



ZEscrow User Guide

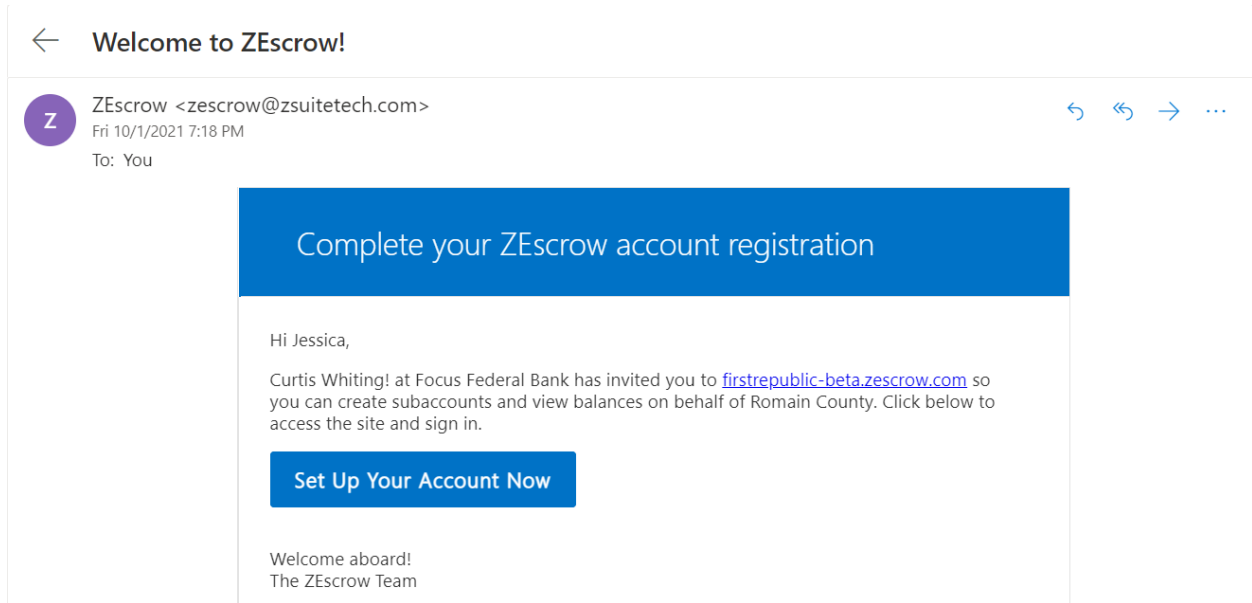
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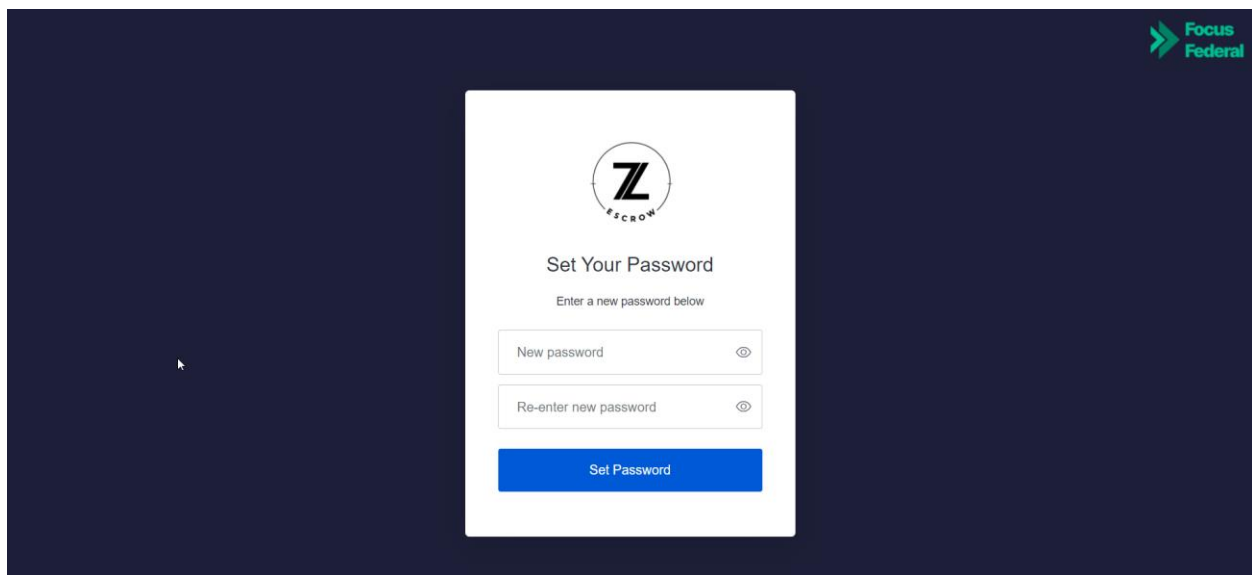
Organization Dashboard and Functionality

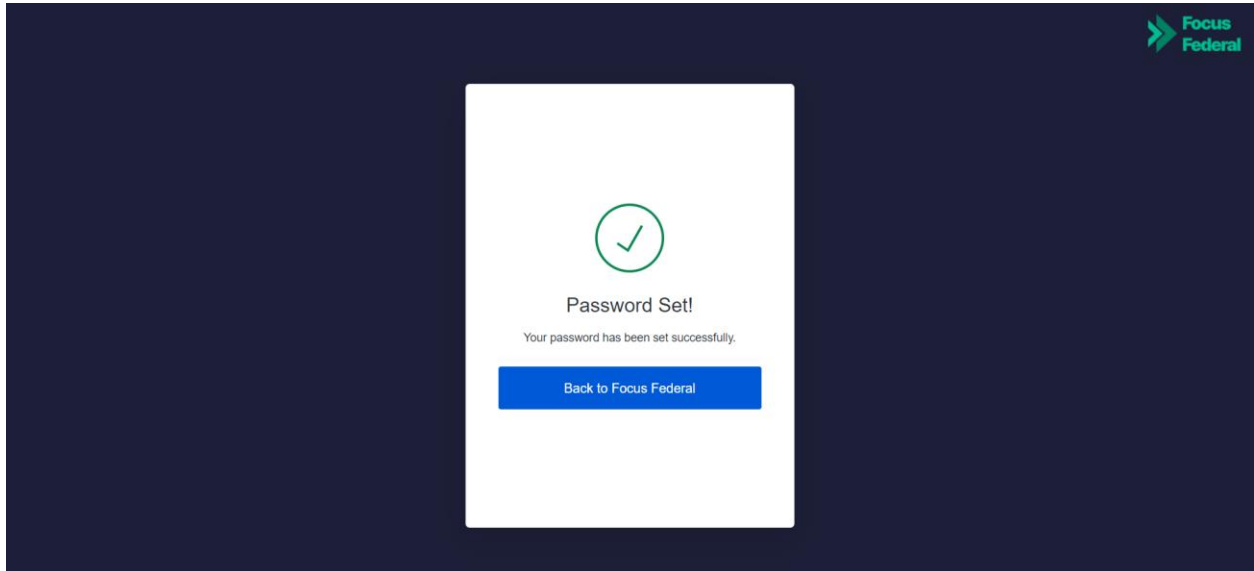
Organization User Enrollment Process

Organization users will need to be invited to access ZEscrow. Once invited, the user will receive an email with a prompt to set up their new ZEscrow account.

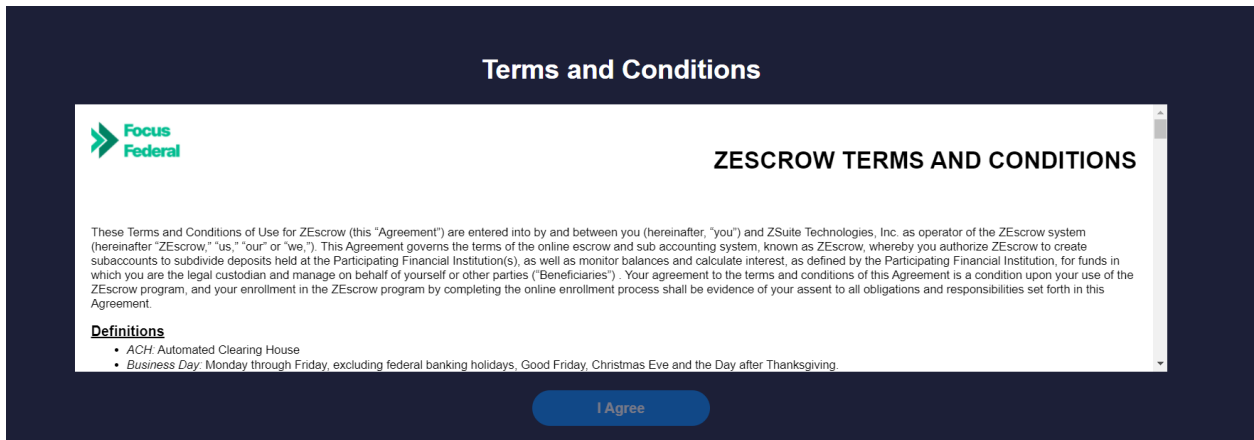


By clicking the customized URL in the email, the Client will be directed to a new page where they will be required to establish a unique password:





The new user will then be required to agree to a set of terms and conditions (“T&Cs”) before getting redirected to the Organization dashboard.



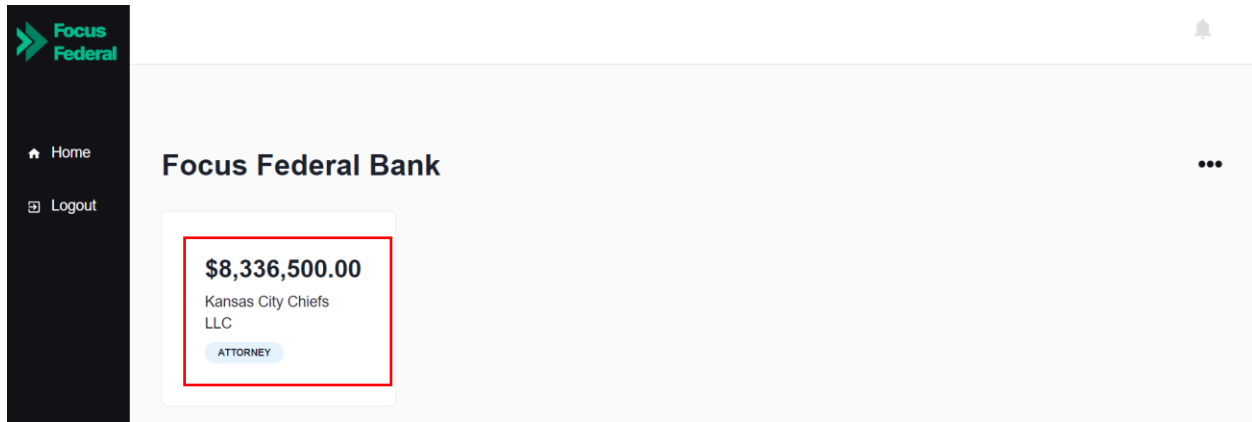
If a User has access to multiple Organizations, they will have to go through the complete set-up process for one Organization. One login will allow them to view all of the Organizations on one screen.

SSO User

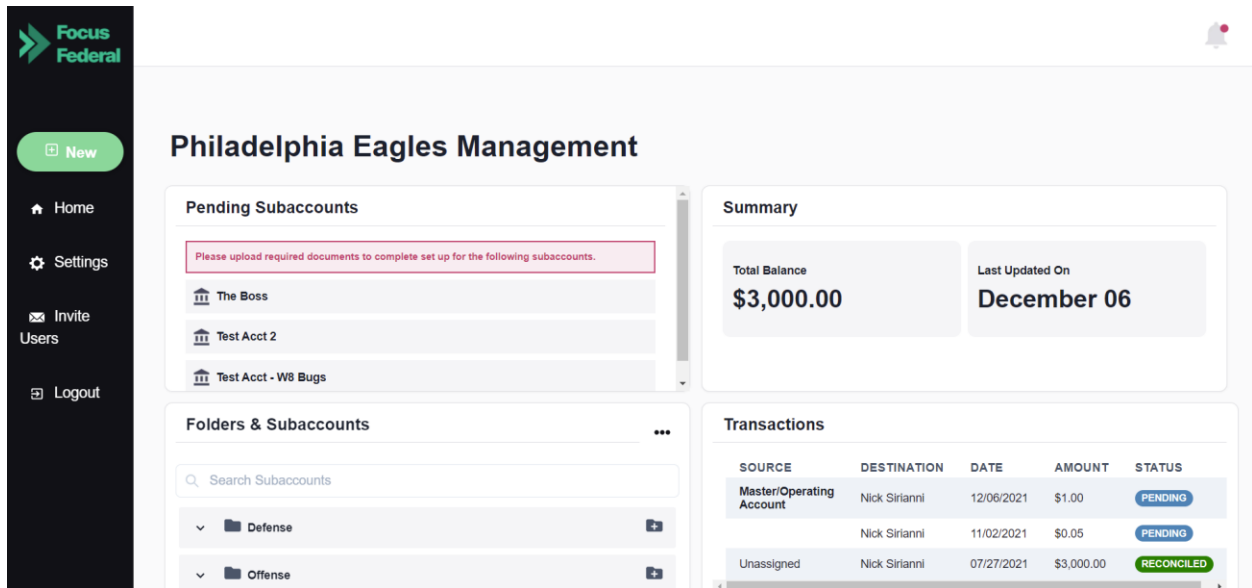
If the user has an authorized connection already to the FI’s online website, then they can login with the user credentials that they already have set up internally via SSO and can access ZEscrow from that site.

Organization Homepage

From here, active users will have the ability to search and view existing subaccounts, open new subaccounts, view transaction history and even allocate funds from unassigned transactions.



The screenshot shows the Focus Federal Bank homepage. On the left is a dark sidebar with the Focus Federal logo and navigation links: Home, Logout, and a 'New' button. The main content area is titled 'Focus Federal Bank'. A prominent card displays a balance of '\$8,336,500.00' for 'Kansas City Chiefs LLC' with an 'ATTORNEY' tag. A notification bell icon is in the top right corner.

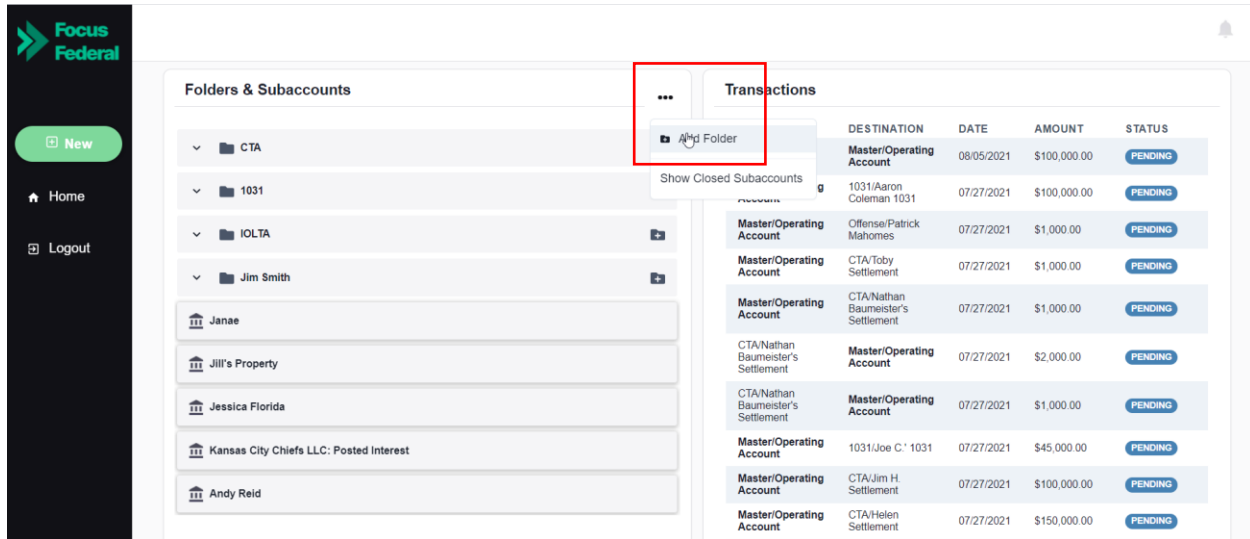


The screenshot shows the Philadelphia Eagles Management dashboard. The sidebar includes 'New', Home, Settings, Invite Users, and Logout. The main area is titled 'Philadelphia Eagles Management' and contains three main sections: 'Pending Subaccounts', 'Summary', and 'Folders & Subaccounts'. The 'Pending Subaccounts' section lists 'The Boss', 'Test Acct 2', and 'Test Acct - W8 Bugs' with a red warning message. The 'Summary' section shows a 'Total Balance' of '\$3,000.00' and 'Last Updated On' 'December 06'. The 'Folders & Subaccounts' section has a search bar and lists 'Defense' and 'Offense' folders. The 'Transactions' section is a table with columns for SOURCE, DESTINATION, DATE, AMOUNT, and STATUS.

SOURCE	DESTINATION	DATE	AMOUNT	STATUS
Master/Operating Account	Nick Sirianni	12/06/2021	\$1.00	PENDING
	Nick Sirianni	11/02/2021	\$0.05	PENDING
Unassigned	Nick Sirianni	07/27/2021	\$3,000.00	RECONCILED

Creating New Folders

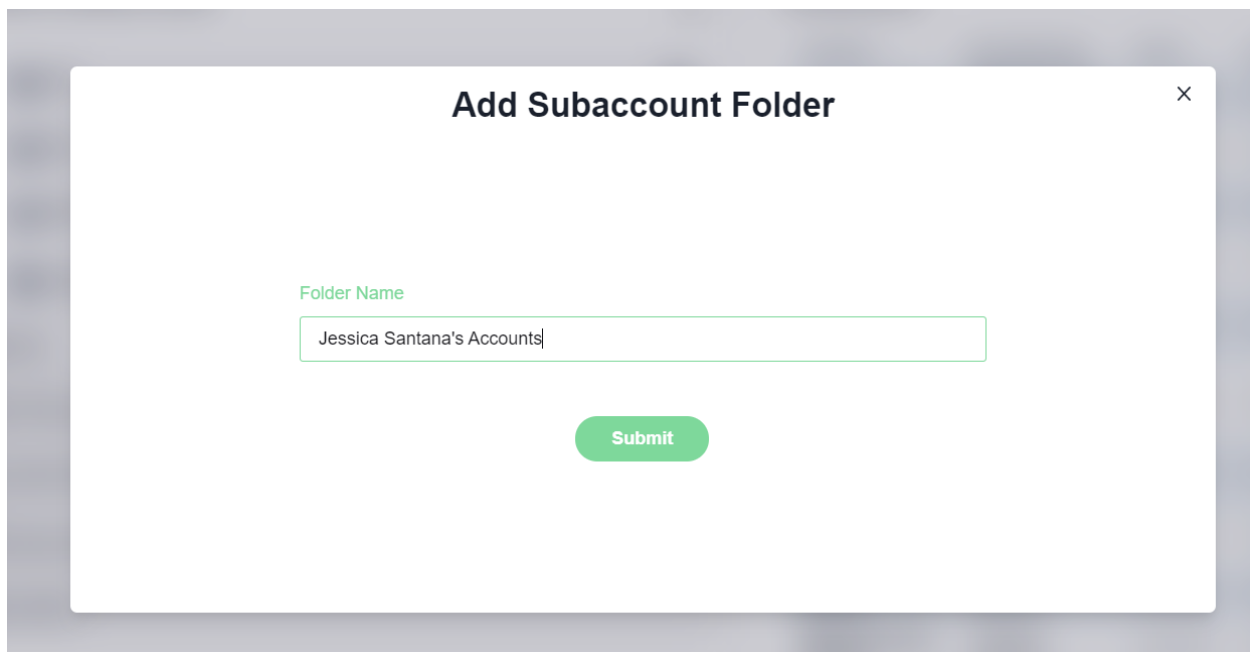
Authorized users can create new folders for convenient and streamlined subaccount categorization. This feature allows the user to consolidate and organize similar accounts in any way that suits the Organization’s individual business needs. To create a new folder, the user will click on the three dots within the “Folders and Subaccounts” section and select “Add Folder”.



The screenshot displays the Focus Federal interface. On the left, a sidebar contains a 'New' button and navigation links for 'Home' and 'Logout'. The main content area is divided into two sections: 'Folders & Subaccounts' and 'Transactions'. In the 'Folders & Subaccounts' section, a list of folders is shown, including 'CTA', '1031', 'IOLTA', 'Jim Smith', 'Janae', 'Jill's Property', 'Jessica Florida', 'Kansas City Chiefs LLC: Posted Interest', and 'Andy Reid'. A red box highlights the three dots menu icon next to the 'Add Folder' option in the dropdown menu. The 'Transactions' table on the right lists various transactions with columns for 'DESTINATION', 'DATE', 'AMOUNT', and 'STATUS'.

DESTINATION	DATE	AMOUNT	STATUS
Master/Operating Account	08/05/2021	\$100,000.00	PENDING
1031/Aaron Coleman 1031	07/27/2021	\$100,000.00	PENDING
Master/Operating Account	Offense/Patrick Mahomes	\$1,000.00	PENDING
Master/Operating Account	CTA/Toby Settlement	\$1,000.00	PENDING
Master/Operating Account	CTA/Nathan Baumesler's Settlement	\$1,000.00	PENDING
CTA/Nathan Baumesler's Settlement	Master/Operating Account	\$2,000.00	PENDING
CTA/Nathan Baumesler's Settlement	Master/Operating Account	\$1,000.00	PENDING
Master/Operating Account	1031/Joe C. 1031	\$45,000.00	PENDING
Master/Operating Account	CTA/Jim H. Settlement	\$100,000.00	PENDING
Master/Operating Account	CTA/Helen Settlement	\$150,000.00	PENDING

From here, the user will assign the new folder a unique name and click “Submit” to make it available for use.

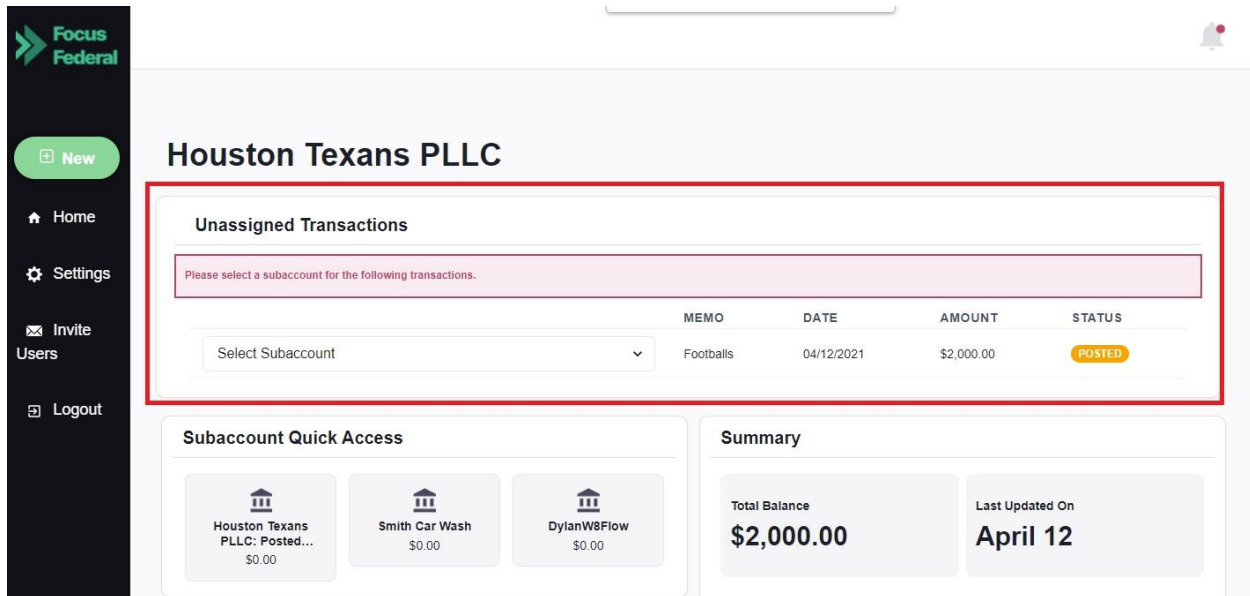


The screenshot shows a modal window titled 'Add Subaccount Folder'. The modal has a close button (X) in the top right corner. Below the title, there is a text input field labeled 'Folder Name' with the text 'Jessica Santana's Accounts' entered. At the bottom of the modal, there is a green 'Submit' button.

Reconciling Unassigned Transactions

Action Required: When a transaction has been processed through ZEscrow but has not been designated to a subaccount, it will appear in the “Unassigned Transaction” section.

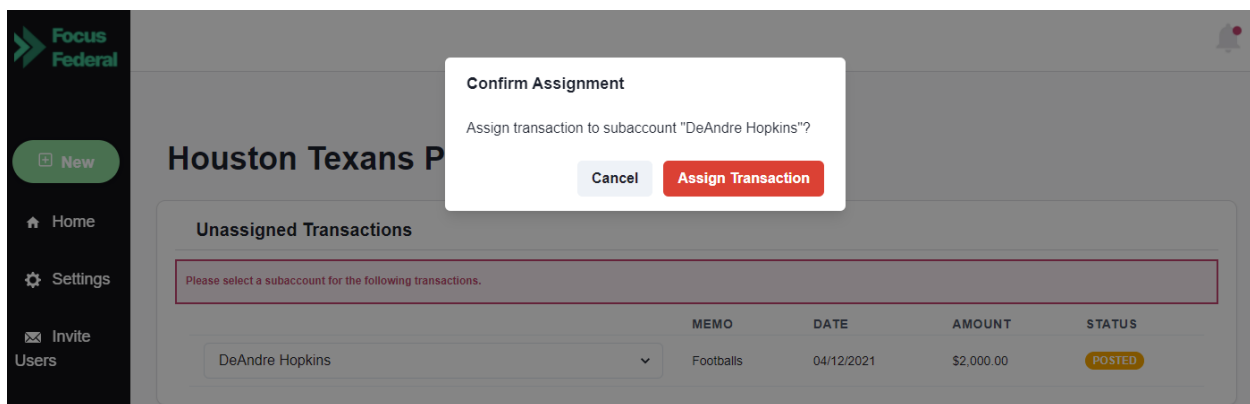
To ensure proper reconciliation (including interest calculation and 1099-INT reporting), an authorized user should assign all such transactions to the correct subaccount no later than the last business day of each month.



The screenshot shows the Focus Federal interface for the account "Houston Texans PLLC". A red box highlights the "Unassigned Transactions" section, which contains a message: "Please select a subaccount for the following transactions." Below this message is a table with one transaction:

MEMO	DATE	AMOUNT	STATUS
Footballs	04/12/2021	\$2,000.00	POSTED

Below the table is a "Subaccount Quick Access" section with three buttons: "Houston Texans PLLC: Posted... \$0.00", "Smith Car Wash \$0.00", and "DylanW8Flow \$0.00". To the right is a "Summary" section showing "Total Balance \$2,000.00" and "Last Updated On April 12".



The screenshot shows the Focus Federal interface for the account "Houston Texans PLLC". A modal dialog box titled "Confirm Assignment" is displayed, asking "Assign transaction to subaccount 'DeAndre Hopkins'?". The dialog has two buttons: "Cancel" and "Assign Transaction". Below the dialog, the "Unassigned Transactions" section is visible, showing the same transaction as in the previous screenshot, but with the subaccount dropdown menu set to "DeAndre Hopkins".

In the instance where an unassigned transaction must be split between two or more subaccounts, the user will have the option to split within the drop-down area.

Split Assignment ×

Select Subaccounts | Total Funds \$1000000

Amount left to split: \$1000000

Amount Subaccount

Amount Subaccount

Add Split

Done Cancel

Move a transaction back to Unassigned in a Current Period

A transaction can be moved back to unassigned in case it was assigned to the incorrect sub from the “Unassigned” transaction list. This allows the user to correct any mistakes if the subaccount that the amount was moved to was incorrect.

This is available on the org dashboard as shown.

Transactions

bulktest/106 Olivera	Lincoln Law Group: Posted Interest	12/05/2022	\$0.01	PENDING
	bulktest/106 Olivera	12/05/2022	\$0.10	PENDING
Unassigned	bulktest2/104 Alamo v2	12/01/2022	\$1,000.00	RECONCILED
Unassigned	bulktest/109 Friday	12/01/2022	\$1,000.00	RECONCILED
Unassigned	bulktest/104 Alamo	12/01/2022	\$1,000.00	DISMISSED
Unassigned	bulktest/204 Torres	12/01/2022	\$2,000.00	DISMISSED

Click on the amount of the transaction you wish to reassign. It will open the transaction details pop up that will have a button to “Unassign” again. This will revert the transaction back to “Unassigned” status so it can be moved to the correct subaccount.

Transaction Details ×

Date	12/01/2022
Amount	\$1,000.00
Status	RECONCILED
Current Subaccount	104 Alamo v2
Guid	6e82651f-65fd-4572-0747-08dad7e0b4dd
Reconciliation ID	4ZS23da0c95
Code	STANDARD

↻ Unassign Transaction

Close

Transaction Details ×

Date	12/01/2022
Amount	\$1,000.00
Status	RECONCILED
Current Subaccount	104 Alamo v2
Guid	6e82651f-65fd-4572-0747-08dad7e0b4dd
Reconciliation ID	4ZS23da0c95
Code	STANDARD

← Cancel Unassignment

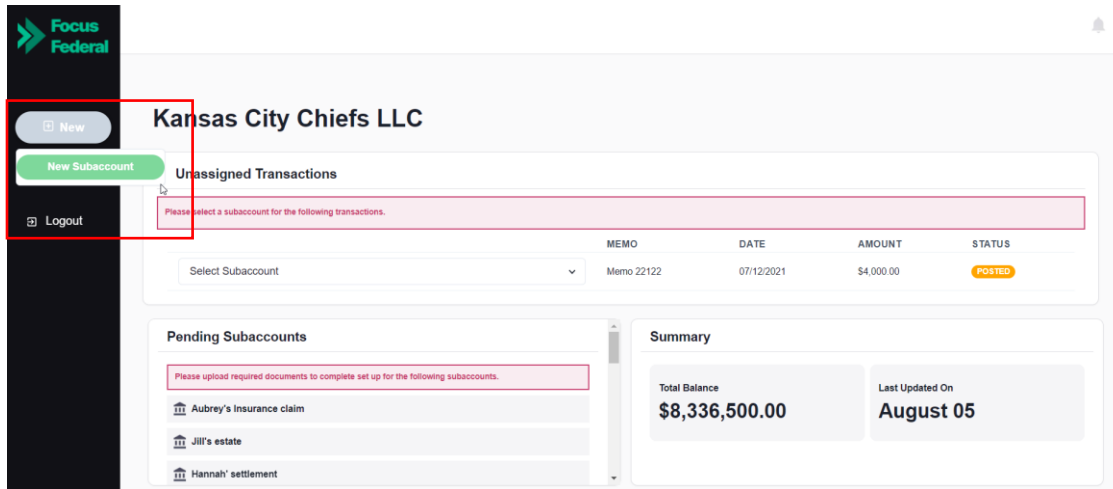
! The current transaction will be reset back to unassigned status and can be reassigned in the organization dashboard.

Submit

Close

Opening a New Subaccount

From the Organization dashboard, the user will initiate the opening of a new subaccount by clicking on “New” and then “New Subaccount”.



Step 1: From here, the user will enter a unique “Account Name/ID” in order to easily identify the account from the dashboard. This is typically used as the “nickname” of the subaccount. The user will also designate the type of beneficiary, country of citizenship, and assign the subaccount to a folder. If signature cards are required, the user will also specify which authorized user of the Organization should be designated as the signer on the account.

Create a Subaccount

Account Name/Id
Katherine Patterson

Beneficiary Type
 Individual Business No Beneficiary

Country of Citizenship
United States

Folder
Main

Authorizer
Select User

- Select User
- Patrick Mahomes
- Andy Reid
- Jessica Santana
- Nathan Baumeister

Step 2: In the instance that Signature cards are required, the following steps must be taken.

- If the account is being opened by an Admin User of the financial institution, an email invitation will be delivered to the authorized user with a unique URL enabling them to digitally sign the signature card.
- In the event that an authorized user of the Organization is opening the account directly through the dashboard, the individual will be prompted to electronically sign a signature card via DocuSign as part of the account opening workflow.

Step 3: Tax-ownership and reporting: If a beneficiary has been assigned, the user will be prompted to select one of two options for providing the required W-9 information needed for tax-ownership and reporting purposes.

- **Option 1: Email W-9 to Beneficiary** – This option is for scenarios where the user does not have the physical W-9 of the beneficiary. If selected, this workflow prompts the user to enter an email for the beneficiary, which in turn sends them an invitation to enter their own information directly through the platform.
- **Option 2: W-9 Manual Upload** – This alternative option is for scenarios where the user has already collected a signed W-9 for the beneficiary. If selected, this workflow allows the user to manually enter the required information on behalf of the beneficiary and digitally upload a signed copy of the W-9. Below is a list of the information that the user will enter and attest to on behalf of the beneficiary:
 - Beneficiary Name
 - Beneficiary Address

- Beneficiary SSN
- Beneficiary Phone (optional)
- Beneficiary Email (optional)

Create a Subaccount ×

W9 Completion Method

Select method... ⌵

Select method...

Email W9 to Beneficiary

Manual Upload

Continue

- **Option 3: W-8 Manual upload** – If the Individual beneficiary is not a resident of the United State, a W-8 is required for tax ownership and reporting purposes instead of a W-9. At this point the user will have the opportunity to upload a W8.

Create a Subaccount ×

W8 Completion Method

Select method... ⌵

Select method...

Manual Upload

Manual Upload

Continue

Action Required: If any of the previous steps are not completed, the subaccount will be listed in a “pending” status. Once all required documentation has been completed, the account status will automatically update from “pending” to “open”. **Please note that only accounts that are in an open status are eligible to receive incoming deposits.**

Optional Second Name Line for Beneficiary – For an “Individual Beneficiary” subaccount when you select the W9 Completion Method as *Manual Upload* there is an option to add a second name line to represent surrogates.

Create a Subaccount

×

First Name	Last Name
<input type="text" value="Mike"/>	<input type="text" value="Smith"/>
Beneficiary Name 2 (optional)	
<input type="text" value="c/o, surrogate, etc"/>	
Address Line 1	Address Line 2
<input type="text" value="123 Oak St"/>	<input type="text" value="A5"/>
City	State
<input type="text" value="Boulder"/>	<input type="text" value="Select State"/>
Zip Code	Social Security Number
<input type="text" value="12345"/>	<input type="text" value="123-45-6789"/>
Phone Number (optional)	Email (optional)
<input type="text" value="(123) 456-7890"/>	<input type="text" value="me@gmail.com"/>

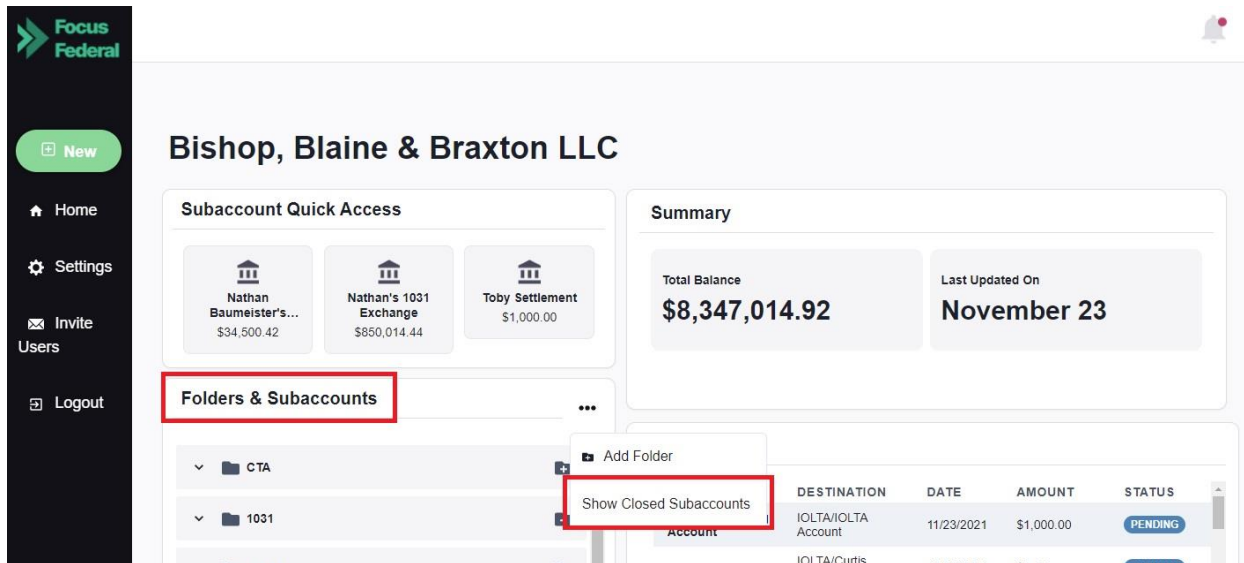
Finish Later

Continue

Viewing Subaccount Details

From the Organization dashboard, you can see accounts in a variety of statuses.

- **Open and Pending Subaccounts** (*Accessible through the “Folders & Subaccounts” section*) – This section includes subaccounts that are both in an open and pending status. Open accounts are those that have all necessary documentation on file and are considered ready for transactions.
- **Closed Subaccounts** (*Accessible by clicking on the three dots next to the “Folders & Subaccounts” section*) – These are accounts that have gone through the closure process and no longer have funds assigned.



Selecting the subaccount that you would like to view will direct the user to a new dashboard with additional maintenance functionality that can be performed at the subaccount level.

Subaccount Dashboard and Functionality

Subaccount Dashboard

Authorized users can view the details of subaccounts by clicking into individual accounts from the Organization dashboard. This view allows users to review beneficiary details, account balances, transaction history, account documentation, and initiate subaccount transfers. *The user can edit the subaccount name, address, email, and phone. An additional feature is the ability to include property address on the subaccount. When there is a Beneficiary Name there is an option to include a second name as well (E.g., in case of surrogates). If the user has a Standalone holding account, they will not be able to make transfers. They should use the Unassigned Transaction process to allocate funds.*

Focus Federal

Tennessee Titans Management
1436 South 1st St Bldg 2 - Aaron Coleman Unit 3

Aaron Coleman Unit 3 Overview

Total Balance: **\$9,554.00** Account Interest: **\$0.04** Posted Interest: **\$0.00**

Transactions

MEMO	DATE	AMOUNT	TYPE	STATUS
JPB	03/11/2021	\$1,000.00	DEPOSIT	PLACED
Interest net	03/11/2021	\$100.00	DEPOSIT	PLACED
Initial Funding 2-040596-1	07/27/2021	\$1,000.00	DEPOSIT	PLACED
Withdraw	07/12/2021	\$7,454.00	DEPOSIT	PLACED

Details

ACCOUNT NAME: Aaron Coleman Unit 3

BENEFICIARY NAME: Aaron Coleman

ADDRESS: 21 Powers Rd, Sudbury, MA, 01776

EMAIL: hbaumeister@tdigital.net

PHONE: 9064018104

PROPERTY ADDRESS:

BENEFICIARY TYPE: Individual

ACCOUNT CREATION DATE: May 26, 2021

ANNUAL PERCENTAGE YIELD: 0.02 %

SUBACCOUNT STATUS: Open

Account Documents

DEBIT CARD: **COMPLETED** Signature Card

MS: **COMPLETED** MS

Edit Details

Account Name/ID

Nathan's 1031 Exchange

Email Address

me@gmail.com

Phone Number

(123) 456-7890

Edit Beneficiary Details

Beneficiary Name: NATHAN BAUMEISTER

Beneficiary Name 2 (optional): c/o, surrogate, etc

Address Line 1: 99 South Bedford St

Address Line 2: A5

City: Burlington

State: Massachusetts

Zip Code: 01803

Edit/Add Property Address

Address Line 1

Address Line 2

123 Oak St
City
Boulder

A5
State
Select State

Zip Code
12345

Finish Later Submit

Uploading Documents for Sub Opening

To upload documents for a pending subaccount, the authorized user will select the subaccount from the Organization dashboard and click on the “Complete” button in the “Account Documents” section next to the tax document as shown in the screenshot below:

Tennessee Titans Management
Example Sub

Example Sub Overview

Total Balance	Accrued Interest	Posted Interest
\$0.00	\$0.00	\$0.00

Details

ACCOUNT NUMBER	101572
ID/NICKNAME	Example Sub
BENEFICIARY NAME	
ADDRESS	
EMAIL	
PHONE	
PROPERTY ADDRESS	
BENEFICIARY TYPE	Individual
ACCOUNT CREATION DATE	March 21, 2024
APR / APY	2.5 / 2.53 %
SUBACCOUNT STATUS	Pending

Transactions

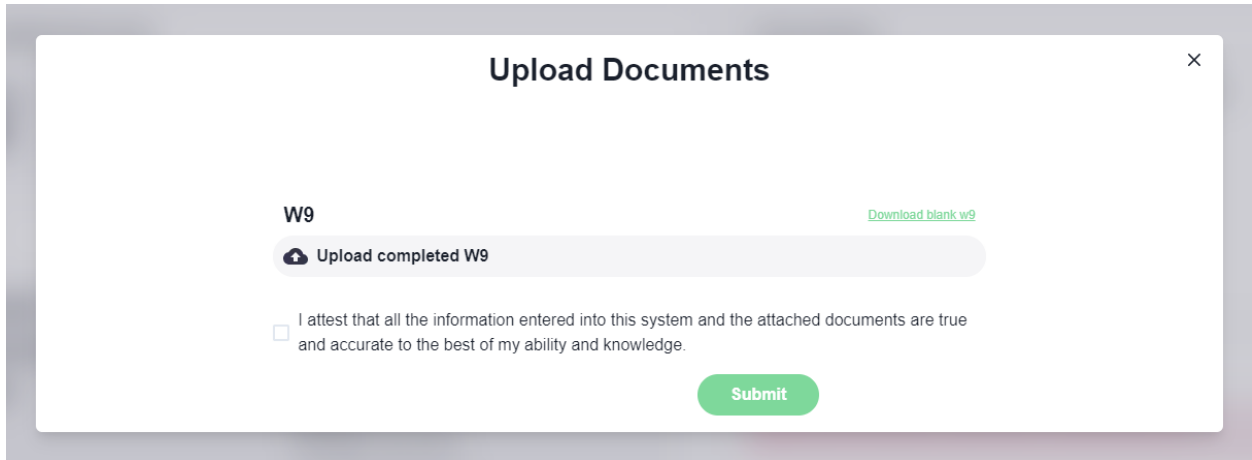
No transactions to display

Account Documents

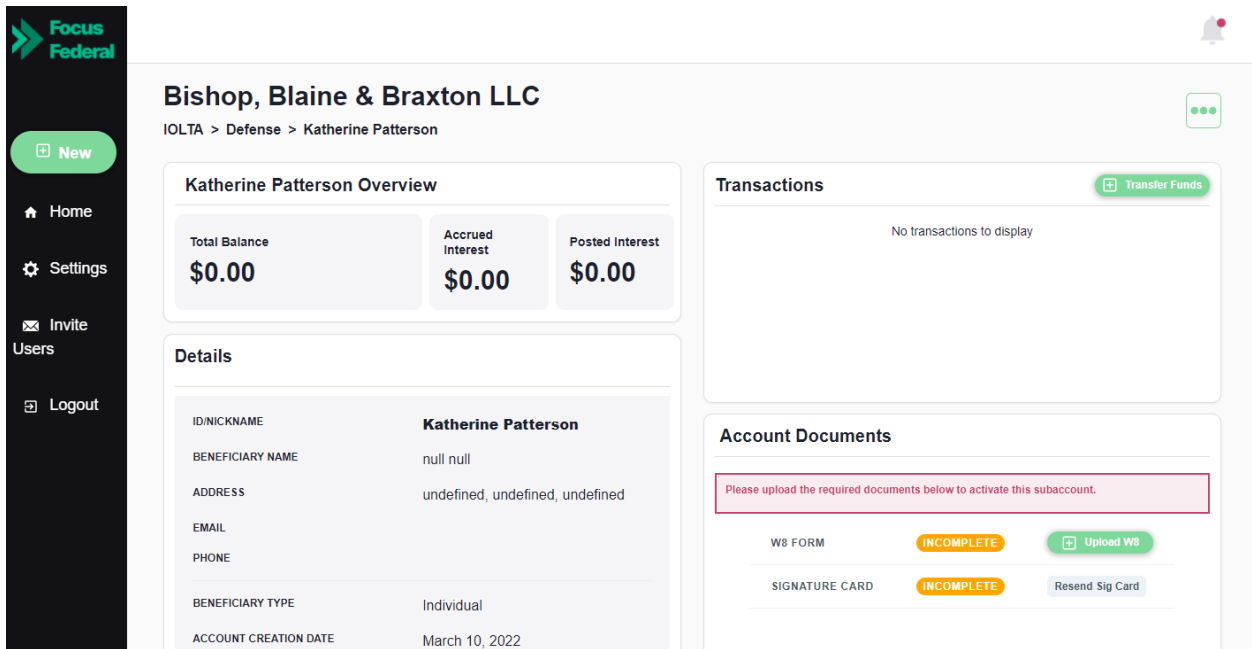
Please upload the required documents below to activate this subaccount.

W9	INCOMPLETE	Complete
----	------------	----------

From here, the user will be prompted to upload the documentation required to open the account.



They will also be able to see documents such as monthly statements on the Org dashboard.



Upload Additional Documents

A user can upload other documents (such as death certificates in case of funeral homes) to the subaccount and view them in the “Account Documents” section from the Subaccount Dashboard

Account Documents

 Upload

W9

COMPLETED
12/16/2022

 W9

After the “Upload” button is clicked the user can then enter a label for the document and upload it.

Upload Documents

×

 Add document

Upload Document



Add file label

 Upload

I attest that all the information entered into this system and the attached documents are true and accurate to the best of my ability and knowledge.

Finish Later

Submit

They can also upload multiple documents by using the “Add Document” option available on the far right of the modal. Once the documents are uploaded and submitted, they can

then be viewed under the “Account Documents” section.

Upload Documents

×

[+ Add document](#) [- Remove document](#)

Upload Document

Upload Document

I attest that all the information entered into this system and the attached documents are true and accurate to the best of my ability and knowledge.

[Finish Later](#) [Submit](#)

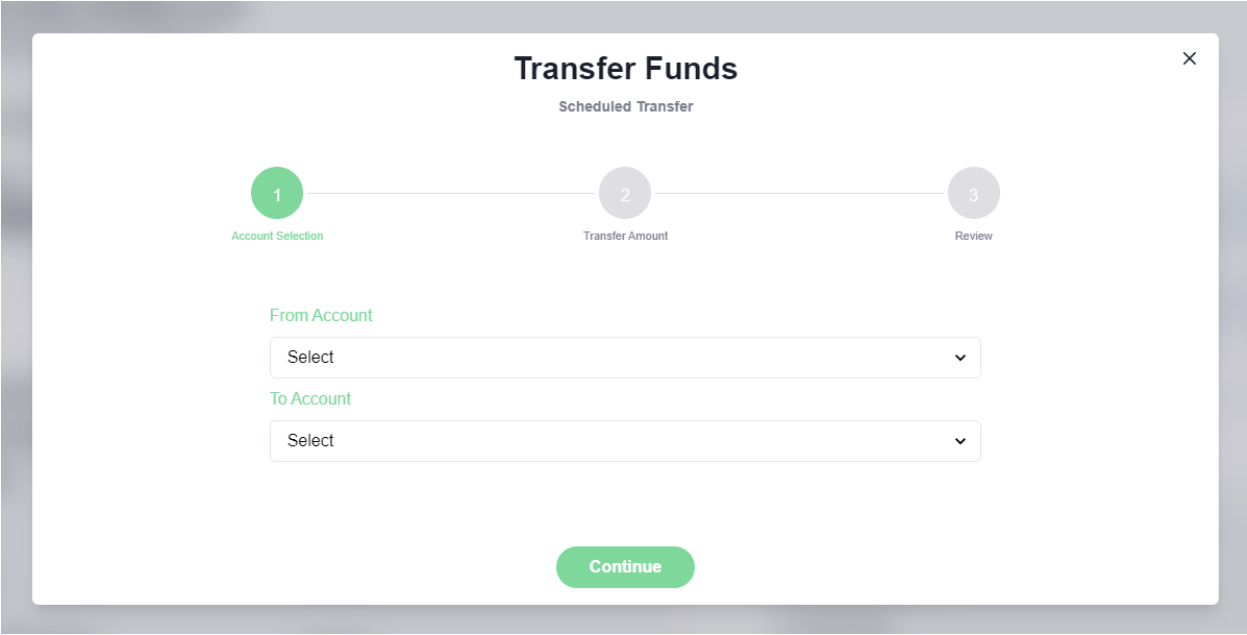
Initiating a Transaction

To initiate a transfer on an existing subaccount (whether a debit or credit), the authorized user will first need to select the appropriate subaccount from the Organization dashboard. From there, the user will click on the green button in the “Transactions” section.

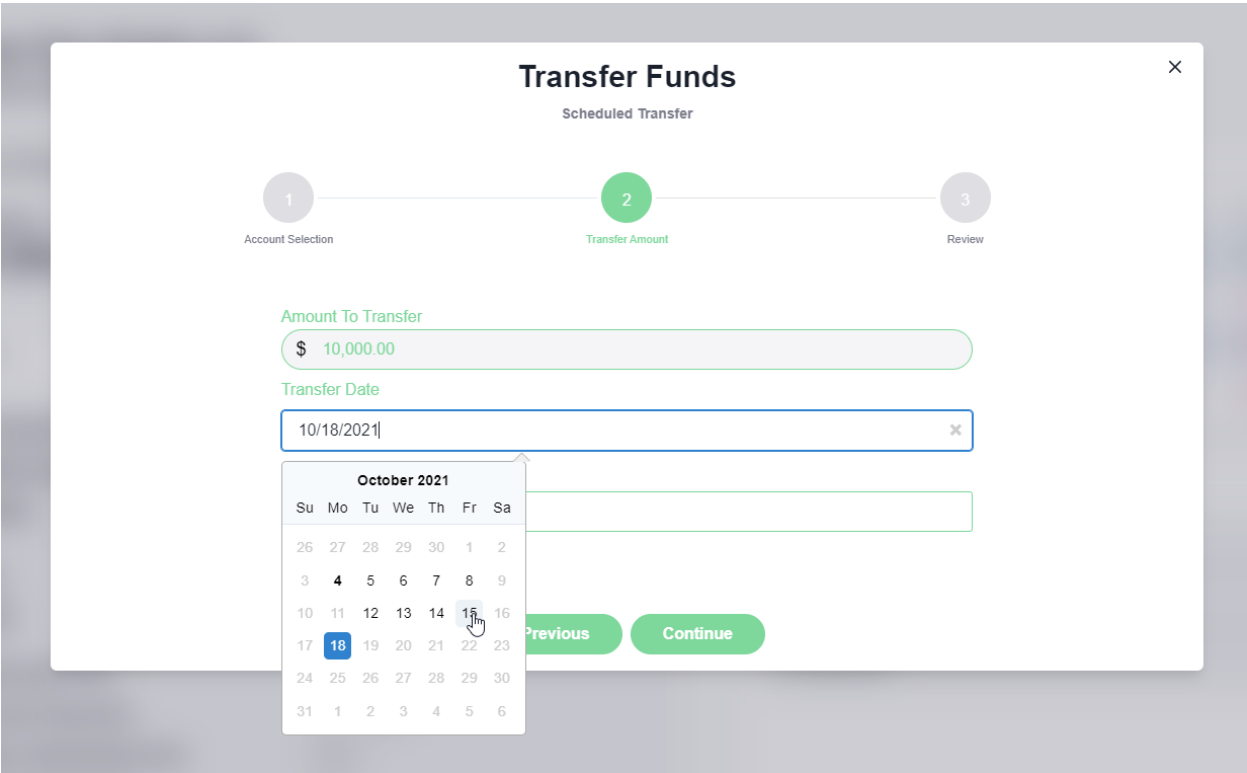
The screenshot shows the Focus Federal user interface for 'Kansas City Chiefs LLC'. The page is titled 'Nathan Baumeister's Settlement' and includes a sidebar with 'New', 'Home', and 'Logout' options. The main content area is divided into three sections: 'Nathan Baumeister's Settlement Overview', 'Details', and 'Transactions'. The 'Overview' section shows a total balance of \$21,000.00, accrued interest of \$0.04, and earned interest of \$0.00. The 'Details' section lists account information such as beneficiary name (Nathan Baumeister), address (99 South Bedford St, Burlington, MA 01803), and account type (Individual). The 'Transactions' section displays a table of transactions with columns for MEMO, DATE, AMOUNT, TYPE, and STATUS. A green button with a plus icon is highlighted in a red box in the top right corner of the Transactions section. Below the Transactions section is the 'Account Documents' section, which lists several PDF documents including 'Z Suite Tech, Inc W-9 Form.pdf (W9)', 'ZE_SigCard.pdf (W9)', and 'W9.pdf (W9)'.

MEMO	DATE	AMOUNT	TYPE	STATUS
Additional money for NB settlement	07/27/2021	\$1,000.00	DEPOSIT	PENDING
Authorized medical deduction	07/27/2021	-\$2,000.00	WITHDRAWAL	PENDING
ASDF1234 Transfer:Z*223658e4	07/27/2021	-\$1,000.00	WITHDRAWAL	PENDING
Medical claim #1234.Z*2ced02ab	07/27/2021	-\$2,000.00	WITHDRAWAL	PENDING

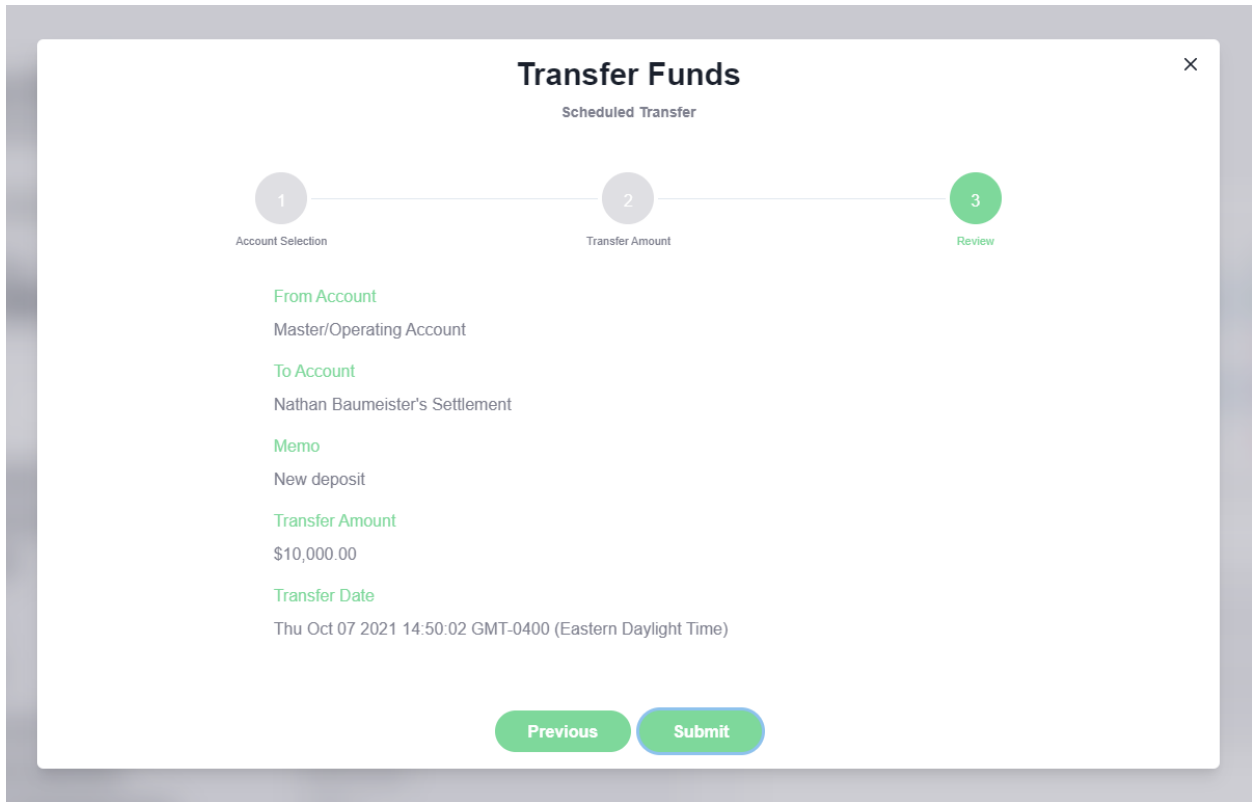
Step 1: A new screen will then appear which gives the user the options to select the transaction type (based on the “to” and “from” account options).



Step 2: The user will enter the amount to be transferred, select an effective date (up to two weeks in the future) and insert an optional memo for recordkeeping purposes.

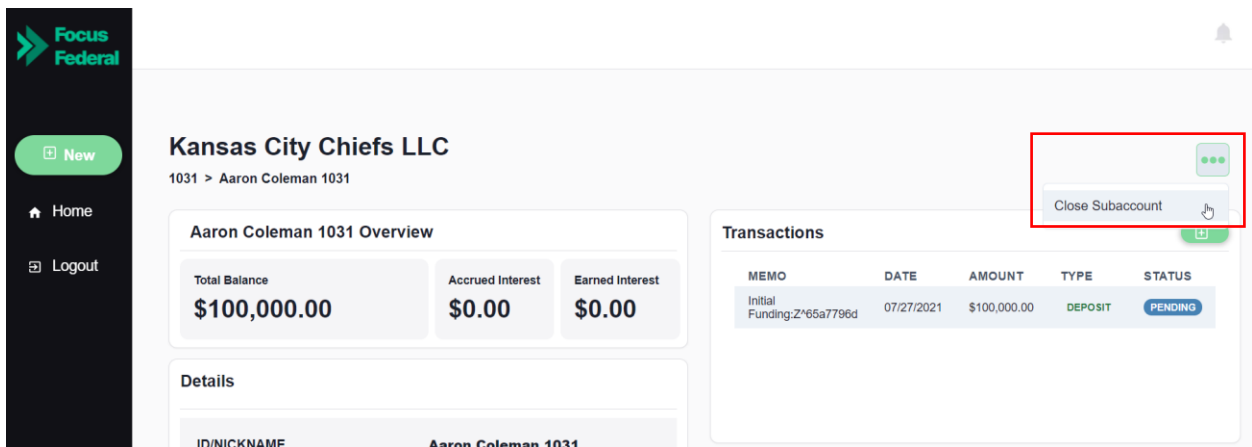


Step 3: The last step of the process is to review the transaction details for accuracy and click “Submit” to initiate the transaction.



Closing an Existing Subaccount

Once inside the subaccount, authorized users can initiate an account closure by clicking on the three dots on the right side of the screen and selecting “Close Subaccount”.



From here, the user will be directed to a new screen where they can review the closure details and insert an optional memo for tracking purposes.

Close Subaccount

×

Aaron Coleman Unit 3

Memo (optional)

Subaccount Name	Account Balance
Aaron Coleman Unit 3	\$9,554.00
Account Open Date	Account Close Date
May 26, 2021	May 11, 2022
Beneficiary Name	
Aaron Coleman	
Accrued Interest	Posted Interest
\$0.04	\$0.00
From Account	To Account
Aaron Coleman Unit 3	Master/Operating Account

The Following Will Occur Upon Subaccount Closure:

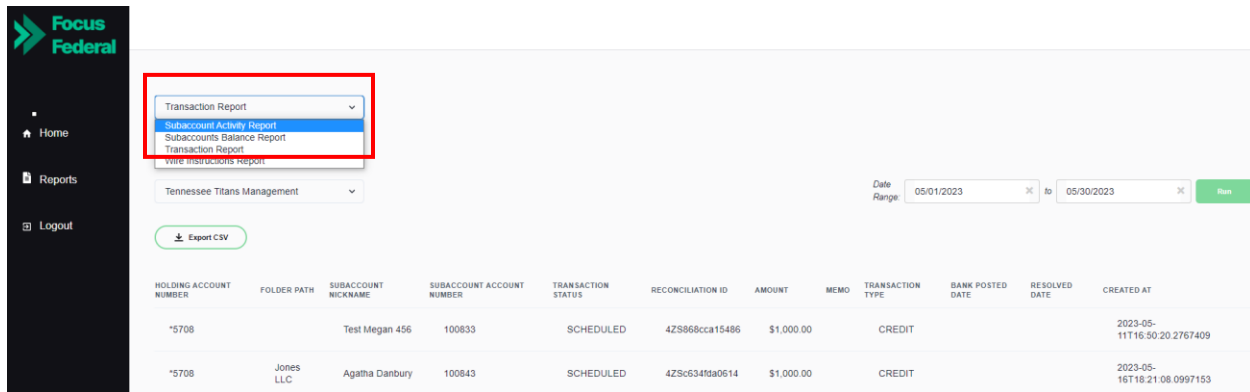
- The subaccount will go into a partially closed status until all scheduled transactions are reconciled and the settled balance is 0
- Once fully closed, the subaccount will be hidden, but accessible from the organization dashboard
- The account balance will be transferred from the subaccount to the designated disbursement account
- The accrued interest will be transferred first to the subaccount, then to the designated disbursement account

Transfer Balance & Accrued Interest and Close Account

If this is a standalone subaccount, the closure is not recognized as complete until funds have been moved out

Reports

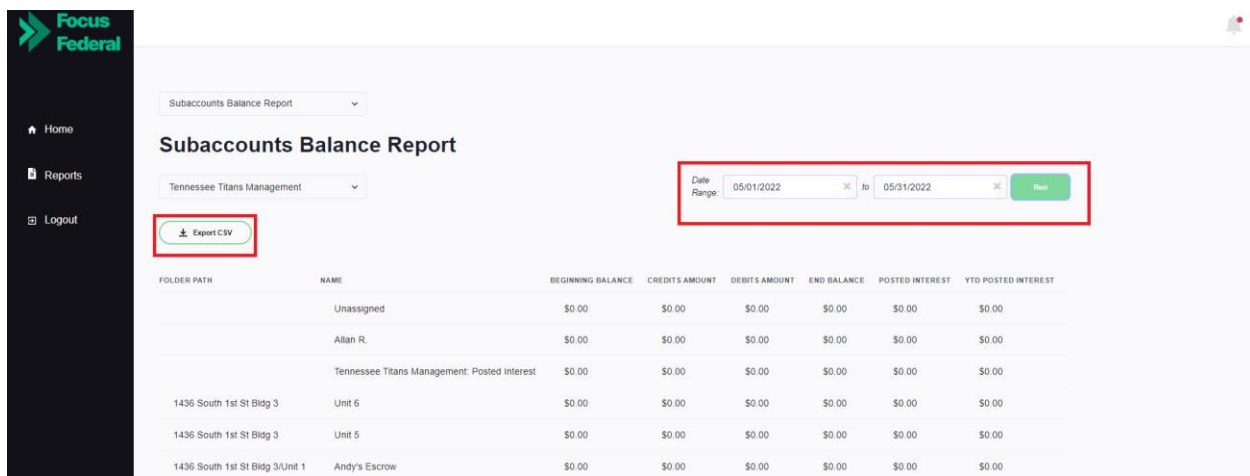
To view available reports through ZEscrow, click on “Reports”.



There are currently two types of reports available for an org user to download:

- **Subaccount Activity Report:** Reporting for your Organization on sub details that includes balance, and interest.
- **Subaccounts Balance Report:** Reporting for your Organization on transactions, balance and interest based on the date range selected.
- **Transaction Report:** Reporting for your Organization on all transaction level data for the specified date range that can be used to audit and track transactions.

Once the report that you would like to view has been selected, input a date range as needed and then click on the “Export CSV” button to download the data.



Beneficiary Access (Sub Level) role

An organization can now invite Beneficiaries to access ZEscrow so that they can confirm an account exists and is earning interest, and that there's a record of transactions and documents/statements.


Assumptions:

1. The FI has opted to have this feature enabled.
2. There is a valid email address where the invite can be sent.
3. The sub/beneficiary is associated with a valid Tax Id or SSN.

Steps to invite a beneficiary to access the subaccount:

- Open the subaccount to whom the beneficiary needs access.
- Navigate to the dashboard and click on the “Add User” icon next to the email address if one is provided already as shown below.

Details



The screenshot shows a form with the following fields and values:

ACCOUNT NUMBER	113683
ID/NICKNAME	Provide Bene Access
BENEFICIARY NAME	John Smith
ADDRESS	XYZ lane Rochester, NY, 14620
EMAIL	benetest@gmail.com
PHONE	
PROPERTY ADDRESS	
BENEFICIARY TYPE	Individual
ACCOUNT CREATION DATE	June 22, 2023
ANNUAL PERCENTAGE YIELD	0.05 %

A yellow square icon with a person silhouette and a plus sign is located to the right of the email field, with a red arrow pointing to it from below.

- You will now see the “Invite Beneficiary” window which allows you to edit the email address if needed and also provides the information if there was already an invite sent to the beneficiary or not. Click on “Send Invite” in order to send the invitation

to that email address.

Invite Beneficiary

×

Beneficiary Email Address:

benetest@gmail.com



INVITATION STATUS:

Invitation Not Sent

INVITATION SENT ON:

Not Sent

Finish Later

Send Invite

Complete your ZEscrow account registration

Hi John!

Username at BetaDev Bank has invited you to beta-dev.zescrow.com so you can view your subaccount and balances. Use the button below to set up your account and get started:

[Set Up Your Account Now](#)

If you have any questions you can reply to this email.

Welcome aboard!

The ZEscrow Team

- Clicking on “Set Up Your Account Now” will allow the user to set a password and upon success they will be able to view the platform. The beneficiary user will now be able to use their credentials and login.



Enter Your Password

Enter your password for ZEscrow to continue to
Beta Dev

benetest@gmail.com [Edit](#)

Password [👁](#)

[Forgot password?](#)

[Continue](#)

- They will be asked to verify their identity.

Verify Your Identity

[Submit](#)

- Upon verification you will then view the T&Cs and then be able to view the subaccount.

Terms and Conditions



ZESCROW TERMS AND CONDITIONS

These Terms and Conditions of Use for ZEscrow (this "Agreement") are entered into by and between you (hereinafter, "you") and ZSuite Technologies, Inc. as operator of the ZEscrow system (hereinafter "ZEscrow," "us," "our" or "we"). This Agreement governs the terms of the online escrow and sub-accounting system, known as ZEscrow, whereby you authorize ZEscrow to create Subaccounts to subdivide deposits held at the Participating Financial Institution, as well as provide ongoing operational and maintenance activities of the Subaccounts, as defined by the Participating Financial Institution, for funds in which you are the legal custodian and manage on behalf of yourself or other parties ("Beneficiaries"). Your agreement to the terms and conditions of this Agreement is a condition upon your use of the ZEscrow program, and your enrollment in the ZEscrow program and/or continued use of the ZEscrow system shall be evidence of your assent to all obligations and responsibilities set forth in this Agreement.

Definitions

- **ACH:** Automated Clearing House
- **Rules:** The rules of the National Automated Clearing House (NAACH) Association and the New England Automated Clearing House Association (NEACH).
- **Business Day:** Monday through Friday, excluding federal banking holidays, Good Friday, Christmas Eve and the Day after Thanksgiving
- **Escrow Account:** An account at a Participating Financial Institution whose funds are managed by the custodian and not the owner or beneficiary.
- **Trustee:** An individual or business who is the custodian of funds of an Escrow Account.

I Agree

They will only have access to view the transactions and their statements but will not be able to perform any actions such as transfer of funds or update their information.

Clio & Smith Limited

demo bene access

demo bene access Overview

Total Balance	Accrued Interest	Posted Interest
\$5,000.00	\$0.00	\$0.00

Transactions

MEMO	DATE	AMOUNT	TYPE	STATUS
	08/04/2023	\$5,000.00	DEPOSIT	PENDING

Details

ACCOUNT NUMBER	114307
ID/NICKNAME	demo bene access
BENEFICIARY NAME	John Smith
ADDRESS	XYZ lane Rochester, NY, 14620
EMAIL	demo@bene.com
PHONE	
PROPERTY ADDRESS	
BENEFICIARY TYPE	Individual
ACCOUNT CREATION DATE	July 21, 2023
ANNUAL PERCENTAGE YIELD	0.5 %
SUBACCOUNT STATUS	Open
OPENED DATE	August 04, 2023

Account Documents

W9	COMPLETED 7/25/2023	W9
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- If the org user now goes to that subaccount's dashboard clicking invite user icon again will show the updated status.
- In case the invite needs to be sent again "Resend Invite" can be used.

Invite Beneficiary



Beneficiary Email Address:

benetest@gmail.com



INVITATION STATUS:

Invitation Sent

INVITATION SENT ON:

June 22nd 2023, 7:35:40 pm UTC

Finish Later

Resend Invite

Ability to enter interest portion for a Beneficiary for Organizations.

In some scenarios, Organizations want to be able to create a subaccount and add a portion of the rate they want to be paid to the Beneficiary. This is now available as a part of the subaccount creation process or can be added to existing subaccounts.

The FI has negotiated a rate with the Organization. From there, the Organization wants to pay the Beneficiary a portion of their earned interest. The beneficiary is effectively receiving a split of the Organization's interest.

Note: Any changes applied to interest rates or splits revert to the first date of the interest cycle.

How to Enable this feature: The Organization should contact their banking representative to ensure this is set up for their experience.

Once the organization has this enabled, they can enter an interest percentage for the subaccounts in two scenarios.

1. Adding Interest at Subaccount Creation

When you create a new subaccount, clicking "Continue" on the first screen will display a modal asking if you want to set up an interest split override. Select "Yes" if you wish to enter a value other than the default interest earned by the subaccount.

×

New Subaccount

Account Name/Id

Beneficiary Type


Individual Business No Beneficiary

Country of Citizenship

I attest that the Beneficial Owner information for Cleveland Browns LLC has not changed since it was last provided to Focus Federal Bank

Folder

[Continue](#)



New Subaccount



Do you want to override the default interest split configuration for this subaccount?

Yes No

New Interest Configuration

Total APR: 5%

Subaccount Interest Portion	50	%	Subaccount APR:	2.5000%	Organization APR:	2.5000%
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In the above example, the subaccount will earn the default interest rate of 2.5% which is 50% of the total earned by the organization (Total APR 5%). This amount can be changed to any percentage of the total APR depending on the interest rate you want this subaccount to earn.

Once you have entered the amount hit “Continue” and complete setting up your subaccount.

New Subaccount



Do you want to override the default interest split configuration for this subaccount?

Yes No

New Interest Configuration

Total APR: 5%

Subaccount Interest Portion	80	%	Subaccount APR:	4.0000%	Organization APR:	1.0000%
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2. Add/Edit Interest on Existing Subaccounts.

Open any existing subaccount within the organization with the interest split override enabled in the configuration.

test split

test split Overview

Total Balance \$0.00	Accrued Interest \$0.00	Posted Interest \$0.00
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Details Edit Details

ACCOUNT NUMBER	101705
ID/CKNAME	test split
BENEFICIARY NAME	John Smith
ADDRESS	123 xyz lane Denver, CO 76543
EMAIL	Invite Beneficiary
PHONE	
PROPERTY ADDRESS	
BENEFICIARY TYPE	Individual
ACCOUNT CREATION DATE	May 20, 2024
APR / APY	3.75 / 3.82 % Edit Interest Split
SUBACCOUNT STATUS	Open
OPENED DATE	May 20, 2024

Click on the “Edit Interest Split” button as highlighted above. This will allow you to change an existing split or add or remove one as applicable.

×

Edit Subaccount Interest Split

 Remove split override and return to default interest rate of 3.75% for this subaccount

Total APR: 5%

Subaccount Interest Portion	75	%	Subaccount APR: 3.7500%	Organization APR: 1.2500%
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Finish Later Submit

You can either update the amount and hit “submit” to save your changes or click the option to remove the split and let it use the default organization configuration.

Here we updated the percentage to 60% and hit “Submit”. The override got set to 60% which resulted in the subaccount now earning an APR of 3%.

Details

 Edit Details

ACCOUNT NUMBER	101705	
ID/NICKNAME	test split	
BENEFICIARY NAME	John Smith	
ADDRESS	123 xyz lane Denver, CO 76543	
EMAIL		
PHONE		
PROPERTY ADDRESS		
<hr/>		
BENEFICIARY TYPE	Individual	
ACCOUNT CREATION DATE	May 20, 2024	
APR / APY	3 / 3.04 %	
SUBACCOUNT STATUS	Open	
OPENED DATE	May 20, 2024	

Removing an override

Click on “Edit Interest Split” on the subaccount dashboard, then select “Remove override.”

This returns the interest rate to the organization’s original configuration of 2.5%.

Edit Subaccount Interest Split



Remove split override and return to the default interest rate for this subaccount

Finish Later

Submit

Details

Edit Details

ACCOUNT NUMBER	101705
ID/NICKNAME	test split
BENEFICIARY NAME	John Smith
ADDRESS	123 xyz lane Denver, CO 76543
EMAIL	+ Invite Beneficiary
PHONE	
PROPERTY ADDRESS	
BENEFICIARY TYPE	Individual
ACCOUNT CREATION DATE	May 20, 2024
APR / APY	2.5 / 2.53 % Edit Interest Split
SUBACCOUNT STATUS	Open
OPENED DATE	May 20, 2024