EDMOND DE ROTHSCHILD
PRIVATE EQUITY

Investor portal

USER GUIDE

SUMMARY

GETTING STARTED

1. I differentiate between platforms

- To differentiate the **eFront Café investor portal** from the **eBanking** platform, check the URL bar for the following address:

https://icx.efrontcloud.com/EDRPE
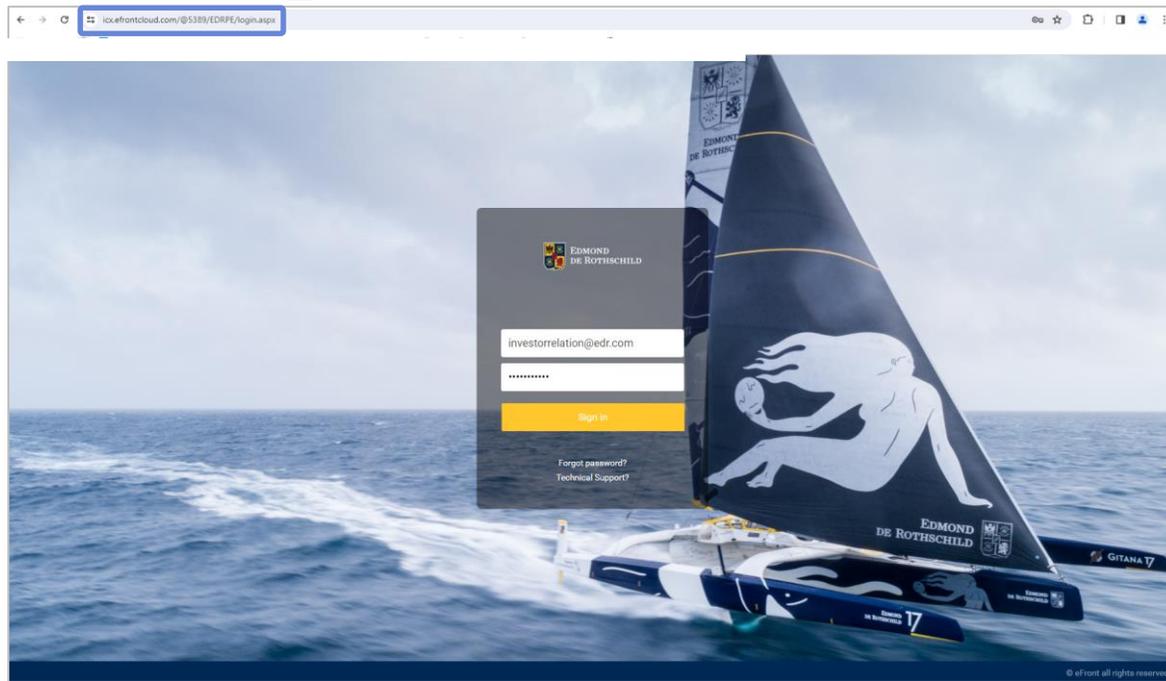
- As the investor portal password is different from the one used to connect on the e-banking platform, it can be reset at any time.

GETTING STARTED

## 2. I receive notifications of new documents

- Notifications from the Private Equity investor portal are sent by e-mail from the address :

investcafe@noreply.edr.com

- If you can't find the notification in your mailbox, check your SPAM / Junk Mail folder.

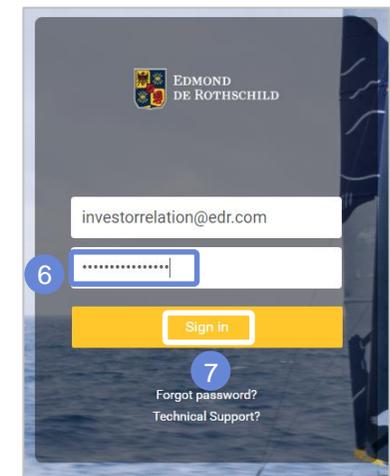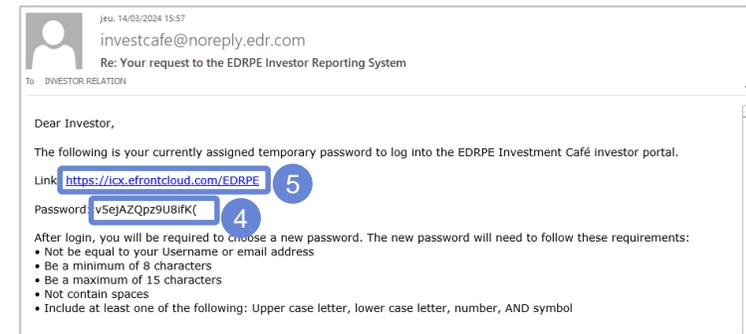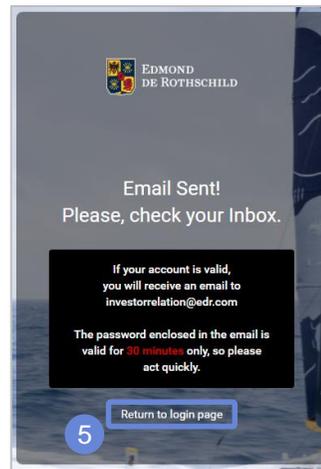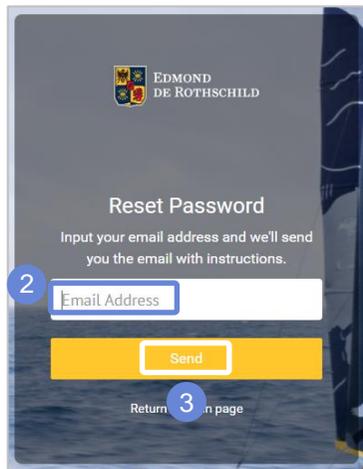- In this case, you'll need to define the sender: investcafe@noreply.edr.com as a safe source.
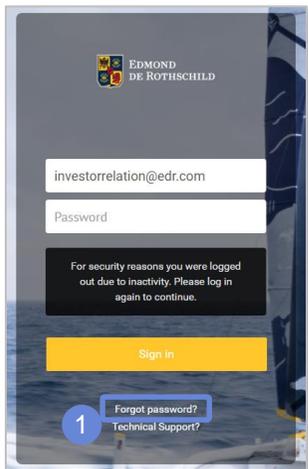
- Clicking on the link in the e-mail will redirect you to the relevant document:
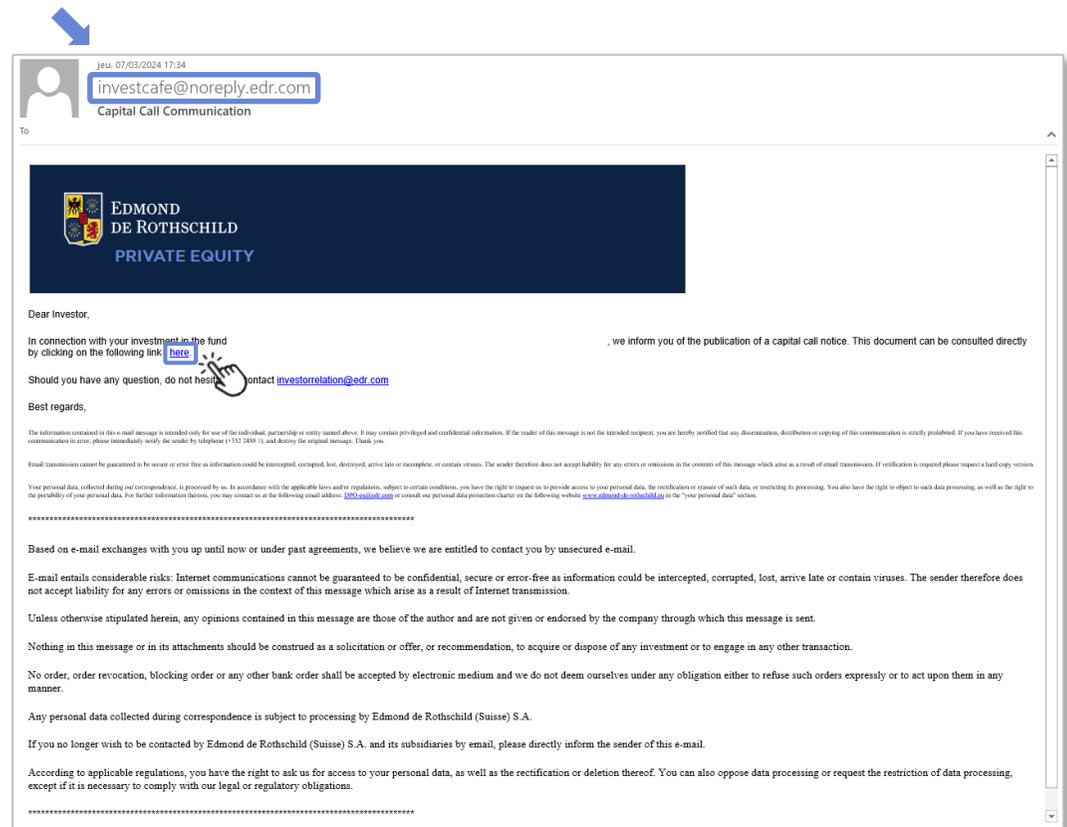
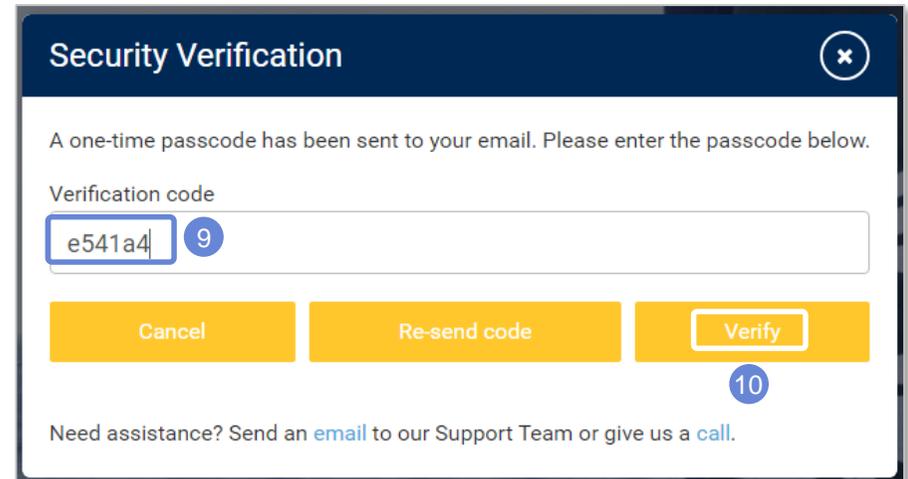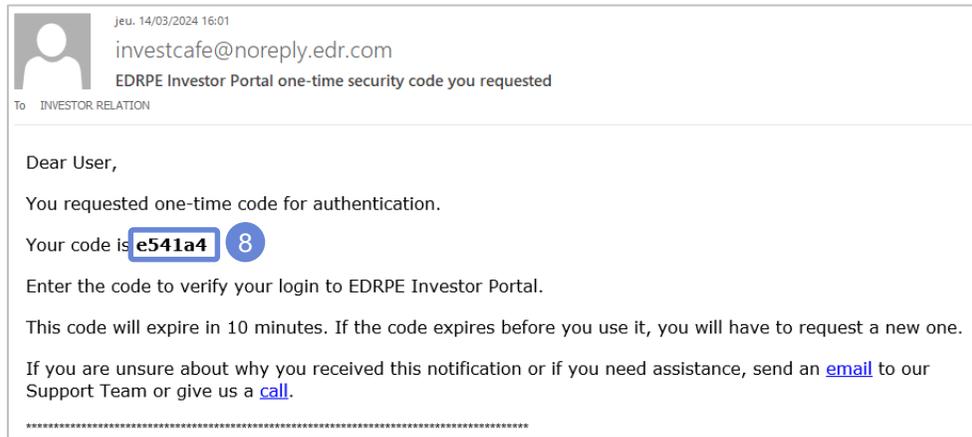# GETTING STARTED
3. Resetting my main password - Step 1

- Open link: https://icx.efrontcloud.com/EDRPE
1. Click on **Forgot password ?**
2. Enter e-mail address
3. Click on the **Send** button
- An email containing the 1st temporary password will be sent.
4. Copy password
5. Go back to login page
6. Paste password
7. Click on the **Sign in** button

jeu. 14/03/2024 15:57
investcafe@noreply.edr.com
Re: Your request to the EDRPE Investor Reporting System
To   INVESTOR RELATION

Dear Investor,

The following is your currently assigned temporary password to log into the EDRPE Investment Café investor portal.

Link: https://icx.efrontcloud.com/EDRPE   5

Password: v5eJAZQpz9U8ifK(4

After login, you will be required to choose a new password. The new password will need to follow these requirements:
- Not be equal to your Username or email address
- Be a minimum of 8 characters
- Be a maximum of 15 characters
- Not contain spaces
- Include at least one of the following: Upper case letter, lower case letter, number, AND symbol

GETTING STARTED

3. Resetting my main password - Step 2

⑧ An email containing the 2nd temporary password will be sent.

⑨ Copy/paste password into Security Verification code popup

⑩ Click on the **Verify** button

jeu. 14/03/2024 16:01

investcafe@noreply.edr.com

EDRPE Investor Portal one-time security code you requested

To   INVESTOR RELATION

Dear User,

You requested one-time code for authentication.

Your code is **e541a4** ⑧

Enter the code to verify your login to EDRPE Investor Portal.

This code will expire in 10 minutes. If the code expires before you use it, you will have to request a new one.

If you are unsure about why you received this notification or if you need assistance, send an email to our Support Team or give us a call.

***

Security Verification ⊗

A one-time passcode has been sent to your email. Please enter the passcode below.

Verification code

e541a4 ⑨

| Cancel | Re-send code | Verify |

⑩

Need assistance? Send an email to our Support Team or give us a call.

GETTING STARTED

3. Resetting my main password - Step 3

(11) Enter the new main password. It must follow the following rules:

- • 1. Be different from the last 10 passwords used in the tool
- • 2. Between 8 and 15 characters long
- • 3. Include upper and lower case letters, special characters, numbers
- • 4. Do not contain spaces

(12) Re-enter password

(13) Click on the **Save** button

(14) In the refreshed window, insert the new password defined in steps 11 and 12.

(15) Click on the **Sign in** button

(i) **Information :** As long as the password does not comply with the rules, this screen will be displayed repeatedly.

(i) **Information :** If the password has expired after 6 months, start at step 11.
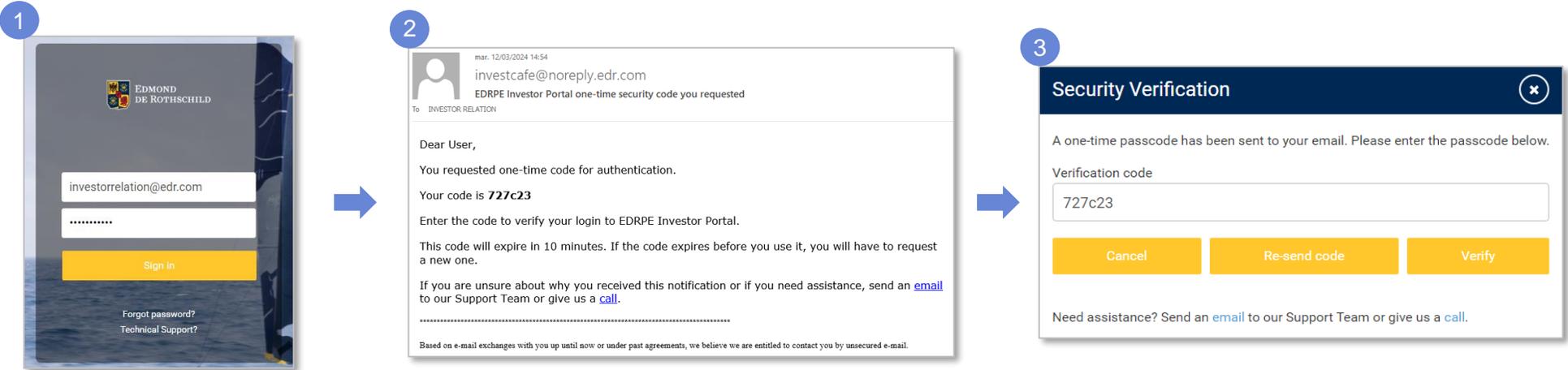
GETTING STARTED
3. Resetting my main password - Step 4

16 An email containing the 2nd temporary password will be sent.

17 Copy/paste password into Security Verification code popup

18 Click on the **Verify** button

• The investor portal home page is displayed
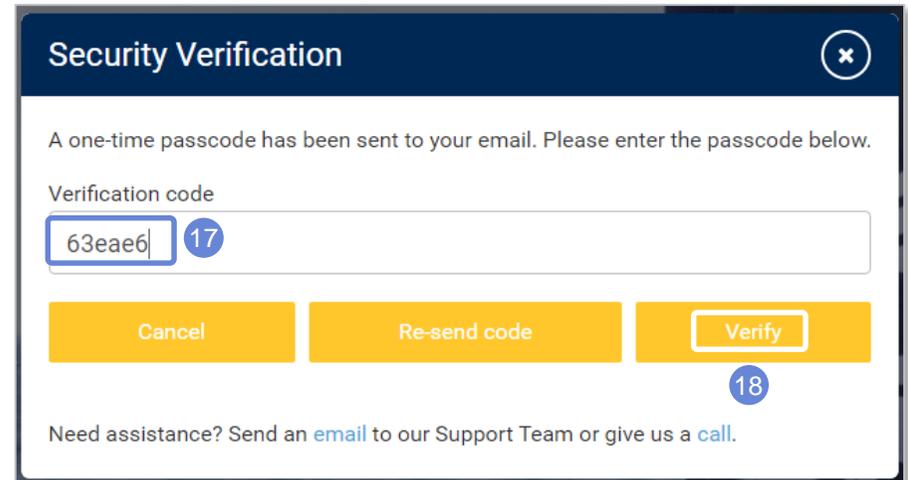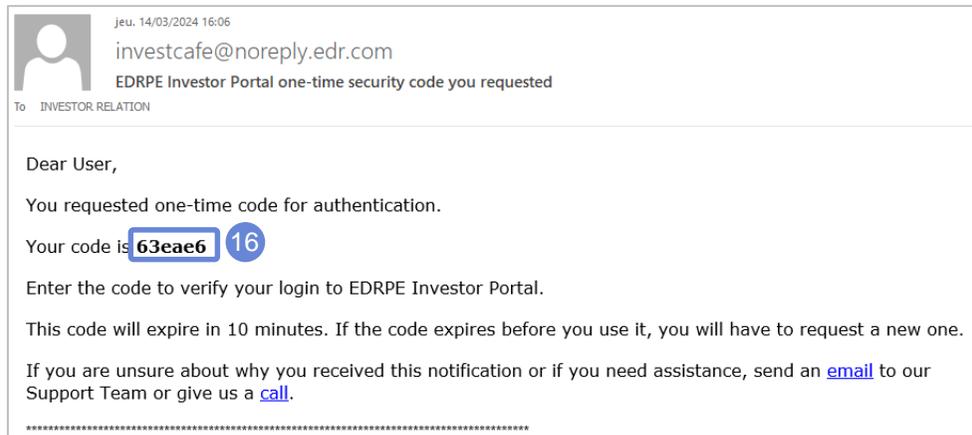
GETTING STARTED

4. I log on as usual (with double authentication)

① After entering your credentials (login + password) in the first screen, click on the button : *Sign in*

② The e-mail containing the temporary password will be received shortly. **The code is valid for 10 minutes**.

③ **Copy/paste** (or recopy) this temporary password before clicking on the *Verify* button.

NAVIGATING THE PORTAL
5. Access to documents

1. Documents can be accessed via the **Documents** tab.

2. You can filter by document type by ticking or unticking the boxes corresponding to the desired type. The list is dynamic, depending on documents available.

3. If you are invested in several funds or are investors in several accounts of the same fund, you can filter the ones you want to consult.

4. This input field allows a global search on the names or types of documents in the list based on the characters entered.

5. You can filter by the status or due date of the documents, as well as define the time period of your research (which can also be filtered directly in date columns by clicking on the 3 dots).

6. You can, by ticking the boxes on the left of the documents, access actions (download, send by email, mark as read, etc...)

7. Click on the Funds tab to access KPI for the funds of your choice.

NAVIGATING THE PORTAL

5. Access to documents - *view*

- If you click on the name of the document in the list, you access an **overview of the document and print or download it**, if these actions are permitted on the document.

COMMON USAGE
6. I request new access rights

- If missing rights are detected on the platform, please contact:

  ➢ PED – TA Team (ped_ta@bpere.eu)

  ➢ Investor Relation Team (investorrelation@edr.com)

- The following information are required:

  ✓ The fund to be added to

  ✓ Investor's name

  ✓ Contact name

  ✓ Contact first name

  ✓ Contact e-mail address

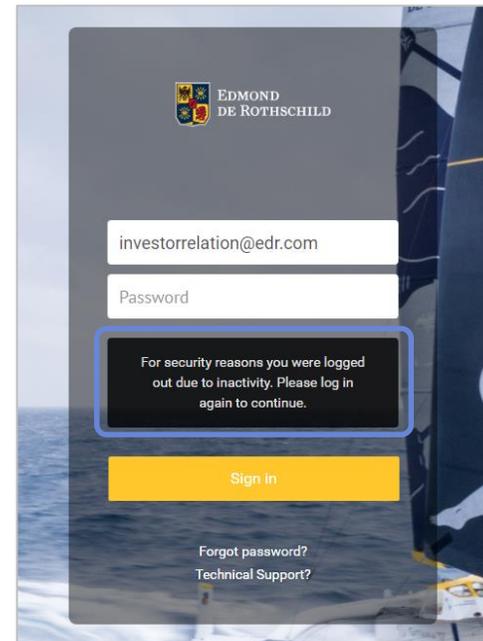 ✓ Validation of a person already on the distribution list

COMMON USAGE

7. I avoid being disconnected

- In case of inactivity in the platform, system will automatically disconnect after 15 minutes for security reasons.

- When you see the **orange ribbon** at the bottom of the screen, click on it:

- If you have been logged out, the following message will appear on your login page:

COMMON USAGE
8. I contact the support team

- In communications sent via the investor portal, we indicate the support address to contact:
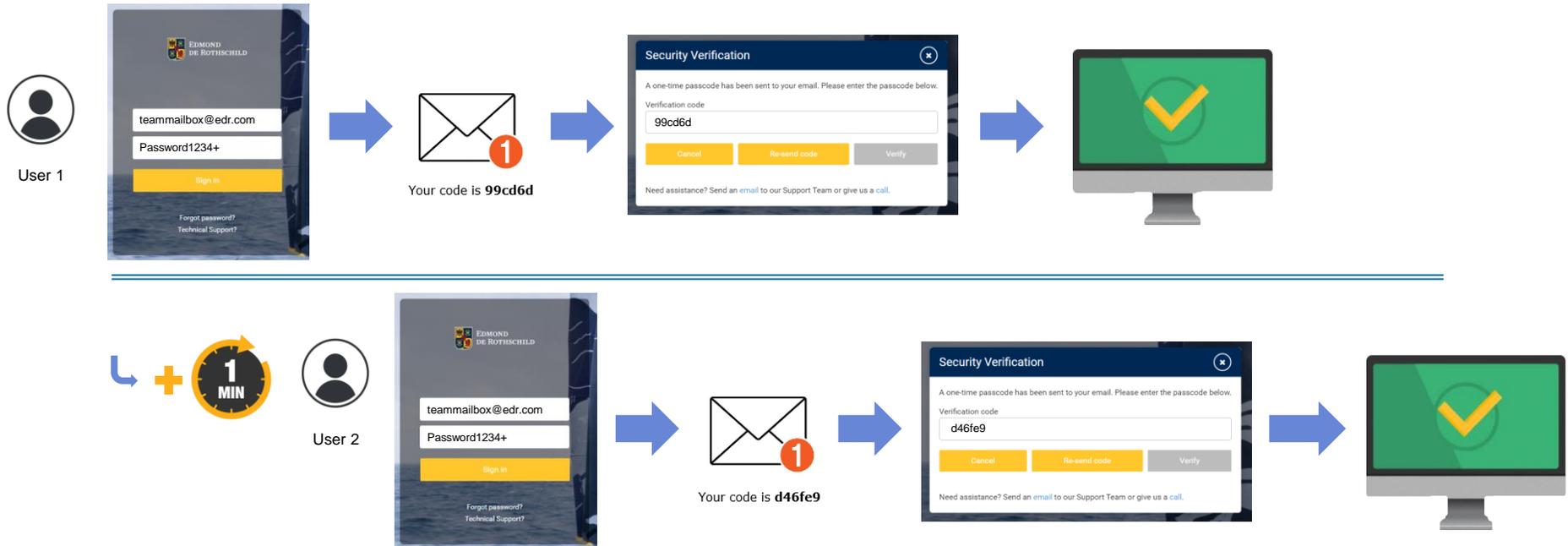

- For technical questions related to login:

  - **investorrelation@edr.com**

- For business questions:

  - **ped_ta@bpere.eu**

COMMON USAGE

9. I connect via a shared e-mail address

- Connection via the same account (i.e. the same e-mail address) by two different users can be made using **identical credentials** (login + password). Only the **second** password (OTP sent by e-mail) will be **different**.
- **Leaving a few seconds** between the two connections ensures that you don't get the wrong 2nd temporary password.

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