

RBC Clear Working Capital Solutions

How to Onboard to RBC Clear

1. In the top blue bar click the **Relationship Management** tab.

Dashboard Accounts Payments Reports Administration Relationship Manageme ement Hub Menu eligible entities. Relationship Manage Entities Identify Corporate Signers authorized to sign on behalf of the legal entities. nd reserving an account Products Documents Agreements Signers Products Documents Agreements Draft Products an 14 0 Legal Ag Add Products : Upload and Submit Docu View Agreer ntity] ing users, entitlements, and controls throughout the

2. In the "Recommended For You" section click the **Start Reserving** Accounts button to reserve your account.



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- 3. A screen titled "Add a Product" will populate. Under the "Add Products" tab, select Demand Deposit Account and click **Start Setup**.
- Add a Product

 Demand Deposit Account

 Designed to meet your day-to-day operational banking needs by allowing access to funds on demand and without advance notice.

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4. Fill out all required information in the "Account Basics" section.

| Not Reserved O USD Account Number Currency | S Account Transfers, Incoming and Outgoing Wires Transactions | View Account Feature |
|--|--|----------------------|
| ccount Basics | Assign Entity | |
| choose Account Type | ~ | |
| Non interest-bearing | | |
| Once an entity is assigned, we will ask to confirm the current Ultimate Beneficial C | confirm that the tax form is current. We may also ask to wners and/or Control Persons, if applicable. | |

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5. Once all information is entered click, **Reserve Account.** Doing this will generate an Account Number.

| Account Basics | | | |
|----------------------|---------------|---|-------------------|
| Account Nickname | Assign Entity | | |
| | | ~ | |
| Choose Account Type | | | |
| Interest-bearing | | | |
| Non interest-bearing | | | • |
| | | | 5 Reserve Account |

6. Scroll down to the **"Anticipated Activity**" section and fill out all required information.

| Anticipated Activity 6 |
|--|
| Business Purpose of This Account |
| Payments to employees and contractors (Payroll) |
| Payments to suppliers and vendors (Accounts payable) |
| Collections from customers (Accounts receivable) |
| General business purpose |
| Other · |
| vlonthly Estimated Transaction Volume |

- 7a. On the bottom left click Save Draft.
- 7b. Then, once the tax form is uploaded to the "Documents" section, return to this page and click **Submit for Activation**. Please note, while the account can be reserved, accounts and services will not be activated until all onboarding steps are completed.



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8. From the menu at the top of the screen, choose **Documents**.

Menu Dashboard Accounts Payments Reports Administration ement Hub Menu × ligible entities. **Relationship Management** Entities Identify Corporate Signers authorized to sign on behalf of the legal entities. nd reserving an account Products 8 dentify Signers Documents Agreement Signers Products Documents Agreements 0 14 0 Documents to Upload and Submit Draft Products and Rese Legal Agreements Requiring Signatures Add Products > Upload and Submit Documents View Agreements > ntity] ing users, entitlements, and controls throughout the

| OCUMENTS anage and track all documents | | |
|--|--|--------|
| 2 Documents Need Action Documents That Need Upload, Submission or Revision | O Expired Documents Documents That Need Revision | |
| w All Entities | Search by Keyword | Search |
| | | |
| me Subsidiary A | | |
| me Subsidiary A Veeds Action Complete | | |
| me Subsidiary A Needs Action Complete Designation of Authority | Ţ | Upload |
| Meeds Action Complete Designation of Authority Incumbency Certificate (Optional) | ٹ 1 | Upload |

9. On the "Documents" page, under "Needs Action" section, click **Upload** to add each required document.

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10. A screen will populate. Drag or drop the correct file into the box and click **Upload**. The pop-up screen will then disappear.



 On the right side of the page click Submit for Review for each document and the document's status tag will change to "Under Review".



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12. After the documents are uploaded, click the **Relationship Management** tab at the top of the screen.



13. In the "Recommended for You" section, click Identify Signers.

| Relationship Manag Set up accounts and services across al | ement Hub eligible entities. | | |
|--|---|--|---|
| Recommended For You Get an account number by adding a product Start Reserving Accounts | and reserving an account. | Identify Corporate Signers authorized to sign | on behalf of the legal entities. |
| Entities 2 of 33 Entities Eligible to Begin Onboarding Select Entities > | Products O Draft Products and Reserved Accounts Add Products > | Documents 14 Documents to Upload and Submit Upload and Submit Documents > | Agreements O Legal Agreements Requiring Signatures View Agreements > |

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14. First, at the top of the "Signers" page, click **Upload** to add the **Designation of Authority** and **Incumbency Certificate** files.

15. Click Add Signer to enter signer information.

- Signers Signers are the primary authorized representatives for the legal entity and will sign agreements and approve administrators. Signer information submitted here should conform with the information in your Designation of Authority and Incumbency Certificate. For each Signer, we also require Proof of Identification (Driver's License or Passport) and an image of their signature. Incumbency Certificate (Optional) Designation of Authority 1 Upload 1 Upload (14) Name ↓↑ Email ↓↑ Primary Phone Number $\downarrow\uparrow$ Proof of Identification Signature Image Added signers will be listed here 15 Submit for Review
- 16. Once documents are uploaded, fill out the section with the signer's email address, first and last name, and phone number.

17. At the bottom of the screen click Confirm Signer Details.

| Email Address | | | |
|--|--|-----------|--|
| | | | |
| irst Name | Middle Name (Optional) | Last Name | |
| ALC: NOT THE OWNER OF THE OWNER OWNER OF THE OWNER | | (10) | |
| | | | |
| rimary Phone Number (Optional) | | | |
| \sim | ~ | | |
| | | | |
| Proof of ID and Signature Image | can only be uploaded after inputting Signer inform | nation. | |
| | | | |
| | | | |
| Proof of Identification | Signature Image | | |
| Proof of Identification | Signature Image | | |
| Proof of Identification | Signature Image | | |
| 6 Proof of Identification | Signature Image | | |
| Proof of Identification | Signature Image | | |
| Proof of Identification Diplocad | Signature Image | | |
| Proof of Identification | Signature Image | | |

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18. Repeat this process for each additional signer for a minimum of one signer, then click **Submit for Review.**

| Name ↓↑ | Email ↓↑ | Primary Phone Number $\downarrow\uparrow$ | Proof of Identification | Signature Image | | |
|--------------|----------|---|-------------------------|-----------------|--------|-----------------|
| | | | ~ | ~ | Z Edit | 0 Delete |
| | | | \checkmark | \checkmark | Z Edit | Delete |
| | | | \checkmark | ~ | Z Edit | Delete |
| Add a Signer | | | | | | |
| | | | | (| 18 | |
| | | | | | Su | bmit for Review |

 Next, click the "Relationship Management" tab and scroll down to the "Administrators Section" to click Add Administrators.

Administrators for [name of parent entity]

Administrators will be responsible for managing users, entitlements, and controls throughout the portal.



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20. Once on the "Add Administrators" page click the Add an Administrator button at the bottom left of the screen.

| Add Administ Provide details of at least responsible for managing | Administrators for the parent ent users, entitlements, and controls ti | ity. Administrators will be hroughout the portal. | | | |
|---|---|--|----------------------|-----|--------|
| Name | Jî Email | ل‡ Added Administrators will | Primary Phone Number | îL. | |
| Add an Administrator | | | | | Submit |

21. Fill out all required information and click the **Save** button.

| Markets | | RBC Clear | 1999111 | Working Capital Solution |
|--|---|--|---------|--------------------------|
| E Menu Dashboard Accounts Pa | rments Reports Administrati | on Relationship Management | | ල Help වූ |
| Relationship Management Hub | | | | |
| | | | | |
| Add Administrators | | | | |
| rovide details of at least 3 Administrato esponsible for managing users, entitlem | s for the parent entity. Administr ents, and controls throughout the | rators will be e portal. | | |
| | | | | |
| Email address | | | | |
| Placeholder | | | | |
| First Name | Middle Name (Optional) | Last Name | | |
| Placeholder | Placeholder | Placeholder | | |
| Primary Phone Number | | | | |
| +1 🗸 Input text | Mobile 🗸 | | | |
| | | | | |
| Cancel | 21 | | | |
| Name | ↓↑ Email | ↓↑ Primary Phone Number | ţţ | |
| | Ade | ded Administrators will be listed here | 12 | |
| Add an Administrator | | | | |
| And an Administrator | | | | |

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22. Repeat this process until there are a minimum of three administrators, then click **Submit**.

| Email ↓↑ | Primary Phone Number ↓↑ | | |
|----------|-------------------------|----------------------------------|--|
| | | Z Edit | Delete |
| | | Z Edit | Delete |
| | | Z Edit | Delete |
| | | | |
| | | 22 | Submi |
| | Email 47 | Email 17 Primary Phone Number 17 | Email 1 [°] Primary Phone Number 1 [°] |

23. Under the "Relationship Management" tab, click on Agreements.

| | eligible entities. | | |
|-------------------------|---|--|---|
| Relationship Management | | | |
| Entities | | | |
| Products | ind reserving an account. | Identify Corporate Signers authorized to sign | n on behalf of the legal entities. |
| Documents | | Identify Signers | |
| Signers | Products O Draft Products and Reserved Accounts Add Products > trutity] Ing users, entitlements, and controls throughout t | Documents 14 Documents to Upload and Submit Upload and Submit Documents > | Agreements O Legal Agreements Requiring Signatures View Agreements > |

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- 24. From the drop down select a Corporate Signer.
- 25. Then click the **Send to Signer** button. The signer will then be notified by email a document needs their signature.

- 26. Click the **Relationship Management** tab.
- Scroll down to view Onboarding Progress.
 Once the account and service are active you will be notified by email and in-portal notification.

| greements | | | | |
|--|---------------------|----------------------------------|------------------|--------|
| anage and track all agreements across entities here | | | | |
| 3 Agreements Requiring Signatures Signature Initiation not Started | 3 / Sig | Agreements Collecting Signatures | | |
| egal Documents | | | | ~ |
| w All Entities 🗸 🗸 | | s | earch by Keyword | Search |
| | | | | |
| Client Authorization and Agreement | Send to Styper (25) | | | |
| Client Authorization and Agreement Client Authorization and Agreement Client Authorization and Agreement Select a Corporate Signer Collecting Sepanwes Administrator Enablement Form | Send to Signer 25 | | | |

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| Relationshi | p Management Hub I services across all entities. | | |
|--|---|----------------------------|---|
| Recommended For N Get an account number b Start Reserving Accounts | You y adding a product and reserving an account. | Identify Corporate Signers | authorized to sign on behalf of the legal entities. |
| Onboarding Progres | Products | Documents | Agreements |
| | • | • | 0 |

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