

Activating Instructions

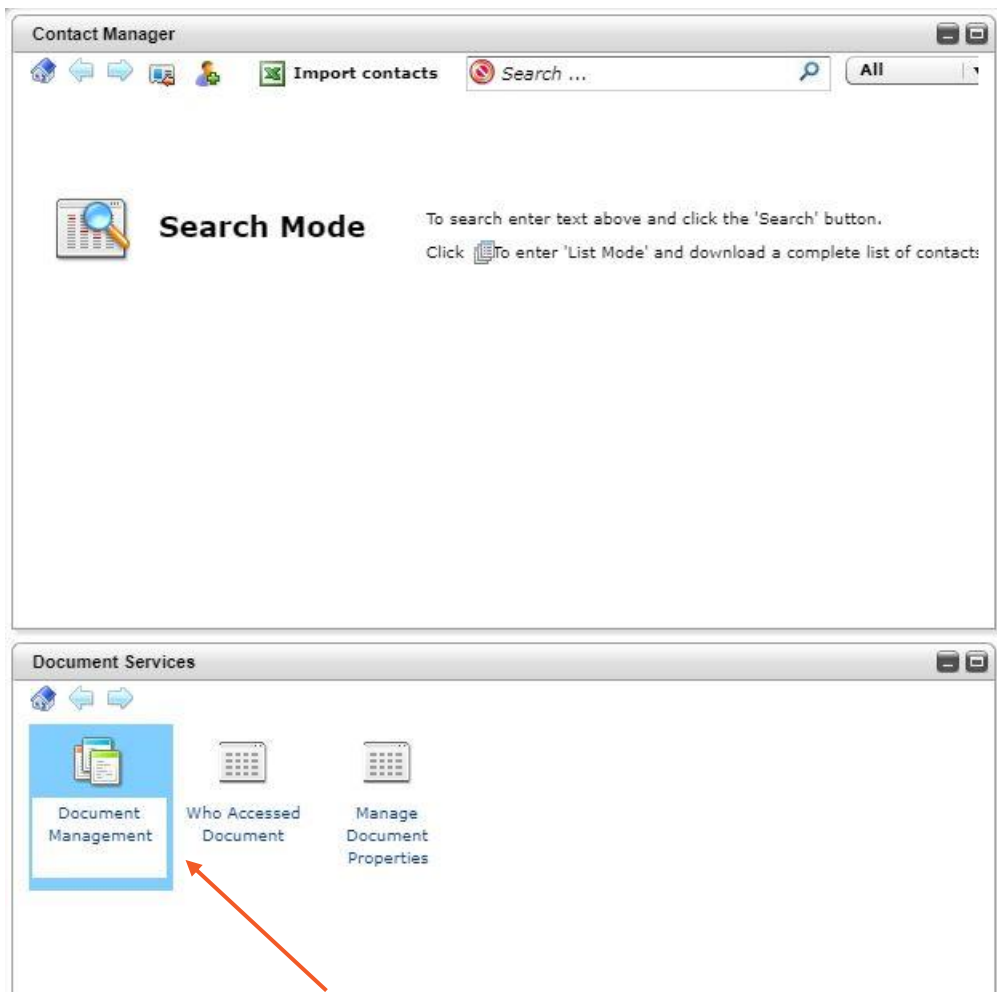
How to activate a pending document
in eFront Investment Café

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PLEASE READ

- Pending documents are those that are not visible to investors, but are visible only to those authorized at your firm.
- You need to activate a pending document for it to be seen by your investors.
- This document explains how to activate a document.

1. Log into eFront Investment Café and navigate to the Document Services section. Click on the Document Management icon.



- 2. 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.**

[illegible]

Click on the batch of pending documents to activate. Note the Document Status will be Pending (Proof Completed).

Click on the Investors icon to navigate to the next screen.

Click the View Document button to review the Proof file. Note the Proof file is best viewed in Adobe Acrobat.

The screenshot shows the Document Management interface. At the top, there are buttons for 'List', 'Delete', and 'Batch: 105016 - PE - Sample call Delaware Fund II 20 Lps 3.pdf - 5/31/2018 Distribution Notice for investname'. Below these are tabs for 'Split Method' and 'Split Documents'. A red arrow points to the 'View Document' button. The main table has columns: File Name, KB, Investor, Matching Data, Fund, Document Title, Pages, Status, and a checkbox. The table lists various documents with their respective investors and matching data. At the bottom, there are buttons for 'Define', 'Investors', 'Approve', and 'Delivery'.

Click on the Approve icon to navigate to the next screen.

This screenshot shows a close-up of the bottom navigation bar. It contains four icons: 'Define', 'Investors', 'Approve', and 'Delivery'. A red arrow points to the 'Approve' icon, which is highlighted with a green border.

Click the Approve button above to activate the batch

This screenshot shows the top navigation bar of the Document Management interface. It includes buttons for 'Batch: 105016', 'Pending', and 'Approve'. A red arrow points to the 'Approve' button, which is highlighted with a green border.

Once the batch has been activated, the status will change to Active

This screenshot shows the Document Management interface after the batch has been activated. The 'Batch: 107890' is now in 'Active' status. The table below shows the batch details, including the title 'Sample File in Investment Café Capital Partners II - (Delaware)' and the investor 'All Investors for Investment Café Capital Partners II - (Delaware)'. The status is highlighted in yellow.

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