



CLIENT PORTAL

FINANCIAL HUB

ADMINISTRATOR GUIDE



CLIENT PORTAL

FINANCIAL HUB

Log in



Simplify Your Billing Experience

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

1. English version – Slide 4
2. Spanish version – [Slide 30](#)
3. Portuguese version – [Slide 57](#)

ADMINISTRATOR TRAINING MATERIAL



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.

If you are using a personal email address, we strongly recommend activating your email provider's MFA as an additional layer of security.

Google Play

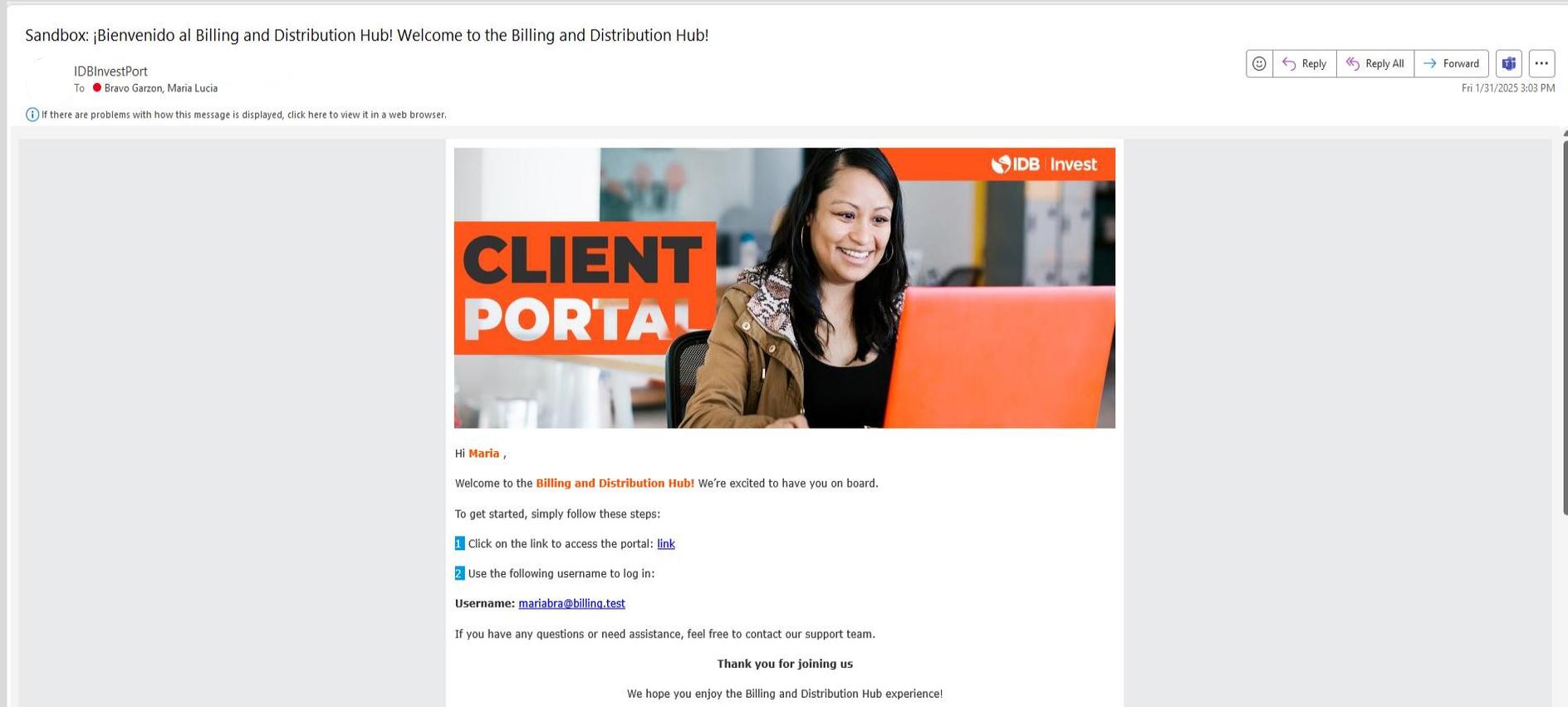


App Store



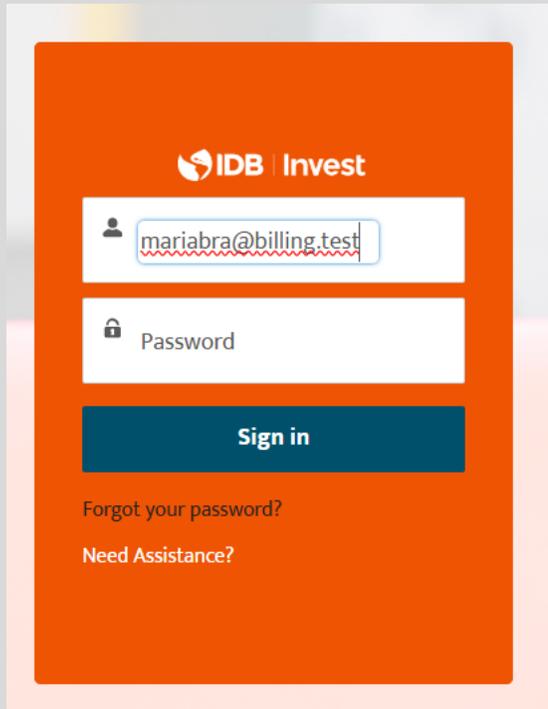
1. Login

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

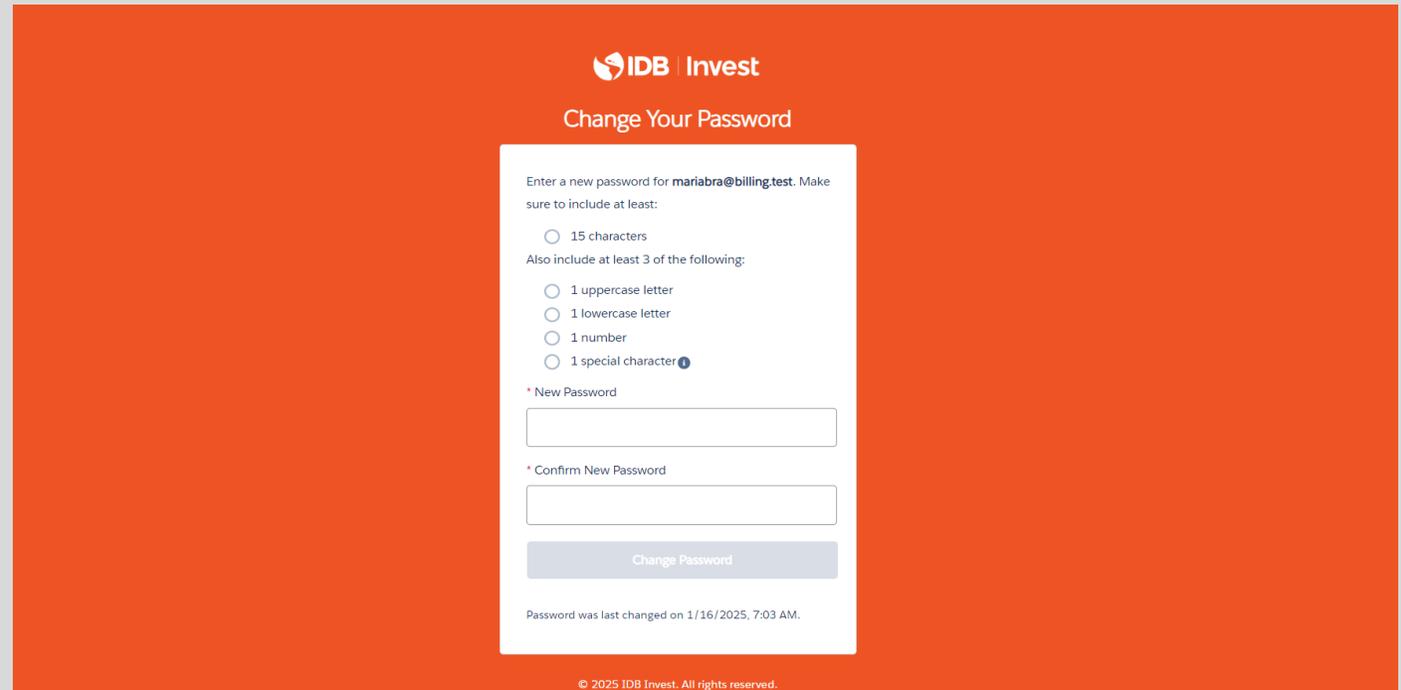


1. Login

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.



The screenshot shows the IDB Invest sign-in page. At the top is the IDB Invest logo. Below it is a white input field containing the email address 'mariabra@billing.test'. Underneath is another white input field with a lock icon and the label 'Password'. A dark blue button with the text 'Sign in' is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'Need Assistance?'.



The screenshot shows the 'Change Your Password' page. At the top is the IDB Invest logo and the title 'Change Your Password'. The main content area is a white box with the following text: 'Enter a new password for mariabra@billing.test. Make sure to include at least:'. Below this is a radio button next to '15 characters'. Underneath is the text 'Also include at least 3 of the following:' followed by four radio buttons: '1 uppercase letter', '1 lowercase letter', '1 number', and '1 special character'. Below these are two input fields: '* New Password' and '* Confirm New Password'. A grey button labeled 'Change Password' is at the bottom of the form. At the very bottom of the page, it says 'Password was last changed on 1/16/2025, 7:03 AM.' and a copyright notice '© 2025 IDB Invest. All rights reserved.'

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.


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 conditions of this document

[Next](#)

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.

The screenshot shows the IDB Invest Client Portal homepage. At the top, there is a navigation bar with the IDB Invest logo and the tagline "YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH". Below this is a large banner with the text "CLIENT PORTAL" and a photo of a man. The main content area is divided into several sections:

- My Portfolio (1):** A table listing projects with columns for Project Name, Project Number, Country, and Role.

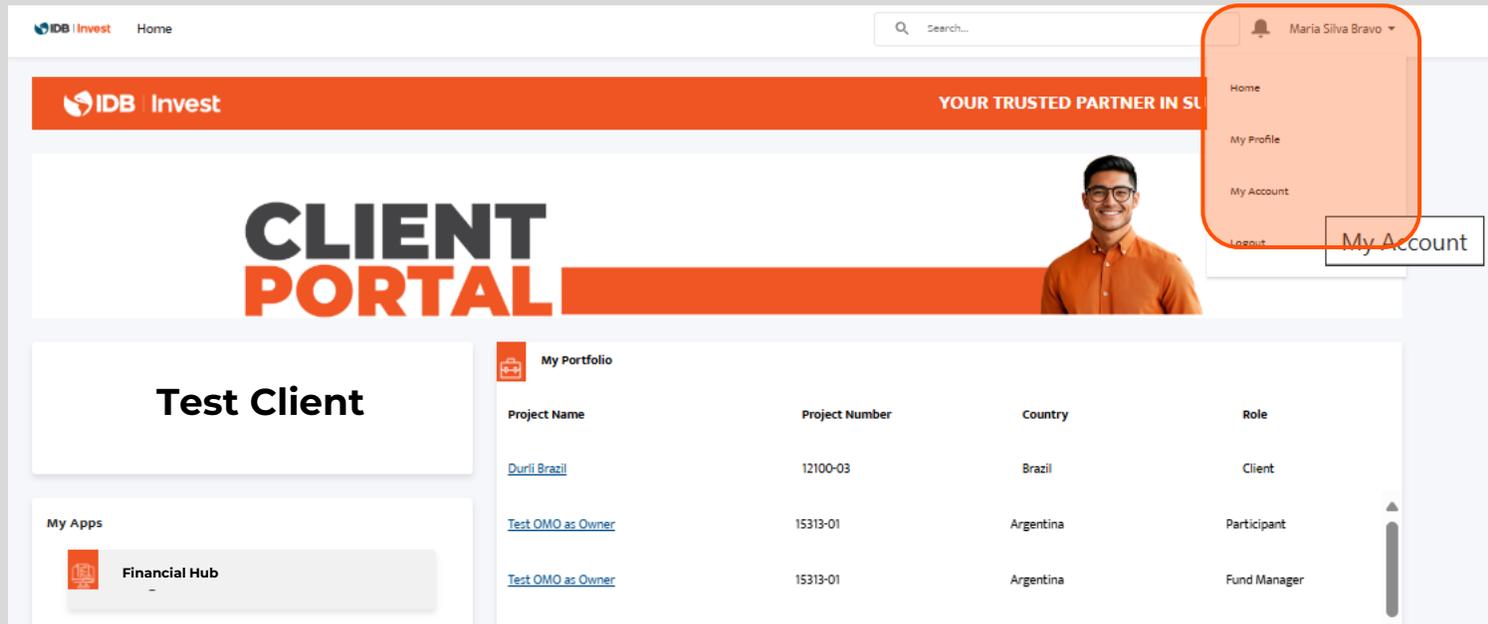
Project Name	Project Number	Country	Role
Duril Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager
MS Los Pinos	12314-7	Brazil	Sponsor
- My Transaction Pending Approvals (2):** A table listing pending transactions with columns for Project Name, Project Number, Country, and Role.

Project Name	Project Number	Country	Role
Test OMO as Owner	15313-01	Argentina	Client
- Pending Tasks (3):** A section titled "Latest Documents" with a table listing documents.

Project Name	Document	Type	Download
Duril Brazil	FD-0994	Invoice	
Test OMO as Owner	FD-1168	Participant Letter	
- Test Client:** A section with the text "Test Client" and a "Financial Hub" button.
- My Apps:** A section with a "Financial Hub" button.
- Need Assistance? (5):** A button with a speech bubble icon and the text "Need Assistance?".
- Training Material (6):** A button with a document icon and the text "Training Material".

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.

The screenshot displays the IDB Invest Client Portal interface. At the top, there is a navigation bar with 'Home', 'Invoice', and 'Rate Reset Notifications'. On the right side of the navigation bar, there are three buttons: 'Recertify Access' (labeled with a red circle '3'), 'Grant Access' (labeled with a red circle '1'), and 'Remove Access' (labeled with a red circle '2'). Below the navigation bar, the account information is shown: 'Account Test Account Stakeholder 20241217', 'Account Record Type Organization', and 'Account Owner Daichi Tsuchihashi'. The 'Contacts' section is highlighted, showing a list of two contacts. A red circle '1' is placed over the 'New' button in the top right corner of the contacts list. The table below lists the contacts:

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

A 'View All' link is located at the bottom right of the contacts list.

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.

Contacts

Contacts (2) 1 New 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	stifep@iadb.org	Billing and Distribution Hub (General) ▼

[View All](#)

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

✕

New Contact: Business

* = Required Information

Contact Information

*** Name**

Salutation: Ms.

First Name: Test

Middle Name: Middle Name

*** Last Name**: Client Portal 3

Suffix: Suffix

Account Name: Test Account Stakeholder 20241217

*** Email**: test3@clientportal.com

Phone:

*** Title**: Manager

Country Of Birth: Chile

*** Job Level**: Manager

Cancel Save & New Save

Contacts (3) New

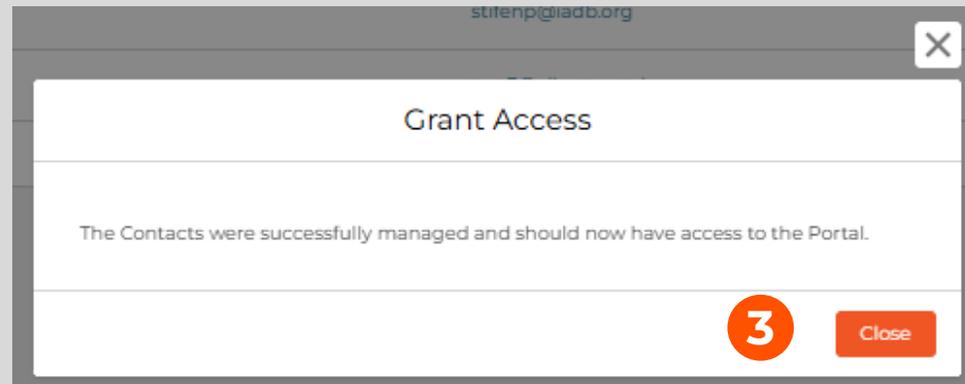
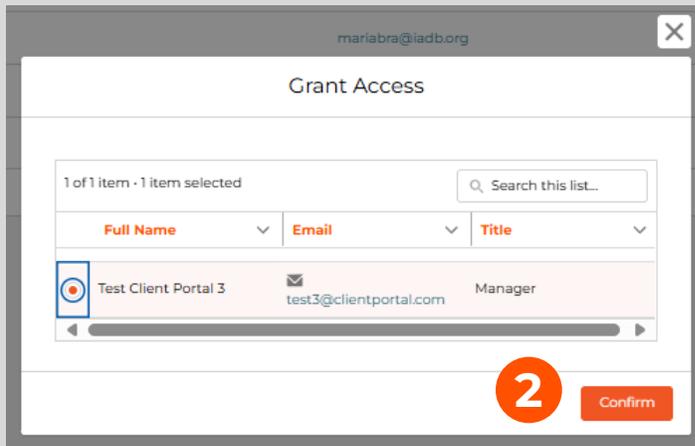
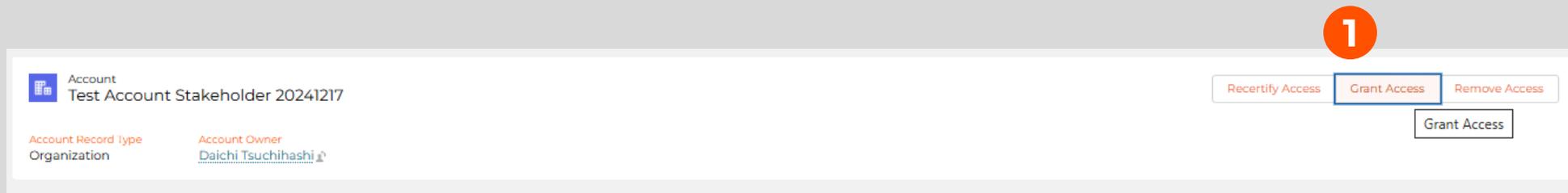
Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General); Billing and Distribution ...
Test Client Portal 2	Manager	stifenp@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	

View All

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:

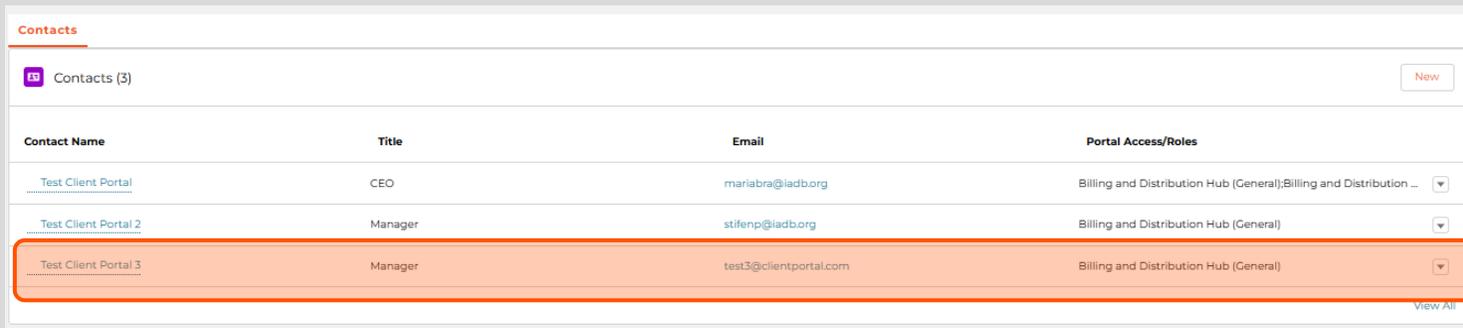
1. Click the '**Grant Access**' button located in the top-right corner of the **Account** section.
2. A pop-up window will appear, displaying contacts who don't yet have access to the portal. Select the contact by checking the box, then click '**Confirm**'.
3. A confirmation pop-up will appear, indicating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



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.



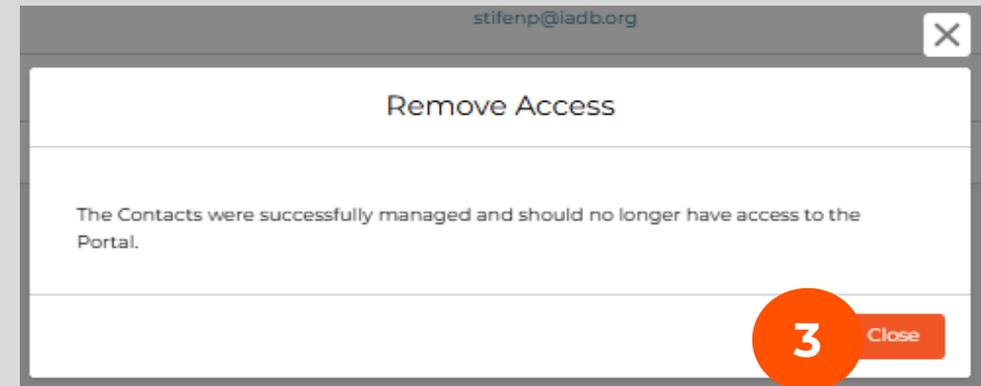
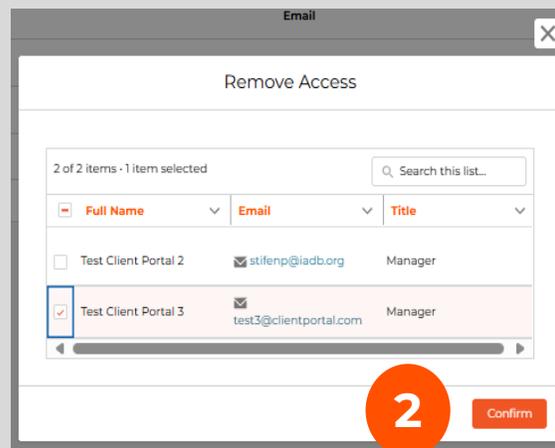
Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General); Billing and Distribution ...
Test Client Portal 2	Manager	stifep@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	Billing and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

4

3. Users' management – Remove access

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

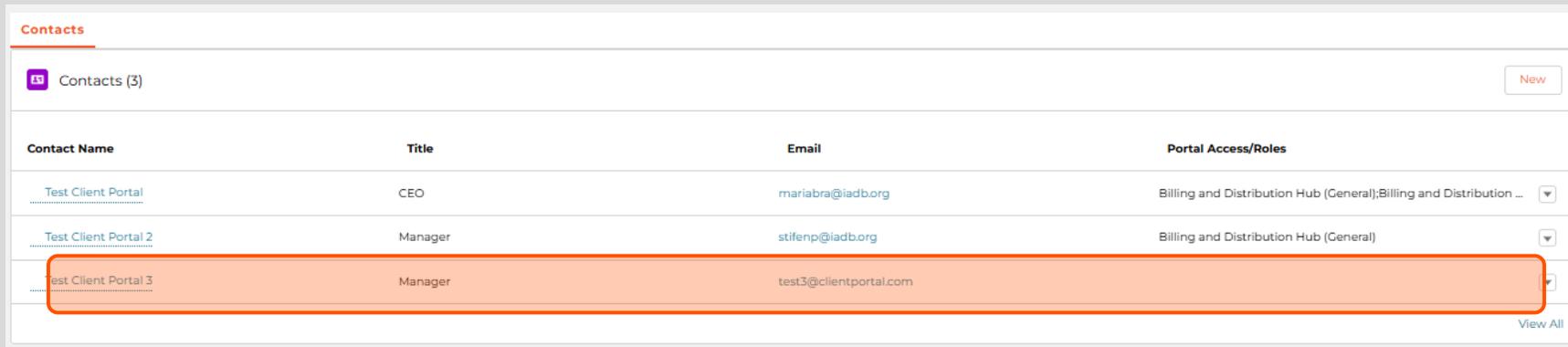
1. Click the '**Remove Access**' button located in the top-right corner of the **Account** section.
2. A pop-up window will appear, displaying all contacts with portal access. Select the user you want to remove by checking the box, then click '**Confirm**'.
3. A confirmation pop-up will appear, indicating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



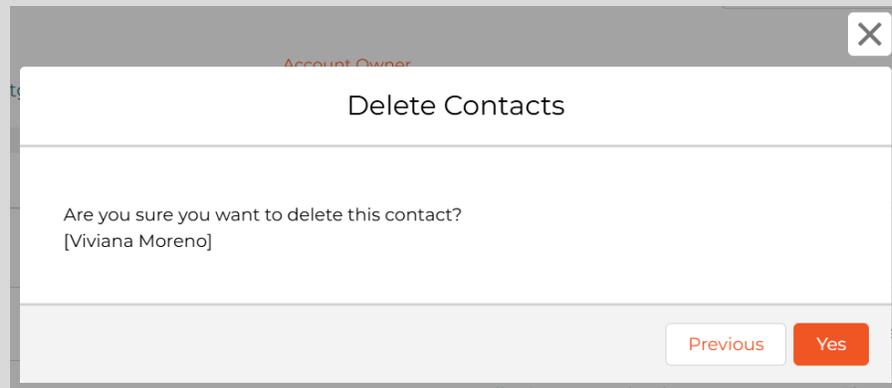
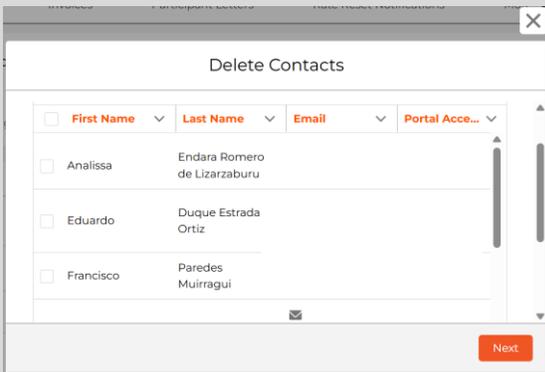
Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General);Billing and Distribution ...
Test Client Portal 2	Manager	stifep@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	

4

3. Users' management – Delete users

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

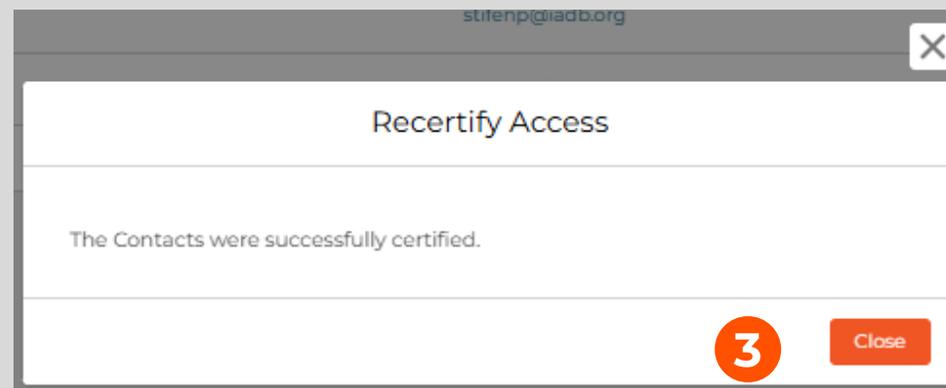
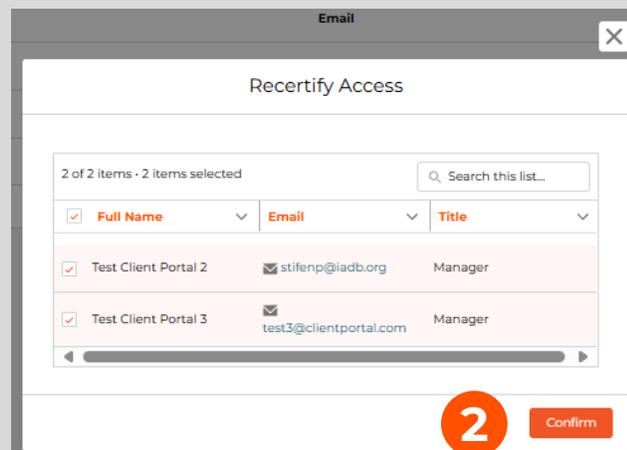
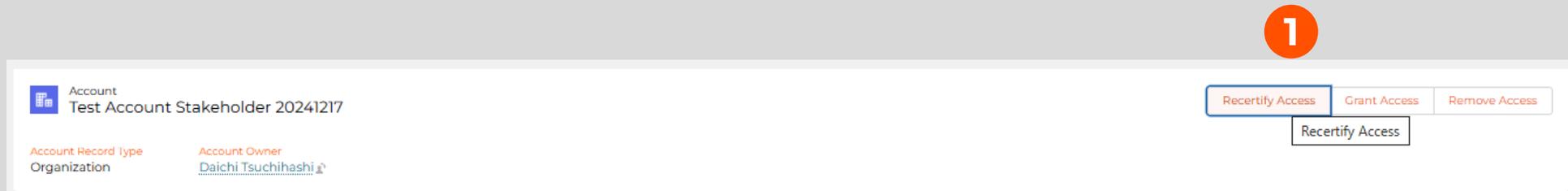
1. Click the inverse triangle next to the '**Remove Access**' button located in the top-right corner of the **Account** section.
2. A pop-up window will appear, displaying all contacts with portal access. Select the user you want to **delete** by checking the box, then click '**Next**'.
3. A pop-up window will appear, asking if you want to delete the contact, click '**Yes**'.



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

The screenshot displays the IDB Invest Client Portal interface. At the top, there is a navigation bar with the IDB Invest logo, a search bar, and a user profile for Maria Silva Bravo. Below this is a banner with the text 'YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH' and the 'CLIENT PORTAL' logo. The main content area is divided into several sections:

- Test Client:** A section on the left side of the main content area.
- My Apps:** A section containing a button for 'Financial Hub', which is highlighted by a large orange arrow from the left.
- Need Assistance?:** A button with a headset icon.
- Training Material:** A button with a document icon.
- My Portfolio:** A table listing projects with columns for Project Name, Project Number, Country, and Role.

Project Name	Project Number	Country	Role
Durii Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager
MS Los Pinos	12314-7	Brazil	Sponsor
- My Transaction Pending Approvals:** A table listing pending transactions with columns for Project Name, Project Number, Country, and Role.

Project Name	Project Number	Country	Role
Test OMO as Owner	15313-01	Argentina	Client
- Pending Tasks:** A section for tasks that are pending completion.
- Latest Documents:** A section for recently added documents.

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.

The screenshot shows the IDB Invest Financial Hub interface. At the top, there is a navigation bar with the following tabs: Home, Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. Below the navigation bar is a header with the IDB Invest logo and the tagline "YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH". The main content area is titled "FINANCIAL HUB" and features a photo of a woman. There are three sections: "INVOICES", "PARTICIPANT LETTERS", and "DISTRIBUTION NOTICES", each with a table of recent records and a "View All" link.

INVOICES

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

PARTICIPANT LETTERS

Financial Document Id	Project Name	Due Date	Download PDF
FD-1168	Test OMO as Owner	1/29/2025	

[View All](#)

DISTRIBUTION NOTICES

Distribution Notice Name	Project Name	Distribution Value Date	Status
DN-000001	Test OMO as Owner	1/29/2025	Notification Mailed

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.

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

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		USD 2,029,474.73	2/12/2025	Published 
2	FD-2306	Durli Brazil	8/15/2025		USD 17,000.00	2/13/2025	Published 
3	FD-2330	Durli Brazil	8/15/2024		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.

The screenshot displays the IDB Invest Client Portal interface. At the top, there is a navigation bar with the IDB Invest logo and several menu items: Home, Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. A user profile icon is visible in the top right corner.

The main content area features a card for a "Financial Document" with ID "FD-1482". Below this, a summary table provides key information:

Record Type	Account	Project Number	Opportunity	Segment	Document Status
Invoice	Test	12100-03	Durli Brazil	Corporates	Published

Below the summary table, a "Detail" section is shown with the following information:

Due Date	8/15/2024	Total Amount	USD 2,029,474.73
Published Date	2/12/2025		

At the bottom of the interface, there is a section for "Financial Document (1)" which includes a thumbnail of the invoice and a "Download" button. The thumbnail shows a document titled "Invoice - Aug 15, 2024".

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

⚙️
↻
▼

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

Distribution Notices

Recently Viewed

1 item · Updated a few seconds ago

[New](#)

Search this list...

Distribution Notice Name		
1	DN-00060	

3. Financial Hub

Complete the form:

1. Enter the **Project Name**
2. Select the **Distribution Value Date**
3. Add any Comments
4. Once the required information is complete, click '**Save**'

Tip: Use "Save & New" if you need to create more than one notice.'

New Distribution Notice

* = Required Information

Information

1 Project Name ⓘ

3 Comments ⓘ

2 *Distribution Value Date ⓘ

Cancel Save & New Save **4**

3. Financial Hub

Upload the file and send:

After clicking **'Save'**, the distribution notice will appear in the draft mode

1. Click the **arrow** to add a file
2. Click the **'Upload Files'** and select your document
3. Once the file has been uploaded, click 'Send' to complete the process

The screenshot shows a 'Distribution Notice' interface. At the top, it displays 'Distribution Notice DN-000123' with 'Edit' and 'Send' buttons. Below this, the 'Account' is 'Test.GHG.Org' and the 'Status' is 'Draft'. A 'Details' section contains fields for 'Project Name' (Test OMO as Owner), 'Distribution Value Date' (10/27/2025), and 'Comments'. At the bottom, there is a 'Files (0)' section with an 'Add file' button. Red circles with numbers 1, 2, and 3 highlight the 'Add file' button, the 'Upload Files' button in the modal, and the 'Send' button respectively.

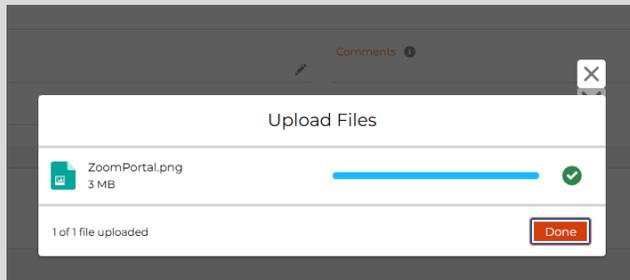
The modal window is titled 'New File'. It features a red circle with the number '2' next to an 'Upload Files' button. To the right of the button is a dashed box containing the text 'Or drop files'.

3. Financial Hub

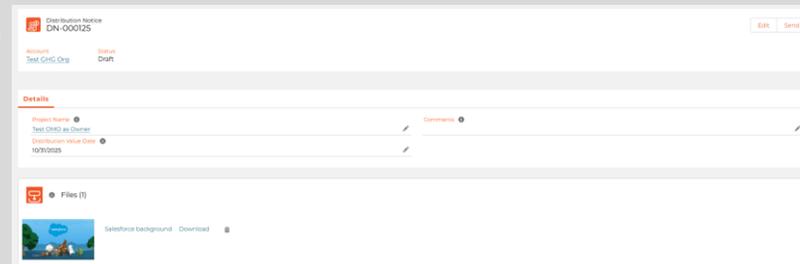
Submit the Distribution Notice

1. Once the file has been uploaded, click '**Done**'.
2. Then click the '**Send**' button.
3. A confirmation window will appear, click '**Finish**' to complete the process.
4. The status will automatically update from Draft to '**Notification Submitted**'.

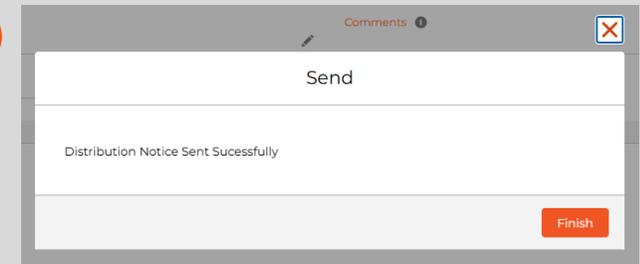
1



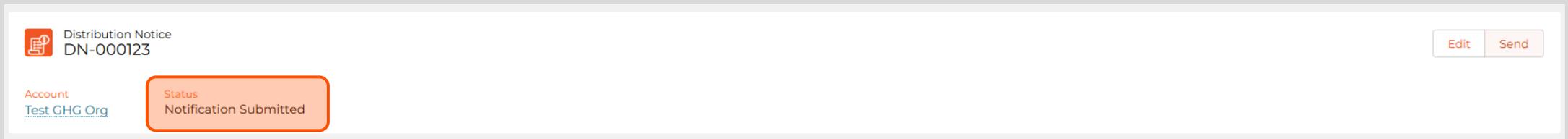
2



3



4



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.

Si estás utilizando una dirección de correo electrónico personal, te recomendamos activar la Autenticación Multifactor (MFA) proporcionada por tu proveedor de correo electrónico como una capa adicional de seguridad.

Google Play

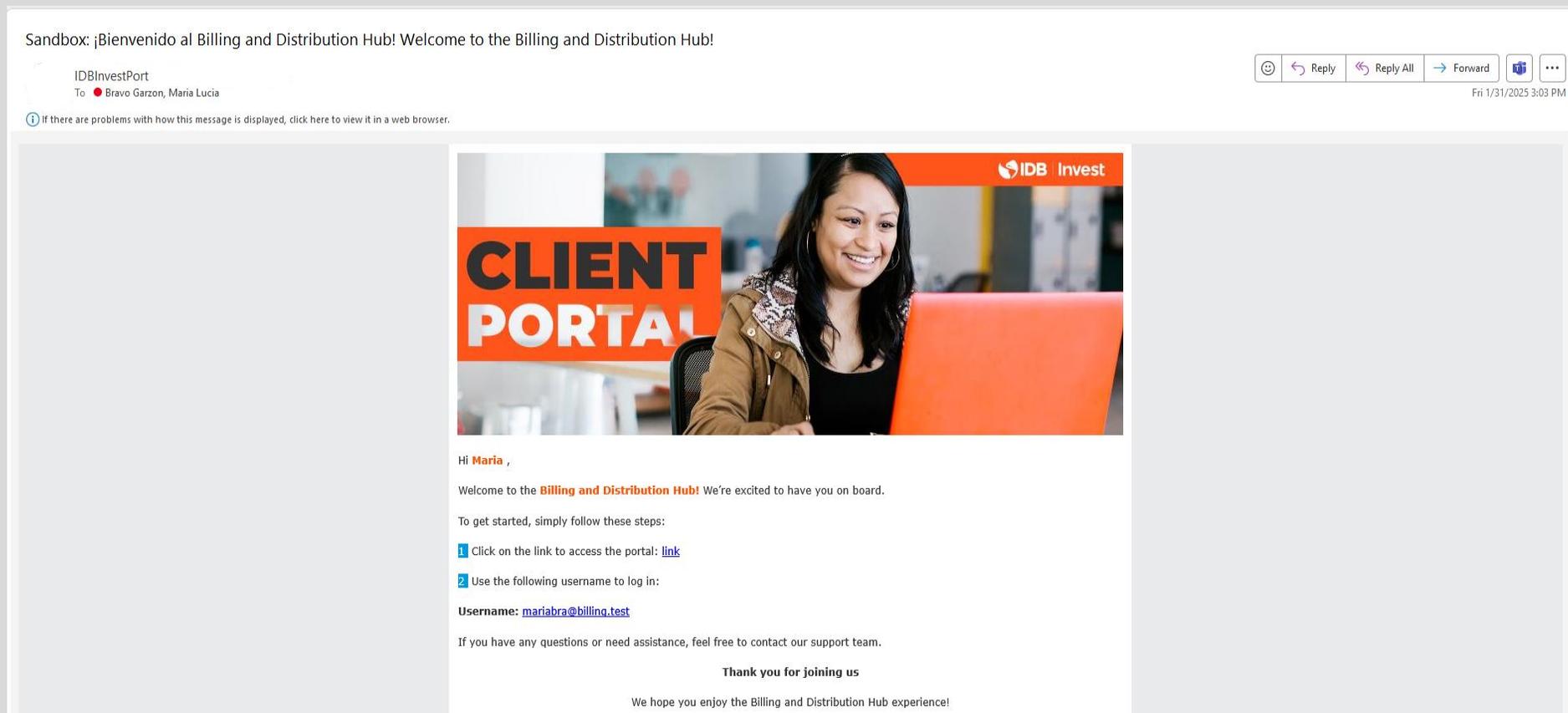


App Store



1. Inicio de sesión

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



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.

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'.

IDB Invest
WE ARE YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH




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

- 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").
- 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 conditions 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.

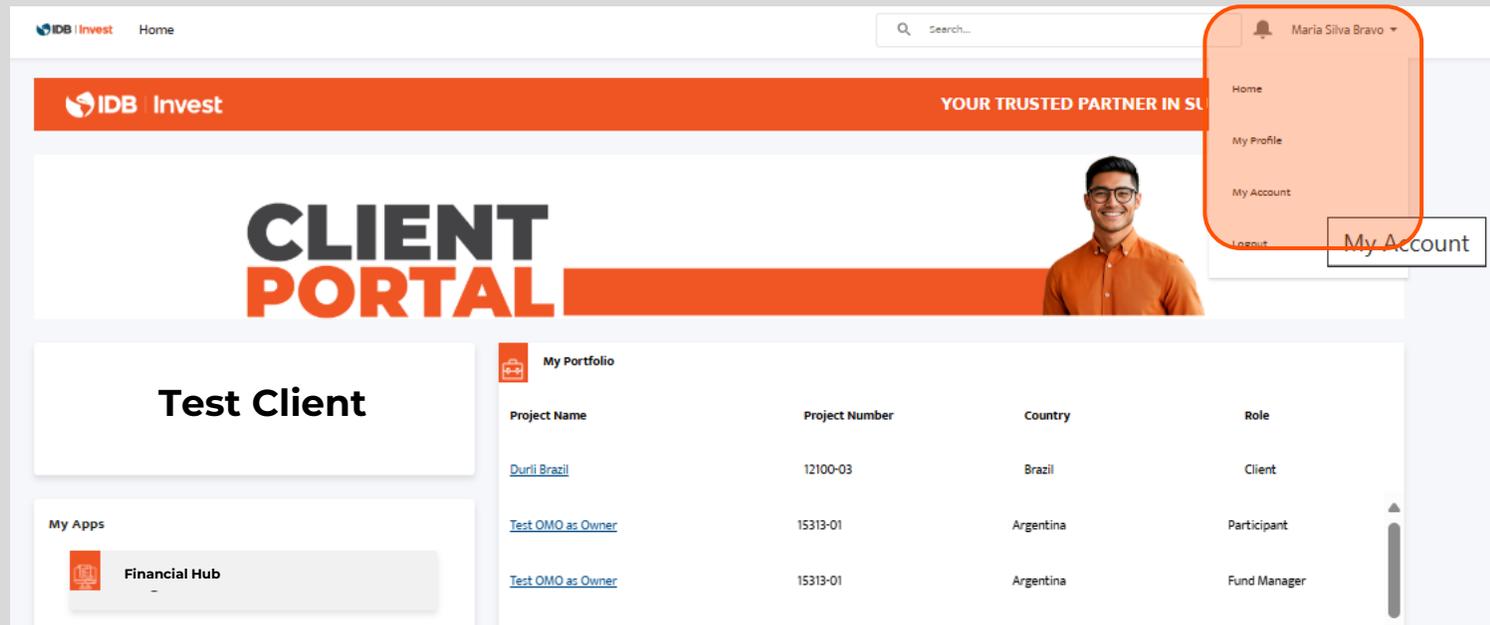
4. En la sección Mis Aplicaciones, encontrarás el enlace al Financial Hub.
5. Si necesitas ayuda, haz clic en el botón "Need Assistance?" para crear un ticket de soporte.
6. Para acceder a las guías de entrenamiento, haz clic en el botón "Training Material", que te redirigirá a la página web donde están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

The screenshot shows the IDB Invest Client Portal Home page. At the top, there is a navigation bar with the IDB Invest logo and the tagline "YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH". Below this is a large banner with the text "CLIENT PORTAL" and a photo of a man. The main content area is divided into several sections:

- My Portfolio (1):** A table listing projects with columns for Project Name, Project Number, Country, and Role. The table contains three rows of data.
- My Transaction Pending Approvals (2):** A table listing transactions with columns for Project Name, Project Number, Country, and Role. It contains one row of data.
- Pending Tasks (3):** A section titled "Latest Documents" with a table listing documents with columns for Project Name, Document, Type, and Download. It contains two rows of data.
- Test Client:** A section with the text "Test Client" and a "Financial Hub" button.
- My Apps:** A section with a "Financial Hub" button.
- Need Assistance? (5):** A button with a speech bubble icon and the text "Need Assistance?".
- Training Material (6):** A button with a book icon and the text "Training Material".

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.



The screenshot displays the IDB Invest Client Portal interface. At the top right, a user profile icon for 'Maria Silva Bravo' is visible, with a dropdown menu open. The menu options are: Home, My Profile, My Account, and Logout. The 'My Account' option is highlighted with a red box. Below the menu, the main content area shows a 'Test Client' section and a 'My Portfolio' table.

Project Name	Project Number	Country	Role
Duri Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager

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.

Account Record Type: Organization
Account Owner: [Daichi Tsuchihashi](#)

Contacts (2)

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	stifep@iadb.org	Billing and Distribution Hub (General)

[View All](#)

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'.

The screenshot displays the 'Contacts' section of the Client Portal. At the top left, there is a 'Contacts (2)' header with a purple icon. On the right side, there is a 'New' button highlighted with a red circle containing the number '1'. Below the header is a table with the following columns: Contact Name, Title, Email, and Portal Access/Roles. The table contains two entries: 'Test Client Portal' (CEO, mariabra@iadb.org) and 'Test Client Portal 2' (Manager, stifep@iadb.org). A 'View All' link is located at the bottom right of the table.

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	stifep@iadb.org	Billing and Distribution Hub (General)

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.

New Contact: Business X

* = Required Information

Contact Information

*** Name**

Salutation: Ms.

First Name: Test

Middle Name: Middle Name

* Last Name: Client Portal 3

Suffix: Suffix

Account Name: Test Account Stakeholder 20241217

* Email: test3@clientportal.com

Phone:

* Title: Manager

Country Of Birth: Chile

* Job Level: Manager

Cancel Save & New Save

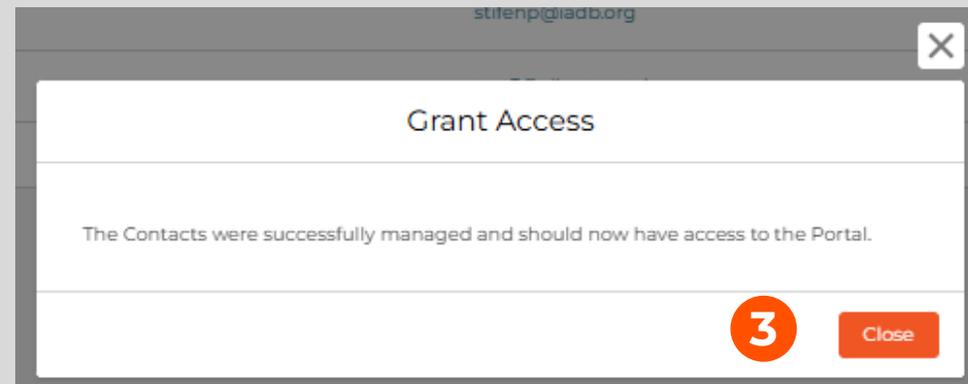
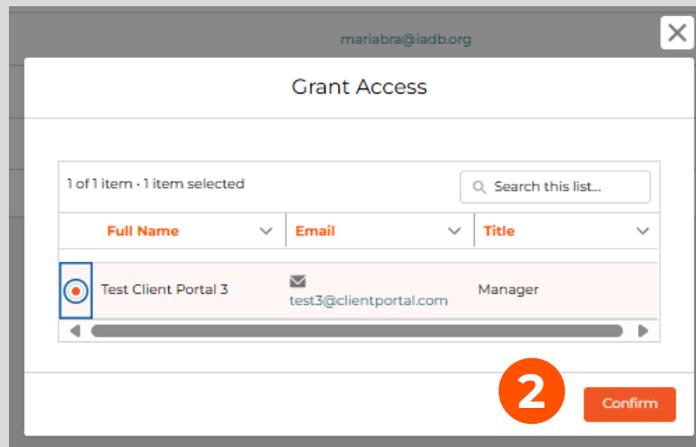
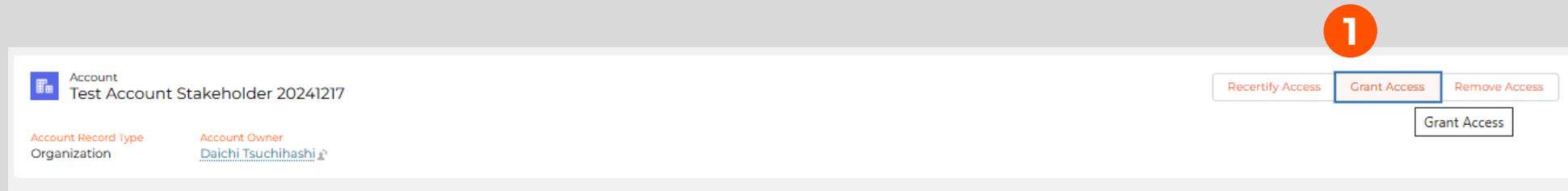
Save

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	stifep@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	

3. Gestión de usuarios – Agregar usuario

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

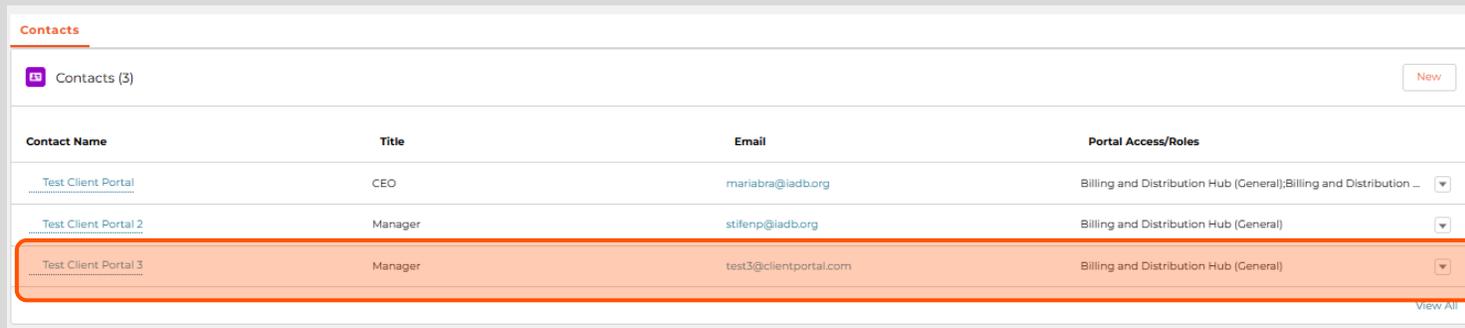
1. Haz clic en el botón **"Grant Access"** ubicado en la esquina superior derecha de la sección de Cuenta.
2. Aparecerá una ventana emergente con los contactos que aún no tienen acceso al portal. Selecciona el contacto marcando la casilla y luego haz clic en **"Confirm"**.
3. Se mostrará una ventana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



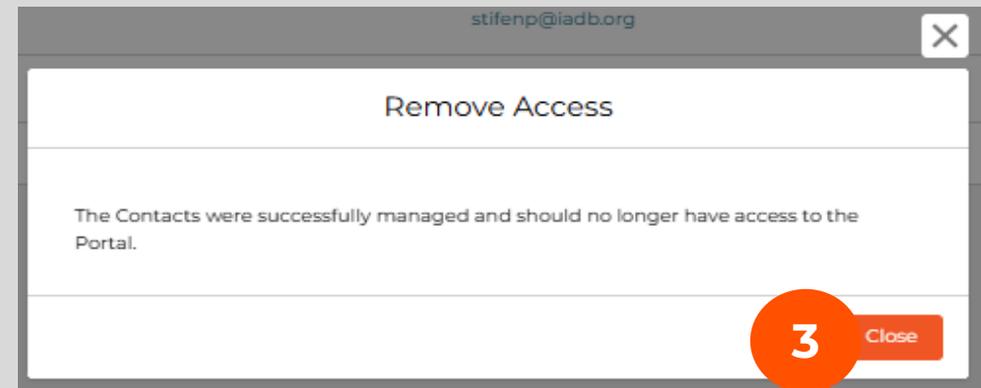
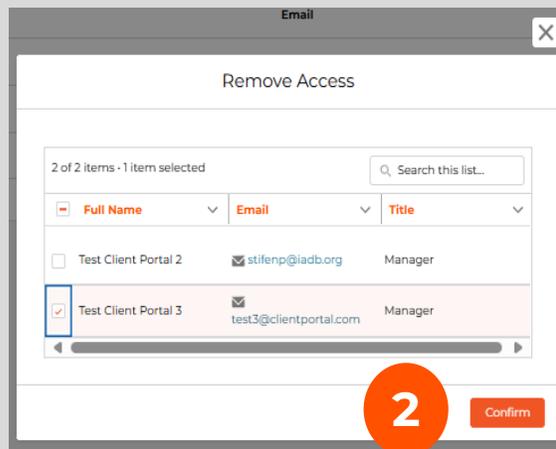
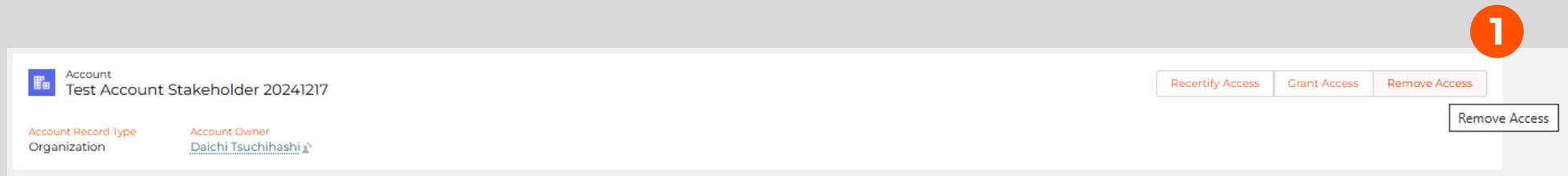
Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General); Billing and Distribution ...
Test Client Portal 2	Manager	stifep@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	Billing and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

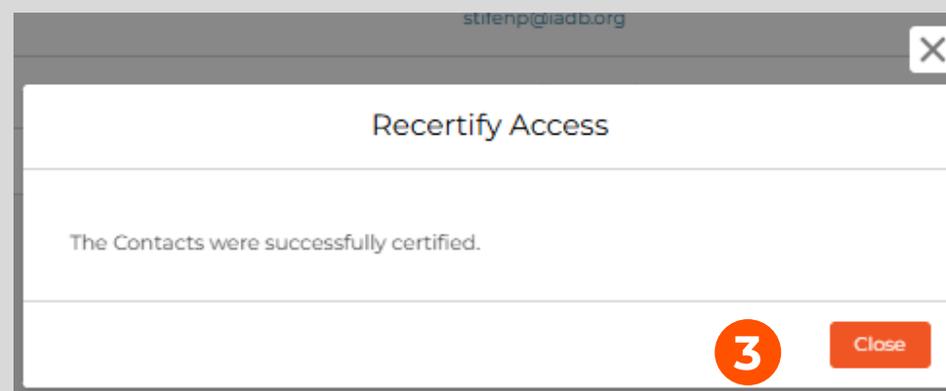
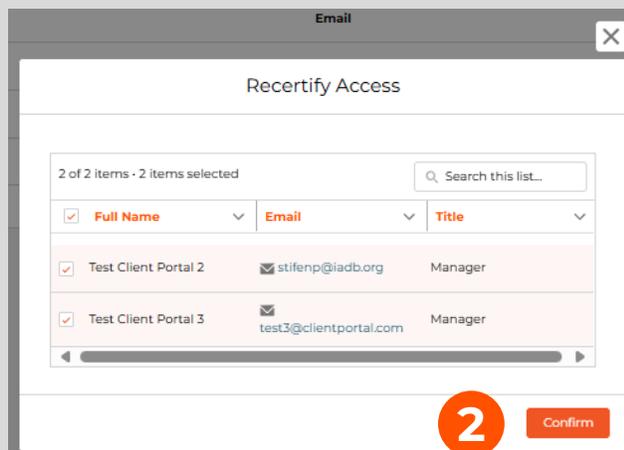
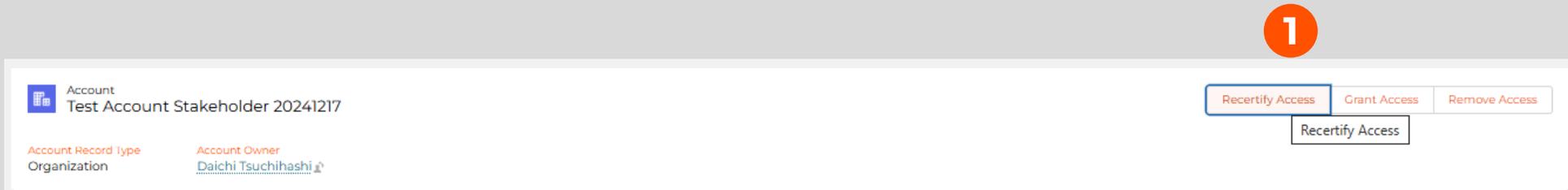
Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General); Billing and Distribution ...
Test Client Portal 2	Manager	stifep@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	

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.



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.



Test Client

My Apps

- Financial Hub

Need Assistance?

Training Material

My Portfolio

Project Name	Project Number	Country	Role
Durl Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager
MS Los Pinos	12314-7	Brazil	Sponsor

My Transaction Pending Approvals

Project Name	Project Number	Country	Role
Test OMO as Owner	15313-01	Argentina	Client

Pending Tasks

Latest Documents

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.

INVOICES

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

PARTICIPANT LETTERS

Financial Document Id	Project Name	Due Date	Download PDF
FD-1168	Test OMO as Owner	1/29/2025	

[View All](#)

DISTRIBUTION NOTICES

Distribution Notice Name	Project Name	Distribution Value Date	Status
DN-000005	Test OMO as Owner	1/29/2025	Notification Mailed

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.

The screenshot shows the IDB Invest Financial Hub interface. At the top, there is a navigation menu with links for Home, Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. Below the navigation is a banner with the IDB Invest logo and the tagline "YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH". The main heading "FINANCIAL HUB" is prominently displayed. Below this, there is a section titled "INVOICES" containing a table with the following data:

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

Below the table, there is a "View All" button.

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

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

The screenshot displays the IDB Invest Financial Hub interface. At the top, there is a navigation bar with the IDB Invest logo and menu items: Home, Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. A user profile icon is visible in the top right corner.

The main content area shows a card for a Financial Document (FD-1482). The card includes the following details:

- Record Type:** Invoice
- Account:** Test
- Project Number:** 12100-03
- Opportunity:** [Durli Brazil](#)
- Segment:** Corporates
- Document Status:** Published

Below the card, there is a 'Detail' section with the following information:

- Due Date:** 8/15/2024
- Published Date:** 2/12/2025
- Total Amount:** USD 2,029,474.73

At the bottom, there is a preview section for the Financial Document (1). It features a document icon, a title 'Invoice - Aug 15, 2024', and a 'Download' button. A small thumbnail of the invoice document is shown on the left.

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		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... [Settings] [Refresh] [Filter]

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

Distribution Notices

Recently Viewed

1 item · Updated a few seconds ago

[New](#)

Search this list...

Distribution Notice Name		
1	DN-00060	

3. Financial Hub

Completar el formulario:

1. Ingresar el '**nombre del proyecto**'
2. Seleccionar la **Fecha de Distribución**
3. Agregar comentarios
4. Una vez completada la información requerida, haz clic en '**Save**'

Tip: Usa "Save & New" si necesitas crear más de un aviso.

New Distribution Notice

* = Required Information

Information

1 Project Name ⓘ

3 Comments ⓘ

2 *Distribution Value Date ⓘ

Cancel Save & New Save **4**

3. Financial Hub

Cargar el archivo:

Después de hacer clic en **'Save'**, el aviso aparecerá en estado **'Draft'**

1. Haz clic en la flecha para **agregar un archivo**
2. Haz clic en **'Upload Files'** y selecciona un documento
3. Una vez cargad el archivo haz clic en **'Send'**

Distribution Notice
DN-000123

Account: [Test.GHG.Org](#) Status: Draft

Details

Project Name: [Test OMO as Owner](#) Comments

Distribution Value Date: 10/27/2025

Files (0) 1 Add file

New File

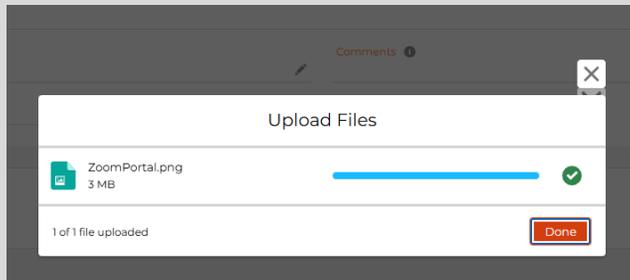
2 Upload Files Or drop files

3. Financial Hub

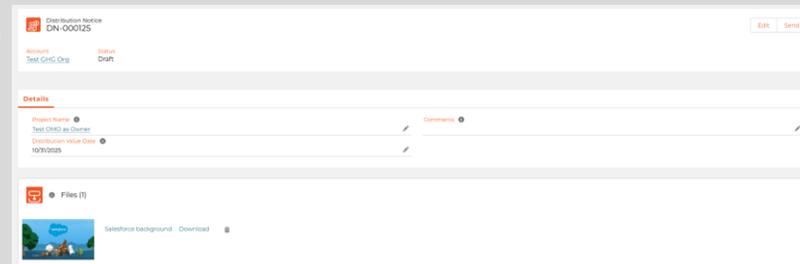
Enviar el Aviso de Distribución

1. Cuando el archivo ha sido cargado haz clic en **'Done'**.
2. Luego haz clic en el botón **'Send'**.
3. Aparecerá una ventana de confirmación, haz clic **'Finish'** para completar el proceso.
4. El estado cambiara de forma automática de Draft a **'Notification Submitted'**.

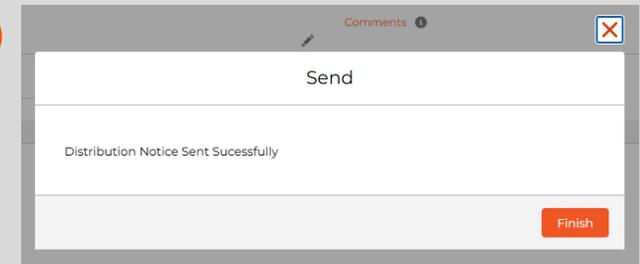
1



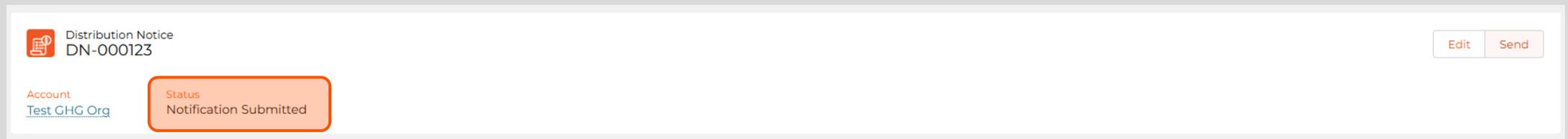
2



3



4



 **¡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.

Se estiver utilizando um endereço de e-mail pessoal (como Gmail, Yahoo, etc.), recomendamos ativar a Autenticação Multifator (MFA) oferecida pelo seu provedor de e-mail como uma camada adicional de segurança.

Google Play

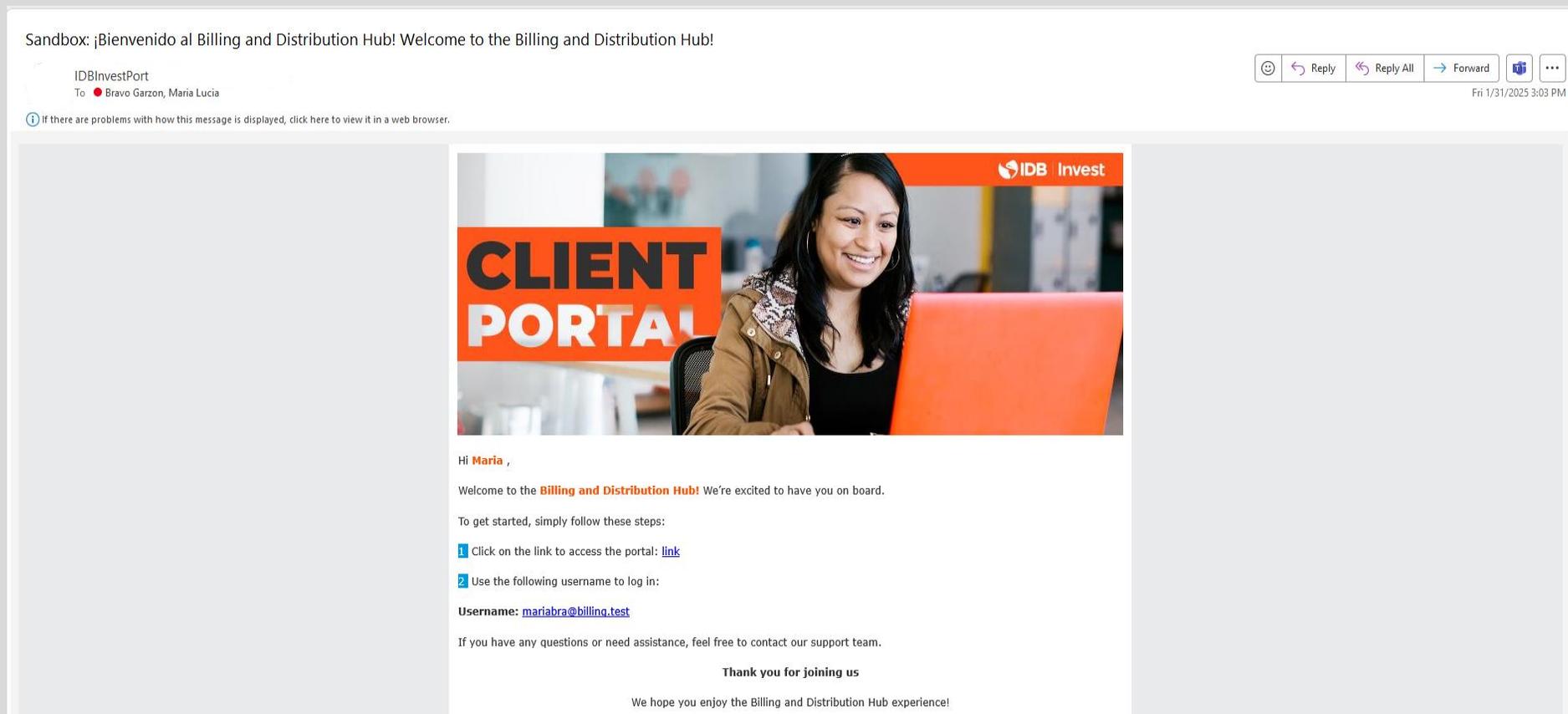


App Store



1. Login

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



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.

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'

IDB Invest
WE ARE YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH




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

- 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").
- 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 conditions 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. Suas 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.

The screenshot shows the IDB Invest Client Portal dashboard. At the top, there is a search bar and a user profile for Maria Silva Bravo. Below this is a navigation bar with the IDB Invest logo and the tagline "YOUR TRUSTED PARTNER IN SUSTAINABLE GROWTH". The main header area features the "CLIENT PORTAL" logo and a profile picture of a man in an orange shirt.

The dashboard is divided into several sections:

- Test Client:** A section for testing the client interface.
- My Portfolio (1):** A table showing project details.

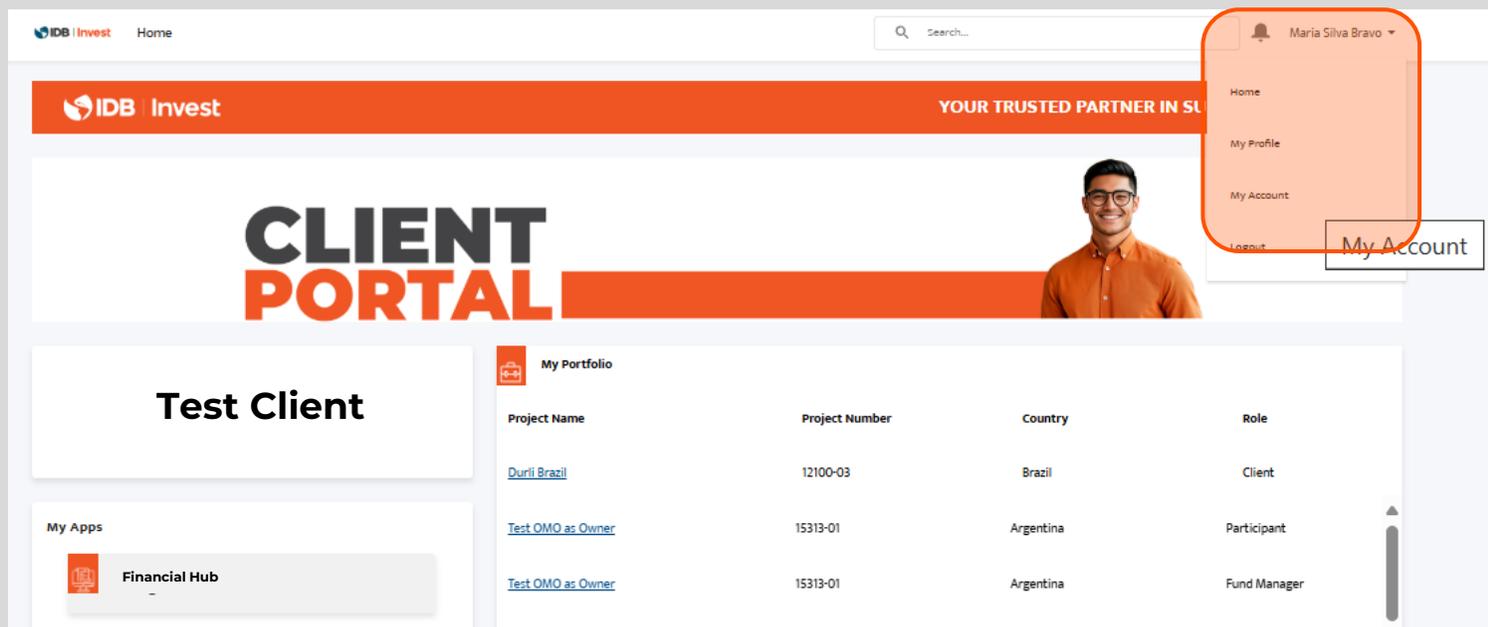
Project Name	Project Number	Country	Role
Duriil Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager
MS Los Pinos	12314-7	Brazil	Sponsor
- My Transaction Pending Approvals (2):** A table showing pending transactions.

Project Name	Project Number	Country	Role
Test OMO as Owner	15313-01	Argentina	Client
- Pending Tasks (3):** A section for pending tasks, including a table of latest documents.

Project Name	Document	Type	Download
Duriil Brazil	FD-0994	Invoice	
Test OMO as Owner	FD-1168	Participant Letter	
- My Apps (4):** A section containing a link to the "Financial Hub".
- Need Assistance? (5):** A button for creating a support ticket.
- Training Material (6):** A button for accessing training guides.

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"**.

The screenshot displays the 'Account Stakeholder' management page. At the top, there are navigation links for 'Home', 'Invoice', and 'Rate Reset Notifications'. On the right side, there are three action buttons: 'Recertify Access' (labeled with a red circle '3'), 'Grant Access' (labeled with a red circle '1'), and 'Remove Access' (labeled with a red circle '2').

The main content area shows account details for 'Test Account Stakeholder 20241217'. Below this, there is a 'Contacts' section with a 'New' button (labeled with a red circle '1'). A table lists the contacts with their roles and access permissions.

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)

A 'View All' link is located at the bottom right of the table.

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"

Contacts

Contacts (2)

1
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	stifep@iadb.org	Billing and Distribution Hub (General) ▼

[View All](#)

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.

New Contact: Business X

* = Required Information

Contact Information

*** Name**

Salutation: Ms.

First Name: Test

Middle Name: Middle Name

* Last Name: Client Portal 3

Suffix: Suffix

Account Name: Test Account Stakeholder 20241217

* Email: test3@clientportal.com

Phone:

* Title: Manager

Country Of Birth: Chile

* Job Level: Manager

Cancel Save & New Save

Save

Contacts

Contacts (3) New

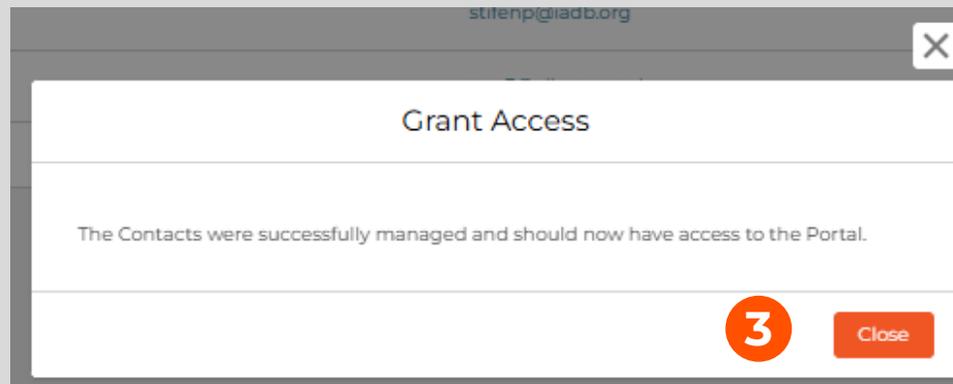
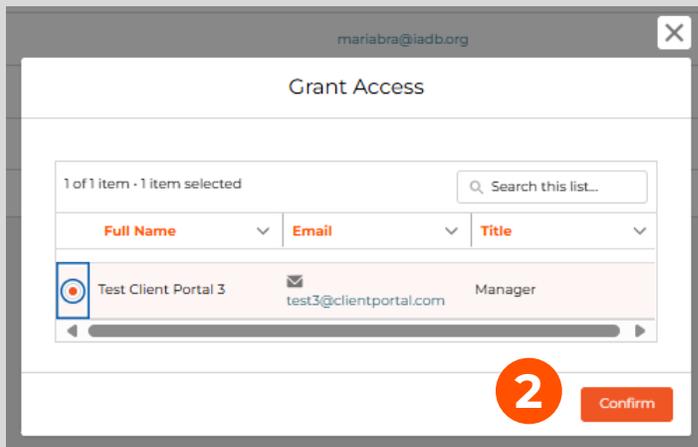
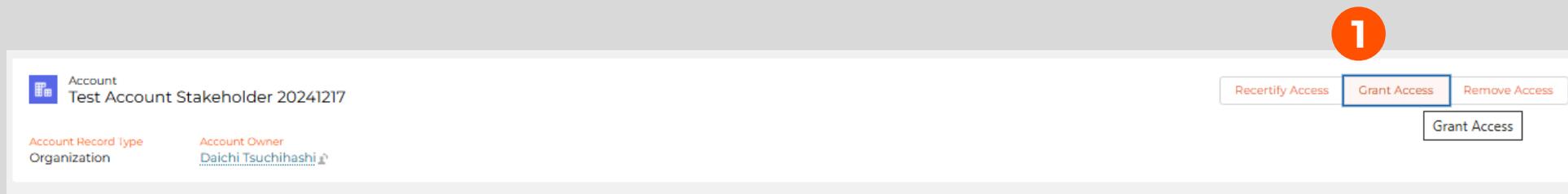
Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General); Billing and Distribution ...
Test Client Portal 2	Manager	stfenp@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	

View All

3. Gestão de usuários - Adicionar usuário

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

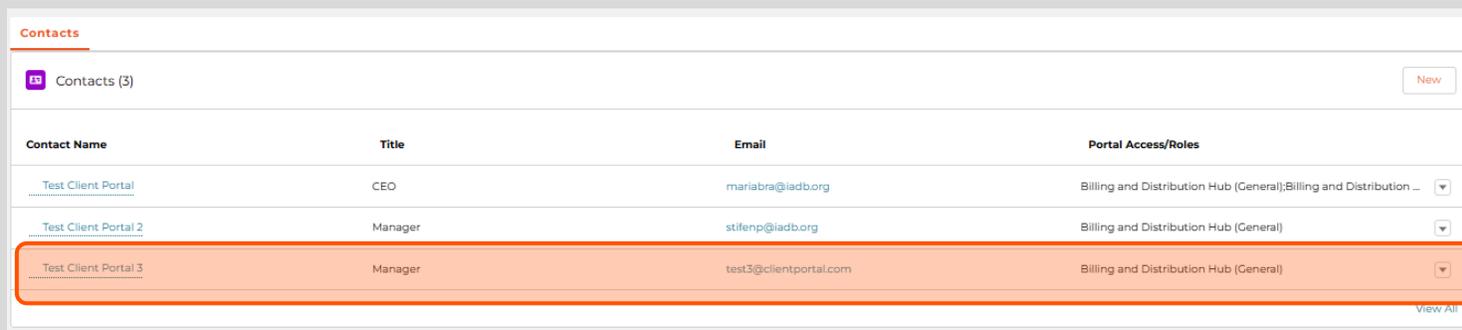
1. Clique no botão **"Grant Access"** localizado no canto superior direito da seção da conta.
2. Uma janela pop-up aparecerá exibindo os contatos que ainda não têm acesso ao portal. Selecione o contato marcando a caixa e clique em **"Confirm"**.
3. Uma janela de confirmação será exibida, indicando que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



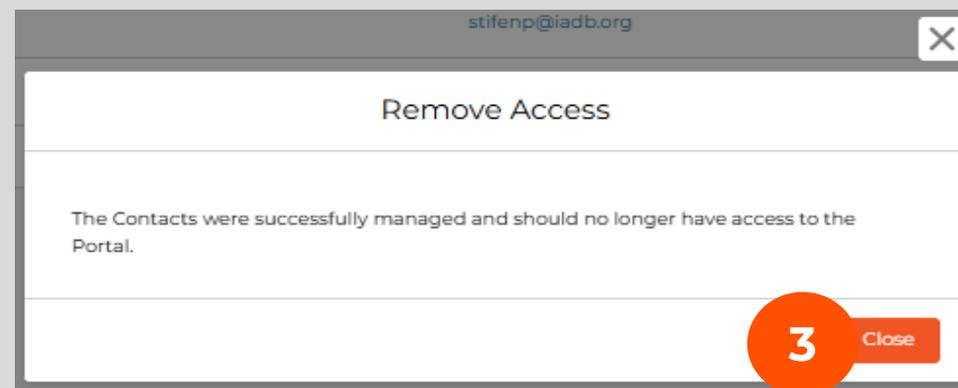
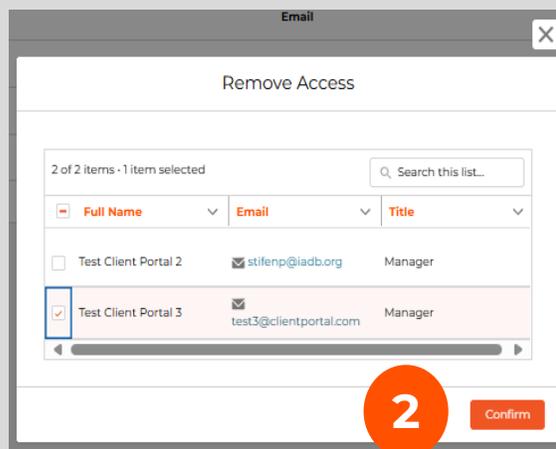
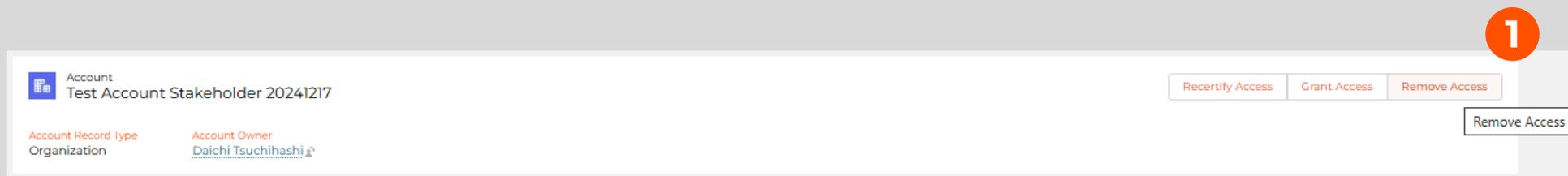
Contact Name	Title	Email	Portal Access/Roles
Test Client Portal	CEO	mariabra@iadb.org	Billing and Distribution Hub (General); Billing and Distribution ...
Test Client Portal 2	Manager	stifep@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	Billing and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

4

3. Gestão de usuários - Remover usuário

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

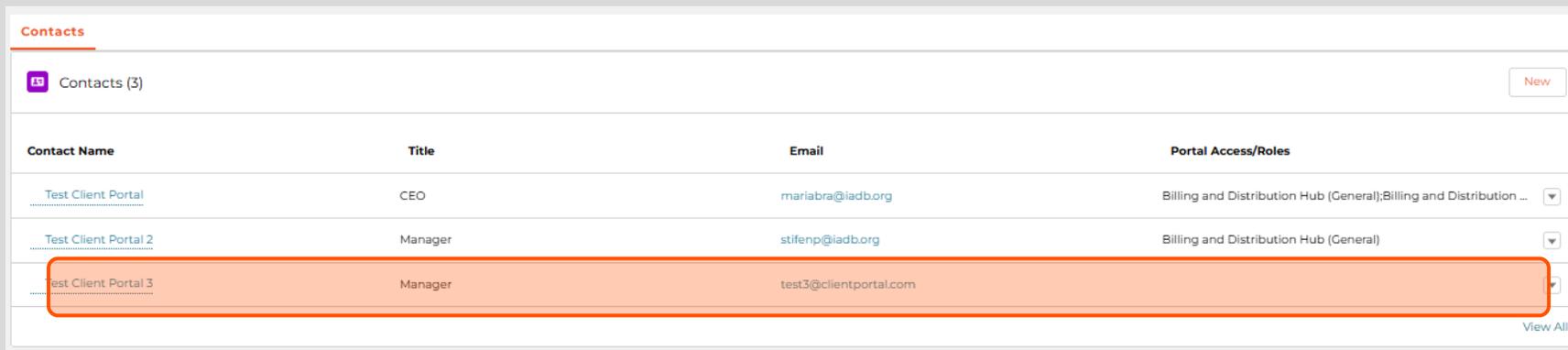
1. Clique no botão **"Remove Access"** localizado no canto superior direito da seção de Conta.
2. Uma janela pop-up aparecerá exibindo todos os contatos com acesso ao portal. Selecione o usuário que deseja remover marcando a caixa correspondente e clique em **"Confirma"**.
3. Uma mensagem de confirmação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



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	stifep@iadb.org	Billing and Distribution Hub (General)
Test Client Portal 3	Manager	test3@clientportal.com	

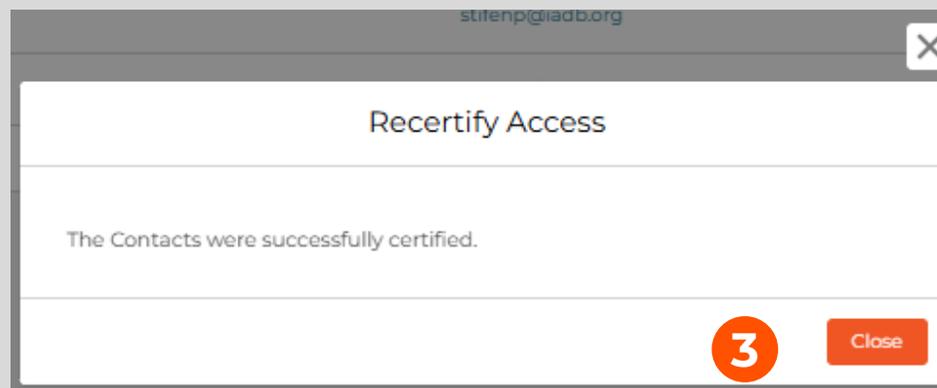
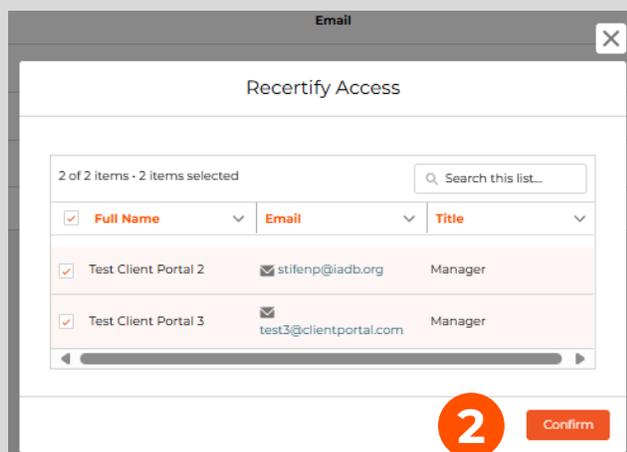
4

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.

1



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.



Test Client

My Apps

- Financial Hub

Need Assistance?

Training Material

My Portfolio

Project Name	Project Number	Country	Role
Durl Brazil	12100-03	Brazil	Client
Test OMO as Owner	15313-01	Argentina	Participant
Test OMO as Owner	15313-01	Argentina	Fund Manager
MS Los Pinos	12314-7	Brazil	Sponsor

My Transaction Pending Approvals

Project Name	Project Number	Country	Role
Test OMO as Owner	15313-01	Argentina	Client

Pending Tasks

Latest Documents

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.

INVOICES

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

PARTICIPANT LETTERS

Financial Document Id	Project Name	Due Date	Download PDF
FD-1168	Test OMO as Owner	1/29/2025	

[View All](#)

DISTRIBUTION NOTICES

Distribution Notice Name	Project Name	Distribution Value Date	Status
DN-000000	Test OMO as Owner	1/29/2025	Notification Mailed

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.

Financial Document Id	Project Name	Due Date	Download PDF
FD-1482	Durli Brazil	8/15/2024	
FD-2306	Durli Brazil	8/15/2025	
FD-2330	Durli Brazil	8/15/2024	

[View All](#)

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		USD 2,029,474.73	2/12/2025	Published 
2	FD-2306	Durli Brazil	8/15/2025		USD 17,000.00	2/13/2025	Published 
3	FD-2330	Durli Brazil	8/15/2024		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.

The screenshot displays the IDB Invest Client Portal interface. At the top, there is a navigation bar with the IDB Invest logo and menu items: Home, Invoices, Participant Letters, Rate Reset Notifications, and Distribution Notices. A user profile icon is visible in the top right corner.

The main content area features a header for the selected document: "Financial Document FD-1482". Below this, a table of key information is displayed:

Record Type	Account	Project Number	Opportunity	Segment	Document Status
Invoice	Conta Corrente - Comércio de Câmbio - Importação - Exm. Test	12100-03	Durli Brazil	Corporates	Published

Below the key information, a "Detail" section provides further data:

Due Date	Total Amount
8/15/2024	USD 2,029,474.73
Published Date	
2/12/2025	

At the bottom, a "Financial Document (1)" section shows a thumbnail of the invoice document. The thumbnail includes the text "Invoice - Aug 15, 2024" and a "Download" link.

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		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 

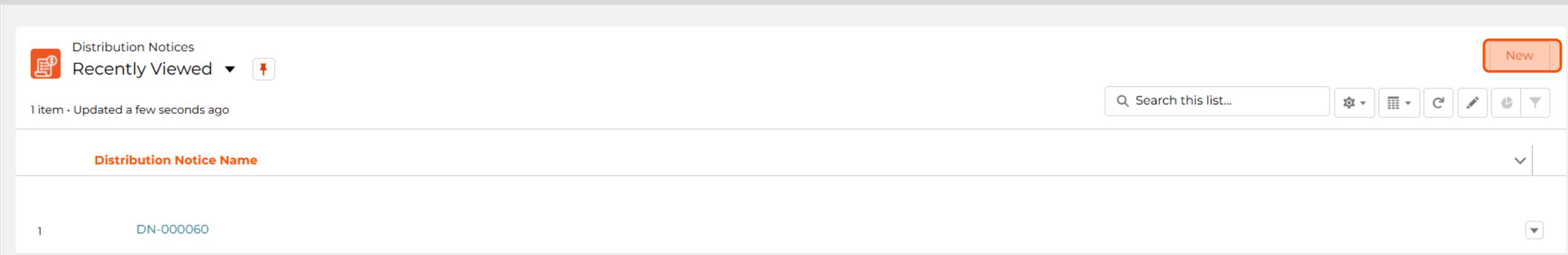
1 item · Sorted by Financial Document Id · Filtered by All financial documents - Record Type, Document Status, Created Date · Updated a few seconds ago

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		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.



Distribution Notices

Recently Viewed  

1 item · Updated a few seconds ago

[New](#)

Search this list...      

Distribution Notice Name		
1	DN-00060	

3. Financial Hub

Preencher o formulário:

1. Digite o nome do projeto
2. Selecione a data de distribuição
3. Adicione comentários
4. Após preencher todas as informações obrigatórias, clique em **'Save'**

Dica: Use "Save & New" se precisar criar mais de um aviso.

New Distribution Notice

* = Required Information

Information

1 Project Name ⓘ

3 Comments ⓘ

2 *Distribution Value Date ⓘ

Cancel Save & New Save **4**

3. Financial Hub

Carregar o arquivo:

Depois de clicar em 'Save', o aviso aparecerá com o status Draft (Rascunho).

1. Clique na seta para **adicionar um arquivo**
2. Clique em **'Upload Files'** e selecione o documento
3. Após carregar o arquivo, clique em **'Send'**

Distribution Notice
DN-000123

Account: [Test.GHG.Org](#) Status: Draft

Details

Project Name ⓘ [Test OMO as Owner](#) Comments ⓘ

Distribution Value Date ⓘ 10/27/2025

Files (0) **1** Add file

Edit Send **3**

New File

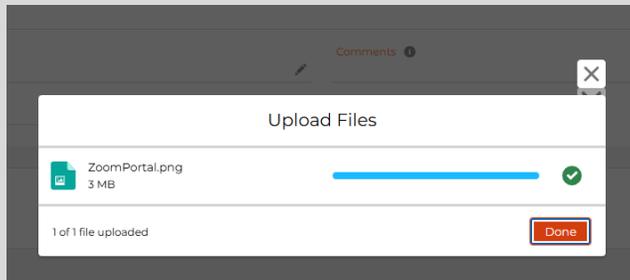
2 Upload Files Or drop files

3. Financial Hub

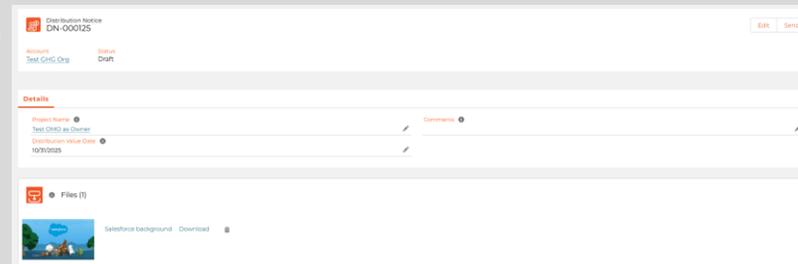
Enviar o Aviso de Distribuição

1. Quando o upload do arquivo estiver concluído, clique em **'Done'**
2. Em seguida, clique no botão **'Send'**
3. Uma janela de confirmação será exibida, clique em **'Finish'** para concluir o processo
4. O status será atualizado automaticamente de Draft para **'Notification Submitted'**

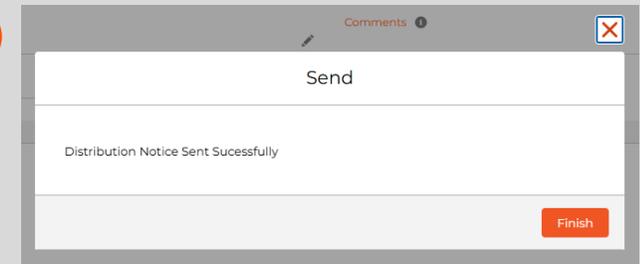
1



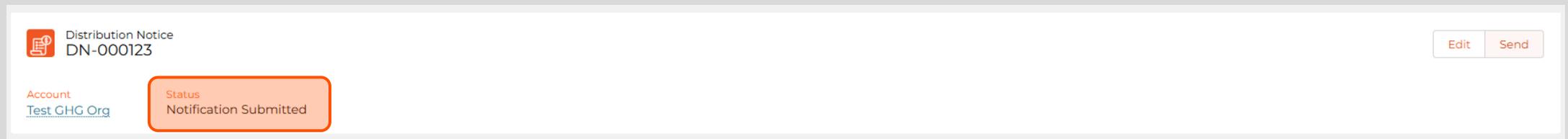
2



3



4



 **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

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