



# **GP User Guide to using PEARonline**

## **Data Rooms**



# GP User Guide to using PEARonline for Data Rooms

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# 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 the user's name '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 pinned vehicle has a 'Fundraising Data Room' section with buttons for 'Invite LP User', 'Manage LP Contacts', 'Create Document', 'Manage Documents', and 'View Access Levels'. At the bottom, there's a section for 'E Street Europe I FDR'.

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. On the left is a dark sidebar with navigation links: Close Menu, LP Dashboard, Search Documents, Document Cart, Training, FAQ, Contact, and Privacy & Terms. The main content area is titled 'pearonline Welcome' and shows 'Alerts (0)'. Below this, it states '56 Unread Document' with buttons for 'Add All To Cart' and 'Download Selected'. A search bar is present. A yellow alert box at the top of the document list reads 'NDA Required To View Document'. The document list includes items like 'ESE 1 Capital Call 2', '50 Documents for E Street Europe I FDR v2', '01.c Due Diligence Questionnaire', 'E Street Europe I LPA', and 'ESE 1 Capital Call 1'. Each item shows the number of files, the date, and the vehicle name. On the right, there's a 'Funds + Vehicles' section with search bars and lists for 'E Street Europe I' and 'E Street US I'. A red-bordered callout box on the right explains that in V2, the LP dashboard replaces the Latest Updates and Investment tabs, and that documents are grouped by vehicle if an LP user has access to more than 6 documents in the same vehicle.

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 6](#)
- Multi-factor authentication for GP and LP Users at your discretion. [Please see section 14](#)
- 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 17](#)
- 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 15](#)
- Browser View. Publishing a document as browser view will prevent your LP Users from downloading a copy directly onto their machine. [Please see section 16](#)
- 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 is titled 'Welcome' and shows a 'Funds' section with a dropdown set to 'All' and a search bar. Two fund cards are visible: 'E Street Europe 1' and 'Lower Loxley Partners I'. Each fund card has a 'My Vehicles' section listing associated vehicles with status tags like 'Published' or 'Unpublished'. The 'E Street Europe 1' fund lists 'E Street Europe 1 Portal Investor Portal Vehicle'. The 'Lower Loxley Partners I' fund lists 'Lower Loxley Partners I Reporting Investor Portal Vehicle' and 'Lower Loxley Partners I Feeder Carry Vehicle'. Below the vehicle lists are buttons for 'View Fund GPs', 'Create Vehicle', 'Invite GP User', and 'Billing Info'. On the right side, there is a 'Pinned Vehicles' section with a 'Filter Pinned Vehicles' dropdown. It features a card for 'Lower Loxley Partners I Reporting' with an 'Investor Portal Vehicle' section containing buttons for '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 'Archive Fund' and 'Deactivate Fund' buttons in the top right. A red box highlights the 'Fund Details' tab with the text 'This page includes top level fund details'. Another red box highlights the 'Upload Logo' section with the text 'Company logos can be uploaded to the fund from here'.

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)

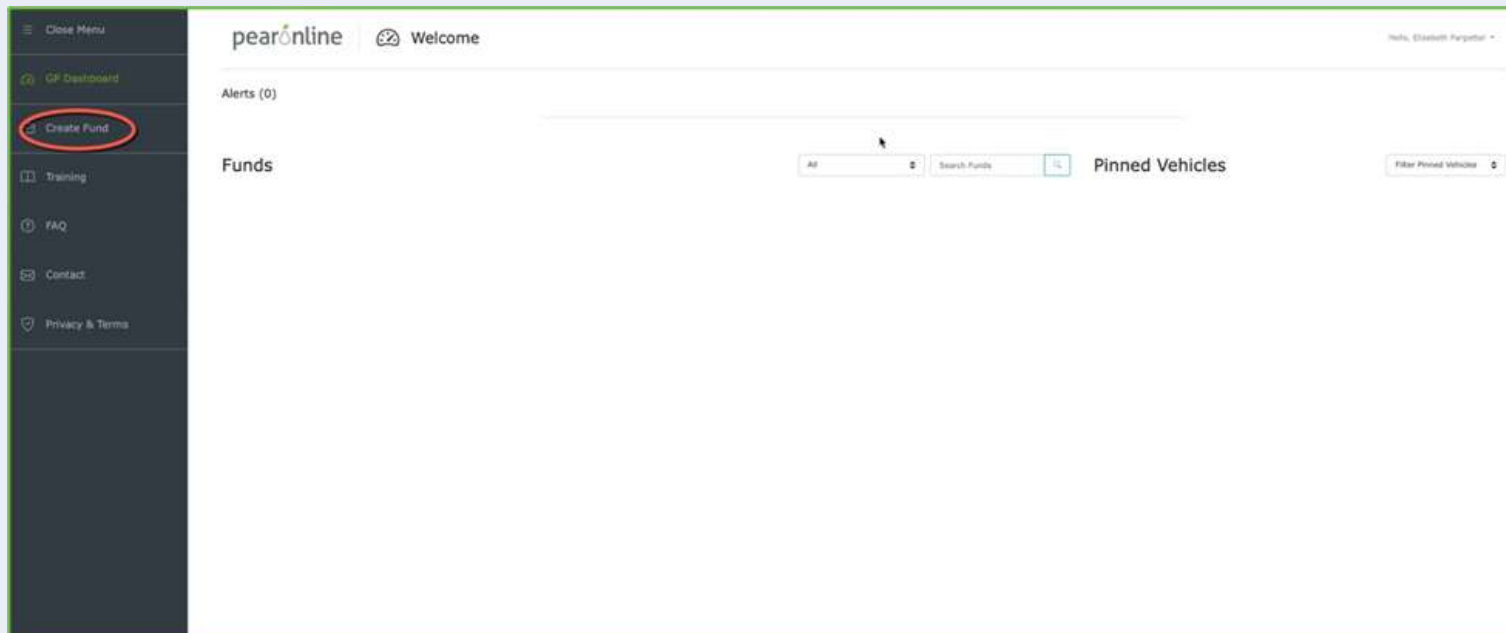
# Create a fund on PEARonline

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 main sections: 'Fund Details' on the left and 'Management Organization' on the right. The 'Fund Details' section includes fields for 'Fund Name' (Lower Loxley Partners I), 'Fund Description' (A private equity fund investing in food and agricultural businesses), 'Fund Domicile' (UK), 'Committed Capital' (£20,000,000.00), and 'Vintage Year' (2021). The 'Management Organization' section includes a dropdown for 'Management Organization' (Lower Loxley Partners), an 'Upload Logo' section with a 'Choose file' button and a 'Browse' button, a 'Fund Legal Structure' dropdown (Limited Partnership), a 'Final Closing Date' field (13 OCT 21), and a 'Fund Terminates' field (31 OCT 31). At the bottom right, there are two buttons: 'Next: Contacts & Billing' and 'Cancel'.

pearonline Fund Detail : Lower Loxley Partners I

Help, Elizabeth Fargher

Fund Details Contacts & Billing

### Fund Details

Fund Name \*  
Lower Loxley Partners I

Fund Description  
A private equity fund investing in food and agricultural businesses.

Fund Domicile  
UK

Committed Capital  
£20,000,000.00

Vintage Year  
2021

Management Organization \*  
Lower Loxley Partners

Upload Logo \*  
Choose file Browse

Fund Legal Structure  
Limited Partnership

Final Closing Date  
13 OCT 21

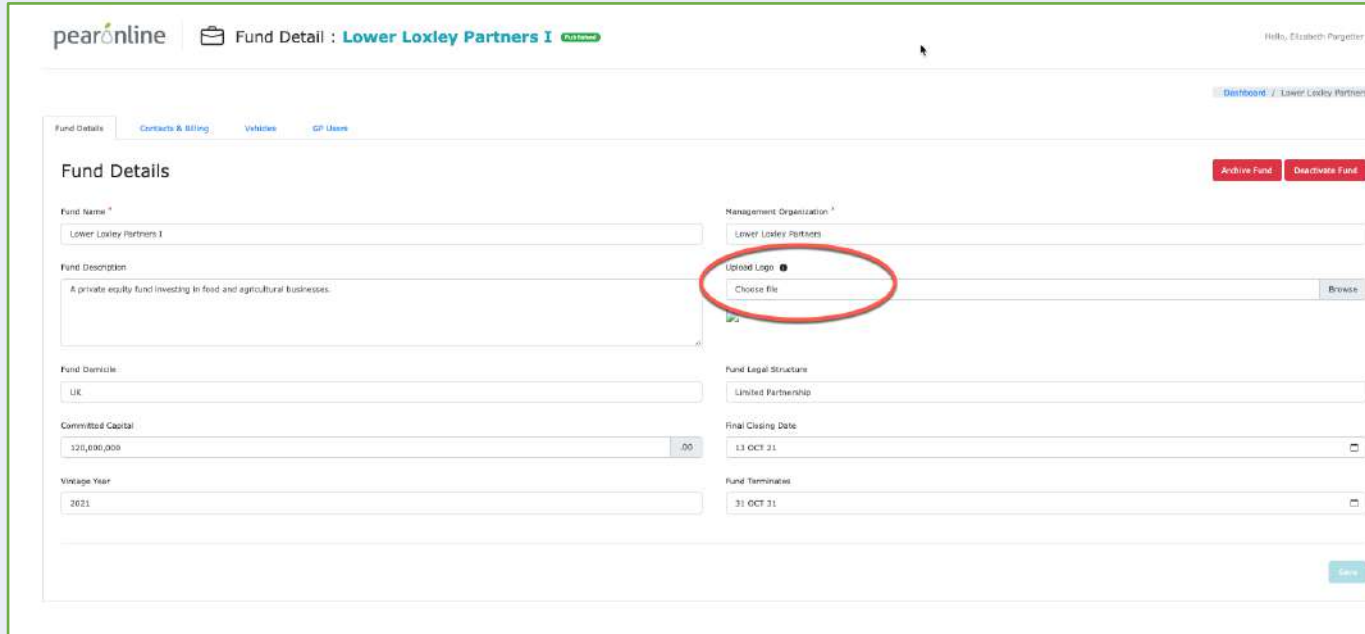
Fund Terminates  
31 OCT 31

Next: Contacts & Billing Cancel



# Create a fund on PEARonline

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



The screenshot shows the 'Fund Detail' page for 'Lower Loxley Partners I' on the PEARonline platform. The page includes a navigation bar with 'Fund Details', 'Contracts & Billing', 'Vehicles', and 'GP Users'. The 'Fund Details' section contains several input 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 highlighted with a red circle, showing a 'Choose File' button and a 'Browse' button. There are also 'Archive Fund' and 'Deactivate Fund' buttons in the top right corner.

Please note the following requirements:

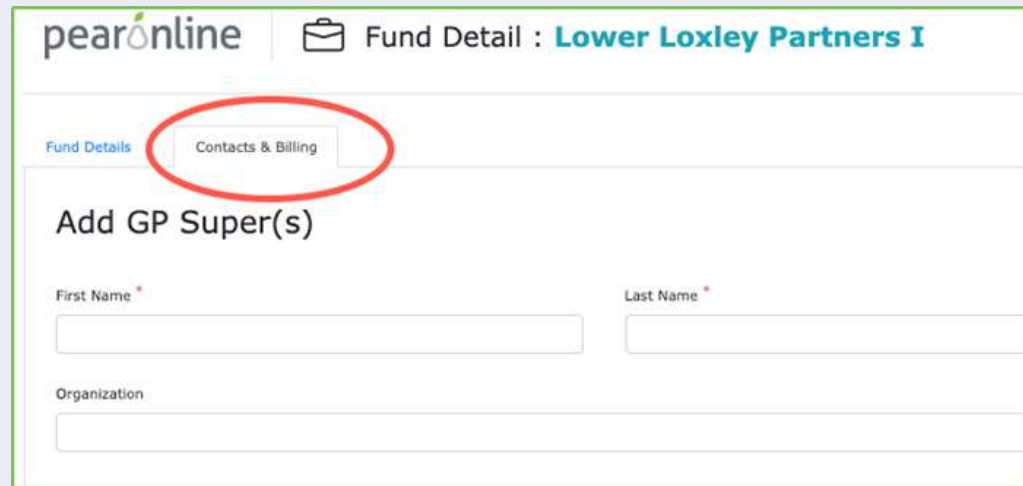
## Warning

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

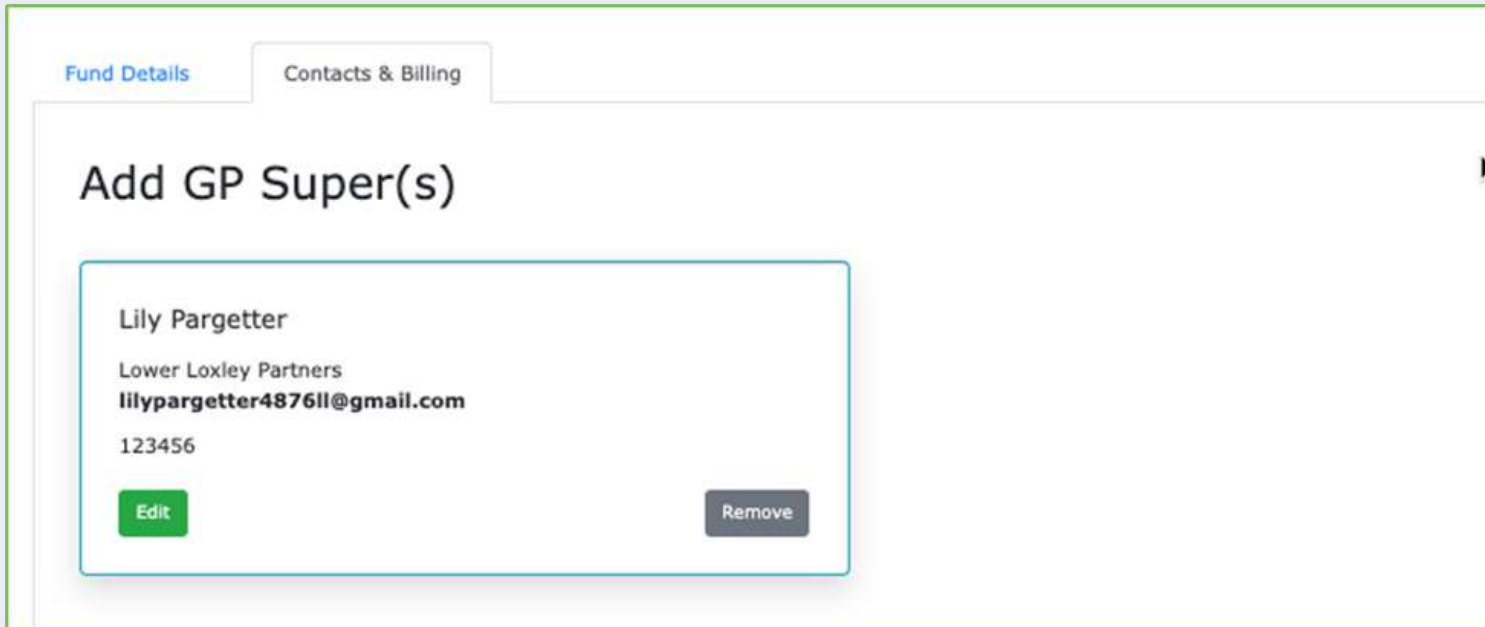
This page asks you to add a second GP Super User (fund level), confirm at least one (maximum two) key contacts and confirm invoicing information. Please note that the annual charge will depend on the fund size range. Terms and Conditions must be accepted to proceed and complete the fund creation process. 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:



The screenshot shows a web interface with two tabs: 'Fund Details' (active) and 'Contacts & Billing'. The main heading is 'Add GP Super(s)'. Below this, a card displays the details of a GP Super User: 'Lily Pargetter', 'Lower Loxley Partners', 'lilypargetter48761@gmail.com', and '123456'. At the bottom of the card are two buttons: 'Edit' (green) and 'Remove' (grey).

Tab	Section	Text
Fund Details	Contacts & Billing	Add GP Super(s)
		Lily Pargetter
		Lower Loxley Partners
		<b>lilypargetter48761@gmail.com</b>
		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

EditRemove

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

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

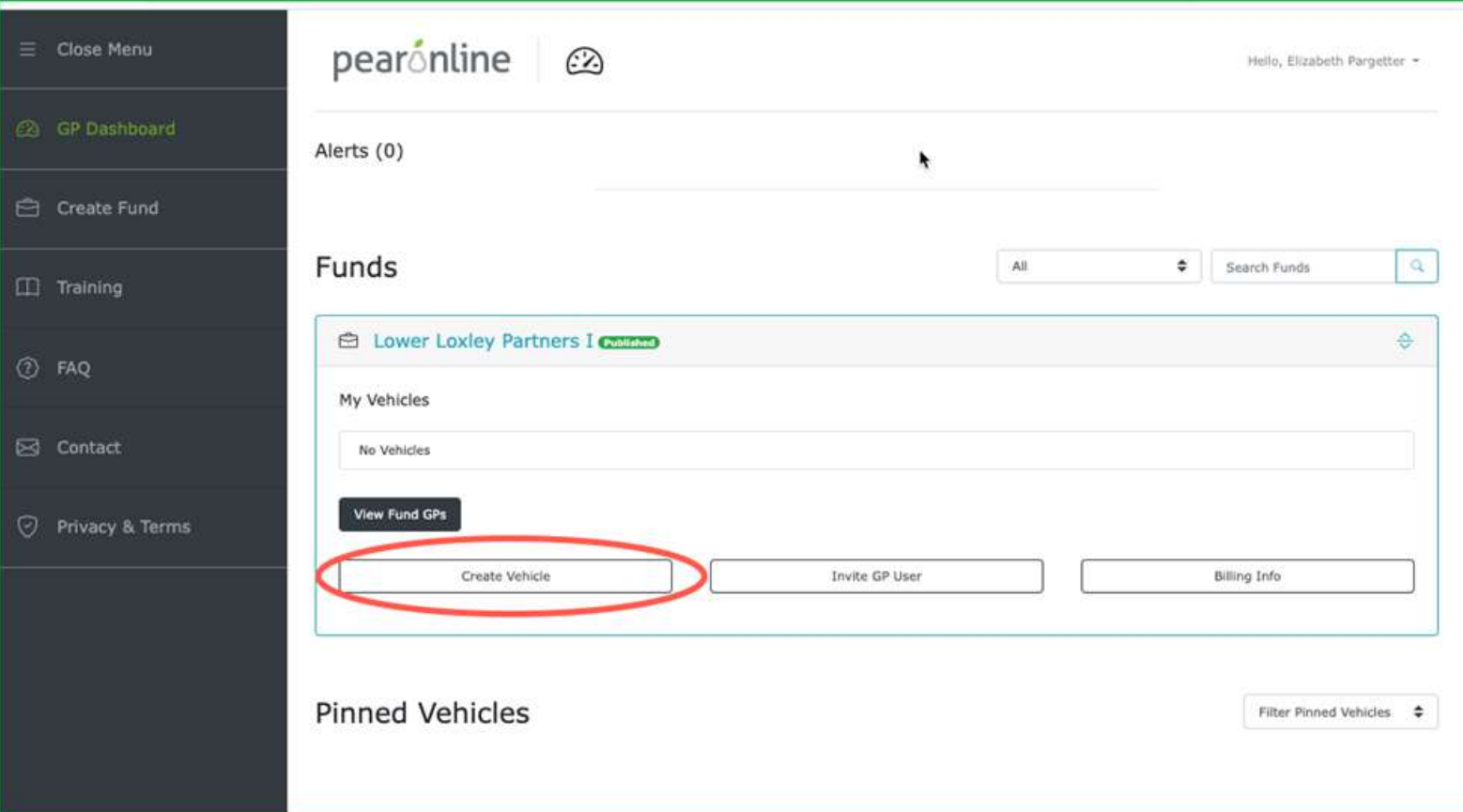
The screenshot displays the PEARonline GP Dashboard. On the left is a dark sidebar menu with the following items: 'Close Menu', 'GP Dashboard' (highlighted with a red circle), 'Create Fund', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area has a header with the 'pearonline' logo, a 'Welcome' message with a user icon, and the user's name 'Nelle Elizabeth Pargeter'. Below the header, there is 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' dropdown. A fund named 'Lower Loxley Partners' is listed and highlighted with a red circle. Below the fund name is a 'My Vehicles' section showing 'No Vehicles' and a 'View Fund GPs' button. At the bottom of the fund card 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. 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 has a header with the 'pearonline' logo, a clock icon, and a user greeting 'Hello, Elizabeth Pargetter'. Below the header, there 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 this fund, there is a 'My Vehicles' section showing 'No Vehicles'. Below this, a 'View Fund GPs' button is visible. At the bottom of the fund's details, three buttons are present: 'Create Vehicle' (which is circled in red), 'Invite GP User', and 'Billing Info'. The 'Pinned Vehicles' section is at the very bottom, 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 checked="" 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:

**PEARonline** E Street Europe 1 E Street

E Street Europe 1 Portal

Documents Information

E Street Europe 1 Portal - Investor Portal Vehicle

**Key Contact(s)**

Name: Alice Clark-Richardson  
Organization: E Street Partners  
Email: a.clarkrichardson@estreet.com  
Phone Number: 07700644120

**Vehicle Details + Dates** Created: 25 Aug 21

Vehicle Termination	25 Aug 21
First Closing Date	25 Aug 21
Final Closing Date	25 Aug 21

**Allowed Document Types**

Document Type	Allowed
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"/>
Share Statement	<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 Performance Information	<input checked="" type="checkbox"/>
Other Research Report	<input checked="" type="checkbox"/>
Advisory Committee Information	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>
Partnership Meeting Presentations	<input type="checkbox"/>

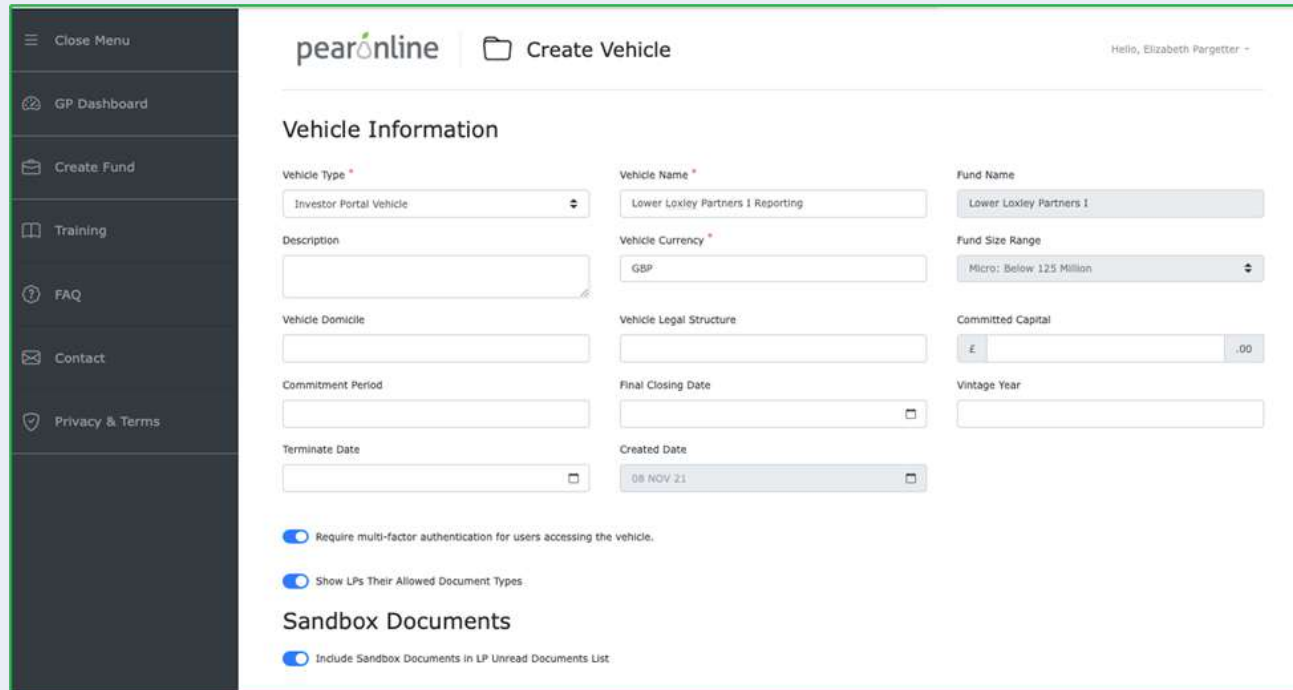
This vehicle has been set up to allow LP Users to view their allowed document types. This means that the LP User can see a list of document types and see which are ticked or unticked on their profile. In this instance the LP User has not been given access to Partnership Meeting Presentations and can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

### 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 'Hello, Elizabeth Pargetter'. The breadcrumb trail is 'Dashboard / Lower Loxley Partners I / Lower Loxley Partners I Reporting'. The 'Vehicle Information' section contains the following fields:

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

At the bottom, there are two toggle switches:

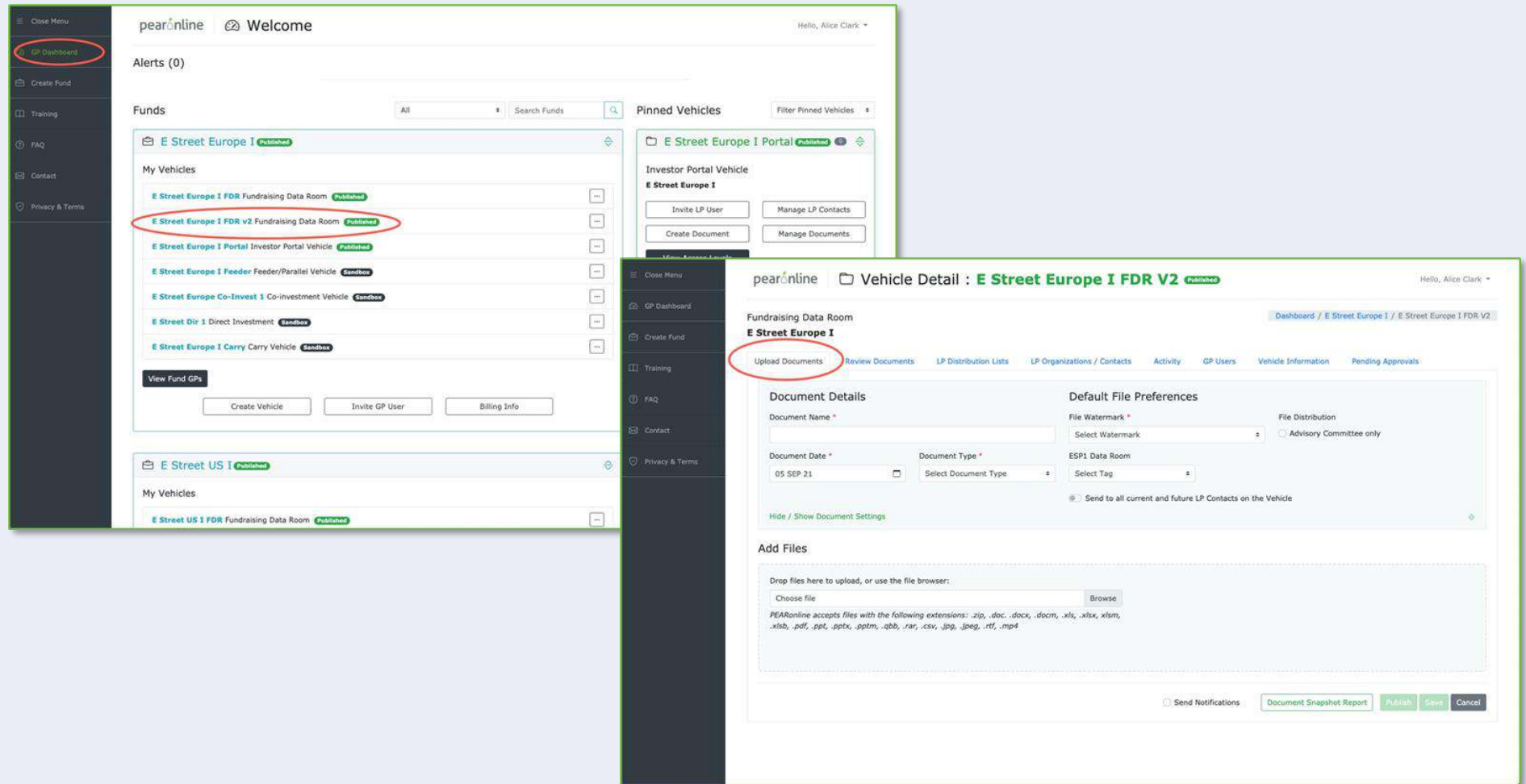
- ☒ Require multi-factor authentication for users accessing the vehicle.
- ☒ Show LPs Their Allowed Document Types

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



# Uploading generic documents to fundraising data rooms

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



The image displays two screenshots of the pearOnline interface, illustrating the steps to upload documents to a fundraising data room.

**Screenshot 1: GP Dashboard**

- The sidebar on the left shows the **GP Dashboard** link highlighted.
- The main content area shows the **Funds** section with a list of vehicles. The vehicle **E Street Europe I FDR v2 Fundraising Data Room** is highlighted.

**Screenshot 2: Vehicle Detail - E Street Europe I FDR V2**

- The page title is **Vehicle Detail : E Street Europe I FDR V2**.
- The **Upload Documents** link in the top navigation bar is highlighted.
- The **Document Details** section includes fields for Document Name, Document Date (05 SEP 21), Document Type, File Watermark, and File Distribution (Advisory Committee only).
- The **Add Files** section includes a file upload area with a "Choose file" button and a "Browse" button. Below the upload area, it lists supported file extensions: .zip, .doc, .docx, .xls, .xlsx, .xism, .xlsb, .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**.

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

pearonline Vehicle Detail : **E Street Europe I FDR V2** Published Hello, Alice Clark ▾

Fundraising Data Room Dashboard / Street Europe I / E Street Europe I FDR V2

**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

ESP1 Data Room

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

**Add Files**

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

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



# Add Files:

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 FDR V2** Published Hello, Alice Clark ▾

Fundraising Data Room [Dashboard](#) / [E Street Europe I](#) / [E Street Europe I FDR V2](#)

**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

ESP1 Data Room

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

**Manage Files** ☐ Preview Only [Reset all Files to Default](#) [Distribution](#) [Preferences](#)

File Name	File Distribution - Recipients	File Preferences	Actions
<input type="checkbox"/> 01.b Pitch Book.pdf	No recipients! <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, .xlsm, .xlsb, .pdf, .ppt, .pttx, .pptm, .qbb, .rar, .csv, .jpg, .jpeg, .rtf, .mp4

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

# 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
- 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:** 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

pearOnline Vehicle Detail : **E Street Europe I FDR V2** Published Hello, Alice Clark

Fundraising Data Room E Street Europe I Dashboard / E Street Europe I / E Street Europe I FDR V2

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

**Document Details**

Document Name \* 01.b Pitch Book

Document Date \* 05 SEP 21

Document Type \* Select Document Type

**Default File Preferences**

File Watermark \* Select Watermark

File Distribution ☐ Advisory Committee only

ESP1 Data Room

Select Tag

☐ 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
01.b Pitch Book.pdf	No recipient(s)	Distribution Default	preferences +

Choose file Browse

PEARonline accepts files with the following extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xlsm, .xlsb, .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



# Manage Files:

- 1. Preview only:** Check this box if you wish to prevent your LP Users from downloading a copy of the document to their machine.
- 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.

The screenshot displays the 'Manage Files' section of a software interface. A modal window titled 'Customize File Preferences' is open, showing settings for 'Fund I - PPM.pdf'. The modal includes fields for 'File Watermark' (set to 'Small Watermark') and 'File Distribution' (set to 'All Investors'). Below these, there is a section for 'ESP1 Data Room' with a dropdown menu showing '2. Organisation'. At the bottom of the modal are 'Cancel' and 'Save Custom File Preferences' buttons. In the background, the 'Manage Files' table is visible, listing three files: 'Fund I - PPM.pdf', 'Fund II - PPM.pdf', and 'Fund III - PPM.pdf'. The 'Fund I - PPM.pdf' row is selected, and its 'Preferences' button is highlighted. The table also shows a 'File Distribution' column with 'All Investors' selected for the first file. A 'File Watermark' column is also visible, showing 'Small Watermark' for the first file.

File Name	File Watermark	File Distribution	Actions
<input checked="" type="checkbox"/> Fund I - PPM.pdf	Small Watermark	All Investors	Preferences
<input type="checkbox"/> Fund II - PPM.pdf			
<input type="checkbox"/> Fund III - PPM.pdf			



# Manage Files:

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

[Hide / Show Document Settings](#)

**Manage Files** ☐ Preview Only

☒

LPs - Fund I.pdf

☒

LPs - Fund II.pdf

☐

LPs - Fund III.pdf

2. Due Diligence Phase 1

Distribution

All Investors

Preferences

2. Due Diligence Phase 1

Distribution

All Investors

Preferences

2. Due Diligence Phase 1

Distribution

All Investors

Preferences

...

...

...

Choose file

Browse

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

☐ Send Notifications

Document Snapshot Report

Publish

Cancel Changes

Save

Cancel

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

To customise the file preferences for this single file, click here

# Manage Files:

3. **File Distribution – Recipients:** Select the check box to the left of File Name to select all the files you have added to this document. This will allow you to set the same recipients for all files.

Click 'Distribution'

The screenshot shows the 'Manage Files' interface. At the top, there's a header with 'Send to all current and future LP Contacts on the Vehicle'. Below this is a 'Manage Files' section with a 'Preview Only' toggle. A table lists files, with the first row '01.b Pitch Book.pdf' selected. To the right of the table are buttons for 'Reset all Files to Default', 'Distribution', and 'Preferences'. A green arrow points from the text 'Click 'Distribution'' to the 'Distribution' button.

This is another view of the 'Manage Files' interface, showing the same table and buttons. The 'Distribution' button is highlighted with a red circle, and a green arrow points to it from the text 'Click 'Distribution''.

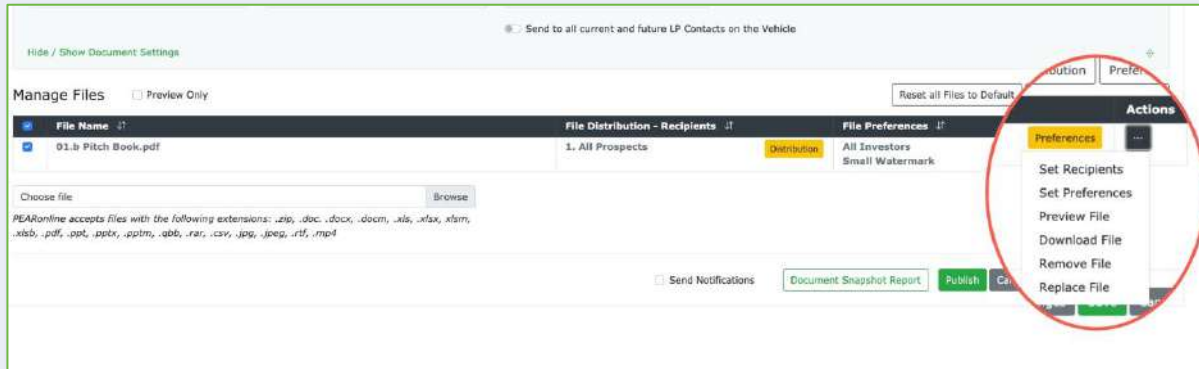
Select 'Distribute via Distribution List'

The screenshot shows the 'Customize File Distribution' dialog box. It has a title bar and a close button. The main content area is titled 'Customizing File Distribution for: 01.b Pitch Book.pdf'. Below this, there are two radio buttons: 'Distribute via Distribution List' (which is selected and highlighted with a red circle) and 'Distribute via LP Organizations / LP Contacts'. Below these are search fields for 'LP Organizations' and 'LP Contacts'. A list of organizations is shown, including 'Test LP Organisation', 'Global Ventures', 'Hullah Partners', 'Clark Richardson Associates (private)', 'Rose Bungalow Associates', and 'PM LLC'. At the bottom, there is a 'Reset To Default' button.

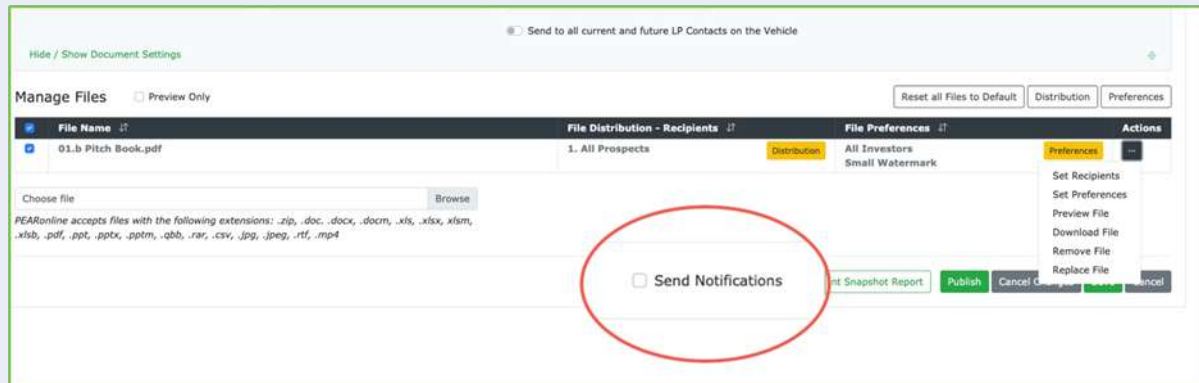
A list of your distribution lists will be available, select as appropriate and click 'Save Custom File Distribution'. By selecting a distribution list you will restrict access to this document to LP Users who have been linked to this list, and who also have the appropriate document type ticked.

# Manage Files:

4. **Actions Menu:** 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



# Manage Files:

- 6. Document Snapshot Report:** Provides an overview of who can view 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: 01.b Pitch Book **Addition Saved**  
Fund E Street Europe I - Vehicle E Street Europe I FDR v2  
Generated 5 Sep 2021 by Alice Clark  
Document Type: Fund Presentation  
Document Date: 5 Sep 2021  
Document Last Modified: 5 Sep 2021  
Notifications are: ON  
Distributing to Individual LP Contacts

File: 01.b Pitch Book.pdf

### Distribution to: All Investors

Recipients: 1. All Prospects

LP Organization: Test LP organisation **Published**

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

Recipients: 1. All Prospects

LP Organization: Global Ventures **Published**

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

This LP user will have immediate access to the document

This LP user has not yet registered their PEARonline account, and therefore will not have immediate access to the document.

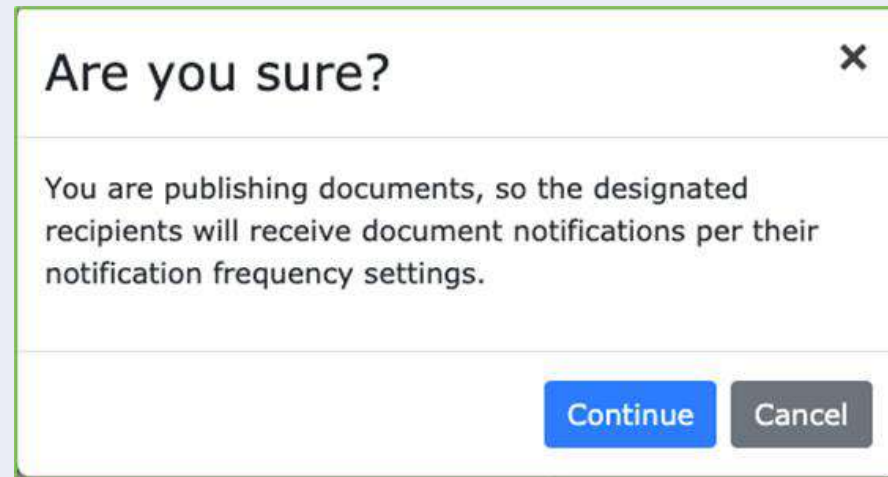


## Manage Files:

- 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).

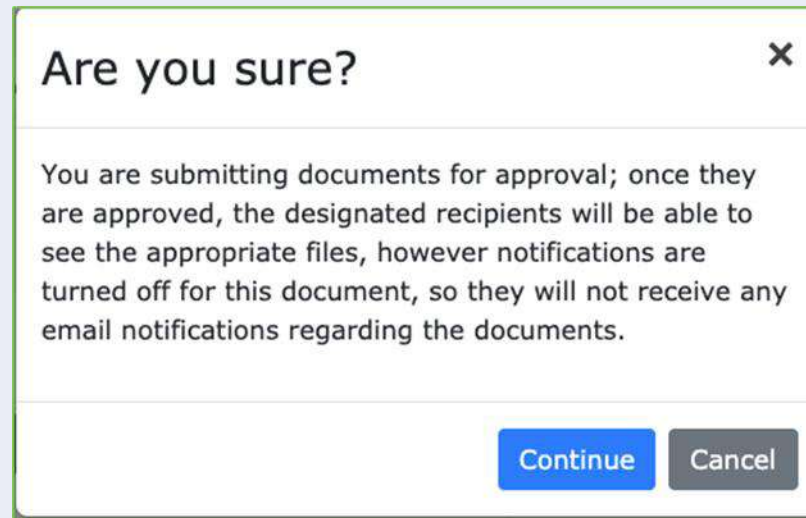
You will get a pop up asking you if you are sure you are ready to publish, also referencing whether or not you have chosen to send notifications





## Manage Files:

- 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.



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. On the left sidebar, the 'GP Dashboard' menu item is circled in red. In the main content area, under the 'Funds' section, the fund 'E Street Europe I' is listed with a 'Published' status. A red callout bubble points to this fund name with the text: 'Click the fund name to view GP users for funds and vehicles'. Below the fund list, there are buttons for 'View Fund GPs', 'Create Vehicle', and 'Invite GP User'.

The screenshot shows the 'Fund Detail : E Street Europe I' page. The 'GP Users' tab is circled in red. Below the tab, there is a section titled 'GP Super Users on the Fund' with a button 'Add GP Super User To Fund'. Below this is a table listing the GP Super Users.

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	...

At the bottom of the page, there are navigation links 'Previous' and 'Next', and a 'Rows per Page' dropdown set to 10.

# 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	<span>Publish</span>
GPs	<span>Publish</span>
LPs	<span>Publish</span>
Document	<span>Publish</span>

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](#)

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 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, [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 adding LP Users to Fund Raising Data Rooms

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

pearonline Welcome Hello, Alice Clark

Alerts (0)

Funds: All Search Funds

Pinned Vehicles: Filter Pinned Vehicles

**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 1 Co-investment Vehicle Sandbox
- E Street Dir 1 Direct Investment Sandbox
- E Street Europe I Carry Carry Vehicle Sandbox

View Fund GPs

Create Vehicle Invite GP User Billing Info

pearonline Vehicle Detail : E Street Europe I FDR V2 Published Hello, Alice Clark

Fundraising Data Room E Street Europe I

Dashboard / E Street Europe I / E Street Europe I FDR V2

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) LP Users (1)	Global Ventures LP Users (2)	Hullah Partners LP Users (2)
PM LLC LP Users (1)	Rose Bungalow Associates LP Users (3)	Test LP organisation LP Users (1)

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 adding LP Users to Fund Raising Data Rooms

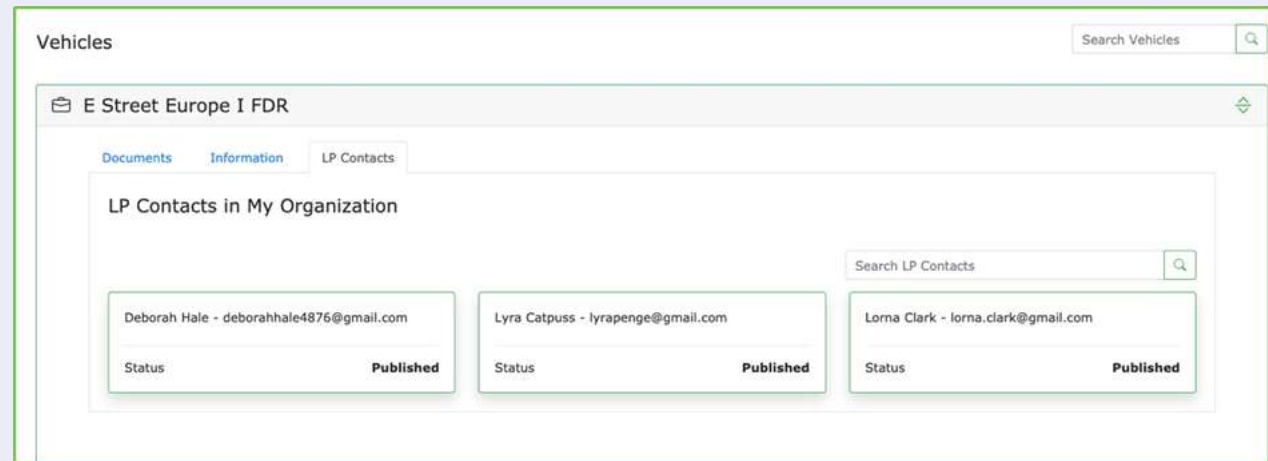
**Create LP Organization:** If the LP Organization for this LP User has not already been created on your vehicle, click 'Create LP Organization'. The following pop up will appear, where you give the LP Organization a name and set the visibility to public or private.



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' and a dropdown menu for 'Visibility'. At the bottom right of the dialog, there are two buttons: 'Publish' (in green) and 'Cancel' (in 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 organization (see below)

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](#)



The screenshot shows the 'Vehicles' page. At the top, there is a search bar labeled 'Search Vehicles'. Below this, there is a section for 'E Street Europe I FDR'. Inside this section, there are tabs for 'Documents', 'Information', and 'LP Contacts'. The 'LP Contacts' tab is selected. Below the tabs, there is a heading 'LP Contacts in My Organization'. To the right of this heading is a search bar labeled 'Search LP Contacts'. Below the heading, there is a table with three columns. Each column contains the name and email of an LP contact, followed by 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

# Manually adding LP Users to Fund Raising Data Rooms

**Invite New LP User:** Enter their contact details and set the following fields

- Advisory Committee – default to no for data rooms
- NDA Opt out – default to no unless you are happy for them to access the data room without accepting an NDA (NB only applies if you actually have an NDA on the vehicle). 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 the data room without using an MFA code during the login process.
- Allowed Document Types – default to all for data rooms, which is pre-selected.

The screenshot displays the 'Fundraising Data Room' interface for 'E Street Europe I'. The breadcrumb trail at the top right reads 'Dashboard / E Street Europe I / E Street Europe I FDR V2'. The main navigation bar includes tabs for 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts' (which is active), 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. Below the navigation bar, the 'LP Organizations' section is visible, featuring a dropdown menu set to 'All' and a search bar labeled 'Search LP Organizations'. A row of action buttons is present: 'Create LP Organization', 'Invite New LP User' (circled in red), 'Import LP Contacts And Organizations', and 'Export LP Contacts And Organizations'. The main content area shows a grid of six LP organization cards, each with a 'Published' status and a list of LP users:

- Clark Richardson Associates (private) - LP Users (1)
- Global Ventures - LP Users (2)
- Hullah Partners - LP Users (2)
- PM LLC - LP Users (1)
- Rose Bungalow Associates - LP Users (3)
- Test LP organisation - LP Users (1)

# Manually adding LP Users to Fund Raising Data Rooms

## Invite New LP User:

pearonline LP User Details Hello, Alice Clark ▾

Settings Dashboard /

### User Details

First Name Last Name Email Address \* Organization \*

Elsa Catpuss elsacatpuss@gmail.com Clark Richardson Associates (private) ▾

Phone Number Language \*

English

**E Street Europe I FDR v2**

Fundraising Data Room

Vehicle Role LP User

NDA Status None

☐ Advisory Committee

☒ NDA Opt Out

Reason for Override \*

Feline

☒ Multi-Factor Opt Out

**Allowed Document Types**

Select All Document Types ☒

Remove User From Vehicle

If you have an NDA on your vehicle, and select the 'NDA opt out' check box when inviting your prospect to the data room, this means that the LP user will be able to access your data room without first accepting the NDA. Please note that 'Reason for Override' is a required field.

If you select 'Multi-Factor Opt Out' when inviting your prospect, this LP user will be able to access the data room without using an MFA code as part of the login process.

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 adding LP Users to Fund Raising Data Rooms

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

If permissions to view the documents in your data room are managed by distribution lists (recommended), you will need to add your new invitee to one or more distribution lists before they can see any documents.

Locate the LP User from the LP Organizations/Contacts tab and click their name to proceed to the LP User Details for this prospect.

The screenshot shows the 'pearonline' Investor Portal interface. The top navigation bar includes 'Vehicle Detail : E Street Europe I Portal' and a user greeting 'Hello, Alice Clark'. The main navigation tabs are '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, displaying a list of organizations. The 'Penge Panthers' organization is expanded, showing a list of LP Users. The user 'Lyra Catpuss' is highlighted with a red circle. A red speech bubble points to the name, containing the text: '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 and which distribution lists they have been linked to.'

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

LP User	Status	NDA Status
lyrapenge@gmail.com	Published	None
<b>Lyra Catpuss</b>	Published	None
lorna.clark@gmail.com	Published	None
<b>Lorna Clark</b>	Pending	None



# Manually adding LP Users to Fund Raising Data Rooms

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

The Distribution Lists for your data room will be displayed on screen. To add this user to the distribution list, check 'Include User in Distribution'

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

[Documents](#) [Distribution Lists](#) [Settings](#) Dashboard / E Street Europe I FDR V2 / Elsa Catpuss

**Included in Distribution Lists**

No Distribution Lists found

**Other Vehicle Distribution Lists**

Search Distribution Lists

1. All Prospects

ID: **1AP**

Include User in Distribution ☒

[Publish](#)

2. Due Diligence Phase 1

ID: **2DD1**

Include User in Distribution ☐

[Publish](#)

3. Due Diligence Phase 2

ID: **3DD2**

Include User in Distribution ☐

[Publish](#)

4. Legals

ID: **4LEG**

Include User in Distribution ☐

[Publish](#)

5. Ren

ID: **5REF**

Include User in Distribution ☐

[Publish](#)

[Cancel](#)

This user has just been invited to the data room, and therefore has not yet been linked to any distribution lists. All of the documents in my data room have been uploaded to one of the distribution lists that I have created, which means that I can control access to documents by adding or removing my LP users to and from distribution lists.

To add an LP user to a distribution list, check 'Include User in Distribution'



# Manually adding LP Users to Fund Raising Data Rooms

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).

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.



# Manually adding LP Users to Fund Raising Data Rooms

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](#)

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:

The screenshot shows the 'pearonline' interface for 'LP User Details : Elsa Catpuss'. The 'Documents' tab is highlighted with a red circle. The page displays a list of documents under the heading 'LP Documents'. Above the list are filters for 'Filter Documents By', 'Search Documents', 'Date After', and 'Date Before'. A 'Clear Unread Documents List' button is also present. The document list includes columns for Document Name, Date Uploaded, Last Access, and Document Type. The current page is 1 of 1, and the rows per page are set to 10.

Document Name	Date Uploaded	Last Access	Document Type
01.a Private Placement Memorandum	27 Aug 21		Offering Memo
01.b Pitch Book	29 Aug 21		Fund Presentation
01.c Due Diligence Questionnaire	29 Aug 21		Due Diligence Questionnaire
01.d Structure Chart	29 Aug 21		Organization

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.

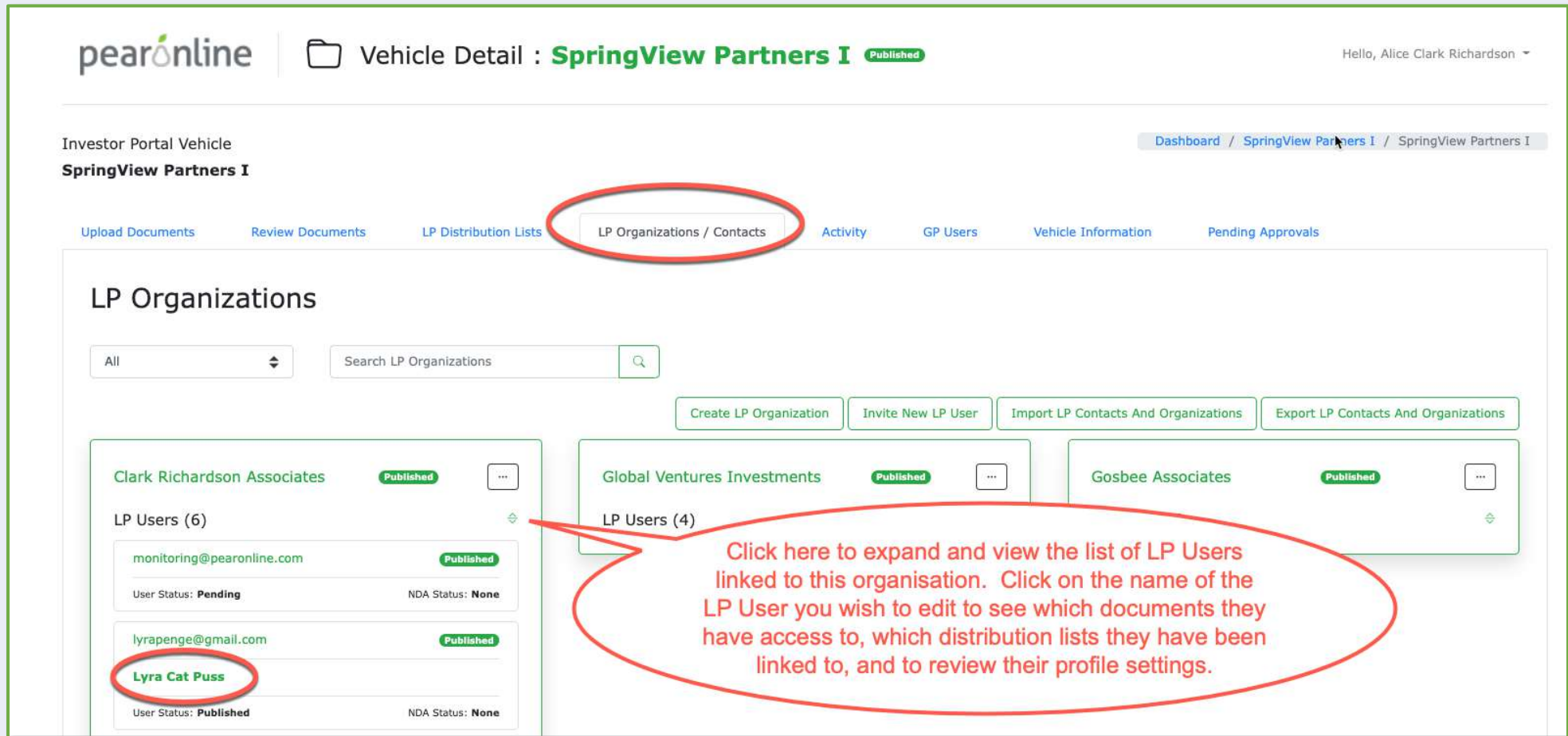
- 1. Establish which documents the LP User has access to:** From the GP dashboard, click on the appropriate vehicle, and then go to the LP Organizations/contacts page.

The first screenshot shows the GP Dashboard in the pearonline system. The left sidebar contains a menu with 'GP Dashboard' circled in red. The main content area shows a 'Welcome' message and a list of funds. Under the 'E Street Europe I' fund, the 'My Vehicles' section lists several vehicles, with '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 this tab, the 'LP Organizations' section displays a list of organizations and their associated LP Users. The list includes:

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

# 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

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 ...



# 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 shows the PEARonline interface for a document titled "Vehicle Detail : E Street Europe I Portal". The document is in a "Published" state. The user is logged in as "Alice Clark".

**Document Details:**

- 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

**Manage Files:**

Buttons: Preview Only, Reset all Files to Default, Distribution, Preferences

File Name	File Distribution - Recipients	File Preferences	Actions
ESE 1 Capital Call 1 CPA.pdf	Crystal Palace Associates	Default	Preferences
ESE 1 Capital Call 1 PP.pdf	Penge Panthers	Default	Preferences

**File Upload Section:**

Choose file

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

**Footer:**

☐ Send Notifications

# 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		x

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		x

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

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

Global Ventures 2018 **Published**

ID: **GV18**

Include User in Distribution ☐

Publish

Global Ventures 2019 **Published**

ID: **GV19**

Include User in Distribution ☐

Publish

Global Ventures 2020 **Published**

ID: **GV20**

Include User in Distribution ☐

Publish

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



# 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 highlighted with a red circle. 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, indicated by a red speech bubble with the text 'Check this box to add this LP User to the April 2020 Distribution List'. The other two cards, 'EUROFOF 2011 A LP' (ID: EUROFOF11A) and 'Global Ventures FoF 2011 LP' (ID: GV11), have their checkboxes unchecked. Each card has a 'Publish' button at the bottom.

Distribution List	ID	Include User in Distribution	Action
April 2020	APR2020	<input checked="" type="checkbox"/>	Publish
EUROFOF 2011 A LP	EUROFOF11A	<input type="checkbox"/>	Publish
Global Ventures FoF 2011 LP	GV11	<input type="checkbox"/>	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"/>

Remove User From Vehicle

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

Fundraising Data Room **E Street Europe I**

Dashboard / E Street Europe I / E Street Europe I FDR

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 platform. 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 section: Search Funds, All filter.
- My Vehicles section: List of vehicles with status tags (Published, Sandbox). 'E Street Europe I Portal Investor Portal Vehicle' is circled in red.
- View Fund GPs button.
- Create Vehicle, Invite GP User, Billing Info buttons.

**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 LP Organizations, All filter.
- Buttons: Create LP Organization, Invite New LP User, Import LP Contacts And Organizations, Export LP Contacts And Organizations.
- LP Organizations list:

LP 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 displays the 'pearonline' interface for the 'E-Street Europe I Portal'. The top navigation bar includes 'Upload Documents', 'Review Documents', 'LP Distribution Lists', '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 several organization cards. Each card lists the organization name, a 'Published' status, and a list of LP Users with a dropdown arrow. The 'Penge Panthers' card is expanded, showing a list of LP Users. 'Lyra Catpuss' is highlighted with a red circle, and a red arrow points from a callout box to it. The callout box 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.'

pearonline Vehicle Detail : E-Street Europe I Portal Published

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 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)

- lyrapenge@gmail.com Published
- Lyra Catpuss**
- User Status: Published NDA Status: Pending
- Advisory Committee
- lorina.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)



# 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

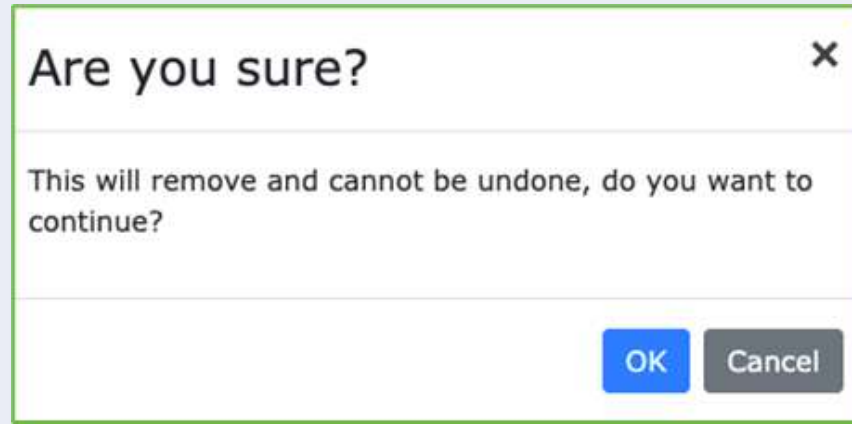
**Allowed Document Types**  
Select All Document Types

**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](#)

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

Documents **Distribution Lists** Settings

Dashboard / E Street Europe I Portal / Deborah Hale

### Included in Distribution Lists

Global Ventures 2017	Global Ventures 2018	Global Ventures 2019	Global Ventures 2020	Global Ventures 2021
ID: <b>GV17</b>	ID: <b>GV18</b>	ID: <b>GV19</b>	ID: <b>GV20</b>	ID: <b>GV2021</b>
Include User in Distribution <input checked="" type="checkbox"/>	Include User in Distribution <input checked="" type="checkbox"/>	Include User in Distribution <input checked="" type="checkbox"/>	Include User in Distribution <input checked="" type="checkbox"/>	Include User in Distribution <input checked="" type="checkbox"/>
<i>This LP is included in the Distribution as an individual.</i>	<i>This LP is included in the Distribution as an individual.</i>	<i>This LP is included in the Distribution as an individual.</i>	<i>This LP is included in the Distribution as an individual.</i>	<i>This LP is included in the Distribution as an individual.</i>
<b>Publish</b>	<b>Publish</b>	<b>Publish</b>	<b>Publish</b>	<b>Publish</b>

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](#) [Refresh](#)

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

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

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](#) [Refresh](#)

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

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

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

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

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](#)

**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

pearonline

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="password"/>	<input type="password"/>

☐ 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. Below, three user cards are displayed, each with an 'Access Levels' section. The dropdown arrows in the 'Access Levels' sections are circled in red.

**Vehicle GP Users**

Filter GP Users By: Search GP Users: [Search Icon]

Buttons: Invite GP User, Add Existing GP Users To Vehicle

**User 1: Elizabeth Pargetter** (Published, Remove)

Lower Loxley Partners  
lizziepargetter4876ll@gmail.com

Invitation Status: Accepted

**Access Levels**

Vehicle	Publish
GPs	Publish
LPs	Publish
Document	Publish
Sandbox	Publish

**User 2: Jazzer McCreary** (Published, Remove)

jmc4876ambridge@gmail.com

Invitation Status: Accepted

**Access Levels**

Vehicle	Read
GPs	Read
LPs	Read
Document	Read
Sandbox	Read

**User 3: Lily Pargetter** (Published, Remove)

Lower Loxley Partners  
lilypargetter4876ll@gmail.com

Invitation Status: Pending

**Access Levels**

Vehicle	Publish
GPs	Publish
LPs	Publish
Document	Publish
Sandbox	Publish



# 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' and has a breadcrumb trail 'Dashboard / Thunder Road Europe II'. Below the breadcrumb are tabs for 'Fund Details', 'Contacts & Billing', 'Vehicles', and 'GP Users', with 'GP Users' being the active tab. The 'GP Users' section is titled 'GP Super Users on the Fund' and includes a table with two rows: 'James Green' and 'Alice Clark Richardson', both assigned to 'Thunder Road Europe II'. Below the table are pagination controls and a 'Rows per Page' dropdown set to 10. The 'GP Users' section is followed by 'GP General Users on the Fund Vehicles', which includes a table with two rows: 'James Green' and 'Alice Clark Richardson', both assigned to 'Thunder Road Europe II'. Below this table are also pagination controls and a 'Rows per Page' dropdown set to 10.

GP Dashboard

Thunder Road Europe II

GP Users

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]

Previous 1 Next

Rows per Page: 10

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

Previous 1 Next

Rows per Page: 10



# 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="#">Jazzer 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-yes, 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. At the top, 'Vehicle Type' is set to 'Investor Portal Vehicle'. Below this is a checkbox for 'Receive notification when an LP Contact Registers'. The 'Vehicle Role' is set to 'GP General (General Partner, General)'. A list of permissions follows: 'Vehicle', 'GPs', 'LPs', 'Documents', and 'Sandbox'. Each permission has a dropdown menu currently set to 'Submit'. The 'Sandbox' dropdown is highlighted with a blue border. At the bottom, there is a 'Remove User From Vehicle' button and a large green 'Save' button.

This screenshot shows the same 'Investor Portal Vehicle' settings form, but with all permission dropdowns set to 'Approve'. The 'Sandbox' dropdown is highlighted with a blue border. The layout and other elements, such as the 'Vehicle Type', 'Vehicle Role', and 'Save' button, are identical to the previous screenshot.

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 shows the 'pearonline' interface for a 'Vehicle Detail' page titled 'E Street Europe I FDR'. The page has a top navigation bar with the logo and a breadcrumb trail: 'Dashboard / E Street Europe 1 / E Street Europe I FDR'. Below this is a 'Fundraising Data Room' section for 'E Street Europe 1'. A horizontal menu contains several tabs: 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users' (highlighted with a red circle), 'Vehicle Information', and 'Pending Approvals'. The main content area is titled 'Vehicle GP Users' and includes a search bar and a list of two users. Each user card displays their name, email, and an 'Invitation Status' of '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'.

GP User	Status
Alice Clark Springview Partners aliceclarkrichardson4876@gmail.com	Accepted
Penelope Publish E Street Partners loria.clark+penelopepublish@gmail.com	Accepted

# How to Implement 4-eyes

Complete the contact details fields and assign permissions:

The screenshot shows a 'User Detail' form for 'E Street Europe I FDR'. The form includes fields for 'First Name', 'Last Name', 'Email Address', 'Phone Number', and 'Organization'. Below these is a section for 'Vehicle Role' with a dropdown menu set to 'GP General (General Partner, General)'. A red box highlights a list of permissions: 'Vehicle', 'GPs', 'LPs', 'Documents', and 'Sandbox', each with a 'Select Permissions' dropdown. A red callout box points to these permissions, stating: 'For each of these areas the options are as follows: Read; Submit; Approve; Publish'. At the bottom right 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 see over.

# GP Permissions and 4-eyes – An Overview

For more information on how to assign or edit GP User permissions, please see [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.

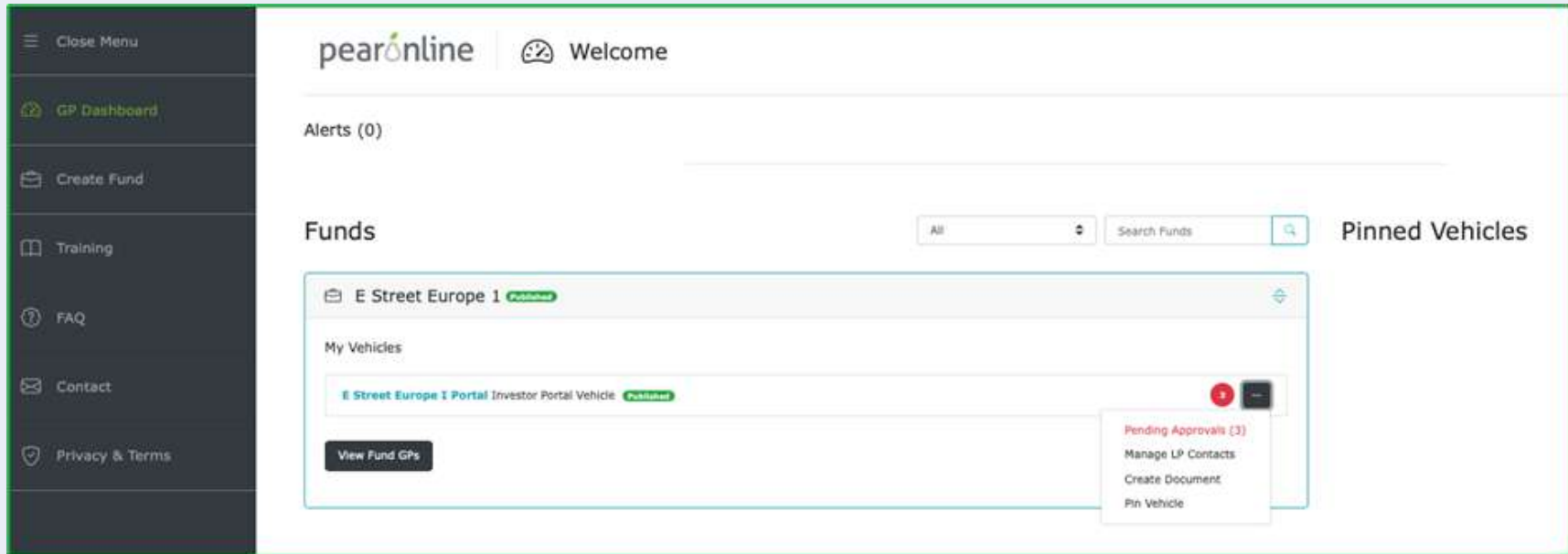
**Submit:** In the relevant pages/screens, GP Users with submit privileges will find that the Submit button is the only enabled button when performing certain tasks. When a Submitter clicks the Submit button, the proposed changes can be viewed from the 'Pending Approvals' tab (see below). These can only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

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'. The 'Pending Approvals' tab is highlighted with a red circle. Below the navigation bar, the page title is 'Pending Approvals for Vehicle and Documents'. There are two sub-tabs: 'Vehicle User and Detail Approvals' (with a red notification icon) and 'Document Approvals' (with a red notification icon). A 'Download Pending Approvals Log' button is circled in red on the right. Under 'Pending Approvals on Vehicle Users and Details', there is a 'Toggle All Open' button. Two expandable sections are visible: 'GP Users: E Street Europe I Portal' (with a red notification icon) and 'Distribution Lists: E Street Europe I Portal' (with a red notification icon). The 'Distribution Lists' section shows a 'Create New Distribution List' button and a list item 'Grey Gables' submitted by 'Lily Margaret' on '16 Nov 23'.

# 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 is an 'Alerts (0)' section. The 'Funds' section features a dropdown menu set to 'All' and a search bar. A card for 'E Street Europe 1' (Published) is visible. Under 'My Vehicles', there is a card for 'E Street Europe I Portal Investor Portal Vehicle' (Published) with a 'View Fund GPs' button. A red circle with the number '3' is next to the vehicle card, and a dropdown menu is open, showing options: Pending Approvals (3), Manage LP Contacts, Create Document, and Pin Vehicle. The 'Pinned Vehicles' section is also visible on the right.



# 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 corner. 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. One document, 'ESE I Q2 2021 Investor Report.pdf', is highlighted. A red box with an arrow points from the text 'This will take you to the document that has been submitted for publishing so that you can review.' to the 'View Document To Approve' button next to the document. The interface also shows a 'Notifications OFF' toggle.

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' (circled in red), 'Search Documents', 'Document Cart', 'Training', 'FAQ', 'Contact', and 'Privacy & Terms'. The main content area has a header with 'pearonline' and 'Welcome' (with a user icon), and a top right corner with a search icon, a trash icon, and the text 'Hello, Lynn Catpuss'. Below the header, there is an 'Alerts (0)' section. A red circle highlights the text '56 Unread Document(s)' next to a document icon. To the right of this are two buttons: 'Add All To Cart' and 'Download Selected'. Further right is a 'Search Documents' input field. Below these elements, a document entry is shown: '51 Documents for E Street Europe 1 FDR v2' with '51 Document(s), 67 File(s)'. To the right of this entry is a red circle with a white 'N' and a document icon. Below the document entry, a yellow button with the text 'NDA Required To View Document' is circled in red. To the right of this button is the text 'E Street US 1 - E Street US 1 FDR' with a warning icon. On the far right, there is a 'Funds + Vehicles' section with a 'Search Funds and Vehicles' input field. Below this, two vehicle entries are listed: 'E Street Europe 1' and 'E Street US 1', each with a document icon and a dropdown arrow.



# 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 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 Horrobin Capital I' and a breadcrumb trail 'Dashboard / Horrobin Capital I / Horrobin Capital I'. A horizontal 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 of the form, 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.

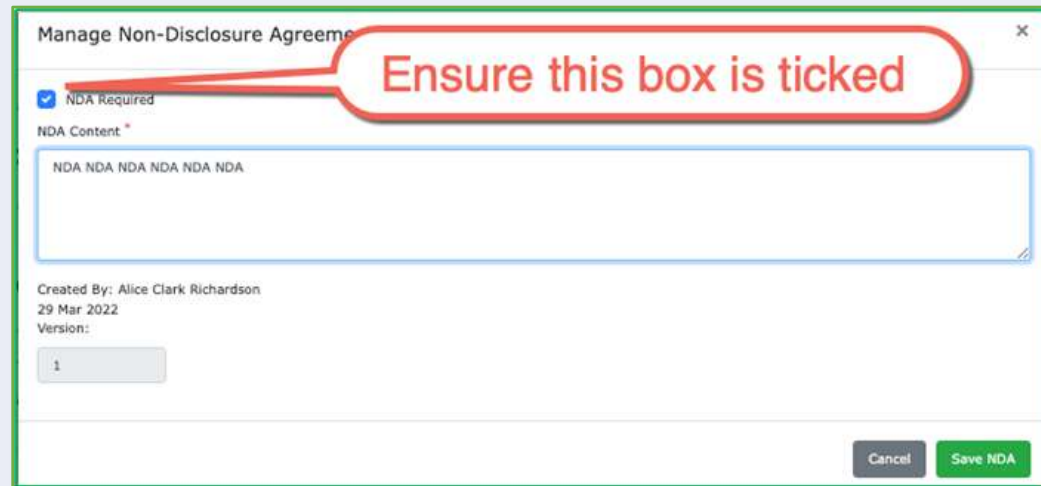
Click 'Add NDA'. NB if there is already an NDA on the vehicle, the option here will be 'View or Change NDA'.



# 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

NDA Content \*

NDA NDA NDA NDA NDA NDA

Created By: Alice Clark Richardson  
29 Mar 2022  
Version:  
1

Cancel Save NDA

Ensure this box is ticked

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 screenshot displays the PEARonline interface. 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 marked 'Published'. 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 web application interface. On the left is a dark sidebar with navigation links: Close Menu, GP Dashboard, Create Fund, Support, FAQ, Contact, and Privacy. The main content area is titled 'Vehicle Detail : Thunder Road Europe II' and includes a breadcrumb trail: Dashboard / Thunder Road Europe II / Thunder Road Europe II. Below this is a tabbed interface with options: 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. Each card lists the organization name, a 'Published' status, and a list of LP Users. The first card, 'Clark Richardson Associates (private)', shows one LP User with the email 'alice@pearonline.com' 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'.

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 with the text 'Hello, Alice Clark Richardson' is on the right. Below the logo, 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, which is titled 'Thunder Road Europe II' and 'Fundraising Data Room'. It contains a 'Vehicle Role' field (with value 'LP User'), an 'NDA Status' field (with value 'Pending', circled in red), and 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 is 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 displays the PEARonline interface. At the top, the 'pearonline' logo is on the left, and a user profile icon with the text 'Hello, Alice Clark Richardson' is on the right. Below the logo, there are three tabs: 'Documents', 'Distribution Lists', and 'Settings', with 'Settings' highlighted by a red circle. The 'User Details' section is marked as 'Published' and contains several input fields: 'First Name', 'Last Name', 'Email Address' (with the value 'alice@pearonline.com'), 'Phone Number', 'User Record State' (set to 'PENDING'), 'Language' (set to 'English'), 'Invite Date' (set to '12 Aug 2020'), and 'Invitation Status' (set to 'Accepted'). The 'Organization' field is set to 'Clark Richardson Associates (privat)'. Below this is the 'LP Vehicle Settings' section, which is titled 'Thunder Road Europe II' and 'Fundraising Data Room'. It contains a 'Vehicle Role' dropdown set to 'LP User', an 'NDA Status' dropdown set to 'Override', and a 'Reason for Override' field. A red callout bubble points to this field with the text: 'You will be required to add a reason to this field before changes can be applied.' There are also checkboxes for 'Advisory Committee', 'NDA Opt Out' (checked), 'Multi-Factor Opt Out', and 'Allowed Document Types' (set to 'Select All Document Types').

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 navigation bar includes 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 main section is titled 'LP Organizations' and features a search bar and a 'Create LP Organization' button. Two LP Organizations are listed:

- Clark Richardson Associates (private)** (Status: Published)
  - LP Users (1):
    - alice@pearonline.com** (Status: Published, NDA Status: Pending)
- Global Ventures** (Status: Published)
  - LP Users (2):
    - deborahhale4876@gmail.com** (Status: Published, NDA Status: Accepted)
    - Gary Hale** (Status: Pending, NDA Status: Overridden)

Red callouts provide additional instructions:

- A red circle around a green arrow icon next to the 'Clark Richardson Associates' organization with the text: 'Click green arrows to view the list of LP Users linked to an LP Organization'.
- A red circle around the 'alice@pearonline.com' email address 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.'



# 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 are three dropdown menus: 'Activity Reports' (set to 'All Contacts'), 'All Organizations' (set to 'All'), and 'All Time' (set to 'All'). The main table displays NDA activity with columns: 'Organization Name', 'User Name', 'User Email', 'Activity', 'Activity Date', and 'Notes'. The table contains three rows of 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?

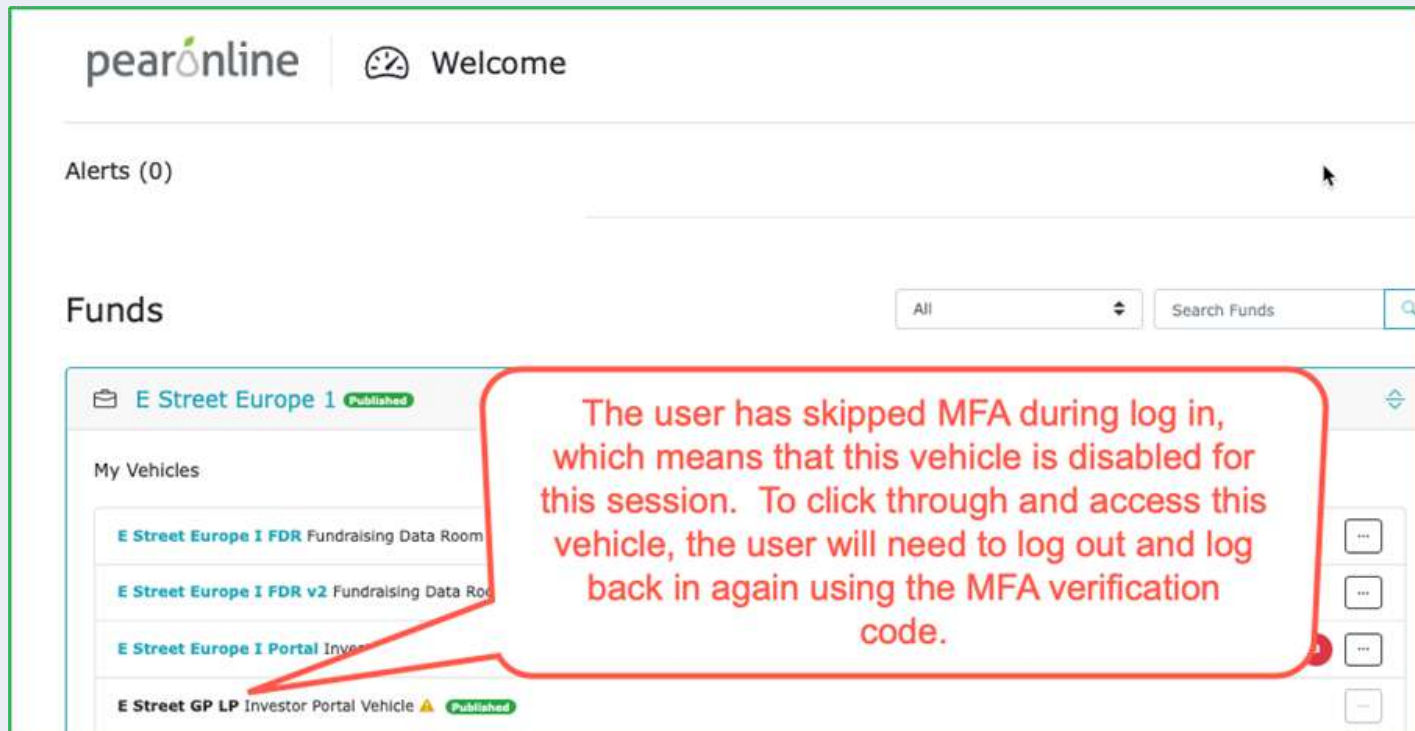
A: No, using MFA increases security and reduces the risk should a user's password be compromised. While some users may not be overjoyed by the extra clicks required (which is why we have made this optional), others will be really pleased to see that MFA is in use.



# 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 is a 'Welcome' message with a clock icon. Below this is an 'Alerts (0)' section. The main section is titled 'Funds' and includes a dropdown menu set to 'All' and a 'Search Funds' input field. Under the 'Funds' section, there is 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 with a yellow warning triangle and a 'Published' status. A red speech bubble points to the 'E Street GP LP Investor Portal 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 I 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	
<input type="checkbox"/> Require multi-factor authentication for users accessing the vehicle.		
<input checked="" type="checkbox"/> Show LPs Their Allowed Document Types		



## 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 the 'Organization' field (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 (What is your mother's maiden name?) and a 'Response' field (Michele). Below this is the 'Terms and Conditions' section with a checkbox 'I have read and accept the pearonline Terms and Conditions' and a 'Date Accepted' field (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', and another red box pointing to the 'Always require multi-factor authentication' checkbox with the text '2) switch MFA on or off by clicking here'. A third red box contains 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 for 'Thunder Road Europe II'. The breadcrumb trail is 'Dashboard / Thunder Road Europe II / Thunder Road Europe II'. 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 it, the 'Document Activity' sub-tab is also selected and circled in red. The 'Set Filters to View Document Activity' section contains several dropdown menus: 'Activity Reports' (selected), 'All LP Contacts', 'All Organizations', 'All Activities', 'All Time', 'All', and 'All Documents'. There are 'Export CSV' and 'Apply Filters' buttons on the right.



# 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 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
	geranullah4876@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

Export CSV Apply Filters

Activity Reports All LP Contacts All Organizations

Accepted Invitation x All Time All

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

Export CSV Apply Filters

Inactive Reports All LP Contacts All Organizations

Pending Invitations x All Time All

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 displays the 'pearonline' Fundraising Data Room interface. The top navigation bar includes the 'pearonline' logo, a breadcrumb trail 'Vehicle Detail : E Street Europe I FDR' with a 'Published' status, and a user greeting 'Hello, Alice Clark'. Below this, the 'Fundraising Data Room' section is titled 'E Street Europe 1'. 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 'Set Filters to View Contact Activity' section contains several filter options. Two filters are highlighted with red circles: 'Activity Reports' and 'Document Notification Sent (to LPs)'. Other filters include 'All LP Contacts', 'All Organizations', 'All Time', and 'All'. At the bottom, there are buttons for 'Export CSV' and 'Apply Filters'. A table header is visible at the bottom of the interface, listing columns: 'Organization Name', 'User Name', 'User Email', 'Activity', 'Activity Date', and 'Notes'.

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 I FDR

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

Document Notification Sent (to LPs) All Time All

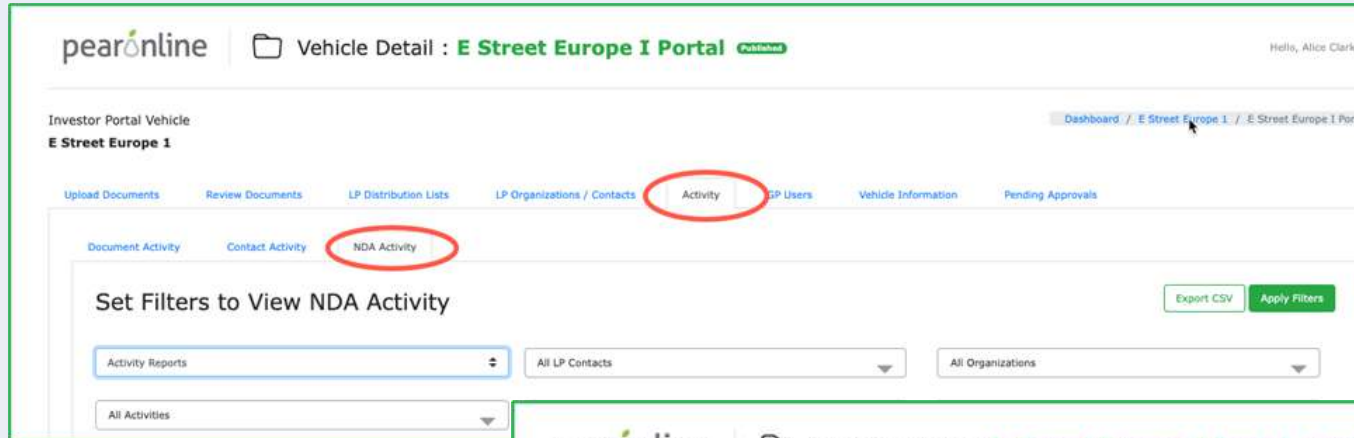
Organization Name User Name User Email Activity Activity Date Notes



# Track LP Downloads with Activity and Inactivity Reports

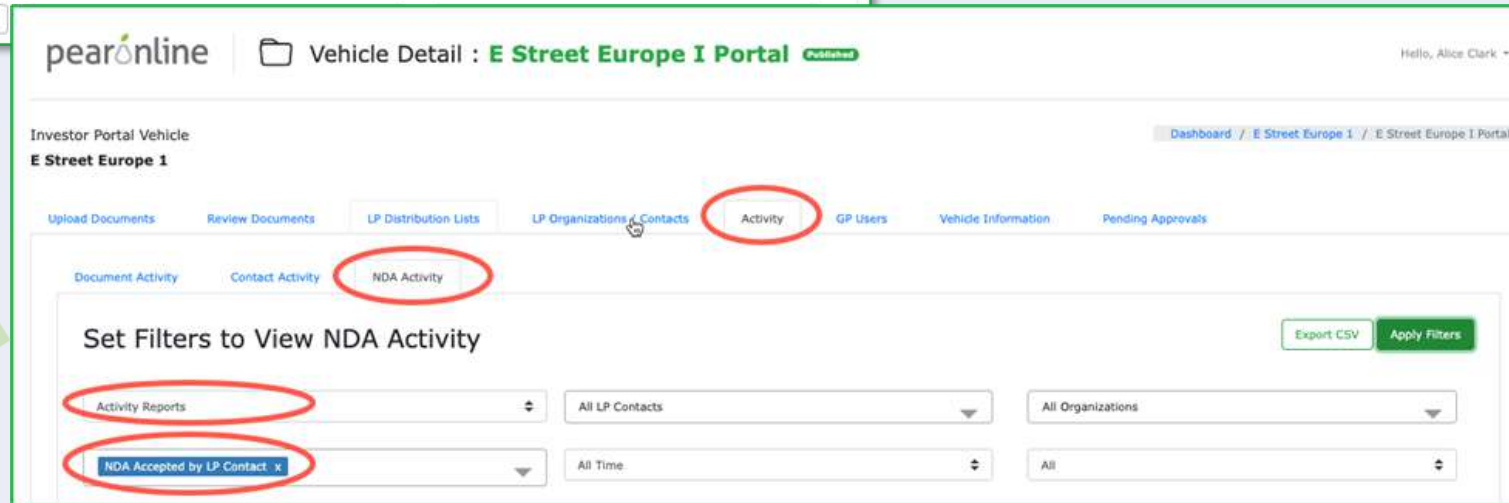
## 3. NDA Activity

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 on the right.

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 and a user greeting '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: 'Inactive Reports' (circled in red), 'All LP Contacts', 'All Organizations', 'NDA Pending Acceptance x' (circled in red), 'All Time', and 'All'. To the right of the filters are 'Export CSV' and 'Apply Filters' buttons. A small pear logo is visible in the bottom left corner of the slide.

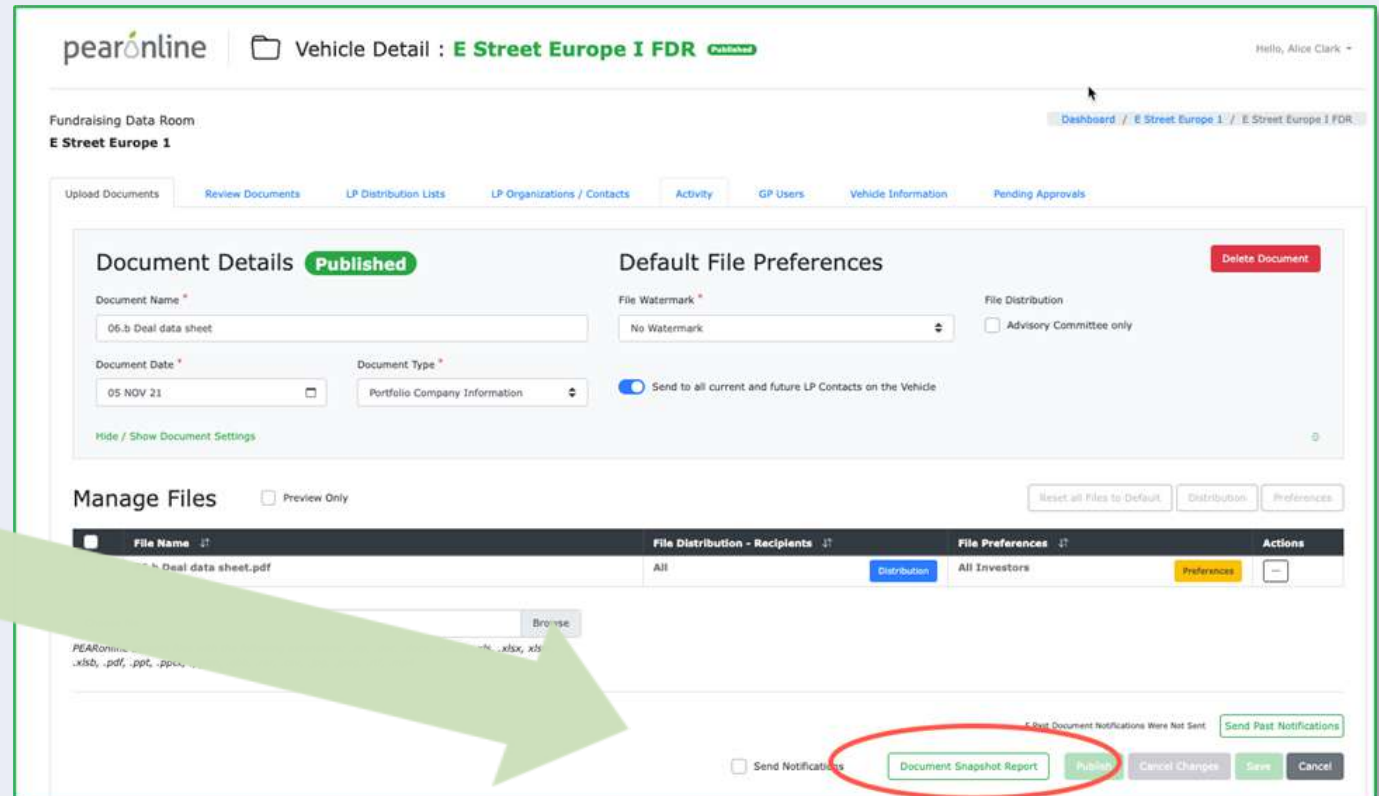
# Track LP Downloads with Activity and Inactivity Reports

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 (No Watermark) and a File Distribution section with a 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 table shows a file named '06.b Deal data sheet.pdf' with a distribution of 'All' and a preference of 'All Investors'.
- 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, the page title is 'Investor Portal Vehicle E Street Europe 1'. A breadcrumb trail shows 'Dashboard / E Street Europe 1 / E Street Europe 1 Portal'. A horizontal menu contains several tabs: 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts' (circled in red), 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. Below the menu, the 'LP Organizations' section is visible. It includes 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' (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.

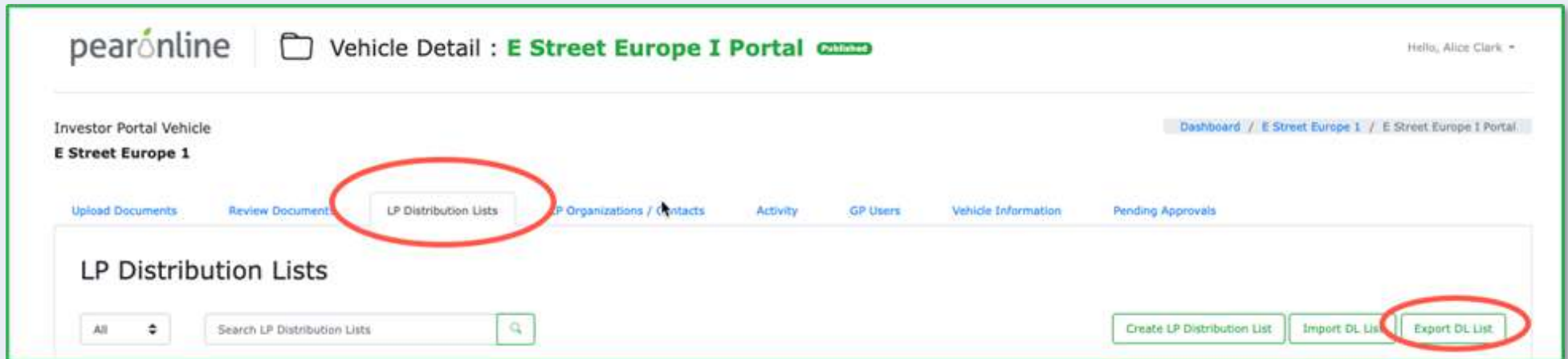




# Track LP Downloads with Activity and Inactivity Reports

## 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 image displays two screenshots from the PEARonline platform. The left screenshot shows the 'GP Dashboard' with a sidebar menu where 'GP Dashboard' is highlighted. The main content area shows 'My Vehicles' for 'E Street Europe I', with 'E Street Europe I FDR v2 Fundraising Data Room' circled in red. The right screenshot shows the 'Vehicle Detail' page for 'E Street Europe I FDR V2', with the 'Upload Documents' tab highlighted in red. The 'Document Details' section includes fields for 'Document Name', 'Document Date', and 'Document Type'. The 'Default File Preferences' section includes 'File Watermark' and 'File Distribution' options. The 'Add Files' section has a file upload area with a list of supported file extensions: .zip, .doc, .docx, .docm, .xls, .xlsx, .xlsm, .xltb, .xls, .ppt, .pptx, .potm, .dtd, .rar, .rtx, .jpg, .jpeg, .tif, .mp4.

**GP Dashboard**

pearonline Welcome Hello, Alice Clark

Alerts (0)

Funds All Search Funds

**E Street Europe I**

My 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 Europe I Feeder Feeder/Parallel Vehicle
- E Street Europe Co-Invest 1 Co-Investment Vehicle
- E Street Div 1 Direct Investment
- E Street Europe 1 Carry Carry Vehicle

View Fund GHs

Create Vehicle Invite GP User Billing Info

**E Street US 1**

My Vehicles

- E Street US 1 FDR Fundraising Data Room

**Vehicle Detail : E Street Europe I FDR V2**

Fundraising Data Room 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 \* 05 SEP 21  
Document Type \* Select Document Type

**Default File Preferences**

File Watermark \* Select Watermark  
File Distribution ☐ Advisory Committee only ☐ ESP1 Data Room  
ESP1 Data Room Select Tag  
☐ Send to all current and future LP Contacts on the Vehicle

**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, .xlsm, .xltb, .xls, .ppt, .pptx, .potm, .dtd, .rar, .rtx, .jpg, .jpeg, .tif, .mp4

☐ Send Notifications

# 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 links for 'Upload Documents', 'Review Documents', 'LP Distribution Lists', 'LP Organizations / Contacts', 'Activity', 'GP Users', 'Vehicle Information', and 'Pending Approvals'. The 'Upload Documents' link is circled in red. Below this, the 'Document Details' section contains fields for 'Document Name' (E Street Europe I LPA), 'Document Date' (11 NOV 21), and 'Document Type'. The 'Default File Preferences' section includes a 'File Watermark' dropdown, a 'File Distribution' checkbox for '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 features a 'Preview Only' checkbox, which is also circled in red. Other buttons at the bottom include 'Reset all Files to Default', 'Distribution', and 'Preferences'.

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 the 'Preview Only' label, stating 'These check boxes are disabled'. The 'Funds + Vehicles' section shows two entries: 'E Street Europe 1' and 'E Street US 1'. 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  Search GP Users

GP User	Status	Remove	Invitation Status	Access Levels	Actions										
Alice Clark Richardson PEARonline aliceclarkrichardson4876@gmail.com	Published	<input type="button" value="Remove"/>	Accepted	<table border="1"><tr><td>Vehicle</td><td>Publish</td></tr><tr><td>GPs</td><td>Publish</td></tr><tr><td>LPs</td><td>Publish</td></tr><tr><td>Document</td><td>Publish</td></tr><tr><td>Sandbox</td><td>Publish</td></tr></table>	Vehicle	Publish	GPs	Publish	LPs	Publish	Document	Publish	Sandbox	Publish	<div>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.</div>
Vehicle	Publish														
GPs	Publish														
LPs	Publish														
Document	Publish														
Sandbox	Publish														
Bert Fry gardener4876il@gmail.com	Published	<input type="button" value="Remove"/>	Accepted	<table border="1"><tr><td>Vehicle</td><td>Read</td></tr><tr><td>GPs</td><td>Read</td></tr><tr><td>LPs</td><td>Read</td></tr><tr><td>Document</td><td>Read</td></tr><tr><td>Sandbox</td><td>Read</td></tr></table>	Vehicle	Read	GPs	Read	LPs	Read	Document	Read	Sandbox	Read	<div>This user can view the sandboxed vehicle, but cannot make any additions or changes.</div> <div>They cannot submit, approve or publish a vehicle</div>
Vehicle	Read														
GPs	Read														
LPs	Read														
Document	Read														
Sandbox	Read														
Lily Pargetter lilypargetter4876il@gmail.com	Published	<input type="button" value="Remove"/>	Accepted	<table border="1"><tr><td>Vehicle</td><td>Approve</td></tr><tr><td>GPs</td><td>Read</td></tr><tr><td>LPs</td><td>Submit</td></tr><tr><td>Document</td><td>Approve</td></tr><tr><td>Sandbox</td><td>Approve</td></tr></table>	Vehicle	Approve	GPs	Read	LPs	Submit	Document	Approve	Sandbox	Approve	<div>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.</div>
Vehicle	Approve														
GPs	Read														
LPs	Submit														
Document	Approve														
Sandbox	Approve														
Lizzie Pargetter lizziepargetter4876il@gmail.com	Published	<input type="button" value="Remove"/>	Accepted	<table border="1"><tr><td>Vehicle</td><td>Submit</td></tr><tr><td>GPs</td><td>Submit</td></tr><tr><td>LPs</td><td>Submit</td></tr><tr><td>Document</td><td>Submit</td></tr><tr><td>Sandbox</td><td>Submit</td></tr></table>	Vehicle	Submit	GPs	Submit	LPs	Submit	Document	Submit	Sandbox	Submit	<div>This user can work freely in all areas of the sandboxed vehicle. They can also submit a vehicle to be published.</div>
Vehicle	Submit														
GPs	Submit														
LPs	Submit														
Document	Submit														
Sandbox	Submit														

# 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**

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

**Document Details** Published Delete Document

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](#)

**Manage Files** ☐ Browser View

File Name	File Distribution - Recipients	File Preferences	Actions
<input type="checkbox"/> 01.a Private Placement Memorandum.pdf	1. Introductory Materials <span>Distribution</span>	All Investors Small Watermark <span>Preferences</span>	<span>[-]</span>

Choose file:

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

[Document Snapshot Report](#) Save Cancel

Callouts:

- 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

# 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 section is titled 'LP Organizations' and features a search bar and four action buttons: '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 one LP User and 'Investing Institution 2' with zero 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'.

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

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

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

### LP Organizations

All  Q

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

**Investing Institution 1** ...  
LP Users (1)  
jmc4876ambridge@gmail.com Published  
**Jazzer McCreary**  
User Status: **Pending** NDA Status: **None**

**Investing Institution 2** ...  
LP Users (0)

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 : Jazzer 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 : Jazzer McCreary | Hello, Alice Clark Richardson ▾

Dashboard / SpringView Partners I Feeder / Jazzer 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), a checked 'Include User in Distribution' box, a status message 'This LP is included in the Distribution as an individual.', and a 'Save' button. The 'Other Vehicle Distribution Lists' section has a search bar labeled 'Search Distribution Lists'.

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 : **Jazzier McCreary** Hello, Alice Clark Richardson

[Documents](#) [Distribution Lists](#) [Settings](#)

Dashboard / SpringView Partners I Feeder / Jazzier McCreary

### User Details Published

First Name	Last Name	Email Address *	Organization *
Jazzier	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

☐ Advisory Committee

☐ NDA Opt Out

☒ Multi-Factor Opt Out

**Allowed Document Types**

Select All Document Types ☒

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' (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:

pearonline Vehicle Detail : **SpringView Partners I Feeder** EDIT 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** Publish Sandboxed Vehicle

Vehicle Type *	Vehicle Name *	Fund Name
Feeder/Parallel Vehicle	SpringView Partners I Feeder	SpringView Partners I
Description	Vehicle Currency *	Fund Size Range
	EURO	Micro: Below 150 Million
Vehicle Domicile	Vehicle Legal Structure	Committed Capital
		€ .00
Commitment Period	Final Closing Date	Vintage Year
	21 APR 22	
Terminate Date	Created Date	
21 APR 22	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


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.

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



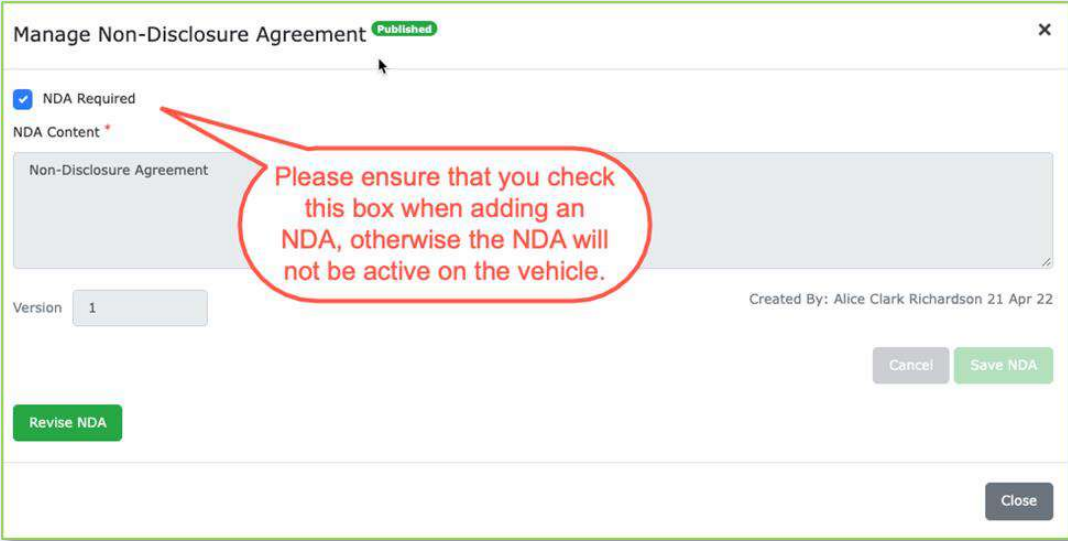
## 4. NDA Status

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. At the bottom of this section is a green button labeled 'View Or Change NDA'. A red callout 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 is the 'NDA Content' section, which contains a text area with the placeholder text 'Non-Disclosure Agreement'. A red callout 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 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	Vehicle Name * SpringView Partners I Feeder	Fund Name SpringView Partners I
Description <input type="text"/>	Vehicle Currency * EURO	Fund Size Range Micro: Below 150 Million
Vehicle Domicile <input type="text"/>	Vehicle Legal Structure <input type="text"/>	Committed Capital € <input type="text"/> .00
Commitment Period <input type="text"/>	Final Closing Date 21 APR 22	Vintage Year <input type="text"/>
Terminate Date 21 APR 22	Created Date 21 APR 22	

**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 ▾

