



Client Portal System Manual

LIST OF ABBREVIATIONS AND ACRONYMS

CDB - Caribbean Development Bank

OCR - Ordinary Capital Resources

PRN - Project Registration Number

USD - United States dollar

Contents

I.	INTRODUCTION	3
II.	Log in	3
III.	PROFILE	3
IV.	Portfolio	4
4.1	Overview	4
4.2	Summary	6
4.3	Disbursements	7
4.4	Transactions	9
4.5	Amortisation Schedule	10
V.	REPORTS	12
5.1	Overview	12
5.2	Interest Rate Notice	13
5.3	Payment Allocation	15
5.4	Billing Statement	17
5.5	Disbursement Details	20
5.6	Portfolio Report	21
VI.	PORTAL ROLES	22
6.1	Borrower	22
6.2	Executing Agency	23
6.3	Central Banks	24
6.4	Guarantor	26
6.5	Grantee	27
6.6	Matrix	28

I. INTRODUCTION

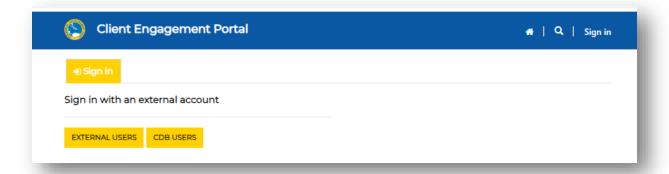
The CDB Client Engagement Portal can be accessed at the following web address:

https://clientportal.caribank.org/



II. LOG IN

After clicking the "Sign in" button on the upper right corner, the user has two options to log in, as visualised below:



- CDB Users this is the log in option for CDB Employees
- External User this option is for all CDB clients to log in with the provided Email and Password

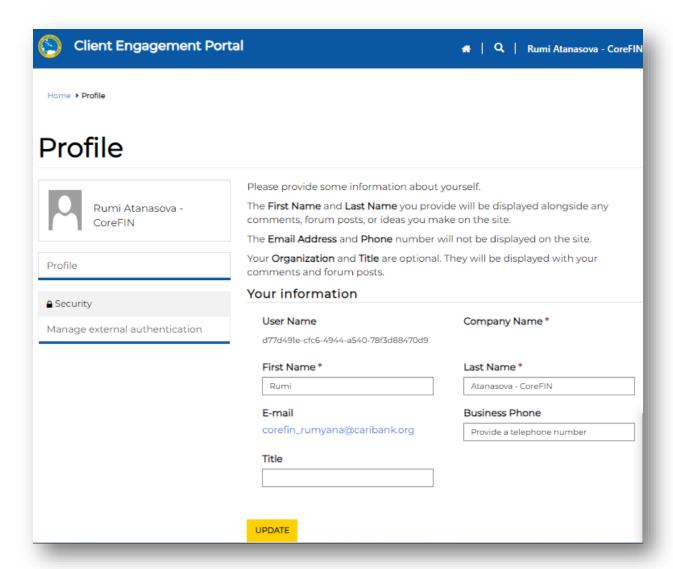
III. PROFILE

After logging in, the user can access the Profile section, where certain information is displayed and can be updated.

To access the Profile, click on the logged in User's name on the top right of the page then click on "Profile".

Note: The fields "Company Name" and "E-mail" are not editable by clients.



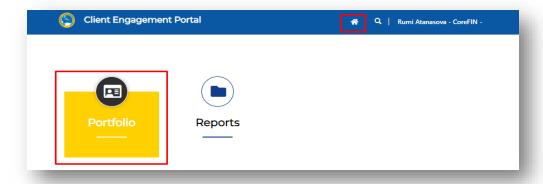


IV. PORTFOLIO

4.1 Overview

On the Home page, there are two main areas - "Portfolio" and "Reports".

The "Portfolio" area contains a list of all financial contracts with product type loan and grant, and it shows the respective parameters for each contract.



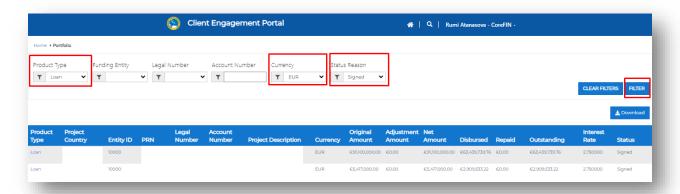
In the Portfolio area you can filter using 6 different parameters:

- Product Type a dropdown list where the user can select one option "Loan" or "Grant" or leave blank for both
- Funding Entity a prefiltered dropdown list where the user can select one option or leave blank for all
- Legal Number a prefiltered dropdown list where the user can select one option or leave blank for all
- Account Number a text field where the user can enter a valid "Account Number"
- Currency a dropdown list where the user can select one option or leave blank for all
- Status a dropdown list where the user can select one option: "Draft" or "Signed" or "Liquidated" or leave blank for all

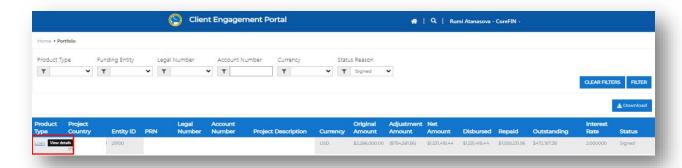
After entering desired filters, click the "FILTER" button to filter the results.

You can also use the "CLEAR FILTERS" button when you need to undo the selected filters.

There is an option to download the filtered list to an excel file by clicking the "Download" button.



For a more detailed view of the contract related information, you can click on "View Details" (the link associated with the Product Type) as shown below:



For each loan contract there are 4 tabs available, for each grant contract - 2 tabs available:

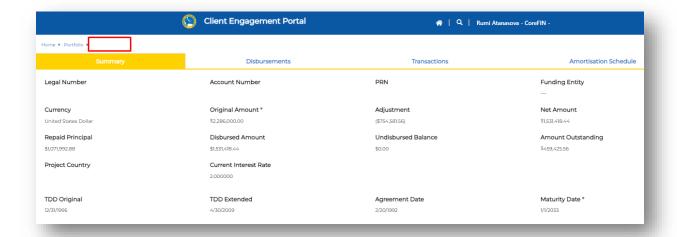
- Summary (visible for both loan and grant contracts)
- Disbursements (visible for both loan and grant contracts)
- Transactions (not visible for grant contracts)
- Amortisation Schedule (not visible for grant contracts)

4.2 Summary

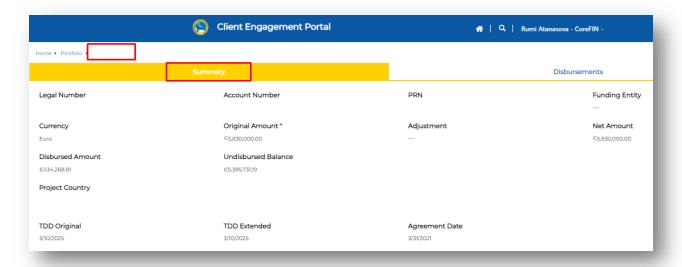
In the "Summary" tab, the main components of the respective contract can be reviewed.

There are several differences in the fields displayed in this tab depending on product type of the financial contract:

• Loan



• Grant (here there are hidden fields, because they are not applicable for the product type grant - Repaid Principal, Current Interest Rate, Amount Outstanding and Maturity Date)



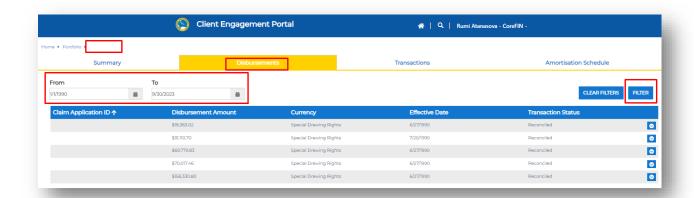
4.3 Disbursements

The "Disbursements" tab shows all disbursements for a specific period selected by the user with the following columns:

- Claim Application ID
- Disbursement Amount
- Currency the currency of the disbursement
- Effective date the date of physical payment of the money to the borrower
- Transaction status Reconciled, Planned, Reimbursement and Provision

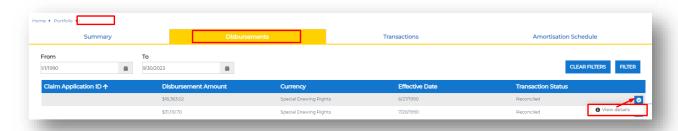
Note that the "Effective Date" can be entered via the Calendar (icon to the right of the text box) or directly into the text box in the format M/D/YYYY (Month/Day/Year).

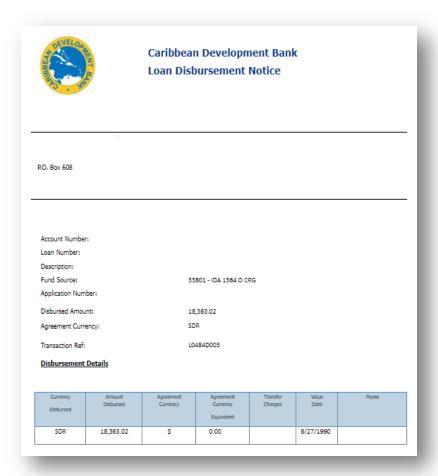
The filter values can be cleared by clicking the "CLEAR FILTER" button.



The Disbursement Notice document can be reviewed and printed by clicking the

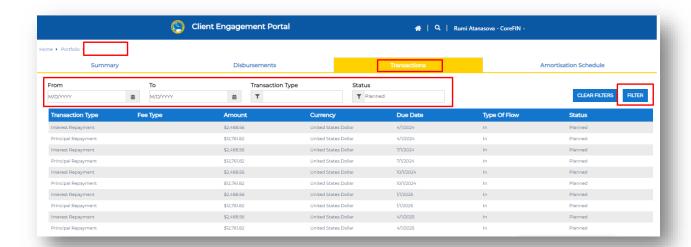
("View Details") button.





4.4 Transactions

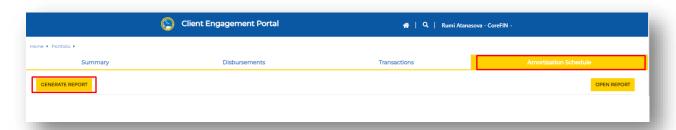
- This tab is visible only for loan contracts.
- ➤ You can clear all the values set in the search fields by clicking the button "CLEAR FILTERS".
- The "Transaction" tab shows all transactions for a specific period selected by the user with the following parameters encircled below:



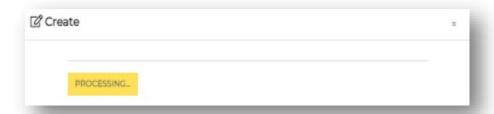
Note that the "From" and "To" Dates can be entered via the Calendar (icon to the right of the text box) or directly into the text box in the format M/D/YYYY (Month/Day/Year).

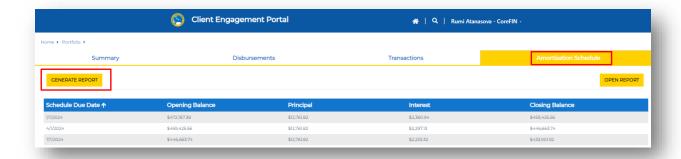
4.5 Amortisation Schedule

- ➤ This tab is visible only for loan contracts.
- ➤ In this tab, the user can see the "Amortisation Schedule" Report for the specific loan contract by clicking on the "GENERATE REPORT" button.



After clicking the button, the system will pop up a message with the text "Processing..." which will then disappear and the amortisation details will be visualized for reviewing:





- > The "Amortisation Schedule" will always be generated as of today's date for all repayments due on or after today.
- > By clicking on the "OPEN REPORT" button, the user can see the "Amortization Schedule" Document and print it:



Caribbean Development Bank

Loans Amortization Schedule

Account Number: Legal Number:

Loan Description:

Borrower ID & Name:

 Amount Approved:
 1,531,418.44
 Outstanding Amount:
 472,187.38

 Interest Rate:
 2.00%
 Currency:
 USD

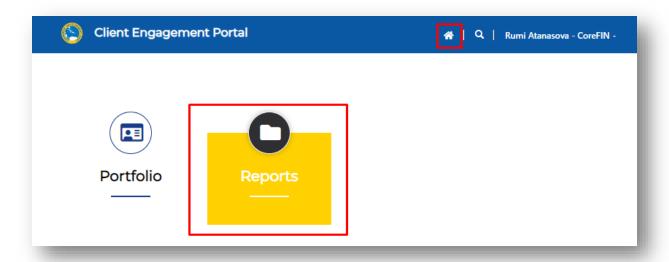
 Loan Type:
 Level Amortization
 Interest Type:
 Fixed

Schedule Due Date	Opening Balance	Principal	Interest	Closing Balance
2024-01-01	472,187.38	12,761.82	2,360.94	459,425.56
2024-04-01	459,425.56	12,761.82	2,297.13	446,663.74
2024-07-01	446,663.74	12,761.82	2,233.32	433,901.92
2024-10-01	433,901.92	12,761.82	2,169.51	421,140.10
2025-01-01	421,140.10	12,761.82	2,105.70	408,378.28
2025-04-01	408,378.28	12,761.82	2,041.89	395,616.46
2025-07-01	395,616.46	12,761.82	1,978.08	382,854.64
2025-10-01	382,854.64	12,761.82	1,914.27	370,092.82
2026-01-01	370,092.82	12,761.82	1,850.46	357,331.00
2026-04-01	357,331.00	12,761.82	1,786.66	344,569.18

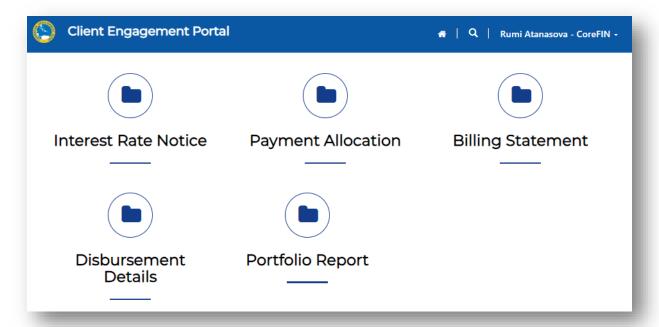
V. REPORTS

5.1 Overview

After clicking on the "Home" icon, you can see two main areas - "Portfolio" and "Reports".



Under the Area "Reports", you can find all reports assigned to your role. Below is an overview of all available reports. If you don't see any of these, then they have not been assigned to your role.

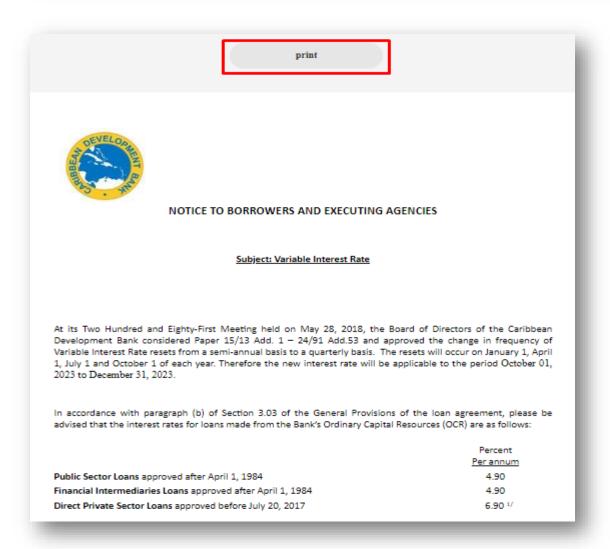


5.2 Interest Rate Notice

The Interest Rate Notice Report shows the changes in the OCR rate every quarter - on January 1st,

April 1st, July 1st and October 1st of each calendar year. Upon clicking on the button clicking the "View details" link, you can review, download and print the relevant generated document, Notice to Borrower, Executing Agencies etc., as visualized bellow:





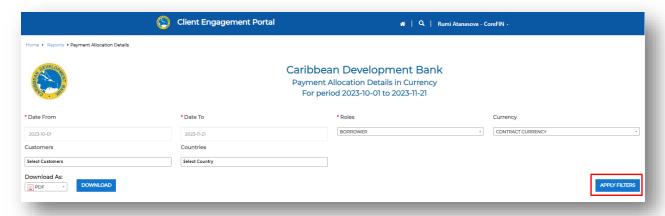
5.3 Payment Allocation

This report is run on all loan repayments to contracts to which the logged in User has access.

Liquidated contracts that have Payments within the reporting period are also included in the report.

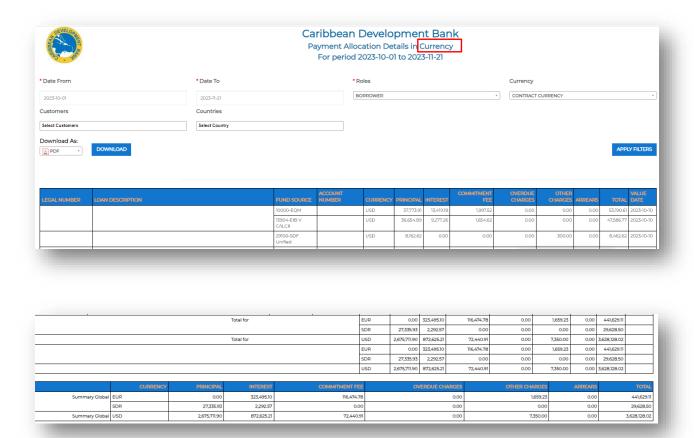
Before generating the report, you need to select the following parameters:

- Roles * This is a required field. For instance, Borrower, Guarantor, Executing Agency, etc. Only one can be selected
- Date From * start date for generating the report, this is a required field
- Date To * end date for generating the report, this is a required field
- Currency a dropdown list, the user can select one option: "Contract Currency" or "USD Equivalent"
- Countries multi-selection possible by clicking in the box
- Customers multi-selection possible by clicking in the box
- Apply Filters button after clicking, the data is visualized according to the selected criteria

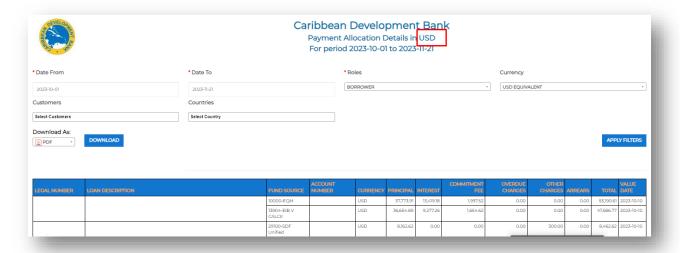


Note that the "Date From" and "Date To" Dates can be entered via the Calendar (icon to the right of the text box) or directly into the text box in the format M/D/YYYY (Month/Day/Year).

When the report is displayed in "Currency", the columns and row totals are grouped into different currencies:



When the report is displayed in "USD", the columns and row totals are only displayed in the USD equivalent:





Once generated, the report shows the following:

- *Currency* Currency of transactions or USD equivalent (dependent of the option in the currency parameter)
- Principal total principal paid within the reporting period
- Interest total interest paid within the reporting period
- Commitment Fee total commitment fee paid within the reporting period
- Overdue Charges Paid Transfer Fee within the reporting period
- *Arrears* Paid Principal, Interest, Commitment Fee and Transfer Fee within the reporting period due from previous billing periods
- *Total* total of the row
- *Value date* the date of the physical payment receipt of the monies from the borrower to the Caribbean Development Bank

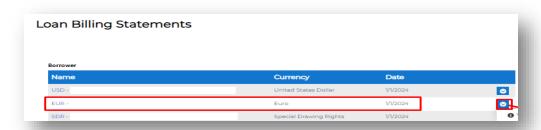
5.4 Billing Statement

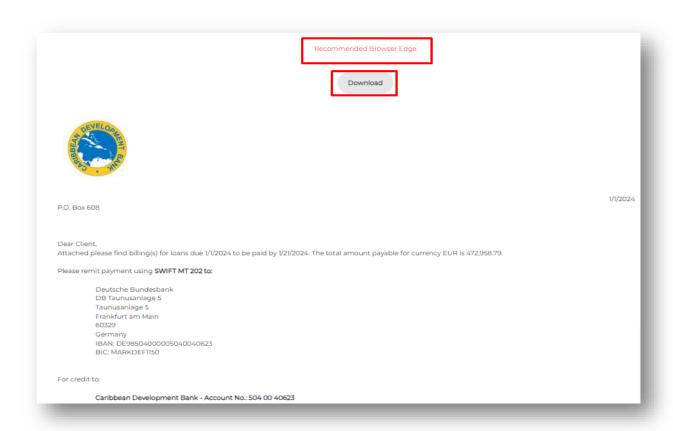
Each authorised user has the ability to see the latest Billing Statement Document for all roles assigned to the company – Borrower, Executing Agencies, Grantee or Central Bank.

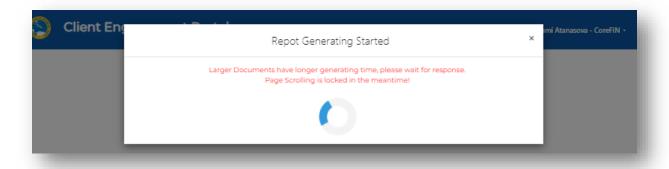
Billing Statements for active Quarterly loans are generated at each quarter of the calendar year - on January 1st, April 1st, July 1st and October 1st. Statements for Bi-Annual loans are generated on the relevant date.

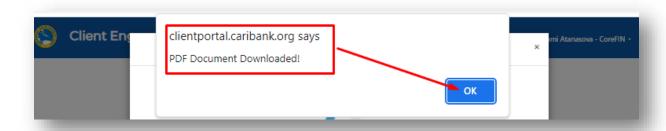
The Billing Statement Report shows the latest Billing Statement Documents.

Upon clicking on the button , you can review, download and print the generated document, as visualised step by step below:









ST ST	Caribbean Development Bank		
	Statement of Account for	as at 1/1/2024	
Summary of Loan by Fund	1		
Account No. Fund 10000 - E	EQM		
Description			
Currency	EUR Net Approved	5,417,000.00	
Interest	2.75% Disbursed	2,889,666.77	
Interest Subsidy Interest Overdue	0.00% Undisbursed	2,527,333.23 2,889,666.77	
Commitment Fee	3.75% Outstanding(Including Arrears) 1.00% Final Repayment	2,889,666.7	
Total Principal	t Fee		
Total Principal Interest and Commitment Interest Commitment Fee Sub-Total Copitalised Interest and C		19,866.4 6,318.3 26,184.7 29,866.4	
Total Principal Interest and Commitment Interest Commitment Fee Sub-Total Capitalised Interest and Counterest		19,866.4: 6,318.3: 26,184.7! -19,866.4:	
Total Principal Interest and Commitment Interest Commitment Fee Sub-Total Capitalised Interest and Clinterest Commitment Fee		19,866.4 6,318.3 26,184.74 -19,866.4 0.00	
Interest and Commitment Interest Commitment Fee Sub-Total Cognitulised Interest and Countries Commitment Fee Sub-Total Cognitulised Sub-Total Commitment Fee Sub-Total		19,866.4 6,318.3 26,184.74 -19,866.4 0.00	
Interest and Commitment Interest Commitment Fee Sub-Total Capitalised Interest and Commitment Fee Sub-Total Commitment Fee Sub-Total Other Charges Interest Overdue		19,866.4: 6,318.3: 26,184.7: -19,866.4: -19,866.4:	
Interest and Commitment Interest Commitment Fee Sub-Total Capitalised Interest and Counterest Commitment Fee Sub-Total Other Charges Interest Overdue Other Charges Other Charges		19,866.4: 6,318.3: 26,184.7: -19,866.4: -19,866.4:	
Interest and Commitment Interest Commitment Fee Sub-Total Capitalised Interest and Counterest Commitment Fee Sub-Total Other Charges Interest Overdue Other Charges Other Charges		19,866.4: 6,318.3: 26,184.7! -19,866.4: 0,00 -19,866.4:	
Interest and Commitment Interest Commitment Fee Sub-Total Capitalised Interest and Commitment Fee Sub-Total Other Charges Interest Overdue Other Charges Sub-Total		19,866.4 6,318.3 26,184.7 -19,866.4 0.0 -19,866.4	
Interest and Commitment Interest Commitment Fee Sub-Total Capitalised Interest and Counterest Commitment Fee Sub-Total Other Charges Interest Overdue Other Charges Sub-Total		19,866.4: 6,318.3: 26,184.7! -19,866.4: 0.00 -19,866.4: 0.00 0.00	
Total Principal Interest and Commitment Interest Commitment Fee Sub-Total Capitalised Interest and Commitment Fee Sub-Total Other Charges Interest Overdue Other Charges Sub-Total Arrears Principal Interest		19,866.44 6,318.33 26,184.76 -19,866.44 -19,866.44 -0,00 -0,00 -0,00 -0,00 -0,00 -0,00	
Principal Total Principal Interest and Commitment Interest Commitment Fee Sub-Total Capitalised interest and Co Interest Commitment Fee Sub-Total Other Charges Interest Overdue Other Charges Sub-Total Arrears Principal Interest Commitment Fee Other Charges		19,866.41 6,318.31 26,184.75 -19,866.41 -19,866.41 -0,00 -0,00 -0,00	



5.5 Disbursement Details

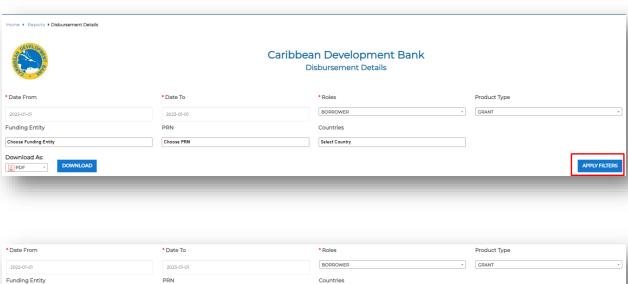
The Disbursement Details Report shows a summary of disbursements for the selected period.

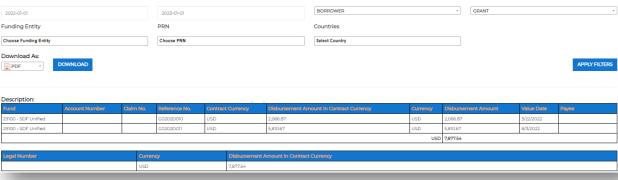
Liquidated contracts that had disbursements within the selected period are included in the report.

Before generating the report, we need to select the following parameters:

- Roles * This is a required field. For instance, Borrower, Guarantor, Executing Agency, etc. Only one can be selected
- Product Type select a product type from the drop-down list
- Date From * start date for the report, this is a required field
- Date To * end date of the report, this is a required field
- Countries multi selection possible by clicking in the box
- PRN multi selection possible by clicking in the box
- Funding Entity multi selection possible by clicking in the box
- Apply Filters button after clicking, the data is visualized according to the selected criteria

Note that the "Date From" and "Date To" Dates can be entered via the Calendar (icon to the right of the text box) or directly into the text box in the format M/D/YYYY (Month/Day/Year).







5.6 Portfolio Report

The Portfolio Report shows KPIs of the respective loan and grant contracts.

The following columns are calculated as per a specific date:

- Adjustment Amount
- Net Amount
- Disbursed
- Repaid
- Outstanding

Before generating the report, we need to select the following parameters:

- As At Date * a required field, by default the current date is set
- Roles * This is a required field. For instance, Borrower, Guarantor, Executing Agency, etc. Only one can be selected.
- Agency a multiple select field, the user can select more than one option

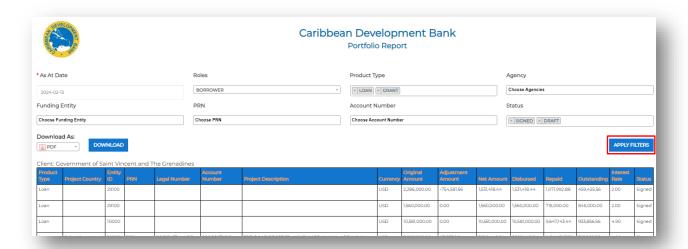
For instance:

If the Role is Borrower, then the Agency Parameter will show only the Borrower that is logged in to the Portal.

If the Role is Executing Agency, then the Agency Parameter will show all the different Borrowers for which the logged in entity is the Executing Agency.

If the Role is Guarantor, then the Agency Parameter will show all the different Borrowers for which the logged in entity is the Guarantor.

- Product type multi selection possible
- Funding Entity multi selection possible
- PRN multi selection possible
- Account Number multi selection possible
- Status multi selection possible
- APPLY FILTERS after clicking, the data is visualized according to the selected criteria



VI. PORTAL ROLES

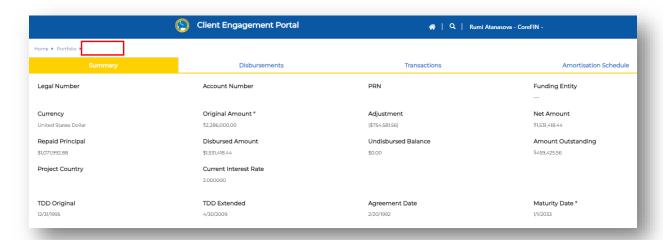
The following portal roles are currently defined:

6.1 Borrower

A Borrower role has access to see all sections and reports under the Areas "Reports" and "Portfolio".

The following tabs are visible under the Portfolio area:

- Summary
- Disbursements
- Transactions
- Amortisation Schedule



The following reports are visible under the Reports area:

- Interest Rate Notice
- Payment Allocation
- Billing Statement
- Disbursement Details
- Portfolio Report

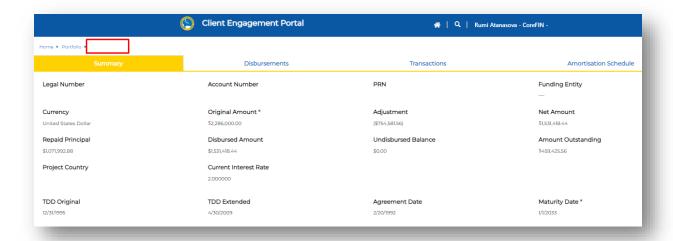


6.2 Executing Agency

An Executing Agency role has access to see all sections and reports under the Areas "Reports" and "Portfolio".

The following tabs are visible under the Portfolio area:

- Summary
- Disbursements
- Transactions
- Amortisation Schedule



The following reports are visible under the Reports area:

- Interest Rate Notice
- Payment Allocation
- Billing Statement
- Disbursement Details
- Portfolio Report

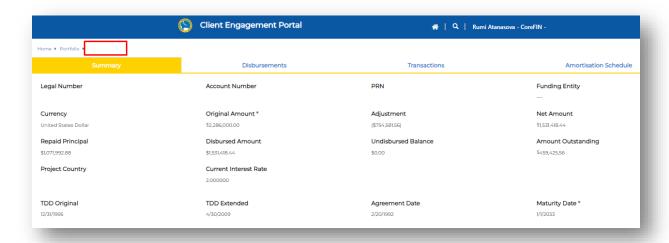


6.3 Central Banks

A Central Banks role has access to see all sections and reports under the Areas "Reports" and "Portfolio".

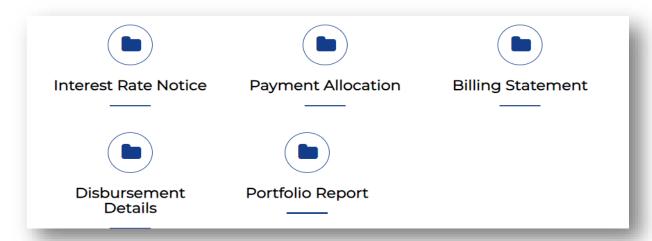
The following tabs are visible under the Portfolio area:

- Summary
- Disbursements
- Transactions
- Amortisation Schedule



The following reports are visible under the Reports area:

- Interest Rate Notice
- Payment Allocation
- Billing Statement
- Disbursement Details
- Portfolio Report

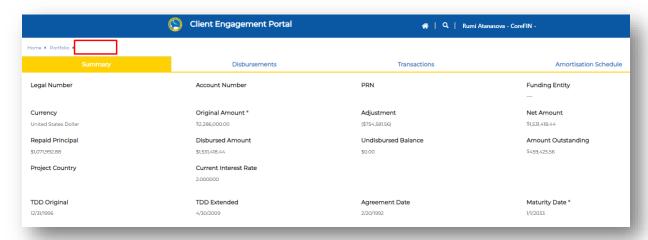


6.4 Guarantor

A Guarantor role has access to all sections and reports under the Areas "Reports" and "Portfolio".

The following tabs are visible under the Portfolio area:

- Summary
- Disbursements
- Transactions
- Amortisation Schedule



The following reports are visible under the Reports area:

- Interest Rate Notice
- Payment Allocation
- Billing Statement
- Disbursement Details
- Portfolio Report

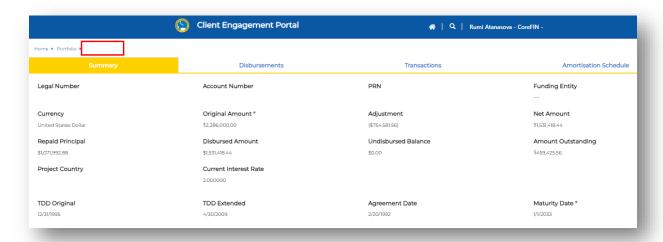


6.5 Grantee

A Grantee role has access to see the following sections and reports in the Area "Portfolio" and partially under "Reports".

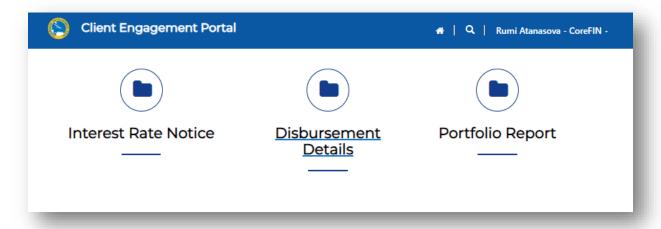
The following tabs are visible under the Portfolio area:

- Summary
- Disbursements
- Transactions (loans only)
- Amortisation Schedule (loans only)



The following reports are visible under the Reports area:

- Interest Rate Notice
- Disbursement Details
- Portfolio Report



6.6 Matrix

The table below shows the available areas and reports on the portal for each role. The data set shown is filtered by the respective company records for the respective role.

Areas & Web Roles	Borrower	Executing Agency	Central Banks	Guarantor	Grantee
Report - Interest Rate Notice	X	X	X	X	X
Report - Payment Allocation	X	X	X	X	
Report - Billing Statement	X	X	X	X	
Report - Disbursement Details	X	X	X	X	X
Report - Portfolio Report	X	X	X	X	X
Portfolio - Summary	X	X	X	X	X
Portfolio - Disbursements	X	X	X	X	X
Portfolio - Transactions	X	X	X	X	X
Portfolio - Amortisation Schedule	X	X	X	X	X