Submission Instructions for Electronic Filing

To create an account, follow these steps:

Step 1 – Click "Login to Submit Claim" from this website's home page (fifththird.fundadministratorgbp.com).

Step 2 – From within the "Sign In" box, click the link at the bottom of this box titled "Sign up now".

Step 3 – The "Sign In" box becomes "User Details". Then:

    A. Input your email address and click "Send Verification Code".

    B. Once you receive the code, input the code, and click "Verify Code".

    C. Input the rest of the requested information and click "Create".

    D. You will be redirected to a page to input a few other pieces of information and confirm you agree with the site's "Terms and Conditions". Once completed, click "Finish Registration".

After creating an account, to create a claim, follow these steps:

Step 1 – Do either of the following:

    A. Insert 1 claim at a time by clicking the "Add Claim Information" button from the Home Page or from within the "List of Claims" link, or,

    B. Add 1+ claims at once by following the steps once you click the "Bulk Upload" link.

Note: The "Add Claim Information" and "Bulk Upload" functions will be automatically provided/not provided based on your chosen "Capacity/Relationship" while registering.

Step 2 – Add all of the necessary claimant information, including the following tabs:

    A. <u>Claimant</u>

    B. <u>Joint Claimant</u> (where relevant)

    C. <u>Contact</u> (where relevant)

    D. <u>Common Stock</u> (where relevant*) – This includes individual purchase and sales transactions.

    E. <u>Preferred ADS</u> (where relevant*) – This includes individual purchase and sales transactions.

    F. <u>Files</u> – Upload all documentation to support the data provided in your claim.

   ** Data within at least 1 of the Common Stock or Preferred ADS tabs is required.*

After creating a claim, to add/update any information or documentation, plus submit the claim for review by the Claims Administrator, follow these steps:

Step 1 – Login to the website and go to the "List of Claims" page

Step 2 – If you desire to first add/update any information or documentation prior to submitting your claim, press "Select" to the left of the claim you desire to enter.

Step 3 – *Note: This step involves changing the claim's status to "Submitted". Once "Submitted", you will no longer be able to add/update information or documentation in your claim unless the Claims Administrator determines, during their review of your claim, there is a deficiency requiring updated information and/or documentation.*

Once you have added all of the desired claimant information and documentation and are ready for the claim to be reviewed by the claims administrator, you <u>must</u> submit the claim for review, either from within the individual claim using the "Submit for Review" button…
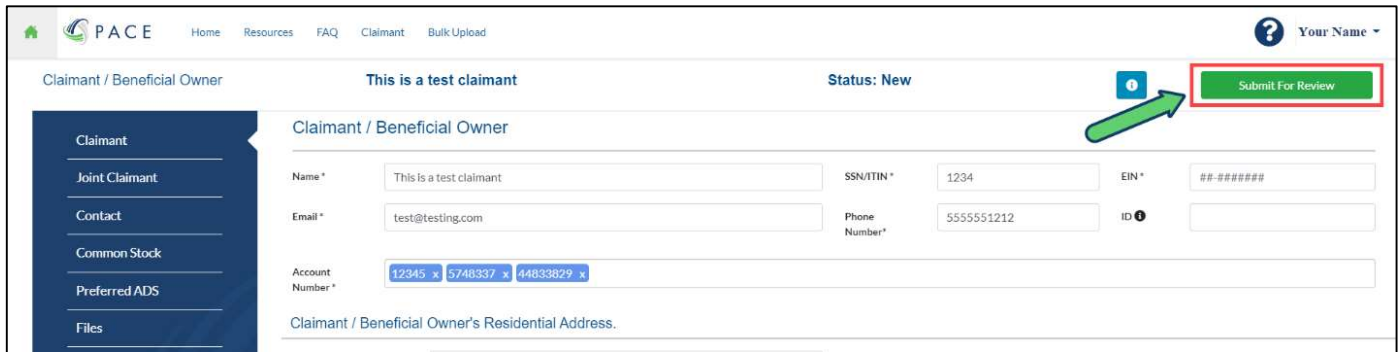
…or from the main "List of Claims" page by:

    A. Inserting a checkbox for each row(s) you wish to submit (selecting the top header row checkbox will *Select All* rows in the current page)

    B. Choosing the "Submit for Review" option

    C. Pressing the "Apply" button
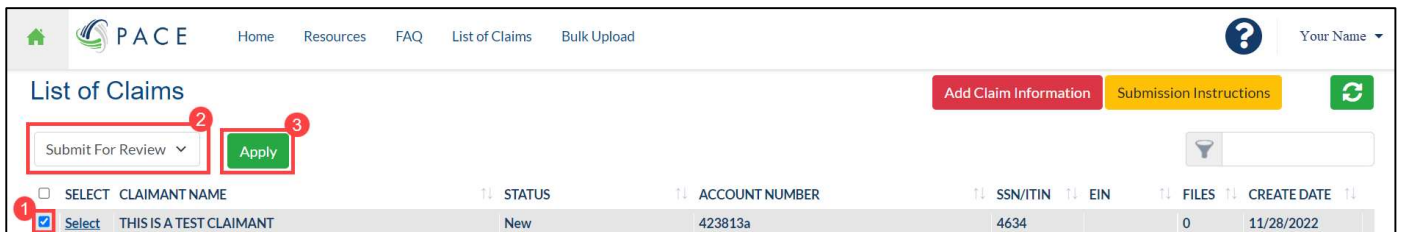
To track the status of your claim, at any time you can:

Step 1 – Login to the website and go to the "List of Claims" page.

Step 2 – View the Claim Status to the right of the Claimant Name.