

QUICK START GUIDE

User Level



**VENTURE
VAULT**

www.venturevaultportal.com

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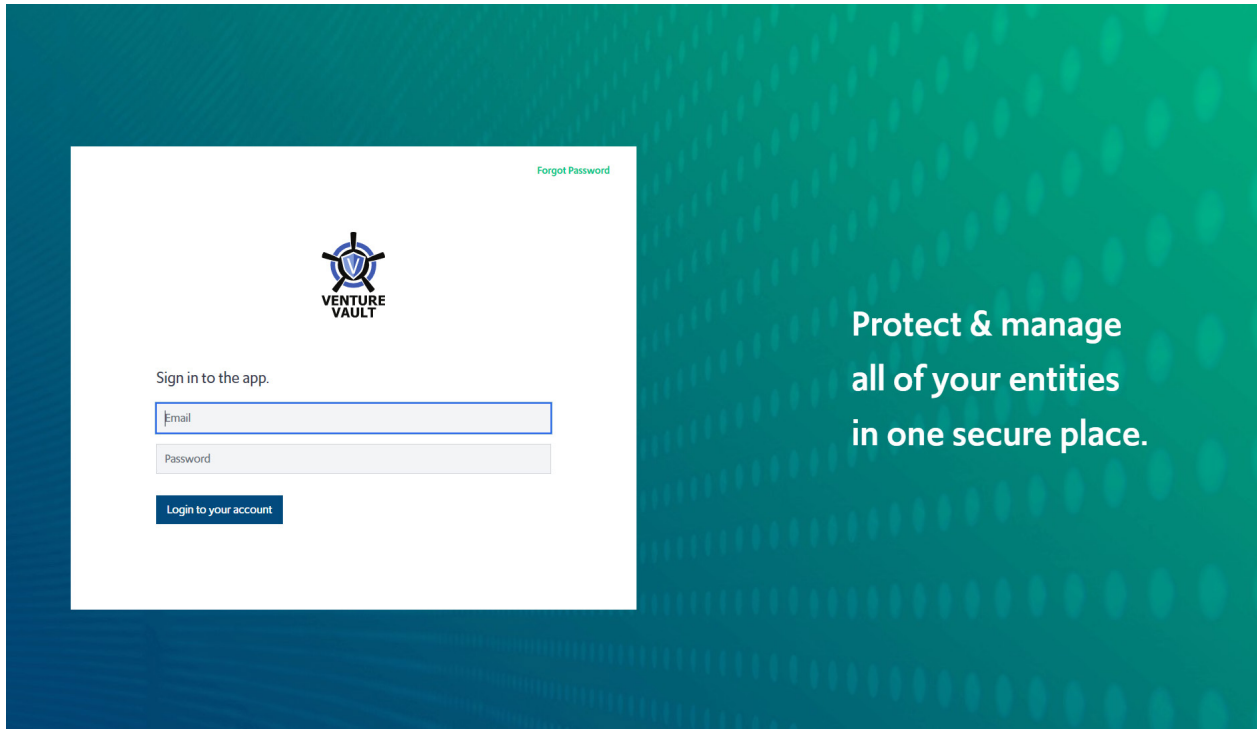
888-518-2858

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SETUP



Protect & manage
all of your entities
in one secure place.

figure 1a

- Navigate to venturevaultportal.com (figure 1a).
- Login using the email to which the invitation was sent and the password created upon accepting the invite.
- Upon entry, the User is directed to the Portal Dashboard (figure 1b).

Rainey
Street, LLC

Dashboard Entities Email Us

Welcome, Peggy Hill PH

figure 1b

ACCOUNT SETUP

- Open the User drop-down menu by selecting the Profile Icon in the upper-right (figure 1c).
- Select Account Settings.
- The General, Billing, Security, and Advanced Screens (figures 1d, 1e, 1f, 1g) offer additional settings, including the addition of an avatar or logo, specific to the account. (more on billing later in the guide)

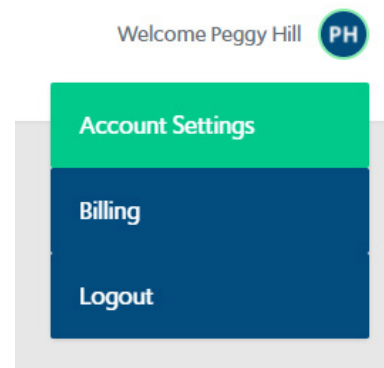


figure 1c



Settings

GENERAL

BILLING

SECURITY

ADVANCED

NAME
Peggy Hill

EMAIL
peggyhill.raineystreet@gmail.com

Save Changes

UPLOAD AVATAR

Drop file here to upload.

Select File

Reset avatar to default

figure 1d

Settings

GENERAL

BILLING

SECURITY

ADVANCED

Payment Methods

You can add a payment method to have your subscription renewed automatically.

Add credit / debit card +

Method	Status	Associated Entity	Actions

<< < 0 of > >>

figure 1e

Settings

GENERAL

BILLING

SECURITY

ADVANCED

CURRENT PASSWORD

NEW PASSWORD

CONFIRM NEW PASSWORD

Save Changes

figure 1f

Settings

GENERAL

BILLING

SECURITY

ADVANCED

LOCAL TIMEZONE

UTC

⌂

figure 1g



DASHBOARD

Rainey Street, LLC

Dashboard Entities Email Us

Welcome, Peggy Hill PH

The screenshot displays the Venture Vault Dashboard. At the top, there is a navigation bar with the company name 'Rainey Street, LLC', a 'Dashboard' button, and links for 'Entities' and 'Email Us'. A user greeting 'Welcome, Peggy Hill' is visible in the top right corner. The main content area is divided into two primary sections: 'Notifications' and 'Change History'. The 'Notifications' section features a table with columns for 'All Notifications', 'Entities', 'Documents', 'Billing', and 'Action Required'. It lists various events such as document downloads, approvals, and activations with corresponding dates and times. The 'Change History' section shows a list of system events, including the creation and activation of entities and the sharing of documents. Both sections include pagination controls at the bottom.

figure 1h

- The Dashboard is the first screen upon entry to Venture Vault Portal. It provides a glimpse of recent activity, as well as the Main Navigation Menu at the top of the screen (figure 1h).

ENTITIES

- The Entities screen provides an overview of the entities entered in the account, state of domestication, and status with the state.
- The entity name and type of entity (i.e., partnership, for-profit corporation, etc.) are displayed on each entity's card.
- The status indicator displays green when the entity is in Active status via the Texas Comptroller's/ Secretary of State's offices. The status indicator flashes red when the entity is in an Inactive status (i.e., forfeited, etc.). This indicator will also flash red for out-of-state entities, as integration with other states is a future feature not yet included in Venture Vault.
- The state label, indicating state of domestication of the entity, is identified by a small blue box with the identifying state abbreviation.
- To add a new entity, select the Create a New Entity button (figure 1i).

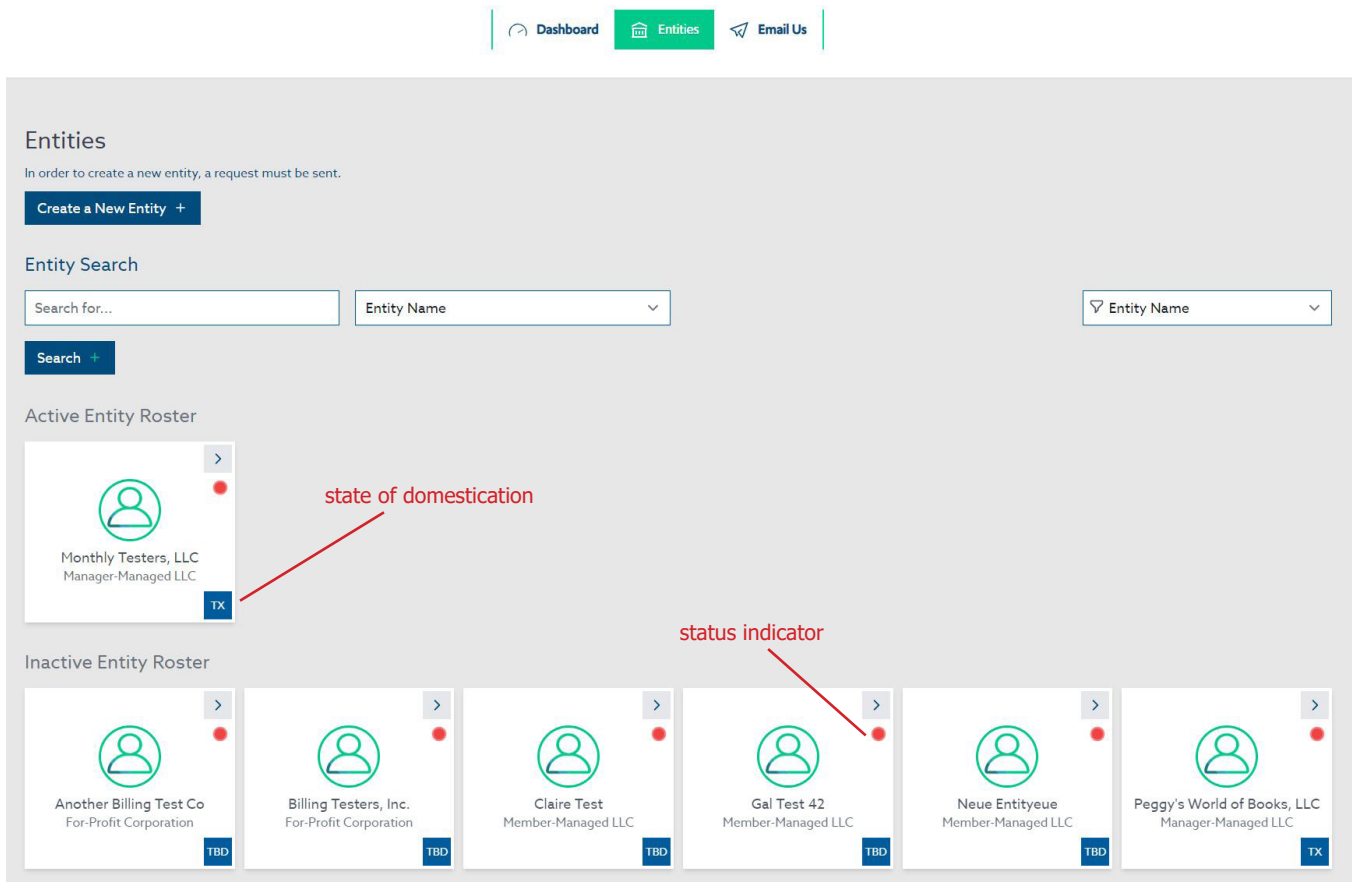


figure 1i

- Enter all information into the Create a New Entity form. All items marked with an asterisk (*) are required (figure 1j).
- The integration with Texas Comptroller/Secretary of State relies on proper identifying numbers, such as the State File Number. Should you require assistance in verifying these numbers, feel free to reach out to our team.
- Billing Settings allows for the billing to be set at Annual or Monthly payment intervals.
- Once all information is entered, select Submit. The entity is sent to the Organization Admin for approval.
- The Organization Admin receives an email and alert within the system to approve the entity. Once approved, an invitation email is sent to the Contact Email listed for the entity (if the Contact Email is already an entity owner, an email is sent to advise owner of additional entity).

figure 1j

- Once an entity is approved, it will appear in the Active Entity Roster on the Entities Screen (figure 1i). Each card may be selected for further data entry and document upload.
- Once selected, a card will open up the entity information screen. A User may choose to select Edit and submit further edits for the entity, view the Entity Representatives (users assigned to account), Change History of the entity, and access uploaded collateral (i.e., Billing, Documents, Notices, and Change Requests) (figure 1k).

Entity Information	
ENTITY NAME	Peggy's World of Books, LLC
ENTITY TYPE	Manager-Managed LLC
EIN	44444444
REGISTERED AGENT NAME	Rainey Street, LLC
REGISTERED AGENT ADDRESS	123 Rainey Street, Arlen, Texas 77777
PRINCIPAL OFFICE ADDRESS	789 Maple Lane, Arlen, Texas 77777
STATE OF INCORPORATION	Texas
FILE NUMBER	-
STATE FILE NUMBER	-
WEB FILE NUMBER	-
TX TAXPAYER NUMBER	78945612355
CONTACT ADDRESS	789 Maple Lane, Arlen, Texas 77777
CONTACT EMAIL	gdoron@immixproductions.com
CONTACT PHONE	2146593212
Billing Settings	
START BILLING AFTER	-
Members	
Manager 1	
NAME	Peggy Hill
ADDRESS	123 Rainey Street Arlen, Texas 77777
SSN/EIN	-
IS A MANAGER?	Yes
IS A MANAGER ONLY AND NOT A MEMBER?	No
IS TAX MATTERS PARTNER?	Yes
OWNERSHIP PERCENTAGE	Yes

Entity Representatives	
PH	Peggy Hill
	Owner
1 of 1	

Change History
No history yet.

figure 1k

- Billing items are added to the system in the form of invoices as .pdf documents. These can be accessed by selecting the Billing button (figure 1k).
- To access uploaded documents and upload new documents, select the Documents button (figure 1k).

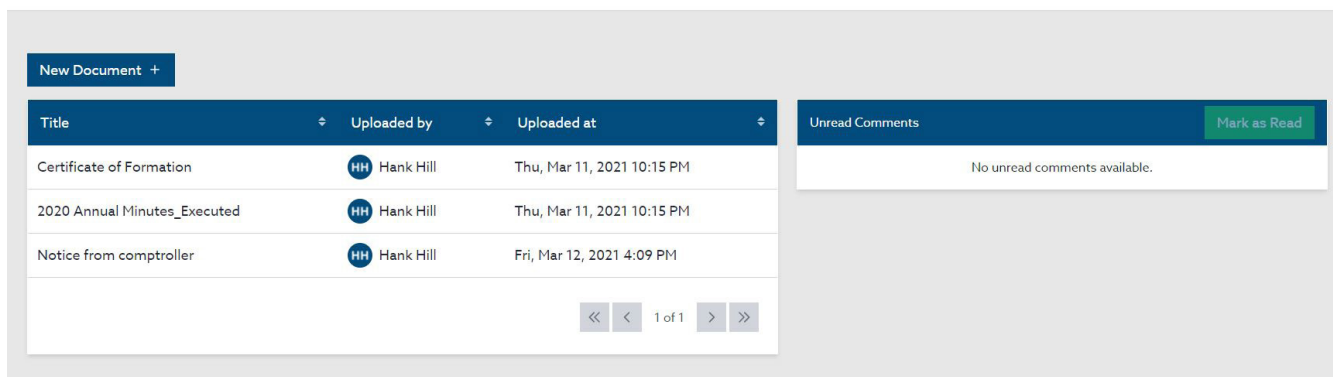


figure 1l

- Documents uploaded previously are displayed in the list. To access any of these, select one. To add a new document, select the New Document button (figure 1l).

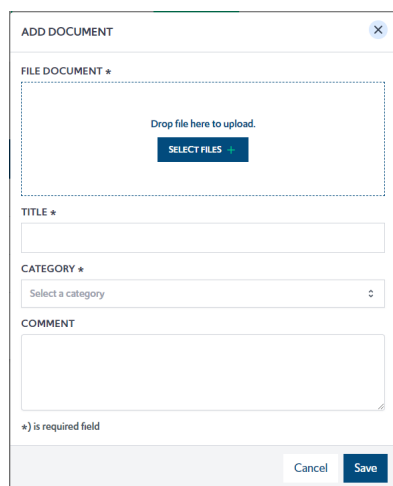


figure 1m

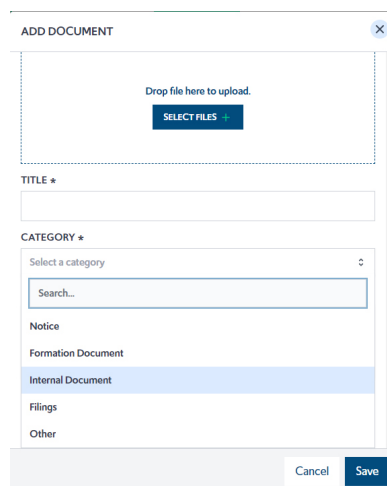


figure 1n

- To upload a new document, select the Select Files button or drag to drop a file to the Add Document window. Provide a Title and Comment, if needed (figure 1m).
- Choose a Category from the drop-down menu (figure 1n). (Items identified as Notices (i.e., TX Comptroller Notices) will be accessible via the Notices screen by selecting the Notices button (figure 1k).) Select Save.

- The View Document Screen allows the user several options (figure 1o).
- For security purposes, images are blurred out, but identify the general look of a document.
- Documents may be downloaded by selecting the Download Icon or the Download File button.
- A document may be replaced, renamed, and or commented on by selecting the Replace Document button. A comment may also be added by selecting the Add Comment button.
- A document may be emailed to a third party by selecting the Email to Third Party button. This option sends an email with a code to the email address provided so that party may access/download a document, but not have access to Venture Vault or other data/ documents.

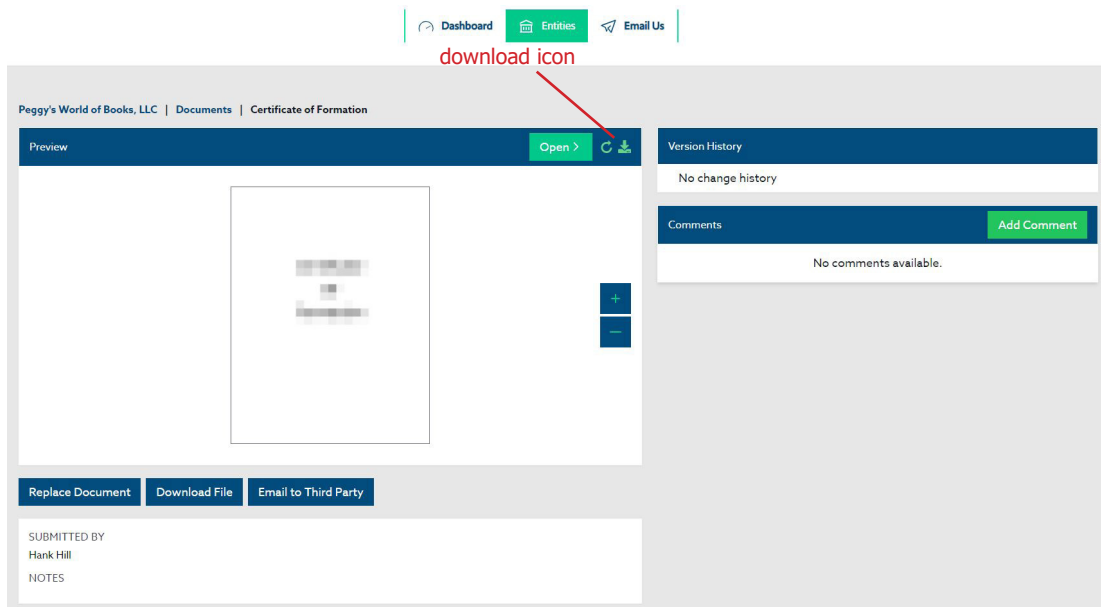


figure 1o

- When a Document, Notice, or Invoice are added to the system, Venture Vault sends an email notification to the account owner (User).

BILLING

- Billing information is entered by owner (User) utilizing the drop-down menu by selecting the Profile Icon in the upper-right and selecting Account Settings (figure 1p), then selecting Billing in the Settings window (figure 1q).
- Enter credit card information (figure 1r), including Name & Address, select an entity from the Entity drop-down menu to which it is assigned (or check Set Card as Default to assign the card to all entities owned by User), and select Save.

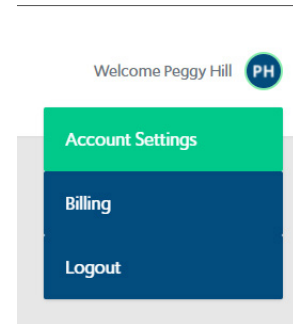


figure 1p

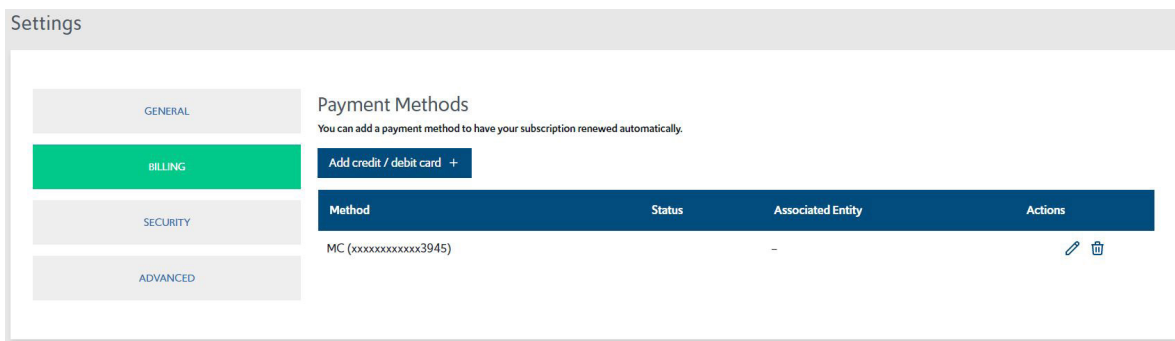


figure 1q

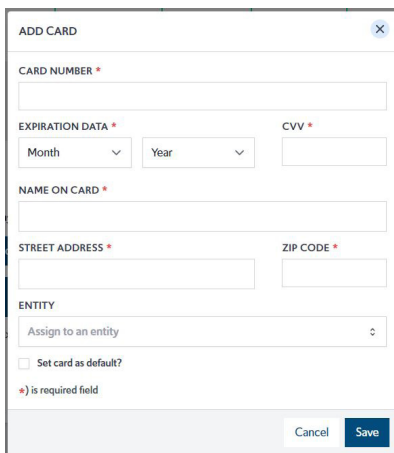


figure 1r

- Invoices may be accessed by the owner (User) via the Billing button on the Entity page (figure 1s).
- To Pay an Invoice, select the Pay button (figure 1s). The Invoice is settled using the credit card information provided via the Intuit QuickBooks payment integration.
- To Download an Invoice, select the Download PDF button on the Invoices window (figure 1t). Ensure pop-up blockers are not engaged in the browser. The Invoice will download as a .pdf file (figure 1u).

The screenshot shows the 'Invoices' window in a web application. At the top left, the word 'Invoices' is displayed. Below it is a table with columns: ID, Amount, Status, and Date. A single row is visible with ID '#', Amount '\$0.83', Status 'Pending' (in a red box), and Date 'Mon, Aug 9, 2021 3:20 PM'. To the right of this row are two buttons: 'Pay' and 'Download PDF'. Below the table is a pagination control showing '<< < 1 of 1 > >>'. On the right side of the window, there is a vertical menu with four buttons: 'BILLING >', 'DOCUMENTS >', 'NOTICES >', and 'CHANGE REQUESTS >'.

figure 1s

The screenshot shows the 'Invoices' window after the invoice has been paid. The table now shows the Status as 'Paid' (in a green box) and the Date as 'Tue, Aug 10, 2021 7:24 PM'. The 'Pay' button is no longer visible, but the 'Download PDF' button remains. The pagination control and the right-side menu are identical to the previous screenshot.

figure 1t

Venture Vault
 25025 145 North, Suite 575
 The Woodlands, TX 77380 US
 carly@venturevaultportal.com
 venturevaultportal.com



INVOICE

BILL TO: Peggy Hill (TEST) DATE: 08/09/2021
 DUE DATE: 08/10/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Monthly Testers, LLC - VentureVault Membership	Entity VentureVault Membership			0.83
PAYMENT				0.83
BALANCE DUE				\$0.00
				PAID

figure 1u

