

# CreateIQ

## Quick Start Guide: Using the Platform

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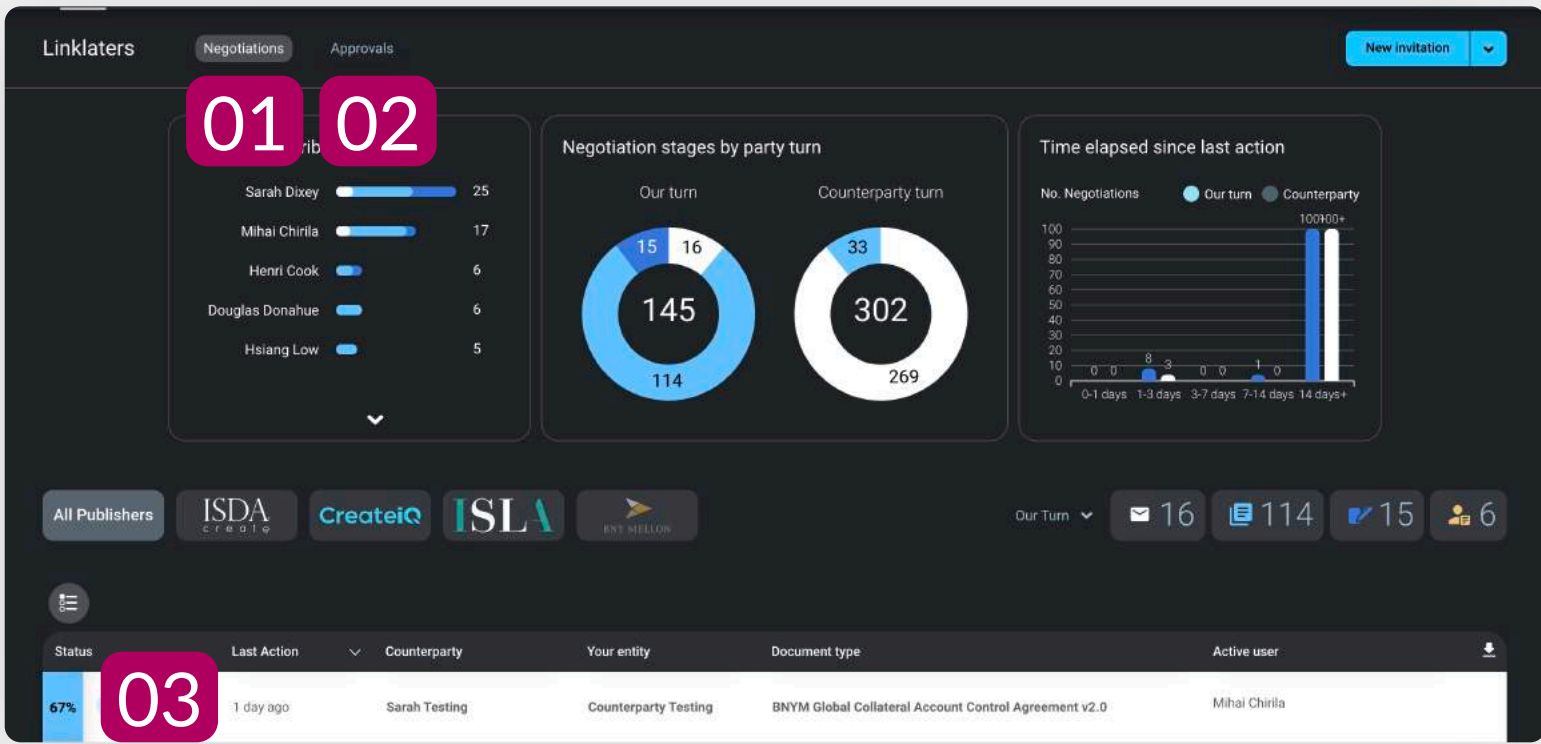
Logging in

Use <https://app.createiq.tech/loginLog> to log in using your registered email and password or via the link in your OneLink email.

As a registered user, you will be directed to the dashboard.

Dashboard

The Dashboard provides an analytical view and summary of the negotiations in your sub-account.



- 01 The "Negotiations" tab shows key management information e.g. Workload distribution, Time elapsed since last action.
- 02 The "Approvals" tab shows a summary of Approvals on the sub-account e.g. negotiations awaiting approval, allocations of approvals. See page 8 for more on Approvals.
- 03 Underneath your analysis tabs is the overview table, showcasing a snippet of your "active" negotiations. See the Negotiations dashboard for an overview of all negotiations.

Library

01 The Library is the hub of all documents available to your Account.

Document type	Governing Law	Publisher	Year
2019 ISDA Bank Confirmation SA (ISDA)	Luxembourg	ISDA	2019
2019 ISDA Bank Confirmation SA (ISDA)	Belgium	ISDA	2019
2019 ISDA Bank Confirmation SA (ISDA)	New York	ISDA	2019
2019 ISDA Bank Confirmation SA (ISDA)	English	ISDA	2019

02 Filters allow for an easy toggle between (i) Publishers; and (ii) Presets (your documents ready to go prepopulated with your election choices). See page 3 for more on Presets.

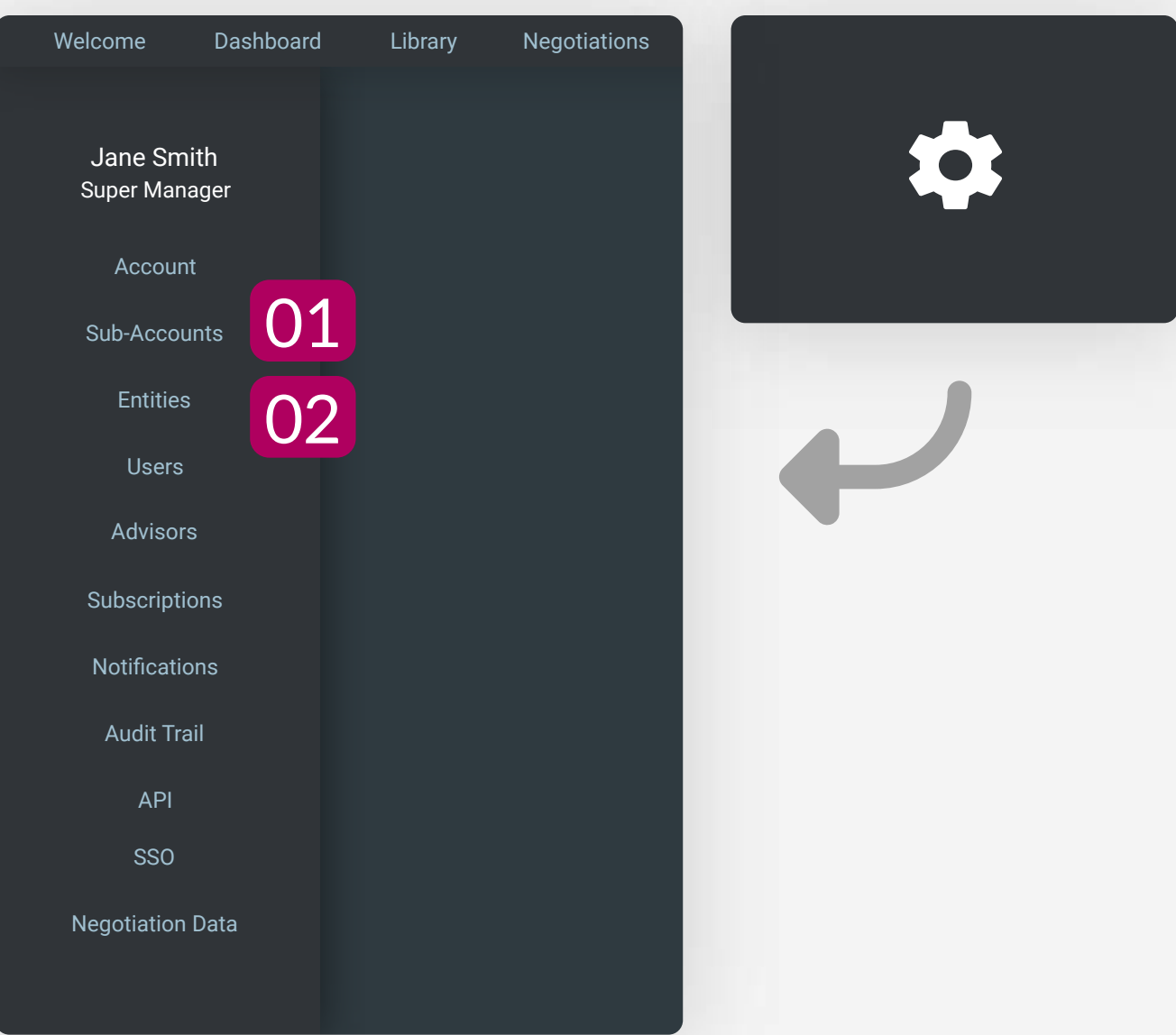
Negotiations

01 The Negotiations Dashboard provides a breakdown of all negotiating activity on your account.

Status	Last Action	Counterparty	Your entity	Document type	Active user
47% Negotiation	Nov 2023 10:00 AM	Sarah Dwyer	Counterparty Testing	ISDA Global Collateral Account Control Agreement v2.0	Mihai Chelila
Propose Date	Nov 2023 10:00 AM	The Mary Poppins Fund	LINKLATES LLP	ISDA Global Collateral Account Control Agreement v2.0	Mihai Chelila
Set Date	Nov 2023 10:00 AM	Sarah Dwyer	Dwyer company	2019 ISDA Bank Confirmation SA (ISDA)	Mihai Chelila
Execution	Nov 2023 10:00 AM	HSBC - client entity	Counterparty	ISDA Global Collateral Account Control Agreement - Triparty (English law)	Sarah Dwyer
10% Negotiation	Nov 2023 10:00 AM	Sarah Dwyer	Dwyer company	2019 ISDA Bank Confirmation CTA	Sarah Dwyer

- 02 Filters allow an easy overview of negotiation activity.
- 03 The main table details all activity in the sub-account, including cancelled negotiations, drafts etc.

Settings

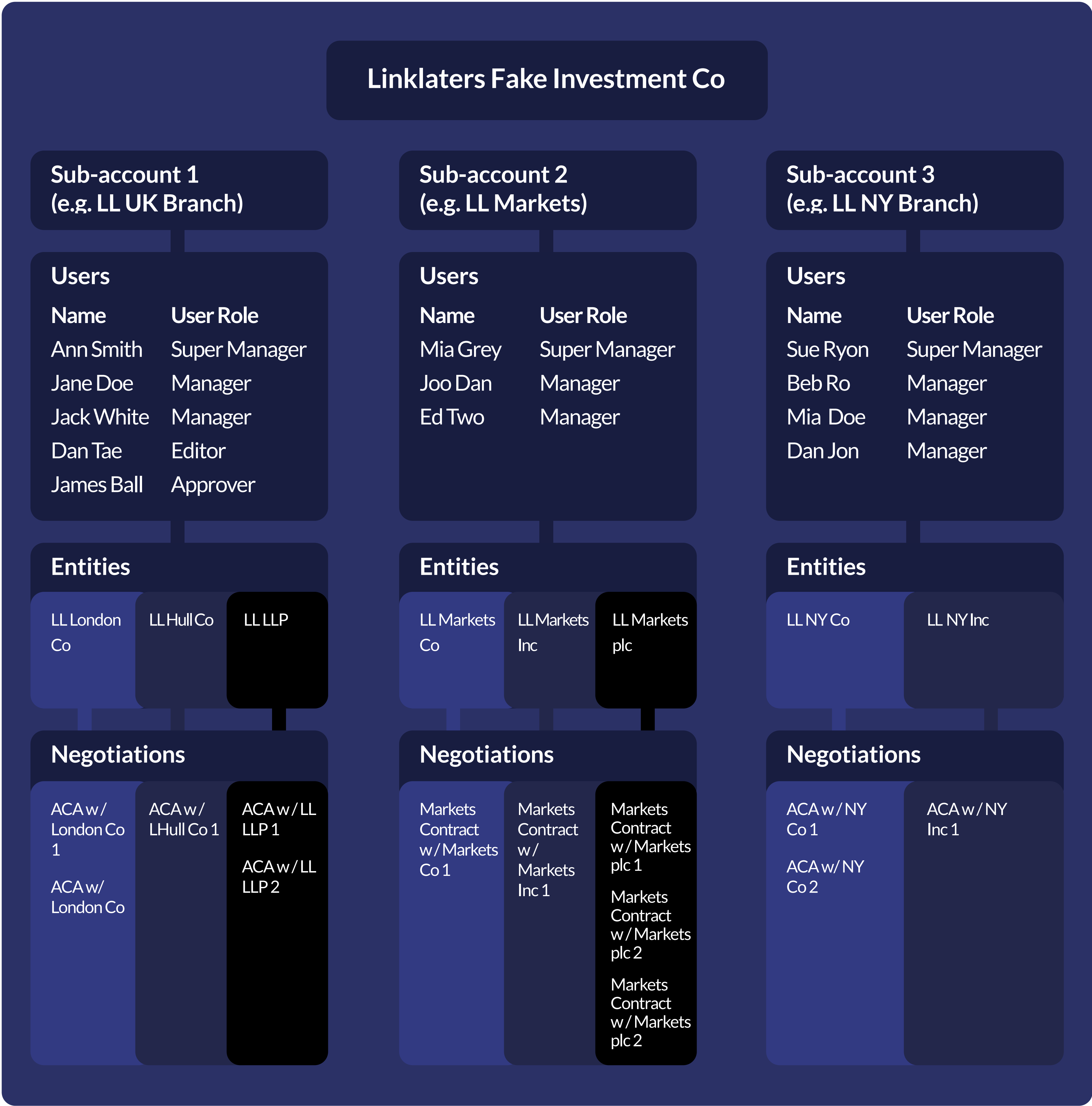


- 01 Sub-accounts act as the building blocks of each Account.  
Sub-accounts - are “silos” of different negotiations, entities and users.
- 02 Entities - must be assigned to sub-accounts by either Super Manager’s or Administrators. Click on “Add a new entity” and type in the entity name. You must also assign the entity to a sub-account and click “apply”. Only one entity can be assigned to one sub account.

For the full suite of Help materials, our help page is available here





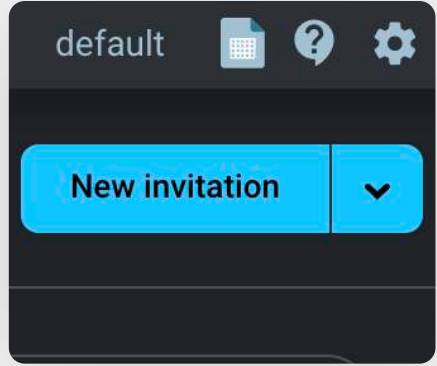




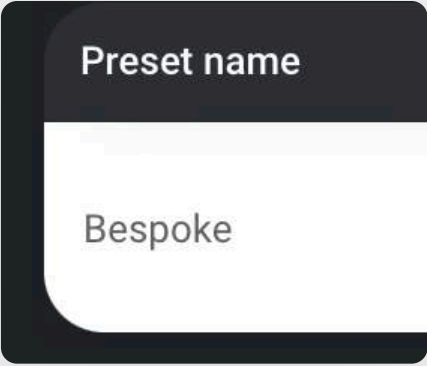
A bilateral workflow is a negotiation between two parties. To start negotiating go to the subaccount picker at the top right and select the subaccount you wish to negotiate from.

Creation

Create an invite through the Library tab, choose a document and click on “start invitation”.

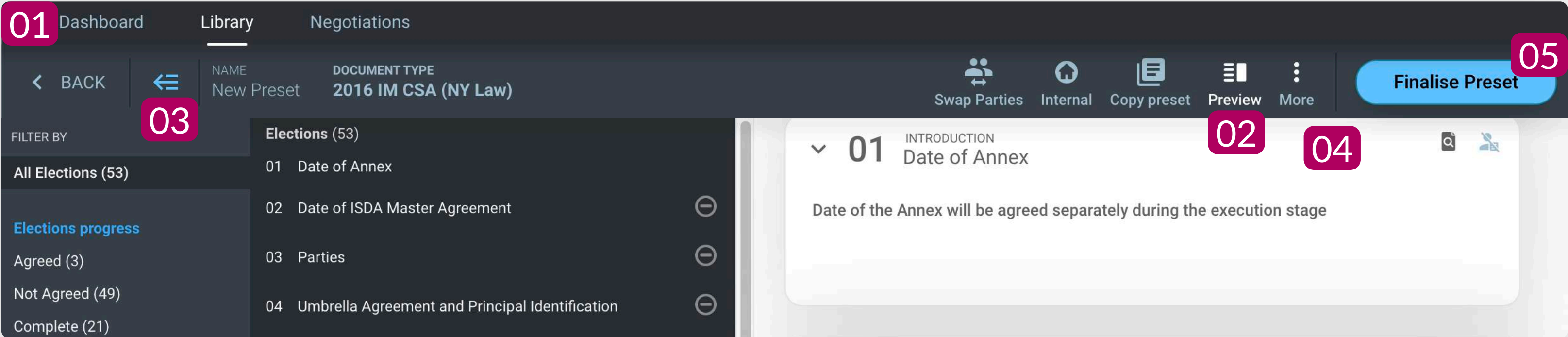


You can choose a preset or a Bespoke version of the document. A preset is a premade document with preselected populated elections.



01 To create a new preset, go to the preset library and select “Add New Preset” from the drop-down menu. You can choose the document type, enter the preset name and select “Create”. You are now at the election view.

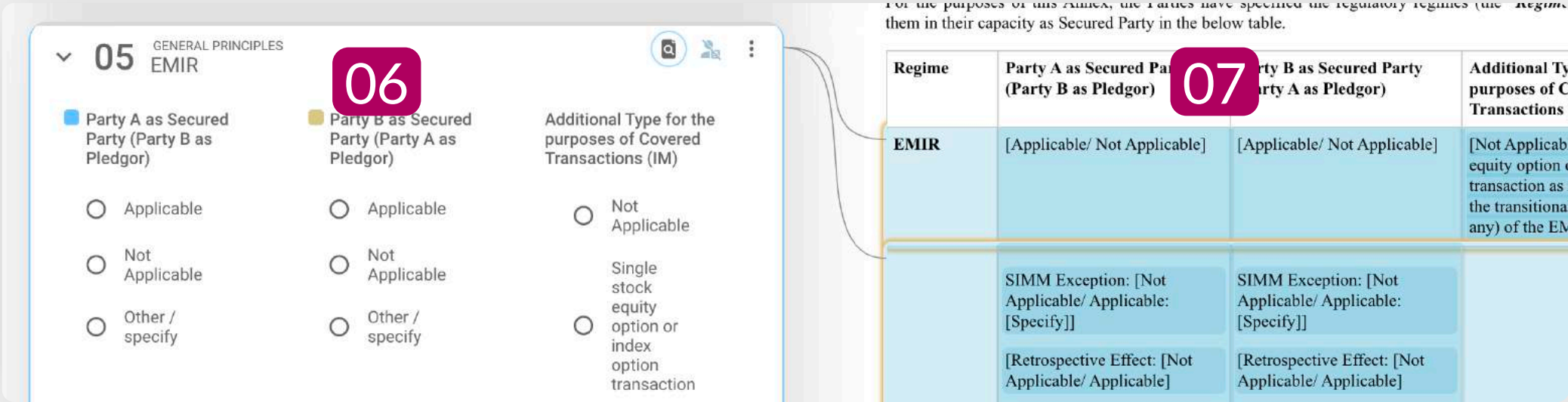
02 Select to view the election view on the left, with the document view on the right.



03 The navigation bar shows a list of all the election. You can track how much of the document is complete and agreed. A grey tick means that the election is complete but not yet agreed.

04 Clicking the header of each election will highlight the part of the document that is editable. Changes update in real time.

05 Click “Finalise preset” to lock any further edits being made. This makes the Preset available to use in an invitation. Not all elections need to be populated in the Preset stage.



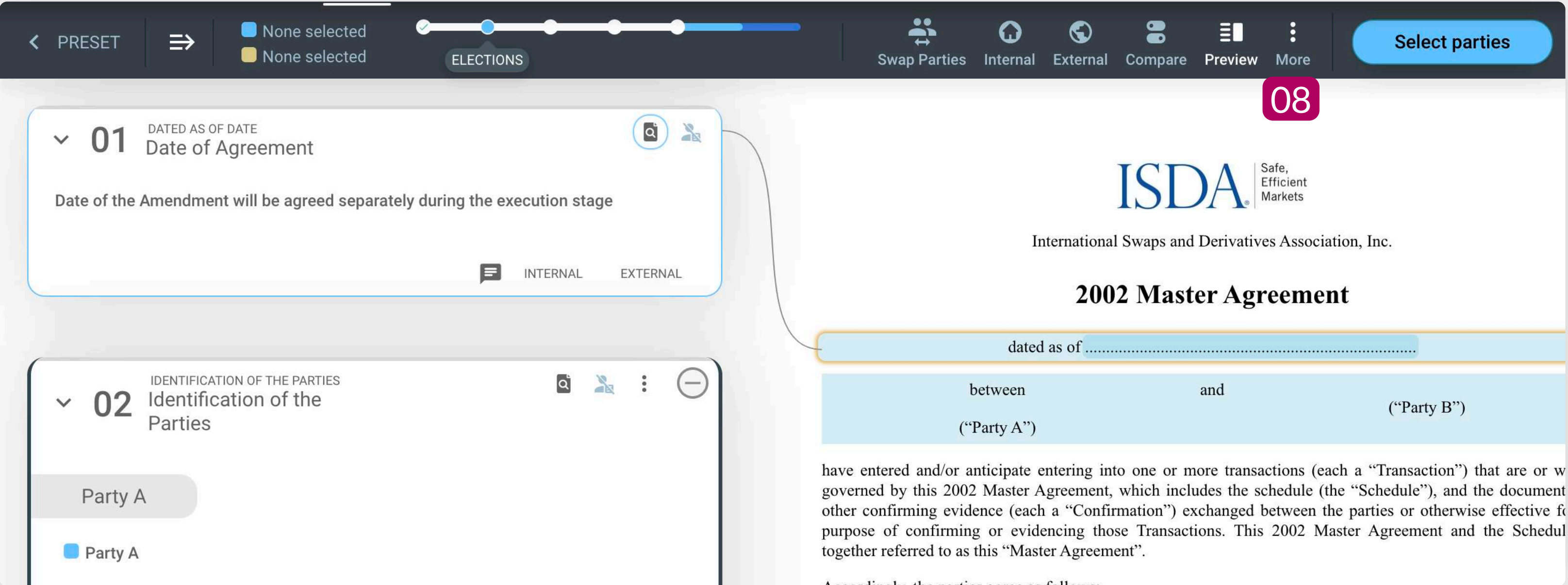
06 Election view – by selecting the header if each selection, you will be directed to the traditional preview.

07 Preview traditional view

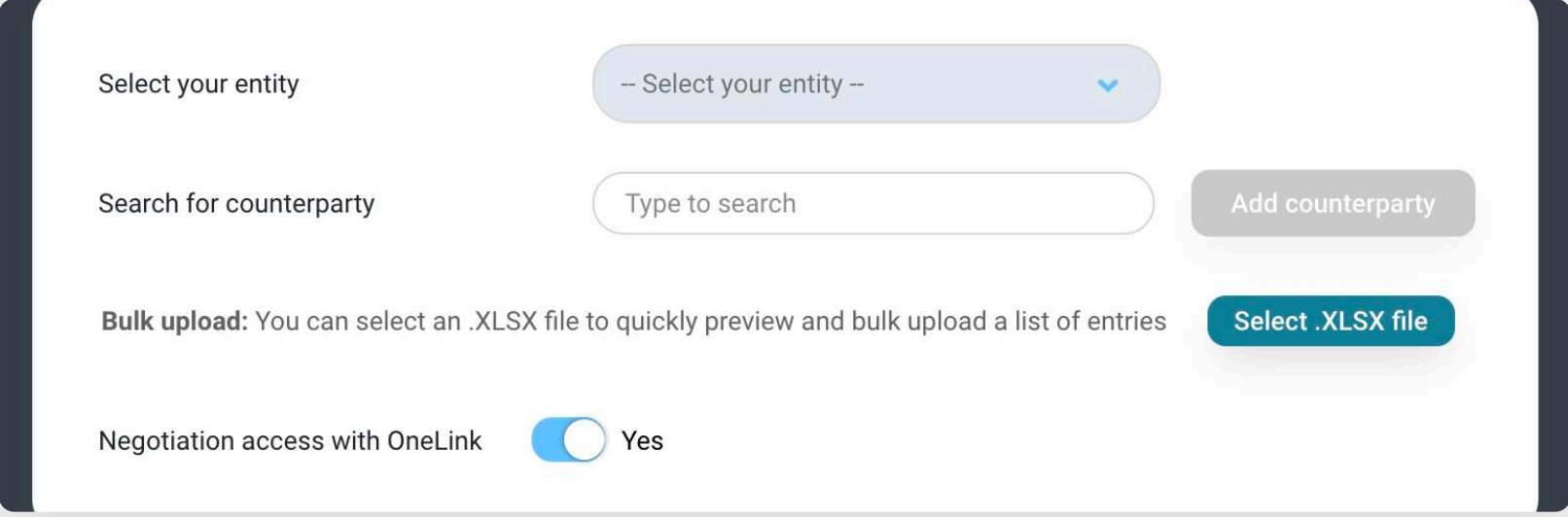
Invitation

Select “New invitation” on the negotiations screen or through a finalised preset.

08 Select “More” to download a Word or PDF copy of the document, create duplicate Presets and delete draft invitations.



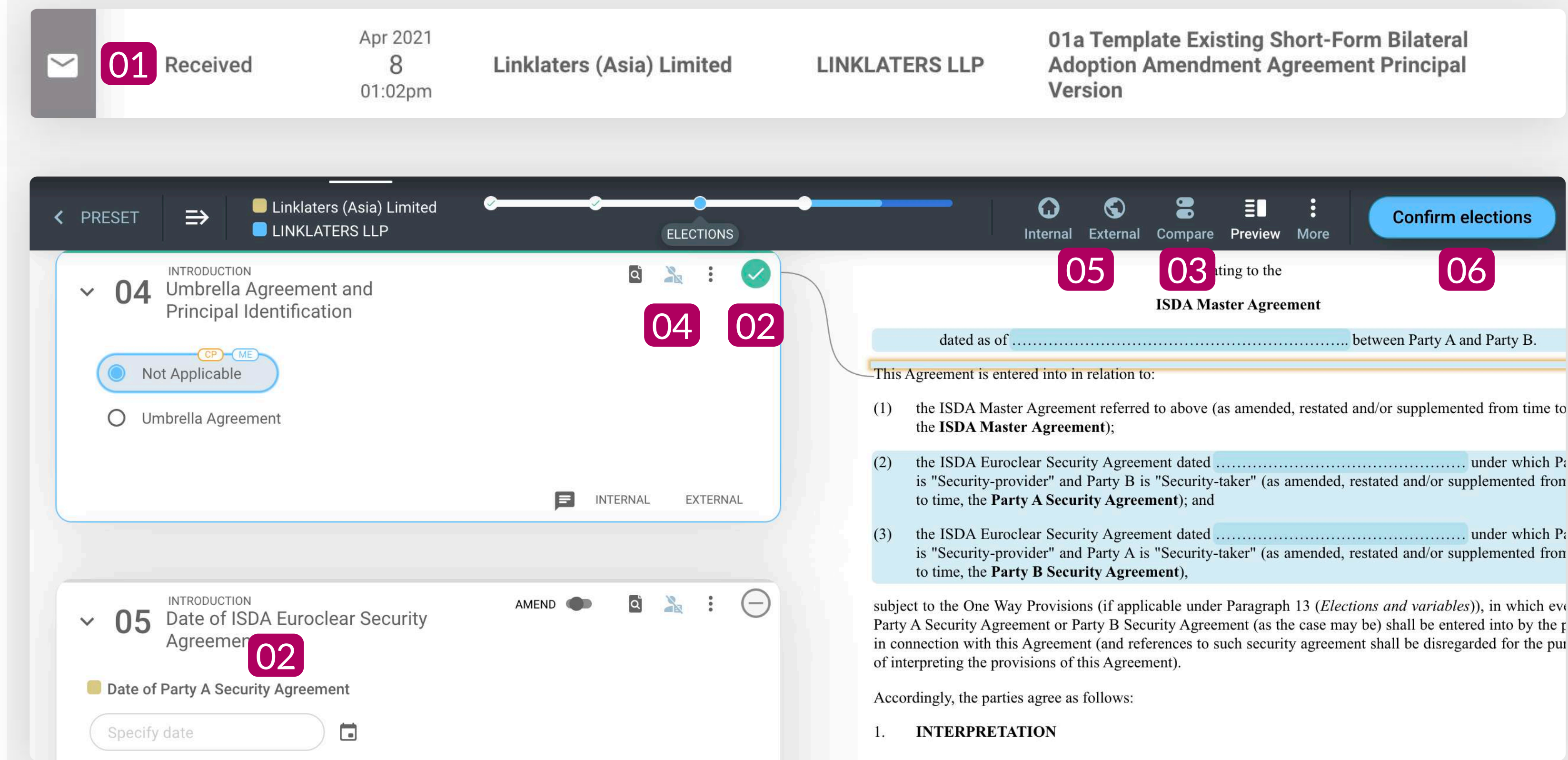
Once you have populated your elections, click on “Select parties”. Fill in your Entity, the Entity for your counterparty and their email. You can add multiple counterparties at once through bulk upload.



“Send” screen where you add the counterparty email. There is an option to bulk upload, add OneLink or add a DOCX form to the invitation. OneLink allows those without a registered account of CreateiQ access an invite and negotiate.



Negotiation



- 01

A received invitation can be seen in the Dashboard. Select the invitation and click "Unlock" to become the active user. Apply a Preset if one is saved. The Counterparty positions appear in orange
- 02

Elections will be highlighted in green if the elections match between parties.
- 03

Clicking the "Compare" button allows you to apply the Counterparty position across all elections in one click.
- 04

A Election Level Approval can be set at any point during a negotiation. Once selected, any changes to an Election choice will need to be Approved by the chosen person.
- 05

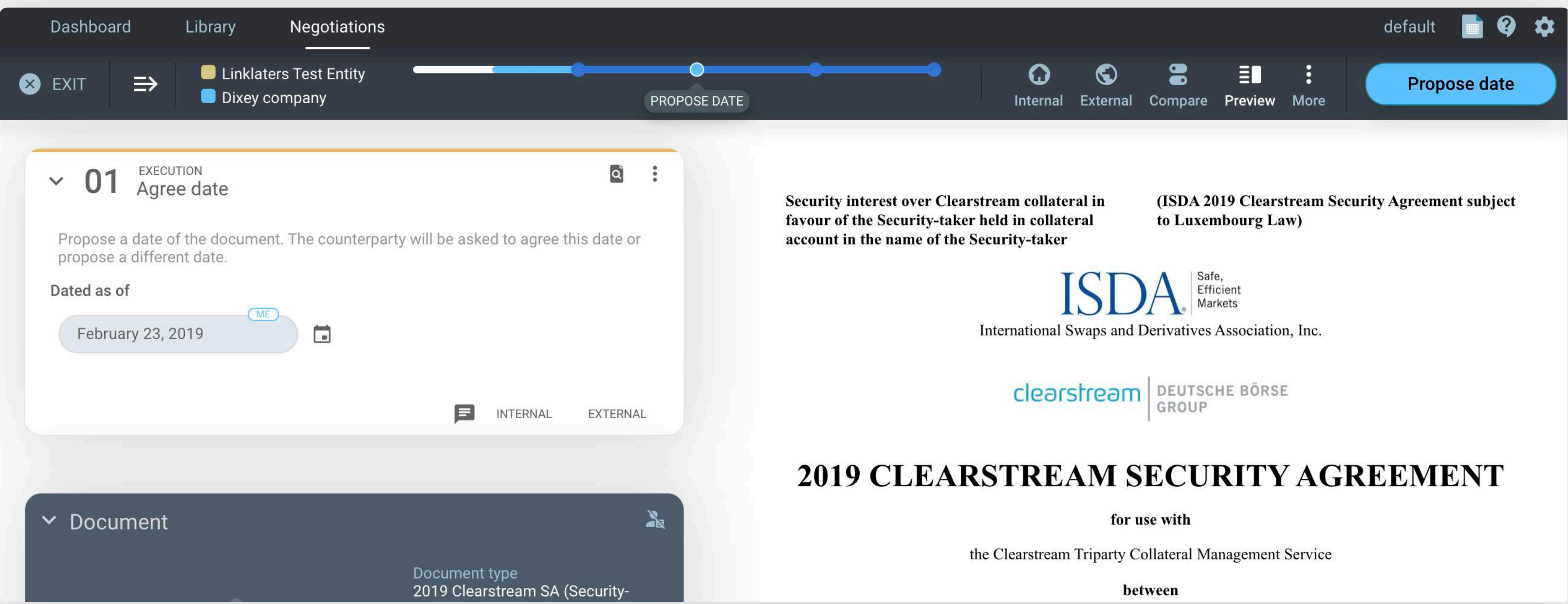
Click on the "Internal" and "External" buttons to insert internal (visible to users in your Account) and external (visible to your Counterparty) comments.
- 06

Click the “Confirm elections” and “Accept invite” buttons in the top-right to send the document back. This process continues until both parties have agreed to the same elections.

Execution

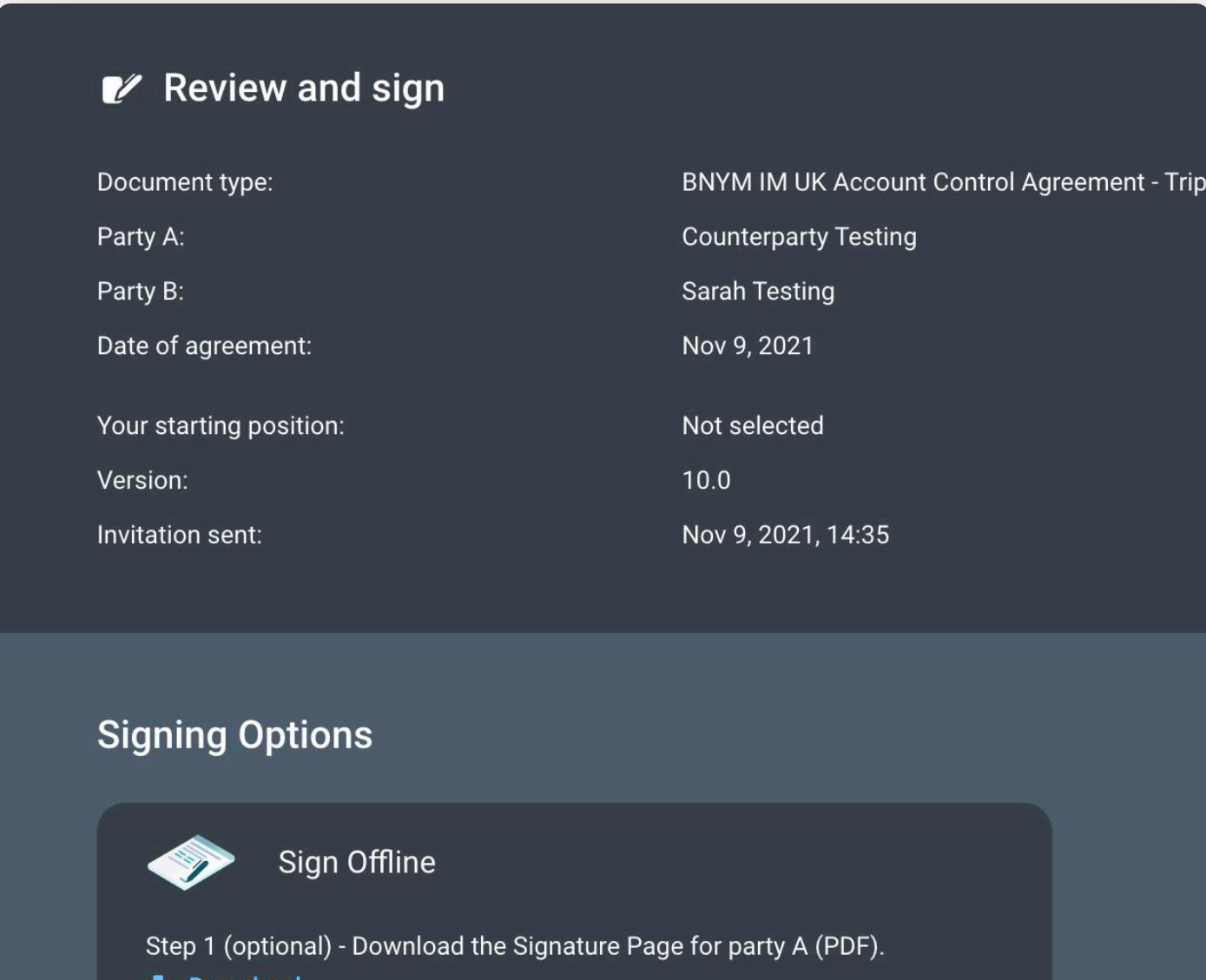
Once all the parties are in agreement, they must select "Confirm agreed form"

A date can be proposed and the counterparty can either accept or backline and suggest a new date.



Once a date is agreed, both parties can download their signature pages and the execution version of their document in the "Review and Sign" page.

Once the signed signature pages have been uploaded, please select "Continue to confirmation" and type "CONFIRM". This will unlock the Audit Trail and the Metadata JSON files.





Document type	Governing Law	Publisher
Subscription Agreement	Irish	CreateiQ
Mutual Confidentiality Agreement	As specified in the Agreement	CreateiQ
Account Control Agreement	New York	CreateiQ

In the **Library**, **Party A** can initiate a negotiation by selecting their desired document.

01

PRESET

None selected

None selected

ELECTIONS

Internal External Compare Preview More

Select parties

Document

Document type

Account Control Agreement

Governing law

New York

Year

2019

Initial position

Bespoke

Version: 0.1

INTERNAL

EXTERNAL

ACCOUNT CONTROL AGREEMENT

(the "Agreement")

dated as of

Between

("Pledgor")

("Secured Party")

and

("Custodian").

WHEREAS, Secured Party and Pledgor have entered into an ISDA Master Agreement dated as of (the "ISDA Master");

WHEREAS, pursuant to the ISDA Master, Secured Party and Pledgor have entered into a [Credit Support Deed/Credit Support Annex/Credit Transfer Annex/Other] (the "Collateral Agreement"), pursuant to which Pledgor has agreed to pledge to Secured Party the Collateral (as defined below), and to grant to Secured Party a first priority security interest in the assets and debt of each of itself and its

**Party A** can either select a Preset (a prepopulated template agreement that had been created earlier), or create a Bespoke negotiation (whereby they fill in elections from scratch).

02

ELECTIONS

Counterparty Testing

None selected

SELECT COUNTERPARTY

More

Confirm parties

Your entity

Counterparty Testing

Search for counterparty

Type to search

Add counterparty

Bulk upload: You can select an .XLSX file to quickly preview and bulk upload a list of entries

Select .XLSX file

Negotiation access with OneLink

Yes

Once **Party A** has inserted their initial position and answers into the elections, they can send out the invitation by clicking "Select parties" and filling in the entity of **Party B** in "Search for counterparty". If **Party B** does not have a CreateiQ account, the "OneLink" toggle will allow that recipient to access and negotiate on the platform via a unique email link.

03

Received

Jun 2021

24

04:12pm

EXIT

Linklaters (Asia) Limited

LINKLATERS LLP

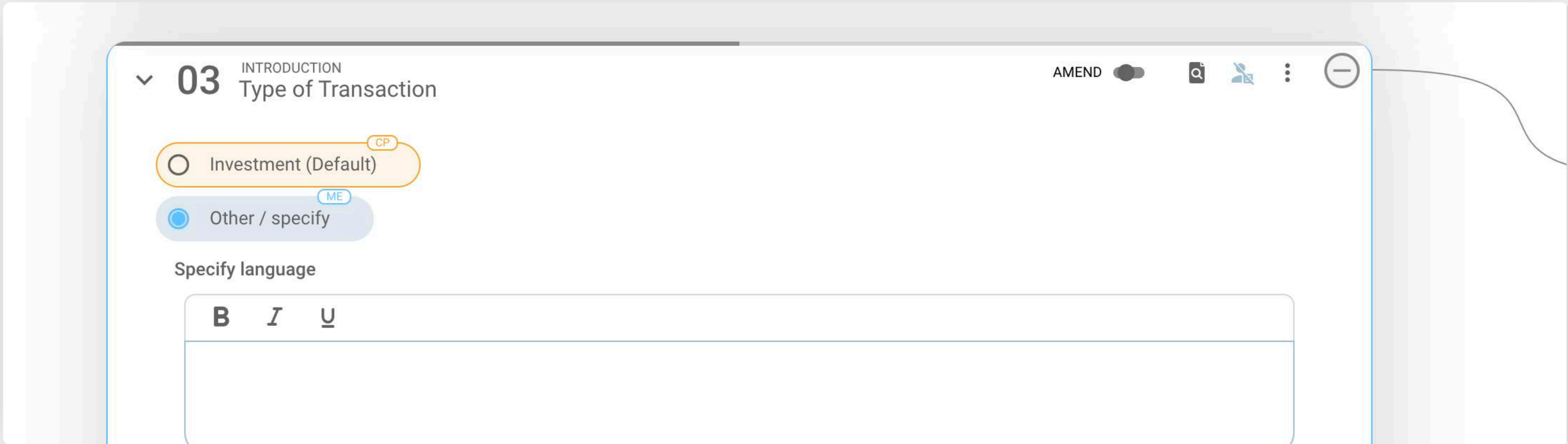
Locked for editing

Unlock

Once **Party A** has selected their counterparty in the "Select parties" screen, **Party B** will see a "Recieved" invitation in their **Dashboard**.

04





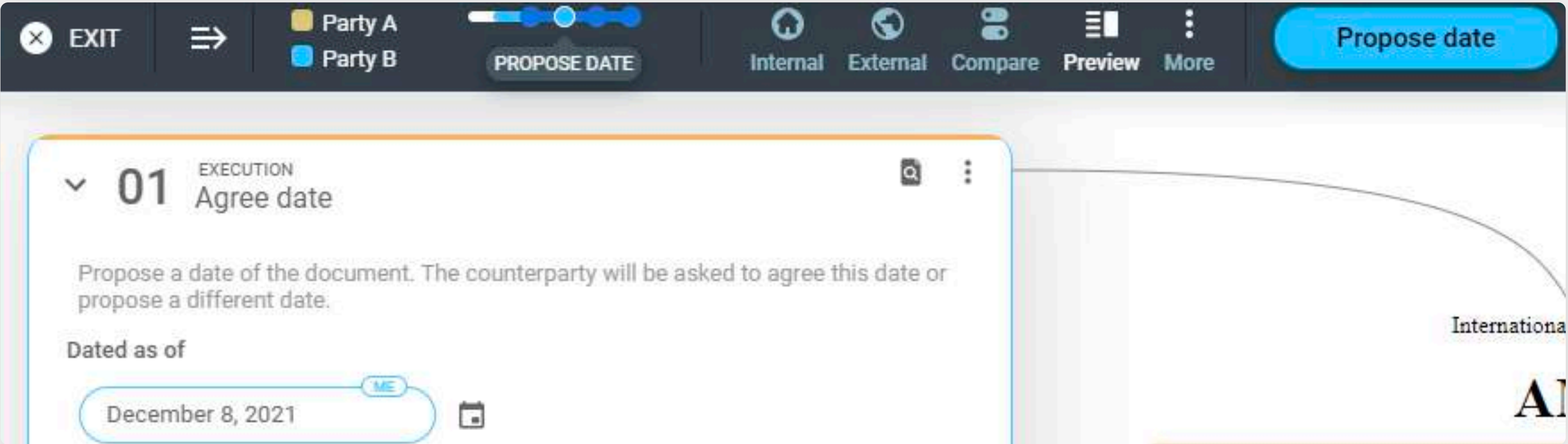
Both **Party A** and **Party B** can see their Counterparty's position in orange, and as identified by the "CP" label.

05



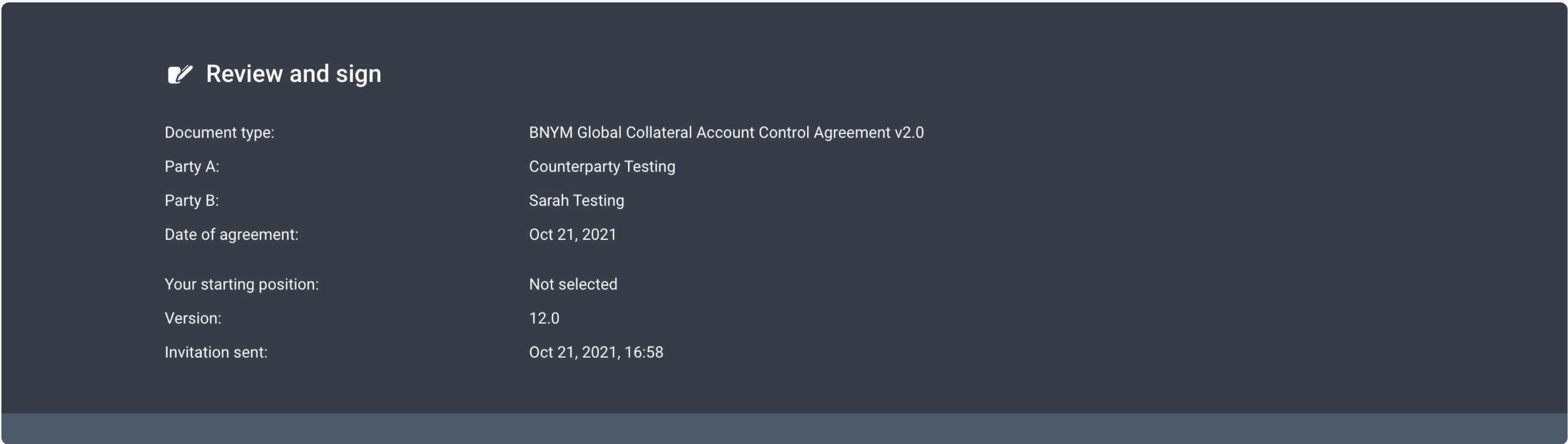
**Party B** can review elections using the **Navigation Panel** and send it back to **Party A** by pressing "Accept invitation" and "Confirm elections". This back and forth negotiation will continue untill all elections are agreed.

06



Once **Party A** and **Party B** have agreed all elections and both clicked "Confirm agreed form", either Party can click "Propose date" and suggest an execution date. The other Party must then agree to that suggested date.

07



After a date is agreed, parties can enter the final "Review and sign" phase. Each Party can download an Execution version of the agreement, as well as their individual signature pages. Once both Parties have reuploaded their signature pages, CreateiQ automatically compiles signature pages, and provides a "Executed" version which can be downloaded at any time. If both parties are happy with the execution process, either can click and "Confirm" execution. Congratulations, the negotiation is now complete.

08

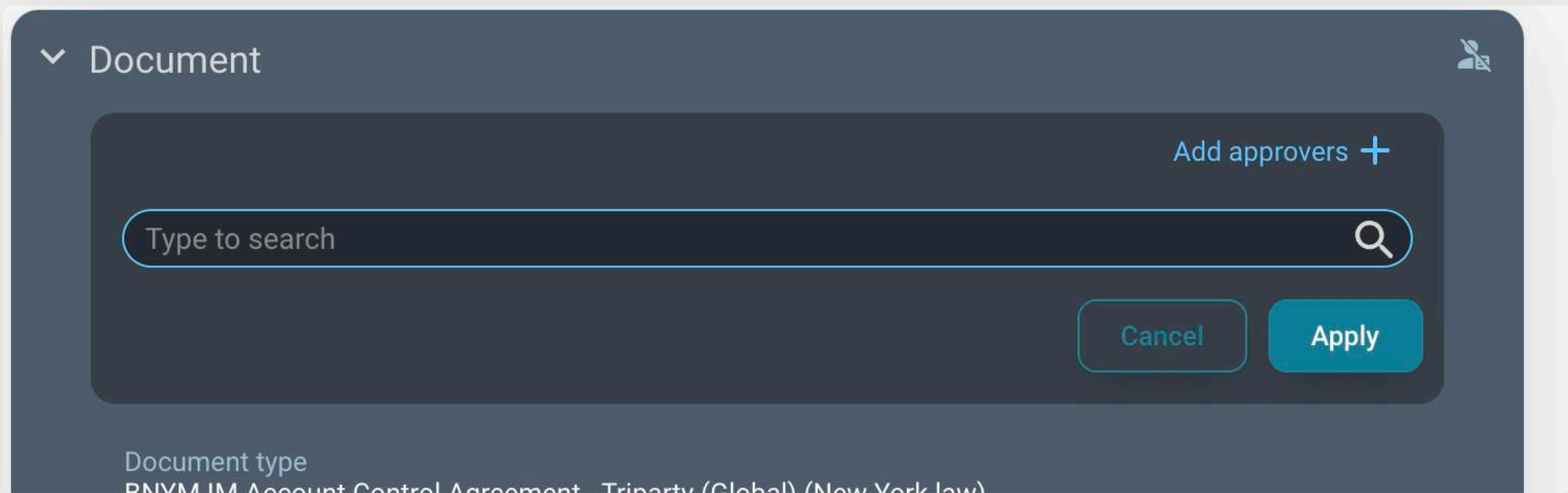


Approvals

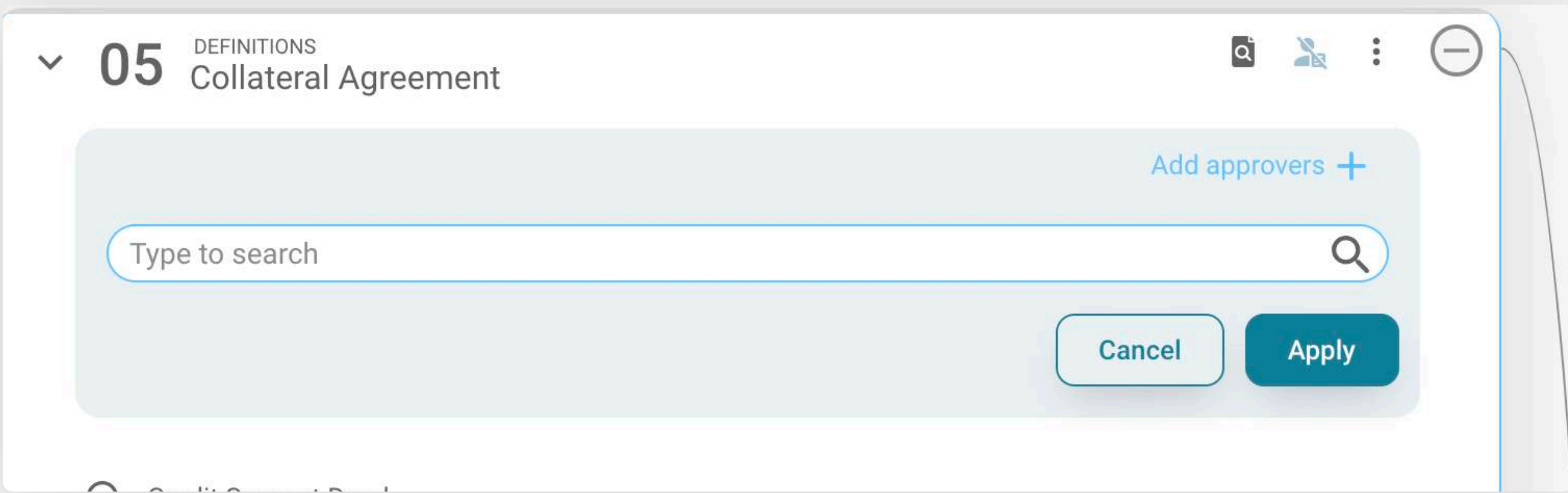
Users that have a Manager or Super Manager role can set approvers when creating a preset or at any stage before a document is agreed between parties. You may add more than one approver.

Through the election view, you can enter a document-level approval. This is triggered when the document is in agreed form but just before execution.

You can also add election level approval. These are triggered if an election changes from the preset election.



An approver can view their required approvals on their approvals dashboard. The analytical table will have documents with "Approval required" or "Election Approval required". Select the negotiation you wish to approve and click on the "Internal" icon at the top right of the election view. This opens a panel with all the elections requiring approval. You may approve or reject and leave a comment.



Negotiating with Users who don't have an account

If any counterparties are not on the platform, then you can conduct **Offline negotiations** or use **OneLink**.

OneLink - OneLink allows those without a registered account on CreateiQ access an invite and negotiate. The "OneLink" tool allows a normal CreateiQ negotiation to take place via email links, rather than through logging into setup accounts. Your recipients will recieve a simple clickable link in their email, which will take them to the same election editing page as you would use. From here their user experience is identical to any CreateiQ user. They are able to amend elections, make comments, and send back to you for review.

To send OneLink to a counterparty - after you "Select parties", switch on the OneLink toggle. Then send the invite out.



**Offline negotiations** - You can mark a negotiation as "Offline" in the "Select Parties" screen. This allows you to negotiate offline, and document a finished agreement on the Platform by yourself. On the summary page click the "Mark as offline" button to confirm as normal. At this point you will complete the offline execution for both parties - complete all elections, click "Mark as final", you can set the execution date and confirm offline execution.

Settings page continued

- Account** - All the different domains (email accounts) under the client main account are listed.
- Advisors** – Through the Settings page, click on “Advisors”. An Administrator or Super Manager can click on “Add new advisor”; enter the advisor detail and send the request. External advisors to negotiate on your behalf. They have access to all the sub-accounts they have been assigned to.
- Subscriptions** – On the right hand side, you can see how many times you have used the document. A document can be chargeable if used to either negotiate or downloading a unlocked document.
- Notifications** - This is bespoke per user and you can decide to switch them on or off.
- SSO** - Only Administrators and Super Managers may configure Single Sign-on. This negates needing to set up a password and is bespoke to the client.
- Audit and Access Log** – Download per subaccount, whole account, year or month. This includes all negotiations and each action that has been taken, who completed the action and more.
- API's** - Data from CreateiQ can be sent via a JSON file to internal client systems.
- Negotiation Data** – Download a report for all completed negotiations or a report for the status of negotiations within a subaccount