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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.

CLASS'						
Dashboard	TEXAS CLASS (TX-01-00 Total Balance As Of 06/11/24: \$1,70	<b>05)</b> 0.88			OPEN A NEW S	UBACCOUNT
🖬 Accounts 👻	Texas CLASS		Texas CLASS Government			
e Administration 🤨 👻	As of 06/11/24	50.88	As of 06/11/24 \$850.00			
Documents ~		Detail→		Detail→		
→ <sup>€</sup> Transactions <sup>♥</sup>						
<ul> <li>Evaluate</li> </ul>			Subaccounts			
Fund Info	Account #	Name	•	Avail. Balance	Fund Name	0
<ul> <li>On Demand Reports</li> </ul>	TX-01-0005-0001	TEST ACCOUNT 1		\$0.87	Texas CLASS	
	TX-01-0005-0002	TEST ACCOUNT 2		\$850.01	Texas CLASS	
Help Center	TX-01-0005-0007	test #2		\$0.00	Texas CLASS	
	TX-01-0005-5001	TEST GOV ACCOUNT 1		\$850.00	Texas CLASS Government	
😝 Sign Out	TX-01-0005-5002	ute test		\$0.00	Texas CLASS Government	
						${\rm View} \! \rightarrow \!$

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 <u>Administration</u>. From there, you can submit changes to your own personal information, authorized banks, authorized contacts, and view pending changes.

9	Administration 🕐 🔹 🔺	
	My Info	
	Authorized Banks	
	Authorized Contacts	
	Pending Changes 🕜	

## 2.1 My Info

Select <u>My Info</u> to make updates to your own personal information:

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

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

## 2.2 Authorized Banks

Navigate to <u>Authorized Banks</u> 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 <u>ADD NEW</u> 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	\$
TID 12***6782	ACH	

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

Add New Bank Account
Туре
[Select One]
Bank Name
Name of Bank/Institution
23 characters left
Payee Name
Name of Payee
255 characters left
Bank Account Number
Bank Account Number
17 characters left
For Further Credit
For Further Credit
80 characters left
B 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' a Copy - Click on a Bank in th Delete - Click on a Bank in t	at the top to add a new ba e Bank Details list to copy the Bank Details list to del	nk an existing bank ete an existing bank		
ADD NEW		}		Search:
Ba	ink	$\frac{1}{\nabla}$	Wire/ACH	÷
FID 12***6782			ACH	

Select <u>COPY</u>:

	FII ACH	<b>D</b> H	х	
Account Nur 12***678 Payee Nar John Smi	nber 32 ne th	Routing 012345678 FFC John Smith		
	COF	Υ		
× DELETE				
	CLOS	Ε		



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

Add New Bank Account	
Туре	
ACH	-
Bank Name	
FID	
20 characters left	
Payee Name	
John Smith	i
12 characters left	
Bank Account Number	
Bank Account Number	
17 characters left	
ACH Routing Number	
012345678	
0 characters left	
For Further Credit	
John Smith	i
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 'Ad Copy - Click on a Ba Delete - Click on a B	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		2		Search:		
	Bank	$\frac{\Delta}{\nabla}$	Wire/ACH	$\frac{\Lambda}{\nabla}$		
FID 12***6782			ACH			

Select <u>DELETE</u>:

	D ×			
F	ID CH			
Account Number 12***6782	Routing 012345678			
Payee Name John Smith	FFC John Smith			
۵C	OPY			
× DELETE				
CLC	DSE			

- 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	
If you have acces	is to multiple accounts, please (	change the account selection dro	pdown to 'ALL' to view pending chan	ges on all of your accounts.			
							Search:
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	0	0
TD John Smith 12**5678	TX-01-0005	TEXAS CLASS	Addition	ACH	123456789	0	0
TD John Smith 12**5678	TX-01-0005	TEXAS CLASS	Addition	Wire	123456781	0	0
TD John Smith 12**5678	TX-01-0005	TEXAS CLASS	Addition	ACH	123456781	Approval Pending	0
ABC BANK Texas CLASS 12*****7777	TX-01-0005	TEXAS CLASS	Addition	Wire	123412342	۵	0

TD

- 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 <u>APPROVE</u> or <u>REJECT</u>:

Add New Bank Account	
TX-01-0005	
TEXAS CLASS	
Approval Pending	
Bank Name:	TD
Туре:	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
Ø 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 <u>Authorized Contacts</u> 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 Edit - Click on a name in the Contact Administratio Delete - Click on a name in the Contact Administra If you have access to multiple accounts, please cha	ontact list to change a contact's permission level on list to delete an existing contact ge the account selection dropdown to 'ALL' to make char	iges 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 <u>ADD ACCOUNT ACCESS</u>:

				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 data is when all changes of	mada will accur Lica taday t	o have changes take effect imme	adistalu					
Enective date is when all changes i	nade will occur. Ose today t	o have changes take effect mini	eulately.					
All contacts listed on account will re	ceive email notifications whe	en transaction confirmation and m	ionthly statements are av	allable for download in the portal.				
	_							
		SAVE				× CANCEL		



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

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
× CANCEL

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

				New Contact				
Contact Name								
Kevin Minh								
40 characters left								
Email								
kevin.minh@publictrustadv	sors.com							
16 characters left								
Cell Phone								
0 characters left								
							Search	
							Search	
Effective Date	Participant #	Investor Name	Title	Permission	Office Phone	Statement Notify	Search: Edit	Remove
Effective Date	Participant # TX-01-0005	Investor Name TEXAS CLASS	Title	Permission Authorized Signer	Office Phone	Statement Notify Y	Search East	Remove
Effective Date	Participant # TX:01:0005	Investor Name TEXAS CLASS	Title	Permission Authorized Signer	Office Phone	Statement Notify Y	Search: Edit	Remove
Effective Date	Perticipant # TX-01-0005	Investor Name TEXAS CLASS	Title	Permission Authorited Signer	Office Phone	Statement Notify Y	Search Edit	Remove
Effective Date	Perticipent # TX:01:0005	Investor Name TEXAS CLASS	Title	Permission Authorized Signer	Office Phone	Statement Notify Y	Search Ceis C	Remove
Effective Date	Participant II TX:01:0005	Investor Name TEXAS CLASS	Title	Permission Authorized Signer	Office Phone	Statement Notify V	Search Ceit	Renove
Effective Date	Participant II TX:01:0005 ges made will occur. Use tod	Investar Name TERAS CLASS ay to have changes take effect inon	Title ediately,	Permission Authorized Signer	Office Phone	Statement Notify V	Search East	Remove
Effective Date	Perticipant # Trich-0005	Investor Name TEXAS CLASS ay to have changes take effect imm	Titie ediately.	Permission Authorized Signer Authorized Signer ADD Account Access	Office Phone	Statement Notify Y	Search Get	Remove
Effective Date Effective Date 0709/2024 Effective date is when all char All contacts listed on account of	Perticipent # Tr:00:0005 ges made will occur. Use tod ell receive email notifications	Investor Name TERAS CLASS ay to have changes take effect imm when transaction confirmation and m	TEIe edistely.	Permission Authorized Signer  Authorized Signer  AnD ACCOUNT ACCESS  aliable for download in the portal.	Office Phone	Statement Notify V	Search Cet C	Remove
Effective Date Effective Date Trective Date Trective Date Trective date is when all char All contacts listed on account v	Perticipent # Tx:0:0005 ges made will occur. Use lod all receive email notifications	Investor Name TERAS CLASS ay to have changes take effect imm when transaction confirmation and m	Title edistely.	Permission Authorized Signer  Authorized Signer  And Account Access aliable for download in the portal.	Office Phone	Statement Notify V	Search East 2*	Ration
Effective Date Effective Date OVDOV/2024 Effective date is when all char All contacts listed on account o	Perticipent # TX:01:0005 ges made will occur. Use tod ell receive email notifications	Investor Name TEXAS CLASS ay to have changes take effect inon when transaction confirmation and m	Title edistely.	Permission Authorized Signer Authorized Signer Au	Office Phone	Statement Notify	Search East	Remove



- 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 <u>Authorized Contacts</u> and click on the contact you'd like to remove:

Contact Administration									
Add New - Click 'Ad Edit - Click on a nan Delete - Click on a n If you have access to one time.	d New' at the top to add a new contact he in the Contact Administration list to change a dame in the Contact Administration list to delete a multiple accounts, please change the account se	contact's permissi in existing contact election dropdowr	on level t h to 'ALL' to make char	iges to multiple accounts at					
ADD NEW			Search	:					
	Name	*	Participant #	Permission					
КМ	vin Minh	тх	-01-0005	Authorized Signer					
Ma ML	c Langford	тх	-01-0005	Authorized Signer					

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

- You will be asked to confirm your action
- Then click <u>SAVE</u>

				Edit Contact	t			
				Kevin Minh				
			k	evin.minh@publictrustadvi:	sors.com			
							Search:	
Effective Date	Participant #	Investor Name	Title	Permission	Office Phone	Statement Notify	Edit	Remove
	TX-01-0005	TEXAS CLASS	IT	Authorized Signer	2040040	Υ	ľ	ā
				ADD ACCOUNT ACC	ESS			
Effective Date								
07/10/2024								
Effective date is when all cha	anges made will occur. Us	e today to have changes take	e effect immediately.					
All contacts listed on accoun	nt will receive email notifica	ations when transaction confir.	mation and monthly st	tatements are available for dow	nload 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 <u>Pending Changes</u> and can be cancelled by an authorized signer prior to the effective date.

		Pending	Bank Approvals				Pending Contact Changes	
If you have acce	ess to multiple accounts, please ch	ange the account	selection dropdown to 'ALL' to view pending changes on all of	f your accounts.				
								Search:
	Effective Date	*	Change Description		$\frac{\Delta}{\nabla}$	Participant #	÷	Contact Name
07/10/2024			Deletion		TX-01-0005		John Part	in

• 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 <u>Authorized Contacts</u> and click on the contact you'd like to edit.

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 per Delete - Click on a name in the Contact Administration list to delete an existing co If you have access to multiple accounts, please change the account selection drop one time.	mission level ntact down to 'ALL' to make change	es to multiple accounts at						
ADD NEW	Search:							
Name	Participant #	Permission 🔶						
KM Kevin Minh	TX-01-0005	Authorized Signer						
Mac Langford	TX-01-0005	Authorized Signer						

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



				Kevin Minh				
			k	evin.minh@publictrustadvi	sors.com			
							Search:	
Effective Date	Participant #	Investor Name	Title	Permission	Office Phone	Statement Notify	Edit	Remove
	TX-01-0005	TEXAS CLASS	IT	Authorized Signer	1040040	Υ	Ľ	â
				ADD ACCOUNT ACC	ESS			
ctive Date								
07/10/2024								
ctive date is when all c	hanges made will occur. Us	se today to have changes ta	ake effect immediately.					
contacts listed on accou	unt will receive email notifica	ations when transaction conf	firmation and monthly st	tatements are available for down	nload in the portal.			

Then click UPDATE.

Account Access	
	Kevin Minh
Permission	
Authorized Signer	~
Read Only Authorized Signer	
	× CANCEL

The change you just made will be highlighted, click <u>SAVE</u>.

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	304844	Υ	Ľ	A	
				ADD ACCOUNT ACC	ESS				
Effective Date									
07/10/2024									
Effective date is when all ch	nanges made will occur. Us	se today to have changes ta	ake effect immediately						
					alored in the sector				
All contacts listed on accou	nt will receive email notifica	ations when transaction com	irmation and monthly	statements are available for dow	nioad in the portai.				
		SAVE				× CANCEL			

• Change is effective immediately or on the selected effective date



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