

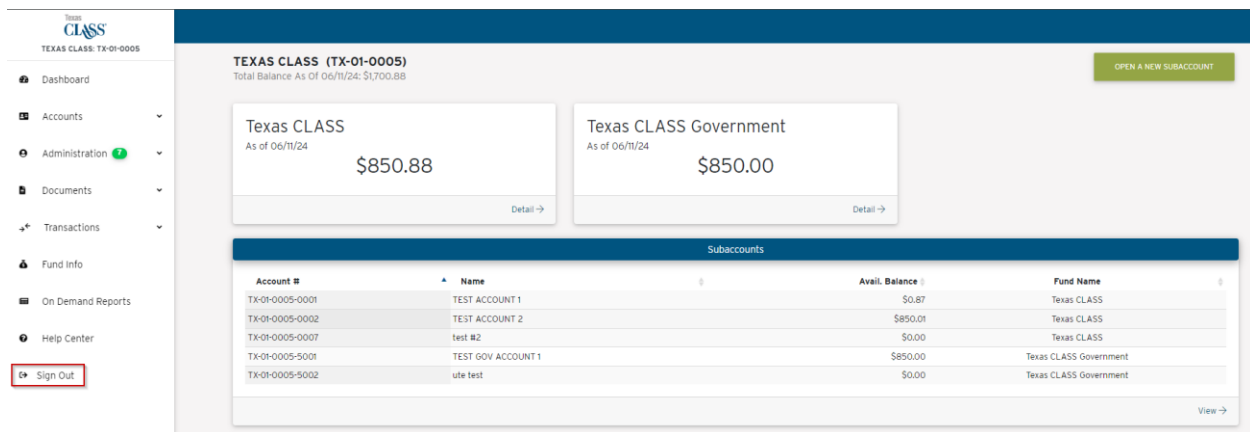
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Texas CLASS Transaction Portal Enhancements (July 2024)

Starting on July 22, 2024, the Texas CLASS Online Transaction Portal will feature several major enhancements that will give you more autonomy in how you manage your Texas CLASS account, as you will be able to make most account changes directly in the portal. Beginning 8/30/2024, bank amendment and contact amendment forms will no longer be accepted to make changes to your account.

1. General Updates:

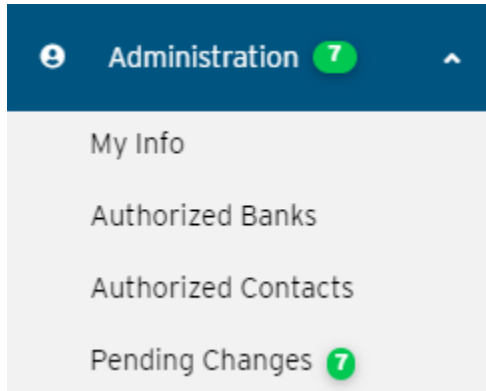
The logout button has moved from the top right corner into the left menu bar.



Transaction processing will now use MFA codes for verification, replacing the PIN to verify your identity when entering and/or approving transactions.

2. New Menu Item: Administration

Changes to your account can be made in the new menu item Administration. From there, you can submit changes to your own personal information, authorized banks, authorized contacts, and view pending changes.



2.1 My Info

Select My Info to make updates to your own personal information:

- Name
- Title
- Email address
- Password
- PIN
- Phone
- Cell phone
- Statement notification preferences

This replaces My Account previously found in the top right-hand corner of your screen

2.2 Authorized Banks

Navigate to Authorized Banks to add or remove authorized banks in line with the Bank Amendment form process. You will be prompted for an MFA code to enter this page.

Adding a New Authorized Bank

Adding a new authorized bank account follows a three-step process:

1. Submission (completed by an authorized signer on your account)
2. Approval (completed by a different authorized signer on your account)
3. Texas CLASS Client Services verification and approval

New bank accounts are immediately available for transactions upon approval by the Texas CLASS Client Services Team.

Click **ADD NEW** to begin the process of adding a new authorized bank:

Bank Details

Add New - Click 'Add New' at the top to add a new bank
Copy - Click on a Bank in the Bank Details list to copy an existing bank
Delete - Click on a Bank in the Bank Details list to delete an existing bank

ADD NEW
Search:

	Bank	Wire/ACH
	FID 12***6782	ACH

Complete the form (below) by entering the necessary information for the bank account you would like to add and click **SAVE**.

Add New Bank Account

Type

[Select One]
▼

Bank Name

23 characters left

Payee Name

i

255 characters left

Bank Account Number

17 characters left

For Further Credit

i

80 characters left

SAVE

✕ CANCEL

- You will be prompted to formally authorize Texas CLASS to make the requested change to your account
- Email notifications are sent to all authorized signers on your account that a new bank account requires approval
- Details of the request can now be viewed in [Pending Changes](#)

To copy an existing authorized bank, select the bank you'd like to copy from the list:

Bank Details

Add New - Click 'Add New' at the top to add a new bank
Copy - Click on a Bank in the Bank Details list to copy an existing bank
Delete - Click on a Bank in the Bank Details list to delete an existing bank

ADD NEW
Search:

	Bank	Wire/ACH
	FID 12***6782	ACH

Select COPY:

FID
ACH

Account Number 12***6782	Routing 012345678
Payee Name John Smith	FFC John Smith

COPY

✕ DELETE

CLOSE

Complete the form (prefilled with the copied bank account information) by making the necessary edits and click SAVE.

Add New Bank Account

Type

Bank Name

20 characters left

Payee Name
 ⓘ
12 characters left

Bank Account Number

17 characters left

ACH Routing Number

0 characters left

For Further Credit
 ⓘ
70 characters left

SAVE

✗ CANCEL

- You will be prompted to formally authorize Texas CLASS to make the requested change to your account
- Email notifications are sent to all authorized signers on your account that a new bank account requires approval
- Details of the request can now be viewed in [Pending Changes](#)

Deleting an Authorized Bank

Deleting authorized banks from your account follows a two-step process:

1. Submission (completed by an authorized signer on your account)
2. Approval (completed by a different authorized signer on your account)

The bank account will no longer be available for transactions immediately upon approval by the second authorized signer.

To delete an existing authorized bank, select the bank you'd like to remove from the list:

Bank Details

Add New - Click 'Add New' at the top to add a new bank
Copy - Click on a Bank in the Bank Details list to copy an existing bank
Delete - Click on a Bank in the Bank Details list to delete an existing bank

ADD NEW
Search:

	Bank	Wire/ACH
	FID 12***6782	ACH

Select **DELETE**:

FID
ACH

Account Number 12***6782	Routing 012345678
Payee Name John Smith	FFC John Smith

COPY

✕ DELETE

CLOSE

- You will be asked to confirm that you would like to remove the bank account
- Email notifications are sent to all authorized signers on your account that a new bank account deletion requires approval
- Details of the request can now be viewed in [Pending Changes](#)

2.3 Pending Changes

Pending changes shows changes to authorized banks that have not been fully approved yet and their current status.

Pending Bank Approvals							Pending Contact Changes	
Bank	Participant #	Investor Name	Change Description	Wire/ACH	ABA	Participant Approval Status	Texas CLASS Approval Status	
TD John Smith 12**5678	TX-01-0005	TEXAS CLASS	Addition	Wire	123456789	?	?	
TD John Smith 12**5678	TX-01-0005	TEXAS CLASS	Addition	ACH	123456789	?	?	
TD John Smith 12**5678	TX-01-0005	TEXAS CLASS	Addition	Wire	123456781	?	?	
TD John Smith 12**5678	TX-01-0005	TEXAS CLASS	Addition	ACH	123456781	?	?	
ABC BANK Texas CLASS 12*****7777	TX-01-0005	TEXAS CLASS	Addition	Wire	123412342	👍	?	Approval Pending

- Highlighted rows indicate pending changes that are ready for you to approve
- The Participant Approval Status icons indicate whether the second authorized signer on your account has approved the change
- The Approval Status icons indicate whether the Texas CLASS Client Service Team has verified and approved the bank
- Completed changes will not appear on this page

Select the bank account you would like to review. Verify the bank information is accurate. After verification is complete, select APPROVE or REJECT:

Add New Bank Account

TX-01-0005
TEXAS CLASS

Approval Pending

Bank Name:	TD
Type:	ACH
Bank Account Number:	12**5678
Routing Number:	123456781
Payee Name:	John Smith
For Further Credit:	Added at 08:38 AM
Created By:	Kevin Minh
Created Date:	05/28/2024

🔄 APPROVE

✖ REJECT

CLOSE

- You will be asked to enter an MFA code before the approval or rejection can be processed
- The updated status can now be viewed in [Pending Changes](#)
- Final verification will be completed by the Texas CLASS Client Services Team if you are adding a new bank account

2.4 Authorized Contacts

Navigate to [Authorized Contacts](#) to add or remove authorized contacts in line with the Contact Amendment form process. You will be prompted for an MFA code to enter this page.

[Adding a New Contact](#)

To add a new contact to your account, begin by selecting [ADD NEW](#):

Contact Administration

Add New - Click 'Add New' at the top to add a new contact
Edit - Click on a name in the Contact Administration list to change a contact's permission level
Delete - Click on a name in the Contact Administration list to delete an existing contact

If you have access to multiple accounts, please change the account selection dropdown to 'ALL' to make changes to multiple accounts at one time.

ADD NEW
Search:

Complete the form (below) by entering the requested information for the individual you would like to add to your account (Name, email address, cell phone (optional)), then click [ADD ACCOUNT ACCESS](#):

New Contact

Contact Name

Name of Contact
50 characters left

Email

Email Address (Required)
50 characters left

Cell Phone

Cell Phone (for MFA, optional)
20 characters left

Search:

Effective Date	Participant #	Investor Name	Title	Permission	Office Phone	Statement Notify	Edit	Remove
No entity access found for contact								
ADD ACCOUNT ACCESS								

Effective Date

07/09/2024
Effective date is when all changes made will occur. Use today to have changes take effect immediately.

All contacts listed on account will receive email notifications when transaction confirmation and monthly statements are available for download in the portal.

SAVE
CANCEL

Complete the form in the ACCOUNT ACCESS window (title, office phone number, permission level). All fields on this form are required. Then click ADD.

Account Access

Add the following information for each account the new contact is added to.

Title

Title or Role at Entity

255 characters left

Office Phone

Office Phone #

20 characters left

Please make sure the new contact can be reached directly at the number on file. Phone Number extensions may be entered in the format 'x 123' or 'ext 123' with or without the spaces.

Permission

[Select One]

Receive Statement Notifications

ADD

X CANCEL

Once you see the full contact details, select the desired effective date for the change and click SAVE at the bottom of the page.

New Contact

Contact Name

Kevin Minh

40 characters left

Email

kevin.minh@publictrustadvisors.com

16 characters left

Cell Phone

[Redacted]

10 characters left

Search:

Effective Date	Participant #	Investor Name	Title	Permission	Office Phone	Statement Notify	Edit	Remove
	TX-01-0005	TEXAS CLASS		Authorized Signer	[Redacted]	Y		

ADD ACCOUNT ACCESS

Effective Date

📅 07/09/2024

Effective date is when all changes made will occur. Use today to have changes take effect immediately.

All contacts listed on account will receive email notifications when transaction confirmation and monthly statements are available for download in the portal.

SAVE

X CANCEL

- Change is effective on the effective date selected
- Credential email is sent to the new user on the effective date selected
- All current contacts on the account receive an immediate email notification about the change on the account, including the effective date of the change

Removing an Existing Contact

To remove an existing contact from your account, navigate to Authorized Contacts and click on the contact you'd like to remove:

Contact Administration

Add New - Click 'Add New' at the top to add a new contact
Edit - Click on a name in the Contact Administration list to change a contact's permission level
Delete - Click on a name in the Contact Administration list to delete an existing contact

If you have access to multiple accounts, please change the account selection dropdown to 'ALL' to make changes to multiple accounts at one time.

ADD NEW Search:

Name	Participant #	Permission
KM Kevin Minh <small>kevin.minh@publictrustadvisors.com</small>	TX-01-0005	Authorized Signer
ML Mac Langford <small>mac.langford@publictrustadvisors.com</small>	TX-01-0005	Authorized Signer

On the next screen, select REMOVE (trash can symbol) on the right-hand side.

- You will be asked to confirm your action
- Then click SAVE

Edit Contact

Kevin Minh
kevin.minh@publictrustadvisors.com

Search:

Effective Date	Participant #	Investor Name	Title	Permission	Office Phone	Statement Notify	Edit	Remove
	TX-01-0005	TEXAS CLASS	IT	Authorized Signer	<input type="text"/>	Y		

ADD ACCOUNT ACCESS

Effective Date

Effective date is when all changes made will occur. Use today to have changes take effect immediately.

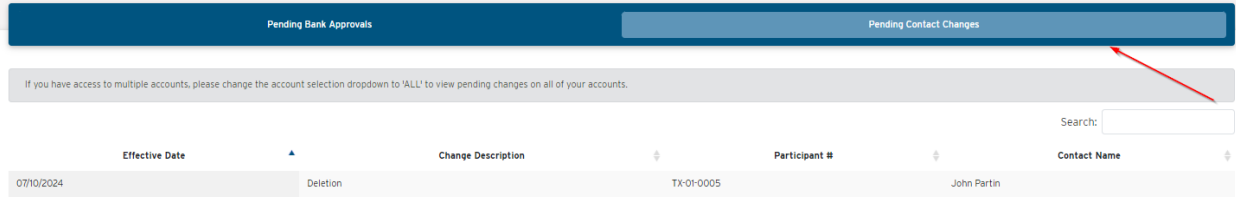
All contacts listed on account will receive email notifications when transaction confirmation and monthly statements are available for download in the portal.

SAVE CANCEL

- Change is effective immediately or on the effective date selected
- All contacts on the account receive an immediate email notification about the change on the account, including the effective date of the change
- Access is revoked immediately upon submission of the request or on the effective date selected

Future dated contact changes

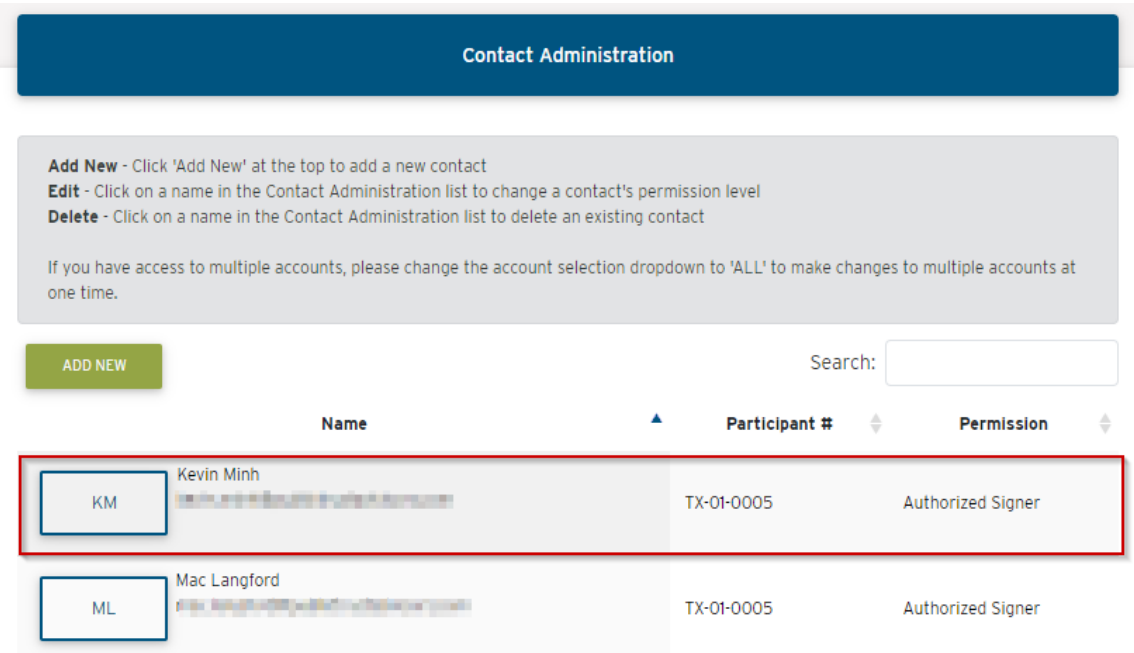
Future dated contact changes are available to view in Pending Changes and can be cancelled by an authorized signer prior to the effective date.



- All contacts on the account receive an immediate email notification about the change on the account, including the effective date of the change.

Change a contact's permission level

Changing a contact's permission level is the only change an authorized signer can make to another contact. All other changes (phone number(s), title, etc.) must be made by the contact. To change permissions, navigate to Authorized Contacts and click on the contact you'd like to edit.



On the next screen, select EDIT (pencil symbol) on the right-hand side and select the permission level you would like to assign to the selected contact.

Edit Contact

Kevin Minh
kevin.minh@publictrustadvisors.com

Search:

Effective Date	Participant #	Investor Name	Title	Permission	Office Phone	Statement Notify	Edit	Remove
	TX-01-0005	TEXAS CLASS	IT	Authorized Signer	<input type="text"/>	Y		

[ADD ACCOUNT ACCESS](#)

Effective Date

Effective date is when all changes made will occur. Use today to have changes take effect immediately.

All contacts listed on account will receive email notifications when transaction confirmation and monthly statements are available for download in the portal.

[SAVE](#) [CANCEL](#)

Then click UPDATE.

Account Access

Kevin Minh

Permission

Authorized Signer

Read Only

Authorized Signer

[UPDATE](#)

[CANCEL](#)

The change you just made will be highlighted, click SAVE.

Edit Contact

Kevin Minh
kevin.minh@publictrustadvisors.com

Search:

Effective Date	Participant #	Investor Name	Title	Permission	Office Phone	Statement Notify	Edit	Remove
	TX-01-0005	TEXAS CLASS	IT	Read Only	<input type="text"/>	Y		

[ADD ACCOUNT ACCESS](#)

Effective Date

Effective date is when all changes made will occur. Use today to have changes take effect immediately.

All contacts listed on account will receive email notifications when transaction confirmation and monthly statements are available for download in the portal.

[SAVE](#) [CANCEL](#)

- Change is effective immediately or on the selected effective date

Disclaimer:

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