GlobeTax provides tax reclaim services for financial institutions and their investor clients. Certain documentation is necessary to file tax reclaims. This documentation varies by beneficial owner type. eDocs will guide you through the process of creating the documents necessary for each beneficial owner.

<p style="text-align:center">**This is a summary of the eDocs system. A detailed user guide follows.**</p>

What is eDocs?

- **eDocs is an online account opening and document creation program, powered by GlobeTax, which allows our clients to log into a secure portal and submit beneficial owner information and manage document creation and delivery.**

What can I do in eDocs?

- **You can use eDocs to enter beneficial owner data either manually or by uploading an excel spreadsheet.**
- **The system will then use the information you have entered to populate the appropriate documents for each beneficial owner type.**
- **Once documents are created, you can choose to store them or e-mail them directly to yourself or your client for execution.**

How does it help me?

- **eDocs is a simple, efficient way to transfer sensitive beneficial owner data.**
- **eDocs is designed to streamline the account opening and documentation process. The system also makes it easier to submit data on behalf of multiple beneficial owners.**
- **eDocs will notify you of errors made when entering account information (such as leaving a necessary field blank or listing a non-physical address).**
- **eDocs allows you to view previously created documents and check their status.**

Will my data be protected?

- **GlobeTax treats beneficial owner data with the utmost sensitivity. We understand the importance of the security of your information and have created a secure uplink for this data, protected by a Symantec certified SSL with a minimum of 128-Bit encryption.**

- **To ensure security of beneficial owner information, users and managers will be required to change their password every 6 months (180 days).**

If you have any questions about eDocs, please contact: ClientServices@GlobeTax.com

eDocs User Instructions

Step 1 – Welcome Page

From this page you can **Start a New Transaction** (Open an account by loading your information), **View Past Transactions**, **Send Email For Past Transactions**, or **Change Password**.

1. The welcome page will appear on your screen
2. *To begin please click* **Start a New Transaction**

Step 2 – **Starting a New Transaction**

You can **Start a New Transaction** in one of two ways (Either Manual or Excel):

Method 1: Manual Entry

Select Manual Entry and click to [Next] continue.

NOTE: *For full site functionality, your popup blocker should be turned off.*

eDocs   powered by **GLOBETAX**

User Name:

| START A NEW TRANSACTION | VIEW PAST TRANSACTIONS | SEND EMAIL FOR PAST TRANSACTIONS | CHANGE PASSWORD | LOG OUT |

Choose an Entry Option:

●	**Manual Entry:**	Enter Beneficial Owner(s) manually.
○	**Excel Upload:**	Use standard template to upload up to 50 Beneficial Owners per submission.
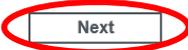
Next

Please press the "Next" button to navigate this site. Do not use your browser's navigation buttons.
For full site functionality your popup blocker should be turned off.

Method 2: Excel (spreadsheet upload): You can input account information for multiple beneficial owners by using an Excel spreadsheet. Selecting the Excel Upload option will bring you to a screen where you can download the required template, insert your information and then upload it to eDocs.

You can upload an existing template by selecting **"Browse"** and then clicking **"Next>>"**.

NOTE: *If you choose to upload a template you have previously filled in, please be sure that the template is in the required format and that it is saved in 1997-2003 Excel (.xls) format.*

If you use a template that is not eDocs compatible you will receive an error message.

NOTE: If you have uploaded the correct format and any of the information included is incorrect (e.g. Postal Codes, Country Names, Tax ID Numbers, or Telephone Numbers), you will see an error message on the upload screen.

Example:

The following screen is what you will see after a successful upload:

NOTE: Any changes that need to be made can be corrected on this screen by clicking **"Edit"**.

When you are finished editing, click | Continue | .

NOTE: Once you have successfully uploaded or manually entered your account(s) information, eDocs will generate your documents.

eDocs   powered by **GLOBETAX**

User Name:

| START A NEW TRANSACTION | VIEW PAST TRANSACTIONS | SEND EMAIL FOR PAST TRANSACTIONS | CHANGE PASSWORD | LOG OUT |

1 Beneficial Owner Information   2 Account Information   3 Contact Information   4 Confirmation

Add Additional Beneficial Owner

ACTION	BENEFICIAL OWNER NAME	TAX ID	ACCOUNTS	ENTITY TYPE	STATUS
Edit Delete	Jane Doe	*****6789	12345678, 45787647	Individual	Valid

Continue

Step 3 – **Document Creation**

1. A prompt will appear on your screen giving you the options for emailing your documents.
   By selecting 'Yes' you are choosing to email all of the account opening documents for each account data was entered
   By selecting 'No' you are choosing to store your account opening documents in eDocs for review or dispatch by email at a later time

2. Once you have made your choice please click on the [Create Forms and Email] or [Create Forms].

3. The more Beneficial Owners for which you have entered data, the longer processing will take. Please be patient.

NOTE: If you have uploaded data for multiple beneficial owners, you will receive a single email containing a password. This password will allow you to access the document history for all accounts set up during this "Transaction".

Step 4 – **Transaction Confirmation**

1. Once you have successfully generated your account opening documents you will receive a transaction confirmation message.
2. This transaction confirmation message informs you that your password protected documents have been sent to the specified email address(es), if you chose to email your documents.
3. Please check your email for your account opening documents/password.
4. If you would like to enter more accounts, please select [Next Client] .
5. If you would like to view the details of your transaction(s), you can either click on the "**Click here to view details of this transaction**" or "**Click here to view past transactions" links**.

eDocs   powered by **GLOBETAX**

User Name:

| START A NEW TRANSACTION | VIEW PAST TRANSACTIONS | SEND EMAIL FOR PAST TRANSACTIONS | CHANGE PASSWORD | LOG OUT |

Transaction Confirmation

The requested documents have been sent.

Email will be sent momentarily to the following address(es):

and copied to the following address:

Click here to view details of this transaction

Click here to send emails for any past transaction.

Click the button below to return to the start page. Thank you for using GlobeTax's on-line services!

[Next Client]

[Logout]

Step 5 – Emailing documents to be executed:

NOTE: If you created documents for over 20 Beneficial Owners in a single transaction, you cannot automatically email the documents from eDocs. **You** must send the emails after the transaction finishes. You can do this in one of three ways:

> **Method 1:** Click on **View Past Transactions** and then click Submit to search. Then, under **Send Email**, click a check box for any desired entity. Alternatively, at the top of the page, you may check the box to select all entities. Please note that if you send emails using this method eDocs will send you one email and one password email for each Beneficial Owner selected in this transaction (e.g. 4 Beneficial Owners selected = 8 emails)

Method 2:

1. Click on **View Past Transactions**
2. Click **Select** under **See Details**
3. Under Document Activity, Email Documents, **Click Here To Start**. eDocs will give you the option to change your email address.
4. Once you have confirmed your email address please click [Send The Emails].

Please note that using this method will only allow you to send one email at a time. You also have the option of opening your documents from this screen by selecting **Click Here To View** and inserting your password.

Method 3:

1. Click **Send Email For Past Transactions**
2. Under **Send Emails**, check the box for the transactions you would like to send emails for. You can also check the box at the top to select all transactions. Using this method, eDocs will only generate one password per contact in the transaction, along with an email for each Beneficial Owner's documents.

NOTE: You have the option to click **Do Not Resend.** This option will exclude any Beneficial Owner for whom an email was previously sent for this particular transaction.

When opening the attachments please choose the Adobe PDF program and copy and paste your password from the email. Check to make sure your documents are complete and the information you have uploaded is correct.

Step 5 – Editing Beneficial Owner Information

1. Click on **View Past Transactions**
2. Click **Select** under **See Details**
3. Click on Edit Beneficial Owner and make the necessary modifications.

eDocs — powered by GLOBETAX

User Name:

START A NEW TRANSACTION	VIEW PAST TRANSACTIONS	SEND EMAIL FOR PAST TRANSACTIONS	CHANGE PASSWORD	LOG OUT

BENEFICIAL OWNER DETAILS

Beneficial Owner Name	Jane Doe
Tax ID	*****6789
Client Id	123456789
Contact Name	Jane Doe
Contact Title	
Beneficial Owner Type Name	Individual
Beneficial Owner Type Category	Individual
Date Of Birth	13 March 1994
Spouse Name	
Spouse Tax ID	
Spouse Date Of Birth	
Pension Plan #	
Trustee Indicator	No
Address Line 1	
Address Line 2	
City	New York
State	New York
Country	United States
Zip Code	10005
Contact Email Address	
Contact Telephone	(212) 747-9100
Contact Country	United States
Date Created	22 September 2016 17:47 GMT
Date Modified	22 September 2016 17:58 GMT
User Name	Jane Doe

Account Number	Date Of Inception
12345678	14 April 2015
45787647	14 April 2015

DOCUMENT ACTIVITY

Status	Emailed
PDF File Name	GlobeTaxPDF_20434201609221257.pdf
Open PDF File	Click Here To View
File Password	89028IBTHX
Date Emails Sent	22 September 2016 17:58 GMT
Date Password Sent	22 September 2016 17:58 GMT
Email Documents	Click Here To Start

INCLUDED DOCUMENT(S)	HELP
Instructions	
Instructions List	
Download Authorization	
IRS Form 8802	
POA	
POAIRS Individual	
German Declaration Form	

Back To Previous Page
Edit Beneficial Owner
View History Log