



Fund Onboarding Checklist

Phase 1: Information Gathering & Education

	ACTION ITEM:	NOTES:
	Complete Bad Actor Questionnaire	One is needed for each fund manager in the fund Bad Actor Questionnaire Link: https://avestor.fillout.com/badactorsquestionnaire
	Complete Your Onboarding Questionnaire	Onboarding Questionnaire Link: https://avestor.fillout.com/customizablefundonboardingquestionnaire
	Complete Your Legal Questionnaire	Use the legal questionnaire sent to you in your welcome email
	Book your onboarding and legal call	Please use the calendar link here: https://calendly.com/demeris-avestorinc/onboarding_legal_questionnaire Your legal questionnaire MUST be complete prior to this call
	Complete Your Bank Authorization Form	This is OPTIONAL. If you'd like to opt into Avestor's banking partner, Meow, for your fund, please complete the questionnaire.
	Join Slack	Use this link to join: https://avestor.fillout.com/customizablefundonboardingquestionnaire
	Log into Your Sponsor Portal	Look for an email from support@avestorinc.com with instructions on how to log into your portal.
	Start Reviewing Avestor's eAcademy	Focus on Chapters 1-7 for an introduction to the portal and how to upload your first deal
	Register for Avestor's FREE 2-day in-person accelerator training	Registration is on a first-come-first serve basis. Avestor hosts the event monthly, and spots book fast. Register Now! https://www.avestorevents.com/2-day-accelerator

Phase 2: Legal & Banking

	ACTION ITEM:	NOTES:
	Attorney Engagement Call	
	Sign Engagement Letter & Pay Legal Fee	Legal work will not start until your engagement letter and fee are paid.
	Pay for your LLC order summaries for your fund and fund management entities	LLC orders are a separate cost from your engagement fee. Your attorneys will confirm if your LLC names are available in Delaware or a state of your choice. Once the order is paid for, they will obtain the states of formation for both entities
	Sign the attorneys EIN authorization form	EIN letters for both entities will be required for your securities filing and bank account set up. Your attorneys will obtain your EIN letters on your behalf once you sign their authorization form.
	Obtain your EIN Letters	Once the attorneys send you your EIN letters, save them for your records. If you're opening your own bank accounts, you can immediately take your EIN letters to the banking institution of your choice and open one account for your fund entity and one for your fund management entity.
	Open your bank accounts or authorize Avestor to open bank accounts on your behalf	If you open your own bank accounts, you will need to send the ACH and wire instructions to Avestor on your bank's letter head
	Sign & Notarize a Power of Attorney Sign & Notarize your Form ID	To file your Form D, your attorney will require a power of attorney to be signed and notarized. You will also need to sign and notarize the Form ID. Your Form ID is your application for your EDGAR Next account, which will be used by your attorneys to file your Form D.
	Review and approve your Fund Management Operating Agreement	Send a written approval once you receive the document

Phase 2: Legal & Banking (Ctd.)

	ACTION ITEM:	NOTES:
	Sign your Fund Management Operating Agreement	Your attorney will digitally send your Fund Management Operating agreement for you to sign and execute
	Review and approve your Customizable Fund PPM	<p>Avestor's PPM is a combination of three documents: the PPM, fund operating agreement, and subscription agreement</p> <p>Send a written approval once you approve the draft document</p>
	Sign your PPM	<p>Avestor will digitally send your PPM to your team to sign.</p> <p>Once signed, we upload the PPM into your Avestor Portal.</p>
	Accept Admin Access to your Edgar Next Account	<p>Once your Form ID is filed, the SEC will review your application.</p> <p>The SEC will send an acceptance email to the admins listed on the Form ID.</p> <p>Keep an eye out for an acceptance email from the EDGAR Postmaster edgar-postmaster@sec.gov</p> <p>Once you receive an acceptance email, you will need to login to your EDGAR Next account via your login.gov account and accept the invite.</p> <p>Note, the admin invite is TIMELY. You must accept the invite within 2 weeks of receiving.</p>

Phase 3: Fund Readiness (Ctd.)

	ACTION ITEM:	NOTES:
	Fund your bank accounts	Ensure you meet the minimums required in both your fund and fund management bank account to avoid account closures
	Submit your Fund's graphics	You will need 3 graphics – a logo, web image, and banner. See the specs here: https://support-sponsor.avestorinc.com/kb/article/325/fund-branding-graphics
	Create your member profile with your headshots and bio	Follow the instructions here: https://support-sponsor.avestorinc.com/kb/article/210/creating--editing-your-member-network-profile
	If you have a deal, upload it to the portal.	You'll need to create your offering page and deal disclosure. Review the eAcademy for how-to guides and best practices
	Have a fund launch call with your Onboarding Manager	Book your fund launch call here: https://calendly.com/demeris-avestorinc/fund-launch-call