



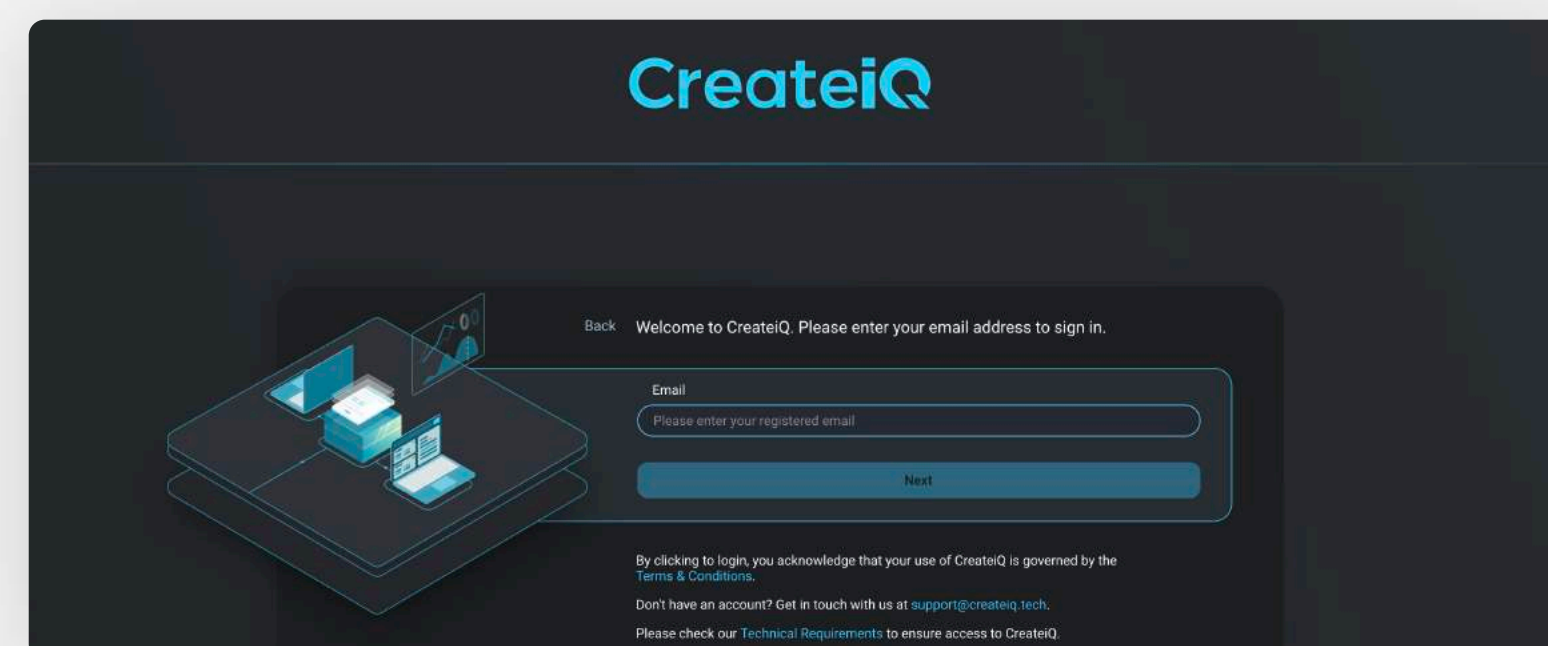
Powered by **CreateIQ**

# Quick Guide

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# Getting Started



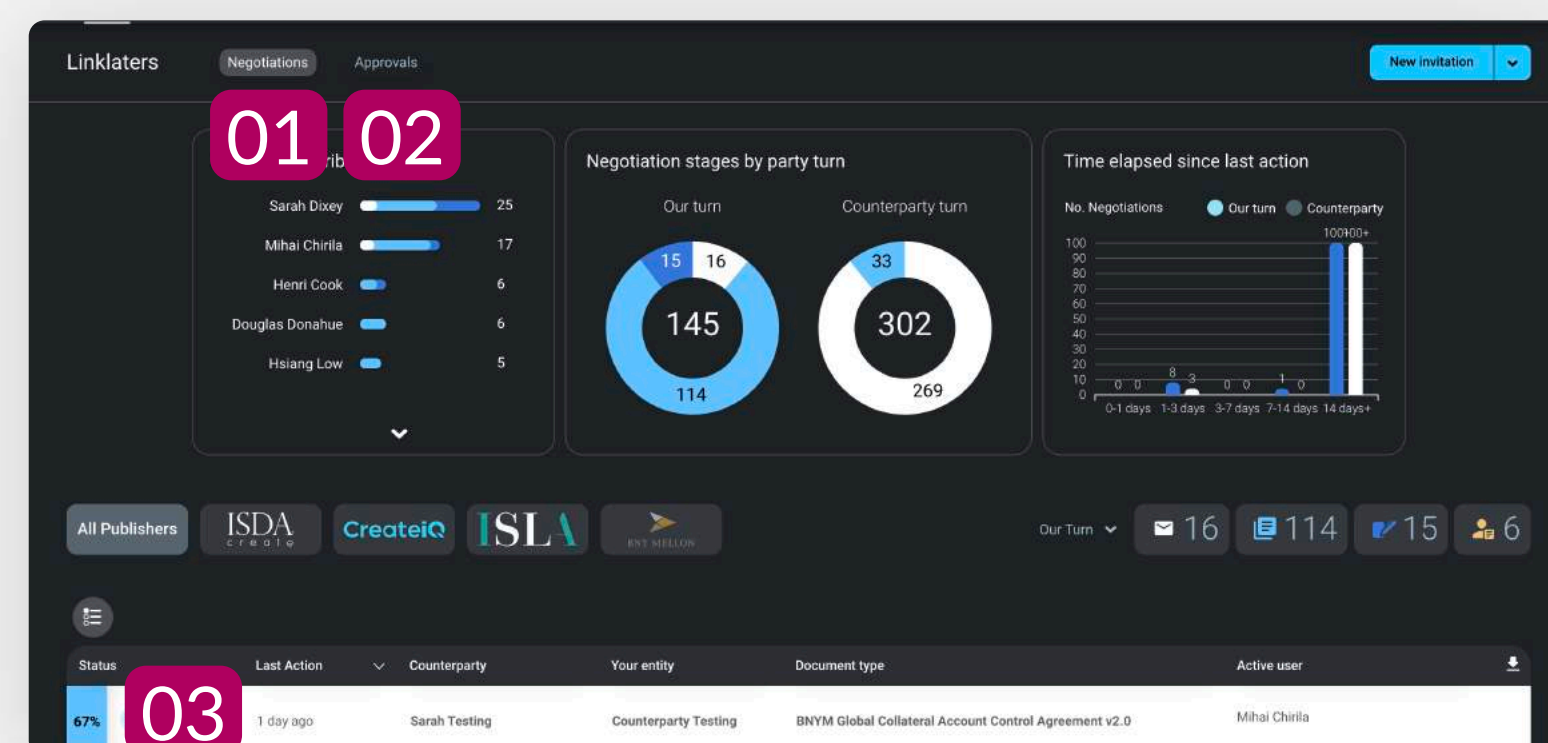
## Logging in

Use <https://www.isdacreate.org/login> 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

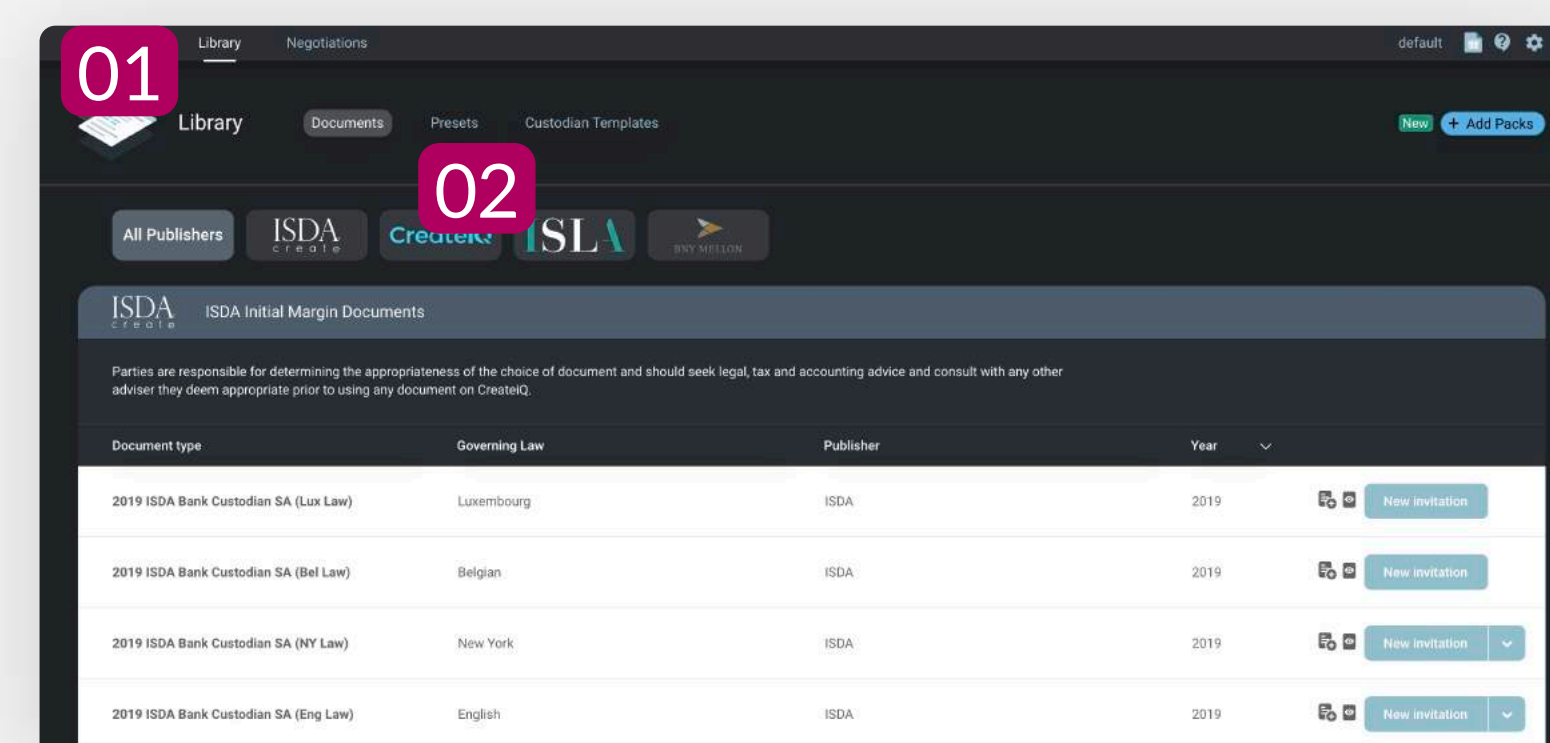
The Dashboard provides an analytical view and summary of the negotiations in your sub-account.



- 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

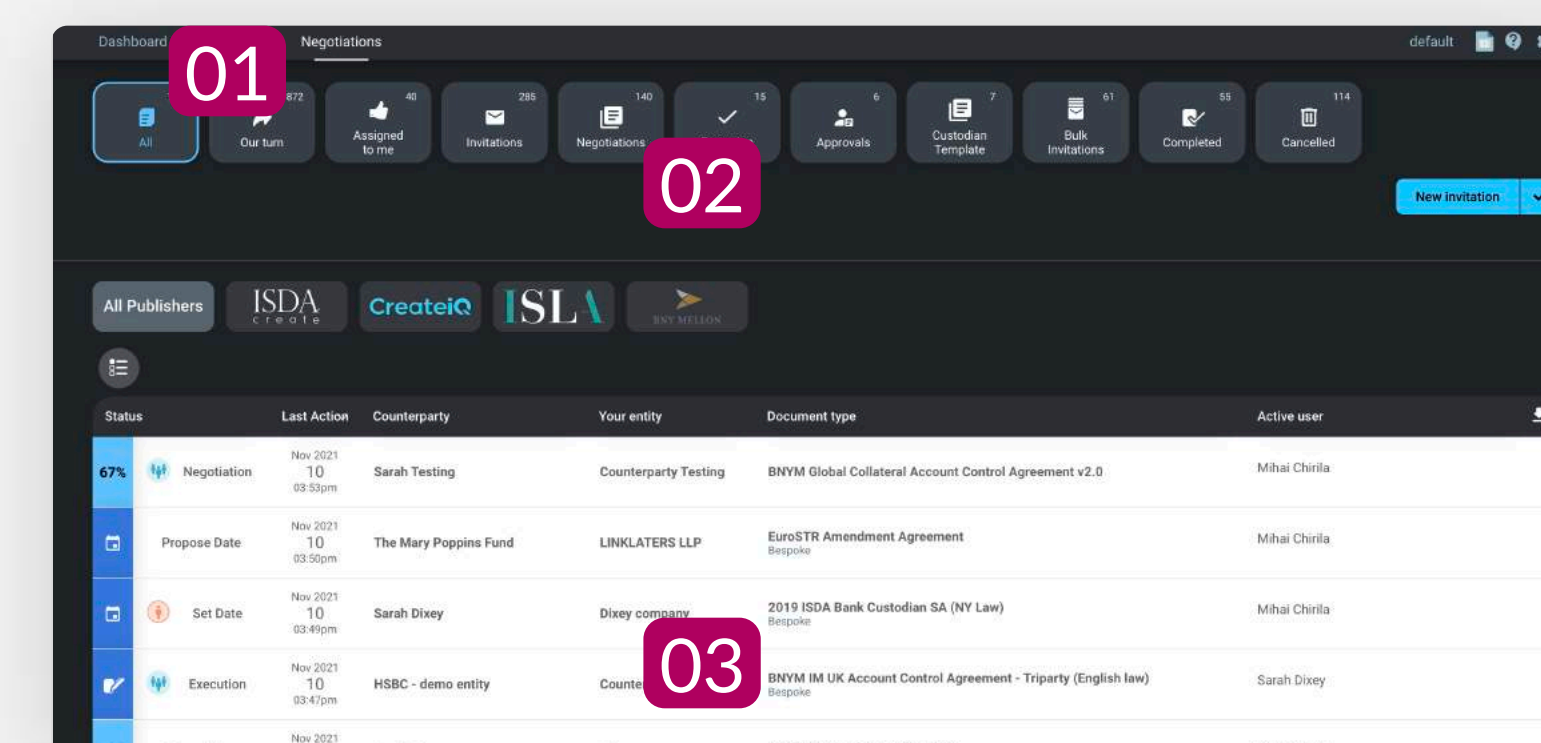
- 01 The Library is the hub of all documents available to your Account.



- 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

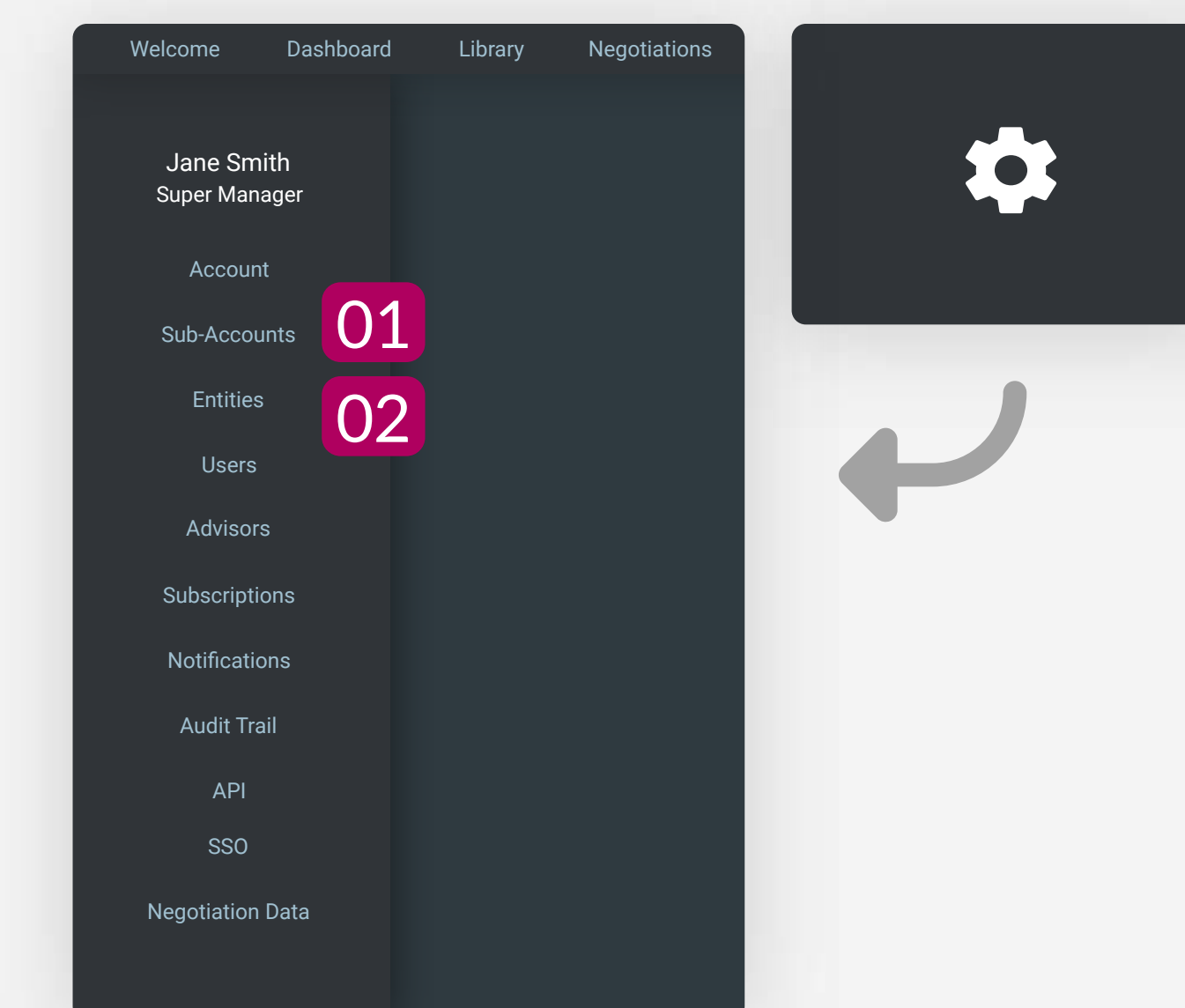
- 01 The Negotiations Dashboard provides a breakdown of all negotiating activity on your account.



- 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

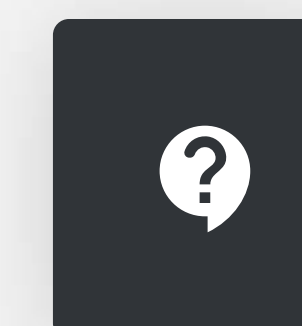
This is also where any **Custodian Templates** are stored. See page 6 for more on Custodian Templates.

## 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



# Your Account



## Sub accounts:

- Sub-accounts are the building blocks of each Account, and each acts as a “silo” of different:
  - Users ;
  - Entities; and
  - Negotiations
- This segregation is useful to create information barriers, and so a sub-account can be used to differentiate divisions, departments or regions e.g. LL UK Branch vs LL NY Branch.
- To create a new sub-account, in Settings click on “New Sub-Account”, type in the sub- account name and click on “Create Sub- Account”

## Entities:

- As with any contract, each negotiation takes place between Entities, e.g. LL London Co and LL NY Co
- On CreateiQ, each Entity sits within a sub-account.
- This means that any negotiation to or from an Entity will be stored, and only accessible from, it's sub-account.
- Because of this, an Entity can only exist in one sub account at a time (i.e. LL London Co cannot exist in both Sub-account 1 and Sub- account 2).
- To create a new Entity and assign it to a sub-account, in Settings click on “Add a new entity” and type in the entity name.

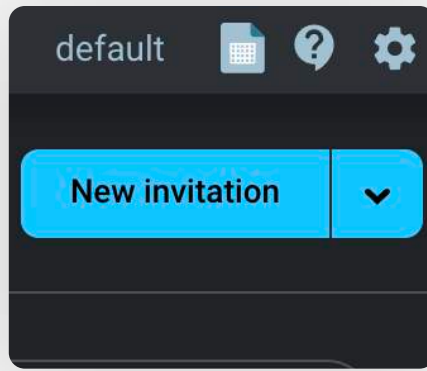
## Users:

- Users on an Account are assigned different User Roles:
  - Super Managers – The highest-level permissions that can perform all roles, and access to all sub-accounts (e.g. John Smith)
  - Managers – Managers can create, manage and approve negotiations. Account visibility is limited however, and they need to be "permissioned" to specific sub-accounts (e.g. Jane Doe). Managers do not have Administrator rights.
  - Administrators – These are users that can control technical settings such as APIs, Single Sign –on (SSO), sub-account management, user management and entity management. They are typically users from an organisation's IT or technology support function. They do not have access to any negotiation data.
  - Other roles – Editors, Approvers and Read Only Managers. See the full User Guide on the CreateiQ Help page for more information.

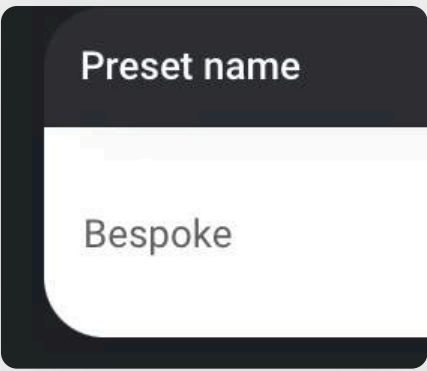
A bilateral workflow is a negotiation between two parties. To start negotiating go to the subaccount picker at the top right and select the subaccount you wish to negotiate from.

## Creation

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

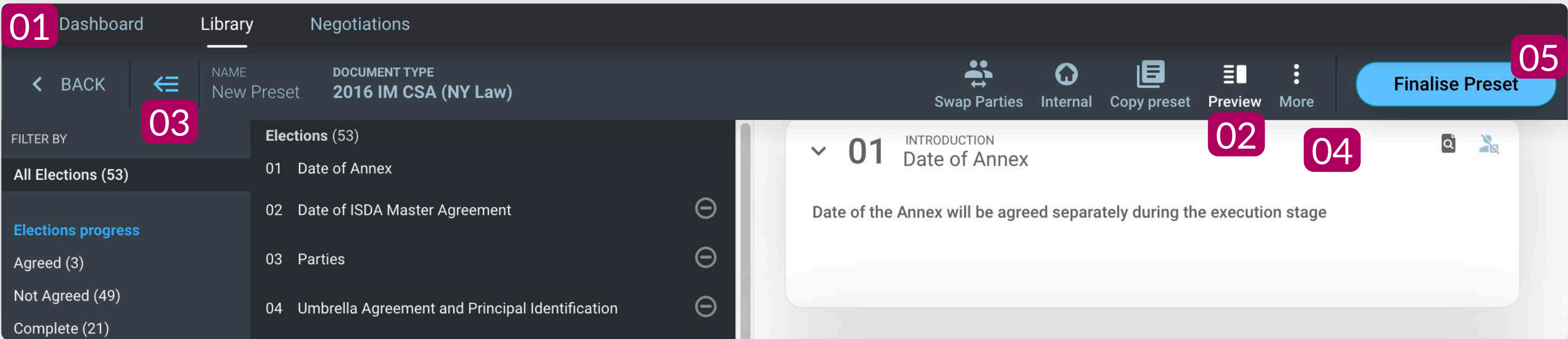


You can choose a preset or a Bespoke version of the document. A preset is a premade document with preselected populated elections.



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.



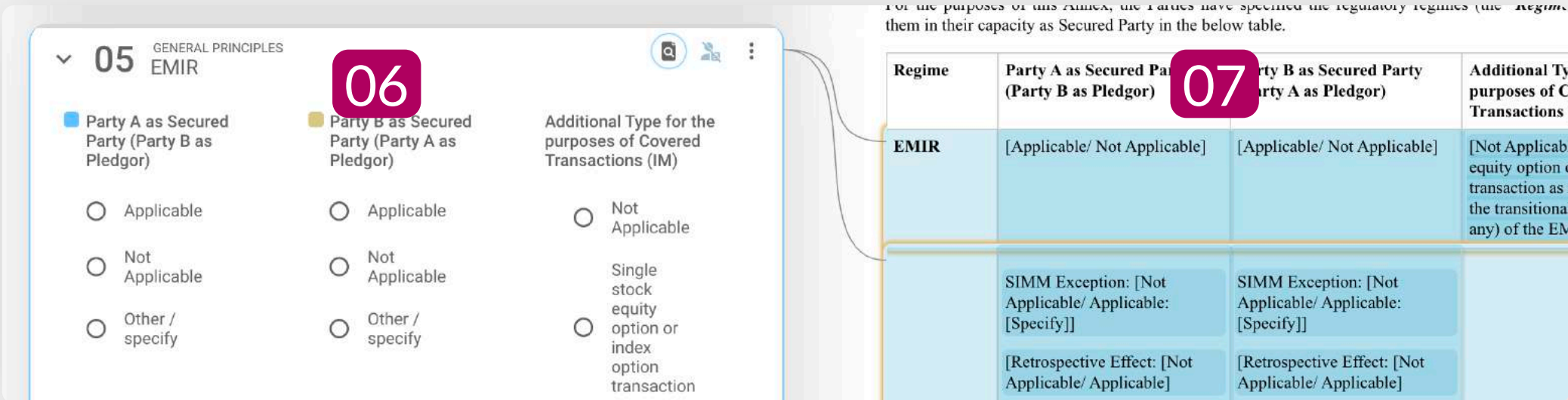
03 The navigation bar shows a list of all the election. You can track how much of the document is complete and agreed. A grey tick means that the election is complete but not yet agreed.

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.

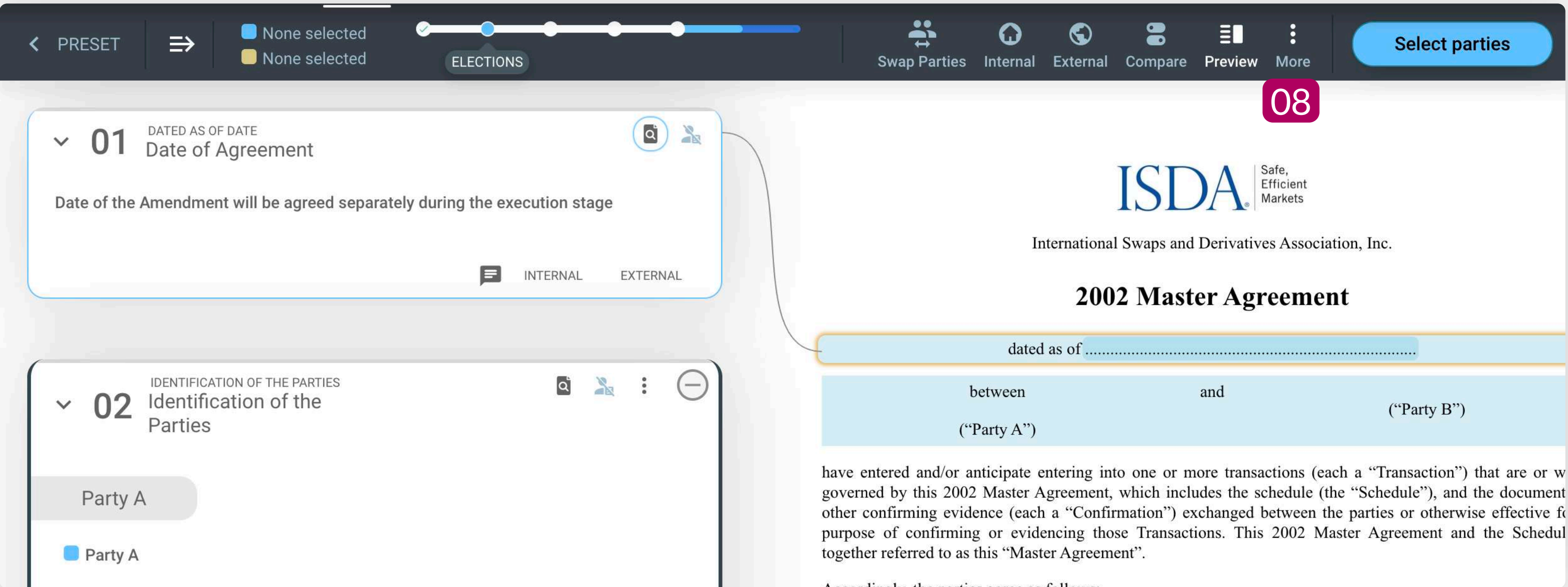
07 Preview traditional view



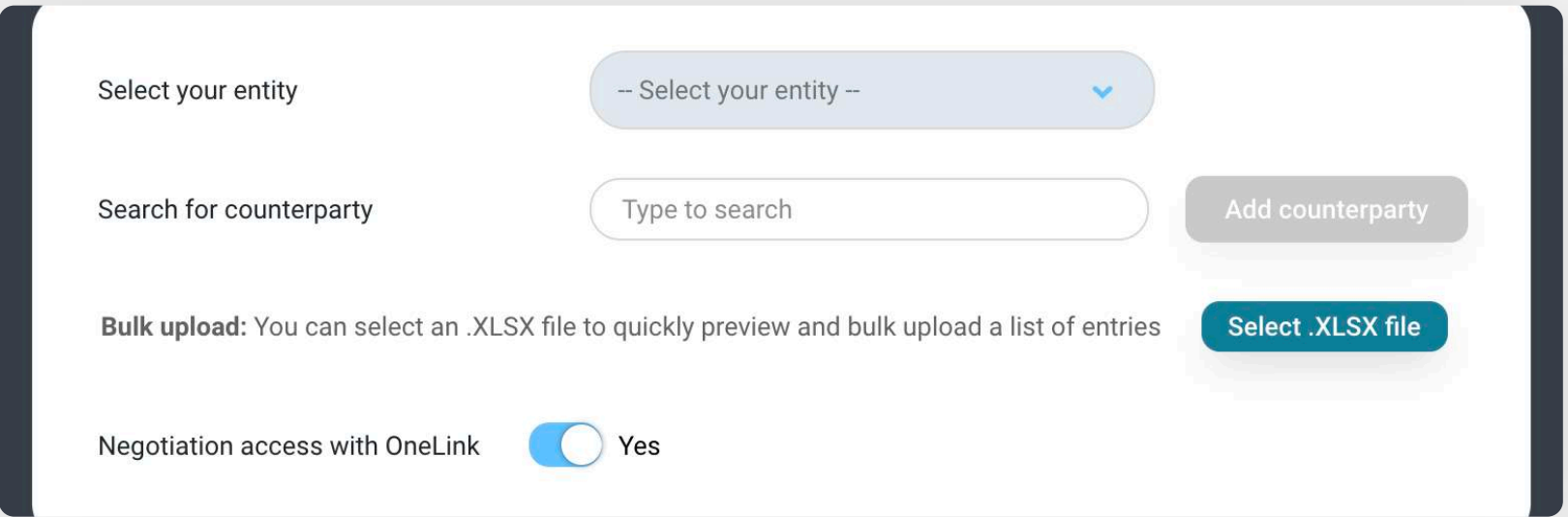
## Invitation

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.

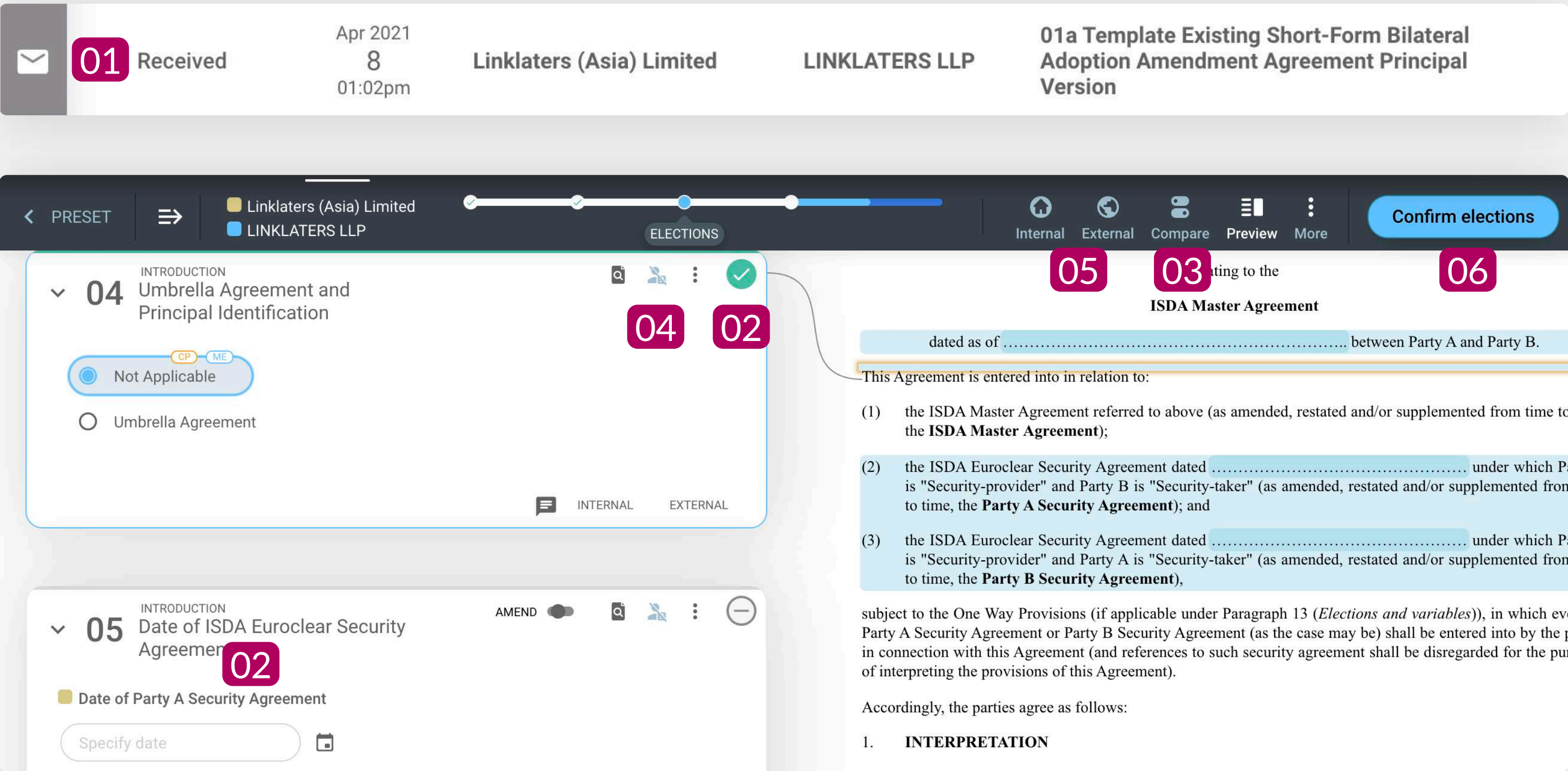


Once you have populated your elections, click on “Select parties”. Fill in your Entity, the Entity for your counterparty and their email. You can add multiple counterparties at once through bulk upload.



“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

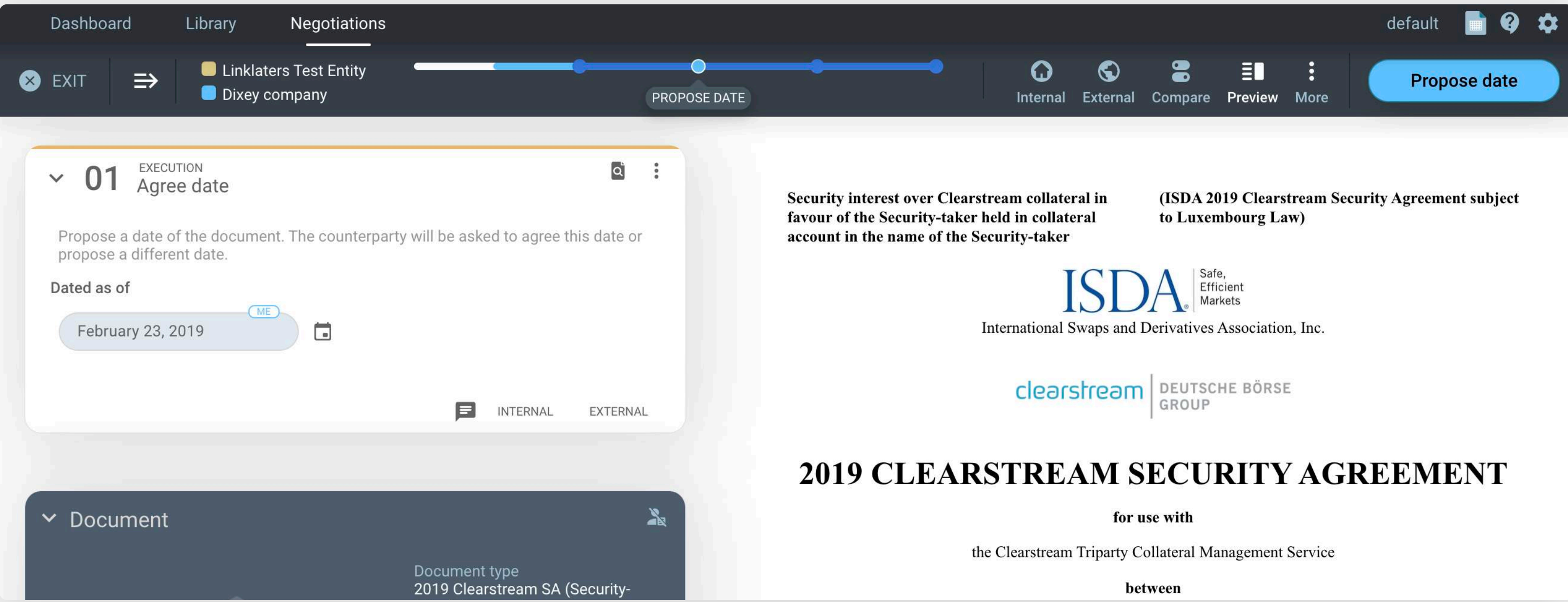
Click on the "Internal" and "External" buttons to insert internal (visible to users in your Account) and external (visible to your Counterparty) comments.
- 06

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

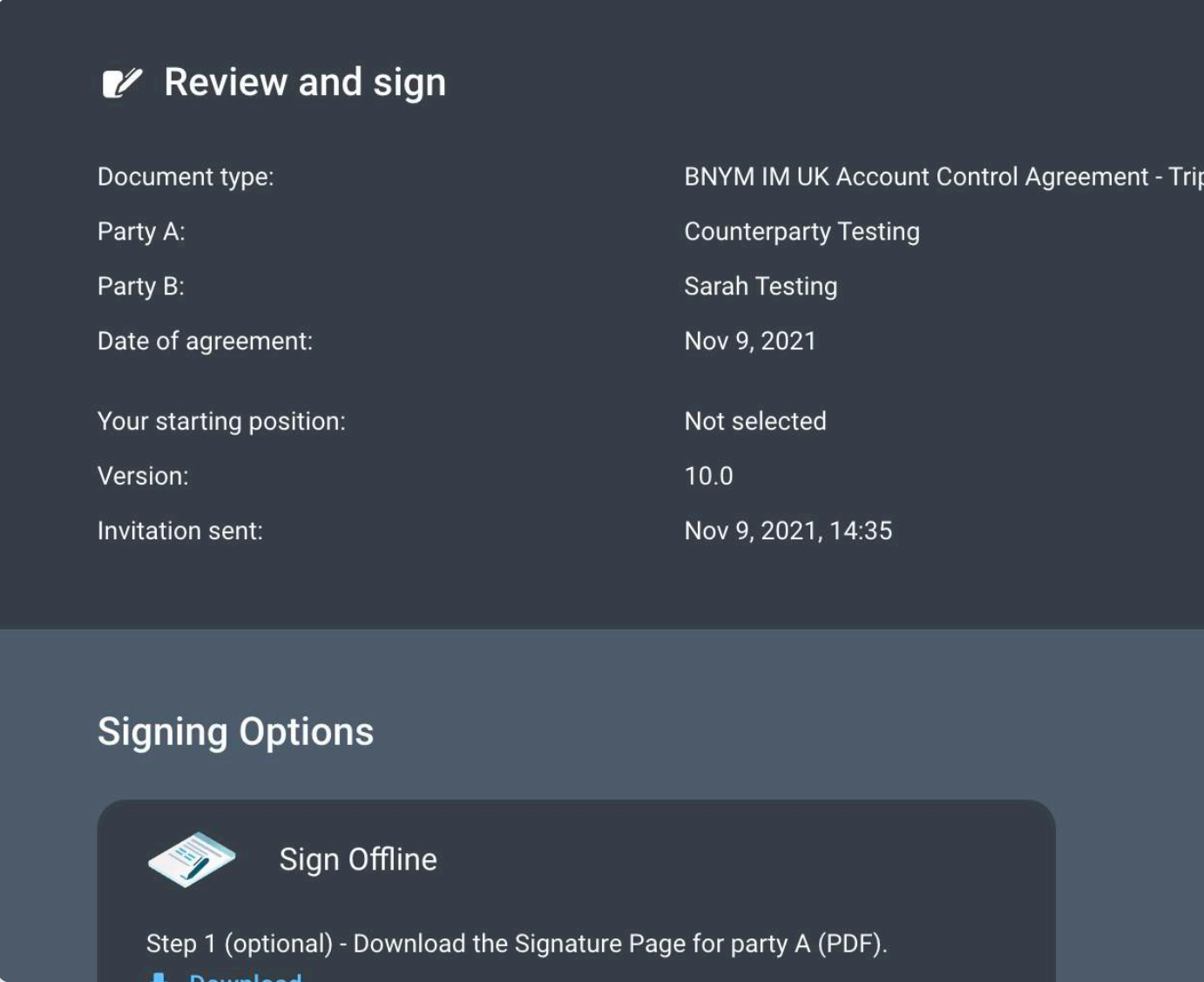
Once all the parties are in agreement, they must select "Confirm agreed form"

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

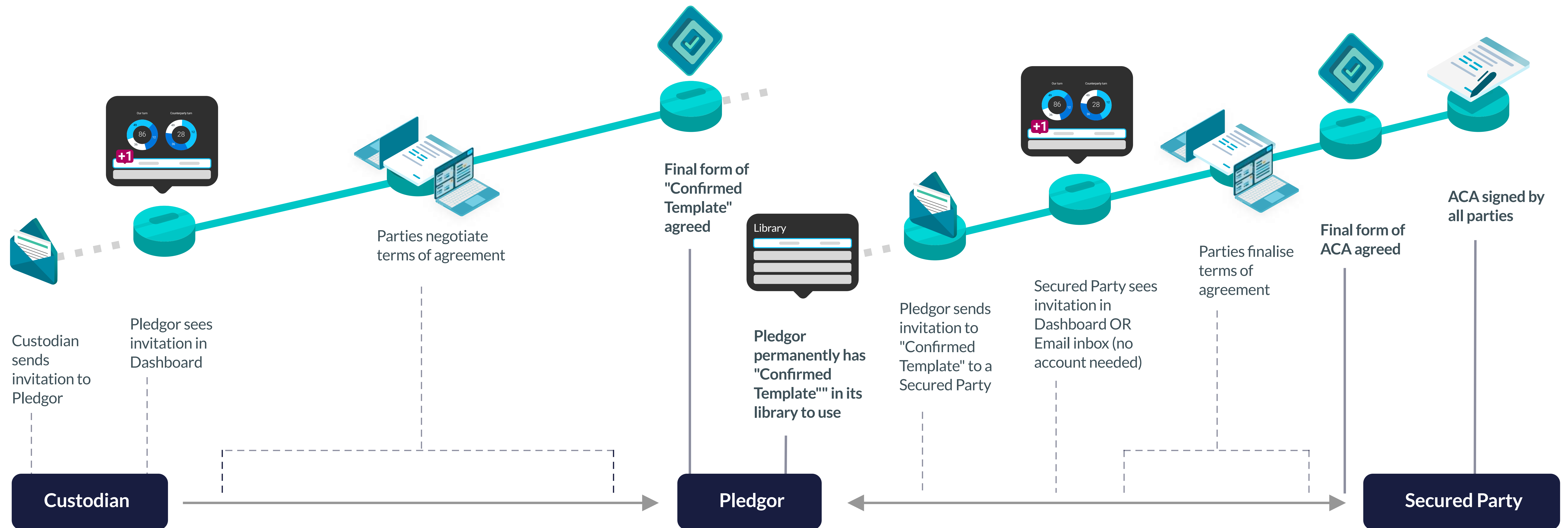


Once a date is agreed, both parties can download their signature pages and the execution version of their document in the "Review and Sign" page.

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.



# Custodian Flow - Overview



Phase 1

Phase 2

# Custodian Flow - Phase 1 - Custodian & Pledgor

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

Through the Library, the Custodian can select a **Tripartite** document.

01

Document

Document type: Account Control Agreement

Governing law: New York

Year: 2019

Initial position: Bespoke

Version: 0.1

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 continuing security interest in, lien on, and right of set-off against the Pledgor, the Account (as defined below) in order to secure certain of Pledgor's obligations to Secured Party;

WHEREAS, Secured Party and Pledgor have requested Custodian to hold the Collateral and to perform certain other functions as more fully described in this Agreement; and

WHEREAS, Custodian has agreed to act on behalf of Secured Party and Pledgor in respect of Collateral delivered to Custodian by Pledgor for the benefit of Secured Party, subject to the terms hereof;

NOW THEREFORE, in consideration of the mutual promises set forth hereafter, the parties hereto agree as follows:

Section 1. DEFINITIONS

A Custodian can either select Bespoke or preset, and fill in the elections accordingly.

02

Received

Jun 2021  
24  
04:12pm

As Pledgor, you will see a "Received" invitation in the dashboard.

EXIT

Linklaters (Asia) Limited

LINKLATERS LLP

RECEIVED

Locked for editing

Unlock

Select the invitation and click "Unlock" to become the active user.  
The Pledgor must select Bespoke or a preset.

03

03 INTRODUCTION

Type of Transaction

☐ Investment (Default)

☒ Other / specify

Specify language

B I U

A Pledgor can see the Custodian's positions in orange.

04

Document

Document type: Confidentiality Agreement

Document name: Form of Confidentiality Agreement - Mutual

Governing law: As specified in the Agreement

Year: 2019

Initial position: Bespoke

Version: 1.2

MUTUAL CONFIDENTIALITY AGREEMENT

Between \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_

\_\_\_\_\_ ("Party A", and each a "Party")

\_\_\_\_\_ ("Party B", and each a "Party")

In connection with the consideration of a possible investment (the "Transaction") by and between the Parties, a Party may have been or may be provided with access to certain Confidential Information of the other Party and the Parties agree as follows:

(1) **Confidential Information.** For the purposes of this Mutual Confidentiality Agreement (this "Agreement"), "Confidential Information" shall mean all information, whether in oral, written or other form that is disclosed by:

(a) one Party or its affiliates ("Discloser") or their respective Representatives, to

(b) the other Party or its affiliates ("Recipient") or their respective Representatives,

whether on, before or after the date of this Agreement, in connection with the Transaction. For the purposes of this Agreement, "Representative" shall be taken to mean collectively the officers, directors, advisors, employees, or agents of a Party or its affiliates.

This includes without limitation:

(a) business plans, capitalization tables, budgets, and financial statements; costs, prices, and marketing plans;

(b) contracts and licenses;

(c) identifying, customer, supplier, shareholder, partner or service lists;

(d) technology, know-how, business processes, trade secrets and business models; notes, sketches, flow charts, diagrams, blueprints, and documents thereof;

(e) source code, object code, graphical design, user interfaces and other intellectual property, including that of any customer, supplier or other third party;

(f) other letter, letter of intent, memorandum of understanding and other transaction documents (whether

A Pledgor can review elections using the navigation panel and send it back to the Custodian by pressing "Confirm elections" and "Accept invitation". Continue the negotiation process till 100%.

05

Template agreed

Document type: BNYM IM UK Account

Custodian: Dixey company

Party B: Sarah Dixey

Your starting position: Bespoke

Version: 3.0

Invitation sent: Nov 9, 2021, 15:36

The Custodian and Pledgor can "Confirm agreed form". This will create an agreed template that can be sent to the Secured Party. A new workflow between the Pledgor and its Secured Party can be initiated.

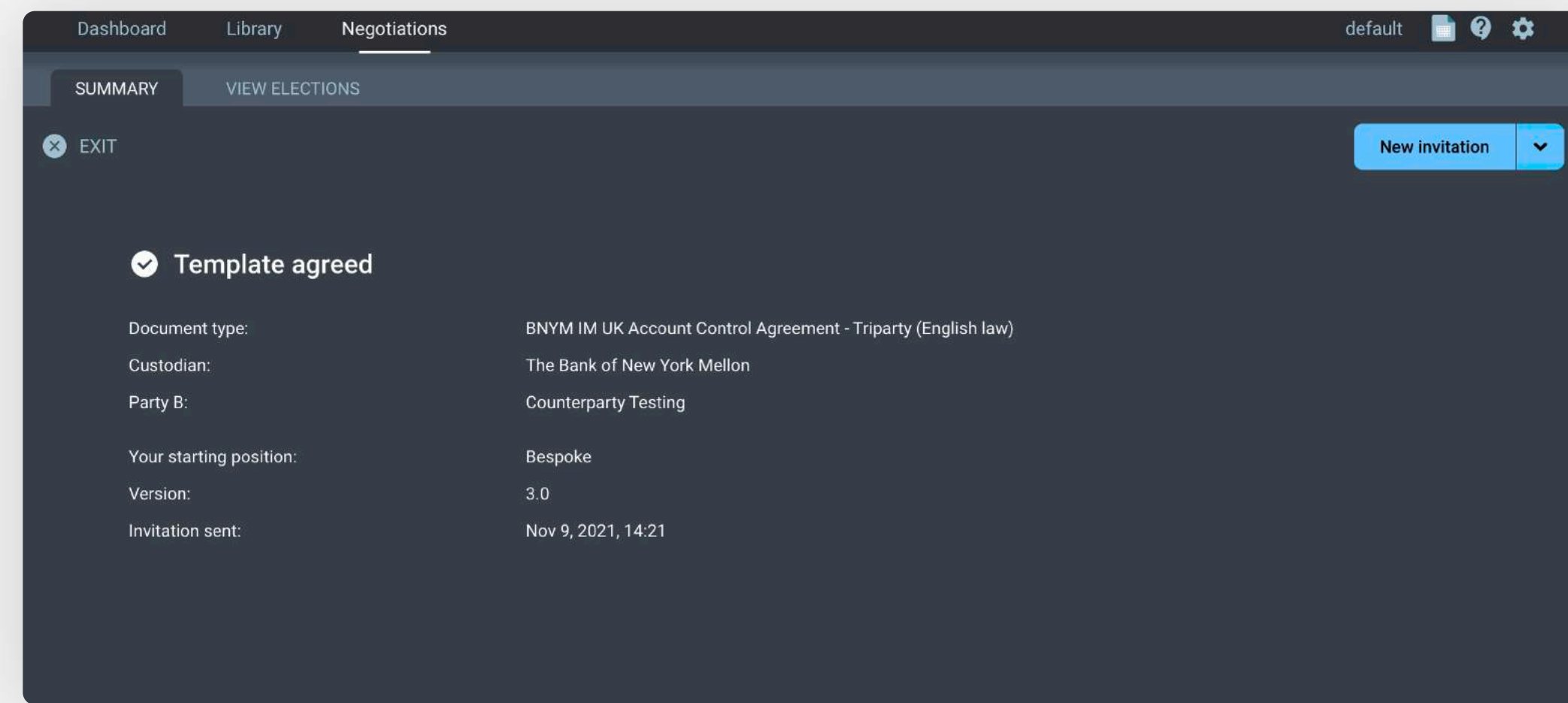
Status

Custodian Template

The Custodian can only view the document and not edit. The Custodian Template is permanently saved in the Negotiations tab and the Pledgor can start at any time more than once.

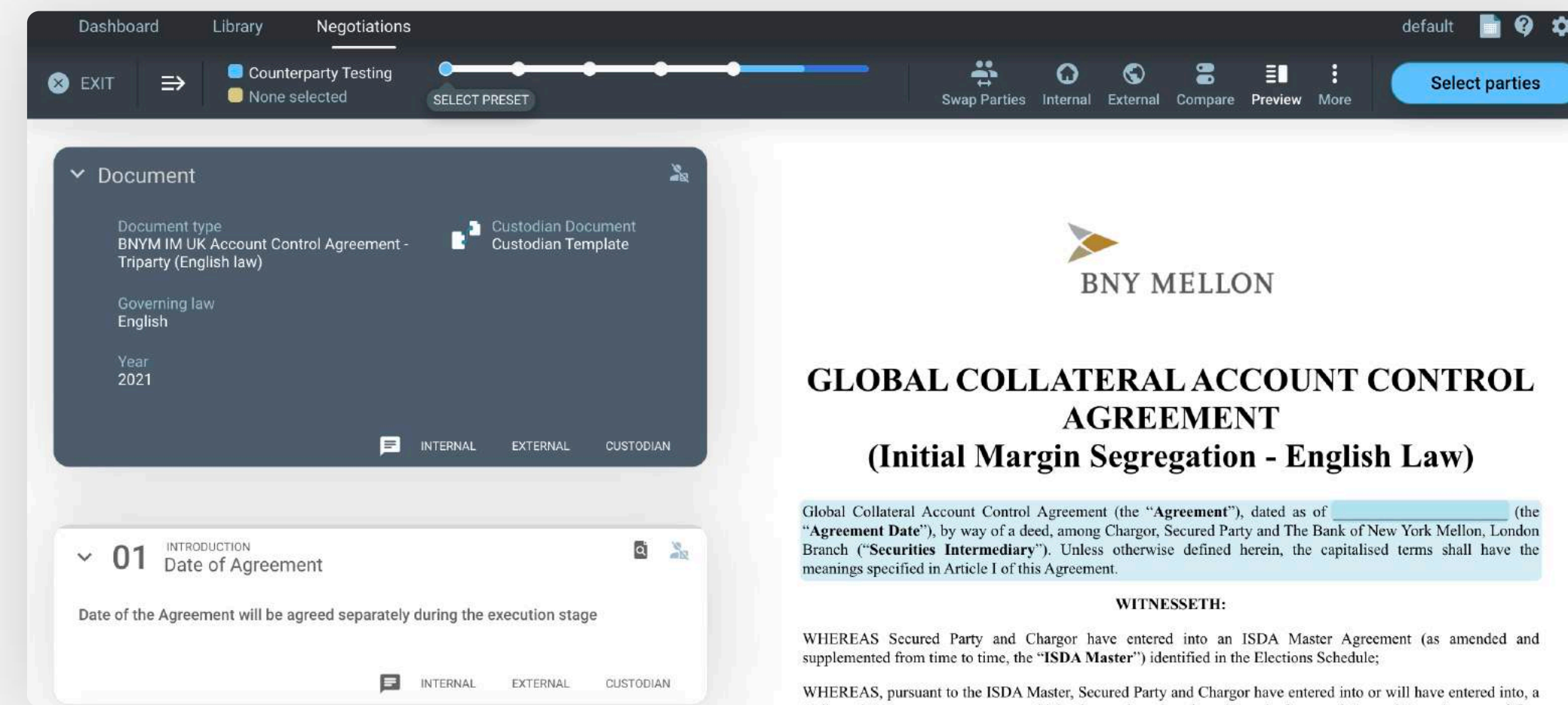
06

# Custodian Flow - Phase 2 - Pledgor & Secured Party



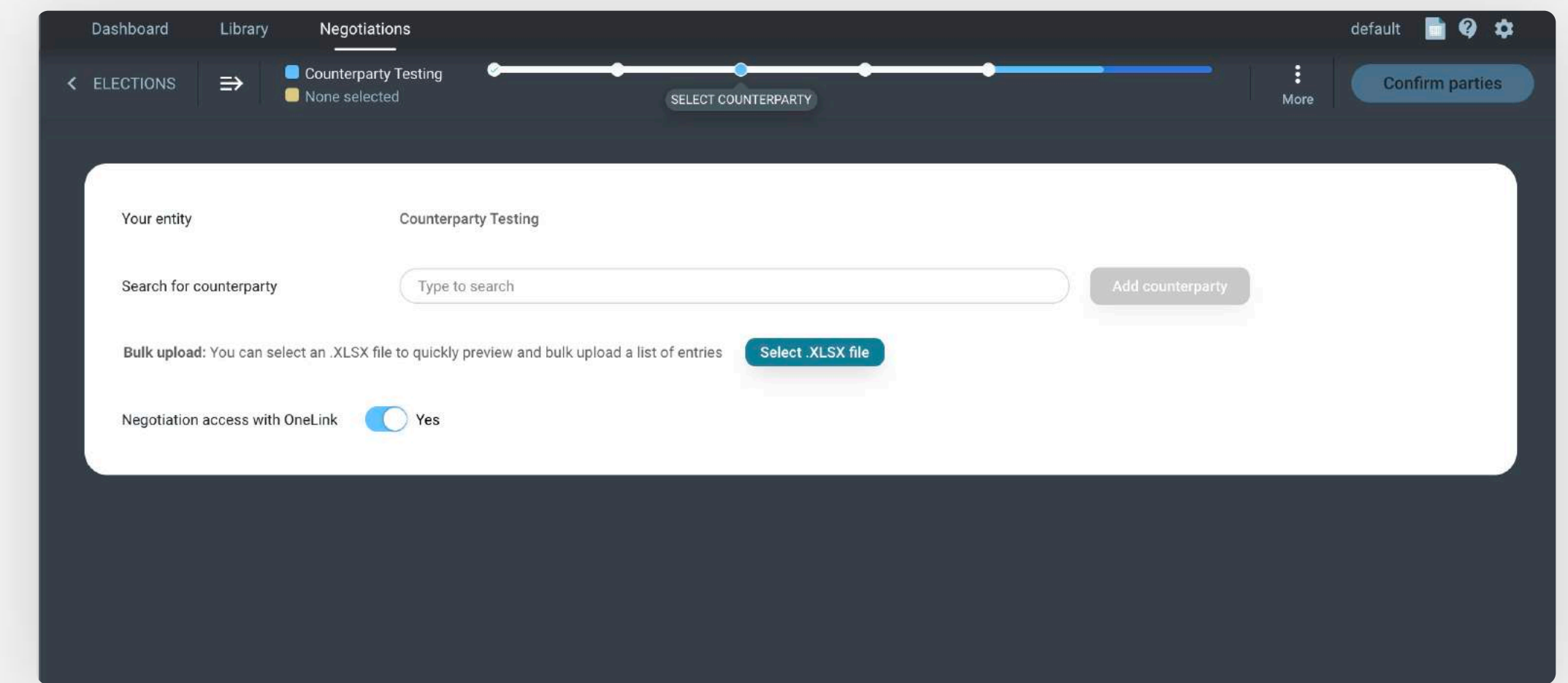
At the end of phase 1, a Pledgor can select “Open new invitation” and open the Custodians template.

07



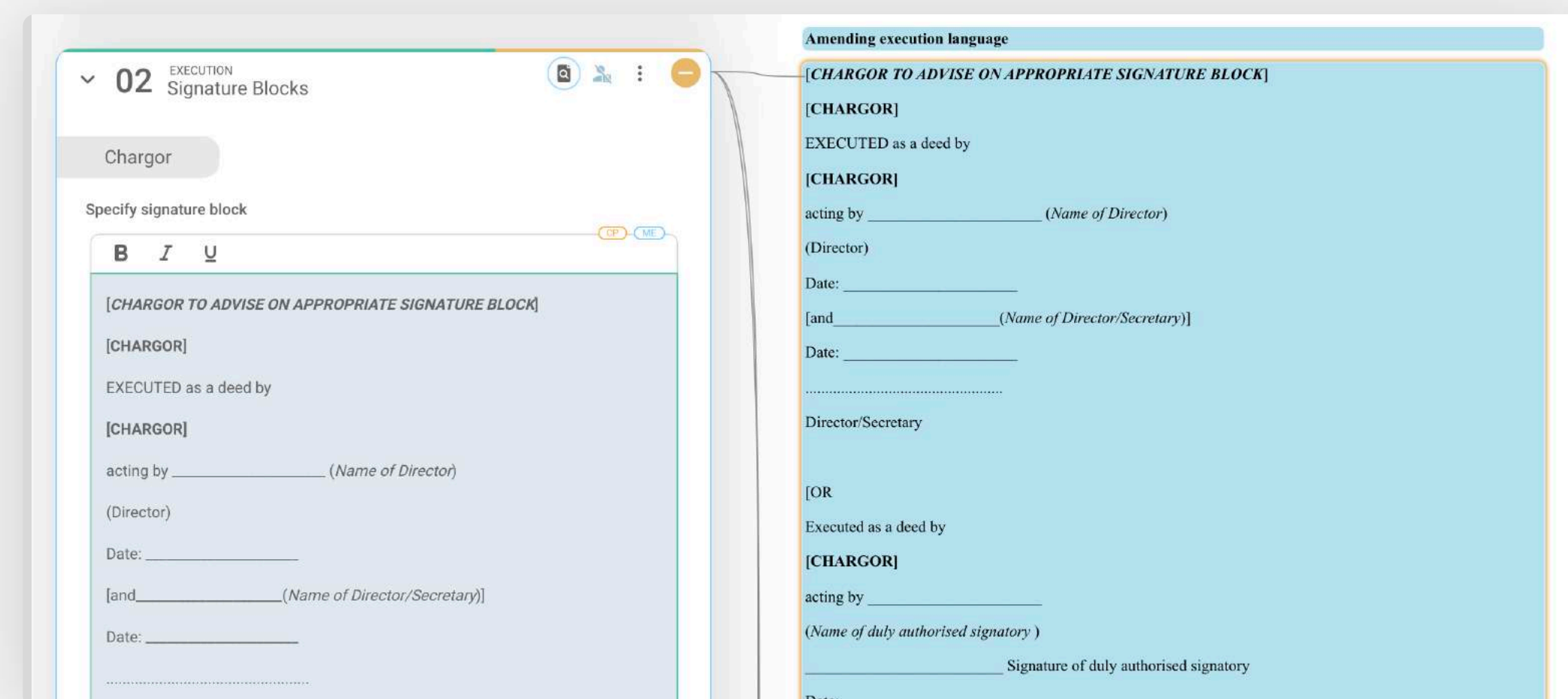
A Pledgor can now complete the elections like any other workflow.

08



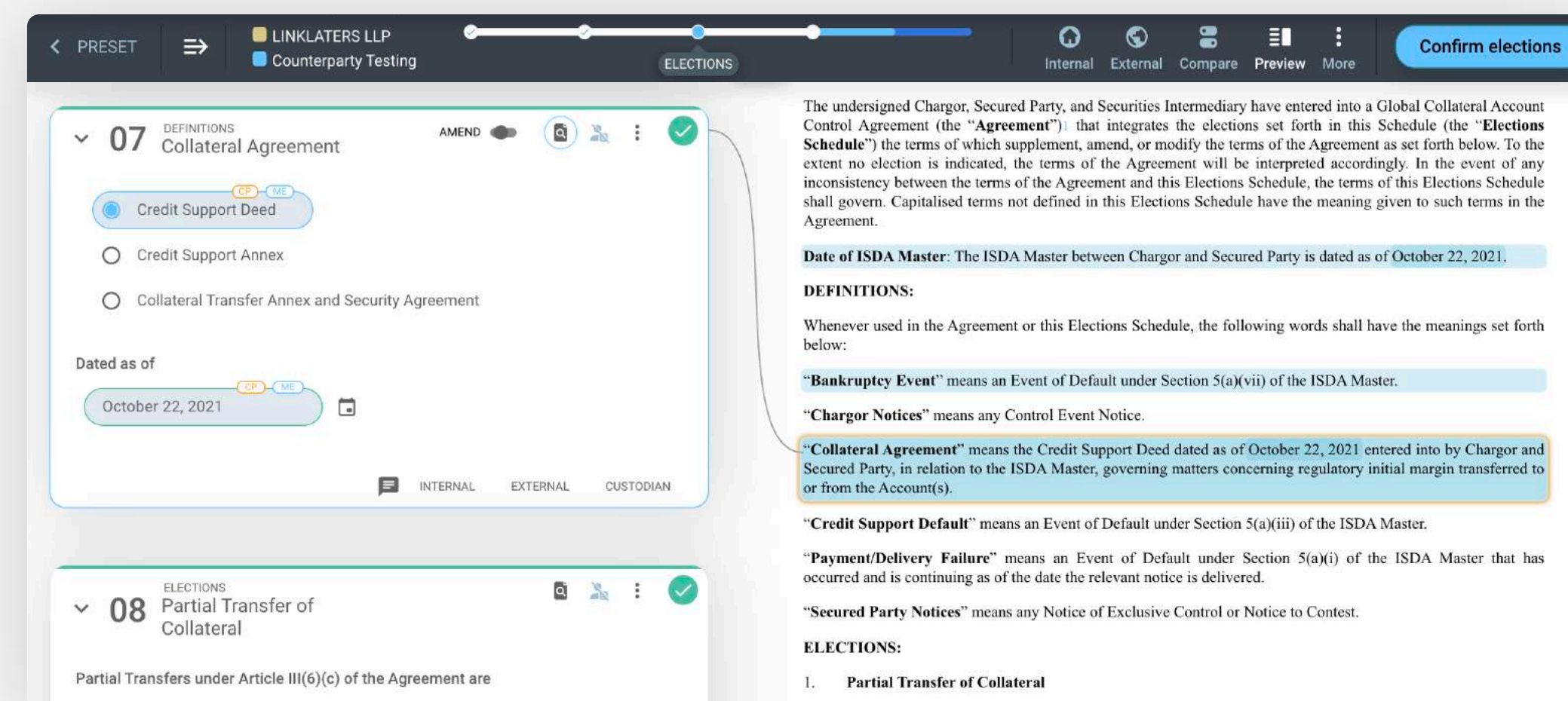
Click "Select parties" and fill in the entity and the Secured Party's entity. This can be sent by OneLink and there is no need for an account. Select "Confirm parties" and a "Sent to counterparty" summary is displayed. The Secured Party will receive the tripartite document. This can be opened as completed as a normal negotiation.

09



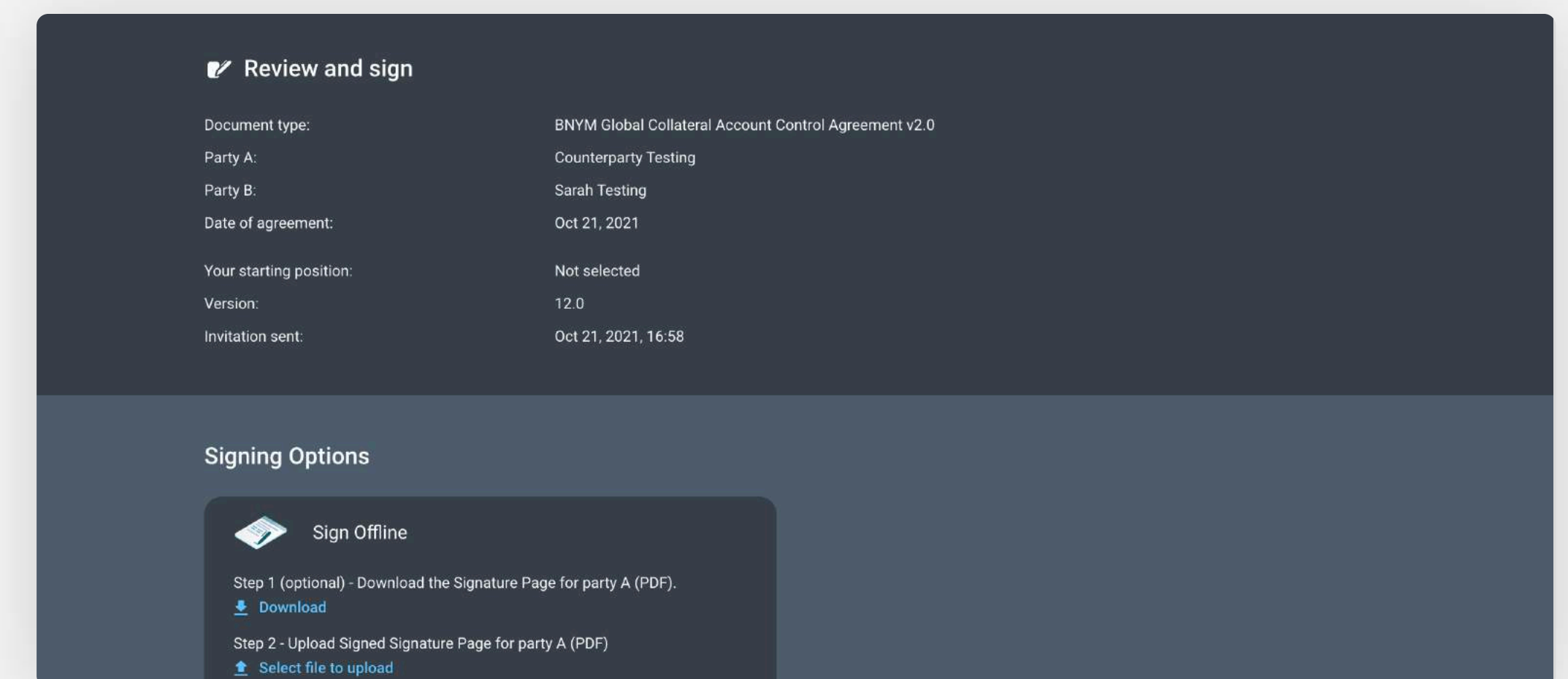
A Secured Party can compare elections with the Pledgor. They can confirm their elections, add approvers, and accept the invite. The Custodian will be “Awaiting counterparty action” and can view all the update the Pledgor and Secured Party have made but cannot edit the document.

10



After both parties have confirmed their elections, they can select "Confirm elections". Before a Custodian negotiation moves to the final stage of proposing a execution date and review and sign, the document will be sent for a final Custodian level approval.

11



After a date is agreed, then you enter the “Review and sign” page. After all signature pages are uploaded and the negotiation is confirmed, the custodian workflow is complete.

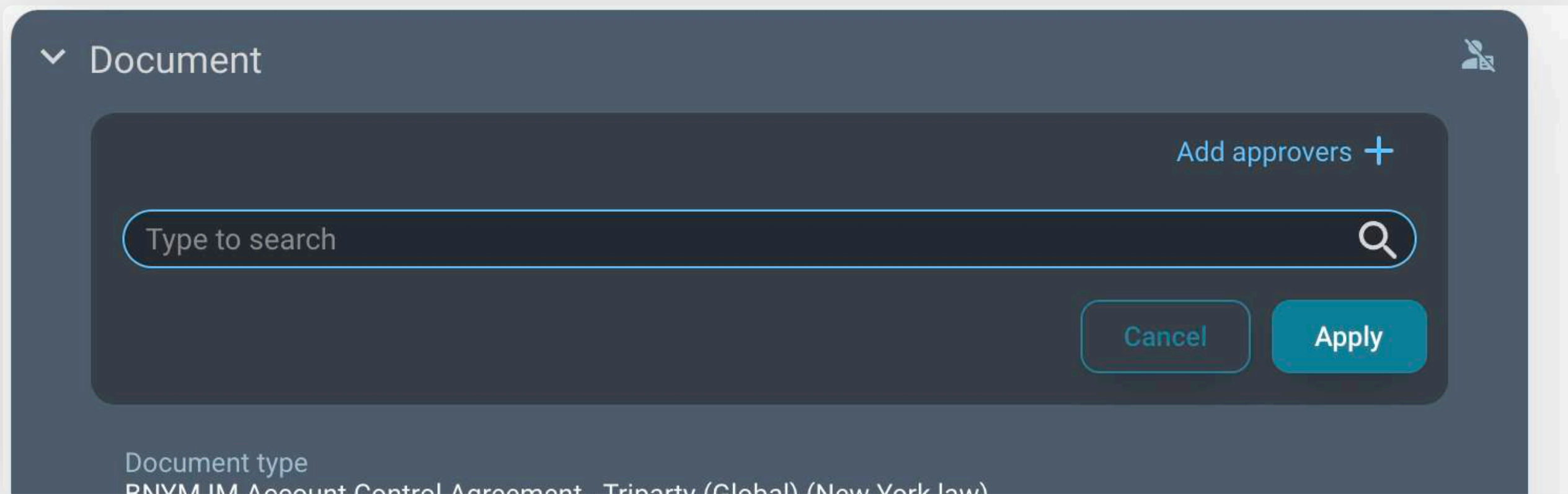
12

# Key Functionality

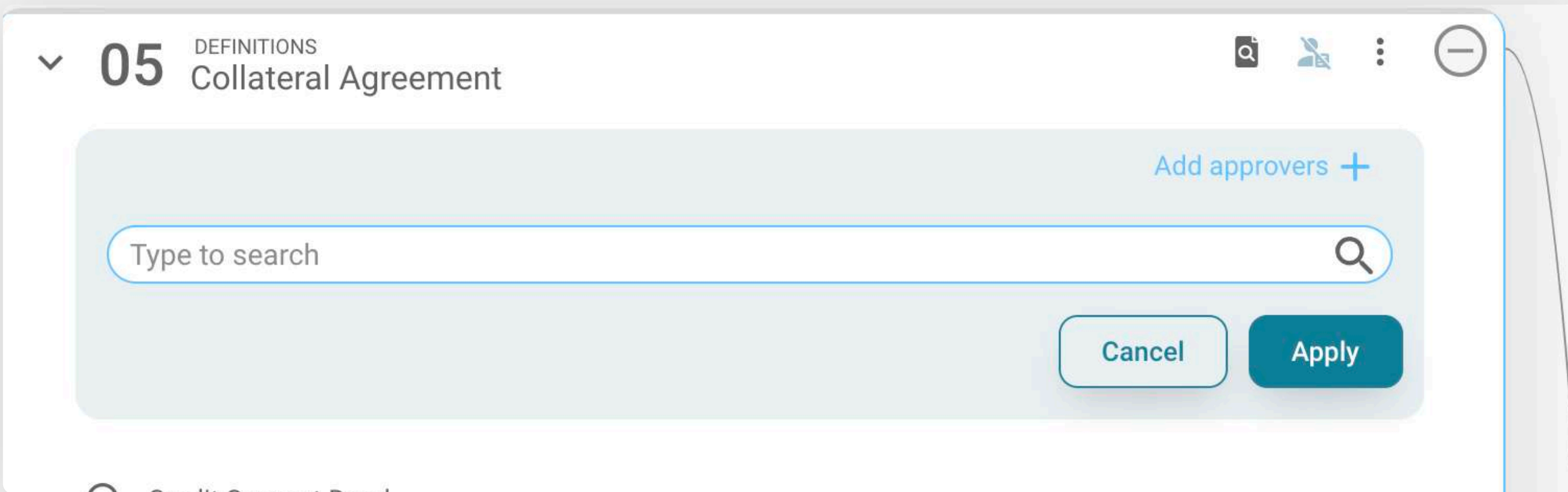
## Approvals

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 receive 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