



CSC Entity ManagementSM User Guide

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1 Introduction to CSC Entity Management

CSC Entity Management is a portfolio management system that makes it easy for corporate legal departments, compliance professionals, and businesses to manage their entities, compliance events, corporate filings, officers, directors, management, and much more. It's a flexible and robust solution that goes beyond basic compliance needs.

The Entity Management application:

- Provides a simple, yet effective, tool for managing your entire entity portfolio, including individual entity details
- Improves visibility, and alerts you to important compliance due dates
- Delivers corporate filings directly to your entity, while providing comprehensive document management capabilities
- Offers extensive searching and reporting capabilities
- Provides the ability to view, download, and report on all information within your portfolio
- Allows field customization to meet the needs of each unique business

This guide will instruct you on using the Entity Management application, while also providing you with the functional insights needed to maximize your efficiency and effectiveness.

1.1 Portfolio Level vs. Entity Level

The information contained within Entity Management can be broken into two levels: the portfolio level and the entity level.

- The **portfolio** level allows you to view and take action on all entities associated with the overall portfolio.
- The **entity** level is specific to viewing and taking action on individual entities within the portfolio.

1.2 User Roles

All CSC representation clients receive basic access to Entity Management. Users with basic access can view high-level entity information. This manual, however, is designed for clients who have purchased the complete Entity Management solution. The data sets contained within Entity Management, and the actions that you can take, are all role-based. CSC Entity Management role information can be found in [Section 10.1.1](#).

1.3 CSC Contacts

As Registered Agent, CSC has certain responsibilities to representation clients, including Service of Process (SOP). As such, it is important that CSC always has the most up-to-date contacts on file for each entity within a portfolio that

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has representation service with CSC. Primarily, CSC needs to know who handles legal responsibilities, compliance mail, and the responsibilities for receiving annual renewal invoices for each entity.

To view contacts that are currently on file, choose an entity from the **Entity Portfolio Grid** (as described in **Section 3**) and select the “CSC Contacts” sub-folder from within the “Contacts” folder. Contact the CSC Support team to request changes to the information on file.

The screenshot displays the 'Entity Details' page for 'American Bookstore LLC' (CSC Entity ID: 3751065). The page includes a navigation sidebar on the left with categories like 'File Cabinet', 'Entity Details', 'Org Charts', and 'Contacts'. The 'Contacts' folder is expanded, and 'CSC Contacts' is selected. The main content area shows a table titled 'CSC Contacts' with the following data:

Responsibility	Responsibility Subtype	Contact Name	Customer Name
Legal	All	Adam Sweitzer	Corporation Service Company
Compliance Mail	All	Adam Sweitzer	Corporation Service Company
Compliance Mail	GSM Mail	Adam Sweitzer	Corporation Service Company
Compliance Mail	GSM Rep	Kimberly Andras KYA	GSM Service Team
Billing	All	Adam Sweitzer	Corporation Service Company

1.4 Help

Contact your CSC entity portfolio specialist with questions or to arrange training at any time. Real-time help is also available within the application from 8 a.m. to 8 p.m. EST daily through CSC’s live chat feature.

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2 Standard Grid Behavior

Within the Entity Management application at both the portfolio and entity levels, grids display your entity information. Grids are used consistently throughout Entity Management. The behaviors in any grid include the following:

- Sorting grid columns
- Filtering data displayed on a grid
- Locking the first column of a grid
- Resetting a grid
- Downloading a grid to Excel or PDF
- Customizing the grid display

At a high level, all grids function the same way within Entity Management; however, on a conceptual level, the data contained within each grid may be different based on the type of information being reviewed.

2.1 Sorting Grid Columns

Grids can be sorted in ascending or descending order by clicking the top of any column header.

Example: In the example below, you can sort the grid so that it displays the oldest entities first by clicking the Formation Date column.

My Dashboard Entities Orders & Results Documents Calendar Reports Forms & Tools Admin

Entities Entity Favorites: No Favorite Selected APPLY Save Edit Delete Default

+ ENTITY ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search Show: All REFRESH RESET

Entity Name	Domestic Jurisdiction	Formation Date	Entity Type	CSC Indicator	CSC Service Status	Entity Status	Entity Status Date
Top Lion Company	Mexico	10/06/2022	CORP	NonCSC	N/A	Active	10/07/2022
American Records Research, LLP	OR	10/01/2022	LLP	NonCSC	N/A	Active	10/01/2022
Ireland Forever LLC	Ireland	08/17/2022	LLC	NonCSC	N/A	Active	08/29/2022
Friday Afternoon LLC	DE	08/03/2022	COMMT	NonCSC	N/A	Active	08/09/2022
Friday Morning LLC	CA	08/01/2022	TRUST	NonCSC	N/A	Active	08/01/2022
NYC Business Paper Corporation	NY	08/01/2022	CORP	NonCSC	N/A	Active	08/01/2022
Thursday Afternoon LLC	DE	08/01/2022	DPCO	NonCSC	N/A	Active	08/04/2022
Thursday Morning LLC	FL	08/01/2022	DPCO	NonCSC	N/A	Active	08/03/2022
ABC LLC	Bahamas	06/08/2022	AD	CSC	ACTIVE	Active	06/08/2022
Fruit Distributors Corp	France	06/03/2022	SAS	CSC	ACTIVE	Active	06/03/2022
American Bookstore LLC	Brazil	06/02/2022	LTDA	CSC	ACTIVE	Active	06/02/2022
Sunny Skies, LLC	AK	06/02/2022	LLC	CSC	ACTIVE	Inactive	08/29/2022
Business Development LLC	Canada	06/01/2022	BRC	CSC	ACTIVE	Active	06/01/2022
Global Technologies Incorporated	Mexico	06/01/2022	SADCV	CSC	ACTIVE	Active	06/01/2022
Charmed Designing LLC	Chile	10/17/2017	LLC	NonCSC	N/A	Active	10/18/2022
Sydney Surfing Company	Australia	08/05/2010	PVLC	NonCSC	N/A	Active	08/02/2022
Entity Management LLC	DE	08/02/2006	LLC	NonCSC	N/A	Active	08/29/2022

2.2 Filtering and Searching Data Displayed on a Grid

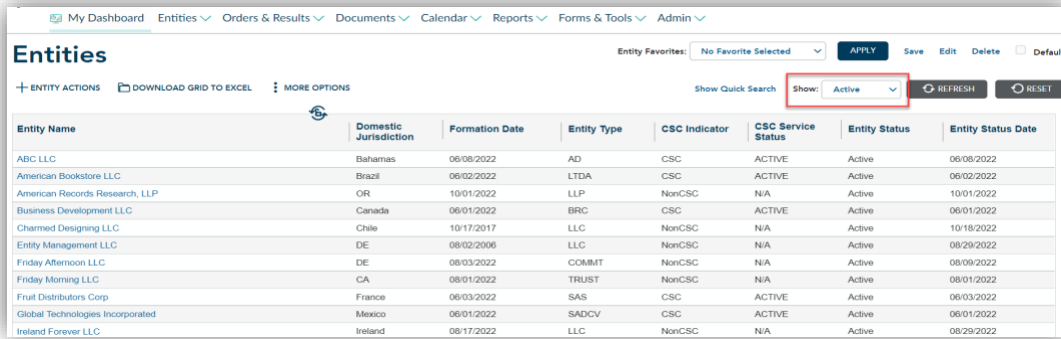
You can filter and search for specific data within a grid using any one of the following features:

- Drop-down list that contains commonly used search criteria (dependent on grid type)
- A quick search to filter by specific criteria
- Input a specific date range

2.2.1 Using the Drop-Down List

Most grids have a drop-down list in the top right corner that contains commonly used search criteria (dependent on the grid type).

Example: In the grid below, you can view **All** entities, **Active** entities or **Inactive** entities by selecting a value from the drop-down list.

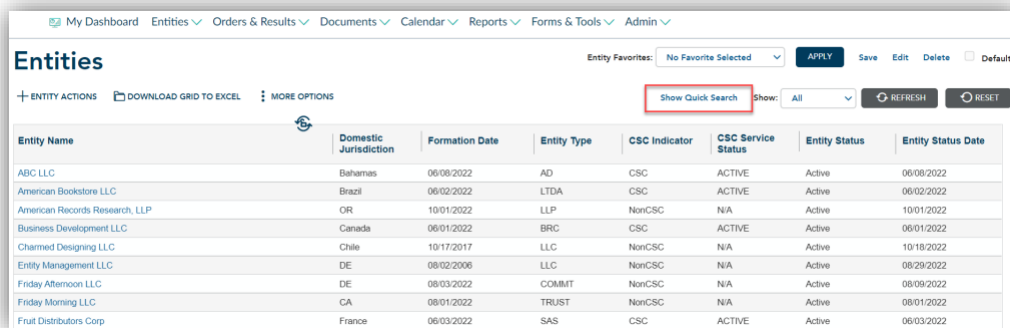


Note that once new search criterion is added, you must click the **Refresh** button in the top right corner to view the changes.

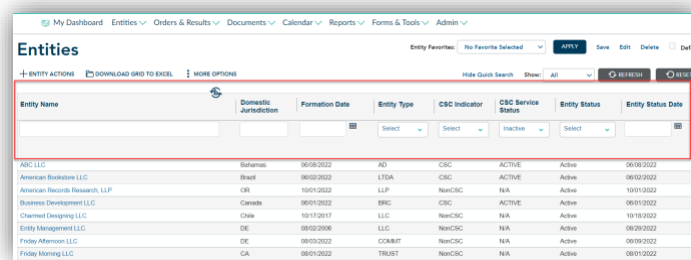
2.2.2 Using Quick Search

For advanced filtering, you can conduct a quick search. Follow the steps below to initiate a quick search from any grid.

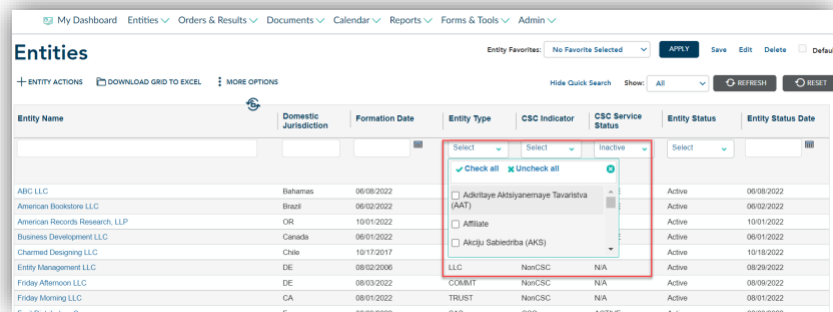
Step 1: Click Show Quick Search to enable quick search options.



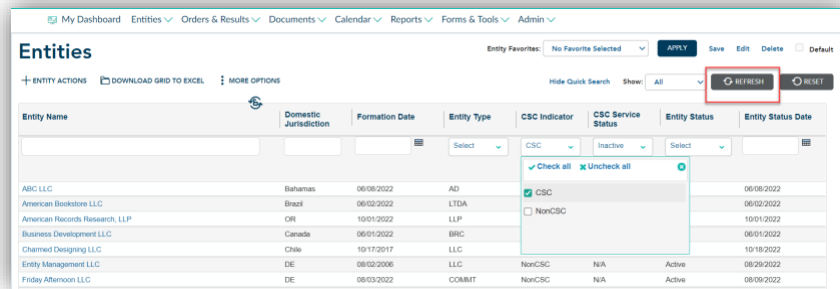
Step 2: Once the search fields have appeared in the first row of the grid, you can narrow the results using specific search criteria.



- **For text fields**, enter text and then indicate whether the search query *contains* the text, *is the exact* text, *begins with* the text, or *ends with* the text.
- **For drop-down value lists**, choose the specific values being searched for, or check all values in the drop-down list.
- **For date range select lists**, choose the date and then indicate whether what is being searched for *equals*, *is between*, *is not equal to*, *is less than*, *is less than or equal to*, *is greater than*, or *is greater than or equal to* that date.



Step 3: Once filtering criteria has been determined, select the Refresh button in the upper, right-hand corner to display the updated grid.



2.2.3 Using Date Range Search

Some grids provide the ability to conduct a search within a specific date range. To filter the grid by date range, indicate the ranges and select the Refresh button.

Date/Time	Action	User	User Organization
10/18/2022 06:46 AM	Add New Entity	Shannon R	CorpAmerica
10/18/2022 06:26 AM	Add New Entity	Shannon R	CorpAmerica
10/18/2022 06:25 AM	Add New Entity	Shannon R	CorpAmerica
09/29/2022 05:41 AM	Officer/Director/Management Added	Bosu Babu Dontha	Corporation Service Company
09/08/2022 04:24 PM	Folder Security Modified	Shannon Rupinski	Corporation Service Company
09/08/2022 04:23 PM	Minute Book Created	Shannon Rupinski	Corporation Service Company
09/08/2022 04:23 PM	Security Group Created	Shannon Rupinski	Corporation Service Company

2.3 Locking and Unlocking the First Column of a Grid

If a grid contains columns that do not fit within the screen display, click the lock icon to freeze the first column in place. Once the column is frozen, scroll to the right to view additional attributes relating to that row. To un-freeze a column, click the lock icon again.

Entity Name	DBA Name	Registration #	Registered With
Friday Afternoon LLC	A DBA name New		Alameda County Clerk
Friday Afternoon LLC	A DBA name New		Stanislaus County Clerk
Friday Afternoon LLC	A DBA name New		Sutter County Clerk Recorder
Friday Afternoon LLC	A DBA name New		Tehama County Clerk
Friday Afternoon LLC	A DBA name New		Trinity County Recorder
Friday Afternoon LLC	A DBA name New		Tulare County Clerk
Friday Afternoon LLC	A DBA name New		Yolo County Clerk
Friday Afternoon LLC	A DBA name New		Tuolumne County Clerk
Friday Afternoon LLC	A DBA name New		Sussex County Prothonotary
Friday Afternoon LLC	A DBA name New		Kent County Prothonotary

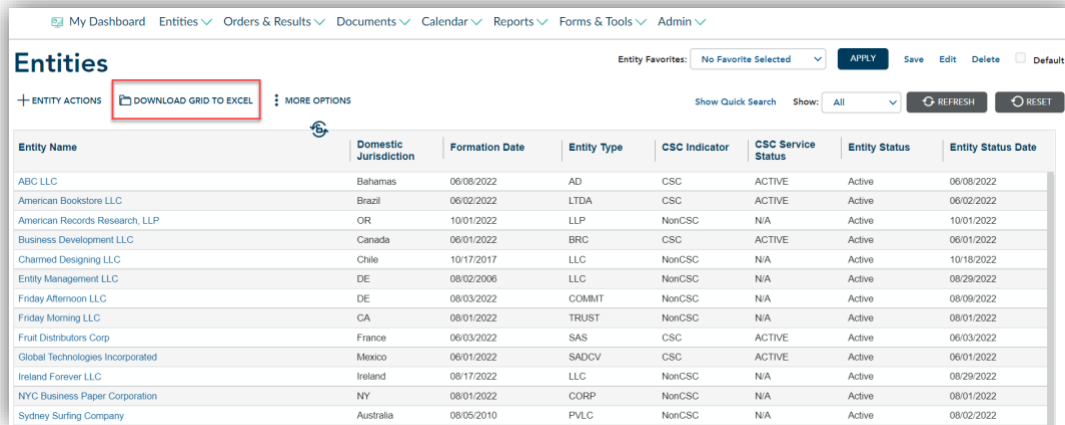
2.4 Reset a Grid

To reset a grid and clear all column sorts and filters, click the Reset button in the top, right-hand corner.

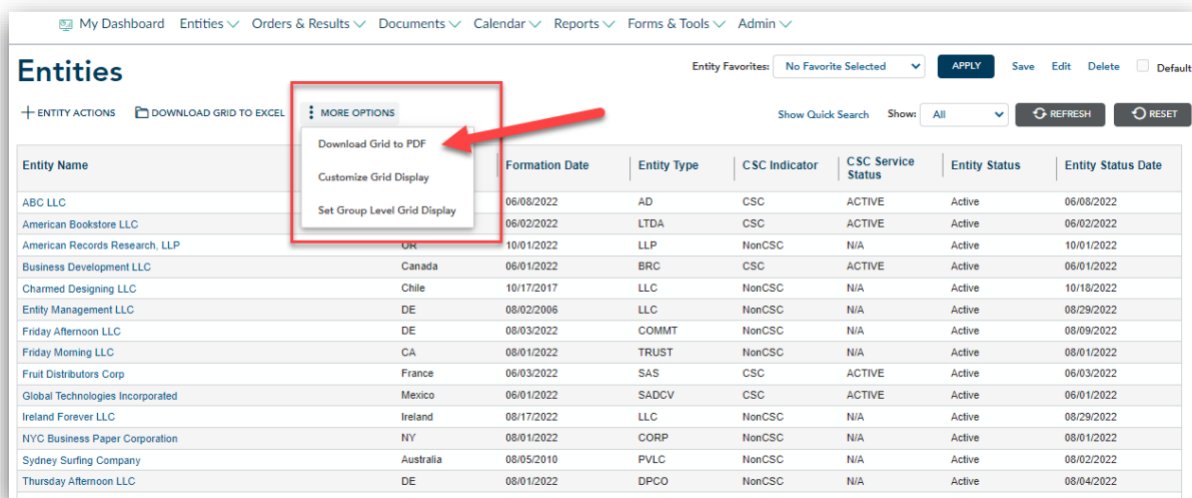
Entity Name	DBA Name	Registration #	Registered With
Friday Afternoon LLC	A DBA name New		Alameda County Clerk
Friday Afternoon LLC	A DBA name New		Stanislaus County Clerk
Friday Afternoon LLC	A DBA name New		Sutter County Clerk Recorder
Friday Afternoon LLC	A DBA name New		Tehama County Clerk
Friday Afternoon LLC	A DBA name New		Trinity County Recorder
Friday Afternoon LLC	A DBA name New		Tulare County Clerk
Friday Afternoon LLC	A DBA name New		Yolo County Clerk

2.5 Download Grid to Excel and PDF

Using the Download Grid to Excel option allows for offline viewing and data analysis. To download a grid to Excel, click Download Grid to Excel



To download your grid to PDF, click on More Options, then select Download Grid to PDF



2.6 Set Group Level Grid Display

Using the More Options drop-down list, you can select any combination of system and custom attributes to create a default view for all users. This feature is available on the Entity Portfolio, Officer/Director/Management, Capital, Ownership, and Ownership Transactions grids.

To get started, select the More Options drop-down list and click **Set Group Level Grid Display**.

The screenshot shows the 'Entities' management page. At the top, there is a navigation bar with 'My Dashboard' and several dropdown menus: 'Entities', 'Orders & Results', 'Documents', 'Calendar', 'Reports', 'Forms & Tools', and 'Admin'. Below this, the page title 'Entities' is displayed. To the right of the title, there is an 'Entity Favorites' section with a dropdown menu set to 'No Favorite Selected' and buttons for 'APPLY', 'Save', 'Edit', 'Delete', and 'Default'. Below the title, there are buttons for '+ ENTITY ACTIONS' and 'DOWNLOAD GRID TO EXCEL'. A 'MORE OPTIONS' dropdown menu is open, showing three options: 'Download Grid to PDF', 'Customize Grid Display', and 'Set Group Level Grid Display'. A red arrow points to the 'Set Group Level Grid Display' option. Below the dropdown, there is a table with the following columns: 'Entity Name', 'Formation Date', 'Entity Type', 'CSC Indicator', 'CSC Service Status', 'Entity Status', and 'Entity Status Date'. The table contains several rows of entity data, including 'ABC LLC', 'American Bookstore LLC', 'American Records Research, LLP', 'Business Development LLC', 'Charmed Designing LLC', 'Entity Management LLC', 'Friday Afternoon LLC', 'Friday Morning LLC', 'Fruit Distributors Corp', 'Global Technologies Incorporated', 'Ireland Forever LLC', and 'NYC Business Paper Corporation'.

Entity Name	Formation Date	Entity Type	CSC Indicator	CSC Service Status	Entity Status	Entity Status Date
ABC LLC	06/09/2022	AD	CSC	ACTIVE	Active	06/08/2022
American Bookstore LLC	06/02/2022	LTDA	CSC	ACTIVE	Active	06/02/2022
American Records Research, LLP	10/01/2022	LLP	NonCSC	N/A	Active	10/01/2022
Business Development LLC	06/01/2022	BRC	CSC	ACTIVE	Active	06/01/2022
Charmed Designing LLC	10/17/2017	LLC	NonCSC	N/A	Active	10/18/2022
Entity Management LLC	08/02/2006	LLC	NonCSC	N/A	Active	08/29/2022
Friday Afternoon LLC	08/03/2022	COMMT	NonCSC	N/A	Active	08/09/2022
Friday Morning LLC	08/01/2022	TRUST	NonCSC	N/A	Active	08/01/2022
Fruit Distributors Corp	06/03/2022	SAS	CSC	ACTIVE	Active	06/03/2022
Global Technologies Incorporated	06/01/2022	SADCV	CSC	ACTIVE	Active	06/01/2022
Ireland Forever LLC	08/17/2022	LLC	NonCSC	N/A	Active	08/29/2022
NYC Business Paper Corporation	08/01/2022	CORP	NonCSC	N/A	Active	08/01/2022

In the pop-up box that appears, you can indicate which columns you want displayed in the grid, as well as how they are ordered. Highlight the attribute(s) to be displayed in the **Hidden** column (on the left) and click the Add button to add them to the **Displayed in Grid** column (on the right). Conversely, remove attributes that are not needed in the **Displayed in Grid** column by highlighting the appropriate attribute(s) and selecting the **Remove** button.

Set Group Level Grid Display

Hidden			Displayed in Grid		
ATTRIBUTE LABEL	ATTRIBUTE NAME		ATTRIBUTE LABEL	ATTRIBUTE NAME	
Additional Jurisdictions	EM_FOREIGN_JURISDICTION	ADD	Entity Name	ENT_ENTITY_NAME	TOP
Annual Meeting Date	ENT_DET_AMD	REMOVE	Domestic Jurisdiction	ENT_JURIS_OF_FORMATI ON	UP
Business Purpose	ENT_DET_BUS_PURPOSE		Formation Date	ENT_FORMATION_DATE	DOWN
CSC Entity ID	ENT_ENTITY_ID		Entity Type	ENT_ENTITY_TYPE	BOTTOM
Fiscal Year End	ENT_FISCAL_YEAR_END		CSC Indicator	ENT_CSC_INDICATOR	
Group ID	ENT_GROUP_ID		CSC Service Status	ENT_CSC_SERVICE_STAT S	
Group Name	ENT_GROUP_NAME		Entity Status	ENT_NONCSC_STATUS	
Independent Directors	ENT_INDEPENDENT_DIRE CTORS		Entitv Status Date	EM ENT_STATUS_DATE	

Customize Amount of Data Displayed

Maximum Records Displayed Per Page:

Note: This action will establish a default display on the entity grid for all members of the group. Customization of the grid will remove quick search filters.

RESET GRID **SAVE** **CLOSE**

Once the selected attributes appear in the **Displayed in Grid** column, you can change their order by highlighting the attribute that needs to be moved, and using the Top, Up, Down and Bottom buttons. When finished, click Save to retain your changes and return to the grid.

Set Group Level Grid Display

Hidden		Displayed in Grid	
ATTRIBUTE LABEL	ATTRIBUTE NAME	ATTRIBUTE LABEL	ATTRIBUTE NAME
Annual Meeting Date	ENT_DET_AMD	Domestic Jurisdiction	ENT_JURIS_OF_FORMATION
Business Purpose	ENT_DET_BUS_PURPOSE	Formation Date	ENT_FORMATION_DATE
CSC Entity ID	ENT_ENTITY_ID	Entity Type	ENT_ENTITY_TYPE
Fiscal Year End	ENT_FISCAL_YEAR_END	CSC Indicator	ENT_CSC_INDICATOR
Group ID	ENT_GROUP_ID	CSC Service Status	ENT_CSC_SERVICE_STATUS
Group Name	ENT_GROUP_NAME	Entity Status	ENT_NONCSC_STATUS
Independent Directors	ENT_INDEPENDENT_DIRECTORS	Entity Status Date	EM_ENT_STATUS_DATE
International	ENT_JUR_INTERNATIONAL	FEIN #	ENT_FEIN_NUM
		Additional Jurisdictions	EM_FOREIGN_JURISDICTION

ADD REMOVE

TOP UP DOWN BOTTOM

Customize Amount of Data Displayed

Maximum Records Displayed Per Page:

Note: This action will establish a default display on the entity grid for all members of the group. Customization of the grid will remove quick search filters.

RESET GRID SAVE CLOSE

Depending on the grid, custom fields that have been added and made “grid eligible” may also be available. For more information on custom fields, refer to [Section 10.4](#).

2.7 Customize the Grid Display

Using the More Options drop-down list, you can customize the grid to add or remove the displayed attributes. To customize a grid’s columns, select the Grid Actions drop-down list and click **Customize Grid Display**. This is similar to the **Set Group Level Grid Display**, but is specific to the user.

The screenshot shows the 'Entities' dashboard with a table of entity records. A red box highlights the 'MORE OPTIONS' menu, which includes 'Download Grid to PDF', 'Customize Grid Display', and 'Set Group Level Grid Display'. A red arrow points to the 'Customize Grid Display' option.

Entity Name	Formation Date	Entity Type	CSC Indicator	C
ABC LLC	06/08/2022	AD	CSC	A
American Bookstore LLC	06/02/2022	LTDA	CSC	A
American Records Research, LLP	10/01/2022	LLP	NonCSC	N
Business Development LLC	06/01/2022	BRC	CSC	A
Charmed Designing LLC	10/17/2017	LLC	NonCSC	N

In the pop-up box that appears, you can indicate which columns you want displayed in the grid, as well as how they are ordered. Highlight the attribute(s) to be displayed in the **Hidden** column (on the left) and click the Add button to add them to the **Displayed in Grid** column (on the right). Conversely, remove attributes that are not needed in the **Displayed in Grid** column by highlighting the appropriate attribute(s) and selecting the **Remove** button.

The 'Customize Grid' dialog box is shown with two columns: 'Hidden' and 'Displayed in Grid'. The 'Hidden' column contains attributes like 'Additional Jurisdictions', 'Annual Meeting Date', 'Business Purpose', 'CSC Entity ID', 'Fiscal Year End', 'Group ID', 'Group Name', and 'Independent Directors'. The 'Displayed in Grid' column contains attributes like 'Entity Name', 'Domestic Jurisdiction', 'Formation Date', 'Entity Type', 'CSC Indicator', 'CSC Service Status', 'Entity Status', 'Entity Status Date', and 'FEIN #'. Buttons for 'ADD', 'REMOVE', 'TOP', 'UP', 'DOWN', and 'BOTTOM' are visible. Below the columns, there is a section for 'Customize Amount of Data Displayed' with a text input for 'Maximum Records Displayed Per Page' set to 200. A note states: 'Note: Customization of the grid will remove quick search filters.' At the bottom, there are 'RESET GRID', 'SAVE', and 'CLOSE' buttons.

Once the selected attributes appear in the **Displayed in Grid** column, you can change their order by highlighting the attribute that needs to be moved, and using the Top, Up, Down and Bottom buttons. When finished, click Save to retain your changes and return to the grid.

Customize Grid

Hidden

ATTRIBUTE LABEL	ATTRIBUTE NAME
Additional Jurisdictions	EM_FOREIGN_JURISDICTION
Annual Meeting Date	ENT_DET_AMD
CSC Entity ID	ENT_ENTITY_ID
Fiscal Year End	ENT_FISCAL_YEAR_END
Group ID	ENT_GROUP_ID
Group Name	ENT_GROUP_NAME
Independent Directors	ENT_INDEPENDENT_DIRECTORS
International	ENT_JUR_INTERNATIONAL

Displayed in Grid

ATTRIBUTE LABEL	ATTRIBUTE NAME
Domestic Jurisdiction	ENT_JURIS_OF_FORMATION
Formation Date	ENT_FORMATION_DATE
Entity Type	ENT_ENTITY_TYPE
CSC Indicator	ENT_CSC_INDICATOR
CSC Service Status	ENT_CSC_SERVICE_STATUS
Entity Status	ENT_NONCSC_STATUS
Entity Status Date	EM_ENT_STATUS_DATE
FEIN #	ENT_FEIN_NUM
Business Purpose	ENT_DET_BUS_PURPOSE

ADD REMOVE TOP UP DOWN BOTTOM

Customize Amount of Data Displayed

Maximum Records Displayed Per Page:

Note: Customization of the grid will remove quick search filters.

RESET GRID
SAVE
CLOSE

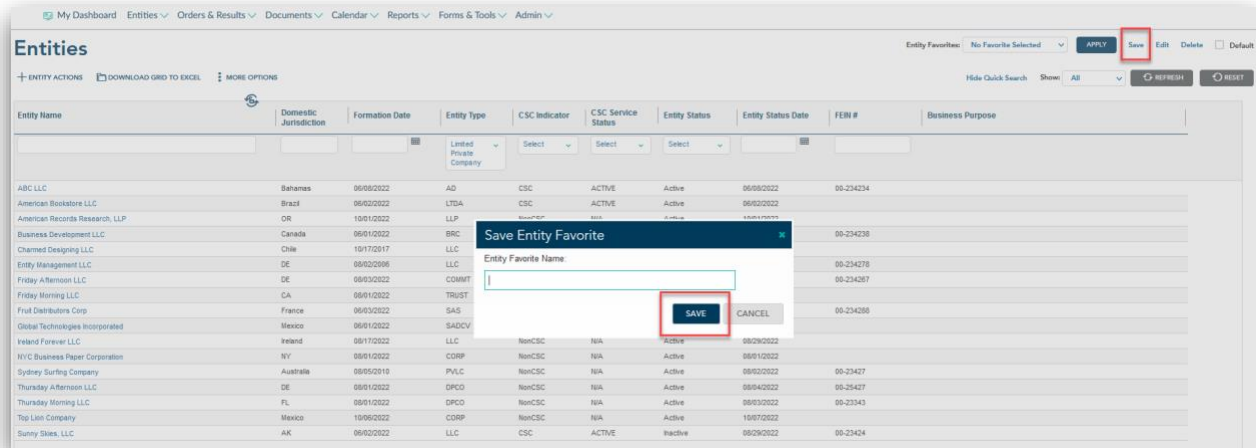
Depending on the grid, custom fields that have been added and made “grid eligible” may also be available. For more information on custom fields, refer to [Section 10.4](#).

2.8 Set Entity Favorites

Entity Favorites provides the ability to save quick search criteria for future use. When selecting an Entity Favorite to filter the Entity Portfolio Grid, the same filter will be applied to all of the other portfolio grids, except Minute Books, Other Documents and My Calendar. See section 2.2.2 for more information on using Quick Search.

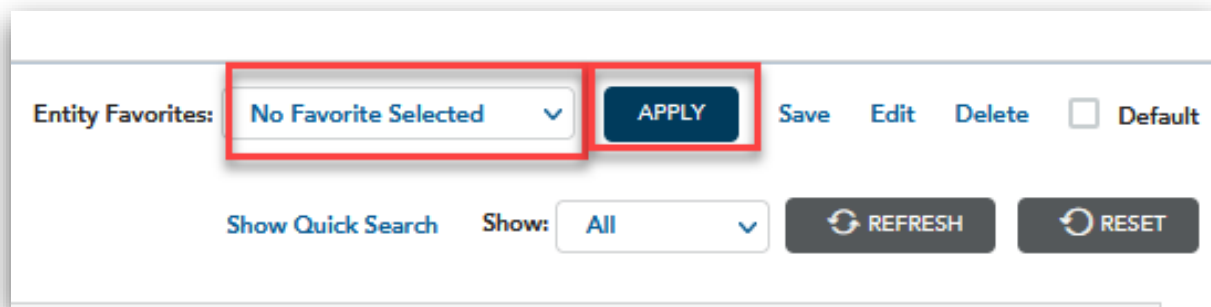
2.8.1 Create Entity Favorite

Use any combination of system and custom fields for your quick search criteria. To save your quick search results as a favorite, select **Save** next to the Entity Favorites select box. Then enter a name for your search, then select Save.



2.8.2 Remove entity favorite

To remove your Entity Favorite selection to return the grid to the **All Entity** view. To do this, select No Favorite Selected from the Entity Favorites drop down and hit **Apply**.



2.8.3 Set Entity Favorite as Default

You can set a specific Entity Favorite list as your default list when launching Entity Management. To do so, select the Favorite name from the drop down and select **Default**.

2.8.4 Edit Entity Favorite

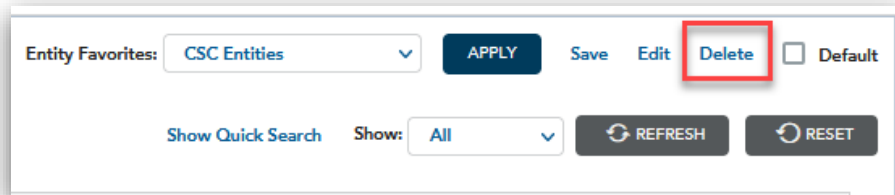
To change the filter criteria for a Favorite list, select the Favorite from the drop down and click **Edit**. Additional filter criteria can be added by selecting from the Attribute drop down and clicking **Add Attribute**.

To remove an attribute from the filter criteria, highlight the attribute in the Display Criteria grid and click the **Remove Attribute** button.

ATTRIBUTE	OPERATOR	VALUE	CUSTOM FIELD INPUT TYPE
CSC Indicator	Includes	CSC	

2.8.5 Delete Entity Favorite

To remove an Entity Favorite, select the Favorite name from the drop down and click **Delete**.



3 Entity Portfolio Grid

The **Entity Portfolio Grid** is the first screen that appears when you log into Entity Management. It provides a high-level overview of all entities within the entire portfolio.

If you have been granted the appropriate role of “Entity/Jurisdiction Information Edit” (role definitions can be found in [Section 10.1.1](#)), the Entity Actions drop-down menu in the **Entity Portfolio Grid** includes the following options:

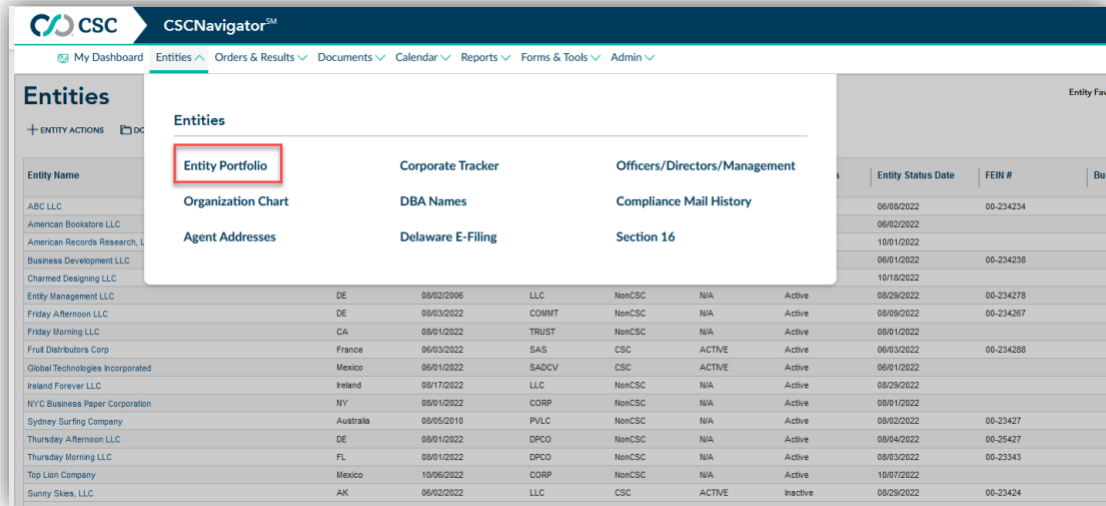
- **Add New Entity:** Add a new entity not already listed in the portfolio.
- **Mass Update:** Perform bulk changes to specific entity attributes.
- **Search Entities:** Locate any entity within the portfolio.
- **Remove Entity from System:** Remove an entity within the portfolio.

Domestic Jurisdiction	Formation Date	Entity Type	CSC Indicator	CSC Service Status	Entity Status	Entity Status Date	FEIN #	Business Purpose
Bahamas	06/08/2022	AO	CSC	ACTIVE	Active	06/08/2022	00-234234	
Bract	06/02/2022	LTD&	CSC	ACTIVE	Active	06/02/2022		
OR	10/01/2022	LTP	NonCSC	N/A	Active	10/01/2022		
Canada	06/01/2022	BRC	CSC	ACTIVE	Active	06/01/2022	00-234238	
Chile	10/17/2017	LLC	NonCSC	N/A	Active	10/18/2022		
DE	08/02/2006	LLC	NonCSC	N/A	Active	08/29/2022	00-234278	
DE	06/03/2022	CORP	NonCSC	N/A	Active	08/09/2022	00-234267	
CA	06/01/2022	TRUST	NonCSC	N/A	Active	06/01/2022		
France	06/03/2022	SAS	CSC	ACTIVE	Active	06/03/2022	00-234288	
Mexico	06/01/2022	SADCV	CSC	ACTIVE	Active	06/01/2022		
Ireland	06/17/2022	LLC	NonCSC	N/A	Active	06/29/2022		
NY	06/01/2022	CORP	NonCSC	N/A	Active	06/01/2022		
Australia	05/05/2019	PVLC	NonCSC	N/A	Active	06/02/2022	00-23427	
DE	06/01/2022	DPDC	NonCSC	N/A	Active	06/04/2022	00-23427	
FL	06/01/2022	DPDC	NonCSC	N/A	Active	06/03/2022	00-23343	
Mexico	10/06/2022	CORP	NonCSC	N/A	Active	10/07/2022		
AK	06/02/2022	LLC	CSC	ACTIVE	Inactive	06/29/2022	00-23424	

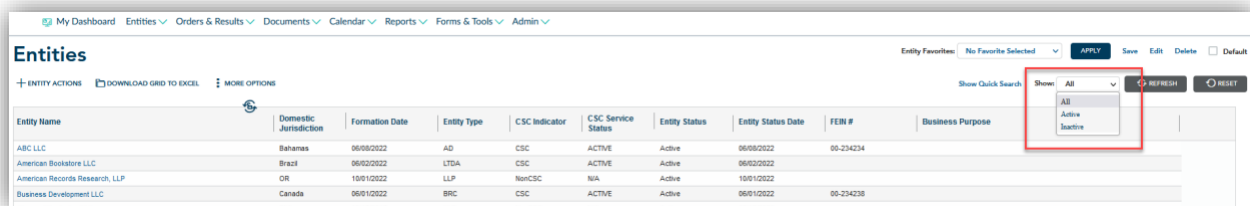
3.1 Accessing Entity Portfolio Grid

Log into Entity Management by setting **Entity Management** as the CSCGlobal quick-link from the account login screen.

Once logged in, you'll find that the **Entity Portfolio Grid** is your default first screen. This grid can also be accessed by clicking on Entity Portfolio via the **Entities** main menu option (located within the navigation bar).



The grid's default view is to display **All** entities (both active and inactive) in alphabetical, ascending order. The filter in the top right corner allows you to quickly change the status of the entities from **All** to **Active** or **Inactive**. Note that the default view can be changed to display only active entities from the Admin options (as described in [Section 10.8.1](#)).



3.2 Add New Entity

When adding a new entity that is not already listed within the portfolio, select **Add New Entity** from the Entity Actions drop-down menu. Complete the fields for the new entity and select Save when finished.

The screenshot shows the 'Add New Entity' form with the following fields and values:

- *Entity Name: The University of CSC
- *Entity Status: Active
- *Entity Status Date: 10/19/2022
- *Registered Agent/Office: Corporation Service Company
- Issuing Office: Secretary Of State, Division Of Corporation
- Jurisdiction ID: 1234-56789
- *Layout: CSC System Default Layout (default) [Hint](#)
- *Domestic Jurisdiction: Delaware
- *Entity Type: For Profit Corporation
- *Formation Date: 10/01/2022
- USA (selected), International

Buttons at the bottom: SAVE, CONTINUE WITH ADDITIONAL JURISDICTIONS, RESET, CANCEL.

If there are jurisdictions that need to be added for the entity, select Continue with Additional Jurisdictions instead of Save. You can add more jurisdictions on the next screen.

The screenshot shows the 'Add Additional Jurisdictions' form with the following details:

- Entity Name: CSC University
- *Select Jurisdiction: US (selected), International
- Available Jurisdictions (left list): Hawaii, Idaho, Illinois, Iowa, Kansas, Kentucky, Maine, Maryland, Massachusetts, Michigan
- Selected Jurisdictions (right list): Indiana, Louisiana
- Buttons: ADD, ADD ALL, REMOVE, REMOVE ALL

Buttons at the bottom: PREVIOUS, NEXT, RESET, CANCEL.

To add your jurisdictions, complete the entity detail fields and select the Save button.

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Additional Jurisdiction Details

** Indicates a required field*

Entity Name: CSC University

Jurisdiction	*Authorized On	Issuing Office	Jurisdiction ID	*Registered Agent/Office
Indiana	10/01/2022	Select		Corporation Service Compa
Louisiana	10/07/2022	Select		Corporation Service Compa

PREVIOUS SAVE RESET CANCEL

3.3 Mass Update

To perform mass updates to specific system or custom attributes associated with a large number of entities within the portfolio, select **Mass Update** from the Entity Actions drop-down. Then, choose the attribute that needs to be updated and click Next.

My Dashboard Entities Orders & Results Documents Calendar Reports Forms & Tools Admin

Mass Update

** Indicates a required field*

*Select attribute:

Business Purpose

Note: This action is limited to 200 entities per update. The entities listed in this action will reflect any filters you have applied to the Entity Portfolio grid. Only attributes that you have permission to edit will be available from the attributes list.

NEXT CANCEL

Mass updates to an attribute can be completed in two different ways. The first way is to type the information into the text fields on the right.

My Dashboard Entities Orders & Results Documents Calendar Reports Forms & Tools Admin

Mass Update

Business Purpose: **COPY TO SELECTED**

<input type="checkbox"/> Entity Name	Original Business Purpose	Updated Business Purpose	<input type="checkbox"/> Delete
<input type="checkbox"/> ABC LLC		Manufacturing and Logistic:	<input type="checkbox"/>
<input type="checkbox"/> American Bookstore LLC		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> American Records Research, LLP		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Business Development LLC		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Charmed Designing LLC		<input type="text"/>	<input type="checkbox"/>

Note: Only original values can be modified using this action. Text fields are limited to maximum 4000 characters.

PREVIOUS SAVE RESET CANCEL

Otherwise, if the same information applies to multiple entities, click the checkbox to the left of the entities, type the information into the primary field, and select Copy to Selected. Be sure to click Save when finished.

My Dashboard Entities Orders & Results Documents Calendar Reports Forms & Tools Admin

Mass Update

Business Purpose: **COPY TO SELECTED**

<input type="checkbox"/> Entity Name	Original Business Purpose	Updated Business Purpose	<input type="checkbox"/> Delete
<input type="checkbox"/> ABC LLC		<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> American Bookstore LLC		<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> American Records Research, LLP		Nationwide Freight Services	<input type="checkbox"/>
<input checked="" type="checkbox"/> Business Development LLC		Nationwide Freight Services	<input type="checkbox"/>
<input checked="" type="checkbox"/> Charmed Designing LLC		Nationwide Freight Services	<input type="checkbox"/>

Note: Only original values can be modified using this action. Text fields are limited to maximum 4000 characters.

PREVIOUS SAVE RESET CANCEL

3.4 Beneficial Ownership Report

Users with the appropriate role can generate a Beneficial Ownership Report for one or more entities within the portfolio, by selecting **Beneficial Ownership Report** from the Entity Actions drop-down.

The screenshot shows the CSCNavigator interface. The 'Entities' page is active, and the 'ENTITY ACTIONS' dropdown menu is open. The 'Beneficial Ownership Report' option is highlighted with a red box. The background shows a table of entities with columns for 'Jurisdiction of Formation' and 'Formation Date'.

	Jurisdiction of Formation	Formation Date
	DE	03/01/1998
	OR	01/15/2000
	DE	05/15/2002
	Australia	09/01/2022
	Belgium	06/15/2023
	United Kingdom	03/01/1992
	CO	04/01/2019
	United Kingdom	06/01/2023
	MO	10/10/1809
Mr. Plow Snow Plowing	IL	04/01/2000
Stubb's Public House	PA	03/01/1869
The Great North Brewing Company	Canada	10/01/2021
The Leflorium	IL	11/16/2018
Wellsboro International Rail Logistics	United Kingdom	03/15/1889
Delaware Construction, LLC	DE	10/28/2019

Select one or more entities (with a maximum of 20) from the list to generate the report.

The screenshot shows the 'Beneficial Ownership Report' selection screen. It includes a note about filters and a list of entities with checkboxes for selection. The 'Entity Name' and 'Jurisdiction of Formation' columns are visible.

Note: The entities listed in this action will reflect any filters you have applied to the Entity Portfolio Grid.

*Please select up to 20 entities:

Entity Name	Jurisdiction of Formation
<input type="checkbox"/> CSC Enterprises Company	DE
<input type="checkbox"/> DBA Registrars	OR
<input type="checkbox"/> Delaware Construction, LLC	DE
<input type="checkbox"/> Delaware Service Company	DE
<input type="checkbox"/> Enrollment Entity, UPC	Australia
<input type="checkbox"/> GAC Service	Belgium
<input type="checkbox"/> Global Service Company	United Kingdom
<input type="checkbox"/> Globex Corporation	CO

CANCEL NEXT

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The Beneficial Ownership Report will display two grids:

- **Reporting Entity** – displays entity system and custom attributes about the selected reporting entity. It also displays Director & Officer system and custom attributes for any active Director & Officer record assigned to the reporting entity.
- **Owners & Appointments** – displays Tier Number & Indirect Ownership calculations, and CTA Classification for each owner of the reporting entity. Additionally, it displays system and custom attributes of each active Director & Officer record assigned to the owner.
 - The indirect ownership percentage is derived by calculating multiple levels of ownership from the perspective of a “root company”.
 - As an example, “Individual A” owns 50% of “Entity B” which in turn owns 50% of “Company C”. In this example, “Company C” is a “reporting company” and functions as the root company. The following describes how the indirect ownership percentage between “Individual A” and “Company C” is calculated. The 50% ownership interest that “Entity B” has in “Company C” is multiplied by the 50% ownership interest that “Individual A” has in “Entity B”. In this example “Individual A” has a 25% indirect ownership in “Company C” (50% x 50% = 25%).

Beneficial Ownership Report

CSC Enterprises Company (DD) ▼

Reporting Entity

Tier Number	Entity Name	Entity Main Address	Jurisdiction of Formation	Formation Date	FinCEN ID (Entity)	DBA Names	Legal Name
0	CSC Enterprises Company	251 Little Falls Lane Greenville Delaware 19808	Delaware	03/01/1998	555123	CSC CSC Enterprise Company of Delaware	Samantha Stubbs Hank Scopio William Clark

Owners and Appointments

Tier Number	Owner Name	Indirect Ownership Percentage	CTA Classification	Legal Name	Birthdate	Residential Address	Drivers License
2	Globe Corporation	19.6	Reporting Entity	Samantha Stubbs			
				Hank Scopio	04/21/2026	112 Evergreen Terrace, Springfield, IL	IL-555
				William Clark	11/14/2026	881 Forest Drive, Kansas City, KS	KS-1992
				William Clark	11/14/2026	881 Forest Drive, Kansas City, KS	KS-1992
2	GSM Services LLC	3.92	Reporting Entity	Waylon Smithers			

Select Customize Attributes above each grid to hide/show/re-order attributes on either grid display. Grids can be customized separately, and once saved the customization will persist every time a report is run.

Beneficial Ownership Report

CSC Enterprises Company (DE) ▼

Reporting Entity CUSTOMIZE ATTRIBUTES

Entity Name	Entity Main Address	Jurisdiction of Formation	Formation Date	FinCEN ID (Entity)	DBA Names
CSC Enterprises Company	251 Little Falls Lane Greenville Delaware 19808	Delaware	03/01/1988		CSC CSC Enterprise Company of Delaware

Search...

- Entity Name
- Entity Main Address
- Jurisdiction of Formation
- Formation Date
- FinCEN ID (Entity)
- DBA Names
- Legal Name
- Birthdate

Owners and Appointments CUSTOMIZE ATTRIBUTES

Tier Number	Owner Name	Indirect Ownership Percentage	CTA Classification	Legal Name	Birthdate	Residential Address
2	Globex Corporation	19.6	Reporting Entity	Samantha Shubs		

If multiple entities were selected, use the dropdown above the grids to view the report for other entities.

To export all or selected entity reports into an Excel spreadsheet, select Export to Excel. An Excel spreadsheet will be created for each entity.

Export to Excel ✕

Export all reports
 Export selected reports

✓ Check All ✕ Uncheck All

- CSC Enterprises Company (DE)
- Global Service Company (United Kingdom)
- Globex Corporation (CO)

Note: If multiple reports are exported, they will be generated as a zip file.

3.5 Address Mass Update

To perform an address update to a large number of entities within the portfolio, select **Address Mass Update** from the Entity Actions drop-down.

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Entities

[+ ENTITY ACTIONS](#)
[DOWNLOAD GRID TO EXCEL](#)
[MORE OPTIONS](#)

[Add New Entity](#)
[Mass Update](#)
Address Mass Update
[Search Entities](#)
[View Audit](#)
[Remove Entity From System](#)

Domestic Jurisdiction	Formation Date	Entity Type	CSC Indicator	CSC Service Status	Entity Status	Entity Status Date
Bahamas	06/08/2022	AD	CSC	ACTIVE	Active	06/08/2022
Brazil	06/02/2022	LTDA	CSC	ACTIVE	Active	06/02/2022
OR	10/01/2022	LLP	NonCSC	N/A	Active	10/01/2022
Canada	06/01/2022	BRC	CSC	ACTIVE	Active	06/01/2022
Chile	10/17/2017	LLC	NonCSC	N/A	Active	10/18/2022
DE	08/02/2006	LLC	NonCSC	N/A	Active	08/29/2022
DE	08/03/2022	COMMT	NonCSC	N/A	Active	08/09/2022
CA	08/01/2022	TRUST	NonCSC	N/A	Active	08/01/2022
France	06/03/2022	SAS	CSC	ACTIVE	Active	06/03/2022
Mexico	06/01/2022	SADCV	CSC	ACTIVE	Active	06/01/2022

Address mass update can be completed by filling in the address information at the top and choosing the entities to which the new address applies. The user has the ability to **Copy to Main** address or **Copy to Mailing** address using the buttons provided.

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Address Mass Update

US
 International

Building/Suite/Floor:

Address Line 1:

Address Line 2:

City:

State/Country:

Zip/Postal Code:

Entity Name	Current Main Address	Current Mailing Address	New Main Address	New Mailing Address
<input type="checkbox"/> ABC LLC				
<input type="checkbox"/> American Bookstore LLC				
<input type="checkbox"/> American Records Research, LLP				
<input type="checkbox"/> Business Development LLC			251 Little Falls Drive, Wilmington, Delaware, 19707	
<input type="checkbox"/> Charmed Designing LLC				
<input type="checkbox"/> Entity Management LLC				
<input checked="" type="checkbox"/> Friday Afternoon LLC				251 Little Falls Drive, Wilmington, Delaware, 19707
<input type="checkbox"/> Friday Morning LLC				
<input type="checkbox"/> Fruit Distributors Corp				

Note: Only original values can be modified using this action. Use the edit actions available on Entity Details to delete a previously entered value.

3.6 Search Entities

To search for portfolio entities using expanded functions, select **Search Entities** from the Entity Actions drop-down list. The search action is available to all users, and although most searches can be done using the quick search that was described in [Section 2.2.2](#), the expanded action is appropriate for more advanced searches (e.g. searching by a prior name). The following screen and parameters will appear, allowing you to search for entities based on advanced criteria.

Search For Entity
Please complete one or more fields and click search to view entities that meet your search criteria.

Entity Name: Contains

Include DBA Name: Yes No

Include Prior Name: Yes No

Domestic Jurisdiction: US International Both

Formation Date: First Equals

Entity Type: Select

Additional Jurisdiction: US International Both

Legal Structure: Select

Independent Directors: Include Exclude Only

International: Yes No Both

Renewal Billing Reference #: Contains

FEIN #: Contains

CSC Indicator: CSC NonCSC

CSC Service Status: Select

Entity Status: Select

Entity Status Date: Equals

SEARCH RESET CANCEL

3.7 Remove Entity from System

Note that only non-CSC entities that do not use CSC for representation services can be removed from the portfolio. This requirement exists because the information surrounding CSC entities is essential to being able to provide appropriate representation services.

When removing a non-CSC entity from the portfolio, select **Remove Entity from System** from the Entity Actions drop-down list. Begin typing the entity name and make a selection from the search results. Once the entity has been identified, click the Select button.

Remove Entity From System

** indicates a required field*

The selected entity and all related entity information will be deleted and removed from your portfolio by this action. Deleted entities cannot be retrieved. Please click confirm to proceed.

*Entity Name:

Note: Only entities without CSC representation are available to be removed. If you are attempting to remove an entity where CSC is providing a representation service please contact your CSC representative for assistance.

On the following screen, confirm the removal of the entity by clicking the Confirm button. Note that once removed, the deleted entity information cannot be retrieved.

My Dashboard Entities Orders & Results Documents Calendar Reports Forms & Tools Admin

Remove Entity From System

** indicates a required field*

The selected entity and all related entity information will be deleted and removed from your portfolio by this action. Deleted entities cannot be retrieved. Please click confirm to proceed.

*Entity Name:

Entity Name: CSC University (DE)
Domestic Jurisdiction: Delaware
Authorization Date: 10/20/2022
Entity Status: Active

Note: Only entities without CSC representation are available to be removed. If you are attempting to remove an entity where CSC is providing a representation service please contact your CSC representative for assistance.

4 Entity Level Details

Within the **Entity Details** screen, you can view and perform actions on specific entity information. Available information includes the following:

- **Summary:** A high-level summary of the overall entity information.
- **Jurisdictions:** All jurisdictions in which the entity does business.
- **Name History:** All names ever associated with the entity.
- **DBA Names:** All DBA names belonging to the entity.
- **Officers/Directors/Management:** Officers, directors and management tied to an entity.
- **Capital:** Details surrounding the entity's overall capital structure.
- **Ownership:** Entity ownership details.
- **Ownership Transactions:** Transactions surrounding entity ownership.
- **Org Charts:** Organizational charts pertaining to where the entity fits into the overall portfolio.

The screenshot displays the 'Entity Details' interface for 'Entity Management LLC'. The left sidebar shows a navigation menu with 'Entity Details' expanded, highlighting 'Summary', 'Jurisdictions', 'Name History', 'DBA Names', 'Officers/Directors/Management', 'Capital', 'Ownership', 'Ownership Transactions', and 'Org Charts'. The main content area shows the 'Entity Summary' for 'Entity Management LLC' with the following details:

Entity Name: Entity Management LLC	CSC Entity ID: 3768220
Domestic Jurisdiction: Delaware	Renewal Billing Reference/Matter #:
Formation Date: 08/02/2006	SIC/NAICS:
Entity Type: Limited Liability Company	Annual Meeting Date:
Fiscal Year End: 12/31	Location of Minute Book:
FEIN: 00-234278	
Legal Structure: Business Purpose:	
Publicly Traded:	

An 'EDIT' button is visible in the bottom right corner of the summary section.

4.1 Accessing Entity Details

To access an entity's details, click the entity name within the **Entity Portfolio Grid**.

Entity Name	Domestic Jurisdiction	Formation Date	Entity Type	CSC Indicator	CSC Service Status	Entity Status	Entity Status Date
ABC LLC	Bahamas	06/08/2022	AD	CSC	ACTIVE	Active	06/08/2022
American Bookstore LLC	Brazil	06/02/2022	LTDA	CSC	ACTIVE	Active	06/02/2022
American Records Research, LLP	OR	10/01/2022	LLP	NonCSC	N/A	Active	10/01/2022
Business Development LLC	Canada	06/01/2022	BRC	CSC	ACTIVE	Active	06/01/2022
Charmed Designing LLC	Chile	10/17/2017	LLC	NonCSC	N/A	Active	10/18/2022
Entity Management LLC	DE	08/02/2006	LLC	NonCSC	N/A	Active	08/29/2022
Friday Afternoon LLC	DE	08/03/2022	COMMT	NonCSC	N/A	Active	08/09/2022
Friday Morning LLC	CA	08/01/2022	TRUST	NonCSC	N/A	Active	08/01/2022
Fruit Distributors Corp	France	06/03/2022	SAS	CSC	ACTIVE	Active	06/03/2022
Global Technologies Incorporated	Mexico	06/01/2022	SADCV	CSC	ACTIVE	Active	06/01/2022
Ireland Forever LLC	Ireland	08/17/2022	LLC	NonCSC	N/A	Active	08/29/2022
NYC Business Paper Corporation	NY	08/01/2022	CORP	NonCSC	N/A	Active	08/01/2022
Sydney Surfing Company	Australia	08/05/2010	PVLC	NonCSC	N/A	Active	08/02/2022
The University of CSC	DE	10/01/2022	CORP	NonCSC	N/A	Active	10/19/2022
Thursday Afternoon LLC	DE	08/01/2022	DPCO	NonCSC	N/A	Active	08/04/2022
Thursday Morning LLC	FI	08/01/2022	DPCO	NonCSC	N/A	Active	08/03/2022

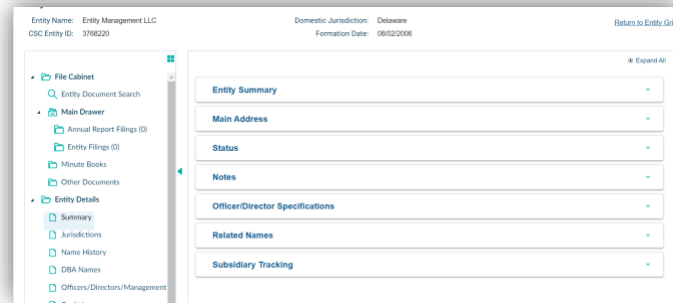
4.2 Entity Summary

The **Summary** page contains an entity-data overview and is broken into categories that can be expanded by clicking the arrow to the left of each category name. The **Summary** contains the following primary categories:

- **Entity Summary:** High-level entity information, including the domestic jurisdiction and formation date.
- **Main Address:** The entity's main office and mailing address.
- **Status:** The CSC entity status, as well as the internal status maintained independently of CSC.
- **Notes:** Any high-level notes specific to the entity.

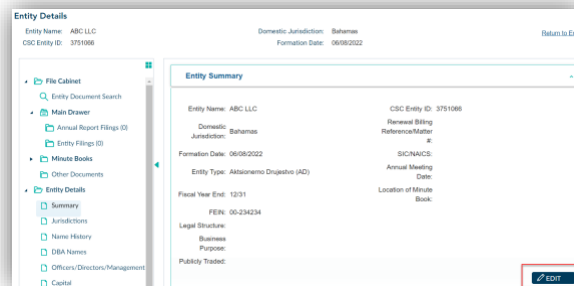
Note that you can manage the displayed categories, add and manage custom fields within those categories, and change the order in which each field is displayed on the screen. Additional details are described in [Section 10.3](#).

For example, the image below depicts custom categories for Officer/Director Specifications, Related Names, Subsidiary Tracking, Country Code, and Tax & Accounting Contacts that appear in addition to the primary categories.

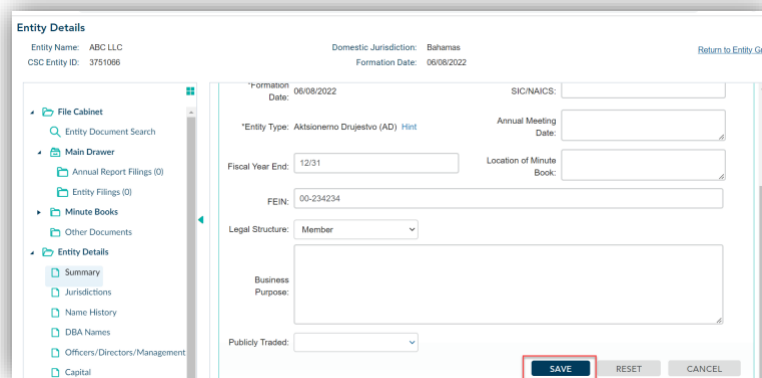


4.2.1 Editing Summary

To edit details that are stored within the **Summary**, expand the desired category and select the Edit button.



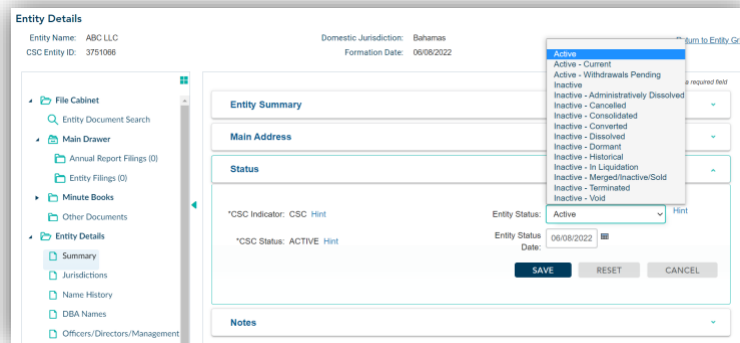
To edit, update the fields and select Save.



4.2.2 Status Maintenance

Users with the appropriate role can maintain an organization's status. This status is maintained independently of CSC and the jurisdiction, and is essentially the internal status designated by the organization.

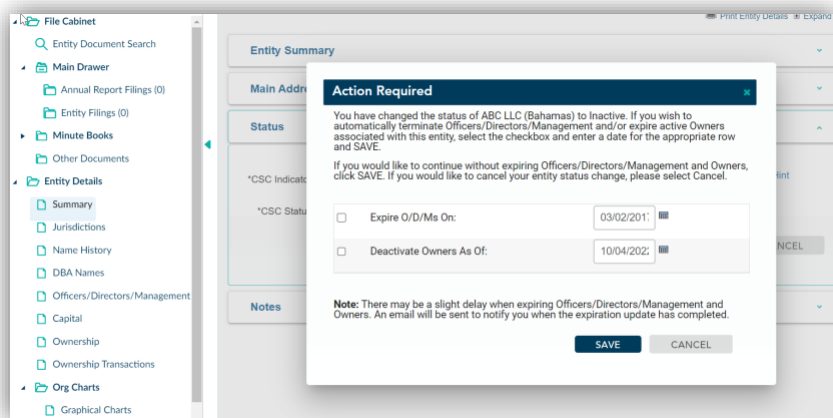
By expanding the Status category, the drop-down list titled Entity Status can be used to indicate the desired status. Note that custom statuses can be added to this value list (described in [Section 10.6](#)).



The most important thing to note when making a status change is that when an entity is set to **Inactive**, other data updates relating to that entity are not made automatically. For example, you can set the status to inactive, however, officers and directors associated with the company may still be listed as active. There may also be active jurisdictions and DBA names listed, or the entity may be listed as the owner of other entities. Thus, when an entity is set to **Inactive**, it is your responsibility to update all other entity details to ensure the information is accurate.

4.2.3 Expiration Grid to Expire Owners and ODMs

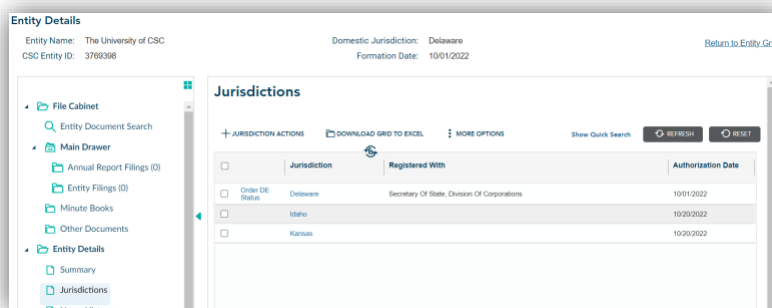
When a user changes an **Entity Status** to **Inactive**, they are prompted with an expiration grid that allows them to expire any officers, directors, or owners associated with the company on a selected date. If the user chooses not to expire the officers, directors, or owners, they can simply select **Save** without filling out the information in the prompt. A user can also select **Cancel** to go back to the original entity details page where the entity will still be listed as active.



Note: An email is generated to the user after using the expiration prompt that lets them know if it was successful, or if unsuccessful, will list certain owners, officers, or directors that could not be expired.

4.3 Jurisdictions

The **Jurisdictions Grid** displays all jurisdictions in which the selected entity is registered to do business. The grid's default view shows jurisdictions in alphabetical, ascending order.



Using the Jurisdiction Actions drop-down list, you can perform the following actions:

- **Add New Jurisdiction:** Add a new jurisdiction not already listed.
- **True Name Change:** Change the name of the entity within any or all jurisdictions.
- **Cosmetic Name Change:** Correct the name of the entity due to a mistake (e.g. a typo).
- **Change Entity Type:** Change the entity type within any or all jurisdictions.
- **Jurisdiction Mass Update:** Perform mass changes to specific jurisdiction attributes.
- **Remove Jurisdictions:** Remove a jurisdiction from the entity.

Entity Details
Entity Name: The University of CSC
CSC Entity ID: 3769398
Domestic Jurisdiction: Delaware
Formation Date: 10/01/2022

Jurisdictions

JURISDICTION ACTIONS

- Add New Jurisdiction
- True Name Change
- Cosmetic Name Change
- Change Entity Type
- Jurisdiction Mass Update
- Remove Jurisdictions

Registered With	Authorization Date
Secretary Of State, Division Of Corporations	10/01/2022
	10/20/2022
	10/20/2022

4.3.1 Add New Jurisdiction

When adding a new jurisdiction that is not already listed with the entity, select **Add New Jurisdiction** from the Jurisdiction Actions drop-down list. Indicate the jurisdictions to be added and click Save when finished.

Add New Jurisdiction

Entity Name: The University of CSC

*Select Jurisdiction
 US International

* indicates a required field

Available Jurisdictions: Hawaii, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota

Selected Jurisdictions: Idaho, Kansas

Buttons: ADD, ADD ALL, REMOVE, REMOVE ALL

Bottom Buttons: NEXT, RESET, CANCEL

To finish adding jurisdictions, input the jurisdiction details and click the Save button.

Entity Details

Entity Name: The University of CSC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3769398 Formation Date: 10/01/2022

Jurisdiction Details * indicates a required field

Entity Name: The University of CSC

Jurisdiction	*Authorized On	Issuing Office	Jurisdiction ID	*Registered Agent/Office
Idaho	04/20/2022	Select		Corporation Service Compa
Kansas	04/23/2022	Select		Corporation Service Compa

PREVIOUS SAVE RESET CANCEL

Contact CSC if you need assistance completing registration within a jurisdiction.

4.3.2 True Name Change

To make a true entity name change within a domestic or foreign jurisdiction, select **True Name Change** from the Jurisdiction Actions drop-down list. Note that true name changes can also be made from the **Name History Grid** (as described in [Section 4.4](#)).

Use the Type of True Name Change drop-down list to select the jurisdiction type being changed, and then add the appropriate jurisdiction(s). Click Continue when finished.

Entity Details

Entity Name: The University of CSC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3769398 Formation Date: 10/01/2022

True Name Change

*Type of True Name Change
 Domestic and Foreign Jurisic CANCEL

*Jurisdiction(s)

Kansas

ADD
 ADD ALL
 REMOVE
 REMOVE ALL

Delaware
 Idaho

CONTINUE

Next, use the appropriate fields to add the entity's new name and registration date, along with the previous name's expiration date. For foreign jurisdictions, the new name's registration date must be on the same date or after the domestic jurisdiction's registration date. Also, the previous name must expire before the new name's registration date. Click Save when finished.

4.3.3 Cosmetic Name Change

If a mistake, such as a typo, was made in a current name, prior name, or DBA name, select **Cosmetic Name Change** from the Jurisdiction Actions drop-down list. Note that cosmetic name changes can also be made from the **Name History Grid** (as described in [Section 4.4](#)).

Next, select the current entity name, prior entity name, or DBA name that needs to be changed from the Entity Name(s) drop-down list and click Continue.

Entity Details

Entity Name: The Best University of CSC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3769398 Formation Date: 10/01/2022

Cosmetic Name Change

*Entity Name(s):

The University of CSC CONTINUE CANCEL

✓ Check all ✗ Uncheck all

The Best University of CSC
 The University of CSC

Once the entity name has been selected, input your changes and select Save. This will update the entity's name across the portfolio.

My Dashboard Entities Orders & Results Documents Calendar Reports Forms & Tools Admin

Entity Details

Entity Name: The Best University of CSC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3769398 Formation Date: 10/01/2022

Cosmetic Name Change

*Entity Name(s):

The University of CSC CONTINUE CANCEL

Current Entity Name(s):
 The University of CSC

*New Entity Name(s):
 The CSC University

SAVE RESET CANCEL

4.3.4 Change Entity Type

To make changes to an entity type, select **Change Entity Type** from the Jurisdiction Actions drop-down list. Note that mass changes can be made by checking the boxes to the left, clicking the New Entity Type drop-down list, and then selecting **Copy to Selected**.

Example: In the example below, *Joint Venture* has been copied to all selected jurisdictions.

Entity Details

Entity Name: The Best University of CSC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3769398 Formation Date: 10/01/2022

Change Entity Type

The current entity type for the domestic jurisdiction is For Profit Corporation.
 New Entity Type:

Joint Venture **COPY TO SELECTED**

<input type="checkbox"/>	Jurisdiction(s)	Current Entity Type	New Entity Type
<input checked="" type="checkbox"/>	Delaware	For Profit Corporation	Joint Venture
<input type="checkbox"/>	Idaho	For Profit Corporation	Select
<input checked="" type="checkbox"/>	Kansas	For Profit Corporation	Joint Venture

SAVE RESET CANCEL

To make individual entity type changes, use the New Entity Type drop-down list to the right of the corresponding jurisdiction. Be sure to select Save when finished.

Entity Details

Entity Name: The Best University of CSC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3769398 Formation Date: 10/01/2022

Change Entity Type

The current entity type for the domestic jurisdiction is For Profit Corporation.
 New Entity Type:

Joint Venture **COPY TO SELECTED**

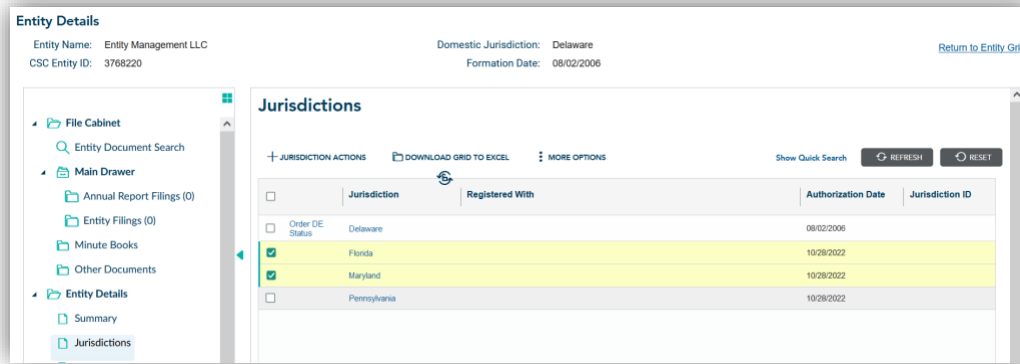
<input type="checkbox"/>	Jurisdiction(s)	Current Entity Type	New Entity Type
<input checked="" type="checkbox"/>	Delaware	For Profit Corporation	Joint Venture
<input type="checkbox"/>	Idaho	For Profit Corporation	Select
<input checked="" type="checkbox"/>	Kansas	For Profit Corporation	Joint Venture

Select
 Affiliate
 Benefit Plan Trust
 Benevolent Corporation
 Branch
 Business Trust
 Charitable Trust
 Closed Stock Corporation
 Committee
 Cooperative Corporation
 Cooperative Society
 Design Professional Corporation
 Division
 Excluded Liability Holding Company
 Federal Savings Bank
 Fixed Unit Trust
 For Profit Corporation
 Foundation
 Franchise
 General Partnership

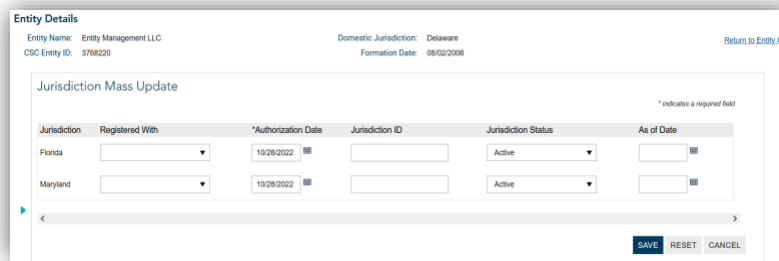
SAVE RESET CANCEL

4.3.5 Jurisdiction Mass Update

To mass-modify attributes across two or more jurisdictions, click the corresponding jurisdiction checkboxes, and then select **Jurisdiction Mass Update** from the Jurisdiction Actions drop-down list.



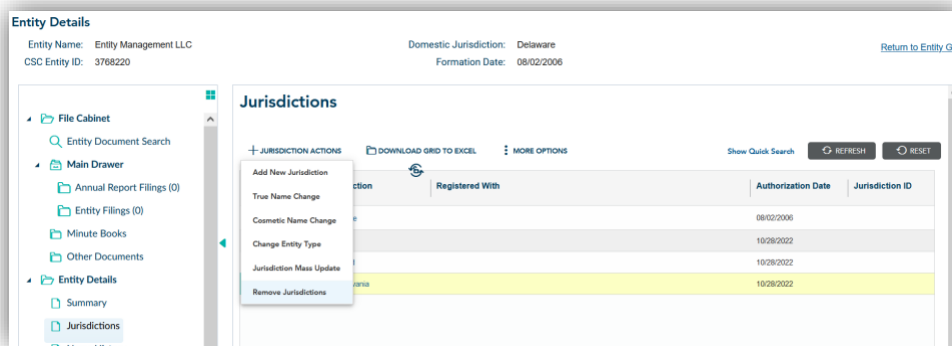
You can then make changes to any jurisdiction attribute. Once you click Save, the jurisdiction details will be updated.



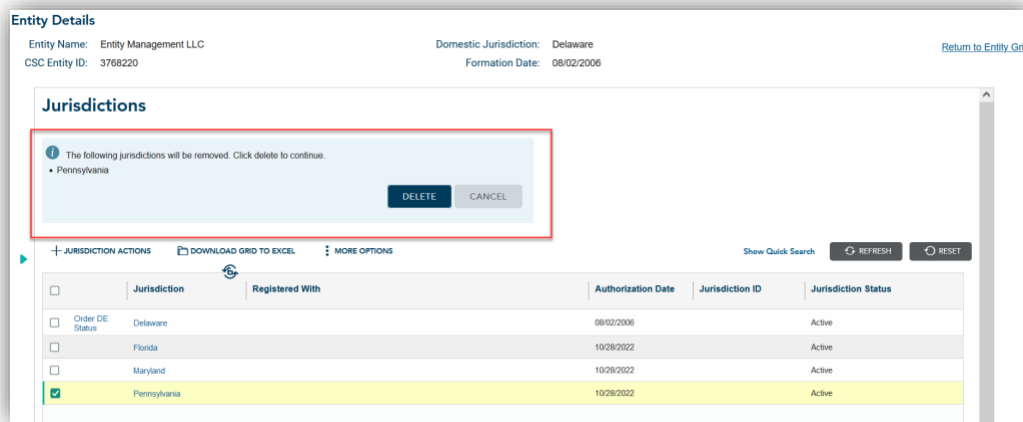
4.3.6 Remove Jurisdictions

Note that only non-CSC jurisdictions that do not use CSC for representation services can be removed from an entity. This requirement exists because the information surrounding the CSC jurisdictions is essential to being able to provide appropriate representation services.

To remove jurisdictions from a non-CSC entity, click the corresponding jurisdiction checkboxes and select **Remove Jurisdictions** from the Jurisdiction Actions drop-down list.

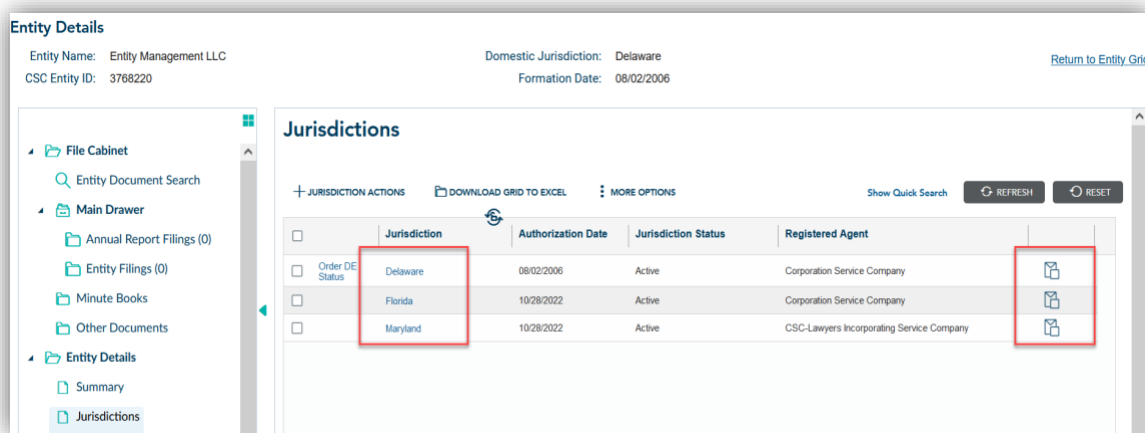


Once selected, confirm jurisdiction removal.



4.3.7 Jurisdiction Details

To view an entity's jurisdiction details, select the name of the jurisdiction from the **Jurisdictions Grid** or click the icon to the right of the grid.



The **Jurisdiction Details** screen provides a high-level overview of the jurisdiction data. Similar to entity details (described in [Section 4.2](#)), jurisdiction details are broken into categories that can be expanded and displayed. Note that you can create and manage custom fields within those categories, and the order in which each field is displayed. Instructions for adding and managing custom fields, as well as those for managing the screen display, are discussed in [Section 10.4](#).

To edit jurisdiction data, click the Edit button at the bottom right of each section.

Entity Name: Sunny Skies, LLC
CSC Entity ID: 3750873
Domestic Jurisdiction: Alaska
Formation Date: 06/02/2022

Jurisdiction Details - Alaska

Statutory Representation

Registered With: Department of Commerce, Community and Economic Development – Div of Corporations
 Authorization Date: 06/02/2022
 CSC Service: Statutory Representation
 Status: Active

Jurisdiction ID: _____
 Registered Agent / Office: Corporation Service Company 9360 Glacier Highway, Suite 202, Juneau, AK 99801
 Agent Appointed On: _____
 Thru Date: _____

Jurisdiction Status: Active
 As of Date: 06/02/2022
 Database Status: Corporate

Note: The Corporate Database Status is obtained from the Secretary of State or equivalent corporation department (US only). Jurisdiction Status can be maintained separate from the status provided by the state corporation department. CSC will display the status with the most recent date on the Jurisdiction and Corporate Tracker grids.

[EDIT](#)

Additional Details

Address in Jurisdiction

Notes

4.4 Name History

The **Name History Grid** allows you to view and edit an entity's prior and existing names. The default view is set to display all jurisdictions in alphabetical, ascending order.

Entity Name: Sunny Skies, LLC
CSC Entity ID: 3750873
Domestic Jurisdiction: Alaska
Formation Date: 06/02/2022

Name History

NAME HISTORY ACTIONS | DOWNLOAD GRID TO EXCEL | MORE OPTIONS

Show Quick Search | Jurisdiction Type: All | Name Type: All | [REFRESH](#) | [RESET](#)

Name In Jurisdiction	Name Type	Jurisdiction	Registered With
Cloudy Skies, LLC	Prior	Alaska	
Sunny Skies, LLC	True	Alaska	Department of Commerce, Community and Economic Development
Sunny Skies, LLC	True	Alberta	Ministry of Government Services, Corporate Registry
Sunny Skies, LLC	True	British Columbia	Ministry Of Finance And Corporate Relations, Corporate Registry
Sunny Skies, LLC	True	Newfoundland and Labrador	Department Of Government Services And Land, Commercial Registry Of Deeds And Companies
Sunny Skies, LLC	True	Yukon Territory	Department Of Justice, Consumer And Commercial Services, Corporate Registry

The Name History Actions drop-down list contains the following:

- **True Name Change:** Change the entity's name in any or all jurisdictions.
- **Cosmetic Name Change:** Correct the entity's name due to a mistake (e.g. a typo).
- **Add Prior Name:** Add a prior name for the entity.
- **Remove Prior Name:** Remove an entity's prior name.

Entity Details
 Entity Name: Sunny Skies, LLC
 CSC Entity ID: 3750873
 Domestic Jurisdiction: Alaska
 Formation Date: 06/02/2022
[Return to Entity Grid](#)

Name History

+ NAME HISTORY ACTIONS
 True Name Change
 Cosmetic Name Change
 Add Prior Name
 Remove Prior Name
 Maintain Name Dates

DOWNLOAD GRID TO EXCEL MORE OPTIONS
 Show Quick Search Jurisdiction Type: All Name Type: All REFRESH RESET

Name	Name Type	Jurisdiction	Registered With
Sunny Skies, LLC	True	Alaska	Department of Commerce, Community and Economic Development
Sunny Skies, LLC	True	Alaska	Department of Commerce, Community and Economic Development
Sunny Skies, LLC	True	Alberta	Ministry of Government Services, Corporate Registry
Sunny Skies, LLC	True	British Columbia	Ministry Of Finance And Corporate Relations, Corporate Registry
Sunny Skies, LLC	True	Newfoundland and Labrador	Department Of Government Services And Land, Commercial Registry Of Deeds And Companies
Sunny Skies, LLC	True	Yukon Territory	Department Of Justice, Consumer And Commercial Services, Corporate Registry

4.4.1 True Name Change

To make a true entity name change in a domestic or foreign jurisdiction, select **True Name Change** from the Name History Actions drop-down list. For additional details on how to make a “True Name Change,” refer to [Section 4.3.2](#).

4.4.2 Cosmetic Name Change

If a mistake, such as a typo, was made to a current name, prior name, or DBA name, select **Cosmetic Name Change** from the Name History Actions drop-down list. For additional details on how to make a “Cosmetic Name Change,” refer to [Section 4.3.3](#).

4.4.3 Add Prior Name

To add an entity’s prior name so that accurate history can be maintained for that entity, select **Add Prior Name** from the Name History Actions drop-down list. Input the prior name by selecting an existing name within your portfolio, or by adding a new name not currently listed. Then, check the appropriate jurisdictions and select the start/end dates.

Add Prior Name * indicates a required field

Name Type: Prior True Name

Existing Names: ▼

Or

New Prior Entity Name:

<input type="checkbox"/>	Jurisdiction	Authorization Date	*Name Start Date	*Name End Date
<input checked="" type="checkbox"/>	Alaska	06/02/2022	<input type="text" value="10/11/2022"/> 📅	<input type="text" value="10/12/2022"/> 📅
<input type="checkbox"/>	Alberta	06/16/2022	<input type="text"/> 📅	<input type="text"/> 📅
<input type="checkbox"/>	British Columbia	06/16/2022	<input type="text"/> 📅	<input type="text"/> 📅
<input type="checkbox"/>	Newfoundland and Labrador	06/16/2022	<input type="text"/> 📅	<input type="text"/> 📅
<input type="checkbox"/>	Yukon Territory	06/16/2022	<input type="text"/> 📅	<input type="text"/> 📅

4.4.4 Remove Prior Name

To remove a prior name that was added to an entity by mistake, select **Remove Prior Name** from the Name History Actions drop-down list. Once you delete the prior name, it will be removed from the historical entity records.

Entity Details

Entity Name: Sunny Skies, LLC Domestic Jurisdiction: Alaska
 CSC Entity ID: 3750873 Formation Date: 06/02/2022

Remove Prior Name

Name Type: Prior True Name

Name to Remove: ▼

<input type="checkbox"/>	Jurisdiction	Name Start Date	Name End Date
<input checked="" type="checkbox"/>	Alaska	10/11/2022	10/12/2022
<input type="checkbox"/>	Alaska	10/26/2022	10/27/2022

4.5 DBA Names

The **DBA Names Grid** allows you to view all DBA names associated with the selected entity. The default view is set to display all DBA names with current (active) registrations and then by alphabetical, ascending order.

Support: 800-927-9801 x66825

CSCEntityManagement@cscglobal.com

Entity Details
 Entity Name: Friday Afternoon LLC
 CSC Entity ID: 3768151
 Domestic Jurisdiction: Delaware
 Formation Date: 08/03/2022
[Return to Entity Grid](#)

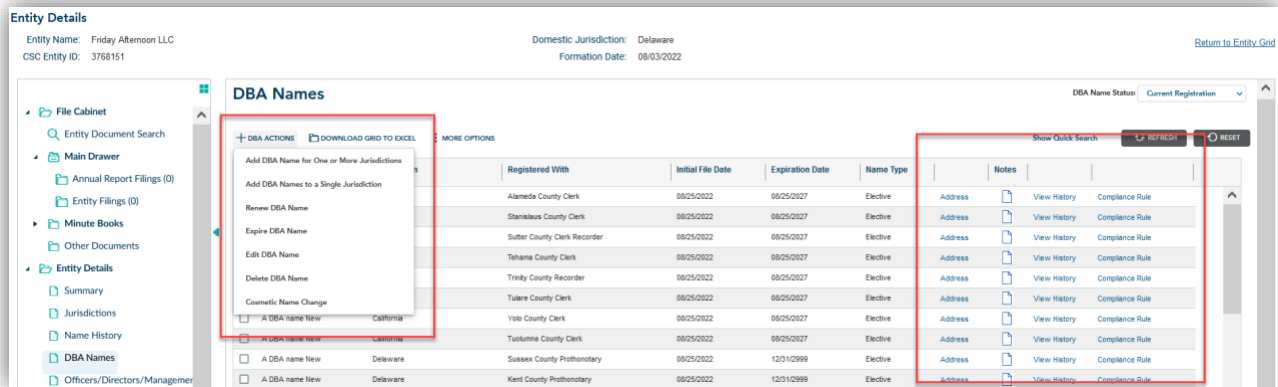
DBA Names
 DBA Name Status: Current Registration

+ DBA ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search REFRESH RESET

DBA Name	Jurisdiction	Registered With	Registration #
<input type="checkbox"/> A DBA name New	California	Alameda County Clerk	
<input type="checkbox"/> A DBA name New	California	Stanislaus County Clerk	
<input type="checkbox"/> A DBA name New	California	Sutter County Clerk Recorder	
<input type="checkbox"/> A DBA name New	California	Tehama County Clerk	
<input type="checkbox"/> A DBA name New	California	Trinity County Recorder	
<input type="checkbox"/> A DBA name New	California	Tulare County Clerk	
<input type="checkbox"/> A DBA name New	California	Yolo County Clerk	
<input type="checkbox"/> A DBA name New	California	Tuolumne County Clerk	
<input type="checkbox"/> A DBA name New	Delaware	Sussex County Prothonotary	
<input type="checkbox"/> A DBA name New	Delaware	Kent County Prothonotary	
<input type="checkbox"/> A DBA name New	Florida	Department Of State, Division Of Corporations	

Using the DBA Actions drop-down list, along with the grid itself, you can perform the following actions:

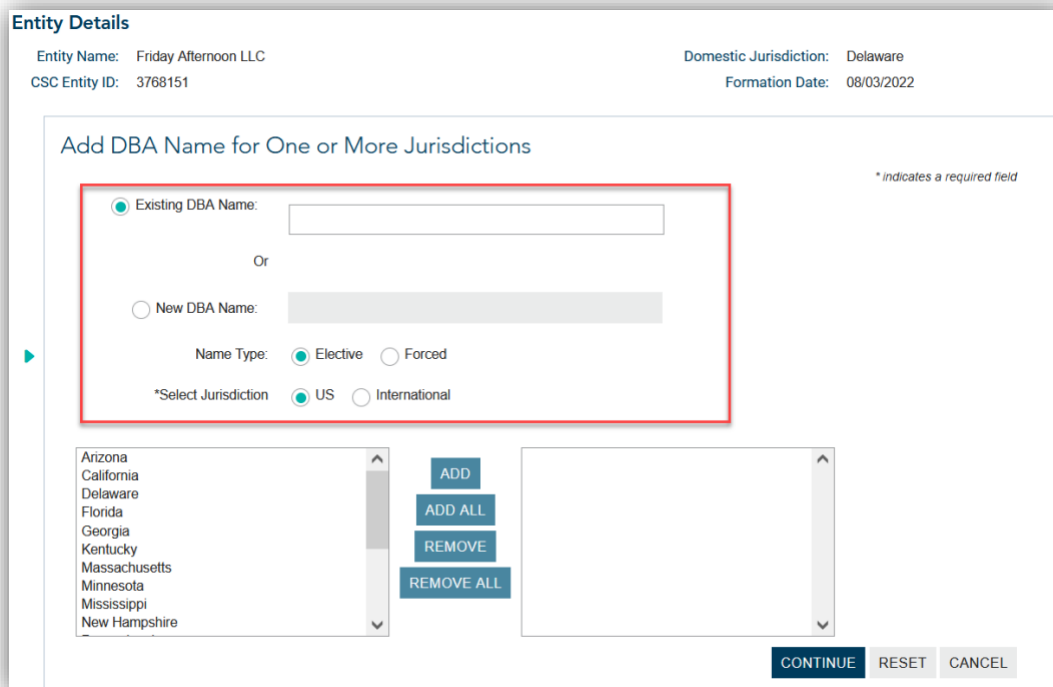
- Add DBA Name for One or More Jurisdictions
- Add DBA Names to a Single Jurisdiction
- Renew DBA Name
- Expire DBA Name
- Edit DBA Name
- Delete DBA Name
- Cosmetic Name Change
- Address Updates
- Add Notes
- View Renewal History
- View Compliance Rule



4.5.1 Add DBA Name for One or More Jurisdictions

When adding a new DBA name to one or more existing jurisdictions, select **Add DBA Name for One or More Jurisdictions** from the DBA Actions drop-down list. Then, follow the steps below.

Step 1: Choose an existing DBA name or enter a new DBA name.



Step 2: Choose the jurisdictions where the DBA name has been added and select Continue when finished.

Entity Details

Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Add DBA Name for One or More Jurisdictions * indicates a required field

Existing DBA Name:

Or

New DBA Name:

Name Type: Elective Forced

*Select Jurisdiction: US International

Arizona
California
Florida
Georgia
Massachusetts
Minnesota
Mississippi
New Hampshire
Pennsylvania
Rhode Island

ADD
ADD ALL
REMOVE
REMOVE ALL

Delaware
Kentucky

CONTINUE RESET CANCEL

Step 3: Select the registration office where the DBA name was filed in each jurisdiction. Some jurisdictions will have an office pre-selected, while others will require a selection. Note that, depending on state laws, DBA names may be filed at both the state and county levels, and there may be more than one office.

Example: Pennsylvania, Rhode Island and Vermont are pre-selected because all DBA Name filings are filed at the state level. In Delaware, however, a selection must be made regarding the county office(s) in which the DBA Name is filed.

Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Add DBA Name for One or More Jurisdictions

DBA Name: Doing Business As Name
 Name Type: Elective

Registration Offices
 Please select at least one registration office.

- Delaware**
 - Kent County Prothonotary
 - Sussex County Prothonotary
 - New Castle County Prothonotary
- Pennsylvania**
 - Department Of State, Corporation Bureau
- Rhode Island**
 - Secretary Of State, Corporations Division

PREVIOUS **NEXT** RESET CANCEL

Step 4: Input the DBA name details for each jurisdiction. Note that when the Initial File Date field is completed, the Expiration Date field will pre-populate an expiration date based on the jurisdiction rules. If there are no renewal requirements, the date will be set to 12/31/2999.

Example: In the following example, notice that after adding the Initial File Date in Delaware, Pennsylvania, and Rhode Island, the expiration date automatically sets to 12/31/2999 (because that jurisdiction does not require renewals). However, in Vermont, the expiration date was automatically set to 9/30/2018 due to the jurisdiction rules.

Entity Details Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware Return to Entity Grid
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Add DBA Name for One or More Jurisdictions

DBA Name: Doing Business As Name
 Name Type: Elective

Jurisdiction	Registered With	Registration Number	Initial File Date	Last Filed Date	Expiration Date		
Delaware	New Castle County Prothonotary	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	Address	Compliance Rule
Pennsylvania	Department Of State, Corporation Bureau	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	Address	Compliance Rule
Rhode Island	Secretary Of State, Corporations Division	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	Address	Compliance Rule
Vermont	Secretary Of State, Corporations/UCC Division	<input type="text"/>	10/19/2022	<input type="text"/>	12/19/2027	Address	Compliance Rule

PREVIOUS **SAVE** RESET CANCEL

Step 5: Input the address for the newly added DBA name in each jurisdiction.

Entity Details
Entity Name: Friday Afternoon LLC
CSC Entity ID: 3788151
Domestic Jurisdiction: Delaware
Formation Date: 08/03/2022
[Return to Entity Grid](#)

Add DBA Name for One or More Jurisdictions

DBA Name: Doing Business As Name
Name Type: Elective

Jurisdiction	Registered With	Registration Number	Initial File Date	Last Filed Date	Expiration Date	Address	Compliance Rule
Delaware	New Castle County Prothonotary	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	<input type="text"/>	Compliance Rule
▶ Pennsylvania	Department Of State, Corporation Bureau	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	Address	Compliance Rule
Rhode Island	Secretary Of State, Corporations Division	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	Address	Compliance Rule
Vermont	Secretary Of State, Corporations/UCC Division	<input type="text"/>	10/19/2022	<input type="text"/>	12/19/2027	Address	Compliance Rule

< PREVIOUS **SAVE** RESET CANCEL >

Step 6: Add any necessary notes to the DBA name(s) being added. Select Save when finished to view the DBA names within the **DBA Names Grid**.

Entity Details
Entity Name: Friday Afternoon LLC
CSC Entity ID: 3788151
Domestic Jurisdiction: Delaware
Formation Date: 08/03/2022
[Return to Entity Grid](#)

Add DBA Name for One or More Jurisdictions

DBA Name: Doing Business As Name
Name Type: Elective

Jurisdiction	Registered With	Registration Number	Initial File Date	Last Filed Date	Expiration Date	Address	Compliance Rule
Delaware	New Castle County Prothonotary	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	<input type="text"/>	Compliance Rule
▶ Pennsylvania	Department Of State, Corporation Bureau	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	Address	Compliance Rule
Rhode Island	Secretary Of State, Corporations Division	<input type="text"/>	10/19/2022	<input type="text"/>	12/31/2999	Address	Compliance Rule
Vermont	Secretary Of State, Corporations/UCC Division	<input type="text"/>	10/19/2022	<input type="text"/>	12/19/2027	Address	Compliance Rule

< PREVIOUS **SAVE** RESET CANCEL >

4.5.2 Add DBA Names to a Single Jurisdiction

To add multiple DBA names to a specific jurisdiction in a single action, select **Add DBA Names to a Single Jurisdiction** from the DBA Actions drop-down list. Then, follow the steps below.

Step 1: Select the state or country and registration office where the DBA names have been filed.

Entity Details

Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Add DBA Names to a Single Jurisdiction * indicates a required field

*Select Jurisdiction

US International

*State/Country: Delaware ▼

*Register With: New Castle County Prothonotary ▼

CONTINUE RESET CANCEL

Step 2: Complete the DBA name details. Use an existing DBA name if the name already exists in the portfolio. Use a new DBA name if the name does not currently exist within the portfolio. Note that when the Initial File Date field is completed, the Expiration Date field will pre-populate an expiration date based on the jurisdiction rules. If there are no renewal requirements, the date will be set to 12/31/2999.

Entity Details

Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware [Return to Entity Grid](#)
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Add DBA Names to a Single Jurisdiction

Jurisdiction: Delaware

Registered With: New Castle County Prothonotary [Compliance Rule](#)

Existing DBA Name	New DBA Name	Registration Number	Initial File Date	Last Filed Date	Expiration Date	
<input type="text"/>	Friday Night LLC	<input type="text"/>	08/22/2001	<input type="text"/>	12/31/2999	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Address

ADD MORE

PREVIOUS **SAVE** RESET CANCEL

Step 3: Input an address for the newly added DBA name in each jurisdiction. Select Save when finished to view the DBA names within the **DBA Names Grid**.

Entity Details
 Entity Name: Friday Afternoon LLC
 CSC Entity ID: 3768151
 Domestic Jurisdiction: Delaware
 Formation Date: 08/03/2022
 Return to Entity

Add DBA Names to a Single Jurisdiction
 Jurisdiction: Delaware
 Registered With: New Castle County Prothonotary [Compliance Rule](#)

Existing DBA Name	New DBA Name	Registration Number	Initial File Date	Last Filed Date	Expiration Date	Address
	Friday Night LLC		08/22/2001		12/31/2999	Address
						Address
						Address

ADD MORE
 PREVIOUS SAVE RESET CANCEL

Step 4: Add any necessary notes to the DBA name(s) being added. Select Save when finished to view the DBA names within the **DBA Names Grid**.

Entity Details
 Entity Name: Friday Afternoon LLC
 CSC Entity ID: 3768151
 Domestic Jurisdiction: Delaware
 Formation Date: 08/03/2022
 Return to Entity Grid

Add DBA Names to a Single Jurisdiction
 Jurisdiction: Delaware
 Registered With: New Castle County Prothonotary [Compliance Rule](#)

Existing DBA Name	New DBA Name	Registration Number	Initial File Date	Last Filed Date	Expiration Date	Address
	Friday Night LLC		08/22/2001		12/31/2999	Address
						Address
						Address

ADD MORE
 PREVIOUS SAVE RESET CANCEL

4.5.3 Renew DBA Name

To record a DBA name’s renewal date, check the box to the left of the corresponding DBA name and select **Renew DBA Name** from the DBA Actions drop-down list. Input the renewal date in the Renewal Date field and select Save to finish.

Entity Details
 Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware Return to Entity Grid
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Renew DBA Name

Registered With	Initial File Date	Last Filed Date	Current Registration Number	Registration Number	*Renewal Date	Expiration Date	
Alameda County Clerk	08/25/2022				10/28/2022	10/28/2027	View History Address

SAVE RESET CANCEL

4.5.4 Expire DBA Name

To record a DBA name’s expiration date, check the box to the left of the corresponding DBA name and select **Expire DBA Name** from the DBA Actions drop-down list. Input the expiration date in the Expiration Date field and select Save to finish.

Entity Details
 Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware Return to Entity Grid
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Expire DBA Name

DBA Name	Jurisdiction	Registered With	Current Registration Number	Initial File Date	Last Filed Date	*Expiration Date	
<input checked="" type="checkbox"/> A DBA name New	California	Alameda County Clerk		08/25/2022		08/25/2027	View History Addr

SAVE RESET CANCEL

Note that once a DBA name has been expired, the name remains saved in the history with a DBA name status of **Expired**. Therefore, to display expired DBA names within the grid, change the DBA Name Status filter to either **All** or **Expired**.

Entity Details
 Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware Return to Entity Grid
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

DBA Names

DBA Name Status: Expired

+ DBA ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search REFRESH RESET

DBA Name	Jurisdiction	Registered With	In
<input type="checkbox"/> A DBA name New	California	Alameda County Clerk	08

4.5.5 Edit DBA Name

To edit one or more of a DBA name's key attributes, check the box to the left of the corresponding DBA name and select **Edit DBA Name** from the DBA Actions drop-down list. You can update the **Registration Number**, **Initial File Date**, **Last Filed Date** and **Expiration Date**.

Entity Details

Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware Return to Entity Grid
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Edit DBA Name

DBA Name	Jurisdiction	Registered With	Registration Number	Initial File Date	Last Filed Date	Expiration Date
<input checked="" type="checkbox"/> A DBA name New	California	Sutter County Clerk Recorder	<input type="text"/>	08/25/2022	<input type="text"/>	08/25/2027

SAVE RESET CANCEL

4.5.6 Mistake Handling

If a mistake has been made, there are actions that allow you to make corrections and delete entries altogether. When you make a correction, the mistake is not included in the DBA name's history. The following mistake-handling actions are available:

- **Delete DBA Name**
- **Cosmetic Name Change**

4.5.6.1 Delete DBA Name

You should only use the **Delete DBA Name** action if there was a mistake when entering or associating a DBA name with an entity. If the DBA name was *not* entered by mistake, but instead won't be used anymore, the **Expire DBA Name** action should be used to retain its history.

To delete a DBA name and its history from a jurisdiction, check the box to the left of the corresponding DBA name(s) and jurisdiction(s). Then, select **Delete DBA Name** from the DBA Actions drop-down list. Check the box to the left of each historical record belonging to that DBA name and select Confirm.

Entity Details
 Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware Return to Entity Grid
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Delete DBA Name

DBA Name: A DBA name New
 Jurisdiction: California
 Registered With: Alameda County Clerk

Registration Number	Initial File Date	Last Filed Date	Expiration Date	Status	Name Type	History
<input checked="" type="checkbox"/>		08/25/2022	10/28/2022	Expired	Elective	No

DBA Name: A DBA name New
 Jurisdiction: California
 Registered With: Office Of The Attorney General, Registry Of Charitable Trusts

Registration Number	Initial File Date	Last Filed Date	Expiration Date	Status	Name Type	History
<input checked="" type="checkbox"/>		08/25/2022	10/28/2022	10/28/2027	Active	Elective

CONFIRM **CANCEL**

4.5.6.2 Cosmetic Name Change

To correct mistakes (e.g. typos), select **Cosmetic Name Change** from the DBA Actions drop-down list. Note that in addition to having the ability to correct a typo for a DBA name, you can also correct typos for current or prior entity names. Select the name(s) that need to be updated and click **Continue**.

Entity Details
 Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Cosmetic Name Change

*Entity Name(s):
 A DBA name New **CONTINUE** **CANCEL**

Check all Uncheck all

A DBA name New
 Friday Afternoon LLC
 Friday Night LLC

Then, input the new name and click Save to finish.

Entity Details
 Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3768151 Formation Date: 08/03/2022

Cosmetic Name Change

*Entity Name(s):
 A DBA name New **CONTINUE** **CANCEL**

Current Entity Name(s):
 A DBA name New

*New Entity Name(s):
 A DBA name new

SAVE **RESET** **CANCEL**

4.5.7 DBA Name Addresses

To view a DBA name’s addresses, click the Address link that is available in each row of the grid.

Entity Name: Friday Afternoon LLC Domestic Jurisdiction: Delaware
 CSC Entity ID: 3788151 Formation Date: 08/03/2022

DBA Names

+ DBA ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Grid

DBA Name	Jurisdiction	Name Type	Notes			
<input type="checkbox"/> A DBA name new	California	Elective	Address		View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address		View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address		View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address		View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address		View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address		View History	Compliance Rule
<input type="checkbox"/> A DBA name new	Delaware	Elective	Address		View History	Compliance Rule

Within the Address link, you can edit, delete and/or review all addresses associated with the chosen DBA name.

Address Maintenance

DBA Name: A DBA name new
 State: California
 Local Jurisdiction: Sutter County
 Registered With: Sutter County Clerk/Recorder
 Registration # / File Date: 123457890 / 08/25/2022

▼ **Current Address on File**

No addresses on file.

▶ **Additional Portfolio Addresses**

▼ **New Address**

Building/Suite/Floor	Number	Address Line 1	Address Line 2	City	State	County	Zip/Postal Code
Select ▼	<input type="text"/>	<input type="text" value="123 Main Street"/>	<input type="text"/>	<input type="text" value="San Diego"/>	California	Sutter County	90210
Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	California	Sutter County	<input type="text"/>
Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	California	Sutter County	<input type="text"/>

ADD MORE

SAVE RESET CANCEL

4.5.8 DBA Name Notes

To capture notes regarding a DBA name, use the Notes icon that is available in each row of the grid.

Entity Details
 Entity Name: Friday Afternoon LLC
 CSC Entity ID: 3768151
 Domestic Jurisdiction: Delaware
 Formation Date: 08/03/2022
 Return to Entity Grid

DBA Names
 DBA Name Status: Current Registration

+ DBA ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search REFRESH RESET

DBA Name	Jurisdiction	Name Type	Address	Notes	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input checked="" type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	Delaware	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	Delaware	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> Friday Night LLC	Delaware	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	Florida	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	Georgia	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	Georgia	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule

When notes are added, the Notes icon will update with a checkmark to alert you that notes have been saved.

Entity Details
 Entity Name: Friday Afternoon LLC
 CSC Entity ID: 3768151
 Domestic Jurisdiction: Delaware
 Formation Date: 08/03/2022
 Return to Entity Grid

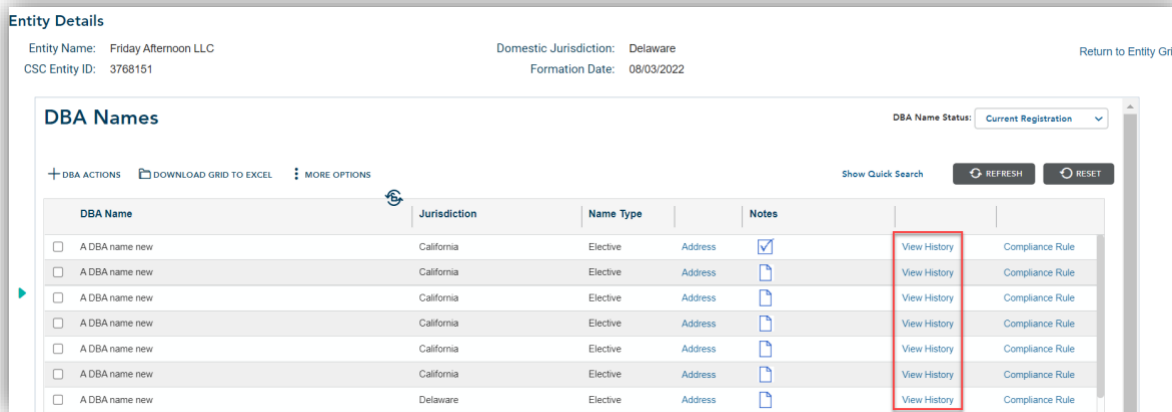
DBA Names
 DBA Name Status: Current Registration

+ DBA ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search REFRESH RESET

DBA Name	Jurisdiction	Name Type	Address	Notes	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input checked="" type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	California	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	Delaware	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule
<input type="checkbox"/> A DBA name new	Delaware	Elective	Address	<input type="checkbox"/>	View History	Compliance Rule

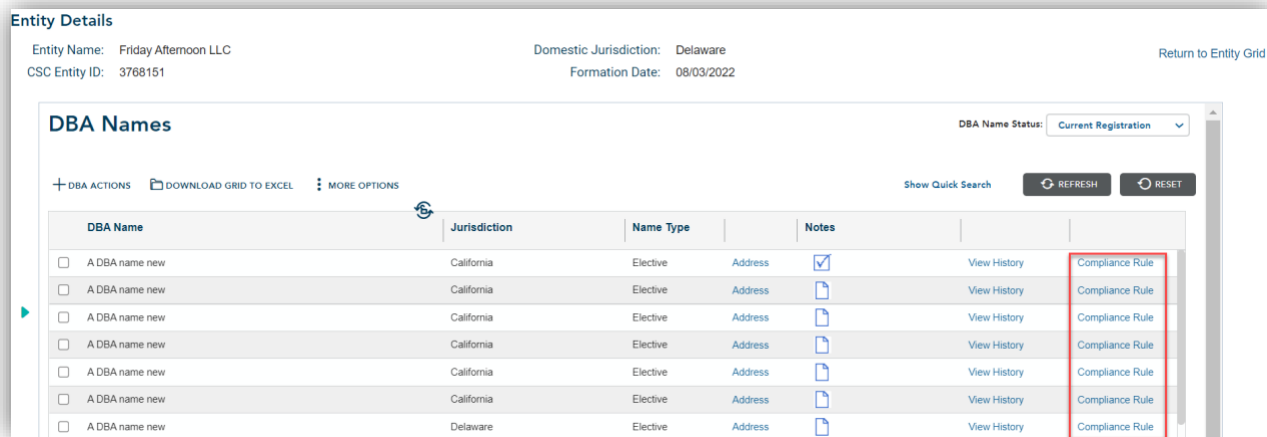
4.5.9 DBA Name Renewal History

To view the renewal history associated with a DBA name, select the View History link that is available in each row of the grid.



4.5.10 DBA Name Compliance Rules

DBA name renewal rules vary based on jurisdiction. Some jurisdictions require renewal after a given number of years, and some never require renewal. To view the DBA name compliance rules (based on the jurisdiction in which it was filed), click the Compliance Rule link that is available in each row of the grid.



4.6 Officers/Directors/Management (ODM)

In addition to the traditional Officers and Directors, this feature allows you to track Members, Managers, Partners, Power of Attorneys and Committee members. We refer to these as Roles. You also have the ability to create custom roles and titles to better organize people and titles to meet the needs of your organization. See [Section 7.2.2](#) for details about adding custom roles and titles.

Within this document, we will refer to the name and title combination as “ODM.” In order to view or edit ODM information, you must be granted the appropriate access level or role (as listed in [Section 10.1.1](#)). Updates

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to ODMs can be made at both the entity level and the portfolio level. This section is specific to entity-level changes. See [Section 7.2](#) to view portfolio-level specifics.

The **ODM Grid** displays all names and titles associated with the selected entity. The default grid view is set to display all active ODMs, with all names and titles (roles), in alphabetical, ascending order.

Entity Details
 Entity Name: Business Development LLC
 CSC Entity ID: 4439158
 Jurisdiction of Formation: California
 Formation Date: 11/16/2022
 Return to Entity Grid

Officers/Directors/Management

+ O/D/M ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search Roles: All Status: Active REFRESH RESET

<input type="checkbox"/>	Name	Title	First Elected	Last Elected	Expires On			
<input type="checkbox"/>	Amy Brown	Director	05/07/2023		12/31/2999	Bus	Per	Doc (1)
<input type="checkbox"/>	Bob Jones	Director			12/31/2999	Bus	Per	Doc (0)
<input type="checkbox"/>	Max Brown	Chief Executive Officer		05/01/2023	12/31/2999	Bus	Per	Doc (13)
<input type="checkbox"/>	Max Brown	Executive Vice President		05/01/2023	12/31/2999	Bus	Per	Doc (13)

Using the ODM Actions drop-down list (and from within the grid itself), you can perform the following actions:

- **Add New ODM**
- **Add New Title for Existing ODM**
- **Assign Existing ODM:** Assign an existing ODM to a new entity.
- **Modify Existing Titles:** Modify existing ODM titles and related details.
- **Maintain Title Attributes:** Maintain ODM Appointment custom field data.
- **Add New Title and Archive Original:** Add a new title and archive the original.
- **Maintain Term Dates:** Maintain the term dates of an existing ODM.
- **Expire Existing Titles:** Expire an existing title associated with an ODM.
- **Mass Updates to Custom Fields:** Perform mass (i.e. bulk) updates to custom fields.
- **Delete ODM:** Correct a mistake by deleting an ODM from the entity.
- **View or Edit Business Information:** View or edit the business information related to an ODM.
- **View or Edit Personal Information:** View or edit the personal information related to an ODM.
- **Maintain ODM Individual Documents:** Store and maintain documents related to ODM.

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4.6.1 Add New ODM

To add a new ODM, select **Add New Officers/Directors/Management** from the ODM Actions drop-down list. Input the new ODM information, including attributes related to title(s). Officers, Directors and Management can be individuals or entities. If the ODM is an entity, you can select an entity from your portfolio or add a new entity (also known as an **External Organization**)

Add New Officers/Directors/Management

* indicates a required field

Enter Officer/Director/Management Name-Individual

*First Name Middle Name *Last Name Suffix

John [icon] [] Jones []

ADD MORE

And/Or

Enter Officer/Director/Management Name-Entity

Select Portfolio Entity OR Enter Entity Name

[] []

ADD MORE

Select Title(s)

*Role	Title	Subtitle	Authorized to Sign As	First Elected	Last Elected	Expires On	Hint
Officer	Executive Vice Pres	[]	[]	09/06/2022	10/03/2022	11/30/2022	[]

ADD MORE

SAVE **RESET** **CANCEL**

Note, you must select the role first. This will limit the Title list to those titles that have been mapped to the selected role.

4.6.2 Add New Title for Existing ODM

To add a new title to an existing ODM, check the box to the left of the corresponding ODM and select **Add New Title for Existing Officer/Director/Management** from the ODM Actions drop-down list.

4.6.4 Modify Existing Titles

To modify an existing ODM title and its attributes, check the box to the left of the corresponding ODM and select **Modify Existing Titles** from the ODM Actions drop-down list. This action can be used to modify attributes for the existing title (such as selecting the Authorized to Sign As value) or replacing the selected title with a new title. When making changes to the title or Authorized to Sign As, begin by selecting the appropriate role. This will limit the list to those titles that have been mapped to the selected role.

Note that when a title is modified, it will only update for the selected entity (not for other entities within the portfolio). Additionally, if the ODM was assigned as part of an ODM slate, the ODM must be updated from the **Slate Membership** area (described in [Section 7.2.3](#)).

Complete updates where necessary and select Save when finished.

4.6.5 Maintain Title Attributes

To modify ODM Appointment custom fields for an existing ODM, check the box to the left of the corresponding ODM and select **Maintain Title Attributes** from the ODM Actions drop-down list. This action can be used to modify attributes for the existing title (such the Subtitle or Authorized to Sign As value) and modify values for any ODM Appointment custom fields that have been created.

The screenshot shows the 'Entity Details' page for ABC LLC. The 'Maintain Title Attributes' section contains a table with the following data:

Name	Role	Title	Entity	Subtitle	Authorized To Sign As	Department
Sally Smith	Officer	Secretary	ABC LLC	<input type="text"/>	Chief Executive Officer	Legal Ops

Below the table, there are three buttons: **SAVE**, **RESET**, and **CANCEL**.

4.6.6 Add New Title and Archive Original

To add a new ODM title while archiving the existing title (so that it remains in the history), check the box to the left of the corresponding ODM and select **Add New Title and Archive Original** from the ODM Actions drop-down list.

If the ODM is associated with other entities within your portfolio, or is part of an ODM slate (described in [Section 7.2.3](#)), the title change will only affect the selected entity. To update the selected ODM at the portfolio level, refer to [Section 7.2](#).

When adding a new title, input the date on which the original title expires, along with the new title details, and select Save when finished.

Entity Details

Entity Name: ABC LLC Domestic Jurisdiction: Bahamas
 CSC Entity ID: 3751066 Formation Date: 06/08/2022

Add New Title and Archive Original * indicates a required field

Name: John Jones Active: General Counsel (Manager) Inactive:

Current Title: General Counsel (Manager) *Original Title Expires On: 11/02/2022 Hint

*Role	*New Title	Subtitle	Authorized to Sign As	First Elected	Last Elected	Expires On	Hint
Manager	Managing Director			11/01/2022			

Note: Term dates for the new title are optional. Any dates entered will be applied to the current entity.

SAVE RESET CANCEL

Note that any title that has been expired and archived is searchable from the ODM grid (using either **All** or **Inactive** status), which ensures that ODM history can be reviewed at any point-in-time.

Officers/Directors/Management

+ O/D/M ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search: Roles: All Status: **Inactive** REFRESH RESET

<input type="checkbox"/>	Name	Title	Expires On	Term		
<input type="checkbox"/>	John Jones	General Counsel	10/31/2022	Bus	Per	

4.6.7 Maintain Term Dates

To maintain ODM term dates (election and expiration), check the boxes to the left of the corresponding ODM(s) and select **Maintain Term Dates** from the ODM Actions drop-down list. You may input the information into the text fields on the right, or if the same information applies to multiple entities, click the checkbox to the left of the ODMs, input the information into the primary field, and select Copy to Selected. Be sure to click Save when finished.

Entity Details

Entity Name: ABC LLC Domestic Jurisdiction: Bahamas
 CSC Entity ID: 3751066 Formation Date: 06/08/2022

Maintain Term Dates

Changes to term dates will be applied to all the selected Officers/Directors/Management.

Please enter the dates to be updated: **First Elected** **Last Elected** **Expires On**

 COPY TO SELECTED

<input type="checkbox"/> Name	Current Title(Role)	First Elected	Last Elected	Expires On	Hint
<input type="checkbox"/> George Washington	President (Director)	<input type="text"/>	<input type="text"/>	<input type="text" value="10/31/2022"/>	
<input type="checkbox"/> Karen Bob	President (Partner)	<input type="text"/>	<input type="text" value="11/01/2022"/>	<input type="text"/>	

SAVE **RESET** **CANCEL**

Note that once an ODM is expired, it will be made inactive. Thus, when reviewing the **ODM Grid**, the status of **All** or **Inactive** must be filtered to display the expired ODM.

Officers/Directors/Management

+ O/D/M ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search Roles: All **Status: Inactive** REFRESH RESET

<input type="checkbox"/> Name	Title	Expires On	Term		
<input type="checkbox"/> George Washington	President	10/31/2022	0 Years	Bus	Per
<input type="checkbox"/> John Jones	General Counsel	10/31/2022		Bus	Per

4.6.8 Expire Existing Titles

To set the expiration date for existing ODM titles, check the box to the left of the corresponding ODM(s) and select **Expire Existing Titles** from the ODM Actions drop-down list. Update the expiration date for the selected ODM(s) and click Save.

Any title that has been expired is searchable from the **ODM Grid** (by using either **All** or **Inactive** status), which ensures that ODM history can be reviewed at any point-in-time.

Name	Title	Expires On	Term	Role
<input type="checkbox"/> Bob Smith	General Counsel	09/30/2021		Bus Per
<input type="checkbox"/> George Washington	President	10/31/2022	0 Years	Bus Per
<input type="checkbox"/> John Jones	General Counsel	10/31/2022		Bus Per

4.6.9 Mass Update – Custom Fields

If you created ODM business or personal custom fields (note that instructions for creating custom fields are provided in [Section 10.4](#)), you may perform mass updates to those fields by checking the boxes to the left of the corresponding ODM(s) and selecting **Mass Update – Business Custom Field** or **Mass Update – Personal Custom Field** from the ODM Actions drop-down list. Next, select the custom field for which the mass updates need to be made.

Once you have selected the custom field, input the information into the text fields on the right or—if the same information applies to multiple entities—click the checkbox to the left of the ODMs. Then, input the information into the primary field and select Copy to Selected. Be sure to click Save when finished.

Entity Details

Entity Name: ABC LLC Domestic Jurisdiction: Bahamas
 CSC Entity ID: 3751066 Formation Date: 06/08/2022

Mass Update - Business Custom Field

ODM Business Custom Field: COPY TO SELECTED

<input checked="" type="checkbox"/>	O/D/M Name	Original ODM Business Custom Field	Updated ODM Business Custom Field
<input checked="" type="checkbox"/>	Karen Bob		<input type="text" value="Legal"/>

Note: Only original values can be modified using this action. Use the edit action available on the Officers/Directors/Management Business Information screen to delete a previously entered value. The maximum field length is limited to 10 characters.

PREVIOUS
SAVE
RESET
CANCEL

4.6.10 Delete ODM

If an ODM was added to the entity by mistake, it can be removed. Note that if the ODM needs to be expired (rather than being removed), the **Expire Existing Titles** action should be used to preserve the ODM's history.

To delete an ODM, check the box to the left of the corresponding ODM and select **Delete Officers/Directors/Management** from the ODM Actions drop-down list. Once selected, provide final confirmation.

Entity Details

Entity Name: ABC LLC Domestic Jurisdiction: Bahamas Return to Entity Grid
 CSC Entity ID: 3751066 Formation Date: 06/08/2022

Officers/Directors/Management

i The following titles will be deleted and data will not be archived. Select Delete to proceed.

- John Jones, Managing Director

DELETE **CANCEL**

+ O/D/M ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search Roles: All Status: Active REFRESH RESET

<input type="checkbox"/>	Name	Title	Expires On	Term	Department
<input checked="" type="checkbox"/>	John Jones	Managing Director	12/31/2999	Perpetual	Bus Per
<input type="checkbox"/>	Karen Bob	President	12/31/2999	Perpetual	Bus Per
<input type="checkbox"/>	Sally Smith	Assistant Treasurer	12/31/2999	Perpetual	Bus Per
<input type="checkbox"/>	Sally Smith	Assistant Vice President	12/31/2999	Perpetual	Bus Per
<input type="checkbox"/>	Sally Smith	Chairman	12/31/2999	Perpetual	Bus Per

4.6.11 ODM Business Information

To view or modify ODM business details (contact information and business address), select the Bus link from the ODM Grid.

Officers/Directors/Management

+ O/D/M ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search Roles: All Status: Active REFRESH RESET

<input type="checkbox"/>	Name	Title	Expires On	Term	Bus	Per
<input checked="" type="checkbox"/>	Karen Bob	President	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Assistant Treasurer	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Assistant Vice President	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Chairman	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Clerk	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Co-Chairman	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Controller	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Executive Vice President	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Independent Director	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Manager	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Managing Director	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Power of Attorney	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Secretary	12/31/2999	Perpetual	Bus	Per

Note that you can also add custom fields, which is discussed in [Section 10.4](#). To edit the ODM's business information, click the **Edit** button to modify basic contact information, or select from the grid actions drop-down list to update held positions.

Business Information

Karen Bob

[EDIT](#) [CLOSE](#) [Collapse All -](#)

Address
Information is not available for this section.

Contact Information
Information is not available for this section.

Custom Fields
ODM Business Custom Field: Legal Dept

Positions Held
[DOWNLOAD GRID TO EXCEL](#) [MORE OPTIONS](#)

Active

Title	Subtitle	Term	First Elected	Expires On
President		Perpetual	08/01/2022	12/31/2999

4.6.12 ODM Personal Information

If granted the appropriate permissions, you may edit the ODM's personal information by selecting the Per link from the **ODM Grid**. To view all roles/permissions, refer to [Section 10.1.1](#).

Officers/Directors/Management

[+ O/D/M ACTIONS](#) [DOWNLOAD GRID TO EXCEL](#) [MORE OPTIONS](#) Show Quick Search Roles: [All](#) Status: [Active](#) [REFRESH](#) [RESET](#)

<input type="checkbox"/>	Name	Title	Expires On	Term		
<input type="checkbox"/>	Karen Bob	President	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Assistant Treasurer	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Assistant Vice President	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Chairman	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Clerk	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Co-Chairman	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Controller	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Executive Vice President	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Independent Director	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Manager	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Managing Director	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Power of Attorney	12/31/2999	Perpetual	Bus	Per
<input type="checkbox"/>	Sally Smith	Secretary	12/31/2999	Perpetual	Bus	Per

Personal information that can be viewed and edited includes the ODM's residential address, contact information, identification information, personal data, and general information. You may also add custom fields to this screen, which is discussed in [Section 10.4](#). To add or edit the ODM's personal information, click the Edit button and make the appropriate changes.

Personal Information

Karen Bob

EDIT
CLOSE

[Collapse All](#)

Residential Address

Information is not available for this section.

Contact Information

Information is not available for this section.

Identification Information

US Citizen:	Birth Place:
SSN:	Date of Birth:
Driver's License No:	Passport No:
Issued By:	Issued By:
Expires On:	Expires On:

Personal Data

Age:	Height:
Sex:	Weight:
Spouse Name:	Spouse SSN:
Spouse Date of Birth:	

General Information

4.6.13 ODM Individual Documents

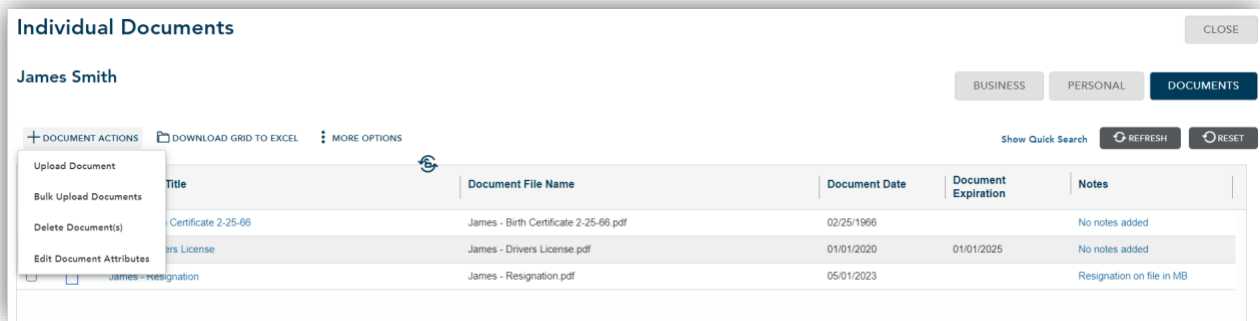
If granted the appropriate permissions, you may **Upload, Bulk Upload, Delete, and Edit Document Attributes** for documents related to Directors and Officers. To view all roles/permissions, refer to [Section 10.1.1](#).

ODM individual documents can be viewed by clicking the link labeled “Doc” on either the portfolio level or entity level grids for Directors and Officers. The “Doc” link also displays the number of documents that have been uploaded to that individual.

Officers/Directors/Management									
+ O/D/M ACTIONS		DOWNLOAD GRID TO EXCEL	: MORE OPTIONS		Show Quick Search	Roles: All	Status: Active	REFRESH	RESET
<input type="checkbox"/>	Name	Title	First Elected	Last Elected	Expires On				
<input type="checkbox"/>	Amy Brown	Director	05/07/2023		12/31/2999	Bus	Per	Doc (1)	
<input type="checkbox"/>	Bob Jones	Director			12/31/2999	Bus	Per	Doc (0)	
<input type="checkbox"/>	Max Brown	Chief Executive Officer		05/01/2023	12/31/2999	Bus	Per	Doc (13)	
<input type="checkbox"/>	Max Brown	Executive Vice President		05/01/2023	12/31/2999	Bus	Per	Doc (13)	

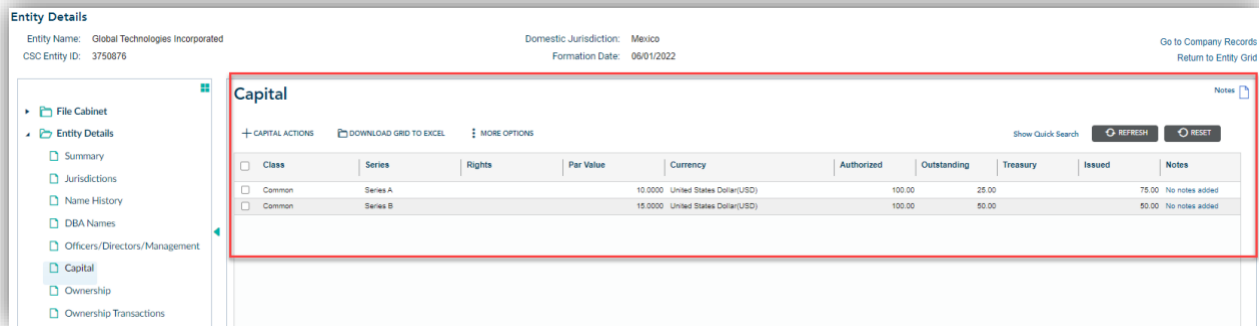
An Individual Documents grid exists for each person listed in the Officers/Directors/Management module. Clicking on the “Doc” link will bring you to the Individual Documents grid for that Director/Officer where you can view, upload, delete, and edit documents and attributes corresponding to the documents. In addition, you can add notes that

pertain to the document to the grid which can be viewed by hovering over the text.



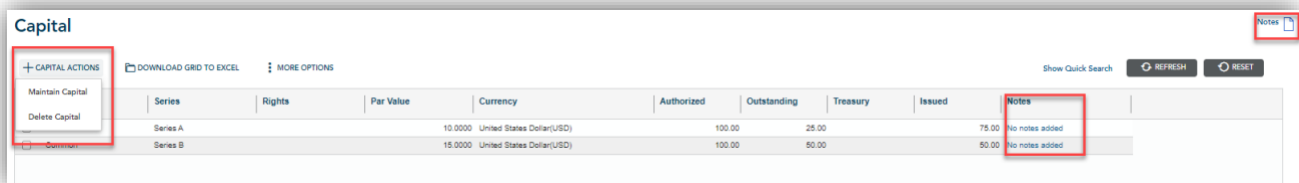
4.7 Capital

The **Capital Grid** displays an entity’s high-level capital data. The grid’s default view displays the capital class in alphabetical, ascending order.



Using the Capital Actions drop-down list (along with the grid itself), you can perform the following actions:

- **Maintain Capital:** Add and maintain an entity’s capital information.
- **Delete Capital:** Delete an entity’s capital information.
- **Add Notes:** Record notes regarding the overall entity capital types.



4.7.1 Maintain Capital

To add new capital or change an entity's capital/capital type, select **Maintain Capital** from the Capital Actions drop-down list. On this screen, you can add capital; update the capital class, series, rights, par value, and currency type; and modify authorization and issuance of capital information. You can also add or edit data to any capital custom fields that have been added to the Capital Grid.

Note that the capital class, rights, and series-value drop-down lists can be edited to include custom values (as described in [Section 10.6](#)).

Class	Series	Rights	Par Value	Currency	Authorized	Outstanding	Treasury	Issued
Common	Series A	Class A	<input checked="" type="checkbox"/> No par value	United States Dollar (USD)	<input checked="" type="checkbox"/> Unlimited			
Select	Select	Select	<input type="checkbox"/> No par value	United States Dollar (USD)	<input type="checkbox"/> Unlimited			
Select	Select	Select	<input type="checkbox"/> No par value	United States Dollar (USD)	<input type="checkbox"/> Unlimited			

4.7.2 Delete Capital

To delete capital information from the entity, check the box to the left of the corresponding capital and select **Delete Capital** from the Capital Actions drop-down list. You must provide final confirmation to delete the capital.

The selected capital will be deleted. Please make any modifications to your selected items and click confirm to proceed.

Note: The capital selected may have shares issued to an owner. Deleting capital that has associated ownership may require additional modifications.

Capital	In Use by Ownership
<input checked="" type="checkbox"/> Common, Series C, Non-Voting, No Par Value, USD	No

4.7.3 Capital Notes

To capture notes regarding an entity's capital types, use the **Notes** feature located at the top right, or within each grid row. Hovering over the icon or link will provide a preview of any recorded notes up to 500 characters.

Class	Series	Rights	Par Value	Currency	Authorized	Outstanding	Treasury	Issued	Notes
Common	Series A		10.0000	United States Dollar(USD)	100.00	25.00		75.00	No notes added
Common	Series B		15.0000	United States Dollar(USD)	100.00	50.00		50.00	No notes added

4.8 Ownership

Ownership can be recorded for an entity using the **Ownership** folder (within the entity details). An owner may be an individual or entity that is already listed within the portfolio, as well as an individual or entity external to the portfolio.

The **Ownership Grid** displays entity owners. The grid's default view is set to display all active owners in alphabetical, ascending order. Note that the Ownership As Of feature (located at the top right) provides point-in-time ownership details so the entity's ownership history can be viewed at any time.

Upon clicking the link attached to a specific owner, you will be taken to the entity details screen for that ownership entity.

Owner Name	Owner Type	Ownership %	Certificates Held	# of Shares	% of Issued Field	As Of Date	Start Date
ABC LLC		50.0000	Common, Series A, 10.0000 Par Value, USD			11/03/2022	11/03/2022
Fruit Distributors Corp		50.0000	Common, Series A, 10.0000 Par Value, USD			08/01/2018	08/01/2018

4.8.1 Ownership Actions

Using the Ownership Actions drop-down list (or the grid itself), you can perform the following actions:

- **Maintain Ownership:** Add new owners or manage existing ownership to reflect an increase or decrease in ownership percentage or shares for the selected entity, while creating point-in-time ownership and transaction history for future reference.
- **Maintain Transaction History:** Maintain the transaction history associated with an existing owner, while creating a full history.

- **Edit Owner Type & Details:** Modify owner type, certificates held, and ownership custom fields.
- **Edit Ownership Transaction:** Correct a mistake related to an ownership transaction and ensure the history is not saved.
- **Delete Ownership:** Delete an owner that was added to the entity by mistake.
- **Maintain Ownership Expiration:** Edit an owner's expiration date.
- **Add External Owner:** Add an owner not currently listed in the portfolio.
- **Maintain External Owner Details:** Update an external owner's name and address details.
- **Add Notes:** Record notes related to the overall entity ownership records.
- **Owner Details:** View all ownership custom fields and associated data.
- **View Address:** View a specific owner's address.

Ownership %	Certificates Held	As Of Date	Start Date	Expires On	Notes	Owner Details
50.0000	Common, Series A, 10.0000 Par Value, USD	11/03/2022	11/03/2022	12/31/2999	No notes added	View Details View Address
50.0000	Common, Series A, 10.0000 Par Value, USD	08/01/2018	08/01/2018	12/31/2999	No notes added	View Details View Address

Total Ownership: 100.0000 %
Total Capital Ownership: 100.0000 %

4.8.1.1 Add New or Manage Existing Owners

To add a new owner or manage existing entity ownership, select **Maintain Ownership** from the Ownership Actions drop-down list.

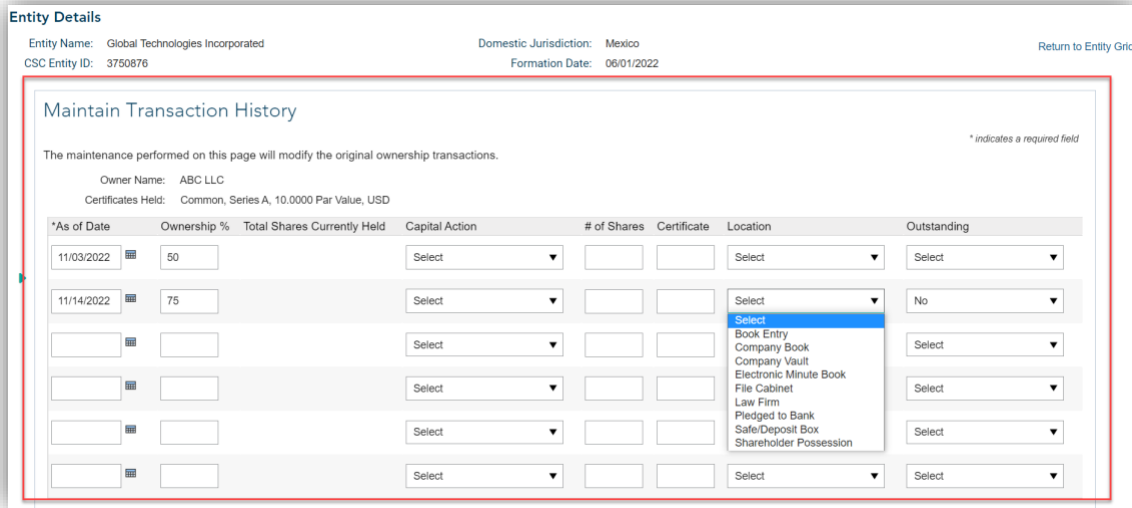
Select a new owner (if adding an external owner, refer to [Section 4.8.1.6](#)) and related fields. You can make a variety of changes, including the owner type, the date they became owner, the ownership percentage, and capital information. You can manage existing ownership by increasing or decreasing the ownership percentage or number of associated shares.

Each ownership update creates a transaction that can be referenced in the future. The As Of Date is required and important, since it allows you to obtain future, point-in-time ownership details.

4.8.1.2 Maintain Transaction History

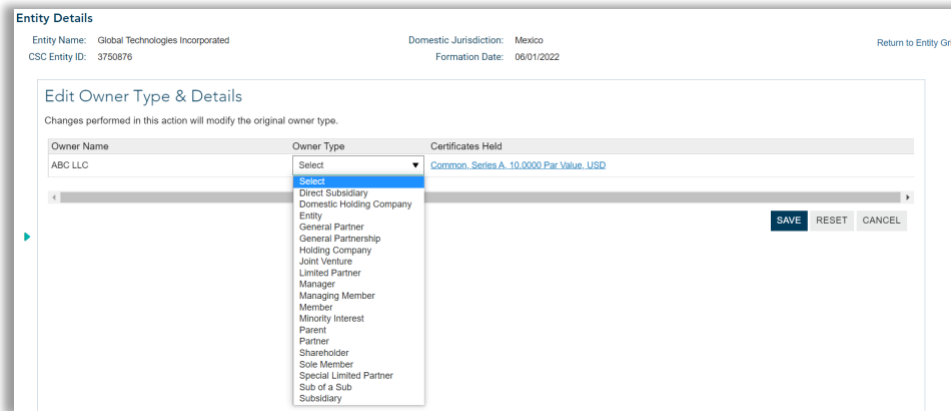
Transaction history is most often used to record a specific owner's transactions. To record ownership transactions, check the box to the left of the corresponding owner and select **Maintain Transaction History** from the Ownership Actions drop-down list.

As mentioned previously, the As Of Date is required and important, since it allows you to obtain future, point-in-time ownership details. Make any updates necessary to this screen and click Save when finished.



4.8.1.3 Edit Owner Type & Details

The **Ownership Actions** drop-down list allows you to select an owner type from the list or capital information for the certificate held. You can also maintain ownership custom field data. This edit can be performed on one or multiple ownership records.



4.8.1.4 Edit Ownership Transaction

If a mistake was made in an ownership transaction (e.g. correcting an Ownership As Of date so that accurate point-in-time reporting can be obtained), use the **Edit** action to correct it without impacting the entity’s historical ownership records.

To make a correction using the **Edit** action, check the box to the left of the corresponding owner and select **Edit Ownership Transaction** from the Ownership Actions drop-down list. Make the corrections to the current ownership transactions and click Save.

4.8.1.5 Delete Ownership

If an owner was added to the entity by mistake, the owner can be deleted, while ensuring that the mistake is removed from the history.

To delete ownership, check the box to the left of the corresponding owner and select **Delete Ownership** from the Ownership Actions drop-down list. Be sure to provide final confirmation of owner deletion.

4.8.1.6 Maintain Ownership Expiration

To maintain an owner’s expiration date, check the box to the left of the corresponding owner and select **Maintain Ownership Expiration** from the Ownership Actions drop-down list. Update the new Inactive As Of date field so that the point-in-time ownership details are accurate, and select Confirm.

Entity Details
 Entity Name: Global Technologies Incorporated Domestic Jurisdiction: Mexico
 CSC Entity ID: 3750876 Formation Date: 06/01/2022 Return to Entity Grid

Maintain Ownership Expiration

* indicates a required field

Enter the inactive as of date to expire an owner. This action will set the ownership % to zero and cancel any shares issued to the owner. An owner that has been expired can be returned to active by selecting the reinstate check box.

Note: Expiring owners with issued capital will not update the capital counts under Capital. Use the Maintain Capital action to adjust the Outstanding, Authorized, Treasury, and Issued counts

Owner Name	Owner Type	Start Date <small>Hint</small>	Active As Of Date <small>Hint</small>	*Inactive As Of <small>Hint</small>	Reinstate <small>Hint</small>	Has Issued Capital
<input checked="" type="checkbox"/>	ABC LLC	Direct Subsidiary	11/03/2022	11/03/2022		Yes

31/03/2021

Jan 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CONFIRM **CANCEL**

4.8.1.7 Add External Owner

To add an external owner (i.e. an entity or individual that is not currently listed within the portfolio), select **Add External Owner** from the Ownership Actions drop-down list and perform the following steps:

Step 1: Add the external owner's information to make them available within the portfolio, and select Save.

Entity Details
 Entity Name: Global Technologies Incorporated Domestic Jurisdiction: Mexico
 CSC Entity ID: 3750876 Formation Date: 06/01/2022

Add External Owner

* indicates a required field

Organization Individual

*Name: CSC Entity Management

US International

Building/Suite/Floor: Select

Address Line 1: 251 Little Falls Drive

Address Line 2:

City: Wilmington

State/Country: Delaware

Zip/Postal Code: 19707

SAVE **RESET** **CANCEL**

Step 2: Return to the grid and select **Maintain Ownership** from the Ownership Actions drop-down list (as described in [Section 4.8.1.1](#)).

Step 3: Add the new external owner(s) and select Save when finished.

Maintain Ownership

* indicates a required field

When adding new or modifying existing owners, enter their current ownership %, shares, and date when the ownership was changed or the capital was issued or cancelled. A historical record will be created for each ownership change.

*Owner Name	Owner Type	*As of Date	Ownership %	Certificates Held	Total Shares Currently Held	Capital Action	# of Shares	Certificate	Location
ABC LLC	Direct Subsidiary	<input type="text"/>	<input type="text" value="50"/>	Common, Series A, 10.0000 Par Value, USD	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	Select
Fruit Distributors Corp		<input type="text"/>	<input type="text" value="25"/>	Common, Series A, 10.0000 Par Value, USD	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	Select
CSC Entity Management (External)	Select	11/14/2022	<input type="text" value="25"/>	Select Capital	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	Select
Select Owner	Select	<input type="text"/>	<input type="text"/>	Select Capital	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	Select

ADD MORE

SAVE RESET CANCEL

4.8.1.8 Maintain External Owner Details

To maintain an external owner, select **Maintain External Owner Details** from the Ownership Actions drop-down list and enter the external owner name in field provided. Fill in the address information for the external owner and select **Save** to apply the change to every instance where the name exists.

Ownership

What This Entity Owns | N

EDIT EXTERNAL OWNER

Changes applied to the external owner name will be applied to all places where the name exists. * indicates a required field

*Name:

US International

Building/Suite/Floor:

Address Line 1:

Address Line 2:

City:

State/Country:

Zip/Postal Code:

SAVE RESET CANCEL

4.8.1.9 Notes

To capture notes related to an entity’s ownership or specific owners, select the Notes feature located at the top right or within each grid row. If notes have been added for that owner, a preview will display in the grid, and additional text can be viewed by hovering over the field.

The screenshot shows the 'Ownership' page with a grid of ownership records. The 'Notes' column for each row is highlighted with a red box. The grid contains three rows: ABC LLC, CSC Entity Management, and Fruit Distributors Corp.

Owner Name	Owner Type	Ownership %	Start Date	Notes	Owner Details
ABC LLC	Direct Subsidiary	50.0000	11/03/2022	No notes added	View Details
CSC Entity Management		25.0000	11/14/2022	No notes added	View Details
Fruit Distributors Corp		25.0000	08/01/2018	No notes added	View Details

4.8.1.10 View Owner Details

To view an ownership custom fields for an owner, select the **View Details** link from the corresponding grid row.

The screenshot shows the 'Ownership' page with a grid of ownership records. The 'View Details' link in the 'Owner Details' column for each row is highlighted with a red box. The grid contains three rows: ABC LLC, CSC Entity Management, and Fruit Distributors Corp.

Owner Name	Owner Type	Ownership %	Start Date	Notes	Owner Details
ABC LLC	Direct Subsidiary	50.0000	11/03/2022	No notes added	View Details
CSC Entity Management		25.0000	11/14/2022	No notes added	View Details
Fruit Distributors Corp		25.0000	08/01/2018	No notes added	View Details

4.8.1.11 View Address

To view an owner's address, select the View Address link from the corresponding grid row.

The screenshot shows the 'Ownership' page with a grid of ownership records. The 'View Address' link in the 'Owner Details' column for each row is highlighted with a red box. The grid contains three rows: ABC LLC, CSC Entity Management, and Fruit Distributors Corp.

Owner Name	Owner Type	Ownership %	Start Date	Notes	Owner Details
ABC LLC	Direct Subsidiary	50.0000	11/03/2022	No notes added	View Details View Address
CSC Entity Management		25.0000	11/14/2022	No notes added	View Details View Address
Fruit Distributors Corp		25.0000	08/01/2018	No notes added	View Details View Address

4.8.2 Point-in-Time Ownership

Assuming all information was entered accurately, the Ownership As Of date in the top right can be used to view ownership details at any point in time.

Example: By entering an Ownership As Of date of 11/01/2022, the ownership details on that specific date are displayed within the grid.

The screenshot shows the 'Ownership' grid interface. At the top right, there is a link labeled 'What This Entity Owns' which is highlighted with a red box. Below the grid, there are several controls: 'OWNERSHIP ACTIONS', 'DOWNLOAD GRID TO EXCEL', 'MORE OPTIONS', 'Show Quick Search', 'Ownership As Of: 11/01/2022', 'Status: Active', 'REFRESH', and 'RESET'. The grid itself has columns for 'Owner Name', 'Owner Type', 'Ownership %', and 'Start Date'. One row is visible for 'Fruit Distributors Corp' with an ownership percentage of 50.0000 and a start date of 08/01/2018.

4.8.3 View What This Entity Owns

To quickly view entities that are owned by the selected entity, select the **What This Entity Owns** link in the top right of the grid.

The screenshot shows the 'What This Entity Owns' grid. At the top right, there is a link labeled 'What This Entity Owns' which is highlighted with a red box. Below the grid, there are several controls: 'OWNERSHIP ACTIONS', 'DOWNLOAD GRID TO EXCEL', 'MORE OPTIONS', 'Show Quick Search', 'Ownership As Of: 11/14/2022', 'Status: Active', 'REFRESH', and 'RESET'. The grid has columns for 'Owner Name', 'Owner Type', 'Ownership %', 'Start Date', 'Notes', and 'Own'. Three rows are visible: 'ABC LLC' (Direct Subsidiary, 50.0000, 11/03/2022), 'CSC Entity Management' (25.0000, 11/14/2022), and 'Fruit Distributors Corp' (25.0000, 08/01/2018). Each row has a 'View' link in the 'Own' column.

On the **What This Entity Owns Grid**, click **Return to Ownership** in the top right corner to return to the **Ownership Grid**.

The screenshot shows the 'What This Entity Owns' grid. At the top right, there is a link labeled 'Return to Ownership' which is highlighted with a red box. Below the grid, there are several controls: 'DOWNLOAD GRID TO EXCEL', 'MORE OPTIONS', 'Show Quick Search', 'Ownership As Of: 11/14/2022', 'Status: Active', 'REFRESH', and 'RESET'. The grid has columns for 'Owned Entity', 'Owner Type', 'Ownership %', 'Certificates Held', and '# of Shares'. One row is visible for 'Friday Morning LLC' with an ownership percentage of 50.0000.

4.9 Ownership Transactions

The **Ownership Transactions Grid** displays the ownership transaction history for the selected entity. By default, the grid is set to display all transactions according to As Of Date, with a secondary sort in alphabetical, ascending order.

Entity Details

Entity Name: Global Technologies Incorporated Domestic Jurisdiction: Mexico Return to Entity Grid
 CSC Entity ID: 3750876 Formation Date: 06/01/2022

File Cabinet

- Entity Details
 - Summary
 - Jurisdictions
 - Name History
 - DBA Names
 - Officers/Directors/Management
 - Capital
 - Ownership
 - Ownership Transactions

Ownership Transactions

+ OWNERSHIP TRANSACTION ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search REFRESH RESET

As of Date	Owner Name	Owner Type	Ownership %	Class
11/14/2022	CSC Entity Management		25.0000	
11/14/2022	Fruit Distributors Corp		25.0000	Common
11/03/2022	ABC LLC	Direct Subsidiary	50.0000	Common
08/01/2018	Fruit Distributors Corp		50.0000	Common

Using the Ownership Transaction Actions drop-down list, you can perform a variety of actions (described in [Section 4.8.1](#)), including the following:

- **Maintain Ownership:** Add new owners or edit the existing ownership, while creating point-in-time ownership and transaction history for future reference.
- **Maintain Transaction History:** Maintain the transaction history associated with an existing owner, while creating a full history.
- **Edit Ownership Transaction:** Correct a mistake related to an ownership transaction and ensure the history is not saved.
- **Delete Ownership Transaction:** Delete an ownership transaction that was added to the entity by mistake.
- **Add Notes:** Record notes related to an ownership transaction.

Entity Details

Entity Name: Global Technologies Incorporated Domestic Jurisdiction: Mexico Return to Entity Grid
 CSC Entity ID: 3750876 Formation Date: 06/01/2022

File Cabinet

- Entity Details
 - Summary
 - Jurisdictions
 - Name History
 - DBA Names
 - Officers/Directors/Management
 - Capital
 - Ownership
 - Ownership Transactions

Ownership Transactions

+ OWNERSHIP TRANSACTION ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search REFRESH RESET

- Maintain Ownership
- Maintain Transaction History
- Edit Ownership Transaction
- Delete Ownership Transaction

As of Date	Owner Name	Owner Type	Ownership %	Class
11/14/2022	CSC Entity Management		25.0000	
11/14/2022	Fruit Distributors Corp		25.0000	Common
11/03/2022	ABC LLC	Direct Subsidiary	50.0000	Common
08/01/2018	Fruit Distributors Corp		50.0000	Common

4.10 Merger Transactions

An organization's merger history can be viewed using the **Merger Transaction Grid** which includes information on both the survivor and non-survivor from the mergers.

File Date	Effective Date	Survivor(s)	Survivor Jurisdiction	Non-Survivor(s)	Jurisdiction Date	Transaction Notes
10/28/2023	02/28/2023	Fruit Company	Delaware	Company C	Details	No Notes Added
10/28/2023	02/28/2023	Fruit Company	Delaware	NYS, Inc.	Details	No Notes Added
10/28/2023	02/28/2023	Fruit Company	Delaware	ZAZ	Details	No Notes Added

Using the Merger Transactions Actions drop-down list, you can perform the following actions:

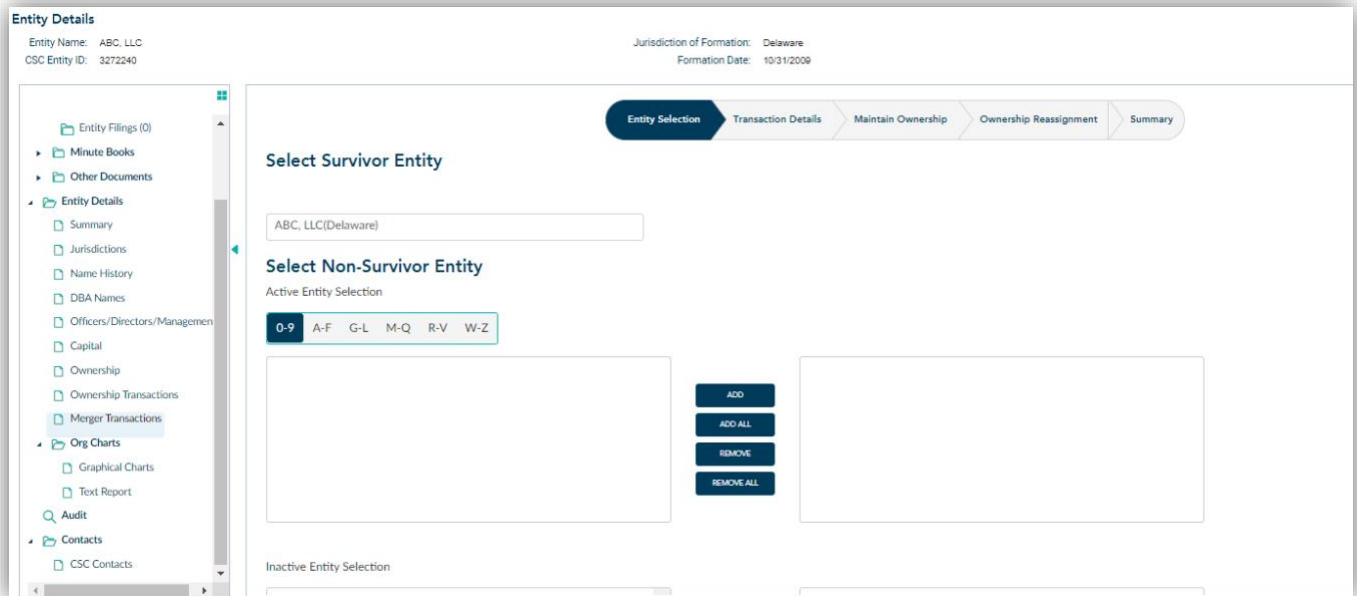
- **Add Merger Transaction:** Create/manage merger information for an organization and manage non-survivor Director and Officer data as well as reassign ownership.
- **Edit Merger Transaction:** Edit the File Date and Effective Date for a merger transaction.
- **Delete Merger Transaction:** Remove merger information from the merger grid.

4.10.1 Add Merger Transaction

To add a new merger transaction for the organization, select **Add Merger Transaction** from the Merger Transaction drop-down list. The 5 steps to the workflow are as follows:

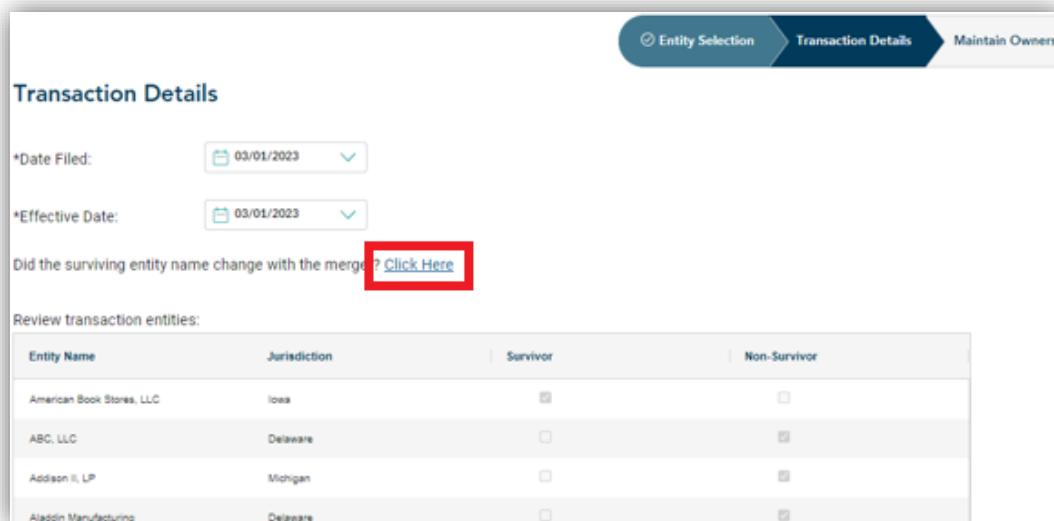
Step 1: Entity Selection

A surviving entity will be defaulted to the entity you access the Merger Transaction page from so you will choose non-surviving entities that are being merged out.



Step 2: Transaction Details

Review the selected survivor and non-survivor(s) and choose the filed date and effective date of the merger transaction to be displayed on both the portfolio and entity grids. The **Transaction Details** page allows you to execute a true name change on the surviving entity by clicking the link provided.



The screenshot shows a web application interface for 'True Name Change'. The main window is titled 'Transaction Details' and has a navigation bar with steps: Entity Selection, Transaction Details (active), Maintain Ownership, Ownership Reassignment, and Summary. A modal dialog box is open, titled 'True Name Change'. It contains the following fields:

- A text input field for 'New Domestic Name'.
- A date selector for 'New Name's Registration Date'.
- A date selector for 'Previous Name's Expiration Date'.

 At the bottom right of the dialog are three buttons: 'SAVE', 'NEXT', and 'CANCEL'. The background shows a sidebar with a list of entities and a 'PREVIOUS' button at the bottom left of the main window.

The true name change will be displayed throughout the rest of the merger workflow then be updated once the merger transaction flow is completed.

Step 3: Maintain Ownership

The maintain ownership step allows for you to expire directors and officers as well as expire the direct ownership of the non-surviving entity on a selected date. In addition, you can choose to reassign the owned entities of the non-surviving entities which is handled on the **Ownership Reassignment** step that follows.

The screenshot shows the 'Maintain Ownership' step in the workflow. The navigation bar at the top includes: Entity Selection, Transaction Details, Maintain Ownership (active), Ownership Reassignment, and Summary. The main content area is titled 'Maintain Ownership' and contains:

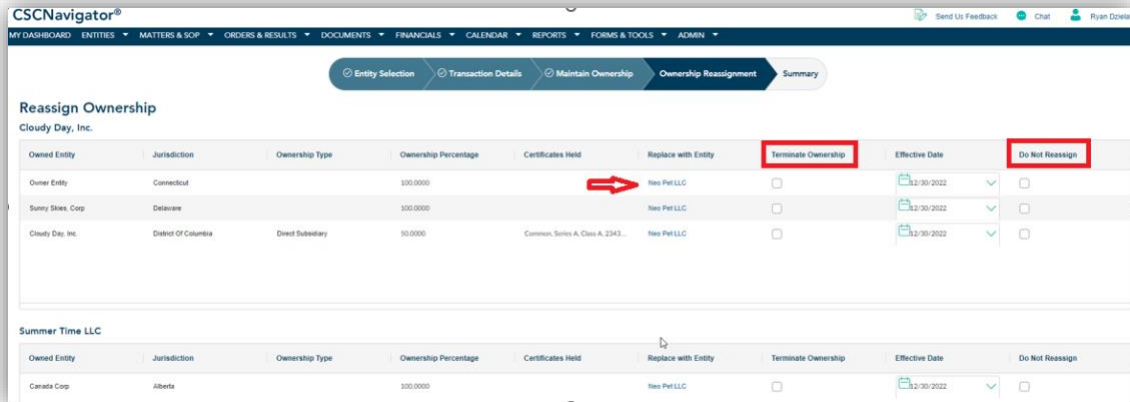
- Two checkboxes, each followed by a 'Select Date' dropdown menu:
 - Expire O/D/Ms of Non-Survivor entities on:
 - Expire direct parent ownership of the Non-Survivor entities on:
- A question: 'Reassign ownership of entities owned by Non-Survivor entity?'
- Two radio buttons: 'Reassign select entities' (selected) and 'No'.
- Navigation buttons at the bottom: 'PREVIOUS', 'CANCEL', and 'NEXT'.

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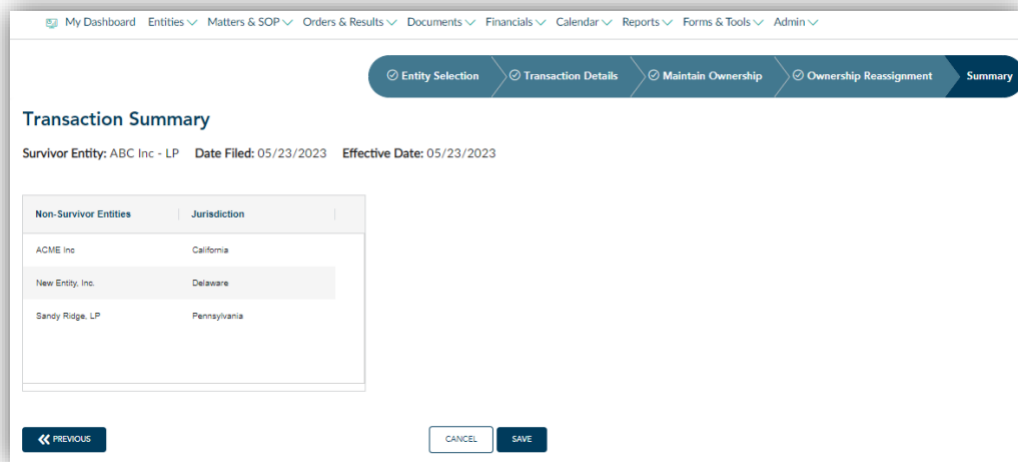
Step 4: Ownership Reassignment

This step shows non-surviving owned entity information allowing you to reassign the ownership to either the surviving entity (selected by default) or selecting the entity in the **“Replace with Entity”** column and selecting a different entity in the portfolio. You can reassign all owned entities, or you can handle each entity individually using the checkboxes under the **“Terminate Ownership”** or **“Do Not Reassign”** columns.



Step 5: Summary

The summary step allows you to review the details selected throughout the workflow. Clicking **“Save”** will update the **Merger Transaction** grid and apply the changes made throughout the workflow including expiring directors and officers, ownership expiration, ownership reassignment and true name change if necessary. In addition, saving the flow will effectively change the status of the non-surviving entities to **“Inactive-Merged Out”** with the date selected in the workflow



The screenshot shows a table titled "Merger Transactions" with the following columns: File Date, Effective Date, Survivor(s), Survivor Jurisdiction, Non-Survivor(s), Jurisdiction Data, and Transaction Notes. The table contains 10 rows of transaction data.

File Date	Effective Date	Survivor(s)	Survivor Jurisdiction	Non-Survivor(s)	Jurisdiction Data	Transaction Notes
06/04/2023	06/08/2023	WR Funds LP	Delaware	WR Joint Venture Partner LLC	Details	No Notes Added
06/03/2023	06/03/2023	Global Business PBLC	United Kingdom	Land Enterprises, Ltd	Details	No Notes Added
03/29/2023	03/29/2023	Ready Ventures	Delaware	This Year Investments	Details	sample merger history transaction notes
03/01/2023	03/03/2023	Chess, Inc.	Illinois	Cadet, Inc.	Details	No Notes Added
03/01/2023	03/01/2023	Goosehead Palace, LLC	Delaware	YDL LLC	Details	No Notes Added
02/28/2023	02/28/2023	Fruit Company	Delaware	Company C	Details	No Notes Added
02/28/2023	02/28/2023	Fruit Company	Delaware	NYL, Inc.	Details	No Notes Added
02/28/2023	02/28/2023	Fruit Company	Delaware	ZAZ	Details	No Notes Added
02/06/2023	02/06/2023	The Search Is Over, LLC	Delaware	Exodus Productions, LLC	Details	No Notes Added

4.10.2 Edit Merger Transaction

To edit an existing transaction, use the checkbox to select a transaction then choose “Edit Merger Transaction” from the dropdown. This will allow you to update the “Date Filed” or “Effective Date” fields within the transaction.

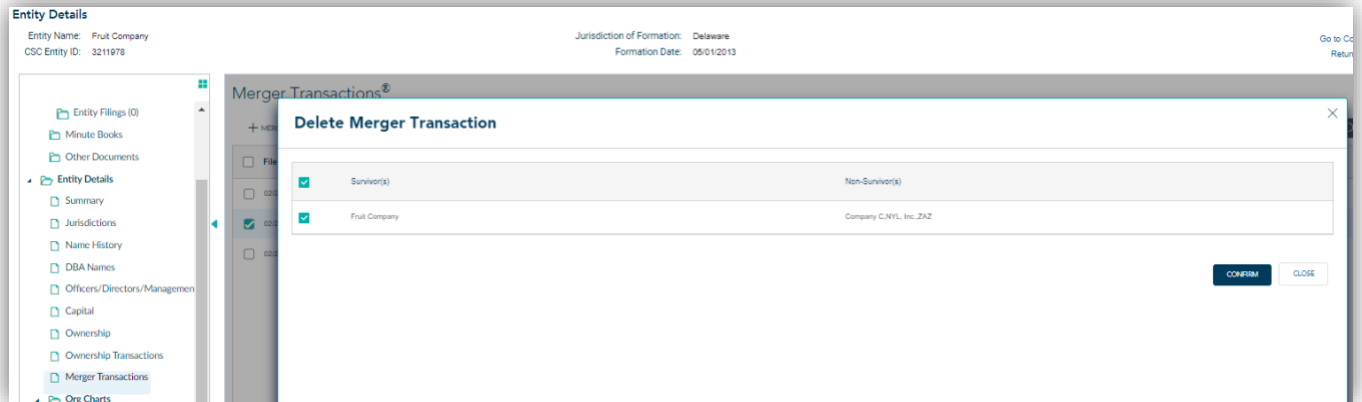
The screenshot shows the "Edit Merger Transaction" form. The form is titled "Edit Merger Transaction" and contains the following fields:

- Date Filed: 06/1/2023
- Effective Date: 06/01/2023
- Survivor(s): American Book Stores, LLC
- Survivor Jurisdiction: Iowa
- Non-Survivor(s): ABC, LLC

Buttons for "SAVE", "RESET", and "CLOSE" are visible at the bottom right of the form.

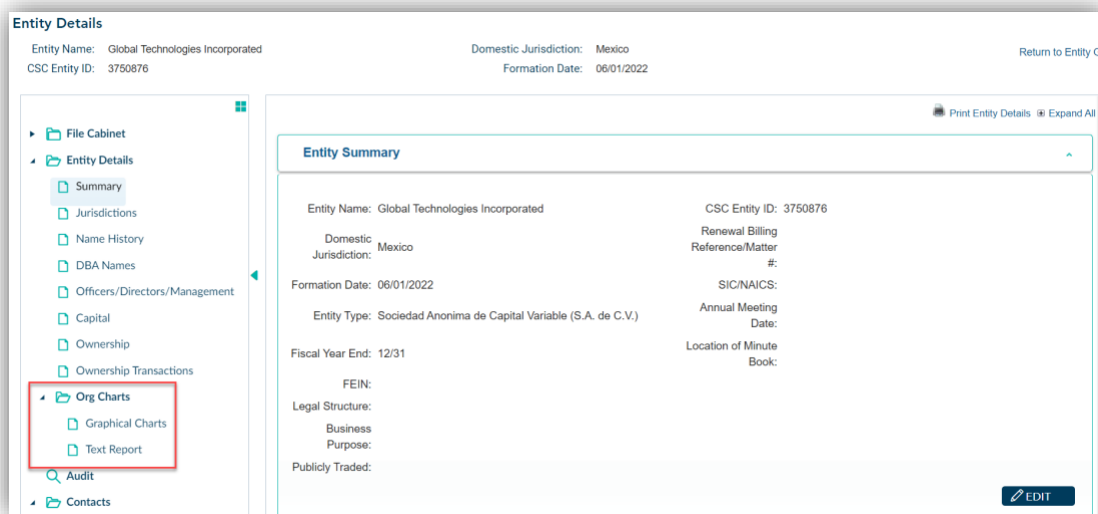
4.10.3 Delete Merger Transaction

To delete a merger transaction, select the merger line then select “Delete Merger Transaction”. The confirmation pop-up will show you the full merger details that will be deleted including the survivor and all non-survivors pertaining to that transaction. Select “Confirm” to delete and each row corresponding to that transaction will be removed from the grid at both the portfolio and entity level. Keep in mind, this does not change the status of the entity back to active, that will need to be done within the non-surviving entities.



4.11 Org Charts

An organization's ownership structure can be reviewed using **Org Charts** (Organizational Charts). Note that in order to view, add, edit, or delete org charts, you must be assigned the appropriate organization chart role. Org chart roles are described in [Section 10.1.1](#).



Org charts are typically created at the portfolio level (as opposed to the entity level). The default display for an org chart at the entity level (when no customizations have been made) shows the entity's parent and children levels (i.e. owners of the selected entity and entities owned by the selected entity). For additional information on creating and maintaining org charts at the portfolio level (where org charts are more commonly created), refer to [Section 7.3](#).

5 Audit Trail of User Changes

All changes made within **Entity Management** (by you, as well as by other users) are recorded at both the portfolio and entity levels. Your access permissions determine which changes you can view. For example, if you do not have access to Officer/Director roles, then you cannot view changes that have been made to Officer/Director details.

The **Audit Results Grid's** default view is the same for both the portfolio and entity levels, in that it displays all action type changes available within the past three months. To view changes within a specific date range or by specific action type, use the filters in the top right corner of the grid.

Entity Name: Global Technologies Incorporated
CSC Entity ID: 3750876
Domestic Jurisdiction: Mexico
Formation Date: 06/01/2022

Audit Results

View All Date: 08/16/2022 to: 11/14/2022 Action Type: All

Date/Time	Action	User	User
11/14/2022 11:37 AM	Add Ownership Transaction	Shannon R	Corp
11/14/2022 11:36 AM	Delete Ownership Transaction	Shannon R	Corp
11/14/2022 11:35 AM	Modify Ownership Transaction	Shannon R	Corp
11/14/2022 11:35 AM	Add Ownership Transaction	Shannon R	Corp
11/14/2022 11:27 AM	Edit Owner Type & Details	Shannon R	Corp
11/03/2022 03:08 PM	Add Ownership Transaction	Shannon Rupinski	Corp
11/03/2022 03:08 PM	Add Ownership Transaction	Shannon Rupinski	Corp
11/03/2022 03:05 PM	Capital Deleted	Shannon Rupinski	Corp
11/03/2022 03:04 PM	Capital Added	Shannon Rupinski	Corp
11/03/2022 09:59 AM	Capital Added	Shannon Rupinski	Corp
11/03/2022 09:59 AM	Capital Added	Shannon Rupinski	Corp
10/27/2022 10:07 AM	Entity Details Changed	Shannon Rupinski	Corp
08/29/2022 03:34 PM	Cosmetic Name Change	Shannon Rupinski	Corp
08/29/2022 11:21 AM	Add New Title(s) for Existing Officer/Director/Management	Shannon Rupinski	Corp

5.1 Portfolio Level Changes

To view the change audit trail at the portfolio level, navigate to the **Entity Portfolio Grid**. From the **Entity Portfolio Grid**, select **View Audit** from the Entity Actions drop-down list. On the **Audit Results** screen, you can view any changes that have been made to specific action types. Details include the date/time of the change, the action taken, the user who made the change, and the organization with which the user is associated.

Entities

+ ENTITY ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS

- Add New Entity
- Mass Update
- Address Mass Update
- Search Entities
- View Audit**
- Remove Entity From System

Domestic Jurisdiction	Formation Date
Bahamas	06/08/2022
Brazil	06/02/2022
OR	10/01/2022
Canada	06/01/2022
Chile	10/17/2017
DE	08/02/2006

Audit Results

View All Date: 08/16/2022 to: 11/14/2022 Action Type: All REFRESH RESET

Date/Time	Action	User	User Organization
11/01/2022 09:58 PM	Officer/Director/Management Deleted	Shannon R	CorpAmerica
11/01/2022 09:57 PM	Officer/Director/Management Custom Field Changed	Shannon R	CorpAmerica
11/01/2022 09:54 PM	Officer/Director/Management Custom Field Changed	Shannon R	CorpAmerica
11/01/2022 09:39 PM	Expire Existing Titles	Shannon R	CorpAmerica
11/01/2022 09:31 PM	Maintain Officer/Director/Management Details	Shannon R	CorpAmerica
11/01/2022 09:31 PM	Maintain Officer/Director/Management Details	Shannon R	CorpAmerica
11/01/2022 09:31 PM	Maintain Officer/Director/Management Details	Shannon R	CorpAmerica
11/01/2022 04:27 PM	Maintain Officer/Director/Management Details	Shannon R	CorpAmerica
11/01/2022 04:25 PM	Expire Existing Titles	Shannon R	CorpAmerica

To view additional information regarding a specific change, click the action within the grid.

Audit Results

View All Date: 08/16/2022 to: 11/14/2022 Action Type: All REFRESH RESET

Date/Time	Action	User	User Organization
11/01/2022 09:58 PM	Officer/Director/Management Deleted	Shannon R	CorpAmerica
11/01/2022 09:57 PM	Officer/Director/Management Custom Field Changed	Shannon R	CorpAmerica
11/01/2022 09:54 PM	Officer/Director/Management Custom Field Changed	Shannon R	CorpAmerica
11/01/2022 09:39 PM	Expire Existing Titles	Shannon R	CorpAmerica
11/01/2022 09:31 PM	Maintain Officer/Director/Management Details	Shannon R	CorpAmerica
11/01/2022 09:31 PM	Maintain Officer/Director/Management Details	Shannon R	CorpAmerica
11/01/2022 09:31 PM	Maintain Officer/Director/Management Details	Shannon R	CorpAmerica
11/01/2022 04:27 PM	Maintain Officer/Director/Management Details	Shannon R	CorpAmerica

All details will be listed within the action

Audit Results

Action: Officer/Director/Management Deleted Date/Time: 11/01/2022 09:58 PM
 User: Shannon R User Organization: CorpAmerica

Detail

Attribute	Before	After
Name	John Jones	Deleted
Title	Managing Director	
Subtitle		
Authorized To Sign As		

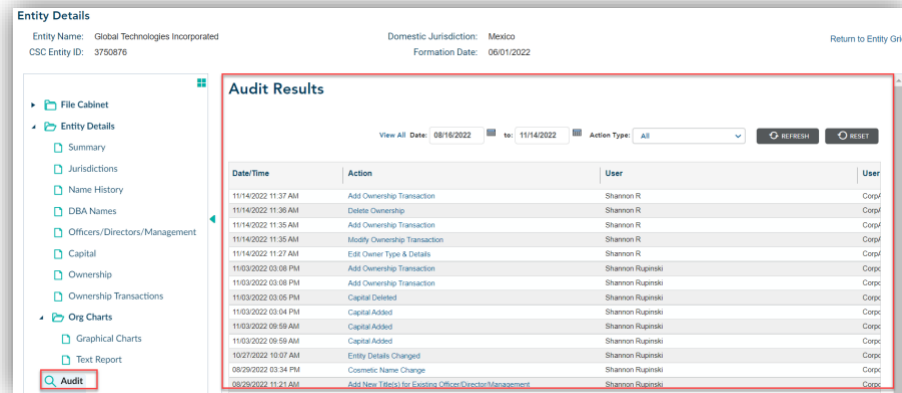
Entities

ABC LLC

CLOSE

5.2 Entity Level Changes

To view the change audit trail at the entity level, including users who made the changes, select an entity from the **Entity Portfolio Grid**. Once you have selected an entity, click the Audit folder on the left side of the screen.



Similar to the portfolio level, you can view additional details for entity-level changes by clicking a specific action.

Audit Results

Action: Capital Deleted Date/Time: 11/03/2022 03:05 PM
 User: Shannon Rupinski User Organization: Corporation Service Company

Detail

Attribute	Before	After
Class	Common	Deleted
Series	Series C	
Rights	Non-Voting	
Par Value	No Par Value	
Currency	United States Dollar (USD)	
Authorized	100	
Outstanding		
Treasury		
Issued	100	

CLOSE

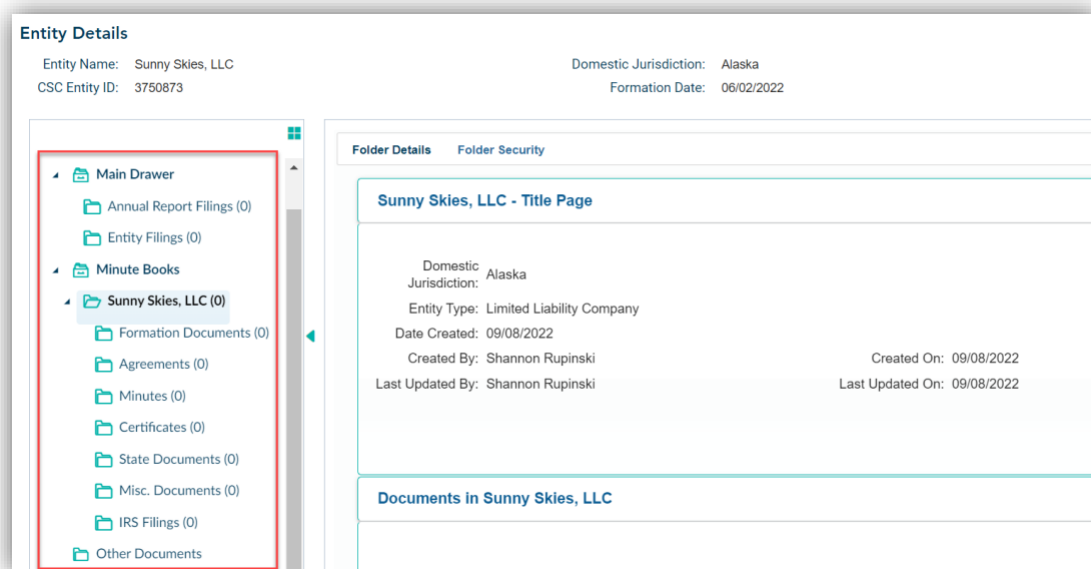
6 File Cabinet

Within the **Entity Management** application, the **File Cabinet** stores all documents associated with a specific entity. Accessed by selecting an entity from the **Entity Portfolio Grid**, the **File Cabinet** includes three document drawers, as listed below. Any number of folders and subfolders can be added to the Minute Book and Other Documents drawer.

Main Drawer: Contains entity filing documents (such as formation, qualifications, amendments and withdrawals) that have been filed by CSC. These documents are stored automatically, there is no need to upload.

Minute Books: Stores all documents related to a minute book.

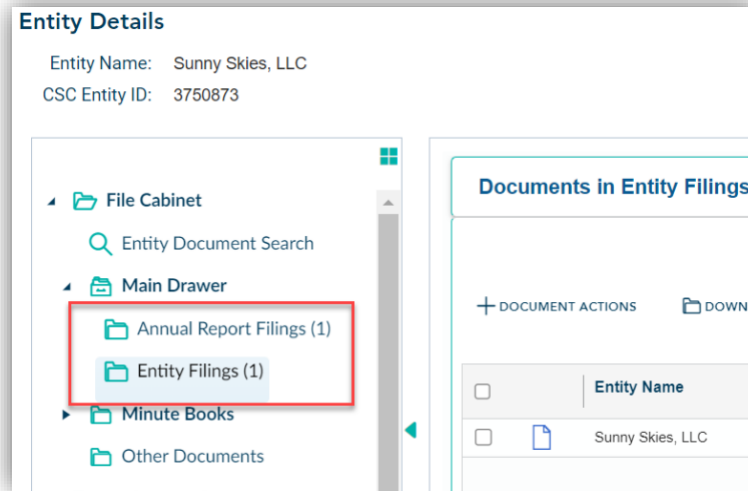
Other Documents: Stores any other documents (e.g. contracts or tax filings)



6.1 Main Drawer

Within the **Main Drawer**, you can view, store, and perform other actions related to entity filings. Additionally, transaction documents that have been fulfilled by CSC are automatically stored within the Main Drawer's folders (without the need to upload).

Note that some users may only have access to the **Entity Filings** folder within the **Main Drawer**. However, if you are enrolled in the CSC Annual Report Prep and File Service, a second folder entitled **Annual Report Filings** will be displayed. The **Annual Report Filings** folder stores the entity's Annual Report filings from the date you enrolled in the Annual Report Prep and File Service.



Each document folder within the **Main Drawer** has its own grid and displays the document, along with information related to the document.



6.2 Minute Books

Most organizations store entity-related federal, state, local, and internal documents within a minute book. From the **Minute Books** drawer, you can view and take action on the minute books associated with the selected entity. A variety of actions are available from the context menu that is accessed by using your mouse to right click on the drawer or folder name shown in the left pane for a selected entity. From the context menu, you can:

- Create a Minute Book
- Add a Folder
- Edit a Minute Book
- Upload Document

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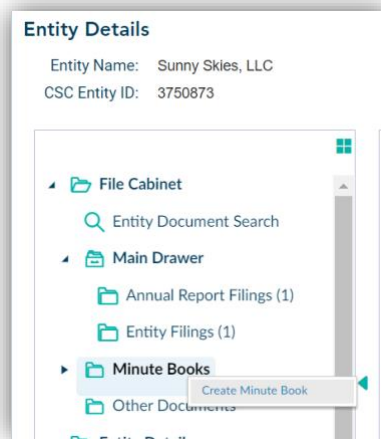
CSCEntityManagement@cscglobal.com

- Delete Minute Book

Note that in order to view or take action on a minute book, you must be assigned the appropriate minute book role (see [Section 10.1.1](#) for details).

6.2.1 Create Minute Book

To create a new minute book for the entity, right click on the **Minute Book** drawer and selecting Create Minute Book from the context menu.



Then, enter the minute book name and select the Minute Book template.

 A screenshot of the 'Create Minute Book' dialog box. It contains a table for selecting the entity and location, and two required fields for the minute book name and template.

Entity	Location
<input checked="" type="checkbox"/> Sunny Skies, LLC (AK)	Minute Books

*Minute Book Name:

*Template:

Buttons: SAVE, CANCEL

When creating a minute book, ensure that the correct Minute Book Template is selected. There are three types of minute book templates: corporation, LLC/LP/other and global. The folders created within a minute book vary based on the selected template and are tailored to best fit the referenced entity type. Additionally, custom Minute Book templates can be defined to meet your specific organization needs. Speak with your CSC representative to request a custom template for your organization.

Click the **Save** button after entering the name and selecting a template. Since the minute book is being created from a specific entity, the entity is automatically assigned. The domestic jurisdiction and entity type will default to match the selected entity. Either of these attributes can be changed without updating the selected entity's data. Select Save when finished.

Create Minute Book ✕

** indicates a required field*

Entity	Location
<input checked="" type="checkbox"/> Sunny Skies, LLC (AK)	Minute Books

*Minute Book Name:

*Template:

Title Page

US International

Domestic Jurisdiction:

Entity Type:

Date Created:

SAVE

6.2.2 Add Folder

To add a folder, right click on the Minute name and select Add Folder from the context menu. Enter the Folder Name and select the appropriate Folder Type and Document Type. See [6.2.2.2 Folder Types](#) and [6.2.2.3 Document Types](#) for a description of folder types and document types.

Add Folder ✕

** indicates a required field*

Entity	Location
<input checked="" type="checkbox"/> Sunny Skies, LLC (AK)	Minute Books/Sunny Skies, LLC

ASSIGN ENTITIES

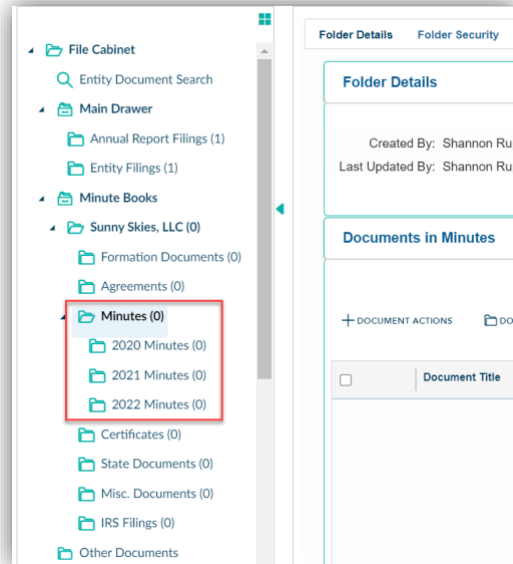
*Folder Name:

*Folder Type: [View Folder Type Attributes](#)

Default Document Type: [View Document Type Attributes](#)

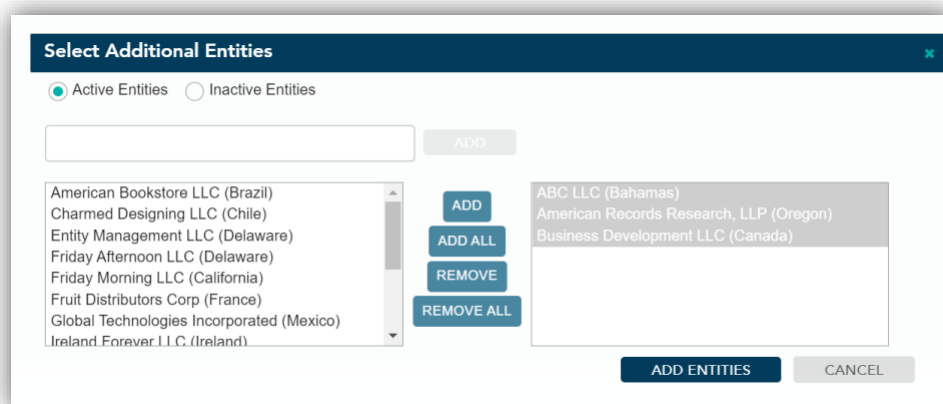
SAVE

Folders can be added to a specific Minute Book or as a separate folder under Other Documents. The same action can be used to add subfolders.



6.2.2.1 Select Additional Entities




A folder can be added to multiple entities in a single action. Start by clicking the Select Additional Entities button in the Add Folder screen. A new screen will launch where you can select entities from a list or search for specific entity names. Both options require that you move the selected entity to the destination box on the right. After completing your selection, click on the Add Entities button.



You will be presented with a screen that shows all of the selected entities. The folder location path will default to the entity/location where you initiated the Add Folder action.

Add Folder ✕

** indicates a required field*

<input checked="" type="checkbox"/> Entity	Location
<input type="checkbox"/> Sunny Skies, LLC (AK)	Minute Books/Sunny Skies, LLC/Minutes
<input checked="" type="checkbox"/> ABC LLC (BS)	Minute Books/Sunny Skies, LLC/Minutes 
<input checked="" type="checkbox"/> American Records Research, LLP (OR)	Minute Books/Sunny Skies, LLC/Minutes 
<input checked="" type="checkbox"/> Business Development LLC (CA)	Minute Books/Sunny Skies, LLC/Minutes 

ASSIGN ENTITIES

*Folder Name:

*Folder Type: [View Folder Type Attributes](#)




Default Document Type: [View Document Type Attributes](#)

SAVE CANCEL

Click on the folder icon in the far right to select the new folder location for each of the selected entities.

Add Folder ✕

** indicates a required field*

<input checked="" type="checkbox"/> Entity	Location
<input type="checkbox"/> Sunny Skies, LLC (AK)	Minute Books/Sunny Skies, LLC/Minutes
<input checked="" type="checkbox"/> ABC LLC (BS)	Minute Books/Sunny Skies, LLC/Minutes 
<input checked="" type="checkbox"/> American Records Research, LLP (OR)	Minute Books/Sunny Skies, LLC/Minutes 
<input checked="" type="checkbox"/> Business Development LLC (CA)	Minute Books/Sunny Skies, LLC/Minutes 

ASSIGN ENTITIES

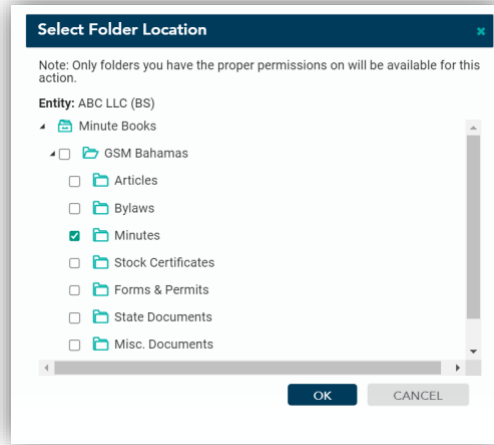
*Folder Name:

*Folder Type: [View Folder Type Attributes](#)

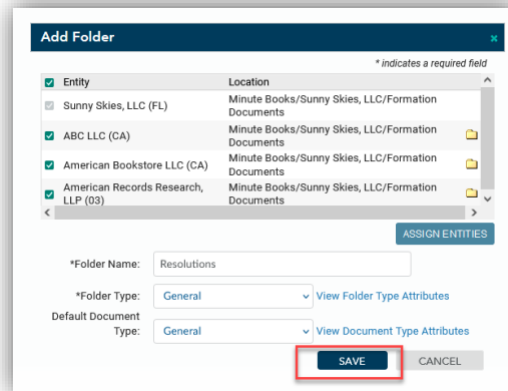
Default Document Type: [View Document Type Attributes](#)

SAVE CANCEL

Select the desired folder location.



Click OK to return to the Add Folder screen and then click **Save** to complete adding the new folder to the select entities and location. If the selected entity does not have a minute book in place, you must remove this entity from your selection.



6.2.2.2 Folder Types

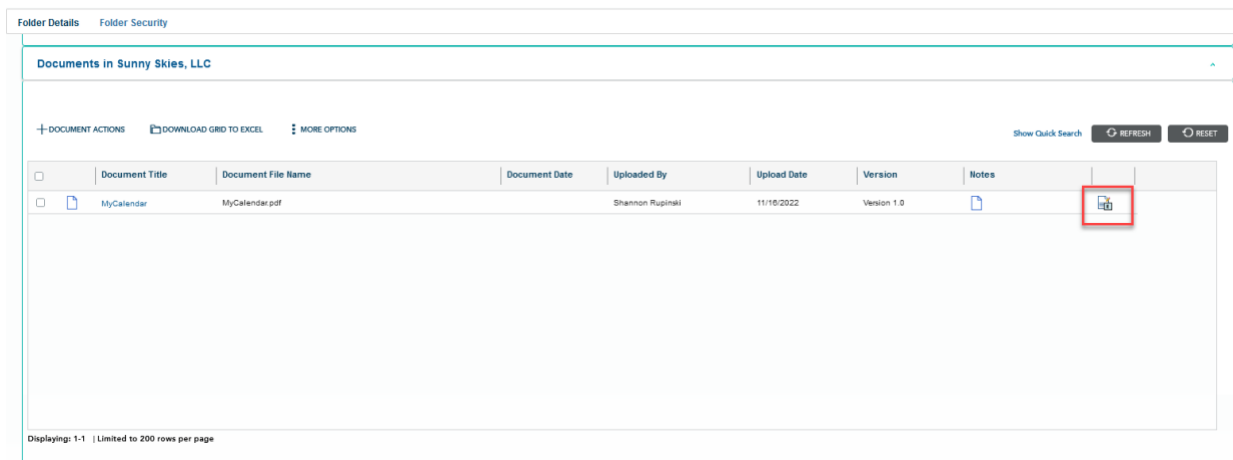
The folder type is used to define the attributes that will be available on the Document grid. All folder types include common attributes such as document file name, document title, document date, notes and a link to view the document. Selecting a specific folder type such as Minutes, will cause additional attributes to be included in the document grid display. The most commonly used folder type is General. See the chart below for the list of attributes specific to each folder type.

General	Minutes	Certificates	Stock Certificates
---------	---------	--------------	--------------------

Document Title	Document Title	Document Title	Document Title
Document File Name	Document File Name	Document File Name	Document File Name
Document Date	Document Date	Document Date	Document Date
Document Description	Meeting Date	Certificate No.	Certificate No.
Uploaded By	Meeting Type	Date Issued	Date Issued
Uploaded Date	Uploaded By	Issued To	Issued To
Last Checked In/Out By	Uploaded Date	Units	Shares
Last Checked in/Out Date	Last Checked In/Out By	Uploaded By	Uploaded By
Version	Last Checked In/Out Date	Upload Date	Upload Date
Notes	Version	Last Checked In/Out By	Last Checked In/Out By
	Notes	Last Checked In/Out Date	Last Checked In/Out Date
		Version	Version
		Notes	Notes

6.2.2.3 Document Types

The document type is used to define the data that can be collected about a specific document. Document attributes can be seen on the View/Edit dialog located on the far right of the document grid. In addition, document grids can be customized to include additional attributes when supported by the folder type as described in section 6.2.2.2 above.

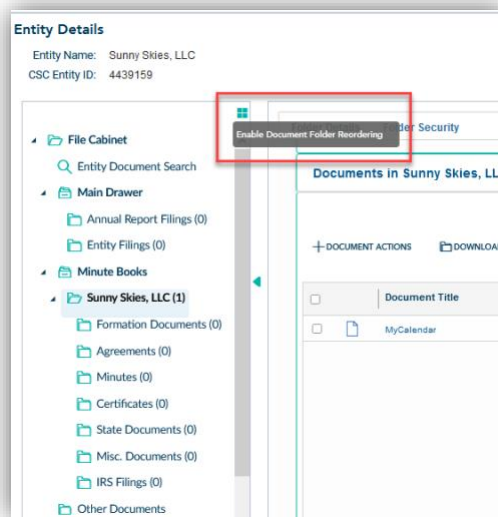


All documents will have common attributes such as document title and document date. See below for a description of document attributes for each document type.

General	Minutes	Certificates	Stock Certificates	IRS Filings	Misc.	State
Document Title	Document Title	Document Title	Document Title	Document Title	Document Title	Document Title
Document File Name	Document File Name	Document File Name	Document File Name	Document File Name	Document File Name	Document File Name
Document Date	Document Date	Document Date	Document Date	Document Date	Document Date	Document Date
Document Notes	Meeting Date	Certificate No.	Certificate No.	Document Description	Document Description	Document Description
	Meeting Type	Date Issued	Date Issued	Document Notes	Document Notes	Document Notes
	Document Notes	Issued To	Issued To			
		Units	Shares			
		Document Notes	Document Notes			

6.2.2.4 Reorder Folders

The order in which folders are displayed within a Minute Book can be changed. Click on the Reorder icon that is found at the top of the left navigation menu as shown below. The folders must be located under the same parent folder to change the display order.



Simply drag the selected folder to the desired location. When done, click on the Reorder icon to “save” the changes. This action will change the order in which folders are displayed for all users in your organization.

Note, this action is restricted to users having the appropriate role as described in [10.1.1 Entity Management User Role Types](#).

6.2.3 Edit Minute Book

To rename an existing minute book, right click on the Minute Book name and select Edit Minute Book from the context menu. This action is used to change a Minute Book name and as well as make updates to the Domestic Jurisdiction, Entity Type or Minute Book Date.

Edit Minute Book ✕

* indicates a required field

*Minute Book
Name:

Title Page

US International

Domestic Jurisdiction:

Entity Type:

Date Created:

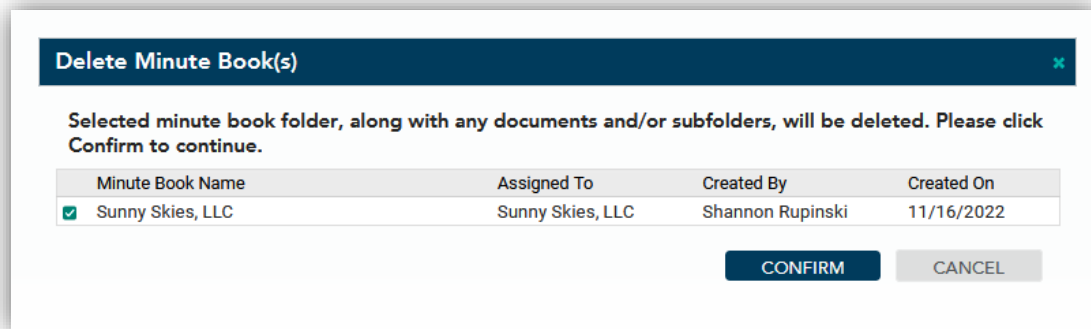
SAVE **CANCEL**

6.2.4 Upload Document

The upload document action is available from the context menu in the left frame as well as from the Document Action menu on all document grids. See [6.4.2 Upload Document](#) for instructions on uploading a document

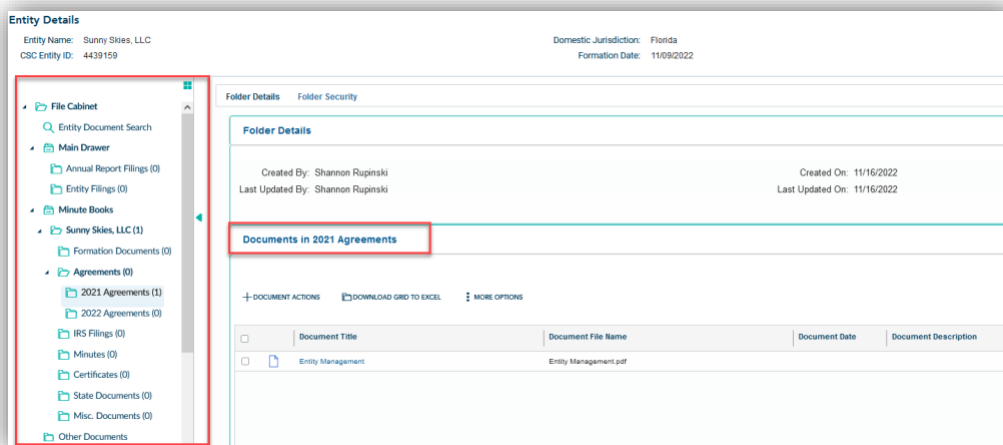
6.2.5 Delete Minute Book

To delete an existing minute book, right click on the Minute Book name and select Delete Minute Book from the context menu. Note that when a minute book is deleted, all documents stored within that minute book are deleted as well.



6.2.6 View Minute Book File Folders

To view a minute book's file folders and documents, left click the minute book name. You can navigate the minute book using the folder menu on the left side of the screen. Left click on a specific folder to access the documents contained within the folder. The selected folder name will be highlighted in the left frame and is referenced in the title bar of the Documents Grid.



6.3 Other Documents

The **Other Documents** drawer is typically used for documents that would not be stored in the minute book. From the **Other Documents** drawer, you can create custom folders and store documents within those folders. The **Other**

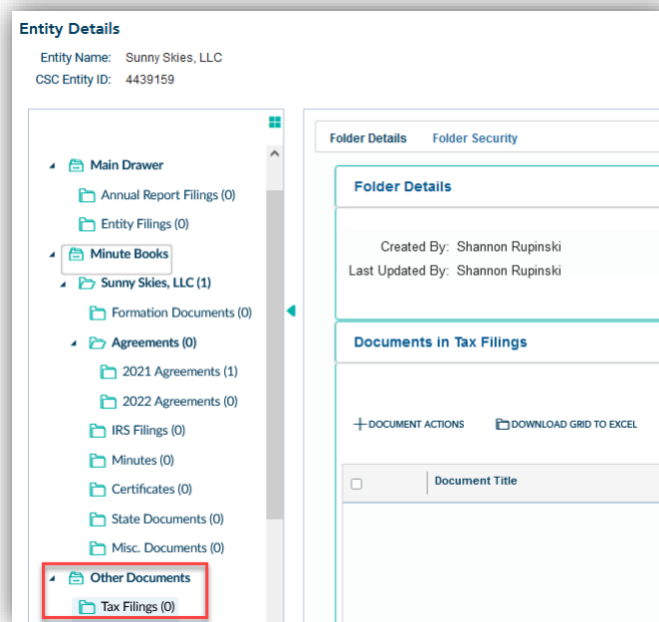
Documents drawer functions in the same way as the **Minute Books** drawer, with the exception that the folders are not preset, but are custom-created by the account's users.

Actions are available from the context menu that is accessed by using your mouse to right click on the **Other Documents** drawer or folder name shown in the left pane for a selected entity. From the context menu, you can:

- Add a Folder
- Edit Folder
- Upload Document
- Delete Folder

Note that in order to view or take action on the **Other Document** folders, you must be assigned the appropriate document role (listed in [Section 10.1.1](#)).

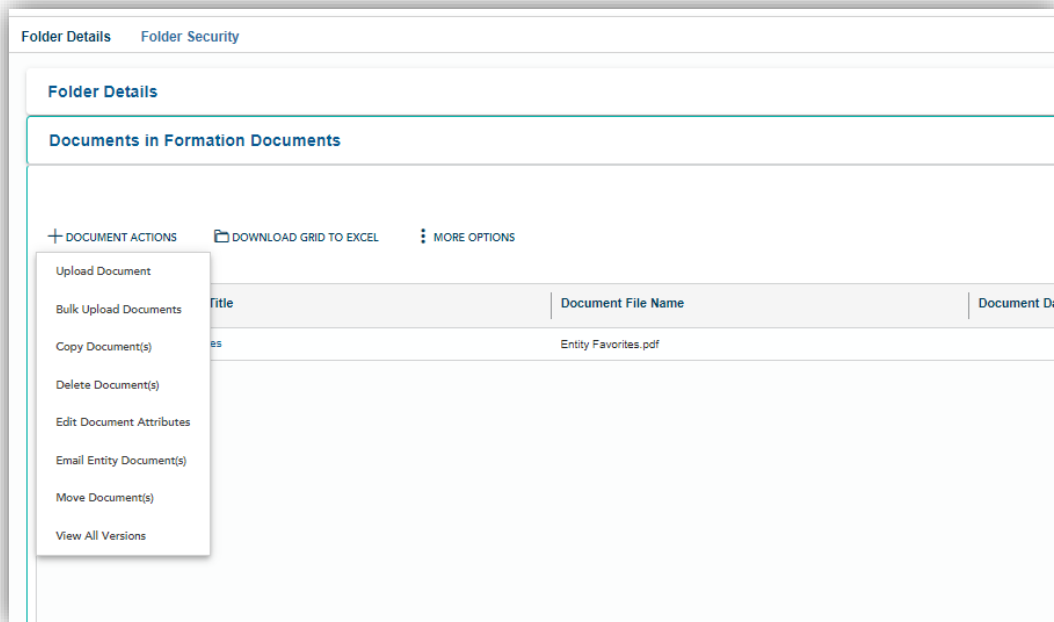
For more information on these actions, refer to [Section 6.2](#).



6.4 Document Actions

Within each document folder, a grid displays stored documents, including attributes associated with each document. A variety of actions are available within the Document Actions drop-down list, including the following:

- **Upload Document:** Add a new document.
- **Bulk Upload Documents:** Upload multiple documents at once.
- **Copy Document(s):** Copy documents to other folders within the portfolio.
- **Delete Document(s):** Delete documents.
- **Edit Document Attributes:** Edit the attributes associated with a document.
- **Email Entity Document(s):** Email documents directly from the grid.
- **Move Document(s):** Move documents to other folders within the portfolio.
- **View Document Versions:** View the different versions of a document.





6.4.1 View Document

To view a document, select the Document icon in the far left column of the grid or click the document title. This allows you to open or save the document.

	Document Title	Document File Name	Document Date	Uploaded By	Upload Date	Version	Notes
<input type="checkbox"/>	EM Architecture Overview	EM Architecture Overview.pdf		Shannon View User	11/16/2022	Version 1.0	

6.4.2 Generate AI Document Summary

The AI document summary button is anchored on the left-hand side of each document grid in the Minute Books and Other Documents sections and is also available in search results when executing a document attribute search.

	Document Title	Document File Name	Document Date
<input type="checkbox"/> 	CSC Corp Bylaws Archived	CSC Corp Bylaws Archived.pdf	01/10/2002
<input type="checkbox"/> 	CSC Enterprises Bylaws	CSC Enterprises Bylaws.pdf	01/15/2026

Clicking the AI-summary button brings a modal window onto your screen that provides the executive summary, along with the option to export the summary to PDF. Additionally, users can copy the text and paste into other programs and formats as desired.



6.4.3 Upload Document

To upload a document, select **Upload Document** from the Document Actions drop-down list. Select the Document Type to capture specific document attributes. Note, the document type selection will default to the most commonly used document type for the folder.

Select Choose File for the corresponding document, add your details, and click Upload. This will add the document to the grid. Note that the maximum allowable file size for a single-document upload is 500MB.

Upload Document * indicates a required field

***Document Type:** General

Document Details

***Document:** Choose File No file chosen Hint

Upload to Folder: ABC LLC - (assigned to ABC LLC)

Document Title:

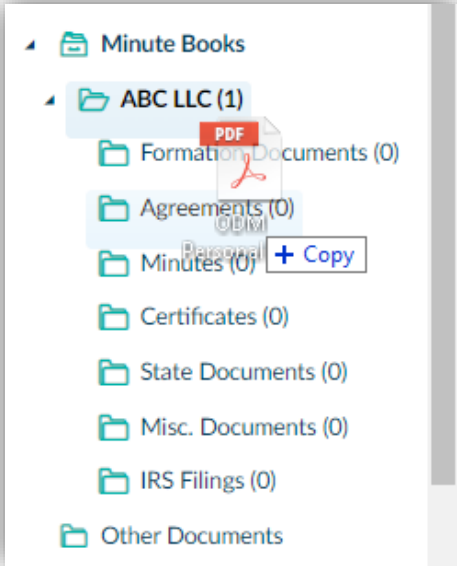
Document Date:

Document Notes:

UPLOAD RESET CANCEL

6.4.4 Document Drag and Drop

Users also have the option to upload documents directly into a selected folder using a drag and drop function. Simply drag one or more documents towards a folder in the left navigation, then drop the file(s) when the correct folder is highlighted. This function can be used anywhere in the application where folders are visible in the left navigation pane.



6.4.5 Bulk Upload Documents

To upload multiple documents at the same time, select **Bulk Upload Documents** from the Document Actions drop-down list. Then, select **Select Documents** to search your local drive for the documents that need to be uploaded and click Upload. Note that the maximum allowable file size for a multiple-document, bulk upload is 500MB.

Bulk Upload Documents

* indicates a required field

Upload Queue

✓ Done

EM Architecture Overview.pdf	100%	×
How to Set Entity Favorites.docx	100%	×
Entity Management Brochure.pdf	100%	×
Custom Stock and Capital.docx	100%	×

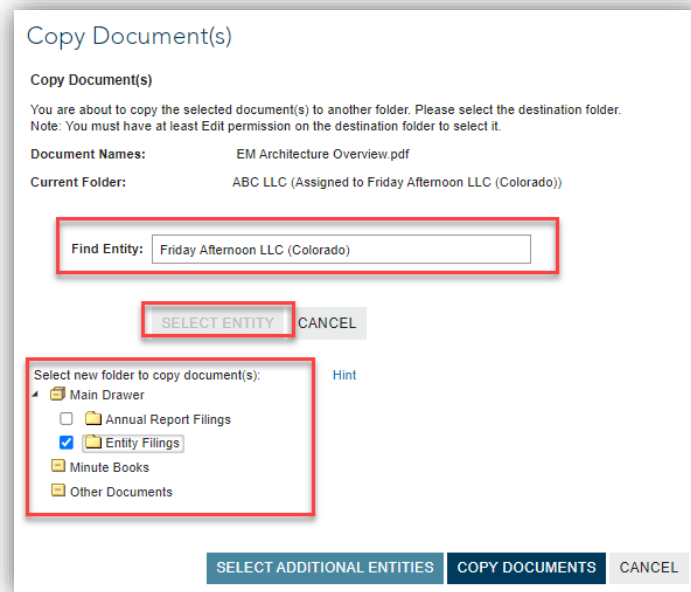
4 Documents Selected
The total size: 3954 KB

*Select Document Type: [View Document Type Attributes](#)

UPLOAD

6.4.6 Copy Document(s)

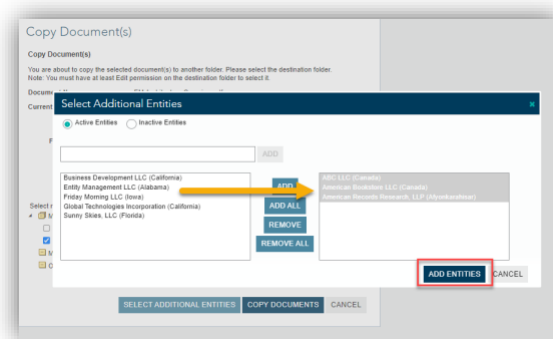
To copy document(s) to another folder within the portfolio, check the box to the left of the corresponding document(s) and select **Copy Document(s)** from the Document Actions drop-down list. Then, select the entity and specific file folder where the copies should be created.



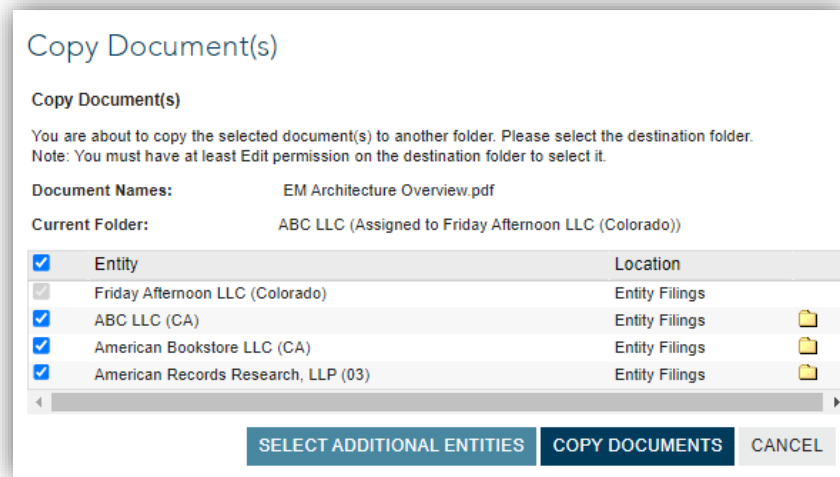
6.4.6.1 Copy Documents to Multiple Entities

A document can be added to multiple entities in a single action. Once you have selected the first destination folder following the steps described in 6.4.5, click on the Select Additional Entities button in the Copy Documents screen.

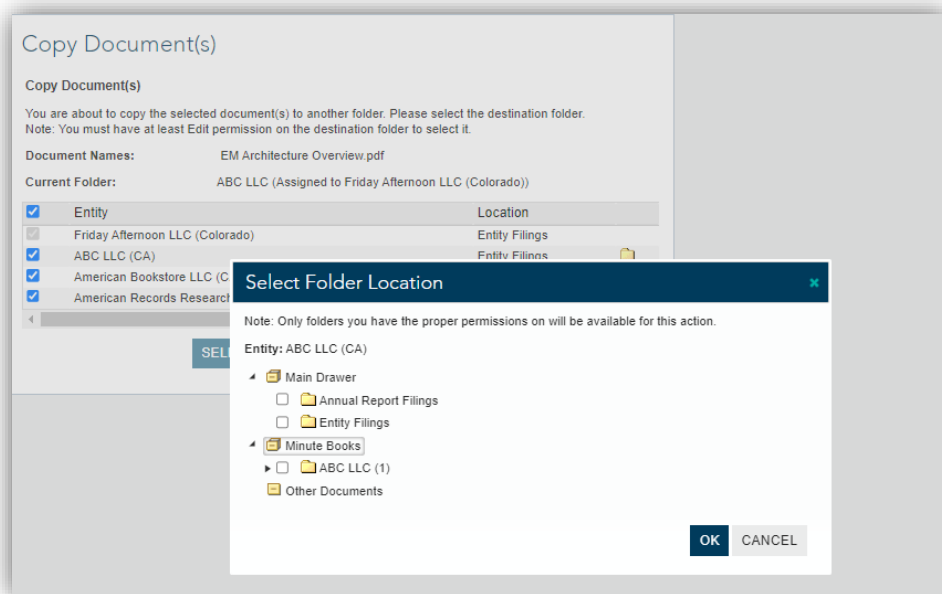
A new screen will launch where you can select entities from a list or search for specific entity names. Both options require that you move the selected entity to the destination box on the right. After completing your selection, click on the Add Entities button.



You will be presented with a screen that shows all of the selected entities. The folder location path will default to the original folder location selected in step 1.



Click on the folder icon in the far right to select the folder location for each of the selected entities. This step must be completed for document to be successfully added to the selected entities.



Click OK to return to the Copy Document(s) screen and then click **Copy Documents** to complete adding the document to the select entities and location. If the selected entity does not have the desired folder in place, you must remove this entity from your selection or select an alternative folder location.

6.4.7 Move Document(s)

Just as documents can be copied to another folder, they can also be moved. To move document(s) to another folder within the portfolio, check the box to the left of the corresponding document(s) and select **Move Document(s)** from the Document Actions drop-down list. Then, select the entity and specific file folder where the documents should be moved.

Move Document(s)

You are about to move the selected document(s) to another folder. Please select the destination folder.
 Note: You must have at least Edit permission on the destination folder to select it.

Document Names: Entity Favorites.pdf
 Current Folder: Formation Documents (Assigned to Sunny Skies, LLC (Florida))

Find Entity:

Select new folder to move document(s): [Hint](#)

- Main Drawer
 - Annual Report Filings
 - Entity Filings
- Minute Books
 - Sunny Skies, LLC (1)
 - Other Documents

6.4.8 Delete Document(s)

To delete document(s) from an entity folder, check the box to the left of corresponding document(s) and select **Delete Document(s)** from the Document Actions drop-down list. Then, confirm deletion of the document(s).

Delete Document(s)

The selected document(s) will be deleted. Please click Confirm to continue.

	Document Title	Document File Name	Uploaded By	Uploaded Date
<input checked="" type="checkbox"/>	EM Architecture Overview	EM Architecture Overview.pdf	Shannon View User	11/16/2022

6.4.9 Edit Document Attributes

To edit a document's attributes, check the box to the left of the corresponding document and select **Edit Document Attributes** from the Document Actions drop-down list. Then, make the necessary updates and click Save.

Edit Multiple Document Attributes * indicates a required field

Document File Name	*Document Title	Document Date	Meeting Date	Meeting Type
EM Architecture Overview.pdf	EM Architecture Overview	<input type="text"/>	<input type="text"/>	Please Select ▼

SAVE RESET CANCEL

6.4.10 Email Entity Document(s)

To email documents directly from the grid, check the box to the left of the corresponding document and select **Email Entity Document(s)** from the Document Actions drop-down list. Then, input a To address, along with a subject and message. Note that the maximum allowable file size for email is 10MB.

Email Entity Documents * indicates a required field

Email Note
Please use care when sending documents as email attachments. Transmitting large files as attachments may overload a recipient's mailbox or email server.
Most email systems have their own independent attachment file size limits. Email messages sent with attachments exceeding that limit may be rejected.

*Subject:

From: Shannon.Rupinski@cscglobal.com

*Send To:

Email Message:

Attachments: Entity Favorites.pdf

SEND RESET CANCEL

6.4.11 Entity Level Document Search

Select **Document Search** from the left navigation menu to search for documents. This search will be entity specific so only documents within the selected entity will be returned in the results.

The screenshot shows the 'Entity Details' page for 'ABC LLC'. The left sidebar contains a 'File Cabinet' with folders like 'Annual Report Filings (0)', 'Entity Filings (1)', 'Minute Books', and 'ABC LLC (1)'. The 'Entity Document Search' option is highlighted with a red box. The main content area features two search sections: 'Entity Full Text Search' and 'Entity Document Attribute Search'. The attribute search section includes fields for Document Title, Document Date, Document Upload Date, and Folder Name, along with radio buttons for search scope (Minute Books, Other Documents, Both) and search type (Begins, Contains, Exact). A 'SEARCH' button and a 'RESET' button are also visible.

All functions on the search page and results page will remain the same but will be specific to that specific entity. See

[7.8.3 Searching for Documents](#) for a full description of the document search functionality.

6.5 Folder Level Security

Folder level security provides the ability to secure documents by assigning permissions to individual folders, effectively limiting access to all documents in the folder to users who have specifically been granted access. Folder Level Security can be applied to any Minute Book or Other Documents folder. Permissions assigned to a parent folder are automatically applied to any subfolders and all documents contained within.

Folder level security is managed by users with the Document Security Admin role. The Document Security Admin can view and manage permissions by accessing the **Folder Security Tab** for the selected folder.

The system will automatically apply default security to all folders in the portfolio by assigning the system default security groups. Users are automatically assigned to the default security groups based on their Minute Book and/or Other Document roles. For example, if the user has a Minute Book View and Edit role, he or she will be a member of both the View and Edit security groups.

The default security groups are:

- **System Admin Group** – users with the Minute Book or Other Documents Document Admin role
- **System Edit Group** – users with the Minute Book or Other Documents Edit role
- **System View Group** – users with the Minute Book or Other Documents View role

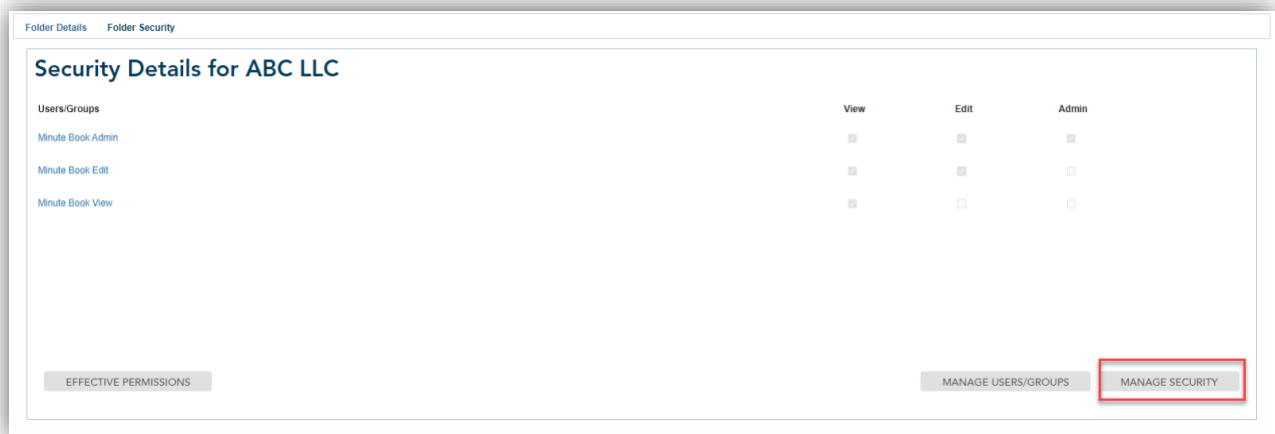
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When using Folder Level Security to restrict access to a folder, it is recommended that you remove the system default groups and create specific Security Groups to meet the needs of your organization.

6.5.1 Manage Security

The Document Security Admin can modify the permissions for an existing folder by clicking on the **Manage Security** button located in the lower right corner of the Security Details screen.



From here, the Document Security Admin can modify the access level for any users or groups that have been assigned to the selected folder, including the system default groups. Changes made to a parent folder are automatically applied to any subfolders and all documents contained within.

6.5.2 Manage Users/Groups

Select the **Manage Users/Groups** button to add additional user groups or modify the access level for specific users. This button is located in the lower right corner of the screen next to the Manage Security button.

6.5.2.1 Manage Users

The **Manage Users/Group** action will default to the User selection page. This will display all users that have at least the View role in the Available Users box based on the folder type (Minute Books or Other Documents). The Assigned Users/Groups box will display the current users and groups that have pre-existing permissions established for the selected folder.

To set the security level for a specific user, move the selected user to the Assigned user list and hit next to set his or her access level. This should only be done when the selected user requires a higher level of access than what is given based on their membership in either a default user group or any custom group.

6.5.2.2 Manage Groups

Select the Group radio button to view or modify the security groups that have access to the selected folder. The “Available Groups” box will list any security groups previously created that are not already assigned to the folder. The Assigned Users/Groups box will display the current users and groups that have pre-existing permissions established for the selected folder.

Select the Security Groups from the Groups box and add to the Assigned User/Groups box. Similarly, users and groups that should not have access to the selected folder should be moved back to the Available Users/Groups box.

Both actions are completed using the Add and Remove buttons.

Folder Details Folder Security

Manage Group(s) for ABC LLC

User Group **CREATE GROUP**

Available Groups:

- New FLS Group
- sdlsafwersjdfdsfoiwedaf
- Shannon FLS Group

*Assigned Users/Groups:

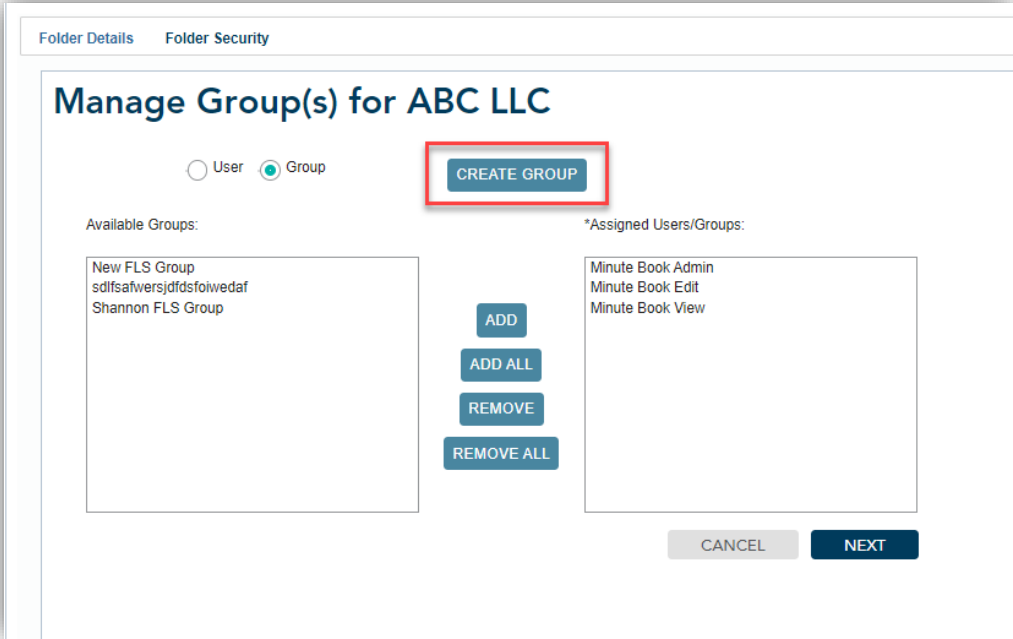
- Minute Book Admin
- Minute Book Edit
- Minute Book View

ADD
ADD ALL
REMOVE
REMOVE ALL

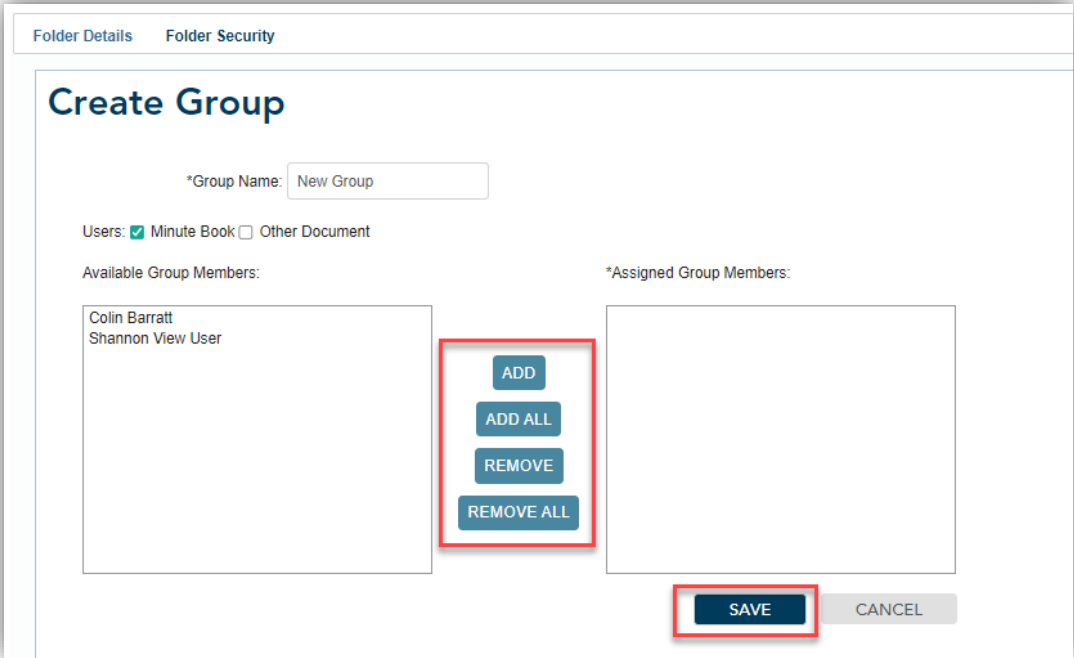
CANCEL **NEXT**

6.5.2.3 Create Groups

The Document Security Admin can create custom security groups that can be applied to any folder in the portfolio by accessing the **Create Group** button on the Manage Group(s) screen.



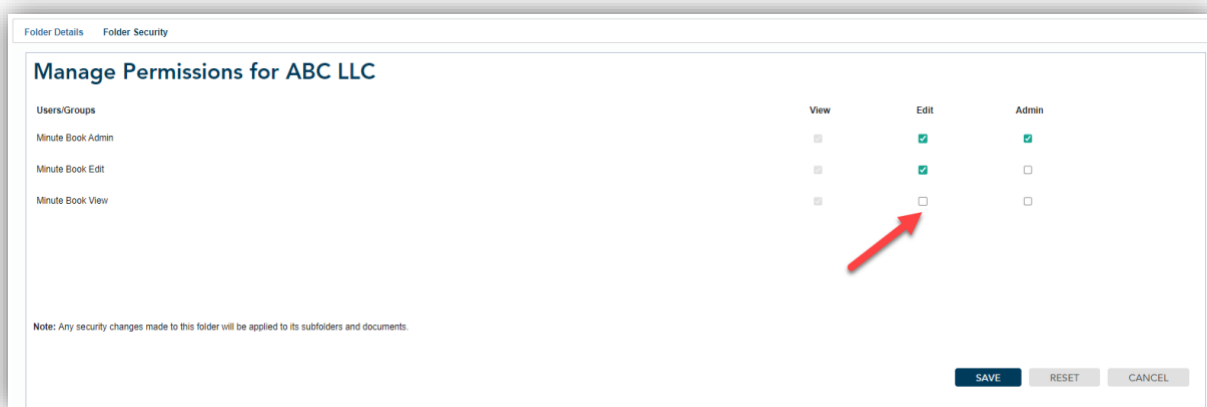
From the Create Group action, the Document Security Admin can select users, assign a group name, and establish the default access level. Once the custom security group has been created, it can be assigned to any folder in the portfolio.



6.5.2.4 Assigning Permissions

After completing all required changes in the Manage Users/Groups flow, click the “Next” button to establish the permissions of the selected users and/or groups. The Manage Permissions screen will show all selected users and groups with their system defined default access level. In the case of custom groups, the default access level is View. Select the appropriate access level for each user and group and save.

In the example below, the selected users have the Minute Book View role for all folders in the portfolio as represented by the greyed out checkbox. By selecting the Edit option, this users will now have the ability to edit the selected folder and documents contained within.

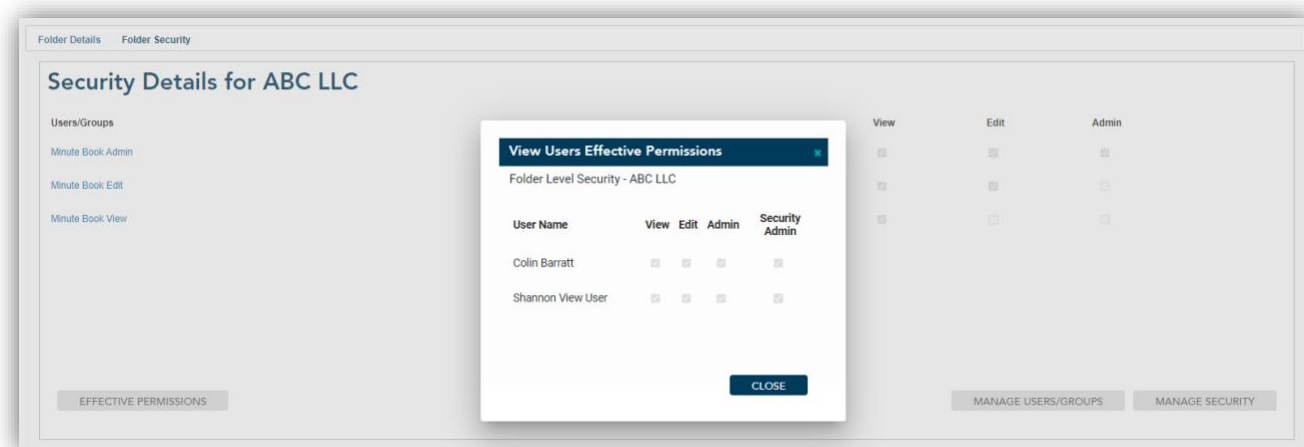


6.5.3 Effective Permissions

A User’s **effective permission** represents the actual permission that he or she has for a specific folder. Although users can be members of multiple security groups assigned to a folder, they will always have an **effective permission** which is a representation of the highest access level found for the specific user.

For example, a user can be in a security group with view only access but if they are in a second security group with Edit access assigned to the same folder, their effective permission will be “Edit”.

To view the Effective Permissions for a specific folder, click on the Effective Permissions button in the lower left corner of the Security Details screen. This will launch the View Users Effective Permission window.



7 Portfolio Level Details

At the portfolio level (as at the entity level), there is a variety of information that is both viewable and actionable. In addition to the **Entity Portfolio Grid**, the following features can be accessed from the Entities, DealRoom, Documents, and Calendar main menus on the navigation bar:

- **Corporate Tracker:** View the jurisdiction status of every jurisdiction where CSC is Registered Agent.
- **Officers/Directors/Management** Manage ODMs.
- **Organization Chart:** Add, maintain and run org charts.
- **DBA Names:** View the DBA names associated with the portfolio.
- **DealRoom Results:** Obtain order results and transactions statuses.
- **Compliance Mail History:** View all compliance mail received and forwarded by CSC.

Entity Name	Formation Date	Entity Type	CSC Indicator	CSC Service Status	Entity Status	Entity Status D
ABC LLC	03/14/2022	AFI	NonCSC	N/A	Active	03/14/2022
American Bookstore LLC	01/01/2022	CORP	NonCSC	N/A	Active	03/01/2022
American Records Research, L	04/01/2021	A/S	NonCSC	N/A	Active	04/01/2021
Business Development LLC	11/16/2022	LLC	NonCSC	N/A	Active	11/16/2022
Entity Management LLC	04/01/2022	LLC	CSC	ACTIVE		
Friday Afternoon LLC	02/09/2022	LLC	NonCSC	N/A	Active	02/09/2022
Friday Morning LLC	03/14/2022	FOUNDATION	NonCSC	N/A	Active	03/14/2022
Global Technologies Incorporat	02/08/2022	TRUST	NonCSC	N/A	Active	02/08/2022
Sunny Skies, LLC	11/09/2022	GP	NonCSC	N/A	Active	11/09/2022
Top Lion Company	04/12/2022	CORP	CSC	ACTIVE	Inactive - Cancelled	04/12/2022

7.1 Corporate Tracker

The **Corporate Tracker Grid** displays the status of every jurisdiction in the entire portfolio where CSC is listed as the Registered Agent with the Secretary of State. Non-CSC entities will not display a jurisdiction status.

In order to obtain the status, CSC receives a feed from the jurisdictions advising of the active or inactive entities, based on the necessary compliance obligations being handled that year. This feed may be obtained weekly, bi-weekly, monthly, quarterly, annually, or at other various State timeframes (depending on the jurisdiction).

By default, the grid displays all active entities in alphabetical, ascending order, then by alphabetical, ascending order of the jurisdictions belonging to each entity.

Entity Name	Jurisdiction	Jurisdiction ID	Registered With	Jurisdiction Status	Current Thru Date	Prior Status	CSC Notified	Registered Agent
ABC, LLC	Alabama	15213121	Secretary Of State, Corporations Division	Active	09/08/2022 CSC Modified Date			CSC
ABC, LLC	Arizona	L-1892785-7	Corporation Commission, Corporations Division	Active	10/02/2022 Jun Thru Date			CSC
ABC, LLC	Delaware	12632111	Secretary Of State, Division Of Corporations	Active	09/12/2022 CSC Modified Date			CSC
ABC, LLC	Florida	1244932	Department Of State, Division Of Corporations	Active	09/01/2022 CSC Modified Date			CSC
ABC, LLC	Georgia	6323454	Secretary Of State, Corporations Division	Active	08/08/2022 CSC Modified Date			CSC
ABC, LLC	Massachusetts	15231234	Secretary Of The Commonwealth	Inactive	09/02/2022 CSC Modified Date			CSC
ABC, LLC	Pennsylvania	2111243	Department Of State, Corporation Bureau	Active	08/31/2022 CSC Modified Date			CSC
ABC, LLC	South Carolina	403289	Secretary Of State, Division Of Corporations	Good Standing	11/04/2022 Jun Thru Date			CSC

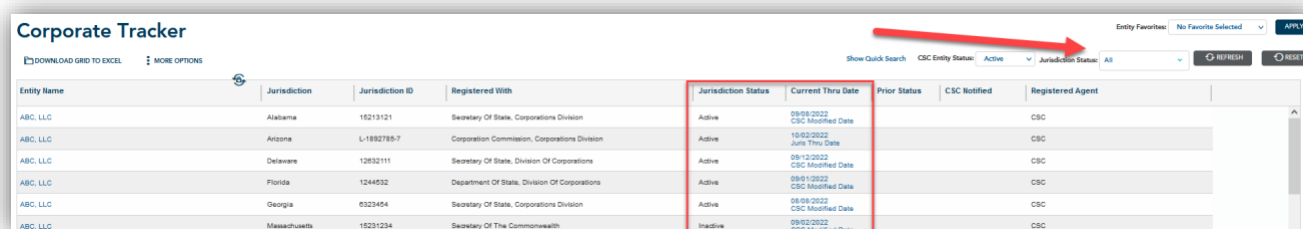
The most important things to recognize when viewing the Corporate Tracker Grid are inactive jurisdictions and “Thru Dates.” In order to ensure all entities are active and in good standing, note the following:

1. Using the **Jurisdiction Status** filter in the top, right corner, you can filter specifically for “Inactive” entities.

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- Inactive jurisdiction statuses have different meanings. “Inactive” means that the entity was voluntarily dissolved, although this does not signify a problem. “Inactive – Attention Required” means that the entity has not fulfilled its necessary obligations. This status is problematic and should be acted on immediately. “Inactive – Reason Unknown” indicates that the jurisdiction did not provide enough detail to know whether the status is voluntary or involuntary.
- “Current Thru Date” signifies the last date of the jurisdiction’s status update feed. Note that the feeds are sent in varying time intervals (depending on the jurisdiction). Additionally, some jurisdictions may not send a feed at all. In this case, a “Thru Date” will not be listed.



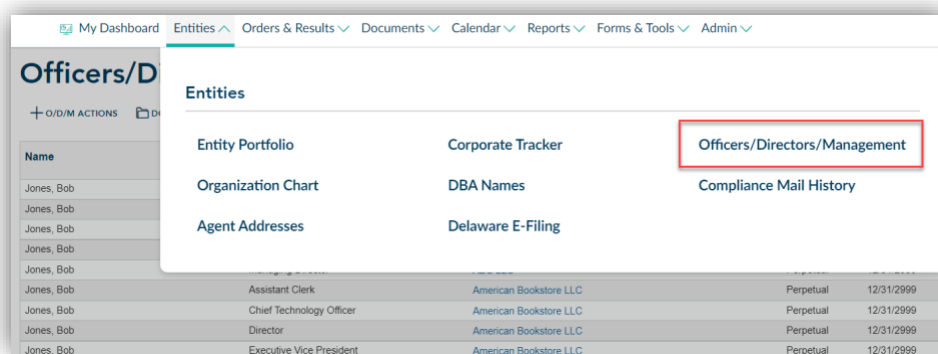
Entity Name	Jurisdiction	Jurisdiction ID	Registered With	Jurisdiction Status	Current Thru Date	Prior Status	CSC Notified	Registered Agent
ABC, LLC	Alabama	15213121	Secretary Of State, Corporations Division	Active	09/24/2022 CSC Modified Date		CSC	
ABC, LLC	Arizona	L-1892785-7	Corporation Commission, Corporations Division	Active	10/02/2022 Juris Thru Date		CSC	
ABC, LLC	Delaware	12832111	Secretary Of State, Division Of Corporations	Active	09/12/2022 CSC Modified Date		CSC	
ABC, LLC	Florida	1244532	Department Of State, Division Of Corporations	Active	09/01/2022 CSC Modified Date		CSC	
ABC, LLC	Georgia	6323454	Secretary Of State, Corporations Division	Active	08/08/2022 CSC Modified Date		CSC	
ABC, LLC	Massachusetts	15231234	Secretary Of The Commonwealth	Inactive	09/02/2022 CSC Modified Date		CSC	

7.2 Officers/Directors/Management (ODM)

Within this document, we will refer to the name and title “Officers/Directors/Management” as “ODM.” In order to view or edit ODM information, you must be granted the appropriate access level or role (as listed in [Section 10.1.1](#)). Updates to ODMs are made at both the entity level and the portfolio level. This section is specific to portfolio-level changes. Refer to [Section 4.6](#) to view entity-level information.

The **ODM Grid** allows you to view all officers, directors, and management associated with the selected portfolio. A key benefit to making updates at the portfolio level is that updates can be made to ODMs across multiple entities in a single action. The default grid view is set to display all active ODMs, with all names and titles (roles), in alphabetical, ascending order.

Click on Officers/Directors/Management from the main menu to access the ODM Portfolio Grid.



7.2.1 HR Workday Integration

Entity Management offers a secure integration with Workday to pull ODM related changes into your portfolio for you to review & update. The full integration user guide, including set up instructions, can be found [here](#). After configuring the integration with your Workday instance, the next step is to set up group preferences.

7.2.1.1 Setting Group Preferences

1. Select Group Preferences
 - a. This is where you select which change types from Workday will create tasks for your portfolio in Entity Management.
 - b. All available change types are selected by default. If you don't want certain change type tasks, uncheck the box. In the screenshot below, we opted to remove Company Name.
 - c. Click Save when your change types are selected.

Administration & Preferences

Logged in as: Melissa Golden Organization: Melissa's CSC Group

HR Integration Group Preferences

Group Notification Preferences:

Select the type of changes you are looking to track within your organization. Based on your selections, new tasks will be created on your HR Task Grid when updates are made in your Workday (HR) system for your linked Directors & Officers.

- Name
- Employee Status
- Job Title
- Business Title
- Company Name
- Location
- Region

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7.2.1.2 Linking Directors & Officers with Employees

1. Click 'Manage Linked Directors & Officers' link from the left navigation menu.
2. This grid will display Directors & Officers from your portfolio in the first three columns, with a 'CSC' label, and a suggested match to link from Workday, indicated by the 'Employee' labeled columns.
 - a. Matches are suggested based on email address exact match, and if that doesn't exist, a name exact match.
 - b. If there are no exact matches, a suggestion will not appear.
 - c. If there are multiple exact matches, a suggestion will not appear.
 - d. If there is no suggested match, or the suggested match is not the correct employee, you can search for the correct match.

CSC Name	CSC Email	CSC Status	Employee Name	Employee Id	Employee Email	Employee Status	Employee Status Date	Link Status
<input type="checkbox"/>	James Barnes	Active	James Barnes	21118	james@workday.net	Active		Linked
<input type="checkbox"/>	May Weil	Active						Unlinked
<input type="checkbox"/>	Sam Wilson	Active	Sam Wilson	21050	swilson@workday.net	Active		Linked

3. To link the suggested match, select the checkbox to the left of the row. This can be done one at a time or in bulk. From the Link Actions menu, select 'Link Employee'.
 - a. The grid will refresh and provide a success message.

- b. Since the default view of the grid shows 'unlinked' Directors & Officers, the newly linked Directors & Officers will not be visible in the grid. You can change the Link Status filter to view them as needed.
- 4. To search for a match, select the checkbox to the left of the row. From the Link Actions menu, select 'Search HR System'.
 - a. Search is available by name or email address.
 - b. Select radio button to the left of employee name, then click Link button to save.
- 5. If there is a Director & Officer that you do not want to link for any reason (not an employee, don't want to receive updates, etc.), you can choose 'Do Not Link' to set the status to 'Ignored'. This can be done one at a time or in bulk.
 - a. Select the checkbox to the left of the Director & Officer.
 - b. From the Link Actions menu, select 'Do Not Link'.
 - i. A window will appear for you to enter a reason for marking as ignored. This reason is optional but provides visibility for other users in your portfolio.

7.2.1.3 Enrolling for Notifications

1. Enroll for Email Notifications
 - a. Click 'Manage Notifications' from the left navigation menu.
 - b. Contacts from your portfolio with HR Admin or HR User roles will appear here.
 - c. To enroll a user in notifications, click the checkbox to the left of their name and select 'Enroll for HR Notifications' from the HR Notification Action menu.
 - i. Select frequency for user to receive email notifications.
 - ii. Select desired change types for user to receive notifications about.
 1. Note, if a change type is not selected as a Group Preference (see Step 2), it will not be available for selection here.
 - iii. Select entities for notifications, either all entities, or selection of specific entities.
 - d. Save to complete enrollment.

7.2.1.4 View & Manage HR Change Tasks

1. As your HR team makes updates to linked employees in Workday, if they are for the change types selected for your portfolio, tasks will be created in the HR Task grids in Entity Management.
 - a. Tasks are generated to show what changes were made in Workday. You can decide if the update is relevant to your portfolio, and make any necessary changes. Once the changes have been made, the task can be closed.
 - b. CSC will check Workday for updates to linked employees every hour.
2. To view your tasks, navigate to Entities -> Officers/Directors/Management
3. From the 'Viewing' drop down menu, select HR Tasks – Consolidated
 - a. Newly created tasks appear in the grid with a status of 'To Be Done'.
 - b. The Consolidated grid shows a single task for the change to the Officers & Directors.
 - c. To see a task for each title & entity assigned to the Officer & Director, select 'HR Tasks – Portfolio' from the 'Viewing' menu.
 - d. Review the change task, and take any action needed.
 - e. A focused group of actions are available from the task grid action menu. These are the most commonly needed actions based on the types of changes received.

- f. After completing the action to update Entity Management with the new information, the task can be marked as Complete and it will drop from the active task view.
 - i. You can view completed tasks by selecting 'Complete' in the task status filter.
- g. If a task requires no action, you can mark the status as 'Closed – No Action Needed'. This will drop the task from the active task view.
- h. There is a notes box for any necessary notes about the task.

The screenshot shows the CSCNavigator interface for HR Tasks. The page title is "Officers/Directors/Management - HR". The table below lists two tasks:

CSC Name	HR Change Type	HR Action	HR New Value	HR Change Date	HR Effective Date	Task Status	Last Updated	Updated By	Notes
<input type="checkbox"/> James Barnes	Business Title	Modification	Executive Vice President - Operations	03/21/2023	03/21/2023	In Progress	03/21/2023	Melissa Golden	3/21 - Waiting for confirm...
<input type="checkbox"/> Sam Wilson	Business Title	Modification	President & Chief Technology Officer	03/21/2023	03/21/2023	To Be Done			No notes added

7.2.2 ODM Actions

You can perform the following actions at the portfolio level:

- **Add Single ODM with Multiple Titles**
- **Add Multiple ODMs with Single Title**
- **Add New Title for Existing ODM**
- **Add Existing Titles to Additional Entities**
- **Add New Title and Archive Original**
- **Modify Existing Titles**
- **Maintain Title Attributes**
- **Maintain Term Dates** (for an existing ODM)
- **Mass Update – Business or Personal Custom Field**
- **Expire Existing Titles**
- **Delete ODM**

- **Manage Custom Titles**
- **Manage Slates** (associated with several entities)
- **View or Edit Business Information**
- **View or Edit Personal Information**

As with all other grids, the ODM Grid can be downloaded to Excel or PDF for offline viewing and analysis. The grid display can also be customized to your preference.

Name	Title	Entity	Term	Expires On	Bus	Per
Jones, Bob	Assistant Clerk	ABC LLC	Perpetual	12/31/2999	Bus	Per
Jones, Bob	Chief Technology Officer	ABC LLC	Perpetual	12/31/2999	Bus	Per
Jones, Bob	Director	ABC LLC	Perpetual	12/31/2999	Bus	Per
Jones, Bob	Executive Vice President	ABC LLC	Perpetual	12/31/2999	Bus	Per
Jones, Bob	Managing Director	ABC LLC	Perpetual	12/31/2999	Bus	Per

7.2.2.1 Add Single ODM with Multiple Titles

To add a single ODM with multiple titles to specific entities, select **Add Single ODM with Multiple Titles** from the ODM Actions drop-down list. Choose the individual or entity to be added, the roles and titles associated with the ODM being added, and the term dates for each title.

Once the information has been added for the new ODM, select the entities to which the ODM is being added. Note that the Authorized to Sign As and term dates entered will be applied to all entities where the title is being added. If you need to enter unique term dates or Authorized to Sign As values for one or more entities, the use the action Add Existing Titles to Additional Entities.

Also note that when the Expires On date is left blank, the default date is set to *Perpetual*.

Add Single Officer/Director/Management - Multiple Titles

Select Individual or Entity
 Individual Entity

*First Name: Jane Middle Name: Last Name: York Suffix:

Select Title(s)

*Role	*Title	Subtitle	Authorized to Sign As	First Elected	Last Elected	Expires On	HRF
Director	Director	<input type="text"/>	<input type="text"/>	11/21/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>
Officer	Assistant Secretary	<input type="text"/>	<input type="text"/>	11/21/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Select Entities

Active Entity Selection:

ABC LLC (Canada)	<input type="button" value="ADD"/> <input type="button" value="ADD ALL"/> <input type="button" value="REMOVE"/> <input type="button" value="REMOVE ALL"/>	Johnson Bookstore LLC (Canada)
American Records Research, LLP (Ayonkarahisar)		
Business Development LLC (California)		
Entity Management LLC (Alabama)		
Friday Afternoon LLC (Colorado)		
Friday Morning LLC (Iowa)		
Global Technologies Incorporation (California)		
Sunny Skies, LLC (Florida)		

Inactive Entity Selection:

Top Lion Company (Alabama)	<input type="button" value="ADD"/> <input type="button" value="ADD ALL"/> <input type="button" value="REMOVE"/> <input type="button" value="REMOVE ALL"/>	

SAVE RESET CANCEL

7.2.2.2 Add Multiple ODMs with Single Title

To add multiple ODMs with a single title to specific entities, select **Add Multiple ODMs with Single Title** from the ODM Actions drop-down list. Then, choose the role and title being added, and add the individuals or entities receiving that role and title.

Once the ODMs receiving the role and title have been selected, choose the entities to which the ODMs are to be added. Note that the term dates entered will be applied to all entities where the title is being added. Also note that when the Expires On date is left blank, the default date is set to *Perpetual*.

Add Multiple Officers/Directors/Management - Single Title

* indicates a required field

*Select Role:

*Select Title:

Subtitle:

Authorized to Sign As:

Officers/Directors/Management Names - Individuals

*First Name	Middle Name	*Last Name	Suffix	First Elected	Last Elected	Expires On <small>Hint</small>
<input type="text" value="Daniel"/>	<input type="text"/>	<input type="text" value="Anderson"/>	<input type="text" value=""/>	<input type="text" value="11/01/2022"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Max"/>	<input type="text"/>	<input type="text" value="Powers"/>	<input type="text" value=""/>	<input type="text" value="11/01/2022"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Lisa"/>	<input type="text"/>	<input type="text" value="Evans"/>	<input type="text" value=""/>	<input type="text" value="11/01/2022"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD MORE

7.2.2.3 Add New Title for Existing ODM

To add a new title to an existing ODM, select **Add New Title for Existing ODM** from the ODM Actions drop-down list. Then, check the box to the left of the corresponding ODM and select Next. Input the details for the new title, along with the term dates, and add any entities to which the new title must be applied.

Note that the term dates entered will be applied to all entities where the title is being added. Also note that when the Expires On date is left blank, the default date is set to *Perpetual*.

Add New Title for Existing Officer/Director/Management * indicates a required field

Name	Active	Inactive
Jones, Bob	Assistant Clerk (Officer) Chief Technology Officer (Officer) Director (Director) Executive Vice President (Officer) Managing Director (Manager)	

New Title(s): ^{Hint}

*Role	*Title	Subtitle	Authorized to Sign As	First Elected	Last Elected	Expires On	Hint
Director	Chief Technology O			11/21/2022			

*Select Entities: ADD MORE

Active Entity Selection:

American Bookstore LLC (Canada) American Records Research, LLP (Ayonkaraahisar) Business Development LLC (California) Entity Management LLC (Alabama) Friday Afternoon LLC (Colorado) Friday Morning LLC (Iowa) Global Technologies Incorporation (California) Sunny Skies, LLC (Florida)	ADD ADD ALL REMOVE REMOVE ALL	ABC LLC (Canada)
--	--	------------------

Inactive Entity Selection:

Top Lion Company (Alabama)	ADD ADD ALL REMOVE REMOVE ALL	
----------------------------	--	--

SAVE PREVIOUS RESET CANCEL

7.2.2.4 Add Existing Titles to Additional Entities

To add an existing ODM with a specific title to additional entities within the portfolio (where they are not already assigned), select **Add Existing Titles to Additional Entities** from the ODM Actions drop-down list. Then, check the box to the left of the corresponding ODM and select Next. Input the term dates and select the entities to which the title should be applied.

Note that the term dates entered will be applied to all entities where the title is being added. Also note that when the Expires On date is left blank, the default date is set to *Perpetual*.

Add Existing Titles to Additional Entities

* indicates a required field

Name	Active	Inactive
Smith, John	Chairman (Committee) Clerk (Manager) Comptroller (Officer) Secretary (Director)	

Selected Titles Hint

Chairman (Committee) First Elected: Last Elected: Expires On: Hint

Note: Term dates are optional. Any dates entered will be applied to entity(s) selected below.

***Select Entities**

Active Entity Selection:

Inactive Entity Selection:

Top Lion Company (Alabama)

7.2.2.5 Modify Existing Titles

To modify an existing ODM title, along with its attributes, select **Modify Existing Titles** from the ODM Actions drop-down list. Then, check the box to the left of the corresponding ODM and select Next. Enter the new title and term dates, and select the entities to which the title should be applied.

Note that the term dates entered will be applied to all entities where the title is being added. Also note that when the Expires On date is left blank, the default date is set to *Perpetual*.

7.2.2.6 Maintain Title Attributes

To modify ODM Appointment custom fields for an existing ODM, select **Maintain Title Attributes** from the ODM Actions drop-down list. Then, check the box to the left of the corresponding ODM and select **Next**.

This action can be used to modify attributes for the existing title (such as the Subtitle or Authorized to Sign As value) and modify values for any ODM Appointment custom fields that have been created.

Name	Role	Title	Entity	Subtitle	Authorized to Sign As	
<input type="checkbox"/>	York, Jane	Officer	Secretary	American Bookstore LLC	EMEARegion	Secretary

7.2.2.7 Add New Title and Archive Original

To add a new ODM title while archiving the existing title (so that it remains in the history), select **Add New Title and Archive Original** from the ODM Actions drop-down list. Then, check the box to the left of the corresponding ODM and select Next.

Enter the date that the original title is expired, along with the new title and term dates. Then, select the entities in which the new title should be applied.

Note that the term dates entered will be applied to all entities where the title is being added. Also note that when the Expires On date is left blank, the default date is set to *Perpetual*.

The screenshot shows a form titled "Add New Title and Archive Original". At the top, there are fields for "Name" (Smith, John), "Active" status, and "Inactive" status. Below this, there are several role options: Chairman (Committee), Clerk (Manager), Comptroller (Officer), and Secretary (Director). The "Current Title" is set to "Secretary (Director)" and the "Original Title Expires On" is "11/21/2022". There are dropdown menus for "Role" (set to "Director") and "New Title" (set to "Assistant Secretary"). Below these are fields for "Subtitle", "Authorized to Sign As", "First Elected", "Last Elected", and "Expires On". A note states: "Term dates for the new title are optional. Any dates entered will be applied to entities selected below." There are two sections for entity selection: "Active Entity Selection" and "Inactive Entity Selection". Each section has a list of entities and buttons for "ADD", "REMOVE", "ADD ALL", and "REMOVE ALL". At the bottom right, there are buttons for "SAVE", "PREVIOUS", "RESET", and "CANCEL".

Within the ODM Grid, any title that has been expired can be found under the **All** or **Inactive** statuses, which ensures that the ODM history can be reviewed at any point in time.

The screenshot shows a table titled "Officers/Directors/Management". The table has columns for "Name", "Title", "Entity", "Term", and "Expires On". The "Status" dropdown is set to "Inactive". The table contains two rows of data:

Name	Title	Entity	Term	Expires On
Jones, Bob	Director	ABC LLC		11/14/2022
Jones, Bob	Director	American Bookstore LLC		11/14/2022

7.2.2.8 Maintain Term Dates

To maintain ODM term dates (election and expiration), check the boxes to the left of the corresponding ODM(s) and select **Maintain Term Dates** from the ODM Actions drop-down list. Either input the information into the text fields on the right, or—if the same information applies to multiple entities—click the checkbox to the left of the ODMs, input the information into the primary field, and select Copy to Selected. Be sure to click Save when finished.

Maintain Term Dates

Changes to term dates will be applied to all entities where selected Officers/Directors/Management are assigned. To modify term dates for selected entities, use the Modify Existing Titles action.

Please enter the dates to be updated:

First Elected	Last Elected	Expires On	
<input type="text" value="11/14/2022"/>	<input type="text"/>	<input type="text" value="11/22/2022"/>	COPY TO SELECTED

Name: Current Title (Role): First Elected: Last Elected: Expires On: [Hint](#)

SAVE **PREVIOUS** **RESET** **CANCEL**

7.2.2.9 Mass Update – Business or Personal Custom Field

If you have created ODM business or personal custom fields (details surrounding creation of custom fields are described in [Section 10.4](#)), you have the ability to make mass updates to those custom fields associated with one, some or all ODMs.

To make mass updates to a custom field, check the boxes to the left of the corresponding ODM(s) and select **Mass Update – Business Custom Field** or **Mass Update – Personal Custom Field**, from the ODM Actions drop-down list.

Then, select the custom field in which mass updates need to be made.

Mass Update - Business Custom Field

*Business Custom Field: *Indicates a required field

Note: This action is limited to your rollover per update. Any filters applied on the OfficersDirectorsManagement grid will be reflected here.

PREVIOUS **NEXT** **CANCEL**

Once the custom field is selected, type the information into the text fields on the right, or if the same information applies to multiple entities, click the checkbox to the left of the ODMs, type the information into the primary field, and select Copy to Selected. Be sure to click Save when finished.

Mass Update - Business Custom Field

Region:

<input type="checkbox"/> O/D/M Name	Original Region	Updated Region
<input checked="" type="checkbox"/> Jones, Bob		<input type="text" value="Canada"/>
<input type="checkbox"/> Smith, John		<input type="text"/>
<input checked="" type="checkbox"/> York, Jane		<input type="text" value="Canada"/>

Note: Only original values can be modified using this action. Use the edit action available on the Officers/Directors/Management Business Information screen to delete a previously entered value. The maximum field length is limited to 10 characters.

7.2.2.10 Expire Existing Titles

To set the expiration date for existing ODM titles, select **Expire Existing Titles** from the ODM Actions drop-down list. Then, check the box to the left of the corresponding ODM and title and select Next. Add the expiration date for the

selected ODM title, along with the entities to which the expiration of the title should be applied.

Expire Existing Titles * indicates a required field

Name: Jones, Bob Selected Title(s): Managing Director (Manager)

*Expire Selected Titles On: 11/01/2022 Hint

***Select Entities**

Active Entity Selection:

- ABC LLC (Canada)
- American Bookstore LLC (Canada)
- American Records Research, LLP (Afyonkarahisar)
- Business Development LLC (California)
- Entity Management LLC (Alabama)
- Friday Afternoon LLC (Colorado)
- Friday Morning LLC (Iowa)
- Global Technologies Incorporation (California)
- Sunny Skies, LLC (Florida)

Inactive Entity Selection:

- Top Lion Company (Alabama)

Buttons: ADD, ADD ALL, REMOVE, REMOVE ALL (for both sections)

Bottom Buttons: SAVE, PREVIOUS, RESET, CANCEL

Within the ODM Grid, any title that has been expired can be found under the **All** or **Inactive** statuses, which ensures that the ODM history can be reviewed at any point-in-time.

Officers/Directors/Management Entity Favorites: No Favorite Selected APPLY Edit Delete Default

+ O/D/M ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Consolidated View Show Quick Search Roles: All Status: Inactive REFRESH RESET

Name	Title	Entity	Term	Expires On		
Jones, Bob	Director	ABC LLC		11/14/2022	Bus	Per
Jones, Bob	Director	American Bookstore LLC		11/14/2022	Bus	Per

7.2.2.11 Delete ODM

If an ODM was added to the entity by mistake, you may delete it by first selecting **Delete Officers/Directors/Management** from the ODM Actions drop-down list. Then, check the box to the left of the corresponding ODM and select Next. Once you select the entities and click Delete, the ODM will be permanently deleted from the portfolio.

Delete Officers/Directors/Management

* indicates a required field

Name	Active	Inactive
Jones, Bob	Chief Technology Officer (Director)	

Note: This action will delete the Officers/Directors/Management shown above for the entities selected below. *Data will not be archived.*

***Select Entities**

Active Entity Selection:

ABC LLC (Canada)

ADD
 ADD ALL
 REMOVE
 REMOVE ALL

Inactive Entity Selection:

ADD
 ADD ALL
 REMOVE
 REMOVE ALL

DELETE
PREVIOUS
RESET
CANCEL

7.2.2.12 Manage Custom Titles

Organizations often use titles that are not listed as standard titles within Entity Management. For this reason, you may add custom titles to the portfolio by selecting **Manage Custom Titles** from the ODM Actions drop-down list.

Custom titles are described in more detail in [Section 7.2.3](#).

7.2.2.13 Manage Slates

Within a portfolio, ODMs across several entities often have the same roles and titles. As such, you may add ODM slates (also known as “like groupings”) by selecting **Manage Slates** from the ODM Actions drop-down list. Slates are described in more detail in [Section 7.2.4](#).

7.2.2.14 View or Edit Business Information

To edit an ODM’s business information, select the Bus link from the **ODM Grid**. For additional information, refer to [Section 4.6.9](#) (the same action applies at the entity level).

Officers/Directors/Management							Entity Favorites: No Favorite Select	
+ O/D/M ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS							Consolidated View Show Quick Search Roles: All Stat	
Name	Title	Entity	Term	Expires On	Region	Bus	Per	
Jones, Bob	Assistant Clerk	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Chief Technology Officer	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Director	ABC LLC	0 Years	11/22/2022		Bus	Per	
Jones, Bob	Executive Vice President	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	General Partner	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Managing Director	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Assistant Clerk	American Bookstore LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Chief Technology Officer	American Bookstore LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Director	American Bookstore LLC	0 Years	11/22/2022		Bus	Per	

7.2.2.15 View or Edit Personal Information

To edit an ODM's personal information, select the **Per** link from the **ODM Grid**. For additional information, refer to [Section 4.6.10](#) (the same action applies at the entity level).

Officers/Directors/Management							Entity Favorites: No Favorite Select	
+ O/D/M ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS							Consolidated View Show Quick Search Roles: All Stat	
Name	Title	Entity	Term	Expires On	Region	Bus	Per	
Jones, Bob	Assistant Clerk	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Chief Technology Officer	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Director	ABC LLC	0 Years	11/22/2022		Bus	Per	
Jones, Bob	Executive Vice President	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	General Partner	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Managing Director	ABC LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Assistant Clerk	American Bookstore LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Chief Technology Officer	American Bookstore LLC	Perpetual	12/31/2999		Bus	Per	
Jones, Bob	Director	American Bookstore LLC	0 Years	11/22/2022		Bus	Per	
Jones, Bob	Executive Vice President	American Bookstore LLC	Perpetual	12/31/2999		Bus	Per	

7.2.3 Managing Custom Titles

Organizations often use titles that are not listed as standard titles within Entity Management. For this reason, you may add custom titles to the portfolio by selecting **Manage Custom Titles** from the ODM Actions drop-down list. All titles are mapped to a role, such as Officer and Director. Roles are used as a filtering mechanism in the application; one or more roles can be selected from the ODM grid or in reports to limit the results. Roles are also used to filter the title list when adding and assigning ODMs.

The standard roles available in the application are Officer, Director, Member, Manager, Partner and Power of Attorney. Custom roles can be added for tracking other non-officer individuals and their responsibility(s) for entities within the portfolio.

From the **Manage Custom Titles Grid**, you can manage the roles and titles used by your organization.

Roles:

Support: 800-927-9801 x66825

CSCEntityManagement@cscglobal.com

- Add Role
- Edit Role
- Delete Role

Roles

Displaying: 1-8 | Limited to 200 rows per page

OD/M Role Actions | Grid Actions

Role	CSC MANAGED
ME	Y
Director	Y
Manager	Y
Member	Y
<input type="checkbox"/> Non-Signer	N
Officer	Y
Partner	Y
Power of Attorney	Y

Titles:

- Add Title
- Edit Title
- Edit Ranking
- Delete Title

Titles

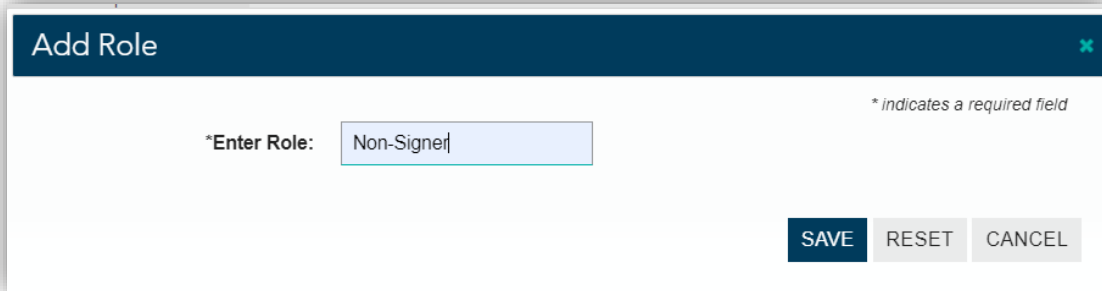
Displaying: 1-96 | Limited to 200 rows per page

OD/M Title Actions | Grid Actions

Title	ROLE	RANKING	CSC MANAGED
rk	Officer		Y
cretary	Director		Y
Assistant Secretary	Manager		Y
Assistant Secretary	Member		Y
Assistant Secretary	Officer		Y
Assistant Secretary	Partner		Y

7.2.3.1 Add Role

To add a custom role, select **Add Role** from the ODM Role Actions drop –down list. Enter the custom role name and click **Save**.



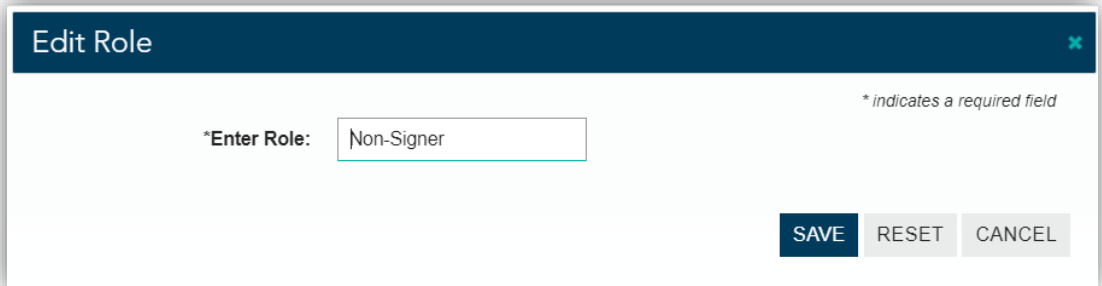
Add Role ✕

*Enter Role: ** indicates a required field*

SAVE RESET CANCEL

7.2.3.2 Edit Role

To edit a customer role, select a role from the roles grid and then select **Edit Role** from the ODM Role Actions drop-down list. Modify the custom role name and click **Save**.



Edit Role ✕

*Enter Role: ** indicates a required field*

SAVE RESET CANCEL

7.2.3.3 Add Title

To add a custom title, select **Add Title** from the ODM Title Actions drop-down list. Select the title role(s) and then enter the custom title name(s). Multiple titles for the same role can be entered in a single action. There is also an optional field for ranking, which may be used internally to rank the ODM status within an organization (and may be beneficial for filtering and reporting ODM data).

Add Title * indicates a required field

*Roles: Director

<input type="checkbox"/> *Title	Rank
<input checked="" type="checkbox"/> Director of EMEA Region	
<input type="checkbox"/>	
<input type="checkbox"/>	

7.2.3.4 Edit Title

To edit a title used within the portfolio (standard or custom), select **Edit Title** from the ODM Title Actions drop-down list.

Edit Title * indicates a required field

Edit Selected Title

*Show Title As: Director of EMEA Regions

Display Ranking: Hint

CSC Managed: No

Current Roles
Director

Roles:

7.2.3.5 Edit Ranking

The ranking field may be used internally to rank the ODM status within an organization (and may be beneficial for filtering and reporting ODM data). Rankings can be edited by selecting **Edit Ranking** from the ODM Title Actions drop-down list.

Example: Within an organization, the chairman and chief executive officer are both ranked at the highest hierarchical level—a “1.” The chief financial officer and chief operating officer are ranked as “2,” meaning that they are at a hierarchical level below the titles with a “1” ranking. Furthermore, the assistant secretary, assistant treasurer, and assistant vice president are ranked as a “3,” indicating that they are another level down in the organizational hierarchy.

Edit Officers/Directors/Management Ranking

Displaying: 1-35 | Limited to 200 rows per page

TITLE	RANKING	CSC MANAGED
Assistant Clerk	1	Y
Assistant Secretary	3	Y
Assistant Treasurer	4	Y
Assistant Vice President	5	Y
Chairman	2	Y
Chairperson		Y
Chief Executive Officer		Y
Chief Financial Officer		Y
Chief Operating Officer		Y

Once the ODM ranking is set, the ODM Grid can be filtered based on those rankings.

Officers/Directors/Management

Entity Favorites: No Favorite Selected

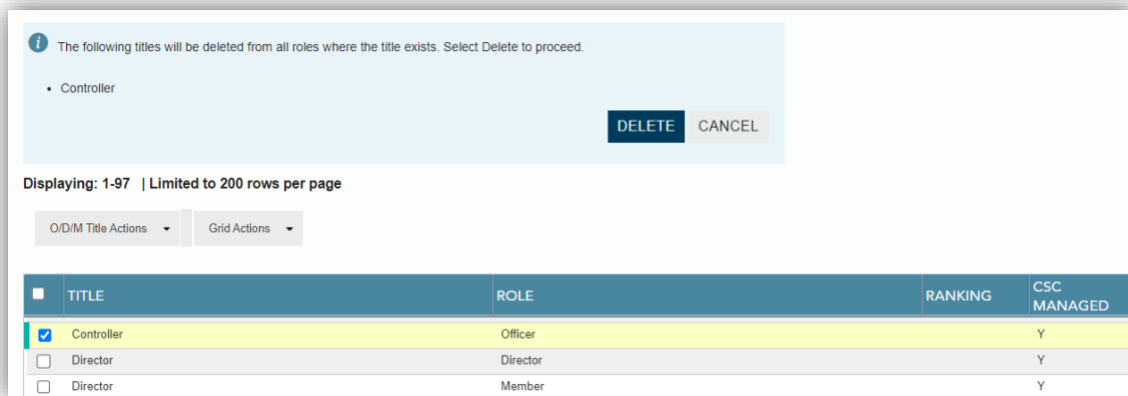
+ O/D/M ACTIONS | DOWNLOAD GRID TO EXCEL | MORE OPTIONS

Consolidated View Show Quick Search Roles: All Star

Name	Title	Entity	Term	Expires On	Region	Ranking
Jones, Bob	Assistant Clerk	ABC LLC	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	American Bookstore LLC	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	American Records Research, LLP	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	Business Development LLC	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	Entity Management LLC	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	Friday Afternoon LLC	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	Friday Morning LLC	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	Global Technologies Incorporation	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	Sunny Skies, LLC	Perpetual	12/31/2999		1
Jones, Bob	Assistant Clerk	Top Lion Company	Perpetual	12/31/2999		1
Smith, John	Chairman	ABC LLC	Perpetual	12/31/2999		2
Smith, John	Chairman	American Bookstore LLC	Perpetual	12/31/2999		2

7.2.3.4 Delete Title

To delete an existing title used within the portfolio (standard or custom), select **Delete Title** from the ODM Title Actions drop-down list and confirm deletion.

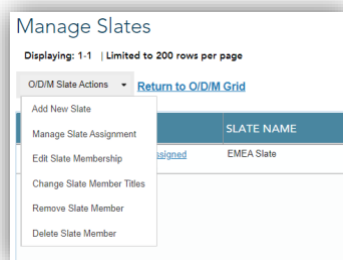


7.2.4 Manage Slates

Within a portfolio, ODMs across several entities often have the same roles and titles. As such, you may add ODM slates (also known as “like groupings”), which can be assigned to one, some, or all entities across the portfolio. When slate actions are used to make changes to ODM titles or to the ODMs assigned in a specific slate, the updates are to all.

Within the **Manage Slates Grid**, the ODM Slate Actions drop-down list offers the following functions:

- **Add New Slate:** Add a new slate of ODMs to the portfolio.
- **Manage Slate Assignment:** Assign a slate to entities within the portfolio.
- **Edit Slate Membership:** Add new members to a specific slate.
- **Change Slate Member Titles:** Change the titles of slate members across all assigned entities.
- **Remove Slate Member:** Expire or remove members from an existing slate.
- **Delete Slate Member:** Delete members from an existing slate if they were originally added by mistake.



7.2.4.1 Add New Slate

You may add a new slate if the same ODMs will be assigned to several entities within the portfolio. Note that the ODMs must already be available within the portfolio. To add a new slate, start by selecting **Add New Slate** from the ODM Slate Actions drop-down list. Enter a slate name and optional description. Then, select the role(s) and ODMs to be assigned to the slate. Once added, you may assign the slate to the portfolio’s entities.

* indicates a required field

* Enter Slate Name: APAC Slate

Brief Description:

* Select Role(s): All

* Select Available Officers/Directors/Management

	NAME	ROLE	TITLE	SUBTITLE	AUTHORIZED TO SIGN AS
<input checked="" type="checkbox"/>	Jones, Bob	Officer	Assistant Clerk		
<input type="checkbox"/>	Jones, Bob	Officer	Executive Vice President		
<input type="checkbox"/>	Jones, Bob	Officer	Chief Technology Officer		
<input type="checkbox"/>	Jones, Bob	Director	Director		
<input type="checkbox"/>	Jones, Bob	Manager	Managing Director		
<input checked="" type="checkbox"/>	Jones, Bob	Director	General Partner		
<input checked="" type="checkbox"/>	Smith, John	Manager	Clerk		
<input type="checkbox"/>	Smith, John	Committee	Chairman		
<input type="checkbox"/>	Smith, John	Director	Secretary		
<input type="checkbox"/>	Smith, John	Officer	Comptroller		

PREVIEW & SAVE RESET CANCEL

7.2.4.2 Manage Slate Assignment

Once you have created a slate, you can assign it to entities within the portfolio. Within the Manage Slates Grid, check the box to the left of corresponding slate and select **Manage Slate Assignment** from the ODM Slate Actions drop-down list. Choose the slate to be assigned, as well as the associated entities.

Manage Slate Assignment

* Select Officer/Director/Management Slate: APAC Slate * indicates a required field

NAME	ROLE	TITLE	SUBTITLE	AUTHORIZED TO SIGN AS
Jones, Bob	Officer	Assistant Clerk		
Jones, Bob	Director	General Partner		
Smith, John	Manager	Clerk		

*Select Entities

Active Entity Selection:

	<input type="button" value="ADD"/> <input type="button" value="ADD ALL"/> <input type="button" value="REMOVE"/> <input type="button" value="REMOVE ALL"/>	ABC LLC (Canada) American Bookstore LLC (Canada) American Records Research, LLP (Afyonkarahisar) Business Development LLC (California) Entity Management LLC (Alabama) Friday Afternoon LLC (Colorado) Friday Morning LLC (Iowa) Global Technologies Incorporation (California) Sunny Skies, LLC (Florida)
--	--	--

Inactive Entity Selection:

Top Lion Company (Alabama)	<input type="button" value="ADD"/> <input type="button" value="ADD ALL"/> <input type="button" value="REMOVE"/> <input type="button" value="REMOVE ALL"/>	
----------------------------	--	--

SAVE RESET CANCEL

7.2.4.3 Add New Members to Existing Slate

After a slate has been created, you may assign new members to it. Within the Manage Slates Grid, check the box to the left of the corresponding slate and select **Edit Slate Membership** from the ODM Slate Actions drop-down list.

Choose the roles and ODMs to add to the slate and click Save. Once saved, the new slate member(s) will be added to every entity within the portfolio where the slate has already been assigned.

Edit Slate Membership * indicates a required field

*Slate Name:

Slate Description:

Select Role(s):

Select Available Officers/Directors/Management

	NAME ↕	ROLE	TITLE	SUBTITLE	AUTHORIZED TO SIGN AS
<input type="checkbox"/>	Jones, Bob	Officer	Executive Vice President		
<input type="checkbox"/>	Jones, Bob	Officer	Chief Technology Officer		
<input type="checkbox"/>	Jones, Bob	Director	Director		
<input type="checkbox"/>	Jones, Bob	Manager	Managing Director		
<input checked="" type="checkbox"/>	Smith, John	Committee	Chairman		
<input type="checkbox"/>	Smith, John	Director	Secretary		
<input type="checkbox"/>	Smith, John	Officer	Comptroller		
<input type="checkbox"/>	Smith, John	Director	Assistant Secretary		
<input type="checkbox"/>	York, Jane	Director	Director		
<input type="checkbox"/>	York, Jane	Officer	Secretary		

7.2.4.4 Change Slate Member Titles

To add a new title or modify an existing title across all entities in which the slate is assigned, check the box to the left of the corresponding slate and select **Change Slate Member Titles** from the ODM Slate Actions drop-down list. Note that modifying the existing title does not create a history.

Choose the slate member(s) that require a title update, and add the new title. This will be reflected immediately across all entities to which the slate has been assigned.

Change Slate Member Titles * indicates a required field

Slate Name: APAC Slate

NAME	ROLE	TITLE	SUBTITLE	AUTHORIZED TO SIGN AS
<input checked="" type="checkbox"/> Jones, Bob	Officer	Assistant Clerk		
<input type="checkbox"/> Jones, Bob	Director	General Partner		
<input type="checkbox"/> Smith, John	Committee	Chairman		
<input type="checkbox"/> Smith, John	Manager	Clerk		

Selected Officer/Director/Management:
Jones, Bob, Assistant Clerk (Officer) [View Existing Titles](#)

Select an option:
 Add new title(s)
 Modify existing title details or select a new title

***Role** ***Title** Subtitle Authorized to Sign As

Director Director

Role New Title Subtitle Authorized to Sign As

Note: Replacing the title with a new title will not create a historical record.

7.2.4.5 Remove Slate Member

To expire or remove members from an existing slate, check the box to the left of the corresponding slate and select **Remove Slate Member** from the ODM Slate Actions drop-down list.

The distinction between *expiring* and *removing* a slate member is important. By expiring a slate member, a historical record will be archived for future reference. By removing a slate member, that member will not be part of the slate going forward, but will remain assigned to the entities in which they were originally assigned.

Choose the slate member that needs to be expired or removed and enter the expiration details (if applicable).

Remove Slate Member

Slate Name:
APAC Slate

<input type="checkbox"/>	NAME	ROLE	TITLE	SUBTITLE	AUTHORIZED TO SIGN AS
<input checked="" type="checkbox"/>	Jones, Bob	Director	Director		
<input type="checkbox"/>	Jones, Bob	Director	General Partner		
<input type="checkbox"/>	Jones, Bob	Officer	Assistant Clerk		
<input type="checkbox"/>	Smith, John	Committee	Chairman		
<input type="checkbox"/>	Smith, John	Manager	Clerk		

Select an option:

Expire selected Officers/Directors/Management and remove from the slate

Expires On:

Remove selected Officers/Directors/Management from the slate

7.2.4.6 Delete Slate Member

To delete a slate member that was added to a slate by mistake, check the box to the left of the corresponding slate and select **Delete Slate Member** from the ODM Slate Actions drop-down list.

Choose the slate member that needs to be deleted and click Delete. The slate member will be immediately deleted from the slate and from all entities to which it was assigned. Note that deleting the slate member will not create a historical record.

Delete Slate Member

Note: Deleting a slate member will remove the Officers/Directors/Management from all entities where the slate has been assigned.

Slate Name:
APAC Slate

<input type="checkbox"/>	NAME	ROLE	TITLE	SUBTITLE	AUTHORIZED TO SIGN AS
<input type="checkbox"/>	Jones, Bob	Officer	Assistant Clerk		
<input type="checkbox"/>	Jones, Bob	Director	General Partner		
<input checked="" type="checkbox"/>	Smith, John	Committee	Chairman		
<input type="checkbox"/>	Smith, John	Manager	Clerk		

7.2.5 Setting Default Grid Display

Administrators can select any combination of system and custom attributes and create a default view for all users on the ODM Portfolio grid. Simply select Set Group Level Grid Display from the Grid Actions menu. See [Section 2.6](#) for more detail.

7.2.6 Download for Document Generation

The **Download for Document Generation Action** provides the ability to gather the data needed to assemble documents for common action across multiple entities, such as an annual appointment of officers or resignations. This action will produce an Excel file formatted to work with Microsoft® mail merge.

Start the process by using **Quick Search** and/or **Entity Favorites** to filter the Officers/Directors/Management grid for the entities for which you plan to prepare documents. Once you have completed the grid filtering actions, select **Download for Document Generation** from the Officers/Directors/Management Grid to produce the data output file.

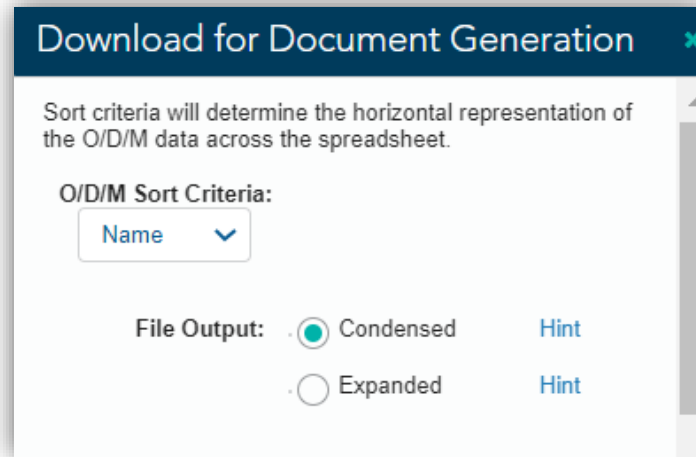
The screenshot shows the 'Officers/Directors/Management' interface. At the top, there are three buttons: '+ O/D/M ACTIONS', 'DOWNLOAD GRID TO EXCEL', and 'MORE OPTIONS'. Below these is a table with columns 'Name' and 'Title'. The table contains five rows of data for 'Jones, Bob' with titles: 'Assistant C', 'Chief Techn', 'Director', 'Executive V', and 'General Partner'. A dropdown menu is open from the 'MORE OPTIONS' button, listing: 'Download Grid to PDF', 'Customize Grid Display', 'Set Group Level Grid Display', and 'Download for Document Generation'. The 'Download for Document Generation' option is highlighted with a red box.

Name	Title
Jones, Bob	Assistant C
Jones, Bob	Chief Techn
Jones, Bob	Director
Jones, Bob	Executive V
Jones, Bob	General Partner

Modify your Excel output by selecting from the sort criteria and file output options.

ODM Sort Criteria: Your selection here determines the order of ODM data on the final document. Choose **Name** for alphabetical order, or **Rank** for title order, as ranked by your organization within CSC Entity Management.

Select **Expanded** to have all attributes such as the officer's name broken into distinct elements, e.g., last name, first name.



Your portfolio data is exported in an MS Word-compatible Excel mail merge output. Assemble your documents by embedding the Excel output with your own template using the MS Word mail merge feature. For help with MS Word mail merge, visit Microsoft Support.

7.3 Organization Chart

Org Charts are often created at the portfolio level rather than at the entity level, although it's possible to create them at either level. Note that in order to view, add to, or edit saved org charts, you must be assigned the appropriate organization chart role. These roles are described in [Section 10.1.1](#).

Org charts are based on ownership information that has been saved for the portfolio's entities. For details on adding or editing an entity's existing ownership, refer to [Section 4.8](#). Note that the ownership org chart can be viewed in either graphical layout or in a text format using Microsoft Word and Excel.

The **Organization Chart Grid** displays all existing org charts and provides you with the ability to add a new org chart, add a text report, maintain an existing org chart, run an existing org chart, or delete an existing org chart. The grid's default view displays ownership org charts by name, in alphabetical, ascending order.

Organization Chart Type	Organization Chart Style	Accessibility	Last Run By	Last Run Date	Last Updated By	Last Updated
Standard Chart	Graphical	Public	Shannon View User	11/28/2022	Shannon View User	11/28/2022
Standard Chart	Graphical	Public	Shannon View User	11/28/2022	Shannon View User	11/28/2022
Standard Chart	Graphical	Public	Shannon View User	11/28/2022	Shannon View User	11/28/2022

7.3.1 Creating a Graphical Org Chart

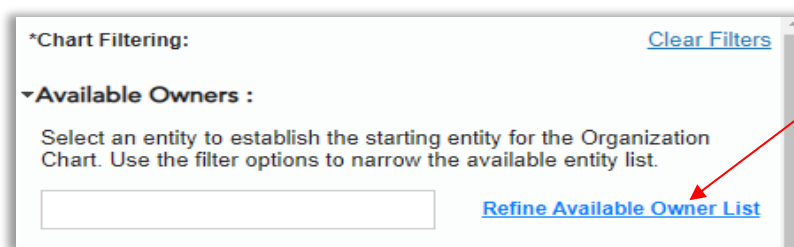
To add a new org chart to the portfolio, select **Add Graphical Chart** from the Organization Chart Actions drop-down list. The following options allow you to create a custom org chart:

- Adjust the chart type layout
- Select the entity that will be the focus of the org chart
- Create a point-in-time org chart
- Filter displayed entities using system and/or custom fields
- Add system or custom attributes to the org chart
- Format the chart display based on formatting rules
- View the org chart
- Save the org chart for future reference

7.3.1.1 Select Focus Entity

To select the owner that will be the focus of an ownership org chart, use the controls in the Available Owners section. Leaving the Available Owners field blank will display all available owners, whereas adding a specific owner to the Available Owners field will allow you to control the structure's displayed levels. Please note, all text report types require an available owner to be selected.

To select a "root" or focus entity for your chart, simply enter the name of the entity and select from the results that are returned. Alternatively, you can select the "Refine Available Owner List" link shown to the right of the text field.



*Chart Filtering: [Clear Filters](#)

▼ Available Owners :

Select an entity to establish the starting entity for the Organization Chart. Use the filter options to narrow the available entity list.

[Refine Available Owner List](#)

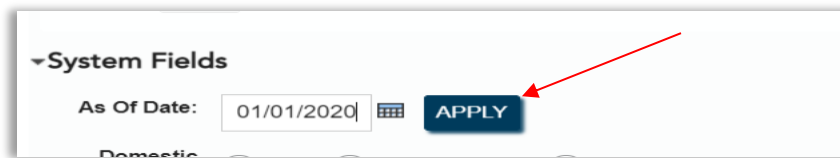
From here, you can select specific criteria to filter the available owner list.

The controls shown below can be used to move the focus owner or entity up and down within the organization's structure. While org chart text reports can only be run with the Child view, users can still select how many child levels down the report should run.

7.3.1.2 Create Point-in-Time Org Chart

You may create an org chart that displays the ownership structure as it appeared at a specific point in time. To do so, complete the As Of Date field and then click on the Apply button found to the right. If no As Of Date is selected, the chart defaults to the current ownership structure.

Example: By inputting 6/19/2019 in the As Of Date field, the org chart will display a view of the structure of the organization at that point-in-time.



It is not recommended that you enter an **As Of Date** if your intent is to have the chart return the most current ownership data for your entities.

7.3.1.3 Determine Criteria

To narrow the org chart based on specific portfolio fields, use the system and custom fields to create the desired criteria. You can filter based on custom fields, however, the fields must already exist and be available for org chart use. Filtering is often used for grouping purposes (e.g., org chart is limited to displaying entities with the domestic jurisdiction of Delaware). Custom fields are discussed further in [Section 10.4](#). User can remove filters by using the “Clear Filter” option in the top right of the left frame on the criteria tab.

Note: The org chart will update in real-time on the right pane as you change the criteria.

Example: By selecting all **Active** entities from the Entity Status drop-down list, only active entities will display within the org chart.

The screenshot shows the 'Attributes' tab in the software. The 'System Fields' section is highlighted with a red box and includes the following fields:

- As Of Date: 05/23/2021 [APPLY]
- Domestic Jurisdiction: US International Both
- International: [Select]
- External Owner: [Select]
- Entity Type: [Select]
- Entity Status: [Select]
- Entity Status Date: [] [Equals]
- Combined Status: [Select]
- Ownership Percentage: [] [Equals]
- Legal Structure: [Select]

The organization chart on the right shows the following structure:

```

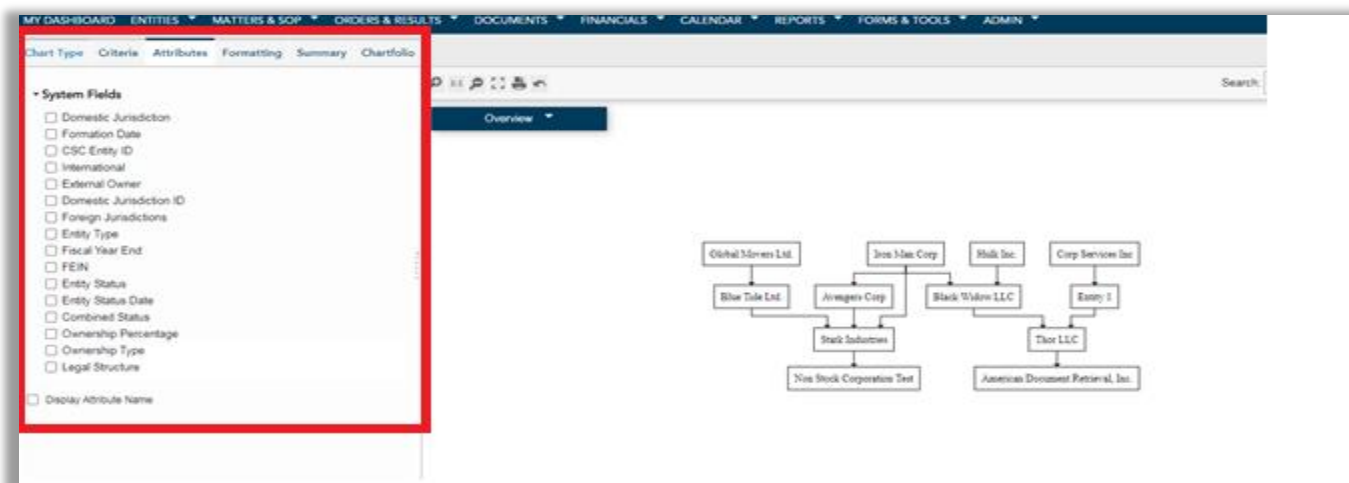
graph TD
    IronManCorp[Iron Man Corp] --> StarkIndustries[Stark Industries]
    IronManCorp --> AvengersCorp[Avengers Corp]
    IronManCorp --> BlackWidowLLC[Black Widow LLC]
    StarkIndustries --> NonStockCorporationTest[Non Stock Corporation Test]
    AvengersCorp --> ThorLLC[Thor LLC]
    ThorLLC --> AmericanDocumentRetrievalInc[American Document Retrieval, Inc.]
  
```

7.3.1.4 Adding Attributes to the Display

To add attributes that will accompany the entity name in the org chart display, click the Attributes tab that appears in the upper left corner of the screen. Then, select the appropriate **System Fields** and **Entity Custom Fields** that should be displayed. This ensures that the information selected is displayed in the org chart view, along with the entity name.

Example: By selecting **Ownership Percentage** and **Branch Entity**, those attributes will be displayed within the org chart on the right pane. By selecting **Display Attribute Name**, the attribute value name will also display on within the org chart.

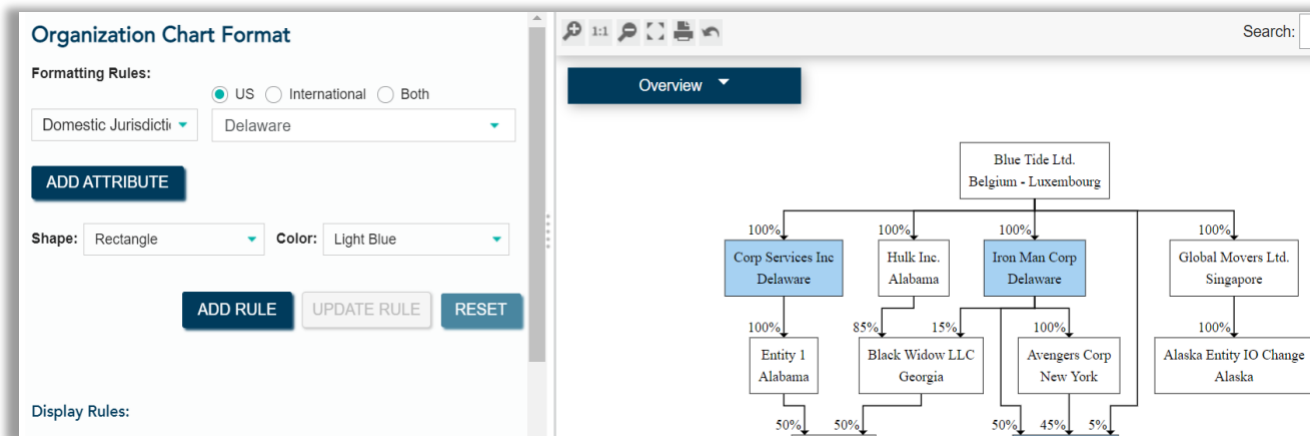
Note: The org chart will update in real-time on the right pane as you add/remove attributes.



7.3.1.5 Format Org Chart

You can apply formatting to your chart by creating formatting rules. You can create any combination of simple or complex rules that will adjust the display of the nodes by changing the color and/or shape of nodes that meet the rule criteria. Formatting rules are established by selecting one or more attributes and then assigning the shape and color that should be applied. You also have the option to change the display of the connecting line; for example, you may wish to use a dotted line to indicate where ownership is less than 10%.

In the example below, you can see how we have created a rule that will change the node color for all entities where the domestic jurisdiction is Delaware.



When creating multiple formatting rules, it is recommended that you rank the rules to indicate which rule takes precedence during a conflict.

Example: Two rules have been created. One displays active, for-profit corporations as a light blue rectangle, and the other displays active LLCs as a light green rectangle.

Adjusting the rules and order can be modified using the icons to the right of the grid. Simply click on the rule that you wish to change and then select the icon for the update you wish to make. In order to save changes to the rules, click the **Save and Update** button that appears while editing.

Note: The org chart will update in real-time on the right pane as you add formatting rules.

The screenshot shows the 'Organization Chart Format' interface. On the left, there is a 'Formatting Rules' section with a dropdown menu set to 'Select', an 'ADD ATTRIBUTE' button, and fields for 'Shape' (Rectangle) and 'Color' (Light Grey). Below these are 'ADD RULE', 'UPDATE RULE', and 'RESET' buttons. The 'Display Rules' section contains a table with columns: RANK, ATTRIBUTE, OPERATOR, VALUE, SHAPE, and FILL COLOR. A red box highlights the icons for adding, updating, and deleting rules in the table. Below the table are 'SAVE AND UPDATE' and 'CANCEL CHANGES' buttons. On the right, the 'Overview' tab shows an organization chart with a root node 'Blue Tide Ltd. Belgium - Luxembourg' and several sub-nodes like 'Global Movers Ltd. Singapore', 'Corp Services Inc Delaware', and 'Stark Industries Delaware'.

RANK	ATTRIBUTE	OPERATOR	VALUE	SHAPE	FILL COLOR
1	Domestic Jurisdiction	Includes	Delaware District Of Columbia	Rectangle	Light Green
2	Entity Status	Includes	Active	Rectangle	Dark Blue

7.3.1.6 Summary Tab

The graphical Organization Chart Summary page provides options to Export the report to PDF or Visio, Email and Save. It can also be used to review the criteria, attributes and formatting rules that have been applied to the graphical chart.

Once created, an org chart can be saved for future reference. In addition to naming the org chart, you may also make the chart public or private. Public org charts are available to users who have been assigned org chart roles. A private org chart is only visible to the user who created it. Note that the system admin can view all private and public org charts. These roles are described in further detail in [Section 10.1.1](#).

The screenshot shows the 'Organization Chart Summary' interface. On the left, there are settings for 'Graphical Chart Output' (PDF selected), 'Organization Chart Name', and 'Public/Private' status. The 'SAVE' button is highlighted with a red box. Below this is a table for 'Chart Criteria'.

ATTRIBUTE	OPERATOR	CRITERIA
As Of Date	Equals	08/23/2021

On the right, an organization chart is displayed with 'Iron Man Corp' at the top, branching into 'Stark Industries', 'Avengers Corp', and 'Black Widow LLC'. 'Stark Industries' is linked to 'Non Stock Corporation Test'. 'Black Widow LLC' is linked to 'Thor LLC', which is further linked to 'American Document Retrieval, Inc.'.

7.3.1.7 Exporting/Emailing Data

Users are able to export their org chart data into a PDF or a VSDx file format using the “Export Report” option. The VSDx format will allow you to upload the file into Visio to make any additional changes required for your chart.

This screenshot shows the same 'Organization Chart Summary' interface. The 'EMAIL' and 'EXPORT REPORT' buttons are highlighted with a red box. The organization chart on the right is more complex, showing a hierarchy starting with 'Global Movers Ltd.', 'Iron Man Corp', 'Hulk Inc.', and 'Corp Services Inc'. 'Iron Man Corp' branches into 'Avengers Corp' and 'Black Widow LLC'. 'Avengers Corp' is linked to 'Stark Industries', which is linked to 'Non Stock Corporation Test'. 'Black Widow LLC' is linked to 'Thor LLC', which is linked to 'American Document Retrieval, Inc.'.

Users can also email the org chart as a .pdf by clicking on the **Email** button then entering the data required.

Email Graphical Chart

** indicates a required field*

Subject:

From:

*Send To:

Message:

Email Notes: Emails can be sent to multiple recipients by entering their email addresses separated by a comma.
Please use care when sending documents as email attachments. Transmitting large files as attachments may overload a recipient's mailbox or email server.
Most email systems have their own independent attachment file size limits. Email messages sent with attachments exceeding that limit may be rejected.

7.3.2 Creating a Chartfolio

Additional chart functions are available when working in the **Chartfolio**. These features include the ability to create sub-charts, modify the layout using on screen manipulation and actions to hide entities and branches and the option to add a legend page that includes a notes section which can be used to annotate the chart with footnotes or other commentary as needed.

Once an org chart has been created using the standard org chart flow, click on the **Chartfolio** tab and then select the **Start Chartfolio** button. The originating chart will act as the base or default chart for subsequent actions that are performed. Additional attributes and formatting rules can be added; these will be applied automatically to the default chart and any sub-charts that have been created.

Note: The details on the start **Chartfolio** page provide a detailed description on how to utilize the feature affectively.

The screenshot displays the 'Chartfolio' section of a software application. The top navigation bar includes 'MY DASHBOARD', 'ENTITIES', 'MATTERS & SOP', 'ORDERS & RESULTS', 'DOCUMENTS', 'FINANCIALS', 'CALENDAR', 'REPORTS', 'FORMS & TOOLS', and 'ADMIN'. Below this, a sub-menu contains 'Chart Type', 'Criteria', 'Attributes', 'Formatting', 'Summary', and 'Chartfolio' (highlighted with a red box). The main content area is titled 'Organization Chartfolio' and contains explanatory text about the feature. A 'START CHARTFOLIO' button is also highlighted with a red box. To the right, an organization chart is shown with the following structure:

```

graph TD
    GM[Global Movers Ltd.] --> BT[Blue Tide Ltd.]
    IMC[Iron Man Corp.] --> AC[Avengers Corp.]
    IMC --> BW[Black Widow LLC]
    H[Hulk Inc.] --> BW
    CS[Corp Services Inc.] --> E1[Entity 1]
    AC --> SI[Stark Industries]
    SI --> NSC[Non Stock Corporation Test]
    E1 --> T[Thor LLC]
    T --> AD[American Document Retrieval, Inc.]
  
```

7.3.2.1 Context Menu Actions

Chartfolio allows the user to easily manipulate an already built org chart by using any of the following context menu actions. The context menu actions can be brought up by right clicking on the entity you want to take action on.

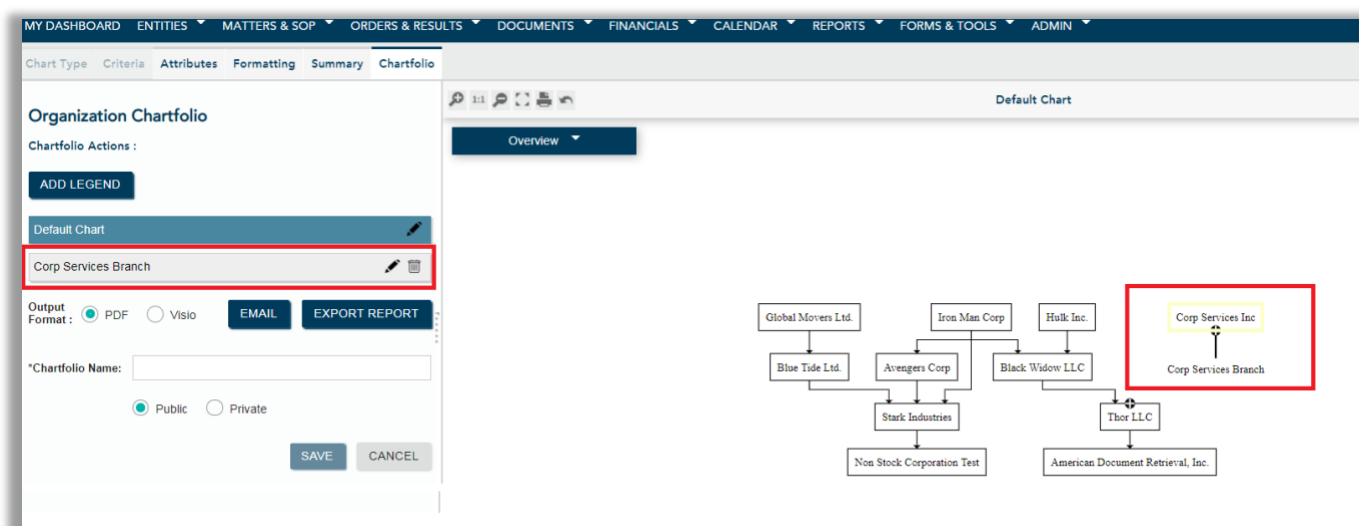
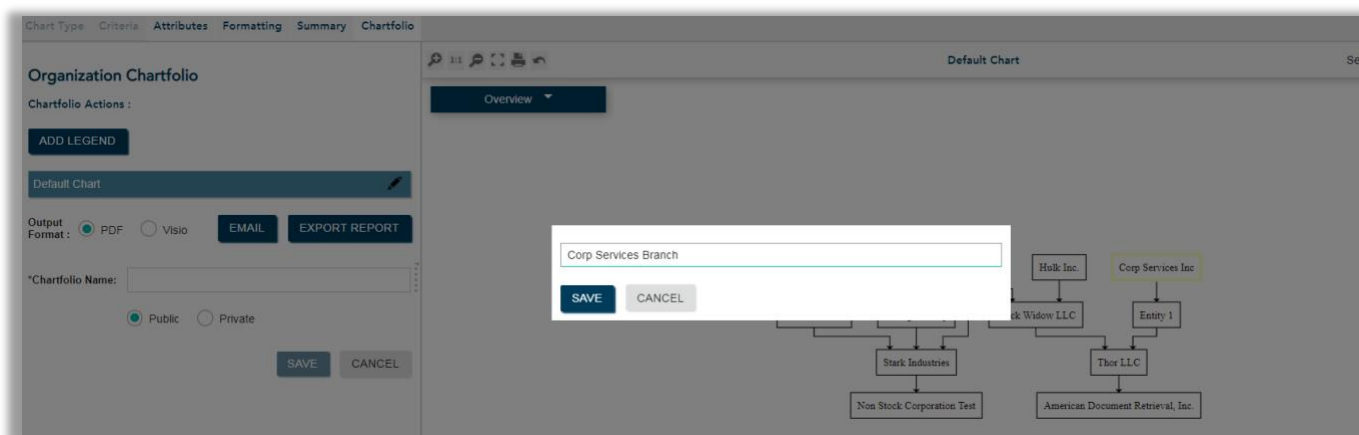
Action	Description
Hide Parent	Removes the owners for the selected entity
Show Parent	Restores owners that were previously hidden for a selected chart
Hide Children	Removes children for the selected entity
Hide Branch	Removes the selected entity and the children for the selected entity
Create subchart	Ability to break a larger chart into smaller sub-chart

A +symbol will be shown on the node to indicate when the parent or children of the node are hidden.

7.3.2.2 Creating a Sub-chart

To create a sub-chart, click on one or multiple nodes within the org chart and then select **Create Subchart** from the context menu action. Next, enter the name of the sub-chart and click on the **Save** button. This will create a new page that will be shown on the left pane and leave a “bread crumb” with the sub-chart name on the page that the sub-

chart was created from.



7.3.2.3 Modifying a Sub-chart

Sub-charts can be modified using a combination of edit and context menu actions.

- Click on the pencil icon to change the Sub-chart name. Renaming the sub-chart will automatically update the breadcrumb associated with this sub-chart.
- Click on the trash can icon to delete the sub-chart. This action will remove the selected sub-chart and any secondary sub-charts associated to the selected sub-chart.
- Use the context to remove additional entities or branches from the display.

7.4.2.4 Adding a Legend

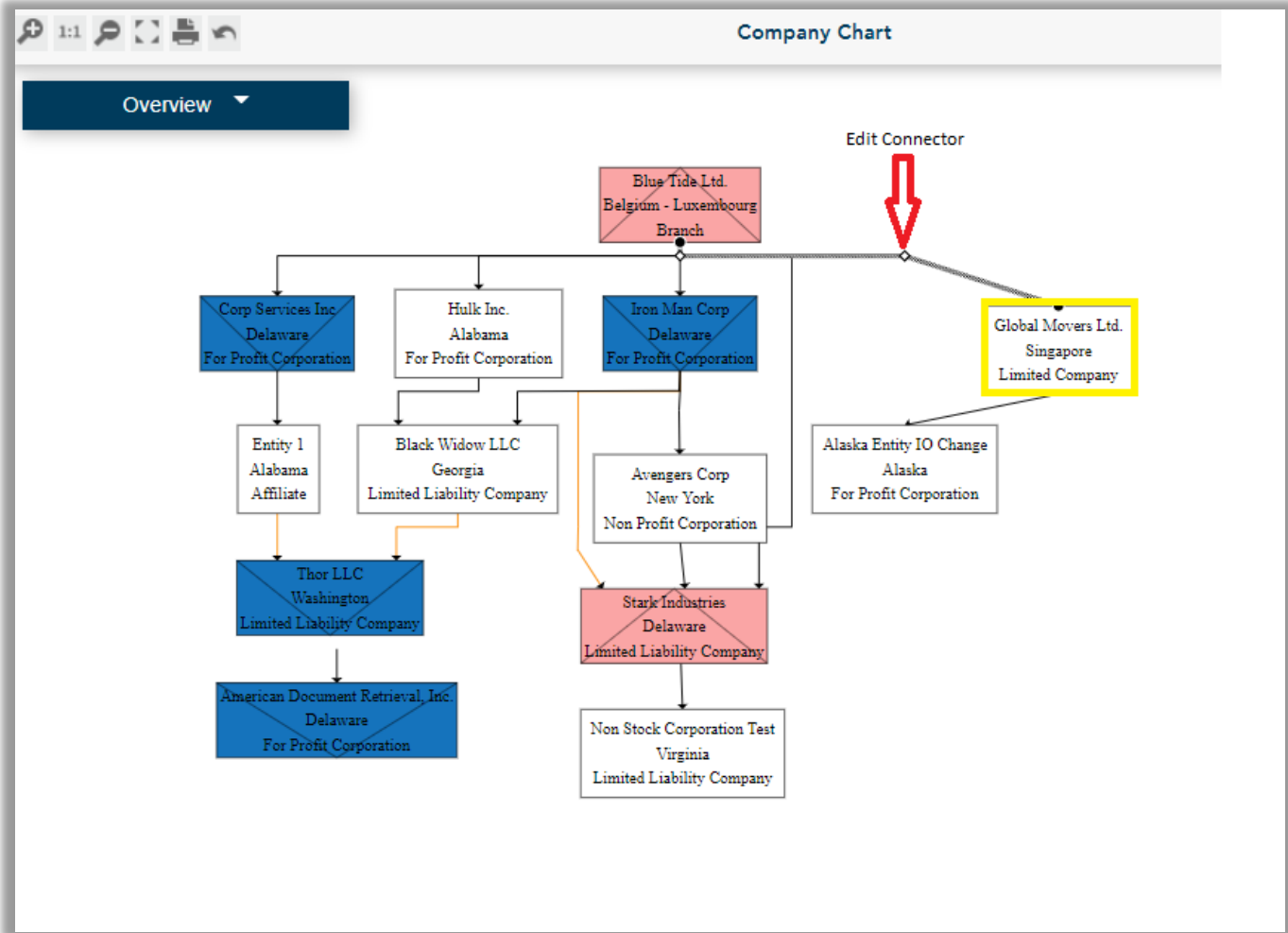
The **Legend** page provides a visual representation of the formatting rules that have been applied to the **Chartfolio**. This page will also display the **As of Date**, providing visibility to the ownership effective date that is applied when generating the **Chartfolio**.

The **Chartfolio Notes** section can be used to annotate the chart with a page of footnotes or other commentary as needed.

The screenshot displays the 'Organization Chartfolio' interface. On the left, under 'Chartfolio Actions', the 'ADD LEGEND' button is highlighted with a red box. Below it are sections for 'Default Chart', 'Corp Services Branch', and 'Legend'. The 'Output Format' section has 'PDF' selected. At the bottom left are 'SAVE' and 'CANCEL' buttons. On the right, the 'Organization Chart Legend' section shows 'As of Date: 06/23/2021' and 'Formatting Rules' with two entries: '1 Domestic Jurisdiction Includes Delaware' and '2 Ownership Percentage Equals 50'. A legend entry shows an orange circle. Below the legend is the 'Chartfolio Notes' section with a text area labeled 'Enter Chartfolio Notes Here'.

7.3.2.5 On-Screen Manipulation

On-screen manipulation provides additional flexibility for controlling the layout of the chart by allowing you to change the position of a node on the page as well as make adjustments to the connecting lines. To utilize on-screen manipulation, the user must click on the node(s) then drag and drop the node into the desired position. The connectors can be managed by selecting the line and dragging the corners into your desired position.



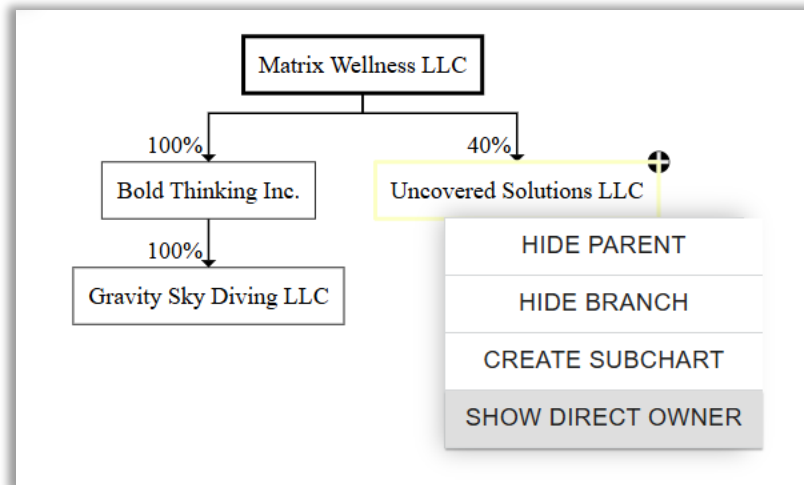
7.3.2.6 Indicator Toggle

The Indicator Toggle can be used to display or remove all indicators within your org chart. The Indicator Toggle is only with Chartfolio Charts and Chart Models. There are two indicators that can be displayed or removed. The plus sign that exists in the node when nodes are hidden (hide parent, hide children, hide branch) and the direct owner indicator. By default, the indicator toggle is set to off, so you will not see any indicators.

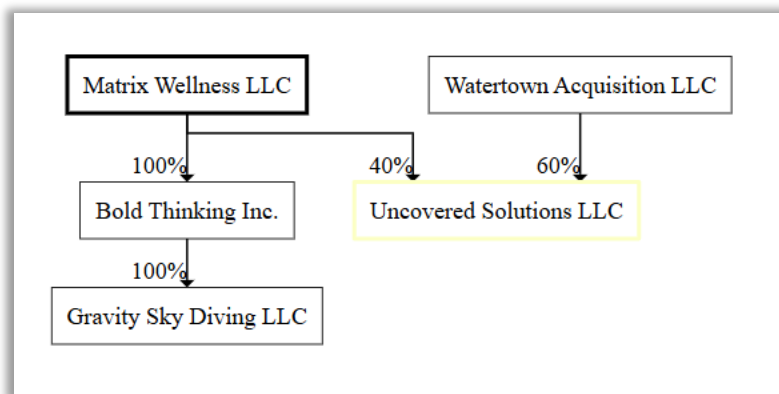


7.3.2.7 Direct Owner

The Direct Owner feature allows you to display owners that are hidden due to criteria applied to the chart. This feature is specific to the Chartfolio chart type. In the instance there is a node that has an owner that is not visible; you will see a plus sign (+) on the top right of the node.



Click the SHOW DIRECT OWNER context menu option to display direct owner(s), one layer of ownership at a time.



7.3.3 Chart Modeling

Chart Models are used to illustrate hypothetical situations in an org chart structure. A chart model captures a snapshot of your entity data as it exists at the time the model is created. Using your portfolio data as a foundation, chart modeling allows you to manipulate the org chart in a sandbox like environment using context menu actions. The chart modeling feature allows you to create, move, edit, and delete entities/owners from the chart in real time. Note: changes within the chart model will not reflect within your portfolio and changes within the portfolio will not reflect in the chart model.

There are two entrance points to the Chart Modeling feature. Once an org chart has been created using the standard org chart flow, either click on the Summary Tab and then Chart Modeling button or create a chartfolio chart and click on Chart Modeling.

The screenshot shows the 'Organization Chartfolio' interface. At the top, there are tabs for 'Chart Type', 'Criteria', 'Attributes', 'Formatting', 'Summary', and 'Chartfolio'. Below the tabs, the title 'Organization Chartfolio' is displayed. Underneath, there are 'Chartfolio Actions' including 'ADD LEGEND' and 'CHART MODELING'. The 'CHART MODELING' button is highlighted with a red rectangular box. Below the actions, there is a 'Default Chart' section with a pencil icon. The 'Output Format' section has radio buttons for 'PDF' and 'Visio', and buttons for 'EMAIL' and 'EXPORT REPORT'. There is a text input field for '*Chartfolio Name:' and radio buttons for 'Public' (selected) and 'Private'. At the bottom, there are 'SAVE' and 'CANCEL' buttons.

7.3.3.1 Context Menu Actions

Chart Modeling allows the user to easily manipulate an already built org chart by using any of the following context menu actions. The context menu actions can be brought up by right clicking on the entity you want to take action on.

Action	Description
Create New	Create a new parent or child entity/owner within the chart
Move	Move entities within the chart
Edit	Edit entity/owner data within the chart
Delete	Delete ownership

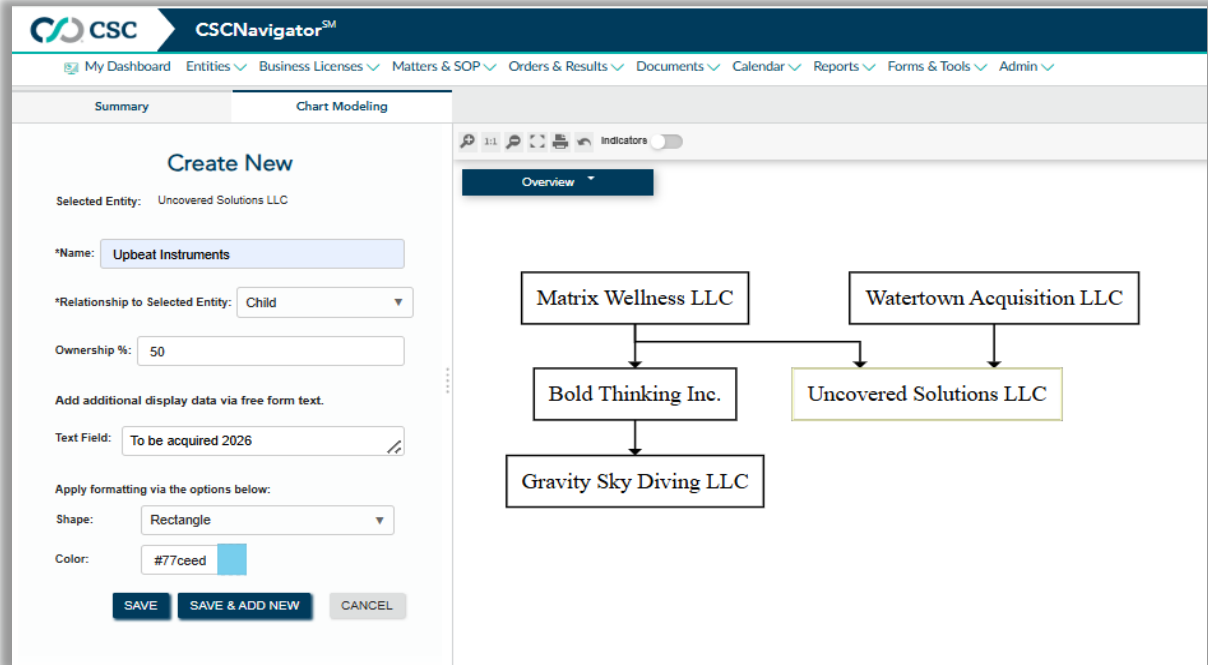
7.3.3.2 Create New

Create New allows you to create a new entity/owner to display within the chart. Upon clicking Create New you will be presented with a form in the left-hand pane that allows you to enter node information. By default, you can enter:

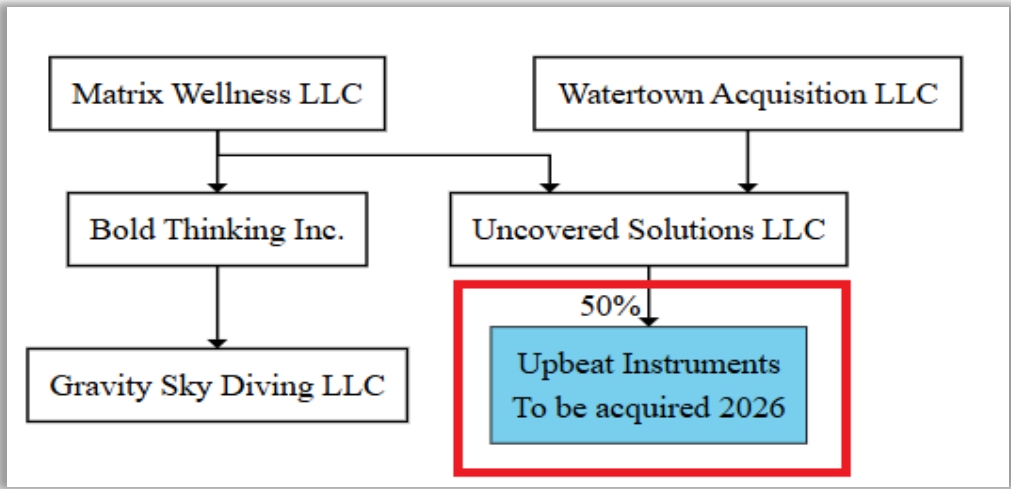
- Name
- Relationship to Selected Entity
- Ownership %
- Text Field

- Formatting
 - Shape
 - Color

Additionally, you can enter data for any attributes chosen when you created the initial chart within the **Selected Attributes** section.



Once saved, the node will be added as a parent or child with the respective information entered in the form. You can click SAVE & ADD NEW if your intention is to continue to add nodes.



7.3.3.3 Move Action

The **Move** action allows you to move nodes within the chart in real time. The move options displayed are dynamic based on whether the selected node has children.

If the selected node has no children, you will get one option:

- Move entity

If the selected node has children, you will get three options:

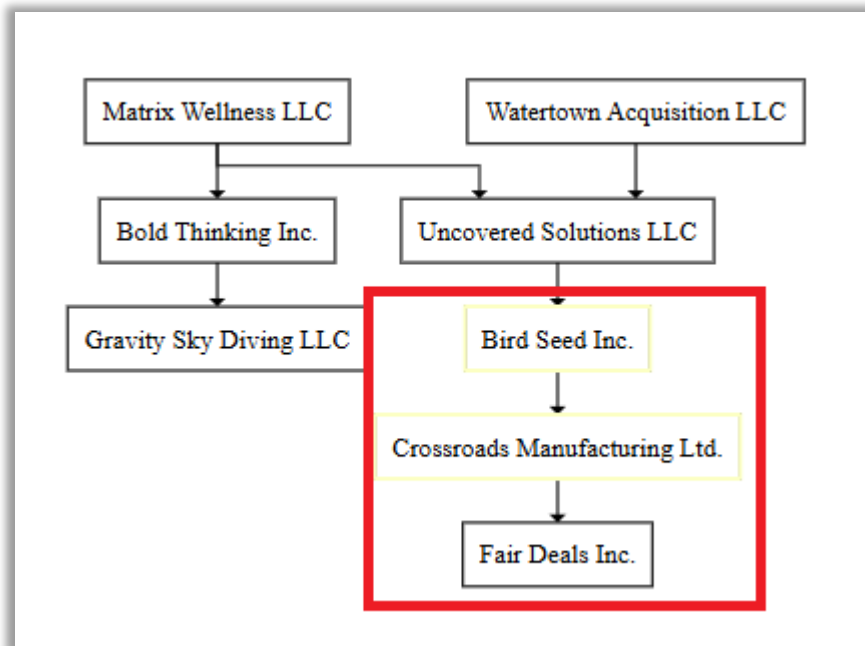
- Move entity and all children
- Move entity and leave its children
- Move all children and leave entity in its current location

After clicking the move action, you must search for the node you want to move content under. In the 'Move Under' field, type the desired owner name and corresponding entities/owners that exist within the chart will be returned. Click the desired option then select a move radio button option to define how you want the move to be performed.

The screenshot displays the CSCNavigator software interface. The top navigation bar includes the CSC logo and the title 'CSCNavigatorSM'. Below this is a menu bar with options: My Dashboard, Entities, Business Licenses, Matters & SOP, Orders & Results, Documents, Calendar, Reports, Forms & Tools, and Admin. The main content area is split into two panes. The left pane, titled 'Chart Modeling', shows a 'Move' dialog box. The 'Selected Entity' is 'Bird Seed Inc.'. The 'Move Under' field contains 'und'. Below this, a search result 'Uncovered Solutions LLC (Utah)' is shown with a radio button next to it. Three other radio button options are listed: 'Move entity and leave its children' and 'Move all children and leave entity in its current location'. 'SAVE' and 'CANCEL' buttons are at the bottom of the dialog. The right pane shows a hierarchical chart titled 'Overview'. The chart structure is as follows: Brookview Acquisition LLC (parent) -> Moving Target Inc. (child) -> Bird Seed Inc. (child, highlighted in yellow) -> Crossroads Manufacturing Ltd. (child) -> Fair Deals Inc. (child). Matrix Wellness LLC (parent) -> Bold Thinking Inc. (child) -> Gravity Sky Diving LLC (child). Watertown Acquisition LLC (parent) -> Uncovered Solutions LLC (child).

The screenshot shows the CSCNavigator interface. The top navigation bar includes 'My Dashboard', 'Entities', 'Business Licenses', 'Matters & SOP', 'Orders & Results', 'Documents', 'Calendar', 'Reports', 'Forms & Tools', and 'Admin'. The main content area is split into two panes. The left pane, titled 'Move', shows the 'Selected Entity' as 'Bird Seed Inc.' and the 'Move Under' as 'Uncovered Solutions LLC'. Three radio button options are available: 'Move entity and all children' (selected), 'Move entity and leave its children', and 'Move all children and leave entity in its current location'. 'SAVE' and 'CANCEL' buttons are at the bottom. The right pane, titled 'Overview', displays an organizational chart. The chart shows a hierarchy starting with 'Brookview Acquisition LLC' at the top, which leads to 'Moving Target Inc.', then 'Bird Seed Inc.' (highlighted in yellow), 'Crossroads Manufacturing Ltd.', and finally 'Fair Deals Inc.'. Other branches include 'Matrix Wellness LLC' leading to 'Bold Thinking Inc.' and 'Gravity Sky Diving LLC', and 'Watertown Acquisition LLC' leading to 'Uncovered Solutions LLC'.

Click save within the left-hand pane and the respective action will be taken within the chart.



7.3.3.4 Edit Action

The **Edit** action allows the user to edit node information as well as ownership/parent relationship information. Upon clicking the Edit context menu option, you will be presented with all the information for that node as editable within

the left hand pane. From here you can change any field, date, or dropdown value that exists for that node. You can also add or delete ownership within the Ownership Information section.

To add ownership, click the Add Ownership button.

The screenshot displays the CSCNavigator interface. The top navigation bar includes 'My Dashboard', 'Entities', 'Business Licenses', 'Matters & SOP', 'Orders & Results', 'Documents', 'Calendar', and 'Reports'. The main content area is split into two panes: 'Summary' and 'Chart Modeling'. The 'Edit' view for 'Origin Story Inc.' is active. In the 'Ownership Information' section, a dropdown menu shows 'Rapid Advancement Inc. (Ohio)' and a red box highlights the '+ ADD OWNERSHIP' button. Below this, 'Selected Attributes' are set to 'US'. The 'Chart Modeling' pane shows a corporate structure chart with the following hierarchy:

- Rapid Advancement Inc. (Ohio) Limited Liability Company
 - 50% ownership of Origin Story Inc. (Idaho) Limited Liability Company
 - 100% ownership of Positive Change Inc. (Oregon) Limited Liability Company
- Positive Change Inc. (Oregon) Limited Liability Company
 - 100% ownership of New Day Real Estate Ltd.

Type into the Entity search field and the application will return results of entities/owners in the chart. Click the entity/owner you would like as a new parent for the selected entity. Once an entity has been selected, a field for ownership % and any other ownership attributes that were selected when the initial chart was created will be displayed. Enter values for ownership related attributes as desired and click add.

CSCNavigatorSM

My Dashboard Entities Business Licenses Matters & SOP Orders & Results Documents Calendar Reports

Summary **Chart Modeling**

Edit

Selected Entity: Origin Story Inc.

*Name: Origin Story Inc.

Ownership Information:

- Rapid Advancement Inc. (Ohio) [Trash] [Add]

*Entity: Vision Venture Capital Ltd. (Delaware)

Ownership %: 50

CANCEL ADD

Overview

```
graph TD; RA[Rapid Advancement Inc. Ohio Limited Liability Company] -- 50% --> OS[Origin Story Inc. Idaho Limited Liability Company]; RA -- 100% --> PC[Positive Change Inc. Oregon Limited Liability Company]; PC -- 100% --> NDR[New Day Real Estate Ltd. New Jersey];
```

At this point you will see the ownership added as a card within the left-hand pane.

CSCNavigatorSM

My Dashboard Entities Business Licenses Matters & SOP Orders & Results Documents Calendar Reports

Summary **Chart Modeling**

Edit

Selected Entity: Origin Story Inc.

*Name: Origin Story Inc.

Ownership Information:

- Rapid Advancement Inc. (Ohio) [Trash] [Add]
- Vision Venture Capital Ltd. (Delaware) [Trash] [Add]

+ ADD OWNERSHIP

Selected Attributes:

US International

Overview

```
graph TD; RA[Rapid Advancement Inc. Ohio Limited Liability Company] -- 50% --> OS[Origin Story Inc. Idaho Limited Liability Company]; RA -- 100% --> PC[Positive Change Inc. Oregon Limited Liability Company]; PC -- 100% --> NDR[New Day Real Estate Ltd. New Jersey];
```

You can repeat this process to add multiple owners to a node if desired. Once the ownership has been added, click save to display the updates within the chart.

7.3.3.5 Delete Action

The **Delete** action allows you to delete ownership or nodes within the chart. The delete options displayed are dynamic based on whether the selected node has children.

If the selected node has no children, you will get one option:

- Delete entity

If the selected node has children, you will get two options:

- Delete entity and all its children
- Delete children and leave entity

Select the option based on what entity/ownership you would like to delete from the chart. Once save is clicked the entities/ownership will be removed.

7.3.4 Text Reports

Text Reports are used to create linear charts that are a textual representation of the graphical org chart. Just like their graphical counterparts, the **Text Report** can display the entire structure, focus on an ownership segment (like a specific branch) or a single entity. As with graphical charts, users can run **Text Reports** that are current or historical based on their ownership records.

Organization Chart

ORGANIZATION CHART ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search Org Chart Type: All REFRESH RESET

	Organization Chart Type	Organization Chart Style	Accessibility	Last Run By	Last Run Date	Last Updated By	Last U
Add Graphical Chart							
Add Text Report	Standard Chart	Graphical	Public	Shannon View User	11/28/2022	Shannon View User	11/28/22
Maintain Organization Chart	Standard Chart	Graphical	Public	Shannon View User	11/28/2022	Shannon View User	11/28/22
Run Organization Chart	Standard Chart	Graphical	Public	Shannon View User	11/28/2022	Shannon View User	11/28/22
Delete Organization Chart							

Text Report Linear Org Chart View: Linear Text Reports can be generated in a 2-Column or Multi Attribute format. Both formats use indentation to represent the hierarchy as defined by the entities relationship to the selected parent. Entities are listed in alpha order within each tier. A second attribute can be included in the 2-Column report. Multi Attribute reports display selected attributes in-line with the tiered entities. These reports can be exported to Word or PDF.

Linear – 2 Column

Entity Name	Domestic Jurisdiction
Enterprise Company	DE
Financial Service Corporation	DE
Global Holdings Management Support Services, Inc.	Finland
Global Services, LLC	Finland
USV & Global LLC	U.S. Virgin Islands
Puerto Rico Corporation	Puerto Rico
Hall Corporation	AK
Holdings Company	MD
Inc Corporation	Finland
International Service Organization, Inc.	DC
Leadership Training Corporation	MD
Liasons Corporation	DE
Puerto Rico, LLC	Puerto Rico
Real Estate Ventures, LLC	MD
Training Programs, LLC	MD
Welcome to Enterprise Corporation	DC

Linear – Multi Attribute

Enterprise Company (DE; For Profit Corporation)
Financial Service Corporation (DE; 100%; Parent; For Profit Corporation)
Global Holdings Management Support Services, Inc. (Finland; 100%; Parent; Aktiebolag(AB))
Global Services, LLC (Finland; 100%; Manager; Aktiebolag(AB))
USV & Global LLC (U.S. Virgin Islands; 99%; Parent; Limited Liability Company)
Puerto Rico Corporation (Puerto Rico; 100%; Holding Company; For Profit Corporation)
Hall Corporation (AK; 75%; Limited Partner; For Profit Corporation)
Holdings Company (MD; 100%; Parent; For Profit Corporation)
Inc Corporation (Finland; 100%; Parent; Aktiebolag(AB))
International Service Organization, Inc. (DC; 100%; Managing Member; Non Profit Corporation)
Leadership Training Corporation (MD; 51%; Manager; For Profit Corporation)
Liasons Corporation (DE; 90%; Sole Member; For Profit Corporation)
Puerto Rico, LLC (Puerto Rico; 100%; Domestic Holding Company; Limited Liability Company)
Real Estate Ventures, LLC (MD; 51%; Joint Venture; Limited Liability Company)
Training Programs, LLC (MD; 100%; Parent; For Profit Corporation)
Welcome to Enterprise Corporation (DC; 100%; Holding Company; Non Profit Corporation)

Text Report Tier Org Chart View: Includes four system fields by default (Tier Number, Owner, Entity Name, and Criteria Matched); additional attributes can be included in the output. The tier number is dynamically assigned to each entity based on the selected parent. The report is sorted by Tier Number, then alphabetically by Owner, then Entity Name. Column order will be applied to the user selected attributes after the four system fields. Export option is Excel.

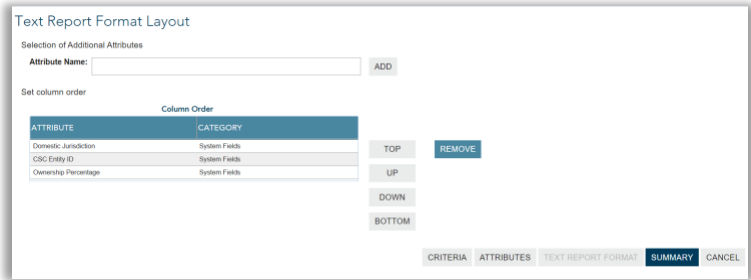
Tier Number	Entity Name	Owner	Criteria Matched	Domestic Jurisdiction	Ownership Percentage	Ownership Type	Entity Type
0	Enterprise Company		Yes	DE			For Profit Corporation
1	Financial Service Corporation	Enterprise Company	Yes	DE	100%	Parent	For Profit Corporation
1	Global Holdings Management Support Services, Inc.	Enterprise Company	Yes	Finland	100%	Parent	Aktiebolag(AB)
1	Hall Corporation	Enterprise Company	Yes	AK	75%	Limited Partner	For Profit Corporation
1	Holdings Company	Enterprise Company	Yes	MD	100%	Parent	For Profit Corporation
1	Inc Corporation	Enterprise Company	Yes	Finland	100%	Parent	Aktiebolag(AB)
1	International Service Organization, Inc.	Enterprise Company	Yes	DC	100%	Managing Member	Non Profit Corporation
1	Leadership Training Corporation	Enterprise Company	Yes	MD	51%	Manager	For Profit Corporation
1	Puerto Rico, LLC	Enterprise Company	Yes	Puerto Rico	100%	Domestic Holding Company	Limited Liability Company
1	Real Estate Ventures, LLC	Enterprise Company	Yes	MD	51%	Joint Venture	Limited Liability Company
1	Training Programs, LLC	Enterprise Company	Yes	MD	100%	Parent	For Profit Corporation
2	Global Services, LLC	Global Holdings Management Support Services, Inc.	Yes	Finland	100%	Manager	Aktiebolag(AB)
2	Puerto Rico Corporation	Global Holdings Management Support Services, Inc.	Yes	Puerto Rico	100%	Holding Company	For Profit Corporation
2	Liasons Corporation	Leadership Training Corporation	Yes	DE	90%	Sole Member	For Profit Corporation
2	Welcome to Enterprise Corporation	Training Programs, LLC	Yes	DC	100%	Holding Company	Non Profit Corporation
3	USV & Global LLC	Global Services, LLC	Yes	U.S. Virgin Islands	99%	Parent	Limited Liability Company

Text Report Subsidiary Org Chart View: Alphabetic list of all entities owned and indirectly owned by the selected parent. An additional attribute can be selected to display in a second column. This report can be exported to Word or PDF.

Enterprise Company

Entity Name	Domestic Jurisdiction
Financial Service Corporation	DE
Global Holdings Management Support Services, Inc.	Finland
Global Services, LLC	Finland
Hall Corporation	AK
Holdings Company	MD
Inc Corporation	Finland
International Service Organization, Inc.	DC
Leadership Training Corporation	MD
Liasons Corporation	DE
Puerto Rico Corporation	Puerto Rico
Puerto Rico, LLC	Puerto Rico
Real Estate Ventures, LLC	MD
Training Programs, LLC	MD
USV & Global LLC	U.S. Virgin Islands
Welcome to Enterprise Corporation	DC

You can also format some text report org charts by applying sorting of your chosen attributes:



This sorting will be applied to the Linear – Multi Attribute and Tier report types.

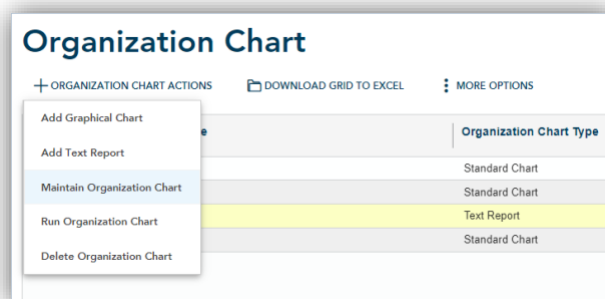
The Summary page for org chart text reports allows you to select your text report type.

For Linear – 2 Column and Subsidiary report types, the user can select an additional attribute to display in the second column of the report. All attributes selected on the Attributes page will be selectable in the Additional Attribute dropdown menu. Please note, the system attributes **Ownership Type** and **Ownership Percentage** are not selectable for the Subsidiary report type, as the report does not show ownership relationships to the chosen available owner.

7.3.5 Maintain Existing Org Chart

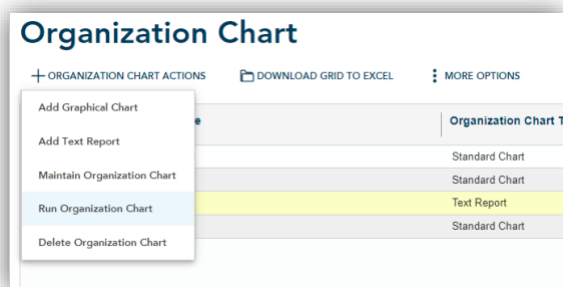
To maintain an existing org chart, check the box to the left of the corresponding org chart name and select **Maintain Existing Org Chart** from the Organization Chart Actions drop-down list. The org chart can then be modified with new criteria, different attributes and/or changes to any formatting rules previously applied.

Users have the option to **Save** the changes they have made or creating a second chart by clicking on the **Copy Chart** button.



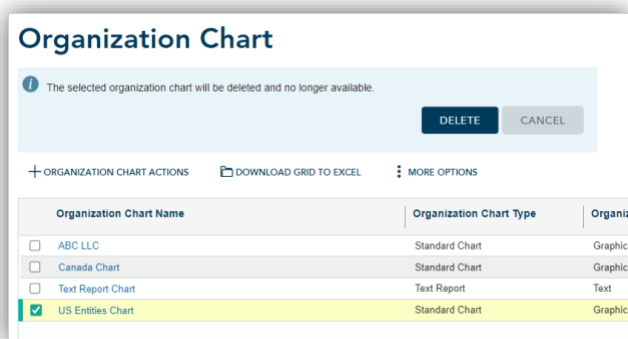
7.3.6 Run Existing Org Chart

To run an existing org chart, either click the org chart's name or check the box to the left of the corresponding org chart and select **Run Organization Chart** from the Organization Chart Actions drop-down list.



7.3.7 Delete Org Chart

To delete an existing org chart or Chartfolio, check the box to the left of the corresponding org chart and select **Delete Organization Chart** from the Organization Chart Actions drop-down list. Once selected, confirm deletion to delete the org chart from the grid.



7.4 DBA Names

The portfolio level for DBA names is primarily used to view high-level data, whereas the entity level described in [Section 4.5](#) is where changes regarding specific DBA names are made.

From the **DBA Names Portfolio Grid**, you can view DBA names for the entire portfolio. The **DBA Names Portfolio Grid's** default view displays all DBA names with current (active) registrations, and then sorts by entity name (in alphabetical, ascending order).

DBA Names Entity Favorites: No Favorite Selected APPLY Edit Delete Default

DOWNLOAD GRID TO EXCEL MORE OPTIONS Show Quick Search DBA Name Status: Current Registration REFRESH RESET

Entity Name	DBA Name	Registration #	Registered With	Jurisdiction
Global Technologies Incorporation	Global Tech		Alameda County Clerk	California
Global Technologies Incorporation	Global Tech		San Francisco County Clerk	California
Global Technologies Incorporation	Global Tech		Tehama County Clerk	California
Top Lion Company	Lion Company		Secretary of State, Lands and Trademarks	Alabama
Top Lion Company	Top Lion		Secretary of State, Lands and Trademarks	Alabama
Top Lion Company	Lion Company		Apache County	Arizona

In addition to viewing information, another common action taken at the portfolio level (similar to the entity level) is to download the grid to Excel or Adobe Acrobat (PDF) for offline viewing and analysis. Note that you can customize the grid display.

7.5 Merger Transactions

An organization's merger history can be viewed using the **Merger Transaction Grid** which includes information on both the survivor and non-survivor(s) from each mergers transaction within the portfolio.

CSC CSCNavigatorSM My Dashboard Entities Matters & SOP Orders & Results Documents Financials Calendar Reports Forms & Tools Admin

Entities Entity Portfolio Corporate Tracker Officers/Directors/Management
Organization Chart DBA Names **Merger Transactions**
Compliance Mail History Agent Addresses Delaware E-Filing

Entity Name	Entity Status	Date	SIC/NAICS
ABC, LLC			
Academy GmbH	Germany	01/31/2023	10-5671, 20-5621
ACME Inc	CA	01/01/2010	45500
Acoustic SP GmbH	Germany	03/05/2014	
Addison II, LP	MI	05/18/2005	
AGRC Global Ltd.	France	10/07/2008	

Effective Date	Survivor(s)	Survivor Jurisdiction	Non-Survivor(s)	Jurisdiction Data
06/01/2023	American Book Stores, LLC	Iowa	ABC, LLC	Details
05/08/2023	WR Funds LP	Delaware	WR Joint Venture Partner LLC	Details
05/03/2023	Global Business PBLC	United Kingdom	Land Enterprises, Ltd	Details
03/29/2023	Ready Ventures	Delaware	This Year Investments	Details
03/01/2023	Chess, Inc.	Illinois	Cadet, Inc.	Details

Using the Merger Transactions Actions drop-down list, you can perform the following actions:

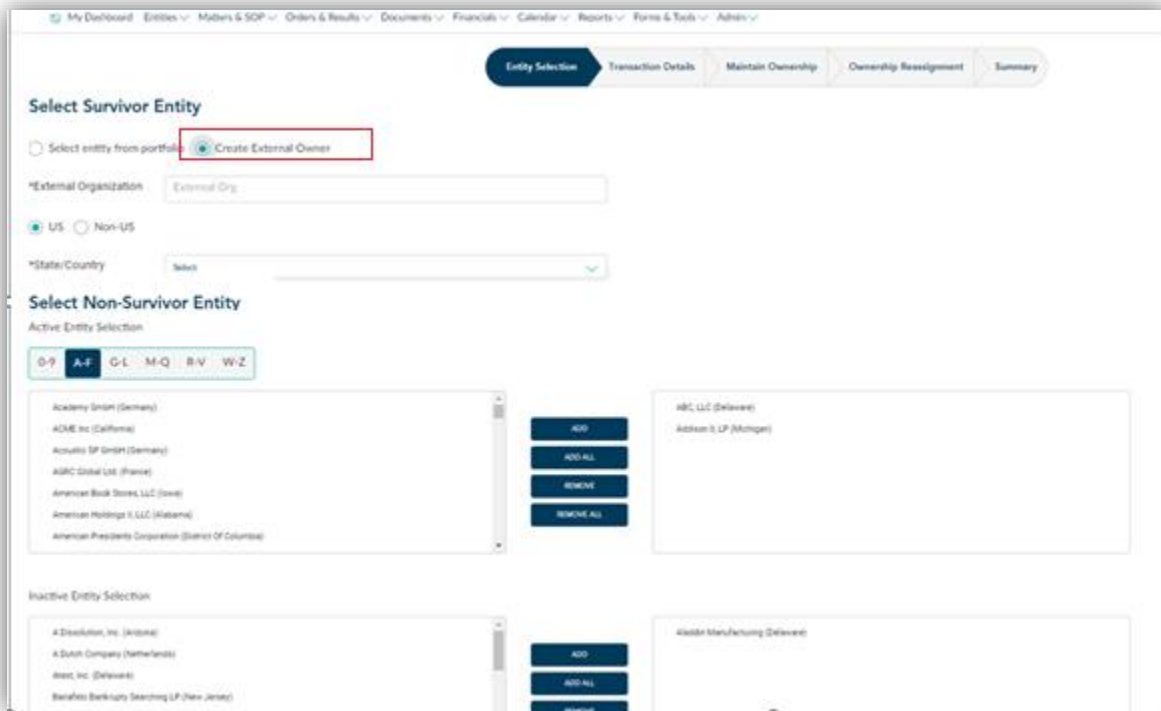
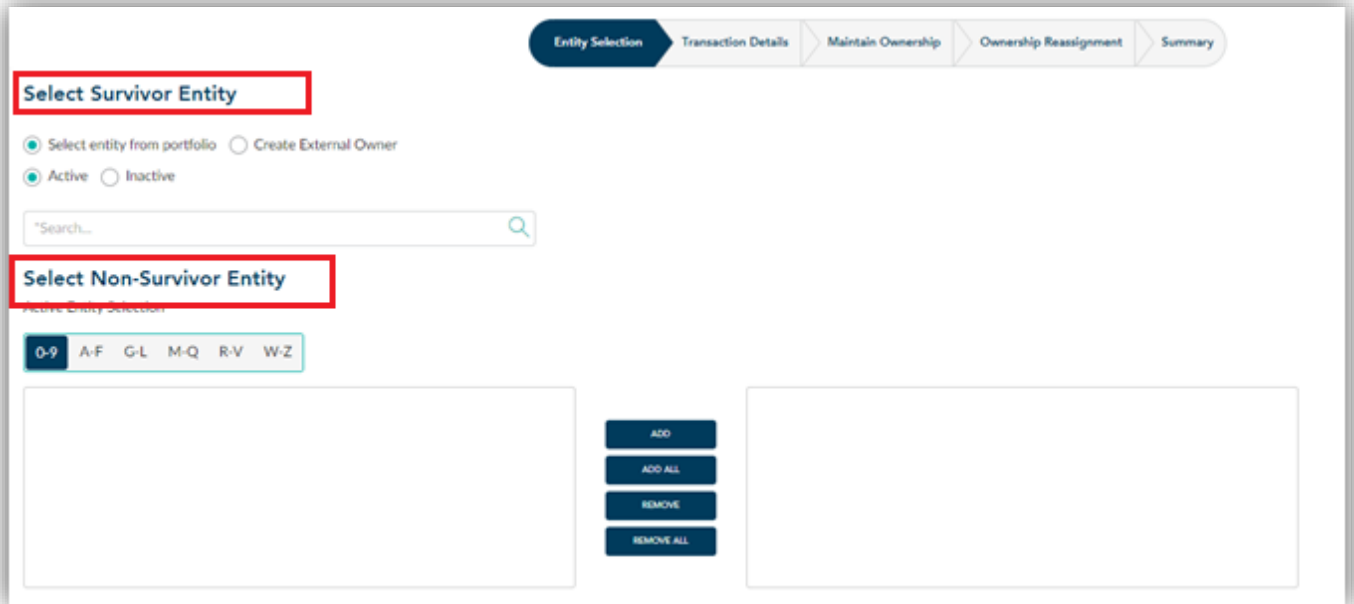
- **Add Merger Transaction:** Create/manage merger information for an organization and manage non-survivor Director and Officer data as well as reassign ownership
- **Edit Merger Transaction:** Edit the File Date and Effective Date for a merger transaction.
- **Delete Merger Transaction:** Remove merger information from the merger grid.

7.5.1 Add Merger Transaction

To add a new merger transaction for the organization, select **Add Merger Transaction** from the Merger Transaction drop-down list. The 5 steps to the workflow are as follows:

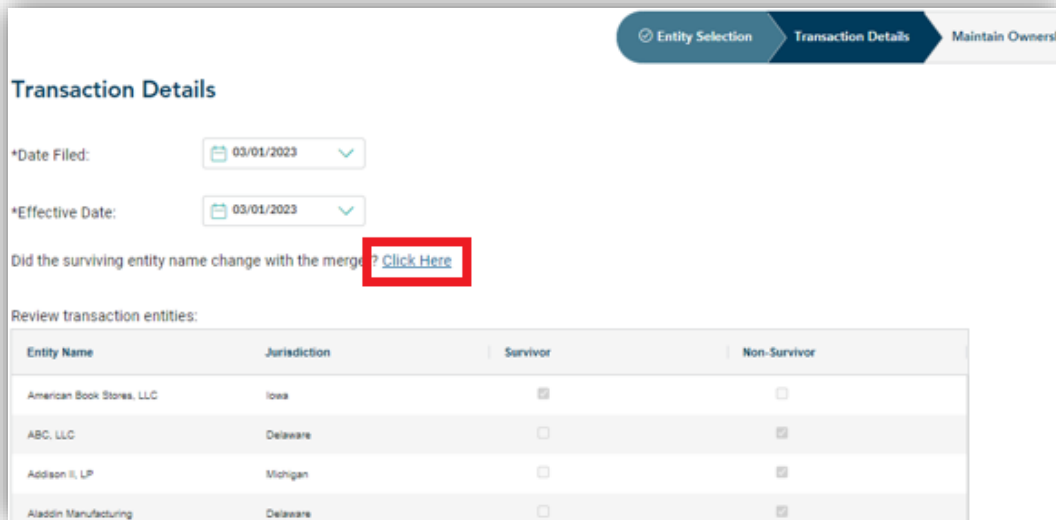
Step 1: Entity Selection

Select a surviving entity from your existing entity list then choose non-surviving entities that are being merged out. If your survivor entity is an external owner that does not exist in your entities list, you can create that on this page as well.



Step 2: Transaction Details

Review the selected survivor and non-survivor(s) and choose the filed date and effective date of the merger transaction to be displayed on both the portfolio and entity grids. The **Transaction Details** page allows you to execute a true name change on the surviving entity by clicking the link provided.



Transaction Details

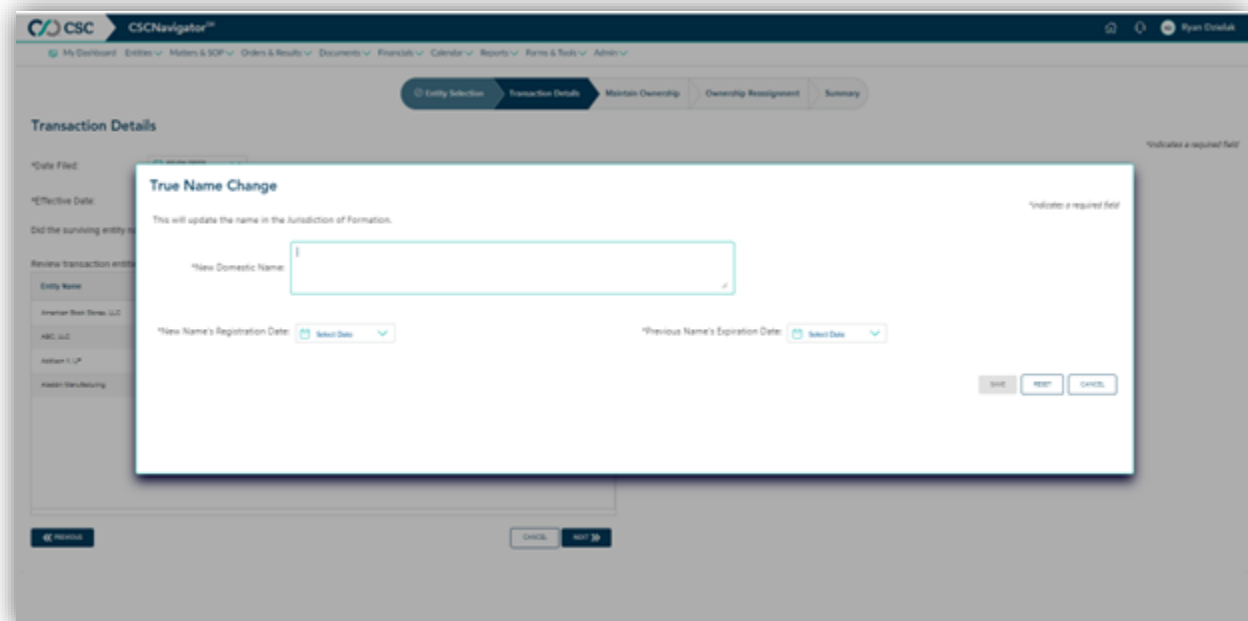
*Date Filed: 03/01/2023

*Effective Date: 03/01/2023

Did the surviving entity name change with the merger? [Click Here](#)

Review transaction entities:

Entity Name	Jurisdiction	Survivor	Non-Survivor
American Book Stores, LLC	Iowa	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ABC, LLC	Delaware	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Addison II, LP	Michigan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aladdin Manufacturing	Delaware	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Transaction Details

*Date Filed: 03/01/2023

*Effective Date: 03/01/2023

Did the surviving entity name change with the merger? [Click Here](#)

Review transaction entities:

Entity Name	Jurisdiction	Survivor	Non-Survivor
American Book Stores, LLC	Iowa	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ABC, LLC	Delaware	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Addison II, LP	Michigan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Aladdin Manufacturing	Delaware	<input type="checkbox"/>	<input checked="" type="checkbox"/>

True Name Change

This will update the name in the Jurisdiction of Formation.

*New Domestic Name:

*New Name's Registration Date:

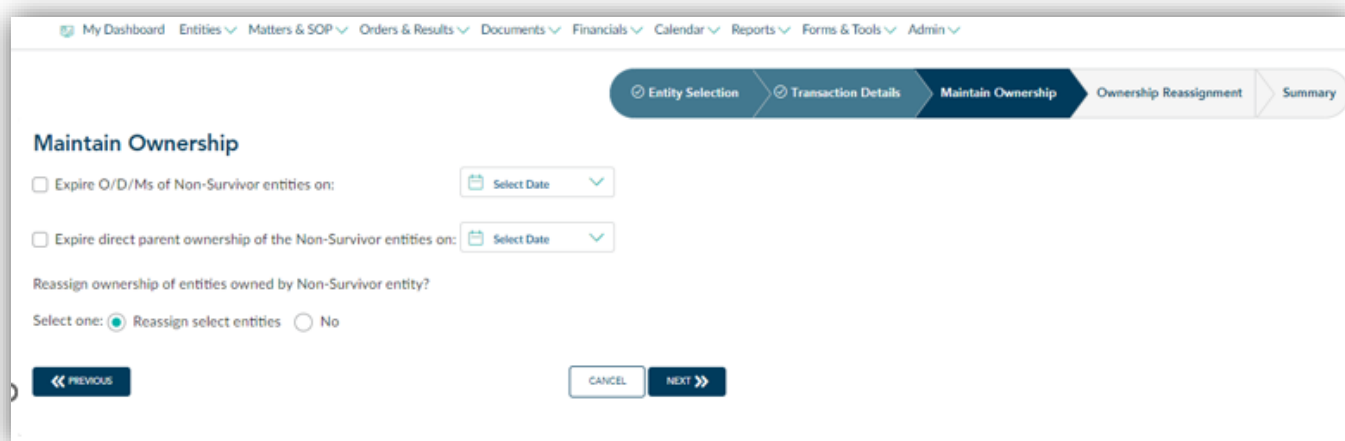
*Previous Name's Expiration Date:

SAVE NEXT CANCEL

The true name change will be displayed throughout the rest of the merger workflow then be updated once the merger transaction flow is completed.

Step 3: Maintain Ownership

The maintain ownership step allows for you to expire directors and officers as well as expire the direct ownership of the non-surviving entity on a selected date. In addition, you can choose to reassign the owned entities of the non-surviving entities which is handled on the **Ownership Reassignment** step that follows.



The screenshot shows a web application interface for the 'Maintain Ownership' step. At the top, there is a navigation menu with items: My Dashboard, Entities, Matters & SOP, Orders & Results, Documents, Financials, Calendar, Reports, Forms & Tools, and Admin. Below the menu is a progress bar with five steps: Entity Selection, Transaction Details, Maintain Ownership (current step), Ownership Reassignment, and Summary. The main content area is titled 'Maintain Ownership' and contains the following options:

- Expire O/D/Ms of Non-Survivor entities on:
- Expire direct parent ownership of the Non-Survivor entities on:
- Reassign ownership of entities owned by Non-Survivor entity?
Select one: Reassign select entities No

At the bottom of the form, there are three buttons: a dark blue button with a double left arrow and the text 'PREVIOUS', a light blue button with the text 'CANCEL', and a dark blue button with a double right arrow and the text 'NEXT'.

Step 4: Ownership Reassignment

This step shows non-surviving owned entity information allowing you to reassign the ownership to either the surviving entity (selected by default) or selecting the entity in the “**Replace with Entity**” column and selecting a different entity in the portfolio. You can reassign all owned entities, or you can handle each entity individually using the checkboxes under the “**Terminate Ownership**” or “**Do Not Reassign**” columns.

CSCNavigator®

MY DASHBOARD ENTITIES MATTERS & SOP ORDERS & RESULTS DOCUMENTS FINANCIALS CALENDAR REPORTS FORMS & TOOLS ADMIN

Entity Selection Transaction Details Maintain Ownership **Ownership Reassignment** Summary

Reassign Ownership

Cloudy Day, Inc.

Owned Entity	Jurisdiction	Ownership Type	Ownership Percentage	Certificates Held	Replace with Entity	Terminate Ownership	Effective Date	Do Not Reassign
Owner Entity	Connecticut		100.0000		Yes Per LLC	<input type="checkbox"/>	12/30/2022	<input type="checkbox"/>
Sunny Skies, Corp	Delaware		100.0000		Yes Per LLC	<input type="checkbox"/>	12/30/2022	<input type="checkbox"/>
Cloudy Day, Inc	District Of Columbia	Direct Subsidiary	50.0000	Common, Series A, Class A, 2343...	Yes Per LLC	<input type="checkbox"/>	12/30/2022	<input type="checkbox"/>

Summer Time LLC

Owned Entity	Jurisdiction	Ownership Type	Ownership Percentage	Certificates Held	Replace with Entity	Terminate Ownership	Effective Date	Do Not Reassign
Canada Corp	Alberta		100.0000		Yes Per LLC	<input type="checkbox"/>	12/30/2022	<input type="checkbox"/>

Step 5: Summary

The summary step allows you to review the details selected throughout the workflow. Clicking “**Save**” will update the **Merger Transaction** grid and apply the changes made throughout the workflow including expiring directors and officers, ownership expiration, ownership reassignment and true name change if necessary. In addition, saving the flow will effectively change the status of the non-surviving entities to “Inactive-Merged Out” with the date selected in the workflow

My Dashboard Entities Matters & SOP Orders & Results Documents Financials Calendar Reports Forms & Tools Admin

Entity Selection Transaction Details Maintain Ownership **Ownership Reassignment** **Summary**

Transaction Summary

Survivor Entity: ABC Inc - LP Date Filed: 05/23/2023 Effective Date: 05/23/2023

Non-Survivor Entities	Jurisdiction
ACME Inc	California
New Entity, Inc.	Delaware
Sandy Ridge, LP	Pennsylvania

PREVIOUS CANCEL SAVE

The screenshot shows a web application interface with a navigation menu at the top: My Dashboard, Entities, Matters & SOP, Orders & Results, Documents, Financials, Calendar, Reports, Forms & Tools, and Admin. Below the menu is the title "Merger Transactions" and a dropdown for "Entity Favorites" set to "No Favorite Selected". The main area contains a table with columns: File Date, Effective Date, Survivor(s), Survivor Jurisdiction, Non-Survivor(s), Jurisdiction Data, and Transaction Notes. The table lists several transactions, with the row for "Fruit Company" selected.

<input type="checkbox"/>	File Date	Effective Date	Survivor(s)	Survivor Jurisdiction	Non-Survivor(s)	Jurisdiction Data	Transaction Notes
<input type="checkbox"/>	06/04/2023	06/08/2023	WR Funds LP	Delaware	WR Joint Venture Partner LLC	Details	No Notes Added
<input type="checkbox"/>	06/03/2023	06/03/2023	Global Business PBLC	United Kingdom	Land Enterprises, Ltd	Details	No Notes Added
<input type="checkbox"/>	03/29/2023	03/29/2023	Ready Ventures	Delaware	This Year Investments	Details	sample merger history transaction notes
<input type="checkbox"/>	03/01/2023	03/03/2023	Chess, Inc.	Illinois	Cadet, Inc.	Details	No Notes Added
<input type="checkbox"/>	03/01/2023	03/01/2023	Goosehead Palace, LLC	Delaware	YDL LLC	Details	No Notes Added
<input type="checkbox"/>	02/28/2023	02/28/2023	Fruit Company	Delaware	Company C	Details	No Notes Added
<input type="checkbox"/>	02/28/2023	02/28/2023	Fruit Company	Delaware	NYL, Inc.	Details	No Notes Added
<input type="checkbox"/>	02/28/2023	02/28/2023	Fruit Company	Delaware	ZAZ	Details	No Notes Added
<input type="checkbox"/>	02/06/2023	02/06/2023	The Search Is Over, LLC	Delaware	Exodus Productions, LLC	Details	No Notes Added

7.5.2 Edit Merger Transaction

To edit an existing transaction, use the checkbox to select a transaction then choose “Edit Merger Transaction” from the dropdown. This will allow you to update the “Date Filed” or “Effective Date” fields within the transaction.

The screenshot shows a dialog box titled "Edit Merger Transaction" with a close button (X) in the top right corner. The dialog contains a table with columns: Date Filed, Effective Date, Survivor(s), Survivor Jurisdiction, and Non-Survivor(s). The data in the table is: Date Filed: 06/15/2023, Effective Date: 06/15/2023, Survivor(s): American Bank System, LLC, Survivor Jurisdiction: Iowa, Non-Survivor(s): ABC, LLC. At the bottom right of the dialog are three buttons: SAVE, RESET, and CLOSE.

Date Filed	Effective Date	Survivor(s)	Survivor Jurisdiction	Non-Survivor(s)
06/15/2023	06/15/2023	American Bank System, LLC	Iowa	ABC, LLC

7.5.3 Delete Merger Transaction

To delete a merger transaction, select the merger line then select “Delete Merger Transaction”. The confirmation pop-up will show you the full merger details that will be deleted including the survivor and all non-survivors pertaining to that transaction. Select “Confirm” to delete and each row corresponding to that transaction will be removed from the grid at both the portfolio and entity level. Keep in mind, this does not change the status of the entity back to active, that will need to be done within the non-surviving entities.

Date Filed	Effective Date	Service(s)	Jurisdiction	Non-Service(s)
09/11/2013	09/11/2013	American Bank Note Co. LLC	New	ABC, LLC

7.6 DealRoom Results

To obtain order results and transaction statuses, use the **DealRoom Results** feature, which is accessible from the **Entities** main menu or from the **DealRoom** menu.

Within **DealRoom Results**, you can obtain information about a recently placed order. For long-term storage, however, documents should be saved to the **File Cabinet** since documents remain in **DealRoom Results** for a limited time after the order is complete.

The **DealRoom Results Grid's** default view displays order results in ascending order, from the newest order to the oldest.

Entity/Subject Name	Result Date Entered	Additional Reference	Service	Jurisdiction	File #	Invoice#	Project ID	CSC Entity ID	Date of Authorization	Matter#
WORLD WIDE WEB'S INC.	09/06/2013 11:21 AM	(n/a)	Domestic Merger Filing	FL - Secretary of State	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	123456.654321
CSC E.M. TRAINING CORPORATION	09/06/2013	(n/a)	Certificate of Status	DE - Secretary of State	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	199357.00005
CSC ENTITY MANAGEMENT DEMO, LLC	09/06/2013 11:12 AM	(n/a)	Amendment/Correction/Restated/Designation Filing	DE - Secretary of State	10000001	(n/a)	(n/a)	(n/a)	(n/a)	15689.2357264.001
CSC PROPERTIES I, INC.	09/06/2013 11:13 AM	(n/a)	Amendment/Correction/Restated/Designation Filing	DE - Secretary of State	987654321	(n/a)	(n/a)	(n/a)	(n/a)	15689.2357264.001
CALENDAR TEST COMPANY, INC.	09/06/2013 11:05 AM	(n/a)	Amendment/Correction/Restated/Designation Filing	CA - Secretary of State	123456	(n/a)	(n/a)	(n/a)	(n/a)	003.00568

There are several actions that you can take from the **DealRoom Results Grid** Order Actions drop-down list (or from the grid itself). Selections result in the following actions:

- **Search for Order:** Search for a specific order.
- **Manage Matter Number:** Associate a specific matter number with an order document.
- **Email Order Documents:** Email a document.
- **Save Order Documents:** Save or open a document.

- **Link Document(s) to Entity:** Link a document to the entity's filing cabinet.

There are also two icons that you can select within the grid:

- **View Document:** View a document.
- **View Result Report:** View the status/result of an order.

Order Actions	Result Date Entered	Additional Reference	Service	Jurisdiction	File #	Invoice#	Project ID	CSC Entity ID	Date of Authorization	Matter#
Search For Order										
Manage Matter Number										
Email Order Documents	09/06/2013 11:21 AM	(n/a)	Domestic Merger Filing	FL - Secretary of State	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	123456.654321
Save Order Documents	09/06/2013	(n/a)	Certificate of Status	DE - Secretary of State	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	159357.00005
Link Document(s) to Entity	09/06/2013 11:12 AM	(n/a)	Amendment/Correction/Restated/Designation Filing	DE - Secretary of State	10000001	(n/a)	(n/a)	3074359	(n/a)	15689.2357264.001
View Document	09/06/2013 11:13 AM	(n/a)	Amendment/Correction/Restated/Designation Filing	DE - Secretary of State	987654321	(n/a)	(n/a)	(n/a)	(n/a)	15689.2357264.001
View Result Report	09/06/2013 11:05 AM	(n/a)	Amendment/Correction/Restated/Designation Filing	CA - Secretary of State	123456	(n/a)	(n/a)	(n/a)	(n/a)	003.00568
	05/29/2013 05:43 PM	(n/a)	Foreign Amendment Filing	AK - Department of Commerce and Economic Development	(n/a)	(n/a)	(n/a)	2139071	(n/a)	May
	05/29/2013 05:33 PM	(n/a)	Amendment/Correction/Restated/Designation Filing	DE - Secretary of State	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	May
	05/29/2013 04:55 PM	(n/a)	Foreign Amendment Filing	AL - Secretary of State	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	May
	05/29/2013 04:46 PM	(n/a)	Foreign Amendment Filing	GA - Secretary of State	(n/a)	(n/a)	(n/a)	3074354	(n/a)	May
	05/29/2013 04:42 PM	(n/a)	Amendment/Correction/Restated/Designation Filing	DE - Secretary of State	(n/a)	(n/a)	(n/a)	3074370	(n/a)	May

7.7 Compliance Mail History

Compliance Mail History allows you to view all compliance mail (e.g., annual reports and tax notices) that has been received and forwarded by CSC on behalf of your entities. This is one of the benefits of using CSC for representation services.

The **Compliance Mail History Grid's** default view is set to display the previous year's compliance mail history in ascending order (from the newest mail to the oldest mail).

There are several actions that you can take from the **Compliance Mail History Grid** using the actions listed above or below the grid:

- **Track:** This allows you to track your own activity and the activity of other users relative to one or many compliance documents
- **Download:** This tool allows you to download one or many documents from the Compliance Mail History grid. The selected files will be collected in a ZIP file for downloading
- **Email:** Like the Document Actions discussed within the Document Detail view, the Compliance Mail History grid anticipates the most likely actions that a user may need to perform upon receipt of new compliance mail documents and provides the means to perform them directly through the application interface.
- **Download Grid to Excel:** This action allows you to download the current data content of your Compliance Mail History grid to Excel®.

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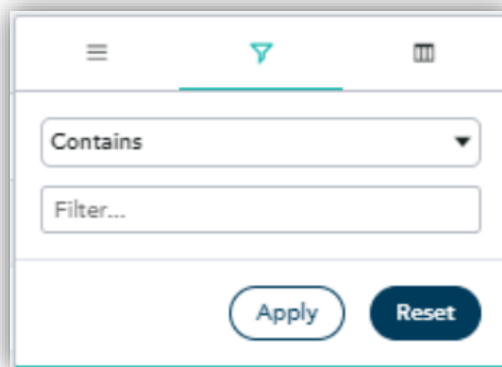
7.7.1 Search for Compliance Mail

To search for compliance mail, use the search bar at the top of the grid that allows you to search for all documents in your mail history across all data fields at once.

In addition, you can set the date context for the information displayed in your grid using our date picker. Whether using one of our preconfigured date filters or applying a custom range, you can dive into any portion of your mail history needed. If you need to apply multiple search constraints simultaneously, you can access column specific filtering tools by hovering over the column header to access the filter feature:

Choose the relevant operator from the dropdown and enter your filter criteria. Next, click Apply.

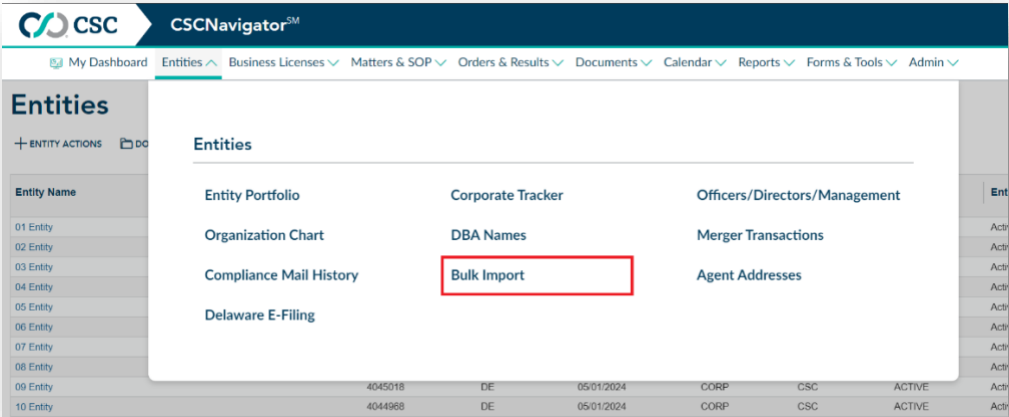
This will further limit the records shown in your grid view. You can use filters on multiple columns to limit the data to the appropriate subset for your needs.



The image shows a filter dialog box with a white background and a light blue border. At the top, there are three icons: a hamburger menu, a funnel, and a list. Below the icons is a dropdown menu with 'Contains' selected. Underneath is a text input field labeled 'Filter...'. At the bottom are two buttons: 'Apply' and 'Reset'.

7.8 Bulk Import

The **Bulk Import Dashboard** can be accessed by clicking the link on the top-level navigation menu. Users can choose from a suite of different **Bulk Import** actions depending on which data they are trying to add/update in the system.



Bulk Import Dashboard

The Bulk Import Dashboard features six action tiles arranged in two rows. The first row includes 'Create Entity' (upward arrow icon), 'Modify Entity Details' (pencil icon), 'Assign Directors & Officers' (people with plus icon), and 'Maintain Director & Officer Title Attributes' (three people icon). The second row includes 'Maintain Import Templates' (document with pencil icon) and 'Bulk Import History' (refresh/clock icon).

Bulk Import Tool - Create Entity

Populate the grid below either manually or by uploading an Excel file to import new entity data.
Any data entered in an invalid format will be highlighted in red.

Upload template to import: *Import Name:

*Entity Name | *Jurisdiction of Formation

*Entity Name	*Jurisdiction of Formation	*Entity Type	*Formation Date	*Entity Status	*Entity Status Date	Jurisdiction
CSC User Guide, Inc.	Delaware	For Profit Corporation (USA)	05/01/2024	Active	05/01/2024	
		Extra Provincial Limited Partnership				
		Extra Provincial Unlimited Liability Company (EXTRAPROVULC)				
		Extra Territorial Company				
		Federal Savings Bank				
		Federally Chartered Bank				
		Filial (FL)				
		Fiktitelep (FIOK)				
		Fixed Unit Trust (International)				
		Fixed Unit Trust (USA)				
		Fonds commun de placement (FCP)				
		For Profit Corporation (International)				
		For Profit Corporation (USA)				

Once the Excel file is populated, click Select File from the Create Entity import page to upload the file and populate the grid.

Bulk Import Tool - Create Entity

Populate the grid below either manually or by uploading an Excel file to import new entity data.
Any data entered in an invalid format will be highlighted in red.

Upload template to import: *Import Name:

*Entity Name | *Jurisdiction of Formation

The grid will populate with the data included in the Excel template, and the **Import Name** field will populate with the name of the uploaded file.

If unsuccessful, a validation will display, and the user will need to correct the import file then re-try. To better understand the upload requirements, view the **Upload & Import FAQ's** document available on the Create Entity import page.

Bulk Import Tool - Create Entity *indicates a required field

Populate the grid below either manually or by uploading an Excel file to import new entity data.
Any data entered in an invalid format will be highlighted in red.

Upload template to import: *Import Name:

<input type="checkbox"/>	*Entity Name	*Jurisdiction of Formation	*Entity Type	*Formation Date	*Entity Status
--------------------------	--------------	----------------------------	--------------	-----------------	----------------

7.1.8.1 Validations

The import grid will provide several pre-import validations for the input data. Cells will be highlighted with a red box indicating the value provided does not pass at least one of the required data validations and will fail at import.

Bulk Import Tool - Create Entity *indicates a required field

Populate the grid below either manually or by uploading an Excel file to import new entity data.
Any data entered in an invalid format will be highlighted in red.

Upload template to import: *Import Name: May Acquisitions

<input checked="" type="checkbox"/>	*Entity Name	*Jurisdiction of Formation	*Entity Type	*Formation Date	*Entity Status
<input checked="" type="checkbox"/>	<input type="text"/>	Delaware	Limited Liability Company (USA)	<input type="text" value="MM/DD/YYYY"/>	Active - Current

- Pre-import validations include:
 - The cell value is null for a mandatory attribute
 - The value provided exceeds the attribute character limit

Attribute name	Character limit
Entity name	120
Jurisdiction ID	40
FEIN	25
Business purpose	4,000
Renewal billing reference #	40
SIC or NAICS	20
Annual meeting date	255
Location of minute book	255
FinCEN ID	25
Source system ID	40

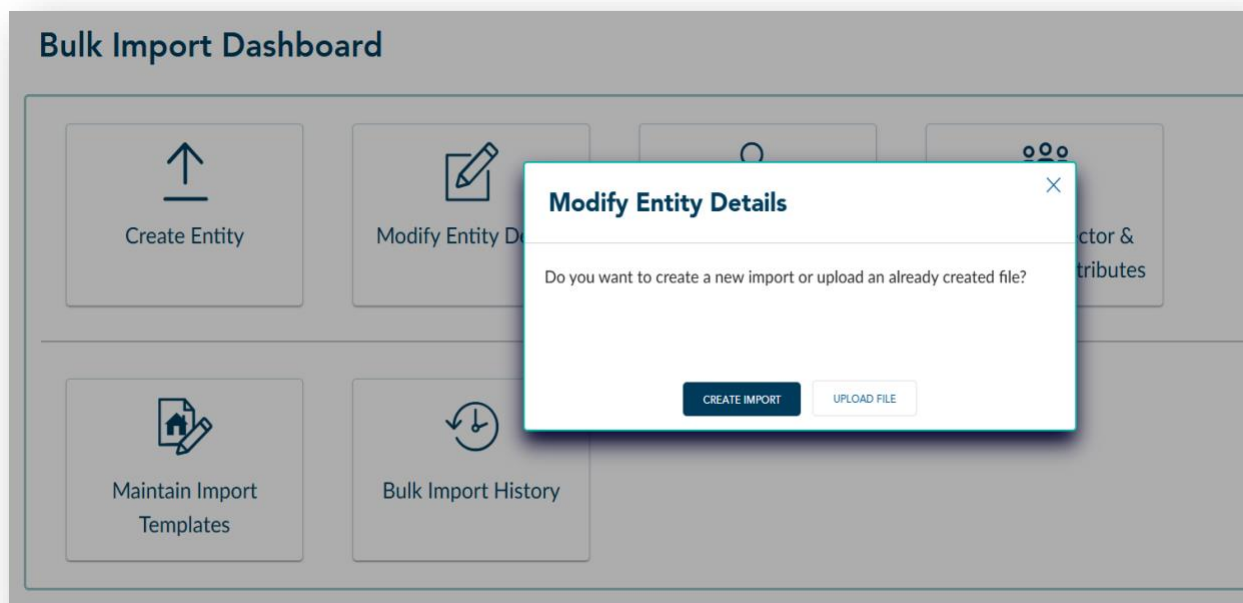
- If a date type attribute, the value provided is an invalid date
 - Date values must be in MM/DD/YYYY format
- A value was provided that is not in the attribute's value list

Once the import file is ready, select **Import** and the entities will be created in the portfolio. For any entities that were unable to be created due to a pre or post import validation, they will be included in the import's **Failure Report**. Refer to Section [7.8.3 Bulk Import History & Failure Report](#) for additional information.

7.8.2 Modify Entity Details

The **Modify Entity Details** import module allows users to add or update entity summary data, including standard and custom fields. When clicking the module, the user will be presented with two options.

- Create Import
- Upload File



7.8.2.1 Create Import

Allows the user to modify entity details for a grouping of entities by manually populating the grid or generate an import file to update in Excel and later upload to the grid.

In the first step of the Create Import flow, you can select a grouping of entities which are in scope for the import.

- Entities can be filtered in grid by selecting column headers or by using Entity Favorites
- A maximum of 1000 entities may be selected in the action

Modify Entity Details - Select Entities

*Select entities to modify:

Entity Favorites: No Favorite Selected

<input type="checkbox"/>	Entity Name	Jurisdiction of Formation	Formation Date	Entity Type	CSC Indicator	CSC Service Status	Entity Status	Entity Created Date
<input checked="" type="checkbox"/>	ABC Holding Company	Netherlands	10/03/2023	Resident Venootschap(BV)	CSC	ACTIVE	Active	10/07/2023
<input type="checkbox"/>	ACME Inc	Delaware	08/01/2023	For Profit Corporation	NON-CSC	N/A	Active	08/24/2023
<input type="checkbox"/>	American Records Research, LLP	Oregon	10/01/2022	Limited Liability Partnership	CSC	ACTIVE	Active	10/18/2022
<input checked="" type="checkbox"/>	Apple Distribution LLC	Delaware	10/01/2023	Federal Savings Bank	CSC	ACTIVE	Active	10/08/2023
<input type="checkbox"/>	Back in Time Productions, Inc	Delaware	08/01/2023	For Profit Corporation	NON-CSC	N/A	Active	08/24/2023
<input type="checkbox"/>	Bazaar Holdings Corp	Illinois	11/18/2019	For Profit Corporation	NON-CSC	N/A	Active	02/10/2023
<input type="checkbox"/>	Budget Transit Rail Works	Delaware	08/01/2023	For Profit Corporation	NON-CSC	N/A	Active	08/24/2023
<input checked="" type="checkbox"/>	Charmed Designing LLC	Ohio	10/17/2017	Limited Liability Company	NON-CSC	N/A	Active	10/18/2022
<input type="checkbox"/>	Chexler, Inc.	Delaware	08/01/2023	For Profit Corporation	NON-CSC	N/A	Active	08/24/2023
<input type="checkbox"/>	Chess, Inc.	Delaware	08/01/2023	For Profit Corporation	NON-CSC	N/A	Active	08/24/2023
<input type="checkbox"/>	Circular Owner	Georgia	02/01/2024	Cooperative Corporation	NON-CSC	N/A	Active	02/07/2024
<input type="checkbox"/>	Company Records, Inc.	Delaware	08/01/2023	For Profit Corporation	NON-CSC	N/A	Active	08/24/2023

Note: A maximum of 1000 entities can be selected for this action.

In the next page, users can select which Entity Summary attributes to update by using the **Select Import Attributes** button, and then selecting check box next to each attribute that they want to add to the grid, then selecting **Apply**.

Bulk Import Tool - Modify Entity Details

Populate the grid below manually or use the generate file button to create an import file.

Generate File:

Import Template: No Template Selected

<input type="checkbox"/>	*Entity Name	*CSC Entity ID
<input type="checkbox"/>	ABC Holding Company	3831136
<input type="checkbox"/>	American Records Research, LLP	3798363
<input type="checkbox"/>	Bazaar Holdings Corp	3798989
<input type="checkbox"/>	Charmed Designing LLC	3798384
<input type="checkbox"/>	Chess, Inc.	3828776
<input type="checkbox"/>	Circular Owner	3833011
<input type="checkbox"/>	CSC Netherlands B.V.	3831819
<input type="checkbox"/>	Delaware Merger Co.	3798864
<input type="checkbox"/>	Equity Investments, LLC	3828772
<input type="checkbox"/>	Fruit Ventures, LLC	3828770
<input type="checkbox"/>	Global Operations Co.	3797837

*Indicates a required field

Upload & Import FAQ's

Search:

Entity Name

*CSC Entity ID

Entity Type

Formation Date

Jurisdiction of Form...

A New Entity Custo...

Annual Meeting Date

Business Purpose

CTA Classification

Date Acquired

Entity Status

Entity Status Date

FEIN #

FinCEN ID

Fiscal Year End

Issue Enhanced Dis...

Reset

If the user would like to use one of the pre-set templates they created, they can use the **Import Template** drop down. Refer to section [7.8.4 Maintain Import Templates](#).

Bulk Import Tool - Modify Entity Details *indicates a required field

Populate the grid below manually or use the generate file button to create an import file.

GENERATE FILE *Import Name:

Import Template: No Template Selected

<input type="checkbox"/>	*Entity Name	*CSC Entity ID
<input type="checkbox"/>	ABC Holding Company	3831138
<input type="checkbox"/>	American Records Research, LLP	3789363
<input type="checkbox"/>	Bazaar Holdings Corp	3799069
<input type="checkbox"/>	Charmed Designing LLC	3789364
<input type="checkbox"/>	Chess, Inc.	3829776
<input type="checkbox"/>	Circular Owner	3833561
<input type="checkbox"/>	CSC Netherlands B.V.	3831019
<input type="checkbox"/>	Delaware MergerCo	3799064
<input type="checkbox"/>	Equity Investments, LLC	3829772
<input type="checkbox"/>	Fruit Ventures, LLC	3829778
<input type="checkbox"/>	Global Operations Co.	3797837

To generate a file to be edited in Excel and then uploaded at a later time, select the **Generate File** button. This document can be uploaded using the **Upload File** button from the **Modify Entity Details** option on the Bulk Import Dashboard.

Bulk Import Tool - Modify Entity Details *indicates a required field

Populate the grid below manually or use the generate file button to create an import file.

GENERATE FILE *Import Name:

Import Template: Entity Vitals

<input type="checkbox"/>	*Entity Name	*CSC Entity ID	Entity Status Date	*Entity Type	Entity Status	Legal Structure
<input type="checkbox"/>	ABC Holding Company	3831138	10/09/2023	Besloten Vennootschap(BV)	Active	Shannon Edt
<input type="checkbox"/>	American Records Re...	3789363	10/01/2022	Limited Liability Partnership	Active	

To create an import directly from the grid, users can engage the in-grid editing feature by selecting attributes within the grid. Attributes are displayed according to their formatted type, and must meet the following requirements:

- Dates must be formatted as DD/MM/YYYY
- Attributes formatted as a value list must contain a value present in the current list
- Text fields must match text character limits

Bulk Import Tool - Modify Entity Details

Populate the grid below manually or use the generate file button to create an import file.

*indicates a required field

Upload & Import FAQ's

GENERATE FILE *Import Name:

Import Template: Entity Vitals SELECT IMPORT ATTRIBUTES

*Entity Name	*CSC Entity ID	Entity Status Date	CTA Classification	Business Purpose
<input checked="" type="checkbox"/> ABC Holding Company	3831138	10/08/2023	Exempt Entity	To hold Business
<input type="checkbox"/> American Records Research, LLP	3789363	10/01/2022	Reporting Company	To conduct any lawful activities
<input type="checkbox"/> Bazaar Holdings Corp	3799089	11/18/2019	Exempt Entity	To conduct any lawful activities
<input type="checkbox"/> Charmed Designing LLC	3789364	10/18/2022	Exempt - 1. Securities reporting issuer Exempt - 2. Governmental authority Exempt - 3. Bank Exempt - 4. Credit union Exempt - 5. Depository institution holding company Exempt - 6. Money services business Exempt - 7. Broker or dealer in securities Exempt - 8. Securities exchange or clearing agency	To conduct any lawful activities
<input type="checkbox"/> Chess, Inc.	3829776	08/14/2023	Exempt - 10. Investment company or investment adviser	
<input type="checkbox"/> Circular Owner	3833501	02/01/2024	Exempt Entity	
<input type="checkbox"/> CSC Netherlands B.V.	3831019	10/01/2023		
<input type="checkbox"/> Delaware MergerCo	3799064	12/18/2000		
<input type="checkbox"/> Equity Investments, LLC	3829772	06/01/2023		
<input type="checkbox"/> Fruit Ventures, LLC	3829778	08/01/2023		
<input type="checkbox"/> Global Operations Co.	3797837	01/16/2023		

DELETE ROW CLEAR CHANGES

Once the grid has been populated, users can kick off an import by adding an **Import Name** then selecting the **Import** button.

Bulk Import Tool - Modify Entity Details

Populate the grid below manually or use the generate file button to create an import file.

*indicates a required field

Upload & Import FAQ's

GENERATE FILE *Import Name:

Import Template: Entity Vitals SELECT IMPORT ATTRIBUTES

*Entity Name	*CSC Entity ID	Entity Status Date	CTA Classification	Business Purpose
<input type="checkbox"/> ABC Holding Company	3831138	10/08/2023	Exempt Entity	To hold Business
<input type="checkbox"/> American Records Research, LLP	3789363	10/01/2022	Exempt - 10. Investment company or investment adviser	To conduct any lawful activities
<input type="checkbox"/> Bazaar Holdings Corp	3799089	10/14/2024	Reporting Company	To conduct any lawful activities
<input type="checkbox"/> Charmed Designing LLC	3789364	10/18/2022		To conduct any lawful activities
<input type="checkbox"/> Chess, Inc.	3829776	08/14/2023	Exempt - 15. Accounting firm	
<input type="checkbox"/> Circular Owner	3833501	02/01/2024		
<input type="checkbox"/> CSC Netherlands B.V.	3831019	10/01/2023	Exempt - 6. Money services business	
<input type="checkbox"/> Delaware MergerCo	3799064	12/18/2000	Exempt - 10. Investment company or investment adviser	
<input type="checkbox"/> Equity Investments, LLC	3829772	06/01/2023	Exempt Entity	
<input type="checkbox"/> Fruit Ventures, LLC	3829778	08/01/2023		
<input type="checkbox"/> Global Operations Co.	3797837	01/16/2023		

DELETE ROW CLEAR CHANGES

7.8.2.2 Upload File

This action allows users to populate the import grid by uploading an Excel document with the new entity summary data. In the Upload File action, users must first select a file to upload to the import grid by using the **Select File** button.

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- The selected file must meet certification requirements:
 - Entity Name and CSC Entity ID must be included in the file
 - Attributes labels must match attribute name

Upload Import File - Modify Entity Details

Populate the grid by uploading an Excel file to import data.
Any data entered in an invalid format will be highlighted in red.

Upload file to import: *Import Name:

Once the import file is ready, select **Import** and the entities will be created in the portfolio. For any entities that were unable to be updated due to a pre or post import validation, they will be included in the import's **Failure Report**. Refer to Section [7.8.3 Bulk Import History & Failure Report](#) for additional information.

Upload Import File - Modify Entity Details *indicates a required field

Populate the grid by uploading an Excel file to import data.
Any data entered in an invalid format will be highlighted in red.

Upload file to import: *Import Name: [Upload & Import FAQs](#)

<input type="checkbox"/>	*Entity Name	*CSC Entity ID	Entity Status	Entity Status Date	CTA Classification	Business Purpose
<input checked="" type="checkbox"/>	ABC Holding Company	3831138	Active - Withdrawals Pending	10/07/2023	Exempt Entity	To hold Business and op
<input type="checkbox"/>	American Records Re...	3769363	Active	09/20/2022	Exempt - 10. Investment company or investment adviser	To conduct any law ful activities
<input type="checkbox"/>	Bazaar Holdings Corp	3799089	Active - Current	10/13/2024	Reporting Company	
<input type="checkbox"/>	Charmed Designing LLC	3769364	Active - Withdrawals Pending	10/17/2022		To conduct any law ful activities
<input type="checkbox"/>	Chesk, Inc.	3829776	Active	09/13/2023	Exempt - 15. Accounting firm	
<input type="checkbox"/>	Circular Owner	3833501	Active	01/21/2024		
<input type="checkbox"/>	CSC Netherlands B.V.	3831019	Active	09/20/2023	Exempt - 6. Money services business	
<input type="checkbox"/>	Deltaware MergeCo	3799084	Active	12/17/2000	Exempt - 10. Investment company or investment adviser	
<input type="checkbox"/>	Equity Investments, LLC	3829772	Active	07/01/2023	Exempt Entity	
<input type="checkbox"/>	Fruit Ventures, LLC	3829778	Active	07/01/2023		
<input type="checkbox"/>	Global Operations Co...	3707833	Active	01/14/2023		

7.8.3 Assign Directors & Officers

The Assign Directors & Officers module allows users to create new Directors & Officers in their organization's portfolio in a more efficient and effective way. Users can create their import file either by manually populating the import grid or uploading the provided Excel template. When clicking the module, the user will be presented with two options.

- Create Import – Use this option when starting a new import file
- Upload File – Use this option to upload a file that has already been created

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7.8.3.1 Create Import

Allows users to modify Director & Officer details for a grouping of entities by manually populating the grid or by generating an import file to update the Excel and later upload to the grid.

In the first step of the Create Import flow, you can select the entities you would like to create Directors & Officers within.

- Entities can be filtered in grid by selecting column headers or by using Entity Favorites

Assign Directors & Officers - Select Entities

*Select entities to assign Directors & Officers to:

Entity Favorites: No Favorite Selected

<input type="checkbox"/>	Entity Name	Jurisdiction of Formation	Formation Date	Entity Type	CSC Indicator	CSC Service Status	Entity Status	Entity Created Date
<input type="checkbox"/>	111 Ten Holdings Corp	Delaware	09/19/1998	Holding Company	NON-CSC	N/A	Active	03/29/2024
<input type="checkbox"/>	2025 ORST LP	Maryland	02/22/2025	Limited Partnership	NON-CSC	N/A	Active	03/13/2025
<input type="checkbox"/>	Acex High Corporation	Jersey	02/22/2022	Limited Company	CSC	ACTIVE	Active	03/28/2024
<input type="checkbox"/>	AI Four One Inc	Nevada	07/01/1977	Limited Liability Company	NON-CSC	N/A	Active	03/28/2024
<input type="checkbox"/>	Baldwin Asset Company	Delaware	09/12/2019	For Profit Corporation	NON-CSC	N/A	Active	12/11/2024
<input type="checkbox"/>	Bento Test Entity Co	Delaware	01/21/2025	For Profit Corporation	NON-CSC	N/A	Active	01/21/2025
<input checked="" type="checkbox"/>	Black Diamond Marketing, Ltd	United Kingdom	10/02/2017	Public Limited Company	CSC	ACTIVE	Active	10/02/2017
<input type="checkbox"/>	Black Dog Ltd	United Kingdom	08/20/1948	Private Limited Company	CSC	ACTIVE	Active	03/29/2024
<input checked="" type="checkbox"/>	Blue Slide News Inc	Tennessee	01/08/1998	For Profit Corporation	NON-CSC	N/A	Active	01/08/2025
<input type="checkbox"/>	Boulder City Exports Inc	Connecticut	01/17/2025	For Profit Corporation	NON-CSC	N/A	Active	01/17/2025
<input checked="" type="checkbox"/>	Bovika Enterprises Inc	Delaware	03/03/2024	For Profit Corporation	NON-CSC	N/A	Active	03/04/2025
<input type="checkbox"/>	Cliver Mill Acres Farm	Maine	09/18/2025	For Profit Corporation	NON-CSC	N/A	Active	11/12/2024
<input type="checkbox"/>	Coatl Co	New York	01/17/2025	For Profit Corporation	NON-CSC	N/A	Active	01/17/2025
<input type="checkbox"/>	Colonial Service Corporation	Pennsylvania	07/04/1978	For Profit Corporation	NON-CSC	N/A	Active	03/28/2024
<input type="checkbox"/>	Costa Color SRL	Costa Rica	01/17/2025	Sociedad a responsabilidad limitada (SRL)	CSC	ACTIVE	Active	01/17/2025

Number of records selected: 3

On the next page, users can select which Director & Officer appointment attributes to update by using the **Select Import Attributes** button and selecting the check box next to each attribute that they want to add to the grid, then selecting **Apply**. Director & Officer Appointment custom fields are available for selection.

Bulk Import Tool - Assign Directors & Officers

Populate the grid below manually or use the generate file button to create an import file.

GENERATE FILE Import Name:

Import Template: No Template Selected SELECT IMPORT ATTRIBUTES

<input type="checkbox"/> Entity	*CSC Entity ID	*First Name	Middle Name	Last Name	Suffix	*DSO Entity Name	*Title (Role)	Subtitle	Authorized To Sign As
<input type="checkbox"/> Black Diamond Marketing, Ltd.	3734032								
<input type="checkbox"/> Blue Devils Bank Inc.	4742207								
<input type="checkbox"/> Bouke Enterprises Inc.	4751188								

Number of records: 3

ADD ROW DELETE ROW DIRECTORS & OFFICERS REPORT ENTITIES REPORT IMPORT PREVIOUS CANCEL

If the user would like to use one of the pre-set templates they created, they can use the **Import Template** drop down. Refer to section [7.8.4 Maintain Import Templates](#).

To generate a file to be edited in Excel and then uploaded at a later time, select the **Generate File** button. This exports a blank Excel file with the attributes in the column headers. Once data is input, this document can be uploaded using the **Upload File** button from the **Assign Directors & Officers** option on the Bulk Import Dashboard.

To create an import directly from the grid, users can engage the in-grid editing feature by selecting attributes within the grid. Attributes are displayed according to their formatted type, and must meet the following requirements:

- Dates must be formatted as MM/DD/YYYY
- Attributes formatted as a value list must contain a value present in the current list
- Text fields must match text character limits

In-Grid Editing

- Users can create their import file by manually populating the import grid. Select **Add Row**, then double-click into any cell to add values, or copy and paste the data in.
- To remove any row(s) from the import file, select the row(s) checkbox on the left side of the grid, then **Delete Row**.
- To remove all data from the import file grid, select the **Reset Grid** button.

Bulk Import Tool - Assign Directors & Officers

Populate the grid below manually or use the generate file button to create an import file.

GENERATE FILE *Import Name:

Import Template: No Template Selected SELECT IMPORT ATTRIBUTES

*Entity	*CSC Entity ID	*First Name	*Middle Name	*Last Name	*Suffix	*D&O Entity Name	*Title (Role)	*Subtitle	Authorized To Sign As	First Elected	Last Elected
<input type="checkbox"/>	Black Diamond Marketing, Ltd	3734202	Cain	Barratt			Select				
<input type="checkbox"/>	Blue South News Inc.	4142207					Chairman of the Board (Director)				
<input type="checkbox"/>	Booke Enterprises Inc.	479188					Chief Executive Officer (Director)				

ADD ROW DELETE ROW Number of records: 3

Once the grid has been populated, users can kick off an import by adding an **Import Name** then selecting the **Import** button.

7.8.3.2 Upload File

This action allows users to populate the import grid by uploading an Excel document with the new entity summary data. In the Upload File action, users must first select a file to upload to the import grid by using the **Select File** button.

- The selected file must meet certification requirements:
 - Entity, CSC Entity ID, First Name, Last Name, D&O Entity Name and Title must be included in the file
 - Attributes labels must match attribute name

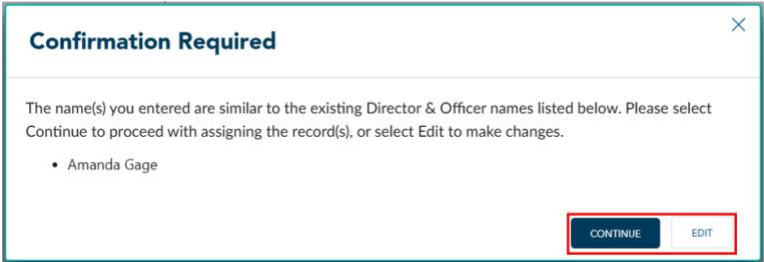
Once the import file is ready, select **Import** and the Director & Officer records will be created in the portfolio. For any Director & Officer records that were unable to be updated due to a pre or post import validation, they will be included in the import's **Failure Report**. Refer to Section [7.8.3 Bulk Import History & Failure Report](#) for additional information.

Upon importing, the user may experience either of the following validations which are triggered by certain data existing in the import.

- Similar Name validation
- Portfolio Entity Found validation

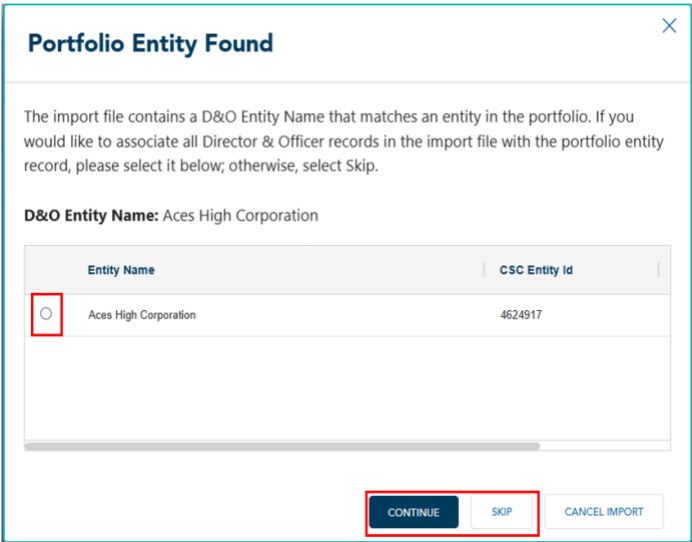
Similar Name Validation

If a user enters a First and Last name that matches the First and Last name of an existing Director & Officer record within their portfolio, they will be presented with the Similar Name validation. This validation informs the user that there is a Director & Officer record in the portfolio that matches the input data and gives the user the opportunity to proceed if that was their intention by clicking **Continue** or modifying the data by clicking **Edit**.



Portfolio Entity Found Validation

If a user enters in an Entity Name into the D&O Entity Name field that matches an Entity already existing in the Portfolio, they will be presented with the Portfolio Entity Found validation. This validation allows the user to associate the Director & Officer record to the portfolio entity record, if desired. To associate the record, click the circle next to the entity name and click continue. If the user does not want to associate the record, click skip.



7.8.4 Maintain Director & Officer Title Attributes

The **Maintain Director & Officer Title Attributes** import module allows users to add or update Director & Officer appointment data, including standard and custom fields. When clicking the module, the user will be presented with two options.

- Create Import – Use this option when starting a new import file
- Upload File – Use this option to upload a file that has already been created

7.8.4.1 Create Import

Allows users to modify Director & Officer details for a grouping of Title Assignments by manually populating the grid or generate an import file to update in Excel and later upload to the grid.

In the first step of the Maintain Director & Officer Title Attributes flow, you can select a grouping of Director & Officer titles that are in scope for the import.

- Director & Officer Titles can be filtered in grid by selecting column headers

Maintain Director & Officer Title Attributes - Select Titles (Active)

*Select existing Director & Officer titles to maintain:

<input type="checkbox"/>	Name	Title (Role)
<input type="checkbox"/>	111 Ten Holdings Inc.	Member (Member)
<input checked="" type="checkbox"/>	Amanda Gage	Secretary (Officer)
<input checked="" type="checkbox"/>	Amanda Gage	Manager (Manager)
<input checked="" type="checkbox"/>	Amanda Gage	Chairman of the Board (Director)
<input checked="" type="checkbox"/>	Amanda Gage	Director (Director)
<input type="checkbox"/>	Angie Dickenson	Secretary (Officer)
<input type="checkbox"/>	Barbara Biskak	Director (Director)
<input type="checkbox"/>	Barbara Biskak	Audit Committee Member (Committee)
<input type="checkbox"/>	Barbara J. Biskak	President (Officer)

RESET Number of records selected: 4 NEXT CANCEL

In the next page, users can select which Director & Officer appointment attributes to update by using the **Select Import Attributes** button and selecting check box next to each attribute that they want to add to the grid, then selecting **Apply**. Director & Officer Appointment custom fields are available.

The Maintain Director & Officer Title Attributes import module allows users to update the following: Subtitle, Authorized to Sign As, First Elected, Last Elected, Expires On and custom fields.

Bulk Import Tool - Maintain Director & Officer Title Attributes *indicates a required field

Update the grid below manually or use the generate file button to create an import file.

GENERATE FILE *Import Name: Import Template: No Template Selected **APPLY** [Upload & Import FAQ's](#) [SELECT IMPORT ATTRIBUTES](#)

<input type="checkbox"/>	*Name	*Title (Role)	Subtitle	Authorized To Sign As	*DAO ID	*Entity
<input type="checkbox"/>	Amanda Gage	Manager (Manager)		Select	9637931	Max Order Company, LLC
<input type="checkbox"/>	Amanda Gage	Director (Director)		Assistant Clerk	9637862	FLS Document Management, Ltd
<input type="checkbox"/>	Amanda Gage	Director (Director)		Assistant Secretary	9937967	Springline Ventures Co
<input type="checkbox"/>	Amanda Gage	Director (Director)		Assistant Treasurer	9639014	CSC Holding Company
<input type="checkbox"/>	Amanda Gage	Director (Director)		Assistant Vice President	10273599	Thoroughly Good Products, Inc.
<input type="checkbox"/>	Amanda Gage	Director (Director)		Audit Committee Member	9937966	Spinning Wheels Company
<input type="checkbox"/>	Amanda Gage	Director (Director)		Board Manager	10100282	EllieBelle Corp
<input type="checkbox"/>	Amanda Gage	Director (Director)		Board Observer	10296348	Blue Suede News Inc.
<input type="checkbox"/>	Amanda Gage	Director (Director)		Chairman		
<input type="checkbox"/>	Amanda Gage	Director (Director)		Chairman of the Board		
<input type="checkbox"/>	Amanda Gage	Director (Director)		Chairperson		
<input type="checkbox"/>	Amanda Gage	Director (Director)		Chairperson of the Audit		

DELETE ROW **CLEAR CHANGES** **Number of records: 29** **IMPORT** **PREVIOUS** **CANCEL**

If the user would like to use one of the pre-set templates they created, they can use the **Import Template** drop down. Refer to section [7.8.4 Maintain Import Templates](#).

To generate a file that can be edited in Excel and uploaded later, select the **Generate File** button. This document can be uploaded using the **Upload File** button from the **Maintain Directors & Officers Title Attributes** option on the Bulk Import Dashboard.

To create an import directly from the grid, users can engage the in-grid editing feature by selecting attributes within the grid. Attributes are displayed according to their formatted type, and must meet the following requirements:

- Dates must be formatted as MM/DD/YYYY
- Attributes formatted as a value list must contain a value present in the current list
- Text fields must match text character limits

In-Grid Editing

- Users can create their import file by manually populating the import grid. Select **Add Row**, then double-click into any cell to add values, or copy and paste the data in.
- To remove any row(s) from the import file, select the row(s) checkbox on the left side of the grid, then **Delete Row**.
- To remove all data from the import file grid, select the **Reset Grid** button.

Once the grid has been populated, users can kick off an import by adding an **Import Name** then selecting the **Import** button.

7.8.4.2 Upload File

This action allows users to populate the import grid by uploading an Excel document with the new Director & Officer Title Attribute data.

In the Upload File action, users must first select a file to upload to the import grid by using the **Select File** button.

- The selected file must meet certification requirements:
 - Name, Title, D&O ID, Entity must be included in the file
 - Attributes labels must match attribute name

Once the import file is ready, select **Import** and the Director & Officer records will be updated in the portfolio. For any Director & Officer records that were unable to be updated due to a pre or post import validation, they will be included in the import's **Failure Report**. Refer to Section [7.8.3 Bulk Import History & Failure Report](#) for additional information.

7.8.5 Documents

The **Documents** import module allows users to upload and route document files to existing entity document folders. Users have the option to select an entity in their portfolio, then any folder in the entity folder structure to upload to.

Bulk Import Tool - Documents

Select or drag & drop documents to import, then confirm the destination and details.

SELECT FILES *Import Name:

<input type="checkbox"/>	File Name	File Size	Entity	Folder	Document Type	Document Title	Document Date	Document Notes	Document Expiration
<input type="checkbox"/>	Arizona 2025 AR - Globex Corporation.pdf	68.06 KB	Globex Corporation (Colorado)	Minute Books/2025 Documents/State Documents	State Documents	Arizona 2025 AR - Globex Corporation	03/01/2026		
<input type="checkbox"/>	CSC Enterprises Bylaws.pdf	292.62 KB	CSC Enterprises Company (Delaware)	Minute Books/CSC Enterprises Minute Book/Bylaws	General	CSC Enterprises Bylaws	03/01/2026		
<input type="checkbox"/>	Globex Corp Minutes Jan 2026.pdf	120.52 KB	Globex Corporation (Colorado)	Minute Books/2026 Documents/Minutes	Minutes	Globex Corp Minutes Jan 2026	03/01/2026		
<input type="checkbox"/>	Stock Certificate - Globex.pdf	372.36 KB	Globex Corporation (Colorado)	Minute Books/2026 Documents/Stock Certificates	Stock Certificates	Stock Certificate - Globex	03/01/2026		

Total Import Size : 4 Records | 0.83 MB

Use the **Select Files** button or drag and drop the files into the import grid. As a seamless part of the upload process, an AI engine makes recommendations for “Entity”, “Folder” and “Document Type” based on a review of each staged document. Users can adopt these recommendations or change them prior to uploading/routing the documents to their destination folders and entities.

Support: 800-927-9801 x66825

CSCEntityManagement@cscglobal.com

<input type="checkbox"/>	File Name	File Size	*Entity	*Folder	*Document Type	*Document Title
<input type="checkbox"/>	Arizona 2025 AR - Globex Corporation.pdf	68.06 KB	Globex Corporation (Colorado)	Minute Books/2026 Documents/State Documents	State Documents	Arizona 2025 AR - Globex Corporation
<input type="checkbox"/>	CSC Enterprises Bylaws.pdf	292.62 KB	CSC Enterprises Company (Delaware)	Minute Books/CSC Enterprises Minute Book/Bylaws	General	CSC Enterprises Bylaws
<input checked="" type="checkbox"/>	Globex Corp Minutes Jan 2026.pdf	120.52 KB	Globex Corporation (Colorado)	2026 Documents/Minutes	Minutes	Globex Corp Minutes Jan 2026
<input type="checkbox"/>	Stock Certificate - Globex.pdf	372.36 KB	Globex Corporation (Colorado)		Stock Certificates	Stock Certificate - Globex

The Document Title will be automatically populated with the file name. Users can add any additional metadata associated with the document or view the document before importing by selecting the file name.

Use the **Copy Selected Row** button to copy a file to the bottom import grid row to send it to an additional destination, or right-click on a row to insert that row record above or below the current one.

Use the **Delete Row** button to remove a record from the import file.

Once all documents have been uploaded and a destination selected, click **Import** to begin the import process. Documents imports are limited to 1,000 records, or up to 500 MB in total import file size.

7.8.6 Bulk Import History & Failure Report

The Bulk Import History Grid & Failure Report can be accessed through the Bulk Import Dashboard options. It will give you a historical glimpse into past imports as well as in progress imports. It will also provide you with a detailed **Failure Report** showing any data that was not able to be imported due to validations. For more information on validations, please refer to section [7.1.8.1 Validations](#).

Bulk Import History

[Return to Dashboard](#) [REFRESH](#)

Import Name	Import Type	Date/Time Completed	User Name	Import Status	Import Data File	Failure Report
User Guide Demo Import	Create Entity		Bob Bausinger	In Progress	Import Data	
Will's Import	Create Entity	2024-06-04 06:56:26	Bob Bausinger	Completed 1 out of 1	Import Data	
Release Test 2	Create Entity	2024-06-04 06:29:26	Bob Bausinger	Completed 3 out of 3	Import Data	
June Failure Import	Create Entity	2024-06-04 06:21:00	Bob Bausinger	Completed 1 out of 1	Import Data	
June Import 3	Create Entity	2024-06-04 06:21:23	Bob Bausinger	Completed 2 out of 2	Import Data	
June Import 2	Create Entity	2024-06-04 06:21:42	Bob Bausinger	Completed 1 out of 1	Import Data	
June Release Import	Create Entity	2024-06-04 06:20:19	Bob Bausinger	Completed 2 out of 2	Import Data	

In addition to accessing the import history via the dashboard, users will be navigated to this page after selecting **Import**, where they will see the new import record listed with any other historical records.

- The **Import Status** will show as “In Progress” until the import job is completed. Once completed the Import Status will display “Completed” with the number of successful records, and the number of records in the import file; e.g. “Completed – 48 out of 50”.
 - All entity related successful imports will either create the Non-CSC entity and associated audit records in the portfolio or update the entity data depending on which action was taken.
 - All Director & Officer related successful imports will either create the Director & Officer and associate audit records in the portfolio or update the Director & Officer data depending on which action was taken.
 - All Document successful imports will be imported to the selected folder, with an associated **Document Uploaded** audit record created.
- Users will have access to the data included in the import by selecting the **Import Data** link on the import record. This link is available for two years from the import date.

Bulk Import History

[Return to Dashboard](#) [REFRESH](#)

Import Name	Import Type	Date/Time Completed	User Name	Import Status	Import Data File	Failure Report
User Guide Demo Import	Create Entity	2024-06-05 12:43:41	Bob Bausinger	Completed 0 out of 2	Import Data	Failure Report
Will's Import	Create Entity	2024-06-04 06:56:26	Bob Bausinger	Completed 1 out of 1	Import Data	
Release Test 2	Create Entity	2024-06-04 06:29:26	Bob Bausinger	Completed 3 out of 3	Import Data	
June Failure Import	Create Entity	2024-06-04 06:21:00	Bob Bausinger	Completed 1 out of 1	Import Data	
June Import 3	Create Entity	2024-06-04 06:21:23	Bob Bausinger	Completed 2 out of 2	Import Data	
June Import 2	Create Entity	2024-06-04 06:21:42	Bob Bausinger	Completed 1 out of 1	Import Data	
June Release Import	Create Entity	2024-06-04 06:20:19	Bob Bausinger	Completed 2 out of 2	Import Data	

Selecting the Failure Report link will navigate users to the Failure Report page (see below) where they will see all records that failed to import. The Failure Reason(s) will be listed with each record, and users can correct any errors within the grid. Failure Reports can be downloaded to Excel if another individual needs to review the data.

Failure reports are available for 30 days after import. Once it expires, a new import would need to be initiated.

Bulk Import Tool *indicates a required field

The below records failed to import due to issue with the data provided. Please correct according to failure reason, or remove, and re-try.

Import Name: User Guide Demo Import DOWNLOAD GRID TO EXCEL

<input type="checkbox"/>	Failure Reason	*Entity Name	*Jurisdiction of Formation	*Entity Type	*Formation Date	*Entity Status	*Entity Status Date	Ju
<input type="checkbox"/>	Entity Status is required;Entity Status Date is required	Enterprise Company, LLC	Delaware	Limited Liability Company (USA)	05/01/2024			12
<input type="checkbox"/>	Formation Date cannot be a future date;Entity Status Date cannot be a future date	Demo Services, Inc.	United Kingdom	For Profit Corporation (International)	07/01/2024	Active	07/01/2024	21

Users can correct the data or remove the record from the import file using the **Delete Row** button.

Once corrected, select Import to re-try the corrected records. After the import job is complete, the **Import Status** will reflect the new number of successful and total records.

- If failed records remain, the **Failure Report** will be updated to reflect the failed records and reasons.
- If there are no failed records, the **Failure Report** link will no longer display.

Once successfully imported, the Non-CSC entities will display in the entity portfolio or the new updated entity data will be reflected in the entities with audit records created.

7.8.7 Maintain Import Templates

Maintain Import Templates can be accessed through the Bulk Import Dashboard and it allows users to set up different templates containing a set list of attributes which can be selected when using the **Bulk Import Update Tool**.

Maintain Import Templates Return to Dashboard

+ TEMPLATE ACTIONS

- Create Template
- Edit Template
- Delete Template(s)

Template Type	Preview	Created By	Date Created	Last Updated By	Last Updated Date	Default
Modify Entity Details	View	Shannon Rupinski	10/14/2024	Shannon Rupinski	10/14/2024	✓

To create a new template, first select the Template Type, then use the Maintain Import Attributes action to select the check box next to each attribute that should be included in the template. Templates must be given a name and then can be saved.

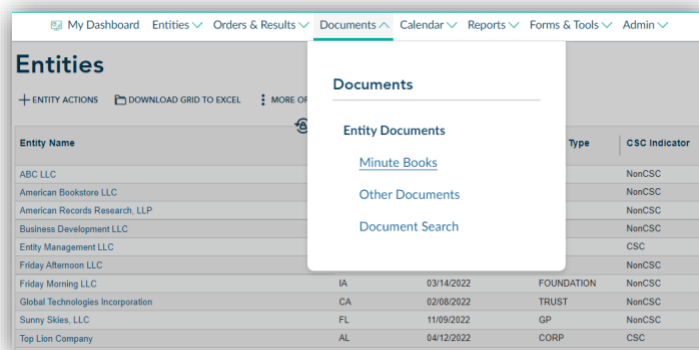
To select the template to display by default in that action, use the check box next to Set as Default

Templates can be Modified or Deleted by selecting the check box next to that Template and the using either **Edit Template** or **Delete Template(s)** actions

Template Type	Preview	Created By	Date Created	Last Updated By	Last Updated Date	Default
Modify Entity Details	View	Shannon Rupinski	10/14/2024	Shannon Rupinski	10/14/2024	
Entity Vitals	View	Shannon Rupinski	10/14/2024	Shannon Rupinski	10/14/2024	<input checked="" type="checkbox"/>

7.9 Minute Book and Document Management

To manage minute books and other document folders at the portfolio level, use the Documents menu option from the main navigation bar.



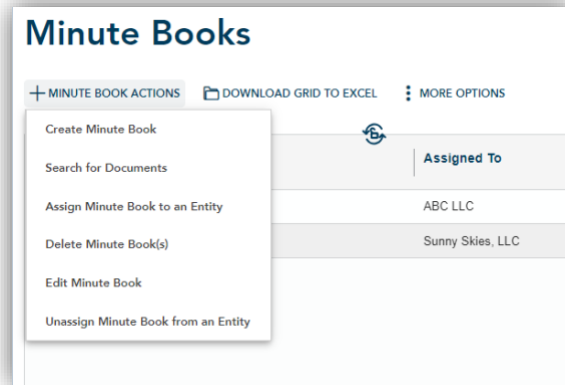
As with managing **Minute Books** or **Other Documents** at the entity level (described in [Section 6](#)), you can manage these items at the portfolio level. While the overall concept of document management remains the same, the portfolio view will allow you to create and manage Minute Books and Other Document folders that are not assigned to a specific entity.

7.9.1 Minute Books

From the **Minute Books Grid**, you can view and take action on all minute books within the portfolio. Using the Minute Book Actions drop-down list (and from the grid itself), you can perform many of the same actions as those performed at the entity level. These actions include creating a minute book, deleting a minute book, edit a minute book and viewing the minute book file folders and searching for documents. Refer to [Section 6.2](#) for additional information.

You can take the following, additional actions at the portfolio level:

- **Search for Documents** (within the entire portfolio)
- **Assign Minute Book to an Entity**
- **Unassign Minute Book from an Entity**

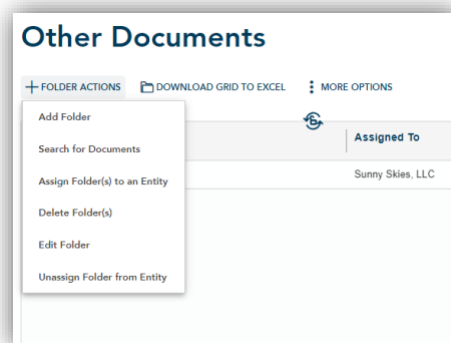


7.9.2 Other Documents

From the **Other Documents Grid**, you can view, manage, and create custom folders for the entire portfolio. Using the Folder Actions drop-down list (and from the grid itself), you can perform many of the same actions as those performed at the entity level. These actions include adding a new folder, deleting folders, renaming folders, and viewing the files contained within the folders. Refer to [Section 6.3](#) for additional information.

You can take the following, additional actions at the portfolio level:

- **Search for Documents** (within a custom folder in the entire portfolio)
- **Assign Folder(s) to an Entity**
- **Unassign Folder from Entity**

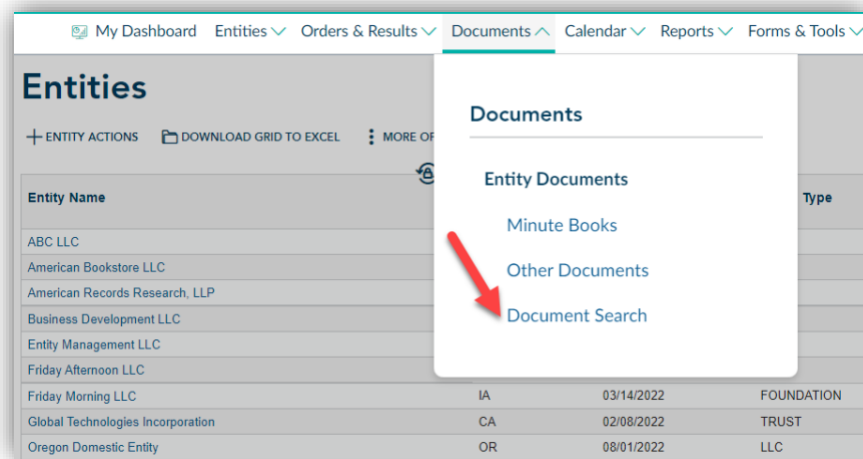


7.9.3 Searching for Documents

The Document Search page allows a user to execute a search on documents across their portfolio or within an entity. There are two options for completing a document search:

- Full Text: Search for documents containing a specific word or phrase
- Document Attribute: Search for documents based on specific attributes, such as document location or document title

To perform a portfolio level search, select the Document Search option from either the top level navigation menu or from the action menus located on the Minute Books and Other Documents grid. To perform an entity specific search, select the Document search option located at the top of the left menu, directly beneath the File Cabinet.



7.9.3.1 Document Full Text Search

Enter your search criteria and click on the search button.

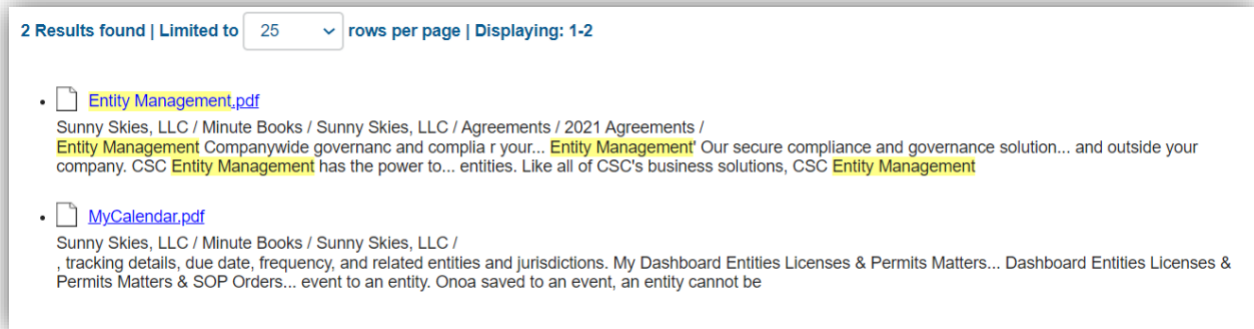
Full Text Search

Please enter a word or phrase and click search to find documents where the document content matches your search criteria.

Search Text:

7.9.3.2 Full Text Document Search Results Page

The results page will list all of the results that include search criteria in the document content. Each document in the results is provided as a clickable link, and the folder path is also displayed. In addition, below the folder path, a snippet of the document is shown to allow the user to see the content that matches the search criteria.



2 Results found | Limited to 25 rows per page | Displaying: 1-2

- [Entity Management.pdf](#)
Sunny Skies, LLC / Minute Books / Sunny Skies, LLC / Agreements / 2021 Agreements / **Entity Management** Companywide governanc and complia r your... **Entity Management** Our secure compliance and governance solution... and outside your company. CSC **Entity Management** has the power to... entities. Like all of CSC's business solutions, CSC **Entity Management**
- [MyCalendar.pdf](#)
Sunny Skies, LLC / Minute Books / Sunny Skies, LLC / , tracking details, due date, frequency, and related entitles and jurisdictions. My Dashboard Entities Licenses & Permits Matters... Dashboard Entities Licenses & Permits Matters & SOP Orders... event to an entity. Onoa saved to an event, an entity cannot be

7.9.3.4 Facets

On the left side of the search results page, there are facets that will help the user filter down their list of results. The user can filter using Document Type (Minute Books or Other Documents), Entity Name or both. This allows the user to narrow down the search criteria specific to an entity or document type.

Show Results For

Folder Type

- Other Documents (71)
- Minute Books (606)

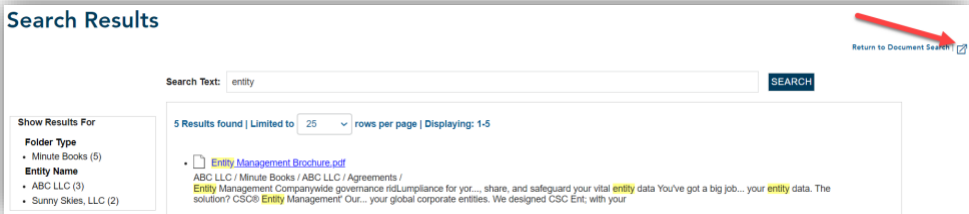
Entity Name

- CSC Enterprises (10)
- CSC Entity Management Demo, LLC (504)
- CSC Germany GmbH (60)
- CSC India Pvt. Limited (14)
- CSC International Ltd. (16)
- CSC Properties I Inc. (6)
- Welcome To Entity Management (6)
- XYZ 12345678 Canada CCPC (14)
- XYZ UK (15)
- XYZ1, LLC (11)
- [Show more...](#)

If the results include documents from more than 25 different entities, the user will need to select the **Show More** link listed below the last entity.

7.9.3.5 Flyout Option

The flyout option allows for the user to open the results in a new page while keeping the search page up for comparison. The flyout allows users to execute additional searches and manipulate the results using the facets just as they would on the original results page.



7.9.3.6 Document Attribute Search

The Document Attribute search can be used to search for documents having a common attribute, such document location, document title, date that a document was added, or entity name.

The stronger the search criteria, the easier the document will be to locate. Options include document location, document title, or entity name. You can also search for all documents added to the system within a date range.

Document Attribute Search

Please complete one or more fields and click search to find documents that meet your search criteria.

Where do you want to perform the search? Minute Books Other Documents Both

Document Title: Begins Contains Exact

Document Date: From To

Document Upload Date: From To

Entity Name:

Folder Name:

SEARCH

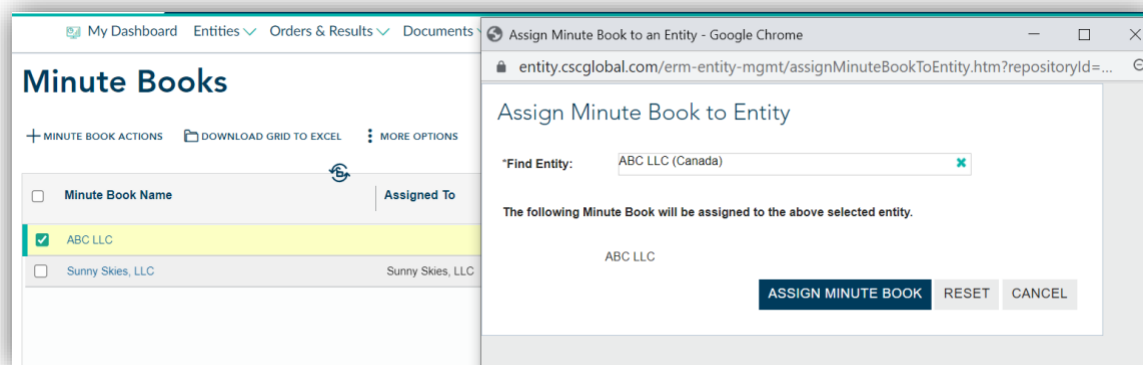
The results displayed will be based on the search criteria.

	Document Title	Folder Type	Folder Name	Minute Book Name
<input type="checkbox"/>	Entity	Select	Select	
<input type="checkbox"/>	Entity Management	Minute Book	2021 Agreements	Sunny Skies, LLC
<input type="checkbox"/>	Entity Management Brochure	Minute Book	Agreements	ABC LLC

Note: Full Text and Document Attribute searches cannot be combined.

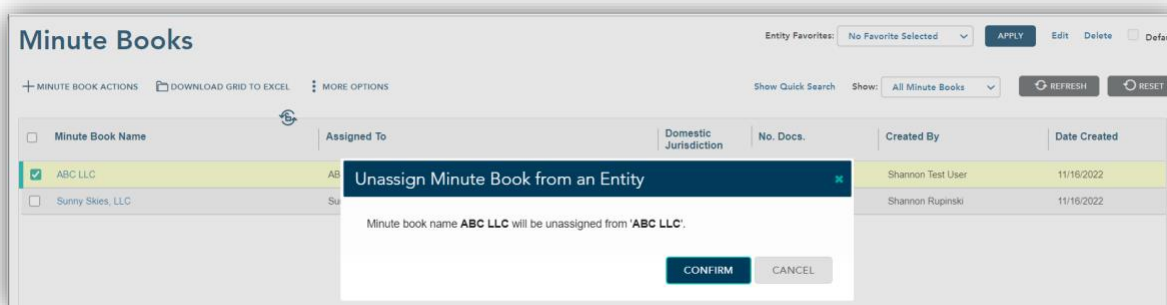
7.9.4 Assigning a Minute Book or Folder

To assign a minute book, check the box to the left of corresponding minute book and select **Assign Minute Book to an Entity** from the Minute Book Actions drop-down list. Assigning an unassigned folder from **Other Documents** works similarly.



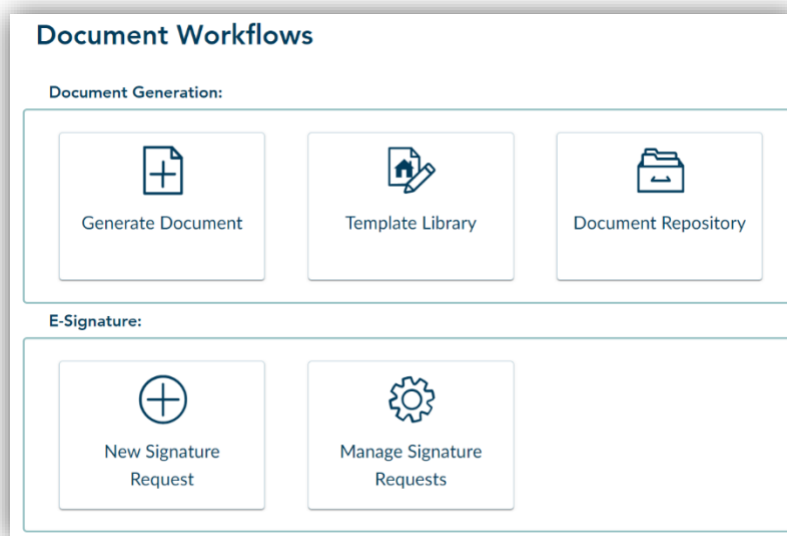
7.9.5 Unassigning a Minute Book or Folder

To unassign a minute book from an entity, check the box to the left of the corresponding minute book and select **Unassign Minute Book to an Entity** from the Minute Book Actions drop-down list.



7.10 Document Workflows Dashboard:

The Document Workflows Dashboard is a consolidated dashboard which allows you to access the Document Generation and E-Signature capabilities. The Document Generation and E-Signature roles provide access to the respective tools within the Document Workflows Dashboard. Roles are described in further detail in [Section 10.1.1](#).



7.10.1 Document Generation

CSC's advanced document generation solution provides an end-to-end experience for assembling documents with ease by efficiently merging entity data into document templates, all while working in CSC Entity Management.

7.10.1.1 Template Library

The Template Library allows you to store and manage an unlimited number of document templates. These templates are leveraged in the merge data process to generate documents. Within the Template Library, authorized users can draft document templates using a text editor that offers a full suite of document formatting options. Alternatively, a user could copy and paste existing document content to create a new template in moments. From the Template Library you can take the following **Template Actions**:

- **Create Template:** Create a new Template which can be used to generate documents.
- **Edit Template:** Edit an existing Template.
- **Delete Template(s):** Delete one or more Templates.

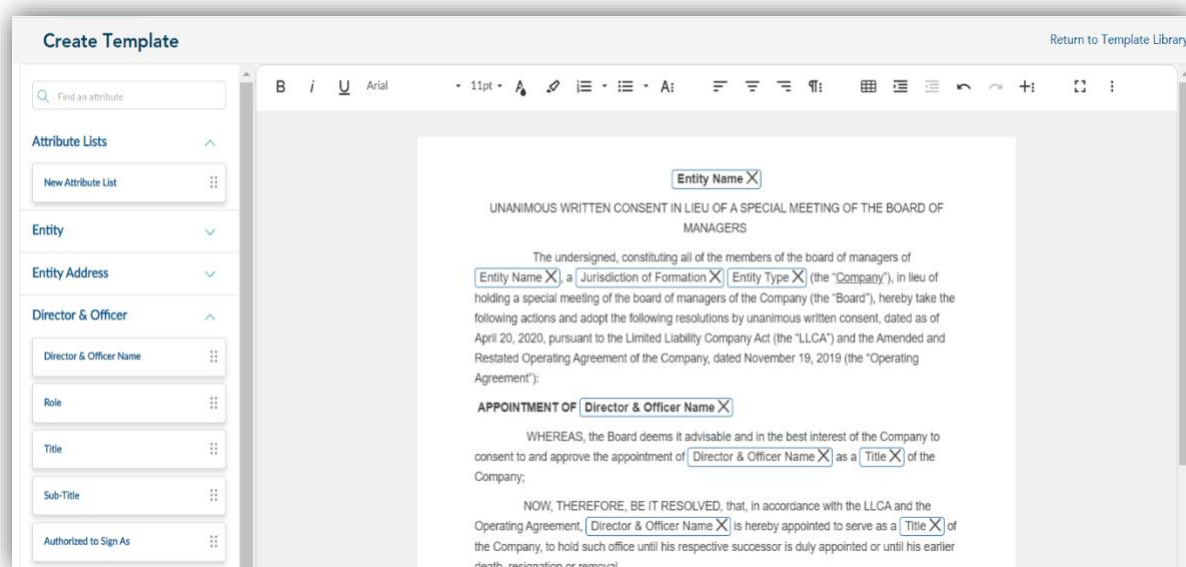
7.10.1.1.1 Create a Template

While creating a template you can:

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- Copy and Paste: You can copy and paste content into the Document Generation tool to add content from existing documents.
 - When content is pasted into the Document Generation tool, the formatting is maintained where possible.
- Input Text: Enter text manually and format the content directly within the Document Generation text editor.
- Add Attributes: Attributes can be drag and dropped into the text editor from the left-hand pane. The attributes are placeholders for Entity and Director & Officer data that will be mapped into the document while generating a document.



Once you have added all the content you desire in your Template, click save. After clicking Save, you will be presented with the **Save Template** screen where you can define a Template Name, set your accessibility preference, define a Template Type and provide optional Description text for your template.

7.10.1.1.2 List Functionality

The Document Generation tool offers the ability to map attribute data into a list. For example, you can create a document that contains a list of Directors & Officers and their titles or a document that contains a list of Entities and their domestic jurisdictions.

To create a list, drag and drop the New Attribute List tile from the left-hand pane into the text editor and the **Create Attribute List** screen will be displayed. Drag and drop attributes from the left-hand pane into the Preview Attribute List section to define the attributes for your list.

Once you have defined your list, you can define a default sort for the data that will be populated in your list. To define a sort, click the Edit List Sorting tab. Define the primary sort of your list by dragging the attribute you want to

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sort by to the top. Click the Sort Order dropdown to define how that specific attribute will be sorted. Sorting options are ascending, descending or custom sort.

Create An Attribute List

Define New List | **Edit List Sorting**

Attribute List Sorting Criteria

Attribute	Attribute Type	Sort Order
<input type="checkbox"/> Title	Value List	Custom Sort <input type="button" value="Define Custom Sort"/>
<input type="checkbox"/> Director & Officer Name	Text	Ascending

Click the Create button to embed your list into the template or document.

7.10.1.2 Generate Document:

Generate Document allows you to generate a document from scratch or from a template being maintained in your Template Library. CSC's Entity Management Generate Document workflow gives you the ability to:

- Generate documents using real data from your Entity Management Portfolio.
- Generate a document from scratch or a user created template.
- Create multiple documents from a single flow by selecting multiple Entity or Director & Officer records as source data.
- Take the following actions on documents generated from the workflow:
 - Email documents in PDF format.
 - Download documents in MS Word or PDF format.
 - Route documents to a specified folder within Entity Management.
 - Send documents for signature using Entity Managements E-Signature functionality. Note: A DocuSign account is required.
 - Save documents to the Document Repository to take action or edit at a later time.

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7.10.1.2.1 Start Document

In the Start Document step, you can create your document from scratch or use a template. You also define the name of your document(s) during this step of the workflow.

7.10.1.2.2 Preview Document

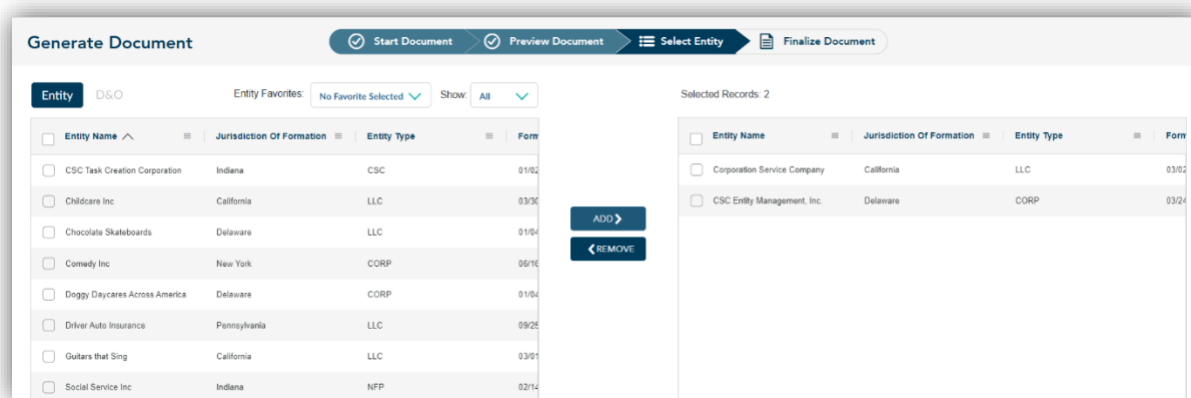
The Preview Document step lets you edit and format the document using the tools text editor. From this step you can also select attributes from the left-hand pane to embed into your document. These attributes will be used as placeholders to map in data based on your selections in the **Select Entity** step.

7.10.1.2.3 Select Entity

The Select Entity screen allows you to select the data source(s) that will map data directly to the attributes that have been inserted into the document. You can select from Entity or Director & Officer records as source data.

The tabs at the top left of the page allow you to select Entity or Director & Officer records as your documents source data. All grid columns are filterable and sortable.

Your selections on the Select Entity step drive how your document(s) are generated. The source data determines the number of documents generated and if the data is mapped automatically into the document or requires additional mapping. If you select a single record, and click Next on the Select Entity screen, you will create a single document. When multiple records are selected, and you click Next on the Select Entity screen, you will see a window that allows you to choose to generate one or multiple documents in a single flow.



7.10.1.2.3.1 Multiple Record Selection

When multiple Entity records are selected:

- **Create a single document**
 - Creates one document where additional mapping will be required.
- **Create a document per Entity**
 - Creates a separate document for each selected entity.

Multiple Documents ×

You have selected multiple records as your documents source data. How do you want to proceed?

Create a single document.

Create a document per Entity.

When multiple Director & Officer records are selected:

- **Create a single document**
 - Creates one document where additional mapping will be required.
- **Create a document per Entity**
 - Creates a separate document for each entity across the various Director & Officer records.
- **Create a document per Director & Officer**
 - Creates a separate document for each Director & Officer appointment record selected.

Multiple Documents ×

You have selected multiple records as your documents source data. How do you want to proceed?

Create a single document.

Create a document per Entity.

Create a document per Director & Officer.

7.10.1.2.4 Finalize Document

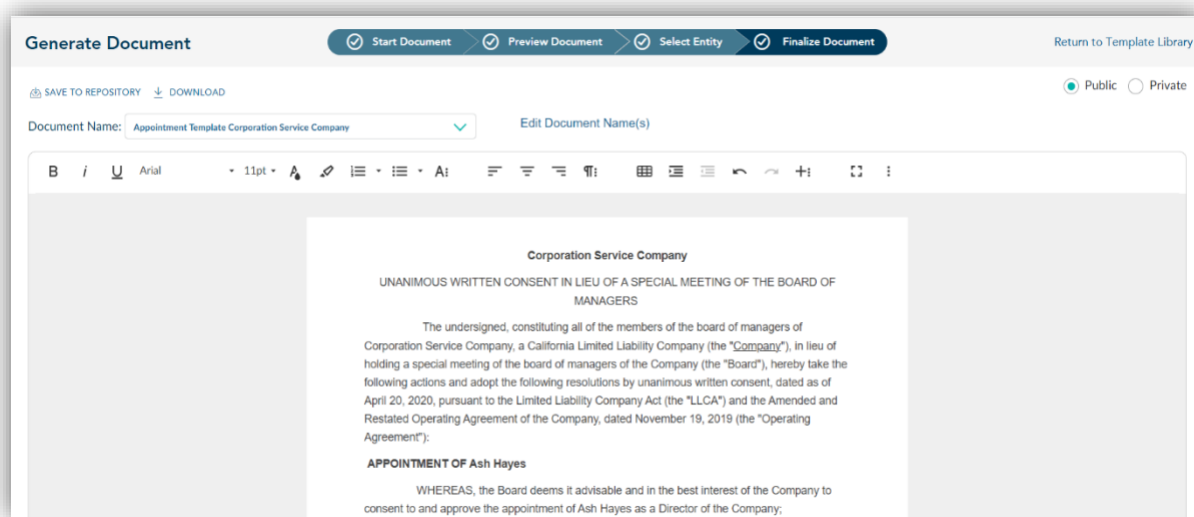
The Finalize Document step displays the document(s) that have been generated. Data from the data sources selected on the Select Entity step will now be mapped into the document(s). From here you can continue to edit the document or take any of the following actions:

- **Save to Repository:** Save the document(s) to the Document Repository so you can take future action.
 - Note: documents are not saved unless you explicitly choose to save them.

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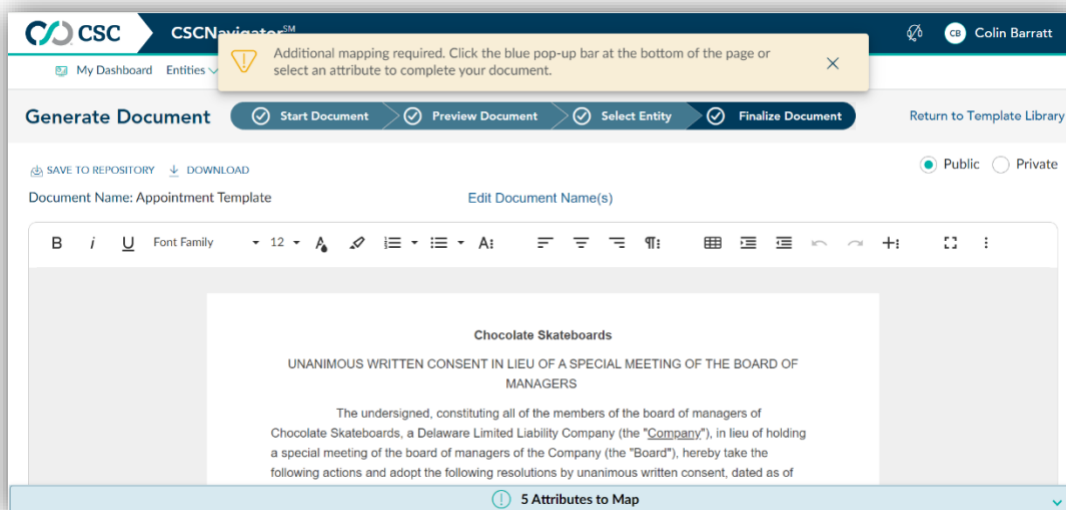
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- **E-Signature:** Send the document(s) for signature.
- **Download:** Download the document(s) in PDF or MS Word format.
- **Email:** Email the document(s) in PDF format.
- **Note:** if any of the above actions are taken on the Finalize Document screen, it applies to all documents generated.



7.10.1.2.4.1 Additional Mapping

When you have selected multiple data sources that could map to an attribute, you will see a message on the Finalize Document step noting there are attributes that require additional mapping. These attributes are displayed within a light yellow box with an exclamation point. You can click on the attribute itself or the blue bar at the bottom of the screen to open the mapping window.



The mapping window has several features to ensure you select the data you want to map. You can search for Entity or Director & Officer names or filter and sort the columns to find the right data you would like to map into the document. The tool also retains record selections for a more efficient mapping experience.

To map attributes:

Step 1: Click either the attribute or the Attributes to Map blue bar at the bottom of the page.

Step 2: Once the additional mapping window opens, locate the record that contains the attribute value you would like mapped into your document.

- Note: you can use the real time search field, filter columns or sort columns to aid in finding the attribute value you would like mapped into your document.

Step 3: Click the checkbox for that record.

Step 4: Click map attribute.

Step 5: Repeat this process until all attributes in your document are mapped.

resiated Operating Agreement of the Company, dated November 19, 2019 (the "Operating Agreement"):

APPOINTMENT OF Director & Officer Name

WHEREAS, the Board deems it advisable and in the best interest of the Company to consent to and approve the appointment of Director & Officer Name as a Title of the Company;

NOW, THEREFORE, BE IT RESOLVED, that, in accordance with the LLCAs and the Operating Agreement, Director & Officer Name is hereby appointed to serve as a Title

5 Attributes to Map

1 of 5 | Director & Officer Name

MAP SELECTION Search by Director & Officer Name

Director & Officer Name	Entity	Role	Title	Subtitle	Authorized to Sign As	First Name
<input type="checkbox"/> Keenan Milton	Chocolate Skateboards	Officer	Executive Vice President		Executive Vice President	Keenan
<input type="checkbox"/> Matt Johnson	Chocolate Skateboards	Director	Chief Technology Officer		Chief Technology Officer	Matt

Showing Unmapped Attribute 1 of 5

When there is no data to map for a given attribute, you will see the attribute displayed within a light red box that contains (NULL). If you click this attribute or navigate to it via the Attributes to Map blue bar, you will be given the option to enter text for that attribute or remove it from the document.

NOW, THEREFORE, BE IT RESOLVED, that, in accordance with the LLCAs and the Operating Agreement, Ben Adams is hereby appointed to serve as a Assistant Secretary of the Company, to hold such office starting [Last Elected (NULL)] on until his respective successor is duly appointed or until his earlier death, resignation or removal.

The actions taken by this consent shall have the same force and effect as if taken at a special meeting of the Board, duly called and constituted, pursuant to the Operating Agreement of the Company and the laws of the State.

This consent may be executed in two or more counterparts, each of which shall be deemed an original and together constitute one and the same consent.

IN WITNESS WHEREOF, the undersigned, constituting all of the members of the Board, do hereby consent to the foregoing resolutions as of the date first above written.

1 Attributes to Map

1 of 1 | Last Elected : Attribute does not have any value or it does not exist.

Enter Text For Attribute OR

Showing Unmapped Attribute 1 of 1

7.10.1.3 Document Repository

Draft and completed documents can be stored in the Document Repository. From the repository you can continue to edit documents as well as download, email, route to MB/OD folders, and initiate an eSignature request for these documents from the Document Repository.

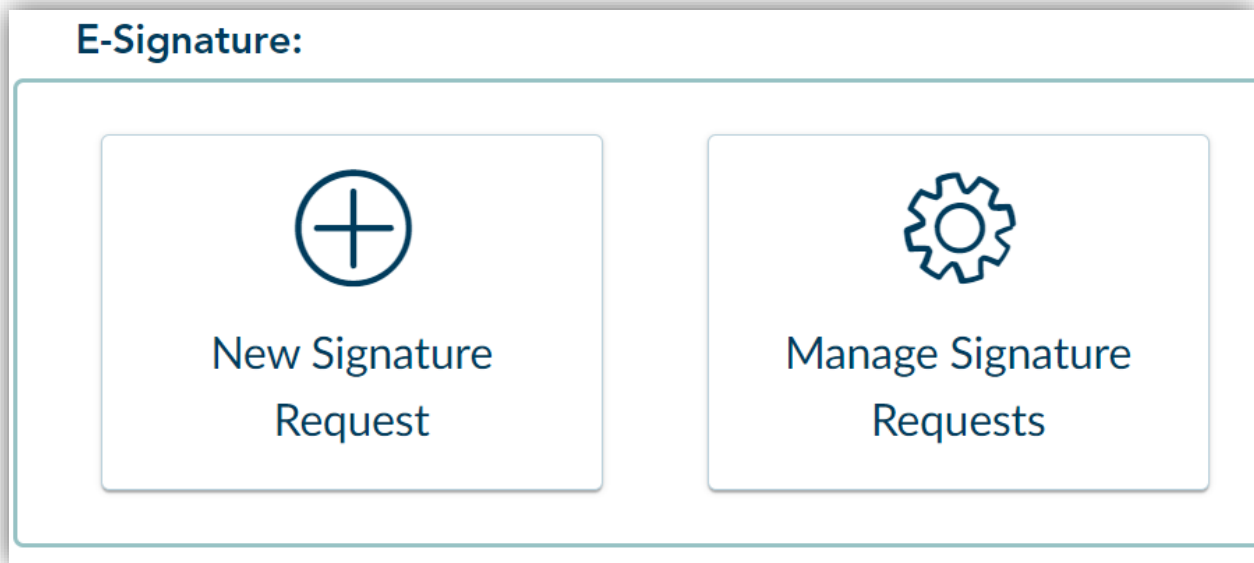
- **Download Document(s):** Download documents in PDF or Word format.
- **Edit Document:** Make changes to documents that have been saved to the Document Repository.
- **Email Document(s):** Email one or more documents in PDF format.
- **E-signature Document(s):** Send one or more documents for Signature
- **Route Document(s):** Route one or more documents to a specific location within your Entity Management Portfolio.
- **Delete Document(s):** Delete one or more documents.

7.10.2 E-Signature

With CSC Entity Management's electronic signature workflow, users that have a DocuSign account, can:

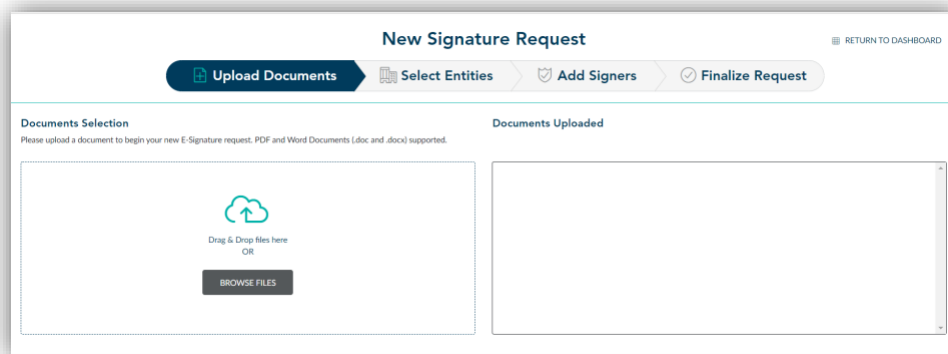
- Follow an intuitive guided process to upload documents, add signers, and route documents for signature
- Select document signers from your list of Directors & Officers or define signers on the fly
- Use envelope tracking to review and manage signature request status
- Route executed documents to folders in Entity Management

7.10.2.1 E-Signature New Signature Request



7.10.2.1.1 Upload Documents

To prepare a new e-signature request you will first start by uploading the documents you are looking to collect signatures for. Only doc, docx and pdf documents are supported for requests, along with a combined file size limit of 25mb.



7.10.2.1.2 Select Entities

The **Select Entities** step of the workflow allows you to select entities from your portfolio that will facilitate in the identification of signers in your organization and eventually in routing your executed document to your Minute Book or Other Document folders.

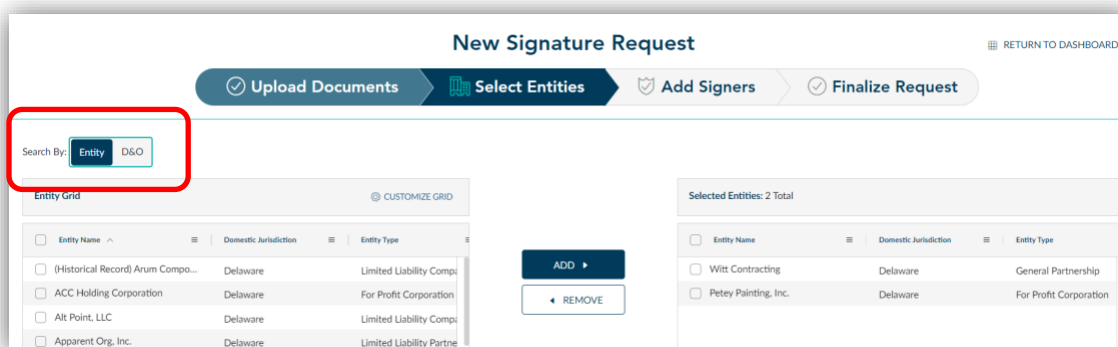
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The toggle button at the top left of the page allows for a search by entity detail or by Director & Officers data, to make your entity selection. All grid attributes are filterable and sortable.

The **CUSTOMIZE GRID** action on the left grid allows you to insert your entity custom fields into your entities grid or you can add additional Director & Officer attributes in your D&O grid, for additional searching options.

You can also drag and drop columns to achieve your preferred ordering of grid attributes. Once you have your desired layout, you can select **Save Grid Layout**, at the bottom of the grid, to save that layout for future requests.



Note: The Select Entities step is optional.

7.10.2.1.3 Add Signers

The **Add Signers** step allows you to efficiently identify the signers for your request based on a pre-filtered list of Directors & Officers, from the **Select Entities** step.

If the signer(s) are not within your portfolio, you can easily add signers on the fly through the **Add New Signer** action at the bottom of the **Selected Signers** grid. Clicking into the email address cell for your selected signers allows you to add/modify the email address directly within the grid.

All grid attributes are filterable and sortable. You can also drag and drop columns to achieve your preferred ordering of grid attributes. Once you have your desired layout you can select **Save Grid Layout**, at the bottom of the grid, to save that layout for future requests.

New Signature Request RETURN TO DASHBOARD

Upload Documents Select Entities Add Signers Finalize Request

Signer CUSTOMIZE GRID

<input type="checkbox"/>	Name	Entity	Title	Role
<input type="checkbox"/>	Jake Peralta	Petey Painting, Inc.	Director	Di
<input type="checkbox"/>	Amy Santiago	Petey Painting, Inc.	Managing Director	Di
<input type="checkbox"/>	Justin Witt	Petey Painting, Inc.	Director	Di
<input type="checkbox"/>	Stewie Griffin	Petey Painting, Inc.	Controller	Of
<input type="checkbox"/>	Charlotte Crecre	Petey Painting, Inc.	Director	Di
<input type="checkbox"/>	Rick Sanchez	Petey Painting, Inc.	Assistant Secretary	Di

1 to 19 of 19 Page 1 of 1 Save Grid Layout

Selected Signers 2 Total

<input type="checkbox"/>	Name	Email Address
<input type="checkbox"/>	Amy Santiago	cscrapidtest@gmail.com
<input type="checkbox"/>	Justin Witt	cscrapidtest@gmail.com

1 to 2 of 2 Page 1 of 1 + Add New Signer

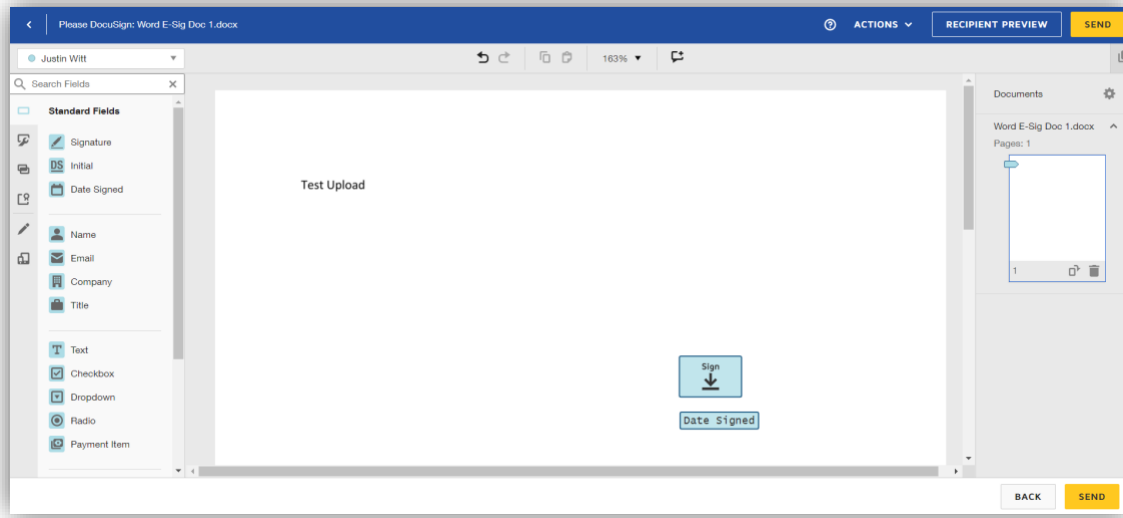
Notes: First Name, Last Name & Email are required for all signers.

7.10.2.1.4 Finalize Request

This is the last step in the New Signature Request flow that will allow you to go back and make any adjustments to your requests before prepping your document for submission through DocuSign.

7.10.2.1.5 DocuSign UI

Once you select **DocuSign** from the from the **Finalize Request** step, the DocuSign Sender UI will take over the screen. From this UI, you will have access to all the features and functionality available through DocuSign in order to prepare you document and send out your request for signatures. Visit the DocuSign eSignature User Guide for any questions regarding DocuSign functionality <https://support.docusign.com/en/guides/ndse-user-guide>.



7.10.2.2 Manage Signature Requests

Any e-signature requests that are submitted through the CSC E-Signature workflow will be visible within the Manage Signature Requests grid. This grid provides visibility into current and historical requests while also providing functionality to take additional action on those requests.

Advanced filtering at the top right of your grid provides for quick views into **All** of your requests, those that are **In Progress**, or just your **Completed** requests, which would include any that have been VOIDED.

The default sort of this grid will display your In Progress requests at the top (Status = SENT), with the oldest Due By Dates listed first, followed by your Completed and Voided requests.

Clicking the **Document Name** of a request will download the original copy of the document when it has status of SENT or VOIDED. Once a document has a status of COMPLETED (all signatures captured), the signed copy of the document will be available for download.

Envelope Tracking RETURN TO DASHBOARD

ROUTE DOCUMENT TO FOLDER VOID REQUEST Show: All In Progress Completed RESET TO DEFAULT VIEW

Request ID	Document Name	Email Subject	Envelope Status	Signers	Last Update	Due By Date
1465	Officer Resolution.docx	Please DocuSign: Test Upload 2.docx	CREATED	Justin Witt	02/02/2022	-
1346	January 2022 Minutes.pdf	Please DocuSign: Test Upload 2.docx	COMPLETED	Rick Sanchez	01/22/2022	05/22/2022
1341	February 2022 Minutes.pdf	Please DocuSign: Test Upload.docx	COMPLETED	Justin Witt, Chase Utley	01/21/2022	05/21/2022
1336	Officer Appointment.pdf	Please DocuSign: Test Upload.docx	COMPLETED	Justin Witt, Emily Wagner	01/21/2022	05/21/2022
1335	ABC Company Corporate Resolution Feb 2022.pdf	Please DocuSign: Test Upload 2.docx	COMPLETED	Justin Witt, Emily Wagner	01/21/2022	05/21/2022
1330	Officer Resolution Dec 2021.pdf	Please DocuSign: Test Upload.docx	COMPLETED	Justin Witt	01/21/2022	01/31/2022

7.10.2.2.1 Envelope Details

For a given request record, the Email Subject link and Details “View” link, in the **Manage Signature Requests**, will take you to the **Envelope Details** for that request. Here you can view more details about your request, such as signer information, email content and specific event details.

The **Events** section will provide visibility into the signer level events, from the request being sent to the individual, all the way through signing of the document.

Envelope Details

Email Subject: Please DocuSign: Word E-Sig Doc: 1.docx Status: COMPLETED
 Date Started: February 7, 2022, 12:58 PM Date Completed: February 7, 2022, 1:00 PM
 Due By Date: June 7, 2022, 5:58 PM
 Created By: Esig User

Document Details

Document Title	Routed Status
Word E-Sig Doc: 1.docx.pdf	NO

Signers

Name	Email Address	Title
Justin ODM1	justin.witt@cscglobal.com	Chairman
Charlita Crece	charlita.greene@cscglobal.com	Director
Debra ODM	kimberly.anderson@cscglobal.com	Chairman

Events

Date	Status	Recipient
2/7/22, 12:59 PM	Envelope Initiated	
2/7/22, 12:59 PM	SENT	Debra ODM
2/7/22, 12:59 PM	SENT	Justin ODM1
2/7/22, 12:59 PM	SENT	Charlita Crece
2/7/22, 1:00 PM	COMPLETED	Debra ODM
2/7/22, 1:00 PM	COMPLETED	Justin ODM1
2/7/22, 1:00 PM	COMPLETED	Charlita Crece
2/7/22, 1:00 PM	Envelope Completed	

Email Body

7.10.2.2.2 Void Request

Voiding an envelope cancels all outstanding signing activities. You can void any of your sent envelopes that have not yet completed.

7.10.2.2.3 Route Document to Folder

Once a document has been completed, you have the ability to select it from the **Manage Signature Requests** grid and route it to your entity folders. Entities that were selected while generating your request will be set as default locations for routing the document. The folder icon allows you to choose which folder the document should reside in for that entity. You can choose the **SELECT ADDITIONAL ENTITIES** to route your document to other entities in your portfolio as well.

Document Types can be associated to your document, allowing for more options on the metadata that can be stored along with it. Selecting different document types will dynamically load up attribute sets associated to your selected document type.

Use the **ROUTE DOCUMENTS** button to save a copy of your completed document, along with any metadata, in your preferred destination.








7.11 Companies House Filing Centre

Entity Management offers a secure integration with Companies House, the UK registry, to simplify filings by incorporating your existing entity details into the workflow. Integration instructions can be found [here](#). After configuring your Companies House account and adding authentication codes in the admin section, you can begin submitting filings to Companies House. Note that to view, edit, or submit Companies House filings, you must be assigned the appropriate Filing Centre role. These roles are described in [Section 10.1.1](#).

The Filing Centre grid displays all Companies House filings that have been created through the Entity Management workflow. Filings can be started, saved as a draft, submitted, and resubmitted if there is a rejection.

Companies House Filing Centre

+ PREPARE NEW FILING COMPANY DATA REPORT DOWNLOAD GRID TO EXCEL Status Date: 10/21/2024 - 10/21/2025 Status: Multiple REFRESH RESET

Actions	Entity Name	Form	Form Name	Filing Description	Status	Status Date	Submitted By	Date Submitted	Additional Details
  	Friedman Holdings Ltd.	CS01	Confirmation Statement		Draft	09/09/2025			View
  	Green Nile, LTD	CS01	Confirmation Statement	2025 Confirmation Statement	Draft	09/04/2025			View
	Advisory Board UK Investments, Inc.	CS01	Confirmation Statement		Accepted	09/04/2025	Melissa Friedman	09/04/2025	View

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7.11.1 Submitting a Filing

1. To begin a new filing, click the Prepare New Filing button.
2. Select the type of filing and enter any optional additional details in the customer reference and filing description fields.
 - a. Customer reference is an optional reference field sent to Companies House for your use and tracking purposes.
 - b. Filing description will display in the Filing Centre grid for your reference. This could include a short description of the information being filed.
3. Select the entity for the filing. The search box will return all entities in the portfolio with a jurisdiction in the UK.
 - a. If you select an entity that does not have an authentication added, you will not be able to proceed with the filing. The authentication code must be added in the admin section.
4. To view a comparison of the data on file with Companies House and Entity Management, you can click the link in the top left corner 'View Company Data Report'. This will open a pdf with a side-by-side comparison of the current data from both systems.
5. The workflow will walk you through the necessary questions for the selected filing. If there is data that is housed in Entity Management related to the question, you will see a button to retrieve data. This will pull in the current data from Entity Management. If anything needs to change, you can navigate to the related section of the entity details and make any necessary changes.
6. The final page of the workflow is a review page. Review the data entered and click Submit Form.
7. Click Submit to confirm submission.
8. After successful submission, you are returned to the Filing Centre grid with your newest submission at the top.

7.11.2 Filing Centre Grid

The Filing Centre grid displays all filings initiated from the grid in the past year. By default, it displays all filings, regardless of status. The Actions section dynamically populates what action you can take for a given filing based on its status. Actions are:

- Resume Filing (for draft and rejected statuses)
- View (for all statuses)
- Delete (for drafts only)

To see more information about the filing, click the 'View' link in the Additional Details column. This will display details such as the user that started the filing, customer reference, and a time stamped filing history.

Additional Details ✕

Filing Details:

Entity Name: Readers Unite Ltd.	UK Company Number: 12345678
Form: CS01	CSC Entity Id: 4177780
Form Name: Confirmation Statement	Filing Reference:
Filing Created By: Melissa Golden	Filing Description: Update capital

Submission Details:

Filing Submitted By: Melissa Golden	Date Filing Submitted: 08/19/2025
Filing Status: Accepted	Filing Status Date: 08/19/2025

Status History:

Date/Time	Status	Details	User
08/19/2025 02:18 pm	Accepted		Companies House
08/19/2025 02:18 pm	In Progress		Companies House

7.11.3 Company Data Report

This feature gives you the ability to compare current data in Entity Management with actual data on file with Companies House. To run the report, click the Company Data Report action at the top of the Filing Centre grid, select an entity, click Generate Report and the report will automatically open a pdf (depending on your browser download settings). This will show the data side-by-side for easy comparison.

7.12 Calendar

Within the portfolio, a calendar is available for viewing important dates and obligations, including the following:

- Filings that impact jurisdictional good standing
- DBA name expiration dates
- Business license renewal dates (if you are a Business License Portfolio customer)
- Custom events that have been created for the portfolio

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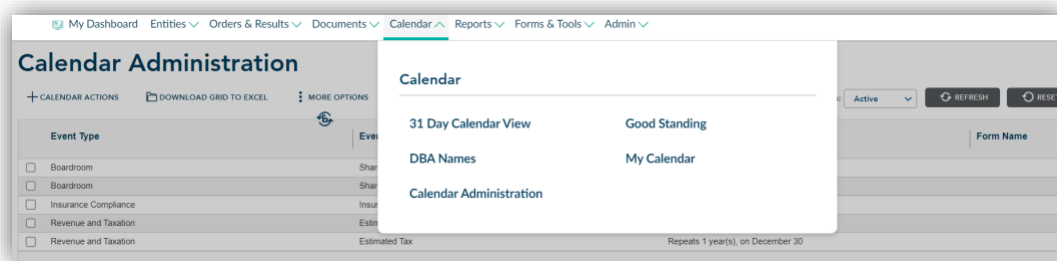
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Additional details regarding the calendar can be found in [Chapter 8](#).

8 Calendar

The Calendar menu option from the main navigation bar enables you to view due dates for filings that impact jurisdictional good standing, DBA name expiration dates, business license renewal dates (if you are a Business License Portfolio customer), and custom events that have been created for the portfolio. The Calendar drop-down list includes the following options:

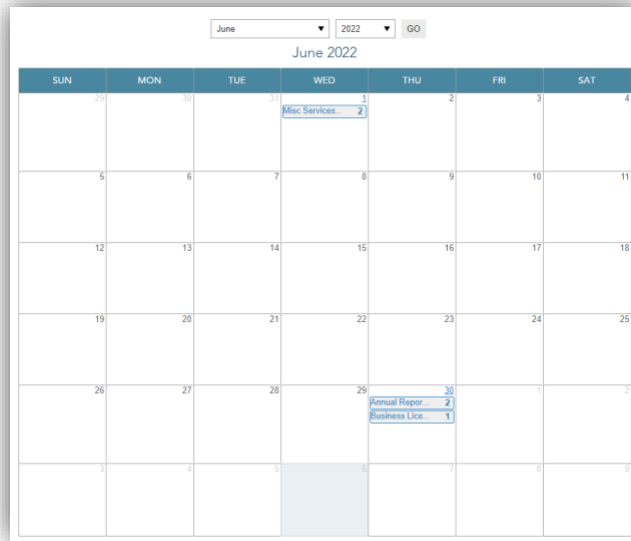
- **31 Day Calendar View:** A comprehensive list of all filing due dates within a specific month.
- **Good Standing:** All filing due dates that impact entity good standing are shown in the grid view.
- **DBA Names:** All DBA names whose expiration is approaching are shown in the grid view.
- **Business Licenses:** Business License expirations grid that applies to Business License Portfolio customers.
- **My Calendar:** Important dates for custom events displayed in a grid view.
- **Calendar Administration:** The ability to add new and manage existing custom events.



Note that access to calendar features is based on your assigned role and set by the organization's administrator. Roles are described in [Section 10.1.1](#).

8.1 31 Day Calendar View

The **31 Day Calendar View** offers a comprehensive list of portfolio due dates and expirations within a specific month. This includes filings that impact jurisdictional good standing, DBA name expiration dates, business license renewal dates (if you are a Business License Portfolio customer), and custom events that have been created for the portfolio.



To view additional high-level details regarding the filings that are due on a specific date, click the date within the calendar view.

EVENTS FOR: 4/15/2022

[Good Standing](#)

ENTITY NAME	JURISDICTION	FILING TYPE
Globex Corporation	Arizona	Annual Report Reminder
Globex Corporation	Arizona	Income Tax Reports Reminder
Globex Corporation	Arizona	Miscellaneous Service Reminder
DBA Registrars	Maryland	Annual Report Reminder
DBA Registrars	Maryland	Miscellaneous Service Reminder
Missouri River Trading Company	Missouri	Franchise Tax Report Reminder
Missouri River Trading Company	Missouri	Income Tax Reports Reminder
Stubb's Public House	Pennsylvania	Income Tax Reports Reminder
The Leftorium	Pennsylvania	Income Tax Reports Reminder

[My Calendar](#)

EVENT TYPE	EVENT NAME	ENTITY
International Compliance	Annual Reports / Returns / Declarations	Mr. Plow S
International Compliance	Annual Reports / Returns / Declarations	Stubb's Pu
International Compliance	Annual Reports / Returns / Declarations	The Great
International Compliance	Annual Reports / Returns / Declarations	The Leftor

CLOSE

Support: 800-927-9801 x66825

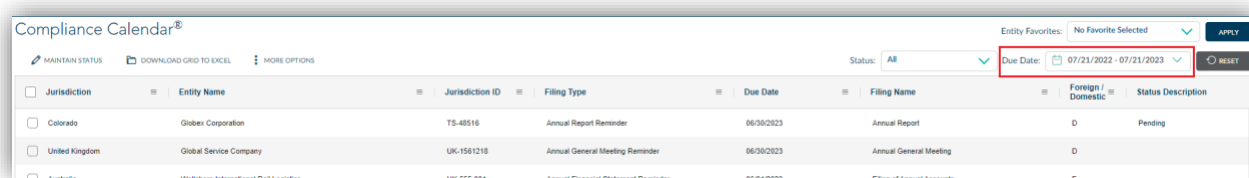
CSCEntityManagement@cscglobal.com

8.2 Good Standing Due Dates

To access the filing due dates that impact entity good standing, select **Good Standing** from the Calendar drop-down list. Filings due will be displayed in grid format for searching, sorting and exporting.

Filing due dates are pulled directly from the filing authority based on the specific entities and jurisdictions within the portfolio, along with the compliance rules for each jurisdiction.

The grid's default view displays good standing reminders for the next 30 days. However, you may change the date range using the top, right search box. You can view filings due across multiple months, up to two years from the current date.



The screenshot shows the 'Compliance Calendar' interface. At the top, there are navigation options: 'MAINTAIN STATUS', 'DOWNLOAD GRID TO EXCEL', and 'MORE OPTIONS'. On the right, there are filters for 'Status' (set to 'All') and 'Due Date' (set to '07/21/2022 - 07/21/2023'). Below the filters is a table with the following columns: Jurisdiction, Entity Name, Jurisdiction ID, Filing Type, Due Date, Filing Name, Foreign / Domestic, and Status Description. The table contains three rows of data:

Jurisdiction	Entity Name	Jurisdiction ID	Filing Type	Due Date	Filing Name	Foreign / Domestic	Status Description
Colorado	Globex Corporation	TS-48516	Annual Report Reminder	06/30/2023	Annual Report	D	Pending
United Kingdom	Global Service Company	UK-1561218	Annual General Meeting Reminder	06/30/2023	Annual General Meeting	D	
Arkansas	Webbbase, International, Qid Limited	UK-556-001	Annual Financial Statement Domestic	06/30/2023	Form of Annual Accounts	F	

8.2.1 Grid Attributes

There are a variety of attributes displayed in the **Good Standing Grid**, many of which are self-explanatory. However, the attributes that are specific to the calendar grids include the following:

- **Status:** Filing status.
- **Filing Responsibility:** Identifies whether a filing is CSC managed (i.e., you outsourced your annual filings to CSC) or in-house managed (i.e., handled in house by the entity).
- **Filing Type:** The filing type that is due (e.g., Annual Report, Franchise Tax).
- **Filing Name:** The name of the form that needs to be filed.
- **Foreign/Domestic:** Identifies whether it's a domestic or foreign filing.
- **Status Description:** The current status of the filing.
- **Date Filed:** The date that the filing was completed.

8.2.1.1 Filing Status

The **Good Standing Grid** can be filtered by filing status. The status filter is located in the top, right corner of the grid, and contains the following “rolled-up” status types:

- **Completed**

- **In Progress**
- **To Be Done**

A filing status that is broken down further (and not rolled up) can be obtained through the tracking details, along with any other attributes regarding the filing.

The screenshot shows the Compliance Calendar interface. At the top, there are navigation options: MAINTAIN STATUS, DOWNLOAD GRID TO EXCEL, and MORE OPTIONS. On the right, there are filters for Entity Favorites (No Favorite Selected) and Due Date (07/21/2022 - 07/21/2023). A status dropdown menu is open, showing options: All, Select All, Completed, In Progress, and To Be Done. The main table has columns for Jurisdiction ID, Filing Type, Due Date, Filing Name, Foreign / Domestic, Status Description, Status, Tracking Details, and Compliance Rule. The first row shows a filing with Jurisdiction ID TS-48516, Filing Type Annual Report Reminder, Due Date 06/30/2023, Filing Name Annual Report, Foreign / Domestic D, Status Description Pending, Status In Progress, Tracking Details Details, and Compliance Rule Compliance Rule.

Jurisdiction ID	Filing Type	Due Date	Filing Name	Foreign / Domestic	Status Description	Status	Tracking Details	Compliance Rule
TS-48516	Annual Report Reminder	06/30/2023	Annual Report	D	Pending	In Progress	Details	Compliance Rule
UK-1581218	Annual General Meeting Reminder	06/30/2023	Annual General Meeting	D			Details	Compliance Rule
UK-555-001	Annual Financial Statement Reminder	06/01/2023	Filing of Annual Accounts	F			Details	Compliance Rule
DE-1879638	Miscellaneous Service Reminder	06/01/2023	L/PLLC Tax Notice	D			Details	Compliance Rule

Example: When **Filed** is selected as the Updated Status, that status will be rolled up as **Complete** when reviewed in the grid (since filing is just one representation of a completed filing).

The screenshot shows the Updated Status dropdown menu. The menu is open, showing options: Select, Do Not File, Filed, Not Applicable, Not Filed, Pending, Rejected, and Rescheduled. The 'Filed' option is highlighted. There is an 'CANCEL' button on the right side of the menu.

8.2.1.2 Filing Responsibility

Filing responsibility identifies whether a filing is CSC managed (i.e., you have purchased the Annual Report Prep & File Service and/or Global Subsidiary Management Service), or in-house managed (i.e., is handled in house by the entity).

When a filing is listed as “CSC Managed,” there is no action for you to take on that specific filing (because a CSC representative will be handling the filing). An “In House” filing, however, means that you must take action on that filing before the specified due date.

Compliance Calendar®

Entity Favorites: No Favorite Selected APPLY

MAINTAIN STATUS | DOWNLOAD GRID TO EXCEL | MORE OPTIONS

Status: All | Due Date: 07/21/2022 - 07/21/2023 | RESET

Jurisdiction	Entity Name	Jurisdiction ID	Filing Type	Due Date	Filing Name	Foreign / Domestic	Filing Responsibility	
<input type="checkbox"/>	Colorado	Globeex Corporation	TS-48516	Annual Report Reminder	06/30/2023	Annual Report	D	In House
<input type="checkbox"/>	United Kingdom	Global Service Company	UK-1561218	Annual General Meeting Reminder	06/30/2023	Annual General Meeting	D	CSC Managed
<input type="checkbox"/>	Australia	Wellboro International Rail Logistics	UK-555-001	Annual Financial Statement Reminder	06/01/2023	Filing of Annual Accounts	F	CSC Managed
<input type="checkbox"/>	Delaware	Delaware Construction, LLC	DE-1875638	Miscellaneous Service Reminder	06/01/2023	LP/LLC Tax Notice	D	In House
<input type="checkbox"/>	Delaware	The Great North Brewing Company	DE-83219	Miscellaneous Service Reminder	06/01/2023	LP/LLC Tax Notice	F	In House
<input type="checkbox"/>	Netherlands	Global Service Company	UK-1561218	Other Annual Filing Reminder	05/31/2023	Preparation and Filing of Annual Board Meeting	F	CSC Managed
<input type="checkbox"/>	Arizona	Globeex Corporation	AZ-18561-19	Annual Report Reminder	04/15/2023	Business Corporation Annual Report & Certificate of Disclosure (Note: variations in Arizona's requirements may cause date discrepancies)	F	In House
<input type="checkbox"/>	Arizona	Globeex Corporation	AZ-18561-19	Income Tax Reports Reminder	04/15/2023	Corporation Income Tax Return & Revenue Payments(12)	F	In House

8.2.2 Maintain Status of a Filing

To update a filing's status, check the box to the left of the corresponding row(s) and select **Maintain Status** button from the top right of the calendar grid.

Update the field with the date filed and the field's updated status. Selecting the appropriate status is important since it will help ensure that the filings are sorted and displayed properly within the grid, and that you can accurately and easily determine whether action is required. For example, if a filing has been marked as **Filed**, you can confidently discontinue reviewing the due date. Note that only an "In House" managed filing can be updated, since CSC is responsible for the "CSC Managed" filings.

Maintain Status

Select Filing Date: COPY TO clipboard

Select Status: COPY TO clipboard

Entity Name	Jurisdiction	Filing Type	Original Date Filed	Updated Date Filed	Original Status	Updated Status
<input type="checkbox"/>	Globeex Corporation	Colorado	Annual Report Reminder	<input type="text" value="Select Date"/>	Pending	<input type="text" value="Select"/>

- Select
- Do Not File
- Filed
- Not Applicable
- Not Filed
- Pending
- Rejected
- Rescheduled

8.2.3 Email Grid

To email the grid, select **Email Grid Displayed on Page** from the More Options drop-down list. Complete the desired recipient(s) field, indicate whether to send in PDF or Excel, and click Send.

Email Calendar Details ✕

* Indicates a required field

* Subject:

From:

*To:

Message:

*Attachment Type: PDF Excel

Email Notes: Emails can be sent to multiple recipients by entering their email addresses separated by a comma.
 Please use care when sending documents as email attachments. Transmitting large files as attachments may overload a recipient's mailbox or email server.
 Most email systems have their own independent attachment file size limits. Email messages sent with attachments exceeding that limit may be rejected.

8.2.4 Tracking Details

To review and track specific filing details, click the corresponding Details link within each row of the grid.

Due Date	Filing Name	Foreign / Domestic	Filing Responsibility	Status Description	Date Filed	Status	Tracking Details	Compliance Rule
06/30/2023	Annual Report	D	In House	Pending		In Progress	Details	Compliance Rule
06/30/2023	Annual General Meeting	D	CSC Managed				Details	Compliance Rule
06/01/2023	Filing of Annual Accounts	F	CSC Managed				Details	Compliance Rule
06/01/2023	LP,LLC Tax Notice	D	In House				Details	Compliance Rule
06/01/2023	LP,LLC Tax Notice	F	In House				Details	Compliance Rule
05/31/2023	Preparation and Filing of Annual Board Meeting	F	CSC Managed				Details	Compliance Rule

From here, provide any missing information.

Tracking Details

Entity Name: Globex Corporation

Filing Type: Annual Report Reminder

Filing Status: Filed

Date Filed: 7/1/2022

Payment Amount:

Payment Reference:

Payment Requested:

Electronic Funds Transfer (EFT):

Sent Via: Check

Jurisdiction: Colorado

Due Date: 06/30/2023

Filed With:

Filing Address:

Filing Contact:

Phone:

Fax:

Authorized Signatures:

SAVE
CLEAR
CLOSE

8.2.5 Compliance Rule

To review the rule used to calculate the filing due date, click the corresponding Compliance Rule link within each row of the grid.

Due Date	Filing Name	Foreign / Domestic	Filing Responsibility	Status Description	Date Filed	Status	Tracking Details	Compliance Rule
06/30/2023	Annual Report	D	In House	Pending		In Progress	Details	Compliance Rule
06/30/2023	Annual General Meeting	D	CSC Managed				Details	Compliance Rule
06/01/2023	Filing of Annual Accounts	F	CSC Managed				Details	Compliance Rule
06/01/2023	LP/LLC Tax Notice	D	In House				Details	Compliance Rule
06/01/2023	LP/LLC Tax Notice	F					Details	Compliance Rule
05/31/2023	Preparation and Filing of Annual Board Meeting	F					Details	Compliance Rule
04/15/2023	Business Corporation Annual Report & Certificate of Disclosure (Note: variations in Arizona's requirements may cause date discrepancies)	F					Details	Compliance Rule
04/15/2023	Corporation Income Tax Return & Revenue Payment(120)	F					Details	Compliance Rule
04/15/2023	Personal Property Return(MDPPR11)	F				Completed	Details	Compliance Rule

Compliance Rule

Filing is due on the 2nd month of the anniversary month - every 1 year(s)

CLOSE

8.2.6 Take Notes















To add notes regarding a specific filing, click the corresponding Notes icon.

Compliance Calendar®

Entity Favorites: No Favorite Selected APPLY

MAINTAIN STATUS DOWNLOAD GRID TO EXCEL MORE OPTIONS

Status: All Due Date: 07/21/2022 - 07/21/2023 RESET

Due Date	Filing Name	Foreign / Domestic	Filing Responsibility	Status Description	Date Filed	Status	Tracking Details	Compliance Rule	
06/30/2023	Annual Report	D	In House	Pending		In Progress	Details	Compliance Rule	  
06/30/2023	Annual General Meeting	D	CSC Managed				Details	Compliance Rule	
06/01/2023	Filing of Annual Accounts	F	CSC Managed				Details	Compliance Rule	  
06/01/2023	LP/LLC Tax Notice	D	In House				Details	Compliance Rule	  
06/01/2023	LP/LLC Tax Notice	F	In House				Details	Compliance Rule	  
05/31/2023	Preparation and Filing of Annual Board Meeting	F	CSC Managed				Details	Compliance Rule	

8.2.7 Get a Form or E-File














To obtain the form necessary to complete a filing (or to E-File a form), use the icons listed to the right of each grid row. Note that form and E-Filing options are available for specific jurisdictions (based on jurisdictional filing laws).

Compliance Calendar®

Entity Favorites: No Favorite Selected APPLY

MAINTAIN STATUS DOWNLOAD GRID TO EXCEL MORE OPTIONS

Status: All Due Date: 07/21/2022 - 07/21/2023 RESET

Due Date	Filing Name	Foreign / Domestic	Filing Responsibility	Status Description	Date Filed	Status	Tracking Details	Compliance Rule	
06/30/2023	Annual Report	D	In House	Pending		In Progress	Details	Compliance Rule	  
06/30/2023	Annual General Meeting	D	CSC Managed				Details	Compliance Rule	
06/01/2023	Filing of Annual Accounts	F	CSC Managed				Details	Compliance Rule	  
06/01/2023	LP/LLC Tax Notice	D	In House				Details	Compliance Rule	  
06/01/2023	LP/LLC Tax Notice	F	In House				Details	Compliance Rule	  

8.3 DBA Name Expirations

To access DBA names that are approaching expiration, select **DBA Names** from the Calendar drop-down list. A list of due DBA names will be displayed in grid format for searching, sorting, and exporting.

The grid's default view displays DBA name expiration reminders for the next 30 days, however, you may change the date range using the search feature in the top right corner to view filings due across multiple months (up to two years from the current date).

Compliance Calendar®

Entity Favorites: No Favorite Selected APPLY Edit Delete Default

DOWNLOAD GRID TO EXCEL MORE OPTIONS

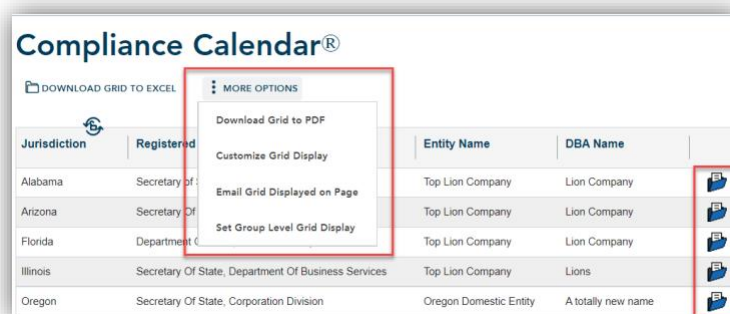
Show Quick Search Date: 12/16/2022 To: 01/31/2027 REFRESH RESET

Jurisdiction	Registered With	Entity Name	DBA Name	Expiration Date
Florida	Department Of State, Division Of Corporations	Top Lion Company	Lion Company	12/31/2025
Alabama	Secretary of State, Lands and Trademarks	Top Lion Company	Lion Company	04/29/2025
Arizona	Secretary Of State, Trade Name Division	Top Lion Company	Lion Company	04/20/2025
Illinois	Secretary Of State, Department Of Business Services	Top Lion Company	Lions	04/01/2025
Oregon	Secretary Of State, Corporation Division	Oregon Domestic Entity	A totally new name	08/05/2024

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CSCEntityManagement@cscglobal.com

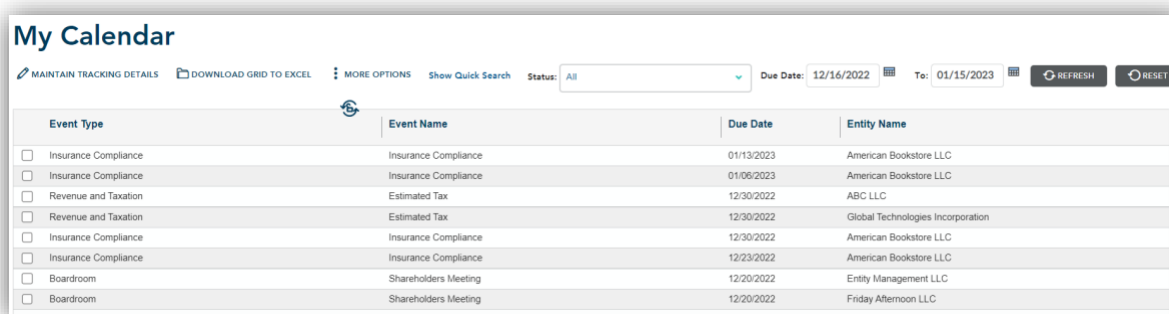
The grid allows you to take multiple actions, including emailing the grid by selecting **Email Grid Displayed on Page** from within the Grid Actions drop-down list, and obtaining the appropriate form to file by clicking the corresponding Form icon. Note that this icon is only available for specific jurisdictions (based on the form availability).



8.4 Custom Events (My Calendar)

To access custom events that have been created within the portfolio, select **My Calendar** from the **Calendar** drop-down list. A list of custom events will be displayed in grid format for searching, sorting and exporting.

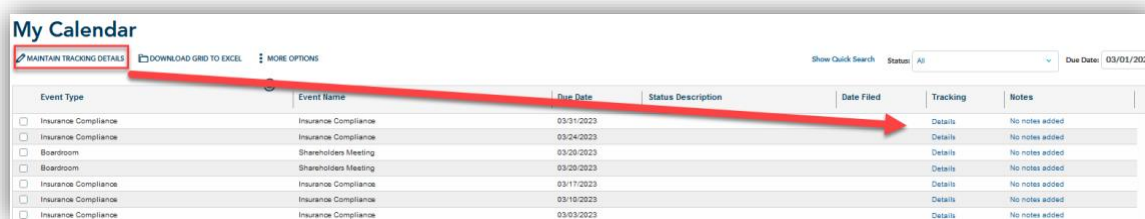
The grid's default view displays important custom events that have a due date within the next 30 days, however, you may change the date range using the search feature in the top right corner to view filings due across multiple months.



In addition to reviewing important due dates and details, you can also manage the tracking details tied to an event instance.

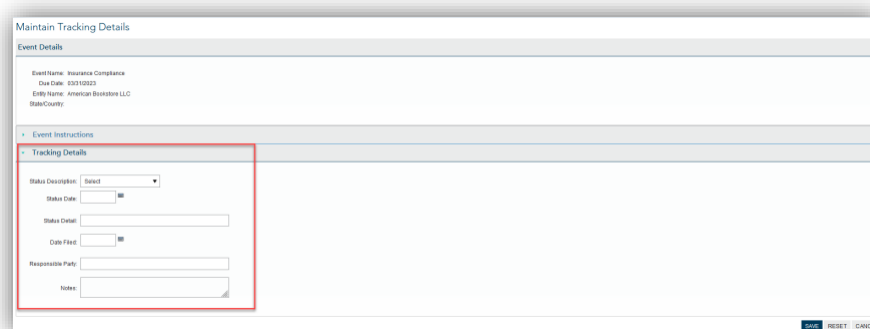
8.4.1 Maintain Tracking Details

To track the filing status and details surrounding a specific event instance within the grid, check the box to the left of the corresponding row and select **Maintain Tracking Details** from the **Calendar Actions** drop-down list. You can also select **Details** from the grid directly.



Event Type	Event Name	Date	Status Description	Date Filed	Tracking	Notes
<input type="checkbox"/> Insurance Compliance	Insurance Compliance	03/31/2023			Details	No notes added
<input type="checkbox"/> Insurance Compliance	Insurance Compliance	03/24/2023			Details	No notes added
<input type="checkbox"/> Boardroom	Shareholders Meeting	03/20/2023			Details	No notes added
<input type="checkbox"/> Boardroom	Shareholders Meeting	03/20/2023			Details	No notes added
<input type="checkbox"/> Insurance Compliance	Insurance Compliance	03/17/2023			Details	No notes added
<input type="checkbox"/> Insurance Compliance	Insurance Compliance	03/16/2023			Details	No notes added
<input type="checkbox"/> Insurance Compliance	Insurance Compliance	03/03/2023			Details	No notes added

Within the tracking details, you may update the status description and date filed, as well as add notes related to the event instance.



Maintain Tracking Details

Event Details

Event Name: Insurance Compliance
 Date: 03/31/2023
 Bill Name: American Bioactive LLC
 Bill Country:

Event Instructions

Tracking Details

Status Description: Select

Status Date:

Status Detail:

Date Filed:

Responsible Party:

Notes:

SAVE RESET CANCEL

8.5 Custom Calendar Administration

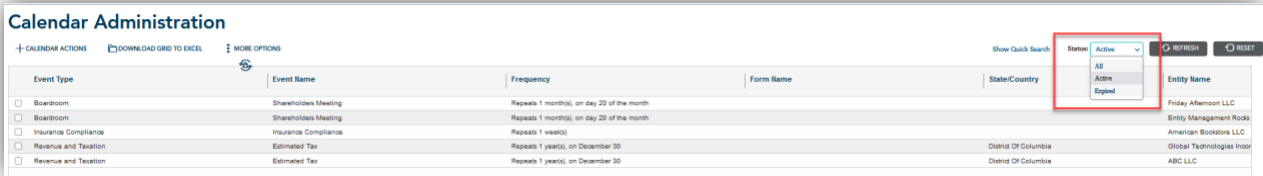
Calendar Administration is used to add and manage custom calendar events that are specific to your portfolio. You can use any combination of system and custom attributes to manage event details, capture information about filing fees and other instructions, and assign responsibility to colleagues.

To access, select **Calendar Administration** from the **Calendar** drop-down list. A list of any previously created custom events will be displayed in the grid.

The grid's default view displays active events in alphabetical, ascending order of event type, however, you can also view **All** or **Expired** events using the search feature in the top right corner of the grid.

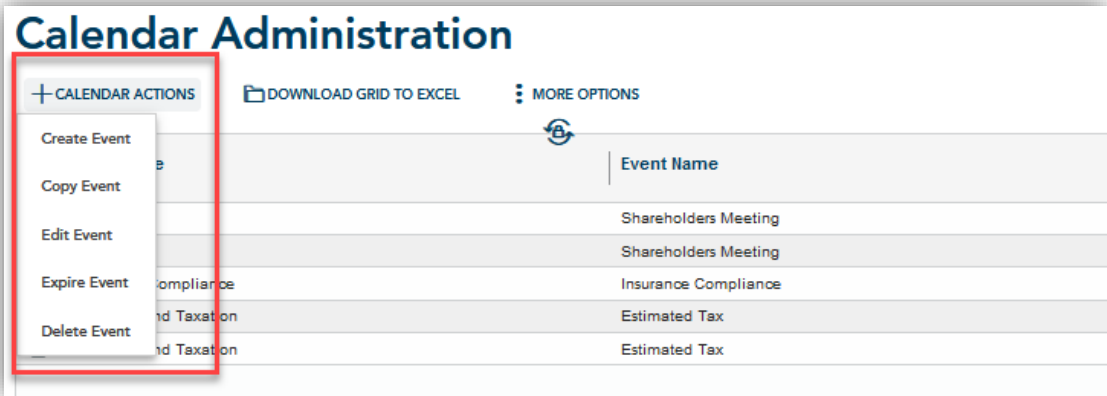
Additionally, the following actions can be taken from the grid:

- **Create Event:** To create a new event.
- **Copy Event:** To copy details from an existing event into a new event.
- **Edit Event:** To edit the details of an existing event.
- **Expire Event:** To expire an existing event and stop any instances of this event going forward.



8.5.1 Create Event

To create a new event, select **Create Event** from the **Calendar Actions** drop-down list. You can edit high level details, instructions, tracking details, due date, frequency, and related entities and jurisdictions.



8.5.1.1 Event Details

When you create an event, you need to add the event details. Event details include the event type, name and description. Note that event names can be managed by selecting the **Add New** button.

Create Event

Event Details

*Event Type:

*Event Name:

Description:

Event Instructions

Use Event Instructions to enter information that will be repeated for all occurrences of this event. Click on Add Attributes to customize the fields that appear below.

Form Name:

Reference:

Filed With:

Filing Fee:

8.5.1.2 Event Instructions

Within **Event Instructions**, you may add instructions related to the specific event. By using the **Add Attribute** button on the right, you also have the ability to add any combination of system or custom attributes to the instructions as well (for details on creating custom attributes, see [chapter 10.4](#)).

Event Instructions

Use Event Instructions to enter information that will be repeated for all occurrences of this event. Click on Add Attributes to customize the fields that appear below.

Form Name:

Reference:

Filed With:

Filing Fee:

8.5.1.3 Tracking Details

Within **Tracking Details**, you can complete details surrounding the status and filing. Although details can be captured in this area, it is commonly completed at the event instance level (rather than when creating an event). It is important, however, to ensure that you add any combination of system or custom attributes that need to be captured in each event instance by using the **Add Attribute** button (for details on creating custom attributes, see [chapter 10.4](#)).

Tracking Details

Entries made to the Tracking Details section through Calendar Administration will be reflected on EVERY occurrence of the event. To update the Status Description or other Tracking Details of an individual event occurrence, please use the Details link or Maintain Tracking Details action on the My Calendar grid.

Status: Select

Status Date:

Status Description:

Date First:

Responsible Party:

Notes:

ADD ATTRIBUTE

8.5.1.4 Due Date and Frequency

Within **Due Date and Frequency**, you can set an event's recurrence schedule. This is very flexible and allows you to set the first occurrence of the event, along with the recurrence pattern of once, daily, weekly, monthly or yearly.

Due Date and Frequency

Enter the date on which the event will first occur and then set the recurrence schedule. The date entered must be greater than today's date.

*Starts On: 04/20/2023

Repeats: 1 week(s)

*Repeats: Weekly

Repeat every: 1 week(s)

*Repeat on: Sun Mon Tue Wed Thu Fri Sat

*End recurrence: Never After 1 occurrence(s) On

8.5.1.5 Entity Selection

When creating an event, you have the ability to select the entity or entities that the event will apply to. This is done by selecting one, some, or all entities from the box on the left and adding them to the box on the right.

Select Entities

Use Select Entities to assign an occurrence of this event to an entity. Once saved to an event, an entity cannot be removed. The expire event action can be used to remove entities once saved to an event.

Active Entities:

- American Bookstore LLC (Canada)
- American Records Research, LLP (Afyonkarahisar)
- Business Development LLC (California)
- Converting to CSC (Georgia)
- Entity Management Rocks LLC (Alabama)
- Friday Afternoon LLC (Colorado)
- Level 1 C (Oregon)
- Moving Between Groups 2 (Alabama)
- Oregon Domestic Entity (Oregon)

ADD

ADD ALL

REMOVE

REMOVE ALL

ABC LLC (Canada)

Global Technologies Incorporation (California)

[Show Inactive Entities](#)

8.5.1.6 Jurisdiction Selection

The final step of event creation is to select the U.S. or international jurisdiction and county or town that applies to the event. Once you select **Save**, the event is created and will appear in the **Calendar Administration Grid** for future management.

Select Jurisdiction

US International

State/Country: California

County Town

County/Town: Humboldt County

SAVE RESET CANCEL

8.5.2 Copy Event

You may want to create a new event using details from a previously created event. To save time in doing so, you can copy an existing event by checking the box to the left of the corresponding row and selecting **Copy Event** from the **Calendar Actions** drop-down list. You will be taken through the same process as you would take for creating a new event (described previously), only with the event type, event name, event instructions, and tracking details pre-populated in the new event.

Calendar Administration

+ CALENDAR ACTIONS DOWNLOAD GRID TO EXCEL MORE OPTIONS

Create Event

Copy Event

Edit Event

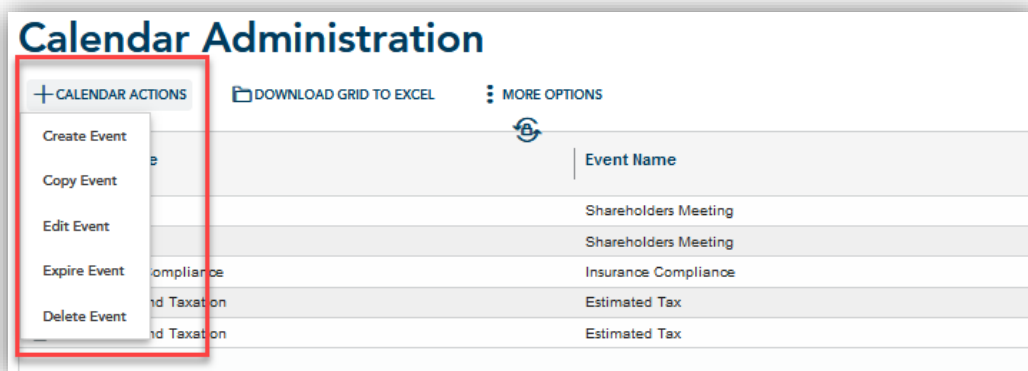
Expire Event

Delete Event

Event Name
Shareholders Meeting
Shareholders Meeting
Insurance Compliance
Estimated Tax
Estimated Tax

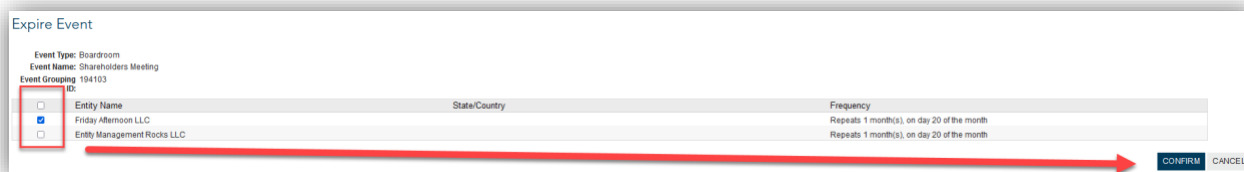
8.5.3 Edit Event

To edit the details of an existing event, click the checkbox to the left of the corresponding row and select **Edit Event** from the **Calendar Actions** drop-down list. You will be taken to the same screen where you created a new event (previously described), only with the ability to edit all details except event type, due date and frequency. Note that to edit the event type, due date and frequency, a new event must be created.



8.5.4 Expire Event

To expire an existing event, click the checkbox to the left of the corresponding row and select **Expire Event** from the **Calendar Actions** drop-down list. You will be taken to a screen where you can confirm the expiration of a specific event by checking the box to the left of the corresponding row and selecting **Confirm**.



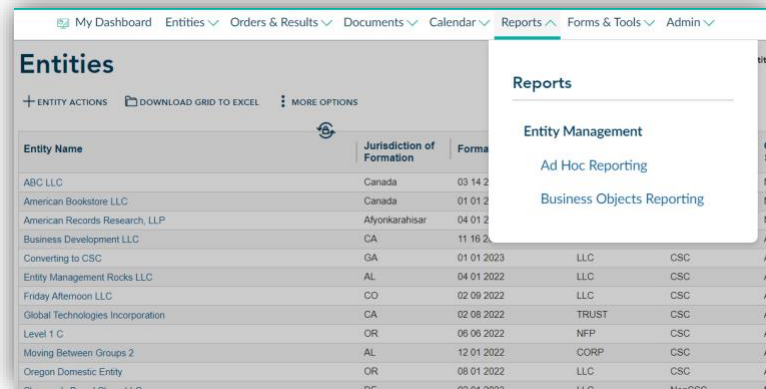
9 Reporting

You can generate a variety of reports based on the information within your portfolio. Note that in order to view, create, or save reports, you must be granted the appropriate reporting role. Roles are described in [Section 10.1.1](#).

There are three types of reports:

- **Standard System Reports:** Reports that are pre-built and available through the Business Objects Reporting tool.
- **Ad Hoc Reports:** Custom, on-demand reports based on the information in the portfolio.
- **Custom Reports:** If reporting needs extend beyond the ad hoc or business objects options, specialty reports may be available.

The Reports menu option (located in the main navigation bar) enables you to generate ad hoc and business objects reports. Contact a CSC support representative if you require additional, custom reports.



9.1 Standard System Reports

CSC provides a standard set of system reports via a **Business Objects Reporting** tool. Within the Business Objects Reporting tool, there are four standard folders available, as follows:

- **Entity:** Provides several subfolders for specific entity reports, including jurisdiction, name history, and DBA names.
- **Officer & Director:** Provides several subfolders for specific officer and director reports.
- **Capital & Ownership:** Provides several reports related to ownership including owned entities and owners.
- **Comprehensive Company Reports:** Provides formatted reports for entity profiles.
- **Admin & Audit Reports:** Provides audit reports for entity data and documents.
- **Help:** Report tutorial (no reporting available).

Perform the following steps to view a standard Business Objects report:

Step 1: Indicate the report type by selecting the appropriate folder, and then the actual report from the main list.

Personal Folders	Title	★	Type	Description	Last Updated	
Public Folders	Jurisdiction Basic Report		Web Intelligence		Oct 8, 2024 5:02 PM	***
CSC	Jurisdiction Basic Report - Excel		Web Intelligence		Oct 8, 2024 5:02 PM	***
External	Jurisdiction Basic Report_Test		Web Intelligence		Oct 8, 2024 5:02 PM	***
CSC Entity Management Reports	Jurisdiction Detail Report		Web Intelligence		Oct 8, 2024 5:02 PM	***
1. Entity	Jurisdiction Detail Report - Excel		Web Intelligence		Oct 8, 2024 5:02 PM	***
1. Jurisdiction Reports	Jurisdiction Full Detail with Address Report - Excel		Web Intelligence		Oct 8, 2024 5:02 PM	***
2. Name History Reports						
3. DBA Name Reports						
2. Officer & Director						
3. Capital & Ownership						
4. Comprehensive Company Reports						
5. Admin & Audit Reports						
HELP						

Step 2: Indicate the values that will be displayed within the report by choosing from the value lists.

Prompts

Search

1. Select CSC Entity Status from the List of Values (2)
CSC - ACTIVE; NONCSC - ACTIVE

2. Select Entities; click Refresh Values and select Entities. For all Entities, enter ALL (1)
ALL

3. Select Jurisdiction Status from the List of Values (1)
BOTH

4. Select local jurisdictions for USA and Canada only from the List of Values or type ALL for selecting all values (1)
ALL

5. Select the Country from the List of Values or type ALL for selecting all values (1)
ALL

6. Select Sort option (1)
Entity Name

7. Select the Service Type from the List of Values or type ALL for selecting all values (1)
ALL

Search

CSC - ACTIVE

CSC - INACTIVE

NONCSC - ACTIVE

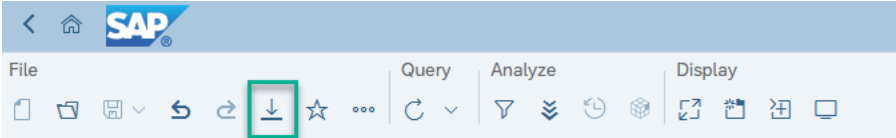
NONCSC - INACTIVE

ALL

Reset All Run Cancel

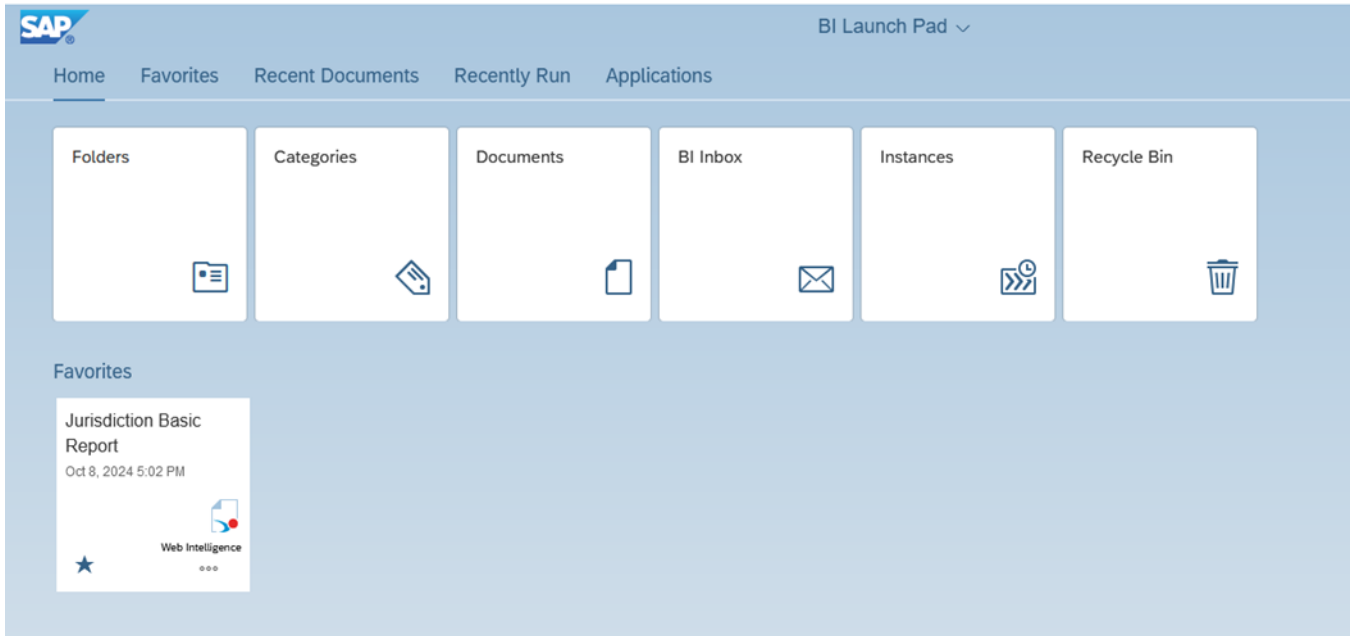
Step 3: Once all values are selected, click the Run button to run the report.

Note that you can view or save the report as an XLS, PDF, or CSV file by selecting the Export button and then selecting your file type



Reports can also be added to a Favorites list by clicking the Star icon on their selected reports. These will display in a list on the Home Page.

Public Folders / CSC / External / CSC Entity Management Reports / 1. Entity / 1. Jurisdiction Reports /		Folders				
Personal Folders	Title	★	Type	Description	Last Updated	
Public Folders	Jurisdiction Basic Report	★	Web Intelligence		Oct 8, 2024 5:02 PM	...
CSC	Jurisdiction Basic Report - Excel		Web Intelligence		Oct 8, 2024 5:02 PM	...
External	Jurisdiction Basic Report_Test		Web Intelligence		Oct 8, 2024 5:02 PM	...
CSC Entity Management Reports	Jurisdiction Detail Report		Web Intelligence		Oct 8, 2024 5:02 PM	...
1. Entity	Jurisdiction Detail Report - Excel		Web Intelligence		Oct 8, 2024 5:02 PM	...
1. Jurisdiction Reports	Jurisdiction Full Detail with Address Report - Excel		Web Intelligence		Oct 8, 2024 5:02 PM	...
2. Name History Reports						
3. DBA Name Reports						
2. Officer & Director						
3. Capital & Ownership						
4. Comprehensive Company Reports						
5. Admin & Audit Reports						
HELP						



9.2 Ad Hoc Reporting

To create custom reports based on the information available in the portfolio, use the **Ad Hoc Reporting** feature. From the **Ad Hoc Reporting Grid**, you can take the following actions:

- **Add Report**
- **Run Report**
- **Maintain Report** (i.e., edit the name or details of an existing ad hoc report)
- **Delete Report**
- **Email Report**

Ad Hoc Reporting

REPORT ACTIONS | DOWNLOAD GRID TO EXCEL | MORE OPTIONS

Show Quick Search | Report Type: All

	Report Type	Report Accessibility	Last Run By	Last Run Date	Last Updated By	Last Updated Date	Created By
Entity - Jurisdiction	Public	Shannon Rupinski	03/01/2023	Shannon Rupinski	03/01/2023	Shannon Rupinski	
Entity - Officer/Director/Management	Public	Shannon Rupinski	03/01/2023	Shannon Rupinski	03/01/2023	Shannon Rupinski	
Entity - Officer/Director/Management	Public	Shannon Rupinski	03/01/2023	Shannon Rupinski	03/01/2023	Shannon Rupinski	
Entity - Ownership Summary	Public	Shannon Rupinski	03/01/2023	Shannon Rupinski	03/01/2023	Shannon Rupinski	

9.2.1 Add Report

To create a new ad hoc report, select **Add Report** from the Report Actions drop-down list. Perform the following steps to add the report:

Step 1: Build the information query for the report. For example, all reports will import system or custom attributes related to entity details, however, information that is specific to other areas within the application can also be selected.

Example: By selecting **Entity – Jurisdiction**, all system and custom attributes that are associated with the Entity Details and Jurisdiction Details will be included in the report criteria.

The screenshot shows a window titled "Report Search Criteria". Inside, there is a label "Report Type:" followed by a dropdown menu. The dropdown menu is currently open, displaying a list of options. The first option is "Select", which is highlighted. Below it are several other options: "Entity Details", "Entity - Jurisdiction", "Entity - Jurisdiction - Name History", "Entity - Officer/Director/Management", "Entity - Officer/Director/Management Personal Information", "Entity - Ownership Summary", "Entity - Ownership Transaction", and "Entity - Capital".

Step 2: Build the query (criteria) that determines the report detail. By default, all entities within the portfolio are included within the query. When building the criteria, system fields and custom fields that have been made reportable can be included. Refer to [Section 10.4](#) for more information regarding custom fields.

Note that if no criteria have been selected on this screen, data for all entities will be available in the report. However, if specific criteria are selected, everything that does not fit those criteria will be excluded.

Example: By selecting a **Combined Status** of “CSC-Active” and “NonCSC-Active,” only entities that are active in the portfolio will be displayed in the report. Any inactive/historical entities will not be included.

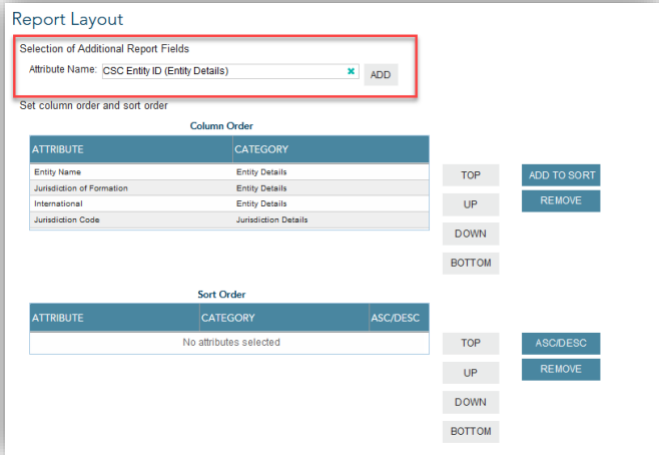
Step 3: Select the system and custom attributes that should be included within the report's output.

Example: Four specific attributes are selected for inclusion in the report output.

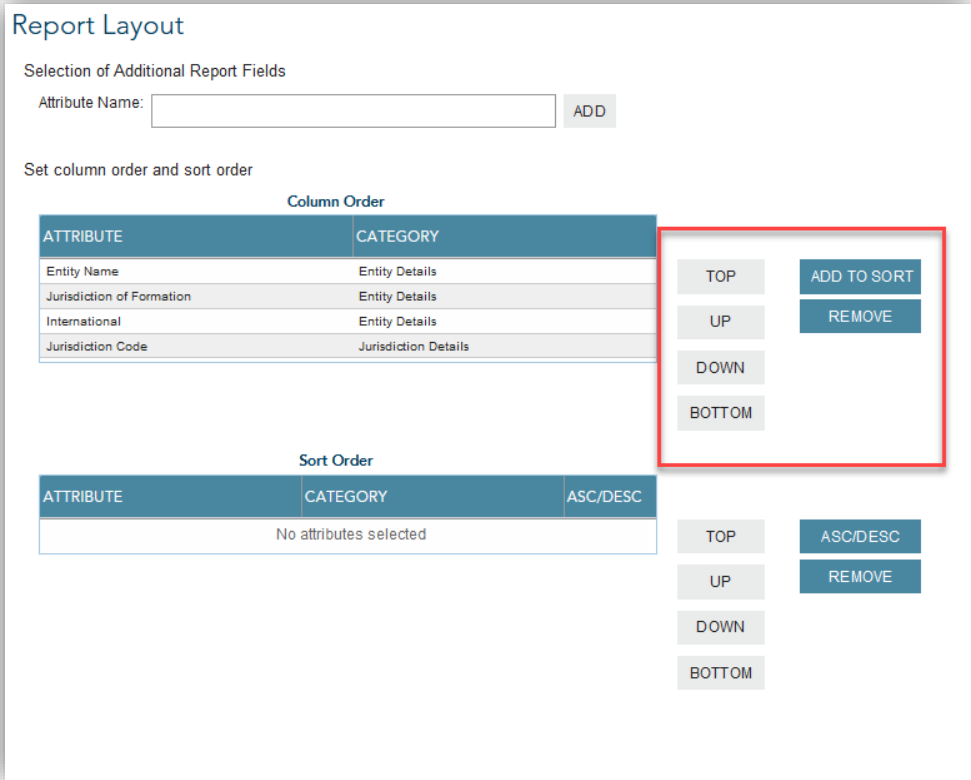
Step 4: Indicate if any attributes need to be added to the report. Once you begin typing, the search results will display the attribute options available.

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Step 5: Set the column order (the column at the top is the left-most column) that will be displayed in the report output.



Step 6: To ensure the report is sorted appropriately, add any specific attribute columns using the Add to Sort button. The sort order can be changed, as well as whether the attributes will be displayed in ascending or descending order.

Report Layout

Selection of Additional Report Fields

Attribute Name:

Set column order and sort order

Column Order

ATTRIBUTE	CATEGORY
Entity Name	Entity Details
Jurisdiction of Formation	Entity Details
International	Entity Details
Jurisdiction Code	Jurisdiction Details

Sort Order

ATTRIBUTE	CATEGORY	ASC/DESC
Entity Name	Entity Details	Asc

Step 7: The Preview button in the bottom right corner of the screen displays the first 50 rows of the report as a preview. If the report is larger than 50 rows, it must be exported.

Report Preview

Note: Report preview is limited to 50 rows. To view and print all rows, export the report to PDF or Excel or send via email.
Please allow up to 3 hours for data changes to be reflected in reports.

Report Type: Entity - Jurisdiction

Report Run Date: 03/01/2023 01:39 PM

Entity Name	Jurisdiction of Formation	International	Jurisdiction Code
ABC LLC	Canada	Y	NT
ABC LLC	Canada	Y	SK
ABC LLC	Canada	Y	QC
ABC LLC	Canada	Y	BC
ABC LLC	Canada	Y	CA
ABC LLC	Canada	Y	NS
ABC LLC	Canada	Y	YT
ABC LLC	Canada	Y	NU

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Step 8: Save, email, or export the report to PDF or XLS format. When it is saved, the report can be made public or private. Public reports are available to anyone with report roles; private reports are only visible to the user who created the report. Note that the admin can see all private and public reports. These roles are described in more detail in [Section 10.1.1](#).

Report View

Report Name:

Public Private SAVE REPORT

Report Criteria

ATTRIBUTE	OPERATOR	CRITERIA
Combined Status	Includes	CSC-Active; NonCSC-Active

Column Order

ATTRIBUTE	CATEGORY
Entity Name	Entity Details
Jurisdiction of Formation	Entity Details
International	Entity Details
Jurisdiction Code	Jurisdiction Details

Sort

ATTRIBUTE	ASC/DESC
Entity Name	Asc

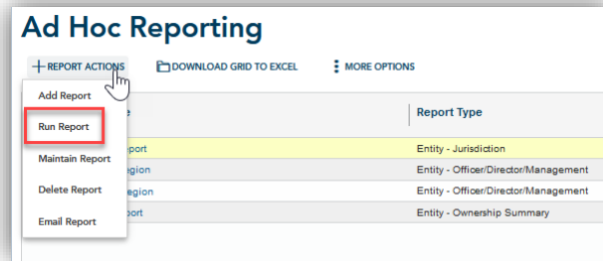
[Click here for additional PDF printing instructions.](#)

EMAIL EXPORT TO PDF EXPORT TO EXCEL

CRITERIA ATTRIBUTES LAYOUT **PREVIEW** CANCEL

9.2.2 Run Report

To run an existing report, check the box to the left of the corresponding row and select **Run Report** from the Report Actions drop-down list.



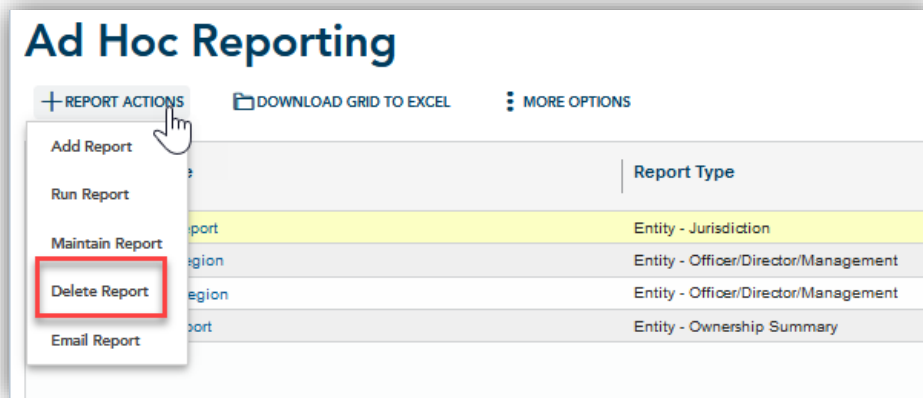
9.2.3 Maintain Report

To modify an existing report's name or details, check the box to the left of the corresponding row and select **Maintain Report** from the Report Actions drop-down list. Make updates to the criteria, attributes, layout, or name and click Save.



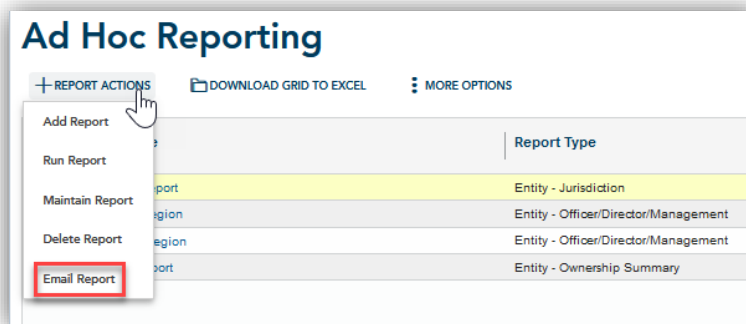
9.2.4 Delete Report

To delete an existing report, check the box to the left of the corresponding row and select **Delete Report** from the Report Actions drop-down list. Confirm the deletion.



9.2.5 Email Report

To email an existing report, check the box to the left of the corresponding row and select **Email Report** from the Report Actions drop-down list. Enter the recipient(s), along with the email's subject line and details.



9.3 Custom Reports

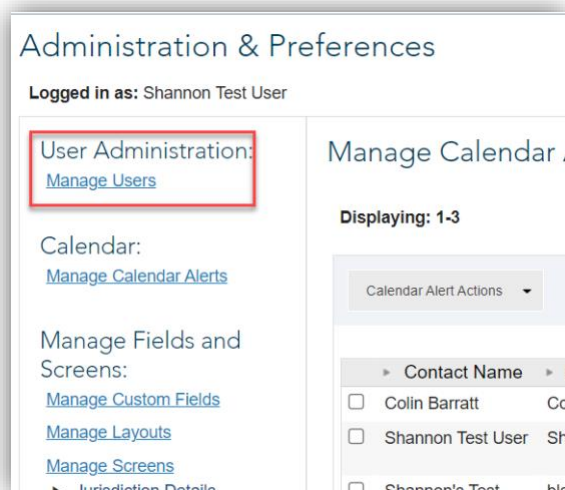
If reporting needs extend beyond the ad hoc or business objects options, custom reports may be available, depending on the request. Contact a CSC support representative to request a custom report.

10 Administration & Preferences

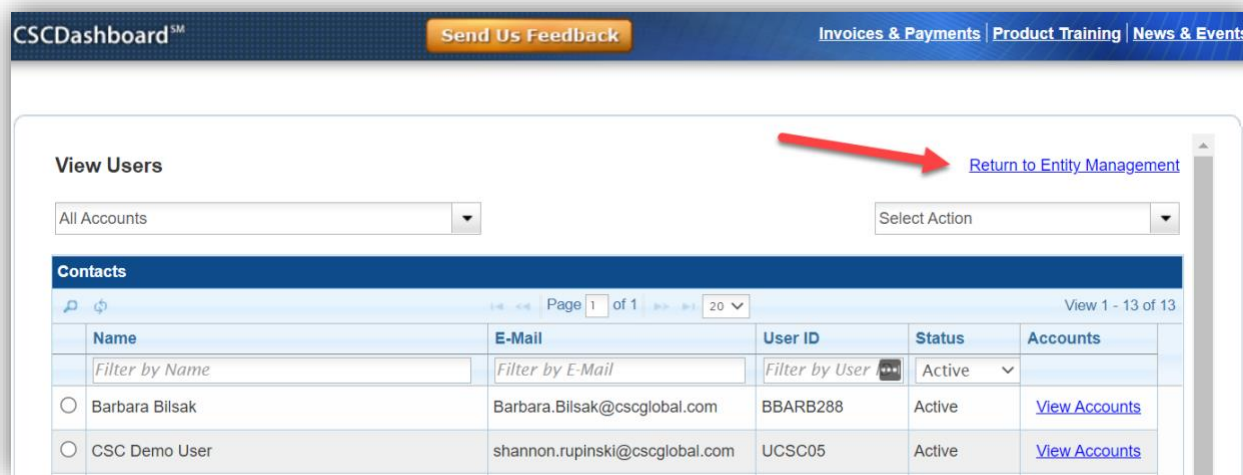
Using **Administration & Preferences**, you can manage several components of the Entity Management application. **Administration & Preferences** can be accessed by selecting **Entity Admin** from the Admin menu option within the main navigation bar. From this screen, you can perform the following actions:

- Add, maintain, and remove users and their roles.
- Enroll or update preferences for calendar alert emails.
- Edit the assignment of specific users to specific entities.
- Change the default display of specific commonly used grids.

The **User Administration** feature is primarily used to add, maintain, or remove users and their roles. Note that you must be assigned the administrator role to access the **User Administration** feature. Additionally, if you have been assigned the administrator role, you can add and remove roles *only if* you have access to those same roles within the application. To access the User Administration feature from the **Administration & Preferences** screen, select Manage Users.



To return to the **Entity Management** application, select the **Return to Entity Management** link in the top right corner of the grid.



10.1 Entity Management User Role Types

Note that access to the Entity Management roles listed below must be granted by the Entity Management System Access Administrator. The only exception is the “Entity/Jurisdiction Information View” role, which is automatically assigned to all users. All users are also automatically provided access to documents in the Entity Filings folder and Annual Reports filings folder (for Annual Report clients), as well as standard Business Objects reports.

Roles	Level of Access
EM System Access Administrator	Access to add Entity Management users, grant roles and restrict entity access to other users
Administrative Functions	Access to add/modify custom fields and value lists, manage screen display for Entity Details, Jurisdiction Details and Officer Director Business and Personal information, and set default preferences for display of the Entity Portfolio Grid and Officer/Director name display preferences.
Entity/Jurisdiction Information/View	Access to view basic entity and jurisdiction information such as entity names, jurisdictions where registered, DBA names, and entity name history. This role also provides access to any custom fields managed at the entity level, transaction documents in the Entity Filings and Annual report folders, standard Business Object reports and the Good Standing and DBA Calendars. View access is automatically given to all users when establishing CSCGlobal login credentials.
Entity/Jurisdiction Information/Edit	Access to edit basic entity and jurisdiction information such as entity names, jurisdictions where registered, DBA names, and more. Also includes the ability to modify value lists in the Admin tab.

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Officer/Director Business Information View	Access to view ODM information including names, titles, term dates and the entities that they serve.
Officer/Director Business Information Edit	Access to edit ODM information including names, titles, term dates and the entities that they serve.
Officer/Director Personal Information View	Access to view ODM personal information such as home address, SSN, and contact information.
Officer/Director Personal Information Edit	Access to view and edit ODM personal information such as home address, SSN, and contact information.
Officer/Director Individual Documents View	Access to view ODM Individual Documents
Officer/Director Individual Documents Edit	Access to Upload, Edit, and Delete ODM Individual Documents
Bulk Import	Access to create/update entity information in a bulk fashion
Download for Doc Gen – D&O Grid	Access to view and execute the Download for Document Generation action on the ODM portfolio grid.
Capital and Ownership View	Access to view Capital and Ownership information, including authorized capital, owner names, ownership percentages, and effective dates.
Capital and Ownership Edit	Access to edit Capital and Ownership information, including authorized capital, owner names, ownership percentages, and effective dates.
Minute Books View	Access to view Minute Books and the documents stored within Minute Book folders.
Minute Books Edit	Access to view Minute Books and upload, edit and delete documents stored within minute book folders.
Minute Books Administrator	Access to view, add, edit and reorder Minute Books and Minute Books subfolders. Access to upload, edit and delete documents stored within those folders.
Minute Book Document Security Admin	Access to secure folders and documents for any Minute Book or Minute Book subfolders.
Other Document View	Access to view Other Document folders and the documents stored within those folders.

Other Documents Edit	Access to view Other Document folders and upload, edit and delete documents stored within Other Documents folders.
Other Documents Administrator	Access to view, add, edit and reorder Other Document folders and subfolders.
Document Security Admin	Access to secure folders and documents for any Other Documents folder or subfolders.
Document Generation Admin	Access to create templates and edit any template within their portfolio. Able to generate documents using any template as well as view and act on all created documents within the Document Repository (public or private).
Document Generation Edit	Access to create templates and edit templates they have created. Able to generate documents using private templates they have created and public templates created by anyone in their portfolio. Able to view and act on all public documents within the Document Repository and view and act on private documents they have created.
Document Generation View	Access to view and act on all public documents within the Document Repository.
E-Signatures	Access to the E-Signature feature from the Documents drop down menu. With a DocuSign account, users can create, track and manage e-signature requests.
Organization Chart Viewer	Access to view existing org charts, limited to org charts created by other users. If no org charts have been created and saved by other users, there is no ability to view org charts.
Organization Chart Writer	Access to view, add, edit, and publish org charts. Includes edit access to the users own org charts only.
Organization Chart Administrator	Access to view, add, edit, and publish org charts. Includes edit access to org charts generated by all users.
Report Viewer	Access to view ad-hoc reports, limited to reports created by other users. If no ad-hoc reports have been created and saved by other users, there is no ability to view ad-hoc reports.

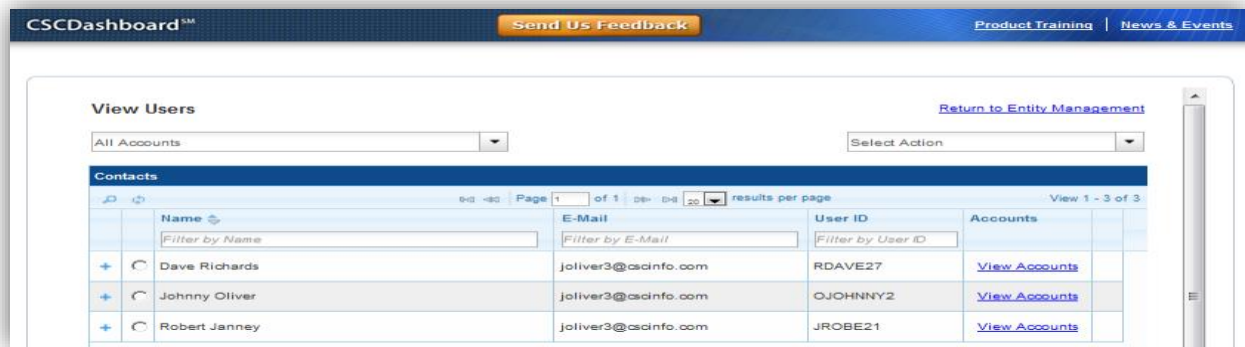
Report Writer	Access to view, add, edit and publish ad-hoc reports. Includes edit access to the users own reports only.
Report Administrator	Access to view, add, edit and publish ad-hoc reports. Includes edit access to reports generated by all users.
My Calendar View	Access to view custom calendar events created by all users in My Calendar
My Calendar Edit	Access to view custom calendar events and edit event instances. This user does not have the ability to create events.
My Calendar Admin	Access to view, edit and create custom calendar event status. This user can edit events created by other users.
Beneficial Ownership Report	Access to view and export Beneficial Ownership Reports. (Note: the Officer/Director Business Information Edit, Officer/Director Personal Information Edit, and Capital and Ownership Edit roles are required in addition to access the Beneficial Ownership Report tool.)
HR User	Access to view and manage changes from the HR task grids and enroll themselves in email change alert notifications.
HR Admin	Access to enable the integration, define data change types of interest for the account, link Director & Officer records, view and manage changes from the HR task grids and enroll themselves and other users in email change alert notifications.
EM Filing Centre User	Access to view Filing Centre grid, submit filings, run Company Data report
EM Filing Centre Admin	Access to enable the integration, add entity authentication codes, view Filing Centre grid, submit filings, run Company Data report.

10.2 User Administration Actions

Under **User Administration**, all users associated with the account will be displayed alphabetically, in grid format. From this screen, any user who has been assigned the administrator role can perform the following actions:

- View currently assigned roles.
- Add a new user and assign roles.

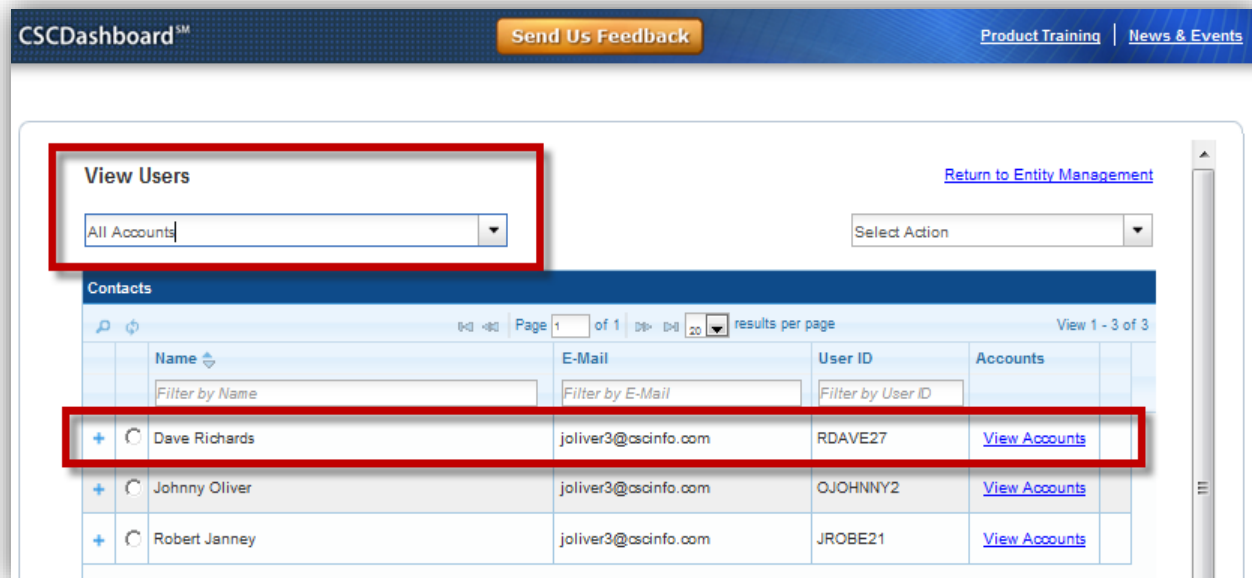
- Perform maintenance on an existing user.
- Disable or enable a user's access to CSCGlobal.



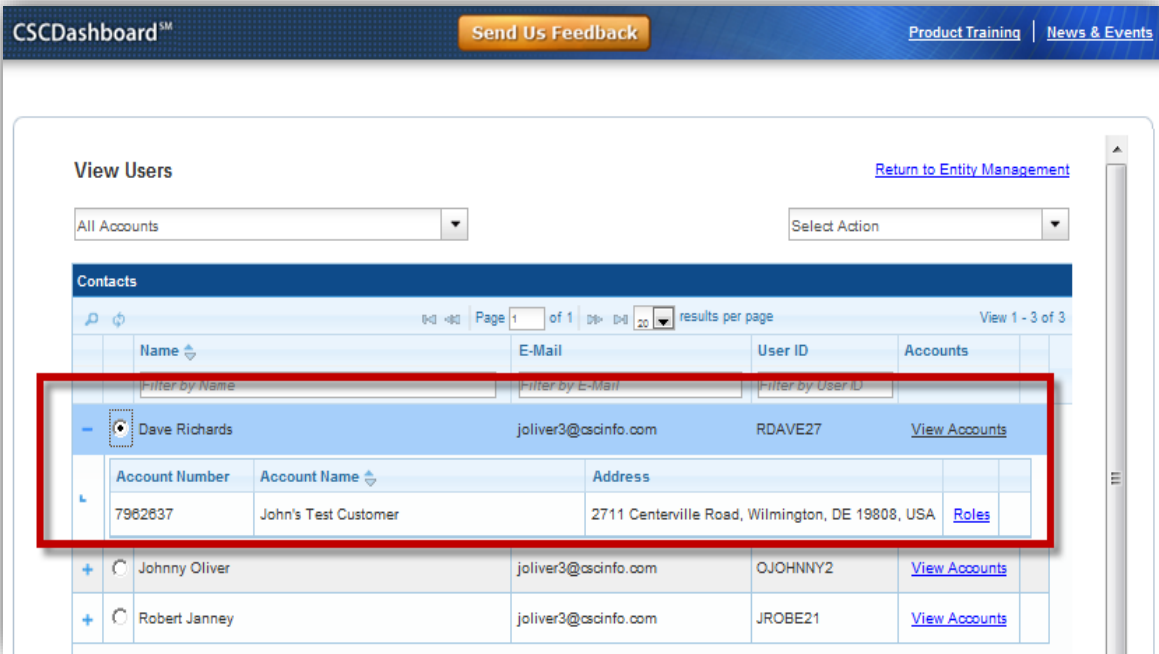
10.2.1 View Current User Roles

To view current user roles, perform the steps below.

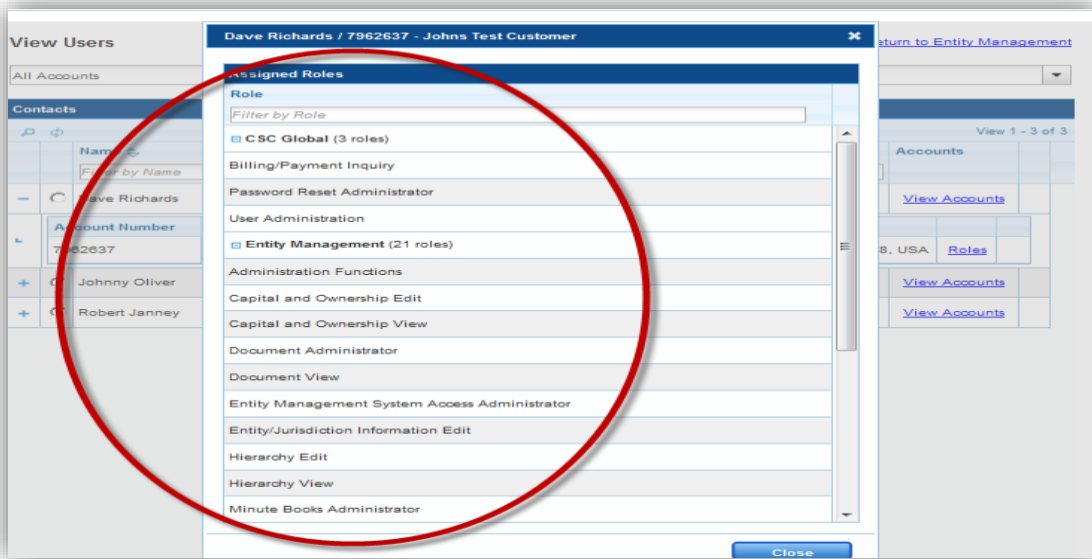
Step 1: Select the account and user that you would like to view. Note that if the selected user is listed for multiple accounts, they can have different roles in each account.



Step 2: Click the + symbol to the left of each row to expand the user. Then, select the Roles link.



Step 3: Review the list of roles that are currently assigned to the user.



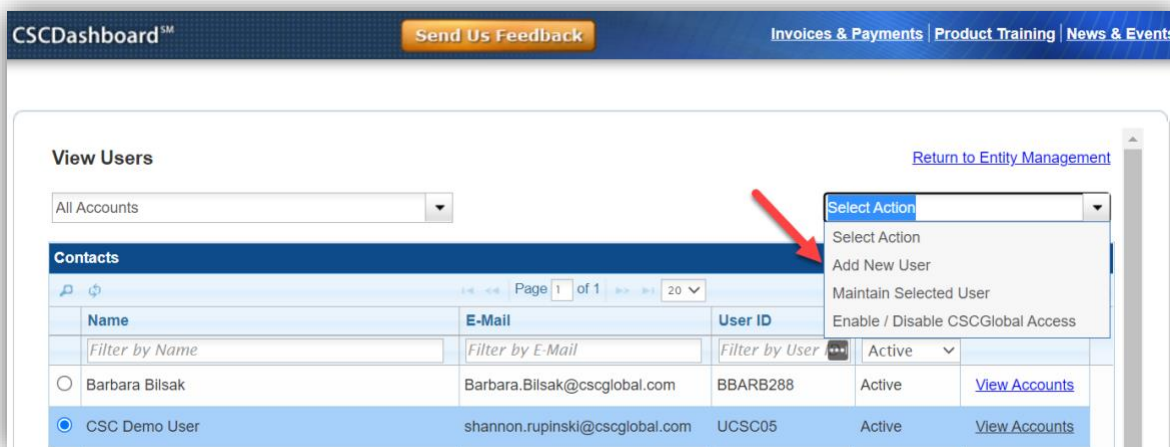
10.2.2 Add New User and Roles

There are a variety of roles that can be assigned under **User Administration**. The roles are specific to the following applications:

- **CSCGlobal:** Billing/payment inquiries and user administration.
- **Entity Management:** Actions specific to Entity Management.
- **SOP:** Service of process inquiry and acknowledgement.

Note that if no roles have been assigned, users will be granted basic access, which allows them to view basic information regarding the account. To add new users and assign the appropriate roles, perform the following steps:

Step 1: Select **Add New User** from the drop-down list in the top right corner of the grid.



The screenshot displays the 'View Users' page in the CSCDashboard. At the top, there is a navigation bar with 'CSCDashboardSM', a 'Send Us Feedback' button, and links for 'Invoices & Payments', 'Product Training', and 'News & Events'. Below the navigation bar, the 'View Users' section includes a dropdown menu for 'All Accounts' and a 'Return to Entity Management' link. The main content is a table with a 'Contacts' header and a 'Select Action' dropdown menu. The table has columns for 'Name', 'E-Mail', 'User ID', and 'Active'. The 'Active' column has a dropdown menu with 'Active' selected. The table contains two rows of user data:

Name	E-Mail	User ID	Active
Barbara Bilsak	Barbara.Bilsak@cscglobal.com	BBARB288	Active
CSC Demo User	shannon.rupinski@cscglobal.com	UCSC05	Active

Step 2: Complete the text fields with the new user's information and select Save to finish or **Add New Roles** to add roles for CSC applications.

Add User [Return to Entity Management](#)

User Details

* First Name: Johnny Middle Name: Last Name: Oliveri * Required Field

* E-Mail: johnoliveri@cscglobal.com

Phone: Intl Code: 302 Area Code: 557 Number: 1572 Extension:

Mobile: Fax:

User Roles

Assigned Roles

Application	Role
Filter by Application	Filter by Role

There are no records to display.

Add New Roles

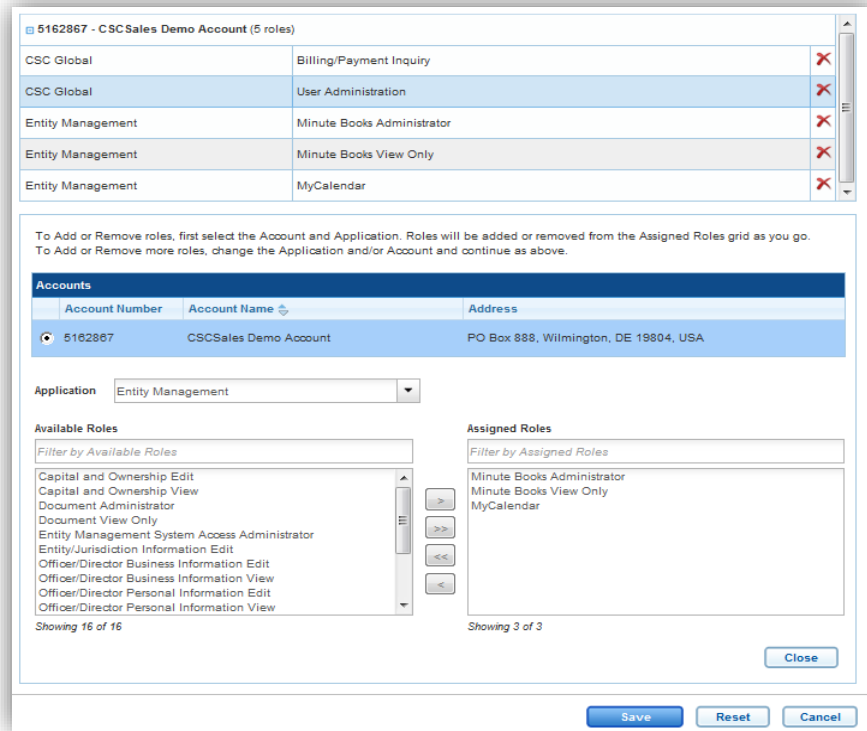
Save Reset Cancel

UAT | 1.0.0-SNAPSHOT | 20131010-1525

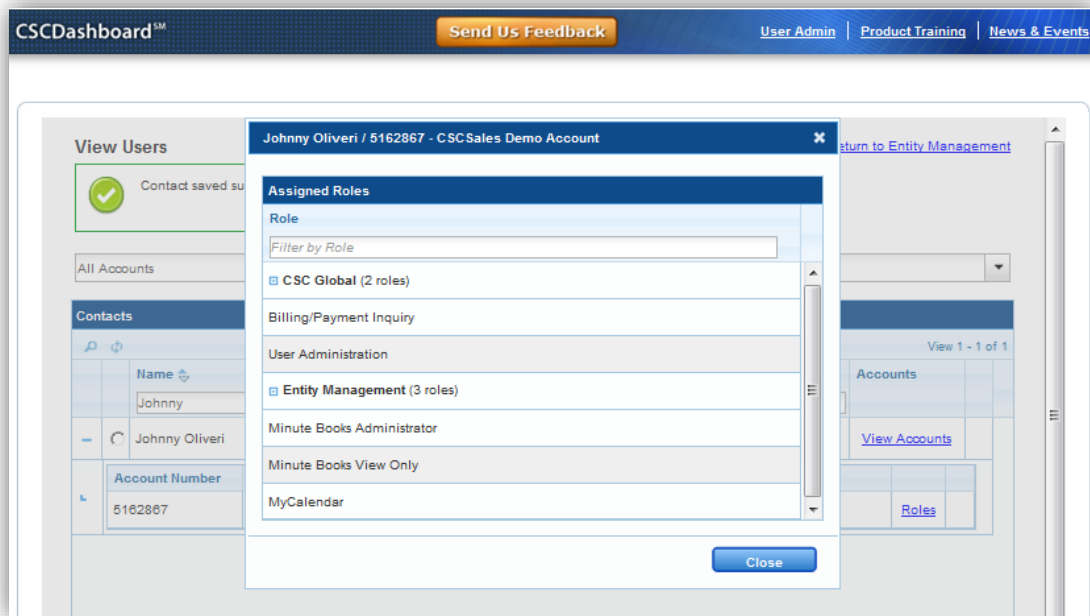
Step 3: Select the account number and specific applications for which user roles are being added. If roles need to be assigned for multiple applications, add the roles one application at a time.

The screenshot shows the 'User Roles' configuration window. At the top, there is an 'Assigned Roles' section with filters for 'Application' and 'Role'. Below this is a table of 'Accounts' with columns for 'Account Number', 'Account Name', and 'Address'. The first account is '5162867 CSCSales Demo Account' with address 'PO Box 888, Wilmington, DE 19804, USA'. Below the accounts table is an 'Application' dropdown menu. The dropdown is open, showing 'Select Application', 'CSC Global', and 'Entity Management'. A red box highlights the 'Entity Management' option. To the right of the dropdown are buttons for '+>', '<<-', and '->'. Below the dropdown is an 'Available Roles' section with a filter 'Filter by Available Roles'. The 'Assigned Roles' section on the right is empty. At the bottom of the window are 'Save', 'Reset', and 'Cancel' buttons. A red arrow points from the 'Assigned Roles' section at the top to the 'Accounts' section.

Step 4: As roles are added, you may view them at the top of the screen. Select Save once all roles have been indicated.

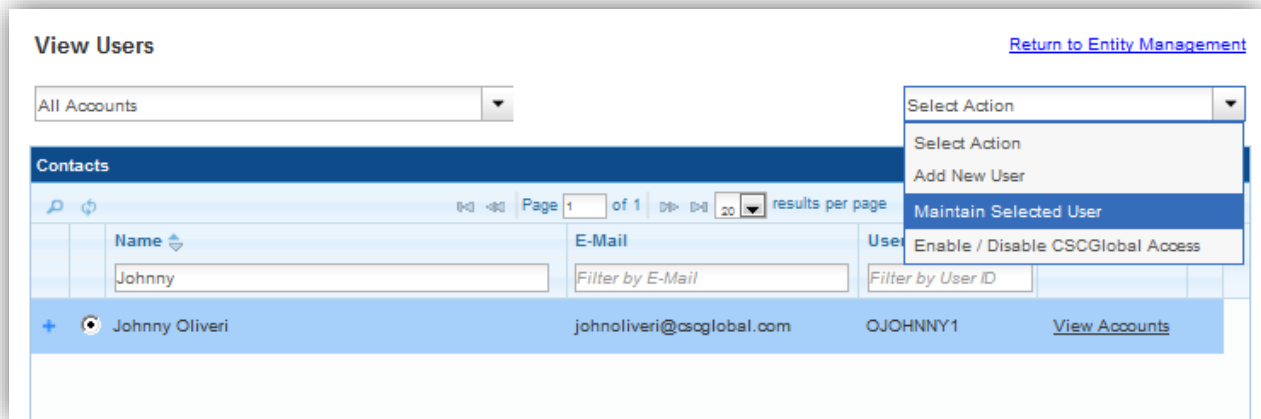


Step 5: Review the new user and assigned role(s) within the grid.



10.2.3 Existing User Maintenance

To perform maintenance on an existing user, check the box to the left of the corresponding user and select **Maintain Selected User** from the Select Action drop-down list.



Once selected, you can delete the user's role(s) by clicking the red X to the right of a currently associated role. You may assign a new role by selecting the Add New Roles button (as described earlier in this section).

The screenshot shows a user profile form with the following sections:

- Personal Information:** First Name (Johnny), Middle Name, Last Name (Oliveri), E-Mail (johnoliveri@cscglobal.com).
- Contact Information:** Phone (Intl Code: 302, Area Code: 557, Number: 1572, Extension), Mobile, Fax.
- Default Account:** 5162867 - CSCSales Demo Account.
- User Roles Table:**

Application	Role	Action
CSC Global	Billing/Payment Inquiry	X
CSC Global	User Administration	X
Entity Management	Minute Books Administrator	X
Entity Management	Minute Books View Only	X
Entity Management	MyCalendar	X
- Buttons:** Save, Reset, Cancel, Add New Roles.

10.2.4 Disable or Enable Overall CSC Global Access

To disable a user’s access to CSCGlobal and all applications within CSCGlobal, select **Enable/Disable CSCGlobal Access** from the Select Action drop-down list at the top right corner of the grid. Conversely, a disabled user’s access can be enabled using the same action.

The screenshot shows the 'View Users' interface with the following details:

- Page Header:** CSCDashboard, Send Us Feedback, Invoices & Payments, Product Training, News & Events.
- View Users:** All Accounts dropdown, Return to Entity Management link.
- Contacts Table:**

Name	E-Mail	User ID	Active	Action
Barbara Bilsak	Barbara.Bilsak@cscglobal.com	BBARB288	Active	View Accounts
CSC Demo User	shannon.rupinski@cscglobal.com	UCSC05	Active	View Accounts
- Select Action Menu:**
 - Select Action
 - Add New User
 - Maintain Selected User
 - Enable / Disable CSCGlobal Access (highlighted)

10.3 Tips

The following tips apply when using the **User Administration** feature:

To quickly find a user within the grid, begin typing within any field in the top row to filter the search.

The screenshot shows the 'View Users' interface. At the top, there is a dropdown menu for 'All Accounts' and a 'Select Action' dropdown. Below this is a 'Contacts' header with a search icon and a magnifying glass. The main area is a table with columns: Name, E-Mail, User ID, and Accounts. The 'Name' column has a search filter 'Charlotte' entered. The 'E-Mail' column has a filter 'Filter by E-Mail'. The 'User ID' column has a filter 'Filter by User ID'. The table displays two rows of user data:

Name	E-Mail	User ID	Accounts
Charlotte Jones	KANDRAS@CSCINFO.COM	JCHARLO2	View Accounts
Charlotte W. Web	devans1@cscinfo.com	WCHARLOT	View Accounts

10.3 Manage Calendar Alerts

The **Manage Calendar Alerts** feature sets and maintains preferences for receiving monthly alert emails for upcoming due dates. Email alerts are sent on the third Monday of every month, and may be received for alerts up to 90 days prior to a due date. To access the **Manage Calendar Alerts** feature from the **Administration & Preferences** screen select **Manage Calendar Alerts**.

The screenshot shows the 'Administration & Preferences' screen. The user is logged in as Shannon Rupinski. On the left sidebar, the 'Calendar: Manage Calendar Alerts' link is highlighted with a red box. The main content area is titled 'Manage Calendar Alerts' and shows 'Displaying: 1-3'. Below this is a table with columns 'Contact Name' and 'Email Address':

Contact Name	Email Address
<input type="checkbox"/> Colin Barratt	Colin.Barratt@cscglobal.com
<input type="checkbox"/> Shannon Test User	Shannon.Rupinski@cscglobal.com

From the **Manage Calendar Alerts Grid**, you can enroll users into email calendar alerts for either Compliance Calendar or My Calendar, modify users' existing email preferences, and unsubscribe users from alerts.

Administration & Preferences

Logged in as: Shannon Rupinski

Calendar:
[Manage Calendar Alerts](#)

Manage Fields and Screens:
[Manage Custom Fields](#)
[Manage Layouts](#)
[Manage Screens](#)
 ▶ Jurisdiction Details
 Officer/Director
 /Management Business

Manage Calendar Alerts

Displaying: 1-3

Calendar Alert Actions ▾

	Contact Name	Email Address
<input type="checkbox"/>	Colin Barratt	Colin.Barratt@cscglobal.com
<input type="checkbox"/>	Shannon Test User	Shannon.Rupinski@cscglobal.com
<input type="checkbox"/>	Shannon Test User	Shannon.Rupinski@cscglobal.com

10.3.1 Enroll in Compliance Calendar Alerts

To enroll users in calendar alerts, check the box to the left of the corresponding user and select **Enroll for Calendar Alerts** from the Calendar Alert Actions drop-down list. Indicate the alert preference(s) (e.g. the alert types, the entities about which to be notified and the notification period), and click Save.

Compliance Calendar

Calendar Alert Enrollment for Contact: Colin Barratt

*** Select Event Type:**

Good Standing

DBA Names

*** Select Entities:**

All entities

All entities where the user is responsible for receiving Compliance Mail

Retrieve names for specific entity selection

*** Select Update Preference:**

Automatically update entity list with any new entity that is added to the portfolio.

Automatically update entity list with any entity to which I am assigned as the Compliance contact. [Hint](#)

Do not update entity list for email alert and allow users to manage the list manually.

Alerts are prepared and sent the weekend prior to and including the 3rd Monday of each month. Please select how far in advance you would like to be notified.
If you select multiple frequencies, you will receive a separate email for each selected frequency.

*** Select Frequency:**

Notify me one month in advance

Notify me two months in advance

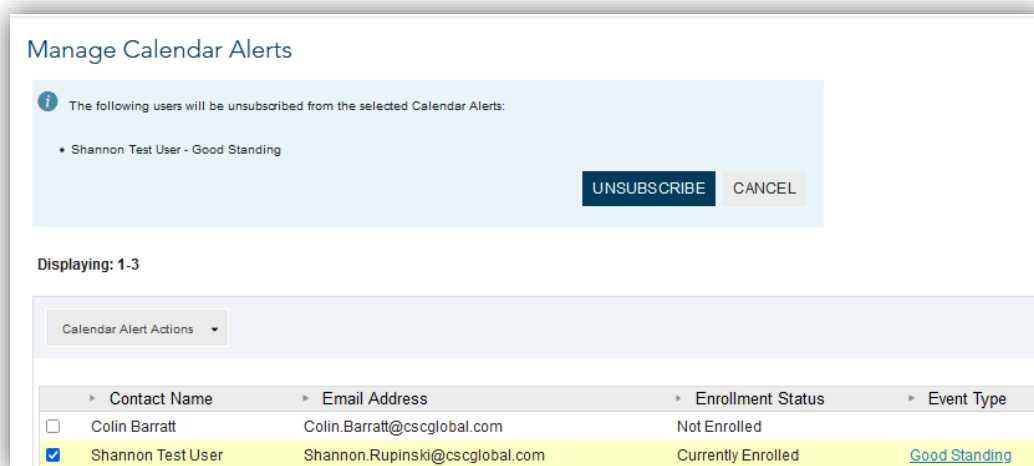
Notify me three months in advance

10.3.2 Modify Alert Preferences

To modify calendar alert preferences, check the box to the left of the corresponding user and select **Modify Selected Alert Preferences** from the Calendar Alert Action drop-down list. Perform necessary modifications and click Save.

10.3.3 Unsubscribe from Compliance Calendar Alerts

To unsubscribe a user from specific alerts, check the box to the left of the corresponding user and select **Unsubscribe from Selected Alert(s)** from the Calendar Alert Actions drop-down list.



10.3.4 Maintain My Calendar Custom Alerts

To enroll users into My Calendar custom alerts, check the box to the left of the corresponding user and select **Maintain My Calendar Alerts** from the **Calendar Alert Actions** drop-down list. Indicate the alert preference(s) such as the types of custom calendar event types and/or event names that you would like to enroll for, as well as the notification period.

When indicating preferences, it's important to note the following:

- When using the default option of **All Event Types**, this will cover all existing My Calendar events as well as events added in the future.
- Upon selecting **Specific Event Types**, this will enroll you for the existing specific event types as well as events added to that event type in the future.
- Upon selecting **Specific Event Names**, this will enroll you for the specific event names only. When a new event name is added in the future, this needs to be manually updated.
- You cannot select a combination of **Specific Event Type** and **Specific Event Name** when event type for both is the same. See the example below.

Example: Because **Boardroom** was selected in the **Specific Event Types** section above, you are unable to also select **Boardroom** event names in the section below. You can however choose event names related to other event types. So in this instance, the user would receive boardroom events, as well as specific types of licenses and permits events.

10.4 Entity Preferences – Restricting User Access

Portfolio users are assigned to all entities by default. If you have been assigned the appropriate administrator role (as described in [Section 10.1.1](#)), then you may restrict access to only certain entities.

The screenshot shows the 'Entity Preferences' page in the CSCNavigator application. The page is divided into two main sections: 'User Administration' on the left and 'Entity Preferences' on the right. The 'Entity Preferences' section displays a table with the following columns: USER, ENTITIES ASSIGNED, and PREFERENCES MODIFIED ON. The table lists various users and their assigned entities, with a 'Grid Actions' dropdown menu above it. The 'Entity Preferences' section is highlighted with a red box.

USER	ENTITIES ASSIGNED	PREFERENCES MODIFIED ON
Warren Prater	53	
Jane Odenmeyer	0	
Jared Goff	54	
JmsTest One	55	10/19/2018
Johan Johanssen	54	
John Parent	54	
jkYcM3 nniYZRfk	54	
Kelly MacDonald	54	
Kerry Post	54	
K0BBSr T6jeTZY	54	
L6NFkh 2rNy139	54	
Lacy Boots	54	
Lena Wilson	54	
Leland Winner	54	
LILY HUDSON	54	
LOGAN BLACK	54	
Luke Mann	54	
FYBIZ 1fX3mod	1140	06/14/2019
m4p1a JZCF8p	54	
MANNY LOGGER	54	
mm3151 aQj5Lq	54	
Nate Washington	55	10/09/2019

To manage entity preferences for users, you will need to create preference rules then assign those rules to selected users. To access the preference rules, select **Manage Preference Rules** under the **Entity Preferences** section.

The screenshot shows the 'Entity Preference Rules' page in the CSCNavigator application. The page displays a table with the following columns: RULE NAME, RULE DESCRIPTION, RULE TYPE, PREFERENCE TYPE, RULE DETAILS, ENTITIES, USERS ASSIGNED, and DEFAULT. The table lists several rules, including 'Hide Delaware Entities', 'International Entities', 'Original Entity Preference Selection', and 'Ryan Dziazek - Selected Entities'. The 'Entity Preference Rules' section is highlighted with a red box.

RULE NAME	RULE DESCRIPTION	RULE TYPE	PREFERENCE TYPE	RULE DETAILS	ENTITIES	USERS ASSIGNED	DEFAULT
<input type="checkbox"/> Hide Delaware Entities		Hide Entities	Attribute	View	List	List	
<input type="checkbox"/> International Entities		Show Entities	Attribute	View	List	List	
<input type="checkbox"/> Original Entity Preference Selection		Show Entities	Entity	View	List	List	
<input type="checkbox"/> Ryan Dziazek - Selected Entities		Show Entities	Entity	View	List	List	

You can manage the preference rules for your portfolio on the **Manage Preference Rules** grid by taking any of the following actions:

- Create Preference Rule
- Assign Preference Rules to Users

- Maintain Preference Rule
- Delete Preference Rule
- Select as Default Preference Rule
- Remove as Default Preference Rule

10.4.1 Create Preference Rule

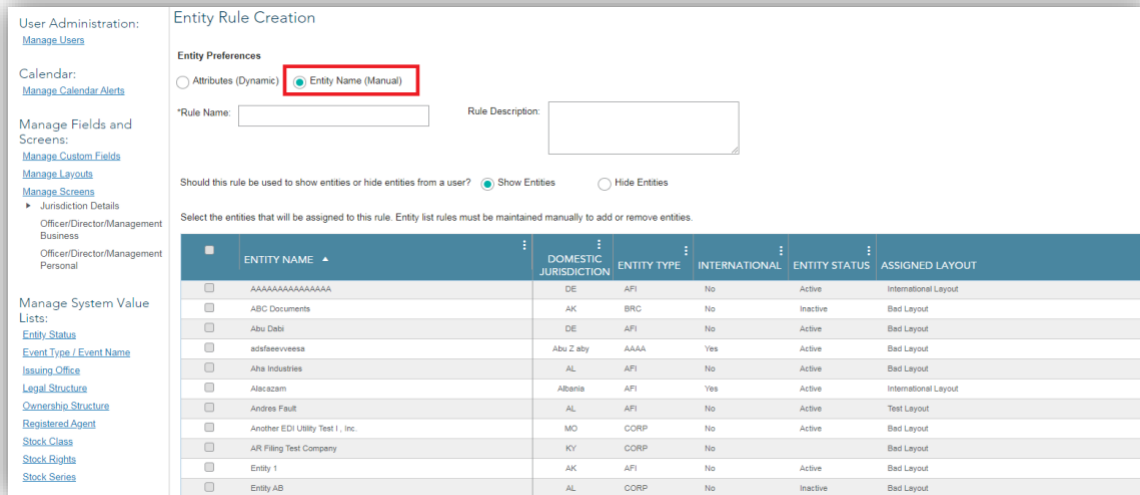
You can create one or more rules by using the **Create Preference Rules** action from the **Entity Preference Rule Actions** dropdown. From here, you can create an **Attribute Rule (Dynamic)** rule that allows you to set up a preference rule based on a selected attribute or attributes. You can also select whether you would like to show or hide the entities that correspond to the rule that is created by selecting the radio buttons labelled **Show Entities** or **Hide Entities**.

The screenshot shows the 'Attribute Rule Creation' interface. On the left, there is a sidebar with navigation links under categories like 'User Administration', 'Calendar', 'Manage Fields and Screens', 'Manage System Value Lists', and 'Registered Agent'. The main content area is titled 'Attribute Rule Creation' and includes the following elements:

- Entity Preferences:** Two radio buttons: 'Attributes (Dynamic)' (selected) and 'Entity Name (Manual)'.
- Rule Name:** A text input field.
- Rule Description:** A text area.
- Should this rule be used to show entities or hide entities from a user?:** Two radio buttons: 'Show Entities' (selected) and 'Hide Entities'.
- Entities that meet the criteria of this rule will be dynamically assigned to selected user(s).**
- Criteria Table:**

Attribute	Operator	Value(s)
Domestic Jurisdiction	Equals	US (selected), International, Both
Delaware		
Select	Select	Select
- ADD ATTRIBUTE** button.

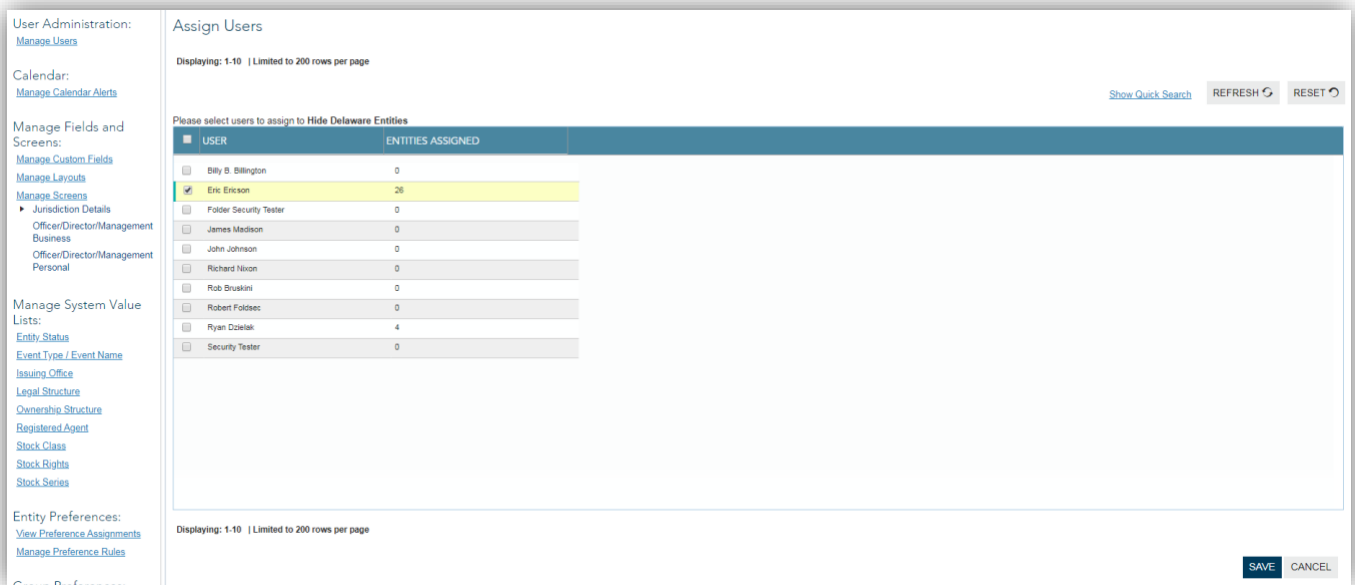
In addition you can create an **Entity Name (Manual)** rule that allows you to select specific entities to assign to a rule.



10.4.2 Assign Users to Preference Rules

Once preference rules are created, you can assign users to a rule by checking the rule selection box and selecting the action **Assign Preference Rule to Users**. This allows you to select one or multiple users that you want to assign to the rule. The entities assigned grid allows you to see how many entities the users currently have access to view.

Note: If users are assigned to multiple rules then they will have a combination of the rules assigned. The hide rule will always take precedent for any conflicting rules assigned to a user.



10.4.3 Maintain Preference Rule

In order to make changes to an already established rule, you will need to select the rule then click on the **Maintain Preference Rule** action. Once the changes to the rule are saved, the entities corresponding to that rule will be updated accordingly. Keep in mind, changing a rule may result in changing users Entity Preferences.

10.4.4 Delete Preference Rule

You can delete a preference rule by selecting the check box next to the rule and clicking on the **Delete Preference Rule** action. Any users assigned to that rule will no longer have those entity preferences assigned.

Note: If this rule is the only rule assigned to a user before it is deleted then that user will no longer have entity preferences assigned and they will be able to see the entire portfolio.

10.4.5 Select as Default Preference Rule

You can set a rule as the default preference rule for the group by selecting a rule then use the action **Select as Default Preference Rule**. This will bring that rule to the top of the grid and add a check under the default column on the grid. The default rule is assigned automatically assigned when new users are added. In order to remove the default preference rule, simply select the default rule and use the action **Remove as Default Preference Rule**.

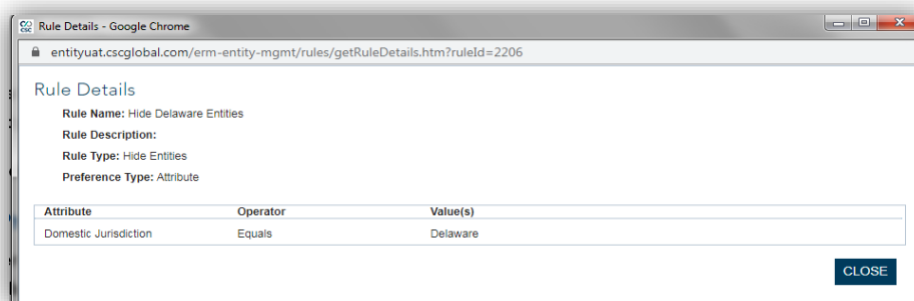
Note: The default rule has no impact on existing users in the group.

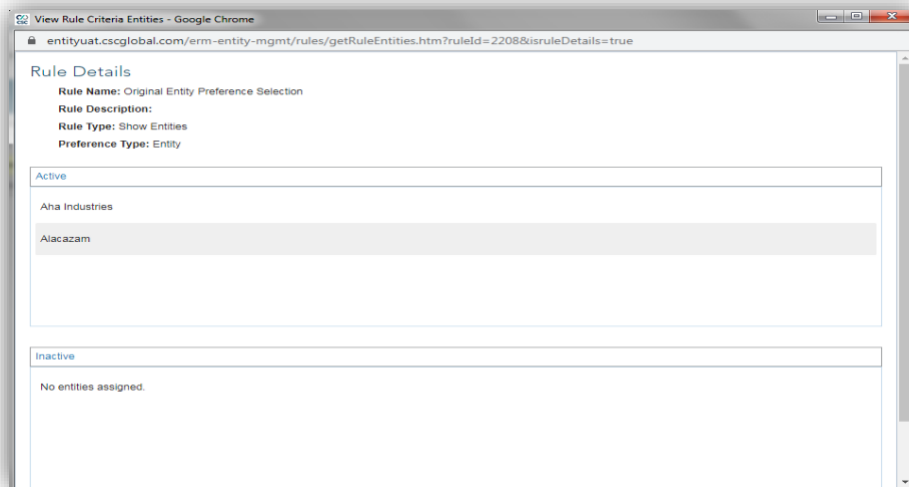
10.4.6 Preference Rule Grid Details

Once a user has created a rule or multiple rules, you are able to see the rule details right from the grid by using the **Rule Details, Entities** and **Users Assigned** links.

10.4.6.1 Rule Details

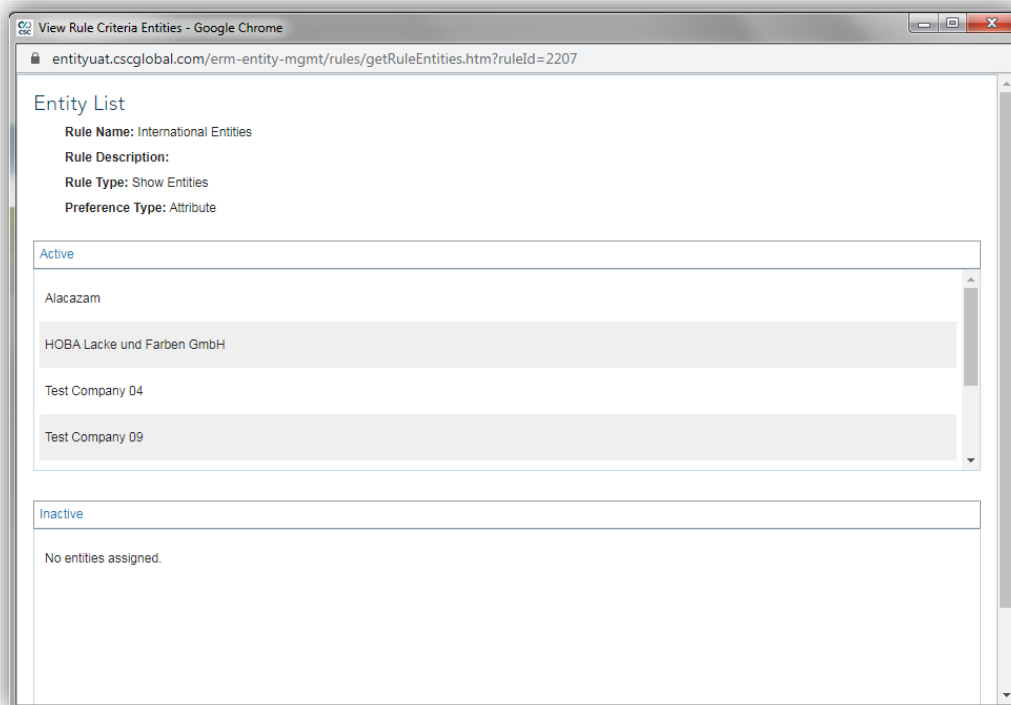
The Rule Details **View** link allows you to see all of the details that were used when creating the rule including the Rule Name, Rule Description, Rule Type (Hide or Show Rule) and Preference Type (Attribute or Entity Name).





10.4.6.2 View Entities

You may look at the list of entities that correspond to the rule by using the **View** link under the **Entities** column. This shows you the entities that any users assigned to this rule will be able to see.



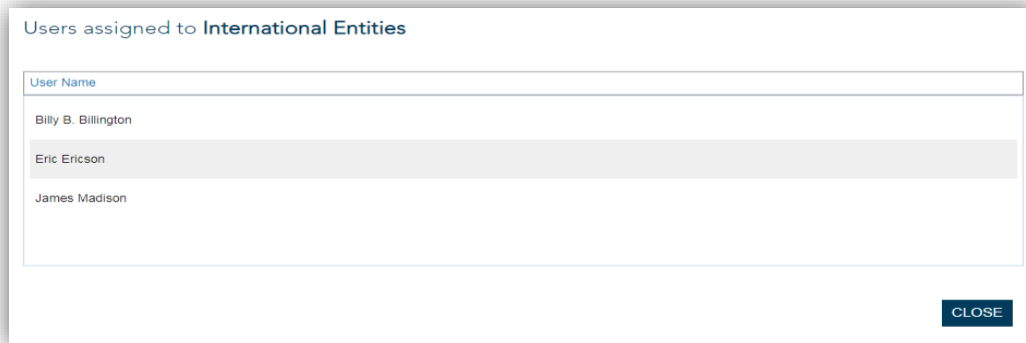
Note: If it is a “Hide” rule then it will still show all of the entities that the users will be able to see if assigned to this rule not the entities that are being “Hidden”.

Support: 800-927-9801 x66825

CSCEntityManagement@cscglobal.com

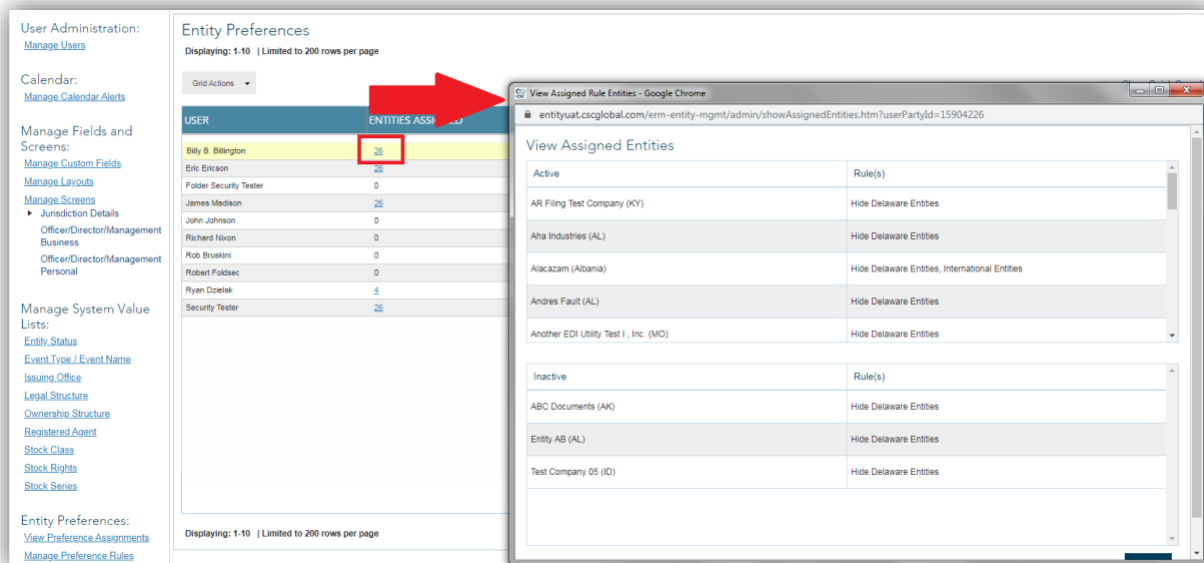
10.4.6.3 Users Assigned

After users have been assigned to the rule, you may click on the **List** link shown under the **Users Assigned** column to view all of the users that have been assigned to the rule.



10.4.7 View Preference Assignments Grid

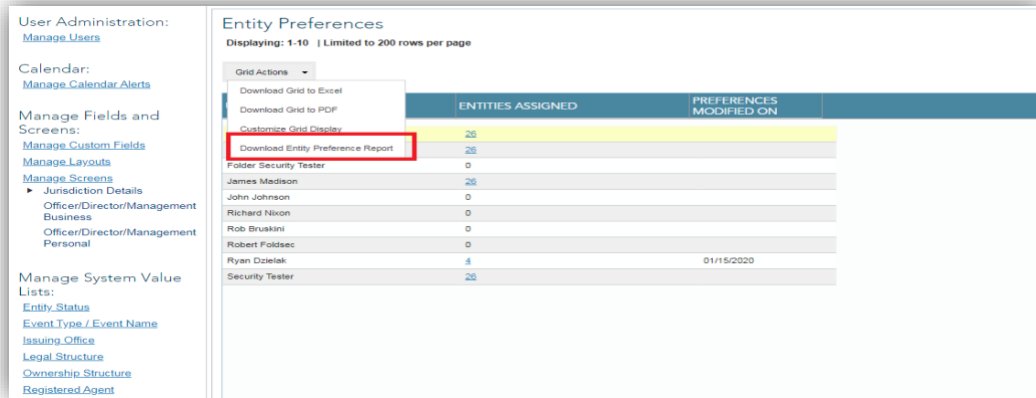
In order to see the entities that each user with Entity Preferences has assigned to them, you will need to check the Preference Assignment Grid. This grid shows a list of all users in the portfolio with a column designated for entities assigned. If a user has 0 in this column then they have no entity preferences and will be able to see all entities in the portfolio. If a user has a number greater than 0 then the number will be a link that displays a list of all entities the user is able to see based on their assigned preferences.



Note: This shows a list of all entities user has access too even if the rule shown is a hide rule.

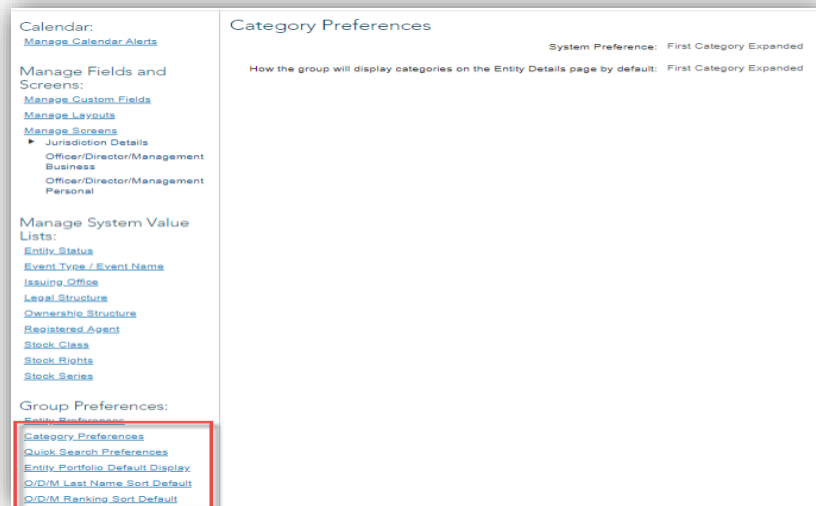
10.4.7.1 Entity Preference Report

You can see a list of all users with entity preferences and the entities they have assigned by clicking on the **Download Entity Preference Report** action from the **Grid Action** dropdown.



10.5 Changing Default Display of Common Grids

You may also change the default display of several common grids from the Administration & Preferences screen. To do so, use the options [Entity Portfolio Default Display](#) and [O/D/M Last Name Sort Default](#). The former link is for changing the default display of the grid at the overall group level (all users using the account) and the latter link is for changing the default display of the grid at the individual level (for a specific individual using the account).



10.5.1 Category Preferences

By default, the Entity Detail screen is set to open with the first category open and all other categories minimized. From **Category Preferences**, you can change the display so that all categories are expanded by default.

Category Preferences

System Preference: First Category Expanded

How the group will display categories on the Entity Details page by default?: ▼

Notes: Changes will be reflected on all entities.
The category preferences will change for all members of your group.

SAVE CANCEL

10.5.2 Quick Search Preferences

The Quick Search default can be set to **Open** on all grids by updating your **Quick Search Preferences**.

Quick Search Preferences

System Preference: Quick Search Closed

How would the group like to default Quick Search?: ▼

Notes: Changes will be reflected on all grids.
The Quick Search preferences will change for all members of your group.

SAVE CANCEL

10.5.3 Entity Portfolio Default Display

You can change the default display of the **Entity Portfolio Grid** to view **All** entities or **Active** entities, depending on your preference.

Entity Portfolio Default Display - Group

System Preference: All

How would the group like to default the entity portfolio display?: ▼

Notes: Changes will be reflected on grid display.
The entity portfolio display preference will change for all members of your group.

Save Cancel

10.5.4 Entity Favorites Default Display

You can change the **Entity Favorite** default to be any of the favorites you have saved. Setting an Entity Favorite as default will automatically apply the favorite every time you launch the application.

Entity Favorite Grid Default Display - Jeffrey Park

Default Entity Favorite Preference: None Selected

Which Entity Favorite should display as the default?: CSC Contained in Company Name

Note: Changes will be reflected on all grid displays throughout Entity Management.

Save Cancel

10.5.5 ODM Last Name Sort Default

You can change the default display of the **Officers/Directors/Management Grid** to view ODMs by first name or last name, depending on your preference.

O/D/M Last Name Sort Default - Group

System Preference: First Name Last Name

How would the group like to see the O/D/M name displayed?: First Name Last Name

Notes: Change will be reflected on grid display.
The O/D/M last name display preference will be set for all members of your group.

Save Cancel

10.5.6 ODM Ranking Sort Default

You can change the default sort order of the **Officers/Directors/Management Grid** to view ODMs by ODM Ranking. Depending on your preference, you can set the default sort order to display on the entity- and/or portfolio-level grids.

O/D/M Ranking Sort Default - Group

System Preference: Do Not Sort by Rank

How would the group like to see the O/D/M sort order?: Ascending O/D/M Ranking

Apply preference to selected grid(s): Both

Notes: Change will be reflected on selected O/D/M grid display.
The O/D/M ranking sort order preference will be set for all members of your group.

Save Cancel

***My Calendar Events**

All Event Types Specific Event Types

Specific Event Type

You will receive alerts for all events associated with the selected event type. New event names are automatically added.

Event Type Selection:

Insurance Compliance	Add	Boardroom
International Compliance	Add All	
Jurisdictional Reports and Filings	Remove	
Licenses and Permits	Remove All	
Miscellaneous Reminders		
Revenue and Taxation		

Specific Event Names

You will receive alerts for the selected event names. You will need to modify alert preferences to include new event names when they are created.

Event Type: Licenses and Permits

Construction License & Construction Permits	Add	Broker License (Licenses and Permits)
Construction Permit (Licenses and Permits)	Add All	Building Permit (Licenses and Permits)
Corporate License (Licenses and Permits)	Remove	Business License (Licenses and Permits)
DEA Registration (Licenses and Permits)	Remove All	Caterer's License (Licenses and Permits)
Distributor / Wholesale Registration (Licenses and Permits)		Construction License (Licenses and Permits)
FCC License (Licenses and Permits)		Insurance Compliance (Insurance Compliance)
Health Permit (Licenses and Permits)		Rental Insurance (Insurance Compliance)
Liquor License- county (Licenses and Permits)		
Liquor License- local (Licenses and Permits)		
Liquor License- state (Licenses and Permits)		
Massage License (Licenses and Permits)		

***Frequency**

Monthly reports are prepared and sent the weekend prior to and including the 3rd Monday of each month. Please select how far in advance you would like to be notified.

If you select multiple frequencies, you will receive a separate email for each selected frequency.

Notify me one month in advance

Notify me two months in advance

11 Custom Layouts and Custom Fields

As an administrator, you can easily customize the Entity Details page to capture data that varies from company to company in your portfolio. As an example, international entities may need a unique set of fields compared to an US domestic company. Utilizing the Custom Field and Custom Layout features, you can:

- Create custom entity layouts (define what fields should be visible for each entity)
- Choose to have all categories (sections) visible by default
- Create unlimited number of custom fields that can be assigned to Entity Details as well as other areas within the portfolio, such as Jurisdictions, Officer/Directors, Capital, Ownership, and My Calendar
- Hide system fields
- Hide categories
- Manage value lists associated with specific attributes
- Move standard and custom fields via drag and drop
- Re-order categories using drag and drop

- Assign layouts to entities in bulk
- Establish a default layout for new entity creation
- Choose layouts on the fly when adding new entities
- Control view versus edit right within categories at the layout level

11.1 Custom Field Management

In several areas of **Entity Management**, custom fields can be created. To manage custom fields from **Administration & Preferences**, select **Manage Custom Fields**. This includes the ability to add custom fields/attributes for the Calendar Events, Capital, Entities, Jurisdictions, Officer/Director/Management, Ownership, and Ownership Transactions grids and actions within Entity Management.

	CUSTOM FIELD LABEL	DATA TYPE	MODULE	ASSIGNED TO GRID
<input type="checkbox"/>	# of Employees	Text (10)	Entities	Y
<input type="checkbox"/>	Acquisition Date	Text (1000)	Entities	N
<input type="checkbox"/>	Acts As Agent:	Value List	Entities	N
<input type="checkbox"/>	Disregarded for Tax Purposes	Text (10)	Entities	Y
<input type="checkbox"/>	JV Holdings	Text (10)	Entities	Y
<input type="checkbox"/>	JV Internal Tracking ID	Text (10)	Entities	Y
<input type="checkbox"/>	Maximum Directors	Text (10)	Entities	N
<input type="checkbox"/>	Minimum Directors	Text (10)	Entities	N
<input type="checkbox"/>	See Footnote	Text (1000)	Entities	N

11.3.1 Custom Field Actions

From the **Custom Fields Grid**, you can perform the following actions using the Custom Fields Actions drop-down list:

- Add Custom Field
- Edit Custom Field
- Delete Custom Field
- Maintain Value List

When adding or modifying custom fields, the selected module determines the options. There are also options regarding the availability of the custom field within grids, reports, and org charts.

When adding custom fields to **Entity Details** you can choose to include the field in one or more custom layouts as well as identify the category where the field will be displayed.

10.3.1.1 Add Custom Fields to an Entity Layout

To assign custom fields to one or more layouts, select **Module:** Entities, **Screen:** Entity Details, then click on the **Select Layout** link. From here, you can select one or more layouts as well as any category that currently exists on the selected layout. **Note:** Custom fields cannot be assigned to the CSC Default Layout; a custom layout must be created.

The screenshot shows two overlapping forms. The background form is titled "Add Custom Field" and contains the following elements:

- Instruction: "Select a grid to make the custom field available when customizing the grid view. Grid selection is not a..."
- *Module: Entities (dropdown)
- *Screen: Entity Details (dropdown)
- Layout: [Select Layout](#) (link)
- Grid: (dropdown)
- *Custom Field Label: (text input)
- Hint: (text input)
- Searchable: Yes No

 The foreground form is a modal titled "Select Layout" with the following elements:

- Instruction: "Please select the layout and category for this field."
- Layout Name: (dropdown menu with "Select" selected)
- Category Name: (dropdown menu with "Select" selected)
- Buttons: ADD MORE, SAVE, RESET, CANCEL

Alternatively, you can add any number of custom fields and then assign the field to a selected layout in a separate action.

Change the **Entity Selection Criteria** option to yes if you would like to use the field in your filter criteria when assigning entities to a layout.

10.3.1.2 Add Custom Fields to Preference Rules

In order to make a custom field preference rule eligible, you will need to select the **Yes** radio button when either creating or editing a custom field. This allows you to create a preference rule based on the custom fields you've created.

Edit Custom Field

*Module: Entities

*Screen: Entity Details

Layout: [Select Layout](#)

Grid: [Dropdown] Hint

*Custom Field Label: Custom Field 1

Hint: [Text Box]

Viewable: Yes No

Searchable: Yes No

Entity Selection Criteria: Yes No Hint

Rule Attribute: Yes No Hint

Ad Hoc Reporting:

Report Criteria Yes No

Report Attribute Yes No

Entity Preferences

Attributes (Dynamic) Entity Name (Manual)

*Rule Name: [Text Box] Rule Description: [Text Box]

Should this rule be used to show entities or hide entities from a user? Show Entities Hide Entities

Entities that meet the criteria of this rule will be dynamically assigned to selected user(s).

Attribute	Operator	Value(s)
Select	Select	Select
Select		
CSC Indicator		
CSC Status		
Custom Field 1		
Custom Field 2		
Domestic Jurisdiction		
Entity Status		
Entity Type		
International		
Legal Structure		

ADD ATTRIBUTE

SAVE **RESET** **CANCEL**

11.2 Manage Layouts

You can manage the layouts for your portfolio accessing the **Manage Layouts** grid. Use the Layout Actions on the grid to take any of the following actions:

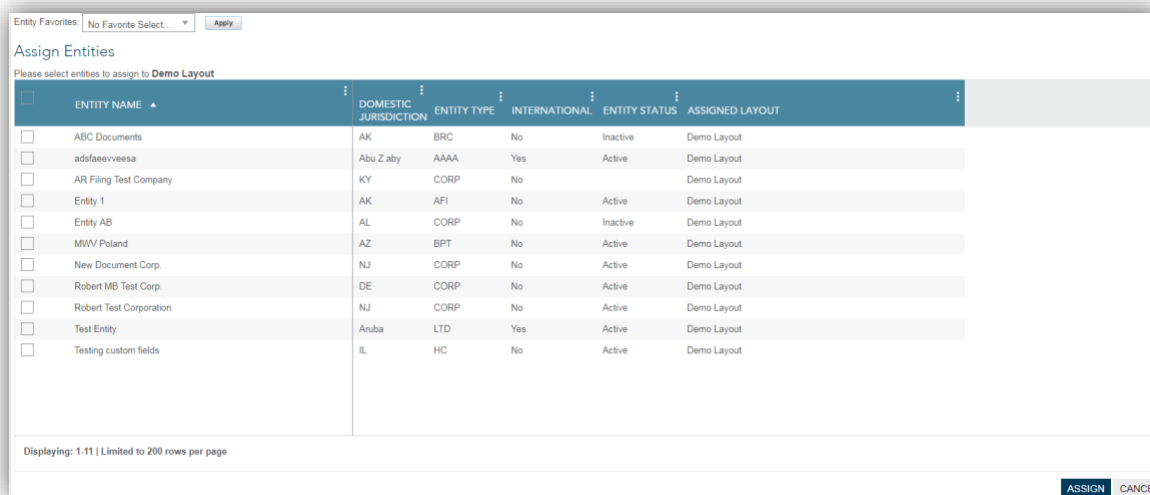
Support: 800-927-9801 x66825

CSCEntityManagement@cscglobal.com

- Assign Entities to Layout
- Create Layout
- Delete Layout
- Maintain Layout
- Select Layout as Default

11.4.1 Assign Entities to Layout

Begin by selecting a specific layout and then select the **Assign Entities to Layout** action from the **Layout Actions** menu. From there, you can will select the desired entities from the Assign Entities grid. This grid allows you to filter the entities using select system fields or by the attributes that were selected as **Entity Selection Criteria** when you created the custom fields. Entity Favorites can also be used to filter the entity list in the **Assign Entities to Layout** action.



ENTITY NAME	DOMESTIC JURISDICTION	ENTITY TYPE	INTERNATIONAL	ENTITY STATUS	ASSIGNED LAYOUT
<input type="checkbox"/> ABC Documents	AK	BRC	No	Inactive	Demo Layout
<input type="checkbox"/> adsfaeeveesa	Abu Z aby	AAAA	Yes	Active	Demo Layout
<input type="checkbox"/> AR Filing Test Company	KY	CORP	No		Demo Layout
<input type="checkbox"/> Entity 1	AK	AFI	No	Active	Demo Layout
<input type="checkbox"/> Entity AB	AL	CORP	No	Inactive	Demo Layout
<input type="checkbox"/> MIWV Poland	AZ	BPT	No	Active	Demo Layout
<input type="checkbox"/> New Document Corp.	NJ	CORP	No	Active	Demo Layout
<input type="checkbox"/> Robert MB Test Corp.	DE	CORP	No	Active	Demo Layout
<input type="checkbox"/> Robert Test Corporation	NJ	CORP	No	Active	Demo Layout
<input type="checkbox"/> Test Entity	Aruba	LTD	Yes	Active	Demo Layout
<input type="checkbox"/> Testing custom fields	IL	HC	No	Active	Demo Layout

Entity Favorites: No Favorite Select... Apply

Assign Entities

Please select entities to assign to Demo Layout

Displaying: 1-11 | Limited to 200 rows per page

ASSIGN CANCEL

11.4.2 Create Layouts

You can create one or more layouts by using the **Create Layout** action from the **Layout Actions** dropdown. From here, you can manage the attributes to be included in the specific layout, add/remove categories, and organize the overall display of attributes and categories that will appear on the Entity Details screen.

Being by selecting **Create Layout** from the **Layout Actions** Menu. The layout screen will mimic the default layout screen to begin with. Use Drag and Drop to move attributes shown in the left pane to the appropriate category for

this layout. Attributes can also be moved from one category to another by dragging to the desired location on the layout. Attributes can be removed by clicking on the trash can icon.

The screenshot shows the 'Create Layout' interface. On the left, under 'Attributes:', there is a search box and a list of attributes: '# of Employees Text (10)', 'Acquisition Date Text (1000)', 'Acts As Agent: Value List (40)', 'Disregarded for Tax Pur... Text (10)', 'JV Holdings Text (10)', 'JV Internal Tracking ID Text (10)', 'Maximum Directors Text (10)', 'Minimum Directors Text (10)', and 'See Footnote Text (1000)'. On the right, under 'Create Layout', there are fields for '*Layout Name:' and 'Layout Description:'. Below these is a section titled 'Please drag and drop attributes to customize the layout below.' which contains a grid of fields. The grid is divided into two columns. The left column is titled 'Entity Summary' and includes: 'Entity Name Text (120)', 'Domestic Jurisdiction Text (120)', 'Formation Date Date (10)', 'Entity Type Text (15)', 'Fiscal Year End Text (10)', 'FEIN Text (25)', 'Legal Structure Text (256)', 'Business Purpose Text (4000)', and 'Publicly Traded Boolean (10)'. The right column is titled 'Category Security' and includes: 'CSC Entity ID Text (15)', 'Renewal Billing Reference/Matter # Text (40)', 'SIC/NAICS Text (20)', 'Annual Meeting Date Text (255)', and 'Location of Minute Book Text (255)'. A red arrow points from the 'Acquisition Date' attribute to the 'Renewal Billing Reference/Matter #' field. A red box highlights the trash can icon for the 'CSC Entity ID' field.

11.4.2.1 Add Category

You can add additional categories to any layout using the **Add Category** link that is listed at the bottom of the create/maintain layout page. A new category will be added to the bottom of the screen. Note, you must add one or more fields to a category before saving.

Use Drag and Drop to change the order that categories are displayed on the layout. Simply click on the category header and drag to the desired location.

▼ *Category: Director Requirements [Category Security](#) [Remove Category](#)

Maximum Directors
Text (10)

Minimum Directors
Text (10)

▼ Main Address [Category Security](#) [Remove Category](#)

Main Office Address
Text (1000)

Mailing Address
Text (1000)

11.4.2.2 Remove Category

To remove a category, you must remove all attributes from the category then select the **Remove Category** link. Any category can be removed with the exception of the Entity Summary category

▼ *Category: Director Requirements [Category Security](#) [Remove Category](#)

Maximum Directors
Text (10)

Minimum Directors
Text (10)

11.4.2.3 Category Security

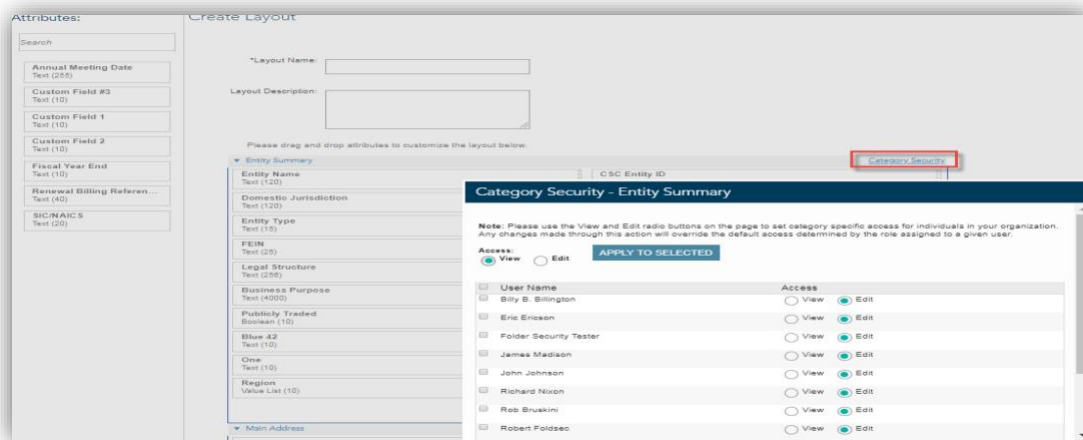
View and edit access can be assigned to specific categories on a selected layout. To establish Category level security, start by selecting the **Category Security** link in the upper right corner.

▼ *Category: Director Requirements [Category Security](#) [Remove Category](#)


Maximum Directors
Text (10)

Minimum Directors
Text (10)

From the list of users, an administrator can modify the View and Edit access for one or more users for the selected category, such as entity summary in the below example.



Select one or more users and change their access type using the individual options or the **Apply To Selected** feature at the top of the screen. Click on **Save** to complete the update. The access level will be updated for the selected category and layout only.

Once the security on a specific category is changed then the user will see an  icon next to the “Category Security” link.

11.4.3 Delete Layout

You can delete a layout by selecting the check box next to the layout and clicking on the **Delete Layout** action. Any entities assigned to this layout will be changed to the default layout. **Note:** Any layout designated as the default layout and the CSC System Layout cannot be deleted.

11.4.4 Maintain Layout

You can make changes to any custom layout by using the **Maintain Layout** action in the dropdown. From here you can make any changes to the layout including; adding attributes, removing attributes, changing the name of the layout, adding a description, **adding a category, removing a category** and adding/updating **category security** for that particular layout. **Note:** You cannot update the CSC System Default layout

11.4.5 Establishing the Default Layout

Use the **Select as Default** action to establish the default layout for your organization. The default layout is automatically assigned as new entities are added to your portfolio. An alternative layout can be selected when adding Non-CSC entities using the Add New Entity action from the Entity grid.

The default layout is identified by the checkbox in the Default column on the grid.

LAYOUT NAME	LAYOUT DESCRIPTION	PREVIEW	ENTITIES	DEFAULT
<input type="checkbox"/>	Ase Pacific	View	List	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CSC System Default Layout	View	List	<input type="checkbox"/>
<input type="checkbox"/>	Entity Management Demo Group Layout	View	List	<input type="checkbox"/>
<input type="checkbox"/>	European Union	View	List	<input type="checkbox"/>
<input type="checkbox"/>	Joint Ventures	View	List	<input type="checkbox"/>

11.3 Field Display Management – Other Screens

The display information on other screens within Entity Management can be customized to your preference. These screen displays include the following:

- Jurisdictions
- Officers/Directors/Management

To manage the screen display from **Administration & Preferences**, select the appropriate sub-heading under Manage Screens.

To manage each screen, click the Customize button, drag-and-drop the fields to the appropriate location, and click Save. The changes will be reflected within the portfolio.

Calendar:
[Manage Calendar Alerts](#)

Manage Fields and Screens:
[Manage Custom Fields](#)
[Manage Layouts](#)
[Manage Screens](#)

- Jurisdiction Details
 - Additional Details
 - Jurisdiction Custom Fields
 - Officer/Director/Management Business
 - Officer/Director/Management Personal

Manage System Value Lists:
[Entity Status](#)
[Event Type / Event Name](#)
[Issuing Office](#)
[Legal Structure](#)
[Ownership Structure](#)
[Registered Agent](#)
[Stock Class](#)
[Stock Rights](#)
[Stock Series](#)

Group Preferences:
[Entity Preferences](#)
[Category Preferences](#)

Entity Management Manage Screens
Category: Additional Details

Entity Type Text (15)	CUSTOMIZE
Duration Date (10)	CUSTOMIZE
Statute Text (256)	CUSTOMIZE
General Purpose Text (4000)	CUSTOMIZE
Specific Purpose Text (4000)	CUSTOMIZE
Resolution On Date (10)	Business Started On Date (10)
Fiscal Year End Text (10)	CUSTOMIZE
Sales Tax Status SYSDVALUELIST (15)	CUSTOMIZE
Sales Tax ID Text (40)	Expiration Date Date (10)
Business License ID Text (40)	Expiration Date Date (10)
Withholding ID Text (40)	Expiration Date Date (10)
Unemployment ID Text (45)	Expiration Date Date (10)

11.4 Manage Value Lists

You may indicate custom attributes for a value list (i.e. drop-down list). CSC provides standard system values, however, you can customize the value list to include additional values that are appropriate to your organization.

To manage value lists from **Administration & Preferences**, select the appropriate sub-heading under Manage System Value Lists.

The screenshot shows the 'Administration & Preferences' page. On the left sidebar, under 'Manage System Value Lists', the 'Entity Status' option is highlighted with a red box. The main content area displays the 'Entity Status' grid with the following data:

Entity Status	Entity Status Description	CSC / Custom
Active	Active	CSC
Active	Current	CSC
Active	Withdrawals Pending	CSC
Inactive	Administratively Dissolved	CSC
Inactive	Cancelled	CSC
Inactive	Consolidated	CSC
Inactive	Converted	CSC
Inactive	Dissolved	CSC
Inactive	Dormant	CSC
Inactive	Historical	CSC
Inactive	In Liquidation	CSC
Inactive	Inactive	CSC
Inactive	Merged/Inactive/Sold	CSC
Inactive	Terminated	CSC
Inactive	Void	CSC

From any **Value List Grid**, you can update the list with custom values related to the selected attribute, or delete a custom value that was previously created by selecting the **Maintain** or **Delete** actions from the grid. Note that system values cannot be deleted.

Example: When managing the **Entity Status** value list, the **Active** status with a description of “Active – Good” was added as a custom value. As a result, the status of “Active – Good” can now be applied to any entity within the portfolio.

The screenshot shows the 'Entity Status' grid with the following data:

Entity Status	Entity Status Description	CSC / Custom
Active	Active	CSC
<input type="checkbox"/>	Active - Good	Custom
Active	Current	CSC
Active	Withdrawals Pending	CSC
Inactive	Administratively Dissolved	CSC
Inactive	Cancelled	CSC
Inactive	Consolidated	CSC
Inactive	Converted	CSC
Inactive	Dissolved	CSC
Inactive	Dormant	CSC
Inactive	Historical	CSC

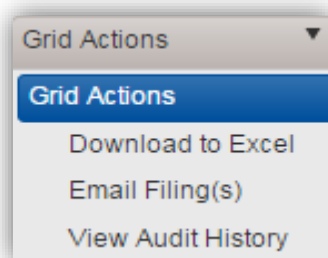
12 Section 16

The Section 16 tool helps you file your Section 16 beneficial ownership forms with the U.S. Securities and Exchange Commission. Through the Section 16 tool you will be able to create and transmit forms 3, 4 and 5 directly to the SEC, manage your portfolio of reporting owners and issuers, maintain a footnote library, and generate filing and transaction related reports for your organization.

EDGAR (Electronic Data Gathering, Analysis, and Retrieval System) is an online public database provided by the SEC. EDGAR performs collection, validation, indexing, acceptance and forwarding of submissions by companies who are required to file forms with the SEC.

12.1 Grid Actions

Grid actions are a set of standard actions for the Filings, Reporting Owners and Footnote Library portfolio grids that can be accessed at the top left of each grid.



1. **Download to Excel** – Downloads the contents of the grid into an Excel file. If sorting and filtering have been applied to the same results as presented in the grid will be the contents of the download.
2. **Email Filing(s)** – Using the check boxes on the Filings grid you are able to select one or multiple filings to email in .pdf format. *Note: This feature is only available from the Filings grid.*
3. **View Audit History** – Using the check boxes on the Filings, Reporting Owners and Footnote Library grids you can view audit history for selected records. This presents a filtered view of the Audit tab. The applied filter will be presented at the top section of the Audit page with the audits for the filter criteria presented below. Filters can be removed by selecting the X next to each filter record.

Audit							
Results Filtered By:							
Form	Form Description	Reporting Owner	CIK	Issuer	Status Date	Status	
4	Filing for Training	Charles A Deal	9991551537	Company Records Inc.	10/10/2016 08:00 PM	Suspended (Test)	
Page 1 of 1							1 - 1 of 1 items

History					
Date/Time	Action	CSC ID / CIK	User		
10/11/2016 01:40 PM	Filing Modified	FI-00017798	David Jefferis		
10/11/2016 01:40 PM	Filing Modified	FI-00017798	David Jefferis		
10/11/2016 01:40 PM	Filing Submitted	FI-00017798	David Jefferis		
10/10/2016 02:41 PM	Filing Modified	FI-00017798	David Jefferis		
09/01/2016 08:16 AM	Filing Modified	FI-00017798	David Jefferis		
09/01/2016 08:16 AM	Filing Created	FI-00017798	David Jefferis		

12.2 Filings Grid

The Filings Grid is the default landing page when accessing Section 16 from the Entities top level menu. This grid displays all of the filings for your organization along with pertinent filing data such as Reporting Owners, Issuers and the Status of filings. **Admin** users will be able to view all filings for your organization while **General** users will only be able to see filings where they are identified as a Reporting Owner.

My Dashboard	Entities	Matters & SOP	Orders & Results	Documents	Calendar	Reports
Entity Favorites:	Entity Portfolio	Apply Save Edit Delete <input type="checkbox"/> Default				
Entities	Corporate Tracker					
Displaying: 1-200	Officers/Directors/Management					
Entity Actions	Organization Hierarchy					
	Organization Chart					
	DBA Names					
	Compliance Mail History					
Entity Name	Agent Addresses	Domestic Jurisdiction	Additional Jurisdictions	Entity Type	Formation Date	
ABC Company	Delaware E-Filing	DE	CA	CORP	05/14/2014	
ABC LLC	Section 16	DE	AL,AZ,FL...	LLC	11/01/2009	

12.2.1 Filing Grid Actions

The Action column will provide dynamic options for each filing listed based on the Status of the filing.

Grid Actions	Action	View	Form	CSC Filing ID	Form Description	Reporting Owner	CIK	Issuer	Status Date	Status	Additional Reporting Owners
<input type="checkbox"/>	File Amendment Copy		4	F-001558		Charles A. Deal	9991551537	Company Records Inc.	2016-04-11	Accepted (Live)	
<input type="checkbox"/>	File Amendment Copy		4	F-001559		Charles A. Deal	9991551537	Company Records Inc.	2016-04-11	Accepted (Live)	

Status: Draft, Suspended (Test), Suspended (Live):

- **Edit** – Opens the filing in Edit mode to allow for revisions before submission to EDGAR
- **Delete** – Removes the filing from your portfolio. Filings accepted by EDGAR cannot be deleted from your portfolio.

Status: Accepted (Test), Accepted (Live):

- **File Amendment** – Creates a new filing, prepopulated with the selected filings data, as an amendment. The form is available for edit with the ability to make necessary revisions prior to submitting to EDGAR. The form type will be the amended version of the selected filing (*ie. if selecting **File Amendment** for Form 4, a Form 4A will be generated*).
- **Copy** – Copies all of the data of the selected filing over into a brand new filing. The form type will be the same as filing being copied.

12.2.3 View Filings

Under the View column of the Filings grid you can select the filing icon to view a filing . This feature allows you to view the form and all of its content in an exact composite of the SEC paper forms. From there you have the ability to save a copy of the filing as a .pdf as well as the ability to email a .pdf version of the filing for review.

12.2.4 Add New Filing

To add a new filing, select the Add New Filing button at the top of the Filings page. Note: this button is only available when you have an active reporting owner in your portfolio. Once the Form Selection page appears you will need to select the reporting owner, issuer and form type you wish to file before proceeding. The form description field is optional and only used for organizational purposes; this data will not be submitted to the SEC.

Form Selection

* Reporting Owner:

* Issuer:

* Form Type:

Form Description:

The next screen contains all of the data that must be entered in order to file the form. The form has a series of form actions and consists of 9 sections.

12.2.4.1 Form Actions

Preview – The preview button allows you to view the form and all of its content in an exact composite of the SEC paper forms. This provides a consolidated view of what you will be submitting to EDGAR. Also, from the preview page you have the ability to save a copy of the filing as a .pdf as well as the ability to email a .pdf version of the filing for review.

Save – Selecting save will persist any changes that have been made to the form as a Draft. Your drafts will be available from the Filings grid where they can be modified, deleted or submitted to EDGAR.

Test File – This action allows you to submit a filing to EDGAR as a practice submission in order to validate that all required data has been input and the form is acceptable by EDGAR standards. The status of test filing will be displayed at the top of the form as well as on the Filings grid. Status emails will be sent directly from EDGAR to the reporting owners of the filing, along with any additional recipients added in the **Additional Email Recipients for Filing Status** section of the form. The filing will not be counted as an actual submission to EDGAR nor will it be stored in EDGAR's database. The "Accession Number" is a unique identification number provided by EDGAR to track filings.

Submission Status

Submission Date: Tuesday Oct 11, 2016 @ 1:40:39 PM EDT Submission Type: Test Submission Status: **Suspended** Accession Number: 0001664272-16-000293

Submission Errors:

- Invalid number of correctly specified reportingOwner objects. Provided: 0; Minimum Allowed: 1; Maximum Allowed: 10.
- Issuer CIK value is inconsistent with the database. Does not exist. 9991489979.
- Required reportingOwner.rptOwnerCcc (1 of 1) tag is missing.
- Value for reportingOwner.rptOwnerCcc (index = 1) is missing or invalid XXXXXXXX.

Live File – Selecting Live File will submit your final version of the filing to EDGAR for acceptance. The status of the filing will also be displayed at the top of the form and on the Filings grid. Status emails will be sent directly from EDGAR to the reporting owners of the filing, along with any additional recipients added in the **Additional Email Recipients for Filing Status** section of the form.

Support: 800-927-9801 x66825

CSCEntityManagement@cscglobal.com

12.2.5 Sections of the Form

12.2.5.1 Header

This section is used to capture basic information regarding the reporting owner and issuer that you are filing for. Viewable in the header bar are the form type that was selected, the form description and a unique CSC Filing ID that is generated for your personal records. Most of the information in this section will be prepopulated based on the reporting owner and issuer selected on the form selection page, as this data is required during the reporting owner/issuer creation (see xxxxxx).

▼ Header - Form 4 - Filing for Training [Edit](#) CSC Filing ID: FI-00017798

Check this box if no longer subject Section 16. Form 4 or Form 5 obligations may continue.

Reporting Owner: Charles A. Deal	Issuer Name: Company Records Inc.	* Relationship to Issuer: <input checked="" type="checkbox"/> Director
Address Type: <input checked="" type="radio"/> U.S. <input type="radio"/> International	Ticker/Trading Symbol: CRI	<input type="checkbox"/> 10% Owner
Street 1: <input type="text" value="2711 Centerville Rd"/>	* Date of Earliest Transaction: <input type="text" value="10/10/2016"/>	<input type="checkbox"/> Officer
Street 2: <input type="text"/>		<input type="checkbox"/> Other
City: <input type="text" value="Wilmington"/>		
State: <input type="text" value="DELAWARE"/>		
Zip/Postal Code: <input type="text" value="19808"/>		

12.2.5.2 Table I – Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

Non-Derivative holdings and transactions that are required to be reported can be added here utilizing the Add Holding and Add Transaction buttons. Any holdings or transactions that have been added can be removed or modified using the Edit and Delete buttons under the Action column. Each record will have a Status of Completed or Draft. A Complete status indicates that all required fields have been satisfied and Draft status indicates that all required fields have not been satisfied. All records need to have a status of Completed or the submission to EDGAR will fail. A maximum of 30 records can be entered for Table I on a single form. If more holdings/transactions need to be filed another form must be submitted.

Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

Buttons: Add Holding, Add Transaction

Drag a column header and drop it here to group by that column

Action	Status	1. Title of Security	2. Transaction Date	2A. ...	3. Transaction Code	4. Securities Acquired (A) or DI...	5. Amount of Securities...	6. Ownership Form: Direct (D) or Indirect (I)
Edit Delete	Completed	Class B Common Stock					29,952,0000	D (Direct)

Add Holding

Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

Any holdings previously entered on the portfolio holdings page must be modified at the portfolio level if changes are needed prior to filing with EDGAR.

1. Title of Security: [Footnotes \(1\)](#)

5. Amount of Securities Beneficially Owned: [Footnotes](#)

6. Ownership Form: [Footnotes](#)

Buttons: Save, Save and Add New Holding, Cancel

12.2.5.3 Table II – Derivative Securities Acquired, Disposed of, or Beneficially Owned

Derivative holdings and transactions that are required to be reported can be added here utilizing the Add Holding and Add Transaction buttons. *Same rules apply as indicated in the Table I – Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned section above.*

Table II - Derivative Securities Acquired, Disposed of, or Beneficially Owned

Buttons: Add Holding, Add Transaction

Drag a column header and drop it here to group by that column

Action	Status	1. Title of Derivative Security	2. Conversion or Exercise Price of Derivative Secu...	3. Transaction Date	3A. Deemed Execution Date	4. Transaction Code
Edit Delete	Completed	Class B Common Stock	\$200,0000	10/11/2016	10/11/2016	A

12.2.5.4 Reporting Owners

Filings can be submitted for one or many reporting owners. The reporting owner selected when starting the filing (in the header) will be the default record in this grid. Using the Add Reporting Owners button you have the ability to add additional reporting owners, up to 10 per form. All active reporting owners for the selected issuer will be available for inclusion on the filing. Reporting owners that have been added to the form can be modified for the purposes of the filing using the Edit action button. The reporting owners address and relationship to the issuer are available for modification and any changes made will only be used for the filing and will not update the reporting owner's profile. Using the Delete action, reporting owners, with the exception of the default reporting owner, can be removed from the form.

Reporting Owners										
Add Reporting Owners										
Action	Reporting Owner	CIK	Address	Director	10% Owner	Officer	Title	Other	Description	
	Charles A. Deal	9991551537	2711 Centerville Rd Wilmington, DE 19808	Yes						
Edit Delete	Benjamin A. Franklin 2013 Revocable Trust	9991255627	2711 Centerville Rd Wilmington, DE 19808		Yes					

12.2.5.5 Footnotes

When entering a holding or transaction, all fields where footnotes can be added will be indicated by a blue **Footnotes** link directly to the right of the field. Footnotes already applied to field will be indicated by a count within parenthesis.

Add Holding

▼ Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

Any holdings previously entered on the portfolio holdings page must be modified at the portfolio level if changes are needed prior to filing with EDGAR.

1. Title of Security: [Footnotes \(1\)](#)

5. Amount of Securities Beneficially Owned: [Footnotes](#)

6. Ownership Form: [Footnotes](#)

[Save](#) [Save and Add New Holding](#) [Cancel](#)

Clicking the footnote will launch the Add Footnotes dialog. From this dialog you will be able to create new footnotes, view existing footnotes for the field and also remove footnotes.

Footnotes can be selected in 3 ways using the radio buttons at the top of the Add Footnotes dialog:

- **New** – allows you to create a brand new footnote and apply it to the field.
- **From Library** – all footnotes from your footnote library will be available for selection.
- **From Filing** – any footnotes that have already been added to the filing will be available for selection.

Add Footnote - Security Title

Select Type of Footnote: New From Library From Filing

Footnote:

Add Footnote to Library?

[Apply Footnote](#) [Return to Non-Derivative Security Holding](#)

Footnotes for Security Title

Action	#	Footnote
Edit Delete	1	Test footnote for demo.

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Footnotes are also indicated within the cells of data where they have been added.

Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

Buttons: Add Holding, Add Transaction

Drag a column header and drop it here to group by that column

Action	Status	1. Title of Security	2. Transaction Date
Edit Delete	Completed	Class B Common Stock (1)	

12.2.5.6 Explanation of Responses

Footnotes that have been entered for tables I and II will be visible in this section. Up to 99 footnotes can be entered on a single form. From here you can modify the footnote text, which will update the text in all of the locations where that footnote has been applied. Footnotes can be removed from the form using the Delete action. This action will remove the footnote from the Explanation of Responses grid and all locations where it has been applied.

Explanation of Responses

Action	#	Footnote
Edit Delete	1	Test footnote for demo.

Page 1 of 1

1 - 1 of 1 items

12.2.5.7 Remarks

The remarks section of the form is available to capture notations or additional form footnotes (unreferenced) that should be submitted with the filing. Up to 2000 characters are supported in this section.

Remarks

Remarks to be submitted with the filing. _

[Save](#) [Cancel](#)

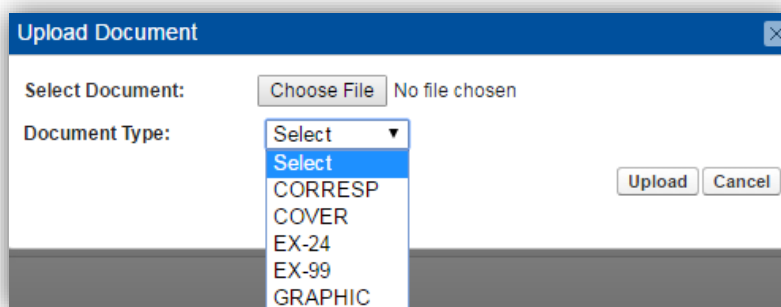
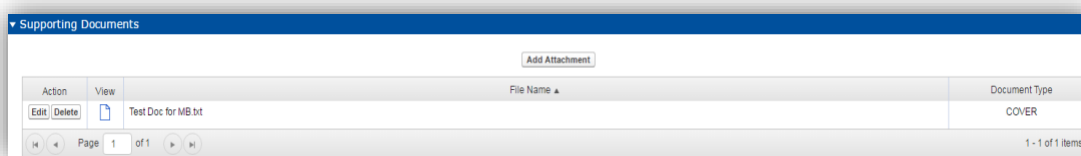
12.2.5.8 Signatures

A signature must be captured in order to submit a filing with a maximum of 10 signatures allowed for each submission. Once added, signatures and dates can be modified using the Edit action and removed using the Delete action. Any signatures captured under the **Default Signatures for Filing** section of the Reporting Owner/Issuer profile will appear in this section.



12.2.5.9 Supporting Documents

Supporting documentation can be submitted with the filing simply by selecting the Add Attachment button. You can browse your local and network files by selecting the Choose File button on the Upload Document screen. Once you've selected your document you will need to select one of five Document Types that corresponds to your document (CORRESP, COVER, EX-24, EX-99, GRAPHIC). Edgar will only accept file types of .txt, .htm, .jpg, .jpeg, and .gif. The document type can be modified after the document has been added by selecting the Edit action for the corresponding document. Selecting Delete will remove the document from the filing.



12.2.5.10 Additional Email Recipients for Filing Status

Status emails for submitted filings (Test and Live) will be sent directly from EDGAR to the reporting owners of the filing, along with any additional recipients added in this section. To add a recipient for status updates, select the Add E-Mail option, input the desired email recipients address and select Save. Addresses can be modified and removed by utilizing the respective Edit and Delete options. Any email recipients defined under the **Default Email Recipients for Filing** section of the Reporting Owner/Issuer profile will appear in this section.

Support: 800-927-9801 x66825

CSCEntityManagement@cscglobal.com

12.3 Reporting Owners

As an **Admin** user, you will be able to see all Reporting Owners and Issuers for your organization on the Reporting Owners Grid. **General** users will only have access to their individual Reporting Owner records. Basic Reporting Owner and Issuer details along with the Reporting Owner/Issuer relationship will be displayed in this grid.

12.3.1 Reporting Owner Actions

12.3.1.1 File

A new filing can be initiated from the Reporting Owners grid. After clicking on File, the **Form Selection** page is launched with the selected Reporting Owner and Issuer prepopulated in the form.

11.3.1.2 Edit

This action launches the **Reporting Owner Details** page for the selected Reporting Owner. From this page you can:

- View and modify basic reporting owner basic information
- **Refresh** the Reporting Owners data with any changes that are made to their profile on file with EDGAR
- View and modify all existing Issuer relationships for the Reporting Owner
- Add new Issuer Relationships using the Add Issuer Relationship action (see Add Issuer Relationship xxx)

Reporting Owner Details

Reporting Owner information can be updated to reflect what is on file with EDGAR by selecting the 'Refresh' button located below. Use the 'Add Issuer Relationship' button when the reporting owner maintains ownership for more than one issuer. * Indicates a required field

Reporting Owner: Charles A. Deal CIK: 9991551537

Address: 2711 Centerville Rd, Wilmington, DE 19808 * CCC:

Issuer Relationship

Action	Issuer	Ticker/Trading Symbol	CIK	Director	10% Owner	Officer	Title	Other	Description	Status
<input type="button" value="Edit"/>	Company Records Inc.	CRI	9991489979	Yes						Active

11.3.1.3 Holdings

Selecting the **Holdings** action will launch the **Reporting Owner Portfolio Holdings** page for the Reporting Owner/Issuer record selected. The portfolio holdings page allows you to view all of the securities held by a reporting person for an organization. When "Live" filings are accepted by Edgar the holdings are then updated to reflect the current state of the security. From this page you can:

- Manually add holdings using the **Add Non-Derivative Holding** and **Add Derivative Holding** action buttons.
- Modify holdings using the **Edit** action.
- Remove holdings using the **Delete** action.

Reporting Owner Portfolio Holdings

Charles A. Deal for Company Records Inc.

Holdings and transactions that have been submitted through the Section 16 application and approved by EDGAR will be reflected in the holdings displayed on this page. Portfolio holdings that are manually entered are presumed to have been reported through EDGAR. Any holdings or transactions that have not been approved by EDGAR will have a status of Not Reported.

Drag a column header and drop it here to group by that column

Action	Status	Title of Security	Most Recent Transaction Date	Amount of Securities Beneficially Owned	Ownership Form
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Reported	Class B Common Stock	8/17/2016	29,952.0000	D (Direct)
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Not Reported	Class A Common		500.0000	D (Direct)

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Once a security has been added to the portfolio it will then be available as a drop down selection when entering future transactions. All of the security data will be prepopulated upon selection and will enable the system to calculate the final amount of the security after the transaction amount has been entered.

Add Transaction

Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

1. Title of Security: [Footnotes](#)

2. Transaction Date:

2A. Deemed Execution Date:

Add Transaction

Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

1. Title of Security: [Footnotes](#)

2. Transaction Date: [] [Footnotes](#)

2A. Deemed Execution Date: [] [Footnotes](#)

3. Transaction Code:

Is this a Form 5 transaction being reported early? Yes

Transaction Code: [Footnotes](#)

Does this transaction involve an equity swap? Yes

4. Securities

Acquired Disposed

Amount (in shares): [Footnotes](#)

Price: [Footnotes](#)

5. Amount of Securities Beneficially Owned Following Reported Transaction(s): [Footnotes](#)

Current (in shares): 500.0000

Following Reported Transaction(s): # of Securities

6. Ownership Form: [Footnotes](#)

11.3.1.4 Add New Reporting Owner

Located at the top of the Reporting Owner grid, the Add New Reporting Owner action button allows you to add reporting owners to your portfolio.

Using the reporting owners CIK (Central Index Key) you can return the most recent data they have on file with EDGAR. If the reporting person has not previously filed with the SEC their data can manually be entered.

New Reporting Owner

Enter the CIK for the Reporting Owner and click **Search EDGAR** to validate the CIK and return the most recent information on file with EDGAR.

If the Reporting Owner has not previously filed with the SEC you can manually enter in the Reporting Owner information below after searching the EDGAR database.

* Reporting Owner CIK:

Reporting Owner Details

* Reporting Owner Name: CIK: 0001664272

* CCC:

Address: U.S. International

Street 1:

Street 2:

City:

State: ▼

Zip/Postal Code:

After the reporting owners information has been entered the next step is to establish their relationship to the issuer, or the publicly traded company for which they are a section 16 officer, on the **Add Issuer Relationship** screen. The CIK of the issuer can also be entered on this screen to return any information already on file with EDGAR. You will also have the ability here to manually enter the issuer data if the company has not previously filed with the SEC.

Add Issuer Relationship

Reporting Owner: CSC Reporting Owner CIK: 0001664272

Enter the CIK for the Issuer and click **Search EDGAR** to validate the CIK and return the most recent information on file with EDGAR.

If the Issuer has not previously filed with the SEC, you can manually enter in the Issuer information below after searching the EDGAR database.

* Issuer CIK:

Relationship

* Issuer Name:

Issuer CIK: 0000123456

* Ticker or Trading Symbol:

* Please select one or more of the following:

Director: 10% Owner:

Officer: Other:

Relationship Status: Active

11.3.1.5 Edit Issuer Relationship

The **Edit Issuer Relationship** page can be accessed by selecting Edit next to any issuer record from the **Reporting Owner Details** page.

Section 16

Filings Reporting Owners Footnote Library Reporting Audit

Reporting Owner Details

* Indicates a required field

Reporting Owner information can be updated to reflect what is on file with EDGAR by selecting the 'Refresh' button located below. Use the 'Add Issuer Relationship' button when the reporting owner maintains ownership for more than one issuer.

Reporting Owner: Charlene Bravinsky CIK: 9991563362

Address: 2711 Centerville Rd, Wilmington, DE 19808 * CCC:

Issuer Relationship

Action	Issuer	Ticker/Trading Symbol	CIK	Director	10% Owner	Officer	Title	Other	Description	Status
<input type="button" value="Edit"/>	Company Records Inc.	CRI	9991489979	Yes	Yes	Yes	Chief Technology Officer			Active

11.3.1.6 Default Signatures for Filing

Adding signatures under the **Default Signatures for Filing** section for a given Reporting Owner/Issuer will enable the signatures to automatically default on any future filings. Up to 10 default signatures can be added per Reporting Owner/Issuer record. The signatures can be modified or removed at any point by using the Edit and Delete action buttons on the grid.

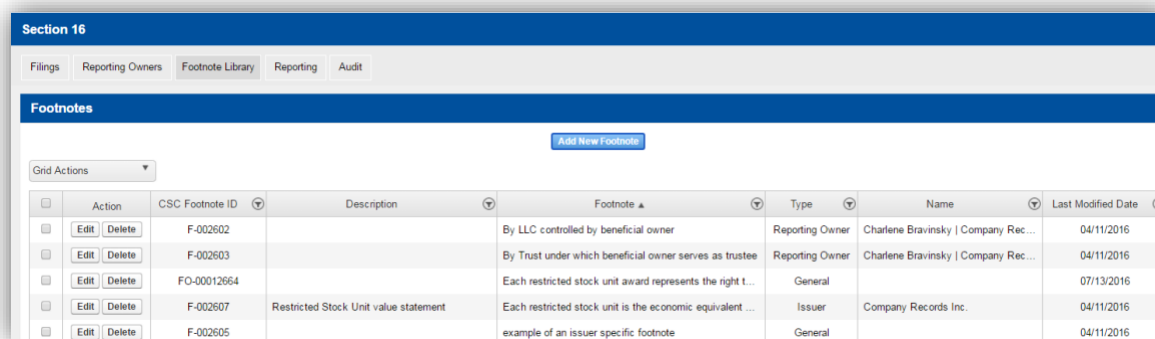
11.3.1.7 Default Email Recipients for Filing

Email recipients added here will be defaulted on any future filings for selected reporting owner. Status emails for submitted filings (Test and Live) will be sent directly from EDGAR to any additional recipients added in this section. To add a recipient for status updates, select the **Add E-Mail** option, input the desired email recipients address and select Save. Addresses can be modified and removed by utilizing the Edit and Delete options.

12.4 Footnote Library

The Footnote Library allows you to store and manage a portfolio of footnotes that can be used during the course of a filing. Footnotes can be classified in 3 ways:

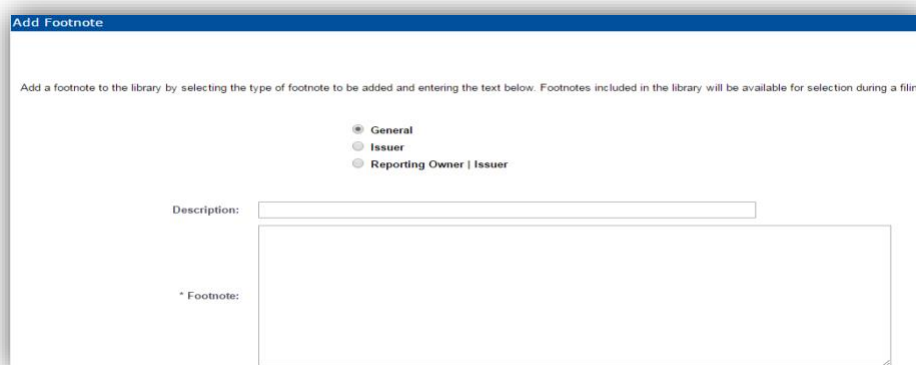
- **General** – Footnotes that are available for all filings.
- **Issuer** – Footnotes that are specific to an issuer. These footnotes can only be selected during the course of a filing when the designated issuer is on the filing.
- **Reporting Owner/Issuer** – Footnotes that are specific to the reporting owner/issuer combination. These footnotes will only be available during the course of a filing when the designated reporting owner/issuer combination have been selected for the filing.



Section 16							
Footnotes							
Grid Actions							
	Action	CSC Footnote ID	Description	Footnote	Type	Name	Last Modified Date
<input type="checkbox"/>	Edit Delete	F-002602		By LLC controlled by beneficial owner	Reporting Owner	Charlene Bravinsky Company Rec...	04/11/2016
<input type="checkbox"/>	Edit Delete	F-002603		By Trust under which beneficial owner serves as trustee	Reporting Owner	Charlene Bravinsky Company Rec...	04/11/2016
<input type="checkbox"/>	Edit Delete	FO-00012664		Each restricted stock unit award represents the right t...	General		07/13/2016
<input type="checkbox"/>	Edit Delete	F-002607	Restricted Stock Unit value statement	Each restricted stock unit is the economic equivalent ...	Issuer	Company Records Inc.	04/11/2016
<input type="checkbox"/>	Edit Delete	F-002605		example of an issuer specific footnote	General		04/11/2016

12.4.1 Adding Footnotes

To add a footnote to your library select the Add New Footnote action at the top of the Footnotes page. Once the Add Footnote page appears you will first need to select the type of footnote you are creating. If selecting Issuer or Reporting Owner/Issuer as your footnote type you will then be required to select the specific Reporting Owner or Issuer.



Add a footnote to the library by selecting the type of footnote to be added and entering the text below. Footnotes included in the library will be available for selection during a filing.

General
 Issuer
 Reporting Owner | Issuer

Description:

* Footnote:

Support: 800-927-9801 x66825

CSCEntityManagement@cscglobal.com

12.5 Reporting

From the Reporting, select the report type and then complete the additional criteria. There are three reports available in the system:

- Total Number of Filings Report
 - Displays a count of all filings by form type over a specified period of time. This report can be run for multiple reporting owners/issuer relationships.
- Security Transactions Report
 - Display security information for all transactions filed over a specified date range. This report can be filtered by form type and security type.
- Current Holdings Report
 - Displays the current amount of holdings a reporting owner has for all securities. This report can be generated for multiple reporting owner/issuer relationships.

The screenshot shows a web interface for the 'Reporting' section. The title is 'Reporting' and the sub-section is 'Report Criteria'. Below the title, there is a description: 'Provides the total number of forms 3, 4 and 5 filed through the Section 16 application for one or more reporting owners over a specified date range.' The form includes the following fields:

- Report Type: A dropdown menu with 'Total Number of Filings Report' selected.
- Date Filed: A dropdown menu with 'Between' selected, followed by two date input fields with calendar icons, and the word 'and' between them.
- Reporting Owner(s): A dropdown menu with 'Select options' displayed.
- Issuer(s): A dropdown menu with 'Select options' displayed.

12.6 Audit

The Audit section of the Section 16 filing tool will capture all major actions that can be taken within the application. The default date range is set to include the past 30 days of activity from the current date, however, using the date filters allow you to narrow your audit results. Under the **Action** column, the name of the action indicates what audit information has been captured and is a hyperlink that allows you to view specific details around the change that was made.

Audit

History

Start date: 11/1/2016 End date: 12/12/2016

Date/Time	Action	CSC ID / C/K	User
12/12/2016 02:20 PM	Footnote Created	FO-00017808	Charles A Deal

Page 1 of 1 1 - 1 of 1 items

Audit - Footnote Created - 12/12/2016 02:20 PM

CSC Footnote ID: FO-00017808

Attribute	Before	After
Footnote Footnote Name		Training Footnote

Close