Electronic Compliance Program-EXIM Online

Training Overview

Disbursement Request Submission
How to Access EXIM Online (EOL)
Logging into EOL

EOL:  https://eximonline.exim.gov/apps/bap

If you currently have an EOL user account and password, it will provide you access to submit disbursement requests

If you do not have a user account for EOL, you will need to create an account

Two pieces of information required to set-up an account:
  - Lender’s zip code
  - Lender’s registration number
  - Contact Credit Administration if you do not know this information

Multiple user accounts can be associated with a Lender
Logging into EOL (continued)

How to set-up an account – click on the link “Register for a user account”

Select “I Agree” to accept the terms of the “Privacy Policy”
Logging into EOL (continued)

EOL will prompt you to respond to the question “Does your company already have an Ex-Im Online account?” Select “Yes” and click “Continue.”

Input Company Registration # and 5-digit zip code. If you do not have this information, please contact Credit Administration for assistance.
Logging into EOL (continued)

Once you enter the information and click “Continue,” EOL will prompt you to confirm that the correct company is displayed.

If this is the correct company, click “Continue” and you will be prompted to create a user account.

If “No” is selected, EOL will return to the prior screen to input your registration # and zip code.
Logging into EOL (continued)

Create a user account by completing the user id, password and challenge question/response and click “Continue.”

- Note: User ID and password must comply with rules outlined in red.

**Create User Account**

Provide some additional details to set up the user account. Please note that the information collected here will only be used in our online transaction processing system. For more information about our data collection policies, see EXIM Privacy Policy.

Note: Asterisks (*) denote required information.

- **User ID:** [User Id]  
- **Password:** **********  
- **Re-enter Password:** **********  
- **First Name:** [Lauren]  
- **Last Name:** [Jurich]  
- **Title:** [Manager]  
- **Phone:** [202] 565 - 3129  
- **Email:** [jillmorco@helm.com]  
- **Challenge Question:** [Pats Name]  
- **Challenge Response:** [Dafy]  

User ID can only contain characters from the following four groups:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Numerals (0 through 9)
- Non-alphabetic characters: hyphens (-), periods (.), and underscores (_)  

Password should conform to the following guidelines:

- Must be at least 8 characters long.
- Must contain at least 1 character from each of the following four character groups:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Numerals 0 through 9
  - Non-alphabetic characters (such as - , , @, #, $, %, +, *, , , , , , , , , , , , , , , , , , , , , )
- Must not contain spaces.
- Must not be the same as the User ID.
 Logging into EOL (continued)

EOL will display a confirmation message to let you know account was created successfully.

Create User Account

User Profile Confirmation

The User Account was created successfully. A confirmation email has been sent to the email address provided while registering the account. You may log in with the new User ID or go to the main EXIM website.
How to access your registration # and 5-digit zip code once your user account has been created:

- Click on “My Company Profile” link to view registration # and zip code
Submit a Request for Disbursement Approval
Start a Disbursement Request

Log into EOL by entering user id and password.

EOL will display the external user landing page with your company name listed in the upper left hand corner.
Start a Disbursement Request (continued)

Select “Request a Disbursement Approval”
Start a Disbursement Request (continued)

Select “Start a New Request”

<table>
<thead>
<tr>
<th>Disbursement Request Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecp Test Company</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Business Address:</td>
</tr>
<tr>
<td>1000 Canal St.</td>
</tr>
<tr>
<td>Monroe, MO 20900-4141</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>primary Contact:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Note: Disbursement approval processing through Ex-Im Online is limited to guaranteed lenders who are required to submit their disbursement requests through Ex-Im Online.

- [Self a New Request]
- Continue a Saved Request
- View Pending Requests
- View Historical Requests
- Upload and edit documents
Start a Disbursement Request – Select a Transaction

EOL will display a list of the Lender’s available transactions including the amount authorized and amount undisbursed. For foreign currency deals, these values will also be displayed in the foreign currency conversion amounts. Select the transaction and program type associated with the disbursement (US Cost, Local Cost, or IDC).

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Agreement Type</th>
<th>Transaction Type</th>
<th>Program Type</th>
<th>Operate Date</th>
<th>Amount Authorized (USD)</th>
<th>Amount Undisbursed (USD)</th>
<th>Foreign Currency</th>
<th>Amount Authorized (FC)</th>
<th>Amount Undisbursed (FC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0808816XB0001</td>
<td>MT0</td>
<td>US Cost Guarantee</td>
<td>008102013</td>
<td>1,550,363.00</td>
<td>1,550,363.00</td>
<td>1,550,363.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0808816XB0002</td>
<td>MT0</td>
<td>US Cost Guarantee</td>
<td>008102013</td>
<td>1,550,363.00</td>
<td>1,550,363.00</td>
<td>1,550,363.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0808816XB0003</td>
<td>MT0</td>
<td>Local Cost</td>
<td>008102013</td>
<td>444,687.00</td>
<td>444,687.00</td>
<td>444,687.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0808816XB0004</td>
<td>MT0</td>
<td>Capitalized Interest(IDC)</td>
<td>008102013</td>
<td>102,500.00</td>
<td>102,500.00</td>
<td>102,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0808816XB0005</td>
<td>MT0</td>
<td>US Cost Guarantee</td>
<td>008102013</td>
<td>1,550,363.00</td>
<td>1,550,363.00</td>
<td>1,550,363.00</td>
<td>EUR</td>
<td>1,148,416.00</td>
<td>1,148,416.00</td>
</tr>
<tr>
<td>0808816XB0006</td>
<td>MT0</td>
<td>Local Cost</td>
<td>008102013</td>
<td>444,687.00</td>
<td>444,687.00</td>
<td>444,687.00</td>
<td>EUR</td>
<td>329,397.00</td>
<td>329,397.00</td>
</tr>
<tr>
<td>0808816XB0007</td>
<td>MT0</td>
<td>Capitalized Interest(IDC)</td>
<td>008102013</td>
<td>102,500.00</td>
<td>102,500.00</td>
<td>102,500.00</td>
<td>EUR</td>
<td>75,925.00</td>
<td>75,925.00</td>
</tr>
</tbody>
</table>

The following transaction was selected: “0808816XB0003.”
Start a Disbursement Request – Disbursement Request Form
**Complete a Disbursement Request – Instructions and Transaction Information**

**Instructions are displayed at the top of the screen:**

To submit a Disbursement Request, please identify a contact, provide details on the requested Disbursement, complete the certifications, enter invoice information and click the "Submit Request" button. If you choose not to submit the request, press "Save" so information can be retrieved at a later point. The "Back" button returns you to the previous screen.

- Asterisk (*) indicates a required field
- Click on “Submit a Request” when ready to submit request form
- "Save" function allows the Lender to complete part of the request form, save data and complete at a later date
- "Back" button returns Lender to the prior screen.

**NOTE:** The “Back” button within EOL should be used to return to a prior screen, not the “Back” button on the Web Browser toolbar

**Transaction details:**

<table>
<thead>
<tr>
<th>Transaction Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Number:</td>
</tr>
<tr>
<td>Agreement / Transaction / Program Type:</td>
</tr>
<tr>
<td>Operative Date:</td>
</tr>
<tr>
<td>Amount Authorized / Undisbursed (USD):</td>
</tr>
</tbody>
</table>

- EOL will retrieve transaction details from EXIM Bank’s financial system
- Data is “view-only”
- Amount Undisbursed will be updated with each approved disbursement request
EOL will populate contact information based on user’s account information

- All Contact Information fields are available for update
- The email address listed under the “Contact Information” section will receive all email notifications related to this request (i.e., request submitted and request decision)
- An email address and phone number is required for the Contact Person

**Contact Information:**
* Contact Person: Lauren Kirsch
* Telephone Number: (202) 565 - 3129
* Email: lauren.kirsch@exim.gov
Complete a Disbursement Request – Disbursement Information

The Lender will complete the Disbursement Information section

- **Total amount of this request:** 
  - USD
- **Amount of Exposure Fee related to this request:** 
  - USD
- **Exposure Fee Rate related to this request:** 
  - 2.5%
- **Date of Disbursement related to this request:** 
  - (mm/dd/yyyy)
- **Date Exposure Fee was paid to Ex-Im Bank under this request:** 
  - (mm/dd/yyyy)

- The Exposure Fee rate is pre-populated
- For monetary fields, only dollar amount is required (no “$” sign)
- Date fields require input in the following format:  mm/dd/yyyy

- All Disbursement Information must be completed prior to submitting disbursement request
Complete a Disbursement Request – Certifications

Certification questions:

- Is payment of the Commitment Fee current? □ Yes □ No
- Have all Conditions Precedent and Special Conditions to disbursement been met? □ Yes □ No
- Have all Disbursement Documents been received and are they all in compliance with the Medium-term Master Guarantee Agreement? □ Yes □ No
- Has the Disbursement been calculated in accordance with the applicable Medium-term Master Guarantee Agreement? □ Yes □ No
- Were Goods shipped and/or Services provided on or after the Initial Eligibility Date approved by Ex-Im Bank? □ Yes □ No
- Have all Exporters been approved in writing by Ex-Im Bank? □ Yes □ No
- Have all Goods and Services been approved in writing by Ex-Im Bank? □ Yes □ No
- Has any Exporter provided a statement pursuant to its Exporter’s Certificate describing Goods and/or Services listed on the U.S. Munitions List (part 121 of Title 22 of the Code of Federal Regulations)? If yes, identify the Exporter and attach the Exporter’s statement or list the Goods/Services and the U.S. Dollar amount of each in the comment box below. □ Yes □ No

➢ All certification questions require a response. A “No” to certain responses will prevent the Lender from submitting the request.

➢ Based on the transaction type, the certification questions will vary (i.e., local cost, lease transactions, etc.).
Complete a Disbursement Request – Additional Comments and Attachments

The Disbursement Request allows the Lender to input any additional comments.

The Lender is required to retain disbursement documents. The documents only need to be submitted upon request by EXIM Bank.

- However, if necessary any type of document may be attached (Word doc, .pdf, Excel spreadsheet, etc.).

- Document must reside on your computer’s hard drive to attach to the disbursement request.
Complete a Disbursement Request – Additional Comments and Attachments (continued)

How to attach a document:

- **Step 1** – Select a document by clicking on the “Browse” option and searching for the file on your computer

- **Step 2** – Select the file and click “Open.” EOL will populate the file on the disbursement request screen

- **Step 3** – Select “Attach” to associate the document to the disbursement request form
EOL will allow the Lender to view and/or delete any attachment that has been added to the request prior to submission.

To add more files, repeat steps 1 – 3. EOL will maintain a listing of all documentation added to the disbursement request.

**Attachments:**

To attach a document with the Disbursement request, please select a local file using the "Browse" button and click "Attach".

<table>
<thead>
<tr>
<th>File</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>fax cover page doc</td>
<td>View</td>
</tr>
</tbody>
</table>
Complete a Disbursement Request – Exporter/Local Cost Provider

Invoices

The Lender is required to input the Exporter/Local Cost Provider, invoice, and content information as part of the disbursement request submission for US and Local Costs.

All Exporters and Local Cost Providers must be pre-approved by EXIM Bank.

Approved Exporters and Local Cost Providers are available for selection from the drop-down menu.

If the Exporter or Local Cost Provider is not listed, please contact Credit Administration for further guidance about how to obtain approval so the company may be added to the list.
Complete a Disbursement Request – Exporter/Local Cost Provider

The following fields are required to be completed for invoice(s) for each selected Exporter or Local Cost Provider:

- NAICS code (Select from the drop-down menu)
- Gross Total Invoice Amount Paid
- Financed Amount (excluding Exposure Fee)
- Number of invoices
- U.S. Content Percentage from the Exporter’s Certificate (U.S. Exporter only)
As each Exporter/Local Cost Provider is added to the list, EOL will provide the option for the Lender to “Remove” or “Update” the information entered prior to submission.

If you select “Update,” EOL will display all the information previously entered and allow you to modify the information. Once you have completed your updates, click “Update.”
Complete a Disbursement Request – Submit

Once you have completed the disbursement request information, click on the “Submit Request” button at the bottom of the screen. EOL will validate that all required fields have been entered and there are no other errors on the page.

Once validation is complete, EOL will display a GC # for the disbursement request. This GC # can be used to track status under the “Pending Requests” section.
View Pending Requests

From the “Home” page, the Lender can view all pending disbursement requests.

Select “Request a Disbursement Approval” and then the link “View Pending Requests.”

EOL will display a listing of pending requests currently being reviewed by EXIM Bank and their status.
By clicking on the GC# for the pending request, EOL will display the following information:

- **Disbursement Request Summary details**

  ![Disbursement Request Table]

  - Request Number: GC13093064
  - Loan/Guarantee: 08088162x80003
  - LO Program: US Cost Guarantee
  - Initial Eligibility Date: 08/09/2013
  - Assigned To: Judy McClain
  - Approved By:
  - Amount Requested: $102,500.00
  - Date Lender Disbursed: 09/01/2013
  - Invoice Amount:
  - Request Status: Pending - Director Reviewing
  - Date Received: 08/25/2013
  - Lender Name: 
  - Country: PHILIPPINES
  - Expiry Date: 12/15/2015
  - Assign Date: 09/25/2013
  - Date Approved:
  - Commitment Fee Due Date:
  - Commitment Fee Due: $0.00
  - Commitment Fee Outstanding: $0.00
  - Audit Status:

- **Link to view “Request Summary” (see Summary on next page)**
EOL generates a summary of all data entered on the disbursement request for your reference.

The Summary can be viewed and/or printed anytime after submission.
From the “Home” page, the Lender can view all historical requests. Select “Request a Disbursement Approval” and then the link “View Historical Requests.”

EOL will display a listing of all disbursement requests that have been processed by EXIM Bank including those approved under the legacy ECP. This will include both Approved and Declined requests.
### Listing of Historical Disbursement Requests

<table>
<thead>
<tr>
<th>GC Number</th>
<th>Transaction Number</th>
<th>Agreement Type</th>
<th>Transaction Type</th>
<th>Program Type</th>
<th>Total Amt</th>
<th>Disb. Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001000001</td>
<td>0001000001000001</td>
<td>MTO</td>
<td>LocalCost</td>
<td>US Cost Guarantees</td>
<td>$45,000.00</td>
<td>09-06-2013</td>
<td>Approved</td>
</tr>
<tr>
<td>0001000003</td>
<td>0001000003000001</td>
<td>MTO</td>
<td>LocalCost</td>
<td>US Cost Guarantees</td>
<td>$250,000.00</td>
<td>09-09-2013</td>
<td>Approved</td>
</tr>
<tr>
<td>0001000005</td>
<td>0001000005000001</td>
<td>MTO</td>
<td>LocalCost</td>
<td>US Cost Guarantees</td>
<td>$150,000.00</td>
<td>09-09-2013</td>
<td>Approved</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GC Number</th>
<th>Transaction Number</th>
<th>Agreement Type</th>
<th>Transaction Type</th>
<th>Program Type</th>
<th>Total Amt</th>
<th>Disb. Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001000007</td>
<td>0001000007000001</td>
<td>MTO</td>
<td>LocalCost</td>
<td>US Cost Guarantees</td>
<td>$145,000.00</td>
<td>09-10-2013</td>
<td>Approved</td>
</tr>
<tr>
<td>0001000009</td>
<td>0001000009000001</td>
<td>MTO</td>
<td>LocalCost</td>
<td>US Cost Guarantees</td>
<td>$130,000.00</td>
<td>09-10-2013</td>
<td>Approved</td>
</tr>
<tr>
<td>0001000011</td>
<td>0001000011000001</td>
<td>MTO</td>
<td>LocalCost</td>
<td>US Cost Guarantees</td>
<td>$120,000.00</td>
<td>09-10-2013</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**By clicking on the “GC Number”, EOL will display:**

- **Disbursement Request Details** which will include “Approval” information for approved requests
- **Link to Disbursement Request Summary**
Continue a Saved Disbursement Request

From the “Home” page, the Lender can continue a “saved” request. Select “Request a Disbursement Approval” and then the link “Continue a Saved Request.”

EOL will display a listing of disbursement requests that have been started but not yet submitted (“Saved” requests). EOL will only save a request if the Lender explicitly clicks on “Save” at the bottom of the page.
Listing of saved disbursement requests

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Agreement Type</th>
<th>Transaction Type</th>
<th>Program Type</th>
<th>Total Amount</th>
<th>Disb. Date</th>
<th>Status Date</th>
<th>Foreign Currency</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>MTG</td>
<td>COF</td>
<td>US Cost Guarantee</td>
<td>$7,428.57</td>
<td>09-01-2013</td>
<td>Yes</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>00002</td>
<td>MTG</td>
<td>COF</td>
<td>Local Cost</td>
<td>$7,162.92</td>
<td>09-01-2013</td>
<td>Yes</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>00003</td>
<td>MTG</td>
<td>COF</td>
<td>US Cost Guarantee</td>
<td>$5,730.34</td>
<td>09-01-2013</td>
<td>Yes</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>00004</td>
<td>MTG</td>
<td>COF</td>
<td>Lease</td>
<td>$17,012.50</td>
<td>09-01-2013</td>
<td>No</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>00005</td>
<td>MTG</td>
<td>COF</td>
<td>Local Cost</td>
<td>$8,033.35</td>
<td>09-01-2013</td>
<td>No</td>
<td>Remove</td>
<td></td>
</tr>
<tr>
<td>00006</td>
<td>MTG</td>
<td>COF</td>
<td>US Cost Guarantee</td>
<td>$2,700.00</td>
<td>09-01-2013</td>
<td>Yes</td>
<td>Remove</td>
<td></td>
</tr>
</tbody>
</table>

By clicking on the “Transaction Number” for a saved disbursement request, EOL will display the disbursement request form with all saved data displayed since the last time the request was worked on. The Lender may continue to enter data and/or submit the request.

The Lender also has the option to “Remove” a saved request prior to submission. “Removed” requests will not be available for view in EOL.
If you are having trouble completing a request and/or need additional assistance, please contact Credit Administration

Credit Administration contact information is listed below:

- Judy McClain  202-565-3482  judy.mcclain@exim.gov
- Donna Schneider  202-565-3612  donna.schneider@exim.gov
- Kit Arendt  202-565-3480  kit.arendt@exim.gov

For technical difficulties, contact bapimt@exim.gov