

CIT Community Manual

Community Manual

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Welcome to the documentation for the **Community** 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 different CIT Corporation accounts under your sponsorship.

Note

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

II

Table of Contents

I | Community Manual: Table of Contents

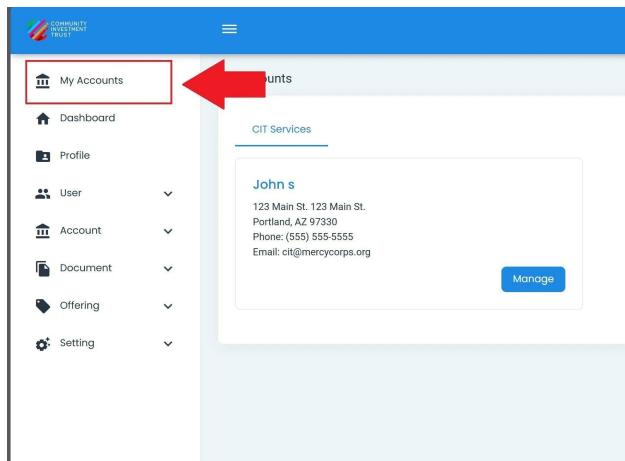
I.1 My Accounts

Managing Different Accounts

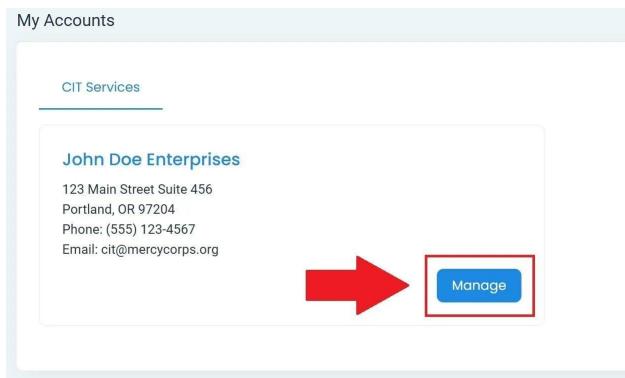
Managing accounts allows you to quickly navigate between the homepages of different accounts.

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*

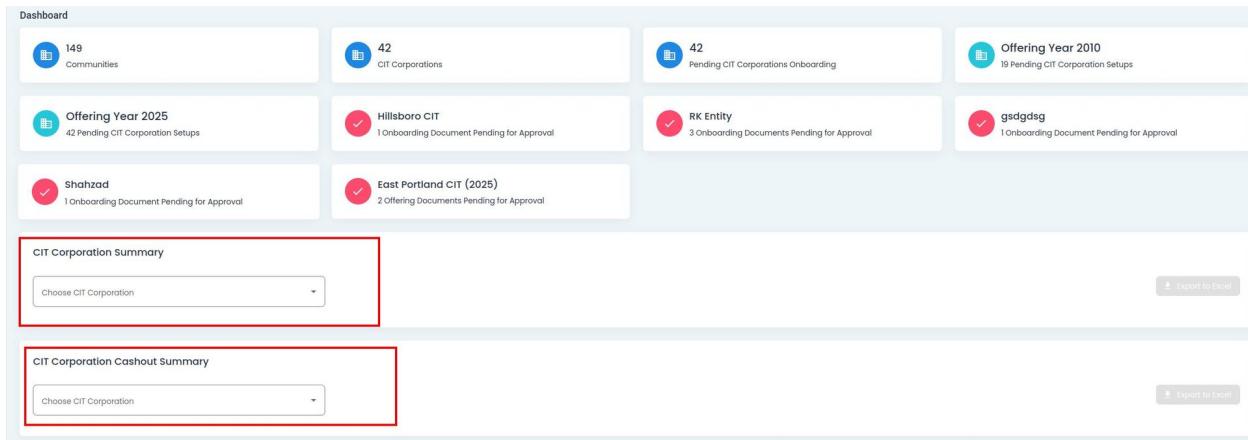
Table Features

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 Community Manual Dashboard. At the top, there is a grid of six cards with counts: 149 Communities, 42 CIT Corporations, 42 Pending CIT Corporations Onboarding, Offering Year 2025 (42 Pending CIT Corporation Setups), Hillsboro CIT (1 Onboarding Document Pending for Approval), RK Entity (3 Onboarding Documents Pending for Approval), and gsdgdsg (1 Onboarding Document Pending for Approval). Below this grid, there are two main tables with dropdown menus and export buttons:

- CIT Corporation Summary:** A dropdown menu labeled "Choose CIT Corporation" is highlighted with a red box. An "Export to Excel" button is located to the right.
- CIT Corporation Cashout Summary:** A dropdown menu labeled "Choose CIT Corporation" is highlighted with a red box. An "Export to Excel" button is located to the right.

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 Community Manual Dashboard. At the top, there are four summary cards: '149 Communities', '42 CIT Corporations', '42 Pending CIT Corporations Onboarding', 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				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*:

Fig. 4: Dashboard, CIT Corporation Cashout Table Location

Columns: CIT Corporation Cashout Table

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

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

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

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

CIT Corporation Summary (or Cashout) Table

Note

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

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

Table of Contents

- [How to Filter Table](#)
- [How to Export Table](#)

How to Filter Table

Step 1: Locate the CIT Corporation Summary Dropdown



Fig. 6: 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 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 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.

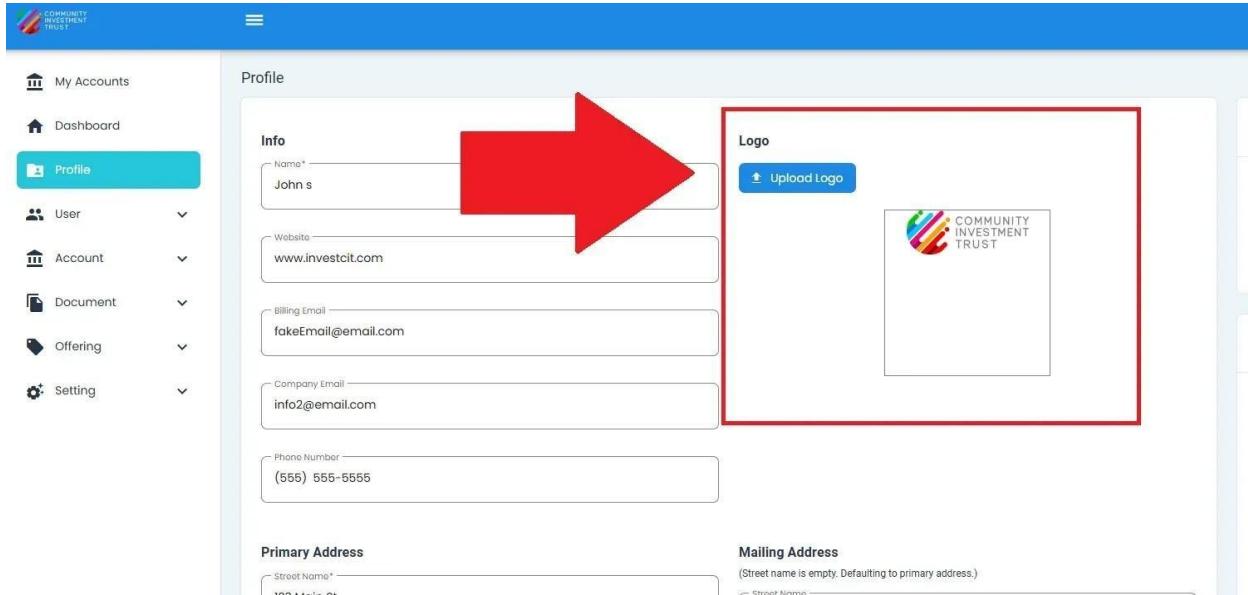


Fig. 9: Upload Logo Location

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

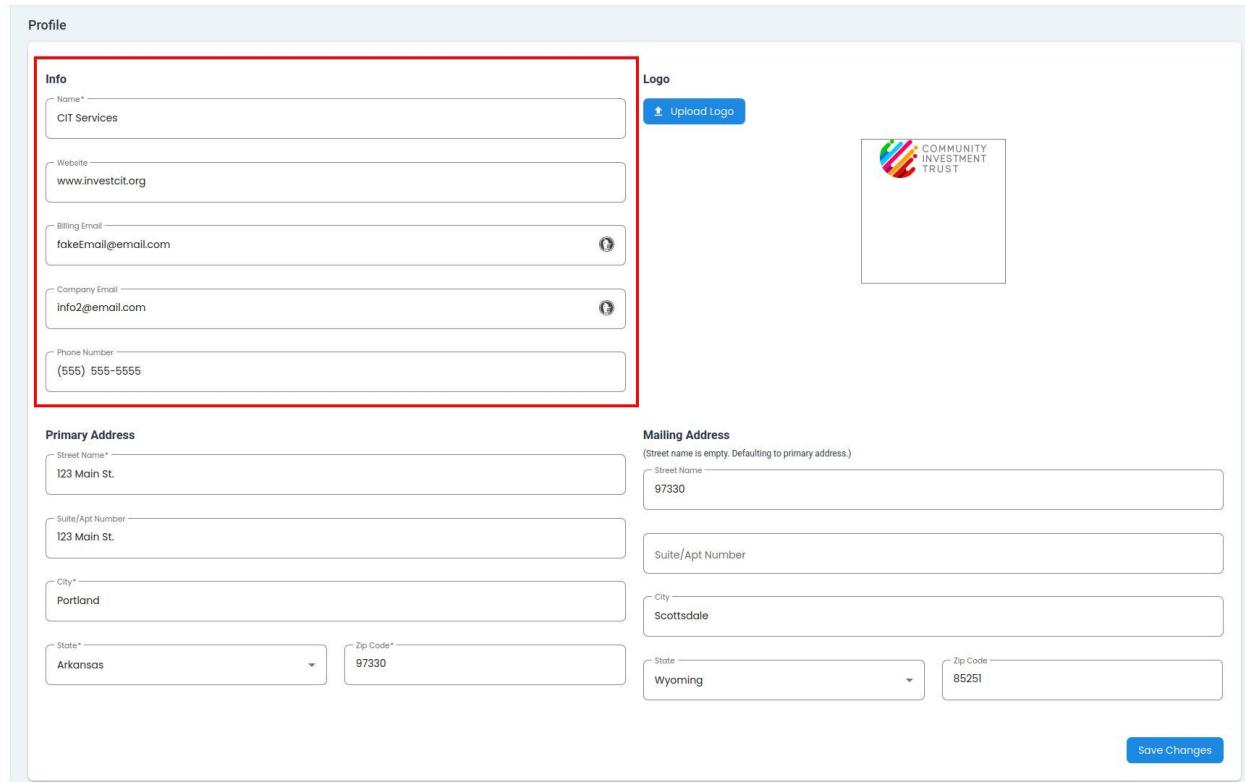
The **Name and Contact Information** section allows you to modify company details related to legal name and contact information.

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 Community 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.

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 Community Manual. On the left, there is a 'Info' section with 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). On the right, there is a 'Logo' section with a 'Upload Logo' button and a placeholder for the logo, which features a colorful stylized 'C' and the text 'COMMUNITY INVESTMENT TRUST'. Below the logo section is a 'Mailing Address' section with fields for Street Name (97330), Suite/Apt Number, City (Scottsdale), State (Wyoming), and Zip Code (85251). A 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). A 'Save Changes' button is located at the bottom right of the page.

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



Create

Created: October
Modified: Jol
Modified: March 2

Activity

Jol
March 21
Update

Jol
March 21
Remove

Jol
March 21
Update

Jol
March 21
Update

Jol
March 21
Update

Primary Address

Street Name*

Suite/Apt Number

City*

State

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*

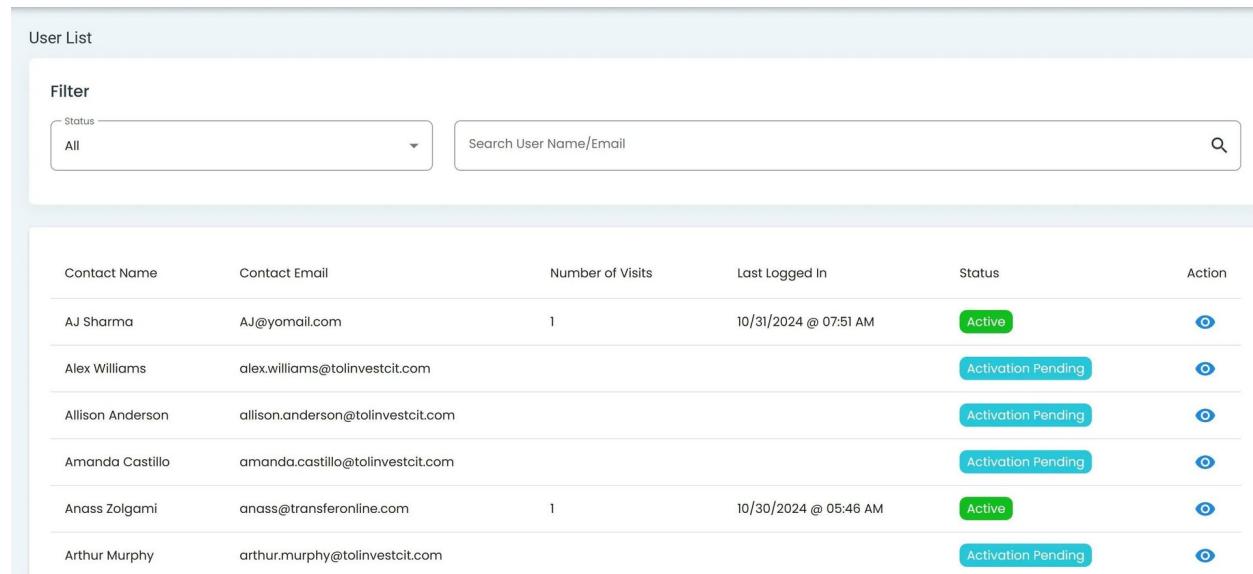
Users

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

Table of Contents	
•	User List Homepage
•	Columns: User List Table
•	Search and Filter Options
•	Status Options
•	View User Details and Other Remaining Sections

User List Homepage

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



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	Edit
Alex Williams	alex.williams@tolinvestcit.com			Activation Pending	Edit
Allison Anderson	allison.anderson@tolinvestcit.com			Activation Pending	Edit
Amanda Castillo	amanda.castillo@tolinvestcit.com			Activation Pending	Edit
Anass Zolgami	anass@transferonline.com	1	10/30/2024 @ 05:46 AM	Active	Edit
Arthur Murphy	arthur.murphy@tolinvestcit.com			Activation Pending	Edit

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.

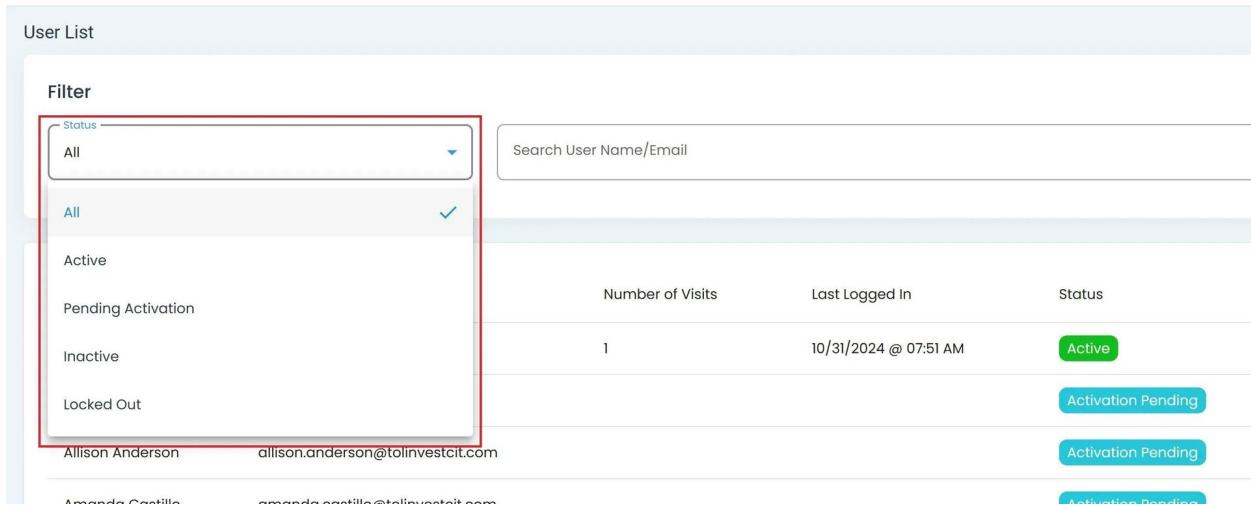
Status Options

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' section of the CIT Community Manual. On the left, there is a 'Filter' section with a dropdown menu for 'Status' and a search bar for 'User Name/Email'. The 'Status' dropdown is open, showing options: 'All' (selected), 'Active', 'Pending Activation', 'Inactive', and 'Locked Out'. Below the filter is a table with two rows of user data. Each row contains a user's name, email, number of visits, last logged in date, and status. The first user, Allison Anderson, has 1 visit, last logged in on 10/31/2024 at 07:51 AM, and is 'Active'. The second user, Amanda Cantillo, has 0 visits and is 'Activation Pending'.

Number of Visits	Last Logged In	Status
1	10/31/2024 @ 07:51 AM	Active
0		Activation Pending
0		Activation Pending
0		Activation Pending

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.

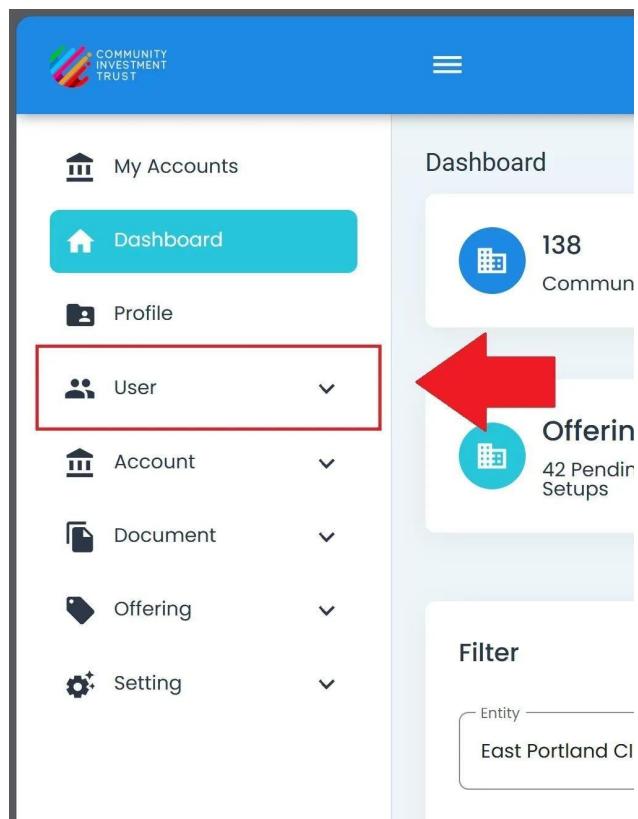


Fig. 16: User, Staff Primary Sidenav Location

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:

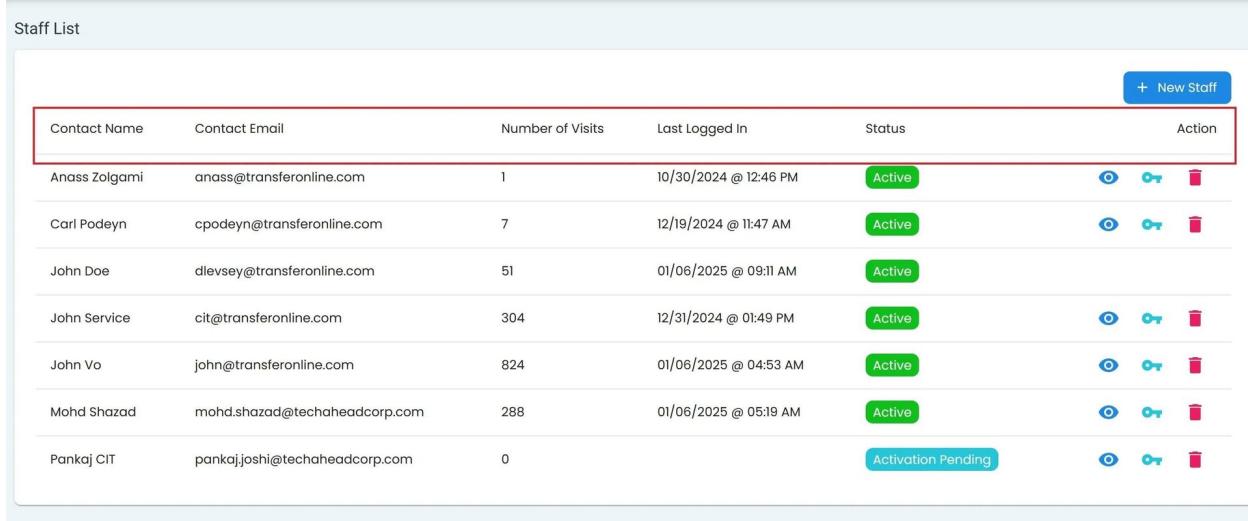
- **Contact Information**, or
- **Status**.

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.

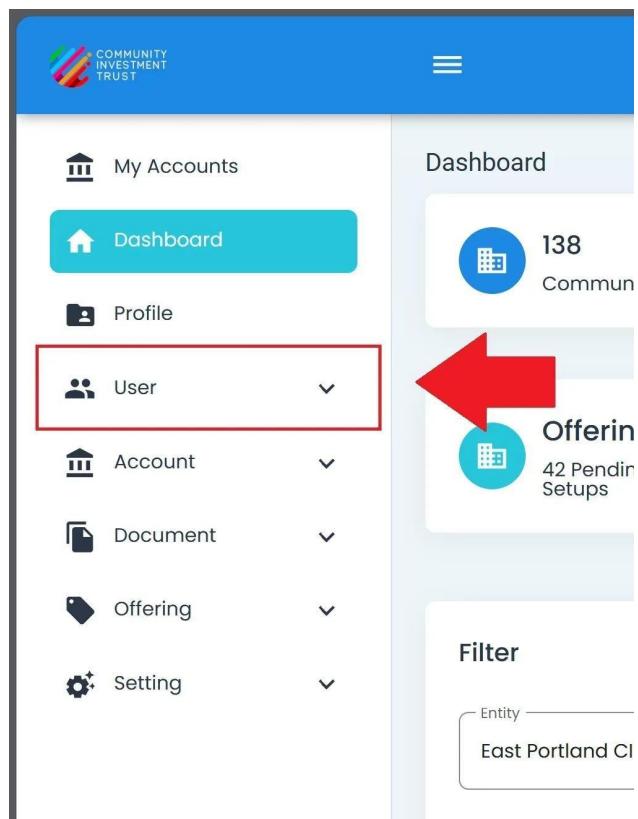


Fig. 20: User, Staff Primary Sidenav Location

I.5 Account

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

- *CIT Corporations*
- *Investors*

CIT Corporations List

Table of Contents

- *Features*
 - *Location: CIT Corporations Section*
 - *CIT Corporations List Table*

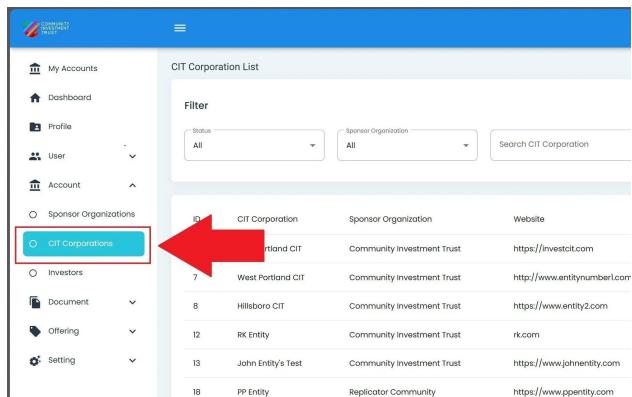
Features

The **CIT Corporations** section allows you to:

- *View Corporation Details*
- *Manage a CIT Corporations Legal Information*
- *Manage CIT Corporations Users*

Location: CIT Corporations Section

You can find the **CIT Corporations** section underneath the **Account** category:



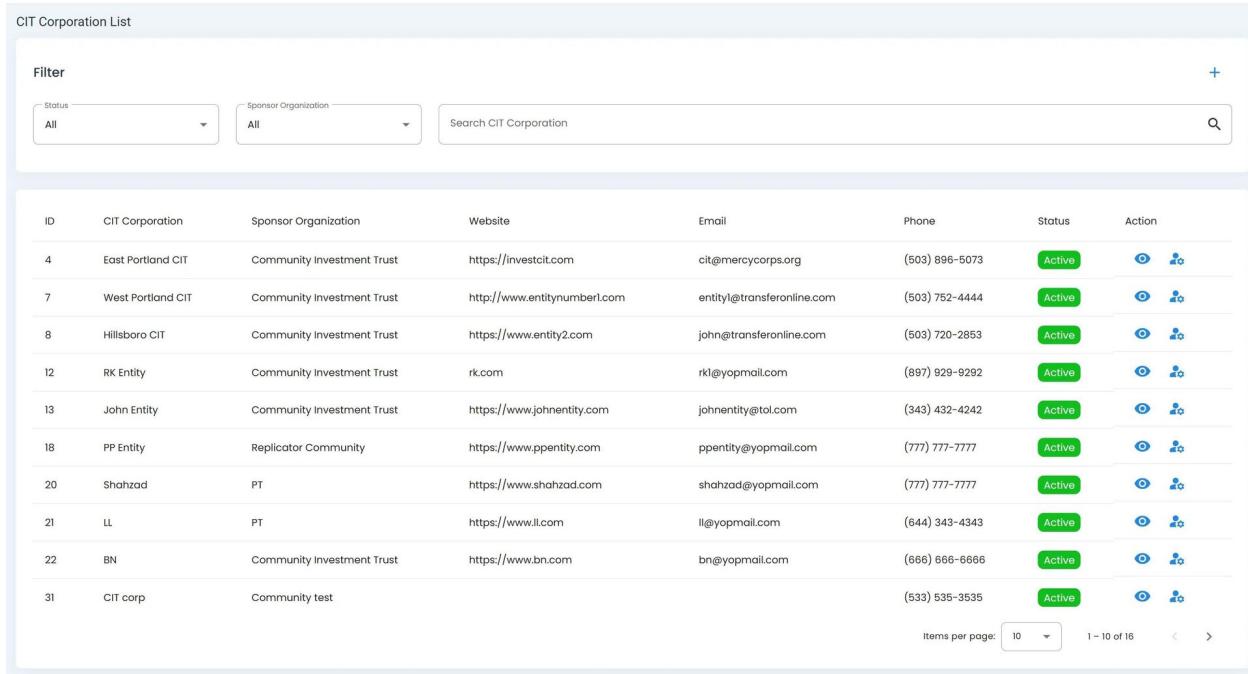
The screenshot shows the 'Account' section of the CIT Community Manual. On the left, there is a sidebar with the following categories: My Accounts, Dashboard, Profile, User, Account, Sponsor Organizations, CIT Corporations, Investors, Document, Offering, and Setting. The 'CIT Corporations' link is highlighted with a red box and a red arrow pointing to it from the left. To the right of the sidebar, the 'CIT Corporation List' is displayed with a table of data. The table has columns for ID, CIT Corporation, Sponsor Organization, and Website. The data includes:

ID	CIT Corporation	Sponsor Organization	Website
1	Portland CIT	Community Investment Trust	https://investcit.com
7	West Portland CIT	Community Investment Trust	http://www.entitynumber1.com
8	Hillsboro CIT	Community Investment Trust	https://www.entity2.com
12	RK Entity	Community Investment Trust	rk.com
13	John Entity's Test	Community Investment Trust	https://www.johentity.com
18	PP Entity	Replicator Community	https://www.ppenentity.com

Fig. 21: Account, CIT Corporations, Homepage, Primary Sidenav Location

CIT Corporations List Table

The **CIT Corporations** section opens up to **CIT Corporations List** table:



ID	CIT Corporation	Sponsor Organization	Website	Email	Phone	Status	Action
4	East Portland CIT	Community Investment Trust	https://investcit.com	cit@mercycorps.org	(503) 896-5073	Active	 
7	West Portland CIT	Community Investment Trust	http://www.entitynumber1.com	entity@transferonline.com	(503) 752-4444	Active	 
8	Hillsboro CIT	Community Investment Trust	https://www.entity2.com	john@transferonline.com	(503) 720-2853	Active	 
12	RK Entity	Community Investment Trust	rk.com	rkl@yopmail.com	(897) 929-9292	Active	 
13	John Entity	Community Investment Trust	https://www.johnentity.com	johnentity@tol.com	(343) 432-4242	Active	 
18	PP Entity	Replicator Community	https://www.ppentity.com	ppentity@yopmail.com	(777) 777-7777	Active	 
20	Shahzad	PT	https://www.shahzad.com	shahzad@yopmail.com	(777) 777-7777	Active	 
21	LL	PT	https://www.ll.com	ll@yopmail.com	(644) 343-4343	Active	 
22	BN	Community Investment Trust	https://www.bn.com	bn@yopmail.com	(668) 666-6666	Active	 
31	CIT corp	Community test			(533) 535-3535	Active	 

Fig. 22: CIT Corporations Section, Homepage, CIT Corporations List Table

Table: CIT Corporations List

The **CIT Corporations List** table provides a comprehensive overview of all **CIT Corporations** in the system.

Columns: CIT Corporations List Table

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

These **Columns** include:

- **ID** Unique identifier for each organization
- **CIT Corporation** The name of the organization
- **Sponsorship Organization** The name of the sponsoring organization
- **Website** Organization's website URL
- **Email** Primary contact email
- **Phone** Contact phone number
- **Status** Current status of the organization
- **Action** Available actions for this organization

Sponsor Organization List							
Filter +							
Status All		Search Sponsor Organization 🔍					
ID	Sponsor Organization	Number of CIT Corporations	Website	Email	Phone	Status	Action
3	Community Investment Trust	8	https://investcit.com	cit@mercycorps.org	(503) 896-5073	Active	🕒 👤
11	Replicator Community	1	https://www.ReplicatorCommunity.com	ReplicatorCommunity@itol.com	(343) 434-3434	Active	🕒 👤
14	PT	2	https://www.pt.com	pt@yopmail.com	(989) 123-2123	Active	🕒 👤
15	RR	0	https://www.rr.com	rr@yopmail.com	(556) 543-4454	Active	🕒 👤
16	KK	0	https://www.kk.com	kk@yopmail.com	(666) 666-6666	Active	🕒 👤
17	NN	0	https://www.nn.com	nn@yopmail.com	5555555555	Active	🕒 👤

Fig. 23: Account, Sponsorship Organizations, Homepage, Table Columns

Available Actions

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

- *View CIT Corporation Details* [View detailed information about the organization](#)
- *Manage Sponsor Organization* Modify organization information

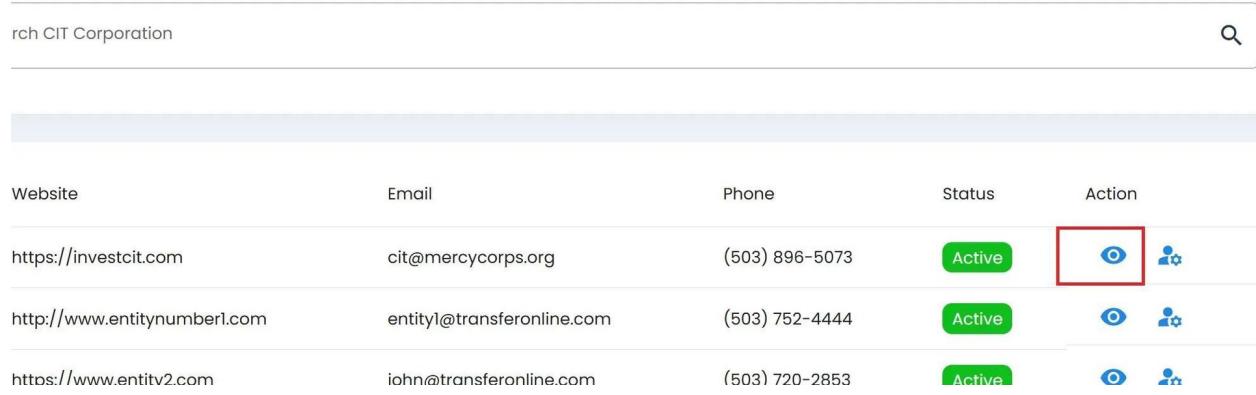
View CIT Corporation Details

This **View Account Detail** section for a **CIT Corporation** allows you to view and edit the following information:

- *CIT Corporation Information Tab*
- *Legal Information Tab*
- Cashout Price per Share
- *Users Tab*

How to Access Corporation Details

1. Select the *View Account Details* button for the corporation you want to view.



Website	Email	Phone	Status	Action
https://investcit.com	cit@mercycorps.org	(503) 896-5073	Active	
http://www.entitynumber1.com	entity1@transferonline.com	(503) 752-4444	Active	
https://www.entityv2.com	iohn@transferonline.com	(503) 720-2853	Active	

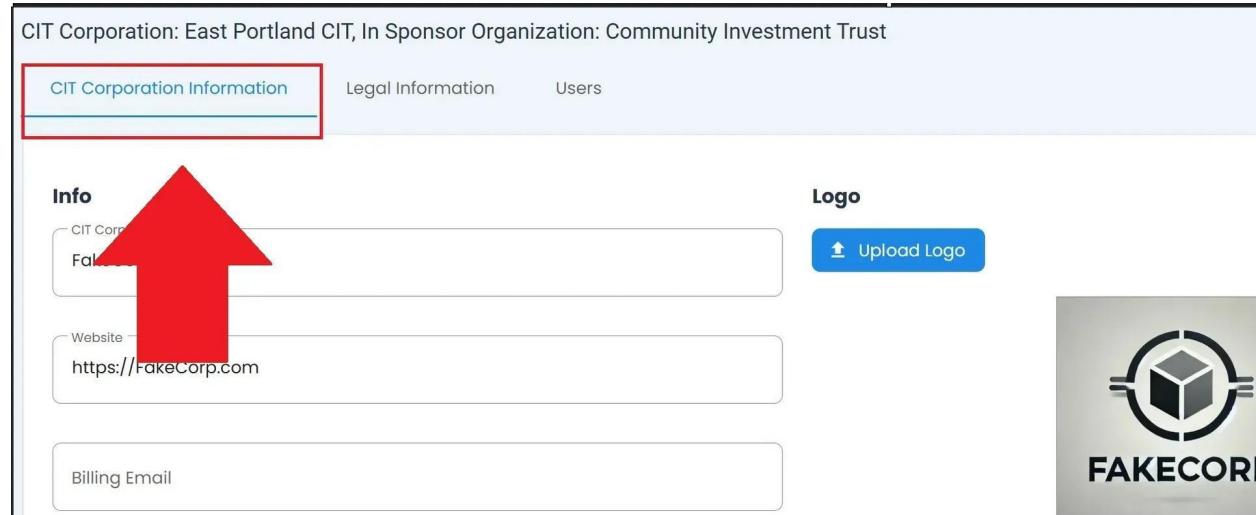
Fig. 24: CIT Corporation, Homepage, View More Icon Location

Action Will Take You to the Corporation Information Tab

See [CIT Corporation Information Tab](#) for more information.

Corporation Information Tab

The **CIT Corporation Information** tab provides a comprehensive overview of the **CIT Corporation**.



The screenshot shows the 'CIT Corporation: East Portland CIT, In Sponsor Organization: Community Investment Trust' page. At the top, there are three tabs: 'CIT Corporation Information' (highlighted with a red box and a red arrow pointing to it), 'Legal Information', and 'Users'. The 'Info' section contains fields for 'CIT Corporation Name' (set to 'FakeCorp'), 'Website' (set to 'https://FakeCorp.com'), and 'Billing Email'. To the right, there is a 'Logo' section with a 'Upload Logo' button and a preview area showing a logo for 'FAKECORP' featuring a stylized cube inside a circle.

Fig. 25: CIT Corporation, View Corporation, Corporation Information Tab Location

The **CIT Corporate Information** tab allows you to modify the following:

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

In addition, this tab allows you to modify information related to the Corporation's:

- **Primary Address**,
- **Mailing Address**, or
- **Logo**,

See the Profile Section for More Information

See [Profile](#) section for information on how to edit fields and fill out billing and company information.

Upload Logo

Unique Logo Section for CIT Corporation Information Tab

This section is slightly different from the [Profile](#) section. It allows for two options to be selected under the logo. The other sections do not.

The **Upload Logo** section allows you to upload a logo for your **CIT Corporation**. It can be found at the top right of the page:

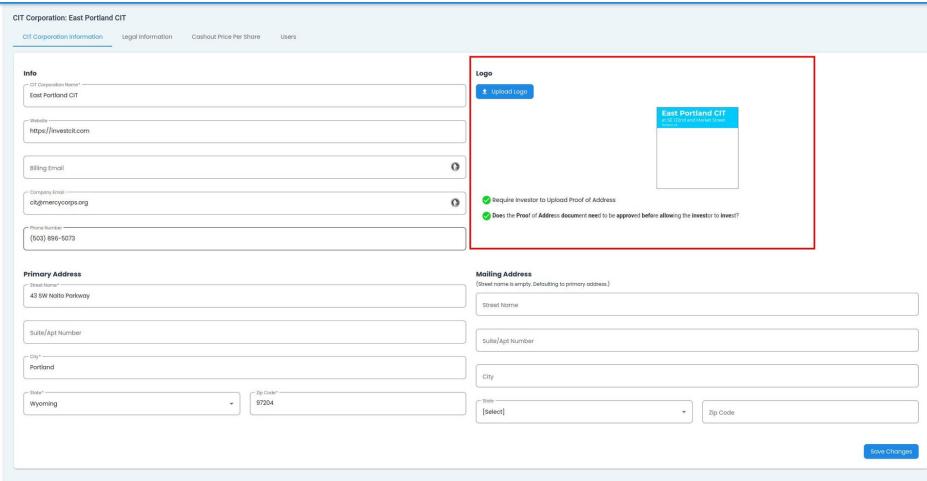


Fig. 26: Sponsorship Organization, Upload Logo Location

Upload Logo Options

The **Upload Logo** section allows you to upload a logo for your **CIT Corporation**. It also allows you to select two **optional options**:

- **Require Investor to Upload Proof of Address** This option requires investors to upload proof of address before they can invest.
- **Does the Proof of Address document need to be approved before allowing the investor to invest?** This option requires the address to be approved before allowing the investor to invest.

Other Tabs

You can also view and modify the following tabs:

- [Users Tab](#)
- [Legal Information Tab](#)

Legal Information Tab

The **Legal Information** tab is the second tab inside the [View Account Details](#) section.

Information Available in the Legal Tab

The **Legal Information** tab allows you to view and the following information about a given **CIT Corporation**:

- [Legal Name](#)
- [EIN](#)
- [State of Incorporation](#)

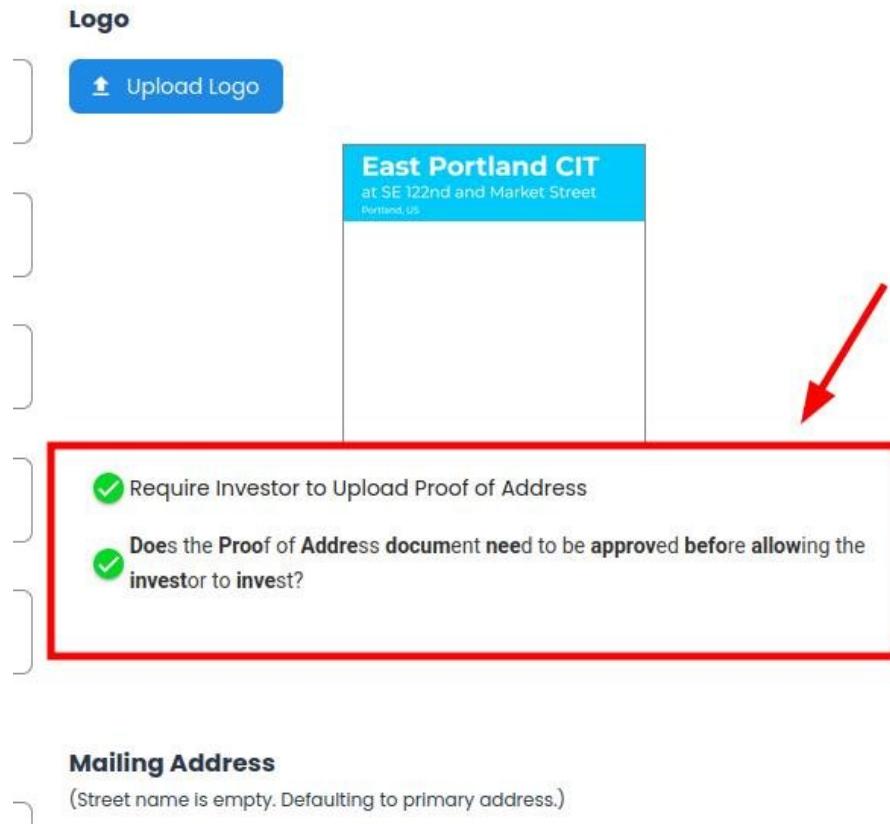


Fig. 27: CIT Corporation, Upload Logo Location

- [State of Operating](#)
- [Date Formed](#)
- [State Filing Number](#)

In addition, this tab allows you to view and edit a **CIT Corporation's** :

- [Address](#) ,
- [Company Contact](#) ,
- [Accounting Contact](#) , Or
- [Legal Contact](#) .

Editing Legal Information for CIT Corporations

1. Place cursor in the field you want to edit.
2. Input the desired information.
3. Click *Save Changes* at the bottom of the page.

CIT Corporation: East Portland CIT, In Sponsor Organization: Community Investment Trust

CIT Corporation Information Legal Information Users

Info		Company Contact
Legal Name* East Portland CIT 2		Contact Name
EIN 21-2121212		Contact Email
State Of Incorporation Arkansas		Contact Phone
State Of Operating Arizona		Accounting Contact
Date Formed 11/27/2024		Firm Name
MM/DD/YYYY		Contact Name
State Filing Number		Contact Email
Address		Contact Phone
Street Name		
Suite/Apt Number		Legal Contact
		Contact Name

Fig. 28: CIT Corporation, Legal Information Tab

Trying to Edit Other Company Information?

- See *Editing Company Information* to learn more about editing your company's profile information.

Users Tab

The **Users** tab is a list of all users associated with the **CIT Corporation**.

Navigating the Users Tab

The **Actions** column for the **Users** tab has the following actions available:

- [View User Details](#)
- [Edit Permissions](#)
- Remove User Access

Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
Entity Admin	entity@transferonline.com	190	03/12/2025 @ 09:18 AM	Active	

Fig. 29: CIT Corporation, Users Tab Location

Adding a New User to the CIT Corporation

1. Follow the instructions in the Adding a New User section.

Permissions Options	
<ul style="list-style-type: none"> • Assessment Test <ul style="list-style-type: none"> – View Assessment Test Results • Billing <ul style="list-style-type: none"> – View Invoice – View Payment • Cashout <ul style="list-style-type: none"> – Add/Edit Cashout Questions – Approve/Deny Cashout Requests – Edit Cashout Price Per Share – View Cashout • Community <ul style="list-style-type: none"> – Edit Community Profile • Demographic <ul style="list-style-type: none"> – Add/Edit Demographic Questions – Add/Edit Renew Demographic Questions • Document <ul style="list-style-type: none"> – Upload Entity Offering Document – Upload Entity Onboarding Document – View Entity Offering Document – View Entity Onboarding Document • Entity <ul style="list-style-type: none"> – Add/Edit Entity • Investor/Shareholder <ul style="list-style-type: none"> – Add/Edit Investor – View Investor • Offering <ul style="list-style-type: none"> – Add/Edit Offering • Report <ul style="list-style-type: none"> – Run Shareholder List Report • User <ul style="list-style-type: none"> – Edit/Add Community Staff – Edit/Add User 	

– View Users

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. 30: Investors List Homepage

Overview

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

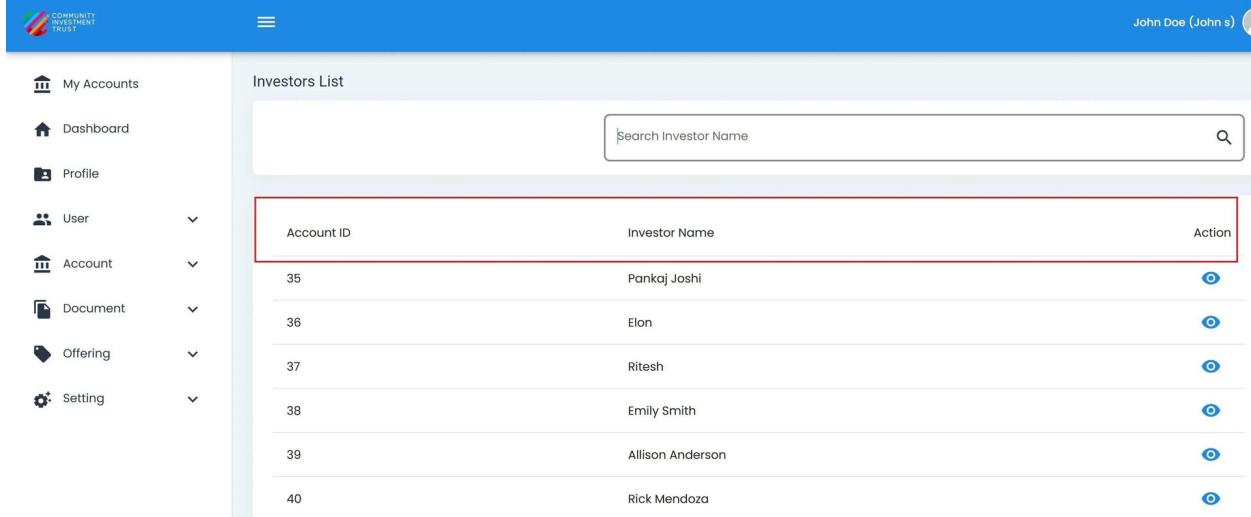
Search Functionality

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

Fig. 31: 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	<input type="button" value="o"/>
36	Elon	<input type="button" value="o"/>
37	Ritesh	<input type="button" value="o"/>
38	Emily Smith	<input type="button" value="o"/>
39	Allison Anderson	<input type="button" value="o"/>
40	Rick Mendoza	<input type="button" value="o"/>

Fig. 32: Investors List, Table Column Names

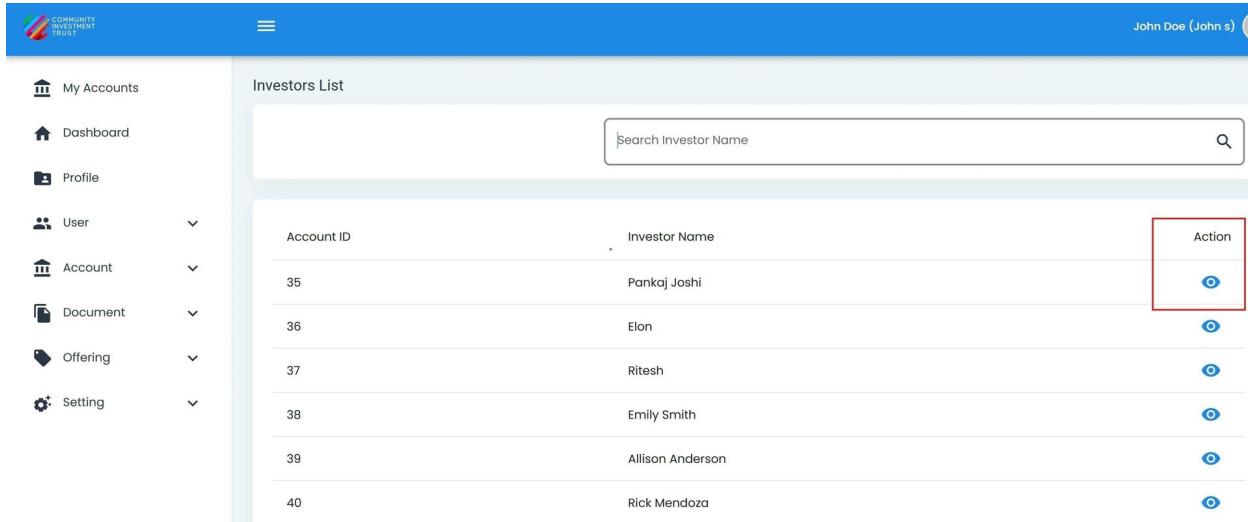
Table Columns

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 Community 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=""/>

Fig. 33: Investors List, Action Column Location

Available Actions

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

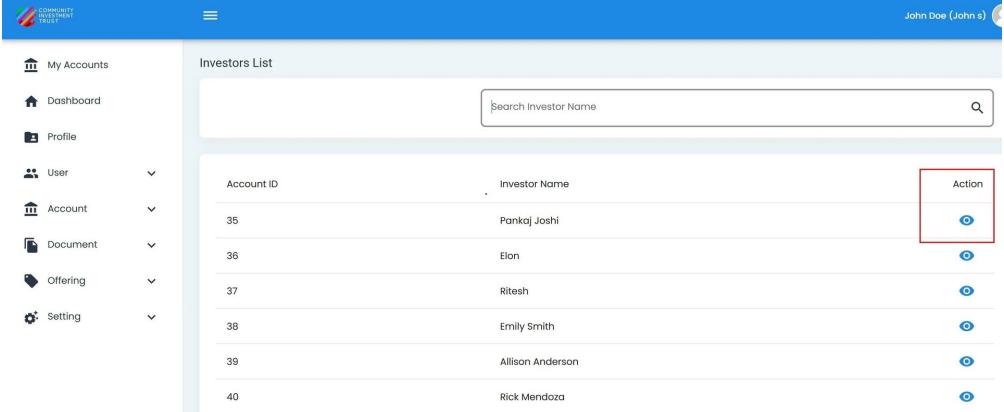
- *View More Details* View and edit detailed information about the Investor

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.



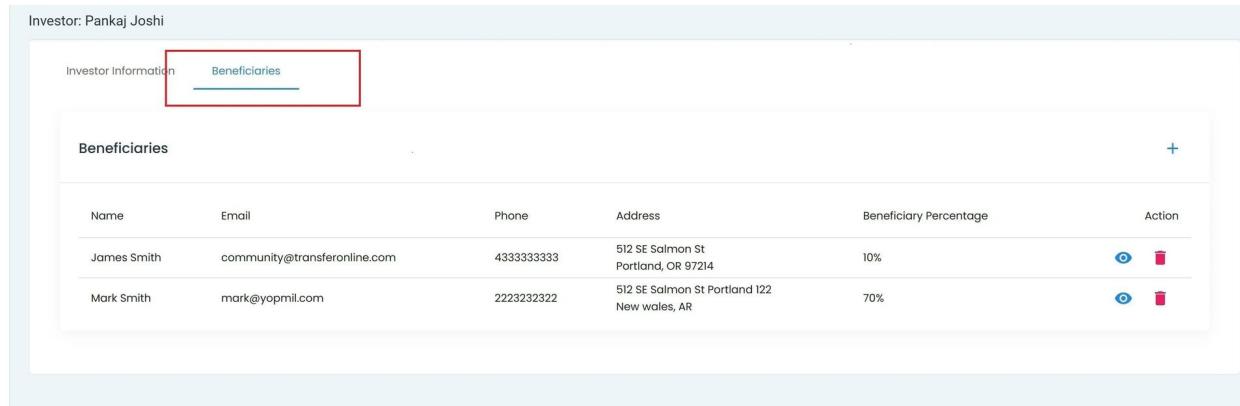
Account ID	Investor Name	Action
35	Pankaj Joshi	
36	Elon	
37	Ritesh	
38	Emily Smith	
39	Allison Anderson	
40	Rick Mendoza	

Fig. 34: 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.

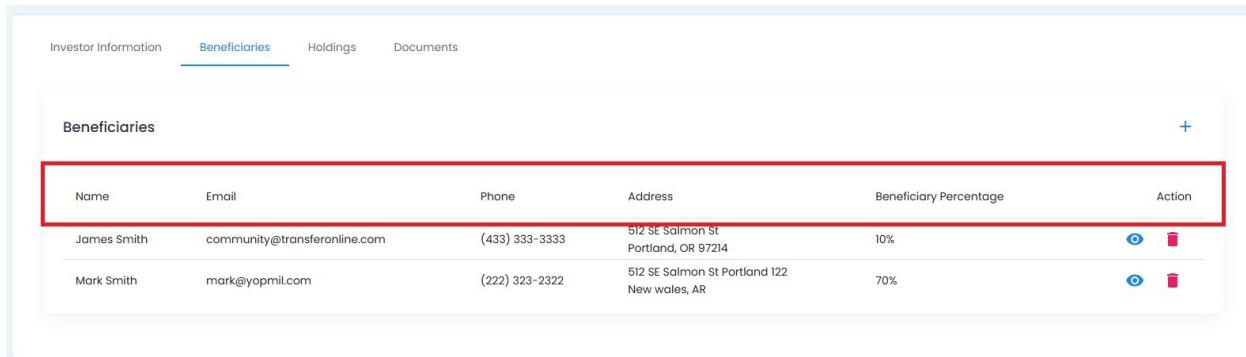


Name	Email	Phone	Address	Beneficiary Percentage	Action
James Smith	community@transferonline.com	4333333333	512 SE Salmon St Portland, OR 97214	10%	 
Mark Smith	mark@yopmil.com	2223232322	512 SE Salmon St Portland 122 New wales, AR	70%	 

Fig. 35: 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.



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. 36: 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

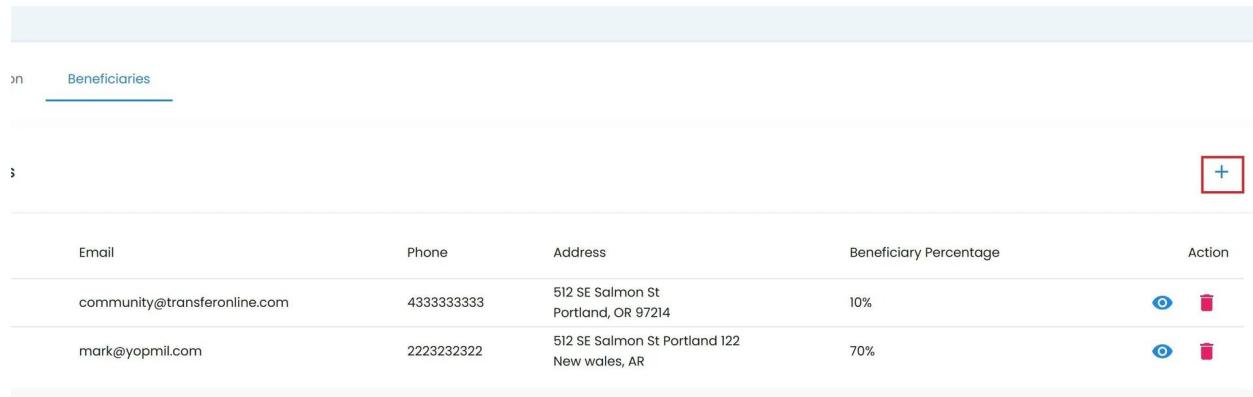
How to Add a New Beneficiary

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. 37: 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 20)

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

Fig. 38: 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. 39: 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. 40: 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.

Code* State Zip Code

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

Street Name

Suite/Apt Number

City

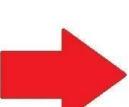
Save Changes 

Fig. 41: 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. 42: 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.

Investor Information	Beneficiaries	Holdings	Documents
Holdings List			
Filter			
Status: Outstanding			
Book Number ↑	Investment Amount	Shares	Issued Date
No Book Certificates			
Items per page: 10 0 of 0 < >			

Fig. 43: 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.

Investor Information	Beneficiaries	Holdings	Documents
Holdings List			
Filter			
Status: Outstanding			
Book Number	Investment Amount ↑	Shares	Issued Date
No Book Certificates			
Items per page: 10 0 of 0 < >			

Fig. 44: 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

The screenshot shows the 'Investor Information' section of a software interface. At the top, there are tabs for 'Investor Information', 'Beneficiaries', 'Holdings', and 'Documents'. The 'Documents' tab is highlighted with a red box. Below the tabs, the section is titled 'Offering Documents'. It contains a search bar labeled '\$earch' and a table with columns: ID, CIT Corporation, Offering Year, Filename, Document Type, and Signed Date. A single row is present in the table with the text 'No documents'. At the bottom right, there is a 'Items per page:' dropdown set to '10'.

Fig. 45: 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. 46: Account, Investors, Investor Information, Documents Tab, Columns Explained

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

Fig. 47: Account, Investors, Investor Information, Documents Tab, Search Location

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

Fig. 48: 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. 49: Account, Investors, Investor Information, Documents Tab, Action Column Location

I.6 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*

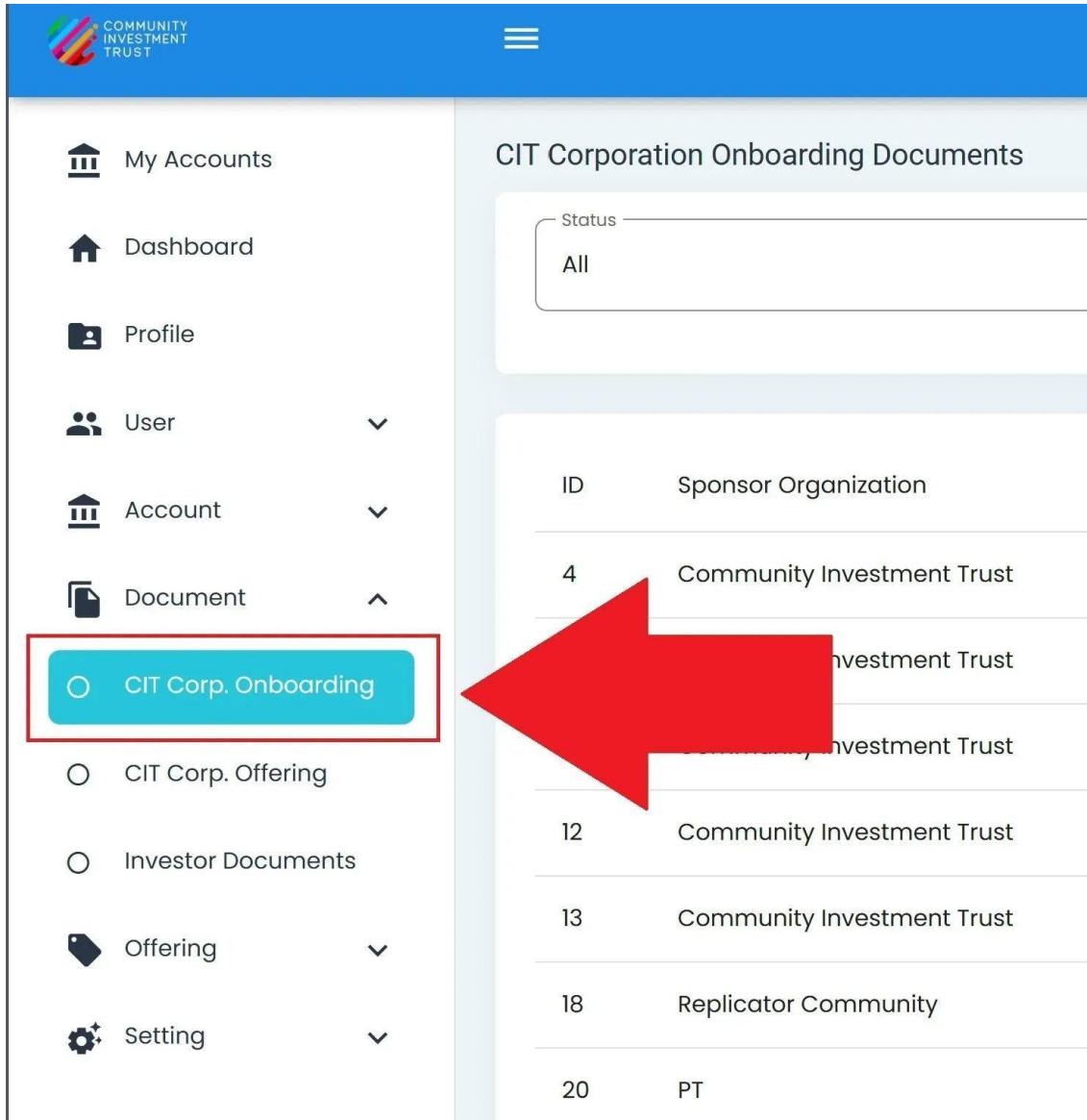
Note

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 Community Manual interface. On the left, a sidebar menu lists various sections: My Accounts, Dashboard, Profile, User (with a dropdown arrow), Account (with a dropdown arrow), Document (with a dropdown arrow), CIT Corp. Onboarding (which is highlighted with a red box), CIT Corp. Offering, Investor Documents, Offering (with a dropdown arrow), and Setting (with a dropdown arrow). On the right, the main content area is titled "CIT Corporation Onboarding Documents". It features a "Status" filter 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. 50: CIT Corporation Onboarding, Location

Table: Onboarding Documents List

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

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	○
--	--	--	--	--	--	--	--

Fig. 51: CIT Corporation Onboarding Section, Homepage, Onboarding Documents Table

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

CIT Onboarding Documents Table: Columns Explained

CIT Corporation Onboarding Documents							
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.

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	Uptown 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	Uptown 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

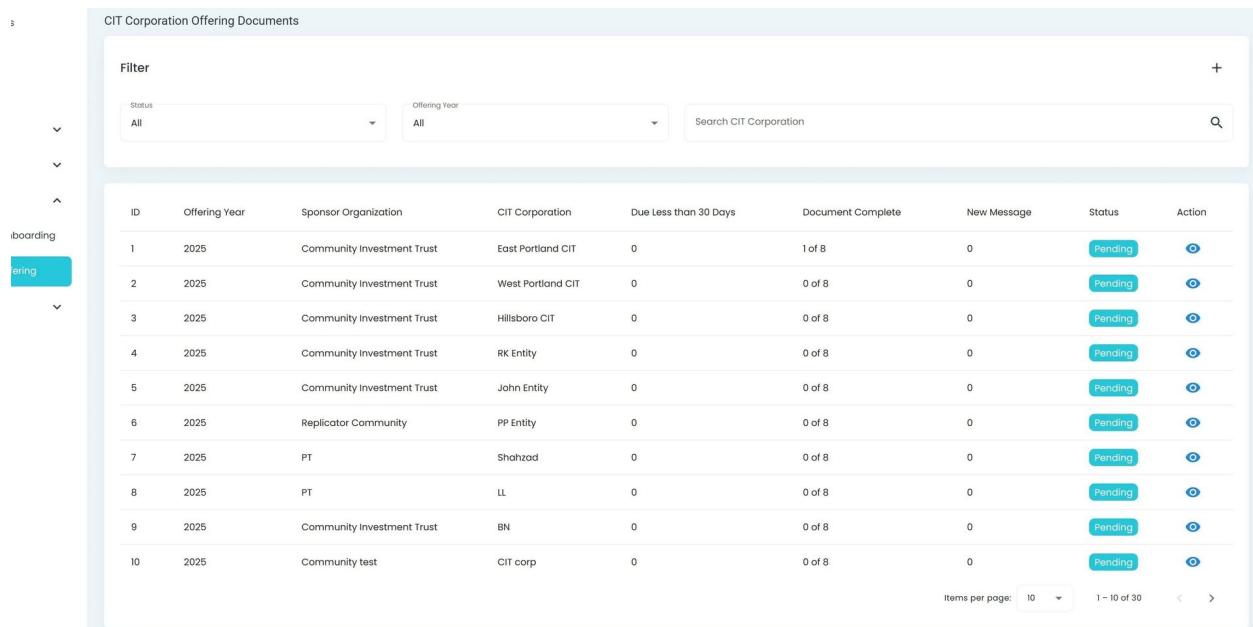
- [Features: CIT Corporation Offering](#)
- [Offering Documents Table](#)

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	View
2	2025	Community Investment Trust	West Portland CIT	0	0 of 8	0	Pending	View
3	2025	Community Investment Trust	Hillsboro CIT	0	0 of 8	0	Pending	View
4	2025	Community Investment Trust	RK Entity	0	0 of 8	0	Pending	View
5	2025	Community Investment Trust	John Entity	0	0 of 8	0	Pending	View
6	2025	Replicator Community	PP Entity	0	0 of 8	0	Pending	View
7	2025	PT	Shahzad	0	0 of 8	0	Pending	View
8	2025	PT	LL	0	0 of 8	0	Pending	View
9	2025	Community Investment Trust	BN	0	0 of 8	0	Pending	View
10	2025	Community test	CIT corp	0	0 of 8	0	Pending	View

Items per page: 10 | 1 - 10 of 30

Fig. 52: 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), "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 (ID 1) has "Community Investment Trust" in the Sponsor Organization column and "East Portland CIT" in the CIT Corporation column. The second row (ID 2) has "Community Investment Trust" in the Sponsor Organization column and "West Portland CIT" in the CIT Corporation column. The third row (ID 3) has "Community Investment Trust" in the Sponsor Organization column and "Hillsboro CIT" in the CIT Corporation column. The "Status" column for all three rows shows "Pending". The "Action" column for all three rows shows a blue button with a circular icon.

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. 53: 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.

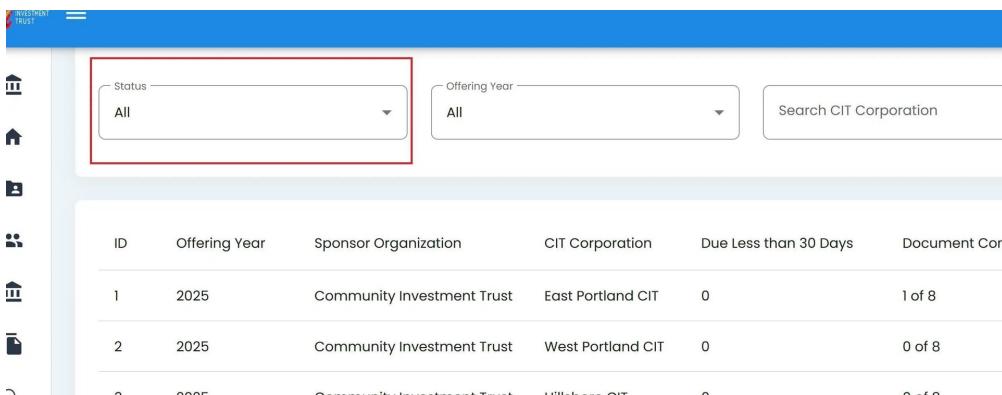


Fig. 54: Status Filter Location

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. 55: 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 Investment 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. 56: 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.

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

Fig. 57: 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/sponsor_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:

The screenshot shows a list of documents under the 'Completed' status filter. Each document card includes the file name, type, upload status (e.g., 'Document Pending Upload', 'Overdue'), and due date. Action buttons for each document are also visible.

File Name	Type	Upload Status	Due Date
EscrowAgreement.pdf	Document	Document Pending Upload	October 15, 2024
Document 2.pdf	Document	Overdue	December 1, 2024
Document 3.pdf	Document	Overdue	December 1, 2024
Document 4.pdf	Document	Overdue	December 1, 2024
Document 5.pdf	Document	Overdue	December 1, 2024
Document 6.pdf	Document	Overdue	December 31, 2024

Looking for an Overview?

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

Layout Explanation

View Details: Tabs Explained

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

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

View Details: Cards Explained

Each card will display information about a document, including:

- **File Name**
- **File Type**
- **Date** and **Time Uploaded**

CIT Corporation Onboarding Documents: East Portland CIT

Status	Count
All	4
Upload Pending	1
Pending Approval	0
Completed	3

1 Document(s) left

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](#)

Messages (12)

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](#)

Messages (2)

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](#)

Messages (2)

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

Status	Count
All	8
Pending Upload	5
Pending Approval	2
Completed	1

7 Document(s) left

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](#)

Messages (9)

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](#)

Messages (1)

Stock Offering Circular
[Document Pending Upload](#) | Due On: December 1, 2024 | [Overdue](#)

- [Uploaded By](#)
- [Status](#)
- (If Applicable) [Approved By](#)
- [Messages](#)

Available Actions

Each [Status](#) has its own set of available actions:

- All Status
- Upload Pending Status
- Pending Approval Status

I.7 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

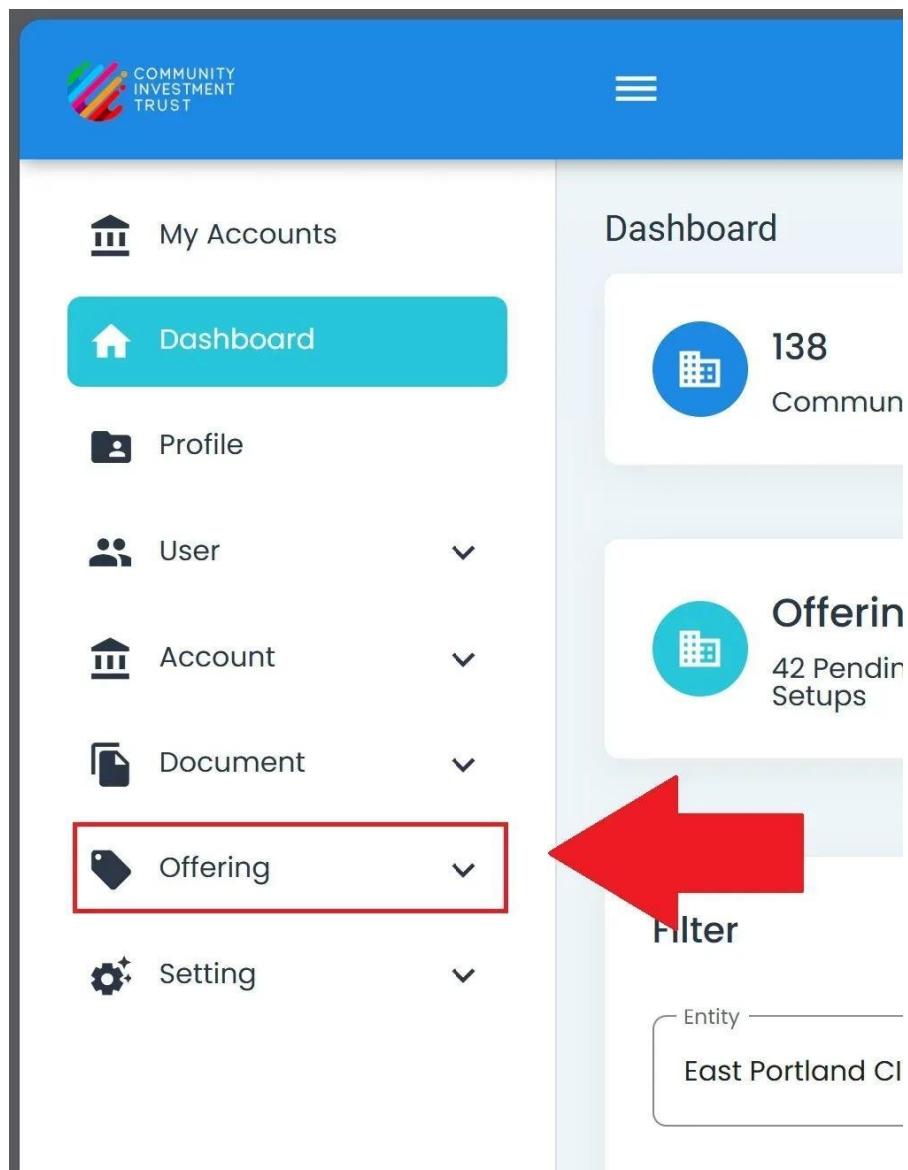


Fig. 58: Offering, Offerings Primary Sidenav Dropdown Location

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. 59: 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. 60: Offering, Offerings Homepage, Offerings List table

Offering List									
Filter									
Sponsor Organization/CIT Corporation	Offering Name	Price Per Share	Pending Amount	Investment Amount	Original Cashout Amount	Active Date	Action		
All	Search Offering Name, Sponsor Organization, CIT Corporation, and Year								
Community Investment Trust	East Portland CIT	2025	CIT OFFERING 2025	\$20.21	\$355.00	\$355.00	\$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 gagoffsafa	\$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. 61: Offering, Offerings Homepage, Offerings List table

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.

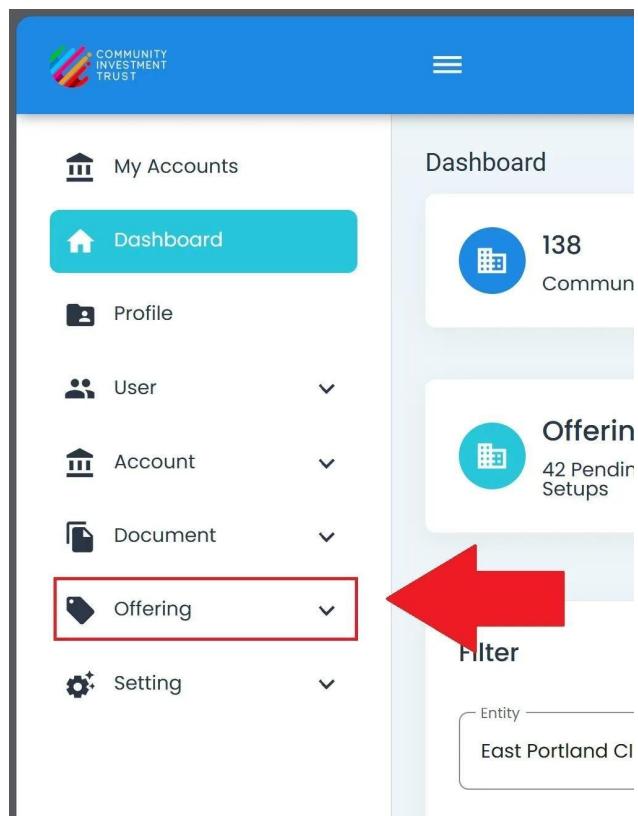
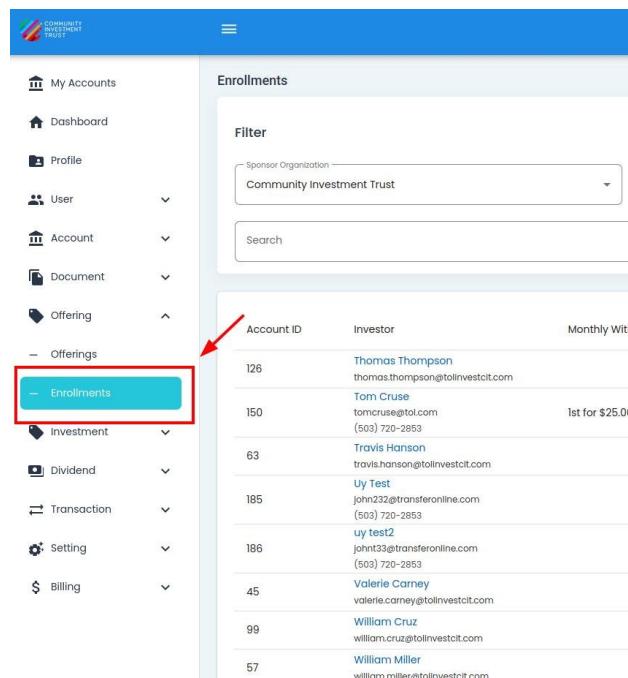


Fig. 62: Offering, Enrollments Primary Sidenav Location

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



The screenshot shows the 'Offering, Enrollments Homepage' of the CIT Community Manual. The left sidebar contains a navigation menu with the following items:

- My Accounts
- Dashboard
- Profile
- User
- Account
- Document
- Offering ^
- Offerings
- Investment ^
- Dividend
- Transaction
- Setting
- Billing

The 'Offering' and 'Offerings' items are expanded, showing the 'Enrollments' link which is highlighted with a red box and a red arrow pointing to the main content area. 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. 63: 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								Holding - Eligible
39	Allison Anderson	allison.anderson@tolinvestcit.com							Holding - Eligible
125	Coleen Hall	coleen.hall@tolinvestcit.com							Holding - Not Eligible
119	Chad Ballard	chad.ballard@tolinvestcit.com							Holding - Not Eligible
61	Elizabeth Marshall	elizabeth.marshall@tolinvestcit.com							Holding - Eligible
50	Gary Palmer	gary.palmer@tolinvestcit.com							Holding - Eligible
--	Jennifer Allen								

Fig. 64: 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								Holding - Eligible
39	Allison Anderson	allison.anderson@tolinvestcit.com							Holding - Eligible
125	Coleen Hall	coleen.hall@tolinvestcit.com							Holding - Not Eligible
119	Chad Ballard	chad.ballard@tolinvestcit.com							Holding - Not Eligible
61	Elizabeth Marshall	elizabeth.marshall@tolinvestcit.com							Holding - Eligible
50	Gary Palmer	gary.palmer@tolinvestcit.com							Holding - Eligible
--	Jennifer Allen								

Fig. 65: 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.

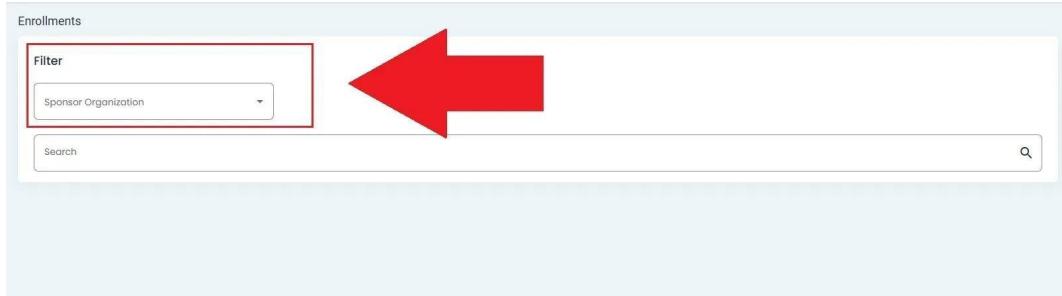


Fig. 66: Offering, Enrollments, Sponsor Organization Filter Location

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

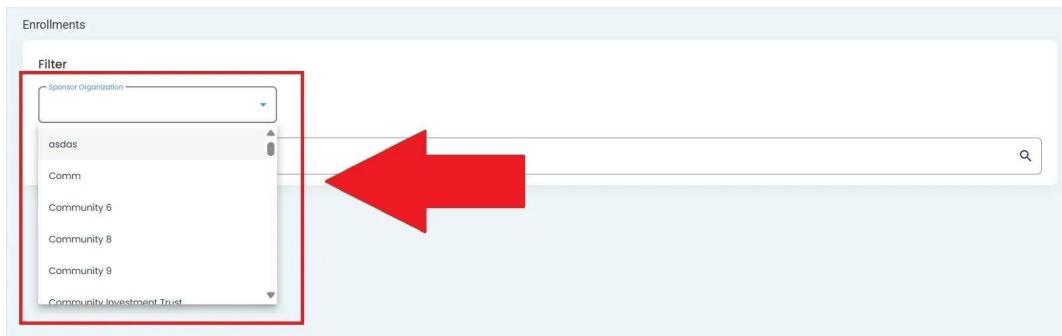


Fig. 67: Offering, Enrollments, Filter Dropdown Options

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

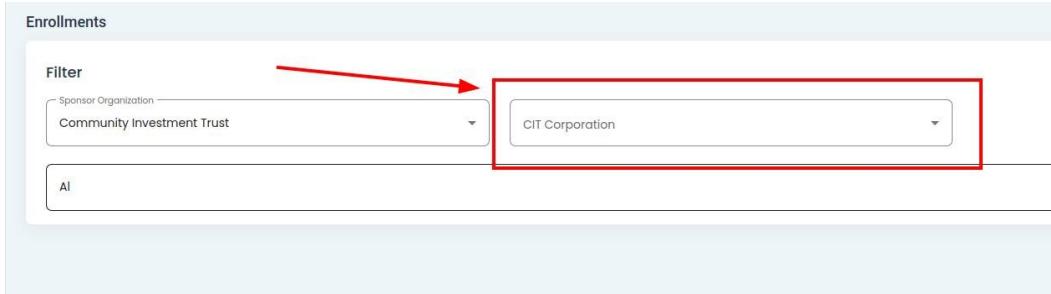


Fig. 68: Offering, Enrollments, Filter Selection Results With Two Dropdowns

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.

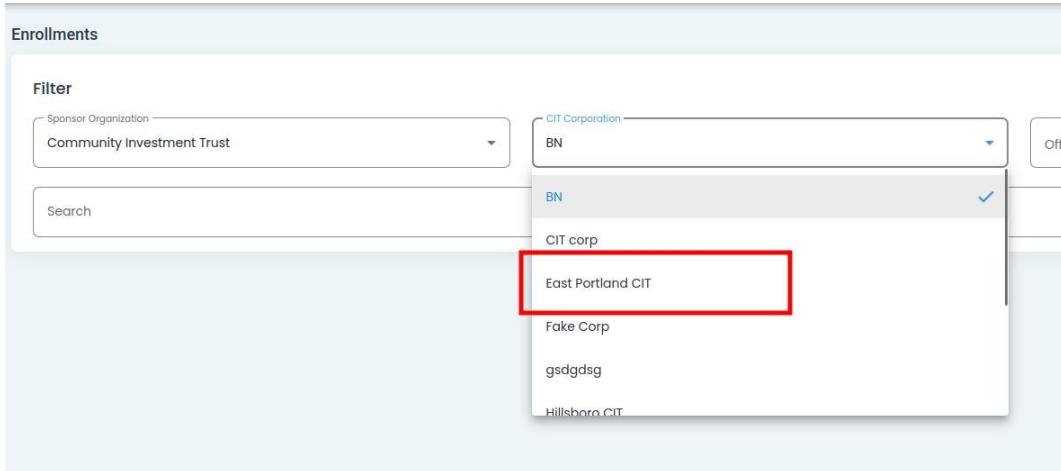
3. Select the organization (e.g., CIT Corporation).

Fig. 69: 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](#)).

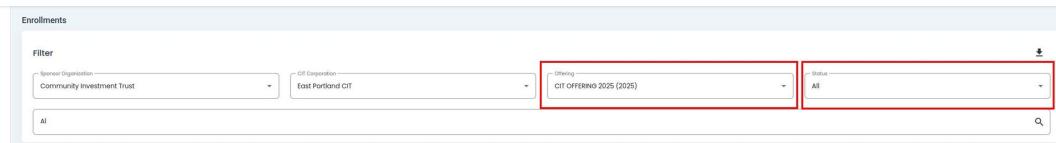


Fig. 70: Offering, Enrollments, Offering and Status Dropdowns Appear

4. Select the Offering

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

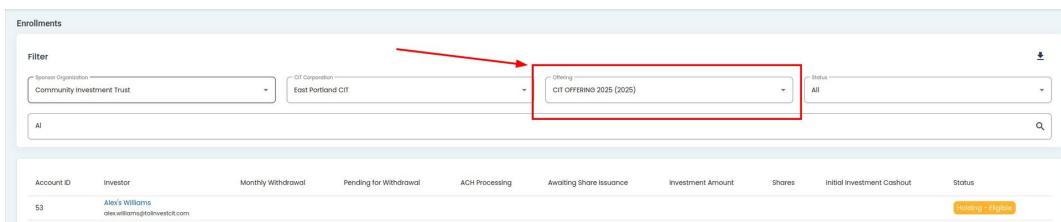


Fig. 71: Offering, Enrollments, Offering Dropdown Location

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



Fig. 72: Offering, Enrollments, Offering Dropdown Selection

5. Select the Status

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

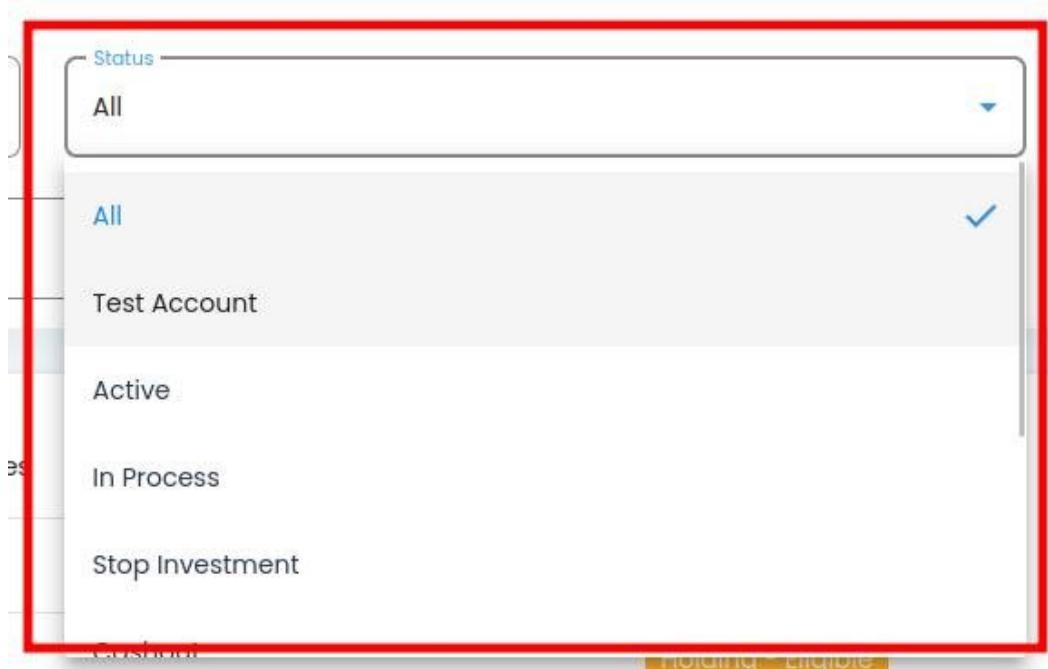


Fig. 73: Offering, Enrollments, Status Dropdown Location

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. 74: 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](#).

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. 75: 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

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								Enrolled - Pending
39	Allison Anderson allison.anderson@tolinvestcit.com								Enrolled - Pending
96	Caleb Hall								Enrolled - Pending

Fig. 76: 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. 77: Offering, Enrollments, Search Example, Name in Field

I.8 Investment

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

Contents

- *Investment*
 - *Investments Homepage Location*
 - *Investments List Table Overview*
 - *Using Investments Filters*

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.

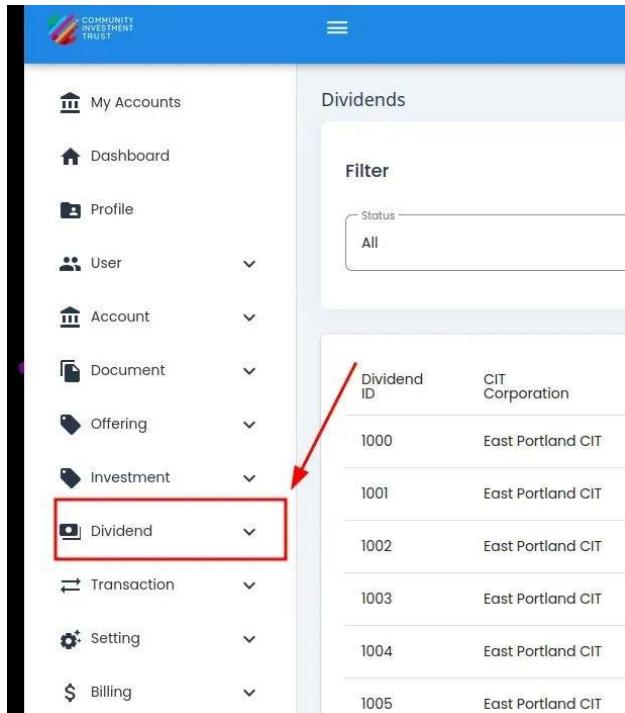


Fig. 78: Investment Category, Primary Sidenav Location

3. Select **Investments** from the dropdown.

Dividend ID	CIT Corporation	Payable	Record Date	Price Per Share
1000	East Portland CIT	July 31, 2018	December 31, 2017	\$0.96
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78
1005	East Portland CIT	May 19, 2023	December 31, 2022	\$0.7981

Fig. 79: Investment, Investments, Primary Sidenav Location

Investments List Table Overview

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

ID	CIT Corporation	Investor	Offering Year	Investment Date	Investment Amount	Status
New UserInvest						
1113	East Portland CIT	newuserinvest@tol.com (503) 720-2583	2025	March 15, 2025	\$50.00	Open
1114	East Portland CIT	Carl Podeyn fairlygruesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	Open
1115	East Portland CIT	Test Account TestEmail@gmail.com (859) 992-1866	2025	March 01, 2025	\$10.00	Open
1116	East Portland CIT	Tom Cruise tomcruise@tol.com (503) 720-2853	2025	March 01, 2025	\$25.00	Open
1112	East Portland CIT	Jonet Murphy jonet.murphy@tolinvestcit.com (503) 720-2853	2025	March 01, 2025	\$50.00	Open
1103	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583 Carl Podeyn	2025	February 15, 2025	\$50.00	Open

Fig. 80: Investment, Investments List Table

Using Investments Filters

To Filter Investments:

1. Locate the filter section at the top of the table.
2. Click on the Status dropdown to filter by status.

The status dropdown will expand, showing available status options:

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

The dropdown will expand, showing available organization options:

Investments

Filter

Status: Open

CIT Corporation: All

Search:

Investments Table Data:

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	Open
1114	East Portland CIT	Carl Podeyn fairlygruesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	Open
1115	East Portland CIT	Test Account TestEmail@gmail.com (859) 992-1866	2025	March 01, 2025	\$10.00	Open
1116	East Portland CIT	Tom Cruse tomcruse@tol.com (503) 720-2853	2025	March 01, 2025	\$25.00	Open
1112	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	2025	March 01, 2025	\$50.00	Open
1103	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583	2025	February 15, 2025	\$50.00	Open
		Carl Podeyn				

Fig. 81: Investments Table Filter Section Highlighted

Investments

Filter

Status: Open

CIT Corporation: All

Search:

Investments Table Data:

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	Open
1114	East Portland CIT	Carl Podeyn fairlygruesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	Open
1115	East Portland CIT	Test Account TestEmail@gmail.com (859) 992-1866	2025	March 01, 2025	\$10.00	Open
1116	East Portland CIT	Tom Cruse tomcruse@tol.com (503) 720-2853	2025	March 01, 2025	\$25.00	Open
1112	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	2025	March 01, 2025	\$50.00	Open
1103	East Portland CIT	New UserInvest newuserinvest@tol.com (503) 720-2583	2025	February 15, 2025	\$50.00	Open
		Carl Podeyn				

Fig. 82: Investments Status Dropdown Location

Filter

Status: Open

CIT Corporation: All

Search:

Investments Table Data:

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 fairlygruesome2@gmail.com (503) 935-9078	2025	March 15, 2025	\$50.00	Open

Fig. 83: Investments Status Dropdown Expanded

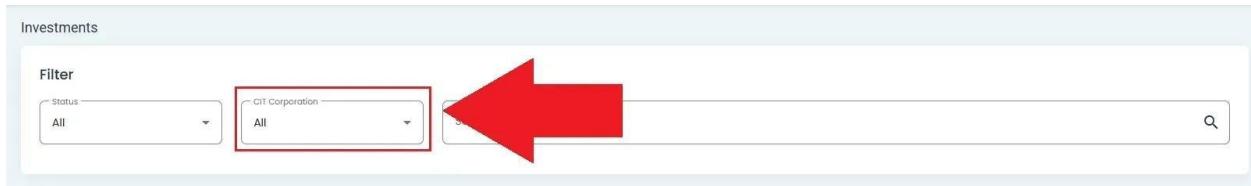


Fig. 84: CIT Corporation Dropdown Location



Fig. 85: CIT Corporation Dropdown Expanded

4. Click the search icon to apply filters.



Fig. 86: Search Icon Location

Your filtered results will appear:

Investor Summary

Monthly and Quarterly Investment Summary

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>
1113	East Portland CIT	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>
1103	East Portland CIT					

Fig. 87: Search Results

I.9 Dividend

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

- *Dividends*
- *Cash Payouts*

Dividends

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

Contents

- *Dividends*
 - *Dividends Homepage Location*
 - *Dividends List Table*
 - *Columns: Dividends List Table*
 - *Using Dividends Filters*
 - *How to: Filter by Status*
 - *How to: Filter by Sponsor Organization*
 - *How to: Filter by CIT Corporation*

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.

Columns: Dividends List Table

The **Dividends List** table has 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
- **Total Payout Amount** : The total amount to be paid for all shares

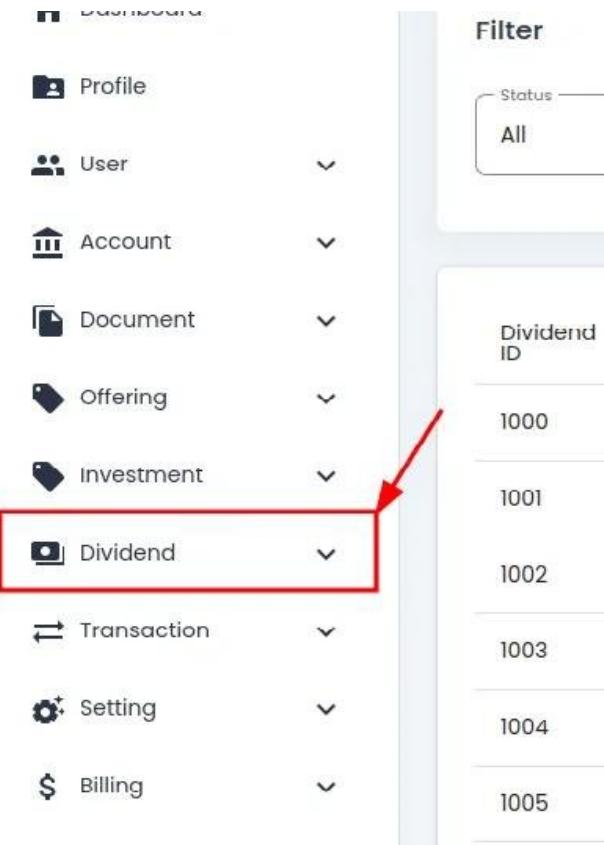


Fig. 88: Dividend Category, Primary Sidenav, Dropdown Location

- **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 (e.g., Complete)
- **Action** : Available actions for the dividend

Using Dividends Filters

To Filter Dividends:

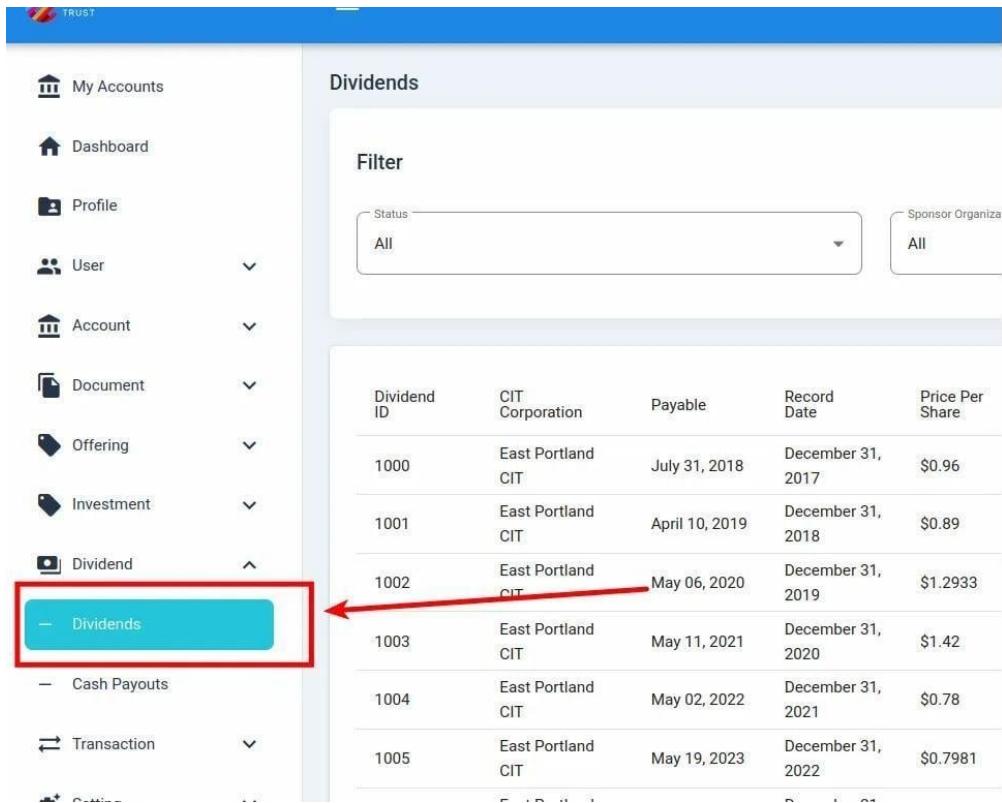
1. Locate the filter section above the table.

How 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.

How to: Filter by Sponsor Organization

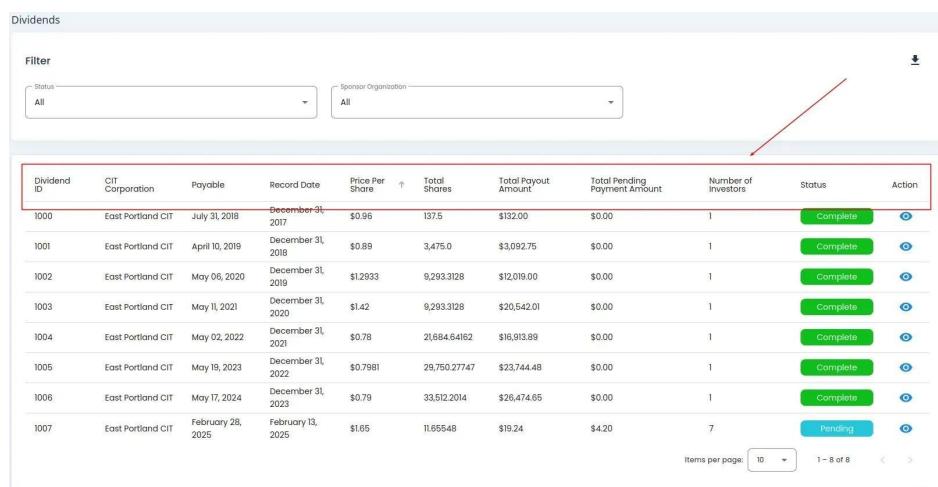
1. Find and **Click** on the **Sponsor Organization** dropdown.
2. **Select** the **Sponsor Organization** you want to filter by from the dropdown.



The screenshot shows the 'Dividends' section of the CIT Community Manual. On the left, a sidebar lists various account types: My Accounts, Dashboard, Profile, User, Account, Document, Offering, Investment, Dividend, Cash Payouts, Transaction, and Other. The 'Dividend' item is expanded, and its sub-item 'Dividends' is highlighted with a red box and a red arrow pointing to it. The main content area is titled 'Dividends' and contains a 'Filter' section with dropdowns for 'Status' (set to 'All') and 'Sponsor Organization' (set to 'All'). Below the filter is a table with columns: Dividend ID, CIT Corporation, Payable, Record Date, and Price Per Share. The table lists five entries, each with a red arrow pointing to the 'Dividend ID' column. The entries are:

Dividend ID	CIT Corporation	Payable	Record Date	Price Per Share
1000	East Portland CIT	July 31, 2018	December 31, 2017	\$0.96
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78
1005	East Portland CIT	May 19, 2023	December 31, 2022	\$0.7981

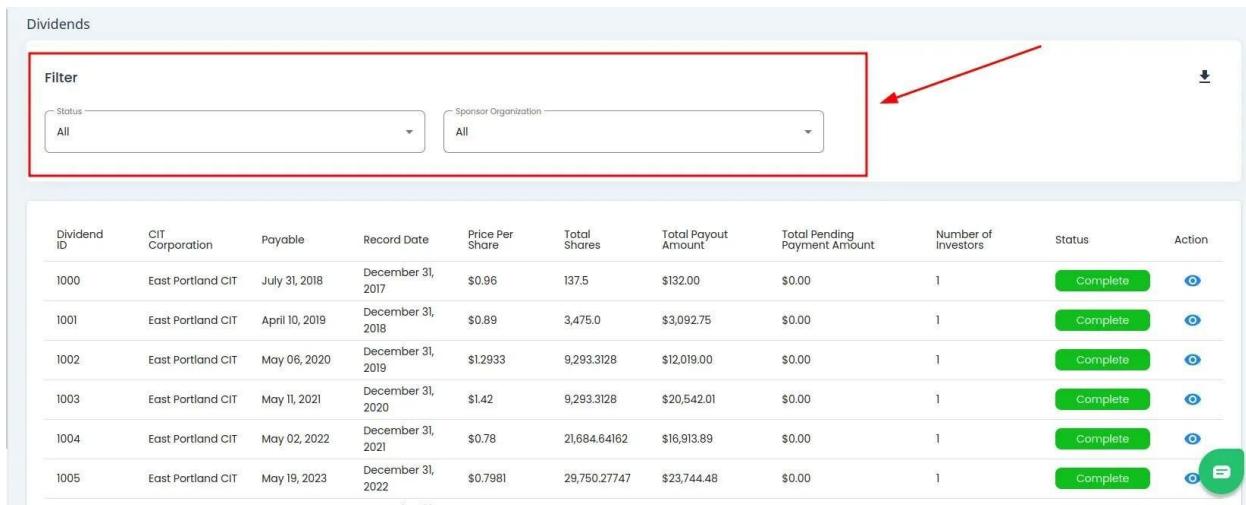
Fig. 89: Dividend, Dividends Homepage, Primary Sidenav Location



The screenshot shows the 'Dividends' section of the CIT Community Manual. The sidebar is collapsed. The main content area is titled 'Dividends' and contains a 'Filter' section with dropdowns for 'Status' (set to 'All') and 'Sponsor Organization' (set to 'All'). Below the filter is a table with columns: Dividend ID, CIT Corporation, Payable, Record Date, Price Per Share, Total Shares, Total Payout Amount, Total Pending Payment Amount, Number of Investors, Status, and Action. The table lists seven entries. A red arrow points to the 'Dividend ID' column of the first entry. The entries are:

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	

Fig. 90: Dividends Homepage

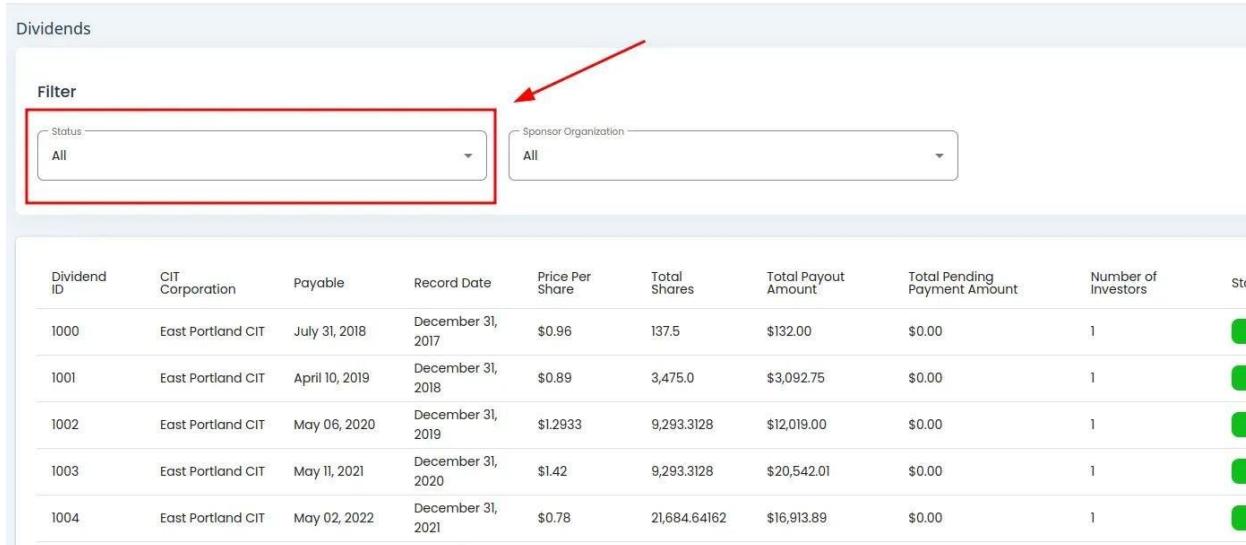


Dividends

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	<input type="button" value="Edit"/>
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89	3,475.0	\$3,092.75	\$0.00	1	Complete	<input type="button" value="Edit"/>
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933	9,293.3128	\$12,019.00	\$0.00	1	Complete	<input type="button" value="Edit"/>
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42	9,293.3128	\$20,542.01	\$0.00	1	Complete	<input type="button" value="Edit"/>
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78	21,684.64162	\$16,913.89	\$0.00	1	Complete	<input type="button" value="Edit"/>
1005	East Portland CIT	May 19, 2023	December 31, 2022	\$0.7981	29,750.27747	\$23,744.48	\$0.00	1	Complete	<input type="button" value="Edit"/>

Fig. 91: Dividends Table Filter Section Highlighted



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	<input type="button" value="Edit"/>
1001	East Portland CIT	April 10, 2019	December 31, 2018	\$0.89	3,475.0	\$3,092.75	\$0.00	1	<input type="button" value="Edit"/>
1002	East Portland CIT	May 06, 2020	December 31, 2019	\$1.2933	9,293.3128	\$12,019.00	\$0.00	1	<input type="button" value="Edit"/>
1003	East Portland CIT	May 11, 2021	December 31, 2020	\$1.42	9,293.3128	\$20,542.01	\$0.00	1	<input type="button" value="Edit"/>
1004	East Portland CIT	May 02, 2022	December 31, 2021	\$0.78	21,684.64162	\$16,913.89	\$0.00	1	<input type="button" value="Edit"/>

Fig. 92: Dividends, Status Dropdown Location

How to: Filter by CIT Corporation

CIT Corporation Filter Availability

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

- Find and **Click** on the **CIT Corporation** dropdown.
- Select** the **CIT Corporation** you want to filter by from the dropdown.

Action Complete: The table will filter as the options are selected

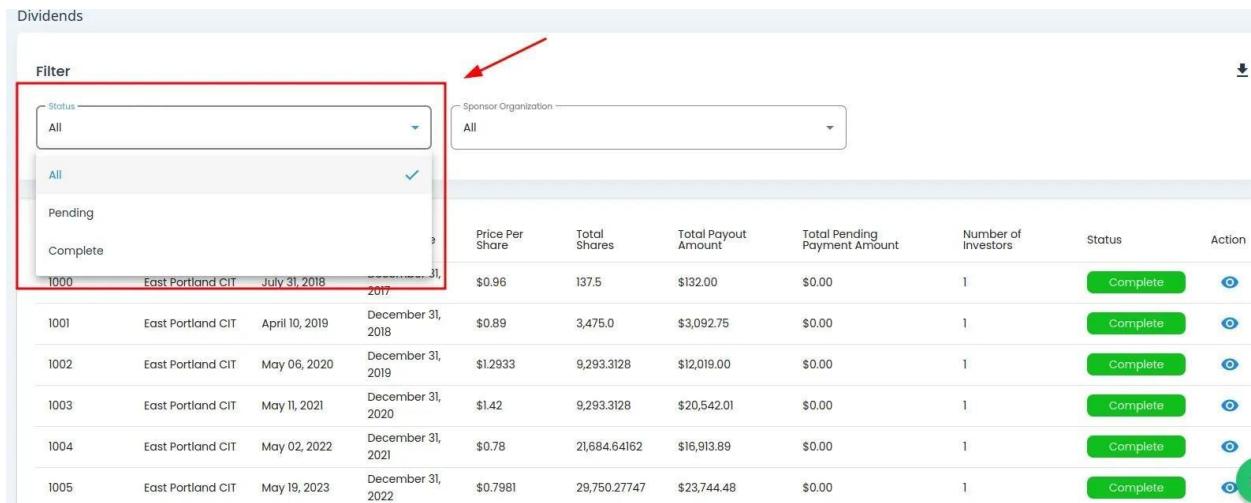
CIT Community Manual, Release 1

Dividends

Filter

Status: All

Sponsor Organization: All



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	

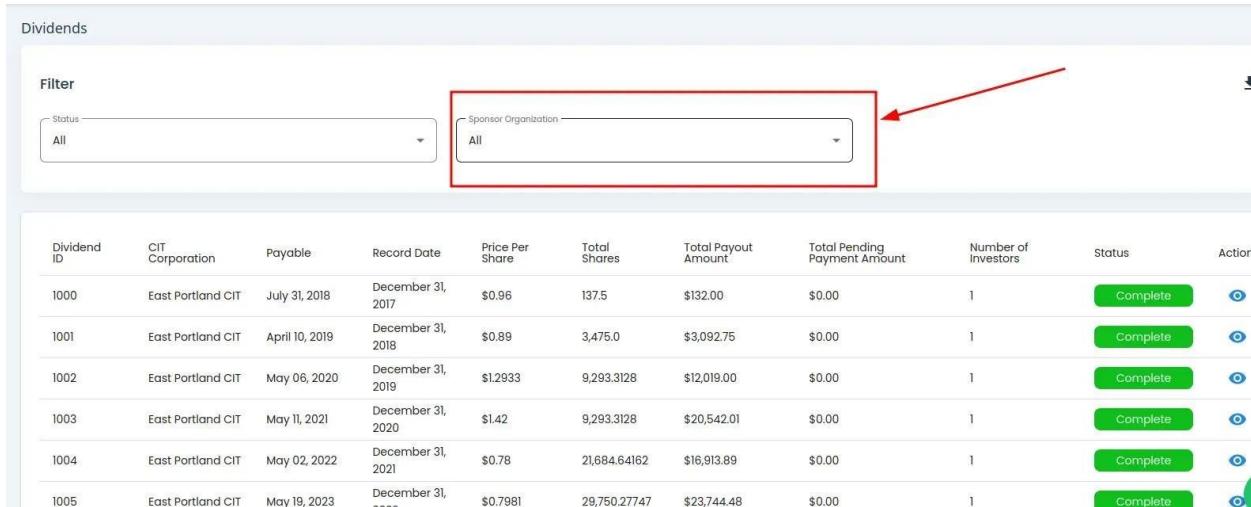
Fig. 93: Dividends, Status Dropdown Expanded

Dividends

Filter

Status: All

Sponsor Organization: All



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	

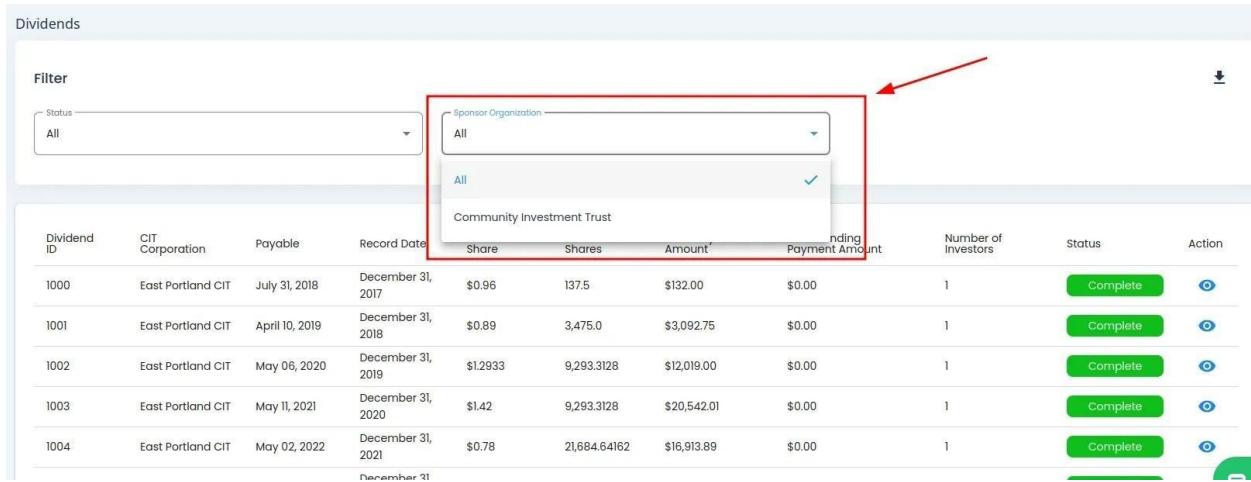
Fig. 94: Sponsor Organization Dropdown Location

Dividends

Filter

Status: All

Sponsor Organization: All



Dividend ID	CIT Corporation	Payable	Record Date	Share	Shares	Amount*	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. 95: Sponsor Organization Dropdown Expanded

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. 96: CIT Corporation Dropdown Location

Sponsor Organization: Community Investment Trust

CIT Corporation: East Portland CIT

Date: Per 31, Price Per Share: \$0.96, Total Shares: 137.5, Total Payout Amount: \$132.00, Total Pending Payment Amount: \$0.00, Investors: 1, Status: Complete

Date: Per 31, Price Per Share: \$0.89, Total Shares: 3,475.0, Total Payout Amount: \$3,092.75, Total Pending Payment Amount: \$0.00, Investors: 1, Status: Complete

Fig. 97: CIT Corporation Dropdown Expanded

Cash Payouts

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

Contents

- *Cash Payouts*
 - *Cash Payouts Homepage Location*
 - *Cash Payouts List Table*
 - *Columns: Cash Payouts List Table*
 - *How to: View Details About the Investor for a Cash Payout*
 - *Using Cash Payouts Filters*
 - *How to: Filter by Status*
 - *How to: Filter by Sponsor Organization*
 - *How to: Search for Cash Payout Information*
 - *How To: View More Information*

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 is what first appears on the homepage of the **Cash Payouts** section.

Columns: Cash Payouts List Table

The **Dividend Cash Payouts** table has the following **Columns** :

- **Cash Payout** : The cash payout identifier or name
- **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

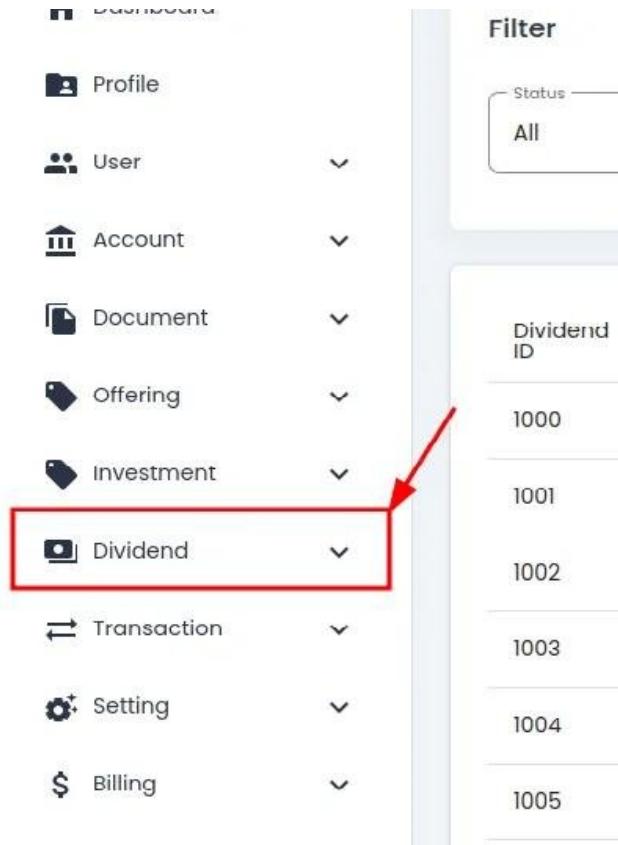


Fig. 98: Dividend Category, Primary Sidenav, Dropdown Location

The screenshot shows the homepage of the CIT Community Manual. On the left, there is a vertical sidebar with the same list of categories as Fig. 98. The 'Dividend' category is expanded, and its 'Cash Payouts' sub-item is highlighted with a blue box and a red arrow points to it from the right. To the right of the sidebar is a main content area titled 'Dividend Cash Payouts'. It contains a 'Filter' section with a 'Status' dropdown set to 'All' and a 'Search' input field. Below the filter is a table titled 'Dividend Cash Payouts' with the following data:

ID	Dividend ID	CIT Corporation	Investor
1	1000	East Portland CIT	Janet Murphy janet.murphy@ (503) 720-2853
2	1001	East Portland CIT	Janet Murphy janet.murphy@ (503) 720-2853
3	1002	East Portland CIT	Janet Murphy janet.murphy@ (503) 720-2853
4	1003	East Portland CIT	Janet Murphy janet.murphy@ (503) 720-2853
5	1004	East Portland CIT	Janet Murphy janet.murphy@ (503) 720-2853

Fig. 99: Cash Payouts Homepage

Dividend Cash Payouts

Filter

Status: All | Sponsor Organization: All | Search:



ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	I000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	Completed
2	I001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	Completed
3	I002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	Completed
4	I003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH	Completed



Fig. 100: Cash Payouts List Table

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

How to: View Details About the Investor for a Cash Payout

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

Dividend Cash Payouts

Filter

Status: All | Sponsor Organization: All | Search:



ID	Dividend ID	CIT Corporation	Investor	Payable	Amount	Payment Type	Payment Reference	Status
1	I000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH	Completed
2	I001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	Completed
3	I002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	Completed
4	I003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH	Completed



Fig. 101: Dividend, Cash Payouts, Investor Column

2. Click on the **Investor** you wish to view details for.

Action Complete: You will be redirected to the Investor Details page.

You will be *redirected to the Investor Details page* once you click an **Investor's Name**.

Dividend Cash Payouts									
Filter									
Status		Sponsor Organization							
All		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	

Fig. 102: Dividend, Cash Payouts, Investor Select Example

Using Cash Payouts Filters

To Filter Cash Payouts:

1. Locate the filter section above the table.

Dividend Cash Payouts									
Filter									
Status		Sponsor Organization							
All		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	

Fig. 103: Dividend, Cash Payouts, Filter Location

How to: Filter by Status

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

Dividend Cash Payouts

Filter

Status	Sponsor Organization
All	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. 104: Cash Payouts, Status Dropdown, Location

Dividend Cash Payouts

Filter

Status	Sponsor Organization
All	All

All

Pending

Paid (Clearing Pending)

Voided & Replacement

Complete

Janet Murphy

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	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. 105: Cash Payouts, Status Dropdown, Expanded

How to: Filter by Sponsor Organization

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

How to: Search for Cash Payout Information

1. Find and Click on the **Search** field.
2. Type in the **Name of the Investor** you want to see **Cash Payouts** for.

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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	Green
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH	Green
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 06, 2020	\$140.00	ACH	ACH	Green
4	1003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH	Green
5	1004	East Portland CIT	Janet Murphy janet.murphy@tolinvestcit.com (503) 720-2853	May 02, 2022	\$78.00	ACH	ACH	Green
			Janet Murphy					Green

Fig. 106: 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
			Janet Murphy					Green

Fig. 107: Cash Payouts, Sponsor Organization Dropdown, Expanded

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. 108: Cash Payouts, Search Bar, Location

Dividend Cash Payouts							
Filter			Sponsor Organization				
ID	Dividend ID	CIT Corporation	Investor	Payoutable	Amount	Payment Type	Payment Reference
1	1000	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitz.com (503) 720-2853	July 31, 2018	\$95.00	ACH	ACH
2	1001	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitz.com (503) 720-2853	April 10, 2019	\$65.00	ACH	ACH
3	1002	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitz.com (503) 720-2853	May 08, 2020	\$140.00	ACH	ACH
4	1003	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitz.com (503) 720-2853	May 11, 2021	\$56.00	ACH	ACH
5	1004	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitz.com (503) 720-2853	May 02, 2022	\$78.00	ACH	ACH
6	1005	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitz.com (503) 720-2853	May 19, 2023	\$80.00	ACH	ACH
7	1006	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitz.com (503) 720-2853	May 17, 2024	\$25.00	ACH	ACH
12	1007	East Portland CIT	Janet Murphy janet.murphy@tolinvestcitz.com (503) 720-2853	February 28, 2025	\$0.84	ACH	ACH

Fig. 109: Cash Payouts, Search Bar, Search Example

Action Complete: The table will filter as the options are selected

The table will automatically refresh to show only items matching your selected filters.

How To: View More Information

- Click on the name of the **Investor** you want to view more information for.

Investments							
Filter			CIT Corporation				
ID	CIT Corporation	Investor	Offering Year	Investment Date	Investment Amount	Status	
1113	East Portland CIT	New UserInvest newuserinvest@gmail.com (503) 720-2853	2025	March 15, 2025	\$50.00	Open	
1114	East Portland CIT		2025	March 15, 2025	\$50.00	Open	
1115	East Portland CIT	Test Account Testmail@gmail.com (850) 992-1666	2025	March 01, 2025	\$10.00	Open	
1116	East Portland CIT	Tom Cruise tomcruise@tol.com (503) 720-2853	2025	March 01, 2025	\$25.00	Open	
1112	East Portland CIT		2025	March 01, 2025	\$50.00	Open	
1103	East Portland CIT		2025	February 15, 2025	\$50.00	Open	
1104	East Portland CIT		2025	February 15, 2025	\$50.00	Open	
1089	East Portland CIT		2024	July 15, 2024	\$10.00	Open (Payment Processing)	
1022	East Portland CIT		2024	July 15, 2024	\$100.00	Open (Payment Processing)	
1053	East Portland CIT		2024	July 15, 2024	\$50.00	Open (Payment Processing)	

Fig. 110: Cash Payouts, Investor Click

Action Complete: You Will Be Redirected to the Investor Details Page

See [*View Investor Details*](#) for more information.

I.10 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)

The screenshot shows the 'Directives' homepage of the CIT Community Manual. The interface is divided into two main sections: a sidebar on the left and a main content area on the right.

Left Sidebar:

- My Accounts
- Dashboard
- Profile
- User
- Account
- Document
- Offering
- Investment
- Dividend
- Transaction
- Directives** (highlighted with a red box)
- Complete Transactions
- Setting

Right Content Area:

Filter:

- Status: All
- Search Transaction ID: (input field)

Table of Directives:

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. 111: 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. 112: 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*

How to Filter by Status or Sponsor Organization

Follow the steps below to filter by status or sponsor organization:

- [Filter Section Location](#)
- [Status Filter Dropdown](#)
- [Sponsor Organization Filter Dropdown](#)
- [How to Search for Directives](#)

Filter Section Location

The filter section contains 2 different types of filters and one search bar, these include:

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/Cancelled	
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Cancelled	
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Cancelled	
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	

Fig. 113: Directives Table Filter Section with Status and Sponsor Organization filters

Status Filter Dropdown

1. Find and Click on the **Status** dropdown to filter by status.
2. Select from available status options:

Sponsor Organization Filter Dropdown

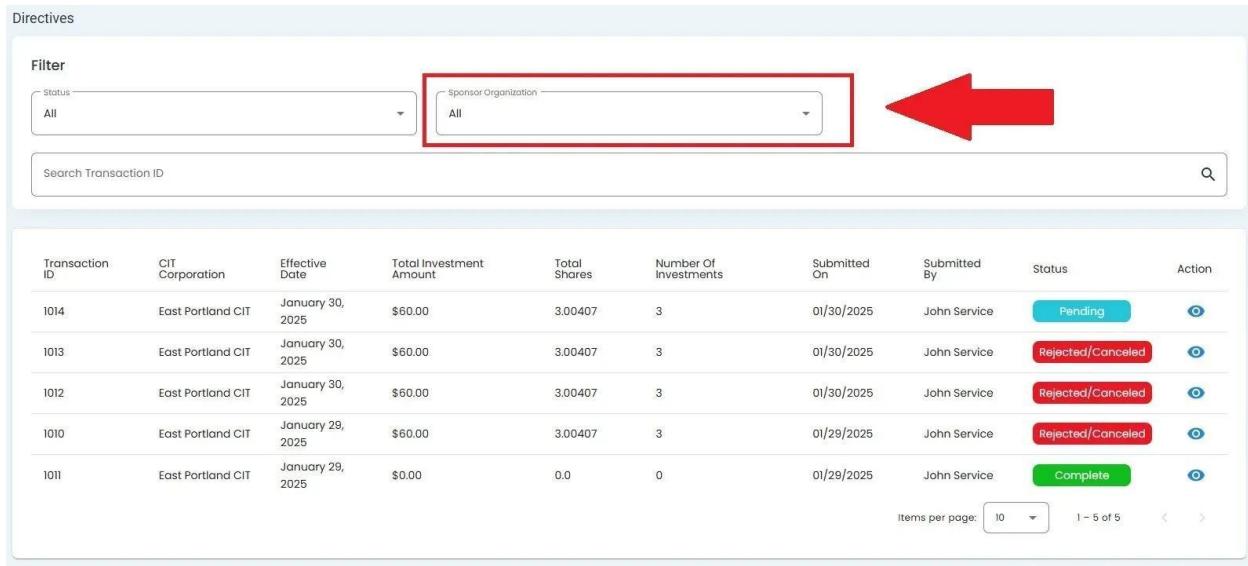
1. Find and Click on the **Sponsor Organization** dropdown to filter by organization.
2. Select from available organization options:

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		

Fig. 114: Status dropdown in the Directives filter section

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		

Fig. 115: Status dropdown expanded showing All, Pending, Complete, and Rejected/Canceled options



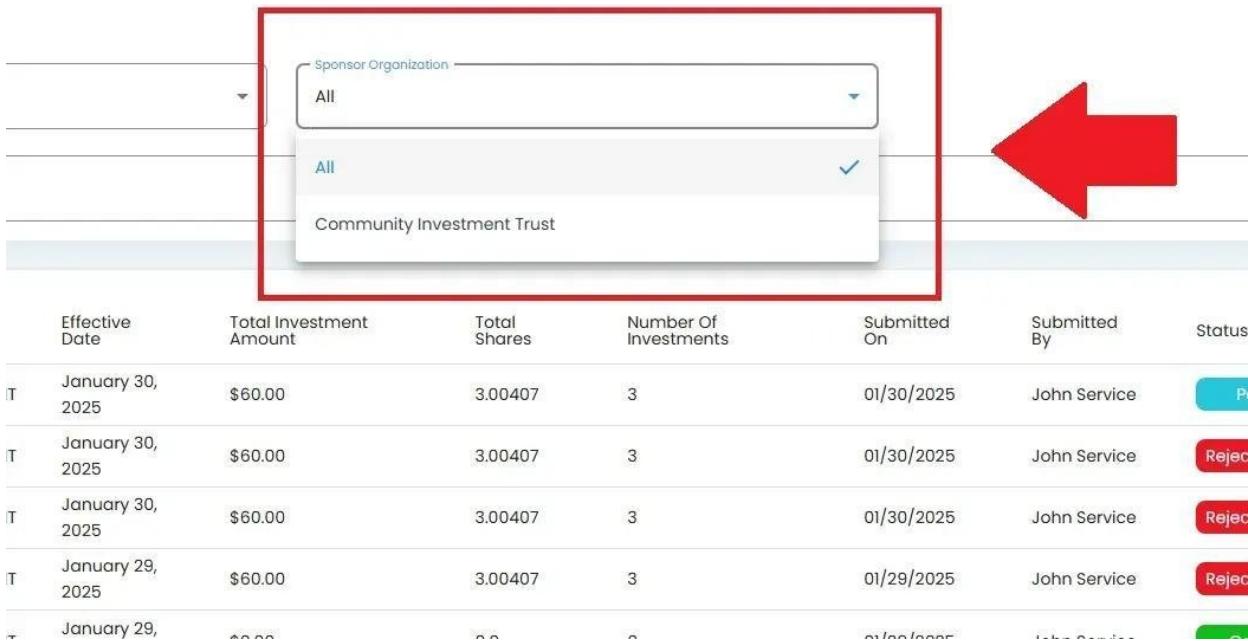
Directives

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	View
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	View
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Canceled	View
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Canceled	View
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	View

Items per page: 10 1 - 5 of 5

Fig. 116: Sponsor Organization dropdown in the filter section



Effective Date

Total Investment Amount

Total Shares

Number Of Investments

Submitted On

Submitted By

Status

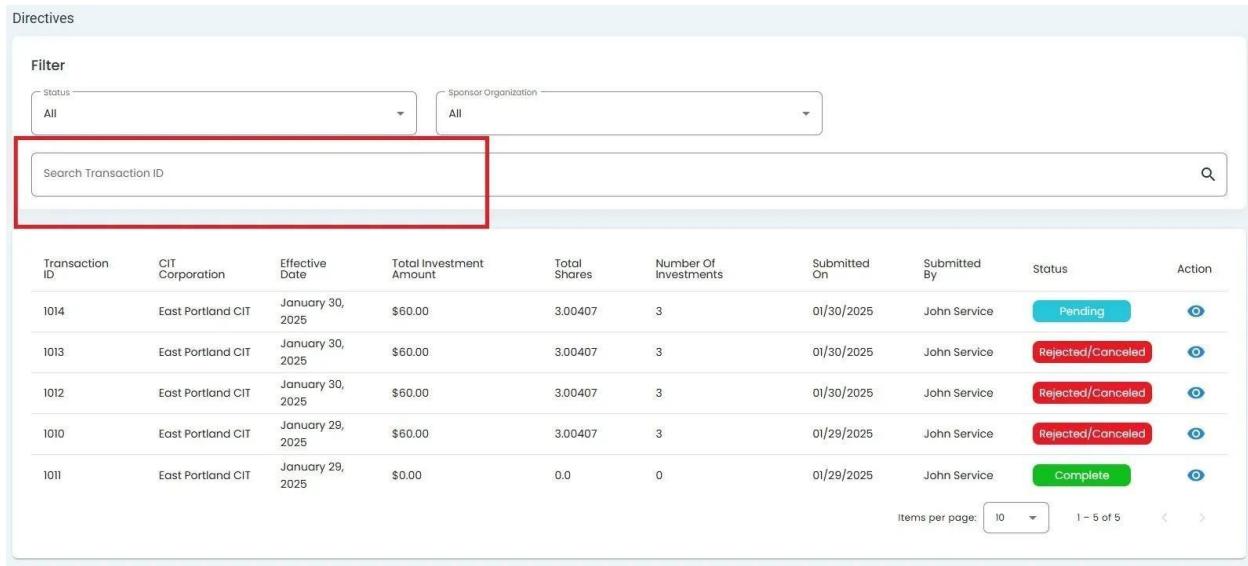
Effective Date	Total Investment Amount	Total Shares	Number Of Investments	Submitted On	Submitted By	Status
January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Pending
January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected
January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected
January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected
January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete

Fig. 117: Sponsor Organization dropdown expanded showing All and Community Investment Trust options

How to Search for Directives

To search for specific directives, use the search bar at the top of the table:

Enter a Transaction ID or other search terms to filter the results.



Directives

Filter

Status: All

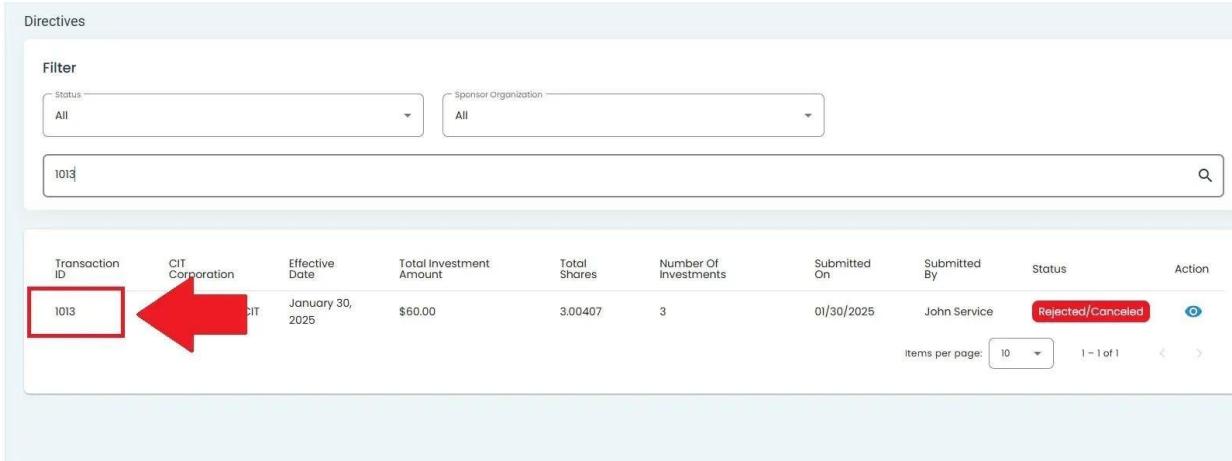
Sponsor Organization: All

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: 10 1 - 5 of 5 < >

Fig. 118: Search Bar for Transaction ID



Directives

Filter

Status: All

Sponsor Organization: All

Search Transaction ID: 1013

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. 119: Search Bar for Transaction ID with search results

How to Use Wildcard (*) to Search for Multiple Transaction IDs

You can also use the * as a wildcard to search for multiple Transaction IDs:

Viewing Directive Details

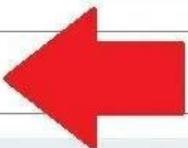
To view detailed information about a directive:

1. Locate the eye icon in the Action column for the directive you wish to view.
2. Click the eye icon to open the Directive Details screen.

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	Number of Investments
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. 120: Search Bar for Transaction ID with wildcard search

Directive Details Sections

The Directive Details screen is divided into two main sections:

Info Section

The Info section displays key information about the directive:

- CIT Corporation
- Number of Investments
- Total Shares
- Total Investment Amount
- Effective Date
- Submitted On
- Submitted By

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	Rejected/Cancelled	
1013	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Cancelled	
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Cancelled	
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Cancelled	
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	

Fig. 121: Eye icon in the Action column for viewing directive details

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/Cancelled	
1012	East Portland CIT	January 30, 2025	\$60.00	3.00407	3	01/30/2025	John Service	Rejected/Cancelled	
1010	East Portland CIT	January 29, 2025	\$60.00	3.00407	3	01/29/2025	John Service	Rejected/Cancelled	
1011	East Portland CIT	January 29, 2025	\$0.00	0.0	0	01/29/2025	John Service	Complete	

Fig. 122: Directive Details Screen showing comprehensive information about Transaction ID 1014 including Info and Investments sections

- Status
- Additional Instructions (if any)

Investments Section

The Investments section lists all individual investments associated with the directive:

- Investor (name and contact information)
- Offering Year
- Shares
- Amount
- Investment Date

Complete Transactions

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

Contents

- *Complete Transactions*
 - *Complete Transactions Homepage Location*
 - *Complete Transactions List Table*
 - *Columns: Complete Transactions List Table*
 - *Using Complete Transactions Filters*

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									
All									
Transaction ID	Transaction Type	CIT Corporation	Effective Date	Process Date	Total Issued Share	Total Cancelled Shares	Submitted On	Submitted By	Action
1015	Retirement (Cashout)	East Portland CIT	February 03, 2025	February 03, 2025	0.0	127226	02/03/2025	Amber Castillo	
1016	New issuance	East Portland CIT	January 29, 2025	January 29, 2025	1323866	0.0	01/29/2025	John Service	
1008	Retirement (Cashout)	East Portland CIT	January 30, 2025	January 30, 2025	0.0	508806	01/22/2025	Janet Murphy	

Fig. 123: Complete Transactions Homepage

Complete Transactions List Table

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

Columns: Complete Transactions List Table

The **Complete Transactions List** table has the following **Columns**:

- **Transaction ID** : The unique identifier for the transaction
- **Date** : The date when the transaction occurred

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	

Fig. 124: Complete Transactions List Table

- **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

Using Complete Transactions Filters

To Filter Complete Transactions:

1. Locate the filter section at the top of the table.
2. Click on the Sponsor Organization dropdown to filter by organization.
3. Select the Sponsor Organization you wish to see the transactions for.
4. Select the **Search Transaction ID** field.

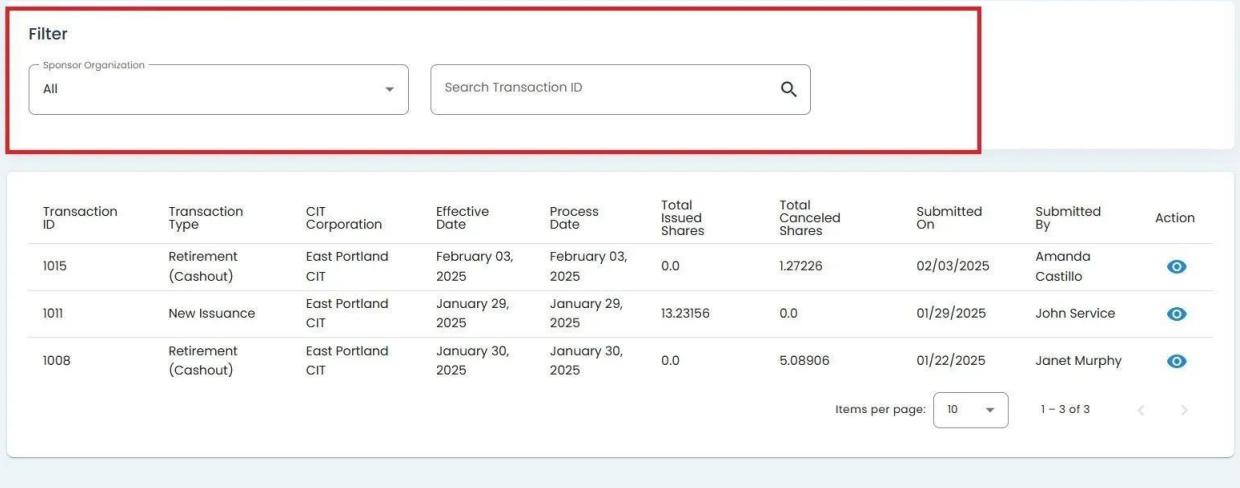
How to Use Wildcard (*) to Search for Multiple Transaction IDs

You can also use the * as a wildcard to search for multiple Transaction IDs:

Complete Transactions

Filter

Sponsor Organization Search Transaction ID



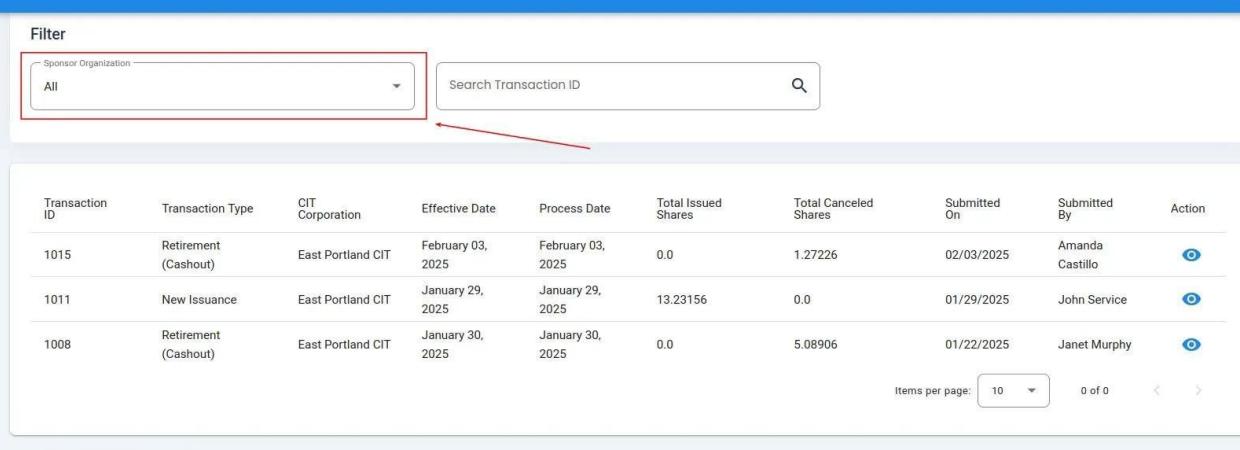
Transaction ID	Transaction Type	CIT Corporation	Effective Date	Process Date	Total Issued Shares	Total Canceled Shares	Submitted On	Submitted By	Action
1015	Retirement (Cashout)	East Portland CIT	February 03, 2025	February 03, 2025	0.0	1.27226	02/03/2025	Amanda Castillo	
1011	New Issuance	East Portland 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: 1 – 3 of 3 < >

Fig. 125: Complete Transactions Table Filter Section Highlighted

Filter

Sponsor Organization Search Transaction ID



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: 0 of 0 < >

Fig. 126: Complete Transactions Status Dropdown Location

Complete Transactions

Filter

Sponsor Organization

All

Search Transaction ID

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 page

Fig. 127: Sponsor Organization, Dropdown Expanded

Filter

Sponsor Organization

All

Search Transaction ID

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: 10 0 of 0

Fig. 128: Search Transaction ID Field Location

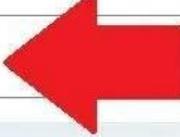
Directives

Filter

Status: All

Sponsor Organization: All

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. 129: Search Bar for Transaction ID with wildcard search

I.11 Settings

The **Settings** category contains configuration options for your community organization.

Table of Contents

- [*Features: Settings*](#)
- [*Settings Sections*](#)
 - [*Community Profile*](#)
 - [*Staff Management*](#)
 - [*Receive Notifications*](#)
 - [*Demographic Questions*](#)
 - [*Renew Demographic Questions*](#)
 - [*Median Family Income \(MFI\)*](#)

Features: Settings

The **Settings** category allows you to:

- [*Manage your organization's profile*](#)
- [*Manage staff accounts*](#)
- [*Configure notification preferences*](#)
- [*Configure demographic questions*](#)
- [*Configure renewal demographic questions*](#)
- [*Configure median family income settings*](#)

Settings Sections

The following sections are available in the  **Settings** category:

Community Profile

View and edit your organization's profile information including contact details and address.

Staff Management

Manage staff accounts, add new staff members, and configure permissions.

Receive Notifications

Configure email notification preferences for your account.

Demographic Questions

Configure the demographic data collection questions presented to investors.

Renew Demographic Questions

Configure questions presented during the demographic renewal process.

Median Family Income (MFI)

Configure income thresholds for determining investor eligibility.

Community Profile

The **Community Profile** settings allow community users to view and edit their organization's profile information.

Table of Contents

- [*Features: Community Profile*](#)
- [*Location*](#)
- [*Profile Overview*](#)
- [*Profile Fields*](#)
- [*Edit Profile*](#)

Features: Community Profile

The **Community Profile** settings allow you to:

- View your organization's profile information
- Edit organization details
- Update contact information
- Manage address information

Location

The **Community Profile** settings page is located in the **Settings** category in the **Primary Sidenavigation** menu.

Profile Overview

The **Community Profile** page displays your organization's current profile information.

Profile Fields

The following fields are available on the Community Profile page:

Profile Field Descriptions

- **Organization Name** The official name of your community organization
- **Website** Your organization's website URL
- **Email** Primary contact email address
- **Phone** Contact phone number
- **Street** Street address
- **City** City location
- **State** State or province

Fig. 130: Community Profile Overview

Info

Name*	John Doe Enterprises
Website	www.johndoeenterprises.com
Billing Email	billing@johndoeenterprises.com
Company Email	info@johndoeenterprises.com
Phone Number	(555) 123-4567

Fig. 131: Community Profile Fields

- **Zip** Postal/ZIP code

Edit Profile

To edit your organization's profile information, [click](#) the button.

Note

Changes to your organization's profile may require approval depending on your permissions.

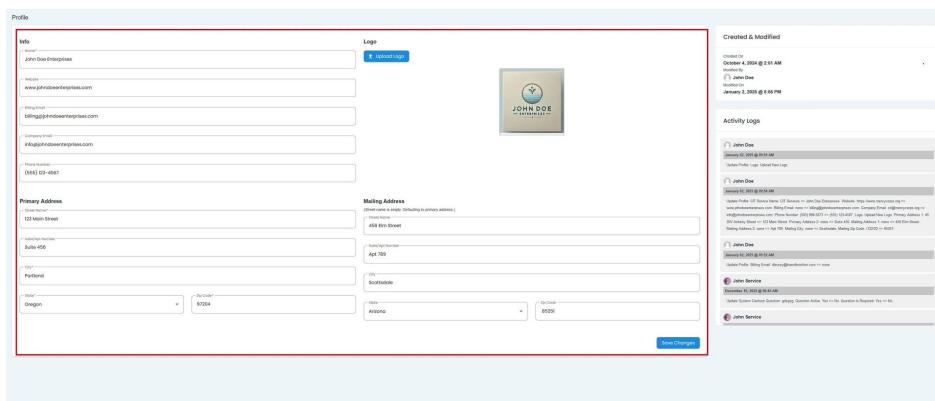


Fig. 132: Edit Profile Button

Staff Management

The **Staff Management** settings allow community users to manage staff accounts and permissions for their organization.

Table of Contents

- *Features: Staff Management*
- *Location*
- *Staff List Overview*
- *Staff Table Columns*
- *Add New Staff*
 - *Add Staff Dialog*

Features: Staff Management

The **Staff Management** settings allow you to:

- View all staff members in your organization
- *Add new staff members*
- View staff details
- Manage staff permissions

Location

The **Staff Management** settings page is located in the **Settings** category in the **Primary Sidenavigation** menu.

Staff List Overview

The **Staff Management** page displays all staff members associated with your organization.

Staff List					
Contact Name	Contact Email	Number of Visits	Last Logged In	Status	Action
Anass Zolami	anass@transferonline.com	1	10/30/2024 @ 12:48 PM	Active	  
Carl Podeyn	cpodeyn@transferonline.com	7	12/19/2024 @ 11:47 AM	Active	  
John Doe	dievsey@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@techtheadcorp.com	288	01/06/2025 @ 05:19 AM	Active	  
Pankaj CIT	pankaj.joshi@techtheadcorp.com	0		Activation Pending	 

Fig. 133: Staff List Overview

Staff Table Columns

The staff table displays the following columns:

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	 

Fig. 134: Staff Table Column Headers

Column Descriptions

- **First Name** Staff member's first name
- **Last Name** Staff member's last name
- **Email** Staff member's email address
- **Status** Current status of the staff account
- **Action** Available actions for the staff member

Add New Staff

To add a new staff member, [click](#) the button.

Add Staff Dialog

The Add Staff dialog allows you to enter the new staff member's information:

Required Fields

- **First Name** Staff member's first name
- **Last Name** Staff member's last name
- **Email** Staff member's email address (used for login)

To cancel without adding a new staff member, [click](#) the button.

Note

New staff members will receive an email invitation to set up their account after being added.

Add New Staff

Email*

First Name*

Last Name*

Permissions

Account

Manage Community

Billing

Fig. 135: Add Staff Button

Receive Notifications

The **Receive Notifications** settings allow community users to configure email notification preferences for their account.

Table of Contents

- [*Features: Receive Notifications*](#)
- [*Location*](#)
- [*Notifications Overview*](#)
- [*Notification Toggles*](#)

- [Save Changes](#)

Features: Receive Notifications

The **Receive Notifications** settings allow you to:

- View notification preferences
- Enable or disable notification types
- [Save notification settings](#)

Location

The **Receive Notifications** settings page is located in the  **Settings** category in the **Primary Sidenavigation** menu.

Notifications Overview

The **Receive Notifications** page displays toggle switches for each notification type.

Note

Enable or disable notifications based on your preferences. Disabling a notification type means you will not receive emails for that category of events.

Notification Toggles

Use the toggle switches to enable or disable specific notification types.

Notification Types

Common notification categories include:

- **New Investor Activity** Notifications when new investors join
- **Document Updates** Notifications when documents are uploaded or changed
- **Transaction Alerts** Notifications for investment transactions
- **System Announcements** Important systemwide notifications

Save Changes

After configuring your notification preferences,  click the button to apply your settings.

Tip

Review your notification settings periodically to ensure you receive important updates while avoiding notification overload.

Demographic Questions

The **Demographic Questions** settings allow community users to configure the demographic data collection questions presented to investors.

Table of Contents

- *Features: Demographic Questions*
- *Location*
- *Demographics Overview*
- *Question Categories*
- *Filter by Visibility*
- *Reordering Questions*
- *View Question Details*

Features: Demographic Questions

The **Demographic Questions** settings allow you to:

- View all demographic questions configured for your organization
- Filter questions by visibility status
- Reorder questions to change display order
- View question dependencies

Location

The **Demographic Questions** settings page is located in the **Settings** category in the **Primary Sidenavigation** menu under .

Demographics Overview

The **Demographic Questions** page displays all configured demographic questions.

Question Categories

The demographic questions cover several categories of information:

Question Categories

- **Income** Questions about household income levels
- **Housing** Questions about rent or ownership status
- **Investment History** Previous investment experience
- **Address Information** Address verification questions
- **Household Composition** Family and household size information

Fig. 136: Demographic Questions Page Overview

Filter by Visibility

Use the and switches to filter which questions are displayed in the list.

Fig. 137: Visible/Hidden Filter Switches

Reordering Questions

Questions can be reordered to change the order in which they appear to investors.

Note

Drag and drop questions to change their order. The order determines how questions are presented to investors during the demographic data collection process.

System Default: Demographic Questions

Filter: Visible Hidden

To reorder the questions below, click and drag them up or down.

Visible - This question will be visible to investors.
Hidden - This question will be hidden from investors.

1	How long have you lived at your current address?	Visible <input type="radio"/>
2	Your gender (select one)	Visible <input type="radio"/>
3	Your race/ethnicity (select as many as apply)	Visible <input type="radio"/>
4	Your highest level of education (select one)	Visible <input type="radio"/>
5	What is your country of origin?	Visible <input type="radio"/>

Fig. 138: Question Reordering Instructions

View Question Details

Click on a question in the list to view its configuration details.

Add System Demographic Question

Question

Question*

Yes or No answer

This question depends on the question below.
 How long have you lived at your current address?

Pre-Select Answer Option

Answer From: How long have you lived at your current address? Action

If the question **How long have you lived at your current address?** is answered and matches an option below, multiple choices will be displayed for the investor to choose from.

Fig. 139: Question Selected for Viewing

Tip

Demographic questions help collect important information about investors that may be required for regulatory compliance or program eligibility.

Renew Demographic Questions

The **Renew Demographic Questions** settings allow community users to configure the questions presented to investors when renewing their demographic information.

Table of Contents

- [*Features: Renew Demographic Questions*](#)
- [*Location*](#)
- [*Renew Demographics Overview*](#)
- [*Question Accordion Panels*](#)
- [*Filter by Visibility*](#)
- [*Reordering Questions*](#)
- [*View Question Details*](#)

Features: Renew Demographic Questions

The **Renew Demographic Questions** settings allow you to:

- View all renewal demographic questions
- Filter questions by visibility status
- View accordion panels for question sections
- Manage question order

Location

The **Renew Demographic Questions** settings page is located in the **Settings** category in the **Primary Sidenavation** menu under .

Renew Demographics Overview

The **Renew Demographic Questions** page displays all configured questions with their visibility status.

Question Accordion Panels

Questions are organized in accordion panels that can be expanded to view details.

Accordion Panel Sections

The accordion panels organize questions by category:

- **Income Questions** Questions about current income levels
- **Housing Questions** Questions about housing status
- **Investment Questions** Questions about investment updates
- **Household Questions** Questions about household changes

The screenshot shows the CIT Community Manual interface. The left sidebar has a 'Setting' section expanded, with 'Renew Demographic' selected. The main content area is titled 'System Default: Renew Demographic Questions'. It shows a list of questions with visibility filters (Visible or Hidden). The questions are:

- 1 How many people, including yourself, live in your household? (Visible)
- 2 Your employment situation (select one) (Visible)
- 3 Annual Household income (select one) (Visible)
- 4 This question above depends on the answer to the question below: How many people, including yourself, live in your household? (Visible)
- 5 Have you visited any organizations since becoming an investor? (Visible)
- 6 Do you rent or own your home? (Visible)

Fig. 140: Renew Demographic Questions Page Overview

Filter by Visibility

Use the and switches to filter which questions are displayed in the list.

The screenshot shows the CIT Community Manual interface, similar to Fig. 140. The left sidebar has 'Setting' expanded, with 'Renew Demographic' selected. The main content area is titled 'System Default: Renew Demographic Questions'. The 'Visible' filter switch is selected, and the list of questions is identical to Fig. 140.

Fig. 141: Visible/Hidden Filter Switches

Reordering Questions

Questions can be reordered to change the order in which they appear during the renewal process.

View Question Details

Click on a question in the list to view its configuration.

Fig. 142: Question Reordering Instructions

Fig. 143: Question Selected in List

Note

Renew demographic questions are presented to investors periodically to keep their demographic data up to date and ensure continued program eligibility.

Median Family Income (MFI)

The **Median Family Income (MFI)** settings allow community users to configure income thresholds for determining investor eligibility.

Table of Contents

- *Features: Median Family Income*
- *Location*
- *MFI Overview*
- *MFI Parameters*
- *Income Eligibility*

Features: Median Family Income

The **Median Family Income** settings allow you to:

- View MFI thresholds for your community
- Configure income eligibility parameters
- Set household size adjustments
- Manage percentage thresholds

Location

The **Median Family Income (MFI)** settings page is located in the **Settings** category in the **Primary Sidenavigation** menu under .

MFI Overview

The **Median Family Income** page displays the current MFI configuration for your community.

What is MFI?

Median Family Income (MFI) is a measure used to determine eligibility for community investment programs. It takes into account:

- Regional income levels
- Family/household size
- Percentage of median income thresholds

MFI Parameters

The following parameters can be configured:

MFI Configuration Options

- **Income** Base income threshold for the community
- **Family Size** Family size adjustments
- **Household Size** Household composition factors
- **Percentage** Percentage of MFI used for eligibility determination

Income Eligibility

MFI settings determine investor eligibility based on income relative to the median family income for the area.

Note

MFI thresholds may be updated periodically based on regional economic data. Contact your administrator if you have questions about current MFI settings.

I.12 Billing

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

- *Invoices*
- *Payments*

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	\$1500.00	\$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. 144: 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	\$1500.00	\$159	\$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. 145: 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	\$1500.00	\$159	\$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. 146: 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	\$1,03.87	\$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. 147: 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	\$1,03.87	\$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. 148: 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. 149: 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. 150: Billing, Invoices, All Fields Required

3. Complete all required information (example):

Add Invoice

Company Type* Sponsor Organizations

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.

Line Items

1 Item Type* Description* Amount*

Post Part of the 2025 Community Engagement budget. Approved by Jane Doe on 3/10/2025 \$500

Total amount \$500.00

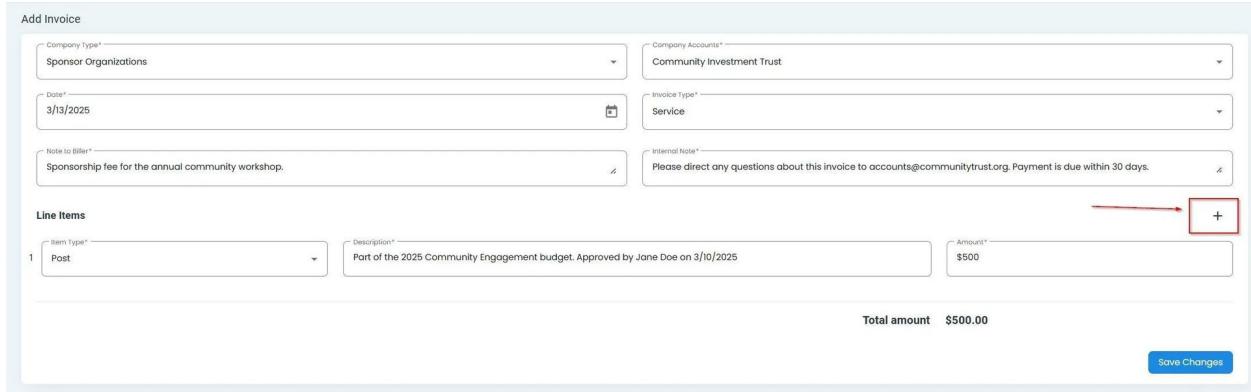
Save Changes

Fig. 151: 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:

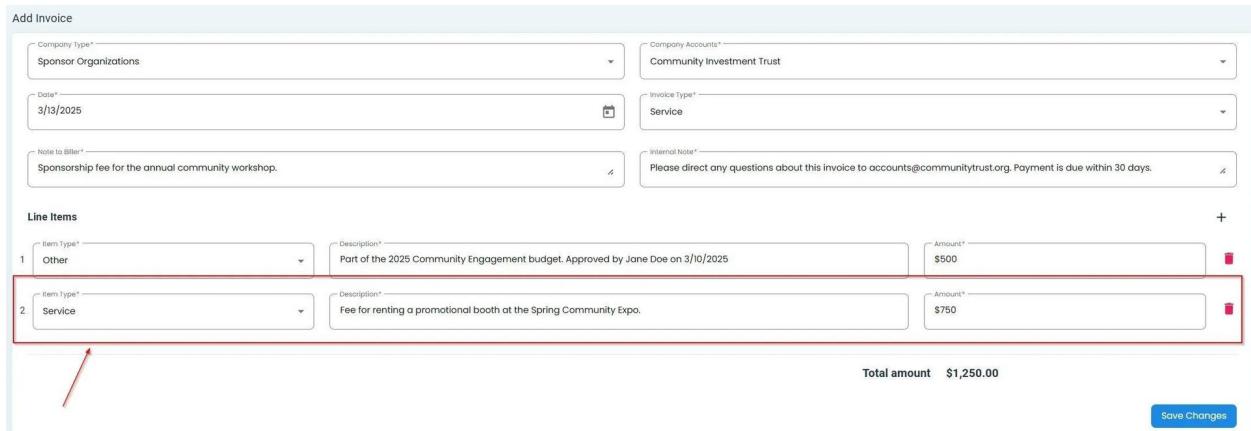
- Company Type: Sponsor Organizations
- Date: 3/13/2025
- Company Accounts: Community Investment Trust
- Invoice Type: Service
- Note to Biller: Sponsorship fee for the annual community workshop.
- Internal Note: Please direct any questions about this invoice to accounts@communitytrust.org. Payment is 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. 152: 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. 153: 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.	
Line Items		
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
		Total amount \$1,250.00
Save Changes		

Fig. 154: 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								
Filter				Search				
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	

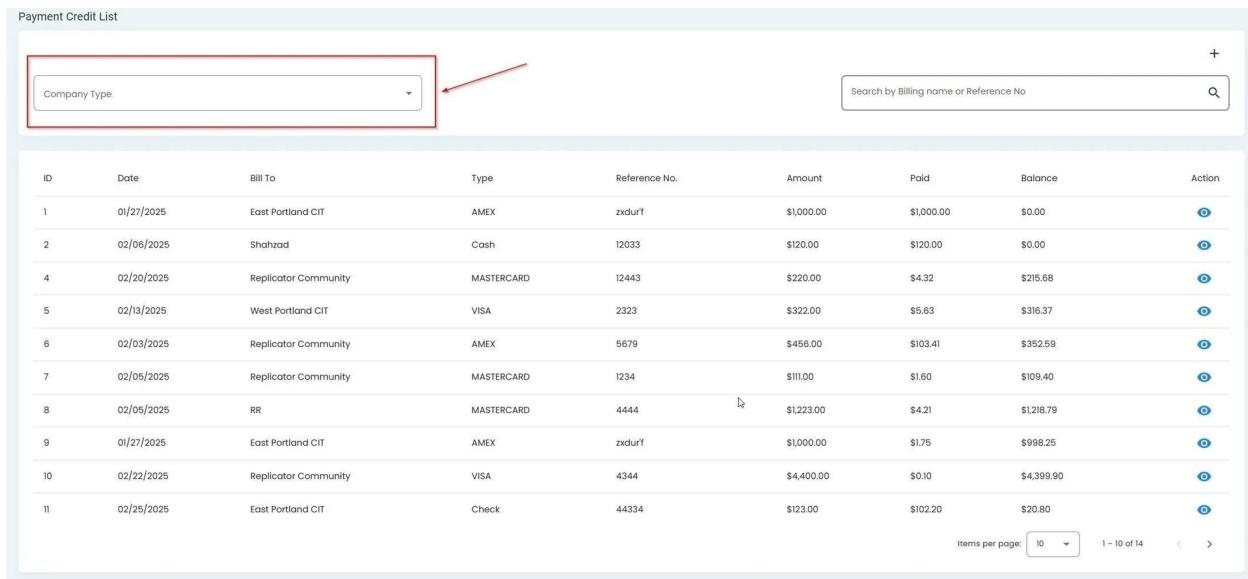
Fig. 155: Payments Homepage showing the payment records table

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' with a red box and an arrow pointing to it. To the right is a search bar with the placeholder 'Search by Billing name or Reference No.' and a magnifying glass icon. The table has columns: ID, Date, Bill To, Type, Reference No., Amount, Paid, Balance, and Action. The data in the table is as follows:

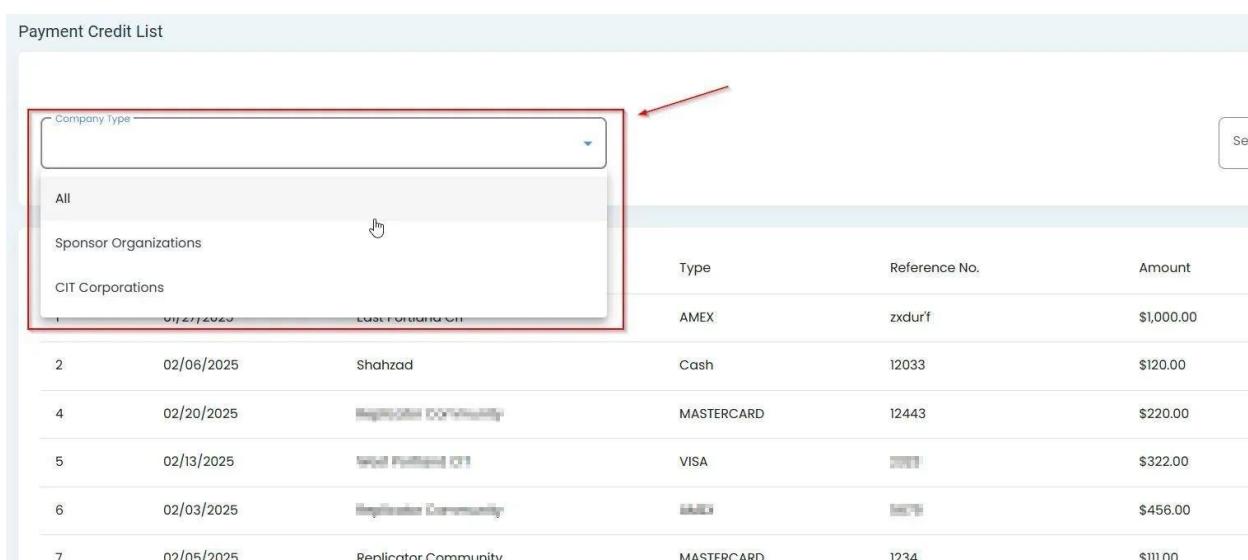
ID	Date	Bill To	Type	Reference No.	Amount	Paid	Balance	Action
1	01/27/2025	East Portland CIT	AMEX	zxdurf	\$1,000.00	\$1,000.00	\$0.00	
2	02/06/2025	Shahzad	Cash	12033	\$120.00	\$120.00	\$0.00	
4	02/20/2025	Replicator Community	MASTERCARD	12443	\$220.00	\$4.32	\$215.68	
5	02/13/2025	West Portland CIT	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	

Items per page: 10 1 - 10 of 14 < >

Fig. 156: 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. 156, but with the 'Company Type' dropdown expanded. The expanded menu includes 'All', 'Sponsor Organizations', and 'CIT Corporations'. 'CIT Corporations' is further expanded to show specific entries: 'East Portland CIT' (which is highlighted with a red box and an arrow pointing to it) and 'Replicator Community'. The table data is as follows:

ID	Date	Bill To	Type	Reference No.	Amount
1	01/27/2025	East Portland CIT	AMEX	zxdurf	\$1,000.00
2	02/06/2025	Shahzad	Cash	12033	\$120.00
4	02/20/2025	Replicator Community	MASTERCARD	12443	\$220.00
5	02/13/2025	West Portland CIT	VISA	2323	\$322.00
6	02/03/2025	Replicator Community	AMEX	5679	\$456.00
7	02/05/2025	Replicator Community	MASTERCARD	1234	\$111.00

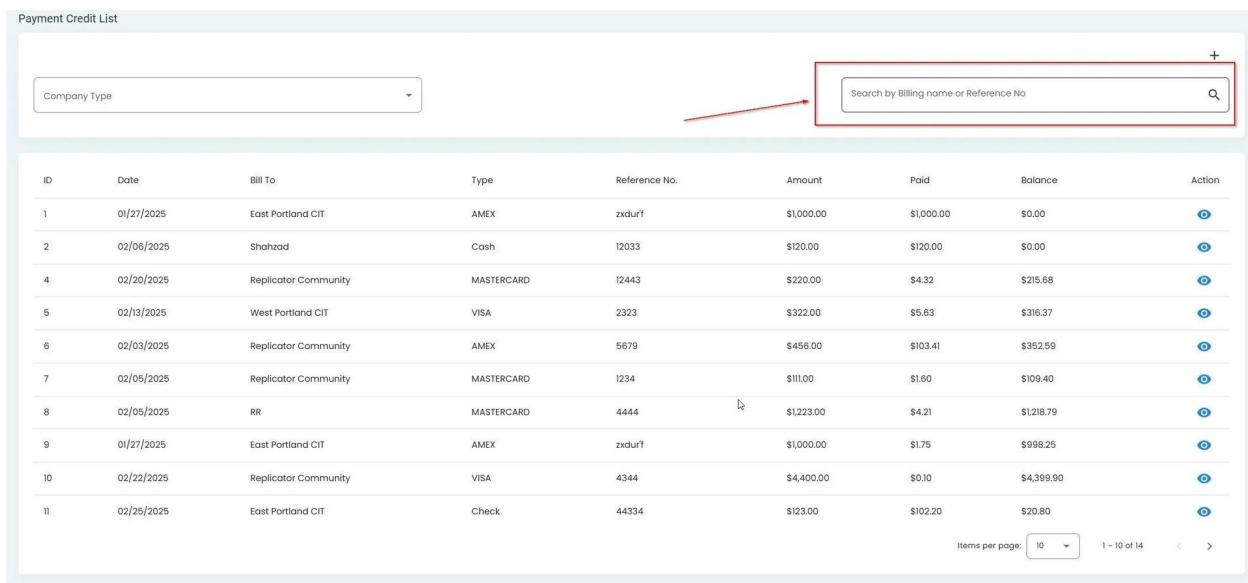
Fig. 157: Expanded filter options for the Payments table

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 its right 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 a header row with columns: ID, Date, Bill To, Type, Reference No., Amount, Paid, Balance, and Action. Below the header are 11 data rows. At the bottom right of the table 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	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	

Fig. 158: 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	
Items per page:				10	1 - 10 of 14	<	>	

Fig. 159: 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*

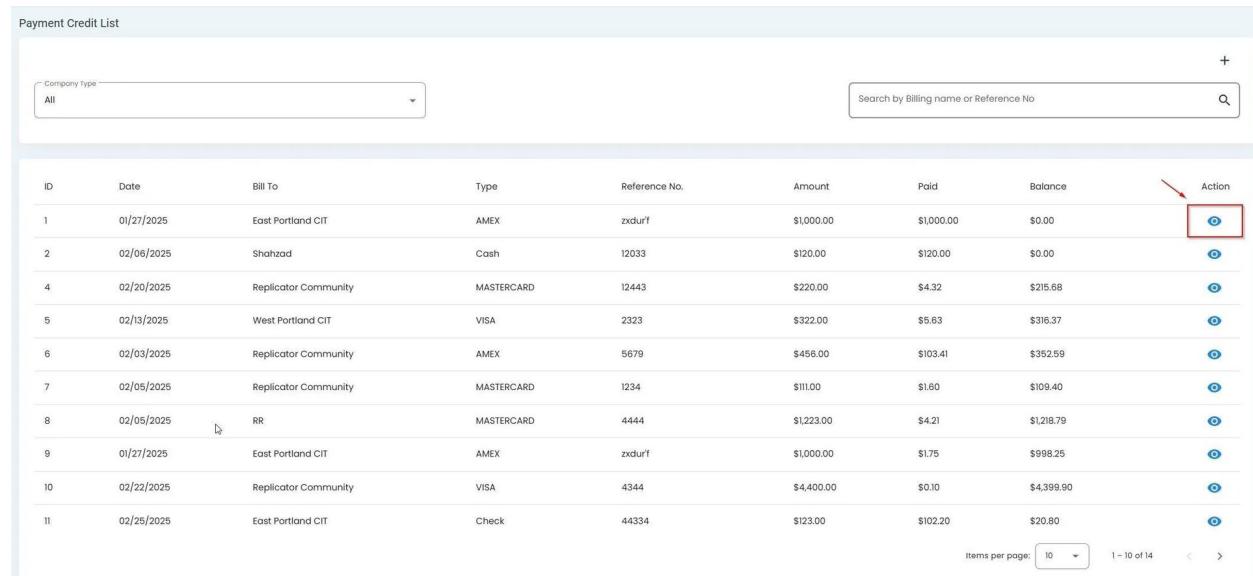
Overview: Payment Details

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.



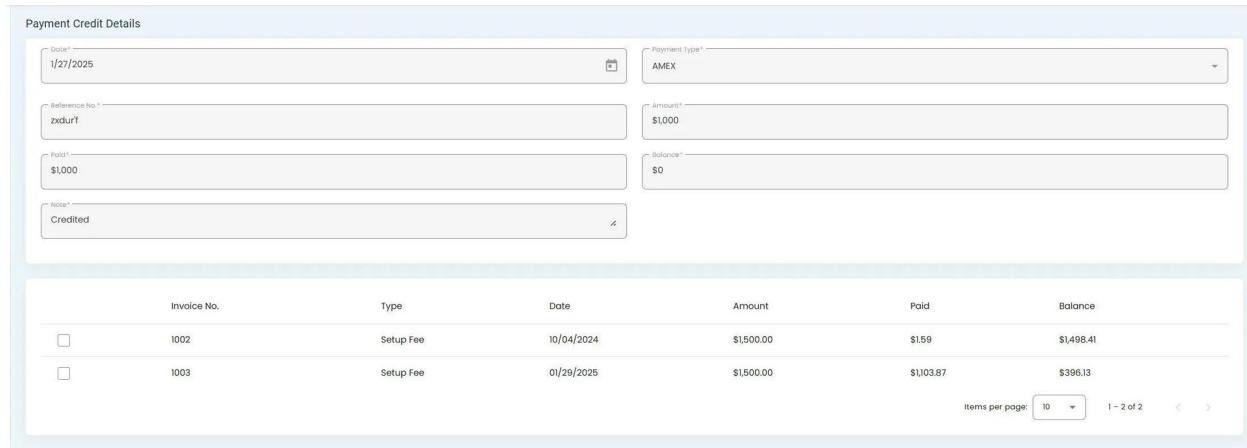
The screenshot shows a table titled "Payment Credit List" with the following columns: ID, Date, Bill To, Type, Reference No., Amount, Paid, Balance, and Action. The "Action" column contains a "View Details" button, which is highlighted with a red box and a red arrow pointing to it. The table also includes a "Company Type" dropdown, a search bar, and pagination controls at the bottom.

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. 160: 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.: zxdur1
- 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

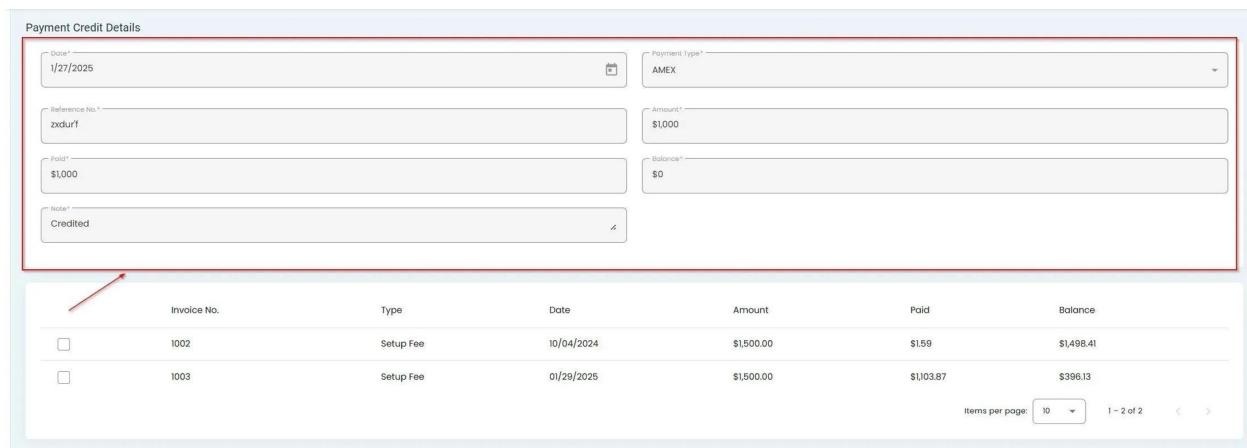
At the bottom right are buttons for 'Items per page: 10' and '1 - 2 of 2'.

Fig. 161: 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.: zxdur1
- 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. 162: 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	A

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. 163: 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*

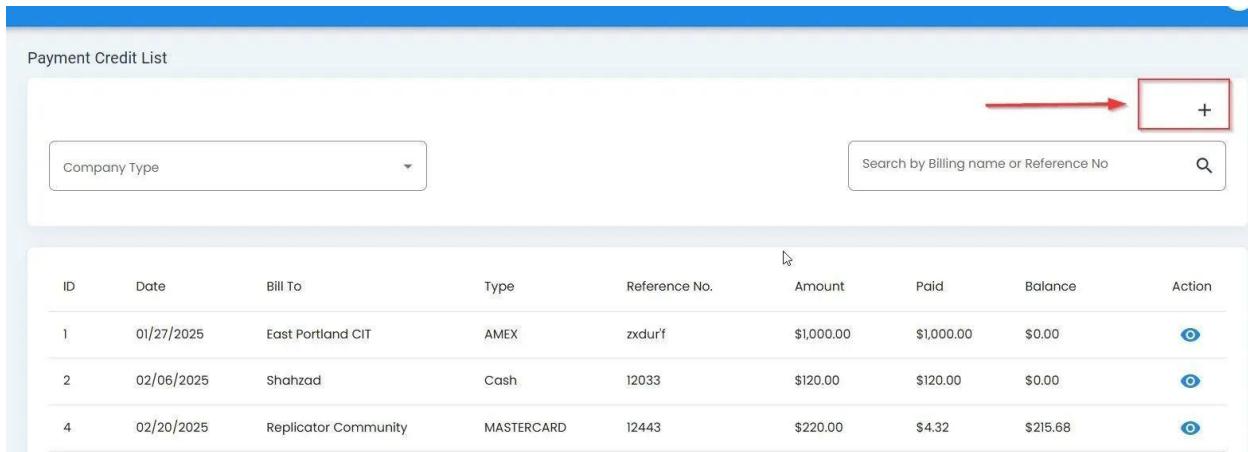
Overview: Payment Credits

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.



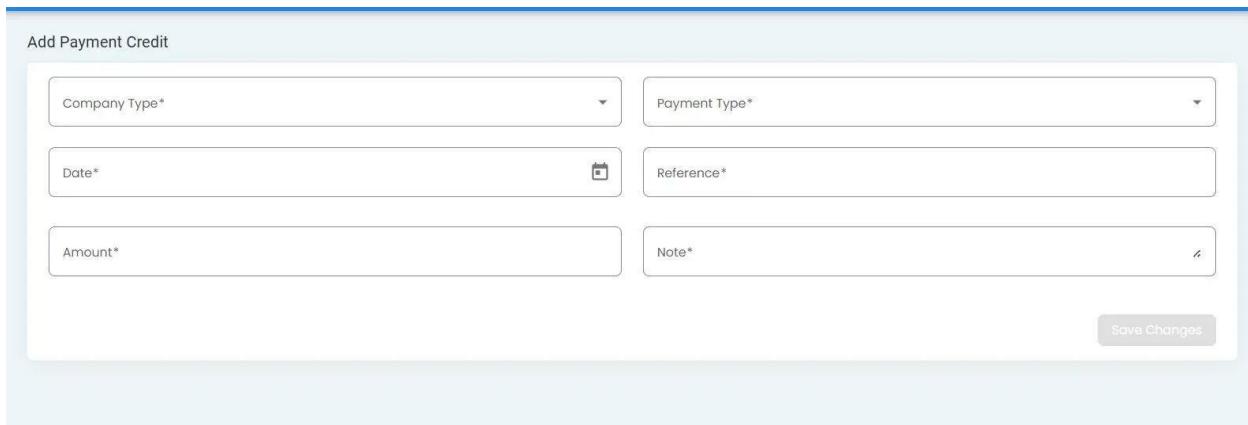
The screenshot shows a table of payment credits with columns: ID, Date, Bill To, Type, Reference No., Amount, Paid, Balance, and Action. The 'Action' column contains small circular icons. A red arrow points to a red-bordered '+' button in the top right corner of the interface.

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. 164: 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. 165: 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 form titled 'Add Payment Credit'. It contains several input fields: 'Company Type*' (dropdown), 'Payment Type*' (dropdown), 'Date*' (date picker), 'Reference*' (text input), 'Amount*' (text input), and 'Note*' (text input). A 'Save Changes' button is located at the bottom right. All fields marked with an asterisk are highlighted with a red border, indicating they are required.

Fig. 166: All fields are required in the Add Payment Credit form

The screenshot shows the 'Add Payment Credit' form with the 'Company Type*' dropdown open. The option 'Sponsor Organizations' is selected and highlighted with a red border. A red arrow points from the text 'Step 4: Select Company Account' to this selected option. Other options in the dropdown are 'CIT Corporations', 'Reference*', and 'Note*'. To the right of the dropdown, other form fields are visible: 'Company Accounts*', 'Date*', 'Amount*', and 'Note*'. The 'Reference*' field is also highlighted with a red border.

Fig. 167: 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. 168: 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. 169: Selecting the payment type in the Add Payment Credit form

Add Payment Credit

Company Type* — Sponsor Organizations

Payment Type* — VISA

Reference* — AMEX Transaction #ZXL234

Note* — Partial payment toward Setup Fee invoice #1002

Company Accounts* — Community Investment Trust

Date* — 3/19/2025

Amount* — \$1,000

Save Changes

Fig. 170: 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.

I.13 Communication

The **Communication** section allows community users to manage messaging and notifications with shareholders.

Table of Contents

- *Features: Communication*
- *Communication Sections*
 - *Messages*
 - *Send Notification*

Features: Communication

The **Communication** section allows you to:

- *View and send messages to shareholders*
- Filter messages by CIT Corporation and status
- *Reply to messages*
- *Send email notifications to shareholders*

Communication Sections

Messages

View, filter, and respond to messages from shareholders and other users. The Messages section organizes communications by read/unread status and allows filtering by CIT Corporation.

Send Notification

Send email notifications to active shareholders. Select the notification category, type, compose your message, and optionally send a test notification before sending to all recipients.

Messages

The **Messages** section allows you to view and send communications to shareholders and other users.

Table of Contents

- *Features: Messages*
- *Location*
- *Messages Overview*
- *Filter by CIT Corporation*
- *Filter by Read/Unread Status*
 - *Unread Messages*
 - *Read Messages*
- *Message Detail*
- *Reply to Message*
- *Compose New Message*

Features: Messages

The **Messages** section allows you to:

- *View messages from users*
- Filter messages by CIT Corporation
- *View unread and read messages*
- *View message details*
- *Reply to messages*
- *Compose new messages*

Location

The **Messages** section is located under the **Communication** category in the **Primary Sidenavigation** menu.

Messages Overview

The **Messages** page displays messages organized by read/unread status.

Filter by CIT Corporation

Filter messages to show only those related to a specific CIT Corporation.

1. **Locate** the dropdown at the top of the page.
2. **Select** a CIT Corporation from the dropdown.

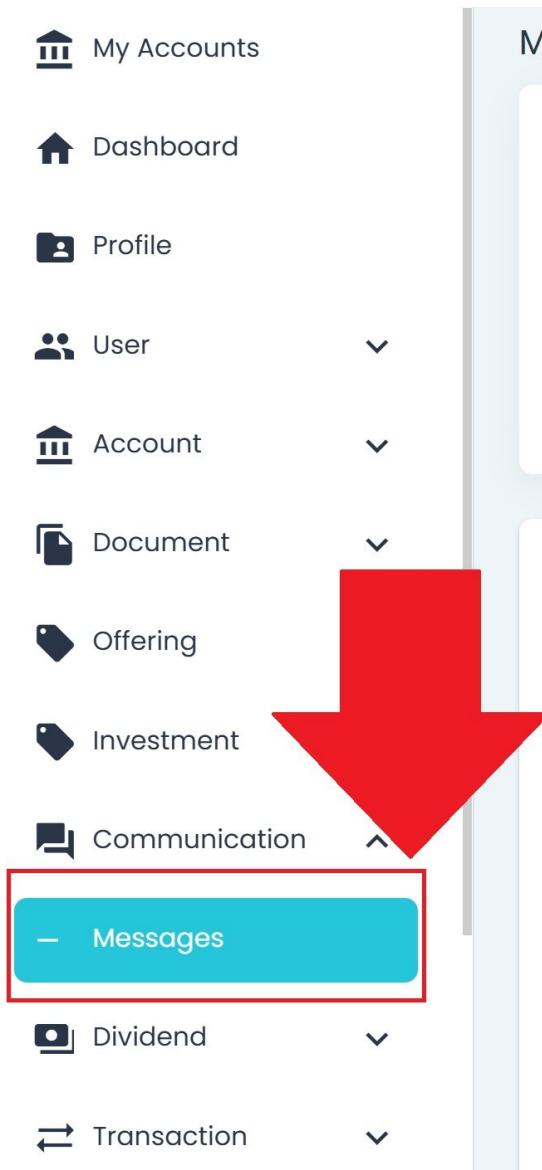


Fig. 171: Messages Section Navigation Location

The image shows the 'Messages' section of the application. The sidebar on the left is identical to Fig. 171. The main area is titled 'Messages' and contains the following interface:

- Filter:** A dropdown menu set to 'All' and a search bar.
- Unread Messages:** A list of messages with the following details:
 - CIT Corporation: East Portland CIT, Investor: Investor Name#302
 - Test
 - Investor Demo on December 12, 2025 @ 05:55 PM PST
 - TestMessage
 - New**
 - Mark as Read**
 - Reply**
- Read Messages:** A list of messages with the following details:
 - January 8, 2026 @ 2:18 PM
 - CIT Corporation: East Portland CIT, Investor: Investor Name#302
 - Test
 - New**

Fig. 172: Messages Section Overview

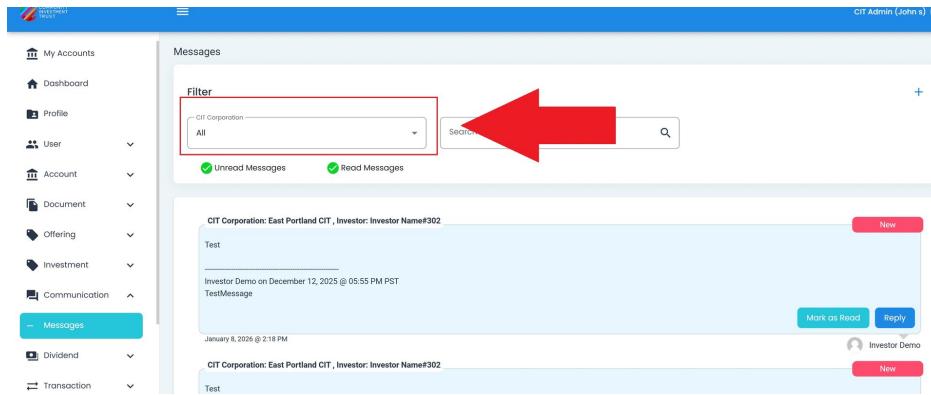


Fig. 173: CIT Corporation Filter Dropdown

Filter by Read/Unread Status

Toggle between viewing unread and read messages.

Unread Messages

The **Unread Messages** section displays messages you have not yet read.

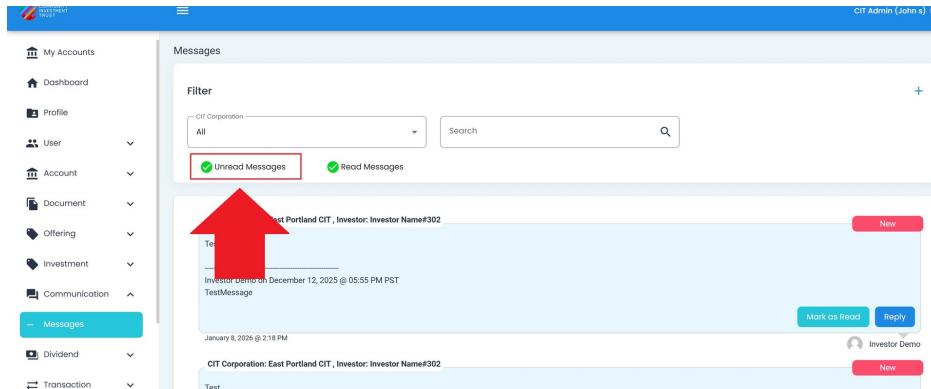


Fig. 174: Unread Messages Section

Read Messages

The **Read Messages** section displays messages you have already viewed.

Message Detail

Click on a message row to view the full message details.

Reply to Message

To reply to a message:

1. Click the button on the message.
2. Enter your message in the text field.

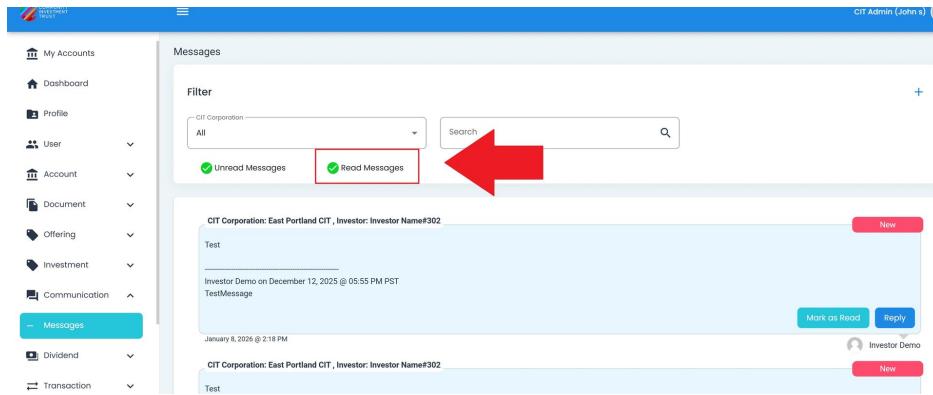


Fig. 175: Read Messages Section

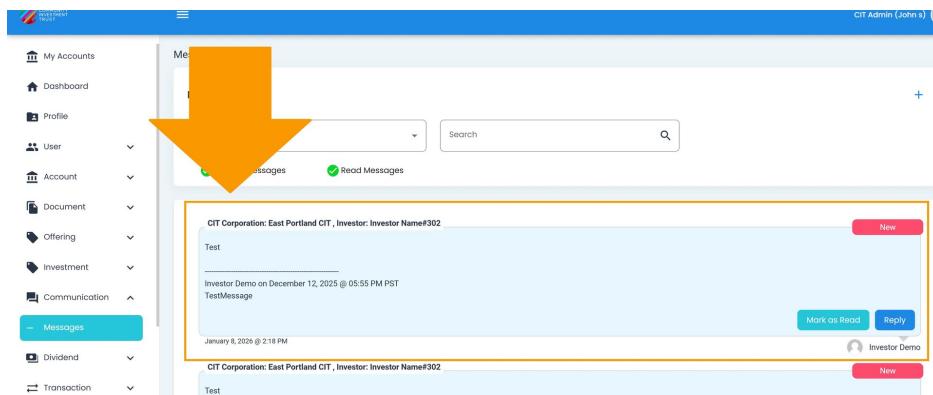


Fig. 176: Message Detail View

3. Click to send the reply, or to close without sending.

Note

Clicking Cancel closes the dialog without sending any message.

Compose New Message

To send a new message:

1. Click the or button.
2. The Send Message dialog opens with the following fields:

Message Form Fields

- **Subject** Enter the message subject
- **Message** Enter the message content

3. Click to send the message, or to close without sending.

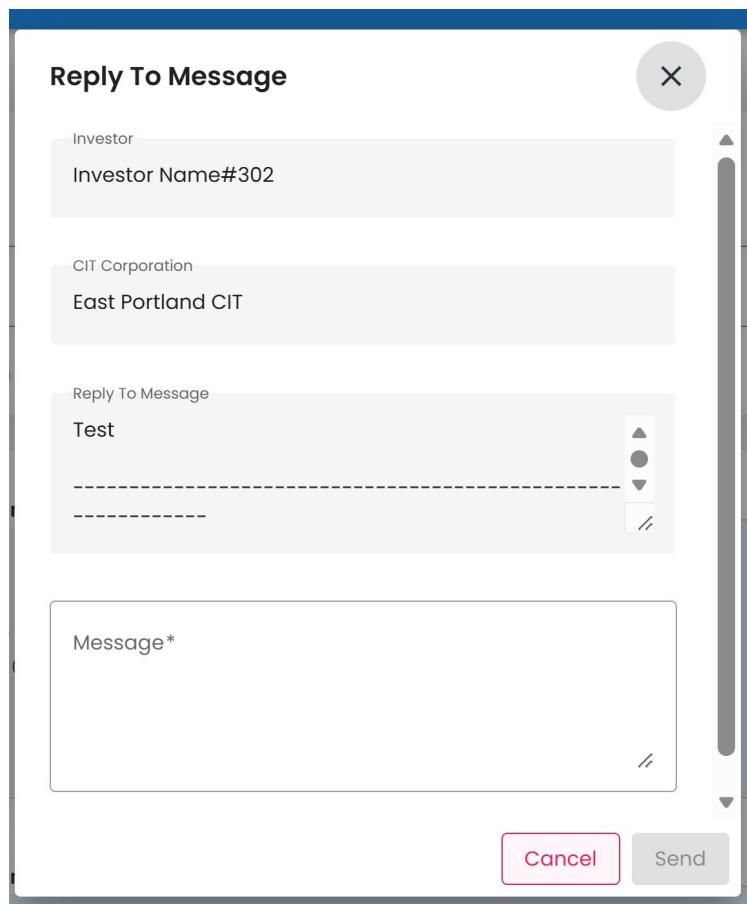


Fig. 177: Reply Dialog

Send Notification

The **Send Notification** feature allows community users to send email notifications to shareholders.

Table of Contents

- *Features: Send Notification*
- *Location*
- *Category Selection*
- *Type Selection*
- *Compose Notification*
 - *Subject Field*
 - *Message Field*
- *Send Test Notification*
- *Sending the Notification*

Features: Send Notification

The **Send Notification** feature allows you to:

- Send email notifications to shareholders
- *Select notification category*
- *Choose notification type*
- *Compose notification content*
- *Send test notifications*

Location

The **Send Notification** page is located under the **Communication** category in the **Primary Sidenavigation** menu.

Category Selection

Select a category from the dropdown to determine who will receive the notification.

Category Options

- **Select** Default option (no category selected)
- **Active Shareholders** Send to all active shareholders

Type Selection

Select the notification type from the dropdown.

Type Options

- **Email** Send notification via email

Compose Notification

Enter the notification content using the following fields:

Subject Field

Enter the subject line for the notification in the text field.

Message Field

Enter the notification message in the text field.

Tip

Keep notification subjects clear and concise. Include all relevant details in the message body.

Send Test Notification

Before sending to all recipients, you can send a test notification to yourself:

Click the button to receive a test notification at your email address.

Note

Use the test feature to verify the notification content and formatting before sending to shareholders.

Sending the Notification

After composing and testing your notification:

1. Verify the category, type, subject, and message are correct.
2. Click the button to send the notification to all selected recipients.

Warning

Notifications cannot be recalled once sent. Always use the test feature to verify content before sending.

I.14 Proxy

The **Proxy** section allows community users to manage proxy voting records and related documentation.

Table of Contents

- *Features: Proxy*
- *Location*
- *Proxy List Overview*
- *Filtering the Proxy List*
 - *Filter by Sponsor Organization*
 - *Filter by CIT Corporation*
- *Search Functionality*
- *View Proxy Details*
 - *Proxy Proposals*
 - *Proposal Details*
 - *Proxy Documents*
- *Add New Proxy*

Features: Proxy

The **Proxy** section allows you to:

- *View the Proxy List*
- *Filter by Sponsor Organization*
- *Filter by CIT Corporation*
- *Search for proxies*
- *View proxy details*
- *Add new proxy records*

Location

The **Proxy** section is located in the **Primary Sidenavigation** menu.

Proxy List Overview

The **Proxy List** displays all proxy records for your organization.

Filtering the Proxy List

Use the filter dropdowns to narrow down the proxy list.

Proxy												
Proxy ID		Company	Security	Total Shares	Total Voted Shares	Title	Owner	Record Date	Mailing Date	Meeting Date	Closing Date	Status
1006	Caterpillar Inc.		Common	870290	0	September Meeting	40	9/22/2015	10/1/2015	10/9/2015	10/10/2015	Draft
1007	Caterpillar Inc.		Common	870290	1300000	October voting	60	9/22/2015		11/9/2015		Closed
1008	Caterpillar Inc.		Common	870290	0	Test	40	9/22/2015		9/26/2015		Draft
1009	Lipton		Common	55221	0	test (proxy A)	30	9/23/2015		10/9/2015		Draft
1010	Lipton		Common	55221	0	test pds	20	9/23/2015		9/26/2015		Closed
1012	The AES Corporation		Common	60488	0	Testing	40	9/23/2015		9/23/2015		Closed
1013	Lipton		Common	55221	0	proxy 1a	40	9/23/2015		9/23/2015		Closed
1014	Borden Group, Inc.		Common	870290	100000	Test Pds	35	9/22/2015	10/7/2015	10/9/2015		Closed
1016	Lipton		Common	55221	0	t	50	11/13/2015		11/18/2015		Closed
1017	Alaska Air Group, Inc.		Common	78750	0	proxy 10	12	7/32/2016		9/6/2016	9/27/2016	Draft

Fig. 178: Proxy List Overview

Filter by Sponsor Organization

Select a Sponsor Organization from the dropdown to filter proxies.

1. Open the dropdown.
2. Select an organization (e.g., “Community Investment Trust”).

Filter by CIT Corporation

Select a CIT Corporation from the dropdown to further filter proxies.

1. Open the dropdown.
2. Select a corporation (e.g., “East Portland CIT”).

Search Functionality

Use the search field to find specific proxies by ID or title.

1. Locate the search field with placeholder text “Search by Proxy ID or Title”.
2. Enter your search term.
3. Results will filter automatically based on your search.

Tip

You can search by partial Proxy ID or title to find matching records quickly.

View Proxy Details

Click on a proxy record to view its detailed information.

The screenshot shows the 'Edit Proxy' page with the following details:

- Proxy ID:** 1006
- Status:** Draft
- Allow Web Voting:** No
- Security Type:** 1
- Quorum %:** 40
- Title:** September Meeting
- Record Date:** 09/22/2015
- Mailing Date:** 10/01/2015
- Meeting Date & Time:** 10/09/2015 10:00:00
- Vote Closing Date:** 10/10/2015 10:00:00
- Description:** Test

COMPANY
Caterpillar Inc. (ID: 129)
Primary Address: 16225 Industrial Rd Salem, OR 97304 United States

CREATED / MODIFIED
Created: 22/09/2015, 10:33 AM
Modified: 26/08/2016, 2:32 AM

NO PHOTO

Fig. 179: Proxy Details View

Proxy Proposals

View proposals associated with the proxy:

The screenshot shows the 'Proxy Proposals' page with the following details:

- Normal Proposal**
- Letter of Director Proposal**
- Non-Setitarian Proposal**

COMPANY
Caterpillar Inc. (ID: 129)
Primary Address: 16225 Industrial Rd Salem, OR 97304 United States

CREATED / MODIFIED
Created: 22/09/2015, 10:33 AM

NO PHOTO

Fig. 180: Proxy Proposals

Proposal Details

Click on a proposal to view its details:

Proxy Documents

View documents associated with the proxy:

Add New Proxy

To add a new proxy record:

- Click the button.
- Fill in the proxy details:

CIT Community Manual, Release 1

Fig. 181: Proposal Details

Proxy Detail  

PROXY MATERIALS

Show Public Hosting Proxy Materials/Documents: No 

COMPANY

Caterpillar Inc. (B0-12H)
Primary Address
18225 Schuerlewood Rd Salem, OR 97304 United States


DOCUMENTS

No Document Found 

 Back to Projects

Fig. 182: Proxy Documents

[+ Add Proxy](#)

Dashboard [Proxy](#) [Add Proxy](#) [Edit Proxy](#) [View Detail](#) [...](#)

1
SELECT AN ISSUE

2
PROXY DETAILS

3
PROPOSALS

4
COMPLETE SUMMARY

Proxy Info

Issue

Alaska Air Group, Inc. (ID: 123)

Security Not Selected

Quorum % N/A

Record Date N/A

Meeting Date N/A

Vote Closing Date N/A

Proxy Detail

Allow Web Voting

Security Type *

Quorum % *

Title *

Record Date *

Mailing Date

Meeting Date & Time *

Vote Closing Date

Description *

Fig. 183: Fill In Proxy Detail

Note

After adding a proxy, you can add proposals and documents to complete the proxy record.

I.15 Report

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

Table of Contents

- *Features: Report*
- *Location*
- *Report Types*
 - Shareholder List
 - Issuer Balance
 - Transaction List
 - Demographics
 - Renew Demographics
 - Compare Demographics
 - Cashout Reason
 - Assessment Test

Features: Report

The **Report** section allows you to:

- *Generate shareholder list reports*
- *View issuer balance summaries*
- *Generate transaction list reports*
- *View demographic data reports*
- *Compare demographics across time periods*
- *View cashout reason statistics*
- *View assessment test results*

Location

The **Report** section is located in the **Primary Sidenavigation** menu:

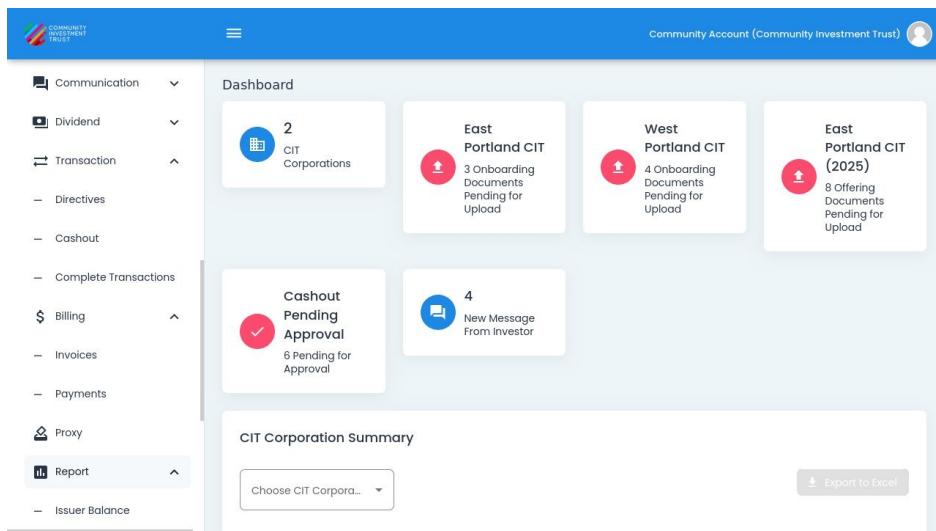


Fig. 184: Report Section Navigation

Report Types

The following reports are available:

Shareholder List

Generate a comprehensive list of all shareholders with filtering by CIT Corporation, Sponsor Organization, address status, and certificate status.

Issuer Balance

View financial summaries by CIT Corporation and offering year, including share sales and investment totals.

Transaction List

View all investment transactions including new issuances and retirements. Filter by transaction type and date range.

Demographics

View demographic data collected from investors with Summary and Questions & Answers tabs.

Renew Demographics

View renewal demographic data collected from investors during the renewal process.

Compare Demographics

Compare demographic data across different time periods for trend analysis.

Cashout Reason

View statistics on reasons investors provide when cashing out investments.

Assessment Test

View investor assessment test results including completion dates and scores.

Shareholder List Report

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

Table of Contents

- *Features: Shareholder List Report*
- *Report Overview*
- *Filter Options*
 - *Filter by CIT Corporation*
 - *Filter by Sponsor Organization*
 - *Filter by Status*
- *Report Options*
- *Download Report*

Features: Shareholder List Report

The **Shareholder List Report** allows you to:

- View all shareholders in the system
- *Filter by CIT Corporation*
- *Filter by Sponsor Organization*
- *Filter by address and certificate status*
- *Configure report options*
- *Download reports in PDF or Excel format*

Report Overview

The **Shareholder List Report** displays shareholder data based on your filter selections.

Filter Options

Use the filters to narrow down your report results:

Filter by CIT Corporation

Select a specific CIT Corporation to filter the report:

Filter by Sponsor Organization

Select a Sponsor Organization to filter the report:

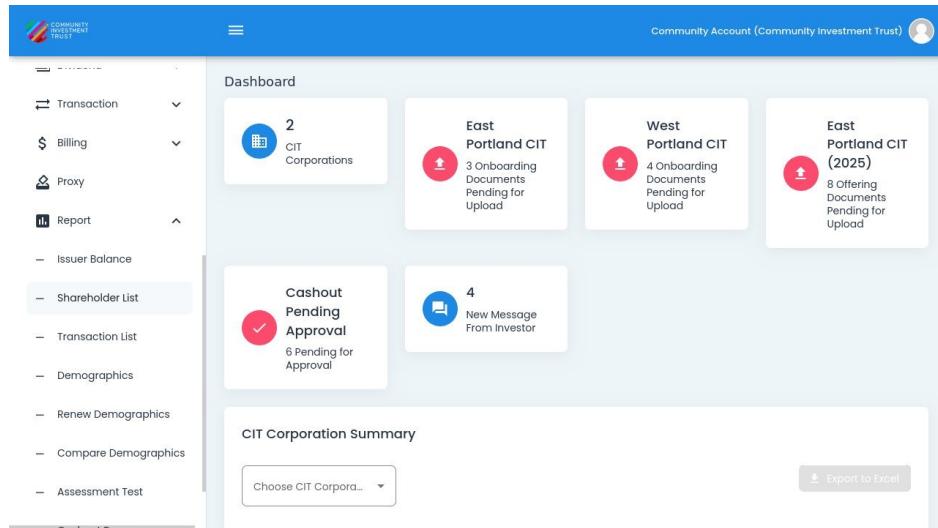


Fig. 185: Shareholder List Report Overview

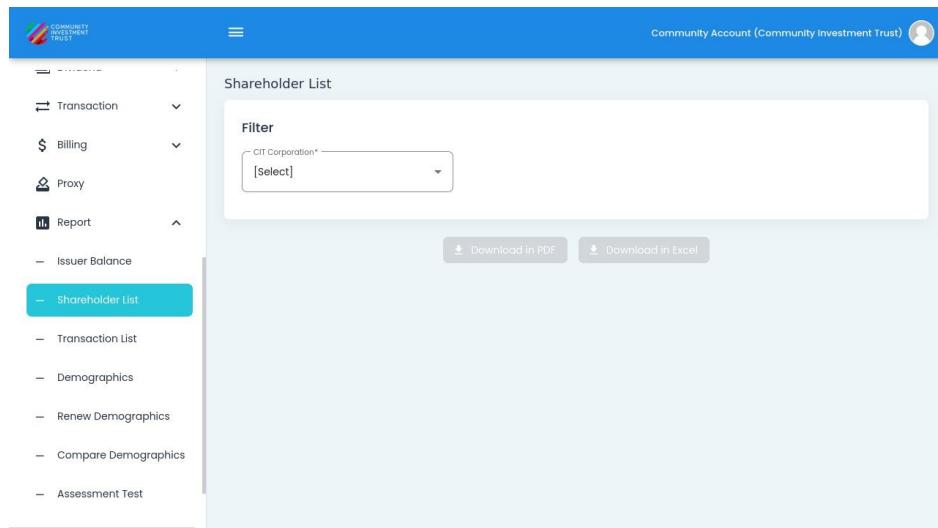


Fig. 186: Shareholder List Filter Options

Filter by Status

Address Status

Filter shareholders by their address verification status:

Certificate Status

Filter shareholders by their certificate status:

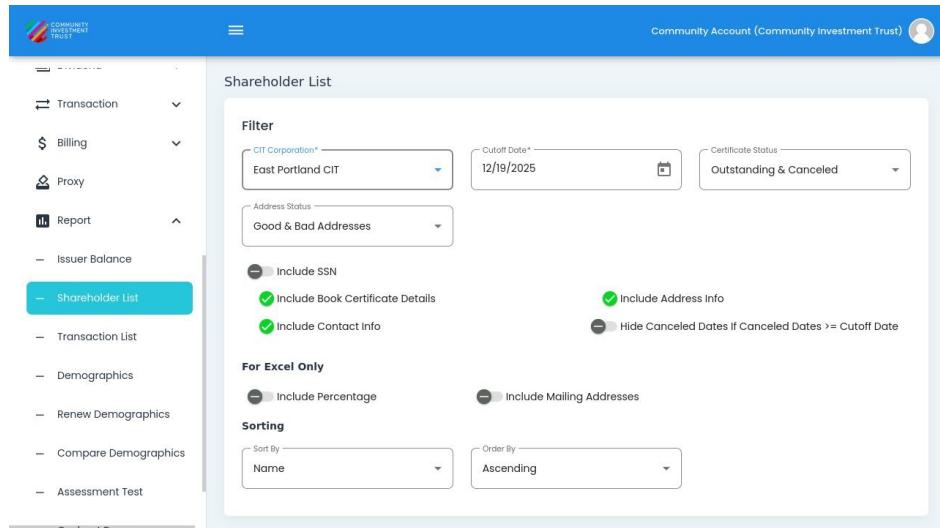


Fig. 187: Filter by CIT Corporation

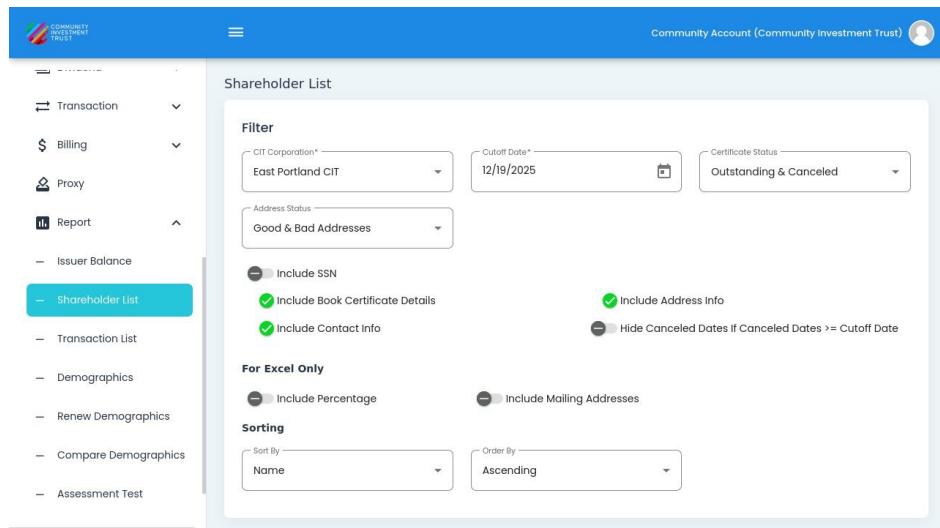


Fig. 188: Filter by Sponsor Organization

Report Options

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

Toggle Options

- **Show Current Shares** Toggle to show current share counts in the report

Fig. 189: Filter by Address Status

Fig. 190: Filter by Certificate Status

Download Report

Use the download buttons to export your report:

Download Formats

- **Download** Standard download
- **PDF** Download as PDF document
- **Excel** Download as Excel spreadsheet

Tip

Use the Excel format for data analysis and the PDF format for sharing or printing.

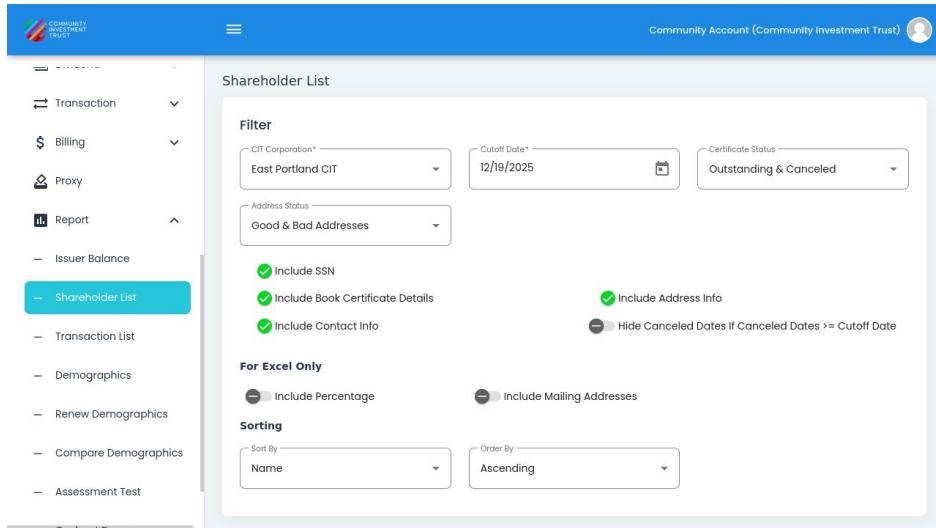


Fig. 191: Report Toggle Options

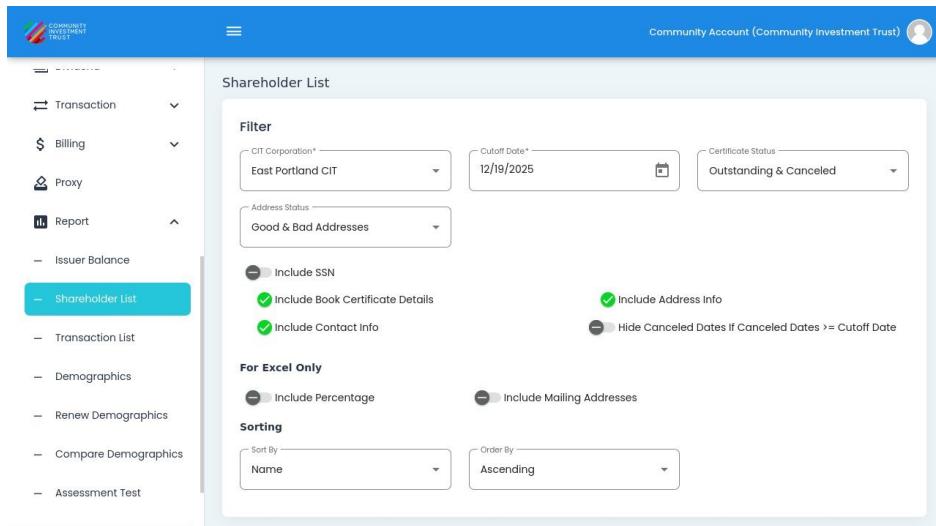


Fig. 192: Report Download Buttons

Issuer Balance Report

The **Issuer Balance Report** provides a financial overview of investment offerings, showing share sales, investment totals, and gains for each offering year.

Table of Contents

- *Features: Issuer Balance Report*
- *Location*
- *Report Overview*
- *Report Filters*
 - *CIT Corporation Selection*
 - *Cutoff Date Selection*
- *Download Report*

Features: Issuer Balance Report

The **Issuer Balance Report** allows you to:

- View financial summaries by CIT Corporation and offering year
- Track total shares sold and investment amounts
- Monitor outstanding shares and gains
- *Filter by CIT Corporation and cutoff date*
- *Download reports in PDF format*

Location

The **Issuer Balance** page is located in the **Report** category in the **Primary Sidenavigation** menu.

Report Overview

The **Issuer Balance Report** displays financial data organized by offering year.

Report Filters

Configure the filtering criteria before viewing the report data.

CIT Corporation Selection

Select a CIT Corporation from the dropdown to filter the report data.

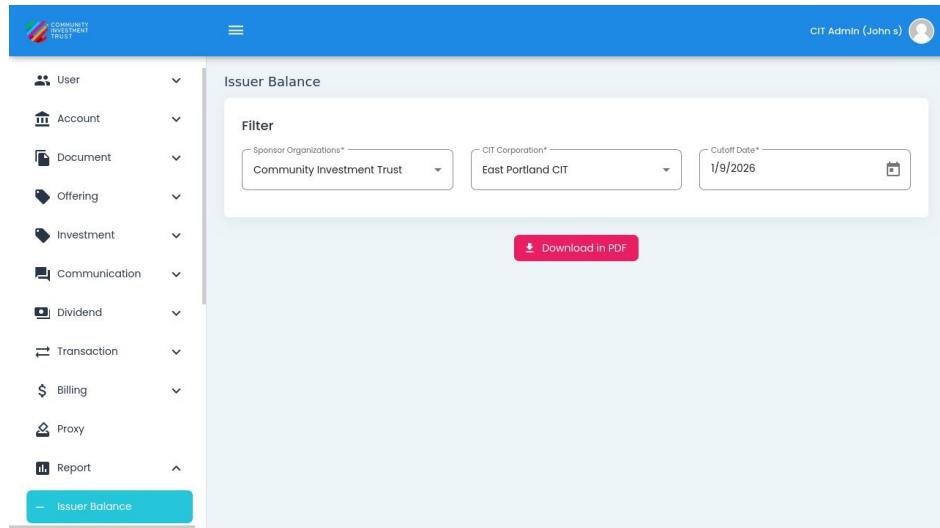


Fig. 193: Issuer Balance Report Overview

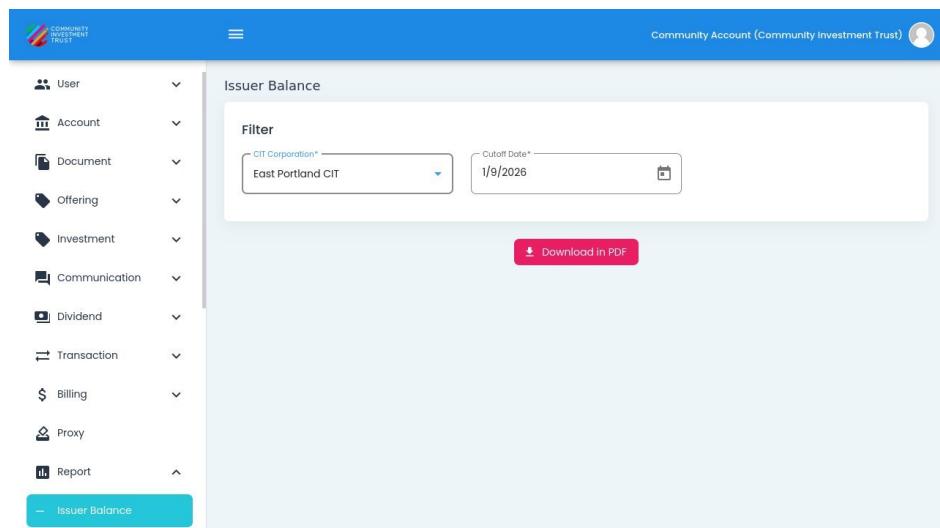


Fig. 194: CIT Corporation Selection

Cutoff Date Selection

The cutoff date determines the point in time for calculating balance figures.

1. Click the calendar icon to open the date picker.
2. Select the desired year and month.

Note

The cutoff date affects all calculated values in the report. Balances are calculated as of the selected date.

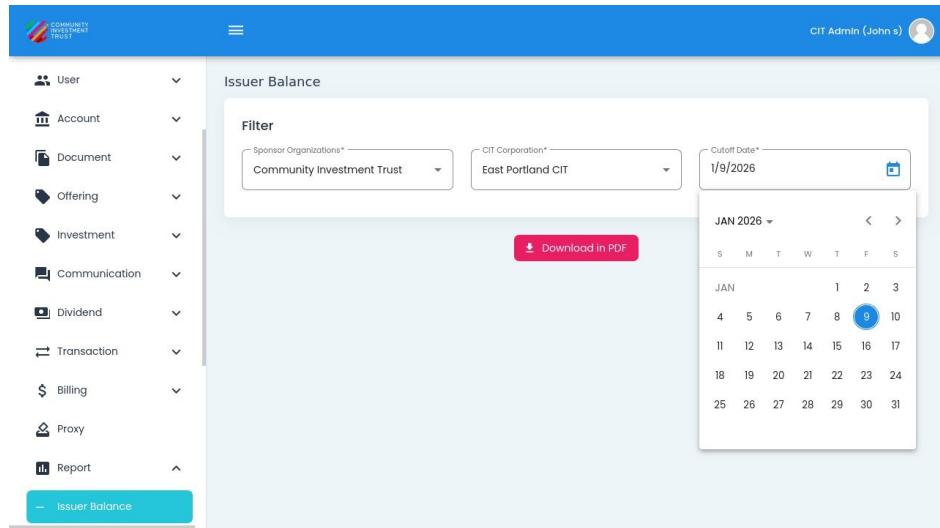


Fig. 195: Cutoff Date Calendar Picker

Download Report

Click the button to download the report.

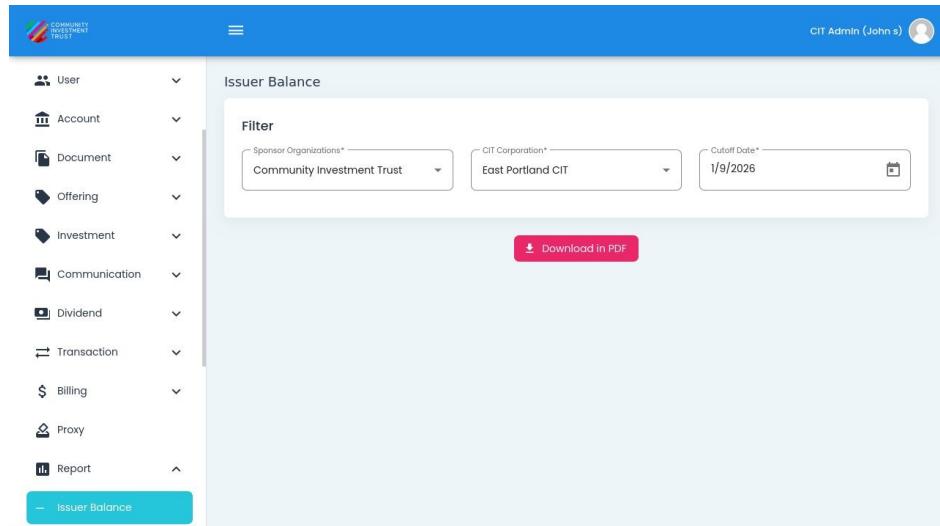


Fig. 196: Download in PDF Button

Tip

The PDF report includes all financial data for the selected CIT Corporation as of the specified cutoff date.

Transaction List Report

The **Transaction List Report** displays all investment transactions including new issuances and retirements (cashouts). Filter by transaction type and date range to analyze specific transaction sets.

Table of Contents

- *Features: Transaction List Report*
- *Location*
- *Report Overview*
- *Report Filters*
 - *CIT Corporation Selection*
 - *Transaction Type*
 - *Date Range Type*
 - *Date Selection*
- *Include Transaction Notes*
- *Download Report*

Features: Transaction List Report

The **Transaction List Report** allows you to:

- View transaction data with detailed columns
- *Filter by transaction type*
- *Filter by date range type*
- *Include transaction notes in reports*
- *Download reports in PDF format*

Location

The **Transaction List Report** page is located in the **Report** category in the **Primary Sidenavigation** menu.

Report Overview

The **Transaction List Report** displays the main report interface:

Report Filters

CIT Corporation Selection

Select a CIT Corporation from the dropdown. You can also select “All” to include all corporations.

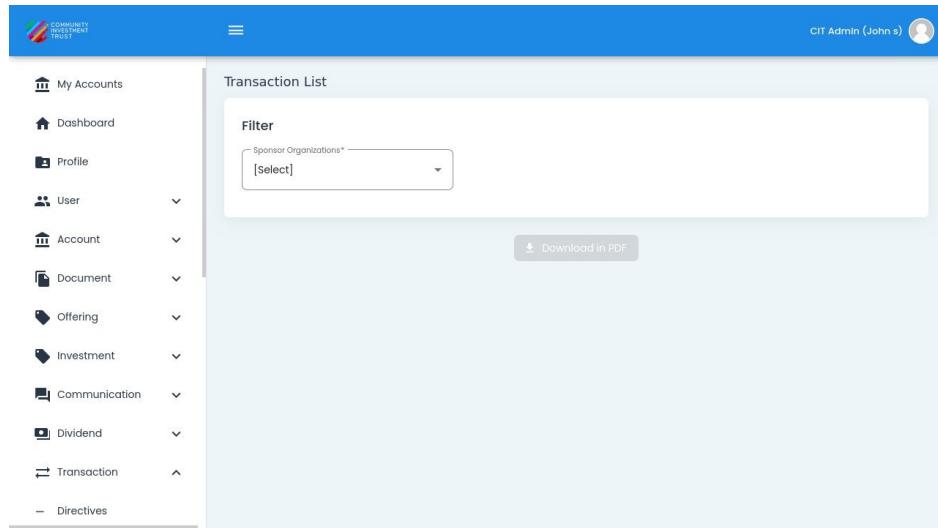


Fig. 197: Transaction List Report Homepage

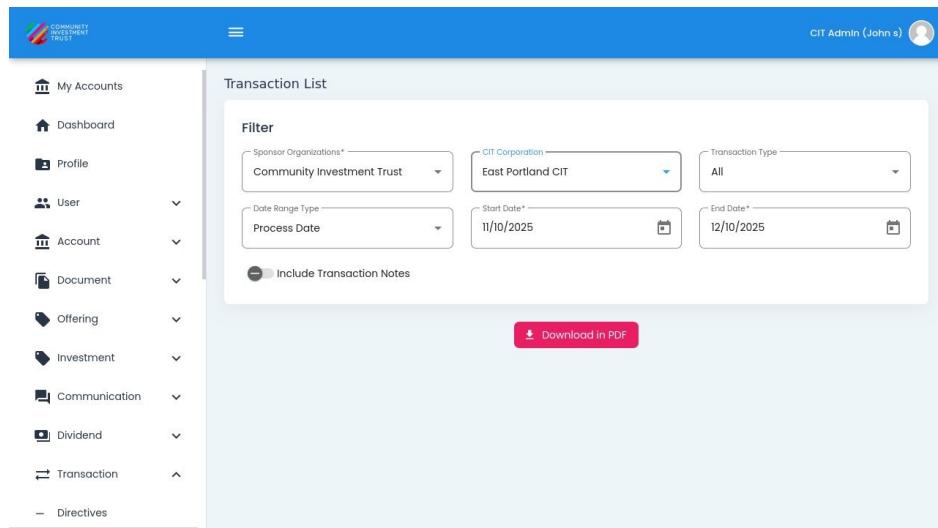


Fig. 198: CIT Corporation Selection

Transaction Type

Select from the following transaction type options:

Transaction Type Options

- All** All transaction types
- New Issuance** New investment issuances
- Retirement/Cashout** Share retirements and cashouts

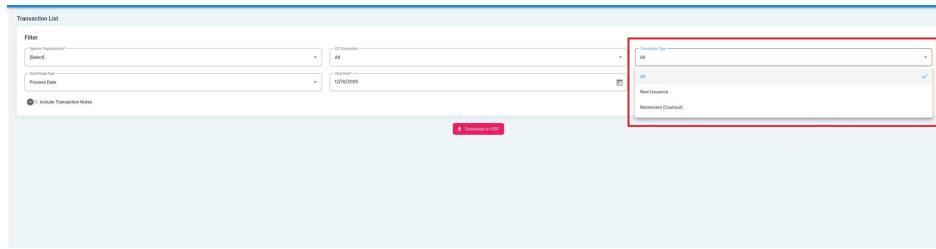


Fig. 199: Transaction Type Filter Dropdown

Date Range Type

Select the date range type:

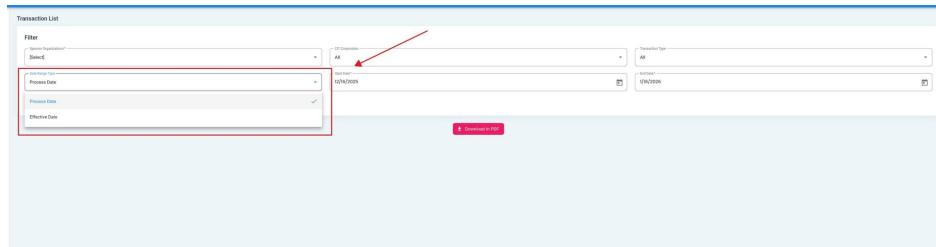


Fig. 200: Date Range Type Options

Date Range Type Options

- **Process Date** Filter by the date transactions were processed
- **Effective Date** Filter by the effective date of transactions

Date Selection

Use the date picker to select the start and end dates for your report:

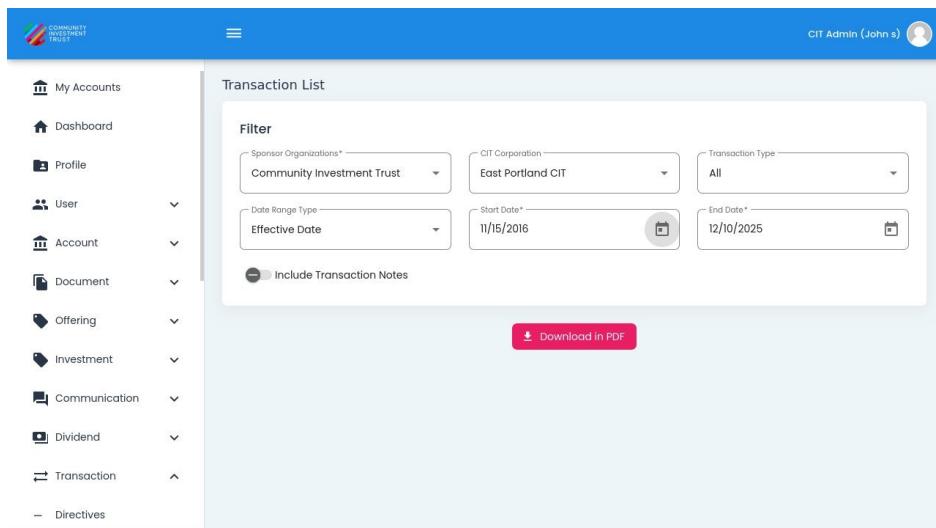


Fig. 201: Date Range Selection

Include Transaction Notes

Toggle this option to include transaction notes in your downloaded report:

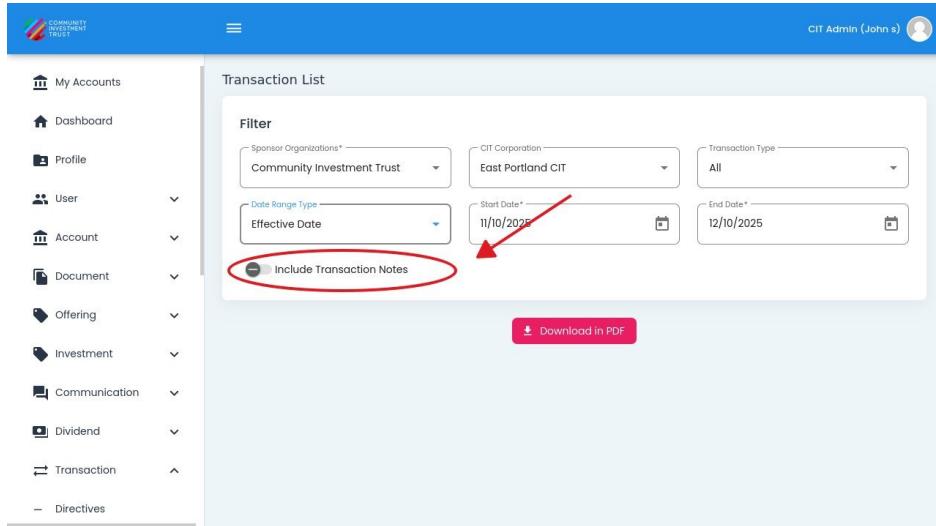


Fig. 202: Include Transaction Notes Toggle

Download Report

Click the button to download the report:

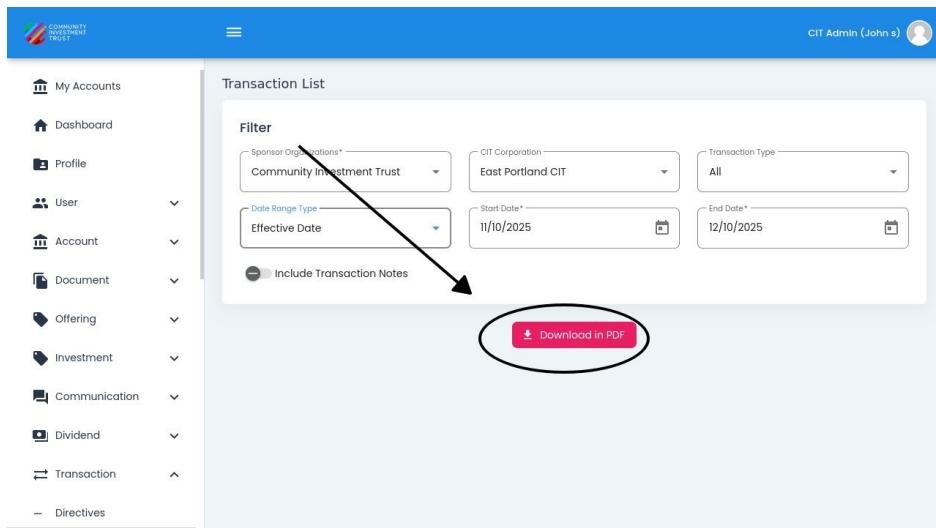


Fig. 203: Download in PDF Button

Note

The download includes all records matching your current filter settings. For large reports, the download may take a few moments to generate.

Demographics Report

The **Demographics Report** provides demographic data collected from investors, organized by CIT Corporation and offering.

Table of Contents

- *Features: Demographics Report*
- *Location*
- *Report Filters*
 - *CIT Corporation Selection*
 - *Offering Selection*
- *Report Tabs*
 - *Summary Tab*
 - *Questions & Answers Tab*

Features: Demographics Report

The **Demographics Report** allows you to:

- View demographic data summaries
- *Filter by CIT Corporation and offering*
- *View Summary tab with count and percentages*
- *View Questions & Answers tab with individual responses*

Location

The **Demographics Report** page is located in the **Report** category in the **Primary Sidenavigation** menu.

Report Filters

CIT Corporation Selection

Select a CIT Corporation from the **Choose CIT Corporation** dropdown.

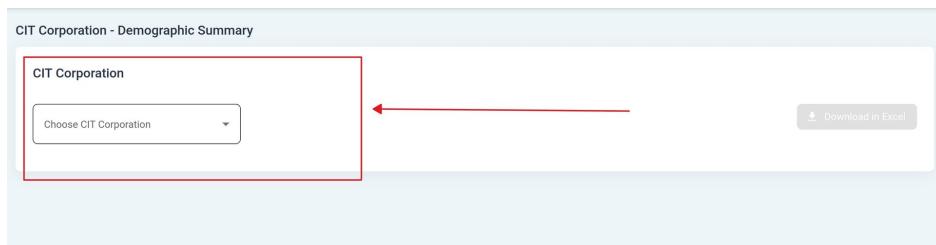
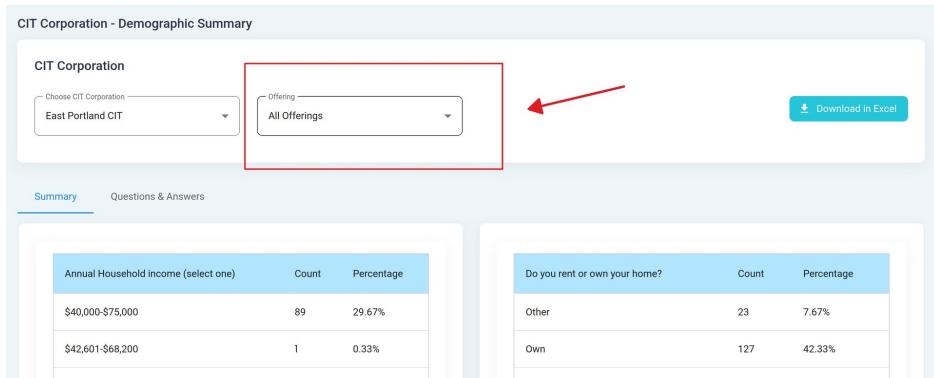


Fig. 204: CIT Corporation Selection

Offering Selection

Select an offering from the dropdown:



The screenshot shows a web-based demographic summary tool for CIT Corporation. At the top, there are two dropdown menus: 'Choose CIT Corporation' set to 'East Portland CIT' and 'Offering' set to 'All Offerings'. A red box highlights the 'Offering' dropdown, and a red arrow points to it from the text above. Below the dropdowns are two tables. The first table, 'Annual Household Income (select one)', shows two rows: '\$40,000-\$75,000' with a count of 89 (29.67%) and '\$42,601-\$68,200' with a count of 1 (0.33%). The second table, 'Do you rent or own your home?', shows two rows: 'Other' with a count of 23 (7.67%) and 'Own' with a count of 127 (42.33%). At the bottom right is a 'Download in Excel' button.

Annual Household Income (select one)	Count	Percentage
\$40,000-\$75,000	89	29.67%
\$42,601-\$68,200	1	0.33%

Do you rent or own your home?	Count	Percentage
Other	23	7.67%
Own	127	42.33%

Fig. 205: Offering Selection

Report Tabs

The Demographics Report has two tabs for viewing data:

Summary Tab

The **Summary** tab displays aggregated demographic data with counts and percentages.

Annual Household income (select one)

	Count	Percentage
\$40,000-\$75,000	89	29.67%
\$42,601-\$68,200	1	0.33%

Do you rent or own your home?

	Count	Percentage
Other	23	7.67%
Own	127	42.33%

Fig. 206: Summary Tab Location

The Summary tab includes columns showing demographic question responses:

Annual Household income (select one)

	Count	Percentage
\$40,000-\$75,000	89	29.67%
\$42,601-\$68,200	1	0.33%

Do you rent or own your home?

	Count	Percentage
Other	23	7.67%
Own	127	42.33%

Fig. 207: Summary Table Columns

Summary Table Columns

- **Count** Number of investors who selected this response
- **Percentage** Percentage of total investors

Questions & Answers Tab

The **Questions & Answers** tab displays individual investor responses.

The Q&A tab includes the following column headers:

CIT Corporation - Demographic Summary

CIT Corporation

Choose CIT Corporation: East Portland CIT

Offering: All Offerings

Download in Excel

Summary Questions & Answers

Account ID	How long have you lived at your current address?	Your gender (select one)	Your race/ethnicity (select as many as apply)	What is your country of origin?	Your highest level of education (select one)	How many people, including yourself, live in your household?	Annual Household income (select one)	Your employment situation (select one)	Do you rent or own your home?	Voter registration
300	Longer than 4 years	Female	Asian or Asian-American		College graduate	5	\$40,000-\$75,000	Employed for wages	Rent	I always vote
							Less than			

Fig. 208: Questions & Answers Tab Location

CIT Corporation - Demographic Summary

CIT Corporation

Choose CIT Corporation: East Portland CIT

Offering: All Offerings

Download in Excel

Summary Questions & Answers

Account ID	How long have you lived at your current address?	Your gender (select one)	Your race/ethnicity (select as many as apply)	What is your country of origin?	Your highest level of education (select one)	How many people, including yourself, live in your household?	Annual Household income (select one)	Your employment situation (select one)	Do you rent or own your home?	Voter registration	Have you invested before?	Why do you invest in the Community Investment Trust (select as many as apply)?	Investment Amount
300	Longer than 4 years	Female	Asian or Asian-American		College graduate	5	\$40,000-\$75,000	Employed for wages	Rent	I always vote			\$1,600.00
301					Some college		Less than \$12,000	A student	Rent	I always vote			\$1,500.00
302	Longer than 4 years	Female	White		College graduate	5	\$30,000-\$40,000	Self-employed	Rent	I sometimes vote			\$1,700.00
303	Longer than 4 years	Male	White		Some college	5	\$30,000-\$40,000	Self-employed	Own	I always vote			\$1,600.00
304	Longer than 4 years	Female	White	Russia	Some college	2	Less than \$75,000	A student	Rent	I sometimes vote			\$2,600.00
305	Longer than 4 years	Female	White		High school or GED	1		Employee for wages	Rent	I never vote			\$200.00
306	2-4 years	Male	Black or African-American		Some college	1	\$10,000-\$40,000	Employee for wages	Rent	I sometimes vote			\$1,200.00
307	2-4 years	Female	Asian or Asian-American	Other China	Some college	2	\$30,000-\$40,000	Employee for wages	Own	Not Applicable	No		\$1,300.00
308	2-4 years	Female	White		College graduate	5	\$40,000-\$75,000	Self-employed	Rent	I sometimes vote			\$1,600.00
309	2-4 years	Female	White		High school or GED	4	\$10,000-\$40,000	Employee for wages	Rent	I never vote			\$1,300.00
310	2-4 years	Female	White		College graduate	2	\$40,000-\$75,000	Employee for wages	Own	I sometimes vote			\$1,600.00
311	2-4 years	Female	White		College graduate	2	More than \$75,000	Employee for wages	Own	I always vote			\$1,600.00

Fig. 209: Questions & Answers Table Columns

Q&A Table Columns

- Account ID** Investor account identifier
- Investment Amount** Investment amount for the investor
- Additional demographic response columns

Tip

Use the Summary tab for quick statistical overviews and the Questions & Answers tab for detailed individual investor data.

Renew Demographics Report

The **Renew Demographics Report** provides demographic renewal data collected from investors, showing updated demographic information gathered during the renewal process.

Table of Contents

- *Features: Renew Demographics Report*
- *Location*
- *Report Overview*
- *CIT Corporation Filter*
- *Download Reports*

Features: Renew Demographics Report

The **Renew Demographics Report** allows you to:

- View renewal demographic data by CIT Corporation
- *Filter by CIT Corporation*
- *Download reports in PDF or Excel format*

Location

The **Renew Demographics Report** page is located in the **Report** category in the **Primary Sidenavigation** menu.

Report Overview

The **Renew Demographics Report** displays renewal demographic data for the selected CIT Corporation. The page heading displays “CIT Corporation Renew” to indicate this report shows renewal demographic data.

CIT Corporation Filter

Select a CIT Corporation from the dropdown to filter the report data.

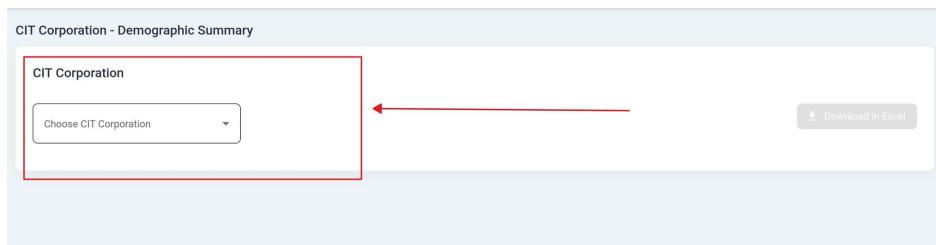


Fig. 210: CIT Corporation Selection

1. Locate the dropdown at the top of the page.
2. Select a CIT Corporation from the available options.

The report will display renewal demographic data for the selected corporation.

Download Reports

Download the report in your preferred format using the download buttons:

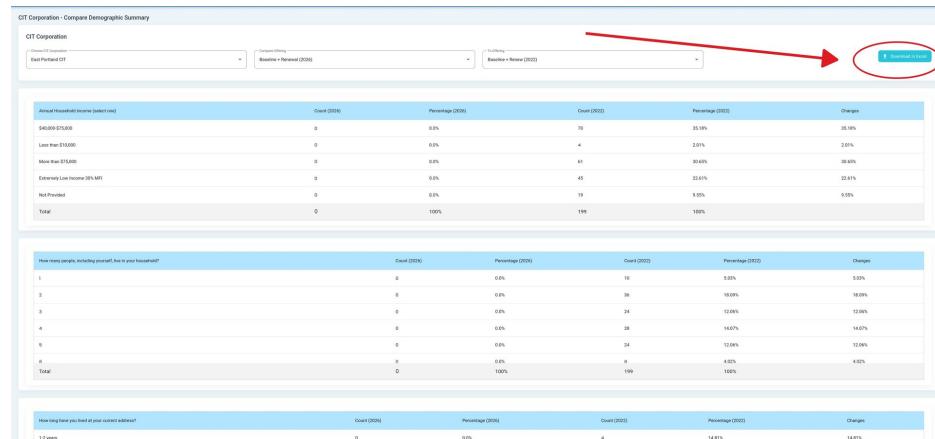


Fig. 211: Download Buttons

Download Options

- **Download in PDF** Download report as a PDF document for sharing or printing
- **Download in Excel** Download report as an Excel spreadsheet for data analysis

Tip

Use the Excel format for data analysis and the PDF format for sharing or printing. The renewal demographic data can be compared with initial demographic data to track changes over time.

Compare Demographics Report

The **Compare Demographics Report** allows you to compare demographic data across different time periods for a CIT Corporation.

Table of Contents

- *Features: Compare Demographics Report*
- *Location*
- *CIT Corporation Filter*
- *Year Filter*
- *Comparison Tables*
- *Download Reports*

Features: Compare Demographics Report

The **Compare Demographics Report** allows you to:

- Compare demographic data across years
- *Filter by CIT Corporation*
- *Filter by year*
- *Download reports in PDF or Excel format*

Location

The **Compare Demographics Report** page is located in the **Report** category in the **Primary Sidenavigation** menu.

CIT Corporation Filter

Select a CIT Corporation from the dropdown to filter the comparison data.

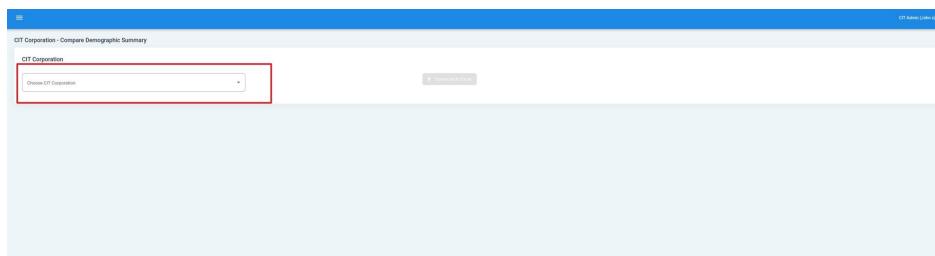


Fig. 212: CIT Corporation Selection

Year Filter

Select the years you want to compare:

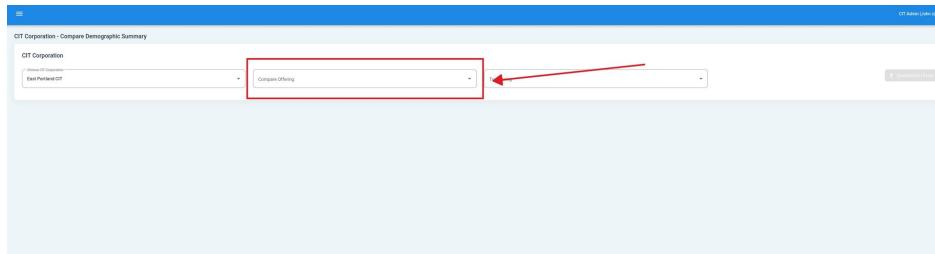


Fig. 213: Year Selection Dropdown

Note

The report displays “CIT Corporation Compare” as the page heading, indicating this shows comparative demographic data.

Comparison Tables

The report displays comparison tables showing demographic changes across the selected time periods:

Annual Household Income (Select one)	Count (2020)	Percentage (2020)	Count (2022)	Percentage (2022)	Change
\$0-20,000-\$29,999	0	0.0%	79	35.1%	35.1%
Less than \$30,000	0	0.0%	4	2.0%	2.0%
More than \$30,000	0	0.0%	61	30.6%	30.6%
Extremely Low Income (25% MFI)	0	0.0%	41	22.4%	22.4%
Not Provided	0	0.0%	19	8.5%	8.5%
Total	0	100%	199	100%	

How many people, including yourself, live in your household?	Count (2020)	Percentage (2020)	Count (2022)	Percentage (2022)	Change
1	0	0.0%	10	5.0%	5.0%
2	0	0.0%	36	18.0%	18.0%
3	0	0.0%	24	12.0%	12.0%
4	0	0.0%	28	14.0%	14.0%
5	0	0.0%	24	12.0%	12.0%
6	0	0.0%	5	4.0%	4.0%
Total	0	100%	199	100%	

How long have you lived at your current address?	Count (2020)	Percentage (2020)	Count (2022)	Percentage (2022)	Change
1-2 years	0	0.0%	4	14.8%	14.8%

Fig. 214: Comparison Tables Overview

Download Reports

Download the comparison report in your preferred format:

Download Options

- **Download in PDF** Download report as a PDF document
- **Download in Excel** Download report as an Excel spreadsheet

Tip

Use this report to track demographic changes over time and identify trends in your investor base.

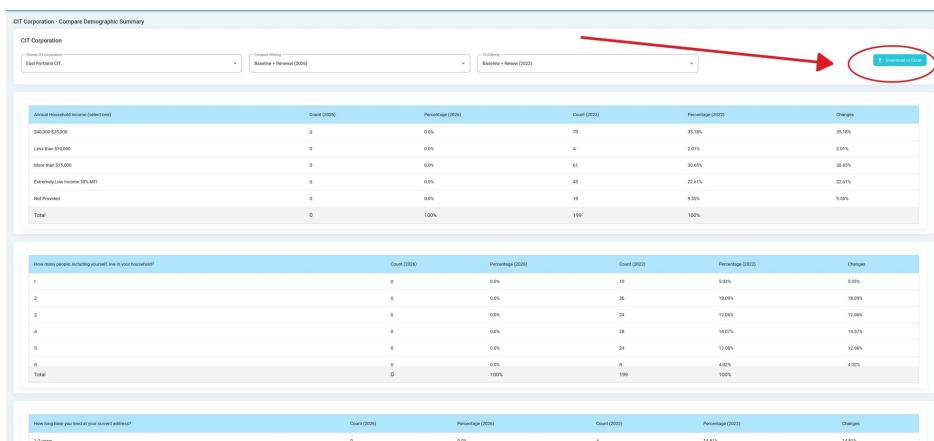


Fig. 215: Download Buttons

Cashout Reason Report

The **Cashout Reason Report** displays statistics on reasons investors provide when cashing out their investments.

Table of Contents

- *Features: Cashout Reason Report*
- *Location*
- *Report Filters*
 - *CIT Corporation Filter*
 - *Year Filter*
- *Cashout Reason Table*
- *Download Report*

Features: Cashout Reason Report

The **Cashout Reason Report** allows you to:

- View cashout reason statistics
- *Filter by CIT Corporation*
- *Filter by year*
- *View count and percentage breakdown*
- *Download reports in Excel format*

Location

The **Cashout Reason Report** page is located in the **Report** category in the **Primary Sidenavigation** menu.

Report Filters

CIT Corporation Filter

Select a CIT Corporation from the dropdown:

Year Filter

Select a year from the dropdown. You can also select “All Years” to view data across all years:

Cashout Reason Table

The report displays a table with the following columns:

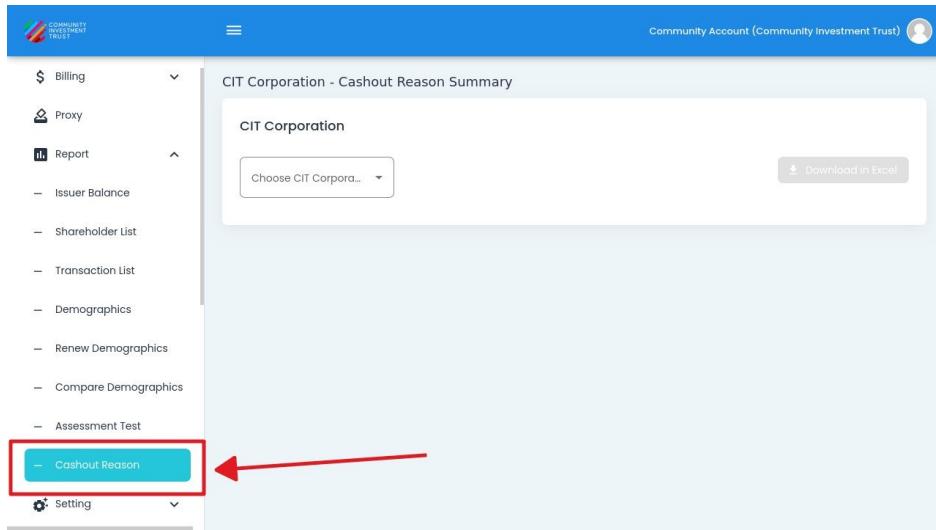


Fig. 216: Cashout Reason Report Navigation

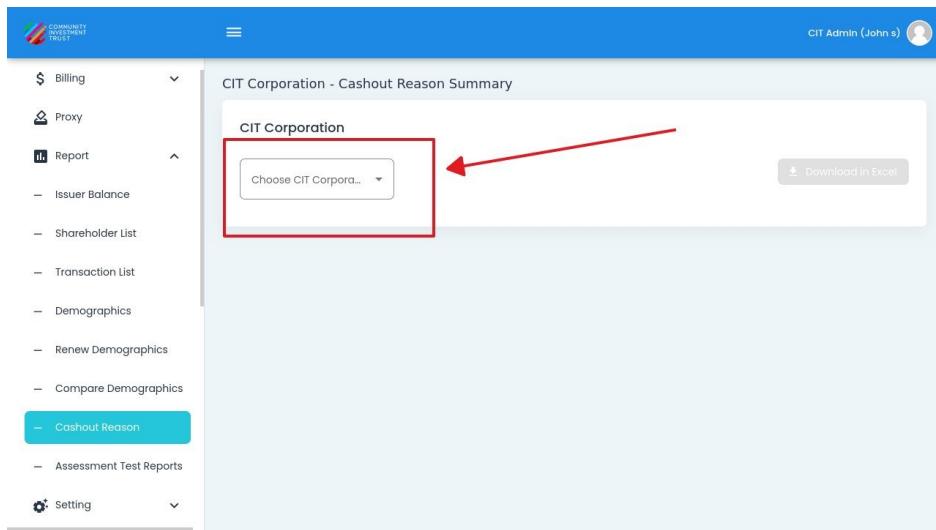


Fig. 217: CIT Corporation Dropdown

CIT Corporation - Cashout Reason Summary		
CIT Corporation		
Choose CIT Corporation	Choose Year	Download in Excel
East Portland CIT	All Years	
Summary	Reasons	

Reasons

Cashout Reason	Count	Percentage
Buy a car	1	1.02%
Child braces	1	1.02%
Divorce	1	1.02%

Fig. 218: Year Dropdown

Cashout Reason	Count	Percentage
Buy a car	1	1.02%
Child braces	1	1.02%
Divorce	1	1.02%

Fig. 219: Cashout Reason Table Columns

Table Columns

- **Cashout Reason** The reason provided by the investor
- **Count** Number of cashouts for this reason
- **Percentage** Percentage of total cashouts

Download Report

Click the button to download the report:

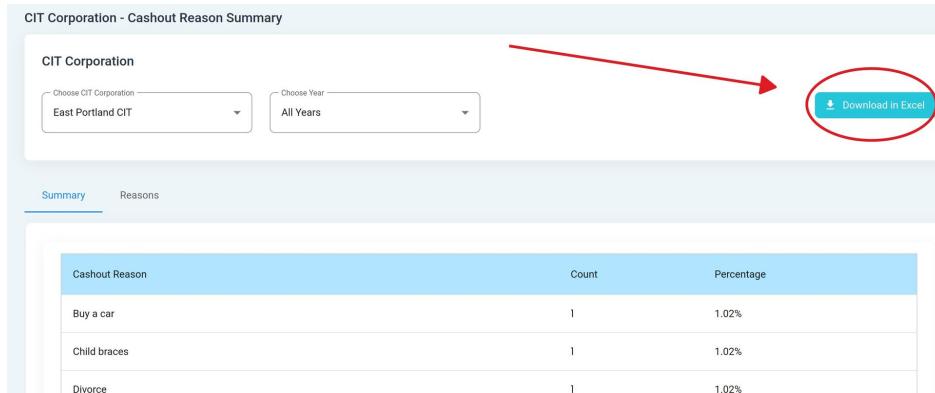


Fig. 220: Download in Excel Button

Tip

Use this report to understand why investors are cashing out and identify trends that may require attention.

Assessment Test Report

The **Assessment Test Report** displays investor assessment test results, showing completion dates and scores.

Table of Contents

- *Features: Assessment Test Report*
- *Location*
- *Report Overview*
- *Table Columns*
 - *Column Sorting*
- *Search Functionality*
- *Pagination*
- *View Details*

Features: Assessment Test Report

The **Assessment Test Report** allows you to:

- View assessment test results for investors
- *Search for specific investors*
- *Sort by column headers*
- Navigate results using pagination
- *View detailed assessment results*

Location

The **Assessment Test Report** page is located in the **Report** category in the **Primary Sidenavigation** menu.

Report Overview

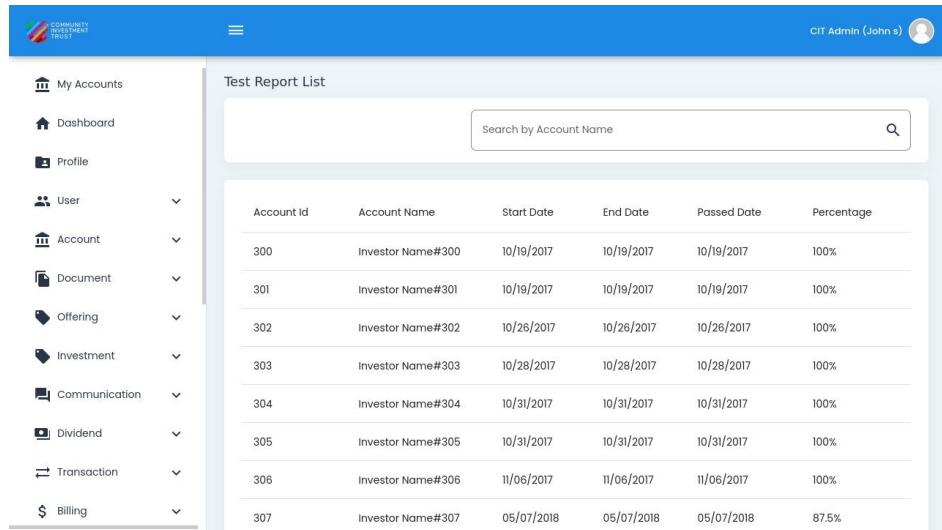
The **Assessment Test Report** displays a table of investor assessment results:

Table Columns

The assessment test table displays the following columns:

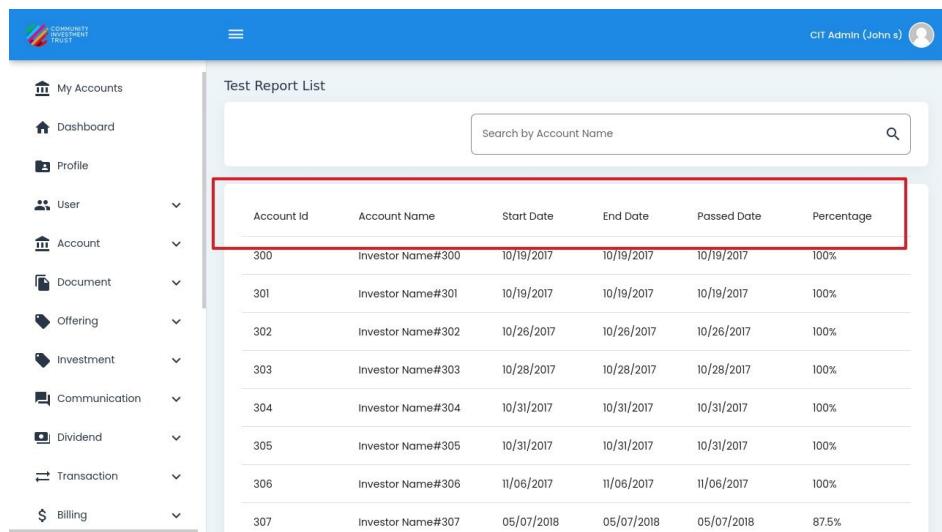
Column Descriptions

- **Account Id** Investor account identifier
- **Account Name** Investor name
- **Start Date** Date the assessment was started



Account Id	Account Name	Start Date	End Date	Passed Date	Percentage
300	Investor Name#300	10/19/2017	10/19/2017	10/19/2017	100%
301	Investor Name#301	10/19/2017	10/19/2017	10/19/2017	100%
302	Investor Name#302	10/26/2017	10/26/2017	10/26/2017	100%
303	Investor Name#303	10/28/2017	10/28/2017	10/28/2017	100%
304	Investor Name#304	10/31/2017	10/31/2017	10/31/2017	100%
305	Investor Name#305	10/31/2017	10/31/2017	10/31/2017	100%
306	Investor Name#306	11/06/2017	11/06/2017	11/06/2017	100%
307	Investor Name#307	05/07/2018	05/07/2018	05/07/2018	87.5%

Fig. 221: Assessment Test Report Overview



Account Id	Account Name	Start Date	End Date	Passed Date	Percentage
300	Investor Name#300	10/19/2017	10/19/2017	10/19/2017	100%
301	Investor Name#301	10/19/2017	10/19/2017	10/19/2017	100%
302	Investor Name#302	10/26/2017	10/26/2017	10/26/2017	100%
303	Investor Name#303	10/28/2017	10/28/2017	10/28/2017	100%
304	Investor Name#304	10/31/2017	10/31/2017	10/31/2017	100%
305	Investor Name#305	10/31/2017	10/31/2017	10/31/2017	100%
306	Investor Name#306	11/06/2017	11/06/2017	11/06/2017	100%
307	Investor Name#307	05/07/2018	05/07/2018	05/07/2018	87.5%

Fig. 222: Assessment Test Table Columns

- **End Date** Date the assessment was completed
- **Passed Date** Date the investor passed the assessment
- **Percentage** Assessment score percentage

Column Sorting

Click on column headers to sort the table by that column:

- Account Id
- Account Name
- Percentage

Search Functionality

Use the search field to find specific investors:

Account Id	Account Name	Start Date	End Date	Passed Date	Percentage
300	Investor Name#300	10/19/2017	10/19/2017	10/19/2017	100%
301	Investor Name#301	10/19/2017	10/19/2017	10/19/2017	100%
302	Investor Name#302	10/26/2017	10/26/2017	10/26/2017	100%
303	Investor Name#303	10/28/2017	10/28/2017	10/28/2017	100%
304	Investor Name#304	10/31/2017	10/31/2017	10/31/2017	100%
305	Investor Name#305	10/31/2017	10/31/2017	10/31/2017	100%
306	Investor Name#306	11/06/2017	11/06/2017	11/06/2017	100%
307	Investor Name#307	05/07/2018	05/07/2018	05/07/2018	87.5%

Fig. 223: Search Field Location

1. Enter the investor name or account ID in the search field.
2. Results will filter automatically.
3. Clear the search field to show all results.

Pagination

Use the pagination controls at the bottom of the table to navigate through results.

View Details

Click the button in the Action column to view detailed assessment results for an investor.

To return to the list, click the button.

Note

The Assessment Test Report helps track investor understanding of investment terms and ensures compliance with educational requirements.

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:

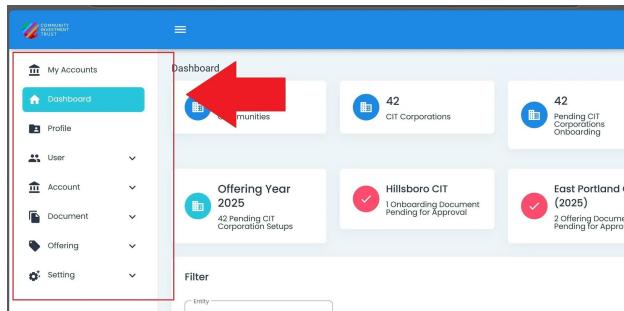


Fig. 224: Navigation, Sidenav Location

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

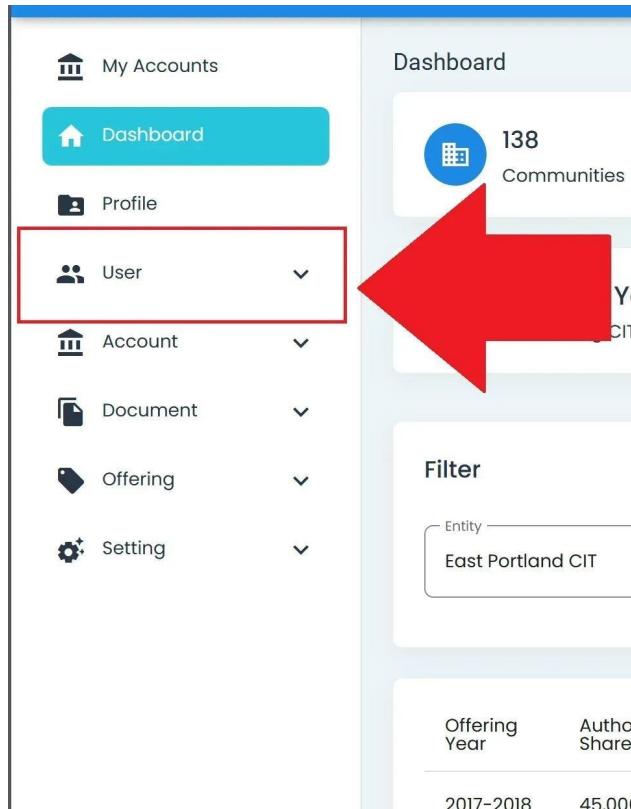


Fig. 225: Navigation, Staff Page Example, Find Users Section

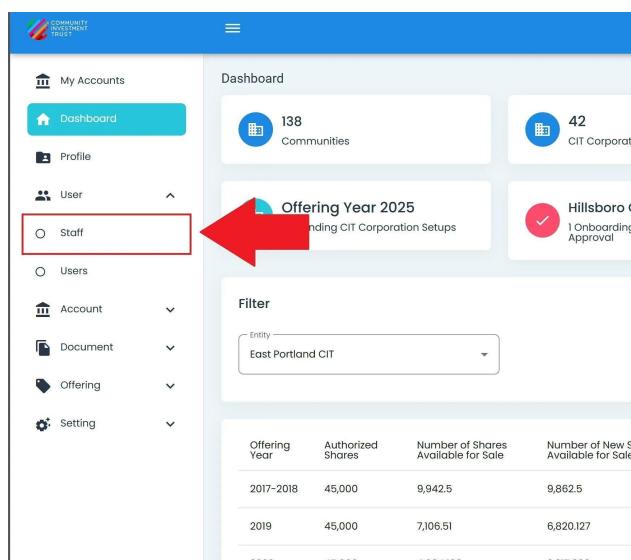


Fig. 226: Navigation, Staff Page

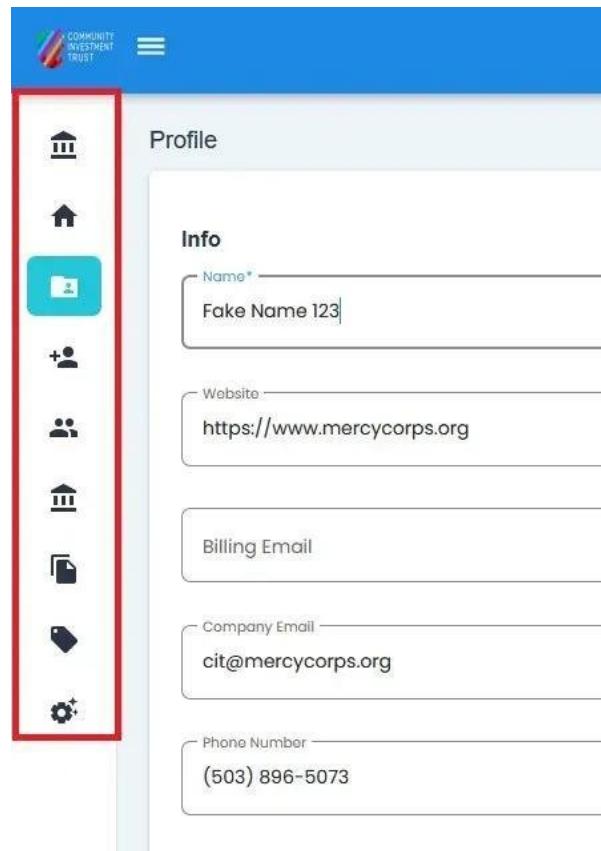
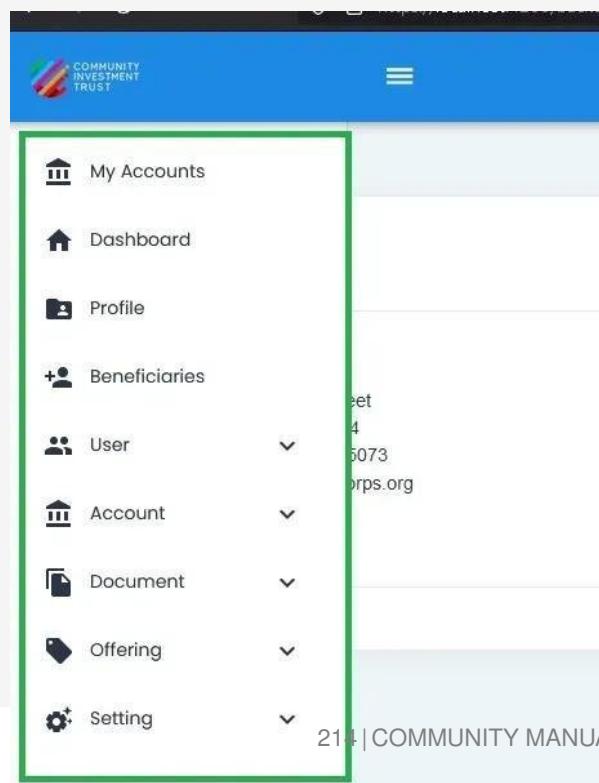


Fig. 227: Collapsed Primary Sidebar

Dropdown inside admonition



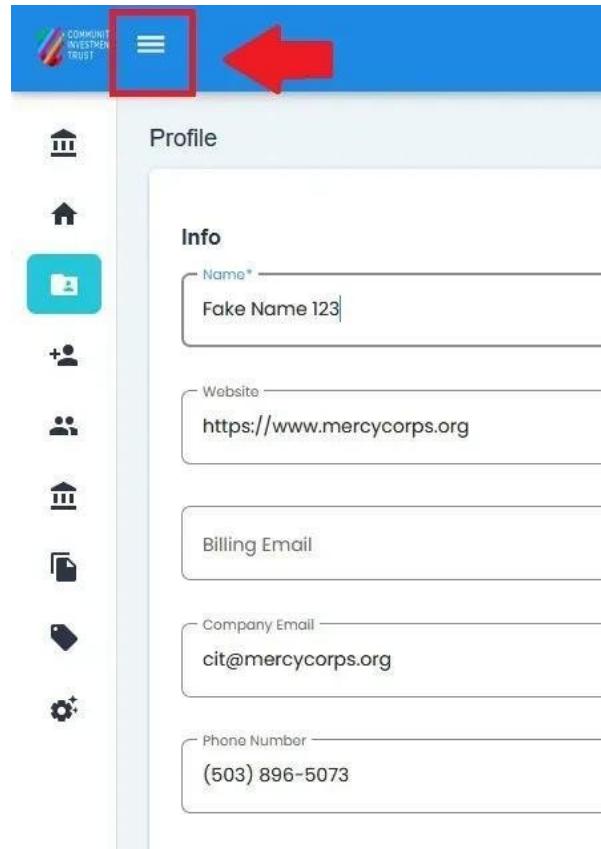


Fig. 228: Primary Sidebar Toggle Location, Collapsed Sidebar

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.

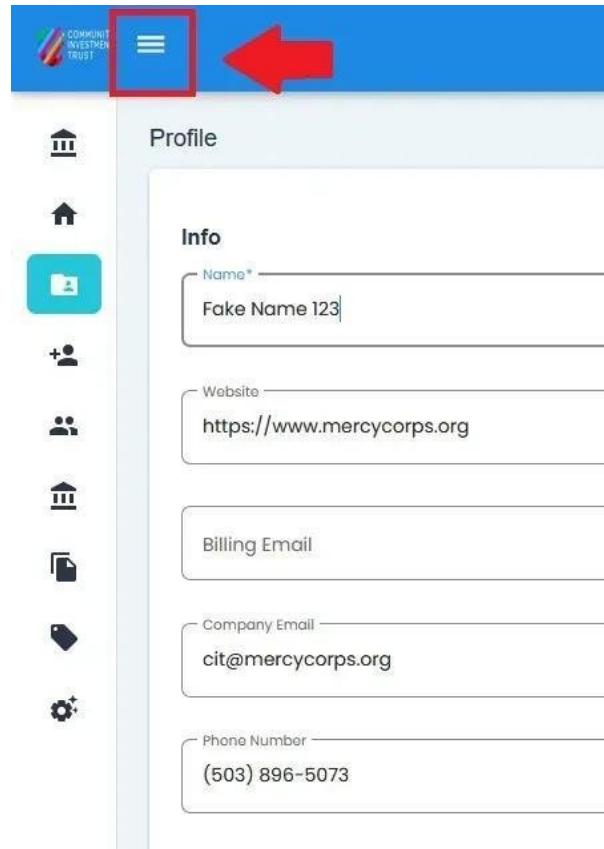


Fig. 229: Primary Sidebar Toggle Location, Collapsed Sidebar

- 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:

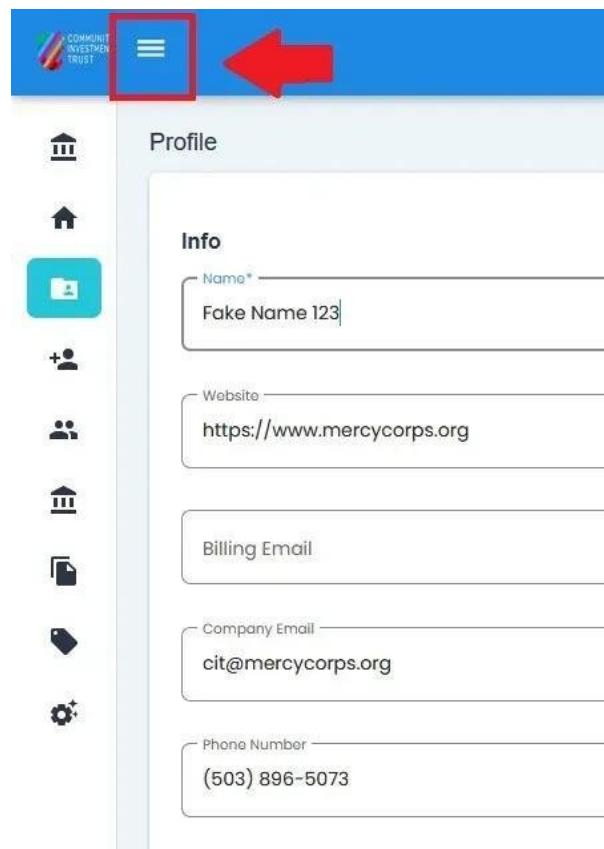


Fig. 230: Toggle Primary Sidebar button.

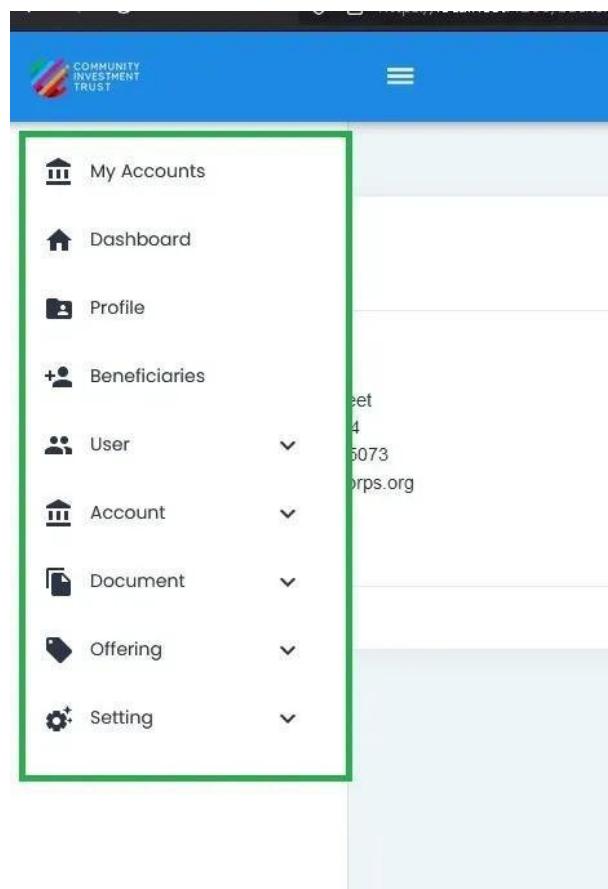


Fig. 231: Sidebar Expanded

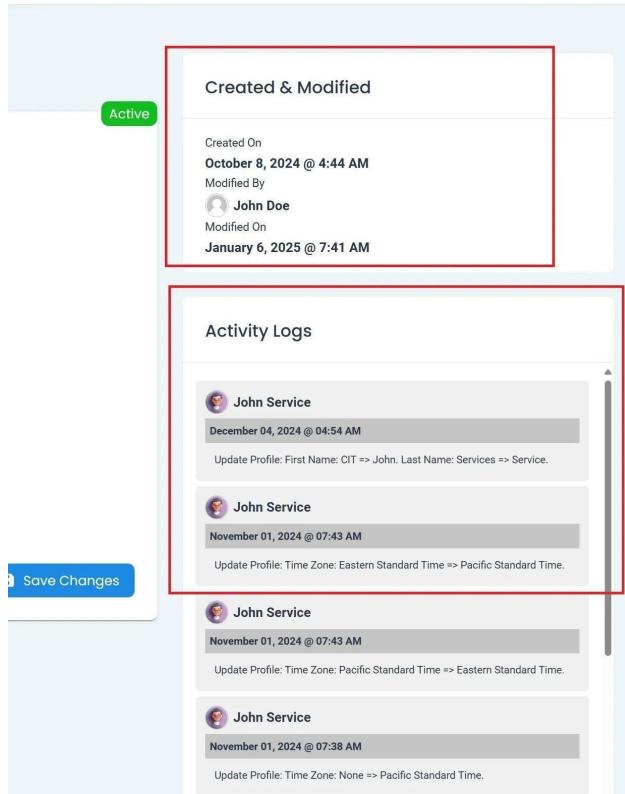


Fig. 232: Information Pane

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. Billing
 Email: none => billing@johndoeenterprises.com. Company Email:
cit@mercycorps.org => 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) citgtrtransferonline.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

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. 233: View User Details Homepage, User Information Tab

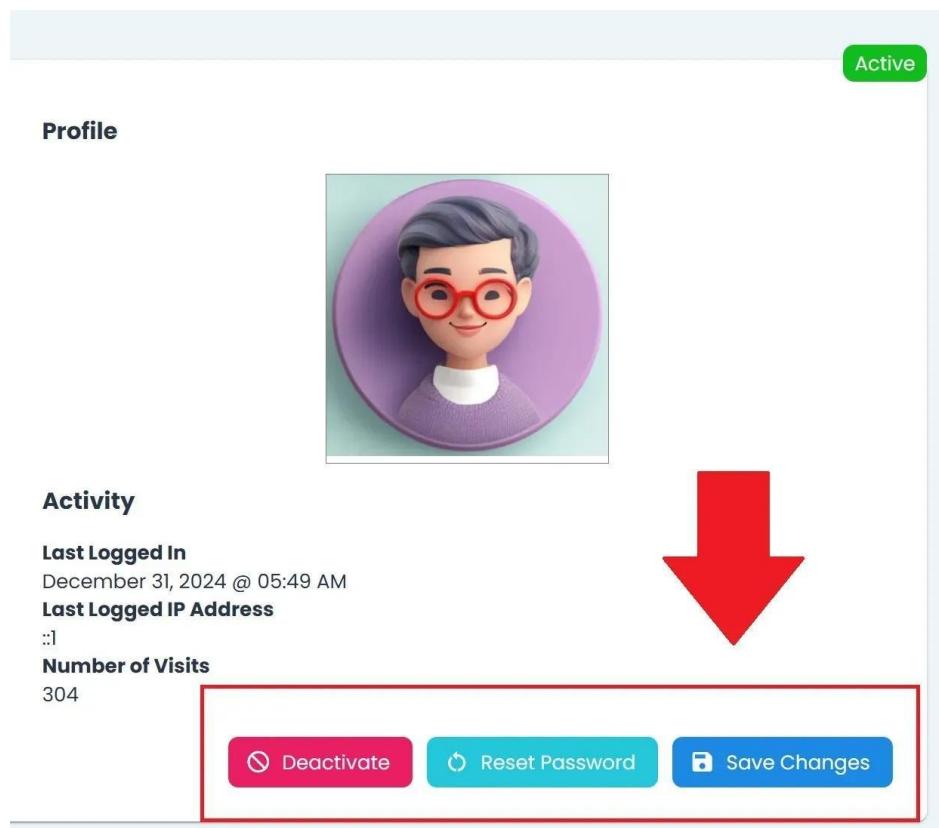


Fig. 234: User Actions Location, Bottom Right

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.

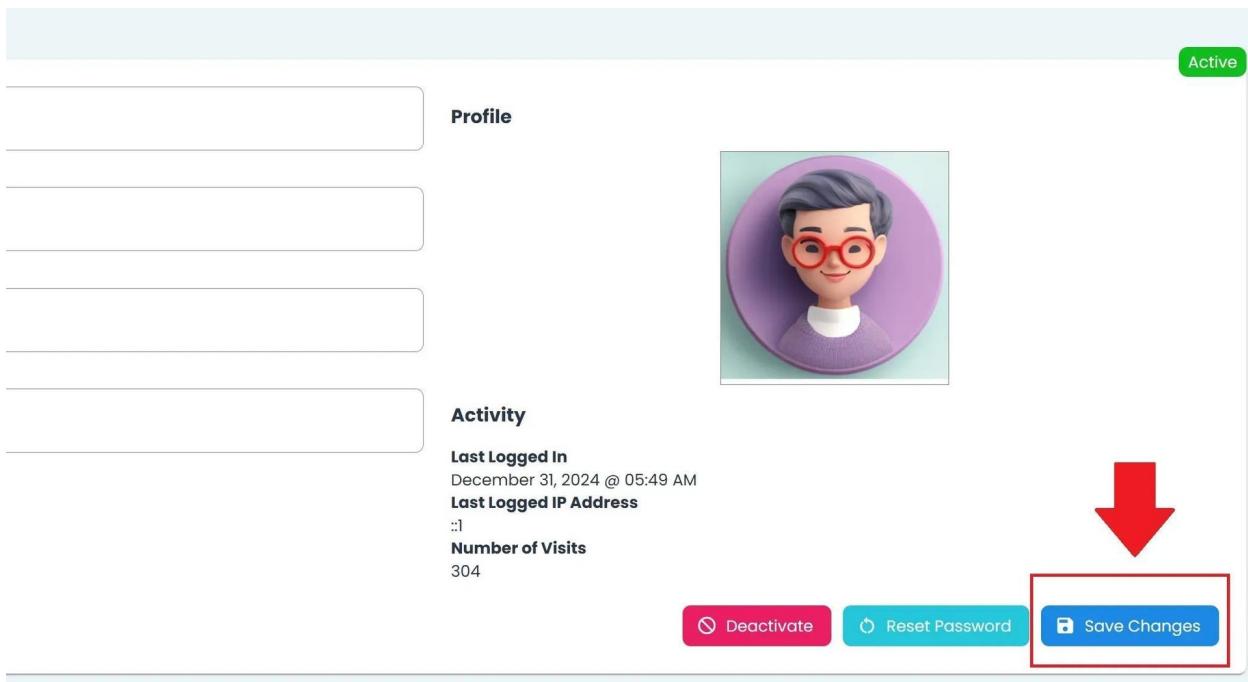


Fig. 235: User, User Homepage, Save Changes

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. 236: 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. 237: User, User Details Homepage, **Accounts Tab** , Column Names

Accounts Tab Available Actions

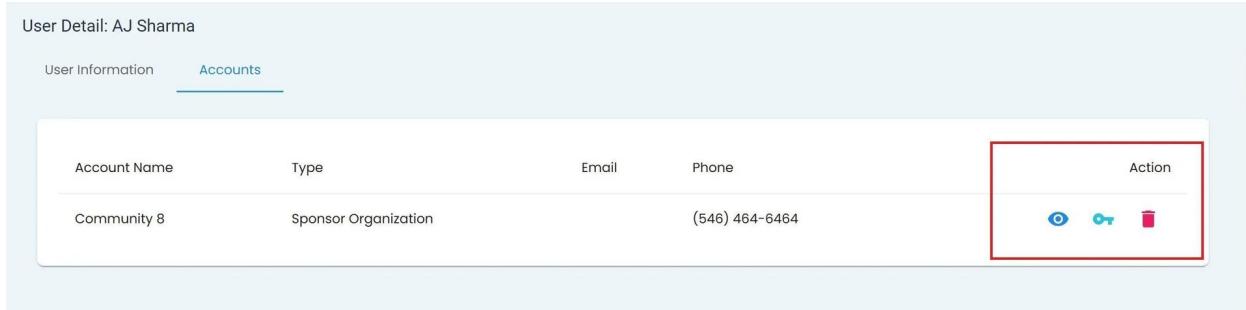
The **Action** has three **Actions** available:

- **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

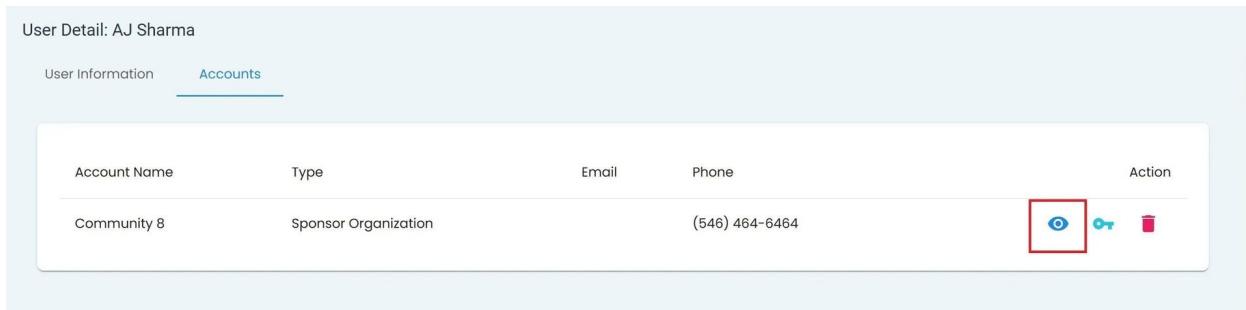
User Information **Accounts**

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

Fig. 238: 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. 239: 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.

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 CIT Corporation Users](#) For CIT Corporation users