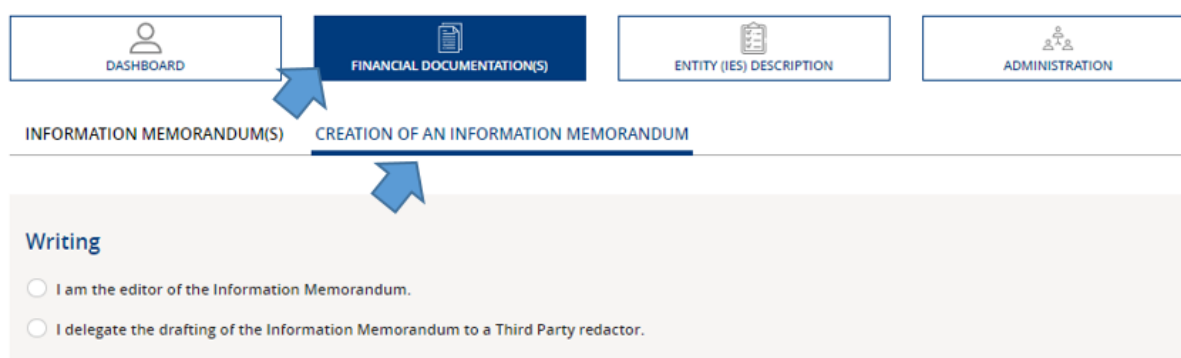


1 Creation of an Information Memorandum (IM)

1.1 Creation of an Information Memorandum

As an issuer, in order to be able to create an Information Memorandum, the user must have an administrator or manager profile. By clicking on the "Financial Documentation" menu and then on the "Creation of an Information Memorandum " sub-menu, access is given to a form with the main characteristics to be filled in.

When you click on the "Generate" button, the portal proposes a programme name. The user is free to change or keep it.



As a Third Party Redactor, in order to be able to create an Information Memorandum, the user must have an administrator or manager profile.

By clicking on the "Financial Documentation" menu and then on the "Creation of Information Memorandum" sub-menu, he accesses a sheet on the main characteristics to be filled in.

The list of selectable issuers includes issuers whose issuer / third party relationship is registered on the portal. When the "Generate" button is clicked, the portal suggests a programme name. The user is free to change the name or to keep the name.

Prerequisite: the issuer must be the initiator of this relationship.

Notification : the issuer is notified when the issuance programme is generated.

1.2 Delegating the drafting of an Information Memorandum to a Third Party Editor

As an issuer, the user has the possibility of delegating the drafting of an Information Memorandum to a Third Party Redactor. To do this, when creating the Information Memorandum, he must tick "I delegate the drafting of the Information Memorandum to a Third Party Redactor" and then select the desired Third Party Redactor.





INFORMATION MEMORANDUM(S) **CREATION OF AN INFORMATION MEMORANDUM**

Writing

I am the editor of the Information Memorandum.
 I delegate the drafting of the Information Memorandum to a Third Party redactor.

I delegate the drafting of the Information Memorandum to a Third party redactor.

Prerequisite: the third party editor must be previously registered on the portal in order to be selectable.

Notification: the Third Party Editor is notified of his or his appointment when the programme is generated.

1.2.1 Changing or terminating the designation of a third party redactor on a programme

Prerequisites: to have access to this functionality, the user must have the administrator or manager profile.

Click on the "Administration" menu and then on the "Programme Administration" sub-menu.

Click on the drop-down menu. The user can designate, program by program, a Third Party Editor, change or withdraw this delegated editing authority.

Select the programme from the table.

When the choice is made, validate it by clicking on the "Modify Third Party Redactor" button.

Name of the programme	Type	Guaranteed	Rated	Language	Status	Third party redactor	Selection
	NEU CP	No	No	French	In progr		<input checked="" type="radio"/>

Buttons: Modify the Third Party Redactor, Cancel, DUPLICATED