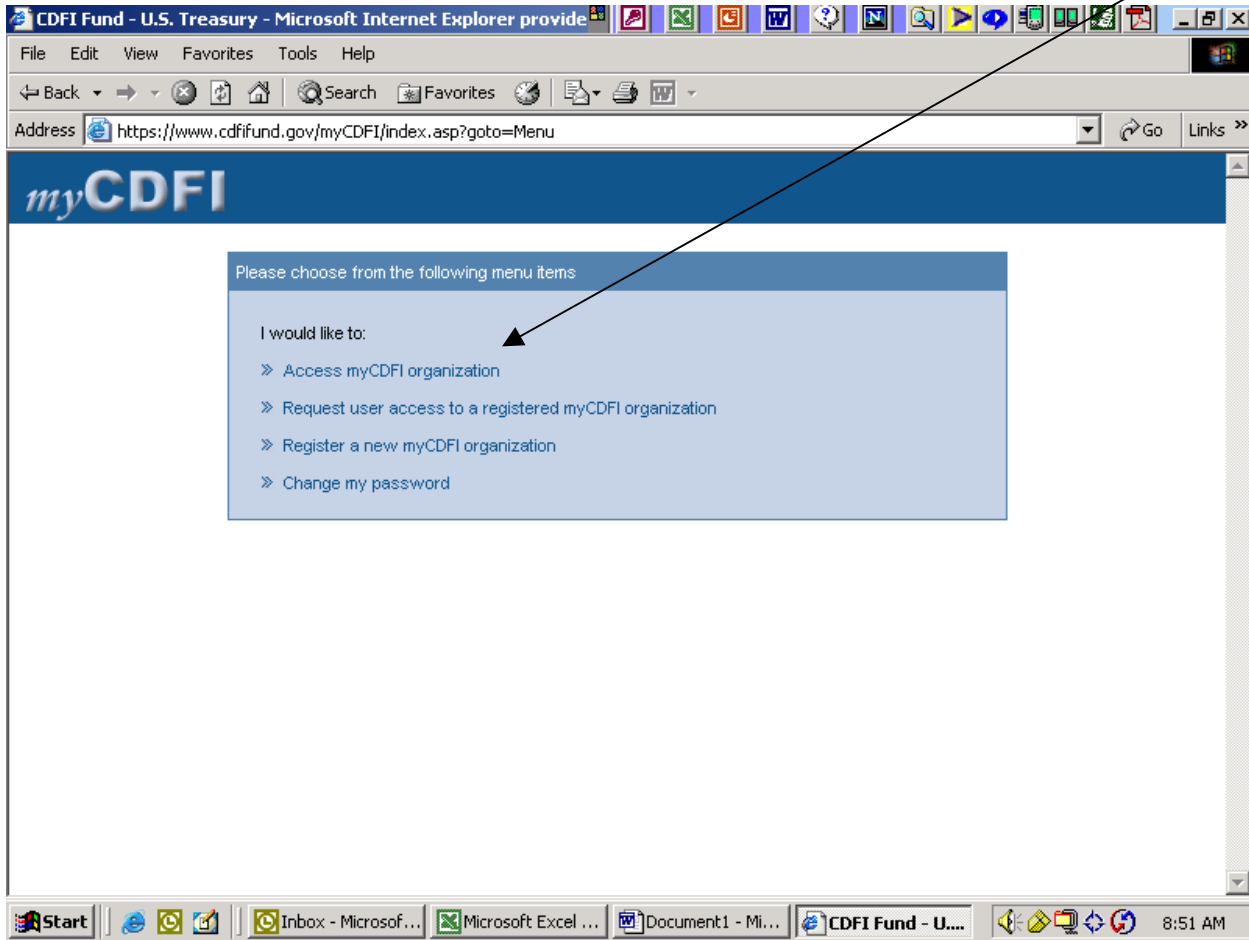


Instructions for Completing and Uploading the Report of Transactions

1. Log onto myCDFI

The screenshot shows a Microsoft Internet Explorer browser window displaying the CDFI Fund website. The address bar shows the URL <http://www.cdfifund.gov/>. The website header includes the CDFI Fund logo with the tagline "Investing In Americas Communities" and the United States Department of the Treasury logo. Navigation links for "Programs", "Site Map", and "Contact Us" are visible. A vertical menu on the left lists categories: Home, Programs, and Public Affairs, with sub-links such as "About The CDFI Fund", "Applications", "Awardees", "Certification", "Funding Eligibility", "Jobs At The Fund", "MyCDFI/CDE", "Online Help Desk", "Press Room", and "Training". The main content area features a date stamp "Tuesday, July 15, 2003" and a list of news items: "CLICK HERE to Register for the 2003 NMTC Program Video Teleconference", "CDFI Fund FY 2002 Accountability Report NOW AVAILABLE", "The Report of Transactions is now available through the myCDFI Online System. Applicants must first register in myCDFI...", "CDFI Fund seeking comments on NMTC Allocation Tracking System.", and "The Innovator... Summer 2003 issue now on-line". Below the news items are buttons for "Register New User" and "Forgot Password?". A "myCDFI/CDE Logon" section contains input fields for "E-mail:" and "Password:" with a "Continue >>" button. The right sidebar includes a "DIRECTOR'S CORNER" with a photo of a man, "Recent Speeches", "Director's Message", "Advisory Board", "PUBLIC AFFAIRS & COMMUNICATIONS" with links for "Press Room", "News & Events", "The Innovator", and "Archives", and "OTHER HELPFUL TOOLS" with links for "Send Comments", "Other Helpful Links", and "Site Map". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Microsoft Excel, Document1), and the system clock displaying 8:50 AM.

2. Click on **Access myCDFI Information** and log on by entering your organization's EIN



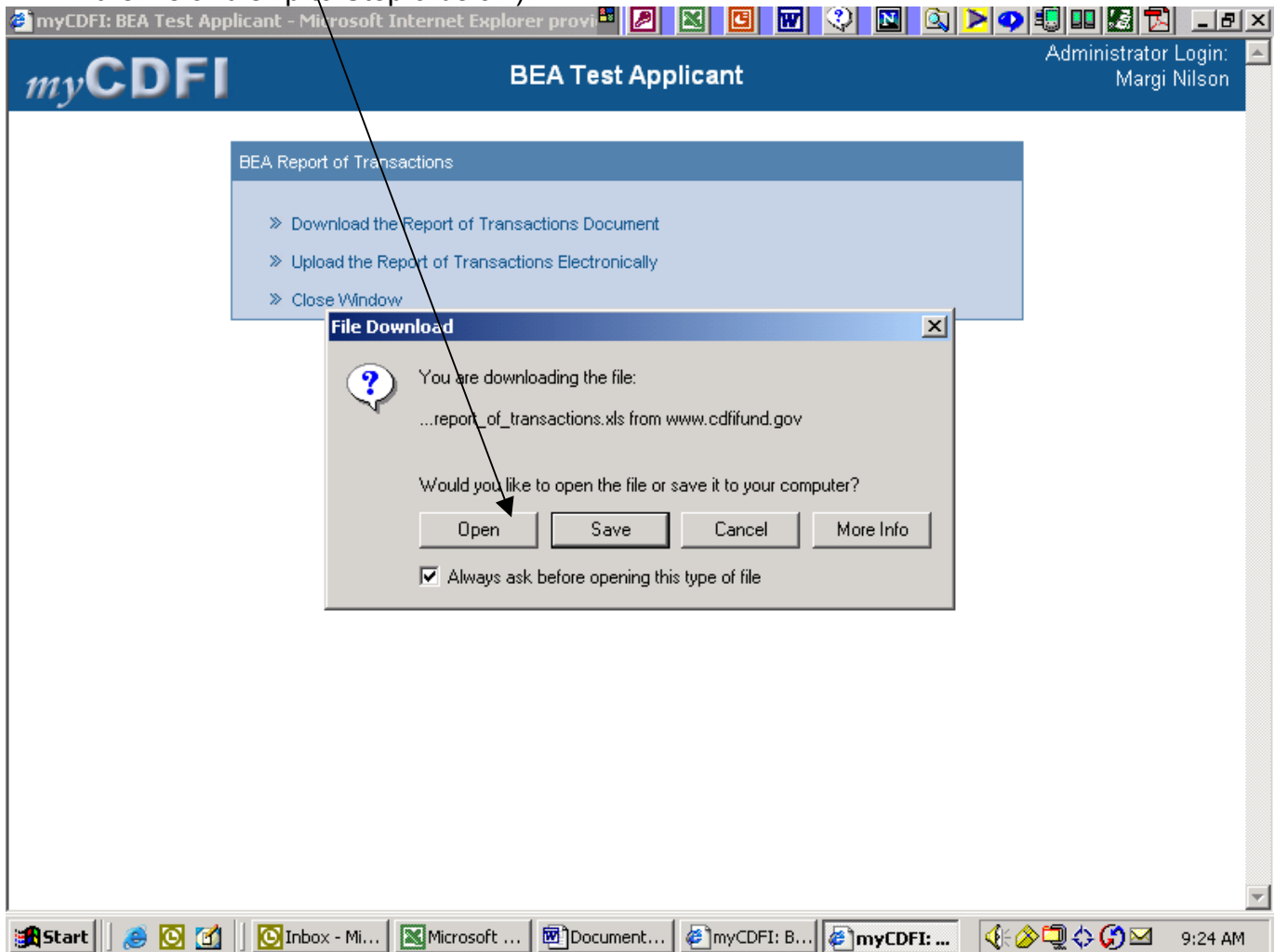
3. Click on **Application** (in the upper right corner)



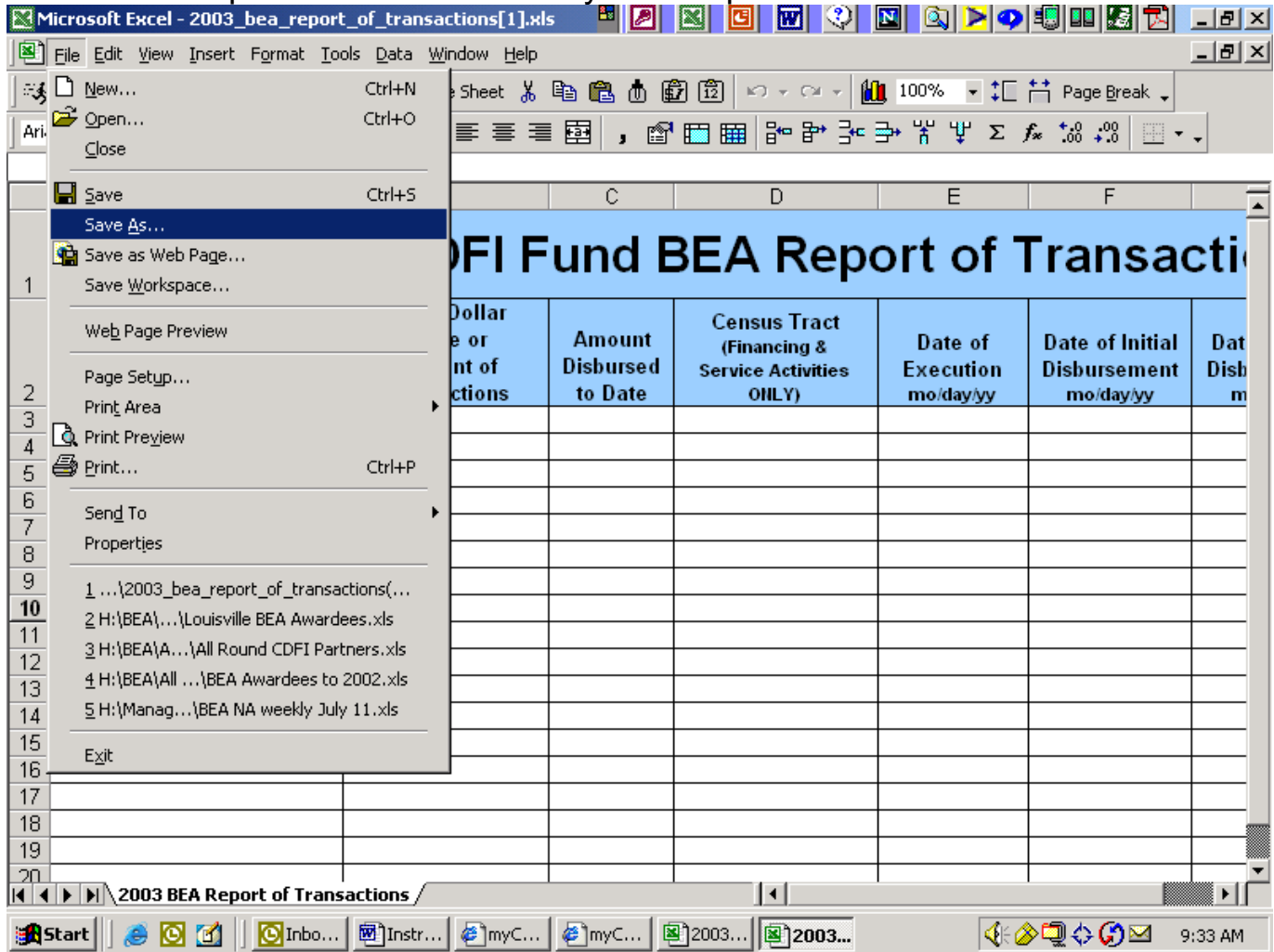
4. Under Current Applications, select **FY2003 BEA Report of transactions**

The screenshot shows a web browser window titled "myCDFI: BEA Test Applicant - Microsoft Internet Explorer". The address bar displays "https://www.cdfifund.gov/myCDFI/portal.asp?section=Applications". The page header includes the "myCDFI" logo, the text "BEA Test Applicant", and the user information "Administrator Login: Margi Nilson". Below the header is a navigation bar with buttons for "Home", "Applications", "Manage Account", "Mapping", and "Log Out". The date "Tuesday, July 15, 2003" is also visible. The main content area is divided into three columns: "Available Applications" (containing "No new applications available"), "Current Applications" (containing "» FY2003 BEA Report of Transactions"), and "Options Menu" (containing "» Submitted Applications", "» Request Paper Application", and "» Downloadable Applications (.PDF)"). A black arrow points from the top right of the browser window to the "FY2003 BEA Report of Transactions" link in the "Current Applications" column. The Windows taskbar at the bottom shows the Start button, several icons, and the system tray with the time "9:22 AM".

6. Select **Open** (If you have already completed the Report of Transactions file, then open the file and skip to Step 9 below)

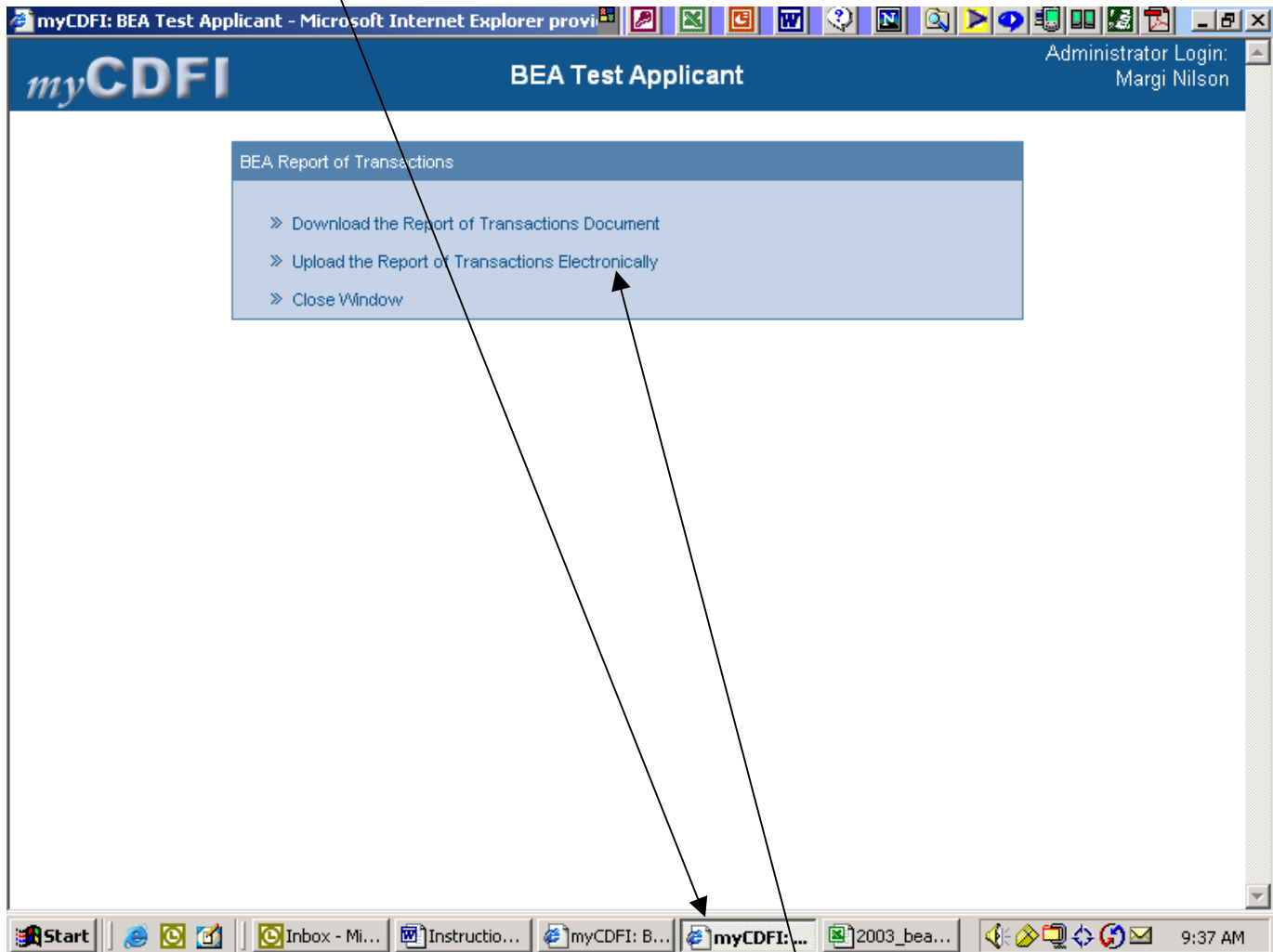


7. Save Report of Transactions to your computer



8. Complete the Report of Transactions following the instructions in the Application: if you do not complete the spreadsheet correctly, the system will not allow you to upload it (see below for more details). Under Census Tract, please enter the 11 digit Geo. Unit Code – not the 6 digit Unit Name. For CDFI Related transactions, enter 0 under Impact.

10. If myCDFI is not already open, you will have to log on and follow steps 1 – 3 above. If myCDFI is open, open the window by clicking on the tab at the bottom of the screen.



11. Select **Upload the Report of Transactions Electronically**

12. Paste the data into the blue box by holding the Control key and typing V or by clicking on the right mouse button and selecting Paste. Next, click on Preview Data to make sure the data has been entered correctly.

The screenshot shows a web browser window titled "BEA Report of Transactions - Microsoft Internet Explorer". The main content area is a "Spreadsheet Load Form" with a blue header. Below the header is a blue box containing the text "Paste Report of Transaction data here:" followed by a table of transaction data. Below the table are two buttons: "Preview Data" and "Clear".

| | | | | | |
|------|-----------|-----------|-----------|-----------|-----------|
| Test | \$100,000 | \$100,000 | 5/31/2003 | 5/31/2003 | 5/31/2003 |
| Test | \$100,001 | \$100,001 | 5/31/2003 | 5/31/2003 | 5/31/2003 |
| Test | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS |
| Test | \$100,003 | \$100,003 | 5/31/2003 | 5/31/2003 | 5/31/2003 |
| Test | \$100,004 | \$100,004 | 5/31/2003 | 5/31/2003 | 5/31/2003 |

13. Incorrectly completed fields will be highlighted in Red. You must return to the Excel file to correct any errors. Then, repeat Steps 9- 12 above to resubmit the data.

Paste Report of Transaction data here:

| | | | | | | | |
|------|-----------|-----------|--|-----------|-----------|-----------|-----------|
| Test | \$100,000 | \$100,000 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | |
| Test | \$100,001 | \$100,001 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | |
| Test | | | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS |
| Test | \$100,003 | \$100,003 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | 5/31/2003 |
| Test | \$100,004 | \$100,004 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | 5/31/2003 |

Preview Data Clear

The following errors have been detected and highlighted in red below:

- Transaction Amount is a required field and must be a valid monetary value;
- Impact must be a whole number. If there is no impact or impact does not apply please enter zero (0);

All errors must be corrected in the Excel worksheet and re-pasted before your transaction(s) can accepted.

| Service Provided-Borrower-Investee | Amount | Amount Disbursed | Census Tract | Execution Date | Initial Disbursement Date | Final Disbursement Date | Activity Type | Im |
|------------------------------------|-----------|------------------|--------------|----------------|---------------------------|-------------------------|---------------|----|
| Test | \$100,000 | \$100,000 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | |
| Test | \$100,001 | \$100,001 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | |
| Test | | | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | |

14. Click on Clear to remove the old transaction data.

15. Click on Load Data

BEA Report of Transactions - Microsoft Internet Explorer provided

Spreadsheet Load Form

Paste Report of Transaction data here:

| | | | | | | | | |
|------|-----------|-----------|--|-----------|-----------|-----------|--|--|
| Test | \$100,000 | \$100,000 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | | |
| 1 | | | | | | | | |
| Test | \$100,001 | \$100,001 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | | |
| 1 | | | | | | | | |
| Test | \$100,002 | \$100,002 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | | |
| 1 | | | | | | | | |
| Test | \$100,003 | \$100,003 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | | |
| 1 | | | | | | | | |
| Test | \$100,004 | \$100,004 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | | |

| | Service Provided-Borrower-Investee | Amount | Amount Disbursed | Census Tract | Execution Date | Initial Disbursement Date | Final Disbursement Date | Activity Type | Im |
|--|------------------------------------|-----------|------------------|--------------|----------------|---------------------------|-------------------------|---------------|----|
| | Test | \$100,000 | \$100,000 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | 1 |
| | Test | \$100,001 | \$100,001 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | 1 |
| | Test | \$100,002 | \$100,002 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | 1 |
| | Test | \$100,003 | \$100,003 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | 1 |
| | Test | \$100,004 | \$100,004 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | 1 |
| | Test | \$100,005 | \$100,005 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | 1 |
| | Test | \$100,006 | \$100,006 | | 5/31/2003 | 5/31/2003 | 5/31/2003 | DS | 1 |

Start | Internet Explorer | Outlook | myCDF... | BEA Re... | 2003_b... | 9:49 AM

16. And you are done.

