

CITApp Status Reference

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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.

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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.

I | Account & Enrollment

I.1 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- **Expired** Enrollment period has ended and is no longer valid.

I.2 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.

I.3 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.

I.4 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.

I Documents & Approvals

I.1 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.

I.2 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.

I.3 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.

I.4 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 Billing & Payments

II.1 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.

II.2 Billing Plans Status

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

II.3 TOL Invoices Status

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

II.4 TOL Payments Status

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

II.5 Payment Credit Status

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

II.6 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.

II.7 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.

II.8 Invoice Type Options

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

II.9 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.

II.10 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.

II.11 Invoice Line Item Fields

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

II.12 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.

II.13 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.

II.14 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.

III Transactions & Holdings

III.1 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.

III.2 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.

III.3 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.

III.4 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.

III.5 Transaction Type Filter

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

III.6 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.

III.7 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.

III.8 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.

III.9 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.

IV Voting & Proxy

IV.1 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).

IV.2 Proxy Status

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

IV.3 Investor Vote Status

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

V Other

V.1 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:

I Filter Statuses

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

II 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 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