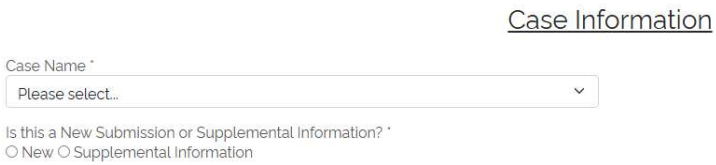
JND Legal Administration eFile Portal Instructions

Part I

Entering a New Submission on the eFile Portal

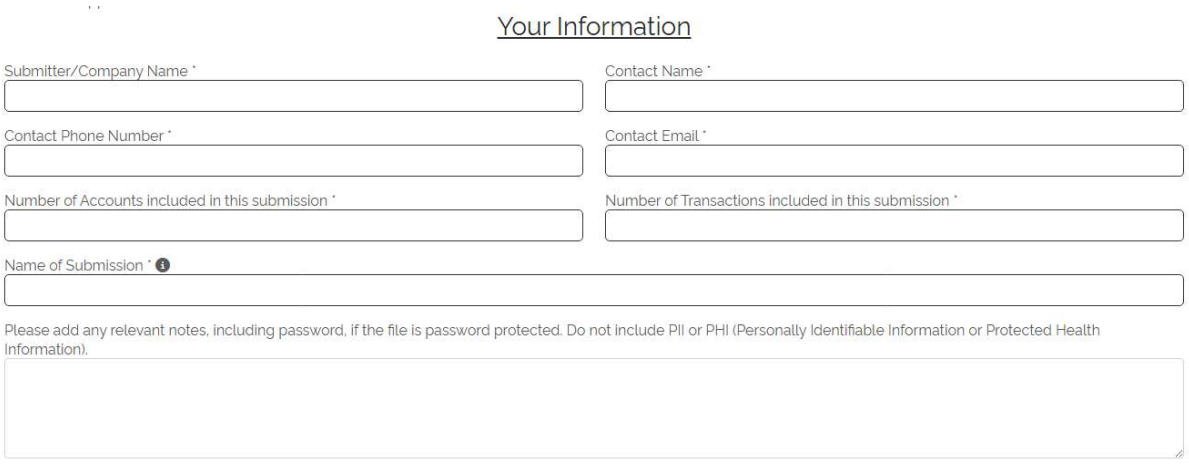
1. Submission Case Name

From the dropdown, select the applicable Case Name for the filing submission. Select the radio button "New".



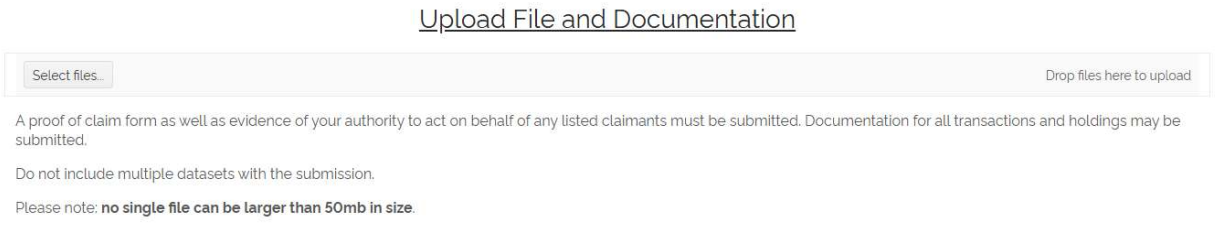
2. Submission Information

Complete the section "Your Information". Items with an asterisk are mandatory fields. The Submitter/Company Name is the name of the filing entity (E.g., Custodian Bank, Investment Advisor, Legal Representative, etc.). The Contact Name, Contact Phone Number and Contact Email for each submission are found on the EXCEL data sheet included with the submission. The Number of Accounts and Number of Transactions must be provided. The Name of Submission is chosen by the submitter (e.g., (Various), (Client Name), etc.). Please add relevant comments such as a password in the box titled "Please add any relevant notes, including password, if the file is password protected. Do not include PII or PHI (Personally Identifiable Information or Protected Health Information)".



3. Upload File and Documentation

Click the "Select Files" button or drag and drop files to upload all EXCEL and .pdf files for each submission. **Please note that only .bmp, .gif, .jpg, .jpeg, .png, .tif, .pdf, .csv, .xls, .xlsx and .zip files are acceptable.**



4. Submission Completion

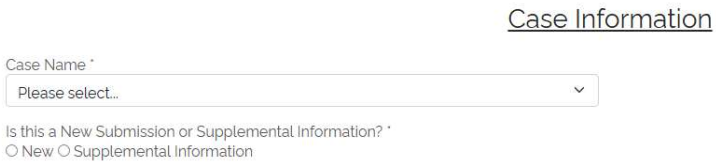
When you have finished the upload of documentation, select the "SUBMIT" button at the bottom of the page to enter the submission. When complete, the Portal will confirm that the submission was successful and provide a new E-File Submission ID. An acknowledgement e-mail will also be sent to the address used to access the eFile Portal. **Please note this new E-File Submission ID must be retained. It must be used for all revisions associated with claims on the submission.**

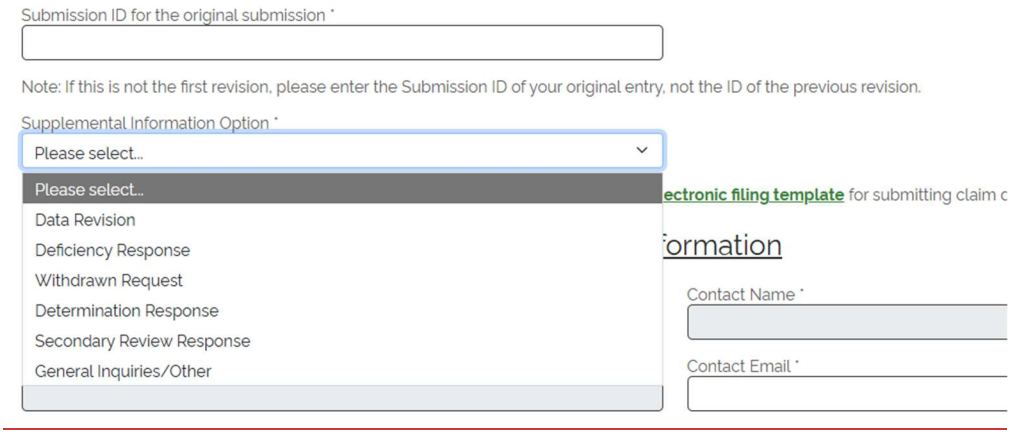
Part II

Entering Supplemental Information on the eFile Portal

1. Submission Case Name

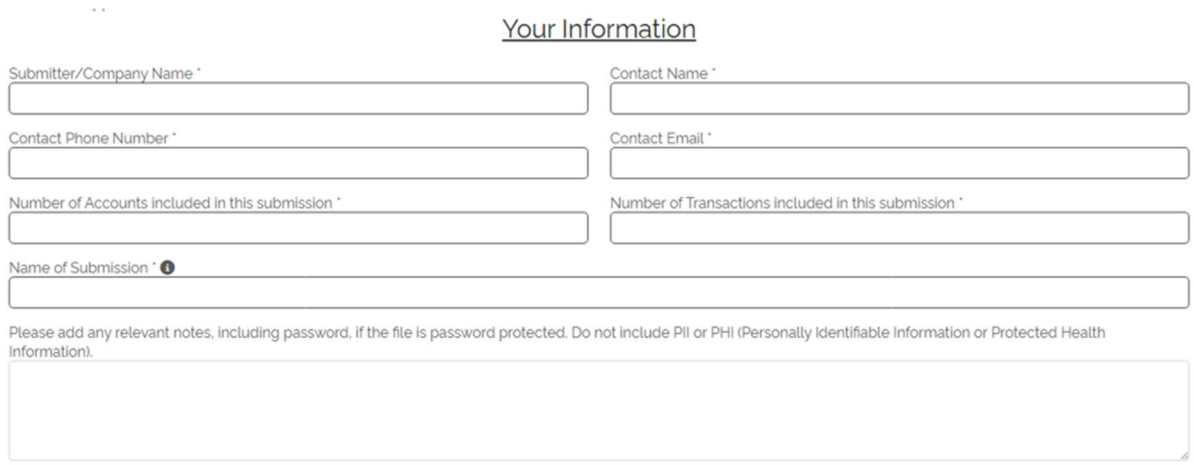
From the dropdown, select the applicable Case Name for the filing submission. Select the radio button for "Supplemental Information", provide the original Submission ID, and select the appropriate "Supplemental Information Option" from the dropdown.





2. Submission Information

The majority of "Your Information" should be retained from your original entry, based on your Submission ID, though the "Contact Email" is required again now. Reminder: items with an asterisk are mandatory fields. The Submitter/Company Name is the name of the filing entity (E.g., Custodian Bank, Investment Advisor, Legal Representative, etc.). The Contact Name, Contact Phone Number and Contact Email for each submission are found on the EXCEL data sheet included with the submission. The number of accounts and number of transactions must be provided. The Name of Submission is chosen by the submitter (E.g., (Various), (Client Name), etc.). Please add relevant comments such as a password in the box titled "Please add any relevant notes, including password, if the file is password protected. Do not include PII or PHI (Personally Identifiable Information or Protected Health Information)".



3. Upload Submission Documentation

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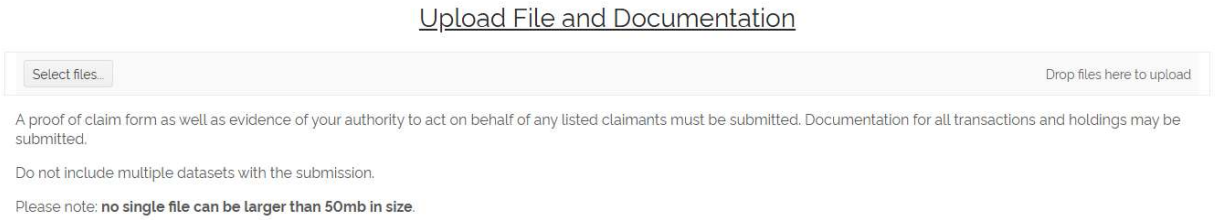

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