

LEADING  
CHANGE

# Document Exchange Platform User's Manual

January 2021



**OCIF**

Gobierno de Puerto Rico

OFICINA DEL  
COMISIONADO  
DE INSTITUCIONES  
FINANCIERAS




**Truenorth**


# REGISTER NEW USER

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Document Exchange Platform



I'm not a robot  reCAPTCHA  
Privacy Terms

Login

**Register New User**

**To create a new account:**

- Press the **Register New User** button

# REGISTER NEW USER

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## <Register



Institution



### To create a new account (Select Institution):

- Select the financial institution from the menu
- Press arrow below to CONTINUE

# REGISTER NEW USER



## <Register



Username

Password

Confirm Password

Email



**To create a new account (General Information):**

- Enter a **Username**
- Enter a **Password**
- **Confirm Password**
- Enter an **Email address\***
- Press the arrow below signaling to the right to CONTINUE

*\*It is very important to enter the email address **correctly** given that you will be receiving a PIN number in that address to complete the registration process in the platform.*

# REGISTER NEW USER



## <Register

Progress indicators: SELECT INSTITUTION, GENERAL INFORMATION, **ADDITIONAL INFORMATION**, USER REGISTRATION

Contact:

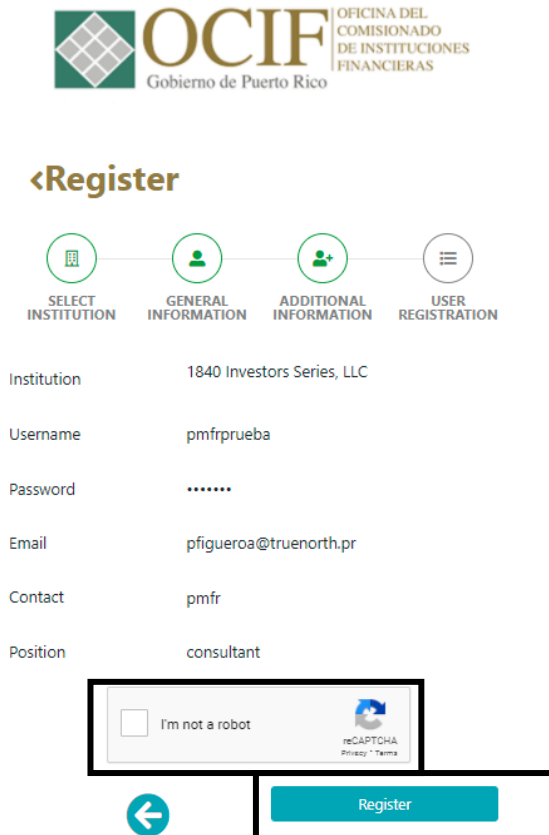
Position:

Navigation:

### To create a new account (Additional Information):

- Enter your name in the **Contact** field
- Enter your position within the financial institution in the **Position** field
- Press the arrow below signaling to the right to CONTINUE

# REGISTER NEW USER



**OCIF** OFICINA DEL COMISIONADO DE INSTITUCIONES FINANCIERAS  
Gobierno de Puerto Rico

**<Register**

SELECT INSTITUTION — GENERAL INFORMATION — ADDITIONAL INFORMATION — USER REGISTRATION

Institution 1840 Investors Series, LLC


Username pmfrprueba


Password .....

Email pfigueroa@truenorth.pr

Contact pmfr

Position consultant

I'm not a robot  reCAPTCHA  
Privacy Terms

 **Register**

## To create a new account (User Registration):

- Confirm the information entered is correct\*
- Confirm the CAPTCHA
- Press the **Register** button

*\*If necessary, correct any errors by pressing the arrow below signaling to the left.*



# REGISTER NEW USER

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A PIN was sent to the email provided:

Institution's license number:

A **PIN number** will be sent to the email address you provided.

- Enter the **PIN number** in the first field
- Enter the financial institution's **license number** in the second field
- Press **Validate PIN** to complete the registration\*

*\*If an error message appears, review your entries and press **Validate PIN** again. If the information entered is correct, you will see a message indicating that the user has been created successfully.*


The platform will redirect you to the homepage.


# LOGIN

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Document Exchange Platform



I'm not a robot  reCAPTCHA  
Privacy Terms

Login

[Register New User](#)

## To sign into the platform:

- Enter your credentials (username and password)
- Confirm the CAPTCHA
- Press **LOGIN**



# GENERAL INFORMATION



General Information

Documents

Create an Account Manager

Frequently ask questions

Need Help

Pmfprueba

### General Information

[Edit](#)

Institution Name:  
BANCO POPULAR DE PR

Primary Phone:                      Secondary Phone:  
Primay Phone                      Secondary Phone

Email:                                      Physical Address:  
pfigueroa@truenorth.pr                      Physical Address

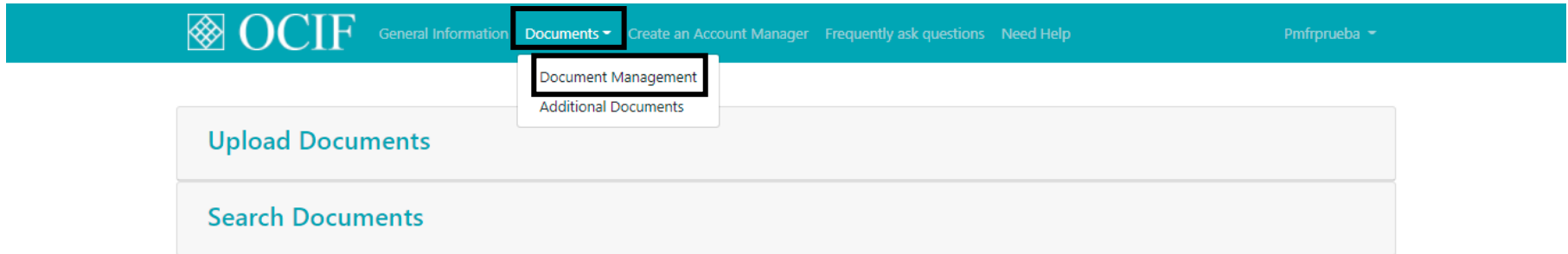
Postal Address:  
Postal Address

[Update](#)

## To edit the account's general information:

- Click on the **General Information** tab at the top of the page
- Press the **Edit** button
- Click on the field you want to edit and make the desired modifications
- Press the **Update** button to save the information

# DOCUMENTS: Document Management



The screenshot shows the OCIF platform's navigation bar. The 'Documents' tab is highlighted with a red box, and its drop-down menu is open, showing 'Document Management' and 'Additional Documents'. Below the navigation bar, there are two buttons: 'Upload Documents' and 'Search Documents'.

**To upload or search documents that have already been uploaded to the platform:**

- Click on the **Documents** tab's drop-down menu
- Select **Document Management**

The platform will go to the Document Management section.

# DOCUMENTS: Document Management (Upload)



### Upload Documents

Category:

Subcategory:

Select a document:  No file chosen

Document Name:

Notes/Comments:

[Search Documents](#)

## To upload a document:

- Press the **Upload Documents** accordion
- Select the document category from the category menu
- Select the document subcategory from the subcategory menu
- Press the **Choose File** button
- Select the document you want to upload
- Enter any notes or comments related to the document that has been uploaded (optional)
- Press the **Upload Document** button

# DOCUMENTS: Document Management



General Information Documents Create an Account Manager Frequently ask questions Need Help

Pmfrprueba

## Upload Documents

Category:

-- Select --

Subcategory:



Select a document:

Choose File No file chosen

Notes/Comments:

Notes/Comments

Search Documents



The document has been uploaded.

OK

Upload Document

- If the document is uploaded successfully, you will see a message that reads “The document has been uploaded.”
- Press **OK** to return to the **Document Management** page.

# DOCUMENTS: Document Management (Search)







**Upload Documents**

[Search Documents](#)

Category:  Subcategory:

Responsible:  Created from:  Created to:

[Clean Content](#) [Search](#)

Document Number	Responsible	Document	Category	Subcategory	Creation Date	Status	Actions
984	leticia15	Information Technology Request List202012031003202101211020	BANK SECRECY ACT REQUEST LETTER ITEMS	CURRENCY TRANSACTION REPORTING	21/01/2021		 
944	#test#	abcdefghijklmnopqrst202012311834	BANK SECRECY ACT REQUEST LETTER ITEMS	BSA/AML COMPLIANCE PROGRAM	31/12/2020		 
916	pmfrprueba	OCIF202012081502	BANK SECRECY ACT REQUEST LETTER ITEMS	BSA/AML COMPLIANCE PROGRAM	08/12/2020		 

## To search documents:

- Press the **Search Documents** accordion
- Search by documents' category, subcategory, user responsible of uploaded document, and/or date.
- Press the **Search** button to search documents within the selected criteria
- Press the **Clean Content** button to carry out a new search.

The platform will bring all documents that fall into the selected criteria.

# DOCUMENTS: Document Management (Search)









## Upload Documents

## [Search Documents](#)

Category:  Subcategory:

Responsible:  Created from:  Created to:

Document Number	Responsible	Document	Category	Subcategory	Creation Date	Status	Actions
984	leticia15	Information Technology Request List202012031003202101211020	BANK SECRECY ACT REQUEST LETTER ITEMS	CURRENCY TRANSACTION REPORTING	21/01/2021		 
944	#test#	abcdefghijklmnopqrst202012311834	BANK SECRECY ACT REQUEST LETTER ITEMS	BSA/AML COMPLIANCE PROGRAM	31/12/2020		 
916	pmfrprueba	OCIF202012081502	BANK SECRECY ACT REQUEST LETTER ITEMS	BSA/AML COMPLIANCE PROGRAM	08/12/2020		 

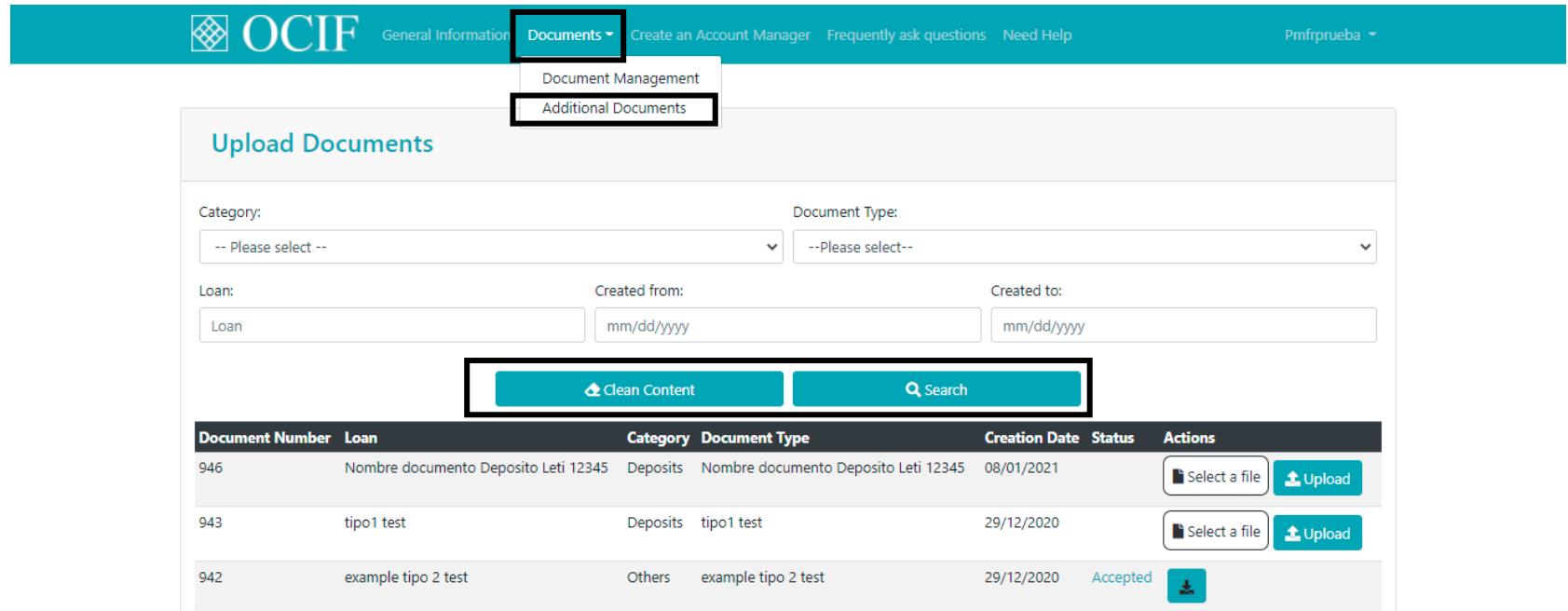
### To delete a document:

- Press the **red button** in the Actions column
- Press **OK**

### To download a document:

- Press the **blue button** in the Actions column
- Document will download automatically in PDF format

# DOCUMENTS: Additional Documents



**OCIF** General Information **Documents** Create an Account Manager Frequently ask questions Need Help Pmfrprueba

Document Management  
Additional Documents

### Upload Documents

Category: -- Please select -- Document Type: --Please select--

Loan: Loan Created from: mm/dd/yyyy Created to: mm/dd/yyyy

**Clean Content** **Search**

Document Number	Loan	Category	Document Type	Creation Date	Status	Actions
946	Nombre documento Deposito Leti 12345	Deposits	Nombre documento Deposito Leti 12345	08/01/2021		Select a file Upload
943	tipo1 test	Deposits	tipo1 test	29/12/2020		Select a file Upload
942	example tipo 2 test	Others	example tipo 2 test	29/12/2020	Accepted	Download

**To carry out searches or upload additional documents required by the financial institution:**

- Click on the **Documents** tab's drop-down menu
- Select **Additional Documents**

**To search documents in this section:**

- Search by document category, document type, loan name, and/or date
- Press the **Search** button to search documents within the selected criteria
- Press the **Clean Content** button to carry out a new search



# DOCUMENTS: Additional Documents

### Upload Documents

Category:  Document Type:

Loan:  Created from:  Created to:

[Clean Content](#) [Search](#)

Document Number	Loan	Category	Document Type	Creation Date	Status	Actions
920	System History Prestamo 123	Loans	System History Prestamo 123	11/12/2020		<a href="#">Select a file</a> <a href="#">Upload</a>
919	Others	Loans	Others	10/12/2020		<a href="#">Select a file</a> <a href="#">Upload</a>
918	Mortgage Note	Loans	Mortgage Note	10/12/2020		<a href="#">Select a file</a> <a href="#">Upload</a>
911	UCC forms Loan 12345	Loans	UCC forms Loan 12345	08/12/2020		<a href="#">Delete</a> <a href="#">Download</a>
907	UCC forms prestamo letica	Loans	UCC forms prestamo letica	04/12/2020		<a href="#">Delete</a> <a href="#">Download</a>

The documents that have already been uploaded will have the **DELETE** and **DOWNLOAD** buttons available in the **Actions** column. For the documents that have not yet been uploaded, you will see a **Select a file/Upload** button in the **Actions** column.

### To upload a document in this section:

- Press the **Select a file** button in its row
- Select the file from your computer
- Press the **Upload** button to upload it to the platform

Once the new document has been uploaded, the **DELETE** and **DOWNLOAD** buttons will be enabled in the **Actions** column.

# CREATE AN ACCOUNT MANAGER

### Create a Account Manager

<input type="text"/>	
<input type="password"/>	<input type="checkbox"/>
<input type="password"/>	<input type="checkbox"/>
<input type="text"/>	
<input type="text"/>	
<input type="button" value="Create Account"/>	

## To create an Account Manager user:

- Click on the **Create an Account Manager** tab at the top of the page
- Enter a **Username**
- Enter a **Password**
- Confirm the Password
- Enter an **Email** address
- Press the **Create Account** button to create the new account manager user

# FREQUENTLY ASKED QUESTIONS

## Frequently ask Questions

[Question 1](#)

Answer 1

[Question 12](#)[Question 13](#)[Question 14](#)

### To access a list of frequently asked questions:

- Click on the **Frequently Asked Questions** tab at the top of the page
- Press each question's accordion to reveal its answer

# NEED HELP

### Ask Questions

## To send a question:

- Click on the **Need Help** tab at the top of the page
- Select the reason of the message from the menu provided
- Type your question in the **Message** box
- Press the **Send Question** button

# CHANGE PASSWORD



### Change Password

User:

Old Password:

New Password:

Confirm Password:

## To change the account's password:

- Click on the **Username** tab
- Select **Change Password** from the drop-down menu
- Enter the **Old Password**
- Enter the **New Password**
- Confirm the new password by re-entering it in the **Confirm Password** field
- Press the **Change Password** button

If there are no errors in the fields, you will see a message indicating that the password has been changed successfully. Press **OK** to return to the **Documents** section.

# LOGOUT



### Change Password

User:	Old Password:
<input type="text" value="pmfrprueba"/>	<input type="password" value="Old Password"/>
New Password:	Confirm Password:
<input type="password" value="New Password"/>	<input type="password" value="Confirm Password"/>
<input type="button" value="Change Password"/>	

## To end the session:

- Click on the **Username** tab
- Select **Logout** from the drop-down menu

The session will be ended, and you will be redirected to the login page.