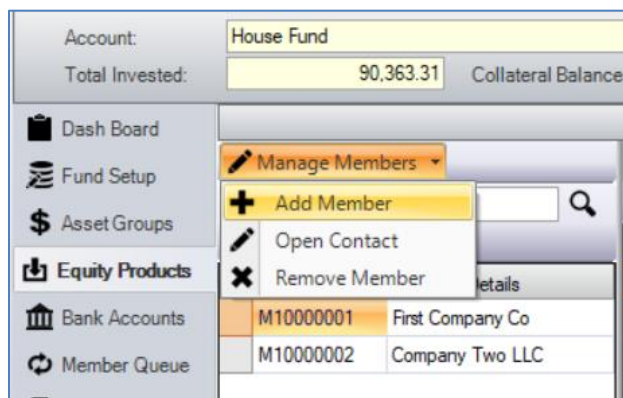


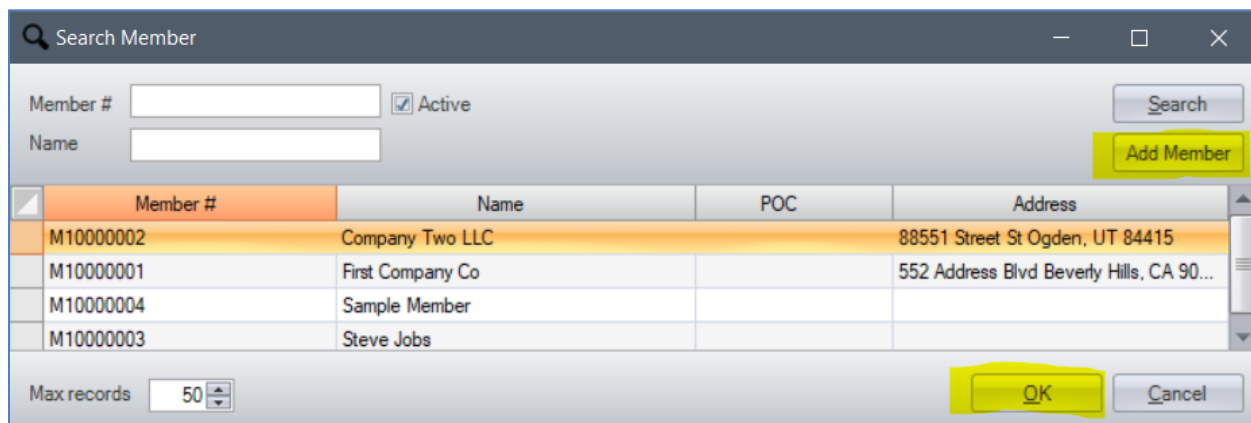
Equity Member Setup in LLC Fund Manager

This document explains how to add members to an equity fund in your **LLC Fund Manager** software:

On the **Equity Products** tab of the fund, click the **Add Member** button in the **Manage Members** drop down list.



You can add an existing member contact to the fund by selecting the contact and pressing **OK** or add a new member to the contact list by pressing **Add Member**. Then the newly added contact can be added to the fund by pressing **OK**.



The screenshot displays the 'Equity Products' interface. On the left is a navigation menu with options like 'Dash Board', 'Fund Setup', 'Asset Groups', 'Equity Products', 'Bank Accounts', 'Member Queue', 'Yield History', 'UDFs', 'Classification', and 'Docs & Logs'. The main area is titled 'Equity Products' and includes a 'Manage Members' dropdown, a search bar, and a 'Show Inactive' checkbox. Below this is a table with columns for 'Member #', 'Member Details', 'Date', 'Shares', 'Type', 'Amount Invested', and 'Description'. The table contains two rows: one for 'Steve Jobs' (M10000003) with an income entry of 45.00 shares on 3/31/2023, and one for 'Sample Member' (M10000004) with a principal entry of 3,000.00 shares on 1/1/2023. At the bottom, there are input fields for 'Account #', 'Total Invested', 'Total Shares', 'Accrual Type', 'Member Group', 'Ownership Pct', and 'Active' checkbox, along with dropdown menus for 'Pmt. Frequency' and 'Pmt. Type'.

Once a member has been added to the fund, they are eligible for new equity purchases via **Add Deposit**. Member account settings are found in the panel at the bottom of the page.

The members **Account Number** for the fund is an auto-generated 9-digit random number. This is the number included on member statements of account, K1 reports, and web portal account activity.

To synchronize this number with the Member Contact’s Member Number, rather than the auto generated random account number, change the setting in Control Panel → Configuration Options → System Defaults & Settings → System Settings → Auto Number Settings → “Match Member Account # to Member #”.

Accrual Type: Pay vs. Reinvest

Pay: Income accrued during the distribution cycle is paid out of the management account. See the **Generating Scheduled Member Payments** how to document for more details on how to process and distribute payments.

Reinvest: Income accrued during the distribution cycle is rolled into the member’s capital balance as an equity purchase of type **Income**. This takes place automatically at the end of the **Equity Accrual Wizard**.

Payment Frequency, Type, and Amount

Payment Frequency: How often a member receives a distribution payment. *Commonly the payout members will match the fund distribution cycle while the reinvested members will not receive a payout.*

Payment Type / Amount: Whether the payout is the accrued income available or a fixed distribution amount not tied to member income. *Payout members will always receive the periodic accrued income. Reinvested members with a distribution schedule will take payment from the account capital.*