EOL Disbursement Portal for Letter of Credit Disbursements

Direct Loans and Long-term Guarantees

Credit Administration

EXIM
EXPORT-IMPORT BANK OF THE UNITED STATES
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Submitting a New Letter of Credit Disbursement Request

Login
- Key in User-ID and Password and click on Login

Welcome to EXIM Online

Already a user? Please sign in.

User Id: ExternalUserID
Password: ********
Login

Home Page
- Based on the logged in user privileges, various links will be displayed
- For Letter of Credit Disbursement request submission, click on “Request a Disbursement Approval” link

Act / Manage Transactions

Act
- Apply for a Letter of Interest
- What's New - Some helpful tips to submit LI applications via EXIM Online
- Apply for Insurance Policy or Medium-term Guarantee
- Act on Quote
- Apply for Issuing Bank Credit Limit (IBCL)
- Continue a Saved Application
- Continue a Saved Claim

Manage
- Amend a Policy or Guarantee
- Assign Insurance Policy Proceeds
- Report Shipments
- Make A Payment
- Report Overdues
- File a Claim
- Request a Disbursement Approval
- Request a Letter of Credit Approval
- Maintain Letters of Interest

Monitor Portfolio

My Portfolio
- Pending Applications
- Pending Claims
- Insurance In Force / Recently Expired Policies
- Insurance Policy Assignments
- Authorized + Non-Operative Guarantees
- Operative Guarantees
- Search Portfolio

Miscellaneous
- Historical Transactions
- My Company Profile
- Maintain Broker
Actions

- On the next screen, various Disbursement Actions will be displayed
- Click on “Start a New Request” link

Disbursement Request Actions

Note: Disbursement processing through EXIM Online is limited to EXIM's guarantee and direct loan programs.

- Start a New Request
- Continue a Saved Request
- View Pending Requests
- View Historical Requests
- Upload Audit Documents

All Transactions

- On the next screen, associated transactions displayed
- User will click on the transaction number to initiate a new disbursement request

Disbursement Type Selection

- User will be navigated to the Disbursement Type selection screen
- All the mandatory fields are highlighted with asterisks
- For Letter of Credit Disbursement request, user should
  - Select YES option for “Is this a Letter of Credit Disbursement?” field
  - Provide Letter of Credit Number in the next field
  - Select “US Cost” or “Local Cost” for the Disbursement Type drop down
- Click on SAVE AND CONTINUE button
To submit a Disbursement Request, please identify Disbursement Type and click the "Save and Continue" button. The "Back" button returns you to the previous screen.

**Disbursement Request - Disbursement Type**

**Transaction Number:**

- Is this a Letter of Credit disbursement?: [ ] Yes [ ] No
- Letter of credit number, if applicable:
- Select Disbursement Type:

**Disbursement Request Submission**

- User will be navigated to the submission form screen
- All the mandatory fields are highlighted with asterisks
- Submit button will be enabled after filling all the mandatory fields
- User can upload all the supporting documents and provide comments
- Click on "Submit Request" button
To submit a Disbursement Request, please identify a contact and complete the below information. If you choose not to submit the Disbursement Request at this time, press "Save" so the information can be retrieved at a later point. If the Disbursement Request is complete, press "Submit Request".

Transaction Information:
Transaction Number:
Agreement / Transaction Type: LT Guarantee - Euro / Standard Guarantee

Contact Information:
* Contact Person:
* Telephone Number: 1234567890
* Email:

Disbursement Information:
* Total amount of this request: 0.00
Total Foreign Currency amount of this request: 0.00
Required disbursement date, if applicable: MM/DD/YYYY
Is this letter of credit disbursement: Yes
Letter of Credit No: 
Disbursement Type: Letter Of Credit Disbursement - US Cost

Note: All fields marked with asterisk (*) are mandatory

Required Documents:
Two options for uploading document(s):
(1) Upload individual disbursement documents grouped according to specific document categories (or)
(2) Upload a complete disbursement document package related to this request

Please provide any additional comments you want to include with this request

[Save] [Submit Request]
Submission Message

- Below message will be displayed after Successful Request Submission

Disbursement Request Submission

Your disbursement request was submitted successfully. You will receive an email acknowledgement. Thank you.
Continuing a Saved Letter of Credit Disbursement Request

Actions
- On the Disbursement Request Actions screen, click on “Continue a Saved Request” link

Saved Disbursement Requests Search
- All saved requests shall be displayed on the next screen
- User chooses and clicks on the last saved “Transaction Number” link

Submission
- User will be navigated to the submission form screen where last saved data displayed
- All the mandatory fields are highlighted with asterisks
- Submit button will be enabled after filling all the mandatory fields
- User can upload all the supporting documents and provide comments
- Click on “Submit Request” button
To submit a Disbursement Request, please identify a contact and complete the below information. If you choose not to submit the Disbursement Request at this time, press "Save" so the information can be retrieved at a later point. If the Disbursement Request is complete, press "Submit Request".

**Transaction Information:**
- **Transaction Number:**
- **Agreement / Transaction Type:** LT Guarantee - Euro / Standard Guarantee

**Contact Information:**
- **Contact Person:**
- **Telephone Number:** 1234567890
- **Email:**

**Disbursement Information:**
- **Total amount of this request:** 0.00
- **Total Foreign Currency amount of this request:** 0.00
- **Required disbursement date, if applicable:**
- **Is this letter of credit disbursement:** Yes
- **Letter of Credit No:**
- **Disbursement Type:** Letter Of Credit Disbursement - US Cost

**Notes:** All fields marked with asterisk (*) are mandatory.

**Required Documents**

1. Upload individual disbursement documents grouped according to specific document categories (or)
2. Upload a complete disbursement document package related to this request

Please provide any additional comments you want to include with this request.
Submission Message

- Below message will be displayed after Successful Request Submission

Disbursement Request Submission

Your disbursement request was submitted successfully. You will receive an email acknowledgement.
Thank you.

Ok
View Pending Letter of Credit Disbursement Requests

Actions
- On the Disbursement Request Actions screen, click on "View Pending Requests" link.

Pending Disbursement Requests
- All the submitted disbursement requests (which are not yet processed) will be displayed on the next screen.
- User may choose and click "Transaction Number" link to view the submitted details.
- Submitted details are displayed on the next screen (in read only mode) with SAVE and SUBMIT REQUEST buttons in disabled mode.
To submit a Disbursement Request, please identify a contact and complete the below information. If you choose not to submit the Disbursement Request at this time, press "Save" so the information can be retrieved at a later point. If the Disbursement Request is complete, press "Submit Request".

**Transaction Information:**
- Transaction Number: [redacted]
- Agreement / Transaction Type: LT Guarantee - Euro / Standard Guarantee

**Contact Information:**
- * Contact Person:
- * Telephone Number: 1234567890
- * Email:

**Disbursement Information:**
- * Total amount of this request: 1,000.00
- Total Foreign Currency amount of this request: 0.00
- Required disbursement date, if applicable: 11/09/2013
- Is this letter of credit disbursement: Yes
- Letter of Credit No:
- Disbursement Type: Letter Of Credit Disbursement - US Cost

Note: All fields marked with asterisk (*) are mandatory.

**Required Documents**
Two options for uploading document(s):
(1) Upload individual disbursement documents grouped according to specific document categories (or)
(2) Upload complete disbursement document package related to this request

Please provide any additional comments you want to include with this request:

Save | Submit Request