CIT Enterprise Manual

Enterprise Manual

I

Intro

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

Other CIT App Manuals (Web):

- Enterprise Manual For super admins and system administrators
- Investor Manual For individual investors
- Community Manual For community organization users
- CIT Corporation Manual For CIT Corporation staff

PDF Downloads:

- Enterprise Manual PDF
- Investor Manual PDF
- Community Manual PDF
- CIT Corporation Manual PDF

II

My Accounts Category

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

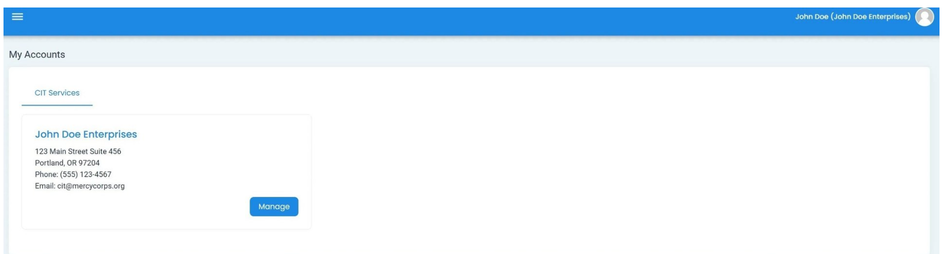


Fig. 1: CIT App, My Accounts Screen, Homepage

The main feature of the *My Accounts Page* is that it allows you Manage Different Accounts.

Note

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

For more on navigation and the primary sidebar, see *General Sidebar Navigation* page.

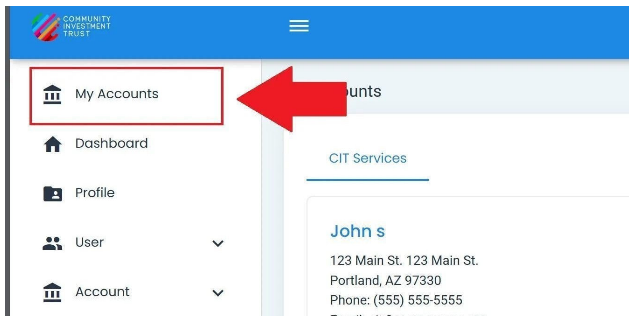
I My Accounts

I.1 Managing Different Accounts

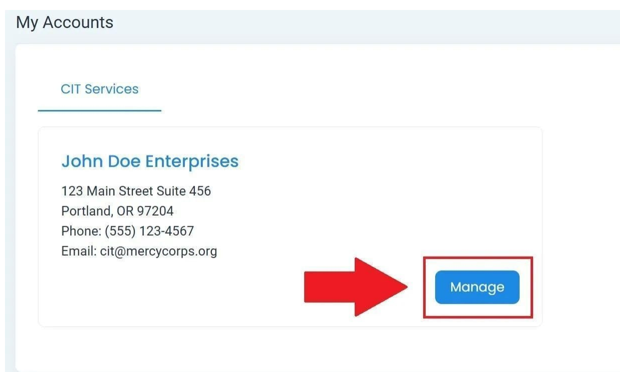
Managing accounts allows you to quickly navigate between the homepages of different accounts.

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 Dashboard

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

I.1 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:

- ***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.

I.2 Dashboard Tables

Dashboard Tables: The **Dashboard** section contains two tables:

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

Table Features: For more information on different features each table has to offer, see *CIT Corporation Summary Table Features*.

I.3 Dashboard Table Locations

You can find each table at the bottom of the **Dashboard** section:

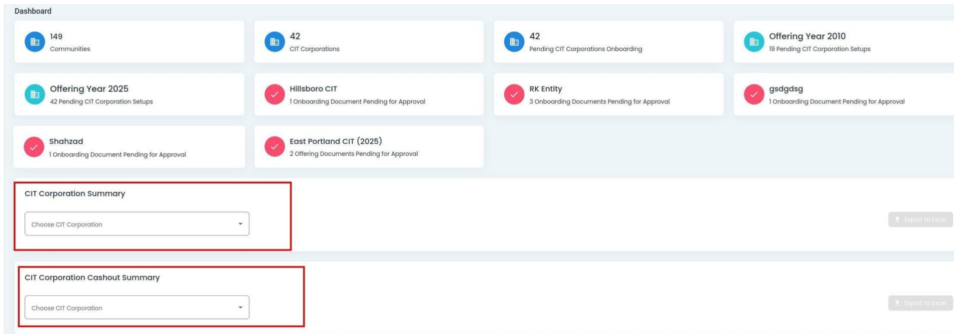


Fig. 2: Dashboard, Main Tables

CIT Corporation Summary Table

The **CIT Corporation Summary** table provides an overview of a selected 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 in the *Dashboard*.

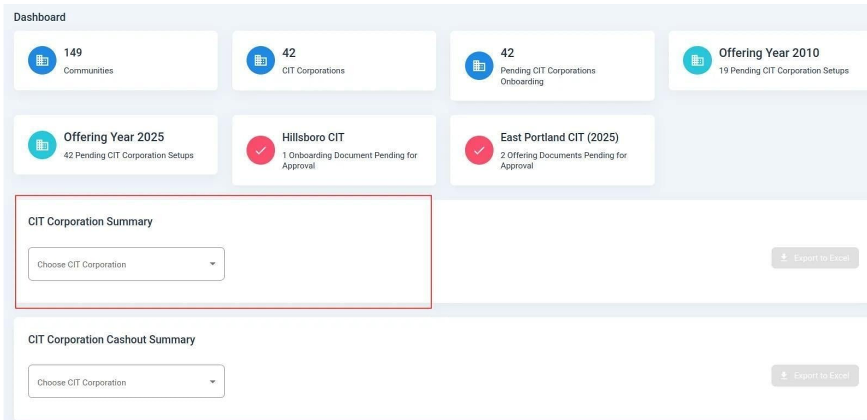


Fig. 3: Dashboard, CIT Corporation Summary Table Location

Columns: CIT Corporation Summary Table

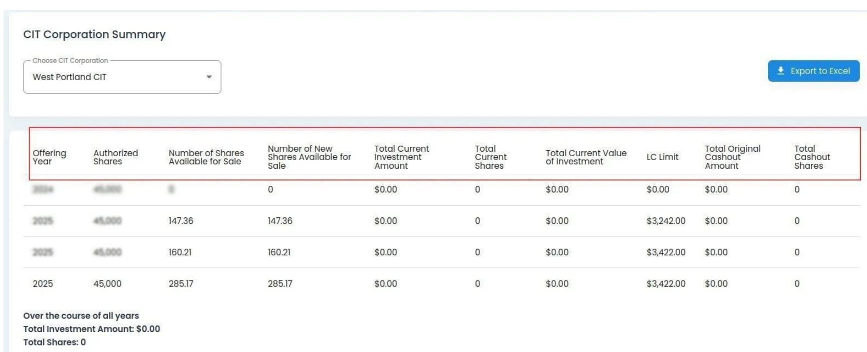


Fig. 4: Dashboard, CIT Corporation Summary Table Columns Explained

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

- `Offering Year` Year when the stock offering took place.
- `Authorized Shares` Total shares approved for issuance under the Offering.
- `Number of Shares Available for Sale` Total shares currently available for sale, including new and existing.
- `Number of New Shares Available for Sale` Count of unsold, newly issued shares available for sale.
- `Total Current Investment Amount` Sum of all funds currently invested in the Offering.
- `Total Cashout Shares` Total number of shares cashed out in the Offering.
- `LC Limit` Lowest price allowed per share in a trading session.
- `Total Original Cashout Amount` Total dollar amount paid out through share cashouts.

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*:

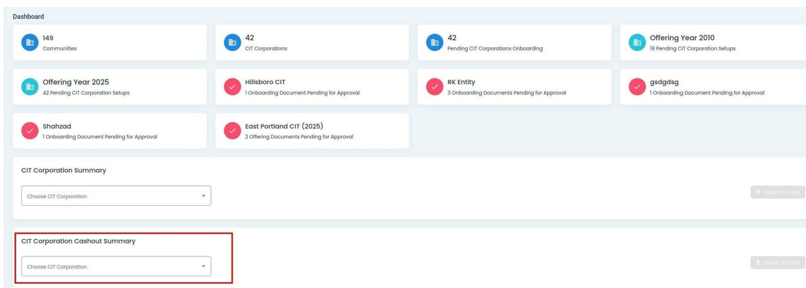


Fig. 5: Dashboard, CIT Corporation Cashout Table Location

Columns: CIT Corporation Cashout Table

Fig. 6: Dashboard, CIT Corporation Cashout Table Columns Explained

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

- **Offering Year** Year when the Offering took place.
- **Authorized Shares** Total shares approved for issuance in the Offering.
- **Number of Shares Available for Sale** Shares currently available for sale, including new and existing shares.
- **Number of New Shares Available for Sale** Newly issued shares not yet sold in the Offering.
- **Total Current Investment Amount** Total money invested in the Offering to date.
- **Total Cashout Shares** Total shares cashed out under the Offering to date.
- **LC Limit** Lowest price allowed per share in one trading session.
- **Total Original Cashout Amount** Total dollar amount of shares cashed out in Offering.

Dashboard Tables: Features Explained

These instructions can be applie to either table in the *Dashboard*.

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

Table of Contents

How to Filter Table

Step 1: Find and Click the **CIT Corporation Summary** Dropdown.

Fig. 7: Dashbaord, CIT Corporation Summary Section

Step 2: Select a **CIT Corporation** from the dropdown.

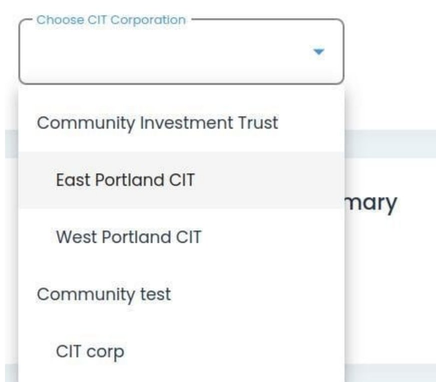
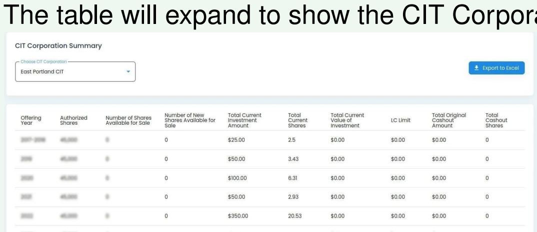


Fig. 8: Dashboard, CIT Corporation Summary Dropdown Expanded

Action Complete: Table Expands

The table will expand to show the CIT Corporation details.



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
[illegible]	[illegible]	[illegible]	0	$25.00	2.5	$0.00	$0.00	$0.00	0
[illegible]	[illegible]	[illegible]	0	$50.00	3.43	$0.00	$0.00	$0.00	0
[illegible]	[illegible]	[illegible]	0	$100.00	6.31	$0.00	$0.00	$0.00	0
[illegible]	[illegible]	[illegible]	0	$50.00	2.93	$0.00	$0.00	$0.00	0
[illegible]	[illegible]	[illegible]	0	$350.00	20.53	$0.00	$0.00	$0.00	0
[illegible]	[illegible]	[illegible]	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

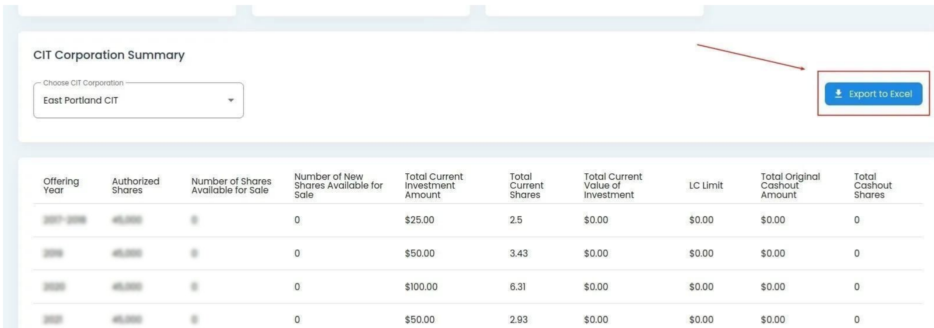


Fig. 9: Dashboard, CIT Corporation Summary Table Export Button Location

Action Complete: Export File Successfully Downloaded

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

II Profile

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

Table of Contents

II.1 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.

II.2 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*.

II.3 Upload Logo

To Upload:

1. Find the **Upload Logo** section.

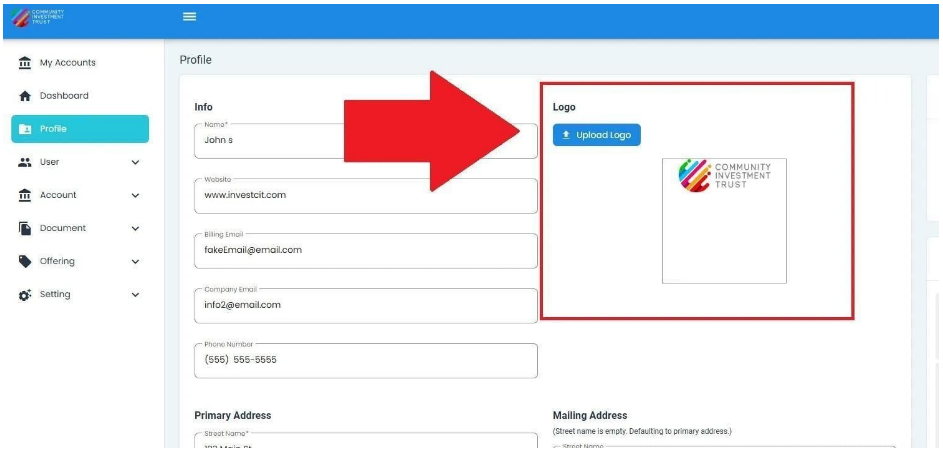


Fig. 10: Upload Logo Location

2. Click the Upload Logo button.

Note

The file explorer dialog will open.

3. Select the desired logo (.png) file to upload.

Action Complete: Logo Uploaded

The logo will be uploaded and displayed in the **Upload Logo** section.

Name and Contact Information

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

Location: Name and Contact Information section

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

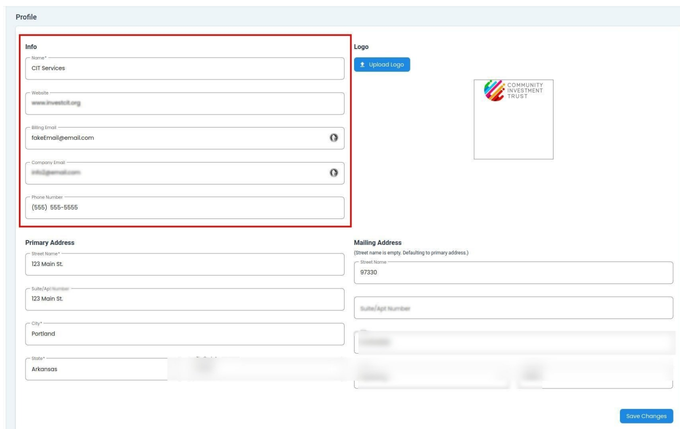


Fig. 11: Name and Contact Information Location

The following fields can be edited:

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

Primary Address

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

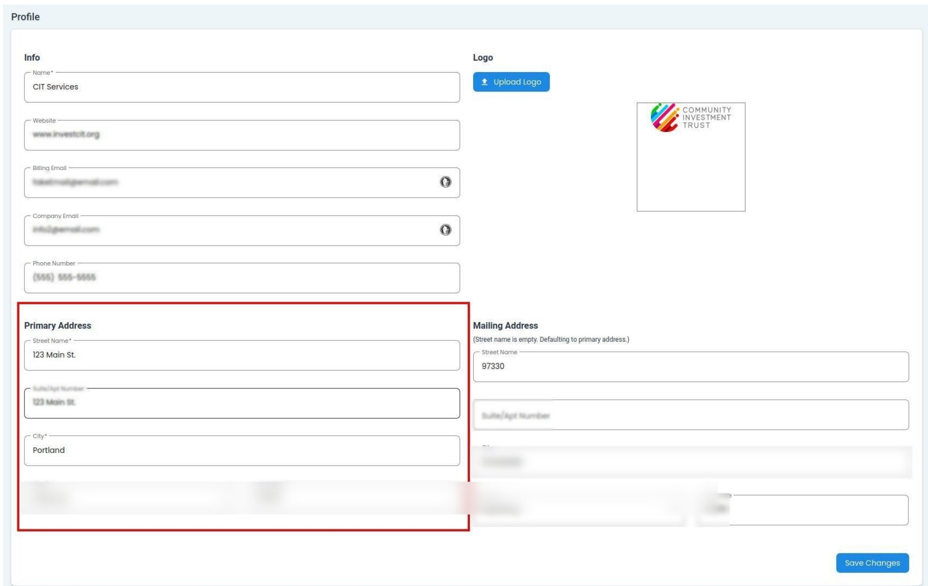


Fig. 12: Primary Address Location

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

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

Mailing Address

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

> **Note**
>
> Filling out the **Mailing Address** section is not required:
>
> - Leave Street Name empty if **Mailing Address** is the same as **Primary Address** .

Location: Mailing Address section

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

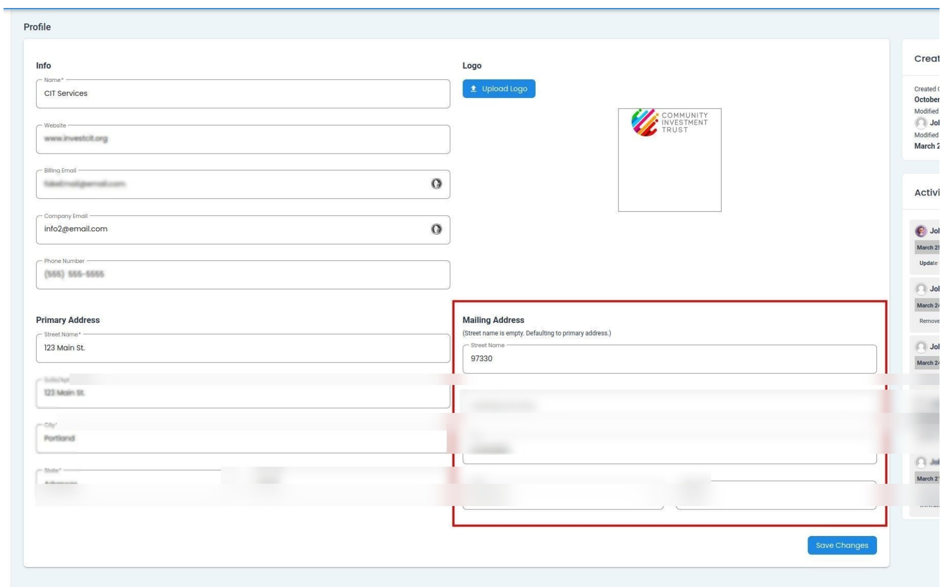


Fig. 13: Mailing Address Location

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

III User

III.1 Overview

The User category provides comprehensive tools for managing personnel within your organization. This section covers the two primary user types that interact with the CITApp Enterprise system.

Understanding the distinction between Staff and Users is essential for proper access control and workflow management within your organization.

User Types in This Category: The following sections are included in the User category:

- **Staff**: Internal team members with administrative access to manage CIT Corporation operations, process requests, and oversee investor accounts.
- **Users**: External investor accounts that interact with the portal for investment management, document submission, and account maintenance.

Tip: Begin with the Staff section if you are setting up internal team access. For investor account management, see the Users section.

Staff

The **Staff** section provides comprehensive staff account management as listed in the **Table of Contents** below:

Table of Contents

Features

The **Staff** section allows you to:

- *Manage Staff Accounts*
- *View Staff Details*
- *Add New Staff*
- *Delete User*

Location: Staff Section

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.

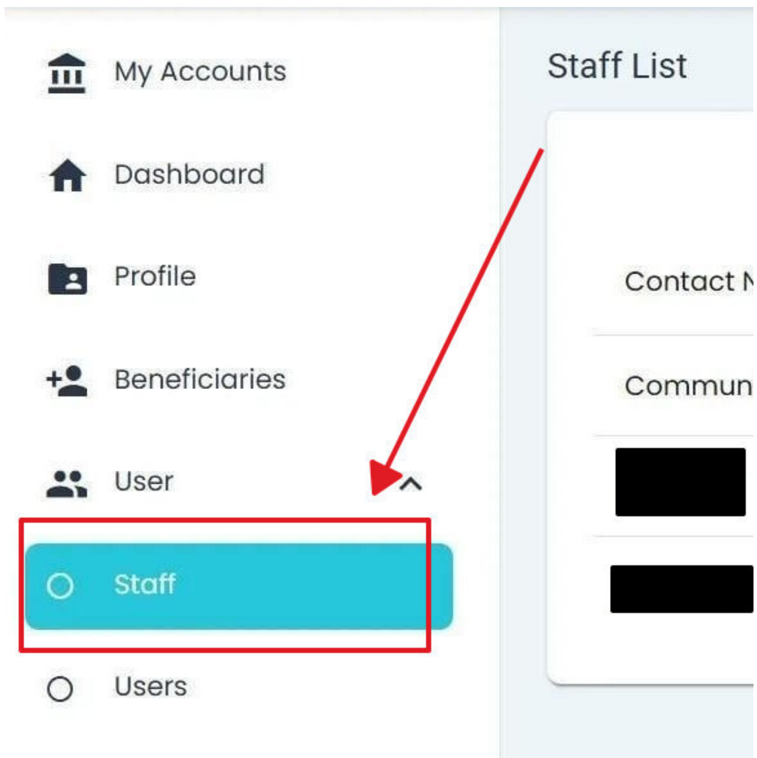


Fig. 14: User, Staff Primary Sidenav Location

Staff List Homepage

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

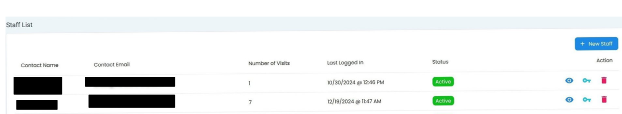


Fig. 15: User, Staff Section, Homepage, Staff List Table

> **Hover for Page Preview**
>
> Hover over the links below for a page preview tooltip.

Features: Staff List Table

The **Staff List** table includes important information about each **Staff** member in the current **CIT Corporation** (see: *How to Identify the Current Account*).

This table provides the following information:

- **Contact Information** ,
- **Status** , and
- **Three Actions** (**i.e.,** *View User Details*, *Edit Permissions*, and *Remove User Access (Delete User)*)

Columns: Staff List Table

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

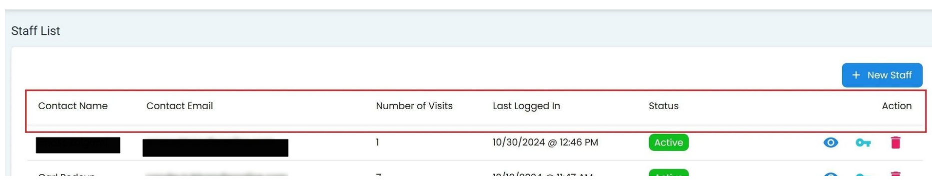


Fig. 16: Users, Staff Homepage, Columns

These **Columns** are (six total, with **Status** and **Action** at the end):

- **Columns** Column names displayed on the Users, Staff Homepage data table.
- **Contact Name** Full name of the listed contact person.
- **Contact Email** Email address used to contact the associated individual or entity.
- **Number of Visits** Total times the user has accessed the system.
- **Last Logged In** Most recent date and time the user accessed the system.
- **Status** Current state of the user's account or access.
- **Action** Available tasks user can perform for this record.

Status Column Options

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

Possible Status options include:

- Active Staff account is currently active and has full access to assigned permissions.
- Pending Activation Staff account has been created but is awaiting activation or verification.
- Inactive Staff account has been deactivated and cannot access the system.
- Locked Out Staff account has been temporarily locked due to security reasons or multiple failed login attempts.

Note

The **All** option in the status filter displays staff accounts with any status.

View Staff Details and Other Remaining Sections

The **Staff List** table allows you to perform the following three actions:

- *View User Details User Information Tab*,
- *Edit Permissions*, and
- *Remove User Access (Delete User)*

Action Locations

Each action in the **Action** column provides access to different staff management functions. Below are the locations of each action button within the table.

View Details Action: The View Details button opens a detailed view of the selected staff member's information including contact details, permissions, and account status.

Fig. 17: Staff List, View Details Action Location

Edit Permissions Action: The Edit Permissions button allows administrators to modify the access levels and capabilities assigned to each staff member.

Fig. 18: Staff List, Edit Permissions Action Location

See also

- *Edit Permissions*
- *Remove User Access (Delete User)*

Add New Staff

You can add a new **Staff** member from the **Staff List**.

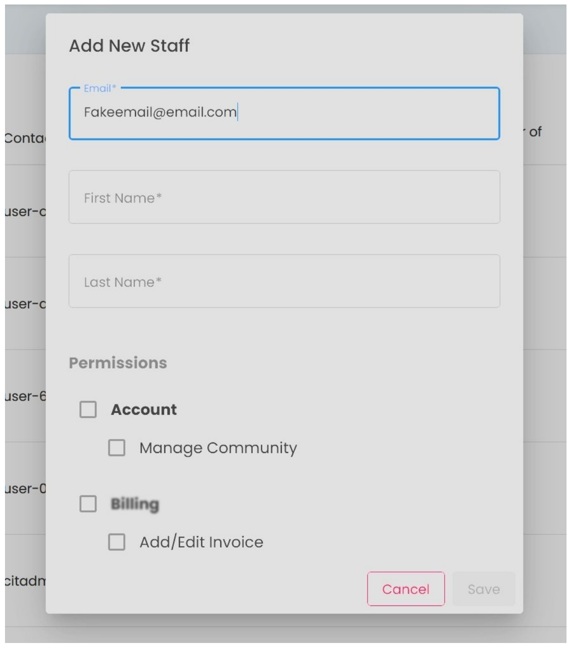


Fig. 19: Add New Staff, Popup

When adding a new staff member, ensure all required fields are completed. Required fields are indicated with an asterisk and must contain valid information before the form can be submitted.

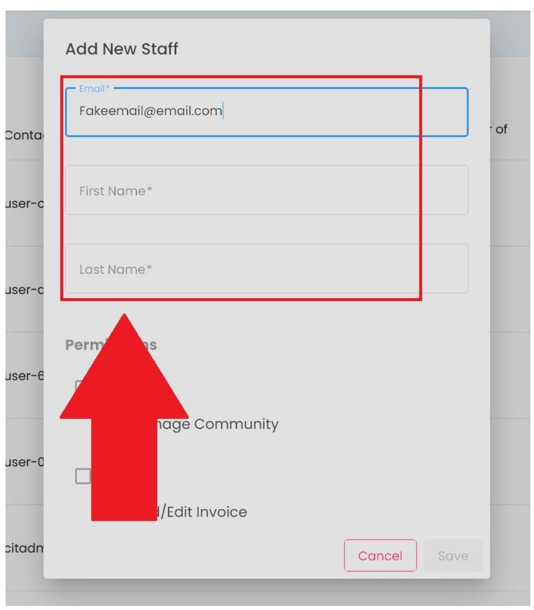


Fig. 20: Add New Staff, Required Fields

Delete User

Use the Delete action in the **Action** column to remove a staff account.

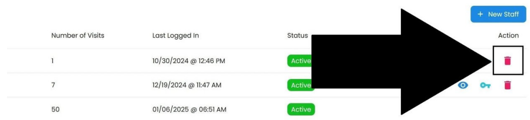


Fig. 21: Staff List, Delete Action Location

Users

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

Table of Contents

Hover for Page Preview

Hover over the links below for a page preview tooltip.

Location: Users Section

To Find the Users 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.

User List Homepage

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

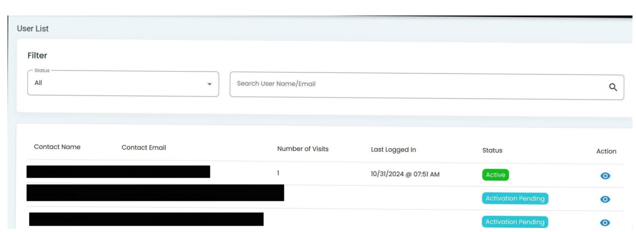


Fig. 22: Users, User list Table

Columns: User List Table

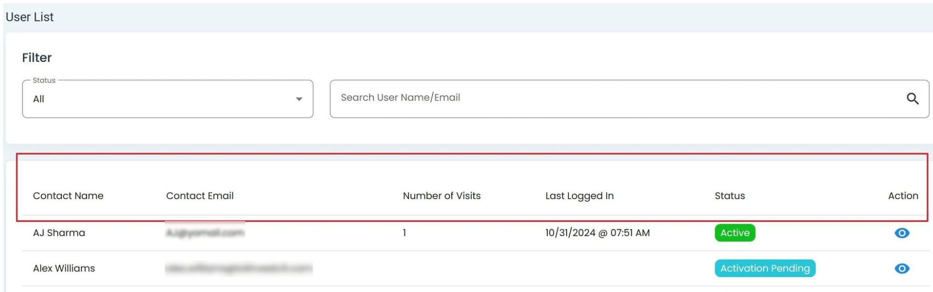


Fig. 23: User, Users List Table, Column Options

The **User List** table summarizes key details for each **User** in the current **CIT Corporation**. It contains six **Columns** with **Status** and **Action** at the end:

- **Contact Name** Full name of the user associated with the account.
- **Contact Email** The user's primary email address for account communication and notifications.
- **Number of Visits** Total times this contact has logged into the platform.
- **Last Logged In** Date and time the contact last accessed the platform.
- **Status** Indicates if the user account is active or inactive.
- **Action** Column for available user operations, such as edit or delete.

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.

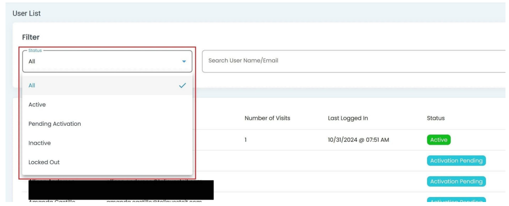


Fig. 24: User, Users List Table, Status Filter Dropdown

Action Complete: Status Filter Updated

The table will update automatically once an option is chosen.

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*

See also

- *Edit Permissions*
- *Remove User Access (Delete User)*

Users Homepage Location

To Find the Users 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.

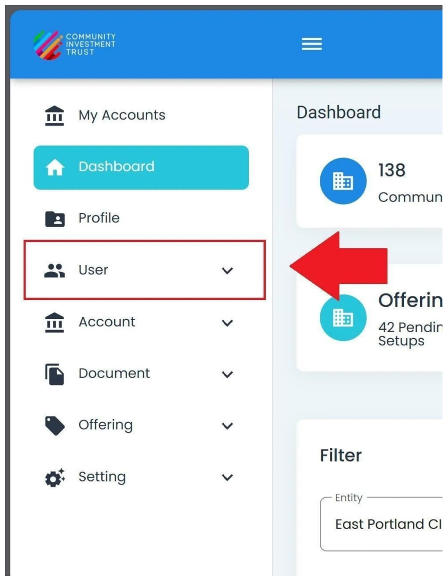


Fig. 25: User, Staff Primary Sidenav Location

3. Select **Users** from the dropdown.

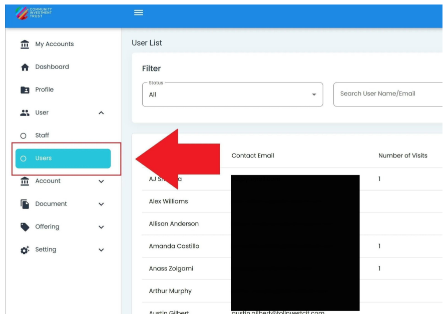


Fig. 26: Users Homepage

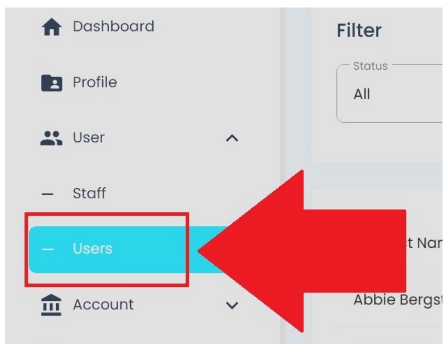


Fig. 27: Users, Primary Sidenav Location

III.2 User Types in This Category

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

- ***Staff***: Internal team members with administrative access to manage CIT Corporation operations, process requests, and oversee investor accounts.
- ***Users***: External investor accounts that interact with the portal for investment management, document submission, and account maintenance.

Tip

Begin with the Staff section if you are setting up internal team access. For investor account management, see the Users section.

IV Account

The ▷ **Account** category contains all organization and investor management features.

IV.1 Account Sections

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

- *CIT Corporations* View and manage corporation details and settings
- *Investors* Access investor profiles, holdings, and transaction history
- *Sponsorship Organizations* Configure organization relationships

IV.2 CIT Corporations

Table of Contents

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:

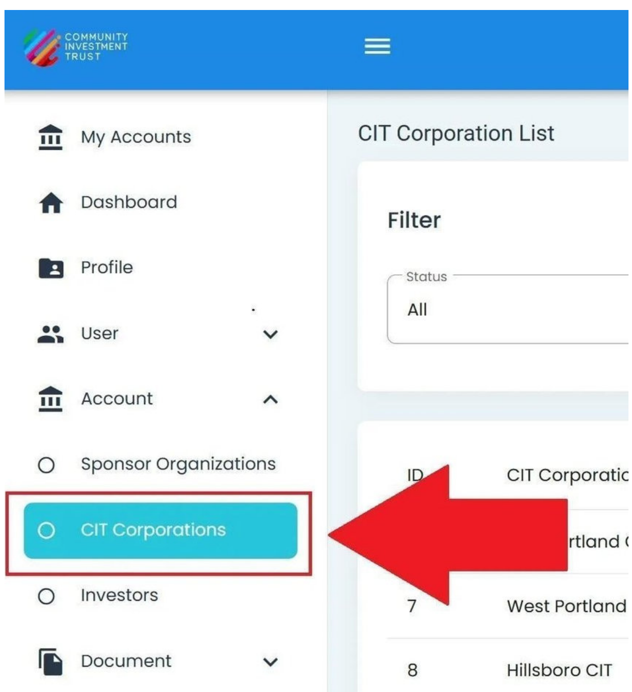


Fig. 28: Account, CIT Corporations, Homepage, Primary Sidenav Location

CIT Corporations List Table

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

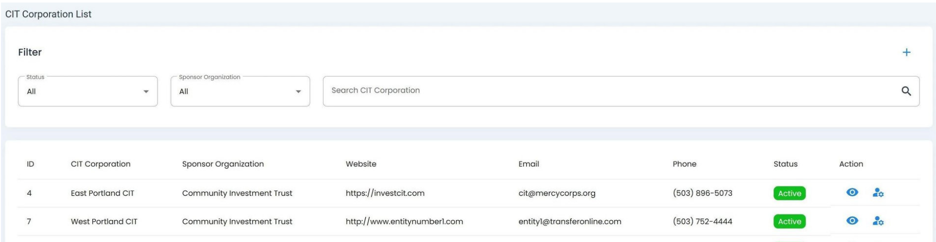


Fig. 29: CIT Corporations Section, Homepage, CIT Corporations List Table

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:

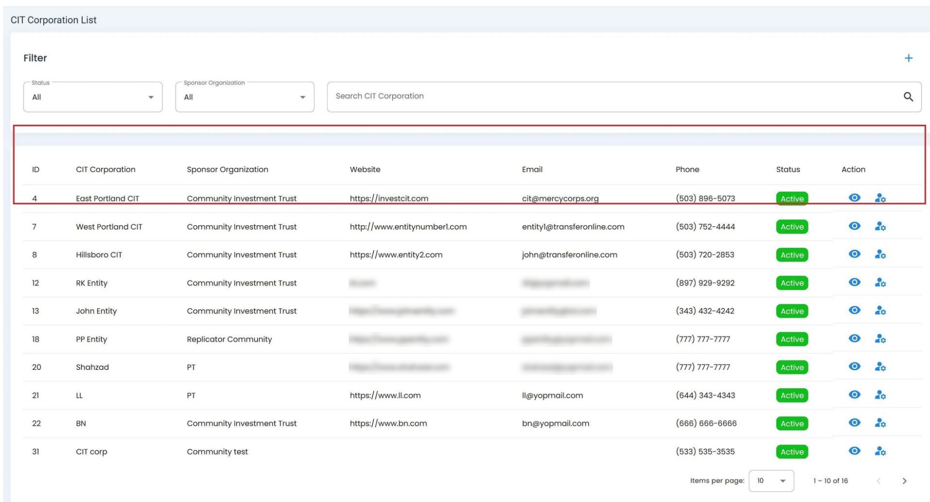


Fig. 30: CIT Corporations, Homepage, Table Columns

- **Columns** Column names displayed in the Sponsorship Organizations homepage table.
- **ID** Unique number assigned to each organization in the system.
- **CIT Corporation** Name of the organization or company being represented.
- **Sponsorship Organization** Name of the organization providing sponsorship to this entity.
- **Website** URL for the organization's official website.
- **Email** Primary email address for contacting the organization.
- **Phone** Primary telephone number for the organization's main contact.
- **Status** Current operational state of the organization.
- **Action** List of tasks you can perform for this organization.

Available Actions

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

- View CIT Corporation Details View *detailed information about the organization*
- Manage CIT Corporation Opens the *Dashboard* for the selected CIT Corporation

Status Filter Options

The status dropdown includes the following options:

- `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 requirements

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*
- *Users Tab*

How to Access Corporation Details

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

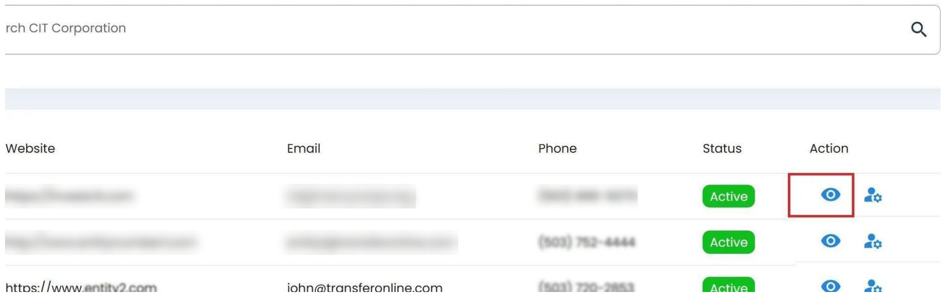


Fig. 31: CIT Corporation, Homepage, View More Icon Location

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**.

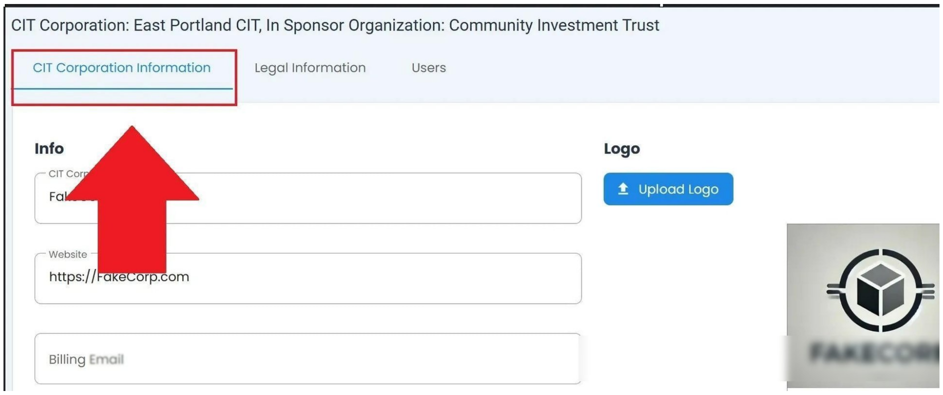


Fig. 32: CIT Corporation, View Corporation, Corporation Information Tab Location

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
- 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 topright of the page:

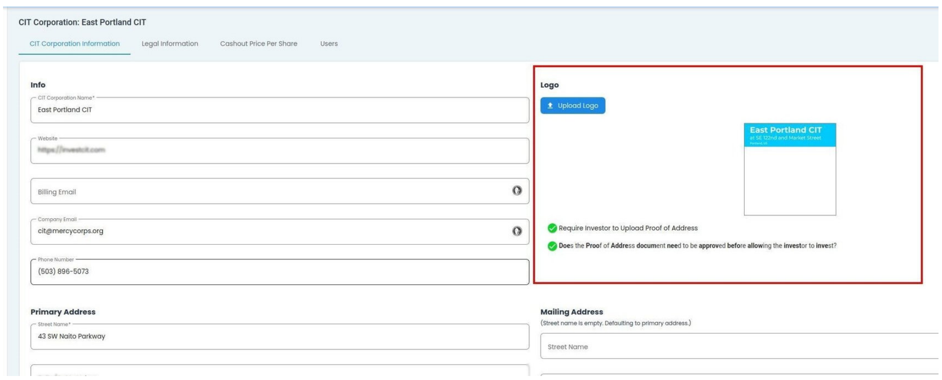


Fig. 33: Sponsorship Organization, Upload Logo Location

Upload Logo Options

The **Upload Logo** section allows you to upload a logo for your **CIT Corporation**. It also allows ytou 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 tob e 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

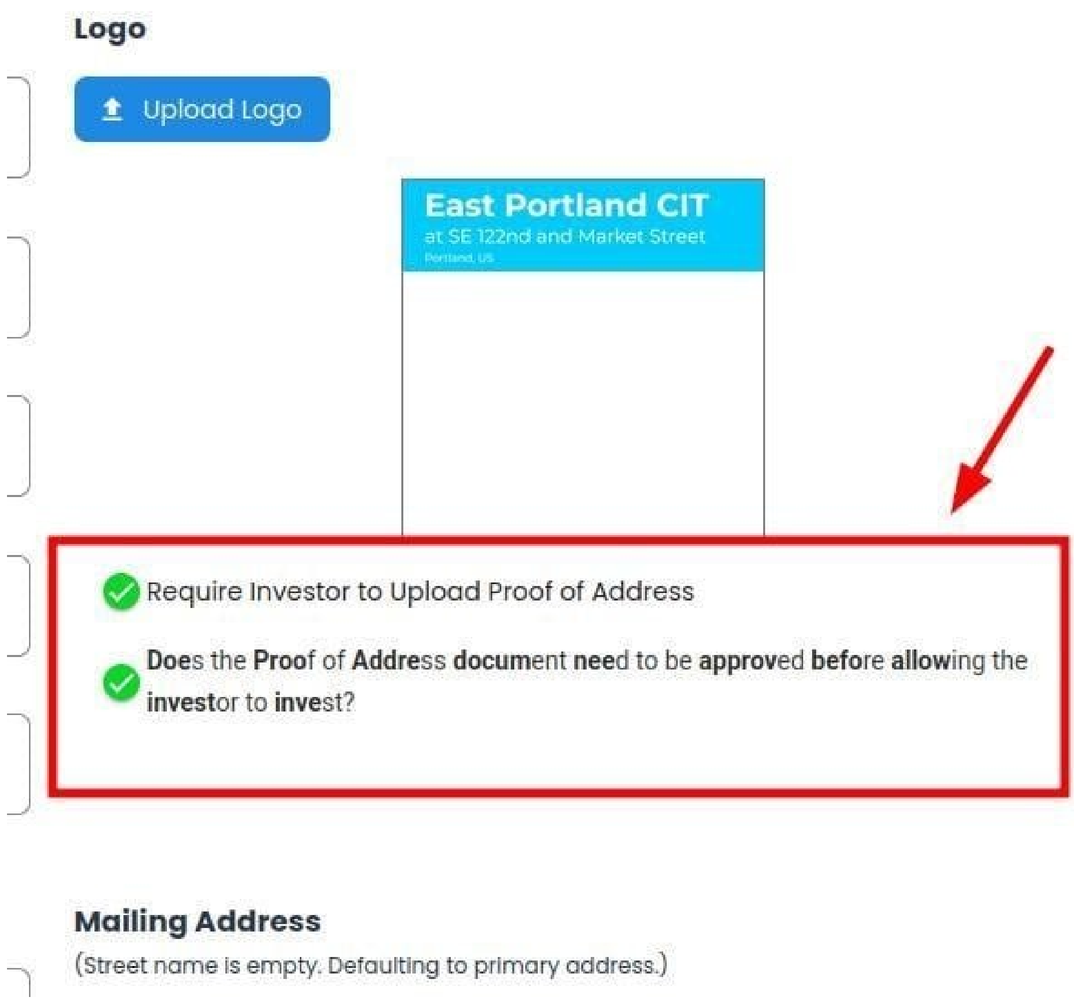


Fig. 34: CIT Corporation, Upload Logo Location

- EIN
- State of Incorporation
- 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
- Legal Contact

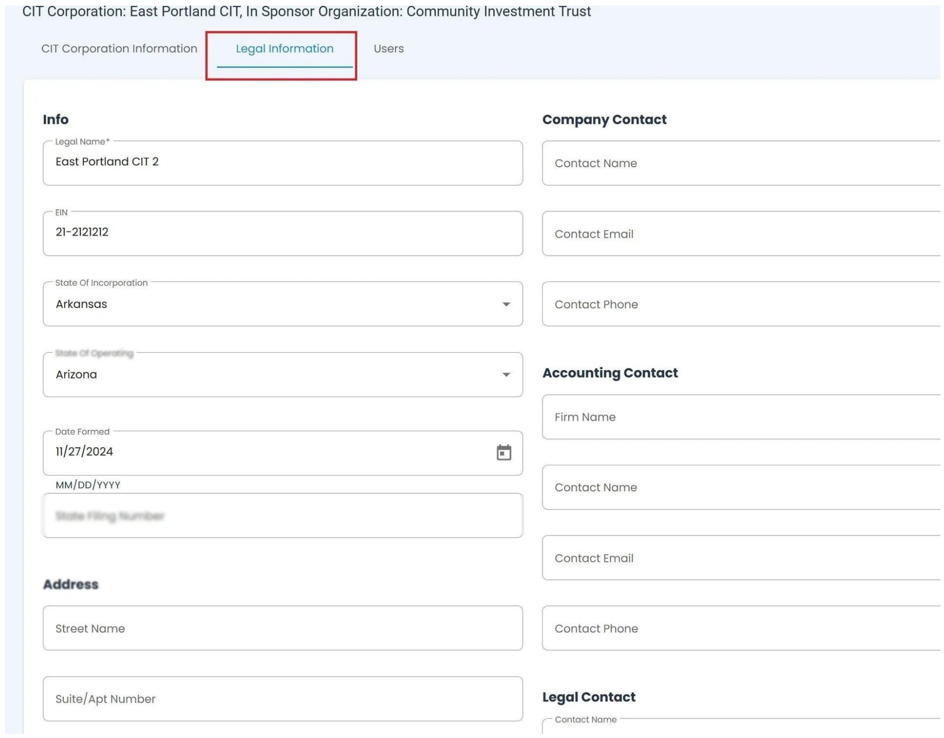


Fig. 35: CIT Corporation, Legal Information Tab

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.

Trying to Edit Other Company Information?

- See the *Profile* section to learn more about editing your company's profile information.

Other Tabs

You can also view and modify the following tabs:

- *Users Tab*
- *CIT Corporation Information Tab*

Users Tab

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

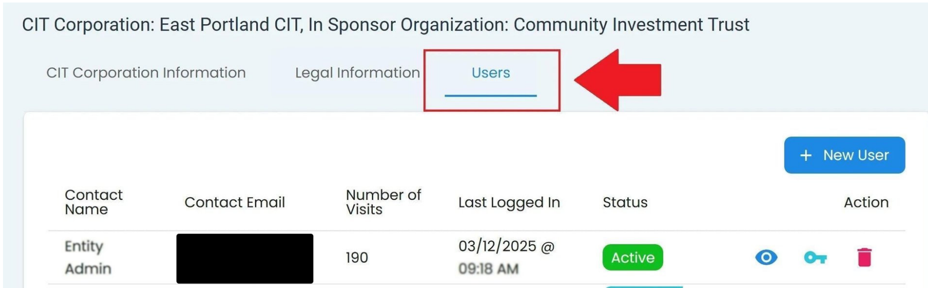


Fig. 36: CIT Corporation, Users Tab Location

Other Tabs

You can also view and modify the following tabs:

- *CIT Corporation Information Tab*
- *Legal Information Tab*

Navigating the Users Tab

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

- *View User Details*
- *Edit Permissions*
- *Remove User Access*

Adding a New User to the CIT Corporation

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

Permissions Options

- **Assessment Test**
  - View Assessment Test Results
- **Billing**
  - View Invoice
  - View Payment
- **Cashout**
  - Add/Edit Cashout Questions
  - Approve/Deny Cashout Requests
  - Edit Cashout Price Per Share
  - View Cashout
- **Community**
  - Edit Community Profile
- **Demographic**
  - Add/Edit Demographic Questions
  - Add/Edit Renew Demographic Questions
- **Document**
  - Upload Entity Offering Document
  - Upload Entity Onboarding Document
  - View Entity Offering Document
  - View Entity Onboarding Document

- **Entity**
  - Add/Edit Entity
- **Investor/Shareholder**
  - Add/Edit Investor
  - View Investor
- **Offering**
  - Add/Edit Offering
- **Report**
  - Run Shareholder List Report
- **User**
  - Edit/Add Community Staff
  - Edit/Add User
  - View Users

IV.3 Investors

Features

Features: The Investors section allows you to:

- View Investor Details
- Manage Beneficiary Designations
- Track Holdings
- Access Investor Documents

Location: Investors Section

Location: Investors Section: You can find the Investors section underneath the Account category:

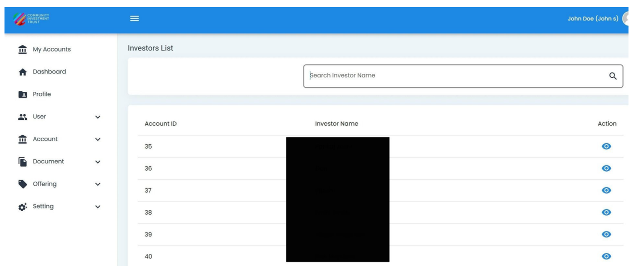


Fig. 37: Account, Investors, Homepage, Primary Sidenav Location

Table: Investors List

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

Columns: Investors List Table

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

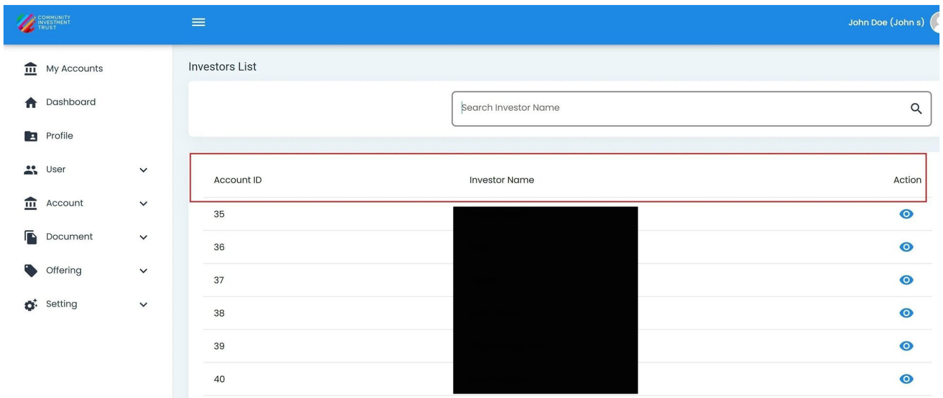


Fig. 38: Investors List, Table Column Headers

- **Account ID** Unique number assigned to each investor account.
- **Investor Name** Full legal name of the investor associated with the account.
- **Action** List of tasks you can perform on this investor record.

Available Actions

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

- `View Investor Details` View *detailed information about the investor*

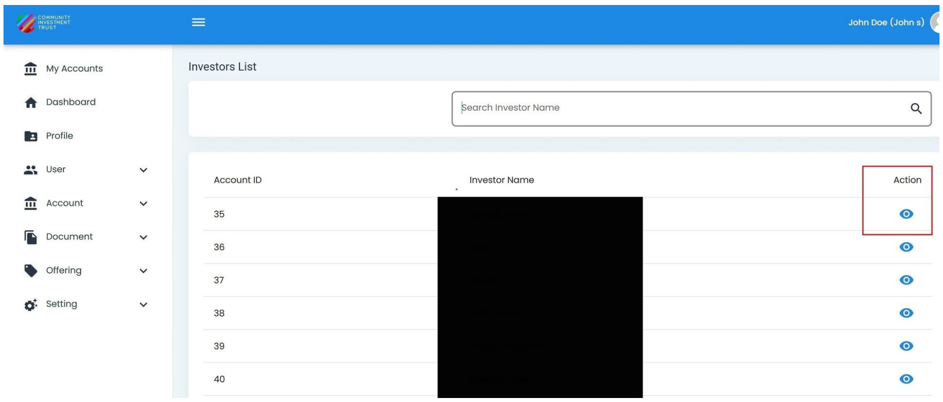


Fig. 39: Investors List, Action Column Location

View Investor Details

The `View Investor Details` action allows you to access comprehensive investor information through a multitab interface containing all aspects of their account management.

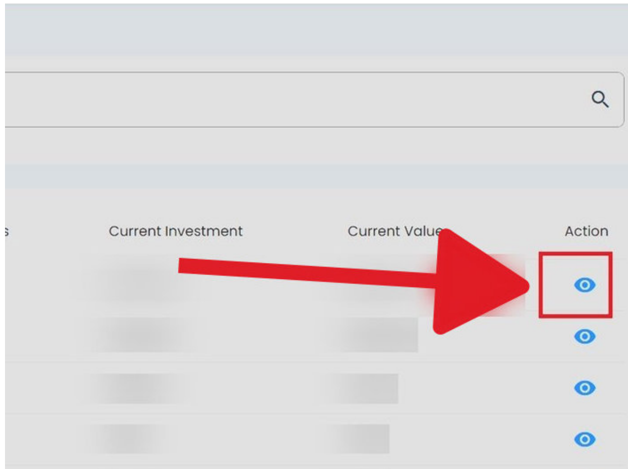


Fig. 40: View Investor Details Action Button Location

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Features

The **View Investor Details** section allows you to:

- *Access investor profile information*
- Manage beneficiary designations
- *Track holdings and investment positions*
- *View and download investor documents*
- *Monitor dividend distributions*
- *Review cashout transactions*

How to View Investor Details

Step 1: Locate the Investor

In the **Investors List** table, find the investor whose details you want to view.

Step 2: Access Investor Details

Select the **View Details** icon in the **Actions** column for the desired investor.

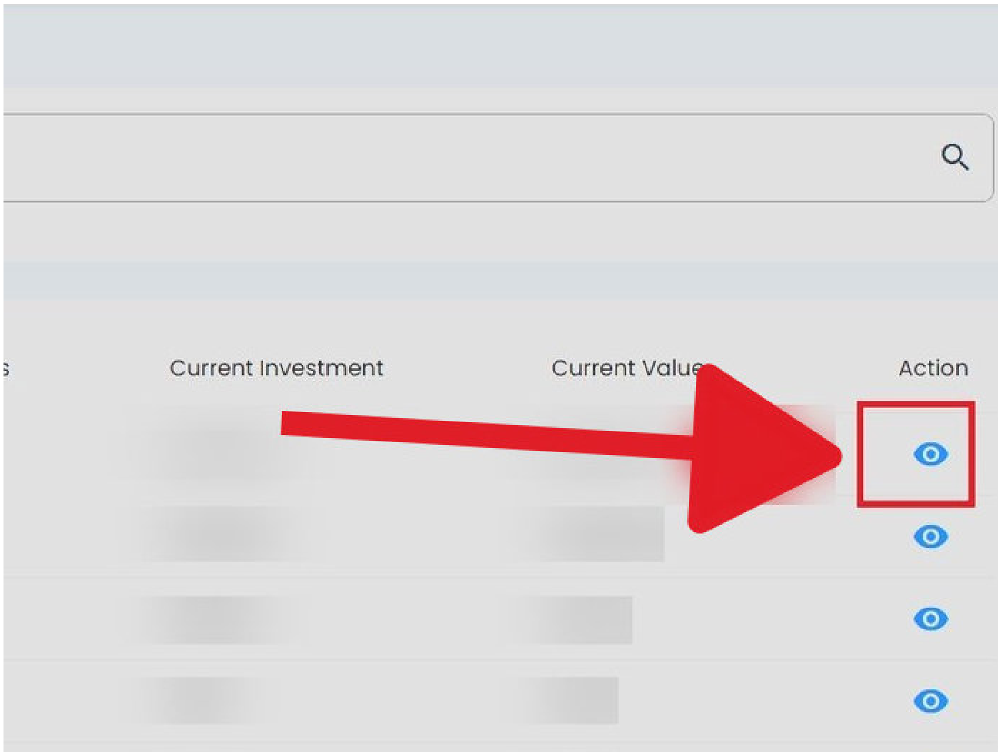

Fig. 41: Investors List Table View Details Action Location

Action Complete: Investor Details Opened

The investor's detailed information page opens, displaying the tabbed interface for comprehensive account management.

Available Tabs

The investor details interface is organized into six comprehensive tabs:

- *Investor Information Tab* Personal details and contact information
- Beneficiaries Tab Beneficiary designations and allocations
- *Holdings Tab* Investment positions and certificates
- *Documents Tab* Offering documents and agreements
- *Dividends Tab* Dividend payment history
- *Cashouts Tab* Withdrawal transactions

Investor Details Tab

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

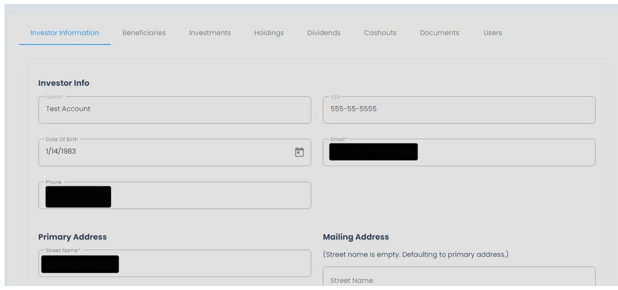

Fig. 42: Investor Details Tab Location

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Required Fields

- **Required fields** are marked with a red asterisk (*) and cannot be left blank
- **Optional fields** can be completed based on investor preferences

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

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

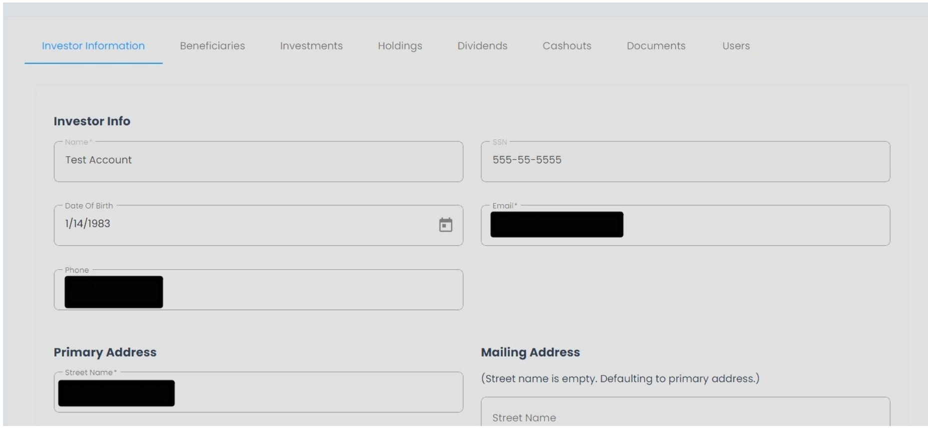

Fig. 43: Investor Information Section Overview

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.

> **Save Changes Location**
>
> The **Save Changes** button is located at the bottomright corner of the Investor Details form.

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

Beneficiaries Tab

The **Beneficiaries** tab allows you to view and manage all beneficiaries associated with an investor, including primary and contingent beneficiary designations.

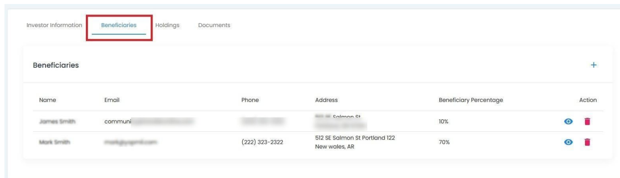

Fig. 44: Beneficiaries Tab Location

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Features

The **Beneficiaries** section allows you to:

- *View all primary and contingent beneficiaries*
- *Add new beneficiary designations*
- *View beneficiary details and manage assignments*
- *Track beneficiary contact information*

Beneficiaries Overview

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

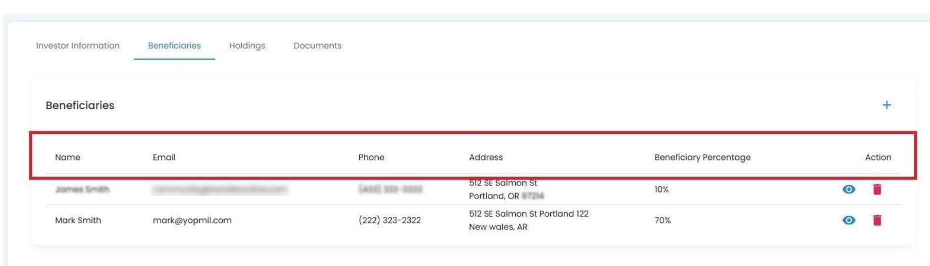

Fig. 45: Investor Details, Beneficiaries Tab View

Beneficiaries Table

The **Beneficiaries List** table displays all beneficiary designations for the investor.

Columns: Beneficiaries List Table

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

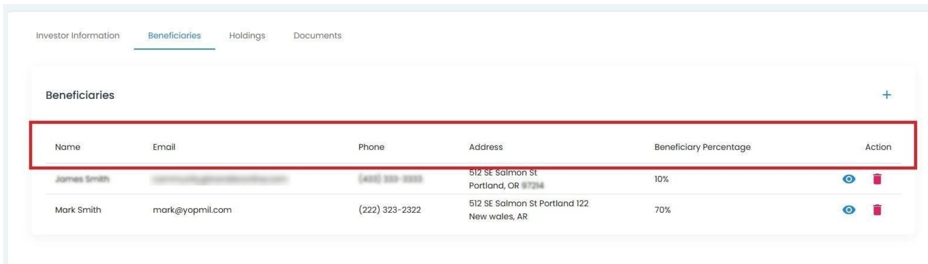

Fig. 46: Beneficiaries Table Column Headers

- **Name** Beneficiary's full legal name.
- **Relationship** Relationship to the investor (spouse, child, sibling, etc.).
- **Type** Beneficiary designation type (Primary or Contingent).
- **Percentage** Percentage of assets allocated to this beneficiary.
- **Contact Info** Beneficiary's phone number and email address.
- **Actions** Available management actions for the beneficiary record.

Available Actions

The **Action** column allows you to:

- View Details Access comprehensive beneficiary information
- Delete Remove the beneficiary designation

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

   Possible fields include:

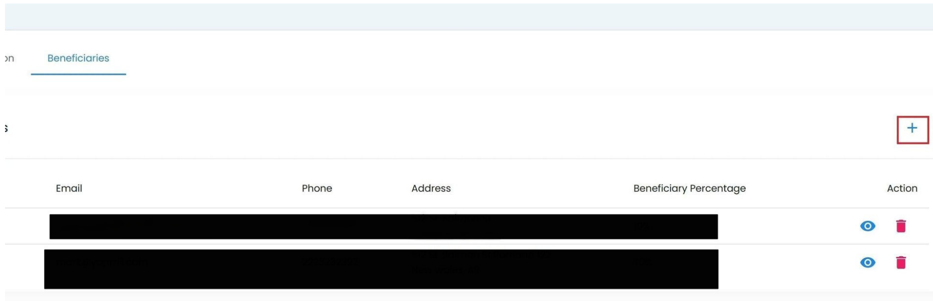

Fig. 47: Investor Details, Add Beneficiary Button Location

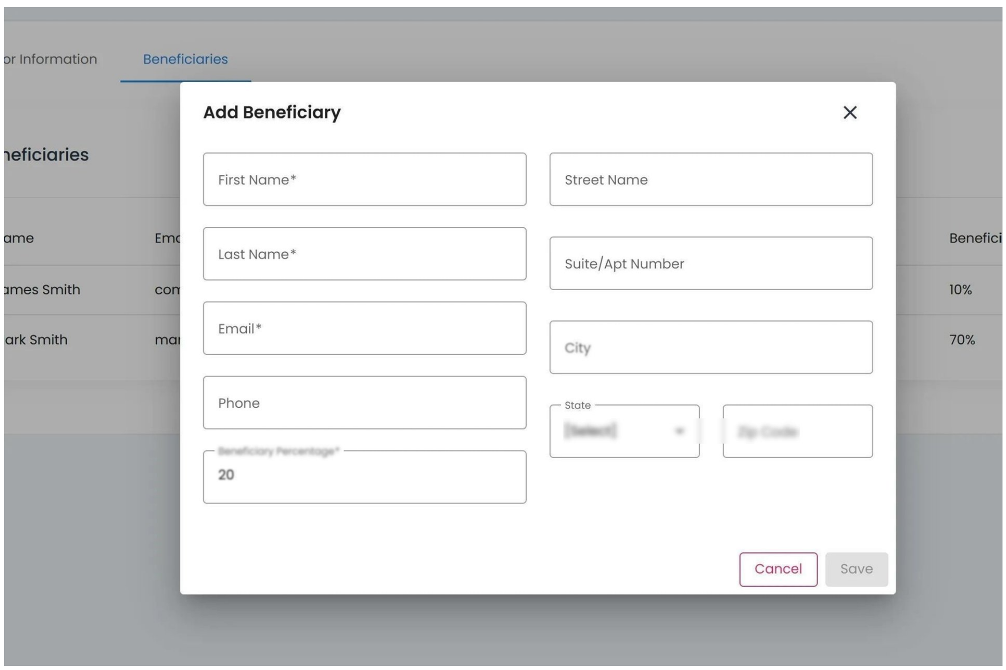

Fig. 48: Add Beneficiary Popup

- First Name
- Last Name
- Email
- Phone
- Beneficiary Percentage
- Address information

5. Fill in necessary information, which can include the following
6. Click the Save button to add the beneficiary.

Note

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

Holdings Tab

The **Holdings** tab provides a comprehensive view of all investment positions and certificates associated with the investor.

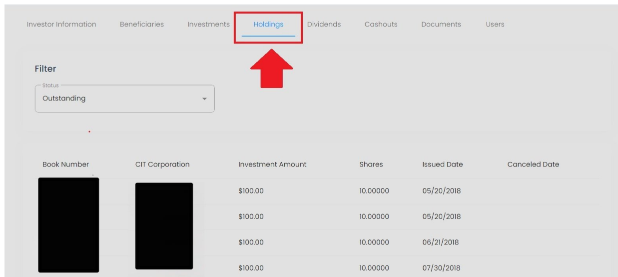

Fig. 49: Holdings Tab Location

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Features

The **Holdings** section allows you to:

- *View all active and canceled holdings*
- *Track investment amounts and share quantities*
- *Monitor certificate issue and cancellation dates*
- *Filter holdings by status*

Holdings Table

The **Holdings List** table displays all investment positions for the investor.

Columns: Holdings List Table

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

- **Book Number** Unique identifier for the investment certificate or holding record.
- **Investment Amount** The monetary value invested in the holding.
- **Shares** The number of stock units associated with the investment.
- **Issued Date** The date when shares or investment certificate were issued.

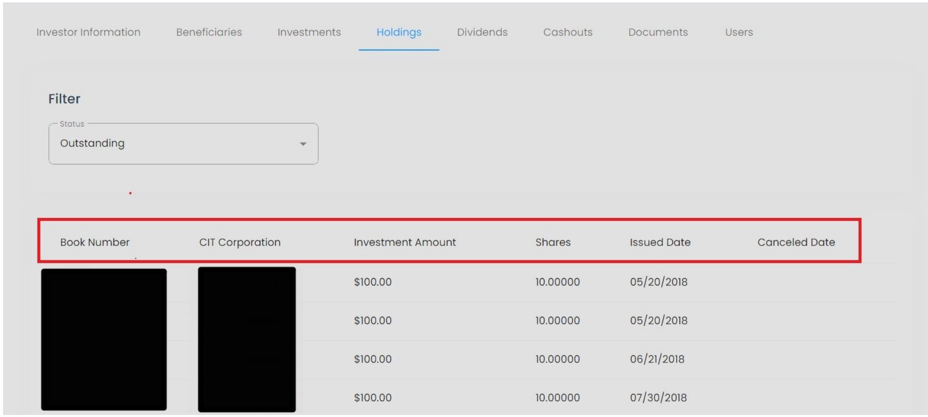

Fig. 50: Holdings Table Column Headers

- **Canceled Date** The date when the holding was canceled or redeemed (if applicable).

Available Actions

Filter by Status

Filter holdings using the status dropdown to view:

- **Outstanding** Active holdings only
- **Canceled** Redeemed or canceled holdings
- **All** Both outstanding and canceled holdings

See *Filter Holdings by Status* for detailed instructions.

Filter Holdings by Status

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

To Filter Holdings by Status:

1. Find the **Status** column.

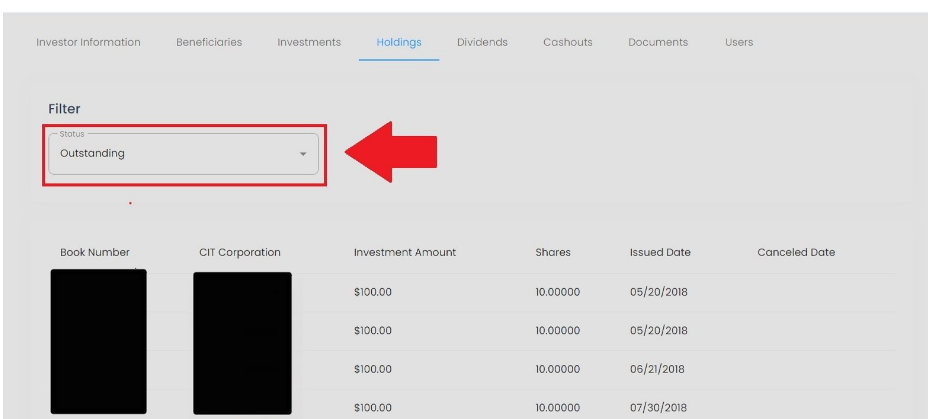

Fig. 51: Account, Investors, Investor Information, Holdings Tab, Status Filter Dropdown

2. Select the status you want to filter by.

Available Statuses

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

- Oustanding & Canceled
- Outstanding
- Canceled

Action Complete

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

Documents Tab

The **Documents** tab provides access to all documents associated with the investor, including offering documents, agreements, and certificates.

Fig. 52: Documents Tab Location

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Features

The **Documents** section allows you to:

- *View all investorrelated documents*
- *Search for specific documents by name*
- *Download documents to your computer*
- *View document details in browser*
- *Track document types and issue dates*

Documents Table

The **Documents List** table displays all documents associated with the investor.

Columns: Documents List Table

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

Fig. 53: Documents Table Column Headers

- **Book Number** Unique identifier for the investment certificate or document.
- **Document Type** Type of document (certificate, agreement, letter, etc.).
- **Shares** Number of shares associated with the document.
- **Issued Date** Date when the document was issued.
- **Canceled Date** Date when the document was canceled (if applicable).
- **Actions** Available document actions (View, Download).

Search Documents

To search for specific documents:

1. Click in the search field.

Fig. 54: Account, Investors, Investor Information, Documents Tab, Search Location

2. Type the document name or keyword you want to search for.

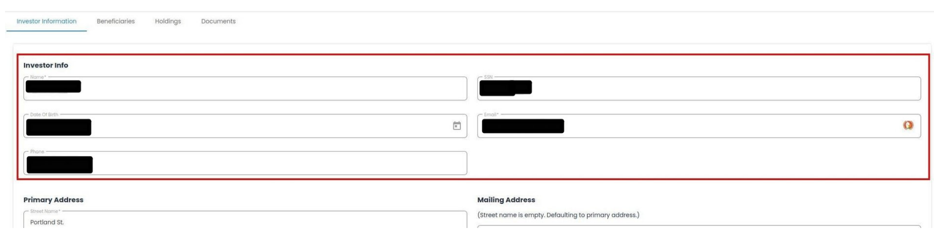

Fig. 55: Document Search Results

Available Actions

The **Actions** column provides document management options:

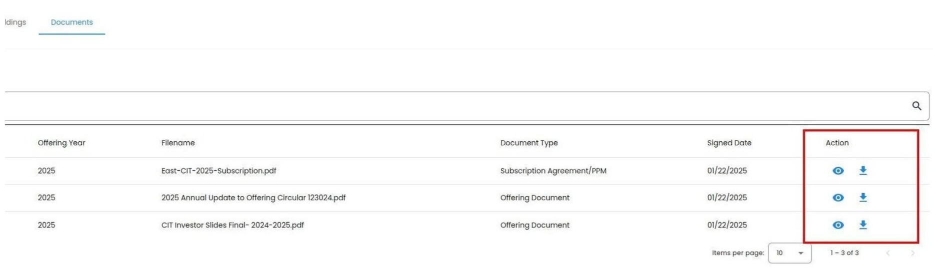

Fig. 56: Documents Table Action Column

Document Actions

- View Opens the document in a new browser window for online viewing
- Download Downloads the document to your default downloads folder

Dividends Tab

The **Dividends** tab displays all dividend distributions associated with the selected investor's holdings.

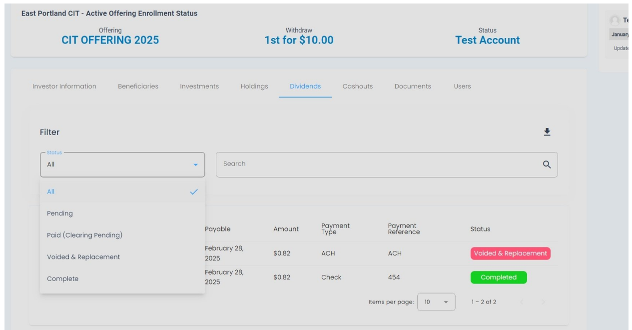

Fig. 57: Dividends Tab Location

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Features

The **Dividends** section allows you to:

- View all historical dividend distributions
- Track upcoming dividend payments
- Filter dividends by payment status
- Calculate total dividend income
- Export dividend data to Excel for tax reporting

Dividends Table

The **Dividends List** table displays all dividend payments for the investor.

Columns: Dividends List Table

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

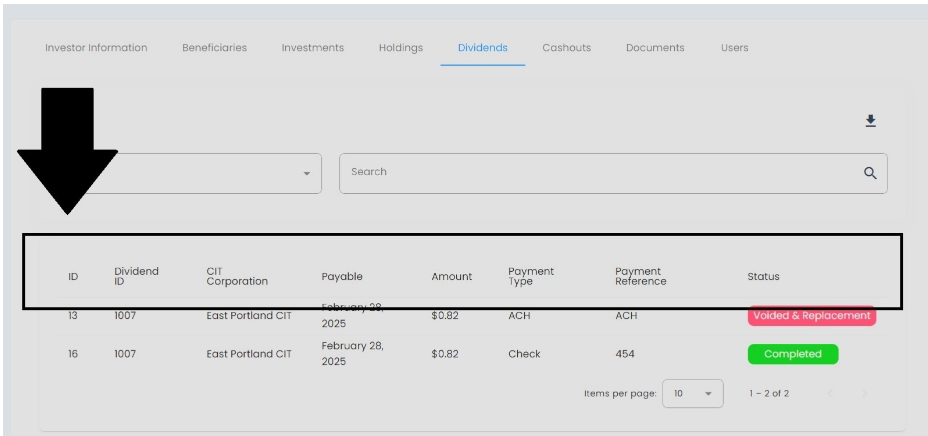

Fig. 58: Dividends Table Column Headers

- **Dividend ID** Unique identifier for the dividend payment.
- **CIT Corporation** The corporation issuing the dividend.
- **Payment Date** Date when the dividend was or will be paid.
- **Record Date** Date determining eligible shareholders.
- **Amount Per Share** Dividend amount per share held.
- **Total Amount** Total dividend payment to this investor.
- **Status** Current status of the dividend payment.

Filter Options

Filter by Status

You can filter dividend records by their payment status:

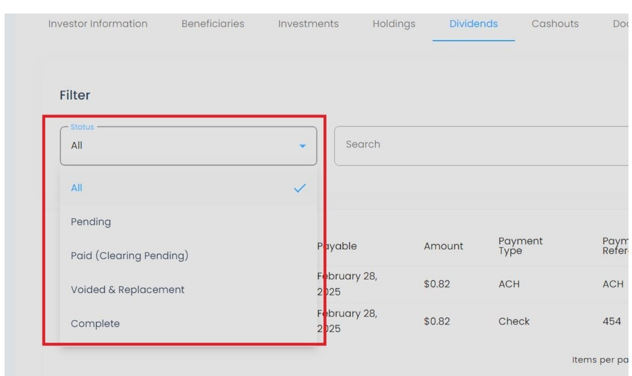

Fig. 59: Dividends Tab, Status Filter Options

Available status options:

- **All** View all dividend records
- **Paid** Completed dividend payments
- **Pending** Scheduled but not yet paid
- **Processing** Currently being processed

Export Functionality

You can export dividend data for reporting purposes:

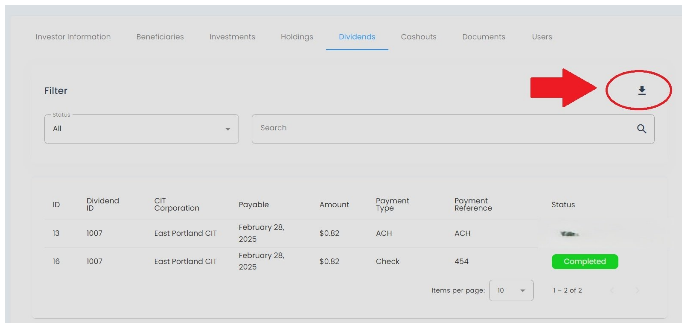

Fig. 60: Dividends Tab, Export to Excel

To Export Dividend Data:

1. Select the **Export to Excel** button at the top right of the dividends table.
2. The system generates an Excel file containing all visible dividend records.
3. Your browser downloads the file automatically to your default downloads folder.

Note

The export will only include dividend records currently visible based on your filter selections.

Cashouts Tab

The `Cashouts` tab displays all cash withdrawal transactions for the selected investor.

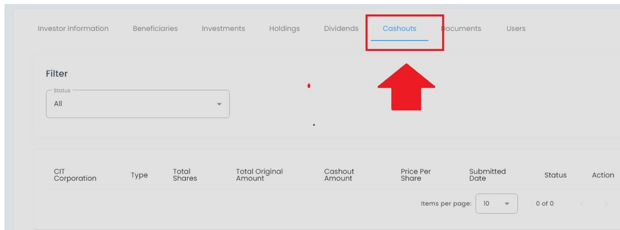

Fig. 61: Cashouts Tab Location

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Features

The **Cashouts** section allows you to:

- View complete cashout transaction history
- Track pending and completed withdrawals
- Monitor payment dates and amounts
- Filter transactions by status
- Review price per share at cashout time

Cashouts Table

The **Cashouts List** table displays all withdrawal transactions for the investor.

Columns: Cashouts List Table

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

- **Transaction ID** Unique identifier for the cashout transaction.
- **Request Date** Date when the cashout was requested.
- **CIT Corporation** The corporation from which shares were cashed out.

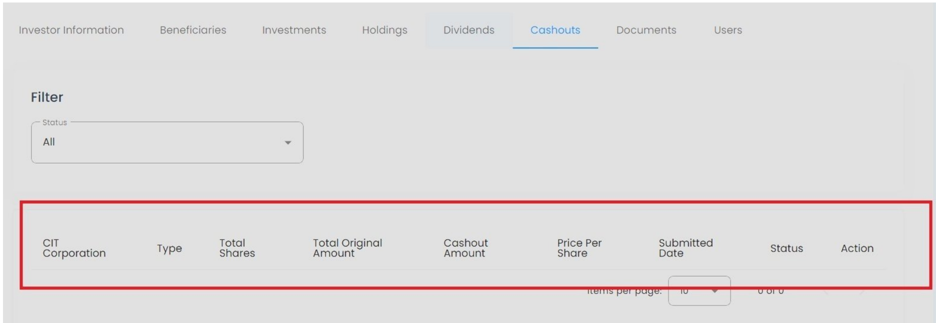

Fig. 62: Cashouts Table Column Headers

- **Shares** Number of shares cashed out.
- **Price Per Share** Price at which shares were cashed out.
- **Total Amount** Total cash amount of the transaction.
- **Payment Date** Date when payment was issued.
- **Status** Current status of the cashout transaction.

Filter Options

Filter by Status

To filter cashout transactions by their processing status:

1. Select the Status dropdown filter:

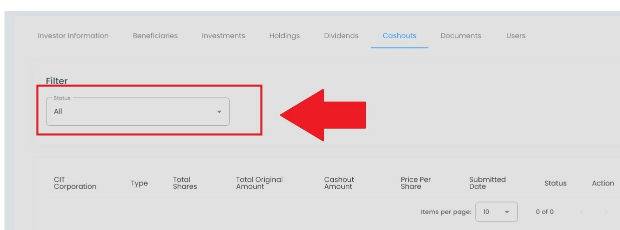

Fig. 63: Cashouts Tab, Status Filter Location

2. Choose from the expanded dropdown options:

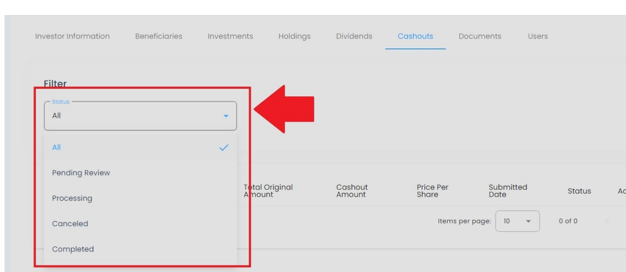

Fig. 64: Cashouts Status Filter Options

Available Status Options:

- **All** View all cashout transactions
- **Pending** Cashout requests awaiting processing
- **Processing** Cashouts currently being processed
- **Completed** Successfully completed cashouts
- **Cancelled** Cancelled cashout requests

Important Information

Note

Cashout transactions typically take 35 business days to process after approval.

Important

Once a cashout transaction is marked as “Processing,” it cannot be cancelled. Please review all details carefully before submitting a cashout request.

IV.4 Sponsorship Organizations

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Features: Sponsorship Organizations

The **Sponsorship Organizations** section allows you to:

- *View Sponsorship Organization details*
- *Manage Sponsorship Organizations*

Note

The Manage Sponsorship Organization button will take you to the *Dashboard Page* for the chosen **Sponsorship Organization**

- *See a quick overview of important details*
- *Add New Sponsorship Organization*

Location: Sponsorship Organizations

The **Sponsorship Organization** section can be found under the ▷ **Account** category.

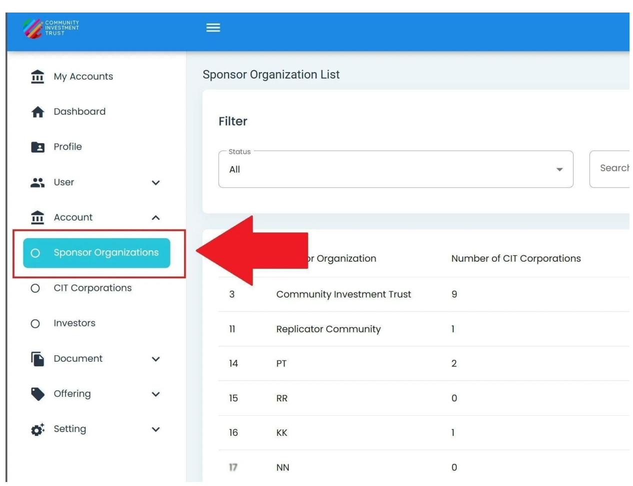


Fig. 65: Sponsorship Organization, Location

Table: Sponsorship Organization List

The **Sponsorship Organization** section opens up to **Sponsorship Organization List** table:

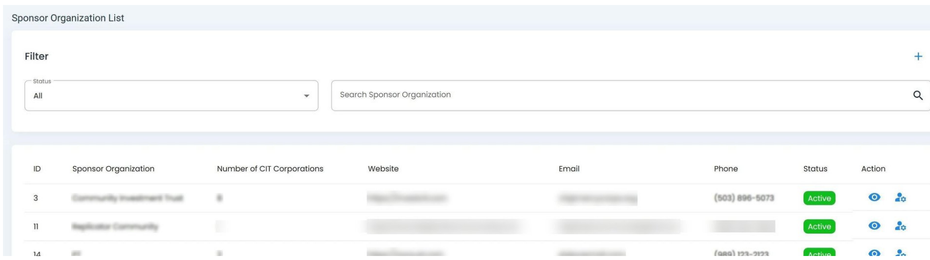


Fig. 66: Sponsorship Organization Section, Homepage, Sponsorship Organization List Table

Table: Sponsorship Organizations list

The **Sponsorship Organizations List** table provides a comprehensive overview of all **Sponsorship Organizations** in the system.

Contents

Columns: Sponsorship Organizations List Table

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

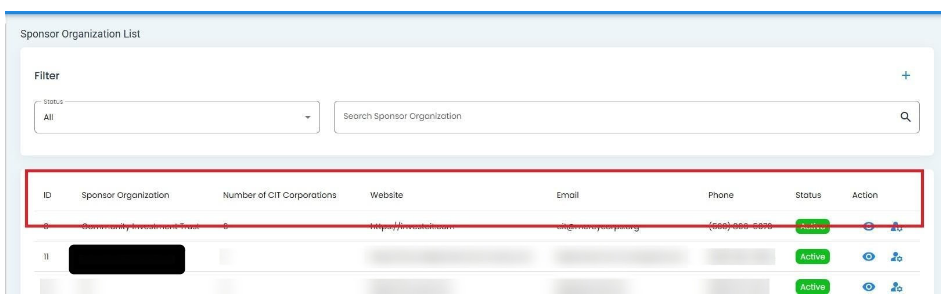


Fig. 67: Account, Sponsorship Organizations, Homepage, Table Columns

- **Columns** List of all available columns displayed in the table.
- **ID** Unique numeric or alphanumeric code for each organization record.
- **Sponsorship Organization Name** Name of the organization acting as the sponsorship entity.
- **Number of CIT Corporations** Count of corporations associated with the sponsoring organization.
- **Website** Organization's official website address (URL) for online access.
- **Email** Primary email address for contacting the organization.
- **Phone** Primary telephone number for contacting the organization.
- **Status** Current operational state of the organization (e.g., active, inactive).
- **Action** Available tasks you can perform for this organization.

Available Actions: Sponsorship Organization List

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

- View Organization Details View *detailed information about the organization*
- Manage Organization Modify organization information

View Sponsorship Organization Details

The `View Account` button is used to access detailed information about a specific Sponsorship Organization.

Contents

How to Access Organization Details

1. Select the View Account button for the organization you want to view.

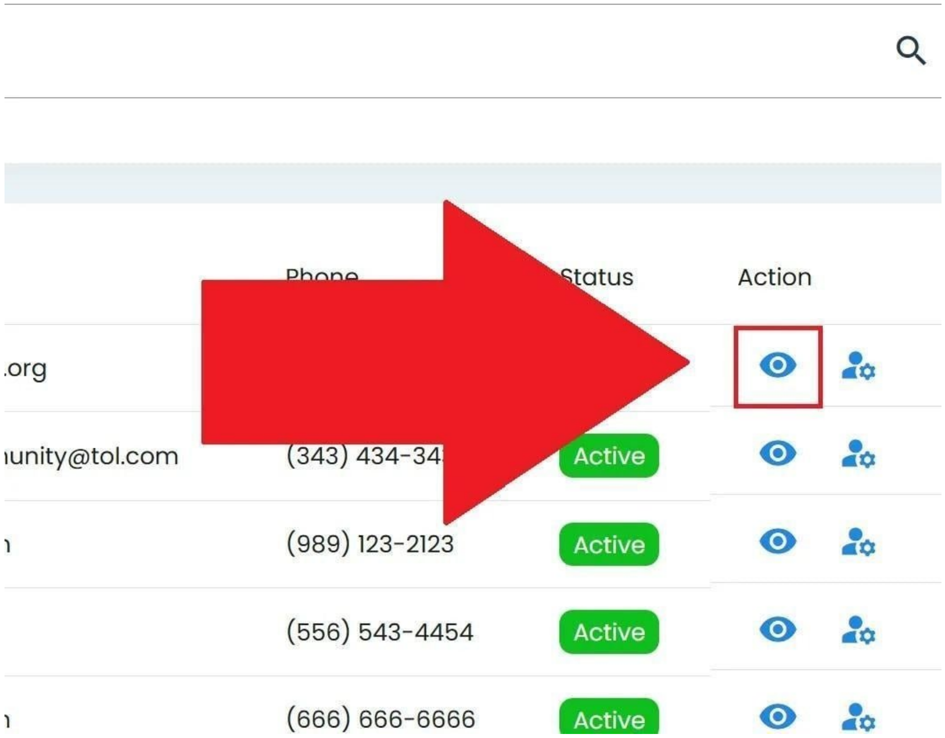
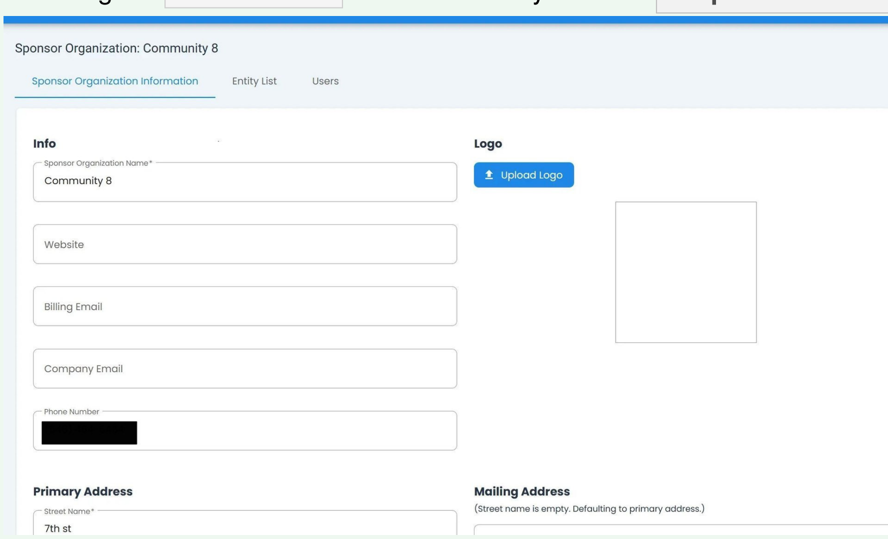


Fig. 68: Sponsorship Organization, View Account Icon

Action Complete: View Sponsorship Organization Information

Selecting the View Account button will take you to the **Corporate Information** tab.



User, User Homepage, Accounts Tab, View Account Icon

Trying to Edit Other Company Information?

- See the *Profile* section to learn more about editing your company's profile information.

Information Tab: Sponsorship Organization

The **Sponsorship Organization Information** tab provides a comprehensive overview of the **Sponsorship Organization**.

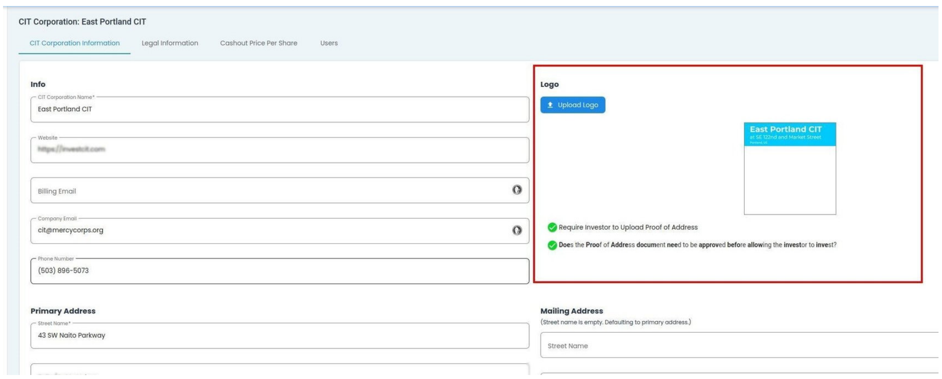


Fig. 69: Sponsorship Organization, View Corporation, Corporation Information Tab Location

The **Sponsorship Organization Information** tab allows you to modify the following:

- Sponsorship Organization 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
- 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.

Other Tabs

You can also view and modify the following tabs:

- *Entity List Tab*
- *Users Tab*

Entity List Tab: Sponsor Organization

The **Entity List** tab provides a comprehensive list of all entities associated with a chosen **Sponsorship Organization** .

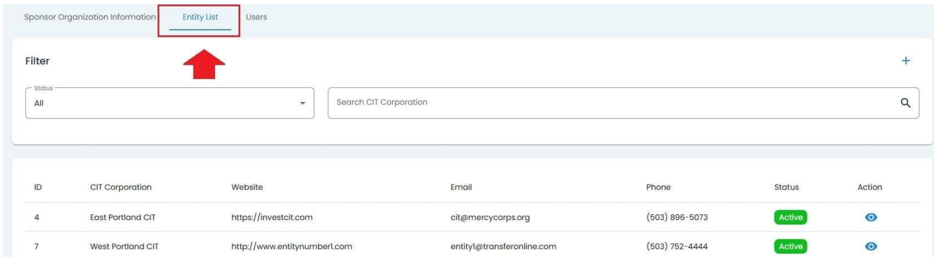


Fig. 70: Sponsorship Organization, Entity List Tab

Filter Entity by Status

You can filter the **Entity List** table by Status , or you can search for an entity by name.

To Filter Entities by Status:

1. Find the **Status** column.

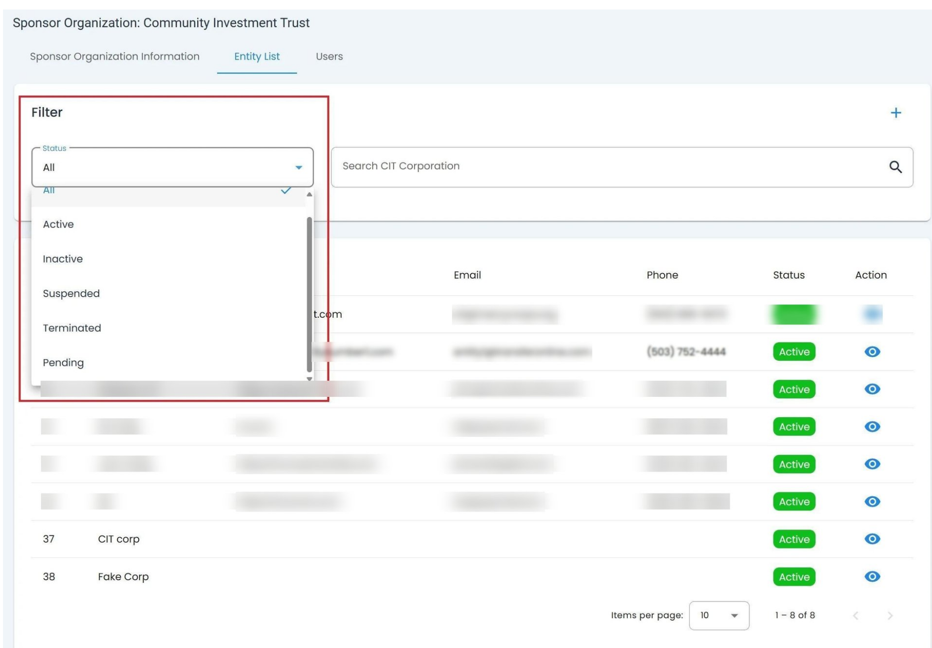


Fig. 71: Sponsorship Organization, Entity List Tab, Status Filter Dropdown

2. Select the status you want to filter by.

Action Complete

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

Other Tabs

You can also view and modify the following tabs:

- *Sponsorship Organization Information Tab*
- *Users Tab*

Adding a New User

To add a new user to the Sponsorship Organization:

1. Click the `NEW USER` button at the top right of the screen.

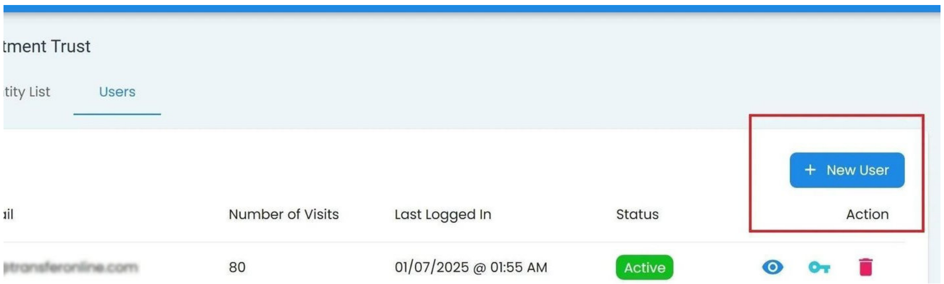


Fig. 72: Sponsorship Organization, Users Tab, New User Location

2. Fill out the required fields in the form:

Note

All three fields are required:

- **Email**
- **First Name**
- **Last Name**

3. Select the appropriate permissions for the new user.

Available Permissions

- **Assessment Test**
  - View Assessment Test Results
- **Billing**
  - View Invoice
  - View Payment
- **Cashout**
  - Add/Edit Cashout Questions
  - Approve/Deny Cashout Requests
  - Edit Cashout Price Per Share
  - View Cashout
- **Community**
  - Edit Community Profile
- **Demographic**
  - Add/Edit Demographic Questions
  - Add/Edit Renew Demographic Questions
- **Document**
  - Upload Entity Offering Document
  - Upload Entity Onboarding Document
  - View Entity Offering Document
  - View Entity Onboarding Document
- **Entity**
  - Add/Edit Entity

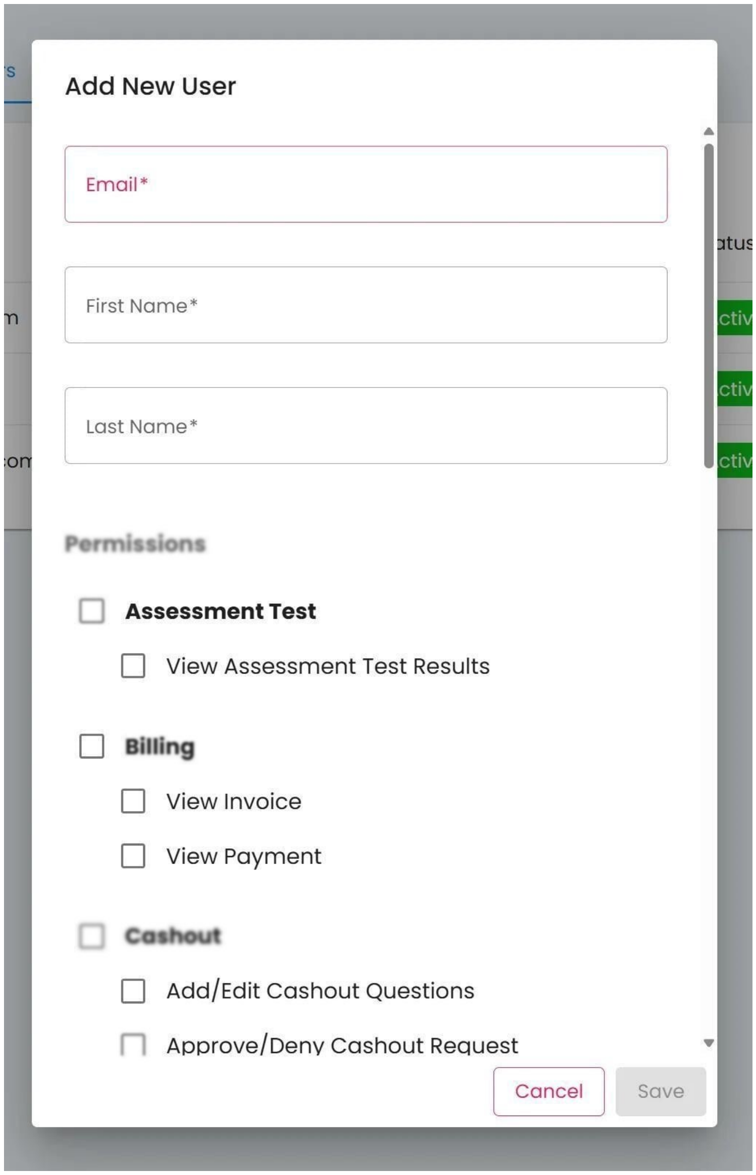


Fig. 73: Sponsorship Organization, Users Tab, Add New User Popup

- **Investor/Shareholder**
  - Add/Edit Investor
  - View Investor
- **Offering**
  - Add/Edit Offering
- **Report**
  - Run Shareholder List Report
- **User**
  - Edit/Add Community Staff
  - Edit/Add User
  - View Users

4. Click SAVE to add the new user to the organization.

Important

New users will receive an email invitation to join the platform. They must accept this invitation to gain access to the organization.

Add New Sponsorship Organization

To Add a New Sponsorship Organization:

1. Click the **Add New Sponsor Organization** button.

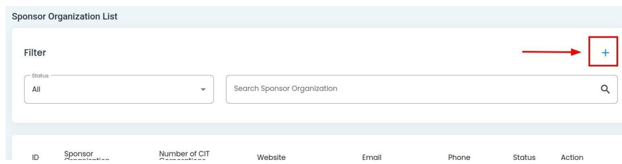


Fig. 74: Add New Sponsor Organization

2. Follow the workflow provided in the Add New Organization Workflow.

V Document

V.1 Document Types in This Category

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

1. ***CIT Corp. Onboarding***: Documentation required for new investor onboarding, including compliance forms, identity verification, and account setup materials.
2. ***CIT Corp. Offering***: Offeringspecific documents such as subscription agreements, PPMs (Private Placement Memoranda), and investment disclosures.
3. ***Investor Documents***: Ongoing investor communications, statements, tax documents, and account correspondence.

CIT Corporation Onboarding Documents

Table of Contents

Features: CIT Corporation Onboarding

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

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

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

Note

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

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

Location: CIT Corporation Onboarding

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

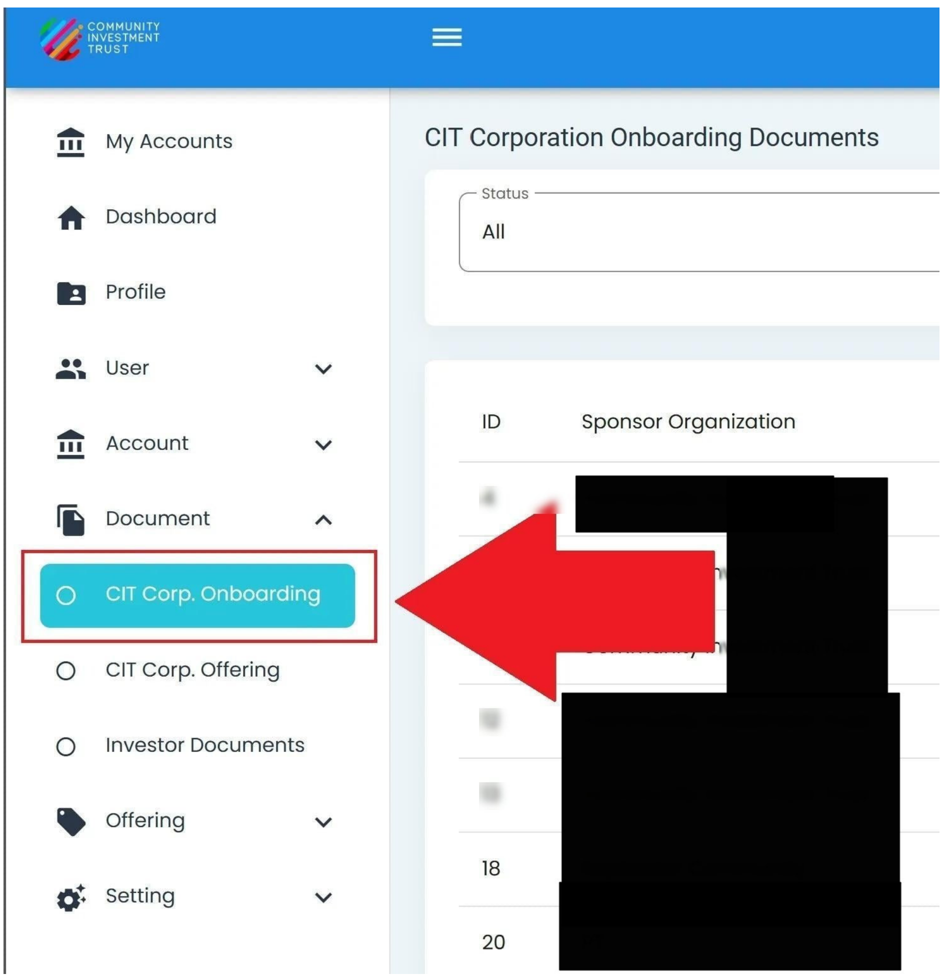


Fig. 75: CIT Corporation Onboarding, Location

CIT Corporation Onboarding Documents Table

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

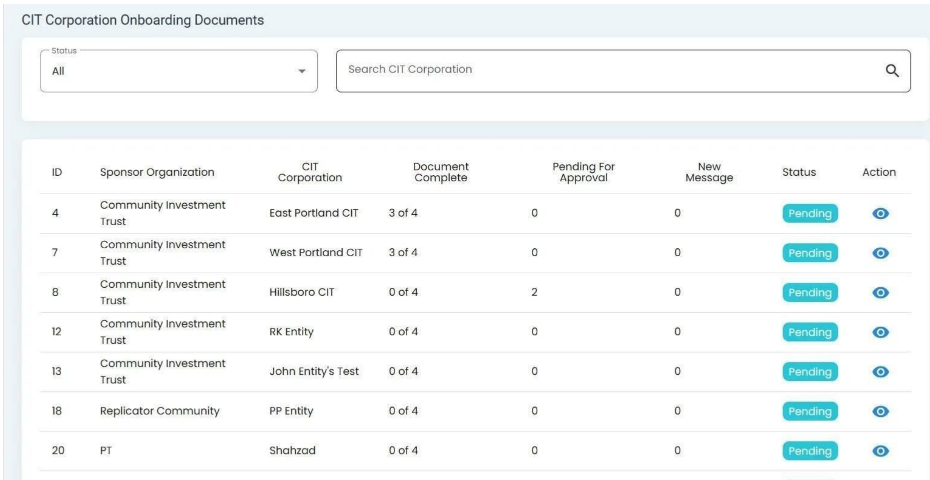
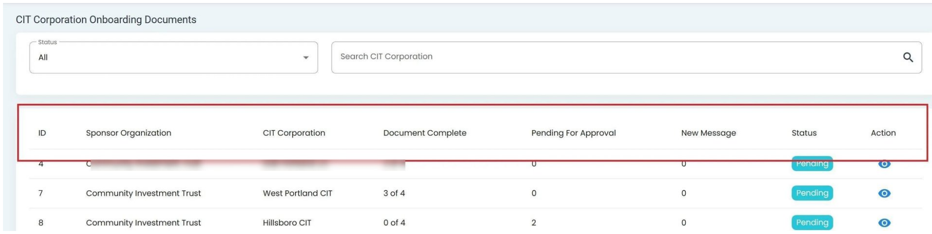


Fig. 76: CIT Corporation Onboarding, Homepage, Onboarding Documents Table

The **CIT Corporation Onboarding Documents** 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 Onboarding Documents Table: Columns Explained



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

- **ID** Unique identifier assigned to each onboarding document record.
- **Sponsorship Organization** Name of the organization sponsoring the corporation's onboarding process.
- **CIT Corporation** Name of the corporation currently being onboarded to the platform.
- **Document Complete** Number of onboarding documents the corporation has completed.
- **Pending For Approaval** Number of submitted documents waiting for approval.
- **New Message** Shows the number of new onboardingrelated messages received.
- **Status** Shows the current stage of the corporation's offering process.
- **Action** Action column: Provides options to view more details or take actions.

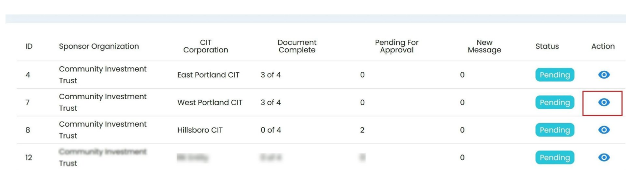
Column Sorting

Sort columns by Reference to Descending item Descending or Ascending by clicking on column name.

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 button from the desired row.



Action Complete

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

Onboarding Document Details Page Information

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

CIT Onboarding Status Filter

How to Filter by Status

1. Locate the dropdown.

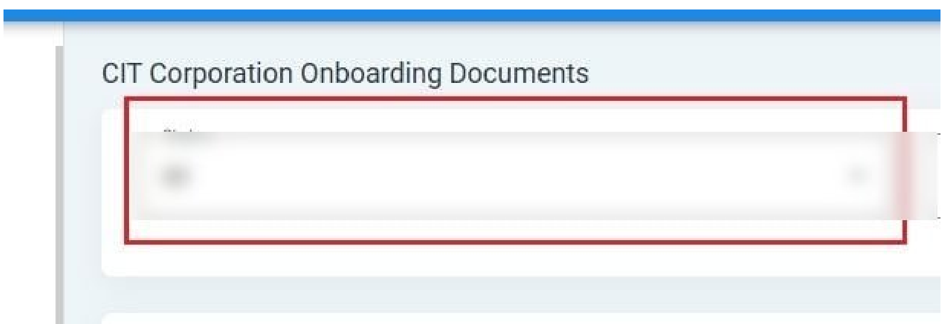


Fig. 77: CIT Corporation Onboarding Status Dropdown

2. Select a status to filter results.

Fig. 78: CIT Corporation Onboarding Status Dropdown Expanded

Action Complete

The table filters to show only records matching the selected status.

Available Status Options

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

CIT Corporation Offering

Table of Contents

Features: CIT Corporation Offering

The **CIT Corp Offering** section helps you track the progress of every offering made by CIT Corporations.

This section also allows you to:

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

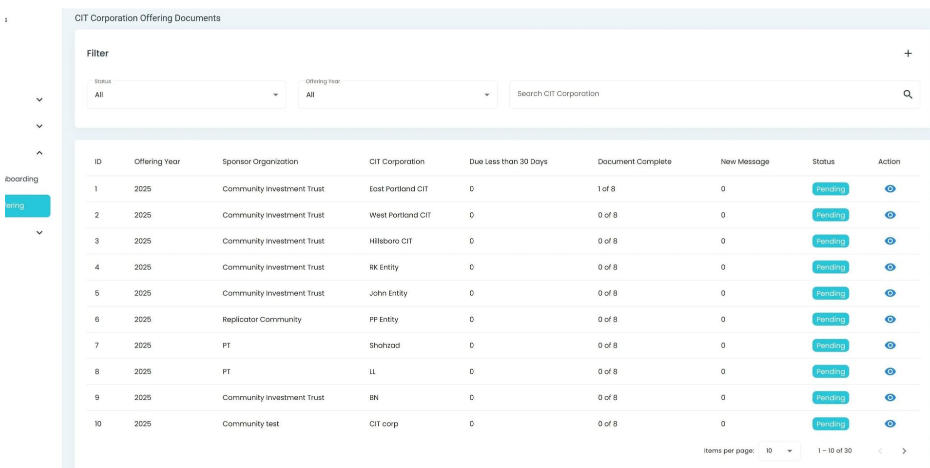


Fig. 79: CIT Corporation Offering Homepage

Offering Documents Table

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

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

Need More Information?

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

CIT Offering Documents Table: Columns Explained

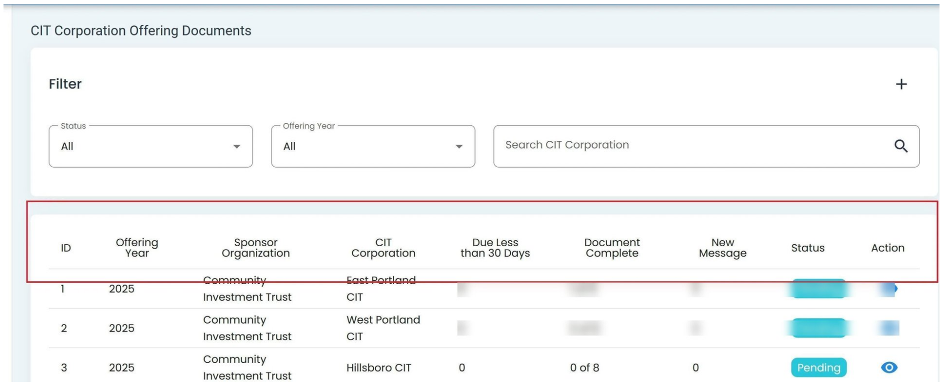


Fig. 80: CIT Offering Documents Table, Columns Outlined

The **Offering Documents** table has the following :

- **ID** Unique identifier automatically assigned to each offering document entry.
- **Offering Year** Year the offering process is associated with or took place.
- **Sponsor Organization** Organization responsible for sponsoring or supporting the offering process.
- **CIT Corporation** Corporation linked to the offering's Collective Investment Trust (CIT).
- **Due Less than 30 Days** Number of offering documents due within the next 30 days.
- **Document Complete** Number of completed Offering documents for the corporation.
- **New Message** Shows count of new messages about the Offering process.
- **Status** Current stage of the corporation's offering process.
- **Action** Action: Provides options to view or manage offering process documents.

Column Sorting

Sort columns by Reference to Descending item Descending or Ascending by clicking on the column name.

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 button from the desired row.

Action Complete

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

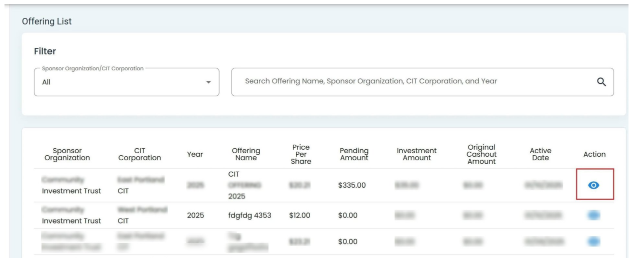


Fig. 81: View More Details Icon Location

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

CIT Offering Status Filter

How to Filter by Status

1. Locate the dropdown.

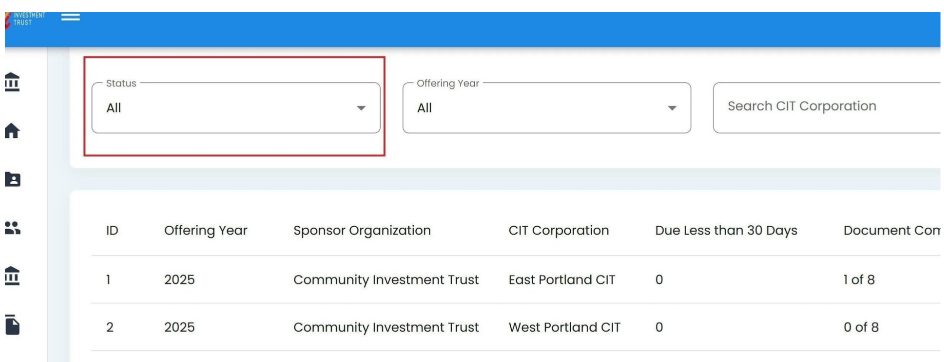


Fig. 82: Status Filter Location

2. Select a status to filter results.

Action Complete

The **Offering Documents** table filters to show only records matching the selected status.

Available Status Options

- 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 requirements.

Investor Documents

Table of Contents

Features: Investor Documents

The **Investor Documents** section helps you manage and access all your crucial investmentrelated files. This section allows you to:

- *View and access important information about each document*
- *Filter documents by CIT Corporation*
- *Search for specific investor documents*
- *View document details or download documents directly*

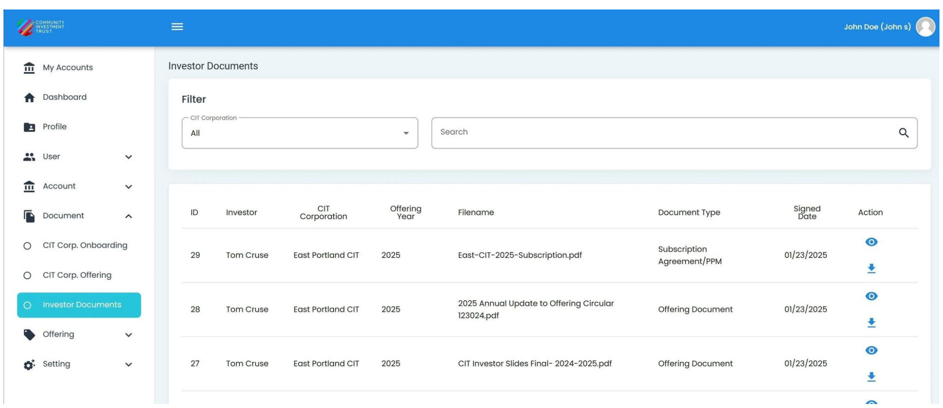


Fig. 83: Investor Documents Homepage

Investor Documents Table

The **Investor Documents** table is the primary interface for accessing investorrelated files and first appears on the homepage of the **Investor Documents** section.

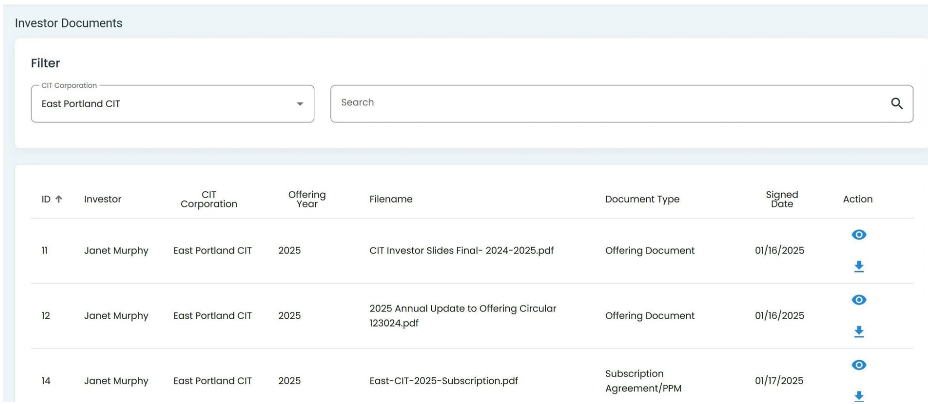


Fig. 84: Overview of the Investor Documents Table

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

Need More Information?

For more details on specific features, see the linked pages below.

Investor Documents Table: Columns Explained

This section details the information presented in each column of the **Investor Documents** table.

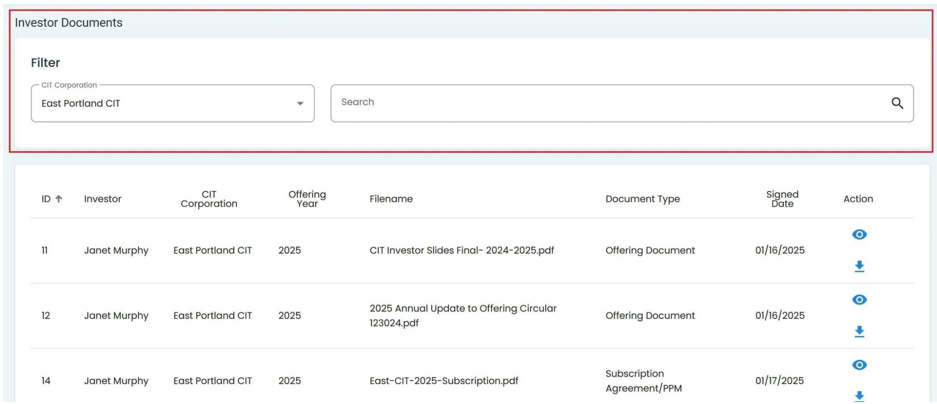


Fig. 85: Column Headers in the Investor Documents Table

- **Book Number** Unique identifier for a specific investment certificate or holding.
- **Document Type** Type of document, such as certificate, letter, or other.
- **Shares** Number of stock units linked to this investment record.
- **Issued Date** Date when the shares or investment certificate were officially issued.
- **Canceled Date** Date the holding or certificate was canceled or invalidated.
- **Action** Lists available actions you can perform on each document.

Column Sorting

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

Filter by CIT Corporation

The **Investor Documents** table can be filtered to display documents associated with a specific CIT Corporation.

To filter by CIT Corporation:

1. Click the **CIT Corporation** dropdown menu located above the table.

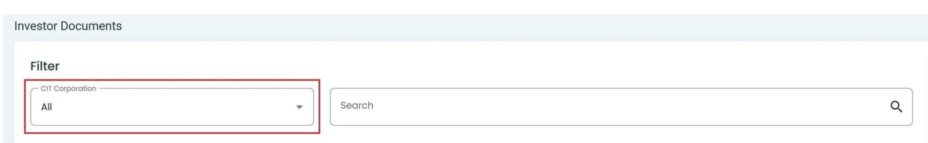


Fig. 86: CIT Corporation Filter Control

2. Select the desired CIT Corporation from the list. You can also select **All** to view documents from all corporations.

The table will update to show only the documents matching your selection.

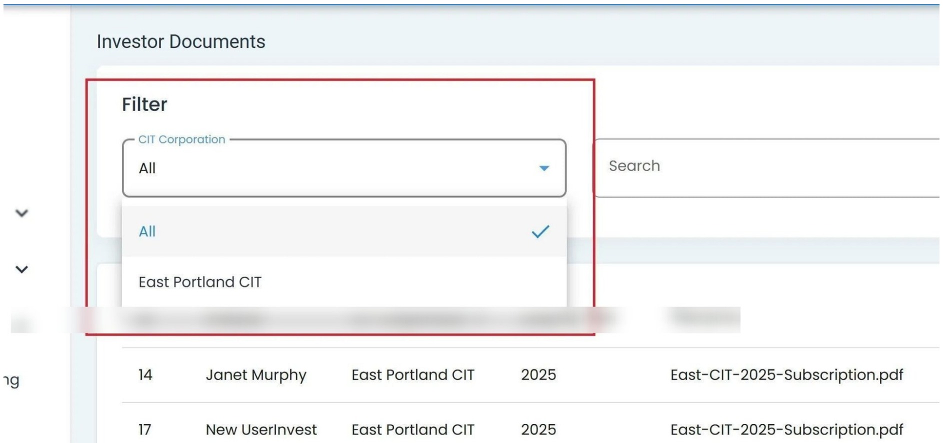


Fig. 87: CIT Corporation Filter Dropdown Options

How to Search Investor Documents

You can search for specific documents or investors using the search bar.

To perform a search:

1. Locate the **Search** bar, typically found above the **Investor Documents** table.

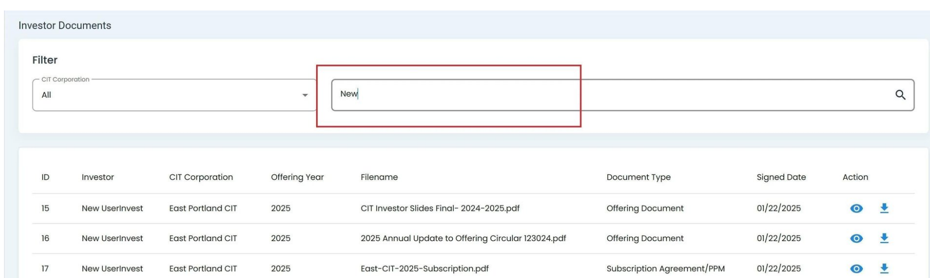


Fig. 88: Search Bar for Investor Documents

2. Enter your search term in the bar. You can search by criteria such as `Investor` Name.
3. Press `Enter` or click the search icon (if available) to initiate the search.

The table will dynamically update to display results matching your query.

Actions: View Details and Download

The **Investor Documents** table allows you to do the following for each listed document:

- View more details about the document
- Download the document

View Details

This action allows you to view the document in another tab.

1. Locate the document row in the table.
2. Click the `View Details` button in the actions column for that row.

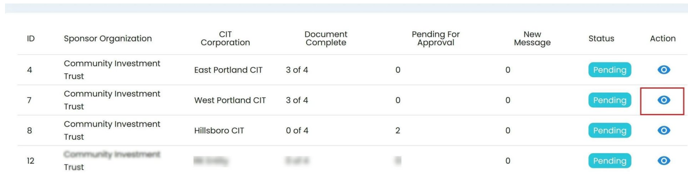


Fig. 89: View Details location

Download Document

To download a document directly:

1. Locate the document row in the table.
2. Click the Download icon in the actions column for that row.

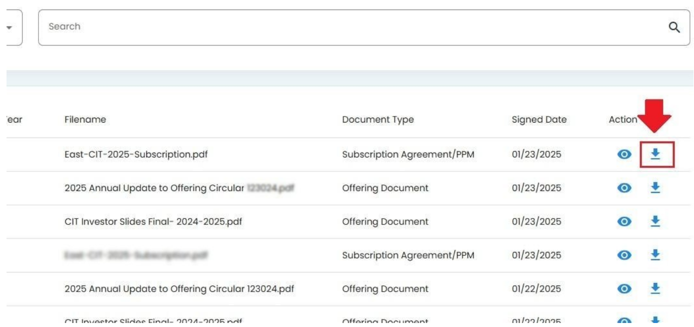
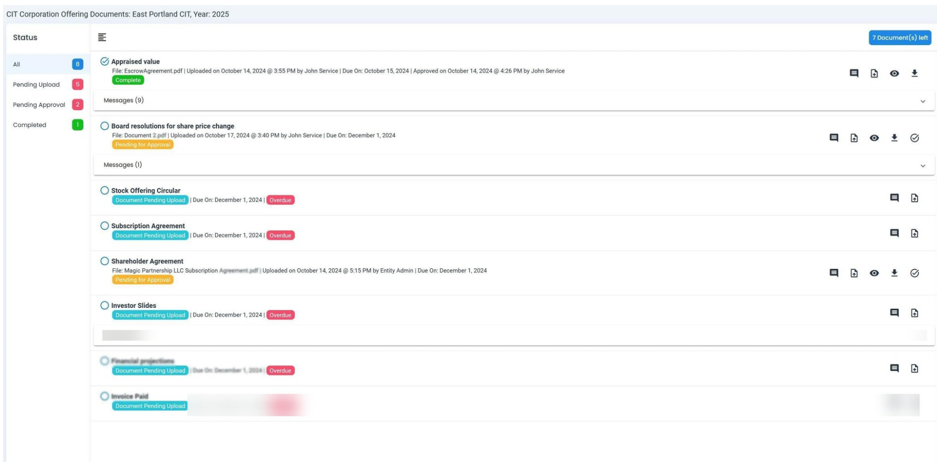


Fig. 90: Download Location

View More Details: Documents

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

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

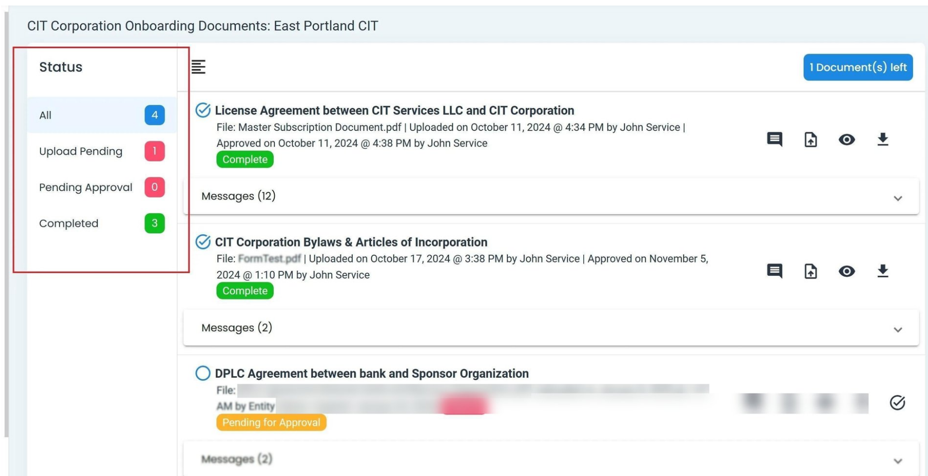


Looking for an Overview?

See citcorporationonboardingpage or citcorporationofferingsection

Layout Explanation

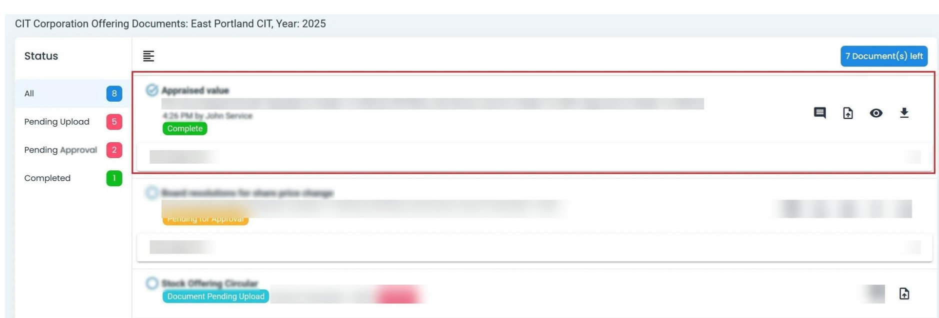
View Details: Tabs Explained



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

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

View Details: Cards Explained



Each card displays information about a document:

- **File Name** The name of the uploaded document file.
- **File Type** The format or type of the document (PDF, DOC, etc.).
- **Date** The date the document was uploaded.
- **Time Uploaded** The time the document was uploaded.
- **Uploaded By** The user who uploaded the document.

- `Status` The current status of the document (Upload Pending, Pending Approval, Completed).
- `Approved By` The user who approved the document (if applicable).
- `Messages` Any messages or notes associated with the document.

Available Actions

The **Onboarding Document Details** section provides several actions for each document type.

Document Actions

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

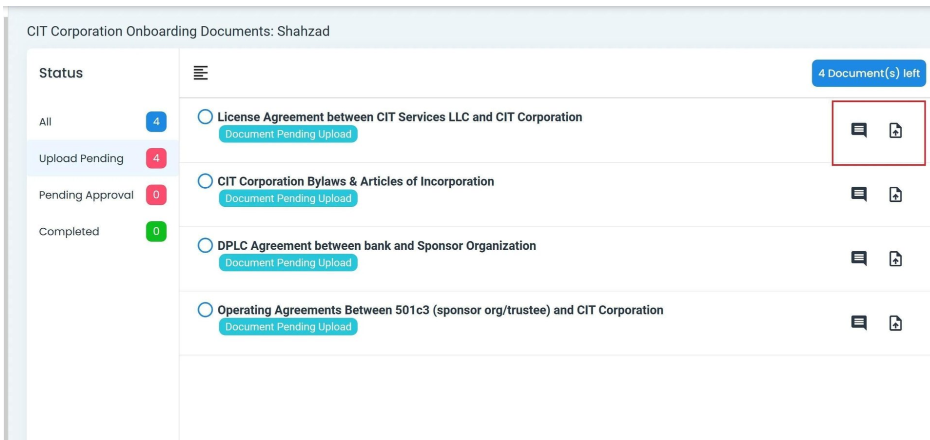
Actions by Tab

See below for actions available in each tab.

Upload Pending Status: Available Actions

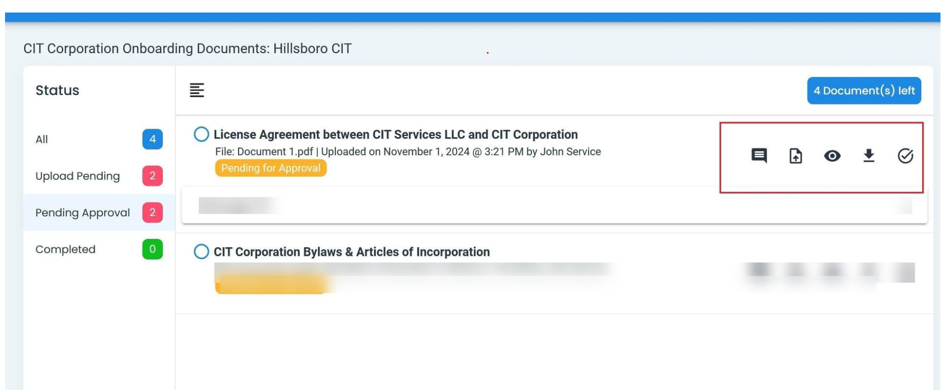
The Upload Pending cards contain only two actions:

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



Pending Approval Tab: Available Actions

The Pending Approval cards contain allpossibleactions as can be seen:



Completed Tab: Available Actions

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

Available Actions

The following actions are available for completed documents:

- `Comment` Add or view comments on the document
- `Upload` Upload a new version or related file
- `View` View the document details and metadata
- `Download` Download the document to your device

Note

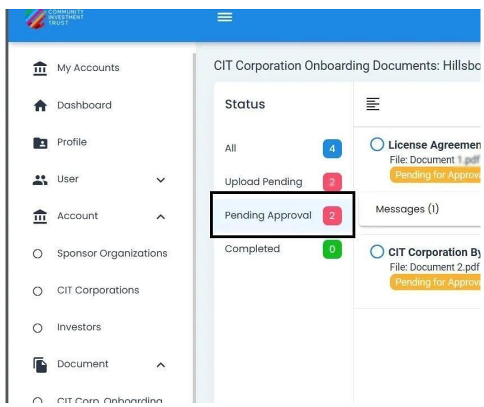
The `Approve Uploaded Document` action is only available on the **Pending Approval** tab, not on completed documents.

How to Approve Uploaded Document(s)

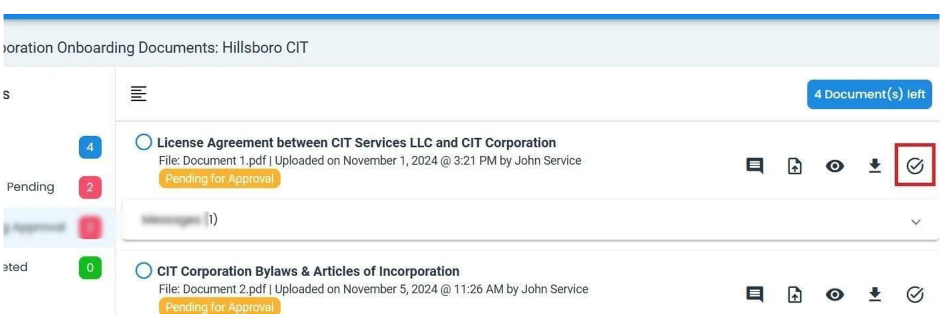
Follow the instructions below to approve an uploaded document.

To Approve an Uploaded Document:

1. Go to the "Pending Approval" tab.



2. Select the **Approve Uploaded Document** action.



3. Read **Confirmation** popup, and select "OK" to approve the document.

Action Completed

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

Available Actions

Each Status has its own set of available actions:

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

VI Offering

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

- *Offerings*
- *Enrollments*

VI.1 Offerings

Table of Contents

Features

The **Offerings** section allows you to:

- View all offerings in the *Offerings List* table
- *Filter by Sponsor Organization and CIT Corporation*
- *View offering details*

Location: Offerings Section

You can find the **Offerings** section underneath the ▷ **Offering** category:

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.

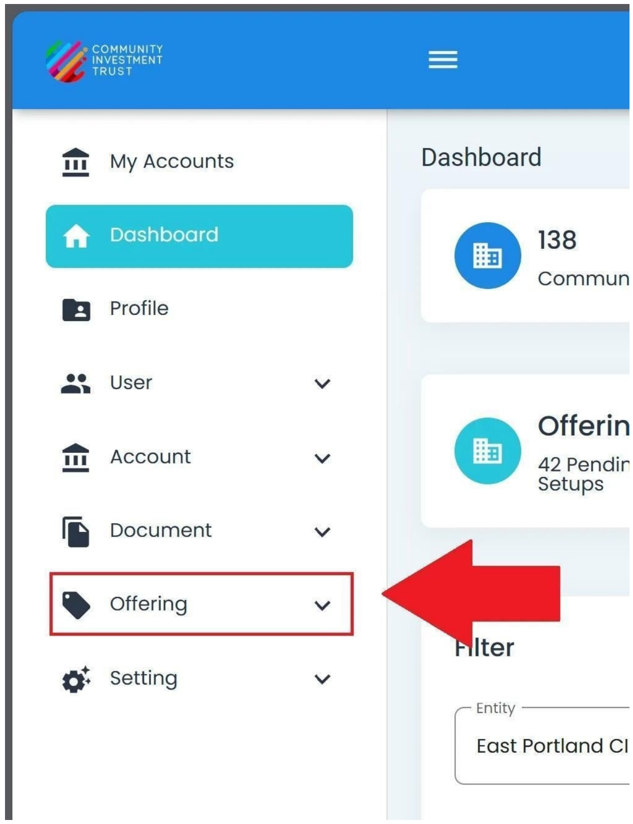


Fig. 91: Offering Category, Primary Sidenav Dropdown Location

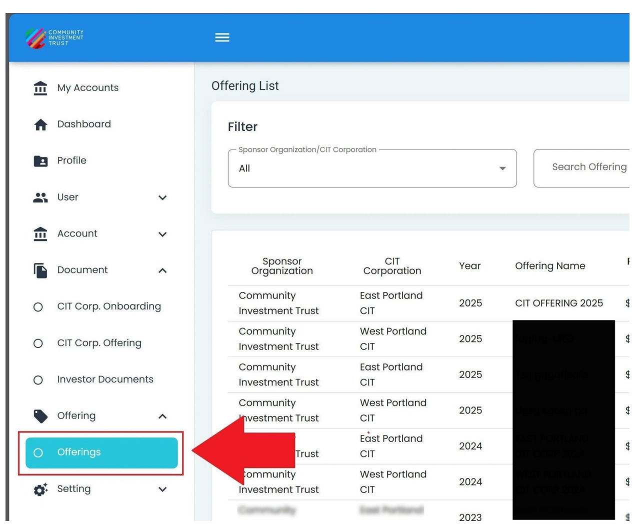


Fig. 92: Offering, Offerings Section Location

Offerings List Table

The **Offerings** section opens to the **Offerings List** table:

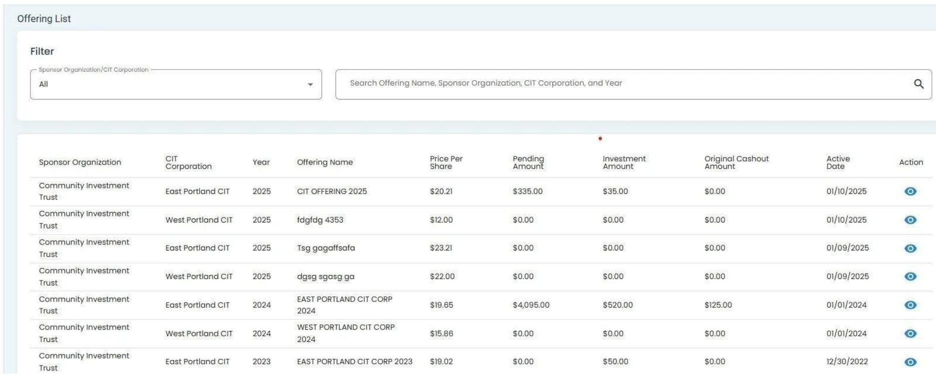


Fig. 93: Offerings Section, Homepage, Offerings List Table

Table: Offerings List

The **Offerings List** table displays all offerings in the system, organized by Sponsor Organization and CIT Corporation.

Columns: Offerings List Table

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

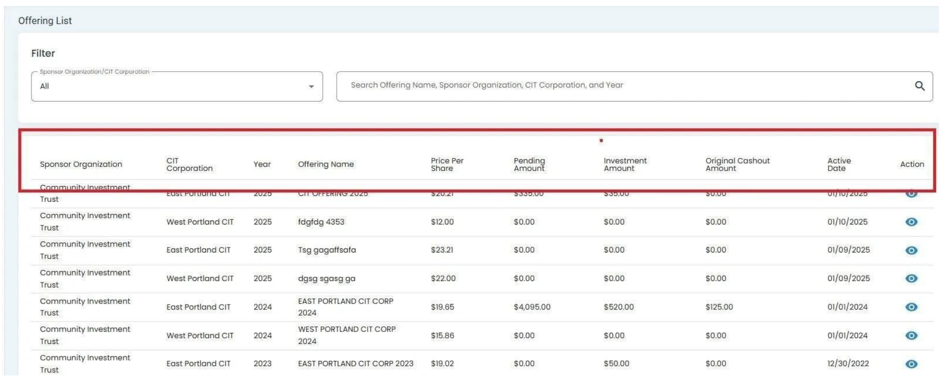


Fig. 94: Offerings List Table, Column Headers

- **Sponsor Organization** Organization responsible for initiating or supporting the offering.
- **CIT Corporation** The corporation managing the Collective Investment Trust (CIT) offering.
- **Year** Calendar year in which the offering took place.
- **Offering Name** The official name assigned to the specific offering.
- **Price Per Share** The price of one share in the offering.
- **Pending Amount** Total amount not yet finalized or settled for the offering.
- **Investment Amount** Total amount invested in the offering.
- **Original Cashout Amount** The initial cash amount designated for cashing out shares.
- **Active Date** Date when the offering became active or available to investors.
- **Action** Available user operations for this offering, such as edit or view.

Available Actions

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

- View Details *View detailed offering information*

View Offering Details

View detailed information about a specific offering, including offering information and associated documents.

Available Information

- *Offering Information Tab* View offering details
- *Documents Tab* View offering documents

How to Access

1. Navigate to the *Offerings* section.
2. Locate the offering you want to view in the **Offerings List** table.
3. Select the View Details icon in the **Action** column.

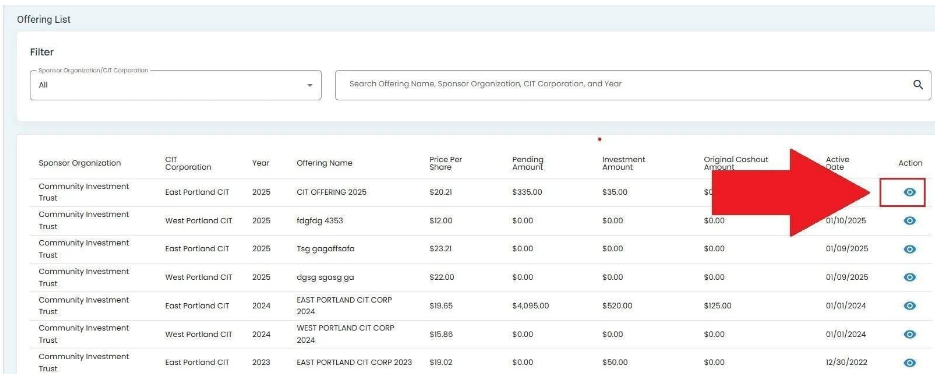


Fig. 95: Offerings List, View Details Icon Location

Action Complete

This will take you to the *Offering Information Tab*.

Filter: Sponsor Organization & CIT Corporation

The **Offerings List** table can be filtered by and .

How to Filter

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

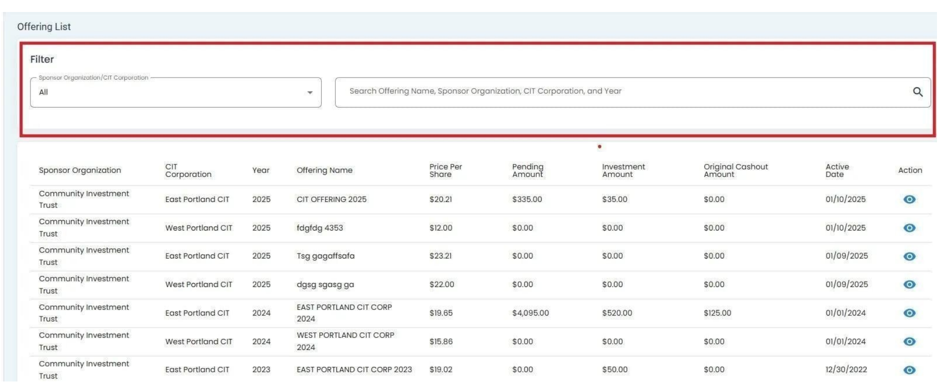


Fig. 96: Offerings List, Filter Dropdowns Location

2. Select a from the first dropdown.
3. Select a from the second dropdown.

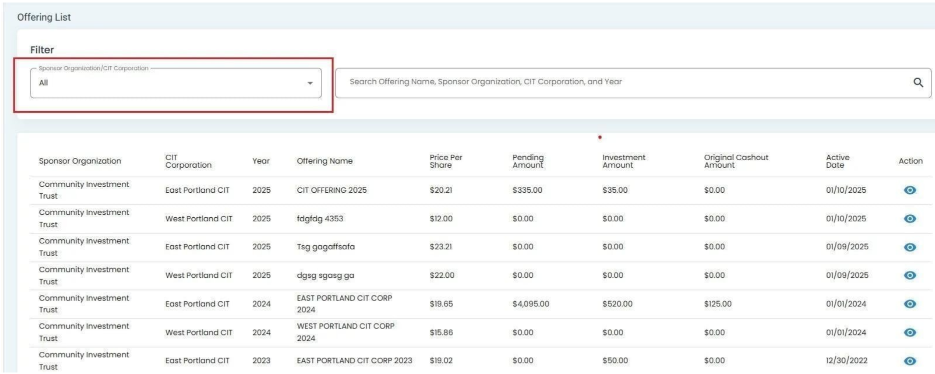


Fig. 97: Offerings List, Filter Selection Example

Action Complete

The table will update to show only offerings matching your filter criteria.

Offering Information Tab

The `Offering Information` tab displays the core details about the selected offering.

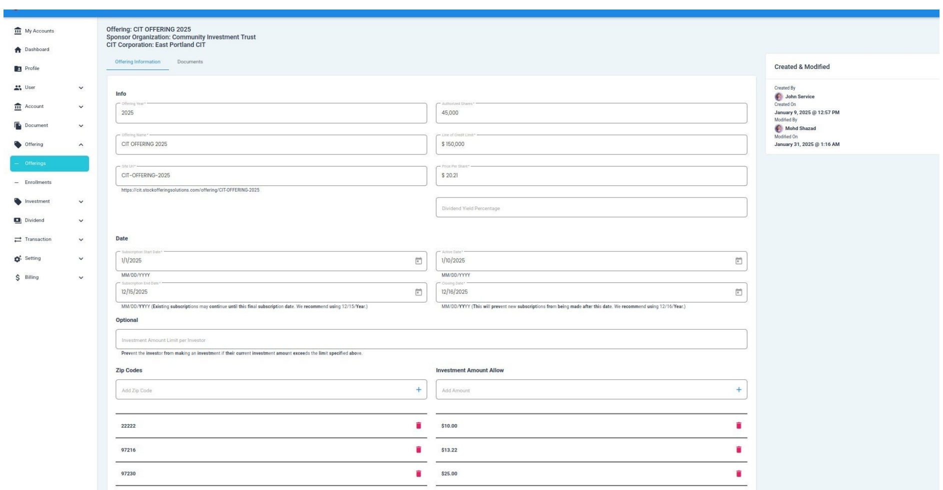


Fig. 98: Offering Details, Offering Information Tab

Available Information

The `Offering Information` tab displays the following fields:

- **Sponsor Organization** The organization sponsoring this offering
- **CIT Corporation** The CIT Corporation associated with the offering
- **Offering Year** The year of the offering
- **Offering Name** The official name of the offering

- **Price Per Share** Current price per share for the offering
- **Active Date** Date when the offering became active
- **Investment Amount** Total amount invested in the offering
- **Pending Amount** Amount pending finalization
- **Original Cashout Amount** Initial cashout amount designated

Documents Tab

The `Documents` tab displays all documents associated with the selected offering.

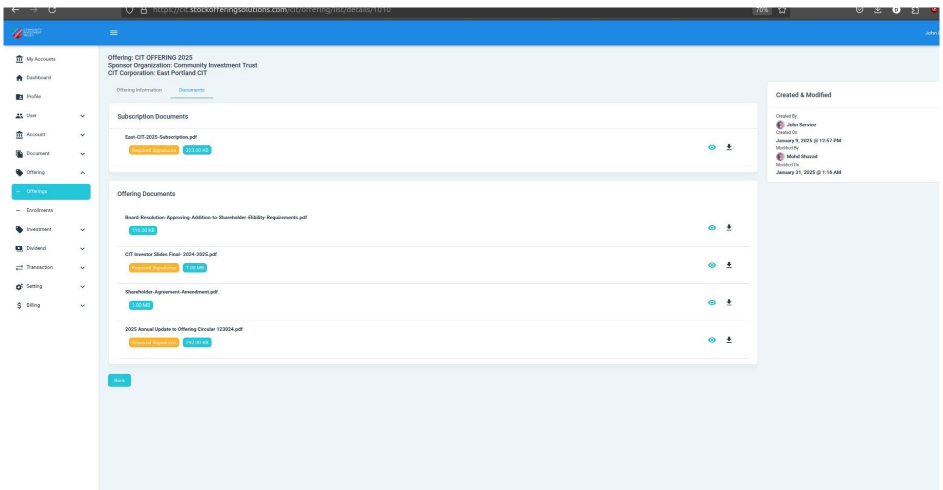


Fig. 99: Offering Details, Documents Tab

Available Documents

The `Documents` tab may include:

- Offering prospectus documents
- Legal disclosures
- Investment agreements
- Regulatory filings

VI.2 Enrollments

Table of Contents

Features: Enrollments

The **Enrollments** section allows you to:

- View all investor enrollments in the *Enrollments Table*
- *Search for investors*
- *Filter enrollments* by Sponsor Organization, CIT Corporation, Offering, and Status
- View *enrollment status definitions*

Location: Enrollments Section

You can find the **Enrollments** section underneath the ▷ **Offering** category:

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 **Enrollments** from the dropdown.

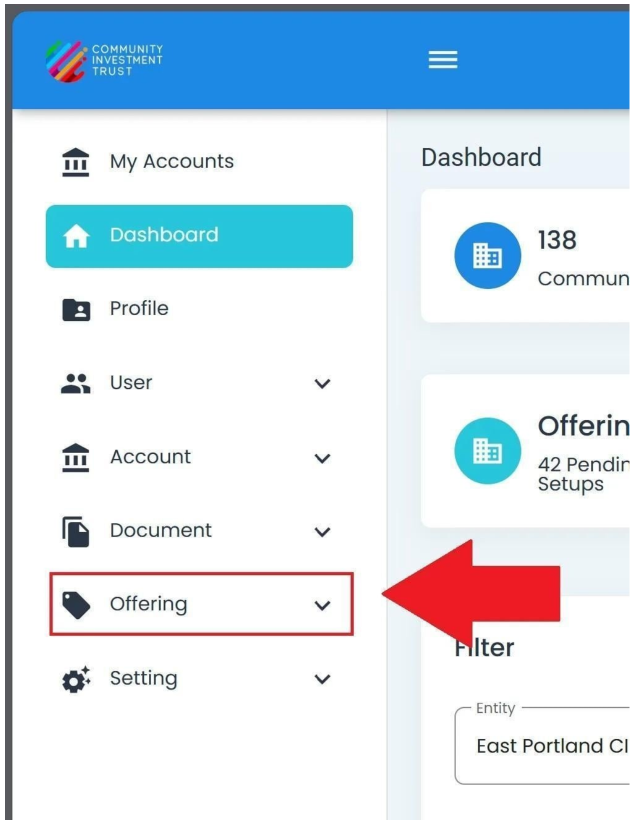


Fig. 100: Offering Category, Primary Sidenav Dropdown Location

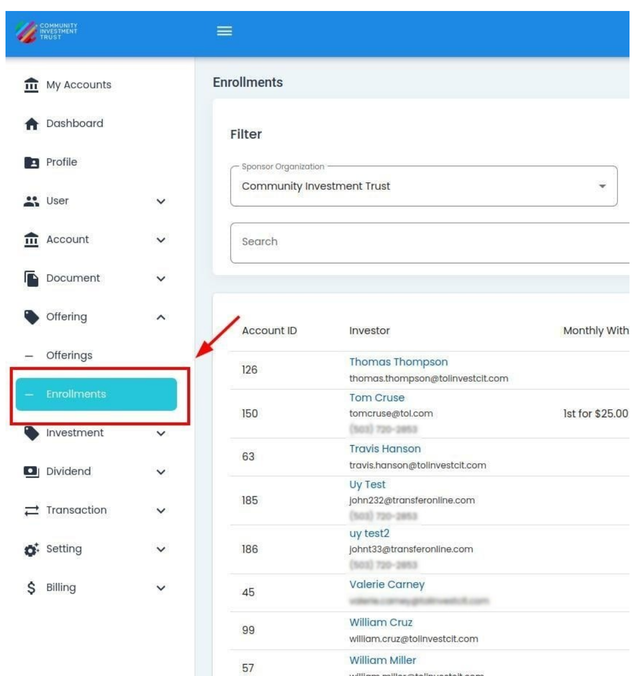


Fig. 101: Offering, Enrollments Section Location

Enrollments Table

The **Enrollments** section opens to the **Enrollments** table:

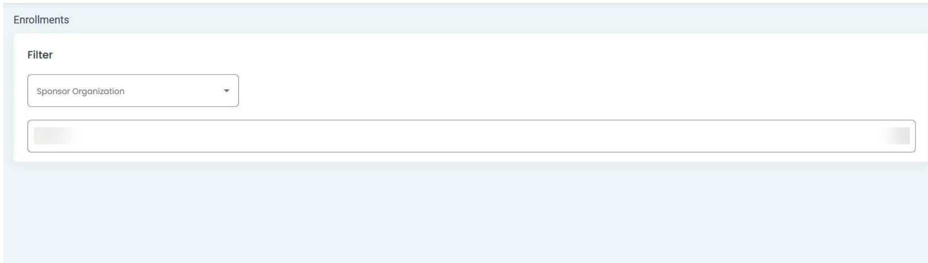


Fig. 102: Enrollments Section, Homepage, Enrollments Table

Enrollments Table

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

Columns: Enrollments Table

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

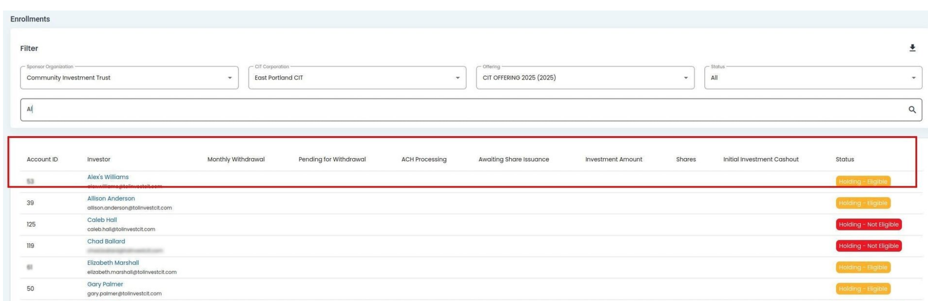


Fig. 103: Offering, Enrollments, Enrollments Table, Columns

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

- **Account ID** Unique identifier assigned to each account in the system.
- **Investor** Name or identifier of the investor linked to enrollment.
- **Monthly Whiteboard** Monthly summary or notes related to the account's activities.
- **Heading for Whiteboard** Title or label used to categorize items on whiteboard.
- **A2P Processing** Status of ApplicationtoPerson (A2P) transaction processing activity.
- **Avoiding Share Resource** Indicates actions taken to prevent using shared stock resources.
- **Investment Amount** Total dollar value invested in the specific transaction or offering.
- **Shares** Number of shares owned or transacted in this record.
- **Hold Investment/Cashout** Indicates if investment is held or being cashed out.

- **Status** Current state of the investment enrollment process for this record.

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: Enrollments Table

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

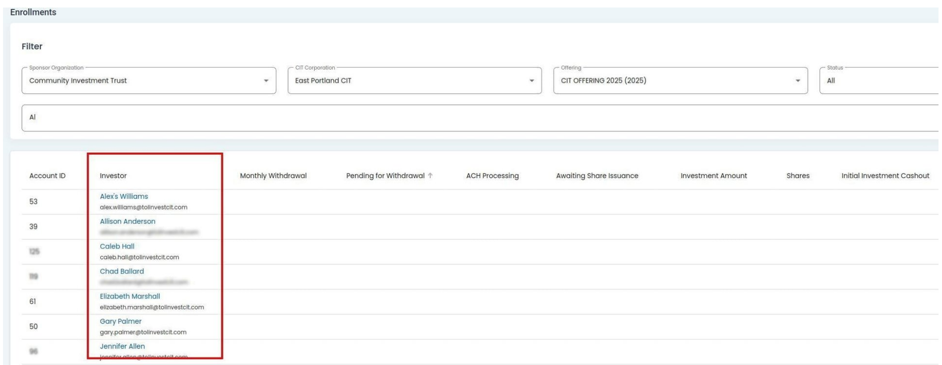


Fig. 104: Offering, Enrollments, Search Column Highlighted

How To: Search for Investors

To Search for Investors:

1. Place your cursor in the search bar.

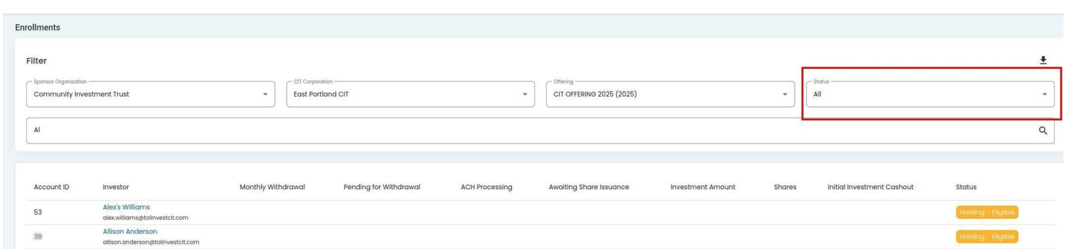


Fig. 105: Offering, Enrollments, Search Bar Location

2. Type the name of the **Investor** to see their Status and overview.

   Search Results Automatically Populate

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

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

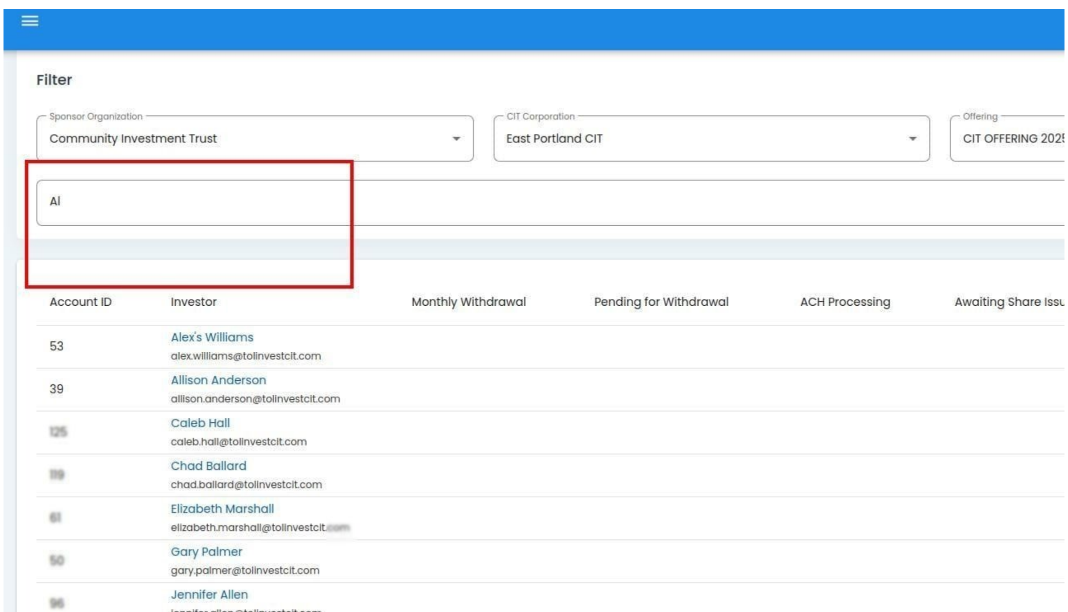


Fig. 106: Offering, Enrollments, Search Example, Name in Field

Using Enrollments Filters

To Filter Enrollments:

1. Find the `Sponsor Organization` dropdown.

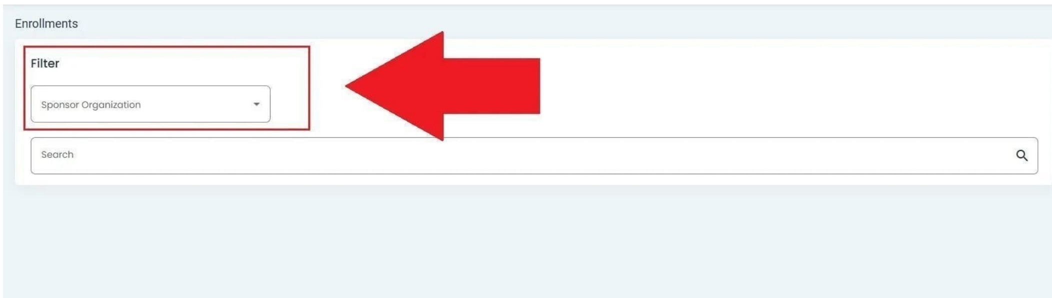


Fig. 107: Offering, Enrollments, Sponsor Organization Filter Location

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

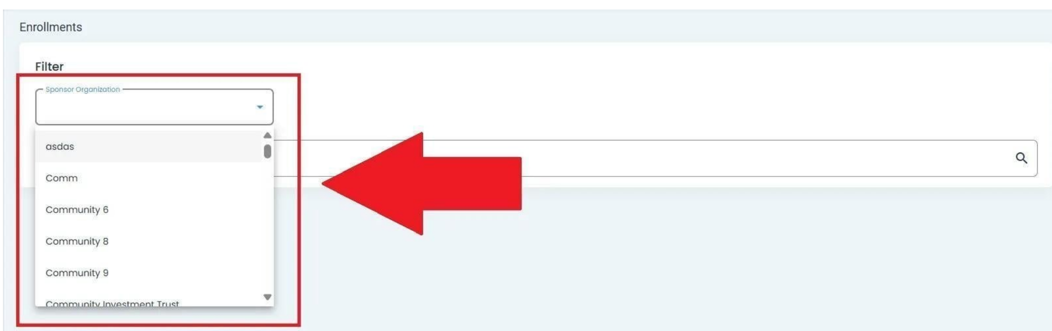


Fig. 108: Offering, Enrollments, Filter Dropdown Options

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

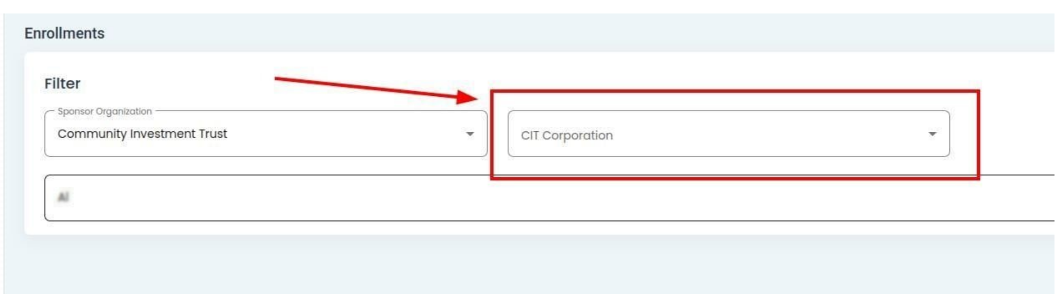


Fig. 109: Offering, Enrollments, Filter Selection Results With Two Dropdowns

> **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).

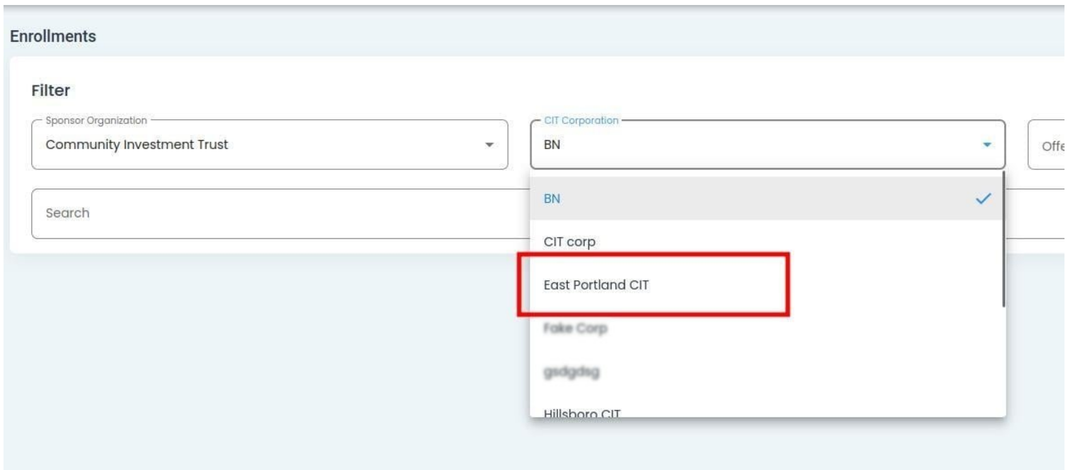


Fig. 110: Offering, Enrollments, CIT Corporation Filter Selection

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`).

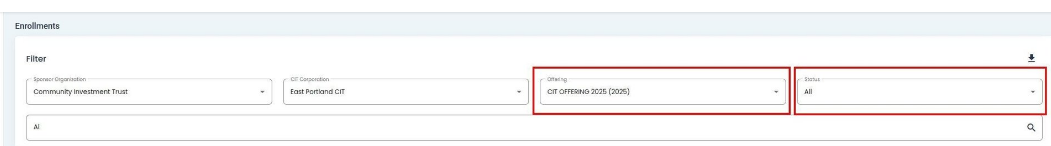


Fig. 111: Offering, Enrollments, Offering and Status Dropdowns Appear

4. Select the Offering

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

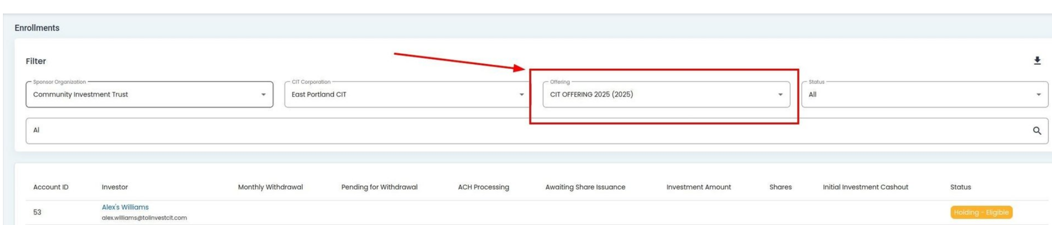


Fig. 112: Offering, Enrollments, Offering Dropdown Location

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

Fig. 113: Offering, Enrollments, Offering Dropdown Selection

5. Select the Status

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

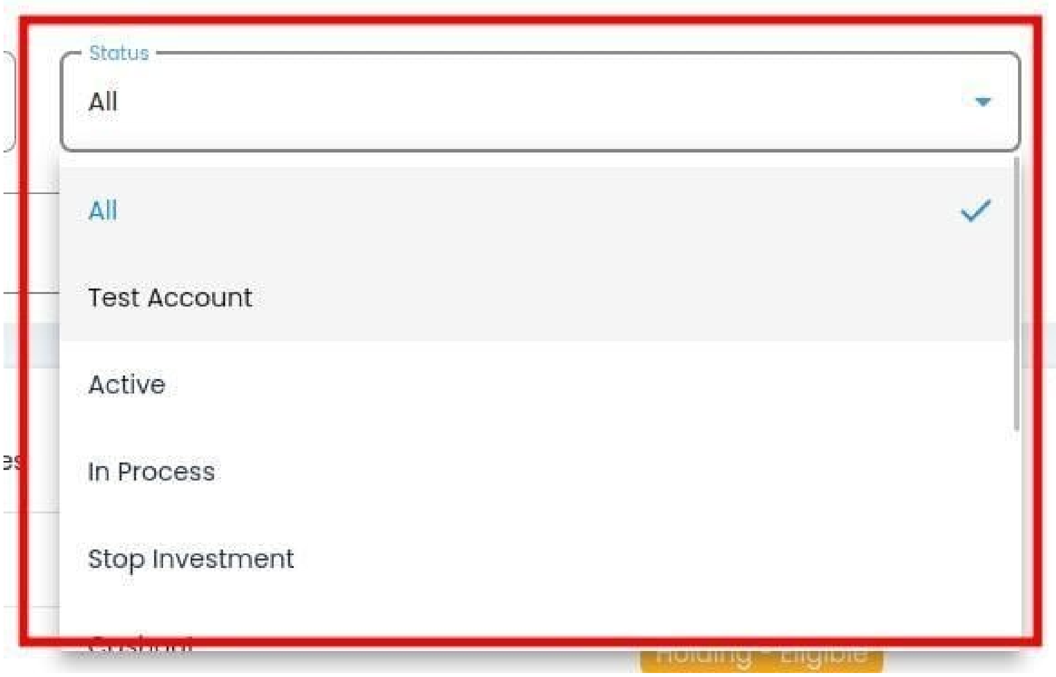


Fig. 114: Offering, Enrollments, Status Dropdown Location

2. Select a status from the status dropdown.

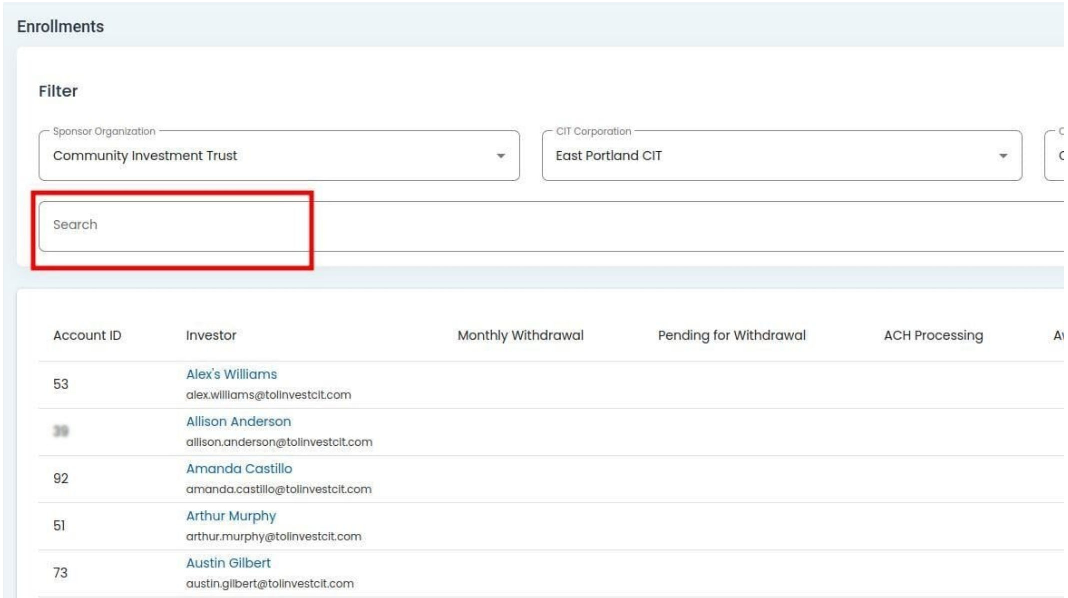


Fig. 115: Offering, Enrollments, Status Filter Selection

Available Statuses

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

- Active Investor is currently enrolled and actively participating in the offering.
- Pending Enrollment application is awaiting review and approval.
- Approved Enrollment has been approved but not yet activated.
- Rejected Enrollment application was not approved.
- Suspended Enrollment has been temporarily suspended.
- Inactive Investor enrollment has been deactivated or terminated.
- Expired Enrollment period has ended and is no longer valid.

Enrollment Status Legend

The **Enrollments** table uses colorcoded statuses to categorize enrollments. You can find a legend for these statuses on the front page:

Enrollment Status Definitions

The **Enrollments** table can display any Investors with any of the following statuses:

- Active Investor is currently enrolled and actively participating in the offering.
- Pending Enrollment application is awaiting review and approval.
- Approved Enrollment has been approved but not yet activated.

- Rejected Enrollment application was not approved.
- Suspended Enrollment has been temporarily suspended.
- Inactive Investor enrollment has been deactivated or terminated.
- Expired Enrollment period has ended and is no longer valid.

VII Investment

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

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

VII.1 Investments

Table of Contents

Features

The **Investments** section allows you to:

- View all investments in the *Investments List* table
- *Filter investments by Status*
- *Filter investments by CIT Corporation*
- *View investor details* by clicking investor names
- *Export investments to Excel*

Location: Investments Section

You can find the **Investments** section underneath the ▷ **Investment** category:

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

   Don't see the sidenav?

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

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

Investments List Table

The **Investments** section opens to the **Investments List** table:

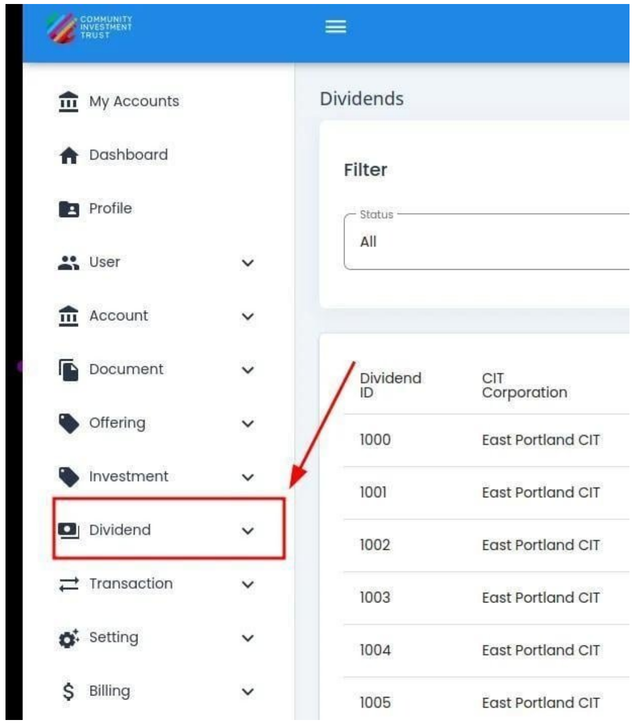


Fig. 116: Investment Category, Primary Sidenav Location

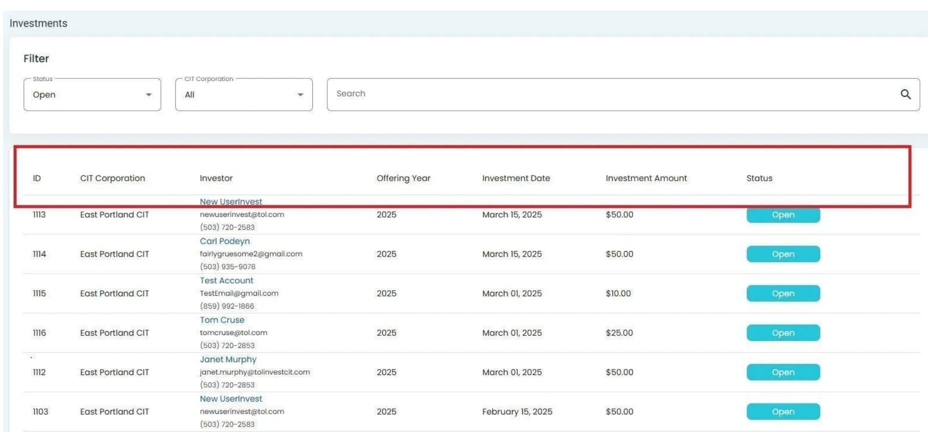


Fig. 117: Investments Section, Homepage, Investments List Table

Columns: Investments List Table

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

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

Using Investments Filters

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

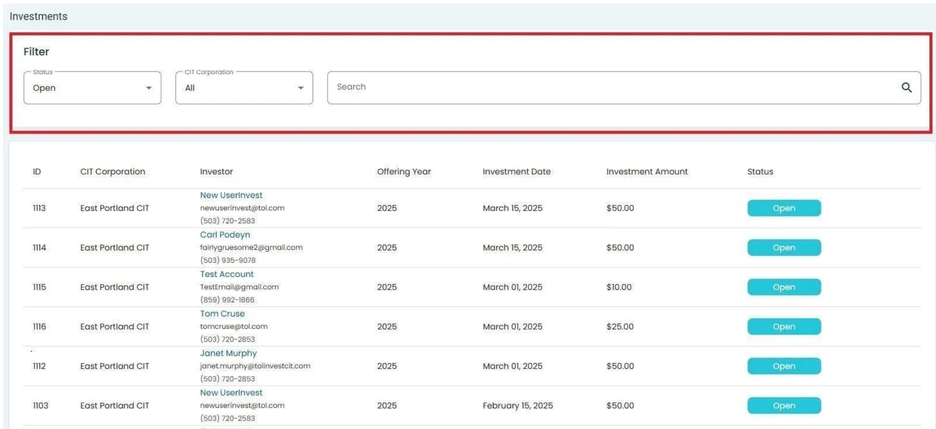


Fig. 118: Investments Table, Filter Section Location

Filter by Status

1. `Click` on the dropdown.

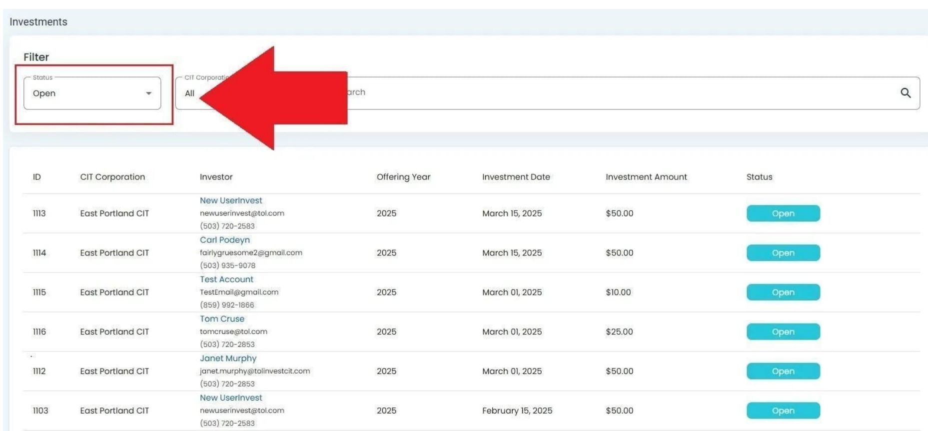


Fig. 119: Investments, Status Dropdown Location

2. `Select` a status from the expanded dropdown:

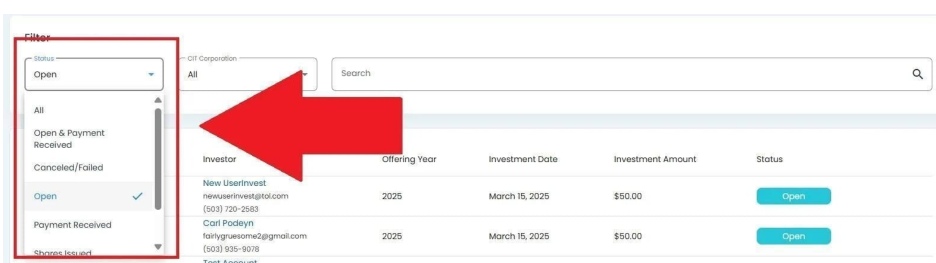


Fig. 120: Investments, Status Dropdown Expanded

Filter by CIT Corporation

1. Select the dropdown.

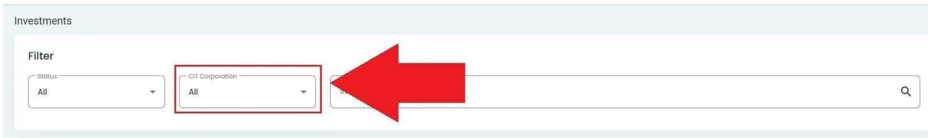


Fig. 121: Investments, CIT Corporation Dropdown Location

2. Select an organization from the expanded dropdown:

Fig. 122: Investments, CIT Corporation Dropdown Expanded

Apply Filters

After selecting your filter criteria, click the search icon to apply filters.

Fig. 123: Investments, Search Icon Location

Action Complete

Your filtered results will appear in the table.

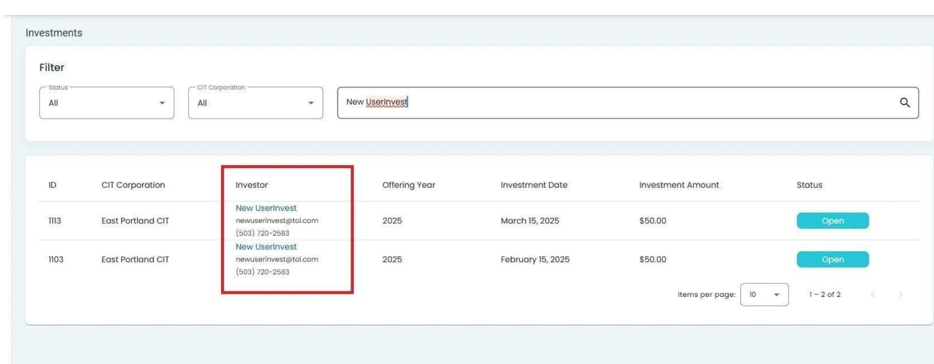


Fig. 124: Investments, Filter Results

Viewing Investor Details

Click on an **Investor Name** in the table to view their detailed profile.

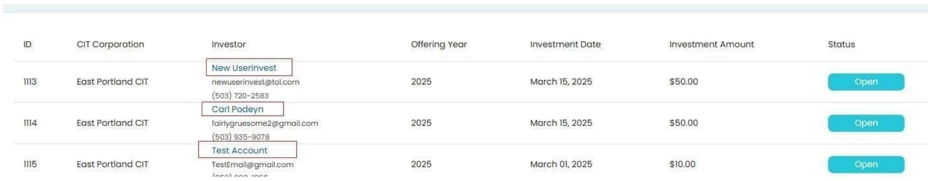


Fig. 125: Investments, Investor Name Click Location

Action Complete

This will navigate you to the investor's *detailed profile page*.

Export to Excel

Export the **Investments List** to an Excel file for offline analysis or reporting.

1. Locate the Export to Excel button near the table header.

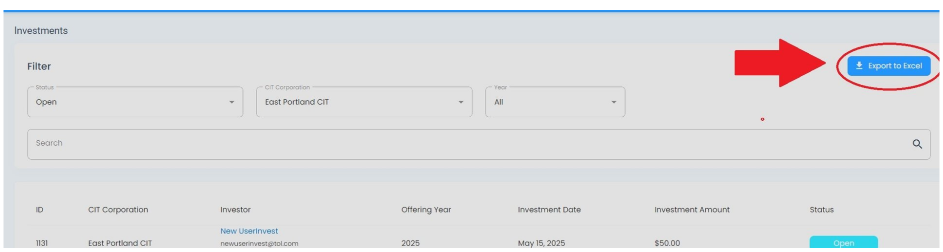


Fig. 126: Investments, Export to Excel Button Location

2. Click the Export to Excel button.

Action Complete

Your browser downloads an Excel (.xlsx) file containing the investments currently shown in the table (including any filters applied).

Investments, Excel File Downloaded

File Naming

Exported files include contextual details like the year in the filename.

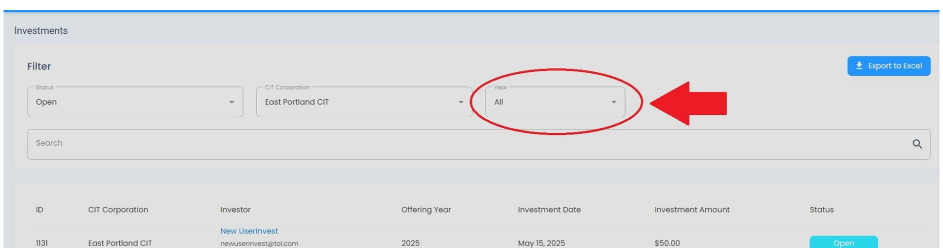


Fig. 127: Investments, Export Filename Example

VII.2 Investor Summary

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Features

The **Investor Summary** section allows you to:

- *View highlevel investor metrics and statistics*
- *Filter by CIT Corporation*
- *Export summary data to Excel*

Location: Investor Summary Section

You can find the **Investor Summary** section underneath the ▷ **Investment** category:

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

   Don't see the sidenav?

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

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

Investor Summary Overview

The Investor Summary homepage shows highlevel metrics and tools to narrow results by organization.

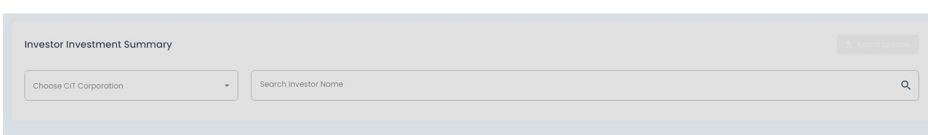


Fig. 128: Investor Summary, Main Page Overview

Filter by CIT Corporation

Filter the summary by to focus on a specific organization.

1. Locate the filter control.
2. Search for a corporation by name or open the dropdown.

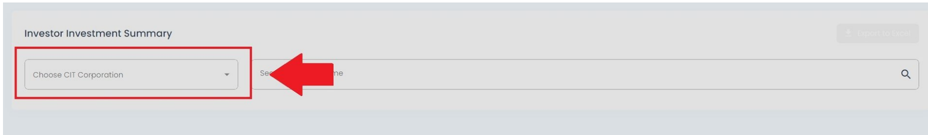


Fig. 129: Investor Summary, CIT Corporation Filter Location

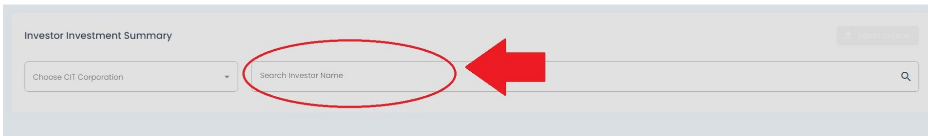


Fig. 130: Investor Summary, CIT Corporation Search Location

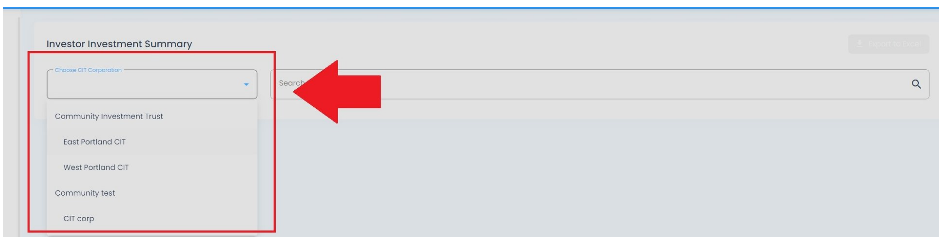


Fig. 131: Investor Summary, CIT Corporation Dropdown Expanded

3. The selected corporation context updates the available data and columns.

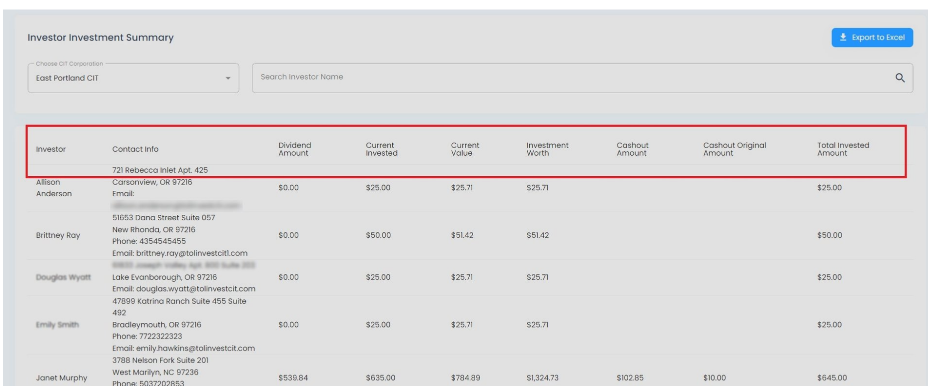


Fig. 132: Investor Summary, Columns Updated After Selection

Export to Excel

Export the current summary view to Excel for further analysis.

1. Click the Export to Excel button.

Action Complete

Your browser downloads an Excel file containing the current summary results.

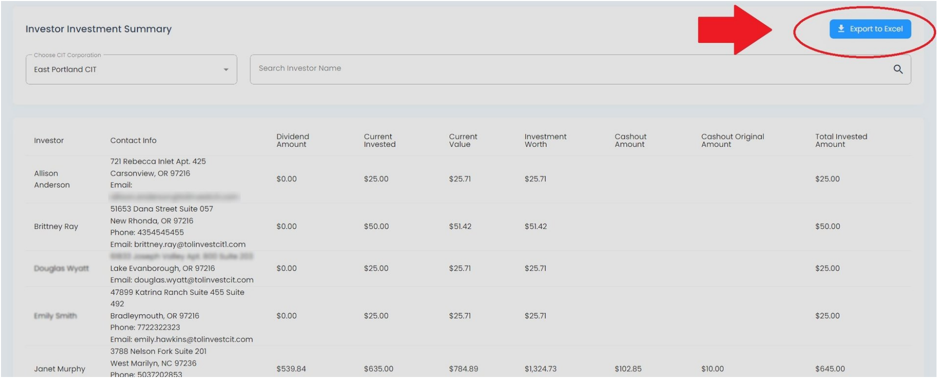
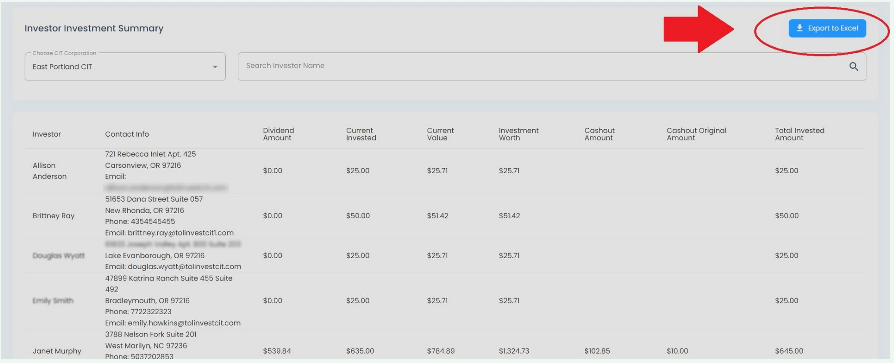


Fig. 133: Investor Summary, Export to Excel Button Location



Investor Summary, Export to Excel Completed

VII.3 Monthly/Quarterly Reports

Table of Contents

Features

The **Monthly/Quarterly Reports** section allows you to:

- *View periodic investment reports and analytics*
- *Filter by CIT Corporation*
- *Export reports to Excel*

Location: Monthly/Quarterly Section

You can find the **Monthly/Quarterly Reports** section underneath the ▷ **Investment** category:

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

   Don't see the sidenav?

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

2. Select the dropdown for the ▷ **Investment** category.
3. Select **Monthly/Quarterly** from the dropdown.

Filter by CIT Corporation

Use the filter to scope the Monthly/Quarterly view to a specific organization.

1. Locate the dropdown near the top of the page.

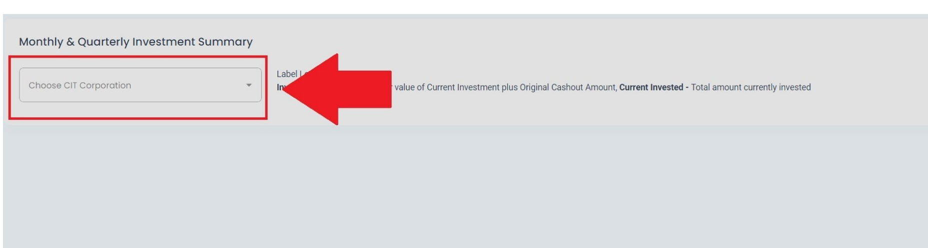


Fig. 134: Monthly/Quarterly, CIT Corporation Dropdown Location

2. Open the dropdown to select a corporation.

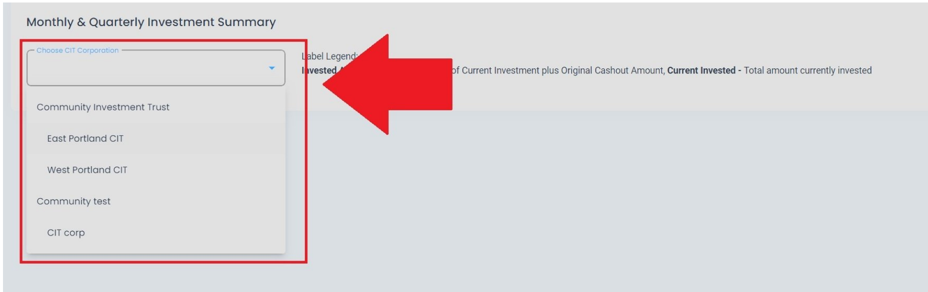


Fig. 135: Monthly/Quarterly, CIT Corporation Dropdown Expanded

Columns Overview

The page updates to reflect the selected corporation with relevant columns and data.

Fig. 136: Monthly/Quarterly, Columns Location

Export to Excel

Export the current Monthly/Quarterly data to an Excel file.

1. Click the Export to Excel button.

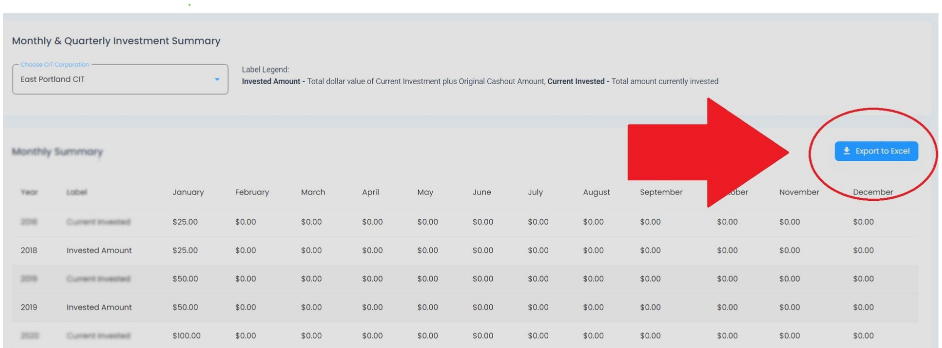


Fig. 137: Monthly/Quarterly, Export to Excel Button Location

Action Complete

Your browser downloads an Excel file containing the current report data.

VIII Communication

Welcome to the **Communication** section.

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

- *Messages*

VIII.1 Messages

Table of Contents

Features

The **Messages** section allows you to:

- *View messages from other users in your organization*
- *Filter messages by CIT Corporation*
- *Filter by read/unread status*
- *Mark messages as read*
- *Reply to messages*

Location: Messages Section

You can find the **Messages** section underneath the ▷ **Communication** category:

Messages Overview

The **Messages** section displays incoming messages from other users in your organization.

Filtering Messages

Filter by CIT Corporation

Filter messages to show only those related to a specific .

1. Locate the dropdown at the top of the page.
2. Select a CIT Corporation to filter messages.

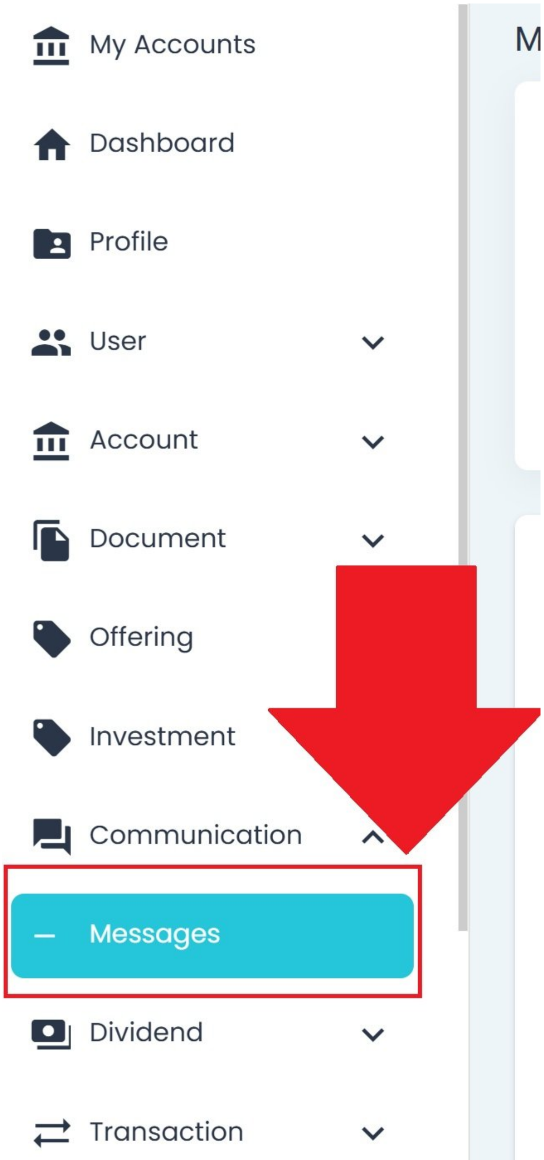


Fig. 138: Communication, Messages Section, Primary Sidenav Location

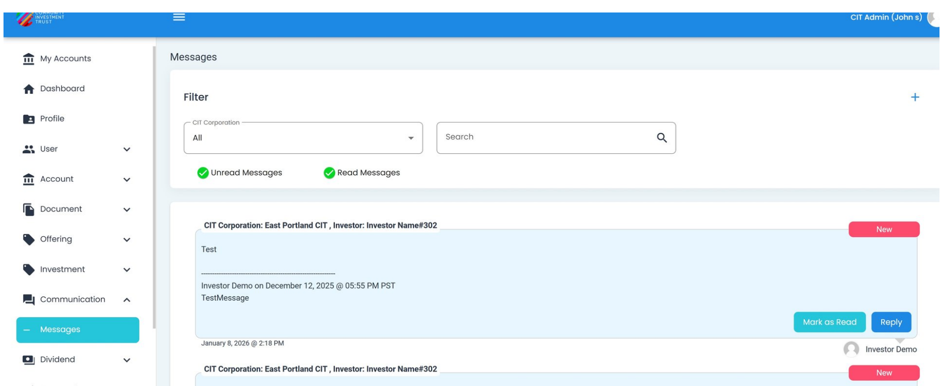


Fig. 139: Messages Section, Homepage Overview

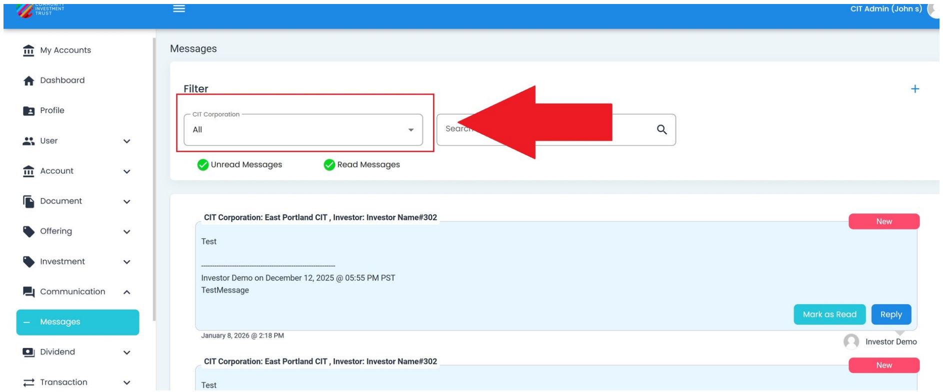


Fig. 140: Messages, CIT Corporation Filter Location

Filter by Read/Unread Status

Toggle between viewing read or unread messages.

Unread Messages

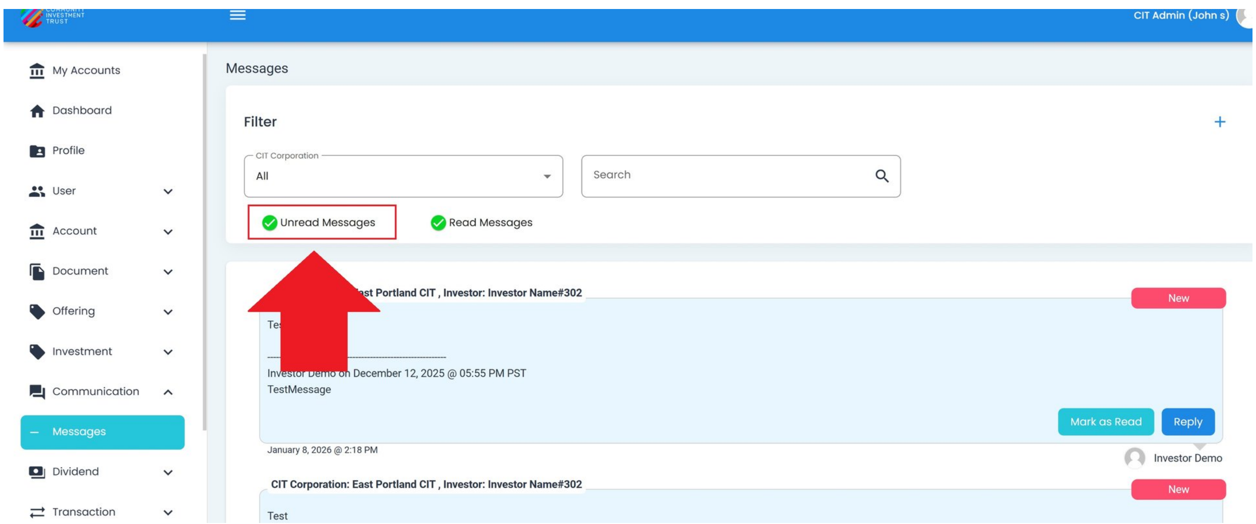


Fig. 141: Unread Messages Filter Option

Read Messages

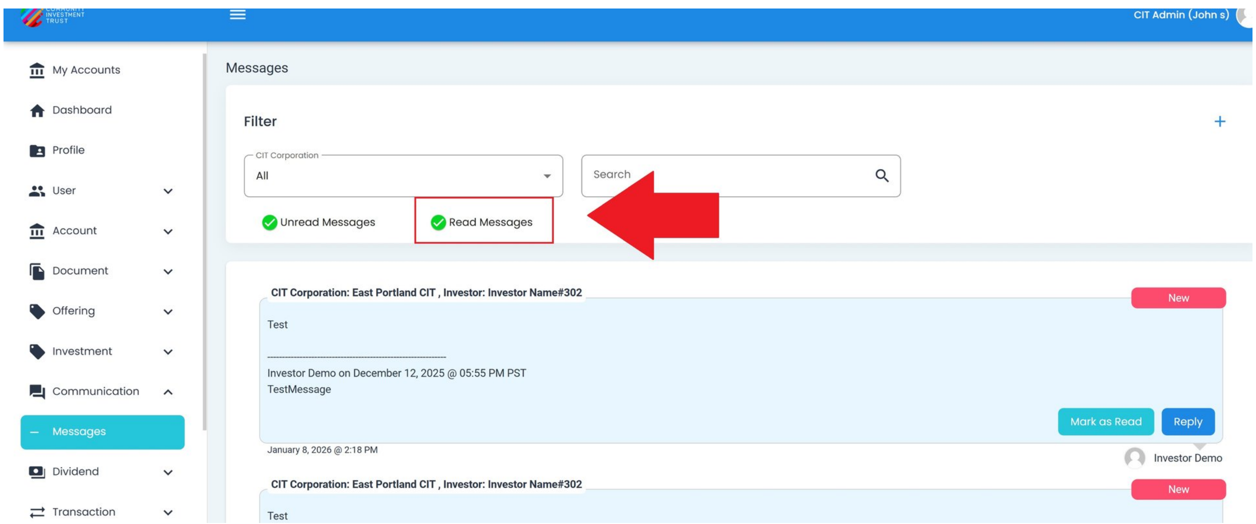


Fig. 142: Read Messages Filter Option

Message Card Anatomy

Each message displays as a card containing the following elements:

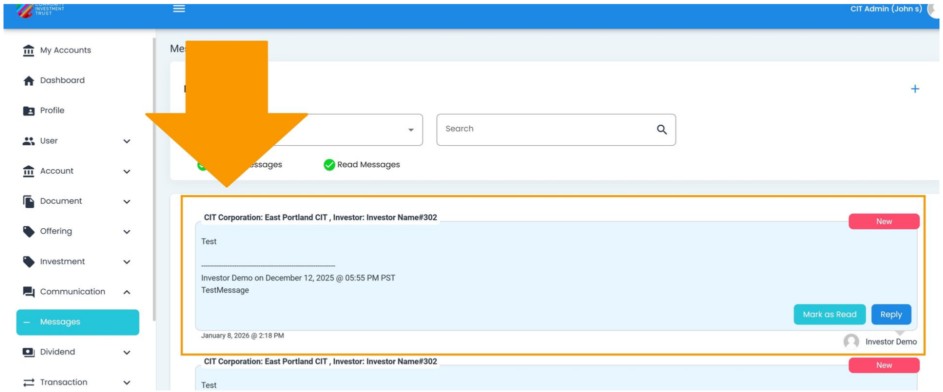


Fig. 143: Message Card Overview

Message Title

The title appears at the top of the message card, indicating the subject of the message.

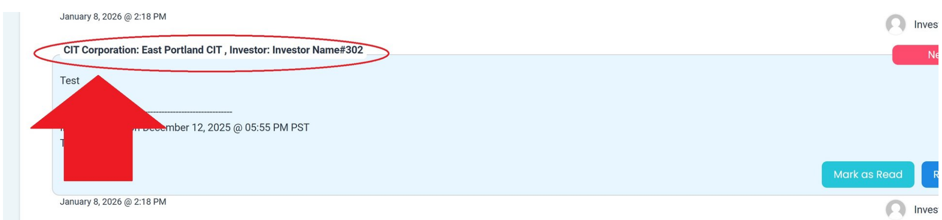


Fig. 144: Message Card, Title Location

Message Body

The body contains the full text content of the message.

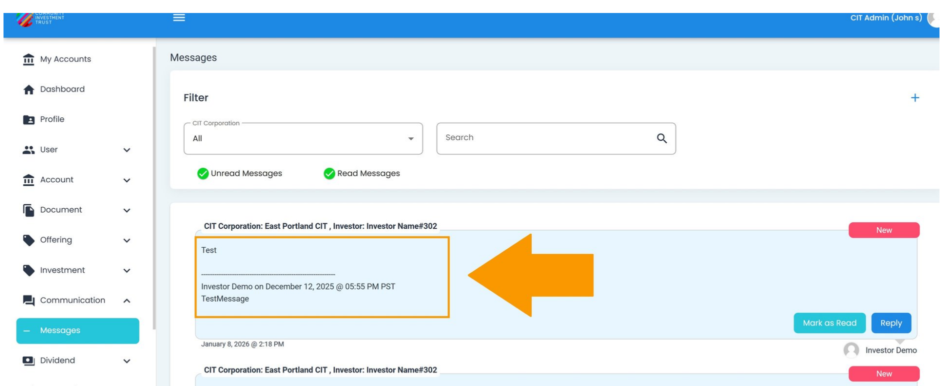


Fig. 145: Message Card, Body Content Location

Message Date

The date shows when the message was sent.

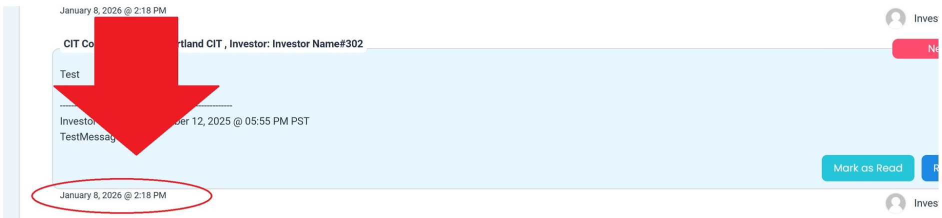


Fig. 146: Message Card, Date Location

Message Indicators

Each message card displays status indicators and action options.

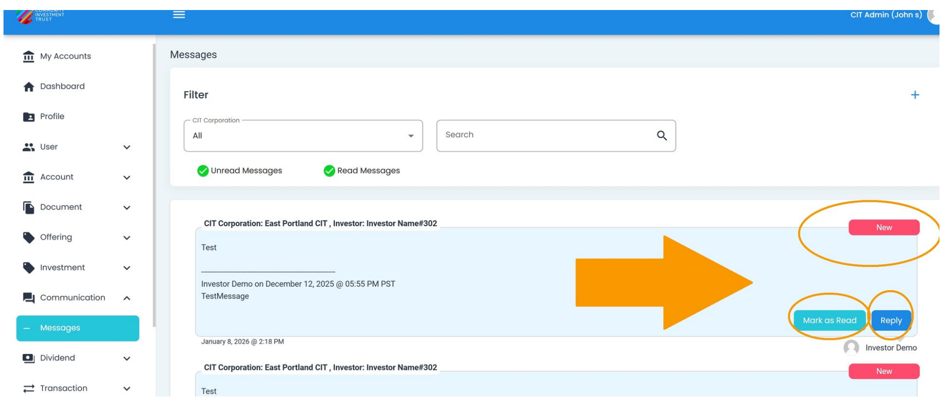


Fig. 147: Message Card, Indicators and Options

The following indicators may appear on a message card:

Indicator	Description
	Indicates an unread message. Disappears after marking as read.
Mark as Read	Button to mark the message as read.
Reply	Button to reply to the message. Remains visible after marking as read.

Available Actions

The following actions are available for message cards:

- *Mark as Read* Remove the NEW indicator from a message
- *Reply to Message* Send a reply to the message sender

Action: Mark as Read

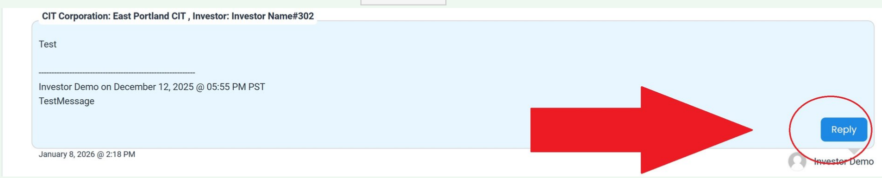
Mark a message as read to remove the indicator and move it to the read messages list.

How to Mark a Message as Read

1. Locate the message card you want to mark as read.
2. Click the Mark as Read button on the message card.

Action Complete

The indicator is removed. The Reply button remains available.



Message Card After Marking as Read

Action: Reply to Message

Send a reply to the message sender directly from the message card.

How to Reply to a Message

1. Click the Reply button on the message card.
2. Type your reply message in the text field.
3. Click the Send button to send your reply.

Action Complete

Your reply has been sent to the original message sender.

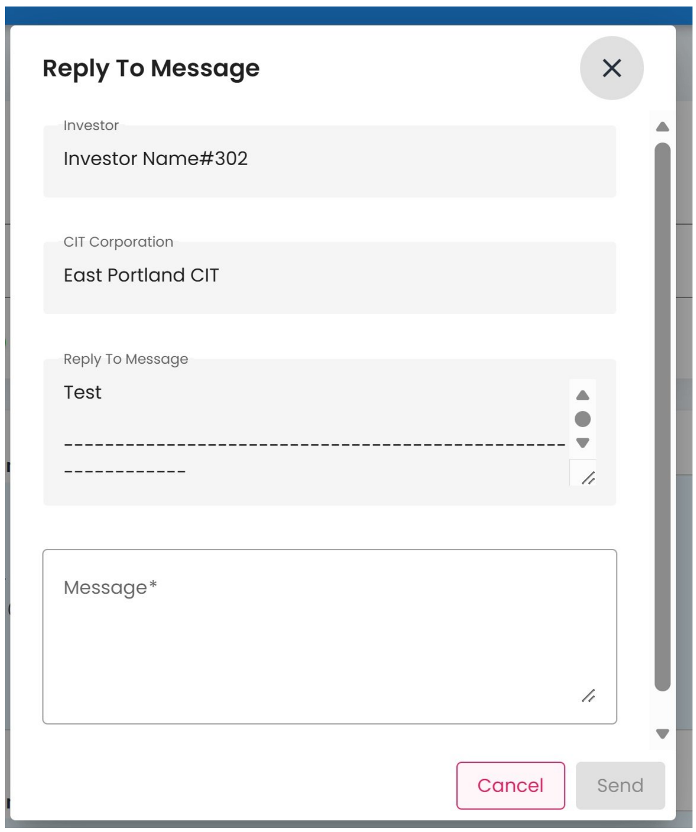


Fig. 148: Reply to Message Dialog

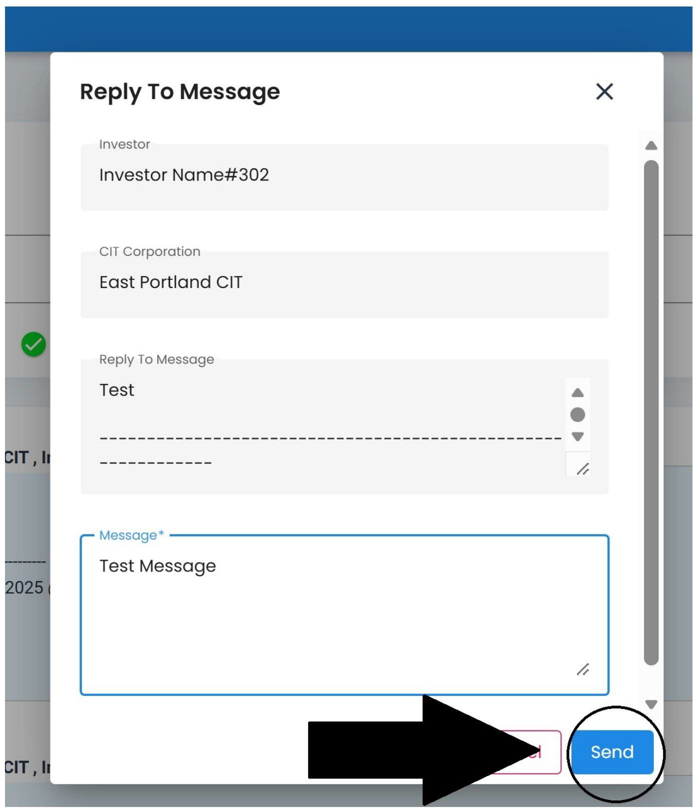


Fig. 149: Reply to Message, Send Button Location

IX Dividend

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

- *Dividends*
- *Cash Payouts*

IX.1 Dividends

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

Table of Contents

Overview

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

Dividends Homepage Location

To Find the Dividends List Homepage:

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

   Don't see the sidenav?

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

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

Dividends List Table

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

Table Columns

- **Dividend** Unique identifier or name for the specific dividend event.
- **CIT Corporation** The company issuing the dividend.
- **Payable** Date when dividend payment is issued to shareholders.
- **Record Date** Date shareholders must own shares to receive the dividend.
- **Price Per Share** Amount of dividend paid for each individual share.
- **Total Shares** Total number of shares eligible to receive the dividend.
- **Total Payout Amount** Sum paid for all shares in the dividend event.
- **Total Pending Payment Amount** Amount not yet paid out for all eligible shares.

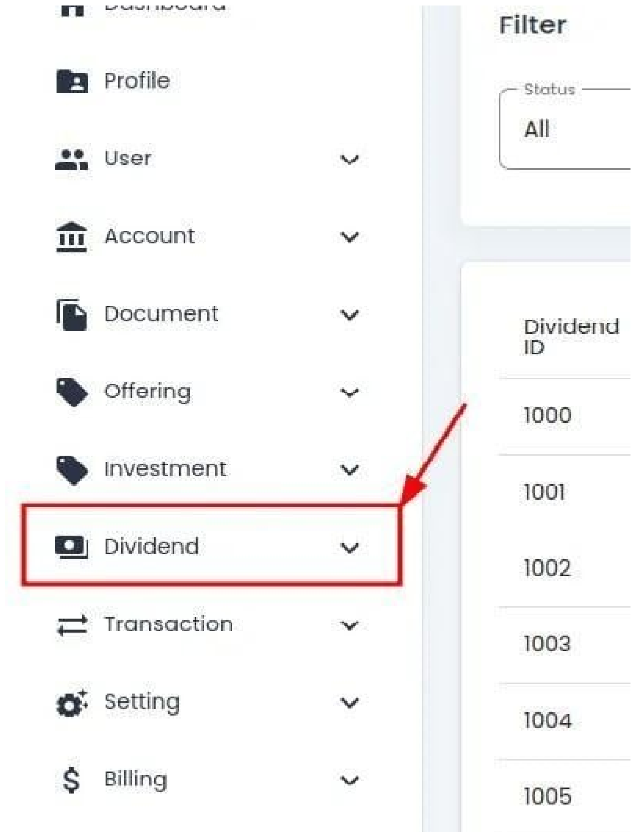


Fig. 150: Dividend Category, Primary Sidenav, Dropdown Location

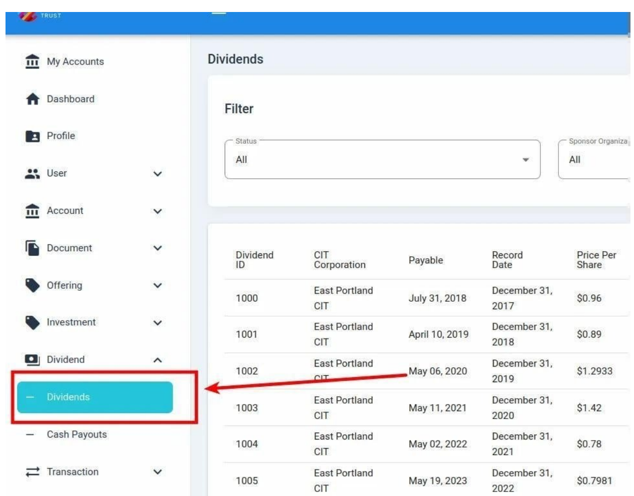


Fig. 151: Dividend, Dividends Homepage, Primary Sidenav Location

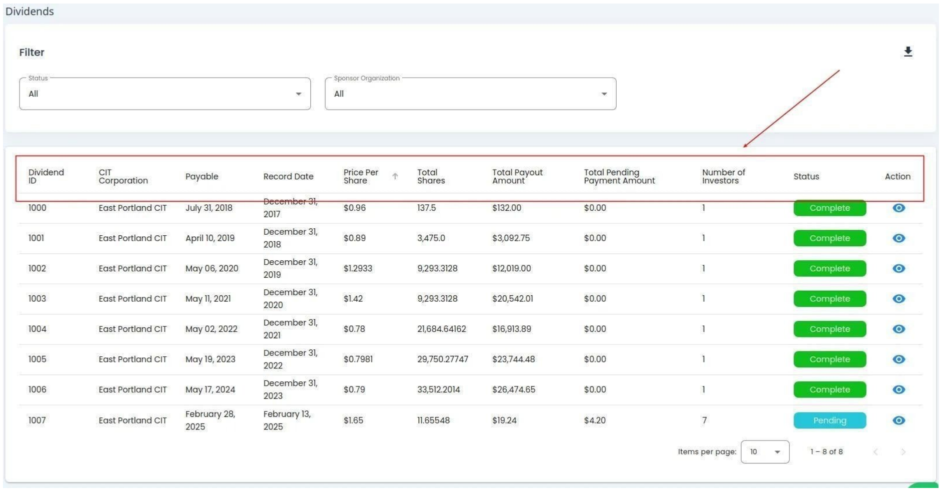


Fig. 152: Dividends Homepage

- **Number of Investors** Count of investors receiving the dividend payment.
- **Status** Indicates the current processing state of the dividend.
- **Action** Actions you can take for this dividend record.

Features: Dividends

- *Filter dividends by multiple criteria*
- *View detailed dividend information*

Using Dividend Filters

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

Table of Contents

Overview

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

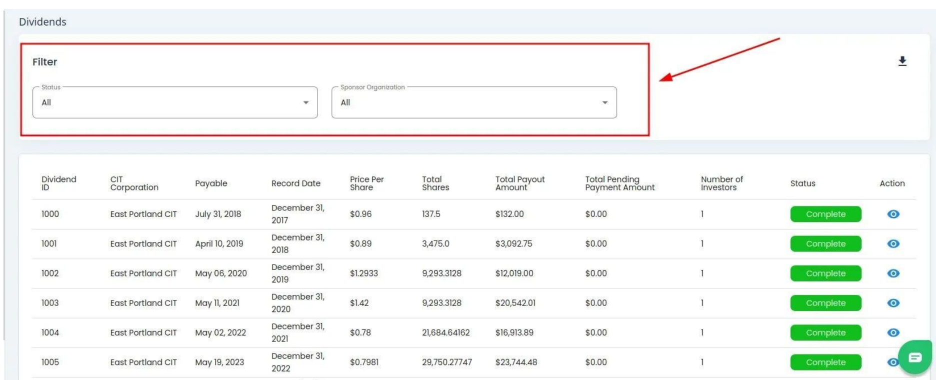


Fig. 153: Dividends Table Filter Section

Filter by Status

To Filter by Status:

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

Available Status Options

- All View all dividend records regardless of status.
- Complete Dividends that have been fully distributed to all eligible investors.
- Pending Dividends awaiting distribution processing.
- In Process Dividends currently being processed for distribution.

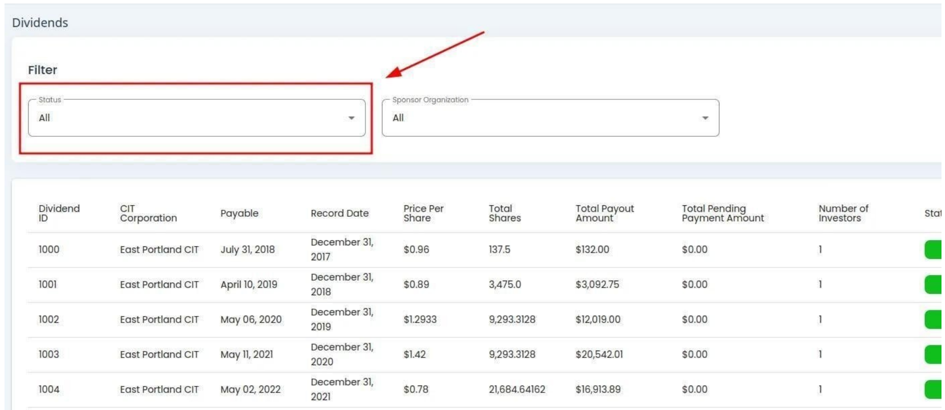


Fig. 154: Dividends, Status Dropdown Location

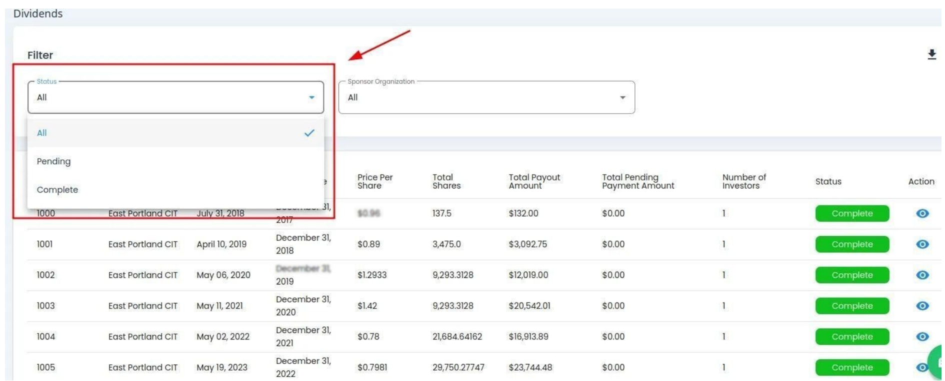


Fig. 155: Dividends, Status Dropdown Expanded

Filter by Sponsor Organization

To Filter by Sponsor Organization:

1. Find and Click on the **Sponsor Organization** dropdown.

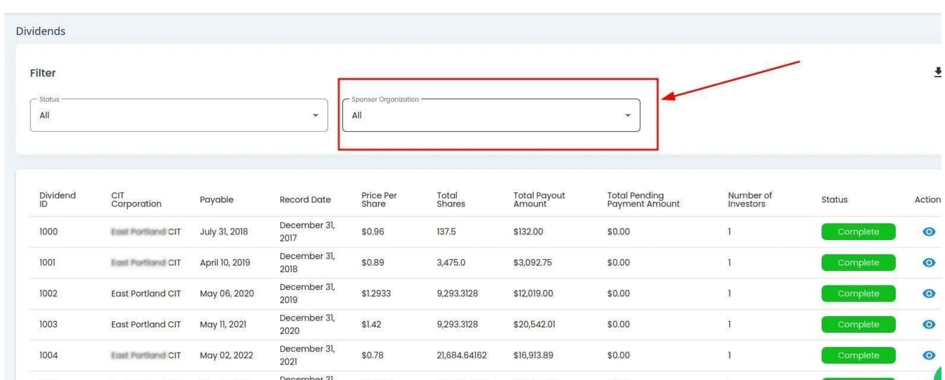


Fig. 156: Sponsor Organization Dropdown Location

2. Select the sponsor organization you want to filter by.

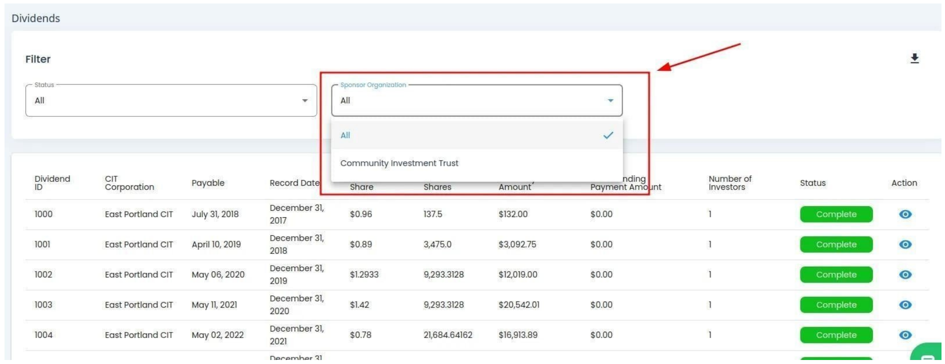


Fig. 157: Sponsor Organization Dropdown Expanded

Filter by CIT Corporation

CIT Corporation Filter Availability

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

To Filter by CIT Corporation:

1. First select a **Sponsor Organization** (see above).
2. Find and Click on the **CIT Corporation** dropdown.

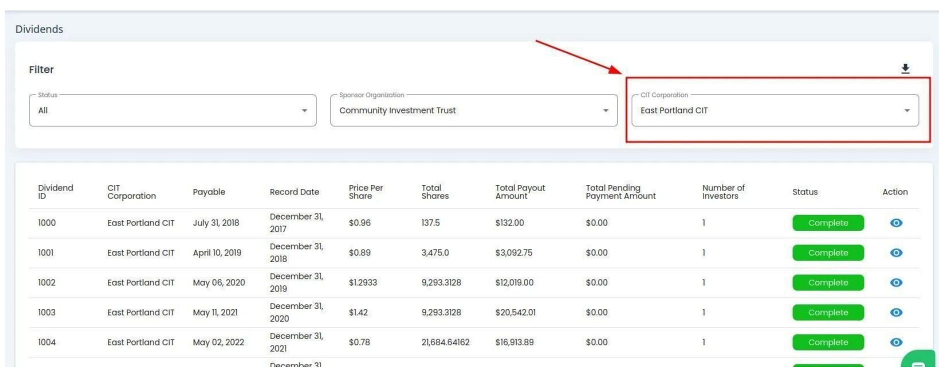


Fig. 158: CIT Corporation Dropdown Location

3. Select the CIT Corporation you want to filter by.

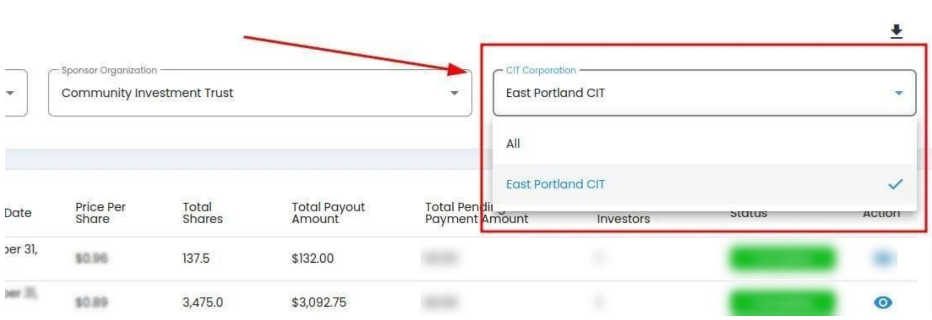


Fig. 159: CIT Corporation Dropdown Expanded

Viewing Dividend Details

This section explains how to access and review detailed information about individual dividend distributions in the **Dividends** section.

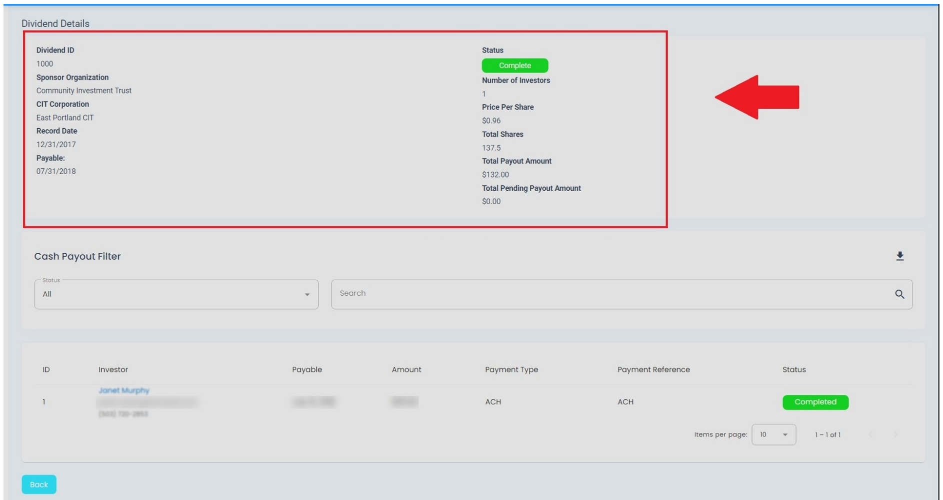


Fig. 160: Dividend, View More Details, Overview

How to Access Dividend Details

To view detailed information about a specific dividend:

1. Navigate to the **Dividends** section from the **Dividend** category
2. Locate the dividend record in the **Dividends List** table
3. Find the **Action** column for the desired dividend
4. Click the **View More Details** button

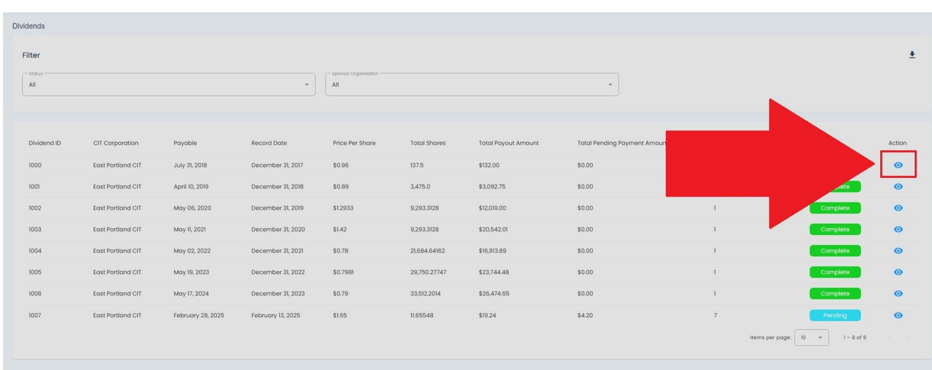


Fig. 161: View More Details Button Location in Actions Column

Action Complete

Clicking the View More Details button opens the dividend details page, displaying comprehensive information about the selected dividend distribution.

Dividend Details Page Layout

The dividend details page provides comprehensive information organized into several sections:

Header Information

The header displays key dividend information including:

- **Dividend ID** Unique identifier for the dividend distribution
- **Status** Current processing state (Complete , Pending , In Process)
- **CIT Corporation** The issuing corporation name
- **Declaration Date** Date the dividend was announced
- **Payment Date** Date when payments will be distributed
- **Total Distribution Amount** Aggregate amount for all recipients

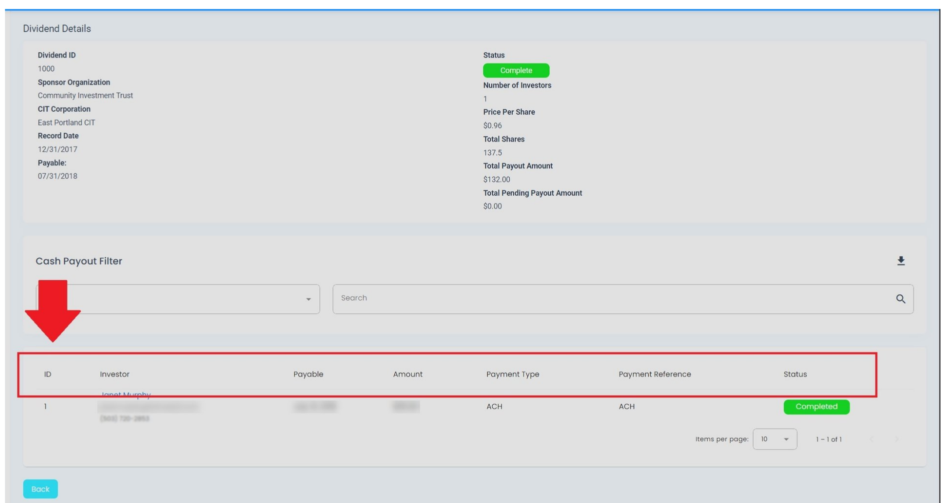


Fig. 162: Dividend Details, Column Locations

Distribution Summary

This section provides a financial overview:

Financial Overview Fields:

- **Price per Share** The dividend amount allocated to each share
- **Total Shares Eligible** Number of shares participating in the distribution
- **Total Payout Amount** Calculated total distribution (shares × price per share)
- **Payment Status** Current processing status (Paid , Pending Payment , Processing)

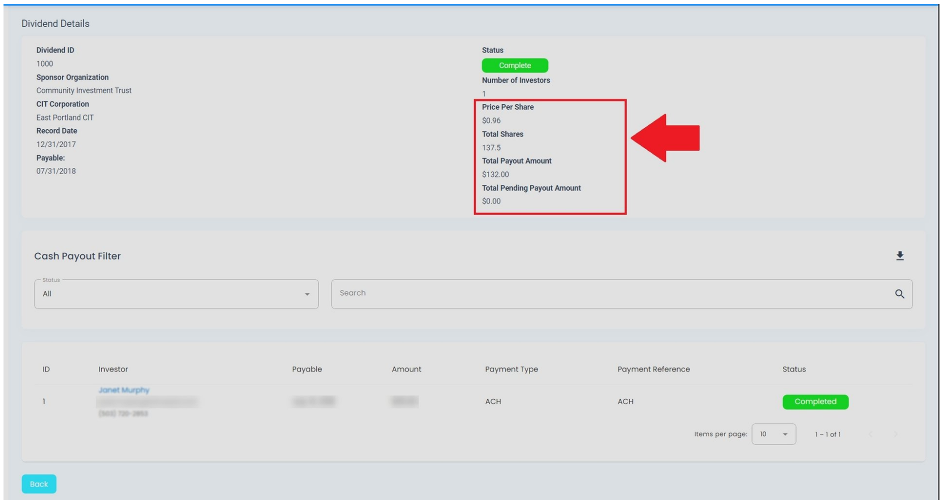


Fig. 163: Distribution Summary Essential Totals Display

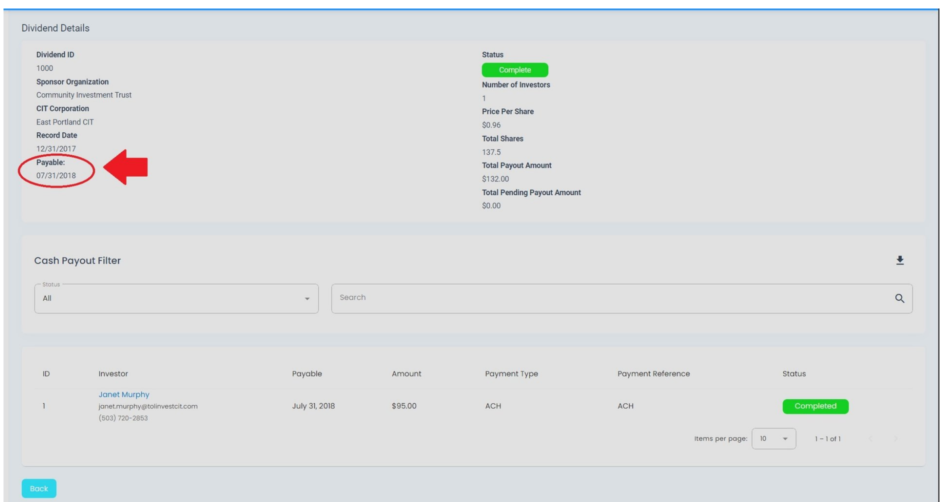


Fig. 164: Distribution Summary Payment Date Information

Investor Recipients Table

The **Investor Recipients** table shows all investors eligible for this dividend:

Columns: Investor Recipients Table

- **Investor Name** : The name of the eligible investor
- **Number of Shares** : Shares owned by the investor on the record date
- **Dividend Amount** : Calculated payment for this investor
- **Payment Status** : Individual payment status (Pending, Processing, Completed)
- **Payment Date** : Date when payment was or will be processed

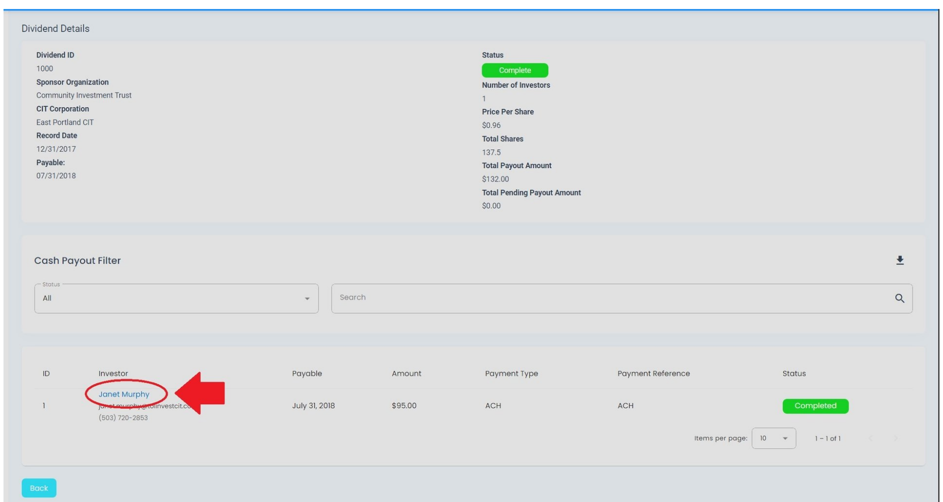


Fig. 165: Dividend Details, Investor Name Column

Available Features

Search Functionality

Use the search bar to quickly find specific investors:

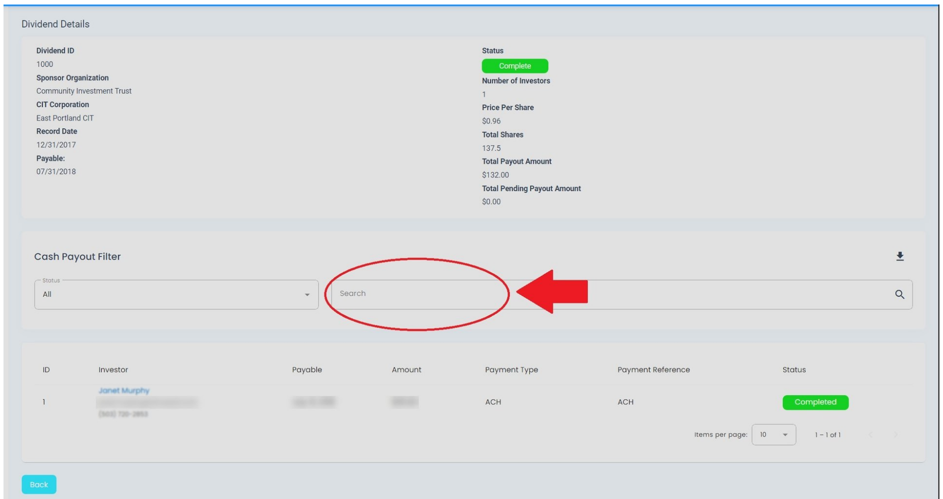


Fig. 166: Dividend Details, Search Location

> **Tip**
>
> You can search by investor name, share amount, or payment status to quickly locate specific records.

Status Filter

Filter the investor list by payment status:

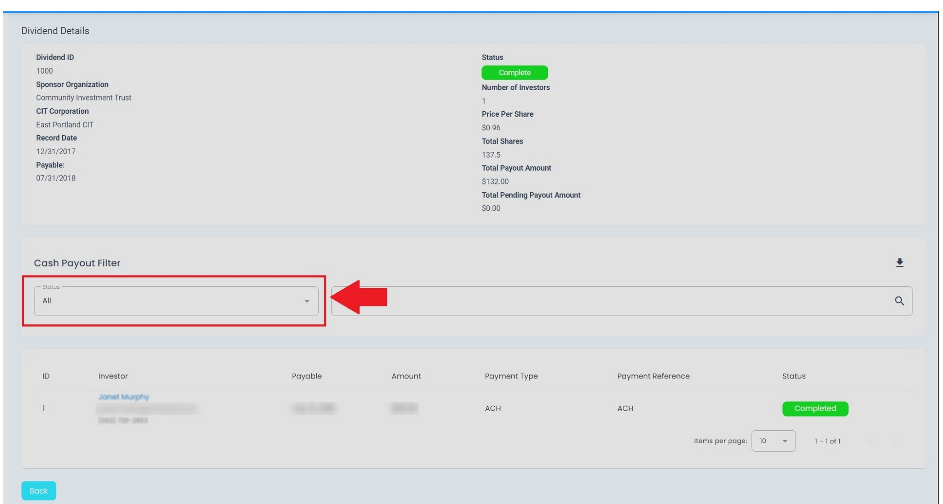


Fig. 167: Dividend Details, Status Filter

Available status options:

- `All` Show all investors regardless of payment status.

- Pending Show only investors with pending payments.
- Processing Show investors with payments currently being processed.
- Completed Show investors with completed payments.

Download

To download dividend recipient data, use the Download button located in the topright corner:

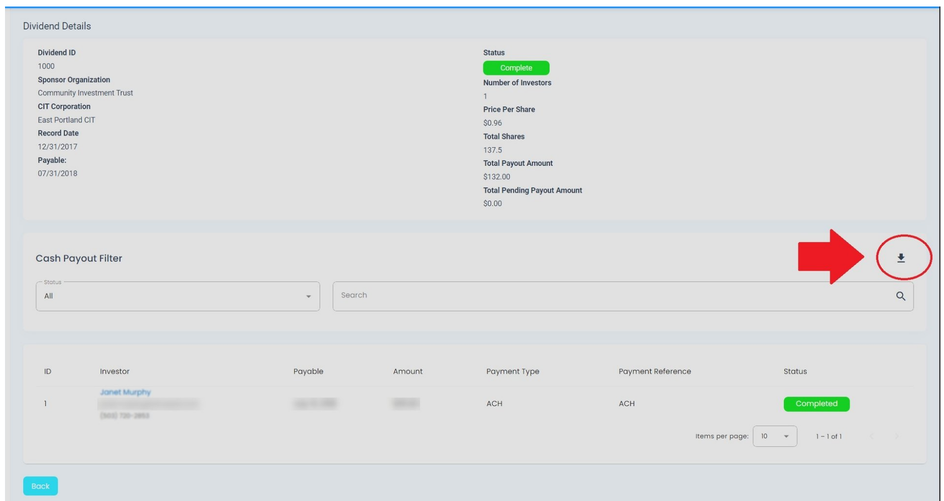


Fig. 168: Download Button Location (Top Right Corner)

Note

Exported files include all visible data based on current filters and search criteria. Clear filters before exporting to include all records.

See Also

- *Dividend Filters* for filtering dividend records
- *Cash Payouts* for managing dividend payments
- *Viewing Investor Details* for investorspecific payment information

IX.2 Cash Payouts

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

Table of Contents

Overview

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

Cash Payouts Homepage Location

To Find the Cash Payouts List Homepage:

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

   Don't see the sidenav?

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

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

Cash Payouts List Table

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

Table Columns

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

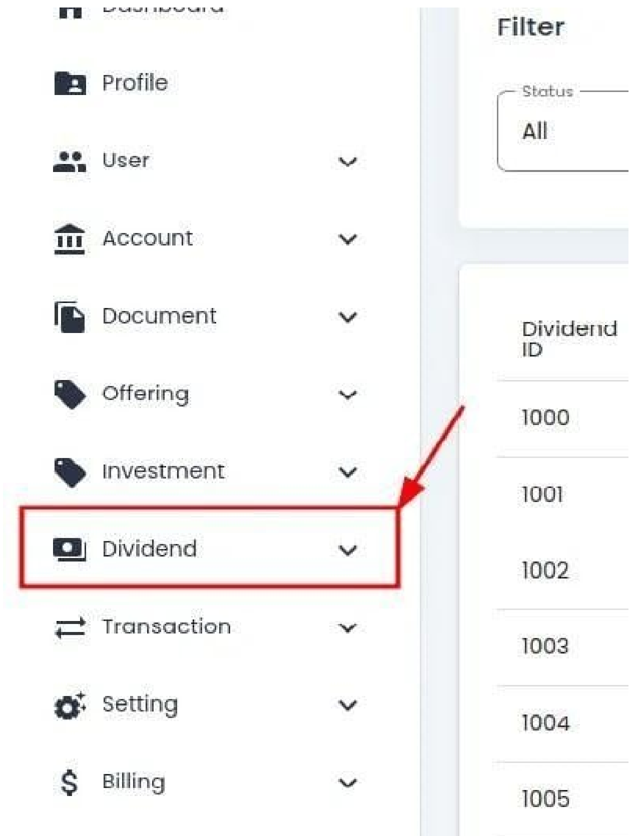


Fig. 169: Dividend Category, Primary Sidenav, Dropdown Location

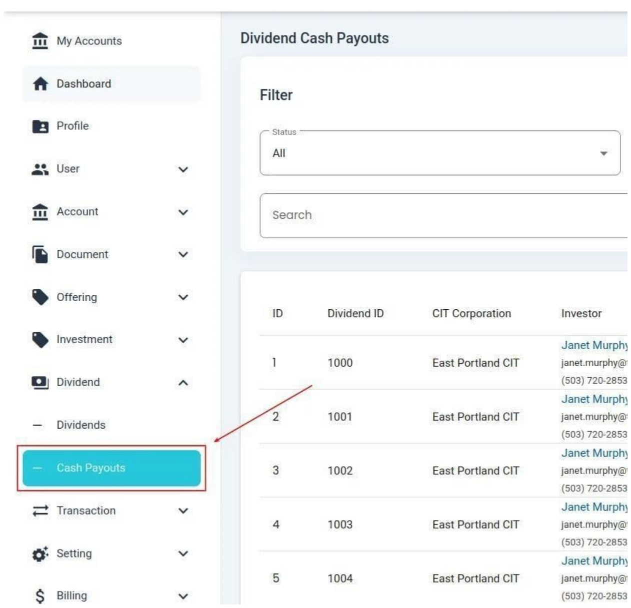


Fig. 170: Cash Payouts Homepage Location

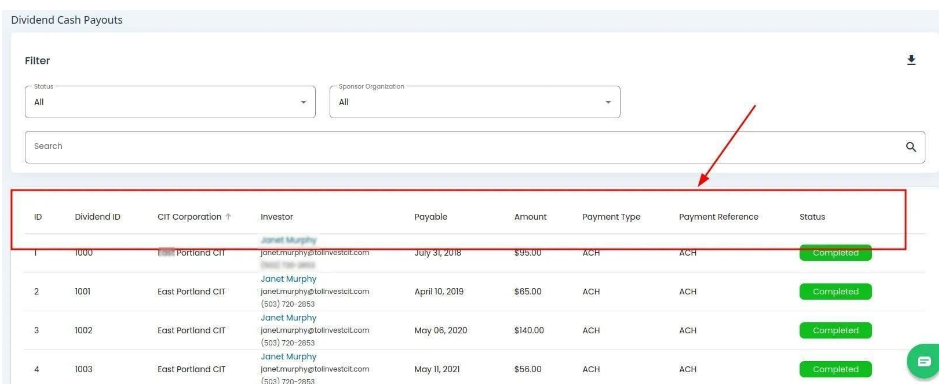


Fig. 171: Cash Payouts List Table

Features: Cash Payouts

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

Using Cash Payouts Filters

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

Table of Contents

Overview

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

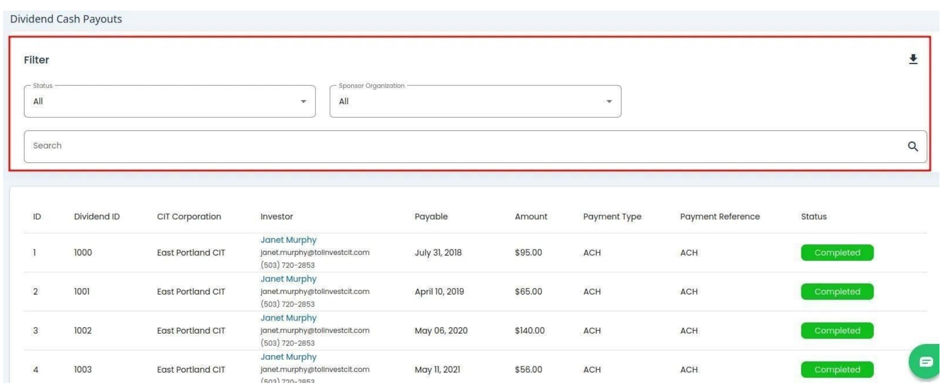


Fig. 172: Cash Payouts Filter Section

Filter by Status

To Filter by Status:

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

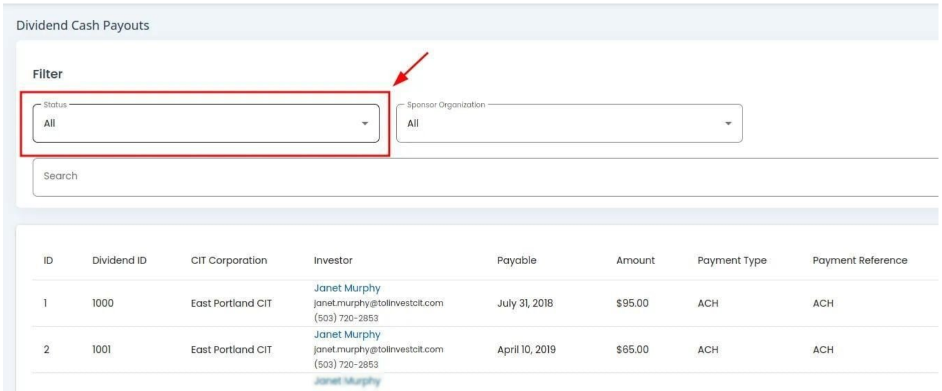


Fig. 173: Cash Payouts, Status Dropdown Location

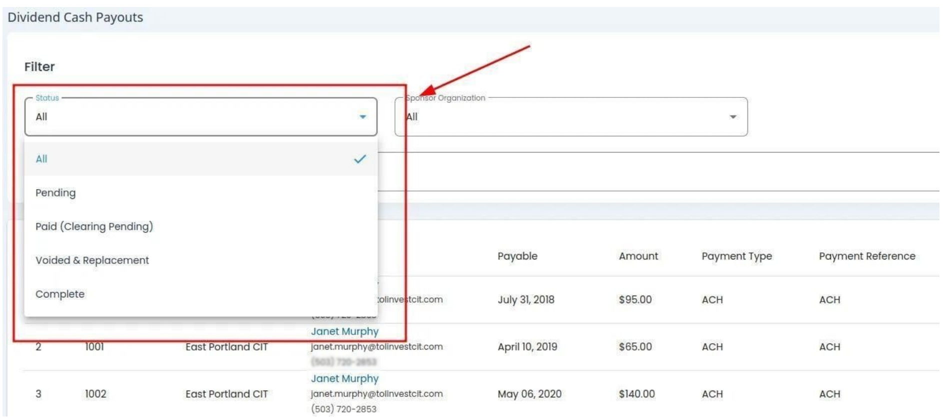


Fig. 174: Cash Payouts, Status Dropdown Expanded

Available Status Options

- All View all cash payout records regardless of status.
- Complete Cash payouts that have been fully distributed.
- Pending Cash payouts awaiting distribution.
- In Process Cash payouts currently being processed.

Filter by Sponsor Organization

To Filter by Sponsor Organization:

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

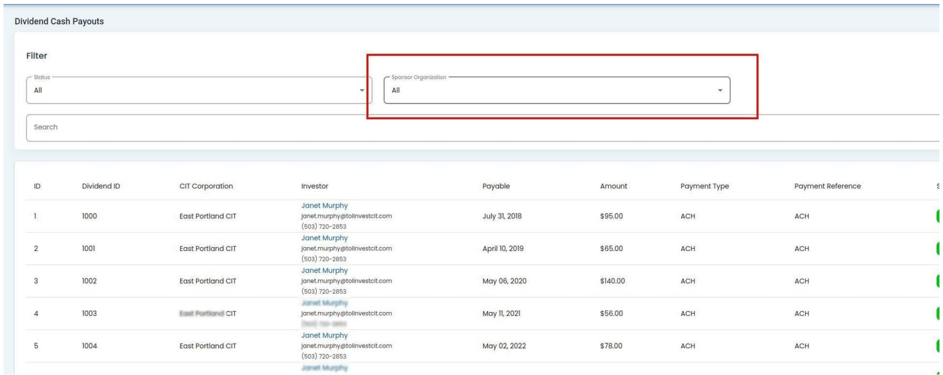


Fig. 175: Cash Payouts, Sponsor Organization Dropdown Location

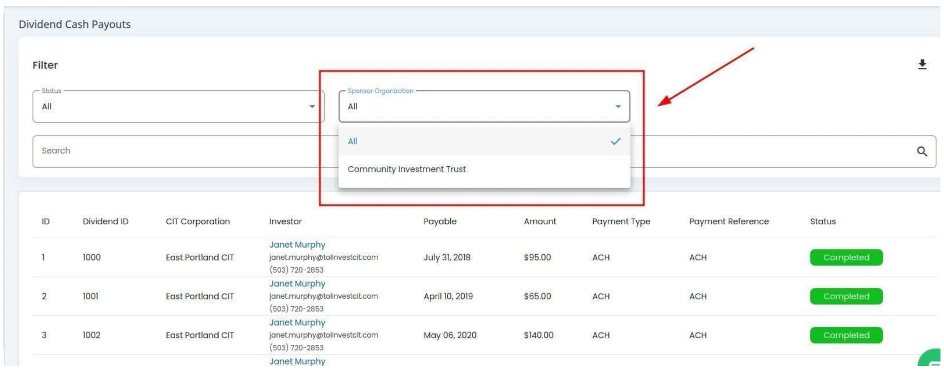


Fig. 176: Cash Payouts, Sponsor Organization Dropdown Expanded

Search for Specific Payouts

To Search for Cash Payout Information:

1. Find and Click on the **Search** field.

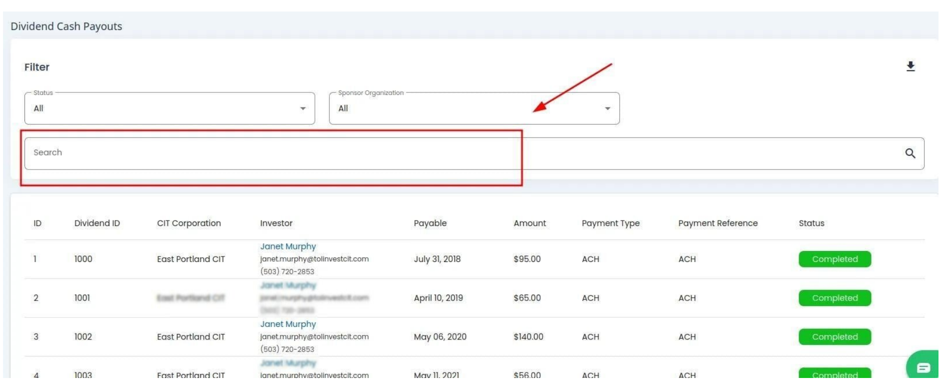


Fig. 177: Cash Payouts, Search Bar Location

2. Type the name of the investor you want to find.

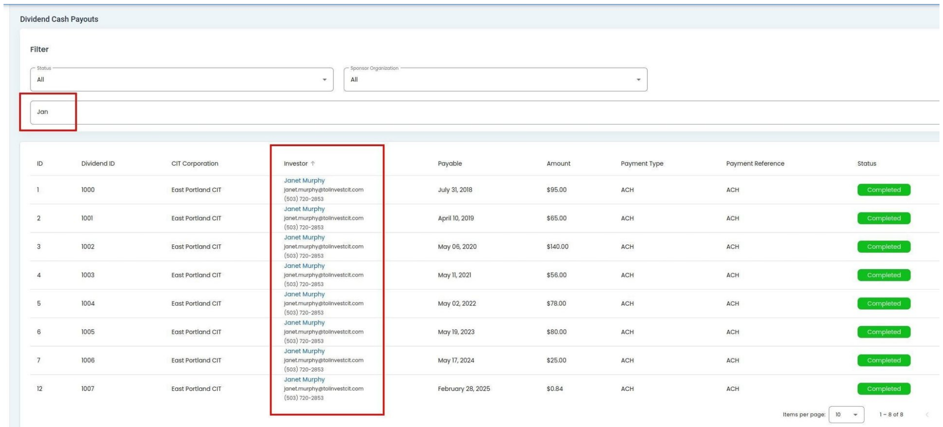


Fig. 178: Cash Payouts, Search Bar Example

Search Tips

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

Applying Filters

Automatic Filtering

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

Filter Combinations

You can combine multiple filters for more specific results:

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

Clearing Filters

To clear all filters and view all cash payouts:

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

Viewing Investor Details from Cash Payouts

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

Accessing Investor Details

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

To View Details About an Investor:

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

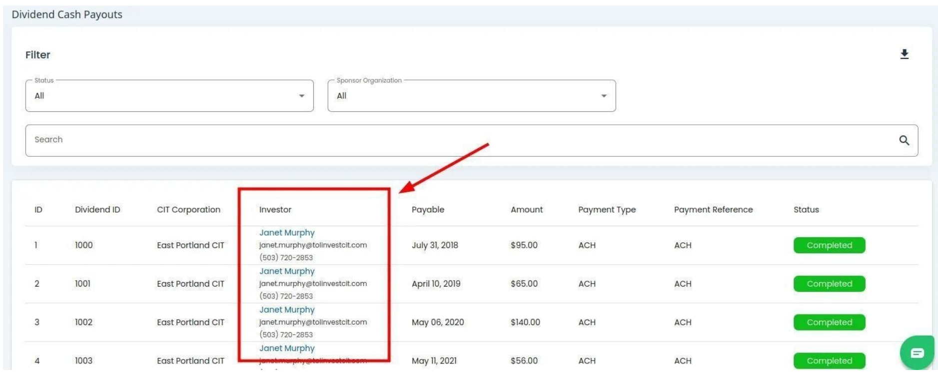


Fig. 179: Cash Payouts, Investor Column Location

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

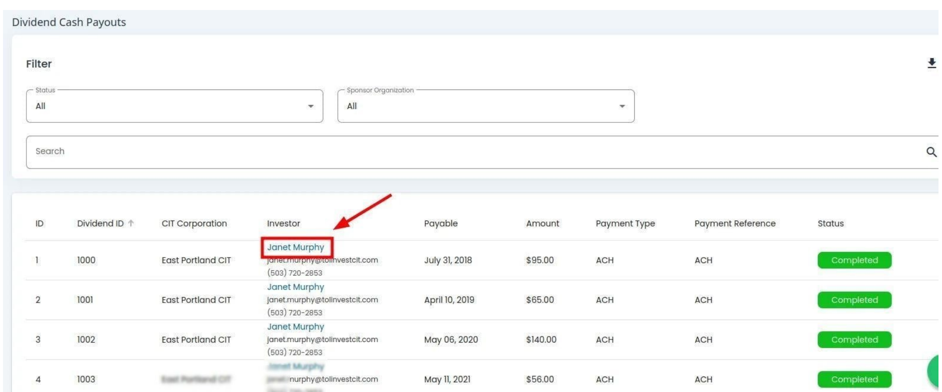


Fig. 180: Cash Payouts, Investor Select Example

Navigation

Clicking an investor's name will navigate you to the *Investors* page where you can view their complete investor profile and details. See *View Investor Details* for more information.

X Transaction

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

- *Directives*
- *Cashout*
- *Complete Transactions*

X.1 Directives

Table of Contents

Features

The **Directives** section allows you to:

- View all transaction directives in the *Directives List* table
- *Filter by Status*
- *Filter by Sponsor Organization*
- *Search for specific directives*
- *View directive details*

Location: Directives Section

You can find the **Directives** section underneath the ▷ **Transaction** category:

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

The **Directives** section opens to the **Directives List** table:

Columns: Directives List Table

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

- **Transaction ID** Unique identifier assigned to each transaction in the system.

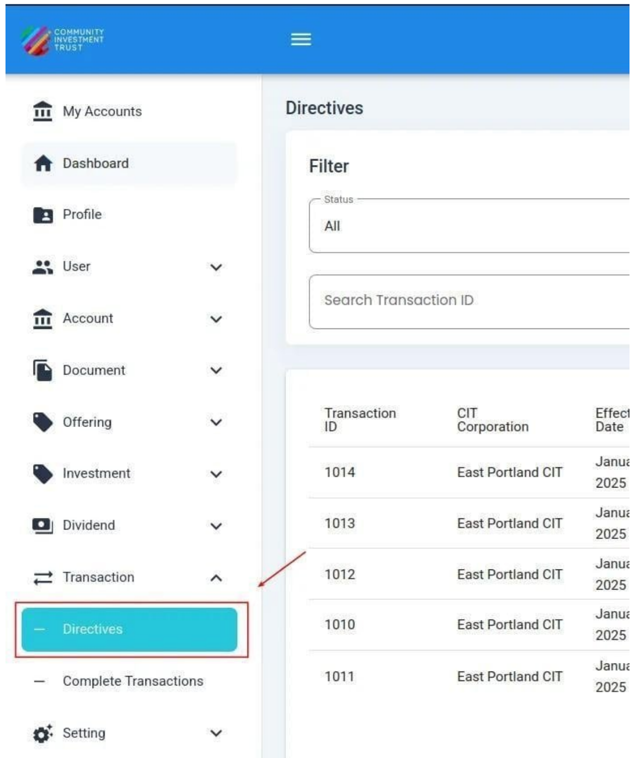


Fig. 181: Directives, Primary Sidenav Location

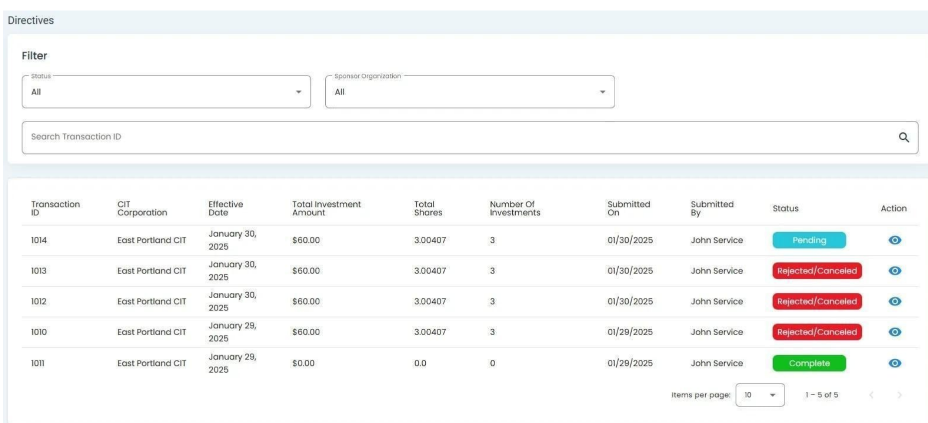


Fig. 182: Directives List Table

- `CIT Corporation` The corporation linked to this transaction.
- `Effective Date` Date when the transaction officially takes effect.
- `Total Investment Amount` Sum of all money invested in this transaction.
- `Total Shares` The total number of shares included in the transaction.
- `Number Of Investments` Count of individual investments included in the transaction.
- `Submitted On` Date the transaction was submitted for processing.

- **Submitted By** User who submitted the transaction.
- **Status** Current state of the transaction (e.g., Pending, Complete).
- **Action** Available options to view or manage the transaction.

Filtering the Directives List

The filter section allows you to narrow results by status, organization, or search term.

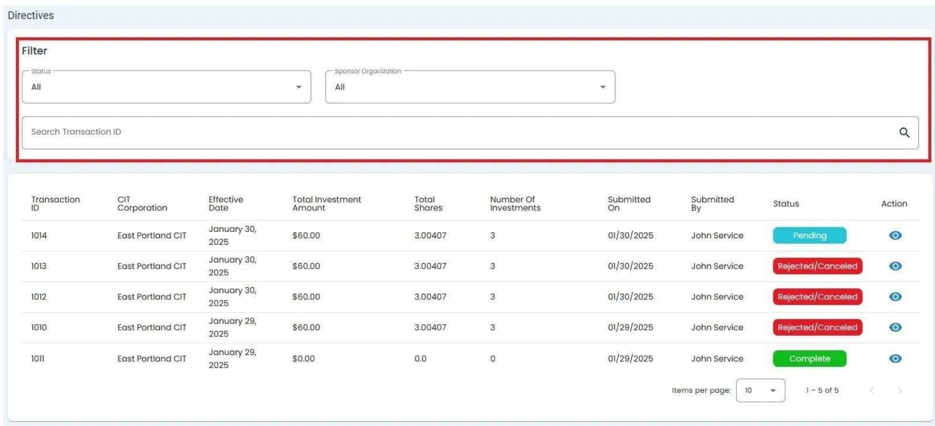


Fig. 183: Directives, Filter Section Location

Filter by Status

1. Locate the dropdown in the filter section.
2. Select a status to filter results.

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

Filter by Sponsor Organization

1. Locate the dropdown.
2. Select an organization to filter results.

Search for Directives

Use the search bar to find specific directives by Transaction ID.

Wildcard Search

Use * as a wildcard for partial matches. Example: `TRX-2024*` matches all IDs starting with "TRX2024".

Available Actions

The `Action` column provides:

- `View Details` *View detailed directive information*

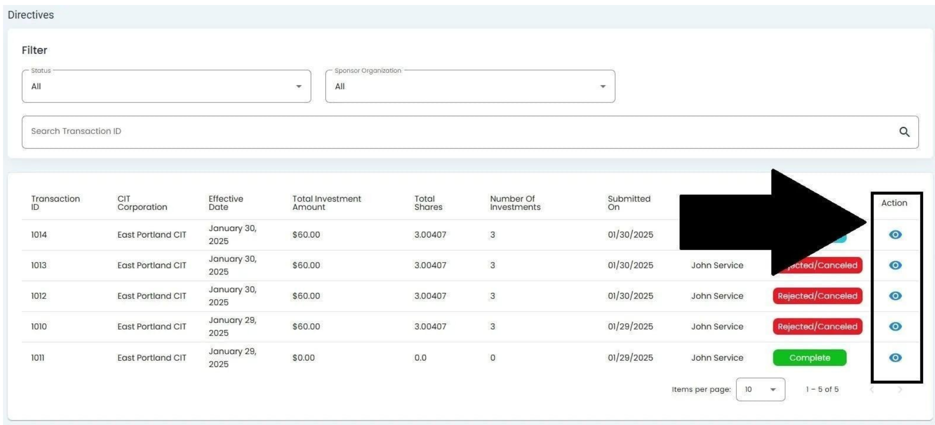


Fig. 184: Action Column Location

View Directive Details

Access detailed information about a specific transaction directive.

Table of Contents

Accessing Directive Details

1. Locate the directive in the **Directives List** table.
2. Click the View Details icon in the **Action** column.

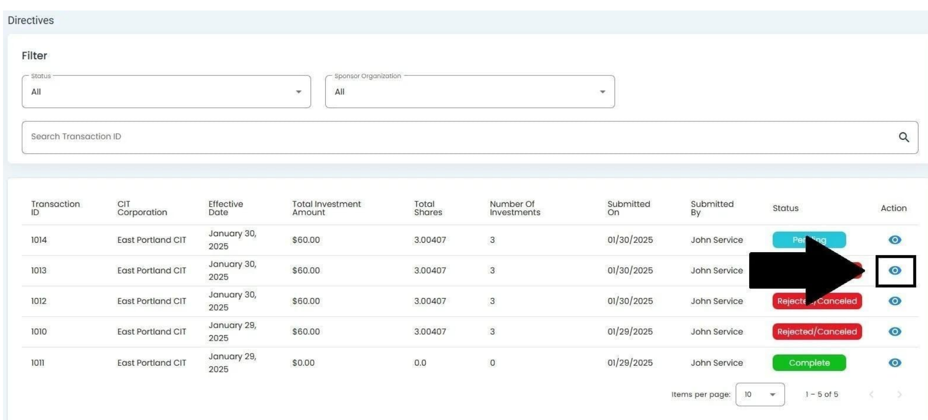


Fig. 185: View Details Icon Location

Action Complete

This opens the Directive Details page.

Directive Details Page Overview

The details page displays comprehensive information about the selected directive:

The page contains:

- *Summary Metrics* Total Shares and Total Investment Amount

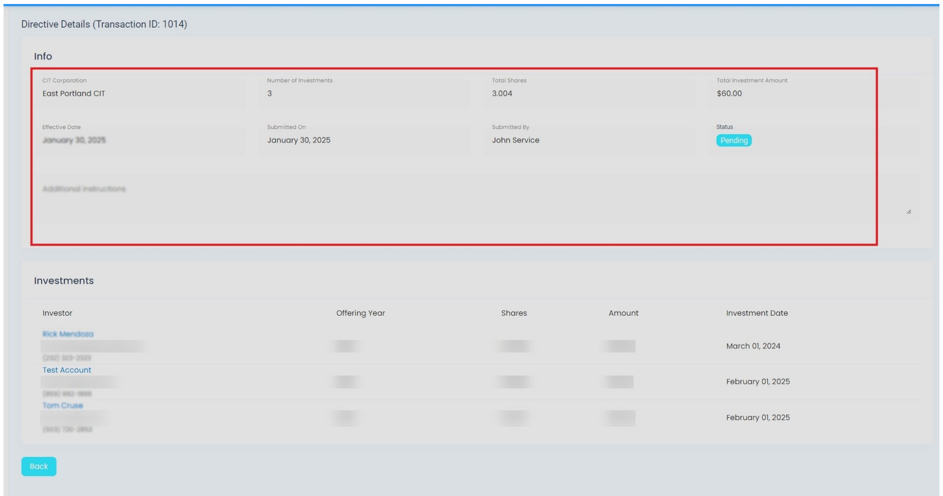


Fig. 186: Directive Details Page Overview

- *Info Section* Transaction details and timeline
- *Investments Section* List of individual investments

Summary Metrics

Key metrics are displayed prominently at the top of the details page.

Total Shares

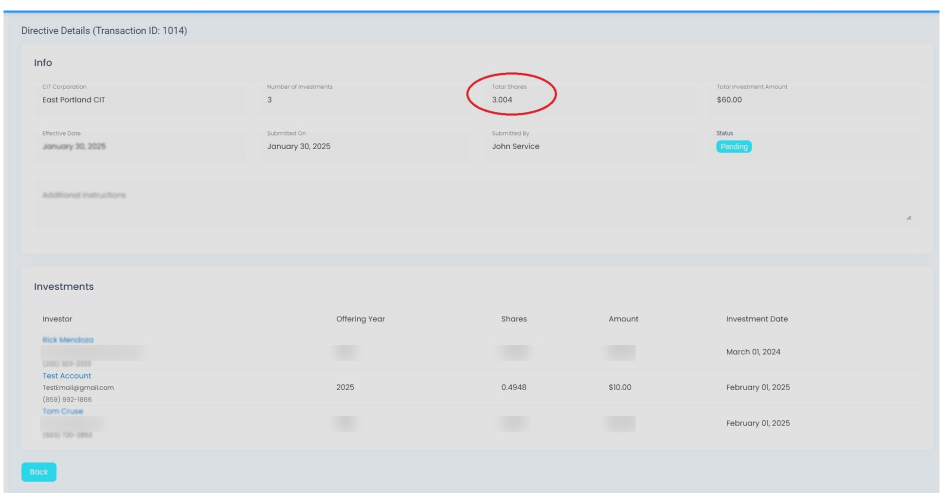


Fig. 187: Total Shares Display

Total Investment Amount

Info Section

The Info Section displays transaction details including:

- `Transaction ID` Unique identifier for the directive

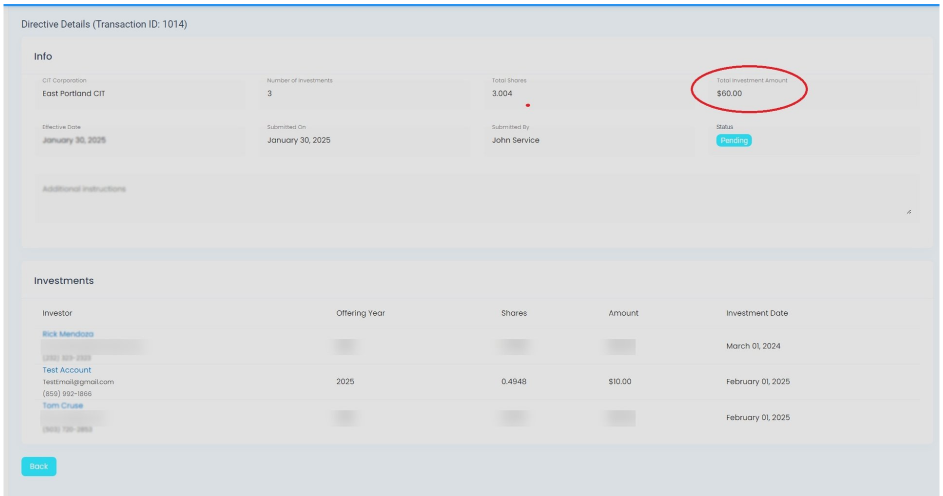


Fig. 188: Total Investment Amount Display

- `CIT Corporation` The corporation associated with the directive
- `Status` Current status of the directive
- `Effective Date` When the directive takes effect
- `Submitted On` Date and time of submission
- `Submitted By` User who submitted the directive

Additional Instructions

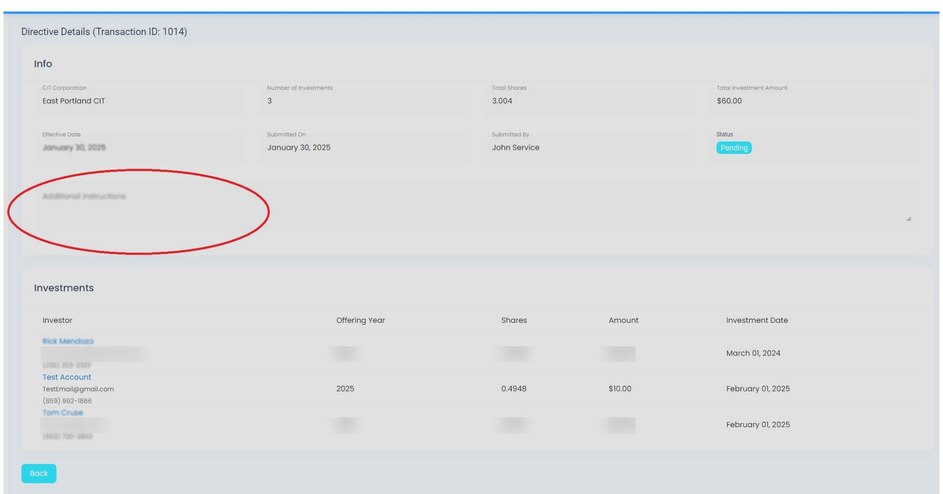


Fig. 189: Additional Instructions Section

Investments Section

The Investments Section lists all individual investments included in the directive:

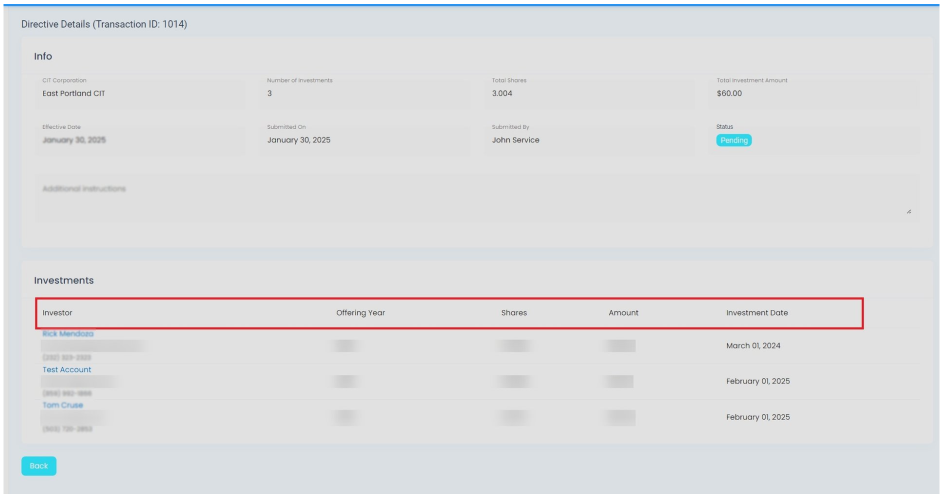


Fig. 190: Investments Section Columns

Clickable Columns

The `Investor` column contains clickable links:

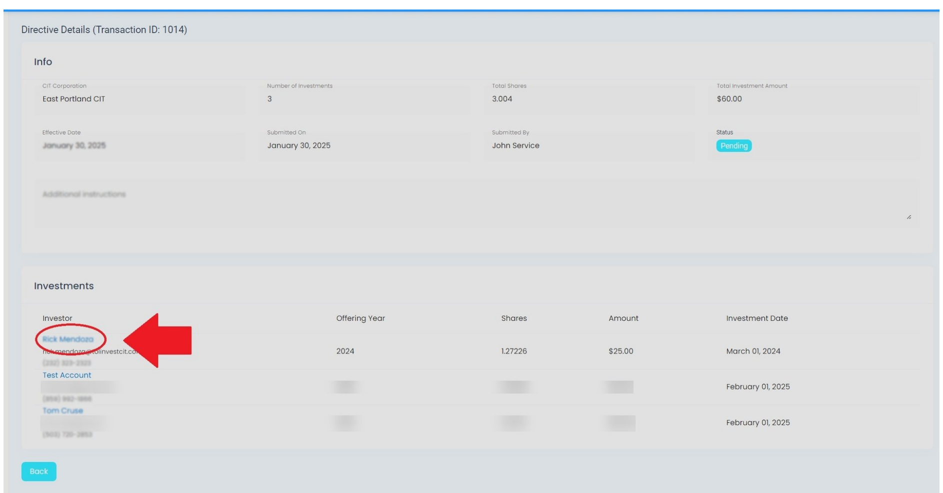


Fig. 191: Clickable Investor Name

`Click` on an investor name to view their complete investor profile.

X.2 Cashout

Table of Contents

Features

The **Cashout** section allows you to:

- View all cashout requests in the *Cashout List* table
- *Filter by Status*
- *Search for specific investors*
- *View cashout request details*
- *Approve or reject pending requests*
- *Export data to Excel*

Location: Cashout Section

You can find the **Cashout** section underneath the ▷ **Transaction** category:

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 **Cashout** from the dropdown.

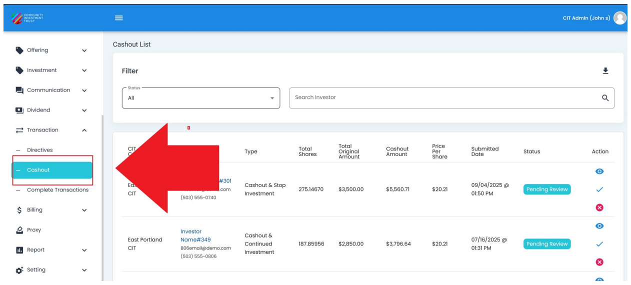


Fig. 192: Cashout, Primary Sidenav Location

Cashout List Table

The **Cashout** section opens to the **Cashout List** table:

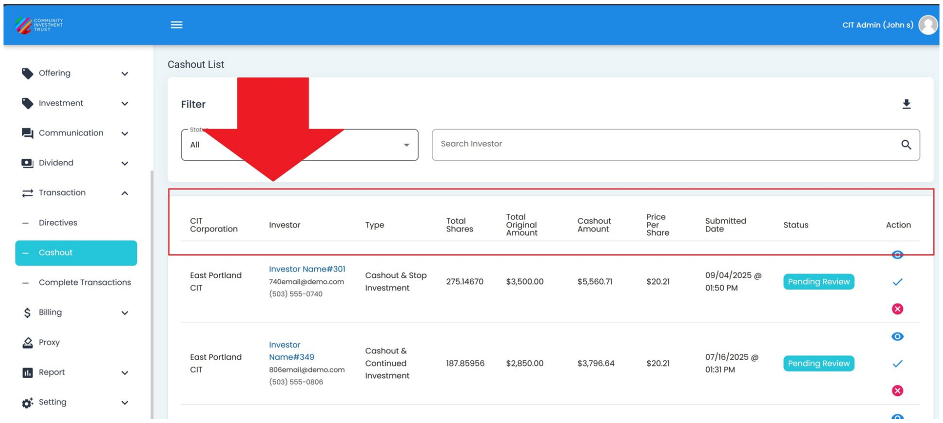


Fig. 193: Cashout List Table

Columns: Cashout List Table

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

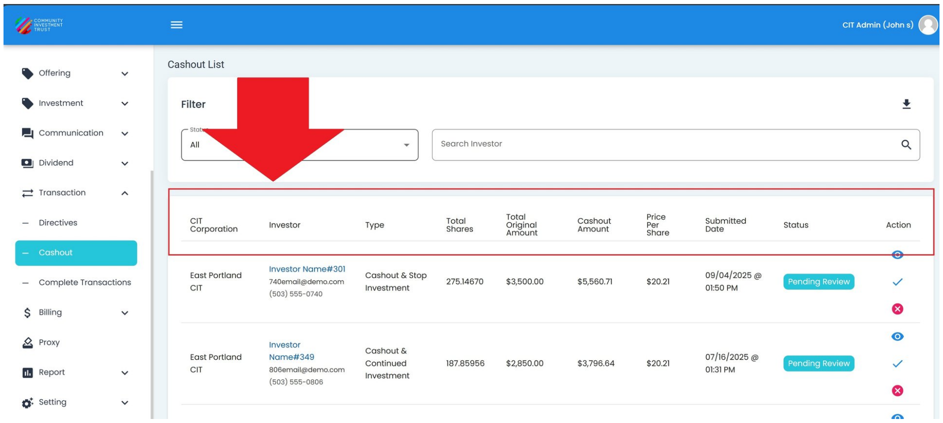


Fig. 194: Cashout List Table Column Headers

- **CIT Corporation** The corporation associated with the cashout request.

- **Investor** The investor requesting the cashout (clickable link to investor profile).
- **Type** The type of cashout request (Cashout & Stop Investment, Cashout & Continued Investment).
- **Total Shares** The total number of shares being cashed out.
- **Total Original Amount** The original investment amount.
- **Cashout Amount** The amount to be paid out.
- **Price Per Share** The current price per share.
- **Submitted Date** The date and time the request was submitted.
- **Status** The current status of the request (Pending Review, Processing, Canceled, Completed).
- **Action** Available actions for the request (View, Approve, Reject).

Filtering the Cashout List

The filter section allows you to narrow results by status or search for specific investors.

Filter by Status

1. Locate the **Status** dropdown in the filter section.

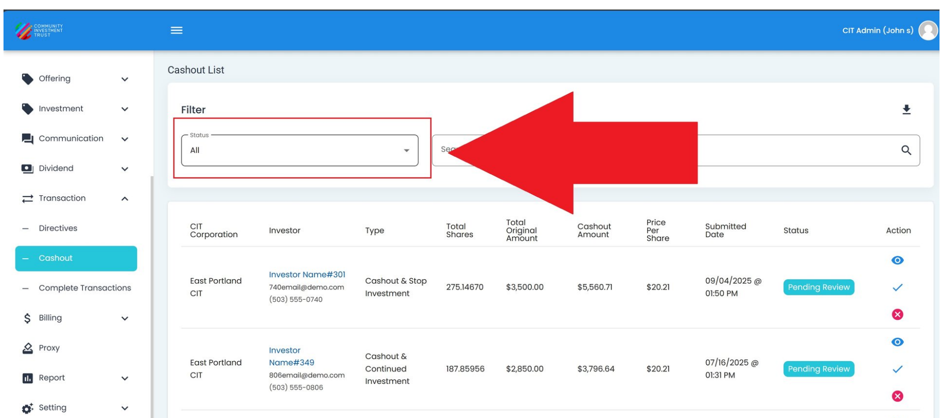


Fig. 195: Status Dropdown Location

2. Select a status to filter results.

Available Status Options

- All View all cashout requests regardless of status.
- Pending Review Requests awaiting review and approval.
- Processing Approved requests currently being processed.
- Canceled Requests that have been canceled.
- Completed Successfully completed cashout requests.

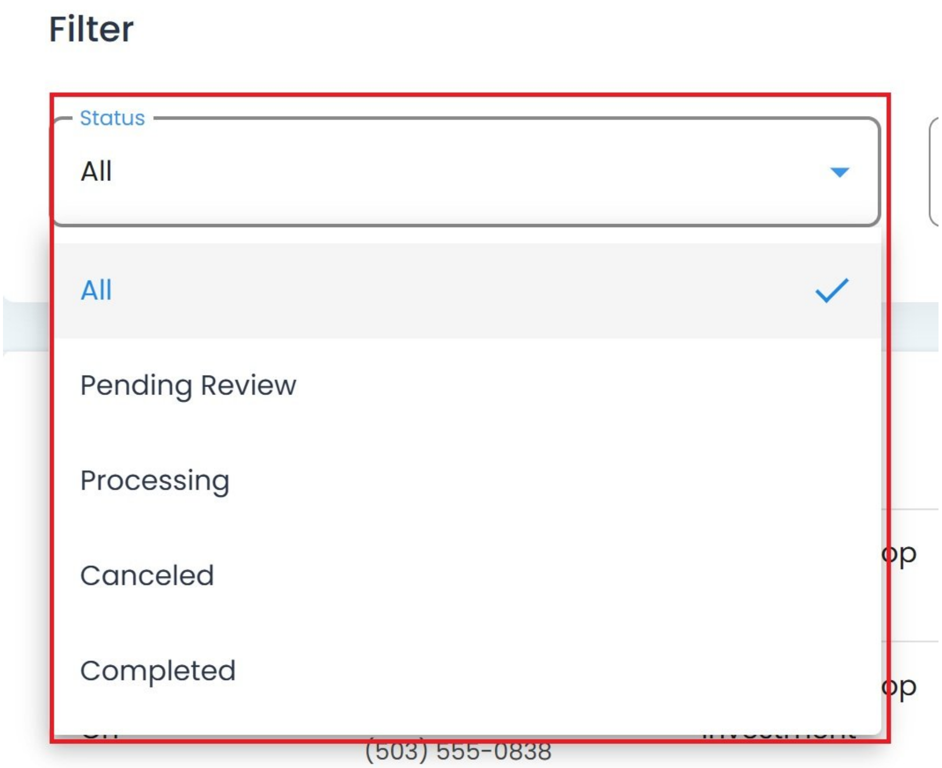


Fig. 196: Status Dropdown Expanded

Search for Investors

Use the search field to find cashout requests for a specific investor.

1. Locate the **Search Investor** field.
2. Enter the investor name to search.
3. The table automatically filters to show matching results.

Viewing Investor Details

The **Investor** column contains clickable links that navigate to the investor's profile.

Click on an investor name to view their complete investor profile.

Available Actions

The **Action** column provides the following options for each cashout request:

View Details

Click the view icon to see detailed information about the cashout request.

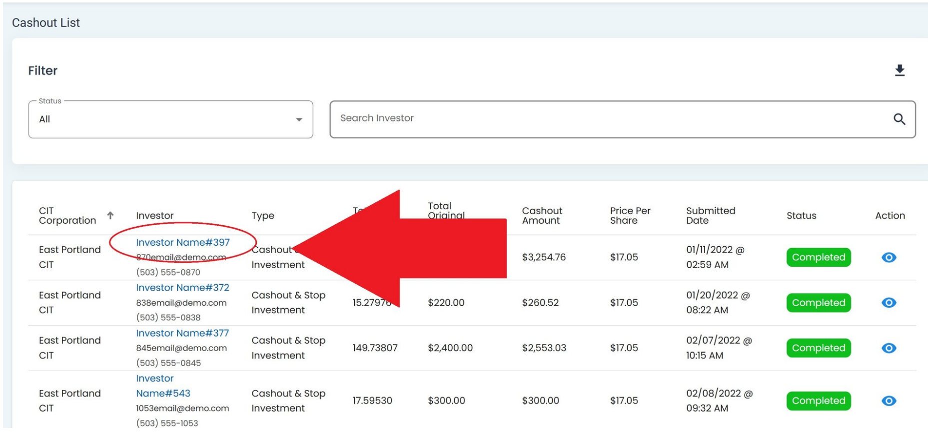


Fig. 197: Clickable Investor Name

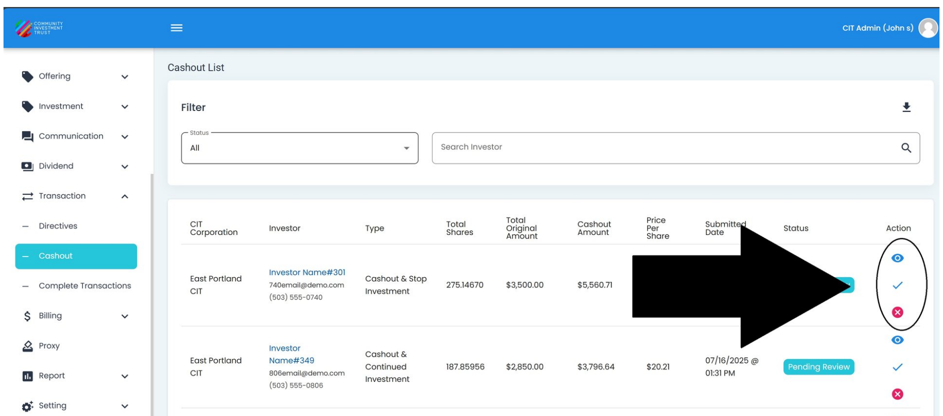


Fig. 198: Action Column Options

Approve Request

For requests with Pending Review status:

1. Click the checkmark icon to approve the request.
2. Confirm the approval in the dialog.

Action Complete

The request status changes to Processing.

Reject Request

For requests with Pending Review status:

1. Click the X icon to reject the request.
2. Provide a reason for rejection if prompted.
3. Confirm the rejection.

Action Complete

The request status changes to `Canceled`.

Important

Approve and reject actions are only available for requests with `Pending Review` status. Completed or canceled requests cannot be modified.

Export to Excel

Export the current Cashout List data to an Excel file.

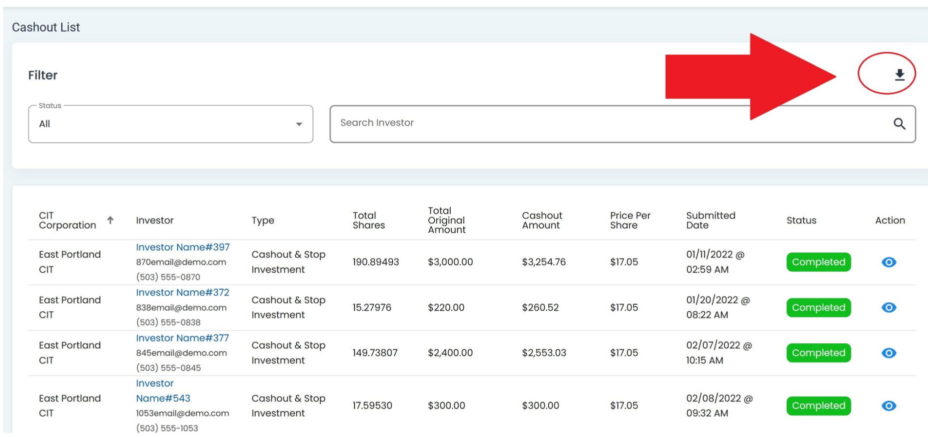


Fig. 199: Export to Excel Button Location

1. `Apply` any desired filters to narrow the data.
2. `Click` the download icon in the topright corner of the filter section.

Action Complete

Your browser downloads an Excel file containing the filtered cashout data.

X.3 Complete Transactions

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

Table of Contents

Overview

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

Complete Transactions Homepage Location

To Find the Complete Transactions List Homepage:

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

   Don't see the sidenav?

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

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

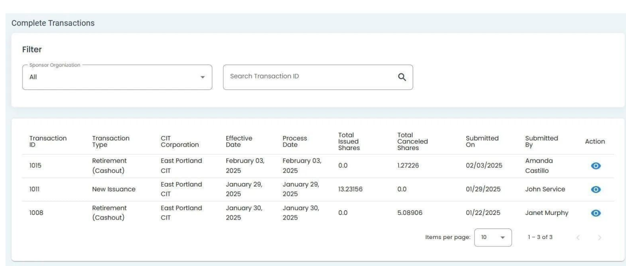


Fig. 200: Complete Transactions Homepage Location

Complete Transactions List Table

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

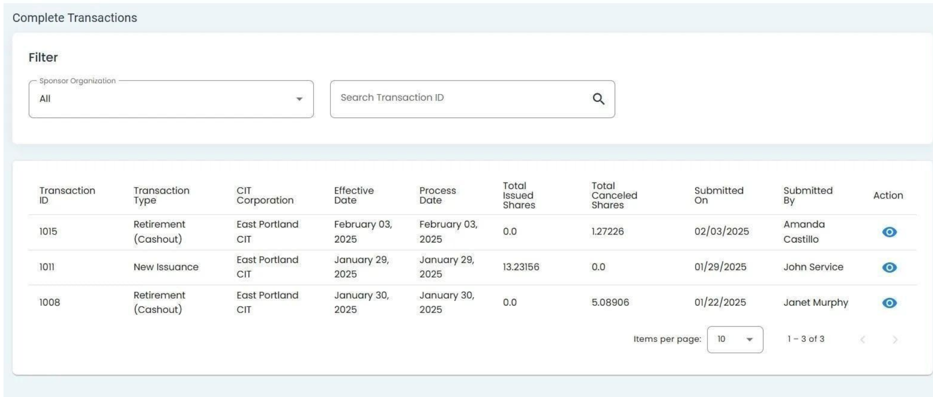


Fig. 201: Complete Transactions List Table

Columns: Complete Transactions List Table

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

- **Transaction ID** The unique identifier for the transaction.
- **Date** The date the transaction occurred.
- **Investor** The investor associated with the transaction.
- **Organization** The organisation associated with the transaction.
- **Amount** The value of the transaction.
- **Transaction Type** The category of the transaction.
- **Status** The current processing status.
- **Action** Actions that can be performed on the transaction.

Features

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

Using Complete Transactions Filters

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

Table of Contents

Filter Section Overview

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

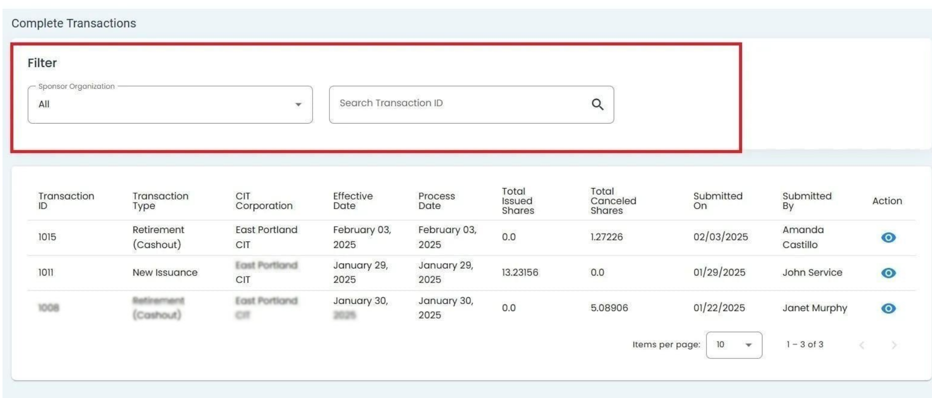


Fig. 202: Complete Transactions Filter Section

Filter by Sponsor Organization

To Filter by Sponsor Organization:

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

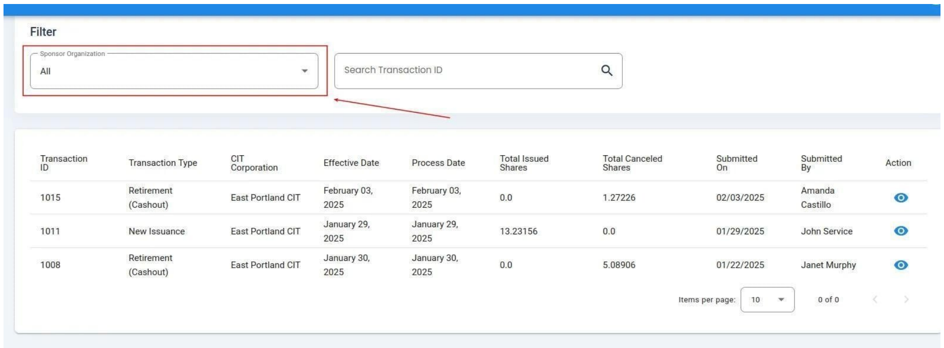


Fig. 203: Sponsor Organization Dropdown Location

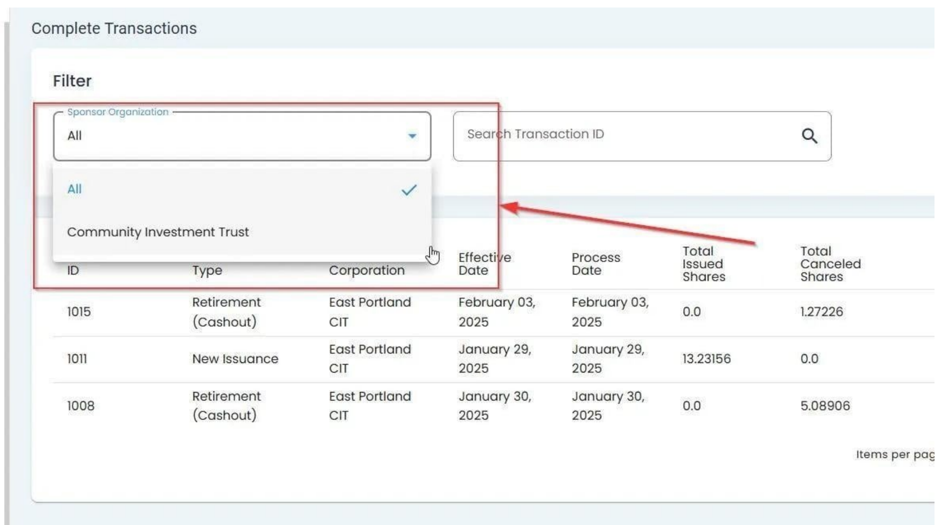


Fig. 204: Sponsor Organization Dropdown Expanded

Search by Transaction ID

To Search for Specific Transactions:

1. Locate the **Search Transaction ID** field.

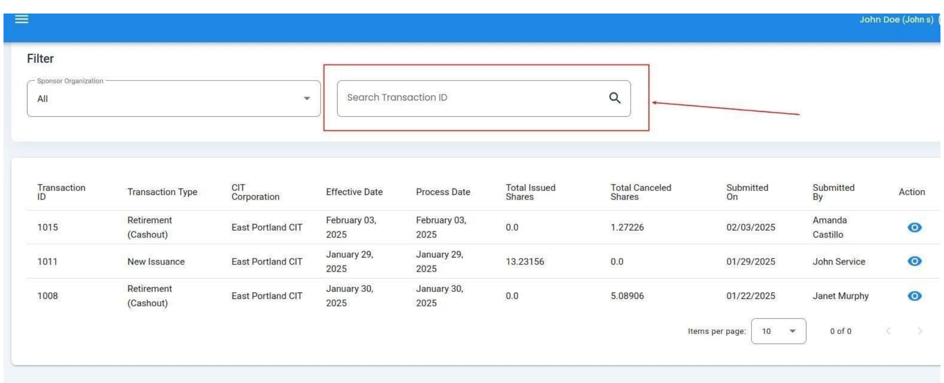


Fig. 205: Search Transaction ID Field Location

2. Enter the Transaction ID you want to find.
3. The table will automatically filter to show matching results.

Using Wildcard Searches

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

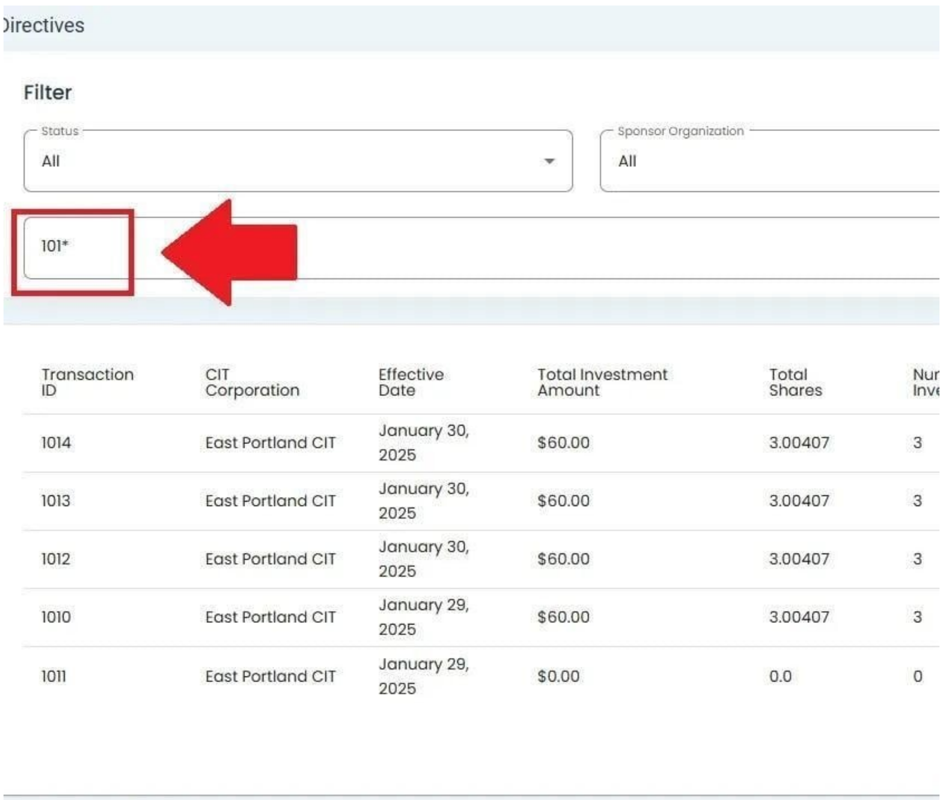


Fig. 206: Wildcard Search Example

Wildcard Search Tips

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

Combining Filters

You can use multiple filters together:

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

Clearing Filters

To clear filters and view all complete transactions:

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

Note

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

Export Filtered Results

After applying filters, you can export the filtered results:

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

XI Settings

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

- *Assessment Test*
- *Cashout Questions*
- *Demographic Questions*
- *Email Templates*
- *Receive Notifications*
- *Reminders*
- *Renew Demographic Questions*

XI.1 Assessment Test

The **Assessment Test** settings allow administrators to configure investor knowledge assessments, including passing thresholds and question management.

Table of Contents

Features: Assessment Test

The **Assessment Test** settings allow you to:

- *Configure passing percentage thresholds*
- *View assessment questions*
- *Filter questions by visibility*
- *Add new assessment questions*
- *Edit existing questions*

Location

The **Assessment Test** settings page is located in the ⊛ **Settings** category in the **Primary Sidenavigation** menu.

Don't see the Primary Sidenavigation menu?

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

Passing Percentage

The **Passing Percentage** section allows you to set the minimum score required for investors to pass the assessment test.

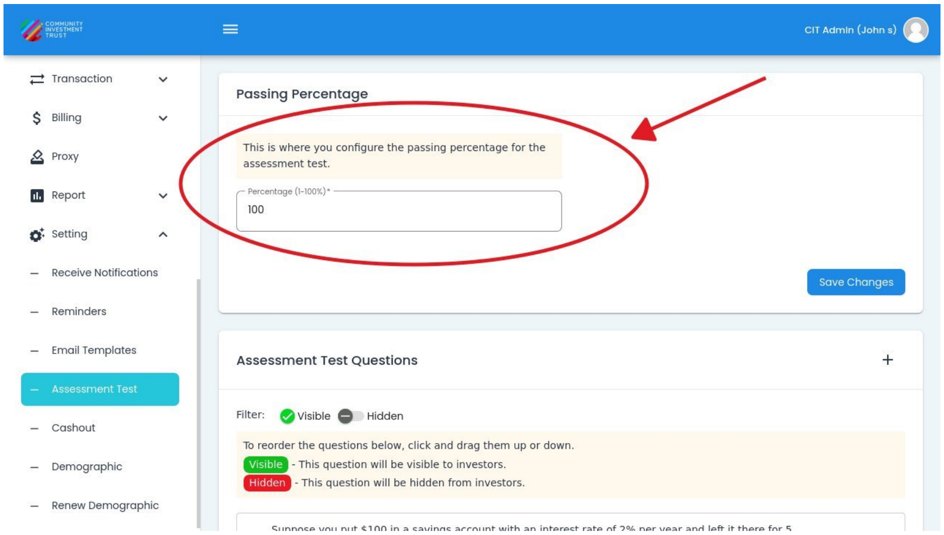


Fig. 207: Assessment Test Settings Page with Passing Percentage Configuration

To save changes to the passing percentage, click the button.

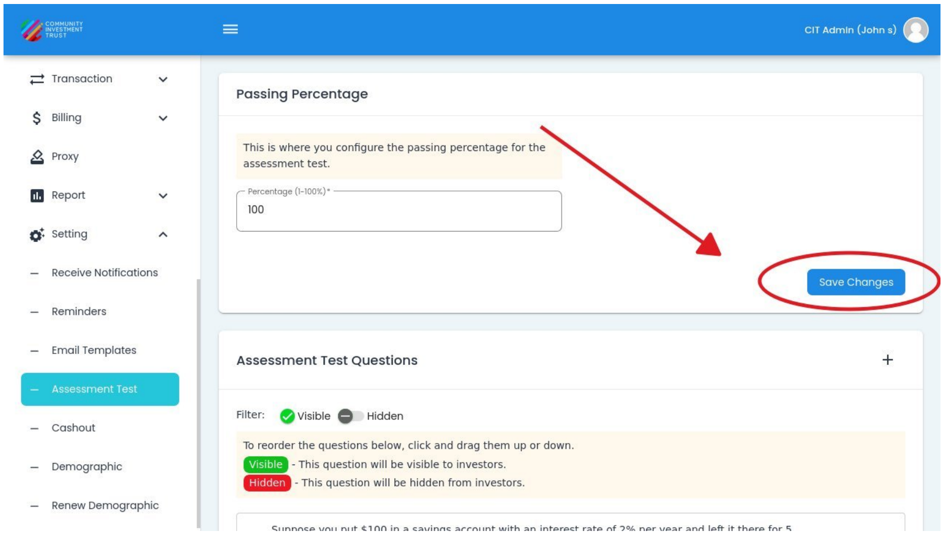


Fig. 208: Save Changes Button Location

Assessment Test Questions

The **Assessment Test Questions** section displays all configured assessment questions and provides filtering options.

Table of Contents

Question List Overview

The question list shows all assessment questions configured for your organization. Each question displays its visibility status and can be selected for editing.

Filter by Visibility

Use the and switches to filter which questions are displayed in the list. The question list updates automatically based on the selected filter.

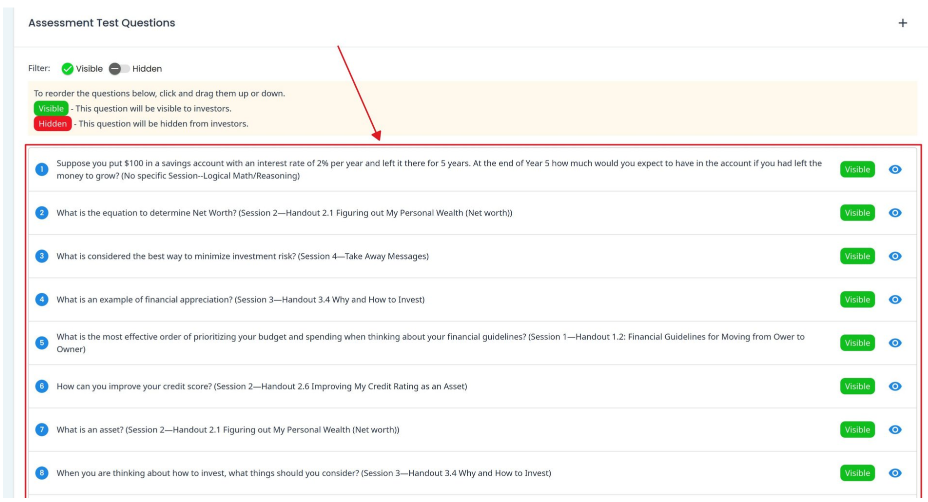


Fig. 209: Assessment Question List with Visibility Filters

Note

Only questions marked as will be presented to investors during the assessment test.

Add/Edit Assessment Question

This page documents the dialog used for adding and editing assessment questions.

Table of Contents

Add Assessment Question

To add a new assessment question, `click` the button.

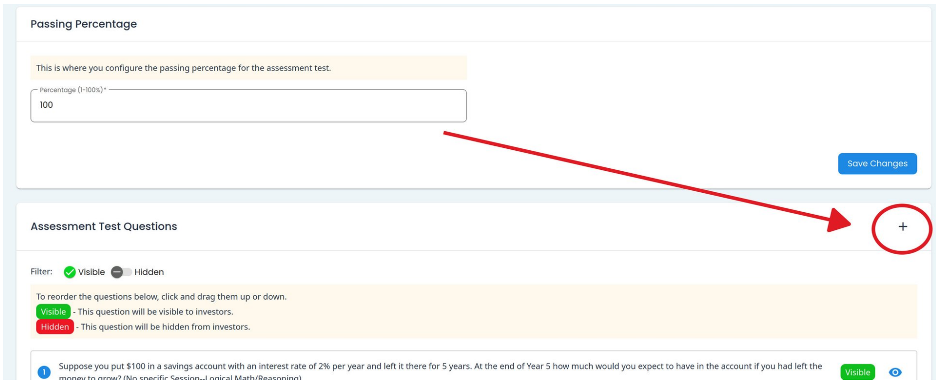


Fig. 210: Add Assessment Question Button Location

This opens the Add Assessment Question dialog.

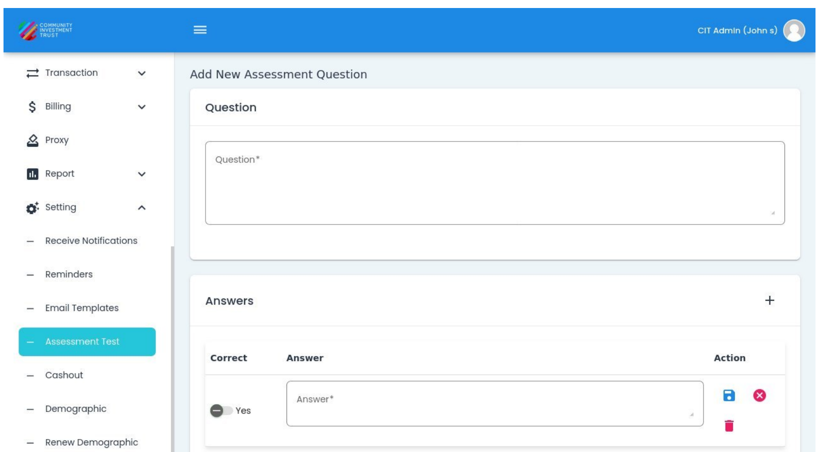


Fig. 211: Add Assessment Question Dialog

Question Section

The **Question** section contains the text input for the assessment question.

Enter your question text in the text area provided.

Answers Section

The **Answers** section allows you to define the answer options for the question.

Answer Table Columns

The answer table contains the following columns:

- **Correct**: Indicates whether this answer is the correct response
- **Answer**: The text of the answer option

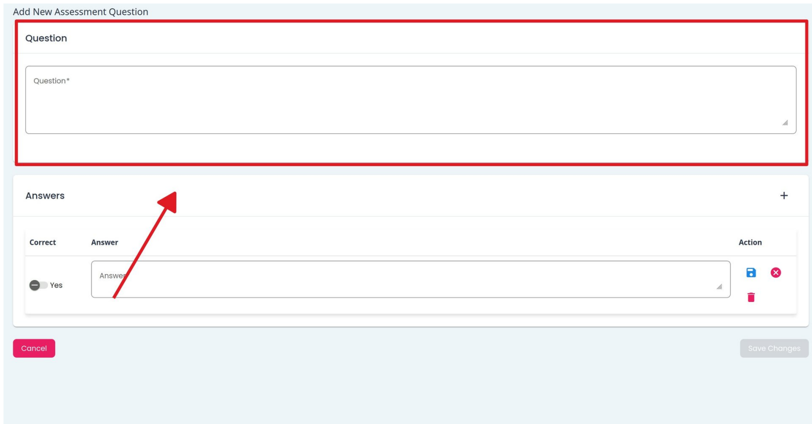


Fig. 212: Question Section of the Dialog

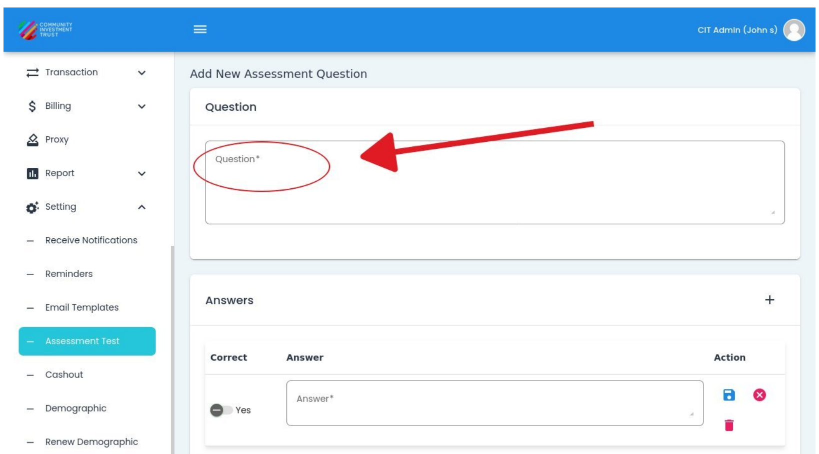


Fig. 213: Question Text Input Area

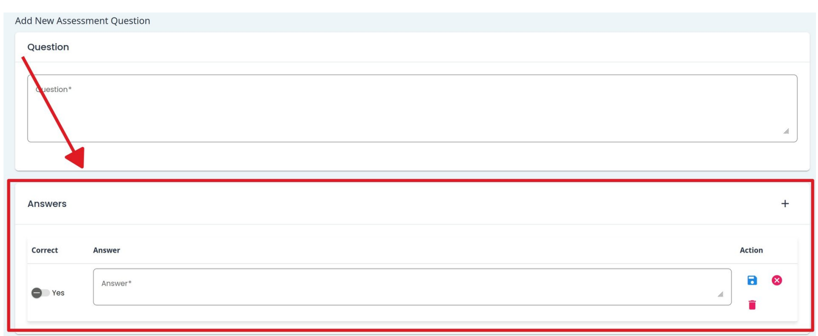


Fig. 214: Answers Section Location

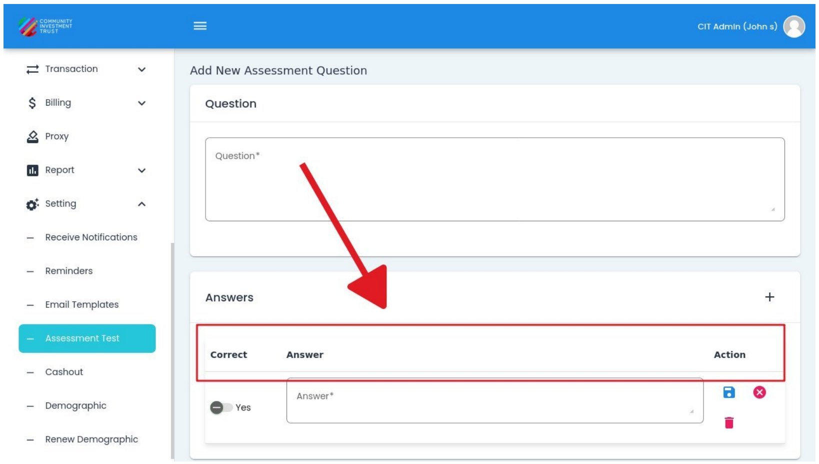


Fig. 215: Answer Table Column Headers

- **Action**: Contains action buttons for managing the answer row

Correct Column

The `Correct` column contains a checkbox to mark an answer as the correct response.

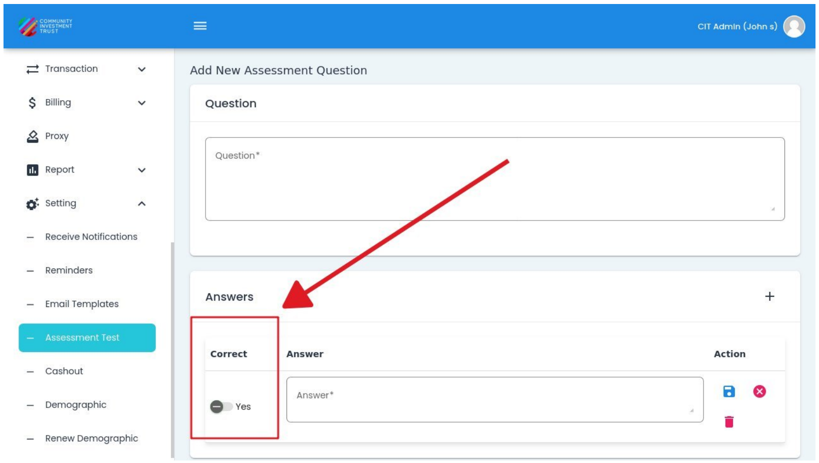


Fig. 216: Correct Column Checkbox

For details on adding and managing answer rows, see *Managing Answer Rows*.

Saving and Canceling the Dialog

To save the assessment question, `click` the button at the bottom of the dialog. To cancel without saving, `click` the button or close the dialog.

> **Note**
>
> Closing the dialog without clicking Save will discard all changes made to the question and answer rows.

View/Edit Existing Questions

To view or edit an existing question, click on the question row in the question list. This opens the same dialog used for adding questions, populated with the existing question data. You can modify the question text, answer options, and correct answer designation.

Tip

Changes to questions will affect future assessments. Existing completed assessments will not be modified.

Managing Answer Rows

The dialog allows you to add and manage answer options for each question.

Table of Contents

Adding an Answer Row

Click the button to add a new answer row.

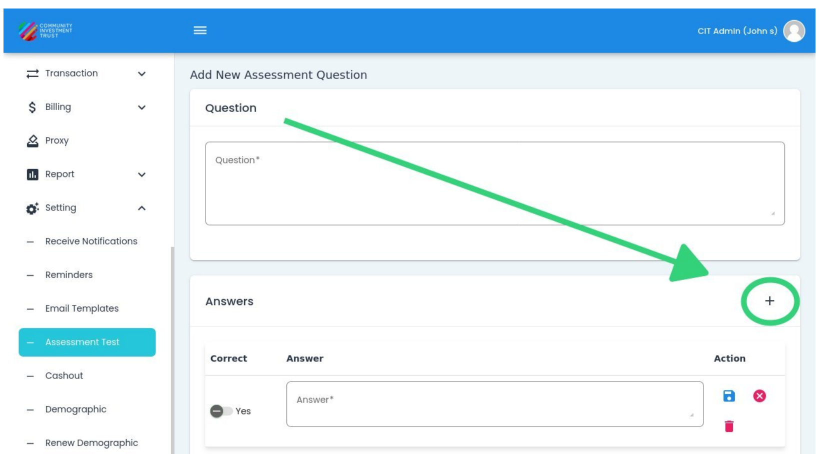


Fig. 217: Add Answer Button Location

After adding an answer row, enter the answer text and select whether it is the correct answer.

Answer Row Actions

Each answer row includes action buttons for managing the row.

Save Button

Click the button to save changes to the answer row.

Cancel Button

Click the button to discard changes to the answer row.

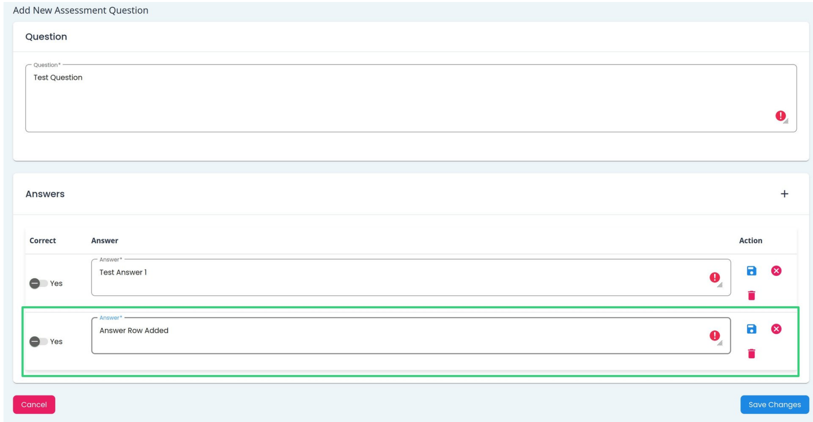


Fig. 218: Answer Row Added to Question

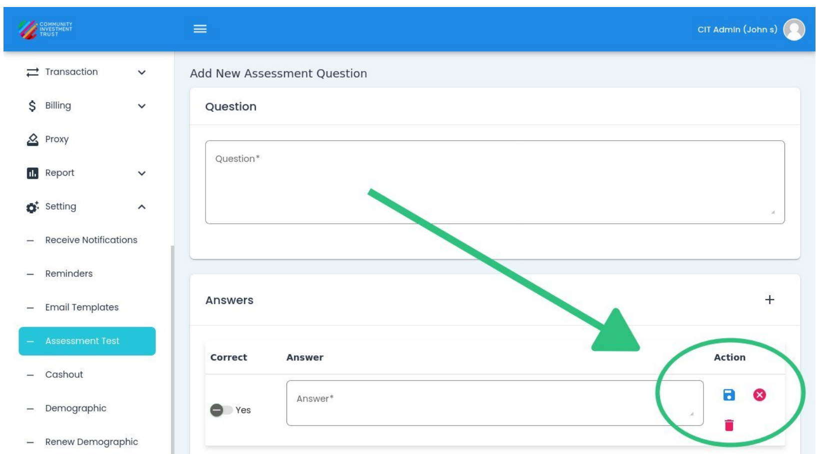


Fig. 219: Answer Row Action Buttons

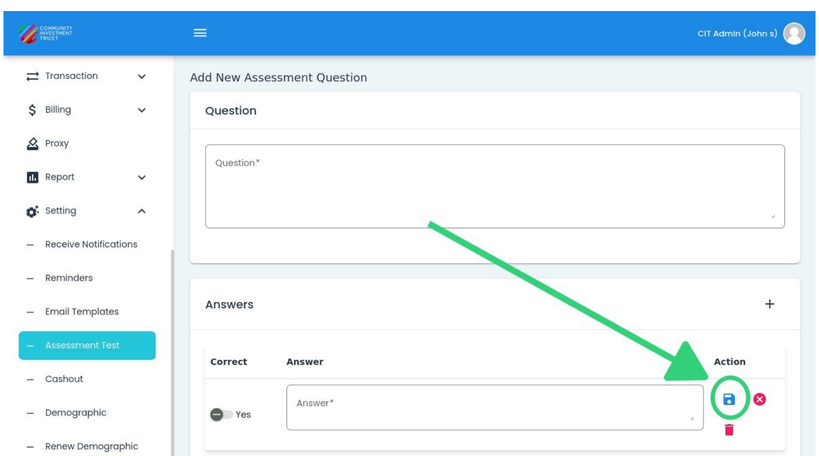


Fig. 220: Save Button Location

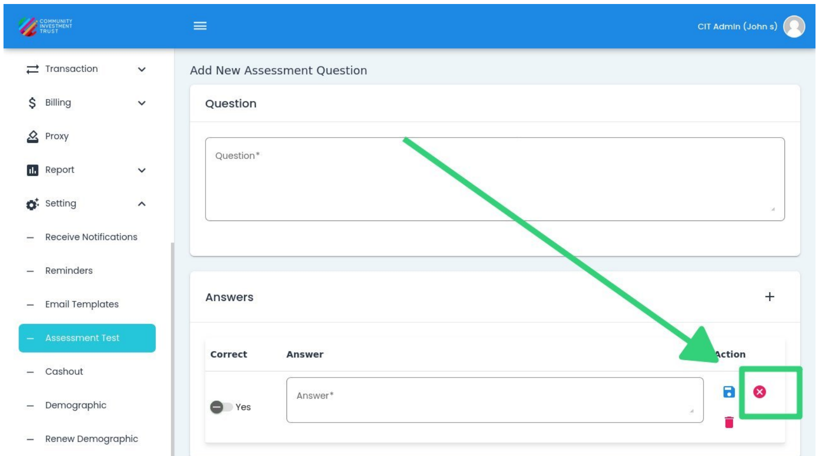


Fig. 221: Cancel Button Location

Delete Button

Click the button to remove the answer row.

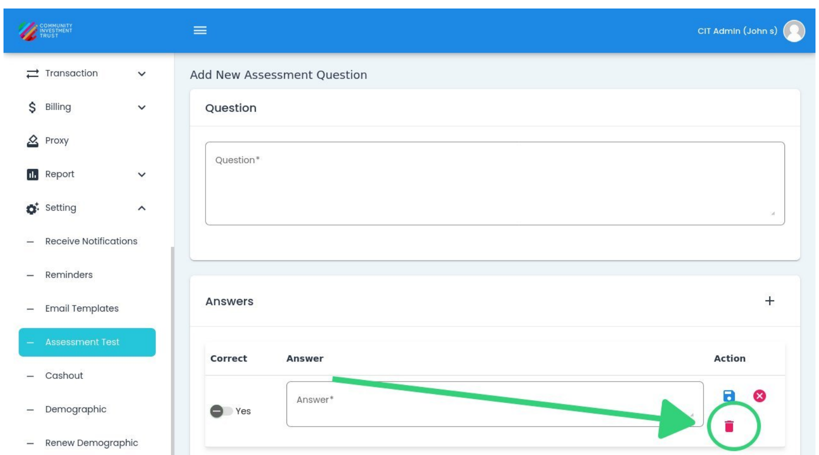


Fig. 222: Delete Button Location

XI.2 Cashout Questions

The **Cashout Questions** settings allow administrators to configure the questions presented to investors during the cashout process.

Table of Contents

Features: Cashout Questions

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

- *View all cashout questions*
- *Filter questions by visibility*
- *Add new cashout questions*

Location

The **Cashout Questions** settings page is located in the ⊛ **Settings** category in the **Primary Sidenavigation** menu.

Don't see the Primary Sidenavigation menu?

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

Cashout Questions Overview

The **Cashout Questions** page displays all configured questions that investors will see during the cashout workflow.

Filter by Visibility

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

Note

Only questions marked as will be presented to investors during the cashout process.

Common Pattern

This visibility filter works the same across all question settings pages. See *Filter by Visibility* for detailed explanation.

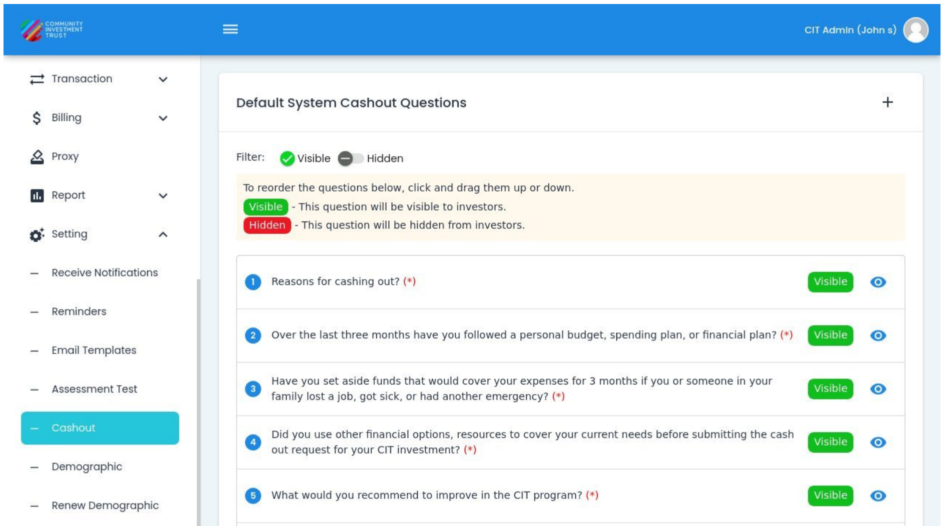


Fig. 223: Cashout Questions Page Overview

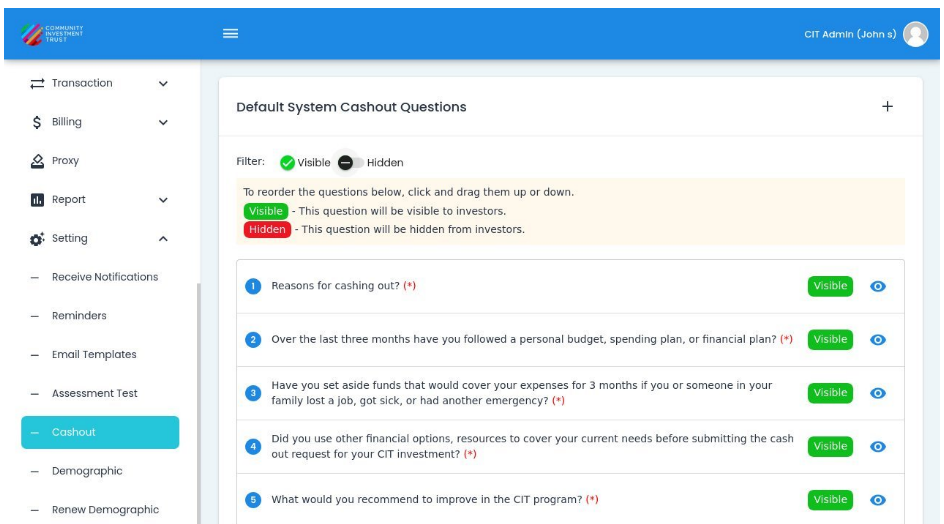


Fig. 224: Visible/Hidden Filter Switches

Add Cashout Question

To add a new cashout question:

1. Click the button.
2. Fill in the required fields in the dialog.

Managing Answer Rows

For detailed instructions on adding and managing answer rows, see *Managing Answer Rows*.

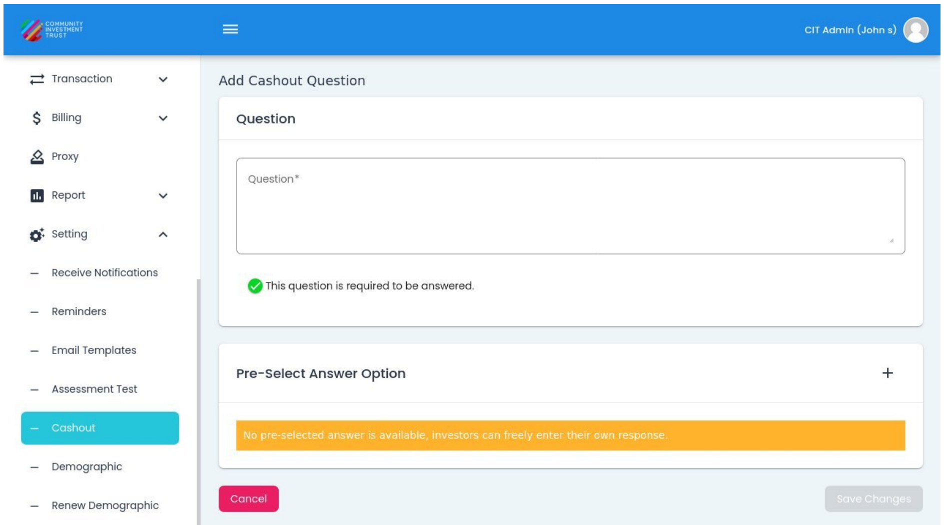


Fig. 225: Add Cashout Question Dialog

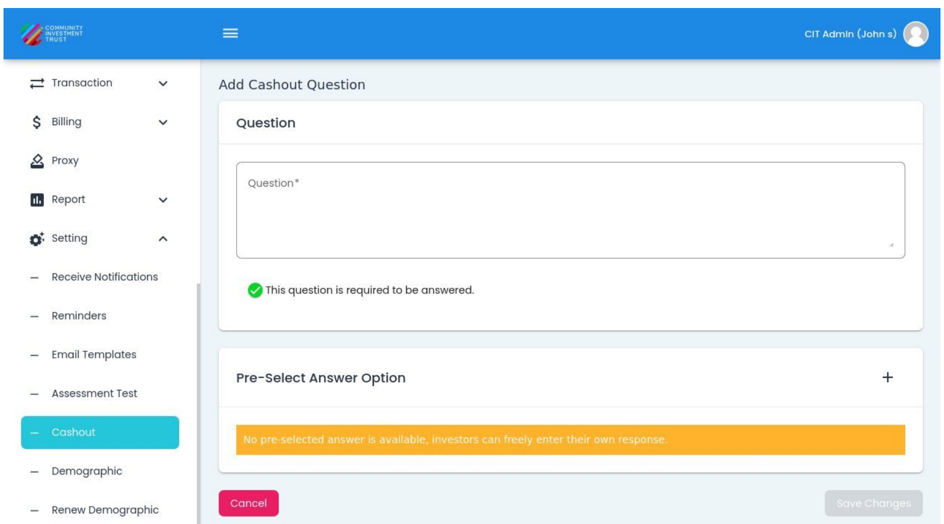


Fig. 226: Cashout Question Dialog Fields

Canceling the Dialog

To cancel without saving, `click` the button.

Tip

System default questions cannot be deleted but can be hidden from the cashout workflow.

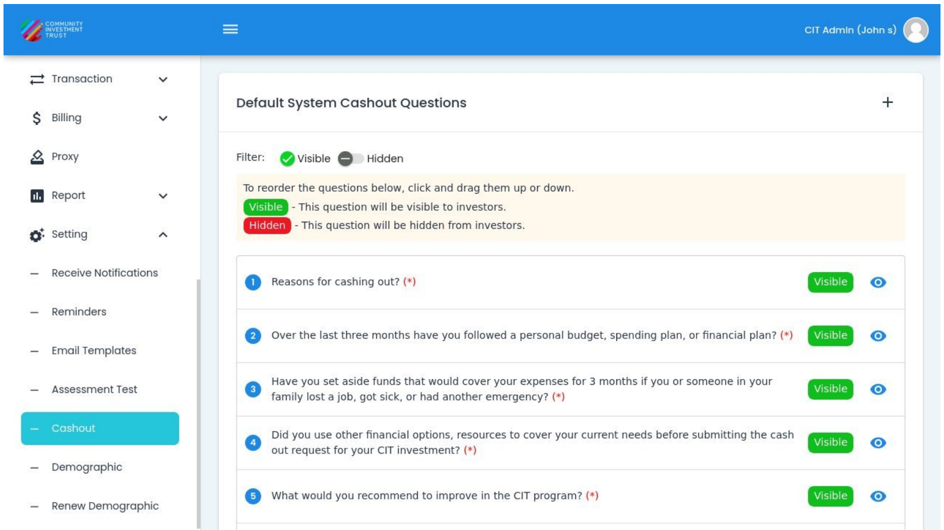


Fig. 227: Dialog Cancelled Without Saving

XI.3 Demographic Questions

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

Table of Contents

Features: Demographic Questions

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

- *View all demographic questions*
- *Filter questions by visibility*
- *Reorder questions*
- *Add new demographic questions*
- *Configure question dependencies*
- *Manage answer options*

Location

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

Don't see the Primary Sidenavigation menu?

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

Demographics Overview

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

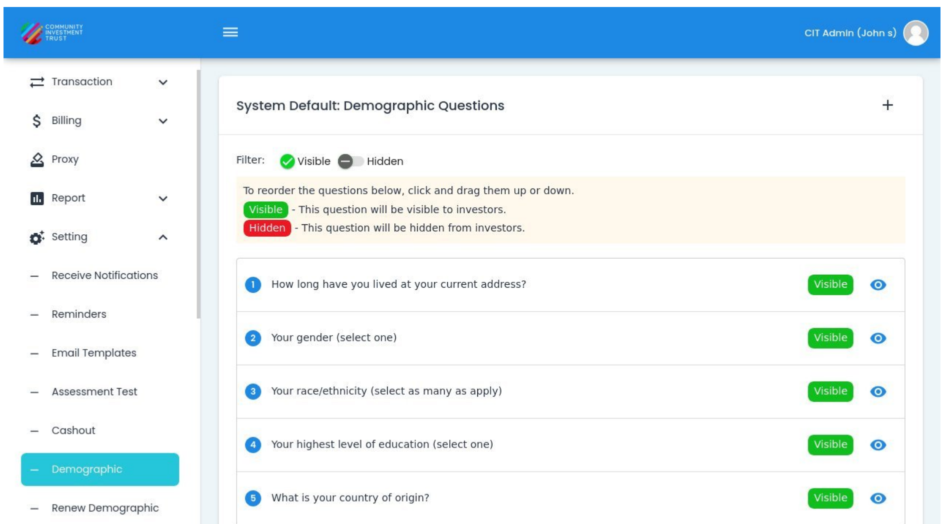


Fig. 228: Demographic Questions Page Overview

Filter by Visibility

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

Common Pattern

See *Filter by Visibility* for detailed explanation of visibility filtering.

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.

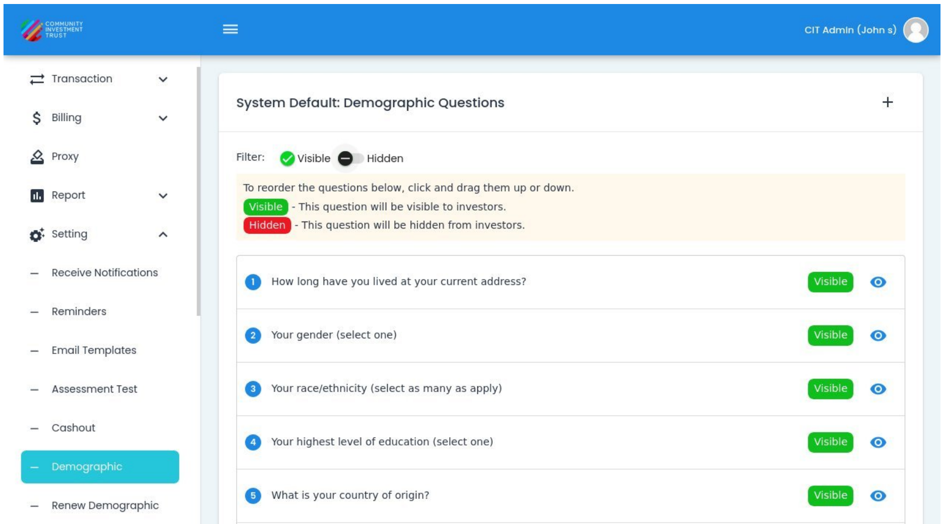


Fig. 229: Visible/Hidden Filter Switches

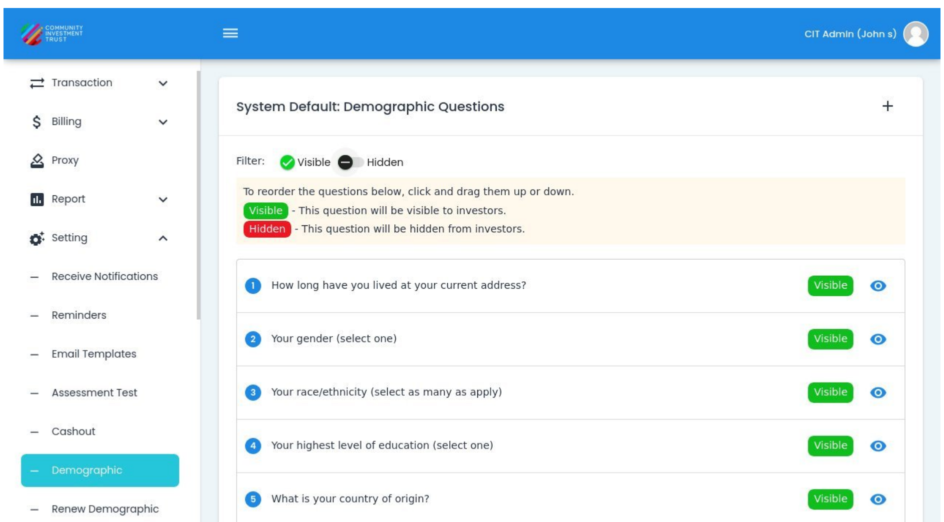


Fig. 230: Question Reordering Instructions

Add System Demographic Question

Question & Answer Basics

For details on the question field and PreSelect Answer Option, see *Add Cashout Question*.

To add a new demographic question:

1. Click the button.

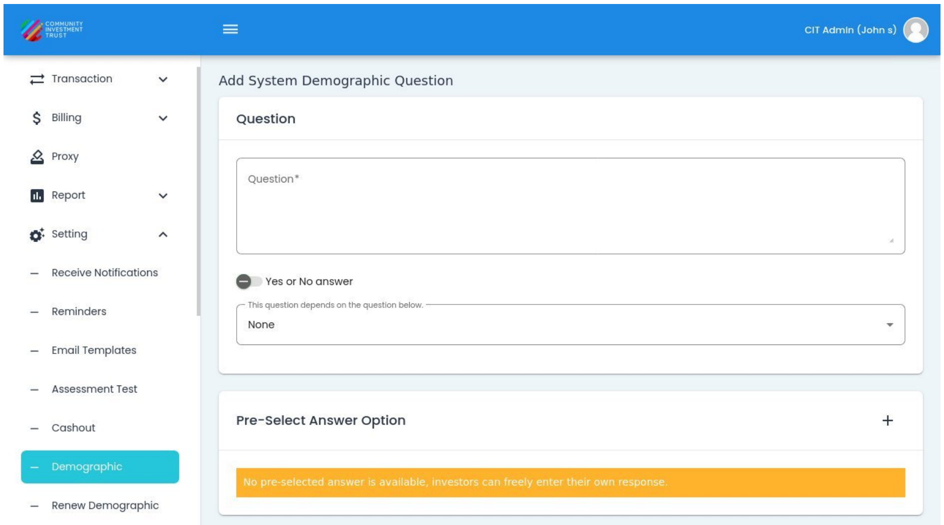


Fig. 231: Add System Demographic Dialog

Question Field

Enter the question text in the field.

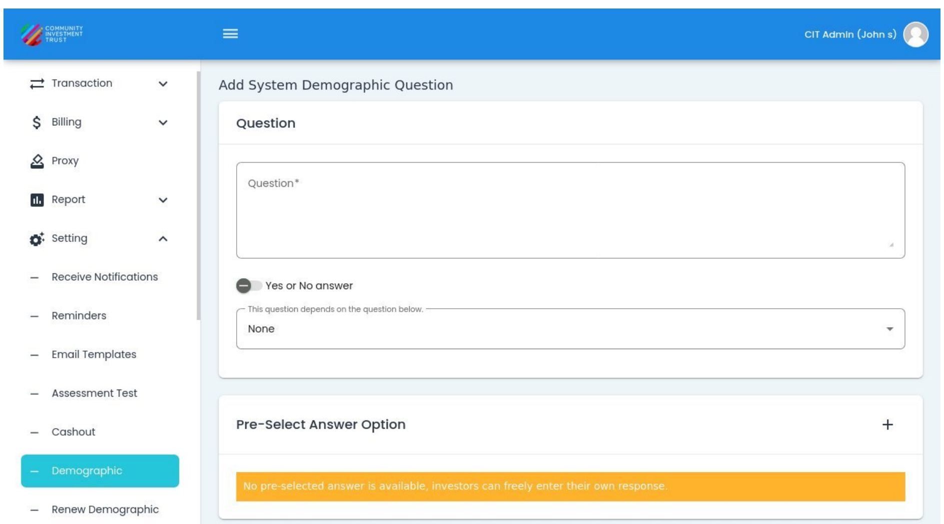


Fig. 232: Question Field Configuration

Yes or No Answer Toggle

Configure whether the question uses a simple Yes/No response format.

Question Dependencies

Configure question dependencies to show questions conditionally based on answers to other questions.

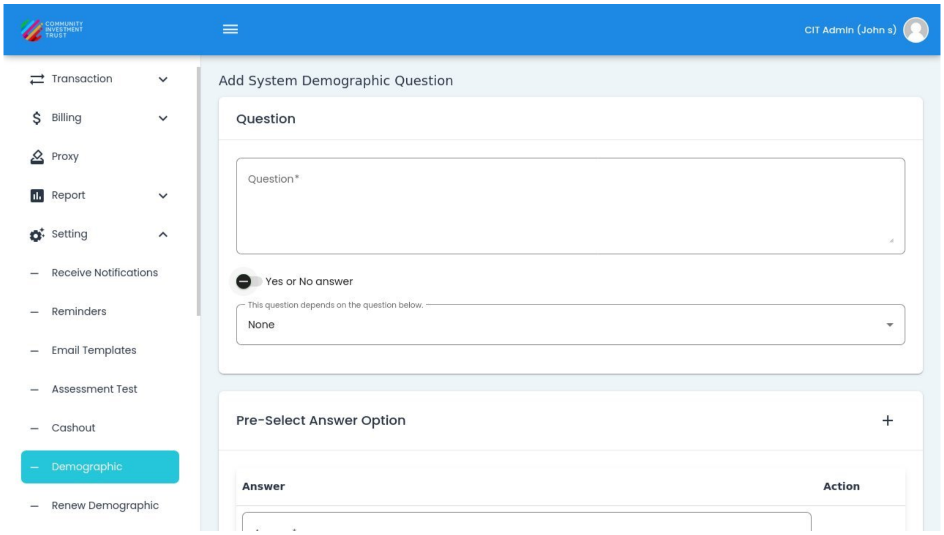


Fig. 233: Yes or No Answer Toggle

Opening the Dependencies Dropdown

Click the dependencies dropdown to select a parent question.

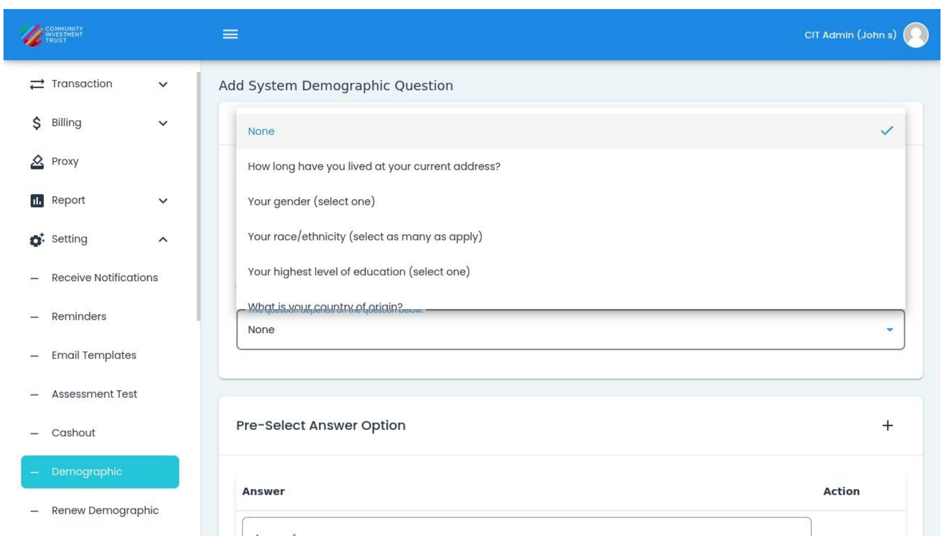


Fig. 234: Question Dependencies Dropdown

Selecting a Different Dependency Question

Select a specific question that this question depends on.

No Dependency (None)

Select None if the question should always be displayed regardless of other answers.

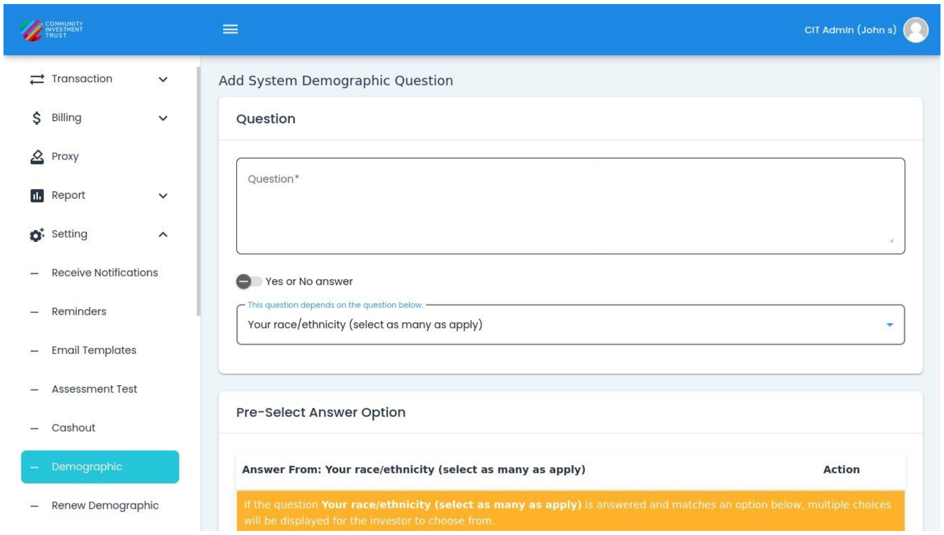


Fig. 235: Selecting a Different Dependency Question

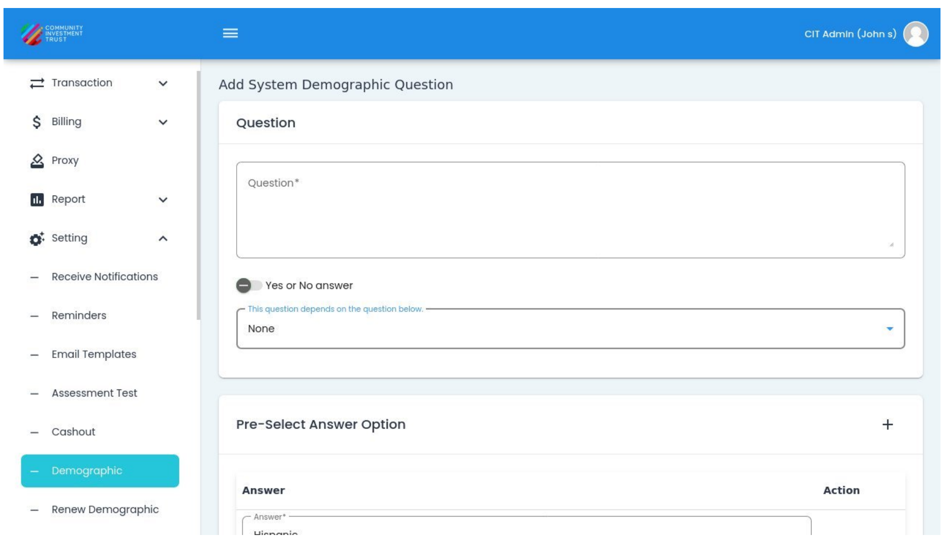


Fig. 236: No Dependency Selected (None)

Answer Options

Configure the available answer options for the question.

Answer Table Headers

The answer table displays columns for managing answer options.

PreSelect Answer Option

Configure a default preselected answer option for the question.

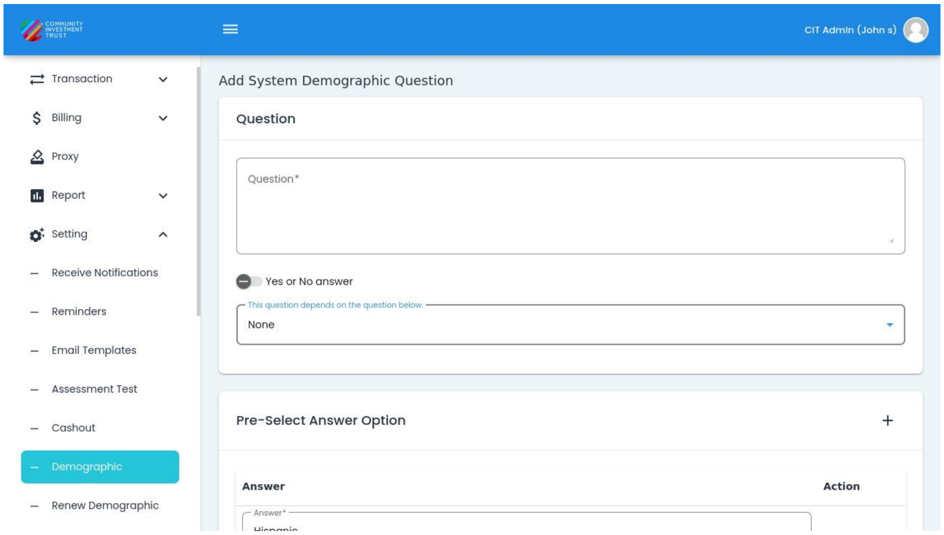


Fig. 237: Answer Table Column Headers

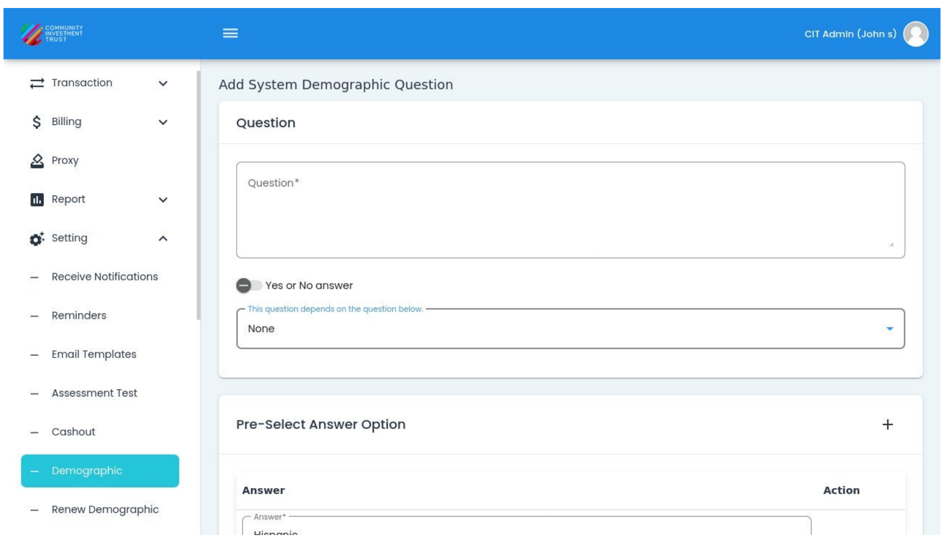


Fig. 238: PreSelect Answer Option Section

Adding Answer Rows

Click the button to add a new answer option.

Additional Options

Configure additional settings such as Enable Other Option and Multiple Selection.

Viewing Existing Questions

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

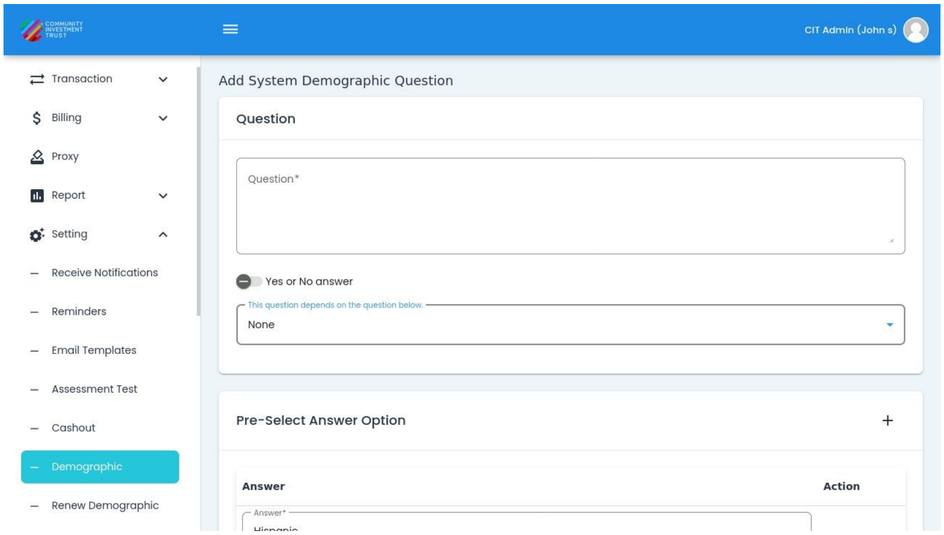


Fig. 239: Answer Row Added

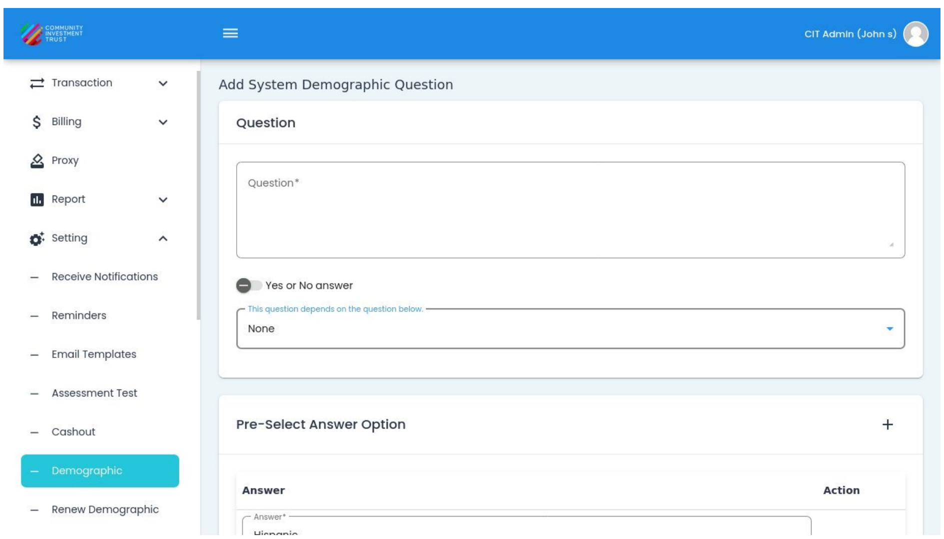


Fig. 240: Additional Options (Enable Other, Multiple Selection)

Canceling Changes

To cancel without saving, `click` the button.

> **Tip**
>
> Use dependencies to create conditional question flows that only show relevant questions based on previous answers.

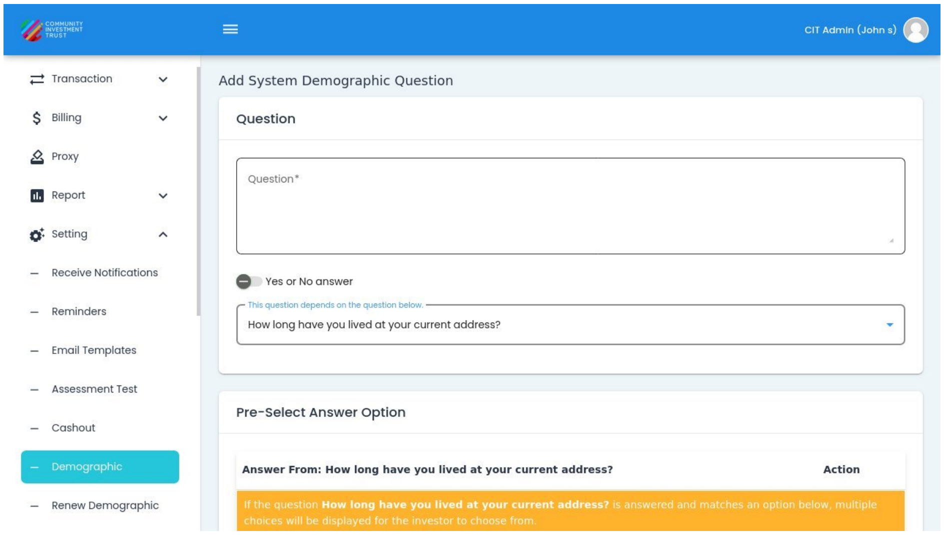


Fig. 241: Question Selected for Viewing/Editing

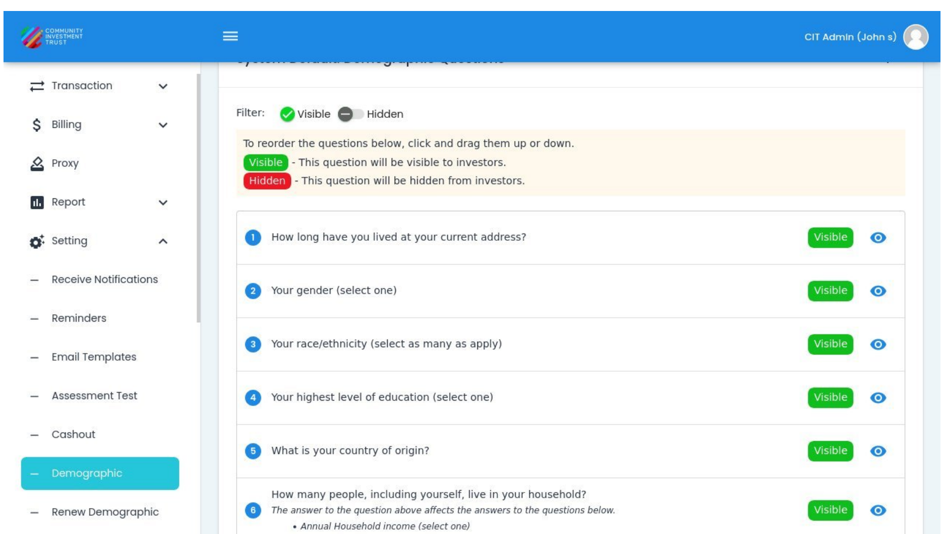


Fig. 242: Dialog Cancelled Without Saving

XI.4 Email Templates

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

Location

Settings > Email Templates

Features: Email Templates

The **Email Templates** section allows you to:

- *View and edit email templates for system communications*
- *Customize email content for address and cashout processes*
- *Configure layout and styling options*
- *Work with template navigation and customization*

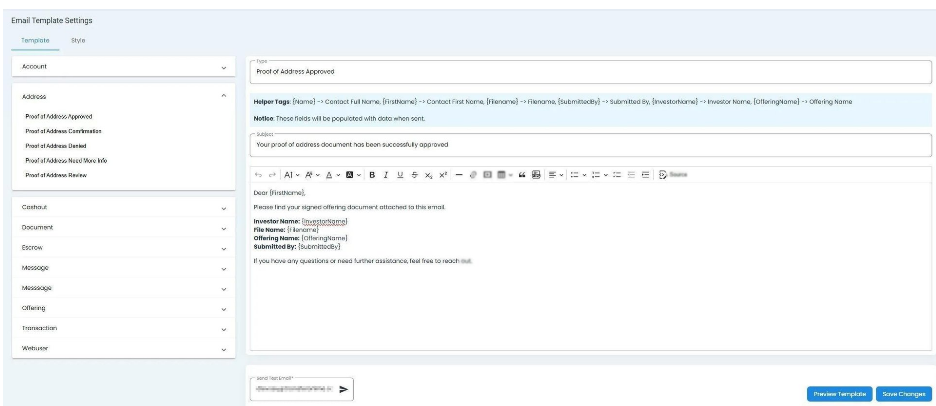


Fig. 243: Email Templates Homepage

Email Template Sections

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

Address and Cashout Sections

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

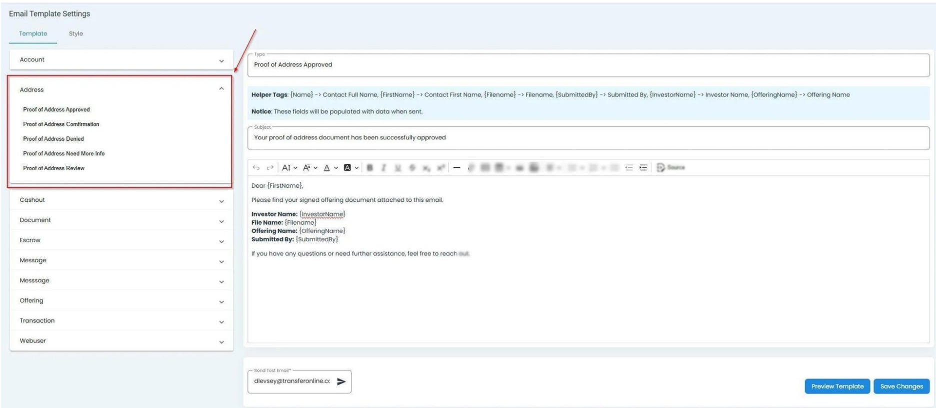


Fig. 244: Address email template section highlighted

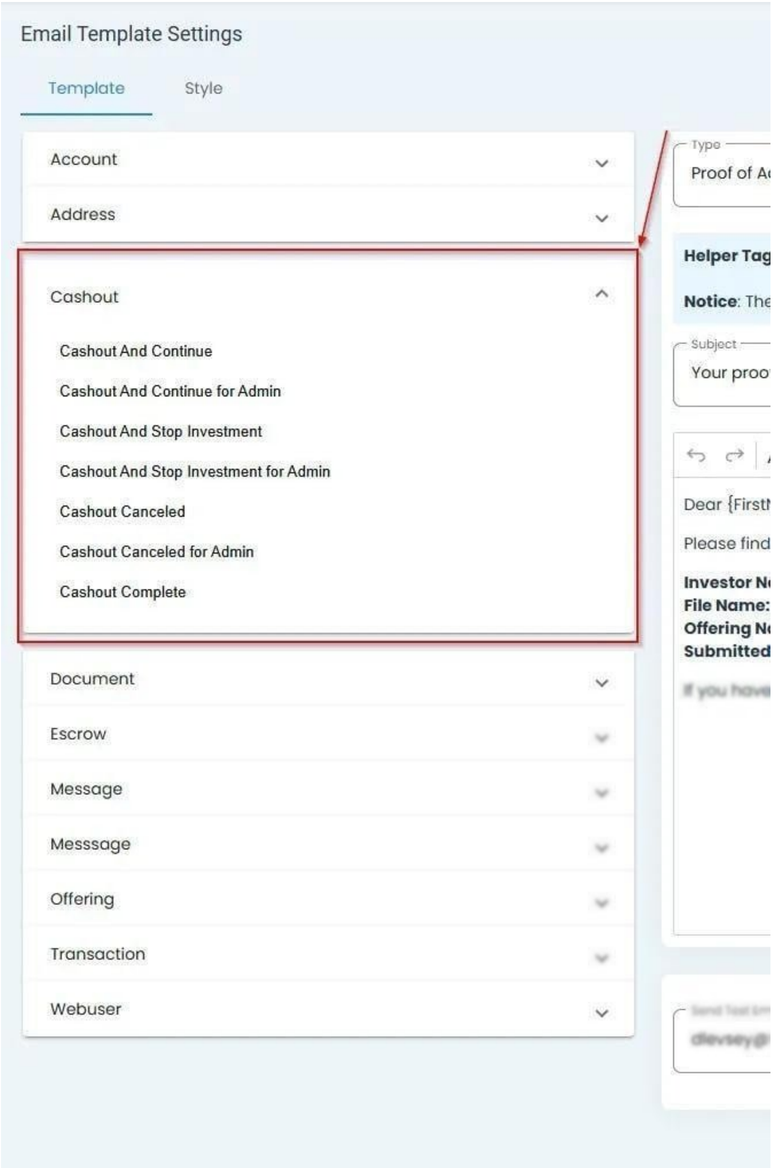


Fig. 245: Cashout email template section highlighted

Working with Templates

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

Tip

Use the template navigation to switch between different email template categories and customize each as needed.

Note

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

Email Template Style Tab

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

Location

Settings > **Email Templates** > **Style Tab**

Overview: Style Tab

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

Accessing the Style Tab

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

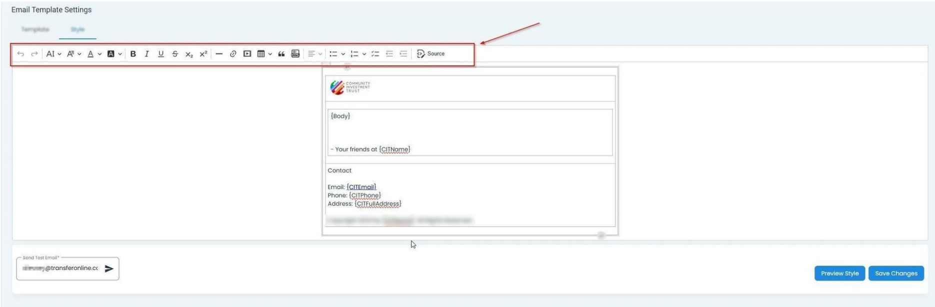


Fig. 246: Location of the Style Tab in the email template editor

Style Options

The Style Tab offers various customization options for email templates.

Font Customization

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

XI.5 Receive Notifications

The **Receive Notifications** section allows you to manage your notification preferences and control which notifications you receive and how you receive them.

Location

Settings > Receive Notifications

Table of Contents

Accessing Notification Settings

To Access Receive Notifications:

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

Notification Types

You can configure notifications for the following events:

Transaction Notifications

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

Investment Notifications

- New investment opportunities
- Investment status changes
- Investment confirmations

System Notifications

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

Notification Preferences

Delivery Methods

Choose how you want to receive notifications:

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

Frequency Settings

Configure notification frequency:

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

Managing Notifications

To Update Notification Preferences:

1. Select the notification types you want to receive.
2. Choose your preferred delivery method(s).
3. Set your frequency preferences.
4. Click Save Changes to update your settings.

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

Email Notification Settings

If you choose email notifications, you can:

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

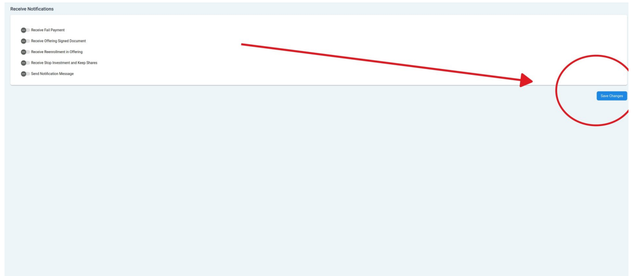


Fig. 247: Save Changes button location

- Configure email filters and rules

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

XI.6 Reminders

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

Features: Reminders

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

Layout: Reminders Homepage

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

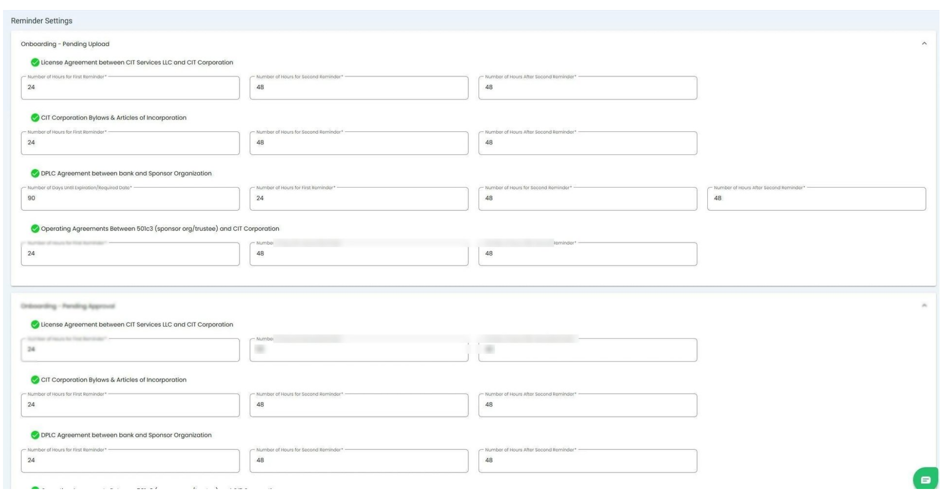


Fig. 248: Reminders Homepage showing the four main configuration sections

Onboarding Reminders

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

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

Offering Setup Reminders

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

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

Onboarding Reminders

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

Overview: Onboarding Reminders

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

Pending Upload

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

Header Location

The header clearly identifies the Pending Upload section.

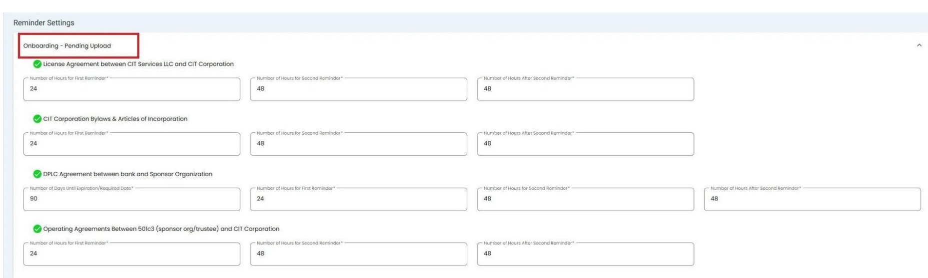


Fig. 249: Header location for the Onboarding Pending Upload section

Configuration Options

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

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

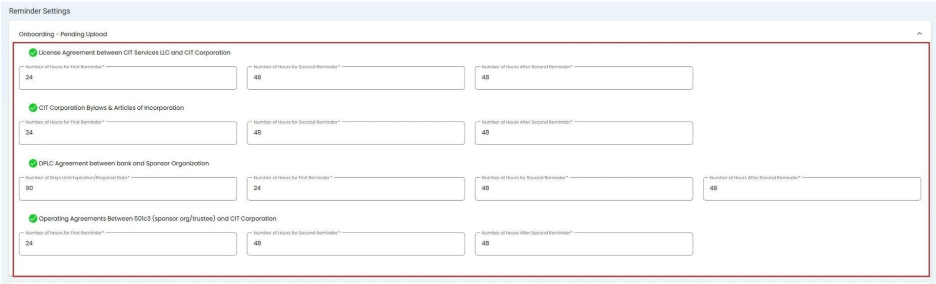


Fig. 250: Available reminder configuration options in the Pending Upload section

Pending Approval

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

Header Location

The header clearly identifies the Pending Approval section.

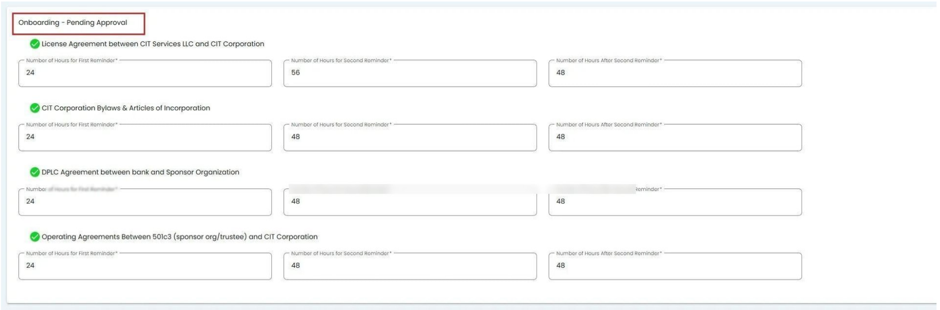


Fig. 251: Header location for the Onboarding Pending Approval section

Configuration Options

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

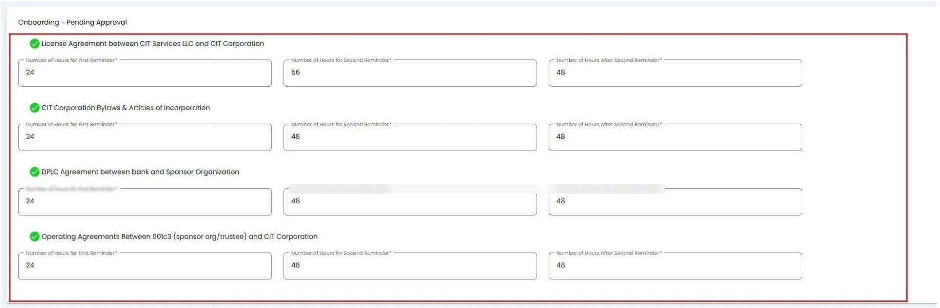


Fig. 252: Available reminder configuration options in the Pending Approval section

Note

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

Offering Setup Reminders

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

Overview: Offering Setup Reminders

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

Pending Upload

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

Header Location

The header clearly identifies the Offering Setup Pending Upload section.

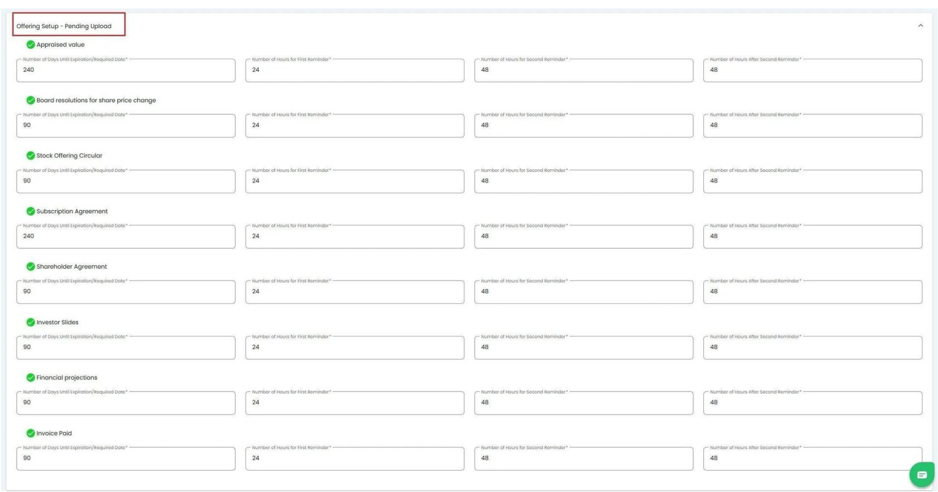


Fig. 253: Header location for the Offering Setup Pending Upload section

Configuration Options

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

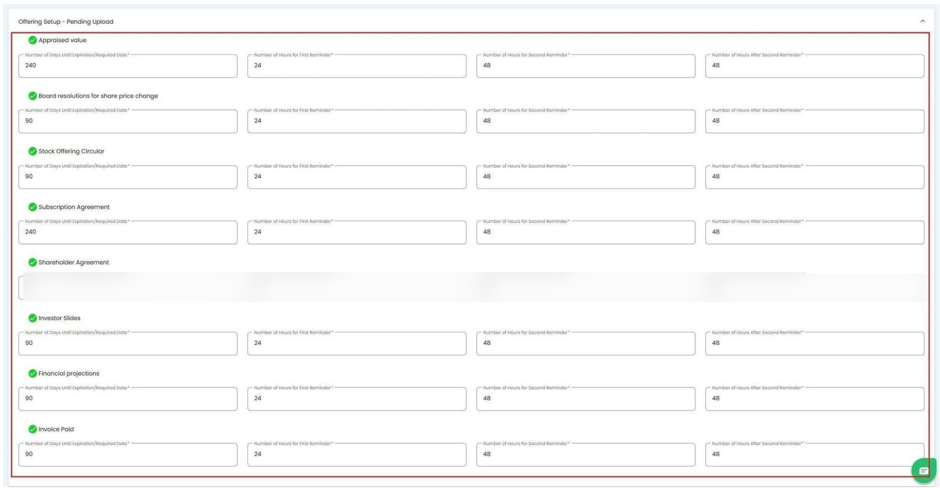


Fig. 254: Available reminder configuration options in the Offering Setup Pending Upload section

Pending Approval

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

Header Location

The header clearly identifies the Offering Setup Pending Approval section.

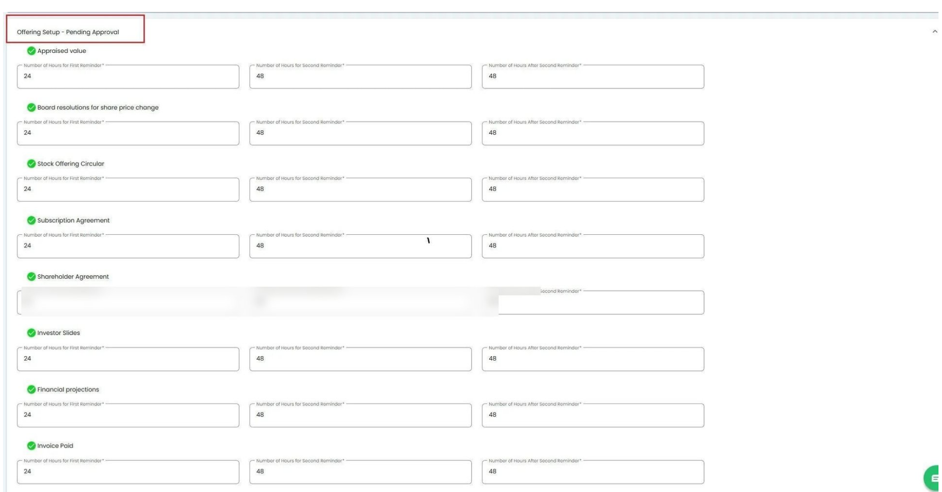


Fig. 255: Header location for the Offering Setup Pending Approval section

Configuration Options

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

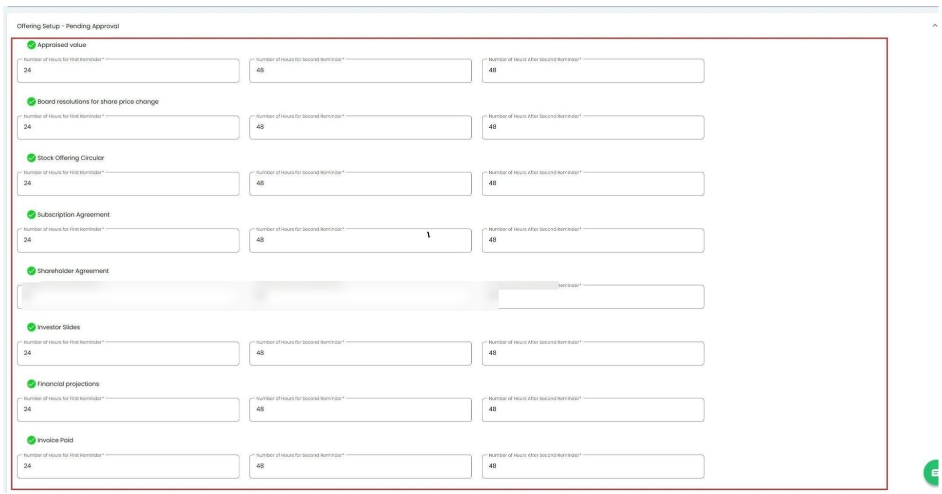


Fig. 256: Available reminder configuration options in the Offering Setup Pending Approval section

XI.7 Renew Demographic Questions

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

Table of Contents

Features: Renew Demographic Questions

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

- *View all renewal demographic questions*
- *Filter questions by visibility*
- *Reorder questions*
- *View and edit question configurations*
- *Save changes to questions*

Location

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

Don't see the Primary Sidenavigation menu?

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

Renew Demographics Overview

The **Renew Demographic Questions** page displays all configured questions with their visibility status and system default settings.

Filter by Visibility

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

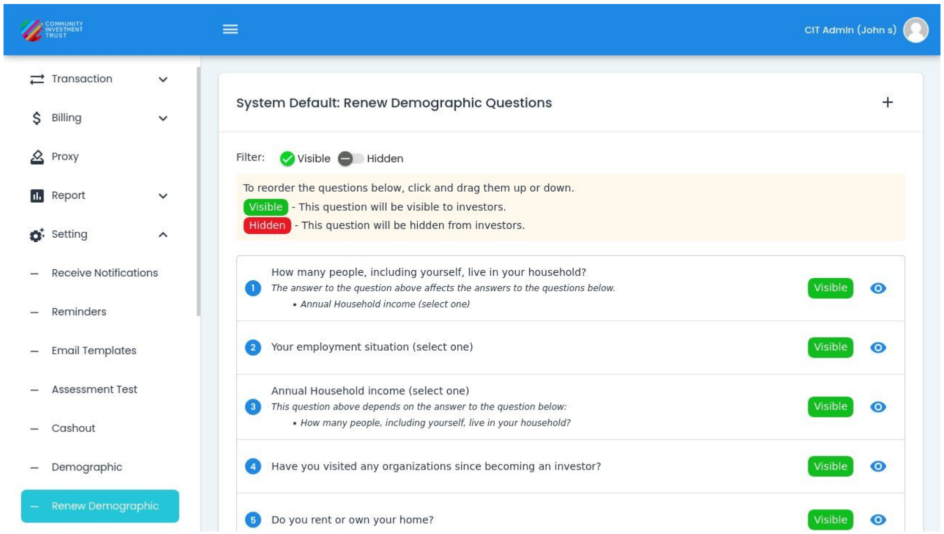


Fig. 257: Renew Demographic Questions Page Overview

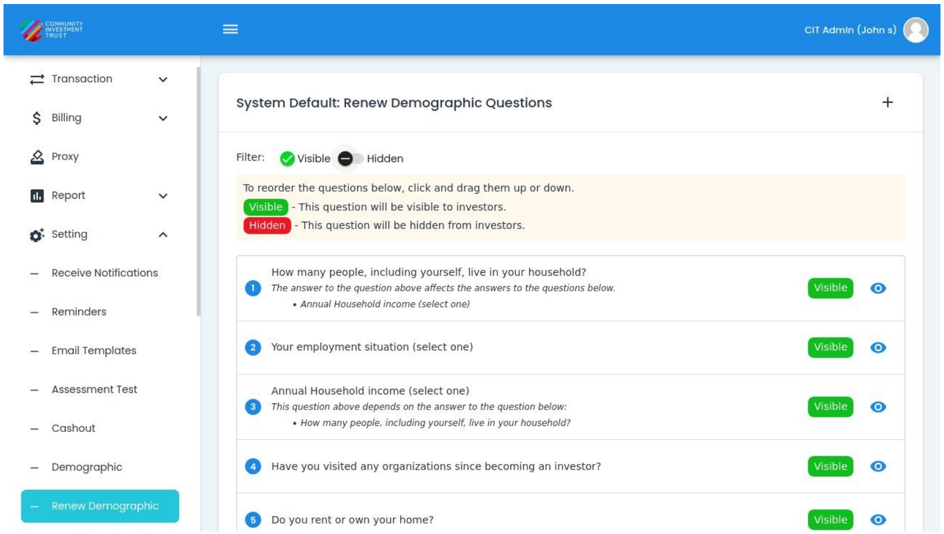


Fig. 258: Visible/Hidden Filter Switches

Common Pattern

See *Filter by Visibility* for detailed explanation.

Reordering Questions

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

Reordering Questions

For detailed reordering instructions, see *Reordering Questions* in the Demographics documentation.

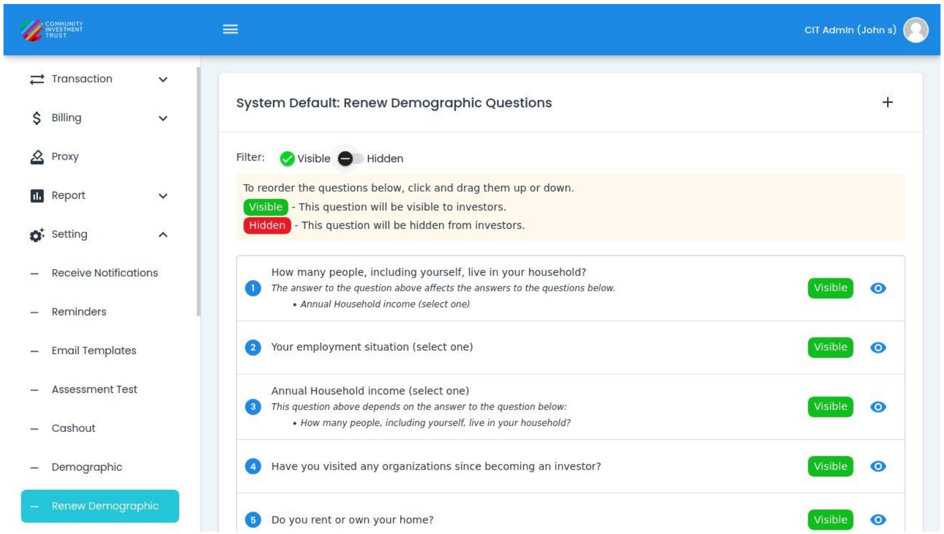


Fig. 259: Question Reordering Instructions

View/Edit Question

To view or edit a question, `click` on the question in the list.

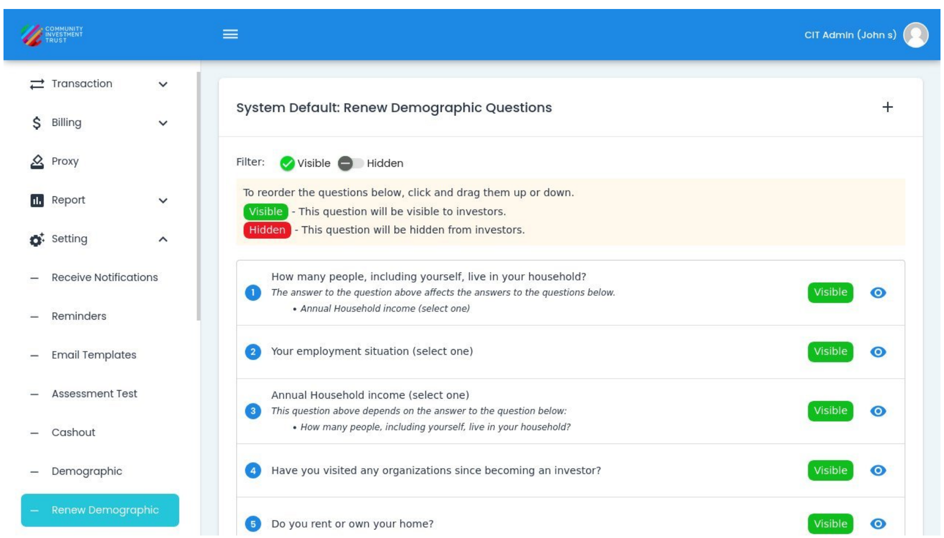


Fig. 260: Question Selected in List

View/Edit Dialog

The View/Edit dialog for Renew Demographics is identical to Demographics. See *Viewing Existing Questions* for full documentation of the dialog fields including:

- Question Field and Visibility
- Yes or No Answer Settings
- Answer Table Configuration
- Question Dependencies

Back to List

Click the button to return to the question list without saving.

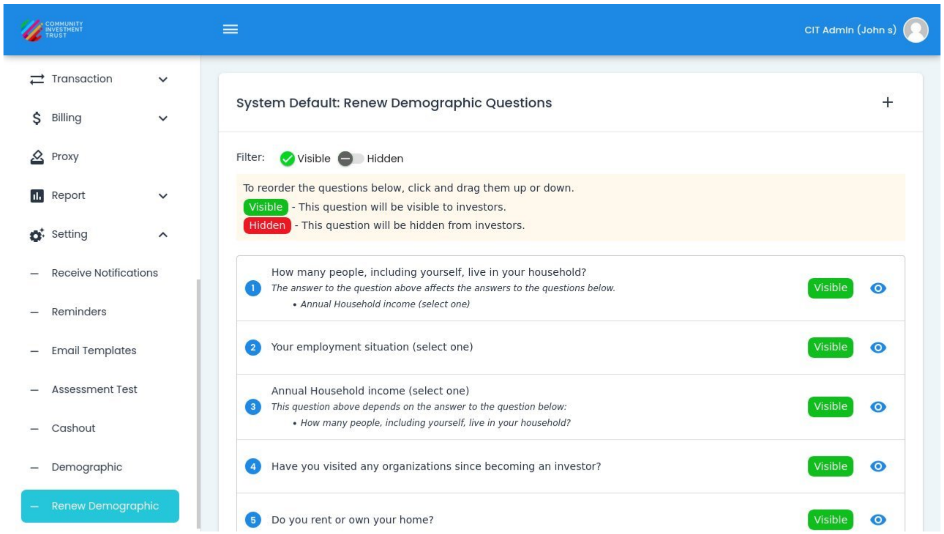


Fig. 261: Back to Question List

Save Changes

After making changes, click the button to apply the updates.

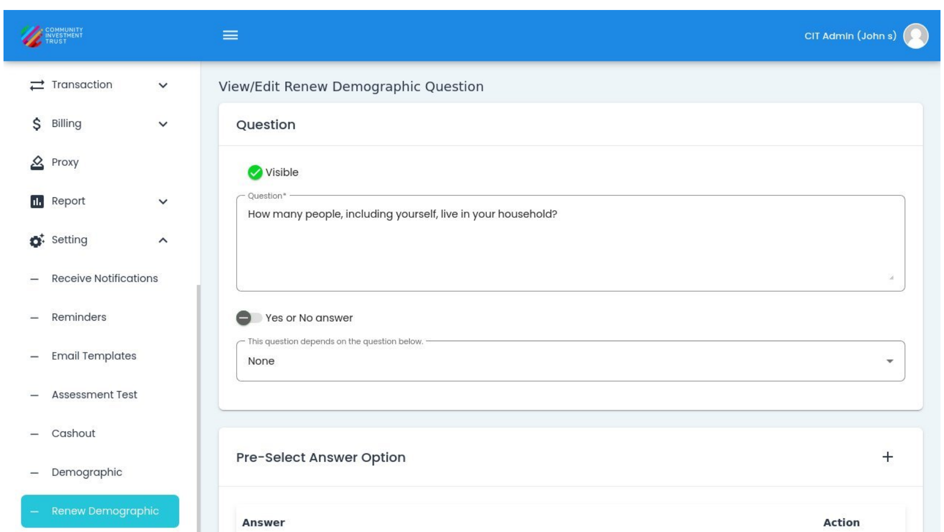


Fig. 262: Save Changes Button

Note

Renew demographic questions are presented to investors periodically to keep their demographic data up to date.

XII Report

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

- *Issuer Balance*
- *Shareholder List Report*
- *Transaction List Report*
- *Demographics Report*
- *Cashout Reason*
- *Assessment Test Reports*
- *Additional Reports*

XII.1 Issuer Balance Report

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

Location

Report > Issuer Balance

Table of Contents

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 sponsor organization and cutoff date*
- *Download reports in PDF format*
- *View detailed balance breakdowns*

Report Location

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

Don't see the Primary Sidenavigation menu?

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

Report Filters

Before viewing the report data, you must configure the filtering criteria.

Sponsor Organization Selection

Select a sponsor organization from the **Sponsor Organizations** dropdown.

CIT Corporation Selection

After selecting a sponsor organization, select a CIT Corporation from the **CIT Corporation** dropdown.

Cutoff Date Selection

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

To Select a Cutoff Date:

1. Locate the **Cutoff Date** field.
2. Click the calendar icon to open the date picker.
3. Select the desired date from the calendar.

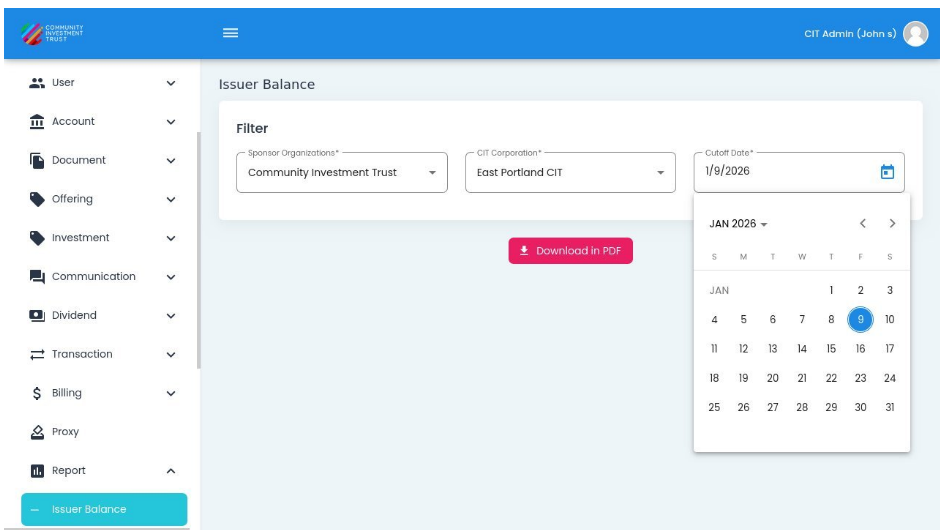


Fig. 263: Issuer Balance Report Filters with Calendar Picker Open

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

Issuer Balance Data

Once all filters are applied, the report displays financial data organized by offering year.

Issuer Balance Report Data

The **Issuer Balance Report** is a PDF export report that displays financial data for each offering year, including share sales, investment amounts, and calculated gains.

Note

This report does not display data on screen. After selecting filters, click the Download in PDF button to generate and download the report.

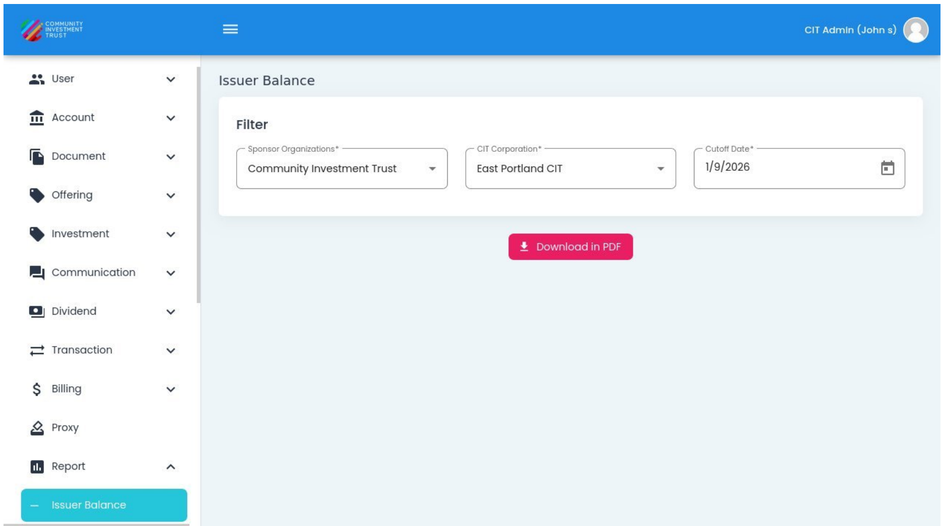


Fig. 264: Issuer Balance Report Page

PDF Report Contents

The downloaded PDF report includes the following data fields for each offering year:

- `Offering Year` Calendar year when the investment offering was made available.
- `Price Per Share` Current price per share for the offering.
- `Total Shares Sold` Total number of shares sold in the offering.
- `Total Amount Invested` Sum of all investments received for this offering year.
- `Total Outstanding Shares` Number of shares currently held by active investors.
- `Total Gain Amount` Total gains realized from the offering.

Generating the Issuer Balance Report

This section describes how to generate and download the Issuer Balance Report.

Location

Report > Issuer Balance

Generating the Report

To Generate the Issuer Balance Report:

1. Navigate to the **Issuer Balance** section from the ▷ **Report** category.
2. Select a sponsor organization from the **Sponsor Organizations** dropdown.
3. Select a CIT Corporation from the **CIT Corporation** dropdown.
4. Click the calendar icon next to the **Cutoff Date** field.
5. Select the desired cutoff date from the calendar picker.

Note

This report does not display data on screen. The report data is only available in the downloaded PDF file.

Downloading the Report

The Issuer Balance Report can be exported to PDF format for sharing and archival purposes.

To Download the Report:

1. Generate the report by selecting a Sponsor Organization, CIT Corporation, and Cutoff Date.
2. Locate the Download in PDF button.

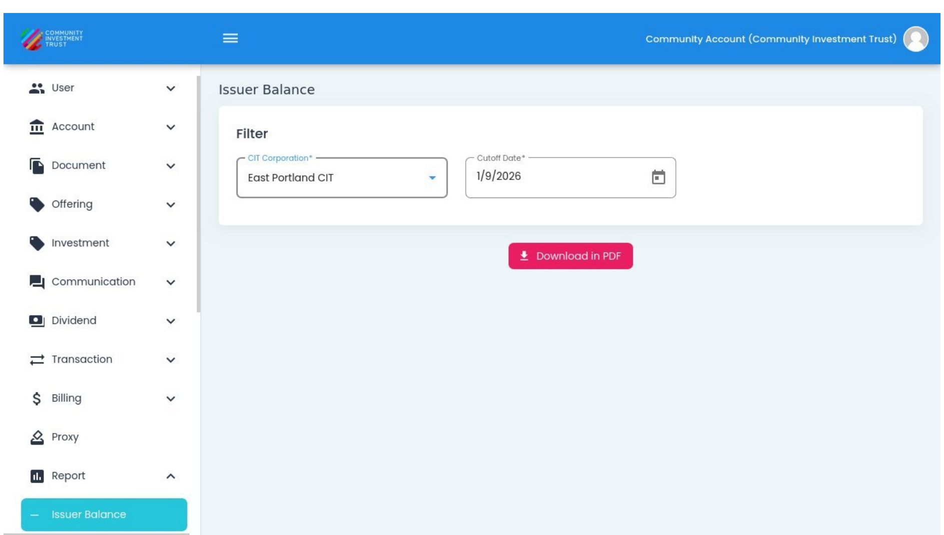


Fig. 265: Download in PDF Button Location

3. Click the Download in PDF button.
4. The PDF file will download to your default downloads location.

Action Complete: Report Downloaded

The Issuer Balance Report has been downloaded as a PDF file containing the complete financial summary for the selected criteria.

Note

The PDF includes financial data for all offering years with metrics calculated as of the selected cutoff date.

Using the Downloaded Report

The PDF export is useful for:

- Sharing financial summaries with board members or stakeholders
- Including in periodic financial reports
- Archiving pointintime balance snapshots
- Comparing balances across different cutoff dates
- Compliance and audit documentation

Comparing Different Time Periods

To analyze how balances have changed over time:

1. Generate and download the report for a specific cutoff date.
2. Change the cutoff date to a different point in time.
3. Generate and download the report again.
4. Compare the two reports to see how key metrics have changed.

Tip

Create reports at consistent intervals (monthly, quarterly, annually) to track investment performance trends over time.

XII.2 Shareholder List Report

The Shareholder List Report generates downloadable PDF and Excel reports of all investors and their holdings. Administrators can filter by certificate status, address status, and customize the displayed data using toggle options.

Table of Contents

Location

Location

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

Don't see the Primary Sidenavigation menu?

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

Features: Shareholder List Report

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

- *Configure filter options* including certificate and address status
- *Customize display options* for report content
- *Configure Excelonly settings* for additional data
- *Sort report data* by name or total shares
- *Download reports in PDF or Excel format*

Report Configuration

The **Shareholder List Report** homepage provides a configuration interface for generating shareholder reports:

The page is organized into three main configurable areas:

- **Filter Section** *Configure organization, date, and status filters*
- **Display Options Section** *Toggle data fields to include in the report*
- **Sorting Section** *Set sort field and order*

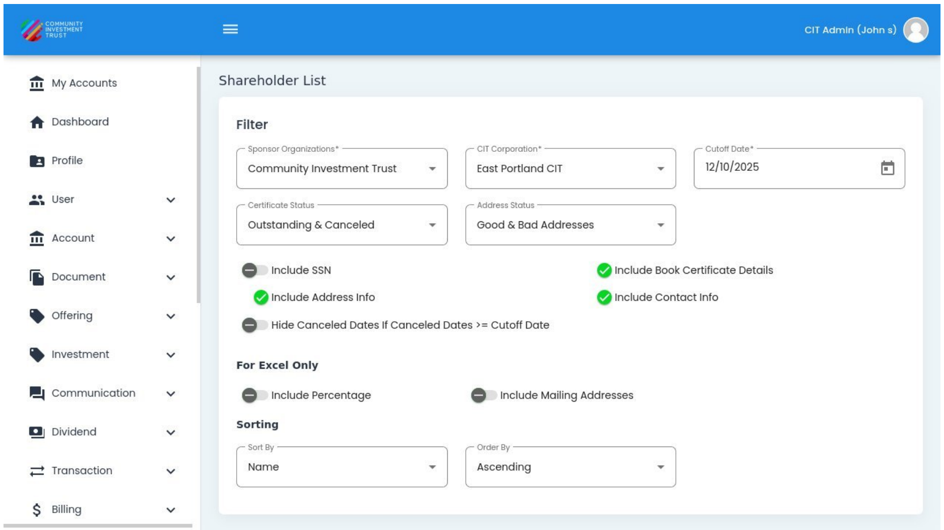


Fig. 266: Shareholder List Report Homepage

Selecting Organization and Corporation

Before generating the report, select the appropriate organization and corporation:

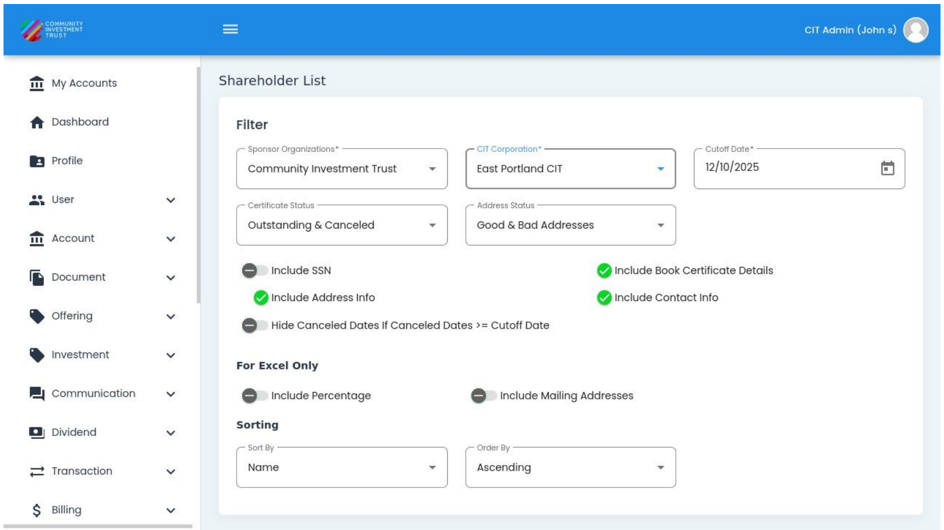


Fig. 267: Sponsor Organization Selection

Date Selection

Use the date picker to select the date range for your report:

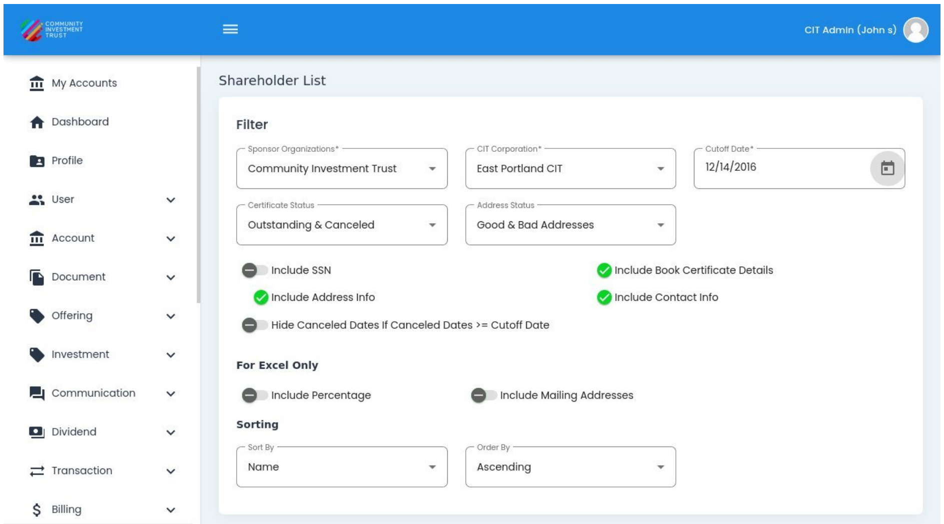


Fig. 268: Date Selection

Filter Options

Filter the Shareholder List Report by **Certificate Status** and **Address Status** to focus on specific shareholder records.

Table of Contents

Filter Section Overview

The Filter section contains organization selection and filtering options:

Certificate Status

Select from the following certificate status options:

- `Outstanding` Displays shareholders with active, outstanding share certificates.
- `Outstanding & Canceled` Displays shareholders with both outstanding and canceled certificates.
- `Canceled` Displays shareholders with only canceled certificates.

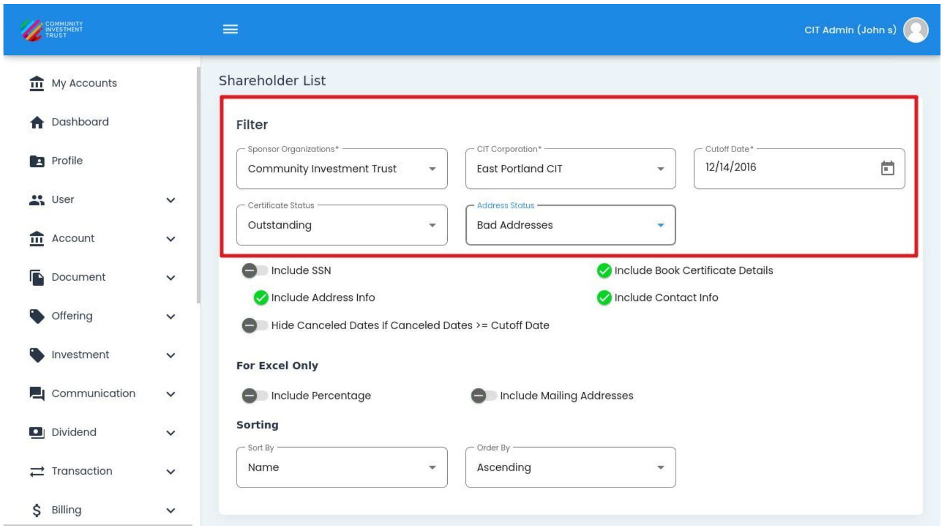


Fig. 269: Filter Section Location

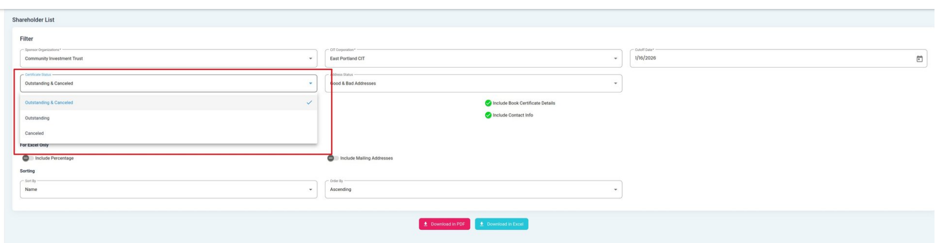


Fig. 270: Certificate Status Filter Dropdown

Address Status

Select from the following address status options:

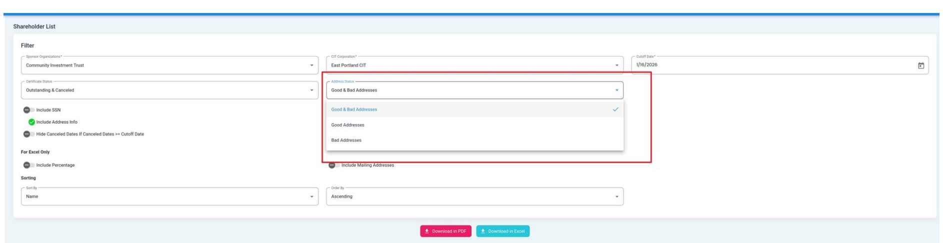


Fig. 271: Address Status Filter Dropdown

- `Good & Bad Addresses` Displays all shareholders regardless of address validation status.
- `Good Addresses` Displays only shareholders with validated addresses.
- `Bad Addresses` Displays only shareholders with invalid or unverified addresses.

Display Options

Configure the data fields included in your Shareholder List Report by toggling display options on or off.

Table of Contents

Display Options Overview

The report provides toggle options to customize the information displayed in your report:

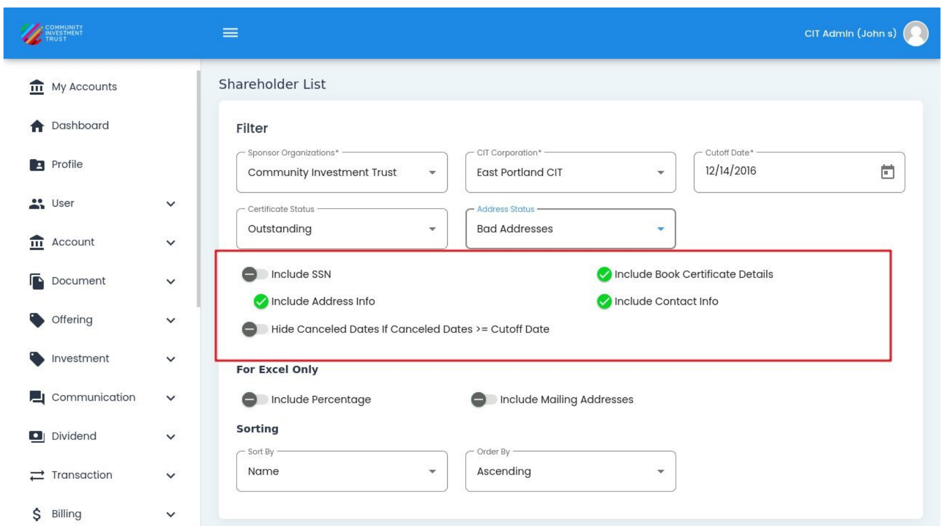


Fig. 272: Display Options Section

Display Option Descriptions

- **Include SSN** Display investor Social Security Numbers in the report.
- **Include Address Info** Show complete mailing address for each shareholder.
- **Hide Canceled Dates If Canceled Dates >= Cutoff Date** Omit cancellation dates that occur on or after the cutoff date.
- **Include Book Certificate Details** Display book certificate information in the report.
- **Include Contact Info** Show phone numbers and email addresses for investors.

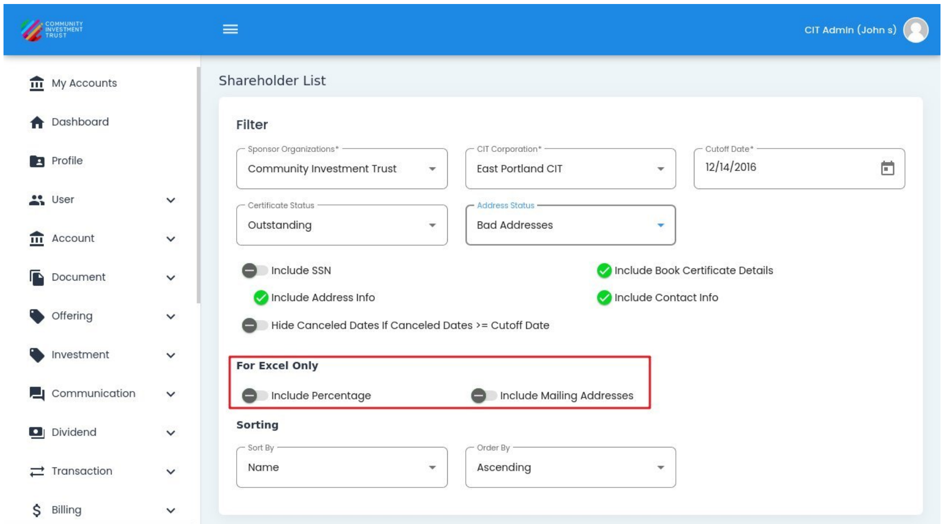


Fig. 273: For Excel Only Options

For Excel Only

These additional options are available when downloading in Excel format:

ExcelOnly Option Descriptions

- **Include Percentage** Display each shareholder's ownership percentage.
- **Include Mailing Addresses** Include alternate mailing addresses if different from primary.

Sorting Options

Configure how shareholder data is ordered in your report by selecting sort field and direction.

Table of Contents

Sorting Section Overview

Configure how the report data is sorted:

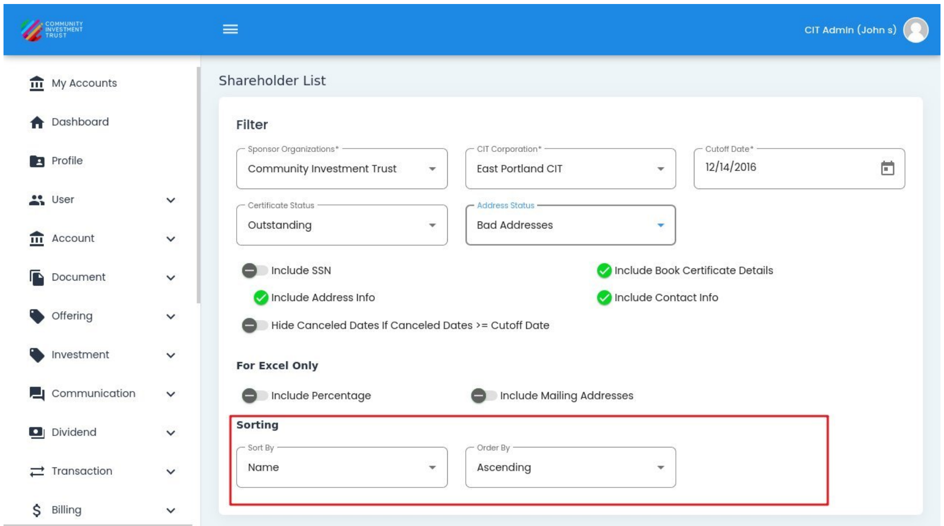


Fig. 274: Sorting Section Overview

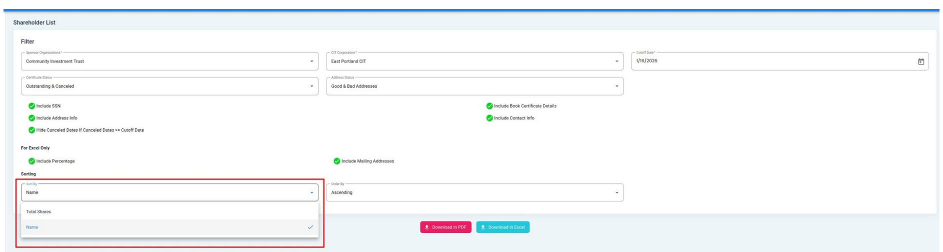


Fig. 275: Sort By Dropdown Options

Sort By

Select the field used to order shareholders in the report:

Sort By Options

- **Total Shares** Sort shareholders by their total share count.
- **Name** Sort shareholders alphabetically by name.

Order By

Select the direction for sorting:

Order By Options

- **Ascending** Sort from lowest to highest (AZ for names).
- **Descending** Sort from highest to lowest (ZA for names).

Download Report

Download the Shareholder List Report in PDF or Excel format after configuring your filter and display settings.

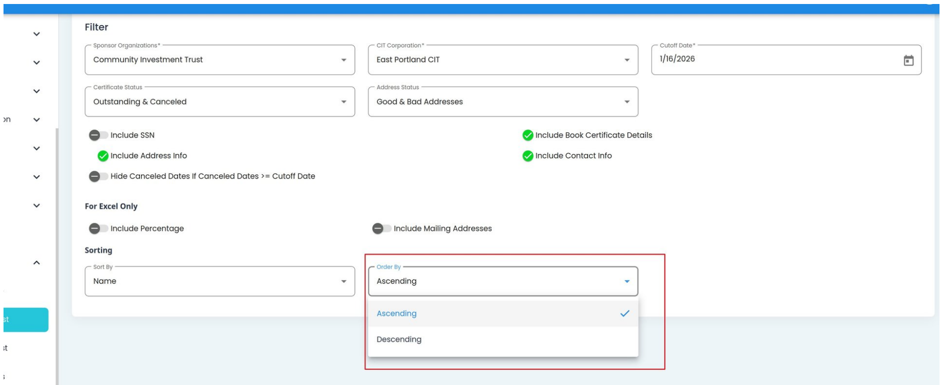


Fig. 276: Order By Dropdown Options

Table of Contents

Download Options

The report can be downloaded in two formats: PDF for printable documents or Excel for data analysis.

Download in PDF

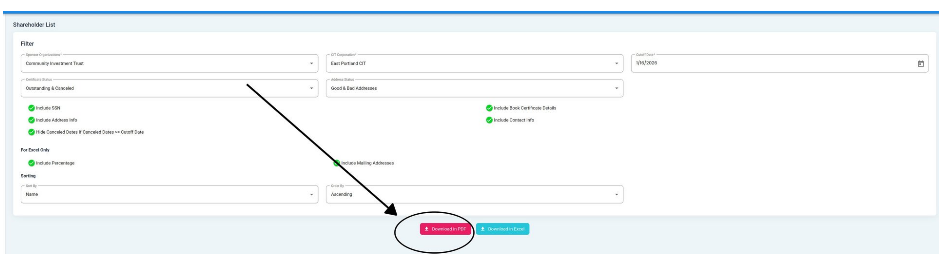


Fig. 277: Download in PDF Button

Click **Download in PDF** to generate a PDF report with your current filter and display settings.

Download in Excel

Click **Download in Excel** to generate an Excel spreadsheet. Excel downloads include the *For Excel Only* options if enabled.

Note

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

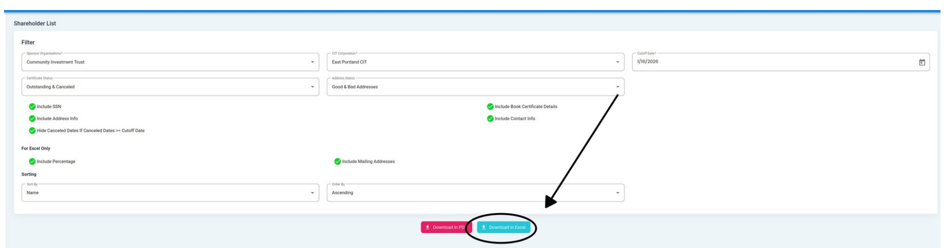


Fig. 278: Download in Excel Button

XII.3 Transaction List Report

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

Table of Contents

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*
- *Select custom date ranges*
- *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.

Don't see the Primary Sidenavigation menu?

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

Transaction List Report Homepage

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

Selecting Organization and Corporation

Before generating the report, select the appropriate organization and corporation:

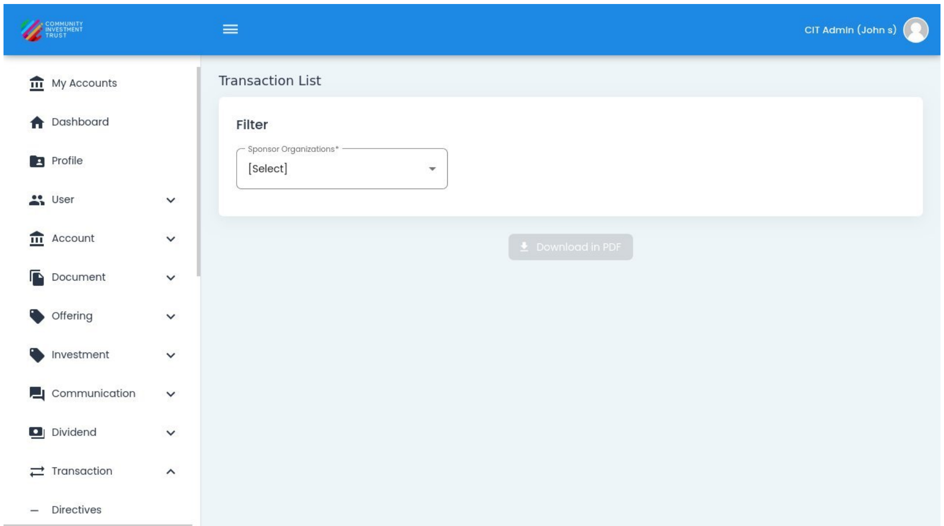


Fig. 279: Transaction List Report Homepage

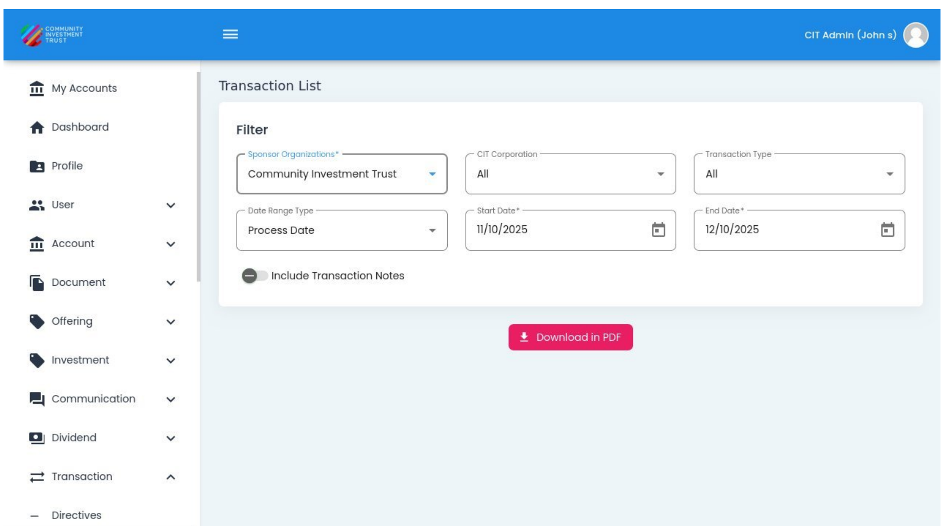


Fig. 280: Sponsor Organization Selection

Report Configuration

The Transaction List Report provides filter options to customize your report. See *Filter Options* for detailed information on each filter.

Columns: Transaction List Report Table

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

- **Transaction ID** Systemgenerated unique identifier for tracking each transaction.
- **Type** Category of transaction: New Issuance, Retirement (Cashout), or Transfer.
- **Amount** Dollar value of the transaction, positive for purchases, negative for cashouts.
- **Date** Date when the transaction was processed in the CIT system.

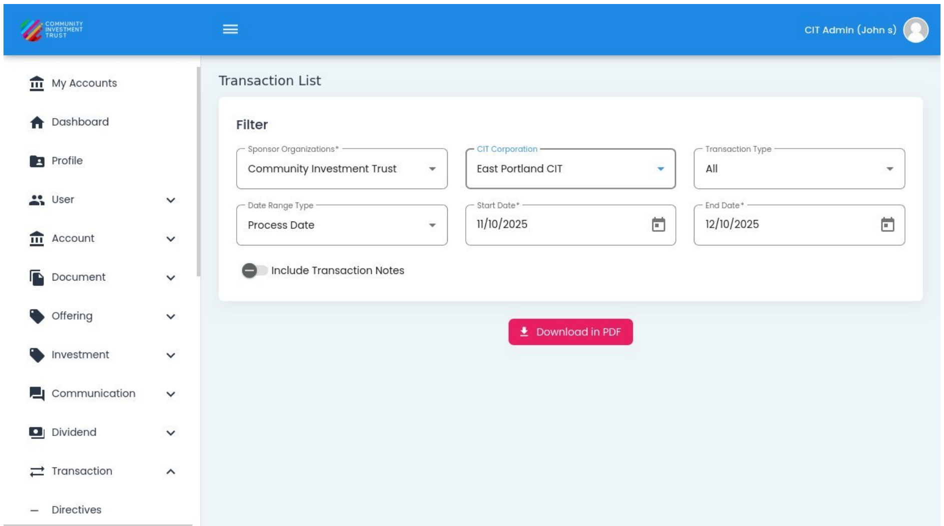


Fig. 281: CIT Corporation Selection

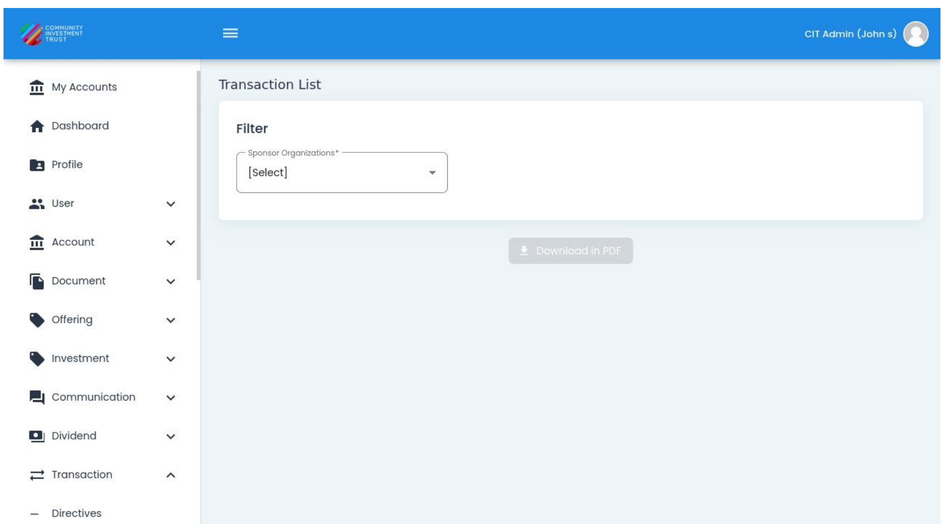


Fig. 282: Transaction List Report Table Columns

- **Status** Processing state of the transaction: Pending, Completed, or Canceled.

Downloading the Report

To download the Transaction List Report:

1. Configure your desired filters and options
2. Click the **Download in PDF** button
3. The report will download to your device

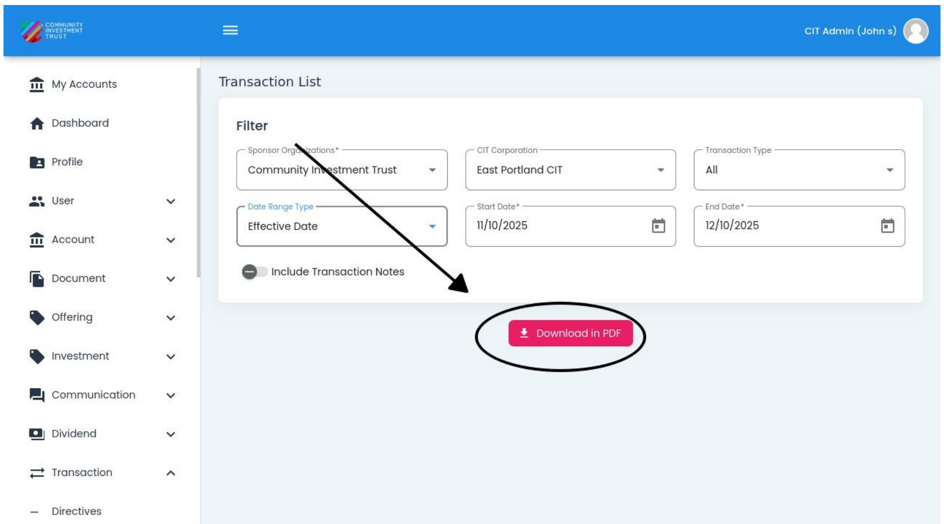


Fig. 283: Download in PDF Button Location

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

Filter Options

Filter the Transaction List Report by **Transaction Type**, **Date Range Type**, and **Date Selection** to focus on specific transaction records.

Table of Contents

Filter Section Overview

The Filter section contains organization selection and filtering options:

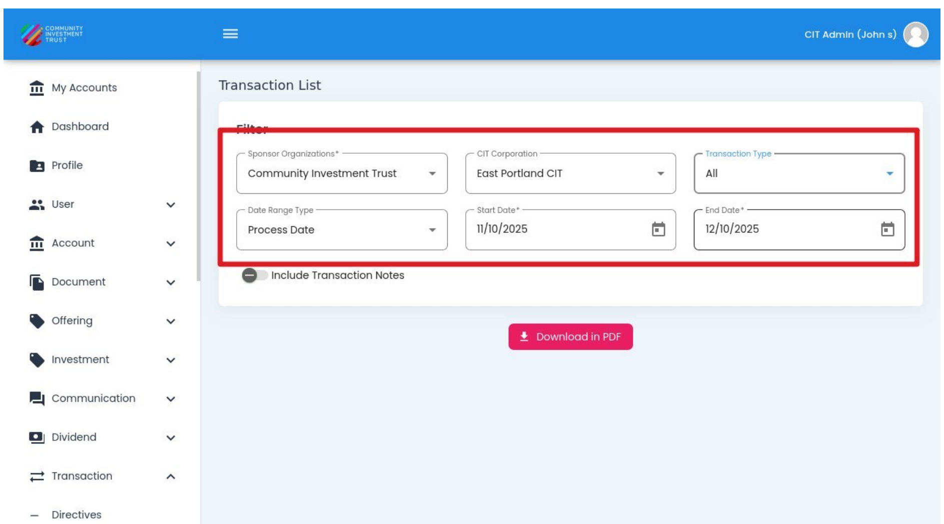


Fig. 284: Filter Section Location

Transaction Type

Select from the following transaction type options:

- `New Issuance` Show only new share issuance transactions.
- `Retirement (Cashout)` Show only retirement or cashout transactions.
- `All` Show all transaction types.

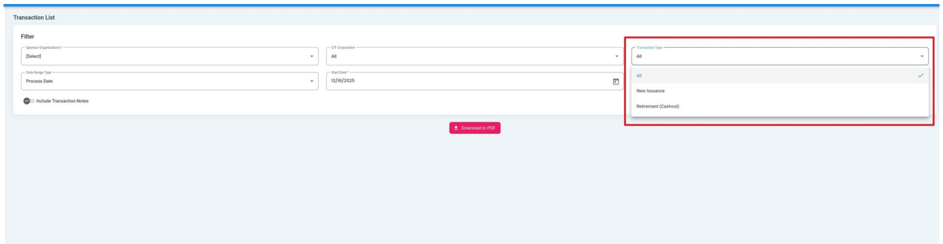


Fig. 285: Transaction Type Filter Dropdown

Date Range Type

Select from the following date range type options:

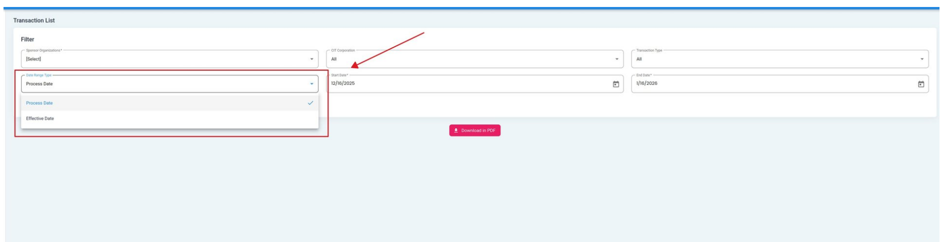


Fig. 286: Date Range Type Dropdown

- `Process Date` Filter by the date transactions were processed in the system.
- `Effective Date` Filter by the effective date of transactions.

Date Selection

Use the date picker to select the date range for your report:

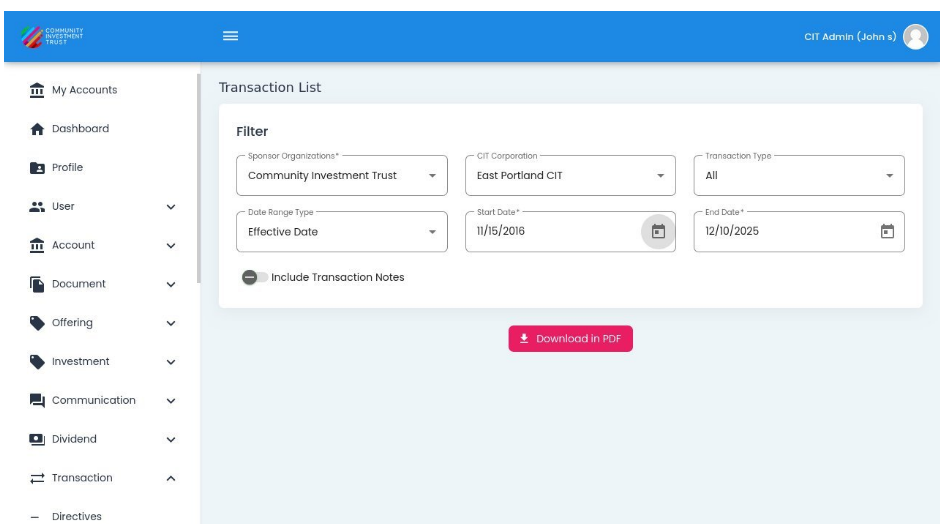


Fig. 287: Date Range Selection

Include Transaction Notes

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

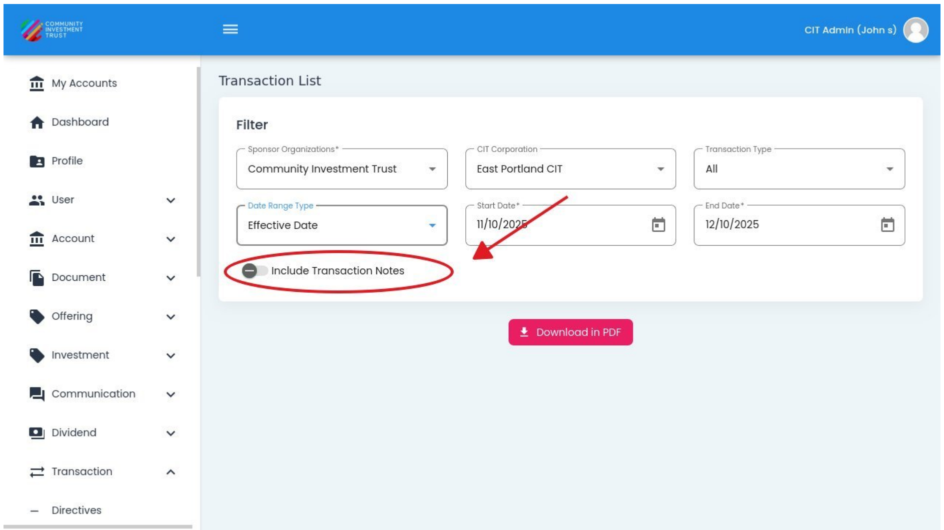


Fig. 288: Include Transaction Notes Toggle

When enabled, any notes associated with transactions will be included in the PDF report. This is useful for tracking transactionspecific comments or processing details.

XII.4 Demographics Report

The Demographics Report aggregates investor survey responses to provide insights into the community of investors. The report includes two tabs: Summary (aggregated statistics) and Questions & Answers (individual responses).

Location

Report > Demographics

Features: Demographics Report

The **Demographics Report** allows you to:

- *View aggregated survey statistics in the Summary tab*
- *View individual investor responses in the Questions & Answers tab*
- *Filter by CIT Corporation*, *Offering*, and *Year*
- *View demographic questions breakdown*
- *Download reports in Excel format*

Demographics Report Homepage

The **Demographics Report** displays the main report interface:

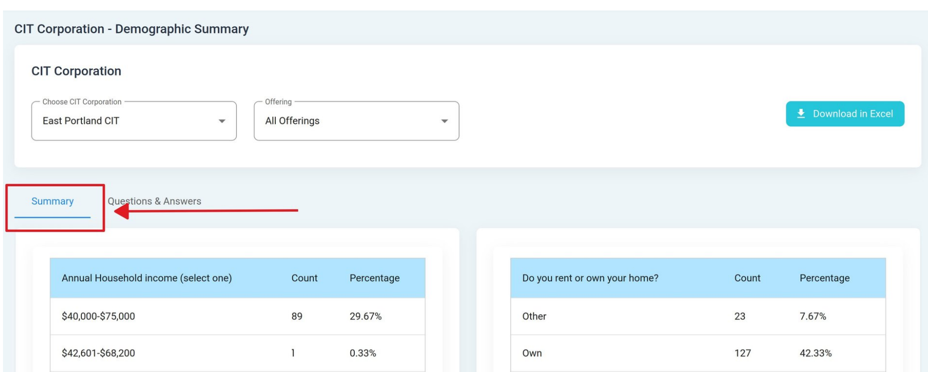


Fig. 289: Summary Tab View

Columns: Demographics Report Table

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

- **Answer** Response option selected by investors for each demographic question.
- **Count** Total number of investors who selected this particular response option.
- **Percentage** Proportion of respondents who chose this answer, shown as a percentage.

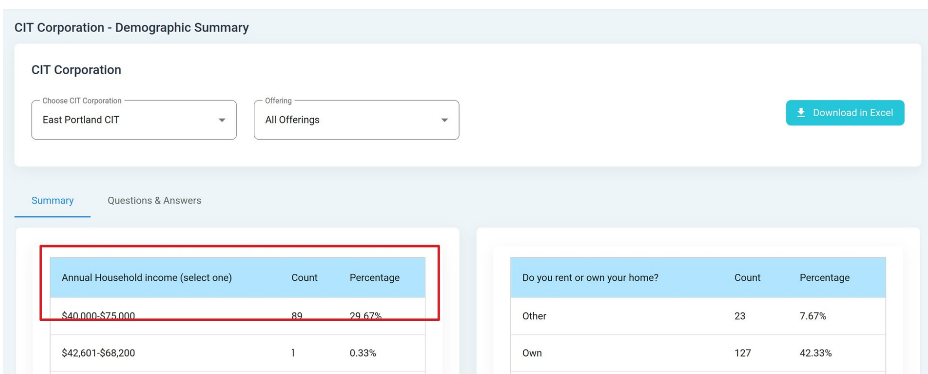


Fig. 290: Summary Table Columns

Downloading the Report

To download the Demographics Report:

1. Configure your desired filters and options
2. Click the **Download in Excel** button
3. The report will download to your device

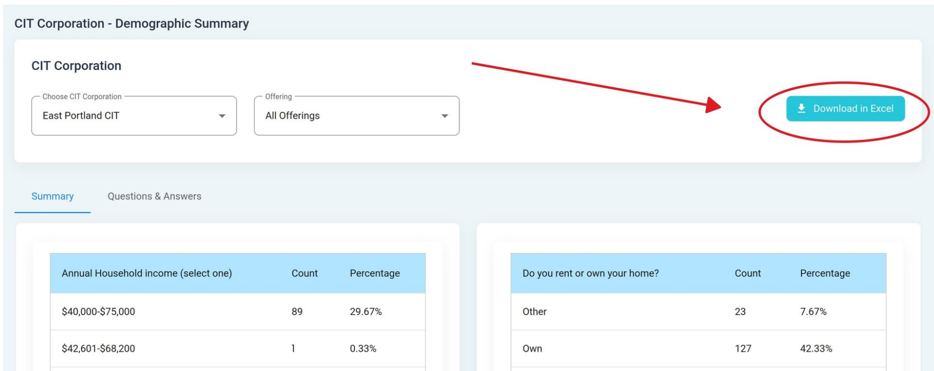


Fig. 291: Download in Excel Button

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

Report Filters

Configure the following filters to generate the Demographics Report.

CIT Corporation Selection

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

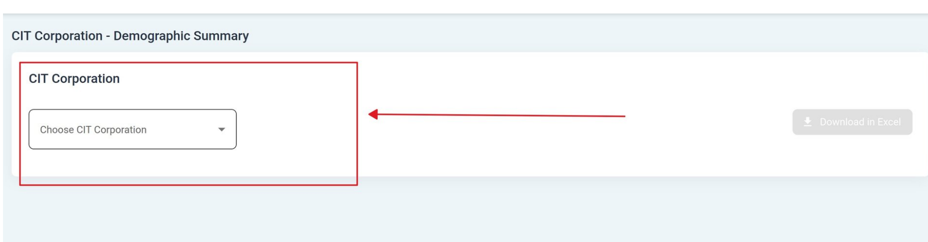


Fig. 292: CIT Corporation Dropdown Location

Offering Selection

Select an offering from the **Choose Offering** dropdown to analyze demographic data for that offering.

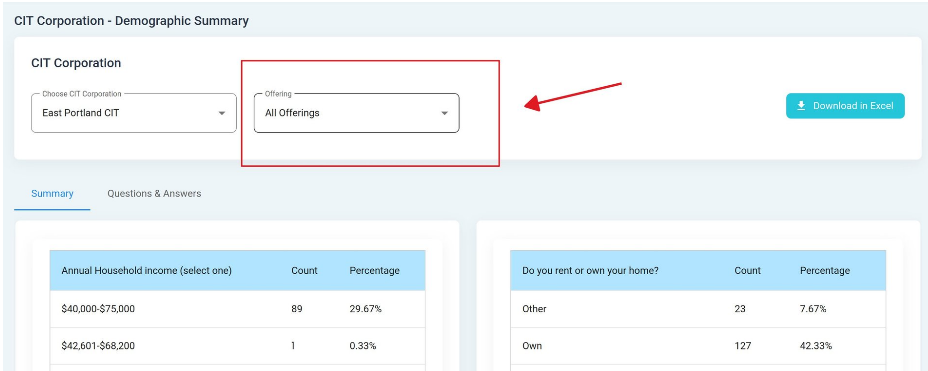


Fig. 293: Offering Dropdown Location

Year Selection

`Select` a year from the **`Choose Year`** dropdown to filter the report to a specific time period.

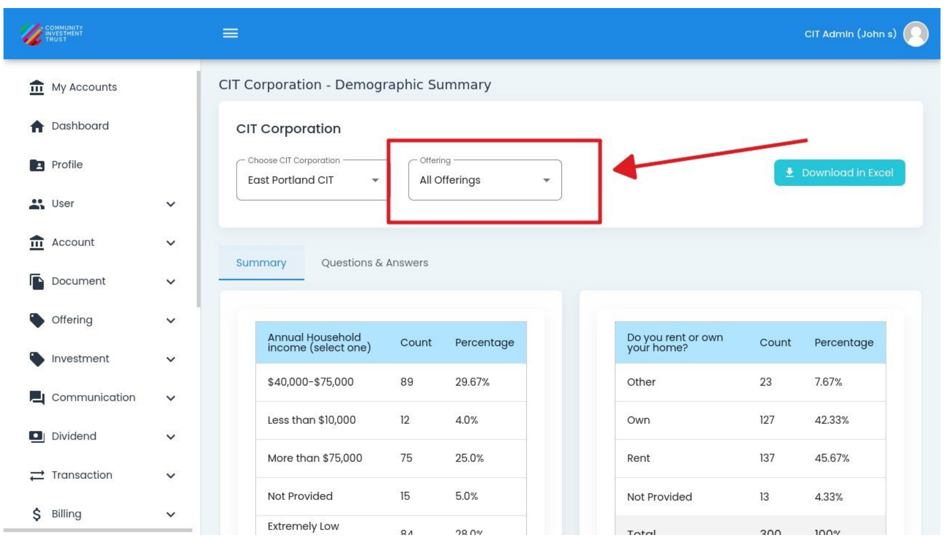


Fig. 294: Year Dropdown Location

Report Tabs

The Demographics Report includes the following tabs for organizing data:

- ***Summary Tab***: Displays aggregated statistics for each demographic question
- ***Questions & Answers Tab***: Shows individual investor responses

Summary Tab

The **Summary** tab displays aggregated statistics for each demographic question. Each question shows:

- Response options available
- Count of investors who selected each option
- Percentage of total respondents

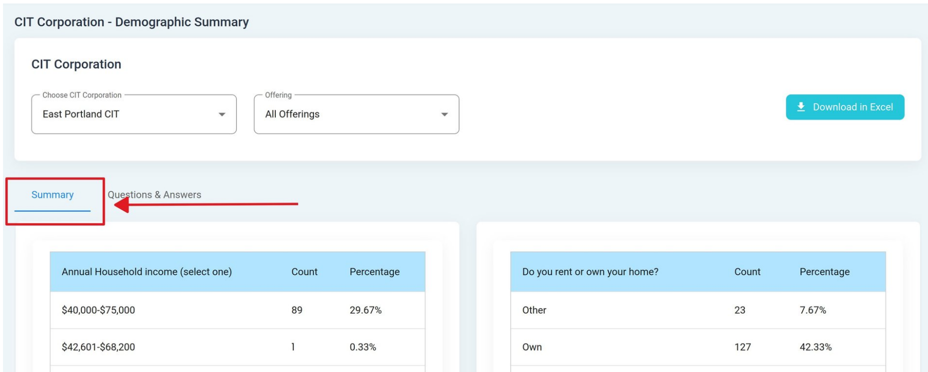


Fig. 295: Summary Tab View

Questions & Answers Tab

The **Questions & Answers** tab shows individual investor responses, allowing you to:

- View specific answers by investor
- Search for particular investors
- Export detailed response data

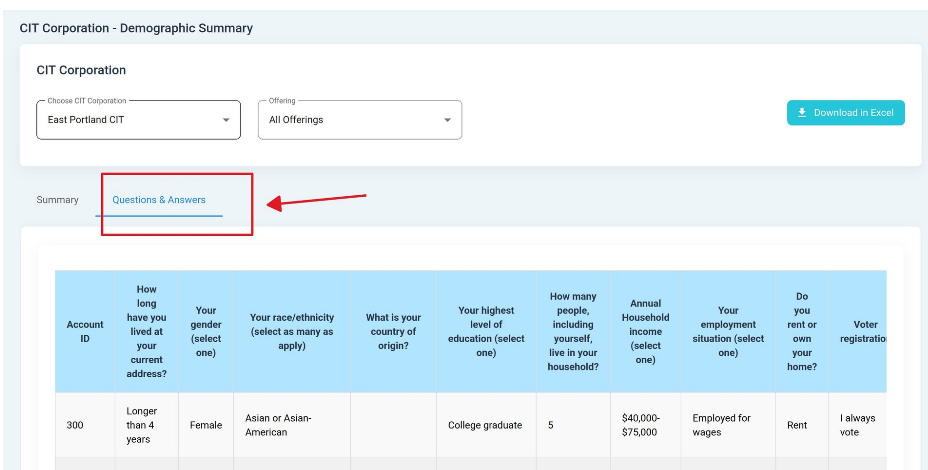
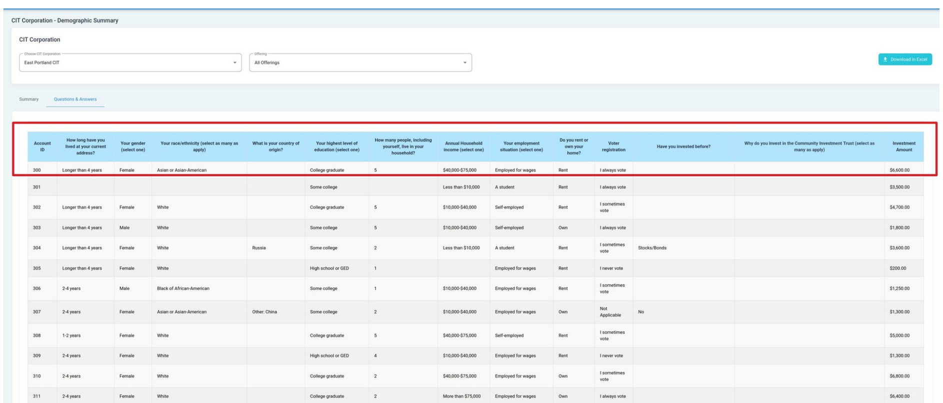


Fig. 296: Questions & Answers Tab



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			$6,600.00
301					Some college		Less than $10,000	A student	Rent	I always vote			$3,500.00
302	Longer than 4 years	Female	White		College graduate	5	$10,000-$40,000	Self-employed	Rent	I sometimes vote			$4,700.00
303	Longer than 4 years	Male	White		Some college	5	$10,000-$40,000	Self-employed	Own	I always vote			$1,800.00
304	Longer than 4 years	Female	White	Russia	Some college	2	Less than $10,000	A student	Rent	I sometimes vote	Stocks/Bonds		$3,600.00
305	Longer than 4 years	Female	White		High school or GED	1		Employed for wages	Rent	I never vote			$200.00
306	2-4 years	Male	Black of African-American		Some college	1	$10,000-$40,000	Employed for wages	Rent	I sometimes vote			$1,250.00
307	2-4 years	Female	Asian or Asian-American	Other: China	Some college	2	$10,000-$40,000	Employed for wages	Own	Not Applicable	No		$1,300.00
308	1-2 years	Female	White		College graduate	5	$40,000-$75,000	Self-employed	Rent	I sometimes vote			$5,000.00
309	2-4 years	Female	White		High school or GED	4	$10,000-$40,000	Employed for wages	Rent	I never vote			$1,300.00
310	2-4 years	Female	White		College graduate	2	$40,000-$75,000	Employed for wages	Own	I sometimes vote			$6,800.00
311	2-4 years	Female	White		College graduate	2	More than $75,000	Employed for wages	Own	I always vote			$6,400.00

Fig. 297: Q&A Table Columns

XII.5 Cashout Reason Report

The **Cashout Reason Report** provides insights into why investors choose to cash out their investments, helping organizations understand investor behavior and improve retention strategies.

Location

Report > Cashout Reason

Table of Contents

Features: Cashout Reason Report

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

- *View aggregated cashout reasons by CIT Corporation*
- *Filter data by specific years*
- *Analyze the distribution of cashout reasons*
- *Download reports in Excel format*
- *View detailed reason breakdowns*

Report Location

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

Don't see the Primary Sidenavigation menu?

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

Report Filters

Before viewing the report data, you must select filtering criteria.

CIT Corporation Selection

Select a CIT Corporation from the **Choose CIT Corporation** dropdown to view cashout reasons for that corporation.

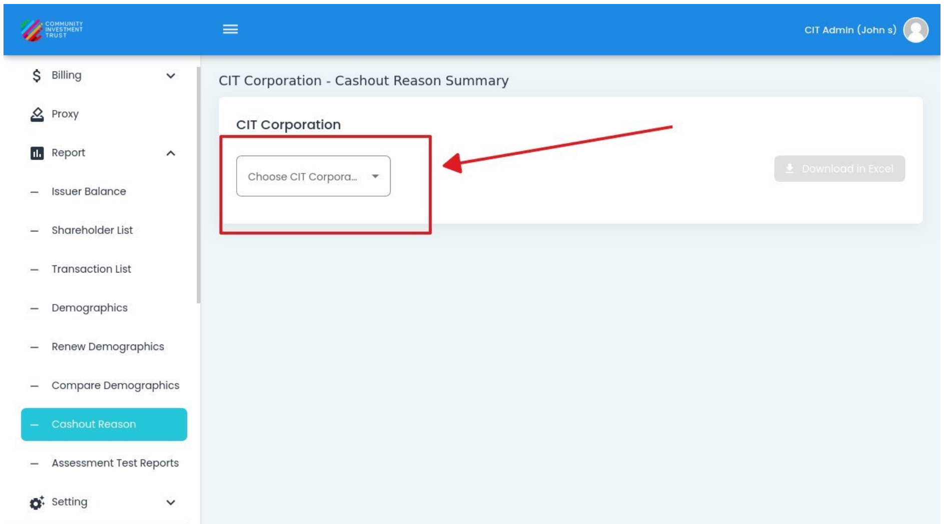


Fig. 298: CIT Corporation Dropdown Location

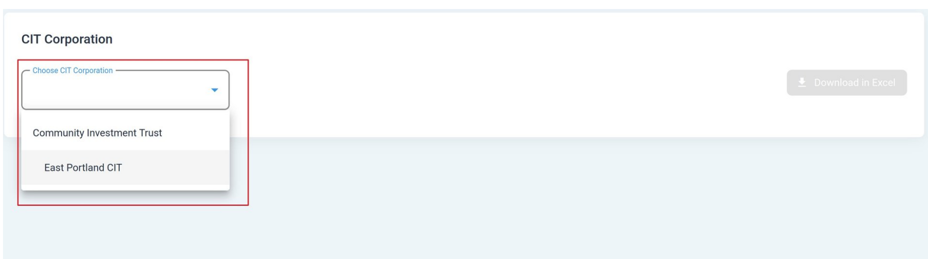


Fig. 299: CIT Corporation Dropdown Expanded

Year Selection

`Select` a year from the **Choose Year** dropdown to filter the report to a specific time period.

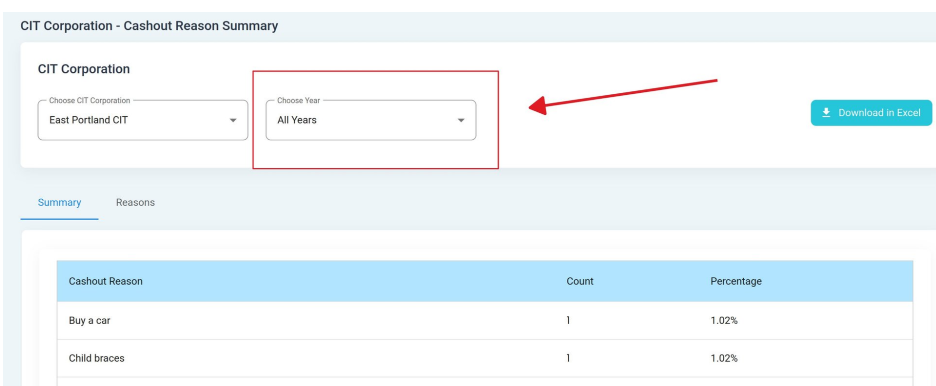


Fig. 300: Year Dropdown Location

> **Note**
>
> Both the CIT Corporation and Year selections are required before the report data will display.

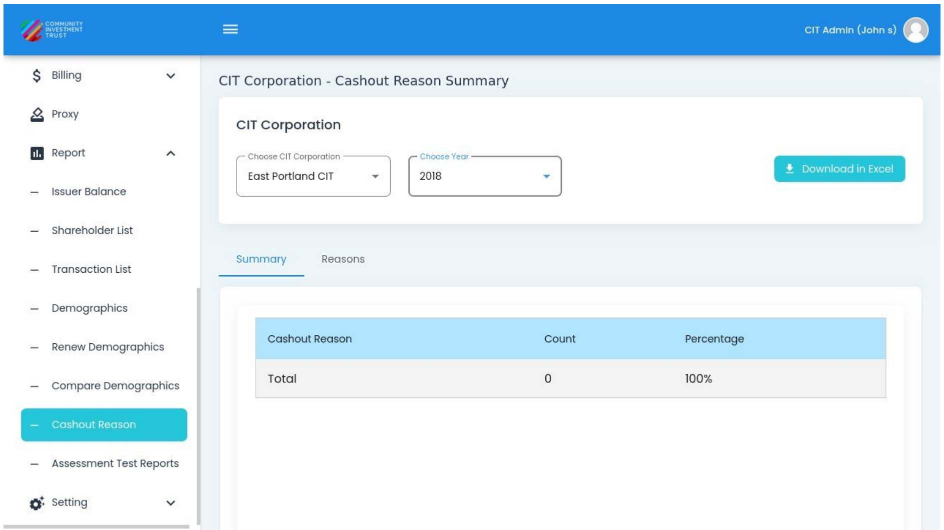


Fig. 301: Cashout Reason Report with CIT Corporation and Year Selected

Cashout Reason Data

Once filters are applied, the report displays cashout reason data in a summary format.

Table: Cashout Reason Report

The **Cashout Reason Report** table displays aggregated data showing why investors have chosen to cash out their investments.

Columns: Cashout Reason Report Table

The **Columns** for the **Cashout Reason Report** table can be found at the top of the table:

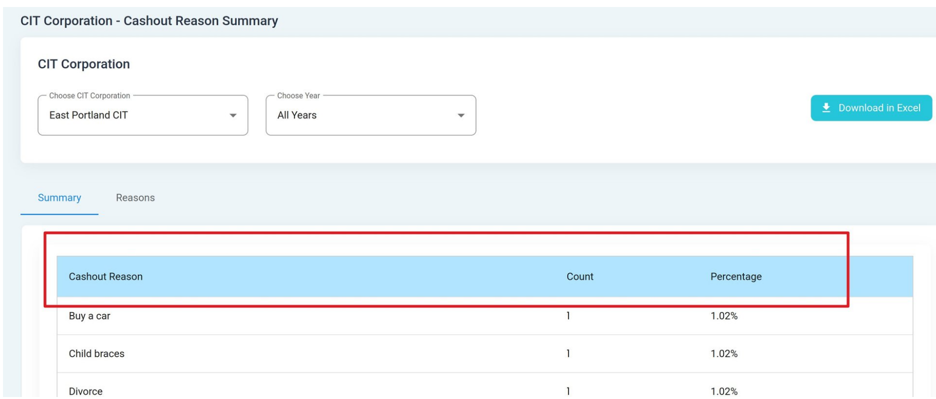


Fig. 302: Cashout Reason Report Table Columns

- **Reason** Category explaining why the investor chose to cash out their investment.
- **Count** Number of investors who selected this particular cashout reason.
- **Percentage** Proportion of all cashouts attributed to this reason.

Generating the Cashout Reason Report

This section describes how to generate and download the Cashout Reason Report.

Location

Report > Cashout Reason

Generating the Report

To Generate the Cashout Reason Report:

1. Navigate to the **Cashout Reason** section from the ▷ **Report** category.
2. Select a CIT Corporation from the **Choose CIT Corporation** dropdown.
3. Select a year from the **Choose Year** dropdown.

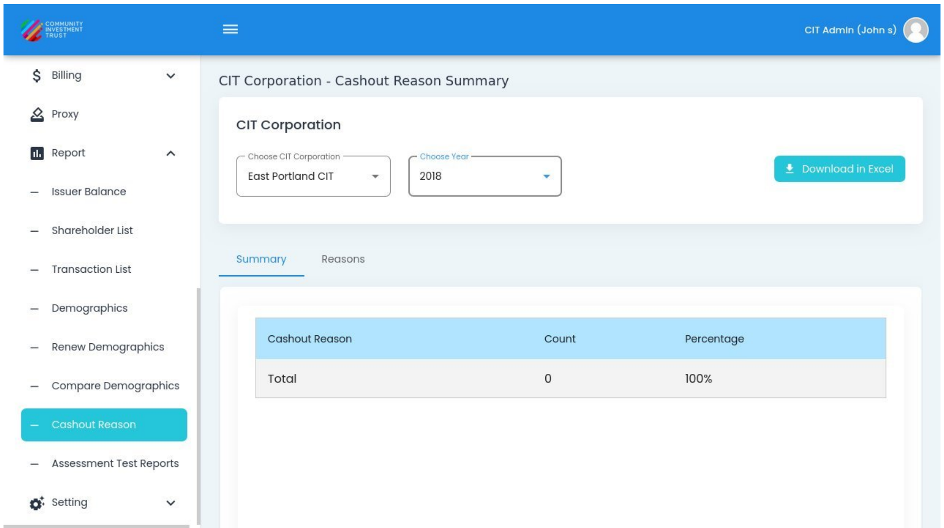


Fig. 303: Cashout Reason Report with CIT Corporation and Year Selected

4. The report data will automatically display after both selections are made.

Action Complete: Report Generated

The Cashout Reason Report displays with reason categories, counts, and percentages for the selected CIT Corporation and year.

Downloading the Report

The Cashout Reason Report can be exported to Excel format for further analysis.

To Download the Report:

1. Generate the report by selecting a CIT Corporation and Year.
2. Locate the Download in Excel button.
3. Click the Download in Excel button.
4. The Excel file will download to your default downloads location.

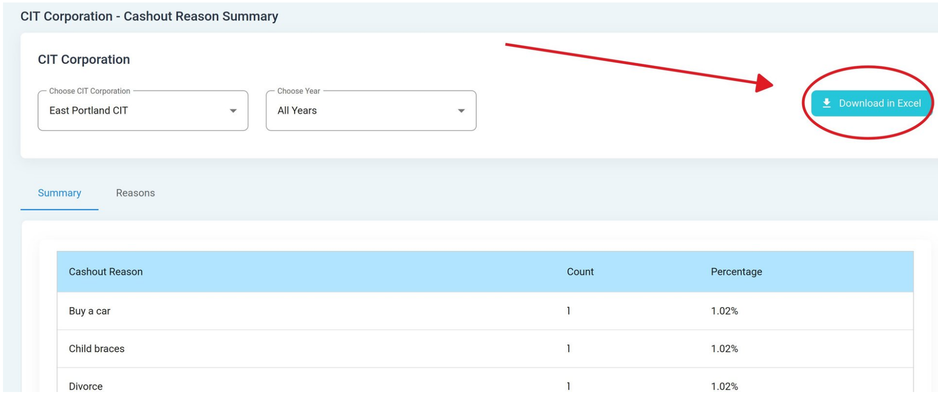


Fig. 304: Download in Excel Button Location

Action Complete: Report Downloaded

The Cashout Reason Report has been downloaded as an Excel (.xlsx) file containing all displayed data.

Note

The downloaded file includes the same data displayed on screen: reason categories, counts, and percentages for the selected filters.

Using the Downloaded Data

The Excel export allows you to:

- Create custom charts and visualizations
- Combine data from multiple years for trend analysis
- Share reports with stakeholders who don't have system access
- Perform additional calculations or filtering
- Archive historical data for compliance purposes

XII.6 Assessment Test Reports

The Assessment Test Reports provide administrators with detailed insights into investor knowledge assessments. This report tracks which investors have completed required assessments, their scores, and pass/fail status.

Table of Contents

Features: Assessment Test Reports

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

- *View assessment results by investor*
- *Search for specific investor records*

Location

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

Don't see the Primary Sidenavigation menu?

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

Assessment Test Reports Homepage

The **Assessment Test Reports** displays the main report interface:

Columns: Assessment Test Reports Table

The **Columns** for the **Assessment Test Reports** table can be found at the top of the table:

- **Account Id** Unique identifier linking the investor's account to their assessment results.
- **Account Name** Full name of the investor who completed the assessment test.
- **Start Date** Date and time when the investor began the assessment test.
- **End Date** Date and time when the investor completed or exited the assessment.
- **Passed Date** Date when the investor successfully passed the required assessment threshold.
- **Percentage** Final score achieved on the assessment, displayed as a percentage value.

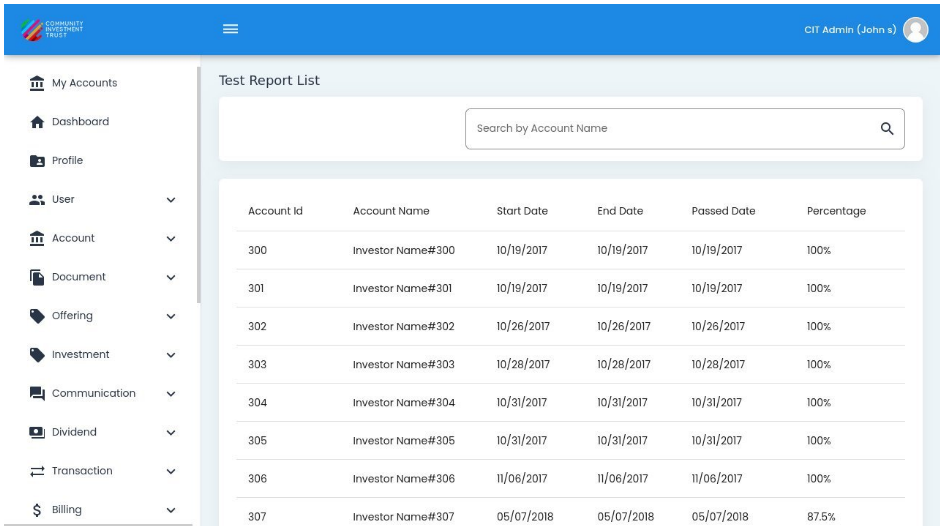


Fig. 305: Assessment Test Reports Homepage

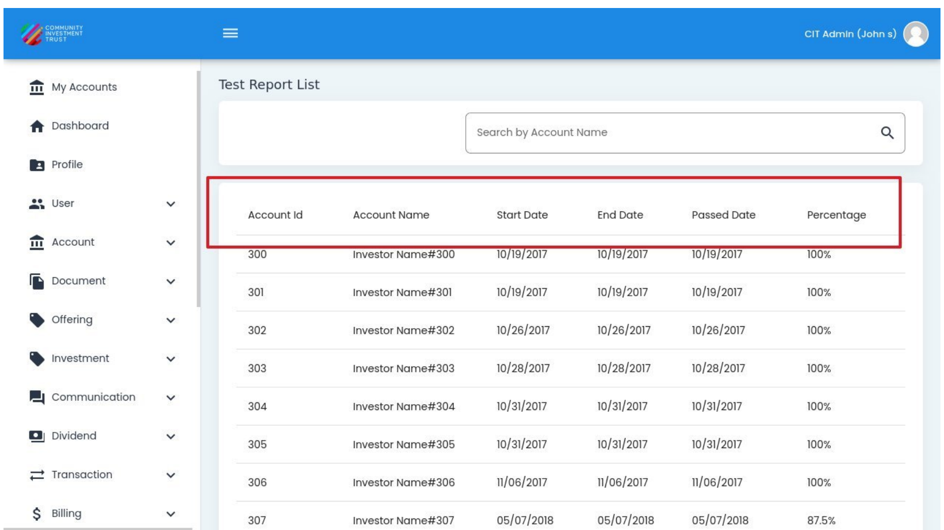


Fig. 306: Assessment Test Table Column Headers

Search and Sort

Search Functionality

Use the search box to find specific records in the report:

> **Note**
>
> Assessment Test Reports are viewonly. Data is displayed on screen and cannot be downloaded.

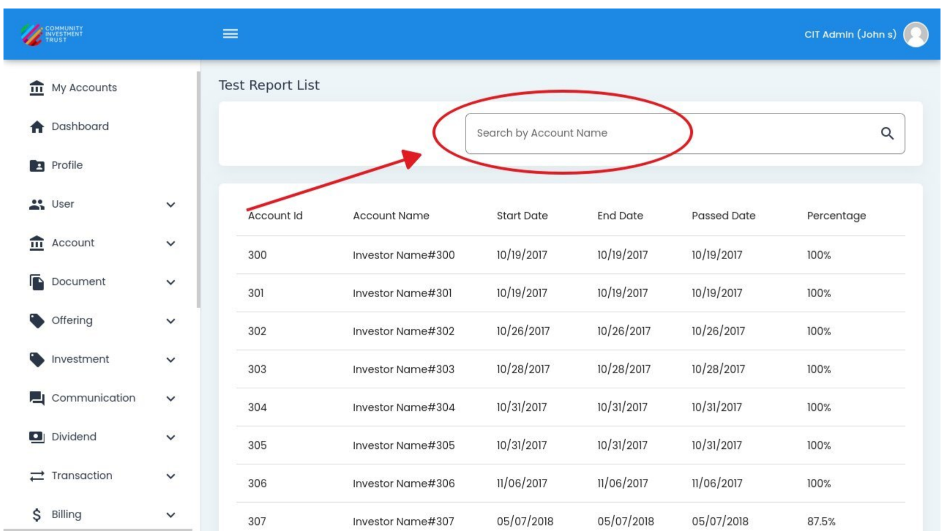


Fig. 307: Search Functionality

XII.7 Additional Reports

The **Additional Reports** section provides access to specialized demographic and analysis reports within the CIT App. These reports enable you to compare demographics across offerings, track renewal patterns, and analyze investor cashout behavior.

Location

Report > Demographics (for Renew/Compare Demographics) **Report > Cashout Reason** (for Cashout Reason analysis)

Table of Contents

Features: Additional Reports

The **Additional Reports** section allows you to:

Demographic Analysis:

- *Generate Renew Demographics reports to track renewal patterns*
- *Compare Demographics across multiple offerings*
- *Download demographic data in Excel format*

Cashout Analysis:

- For cashout reason analysis, see the dedicated *Cashout Reason Report*

Report Location

The **Additional Reports** pages are located in the ▷ **Report** category in the **Primary Sidenavigation** menu.

Don't see the Primary Sidenavigation menu?

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

Renew Demographics Report

The **Renew Demographics Report** compares demographic data between renewal periods, helping you track how investor demographics change over time.

Report Filters

Configure the following filter to generate the report:

CIT Corporation Selection

Select a CIT Corporation from the **Choose CIT Corporation** dropdown to view renewal demographics for that corporation.

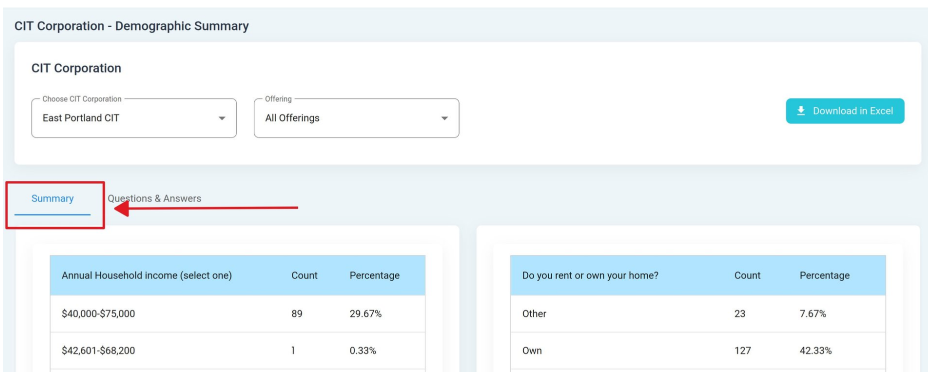


Fig. 308: Renew Demographics Report with Filter Options

> **Note**
>
> The report displays demographic comparison data once a CIT Corporation is selected.

Compare Demographics Report

The **Compare Demographics Report** provides sidebyside comparison of demographic data across offerings, enabling you to analyze how investor demographics differ between investment periods.

Report Filters

Configure the following filters to generate the comparison:

CIT Corporation Selection

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

Offering Selection

Select two offerings to compare:

1. **Compare Offering**: Select the first offering from the **Compare Offering** dropdown
2. **To Offering**: Select the second offering from the **To Offering** dropdown

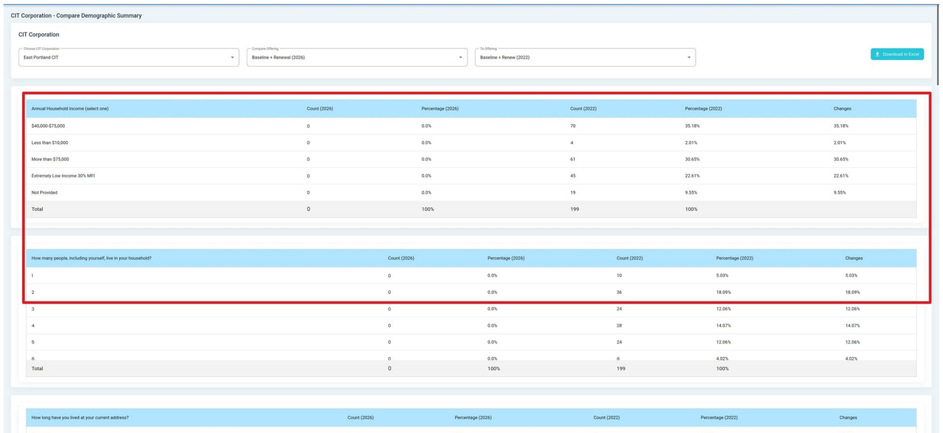


Fig. 309: Compare Demographics Report Interface with Filter Options

> **Tip**
>
> Select offerings from different years to analyze demographic changes over time.

Downloading the Report

`Click` the **Download in Excel** button to export the comparison data.

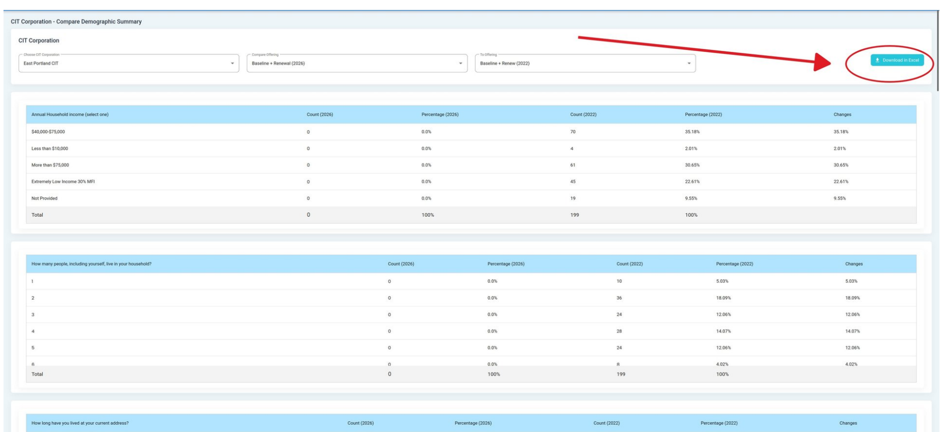


Fig. 310: Download in Excel Button Location

The downloaded Excel file contains demographic comparison data organized by category.

XIII Billing

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

- *Billing Plans*
- *Invoices*
- *Payments*
- *Payment Management*
- *TOL Invoices*
- *TOL Payments*

XIII.1 Billing Plans

Table of Contents

Features

The **Billing Plans** section allows you to:

- *View Billing Plans List Table*
- *Search Billing Plans*
- *Filter by Status*
- *Edit Billing Plan Configuration*

Location: Billing Plans Section

You can find the **Billing Plans** section in the navigation menu:

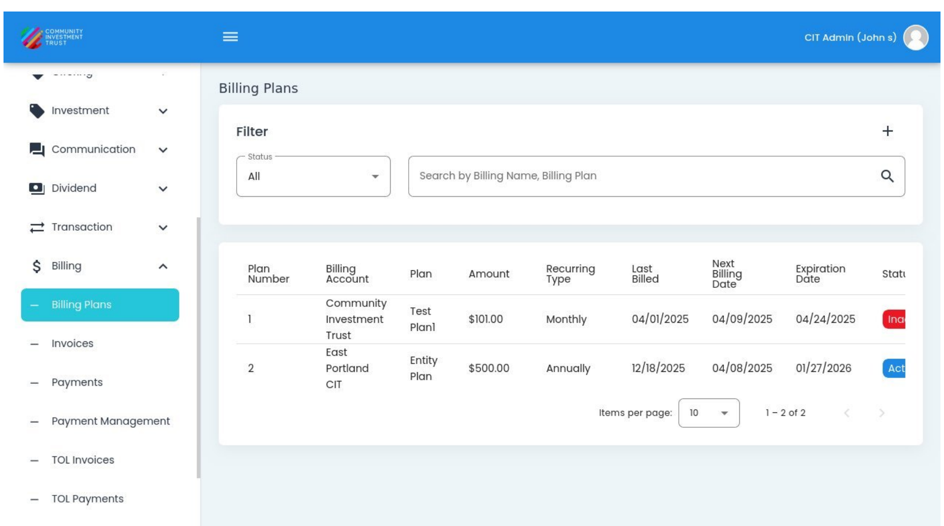


Fig. 311: Billing Plans Page Loaded

Billing Plans List Table

The **Billing Plans** section opens to the **Billing Plans List** table:

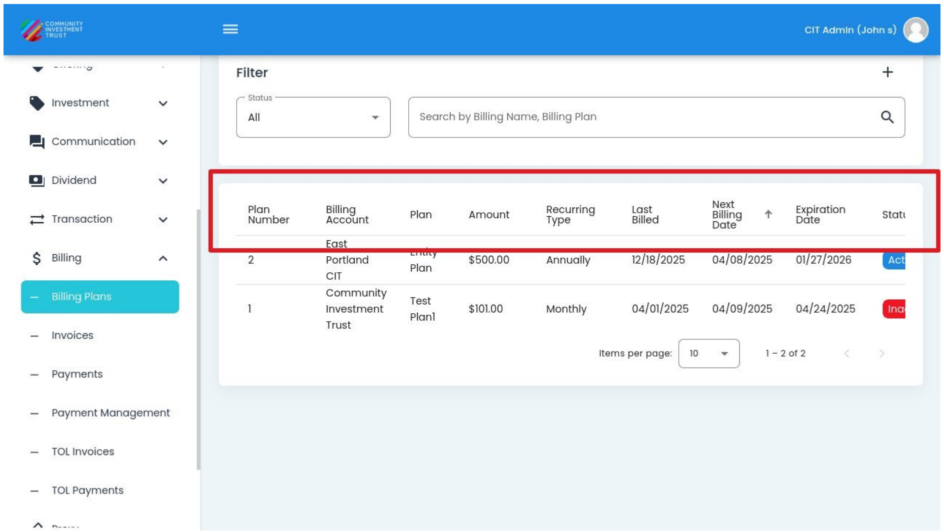


Fig. 312: Billing Plans Column Headers Verified

Search

Use the search field to find billing plans by Billing Name or Billing Plan:

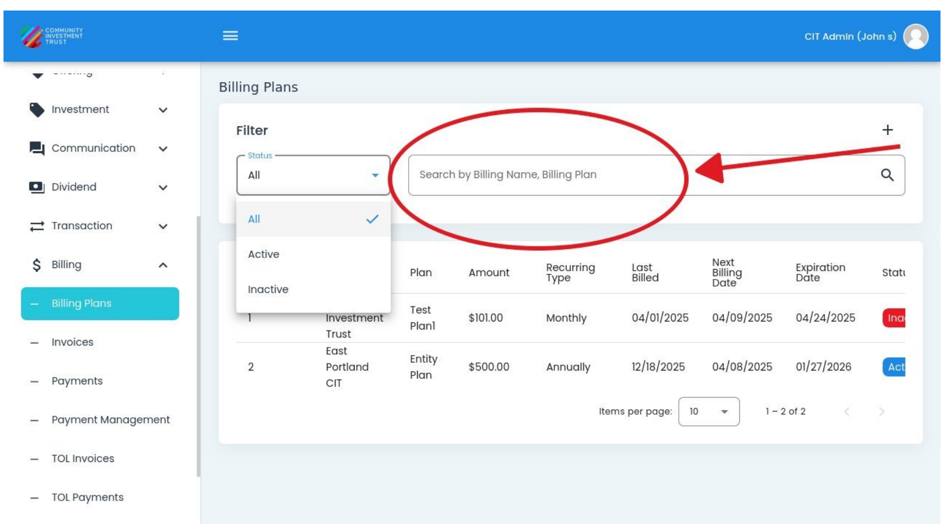


Fig. 313: Search by Billing Name or Billing Plan

The search placeholder shows: **Search by Billing Name, Billing Plan**

Filter Options

Use the **Status** dropdown to filter billing plans:

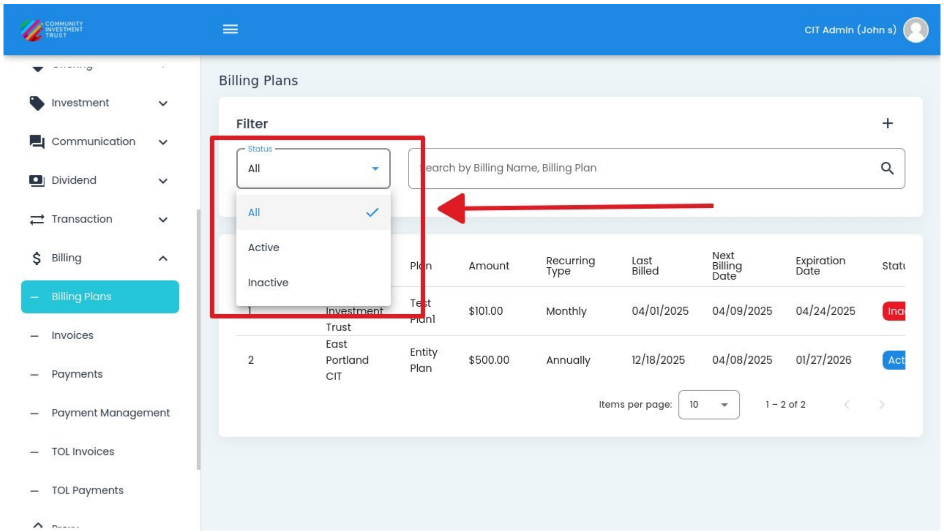


Fig. 314: Billing Plans Status Dropdown Options

Status Filter Options

- All View all billing plans regardless of status.
- Active Currently active billing plans.
- Inactive Deactivated or expired billing plans.

Table: Billing Plans List

The **Billing Plans List** table provides a comprehensive overview of all billing records in the system.

Columns: Billing Plans List Table

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

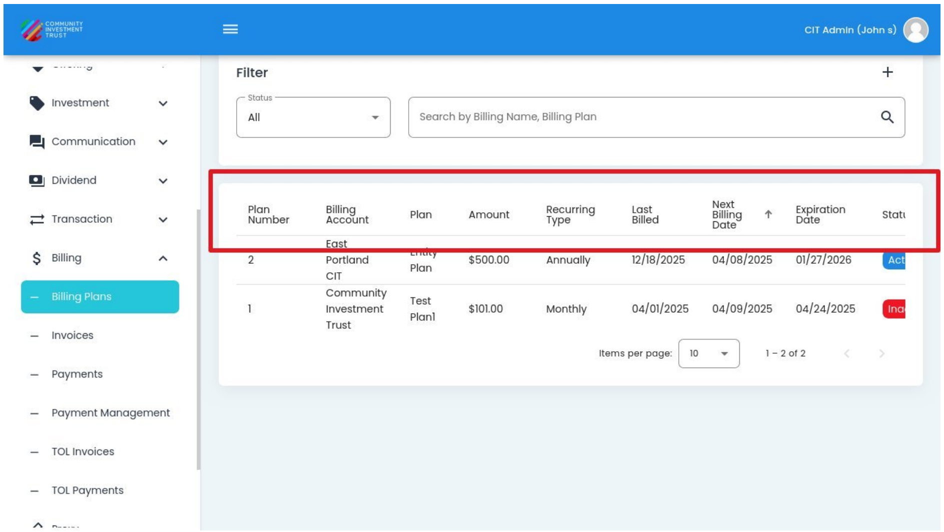


Fig. 315: Billing Plans Column Headers

- **Plan Number** Unique identifier for the billing plan.
- **Billing Account** The account associated with this billing plan.
- **Plan** Name or description of the billing plan.
- **Amount** Billing amount for each cycle.
- **Recurring Type** Frequency of billing (Monthly, Quarterly, SemiAnnually, Annually).
- **Last Billed** Date of the most recent billing cycle.
- **Next Billing Date** Scheduled date for the next billing.
- **Expiration Date** Date when the billing plan expires.
- **Status** Current status of the plan (Active, Inactive).
- **Action** Available operations for this billing plan.

Available Actions

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

- Edit Opens the *Edit Billing Plan* dialog to modify plan configuration

Edit Billing Plan

This section describes how to edit billing plan records.

Table of Contents

Accessing the Edit Dialog

To edit a billing plan:

1. Navigate to the *Billing Plans* section
2. Locate the record in the **Billing Plans List** table
3. Click the action button

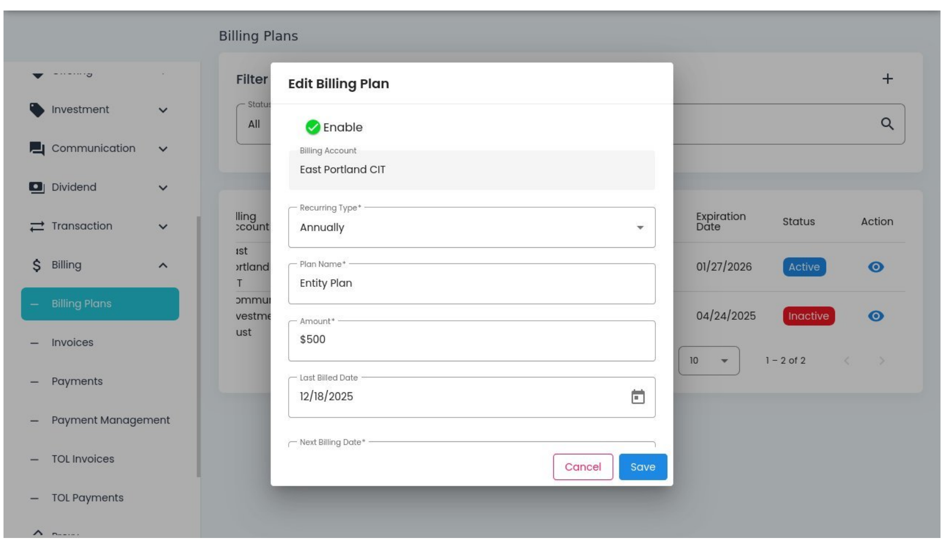


Fig. 316: Edit Billing Plan Dialog

Dialog Fields

The Edit Billing Plan dialog contains the following fields:

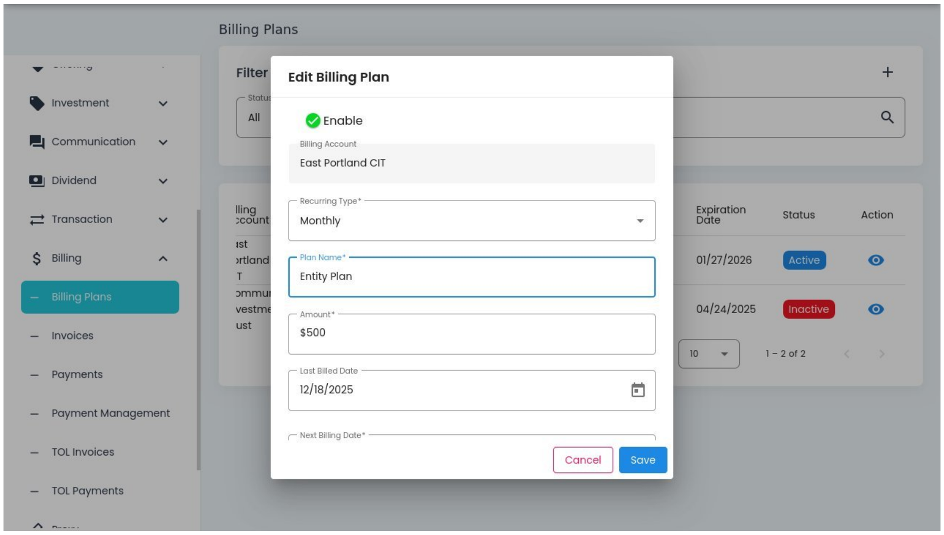


Fig. 317: Edit Billing Plan Dialog Fields

Available Fields

- `Plan Name` The name identifier for the billing plan.
- `Amount` The billing amount for each billing cycle.
- `Last Billed Date` The date of the most recent billing.
- `Next Billing Date` The scheduled date for the next billing cycle.
- `Expiration Date` The date when the billing plan expires.
- `Note` Additional notes or comments about the plan.

Recurring Type

The dropdown allows you to set the billing frequency:

Recurring Type Options

- `Monthly` Bill on a monthly cycle.
- `Quarterly` Bill every three months.
- `SemiAnnually` Bill every six months.
- `Annually` Bill once per year.

Saving or Canceling

After making changes:

- `Click` to apply the changes
- `Click` to discard changes and close the dialog

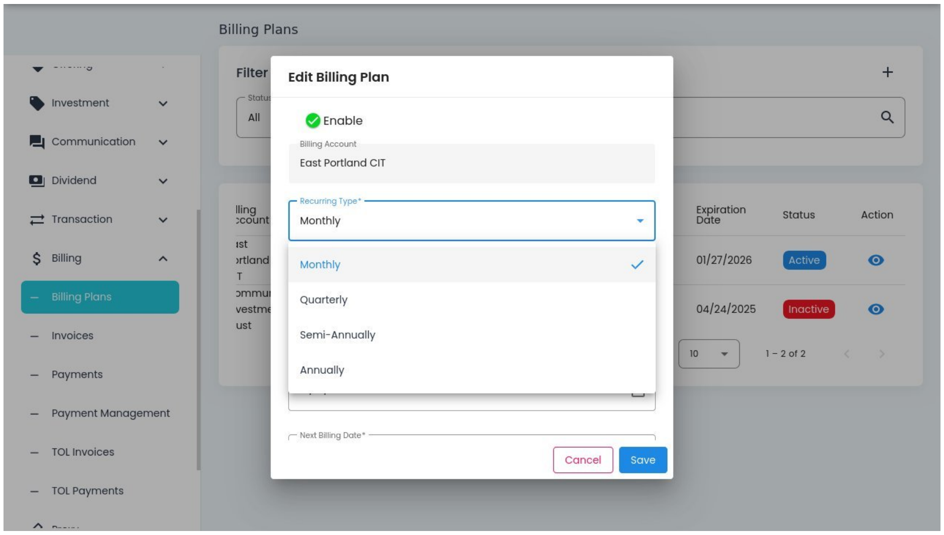


Fig. 318: Recurring Type Dropdown Options

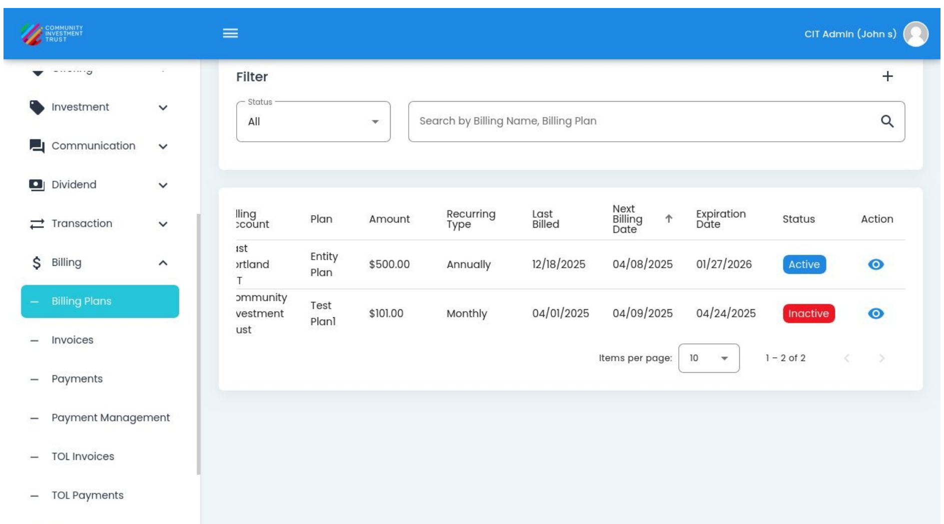


Fig. 319: Dialog Cancelled Without Saving

Note

Changes to billing plans take effect on the next billing cycle. Past billing records are not affected.

XIII.2 Invoices

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

Table of Contents

Hover for Page Preview

Hover over the links below for a page preview tooltip.

Invoices Homepage

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

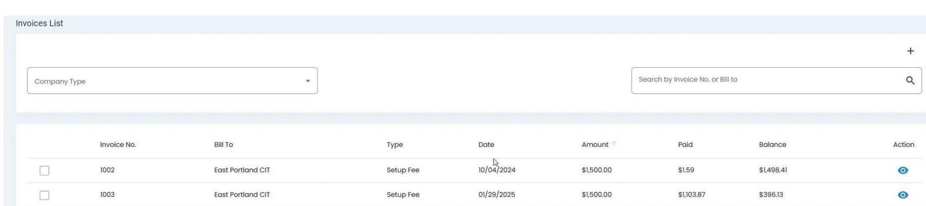


Fig. 320: Billing, Invoices, Homepage

Columns: Invoices List Table

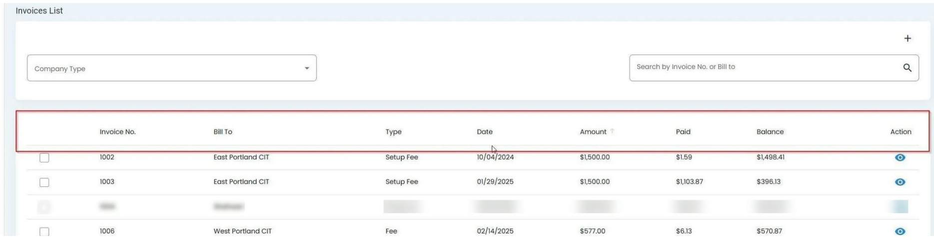


Fig. 321: Billing, Invoices, Columns Explained

- **Invoice No.** Unique identifier assigned to each invoice for tracking purposes.
- **Bill To** Name or entity responsible for paying the invoice amount.
- **Type** Indicates the category or nature of the invoice (Service, Fee).
- **Date** Date the invoice was issued to the customer.
- **Amount** Total money charged on this invoice, shown in currency.
- **Paid** Amount already paid toward this invoice.
- **Balance** Remaining amount due on this invoice.
- **Action** Available actions: View details, Download PDF.

Searching and Filtering Invoices

Search by Invoice Number or Bill To

You can search for specific invoices using the search field:

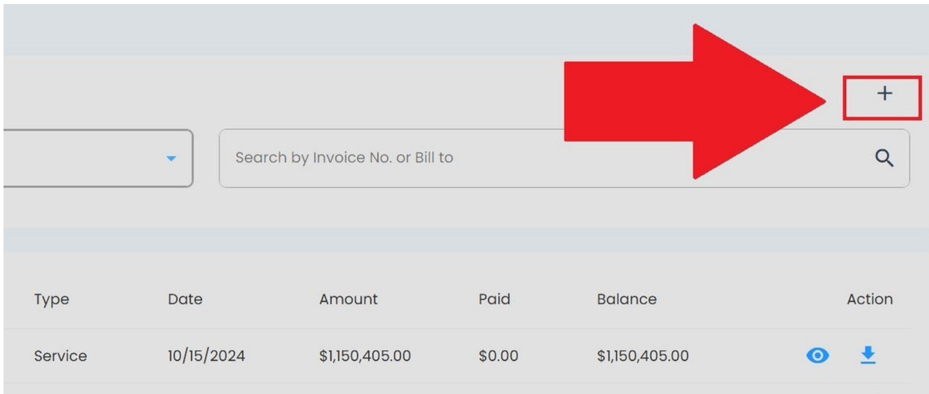


Fig. 322: Billing, Invoices, Search Field for Invoice Number or Bill To

Filter by Billing Account

Use the **Billing Accounts** dropdown to filter invoices by a specific billing account:

1. Locate the **Billing Accounts** dropdown in the Filter section:

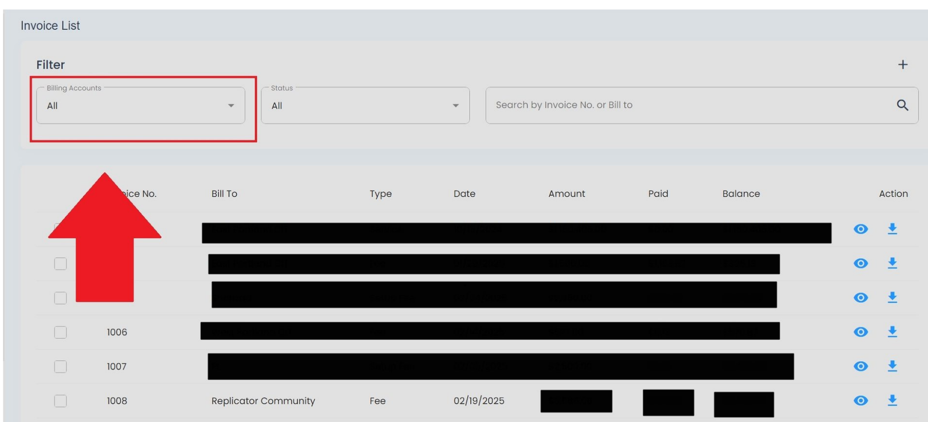


Fig. 323: Billing, Invoices, Billing Accounts Filter Location

2. Select a billing account from the dropdown options:

Filter by Status

Use the **Status** dropdown to filter invoices by payment status:

1. Locate the **Status** dropdown in the Filter section:
2. Select a status from the dropdown options:

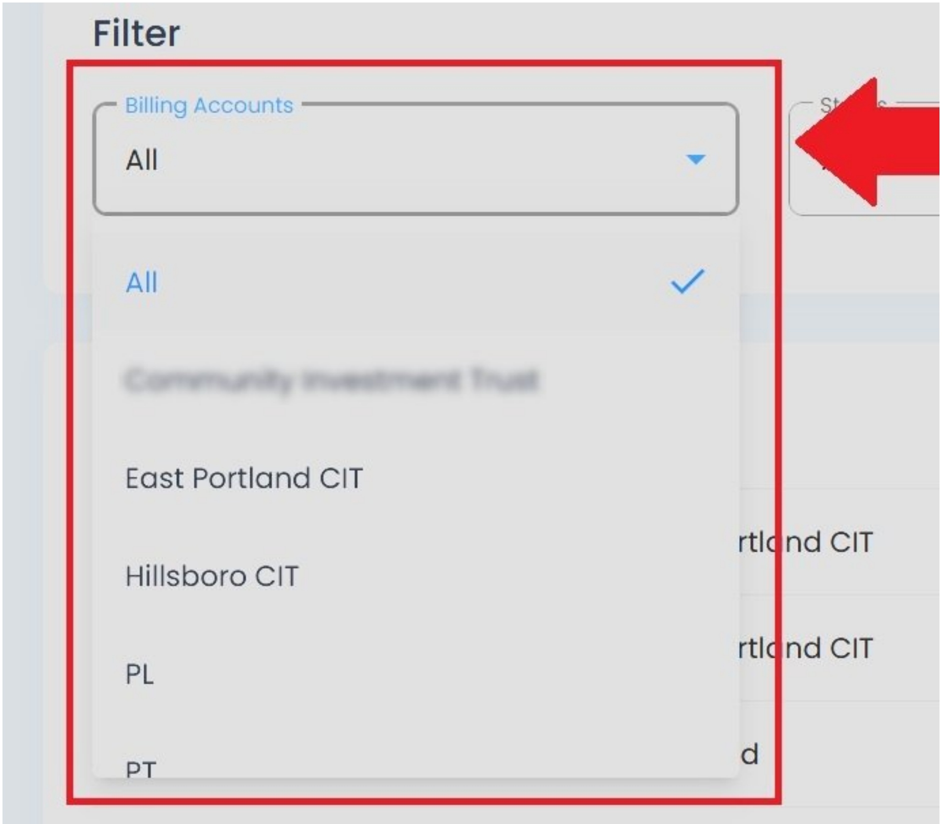


Fig. 324: Billing, Invoices, Billing Accounts Dropdown Expanded

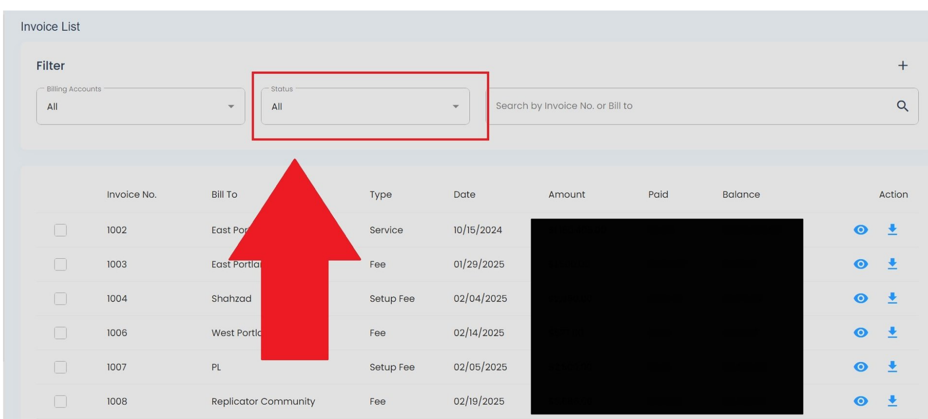


Fig. 325: Billing, Invoices, Status Filter Location

Status Definitions

- All View all invoices regardless of payment status.
- Outstanding Invoices with remaining balance that have not been fully paid.
- Paid Invoices that have been fully paid with zero balance remaining.

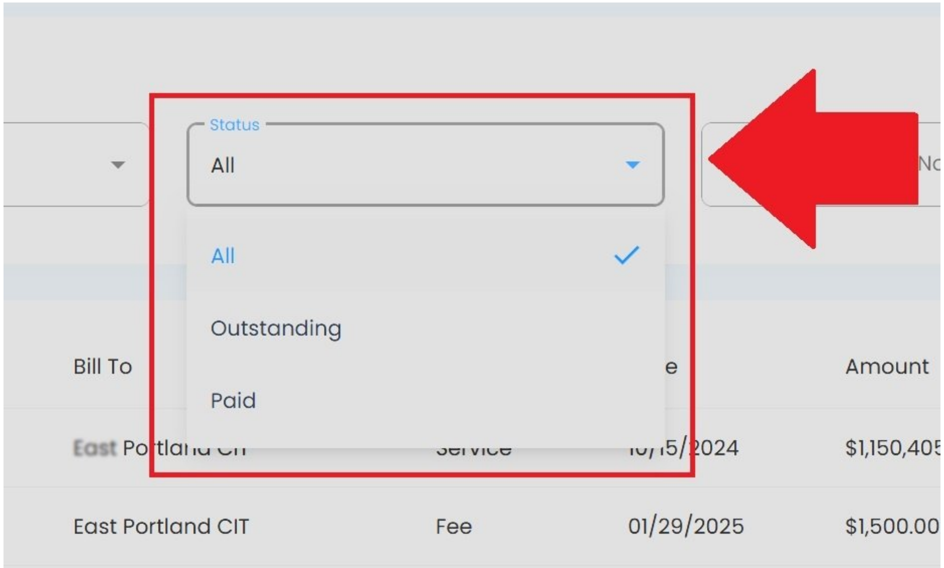


Fig. 326: Billing, Invoices, Status Dropdown Expanded

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

View Invoice Details

To view the details of a specific invoice, click the `View` button (eye icon) in the **Action** column:

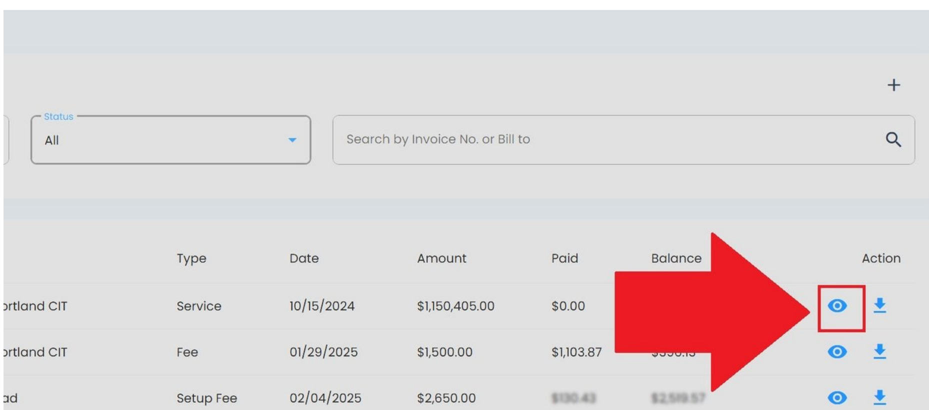


Fig. 327: Billing, Invoices, View Invoice Details Button Location

This opens the **Invoice Details** page with complete invoice information:

Invoice Details Page Structure

The **Invoice Details** page is organized into three main sections:

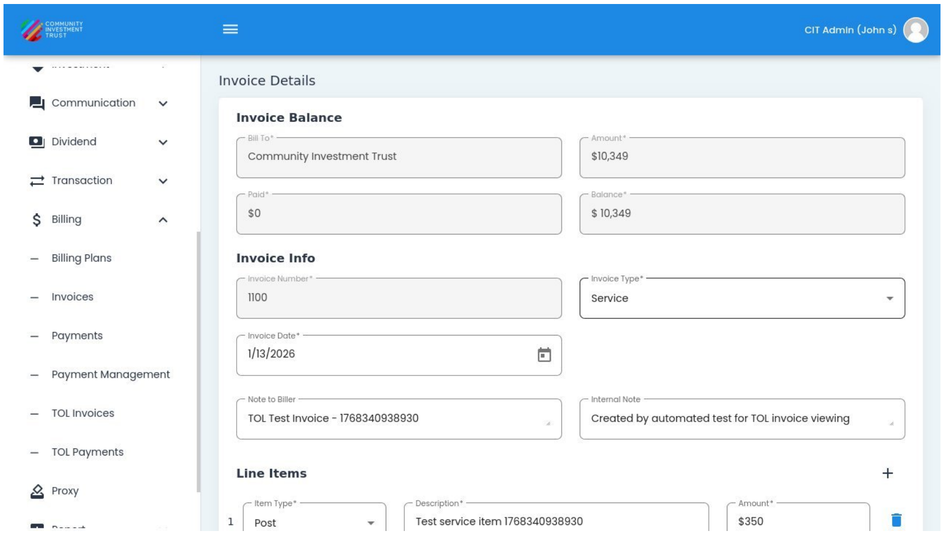


Fig. 328: Invoice Details Page

Invoice Balance Section

The **Invoice Balance** section displays the payment status:

> **Warning**
>
> Status group 'invoicedetailsfields' not found in /home/runner/work/CITAppDocumentationMaster/CITApp-DocumentationMaster/source/_data/status_definitions.json

Invoice Info Section

The **Invoice Info** section displays core invoice information including the Invoice Number, Invoice Type, Invoice Date, and notes fields.

Invoice Type Options

- `Service` Servicerelated invoice for ongoing services.
- `Fee` Feebased invoice for specific charges.

Line Items Section

The **Line Items** section displays itemized charges on the invoice:

- `Item Type` Type of line item (Post, etc.).
- `Description` Description of the line item.
- `Amount` Amount for this line item.

How to Download Invoices

Download Individual Invoice

To download a single invoice, click the `Download` button (download icon) in the **Action** column for that invoice:

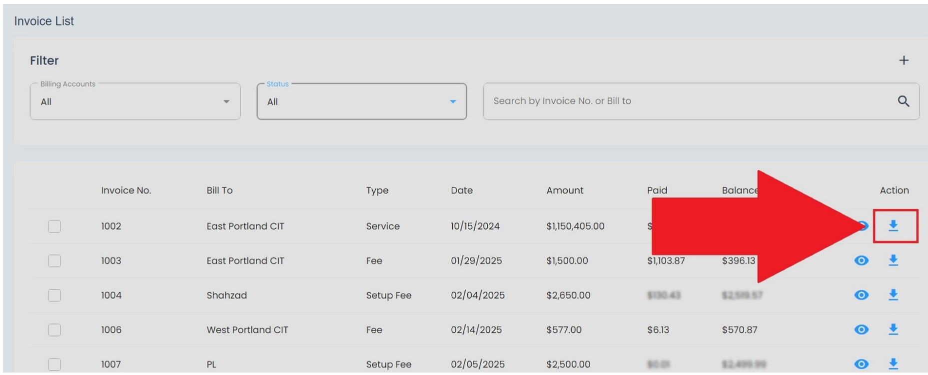


Fig. 329: Billing, Invoices, Download Individual Invoice Button

Download Multiple Invoices in PDF

To download multiple invoices in PDF format:

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

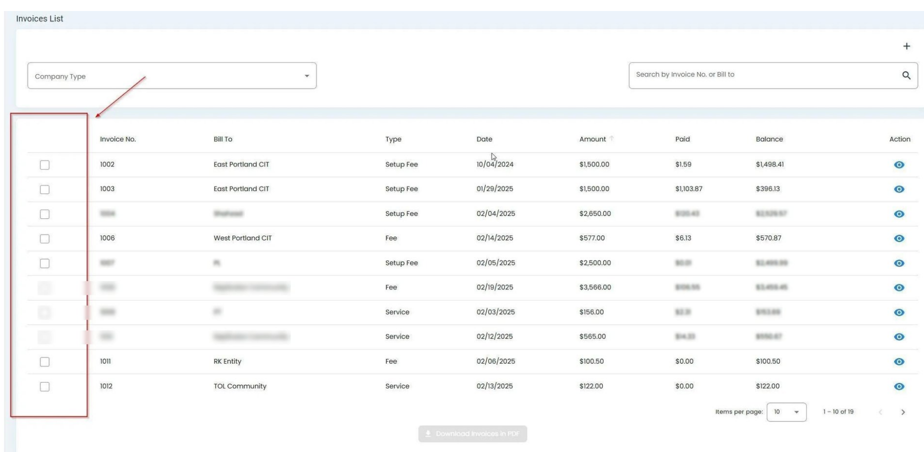


Fig. 330: Billing, Invoices, Selecting Invoices

2. Once selected, the checkboxes will show as checked:
3. Click the `Download Invoices in PDF` button to download all selected invoices.

How to Add an Invoice

To add a new invoice:

1. Click the **Add New Invoice** button (plus sign):
2. Fill out the invoice form:

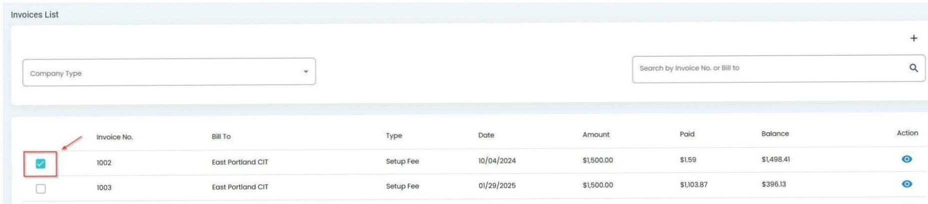


Fig. 331: Billing, Invoices, Selected Invoices with Checkmarks

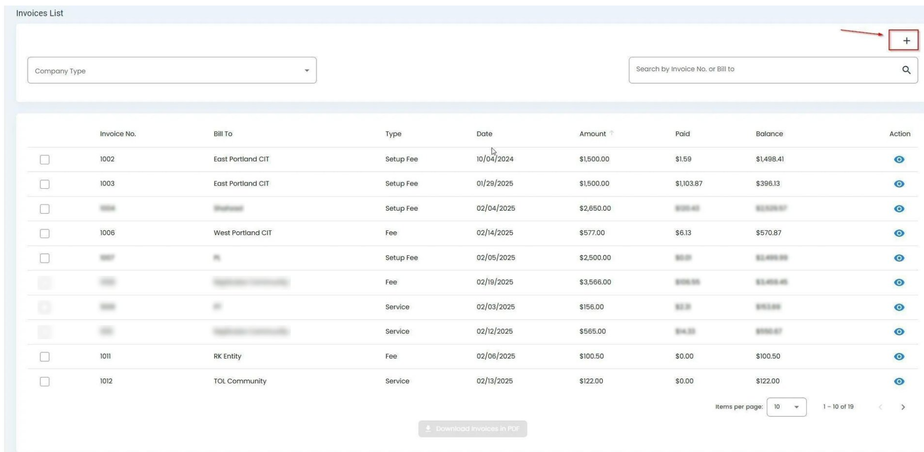


Fig. 332: Billing, Invoices, Add New Invoice Button

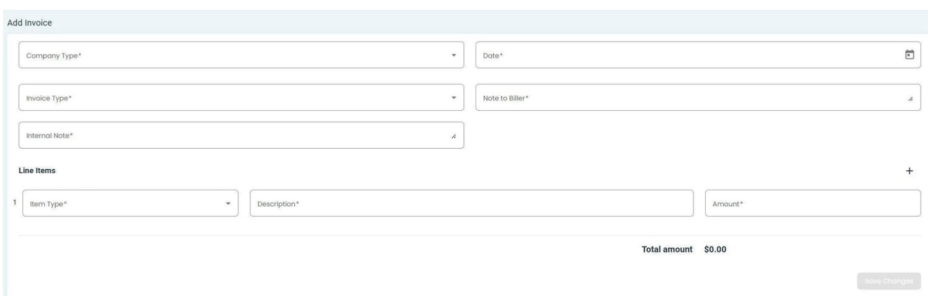


Fig. 333: Billing, Invoices, Add Invoice Form

Note

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

3. Complete all required information (example):
4. Click the `Save` button to create the invoice:

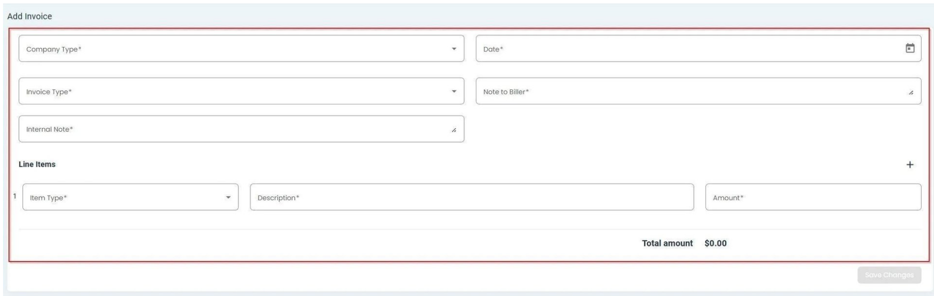


Fig. 334: Billing, Invoices, All Fields Required

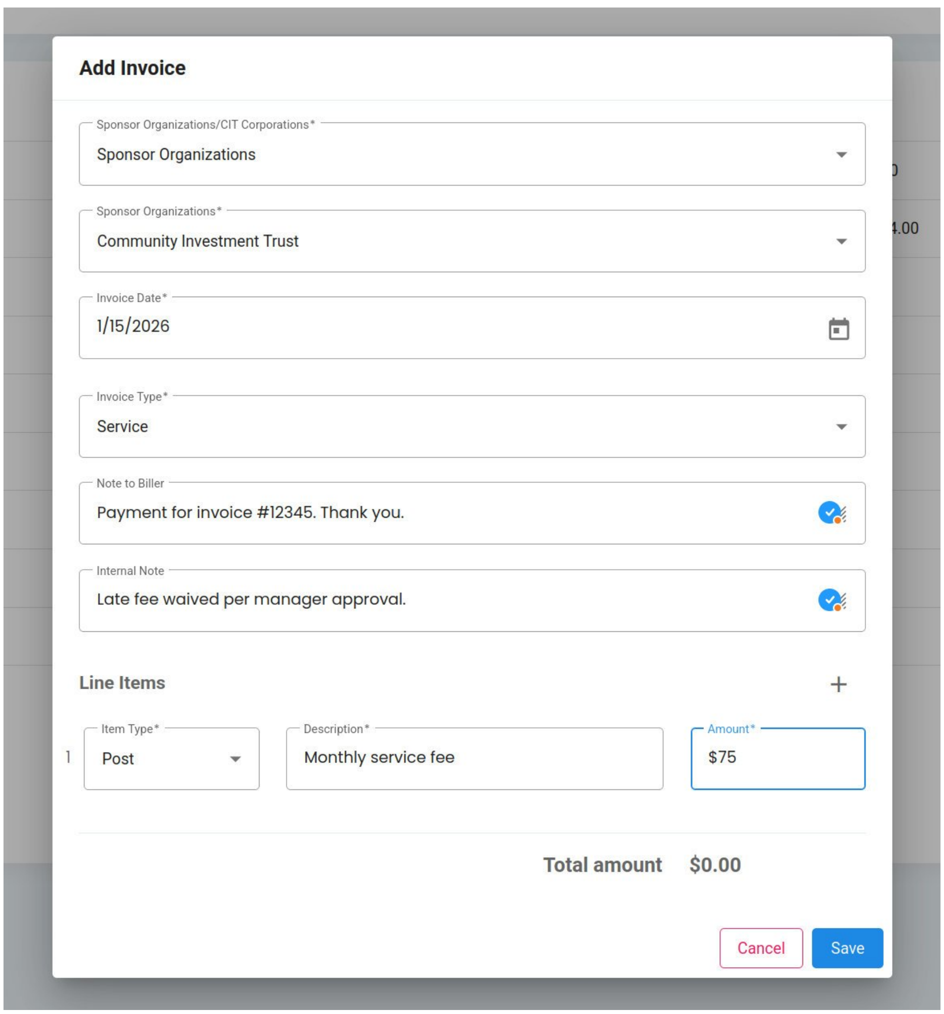


Fig. 335: Billing, Invoices, Example of Filled Out Form

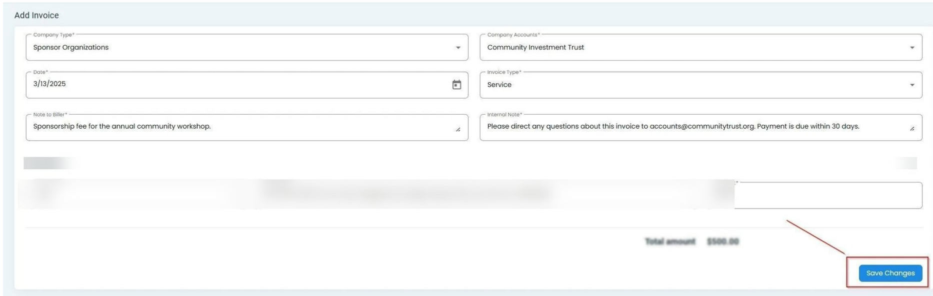


Fig. 336: Billing, Invoices, Save Button Location

How to Add New Line Items

Optional Feature

Adding line items is optional when creating an invoice. This feature allows you to itemize multiple products or services on a single invoice.

You can add multiple line items to an invoice:

1. Click the `Add Line Item` button:

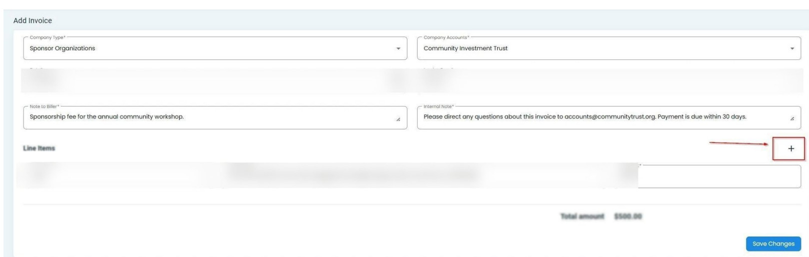


Fig. 337: Billing, Invoices, Add Line Item Button

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

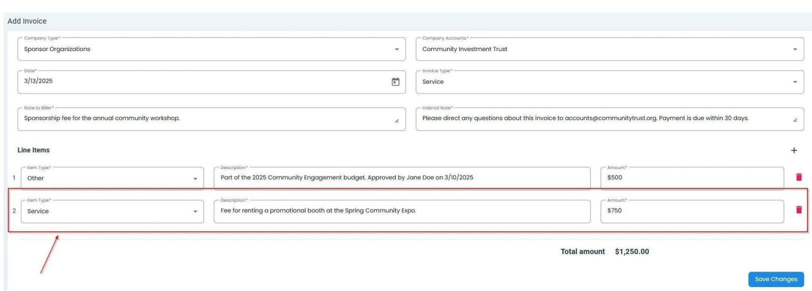


Fig. 338: Billing, Invoices, Second Line Item Added

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

Automatic Calculation

The invoice total automatically recalculates when you add, modify, or remove line items.

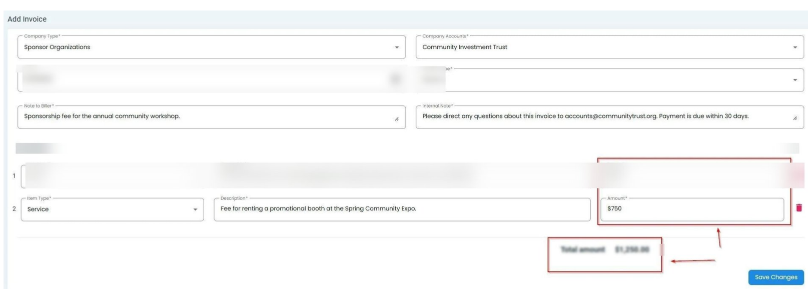


Fig. 339: Billing, Invoices, Total Updated with New Line Item

XIII.3 Payment Credit List

The **Payment Credit List** section provides tools for viewing and managing payment credit records within the system.

Features: Payment Credit List

- *View payment credits in the Payment Credit List table*
- *Search for payment credits by Bill To or Reference No*
- *Filter payments by Billing Account and Status*
- *View detailed payment information*
- *Add payment credits to accounts*

Layout: Payment Credit List Homepage

The Payment Credit List page displays all payment credit records in the system.

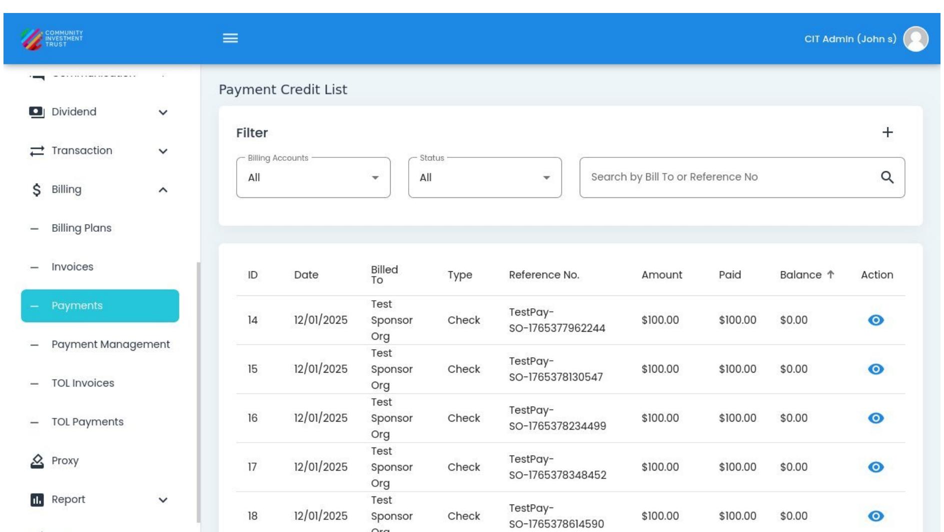


Fig. 340: Payment Credit List Homepage

Columns: Payment Credit List Table

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

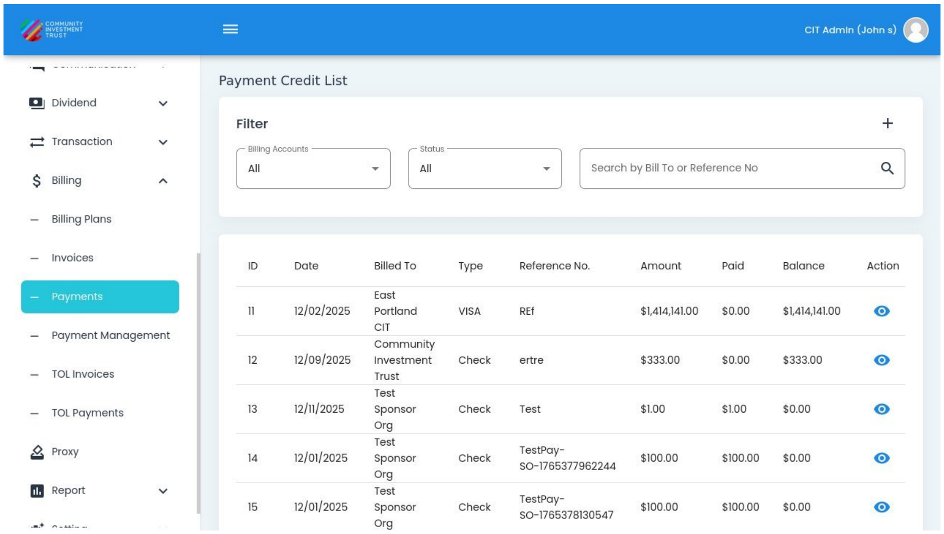


Fig. 341: Payment Credit List Table Columns

- **ID** Unique identifier for the payment credit.
- **Date** Date when the payment was received.
- **Billed To** Entity that made the payment.
- **Type** Payment method type (Check, VISA, etc.).
- **Reference No.** Reference number for the payment transaction.
- **Amount** Total payment amount.
- **Paid** Amount applied to invoices.
- **Balance** Remaining credit available.
- **Action** Available actions for this payment.

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.

Step 2: Select Filter Criteria

Click the filter button to expand the available filtering options.

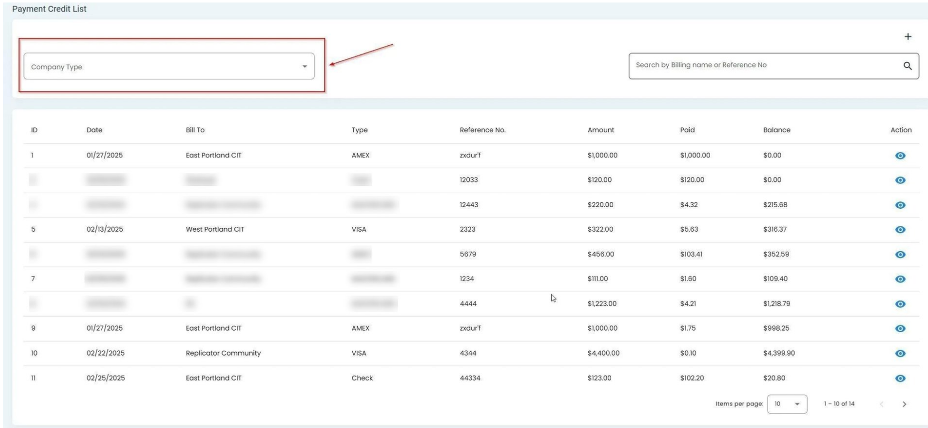


Fig. 342: Filter button location in the Payments table

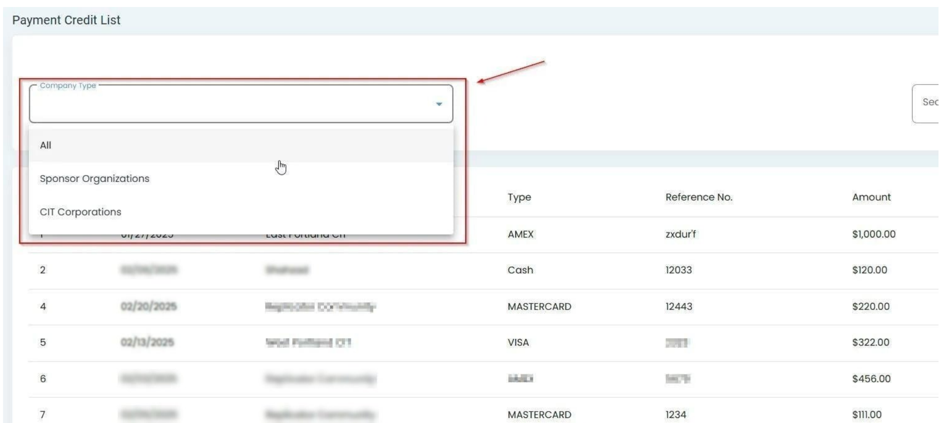


Fig. 343: Expanded filter options for the Payments table

Status Filter Options

- `All` View all payment credits regardless of status.
- `Outstanding` Credits with remaining balance to apply.
- `Allocated` Credits fully allocated to invoices.

Searching Payment Credits

Use the search bar to find payment credits by Bill To or Reference Number.

The search field placeholder shows: **Search by Bill To or Reference No**

Type your search term and the table automatically filters to show matching results.

Additional Features

The Payments section includes additional features for managing payment information:

- *View detailed payment information*
- *Add payment credits to accounts*

Payment Credit Details

The **Payment Credit Details** page displays detailed information about a specific payment credit record.

Accessing Payment Credit Details

Click the View button (eye icon) in the **Action** column of the **Payment Credit List** to open the details page.

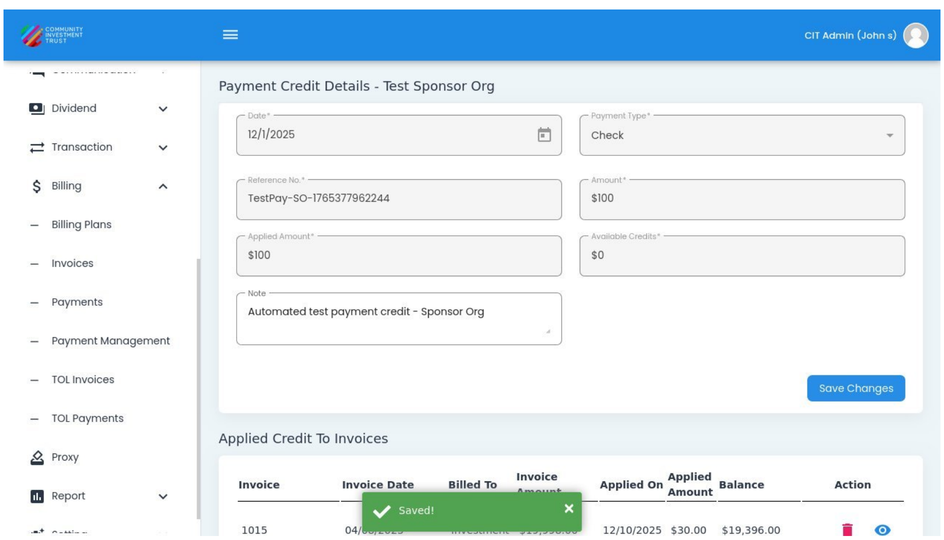


Fig. 344: Payment Credit Details Page

Payment Credit Details Fields

The Payment Credit Details page displays the following information:

- Date Date when the payment was received.
- Payment Type Method of payment (Check, VISA, Wire, etc.).
- Reference No. Reference number for the payment transaction.

- `Amount` Total payment amount.
- `Applied Amount` Amount already applied to invoices.
- `Available Credits` Remaining credit available to apply.
- `Note` Additional notes about the payment.

Payment Type Options

The field indicates how the payment was made:

- `Check` Payment made by check.
- `VISA` Payment made by VISA credit/debit card.
- `Wire` Payment made by wire transfer.
- `ACH` Payment made by ACH transfer.

Applied Credit To Invoices

The bottom section of the Payment Credit Details page displays the **Applied Credit To Invoices** table, which shows how the payment credit has been applied:

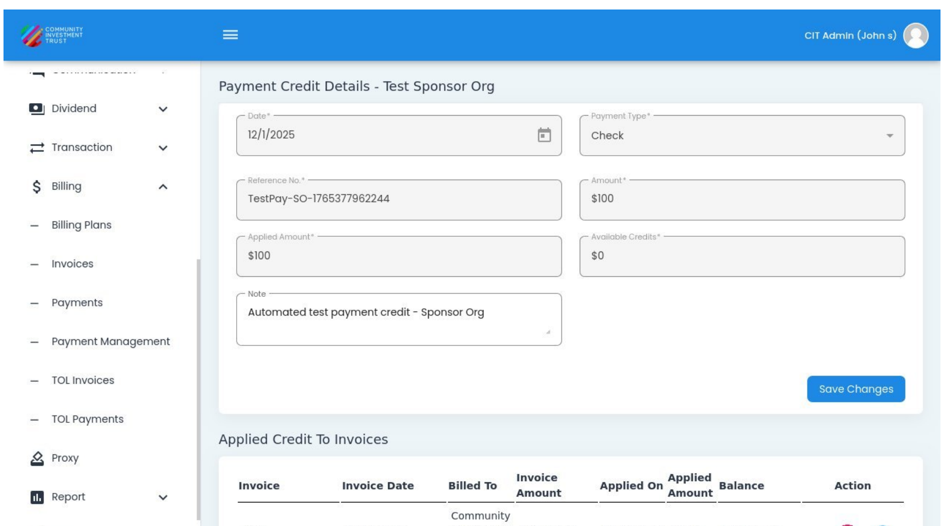


Fig. 345: Applied Credit To Invoices Table

- **Invoice** Invoice number the credit was applied to.
- **Invoice Date** Date of the invoice.
- **Billed To** Entity billed on the invoice.
- **Invoice Amount** Original invoice amount.
- **Applied On** Date the credit was applied.
- **Applied Amount** Amount of credit applied to this invoice.

- **Balance** Remaining balance on the invoice.
- **Action** Actions available (delete, view).

Adding Payment Credits

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

Overview: Payment Credits

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

Steps: Adding Payment Credits

Step 1: Locate the Add Payment Credit Button

Find the "Add Payment Credit" button in the Payments interface.

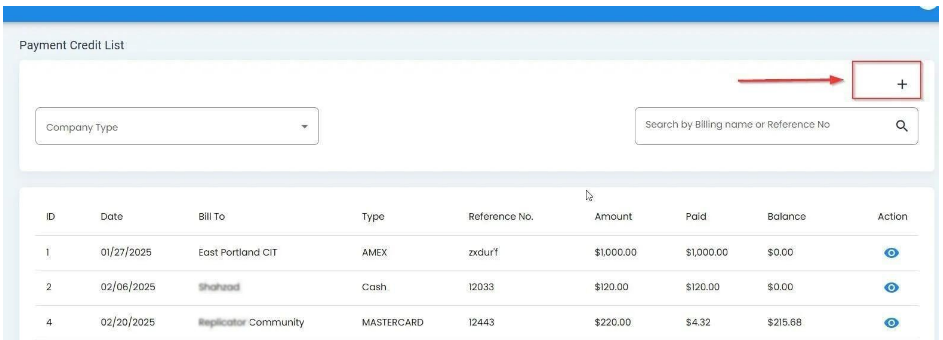


Fig. 346: Location of the Add Payment Credit button

Step 2: Access the Add Payment Credit Form

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

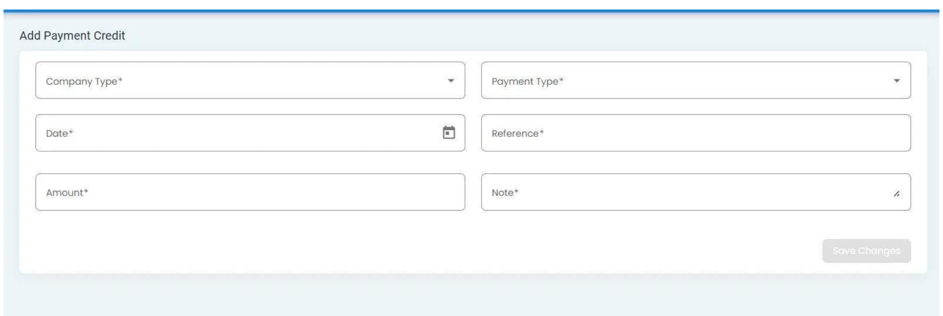


Fig. 347: The Add Payment Credit form

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

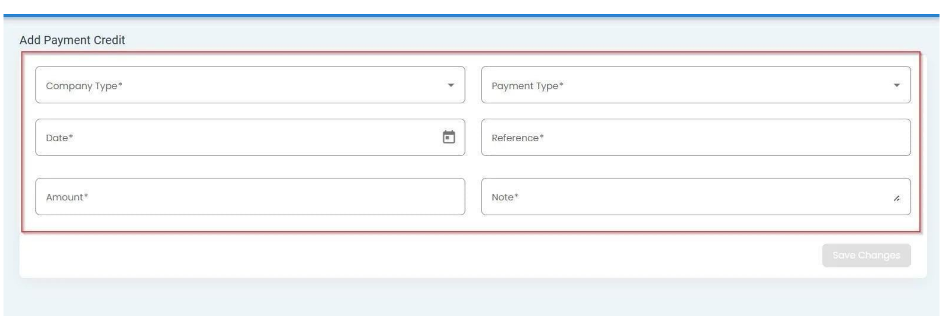


Fig. 348: All fields are required in the Add Payment Credit form

Step 3: Select Company Type

Choose the appropriate company type from the dropdown menu.

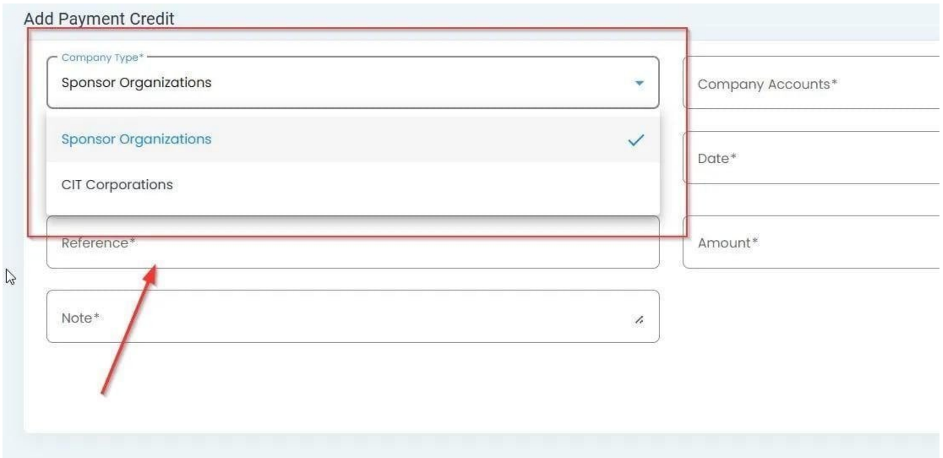


Fig. 349: Selecting the company type in the Add Payment Credit form

Step 4: Select Company Account

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

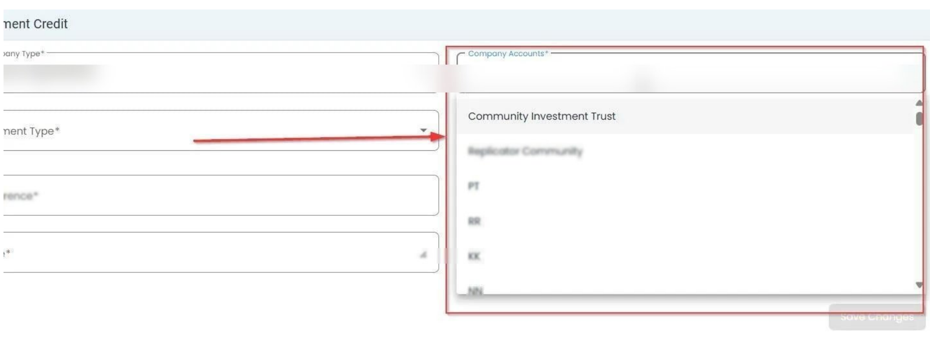


Fig. 350: Selecting the company account in the Add Payment Credit form

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.

Summary

The process of adding payment credits involves:

1. Accessing the Add Payment Credit form
2. Selecting the company type and account

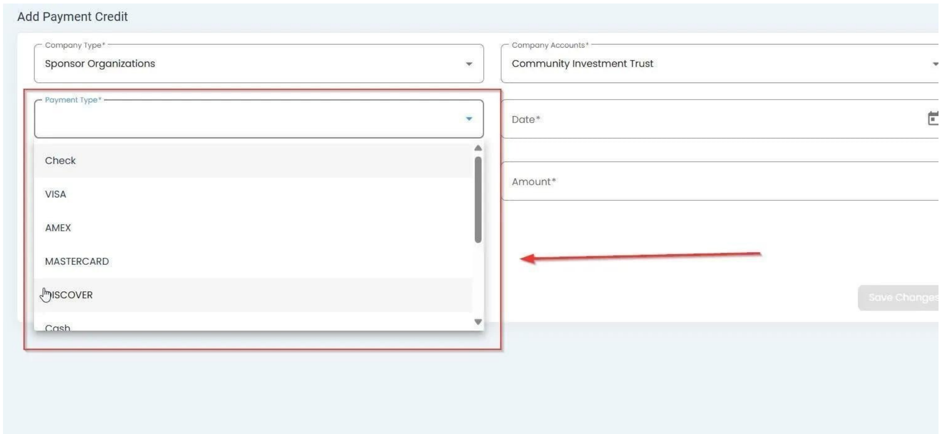


Fig. 351: Selecting the payment type in the Add Payment Credit form

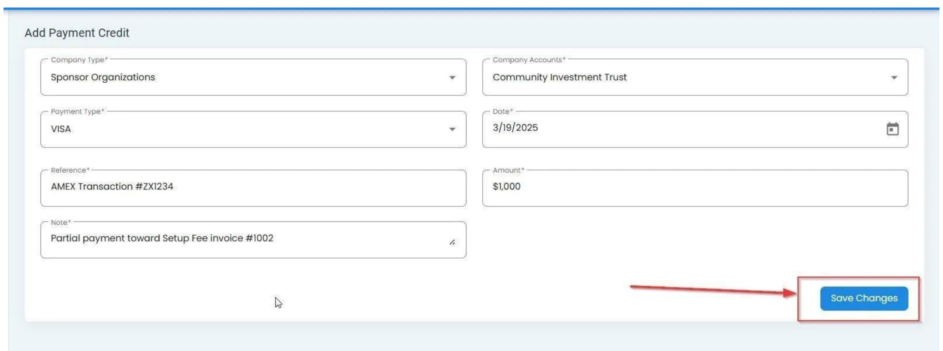


Fig. 352: Filling out the fields and clicking Save to complete the process

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.

XIII.4 Payment Management

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

Features: Payment Management

- *View payment credits*
- *View outstanding invoices*
- *Apply payments to invoices*
- *Filter records by various criteria*

Layout: Payment Management Homepage

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

- **Payment Credits** Shows available payment credits
- **Invoices** Shows outstanding invoices

Tip

The page displays a help banner: "To apply a credit payment to an invoice, please select an invoice and click on the credit $ to proceed with the payment."

These tables function independently with their own search and filter features. Both tables default to showing **Outstanding** status records.

Table Names

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

Table Sections

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

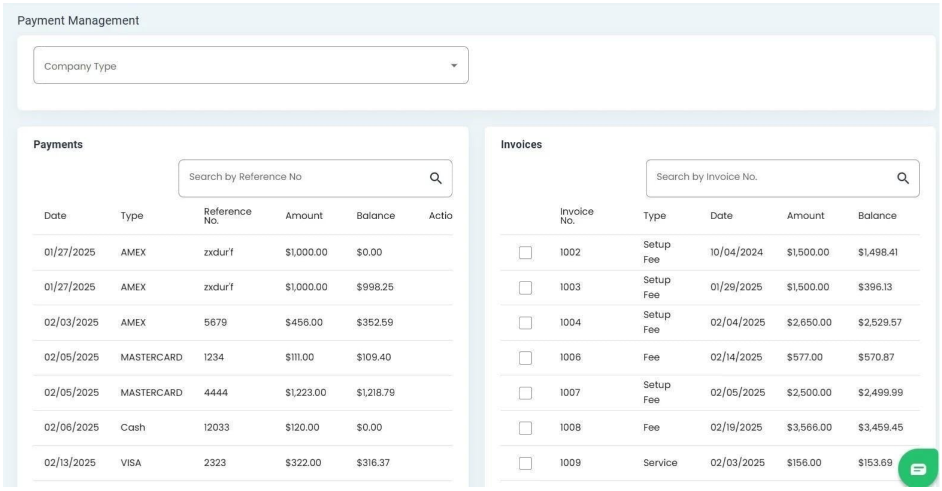


Fig. 353: Payment Management Homepage with two separate tables

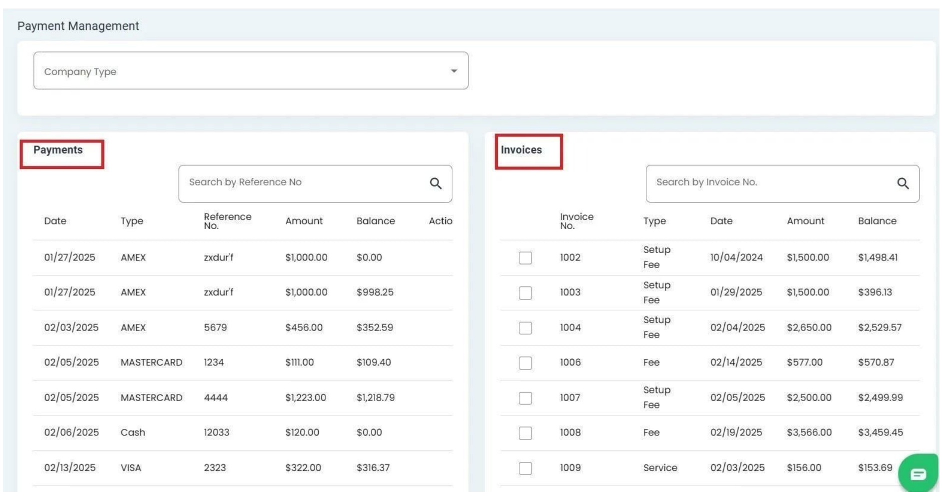


Fig. 354: Table names displayed at the top of each section

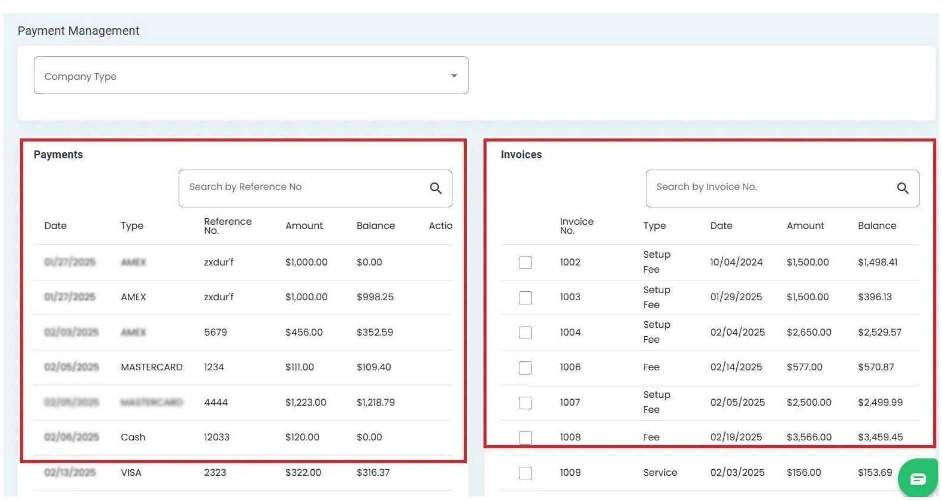


Fig. 355: Payment Management page divided into two separate table sections

Filtering Records

Both tables offer filtering capabilities to narrow down displayed records.

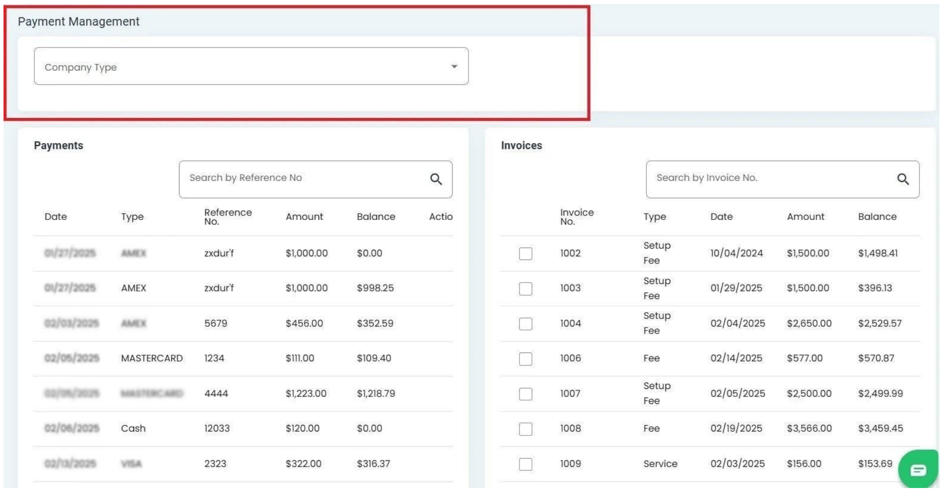


Fig. 356: Filter options available for Payment Management tables

Table: Payment Credits

The **Payment Credits** table displays available payment credits that can be applied to outstanding invoices.

Columns: Payment Credits Table

The **Columns** for the **Payment Credits** table are displayed at the top of the table:

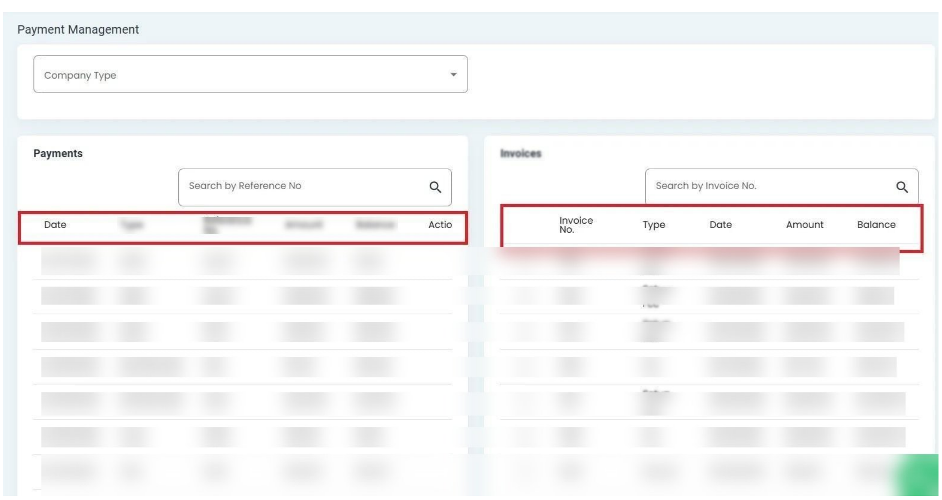


Fig. 357: Payment Credits Table Columns

- **ID** Unique identifier for the payment credit.
- **Date** Date when the payment was received.
- **Billed To** Entity that made the payment.

- `Type` Payment method type (Check, VISA, etc.).
- `Reference No.` Reference number for the payment transaction.
- `Amount` Total payment amount.
- `Paid` Amount applied to invoices.
- `Balance` Remaining credit available.
- `Action` Available actions for this payment credit.

Available Actions

The **Payment Credits** table provides the following actions for each record:

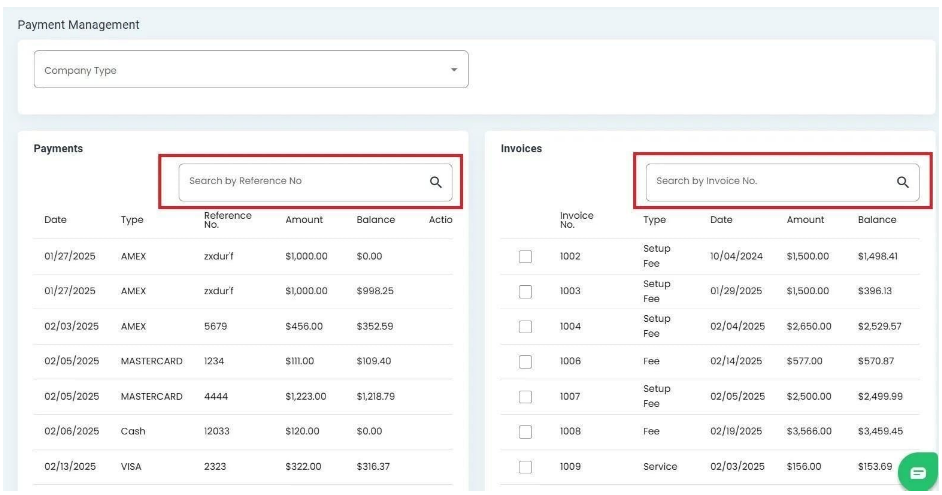


Fig. 358: Available actions in the Payment Credits table

Table: Invoices (Payment Management)

The Invoices table in Payment Management displays outstanding invoices that can receive payments.

Columns: Invoices Table

The Columns for the Invoices table are displayed at the top of the table:

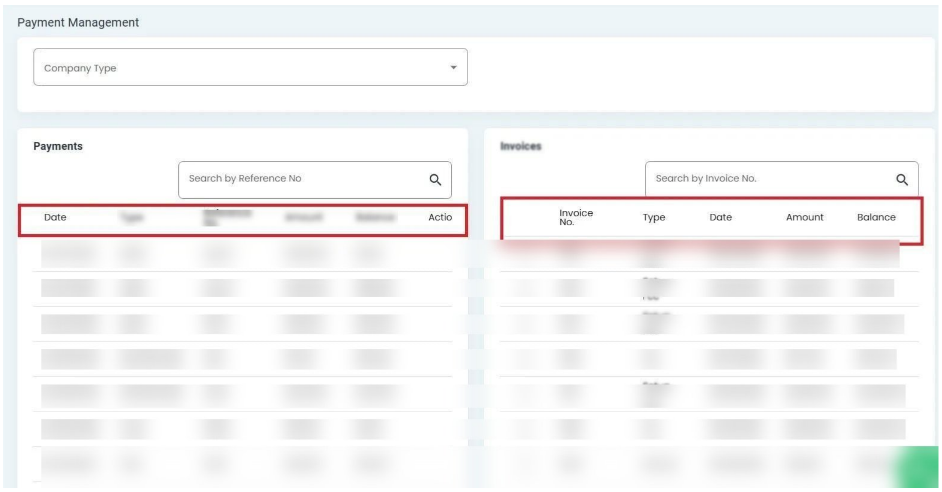


Fig. 359: Invoices Table Columns

- Select Checkbox to select the invoice for payment.
- Invoice No. Unique identifier assigned to each invoice.
- Bill To Entity responsible for paying the invoice.
- Type Category of the invoice (Service, Fee).
- Date Date the invoice was issued.
- Amount Total amount charged on the invoice.
- Paid Amount already paid toward the invoice.
- Balance Remaining amount due on the invoice.
- Action Available actions for this invoice.

Invoice Selection Column

The Invoices table includes a checkbox column for selecting invoices to apply payments:

Tip

Select an invoice using the checkbox before clicking the Pay Invoice button to apply a payment. When an invoice is selected, the Payment Credits table updates to show related payment information.

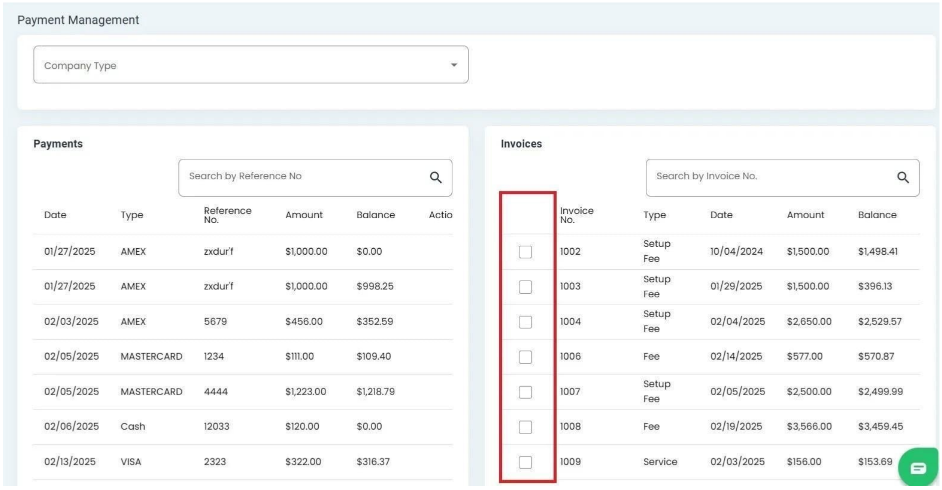


Fig. 360: Checkbox column in the Invoices table for invoice selection

Available Actions

The **Invoices** table provides the following actions for each record:

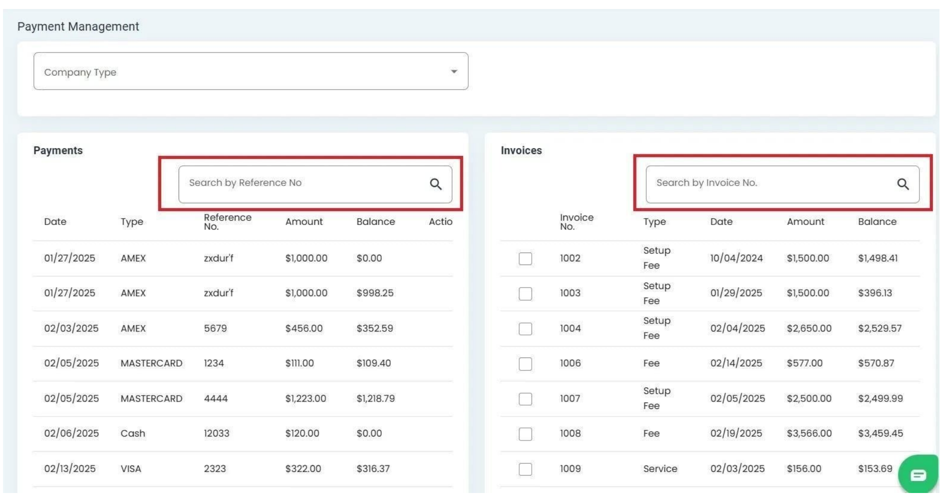


Fig. 361: Available actions in the Invoices table

- Pay Invoice Apply a payment credit to the selected invoice. See *How to Apply Payment to an Invoice*.

How to Apply Payment to an Invoice

This guide explains how to apply a payment credit to a specific invoice in the Payment Management system.

Prerequisites

Before applying a payment to an invoice:

- Navigate to the *Payment Management* page
- Ensure the invoice you want to pay is visible in the *Invoices table*
- Verify you have available payment credits in the *Payment Credits table*

Steps: Apply Payment to Invoice

Step 1: Select the Invoice

Locate the invoice in the **Invoices** table and check the corresponding checkbox. When you select an invoice, the **Payment Credits** table automatically updates to show related payment information.

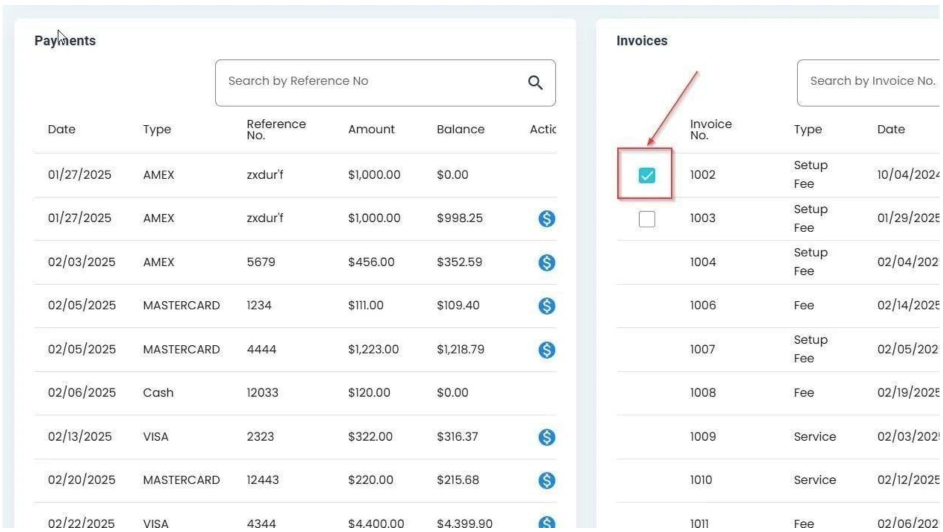


Fig. 362: Invoice selected via checkbox in the Invoices table

Step 2: Click the Pay Invoice Button

Click the Pay Invoice button (money icon) in the **Action** column for the selected invoice:

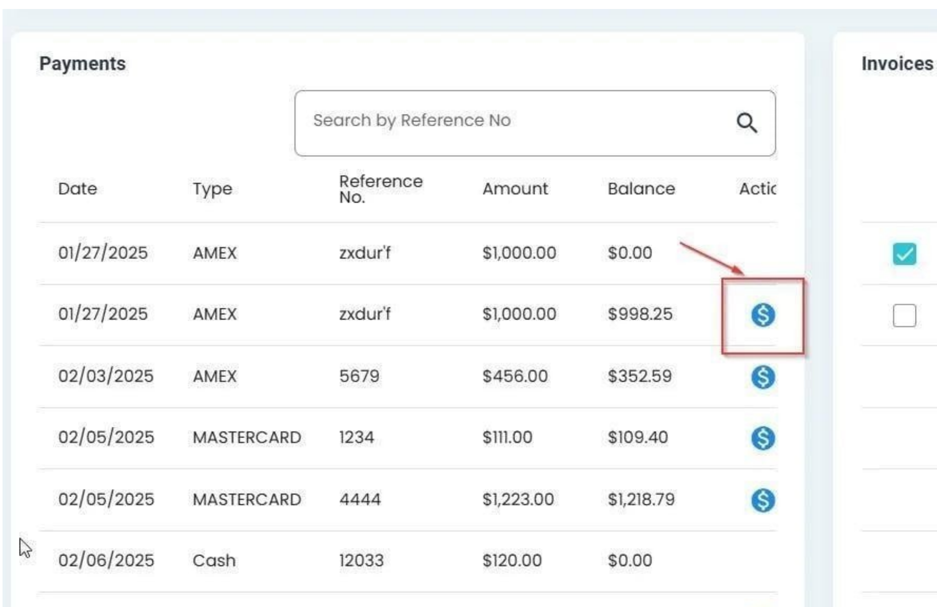


Fig. 363: Pay Invoice action button in the Invoices table

Step 3: Complete the Payment Modal

The **Apply Payment to Specific Invoice** dialog opens, displaying payment information:

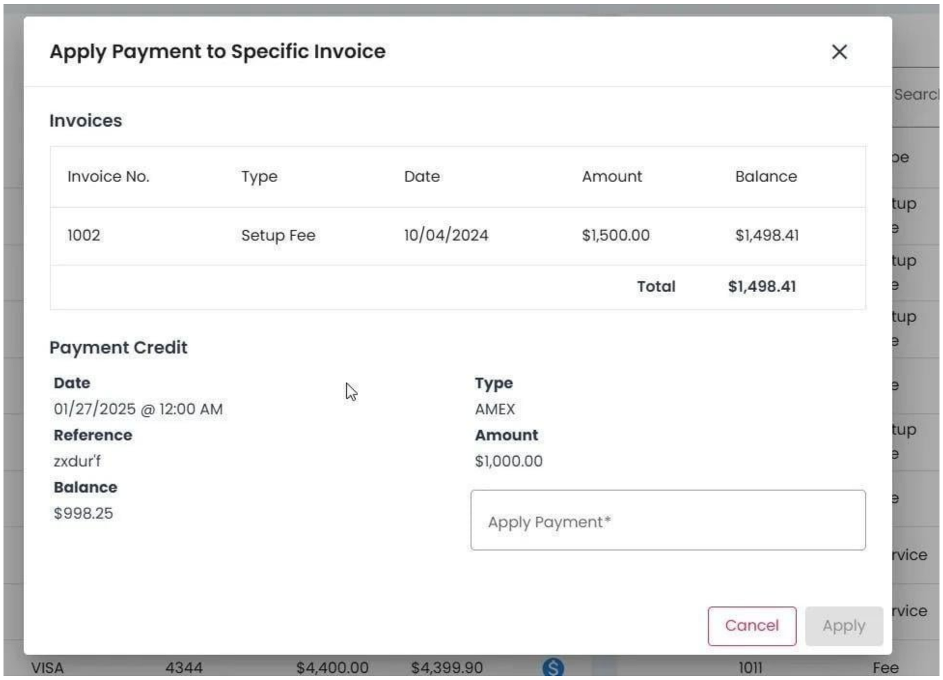


Fig. 364: Payment processing modal with available information

1. Enter the payment amount in the **Apply Payment** field
2. Click the Save button to process the payment

Note

The system validates that payment amounts do not exceed the invoice balance. The maximum allowed payment equals the current invoice balance.

Result: Payment Confirmation

After successfully processing the payment, a confirmation message appears:

Payment Applied

The payment has been successfully applied to the selected invoice. The invoice status and payment records will be updated accordingly.

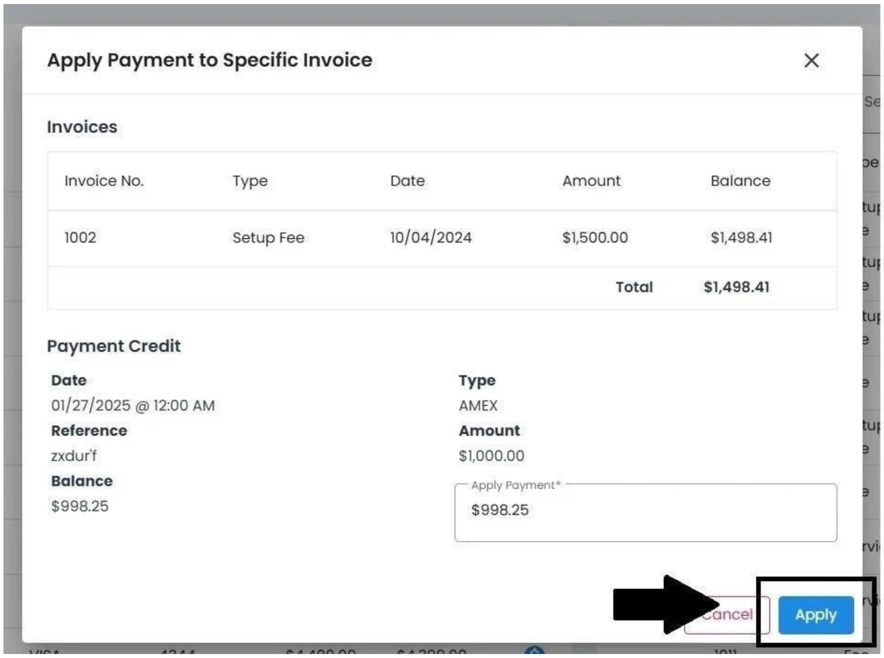


Fig. 365: Apply Payment field with amount entered and Save button location

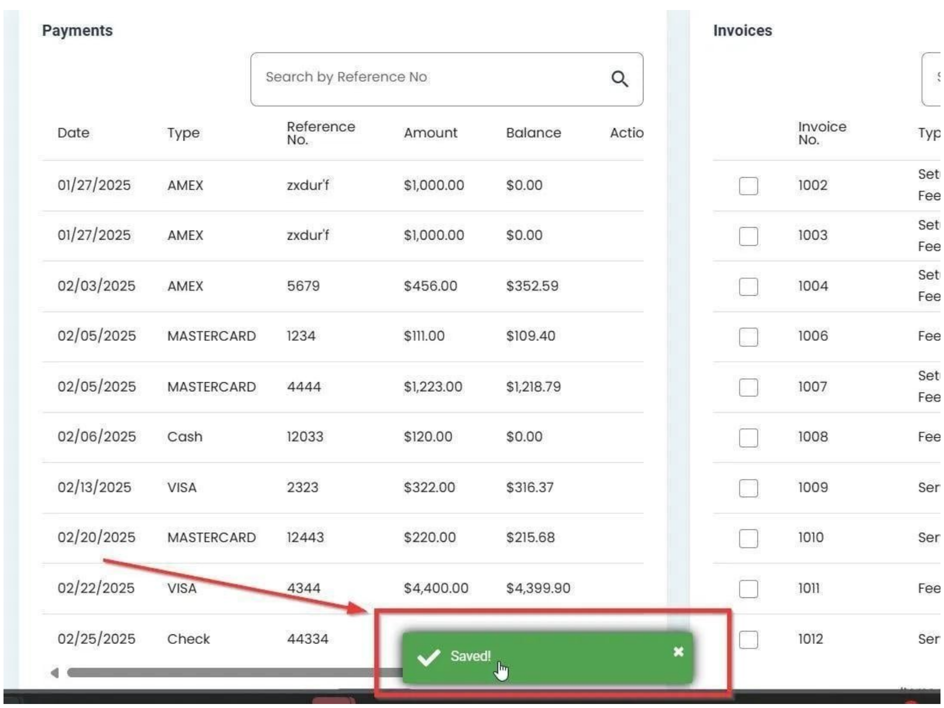


Fig. 366: Success message confirming payment has been applied

XIII.5 TOL Invoice List

Table of Contents

Features

The **TOL Invoice List** section allows you to:

- *View TOL Invoice List Table*
- *View TOL Invoice Details*
- *Filter by Status*
- *Download TOL Invoices*
- *Search by Invoice No. or Bill To*

Differences from Invoices

The **TOL Invoice List** differs from the regular **Invoice List** :
- **No Billing Accounts filter** Only Status filter available
- **No Bill To column** Bill To is only in search, not displayed in table

Location: TOL Invoice List Section

You can find the **TOL Invoice List** section in the navigation menu:

TOL Invoice List Table

The **TOL Invoice List** section opens to the **TOL Invoice List** table:

Search

Use the search field to find TOL invoices by Invoice Number or Bill To entity.

The search placeholder shows: **Search by Invoice No. or Bill to**

Filter by Status

Use the **Status** dropdown to filter TOL invoices:

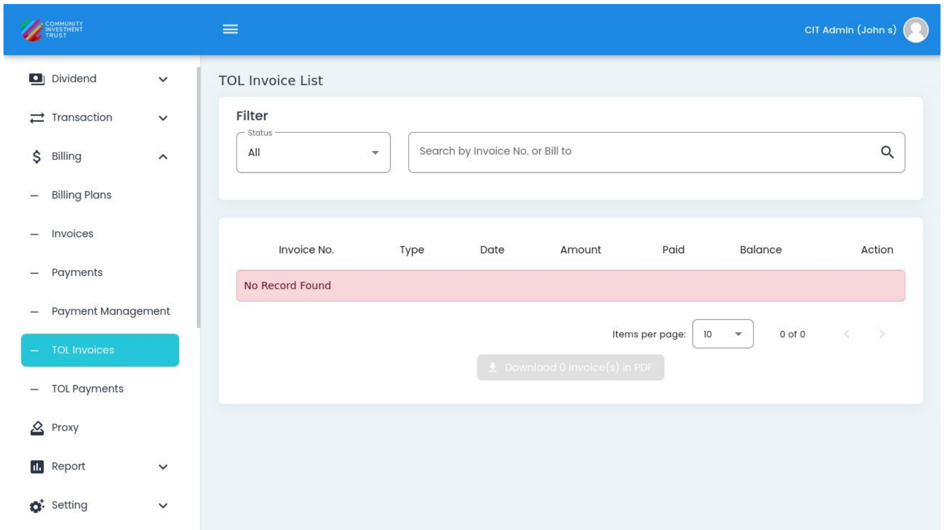


Fig. 367: TOL Invoice List Dashboard

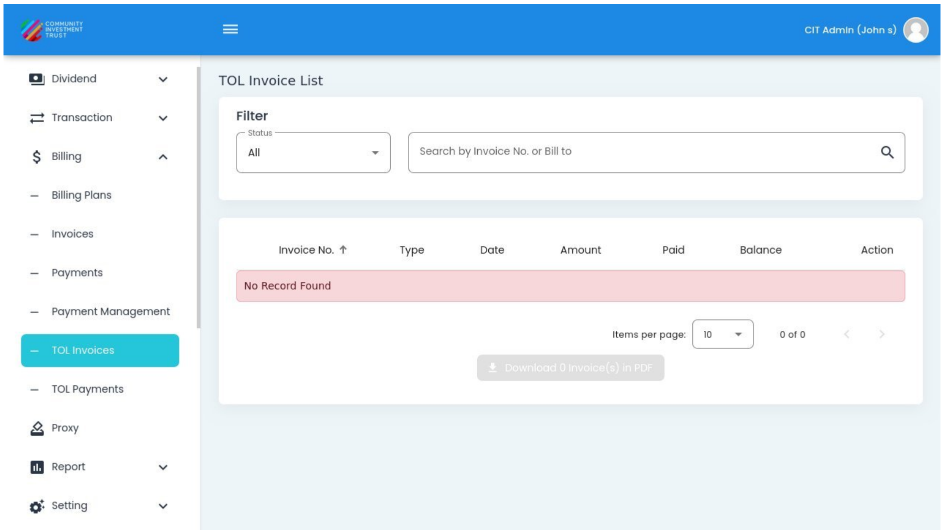


Fig. 368: TOL Invoices Column Headers Verified

Status Filter Options

- `All` View all TOL invoices regardless of status.
- `Outstanding` Invoices with remaining balance due.
- `Paid` Fully paid invoices.

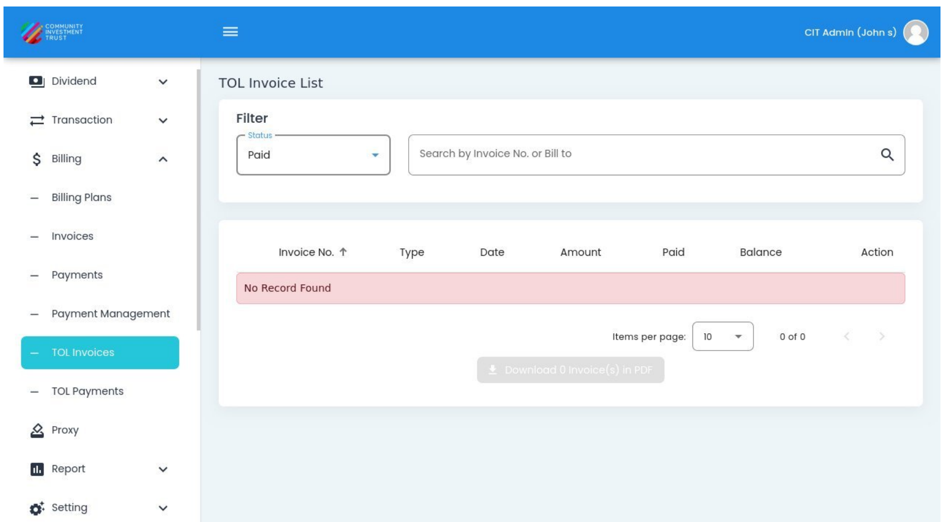


Fig. 369: TOL Invoice List Status Dropdown

Bulk Download

Use the `Download X Invoice(s) in PDF` button at the bottom of the page to download multiple invoices at once. Select invoices using the checkboxes, then click the download button.

Table: TOL Invoices List

The **TOL Invoices List** table provides a comprehensive overview of all TOL invoice records in the system.

Columns: TOL Invoices List Table

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

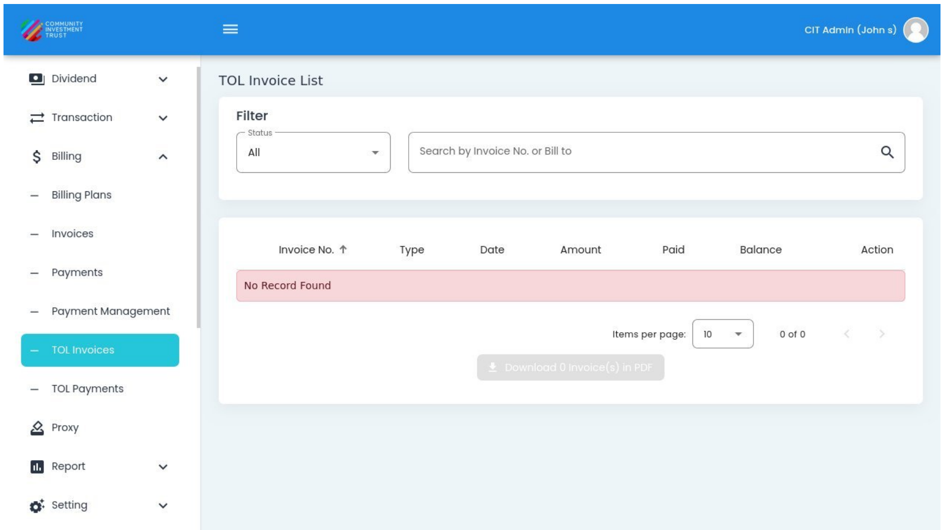


Fig. 370: TOL Invoices Column Headers Verified

- **Invoice No.** Unique identifier for the TOL invoice.
- **Type** Category of the invoice (Service, Fee).
- **Date** Date when the invoice was created.
- **Amount** Total amount of the invoice.
- **Paid** Amount already paid toward this invoice.
- **Balance** Remaining amount due on this invoice.
- **Action** Available actions for this invoice.

Available Actions

The `Action` column provides the following operations:

View Details

View *detailed information* for this TOL invoice record.

Manage

Modify TOL invoice record information through the management interface.

View TOL Invoice Details

This section describes how to view detailed information for TOL invoice records.

Table of Contents

Accessing TOL Invoice Details

To view details:

1. Navigate to the *TOL Invoices* section
2. Locate the record in the **TOL Invoices List** table
3. `Click` the action button in the Actions column

Invoice Header Information

The TOL Invoice details page displays header information:

- `Billed To` The entity being billed (Transfer Online, Inc.).
- `Invoice Number` Unique identifier for the invoice.
- `Invoice Date` Date the invoice was created.
- `Type` Invoice type classification.
- `Amount` Total invoice amount.
- `Paid Amount` Amount already paid.
- `Amount Due` Remaining balance.

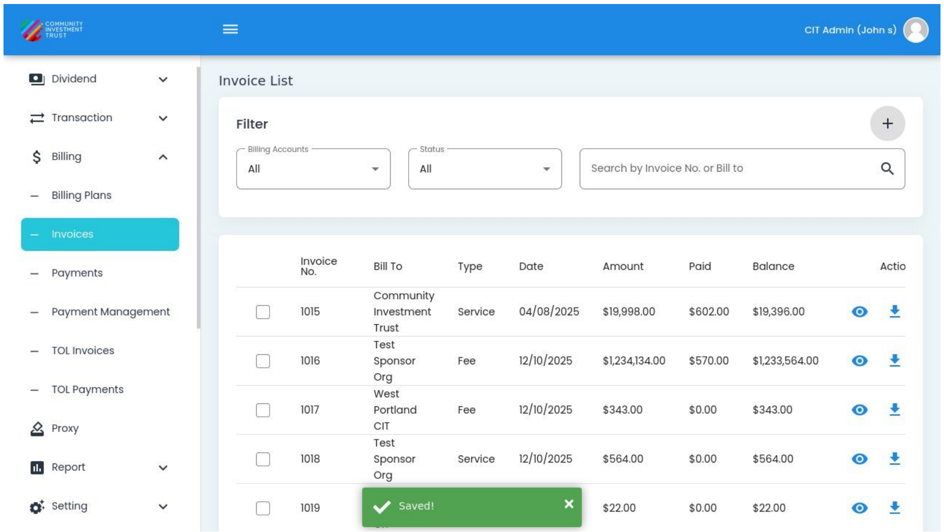


Fig. 371: TOL Invoice Detail View

Line Items Section

The **Line Items** section displays individual charges on the invoice:

- **Item Type** Type of charge (Service, Fee, etc.).
- **Description** Details about the line item.
- **Quantity** Number of units.
- **Unit Price** Price per unit.
- **Amount** Total for the line item.

Payments Section

The **Payments** section shows all payments applied to this invoice:

- **Payment Date** When the payment was made.
- **Payment Number** Unique payment identifier.
- **Payment Type** Method of payment.
- **Amount** Payment amount applied.

Download Invoice

To download the invoice as a PDF:

1. Click the button
2. The invoice will download to your default downloads folder

Note

TOL (Transfer Online) invoices represent billing from the Transfer Online platform. These are system-generated invoices for platform services.

Navigation

To return to the TOL Invoices list:

- Click the button
- Or use the breadcrumb navigation at the top of the page

XIII.6 TOL Payment Credit List

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Features

The **TOL Payment Credit List** section allows you to:

- *View TOL Payment Credit List Table*
- *View TOL Payment Details*
- *Filter by Status*
- *Search by Bill To or Reference No*

Differences from Payment Credit List

The **TOL Payment Credit List** differs from the regular **Payment Credit List**:

- **No Billing Accounts filter** Only Status filter available
- **Different columns** Shows "Applied Amount" and "Available Credit" instead of "Paid" and "Balance"

Location: TOL Payment Credit List Section

You can find the **TOL Payment Credit List** section in the navigation menu:

TOL Payment Credit List Table

The **TOL Payment Credit List** section opens to the **TOL Payment Credit List** table:

Search

Use the search field to find TOL payment credits by Bill To entity or Reference Number.

The search placeholder shows: **Search by Bill To or Reference No**

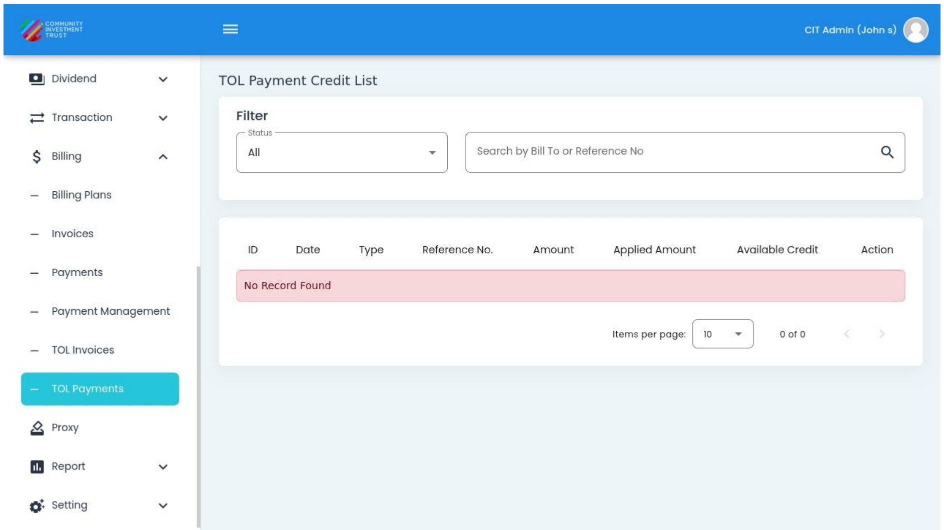

Fig. 372: TOL Payment Credit List Dashboard

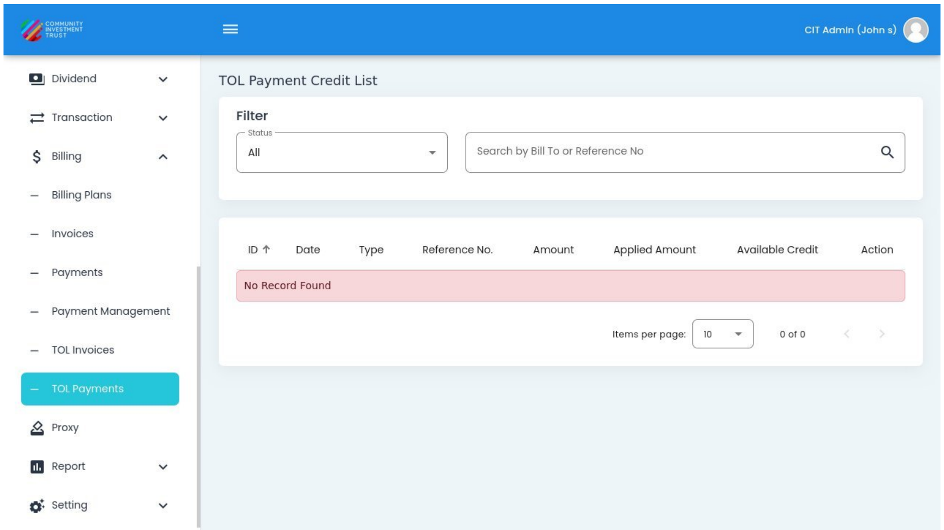

Fig. 373: TOL Payments Column Headers Verified

Filter by Status

Use the **Status** dropdown to filter TOL payment credits:

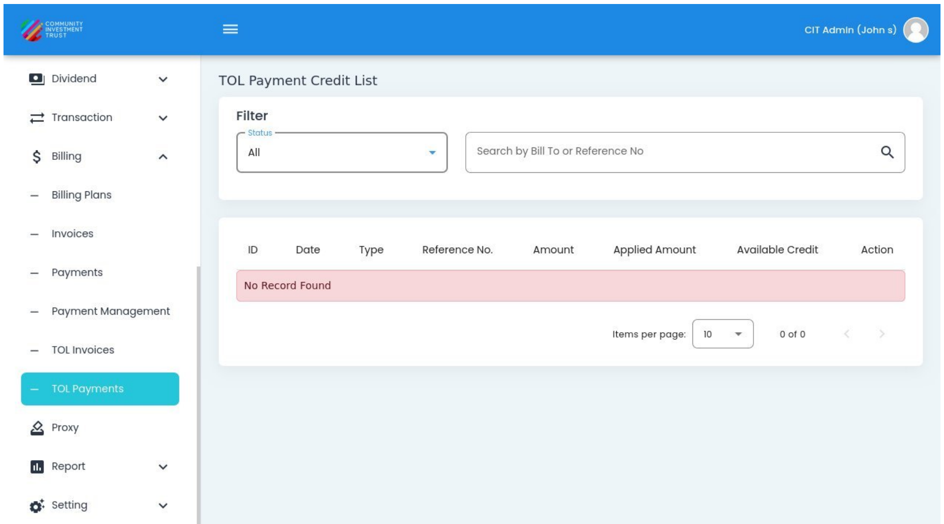

Fig. 374: TOL Payment Credit List Status Dropdown

Status Filter Options

- `All` View all TOL payments regardless of status.
- `Outstanding` Payments with remaining balance.
- `Allocated` Payments fully allocated to invoices.

Table: TOL Payments List

The **TOL Payments List** table provides a comprehensive overview of all tol payments records in the system.

Columns: TOL Payments List Table

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

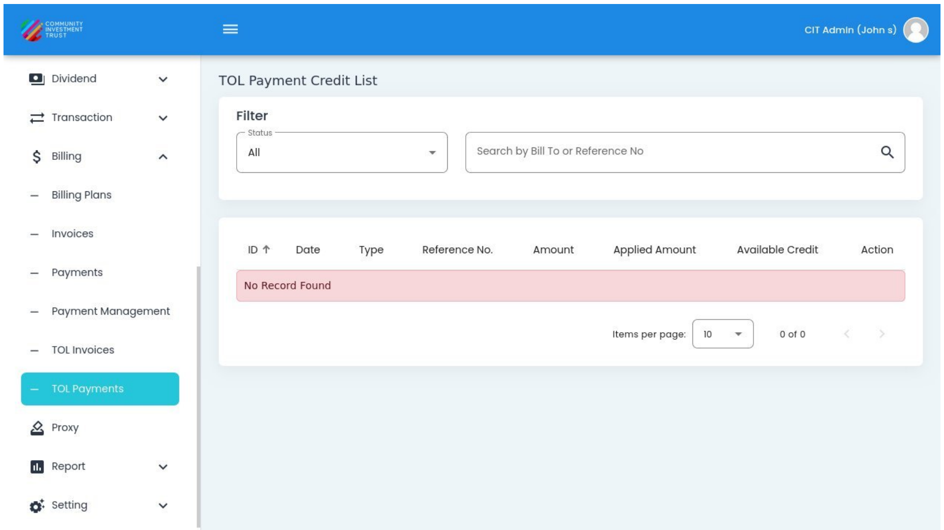

Fig. 375: TOL Payments Column Headers Verified

- **ID** Unique identifier for the payment.
- **Date** Date when the payment was received.
- **Type** Type of payment (Check, Wire, etc.).
- **Reference No.** Reference number for the payment transaction.
- **Amount** Total payment amount.
- **Applied Amount** Amount applied to invoices.
- **Available Credit** Remaining credit available to apply.
- **Action** Available actions for this payment.

Available Actions

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

Action: View Details

View *detailed information* for this TOL payment record.

Action: Manage

Modify TOL payment record information through the management interface.

View TOL Payment Details

This section describes how to view detailed information for TOL payment records.

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Accessing TOL Payment Details

To view details:

1. Navigate to the *TOL Payments* section
2. Locate the record in the **TOL Payments List** table
3. Click the action button in the Actions column

Payment Detail Fields

The TOL Payment details page displays the following information:

- Payment Date Date the payment was made.
- Payment Number Unique identifier for the payment.
- Payment Type Method of payment used.
- Payment Reference External reference number.
- Amount Total payment amount.
- Applied Amount Amount applied to invoices.
- Available Credit Remaining credit balance.
- Note Additional payment notes.

Applied Payments

The payment details show which invoices the payment has been applied to:

- **Invoice Number** Invoice number the payment was applied to.
- **Invoice Date** Date of the invoice.

- **Amount Applied** Amount applied to this invoice.
- **Remaining Balance** Remaining balance on the invoice.

Navigation

To return to the TOL Payments list:

- Click the button
- Or use the breadcrumb navigation at the top of the page

Note

TOL (Transfer Online) payments represent payments made through the Transfer Online platform. These are systemrecorded payments for platform services.

XIV Proxy

The **Proxy** section allows you to manage and review proxy voting records for investors.

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XIV.1 Features: Proxy

The **Proxy** section allows you to:

- *View all proxy records in the Proxy List table*
- *Filter and search the Proxy list*
- *View detailed proxy information*
- *Review proxy voting proposals and results*
- *View voted shareholders*
- *View shareholders who have not voted*
- *Download proxy reports*

XIV.2 Location: Proxy

Navigate to **Account > Proxy** to access this section.

Table: Proxy List

The **Proxy List** table provides a comprehensive overview of all proxy records in the system.

Columns: Proxy List Table

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

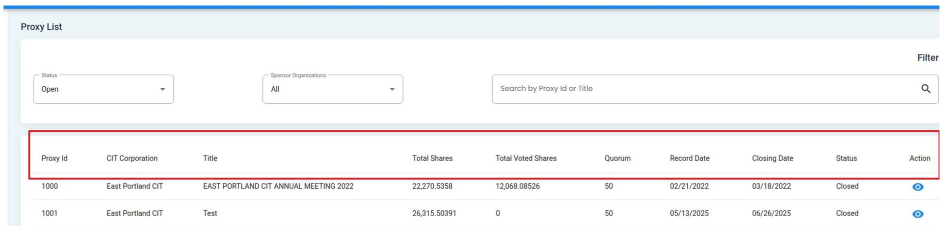


Fig. 376: Proxy List Table Column Headers

- **Proxy Id** Unique identifier for the proxy voting record.
- **CIT Corporation** Corporation associated with this proxy voting event.
- **Title** Title of the proxy voting event or meeting.
- **Total Shares** Total number of shares eligible to vote.
- **Total Voted Shares** Number of shares that have been voted.
- **Quorum** Required percentage of votes for the meeting to be valid.
- **Record Date** Date determining shareholder eligibility to vote.
- **Closing Date** Deadline for submitting votes.
- **Status** Current status of the proxy (Open/Closed).
- **Action** Available actions for managing the proxy record.

Available Actions

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

- View Details *View detailed proxy information*

View Proxy Details

This section describes how to view detailed information for proxy voting records.

Accessing Proxy Details

To view proxy details:

1. Navigate to the **Proxy** section
2. Locate the record in the **Proxy List** table
3. Click the View button in the **Action** column

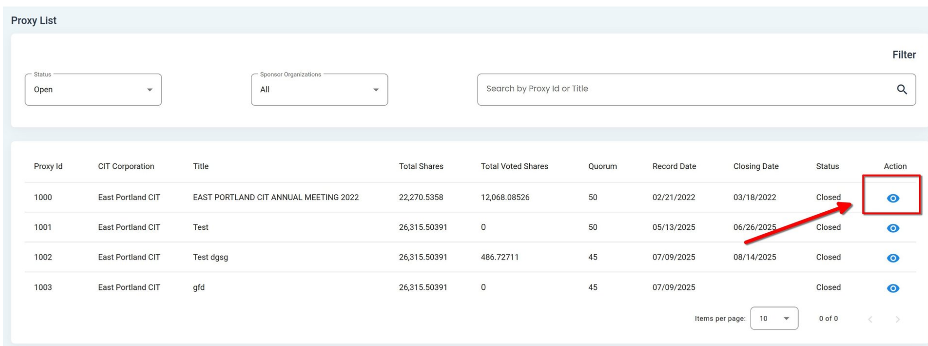


Fig. 377: View Button Location in Action Column

4. The system opens the Proxy Details page, displaying the *Proxy Information* tab by default

Proxy Details Information

The detail view displays comprehensive information about the selected proxy record through multiple tabs.

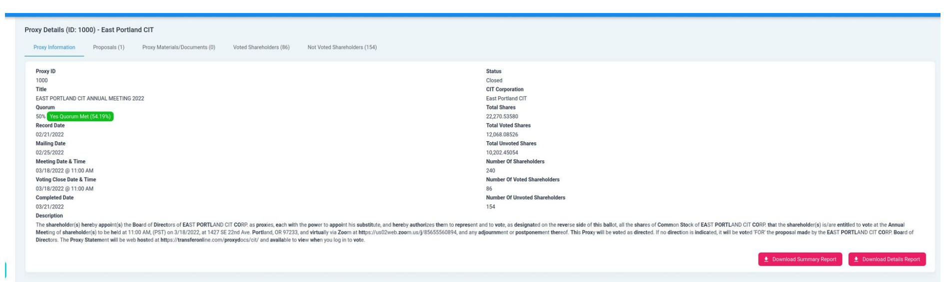


Fig. 378: Proxy Detail View with Tabs

The *Proxy Information* tab contains two major field sections:

- **Left Panel** *Proxy Details* Core proxy information
- **Right Panel** *Shareholder Metrics* Voting statistics

For complete field descriptions, see the *Proxy Information Tab* documentation.

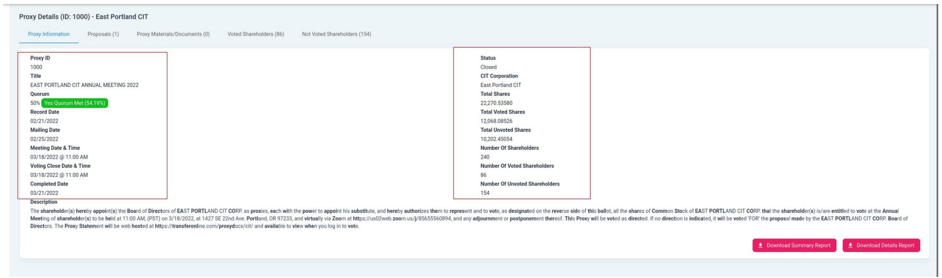


Fig. 379: Proxy Information Tab Field Sections

Available Tabs

The proxy detail page contains the following tabs:

- *Proxy Information* Core proxy details, dates, and shareholder metrics
- *Proposals* Voting proposals and results
- *Proxy Materials/Documents* Associated documents
- *Voted Shareholders* List of shareholders who have voted
- *Not Voted Shareholders* List of shareholders who have not voted

Available Actions

From the detail view, you can perform the following actions:

- Download Summary Report *Generate a summary PDF of proxy voting results*
- Download Details Report *Generate a detailed PDF with complete voting breakdown*

Filter and Search Proxy List

Filter and search the Proxy list to locate specific proxy records.

Filter by Status

1. Locate the **Status** filter dropdown on the left side of the filter bar.

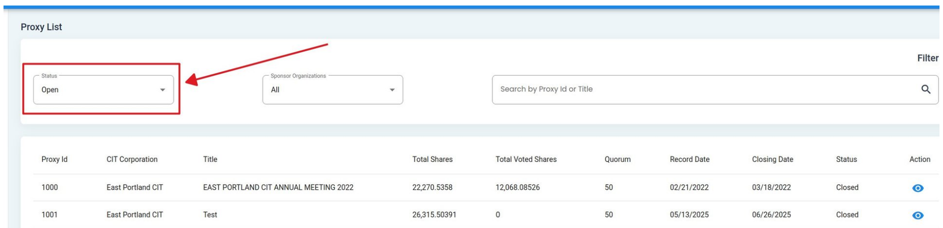


Fig. 380: Proxy List, Status Filter Location

2. Select a status from the dropdown to filter results.

Filter by Sponsor Organization

1. Locate the **Sponsor Organization** filter dropdown on the filter bar.

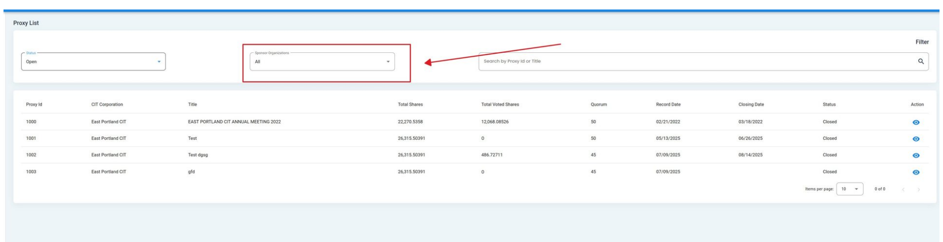


Fig. 381: Proxy List, Sponsor Organization Filter Location

2. Select a sponsor organization from the dropdown or search by name.

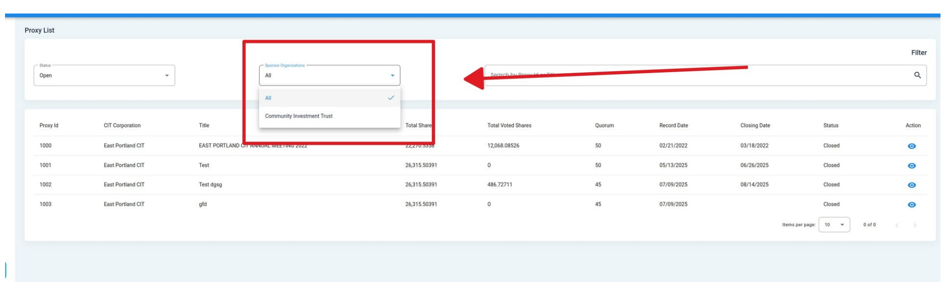


Fig. 382: Proxy List, Sponsor Organization Filter Expanded

Filter by CIT Corporation

1. Locate the **CIT Corporation** filter dropdown on the filter bar.
2. Select a CIT Corporation from the dropdown or search by name.

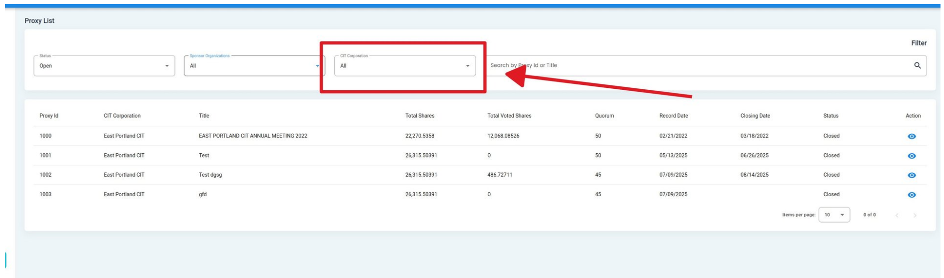


Fig. 383: Proxy List, CIT Corporation Filter Location

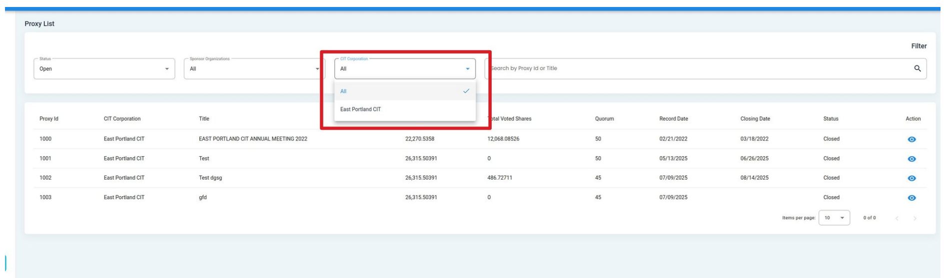


Fig. 384: Proxy List, CIT Corporation Filter Expanded

Search by Proxy ID or Title

1. `Locate` the search field labeled “Search by Proxy Id or Title” on the right side of the filter bar.

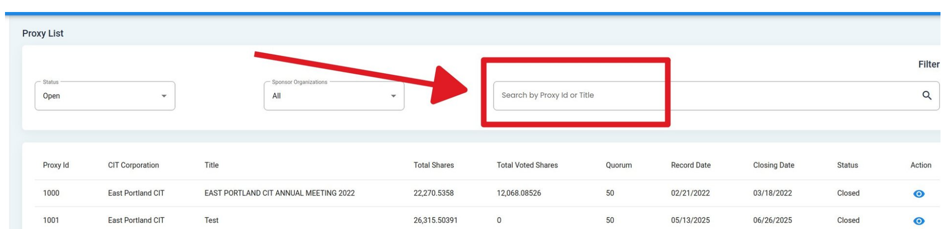
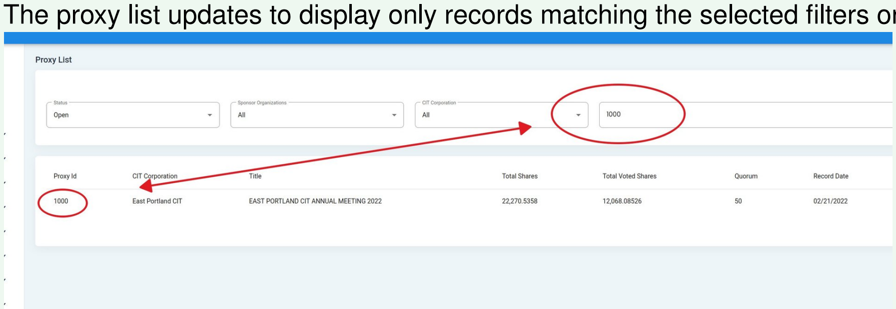


Fig. 385: Proxy List, Search Field Location

2. `Enter` a Proxy ID or Title to search.

Action Complete

The proxy list updates to display only records matching the selected filters or search criteria.



Proxy List, Filtered Results

Tab: Proxy Information

The **Proxy Information** tab displays comprehensive details about the proxy voting record, including dates, metrics, and shareholder statistics.

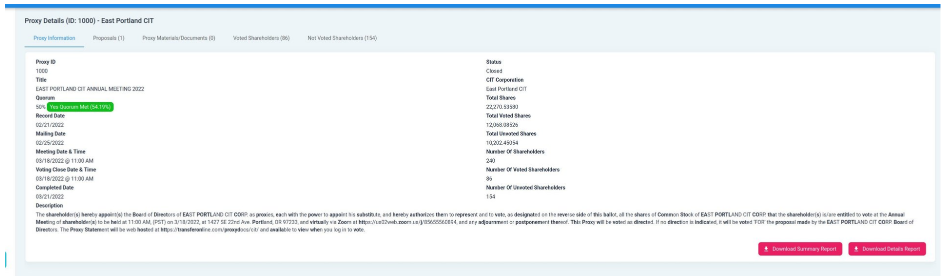


Fig. 386: Proxy Information Tab Overview

The Proxy Information page features two main panels of information:

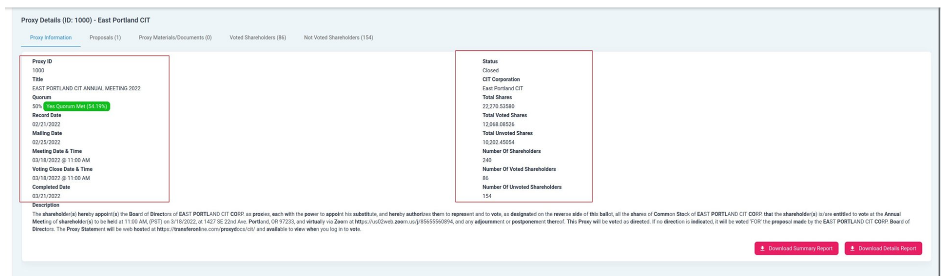


Fig. 387: Two Main Information Panels

Proxy Details

The left panel displays core proxy information:

- **Proxy ID** Unique identifier for the proxy record
- **Title** Name of the proxy voting event
- **Quorum** Quorum percentage and status indicator
- **Record Date** Date shareholders were recorded
- **Mailing Date** Date proxy materials were mailed
- **Meeting Date & Time** Scheduled meeting date and time
- **Voting Close Date & Time** Deadline for vote submission
- **Completed Date** Date the proxy voting concluded
- **Description** Full description of the proxy event

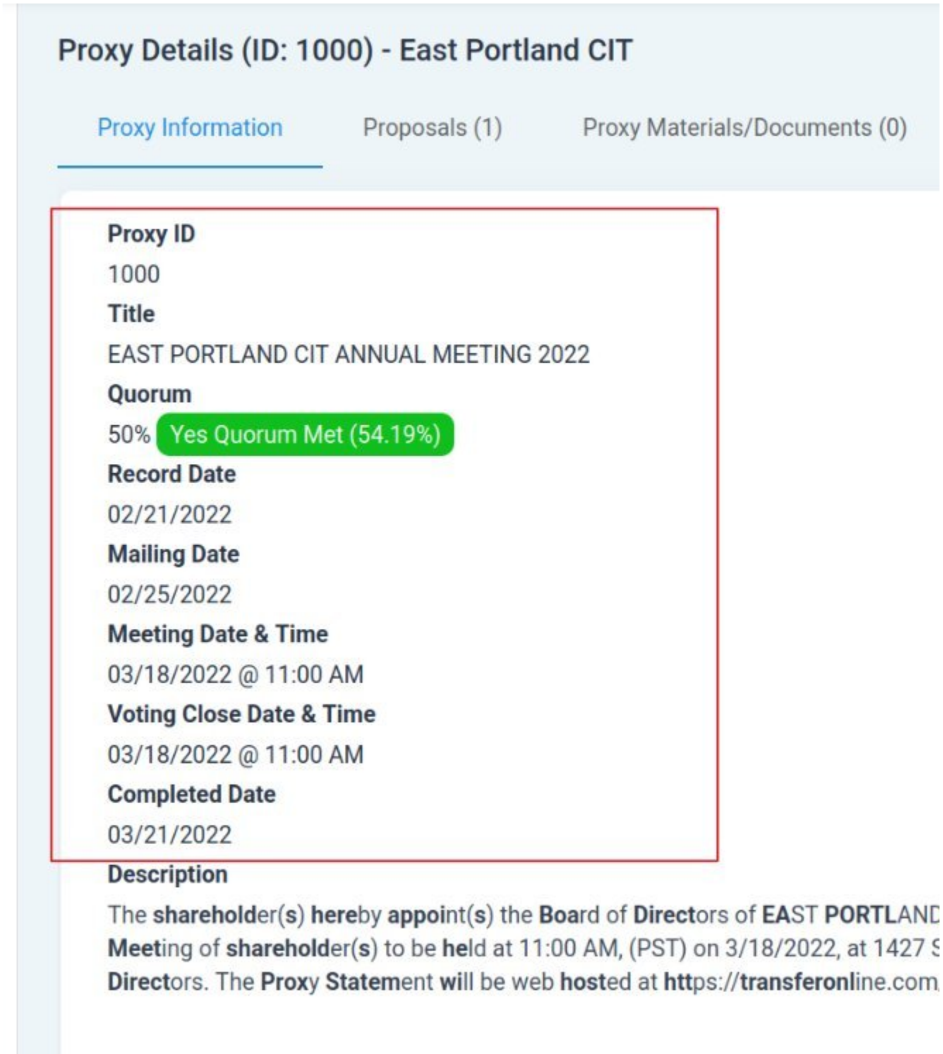


Fig. 388: Proxy Details Panel

Shareholder Metrics

The right panel displays voting statistics:

- **Status** Current status of the proxy (Open, Closed)
- **CIT Corporation** Associated CIT Corporation name
- **Total Shares** Total shares eligible for voting
- **Total Voted Shares** Number of shares that have voted
- **Total Unvoted Shares** Number of shares that have not voted
- **Number Of Shareholders** Total shareholders eligible to vote
- **Number Of Voted Shareholders** Shareholders who have submitted votes
- **Number Of Unvoted Shareholders** Shareholders who have not voted

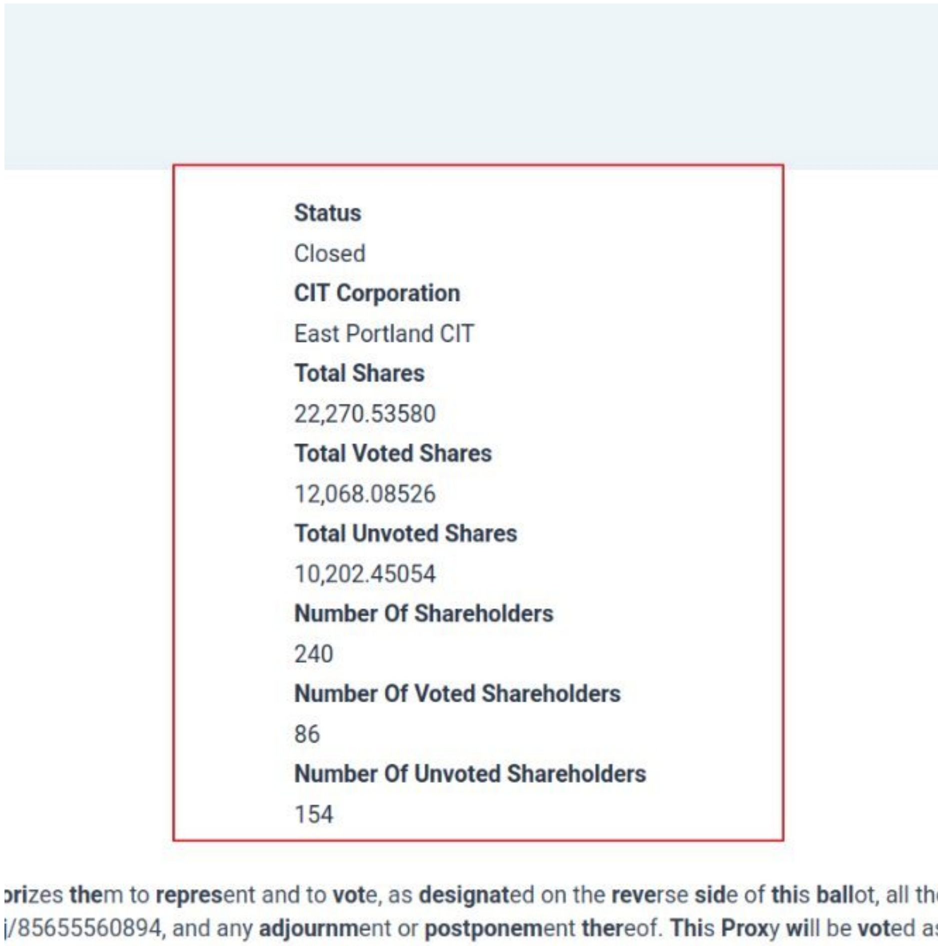


Fig. 389: Shareholder Metrics Panel

Available Actions

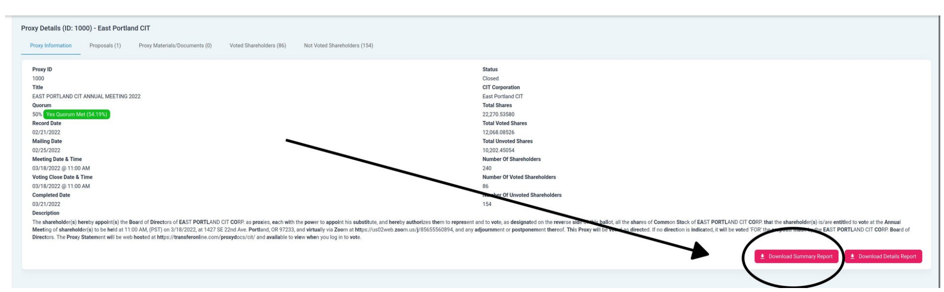


Fig. 390: Download Summary Report Button Location

The following actions are available on this tab:

- `Download Summary Report` Generate a summary PDF of proxy voting results

- `Download Details Report` Generate a detailed PDF with complete voting breakdown

Tab: Proposals

The **Proposals** tab displays all voting proposals associated with the proxy record and their voting results.

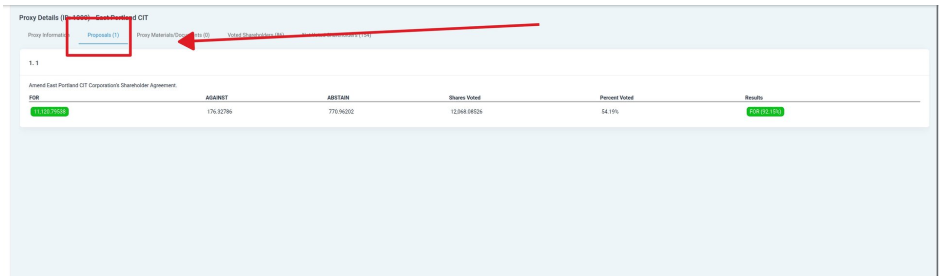


Fig. 391: Proposals Tab Location

Proposals Table

Each proposal shows the voting breakdown and final results:

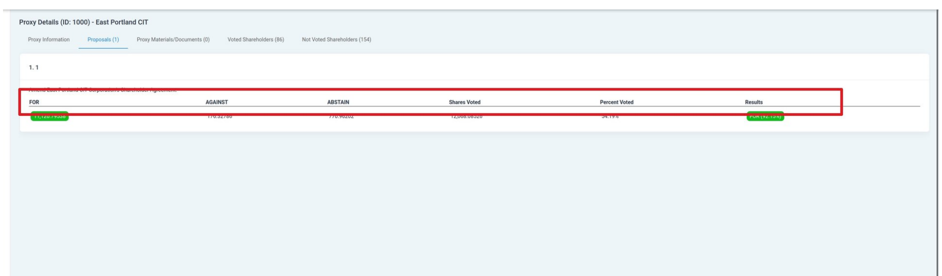


Fig. 392: Proposals Table Column Headers

Columns: Proposals Table

- **FOR** Total shares voting in favor of the proposal.
- **AGAINST** Total shares voting against the proposal.
- **ABSTAIN** Total shares abstaining from the vote.
- **Shares Voted** Total number of shares that voted on this proposal.
- **Percent Voted** Percentage of eligible shares that voted.
- **Results** Final outcome indicator showing whether the proposal passed or failed.

Understanding Results

The **Results** column displays the final voting outcome using the following indicators:

- `FOR` Shareholder voted in favor of the proposal(s).
- `AGAINST` Shareholder voted against the proposal(s).

- `ABSTAIN` Shareholder abstained from voting on the proposal(s).

Results are calculated based on the percentage of voted shares in favor or against the proposal.

Tab: Voted Shareholders

The **Voted Shareholders** tab displays a list of all shareholders who have submitted their votes for the proxy.

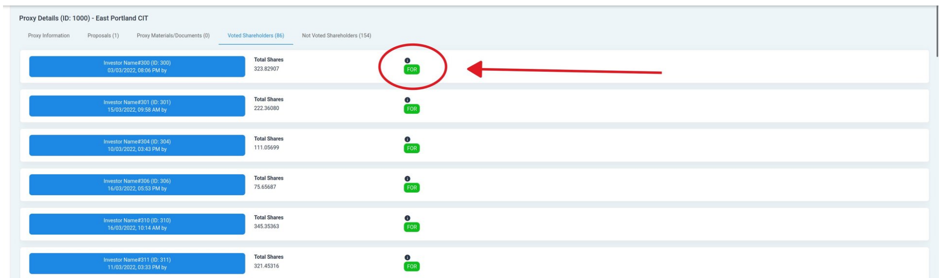


Fig. 393: Voted Shareholders Tab Overview

Shareholder Cards

Each voted shareholder is displayed as a card containing:

Investor Name

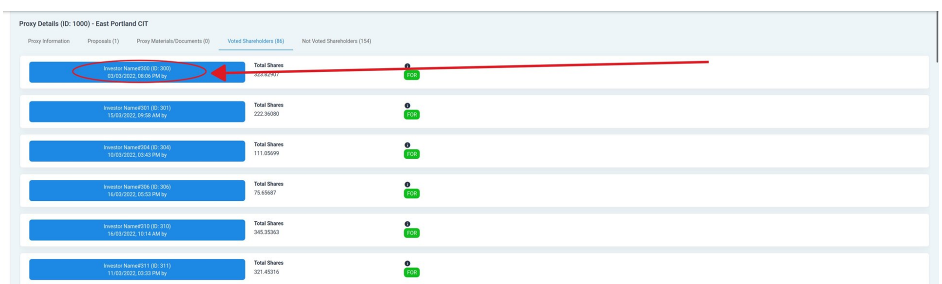


Fig. 394: Investor Name and ID Location

The investor’s name and account ID are displayed in the card header, along with the date and time the vote was submitted.

Total Shares

The **Total Shares** field shows the number of shares held by the investor that were included in their vote.

Vote Result

The vote result badge indicates how the shareholder voted:

- `FOR` Shareholder voted in favor of the proposal(s).
- `AGAINST` Shareholder voted against the proposal(s).
- `ABSTAIN` Shareholder abstained from voting on the proposal(s).

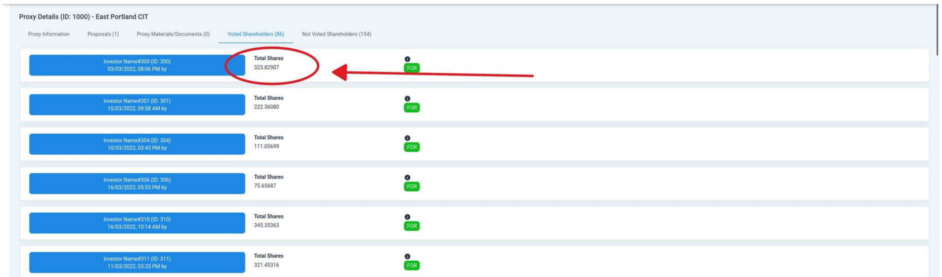


Fig. 395: Total Shares Location

Tab: Not Voted Shareholders

The **Not Voted Shareholders** tab displays a list of all shareholders who have not yet submitted their votes for the proxy.

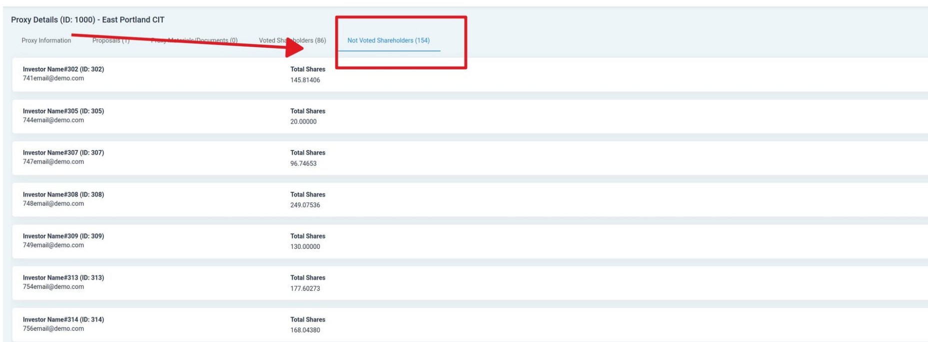


Fig. 396: Not Voted Shareholders Tab Overview

Shareholder Cards

Each shareholder who has not voted is displayed as a card containing:

Investor Information

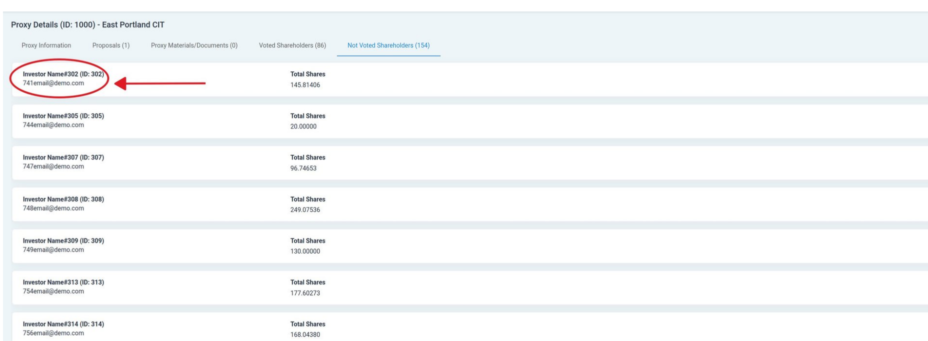


Fig. 397: Investor Name and Email Location

- **Investor Name** Full name of the shareholder
- **ID** Account identifier for the shareholder

- **Email** Contact email address

Total Shares

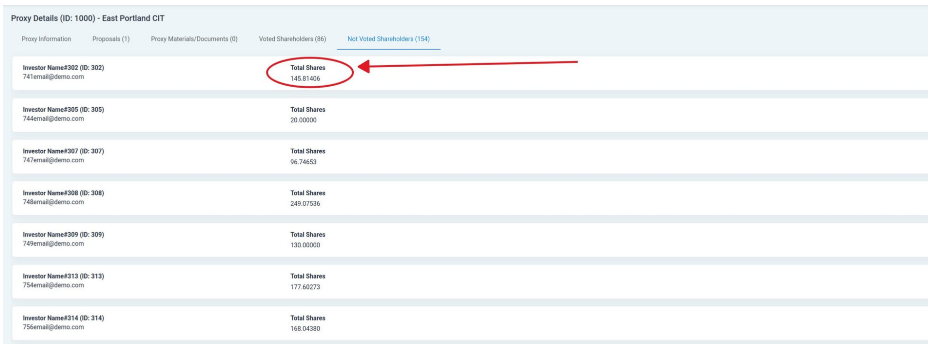


Fig. 398: Total Shares Location

The **Total Shares** field shows the number of shares held by the investor that are eligible for voting but have not yet been voted.

> **Note**
>
> This list helps administrators identify shareholders who may need reminders about upcoming voting deadlines.

Tab: Proxy Materials/Documents

The **Proxy Materials/Documents** tab displays any documents associated with the proxy voting record, such as proxy statements, ballots, or supporting materials.

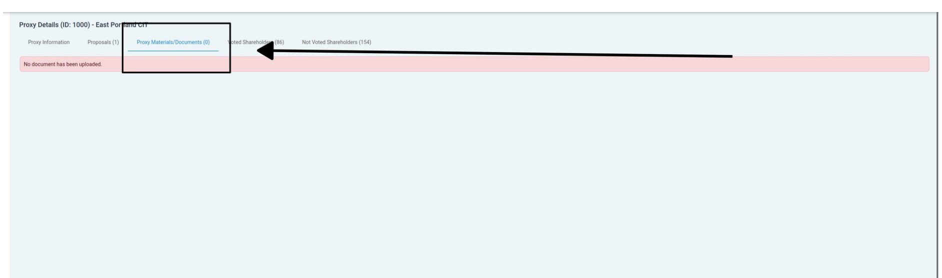


Fig. 399: Proxy Materials/Documents Tab Overview

Document List

When documents are available, they are displayed in a list format with options to view or download.

Empty State

When no documents have been uploaded for the proxy record, the tab displays the message:

> "No document has been uploaded."

Note

Documents are typically uploaded by administrators and may include proxy statements, shareholder meeting notices, or other related materials.

XV Proof of Address

The **Proof of Address** section allows you to manage and verify investor address documentation.

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XV.1 Features: Proof of Address

The **Proof of Address** section allows you to:

- *View all proof of address records in the Proof of Address List table*
- *Filter records by verification status*
- *View submission and verification history*
- *View detailed proof of address information*

XV.2 Location: Proof of Address

Navigate to **Account > Proof of Address** to access this section.

Table: Proof of Address List

The **Proof of Address List** table provides a comprehensive overview of all proof of address records in the system.

Columns: Proof of Address List Table

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

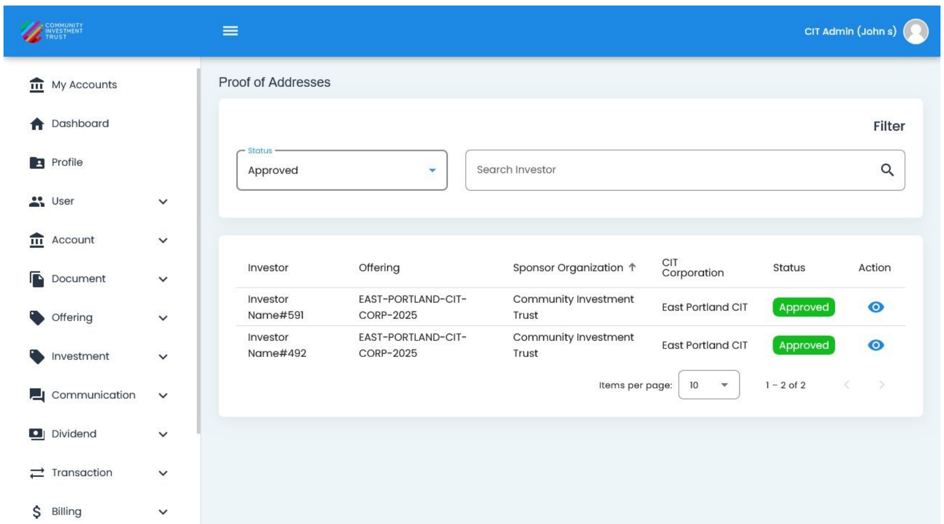

Fig. 400: Proof of Address List Table Column Headers

- **Account ID** Unique identifier for the investor's account.
- **Investor Name** Full name of the investor associated with the proof of address record.
- **Address** The address being verified in the proof of address submission.
- **Document Type** Type of document submitted as proof of address.
- **Submission Date** Date when the proof of address was submitted.
- **Status** Current verification status of the proof of address record.
- **Action** Available actions for managing the proof of address record.

Available Actions

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

- View Details *View detailed proof of address information*
- Manage *Modify proof of address record*

View Proof of Address Details

This section describes how to view detailed information for proof of address records.

Accessing Proof of Address Details

To view details:

1. Navigate to the **Proof of Address** section
2. Locate the record in the **Proof of Address List** table
3. Click the action button

Proof of Address Information

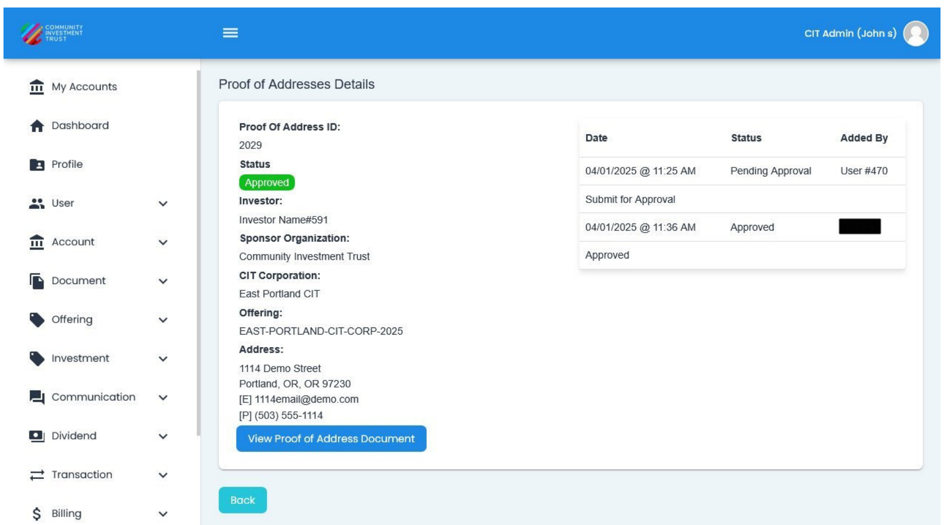

Fig. 401: ProofOfAddress Detail Fields

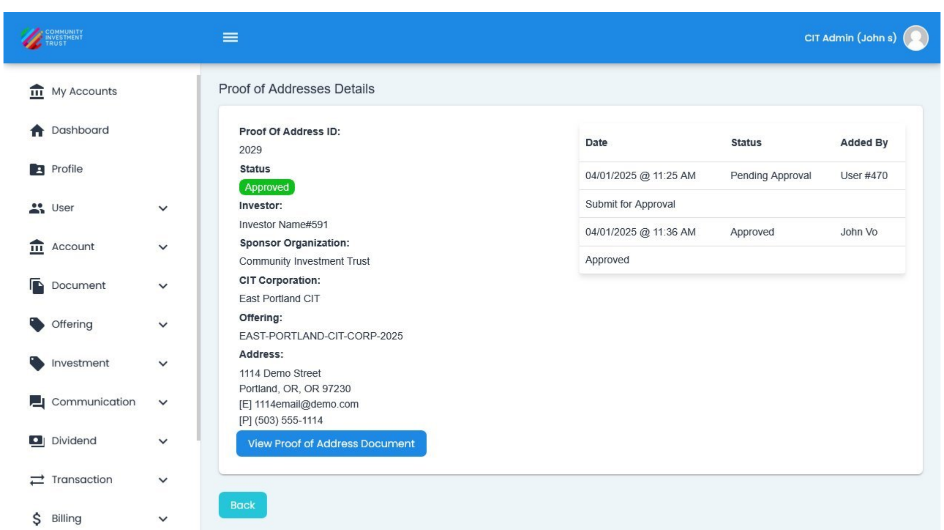

Fig. 402: ProofOfAddress Detail View

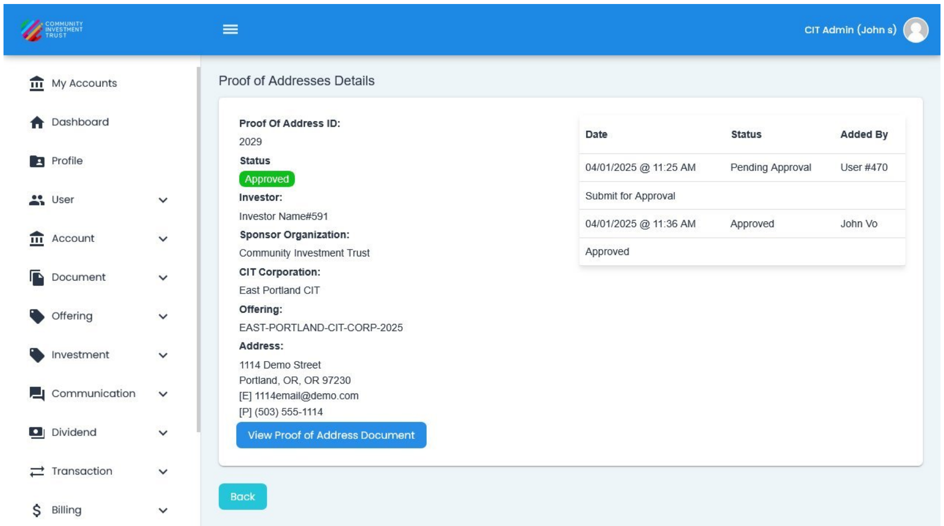

Fig. 403: ProofOfAddress Document View

Information Displayed

The proof of address detail view includes the following information:

- **Account ID** The unique identifier for the investor account
- **Investor Name** Full name of the investor
- **Address** The address being verified
- **Document Type** Type of proof document submitted
- **Submission Date** Date the proof was submitted
- **Status** Current verification status of the document

Available Actions

From the detail view, you can perform the following actions:

- Back to List *Return to the Proof of Address List table*

Managing Proof of Address Records

The `Manage` action allows you to modify proof of address record information, including updating investor details and document status.

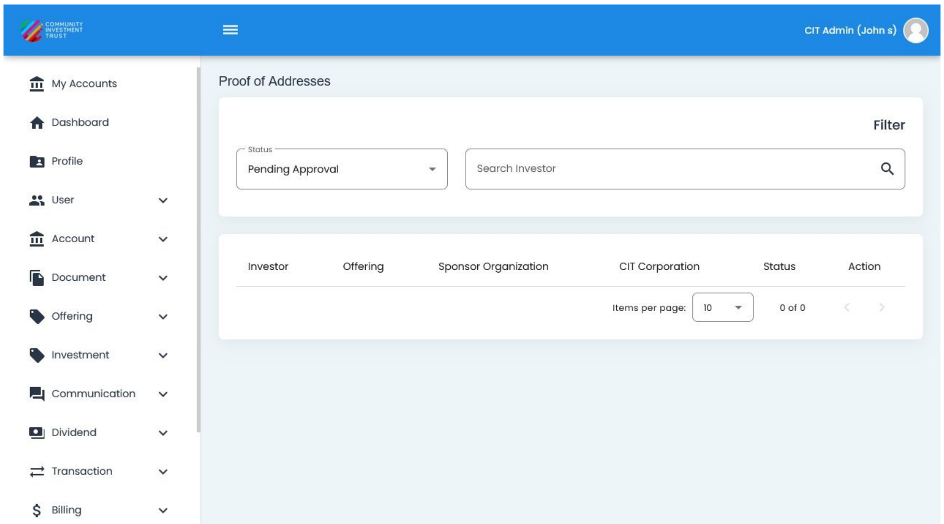

Fig. 404: Proof of Address, Available Actions

Filter by Status

Filter the Proof of Address list by **Status** to focus on records in a specific verification state.

1. Locate the **Status** filter dropdown.

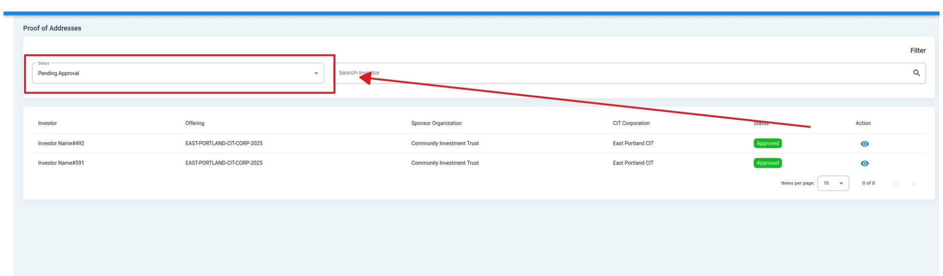

Fig. 405: Proof of Address List, Status Filter Location

2. Select a status from the dropdown to filter results.

Action Complete

The proof of address list updates to display only records matching the selected status.

Status Definitions

The following statuses are available for filtering Proof of Address records:

- `All` View all proof of address submissions regardless of verification status.

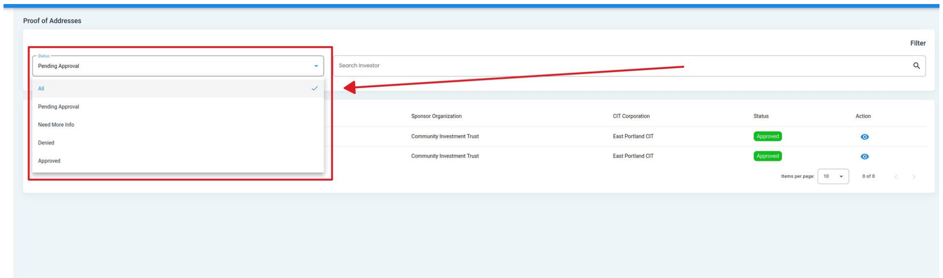

Fig. 406: Proof of Address List, Status Dropdown Expanded

- Pending Approval Submissions awaiting administrator review and verification.
- Need More Info Submissions that require additional documentation or clarification from the investor.
- Denied Submissions that did not meet proof of address requirements and were denied.
- Approved Submissions that have been reviewed and verified as valid proof of address.

View History

View the history of proof of address submissions and verification activities.

1. Navigate to the **Proof of Address** section.
2. Select the **History** tab to view historical records.

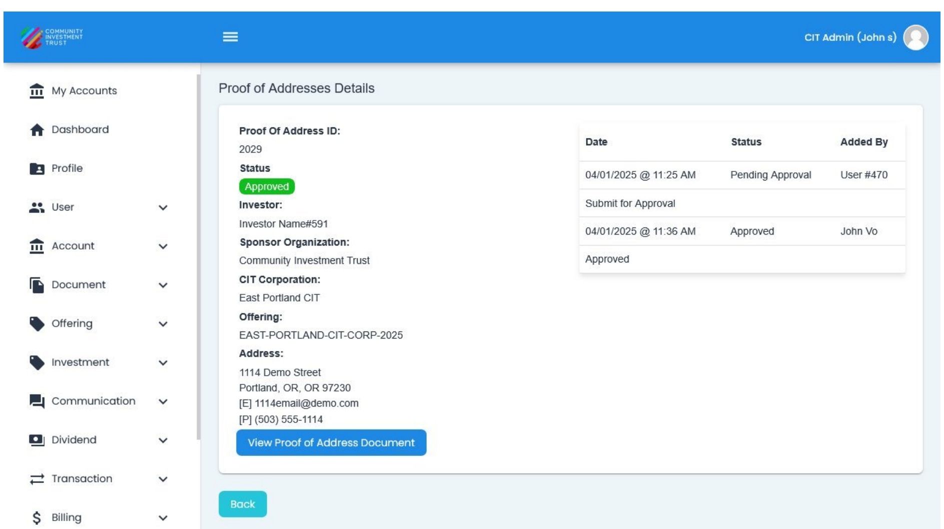

Fig. 407: Proof of Address, History Table

The history table displays past verification activities including submission dates, status changes, and reviewer information.

XVI Common

This section contains shared functionality and patterns used throughout the CIT Application.

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XVI.1 Navigation

- *Navigating the CIT Application* Overview of application navigation
- *General Sidebar Navigation* Using the sidebar menu
- *Toggle Primary Sidebar* Show or hide the sidebar

XVI.2 User Management

- *Add New User* Add users to organizations
- *Delete User* Remove users from organizations
- *Edit Permissions* Modify user access rights
- *Users Tab* Managing users in organization tabs

XVI.3 User Details

- *User Details Page* View comprehensive user information
- *Accounts Tab* View user account associations

XVI.4 Documents

- *View Document Details* View detailed document information

XVI.5 Forms

- *Form Fields* Working with form fields

XVI.6 Extras

- *Information Pane* Using the information pane

Navigating the CIT Application

The **Navigation** section covers how to navigate through the CIT application interface.

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Features: Navigation

The **Navigation** section allows you to:

- *Navigate using the sidebar*
- *Toggle the primary sidebar visibility*

General Sidebar Navigation

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

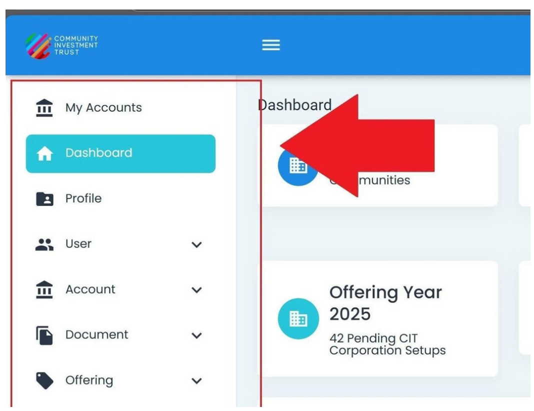


Fig. 408: Navigation, Sidenav Location

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*

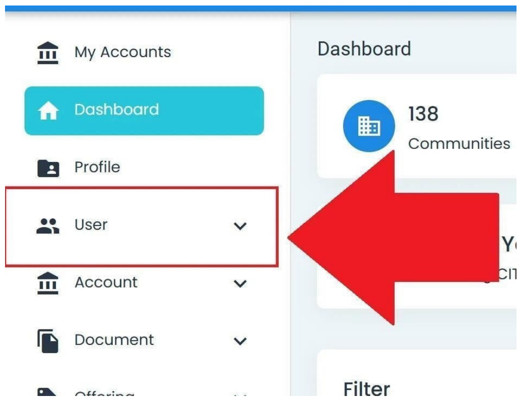


Fig. 409: Navigation, Staff Page Example, Find Users Section

2. Select **Staff Page**.

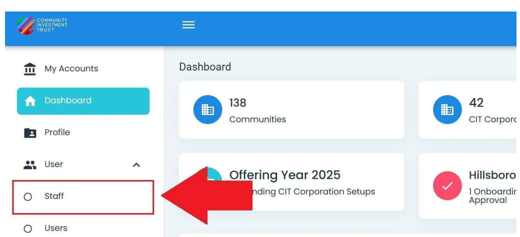


Fig. 410: Navigation, Staff Page

How to Toggle Primary Sidebar

The **Primary Sidebar** can be found along the leftside of the page (in both the **App** and **Documentation**):

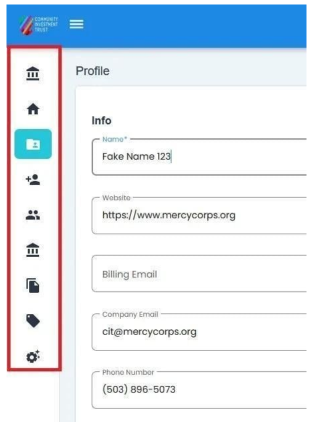


Fig. 411: Collapsed Primary Sidebar

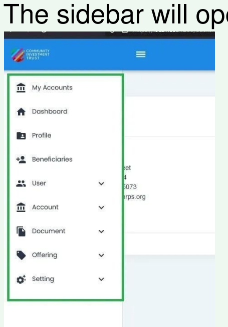
To Toggle:

1. Find and Select the Menu button at the topleft of the page to toggle the **Primary Sidebar** :

Fig. 412: Primary Sidebar Toggle Location, Collapsed Sidebar

Action Complete: Toggle Primary Sidebar

The sidebar will open up; the names of the sections will appear:



Sidebar Expanded

Add New User

These instructions are generally applicable to any page that has an Add New User button.

To add a New User:

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

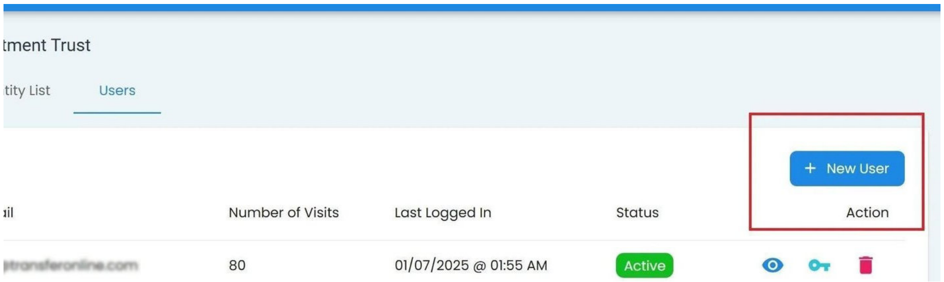


Fig. 413: Sponsorship Organization, Users Tab, New User Location

2. Fill out the required fields.

Note

All three fields are required:

- Email
- First Name
- Last Name

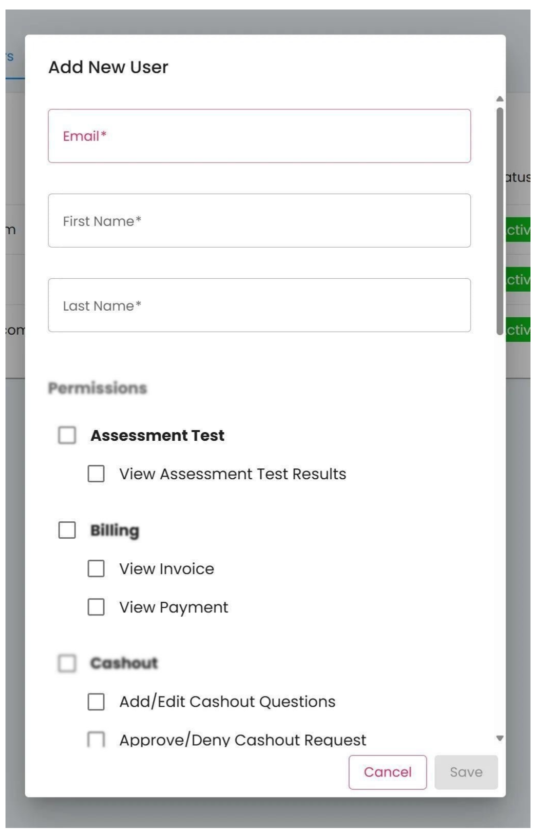


Fig. 414: Sponsorship Organization, Users Tab, Add New User Popup

3. Select desired permissions for the new user.

Note

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

4. Click Save to add the new user.

Action Complete

The new user has been added to the system.

How to Delete User, Staff, Company, etc.

To delete a user, staff, or company, follow these steps:

1. Find the **Action** column.

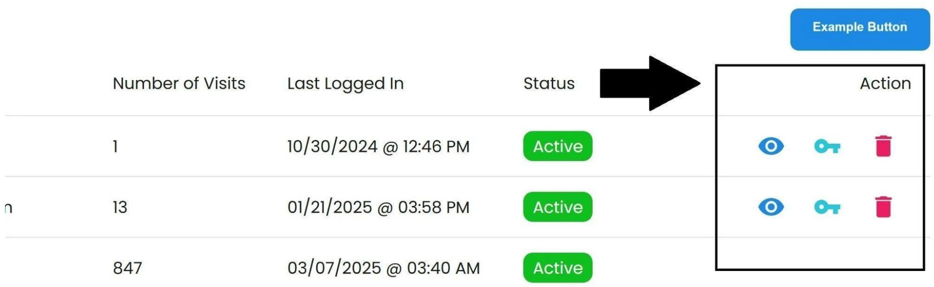


Fig. 415: General Action Column Location

2. Find the row of the User you want to delete.
3. Click the Delete button.

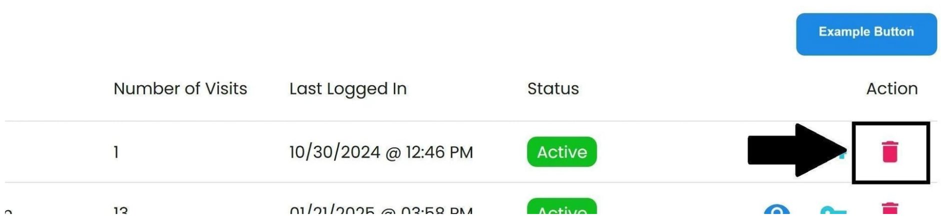


Fig. 416: General Delete Icon Location

4. Confirm the deletion.

Fig. 417: General Remove Popup Notification

Edit Permissions

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

To Edit Permissions:

1. Click the Edit Permissions button next to the user/staff/company whose permissions you would like to edit.

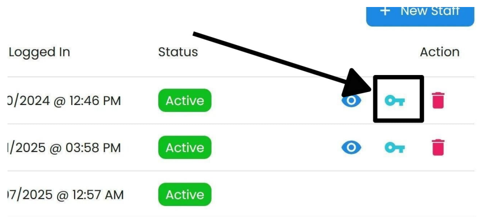


Fig. 418: General "Edit Permissions" location

2. Select/Deselect to include the desired permissions.

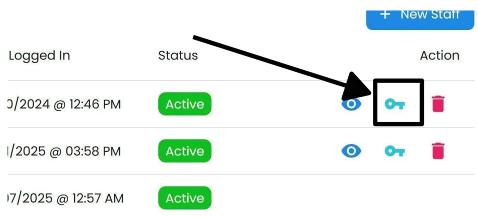


Fig. 419: General "Edit Permissions" location

4. Click Save Changes at the bottom of the popup.

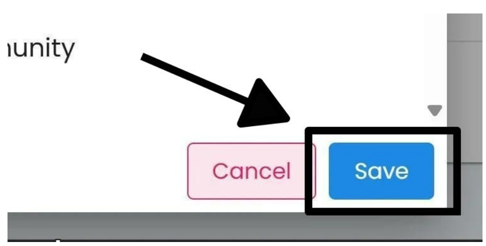


Fig. 420: General "Save Changes" location

Users Tab

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

Fig. 421: Sponsorship Organization, Users Tab

Users Tab Columns

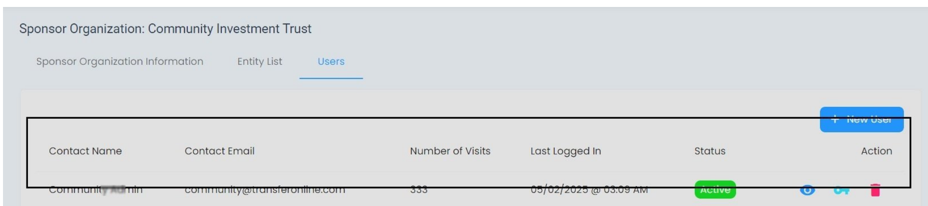


Fig. 422: Sponsorship Organization, Users Tab, Column Locations

Users Tab Actions

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

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

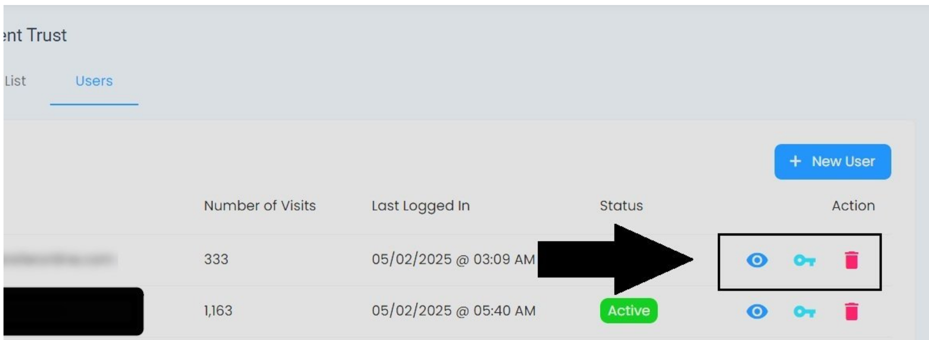


Fig. 423: Sponsorship Organization, Users Tab, Actions Column

View User Details

`Click` the `View More` button to open the user's details page.

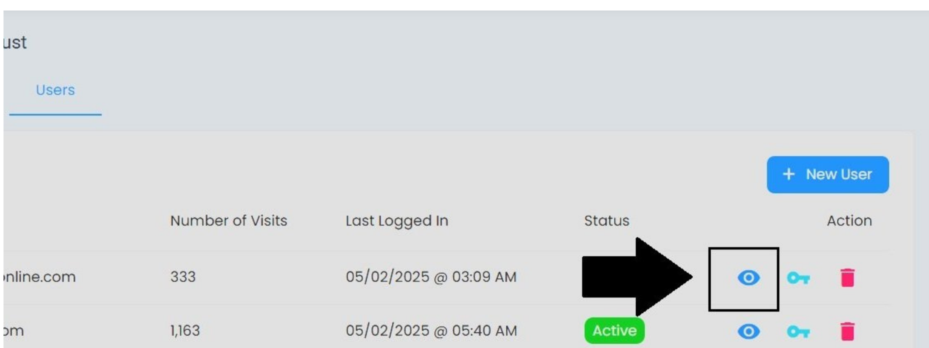


Fig. 424: Sponsorship Organization, Users Tab, View User Details Location

See Remaining User Detail Sections

For full details about the User Information and Accounts tabs, see *Managing User Accounts*.

Edit Permissions

`Click` the `Edit Permissions` button to modify the selected user's access.

How to Edit Permissions

See the generic *Edit Permissions guide* for stepbystep instructions.

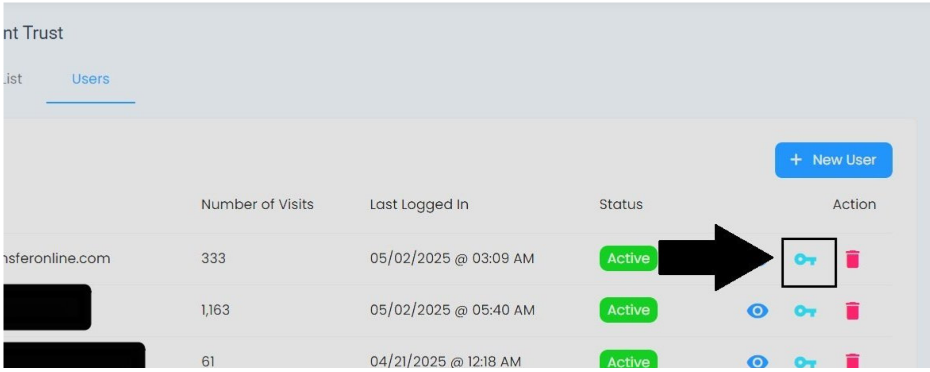


Fig. 425: Sponsorship Organization, Users Tab, Edit Permissions Location

Remove User Access

Click the Delete button to remove the user's access to the Sponsorship Organization.

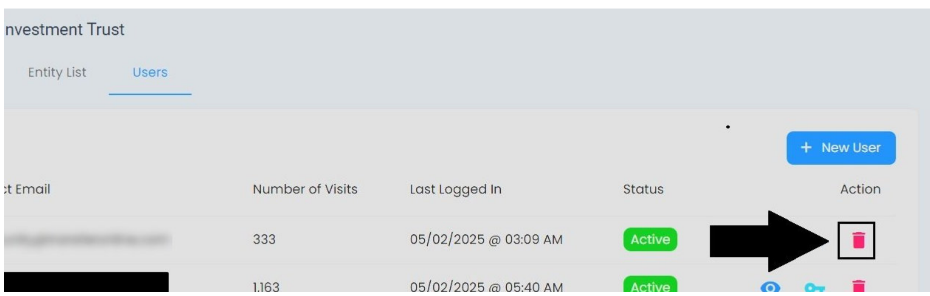


Fig. 426: Sponsorship Organization, Users Tab, Remove User Location

Removing a User

Follow the generic *Delete User* instructions to confirm and complete removal.

User Details Page

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

User Information Tab

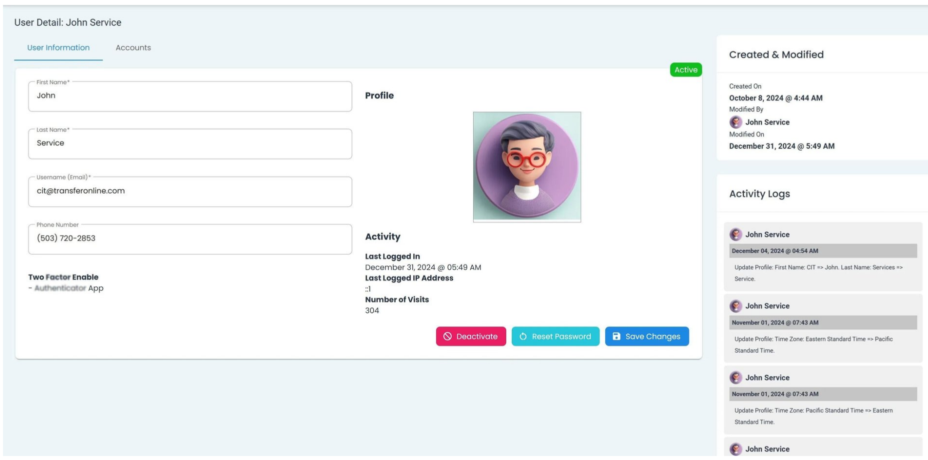


Fig. 427: View User Details Homepage, User Information Tab

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

- Save Changes
- Deactivate User
- Resend Activation

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

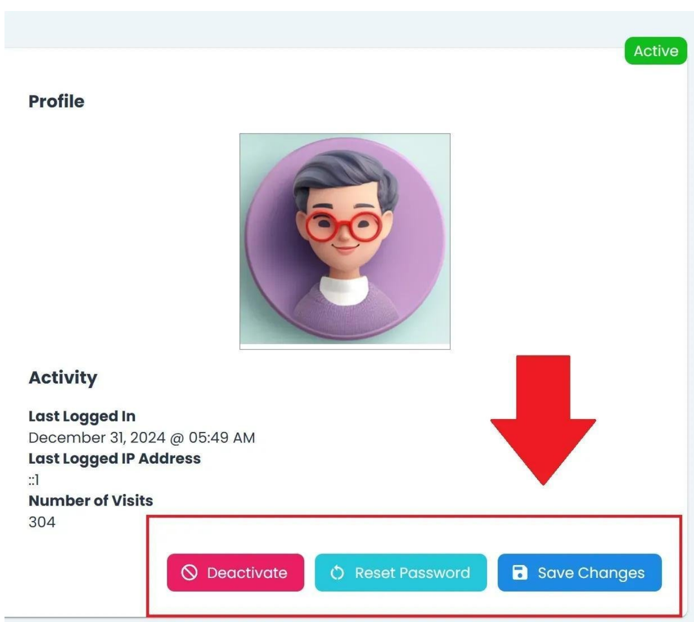


Fig. 428: User Actions Location, Bottom Right

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. 429: User, User Homepage, Save Changes

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

User Details: Accounts Tab

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

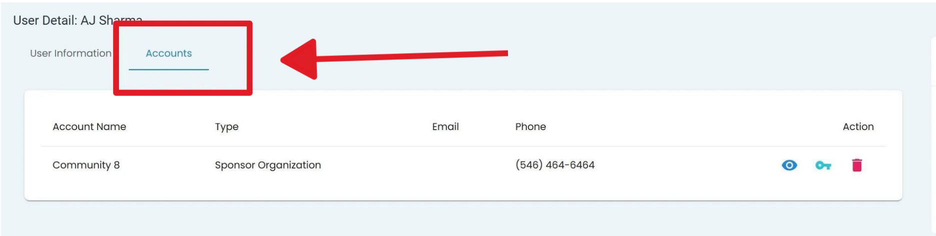


Fig. 430: User, User Details Homepage, ***Accounts*** *Tab*

Accounts Tab: Table Columns

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

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

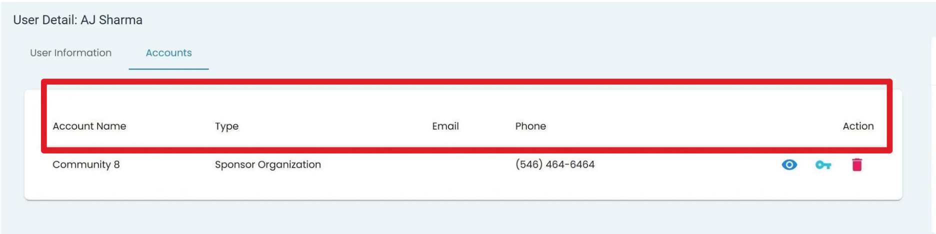


Fig. 431: User, User Details Homepage, ***Accounts Tab*** *, Column Names*

Accounts Tab Available Actions

The **Action** has three Actions available:

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

Action Column for Accounts Tab

The **Action** has three Actions available:

- View Account Takes you to the *Sponsorship Organization Page*

- Edit Permissions Allows you to *modify the user's access rights*
- Delete Allows you to *remove the user's access*

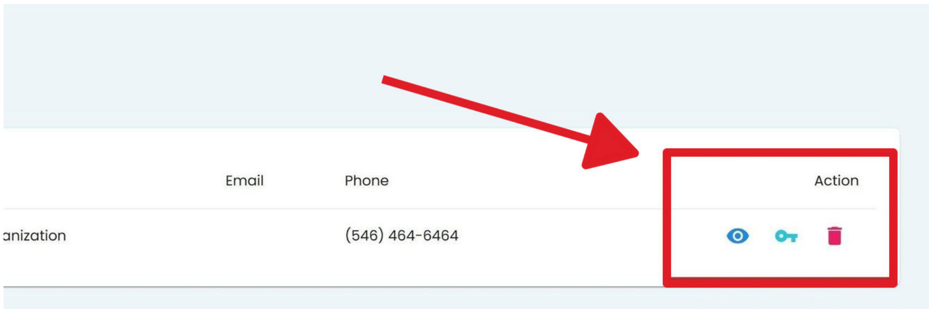


*Fig. 432: User, User Details Homepage, **Accounts** Tab, **Action** Column*

View Sponsorship Account

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

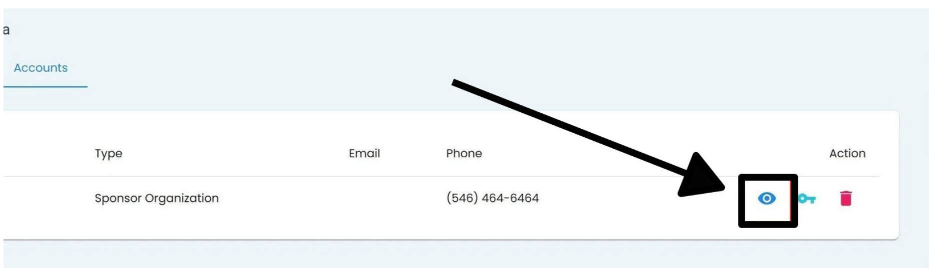


Fig. 433: User, User Details Homepage, Accounts Tab, View Account Icon

Note

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

Seealso

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

How to Edit Form Fields

To Edit a Form's Fields:

1. Find the field you want to edit.
2. Click the Edit button next to the form field.
3. Make the desired changes to the form field.
4. Click Save Changes at the bottom of the popup.

Note

Some forms do not explicitly have a "save changes" button. In those cases, the changes will be saved automatically.

Information Pane

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

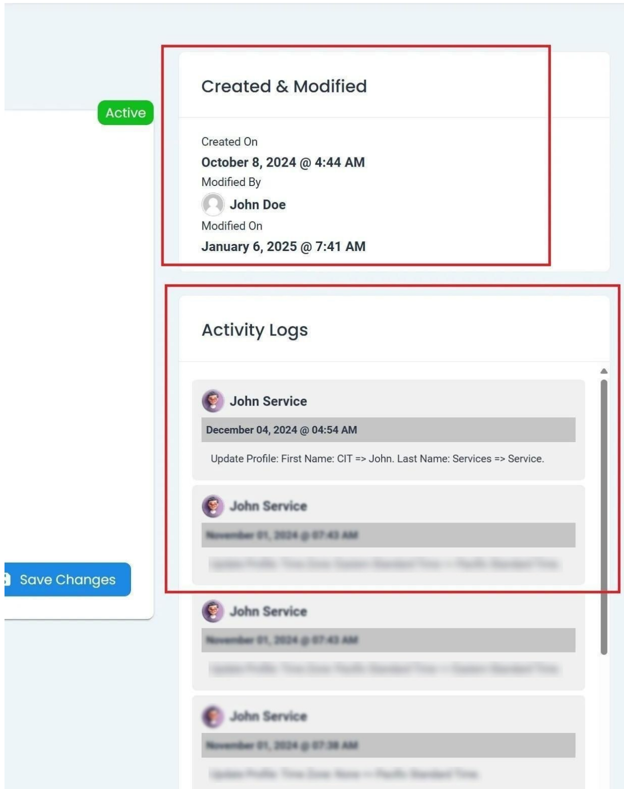
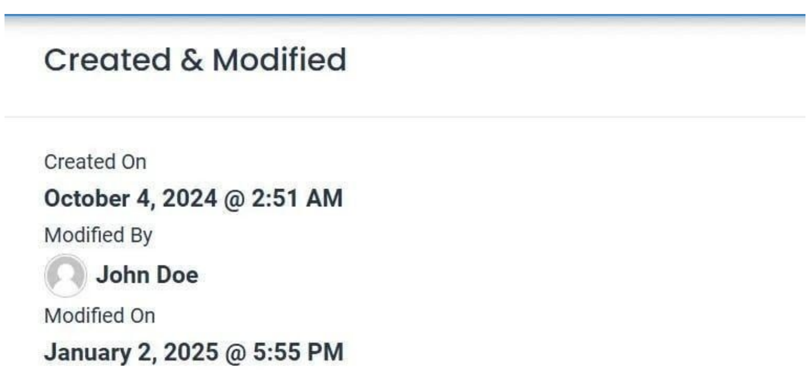


Fig. 434: Information Pane

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.
- The date and time the change was made.