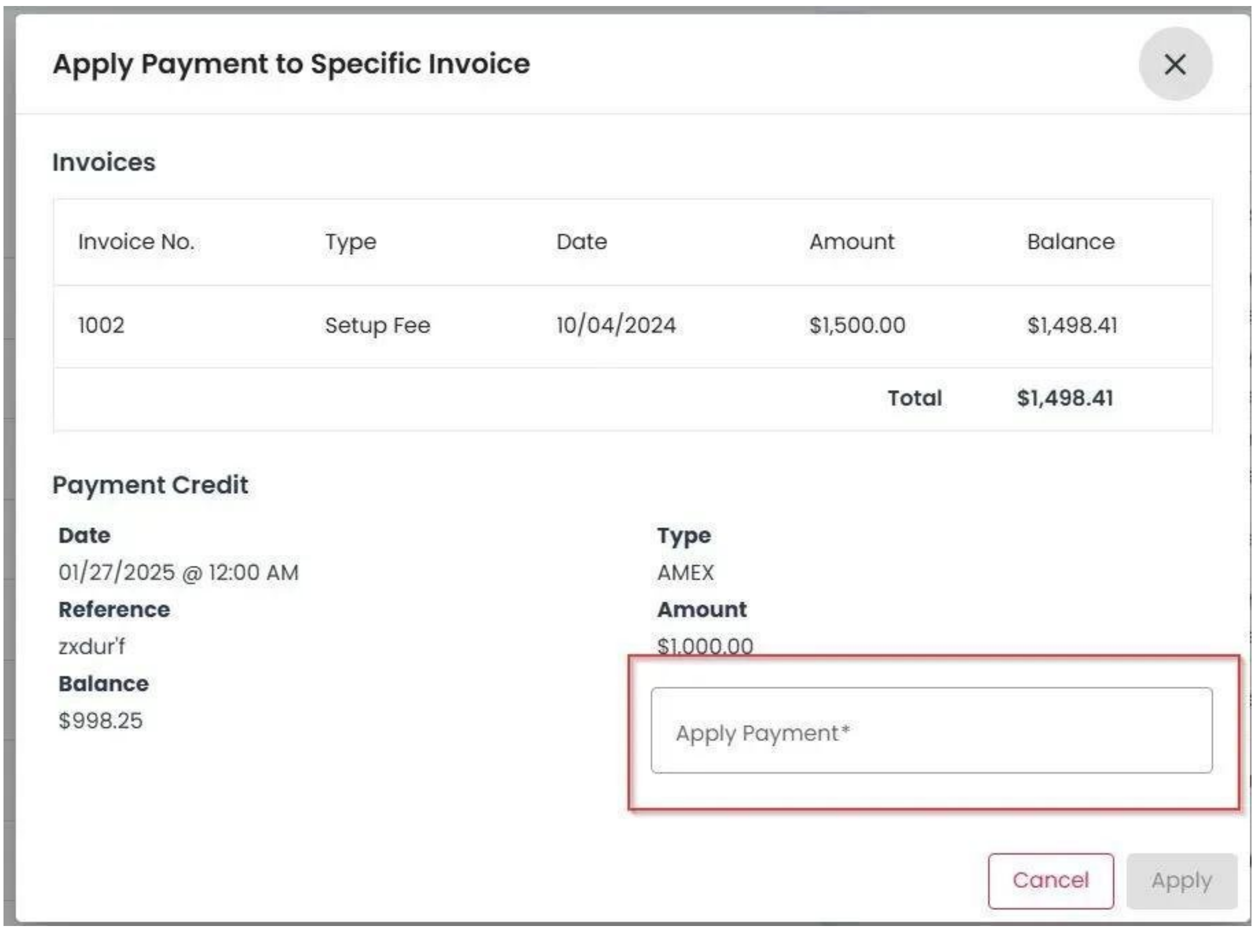


Fig. 179: Locate the Apply Payment field in the window

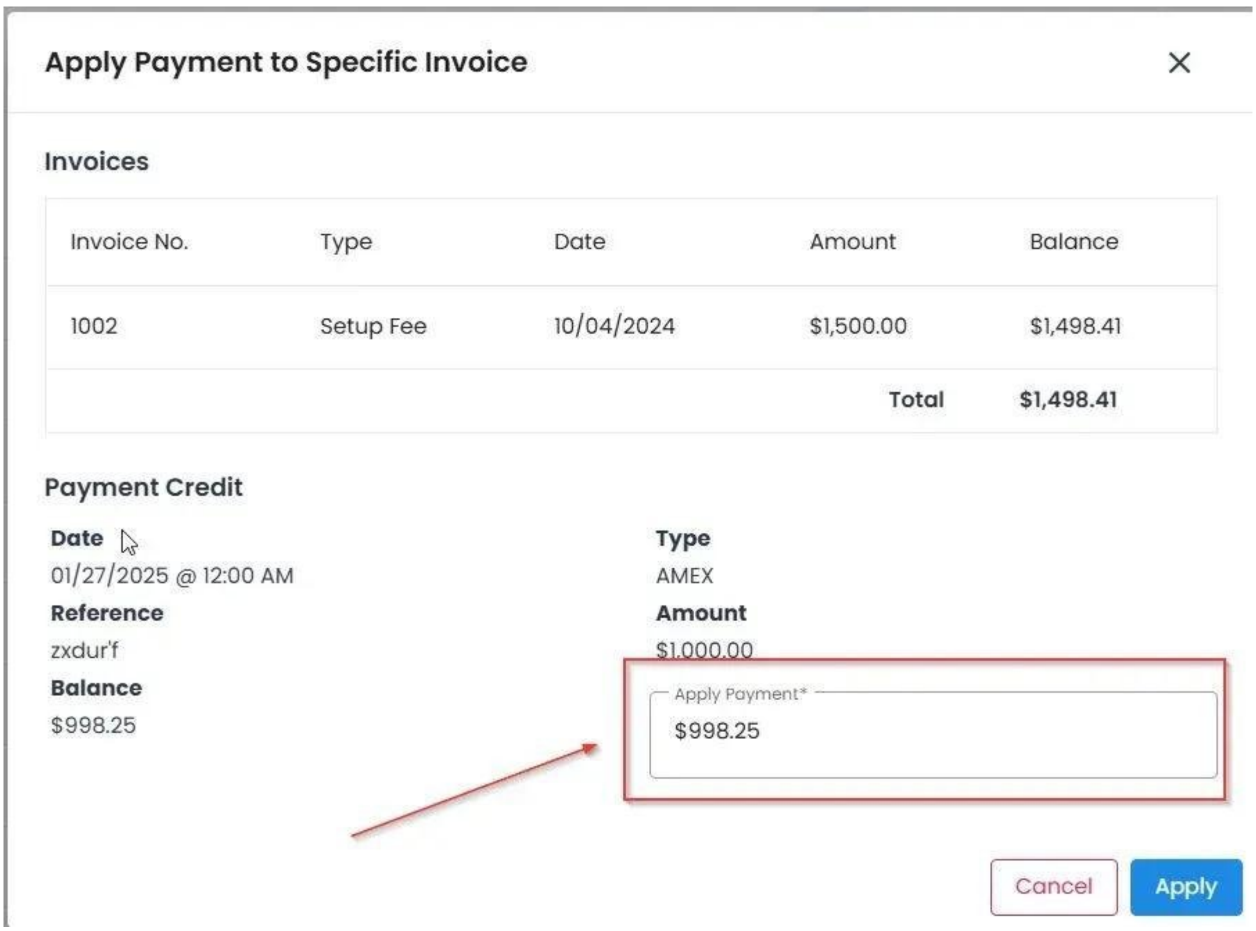


Fig. 180: Enter the amount you wish to apply to this invoice

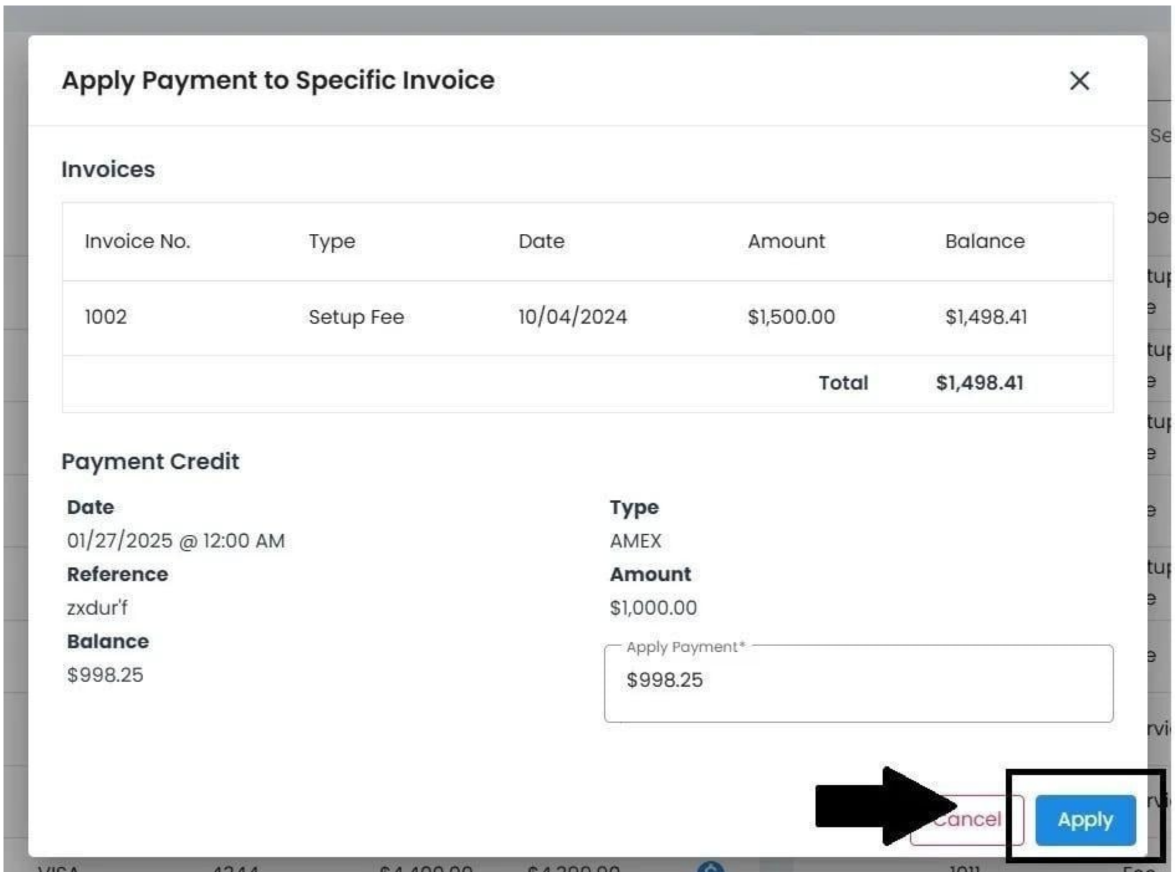


Fig. 181: Click the Save button to complete the payment

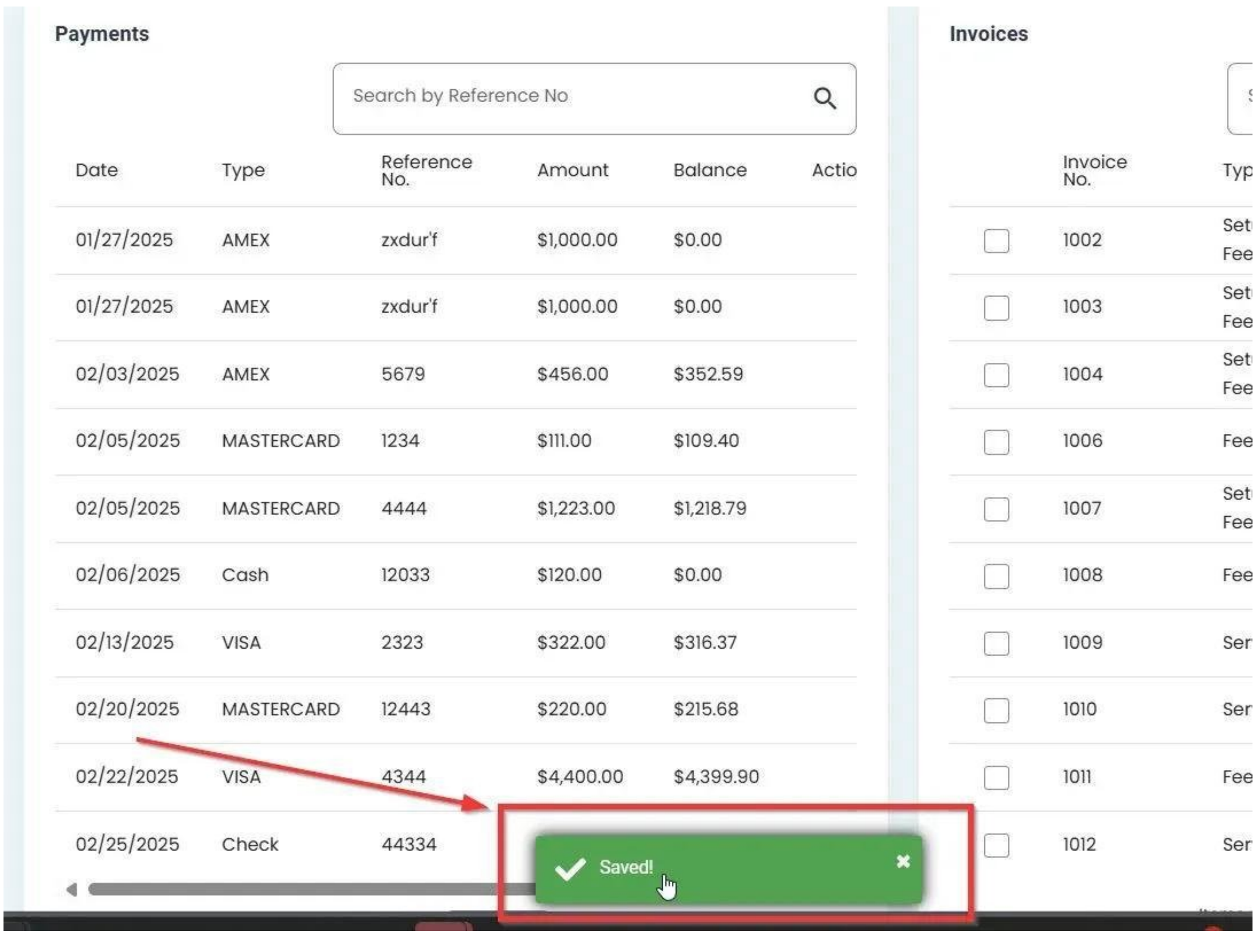


Fig. 182: Success message confirming the payment has been applied

I.14 Proxy

The **Proxy** section allows CIT Corporation users to manage proxy voting and related documentation.

Table of Contents

- *Features*
- *Proxy Overview*
- *Proxy Details*
- *Proxy Proposals*
  - *Add New Year*
  - *Add Board of Directors*
- *Proxy Documents*
  - *Add Documents*
- *View Proxy Details*

Features

The **Proxy** section allows you to:

- View proxy voting information
- Manage proxy proposals
- Add board of directors information
- Upload proxy documents
- View detailed proxy records

Proxy Overview

The **Proxy** section provides access to proxy management tools:

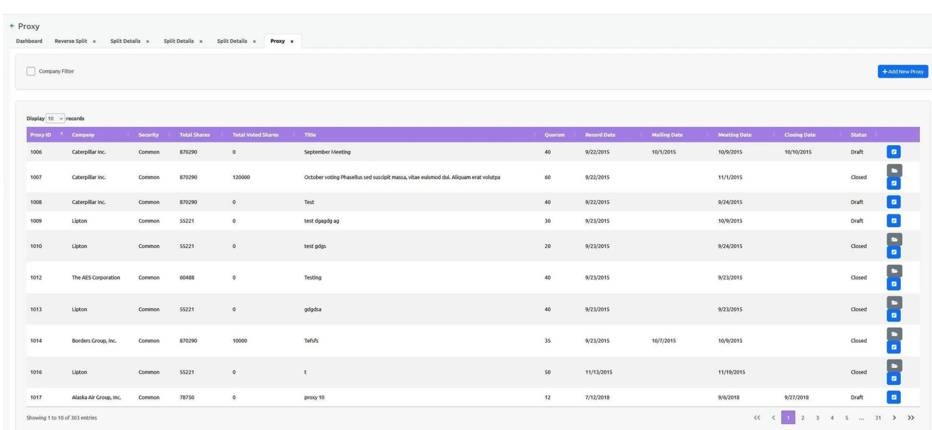


Fig. 183: Proxy Section Overview

Proxy Details

View detailed information about proxy records:

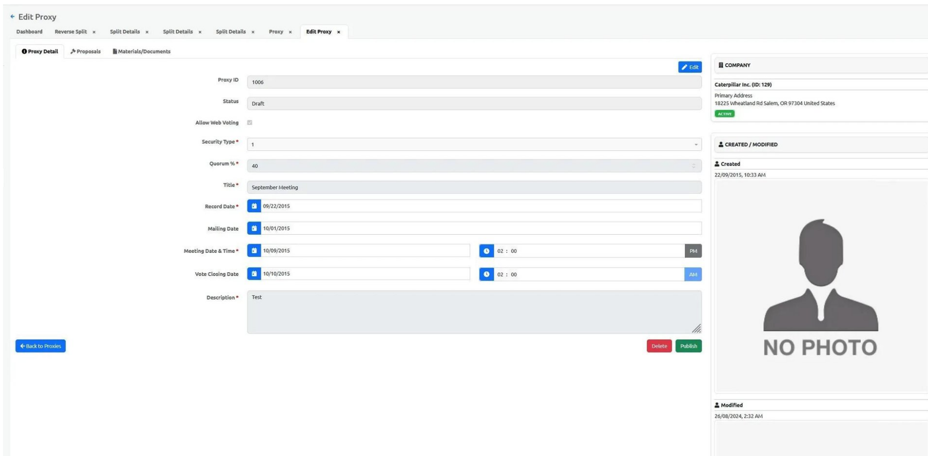


Fig. 184: Proxy Details View

Proxy Proposals

Manage proxy proposals and voting items:

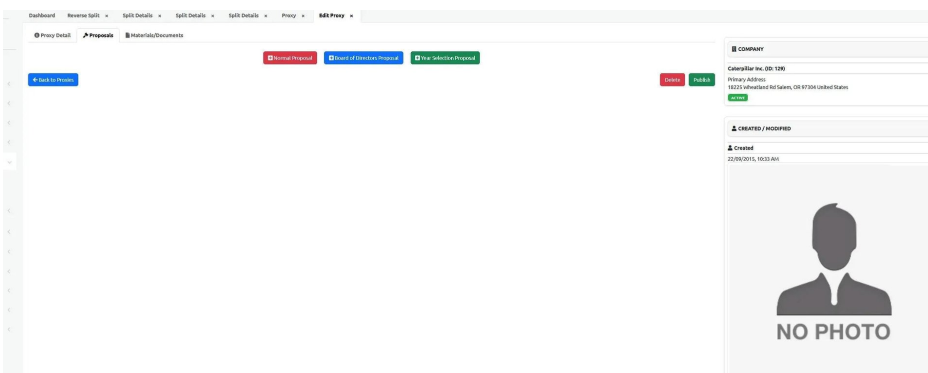


Fig. 185: Proxy Proposals

Add New Year

Add a new proxy year:

Add Board of Directors

Add board of directors information to proxy:

Proxy Documents

Manage proxyrelated documents:

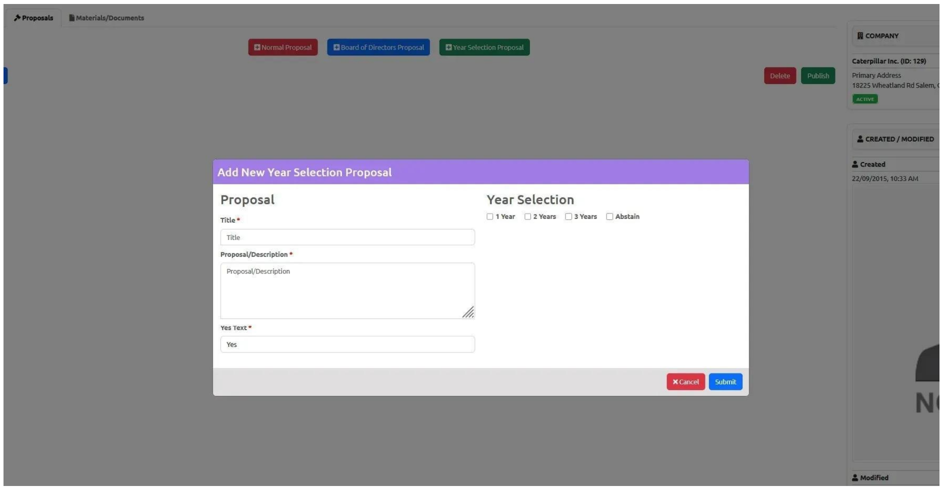


Fig. 186: Add New Proxy Year

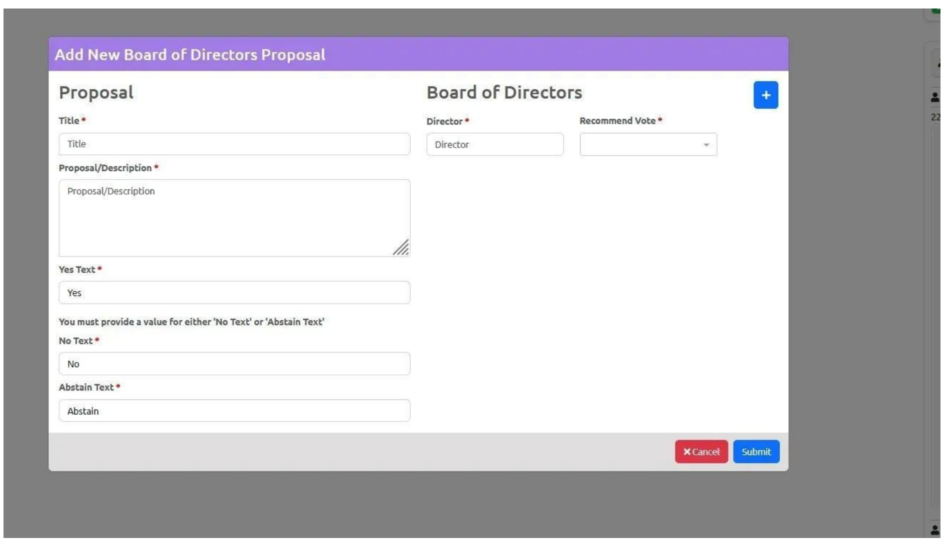


Fig. 187: Add Board of Directors

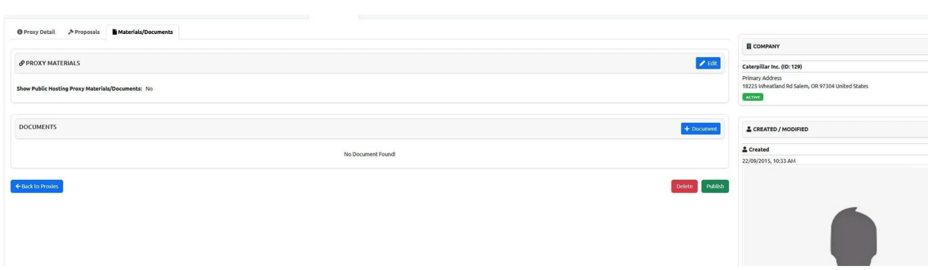


Fig. 188: Proxy Documents

Add Documents

Upload new proxy documents:

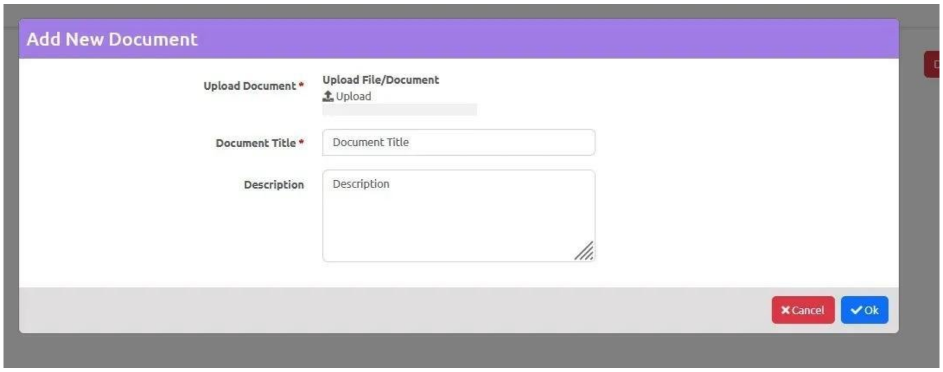


Fig. 189: Add Proxy Documents

View Proxy Details

Access detailed proxy voting information:

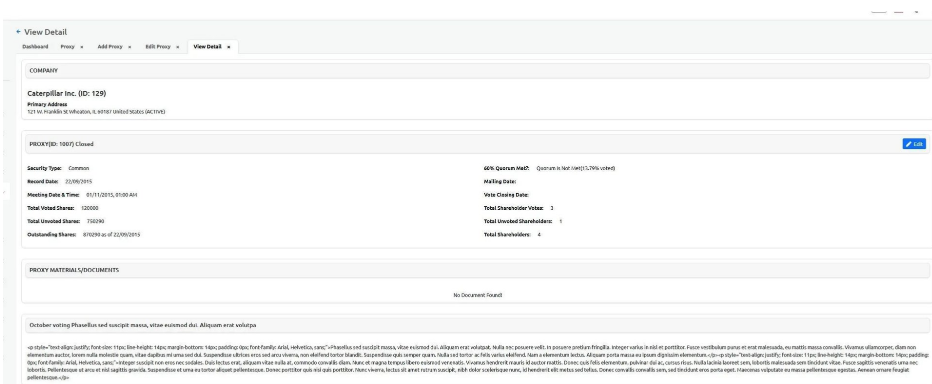


Fig. 190: Proxy View Details Part 1

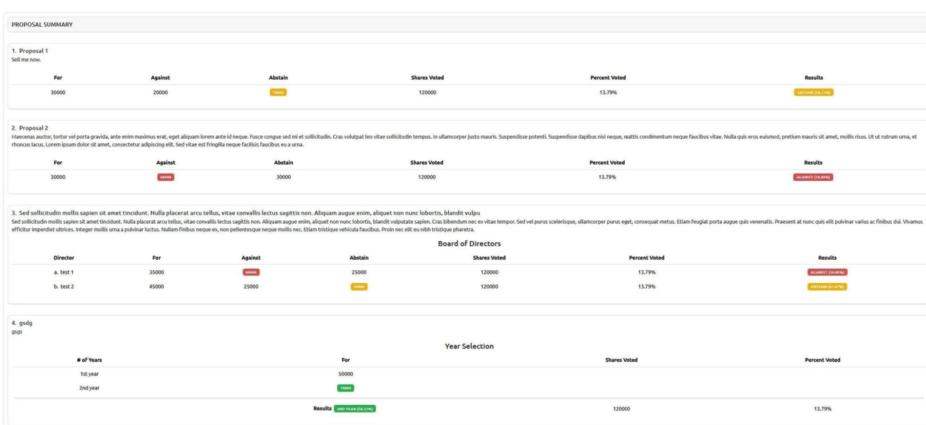


Fig. 191: Proxy View Details Part 2

I.15 Report

The **Report** section provides tools for generating and downloading various reports related to your CIT Corporation investments.

Table of Contents

- *Features*
- *Location: Report Section*
- *Shareholder List Report*
- *Filter Options*
  - *Filter by CIT Corporation*
  - *Filter by Sponsor Organization*
  - *Filter by Address Status*
  - *Filter by Certificate Status*
- *Report Toggle Options*
- *Download Reports*

Features

The **Report** section allows you to:

- Generate shareholder list reports
- Filter reports by CIT Corporation or Sponsor Organization
- Filter by address status and certificate status
- Download reports in various formats

Location: Report Section

You can find the **Report** section in the navigation menu:

Shareholder List Report

The **Shareholder List Report** provides a comprehensive overview of all shareholders in the system.

Filter Options

Use the filters to narrow down your report results:

Filter by CIT Corporation

Select a specific CIT Corporation to filter the report:

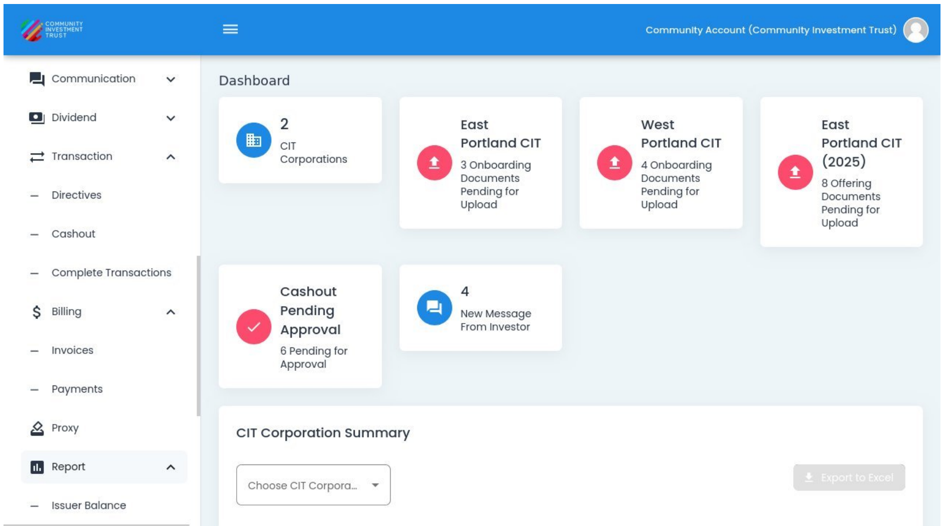


Fig. 192: Report Section, Navigation Menu

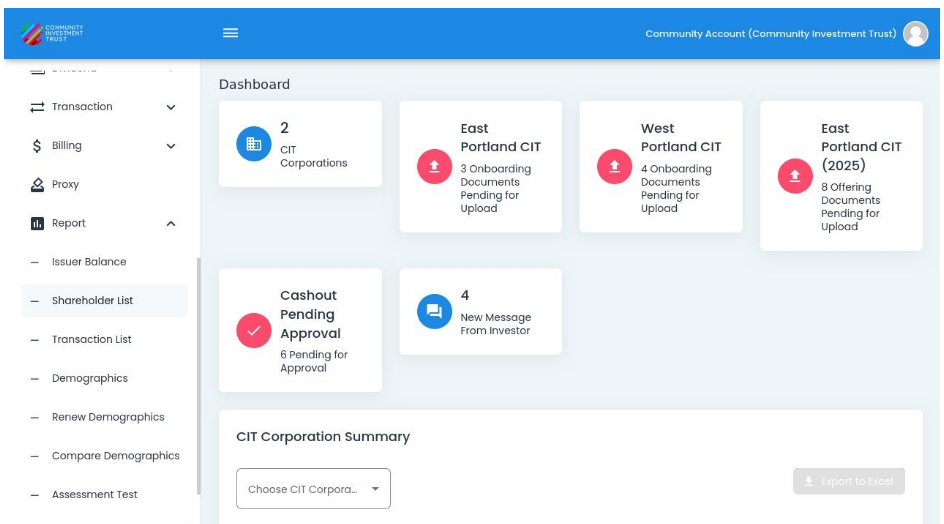


Fig. 193: Shareholder List Report

Filter by Sponsor Organization

Select a Sponsor Organization to filter the report:

Filter by Address Status

Filter shareholders by their address verification status:

Filter by Certificate Status

Filter shareholders by their certificate status:

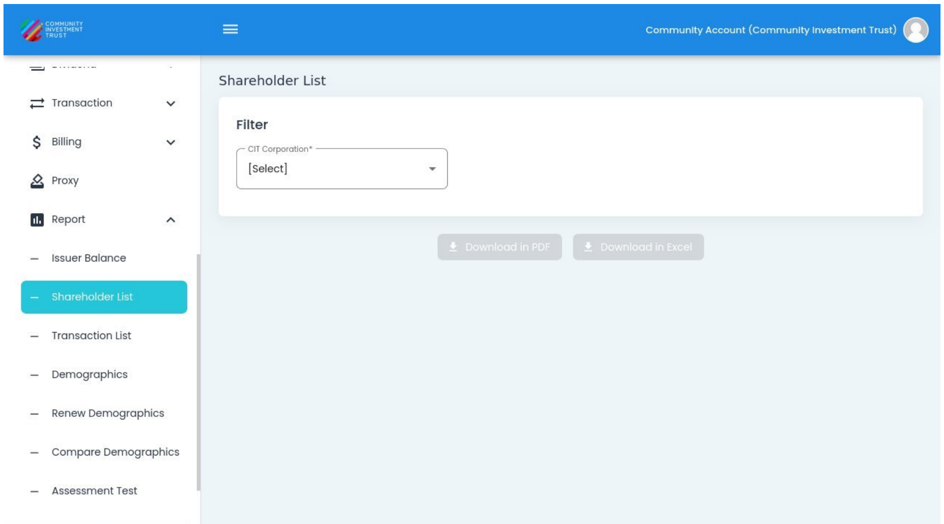


Fig. 194: Report Filter Options

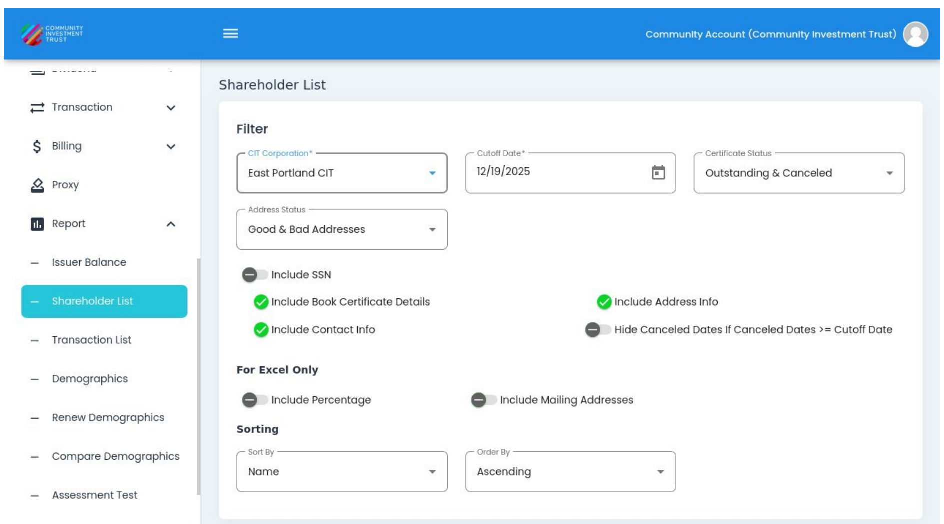


Fig. 195: Filter by CIT Corporation

Report Toggle Options

Use the toggle options to customize which data is included in your reports:

Download Reports

Use the download buttons to export your reports:

Available download formats include:

- Excel spreadsheet
- PDF document

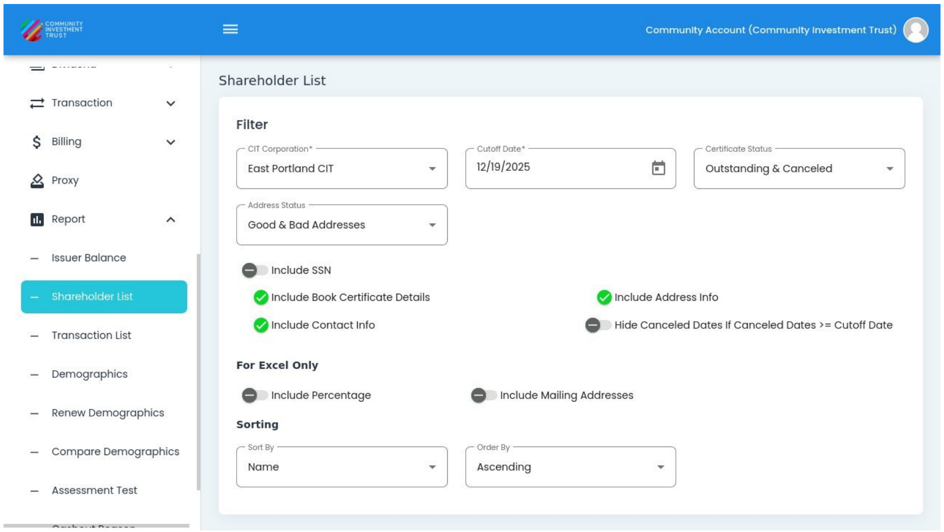


Fig. 196: Filter by Sponsor Organization

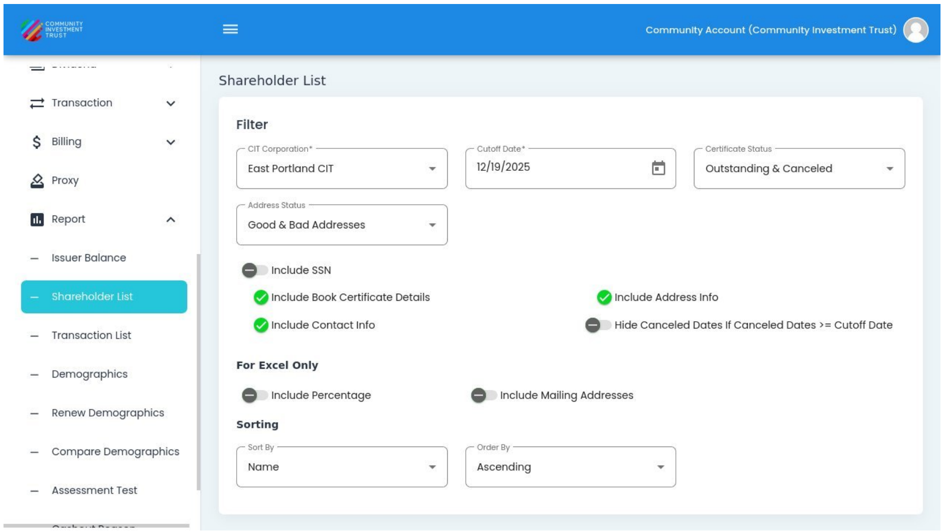


Fig. 197: Filter by Address Status

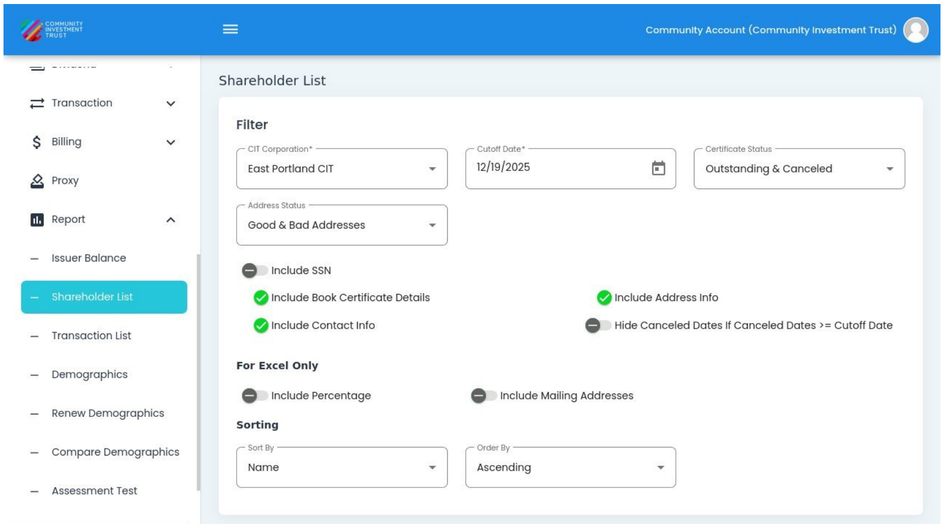


Fig. 198: Filter by Certificate Status

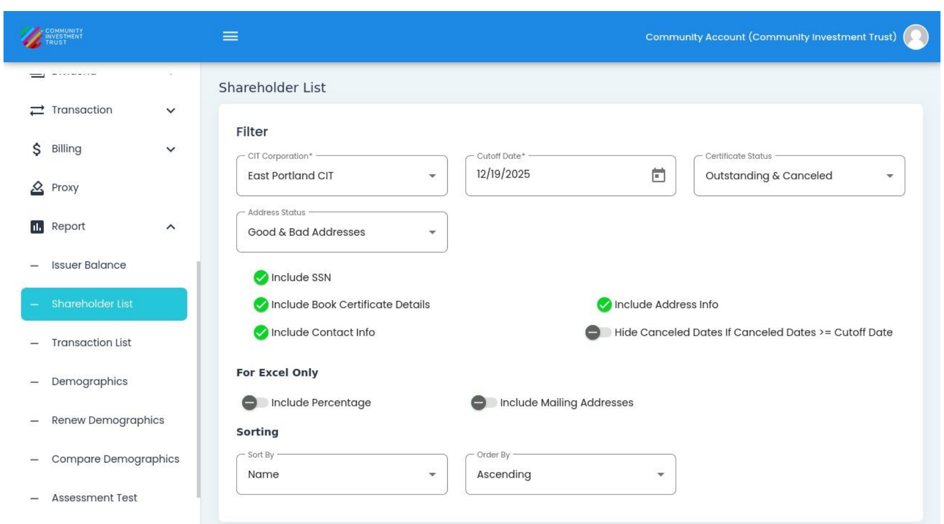


Fig. 199: Report Toggle Options

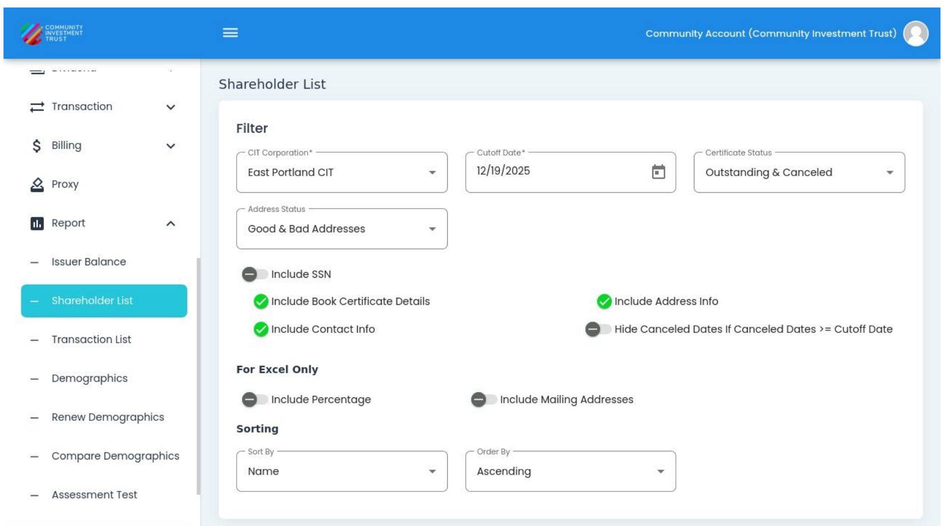


Fig. 200: Report Download Buttons

I.16 Commmon

This section is meant to house all of the information needed to navigate through portions of the App that come up most frequently.

Table of Contents

- *Navigation Section*
- *Documents*
- *Edit Permissions*
- *User Details*
- *Extras*

Navigation Section

- *General Sidebar Navigation*

Documents

- *View Detailed Document Info*

Edit Permissions

- *Edit Permissions*

User Details

- *User Details*
- *View More Details*

Extras

- *Information Pane*

General Sidebar Navigation

In general, you can navigate through the site using the lefthand sidebar:

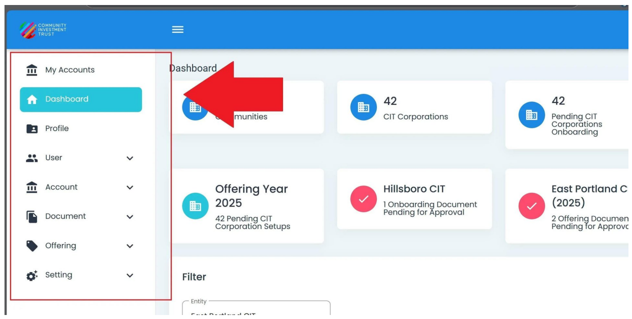


Fig. 201: Navigation, Sidenav Location

Sidebar Navigation Example: Staff Page

Example: Finding the **Staff Page**.

1. Select the **Users Section** from the **Primary Sidebar**.

Sidebar not Visible?

See *How to Toggle Primary Sidebar*

2. Select **Staff Page**.

How to Toggle Primary Sidebar

The Primary Sidenavigation menu can be found along the leftside of the page. You'll know if it's collapsed if you don't see any words for the names of the tabs:

To Toggle:

1. Select the *Menu Icon* at the topleft of the page to Toggle the Primary Sidebar:

Result

The sidebar will open up:

Here is an admonition with a dropdown

Admonition content

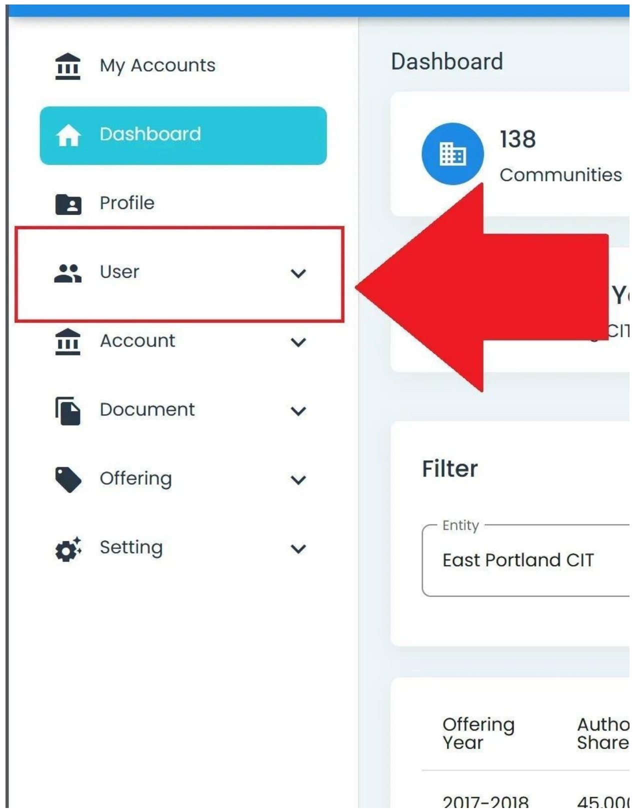


Fig. 202: Navigation, Staff Page Example, Find Users Section

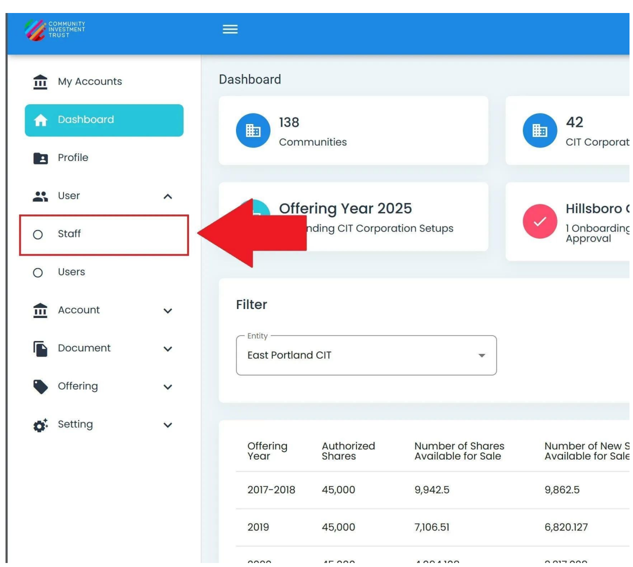


Fig. 203: Navigation, Staff Page

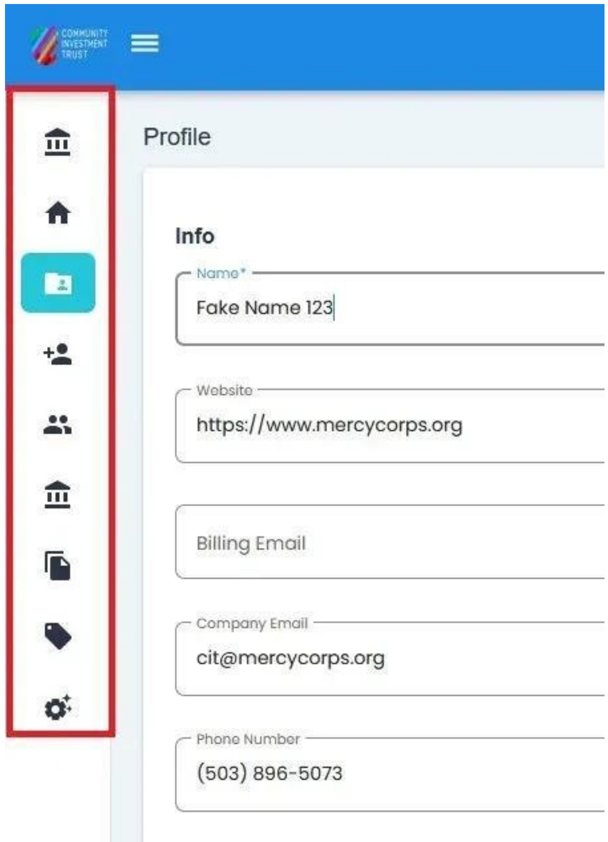
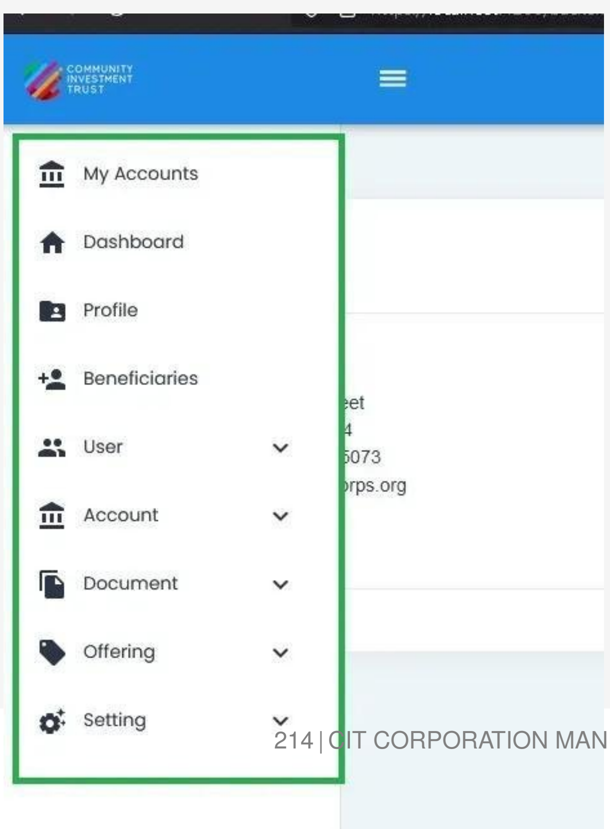


Fig. 204: Collapsed Primary Sidebar

Dropdown inside admonition



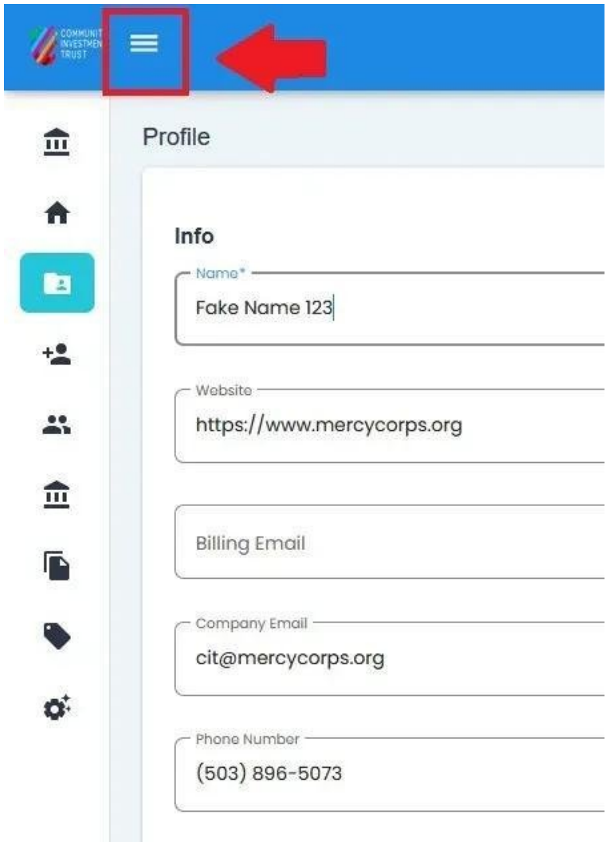


Fig. 205: Primary Sidebar Toggle Location, Collapsed Sidebar

Sidebar Expanded

Information Pane

The **Information Pane** (Right Column) provides both an **Activity Log** and a **Created & Modified** Section.

Created & Modified Section

The **Created & Modified** section contains the following:

- The date and time the company's profile was created.
- Who edited the profile.
- The most recent date and time the company's profile was edited.

Activity Log Section

The **Activity Logs** section contains a list of changes made to the company's profile.

Each **Activity Log entry** contains the following:

- Who made the change.
- What was changed.

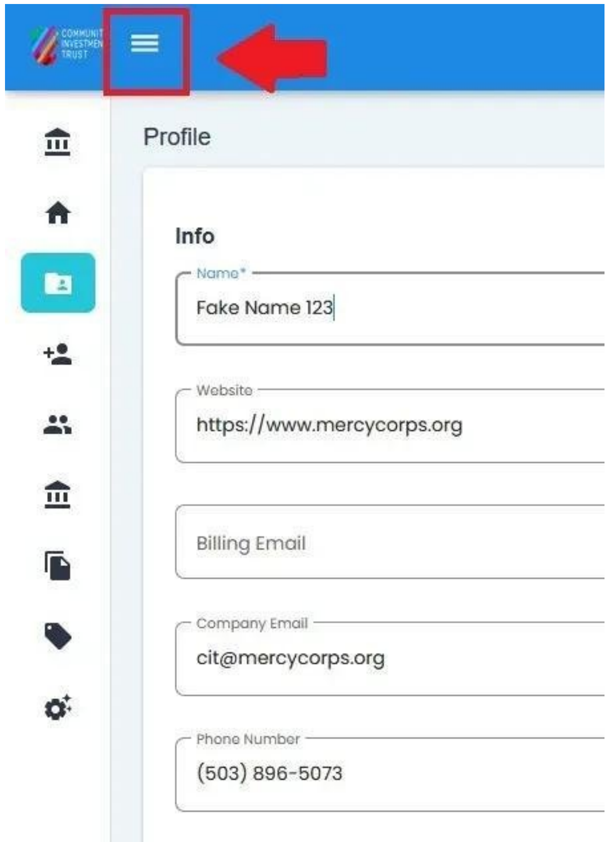


Fig. 206: Primary Sidebar Toggle Location, Collapsed Sidebar

- The date and time the change was made.

User Details Page

The **User Details** page opens up to the **User Information** tab.

User Information Tab

The **User Details** page has various actions available:

- *Save Changes*
- *Deactivate User*
- *Reset Password*

You can find the actions at the bottomright of the page:

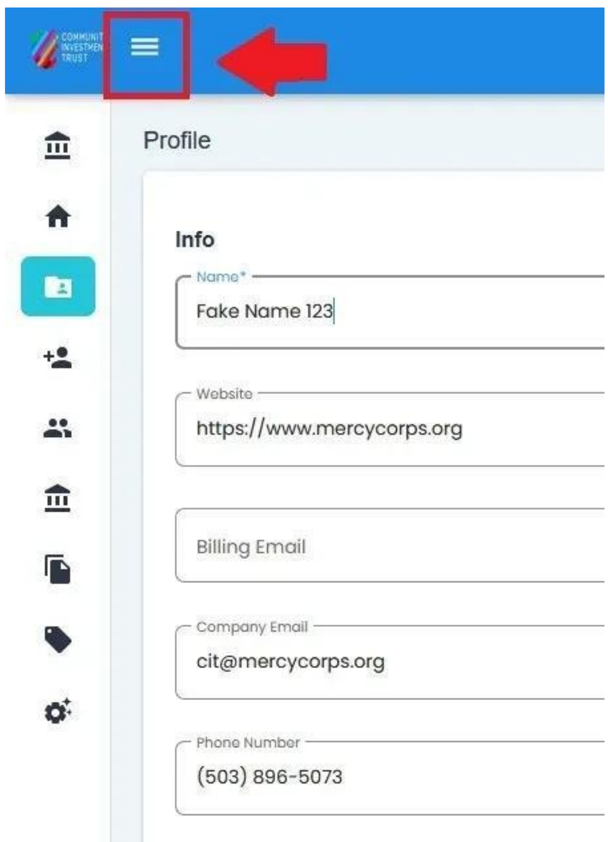


Fig. 207: Toggle Primary Sidebar button.

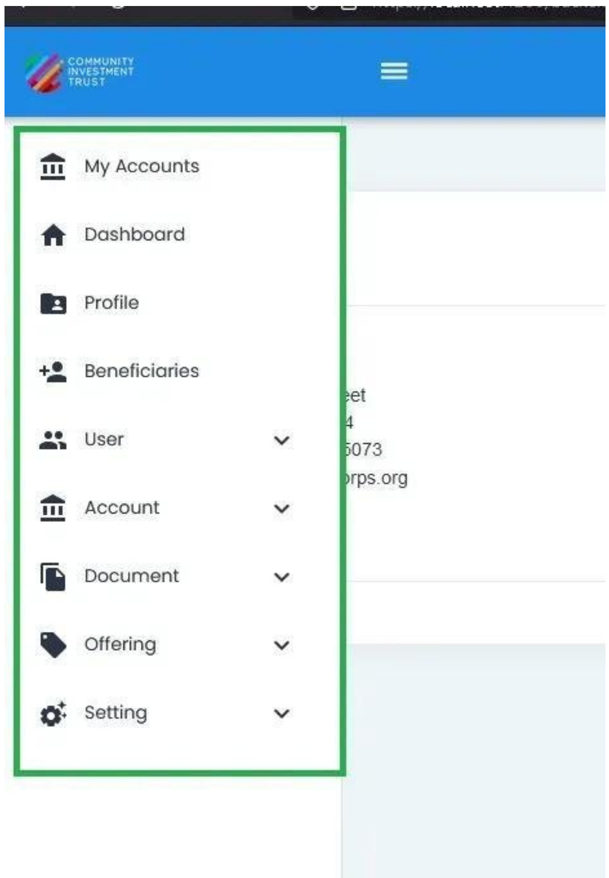


Fig. 208: Sidebar Expanded

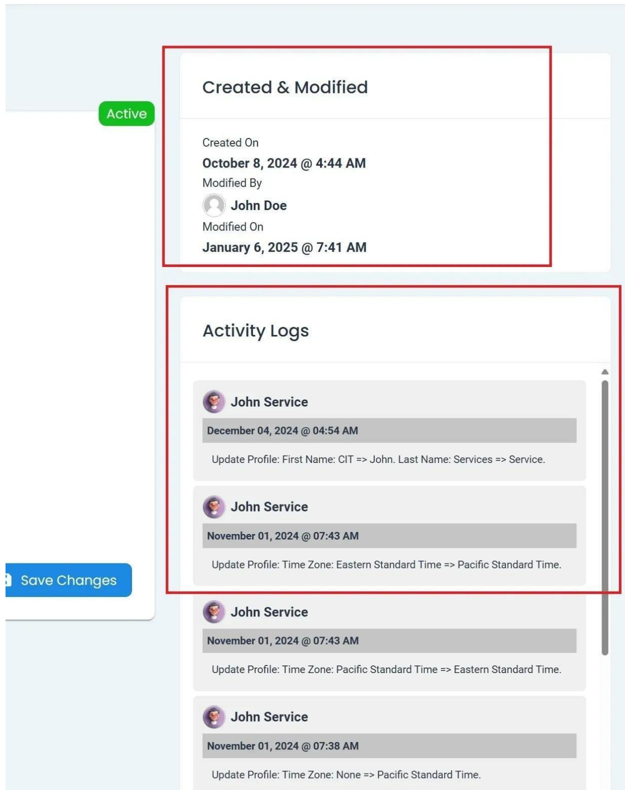
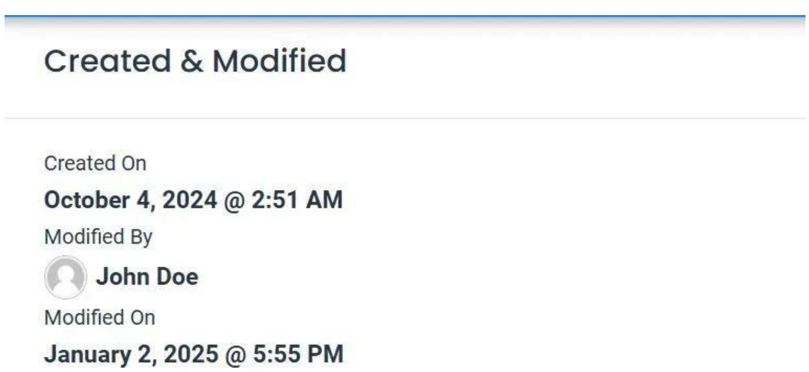
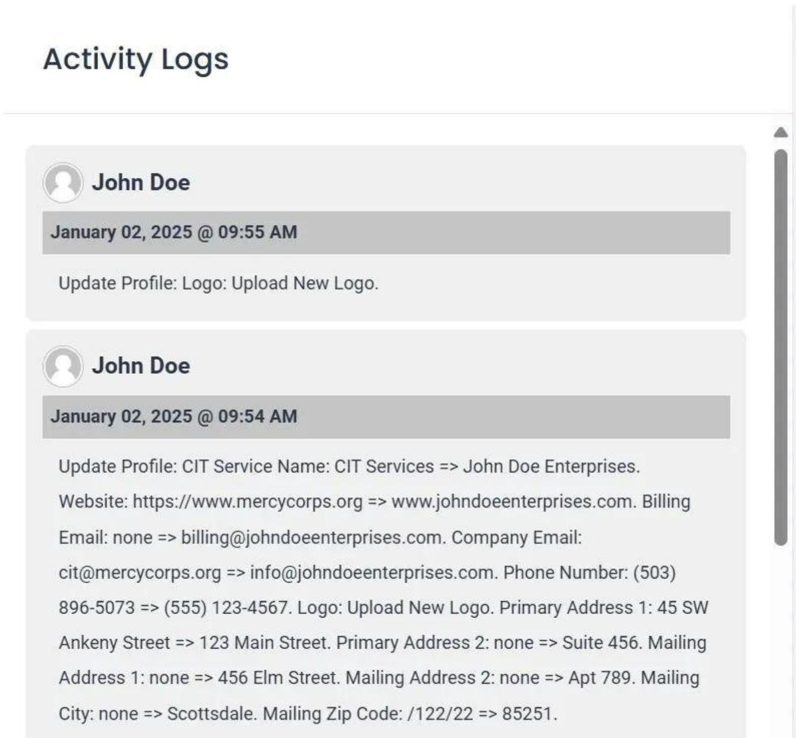


Fig. 209: Information Pane





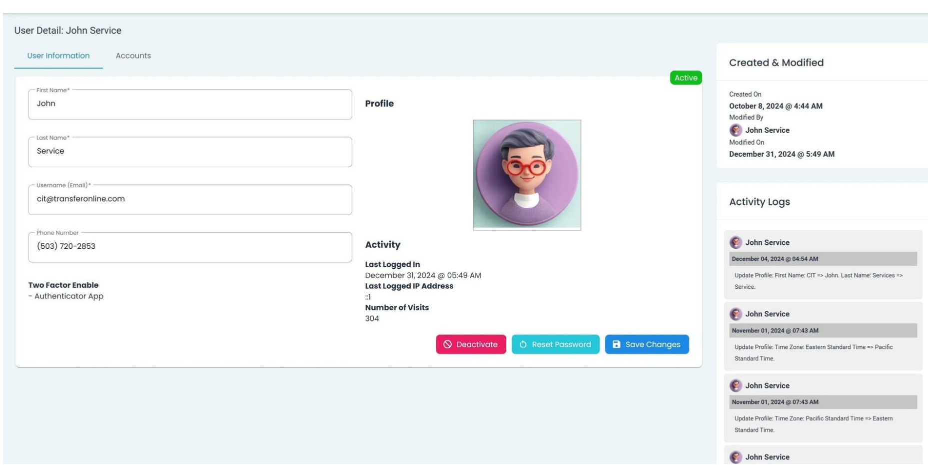


Fig. 210: View User Details Homepage, User Information Tab

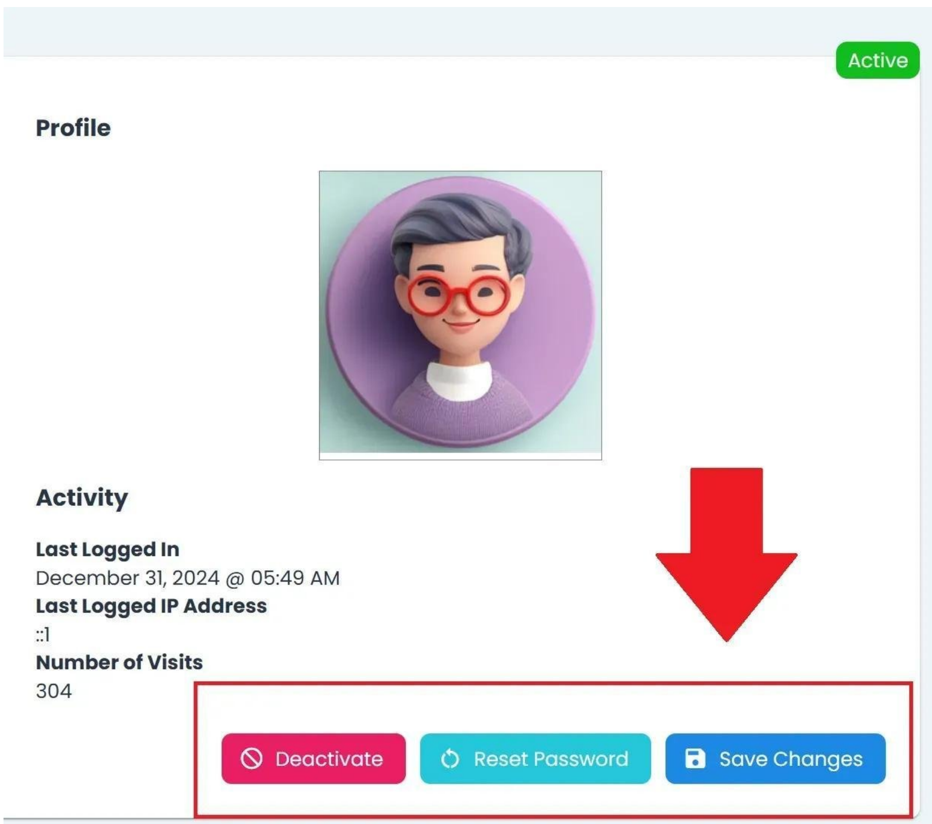


Fig. 211: User Actions Location, Bottom Right

Edit User Details

The **User Information Tab** allows you to edit the following fields:

- `First Name`
- `Last Name`
- `Username (Email)`
- `Phone Number`

To Edit a User's Details:

1. Place your cursor in the field you want to edit.

> **Note**
>
> This section does not require you to click the **Edit** button.

2. Type the changes you want to make.
3. Click the *Save Changes* button at the bottomright of the page.

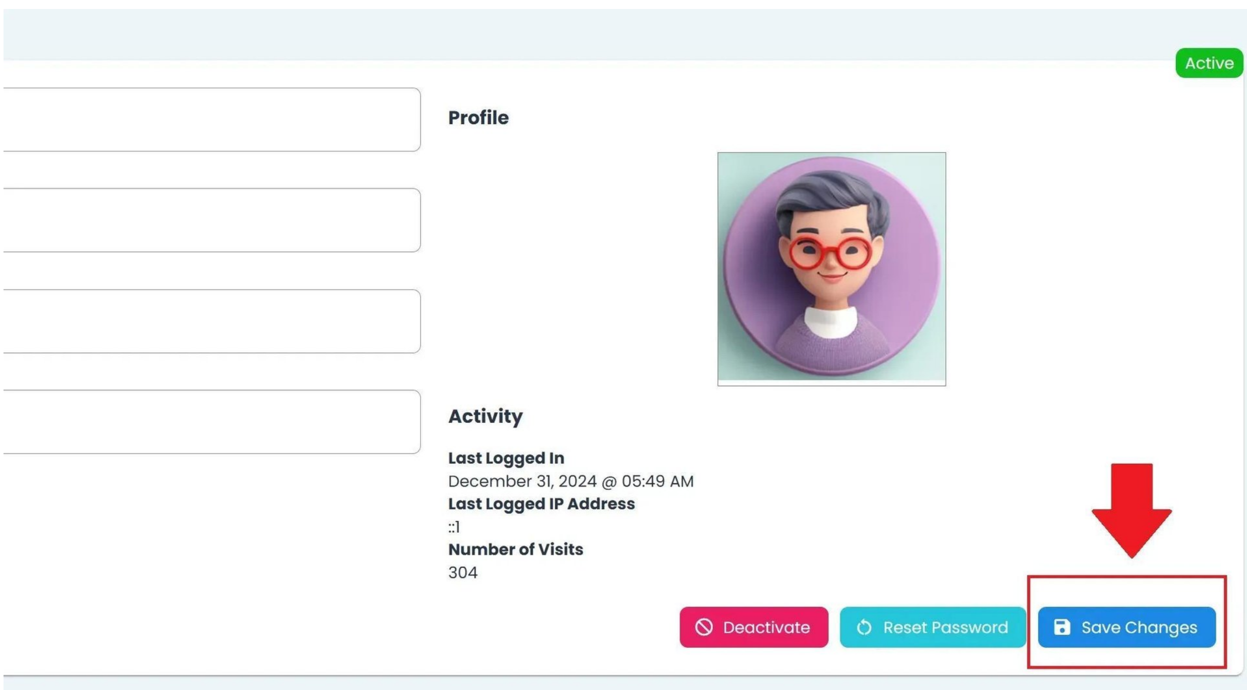


Fig. 212: User, User Homepage, Save Changes

> **Looking for the Accounts Tab?**
>
> See *Accounts Tab*

User Details: Accounts Tab

The **User Details** page also has an **Accounts** tab that allows you to view the accounts associated with the user.

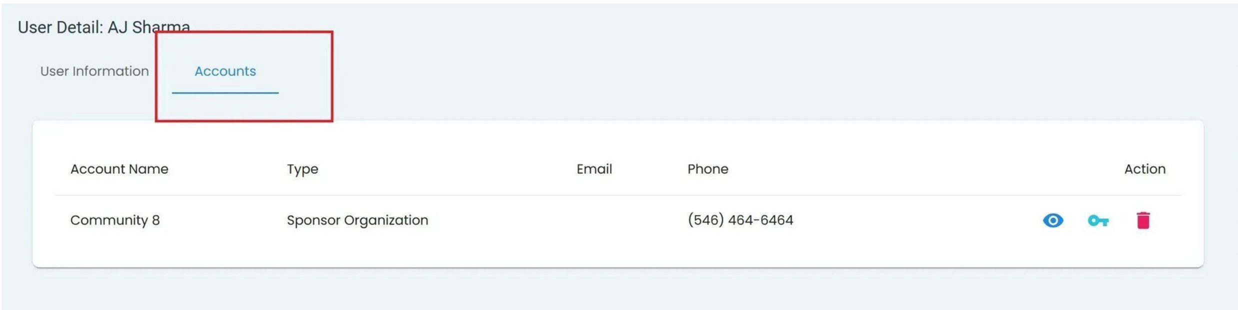


Fig. 213: User, User Details Homepage, ***Accounts*** *Tab*

Accounts Tab: Table Columns

The **Accounts Tab** displays the following **Columns** :

- **Account Name**
- **Type**
- **Email**
- **Phone**
- **Action** (View Account , Edit Permissions , Delete)

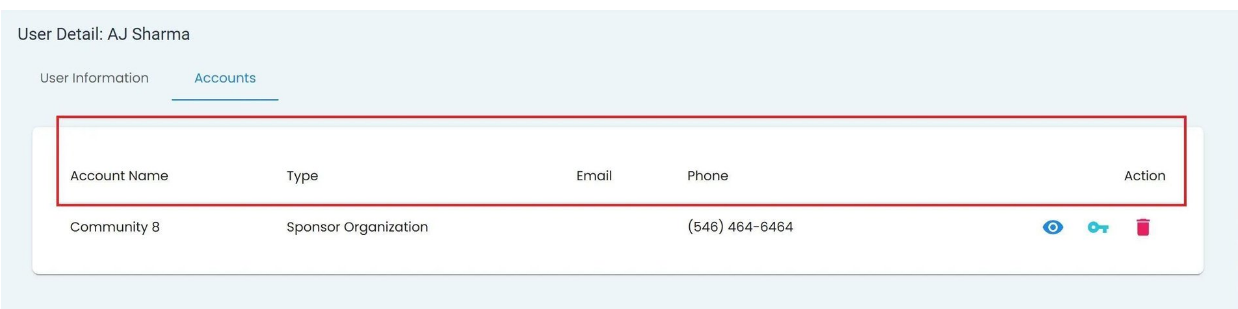


Fig. 214: User, User Details Homepage, ***Accounts Tab*** *, Column Names*

Accounts Tab Available Actions

The **Action** has three Actions available:

- *View Account* Takes you to the *Sponsorship Organization Page*
- *Edit Permissions* Allows you to *modify the user's access rights*
- *Delete* Allows you to *remove the user's access*

Action Column for Accounts Tab

The `Action` has three `Actions` available:

- *View Account* Takes you to the *Sponsorship Organization Page*
- *Edit Permissions* Allows you to *modify the user's access rights*
- *Delete* Allows you to *remove the user's access*

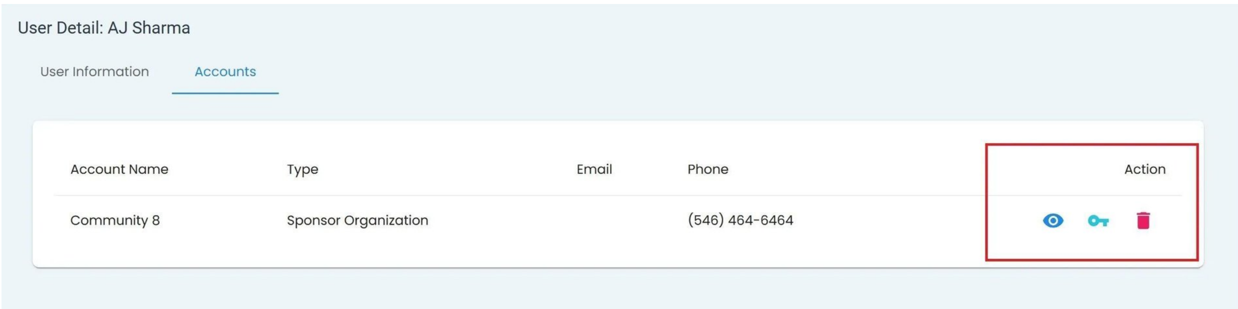


Fig. 215: User, User Details Homepage, `Accounts` *Tab,* `Action` *Column*

View Sponsorhip Account

- Select the View Account button for the account you want to view.

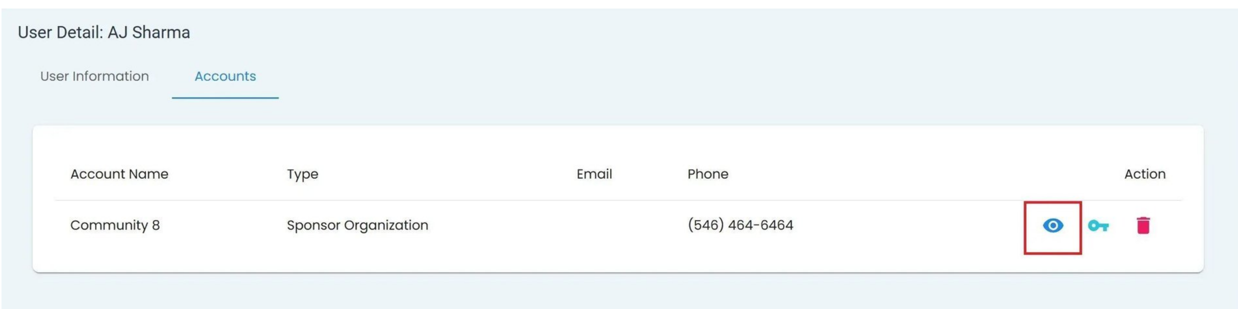


Fig. 216: User, User Details Homepage, Accounts Tab, View Account Icon

Note

- Selecting the *View Account* button will take you to the Sponsorship Organization Page.

Seealso

- See *Information Pane* to learn more about the details in the Information Pane.

Add New User

These instructions are generally applicable to any page that has a a *Add New User Button*.

To add a New User:

1. Click the **New User** button at the top right of the screen.

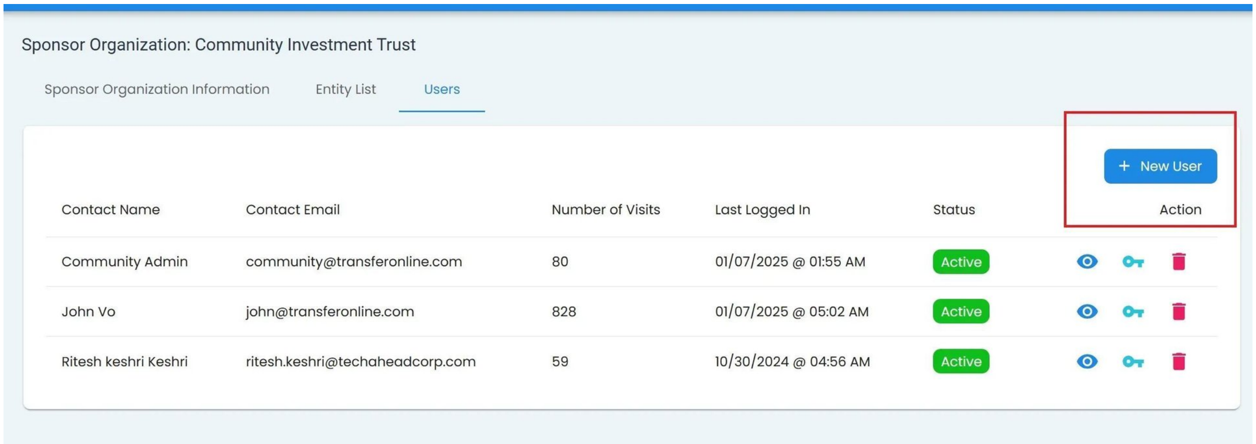


Fig. 217: Sponsorship Organization, Users Tab, New User Location

2. Fill out the required fields.

> **Note**
>
> All three fields are required:
> - Email
> - First Name
> - Last Name

3. Select desired permissions for the new user.

> **Note**
>
> Possible permissions vary depending on the type of account you are adding.

4. Click *Save* to add the new user.

> **Action Complete**
>
> The new user has been added to the system.

How to Delete User, Staff, Company, etc.

To delete a user, staff, company, or anything else throughout the app, follow these steps:

1. Find the **Action** column.
2. Find the row of the User you want to delete.
3. Click the *Delete Icon*
4. Confirm the deletion.

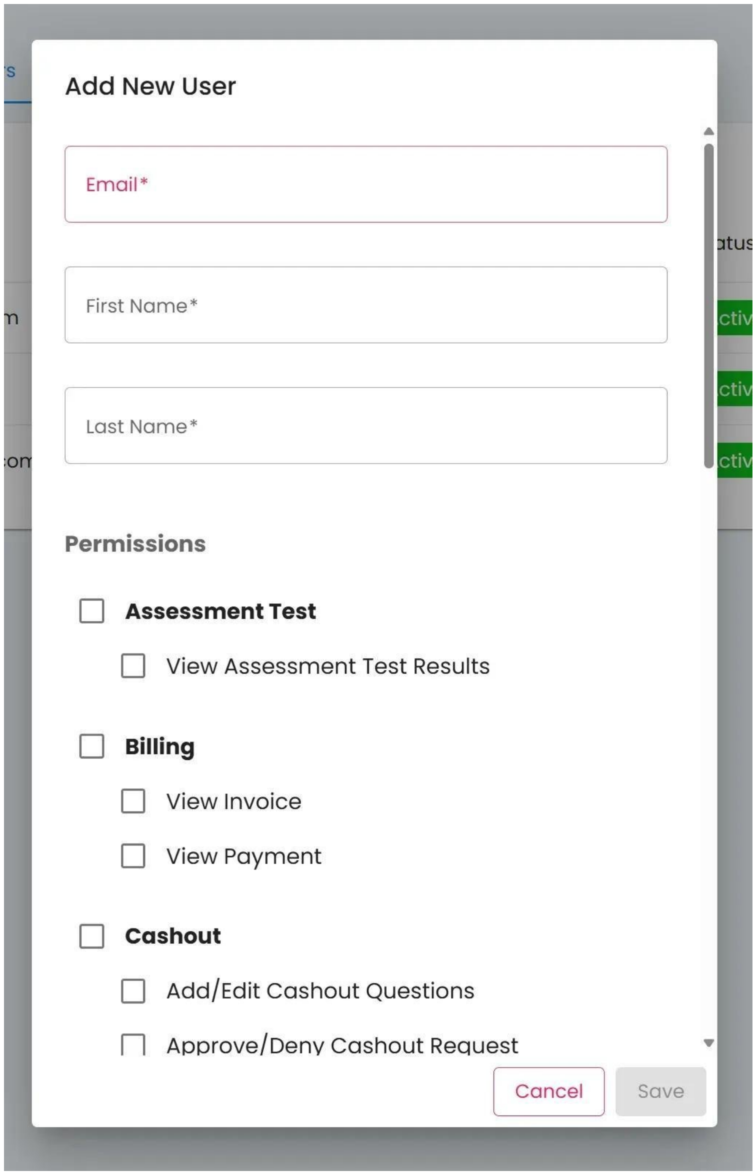


Fig. 218: Sponsorship Organization, Users Tab, Add New User Popup

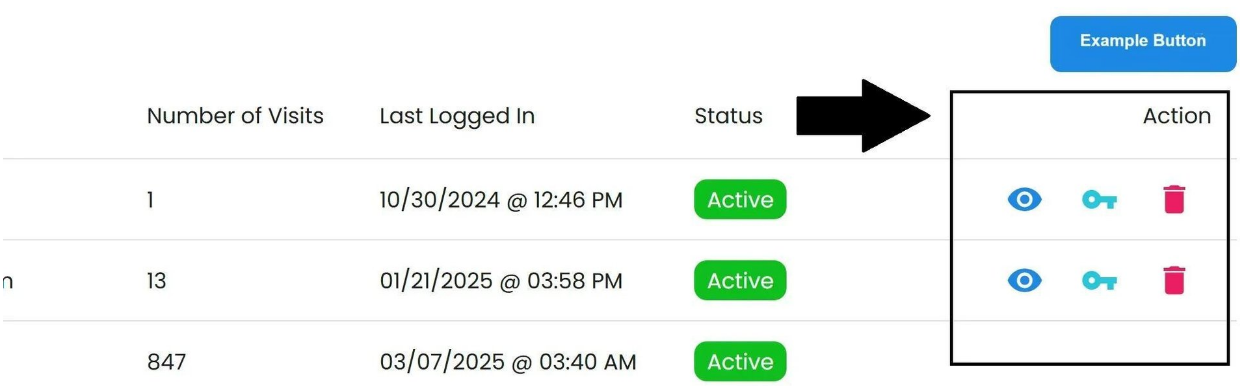


Fig. 219: General Action Column Location

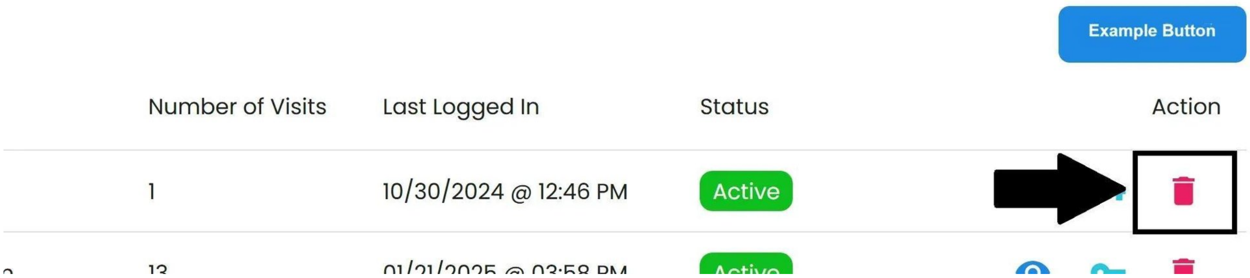


Fig. 220: General Delete Icon Location

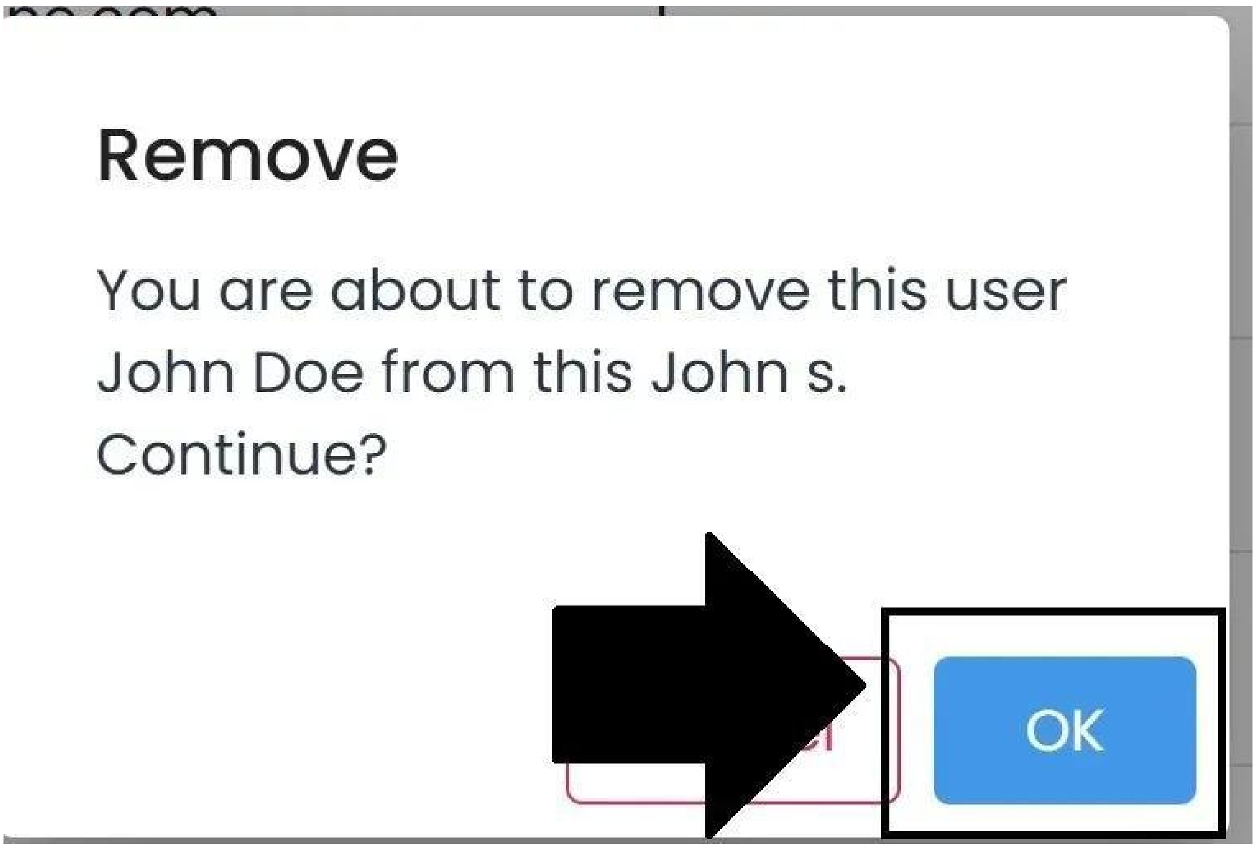


Fig. 221: General Remove Popup Notification

Edit Permissions

You can edit permissions for various types of users throughout the app.

To Edit Permissions:

1. Click the *edit icon* next to the user/staff/company whose permissions you would like to edit.
2. Select/Deselect to include the desired permissions.
4. Click *Save Changes* at the bottom of the popup.

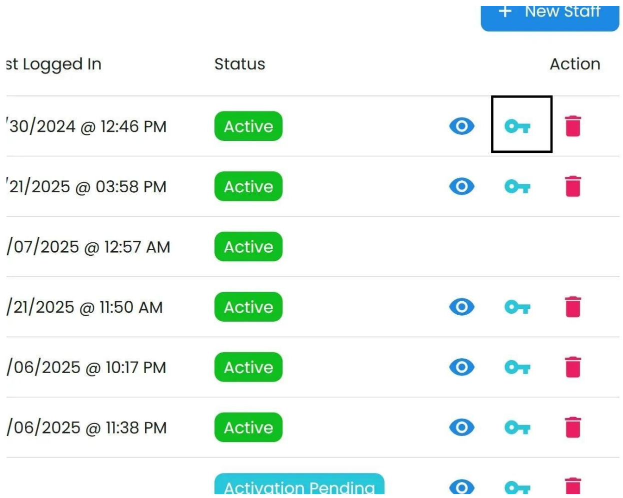


Fig. 222: General "Edit Permissions" location

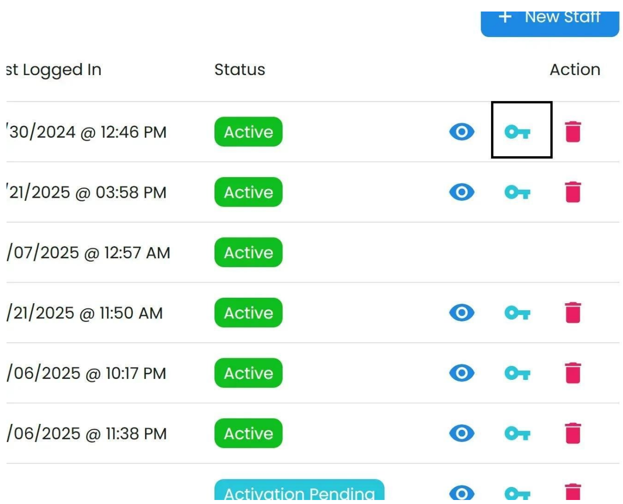


Fig. 223: General "Edit Permissions" location

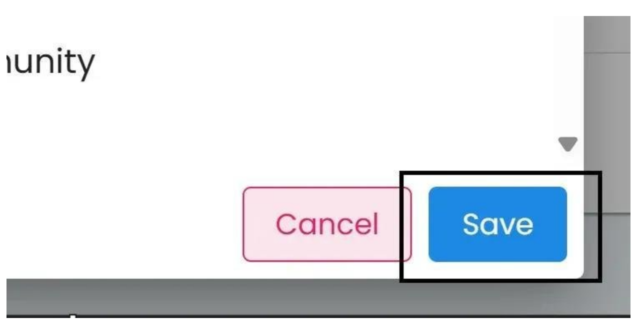


Fig. 224: General "Save Changes" location

Users Tab

The **Users** tab provides a comprehensive list of all users associated with the **Sponsorship Organization**.

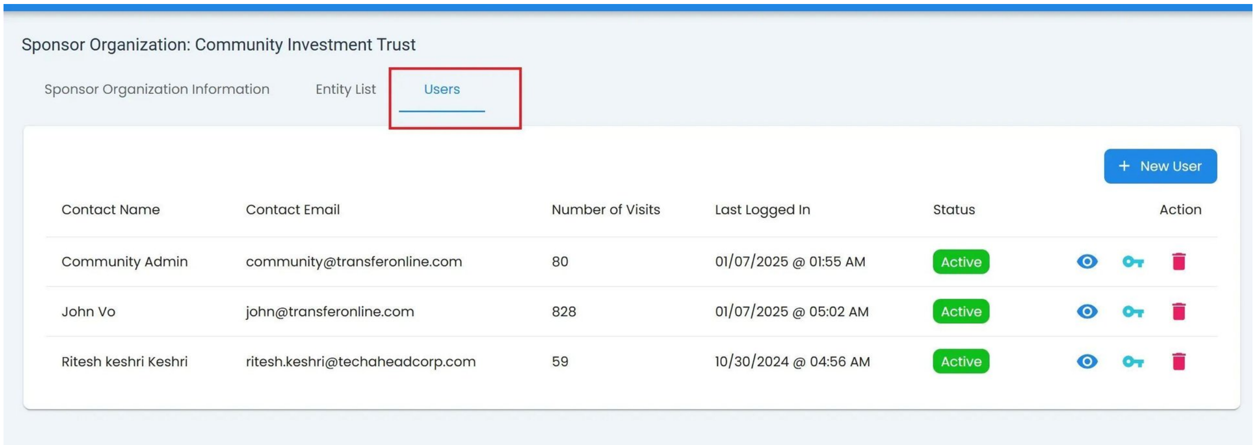


Fig. 225: Sponsorship Organization, Users Tab

Users Tab Actions

The **Actions** column for the **Users** tab provides the following operations:

- *View User Details* Access comprehensive user information
- *Edit Permissions* Modify user access rights
- *Remove User Access* Revoke user's access to the entity

III

Other Manuals

- Community Investment Trust (CIT) Documentation for Enterprise Users For enterprise administrators and staff
- Community Investment Trust (CIT) Documentation for Investors For investors managing their accounts and holdings
- Community Investment Trust (CIT) Documentation for Community Users For community organization users