

CITApp Complete Reference Guide

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Download focused reference guides for specific topics. Each minimanual is generated from the system configuration and always reflects the current definitions.

Important Notice

These reference materials are autogenerated from system configuration files. All definitions are subject to updates.

I

Complete Reference Guide

Download all reference materials in a single PDF:

[Download Complete Reference Guide \(PDF\)](#)



Individual Reference Guides

Download specific sections as separate PDFs:

Data Dictionary Complete glossary of all column names and definitions across all tables, organized alphabetically with crossreferences.

Contents:

- 550+ column definitions
- 70+ table crossreferences
- Alphabetical organization

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Data Dictionary **Status Reference** All status values with colorcoded indicators, grouped by functional domain (Billing, Documents, Transactions, etc.).

Contents:

- 29 status categories
- 150+ status definitions
- Colorcoded badges

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Status Reference **Form Fields Guide** Complete specifications for all form fields, organized by entity type with required/optional markers.

Contents:

- 8+ form categories
- 50+ field definitions
- Required field indicators

[View Online](#) | [Download PDF](#)

Form Fields Reference **Quick Reference Card** Condensed 24 page reference for desk use. Covers common statuses, actions, terminology, and navigation.

Contents:

- Status quick lookup

- Common actions table
- Key terminology
- Navigation shortcuts

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[Quick Reference Card](#)

III

When to Use Each Guide

| Guide | Best For |
|-----------------------------|------------------------------------------------------------------|
| Data Dictionary | Understanding what data columns mean, finding where data appears |
| Status Reference | Looking up what a status means, understanding workflows |
| Form Fields Guide | Data entry training, knowing required fields |
| Quick Reference Card | Desk reference, new employee onboarding, quick lookups |

IV

Online vs PDF

- **Online versions** are always current and searchable
- **PDF versions** are useful for printing, offline access, and training materials

V

About This Guide

This Complete Reference Guide contains all CITApp reference materials in one document:

- **Data Dictionary** — Alphabetized glossary of all column definitions with table crossreferences
- **Status Reference** — All status values with colorcoded indicators, grouped by domain
- **Form Fields Guide** — Form field specifications with required/optional markers
- **Quick Reference Card** — Condensed reference for common tasks

Each section can also be downloaded as a separate PDF from the online documentation.

VI

Data Dictionary

This data dictionary provides an alphabetized glossary of all column names and field definitions used across the CITApp platform. Each entry includes the definition and crossreferences to the tables where that column appears.

I How to Use This Dictionary

- **Find a term:** Browse alphabetically or use your browser's search (Ctrl+F / Cmd+F)
- **See usage:** Each entry lists all tables where the column appears
- **Understand context:** Definitions describe what data the column contains

I Column Glossary

This glossary contains 166 unique column names across 64 tables.

I.1 A

A2P Processing

Status of ApplicationtoPerson (A2P) transaction processing activity.

Used in: Enrollments

ABSTAIN

Total shares abstaining from the vote.

Used in: Proxy Proposals Table

Account ID

Unique number assigned to each investor account.

Used in: Enrollments, Investors Table, Proof Of Address List, Shareholder List Report Table

Account Id

Unique identifier linking the investor's account to their assessment results.

Used in: Assessment Test Reports Table

Account Name

Full name of the investor who completed the assessment test.

Used in: Assessment Test Reports Table, investorbankaccountlist

Account Number

Account number for the bank account.

Used in: investorbankaccountlist

Action

Actions that can be performed on the transaction.

Used in: Beneficiaries Table, CIT Corporations List, Cash Payouts List, Cashout List, Complete Transactions List, Directives List, Dividend Cash Payouts, Dividends List, Documents, Investments List, Investors Table, Invoices List, Offering Documents Table, Offerings List, Onboarding Documents Table, Proof Of Address List, Proxy Test List, Sponsorship Organizations List, Staff List, User List, applied-credittoinvoices, billingplanslist, investorbankaccountlist, investorfinancialdocslist, investormessageslist, investornamechangerequestlist, investorofferingsigneddocslist, investorproxylist, paymentcreditlist, paymentcreditstable, paymentinvoicestable, tolinvoiceslist, topaymentslist

Actions

Available operations you can perform on each listed entity.

Used in: Beneficiaries List, Documents List, Entity List

Active Date

Date when the offering became active or available to investors.

Used in: Offerings List

Address

Beneficiary's complete mailing address, including street, city, and state.

Used in: Beneficiaries Table, Proof Of Address List

AGAINST

Total shares voting against the proposal.

Used in: Proxy Proposals Table

Amount

The value of the transaction.

Used in: Cash Payouts List, Complete Transactions List, Dividend Cash Payouts, Invoices List, Transaction List Report Table, billingplanslist, investordividendslist, invoicedetailsfields, invoicelineitem-fields, paymentcreditlist, paymentcreditstable, paymentinvoicestable, toinvoiceitems, toinvoice-payments, toinvoiceslist, topaymentslist

Amount Applied

Amount applied to this invoice.

Used in: toappliedpayments

Amount Per Share

Dividend amount per share held.

Used in: Investor Dividends List

Answer

Response option selected by investors for each demographic question.

Used in: Demographics Q&A Table, Demographics Report Table

Applied Amount

Amount applied to invoices.

Used in: appliedcredittoinvoices, topaymentslist

Applied On

Date the credit was applied.

Used in: appliedcredittoinvoices

Approved By

The user who approved the document (if applicable).

Used in: Document Card

Authorized Shares

Total shares approved for issuance in the Offering.

Used in: CIT Corporation Cashout, CIT Corporation Summary

Available Credit

Remaining credit available to apply.

Used in: topaymentslist

Avoiding Share Resource

Indicates actions taken to prevent using shared stock resources.

Used in: Enrollments

I.2 B**Balance**

Remaining amount due on this invoice.

Used in: Invoices List, appliedcredittoinvoices, invoicedetailsfields, paymentcreditlist, paymentcredits-table, paymentinvoicestable, toinvoiceslist

Bank Account Type

Type of account (Checking or Savings).

Used in: investorbankaccountlist

Bank Info

Bank account designated to receive the cashout payment.

Used in: investorcashoutlist

Bank Name

Name of the financial institution holding the account.

Used in: investorbankaccountlist

Beneficiary Percentage

Share of assets assigned to the beneficiary, shown as percent.

Used in: Beneficiaries Table

Bill To

Name or entity responsible for paying the invoice amount.

Used in: Invoices List, invoicedetailsfields, paymentinvoicestable

Billed To

Entity that made the payment.

Used in: appliedcredittoinvoices, paymentcreditlist, paymentcreditstable

Billing Account

The account associated with this billing plan.

Used in: billingplanslist

Book Number

Unique identifier for a specific investment certificate or holding.

Used in: Documents, Documents List, Holdings, Holdings List, investorholdingslist

I.3 C**Canceled Date**

Date the holding or certificate was canceled or invalidated.

Used in: Documents, Documents List, Holdings, Holdings List, investorholdingslist

Cash Payout

The cash payout identifier or name.

Used in: Cash Payouts List, Dividend Cash Payouts

Cashout Amount

The amount to be paid out.

Used in: Cashout List, investorcashoutlist

Certificate Status

State of share certificates: Outstanding, Canceled, or pending issuance.

Used in: Shareholder List Report Table

CIT Corporation

Associated CIT Corporation.

Used in: CIT Corporations List, Cashout List, Directives List, Dividends List, Investments List, Investor Cashouts List, Investor Dividends List, Offering Documents Table, Offerings List, Onboarding Documents Table, Proxy Test List, investorcashoutlist, investordividendslist, investorholdingslist, investormessageslist, investormonthlycontributionslist, investorofferingsigneddocslist, investorproxylist

Closing Date

Deadline for submitting votes.

Used in: Proxy Test List

Contact Email

Email address used to contact the associated individual or entity.

Used in: Staff List, User List

Contact Info

Beneficiary's phone number and email address.

Used in: Beneficiaries List

Contact Name

Full name of the listed contact person.

Used in: Staff List, User List

Count

Total number of investors who selected this particular response option.

Used in: Cashout Reason List, Cashout Reason Report, Demographics Report Table

Current Account Name

The investor's current registered name.

Used in: investornamechangerequestlist

I.4 D**Date**

The date the transaction occurred.

Used in: Complete Transactions List, Document Card, Invoices List, Transaction List Report Table, investormessageslist, paymentcreditlist, paymentcreditstable, paymentinvoiceable, toinvoiceslist, topaymentslist

Date Uploaded

Date when the document was uploaded.

Used in: investorfinancialdocslist

Description

Description of the line item.

Used in: invoicelineitemfields, toinvoicelineitems

Dividend

Unique identifier or name for the specific dividend event.

Used in: Dividends List

Dividend ID

Unique identifier for the dividend payment.

Used in: Investor Dividends List

Document Complete

Number of completed Offering documents for the corporation.

Used in: Offering Documents Table, Onboarding Documents Table

Document Name

Name of the signed document.

Used in: investorofferingsigneddocslist

Document Type

Type of document, such as certificate, letter, or other.

Used in: Documents, Documents List, Proof Of Address List

Due Less than 30 Days

Number of offering documents due within the next 30 days.

Used in: Offering Documents Table

I.5 E**Effective Date**

Date when the transaction officially takes effect.

Used in: Directives List

Email

Primary email address for contacting the organization.

Used in: Beneficiaries Table, CIT Corporations List, Sponsorship Organizations List

End Date

Date and time when the investor completed or exited the assessment.

Used in: Assessment Test Reports Table

Expiration Date

Date when the billing plan expires.

Used in: billingplanslist

I.6 F**File Name**

The name of the uploaded document file.

Used in: Document Card

File Type

The format or type of the document (PDF, DOC, etc.).

Used in: Document Card

Filename

Name of the uploaded document file.

Used in: investorfinancialdocslist

FOR

Total shares voting in favor of the proposal.

Used in: Proxy Proposals Table

I.7 H**Heading for Whiteboard**

Title or label used to categorize items on whiteboard.

Used in: Enrollments

Hold Investment/Cashout

Indicates if investment is held or being cashed out.

Used in: Enrollments

I.8 I**ID**

Unique number assigned to each organization in the system.

Used in: CIT Corporations List, Offering Documents Table, Onboarding Documents Table, Sponsorship Organizations List, investordividendslist, investorfinancialdocslist, investormonthlycontributionslist, investorofferingsigneddocslist, paymentcreditlist, paymentcreditstable, tolpaymentslist

Internal Note

Internal notes for administrative use.

Used in: invoicedetailsfields

Investment Amount

Total money invested in the holding by the investor.

Used in: Enrollments, Holdings, Holdings List, Offerings List, Shareholder List Report Table, investorholdingslist, investormonthlycontributionslist

Investment Date

Date when the investment was made.

Used in: investormonthlycontributionslist

Investor

The investor associated with the transaction.

Used in: Cash Payouts List, Cashout List, Complete Transactions List, Demographics Q&A Table, Enrollments

Investor Name

Name of the investor.

Used in: Investments List, Investors Table, Proof Of Address List, Shareholder List Report Table

Invoice

Invoice number the credit was applied to.

Used in: appliedcredittoinvoices

Invoice Amount

Original invoice amount.

Used in: appliedcredittoinvoices

Invoice Date

Date the invoice was created.

Used in: appliedcredittoinvoices, invoicedetailsfields, toappliedpayments

Invoice No.

Unique identifier assigned to each invoice for tracking purposes.

Used in: Invoices List, paymentinvoicestable, toinvoiceslist

Invoice Number

Unique identifier for the invoice.

Used in: invoicedetailsfields, toappliedpayments

Invoice Type

Category of invoice (Service, Fee).

Used in: invoicedetailsfields

Issued Date

Date when the shares or investment certificate were officially issued.

Used in: Documents, Documents List, Holdings, Holdings List, investorholdingslist

Item Type

Type of line item (Post, etc.).

Used in: invoicelineitemfields, toinvoicelineitems

I.9 L**Last Billed**

Date of the most recent billing cycle.

Used in: billingplanslist

Last Logged In

Date and time the contact last accessed the platform.

Used in: User List

Last Logged In

Most recent date and time the user accessed the system.

Used in: Staff List

LC Limit

Lowest price allowed per share in one trading session.

Used in: CIT Corporation Cashout, CIT Corporation Summary

I.10 M**Messages**

Any messages or notes associated with the document.

Used in: Document Card

Monthly Whiteboard

Monthly summary or notes related to the account's activities.

Used in: Enrollments

I.11 N**Name**

Name of the account holder or entity for this record.

Used in: Beneficiaries List, Beneficiaries Table, User Table

New Account Name

The requested new name for the account.

Used in: investornamechangerequestlist

New Message

Shows count of new messages about the Offering process.

Used in: Offering Documents Table, Onboarding Documents Table

Next Billing Date

Scheduled date for the next billing.

Used in: billingplanslist

Note to Biller

External notes visible to the biller.

Used in: invoicedetailsfields

Number of CIT Corporations

Count of corporations associated with the sponsoring organization.

Used in: Sponsorship Organizations List

Number Of Investments

Count of individual investments included in the transaction.

Used in: Directives List

Number of Investors

Count of investors receiving the dividend payment.

Used in: Dividends List

Number of New Shares Available for Sale

Newly issued shares not yet sold in the Offering.

Used in: CIT Corporation Cashout, CIT Corporation Summary

Number of Shares Available for Sale

Shares currently available for sale, including new and existing shares.

Used in: CIT Corporation Cashout, CIT Corporation Summary

Number of Visits

Total times the user has accessed the system.

Used in: Staff List, User List

I.12 O**Offering Name**

The official name assigned to the specific offering.

Used in: Offerings List

Offering Year

Year when the Offering took place.

Used in: CIT Corporation Cashout, CIT Corporation Summary, Issuer Balance Report, Offering Documents Table, investormonthlycontributionslist, investorofferingsigneddocslist

Organization

The organisation associated with the transaction.

Used in: Cash Payouts List, Complete Transactions List, Dividend Cash Payouts

Original Cashout Amount

The initial cash amount designated for cashing out shares.

Used in: Offerings List

I.13 P**Paid**

Amount already paid toward this invoice.

Used in: Invoices List, invoicedetailsfields, paymentcreditlist, paymentcreditstable, paymentinvoices-table, tolinvoiceslist

Passed Date

Date when the investor successfully passed the required assessment threshold.

Used in: Assessment Test Reports Table

Payable

Date when dividend payment is issued to shareholders.

Used in: Dividends List, investordividendslist

Payable Date

The date when the cash payout is payable.

Used in: Cash Payouts List, Dividend Cash Payouts

Payment Date

Date when the dividend was or will be paid.

Used in: Investor Cashouts List, Investor Dividends List, toinvoicepayments

Payment Number

Unique payment identifier.

Used in: toinvoicepayments

Payment Reference

Reference number for tracking the payment.

Used in: investordividendslist

Payment Type

Method of payment.

Used in: investordividendslist, toinvoicepayments

Pending Amount

Total amount not yet finalized or settled for the offering.

Used in: Offerings List

Pending For Approaval

Number of submitted documents waiting for approval.

Used in: Onboarding Documents Table

Percent Voted

Percentage of eligible shares that voted.

Used in: Proxy Proposals Table

Percentage

Final score achieved on the assessment, displayed as a percentage value.

Used in: Assessment Test Reports Table, Beneficiaries List, Cashout Reason List, Cashout Reason Report, Demographics Report Table

Phone

Primary telephone number for the organization's main contact.

Used in: Beneficiaries Table, CIT Corporations List, Sponsorship Organizations List

Plan

Name or description of the billing plan.

Used in: billingplanslist

Plan Number

Unique identifier for the billing plan.

Used in: billingplanslist

Price Per Share

Amount of dividend paid for each individual share.

Used in: Cashout List, Dividends List, Investor Cashouts List, Issuer Balance Report, Offerings List, investorcashoutlist

Proxy Id

Unique identifier for the proxy voting record.

Used in: Proxy Test List, investorproxylist

I.14 Q**Quantity**

Number of units.

Used in: toinvoicelineitems

Question

Text of the demographic survey question presented to investors.

Used in: Demographics Q&A Table

Quorum

Required percentage of votes for the meeting to be valid.

Used in: Proxy Test List

I.15 R**Reason**

Category explaining why the investor chose to cash out their investment.

Used in: Cashout Reason List, Cashout Reason Report

Record Date

Date shareholders must own shares to receive the dividend.

Used in: Dividends List, Investor Dividends List, Proxy Test List

Recurring Type

Frequency of billing (Monthly, Quarterly, SemiAnnually, Annually).

Used in: billingplanslist

Reference No.

Reference number for the payment transaction.

Used in: paymentcreditlist, paymentcreditstable, topaymentslist

Relationship

Relationship to the investor (spouse, child, sibling, etc.).

Used in: Beneficiaries List

Remaining Balance

Remaining balance on the invoice.

Used in: toappliedpayments

Req. By

Person who submitted the name change request.

Used in: investortnamechangerequestlist

Req. Date

Date when the request was submitted.

Used in: investortnamechangerequestlist

Request Date

Date when the cashout was requested.

Used in: Investor Cashouts List

Results

Final outcome indicator showing whether the proposal passed or failed.

Used in: Proxy Proposals Table

Routing Number

Ninedigit routing number identifying the bank.

Used in: investorbankaccountlist

I.16 S**Select**

Checkbox to select the invoice for payment.

Used in: paymentinvoicestable

Shares

Number of shares held.

Used in: Documents, Documents List, Enrollments, Holdings, Holdings List, Holdings Summary, Investor Cashouts List, investorholdingslist, investorproxylist

Shares Voted

Total number of shares that voted on this proposal.

Used in: Proxy Proposals Table

Size

File size of the document.

Used in: investorfinancialdocslist

Sponsor Organization

Organization responsible for sponsoring or supporting the offering process.

Used in: Offering Documents Table, Offerings List

Sponsorship Organization

Name of the organization providing sponsorship to this entity.

Used in: CIT Corporations List, Onboarding Documents Table

Sponsorship Organization Name

Name of the organization acting as the sponsorship entity.

Used in: Sponsorship Organizations List

Start Date

Date and time when the investor began the assessment test.

Used in: Assessment Test Reports Table

Status

The current processing status.

Used in: CIT Corporations List, Cash Payouts List, Cashout List, Complete Transactions List, Directives List, Dividend Cash Payouts, Dividends List, Document Card, Enrollments, Entity List, Investments List, Investor Cashouts List, Investor Dividends List, Offering Documents Table, Onboarding Documents Table, Proof Of Address List, Proxy Test List, Shareholder List Report Table, Sponsorship Organizations List, Staff List, Transaction List Report Table, User List, billingplanslist, investorcashoutlist, investor-dividendslist, investormessageslist, investormonthlycontributionslist, investornamechangerequestlist, investorproxylist

Subject

Subject line of the message.

Used in: investormessageslist

Submission Date

Date when the proof of address was submitted.

Used in: Proof Of Address List

Submitted By

User who submitted the transaction.

Used in: Directives List

Submitted Date

The date and time the request was submitted.

Used in: Cashout List, investorcashoutlist

Submitted On

Date the transaction was submitted for processing.

Used in: Directives List

I.17 T**Ticker**

The stock ticker symbol.

Used in: Holdings Summary

Time Uploaded

The time the document was uploaded.

Used in: Document Card

Title

Title of the proxy voting event or meeting.

Used in: Proxy Test List, investorproxylst

Total Amount

Total dividend payment to this investor.

Used in: Investor Cashouts List, Investor Dividends List

Total Amount Invested

Sum of all investments received for this offering year.

Used in: Issuer Balance Report

Total Cashout Shares

Total shares cashed out under the Offering to date.

Used in: CIT Corporation Cashout, CIT Corporation Summary

Total Current Investment Amount

Total money invested in the Offering to date.

Used in: CIT Corporation Cashout, CIT Corporation Summary

Total Gain Amount

Total gains realized from the offering.

Used in: Issuer Balance Report

Total Investment Amount

Sum of all money invested in this transaction.

Used in: Directives List

Total Original Amount

The original investment amount.

Used in: Cashout List, investorcashoutlist

Total Original Cashout Amount

Total dollar amount of shares cashed out in Offering.

Used in: CIT Corporation Cashout, CIT Corporation Summary

Total Outstanding Shares

Number of shares currently held by active investors.

Used in: Issuer Balance Report

Total Payout Amount

Sum paid for all shares in the dividend event.

Used in: Dividends List

Total Pending Payment Amount

Amount not yet paid out for all eligible shares.

Used in: Dividends List

Total Shares

Total number of shares eligible to receive the dividend.

Used in: Cashout List, Directives List, Dividends List, Proxy Test List, investorcashoutlist

Total Shares Sold

Total number of shares sold in the offering.

Used in: Issuer Balance Report

Total Voted Shares

Number of shares that have been voted.

Used in: Proxy Test List

Transaction ID

The unique identifier for the transaction.

Used in: Complete Transactions List, Directives List, Investor Cashouts List, Transaction List Report Table

Transaction Type

The category of the transaction.

Used in: Complete Transactions List

Type

Indicates the category or nature of the invoice (Service, Fee).

Used in: Beneficiaries List, Cashout List, Invoices List, Transaction List Report Table, investorcashoutlist, paymentcreditlist, paymentcreditstable, paymentinvoicestable, toinvoiceslist, topaymentslist

I.18 U

Unit Price

Price per unit.

Used in: toinvoicelineitems

Uploaded By

The user who uploaded the document.

Used in: Document Card

Username Column

Unique identifier users enter to log in to the platform.

Used in: User Table

I.19 V

Vote Status

Status of your vote (Voted or Not Voted).

Used in: investorproxylist

I.20 W

Website

URL for the organization's official website.

Used in: CIT Corporations List, Sponsorship Organizations List

I.21 Y

Year

Calendar year in which the offering took place.

Used in: Offerings List

II Common Column Types

II.1 Identifier Columns

Columns ending in "ID" or "Number" are unique identifiers:

- **Account ID** Investor account identifier
- **Transaction ID** Transaction record identifier
- **Book Number** Certificate or holding identifier
- **Invoice No.** Invoice identifier

II.2 Status Columns

Status columns show the current state of a record:

- See the [Status Reference](#) for all status values

II.3 Action Columns

Action columns provide buttons for available operations:

- **Action** Contains buttons like View, Edit, Download, etc.

II.4 Date Columns

Date columns track when events occurred:

- **Date** General date of an event

- **Issued Date** When something was issued
- **Canceled Date** When something was canceled
- **Last Billed** Most recent billing date

II.5 Amount Columns

Amount columns contain monetary values:

- **Amount** Total value
- **Paid** Amount already paid
- **Balance** Remaining amount due

VII

Status Reference

This section provides a comprehensive reference for all status values used throughout the CITApp platform. Each status is colorcoded to indicate its meaning at a glance.

I Status Color Legend

Understanding the color coding used for statuses:

- Green Success, active, complete, approved states
- Orange Pending, awaiting action, under review
- Cyan Processing, in progress
- Grey Inactive, neutral, informational
- Reference to Red item Red Error, rejected, failed, canceled
- Purple Expired, special conditions

II All Status Categories

The following sections list every status category in the system, grouped by functional domain.

II.1 Account & Enrollment

Enrollment Status

- **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.

Staff Status

- **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.

Investor Name Change Status

- **All** View all name change requests regardless of status.
- **Pending To Submit** Request created but not yet submitted for review.
- **Pending** Request submitted and awaiting administrator review.
- **Approved** Name change request has been approved.
- **Rejected** Name change request was rejected.

Investor Contribution Status

- **All** View all contributions regardless of status.
- **Open** Active contributions currently in progress.
- **Open & Payment Received** Contributions with confirmed payment.
- **Canceled/Failed** Contributions that were canceled or failed.
- **Cashout** Contributions converted to cashout requests.

II.2 Documents & Approvals

Document Tab Status

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

Cit Offering Status

- **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.

Cit Onboarding Status

- **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.

Proof Of Address Status

- **All** View all proof of address submissions regardless of verification status.
- **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.

II.3 Billing & Payments

Invoice Status

- **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.

Billing Plans Status

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

Tol Invoices Status

- **All** View all TOL invoices regardless of status.
- **Outstanding** Invoices with remaining balance due.
- **Paid** Fully paid invoices.

Tol Payments Status

- **All** View all TOL payments regardless of status.
- **Outstanding** Payments with remaining balance.
- **Allocated** Payments fully allocated to invoices.

Payment Credit Status

- **All** View all payment credits regardless of status.
- **Outstanding** Credits with remaining balance to apply.
- **Allocated** Credits fully allocated to invoices.

Billing Plan Recurring Type

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

Billing Plan Dialog 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.

Invoice Type Options

- **Service** ServicereLATED invoice for ongoing services.
- **Fee** Feebased invoice for specific charges.

Payment Type Options

- **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.

Payment Credit Details Fields

- **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.

Invoice Line Item Fields

- **Item Type** Type of line item (Post, etc.).
- **Description** Description of the line item.
- **Amount** Amount for this line item.

Tol Invoice Header Fields

- **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.

Tol Payment Detail Fields

- **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.

Dividend Payment Status

- **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.

II.4 Transactions & Holdings

Cashout Status

- **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.

Directives Status

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

Shareholder Certificate Status

- **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.

Shareholder Address Status

- **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.

Transaction Type Filter

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

Transaction Date Range Type

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

Dividend Status

- **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.

Cash Payout Status

- **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.

Investor Dividend Status

- **All** View all dividend records regardless of status.
- **Pending** Dividend payment is scheduled but not yet processed.
- **Processing** Dividend payment is currently being processed.
- **Completed** Dividend payment has been successfully distributed.

II.5 Voting & Proxy

Proxy Vote Result

- **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).

Proxy Status

- **Open** Proxy voting is currently open and accepting votes.
- **Closed** Proxy voting has ended and no more votes are accepted.

Investor Vote Status

- **Voted** Investor has submitted their vote for this proxy.
- **Not Voted** Investor has not yet voted on this proxy.

II.6 Other

Investor Message Status

- **Read** Message has been opened and read by the investor.
- **Unread** Message has not yet been opened.

III Common Status Patterns

Many status categories follow similar patterns:

III.1 Filter Statuses

Filter dropdowns typically include an “All” option that shows records regardless of status, plus specific status values for filtering.

III.2 Workflow Statuses

Workflowrelated statuses often follow a progression:

1. **Pending/Draft** Initial state, awaiting action
2. **Under Review** Being processed or reviewed
3. **Approved/Completed** Successfully finished
4. **Rejected/Canceled** Terminated without completion

III.3 Document Statuses

Documentrelated statuses track the upload and approval lifecycle:

1. **Upload Pending** Awaiting document upload
2. **Pending Approval** Document uploaded, awaiting review
3. **Approved/Completed** Document accepted

4. **Denied** Document rejected, may need resubmission

VIII

Form Fields Reference

This section documents all form fields across the CITApp platform, organized by entity type. Each field is marked as either **Required** or **Optional**.

I Understanding Field Requirements

- **Reference to Required item Required** Field must be completed to save the form
- **Optional** Field can be left blank

II Form Field Specifications

II.1 CIT Corporation

CIT Corporation Info

1 required, 4 optional fields

| Field | Required | Notes |
|----------------------|----------|-------|
| CIT Corporation Name | Required | |
| Website | Optional | |
| Billing Email | Optional | |
| Company Email | Optional | |
| Phone Number | Optional | |

CIT Corporation Addresses

1 required, 2 optional fields

| Field | Required | Notes |
|------------------------|----------|-------|
| Primary Address | Required | |
| Mailing Address | Optional | |
| Logo | Optional | |

CIT Corporation Legal

1 required, 5 optional fields

| Field | Required | Notes |
|-------------------------------|----------|-------|
| Legal Name | Required | |
| EIN | Optional | |
| State of Incorporation | Optional | |
| State of Operating | Optional | |
| Date Formed | Optional | |
| State Filing Number | Optional | |

CIT Corporation Contacts

0 required, 4 optional fields

| Field | Required | Notes |
|---------------------------|----------|-------|
| Address | Optional | |
| Company Contact | Optional | |
| Accounting Contact | Optional | |
| Legal Contact | Optional | |

II.2 Sponsor Organization

Sponsor Organization Info

1 required, 4 optional fields

| Field | Required | Notes |
|--------------------------------------|----------|-------|
| Sponsorship Organization Name | Required | |
| Website | Optional | |
| Billing Email | Optional | |
| Company Email | Optional | |
| Phone Number | Optional | |

Sponsor Organization Addresses

1 required, 2 optional fields

| Field | Required | Notes |
|------------------------|----------|-------|
| Primary Address | Required | |
| Mailing Address | Optional | |
| Logo | Optional | |

II.3 Investor

Investor Info Sections

2 required, 1 optional fields

| Field | Required | Notes |
|------------------------|----------|-------|
| Investor Info | Required | |
| Primary Address | Required | |
| Mailing Address | Optional | |

II.4 Beneficiary

Beneficiary Form

4 required, 2 optional fields

| Field | Required | Notes |
|------------------------|----------|-------|
| First Name | Required | |
| Last Name | Required | |
| Email | Required | |
| Phone | Optional | |
| Beneficiary Percentage | Required | |
| Address information | Optional | |

II.5 Proxy

Proxy Info Details

0 required, 9 optional fields

| Field | Required | Notes |
|--------------------------|----------|-------|
| Proxy ID | Optional | |
| Title | Optional | |
| Quorum | Optional | |
| Record Date | Optional | |
| Mailing Date | Optional | |
| Meeting Date & Time | Optional | |
| Voting Close Date & Time | Optional | |
| Completed Date | Optional | |
| Description | Optional | |

Proxy Info Metrics

0 required, 8 optional fields

| Field | Required | Notes |
|--------------------------------|----------|-------|
| Status | Optional | |
| CIT Corporation | Optional | |
| Total Shares | Optional | |
| Total Voted Shares | Optional | |
| Total Unvoted Shares | Optional | |
| Number Of Shareholders | Optional | |
| Number Of Voted Shareholders | Optional | |
| Number Of Unvoted Shareholders | Optional | |

II.6 Other

Not Voted Shareholder Card

0 required, 3 optional fields

| Field | Required | Notes |
|---------------|----------|-------|
| Investor Name | Optional | |
| Email | Optional | |
| Account ID | Optional | |

III Field Categories

III.1 Contact Information Fields

Contact fields collect communication details:

- **Email** Electronic mail address
- **Phone** Telephone number
- **Address** Physical mailing address

III.2 Legal Information Fields

Legal fields collect regulatory and compliance data:

- **Legal Name** Registered legal entity name
- **EIN** Employer Identification Number
- **State of Incorporation** Jurisdiction of incorporation

III.3 Financial Information Fields

Financial fields collect monetary and accounting data:

- **Amount** Dollar value
- **Billing Email** Email for invoices
- **Bank Information** Payment details

IV Data Entry Tips

IV.1 Required Field Validation

Forms will not save until all required fields are completed. Required fields are typically marked with an asterisk (*) in the user interface.

IV.2 Address Fields

Address information may include:

- Street address (line 1 and line 2)
- City
- State/Province
- ZIP/Postal code
- Country

IV.3 Percentage Fields

Fields like “Beneficiary Percentage” must total 100% across all entries.

IX

Quick Reference Card

A condensed reference for the most commonly used statuses, actions, and terminology in CITApp.

I Status Quick Reference

I.1 Account Statuses

| Status | Meaning |
|-----------------------------------------|---------------------------------|
| Active | Account is operational |
| Pending | Awaiting activation or approval |
| Inactive | Account is deactivated |
| Reference to Locked Out item Locked Out | Access temporarily blocked |

I.2 Document Statuses

| Status | Meaning |
|---------------------------------|----------------------------------|
| Upload Pending | Awaiting document upload |
| Pending Approval | Document submitted, under review |
| Completed | Document approved |
| Reference to Denied item Denied | Document rejected |

I.3 Transaction Statuses

| Status | Meaning |
|-------------------------------------|---------------------------|
| Pending Review | Awaiting review |
| Processing | Currently being processed |
| Completed | Successfully finished |
| Reference to Canceled item Canceled | Request was canceled |

I.4 Billing Statuses

| Status | Meaning |
|-------------|---------------------|
| Outstanding | Balance remaining |
| Paid | Fully paid |
| Allocated | Credits applied |
| Active | Plan is active |
| Inactive | Plan is deactivated |

II Common Actions

| Action | Description |
|-----------------|---------------------------|
| View | Open detailed record view |
| Edit | Modify record information |
| Download | Export as PDF or file |
| Delete | Remove the record |
| Approve | Approve a pending item |
| Reject | Deny a pending item |
| Cancel | Cancel a request |

III Required Form Fields

III.1 CIT Corporation (Minimum Required)

- CIT Corporation Name
- Primary Address
- Legal Name

III.2 Investor (Minimum Required)

- Investor Info
- Primary Address

III.3 Beneficiary (Minimum Required)

- First Name
- Last Name
- Email
- Beneficiary Percentage

IV Key Terminology

| Term | Definition |
|-----------------------------|-----------------------------------------|
| Account ID | Unique investor account number |
| Book Number | Certificate or holding identifier |
| CIT Corporation | Community Investment Trust organization |
| Sponsor Organization | Entity sponsoring CIT corporations |
| Holding | Investment shares owned |
| Dividend | Distribution of earnings |
| Cashout | Request to redeem shares |
| Proxy | Shareholder voting event |

V Navigation Shortcuts

V.1 Main Sections

- **Dashboard** Overview and summary
- **Accounts** Manage organizations
- **Investors** Investor records
- **Billing** Invoices and payments
- **Reports** Generate reports

V.2 Common Filters

- **Status** Filter by current state
- **Date Range** Filter by date period
- **Search** Find by name or ID

VI Color Legend

| Color | Meaning |
|---------------------------|---------------------------|
| Green | Success, active, complete |
| Orange | Pending, needs attention |
| Cyan | Processing, in progress |
| Grey | Inactive, neutral |
| Reference to Red item Red | Error, rejected, failed |
| Purple | Expired, special |