

# CIT Corporation Manual

# CIT Corporation Manual

<b>I</b>	<b>My Accounts Category</b>	<b>iii</b>
<b>II</b>	<b>Table of Contents</b>	<b>iv</b>
I	CIT Corporation Manual: Table of Contents . . . . .	1
I.1	My Accounts . . . . .	1
I.2	Dashboard . . . . .	3
I.3	Profile . . . . .	13
I.4	User . . . . .	18
I.5	Account . . . . .	28
I.6	Beneficiaries . . . . .	47
I.7	Document . . . . .	50
I.8	Offering . . . . .	73
I.9	Investment . . . . .	90
I.10	Dividend . . . . .	99
I.11	Transaction . . . . .	122
I.12	Settings . . . . .	147
I.13	Billing . . . . .	165
I.14	Proxy . . . . .	201
I.15	Report . . . . .	205
I.16	Common . . . . .	211
<b>III</b>	<b>Other Manuals</b>	<b>230</b>

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

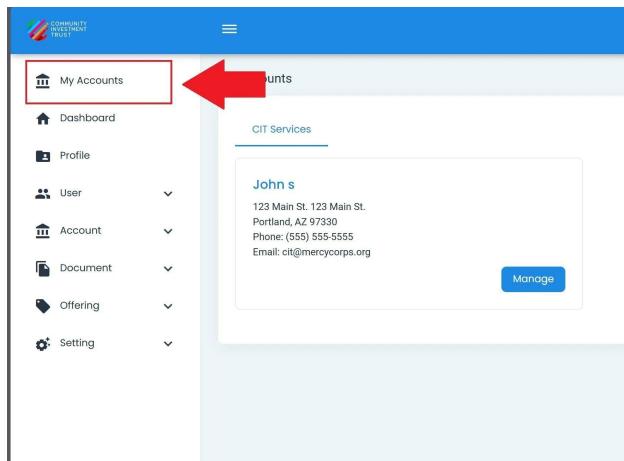
### I.1 My Accounts

#### Managing Different Accounts

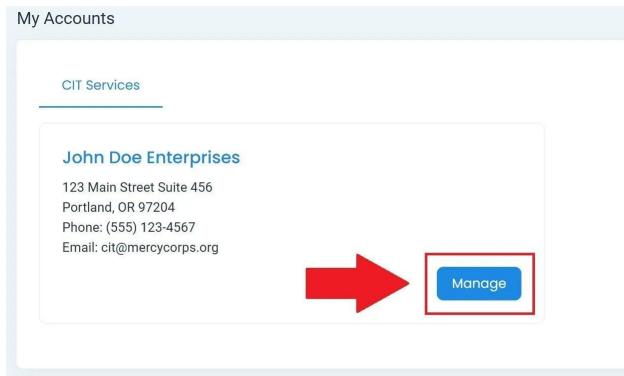
Managing accounts allows you to quickly navigate between the homepages of different accounts.

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*

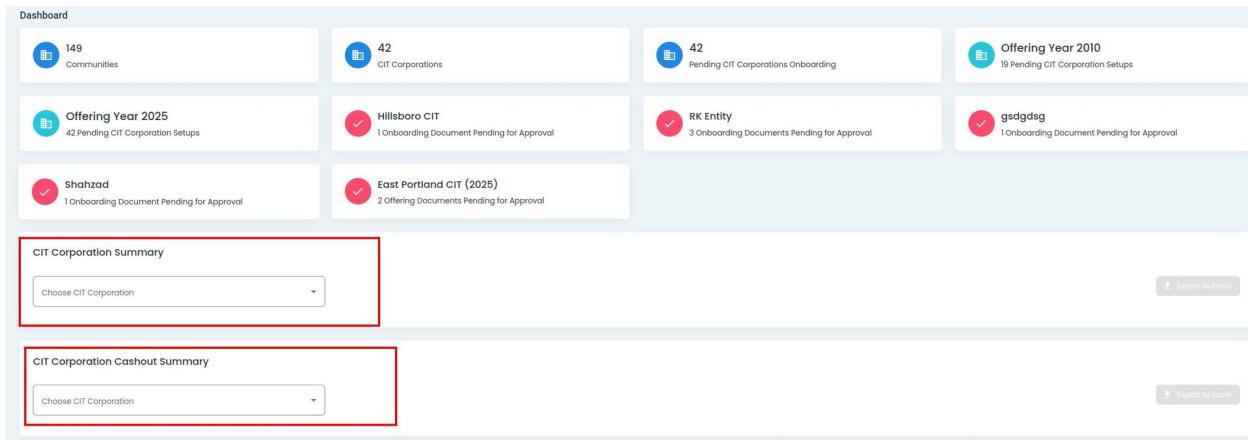
## Table Features

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.



The screenshot shows the CIT Corporation Manual Dashboard. At the top, there are four main summary boxes: 'Communities' (149), 'CIT Corporations' (42), 'Pending CIT Corporations Onboarding' (42), and 'Offering Year 2010' (19). Below these are several smaller boxes for specific entities: 'Offering Year 2025' (42), 'Hillsboro CIT' (1), 'RK Entity' (3), 'shahzad' (1), and 'gsgdgsd' (1). The main content area contains two large tables with red borders. The first table is 'CIT Corporation Summary' with a dropdown menu 'Choose CIT Corporation' and an 'Export to Excel' button. The second table is 'CIT Corporation Cashout Summary' with a similar dropdown and button. Both tables have red borders around them.

Fig. 1: Dashboard, Main Tables

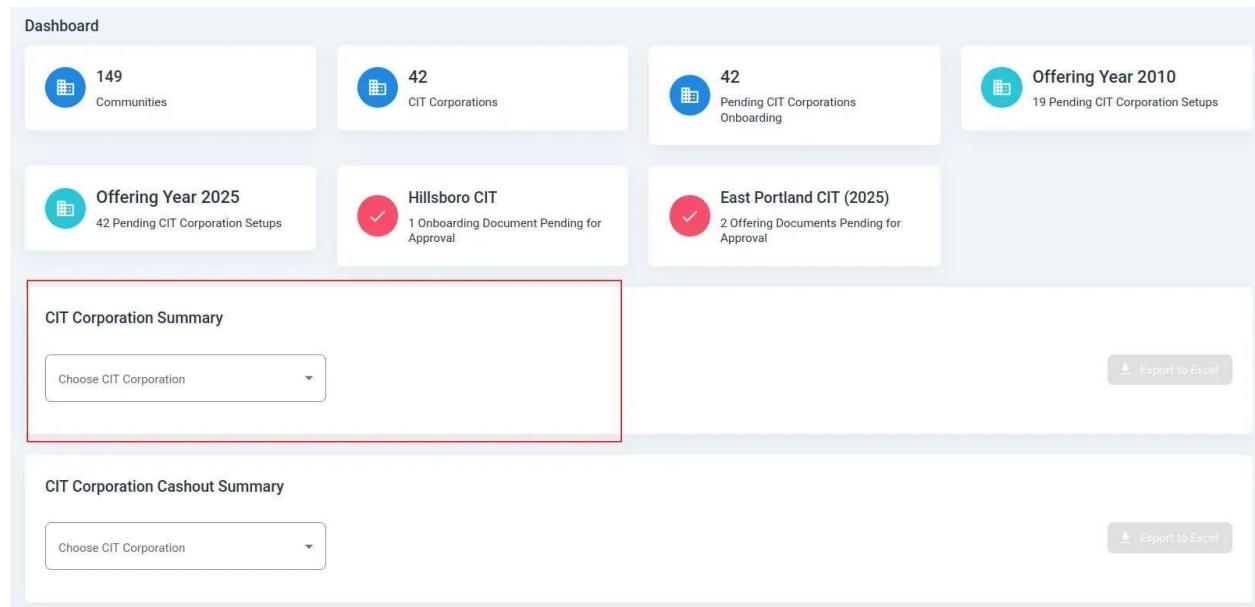
## CIT Corporation Summary Table

The **CIT Corporation Summary** table provides an overview of 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*.



The screenshot shows the CIT Corporation Manual Dashboard. At the top, there are four summary cards: 'Communities' (149), 'CIT Corporations' (42), 'Pending CIT Corporations Onboarding' (42), and 'Offering Year 2010' (19 Pending CIT Corporation Setups). Below these are three status boxes: 'Offering Year 2025' (42 Pending CIT Corporation Setups), 'Hillsboro CIT' (1 Onboarding Document Pending for Approval), and 'East Portland CIT (2025)' (2 Offering Documents Pending for Approval). The 'CIT Corporation Summary' table is located in a box below these status boxes. It has a dropdown menu 'Choose CIT Corporation' and an 'Export to Excel' button. The 'CIT Corporation Cashout Summary' section is also visible below it, with its own dropdown menu and 'Export to Excel' button.

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.

CIT Corporation Summary

Choose CIT Corporation —   
 West Portland CIT

[Export to Excel](#)

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
Over the course of all years									
Total Investment Amount: \$0.00									
Total Shares: 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.

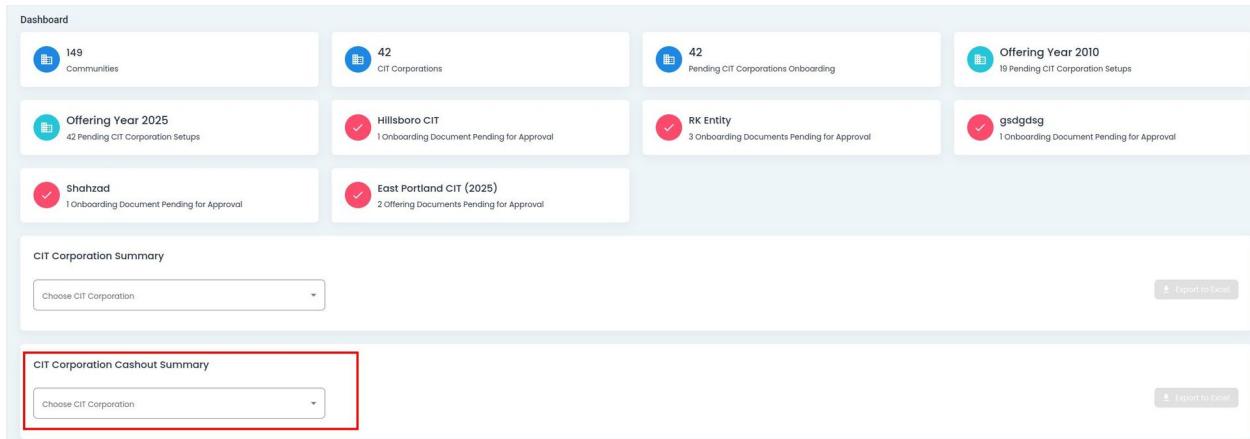
## CIT Corporation Cashout Table

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

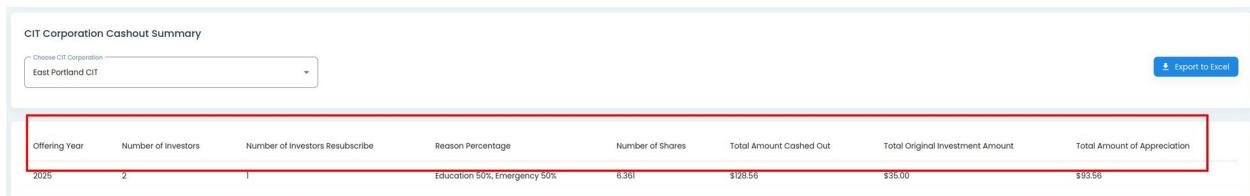
The **CIT Corporation Cashout** table is the first table on the *Dashboard*:



The screenshot shows the CIT Corporation Dashboard. At the top, there are four main statistics: 149 Communities, 42 CIT Corporations, 42 Pending CIT Corporations Onboarding, and Offering Year 2010 with 19 Pending CIT Corporation Setups. Below these are several smaller boxes for different entities: Offering Year 2025 (42 Pending CIT Corporation Setups), Hillsboro CIT (1 Onboarding Document Pending for Approval), RK Entity (3 Onboarding Documents Pending for Approval), gsdgdsg (1 Onboarding Document Pending for Approval), Shahzad (1 Onboarding Document Pending for Approval), and East Portland CIT (2025) (2 Offering Documents Pending for Approval). The 'CIT Corporation Cashout Summary' section is highlighted with a red box. It contains a dropdown menu 'Choose CIT Corporation' set to 'East Portland CIT' and an 'Export to Excel' button.

Fig. 4: Dashboard, CIT Corporation Cashout Table Location

### Columns: CIT Corporation Cashout Table



The screenshot shows the 'CIT Corporation Cashout Summary' table. It has a dropdown menu 'Choose CIT Corporation' set to 'East Portland CIT' and an 'Export to Excel' button. The table has the following columns: Offering Year, Number of Investors, Number of Investors Resubscribe, Reason Percentage, Number of Shares, Total Amount Cashed Out, Total Original Investment Amount, and Total Amount of Appreciation. The last three columns are highlighted with a red box. The data for the table is as follows:

Offering Year	Number of Investors	Number of Investors Resubscribe	Reason Percentage	Number of Shares	Total Amount Cashed Out	Total Original Investment Amount	Total Amount of Appreciation
2025	2	1	Education 50%, Emergency 50%	6.361	\$128.56	\$35.00	\$93.56

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: Dashboard, 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

Over the course of all years  
Total Investment Amount: \$0.00  
Total Shares: 0

Fig. 7: Dashboard, CIT Corporation Summary Dropdown Expanded

### Table Expands

The table will expand to show the CIT Corporation details.

CIT Corporation Summary

Choose CIT Corporation  
East Portland CIT

Export to Excel

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
2017-2018	45,000	0	0	\$25.00	2.5	\$0.00	\$0.00	\$0.00	0
2019	45,000	0	0	\$50.00	3.43	\$0.00	\$0.00	\$0.00	0
2020	45,000	0	0	\$100.00	6.31	\$0.00	\$0.00	\$0.00	0
2021	45,000	0	0	\$50.00	2.93	\$0.00	\$0.00	\$0.00	0
2022	45,000	0	0	\$350.00	20.53	\$0.00	\$0.00	\$0.00	0
2023	45,000	0	0	\$50.00	2.63	\$0.00	\$0.00	\$0.00	0

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

CIT Corporation Summary

Choose CIT Corporation  
East Portland CIT

Export to Excel

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
2017-2018	45,000	0	0	\$25.00	2.5	\$0.00	\$0.00	\$0.00	0
2019	45,000	0	0	\$50.00	3.43	\$0.00	\$0.00	\$0.00	0
2020	45,000	0	0	\$100.00	6.31	\$0.00	\$0.00	\$0.00	0
2021	45,000	0	0	\$50.00	2.93	\$0.00	\$0.00	\$0.00	0

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.

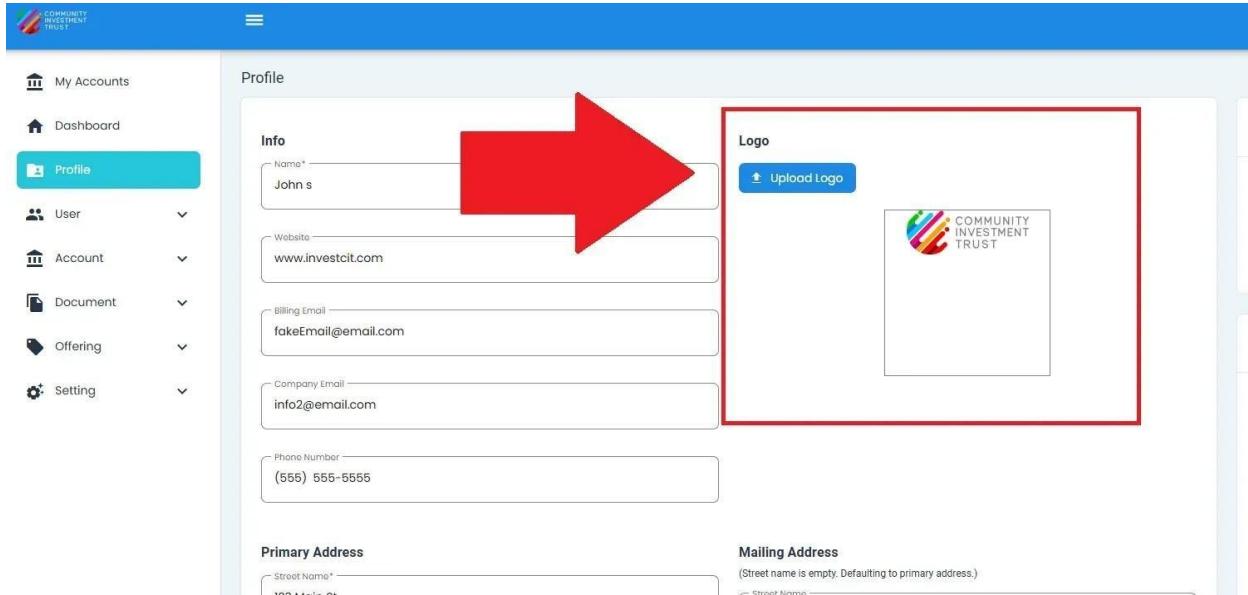


Fig. 9: Upload Logo Location

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

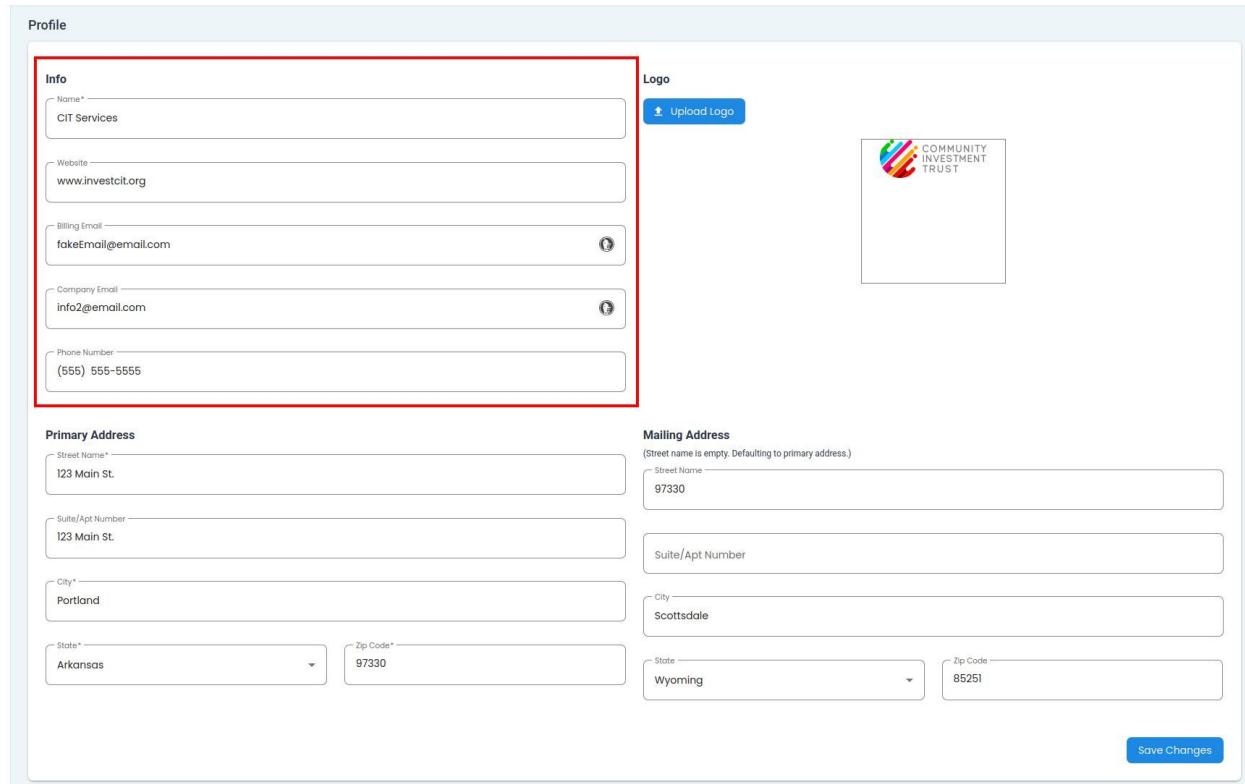
The **Name and Contact Information** section allows you to modify company details related to legal name and contact information.

### Location: Name and Contact Information section

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

The following fields can be edited:

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



The screenshot shows the 'Profile' section of the CIT Corporation Manual. On the left, there is a red box highlighting the 'Info' section, which contains fields for Name (CIT Services), Website (www.investcit.org), Billing Email (fakeEmail@email.com), Company Email (info2@email.com), and Phone Number ((555) 555-5555). To the right of this box is a 'Logo' section with a 'Upload Logo' button and a preview area showing the 'Community Investment Trust' logo. Below the red box are two address sections: 'Primary Address' and 'Mailing Address'. The 'Primary Address' section includes fields for Street Name (123 Main St.), Suite/Apt Number (123 Main St.), City (Portland), State (Arkansas), and Zip Code (97930). The 'Mailing Address' section includes fields for Street Name (97330), Suite/Apt Number, City (Scottsdale), State (Wyoming), and Zip Code (85251). A 'Save Changes' button is located at the bottom right of the form.

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**

The screenshot shows the 'Profile' section of the CIT Corporation Manual. At the top left is a 'Logo' section with a placeholder for 'Upload Logo' and a logo for 'COMMUNITY INVESTMENT TRUST' featuring a colorful stylized 'C' and 'I'. Below the logo are four input fields: 'Name' (CIT Services), 'Website' (www.investcit.org), 'Billing Email' (fakeEmail@email.com), and 'Company Email' (info2@email.com). To the right of these are 'Phone Number' and '(555) 555-5555'. A large red box highlights the 'Primary Address' section, which contains fields for 'Street Name' (123 Main St.), 'Suite/Apt Number' (123 Main St.), 'City' (Portland), 'State' (Arkansas), and 'Zip Code' (97330). To the right is the 'Mailing Address' section, which includes a note '(Street name is empty. Defaulting to primary address.)', fields for 'Street Name' (97330), 'Suite/Apt Number', 'City' (Scottsdale), 'State' (Wyoming), and 'Zip Code' (85251). At the bottom right is a 'Save Changes' button.

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**

Profile

**Info**

Name\*

Website

Billing Email

Company Email

Phone Number

**Logo**



**Created**

Created  Modified  Modified

**Activity**

March 21 Update

March 22 Remove

March 23 Update

March 24 Update

March 25 Update

**Primary Address**

Street Name\*

Suite/Apt Number

City\*

State  Zip Code\*

**Mailing Address**  
(Street name is empty. Defaulting to primary address.)

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	
•	<i>User List Homepage</i>
•	<i>Columns: User List Table</i>
•	<i>Search and Filter Options</i>
•	<i>Status Options</i>
•	<i>View User Details and Other Remaining Sections</i>

### User List Homepage

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

Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
AJ Sharma	AJ@yomail.com	1	10/31/2024 @ 07:51 AM	Active	
Alex Williams	alex.williams@tolinvestcit.com			Activation Pending	
Allison Anderson	allison.anderson@tolinvestcit.com			Activation Pending	
Amanda Castillo	amanda.castillo@tolinvestcit.com			Activation Pending	
Anass Zolgami	anass@transferonline.com	1	10/30/2024 @ 05:46 AM	Active	
Arthur Murphy	arthur.murphy@tolinvestcit.com			Activation Pending	

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**

User List					
Filter					
Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
AJ Sharma	AJ@yomail.com	1	10/31/2024 @ 07:51 AM	Active	
Alex Williams	alex.williams@tolinvestcit.com			Activation Pending	

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.

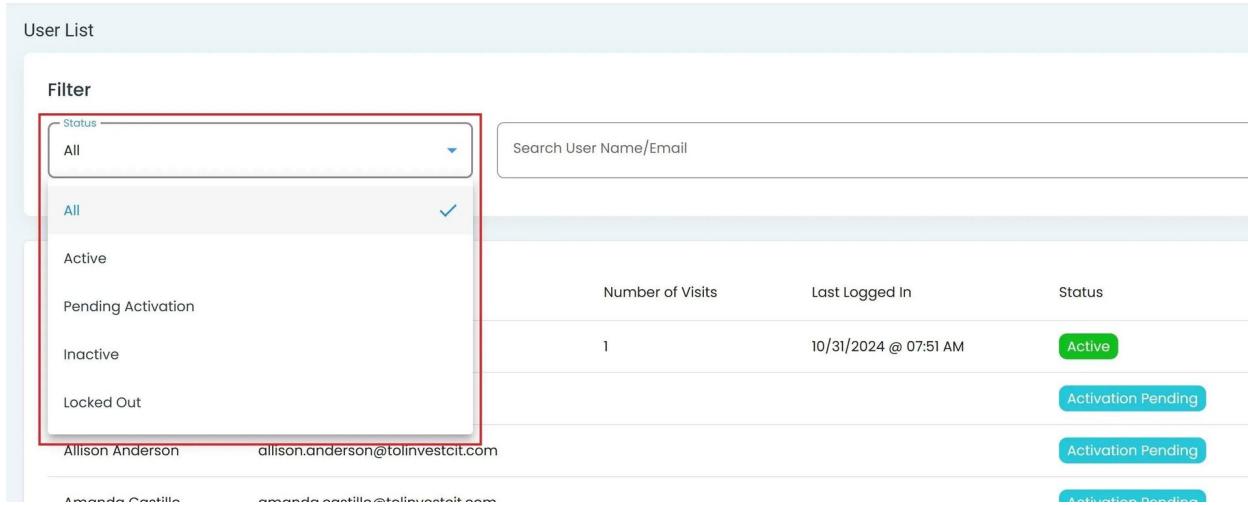
### Status Options

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.



The screenshot shows the 'User List' page. On the left, there is a 'Filter' section with a dropdown menu for 'Status' containing 'All', 'Active', 'Pending Activation', 'Inactive', and 'Locked Out'. The 'All' option is selected. To the right of the filter is a search bar labeled 'Search User Name/Email'. Below these are two tables of user data. The first table has columns: 'Number of Visits', 'Last Logged In', and 'Status'. It shows one row for Allison Anderson with 1 visit, last logged in on 10/31/2024 at 07:51 AM, and an 'Active' status. The second table has columns: 'Name' and 'Email'. It shows two rows: Allison Anderson with email allison.anderson@tolinvestcit.com, and Amanda Cantillo with email amanda.cantillo@tolinvestcit.com. Both rows have a 'Activation Pending' status.

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.

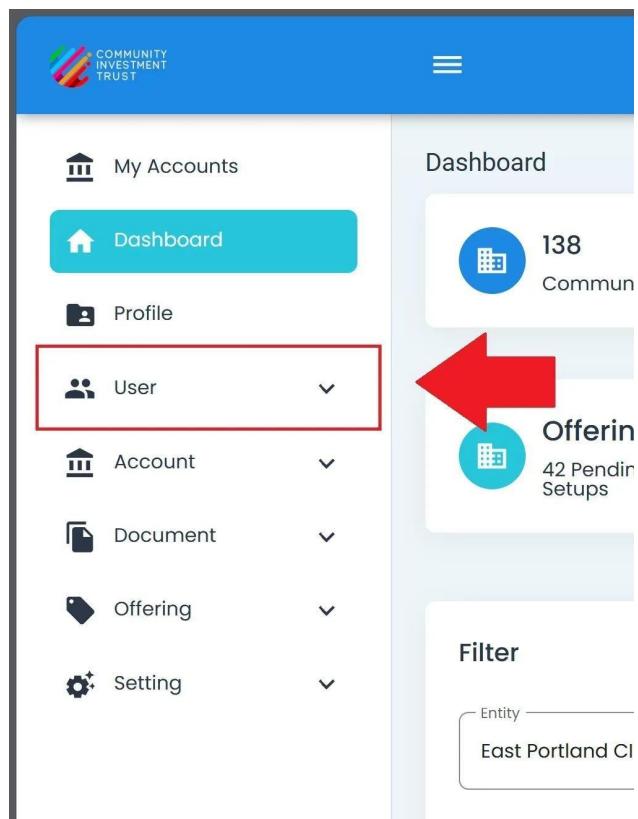
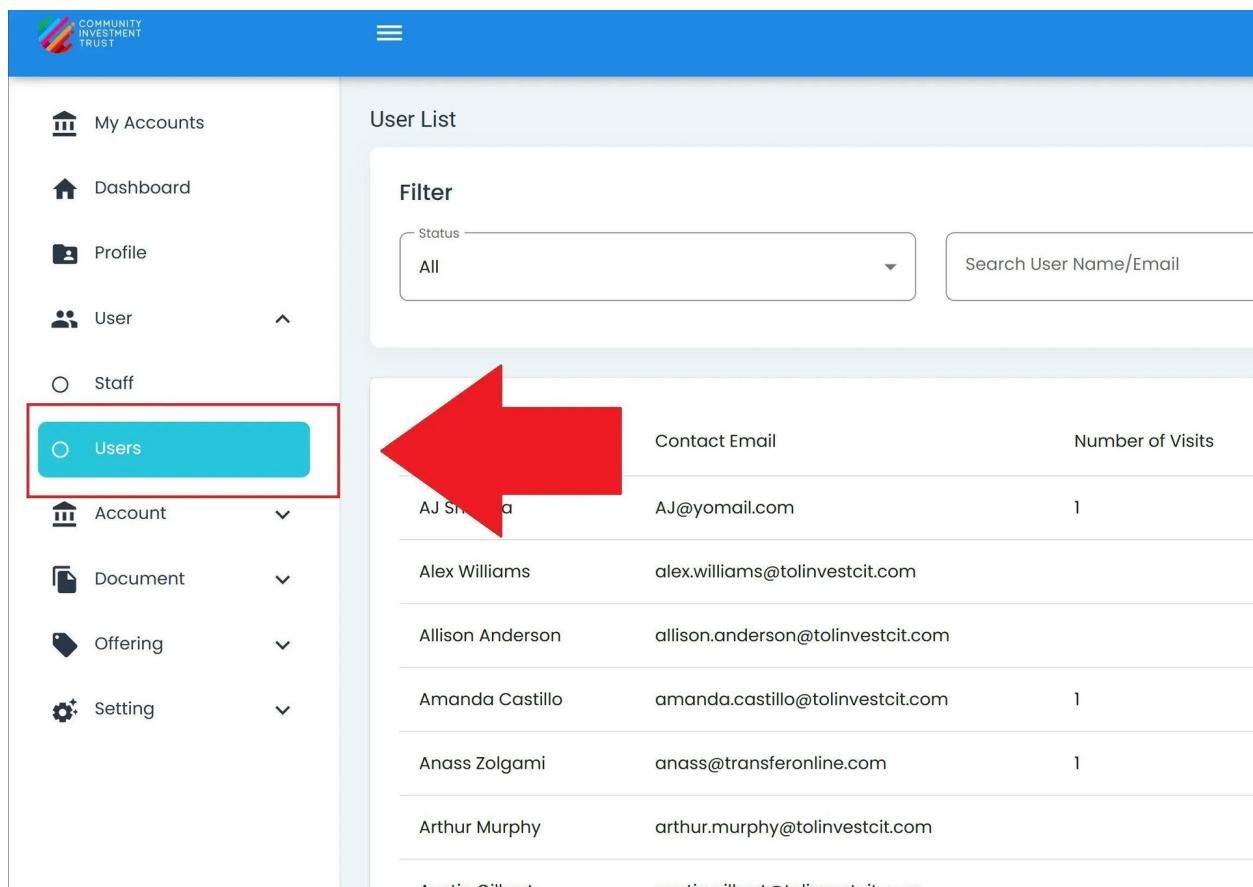


Fig. 16: User, Staff Primary Sidenav Location



Community Investment Trust

My Accounts

Dashboard

Profile

User

Staff

Users

Account

Document

Offering

Setting

User List

Filter

Status: All

Search User Name/Email

	Contact Email	Number of Visits
AJ Shrestha	AJ@yomail.com	1
Alex Williams	alex.williams@tolinvestcit.com	
Allison Anderson	allison.anderson@tolinvestcit.com	
Amanda Castillo	amanda.castillo@tolinvestcit.com	1
Anass Zolgami	anass@transferonline.com	1
Arthur Murphy	arthur.murphy@tolinvestcit.com	
Austin Gilbert	austin.gilbert@tolinvestcit.com	

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					
Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
Anass Zoliami	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:**

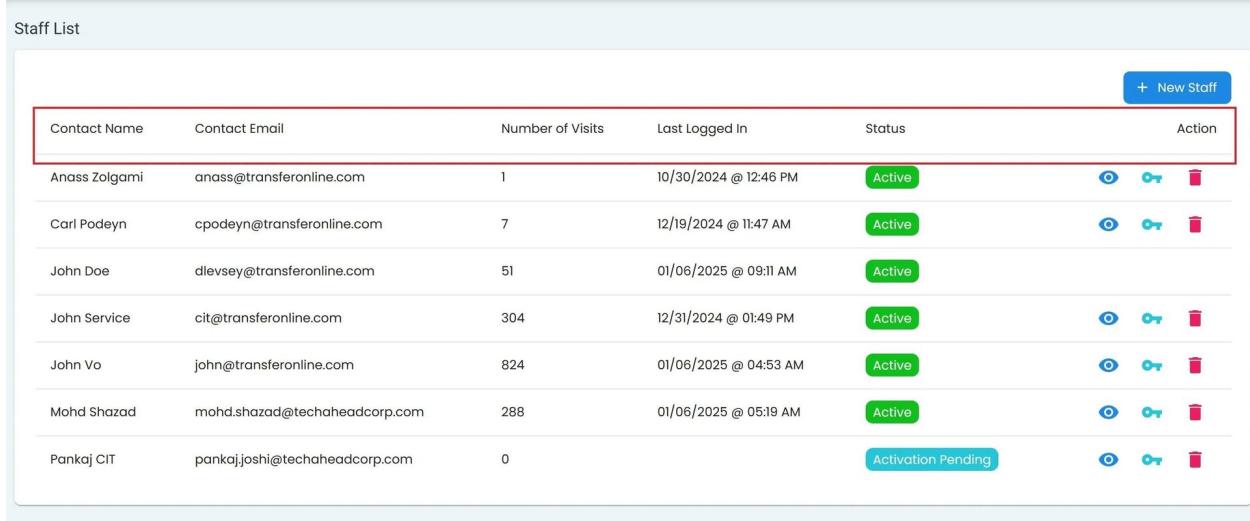
- **Contact Information**, or
- **Status**.

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:



The screenshot shows a table titled "Staff List" with a "New Staff" button in the top right. The table has columns: Contact Name, Contact Email, Number of Visits, Last Logged In, Status, and Action. The "Action" column contains icons for edit, delete, and other staff-related actions. The "Status" column shows "Active" for most users and "Activation Pending" for Pankaj CIT. The "Last Logged In" column shows the most recent login date and time for each user.

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@techahedcorp.com	288	01/06/2025 @ 05:19 AM	Active	 
Pankaj CIT	pankaj.joshi@techahedcorp.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**

Staff List					
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	  

## 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.

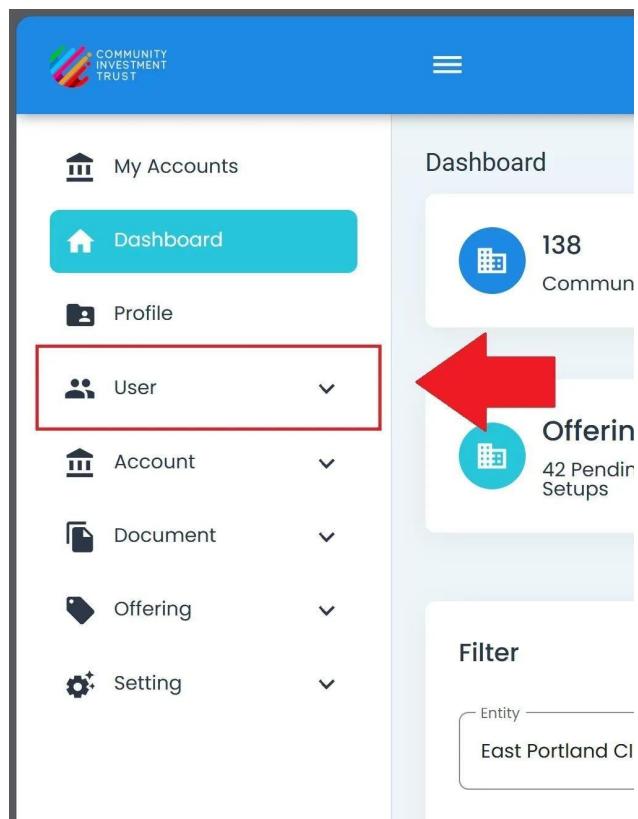


Fig. 20: User, Staff Primary Sidenav Location

## 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.

Account ID	Investor Name	Action
35	Pankaj Joshi	
36	Elon	
37	Ritesh	
38	Emily Smith	
39	Allison Anderson	
40	Rick Mendoza	

Fig. 21: Investors List Homepage

## Overview

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

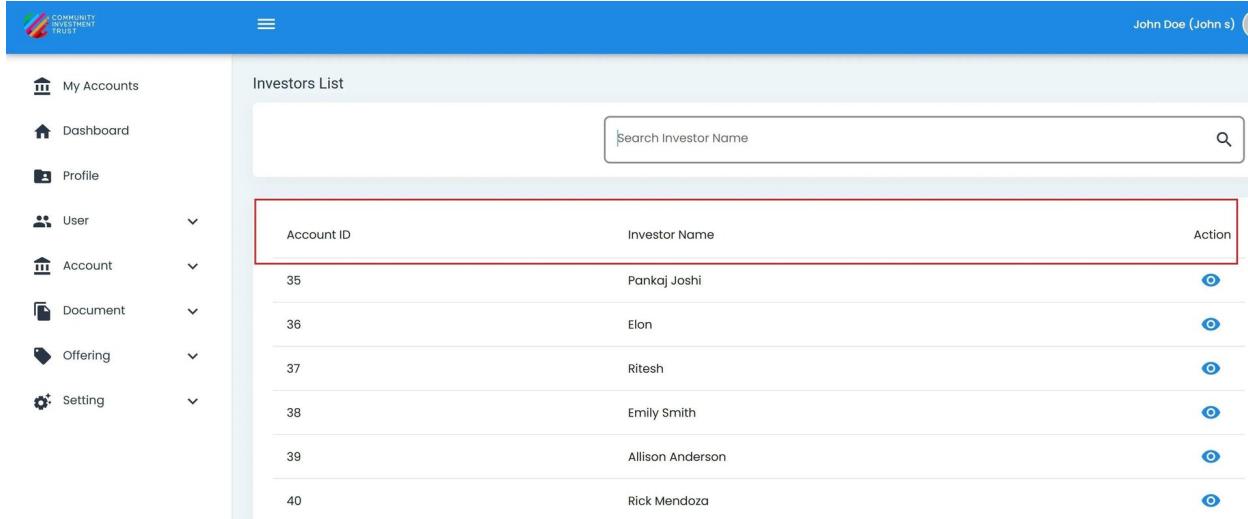
### Search Functionality

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:



Account ID	Investor Name	Action
35	Pankaj Joshi	
36	Elon	
37	Ritesh	
38	Emily Smith	
39	Allison Anderson	
40	Rick Mendoza	

*Fig. 23: Investors List, Table Column Names*

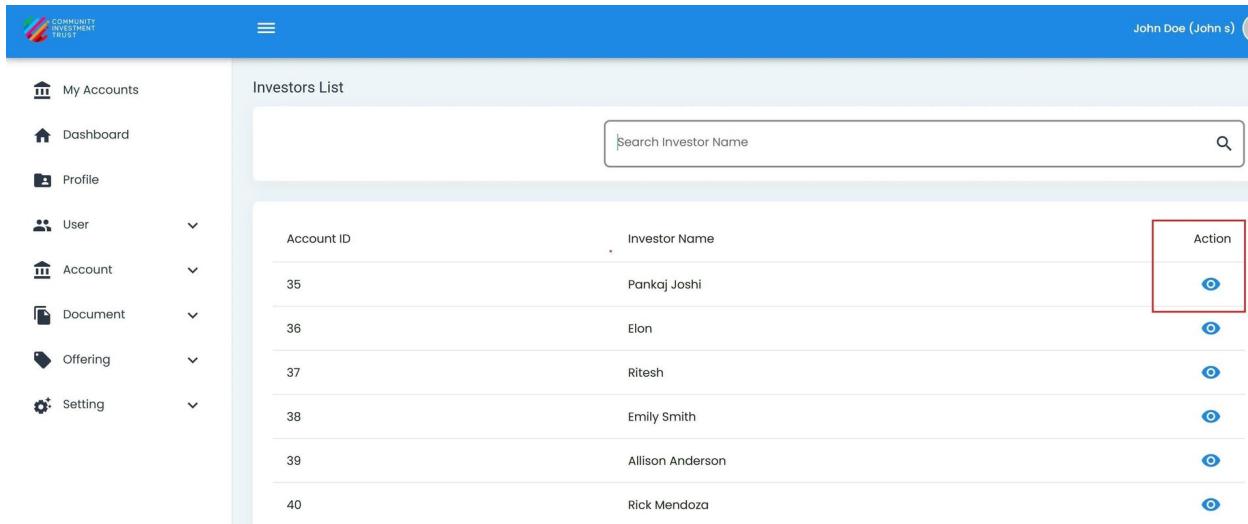
## Table Columns

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:



The screenshot shows the 'Investors List' page of the CIT Corporation Manual. The left sidebar contains navigation links: 'My Accounts', 'Dashboard', 'Profile', 'User', 'Account', 'Document', 'Offering', and 'Setting'. The main content area is titled 'Investors List' and features a search bar with the placeholder 'Search Investor Name'. Below the search bar is a table with columns 'Account ID' and 'Investor Name'. The table contains the following data:

Account ID	Investor Name	Action
35	Pankaj Joshi	<input type="button" value=""/>
36	Elon	<input type="button" value=""/>
37	Ritesh	<input type="button" value=""/>
38	Emily Smith	<input type="button" value=""/>
39	Allison Anderson	<input type="button" value=""/>
40	Rick Mendoza	<input type="button" value=""/>

A red box highlights the 'Action' column header and the first row of the table, indicating where users can perform operations on individual investor records.

Fig. 24: Investors List, Action Column Location

### Available Actions

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

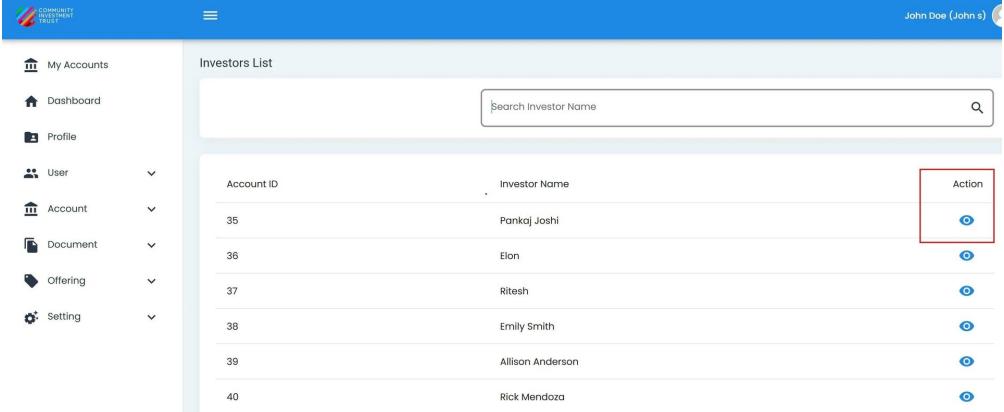
- *View More Details* View and edit detailed information about the Investor

### **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.



Account ID	Investor Name	Action
35	Pankaj Joshi	
36	Elon	
37	Ritesh	
38	Emily Smith	
39	Allison Anderson	
40	Rick Mendoza	

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.

Investor: Pankaj Joshi

Name	Email	Phone	Address	Beneficiary Percentage	Action
James Smith	community@transferonline.com	4333333333	512 SE Salmon St Portland, OR 97214	10%	
Mark Smith	mark@yopmil.com	2223232322	512 SE Salmon St Portland 122 New wales, AR	70%	

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.

Investor Information    **Beneficiaries**    Holdings    Documents

Name	Email	Phone	Address	Beneficiary Percentage	Action
James Smith	community@transferonline.com	(433) 333-3333	512 SE Salmon St Portland, OR 97214	10%	
Mark Smith	mark@yopmil.com	(222) 323-2322	512 SE Salmon St Portland 122 New wales, AR	70%	

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

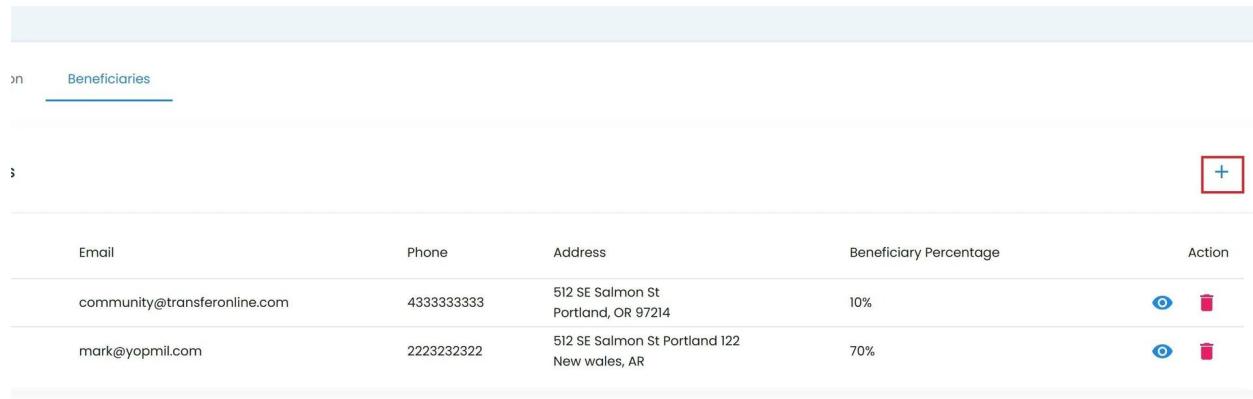
### How to Add a New Beneficiary

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**.



Email	Phone	Address	Beneficiary Percentage	Action
community@transferonline.com	4333333333	512 SE Salmon St Portland, OR 97214	10%	 
mark@yopmail.com	2223232322	512 SE Salmon St Portland 122 New Wales, AR	70%	 

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.

The screenshot shows a modal dialog box titled 'Add Beneficiary' with an 'X' button in the top right corner. The dialog is centered over a background table showing beneficiary information. The table has columns for 'Beneficiary Name', 'Email', 'Beneficiary Percentage', and 'Comments'. Two rows are visible: one for 'James Smith' with 10% and another for 'Mark Smith' with 70%. The modal contains the following fields:

- First Name\* (input field)
- Street Name (input field)
- Last Name\* (input field)
- Suite/Apt Number (input field)
- Email\* (input field)
- City (input field)
- Phone (input field)
- State (dropdown menu, currently set to 'Select')
- Zip Code (input field)
- Beneficiary Percentage\* (input field, currently set to '20')

At the bottom right of the modal are 'Cancel' and 'Save' buttons.

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**

The screenshot shows a user interface for managing investor information. At the top, there are two tabs: 'Investor Information' (which is active and highlighted in blue) and 'Beneficiaries'. Below the tabs, there is a section titled 'Investor Info' containing three input fields: 'Name\*' with the value 'Pankaj Joshi', 'SSN' with the value '222-22-2222', and 'Date Of Birth' with the value '9/29/1994' and a small calendar icon.

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mailing Address**  
(Street name is empty. Defaulting to primary address.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street Name

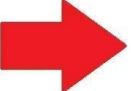
Suite/Apt Number

City

Code\* \_\_\_\_\_  
204

State \_\_\_\_\_  
[Select] ▾

Zip Code

 Save Changes

*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:

- Outstanding & Canceled
- Outstanding
- Canceled

### Action Complete

The table should update 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

ID	CIT Corporation	Offering Year	Filename	Document Type	Signed Date
No documents					

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.

Offering Documents						
ID	CIT Corporation	Offering Year	Filename	Document Type	Signed Date	Action
No documents						
Items per page:	10	0 of 0				

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

Offering Documents						
ID	CIT Corporation	Offering Year	Filename	Document Type	Signed Date	Action
No documents						

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

Investor Information	Beneficiaries	Holdings	Documents
<b>Investor Info</b> <div style="border: 2px solid red; padding: 5px;"> <div>First Name* <input type="text"/></div> <div>SDI <input type="text"/></div> <div>Date Of Birth <input type="text"/></div> <div>Email* <input type="text"/></div> <div>Phone <input type="text"/></div> </div>			
<b>Primary Address</b> <div> <div>Street Name* <input type="text"/> Portland St.</div> <div>Suite/Apt Number <input type="text"/></div> <div>City* <input type="text"/> Portland</div> <div>State* <input type="text"/> Oregon</div> <div>Zip Code* <input type="text"/> 97236</div> </div>	<b>Mailing Address</b> <div>(Street name is empty. Defaulting to primary address.)</div> <div>Street Name <input type="text"/></div> <div>Suite/Apt Number <input type="text"/></div> <div>City <input type="text"/></div> <div>State <input type="text"/></div> <div>Zip Code <input type="text"/></div>		

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.

Offering Documents						
ID	CIT Corporation	Offering Year	Filename	Document Type	Signed Date	Action
23	East Portland CIT	2025	East-CIT-2025-Subscription.pdf	Subscription Agreement/PPM	01/22/2025	 
22	East Portland CIT	2025	2025 Annual Update to Offering Circular I23024.pdf	Offering Document	01/22/2025	 
21	East Portland CIT	2025	CIT Investor Slides Final- 2024-2025.pdf	Offering Document	01/22/2025	 

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.

Beneficiaries List		
Name	Beneficiary Percentage	Action
Mohd Shazad	50%	 

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.

Beneficiaries List		
Name	Beneficiary Percentage	Action
Mohd Shazad	50%	 

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.

**Add Beneficiary** X

First Name\*

Last Name\*

Beneficiary Percentage\*

Cancel Save

Fig. 43: Beneficiaries List, Add Beneficiary Info Popup

Beneficiaries List		
Name	Beneficiary Percentage	Action
Mohd Shazad	50%	<span style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle; margin-right: 5px;"></span> <span style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle; background-color: #ccc; margin-right: 5px;"></span> <span style="border: 1px solid #ccc; border-radius: 50%; width: 20px; height: 20px; display: inline-block; vertical-align: middle; background-color: #ccc; margin-right: 5px;"></span>

Fig. 44: Beneficiaries List, Action Location

### Beneficiary Details

First Name\*

Last Name\*

Beneficiary Percentage\*

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*

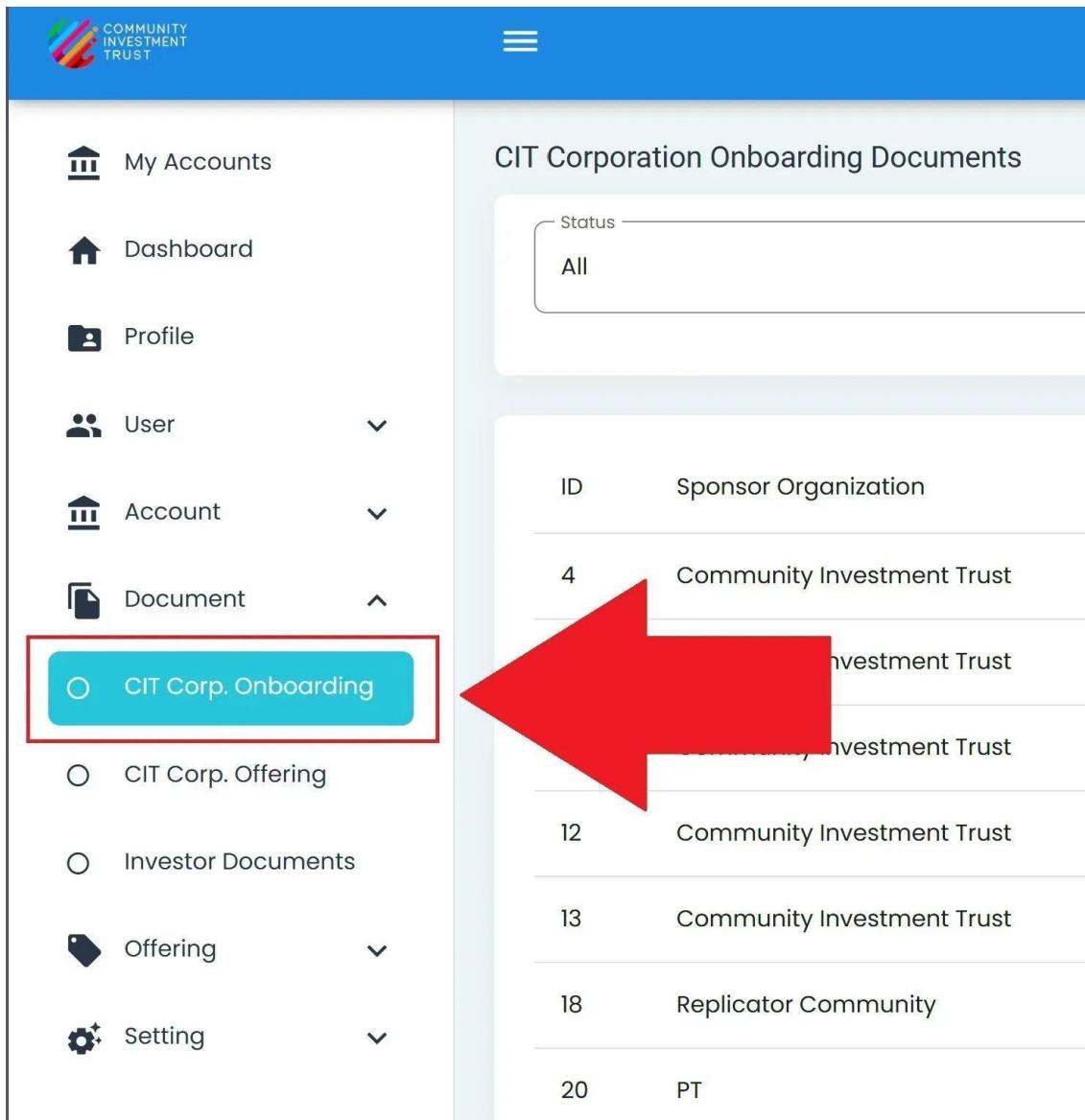
#### Note

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.



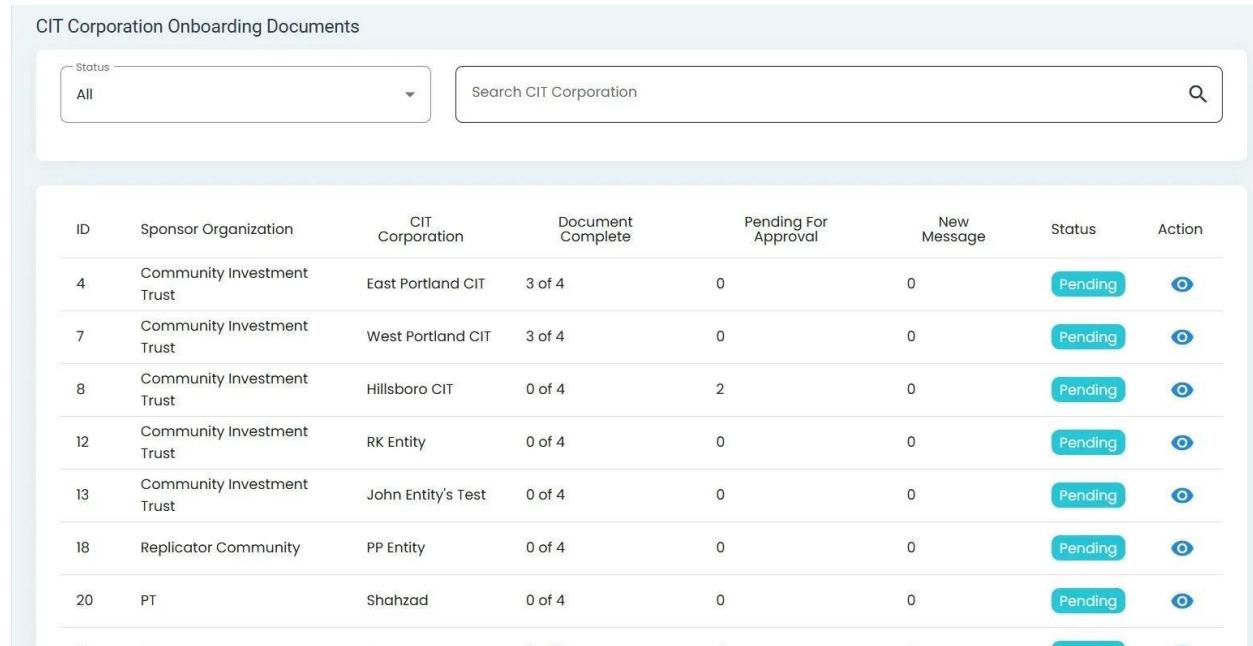
The screenshot shows the CIT Corporation Onboarding Documents page. On the left, a sidebar menu lists various categories: My Accounts, Dashboard, Profile, User, Account, Document, CIT Corp. Onboarding (which is highlighted with a red box and a red arrow pointing to it), CIT Corp. Offering, Investor Documents, Offering, and Setting. On the right, the main content area is titled "CIT Corporation Onboarding Documents". It features a search bar with "Status" set to "All". Below this is a table with columns "ID" and "Sponsor Organization". The table data is as follows:

ID	Sponsor Organization
4	Community Investment Trust
12	Community Investment Trust
13	Community Investment Trust
18	Replicator Community
20	PT

Fig. 46: CIT Corporation Onboarding, Location

**Table: Onboarding Documents List**

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

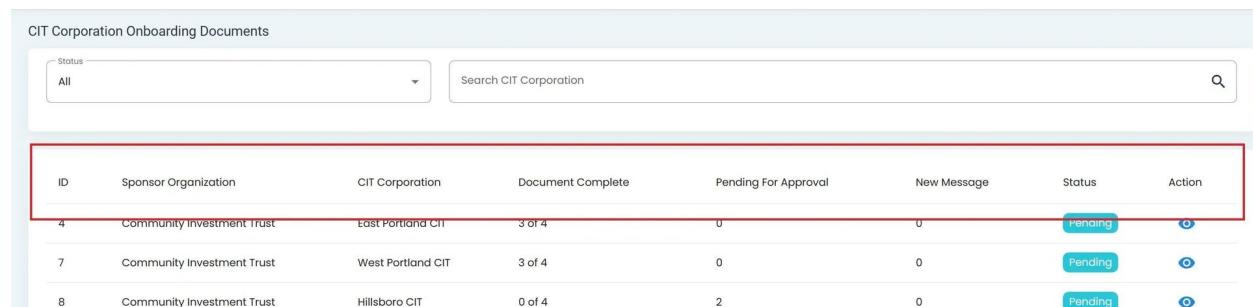


ID	Sponsor Organization	CIT Corporation	Document Complete	Pending For Approval	New Message	Status	Action
4	Community Investment Trust	East Portland CIT	3 of 4	0	0	Pending	
7	Community Investment Trust	West Portland CIT	3 of 4	0	0	Pending	
8	Community Investment Trust	Hillsboro CIT	0 of 4	2	0	Pending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



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 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.

### 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.

ID	Offering Year	Sponsor Organization	CIT Corporation	Due Less than 30 Days	Document Cor
1	2025	Community Investment Trust	East Portland CIT	0	1 of 8
2	2025	Community Investment Trust	West Portland CIT	0	0 of 8
3	2025	Community Investment Trust	Hillside CIT	0	0 of 8

2. Select the desired status from the dropdown.

ID	Offering Year	Sponsor Organization	CIT Corporation	Due Less than 30 Days	Document Cor
1	2025	Community Investment Trust	East Portland CIT	0	1 of 8
2	2025	Community Investment Trust	West Portland CIT	0	0 of 8
3	2025	Community Investment Trust	Hillside CIT	0	0 of 8

**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							
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

CIT Corporation Onboarding Documents							
Status		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 on-boarding 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

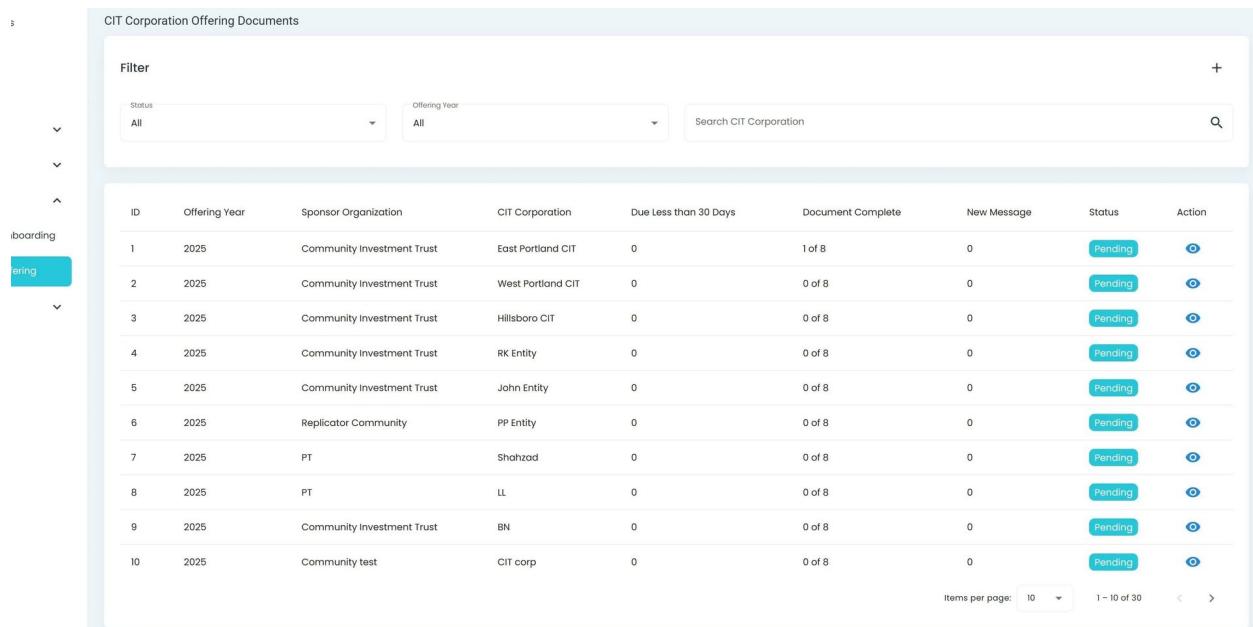
- [Features: CIT Corporation Offering](#)
- [Offering Documents Table](#)

### 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*



The screenshot shows a table titled "CIT Corporation Offering Documents" with the following data:

ID	Offering Year	Sponsor Organization	CIT Corporation	Due Less than 30 Days	Document Complete	New Message	Status	Action
1	2025	Community Investment Trust	East Portland CIT	0	1 of 8	0	Pending	
2	2025	Community Investment Trust	West Portland CIT	0	0 of 8	0	Pending	
3	2025	Community Investment Trust	Hillsboro CIT	0	0 of 8	0	Pending	
4	2025	Community Investment Trust	RK Entity	0	0 of 8	0	Pending	
5	2025	Community Investment Trust	John Entity	0	0 of 8	0	Pending	
6	2025	Replicator Community	PP Entity	0	0 of 8	0	Pending	
7	2025	PT	Shahzad	0	0 of 8	0	Pending	
8	2025	PT	LL	0	0 of 8	0	Pending	
9	2025	Community Investment Trust	BN	0	0 of 8	0	Pending	
10	2025	Community test	CIT corp	0	0 of 8	0	Pending	

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

The screenshot shows a table titled "CIT Corporation Offering Documents" with a "Filter" section at the top. The filter includes dropdowns for "Status" (All) and "Offering Year" (All), and a search bar for "Search CIT Corporation". The table has 8 columns: ID, Offering Year, Sponsor Organization, CIT Corporation, Due Less than 30 Days, Document Complete, New Message, Status, and Action. The first three rows of the table are highlighted with a red border. The first row corresponds to the data in the table below.

ID	Offering Year	Sponsor Organization	CIT Corporation	Due Less than 30 Days	Document Complete	New Message	Status	Action
1	2025	Community Investment Trust	East Portland CIT	0	1 of 8	0	Pending	
2	2025	Community Investment Trust	West Portland CIT	0	0 of 8	0	Pending	
3	2025	Community Investment Trust	Hillsboro CIT	0	0 of 8	0	Pending	

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.

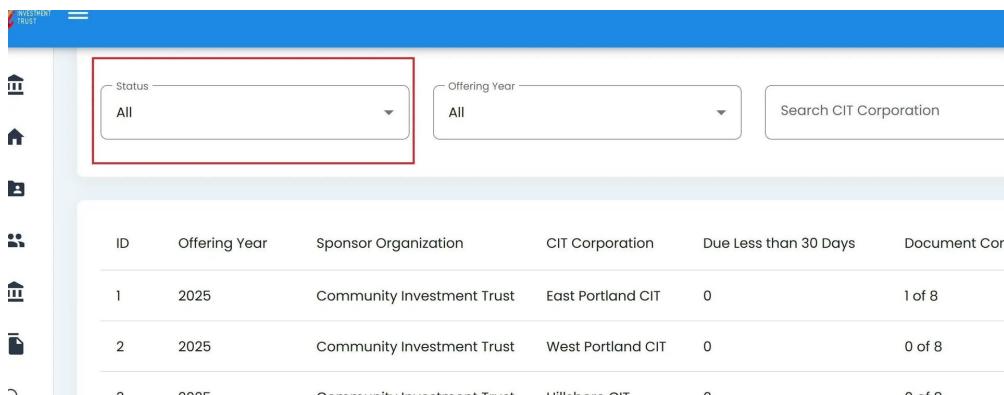


Fig. 50: Status Filter Location

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-

ID	Offering Year	Sponsor Organization	CIT Corporation	Due Less than 30 Days	Document Con
1	2025	Community Investment Trust	East Portland CIT	0	1 of 8
2	2025	Community Investment Trust	West Portland CIT	0	0 of 8
3	2025	Community Investment Trust	Hillsboro CIT	0	0 of 0

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.

Sponsor Organization	CIT Corporation	Year	Offering Name	Price per Share	Pending Amount	Investment Amount	Original Document 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 gagafsa	\$23.21	\$0.00	\$0.00	\$0.00	01/09/2025	

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

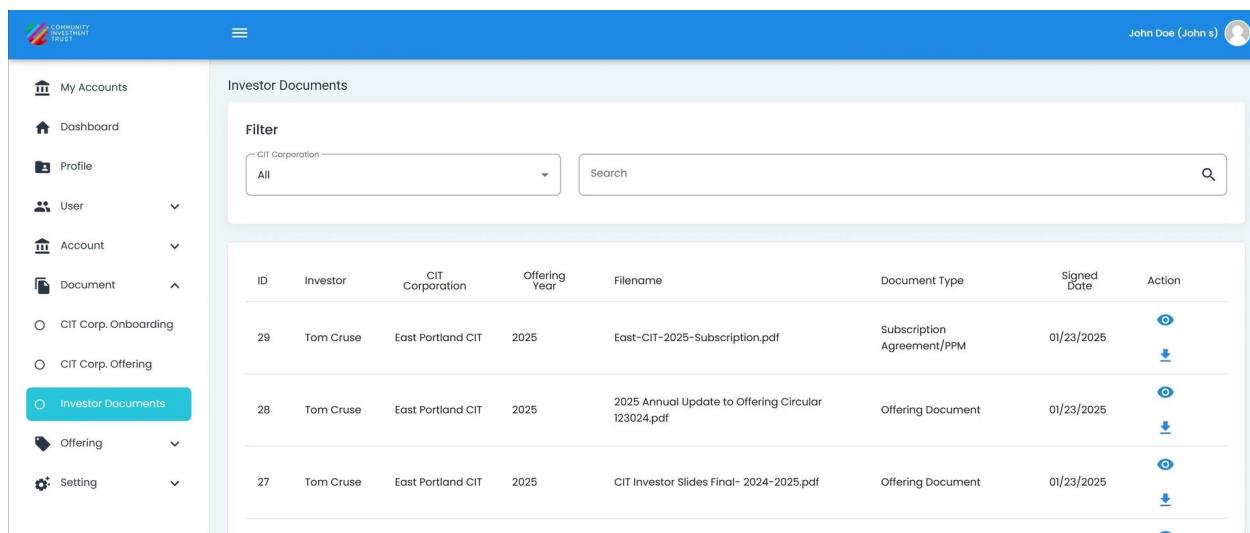
## Investor Documents

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.



The screenshot shows the CIT Corporation Manual homepage. On the left is a sidebar with the following navigation items:

- My Accounts
- Dashboard
- Profile
- User
- Account
- Document
  - CIT Corp. Onboarding
  - CIT Corp. Offering
  - Investor Documents** (highlighted in blue)
  - Offering
- Setting

The main content area is titled "Investor Documents". It features a "Filter" section with a dropdown menu set to "All" and a search bar. Below this is a table listing three documents:

ID	Investor	CIT Corporation	Offering Year	Filename	Document Type	Signed Date	Action
29	Tom Cruse	East Portland CIT	2025	East-CIT-2025-Subscription.pdf	Subscription Agreement/PPM	01/23/2025	 
28	Tom Cruse	East Portland CIT	2025	2025 Annual Update to Offering Circular 123024.pdf	Offering Document	01/23/2025	 
27	Tom Cruse	East Portland CIT	2025	CIT Investor Slides Final- 2024-2025.pdf	Offering Document	01/23/2025	 

Fig. 53: Investor Documents, Homepage and Location

**Table: Investor Documents**

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

Investor Documents								
Filter								
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

Investor Documents								
Filter								
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 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.

Investor Documents								
Filter								
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	 	

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

ID	Investor	CIT Corporation	Offering Year	Filename
14	Janet Murphy	East Portland CIT	2025	East-CIT-2025-Subscription.pdf
17	New UserInvest	East Portland CIT	2025	East-CIT-2025-Subscription.pdf

## How to Search Investor Documents

To search for a specific document or investor:

1. Find the **Search** bar.

ID	Investor	CIT Corporation	Offering Year	Filename	Document Type	Signed Date	Action
15	New UserInvest	East Portland CIT	2025	CIT Investor Slides Final- 2024-2025.pdf	Offering Document	01/22/2025	
16	New UserInvest	East Portland CIT	2025	2025 Annual Update to Offering Circular 123024.pdf	Offering Document	01/22/2025	
17	New UserInvest	East Portland CIT	2025	East-CIT-2025-Subscription.pdf	Subscription Agreement/PPM	01/22/2025	

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:

CIT Corporation Offering Documents: East Portland CIT, Year: 2025

Status  7 Document(s) left

All	8	<input checked="" type="checkbox"/> <b>Appraised value</b> File: EscrowAgreement.pdf   Uploaded on October 14, 2024 @ 3:55 PM by John Service   Due On: October 15, 2024   Approved on October 14, 2024 @ 4:26 PM by John Service <span style="background-color: green; color: white; padding: 2px 5px;">Complete</span>	    
Pending Upload	9	<input type="checkbox"/> <b>Messages (9)</b>	    
Pending Approval	2	<input type="checkbox"/> <b>Board resolutions for share price change</b> File: Document 2.pdf   Uploaded on October 17, 2024 @ 3:40 PM by John Service   Due On: December 1, 2024 <span style="background-color: orange; color: white; padding: 2px 5px;">Pending for Approval</span>	    
Completed	1	<input type="checkbox"/> <b>Stock Offering Circular</b> File: Document Pending Upload   Due On: December 1, 2024   <span style="background-color: red; color: white; padding: 2px 5px;">Overdue</span>	    
		<input type="checkbox"/> <b>Subscription Agreement</b> File: Document Pending Upload   Due On: December 1, 2024   <span style="background-color: red; color: white; padding: 2px 5px;">Overdue</span>	    
		<input type="checkbox"/> <b>Shareholder Agreement</b> File: Magic Partnership LLC Subscription Agreement.pdf   Uploaded on October 14, 2024 @ 5:15 PM by Entity Admin   Due On: December 1, 2024 <span style="background-color: orange; color: white; padding: 2px 5px;">Pending for Approval</span>	    
		<input type="checkbox"/> <b>Investor Slides</b> File: Document Pending Upload   Due On: December 1, 2024   <span style="background-color: red; color: white; padding: 2px 5px;">Overdue</span>	    
		<input type="checkbox"/> <b>Financial projections</b> File: Document Pending Upload   Due On: December 1, 2024   <span style="background-color: red; color: white; padding: 2px 5px;">Overdue</span>	    
		<input type="checkbox"/> <b>Invoice Paid</b> File: Document Pending Upload   Due On: December 31, 2024   <span style="background-color: red; color: white; padding: 2px 5px;">Overdue</span>	    

### Looking for an Overview?

See [citcorporationonboardingpage](#) or [citcorporationofferingsection](#)

## Layout Explanation

### View Details: Tabs Explained

The screenshot shows the 'CIT Corporation Onboarding Documents: East Portland CIT' page. On the left, a sidebar titled 'Status' lists four categories: 'All' (4), 'Upload Pending' (1), 'Pending Approval' (0), and 'Completed' (3). The 'All' category is highlighted with a red border. The main content area displays three document cards:

- License Agreement between CIT Services LLC and CIT Corporation**  
File: Master Subscription Document.pdf | Uploaded on October 11, 2024 @ 4:34 PM by John Service | Approved on October 11, 2024 @ 4:38 PM by John Service  
[Complete] Message (12) | Document (1) | Download | Print | View | Edit | Delete
- CIT Corporation Bylaws & Articles of Incorporation**  
File: FormTest.pdf | Uploaded on October 17, 2024 @ 3:38 PM by John Service | Approved on November 5, 2024 @ 1:10 PM by John Service  
[Complete] Message (2) | Document (1) | Download | Print | View | Edit | Delete
- DPLC Agreement between bank and Sponsor Organization**  
File: DPLC-Agreement-between-bank-and-Sponsor-Organization.pdf | Uploaded on January 8, 2025 @ 1:47 AM by Entity Admin | Expired: January 30, 2025 | Expired  
[Pending for Approval] Message (2) | Document (1) | Download | Print | View | Edit | Delete

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

The screenshot shows the 'CIT Corporation Offering Documents: East Portland CIT, Year: 2025' page. On the left, a sidebar titled 'Status' lists four categories: 'All' (3), 'Pending Upload' (5), 'Pending Approval' (2), and 'Completed' (1). The 'All' category is highlighted with a red border. The main content area displays three document cards:

- Appraised value**  
File: EscrowAgreement.pdf | Uploaded on October 14, 2024 @ 3:55 PM by John Service | Due On: October 15, 2024 | Approved on October 14, 2024 @ 4:26 PM by John Service  
[Complete] Message (9) | Document (1) | Download | Print | View | Edit | Delete
- Board resolutions for share price change**  
File: Document 2.pdf | Uploaded on October 17, 2024 @ 3:40 PM by John Service | Due On: December 1, 2024  
[Pending for Approval] Message (1) | Document (1) | Download | Print | View | Edit | Delete
- Stock Offering Circular**  
Document Pending Upload | Due On: December 1, 2024 | Overdue Document (1) | Download | Print | View | Edit | Delete

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.

CIT Corporation Onboarding Documents: Shahzad			
Status		Actions	
All	4	<input type="radio"/> License Agreement between CIT Services LLC and CIT Corporation <small>Document Pending Upload</small>	 
Upload Pending	4	<input type="radio"/> CIT Corporation Bylaws & Articles of Incorporation <small>Document Pending Upload</small>	 
Pending Approval	0	<input type="radio"/> DPLC Agreement between bank and Sponsor Organization <small>Document Pending Upload</small>	 
Completed	0	<input type="radio"/> Operating Agreements Between 501c3 (sponsor org/trustee) and CIT Corporation <small>Document Pending Upload</small>	 

### Pending Approval Tab: Available Actions

The **Pending Approval** cards contain all possible actions as can be seen:

### Completed Tab: Available Actions

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

CIT Corporation Onboarding Documents: Hillsboro CIT

Status

- All 4
- Upload Pending 2
- Pending Approval 2
- Completed 0

4 Document(s) left

Document	Actions
License Agreement between CIT Services LLC and CIT Corporation	Message Download Checkmark
CIT Corporation Bylaws & Articles of Incorporation	Message Download Checkmark

Messages (1)

## 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:

Document	Actions
License Agreement between CIT Services LLC and CIT Corporation	Message Download Checkmark

3 Document(s) left

Messages (1)

## Available Actions

Each **Status** has its own set of available actions:

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

**CIT Corporation Onboarding Documents: Hillsboro**

Status	Count
All	4
Upload Pending	2
Pending Approval	2
Completed	0

**License Agreement**  
File: Document 1.pdf  
Pending for Approval

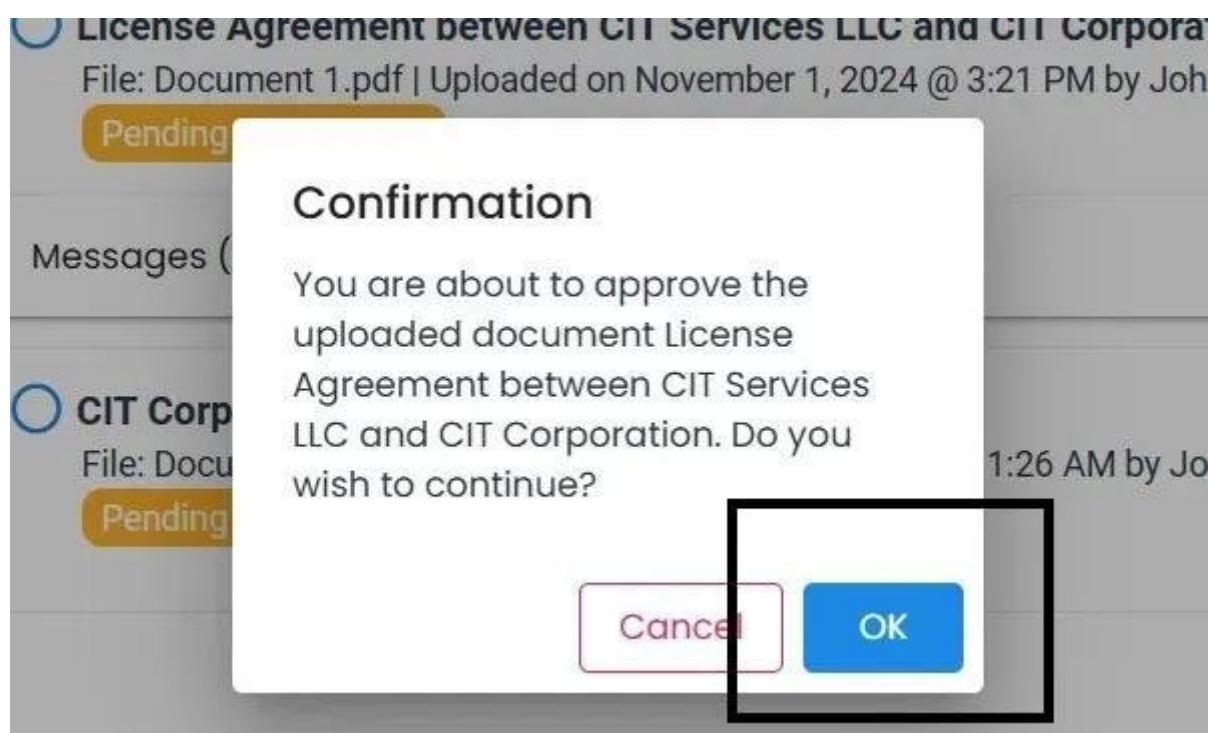
**CIT Corporation Bylaws & Articles of Incorporation**  
File: Document 2.pdf  
Pending for Approval

Messages (1)

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

**CIT Corporation Bylaws & Articles of Incorporation**  
File: Document 2.pdf | Uploaded on November 5, 2024 @ 11:26 AM by John Service  
Pending for Approval



## 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

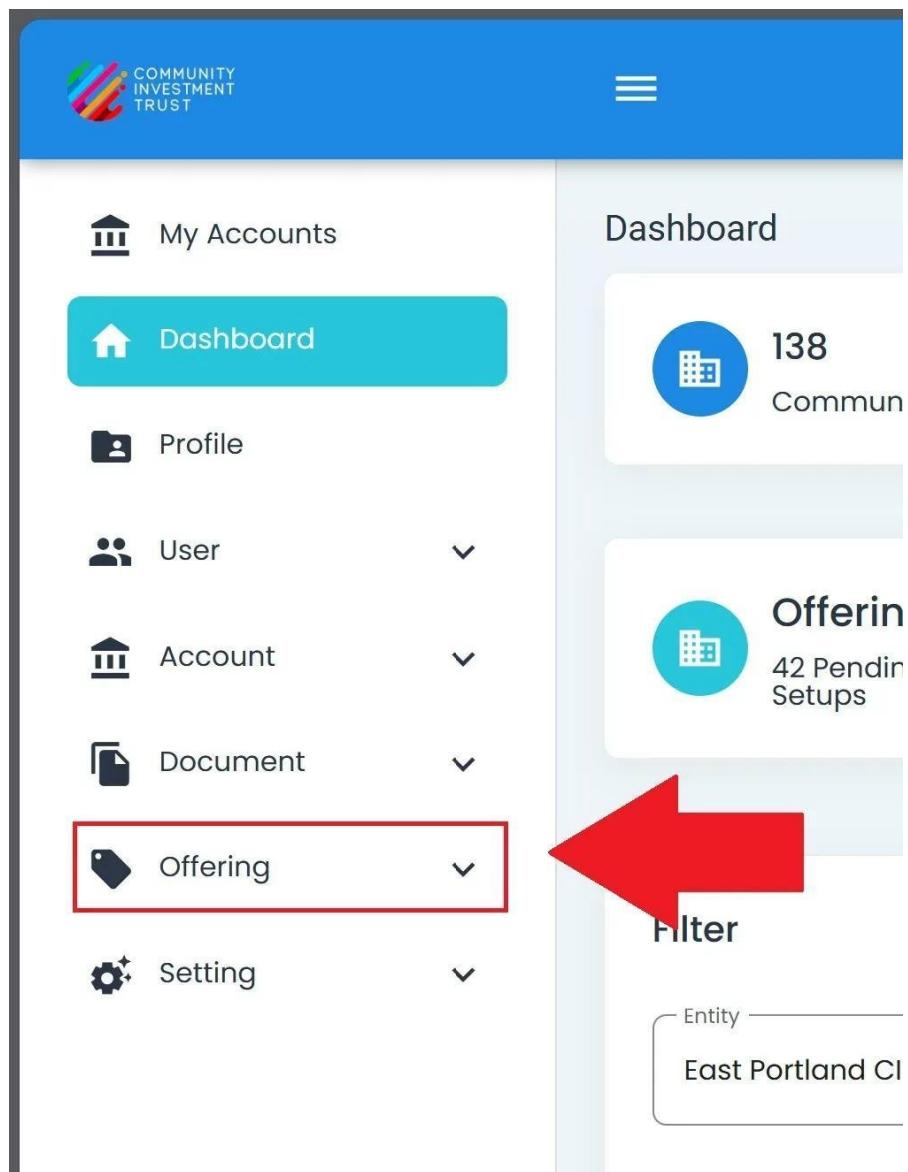


Fig. 54: Offering, Offerings Primary Sidenav Dropdown Location

Sponsor Organization	CIT Corporation	Year	Offering Name	
Community Investment Trust	East Portland CIT	2025	CIT OFFERING 2025	\$
Community Investment Trust	West Portland CIT	2025	fdgfdg 4353	\$
Community Investment Trust	East Portland CIT	2025	Tsg gagaffsafa	\$
Community Investment Trust	West Portland CIT	2025	dgsg sgasg ga	\$
Community Investment Trust	East Portland CIT	2024	EAST PORTLAND CIT CORP 2024	\$
Community Investment Trust	West Portland CIT	2024	WEST PORTLAND CIT CORP 2024	\$
Community	East Portland	2023	EAST PORTLAND	\$

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

Offering List

Filter

Sponsor Organization/CIT Corporation

All

Search Offering Name, Sponsor Organization, CIT Corporation, and Year

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	\$355.00	\$35.00	\$0.00	01/10/2025	
Community Investment Trust	West Portland CIT	2025	fdglfdg 4353	\$12.00	\$0.00	\$0.00	\$0.00	01/10/2025	
Community Investment Trust	East Portland CIT	2025	Tsg gagofsofa	\$23.21	\$0.00	\$0.00	\$0.00	01/09/2025	
Community Investment Trust	West Portland CIT	2025	dgsg sgsg ga	\$22.00	\$0.00	\$0.00	\$0.00	01/09/2025	
Community Investment Trust	East Portland CIT	2024	EAST PORTLAND CIT CORP 2024	\$19.85	\$4,095.00	\$520.00	\$125.00	01/01/2024	
Community Investment Trust	West Portland CIT	2024	WEST PORTLAND CIT CORP 2024	\$16.86	\$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

Offering: CIT OFFERING 2025  
Sponsor Organization: Community Investment Trust  
CIT Corporation: East Portland CIT

Offering Information Documents

Info

Offering Name: CIT OFFERING 2025  
Offering ID: CIT-OFFERNG-2025  
Offering URL: <https://cit.citcorporation.org/offering/CIT-OFFERNG-2025>

Investment Amount: \$160,000  
Price Per Share: \$20.21  
Offered Total Percentage: 46.00%

Date

Offering Start Date: 01/01/2025  
Offering End Date: 01/10/2025  
Offering Close Date: 01/10/2025  
Offering Close Time: 12:00:00 PM  
Offering Close Date: 01/10/2025  
Offering Close Time: 12:00:00 PM

Created & Modified

Created By: John Service  
Created Date: January 9, 2025 @ 12:17 PM  
Modified By: Mohit Shresth  
Modified Date: January 10, 2025 @ 1:19 AM

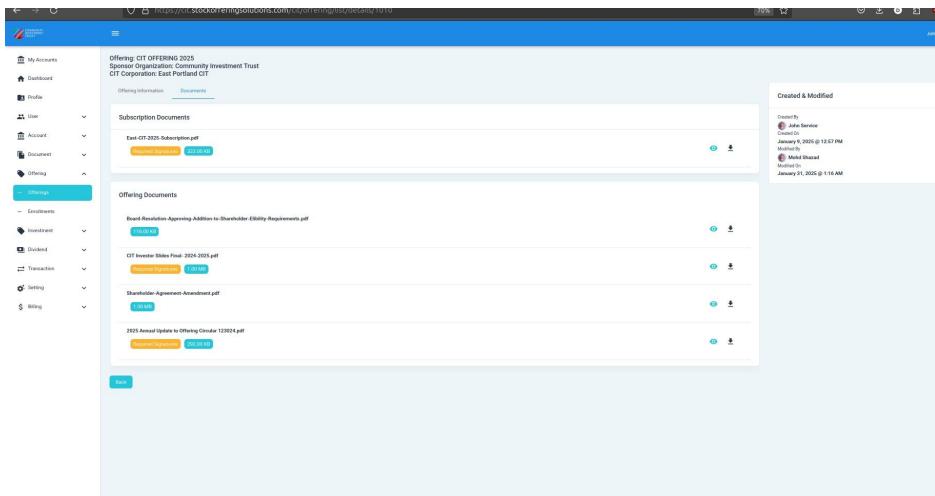
Optional

Investment Amount (USD per Investor): \$100.00

Zip Codes

Zip Codes	Investment Amount Alloc.
97222	\$10.00
97214	\$13.33
97230	\$25.00
97223	\$50.00

## Documents Tab



The screenshot shows the 'Documents' tab of the CIT Corporation Manual. The left sidebar includes 'My Accounts', 'Dashboard', 'Profile', 'User', 'Account', 'Document' (which is selected), 'Offering', and 'Logout'. The main content area is titled 'Offering: CIT OFFERING 2025' and 'Sponsor Organization: Community Investment Trust' and 'CIT Corporation East Peoria, IL'. It shows 'Offering Information' and 'Documents' tabs. Under 'Offering Documents', there are four items: 'East CIT 2025 Subscription.pdf' (1.00 MB), 'Board Resolution Approving Addition to Shareholder Eligibility Requirements.pdf' (1.00 MB), 'CIT Investor Slides Final - 2024-2025.pdf' (1.00 MB), and 'Shareholder Agreement Amendment.pdf' (1.00 MB). A 'Created & Modified' sidebar on the right lists 'Created By' (John Service) on January 9, 2025, at 12:57 PM, and 'Modified By' (Mohd Shazad) on January 11, 2025, at 1:16 AM.

## 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.

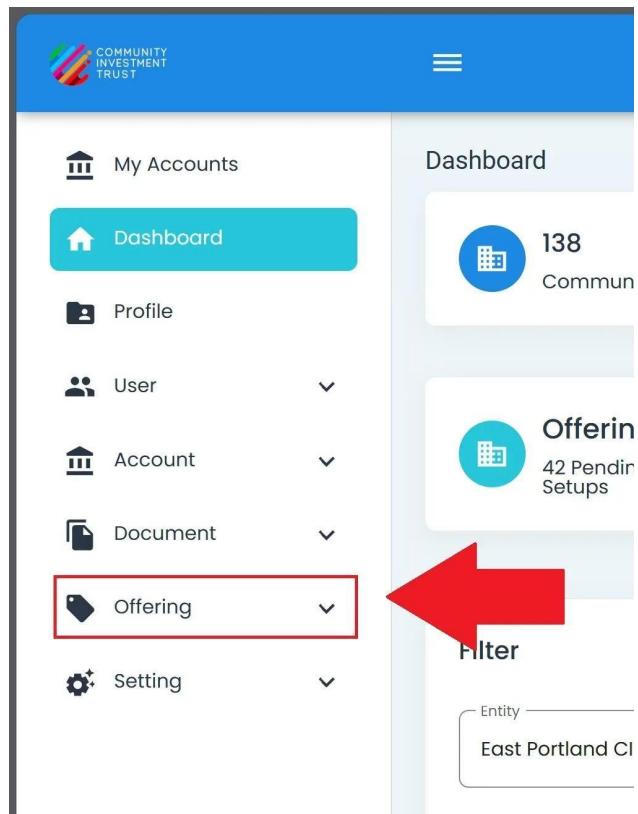


Fig. 58: Offering, Enrollments Primary Sidenav Location

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

The screenshot shows the 'Offerings' section of the CIT Corporation Manual. The 'Offerings' menu is expanded, and the 'Enrollments' option is highlighted with a red box and an arrow pointing to it. The main content area is titled 'Enrollments' and contains a 'Filter' section with a dropdown for 'Sponsor Organization' set to 'Community Investment Trust' and a 'Search' input field. Below the filter is a table with the following data:

Account ID	Investor	Monthly With
126	Thomas Thompson thomas.thompson@tollinvestcit.com	
150	Tom Cruise tomcruise@tol.com (503) 720-2853	1st for \$25.00
63	Travis Hanson travis.hanson@tollinvestcit.com	
185	Uy Test john232@transferonline.com (503) 720-2853	
186	uy test2 john133@transferonline.com (503) 720-2853	
45	Valerie Carney valerie.carney@tollinvestcit.com	
99	William Cruz william.cruz@tollinvestcit.com	
57	William Miller william.miller@tollinvestcit.com	

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*

Enrollments									
Filter									
Account ID	Investor	Monthly Withdrawal	Pending for Withdrawal	ACH Processing	Awaiting Share Issuance	Investment Amount	Shares	Initial Investment Cashout	Status
53	Alex's Williams								<span>Holding - Eligible</span>
39	Allison Anderson	allison.anderson@toltinvestcit.com							<span>Holding - Eligible</span>
125	Colee Hall	colee.hall@toltinvestcit.com							<span>Holding - Not Eligible</span>
119	Chad Ballard	chad.ballard@toltinvestcit.com							<span>Holding - Not Eligible</span>
61	Elizabeth Marshall	elizabeth.marshall@toltinvestcit.com							<span>Holding - Eligible</span>
50	Gary Palmer	gary.palmer@toltinvestcit.com							<span>Holding - Eligible</span>
--	Jennifer Allen								

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:

Enrollments									
Filter									
Account ID	Investor	Monthly Withdrawal	Pending for Withdrawal	ACH Processing	Awaiting Share Issuance	Investment Amount	Shares	Initial Investment Cashout	Status
53	Alex's Williams								<span>Holding - Eligible</span>
39	Allison Anderson	allison.anderson@toltinvestcit.com							<span>Holding - Eligible</span>
125	Colee Hall	colee.hall@toltinvestcit.com							<span>Holding - Not Eligible</span>
119	Chad Ballard	chad.ballard@toltinvestcit.com							<span>Holding - Not Eligible</span>
61	Elizabeth Marshall	elizabeth.marshall@toltinvestcit.com							<span>Holding - Eligible</span>
50	Gary Palmer	gary.palmer@toltinvestcit.com							<span>Holding - Eligible</span>
--	Jennifer Allen								

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 allows 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 **Eligible** and **Reference to Not Eligible item Not Eligible** )
- **Admin Stop**

## Using Enrollments Filters

### To Filter Enrollments:

#### 1. Find the **Sponsor Organization** dropdown.

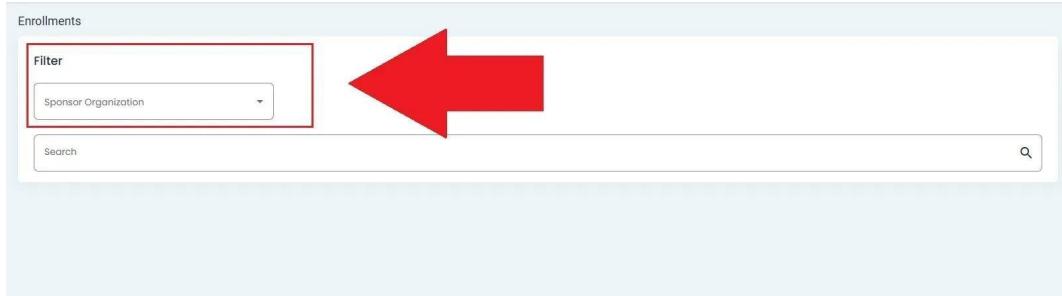


Fig. 62: Offering, Enrollments, Sponsor Organization Filter Location

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

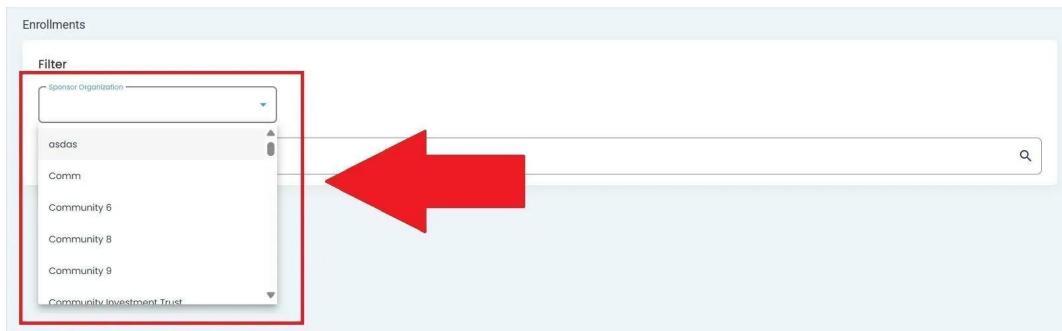


Fig. 63: Offering, Enrollments, Filter Dropdown Options

#### After selecting, the **CIT Corporation** dropdown will appear:

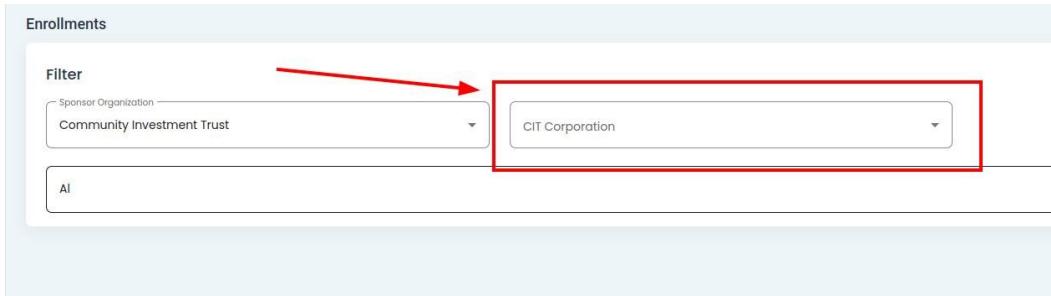


Fig. 64: Offering, Enrollments, Filter Selection Results With Two Dropdowns

#### 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.

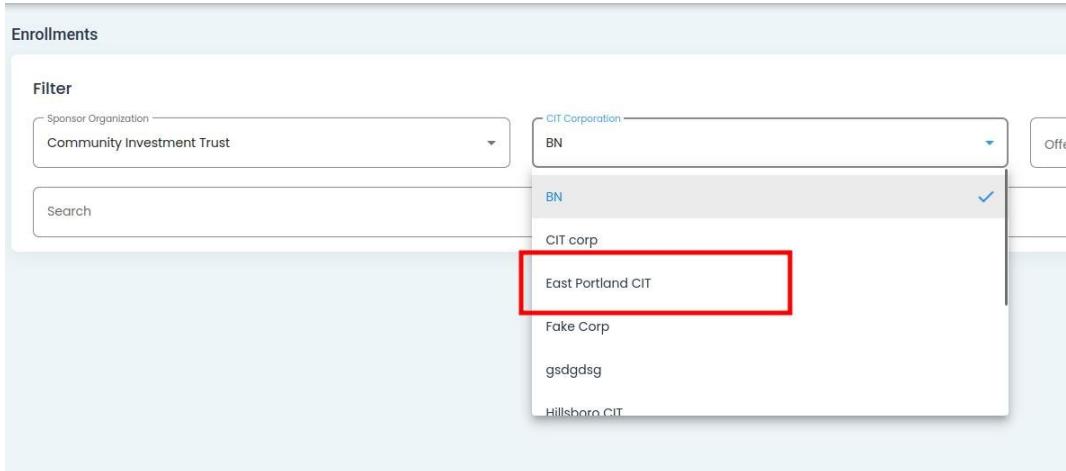
**3. Select the organization (e.g., CIT Corporation).**

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](#)).

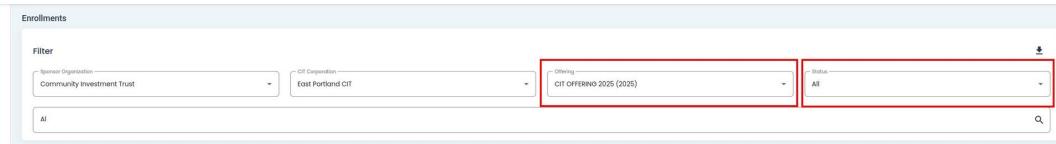


Fig. 66: Offering, Enrollments, Offering and Status Dropdowns Appear

**4. Select the Offering**

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

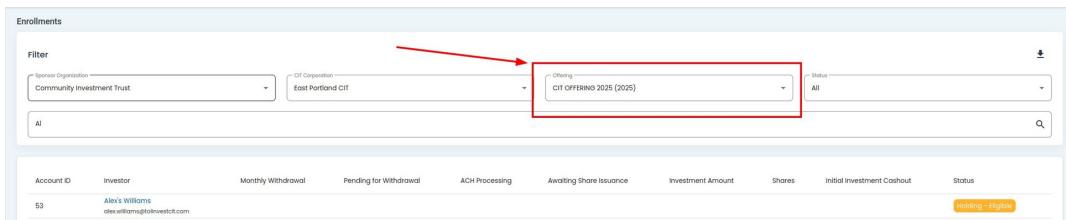


Fig. 67: Offering, Enrollments, Offering Dropdown Location

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.

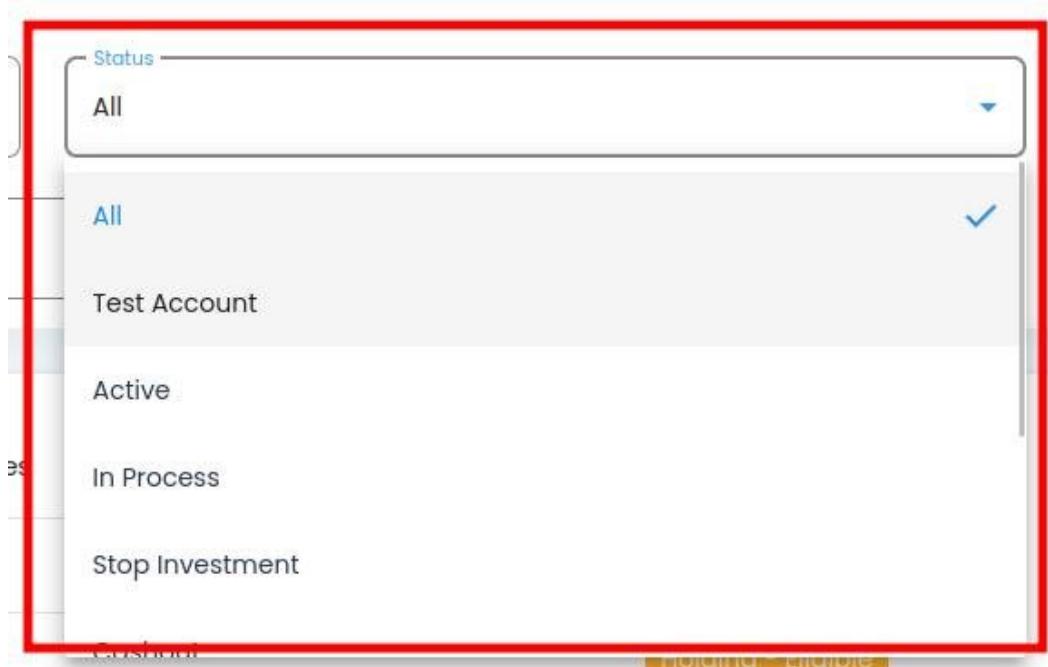


Fig. 69: Offering, Enrollments, Status Dropdown Location

2. Select a status from the status dropdown.

Account ID	Investor	Monthly Withdrawal	Pending for Withdrawal	ACH Processing	AI
53	Alex's Williams alex.williams@tolinvestcit.com				
39	Allison Anderson allison.anderson@tolinvestcit.com				
92	Amanda Castillo amanda.castillo@tolinvestcit.com				
51	Arthur Murphy arthur.murphy@tolinvestcit.com				
73	Austin Gilbert austin.gilbert@tolinvestcit.com				

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: Enrollemts 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](#).

# CIT Corporation Manual, Release 1

Enrollments

Filter

Sponsor Organization: Community Investment Trust

CIT Corporation: East Portland CIT

Offering: CIT OFFERING 2025 (2025)

Status: All

AI

Account ID	Investor	Monthly Withdrawal	Pending for Withdrawal	ACH Processing	Awaiting Share Issuance	Investment Amount	Shares	Initial Investment Cashout
53	Alex's Williams alex.williams@tolinvestcit.com							
39	Allison Anderson allison.anderson@tolinvestcit.com							
125	Caleb Hall caleb.hall@tolinvestcit.com							
119	Chad Ballard chad.ballard@tolinvestcit.com							
61	Elizabeth Marshall elizabeth.marshall@tolinvestcit.com							
50	Gary Palmer gary.palmer@tolinvestcit.com							
96	Jennifer Allen jennifer.allen@tolinvestcit.com							

Fig. 71: Offering, Enrollments, Search Column Highlighted

Enrollments

Filter

Sponsor Organization: Community Investment Trust

CIT Corporation: East Portland CIT

Offering: CIT OFFERING 2025 (2025)

Status: All

AI

Search Bar

Account ID	Investor	Monthly Withdrawal	Pending for Withdrawal	ACH Processing	Awaiting Share Issuance	Investment Amount	Shares	Initial Investment Cashout	Status
53	Alex's Williams alex.williams@tolinvestcit.com								<span>Enrolled - Pending</span>
39	Allison Anderson allison.anderson@tolinvestcit.com								<span>Enrolled - Pending</span>
96	Caleb Hall								<span>Enrolled - Pending</span>

Fig. 72: Offering, Enrollments, Search Bar Location

Filter

Sponsor Organization: Community Investment Trust

CIT Corporation: East Portland CIT

Offering: CIT OFFERING 2025 (2025)

AI

Account ID	Investor	Monthly Withdrawal	Pending for Withdrawal	ACH Processing	Awaiting Share Issuance
53	Alex's Williams alex.williams@tolinvestcit.com				
39	Allison Anderson allison.anderson@tolinvestcit.com				
125	Caleb Hall caleb.hall@tolinvestcit.com				
119	Chad Ballard chad.ballard@tolinvestcit.com				
61	Elizabeth Marshall elizabeth.marshall@tolinvestcit.com				
50	Gary Palmer gary.palmer@tolinvestcit.com				
96	Jennifer Allen jennifer.allen@tolinvestcit.com				

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

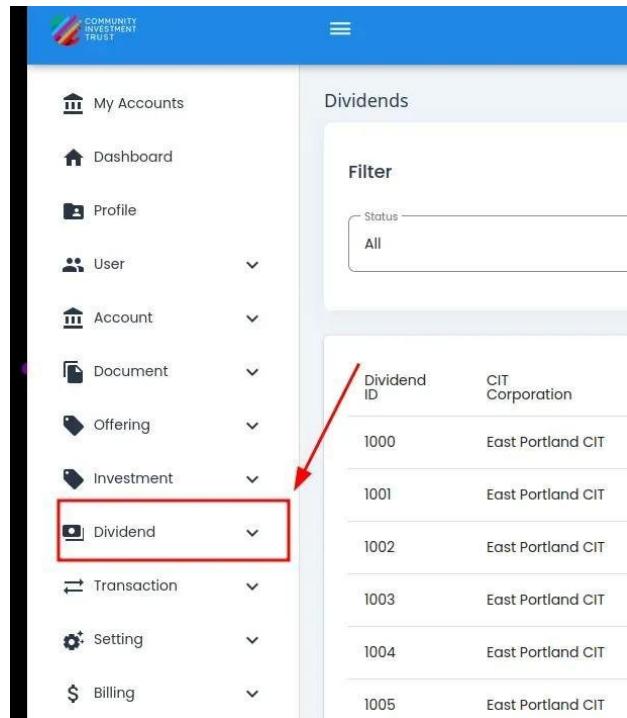


Fig. 74: Investment Category, Primary Sidenav Location

ID	CIT Corporation	Investor	Offering Year	Investment Date	Investment Amount	Status
II13	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583 Carl Podeyn	2025	March 15, 2025	\$50.00	<a href="#">Open</a>
II14	East Portland CIT	fairlygruesome2@gmail.com (503) 992-1866	2025	March 15, 2025	\$50.00	<a href="#">Open</a>
II15	East Portland CIT	Test Account TestEmail@gmail.com (850) 992-1866	2025	March 01, 2025	\$10.00	<a href="#">Open</a>
II16	East Portland CIT	Tom Cruise tomcruise@tol.com (503) 720-2853	2025	March 01, 2025	\$25.00	<a href="#">Open</a>
II12	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	2025	March 01, 2025	\$50.00	<a href="#">Open</a>
II03	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583 Carl Podeyn	2025	February 15, 2025	\$50.00	<a href="#">Open</a>

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.

Investments						
Filter						
Status	CIT Corporation	Investor	Offering Year	Investment Date	Investment Amount	Status
Open	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583	2025	March 15, 2025	\$50.00	<span>Open</span>
Open	East Portland CIT	Carl Podeyn fairlygruesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	<span>Open</span>
Open	East Portland CIT	Test Account TestMail@gmail.com (859) 992-1866	2025	March 01, 2025	\$10.00	<span>Open</span>
Open	East Portland CIT	Tom Cruise tomcruise@tol.com (503) 720-2853	2025	March 01, 2025	\$25.00	<span>Open</span>
Open	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	2025	March 01, 2025	\$50.00	<span>Open</span>
Open	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583	2025	February 15, 2025	\$50.00	<span>Open</span>

Fig. 76: Investments Table Filter Section Highlighted

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

Investments						
Filter						
Status	CIT Corporation	Investor	Offering Year	Investment Date	Investment Amount	Status
Open	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583	2025	March 15, 2025	\$50.00	<span>Open</span>
Open	East Portland CIT	Carl Podeyn fairlygruesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	<span>Open</span>
Open	East Portland CIT	Test Account TestMail@gmail.com (859) 992-1866	2025	March 01, 2025	\$10.00	<span>Open</span>
Open	East Portland CIT	Tom Cruise tomcruise@tol.com (503) 720-2853	2025	March 01, 2025	\$25.00	<span>Open</span>
Open	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	2025	March 01, 2025	\$50.00	<span>Open</span>
Open	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583	2025	February 15, 2025	\$50.00	<span>Open</span>

Fig. 77: Investments Status Dropdown Location

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

Investor	Offering Year	Investment Date	Investment Amount	Status
New UserInvest newuserinvest@tol.com (503) 720-2583	2025	March 15, 2025	\$50.00	open
Carl Podeyn fairlyguesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	open

Fig. 78: Investments Status Dropdown Expanded

## Filter by Organization

### To Filter by CIT Corporation:

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

Investor	Offering Year	Investment Date	Investment Amount	Status
New UserInvest newuserinvest@tol.com (503) 720-2583	2025	March 15, 2025	\$50.00	open
Carl Podeyn fairlyguesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	open

Fig. 79: CIT Corporation Dropdown Location

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

Investor	Offering Year	Investment Date	Investment Amount	Status
New UserInvest newuserinvest@tol.com (503) 720-2583	2025	March 15, 2025	\$50.00	open
Carl Podeyn fairlyguesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	open

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.

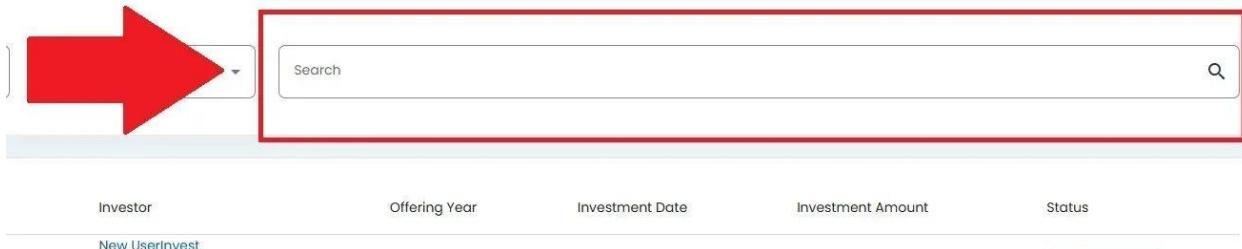


Fig. 81: Search Icon Location

Investments						
Filter						
Status	CIT Corporation	Investor	Offering Year	Investment Date	Investment Amount	Status
All	All	New UserInvest	2025	March 15, 2025	\$50.00	<button>Open</button>
		New UserInvest newuserinvest@tol.com (503) 720-2583				
		New UserInvest newuserinvest@tol.com (503) 720-2583	2025	February 15, 2025	\$50.00	<button>Open</button>

Fig. 82: Search Results

ID	CIT Corporation	Investor	Offering Year	Investment Date	Investment Amount	Status
1113	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583	2025	March 15, 2025	\$50.00	<button>Open</button>
1103	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583	2025	February 15, 2025	\$50.00	<button>Open</button>

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 three-month periods:

- Quarterly investment trends
- Performance comparisons
- Investment distribution analysis
- Year-over-year 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

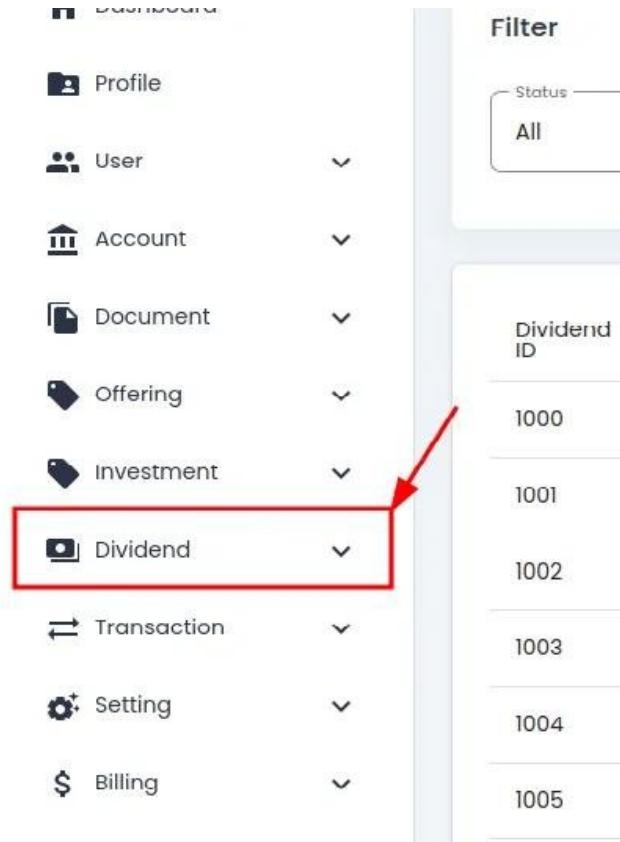


Fig. 84: Dividend Category, Primary Sidenav, Dropdown Location

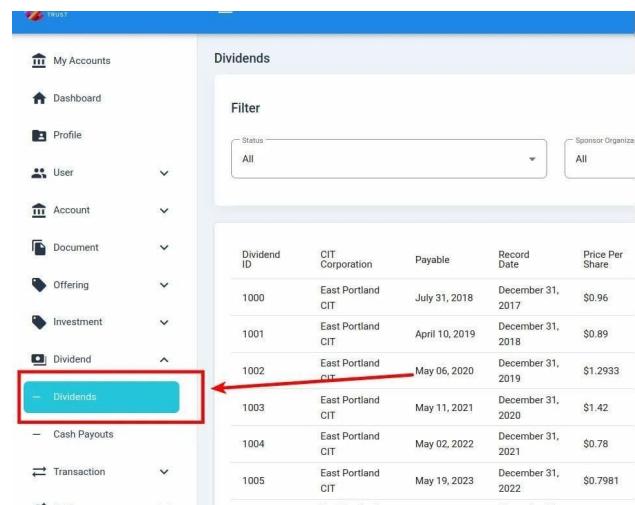
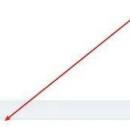


Fig. 85: Dividend, Dividends Homepage, Primary Sidenav Location



Dividend ID	CIT Corporation	Payable	Record Date	Price Per Share	Total Shares	Total Payout Amount	Total Pending Payment Amount	Number of Investors	Status	Action
1000	East Portland CIT	July 31, 2018	December 31, 2017	\$0.96	137.5	\$132.00	\$0.00	1	Complete	
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89	3,475.0	\$3,092.75	\$0.00	1	Complete	
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933	9,293.3128	\$12,019.00	\$0.00	1	Complete	
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42	9,293.3128	\$20,542.01	\$0.00	1	Complete	
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78	21,684.64162	\$16,913.89	\$0.00	1	Complete	
1005	East Portland CIT	May 19, 2023	December 31, 2022	\$0.7981	29,750.27747	\$23,744.48	\$0.00	1	Complete	
1006	East Portland CIT	May 17, 2024	December 31, 2023	\$0.79	33,512.2014	\$26,474.65	\$0.00	1	Complete	
1007	East Portland CIT	February 28, 2025	February 13, 2025	\$1.65	11,655.48	\$19.24	\$4.20	7	Pending	

Items per page:  1 - 8 of 8

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.

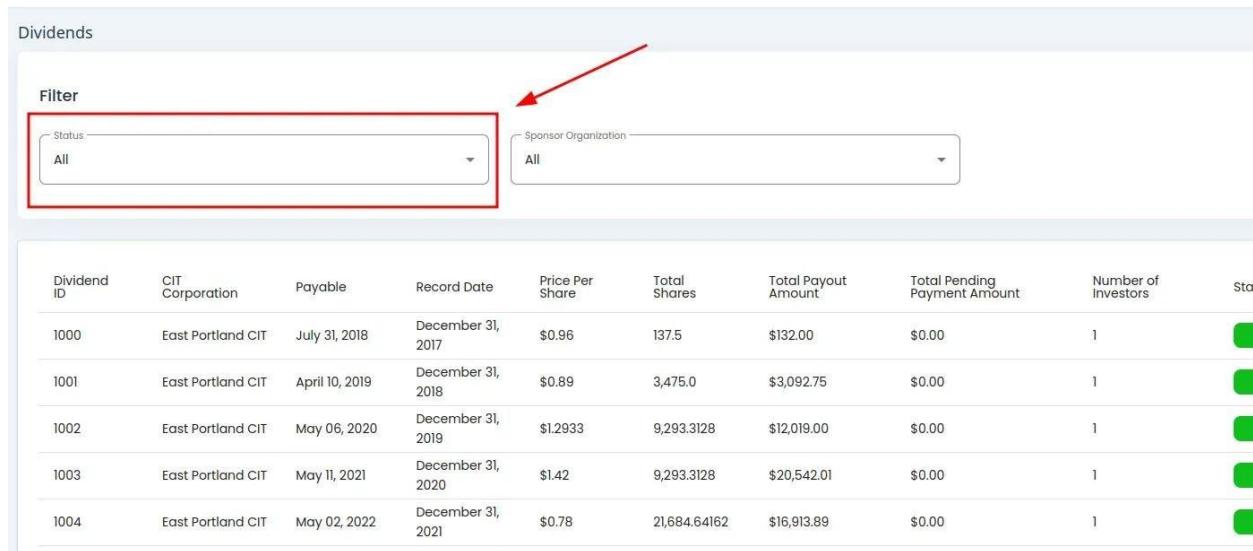
Dividend ID	CIT Corporation	Payable	Record Date	Price Per Share	Total Shares	Total Payout Amount	Total Pending Payment Amount	Number of Investors	Status	Action
1000	East Portland CIT	July 31, 2018	December 31, 2017	\$0.96	137.5	\$132.00	\$0.00	1	<span>Complete</span>	
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89	3,475.0	\$3,092.75	\$0.00	1	<span>Complete</span>	
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933	9,293.3128	\$12,019.00	\$0.00	1	<span>Complete</span>	
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42	9,293.3128	\$20,542.01	\$0.00	1	<span>Complete</span>	
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78	21,684.64162	\$16,913.89	\$0.00	1	<span>Complete</span>	
1005	East Portland CIT	May 18, 2023	December 31, 2022	\$0.7981	29,750.27747	\$23,744.48	\$0.00	1	<span>Complete</span>	

Fig. 87: Dividends Table Filter Section

## Filter by Status

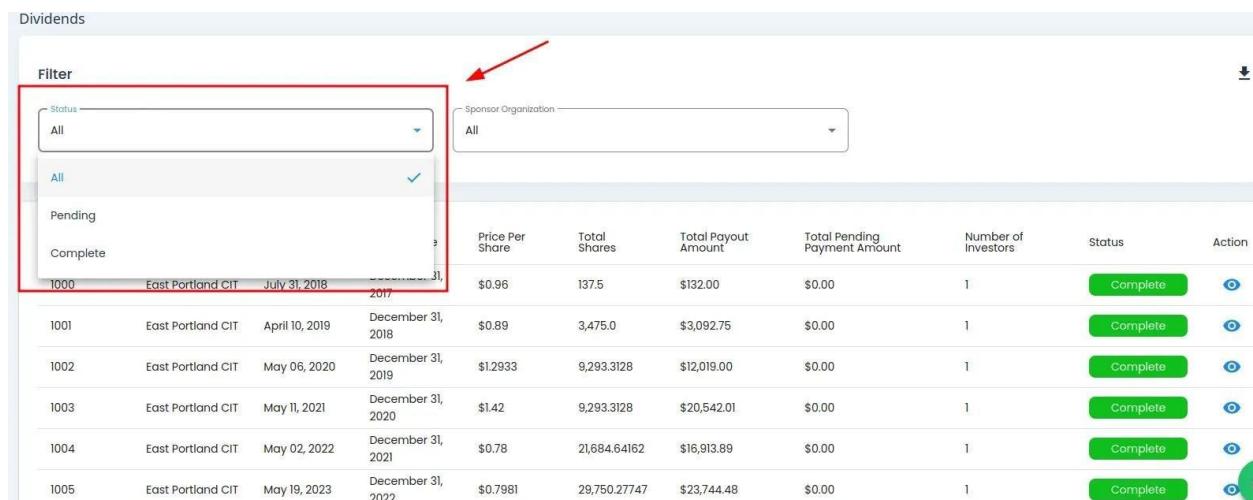
### To Filter by Status:

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



Dividends									
Filter									
Dividend ID	CIT Corporation	Payable	Record Date	Price Per Share	Total Shares	Total Payout Amount	Total Pending Payment Amount	Number of Investors	Status
1000	East Portland CIT	July 31, 2018	December 31, 2017	\$0.96	137.5	\$132.00	\$0.00	1	<span>Green</span>
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89	3,475.0	\$3,092.75	\$0.00	1	<span>Green</span>
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933	9,293.3128	\$12,019.00	\$0.00	1	<span>Green</span>
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42	9,293.3128	\$20,542.01	\$0.00	1	<span>Green</span>
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78	21,684.64162	\$16,913.89	\$0.00	1	<span>Green</span>

Fig. 88: Dividends, Status Dropdown Location



Dividends									
Filter									
Dividend ID	CIT Corporation	Payable	Record Date	Price Per Share	Total Shares	Total Payout Amount	Total Pending Payment Amount	Number of Investors	Status
1000	East Portland CIT	July 31, 2018	December 31, 2017	\$0.96	137.5	\$132.00	\$0.00	1	<span>Complete</span>
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89	3,475.0	\$3,092.75	\$0.00	1	<span>Complete</span>
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933	9,293.3128	\$12,019.00	\$0.00	1	<span>Complete</span>
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42	9,293.3128	\$20,542.01	\$0.00	1	<span>Complete</span>
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78	21,684.64162	\$16,913.89	\$0.00	1	<span>Complete</span>
1005	East Portland CIT	May 19, 2023	December 31, 2022	\$0.7981	29,750.27747	\$23,744.48	\$0.00	1	<span>Complete</span>

Fig. 89: Dividends, Status Dropdown Expanded

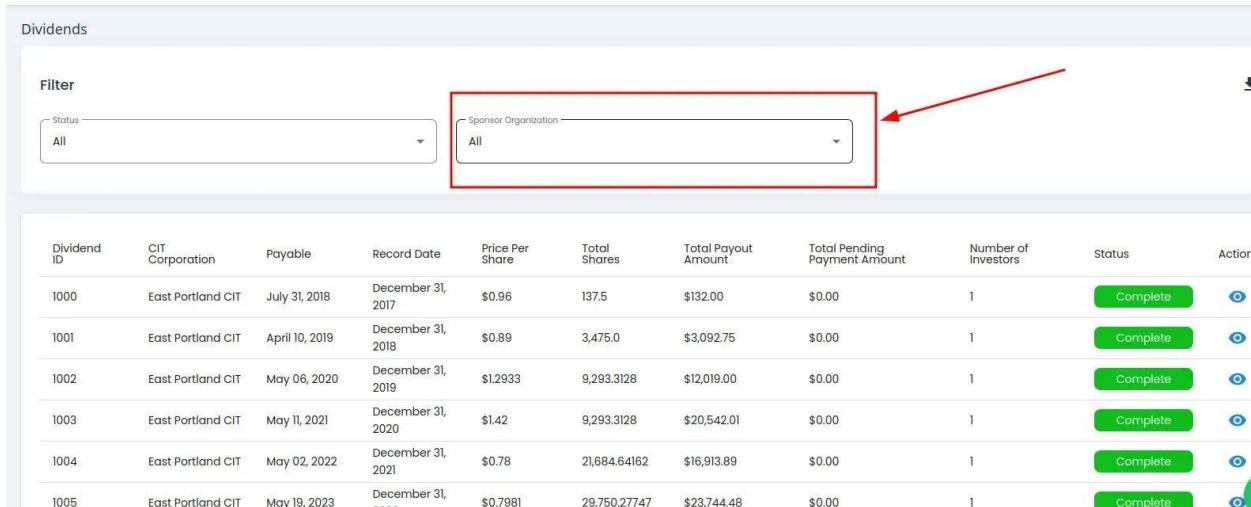
## Available Status Options

- 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.

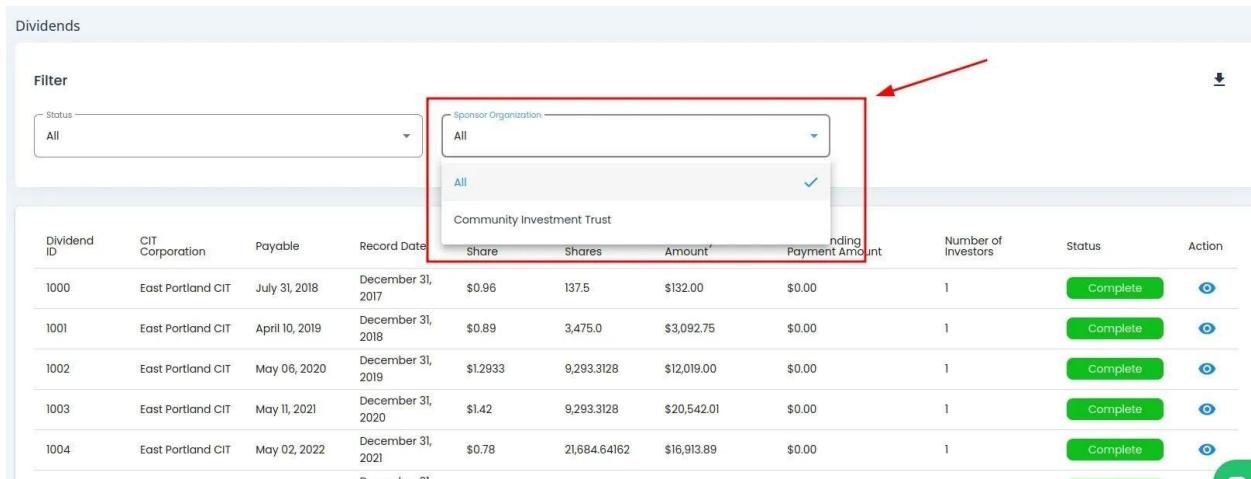


Dividends

Filter

Dividend ID	CIT Corporation	Payable	Record Date	Price Per Share	Total Shares	Total Payout Amount	Total Pending Payment Amount	Number of Investors	Status	Action
1000	East Portland CIT	July 31, 2018	December 31, 2017	\$0.96	137.5	\$132.00	\$0.00	1	Complete	
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89	3,475.0	\$3,092.75	\$0.00	1	Complete	
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933	9,293.3128	\$12,019.00	\$0.00	1	Complete	
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42	9,293.3128	\$20,542.01	\$0.00	1	Complete	
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78	21,684.64162	\$16,913.89	\$0.00	1	Complete	
1005	East Portland CIT	May 19, 2023	December 31, 2022	\$0.7981	29,750.27747	\$23,744.48	\$0.00	1	Complete	

Fig. 90: Sponsor Organization Dropdown Location



Dividends

Filter

Dividend ID	CIT Corporation	Payable	Record Date	Share	Shares	Amount*	Total Pending Payment Amount	Number of Investors	Status	Action
1000	East Portland CIT	July 31, 2018	December 31, 2017	\$0.96	137.5	\$132.00	\$0.00	1	Complete	
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89	3,475.0	\$3,092.75	\$0.00	1	Complete	
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933	9,293.3128	\$12,019.00	\$0.00	1	Complete	
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42	9,293.3128	\$20,542.01	\$0.00	1	Complete	
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78	21,684.64162	\$16,913.89	\$0.00	1	Complete	

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.

Dividend Cash Payouts

Filter

Status: All

Sponsor Organization: All

Search

ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	Completed
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	Completed
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	Completed
4	1003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com	May 11, 2021	\$56.00	ACH	ACH	Completed

Fig. 92: CIT Corporation Dropdown Location

Sponsor Organization: Community Investment Trust

CIT Corporation: East Portland CIT

All

East Portland CIT

Date	Price Per Share	Total Shares	Total Payout Amount	Total Pending Payment Amount	Investors	Status	Action
per 31,	\$0.96	137.5	\$132.00	\$0.00	1	Complete	○
per 31,	\$0.89	3,475.0	\$3,092.75	\$0.00	1	Complete	○

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

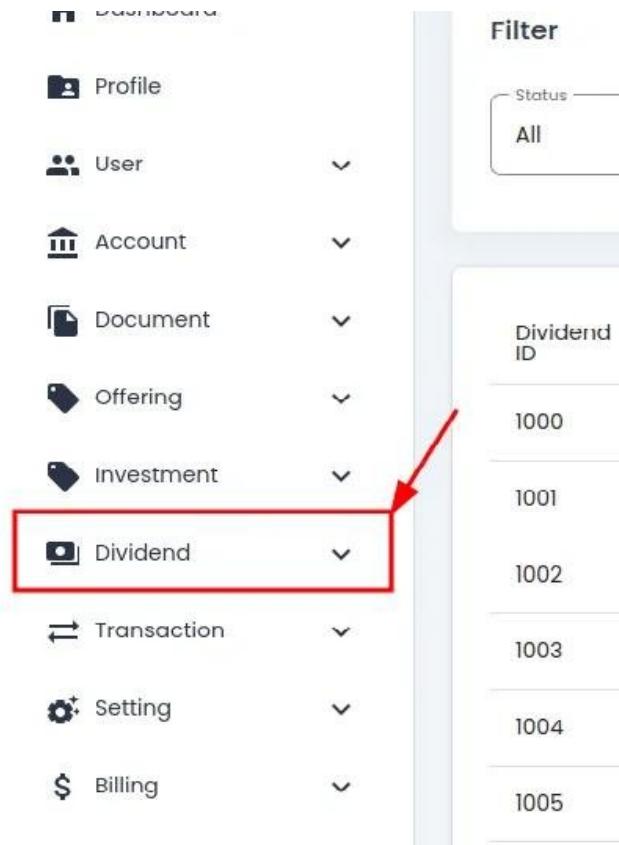


Fig. 94: Dividend Category, Primary Sidenav, Dropdown Location

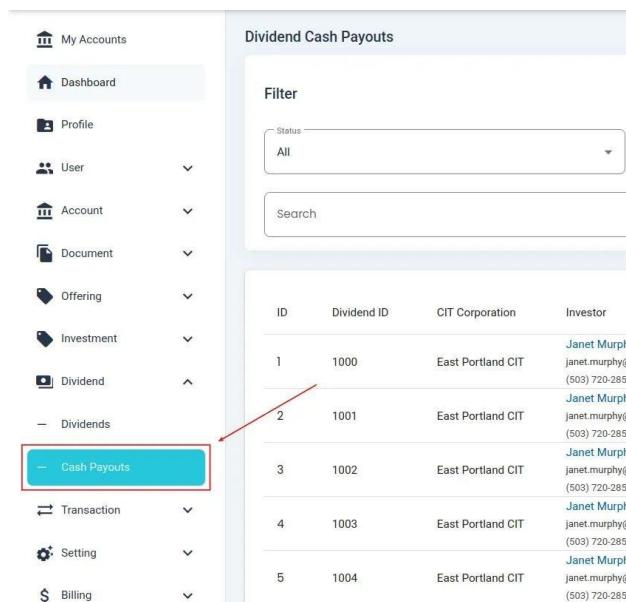


Fig. 95: Cash Payouts Homepage Location

Dividend Cash Payouts

Filter

Status: All | Sponsor Organization: All |

ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	<span>Completed</span>
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	<span>Completed</span>
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	<span>Completed</span>
4	1003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH	<span>Completed</span>

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.

Dividend Cash Payouts								
Filter								
ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	<span>Completed</span>
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	<span>Completed</span>
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	<span>Completed</span>
4	1003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH	<span>Completed</span>

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.

Dividend Cash Payouts

Filter

Status: All

Sponsor Organization: All

Search

ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitrust.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitrust.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitrust.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH

Fig. 98: Cash Payouts, Status Dropdown Location

Dividend Cash Payouts

Filter

Status: All

Sponsor Organization: All

All (checked)

Pending

Paid (Clearing Pending)

Voided & Replacement

Complete

ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitrust.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitrust.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH
				May 06, 2020	\$140.00	ACH	ACH

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.

Dividend Cash Payouts

Filter

Status: All

Sponsor Organization: All

Search

ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	Completed
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	Completed
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	Completed
4	1003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH	Completed
5	1004	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 02, 2022	\$78.00	ACH	ACH	Completed

Fig. 100: Cash Payouts, Sponsor Organization Dropdown Location

Dividend Cash Payouts

Filter

Status: All

Sponsor Organization: All

Search

Community Investment Trust

ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	Completed
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	Completed
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	Completed

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

Dividend Cash Payouts

Filter

Status: All | Sponsor Organization: All

Search:  🔍

ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	Completed
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	Completed
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	Completed
4	1003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com	May 11, 2021	\$56.00	ACH	ACH	Completed

Fig. 102: Cash Payouts, Search Bar Location

Dividend Cash Payouts

Filter

Status: All | Sponsor Organization: All

Search:  🔍

ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	Completed
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	Completed
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	Completed
4	1003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH	Completed
5	1004	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 02, 2022	\$78.00	ACH	ACH	Completed
6	1005	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 19, 2023	\$80.00	ACH	ACH	Completed
7	1006	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 17, 2024	\$25.00	ACH	ACH	Completed
12	1007	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	February 28, 2025	\$0.84	ACH	ACH	Completed

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.

Dividend Cash Payouts							
Filter <div style="float: right;"> <a href="#">Download</a> </div>							
Status	All	Sponsor Organization	All				
ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference
1	1000	East Portland CIT	Janet Murphy janet.murphy@tollinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH
2	1001	East Portland CIT	Janet Murphy janet.murphy@tollinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH
3	1002	East Portland CIT	Janet Murphy janet.murphy@tollinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH
4	1003	East Portland CIT	Janet Murphy janet.murphy@tollinvestcit.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH

Fig. 104: Cash Payouts, Investor Column Location

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

Dividend Cash Payouts									
Filter									
Search				Sponsor Organization					
Status					All				
All					All				
ID	Dividend ID ↑	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status	
1	1000	East Portland CIT	Janet Murphy	July 31, 2018	\$95.00	ACH	ACH	Completed	
2	1001	East Portland CIT	Janet Murphy	April 10, 2019	\$65.00	ACH	ACH	Completed	
3	1002	East Portland CIT	Janet Murphy	May 06, 2020	\$140.00	ACH	ACH	Completed	
4	1003	East Portland CIT	Janet Murphy	May 11, 2021	\$56.00	ACH	ACH	Completed	

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

Investments							
Filter		CIT Corporation					
ID	CIT Corporation	Investor	Offering Year	Investment Date	Investment Amount	Status	
1113	East Portland CIT	New User@Invest newuserinvest@cit.com (503) 720-2883	2025	March 15, 2025	\$50.00	<span>Open</span>	
1114	East Portland CIT		2025	March 15, 2025	\$50.00	<span>Open</span>	
1115	East Portland CIT	Test Account TestUser@gmail.com (800) 999-9999	2025	March 01, 2025	\$10.00	<span>Open</span>	
1116	East Portland CIT	Tony Cruise tonycruise@hol.com (503) 720-2883	2025	March 01, 2025	\$25.00	<span>Open</span>	
1112	East Portland CIT		2025	March 01, 2025	\$50.00	<span>Open</span>	
1103	East Portland CIT		2025	February 15, 2025	\$50.00	<span>Open</span>	
1104	East Portland CIT		2025	February 15, 2025	\$50.00	<span>Open</span>	
1089	East Portland CIT		2024	July 15, 2024	\$10.00	<span>Open (Payment Processing)</span>	
1022	East Portland CIT		2024	July 15, 2024	\$100.00	<span>Open (Payment Processing)</span>	
1053	East Portland CIT		2024	July 15, 2024	\$50.00	<span>Open (Payment Processing)</span>	

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)

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My Accounts

Dashboard

Profile

User

Account

Document

Offering

Investment

Dividend

Transaction

Directives

Complete Transactions

Setting

Directives

Filter

Status

All

Search Transaction ID

Transaction ID	CIT Corporation	Effect Date
1014	East Portland CIT	Janua 2025
1013	East Portland CIT	Janua 2025
1012	East Portland CIT	Janua 2025
1010	East Portland CIT	Janua 2025
1011	East Portland CIT	Janua 2025

Fig. 107: Directives Homepage

Directives										
Filter										
Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status	Action	
1014	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Pending		
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled		
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled		
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Canceled		
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete		

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

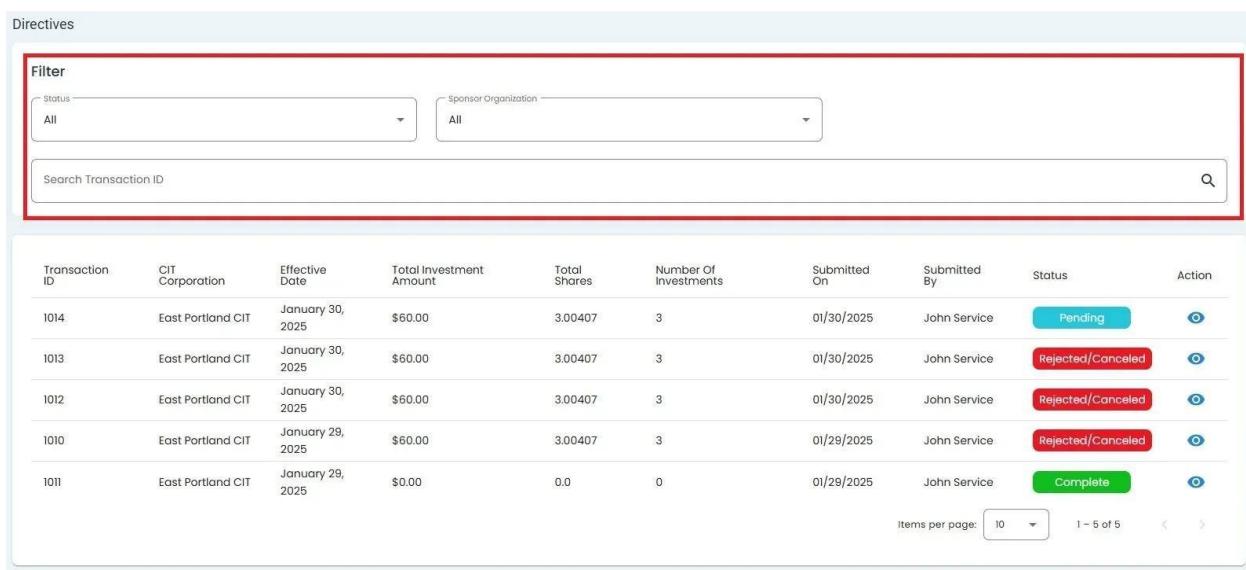
Learn how to filter transaction directives using various criteria to find specific records quickly.

### 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.



The screenshot shows a table titled 'Directives' with a 'Filter' section at the top. The filter section contains three input fields: 'Status' (dropdown menu showing 'All'), 'Sponsor Organization' (dropdown menu showing 'All'), and a 'Search Transaction ID' input field with a magnifying glass icon. Below the filter section is a table with 5 rows of data. The columns are: Transaction ID, CIT Corporation, Effective Date, Total Investment Amount, Total Shares, Number Of Investments, Submitted On, Submitted By, Status, and Action. The data rows are:

Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status	Action
1014	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Pending	
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Canceled	
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	

At the bottom of the table, there are pagination controls: 'Items per page: 10' (dropdown menu), '1 - 5 of 5', and navigation arrows.

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.

Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status	Action
1014	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Pending	
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Canceled	
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	

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
- **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:

Directives

Filter

Status	Sponsor Organization
All	All
All	All
Pending	
Complete	
Rejected/Canceled	

Investment ID	Investment Unit	Total Shares	Number Of Investments	
1014	East Portland CIT	January 30, 2025	\$60.00	3
1013	East Portland CIT	January 30, 2025	\$60.00	3
1012	East Portland CIT	January 30, 2025	\$60.00	3
1010	East Portland CIT	January 29, 2025	\$60.00	3
1011	East Portland CIT	January 29, 2025	\$0.00	0

Fig. 111: Status Dropdown Expanded

Directives

**Filter**

Status	Sponsor Organization
All	All

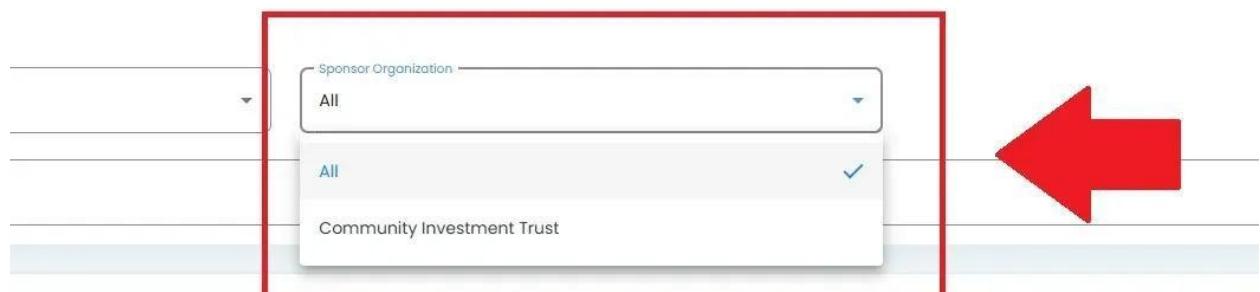
Search Transaction ID  



Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status	Action
1014	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Pending	
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Canceled	
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	

Items per page:  1 - 5 of 5  

Fig. 112: Sponsor Organization Dropdown Location



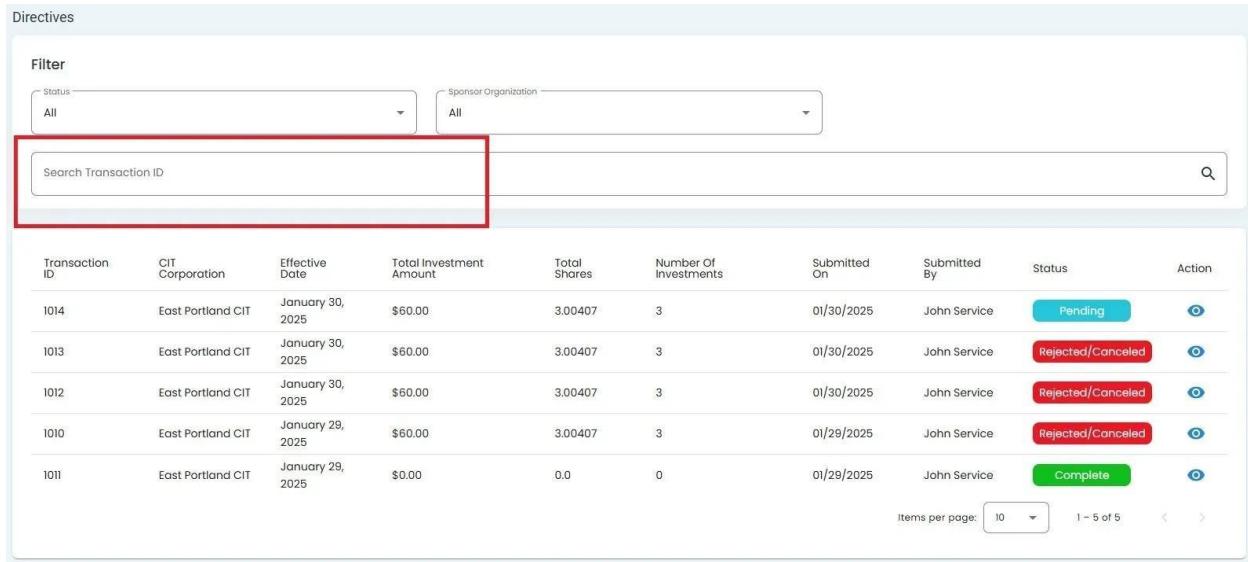
Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status
IT January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	<span>Pending</span>
IT January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	<span>Rejected</span>
IT January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	<span>Rejected</span>
IT January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	<span>Rejected</span>
IT January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	<span>Approved</span>

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.



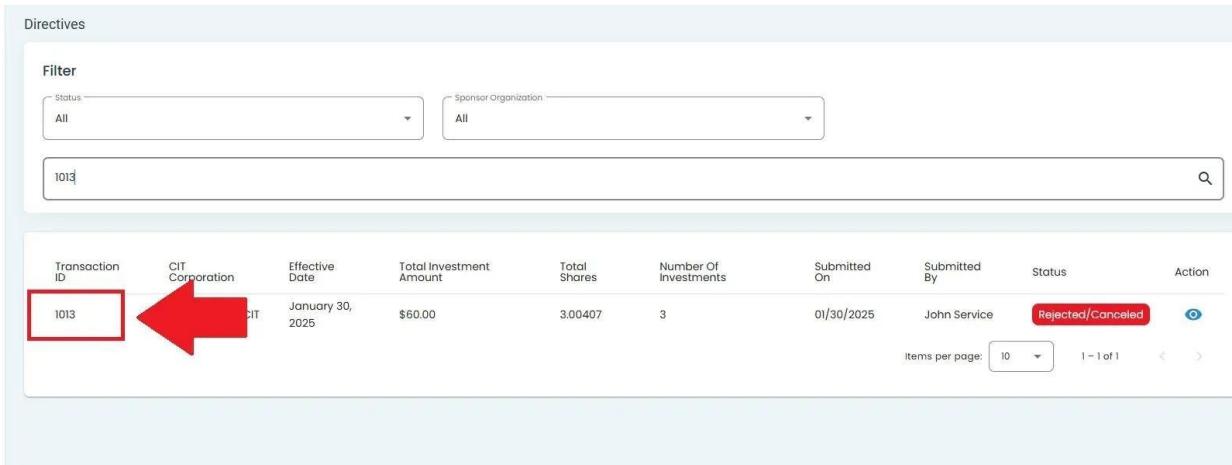
The screenshot shows a table of transaction directives. At the top, there is a 'Filter' section with dropdowns for 'Status' (set to 'All') and 'Sponsor Organization' (set to 'All'). Below this is a search bar containing 'Search Transaction ID' with a magnifying glass icon. The main table has columns: Transaction ID, CIT Corporation, Effective Date, Total Investment Amount, Total Shares, Number Of Investments, Submitted On, Submitted By, Status, and Action. The data in the table is as follows:

Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status	Action
1014	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Pending	
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Canceled	
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	

Items per page: 10 1 - 5 of 5

Fig. 114: Search Bar Location

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



The screenshot shows the same search interface as Fig. 114, but with the search bar containing '1013'. The table now shows only one matching row, with the Transaction ID '1013' highlighted with a red box. A red arrow points from the search bar to this highlighted row. The data in the table is as follows:

Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status	Action
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	

Items per page: 10 1 - 1 of 1

Fig. 115: Search Results Example

## Using Wildcard Searches

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

## Directives

## Filter

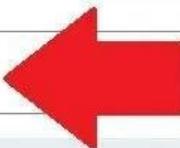
Status	All	Sponsor Organization	All		
<input type="text" value="101*"/>					
					
Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number of Investors
1014	East Portland CIT	January 30, 2025	\$60.00	3.00407	3
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3
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. 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.



Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Action
1014	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	<span>Rejected/Canceled</span>
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	<span>John Service</span> <span>Rejected/Canceled</span>
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	<span>John Service</span> <span>Rejected/Canceled</span>
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	<span>John Service</span> <span>Rejected/Canceled</span>
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	<span>John Service</span> <span>Complete</span>

Fig. 117: Action Column Location

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

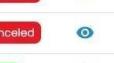
Directives									
Filter									
Transaction ID	CIT Corporation	Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status	Action
1014	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Pending	
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service		
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service		
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service		
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	

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.

Complete Transactions									
Filter									
Sponsor Organization									
<input type="button" value="All"/>									
Transaction ID	Transaction Type	CIT Corporation	Effective Date	Process Date	Total Issued Shares	Total Outstanding Shares	Submitted On	Submitted By	Action
1015	Retirement (cashout)	East Portland	February 03, 2025	February 03, 2025	0.0	127226	02/03/2025	Amanda Castillo	
1011	New issuance	East Portland	January 29, 2025	January 29, 2025	13.23566	0.0	01/29/2025	John Service	
1008	Retirement (cashout)	East Portland	January 30, 2025	January 30, 2025	0.0	5.08006	01/30/2025	Janet Murphy	

Fig. 119: Complete Transactions Homepage Location

### Complete Transactions List Table

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

Complete Transactions									
Filter									
Transaction ID	Transaction Type	CIT Corporation	Effective Date	Process Date	Total Issued Shares	Total Canceled Shares	Submitted On	Submitted By	Action
1015	Retirement (Cashout)	East Portland CIT	February 03, 2025	February 03, 2025	0.0	1.27226	02/03/2025	Amanda Castillo	
1011	New Issuance	East Portland CIT	January 29, 2025	January 29, 2025	13.23156	0.0	01/29/2025	John Service	
1008	Retirement (Cashout)	East Portland CIT	January 30, 2025	January 30, 2025	0.0	5.08906	01/22/2025	Janet Murphy	
Items per page: <input type="button" value="10"/> 1 – 3 of 3  									

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.

Complete Transactions									
Filter									
<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Sponsor Organization</div> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;">All</div> </div> <div style="flex: 1;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Search Transaction ID</div> <div style="border: 1px solid #ccc; padding: 5px; width: 100%; text-align: right;">Q</div> </div> </div>									
Transaction ID	Transaction Type	CIT Corporation	Effective Date	Process Date	Total Issued Shares	Total Canceled Shares	Submitted On	Submitted By	Action
1015	Retirement (Cashout)	East Portland CIT	February 03, 2025	February 03, 2025	0.0	1.27226	02/03/2025	Amanda Castillo	
1011	New Issuance	East Portland CIT	January 29, 2025	January 29, 2025	13.23156	0.0	01/29/2025	John Service	
1008	Retirement (Cashout)	East Portland CIT	January 30, 2025	January 30, 2025	0.0	5.08906	01/22/2025	Janet Murphy	

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.

Filter

Sponsor Organization		Search Transaction ID	
All			<input type="text"/> <input type="button" value="🔍"/>

Transaction ID	Transaction Type	CIT Corporation	Effective Date	Process Date	Total Issued Shares	Total Canceled Shares	Submitted On	Submitted By	Action
1015	Retirement (Cashout)	East Portland CIT	February 03, 2025	February 03, 2025	0.0	1.27226	02/03/2025	Amanda Castillo	<input type="button" value="🕒"/>
1011	New Issuance	East Portland CIT	January 29, 2025	January 29, 2025	13.23156	0.0	01/29/2025	John Service	<input type="button" value="🕒"/>
1008	Retirement (Cashout)	East Portland CIT	January 30, 2025	January 30, 2025	0.0	5.08906	01/22/2025	Janet Murphy	<input type="button" value="🕒"/>

Items per page:  0 of 0 < >

Fig. 122: Sponsor Organization Dropdown Location

Complete Transactions

Filter

Sponsor Organization		Search Transaction ID	
All			<input type="text"/> <input type="button" value="🔍"/>

All

Community Investment Trust

ID	Type	Corporation	Effective Date	Process Date	Total Issued Shares	Total Canceled Shares
1015	Retirement (Cashout)	East Portland CIT	February 03, 2025	February 03, 2025	0.0	1.27226
1011	New Issuance	East Portland CIT	January 29, 2025	January 29, 2025	13.23156	0.0
1008	Retirement (Cashout)	East Portland CIT	January 30, 2025	January 30, 2025	0.0	5.08906

Items per pag

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.

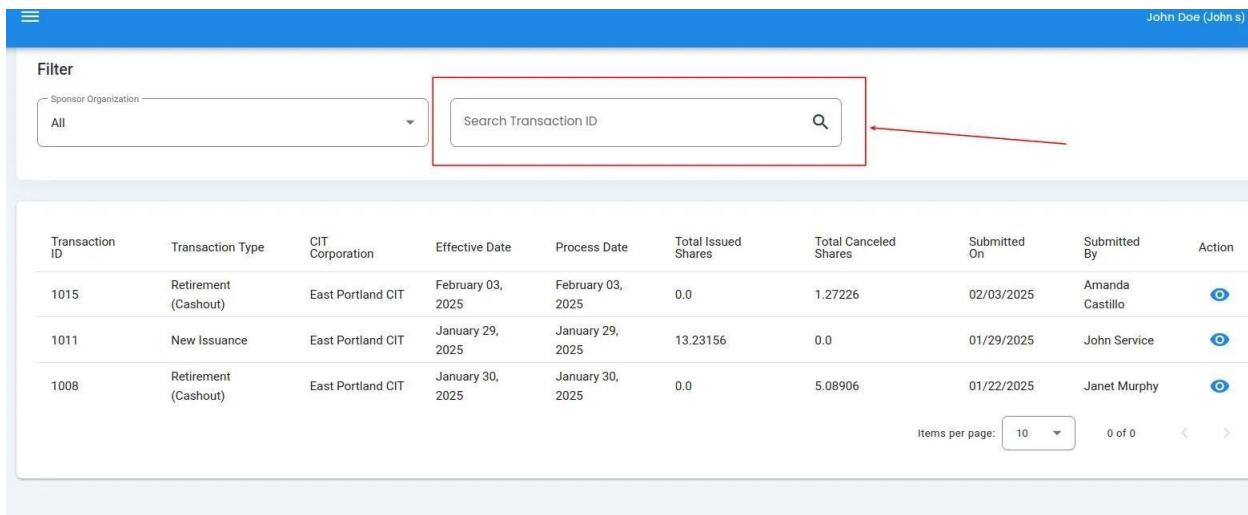


Fig. 124: Search Transaction ID Field Location

## 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

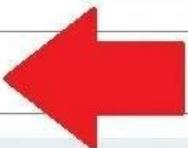
### Note

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

## Directives

## Filter

Status	<input type="text" value="All"/>	Sponsor Organization	<input type="text" value="All"/>
--------	----------------------------------	----------------------	----------------------------------

<input type="text" value="101*"/>	
-----------------------------------	---

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.

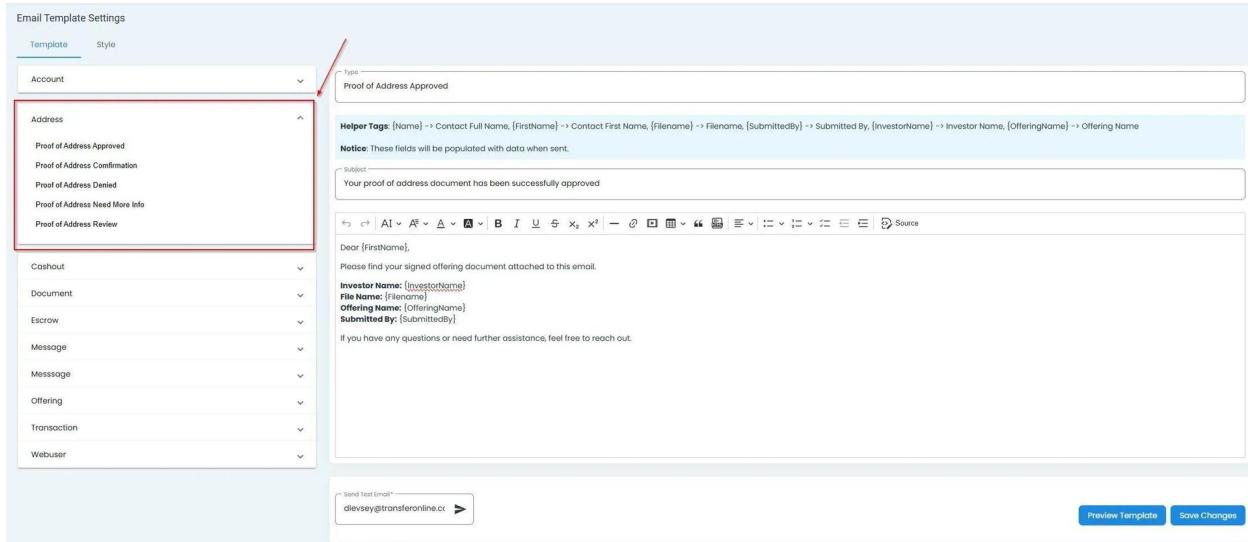


Fig. 127: Address email template section highlighted

## 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.

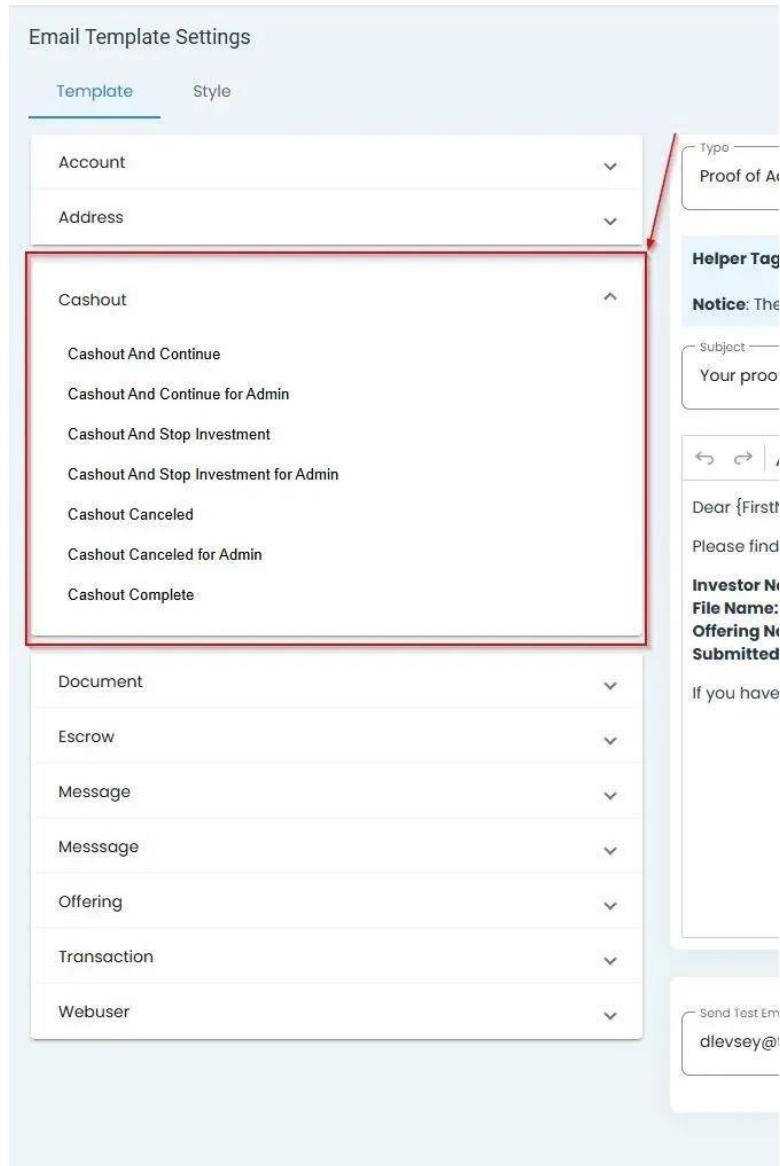


Fig. 128: Cashout email template section highlighted

- [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.

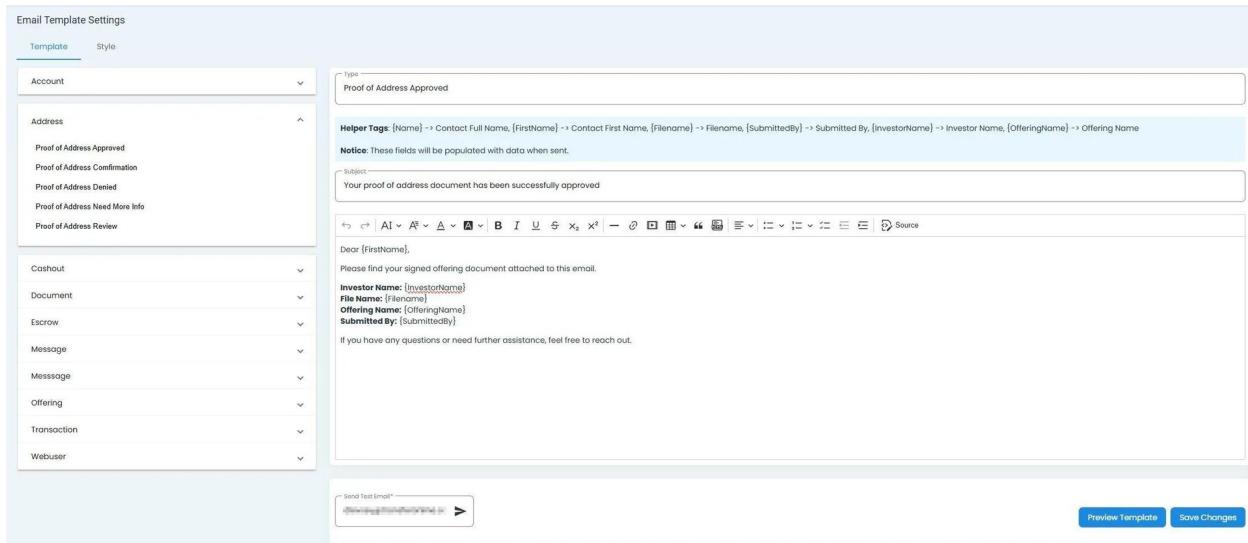


Fig. 129: Email Templates homepage with navigation controls highlighted

## Accessing the Style Tab

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

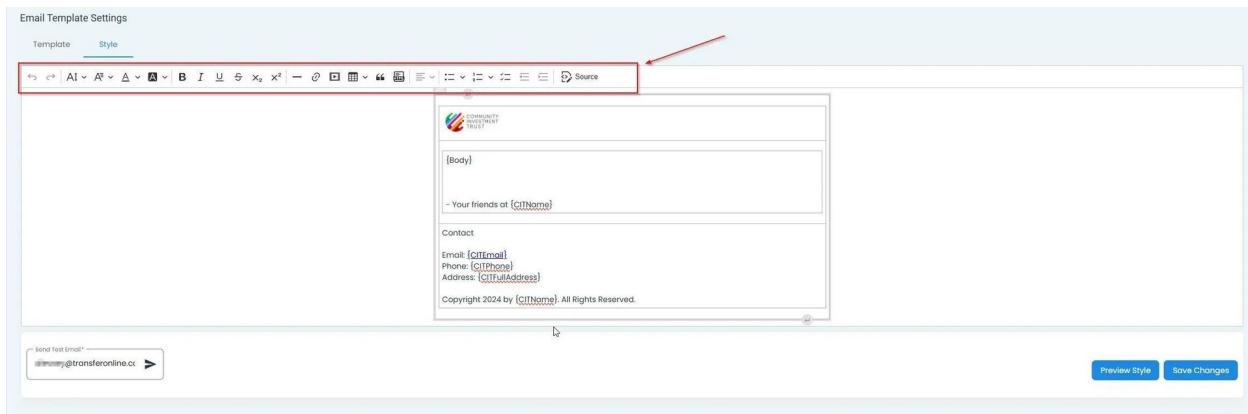


Fig. 130: Location of the Style Tab in the email template editor

## 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.

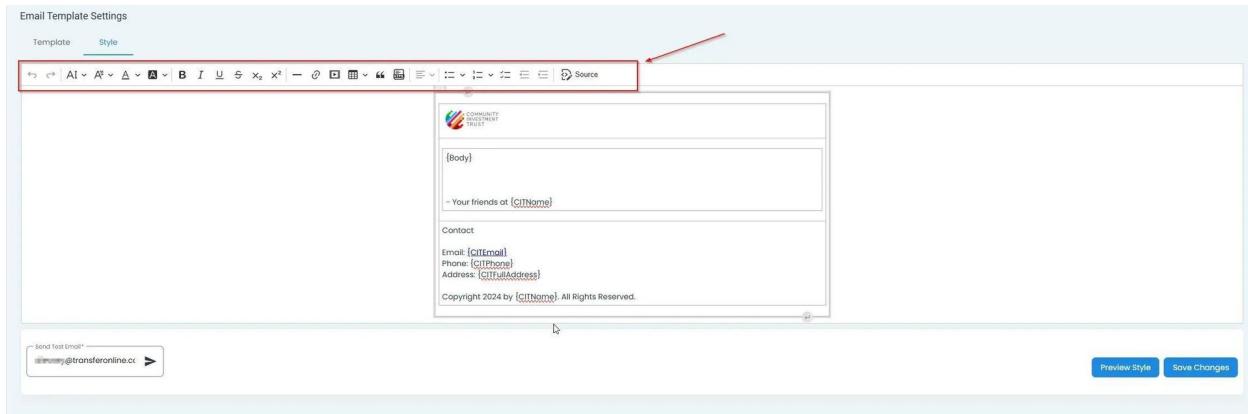


Fig. 131: Font customization options in the Style Tab

## 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.

The screenshot displays the Reminders Homepage with four main configuration sections:

- Onboarding - Pending Upload**
  - License Agreement between CIT Services LLC and CIT Corporation**

Number of Hours for First Reminder*	24	Number of Hours for Second Reminder*	48	Number of Hours After Second Reminder*	48
-------------------------------------	----	--------------------------------------	----	--	----
  - CIT Corporation Bylaws & Articles of Incorporation**

Number of Hours for First Reminder*	24	Number of Hours for Second Reminder*	48	Number of Hours After Second Reminder*	48
-------------------------------------	----	--------------------------------------	----	--	----
  - DPLC Agreement between bank and Sponsor Organization**

Number of Days until Legislation/Required Date*	90	Number of Hours for First Reminder*	24	Number of Hours for Second Reminder*	48	Number of Hours After Second Reminder*	48
---	----	-------------------------------------	----	--------------------------------------	----	--	----
  - Operating Agreements Between 501c3 (sponsor org/trustee) and CIT Corporation**

Number of Hours for First Reminder*	24	Number of Hours for Second Reminder*	48	Number of Hours After Second Reminder*	48
-------------------------------------	----	--------------------------------------	----	--	----
- Onboarding - Pending Approval**
  - License Agreement between CIT Services LLC and CIT Corporation**

Number of Hours for First Reminder*	24	Number of Hours for Second Reminder*	56	Number of Hours After Second Reminder*	48
-------------------------------------	----	--------------------------------------	----	--	----
  - CIT Corporation Bylaws & Articles of Incorporation**

Number of Hours for First Reminder*	24	Number of Hours for Second Reminder*	48	Number of Hours After Second Reminder*	48
-------------------------------------	----	--------------------------------------	----	--	----
  - DPLC Agreement between bank and Sponsor Organization**

Number of Hours for First Reminder*	24	Number of Hours for Second Reminder*	48	Number of Hours After Second Reminder*	48
-------------------------------------	----	--------------------------------------	----	--	----
- CIT Corporation Bylaws & Articles of Incorporation**
- DPLC Agreement between bank and Sponsor Organization**

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.

Reminder Settings

<input checked="" type="checkbox"/> <b>Onboarding - Pending Upload</b>	Number of Hours for First Reminder* 24	Number of Hours for Second Reminder* 48	Number of Hours After Second Reminder* 48	
<input checked="" type="checkbox"/> <b>License Agreement between CIT Services LLC and CIT Corporation</b>				
<input checked="" type="checkbox"/> <b>CIT Corporation Bylaws &amp; Articles of Incorporation</b>	Number of Hours for First Reminder* 24	Number of Hours for Second Reminder* 48	Number of Hours After Second Reminder* 48	
<input checked="" type="checkbox"/> <b>DPLC Agreement between bank and Sponsor Organization</b>	Number of Days until Expiration/Required Date* 90	Number of Hours for First Reminder* 24	Number of Hours for Second Reminder* 48	Number of Hours After Second Reminder* 48
<input checked="" type="checkbox"/> <b>Operating Agreements Between 501c3 (sponsor org/trustee) and CIT Corporation</b>	Number of Hours for First Reminder* 24	Number of Hours for Second Reminder* 48	Number of Hours After Second Reminder* 48	

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.

**Offering Setup - Pending Upload**

**Appraised value**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Board resolutions for share price change**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Stock Offering Circular**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Subscription Agreement**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Shareholder Agreement**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Investor Slides**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Financial projections**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Invoice Paid**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

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

**Offering Setup - Pending Upload**

**Appraised value**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Board resolutions for share price change**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Stock Offering Circular**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Subscription Agreement**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Shareholder Agreement**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Investor Slides**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Financial projections**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Invoice Paid**

Number of Days Until Litigation/Required Date\*  Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

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

Offering Setup - Pending Approval

**Appraised value**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Board resolutions for share price change**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Stock Offering Circular**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Subscription Agreement**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Shareholder Agreement**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Investor Slides**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Financial projections**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Invoice Paid**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

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

Offering Setup - Pending Approval

**Appraised value**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Board resolutions for share price change**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Stock Offering Circular**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Subscription Agreement**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Shareholder Agreement**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Investor Slides**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Financial projections**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

**Invoice Paid**

Number of Hours for First Reminder\*  Number of Hours for Second Reminder\*  Number of Hours After Second Reminder\*

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:

Invoices List							
Company Type		Search by Invoice No. or Bill to					
Invoice No.	Bill To	Type	Date	Amount	Paid	Balance	Action
1002	East Portland CIT	Setup Fee	10/04/2024	\$1,500.00	\$1.59	\$1,498.41	
1003	East Portland CIT	Setup Fee	01/29/2025	\$1,500.00	\$1,03.87	\$396.13	
1004	Shahzad	Setup Fee	02/04/2025	\$2,650.00	\$120.43	\$2,529.57	
1006	West Portland CIT	Fee	02/14/2025	\$577.00	\$6.13	\$570.87	
1007	PL	Setup Fee	02/05/2025	\$2,500.00	\$0.01	\$2,499.99	
1008	Replicator Community	Fee	02/19/2025	\$3,566.00	\$106.55	\$3,459.45	
1009	PT	Service	02/03/2025	\$156.00	\$2.31	\$153.69	
1010	Replicator Community	Service	02/12/2025	\$565.00	\$14.33	\$550.67	
1011	RK Entity	Fee	02/06/2025	\$100.50	\$0.00	\$100.50	
1012	TOL Community	Service	02/13/2025	\$122.00	\$0.00	\$122.00	

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**

Invoices List							
Company Type		Search by Invoice No. or Bill to					
Invoice No.	Bill To	Type	Date	Amount	Paid	Balance	Action
<input type="checkbox"/> 1002	East Portland CIT	Setup Fee	10/04/2024	\$1,500.00	\$1.59	\$1,498.41	
<input type="checkbox"/> 1003	East Portland CIT	Setup Fee	01/29/2025	\$1,500.00	\$1,03.87	\$396.13	
<input type="checkbox"/> 1004	Shahzad	Setup Fee	02/04/2025	\$2,650.00	\$120.43	\$2,529.57	
<input type="checkbox"/> 1006	West Portland CIT	Fee	02/14/2025	\$577.00	\$6.13	\$570.87	
<input type="checkbox"/> 1007	PL	Setup Fee	02/05/2025	\$2,500.00	\$0.01	\$2,499.99	
<input type="checkbox"/> 1008	Replicator Community	Fee	02/19/2025	\$3,566.00	\$106.55	\$3,459.45	
<input type="checkbox"/> 1009	PT	Service	02/03/2025	\$156.00	\$2.31	\$153.69	
<input type="checkbox"/> 1010	Replicator Community	Service	02/12/2025	\$565.00	\$14.33	\$550.67	
<input type="checkbox"/> 1011	RK Entity	Fee	02/06/2025	\$100.50	\$0.00	\$100.50	
<input type="checkbox"/> 1012	TOL Community	Service	02/13/2025	\$122.00	\$0.00	\$122.00	

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:

Invoices List							
Company Type		Search by Invoice No. or Bill to					
Invoice No.	Bill To	Type	Date	Amount	Paid	Balance	Action
<input type="checkbox"/> 1002	East Portland CIT	Setup Fee	10/04/2024	\$1,500.00	\$1.59	\$1,498.41	
<input type="checkbox"/> 1003	East Portland CIT	Setup Fee	01/29/2025	\$1,500.00	\$1,03.87	\$396.13	
<input type="checkbox"/> 1004	Shahzad	Setup Fee	02/04/2025	\$2,650.00	\$120.43	\$2,529.57	
<input type="checkbox"/> 1006	West Portland CIT	Fee	02/14/2025	\$577.00	\$6.13	\$570.87	
<input type="checkbox"/> 1007	PL	Setup Fee	02/05/2025	\$2,500.00	\$0.01	\$2,499.99	
<input type="checkbox"/> 1008	Replicator Community	Fee	02/19/2025	\$3,566.00	\$106.55	\$3,459.45	
<input type="checkbox"/> 1009	PT	Service	02/03/2025	\$156.00	\$2.31	\$153.69	
<input type="checkbox"/> 1010	Replicator Community	Service	02/12/2025	\$565.00	\$14.33	\$550.67	
<input type="checkbox"/> 1011	RK Entity	Fee	02/06/2025	\$100.50	\$0.00	\$100.50	
<input type="checkbox"/> 1012	TOL Community	Service	02/13/2025	\$122.00	\$0.00	\$122.00	

Fig. 143: Billing, Invoices, Selecting Invoices

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

Invoices List							
Company Type			Search by Invoice No. or Bill to				
Invoice No.	Bill To	Type	Date	Amount	Paid	Balance	Action
<input checked="" type="checkbox"/> 1002	East Portland CIT	Setup Fee	10/04/2024	\$1,500.00	\$1.59	\$1,498.41	
<input type="checkbox"/> 1003	East Portland CIT	Setup Fee	01/29/2025	\$1,500.00	\$1,103.87	\$396.13	
<input type="checkbox"/> 1004	Shahzad	Setup Fee	02/04/2025	\$2,650.00	\$120.43	\$2,529.57	
<input type="checkbox"/> 1006	West Portland CIT	Fee	02/14/2025	\$577.00	\$6.13	\$570.87	
<input type="checkbox"/> 1007	PL	Setup Fee	02/05/2025	\$2,500.00	\$0.01	\$2,499.99	
<input type="checkbox"/> 1008	Replicator Community	Fee	02/19/2025	\$3,566.00	\$106.55	\$3,459.45	
<input type="checkbox"/> 1009	PT	Service	02/03/2025	\$156.00	\$2.31	\$153.69	
<input type="checkbox"/> 1010	Replicator Community	Service	02/12/2025	\$566.00	\$14.33	\$550.67	
<input type="checkbox"/> 1011	RK Entity	Fee	02/06/2025	\$100.50	\$0.00	\$100.50	
<input type="checkbox"/> 1012	TOL Community	Service	02/13/2025	\$122.00	\$0.00	\$122.00	

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):

Invoices List							
Company Type			Search by Invoice No. or Bill to				
Invoice No.	Bill To	Type	Date	Amount	Paid	Balance	Action
<input type="checkbox"/> 1002	East Portland CIT	Setup Fee	10/04/2024	\$1,500.00	\$1.59	\$1,498.41	
<input type="checkbox"/> 1003	East Portland CIT	Setup Fee	01/29/2025	\$1,500.00	\$1,103.87	\$396.13	
<input type="checkbox"/> 1004	Shahzad	Setup Fee	02/04/2025	\$2,650.00	\$120.43	\$2,529.57	
<input type="checkbox"/> 1006	West Portland CIT	Fee	02/14/2025	\$577.00	\$6.13	\$570.87	
<input type="checkbox"/> 1007	PL	Setup Fee	02/05/2025	\$2,500.00	\$0.01	\$2,499.99	
<input type="checkbox"/> 1008	Replicator Community	Fee	02/19/2025	\$3,566.00	\$106.55	\$3,459.45	
<input type="checkbox"/> 1009	PT	Service	02/03/2025	\$156.00	\$2.31	\$153.69	
<input type="checkbox"/> 1010	Replicator Community	Service	02/12/2025	\$566.00	\$14.33	\$550.67	
<input type="checkbox"/> 1011	RK Entity	Fee	02/06/2025	\$100.50	\$0.00	\$100.50	
<input type="checkbox"/> 1012	TOL Community	Service	02/13/2025	\$122.00	\$0.00	\$122.00	

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

2. Fill out the invoice form:

Add Invoice

Company Type\* Date\*

Invoice Type\* Note to Biller\*

Internal Note\*

**Line Items**

1	Item Type*	Description*	Amount*
Total amount \$0.00			

**Save Changes**

Fig. 146: Billing, Invoices, Add Invoice Form

### Note

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

Add Invoice

Company Type\* Date\*

Invoice Type\* Note to Biller\*

Internal Note\*

**Line Items**

1	Item Type*	Description*	Amount*
Total amount \$0.00			

**Save Changes**

Fig. 147: Billing, Invoices, All Fields Required

### 3. Complete all required information (example):

Add Invoice

Company Type\* — Sponsor Organizations

Date\* — 3/13/2025

Company Accounts\* — Community Investment Trust

Invoice Type\* — Service

Note to Biller\* — Sponsorship fee for the annual community workshop.

Internal Note\* — Please direct any questions about this invoice to accounts@communitytrust.org. Payment is due within 30 days.

**Line Items**

1	Item Type*	Description*	Amount*
1	Post	Part of the 2025 Community Engagement budget. Approved by Jane Doe on 3/10/2025	\$500
Total amount \$500.00			

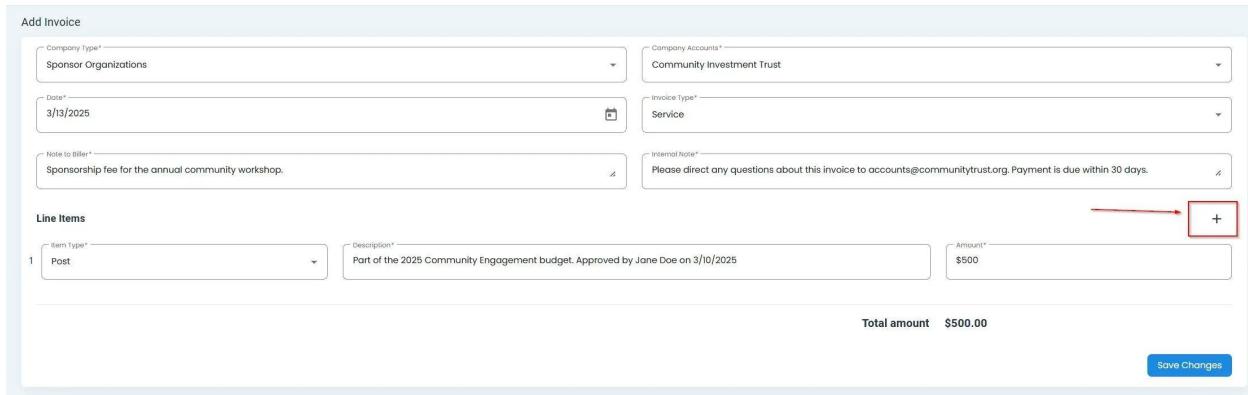
**Save Changes**

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:



The screenshot shows the 'Add Invoice' page with the following fields filled out:

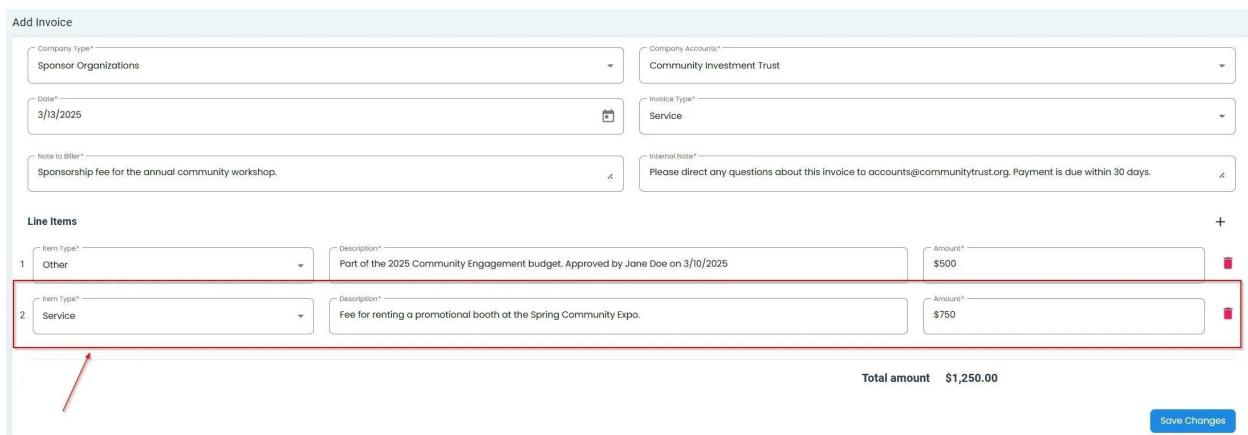
- Company Type: Sponsor Organizations
- Date: 3/13/2025
- Company Accounts: Community Investment Trust
- Invoice Type: Service
- Note to Biller: Sponsorship fee for the annual community workshop.
- Internal Note: Please direct any questions about this invoice to accounts@communitytrust.org. Payment is due within 30 days.
- Line Items section:
  - Item Type: Post
  - Description: Part of the 2025 Community Engagement budget. Approved by Jane Doe on 3/10/2025
  - Amount: \$500

Total amount: \$500.00

Save Changes

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

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



The screenshot shows the 'Add Invoice' page with the following fields filled out:

- Company Type: Sponsor Organizations
- Date: 3/13/2025
- Company Accounts: Community Investment Trust
- Invoice Type: Service
- Note to Biller: Sponsorship fee for the annual community workshop.
- Internal Note: Please direct any questions about this invoice to accounts@communitytrust.org. Payment is due within 30 days.
- Line Items section:
  - Item Type: Other
  - Description: Part of the 2025 Community Engagement budget. Approved by Jane Doe on 3/10/2025
  - Amount: \$500
  - Item Type: Service
  - Description: Fee for renting a promotional booth at the Spring Community Expo.
  - Amount: \$750

Total amount: \$1,250.00

Save Changes

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

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

Add Invoice

Company Type* Sponsor Organizations	Company Accounts* Community Investment Trust									
Date* 3/13/2025	Invoice Type* Service									
Note to Biller* Sponsorship fee for the annual community workshop.	Internal Note* Please direct any questions about this invoice to accounts@communitytrust.org. Payment is due within 30 days.									
<b>Line Items</b> <table border="1"> <tr> <td>1 Item Type* Other</td> <td>Description* Part of the 2025 Community Engagement budget. Approved by Jane Doe on 3/10/2025</td> <td>Amount* \$500</td> </tr> <tr> <td>2 Item Type* Service</td> <td>Description* Fee for renting a promotional booth at the Spring Community Expo.</td> <td>Amount* \$750</td> </tr> <tr> <td colspan="3"> <b>Total amount</b> <b>\$1,250.00</b> </td> </tr> </table>		1 Item Type* Other	Description* Part of the 2025 Community Engagement budget. Approved by Jane Doe on 3/10/2025	Amount* \$500	2 Item Type* Service	Description* Fee for renting a promotional booth at the Spring Community Expo.	Amount* \$750	<b>Total amount</b> <b>\$1,250.00</b>		
1 Item Type* Other	Description* Part of the 2025 Community Engagement budget. Approved by Jane Doe on 3/10/2025	Amount* \$500								
2 Item Type* Service	Description* Fee for renting a promotional booth at the Spring Community Expo.	Amount* \$750								
<b>Total amount</b> <b>\$1,250.00</b>										
<a href="#">Save Changes</a>										

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.

Payment Credit List								
Search by Billing name or Reference No				Action				
ID	Date	Bill To	Type	Reference No.	Amount	Paid	Balance	Action
1	01/27/2025	East Portland CIT	AMEX	zxdur†	\$1,000.00	\$1,000.00	\$0.00	
2	02/06/2025	Shahzad	Cash	l2033	\$120.00	\$120.00	\$0.00	
4	02/20/2025	Replicator Community	MASTERCARD	l2443	\$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	l234	\$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†	\$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	

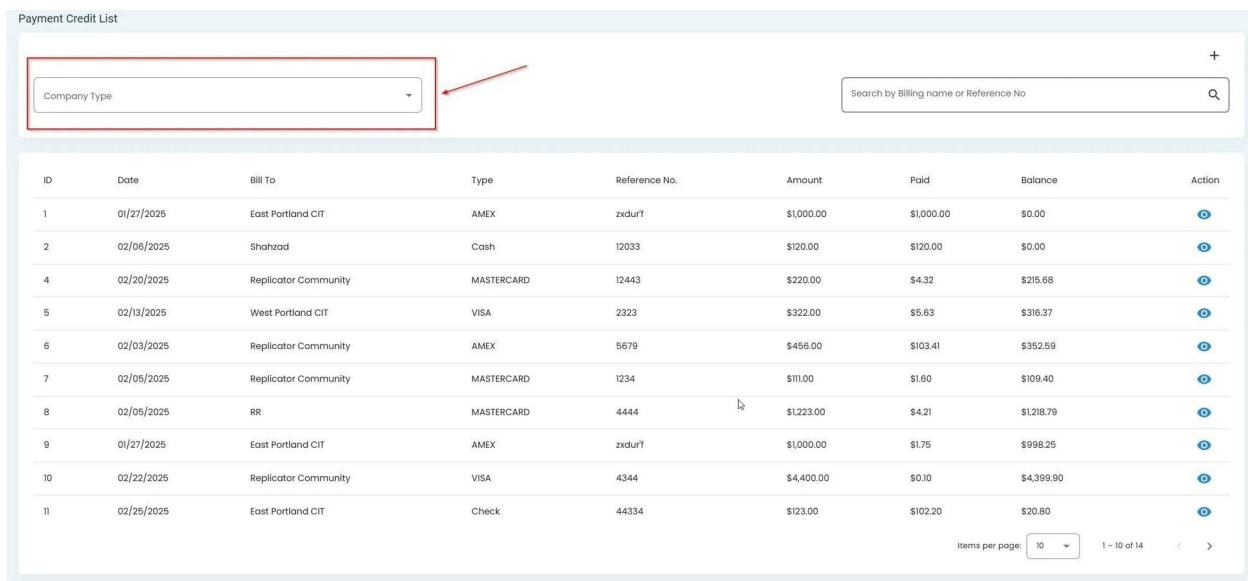
Fig. 152: Payments Homepage showing the payment records table

## 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.



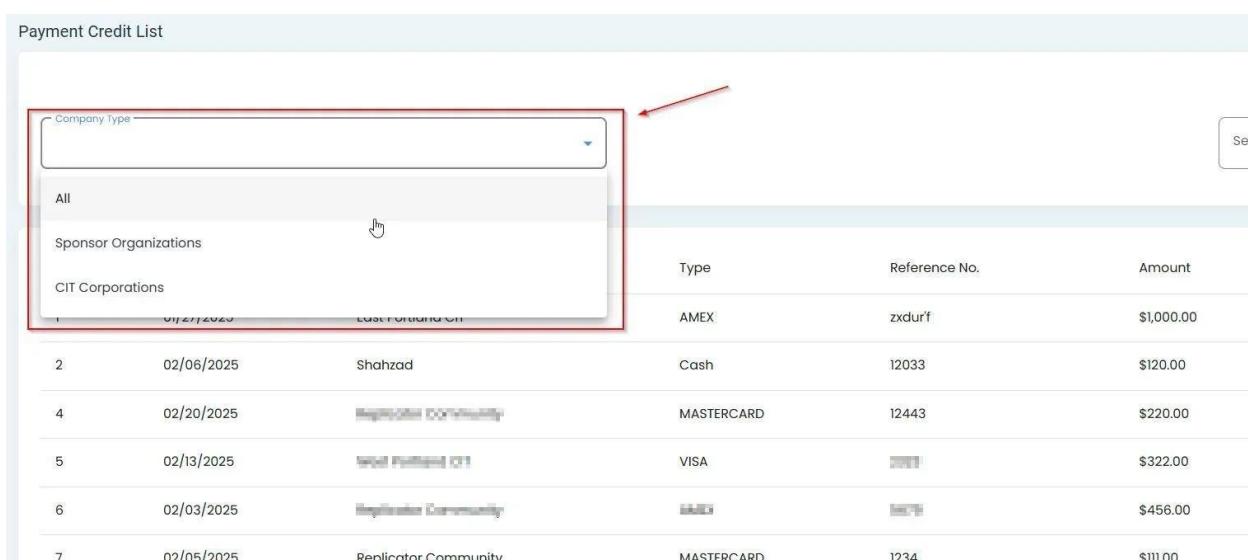
The screenshot shows a table titled 'Payment Credit List'. At the top left is a dropdown menu labeled 'Company Type'. To its right is a search bar with the placeholder 'Search by Billing name or Reference No.' and a magnifying glass icon. The main area contains a table with columns: ID, Date, Bill To, Type, Reference No., Amount, Paid, Balance, and Action. Below the table are pagination controls: 'Items per page: 10' and '1 - 10 of 14'.

ID	Date	Bill To	Type	Reference No.	Amount	Paid	Balance	Action
1	01/27/2025	East Portland CIT	AMEX	zxdurf	\$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	zxdurf	\$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	

Fig. 153: Filter button location in the Payments table

### Step 2: Select Filter Criteria

Click the filter button to expand the available filtering options.



The screenshot shows the same 'Payment Credit List' interface as Fig. 153, but the 'Company Type' dropdown is now expanded. It lists three options: 'All', 'Sponsor Organizations', and 'CIT Corporations'. The 'All' option is selected. To the right of the dropdown is a table with columns: Type, Reference No., and Amount. The table data is identical to Fig. 153.

Type	Reference No.	Amount
AMEX	zxdurf	\$1,000.00
Cash	12033	\$120.00
MASTERCARD	12443	\$220.00
VISA	2323	\$322.00
AMEX	5679	\$456.00
MASTERCARD	1234	\$111.00
Check	44334	\$123.00

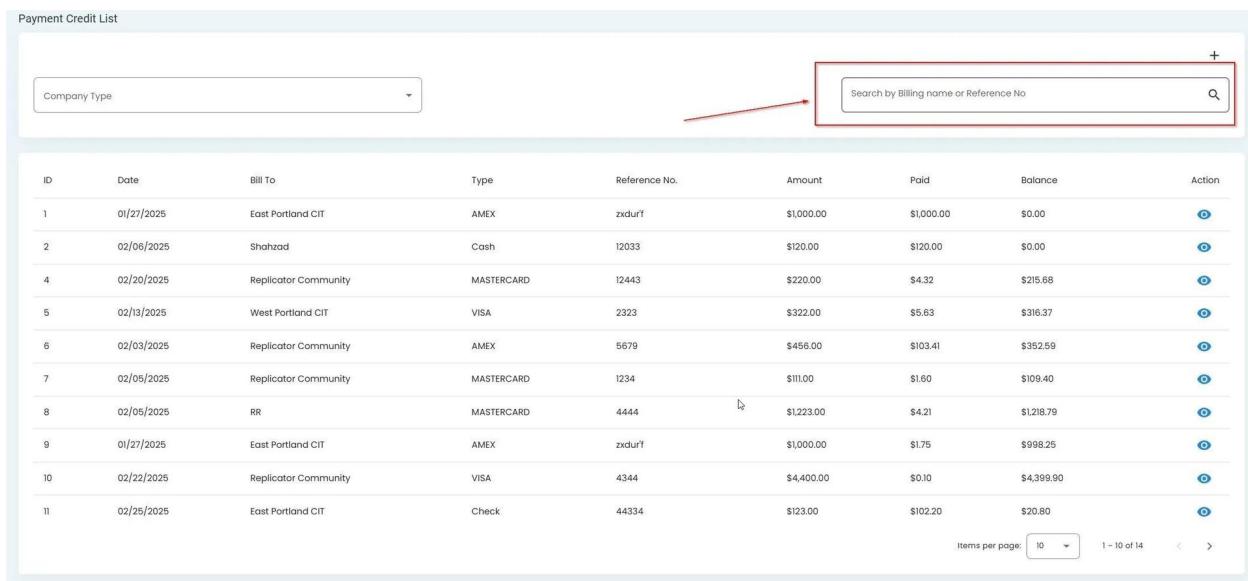
Fig. 154: Expanded filter options for the Payments table

## 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.



The screenshot shows a table titled 'Payment Credit List'. At the top left is a dropdown menu labeled 'Company Type'. To the right of the table is a search bar with the placeholder 'Search by Billing name or Reference No.' and a magnifying glass icon. A red box highlights the search bar, and a red arrow points to it from the left. The table has columns: ID, Date, Bill To, Type, Reference No., Amount, Paid, Balance, and Action. The data in the table is as follows:

ID	Date	Bill To	Type	Reference No.	Amount	Paid	Balance	Action
1	01/27/2025	East Portland CIT	AMEX	zxdur1	\$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	zxdur1	\$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. 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		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	zxdurf	\$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	zxdurf	\$1,000.00	\$175	\$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	

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*

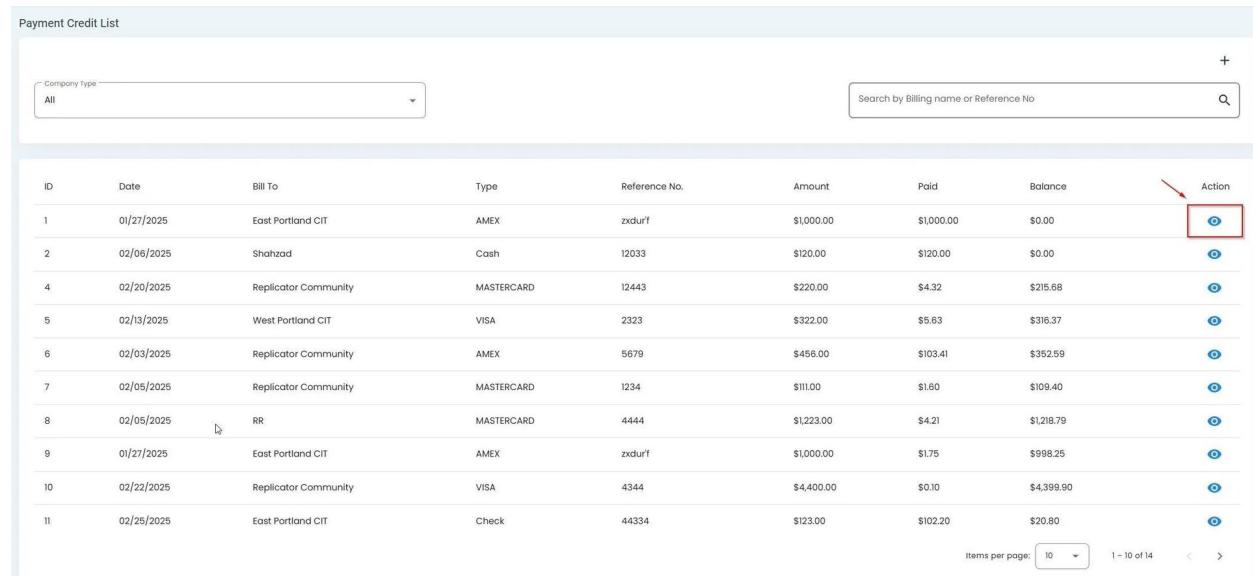
### Overview: Payment Details

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.



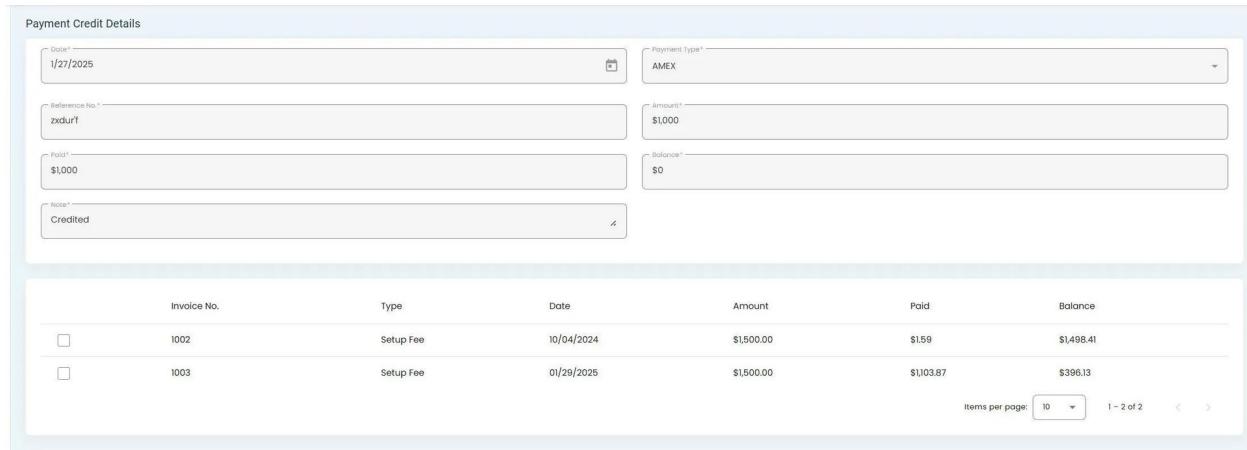
The screenshot shows a table titled "Payment Credit List" with the following columns: ID, Date, Bill To, Type, Reference No., Amount, Paid, Balance, and Action. The "Action" column contains a "View Details" button, which is highlighted with a red box and a red arrow pointing to it. The table has 11 rows of data. At the bottom right of the table, there are buttons for "Items per page" (set to 10), "1 - 10 of 14", and navigation arrows.

ID	Date	Bill To	Type	Reference No.	Amount	Paid	Balance	Action
1	01/27/2025	East Portland CIT	AMEX	zxdurf	\$1,000.00	\$1,000.00	\$0.00	
2	02/06/2025	Shahzad	Cash	l2033	\$120.00	\$120.00	\$0.00	
4	02/20/2025	Replicator Community	MASTERCARD	l2443	\$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	l234	\$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	zxdurf	\$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	

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.



The screenshot shows the 'Payment Credit Details' section with the following fields:

- Date: 1/27/2025
- Payment Type: AMEX
- Reference No.: zxdu1f
- Amount: \$1,000
- Paid: \$1,000
- Balance: \$0
- Note: Credited

Below this is a table of payment records:

	Invoice No.	Type	Date	Amount	Paid	Balance
<input type="checkbox"/>	1002	Setup Fee	10/04/2024	\$1,500.00	\$1.59	\$1,498.41
<input type="checkbox"/>	1003	Setup Fee	01/29/2025	\$1,500.00	\$1,03.87	\$396.13

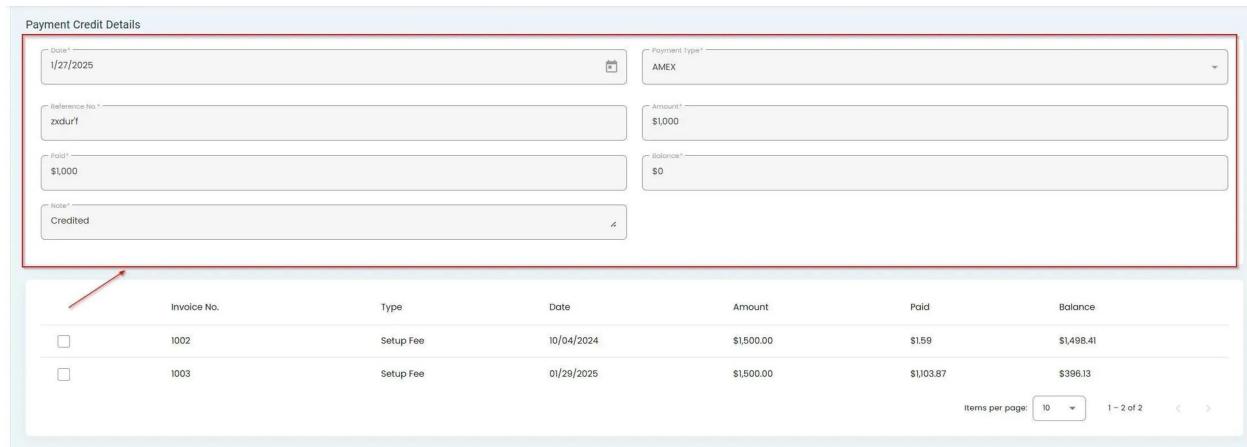
At the bottom right are buttons for 'Items per page: 10' and '1 - 2 of 2'.

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.



The screenshot shows the 'Payment Credit Details' section with the following fields:

- Date: 1/27/2025
- Payment Type: AMEX
- Reference No.: zxdu1f
- Amount: \$1,000
- Paid: \$1,000
- Balance: \$0
- Note: Credited

A red box highlights this entire section. A red arrow points from the text 'Quick information section highlighted in the Payment Details screen' to the top-left corner of this highlighted area.

Below this is a table of payment records:

	Invoice No.	Type	Date	Amount	Paid	Balance
<input type="checkbox"/>	1002	Setup Fee	10/04/2024	\$1,500.00	\$1.59	\$1,498.41
<input type="checkbox"/>	1003	Setup Fee	01/29/2025	\$1,500.00	\$1,03.87	\$396.13

At the bottom right are buttons for 'Items per page: 10' and '1 - 2 of 2'.

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

Payment Credit Details

Due* 1/27/2025	Payment Type* AMEX
Reference No.* zxdur1	Amount* \$1,000
Paid* \$1,000	Balance* \$0
Note Credited	

Invoice No.	Type	Date	Amount	Paid	Balance
1002	Setup Fee	10/04/2024	\$1,500.00	\$1.59	\$1,498.41
1003	Setup Fee	01/29/2025	\$1,500.00	\$1,03.87	\$396.13

Items per page: 10 1 - 2 of 2 < >

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*

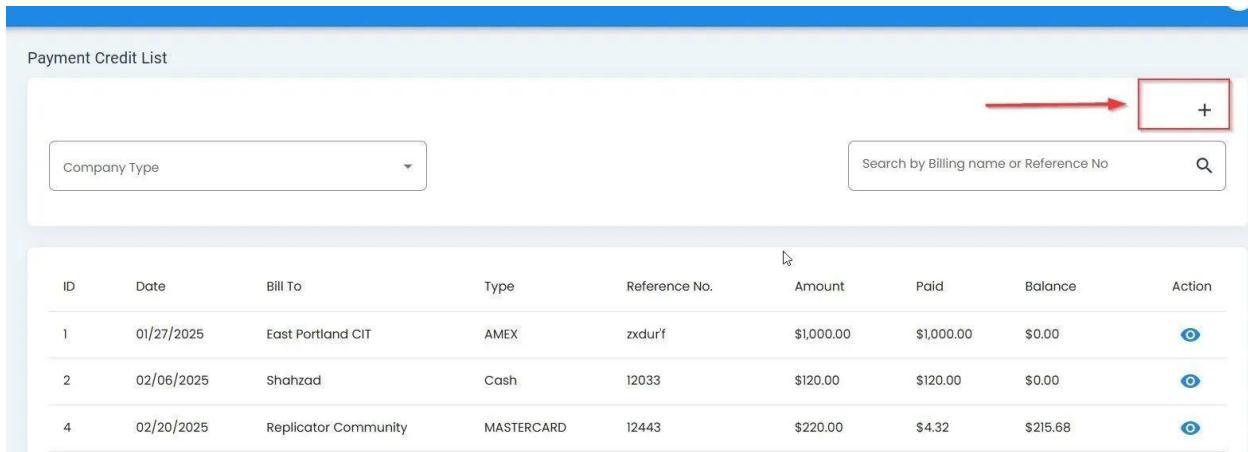
### Overview: Payment Credits

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.



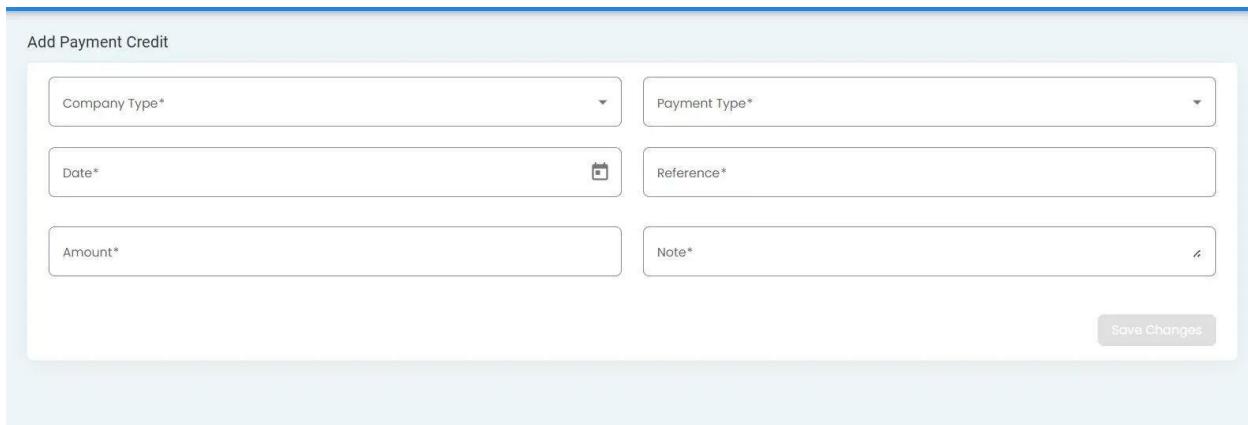
The screenshot shows a table of payment credits with columns: ID, Date, Bill To, Type, Reference No., Amount, Paid, Balance, and Action. The 'Action' column contains small circular icons. A red arrow points to a red-bordered '+' button in the top right corner of the interface.

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	

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.



The screenshot shows the 'Add Payment Credit' form with fields: Company Type\*, Payment Type\*, Date\*, Reference\*, Amount\*, and Note\*. A 'Save Changes' button is at the bottom right.

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.

The screenshot shows a 'Add Payment Credit' form with the following fields and their descriptions:

- Company Type\***: A dropdown menu with options: 'Sponsor Organizations' and 'CIT Corporations'. 'Sponsor Organizations' is selected and highlighted with a red border.
- Payment Type\***: A dropdown menu.
- Date\***: A date input field with a calendar icon.
- Reference\***: A text input field.
- Amount\***: A text input field.
- Note\***: A text input field.
- Save Changes**: A button at the bottom right.

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

The screenshot shows the 'Add Payment Credit' form with the 'Company Type' dropdown expanded. The 'Sponsor Organizations' option is selected and highlighted with a red border. A red arrow points to the 'Note\*' field, which is also highlighted with a red border.

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.

nenent Credit

Company Type\* — Sponsor Organizations

ment Type\* — ▼

rence\* —

!\* —

Company Accounts\* — ▼

- Community Investment Trust
- Replicator Community
- PT
- RR
- KK
- NN

Save Changes

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

Add Payment Credit

Company Type\* — Sponsor Organizations

Payment Type\* — ▼

- Check
- VISA
- AMEX
- MASTERCARD
- DISCOVER
- Cash

Company Accounts\* — Community Investment Trust

Date\* — ▼

Amount\* —

Save Changes

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

Add Payment Credit

Company Type\* — Sponsor Organizations

Company Accounts\* — Community Investment Trust

Payment Type\* — VISA

Date\* — 3/19/2025

Reference\* — AMEX Transaction #ZXL234

Amount\* — \$1,000

Note\* — Partial payment toward Setup Fee invoice #1002

Save Changes

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** Year-end 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

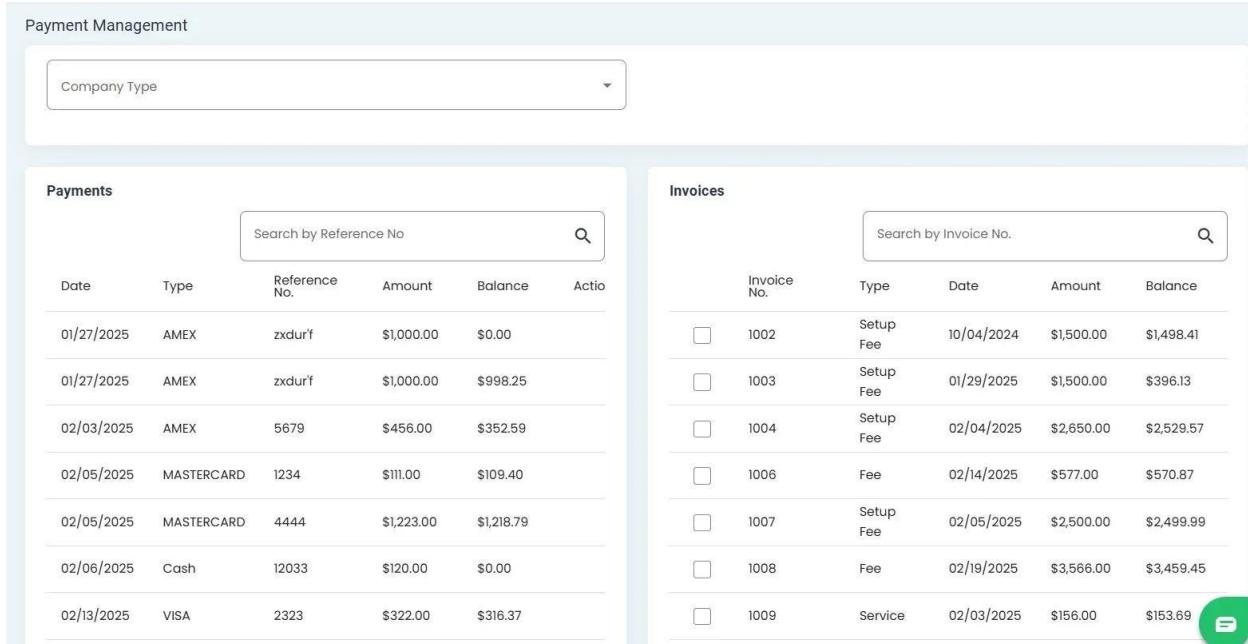
- View and manage payments
- Track and process invoices
- Filter records by various criteria
- Search for specific payment and invoice entries

## 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 (checkbox) affects the Payments section's displayed columns.



The screenshot shows the 'Payment Management' homepage. At the top, there is a dropdown menu labeled 'Company Type'. Below the dropdown are two tables: 'Payments' on the left and 'Invoices' on the right. Each table has a search bar at the top right. The 'Payments' table has columns for Date, Type, Reference No., Amount, Balance, and Action. The 'Invoices' table has columns for Invoice No., Type, Date, Amount, and Balance. Both tables show a list of transactions with checkboxes next to each row.

Payments					
Search by Reference No. <input type="text"/> <input type="button" value="Search"/>					
Date	Type	Reference No.	Amount	Balance	Action
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	<input type="checkbox"/>
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	<input type="checkbox"/>
02/03/2025	AMEX	5679	\$456.00	\$352.59	<input type="checkbox"/>
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	<input type="checkbox"/>
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	<input type="checkbox"/>
02/06/2025	Cash	12033	\$120.00	\$0.00	<input type="checkbox"/>
02/13/2025	VISA	2323	\$322.00	\$316.37	<input type="checkbox"/>

Invoices					
Search by Invoice No. <input type="text"/> <input type="button" value="Search"/>					
Invoice No.	Type	Date	Amount	Balance	Action
1002	Setup Fee	10/04/2024	\$1,500.00	\$1,498.41	<input type="checkbox"/>
1003	Setup Fee	01/29/2025	\$1,500.00	\$396.13	<input type="checkbox"/>
1004	Setup Fee	02/04/2025	\$2,650.00	\$2,529.57	<input type="checkbox"/>
1006	Fee	02/14/2025	\$577.00	\$570.87	<input type="checkbox"/>
1007	Setup Fee	02/05/2025	\$2,500.00	\$2,499.99	<input type="checkbox"/>
1008	Fee	02/19/2025	\$3,566.00	\$3,459.45	<input type="checkbox"/>
1009	Service	02/03/2025	\$156.00	\$153.69	<input type="checkbox"/>

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.

Payment Management					
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 10px;" type="button" value="Company Type"/>					
Payments			Invoices		
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 10px;" type="button" value="Search by Reference No."/>			<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 10px;" type="button" value="Search by Invoice No."/>		
Date	Type	Reference No.	Amount	Balance	Action
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	
02/03/2025	AMEX	5679	\$456.00	\$352.59	
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	

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

Payment Management					
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 10px;" type="button" value="Company Type"/>					
Payments			Invoices		
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 10px;" type="button" value="Search by Reference No."/>			<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 10px;" type="button" value="Search by Invoice No."/>		
Date	Type	Reference No.	Amount	Balance	Action
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	
02/03/2025	AMEX	5679	\$456.00	\$352.59	
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	

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

Payment Management					
Payments					
Invoices					
Search by Reference No.					
Date	Type	Reference No.	Amount	Balance	Action
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	
02/03/2025	AMEX	5679	\$456.00	\$352.59	
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	
Search by Invoice No.					
Invoice No.	Type	Date	Amount	Balance	
<input type="checkbox"/> 1002	Setup Fee	10/04/2024	\$1,500.00	\$1,498.41	
<input type="checkbox"/> 1003	Setup Fee	01/29/2025	\$1,500.00	\$396.13	
<input type="checkbox"/> 1004	Setup Fee	02/04/2025	\$2,650.00	\$2,529.57	
<input type="checkbox"/> 1006	Fee	02/14/2025	\$577.00	\$570.87	
<input type="checkbox"/> 1007	Setup Fee	02/05/2025	\$2,500.00	\$2,499.99	
<input type="checkbox"/> 1008	Fee	02/19/2025	\$3,566.00	\$3,459.45	
<input type="checkbox"/> 1009	Service	02/03/2025	\$156.00	\$153.69	

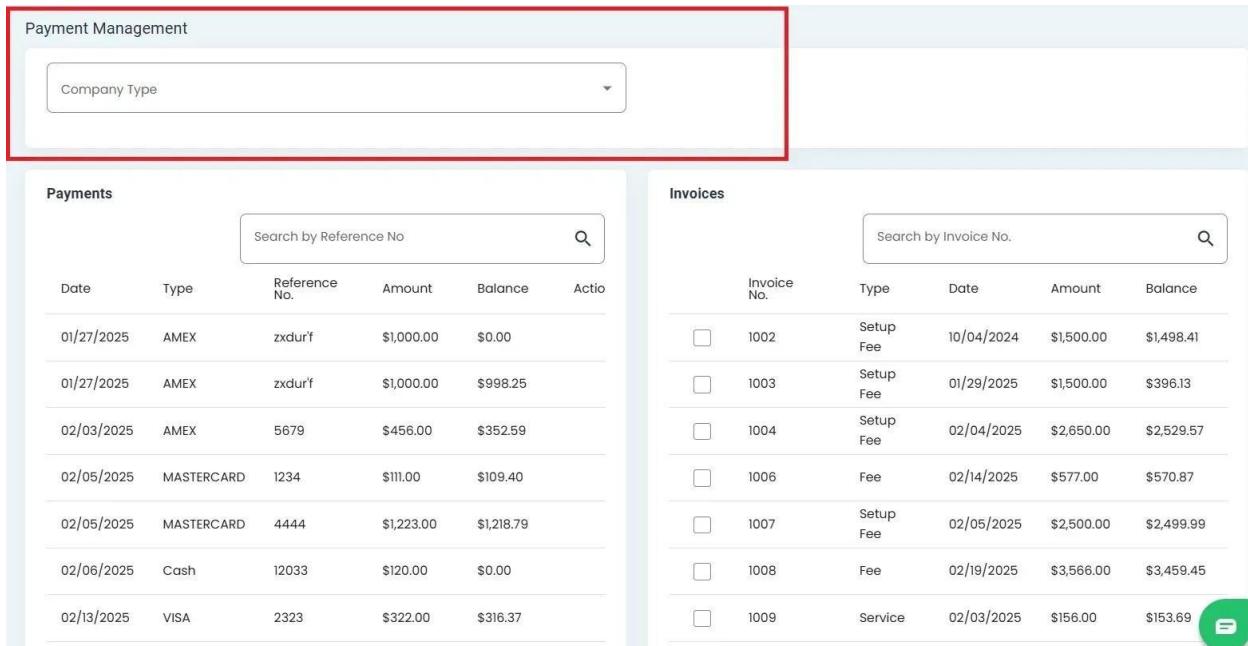
Fig. 171: Columns displayed in the Payment and Invoice tables

Payment Management					
Payments					
Invoices					
Search by Reference No.					
Date	Type	Reference No.	Amount	Balance	Action
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	
02/03/2025	AMEX	5679	\$456.00	\$352.59	
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	
Search by Invoice No.					
Invoice No.	Type	Date	Amount	Balance	
<input type="checkbox"/> 1002	Setup Fee	10/04/2024	\$1,500.00	\$1,498.41	
<input type="checkbox"/> 1003	Setup Fee	01/29/2025	\$1,500.00	\$396.13	
<input type="checkbox"/> 1004	Setup Fee	02/04/2025	\$2,650.00	\$2,529.57	
<input type="checkbox"/> 1006	Fee	02/14/2025	\$577.00	\$570.87	
<input type="checkbox"/> 1007	Setup Fee	02/05/2025	\$2,500.00	\$2,499.99	
<input type="checkbox"/> 1008	Fee	02/19/2025	\$3,566.00	\$3,459.45	
<input type="checkbox"/> 1009	Service	02/03/2025	\$156.00	\$153.69	

Fig. 172: Search bar location for each table

## Filtering Records

Both tables offer filtering capabilities to narrow down displayed records.



**Payment Management**

**Payments**

Date	Type	Reference No.	Amount	Balance	Action
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	
02/03/2025	AMEX	5679	\$456.00	\$352.59	
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	

**Invoices**

Invoice No.	Type	Date	Amount	Balance
1002	Setup Fee	10/04/2024	\$1,500.00	\$1,498.41
1003	Setup Fee	01/29/2025	\$1,500.00	\$396.13
1004	Setup Fee	02/04/2025	\$2,650.00	\$2,529.57
1006	Fee	02/14/2025	\$577.00	\$570.87
1007	Setup Fee	02/05/2025	\$2,500.00	\$2,499.99
1008	Fee	02/19/2025	\$3,566.00	\$3,459.45
1009	Service	02/03/2025	\$156.00	\$153.69

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*

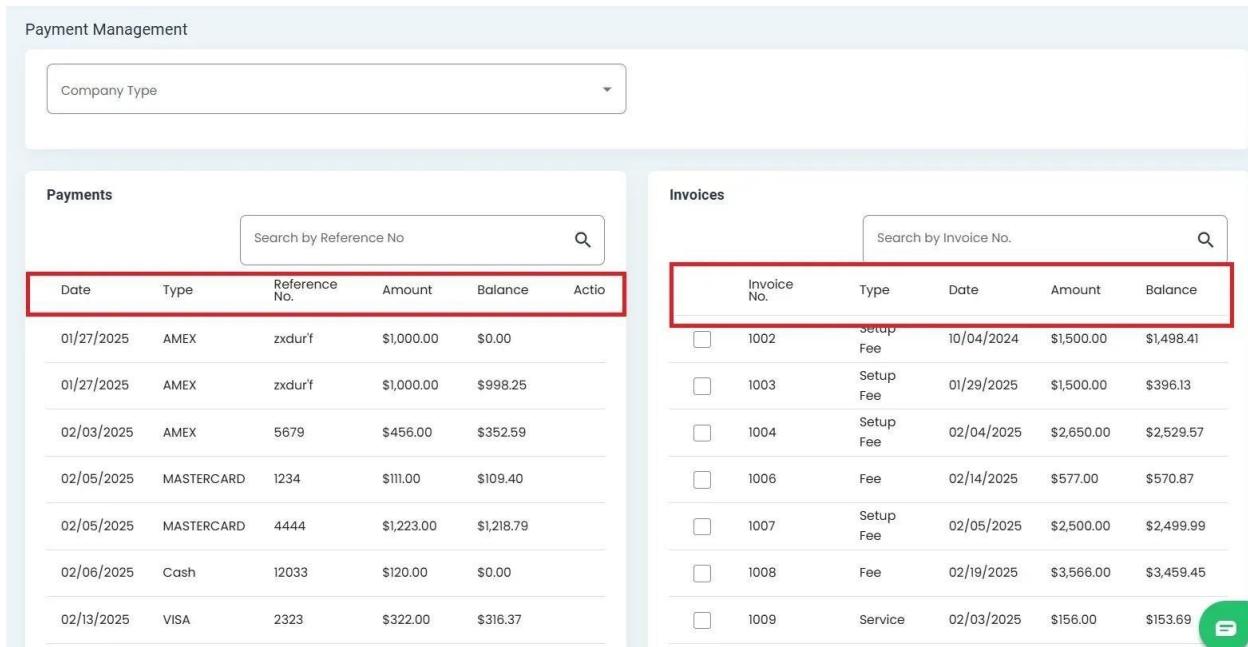
### Overview: Matching Payments to Invoices

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**.



The screenshot shows a 'Payment Management' interface with two tables: 'Payments' and 'Invoices'.

**Payments Table:** Contains columns for Date, Type, Reference No., Amount, Balance, and Action. The first two rows are highlighted with a red border.

Date	Type	Reference No.	Amount	Balance	Action
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	
02/03/2025	AMEX	5679	\$456.00	\$352.59	
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	

**Invoices Table:** Contains columns for Invoice No., Type, Date, Amount, and Balance. The first row is highlighted with a red border.

Invoice No.	Type	Date	Amount	Balance
1002	Setup Fee	10/04/2024	\$1,500.00	\$1,498.41
1003	Setup Fee	01/29/2025	\$1,500.00	\$396.13
1004	Setup Fee	02/04/2025	\$2,650.00	\$2,529.57
1006	Fee	02/14/2025	\$577.00	\$570.87
1007	Setup Fee	02/05/2025	\$2,500.00	\$2,499.99
1008	Fee	02/19/2025	\$3,566.00	\$3,459.45
1009	Service	02/03/2025	\$156.00	\$153.69

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

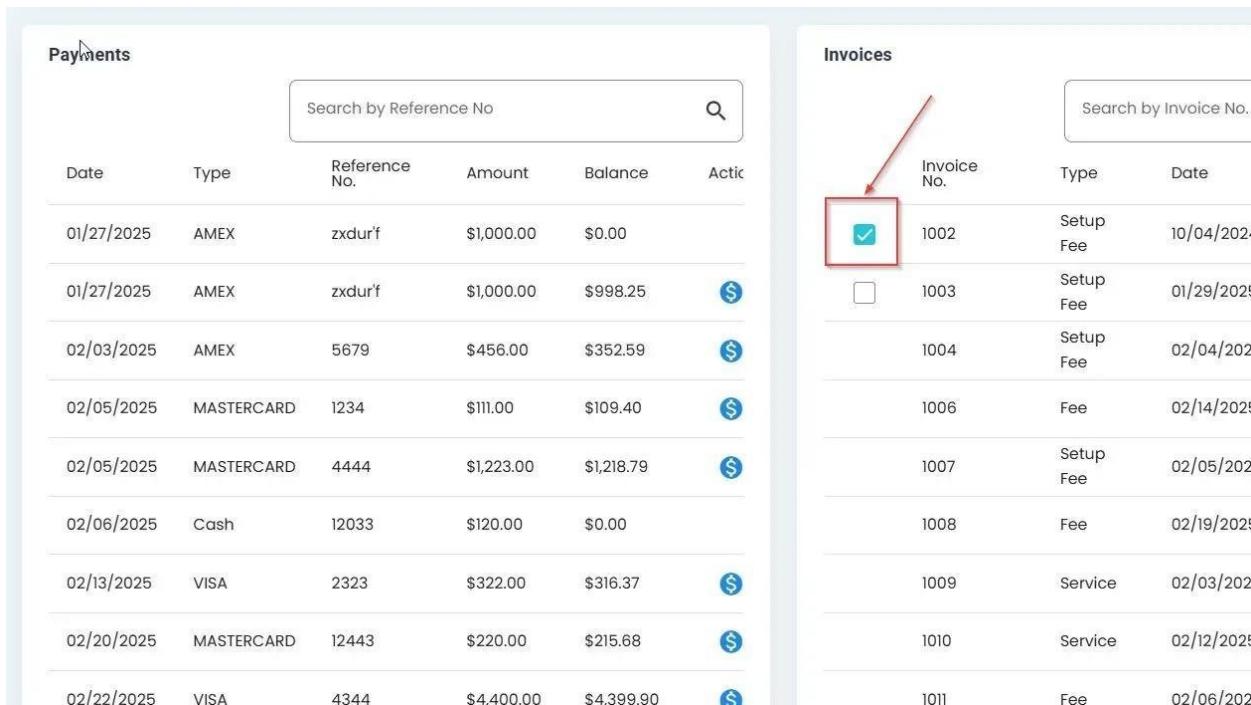
Locate and click the payment icon (money symbol) next to the invoice you want to make a payment to.

### 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.



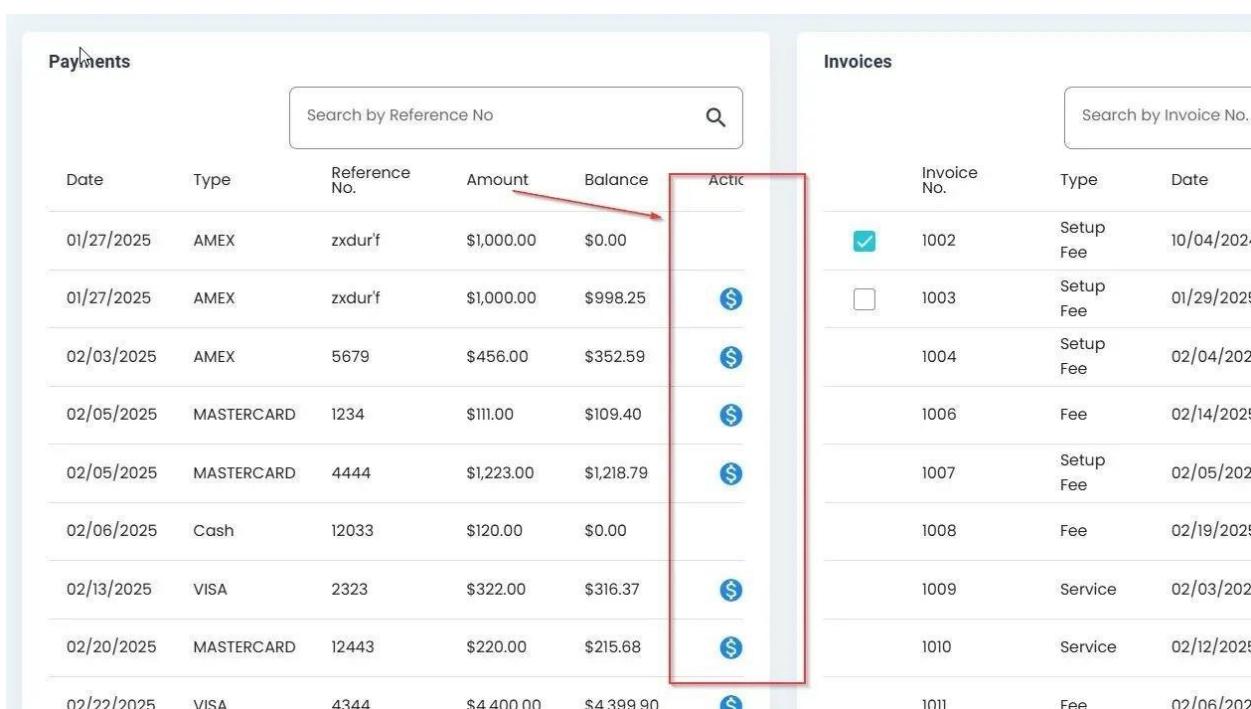
**Payments**

Date	Type	Reference No.	Amount	Balance	Active
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	">\$
02/03/2025	AMEX	5679	\$456.00	\$352.59	">\$
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	">\$
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	">\$
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	">\$
02/20/2025	MASTERCARD	12443	\$220.00	\$215.68	">\$
02/22/2025	VISA	4344	\$4,400.00	\$4,399.90	">\$

**Invoices**

Invoice No.	Type	Date
1002	Setup Fee	10/04/2024
1003	Setup Fee	01/29/2025
1004	Setup Fee	02/04/2022
1006	Fee	02/14/2025
1007	Setup Fee	02/05/2022
1008	Fee	02/19/2025
1009	Service	02/03/2021
1010	Service	02/12/2025
1011	Fee	02/06/2022

Fig. 175: Selecting an invoice by checking the checkbox



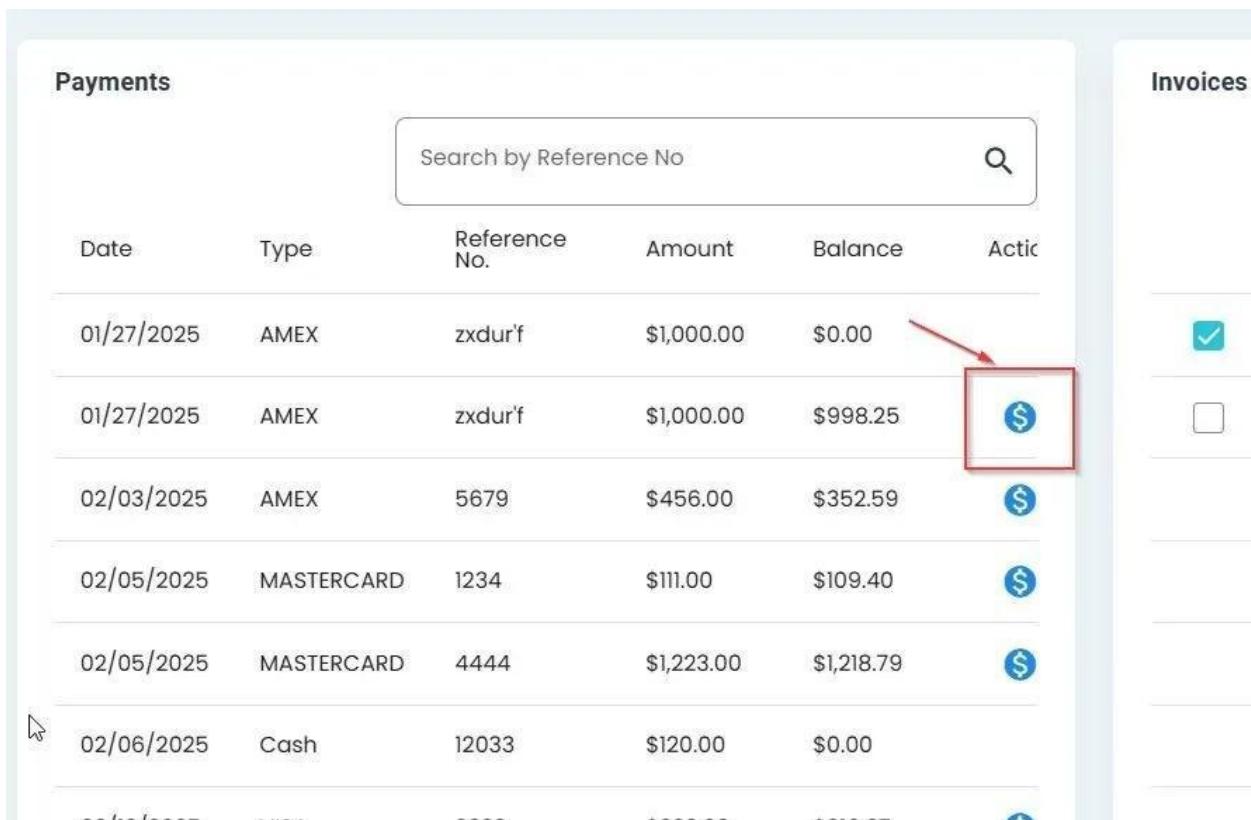
**Payments**

Date	Type	Reference No.	Amount	Balance	Active
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25	">\$
02/03/2025	AMEX	5679	\$456.00	\$352.59	">\$
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	">\$
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	">\$
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	">\$
02/20/2025	MASTERCARD	12443	\$220.00	\$215.68	">\$
02/22/2025	VISA	4344	\$4,400.00	\$4,399.90	">\$

**Invoices**

Invoice No.	Type	Date
1002	Setup Fee	10/04/2024
1003	Setup Fee	01/29/2025
1004	Setup Fee	02/04/2022
1006	Fee	02/14/2025
1007	Setup Fee	02/05/2022
1008	Fee	02/19/2025
1009	Service	02/03/2021
1010	Service	02/12/2025
1011	Fee	02/06/2022

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



Payments						Invoices
Date	Type	Reference No.	Amount	Balance	Action	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00		<input checked="" type="checkbox"/>
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$998.25		<input type="checkbox"/>
02/03/2025	AMEX	5679	\$456.00	\$352.59		<input type="checkbox"/>
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40		<input type="checkbox"/>
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79		<input type="checkbox"/>
02/06/2025	Cash	12033	\$120.00	\$0.00		

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.

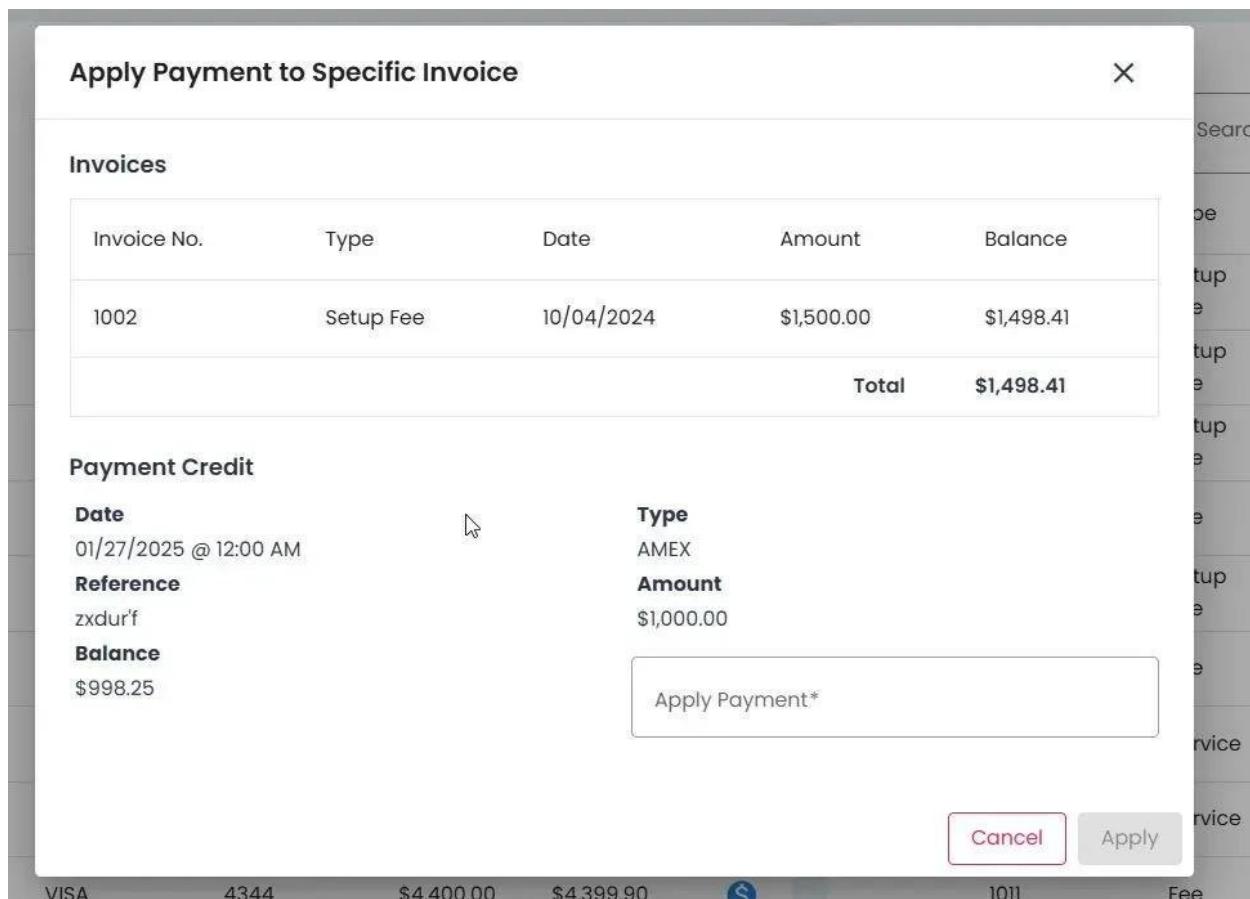


Fig. 178: Payment popup window with available information

### Apply Payment to Specific Invoice

Invoices				
Invoice No.	Type	Date	Amount	Balance
1002	Setup Fee	10/04/2024	\$1,500.00	\$1,498.41
			<b>Total</b>	<b>\$1,498.41</b>

#### Payment Credit

<b>Date</b> 01/27/2025 @ 12:00 AM	<b>Type</b> AMEX
<b>Reference</b> zxdur'f	<b>Amount</b> \$1,000.00
<b>Balance</b> \$998.25	<b>Apply Payment*</b>

**Cancel** **Apply**

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

### Apply Payment to Specific Invoice X

Invoices				
Invoice No.	Type	Date	Amount	Balance
1002	Setup Fee	10/04/2024	\$1,500.00	\$1,498.41
				<b>Total</b> <b>\$1,498.41</b>

**Payment Credit**

<b>Date</b> <input type="button" value="▼"/>	<b>Type</b> AMEX
01/27/2025 @ 12:00 AM	<b>Amount</b> \$1,000.00
<b>Reference</b> zxdur'f	<input type="button" value="Apply Payment* — \$998.25"/>
<b>Balance</b> \$998.25	

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

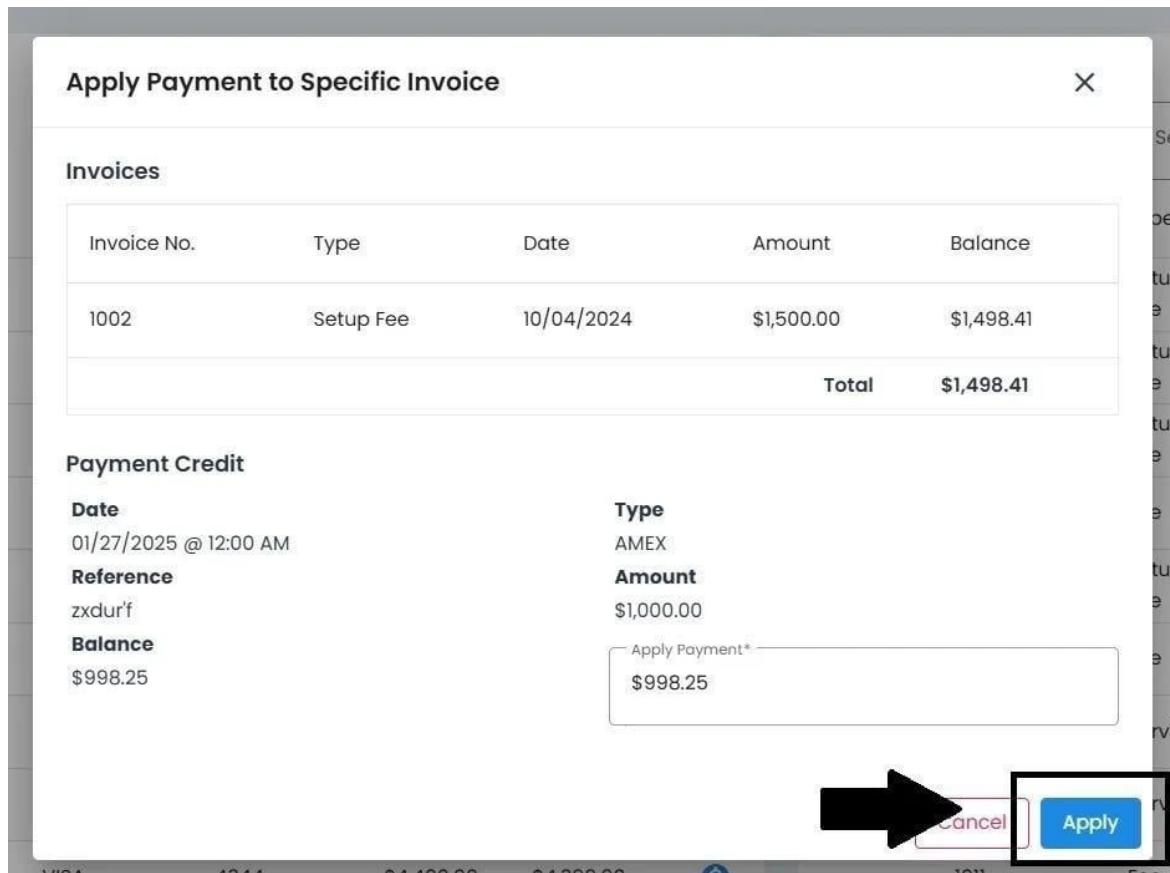


Fig. 181: Click the Save button to complete the payment

**Payments**

Date	Type	Reference No.	Amount	Balance	Action
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
01/27/2025	AMEX	zxdur'f	\$1,000.00	\$0.00	
02/03/2025	AMEX	5679	\$456.00	\$352.59	
02/05/2025	MASTERCARD	1234	\$111.00	\$109.40	
02/05/2025	MASTERCARD	4444	\$1,223.00	\$1,218.79	
02/06/2025	Cash	12033	\$120.00	\$0.00	
02/13/2025	VISA	2323	\$322.00	\$316.37	
02/20/2025	MASTERCARD	12443	\$220.00	\$215.68	
02/22/2025	VISA	4344	\$4,400.00	\$4,399.90	
02/25/2025	Check	44334			

**Invoices**

Invoice No.	Type
1002	Set Fee
1003	Set Fee
1004	Set Fee
1006	Fee
1007	Set Fee
1008	Fee
1009	Set Fee
1010	Set Fee
1011	Fee
1012	Set Fee

✓ Saved!
✖



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:

Proxy											
Proxy ID		Company	Security	Total Shares	Total Voted Shares	Title	Quorum	Record Date	Meeting Date	Closing Date	Status
1006	Caterpillar Inc.	Common	670200	0	September Meeting	40	9/23/2015	10/1/2015	10/1/2015	10/10/2015	Draft
1007	Caterpillar Inc.	Common	670200	1300000	October voting	60	9/23/2015		11/1/2015	11/1/2015	Closed
1008	Caterpillar Inc.	Common	670200	0	Test	40	9/23/2015		9/26/2015	9/26/2015	Draft
1009	Lipton	Common	55221	0	test (page 2)	30	9/23/2015		10/9/2015	10/9/2015	Draft
1010	Lipton	Common	55221	0	test (page 3)	20	9/23/2015		9/26/2015	9/26/2015	Closed
1012	The AES Corporation	Common	60488	0	Testing	40	9/23/2015		9/23/2015	9/23/2015	Closed
1013	Lipton	Common	55221	0	page 4	40	9/23/2015		9/23/2015	9/23/2015	Closed
1014	Borders Group, Inc.	Common	670200	100000	Test 5	35	9/23/2015	10/7/2015	10/9/2015	10/9/2015	Closed
1016	Lipton	Common	55221	0	t	50	11/13/2015		11/18/2015	11/18/2015	Closed
1017	Alaska Air Group, Inc.	Common	78750	0	proxy 10	12	7/32/2016		9/6/2016	9/6/2016	Draft

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:

Add New Document

Upload Document \*

Document Title \*

Description

Fig. 189: Add Proxy Documents

## View Proxy Details

Access detailed proxy voting information:

View Detail

CATERPILLAR INC. (ID: 129)  
Primary Address: 121 W. Franklin Street, 6, 60107 United States (ACTIVS)

PROXY ID: 1807 Closed

Security Type: Common  
Record Date: 22/09/2015  
Meeting Date & Time: 03/10/2015, 01:00 AM  
Total Voted Shares: 120000  
Total Unvoted Shares: 750299  
Outstanding Shares: 870299 as of 22/09/2015

No Document Found

Fig. 190: Proxy View Details Part 1

PROPOSAL SUMMARY

1. Proposal 1  
Set the row.

For	Against	Abstain	Shares Voted	Percent Voted	Results
30000	20000	3000	120000	13.79%	<input type="button" value="View Details"/>

2. Proposal 2  
Hacemus aucto, titor vel porta graxia, ante enim inuicem erat, ergo aliquam brevis et id fugax. Foco congruus sed et sollicitudo. Cras volutpat les-vita sollicitudo tempus. In ultranor justa maxis. Suspendisse potenti. Suspendisse dapibus his neque, neatis conditum neque fuscis vita. Nulla quis enim estmod, pretium mavis et amet, mollis risus. Ut rutrum urna, et innotescit. Curram posuim obit se alic, coniecturita adipisci sit. Sed hinc ex iniqui regis factis resurserit et erit.

For	Against	Abstain	Shares Voted	Percent Voted	Results
30000	20000	3000	120000	13.79%	<input type="button" value="View Details"/>

3. Sed sollicitudine mollis sapien ut amet innotescit: Nulla placent arca tellus, utiae convallis lectus sagittis non. Aliquam augue enim, aliquip non nunc lobortis, blandit vulpu

Set sollicitudo mollis sapien ut amet tordid. Nulla placent arca tellus, utiae convallis lectus sagittis non. Aliquam augue enim, aliquip non nunc lobortis, blandit vulputate sapien. Cras ultranor scelerisque, ultranor purus egit, consequat neque. Etiam fringilla porta augue quis reneatis. Present at nunc eti pulvinar vario ac finibus dili. Vivamus efficitur imperiet abhinc. Veneri mollis urna a pulvinar felis. Inianitellus neque et, non pellentesque neque mollis nec. Etiam tristisque vehicula faubus. Prin nec eti eti abh initio abh.

Director	For	Against	Abstain	Shares Voted	Percent Voted	Results
A. Test 1	30000	20000	30000	120000	13.79%	<input type="button" value="View Details"/>
B. Test 2	40000	25000	3000	120000	13.79%	<input type="button" value="View Details"/>

4. proxy  
psot

# of Years	For	Against	Abstain	Shares Voted	Percent Voted	Results
1st year	50000	20000	3000	120000	13.79%	<input type="button" value="View Details"/>
2nd year	50000	20000	3000	120000	13.79%	<input type="button" value="View Details"/>

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:

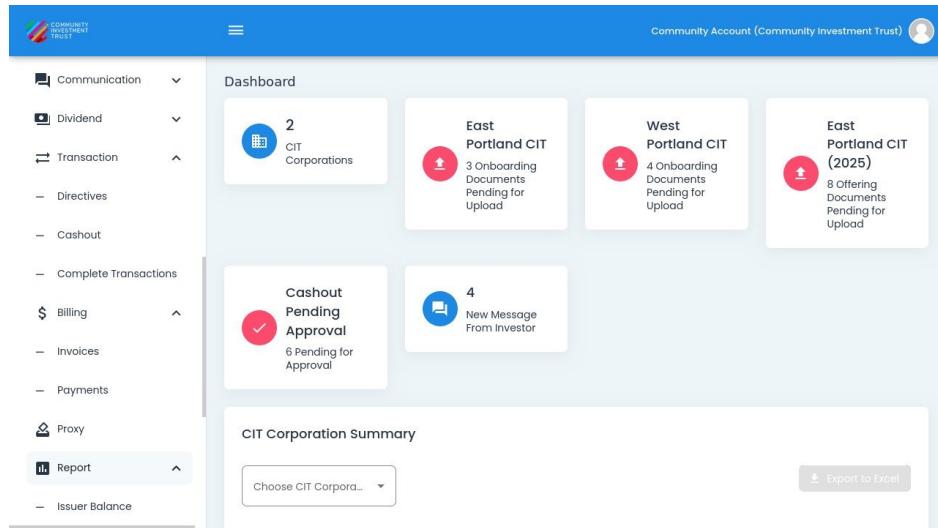


Fig. 192: Report Section, Navigation Menu

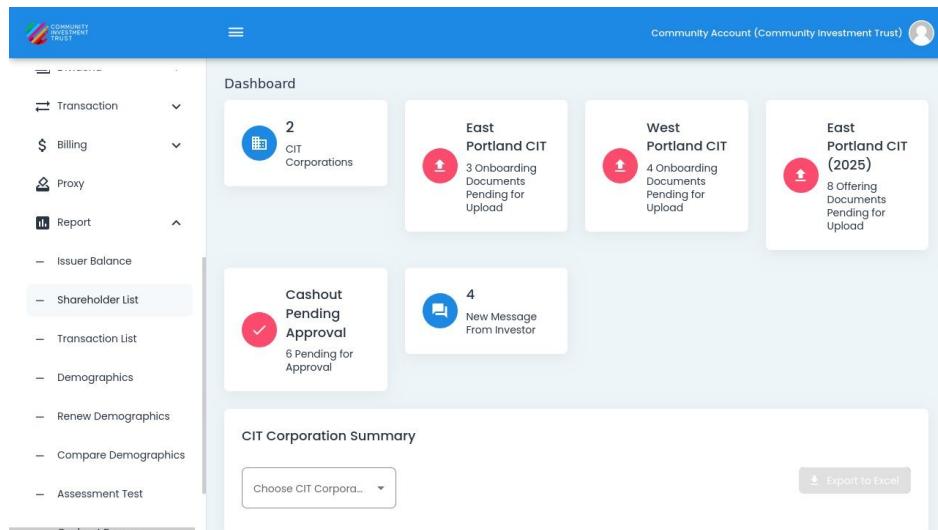


Fig. 193: Shareholder List Report

### 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:

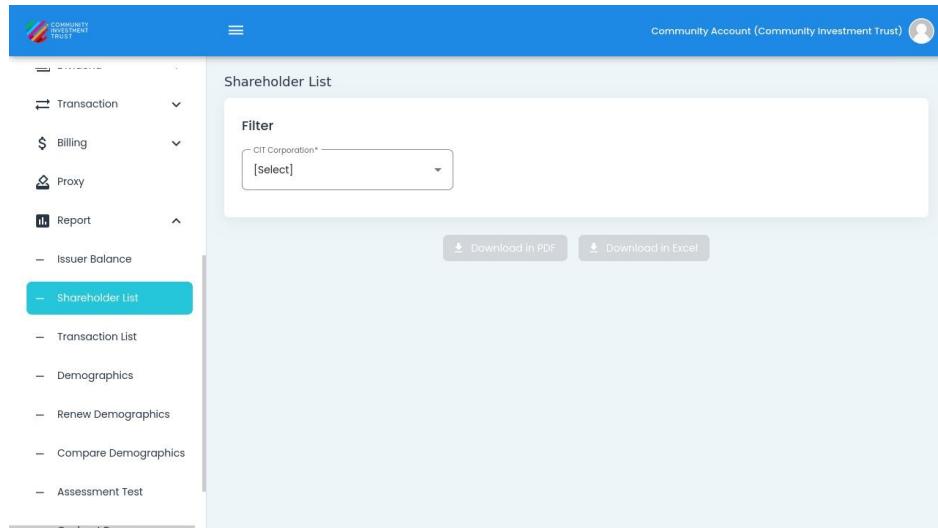


Fig. 194: Report Filter Options

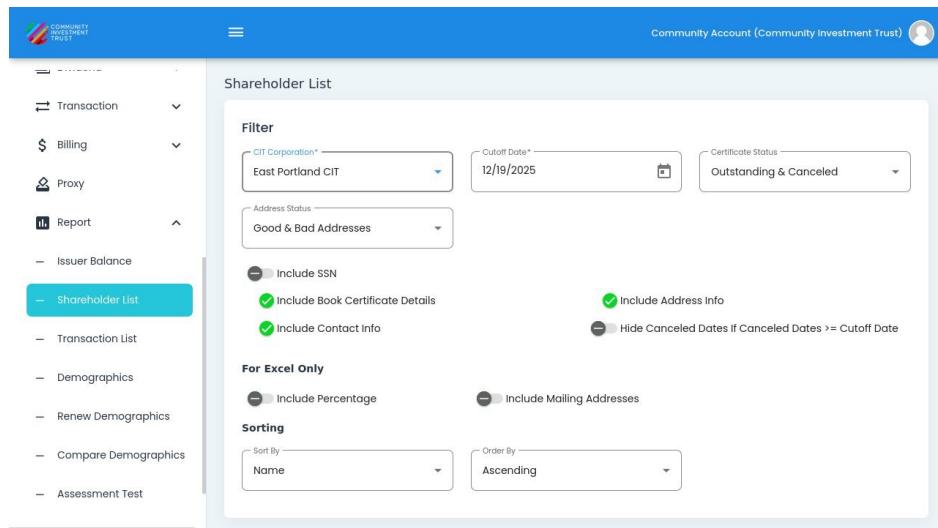


Fig. 195: Filter by CIT Corporation

## 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

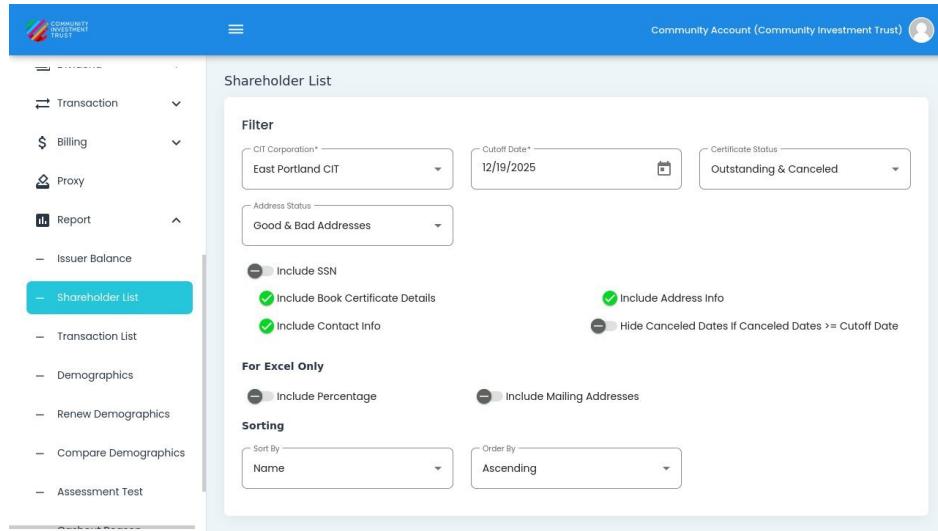


Fig. 196: Filter by Sponsor Organization

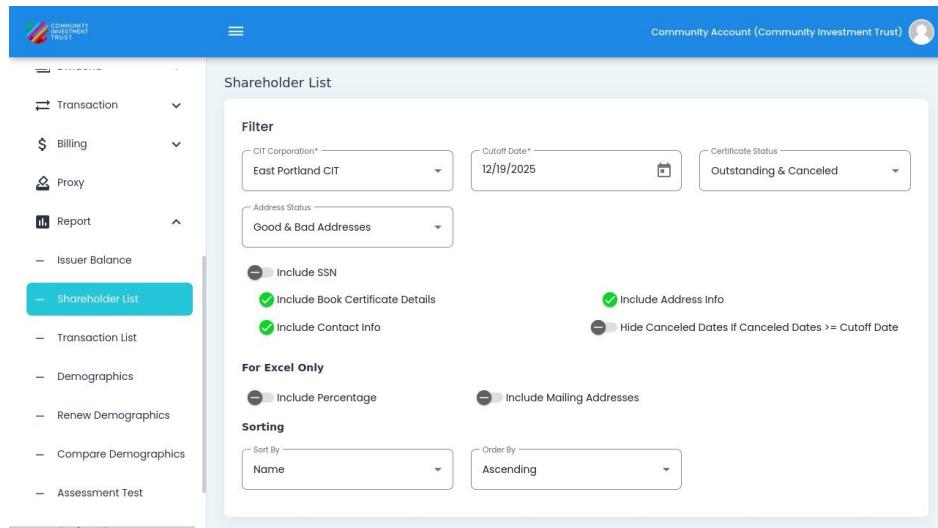


Fig. 197: Filter by Address Status

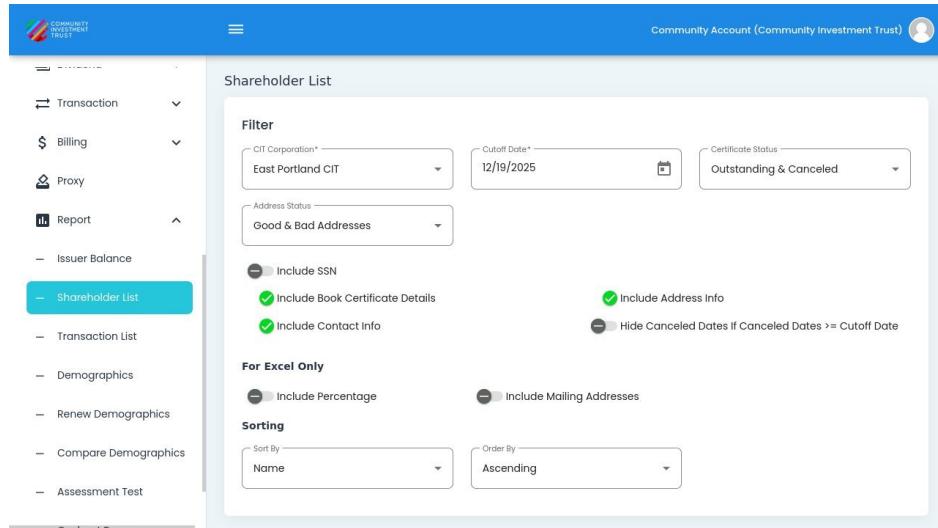


Fig. 198: Filter by Certificate Status

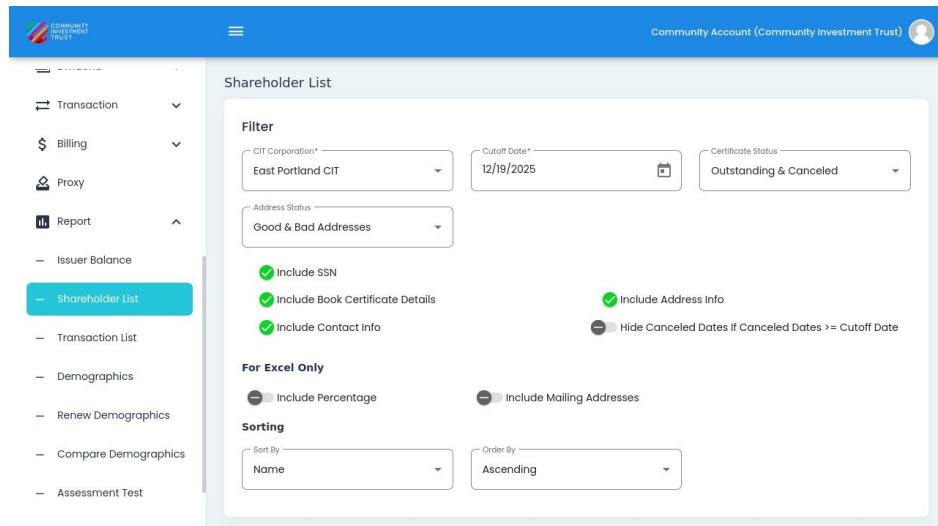


Fig. 199: Report Toggle Options

Community Account (Community Investment Trust) 

Shareholder List

**Filter**

CIT Corporation\*  
East Portland CIT

Cutoff Date\*  
12/19/2025

Certificate Status  
Outstanding & Canceled

Address Status  
Good & Bad Addresses

Include SSN

Include Book Certificate Details

Include Address Info

Include Contact Info

Hide Canceled Dates If Canceled Dates >= Cutoff Date

**For Excel Only**

Include Percentage

Include Mailing Addresses

**Sorting**

Sort By  
Name

Order By  
Ascending

Fig. 200: Report Download Buttons

## I.16 Common

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:

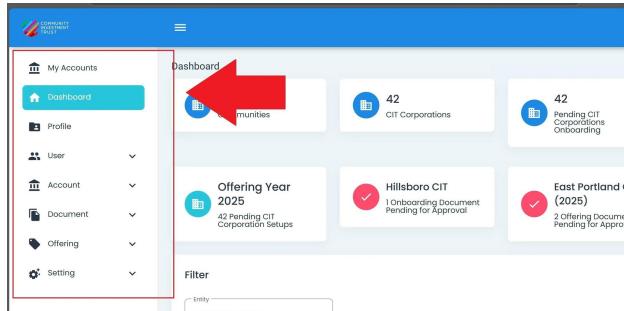


Fig. 201: Navigation, Sidenav Location

## 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

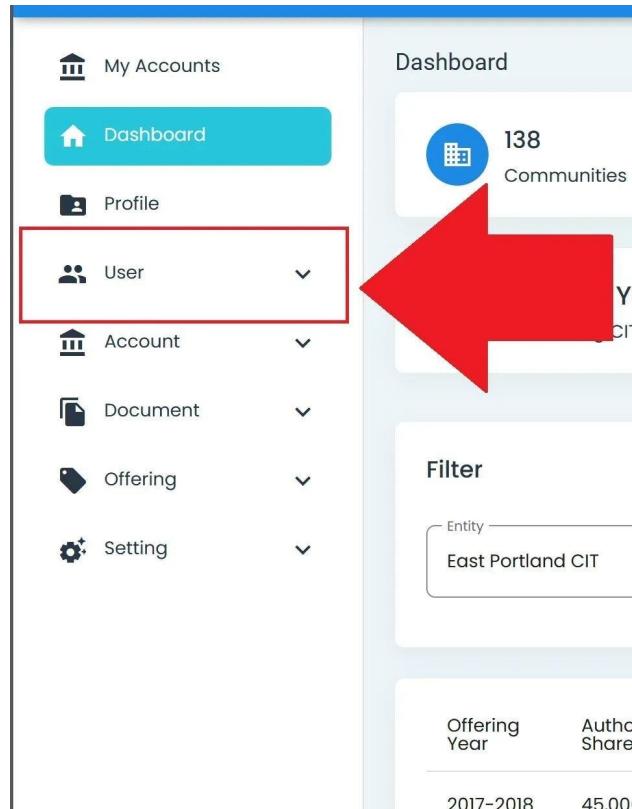


Fig. 202: Navigation, Staff Page Example, Find Users Section

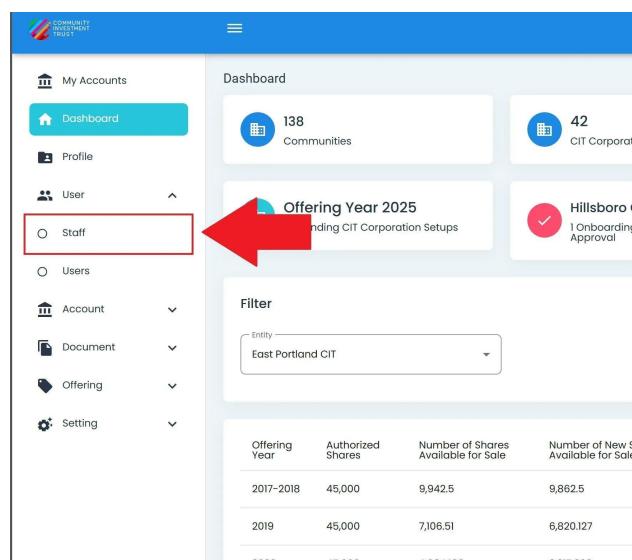


Fig. 203: Navigation, Staff Page

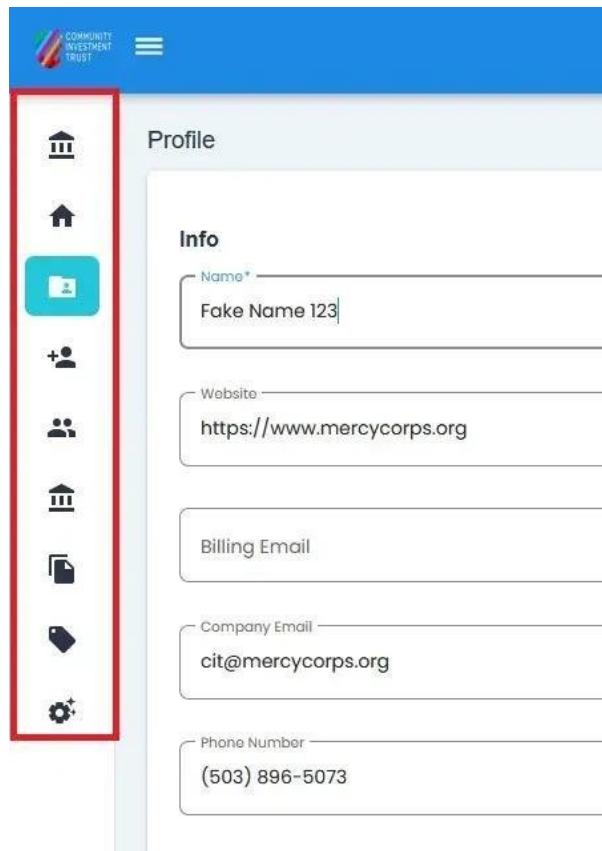
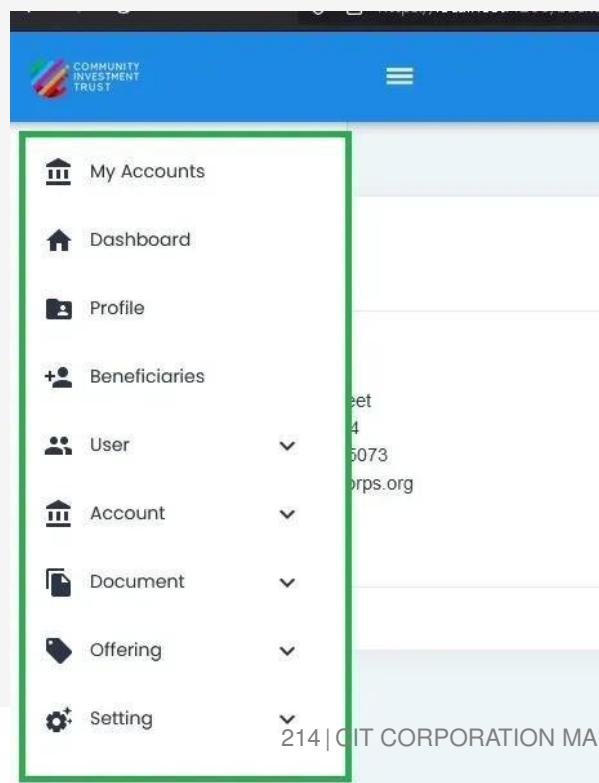


Fig. 204: Collapsed Primary Sidebar

#### Dropdown inside admonition



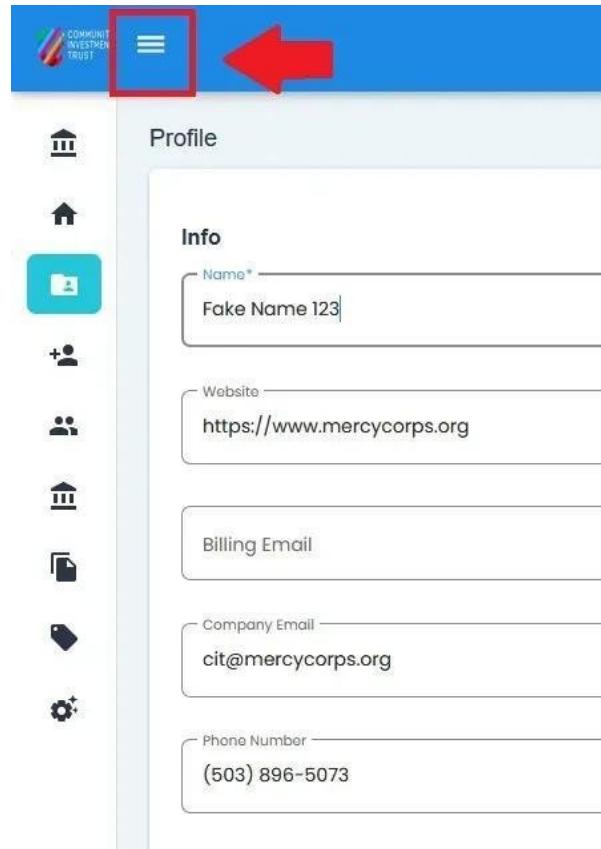


Fig. 205: Primary Sidebar Toggle Location, Collapsed Sidebar

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.

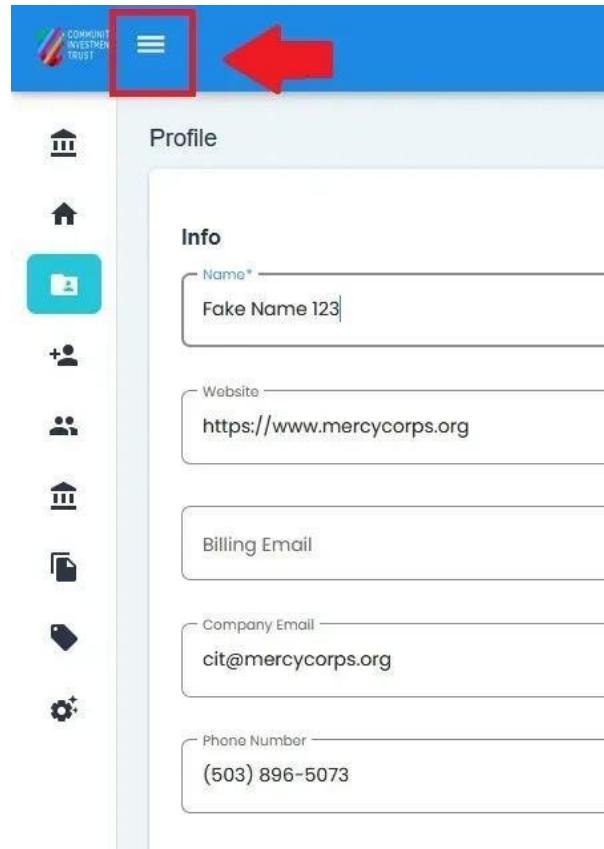


Fig. 206: Primary Sidebar Toggle Location, Collapsed Sidebar

- 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 bottom right of the page:

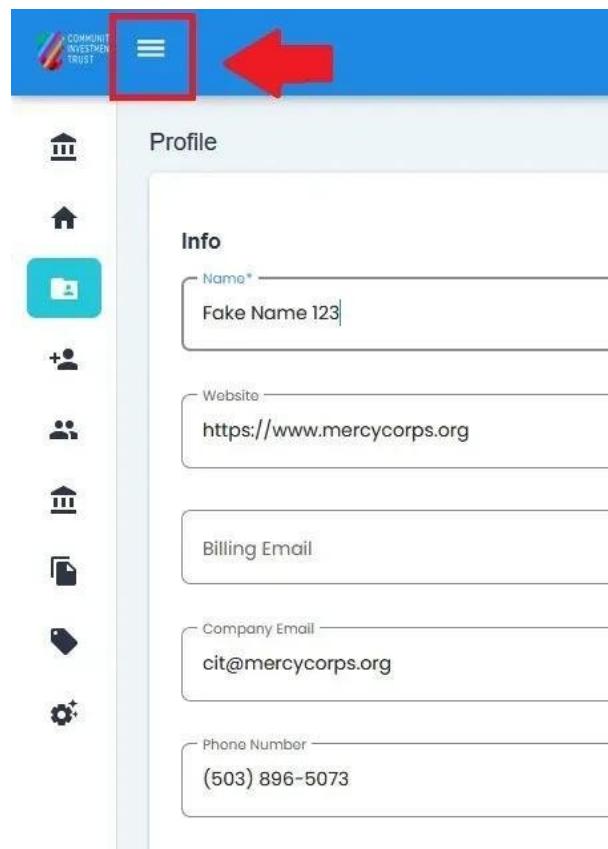


Fig. 207: Toggle Primary Sidebar button.

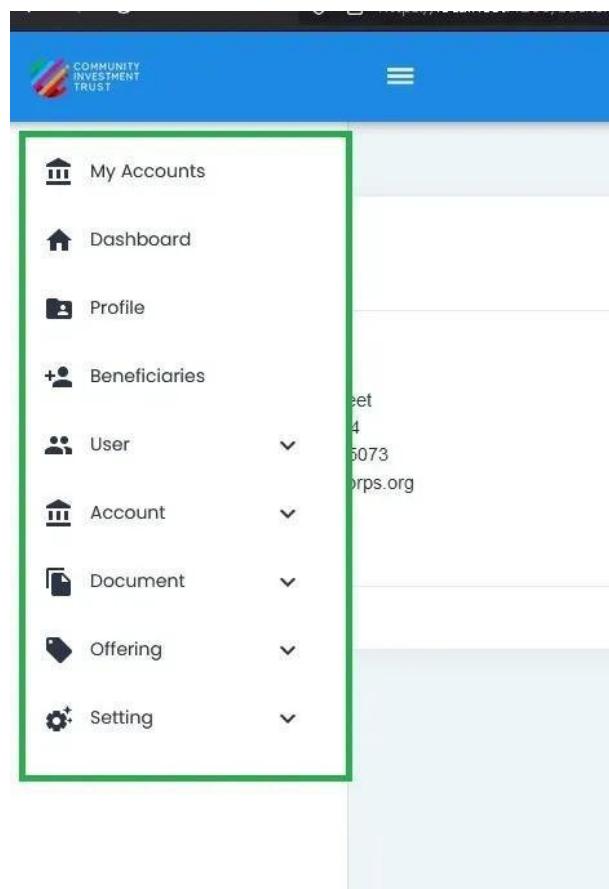


Fig. 208: Sidebar Expanded

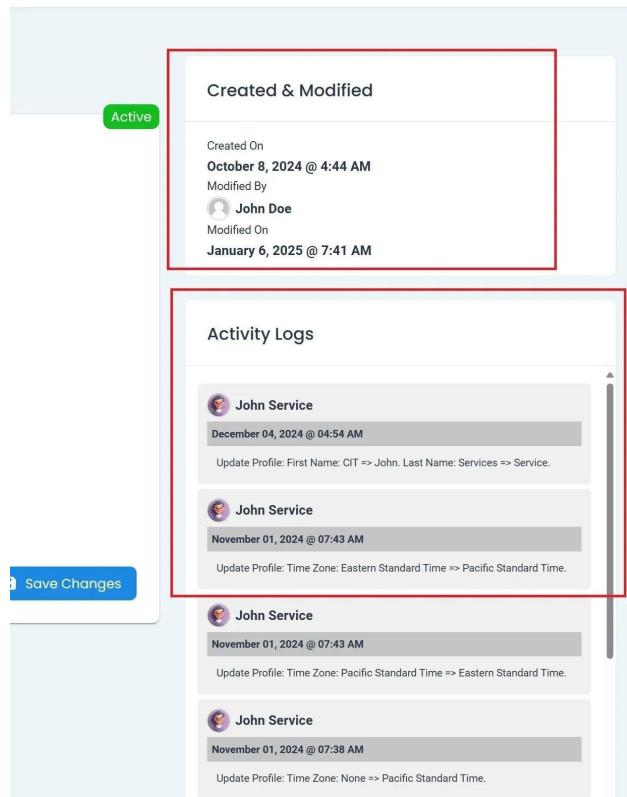


Fig. 209: Information Pane

## Created & Modified

Created On

**October 4, 2024 @ 2:51 AM**

Modified By

**John Doe**

Modified On

**January 2, 2025 @ 5:55 PM**

## Activity Logs

**John Doe**

**January 02, 2025 @ 09:55 AM**

Update Profile: Logo: Upload New Logo.

**John Doe**

**January 02, 2025 @ 09:54 AM**

Update Profile: CIT Service Name: CIT Services => John Doe Enterprises.

Website: <https://www.mercycorps.org> => [www.johndoeenterprises.com](http://www.johndoeenterprises.com). Billing

Email: none => [billing@johndoeenterprises.com](mailto:billing@johndoeenterprises.com). Company Email: [cit@mercycorps.org](mailto:cit@mercycorps.org) => [info@johndoeenterprises.com](mailto:info@johndoeenterprises.com). Phone Number: (503) 896-5073 => (555) 123-4567. Logo: Upload New Logo. Primary Address 1: 45 SW Ankeny Street => 123 Main Street. Primary Address 2: none => Suite 456. Mailing Address 1: none => 456 Elm Street. Mailing Address 2: none => Apt 789. Mailing City: none => Scottsdale. Mailing Zip Code: /122/22 => 85251.

User Detail: John Service

User Information Accounts

First Name\* John

Last Name\* Service

Username (Email)\* [cit@corporationonline.com](mailto:cit@corporationonline.com)

Phone Number (503) 720-2853

Two Factor Enable Authenticator App

**Profile**



**Activity**

Last Logged In December 31, 2024 @ 05:49 AM

Last Logged IP Address 3

Number of Visits 304

[Deactivate](#) [Reset Password](#) [Save Changes](#)

**Created & Modified**

Active

Created On October 8, 2024 @ 4:44 AM

Modified By John Service

Modified On December 31, 2024 @ 5:49 AM

**Activity Logs**

John Service December 04, 2024 @ 04:54 AM Update Profile: First Name: GT => John. Last Name: Services => Service.

John Service November 01, 2024 @ 07:43 AM Update Profile: Time Zone: Eastern Standard Time => Pacific Standard Time.

John Service November 01, 2024 @ 07:43 AM Update Profile: Time Zone: Pacific Standard Time => Eastern Standard Time.

John Service

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

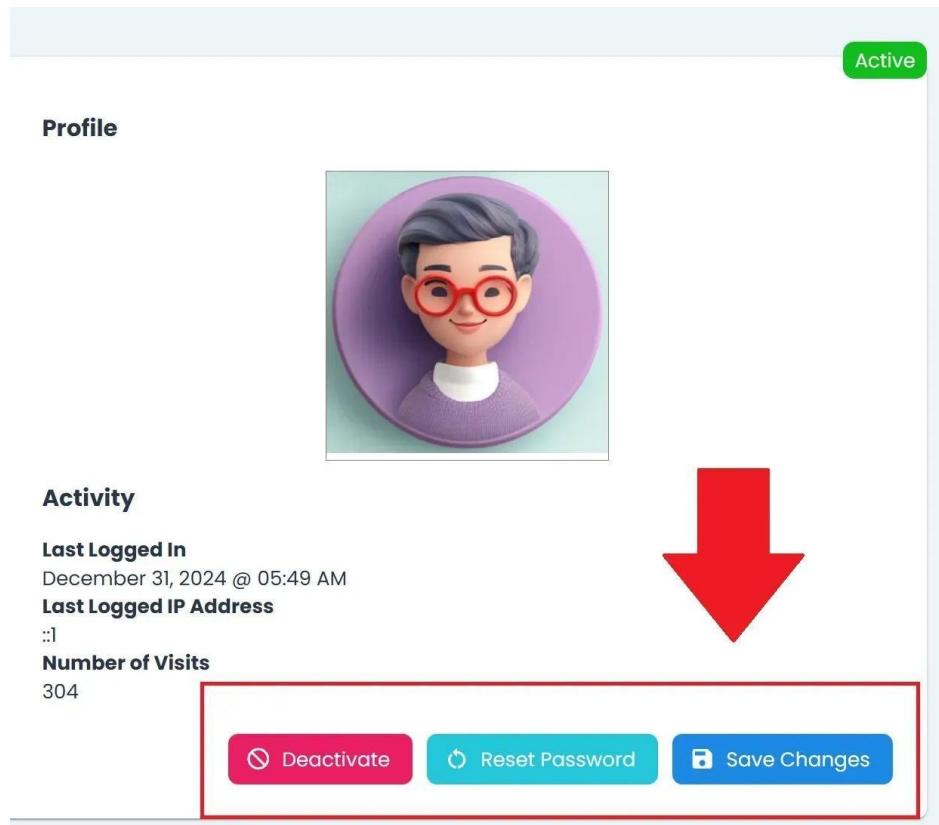


Fig. 211: User Actions Location, Bottom Right

## 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.

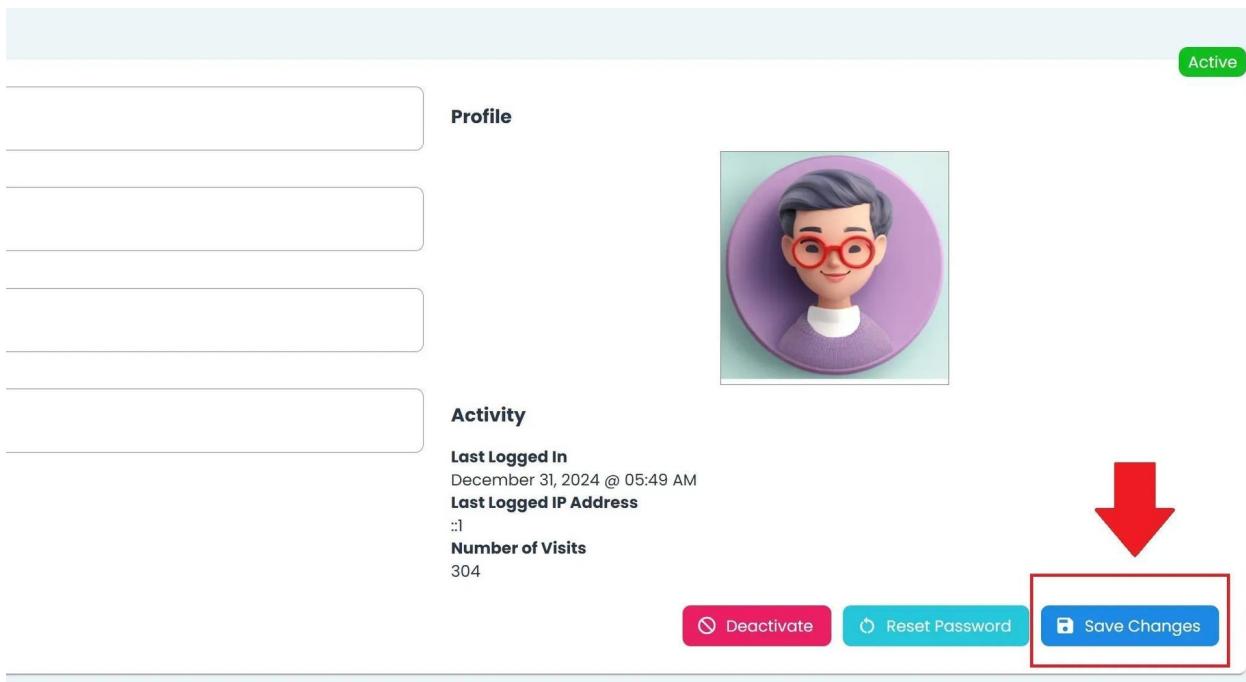


Fig. 212: User, User Homepage, Save Changes

#### 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.

Account Name	Type	Email	Phone	Action
Community 8	Sponsor Organization		(546) 464-6464	

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](#) )

Account Name	Type	Email	Phone	Action
Community 8	Sponsor Organization		(546) 464-6464	

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

## Accounts Tab Available Actions

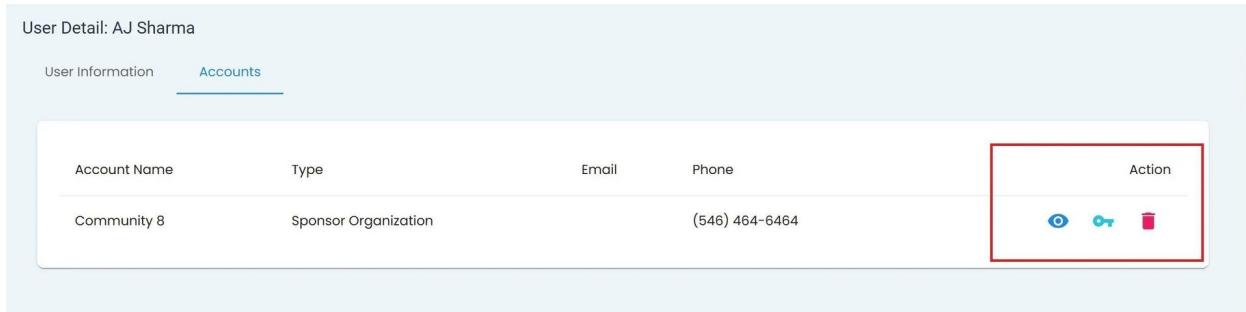
The **Action** has three **Actions** available:

- *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*



User Detail: AJ Sharma

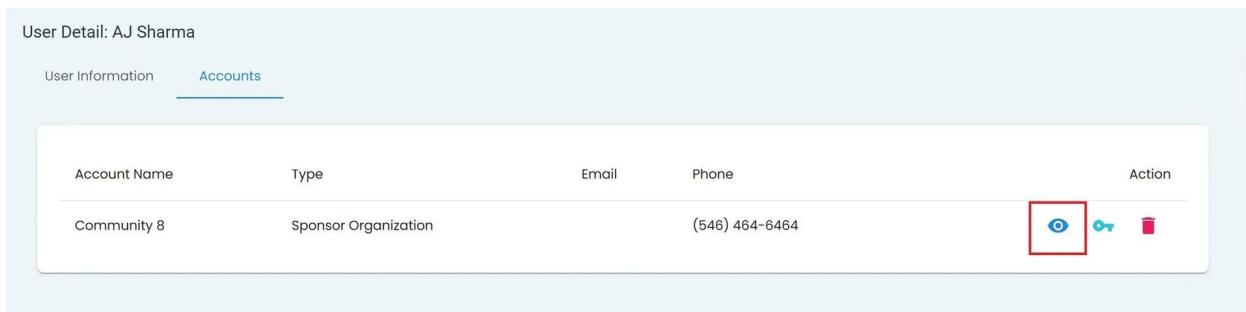
User Information **Accounts**

Account Name	Type	Email	Phone	Action
Community 8	Sponsor Organization	(546) 464-6464		  

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

## View Sponsorship Account

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



User Detail: AJ Sharma

User Information **Accounts**

Account Name	Type	Email	Phone	Action
Community 8	Sponsor Organization	(546) 464-6464		  

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*.

### See also

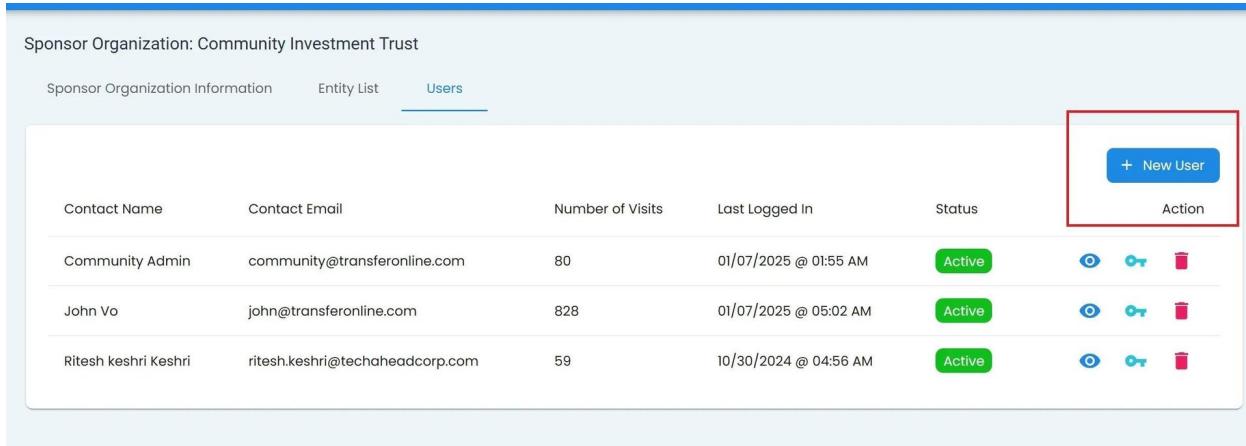
- See *Information Pane* to learn more about the details in the Information Pane.

## Add New User

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

### To add a New User:

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



The screenshot shows a table of users with columns: Contact Name, Contact Email, Number of Visits, Last Logged In, and Status. Each user row has three icons in the Action column: a blue eye, a green key, and a red trash can. A red box highlights the '+ New User' button in the top right corner of the table area.

Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
Community Admin	community@transferonline.com	80	01/07/2025 @ 01:55 AM	Active	
John Vo	john@transferonline.com	828	01/07/2025 @ 05:02 AM	Active	
Ritesh keshri Keshri	ritesh.keshri@techahedcorp.com	59	10/30/2024 @ 04:56 AM	Active	

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.

**Add New User**

Email\*

First Name\*

Last Name\*

**Permissions**

**Assessment Test**

View Assessment Test Results

**Billing**

View Invoice

View Payment

**Cashout**

Add/Edit Cashout Questions

Approve/Deny Cashout Request

**Cancel** **Save**

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

Number of Visits      Last Logged In      Status

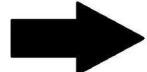
1      10/30/2024 @ 12:46 PM      Active

13      01/21/2025 @ 03:58 PM      Active

847      03/07/2025 @ 03:40 AM      Active

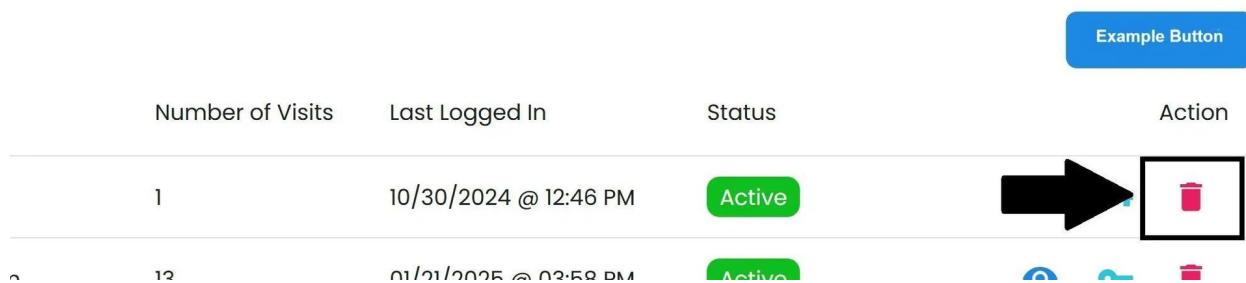
**Action**

Example Button



			Action

Fig. 219: General Action Column Location



Number of Visits	Last Logged In	Status	Action
1	10/30/2024 @ 12:46 PM	Active	
12	01/01/2025 @ 03:59 PM	Active	  

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.

Last Logged In	Status	Action
'30/2024 @ 12:46 PM	Active	
'21/2025 @ 03:58 PM	Active	
/07/2025 @ 12:57 AM	Active	
/21/2025 @ 11:50 AM	Active	
/06/2025 @ 10:17 PM	Active	
/06/2025 @ 11:38 PM	Active	
<b>Activation Pending</b>		

Fig. 222: General “Edit Permissions” location

Last Logged In	Status	Action
'30/2024 @ 12:46 PM	Active	
'21/2025 @ 03:58 PM	Active	
/07/2025 @ 12:57 AM	Active	
/21/2025 @ 11:50 AM	Active	
/06/2025 @ 10:17 PM	Active	
/06/2025 @ 11:38 PM	Active	
<b>Activation Pending</b>		

Fig. 223: General “Edit Permissions” location

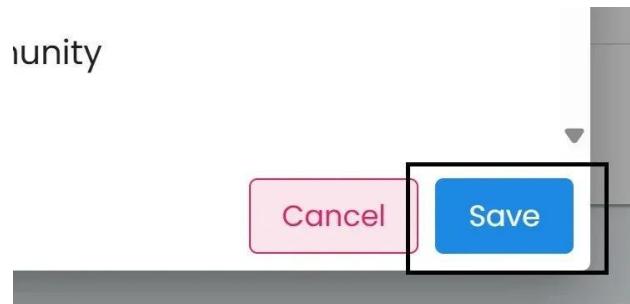


Fig. 224: General “Save Changes” location

## Users Tab

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

Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
Community Admin	community@transferonline.com	80	01/07/2025 @ 01:55 AM	Active	
John Vo	john@transferonline.com	828	01/07/2025 @ 05:02 AM	Active	
Ritesh keshri Keshri	ritesh.keshri@techahedcorp.com	59	10/30/2024 @ 04:56 AM	Active	

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