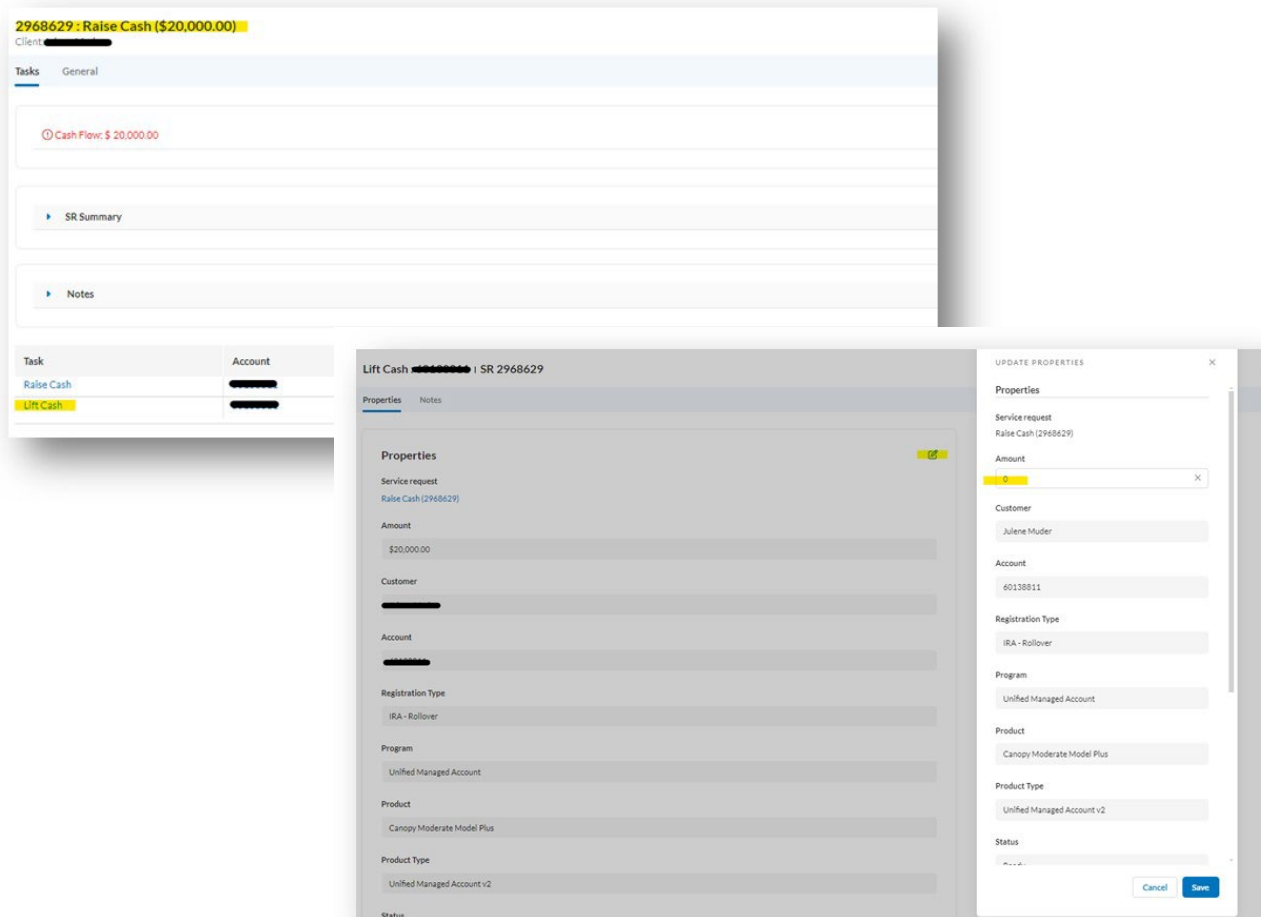


Now that we can manually adjust Pending Distribution, we have updated our Best Practices for raising cash for off platform trading. Rather than using Protected Cash, we recommend using Pending Distribution. Please see below for our updated Best Practices

If cash needs to be raised to buy restricted holding off platform:

1. Submit Raise Cash to withdraw request on ENV to raise appropriate cash for purchase.
2. Once cash is raised, place account on **trade hold** since you are buying off platform.
3. Make purchase at custodian
4. Add necessary DNB/DNS restrictions on Controls tab.
5. Once restriction is added and buy is reflected on ENV, you can complete the Lift Cash task within the Raise Cash request previously submitted.
 - a. Access the Raise Cash SR on Service tab. Once you've clicked into the SR, click on Lift Cash task>Pencil Icon to Edit Amount to \$0 and Save. This will reduce Pending Distribution balance down.



The image displays two screenshots from the LibertyFI system. The top screenshot shows a 'Service Request' for '2968629: Raise Cash (\$20,000.00)'. It includes a 'Cash Flow' of \$20,000.00 and sections for 'SR Summary' and 'Notes'. The bottom screenshot shows the 'Lift Cash' task for the same service request, with an 'UPDATE PROPERTIES' dialog box open. In this dialog, the 'Amount' field is set to '0', and other fields like 'Customer', 'Account', 'Registration Type', 'Program', 'Product', and 'Product Type' are visible.

6. After the PD balance is reduced, restriction is added, and buy is reflected on ENV, trade hold can be lifted, and account can resume management.

If you are depositing money that will be invested in restricted holding:

1. Place account on Trade Hold prior to deposit being reflected on ENV.
2. Make purchase at custodian
3. Add necessary DNB/DNS restrictions.
4. Once restriction is added and buy is reflected on ENV, you can lift trade hold and resume management.

Account Security restrictions are added on the Controls tab as shown below:

