



EASTDIL
SECURED

EASTDIL SECURED
INVESTOR USER GUIDE



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About the Eastdil Secured Investor (ESI) Site

Site Overview

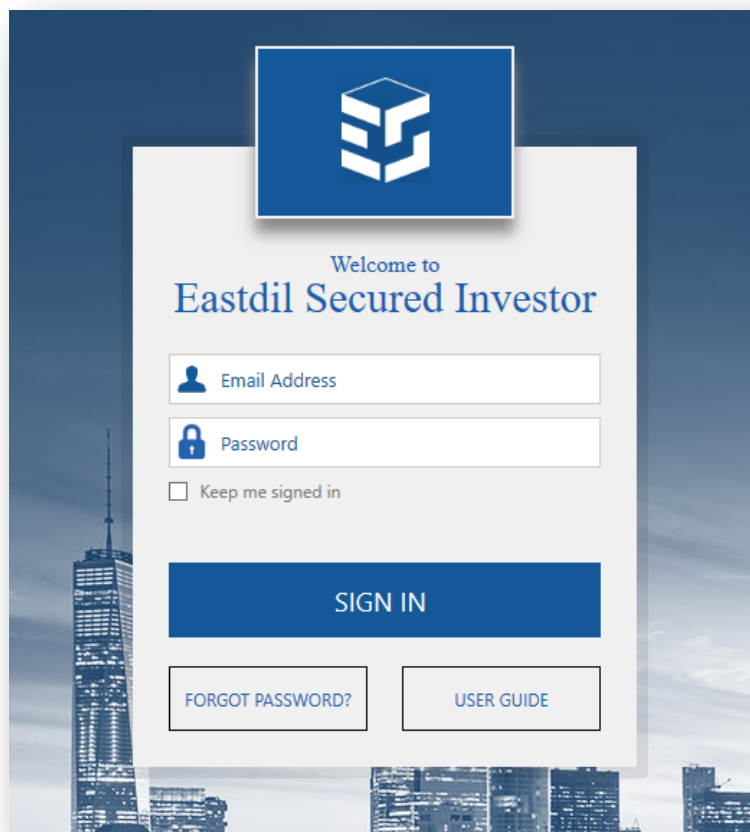
The Eastdil Secured Investor (ESI) website is Eastdil Secured's deal marketing platform intended for use by you, our clients, and investors. Our site provides a secure location for us to share available deal information and new deal offerings to you.

ESI URL: <https://esi.eastdilsecured.com>



Site Access

Access to the website is authorized to individual users with a registered account. Your account is registered using your email address as your username and a temporary password will be provided by email for first-time login.





First Time Login

When logging in for the **First Time**, enter the **Username** and **Temporary Password** that was provisioned for you and communicated through email. Click on **Sign In**.

The screenshot shows a login interface for 'Eastdil Secured Investor'. At the top center is a blue square containing a white logo consisting of three stacked, interlocking 'E' shapes. Below the logo, the text 'Welcome to Eastdil Secured Investor' is displayed in a blue serif font. Underneath are two white input fields with blue icons: a person icon for 'Email Address' and a padlock icon for 'Password'. A large, solid blue button with the text 'SIGN IN' in white capital letters is positioned below the input fields. A red arrow points to this button from the left. At the bottom of the form area, there are two white buttons with blue text: 'FORGOT PASSWORD?' on the left and 'USER GUIDE' on the right. The entire form is set against a light gray background with a subtle blue border.

When clicked on **Sign In**, you will be prompted to create a new password.

Set the password as instructed, in accordance with the password complexity requirements. Enter and confirm your new password and click **continue**.



Eastdil Secured Investor
Reset Password

New Password

Confirm New Password

CONTINUE CANCEL

Once a **new password** is created you will be **redirected** to the **Login** page.
Enter your email address and new password on the login screen and sign in.

Welcome to
Eastdil Secured Investor

Email Address

Password

Keep me signed in

SIGN IN

FORGOT PASSWORD? USER GUIDE



Password Reset

Forgot Password feature is available to those users that have accessed the site already and have forgotten their password or would like to reset it. This feature will **NOT** work if you have not previously completed the New User Setup and experienced a successful first-time login of the site.

Logo: Eastdil Secured

Welcome to
Eastdil Secured Investor

Email Address

Password

Keep me signed in

SIGN IN


FORGOT PASSWORD?

USER GUIDE




Forgot Password will take you through a 3-step setup process to reset your user password.

Enter the email address associated with your Investor account. Click **Send Code**.



Eastdil Secured Investor Reset Password

Please enter a valid email address and click Send Code.

 Email Address

SEND CODE

CONTINUE CANCEL



You will be sent a verification code to the email address that you provided. Enter the Verification Code that was sent to you by email and click on **Verify Code**.

Eastdil Secured Investor
Reset Password

Verification code has been sent. Please copy it to the input box below.

Enter email address

Verification Code

VERIFY CODE

SEND NEW CODE

CONTINUE CANCEL

After verification is complete, you will be prompted to enter your registered email address.

Enter the email address and click **Continue**.



Eastdil Secured Investor
Reset Password

E-mail address verified. You can now continue.

Enter email address

CONTINUE CANCEL

Enter your new password and confirm your password. Click on **Continue**.

Eastdil Secured Investor
Reset Password

New Password

Confirm New Password

CONTINUE CANCEL



Enter your login credentials and click on **Sign In**.

The screenshot shows a login interface for 'Eastdil Secured Investor'. At the top center is a blue square containing a white logo consisting of three stacked, interlocking geometric shapes. Below the logo, the text 'Welcome to Eastdil Secured Investor' is displayed in a blue serif font. The form contains two input fields: the first is labeled 'Email Address' with a person icon, and the second is labeled 'Password' with a padlock icon. Below these fields is a checkbox labeled 'Keep me signed in'. A large blue button with the text 'SIGN IN' in white is positioned below the checkbox. At the bottom of the form are two smaller buttons: 'FORGOT PASSWORD?' on the left and 'USER GUIDE' on the right. The background of the form is light gray, and the entire page is framed by a dark blue border.

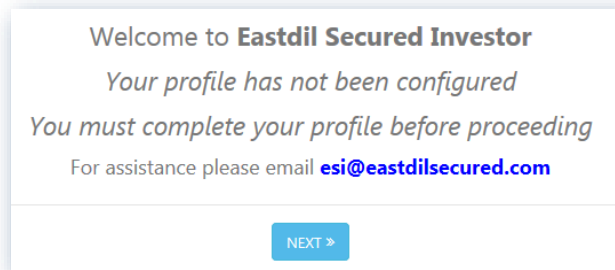


Login Assistance

If you have any problems logging in to your investor account, please contact our ESI Support team at esi@eastdilsecured.com

USER PROFILE

Upon You will see a “Welcome” popup window upon your first successful site login. This will redirect you to complete your user profile, a required step to proceed with full site access. The user profile has two main sections you will need to complete.



Primary Contact Information

This section requests for you to confirm your legal full name, your work title, and a fax number.

Legal Entity Profile

This section requires you to add your profile for your company’s legal entity of official business registration, under which any bids would be placed for a deal. You have the options to have multiple entities in your profile. You will be required to confirm a legal entity profile every time you access a new deal data room. At that time, you can do one of two things:

1. Confirm the current entity profile is correct for the deal being accessed.
2. Submit a request to change your legal entity.



YOUR INFORMATION WEBSITE PREFERENCES

Profile Editor

Legal First Name: Tracia
 Legal Last Name: Almeida
 Title: Lead Application Development
 Phone Number on File: [Empty]

For the Legal Entity section below, this information should represent your company's official business registration under which any bids would normally be placed.
 This will be shown as the default Entity when signing Confidentiality Agreements (CAs).

Primary Legal Entity Name: Eastdil Secured, LLC
 Primary Legal Entity Type: Private

Primary Legal Entity Registration Physical Address (no P.O. boxes)

Country: United States

Address 1: 40 West 57th Street
 Address 2: 23rd Floor (This field does not accept '#' characters)

City: New York
 State/Province: NY
 Zip/Postal Code: 10019

Do you agree that you are acting on behalf of this company

DASHBOARD



The **Dashboard** is the main landing page when accessing the site. You can get to the dashboard from the left navigation toolbar, or by clicking on the Eastdil logo displayed in the upper left corner of the site. The dashboard page currently offers to users three optional widgets.

- 1- Recent Data Rooms
- 2- Favorites
- 3- Notifications

Recent Data Rooms

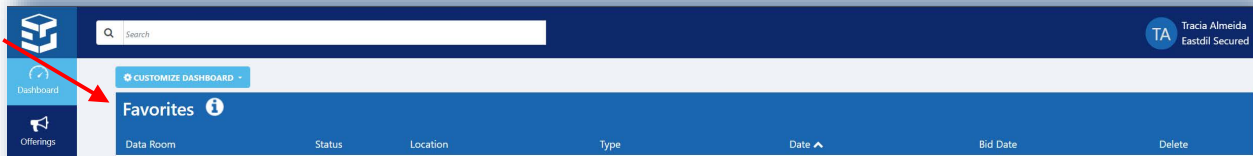
Recent Data Rooms informs you of deal data rooms activated within the last seven business days and provides a quick access link to the data room.

CUSTOMIZE DASHBOARD						
Recent Data Rooms ⓘ						
Data Room	Status	Location	Type	Last Updated	Bid Date	
1ESI INVESTOR DEMO	Active		---	12/02/2021	TBD	



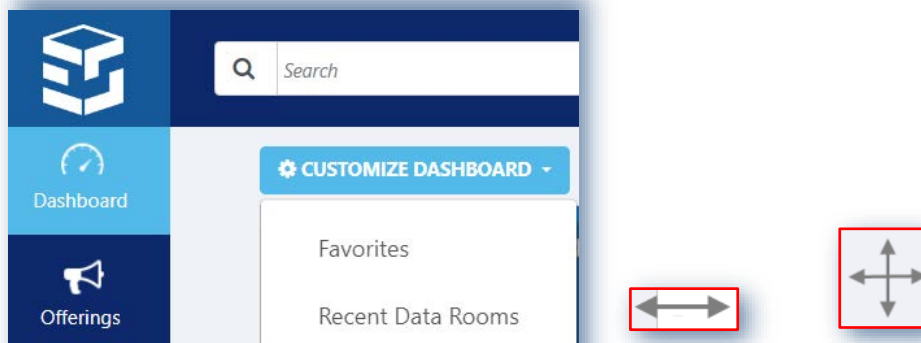
Favorites

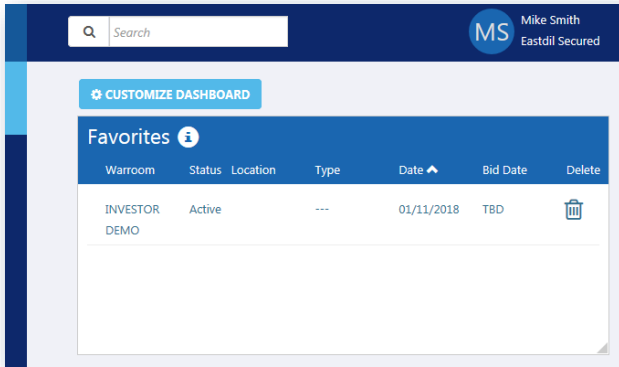
Favorites lists data rooms that you have previously saved as a favorite for quick access from dashboard.



Customize Dashboard View

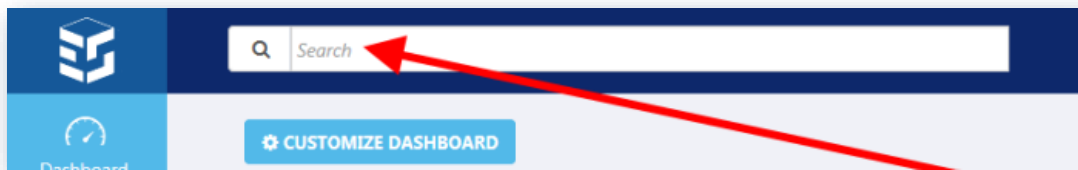
Widgets are all configurable, allowing you to setup your preferred view. Select **Customize Dashboard** to add or remove the widgets available on your dashboard. Rearrange dashboard widgets or resize them, by expanding or shrinking them to desired width or height.





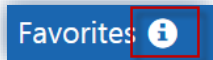
Global Search

The global search allows you to search the entire site by deal name, property type, address, city, or state.



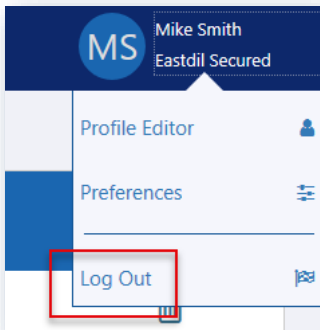
Information Icons

Click on any of the information icons throughout the website for additional site guidance and screen tips.



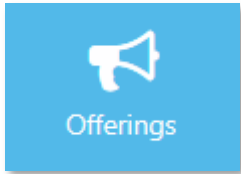
Logging Out

You will be automatically logged out of the system after 60 minutes of inactivity. You can also manually log out by clicking on dropdown located below the name display on top toolbar and selecting **Log Out**.

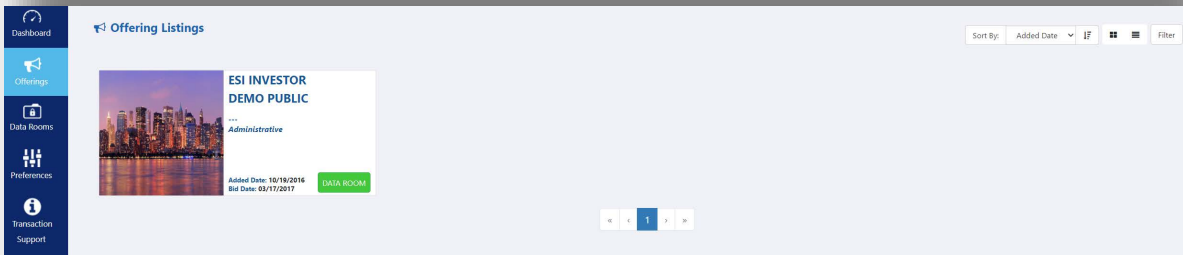




OFFERINGS



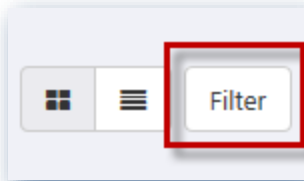
Access the **Offerings** page from the left navigation toolbar to see a listing of Eastdil's available deal offerings. Most of the offerings may only be visible once you have been added to the deal, where others are visible to all registered users.



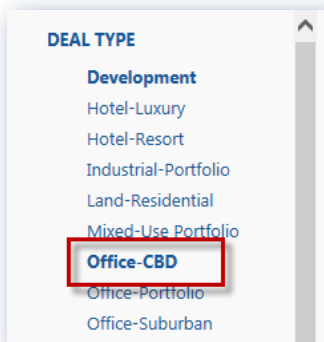


Filters

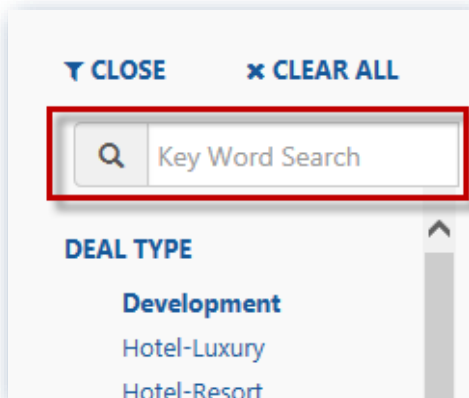
A **Filter** option is located in the upper right corner of the site screen.



Filter dropdown provides you with a list of available filter criteria to choose from. The page list automatically reconfigures when the filters are selected.

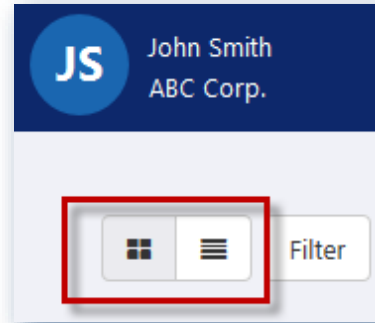


Key Word Search filters search only within the Offerings site page.



Offerings Page Display

You have the option to choose how you prefer to view the display of your deal offerings from either a grid view, or list view. Select this option from the upper right corner of the site screen.



Request Access

You can select the **Request Access** button on deals you may be interested in, but have not been invited to access. This will send your request to receive additional deal information to the deal working party. You will be notified via email once your access has



been granted.



DATA ROOMS

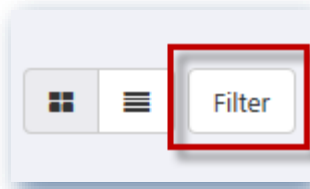
Access the **Data Rooms** page from the left navigation toolbar to open deal data rooms to which you have access.

The screenshot shows a web application interface with a dark blue header and a left navigation sidebar. The sidebar contains icons and labels for 'Dashboard', 'Offerings', 'Data Rooms' (highlighted in light blue), and 'Preferences'. The main content area has a search bar at the top with a magnifying glass icon and the word 'Search'. Below the search bar is the heading 'Data Room Listings' with a small icon of a document with a grid. A single listing card is displayed, featuring the Eastdil Secured logo on the left. The card text includes '1ESI INVESTOR D EMO', a yellow star icon, '--- Administrative', 'Added Date: 10/19/2016', and 'Bid Date: TBD'. A teal button labeled 'ENTER DATA ROOM' is positioned at the bottom right of the card.

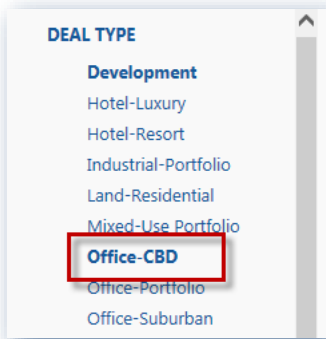


Filters

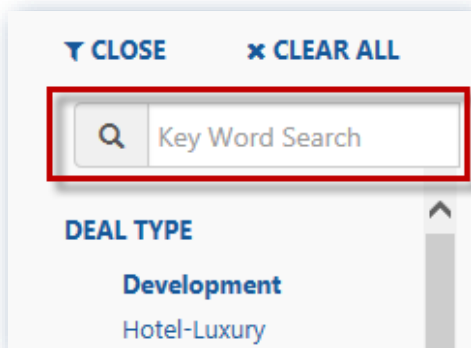
A **Filter** option is located in the upper right corner of the site screen.



Filter dropdown provides you with a list of available filter criteria to choose from. The page list automatically reconfigures when the filters are selected.

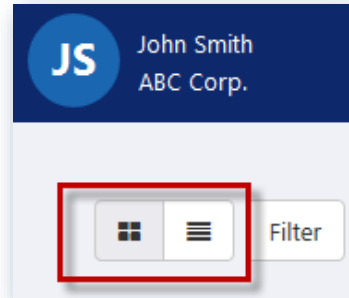


Key Word Search filters search only within the Data Rooms site page.



Data Rooms Page Display

You have the option to choose how you prefer to view the display of your data rooms listing from either a grid view, or list view. Select this option from the upper right corner of the site screen.



Data Room Favorites

Select the star icon at the top right corner of the data room display card, or directly within a data room, to add the data room to your dashboard **Favorites**.






Data Room Example Full View


- Dashboard
- Offerings
- Data Rooms
- Preferences
- Transaction Support
- Technical Support

☆ Data Room | ESI INVESTOR DEMO

[CONTACT US](#)



Welcome to the Investor Demo Warroom
You made it!



I'M HERE, NOW WHAT?
There are four main areas of the warroom to explore:

- Overview** You'll find our beautiful cover shot, deal summary and deal team's contact information here.
- Documents** Scroll down to see the documents module. You can download files & folders by checking or dragging them into the **Download Queue** then click **Download Selected**. Alternatively, just download everything with the **Download All** button.
- Image Gallery** See additional images of our Offerings here. Click an image to enter the media viewer.
- Exhibits** See Offering Exhibits such as Web links, Videos, Floor Plans, Aerials and Links to Google Maps.

LEARN MORE
Download the investor guide below for a quick walkthrough of the entire site and feel free to reach out to us with questions at esi@eastdilsecured.com.

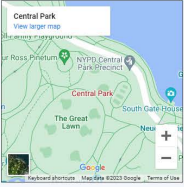
The ESI Team

IMAGE GALLERY

TOTAL: 3

EXHIBITS

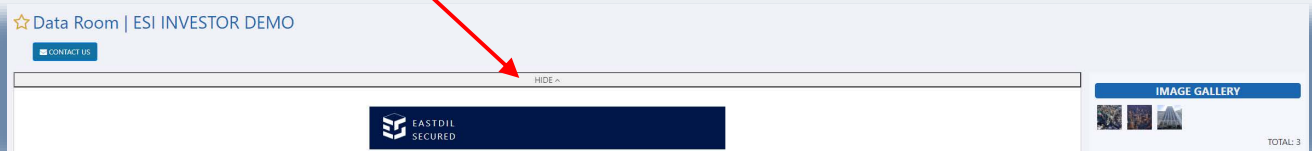
MAPS





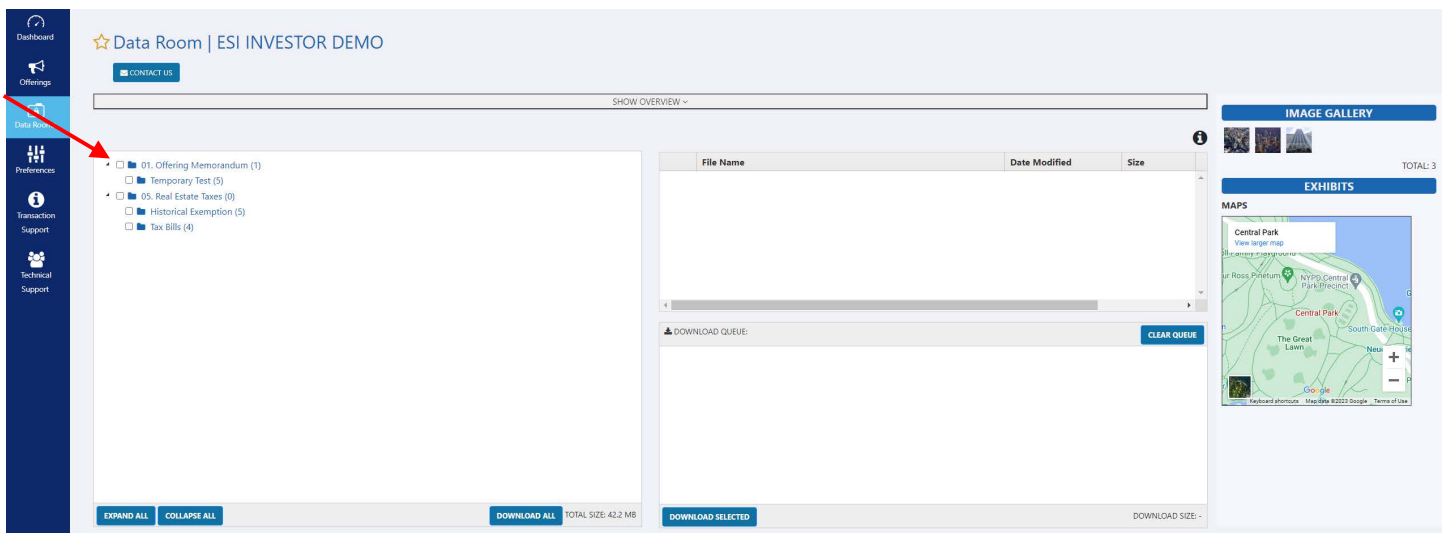
Data Room Overview

The data room overview section provides you with a summary of deal details. You can show or hide the overview section by clicking on **Hide/Show Overview** text.



Documents

Documents can be accessed from the deal data room document tree, located below the Overview section.





View Folder Files: Click on the folder to see the file view window open above the Download Queue box.

File Name	Date Modified	Size
<input type="checkbox"/> ALTA Survey.pdf	06/15/2017 5:36:31 PM	4.3 MB
<input type="checkbox"/> Incorporated Building Details.pdf	06/15/2017 5:36:31 PM	830.3 kB

DOWNLOAD QUEUE: [CLEAR QUEUE](#)

[EXPAND ALL](#) [COLLAPSE ALL](#) [DOWNLOAD ALL](#) TOTAL SIZE: 304.6 MB [DOWNLOAD SELECTED](#) DOWNLOAD SIZE: -

Download Documents by selecting the corresponding checkbox beside the document, or drag and drop files and/or folders into the **Download Queue** box. Selected individual files will NOT display in the download queue if selected file is also in a folder that is in the download queue. Once all desired documents are in the queue, select the **Download Selected** button.

File Name	Date Modified	Size
<input checked="" type="checkbox"/> ALTA Survey.pdf	06/15/2017 5:36:31 PM	4.3 MB
<input checked="" type="checkbox"/> Incorporated Building Details.pdf	06/15/2017 5:36:31 PM	830.3 kB

DOWNLOAD QUEUE: [CLEAR QUEUE](#)

[EXPAND ALL](#) [COLLAPSE ALL](#) [DOWNLOAD ALL](#) TOTAL SIZE: 304.6 MB [DOWNLOAD SELECTED](#) DOWNLOAD SIZE: 5.1 MB



You also have the option to select the **Download All** button and download all data room documents.

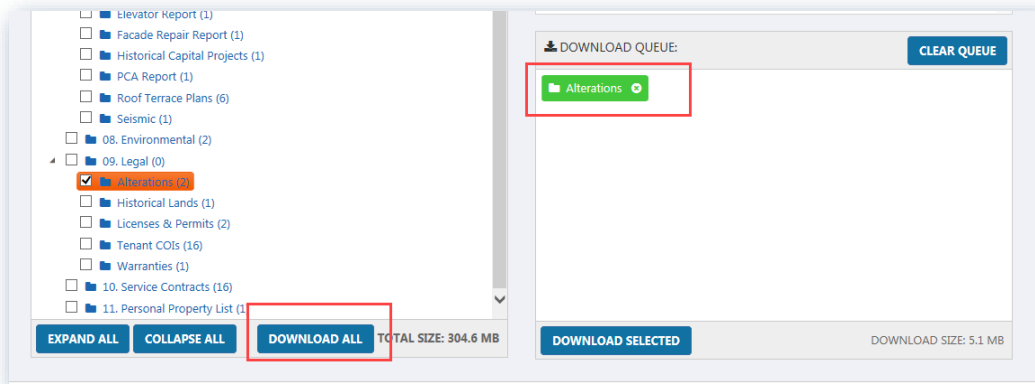


Image Gallery

Click any image located within the **Image Gallery** frame to open the Image Viewer.



Upon clicking an image, the Image Viewer will launch. To close the overlay, select the **X** icon located in the upper right hand corner. To advance the gallery, select the **>** icon.





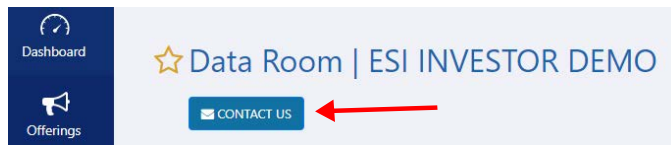
Exhibits

The exhibits section contains maps, videos, and links. Select the exhibit to view a larger window display.



Contact Us

Click the **Contact Us** button, below the data room title, to contact the ES deal team.



✉ **Contact Us: 1ESI INVESTOR DEMO**

Emails submitted here will be sent to the deal team for review

Subject:
Inquiry regarding 1ESI INVESTOR DEMO

Comments:



PREFERENCES



Use the **Preferences** button to customize your website page displays and manage your site profile. You can also reach this page by clicking your name in the upper-right.

Your Information

Your Legal Entity profile, representing your company's official business registration under which any bids on a deal would normally be placed. You can submit a request to change your default Legal Entity once your primary legal entity has been completed.

YOUR INFORMATION WEBSITE PREFERENCES

Profile Editor

Legal First Name: Tracie Legal Last Name: Almeida Title: Lead Application Development Phone Number on File: [Empty]

For the Legal Entity section below, this information should represent your company's official business registration under which any bids would normally be placed.
This will be shown as the default Entity when signing Confidentiality Agreements (CAs).

Primary Legal Entity Name: Eastdil Secured, LLC Primary Legal Entity Type: Private

Primary Legal Entity Registration Physical Address (no P.O. boxes): [Empty]

Country: United States

Address 1: 40 West 57th Street Address 2 *This field does not accept '#' characters*: 23rd Floor

City: New York State/Province: NY Zip/Postal Code: 10019

Do you agree that you are acting on behalf of this company

Website Preferences

Use the Preferences button to customize your website page displays.

YOUR INFORMATION WEBSITE PREFERENCES

Preferences

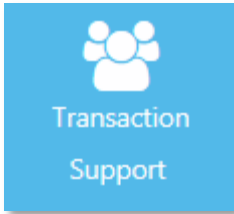
Listings Per Page (Integer from 1 to 100):

Default State of Data Room Overview: Show Hide




SUPPORT

Transaction Support



Select **Transaction Support** to contact Deal Support teams regarding deal inquiries, or support. If you click **Transaction Support** while in a data room, the submitted message will go directly to the Estdil Secured Deal Team.

Transaction Support

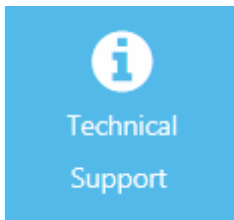
 **By Email:**
Emails submitted here will be sent to the deal support team

Subject:

Comments:


SUBMIT

Technical Support



Select **Technical Support** to contact Estdil regarding website issues with the application.

Technical Support

 **By Email:**
Emails submitted here will be sent to application support team

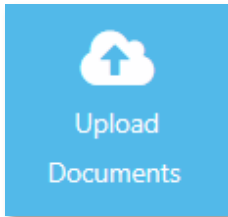
Subject:

Comments:

SUBMIT



UPLOAD DOCUMENTS



The **Upload Documents** button may, or may not be visible on the left-side navigation menu. This function is will only be visible to those that have been given file upload rights. There are limitations to how the upload process works, including a maximum per upload size of 1GB.

Please read the **Notes** section on the site page for full list of limitations.

To upload documents:

1. Click on **Upload Documents** on the left navigation menu.
2. Select a data room from those available in the drop-down box.
3. Click **SELECT FILE** and then choose the file you would like to upload.
4. Click **Upload Files** and then wait for upload to complete.
5. Assuming the upload was successful, the history table will update with the Data Room Name, Document Name, Size, and Date Uploaded.
 - If there was an error with the upload, you will receive an email indicating such.

Once your upload is complete, the ESI support team and Deal Team will receive an email notice. If you need a quick response, please email the deal team directly.

Upload Documents

Upload Instructions:
This page can be used to upload documents to a data room for which you have been granted upload permissions. For security reasons, you will not be able to interact with documents you have uploaded. However, a historical list of documents you have uploaded will be shown on this screen as long as the related data room is still actively hosted.

Notes:

- File size should be limited to 2GB per upload
- To upload multiple files, please compress your files into a ZIP using standard ZIP programs, such as Windows built-in compressed folders. Do not use custom formats such as .7z.
- **DO NOT UPLOAD:** Password protected or encrypted files in ZIP, Microsoft Word, Excel, or PowerPoint format, as we are unable to scan them for viruses and malware. Protected files will be blindly rejected in accordance with our security policy. Our team will be notified when this occurs and may reach out to work with you to resolve.

Step 1: Please Select a Data Room:

Please Select a Data Room ▾

