IDB | Invest

CLIENT PORTAL

FINANCIAL HUB USER GUIDE

IDB | Invest

CLIENT PORTAL

FINANCIAL HUB

Log in

Simplify Your Billing Experience

Manage invoices and document distribution seamlessly in one place. Explore our portal

1. **Login**
2. **Home**
3. **Users' management**
4. **Financial Hub**

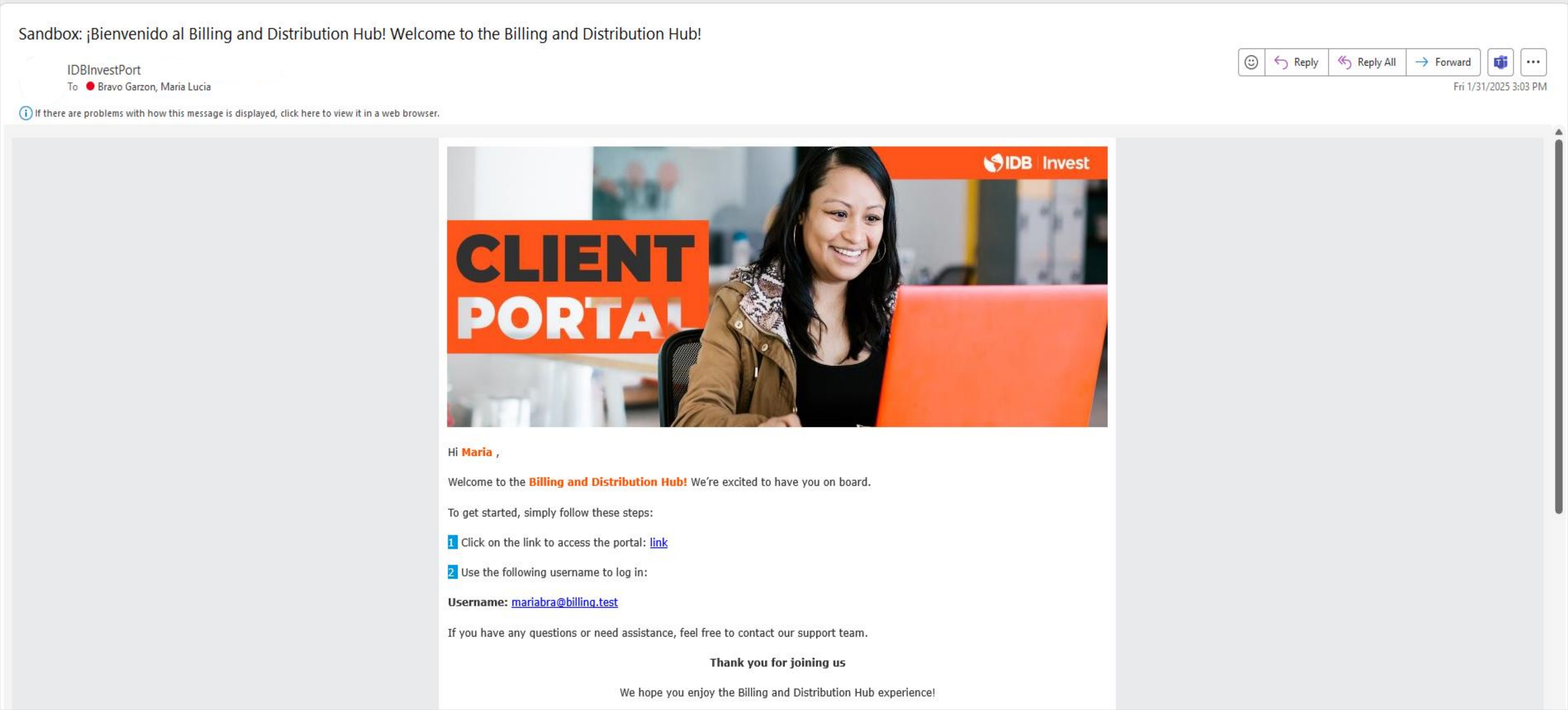
To access the portal, you will need a Multi-Factor Authentication (MFA) app. Please download it before registering, as it is required for the process.

Google Play

App Store

1. Login

You will receive a welcome email containing your username and a link to the Client Portal.


Sandbox: ¡Bienvenido al Billing and Distribution Hub! Welcome to the Billing and Distribution Hub!

IDBInvestPort
To Bravo Garzon, Maria Lucia

Reply | Reply All | Forward

Fri 1/31/2025 3:03 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

IDB | Invest

CLIENT PORTAL

Hi **Maria** ,

Welcome to the **Billing and Distribution Hub!** We're excited to have you on board.

To get started, simply follow these steps:

1 Click on the link to access the portal: link

2 Use the following username to log in:

Username: mariabra@billing.test

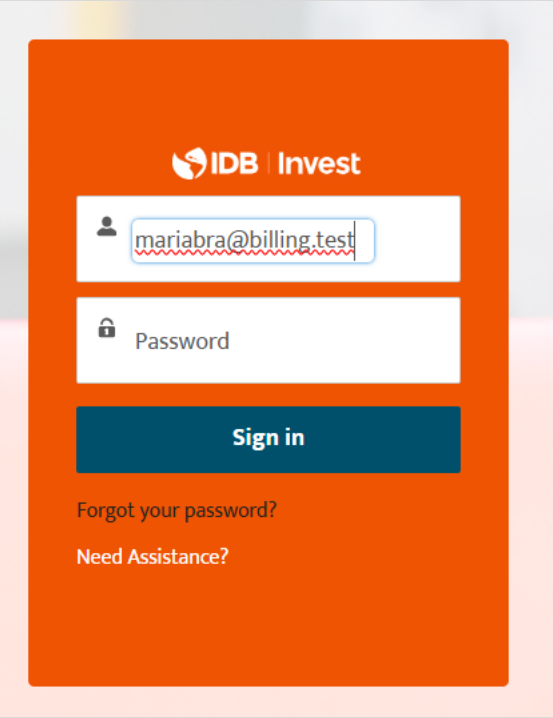
If you have any questions or need assistance, feel free to contact our support team.

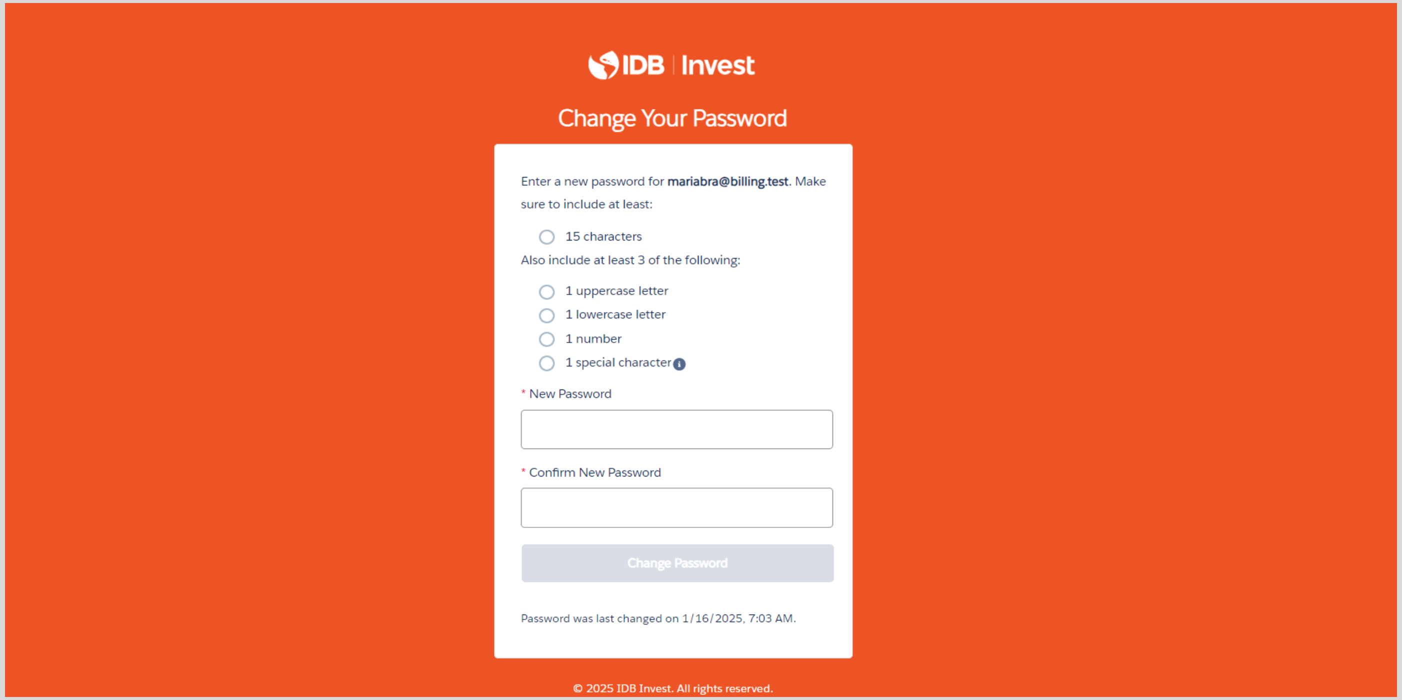
Thank you for joining us

We hope you enjoy the Billing and Distribution Hub experience!

1. Login

When you click the link, you will be redirected to the Client Portal to create your password. Please follow the instructions to set up a secure password.

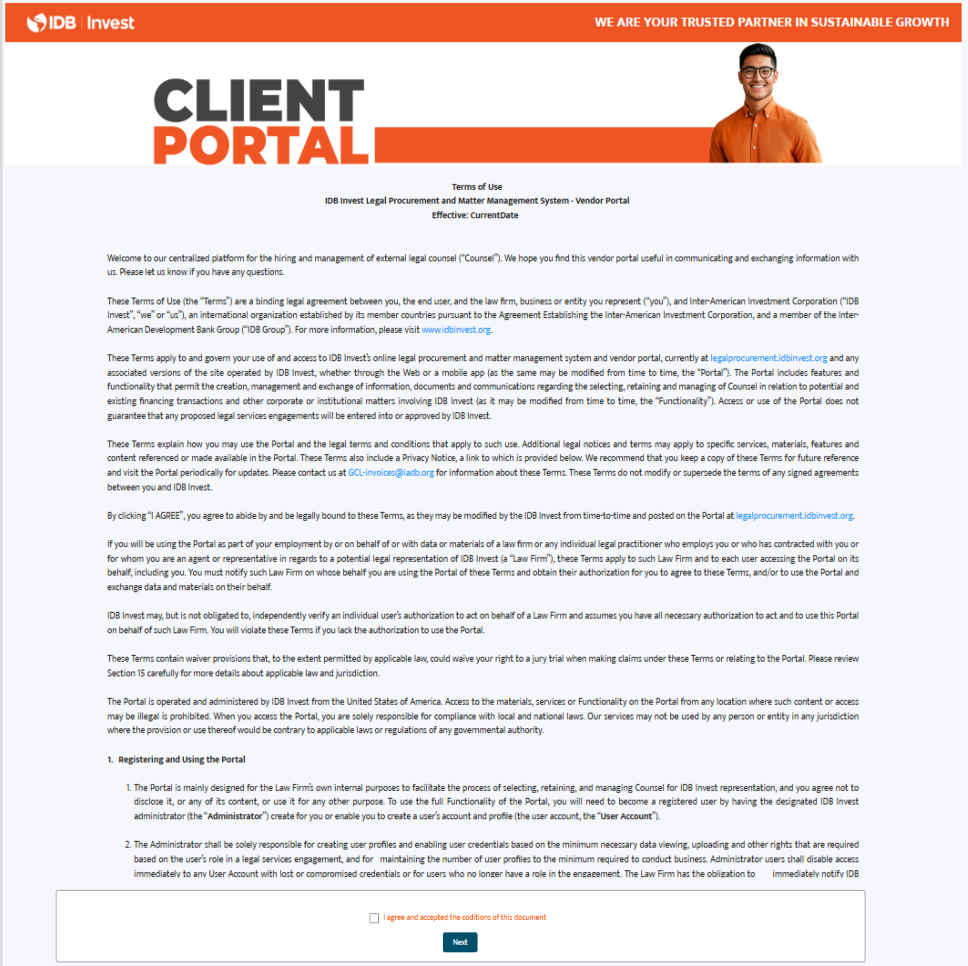




CLIENT PORTAL FINANCIAL HUB Log in

1. Login

Once your password is set, you will be automatically redirected to the Terms and Conditions page. Please read them carefully, and if you agree, check the box to accept and click the '**Next**' button.



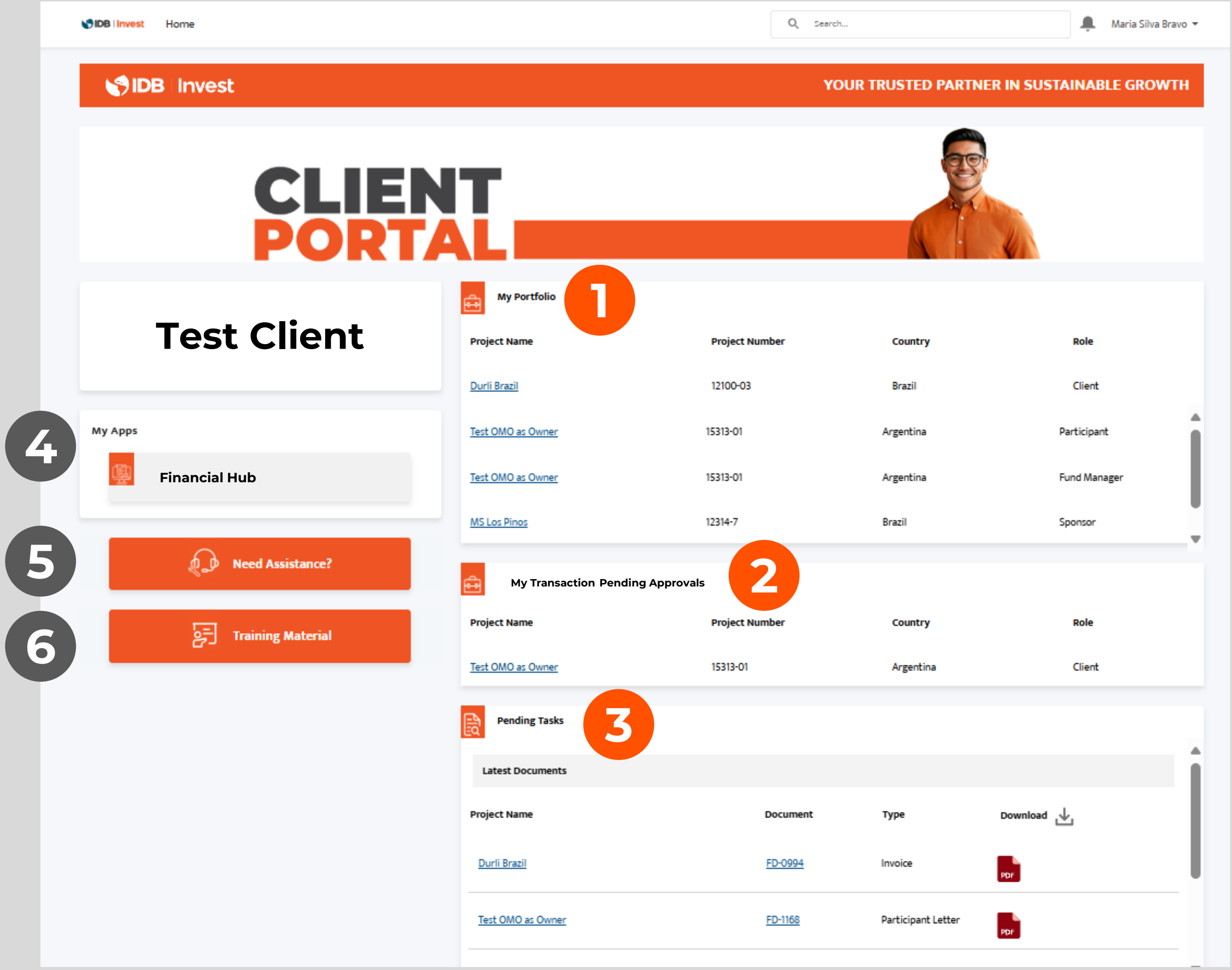
2. Home

Finally, you will be redirected to the Client Portal homepage, where you can view:

1. Your current portfolio
2. Your Transactions Pending Approval
3. Your pending tasks.

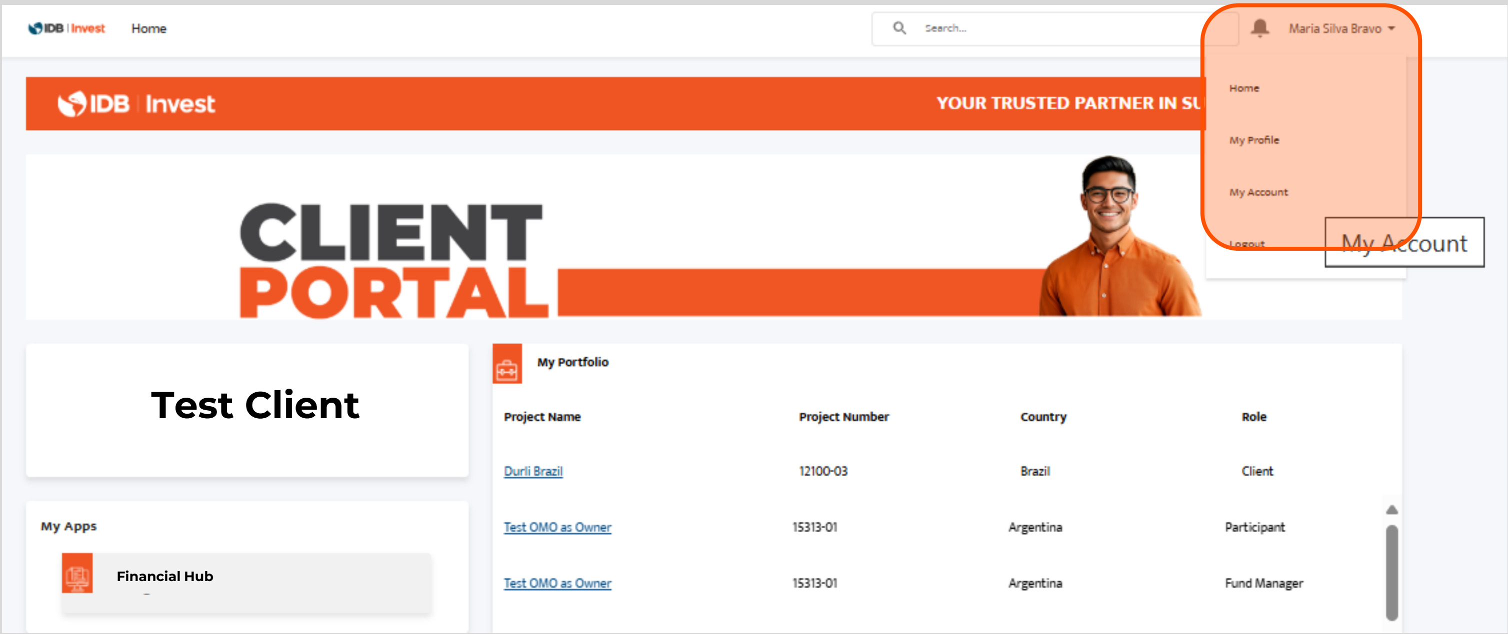
At this point, your account is fully active, and you can log in anytime using your credentials.

4. In the My Apps section, you will find the link to the Financial Hub.
5. If you need assistance, click the "Need Assistance?" button to create a support ticket.
6. To access training guides, click the "Training Material" button, which will redirect you to the webpage where these documents are available.



3. Users' management

To access your account, simply click on the user icon in the top right corner of the portal. A menu will appear—select '**My Account**' to view and manage your account details.

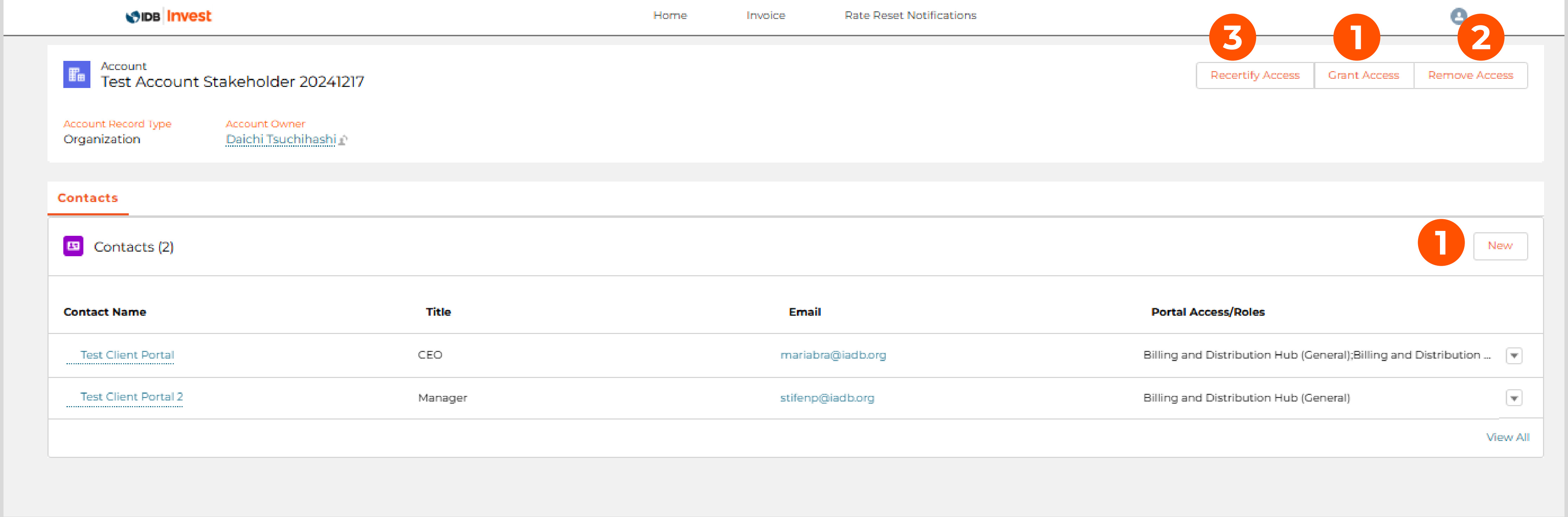


3. Users' management

Within your account, you have full control over user access to the Financial Hub. You can:

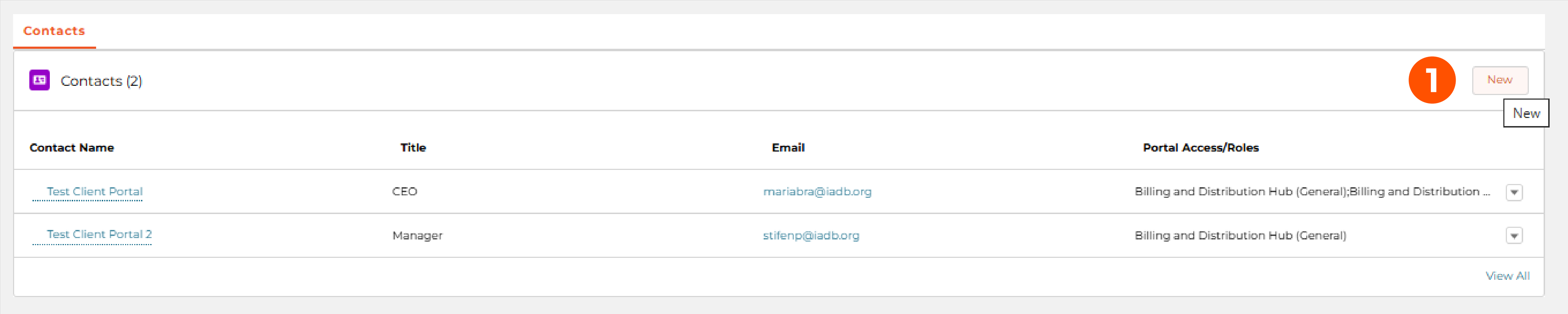
1. **Add new** users who need access by creating and **granting** permissions.
2. **Remove** users who no longer require access.
3. **Recertify** users to ensure they maintain the appropriate access rights.

Managing access is quick and easy, giving you full oversight of who can use the platform.



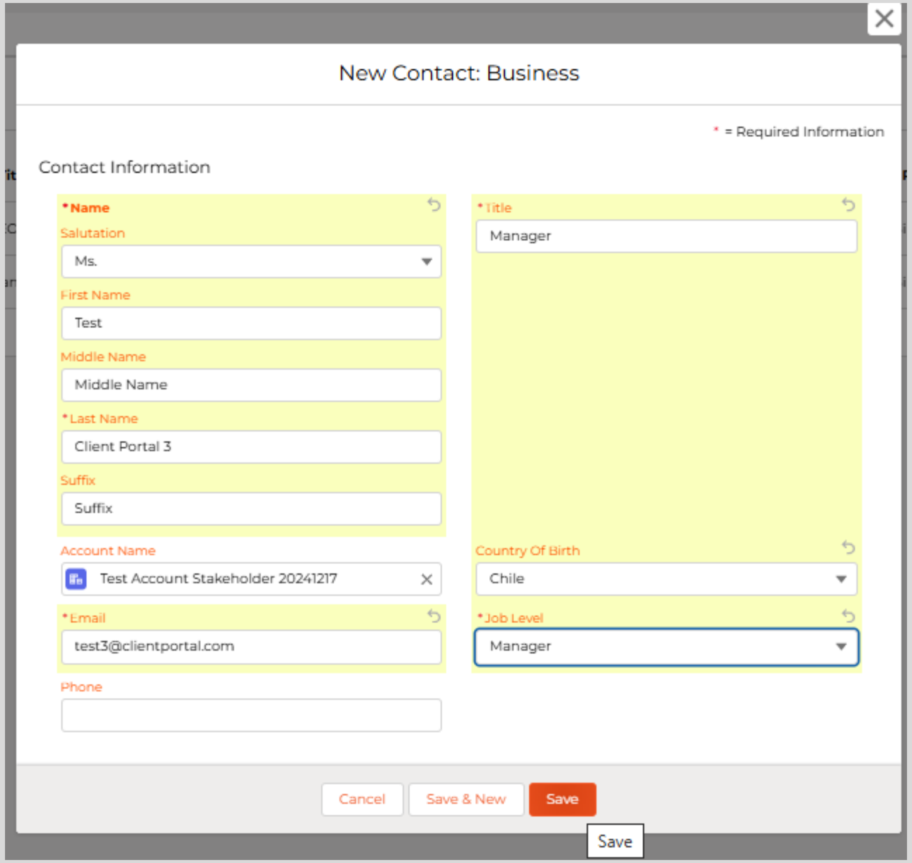
3. Users' management – Add new user

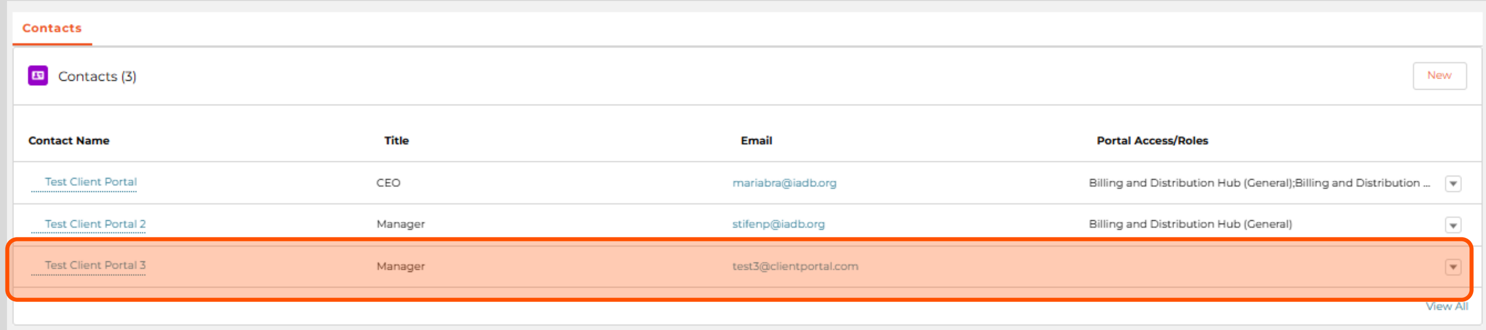
To add a new user, simply click the button new in far right of the **Contact's** section, a window will pop-up, please fill all mandatory fields and click the '**Save**' button.



3. Users' management – Add new user

To add a new user, simply click the button new in far right of the contact's section, a window will pop-up, please fill all mandatory fields and click the '**Save**' button. The newly added contact will now be visible in the **Contacts** section



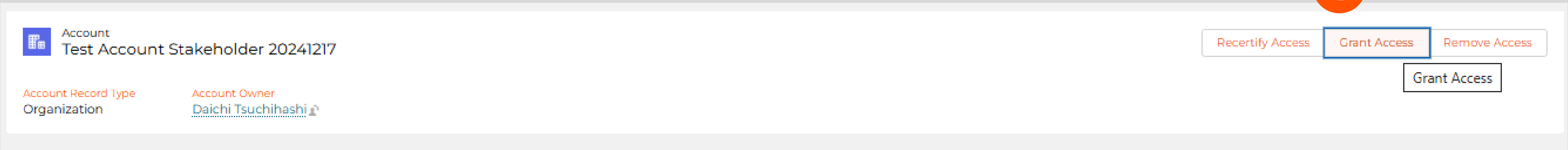


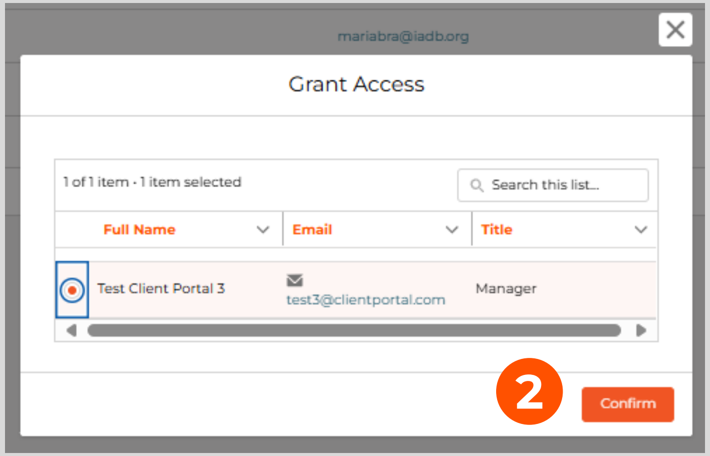
3. Users’ management – Add new user

Now, it's time to grant the newly created contact access to the Financial Hub. Follow these simple steps:

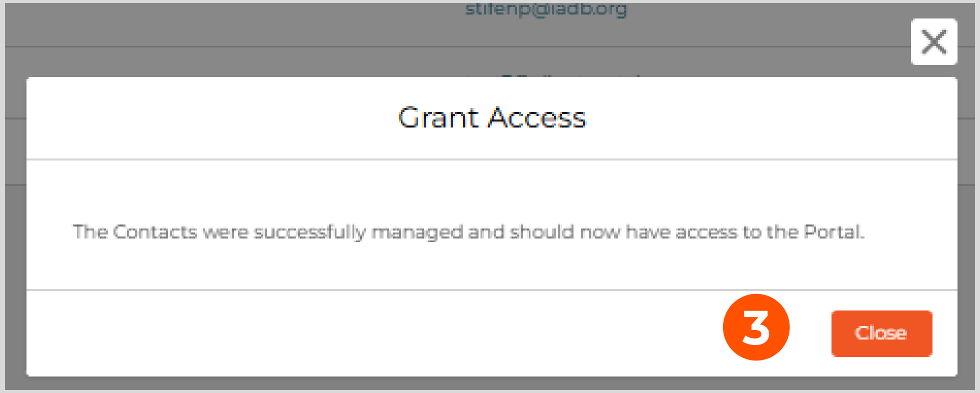
1. Click the '**Grant Access**' button located in the top-right corner of the **Account** section.
2. A pop-up window will appear, displaying contacts who don’t yet have access to the portal. Select the contact by checking the box, then click '**Confirm**’.
3. A confirmation pop-up will appear, indicating that the access has been successfully granted.

1





2

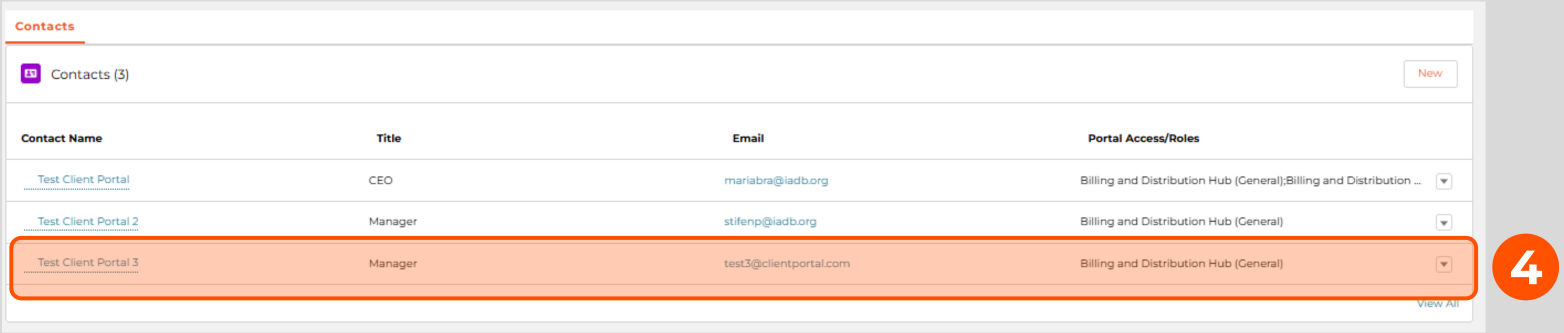


3

3. Users’ management – Add new user

Now, it's time to **grant** the newly created contact access to the Financial Hub. Follow these simple steps:

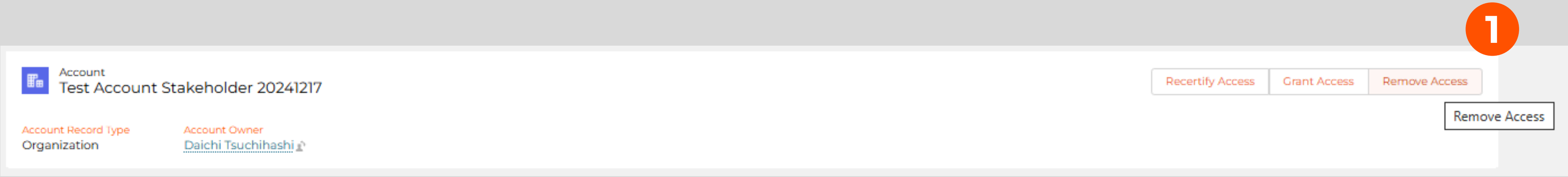
1. Click the '**Grant Access**' button located in the top-right corner of the **Account** section.
2. A pop-up window will appear, displaying contacts who don’t yet have access to the portal. Select the contact by checking the box, then click '**Confirm**’.
3. A confirmation pop-up will appear, indicating that the access has been successfully granted.
4. In the Contacts section, you will see the confirmation of access along with the assigned role for the contact.

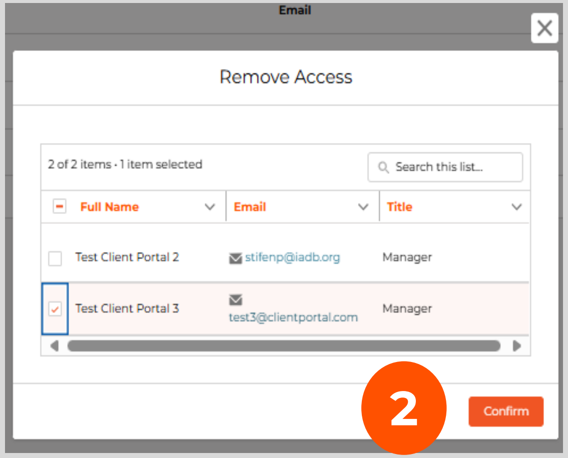


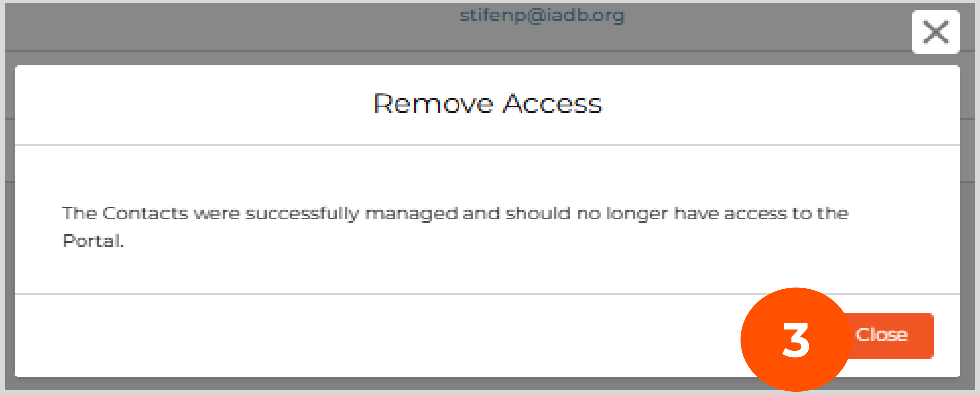
3. Users’ management – Remove access

If you need to **revoke** a user's access to the Financial Hub, follow these simple steps:

1. Click the '**Remove Access**' button located in the top-right corner of the **Account** section.
2. A pop-up window will appear, displaying all contacts with portal access. Select the user you want to remove by checking the box, then click '**Confirm**’.
3. A confirmation pop-up will appear, indicating that access has been successfully revoked.







3. Users’ management - Remove access

If you need to **revoke** a user's access to the Financial Hub, follow these simple steps:

1. Click the '**Remove Access**' button located in the top-right corner of the **Account** section.
2. A pop-up window will appear, displaying all contacts with portal access. Select the user you want to remove by checking the box, then click '**Confirm**’.
3. A confirmation pop-up will appear, indicating that access has been successfully revoked.
4. In the **Contacts** section, you will see that the user no longer has an assigned role.

Contacts

Contacts (3) New

Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General);Billing and Distribution ...
Test Client Portal 2	Manager	stifenp@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	

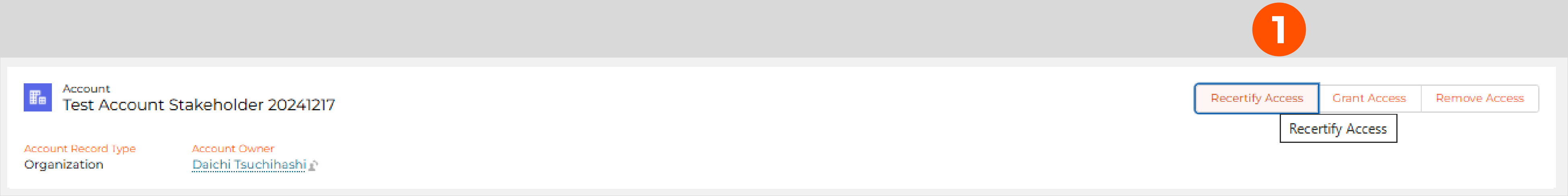
View All

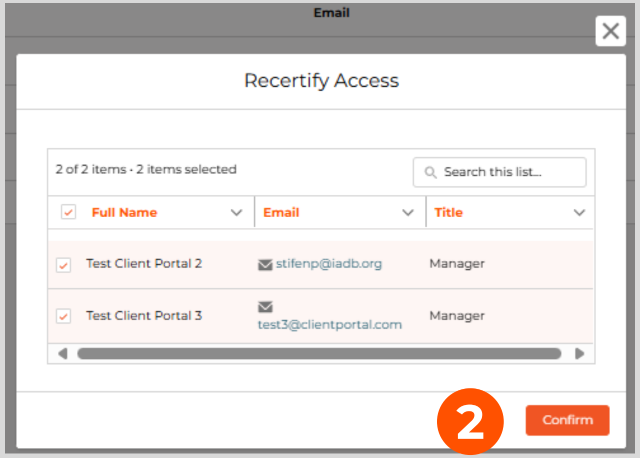
4

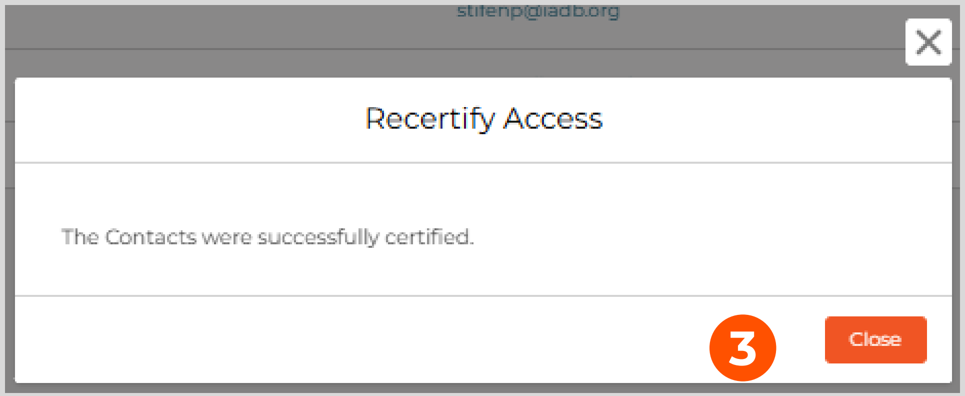
3. Users' management - Recertify access

To recertify a user's access to the Financial Hub, follow these simple steps:

1. Click the '**Recertify**' button located in the top-right corner of the **Account** section.
2. A pop-up window will appear, displaying all contacts with portal access. Select the user whose access you want to recertify by checking the box, then click '**Confirm**'.
3. A confirmation pop-up will appear, indicating that the access has been successfully recertified.

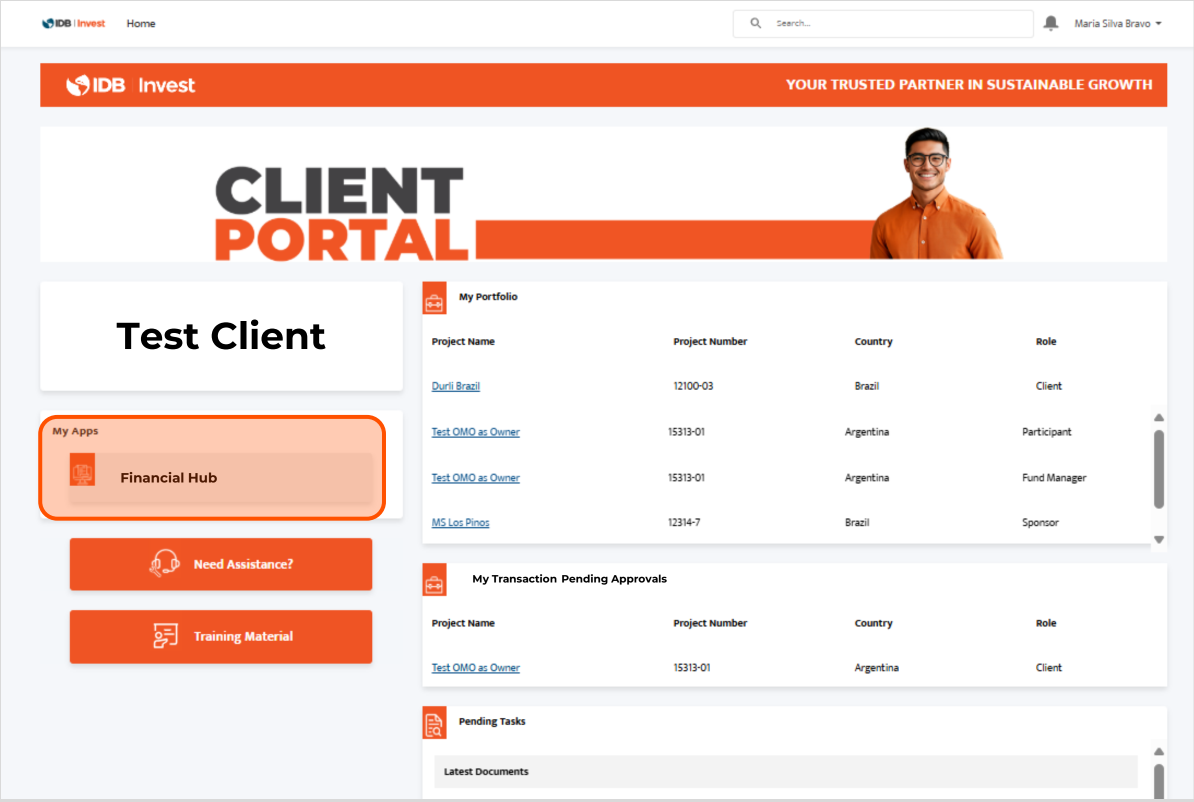






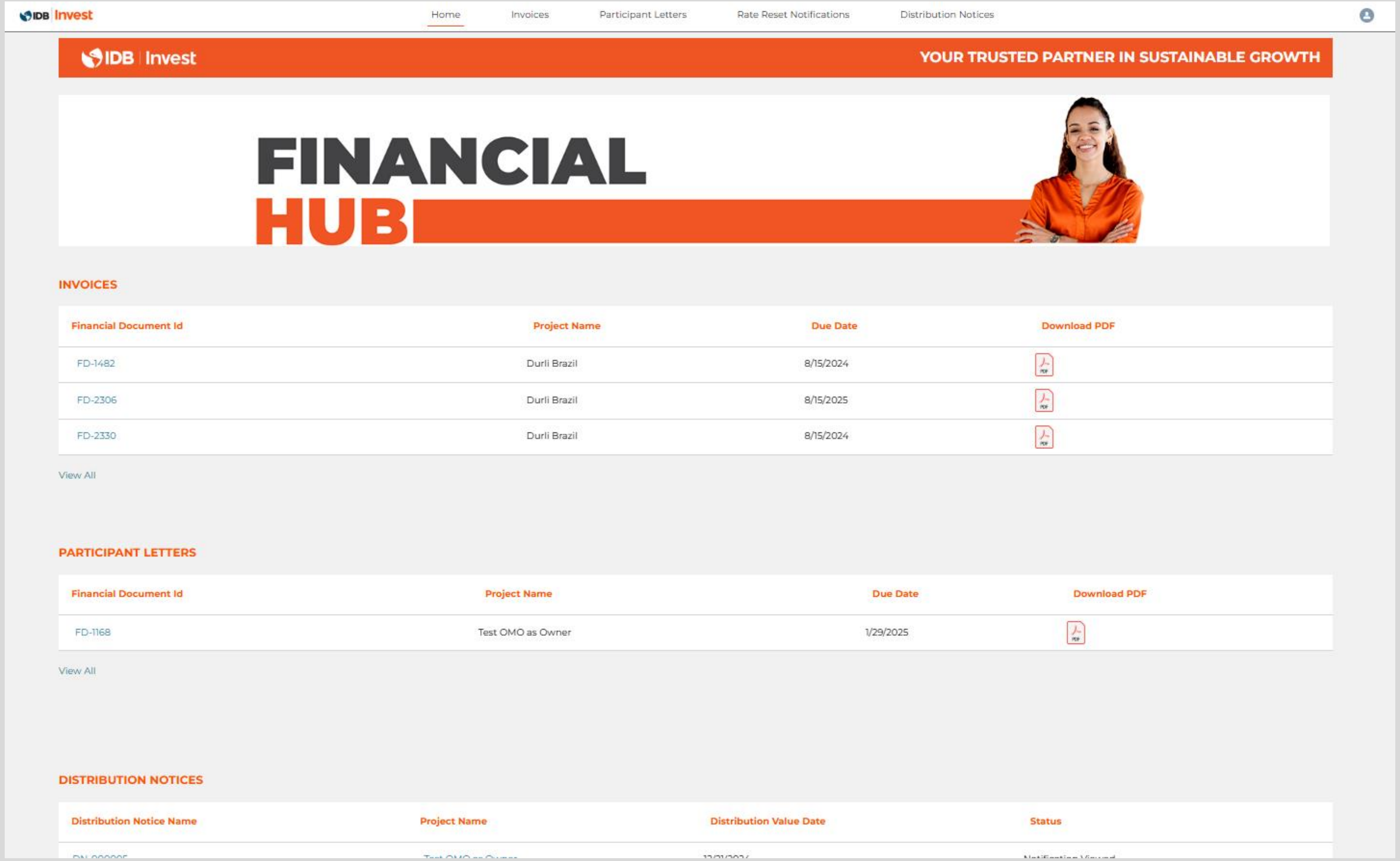
4. Financial Hub

To access the Financial Hub, simply click on the Financial Hub icon, and you will be redirected to the home of the Financial Hub



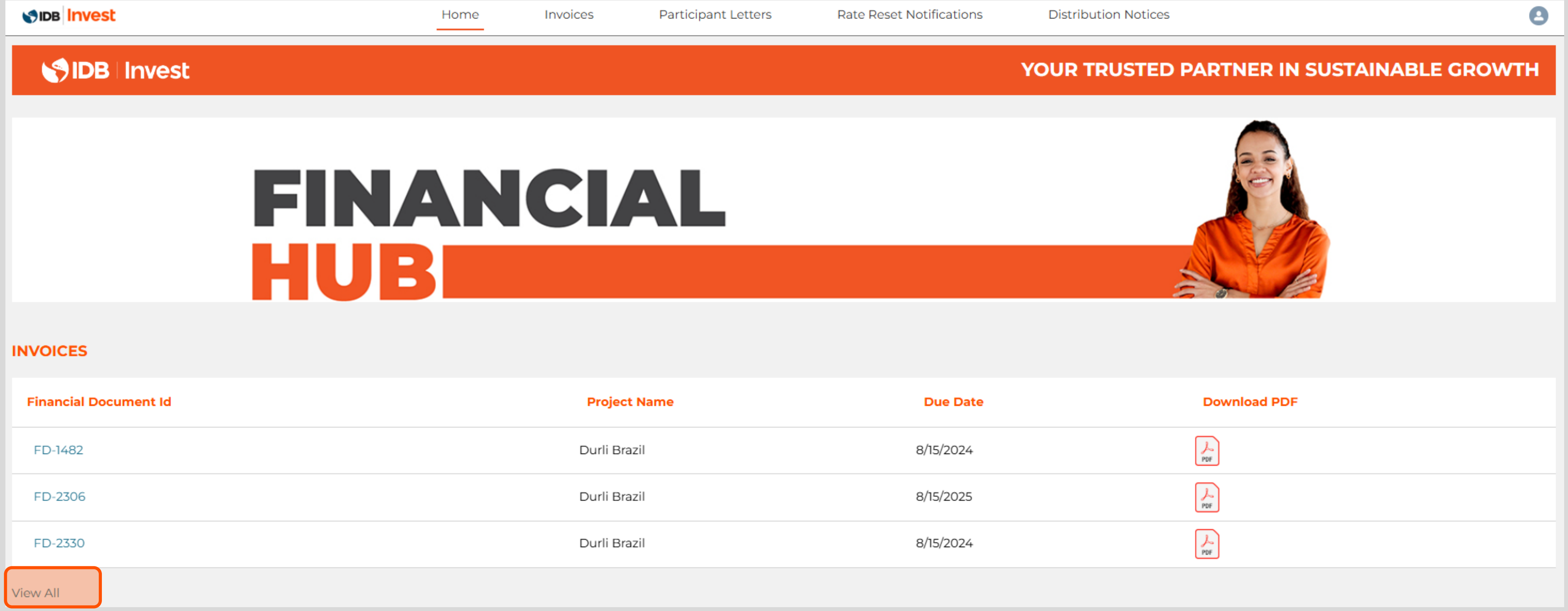
4. Financial Hub

This is the main page of the Financial Hub. At the top, you will find tabs for all available documents, including Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. In the middle section, you will see the most recent records for each document type.



4. Financial Hub

In each section, you will find the Document ID, Project Name, Due Date, and an option to preview or download a PDF version of the document.



If you click in the *view all* phrase you will be directed to a more detailed page

4. Financial Hub

In this detailed section, you will also find the total amount of each invoice and its publication date

Financial Documents

Invoices

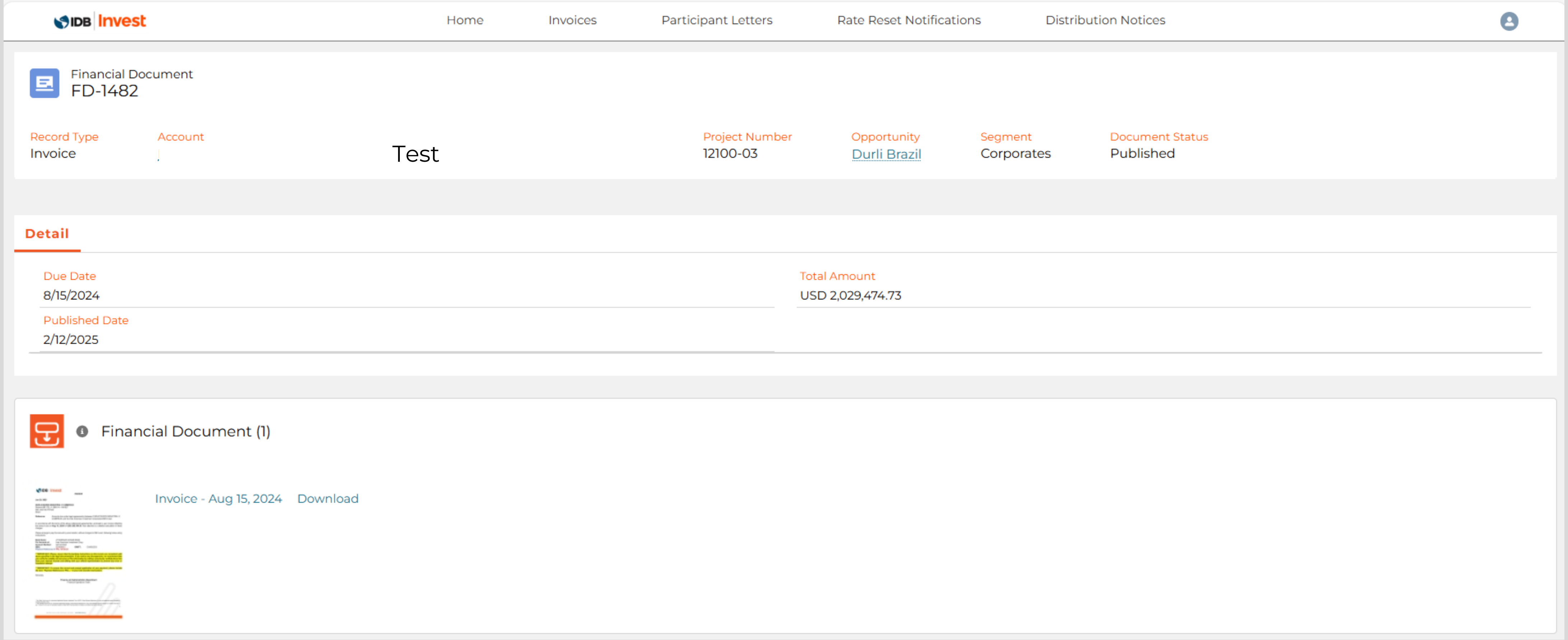
3 items • Sorted by Financial Document Id • Filtered by All financial documents - Record Type, Document Status, Created Date • Updated a few seconds ago

Search this list...

	Financial Document Id ↑	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1482	Durli Brazil	8/15/2024	PDF	USD 2,029,474.73	2/12/2025	Published
2	FD-2306	Durli Brazil	8/15/2025	PDF	USD 17,000.00	2/13/2025	Published
3	FD-2330	Durli Brazil	8/15/2024	PDF	USD 757,418.61	2/17/2025	Published

4. Financial Hub

By clicking on the Financial Document ID, you will be redirected to a detailed view of the invoice. You can also click to preview the financial document.



4. Financial Hub

In the detailed section of the *participant letters*, you will also find the total amount of each participant letter and its publication date.

Financial Documents
Participant Letters

1 item • Sorted by Financial Document Id • Filtered by All financial documents - Record Type, Document Status, Created Date • Updated 13 minutes ago

Search this list...

	Financial Document ...	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1168	Test OMO as Owner	1/29/2025	PDF	USD 1,320,111.00	1/22/2025	Published

4. Financial Hub

In the detailed section of the *Rate reset notifications*, you will also find the publication date of the notification.

Financial Documents

Rate Reset Notifications

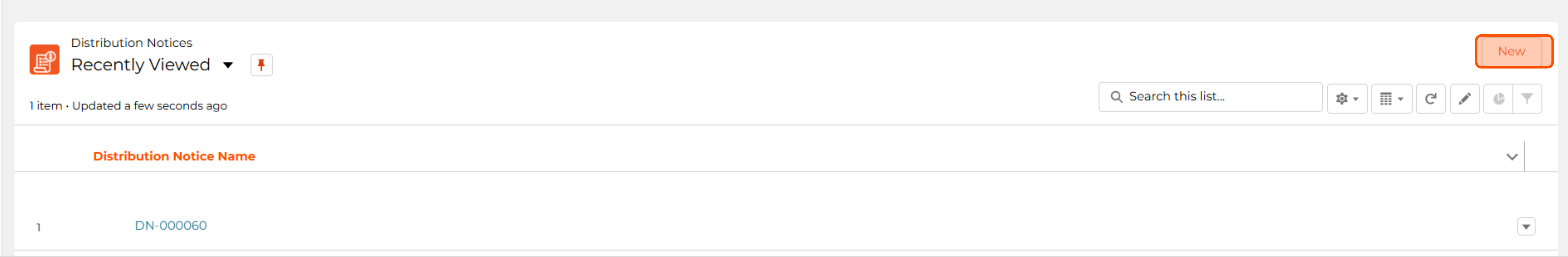
1 item • Sorted by Financial Document Id • Filtered by All financial documents - Record Type, Document Status, Created Date • Updated a few seconds ago

Search this list...

	Financial Document Id ↑	Project Name	Rate Reset Date	Download PDF	Published Date	Document Status
1	FD-2510	Durli Brazil	2/28/2025	PDF	2/28/2025	Published

4. Financial Hub

In the detailed section of the *Distribution notices*, you will be able to upload a new distribution notice, by clicking in the button 'New' located on the right side of the distribution notices section.



🚀 You're Ready to Use the Financial Hub!

✅ Summary of What You've Learned:

- How to access and navigate the platform
- Managing invoices, participant letters, and notifications
- Confirming key contacts and roles

🎯 Next Steps:

- Ensure you give access to the people inside your organization that needs to manage invoices and financial documents
- Explore the features and familiarize yourself with the platform
- Check out our **FAQs section** for more information

CLIENT PORTAL

FINANCIAL HUB GUÍA DE USUARIO

VERSIÓN EN ESPAÑOL

1. **Inicio de sesión**
2. **Home**
3. **Gestión de usuarios**
4. **Financial Hub**

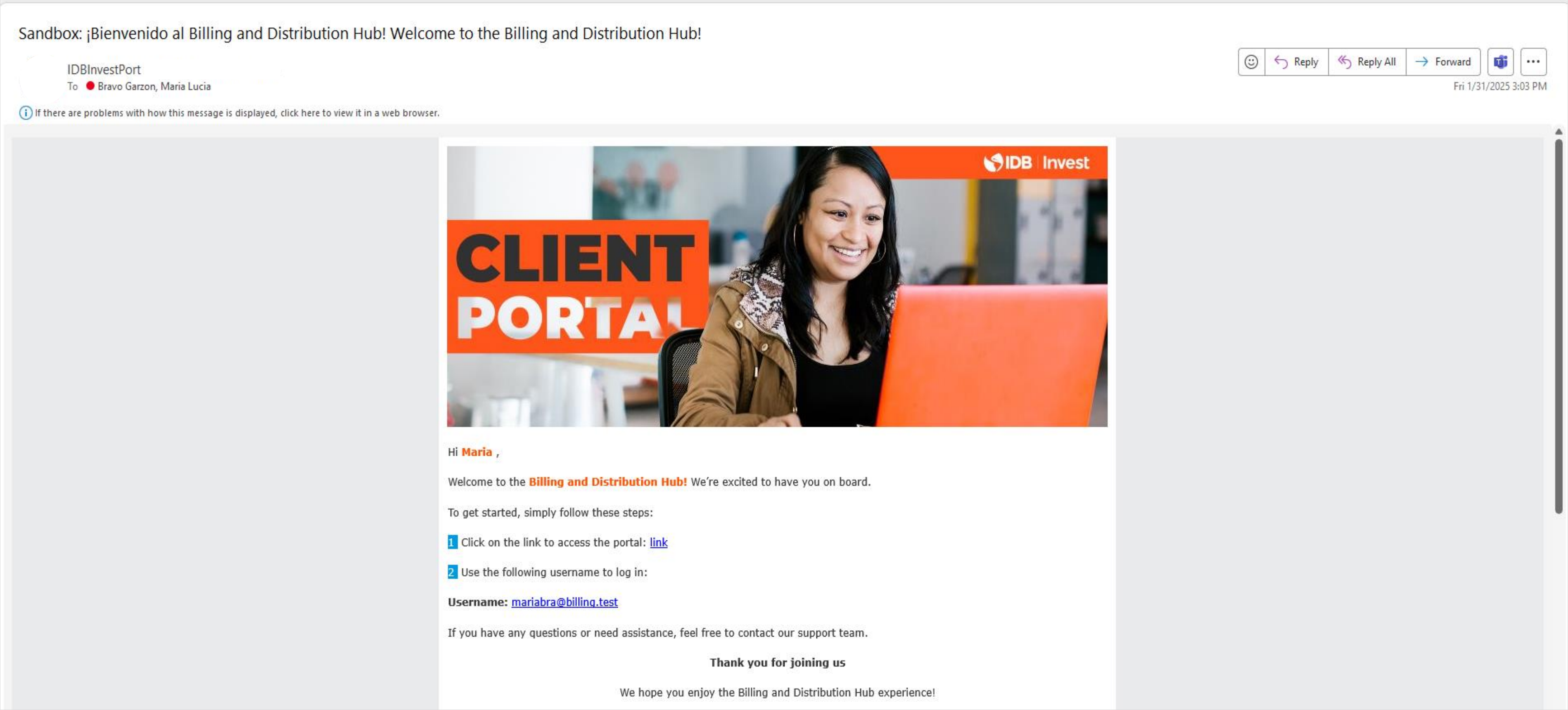
Para acceder al portal, necesitarás una aplicación de Autenticación Multifactor (MFA). Por favor, descárgala antes de registrarte, ya que es un requisito para completar el proceso.

Google Play

App Store

1. Inicio de sesión

Recibirás un correo de bienvenida con tu nombre de usuario y un enlace al Portal del Cliente.



Sandbox: ¡Bienvenido al Billing and Distribution Hub! Welcome to the Billing and Distribution Hub!

IDBInvestPort
To Bravo Garzon, Maria Lucia

Reply | Reply All | Forward

Fri 1/31/2025 3:03 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Hi **Maria** ,

Welcome to the **Billing and Distribution Hub!** We're excited to have you on board.

To get started, simply follow these steps:

1 Click on the link to access the portal: link

2 Use the following username to log in:

Username: mariabra@billing.test

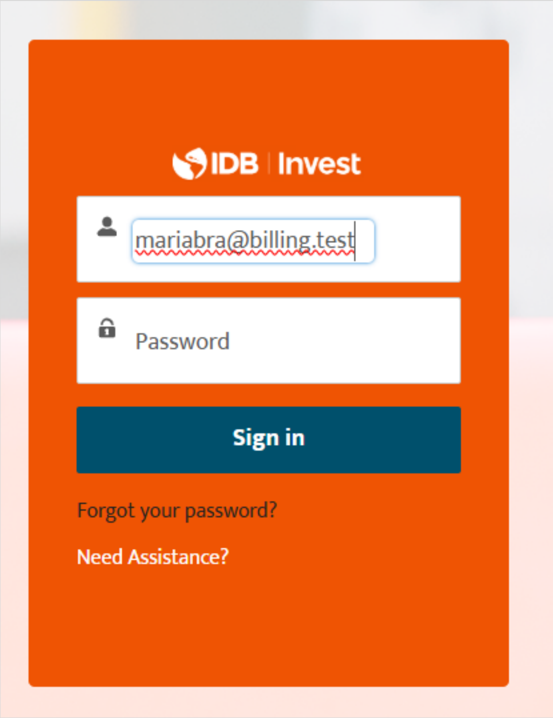
If you have any questions or need assistance, feel free to contact our support team.

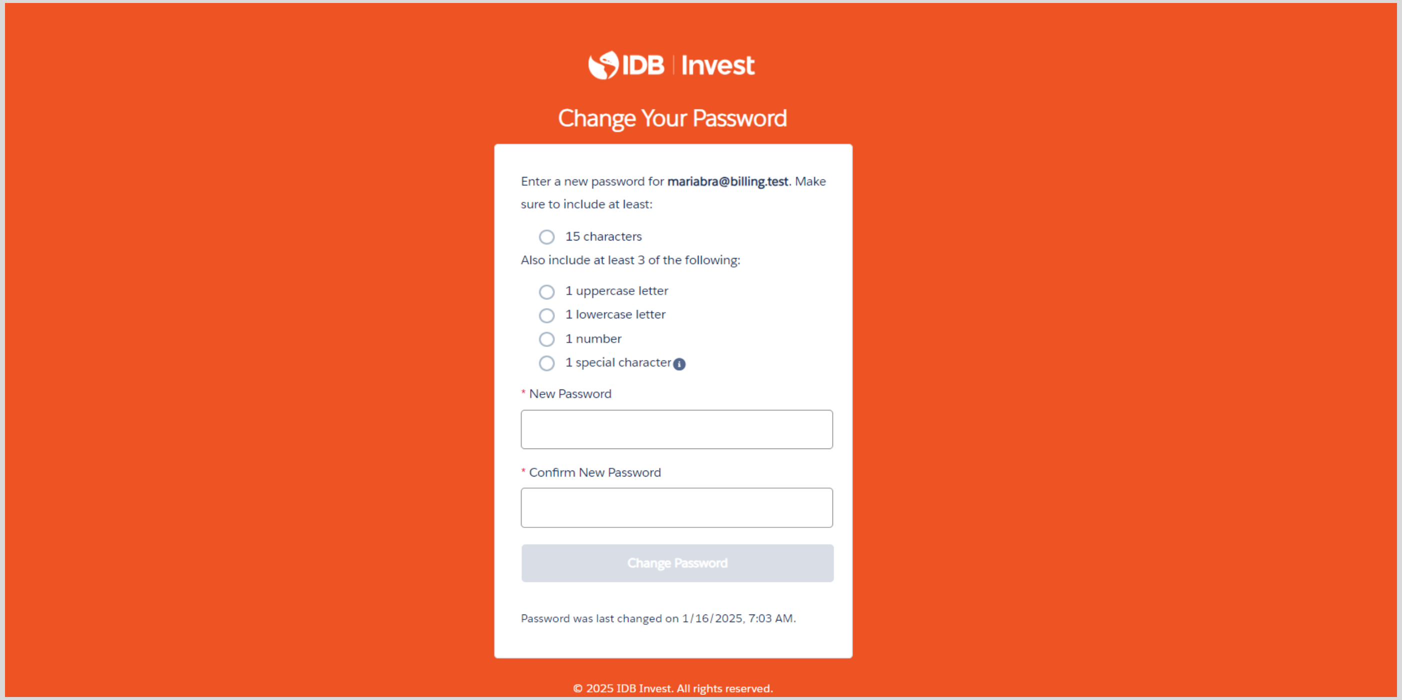
Thank you for joining us

We hope you enjoy the Billing and Distribution Hub experience!

1. Inicio de sesión

Al hacer clic en el enlace, serás redirigido al Portal del Cliente para crear tu contraseña. Por favor, sigue las instrucciones para establecer una contraseña segura.

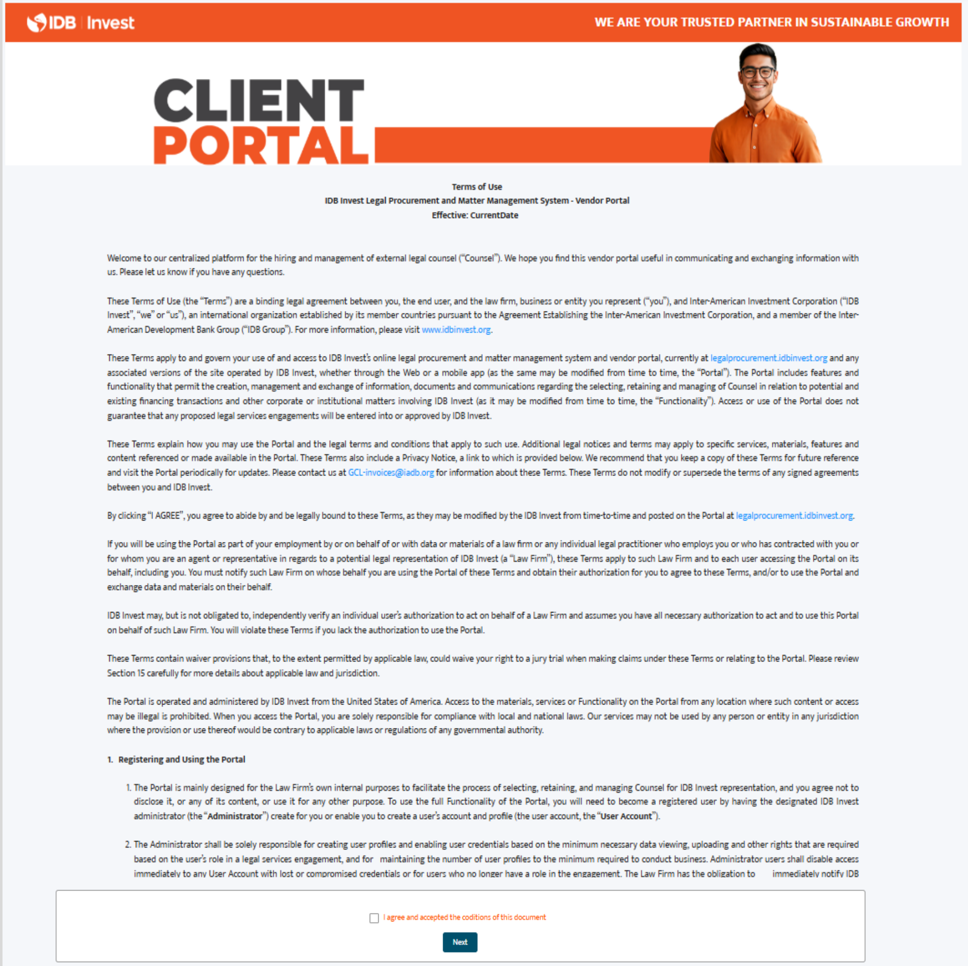




CLIENT PORTAL FINANCIAL HUB Log in

1. Inicio de sesión

Una vez que hayas establecido tu contraseña, serás redirigido automáticamente a la página de Términos y Condiciones. Por favor, léelos con atención y, si estás de acuerdo, marca la casilla para aceptar y haz clic en el botón ‘Next'.



WE ARE YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH

CLIENT PORTAL

Terms of Use

IDB Invest Legal Procurement and Matter Management System - Vendor Portal

Effective: CurrentDate

Welcome to our centralized platform for the hiring and management of external legal counsel ("Counsel"). We hope you find this vendor portal useful in communicating and exchanging information with us. Please let us know if you have any questions.

These Terms of Use (the "Terms") are a binding legal agreement between you, the end user, and the law firm, business or entity you represent ("you"), and Inter-American Investment Corporation ("IDB Invest", "we" or "us"), an international organization established by its member countries pursuant to the Agreement Establishing the Inter-American Investment Corporation, and a member of the Inter-American Development Bank Group ("IDB Group"). For more information, please visit www.idbinvest.org.

These Terms apply to and govern your use of and access to IDB Invest's online legal procurement and matter management system and vendor portal, currently at legalprocurement.idbinvest.org and any associated versions of the site operated by IDB Invest, whether through the Web or a mobile app (as the same may be modified from time to time, the "Portal"). The Portal includes features and functionality that permit the creation, management and exchange of information, documents and communications regarding the selecting, retaining and managing of Counsel in relation to potential and existing financing transactions and other corporate or institutional matters involving IDB Invest (as it may be modified from time to time, the "Functionality"). Access or use of the Portal does not guarantee that any proposed legal services engagements will be entered into or approved by IDB Invest.

These Terms explain how you may use the Portal and the legal terms and conditions that apply to such use. Additional legal notices and terms may apply to specific services, materials, features and content referenced or made available in the Portal. These Terms also include a Privacy Notice, a link to which is provided below. We recommend that you keep a copy of these Terms for future reference and visit the Portal periodically for updates. Please contact us at GCL-invoices@iadb.org for information about these Terms. These Terms do not modify or supersede the terms of any signed agreements between you and IDB Invest.

By clicking "I AGREE", you agree to abide by and be legally bound to these Terms, as they may be modified by the IDB Invest from time-to-time and posted on the Portal at legalprocurement.idbinvest.org.

If you will be using the Portal as part of your employment by or on behalf of or with data or materials of a law firm or any individual legal practitioner who employs you or who has contracted with you or for whom you are an agent or representative in regards to a potential legal representation of IDB Invest (a "Law Firm"), these Terms apply to such Law Firm and to each user accessing the Portal on its behalf, including you. You must notify such Law Firm on whose behalf you are using the Portal of these Terms and obtain their authorization for you to agree to these Terms, and/or to use the Portal and exchange data and materials on their behalf.

IDB Invest may, but is not obligated to, independently verify an individual user's authorization to act on behalf of a Law Firm and assumes you have all necessary authorization to act and to use this Portal on behalf of such Law Firm. You will violate these Terms if you lack the authorization to use the Portal.

These Terms contain waiver provisions that, to the extent permitted by applicable law, could waive your right to a jury trial when making claims under these Terms or relating to the Portal. Please review Section 15 carefully for more details about applicable law and jurisdiction.

The Portal is operated and administered by IDB Invest from the United States of America. Access to the materials, services or Functionality on the Portal from any location where such content or access may be illegal is prohibited. When you access the Portal, you are solely responsible for compliance with local and national laws. Our services may not be used by any person or entity in any jurisdiction where the provision or use thereof would be contrary to applicable laws or regulations of any governmental authority.

1. Registering and Using the Portal

1. The Portal is mainly designed for the Law Firm's own internal purposes to facilitate the process of selecting, retaining, and managing Counsel for IDB Invest representation, and you agree not to disclose it, or any of its content, or use it for any other purpose. To use the full Functionality of the Portal, you will need to become a registered user by having the designated IDB Invest administrator (the "**Administrator**") create for you or enable you to create a user's account and profile (the user account, the "**User Account**").
2. The Administrator shall be solely responsible for creating user profiles and enabling user credentials based on the minimum necessary data viewing, uploading and other rights that are required based on the user's role in a legal services engagement, and for maintaining the number of user profiles to the minimum required to conduct business. Administrator users shall disable access immediately to any User Account with lost or compromised credentials or for users who no longer have a role in the engagement. The Law Firm has the obligation to immediately notify IDB

I agree and accepted the coditions of this document

Next

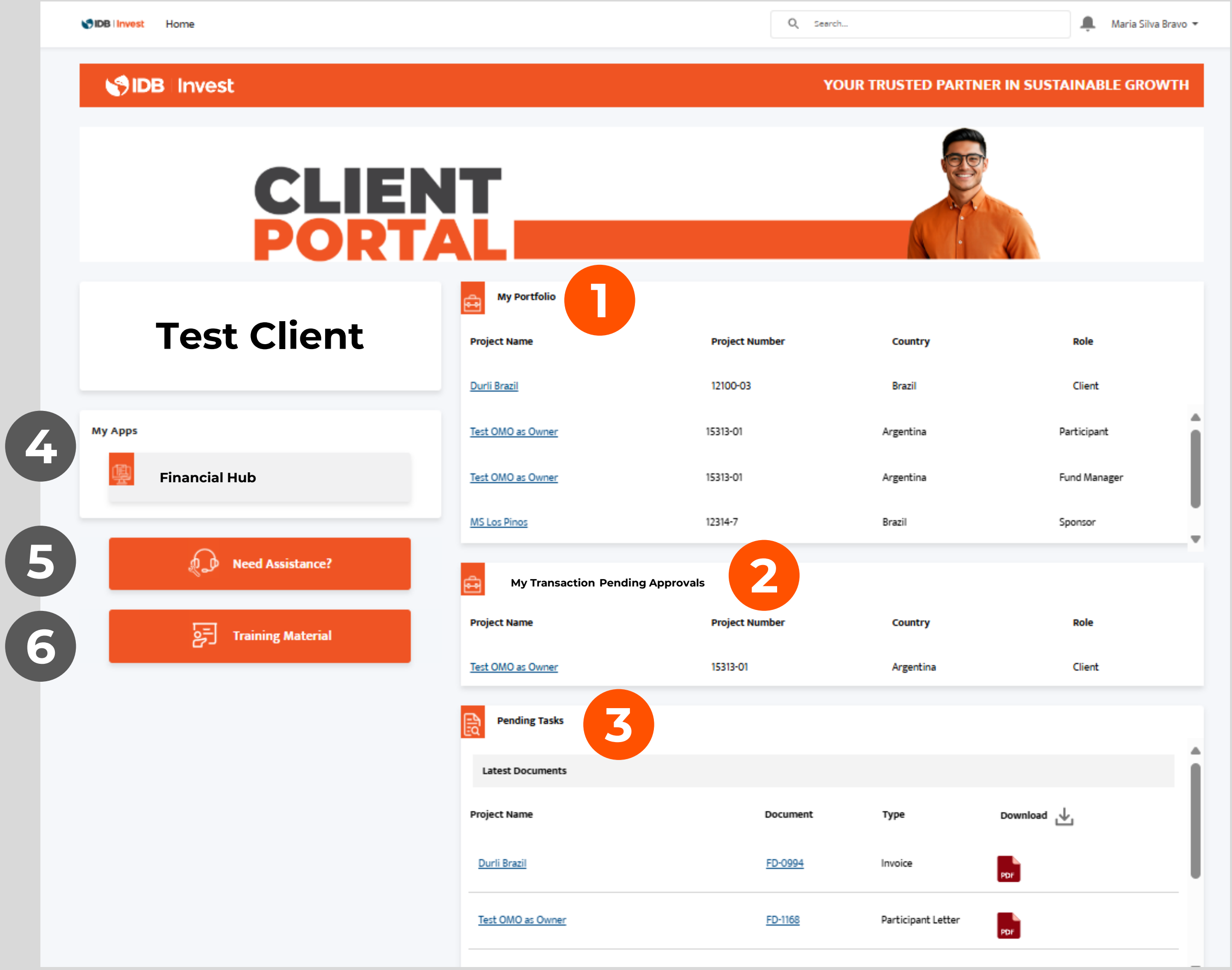
2. Home

Finalmente, serás redirigido a la página de inicio del Portal del Cliente, donde podrás ver...

1. Tu portafolio actual
2. Tus transacciones en proceso de aprobación
3. Tus tareas pendientes

En este punto, tu cuenta está completamente activa y puedes iniciar sesión en cualquier momento utilizando tus credenciales.

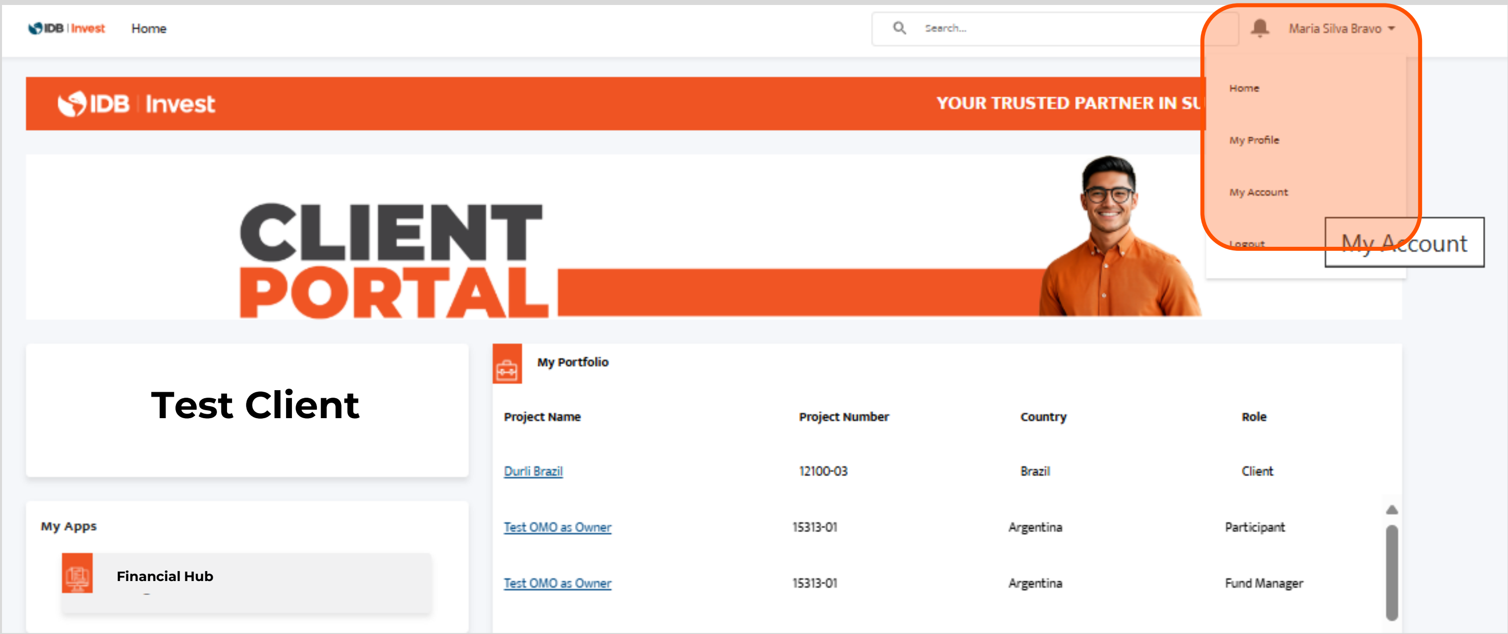
4. En la sección Mis Aplicaciones, encontrarás el enlace al Financial Hub.
5. Si necesitas ayuda, haz clic en el botón “Need Assistance?" para crear un ticket de soporte.
6. Para acceder a las guías de entrenamiento, haz clic en el botón “Training Material", que te redirigirá a la página web donde están disponibles estos documentos.



CLIENT PORTAL FINANCIAL HUB Log in

3. Gestión de usuarios

Para acceder a tu cuenta, simplemente haz clic en el ícono de usuario en la esquina superior derecha del portal. Aparecerá un menú; selecciona ‘My Account' para ver y administrar los detalles de tu cuenta.

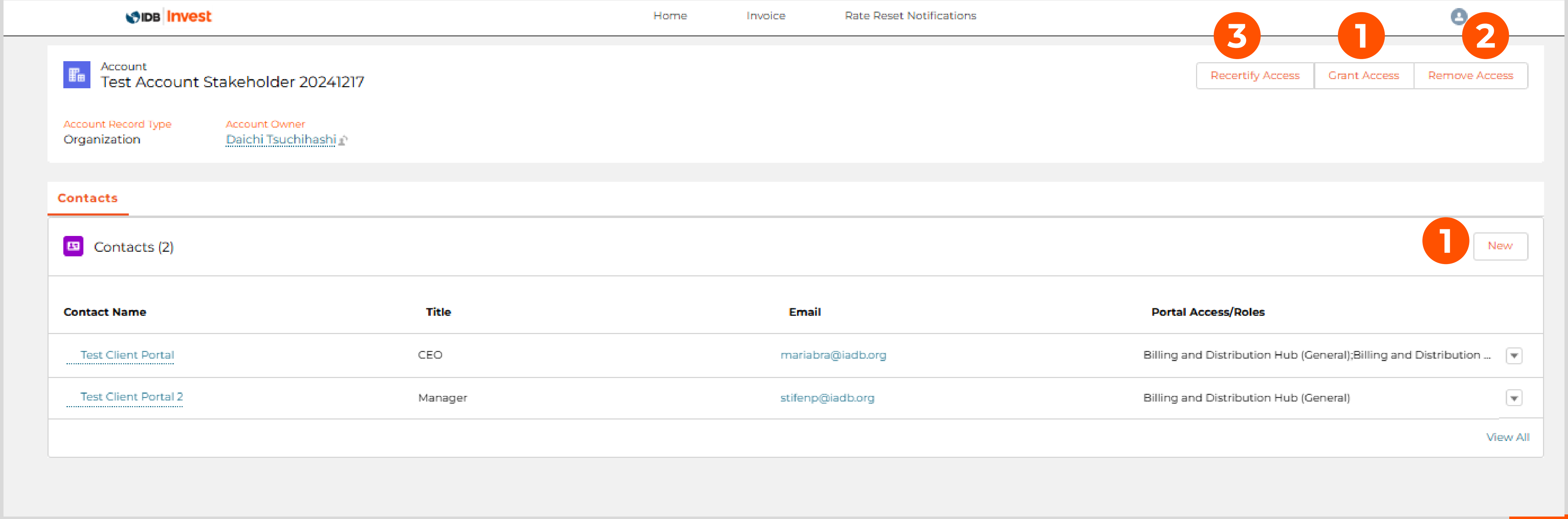


3. Gestión de usuarios

Dentro de tu cuenta, tienes control total sobre el acceso de los usuarios al Financial Hub. Puedes:

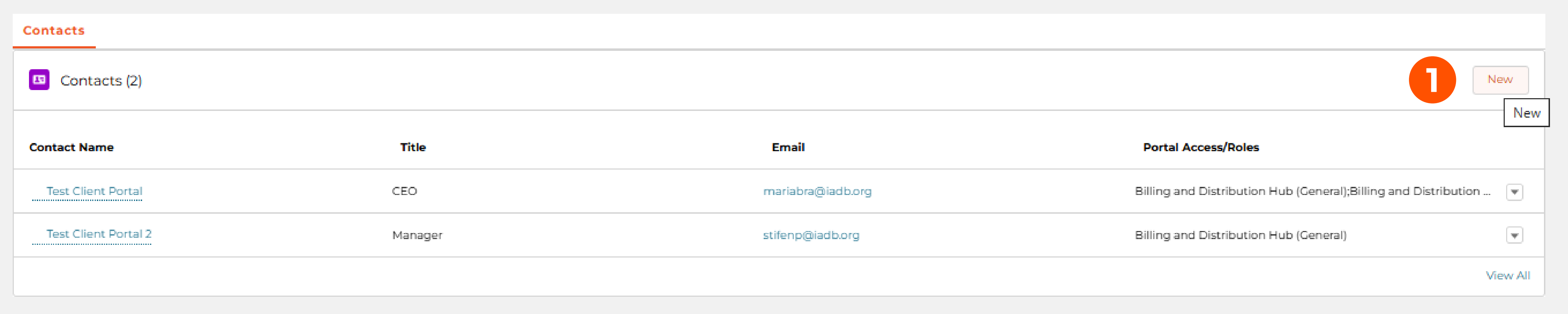
1. Agregar nuevos usuarios que necesiten acceso, creando y otorgando permisos, usando el botón de Grant Access
2. Eliminar usuarios que ya no requieran acceso, usando el botón Remove Access
3. Recertificar usuarios para asegurarte de que mantengan los derechos de acceso adecuados, usando el botón Recertify Access.

La gestión de acceso es rápida y sencilla, permitiéndote supervisar completamente quién puede utilizar la plataforma.



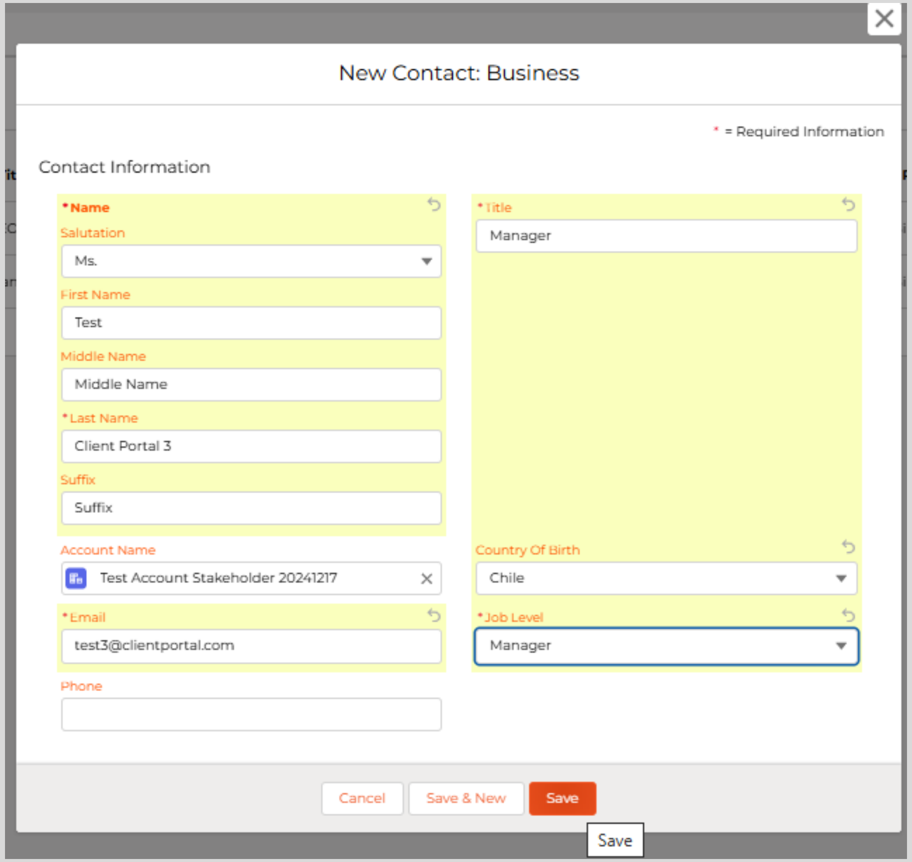
3. Gestión de usuarios – Agregar usuario

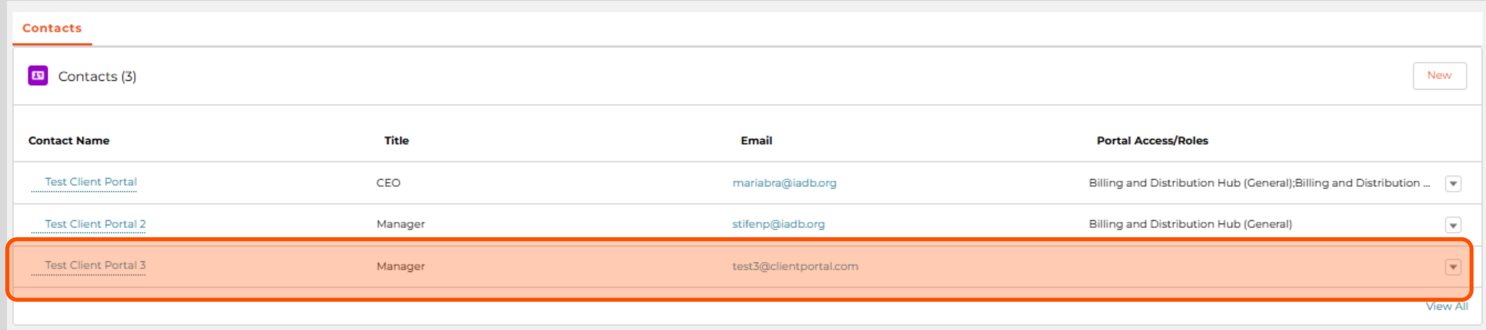
Para agregar un nuevo usuario, simplemente haz clic en el botón ‘New' en el extremo derecho de la sección de Contactos. Aparecerá una ventana emergente; por favor, completa todos los campos obligatorios y haz clic en el botón ‘Save'.



3. Gestión de usuarios – Agregar usuario

Para agregar un nuevo usuario, simplemente haz clic en el botón ‘New' en el extremo derecho de la sección de Contactos. Aparecerá una ventana emergente; por favor, completa todos los campos obligatorios y haz clic en el botón ‘Save'. El contacto recién agregado ahora será visible en la sección de Contactos.

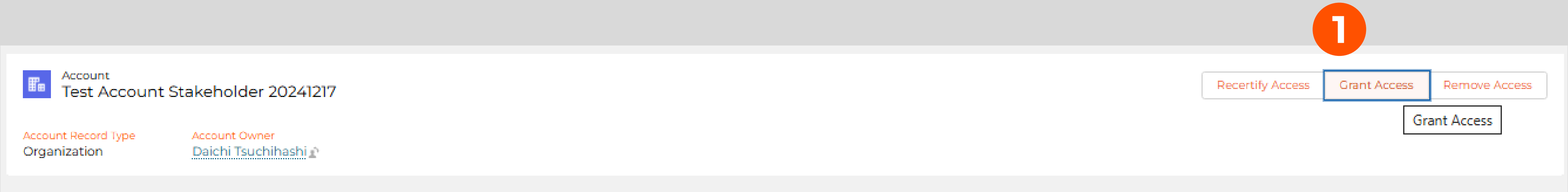


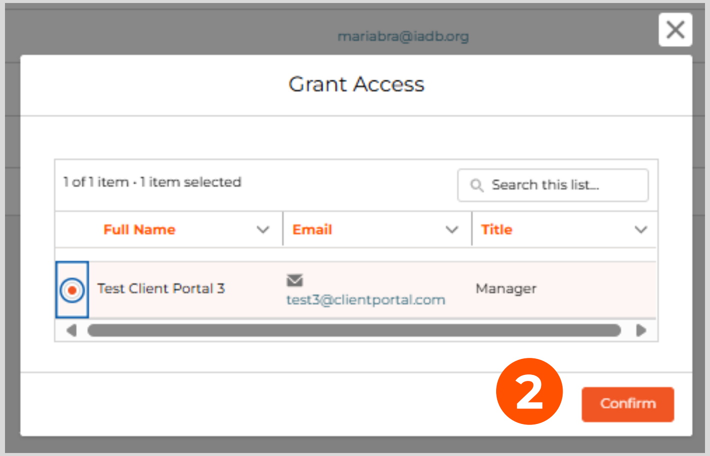


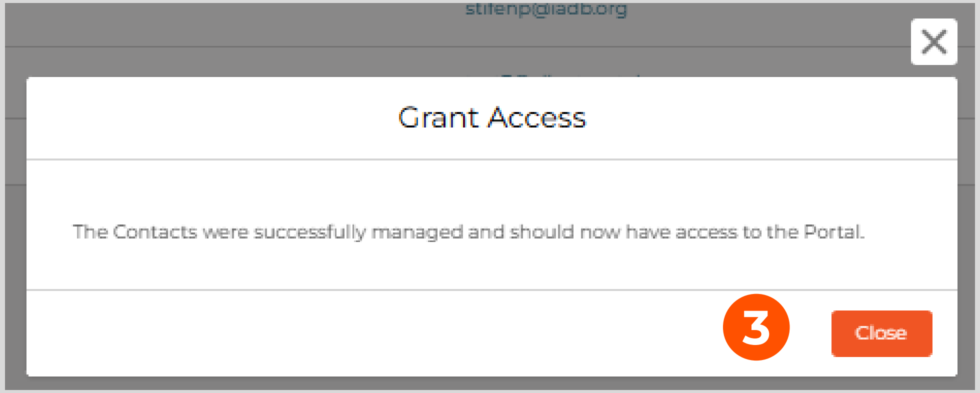
3. Gestión de usuarios – Agregar usuario

Ahora es momento de otorgar acceso al Financial Hub al contacto recién creado. Sigue estos sencillos pasos:

1. Haz clic en el botón **“Grant Access"** ubicado en la esquina superior derecha de la sección de Cuenta.
2. Aparecerá una ventana emergente con los contactos que aún no tienen acceso al portal. Selecciona el contacto marcando la casilla y luego haz clic en **"Confirm"**.
3. Se mostrará una ventana de confirmación indicando que el acceso se ha otorgado correctamente.



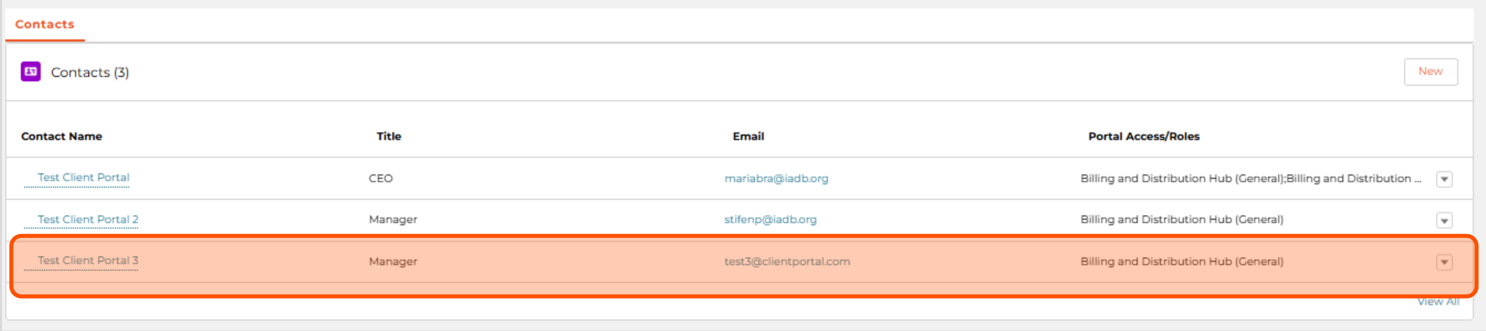




3. Gestión de usuarios – Agregar usuario

Ahora es momento de otorgar acceso al Financial Hub al contacto recién creado. Sigue estos sencillos pasos:

1. Haz clic en el botón **“Grant Access"** ubicado en la esquina superior derecha de la sección de Cuenta.
2. Aparecerá una ventana emergente con los contactos que aún no tienen acceso al portal. Selecciona el contacto marcando la casilla y luego haz clic en **"Confirm"**.
3. Se mostrará una ventana de confirmación indicando que el acceso se ha otorgado correctamente.
4.En la sección de Contactos, verás la confirmación del acceso junto con el rol asignado al contacto.



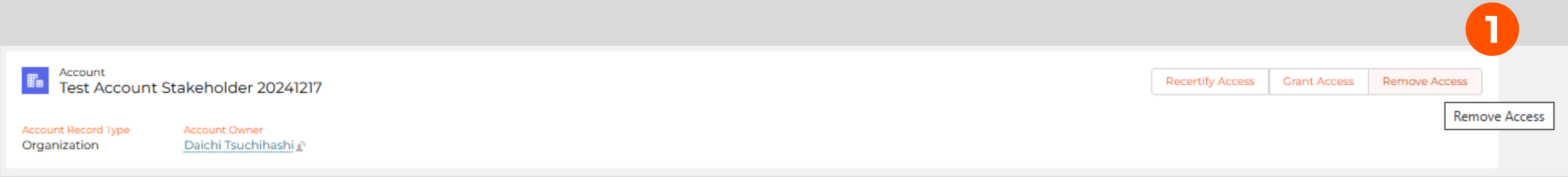
Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General);Billing and Distribution ...
Test Client Portal 2	Manager	stifenp@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	Billing and Distribution Hub (General)

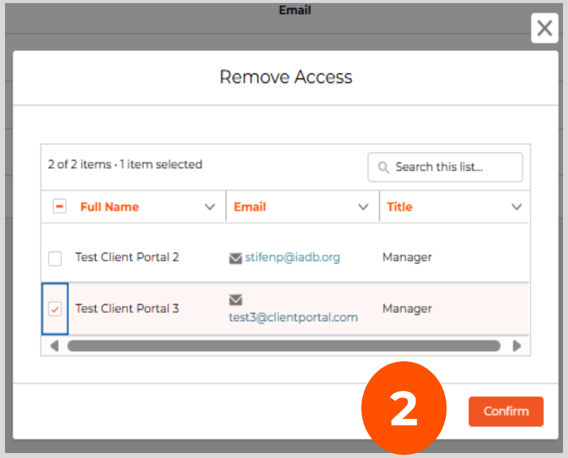
4

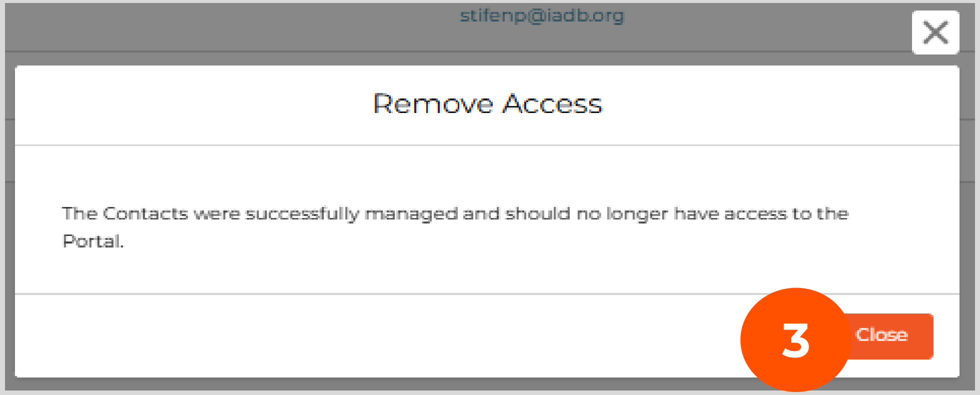
3. Gestión de usuarios – Remover acceso

Si necesitas revocar el acceso de un usuario al Financial Hub, sigue estos sencillos pasos:

1.Haz clic en el botón **“Remove Access"** ubicado en la esquina superior derecha de la sección de Cuenta.
2.Aparecerá una ventana emergente con todos los contactos que tienen acceso al portal. Selecciona el usuario que deseas eliminar marcando la casilla y luego haz clic en **"Confirm"**.
3.Se mostrará una ventana de confirmación indicando que el acceso ha sido revocado exitosamente.



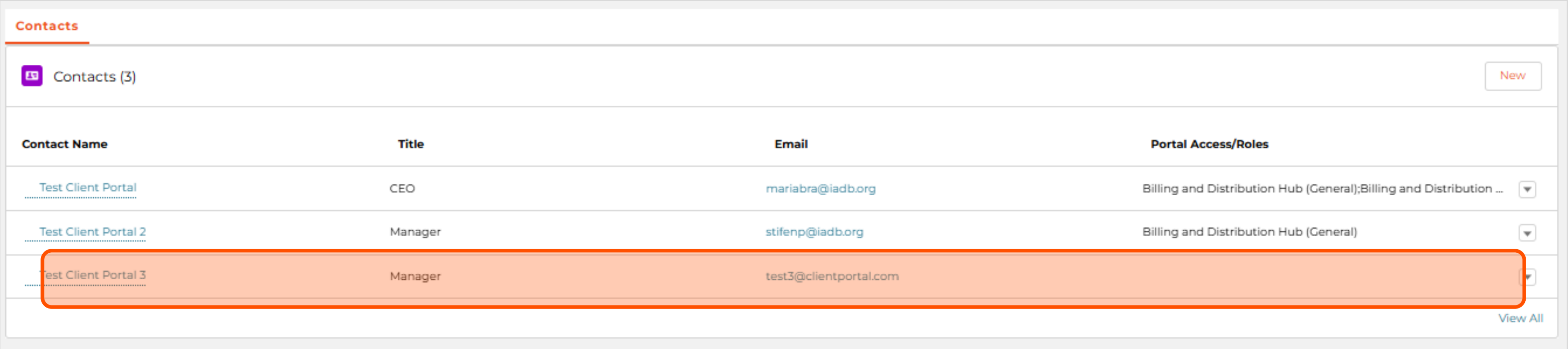




3. Gestión de usuarios – Remover acceso

Si necesitas revocar el acceso de un usuario al Financial Hub, sigue estos sencillos pasos:

1.Haz clic en el botón **“Remove Access"** ubicado en la esquina superior derecha de la sección de Cuenta.
2.Aparecerá una ventana emergente con todos los contactos que tienen acceso al portal. Selecciona el usuario que deseas eliminar marcando la casilla y luego haz clic en **"Confirm"**.
3.Se mostrará una ventana de confirmación indicando que el acceso ha sido revocado exitosamente.
4.En la sección de Contactos, verás que el usuario ya no tiene un rol asignado.


Contacts

Contacts (3) New

Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General);Billing and Distribution ...
Test Client Portal 2	Manager	stifenp@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	

View All

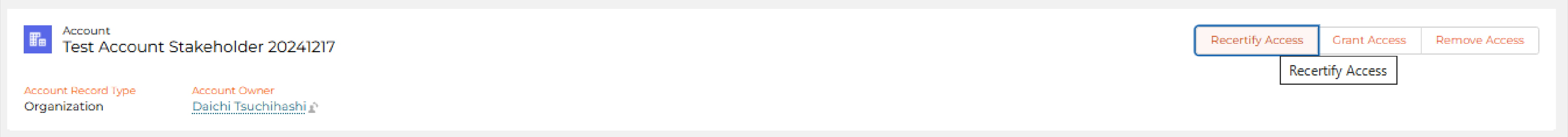
4

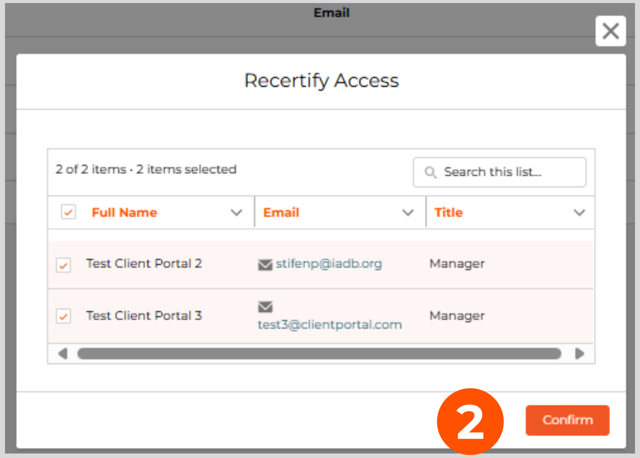
3. Gestión de usuarios – Recertificar acceso

Para recertificar el acceso de un usuario al Financial Hub, sigue estos sencillos pasos:

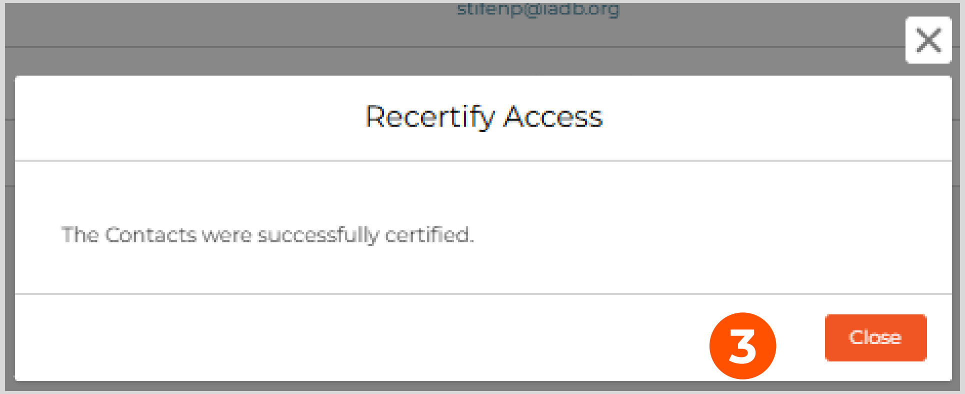
1.Haz clic en el botón **"Recertify"** ubicado en la esquina superior derecha de la sección de Cuenta.
2.Aparecerá una ventana emergente con todos los contactos que tienen acceso al portal. Selecciona el usuario cuyo acceso deseas recertificar marcando la casilla y luego haz clic en **"Confirm"**.
3.Se mostrará una ventana de confirmación indicando que el acceso ha sido recertificado exitosamente.

1





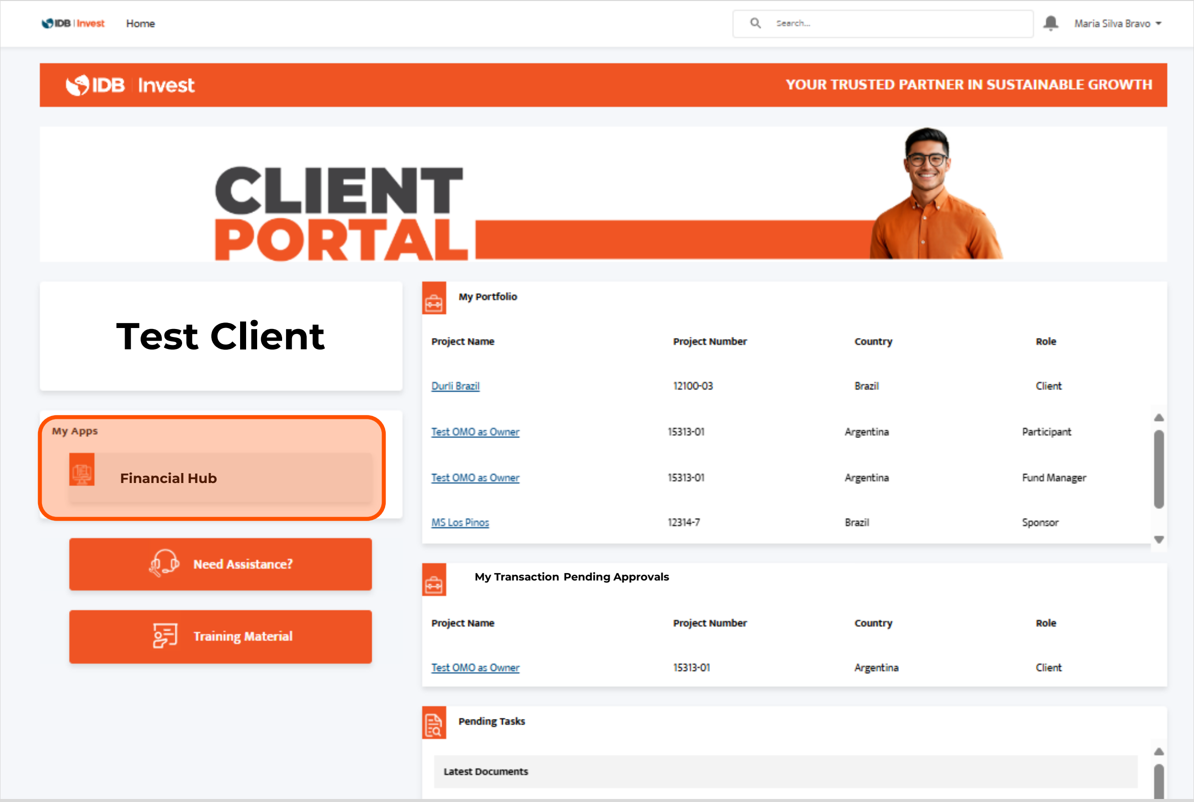
2



3

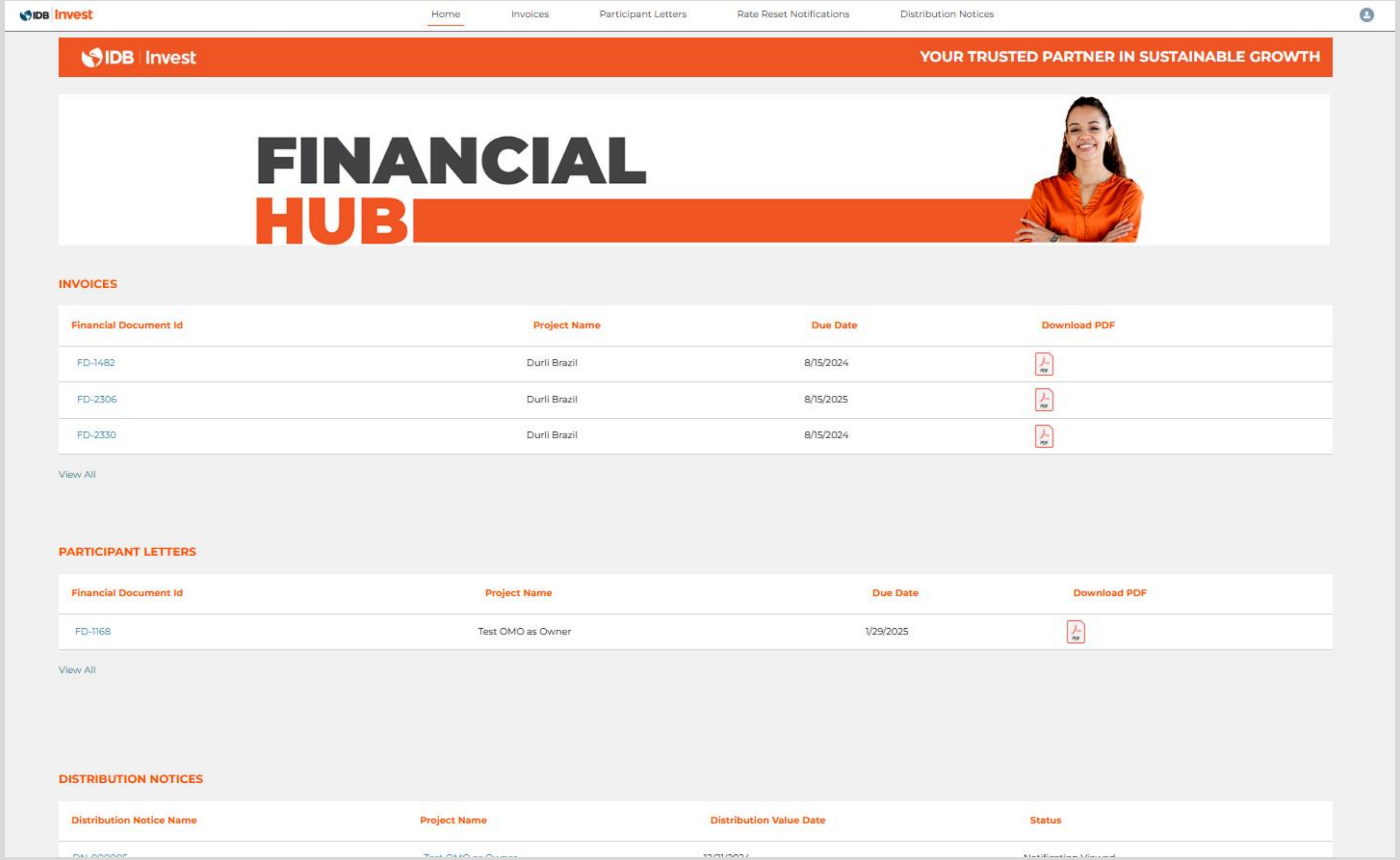
4. Financial Hub

Para acceder al Financial Hub, simplemente haz clic en el ícono de Financial Hub y serás redirigido a la página de inicio del Financial Hub.



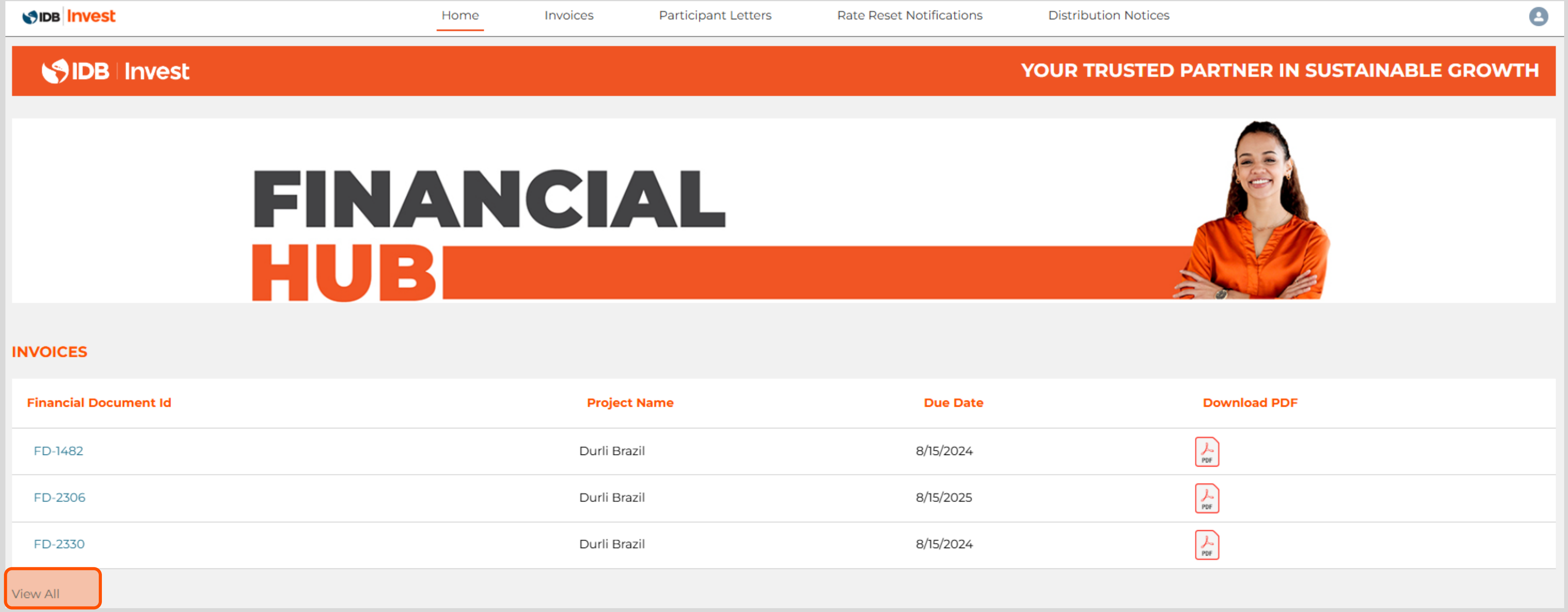
4. Financial Hub

Esta es la página principal del Financial Hub. En la parte superior, encontrarás pestañas para todos los documentos disponibles, incluyendo Facturas, Cartas de Participantes, Notificaciones de Reajuste de Tasas y Avisos de Distribución. En la sección central, verás los registros más recientes para cada tipo de documento.



4. Financial Hub

En cada sección, encontrarás el ID del Documento, el Nombre del Proyecto, la Fecha de Vencimiento y una opción para previsualizar o descargar una versión en PDF del documento.



Si haces clic en la frase *'view all'*, serás dirigido a una página más detallada.

4. Financial Hub

En esta sección detallada, también encontrarás el monto total de cada factura y su fecha de publicación.

Financial Documents
Invoices

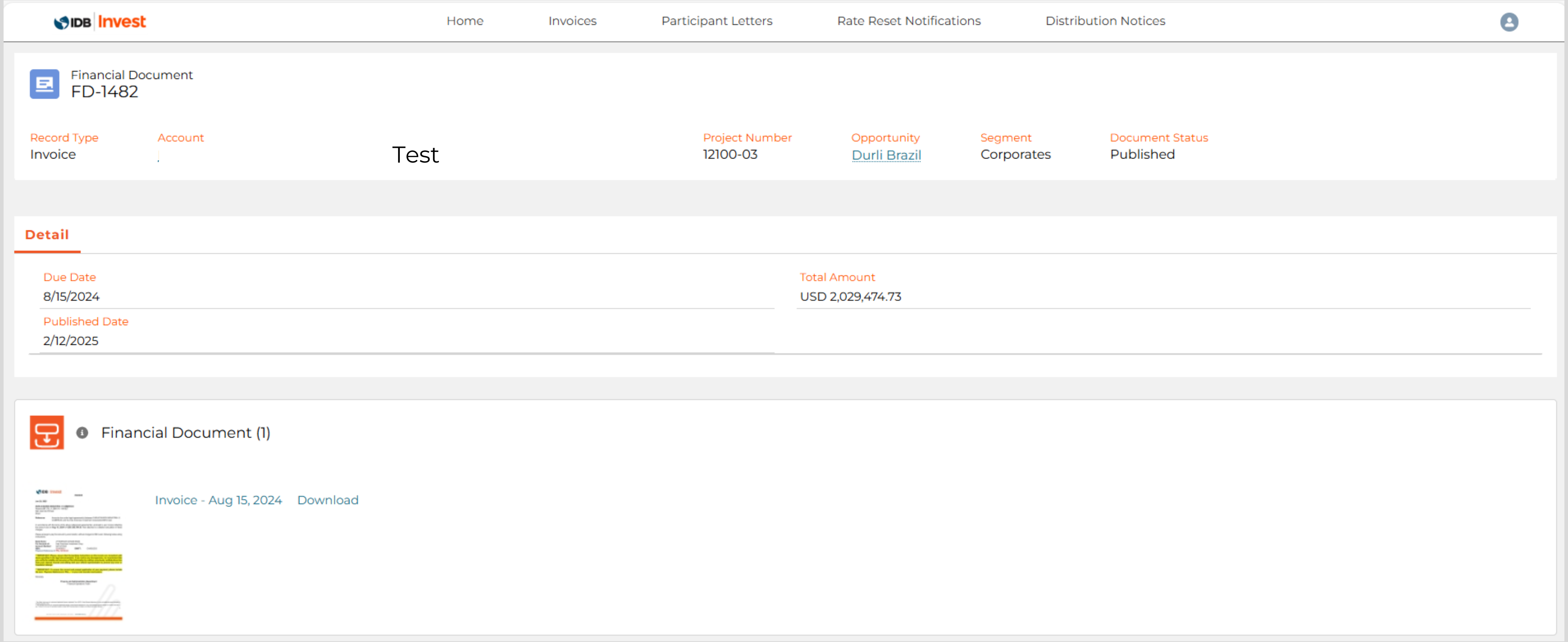
3 items • Sorted by Financial Document Id • Filtered by All financial documents - Record Type, Document Status, Created Date • Updated a few seconds ago

Search this list...

	Financial Document Id ↑	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1482	Durli Brazil	8/15/2024	PDF	USD 2,029,474.73	2/12/2025	Published
2	FD-2306	Durli Brazil	8/15/2025	PDF	USD 17,000.00	2/13/2025	Published
3	FD-2330	Durli Brazil	8/15/2024	PDF	USD 757,418.61	2/17/2025	Published

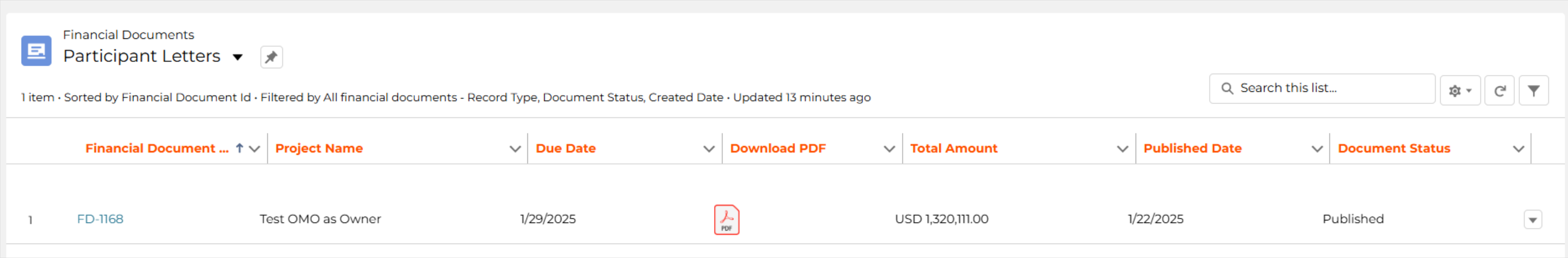
4. Financial Hub

Al hacer clic en el ID del Documento Financiero, serás redirigido a una vista detallada de la factura. También puedes hacer clic para previsualizar el documento financiero.



4. Financial Hub

En la sección detallada de las *Participant letters*, también encontrarás el monto total de cada carta y su fecha de publicación.


Financial Documents
Participant Letters

1 item • Sorted by Financial Document Id • Filtered by All financial documents - Record Type, Document Status, Created Date • Updated 13 minutes ago

Search this list...

	Financial Document ...	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1168	Test OMO as Owner	1/29/2025	PDF	USD 1,320,111.00	1/22/2025	Published

4. Financial Hub

En la sección detallada de las *Rate reset notifications*, también encontrarás la fecha de publicación de la notificación.

Financial Documents
Rate Reset Notifications

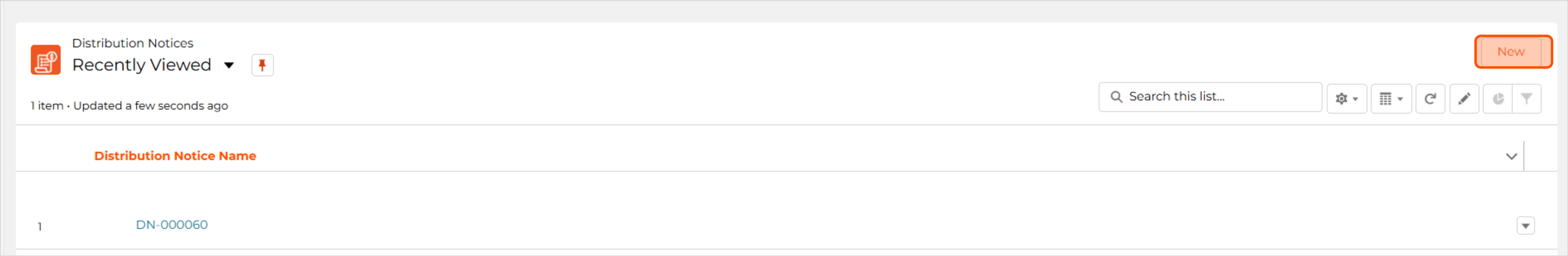
1 item · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated a few seconds ago

Search this list...

	Financial Document Id ↑	Project Name	Rate Reset Date	Download PDF	Published Date	Document Status
1	FD-2510	Durli Brazil	2/28/2025	PDF	2/28/2025	Published

4. Financial Hub

En la sección detallada de los *Distribution notices*, podrás subir un nuevo aviso de distribución haciendo clic en el botón ‘New’, ubicado en el lado derecho de la sección de avisos de distribución.



🚀 ¡Estás listo para usar el Financial Hub!

✅ Resumen de lo que has aprendido:

- Cómo acceder y navegar por la plataforma
- Gestión de facturas, cartas de participantes y notificaciones
- Confirmación de contactos clave y roles

🎯 Próximos pasos:

- Asegúrate de dar acceso a las personas de tu organización que necesiten gestionar facturas y documentos financieros
- Explora las funciones y familiarízate con la plataforma
- Consulta nuestra sección de preguntas frecuentes (FAQs) para más información

CLIENT PORTAL

FINANCIAL HUB

GUIA DO USUÁRIO

VERSÃO EM PORTUGUÊS

1. **Login**
2. **Pagina inicial**
3. **Gestão de usuários**
4. **Financial Hub**

Para acessar o portal, você precisará de um aplicativo de Autenticação Multifator (MFA). Por favor, faça o download antes de se registrar, pois é um requisito para concluir o processo.

Google Play

App Store

1. Login

Você receberá um e-mail de boas-vindas com seu nome de usuário e um link para o Portal do Cliente..

Sandbox: ¡Bienvenido al Billing and Distribution Hub! Welcome to the Billing and Distribution Hub!

IDBInvestPort
To Bravo Garzon, Maria Lucia

Reply | Reply All | Forward

Fri 1/31/2025 3:03 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

Hi **Maria** ,

Welcome to the **Billing and Distribution Hub!** We're excited to have you on board.

To get started, simply follow these steps:

1 Click on the link to access the portal: link

2 Use the following username to log in:

Username: mariabra@billing.test

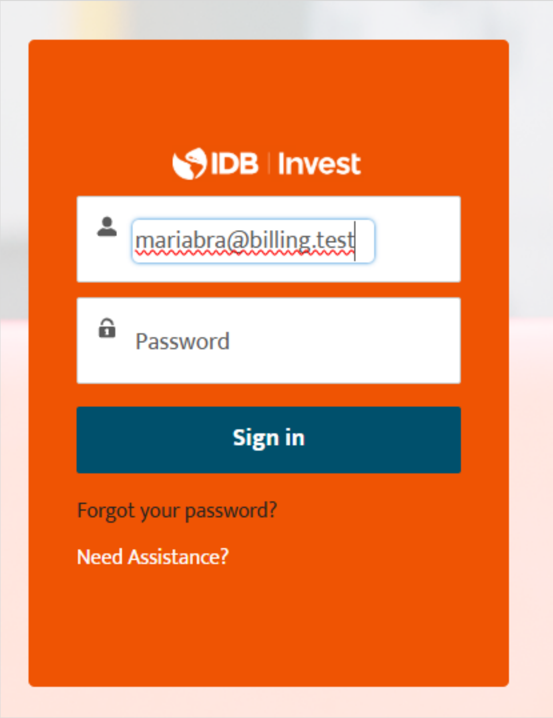
If you have any questions or need assistance, feel free to contact our support team.

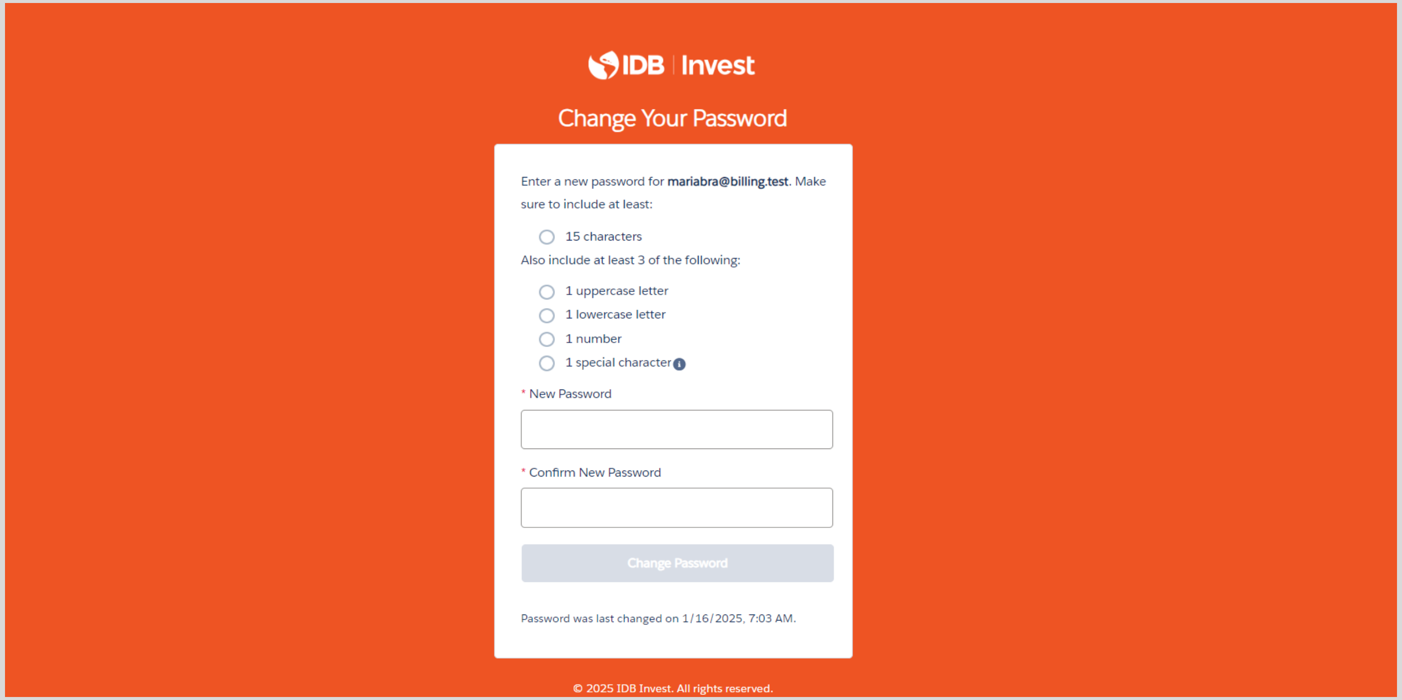
Thank you for joining us

We hope you enjoy the Billing and Distribution Hub experience!

1. Login

Ao clicar no link, você será redirecionado para o Portal do Cliente para criar sua senha.
Por favor, siga as instruções para definir uma senha segura.

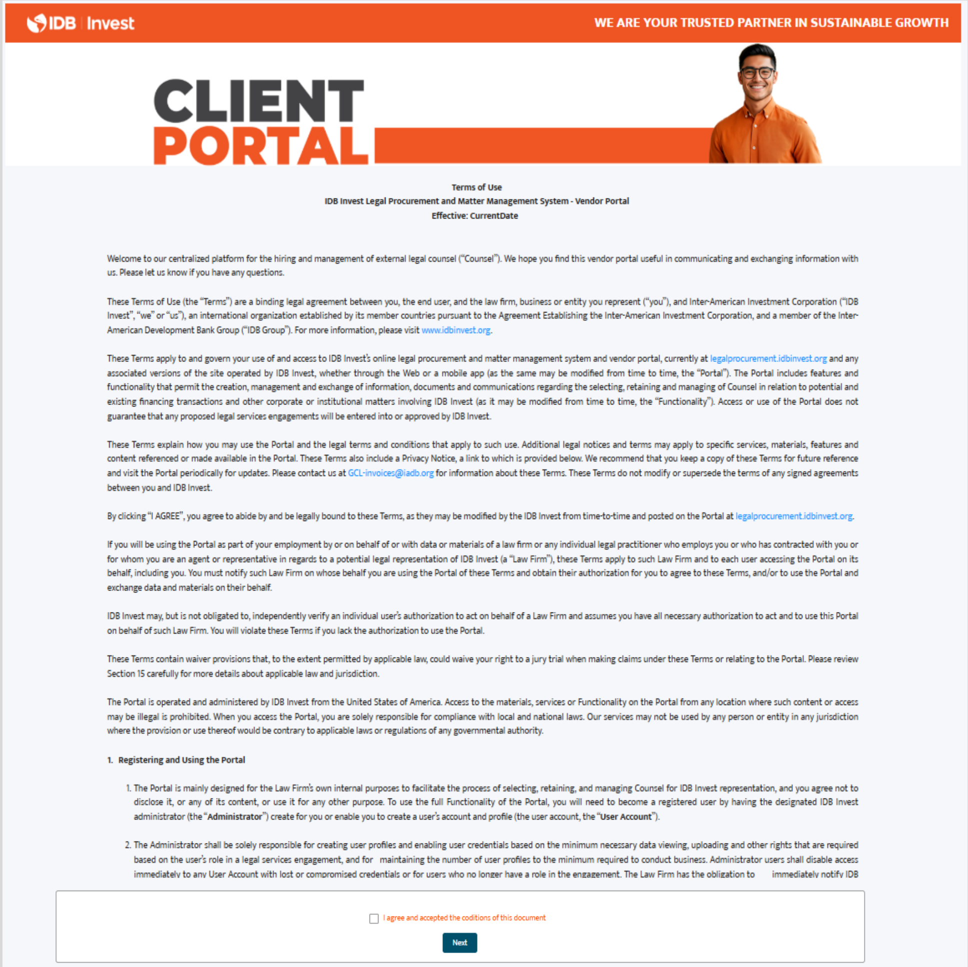




CLIENT PORTAL FINANCIAL HUB Log in

1. Login

Uma vez que você tenha definido sua senha, será redirecionado automaticamente para a página de Termos e Condições. Por favor, leia atentamente e, se estiver de acordo, marque a caixa para aceitar e clique no botão ‘Next’



Terms of Use
IDB Invest Legal Procurement and Matter Management System - Vendor Portal
Effective: CurrentDate

Welcome to our centralized platform for the hiring and management of external legal counsel (“Counsel”). We hope you find this vendor portal useful in communicating and exchanging information with us. Please let us know if you have any questions.

These Terms of Use (the “Terms”) are a binding legal agreement between you, the end user, and the law firm, business or entity you represent (“you”), and Inter-American Investment Corporation (“IDB Invest”, “we” or “us”), an international organization established by its member countries pursuant to the Agreement Establishing the Inter-American Investment Corporation, and a member of the Inter-American Development Bank Group (“IDB Group”). For more information, please visit www.idbinvest.org.

These Terms apply to and govern your use of and access to IDB Invest’s online legal procurement and matter management system and vendor portal, currently at legalprocurement.idbinvest.org and any associated versions of the site operated by IDB Invest, whether through the Web or a mobile app (as the same may be modified from time to time, the “Portal”). The Portal includes features and functionality that permit the creation, management and exchange of information, documents and communications regarding the selecting, retaining and managing of Counsel in relation to potential and existing financing transactions and other corporate or institutional matters involving IDB Invest (as it may be modified from time to time, the “Functionality”). Access or use of the Portal does not guarantee that any proposed legal services engagements will be entered into or approved by IDB Invest.

These Terms explain how you may use the Portal and the legal terms and conditions that apply to such use. Additional legal notices and terms may apply to specific services, materials, features and content referenced or made available in the Portal. These Terms also include a Privacy Notice, a link to which is provided below. We recommend that you keep a copy of these Terms for future reference and visit the Portal periodically for updates. Please contact us at GCL-invoices@iadb.org for information about these Terms. These Terms do not modify or supersede the terms of any signed agreements between you and IDB Invest.

By clicking “I AGREE”, you agree to abide by and be legally bound to these Terms, as they may be modified by the IDB Invest from time-to-time and posted on the Portal at legalprocurement.idbinvest.org.

If you will be using the Portal as part of your employment by or on behalf of or with data or materials of a law firm or any individual legal practitioner who employs you or who has contracted with you or for whom you are an agent or representative in regards to a potential legal representation of IDB Invest (a “Law Firm”), these Terms apply to such Law Firm and to each user accessing the Portal on its behalf, including you. You must notify such Law Firm on whose behalf you are using the Portal of these Terms and obtain their authorization for you to agree to these Terms, and/or to use the Portal and exchange data and materials on their behalf.

IDB Invest may, but is not obligated to, independently verify an individual user’s authorization to act on behalf of a Law Firm and assumes you have all necessary authorization to act and to use this Portal on behalf of such Law Firm. You will violate these Terms if you lack the authorization to use the Portal.

These Terms contain waiver provisions that, to the extent permitted by applicable law, could waive your right to a jury trial when making claims under these Terms or relating to the Portal. Please review Section 15 carefully for more details about applicable law and jurisdiction.

The Portal is operated and administered by IDB Invest from the United States of America. Access to the materials, services or Functionality on the Portal from any location where such content or access may be illegal is prohibited. When you access the Portal, you are solely responsible for compliance with local and national laws. Our services may not be used by any person or entity in any jurisdiction where the provision or use thereof would be contrary to applicable laws or regulations of any governmental authority.

1. Registering and Using the Portal

1. The Portal is mainly designed for the Law Firm’s own internal purposes to facilitate the process of selecting, retaining, and managing Counsel for IDB Invest representation, and you agree not to disclose it, or any of its content, or use it for any other purpose. To use the full Functionality of the Portal, you will need to become a registered user by having the designated IDB Invest administrator (the “**Administrator**”) create for you or enable you to create a user’s account and profile (the user account, the “**User Account**”).
2. The Administrator shall be solely responsible for creating user profiles and enabling user credentials based on the minimum necessary data viewing, uploading and other rights that are required based on the user’s role in a legal services engagement, and for maintaining the number of user profiles to the minimum required to conduct business. Administrator users shall disable access immediately to any User Account with lost or compromised credentials or for users who no longer have a role in the engagement. The Law Firm has the obligation to immediately notify IDB

☐ I agree and accepted the coditions of this document

Next

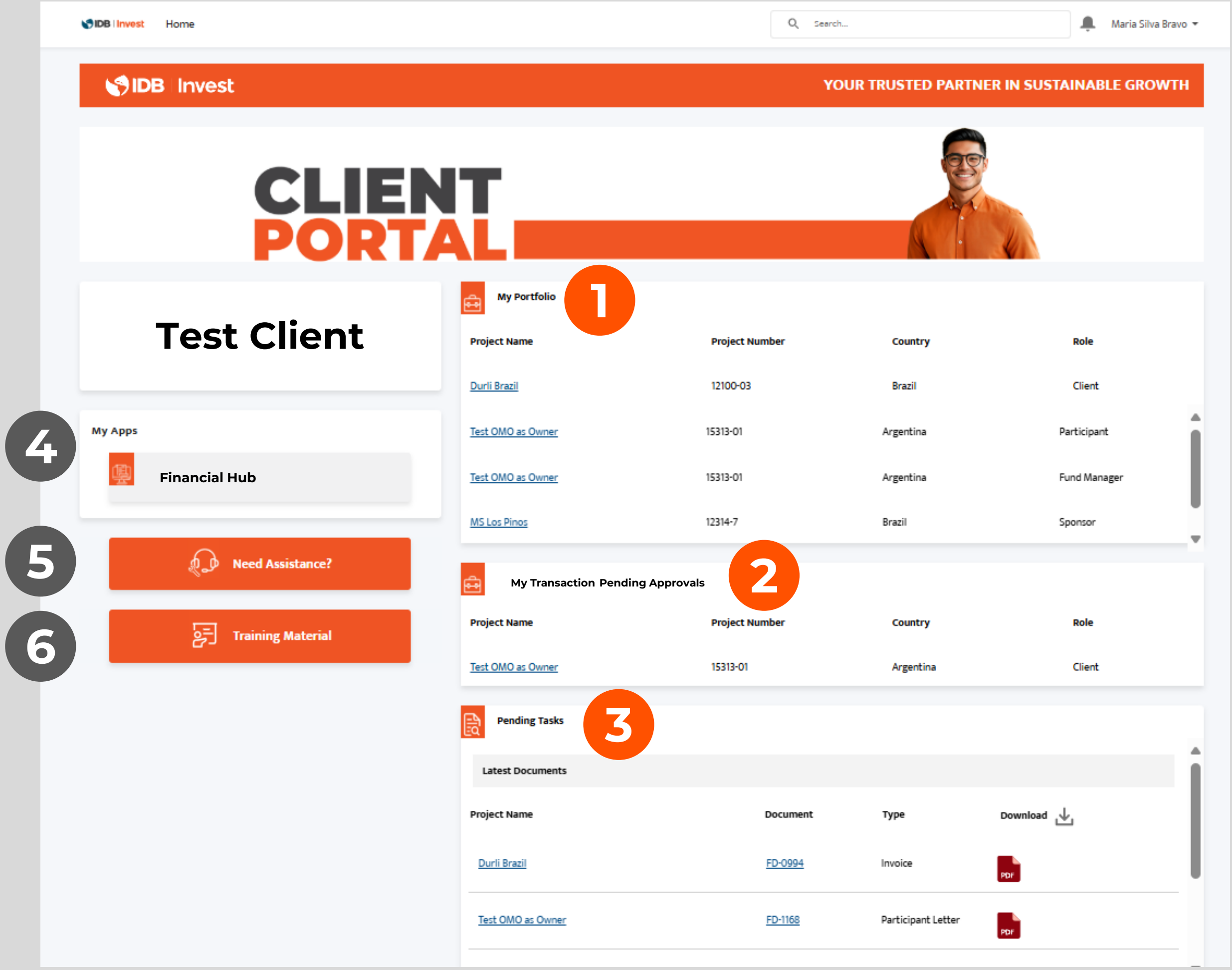
2. Pagina inicial

Finalmente, você será redirecionado para a página inicial do Portal do Cliente, onde poderá ver...

1. Seu portfólio atual
2. Seu transações em aprovação
3. Suas tarefas pendentes

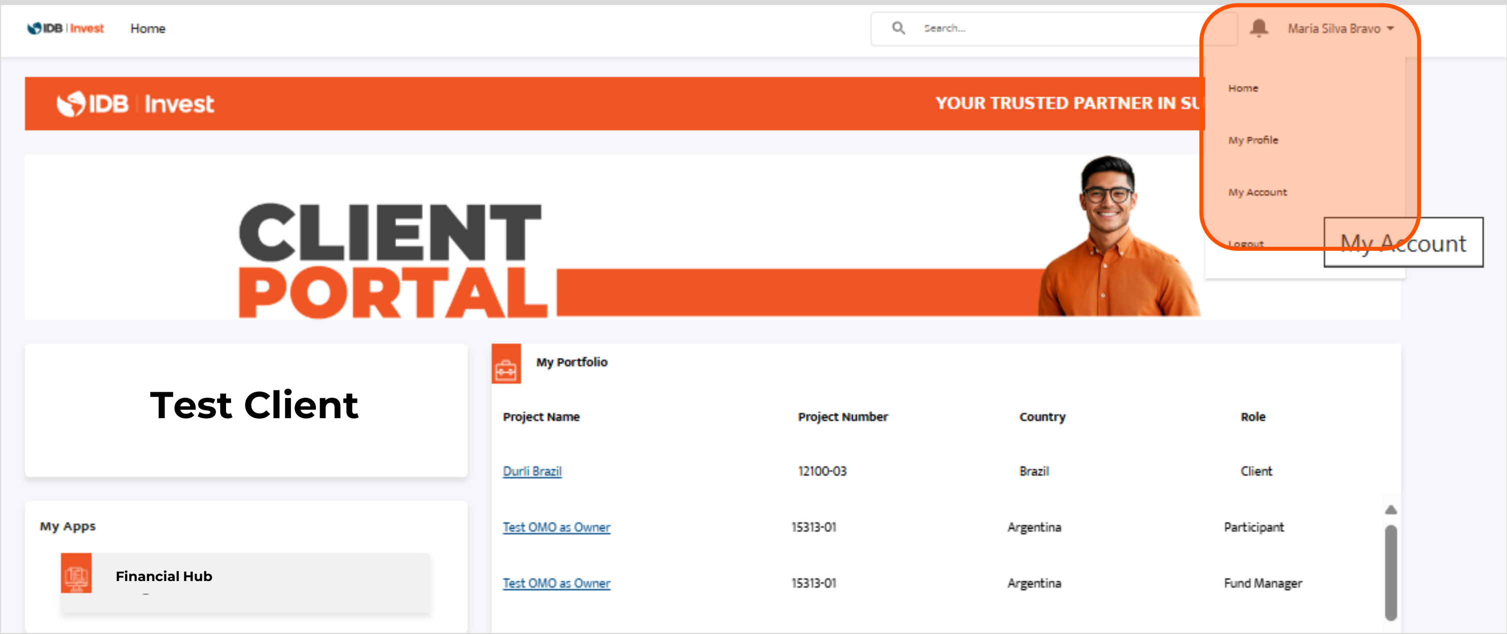
Neste ponto, sua conta está completamente ativa e você pode fazer login a qualquer momento usando suas credenciais.

4. Na seção Minhas Aplicações, você encontrará o link para o Financial Hub.
5. Se precisar de ajuda, clique no botão "Need Assistance?" para criar um ticket de suporte.
6. Para acessar os guias de treinamento, clique no botão "Training Material", que o redirecionará para a página onde esses documentos estão disponíveis.



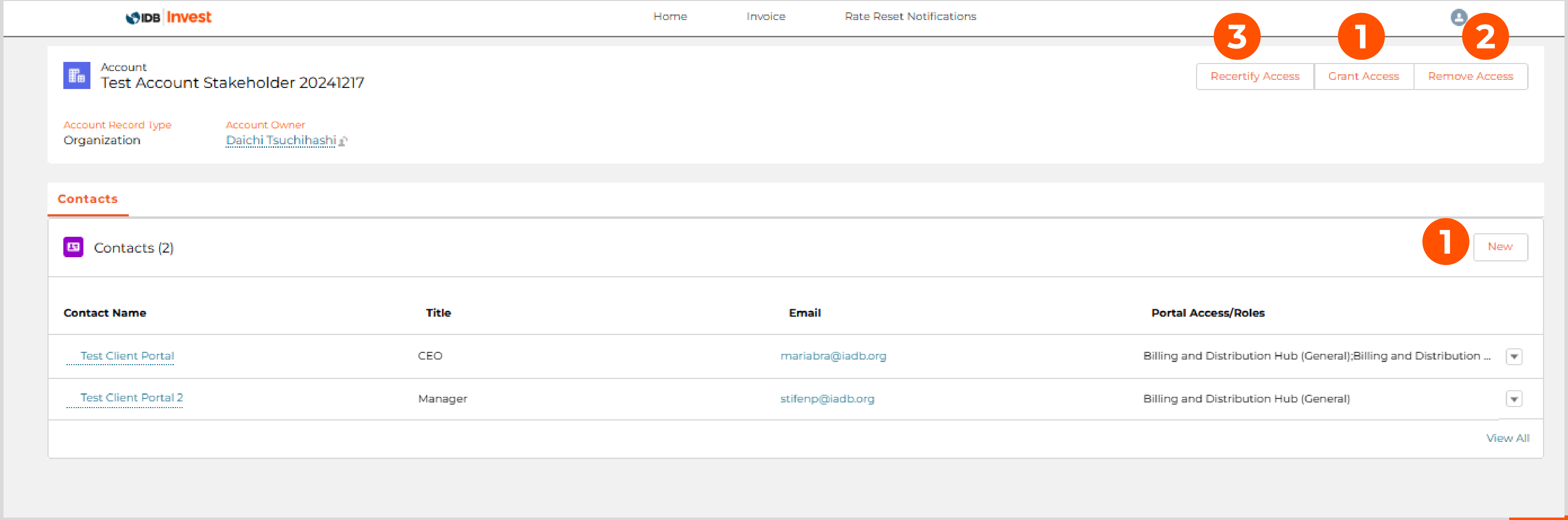
3. Gestão de usuários

Para acessar sua conta, basta clicar no ícone do usuário no canto superior direito do portal. Um menu aparecerá; selecione ‘My Account’ para visualizar e gerenciar os detalhes da sua conta.



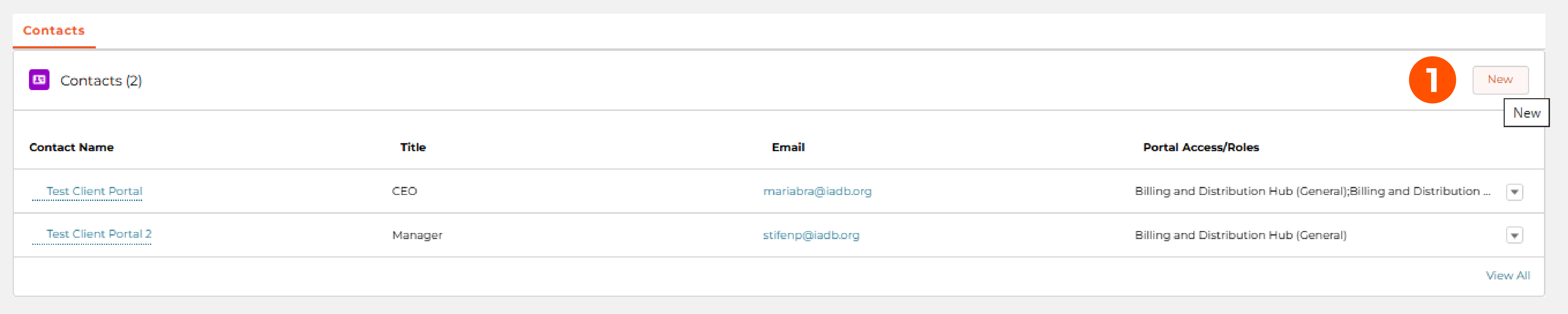
3. Gestão de usuários

Dentro da sua conta, você tem controle total sobre o acesso dos usuários ao Financial Hub. Você pode:
1. Adicionar novos usuários que precisem de acesso, criando e concedendo permissões, usando o botão **“Grant Access"**.
2. Remover usuários que não precisam mais de acesso, usando o botão **"Remove Access"**.
3. Recertificar usuários para garantir que mantenham os direitos de acesso adequados, usando o botão **"Recertify Access"**.



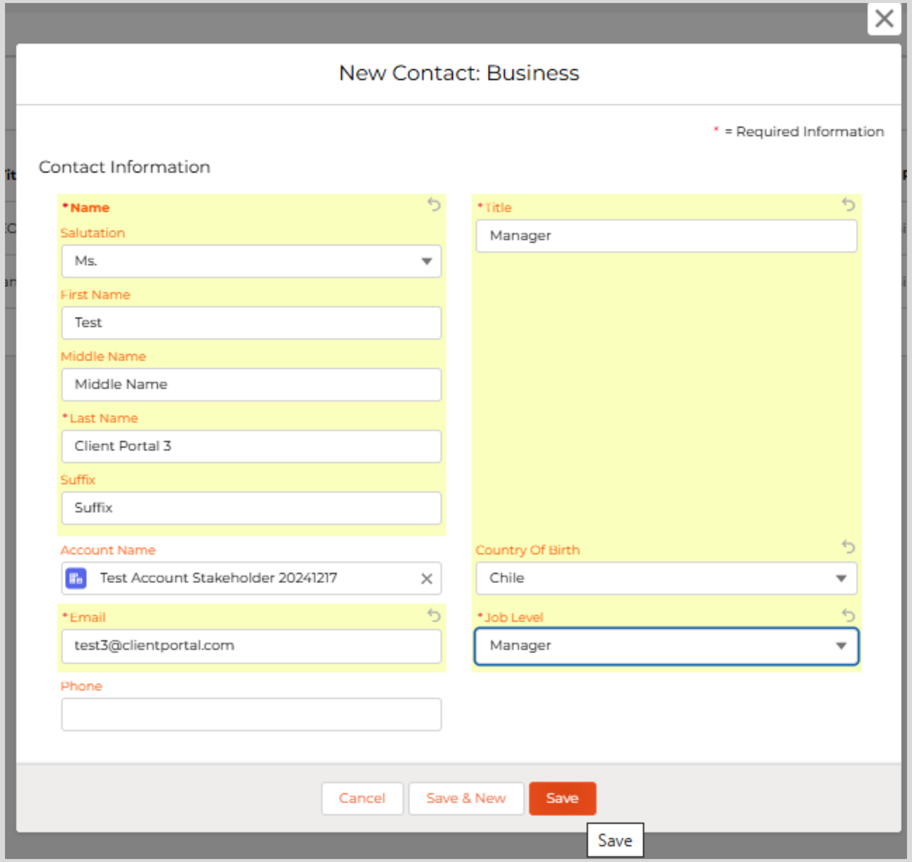
3. Gestão de usuários

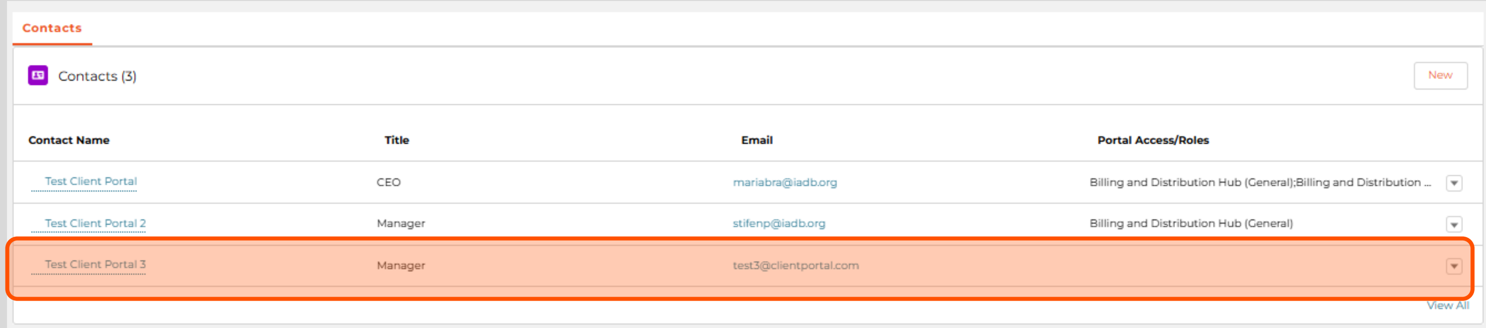
Para adicionar um novo usuário, basta clicar no botão "New" no canto direito da seção de Contatos. Uma janela pop-up aparecerá; por favor, preencha todos os campos obrigatórios e clique no botão "Save"



3. Gestão de usuários - Adicionar usuário

Para adicionar um novo usuário, basta clicar no botão "New" no canto direito da seção de Contatos. Uma janela pop-up aparecerá; por favor, preencha todos os campos obrigatórios e clique no botão "Save". O contato recém-adicionado agora será visível na seção de Contatos.

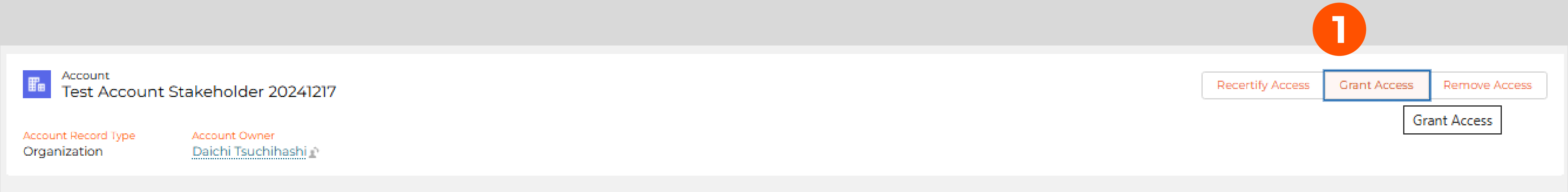


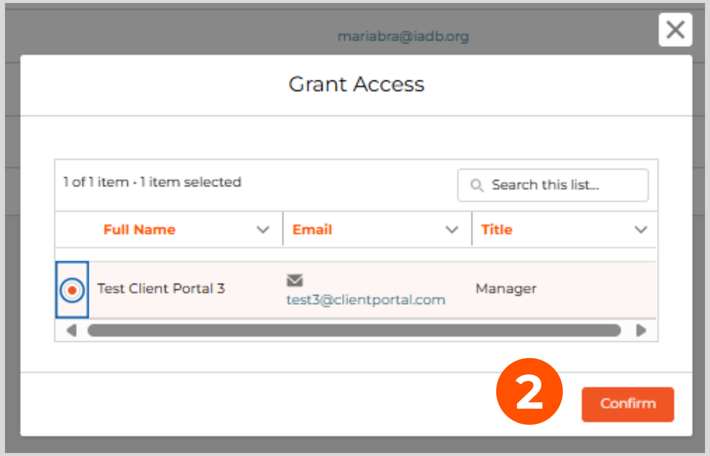


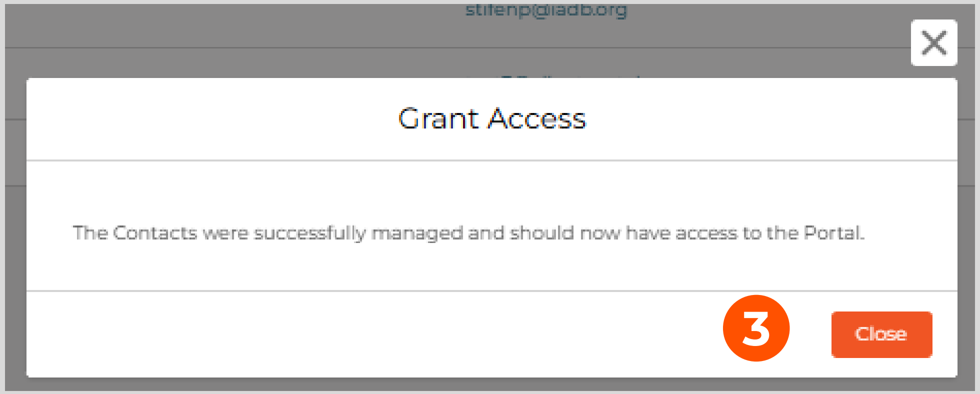
3. Gestão de usuários - Adicionar usuário

Agora é hora de conceder acesso ao Financial Hub ao contato recém-criado. Siga estes passos simples:

1.Clique no botão **"Grant Access"** localizado no canto superior direito da seção da conta.
2.Uma janela pop-up aparecerá exibindo os contatos que ainda não têm acesso ao portal. Selecione o contato marcando a caixa e clique em **"Confirm"**.
3.Uma janela de confirmação será exibida, indicando que o acesso foi concedido com sucesso.



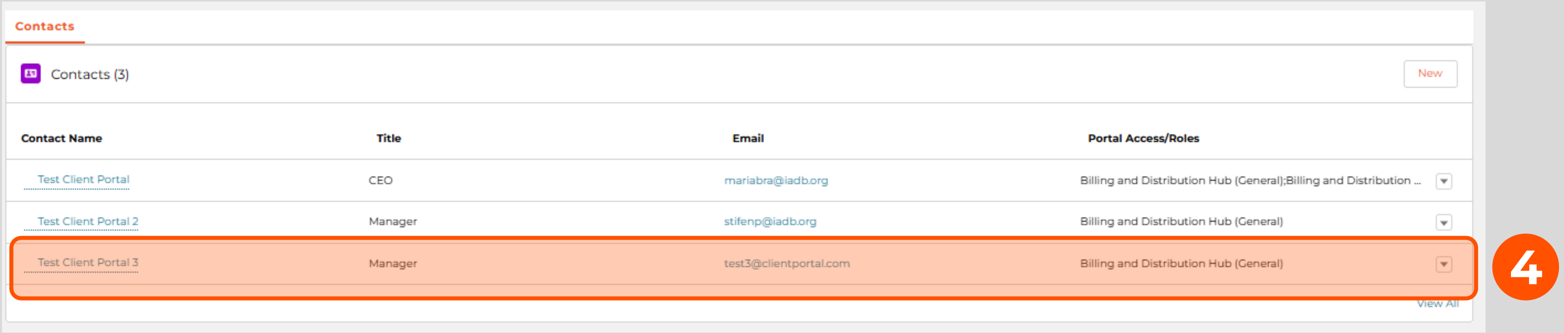




3. Gestão de usuários - Adicionar usuário

Agora é hora de conceder acesso ao Financial Hub ao contato recém-criado. Siga estes passos simples:

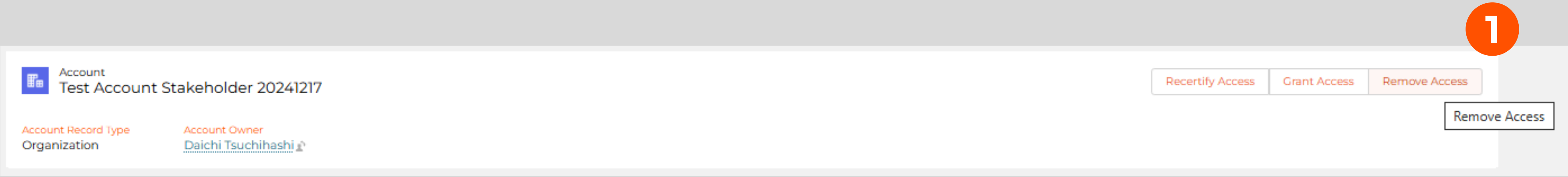
1. Clique no botão **"Grant Access"** localizado no canto superior direito da seção da conta.
2. Uma janela pop-up aparecerá exibindo os contatos que ainda não têm acesso ao portal. Selecione o contato marcando a caixa e clique em **"Confirm"**.
3. Uma janela de confirmação será exibida, indicando que o acesso foi concedido com sucesso.
4. Na seção de Contatos, você verá a confirmação do acesso junto com o papel atribuído ao contato.

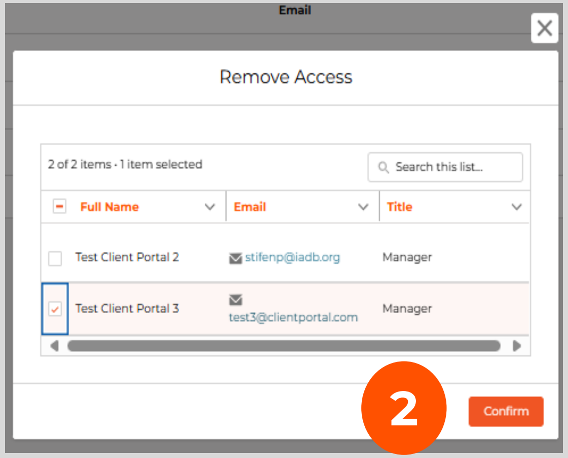


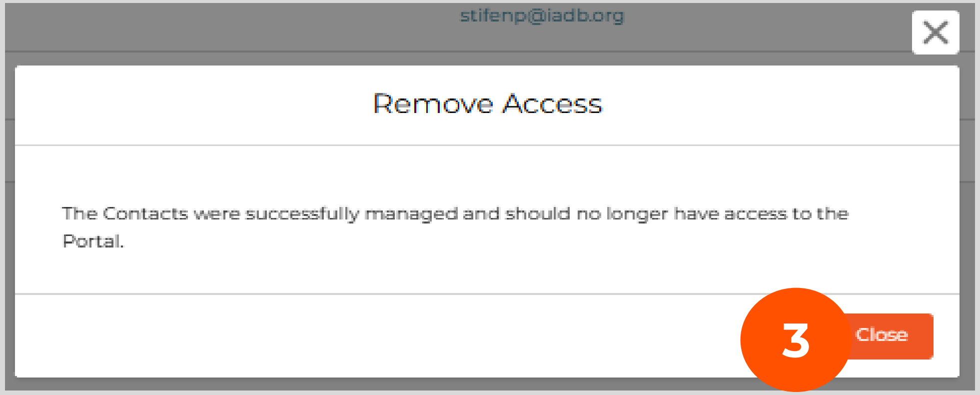
3. Gestão de usuários - Remover usuário

Se precisar revogar o acesso de um usuário ao Financial Hub, siga estas etapas simples:

1.Clique no botão **"Remove Access"** localizado no canto superior direito da seção de Conta.
2.Uma janela pop-up aparecerá exibindo todos os contatos com acesso ao portal. Selecione o usuário que deseja remover marcando a caixa correspondente e clique em **"Confirma"**.
3.Uma mensagem de confirmação será exibida, indicando que o acesso foi revogado com sucesso.



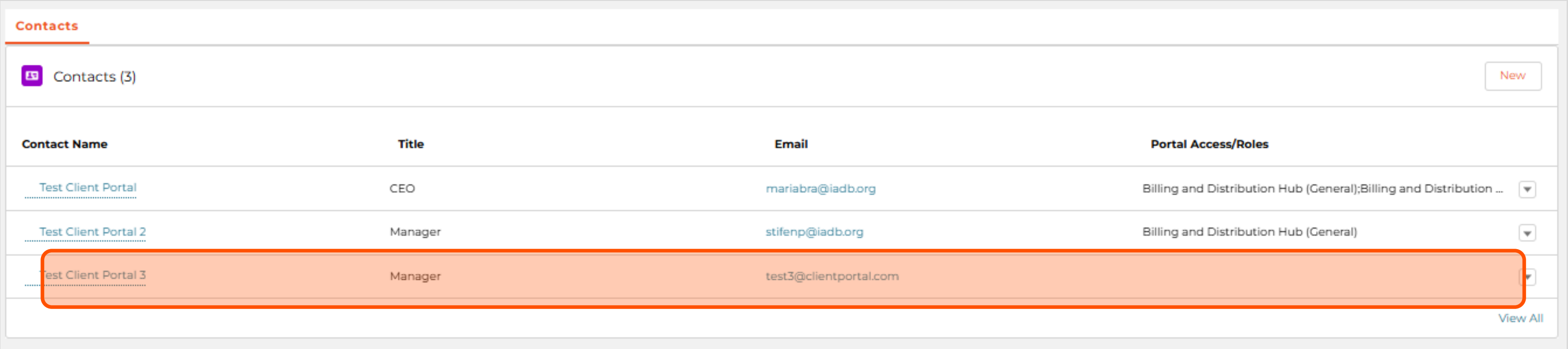




3. Gestão de usuários - Remover usuário

Se precisar revogar o acesso de um usuário ao Financial Hub, siga estas etapas simples:

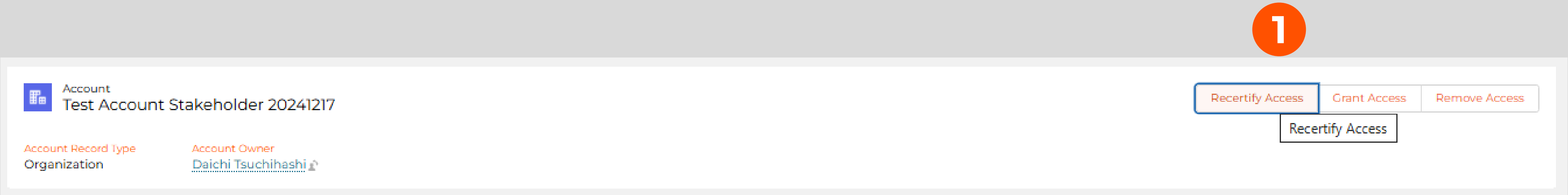
1. Clique no botão **"Remove Access"** localizado no canto superior direito da seção de Conta.
2. Uma janela pop-up aparecerá exibindo todos os contatos com acesso ao portal. Selecione o usuário que deseja remover marcando a caixa correspondente e clique em **"Confirma"**.
3. Uma mensagem de confirmação será exibida, indicando que o acesso foi revogado com sucesso.
4. Na seção de Contatos, você verá que o usuário não possui mais um papel atribuído.

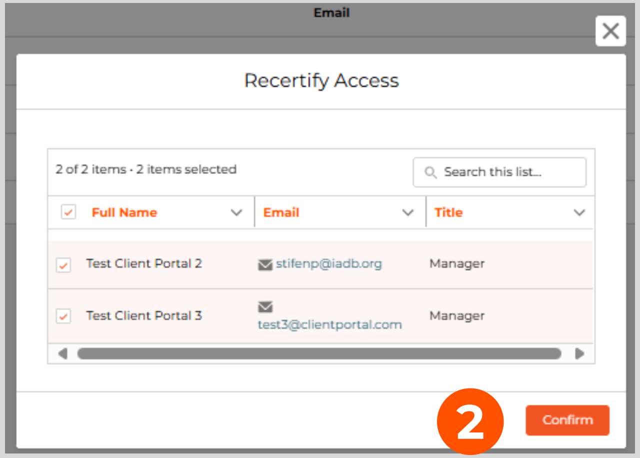


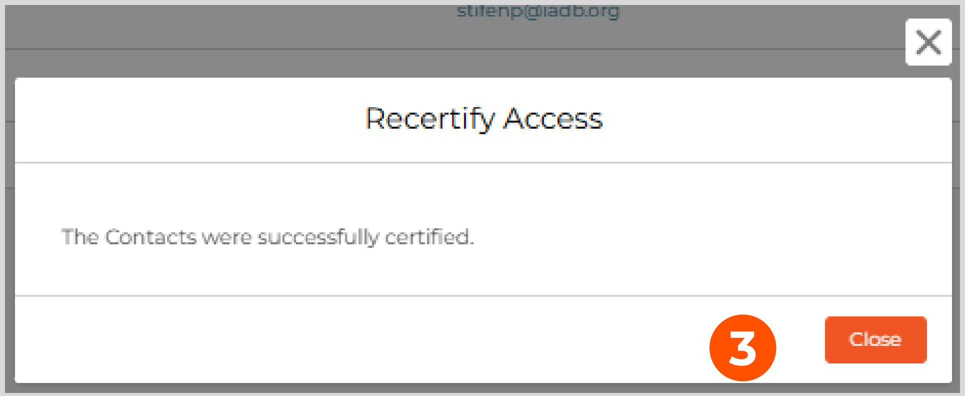
4

3. Gestão de usuários - Recertificar acesso

Para recertificar o acesso de um usuário ao Financial Hub, siga estes passos simples:
1.Clique no botão "Recertify Access" localizado no canto superior direito da seção de Conta.
2.Uma janela pop-up aparecerá com todos os contatos que possuem acesso ao portal. Selecione o usuário cujo acesso deseja recertificar marcando a caixa e clique em "Confirm".
3.Uma mensagem de confirmação aparecerá indicando que o acesso foi recertificado com sucesso.

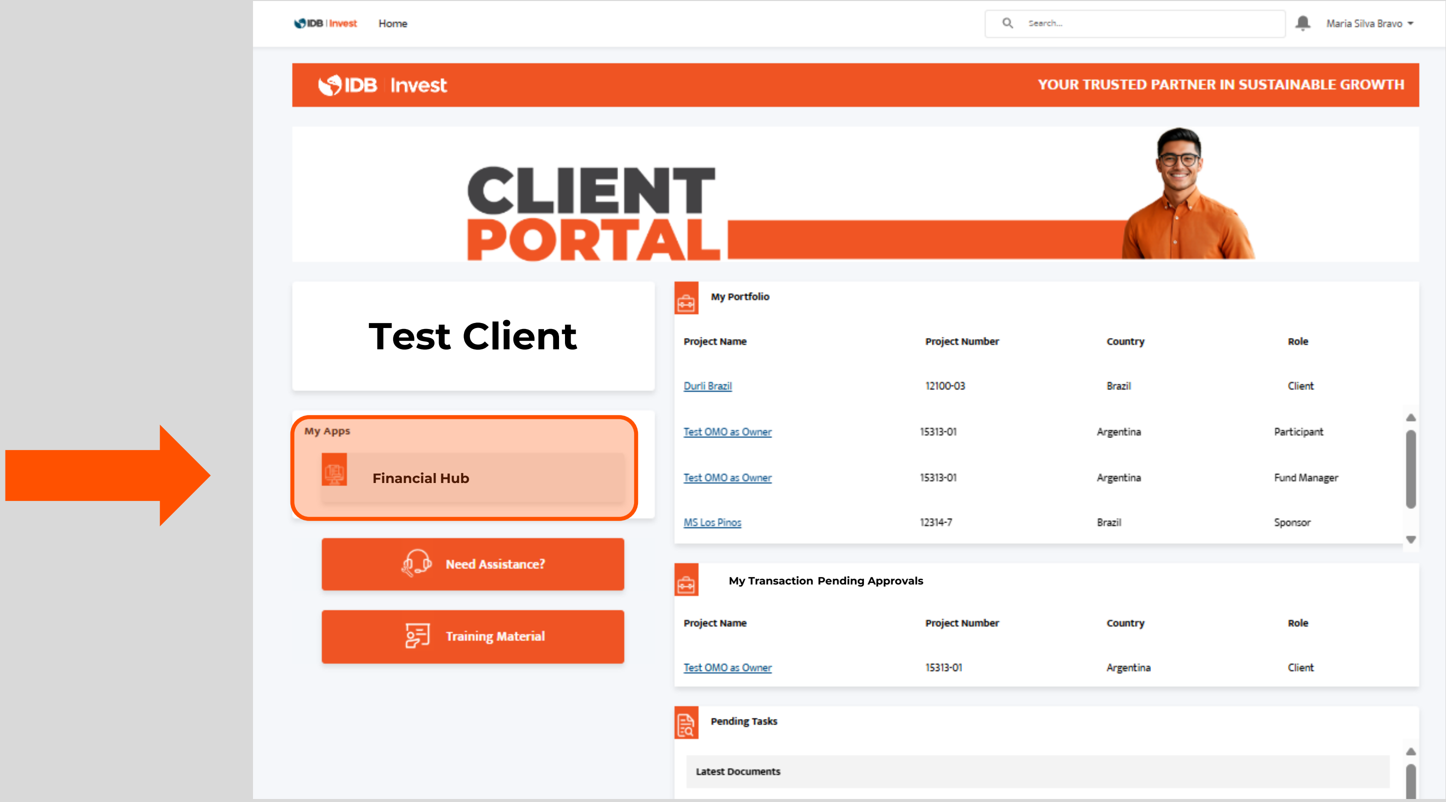






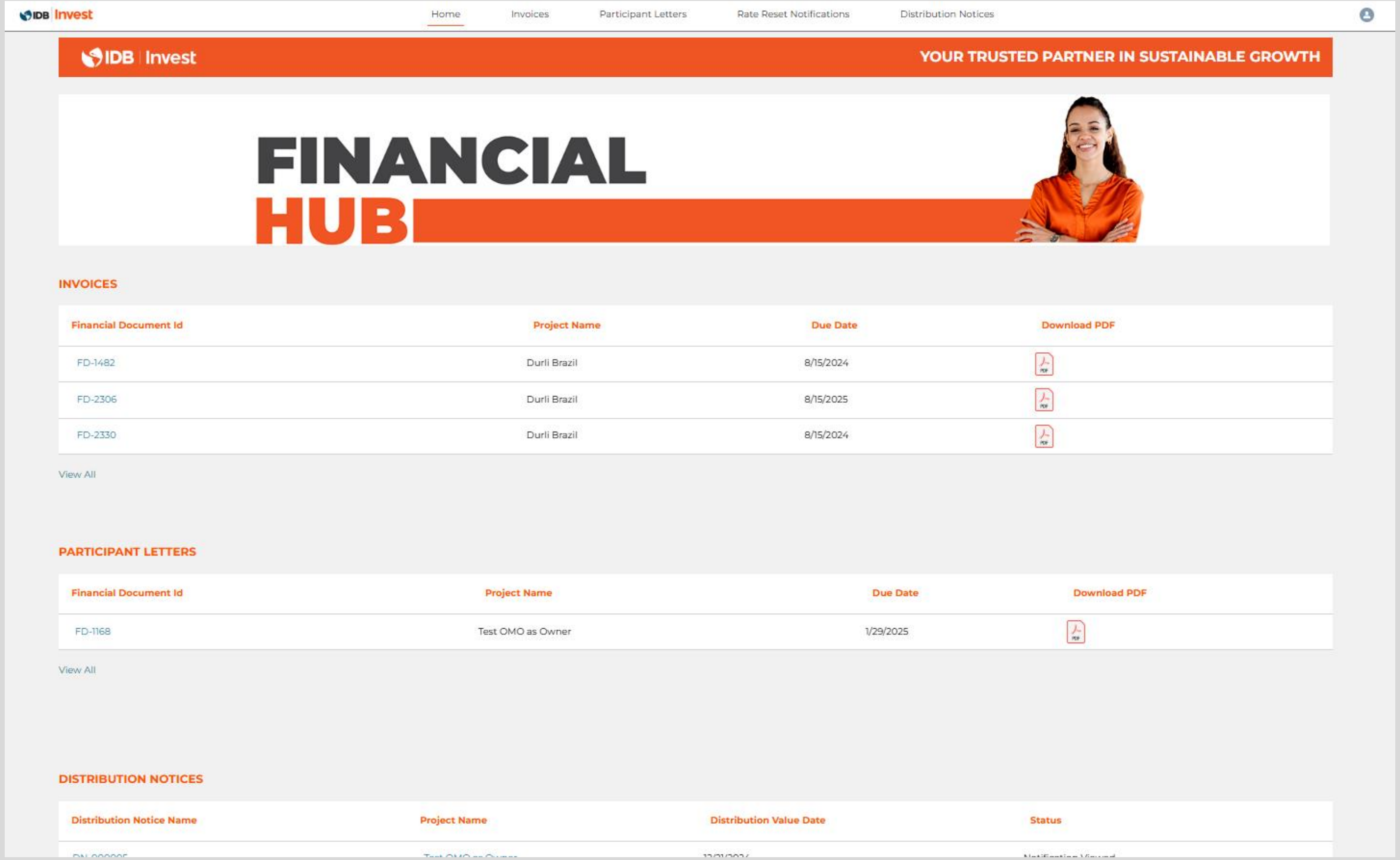
4. Financial Hub

Para acessar o Financial Hub, basta clicar no ícone do Financial Hub e você será redirecionado para a página inicial do Financial Hub.



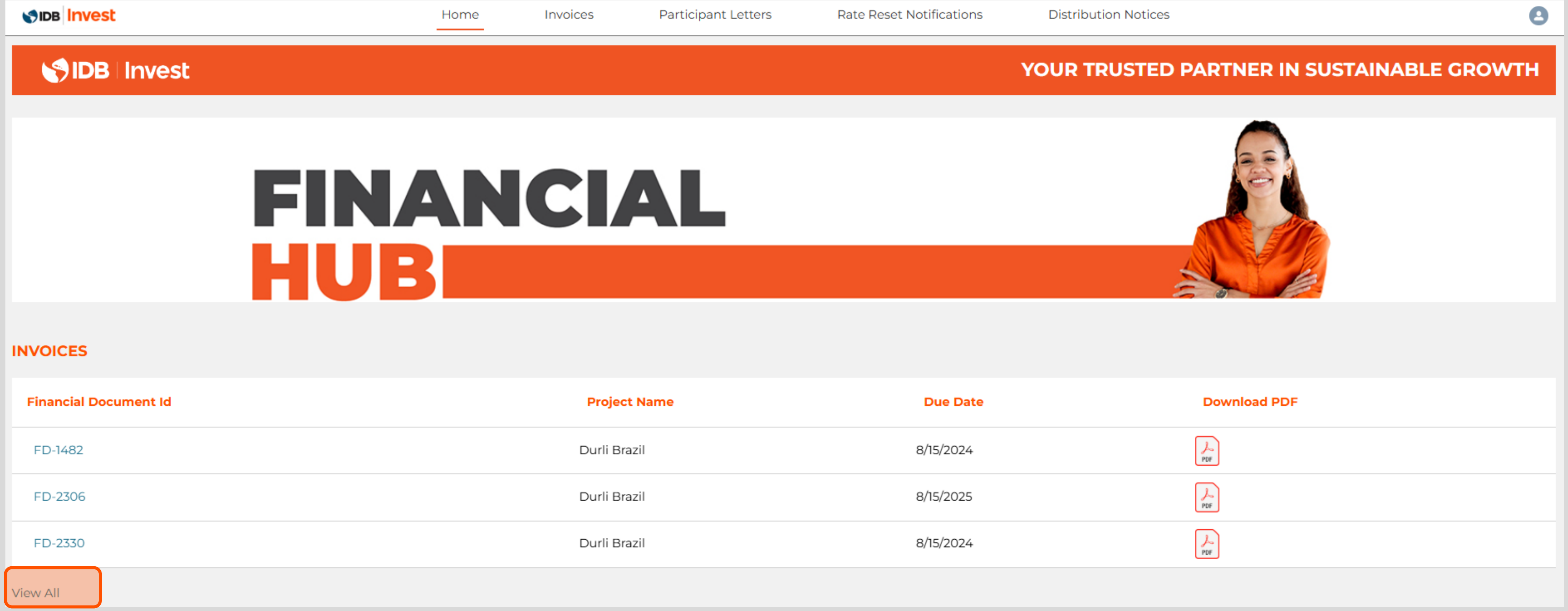
4. Financial Hub

Esta é a página principal do Financial Hub. Na parte superior, você encontrará abas para todos os documentos disponíveis, incluindo Faturas, Cartas de Participantes, Notificações de Reajuste de Taxas e Avisos de Distribuição. Na seção central, você verá os registros mais recentes para cada tipo de documento.



4. Financial Hub

Em cada seção, você encontrará o ID do Documento, o Nome do Projeto, a Data de Vencimento e uma opção para visualizar ou baixar uma versão em PDF do documento.



Se você clicar na frase *'view all'*, será redirecionado para uma página mais detalhada..

4. Financial Hub

Nesta seção detalhada, você também encontrará o valor total de cada fatura e sua data de publicação.

Financial Documents
Invoices

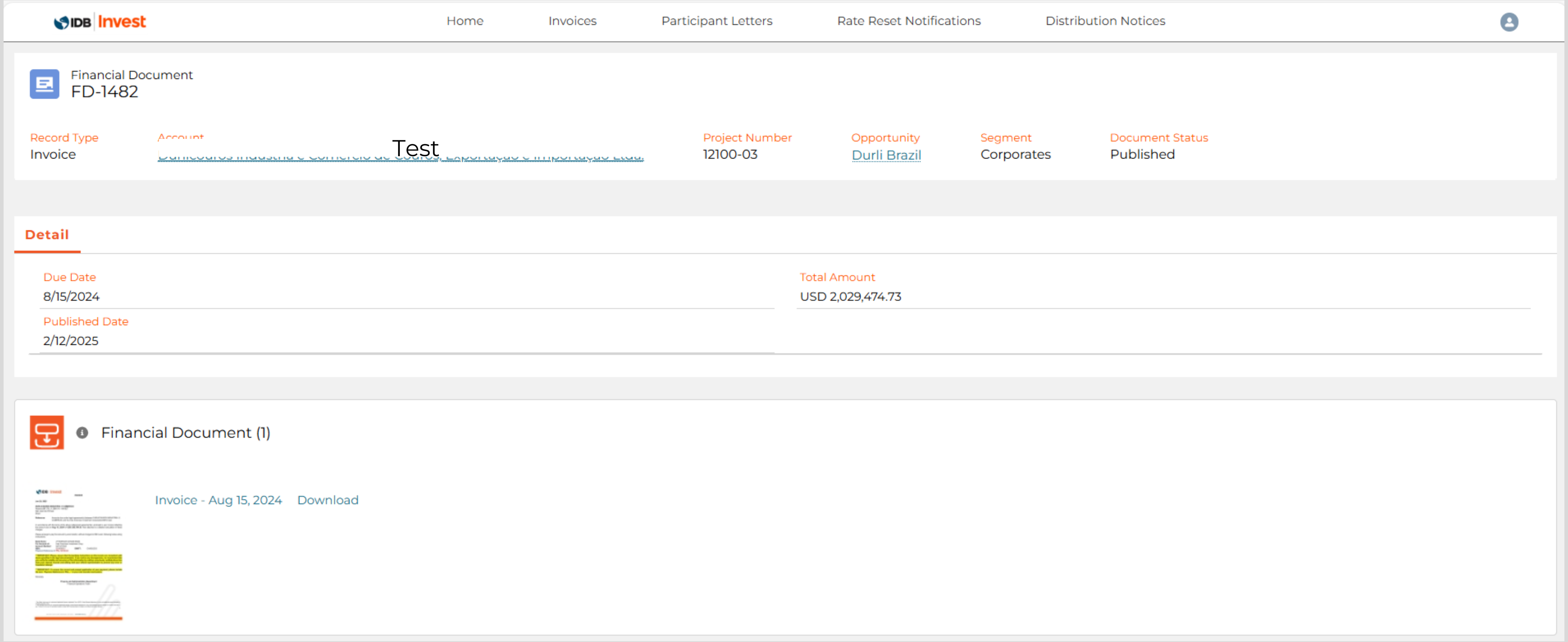
3 items • Sorted by Financial Document Id • Filtered by All financial documents - Record Type, Document Status, Created Date • Updated a few seconds ago

Search this list...

	Financial Document Id ↑	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1482	Durli Brazil	8/15/2024	PDF	USD 2,029,474.73	2/12/2025	Published
2	FD-2306	Durli Brazil	8/15/2025	PDF	USD 17,000.00	2/13/2025	Published
3	FD-2330	Durli Brazil	8/15/2024	PDF	USD 757,418.61	2/17/2025	Published

4. Financial Hub

Ao clicar no ID do Documento Financeiro, você será redirecionado para uma visualização detalhada da fatura. Você também pode clicar para visualizar o documento financeiro.



4. Financial Hub

Na seção detalhada das *Participant letters*, você também encontrará o valor total de cada carta e sua data de publicação.

Financial Documents
Participant Letters

1 item • Sorted by Financial Document Id • Filtered by All financial documents - Record Type, Document Status, Created Date • Updated 13 minutes ago

Search this list...

	Financial Document ...	Project Name	Due Date	Download PDF	Total Amount	Published Date	Document Status
1	FD-1168	Test OMO as Owner	1/29/2025	PDF	USD 1,320,111.00	1/22/2025	Published

4. Financial Hub

Na seção detalhada das *Rate reset notifications* você também encontrará a data de publicação da notificação.

Financial Documents

Rate Reset Notifications

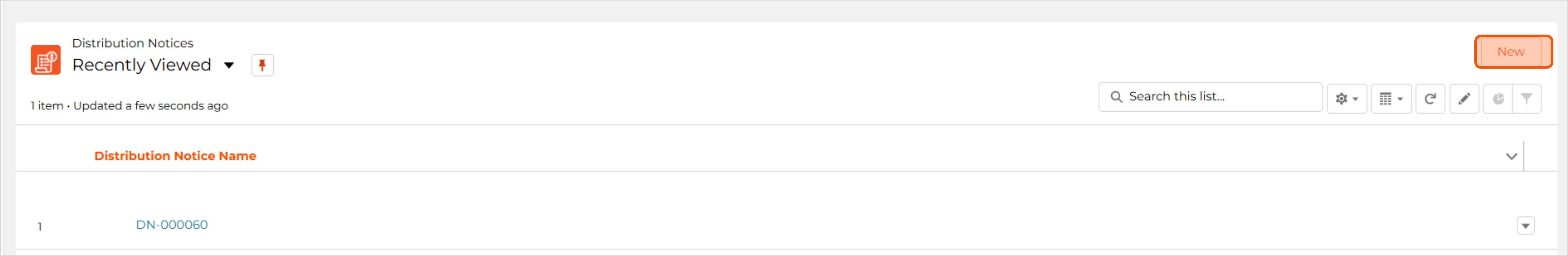
1 item • Sorted by Financial Document Id • Filtered by All financial documents - Record Type, Document Status, Created Date • Updated a few seconds ago

Search this list...

	Financial Document Id ↑	Project Name	Rate Reset Date	Download PDF	Published Date	Document Status
1	FD-2510	Durli Brazil	2/28/2025	PDF	2/28/2025	Published

4. Financial Hub

Na seção detalhada dos *Distribution notices*, você poderá fazer o upload de um novo aviso clicando no botão ‘Novo’, localizado no lado direito da seção de avisos de distribuição.



🚀 Você está pronto para usar o Financial Hub!

✅ Resumo do que você aprendeu:
- Como acessar e navegar na plataforma
- Gestão de faturas, cartas de participantes e notificações
- Confirmação de contatos-chave e funções

🎯 Próximos passos:
- Certifique-se de conceder acesso às pessoas da sua organização que precisam gerenciar faturas e documentos financeiros
- Explore as funcionalidades e familiarize-se com a plataforma
- Consulte nossa seção de perguntas frequentes (FAQs) para mais informações

CLIENT PORTAL

USER GUIDE

More information

@idbinvest
www.idbinvest.org