



# **GP User Guide to using PEARonline**

## **Reporting**



# GP User Guide to using PEARonline for Reporting

1. [Intro to Version 2 of PEARonline](#)
2. [Fund Structure Hierarchy](#)
3. [Create a fund on PEARonline](#)
4. [Create a vehicle](#)
5. [Upload generic documents](#)
6. [Upload personalised documents](#)
7. [Add or Remove GP Users from a vehicle](#)
8. [Add LP Users](#)
9. [Troubleshoot and edit LP User settings](#)
10. [Remove LP Users](#)
11. [Guide to LP User pages](#)
12. [GP User Permissions and Four Eyes Overview](#)
13. [Four Eyes Approval Process](#)
14. [Non-Disclosure Agreements](#)
15. [Multi-Factor Authentication](#)
16. [Activity Reports](#)
17. [Browser View](#)
18. [The Sandbox](#)





# Welcome to Version 2 of PEARonline

- As part of our continuing commitment to stay at the forefront of developments in investor communications, PEARonline is evolving.
- Version 2 will showcase an improved user interface and exciting new functionality, while retaining all the features and ease of use that our clients love.
- By taking advantage of up-to-date technology, V2 also puts us in an excellent position to respond to client feedback and develop the product further.

We are sure you will have questions...



# Welcome to version 2 of PEARonline

Q: What can a GP User expect to see after the migration to Version 2 of PEARonline?

A: You will notice that the page layouts look quite different. The GP Dashboard will display all your funds and vehicles, with vehicles grouped under a parent fund.

The screenshot displays the PEARonline GP Dashboard. On the left is a dark sidebar with a 'Close Menu' button and navigation links: 'GP Dashboard', 'Create Fund', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area has a header with the 'pearonline' logo, a 'Welcome' message, and a user greeting 'Hello, Alice Clark'. Below the header, there's an 'Alerts (0)' section. The 'Funds' section includes a dropdown menu set to 'All' and a 'Search Funds' input. It lists two funds: 'E Street Europe I' and 'E Street US I', both marked as 'Published'. Under 'E Street US I', there's a 'My Vehicles' section listing 'E Street US I FDR Fundraising Data Room' and 'E Street US I Portal Investor Portal Vehicle', both 'Published'. A red arrow points from a text box to the expand/collapse icon next to 'E Street US I'. Below the vehicles are buttons for 'View Fund GPs', 'Create Vehicle', 'Invite GP User', and 'Billing Info'. On the right, the 'Pinned Vehicles' section shows 'E Street Europe I FDR' and 'E Street Europe I Portal', both 'Published'. Each vehicle card has buttons for 'Invite LP User', 'Manage LP Contacts', 'Create Document', 'Manage Documents', and 'View Access Levels'. A text box at the bottom explains the expand/collapse icon and the pinning functionality.

Click here to expand or collapse the list of vehicles grouped under the fund. You can also view vehicles on the right hand side of the screen, with the option to pin those vehicles you access more regularly, or filter your view by vehicle type

# Welcome to version 2 of PEARonline

Your LP Users will also benefit from an improved UX with greater signposting for actions:

The screenshot displays the PEARonline LP Dashboard. The left sidebar contains navigation links: Close Menu, LP Dashboard, Search Documents, Document Cart, Training, FAQ, Contact, and Privacy & Terms. The main content area is titled 'Welcome' and shows 'Alerts (0)'. Below this, it indicates '56 Unread Document' with buttons for 'Add All To Cart' and 'Download Selected'. A search bar is present. The 'Funds + Vehicles' section on the right lists 'E Street Europe I' and 'E Street US I'. The main list of unread documents includes:

- NDA Required To View Document** (highlighted in yellow) for 'E Street US I - E Street US I FDR'.
- ESE 1 Capital Call 2** (2 File(s)) dated 01 Sep 21, for 'Capital Call/Drawdown Notice'.
- 50 Documents for E Street Europe I FDR v2** (50 Document(s), 66 File(s)) for 'E Street Europe I - E Street Europe I Portal'.
- 01.c Due Diligence Questionnaire** (1 File(s)) dated 29 Aug 21, for 'Due Diligence Questionnaire'.
- E Street Europe I LPA** (1 File(s)) dated 25 Aug 21, for 'Vehicle Legal Documents'.
- ESE 1 Capital Call 1** (2 File(s)) dated 25 Aug 21, for 'Capital Call/Drawdown Notice'.

A callout box on the right explains the new layout: 'In V2, the LP dashboard replaces the Latest Updates and Investment tabs. The new layout is more intuitive, with clear signposting if an NDA needs to be accepted before a document is available. If an LP User has been given access to more than 6 documents in the same vehicle, they will be grouped together on screen for their convenience.'

The LP dashboard lists unread documents. Documents where access is restricted by an NDA are clearly signposted with an eye-catching yellow alert button. Where there are more than six unread documents in the same vehicle, these are grouped under the vehicle name in blue font.



# Welcome to version 2 of PEARonline

Q: What action will my LPs and I need to take?

A: All PEARonline users will be required to set a new password for greater security. Passwords will need to be a minimum of 12 characters with upper and lower case characters, at least one number, and a special character.

Q: How will this affect my investors and prospects?

A: LP Users will find it far easier to navigate around documents and find what they are looking for. In addition to updating their passwords, GP Users may also require multi-factor authentication (MFA) for LP Users accessing the vehicle.

☒ Require multi-factor authentication for users accessing the vehicle.

If MFA is switched on, users will have to apply a code which will be emailed to them before they can access that vehicle.

At least one of the Vehicles you are connected to has multi-factor authentication enabled, and requires you to enter a security code in order to view the Vehicle details.

The security code has been sent to the email address you provided.

You may skip the step of entering a code at this time, however you will not have access to all of your vehicle details or documents.

Enter Code Here:

Continue

Skip



# Welcome to version 2 of PEARonline

Q: What is the new functionality?

A: There are several new features in V2 of PEARonline, including:

- Potential for more sophisticated GP User permissions and approval processes (4-eyes functionality). [Please see section 7](#)
- Multi-factor authentication for GP and LP Users at your discretion. [Please see section 15](#)
- Greater control during implementation including the ability to pre-populate all users and distribution lists ahead of publishing your vehicle to 'live' status (sandbox). [Please see section 18](#)
- Enhanced activity reports, including negative reports to show you 'inactivity'. An example of this would be a search that allows you to see who has not downloaded a document. [Please see section 16](#)
- Browser View. Publishing a document as browser view will prevent your LP Users from downloading a copy directly onto their machine. [Please see section 17](#)
- Coming Soon: Language localization - the ability for language localization for LP users built in, with French and Mandarin coming soon.

If you are an existing client, the price for your fund is already locked in for life, which means you can enjoy all the additional functionality at no extra cost.





# Welcome to version 2 of PEARonline

Q: Will there be any further changes to PEARonline?

A: Version 2 of PEARonline give us a platform that is a solid base for building new functionality into the service.

We will continue to focus on our core mission of improving the efficiency of the flow of information between GPs and LPs, and see plenty of places where such improvements can be made.

The development of Version 2 has been driven by feedback and ideas from our clients. We look forward to maintaining the close relationships we have with them to find new ways to help their processes and workflows.







# Fund Structure Hierarchy

At PEARonline, we view funds in the same way that our clients do. A fund may include multiple vehicles or partnerships, with different requirements and investors, depending on the nature of the vehicle. As such, PEARonline employs a fund/vehicle hierarchy to help organize your funds.

'Funds' are at the top of the PEARonline hierarchy. Each fund must have a minimum of two GP Super Users with the ability to create vehicles within the fund and manage the GP Users in those vehicles. Certain information about the fund is held at this level, including contacts and billing details.

Within funds, the GP has the option to create and manage vehicles. The different types of vehicles available are as follows:

- Fundraising Data Room (due diligence materials to prospects)
- Investor Portal Vehicle (reporting materials to existing investors in the main partnership)
- Feeder/Parallel Vehicle (reporting materials to existing investors in feeder or parallel vehicles)
- Carry Vehicle (reporting to carry holders)
- Co-Investment Vehicle (can be used for fundraising for or reporting on co-investments)
- Direct Investment (can be used for fundraising for or reporting on single purpose vehicles)



# Fund Structure Hierarchy

The GP Dashboard is arranged as depicted below, with vehicles displayed grouped under their respective funds in the main section of the screen. 'Pinned' vehicles are listed on the right-hand side of the screen, helping GP Users easily access the vehicles they use most frequently.

The screenshot displays the pearonline GP Dashboard. On the left is a dark sidebar menu with options: Close Menu, GP Dashboard (highlighted), Create Fund, Training, FAQ, Contact, and Privacy & Terms. The main content area has a header with the pearonline logo, a 'Welcome' message, and a user greeting 'Hello, Elizabeth Pargetter'. Below the header, the 'Funds' section features a dropdown menu set to 'All' and a search bar. Two fund cards are shown: 'E Street Europe 1' and 'Lower Loxley Partners I'. Each card has a 'My Vehicles' section listing associated vehicles with status tags (Published, Draft, etc.) and a 'View Fund GPs' button. The 'Lower Loxley Partners I' card also includes 'Create Vehicle', 'Invite GP User', and 'Billing Info' buttons. On the right, the 'Pinned Vehicles' section has a filter dropdown and a card for 'Lower Loxley Partners I Reporting', which includes buttons for 'Investor Portal Vehicle', 'Lower Loxley Partners I', 'Invite LP User', 'Manage LP Contacts', 'Create Document', 'Manage Documents', and 'View Access Levels'.

# Fund Structure Hierarchy

Once you have clicked the Fund name, you will land on the first of four tabs of information:

The screenshot shows the 'Fund Detail' page for 'Lower Loxley Partners I' in the 'pearonline' system. The page has a header with the logo, a breadcrumb trail 'Dashboard / Lower Loxley Partners I', and a user greeting 'Hello, Elizabeth Pargetter'. Below the header, there are four tabs: 'Fund Details' (active), 'Contacts & Billing', 'Vehicles', and 'GP Users'. The 'Fund Details' tab contains a form with the following fields: 'Fund Name' (Lower Loxley Partners I), 'Fund Description' (A private equity fund investing in food and agricultural businesses.), 'Fund Domicile' (UK), 'Committed Capital' (120,000,000), 'Vintage Year' (2021), 'Management Organization' (Lower Loxley Partners), 'Upload Logo' (with a 'Choose file' button and a 'Browse' button), 'Fund Legal Structure' (Limited Partnership), 'Final Closing Date' (13 OCT 21), and 'Fund Terminates' (31 OCT 31). There are two red callout boxes: one pointing to the 'Fund Details' tab with the text 'This page includes top level fund details', and another pointing to the 'Upload Logo' button with the text 'Company logos can be uploaded to the fund from here'. At the top right of the form area, there are two buttons: 'Archive Fund' and 'Deactivate Fund'. A 'Save' button is located at the bottom right of the form.

The following tabs are also available for each Fund:

- **Contacts & Billing:** includes key contacts, billing and cost information, number of allowed co-invest vehicles and terms and conditions
- **Vehicles:** Lists vehicles associated with the fund and includes the option to create new vehicles
- **GP Users:** view and edit GP Users at fund and vehicle level (GP permissions permitting)

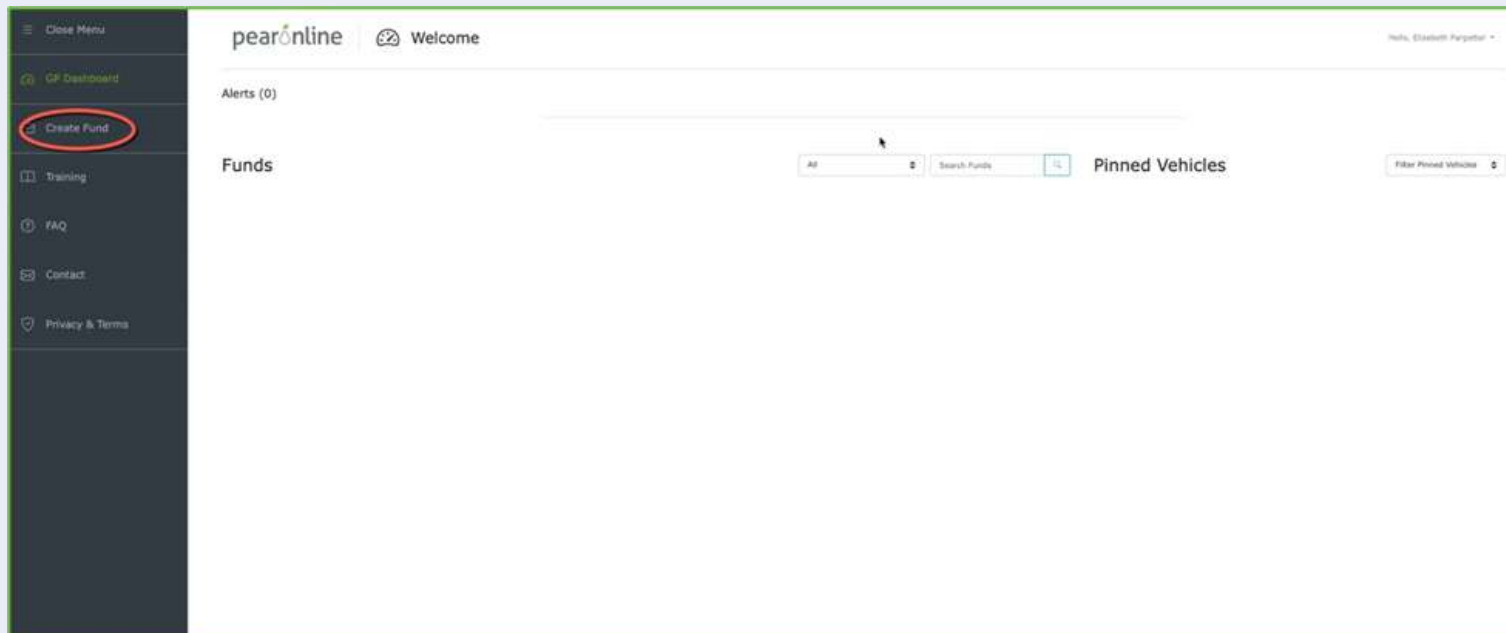
# Create a fund on PEARonline

Before you can create a new fund on PEARonline you will need a registered GP User account. If you do not already have a GP User account, please contact [support@pearonline.com](mailto:support@pearonline.com).

Registering your PEARonline is a straightforward and simple process. You will receive an email from [noreply@pearonline.com](mailto:noreply@pearonline.com) that will include a registration link.

## Create a Fund

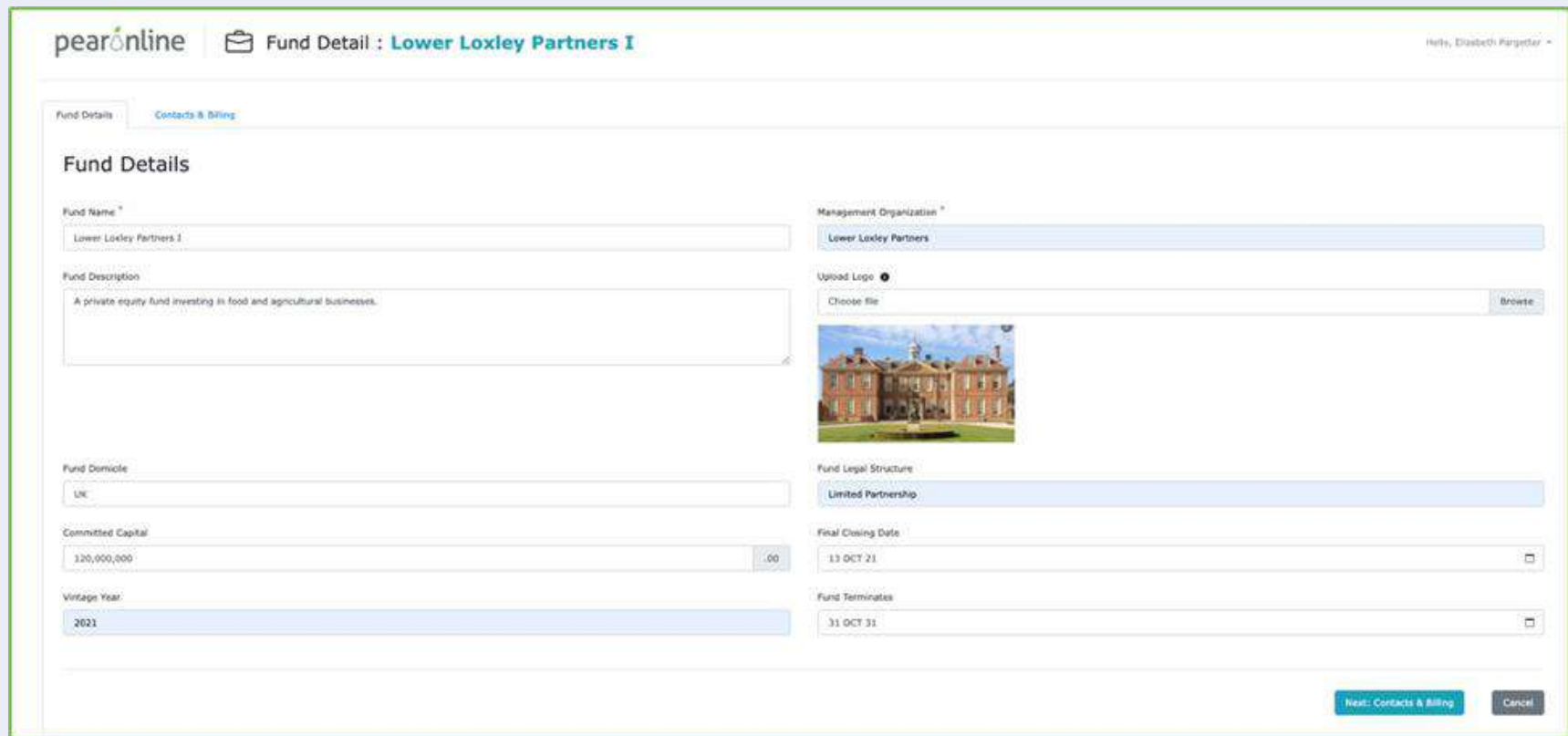
From the GP Dashboard, select Create Fund from the menu on the left-hand side of the screen:



# Create a fund on PEARonline

## Fund Details:

Fund Name and Management Organization are required fields and must be completed before it is possible to proceed to the next step, Contacts & Billing. It is possible to go back and edit this page later if required. To do this you need to go to the GP Dashboard and click on the fund name. This will take you directly to the Fund Details tab. If you do make changes to this page, please remember to click on the 'Save' button in the bottom right-hand corner before leaving the page.



The screenshot shows the 'Fund Detail' page for 'Lower Loxley Partners I' on the PEARonline platform. The page is divided into two tabs: 'Fund Details' (active) and 'Contacts & Billing'. The 'Fund Details' tab contains several input fields for fund information:

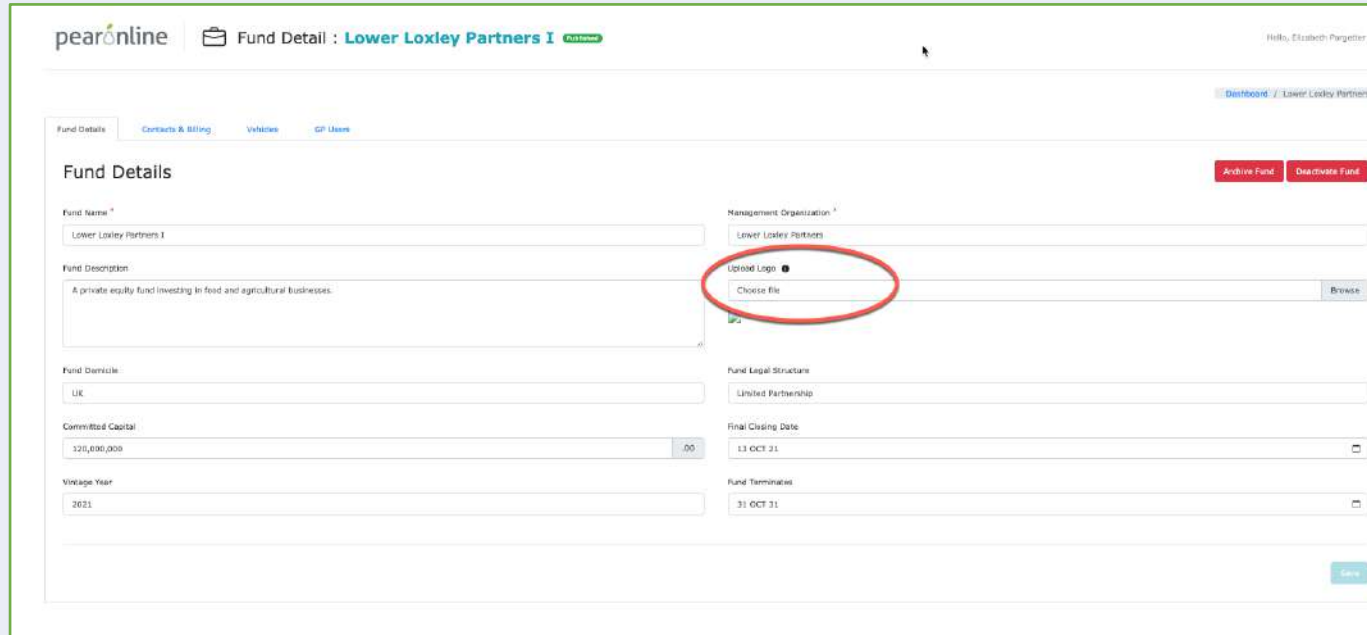
- Fund Name \***: A text field containing 'Lower Loxley Partners I'.
- Fund Description**: A text area containing 'A private equity fund investing in food and agricultural businesses.'
- Fund Domicile**: A dropdown menu showing 'UK'.
- Committed Capital**: A text field with '120,000,000' and a currency dropdown set to '£'.
- Vintage Year**: A dropdown menu showing '2021'.
- Management Organization \***: A dropdown menu showing 'Lower Loxley Partners'.
- Upload Logo**: A button labeled 'Choose file' and a 'Browse' button. Below this is a preview of a red brick building.
- Fund Legal Structure**: A dropdown menu showing 'Limited Partnership'.
- Final Closing Date**: A date picker showing '13 OCT 21'.
- Fund Terminates**: A date picker showing '31 OCT 31'.

At the bottom right of the page, there are two buttons: 'Next: Contacts & Billing' and 'Cancel'.



# Create a fund on PEARonline

You can also upload your corporate logo to the fund from this page.



The screenshot shows the PEARonline Fund Detail page for 'Lower Loxley Partners I'. The page has a header with the PEARonline logo and a user profile 'Hello, Elizabeth Pargetter'. Below the header, there are tabs for 'Fund Details', 'Contracts & Billing', 'Vehicles', and 'GP Users'. The 'Fund Details' tab is active. On the right side of the fund details, there are two red buttons: 'Archive Fund' and 'Deactivate Fund'. The main form area contains several fields: 'Fund Name' (Lower Loxley Partners I), 'Fund Description' (A private equity fund investing in food and agricultural businesses), 'Fund Domicile' (UK), 'Committed Capital' (120,000,000), 'Vintage Year' (2021), 'Management Organization' (Lower Loxley Partners), 'Fund Legal Structure' (Limited Partnership), 'Final Closing Date' (13 OCT 21), and 'Fund Termination' (31 OCT 21). The 'Upload Logo' section is circled in red, showing a 'Choose File' button and a 'Browse' button.

Please note the following requirements:

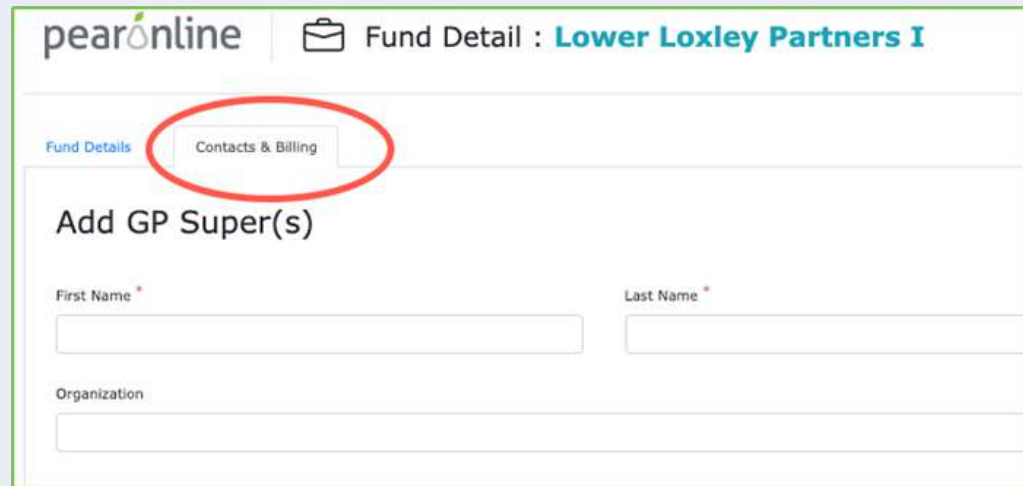
## Warning

The system requires a .jpg or .png file extension on the logo file. The ideal aspect ratio is 130px wide by 32px tall, or if larger preserving the same aspect ratio up to a maximum of 520px wide by 128px wide.

OK

# Create a fund on PEARonline

## Contacts & Billing:



pearonline Fund Detail : Lower Loxley Partners I

Fund Details Contacts & Billing

Add GP Super(s)

First Name \* Last Name \*


Organization

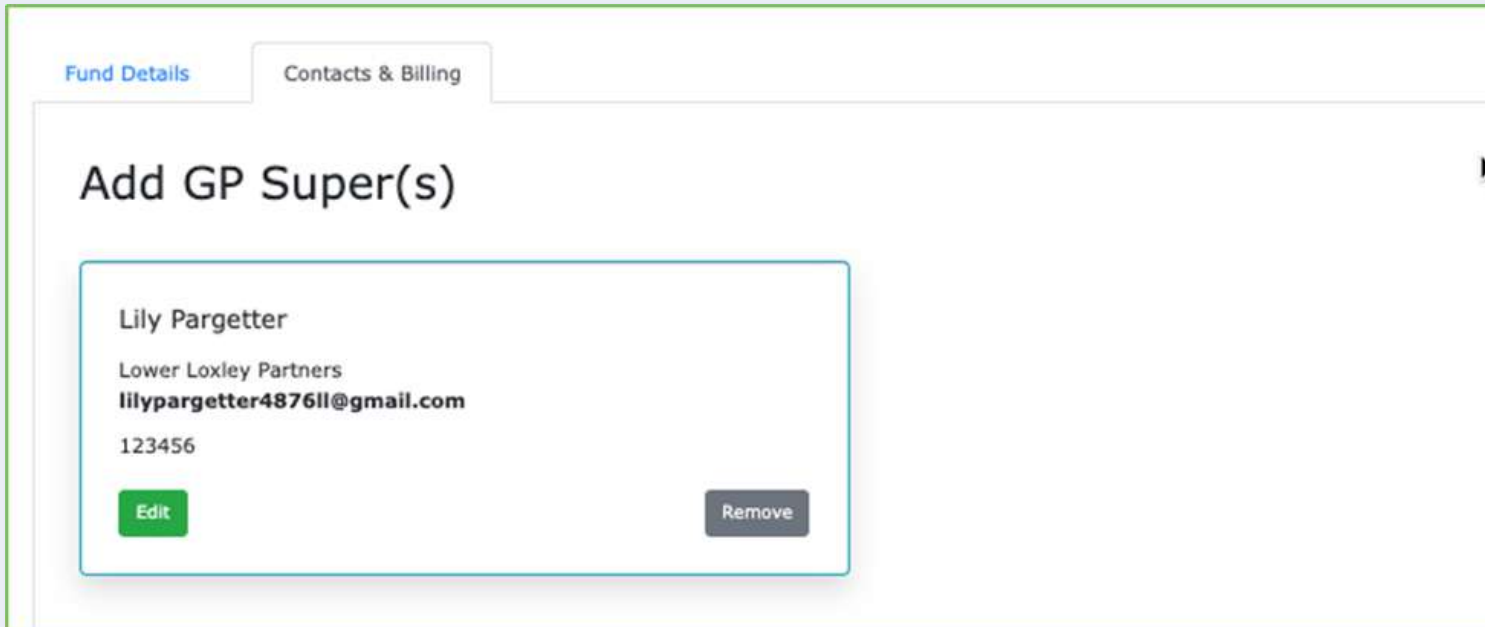
This page asks you to add a second GP Super User (fund level), confirm at least one (maximum two) key contacts and confirm invoicing information. Please note that the annual charge will depend on the fund size range. Terms and Conditions must be accepted to proceed and complete the fund creation process. The 'Create New Fund' button will become active when all the required fields are completed.



# Create a fund on PEARonline

## Add GP Super(s):

The person creating the fund will become a GP Super User for the fund. You must add details for at least one other GP Super User to proceed, as PEARonline requires a minimum of two GP Super Users at fund level. Please remember to click on the 'Add GP'  button to save details. Once this has been done the GP Super User will appear on screen as below:



Fund Details    Contacts & Billing

### Add GP Super(s)

Lily Pargetter  
Lower Loxley Partners  
**lilypargetter48761@gmail.com**  
123456

Edit    Remove



# Create a fund on PEARonline

## Key Contact(s):

Key Contact Information is visible to LP Users. There must be at least one Key Contact on each Fund, with the option to add a second if desired. Please remember to click on the 'Save Key Contact' button before you continue.

Save Key Contact

Once this has been done your key contact(s) will appear on screen as below:

### Key Contact(s)

Elizabeth Pargetter

Lower Loxley Partners

**`lizziepargetter4876ll@gmail.com`**

234567

Edit

Remove

Add 2nd Key Contact



# Create a fund on PEARonline

## Billing and Cost Information and Terms and Conditions:

Please add invoicing details here. The annual charge for the fund will be determined by the fund size range. You will also need to accept the Terms and Conditions to proceed and complete the fund creation process.

### Billing & Cost Information

Invoice Contact Name *	Invoice Email Address *	Invoice Organization Name *	
<input type="text" value="Elizabeth Fargetter"/>	<input type="text" value="lizfargetter48768@gmail.com"/>	<input type="text" value="Lower Loxley Partners"/>	
Address 1 *	Address 2	Address 3	
<input type="text" value="Lower Loxley"/>	<input type="text"/>	<input type="text"/>	
City *	County/State	Zip Code *	Country *
<input type="text" value="Ambridge"/>	<input type="text" value="Borsetshire"/>	<input type="text" value="FE20 8RY"/>	<input type="text" value="United Kingdom"/>
Fund Size Range *	Invoice Currency *	Prime Code	
<input type="text" value="Micro: Below 125 Million"/>	<input type="text" value="£ - GBP"/>	<input type="text"/>	
Allowed Co-Investment Vehicles	Annual Charge		
<input type="text" value="2"/>	<input type="text" value="£ 1900 .00"/>		

### Terms and Conditions \*

☒ I have read and accept the [PEARonline Terms and Conditions](#)

Date Accepted





# Create a fund on PEARonline

Click 'Create New Fund'

Create New Fund

Once you have created your fund, the page will refresh and take you to the 'Vehicles' tab for this Fund, where you can create and manage your vehicles at fund level. Please [click here](#) for step by step instructions on how to create a vehicle.

pearonline Fund Detail : Lower Loxley Partners I Active

Dashboard / Lower Loxley Partners I

Fund Details Contacts & Billing **Vehicles** GP Users

Vehicles Associated with Fund

0 of 2 Co-Investment Vehicles used

Add Linked Vehicle

Name	Type	Actions
No Vehicles		



# Create a fund on PEARonline

Should you wish to review or edit any of the fund level information, this can be done at any time by going to the GP dashboard, clicking on the name of the fund in question and selecting one of the following four tabs:

- Fund Details
- Contacts & Billing
- Vehicles
- GP Users

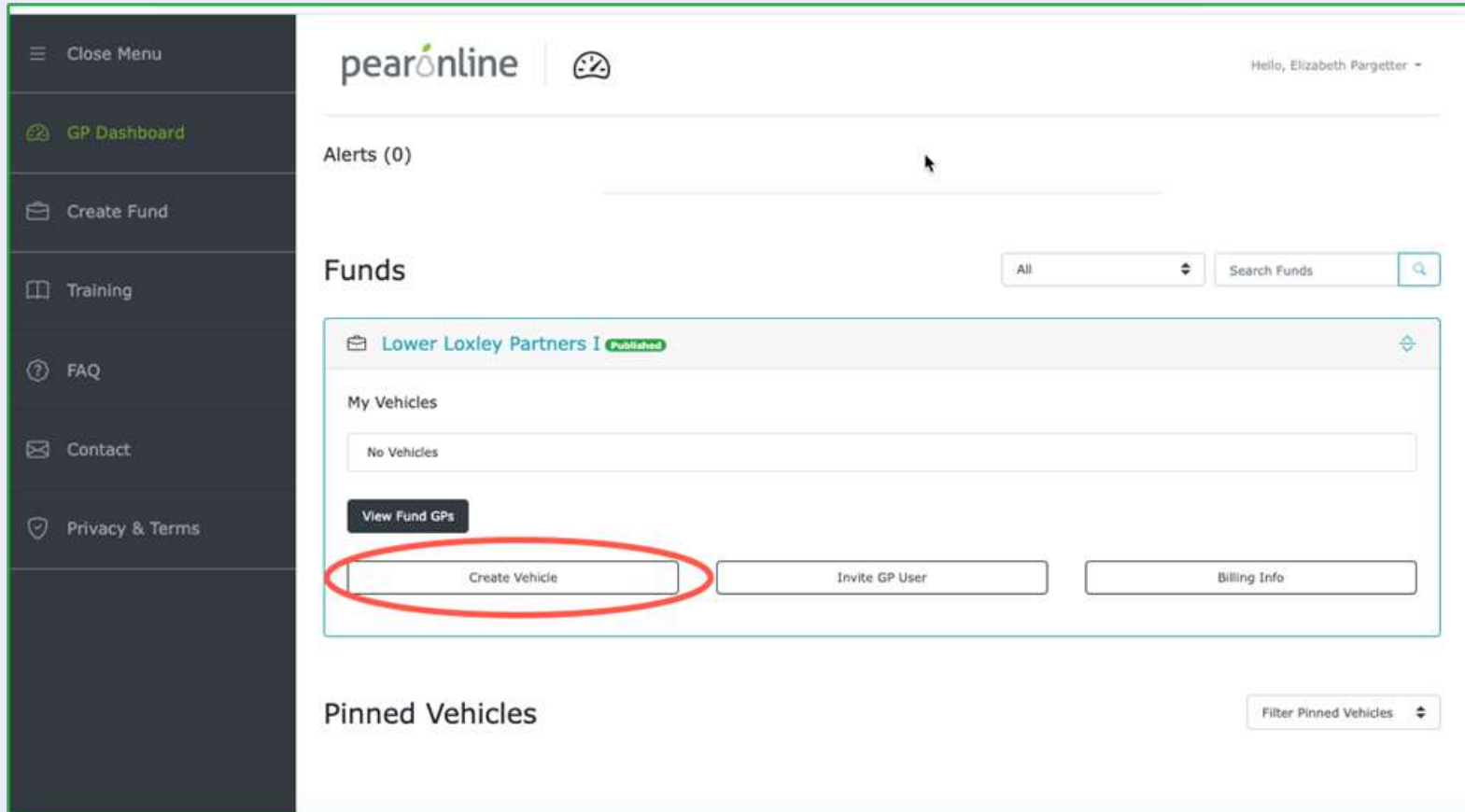
The screenshot displays the PEARonline GP Dashboard. On the left is a dark sidebar with a 'Close Menu' button at the top and several menu items: 'GP Dashboard' (highlighted with a red circle), 'Create Fund', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area has a header with the 'pearonline' logo, a 'Welcome' message with a user icon, and a user profile 'Nelle Elizabeth Pargeter'. Below the header, there's an 'Alerts (0)' section. The 'Funds' section features a dropdown menu set to 'All', a 'Search Funds' input field, and a 'Pinned Vehicles' section with a 'Filter Pinned Vehicles' button. A fund named 'Lower Loxley Partners' is listed and highlighted with a red circle. Below this, the 'My Vehicles' section shows 'No Vehicles' and a 'View Fund GPs' button. At the bottom of the fund view are three buttons: 'Create Vehicle', 'Invite GP User', and 'Billing Info'.



# Create a vehicle on PEARonline

To create a vehicle you need to be a GP Super User at Fund level for the fund that this vehicle is grouped under. For further information on the different types of GP Users and permissions, please [click here](#)

From the GP Dashboard, locate the fund to which the new vehicle belongs and click 'Create Vehicle'



The screenshot displays the PEARonline GP Dashboard interface. On the left is a dark sidebar with a 'Close Menu' button and several navigation options: 'GP Dashboard' (highlighted in green), 'Create Fund', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area at the top shows the 'pearonline' logo, a clock icon, and a user greeting 'Hello, Elizabeth Pargetter'. Below this is an 'Alerts (0)' section. The 'Funds' section features a dropdown menu set to 'All' and a 'Search Funds' input field. A fund titled 'Lower Loxley Partners I' with a 'Published' status is selected. Under the 'My Vehicles' heading, there is a 'No Vehicles' message and a 'View Fund GPs' button. A red circle highlights the 'Create Vehicle' button, which is positioned next to 'Invite GP User' and 'Billing Info' buttons. At the bottom, the 'Pinned Vehicles' section is visible with a 'Filter Pinned Vehicles' dropdown.





# Create a vehicle on PEARonline

## 1. Complete the following vehicle information fields:

Vehicle Type (required field): Please choose from one of the following options:

- Fundraising Data Room
- Investor Portal Vehicle
- Feeder/Parallel Vehicle
- Carry Vehicle
- Co-Investment Vehicle
- Direct Investment

For more information about the different types of vehicles, please [click here](#)

Vehicle Name (required field)

Fund Name (this is pre-populated and inherited from the Fund)

Description (optional)

Vehicle Currency (required field)

Fund Size Range (pre-populated and inherited from the Fund)

Vehicle Domicile (optional)

Vehicle Legal Structure (optional)

Committed Capital (optional)

Commitment Period (optional)

Final Closing Date (optional)

Vintage Year (optional)

Created Date (automatically populated)



# Create a vehicle on PEARonline

## 2. Require multi-factor authentication for users accessing the vehicle

By default this is switched on. If you do not need your GP and LP Users on the vehicle to use MFA, you can turn this off using the toggle button. Please [click here](#) for more information on MFA.

pearonline | Vehicle Detail : Lower Loxley Partners I Reporting Sandbox

Investor Portal Vehicle  
Lower Loxley Partners I

Upload Documents | Review Documents | LP Distribution Lists | LP Organizations / Contacts | Activity | GP Users | **Vehicle Information** | Pending Approvals

### Vehicle Information

Vehicle Type *	Investor Portal Vehicle	Vehicle Name *	Lower Loxley Partners I Reporting
Description		Vehicle Currency *	GBP
Vehicle Domicile		Vehicle Legal Structure	
Commitment Period		Final Closing Date	08 NOV 21
Terminate Date	08 NOV 21	Created Date	08 NOV 21
<input type="checkbox"/> Require multi-factor authentication for users accessing the vehicle.			
<input checked="" type="checkbox"/> Show LPs Their Allowed Document types			

### Sandbox Documents

☒ Include Sandbox Documents in LP Unread Documents List



# Create a vehicle on PEARonline

## 3. Show LPs their Allowed Document Types

By default this is switched on. If you do not want your LP Users to see which document types they have/have not been given access to you can turn this off using the toggle button. When this is switched on, LP Users can see their allowed document types by going to the vehicle from their LP Dashboard and clicking on the 'Information' tab:

The screenshot shows the 'E Street Europe I Portal - Investor Portal Vehicle' page. The 'Information' tab is selected. The page displays the following information:

- Key Contact(s):** Name: Alice Clark-Richardson, Organization: E Street Partners, Email: a.clarkrichardson@estreet.com, Phone Number: 07709644120. A 'View NDA' button is present.
- Vehicle Details + Dates:** Created: 25 Aug 21. Vehicle Terminates: 25 Aug 21, First Closing Date: 25 Aug 21, Final Closing Date: 25 Aug 21.
- Allowed Document Types:** A list of document types with checkboxes indicating access status. The 'Partnership Meeting Presentations' document type is currently unchecked.

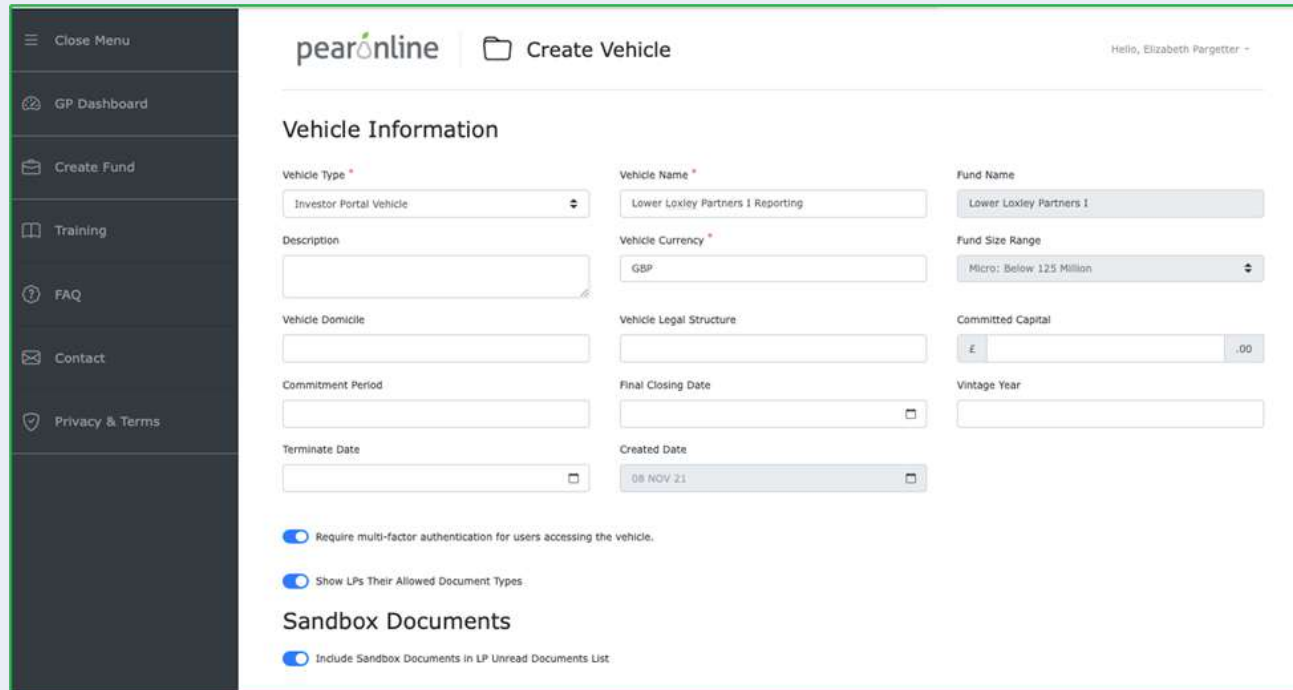
This vehicle has been set up to allow LP Users to view their allowed document types. This means that the LP User can see a list of document types and see which are ticked or unticked on their profile. In this instance the LP User has not been given access to Partnership Meeting Presentations and can see that this is unticked on their profile.

# Create a vehicle on PEARonline

## 4. Sandbox Documents

By default this is switched on. This means that any documents posted to the vehicle while it is in the sandbox ([click here for more information](#)) will appear as unread documents on the LP Dashboard for your investors on publication of the vehicle. If the documents that you are going to post prior to publication are historical and you only wish to provide them as archive, you should switch this off.

Please note that this setting cannot be changed after the vehicle has been created, so it is important to be sure that you are happy with your selection before you complete the vehicle creation process.



pearonline Create Vehicle Hello, Elizabeth Pargetter

### Vehicle Information

Vehicle Type *	Vehicle Name *	Fund Name
Investor Portal Vehicle	Lower Loxley Partners I Reporting	Lower Loxley Partners I
Description	Vehicle Currency *	Fund Size Range
	GBP	Micro: Below 125 Million
Vehicle Domicile	Vehicle Legal Structure	Committed Capital
		£ .00
Commitment Period	Final Closing Date	Vintage Year
Terminate Date	Created Date	
	08 NOV 21	

☒ Require multi-factor authentication for users accessing the vehicle.

☒ Show LPs Their Allowed Document Types

### Sandbox Documents

☒ Include Sandbox Documents in LP Unread Documents List



# Create a vehicle on PEARonline

## 5. Add GP User

You can add existing GP Users on this fund to the vehicle from here, or add a new GP User if required. When you add a GP User to a vehicle you need to set their permissions for vehicles, GPs, LPs, Documents and Sandbox. For further information on this, please [click here](#)

## 6. Key Contacts

Details for the GP User who is creating the vehicle will be displayed as the key contact, with the option to add a second key contact if appropriate.

## 7. Non-Disclosure Agreement

Click 'Add NDA' to apply a Non-Disclosure Agreement to your vehicle. Please [click here](#) for more information about NDAs. If you wish to add the NDA at a later time, you can do this from the 'Vehicle Information' tab.

## 8. Document Settings

If this vehicle is being used for reporting purposes, select 'Document Date (Descending)'. This will ensure that your documents are ordered chronologically with the most recent at the top. If your vehicle is being used for fundraising purposes, you should select 'Document Name'.



# Create a vehicle on PEARonline

**Add GP User**

Add GP User \*

Select GP User

Lily Pargetter

Either select an existing GP user or opt to add a new one here

**Key Contact(s)**

Fund Key Contact(s) assigned to this Vehicle

Elizabeth Pargetter  
Lower Loxley Partners  
lizziepargetter48761@gmail.com  
234567

Edit Remove

Key contact will default to the user creating to vehicle but can be changed or a second key contact can be added

Add 2nd Key Contact

**Non-Disclosure Agreement**

Add NDA

Click here to add an NDA. This can be done subsequently from the Vehicle Information tab

**Document Settings**

Default Document Order \*

Document Date (Descending)

Document Filters

Filters and tags allow GPs to group similar documents together and are applied to specific documents

+ Add Filter

We recommend the following:  
For reporting: Document Date (Descending)  
For fundraising: Document Name

Filters and tags are managed here and can be edited subsequently from the Vehicle Information tab

Cancel Save Vehicle Information

Once all the required fields are set, click 'Save Vehicle Information'.



Please note, if you have selected to keep multi-factor authentication switched on, at this point you will need to log out and log in using the MFA code that is sent to you by email.



# Create a vehicle on PEARonline

Your vehicle has been created and resides in the sandbox until you are ready to publish.

If you wish to make any changes to any of the fields set when creating the vehicles, you can do so by revisiting the 'Vehicle Information' tab. This is also where you can publish the vehicle (take it out of the sandbox). For more information on implementation and the sandbox, please [click here](#)

The screenshot displays the 'Vehicle Detail' page for 'Lower Loxley Partners I Reporting' on the PEARonline platform. The left sidebar contains navigation links: Close Menu, GP Dashboard, Create Fund, Training, FAQ, Contact, and Privacy & Terms. The main content area shows the 'Vehicle Information' tab selected, with a red circle highlighting it. The page header includes the PEARonline logo, the vehicle name, and a user greeting. The breadcrumb trail indicates the path: Dashboard / Lower Loxley Partners I / Lower Loxley Partners I Reporting. The 'Vehicle Information' section contains the following fields and options:

- Vehicle Type \***: Investor Portal Vehicle (dropdown)
- Vehicle Name \***: Lower Loxley Partners I Reporting
- Fund Name**: Lower Loxley Partners I
- Description**: (text input)
- Vehicle Currency \***: GBP
- Fund Size Range**: Micro: Below 125 Million (dropdown)
- Vehicle Domicile**: (text input)
- Vehicle Legal Structure**: (text input)
- Committed Capital**: £ (text input) .00
- Commitment Period**: (text input)
- Final Closing Date**: 08 NOV 21 (calendar icon)
- Vintage Year**: (text input)
- Terminate Date**: 08 NOV 21 (calendar icon)
- Created Date**: 08 NOV 21 (calendar icon)

At the bottom, there are two toggle switches:

- ☒ Require multi-factor authentication for users accessing the vehicle.
- ☒ Show LPs Their Allowed Document Types

A red button labeled 'Publish Sandboxed Vehicle' is located in the top right corner of the form area.



# Uploading generic documents to portals

From the GP Dashboard, click on the appropriate vehicle and then go to the Upload Documents page

The image shows two screenshots from the pearonline platform. The left screenshot is the GP Dashboard, where the 'GP Dashboard' link in the sidebar is circled in red. The 'My Vehicles' section lists several vehicles, with 'E Street Europe I Portal Investor Portal Vehicle' circled in red. The right screenshot is the 'Vehicle Detail' page for 'E Street Europe I Portal', where the 'Upload Documents' link in the top navigation bar is circled in red. Below this, the 'Document Details' section contains fields for 'Document Name', 'Document Date' (set to 05 SEP 21), and 'Document Type'. The 'Default File Preferences' section includes 'File Watermark' and 'File Distribution' options. The 'Add Files' section provides a file upload area with a 'Browse' button and a list of accepted file extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xslm, .xlstb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4. At the bottom right, there are buttons for 'Send Notifications', 'Document Snapshot Report', 'Publish', 'Save', and 'Cancel'.

# Uploading generic documents to portal

You can complete all the steps required to upload your documents from this single page by following these steps:

## Add Files:

Either drag the file(s) into the window, or locate them via the browse button

The screenshot shows the 'pearonline' interface for the 'E Street Europe I Portal'. The page title is 'Vehicle Detail : E Street Europe I Portal' with a 'Published' status. The user is logged in as 'Hello, Alice Clark'. The breadcrumb trail is 'Dashboard / E Street Europe I / E Street Europe I Portal'. The main navigation tabs include 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The 'Upload Documents' tab is active.

**Document Details**

Document Name \*

Document Date \*  
05 SEP 21

Document Type \*  
Select Document Type

**Default File Preferences**

File Watermark \*  
Select Watermark

File Distribution  
☐ Advisory Committee only

☒ Send to all current and future LP Contacts on the Vehicle

[Hide / Show Document Settings](#)

**Add Files**

Drop files here to upload, or use the file browser:

Choose file

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xism, .xlsb, .pdf, .ppt, .pptx, .ptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

☐ Send Notifications

# Uploading generic documents to portal

## Document Details:

- 1. Document Name:** If you have uploaded a single file, the Document name will default to the file name, however this field is editable. If you have uploaded multiple files, then you will need to overwrite this field with your document name as appropriate.
- 2. Document Date:** This will default to the current date but can be changed by clicking the calendar icon
- 3. Document Type:** Select from dropdown list

pearOnline Vehicle Detail : **E Street Europe I Portal** Published Hello, Alice Clark

Investor Portal Vehicle [Dashboard / E Street Europe I / E Street Europe I Portal](#)

**E Street Europe I**

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts Activity GP Users Vehicle Information Pending Approvals

**Document Details**

Document Name \*

07.c Finalised LPA

Document Date \*

05 SEP 21

Document Type \*

Select Document Type

[Hide / Show Document Settings](#)

**Default File Preferences**

File Watermark \*

Select Watermark

File Distribution

☐ Advisory Committee only

☐ Send to all current and future LP Contacts on the Vehicle

Manage Files

☐ Preview Only

[Reset all Files to Default](#) [Distribution](#) [Preferences](#)

Choose file

Browse

☐ Send Notifications [Document Snapshot Report](#) [Publish](#) [Save](#) [Cancel](#)

# Uploading generic documents to portal

## Default file preferences:

These are the preferences that your file or files will default to, unless you specify exceptions

- 1. File Watermark:** Please note that this will only apply to .pdf files that are not print or password protected. The size and positioning of your watermark will depend on whether you select a 'small' or 'full' watermark, and will include the following information:

- User name
- User email address
- IP address
- Date and time of download

pearonline Vehicle Detail : **E Street Europe I Portal** Published

Hello, Alice Clark

Investor Portal Vehicle **E Street Europe I**

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts Activity GP Users Vehicle Information Pending Approvals

**Document Details**

Document Name \* 07.c Finalised LPA

Document Date \* 05 SEP 21

Document Type \* Select Document Type

**Default File Preferences**

File Watermark \* Select Watermark

File Distribution

☐ Advisory Committee only

☒ Send to all current and future LP Contacts on the Vehicle

Hide / Show Document Settings

**Manage Files** Preview Only

Reset all Files to Default Distribution Preferences

File Name	File Distribution - Recipients	File Preferences	Actions
<input type="checkbox"/> 07.c Finalised LPA.pdf	No recipients!	Distribution Default	Preferences

Choose file Browse

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .xls, .xlsx, .xlsm, .xlsx, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

☐ Send Notifications

Document Snapshot Report Publish Save Cancel

\* If the File Distribution has been set to Advisory Committee only, the document will be made automatically available only to existing and future LP Users marked as advisory committee, and again only if the relevant document type is also ticked for that individual.






# Uploading generic documents to portal

## Default file preferences:

2. **Filters and tags:** If you have set up filters and tags on this vehicle, they are available to select here
3. **File Distribution:** Check this box if you wish this document to be restricted to **advisory committee members only**
4. **Send to all current and future LP Contacts on the Vehicle:** Switch this on if you are happy for all future LP Users with the relevant doc type to see this document. If you do not want it to be accessible to future LP Users, do not switch it on.

### If you switch this on:

- All existing LP Users on this vehicle with access to the relevant document type\* will automatically have access to this document
- All future LP Users on this vehicle with access to the relevant document type\* will automatically have access to this document



\* If the File Distribution has been set to Advisory Committee only, the document will be made automatically available only to existing and future LP Users marked as advisory committee, and again only if the relevant document type is also ticked for that individual.



# Uploading generic documents to portal

## Manage Files

- 1. Browser View:** Documents marked for browser view will not be downloadable by the LP User directly from PEARonline. They will open in a browser window, and the ability to download these documents will be controlled by the user's browser settings. PEARonline does not have control over these browser settings.
- 2. Customize File Preferences:** If your document includes multiple files, you can select specific files and change the file preferences for that file. For example, if you wish to add a watermark to one of the files in the document, but not all.

Select a file to customize by clicking **Preferences** in the row for that file under Manage Files.

You can then amend file preferences from the pop up window that appears, with changes made to this window only applying to the file that has been selected.

**Customize File Preferences** ✕

Customizing File Preferences for:  
**2021 AIM CEO Opening Presentation.pdf**

File Watermark

Small Watermark ▾

File Distribution

All Investors ▾

Cancel

Save Custom File Preferences

# Uploading generic documents to portal

You can also customize the preferences for multiple files by checking the boxes for the files as appropriate and clicking **Preferences**

The screenshot shows the 'Manage Files' interface. At the top, there's a 'Manage Files' header with a 'Preview Only' checkbox. Below this is a table with columns: 'File Name', 'Distribution', 'Preferences', and 'Actions'. Three files are listed, each with a checkbox in the 'File Name' column. The first file is unchecked, while the second and third are checked. Each row has a 'Distribution' button and a 'Preferences' button in the 'Actions' column. A red callout points to the 'Preferences' buttons for the checked files, stating: 'To customise the preferences for multiple files, check the files as appropriate and the click 'Preferences' here'. Another red callout points to the 'Preferences' button for the first (unchecked) file, stating: 'To customise the preferences for this single file, click here'. Below the table, there's a 'Choose file' input field with a 'Browse' button. A note states: 'PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, xlsx, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4'. At the bottom, there's a 'Send Notifications' checkbox and buttons for 'Document Snapshot Report', 'Publish', 'Save', and 'Cancel'.

**Manage Files** ☐ Preview Only

**File Name** ☐ ☒ ☒

2021 AIM CEO Opening Presentation.pdf

2021 AIM Fund Presentation.pdf

2021 AIM Sector Presentation.pdf

Choose file

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, xlsx, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

☐ Send Notifications

To customise the preferences for multiple files, check the files as appropriate and the click 'Preferences' here

To customise the preferences for this single file, click here

# Uploading generic documents to portal

- 3. File Distribution – Recipients:** As this is a generic document, in many cases it would be appropriate for you to have switched on the 'Send to all current and future LP contacts on the vehicle' button. If this is the case, the recipients will have been set to all as below:

pearonline Vehicle Detail : **E Street Europe I Portal** Published Hello, Alice Clark

Investor Portal Vehicle Dashboard / E Street Europe I / E Street Europe I Portal

**E Street Europe I**

Upload Documents | Review Documents | LP Distribution Lists | LP Organizations / Contacts | Activity | GP Users | Vehicle Information | Pending Approvals

**Document Details**

Document Name \*

E Street Europe I 2021 Annual Investor Meeting Presentations

Document Date \*

05 SEP 21

Document Type \*

Other

File Watermark \*

Small Watermark

File Distribution

☒ Send to all current and future LP Contacts on the Vehicle

Advisory Committee only

☐

Hide / Show Document Settings

Manage Files

Preview Only

Reset all Files to Default

Distribution

Preferences

File Name	File Distribution - Recipients	File Preferences	Actions
<input type="checkbox"/> 2021 AIM CEO Opening Presentation.pdf	All <a href="#">Distribution</a>	Default <a href="#">Preferences</a>	<a href="#">X</a>
<input type="checkbox"/> 2021 AIM Fund Presentation.pdf	All <a href="#">Distribution</a>	Default <a href="#">Preferences</a>	<a href="#">X</a>
<input type="checkbox"/> 2021 AIM Sector Presentation.pdf	All <a href="#">Distribution</a>	Default <a href="#">Preferences</a>	<a href="#">X</a>

Choose file

Browse

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xslm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

☐ Send Notifications

Document Snapshot Report

Publish

Save

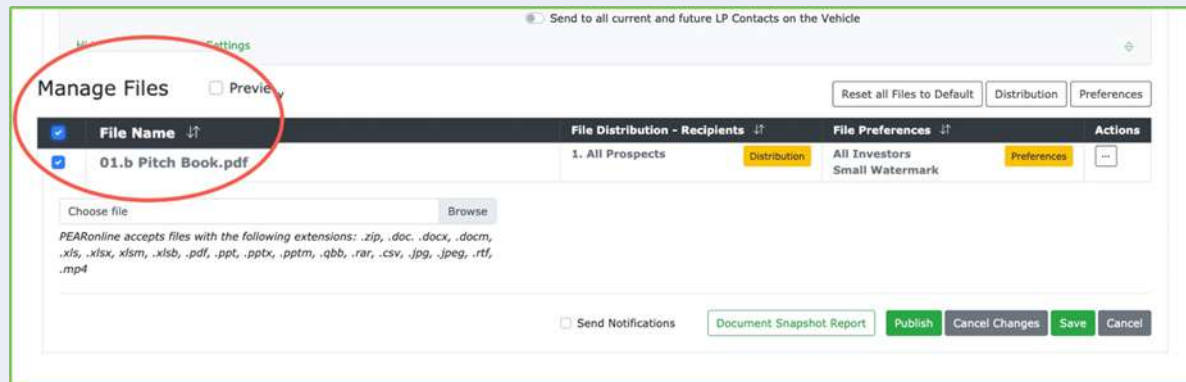
Cancel



# Uploading generic documents to portal

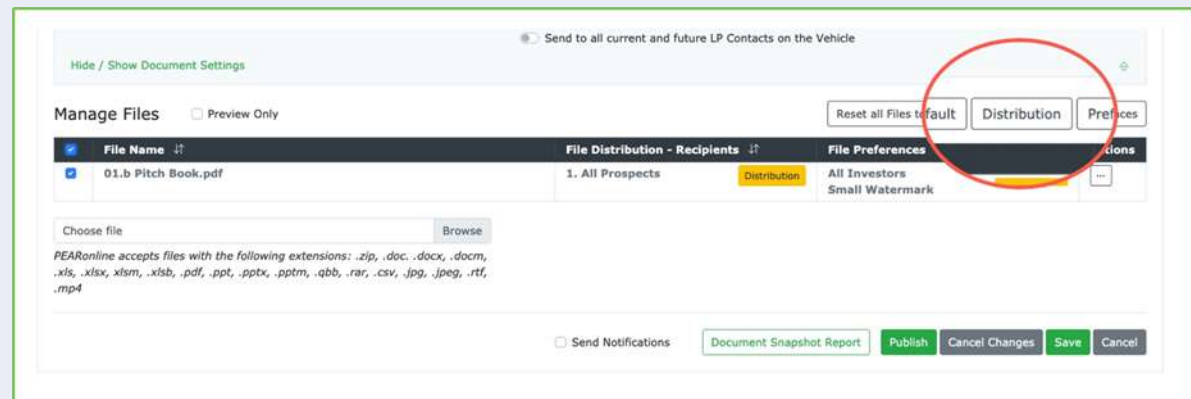
Otherwise, you can select to send the document to all existing LP Users who have rights to see the document type (i.e. not LP Users you add in future) by doing the following.

## Select All files



The screenshot shows the 'Manage Files' section of a web application. A red circle highlights the '01.b Pitch Book.pdf' file in the 'File Name' column. The 'File Distribution - Recipients' column shows '1. All Prospects' with a yellow 'Distribution' button. The 'File Preferences' column shows 'All Investors' and 'Small Watermark' with a yellow 'Preferences' button. The 'Actions' column has a three-dot menu icon. Below the table, there is a 'Choose file' button and a 'Browse' button. A list of supported file extensions is provided: .zip, .doc, .docx, .docm, .xls, .xlsx, .xslm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4. At the bottom, there are checkboxes for 'Send Notifications' and buttons for 'Document Snapshot Report', 'Publish', 'Cancel Changes', 'Save', and 'Cancel'.

Click 'Distribution'



The screenshot shows the same 'Manage Files' interface as the previous one, but with a red circle highlighting the 'Distribution' button in the 'File Distribution - Recipients' column. The 'File Name' column still shows '01.b Pitch Book.pdf'. The 'File Preferences' column shows 'All Investors' and 'Small Watermark'. The 'Actions' column has a three-dot menu icon. Below the table, there is a 'Choose file' button and a 'Browse' button. A list of supported file extensions is provided: .zip, .doc, .docx, .docm, .xls, .xlsx, .xslm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4. At the bottom, there are checkboxes for 'Send Notifications' and buttons for 'Document Snapshot Report', 'Publish', 'Cancel Changes', 'Save', and 'Cancel'.



# Uploading generic documents to portal

Click 'Distribute via LP Organizations / LP Contacts'

**Customize File Distribution** [X]

Customizing File Distribution for:  
**2021 AIM CEO Opening Presentation.pdf, 2021 AIM Fund Presentation.pdf, 2021 AIM Sector Presentation.pdf**

[Distribute via Distribution List](#)

Select Distribution List [v]

**Distribute via LP Organizations / LP Contacts**

[Reset To Default](#)

[Cancel](#) [Save Custom File Distribution](#)

Check 'Select all current LP contacts in all LP Organizations'

Click 'Save Custom File Distribution'

**Customize File Distribution** [X]

Customizing File Distribution for:  
**2021 AIM CEO Opening Presentation.pdf, 2021 AIM Fund Presentation.pdf, 2021 AIM Sector Presentation.pdf**

[Distribute via Distribution List](#)

[Distribute via LP Organizations / LP Contacts](#)

Search LP Organizations and/or LP Contacts [Q]

**LP Organizations**

☒ Select all *current* LP Contacts in all LP Organizations

☐ Also include all ~~future~~ LP Contacts in all LP Organizations  
This will automatically include all new LP Contacts, in all LP Organizations, when added in the future.

Penge Panthers [v]

Global Ventures [v]

Hullah Partners [v]

Clark Richardson Associates (private) [v]

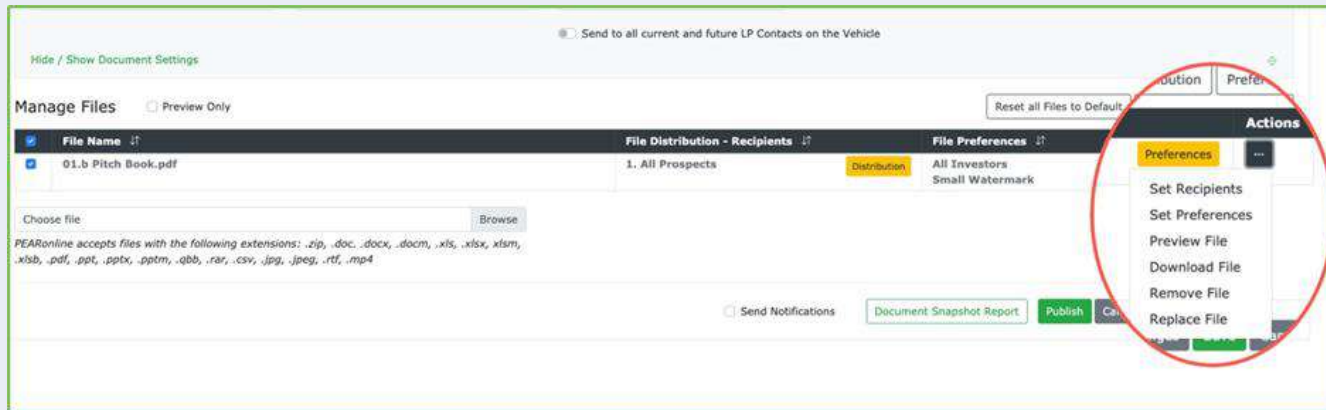
Rose Bungalow Associates [v]

PM LLC [v]

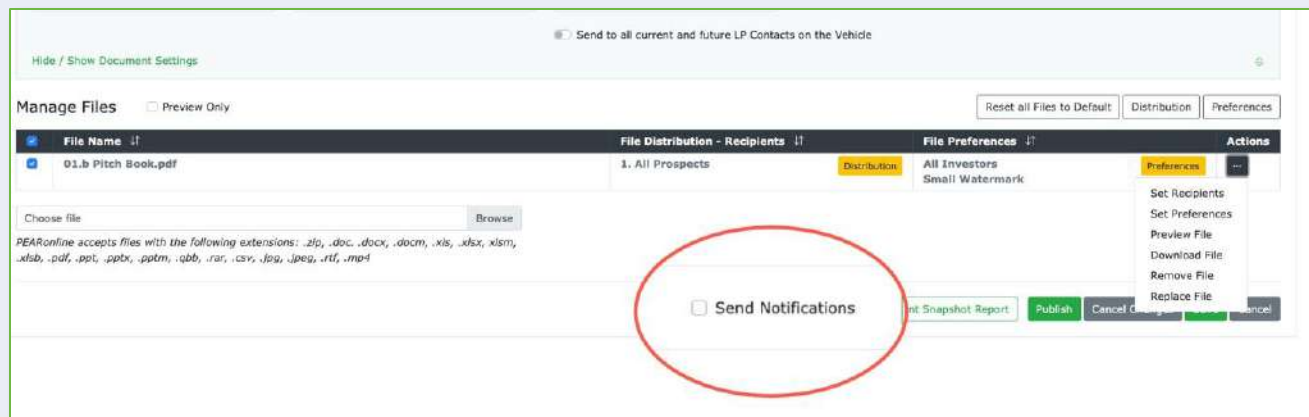


# Uploading generic documents to portal

- 4. Actions Menu:** If you are uploading a new document, the option here is to remove the file. However, if you are working in a 'saved' document there are also a number of actions available to you if you click on the three dots in the 'Actions' column.



- 5. Send Notifications:** Checking this box will trigger an automatic notification email to go to the LP Users who have access to this document on publication.



# Uploading generic documents to portal

6. **Document Snapshot Report:** Provides an overview of who can view this document and files therein. If there is a reason why the document is not immediately available to the user, there is a red x in the 'overall visibility' column, and information is given to help you understand why there is a restriction, for example, if someone has not yet registered their account or needs to accept an NDA.

**Document Distribution Snapshot**

Document: ESE 1 Capital Call 2 **Published**  
Fund E Street Europe 1 - Vehicle E Street Europe I Portal  
Generated 5 Nov 2021 by Alice Clark  
Document Type: Capital Call/Drawdown Notice  
Document Date: 21 Oct 2021  
Document Last Modified: 21 Oct 2021  
Notifications are: OFF  
Distributing to Individual LP Contacts:

File: ESE 1 Capital Call 2 GV21.pdf **Published**

Distribution to: All Investors

File: ESE 1 Capital Call 2 CPA.pdf **Published**

Distribution to: All Investors

Recipients: Crystal Palace Associates

LP Organization: Penge Panthers **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
lyropenac@gmail.com	Accepted	No	Accepted	Yes		✓

Recipients: Crystal Palace Associates

LP Organization: Clark Richardson Associates (private) **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
alice@pearonline.com	Pending	Yes	Pending	Yes		X

File: ESE 1 Capital Call 2 CR2021.pdf **Published**

Distribution to: All Investors

Recipients: CR 2021

LP Organization: Clark Richardson Associates (private) **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
alice@pearonline.com	Pending	Yes	Pending	Yes		X

**Annotations:**

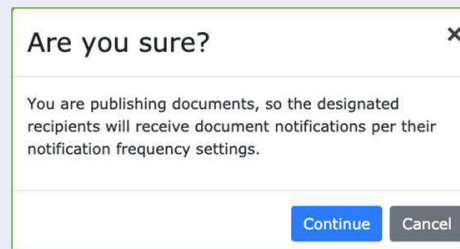
- This is document level information
- This is the name of one of the files within the document
- This is the name of the Distribution List this file is being sent to
- These are the LP users who are eligible to access this file
- There is nothing to restrict this LP user's access to the file
- Overall visibility is not ticked because this LP user needs to register their PEARonline account and accept the NDA on this vehicle

# Uploading generic documents to portal

- 7. Publish:** When you have set all the required fields the 'Publish' and 'Save' buttons in the bottom right corner of the screen will become active. If you click 'Save' your document upload will be saved and accessible from the 'Review Documents' tab. The status will be 'addition saved', which means this document has not been published and is not visible to LP Users. You can click on the document name from this page to go back in to the document and complete the process.

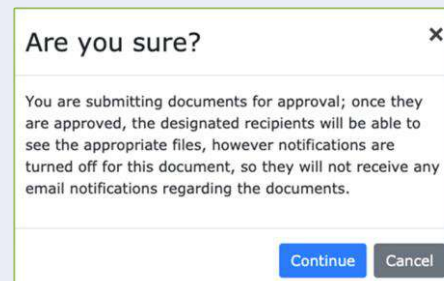
If you click 'Publish' the document will be published and LP Users will be notified (if you have opted to do so).

You will get a pop up asking you if you are sure you are ready to publish, also referencing whether or not you have chosen to send notifications



A confirmation dialog box titled "Are you sure?" with a close button (X) in the top right corner. The text inside reads: "You are publishing documents, so the designated recipients will receive document notifications per their notification frequency settings." At the bottom, there are two buttons: "Continue" (blue) and "Cancel" (grey).

- 8. Submit:** If your view is of the 'submit' button rather than publish, this means you do not have the GP Permissions required to publish a document.



A confirmation dialog box titled "Are you sure?" with a close button (X) in the top right corner. The text inside reads: "You are submitting documents for approval; once they are approved, the designated recipients will be able to see the appropriate files, however notifications are turned off for this document, so they will not receive any email notifications regarding the documents." At the bottom, there are two buttons: "Continue" (blue) and "Cancel" (grey).

Clicking Submit will prompt a GP User with document approval privileges to approve your submission. For more information on GP Permissions and '4-eyes' please [click here](#)





# Uploading personalised documents to portal using AFA

Automatic File Allocation works by matching the ID for your Distribution Lists to a string included in the name of the Files you are uploading. This allows you to upload a batch of files that comprise a single document in one go. For example, a call notice is a single Document comprising a number of individual Files, one for each of the investors in your fund.

Assuming you have a Distribution List set up for each of the Limited Partner Investment Vehicles (LPIVs) in your fund, ensure that each of the PDF files is named correctly. The names of the files you are uploading should begin with SNDTO, followed by an underscore, the corresponding distribution list ID and then a second underscore.

For example, if your distribution list ID is OK1, the file name should begin SNDTO\_OK1\_

After the second underscore you can name your documents as you usually would, for example with a brief description and referencing the investor name. Once PEARonline has automatically allocated the files, the string will be removed from the file name.

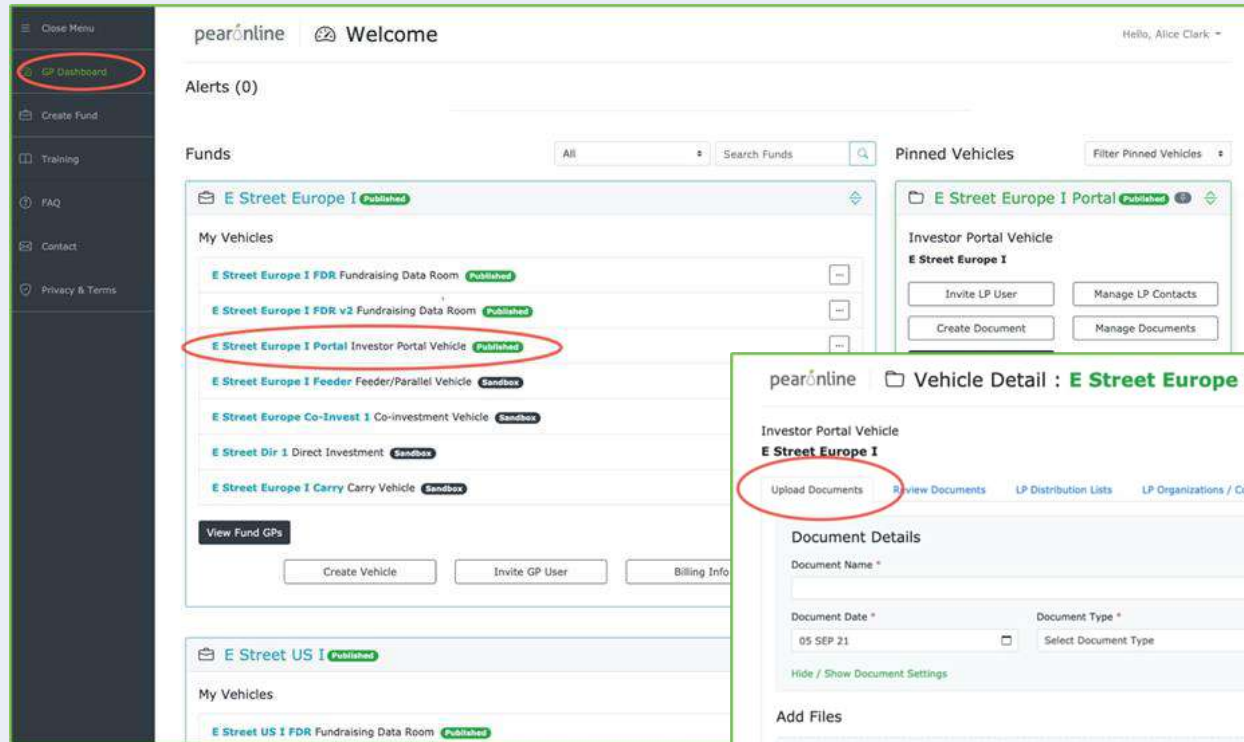
Automatic File Allocation will not work if each file name is identical after the SNDTO string. Please ensure that each file name is unique and not only identifiable by the Distribution List ID within the string.



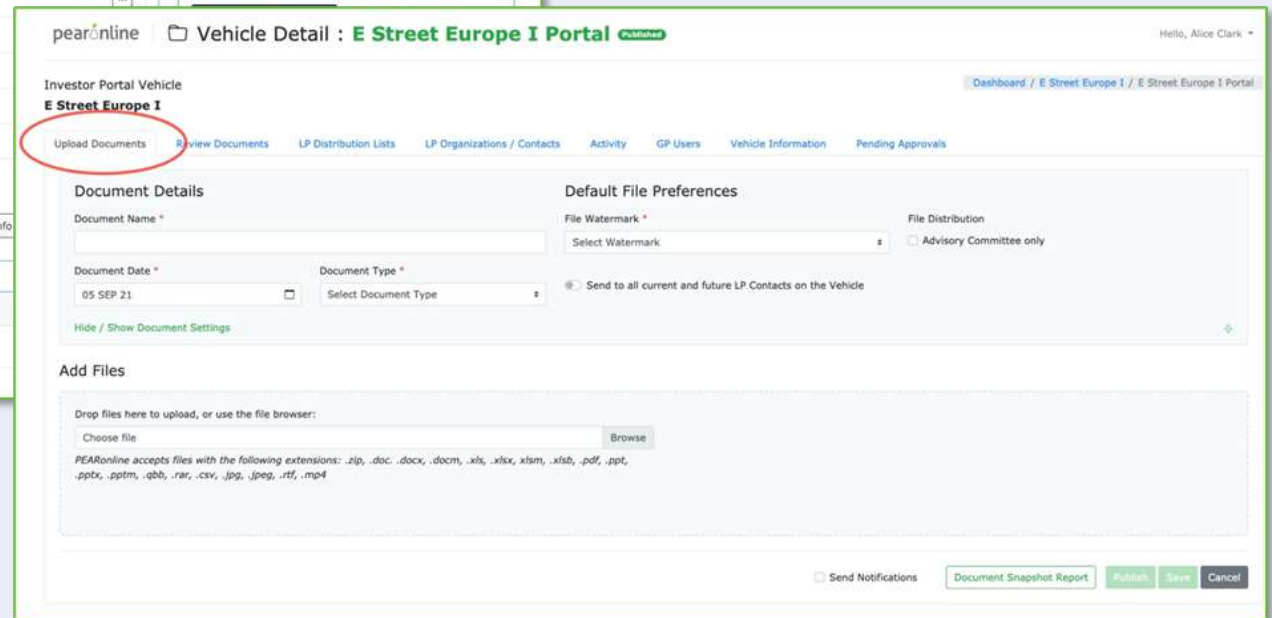


# Uploading personalised documents to portal using AFA

Once your files are correctly named, go to the GP dashboard, click on the appropriate vehicle and then go to the Upload Documents page.



The screenshot shows the 'pearonline' GP Dashboard. The left sidebar contains a 'Close Menu' button and a list of navigation items: 'GP Dashboard' (highlighted with a red circle), 'Create Fund', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area displays 'Welcome' and 'Hello, Alice Clark'. It includes sections for 'Alerts (0)', 'Funds' (with a search bar and filter), and 'Pinned Vehicles'. Under 'My Vehicles', a list of vehicles is shown, with 'E Street Europe I Portal Investor Portal Vehicle' highlighted by a red circle. Other vehicles include 'E Street Europe I FDR Fundraising Data Room', 'E Street Europe I FDR v2 Fundraising Data Room', 'E Street Europe I Feeder Feeder/Parallel Vehicle', 'E Street Europe Co-Invest 1 Co-investment Vehicle', 'E Street Dir 1 Direct Investment', and 'E Street Europe I Carry Carry Vehicle'. At the bottom, there are buttons for 'View Fund GPs', 'Create Vehicle', 'Invite GP User', and 'Billing Info'.



The screenshot shows the 'pearonline' Vehicle Detail page for 'E Street Europe I Portal'. The page title is 'Vehicle Detail : E Street Europe I Portal'. The breadcrumb trail is 'Dashboard / E Street Europe I / E Street Europe I Portal'. The 'Investor Portal Vehicle' section is highlighted with a red circle. Below it, the 'Upload Documents' link is also highlighted with a red circle. The page includes tabs for 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The 'Document Details' section contains fields for 'Document Name', 'Document Date' (05 SEP 21), and 'Document Type'. The 'Default File Preferences' section includes 'File Watermark' and 'File Distribution' options. The 'Add Files' section has a 'Drop files here to upload, or use the file browser:' area with a 'Browse' button. A note states: 'PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xlsm, .xlsx, .pdf, .ppt, .pptx, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4'. At the bottom, there are checkboxes for 'Send Notifications' and 'Document Snapshot Report', and buttons for 'Publish', 'Save', and 'Cancel'.



# Uploading personalised documents to portal using AFA

You can complete all the steps required to upload your documents from this single page by following these steps:

## Add Files:

Either drag the file(s) into the window, or locate them via the browse button

The screenshot shows the 'pearonline' interface for the 'E Street Europe I Portal'. The page title is 'Vehicle Detail : E Street Europe I Portal' with a 'Published' status. The user is logged in as 'Hello, Alice Clark'. The breadcrumb trail is 'Dashboard / E Street Europe I / E Street Europe I Portal'. The main navigation bar includes 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The 'Upload Documents' section is active, showing 'Document Details' and 'Default File Preferences'. The 'Document Details' section includes fields for 'Document Name \*', 'Document Date \*' (set to '05 SEP 21'), and 'Document Type \*'. The 'Default File Preferences' section includes 'File Watermark \*' (set to 'Select Watermark'), 'File Distribution' (with 'Advisory Committee only' selected), and a radio button for 'Send to all current and future LP Contacts on the Vehicle'. Below these sections is a red-bordered box containing the 'Add Files' button, which is circled in red. The box also contains a file upload area with a 'Choose file' button and a 'Browse' button. Below the upload area, it lists accepted file extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xslm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4. At the bottom right, there are checkboxes for 'Send Notifications' and buttons for 'Document Snapshot Report', 'Publish', 'Save', and 'Cancel'.

pearonline Vehicle Detail : E Street Europe I Portal Published Hello, Alice Clark

Investor Portal Vehicle E Street Europe I

Dashboard / E Street Europe I / E Street Europe I Portal

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts Activity GP Users Vehicle Information Pending Approvals

Document Details

Document Name \*

Document Date \* 05 SEP 21

Document Type \* Select Document Type

Default File Preferences

File Watermark \* Select Watermark

File Distribution

☐ Advisory Committee only

☒ Send to all current and future LP Contacts on the Vehicle

Hide / Show Document Settings

Add Files

Drop files here to upload, or use the file browser:

Choose file Browse

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xslm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

☐ Send Notifications Document Snapshot Report Publish Save Cancel

# Uploading personalised documents to portal using AFA

## Document Details:

- 1. Document Name:** If you have uploaded multiple files, the Document name field will be empty. You will need to add the document name as appropriate.
- 2. Document Date:** This will default to the current date but can be changed by clicking the calendar icon. Please note that changing the document date may affect the order in which documents appear on screen for your LP Users, as documents are ordered by date for reporting portals.
- 3. Document Type:** Select from dropdown list

pearonline Vehicle Detail : **E Street Europe I Portal** Published Hello, Alice Clark ▾

Investor Portal Vehicle Dashboard / E Street Europe I / E Street Europe I Portal

**E Street Europe I**

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts Activity GP Users Vehicle Information Pending Approvals

**Document Details**

Document Name \*  
ESE 1 Capital Call 2

Document Date \*  
06 SEP 21

Document Type \*  
Select Document Type

Hide / Show Document Settings

**Default File Preferences**

File Watermark \*  
Select Watermark

File Distribution  
☐ Advisory Committee only

☒ Send to all current and future LP Contacts on the Vehicle



# Uploading personalised documents to portal using AFA

## Default file preferences:

These are the preferences that your file or files will default to, unless you specify exceptions.

- 1. File Watermark:** Please note that this will only apply to .pdf files that are not print or password protected. The size and positioning of your watermark will depend on whether you select a 'small' or 'full' watermark, and will include the following information:
  - a. User name
  - b. User email address
  - c. IP address
  - d. Date and time of download
- 2. Filters and tags:** If you have set up filters and tags on this vehicle, they are available to select here
- 3. File Distribution:** Check this box if you wish this document to be restricted to **advisory committee members only**
- 4. Send to all current and future LP Contacts on the Vehicle:** Do not select this option for personalised documents or documents using AFA.



# Uploading personalised documents to portal using AFA

## Default file preferences:

pearonline **Vehicle Detail : E Street Europe I Portal** Published Hello, Alice Clark

Investor Portal Vehicle Dashboard / E Street Europe I / E Street Europe I Portal

**E Street Europe I**

[Upload Documents](#) [Review Documents](#) [LP Distribution Lists](#) [LP Organizations / Contacts](#) [Activity](#) [GP Users](#) [Vehicle Information](#) [Pending Approvals](#)

### Document Details

Document Name \*

Document Date \*  
 ☐

Document Type \*

[Hide / Show Document Settings](#)

### Default File Preferences

File Watermark \*

File Distribution  
☐ Advisory Committee only

☒ Send to all current and future LP Contacts on the Vehicle



# Uploading personalised documents to portal using AFA

## Manage Files:

- 1. Browser View:** Documents marked for browser view will not be downloadable by the LP User directly from PEARonline. They will open in a browser window, and the ability to download these documents will be controlled by the user's browser settings. PEARonline does not have control over these browser settings.
- 2. Customize File Preferences:** If your document includes multiple files, you can select specific files and change the file preferences for that file. For example, if you wish to add a watermark to one of the files in the document, but not all.

Select a file to customize by clicking 'Preferences' in the row for that file under Manage Files.

You can then amend file preferences from the pop up window that appears, with changes made to this window only applying to the file that has been selected.

**Customize File Preferences** ×

Customizing File Preferences for:  
**2021 AIM CEO Opening Presentation.pdf**

File Watermark

Small Watermark ⌵

File Distribution

All Investors ⌵

Cancel

Save Custom File Preferences



# Uploading personalised documents to portal using AFA

## Manage Files:

You can also customize the preferences for multiple files by checking the boxes for the files as appropriate and clicking [Preferences](#)

The screenshot shows the 'Manage Files' interface. At the top, there's a 'Manage Files' header with a 'Preview Only' checkbox. Below this is a table with columns: 'File Name', 'Distribution', 'Preferences', and 'Actions'. Three files are listed: '2021 AIM CEO Opening Presentation.pdf', '2021 AIM Fund Presentation.pdf', and '2021 AIM Sector Presentation.pdf'. The first file is unchecked, while the other two are checked. Each row has a 'Distribution' button (labeled 'All'), a 'Preferences' button, and a red 'X' icon. A red callout bubble points to the 'Preferences' buttons for the checked files, stating: 'To customise the preferences for multiple files, check the files as appropriate and the click 'Preferences' here'. Another red callout bubble points to the 'Preferences' button for the '2021 AIM Fund Presentation.pdf' file, stating: 'To customise the preferences for this single file, click here'. Below the table, there's a 'Choose file' button and a 'Browse' button. A note states: 'PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, xlsxm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4'. At the bottom, there's a 'Send Notifications' checkbox, a 'Document Snapshot Report' button, and 'Publish', 'Save', and 'Cancel' buttons.

**Manage Files** ☐ Preview Only

File Name	Distribution	Preferences	Actions
<input type="checkbox"/> 2021 AIM CEO Opening Presentation.pdf		Default	Preferences X
<input checked="" type="checkbox"/> 2021 AIM Fund Presentation.pdf	All	Default	Preferences X
<input checked="" type="checkbox"/> 2021 AIM Sector Presentation.pdf	All	Default	Preferences X

Choose file

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, xlsxm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

☐ Send Notifications

# Uploading personalised documents to portal using AFA

- 3. File Distribution – Recipients (with AFA):** With AFA, the recipients for each of your files will have been automatically linked to the correct distribution list for that Limited Partner Investment Vehicle. The file names will be listed on the left, with the recipients column to the left of that listing the corresponding distribution list. If PEARonline has not been able to find a valid SNDTO string for any of the files, the recipients column will alert you to this (see below). In this instance, you have the option to select that individual file and set the distribution manually.

pearonline | Vehicle Detail : **E Street Europe I Portal** Published Hello, Alice Clark

Investor Portal Vehicle Dashboard / E Street Europe I / E Street Europe I Portal

**E Street Europe I**

[Upload Documents](#) [Review Documents](#) [LP Distribution Lists](#) [LP Organizations / Contacts](#) [Activity](#) [GP Users](#) [Vehicle Information](#) [Pending Approvals](#)

**Document Details**

Document Name \*

ESE 1 Capital Call 2

Document Date \*

06 SEP 21

Document Type \*

Capital Call/Drawdown Notice

File Watermark \*

Full Watermark

File Distribution

☐ Advisory Committee only

Send to all current and future LP Contacts on the Vehicle

☐

[Hide / Show Document Settings](#)

**Manage Files** ☐ Preview Only Reset all Files to Default Distribution Preferences

File Name	File Distribution - Recipients	File Preferences	Actions
<input type="checkbox"/> ESE 1 Capital Call 2 CPA.pdf	Crystal Palace Associates	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 CR2021.pdf	CR 2021	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 GV17.pdf	Global Ventures 2017	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 GV18.pdf	Global Ventures 2018	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 GV19.pdf	Global Ventures 2019	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 GV20.pdf	Global Ventures 2020	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 GV21.pdf	No recipients!	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 Hul2020.pdf	Hulliah 2020	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 Hul2021.pdf	Hulliah 2021	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 PMLLC.pdf	PM LLC	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 PP.pdf	Penge Panthers	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 Rose 1.pdf	Rose 1	Default	<a href="#">Preferences</a> <a href="#">X</a>
<input type="checkbox"/> ESE 1 Capital Call 2 Rose 2.pdf	Rose 2	Default	<a href="#">Preferences</a> <a href="#">X</a>

These files have been added to PEARonline with the AFA 'SNDTO' strings included in the file names. The system has recognised that the recipients for these files should be automatically allocated to specific distribution lists, which are listed here:

The system was not able to recognise a valid 'SNDTO' string for this file, therefore recipients have not been set.

# Uploading personalised documents to portal using AFA

**Setting File Distribution – Recipients manually:** Check the box and click on Distribution for the file in question (as below)

Manage Files ☐ Preview Only Reset all Files to Default Distribution Preferences

<input type="checkbox"/>	File Name	File Distribution - Recipients	File Preferences	Actions
<input type="checkbox"/>	ESE 1 Capital Call 2 CPA.pdf	Crystal Palace Associates	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 CR2021.pdf	CR 2021	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 GV17.pdf	Global Ventures 2017	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 GV18.pdf	Global Ventures 2018	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 GV19.pdf	Global Ventures 2019	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 GV20.pdf	Global Ventures 2020	Default	<span>Preferences</span> <span>✕</span>
<input checked="" type="checkbox"/>	ESE 1 Capital Call 2 GV21.pdf	No recipients!	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 Hul2020.pdf	Hullah 2020	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 Hul2021.pdf	Hullah 2021	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 PMLLC.pdf	PM LLC	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 PP.pdf	Penge Panthers	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 Rose 1.pdf	Rose 1	Default	<span>Preferences</span> <span>✕</span>
<input type="checkbox"/>	ESE 1 Capital Call 2 Rose 2.pdf	Rose 2	Default	<span>Preferences</span> <span>✕</span>

Click on the arrows in the window directly underneath 'Distribute via Distribution List' to see a full list of the distribution lists on this vehicle. Select the distribution list that you wish to send this file to.

**Customize File Distribution** ✕

Customizing File Distribution for:  
**ESE 1 Capital Call 2 GV21.pdf**

[Distribute via Distribution List](#)

[Distribute via LP Organizations / LP Contacts](#)

[Reset To Default](#)

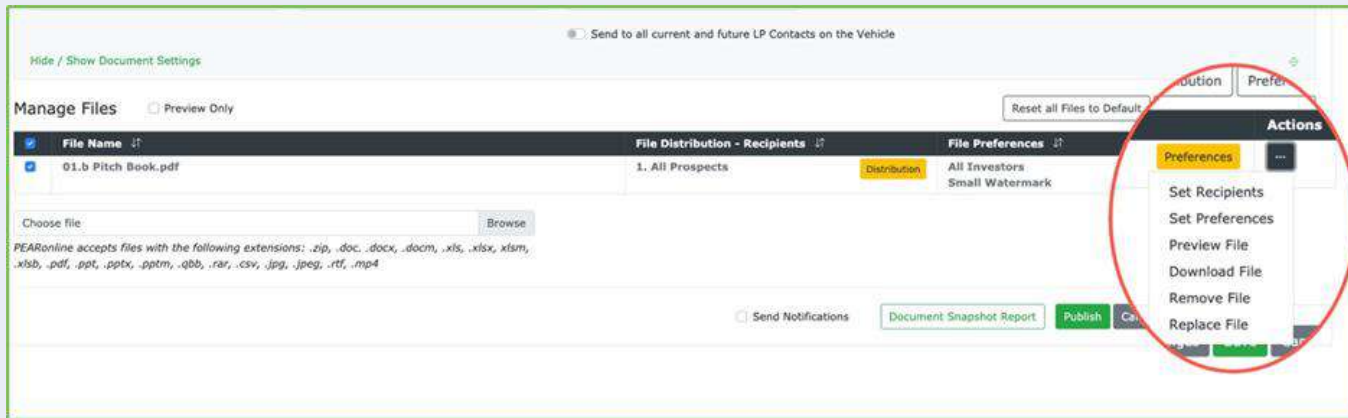
[Cancel](#) [Save Custom File Distribution](#)

Click Save Custom File Distribution

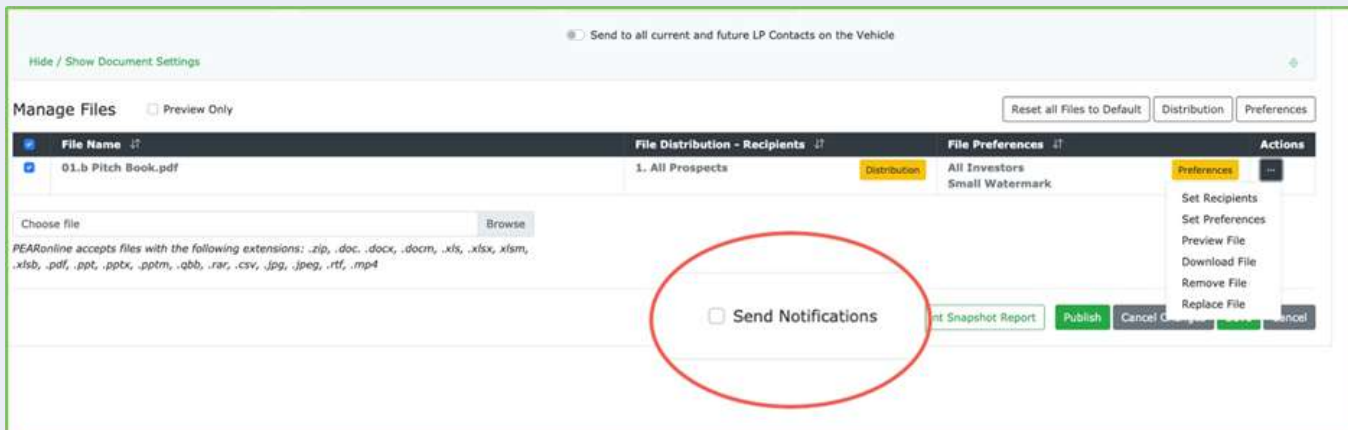


# Uploading personalised documents to portal using AFA

4. **Actions Menu:** If you are working on a 'saved' document there are also a number of actions available to you if you click on the three dots in the 'Actions' column.



5. **Send Notifications:** Checking this box will trigger an automatic notification email to go to the LP Users who have access to this document on publication.



# Uploading personalised documents to portal using AFA

- 6. Document Snapshot Report:** This provides an overview of who can view each of the files in this document. If there is a reason why the document is not immediately available to the user, there is a red x in the 'overall visibility' column, and information is given to help you understand why there is a restriction, for example, if someone has not yet registered their account or needs to accept an NDA.

**Document Distribution Snapshot**

Document: ESE 1 Capital Call 2  
Fund E Street Europe I - Vehicle E Street Europe I Portal  
Generated 6 Sep 2021 by Alice Clark  
Document Type: Capital Call/Drawdown Notice  
Document Date: 6 Sep 2021  
Document Last Modified:  
Notifications are: OFF  
Distributing to Individual LP Contacts

File: **ESE 1 Capital Call 2 CPA.pdf**

Distribution to: All Investors

Recipients: **Crystal Palace Associates**

LP Organization: Penge Panthers **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
lyrapenge@gmail.com	Accepted	No	None	Yes		✓

File: ESE 1 Capital Call 2 CR2021.pdf

Distribution to: All Investors

Recipients: CR 2021

LP Organization: Clark Richardson Associates (private) **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
alice@pearonline.com	Pending	Yes	None	Yes		✗

Recipients: CR 2021

LP Organization: Penge Panthers **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
lorna.clark@gmail.com	Accepted	No	None	Yes		✓

Individual file name

File ESE 1 Capital Call 2 CPA.pdf is going to the Distribution List called 'Crystal Palace Associates'

Individual LP user on the distribution list who will have access to the file

There are no restrictions to the LP user's ability to view the file once published

This user has not registered their PEARonline account yet

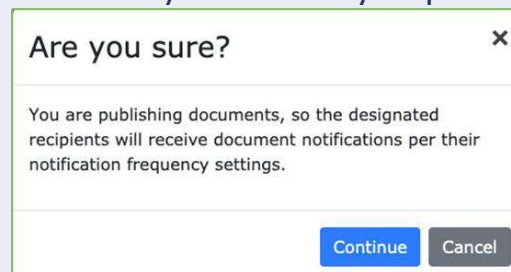


# Uploading personalised documents to portal using AFA

- 7. Publish:** When you have set all the required fields the 'Publish' and 'Save' buttons in the bottom right corner of the screen will become active. If you click 'Save' your document upload will be saved and accessible from the 'Review Documents' tab. The status will be 'addition saved', which means this document has not been published and is not visible to LP Users. You can click on the document name from this page to go back in to the document and complete the process.

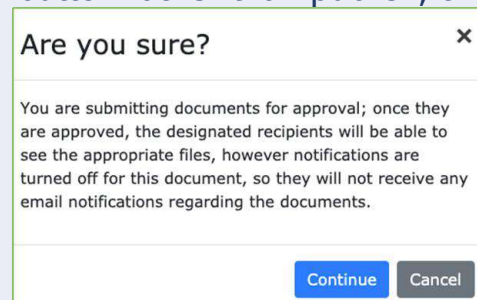
If you click 'Publish' the document will be published and LP Users will be notified (if you have opted to do so).

You will get a pop up asking you if you are sure you are ready to publish, also referencing whether or not you have chosen to send notifications



A confirmation dialog box titled "Are you sure?" with a close button (X) in the top right corner. The text inside reads: "You are publishing documents, so the designated recipients will receive document notifications per their notification frequency settings." At the bottom, there are two buttons: "Continue" (blue) and "Cancel" (grey).

- 8. Submit:** If your view is of the 'submit' button rather than publish, this means you do not have the GP Permissions required to publish a document.



A confirmation dialog box titled "Are you sure?" with a close button (X) in the top right corner. The text inside reads: "You are submitting documents for approval; once they are approved, the designated recipients will be able to see the appropriate files, however notifications are turned off for this document, so they will not receive any email notifications regarding the documents." At the bottom, there are two buttons: "Continue" (blue) and "Cancel" (grey).

Clicking Submit will prompt a GP User with document approval privileges to approve your submission. For more information on GP Permissions and '4-eyes' please [click here](#)



# Add or remove any GP User from any fund or vehicle

## 1. Add a GP User at FUND level: GP Super

GP Super Users can only be added by an existing GP Super user on the fund

From the GP Dashboard, click on the FUND name, then go to the GP Users tab.

The screenshot shows the pearonline GP Dashboard. The left sidebar contains a 'GP Dashboard' link circled in red. A red callout bubble points to the 'E Street Europe I' fund name in the 'Funds' section, with the text 'Click the fund name to view GP users for funds and vehicles'. The main area displays 'My Vehicles' and 'Pinned Vehicles' sections.

The screenshot shows the Fund Detail page for 'E Street Europe I'. The 'GP Users' tab is circled in red. Below the tab, there is a section for 'GP Super Users on the Fund' with a table listing users and their roles.

Name	User is GP Super on Vehicles	Actions
Alice Clark	E Street Europe I FDR, E Street Europe I Portal, E Street Europe I FDR v2, E Street Europe I Feeder, E Street Europe I Carry, E Street Europe Co-Invest 1, E Street Dir 1	...
Toby Clark Richardson	E Street Europe I Portal, E Street Europe I FDR v2, E Street Europe I Feeder, E Street Europe I Carry, E Street Europe Co-Invest 1, E Street Dir 1	...

# Add or remove any GP User from any fund or vehicle

Click 'Add GP Super User To Fund', complete contact information in pop up and click 'Send invitation'.

Add GP Super User to Fund

User Details

First Name \*

Last Name \*

Email Address \*

Phone Number \*

Organization

User Role

GP Super

Cancel

Send Invitation



# Add or remove any GP User from any fund or vehicle

## 2. Disconnect a GP Super user at fund level

This can only be done by existing GP Super Users. There must be at least two GP Super users on each fund. If there are only two GP Super Users on the fund, it is not possible to delete one of them until a third GP Super User has been added.

pearonline

Fund Detail : **E Street Europe I** Published

Hello, Alice Clark

Dashboard / E Street Europe I

Fund Details

Contacts & Billing

Vehicles

GP Users

GP Super Users on the Fund

Add GP Super User To Fund

Name	User is GP Super on Vehicles	Actions
Alice Clark	E Street Europe I FDR, E Street Europe I Portal, E Street Europe I FDR v2, E Street Europe I Feeder, E Street Europe I Carry, E Street Europe Co-Invest 1, E Street Dir 1	...
Toby Clark Richardson	E Street Europe I Portal, E Street Europe I FDR v2, E S	...
Mark Richardson	E Street Europe I FDR	...

Click here to remove a GP Super User from a Fund

Disconnect User from Fund

Previous 1 Next

10



# Add or remove any GP User from any fund or vehicle

## 3. Add Existing GP General Users to a vehicle from the Fund page:

This gives you the ability to add multiple GP Users to a vehicle in few clicks. All existing GP General Users across vehicles in the fund are listed on the GP Users tab at the Fund level. From here you can click on the 'Add Multiple GP Users To a Vehicle' button to add existing GP Users to another vehicle:

- Select the vehicle in question from the dropdown list
- Select one or more GP Users to add them to this vehicle (GP Users already on this vehicle will be listed but with the check box greyed out)
- Assign GP User permissions per new GP User [click here](#) to see document of overview of GP User Permissions.

pearonline Fund Detail : **E Street Europe I** Published Hello, Alice Clark

Dashboard / E Street Europe I

Fund Details Contacts & Billing Vehicles **GP Users**

### GP Super Users on the Fund

[Add GP Super User To Fund](#)

Name	User is GP Super on Vehicles	Actions
Alice Clark	E Street Europe I FDR, E Street Europe I Portal, E Street Europe I FDR v2, E Street Europe I Feeder, E Street Europe I Carry, E Street Europe Co-Invest 1, E Street Dir 1	...
Toby Clark Richardson	E Street Europe I Portal, E Street Europe I FDR v2, E Street Europe I Feeder, E Street Europe I Carry, E Street Europe Co-Invest 1, E Street Dir 1	...
Mark Richardson	E Street Europe I FDR	...

Previous 1 Next Rows per Page 10

### GP General Users on the Fund Vehicles

[Add Multiple GP Users To A Vehicle](#)

Name	User is GP General on Vehicles	Multi-Vehicle
Alice Clark	E Street Europe I FDR, E Street Europe I Portal, E Street Europe I FDR v2, E Street Europe I Feeder, E Street Europe I Carry, E Street Europe Co-Invest 1, E Street Dir 1	<input checked="" type="radio"/> Multi-Vehicle User
Toby Clark Richardson	E Street Europe I Portal, E Street Europe I FDR v2, E Street Europe I Feeder, E Street Europe I Carry, E Street Europe Co-Invest 1, E Street Dir 1	<input checked="" type="radio"/> Multi-Vehicle User
Penelope Publish	E Street Europe I FDR	<input checked="" type="radio"/> Multi-Vehicle User
Mark Richardson	E Street Europe I FDR	<input checked="" type="radio"/> Multi-Vehicle User

Previous 1 Next Rows per Page 10



# Add or remove any GP User from any fund or vehicle

### Add Multiple GP Users to a Vehicle

Select Vehicle to add GP Users

E Street Europe I Feeder

Sandbox

Select Users

Alice Clark

Published

Multi-Vehicle User

Mark Richardson

Multi-Vehicle User

Vehicle

GP

LP

Document

Sandbox

Approve

Approve

Approve

Submit

Submit

Penelope Publish

Multi-Vehicle User

Vehicle

GP

LP

Document

Sandbox

Publish

Publish

Publish

Publish

None

Toby Clark Richardson

Published

Multi-Vehicle User

Cancel

Invite GP

Once you have assigned permissions you can click 'Invite GP' to notify and grant these users access to the vehicle.

Please note that you can only invite existing GP General Users to other vehicles at the fund level. If the GP User has not previously been invited to an existing vehicle on the fund, you would need to invite them at vehicle level in the first instance. Once this has been done, they will be available to select for addition to another vehicle within the same fund at the fund level.

# Add or remove any GP User from any fund or vehicle

## 4. Add a new GP User to a vehicle at the vehicle level

From GP Dashboard, click on vehicle and go to GP Users tab.

pearonline | Vehicle Detail : **E Street Europe I Portal** Published Hello, Alice Clark ▾

Investor Portal Vehicle Dashboard / E Street Europe I / E Street Europe I Portal

**E Street Europe I**

[Upload Documents](#) [Review Documents](#) [LP Distribution Lists](#) [LP Organizations / Contacts](#) [Activity](#) **GP Users** [Vehicle Information](#) [Pending Approvals](#)

### Vehicle GP Users

Filter GP Users By ▾ Search GP Users 🔍

**Alice Clark** Published Remove

Springview Partners

aliceclarkrichardson4876@gmail.com

Invitation Status: Accepted

Access Levels ⌵

**Toby Clark Richardson** Published Remove

E Street Partners

tobyclarkrichardson@gmail.com

Invitation Status: Accepted

Access Levels ⌵

Vehicle	Publish
GPs	Publish
LPs	Publish
Document	Publish

Invite GP User Add Existing GP Users To Vehicle

Click here to expand and review GP Permissions for this user

Click Invite GP User if your GP User is not already a GP User in another vehicle for this fund

# Add or remove any GP User from any fund or vehicle

Complete contact details and assign Permissions for vehicle, GPs, LPs, Documents and Sandbox. The options for each are: Read; Submit; Approve; Publish. For more information about GP Permissions please [click here](#) for GP Permissions/4-eyes.

Click 'Add Existing GP Users To Vehicle' if your new GP User is already linked as a GP to another vehicle in this fund. This will bring up a list of eligible GP Users, select as needed and assign GP Permissions [click here](#) for more 4-eyes information.

Please note the following permissions should be applied to GP Users if you wish to replicate permissions from V1:

V1 GP Admin  
Vehicle: Publish  
GPs: Publish  
LPs: Publish  
Documents: Publish  
Sandbox: Publish

V1 GP Uploader:  
Vehicle: Read  
GPs: Read  
LPs: Read  
Documents: Publish  
Sandbox: Not applicable

User Detail

First Name \*

Last Name \*

Email Address \*

Phone Number \*

Organization \*

E Street Europe I Portal

☐ Receive notification when an LP Contact Registers

Vehicle Role

GP General (General Partner, General)

Vehicle \*

Select Permissions

GPs \*

Select Permissions

LPs \*

Select Permissions

Documents \*

Select Permissions

Sandbox \*

Select Permissions

Publish

Cancel



## Add or remove any GP User from any fund or vehicle

5. **Implementing 4-eyes processes using GP Permissions:** If you want to use 4-eyes then this is where you set it up – i.e. as GP Permissions per GP User on a vehicle. [Please click here](#)
6. **Change the access levels for an existing GP User on a vehicle:** NB This cannot be done from vehicle page, but should be approached via the FUND pages. If a vehicle is listed but greyed out it means they are a Super User and you cannot remove them or change the settings.
7. **Remove GP User at vehicle level:** Again, this has to be done from FUND level, the fields are not editable if you approach them from vehicle level.





# Manually add LP Users to portals

From the GP Dashboard, click on the appropriate vehicle and then go to the LP Organizations / Contacts page.

The screenshot displays the pearonline GP Dashboard interface. On the left sidebar, the 'GP Dashboard' menu item is circled in red. The main content area shows the 'E Street Europe I' fund, with its 'My Vehicles' list. The 'E Street Europe I Portal Investor Portal Vehicle' is circled in red. To the right, the 'Pinned Vehicles' section shows the 'E Street Europe I Portal' and 'E Street Europe I FDR V2' vehicles, each with buttons for 'Invite LP User', 'Manage LP Contacts', 'Create Document', 'Manage Documents', and 'View Access Levels'.

pearonline Welcome Hello, Alice Clark

Alerts (0)

Funds All Search Funds

**E Street Europe I** Published

My Vehicles

- E Street Europe I FDR** Fundraising Data Room Published
- E Street Europe I FDR v2** Fundraising Data Room Published
- E Street Europe I Portal** Investor Portal Vehicle Published
- E Street Europe I Feeder** Feeder/Parallel Vehicle Sandbox
- E Street Europe Co-Invest I** Co-investment Vehicle Sandbox
- E Street Dir I** Direct Investment Sandbox
- E Street Europe I Carry** Carry Vehicle Sandbox

View Fund GPs

Create Vehicle Invite GP User Billing Info

**E Street US I** Published

My Vehicles

- E Street US I FDR** Fundraising Data Room Published

**Pinned Vehicles** Filter Pinned Vehicles

**E Street Europe I Portal** Published

Investor Portal Vehicle  
**E Street Europe I**

Invite LP User Manage LP Contacts  
Create Document Manage Documents  
View Access Levels

**E Street Europe I FDR V2** Published

Fundraising Data Room  
**E Street Europe I**

Invite LP User Manage LP Contacts  
Create Document Manage Documents  
View Access Levels

**E Street US I Portal** Published



# Manually add LP Users to portals

pearonline Vehicle Detail : **E Street Europe I Portal** Published Hello, Alice Clark ▾

Investor Portal Vehicle Dashboard / E Street Europe I / E Street Europe I Portal

**E Street Europe I**

[Upload Documents](#) [Review Documents](#) [LP Distribution Lists](#) **LP Organizations / Contacts** [Activity](#) [GP Users](#) [Vehicle Information](#) [Pending Approvals](#)

### LP Organizations

All ▾ Search LP Organizations 🔍

[Create LP Organization](#) [Invite New LP User](#) [Import LP Contacts And Organizations](#) [Export LP Contacts And Organizations](#)

<b>Clark Richardson Associates (private)</b> Published LP Users (1)	<b>Global Ventures</b> Published LP Users (2)	<b>Hullah Partners</b> Published LP Users (2)
<b>Penge Panthers</b> Published LP Users (2)	<b>PM LLC</b> Published LP Users (1)	<b>Rose Bungalow Associates</b> Published LP Users (3)

If the LP Organization for your LP User is already listed on screen, skip the next step and proceed to Invite New LP User.

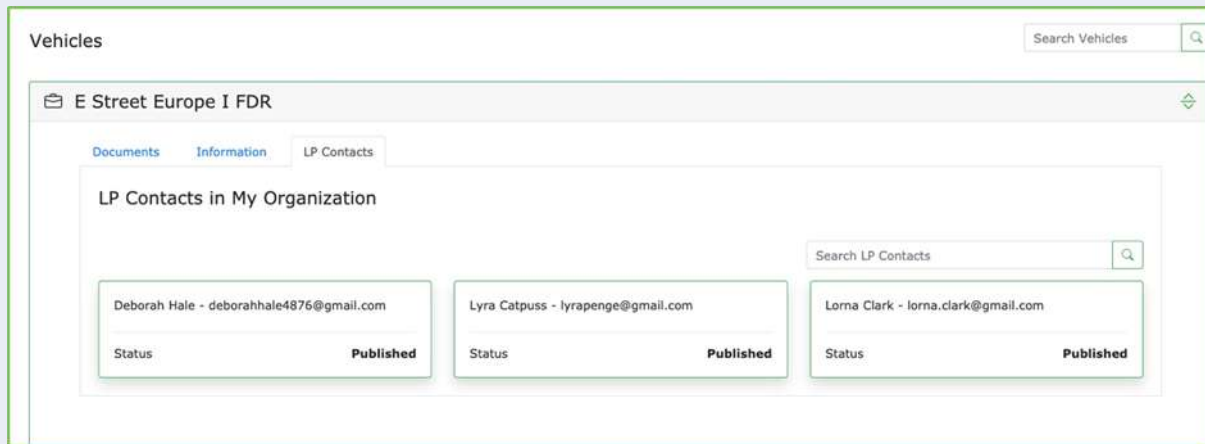
# Manually add LP Users to portals

**Create LP Organization:** If the LP Organization for this LP User has not already been created on your vehicle, click 'Create LP Organization'. The following pop up will appear, where you give the LP Organization a name and set the visibility to public or private.



The screenshot shows a 'Create New Organization' dialog box. It has a title bar with a close button (X). Below the title bar is a section titled 'Organization Detail'. Inside this section, there is a text input field for 'Organization Name' with a red asterisk indicating it is required. Below that is a dropdown menu for 'Visibility' with a red asterisk. At the bottom right of the dialog are two buttons: 'Publish' (green) and 'Cancel' (grey).

If visibility is set to public, this means that LP Users linked to this Organization have the ability to view a list of all other LP Users on the vehicle that have been grouped under the same org (see below)



The screenshot shows the 'Vehicles' page. At the top, there is a 'Search Vehicles' bar. Below it, a vehicle is selected: 'E Street Europe I FDR'. Underneath the vehicle name, there are three tabs: 'Documents', 'Information', and 'LP Contacts'. The 'LP Contacts' tab is active. Below the tabs, the title 'LP Contacts in My Organization' is displayed. There is a 'Search LP Contacts' bar. Below the search bar, there are three cards, each representing an LP contact. Each card shows the name and email address of the contact, and a 'Status' field set to 'Published'.

Name	Email	Status
Deborah Hale	deborahhale4876@gmail.com	Published
Lyra Catpuss	lyrapenge@gmail.com	Published
Lorna Clark	lorna.clark@gmail.com	Published

If you have publishing rights for LPs, select 'Publish'. Otherwise, select 'Submit' – your changes will be pending approval from a GP User with Approval rights for LPs. For more information on GP Permissions and the 4-eyes process please [click here](#)

# Manually add LP Users to portals

## Invite New LP User:

pearonline | Vehicle Detail : **E Street Europe I Portal** Published | Hello, Alice Clark ▾

Investor Portal Vehicle | **E Street Europe I**

Dashboard / E Street Europe I / E Street Europe I Portal

Upload Documents | Review Documents | LP Distribution Lists | **LP Organizations / Contacts** | Activity | GP Users | Vehicle Information | Pending Approvals

**LP Organizations**

All | Search LP Organizations

Create LP Organization | **Invite New LP User** | Import LP Contacts And Organizations | Export LP Contacts And Organizations

<b>Clark Richardson Associates (private)</b> Published LP Users (1)	<b>Global Ventures</b> Published LP Users (2)	<b>Hullah Partners</b> Published LP Users (2)
<b>Penge Panthers</b> Published LP Users (2)	<b>PM LLC</b> Published LP Users (1)	<b>Rose Bungalow Associates</b> Published LP Users (3)

## Enter their contact details and set the following fields:

- Advisory Committee – default to no. If this individual is a member of the advisory committee for this vehicle, you can use this field to send them advisory committee papers. Documents uploaded as advisory committee are only visible to LP Users who have this field checked
- NDA Opt-out – only applies if you have an NDA on this vehicle. Default to no. If you do select this field, please note that Reason for Override is a required field
- Multi-Factor Opt-out – At your discretion. If you select this check box your prospect will be able to access this vehicle without using an MFA code during the login process.
- Allowed Document Types – 'all' is pre-selected, however for reporting portals, you may wish to edit this list as per your LP contact's required access. Click on the arrows to review and edit the list of document types:

# Manually add LP Users to portals

## Enter their contact details and set the following fields:

- Advisory Committee – default to no. If this individual is a member of the advisory committee for this vehicle, you can use this field to send them advisory committee papers. Documents uploaded as advisory committee are only visible to LP Users who have this field checked
- NDA Opt-out – only applies if you have an NDA on this vehicle. Default to no. If you do select this field, please note that Reason for Override is a required field
- Multi-Factor Opt-Out – At your discretion. If you select this check box your prospect will be able to access this vehicle without using an MFA code during the login process
- Allowed Document Types – ‘all’ is pre-selected, however for reporting portals, you may wish to edit this list as per your LP contact’s required access. Click on the arrows to review and edit the list of document types

If you have publishing rights for LPs, select ‘Publish’. Otherwise, select ‘Submit’ – your changes will be pending approval from a GP User with the appropriate permissions. For more information on GP Permissions and the 4-eyes process please [click here](#)

**E Street Europe I Portal** Investor Portal Vehicle

Vehicle Role	LP User
NDA Status	None

☐ Advisory Committee  
☐ NDA Opt Out  
☐ Multi-Factor Opt Out

**Allowed Document Types**

Select All Document Types	
Interim Report/Accounts	<input checked="" type="checkbox"/>
Annual Report/Accounts	<input checked="" type="checkbox"/>
Portfolio Analysis	<input checked="" type="checkbox"/>
Capital Call/Drawdown Notice	<input checked="" type="checkbox"/>
Distribution Notice	<input checked="" type="checkbox"/>
Profit Share Statement	<input checked="" type="checkbox"/>
K1/Other Tax Information	<input checked="" type="checkbox"/>
Vehicle Legal Documents	<input checked="" type="checkbox"/>
ESG Reporting	<input checked="" type="checkbox"/>
Regulatory Documents	<input checked="" type="checkbox"/>
Special Resolution	<input checked="" type="checkbox"/>
Market Report	<input checked="" type="checkbox"/>
Asset Allocation Report	<input checked="" type="checkbox"/>
Co-investment Information	<input checked="" type="checkbox"/>
Fund Formation Information	<input checked="" type="checkbox"/>
Other Research Report	<input checked="" type="checkbox"/>
Advisory Committee Information	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>

Remove User From Vehicle



# Manually add LP Users to portals

## Grant New LP User access to Personalized Documents by adding them to Distribution List(s):

By inviting your LP User to the fund, you have automatically granted them access to documents that have been marked 'Send to all current and future LP Contacts on the Vehicle' (providing that they are ticked to receive the corresponding document type). If they should also receive documents that will be posted to distribution lists (for example personalized documents like call notices or K1s), you will also need to add them to the relevant distribution list(s).

When setting up a fund for reporting on PEARonline, we recommend that you create a distribution list for each Limited Partner Investing Vehicle (LPIV) in your fund. To receive a document that is specific to that LPIV, an LP User must have been added to the corresponding distribution list. To do so, locate the LP User from the LP Organizations/Contacts tab and click their name to proceed to the LP User Details for this LP User.

pearonline | Vehicle Detail : **E-Street Europe I Portal** | Published | Hello, Alice Clark -

Investor Portal Vehicle  
**E Street Europe 1**

Dashboard / E Street Europe 1 / E Street Europe I Portal

Upload Documents | Review Documents | LP Distribution Lists | **LP Organizations / Contacts** | Activity | LP Users | Vehicle Information | Pending Approvals

### LP Organizations

All | Search LP Organizations

Create LP Organization | Invite New LP User | Import LP Contacts And Organizations | Export LP Contacts And Organizations

**Clark Richardson Associates (private)** | Published | ...  
LP Users (1)

**Global Ventures** | Published | ...  
LP Users (2)

**Hullah Partners** | Published | ...  
LP Users (2)

**Penge Panthers** | Published | ...  
LP Users (2)  
lyrapenge@gmail.com | Published  
**Lyra Catpuss** | Published  
User Status: Published | NDA Status: Pending  
Advisory Committee  
lorna.clark@gmail.com | Published  
**Lorna Clark**  
User Status: Published | NDA Status: Pending

**PM LLC** | Published | ...  
LP Users (1)

**Rose Bungalow Associates** | Published | ...  
LP Users (3)

Click here to expand and view the list of LP Users linked to this LP Organisation. Click on the name of the LP User you wish to edit to see which documents they have access to, which distribution lists they have been linked to, and to review their profile settings.



# Manually add LP Users to portals

On the LP User Details page, go to the Distribution Lists tab

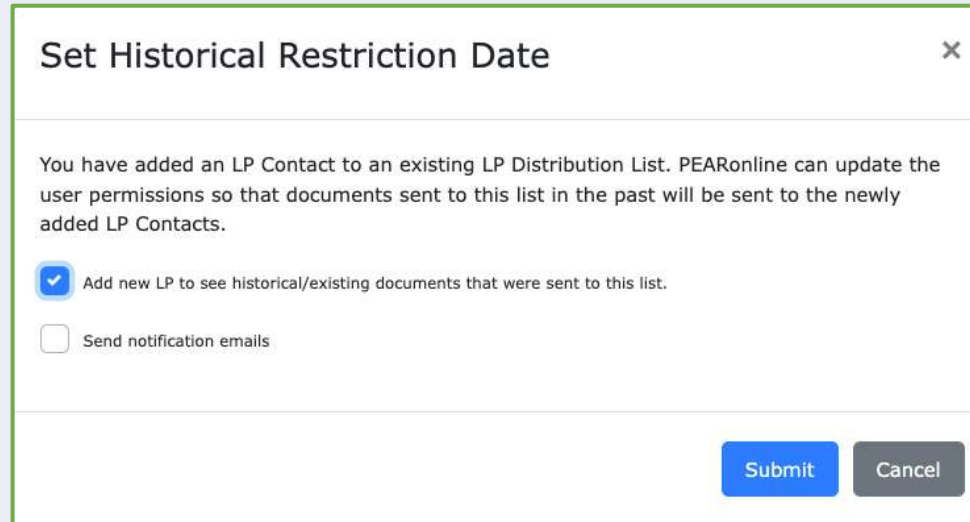
The Distribution Lists on your portal will be displayed on screen. To add this user to a distribution list, check 'Include User in Distribution'

The screenshot shows the 'pearonline' interface for 'LP User Details : Alice'. The 'Distribution Lists' tab is selected and circled in red. A red speech bubble contains the text: 'To add an LP user to a distribution list, check 'Include User in Distribution''. The page displays five distribution lists, each with a 'Published' status and a 'Publish' button. The 'Include User in Distribution' checkbox is checked for all lists except 'CR 2021'.

Distribution List	ID	Include User in Distribution	Status
CR 2021	CR2021	<input type="checkbox"/>	Published
Crystalline Ventures	CPA	<input checked="" type="checkbox"/>	Published
Global Ventures 2017	GV17	<input checked="" type="checkbox"/>	Published
Global Ventures 2018	GV18	<input checked="" type="checkbox"/>	Published
Global Ventures 2019	GV19	<input checked="" type="checkbox"/>	Published

# Manually add LP Users to portals

You will see the following pop up, asking you to set the historical restriction date:



The dialog box is titled "Set Historical Restriction Date" and has a close button (X) in the top right corner. The main text reads: "You have added an LP Contact to an existing LP Distribution List. PEARonline can update the user permissions so that documents sent to this list in the past will be sent to the newly added LP Contacts." Below this text are two checkboxes. The first checkbox is checked and is labeled "Add new LP to see historical/existing documents that were sent to this list." The second checkbox is unchecked and is labeled "Send notification emails". At the bottom right of the dialog box are two buttons: "Submit" (in blue) and "Cancel" (in grey).

Please note that if you do not tick the first box this LP User will not be able to see any documents that you have previously sent to this distribution list (they will only see future documents).

In most instances, we recommend that you do not tick the second box, as this will trigger notification emails for all the documents you are giving the user access to. There is a risk that the LP will receive multiple emails.

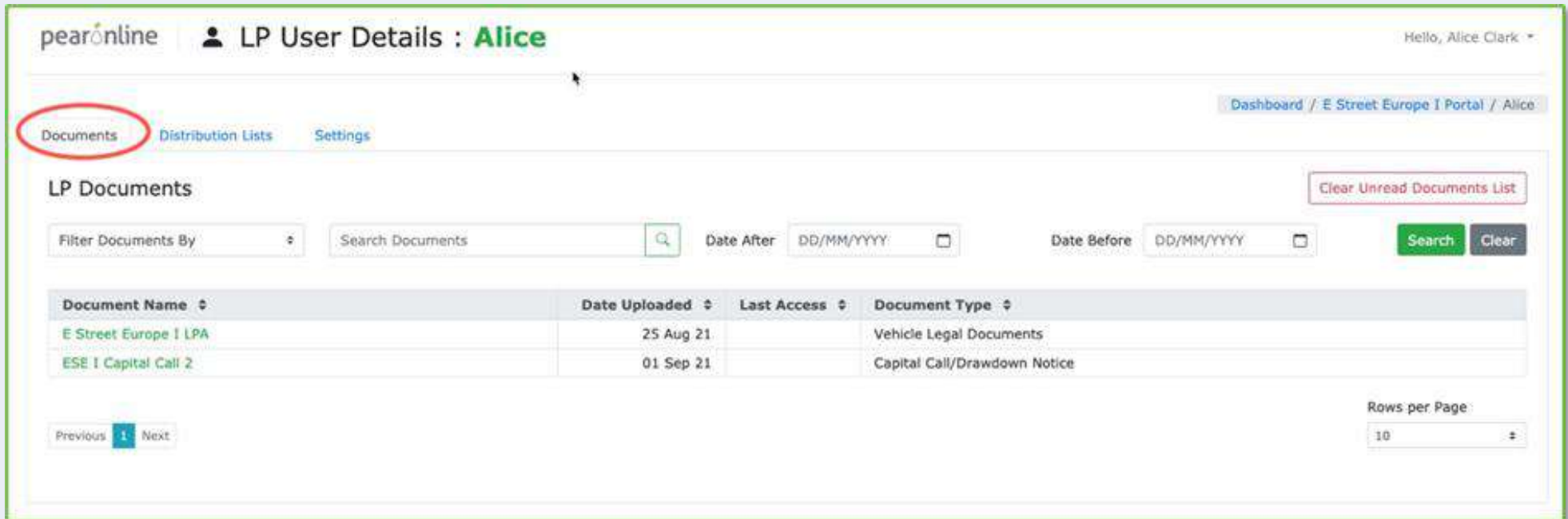
Once you have confirmed your historical restriction date, click submit.

If you have publishing rights for LPs, select 'Publish'. Otherwise, select 'Submit' – your changes will be pending approval from a GP User with Approval rights for LPs. For more information on GP Permissions and the 4-eyes process please [click here](#)



# Manually add LP Users to portals

If you have publishing rights, your new invitee should now be able to see the documents that you have already posted to the distribution list or lists that they have been added to. You can check their access to documents by clicking on the Documents tab from the LP User Details page:



pearonline LP User Details : **Alice** Hello, Alice Clark ▾

Dashboard / E Street Europe I Portal / Alice

**Documents** Distribution Lists Settings

LP Documents Clear Unread Documents List

Filter Documents By ▾ Search Documents   Date After DD/MM/YYYY  Date Before DD/MM/YYYY

Document Name ▾	Date Uploaded ▾	Last Access ▾	Document Type ▾
E Street Europe I LPA	25 Aug 21		Vehicle Legal Documents
ESE I Capital Call 2	01 Sep 21		Capital Call/Drawdown Notice

Previous **1** Next

Rows per Page: 10 ▾

If you do not have publishing rights, the documents you are granting them access to will not be visible from this tab until these changes have been approved by a GP User with the appropriate permissions. For more information on GP Permissions and the 4-eyes process please [click here](#)

# Troubleshooting Documents can't be seen by LP User / Change LP User settings

If your LP User does not have access to certain documents or files, there are a number of things you can do to check why this might be.

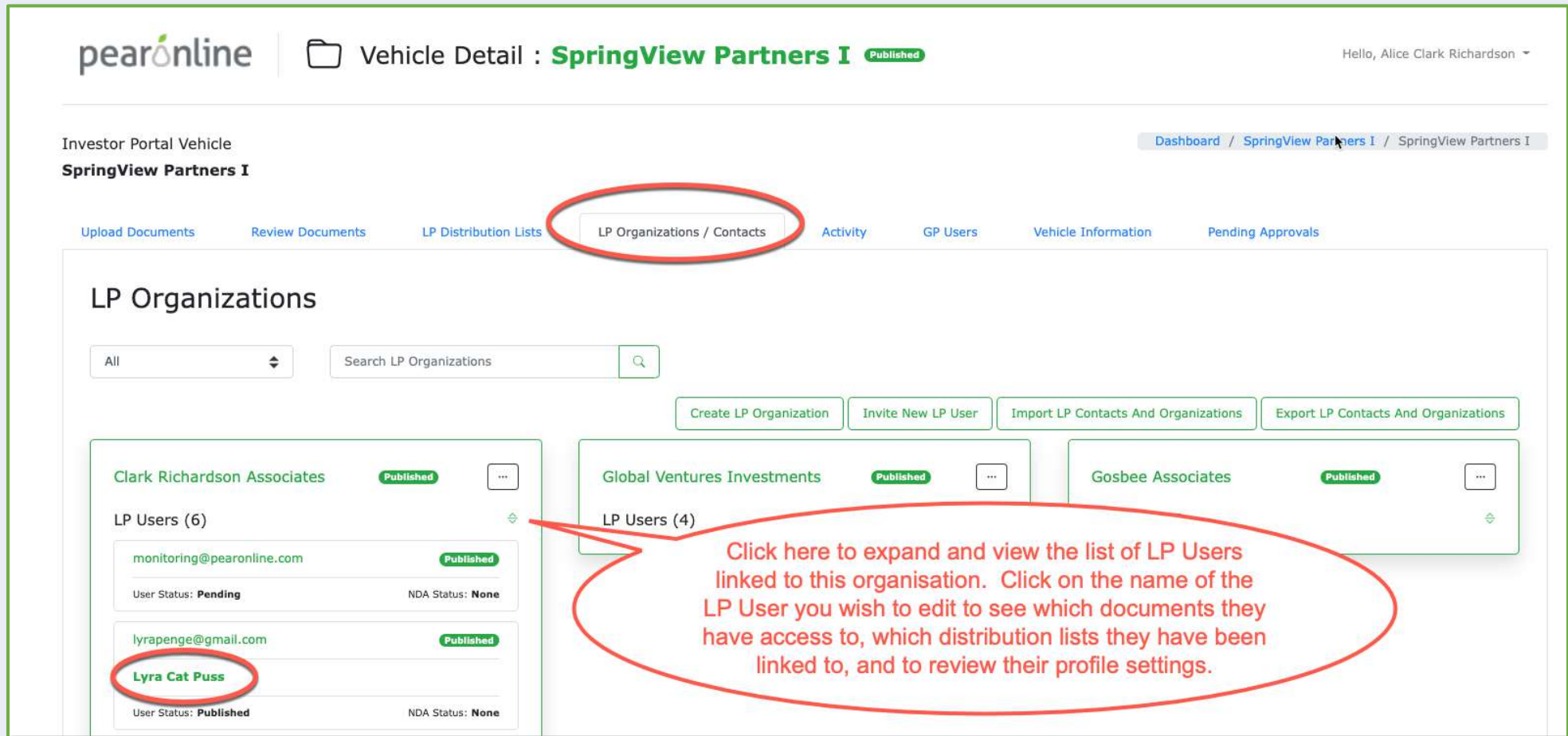
- 1. Establish which documents the LP User has access to:** From the GP dashboard, click on the appropriate vehicle, and then go to the LP Organizations/contacts page.

The first screenshot shows the GP Dashboard in the pearonline system. The left sidebar contains a menu with items: Close Menu, GP Dashboard (circled in red), Create Fund, Training, FAQ, Contact, and Privacy & Terms. The main content area shows a 'Welcome' message to Alice Clark, an 'Alerts (0)' section, and a 'Funds' section with a search bar. Under 'My Vehicles', several vehicles are listed, including 'E Street Europe I FDR Fundraising Data Room' and 'E Street Europe I Portal Investor Portal Vehicle' (circled in red). The second screenshot shows the 'Vehicle Detail' page for 'E Street Europe I Portal'. The 'LP Organizations / Contacts' tab is circled in red. Below the tabs, there is a section for 'LP Organizations' with a search bar and a list of organizations, including 'Clark Richardson Associates (private)', 'Global Ventures', 'Hullah Partners', 'Penge Panthers', 'PM LLC', and 'Rose Bungalow Associates'. Each organization entry shows the number of LP Users and a 'Published' status.



# Troubleshooting Documents can't be seen by LP User / Change LP User settings

Locate the LP User that you wish to edit or troubleshoot by expanding the list of LP Users linked to their LP Organisation and clicking on their name.



pearonline | Vehicle Detail : **SpringView Partners I** Published Hello, Alice Clark Richardson ▾

Investor Portal Vehicle Dashboard / SpringView Partners I / SpringView Partners I

**SpringView Partners I**

Upload Documents | Review Documents | LP Distribution Lists | **LP Organizations / Contacts** | Activity | GP Users | Vehicle Information | Pending Approvals

### LP Organizations

All ▾ Search LP Organizations 🔍

Create LP Organization | Invite New LP User | Import LP Contacts And Organizations | Export LP Contacts And Organizations

**Clark Richardson Associates** Published ⋮  
LP Users (6)  

monitoring@pearonline.com Published  
User Status: **Pending** NDA Status: **None**

lyrapenge@gmail.com Published  
**Lyra Cat Puss**  
User Status: **Published** NDA Status: **None**

**Global Ventures Investments** Published ⋮  
LP Users (4)

**Gosbee Associates** Published ⋮

Click here to expand and view the list of LP Users linked to this organisation. Click on the name of the LP User you wish to edit to see which documents they have access to, which distribution lists they have been linked to, and to review their profile settings.

# Troubleshooting Documents can't be seen by LP User / Change LP User settings

The next page you land on will display a list of documents that you have given this LP User access to.

pearonline LP User Details : **Lyra Catpuss** Hello, Alice Clark ▾

Dashboard / E Street Europe 1 Portal / Lyra Catpuss

**Documents** Distribution Lists Settings

LP Documents Clear Unread Documents List

Filter Documents By ▾ Search Documents 🔍 Date After DD/MM/YYYY ☐ Date Before DD/MM/YYYY ☐ Search Clear

Document Name ▾	Date Uploaded ▾	Last Access ▾	Document Type ▾
E Street Europe 1 LPA	25 Aug 21		Vehicle Legal Documents
ESE 1 Capital Call 1	25 Aug 21		Capital Call/Drawdown Notice
ESE 1 Capital Call 2	01 Sep 21		Capital Call/Drawdown Notice

Previous 1 Next

Rows per Page  
10 ▾

If the document is listed, the LP User should have access. Their view of the document may be restricted by an NDA or MFA (if applicable). If the document has been previously downloaded by the LP User, it will not be visible in the 'unread documents' section, they will need to click in to the specific vehicle to see it again.

- 2. Checking which files within a document the LP User has access to:** The above screen shot tells us that this LP User can see Capital Call 2, however it does not show which specific files within that capital call are available to this user

# Troubleshooting Documents can't be seen by LP User / Change LP User settings

To see in more detail which files this user can see within the document, click the document name and then select to view the document snapshot report:

The screenshot displays the PEARonline interface for a document titled "Vehicle Detail : E Street Europe I Portal". The document is in a "Published" state. The interface includes a navigation bar with options like "Upload Documents", "Review Documents", and "LP Distribution Lists". The "Document Details" section shows the document name "ESE 1 Capital Call 1", date "25 AUG 21", and type "Capital Call/Drawdown Notice". The "Default File Preferences" section includes a "File Watermark" of "Small Watermark" and a "File Distribution" setting of "Advisory Committee only". A "Delete Document" button is present. The "Manage Files" section shows a table of files with columns for "File Name", "File Distribution - Recipients", "File Preferences", and "Actions". Two files are listed: "ESE 1 Capital Call 1 CPA.pdf" and "ESE 1 Capital Call 1 PP.pdf". Below the table, there is a "Choose file" button and a "Browse" button. A note states: "PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xslm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4". At the bottom, there is a "Send Notifications" checkbox and a "Document Snapshot Report" button, which is circled in red. Other buttons include "Publish", "Cancel Changes", "Save", and "Cancel".

pearonline Vehicle Detail : E Street Europe I Portal Published Hello, Alice Clark ▾

Investor Portal Vehicle E Street Europe I Dashboard / E Street Europe I / E Street Europe I Portal

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts Activity GP Users Vehicle Information Pending Approvals

**Document Details** Published

Document Name \* ESE 1 Capital Call 1

Document Date \* 25 AUG 21

Document Type \* Capital Call/Drawdown Notice

Default File Preferences

File Watermark \* Small Watermark

File Distribution ☐ Advisory Committee only

☐ Send to all current and future LP Contacts on the Vehicle

Delete Document

Hide / Show Document Settings

**Manage Files** Preview Only

Reset all Files to Default Distribution Preferences

File Name	File Distribution - Recipients	File Preferences	Actions
<input type="checkbox"/> ESE 1 Capital Call 1 CPA.pdf	Crystal Palace Associates Distribution	Default Preferences	...
<input type="checkbox"/> ESE 1 Capital Call 1 PP.pdf	Penge Panthers Distribution	Default Preferences	...

Choose file Browse

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xslm, .xlsb, .pdf, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

☐ Send Notifications Document Snapshot Report Publish Cancel Changes Save Cancel



# Troubleshooting Documents can't be seen by LP User / Change LP User settings

The Document Snapshot report is compiled as follows:

**Document Distribution Snapshot**

Document: ESE 1 Capital Call 2 **Published**  
Fund E Street Europe 1 - Vehicle E Street Europe 1 Portal  
Generated 5 Nov 2021 by Alice Clark  
Document Type: Capital Call/Drawdown Notice  
Document Date: 21 Oct 2021  
Document Last Modified: 21 Oct 2021  
Notifications are: OFF  
Distributing to Individual LP Contacts

File: ESE 1 Capital Call 2 GV21.pdf **Published**

Distribution to: All Investors

File: ESE 1 Capital Call 2 CPA.pdf **Published**

Distribution to: All Investors

Recipients: Crystal Palace Associates

LP Organization: Penge Panthers **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
lyrapenge@gmail.com	Accepted	No	Accepted	Yes		✓

Recipients: Crystal Palace Associates

LP Organization: Clerk Richardson Associates (private) **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
alice@pearonline.com	Pending	Yes	Pending	Yes		✗

File: ESE 1 Capital Call 2 CR2021.pdf **Published**

Distribution to: All Investors

Recipients: CR 2021

LP Organization: Clerk Richardson Associates (private) **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
alice@pearonline.com	Pending	Yes	Pending	Yes		✗

**Annotations:**

- This is document level information
- This is the name of one of the files within the document
- This is the name of the Distribution List this file is being sent to
- These are the LP users who are eligible to access this file
- There is nothing to restrict this LP user's access to the file
- Overall visibility is not ticked because this LP user needs to register their PEARonline account and accept the NDA on this vehicle



## Troubleshooting Documents can't be seen by LP User / Change LP User settings

In the previous screenshot, you can see that this document is called ESE 1 Capital Call 2. One of the underlying pdf files is called 'ESE 1 Capital Call 2 CPA', and this particular file is being sent to eligible LP Users who are linked to the Distribution List called 'Crystal Palace Associates'.

There are two LP Users who have been given permission to view this file, lyrapenge@gmail.com and alice@pearonline.com. Lyrapenge@gmail.com only needs to log in to get immediate access to this file from their LP dashboard, as this user meets all the criteria to achieve 'overall visibility'. Alice@pearonline.com does not have immediate access to this file.

They will receive a notification if notifications are sent when publishing this document, however the document snapshot report tells us that this user needs to complete registration of their PEARonline account and also accept the NDA on this vehicle before they can view the file.



# Troubleshooting

## Documents can't be seen by LP User / Change LP User settings

### 3. The LP User does not have the document listed on their profile pages – why?

**Check if the LP User is linked to the right distribution lists:** If the missing document is a document that has been sent to a distribution list, it might be that this user is not linked to the relevant distribution list. Return to the detailed LP User Details page to review distribution lists:

pearonline | LP User Details : **Lorna Clark** | Hello, Alice Clark ▾

Documents | Distribution Lists | Settings

Dashboard / E Street Europe I Portal / Lorna Clark

#### Included in Distribution Lists

No Distribution Lists found

This LP User has not been added to any distribution lists, which means they will not be able to see any documents that have been sent to a distribution list. You may need to add them to distribution list(s) to give them access to a missing document

#### Other Vehicle Distribution Lists

Search Distribution Lists

<b>CR 2021</b> <span>Published</span> ID: <b>CR2021</b> Include User in Distribution <input type="checkbox"/> <span>Publish</span>	<b>Crystal Palace Associates</b> <span>Published</span> ID: <b>CPA</b> Include User in Distribution <input type="checkbox"/> <span>Publish</span>	<b>Global Ventures 2017</b> <span>Published</span> ID: <b>GV17</b> Include User in Distribution <input type="checkbox"/> <span>Publish</span>
<b>Global Ventures 2018</b> <span>Published</span> ID: <b>GV18</b> Include User in Distribution <input type="checkbox"/> <span>Publish</span>	<b>Global Ventures 2019</b> <span>Published</span> ID: <b>GV19</b> Include User in Distribution <input type="checkbox"/> <span>Publish</span>	<b>Global Ventures 2020</b> <span>Published</span> ID: <b>GV20</b> Include User in Distribution <input type="checkbox"/> <span>Publish</span>

# Add an LP User to a distribution list:

To add an LP User to a distribution list, check the 'Include User in Distribution' check box.

The screenshot shows the 'pearonline' interface for 'LP User Details : Lyra Cat Puss'. The user is logged in as 'Hello, Alice Clark Richardson'. The 'Distribution Lists' tab is selected and circled in red. Below the tab, a yellow banner states 'No Distribution Lists found'. Under 'Other Vehicle Distribution Lists', there is a search bar and three distribution list cards. The first card, 'April 2020' (ID: APR2020), has its 'Include User in Distribution' checkbox checked and circled in red. A red speech bubble points to this checkbox with the text: 'Check this box to add this LP User to the April 2020 Distribution List'. Each card also has a 'Publish' button.

pearonline | LP User Details : **Lyra Cat Puss** | Hello, Alice Clark Richardson

Documents | **Distribution Lists** | Settings

Dashboard / SpringView Partners I / Lyra Cat Puss

Included in Distribution Lists

No Distribution Lists found

Other Vehicle Distribution Lists

Search Distribution Lists

April 2020

ID: **APR2020**

Include User in Distribution ☒

Publish

EUROFOF 2011 A LP

ID: **EUROFOF11A**

Include User in Distribution ☐

Publish

Global Ventures FoF 2011 LP

ID: **GV11**

Include User in Distribution ☐

Publish

## Add an LP User to a distribution list:

You will see the following pop up, asking you to set the historical restriction date:

Set Historical Restriction Date

You have added an LP Contact to an existing LP Distribution List. PEARonline can update the user permissions so that documents sent to this list in the past will be sent to the newly added LP Contacts.

☒

Add new LP to see historical/existing documents that were sent to this list.

☐

Send notification emails

Submit

Cancel

Please note that if you do not tick the first box this LP User will not be able to see any documents that you have previously sent to this distribution list (they will only see future documents). If the LP User is already linked to the correct Distribution List, but cannot see the document, it may be that this box was not ticked when they were first added. This should be remedied by removing the LP User from the Distribution List and re-adding them, this time ensuring that the top box has been ticked.

In most instances, we recommend that you do not tick the second box, as this will trigger notification emails for all the documents you are giving the user access to. There is a risk that the LP will receive multiple emails.

Once you have confirmed your historical restriction date, click submit.



# Add an LP User to a distribution list:

Please note you will then need to also click 'publish' on the distribution list for these changes to take effect:

Dashboard / E Street Europe I Portal / Lorna Clark

Documents Distribution Lists Settings

### Included in Distribution Lists

No Distribution Lists found

### Other Vehicle Distribution Lists

Search Distribution Lists

CR 2021 Published

ID: **CR2021**

Include User in Distribution ☐

**Publish**

Crystal Palace Associates Published

ID: **CPA**

Include User in Distribution ☐

**Publish**

Global Ventures 2017 Published

ID: **GV17**

Include User in Distribution ☐

**Publish**

pearonline | LP User Details : **Lorna Clark** Hello, Alice Clark

Dashboard / E Street Europe I Portal / Lorna Clark

Documents Distribution Lists Settings

### Included in Distribution Lists

CR 2021 Published

ID: **CR2021**

Include User in Distribution ☒

*This LP is included in the Distribution as an individual.*

**Publish**

# Check the LP User Settings:

It may be the Settings for the LP User that is restricting their access to certain documents, for example it may be that the LP User has not been given access to a specific document type. If there is an NDA on your vehicle, you may also want to check the NDA status for this user.

To review Settings go to the LP User Details page and select the Settings tab:

pearonline | LP User Details : **Lorna Clark** | Hello, Alice Clark

Documents | Distribution Lists | **Settings**

User Details Published

First Name	Last Name	Email Address *	Organization *
Lorna	Clark	lorna.clark@gmail.com	Penge Panthers
Phone Number	User Record State	Language *	
07790644120	PENDING	English	
Invite Date	Invitation Status		
1 Sep 2021	Pending		

LP Vehicle Settings

**E Street Europe I Portal** | Investor Portal Vehicle

Vehicle Role	LP User
NDA Status	None
<input type="checkbox"/> Advisory Committee	
<input type="checkbox"/> NDA Opt Out	
<input type="checkbox"/> Multi-Factor Opt Out	
<b>Allowed Document Types</b>	
<b>Select All Document Types</b> <input checked="" type="checkbox"/>	
<input type="button" value="Remove User From Vehicle"/>	

Click the arrows to review and edit the document types that this LP User has been given access to.

# Edit Document Types:

To review and make changes to the document types that this LP User has access to, click the arrows adjacent to 'Select All Document Types'. To add or remove document types, simply select or deselect the relevant check boxes, then click 'Publish'

LP Vehicle Settings

☐ **E Street Europe I Portal** Investor Portal Vehicle

Vehicle Role	LP User
NDA Status	None

☐ Advisory Committee

☐ NDA Opt Out

☐ Multi-Factor Opt Out

**Allowed Document Types**

Select All Document Types	
Interim Report/Accounts	<input checked="" type="checkbox"/>
Annual Report/Accounts	<input checked="" type="checkbox"/>
Portfolio Analysis	<input checked="" type="checkbox"/>
Capital Call/Drawdown Notice	<input checked="" type="checkbox"/>
Distribution Notice	<input checked="" type="checkbox"/>
Profit Share Statement	<input checked="" type="checkbox"/>
K1/Other Tax Information	<input checked="" type="checkbox"/>
Vehicle Legal Documents	<input checked="" type="checkbox"/>
ESG Reporting	<input checked="" type="checkbox"/>
Regulatory Documents	<input checked="" type="checkbox"/>
Special Resolution	<input checked="" type="checkbox"/>
Market Report	<input checked="" type="checkbox"/>
Asset Allocation Report	<input checked="" type="checkbox"/>
Co-investment Information	<input checked="" type="checkbox"/>
Fund Formation Information	<input checked="" type="checkbox"/>
Other Research Report	<input checked="" type="checkbox"/>
Advisory Committee Information	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>

Please note: the list of document types available will differ, depending on the Vehicle type.

# Check NDA Status:

You can check whether your vehicle has an NDA on it from the Vehicle Information tab. If there is an NDA on the vehicle, your options will be to view or change:

Non-Disclosure Agreement

[View Or Change NDA](#)

To check the NDA status of an LP User.

Go to the LP Organizations / Contacts tab

Look for the LP Organization in question and click on the arrows to display the LP Users and check their NDA status:

pearOnline Vehicle Detail : **E Street Europe I FDR** Published Hello, Alice Clark ▾

Fundraising Data Room Dashboard / E Street Europe I / E Street Europe I FDR

**E Street Europe I**

[Upload Documents](#) [Review Documents](#) [LP Distribution Lists](#) **[LP Organizations / Contacts](#)** [Activity](#) [GP Users](#) [Vehicle Information](#) [Pending Approvals](#)

LP Organizations

All ▾ Search LP Organizations 🔍

Create LP Organization Invite New LP User Import LP Contacts And Organizations Export LP Contacts And Organizations

**Global Ventures** Published

LP Users (3)

deborahhale4876@gmail.com	Published
<b>Deborah Hale</b>	
User Status: Published	NDA Status: Pending
lyrapenge@gmail.com	Published
<b>Lyra Catpuss</b>	
User Status: Published	NDA Status: Overridden
lorna.clark@gmail.com	Published
<b>Lorna Clark</b>	
User Status: Published	NDA Status: Pending



# Troubleshooting, Documents can't be seen by LP User / Change LP User settings

To recap, if troubleshooting why an LP User cannot see a document, do the following:

1. **Double check which documents and files they really do have access to by going to the LP Org/contacts tab and review the documents tab. If the document is listed then they should have access, but bear in mind the following:**
  - a. Invitation status
  - b. NDA status
  - c. MFA – do you have MFA on the vehicle, and if so, have they used the code. If they have logged in without the MFA code, your vehicle will be inaccessible
  - d. Download status – if the LP User has previously downloaded this document on PEARonline, it will no longer be listed in the 'unread documents' section. They will need to click on the vehicle name (right of the screen) to see it again.

If the conclusion is that the LP User does have access to the document, the advice is to have another look, making sure they log in using MFA (if applicable) and to check if their view to the document is restricted by an NDA. In addition, please check the document list from the vehicle view, rather than just looking at the Unread documents section.



# Troubleshooting Documents can't be seen by LP User / Change LP User settings

## 2. Troubleshoot why a document might not be listed here by checking the following:

- a. Has the LP User been linked to the right distribution list (only applicable if the missing document was sent to a distribution list)
- b. If the LP User has been linked to a distribution list, were historical docs included at the time of adding?
- c. Is the NDA status of the LP User 'pending'? (only applicable if the vehicle has an NDA)
- d. Does the LP User have the relevant document type ticked?

Recommendation is to add the LP User to the relevant distribution list if it is missing from their profile, ensuring that the top box is checked. If the distribution list is listed on their profile, remove and re-add, making sure the top box is checked. Also check document types ticked for this user, and edit if required.

To check whether the changes you have made have resulted in the missing document becoming available, go back to the LP Orgs/Contacts > LP User Details > Documents tab to see whether the missing document has appeared on this list.



# Remove LP Users from any vehicle

From the GP Dashboard, click on the appropriate vehicle and then go to the LP Organizations / Contacts page.

The image shows two screenshots from the pearonline system. The left screenshot is the GP Dashboard, and the right screenshot is the Vehicle Detail page for 'E Street Europe I Portal'.

**GP Dashboard Screenshot:**

- Left sidebar menu: Close Menu, GP Dashboard (circled in red), Create Fund, Training, FAQ, Contact, Privacy & Terms.
- Header: pearonline, Welcome, Hello, Alice Clark.
- Alerts (0)
- Funds: All, Search Funds.
- My Vehicles list:
  - E Street Europe I FDR Fundraising Data Room (Published)
  - E Street Europe I FDR v2 Fundraising Data Room (Published)
  - E Street Europe I Portal Investor Portal Vehicle (Published) (circled in red)
  - E Street Europe I Feeder Feeder/Parallel Vehicle (Sandbox)
  - E Street Europe Co-Invest I Co-investment Vehicle (Sandbox)
  - E Street Dir I Direct Investment (Sandbox)
  - E Street Europe I Carry Carry Vehicle (Sandbox)
- Buttons: View Fund GPs, Create Vehicle, Invite GP User, Billing Info.

**Vehicle Detail Screenshot:**

- Header: pearonline, Vehicle Detail : E Street Europe I Portal (Published), Hello, Alice Clark.
- Breadcrumbs: Dashboard / E Street Europe I / E Street Europe I Portal.
- Investor Portal Vehicle: E Street Europe I.
- Navigation tabs: Upload Documents, Review Documents, LP Distribution Lists, LP Organizations / Contacts (circled in red), Activity, GP Users, Vehicle Information, Pending Approvals.
- LP Organizations section:
  - Search: All, Search LP Organizations.
  - Buttons: Create LP Organization, Invite New LP User, Import LP Contacts And Organizations, Export LP Contacts And Organizations.
  - Table of LP Organizations:

Organization	Status	LP Users
Clark Richardson Associates (private)	Published	1
Global Ventures	Published	2
Huliah Partners	Published	2
Penge Panthers	Published	2
PM LLC	Published	1
Rose Bungalow Associates	Published	3

# Remove LP Users from any vehicle

Locate the LP organization that this LP User is linked to and click on the up/down arrows to view the list of LP Users at this Organization.

The screenshot shows the 'pearonline' interface for 'E-Street Europe I Portal'. The 'LP Organizations / Contacts' tab is selected and circled in red. Below it, a grid of LP Organizations is displayed. The 'Penge Panthers' organization is expanded, showing a list of LP Users. 'Lyra Catpuss' is highlighted with a red circle and a callout bubble. The callout bubble contains the text: 'Click arrows to view list of LP Users at this Organisation. Click the name to view the LP Users Details page for that individual.'

Vehicle Detail : **E-Street Europe I Portal** Published

Investor Portal Vehicle  
**E Street Europe 1**

Upload Documents Review Documents LP Distribution Lists **LP Organizations / Contacts** Activity GP Users Vehicle Information Pending Approvals

LP Organizations

All Search LP Organizations

Create LP Organization Invite New LP User Import LP Contacts And Organizations Export LP Contacts And Organizations

Clark Richardson Associates (private) Published LP Users (1)

Global Ventures Published LP Users (2)

Hullah Partners Published LP Users (2)

Penge Panthers Published LP Users (2)

PM LLC Published LP Users (1)

Rose Bungalow Associates Published LP Users (3)

lyrapenge@gmail.com Published

**Lyra Catpuss**

User Status: Published NDA Status: Pending

Advisory Committee

loria.clark@gmail.com Published

**Lorna Clark**

User Status: Published NDA Status: Pending

Click arrows to view list of LP Users at this Organisation. Click the name to view the LP Users Details page for that individual.



# Remove LP Users from any vehicle

Click the name of the LP User in question and go to the Settings tab. Click remove user from vehicle to remove them all completely:

Documents Distribution **Settings**

### User Details Published

First Name Alice	Last Name	Email Address * alice@pearonline.com	Organization * Clark Richardson Associates (private)
Phone Number	User Record State PENDING	Language * English	
Invite Date 1 Sep 2021	Invitation Status Pending		

### LP Vehicle Settings

**E Street Europe I Portal** Investor Portal Vehicle

Vehicle Role	LP User
NDA Status	Pending

☒ Advisory Committee  
☐ NDA Opt Out  
☐ Multi-Factor Opt Out

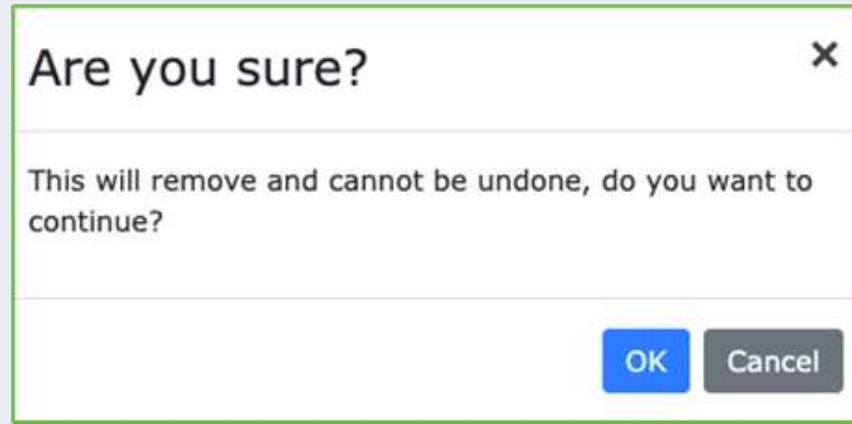
**Allowed Document Types**  
Select All Document Types

**Remove User From Vehicle**

**Click here to remove LP User from vehicle completely**

Publish Cancel

## Remove LP Users from any vehicle



Please note, if only the submit button is available to you (publish is greyed out), this means that you do not have the necessary GP permissions to remove the LP User. Clicking OK to confirm the action will prompt another GP User with the appropriate GP User permissions to approve this action. For more information on GP permissions and 4-eyes processes, please [click here](#)





# Remove LP Users from any vehicle

## Removing an LP User from a Distribution List

If you want to remove an LP User from a Distribution List (thereby removing their access to certain documents, but not removing them from the vehicle all together), take the following steps:

Go to the LP User Details page and then to the Distribution Lists tab (vehicle > LP Organization/Contacts, locate LP Organization and click on name of individual LP User)

The Distribution Lists that this LP User is currently linked to will be displayed at the top of the screen. De-select 'Include User in Distribution List' to remove them.



# Remove LP Users from any vehicle

## Removing an LP User from a Distribution List

Please note, if your option is to 'submit', rather than publish, this means that you do not have the necessary GP permissions to remove the user from the Distribution List without it first being approved by another GP User with 'approval' status for GPs. For more information about GP permissions and the '4-eyes' process, please [click here](#)

The screenshot shows the 'pearonline' interface for 'LP User Details : Deborah Hale'. The 'Distribution Lists' tab is selected and circled in red. Below the tab, there are five vehicle distribution lists, each with a 'Published' status and a 'Publish' button. Each list contains an ID, an 'Include User in Distribution' checkbox (all checked), and a note: 'This LP is included in the Distribution as an individual.'.

Vehicle	ID	Include User in Distribution	Status
Global Ventures 2017	GV17	<input checked="" type="checkbox"/>	Published
Global Ventures 2018	GV18	<input checked="" type="checkbox"/>	Published
Global Ventures 2019	GV19	<input checked="" type="checkbox"/>	Published
Global Ventures 2020	GV20	<input checked="" type="checkbox"/>	Published
Global Ventures 2021	GV2021	<input checked="" type="checkbox"/>	Published

A red speech bubble points to the 'Include User in Distribution' checkbox for 'Global Ventures 2021' with the text: 'De-select 'Include User in Distribution' to remove them from the Distribution List.'





# Guide to LP User Pages

Q: What will LP Users have to do?

A: Following migration to Version 2 of PEARonline, all users will be required to set a new password for continued access.

Q: What can LP Users expect from Version 2?

A: LP Users will notice a more intuitive interface with clearer signposting of actions. V1 'Latest Updates' and 'Investments' tabs have been replaced with the LP Dashboard.

Q: What is the LP Dashboard?

A: The LP Dashboard is the first page that an LP User accesses after login. In addition to the Unread Documents section, Funds and Vehicles are prominently displayed on the right-hand side of the screen.

Q: How does the Unread Documents section work?

A: The Unread Documents section lists all documents that the LP User has not yet actioned. Documents can be downloaded from this section individually, or multiple documents can be downloaded by adding a selection to the Cart.

If there are more than six unread documents in the same vehicle, these will be grouped together for convenience in blue font. If an LP User is not able to view a document because of a pending NDA, this will be clearly signposted.

Once a document has been viewed or downloaded, it will be cleared from the Unread Documents section. All documents are still available for review via the Funds + Vehicles Section of the LP Dashboard.





# Guide to LP User Pages

Q: What is the Funds + Vehicles section for?

A: The Funds + Vehicles enables the LP User to deep dive into each vehicle they have access to. Funds + Vehicles will be displayed on the right-hand side of the screen, with the ability to 'Pin' specific funds to the top of the list for convenience.

By clicking into a specific Fund or Vehicle, the LP User can access a full archive of all their documents, irrespective of whether they have previously downloaded or viewed the document. This section also includes a search field which allows the LP User to run a single search across all Funds and Vehicles.

Q: How will the introduction of Multi-Factor Authentication (MFA) affect LP Users?

A: If the GP of one of the LP's vehicles activates MFA for all users, they will need to use the MFA code that will be emailed to them during the login process. If they skip the MFA code, they can still login, however any vehicles with MFA activated will not be accessible. In addition, if an LP User wishes to activate MFA every time they log in regardless, they can activate MFA from their account page.

Q: How does an LP review their account page?

A: All PEARonline users can review their account page by clicking on the down arrow next to the username in the top right corner and selecting 'account'. From the Account Details page, users can reset their password, change their security question, add or remove alternative email addresses, and choose to switch on required MFA when logging in.



# Guide to LP User Pages

**pearonline** Welcome

Alerts (0)

**56 Unread Document** [Add All To Cart](#) [Download Selected](#)

☐ **51 Documents for E Street Europe I FDR v2** 51 Document(s), 67 File(s) [Pin](#) [Close](#) [Expand](#)

**NDA Required To View Document** [E Street US I - E Street US I FDR](#) [Warning](#)

☐ **01.c Due Diligence Questionnaire** 1 File(s) [Pin](#) [Close](#) [Expand](#)

Due Diligence Questionnaire [E Street Europe I - E Street Europe I FDR](#)

☐ **E Street Europe I LPA** 1 File(s) 25 Aug 21 [Pin](#) [Close](#) [Expand](#)

[E Street Europe I - E Street Europe I Portal](#)

☐ **2 File(s)** 25 Aug 21 [Pin](#) [Close](#) [Expand](#)

[E Street Europe I - E Street Europe I Portal](#)

☐ **01.a E Street Europe I PPM** 1 File(s) 25 Aug 21 [Pin](#) [Close](#) [Expand](#)

Offering Memo [E Street Europe I - E Street Europe I FDR](#)

**Funds + Vehicles**

**E Street Europe I** [Pin](#)

**Vehicles**


- [E Street Europe I FDR - Fundraising Data Room](#)
- [E Street Europe I FDR v2 - Fundraising Data Room](#)
- [E Street Europe I Portal - Investor Portal Vehicle](#)

**E Street US I** [Pin](#) [Expand](#)

**Callouts:**

- Unread Documents:** a list of documents which have not been actioned by the LP user. Documents are cleared from this list once downloaded.
- Funds + Vehicles:** A list of all vehicles accessible from this account. Click through to access a full archive of documents
- Multiple documents for same vehicle grouped together for convenience**
- Clear signposting if access to a document is restricted by a pending NDA**
- Select the check box, then click on the document name to download an individual document. Alternatively, click on the cart icon to add the document to the cart.**
- Click to 'pin' a fund at the top**

# Guide to LP User Pages

 **Account Details**

Hello, Lyra Catpuss ▾  
Account  
Log out

### User Information

First Name *	Last Name *	Email Address *	Phone Number *
<input type="text" value="Lyra"/>	<input type="text" value="Catpuss"/>	<input type="text" value="lyrapenge@gmail.com"/>	<input type="text" value="123"/>
Organization	Language *	New Document Notification Frequency	
<input type="text"/>	<input type="text" value="English"/>	<input type="text" value="Send immediately when document is uploaded"/>	

### Alternative Email Addresses

Add Another Email Address ⓘ

### Account Information

Update Password	Confirm New Password
<input type="text"/>	<input type="text"/>

☐ Always Require Multi-factor authentication When Logging In **Activates MFA for each login**



# Migration of GP Users from Version 1 to Version 2 of PEARonline

Version 2 of PEARonline includes some changes to how GP Users are managed, allowing you to set up 4-eyes processes if desired. With 4-eyes, you can build in formal approval processes, and make sure that all changes to your vehicles are checked by a second GP User.

Q: How will my existing GP Users migrate from Version 1 to Version 2 of PEARonline?

A: Existing GP Users on Version 1 will become general GP Users at vehicle level as follows:

Version 1	Version 2
GP Owner	Vehicle: Publish GPs: Publish LPs: Publish Document: Publish
GP Secondary Owner	Vehicle: Publish GPs: Publish LPs: Publish Document: Publish
GP Administrator	Vehicle: Publish GPs: Publish LPs: Publish Document: Publish
GP Uploader	Vehicle: Read GPs: Read LPs: Read Document: Publish



# Migration of GP Users from Version 1 to Version 2 of PEARonline

GP Super Users are brand new fields at fund level and will have been confirmed with you prior to migration.

Q: What is the difference between a GP Super User and a GP General User?

GP Super Users sit at fund level and can do the following:

- see fund level info
- add new GP Super Users
- remove GP Super Users
- add multiple GP General Users to vehicles within funds
- upload logos
- create new vehicles within the fund
- GP Super Users are also the only GP Users who can change the GP permissions for GP General Users on a vehicle

GP General Users are at vehicle level and their rights and permissions are set by the GP Super Users.

GP General Users cannot do the following:

- click through to fund level info
- upload logos
- create vehicles in an existing fund
- change their own or any other GP Users permissions in a vehicle (they can view them but not edit)

GP General Users can do the following

- create new funds, in which case they would become a GP Super User for that new fund





# Migration of GP Users from Version 1 to Version 2 of PEARonline

Q: What are the different layers of GP Permissions in V2?

GP Permissions in version 2 are split into four areas:

- Vehicle
- GPs
- LPs
- Documents

For each of these four areas you can assign a different level of permissions for each GP User on the vehicle. The different GP permissions levels are as follows:

- Read (read only)
- Submit (changes can be submitted but are subject to approval)
- Approve (can approve changes submitted by another GP User. Can also submit changes but cannot approve changes they have submitted themselves)
- Publish (can make changes with immediate effect, i.e. no 4-eyes required)



# Migration of GP Users from Version 1 to Version 2 of PEARonline

Q: How can I check which permissions I have as a GP User?

Go to GP dashboard and click on the vehicle, go to GP Users tab, find yourself and click on the arrows to see what permissions you have

The screenshot shows the PEARonline interface for 'Lower Loxley Partners I Reporting'. The 'GP Users' tab is highlighted with a red circle. Below the tab, the 'Vehicle GP Users' section displays three user cards. Each card shows the user's name, email, and invitation status. The 'Access Levels' table for each user is also shown. The 'Access Levels' table for Jazzer McCreary is circled in red.

Vehicle	Read
GPs	Read
LPs	Read
Document	Read
Sandbox	Read





# Migration of GP Users from Version 1 to Version 2 of PEARonline

Q: How can I change GP User permissions?

A: You will only be able to change GP User permissions if you are one of the following for GPs:

- Publish
- Submit
- Approve

If you have Publish status for GPs you will be able to make changes that will take immediate effect. If you have Submit or Approve, please note that the option will be to 'Submit' this change, rather than publish. This change will then need to be approved by someone with either publish or approval rights. If you have read status for GPs, the 'Invite GP User' button will be disabled.

Q: I need to be added to another existing vehicle – who can do that and how?

- GP Super User at fund level
- GP General User on that specific vehicle who has GP permissions set to publish (for immediate effect), or Approve/Submit (if 4-eyes is in place)



# How to Implement 4-eyes

Once your funds and vehicles have been migrated to Version 2 of PEARonline, you have the option of implementing a 4-eyes system, either by editing the GP User permissions of existing GP Users, or by adding new GP Users. This will need to be done by a GP User who had owner or administrator rights in version 1, as they will migrate across to V2 with publish rights.

## 1. Edit existing GP User privileges to implement 4-eyes

From the GP Dashboard, click on the fund in question and go to the GP Users tab:

The screenshot shows the PEARonline interface. On the left is a dark sidebar with a menu. The main content area is titled 'Fund Detail: Thunder Road Europe II'. Below this, there are tabs for 'Fund Details', 'Contacts & Billing', 'Vehicles', and 'GP Users'. The 'GP Users' tab is selected and circled in red. Below the tabs, there is a section titled 'GP Super Users on the Fund' with a table listing users and their permissions. Below this table is a 'GP General Users on the Fund Vehicles' section with another table listing users and their vehicle permissions. Both tables have 'Previous' and 'Next' buttons and a 'Rows per Page' dropdown set to 10.

**GP Super Users on the Fund**

Name	User is GP General on Vehicles	Actions
James Green	Thunder Road Europe II	[Edit]
Alice Clark Richardson	Thunder Road Europe II	[Edit]

**GP General Users on the Fund Vehicles**

Name	User is GP General on Vehicles	Multi-Vehicle
James Green	Thunder Road Europe II	[Toggle] Multi-Vehicle User
Alice Clark Richardson	Thunder Road Europe II	[Toggle] Multi-Vehicle User

# How to Implement 4-eyes

Click on the names of the GP General Users in turn to review and edit their GP permissions:

pearonline Fund Detail : **Lower Loxley Partners I** Published Hello, Elizabeth Pargetter

Dashboard / Lower Loxley Partners I

Fund Details Contacts & Billing Vehicles **GP Users**

### GP Super Users on the Fund

Add GP Super User To Fund

Name	User is GP General on Vehicles	Actions
<a href="#">Lily Pargetter</a>	Lower Loxley Partners I Reporting, Lower Loxley Partners I Feeder	...
<a href="#">Elizabeth Pargetter</a>	Lower Loxley Partners I Reporting, Lower Loxley Partners I Feeder	...

Previous 1 Next Rows per Page 10

### GP General Users on the Fund Vehicles

Add Multiple GP Users To A Veh

Click the name to see GP permissions

Name	User is GP General on Vehicles	Multi-Vehicle
<a href="#">Lily Pargetter</a>	Lower Loxley Partners I Reporting, Lower Loxley Partners I Feeder	<input checked="" type="checkbox"/> Multi-Vehicle User
<a href="#">Jazzier McCreary</a>	Lower Loxley Partners I Reporting	<input checked="" type="checkbox"/> Multi-Vehicle User
<a href="#">Russ Jones</a>	Lower Loxley Partners I Reporting	<input checked="" type="checkbox"/> Multi-Vehicle User
<a href="#">Freddie Pargetter</a>	Lower Loxley Partners I Reporting	<input checked="" type="checkbox"/> Multi-Vehicle User
<a href="#">Tracey horrobin</a>	Lower Loxley Partners I Reporting	<input checked="" type="checkbox"/> Multi-Vehicle User
<a href="#">Elizabeth Pargetter</a>	Lower Loxley Partners I Reporting, Lower Loxley Partners I Feeder	<input checked="" type="checkbox"/> Multi-Vehicle User

Previous 1 Next Rows per Page 10

# How to Implement 4-eyes

Each of the vehicles within this fund will be listed, with permissions visible and editable as follows:

- Vehicle
- GPs
- LPs
- Documents
- Sandbox

To implement 4-eyes, change these fields to Approve or Submit according to your preferences.

**Submit:** This GP User can make changes, however they will only take effect once approved by someone with either Approve or Publish privileges

**Approve:** This GP User can approve changes made by someone with Submit privileges. They can also submit changes, but cannot approve changes that they have submitted themselves.

Click 'save' for these changes to take effect.

This screenshot shows the 'Investor Portal Vehicle' settings form. The 'Vehicle Type' is set to 'Investor Portal Vehicle'. The checkbox 'Receive notification when an LP Contact Registers' is unchecked. The 'Vehicle Role' is set to 'GP General (General Partner, General)'. Below this, there are five rows of permissions: 'Vehicle', 'GPs', 'LPs', 'Documents', and 'Sandbox'. Each row has a dropdown menu set to 'Submit'. At the bottom, there is a 'Remove User From Vehicle' button and a large green 'Save' button.

This screenshot shows the 'Investor Portal Vehicle' settings form with the same settings as the previous one, but with the permission dropdowns set to 'Approve'. The 'Vehicle', 'GPs', 'LPs', and 'Documents' dropdowns are set to 'Approve', and the 'Sandbox' dropdown is also set to 'Approve'. The 'Save' button is highlighted with a blue border.

NB – if you have the option to 'Submit' this means you do not have Publish privileges and 4-eyes has already been implemented and is in use.



# How to Implement 4-eyes

## 2. Invite new GP Users using 4-eyes

From the GP Dashboard, click on the vehicle in question and then go to the GP Users Tab. Click 'Invite GP User' (NB if the GP User is already linked to another vehicle in this fund you can use the 'Add Existing GP Users to Vehicle' button)

The screenshot displays the 'pearonline' interface for a 'Vehicle Detail' page titled 'E Street Europe I FDR'. The page is categorized under 'Fundraising Data Room' and 'E Street Europe 1'. A navigation bar includes tabs for 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users' (highlighted with a red circle), 'Vehicle Information', and 'Pending Approvals'. Below the tabs, the 'Vehicle GP Users' section features a search bar and a list of two users: 'Alice Clark' and 'Penelope Publish', both marked as 'Published'. Each user entry includes their name, organization, email address, and an 'Invitation Status' dropdown set to 'Accepted'. To the right of the user list, two buttons are highlighted with a red circle: 'Invite GP User' and 'Add Existing GP Users To Vehicle'.

# How to Implement 4-eyes

Complete the contact details fields and assign permissions:

The screenshot shows a 'User Detail' form for a user named 'E Street Europe I FDR'. The form includes fields for 'First Name', 'Last Name', 'Email Address', and 'Phone Number', all marked as required. Below these is an 'Organization' field. A section titled 'E Street Europe I FDR' contains a checkbox for 'Receive notification when an LP Contact Registers'. Under 'Vehicle Role', a dropdown menu shows 'GP General (General Partner, General)'. Below this, there are five rows, each with a label and a 'Select Permissions' dropdown. The labels are 'Vehicle', 'GPs', 'LPs', 'Documents', and 'Sandbox', all marked as required. A red callout box points to these rows with the text: 'For each of these areas the options are as follows: Read; Submit; Approve; Publish'. At the bottom right of the form are 'Publish' and 'Cancel' buttons.

**User Detail**

First Name \*      Last Name \*      Email Address \*      Phone Number \*

This field is required

Organization

**E Street Europe I FDR**

☐ Receive notification when an LP Contact Registers

Vehicle Role

GP General (General Partner, General)

Vehicle \*      Select Permissions

GPs \*      Select Permissions

LPs \*      Select Permissions

Documents \*      Select Permissions

Sandbox \*      Select Permissions

For each of these areas the options are as follows: Read; Submit; Approve; Publish

Publish      Cancel

Click 'Publish'

For more information on 4-eyes, including how to approve changes please [click here](#)

# GP Permissions and 4-eyes – An Overview

For more information on how to assign or edit GP User permissions, please [click here](#)

	Read	Submit	Approve	Publish
GP User 1 – Read	X			
GP User 2 – Submit	X	X		
GP User 3 – Approve	X	X	X	
GP User 4 – Publish	X		X	X

Each GP User can be assigned a different level of permission for each of the following areas:

- Vehicles – manages the ability of the GP User to make changes to the 'Vehicle Information' tab
- GPs – manages the ability of the GP User to make changes from the GP Users tab
- LPs – manages the ability of the GP User to make changes to LP/investor users, LP Organizations and Distribution Lists
- Documents – manages the ability of the GP User to upload, edit and remove documents
- Sandbox – only applies during implementation phase. Vehicles in the sandbox can only be published by GP Users with the requisite permissions.

Vehicle TypeInvestor Portal Vehicle

☐ Receive notification when an LP Contact Registers

Vehicle RoleGP General (General Partner, General)

Vehicle \*

Approve

GPs \*

Approve

LPs \*

Approve

Documents \*

Approve

Sandbox \*

Approve

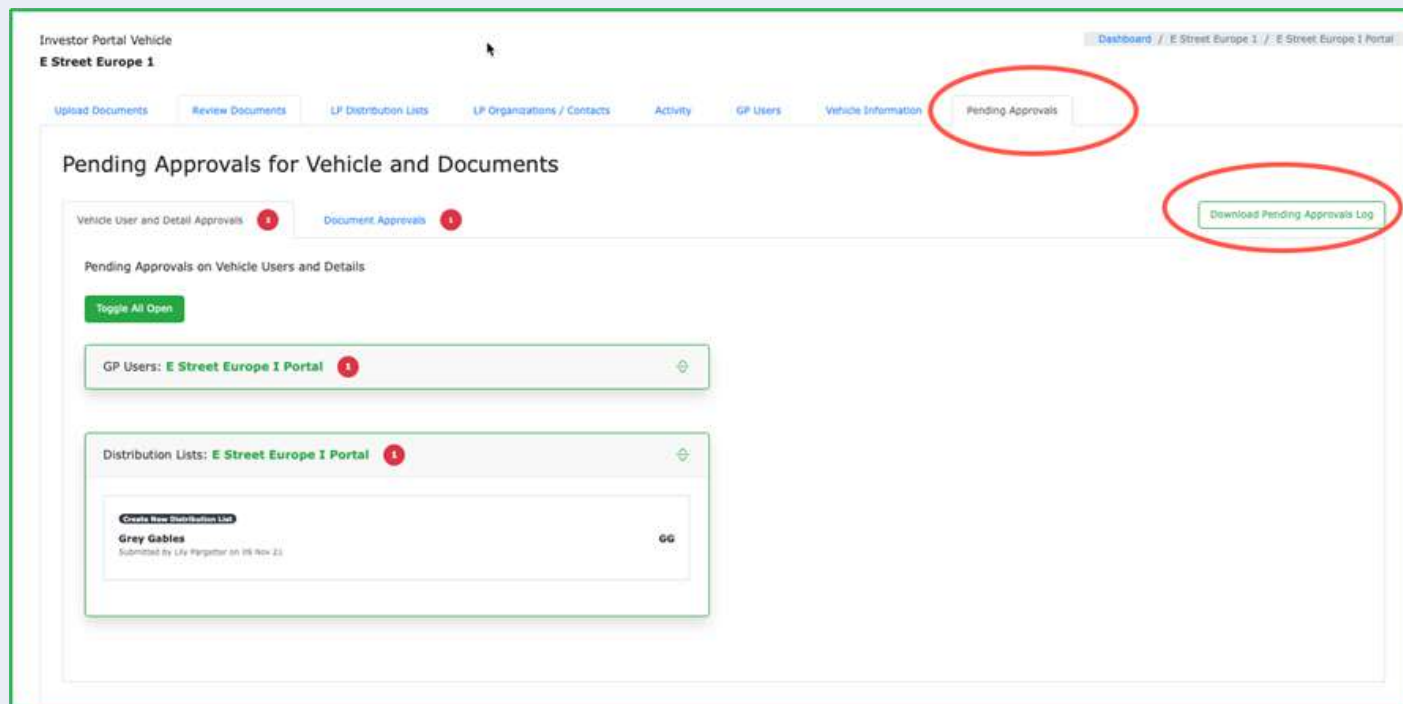
Remove User From Vehicle

Save

# GP Permissions and 4-eyes – An Overview

**Read-only GP Users:** If a GP User has read only privileges, certain buttons will be disabled. For example a GP User who is read-only for Vehicles will be able to view the Vehicle Information tab, but View or Change NDA would be disabled. The Submit and Publish buttons would also be disabled. A GP User who has read only privileges for LPs can view the LP Distribution Lists and LP Organizations/Contacts tabs, however they will not be able to use the Create, Invite, Export or Import buttons.

**Submit:** In the relevant pages/screens, GP Users with submit privileges will find that the Submit button is the only enabled button when performing certain tasks. When a Submitter clicks the Submit button, the proposed changes can be viewed from the 'Pending Approvals' tab (see below). These can only be approved by a second user with Approve or Publish privileges in this area.





# GP Permissions and 4-eyes – An Overview

**Approve:** GP Users with Approve privileges can also submit changes in the same way described above. They can also approve changes submitted by other GP Users to complete or publish these actions. A GP User with Approve privileges cannot approve changes that they have submitted themselves, thus ensuring that there is always a 4-eyes check made before publishing.

If you have pending approvals, you will be alerted to this via a red circle on the GP Dashboard (see below). Click on the three dots next to the alert to go directly to the Pending Approvals tab for this vehicle:

The screenshot displays the pearonline GP Dashboard. On the left is a dark sidebar with navigation links: Close Menu, GP Dashboard (highlighted), Create Fund, Training, FAQ, Contact, and Privacy & Terms. The main content area has a header with the pearonline logo and a 'Welcome' message. Below the header, there's an 'Alerts (0)' section. The 'Funds' section includes a dropdown menu set to 'All' and a search bar. A card for 'E Street Europe 1' (Published) is shown, containing a 'My Vehicles' section with 'E Street Europe I Portal Investor Portal Vehicle' (Published) and a 'View Fund GPs' button. A red circle with the number '3' is next to the vehicle entry, and a dropdown menu is open, showing options: Pending Approvals (3), Manage LP Contacts, Create Document, and Pin Vehicle. To the right of the funds section is a 'Pinned Vehicles' area.



# GP Permissions and 4-eyes – An Overview

The Pending Approvals tab is organized as shown below, with different tabs for different types of changes:

The screenshot shows the 'Investor Portal Vehicle' interface for 'E Street Europe 1'. The top navigation bar includes tabs for 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals' (which is circled in red). Below the navigation bar, the page title is 'Pending Approvals for Vehicle and Documents'. There are two sub-tabs: 'Vehicle User and Detail Approvals' (circled in red) and 'Document Approvals'. A 'Download Pending Approvals Log' button is located in the top right. The main content area displays two sections: 'GP Users: E Street Europe 1 Portal' and 'Distribution Lists: E Street Europe 1 Portal'. The 'GP Users' section shows a user 'Freddie Pargetter' with a 'View Permissions' button and a table of permissions. The 'Distribution Lists' section shows a user 'Grey Gables' with a 'Create New Distribution List' button and a table of distribution lists. Red callout boxes provide additional context: one points to the 'Vehicle User and Detail Approvals' tab, another points to the 'Download Pending Approvals Log' button, and a third points to the 'GP Users' section.

Investor Portal Vehicle  
E Street Europe 1

Dashboard / E Street Europe 1 / E Street Europe 1 Portal

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts Activity GP Users Vehicle Information Pending Approvals

Pending Approvals for Vehicle and Documents

Vehicle User and Detail Approvals Document Approvals

Download Pending Approvals Log

Pending Approvals on Vehicle Users and Details

Toggle All Open

GP Users: E Street Europe 1 Portal

Create New GP User

Freddie Pargetter  
Submitted by Freddie Pargetter on 8 Nov 2021  
freddiep4876ll@gmail.com

View Permissions

Vehicle	Approve
GPs	Approve
LPs	Approve
Document	Approve
Sandbox	Approve

This user can view but not approve the change because they submitted it themselves.

Distribution Lists: E Street Europe 1 Portal

Create New Distribution List

Grey Gables  
Submitted by Lily Pargetter on 08 Nov 21

GG

This user can approve can reject, return or approve this change. If you choose to return a change you have the option to add comments/an explanation.

# GP Permissions and 4-eyes – An Overview

The screenshot displays the 'pearonline' interface for the 'E Street Europe I Portal'. The top navigation bar includes links for 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organization / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals' (which is circled in red). Below this, the 'Pending Approvals for Vehicle and Documents' section is shown. It has two sub-tabs: 'Vehicle User and Detail Approvals' and 'Document Approvals' (circled in red). A 'Download Pending Approvals Log' button is located to the right. Under 'Document Approvals', there is a list of documents. The first document is 'ESE I Q2 2021 Investor Report.pdf', which is circled in red. A red callout box points to the 'View Document To Approve' button next to this document, containing the text: 'This will take you to the document that has been submitted for publishing so that you can review.'

When you return a pending approval, the comments section allows you to explain why you have not approved the change. This is visible to GP Users from the Pending Approvals tab.

# Managing NDAs on PEARonline

**PEARonline has in-built NDA functionality.** If an NDA has been added to your vehicle, by default all LP Users will need to review and accept it before they can access the documents you upload. It is possible to exempt specific LPs from this requirement on a case-by-case basis. Details on how to do this are included in this section.

## 1. Add an NDA to your vehicle when you create the vehicle

When you create a new vehicle, the vehicle information page includes the option to add an NDA. Click on the Add NDA button to bring up the 'Manage Non-Disclosure Agreement' window:

Non-Disclosure Agreement

Add NDA

Paste the wording for your NDA into the NDA content window and click 'NDA required'. Please note, if you do not check 'NDA required' the NDA will not be activated on the vehicle.

Click 'Save NDA'

Manage Non-Disclosure Agreement ×

☐ NDA Required

NDA Content \*

Created By: Toby Clark Richardson  
03 Oct 2021  
Version:  
1

Cancel Save NDA



# Managing NDAs on PEARonline

Once your vehicle has been published and your LP users have been invited, by default they will have to accept the NDA before they can view any documents that have been posted to your vehicle. Any documents that are restricted to an LP user because of a pending NDA will be clearly signposted in the unread documents section of the LP dashboard.

In version 2 the LP dashboard includes a section for unread documents. Any such documents will be flagged with a brightly coloured button stating 'NDA required to view document'. The LP can click on this to view and accept the NDA.

The screenshot displays the PEARonline LP Dashboard. On the left is a dark sidebar with a menu containing 'Close Menu', 'LP Dashboard' (highlighted with a red circle), 'Search Documents', 'Document Cart', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area has a header with 'pearonline' and 'Welcome' next to a user icon. In the top right corner, there are search and user profile icons, and the text 'Hello, Lynn Catpuss'. Below the header, the 'Alerts (0)' section shows '56 Unread Document(s)' (circled in red), with buttons for 'Add All To Cart' and 'Download Selected'. A search bar for documents is also present. The 'Funds + Vehicles' section lists two items: '51 Documents for E Street Europe 1 FDR v2' (51 Document(s), 67 File(s)) and 'E Street US 1 - E Street US 1 FDR'. A yellow button labeled 'NDA Required To View Document' (circled in red) is positioned below the first item. To the right, there are expandable cards for 'E Street Europe 1' and 'E Street US 1', each with a search icon.



# Managing NDAs on PEARonline

## 2. Create an NDA on an existing published or sandboxed vehicle

From the GP Dashboard, click on the appropriate vehicle and then go to the Vehicle Information page:

The screenshot shows the PEARonline interface. On the left is a dark sidebar menu with the following items: 'Close Menu', 'GP Dashboard' (circled in red), 'Create Fund', 'Support', 'FAQ', 'Contact', and 'Privacy'. The main header area includes the 'pearonline' logo, a breadcrumb trail 'Vehicle Detail : Horrobin Capital I' (with 'Horrobin Capital I' circled in red), and a user profile 'Helle, Alice Clark Richardson'. Below the header, there's a sub-header 'Fundraising Data Room' and 'Horrobin Capital I'. A navigation bar contains several tabs: 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information' (circled in red), and 'Pending Approvals'. The 'Vehicle Information' page is displayed, featuring a 'Publish Sandboxed Vehicle' button in the top right. The form is organized into three columns. The first column contains fields for 'Vehicle Type \*' (set to 'Fundraising Data Room'), 'Description', 'Vehicle Domicile', 'Commitment Period', and 'Vintage Year'. The second column contains fields for 'Vehicle Name \*' (set to 'Horrobin Capital I'), 'Vehicle Currency \*' (set to 'GBP'), 'Vehicle Legal Structure', 'First Closing Date' (set to '29 MAR 22'), and 'Created Date' (set to '29 MAR 22'). The third column contains fields for 'Fund Name' (set to 'Horrobin Capital I'), 'Fund Size Range' (set to 'Mid-Market: 125 Million - 1.25 Billion'), 'Committed Capital' (set to '£ 0.00'), and 'Final Closing Date' (set to '29 MAR 22'). At the bottom left, there is a checkbox labeled 'Require multi-factor authentication for users accessing the vehicle.' which is currently unchecked.

# Managing NDAs on PEARonline

From the vehicle information page, scroll down to the Non-Disclosure Agreement section:

The screenshot shows the PEARonline interface for a vehicle named 'Horrobin Capital I'. The left sidebar contains navigation links: Close Menu, GP Dashboard, Create Fund, Support, FAQ, Contact, and Privacy. The main content area has a header with the PEARonline logo and the vehicle name. Below this, there are two toggle switches: 'Show LPs Their Allowed Document Types' and 'Include Sandbox Documents in LP Unread Documents List'. The 'Sandbox Documents' section is visible. The 'Key Contact(s)' section shows a card for 'Alice Clark Richardson' with her email 'aliceclarkrichardson4876@gmail.com' and phone number '123456'. Below the card are 'Edit' and 'Remove' buttons. A green button 'Add 2nd Key Contact' is located below the card. The 'Non-Disclosure Agreement' section is highlighted with a red oval, showing an 'Add NDA' button.

Click 'Add NDA'. NB if there is already an NDA on the vehicle, the option here will be 'View or Change NDA'.



# Managing NDAs on PEARonline

Paste the wording for your NDA into the NDA content window and click 'NDA required'.

**Please note, if you do not check 'NDA required' the NDA will not be activated on the vehicle.**



Manage Non-Disclosure Agreement

☒ NDA Required

Ensure this box is ticked

NDA Content \*

NDA NDA NDA NDA NDA NDA

Created By: Alice Clark Richardson  
29 Mar 2022  
Version:

1

Cancel Save NDA

Click 'Save NDA'. Documents posted will not be accessible to your LP users unless they have accepted the NDA, or you have actively exempted them from this requirement. Documents that are restricted to LP users because of a pending NDA are clearly signposted in the Unread documents section of the LP Dashboard.

Please note that if you are adding an NDA to a published vehicle, this will trigger an immediate email to your LP users. If your vehicle is sandboxed, your LP users will be alerted to the NDA when you publish the vehicle, as this information will be included in the invitation email that is sent on publication.



# Managing NDAs on PEARonline

## 3. Revise an NDA

If you need to update the NDA on your vehicle, please go to the Vehicle Information tab, and scroll down to the NDA section. Click on the 'View or Change NDA' button as depicted below:

The image shows a screenshot of the PEARonline web application. On the left is a dark sidebar with a menu containing: Close Menu, GP Dashboard, Create Fund, Support, FAQ, Contact, and Privacy. The main content area is titled 'Vehicle Detail : Horrobin Capital I' with a 'Published' status. It includes sections for 'Sandbox Documents', 'Key Contact(s)' (listing Alice Clark Richardson), and 'Non-Disclosure Agreement'. The 'View Or Change NDA' button in the NDA section is circled in red. A modal window titled 'Manage Non-Disclosure Agreement' is open, also with a 'Published' status. It contains a checked 'NDA Required' checkbox, an 'NDA Content' text area with the text 'Adding NDA 1 to published vehicle', a 'Version' dropdown set to '1', and a 'Created By' field showing 'Alice Clark Richardson 29 Mar 22'. At the bottom of the modal, the 'Revise NDA' button is circled in red, along with 'Cancel', 'Submit', 'Publish', and 'Close' buttons.

Click 'Revise NDA'

# Managing NDAs on PEARonline

The next window will allow you to add a new version of your NDA to the vehicle. You can also determine whether the LP users who have accepted the previous version of the NDA will need to accept the new version before being re-admitted to the data room or portal.

Manage Non-Disclosure Agreement Published

☒ NDA Required

NDA Content \*

Paste new NDA here

Version 2 Created By: Alice Clark Richardson 29 Mar 22

☐ Required Acceptance of New NDA Version

Cancel Submit Publish

Previous NDA Versions

Checking this box will require your LP users to re-accept the NDA for continued access

Cancel Changes

Please note that where 4-eyes has been implemented, GP users will be subject to the usual submit and approve process for changes made to the NDA. This comes under the area of 'Vehicles' for GP users.

# Managing NDAs on PEAROnline

## 4. Exempt specific LP users from NDA requirements

PEAROnline allows you to override the requirement to accept an NDA for specific LP Users.

From the GP dashboard, locate the vehicle in question and go to the LP Organizations/Contacts Tab. Locate the LP user (you can search by LP Organization or name, or simply find the LP organization on-screen and click the green arrows to show the individuals listed under that LP organization).

The screenshot displays the PEAROnline interface. On the left is a dark sidebar with a 'Close Menu' button and navigation links: GP Dashboard, Create Fund, Support, FAQ, Contact, and Privacy. The main content area is titled 'Vehicle Detail : Thunder Road Europe II' and 'Fundraising Data Room'. A breadcrumb trail shows 'Dashboard / Thunder Road Europe II / Thunder Road Europe II'. Below this is a horizontal menu with tabs: Upload Documents, Review Documents, LP Distribution Lists, LP Organizations / Contacts (highlighted with a red circle), Activity, GP Users, Vehicle Information, and Pending Approvals. The 'LP Organizations' section is active, showing a search bar and a grid of organization cards. The first card, 'Clark Richardson Associates (private)', is expanded to show 'LP Users (1)'. The user 'alice@pearonline.com' is listed with a 'Published' status and an 'NDA Status: Pending' (highlighted with a red circle). Other cards include 'Global Ventures', 'Hullah Partners', 'PM LLC', 'Puckshott Partners', 'Rose Bungalow Associates', 'Test', and 'Test LP Prg', each with their respective LP user counts.

If the LP user has not yet accepted the NDA, NDA Status will show as 'Pending'.

# Managing NDAs on PEARonline

Click on the LP User name or email address to bring up their user details pages, and click on the Settings tab:

The screenshot shows the PEARonline interface. At the top, the 'pearonline' logo is on the left, and a user profile icon is in the center. The top right corner says 'Hello, Alice Clark Richardson'. Below the header, there are three tabs: 'Documents', 'Distribution Lists', and 'Settings'. The 'Settings' tab is circled in red. The main content area is titled 'User Details' with a 'Published' status. It contains several input fields: 'First Name', 'Last Name', 'Email Address' (with value 'alice@pearonline.com'), 'Organization' (with value 'Clark Richardson Associates (privat)'), 'Phone Number', 'User Record State' (with value 'PENDING'), 'Language' (with value 'English'), 'Invite Date' (with value '12 Aug 2020'), and 'Invitation Status' (with value 'Accepted'). Below this is the 'LP Vehicle Settings' section. It has a sub-header 'Thunder Road Europe II' and 'Fundraising Data Room'. Inside, there's a 'Vehicle Role' field with 'LP User' selected, and an 'NDA Status' field with 'Pending' selected. The 'Pending' status is circled in red. Below these are three checkboxes: 'Advisory Committee', 'NDA Opt Out', and 'Multi-Factor Opt Out'. A red callout bubble points to the 'NDA Opt Out' checkbox with the text: 'Checking this box will open a text field entitled 'Reason for override''. At the bottom, there's a section 'Allowed Document Types' with a button 'Select All Document Types' and a blue checkmark icon.

Check the NDA Opt out box as depicted above to show the 'Reason for Override' field'.



# Managing NDAs on PEARonline

The screenshot shows the PEARonline interface. The top navigation bar includes the PEARonline logo, a user profile icon, and a greeting "Hello, Alice Clark Richardson". The main navigation menu on the left contains icons for Documents, Distribution Lists, Settings (highlighted with a red circle), and other options. The breadcrumb trail shows "Dashboard / Thunder Road Europe II /".

The "User Details" section is titled "Published" and contains the following fields:

- First Name: [Text Input]
- Last Name: [Text Input]
- Email Address \*: [Text Input, value: alice@pearonline.com]
- Organization \*: [Dropdown, value: Clark Richardson Associates (privat)]
- Phone Number: [Text Input]
- User Record State: [Text Input, value: PENDING]
- Language \*: [Dropdown, value: English]
- Invite Date: [Text Input, value: 12 Aug 2020]
- Invitation Status: [Text Input, value: Accepted]

The "LP Vehicle Settings" section is titled "Fundraising Data Room" and contains the following fields:

- Vehicle Role: [Text Input, value: LP User]
- NDA Status: [Text Input, value: Override]
- ☐ Advisory Committee
- ☒ NDA Opt Out ☐ Reason for Override:
- Reason for Override \*: [Text Input]
- ☐ Multi-Factor Opt Out
- Allowed Document Types: [Text Input, value: Select All Document Types]

A red callout bubble points to the "Reason for Override" field with the text: "You will be required to add a reason to this field before changes can be applied."

Reason for Override is a required field for your own reference. Once this has been completed, please click publish or submit depending on your GP Permissions for 'Vehicles'.

# Managing NDAs on PEARonline

## 5. Check the NDA status of your LP Users

To check the NDA status of individual LP users, go to the LP Organizations / Contacts tab within your vehicle.

Locate the appropriate LP Organization, and click on the green arrows to expand and view the LP Users linked to that LP Organization. NDA status is listed on screen here as depicted below. For more detail, for example if you wish to see why the LP user NDA requirement was overridden, click on the name or email address of the individual and go to the Settings tab.

The screenshot displays the 'Fundraising Data Room' for 'Thunder Road Europe II'. The 'LP Organizations / Contacts' tab is selected and circled in red. Below the tab, the 'LP Organizations' section shows two organizations: 'Clark Richardson Associates (private)' and 'Global Ventures'. Each organization has a 'Published' status and a green arrow icon. A red callout bubble points to these arrows with the text: 'Click green arrows to view the list of LP Users linked to an LP Organization'. Under 'Clark Richardson Associates (private)', there is one LP User: 'alice@pearonline.com' with a 'Published' status and a yellow 'NDA Status: Pending' label. A red callout bubble points to this user with the text: 'You can see the override reason by clicking on the LP user's name or email address and going to the Settings tab.' Under 'Global Ventures', there are two LP Users: 'Deborah Hale' (Published, NDA Status: Accepted) and 'Gary Hale' (Published, NDA Status: Overridden).

LP Organization	LP User	User Status	NDA Status
Clark Richardson Associates (private)	alice@pearonline.com	Published	Pending
Global Ventures	deborahhale4876@gmail.com	Published	Accepted
Global Ventures	garyhale4876@gmail.com	Published	Overridden

# Managing NDAs on PEARonline

You can also check all NDA activity within your vehicle from the Activity tab:

The screenshot shows the PEARonline web application interface. The top navigation bar includes the PEARonline logo, a folder icon, and a 'Published' status. The user is logged in as 'Hello, Alice Clark Richards'. The main content area is titled 'Fundraising Data Room' and 'Thunder Road Europe II'. A horizontal menu bar contains several tabs: 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity' (highlighted with a red circle), 'Users', 'Vehicle Information', and 'Pen'. Below the 'Activity' tab, there are sub-tabs: 'Document Activity', 'Contact Activity', and 'NDA Activity' (highlighted with a red circle). The 'NDA Activity' section is titled 'Set Filters to View NDA Activity' and includes an 'Export CSV' button and an 'Apply Filters' button. Below the filters, there is a table with the following data:

Organization Name	User Name	User Email	Activity	Activity Date	Notes
Global Ventures	Deborah Hale	deborahhale4876@gmail.com	NDA Accepted by LP Contact	28 Mar 22	NDA v5
Global Ventures	Deborah Hale	deborahhale4876@gmail.com	NDA Accepted by LP Contact	16 Sep 21	NDA v3
Rose Bungalow Associates	Kathryn Clark	kathrynclark4876@gmail.com	NDA Accepted by LP Contact	16 Jul 21	NDA v2

Search results can be exported into a .csv file for your convenience.



# Guide to MFA

Q: What is MFA?

A: MFA stands for Multi-Factor Authentication. Using MFA when logging in to PEARonline strengthens security by requiring two authentication factors to prove the identity of the user. If MFA is switched on for a particular vehicle, the user will need to enter the secure verification code that will be emailed to them if they wish to access this vehicle once logged in.

Q: Why use MFA?

A: MFA reduces the risk of compromised passwords and adds an additional layer of security. As such, many institutions require MFA from their service providers as industry standard. While MFA is optional on PEARonline, we would encourage its use for security reasons.

Q: Are there any disadvantages to using MFA?

A: No, using MFA increases security and reduces the risk should a user's password be compromised. While some users may not be overjoyed by the extra clicks required (which is why we have made this optional), others will be really pleased to see that MFA is in use.

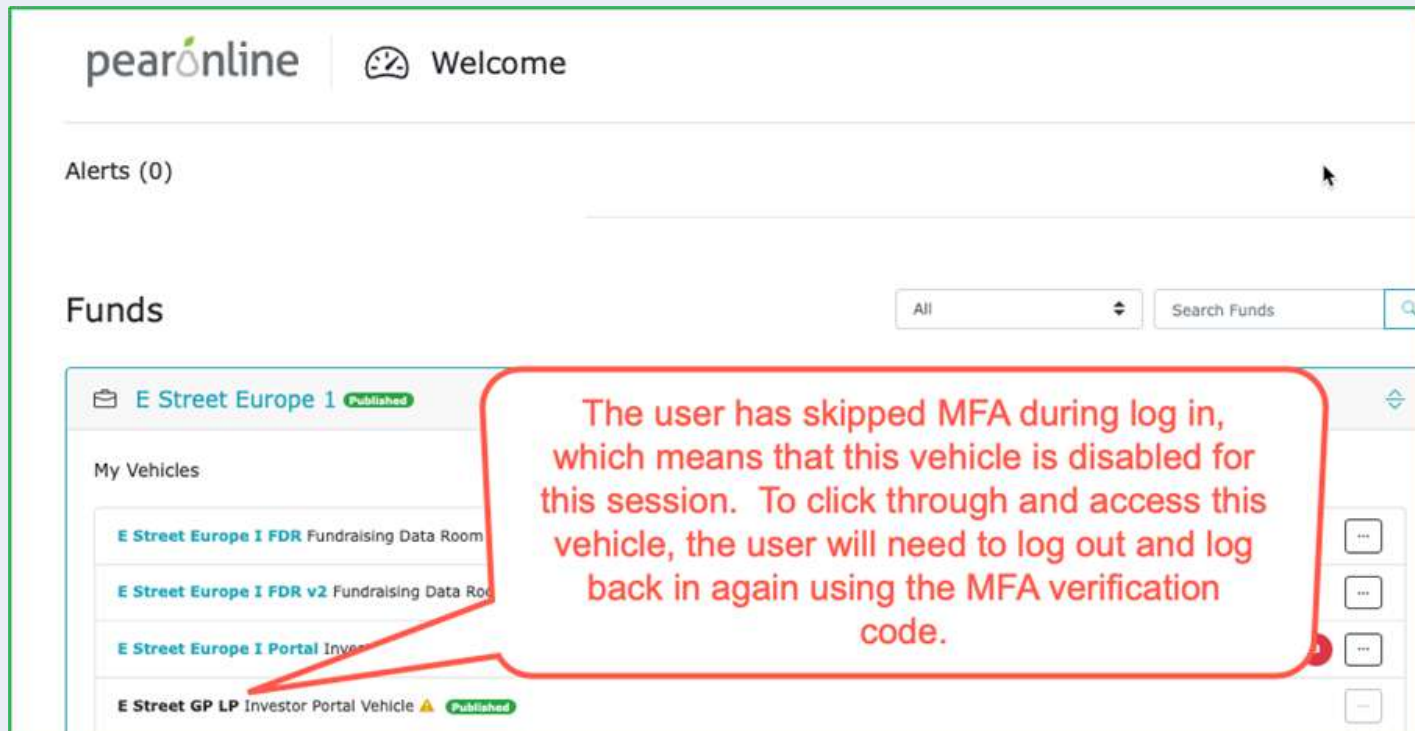




# Guide to MFA

Q: Is MFA always required?

A: No. MFA is managed at vehicle level by GP Users who have the requisite permissions. MFA is switched off by default and must be activated. If an LP User account is linked to vehicles which have MFA switched on, they will be asked to enter a verification code during the login process. If the LP User opts to 'skip' this stage, they will still be able to log in and access the LP dashboard, however any vehicles where MFA is required will not be accessible (see below):



The screenshot shows the 'pearonline' dashboard. At the top, there's a 'Welcome' message with a clock icon. Below that is an 'Alerts (0)' section. The main section is 'Funds', which includes a dropdown menu set to 'All' and a 'Search Funds' input field. Under 'Funds', there's a list of vehicles under the heading 'My Vehicles'. The first vehicle is 'E Street Europe 1' with a 'Published' status. Below it, there are three more vehicles: 'E Street Europe 1 FDR Fundraising Data Room', 'E Street Europe 1 FDR v2 Fundraising Data Room', and 'E Street Europe 1 Portal Investor'. The last vehicle, 'E Street GP LP Investor Portal Vehicle', is marked as 'Published' and has a yellow warning icon. A red speech bubble points to this vehicle with the text: 'The user has skipped MFA during log in, which means that this vehicle is disabled for this session. To click through and access this vehicle, the user will need to log out and log back in again using the MFA verification code.'



# Guide to MFA

Q: How do I activate MFA on my vehicle?

A: GP Users with the requisite permissions can activate (or deactivate) MFA by taking the following steps:

From GP dashboard, click to the vehicle in question and go to the Vehicle Information tab. From here click on the 'Require multi-factor authentication for users accessing the vehicle' toggle to switch on MFA.

pearonline | Vehicle Detail : **E Street Europe I FDR** Published

Hello, Alice Clark

Fundraising Data Room  
**E Street Europe 1**

Dashboard / E Street Europe 1 / E Street Europe 1 FDR

Upload Documents | Review Documents | LP Distribution Lists | LP Organizations / Contacts | Activity | **GP Users** | **Vehicle Information** | Funding Approvals

### Vehicle Information

Vehicle Type *	Vehicle Name *	Fund Name
Fundraising Data Room	E Street Europe I FDR	E Street Europe 1
Description	Vehicle Currency *	Fund Size Range
	GBP	Micro: Below 150 Million
Vehicle Domicile	Vehicle Legal Structure	Committed Capital
		£ .00
Commitment Period	First Closing Date	Final Closing Date
	23 AUG 21	23 AUG 21
Vintage Year	Created Date	
	23 AUG 21	

☐ Require multi-factor authentication for users accessing the vehicle.

☒ Show LPs Their Allowed Document Types

Click here to toggle MFA on or off as required.



## Guide to MFA

Please note that activating MFA will trigger the following email notification to both GP and LP Users on the vehicle:

*E Street Partners has activated multi-factor authentication for E Street Europe I Portal. When you next log in a verification code will be emailed to your PEARonline registered email address. You will then have up to 30 minutes to enter the code and access the service.*

*If you have any questions, or need assistance, please contact [support@pearonline.com](mailto:support@pearonline.com).*

*Yours sincerely,*

*PEARonline*



# Guide to MFA

Q: How does MFA affect the login process?

A: Users who have access to vehicles where MFA is switched on will notice the following:

- When logging in, after you submit your password you get a message to say that MFA is required to at least one of your vehicles.

At least one of the Vehicles you are connected to has multi-factor authentication enabled, and requires you to enter a security code in order to view the Vehicle details.

The security code has been sent to the email address you provided.

You may skip the step of entering a code at this time, however you will not have access to all of your vehicle details or documents.

Enter Code Here:

Continue

Skip

# Guide to MFA

- You will receive an email with an 8 digit code:

*Multi-factor authentication is required to log in to your PEARonline account. You have requested a secure verification code.*

*Please enter this secure verification code: XX12XX12*

*This code will expire in 30 minutes.*

*If you didn't request this code, please log in to PEARonline to change your password immediately. We also recommend changing passwords on other non-PEARonline websites if you use the same password.*

- You can then do one of two things:
  - i. Log in using the verification code and clicking Submit. You have access to all your vehicles on PEARonline, including those where MFA has been activated.
  - ii. Log in without entering the verification code and clicking Skip. You will still be able to log in and view your LP or GP dashboard, however those vehicles with MFA switched on will not be accessible. The vehicle name will be in black font and will not be a link.



# Guide to MFA

Q: Can I switch MFA off?

A: Yes. From the GP dashboard, click on the vehicle in question and go to the Vehicle information tab. MFA can be switched off by clicking on the toggle button and Publish. Please note that this will affect all users on the vehicle, it is not possible for GP Users to switch MFA on or off for individual users in a vehicle.

Q: Can individual users decide whether or not to use MFA?

A: Any user can turn on MFA if they wish to enhance the security on their account. They cannot switch off MFA on a particular vehicle if it has been activated by a GP User. Users can turn on MFA when they first register their account, or subsequently by going to their account page as follows:

The screenshot shows the 'pearonline Account Details' page. On the left is a dark sidebar with a 'Close Menu' button and a list of links: 'GP Dashboard', 'Create Fund', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area is titled 'Account Details' and contains three sections: 'User Information', 'Account Information', and 'Security Questions'. In the 'User Information' section, there are input fields for 'First Name' (Lily), 'Last Name' (Pargetter), 'Email Address' (lily.pargetter@k8761@gmail.com), and 'Phone Number' (123456). Below this is an 'Organization' field with 'Lower Lixley Partners' and an 'Alternative Email Addresses' section with an 'Add Another Email Address' button. The 'Account Information' section has 'Update Password' and 'Confirm New Password' fields, followed by a checkbox labeled 'Always require multi-factor authentication when logging in'. The 'Security Questions' section has a 'Question' field with 'What is your mother's maiden name?' and a 'Response' field with 'Micheal'. Below this is a 'Terms and Conditions' section with a checkbox 'I have read and accept the pearonline Terms and Conditions' and a 'Date Accepted' field showing '20 OCT 21'. Annotations include a red box pointing to the 'Account' link in the top right corner with the text '1) Click here and select Account', a red box pointing to the 'Always require multi-factor authentication' checkbox with the text '2) switch MFA on or off by clicking here', and a red box with the text 'Please note: if MFA has been activated on a specific vehicle by the GP, users cannot switch this requirement off.'



# Track LP Downloads with Activity and Inactivity Reports

As a GP User, you have access to a series of activity and inactivity reports. These are grouped under Document Activity, Contact Activity and NDA Activity. For each one you can refine the parameters of your search to include only specific LP Organizations, users or activity types. You can also narrow your searches to within set periods of time. Each of these reports can also be exported into a .csv file.

## 1. Document Activity – check who has (or who has not!) downloaded a specific document:

The screenshot displays the 'pearonline' Fundraising Data Room interface. At the top, the breadcrumb trail reads 'Vehicle Detail : Thunder Road Europe II' with a 'Published' status. The user is identified as 'Hello, Alice Clark Richardson'. The main navigation bar includes 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The 'Activity' tab is selected and circled in red. Below this, the 'Document Activity' sub-tab is also circled in red. The page title is 'Thunder Road Europe II'. The main content area is titled 'Set Filters to View Document Activity' and includes an 'Export CSV' button and an 'Apply Filters' button. The filter section contains several dropdown menus: 'Activity Reports' (set to 'All Activities'), 'All LP Contacts' (set to 'All LP Contacts'), 'All Organizations' (set to 'All Organizations'), 'All Time' (set to 'All Time'), and 'All Documents' (set to 'All Documents').



# Track LP Downloads with Activity and Inactivity Reports

To run a report listing who has downloaded a document, set the filter to Activity Reports. To run a similar search list who has not downloaded the document, change this field to 'Inactive Reports'.

- Set your search parameters as desired
- Click 'Apply Filters'
- Results appear on screen but can also be exported to a .csv file

Search results include the following information:

- Document Name
- File Name
- Activity
- Activity Date (no value if this is an 'inactive' report)
- User Name
- User Email
- User LP Organization



# Track LP Downloads with Activity and Inactivity Reports

## 2. Contact Activity:

pearonline | Vehicle Detail : **Thunder Road Europe II** Published | Hello, Alice Clark Richardson

Fundraising Data Room | **Thunder Road Europe II** | [Dashboard](#) / [Thunder Road Europe II](#) / [Thunder Road Europe II](#)

[Upload Documents](#) | [Review Documents](#) | [LP Distribution Lists](#) | [LP Organizations / Contacts](#) | **Activity** | [GP Users](#) | [Vehicle Information](#) | [Pending Approvals](#)

[Document Activity](#) | **Contact Activity** | [NDA Activity](#)

**Set Filters to View Contact Activity** [Export CSV](#) [Apply Filters](#)

Activity Reports | All LP Contacts | All Organizations

All Activities | All Time | All

☐ Select All

- ☐ Invitation Submitted
- ☐ Invitation Approved
- ☐ Invitation Published
- ☐ User Removed from the Vehicle - Submitted
- ☐ User Removed from the Vehicle - Approved
- ☐ User Removed from the Vehicle - Published
- ☐ Document Notification Sent (to LPs)
- ☐ Accepted Invitation
- ☐ Multi-Factor Opt Out

	User Email	Activity	Activity Date	Notes
	deborahhale4876@gmail.com	Invitation Published		Published By
	aliceclarkrichardson4876@gmail.com	Invitation Published		Published By
	geranahullah4876@gmail.com	Invitation Published		Published By
	garyhale4876@gmail.com	Invitation Published		Published By
	alice@pearonline.com	Invitation Published		Published By
	jg@pearonline.com	Invitation Published		Published By
	lyrapenge@gmail.com	Invitation Published		Published By
	harrietjones4876@gmail.com	Invitation Published		Published By
	kathrynclark4876@gmail.com	Invitation Published		Published By
	aliceclarkrichardson4876@gmail.com	Invitation Published		Published By



# Track LP Downloads with Activity and Inactivity Reports

You can run searches from this page to check when invitations were sent and accepted, or when users were removed from the vehicle. You can also use this page to check when document notifications were sent.

- Set the search parameters as desired. NB you can select multiple activities if desired within the Activities field.
- Click 'Apply Filters'
- Results appear on screen but can also be exported to a .csv file

Search results include the following information:

- Organization Name (LP Users only)
- User Name
- User Email
- Activity (e.g. Invitation published)
- Activity Date
- Notes (eg Published By + name of GP User)



# Track LP Downloads with Activity and Inactivity Reports

To check whether LP Users have accepted your invitation and registered their account, set the search as depicted below:

pearonline Vehicle Detail : E Street Europe I FDR Published Hello, Alice Clark

Fundraising Data Room E Street Europe 1

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts **Activity** GP Users Vehicle Information Pending Approvals

Document Activity Contact Activity NDA Activity

Set Filters to View Contact Activity

Activity Reports All LP Contacts All Organizations

Accepted Invitation x All Time All

Export CSV Apply Filters

Organization Name User Name User Email Activity Activity Date Notes

Check which LP Users have not registered their PEARonline account by running the search as depicted here:

pearonline Vehicle Detail : E Street Europe I FDR Published Hello, Alice Clark

Fundraising Data Room E Street Europe 1

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts **Activity** GP Users Vehicle Information Pending Approvals

Document Activity Contact Activity NDA Activity

Set Filters to View Contact Activity

Inactive Reports All LP Contacts All Organizations

Pending Invitations x All Time All

Export CSV Apply Filters

Organization Name User Name User Email Activity Activity Date Notes



# Track LP Downloads with Activity and Inactivity Reports

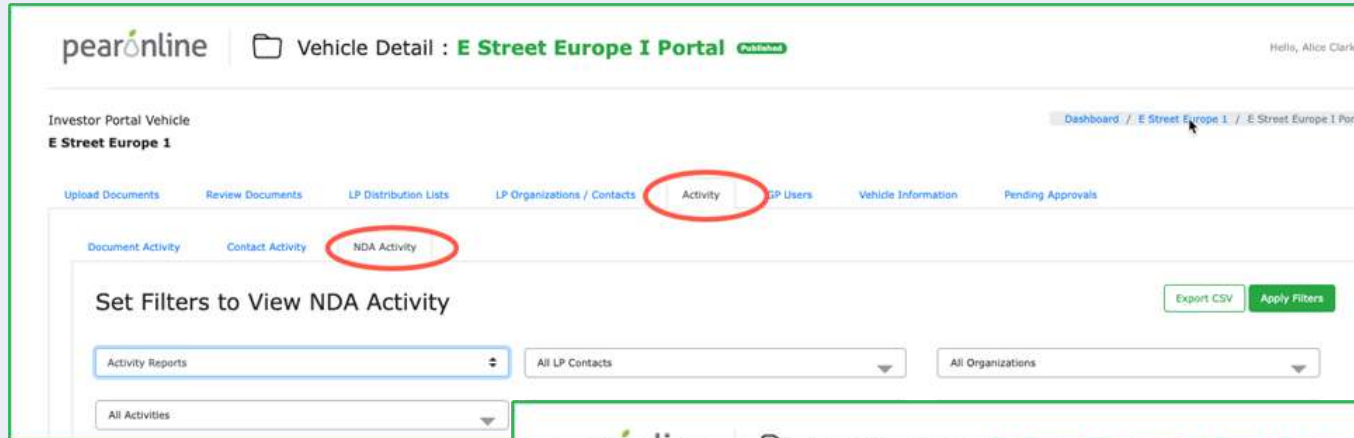
Check when LP Users were sent document notifications by running the search as depicted below:

The screenshot shows the pearonline Fundraising Data Room interface. The top navigation bar includes the pearonline logo, a breadcrumb trail for 'Vehicle Detail : E Street Europe I FDR' (marked as Published), and a user greeting 'Hello, Alice Clark'. Below this, the 'Fundraising Data Room' section is titled 'E Street Europe 1'. A secondary breadcrumb trail shows 'Dashboard / E Street Europe 1 / E Street Europe I FDR'. A horizontal menu contains several tabs: 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity' (highlighted with a red circle), 'GP Users', 'Vehicle Information', and 'Pending Approvals'. Under the 'Activity' tab, there are three sub-tabs: 'Document Activity', 'Contact Activity', and 'NDA Activity'. The 'Contact Activity' sub-tab is active, displaying the heading 'Set Filters to View Contact Activity'. To the right of this heading are two buttons: 'Export CSV' and 'Apply Filters'. Below the heading, there are six filter dropdowns arranged in two rows. The first row contains 'Activity Reports' (highlighted with a red circle), 'All LP Contacts', and 'All Organizations'. The second row contains 'Document Notification Sent (to LPs)' (highlighted with a red circle), 'All Time', and 'All'. At the bottom of the filter section is a table header with columns: 'Organization Name', 'User Name', 'User Email', 'Activity', 'Activity Date', and 'Notes'. Each column has a small upward and downward arrow icon next to it.

# Track LP Downloads with Activity and Inactivity Reports

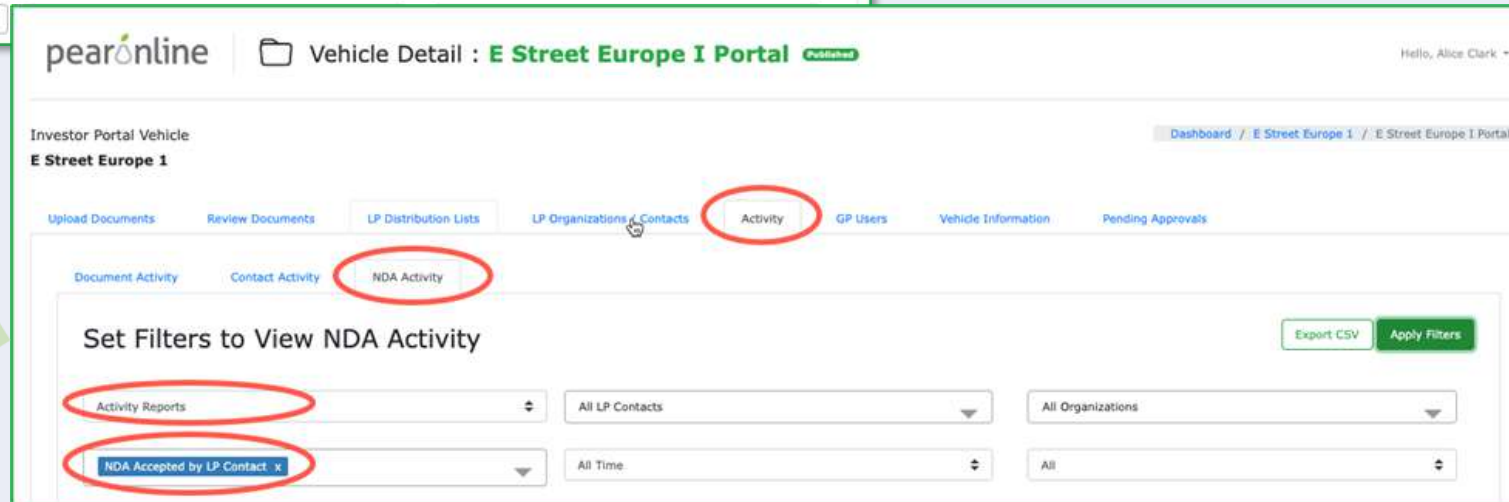
## 3. NDA Activity

This report provides a useful overview of NDA activity for GP and LP Users. You can run searches from this page to see when NDAs were uploaded or updated. You can also see who has accepted or not yet accepted your NDA



The screenshot shows the 'pearonline' interface for 'E Street Europe I Portal'. The 'Activity' tab is selected in the top navigation bar. Below it, the 'NDA Activity' sub-tab is also selected. The 'Set Filters to View NDA Activity' section contains three dropdown menus: 'Activity Reports' (set to 'All Activities'), 'All LP Contacts', and 'All Organizations'. There are 'Export CSV' and 'Apply Filters' buttons.

To check who has accepted your NDA, run a search as depicted here:



This screenshot shows the same 'pearonline' interface, but with the 'Activity Reports' dropdown menu set to 'NDA Accepted by LP Contact'. The 'All LP Contacts' and 'All Organizations' filters remain unchanged. The 'Apply Filters' button is highlighted, indicating the search has been executed.

# Track LP Downloads with Activity and Inactivity Reports

To check who has not yet accepted your NDA, change the filter to 'Inactive Reports' and the activity to 'NDA Pending Acceptance':

The screenshot displays the 'pearonline' Investor Portal interface. At the top, the header shows 'Vehicle Detail : E Street Europe I Portal' with a 'Published' status. The user is logged in as 'Hello, Alice Clark'. The main navigation bar includes links for 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The 'Activity' tab is selected and circled in red. Below this, the 'NDA Activity' sub-tab is also circled in red. The 'Set Filters to View NDA Activity' section contains six filter dropdowns arranged in a 2x3 grid. The first dropdown is set to 'Inactive Reports' (circled in red), and the second dropdown is set to 'NDA Pending Acceptance' (circled in red and highlighted with a blue background). The other filters are set to 'All LP Contacts', 'All Organizations', 'All Time', and 'All'. 'Export CSV' and 'Apply Filters' buttons are located to the right of the filters.

pearonline | Vehicle Detail : E Street Europe I Portal Published Hello, Alice Clark

Investor Portal Vehicle Dashboard / E Street Europe 1 / E Street Europe I Portal

**E Street Europe 1**

Upload Documents Review Documents LP Distribution Lists LP Organizations / Contacts **Activity** GP Users Vehicle Information Pending Approvals

Document Activity Contact Activity **NDA Activity**

Set Filters to View NDA Activity Export CSV Apply Filters

Inactive Reports All LP Contacts All Organizations

NDA Pending Acceptance x All Time All

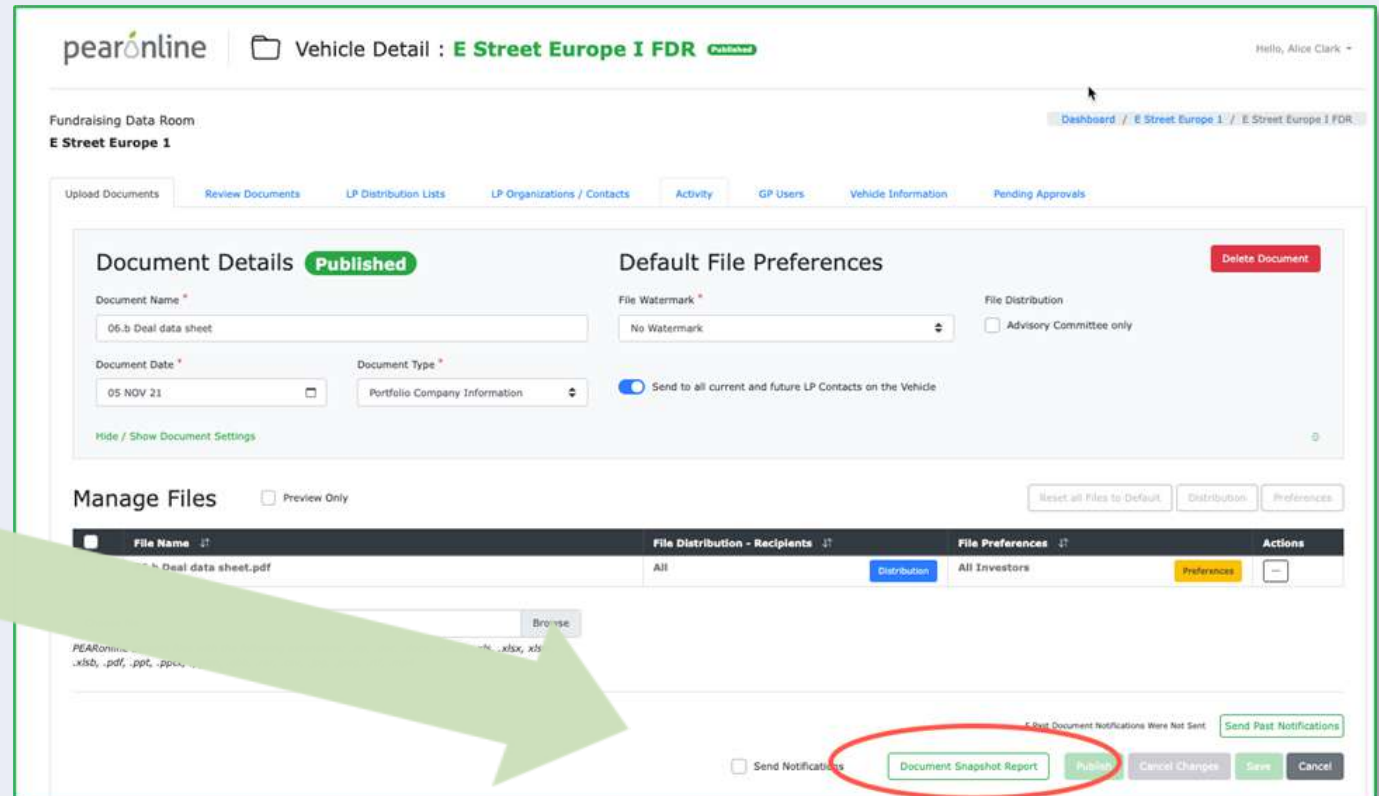
# Track LP Downloads with Activity and Inactivity Reports

Other useful Reports include the following:

## Document Snapshot Report:

The document snapshot report provides an overview of who can view a document and its underlying files. This is available when a document is uploaded or subsequently from the 'Review Documents' tab. To check the document snapshot report, go to the Review Documents Tab and click on the document in question to bring up the following page:

Click 'Document Snapshot Report'



The screenshot shows the 'pearonline' interface for a document titled 'E Street Europe 1 FDR'. The page is divided into several sections:

- Document Details:** Includes fields for Document Name ('06.b Deal data sheet'), Document Date ('05 NOV 21'), and Document Type ('Portfolio Company Information'). It also has a 'Published' status indicator and a 'Delete Document' button.
- Default File Preferences:** Includes a 'File Watermark' dropdown set to 'No Watermark', a 'File Distribution' checkbox for 'Advisory Committee only', and a toggle for 'Send to all current and future LP Contacts on the Vehicle'.
- Manage Files:** A table with columns for File Name, File Distribution - Recipients, File Preferences, and Actions. The first row shows '06.b Deal data sheet.pdf' with 'All' as the recipient and 'All Investors' as the preference.
- Buttons:** At the bottom, there are buttons for 'Send Notifications', 'Document Snapshot Report' (circled in red), 'Publish', 'Cancel Changes', 'Save', and 'Cancel'.



# Track LP Downloads with Activity and Inactivity Reports

The following is an example of a document snapshot report:

**Document Distribution Snapshot**

Document: ESE 1 Capital Call 2 **Published**  
Fund E Street Europe 1 - Vehicle E Street Europe I Portal  
Generated 5 Nov 2021 by Alice Clark  
Document Type: Capital Call/Drawdown Notice  
Document Date: 21 Oct 2021  
Document Last Modified: 21 Oct 2021  
Notifications are: OFF  
Distributing to Individual LP Contacts

File: ESE 1 Capital Call 2 GV21.pdf **Published**

---

**Distribution to: All Investors**

File: ESE 1 Capital Call 2 CPA.pdf **Published**

---

**Distribution to: All Investors**

Recipients: Crystal Palace Associates

LP Organization: Penge Panthers **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
lyrapenge@gmail.com	Accepted	No	Accepted	Yes		✓

Recipients: Crystal Palace Associates

LP Organization: Clark Richardson Associates (private) **Pub**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
alice@pearonline.com	Pending	Yes	Pending	Yes		✗

File: ESE 1 Capital Call 2 CR2021.pdf **Published**

---

**Distribution to: All Investors**

Recipients: CR 2021

LP Organization: Clark Richardson Associates (private) **Published**

LP Contact	Invitation	Advisory	NDA	Type Allowed	Restriction	Overall Visibility
alice@pearonline.com	Pending	Yes	Pending	Yes		✗

This is document level information

This is the name of one of the files within the document

This is the name of the Distribution List this file is being sent to

These are the LP users who are eligible to access this file

There is nothing to restrict this LP user's access to the file

Overall visibility is not ticked because this LP user needs to register their PEARonline account and accept the NDA on this vehicle



# Track LP Downloads with Activity and Inactivity Reports

## LP Contacts and Organizations Export:

To obtain a list of the LP Users on your vehicle, go to the LP Organizations/Contacts tab and click on 'Export LP Contacts and Organizations'

The screenshot shows the 'pearonline' Investor Portal interface. At the top, the header includes the 'pearonline' logo, a folder icon, and the text 'Vehicle Detail : E Street Europe 1 Portal' with a 'Published' status. A user greeting 'Hello, Alice Clark' is in the top right. Below the header, a breadcrumb trail reads 'Dashboard / E Street Europe 1 / E Street Europe 1 Portal'. The main navigation bar contains several tabs: 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts' (which is circled in red), 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The 'LP Organizations' section is active, displaying a dropdown menu set to 'All', a search bar labeled 'Search LP Organizations', and four action buttons: 'Create LP Organization', 'Invite New LP User', 'Import LP Contacts And Organizations', and 'Export LP Contacts And Organizations' (which is also circled in red).

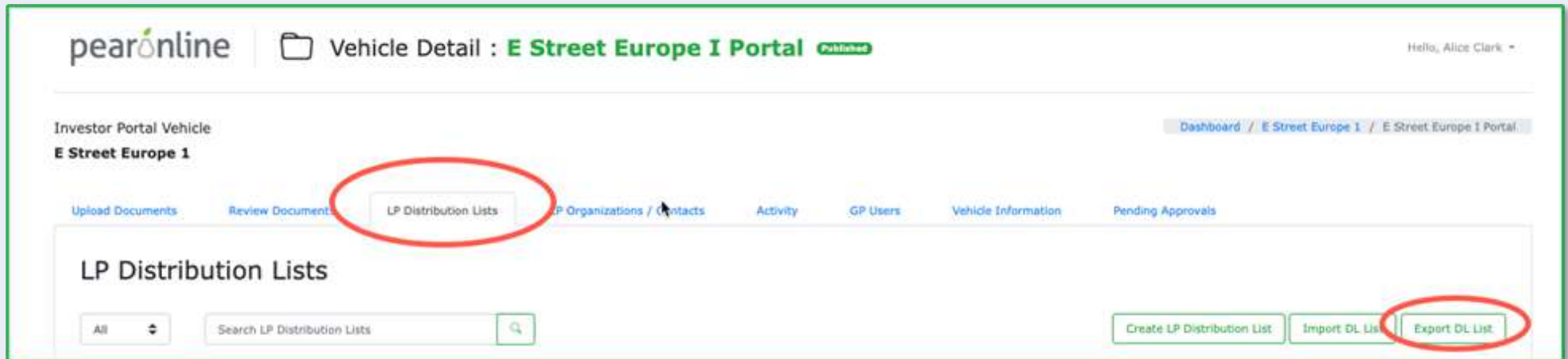
The data will be extracted into a spreadsheet which includes user details and highlights which document types the user has access to. This export can also be adapted to use as an LP Import.



# Track LP Downloads with Activity and Inactivity Reports

## Distribution List Export:

To obtain a list detailing which LP Users are linked to Distribution Lists on your vehicle, go to the LP Distribution Lists tab and click on 'Export DL List'



The screenshot shows the 'pearonline' interface for 'E Street Europe 1'. The 'LP Distribution Lists' tab is highlighted with a red circle. Below the tabs, the 'Export DL List' button is also highlighted with a red circle. The interface includes a search bar and buttons for 'Create LP Distribution List', 'Import DL List', and 'Export DL List'.

pearonline | Vehicle Detail : **E Street Europe 1 Portal** Published Hello, Alice Clark

Investor Portal Vehicle  
**E Street Europe 1**

Dashboard / E Street Europe 1 / E Street Europe 1 Portal

Upload Documents | Review Documents | **LP Distribution Lists** | LP Organizations / Contacts | Activity | GP Users | Vehicle Information | Pending Approvals

**LP Distribution Lists**

All [dropdown] Search LP Distribution Lists [search icon]

Create LP Distribution List | Import DL List | **Export DL List**

The resulting spreadsheet can be adapted to use as a Distribution List Import.



# Browser View

PEARonline gives you the option to publish a document as 'Browser View'. This is applied during the upload process as follows:

From the GP Dashboard, click on the appropriate vehicle and then go to the Upload Documents page:

The first screenshot shows the PEARonline GP Dashboard. The sidebar on the left contains links: 'GP Dashboard' (circled), 'Create Fund', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area displays 'Welcome' and 'Alerts (0)'. Under 'Funds', there is a search bar and a list of vehicles. The vehicle 'E Street Europe I FDR v2 Fundraising Data Room' is circled. Below the vehicle list are buttons for 'Create Vehicle', 'Invite GP User', and 'Billing Info'. The second screenshot shows the 'Vehicle Detail' page for 'E Street Europe I FDR V2'. The top navigation bar includes 'Upload Documents' (circled), 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The page is divided into 'Document Details' and 'Default File Preferences' sections. The 'Document Details' section includes fields for 'Document Name', 'Document Date', and 'Document Type'. The 'Default File Preferences' section includes 'File Watermark', 'File Distribution', and 'ESP1 Data Room'. At the bottom, there is an 'Add Files' section with a file upload area and a list of supported file extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xlsm, .xltb, .ppt, .pptx, .potm, .dtd, .rar, .rtx, .jpg, .jpeg, .tif, .mp4. At the bottom right, there are buttons for 'Send Notifications', 'Document Snapshot Report', 'Publish', 'Save', and 'Cancel'.

# Browser View

Once you have added your files to the document (either by dragging them into the 'Add Files' section, or by locating them via the browse button), you can set the preferences and distribution settings for your document in the usual way.

To mark a document as Browser View, you simply need to check the Browser View box, which appears next to Manage Files when the file or files have been uploaded to the document:

The screenshot displays the 'pearonline' interface for a document titled 'Vehicle Detail : E Street Europe I Portal'. The user is logged in as 'Hello, Elizabeth Pargetter'. The breadcrumb trail shows 'Dashboard / E Street Europe I / E Street Europe I Portal'. A navigation bar includes 'Upload Documents' (circled in red), 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The 'Document Details' section contains fields for 'Document Name' (E Street Europe I LPA), 'Document Date' (11 NOV 21), and 'Document Type' (Select Document Type). The 'Default File Preferences' section includes 'File Watermark' (Select Watermark), 'File Distribution' (Advisory Committee only), and a toggle for 'Send to all current and future LP Contacts on the Vehicle'. At the bottom, the 'Manage Files' section has a 'Preview Only' checkbox (circled in red). Buttons for 'Reset all Files to Default', 'Distribution', and 'Preferences' are also visible.

You can now complete the document upload process as normal.



# Browser View Only

## 1. What can an LP User do with a Browser View document?

Documents marked for Browser View will not be downloadable by the LP User directly from PEARonline. However, they will open in a browser window and the ability to download these documents will be controlled by the user's browser settings. PEARonline does not have control over these settings.

Whether it is viewed on the Unread Documents section of the LP dashboard or seen via the Funds and Vehicles section, the document will be clearly marked with a yellow 'Browser View' label.

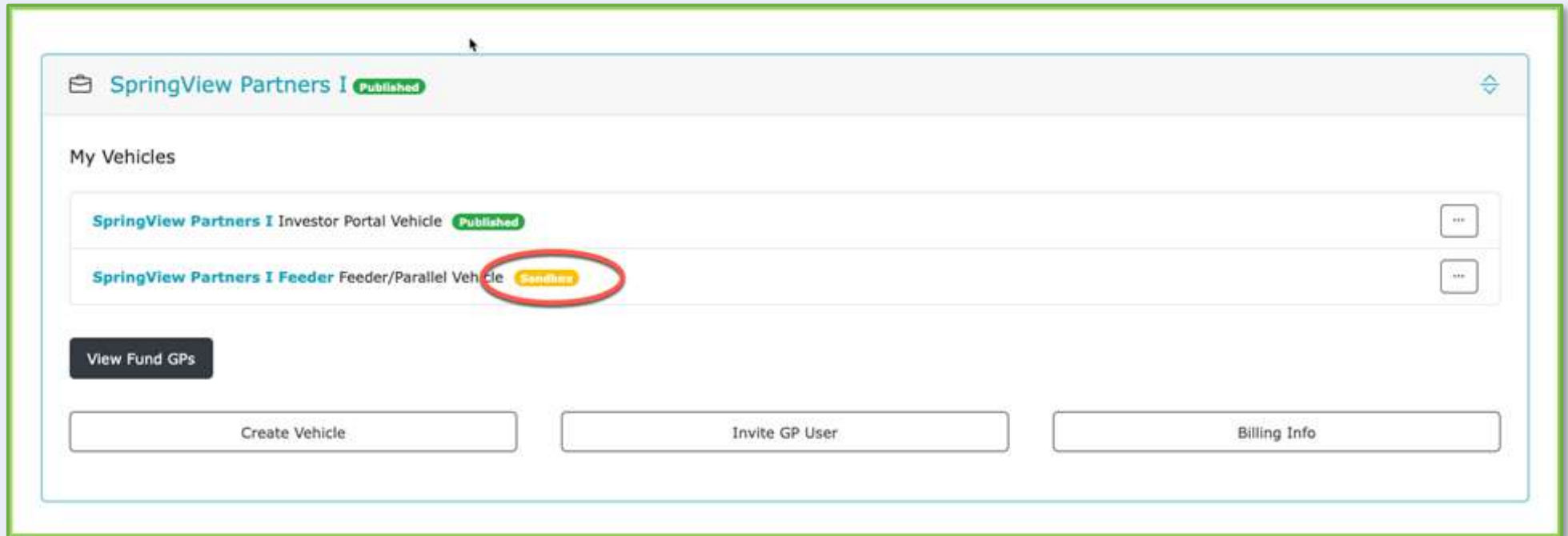
The screenshot displays the PEARonline user interface. At the top, the 'pearonline' logo is on the left, and a 'Welcome' message with a user icon is in the center. On the right, there is a search icon, a shopping cart icon with a red notification badge, and a greeting 'Hello, Lyra Catpuss'. Below the header, the 'Alerts (0)' section is visible. The main content area is divided into two sections: '1 Unread Document(s)' and 'Funds + Vehicles'. The 'Unread Document(s)' section contains a document titled '01.f List of key contacts and con...' with a 'Preview Only' label circled in red. A red callout box points to the document's title and a checkbox, stating 'These check boxes are disabled'. The 'Funds + Vehicles' section shows two entries: 'E Street Europe 1' and 'E Street US I'. The 'Preview Only' label is a yellow badge with a red 'X' icon, indicating that the document is not downloadable.



# The Sandbox

When you first create a new vehicle in Version 2 of PEARonline, it will sit in the 'Sandbox', which means that the vehicle has not been published and cannot be accessed by LP Users. It will remain in the sandbox until it has been published by a GP user with the requisite permissions.

Sandboxed vehicles are clearly labelled in the GP Dashboard with a yellow label to distinguish them from the published vehicles in green.



The screenshot displays the 'SpringView Partners I' dashboard. At the top, there is a header with a folder icon, the text 'SpringView Partners I', and a green 'Published' badge. Below this is a section titled 'My Vehicles'. It contains two vehicle entries:

- 'SpringView Partners I Investor Portal Vehicle' with a green 'Published' badge.
- 'SpringView Partners I Feeder' with a yellow 'Sandboxed' badge, which is circled in red.

Each vehicle entry has a three-dot menu icon to its right. Below the vehicle list is a 'View Fund GPs' button. At the bottom of the dashboard are three buttons: 'Create Vehicle', 'Invite GP User', and 'Billing Info'.



# The Sandbox

There are several advantages to the sandbox. Vehicles within the sandbox cannot be accessed by LP Users, so it provides a secure environment for implementation. You can complete all areas of implementation before you grant access to any LP users or send any invitation emails. You can also implement an optional formal 4-eyes procedure to the publishing process.

## **What can I do while the vehicle is in the Sandbox?**

- Amend certain vehicle level details, e.g. MFA requirement, document settings etc
- Add and manage the NDA if required
- Manage GP Users within the vehicle
- Create distribution lists
- Upload any existing or historical documents
- Add or import LP user information (including the ability to set allowed document types by import and populate distribution lists by import)

## **Who can work on the vehicle while it is in the sandbox?**

GP Users with publish, approve or submit privileges for vehicles, GPs, LPs and Documents can work unimpeded by 4-eyes while a vehicle is in the sandbox. If the GP user has read only privileges in any of these areas, they will not be able to add or change anything as any action buttons will be greyed out or disabled.



# The Sandbox

The ability to publish a vehicle, which will move it out of the sandbox and trigger invitation emails to any LP Users is determined by the GP User permissions set for 'Sandbox'. Please see below for some examples.

Vehicle GP Users

Filter GP Users By [dropdown] Search GP Users [input] [button] Invite GP User [button] Add Existing GP Users To Vehicle [button]

**Alice Clark Richardson** Published Remove

PEARonline  
aliceclarkrichardson4876@gmail.com

Invitation Status: Accepted

Access Levels

Vehicle	Publish
GPs	Publish
LPs	Publish
Document	Publish
Sandbox	Publish

**This user can work freely in all areas of the sandboxed vehicle. They can also publish the vehicle in one click, or approve a vehicle to be published.**

**Bert Fry** Published Remove

gardener4876il@gmail.com

Invitation Status: Accepted

Access Levels

Vehicle	Read
GPs	Read
LPs	Read
Document	Read
Sandbox	Read

**This user can view the sandboxed vehicle, but cannot make any additions or changes. They cannot submit, approve or publish a vehicle**

**Lily Pargetter** Published Remove

lilypargetter4876il@gmail.com

Invitation Status: Accepted

Access Levels

Vehicle	Approve
GPs	Read
LPs	Submit
Document	Approve
Sandbox	Approve

**This user can work freely in all areas of the sandboxed vehicle except GPs, which is read only. They can submit a vehicle to be published, or approve a vehicle to be published, provided they were not also the submitter.**

**Lizzie Pargetter** Published Remove

lizziepargetter4876il@gmail.com

Invitation Status: Accepted

Access Levels

Vehicle	Submit
GPs	Submit
LPs	Submit
Document	Submit
Sandbox	Submit

**This user can work freely in all areas of the sandboxed vehicle. They can also submit a vehicle to be published.**

# The Sandbox

## How can I make sure that my vehicle is ready to be published?

Before you publish your vehicle you may want to check the following:

- 1. Documents posted:** From the Review documents tab, click on a document name to review the file preferences and user distribution settings. You can also look at the document snapshot report to double check overall visibility for your eligible LP Users.

pearonline | Vehicle Detail : **SpringView Partners I Feeder** Hello, Alice Clark Richardson

Feeder/Parallel Vehicle  
**SpringView Partners I**

[Dashboard](#) / [Springview Partners I](#) / [Springview Partners I Feeder](#)

[Upload Documents](#) [Review Documents](#) [LP Distribution Lists](#) [LP Organizations / Contacts](#) [Activity](#) [GP Users](#) [Vehicle Information](#) [Pending Approvals](#)

**Document Details** Published

Document Name \*

01.a Private Placement Memorandum

Document Date \*

21 APR 22

Document Type \*

Other

File Watermark \*

Small Watermark

File Distribution

☐ Advisory Committee only

Send to all current and future LP Contacts on the Vehicle

☐

Hide / Show Document Settings

**Default File Preferences** Delete Document

File Distribution

☐ Advisory Committee only

Send to all current and future LP Contacts on the Vehicle

☐

**Manage Files** ☐ Browser View

01.a Private Placement Memorandum.pdf

1. Introductory Materials

Distribution

Preferences

Choose file

Browse

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xltm, .xlsm, .ppt, .pptx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

Click on a document from the Review Documents tab to check file preferences and distribution

Click here to check the preferences for an individual file

Click here to check the distribution for an individual file

Click here for an overview of LP User visibility

Document Snapshot Report

Save

Cancel





# The Sandbox

- 2. LP Users:** If you want to check and individual LP User, go to LP Organizations / Contacts, expand the details for the LP Organization that this individual is linked to, and then click on their name or email address. Alternatively, you can use the search bar to locate the LP user:

The screenshot displays the 'pearonline' interface for 'SpringView Partners I Feeder'. The top navigation bar includes 'Upload Documents', 'Review Documents', 'LP Distribution List', 'LP Organizations / Contacts' (highlighted with a red circle), 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The main content area is titled 'LP Organizations' and features a search bar and buttons for 'Create LP Organization', 'Invite New LP User', 'Import LP Contacts And Organizations', and 'Export LP Contacts And Organizations'. Two organization cards are shown: 'Investing Institution 1' with 1 LP User and 'Investing Institution 2' with 0 LP Users. The first card lists the user 'Jazzer McCreary' with email 'jmc4876ambridge@gmail.com' and status 'Pending'. A red callout bubble points to the user's name and email, containing the text: 'Click on the arrows to view the LP Users linked to this LP Organisation, click on the name or email address of the LP User to see User Details'.



# The Sandbox

You can then review the documents they will have access to, the distribution lists they will be linked to, and various other settings from the User Details pages:

Documents:

The screenshot shows the 'pearonline' interface for 'LP User Details : Jazzzer McCreary'. The 'Documents' tab is selected and circled in red. The page title is 'LP Documents'. A red callout bubble points to the document list with the text: 'This page will list the documents available to this user once the vehicle has been published'. The document list contains two entries: '01.a Private Placement Memorandum' and '08.a Reference Pack', both uploaded on '21 Apr 22' and of type 'Other'. The interface includes search filters, a 'Clear Unread Documents List' button, and pagination controls.

pearonline | LP User Details : **Jazzzer McCreary** | Hello, Alice Clark Richardson ▾

Dashboard / SpringView Partners I Feeder / Jazzzer McCreary

**Documents** | Distribution Lists | Settings

### LP Documents

[Clear Unread Documents List](#)

Filter Documents By ▾ Search Documents 🔍 Date After DD/MM/YYYY 📅 Date Before DD/MM/YYYY 📅 [Search](#) [Clear](#)

Document Name ▾	Date Uploaded ▾	Last Access ▾	Document Type ▾
01.a Private Placement Memorandum	21 Apr 22		Other
08.a Reference Pack	21 Apr 22		Other

[Previous](#) [1](#) [Next](#)

Rows per Page: 10 ▾

This page will list the documents available to this user once the vehicle has been published

# The Sandbox

## Distribution Lists:

The screenshot shows the 'pearonline' interface for 'LP User Details : Jazzer McCreary'. The user is logged in as 'Hello, Alice Clark Richardson'. The 'Distribution Lists' tab is highlighted with a red circle. Below the tab, there are two sections: 'Included in Distribution Lists' and 'Other Vehicle Distribution Lists'. The 'Included in Distribution Lists' section contains two entries: '1. Introductory Materials' and 'Institutional Investor 3'. Each entry has a form with 'ID' (11M and LP3 respectively), 'Include User in Distribution' (checked), and a 'Save' button. A red callout bubble points to the 'Distribution Lists' tab with the text: 'Go to the Distribution Lists tab to review the Distribution Lists that this LP User has been added to'.

pearonline | LP User Details : **Jazzer McCreary** | Hello, Alice Clark Richardson

Documents | **Distribution Lists** | Settings

Dashboard / SpringView Partners 1 Feeder / Jazzer McCreary

### Included in Distribution Lists

**1. Introductory Materials**

ID: **11M**

Include User in Distribution ☒

*This LP is included in the Distribution as an individual.*

Save

**Institutional Investor 3**

ID: **LP3**

Include User in Distribution ☒

*This LP is included in the Distribution as an individual.*

Save

### Other Vehicle Distribution Lists

Search Distribution Lists

Go to the Distribution Lists tab to review the Distribution Lists that this LP User has been added to

# The Sandbox

## Settings:

pearonline | LP User Details : **Jazzzer McCreary** Hello, Alice Clark Richardson

Dashboard / SpringView Partners I Feeder / Jazzzer McCreary

Documents Distribution Lists **Settings**

### User Details Published

First Name	Last Name	Email Address *	Organization *
Jazzzer	McCreary	jmc4876ambridge@gmail.com	Investing Institution 1
Phone Number	User Record State	Language *	
123123	PENDING	English	
Invite Date	Invitation Status		
21 Apr 2022	Pending		

### LP Vehicle Settings

SpringView Partners I Feeder Sandbox Feeder/Parallel Vehicle

Vehicle Role	LP User
NDA Status	None
<input type="checkbox"/> Advisory Committee	
<input type="checkbox"/> NDA Opt Out	
<input checked="" type="checkbox"/> Multi-Factor Opt Out	
<b>Allowed Document Types</b>	
Select All Document Types <input checked="" type="checkbox"/>	
Remove User From Vehicle	

Go to the Settings tab to review Allowed Document Types, NDA, Advisory Committee and MFA status for this individual.

# The Sandbox

If you want to review all of the LP Users in your sandboxed vehicle, it may be easier and more efficient to run the following exports:

- Export LP Contacts and Organizations

The screenshot displays the pearonline web application interface. At the top, the 'pearonline' logo is on the left, and the 'Vehicle Detail : SpringView Partners I Feeder' breadcrumb is in the center, with a 'Sandbox' tag. On the right, a user greeting 'Hello, Alice Clark Richardson' is visible. Below the breadcrumb, a navigation bar contains several tabs: 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts' (which is circled in red), 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The main content area is titled 'LP Organizations' and includes a dropdown menu set to 'All' and a search bar labeled 'Search LP Organizations'. Below these are two buttons: 'Create LP Organization' and 'Invite New LP User'. To the right of these is a button labeled 'Import LP Contacts And Organizations', and further right is a button labeled 'Export LP Contacts And Organizations', which is also circled in red. At the bottom, there are two cards: 'Investing Institution 1' with 'LP Users (1)' and 'Investing Institution 2' with 'LP Users (0)'. Each card has a menu icon (three dots) and a refresh icon (circular arrow).



# The Sandbox

- Export DL List:

pearonline | Vehicle Detail : **SpringView Partners I Feeder** Sandbox | Hello, Alice Clark Richardson ▾

Feeder/Parallel Vehicle Dashboard / SpringView Partners I / SpringView Partners I Feeder

Upload Documents Review Documents **LP Distribution Lists** LP Organizations / Contacts Activity GP Users Vehicle Information Pending Approvals

### LP Distribution Lists

All ▾ Search LP Distribution Lists 🔍

Create LP Distribution List Import DL List **Export DL List**

**1. Introductory Materials**

ID	<b>1IM</b>
LP Contacts (1)	🔗

**Institutional Investor 3**

ID	<b>LP3</b>
LP Contacts (1)	🔗



# The Sandbox

## 3. MFA Status, and Default Document Ordering:

Go to the Vehicle Information tab to check that these have been set correctly:

The screenshot shows the 'Vehicle Detail' page for 'SpringView Partners I Feeder' in the 'Sandbox' environment. The 'Vehicle Information' tab is selected and circled in red. The page contains various input fields for vehicle details, a 'Publish Sandboxed Vehicle' button, and two toggle switches at the bottom. Two red callout boxes provide instructions for the toggle switches.

**Vehicle Information**

Vehicle Type: Feeder/Parallel Vehicle

Vehicle Name: SpringView Partners I Feeder

Fund Name: SpringView Partners I

Description:

Vehicle Domicile:

Vehicle Currency: EURO

Fund Size Range: Micro: Below 150 Million

Vehicle Legal Structure:

Committed Capital: € .00

Commitment Period:

Final Closing Date: 21 APR 22

Vintage Year:

Terminate Date: 21 APR 22

Created Date: 21 APR 22

☐ Require multi-factor authentication for users accessing the vehicle.

☒ Show LPs Their Allowed Document Types

**Sandbox Documents**


☒ Include Sandbox Documents in LP Unread Documents List

**Callout 1:** If this is enabled, all users will need to use MFA by default when logging in if they wish to access the vehicle. Exceptions can be made for individual LP Users from the Settings tab in their User Details pages.

**Callout 2:** If this is enabled, LP Users will be able to see which document types you have given them access to.

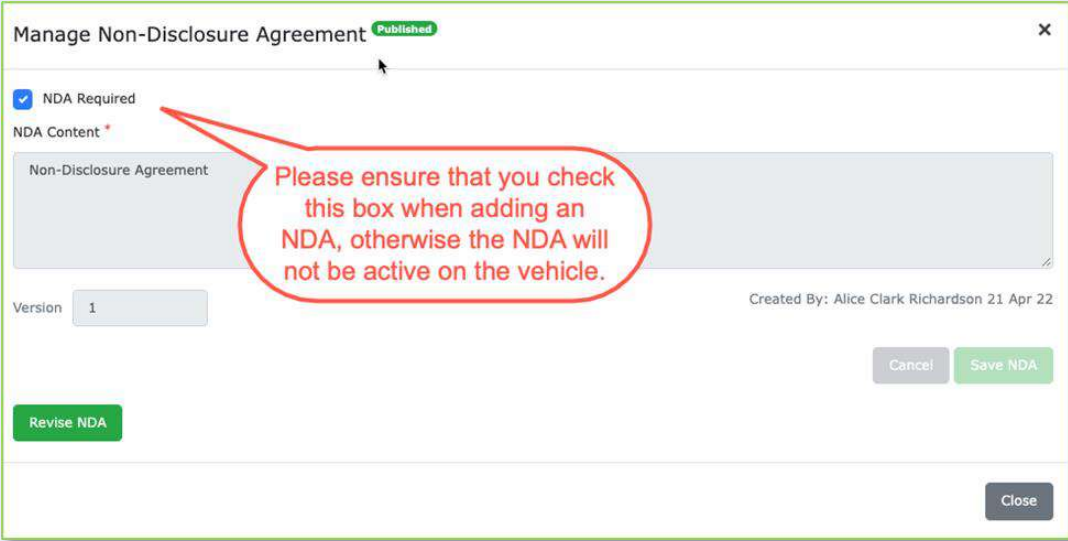
## 4. NDA Status

From the vehicle information tab, please check whether you have an active NDA on your fund.



This screenshot shows the 'Non-Disclosure Agreement' section of a vehicle information tab. It includes a green button labeled 'Add 2nd Key Contact' at the top. Below it, the text 'Non-Disclosure Agreement' is displayed. Underneath the text is a green button labeled 'View Or Change NDA'. A red speech bubble points to this button with the text: 'If the option here is 'View or Change NDA', an NDA has been added to the vehicle but may not be active. Please click here to ensure that the NDA is active, otherwise your LP Users will not be required to accept the NDA before they can access your documents.'

Click the 'View or Change NDA' button to ensure that the NDA is active:



This screenshot shows the 'Manage Non-Disclosure Agreement' dialog box. At the top, the title 'Manage Non-Disclosure Agreement' is followed by a green 'Published' status indicator. Below the title, there is a checkbox labeled 'NDA Required' which is checked. Underneath this is the 'NDA Content' section, which contains a text area with the text 'Non-Disclosure Agreement'. A red speech bubble points to this text area with the text: 'Please ensure that you check this box when adding an NDA, otherwise the NDA will not be active on the vehicle.' Below the text area, there is a 'Version' field with the value '1'. To the right of the version field, it says 'Created By: Alice Clark Richardson 21 Apr 22'. At the bottom right, there are 'Cancel' and 'Save NDA' buttons. At the bottom left, there is a green 'Revise NDA' button. At the bottom right, there is a 'Close' button.

Please note that you must have 'NDA required' ticked for the NDA to be active.

## 5. Document Settings – default document ordering

Go to the Vehicle Information tab to check the default document ordering. We recommend the following settings:

- Document Date (Descending) for reporting vehicles
- Document Name for fundraising data rooms

### Document Settings

Default Document Order \*

Document Date (Descending) ▾

### How to publish your vehicle

When you publish your vehicle it will move out of the sandbox and be re-labelled as 'Published'. Any LP Users that you have uploaded to your vehicle will receive invitation emails and from this point they will have access to your vehicle.

To publish a vehicle, go to the Vehicle Information tab and click 'Publish Sandboxed Vehicle'. If you have publish rights for sandbox, this can be done in one click. If you have 4-eyes implemented this will need to go through the usual submit and approve process.





# The Sandbox

Publish from Vehicle Information:

pearonline | Vehicle Detail : **SpringView Partners I Feeder** Sandbox | Hello, Alice Clark Richardson ▾

Feeder/Parallel Vehicle  
**SpringView Partners I**

Dashboard / SpringView Partners I / SpringView Partners I Feeder

Upload Documents | Review Documents | LP Distribution Lists | LP Organizations / Contacts | Activity | GP Users | **Vehicle Information** | Pending Approvals

## Vehicle Information

Vehicle Type \*  
Feeder/Parallel Vehicle

Description

Vehicle Domicile

Commitment Period

Terminate Date  
21 APR 22

Vehicle Name \*  
SpringView Partners I Feeder

Vehicle Currency \*  
EURO

Vehicle Legal Structure

Final Closing Date  
21 APR 22

Created Date  
21 APR 22

Fund Name  
SpringView Partners I

Fund Size Range  
Micro: Below 150 Million

Committed Capital  
€  .00

Vintage Year

**Publish Sandboxed Vehicle**

Confirm:

Are you sure?

×

This action will publish the vehicle and all of its documents, and will send the LP Contact invitations and notifications; do you wish to continue?

Continue

Cancel

Your vehicle is now published, and has been re-labelled accordingly:

pearonline

Vehicle Detail :

SpringView Partners I Feeder

Published

Hello, Alice Clark Richardson ▾

