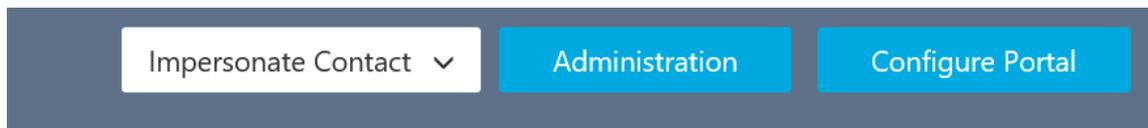


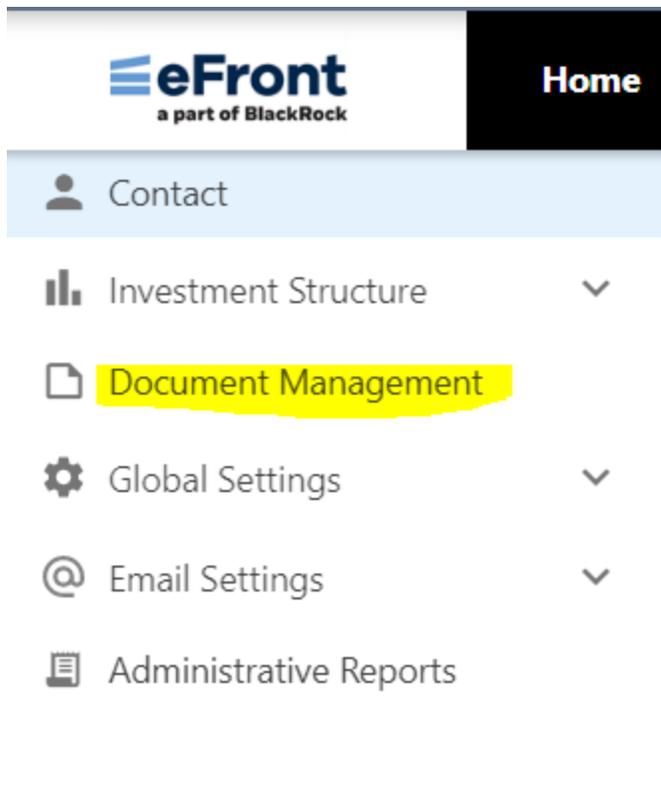
PLEASE READ

- Pending documents are those that are not visible to investors, however they are visible to those authorized at your firm (fund administrators on the Portal)
- You need to activate a pending document for it to be visible to your investors.
- These instructions explain how to activate a pending document.

1. Log into ICX Admin and navigate to the “Administration” section, at the top right corner of the screen.



2. Click on the Document Management pod on the Menu, located on the left side of the screen.



3. The following screen displays a list of documents which are pending. Pending documents are not visible to investors. They are only visible to those authorized employees who have administrative access to eFront Investment Café ICX Admin.

<input type="checkbox"/>	Document Batch Title	Category Name	Batch ID ↓	Fund Name	Upload Date	Uploaded By	Status
<input type="checkbox"/>	Pending Documents	04 Capital Account Statements	101376	eFront Main Fund I	1/11/2021	eFront Document Services zz	Pending

4. Click on the batch of pending documents to Proof/Audit them, before releasing the information to investors. Note: Status of the documents in question will be Pending.

<input type="checkbox"/>	Document Batch Title	Category Name	Batch ID ↓	Fund Name	Upload Date	Uploaded By	Status
<input type="checkbox"/>	Pending Documents	04 Capital Account Statements	101376	eFront Main Fund I	1/11/2021	eFront Document Services zz	Pending

5. After clicking on the batch, click on the “4) Summary” button at the top of the page, and then proceed to click on “Generate PDF Proof” to QA/Proof the files.

Upload Document ×

1 Document Details — 2 Select Funds — 3 Matching — **4 Summary** — 5 Delivery

Total: 1 document Batch ID: 101376

Document Title	Investors	Funds	Category	Document Status
Pending Documents	Sample Investor	eFront Main Fund I	04 Capital Account Statements	PENDING

Generate PDF Proof
Preview PDF Proof

Back
Save & Close
Set As Pending
Approve
Next

6. After clicking the button “Generate PDF Proof”, the option next to it (“Preview PDF Proof”) will become available.

Upload Document ×

1 Document Details — 2 Select Funds — 3 Matching — 4 Summary — 5 Delivery

Total: 1 document Batch ID: 101376

Document Title	Investors	Funds	Category	Document Status
Pending Documents	Sample Investor	eFront Main Fund I	04 Capital Account Statements	PENDING

[Generate PDF Proof](#)
[Preview PDF Proof](#)

[Back](#)

[Save & Close](#)
[Set As Pending](#)
[Approve](#)
[Next](#)

7. Click on the “Preview PDF Proof”, and a new tab with proofed documents will be opened for you to review.

8. After the review is completed, you can click “Approve” button at the bottom of the page, to make the files available to investors.

Upload Document ×

1 Document Details — 2 Select Funds — 3 Matching — 4 Summary — 5 Delivery

Total: 1 document Batch ID: 101376

Document Title	Investors	Funds	Category	Document Status
Pending Documents	Sample Investor	eFront Main Fund I	04 Capital Account Statements	ACTIVE

[Generate PDF Proof](#)
[Preview PDF Proof](#)

[Back](#)

[Save & Close](#)
[Set As Pending](#)
[Approve](#)
[Next](#)

You can also Approve/Release documents from the main screen by selecting the batch(es) as shown below, and clicking “Approve”, however it is strongly advised to check (proof) the documents before releasing them to investors.

× 1 item selected
[Edit](#)
[Approve](#)
[Pending](#)
[Suspend](#)
[Delete](#)

<input type="checkbox"/>	Document Batch Title	Category Name	Batch ID ↓	Fund Name	Upload Date	Uploaded By	Status
<input checked="" type="checkbox"/>	Pending Documents	04 Capital Account Statements	101376	eFront Main Fund I	1/11/2021	eFront Document Services zz	Pending

Click on the “Approve” icon to navigate to the next screen, and then click “Confirm” on the next pop-up screen.

Approve Batches

All documents contained within the selected Fund-Batch combinations will be approved.

Confirm

Cancel

After clicking “Confirm”, the batch and documents will change its status to Active. You can filter the documents by the Status field at the top of the page and select Active to see all active batches.

Search by Document Title **Status** Fund Name Investor Name [Add Search Condition](#)

Category Name Batch ID

<input type="checkbox"/>	Document Batch Title	Category Name	Batch ID ↓	Fund Name	Upload Date	Uploaded By	Status
<input type="checkbox"/>	Pending Documents	04 Capital Account Statements	101376	eFront Main Fund I	1/11/2021	eFront Document Services zz	Active

Need help? Go to <https://www.support.efront.com/contact-us>