

Setting up on the EquiLend platform

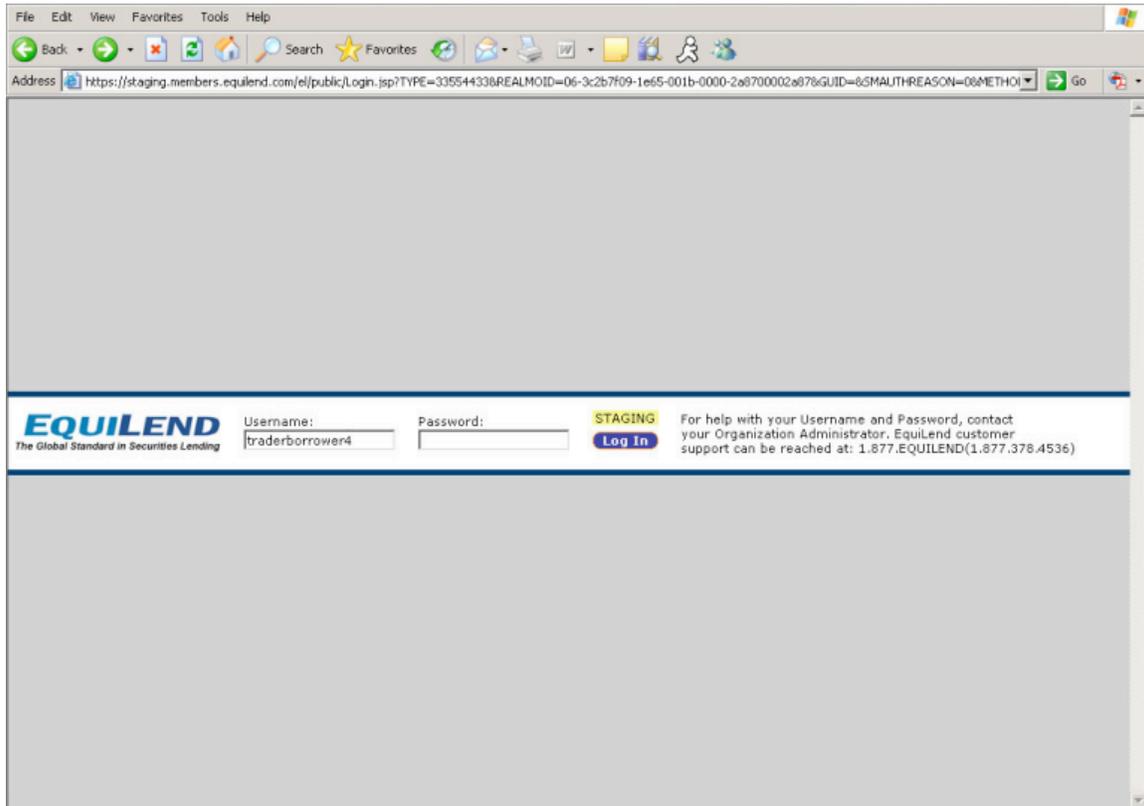
There are 3 steps to finalizing the set-up and beginning to receive your electronic bill. You'll need your SecurID® to complete these steps.

- Step 1: One Time Bilateral Relationship Approval
- Step 2: Approving Your Timetable
- Step 3: Receiving your billing statement

Step 1. One Time Bilateral Relationship Approval.

1. Login to EquiLend.

Open a browser, and go to <https://www.public.equilend.com>

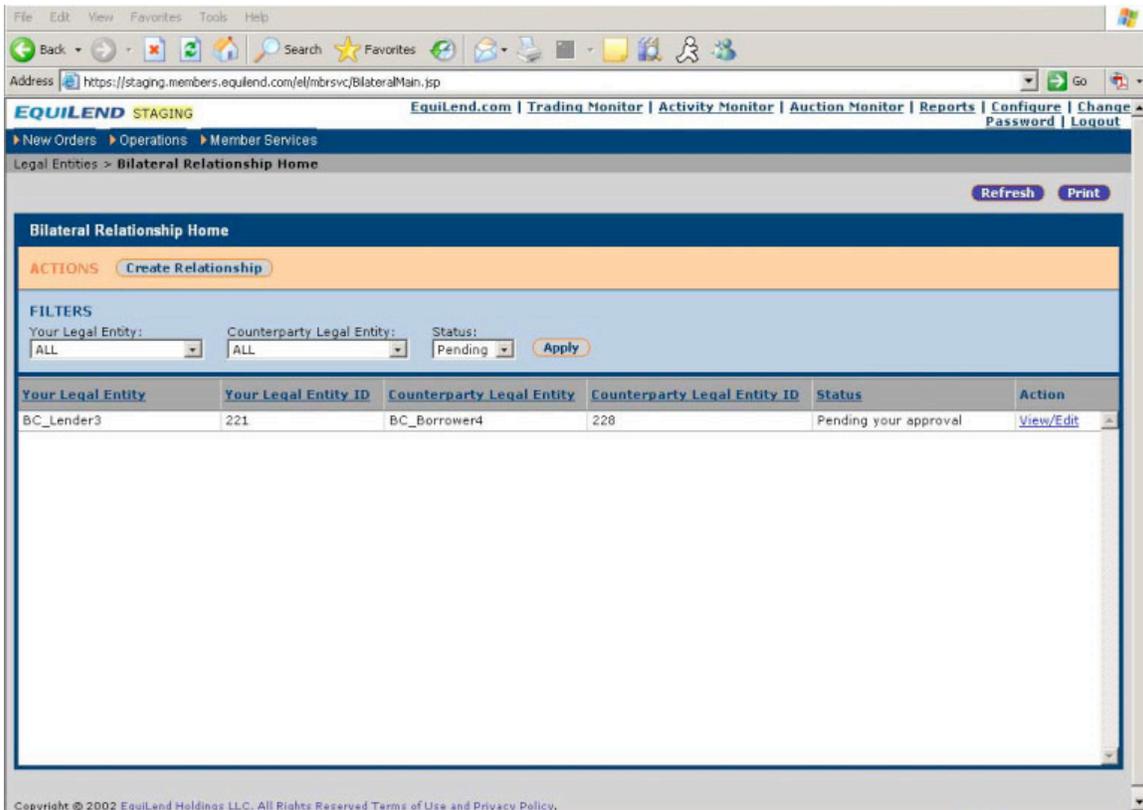


2. Type in your username and password and click **Log In**. If you are using a SecurID, enter passcode: your 4-digit pin, plus the 6-digit number displayed on the SecurID®. Click **Log In**.

The screen will navigate to the EquiLend Home screen. From the homepage, select the tab at the top of the screen marked Operations, and select Bilateral Relationship.



3. Once selected, the Bilateral Relationship screen will display all of your current pending, active and inactive relationships that have been setup in EquiLend.



4. Select **View/Edit** for the relationship you are approving (status is set to *pending your approval*).

Edit Bilateral Relationship Legal Entity [Print](#)

When the Bilateral Relationship is created, the counterparties below will be able to transact with each other in all functional areas.

Relationship Information	
Your Lgl Entity: BC_Lender3	Your Lgl Entity ID: 221
Ctpy Lgl Entity: BC_Borrower4	Ctpy Lgl ID: 228
Status: Pending your approval	

Sub Account Information	
Sub Account ID	Sub Account Description
ML&MSA	ML&MSA Test
ML&MSB	ML&MSB Test
\$\$\$	\$\$\$

[Cancel](#)
[Decline](#)
[Approve](#)

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Click **Approve** and **Submit**.

Once submitted, close the window. Your Bilateral Relationship status is now *Active*.

Note: Once you've set your Bilateral Relationship to Active, you may wish to alert your counterparty so they may proceed to establishing a Timetable for Step 2.

Step 2. Approve Your Timetable.

After you've set your Bilateral Relationship status to *Active*, your counterparty will establish a timetable that you will need to approve. The Timetable provides a billing statement schedule between counterparties.

You can use the Activity Monitor. Activate the Activity Monitor by selecting the link **Activity Monitor** to determine when your timetable is ready to approve. Or, your counterparty will notify you directly. To approve the timetable, complete the following steps:

1. Login to EquiLend.
2. If you are using a SecurID, type in your EquiLend username and password and select **Login**. Enter passcode: your 4-digit pin, plus the 6-digit number displayed on the SecurID®. **Login**.

Click on the Operation menu and navigate to Billing Comparison & Delivery. Click the **Timetable** tab.

[Create Timetable](#)
[Set Filter/Sort Defaults](#)
[Apply Filter/Sort Defaults](#)
[Refresh](#)
[Print](#)

[Overview](#)
[Run History](#)
[Timetable](#)
[Tolerance](#)
[Delivery](#)
[Linked Securities](#)

FILTERS:

PRIORITIZED SORT: 1st: Status 2nd: 3rd: [Sort](#)

Status	Timetable ID	Timetable Type	My Legal Entity	Ctpy Legal Entity	File Description	Day Range	Submission Freq	Action
make ACTIVE								
Pend Your Appr to Make Active	1352	Compare	Borrower_4_US	Borrower_4_Europe	test	Not Available	Monthly	View
Pend Your Appr to Make Active	2247	Delivery Only	Borrower_4_US	Lender_3_US		Not Available	Monthly	View

3. Use filter and sorts to find timetable from your counterparty with status *Pending Approval to make active*.

Select **View** which appears in the far right column of the screen. The Timetable Approval screen will appear.

[Decline](#)
[Approve](#)
[Close](#)

View Timetable

My Legal Entity: Lender_3_US Ctpy Legal Entity: Borrower_4_Europe

File Description:

Delivery Only

Start Day/Time: **End Day/Time:**
 Day: 1 Time: 00 : 00 Day: Last Day of Month Time: 23 : 59

For Ad-Hoc Run:
 You Ctpy
 File Approved for Reuse: No
 Adhoc Timetable Approval Required: Yes

[Decline](#)
[Approve](#)
[Close](#)

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Click **Approve** and then **OK** to save changes and approve the Timetable. Your status is now *Active* and you are finished with the set-up process.

Note the date and time your counterparty has selected for the posting of the monthly billing statement. You can return to EquiLend to retrieve your billing statement

anytime following the date and time you and your counterparty have arranged it will be available.

Step 3. Receiving Your Billing Statement

You are set up and it's time to pick up your billing statement. Follow these simple steps to retrieve your paperless bill.

1. Login to EquiLend.

If you are using a SecurID, type in your username and password (password is provided with your SecurID®) and click **Login**. Enter passcode: your 4-digit pin, plus the 6-digit number displayed on the SecurID®. Click **Login**.

2. Click on the Operations tab and navigate to Billing Comparison & Delivery.

Select the **Delivery** tab, where all the bills will be posted by counterparty.



Original Bill	Timetable ID	My Legal Entity	Sender/Recipient	Ctpy Legal Entity	Delivery Date	Download	Action
	2028	Borrower_4_US	Recipient	Lender_3_US	12/03/2007 15:27:11	PDF XLS Summ XLS Detail	Bill Presentment View
	2028	Borrower_4_US	Sender	Lender_3_US	12/03/2007 15:27:10	PDF XLS Summ XLS Detail	Bill Presentment View

3. Using the Period Ending drop down menu in the 'Filters' section, select the month of the statement you would like to retrieve and select **Apply**.

Select to download the bill in PDF, XLS Summary or XLS Detail in the Download column by clicking the link.

A pop-up window will ask you to start the download and will monitor the progress.

The File Download will prompt you to save or open the bill.

https://staging.members.equilend.com - Billing Delivery XLS ...

Billing Delivery XLS Summary Download

Click the link below to begin the XLS download. Please keep this window open until the download has completed. Closing this window will terminate the download request. Progress updates every 5 seconds.

[Click to start XLS download](#)

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Internet

Set Filter/Sort Defaults Apply Filter/Sort Defaults Refresh Print

Linked Securities

Bill

1st: Timetable ID 3rd: Sender Recipient Sort

Sender	Recipient	Cpty Legal Entity	Delivery Date	Download	Action	
	2028	Borrower_4_US	Recipient	Lender_3_US	12/03/2007 15:27:11	PDF XLS Summ XLS Detail Bill Presentment <input type="button" value="View"/>
	2028	Borrower_4_US	Sender	Lender_3_US	12/03/2007 15:27:10	PDF XLS Summ XLS Detail Bill Presentment <input type="button" value="View"/>

4. Whether you choose to save the statement, open it, or review and/or print it, you have just received your paperless billing statement and you are finished.