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## 1 BOARDS FOR ANDROID — UPDATING THE APP

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In order to maintain the maximum level of signature Diligent security, it is critical to use the latest version of Diligent Boards. This page describes how to enable automatic app updates to ensure that you are always up to date, and also lists the steps for manual app updating.

### Enabling automatic updates (Recommended)

- 1 Open the **Google Play Store** on your device.
- 2 At the top right of the screen, select the **profile** icon.
- 3 Select **Manage apps & device**.
- 4 Select **Manage > Diligent Boards**.
- 5 Select the **icon with three dots** to reveal more options..
- 6 Enable the **Enable auto update** option. This option ensures that your device will download updates to Diligent Boards as soon as they are available, without any further action on your part.

### Updating Diligent Boards manually

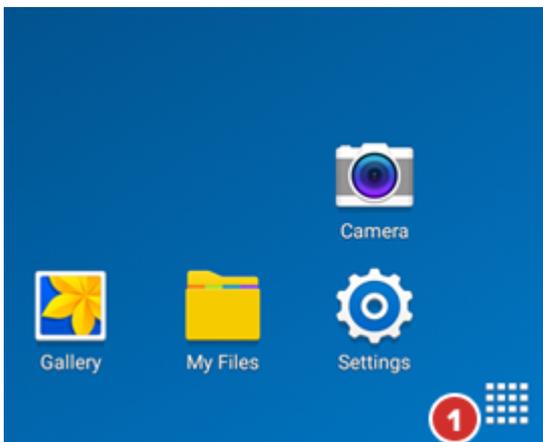
- 1 To update Diligent Boards manually, open the **Google Play Store**.
- 2 At the top right of the screen, select the **profile** icon.
- 3 Select **Manage apps & device**.
- 4 Locate Diligent Boards in the list, or find it using the **search** function.
- 5 Select **Update**.

**Note:** If Diligent Boards does not appear in the list, or does not have an "Update" option available, you are already using the latest version of the app and do not need to update.

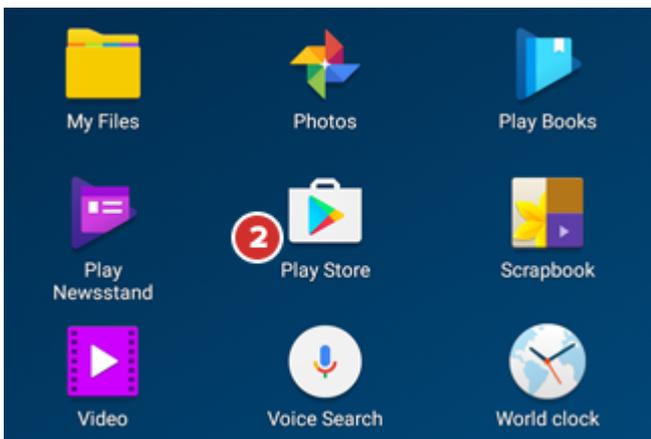
## 2 BOARDS FOR ANDROID — INSTALLING THE APPLICATION

Installing Diligent Boards from the Google Play Store on your Android device requires a Google account. If your Android device was issued by your organization and you are not authorized to install applications on it, please contact your site administrator for assistance.

1 To access the Google Play Store, select your device's Apps button:  or  to bring up an alphabetical list of all apps installed on your device.



2 Select the **Play Store** icon. You may have to swipe through your apps list to find it.



**Note:** You must have a Google account to download apps from the Play Store, and you may be prompted to enter your Google account credentials upon launch. If you do not have a Google account, follow the link to create one upon opening the Play Store.

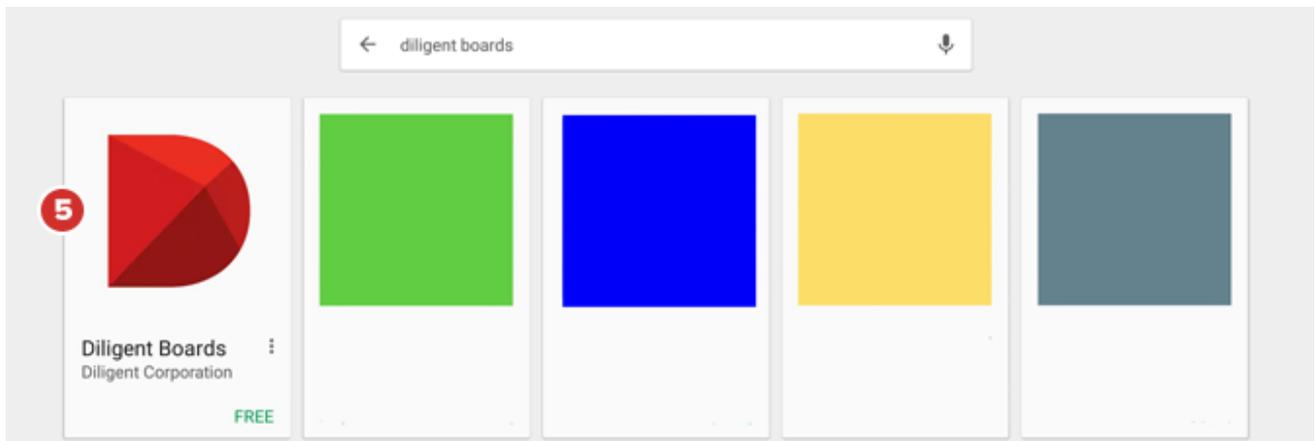
**Tip:** If you have an existing Google account, but do not remember the password, [click here for Google's self-service password reset website](#).

**3** In the search field, start typing the keywords **Diligent Boards**.

**4** A list of results will automatically appear. Select **Diligent Boards** when it appears in this list.



**5** Select the **Diligent Boards** tile.



**Note:** If you created a new Google account and the application did not download automatically, repeat steps 1 through 5, and sign in with your new Google account.

**6** Select the **Install** button. If prompted, select **Accept** on the alert that pops up.



## Diligent Boards

Diligent Corporation  
Everyone

INSTALL **6**

Designed for phones



Business



Similar

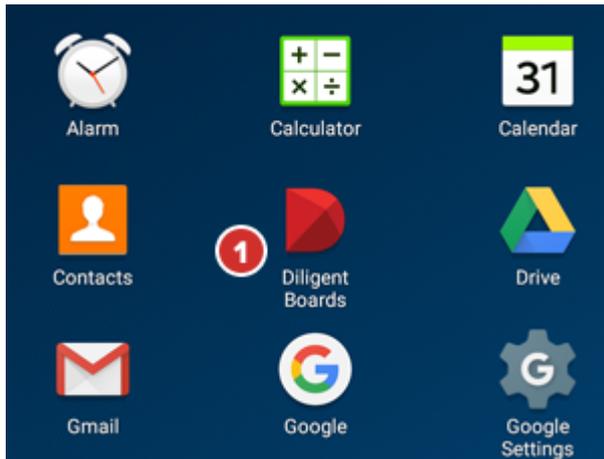
Securely access board meeting materials and communicate with your board.

[READ MORE](#)

### 3 BOARDS FOR ANDROID — WELCOME, LET’S GET STARTED!

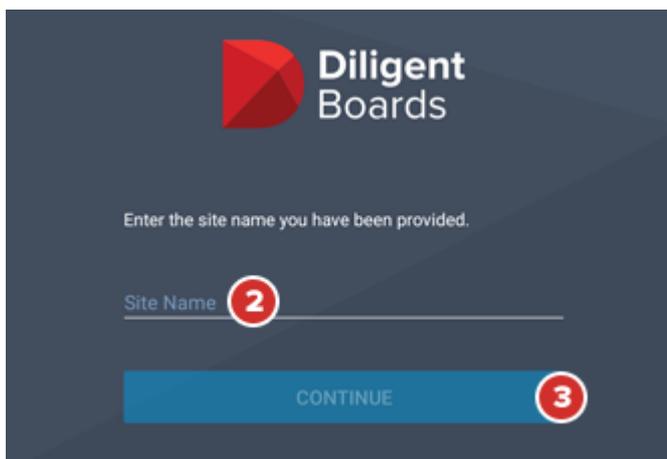
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1 Select your device’s Apps button to bring up an alphabetical list of all apps installed on your device. If installation was successful, the **Diligent Boards** icon will be on the list; you may have to swipe left or right through the list to see more of it. Select the **Diligent Boards** icon.



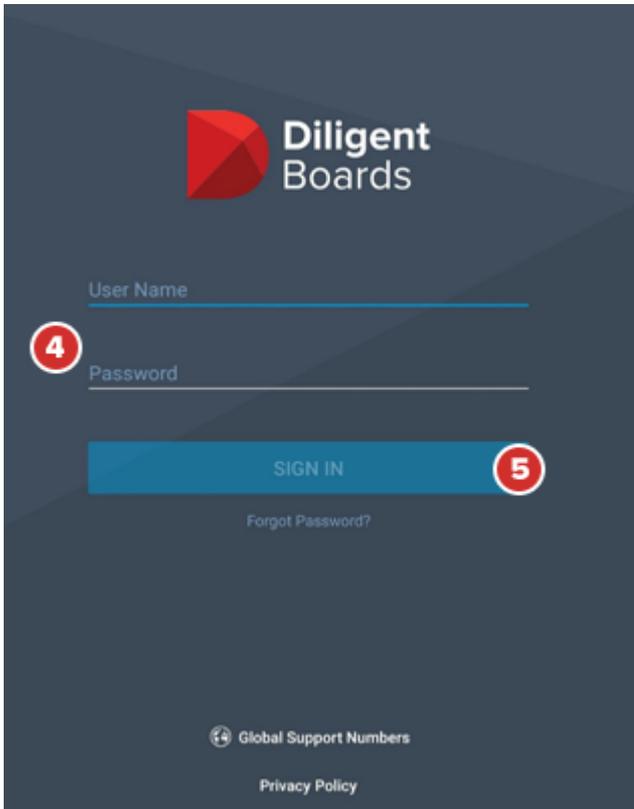
2 The first time you launch the application, you will need to enter the site name for your company. Select the Site Name field and enter the address that was provided to you by your Customer Success Manager.

3 Select **Continue** to proceed to the sign-in screen.



4 Enter the **user name** and the case-sensitive **password** provided to you.

5 Select **Sign In**.



**Note:** If you get a notice that your account has not been authorized, call the number listed in the notification.

6 If signing in for the first time, you may be prompted to set up your **Security Questions**.

**Note:** Security questions are used for identification purposes and may be required in the event of a password reset. This dialogue window will appear upon sign-in until all questions on file have been recorded.

7 Select a **Select a security question** field to display a list of available questions from which to choose.

Our records indicate that you have 2 security questions that have not been created. To better assist you in the event of a password reset, we need to collect this information so that we can verify your identity. Please take the time to create and answer the questions now.

Select a security question **7**  
None selected

**6**  
Select a security question  
None selected

SAVE

Not now

**8** Once you've selected a question, type your **answer** in the field below it.

**9** Select **Save**.

Our records indicate that you have 2 security questions that have not been created. To better assist you in the event of a password reset, we need to collect this information so that we can verify your identity. Please take the time to create and answer the questions now.

Select a security question  
None selected

What is/was your favorite pet's name?

Fluffy 8

Answer must be at least 5 characters (not including spaces)

CHANGE QUESTION CANCEL SAVE 9

SAVE

Not now

**10** Once you've provided answers to all Security Questions, select the **Save** button to save your questions and responses. If you select **Not now**, any responses you've entered will not be saved.

Our records indicate that you have 2 security questions that have not been created. To better assist you in the event of a password reset, we need to collect this information so that we can verify your identity. Please take the time to create and answer the questions now.

What is/was your favorite pet's name?

Fluffy

Who was your favorite teacher/professor?

Dr. Smith

SAVE

10

Not now

## 4 BOARDS FOR ANDROID — ACTIVATING FINGERPRINT AUTHENTICATION

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When fingerprint authentication is enabled, you can sign in to Diligent Boards using just your fingerprint (on supported devices and operating systems).

**Note:** Fingerprint authentication must be enabled by your Customer Success Manager. Your device must also have a fingerprint reader and you must have a fingerprint added in your device settings. Instructions on how to add a fingerprint differ by device.

**1** The first time you sign in to Diligent Boards after your administrator enables fingerprint authentication for your site, you will be presented with your **fingerprint authentication activation options**.

**Note:** If you are on multiple boards, fingerprint authentication must be enabled by Diligent for every board on which you sit in order to be available to you as an option.

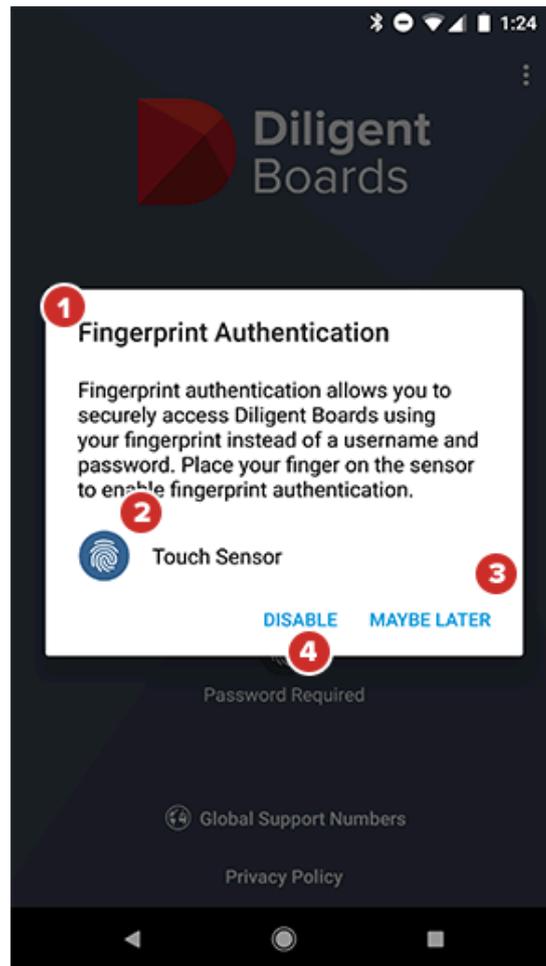
**2** To enable this feature, hold your finger to the sensor on your device. Upon confirmation that your fingerprint matches one stored on your device, you will be taken to your default home screen. You will now be able to use fingerprint authentication to sign in to Diligent Boards in the future.

**Note:** After three unsuccessful confirmation attempts, you will be taken to your default home screen and fingerprint authentication will not be activated. You will be able to attempt to activate fingerprint authentication again on your next sign-in.

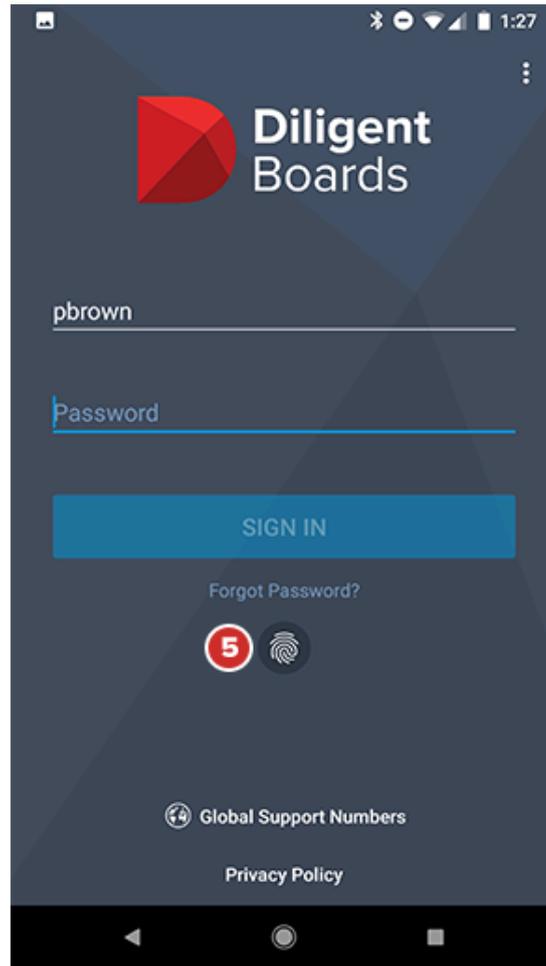
**Note:** For security purposes, this feature is not recommended for use on shared devices. Your Diligent Boards credentials will be associated with all fingerprints stored on your device, and other device users may be able to access your Diligent Boards materials.

**3** Choosing **Maybe Later** from the activation screen will bring you to your default home screen. You will be prompted again the next time you sign in.

**4** Choosing **Disable** from the activation screen will bring you to your default home screen, and you will not be prompted to activate this again.



5 If you would like to activate fingerprint authentication after choosing Disable, select the **Crossed-Out Fingerprint** icon on the Diligent Boards sign-in screen, enter your credentials, sign in, and follow step 2.

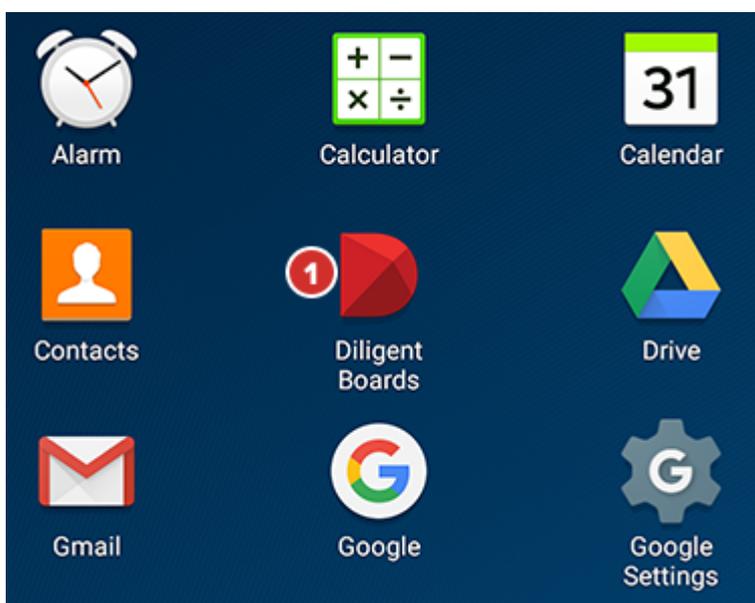


## 5 BOARDS FOR ANDROID — USING FINGERPRINT AUTHENTICATION

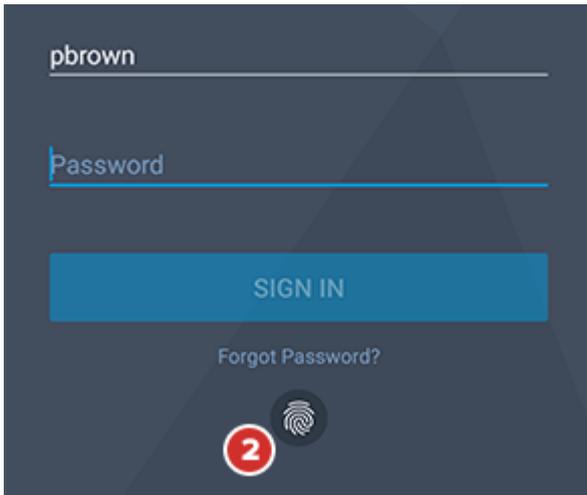
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Once fingerprint authentication is enabled and configured, you're ready to use it to confirm your identity for Diligent Boards sign-in and other authentication requirements.

1 Select the Diligent Boards icon to open the application as you normally would.



2 At the on-screen prompt, press and hold your **fingerprint** on your device's fingerprint sensor. After a second or two, you will be signed in and ready to use Diligent Boards.

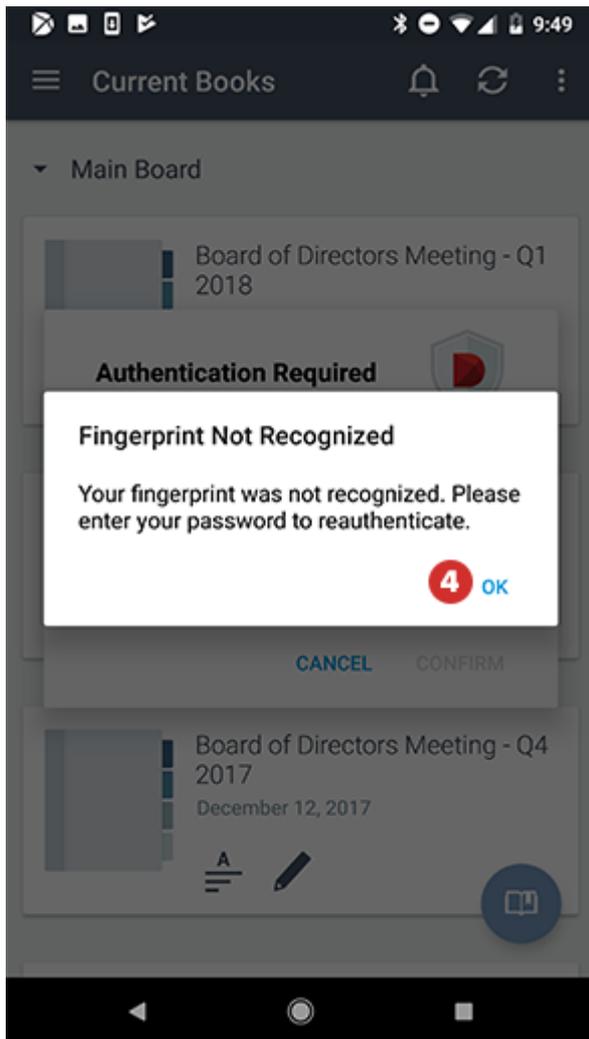


**Note:** If you are unable to sign in with a fingerprint, and are not prompted to enable fingerprint authentication after signing in with a password, contact your administrator or Diligent. This feature may not be enabled for your board site, your device may not support the technology, or fingerprint authentication may be disabled on your device.

**3** You will be able to use **fingerprint authentication** to confirm your identity any time you would normally be prompted to enter your credentials, including session expirations and selecting a different board site.



**4** If you are unable to sign in successfully via fingerprint authentication after three attempts, fingerprint authentication will be disabled and you will be prompted to **sign in with your username and password**.



**Note:** If fingerprint authentication is disabled, you can re-enable it by checking the “crossed-out fingerprint” icon on the sign-in screen, and following the instructions that subsequently appear.

## 6 BOARDS FOR ANDROID — ALERTS

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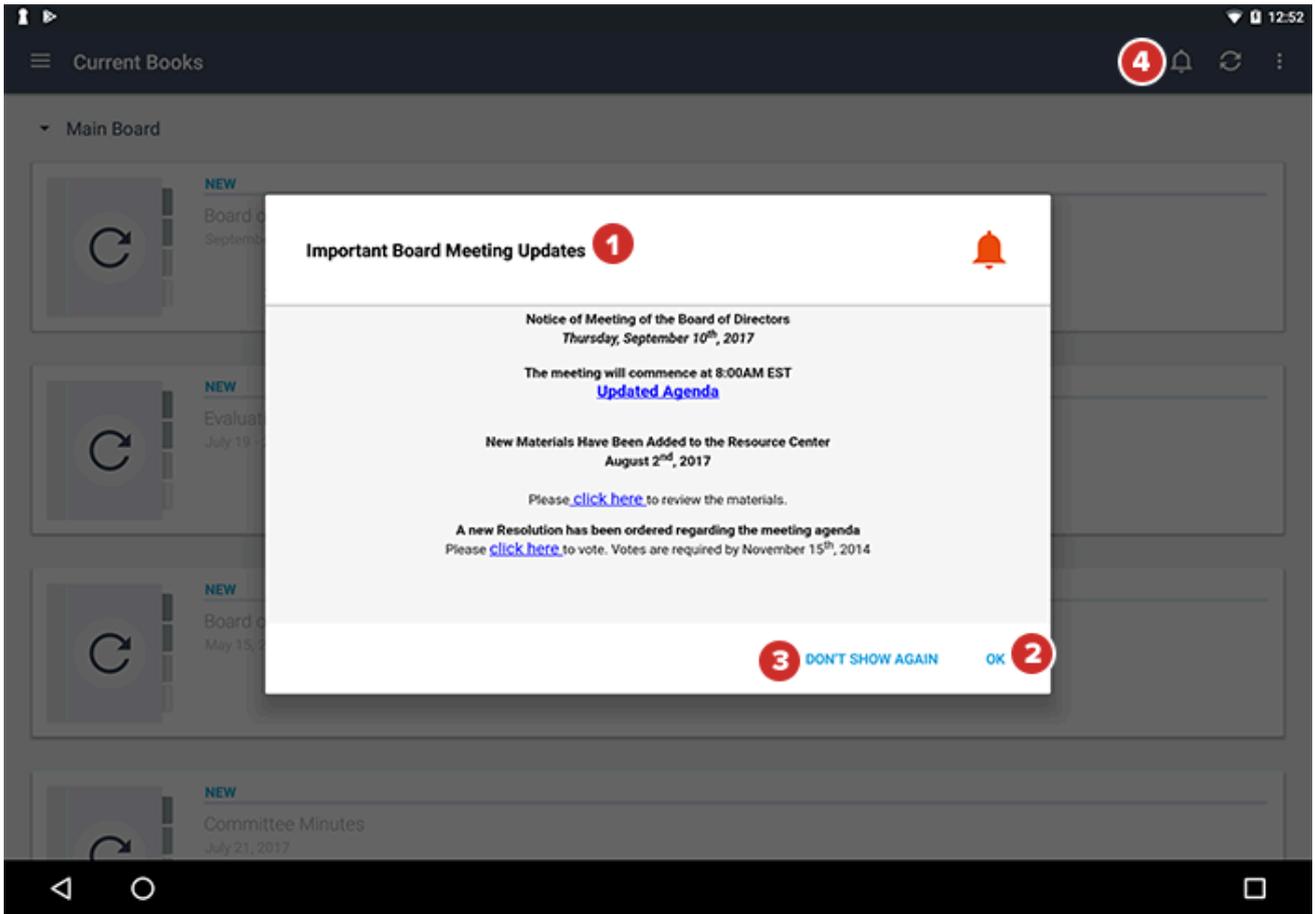
Your board administrator may notify you of important changes or announcements via an alert. This alert will appear when you sign in or check for updates.

**1** When you sign on to your board site, a window titled **Important Board Meeting Updates** may appear. This window will contain a message from your board administrator.

**2** Select the **OK** button to dismiss the message. The message will appear the next time you sign in or check for updates.

**3** If you don't want the current message to appear the next time you sign in or check for updates, select the **Don't Show Again** button.

**4** If you've dismissed the message, select the **Bell** icon to make it appear again.

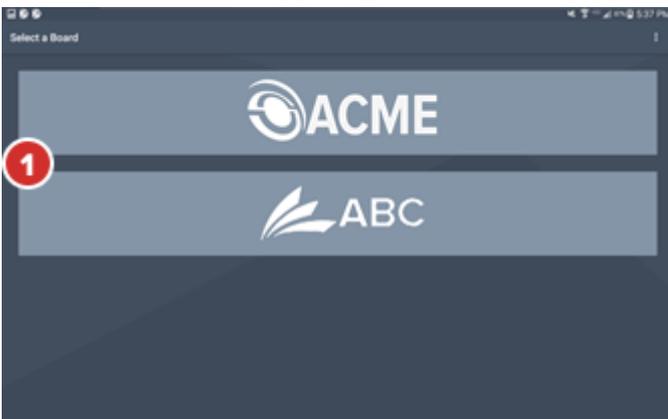


## 7 BOARDS FOR ANDROID — DOWNLOAD AND MANAGE CURRENT BOOKS

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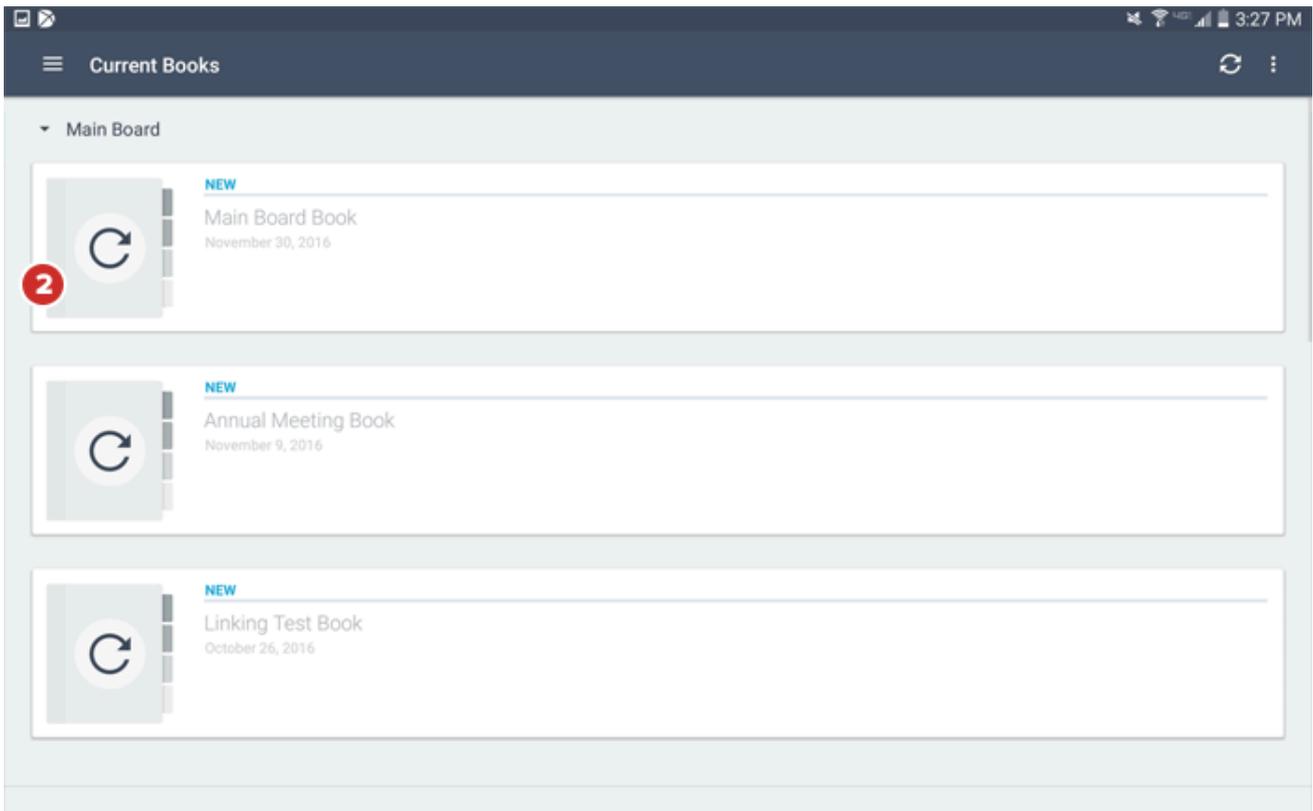
Diligent Boards for Android allows you to manage and sync your Board materials for each board.

1 If you sit on multiple boards, you may be presented with the **Board Selector** screen. Select a board to open by selecting its name or logo.



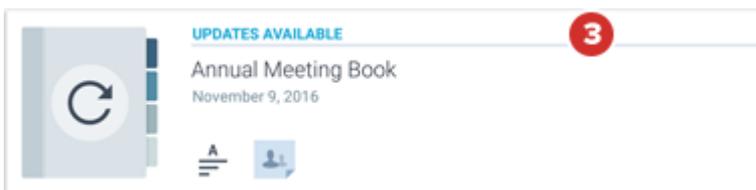
**Note:** If you do not sit on multiple boards, upon sign-in, you will be taken directly to the Current Books Hub, which lists your books for all available meeting groups.

2 Before you can view content in a book, you must first download, or sync, the book's contents to your device. Select the **Sync** icon to download the book. You can start reading a book while it syncs in the background.



**Note:** Sync times will vary based on the speed of your Internet connection and the amount of content contained in the book. Since cellular networks have more limited bandwidth and connectivity, it is strongly recommended to use a Wi-Fi connection whenever possible to reduce your sync times.

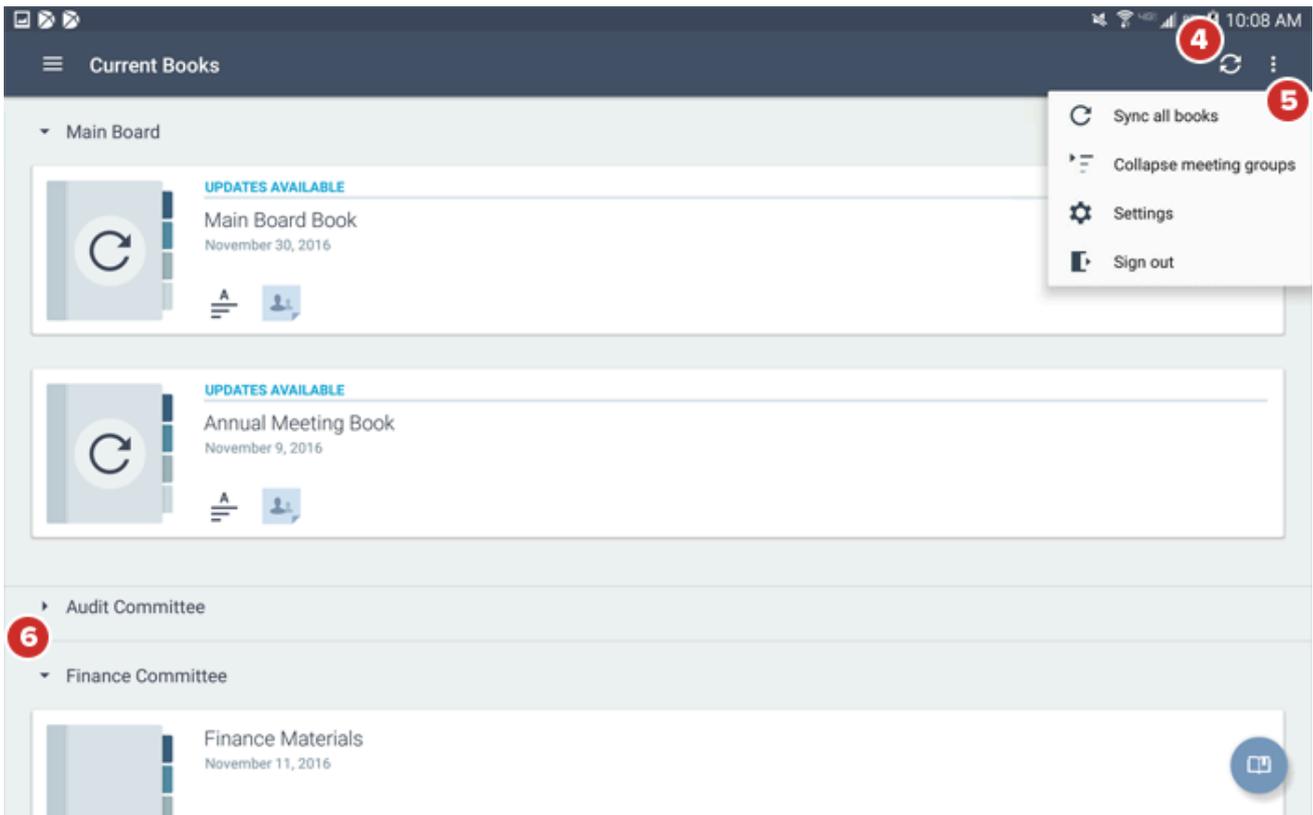
**3** Diligent Boards for Android will automatically check for updated versions of your books each time you log in. The book card for New or Updated Books will be labeled accordingly:



**4** From the top bar of the app, you can **Check for Updates** by selecting 

**5** Open the overflow menu (ellipsis icon) at the top right for the option to **Sync all books**.

**6** Your books are separated by the different meeting groups and committees that you may be a part of. Select the **arrow** next to a group or committee name to expand or collapse the list of books that it contains.



**Note:** You can also expand or collapse all meeting groups and committees at once by selecting the ellipsis at the top right of the screen and then selecting “Expand meeting groups” or “Collapse meeting groups.” Groups that you expand or collapse will remain that way across app sessions, even if you sign out and sign back in.

## 8 BOARDS FOR ANDROID — USING THE AGENDA AND OPENING A BOOK

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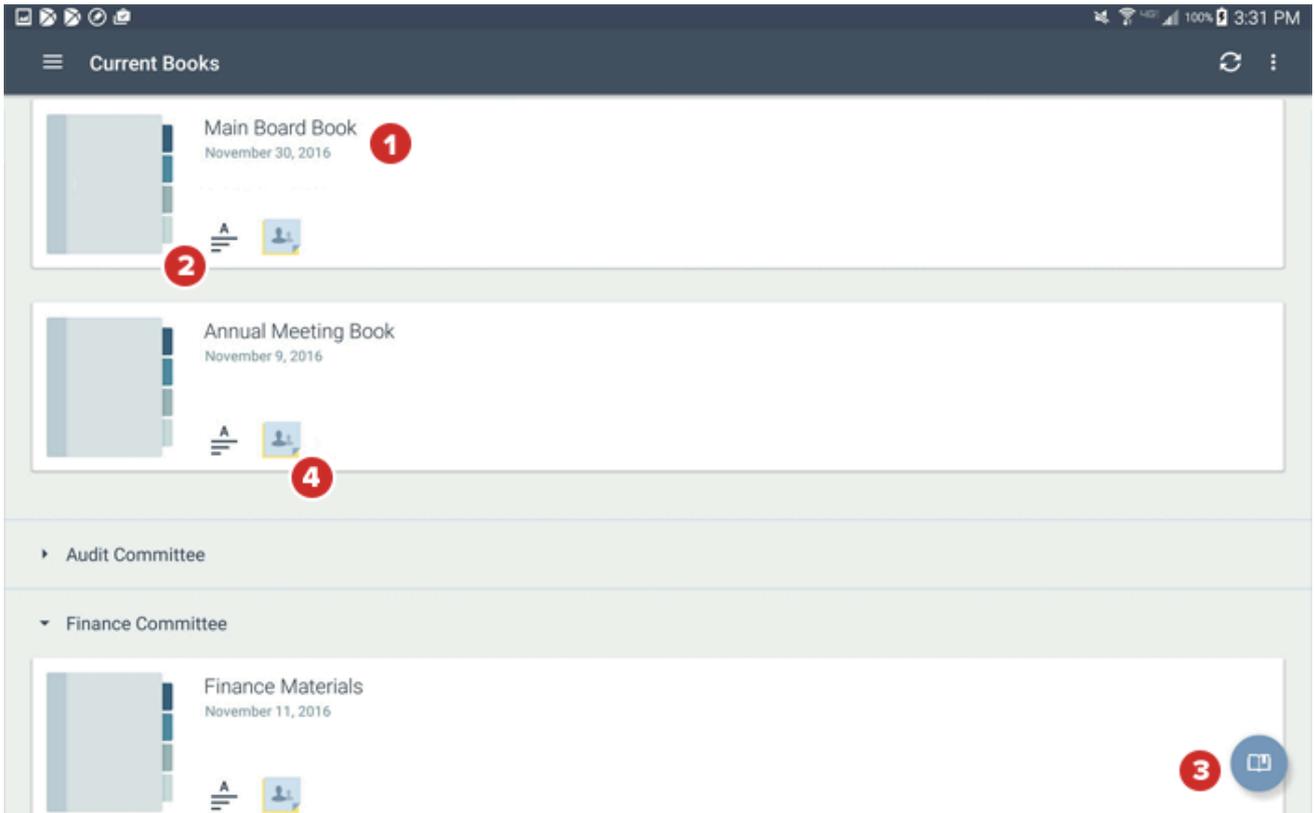
1 To open a new book to its first page, select the book icon or title.

**Note:** Books that you've previously opened will automatically open to the last page read when selected.

2 To go to the book agenda, select the **Go To Agenda** icon. If there is no agenda icon, the book does not contain an agenda tab.

3 To return to the book and location where you were last reading, select the **Resume Reading** icon in the bottom-right corner of the screen.

4 Books that contain annotations display an **annotation** icon on the book card, and books with voting documents display a **voting** message. Select those icons (for instance, a sticky note or highlighter icon) to go to the first relevant page with that content in the book.



The screenshot displays the 'Current Books' section of the Diligent mobile application. The interface includes a top navigation bar with a hamburger menu, the title 'Current Books', a refresh icon, and a settings icon. The main content area lists three books:

- Main Board Book** (November 30, 2016): A red callout '1' is positioned next to the book title. A red callout '2' is positioned next to the book icon.
- Annual Meeting Book** (November 9, 2016): A red callout '4' is positioned next to the book icon.
- Finance Materials** (November 11, 2016): A red callout '3' is positioned next to the book icon. A blue circular icon with a document symbol is located to the right of the book icon.

Below the books, there are two expandable sections: 'Audit Committee' (expanded) and 'Finance Committee' (collapsed). The 'Finance Committee' section contains the 'Finance Materials' book.

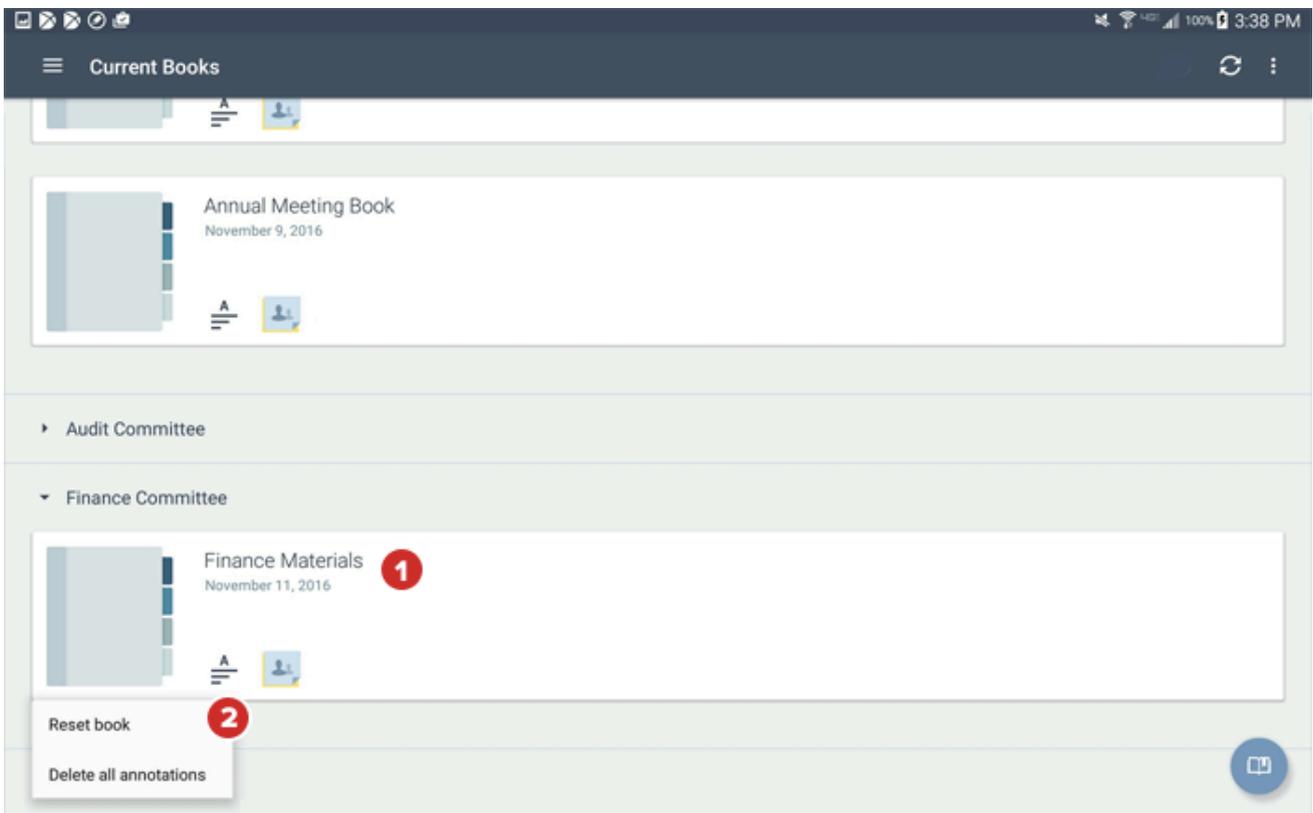
**Note:** See the [Annotations panel](#) and [View voting items](#) for more information.

## 9 BOARDS FOR ANDROID — RESETTING A BOOK

Individual books can be reset and removed from being stored offline.

**1** To remove an individual book from offline storage or delete its annotations, press and hold anywhere on the book card for several seconds.

**2** A menu will appear with options to **Reset book** or **Delete all annotations**. Selecting either option will prompt an alert to confirm your choice.



**Note:** If there are no associated annotations, you will only see the “Reset book” option. Resetting one or more books may permanently delete any associated unsynced page markups and may also delete your notes, depending on your site configuration.

## 10 BOARDS FOR ANDROID — THE SECTION MENU

The section menu allows you to access any section of your board site as needed, and hides itself when not in use.

1 Select the **section menu** icon in the upper-left corner.



2 The section menu will appear. Select your **name** to edit your account information.

3 If you sit on multiple boards, select **My Boards** to switch between them.

**Note:** If you do not sit on multiple boards, the “My Boards” button will not be present.

4 Select **Current Books** to see your list of active books for current and upcoming meetings.

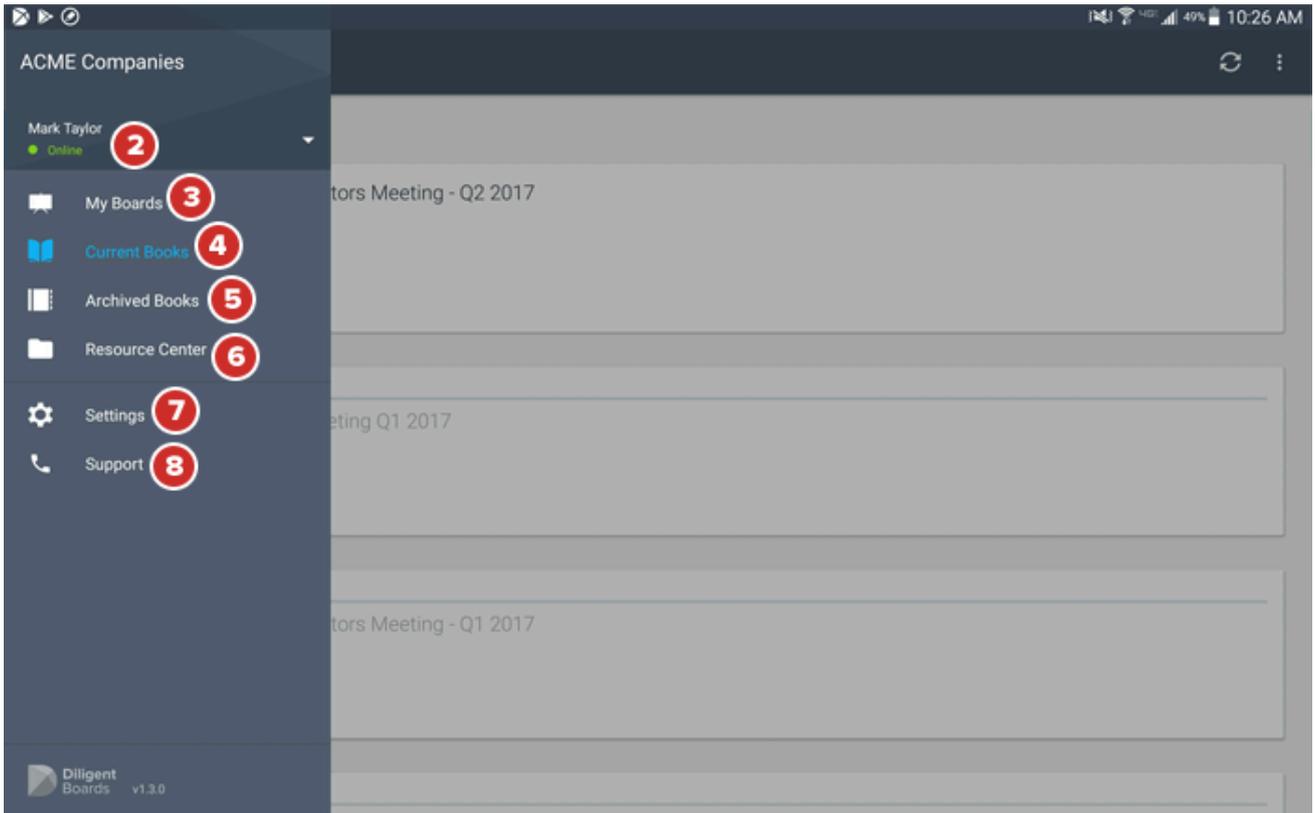
5 Select **Archived Books** to see a list of stored books from previous meetings.

6 The **Resource Center** contains a library of reference documents and governance information.

**Note:** Selecting any section will automatically close the section menu. If any of the above sections are not present, they have been disabled by your site administrator.

7 **Settings** contains a series of options for fine-tuning your board site experience.

8 The **Support** button displays the list of all regional support numbers.



## 11 BOARDS FOR ANDROID — UPDATE HISTORY OF A CURRENT BOOK

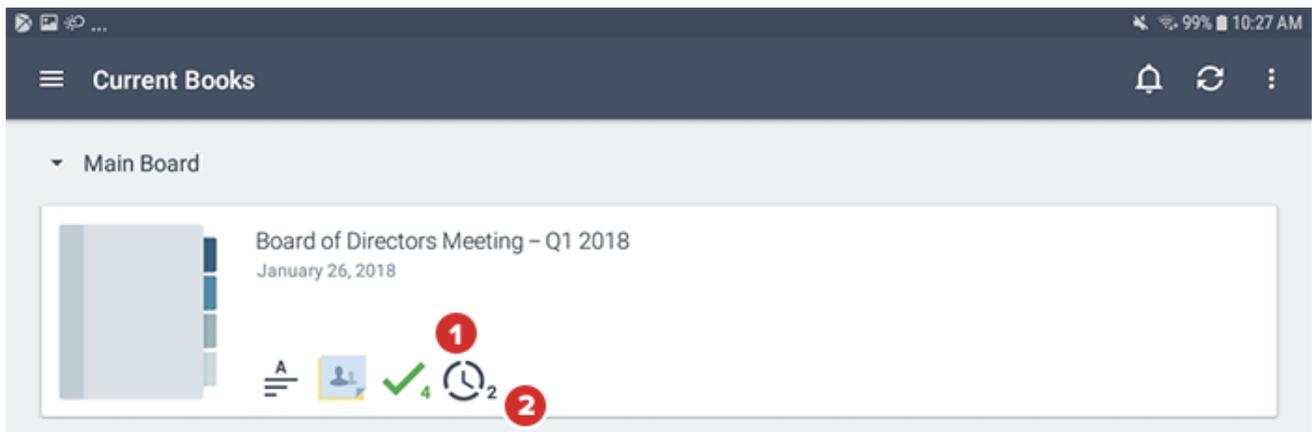
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A list of newly added or updated book documents can be viewed in a book's Update History.

1 An Update History icon will appear within the row of book details in the current bookshelf list, after you have successfully synced your book update.

**Note:** An Update History icon will only appear on sync if the book update includes document changes that your board administrator has chosen to publicize.

2 A number badge will display the number of updates that were made since the last time the book was synced.



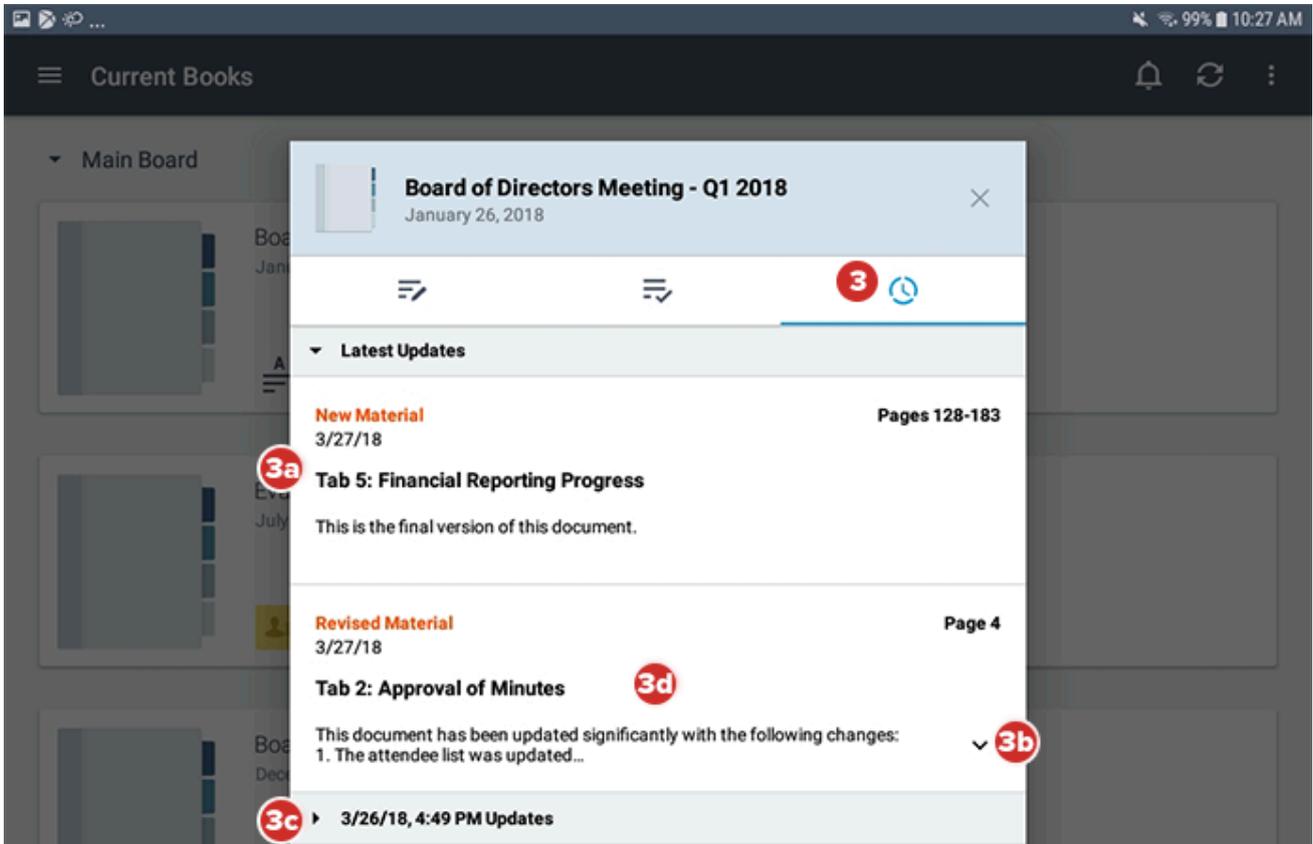
3 Selecting the **Update History** icon will open a list of both new and previously made updates.

3a Each list item will display the details of the updated document, including whether it is a new or revised document, the date of the change, the tab name, the affected page range, and a public comment from the administrator, if any.

3b An arrow icon will appear if there is additional comment information. Select the arrow to expand or collapse the full comment.

3c Previously synced updates will be collapsed at the bottom of the list so that only the sync date is visible. Select this label to expand this list of updates.

3d Selecting anywhere on a list item will navigate to that section of the book.



4 To view the Update History in the page view of a book, select the **Updates** icon that appears in the left-hand menu while viewing a page.

5 From the Update History navigation panel, you can view all of the updates in the book. List items will remain highlighted as you navigate through the relevant document.

📶 99% 🔋 10:27 AM
← Board of Directors Meeting - Q1 2018 | Tab 2: Approval of Minutes

**Update History**

▼ Latest Updates

**New Material** **Pages 128-183**  
3/27/18

**4 Tab 5: Financial Reporting Progress**

This is the final version of this document.

**Revised Material** **Page 4**  
3/27/18 **5**

**Tab 2: Approval of Minutes**

This document has been updated significantly with the following chan... ▼

▼ 3/26/18, 4:49 PM Updates

**New Material** **Page 7**  
3/26/18

**Tab 2: Approval of Minutes**

A new take on the previous document. Please confirm this look... ▼

**Revised Material** **Page 6**  
3/26/18

ABC COMPANY  
XYZ HOLDINGS, LIMITED  
A MAJOR FINANCIAL COMPANY, INC.

(Hereinafter referred to individually as a "Group," and collectively as the "Groups")

MINUTES OF THE GATHERING OF THE  
BOARDS OF DIRECTORS OF THE GROUP  
HELD ON December 1<sup>st</sup>, 2019

Pursuant to notice duly given by the Secretary of the Groups, a gathering of the Boards of Directors of the Groups was held on December 1<sup>st</sup>, 2019. On December 1<sup>st</sup> the meeting was held at the offices of XYZ Holdings, Inc.

**FURTHER RESOLVED.** "The major portion of concrete was mixed by machine at a cost of 66 cts. per yard, including wheeling to place, coal and running of mixing machine, wages being \$1.50 per day of 8 hrs. Stone was delivered alongside of machine and all material had to be wheeled in barrows upon the platform, and after mixing. Placing and running concrete around the forms cost. Per cu. yd., additional. Setting forms in invert cost per cu. yd., setting centers per cu. yd. Cost of setting forms and centers includes placing steel metal. Each lineal foot of 9" ft. sewer contained 1 cu. yd. of concrete, although the section only calls for 0.94 cu. yd. The excess was usually wasted by falling over sides of forms or being made too thick at crown.

**FURTHER RESOLVED.** The greater cost of the columns forms over the girders and top was due to the fact that the columns forms were handled almost exclusively by the carpenters, and also in setting them great care and much time had to be used to get them plumb and in line. The cost of the forms for the sides was about twice as great as that for the top and girders. The reasons for this are evident. The walls had forms on both sides, while the top needed forming only underneath it, the area covered on the forms being about 2,200 sq. ft. as compared to 1,000 sq. ft. The side forms had to be set plumb and kept so. The framing was done ahead, but nearly half of the lumber in the sides was erected as the concrete was being put in place. The forms for the top were all put in place before any concreting was done on the top, and the carpenters discharged. A much larger per cent. of common labor could be used in placing forms for top and girders than on the sides. The props were nearly all put in place by laborers. The extra cost of tearing down the forms for the top was due to the fact that the lumber all had to be handled one piece at a time through a small manhole in the top, and carried about 150 ft. to be piled.

There being no other business, upon a motion duly made and seconded, the meeting was adjourned at 4:00 p.m., Mountain Time.

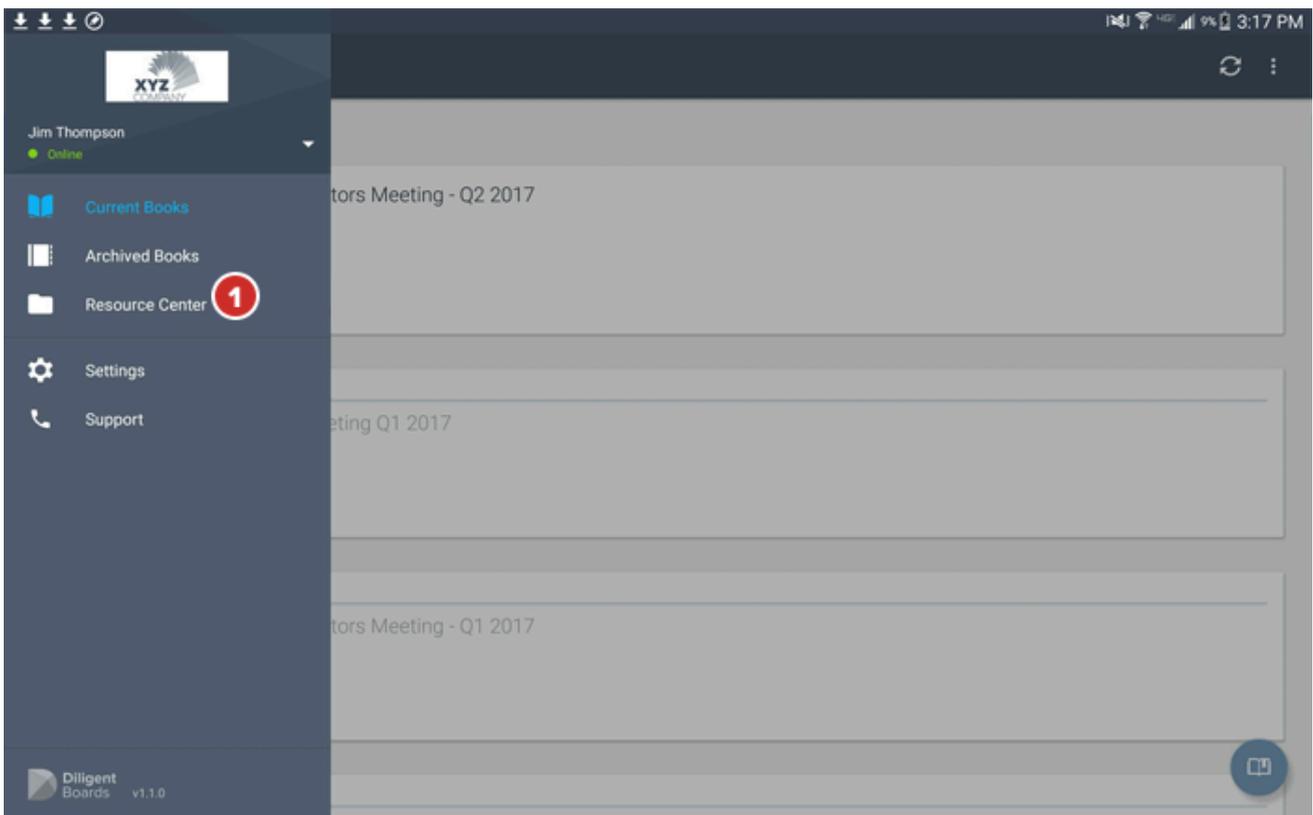
\_\_\_\_\_  
Mark Taylor  
President and Owner

4/254

## 12 BOARDS FOR ANDROID — RESOURCE CENTER

A library of reference documents and governance information can be found in the Resource Center.

1 To access the Resource Center, select the menu button in the top-left corner of the screen. Select **Resource Center** from the menu that appears.

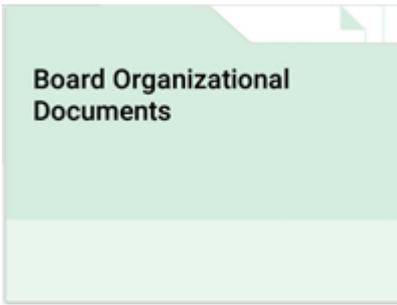


**Note:** The application will automatically check for recent updates or changes the first time you navigate to the Resource Center section after signing in.

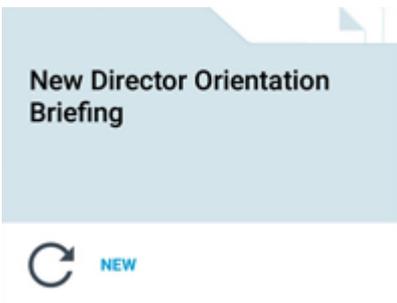
2 To manually check for updates in the Resource Center, select the **Check for Updates** icon in the top bar.

3 The Resource Center may contain a collection of offline and online-only items. **Online-Only** items require an Internet connection to access them. **Offline** items can be synced to the device for access at any time.

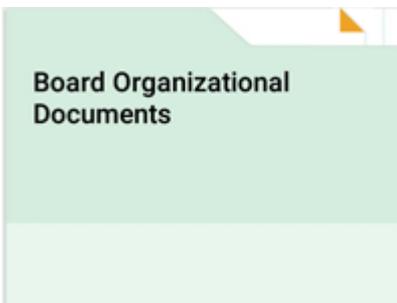
An online-only folder



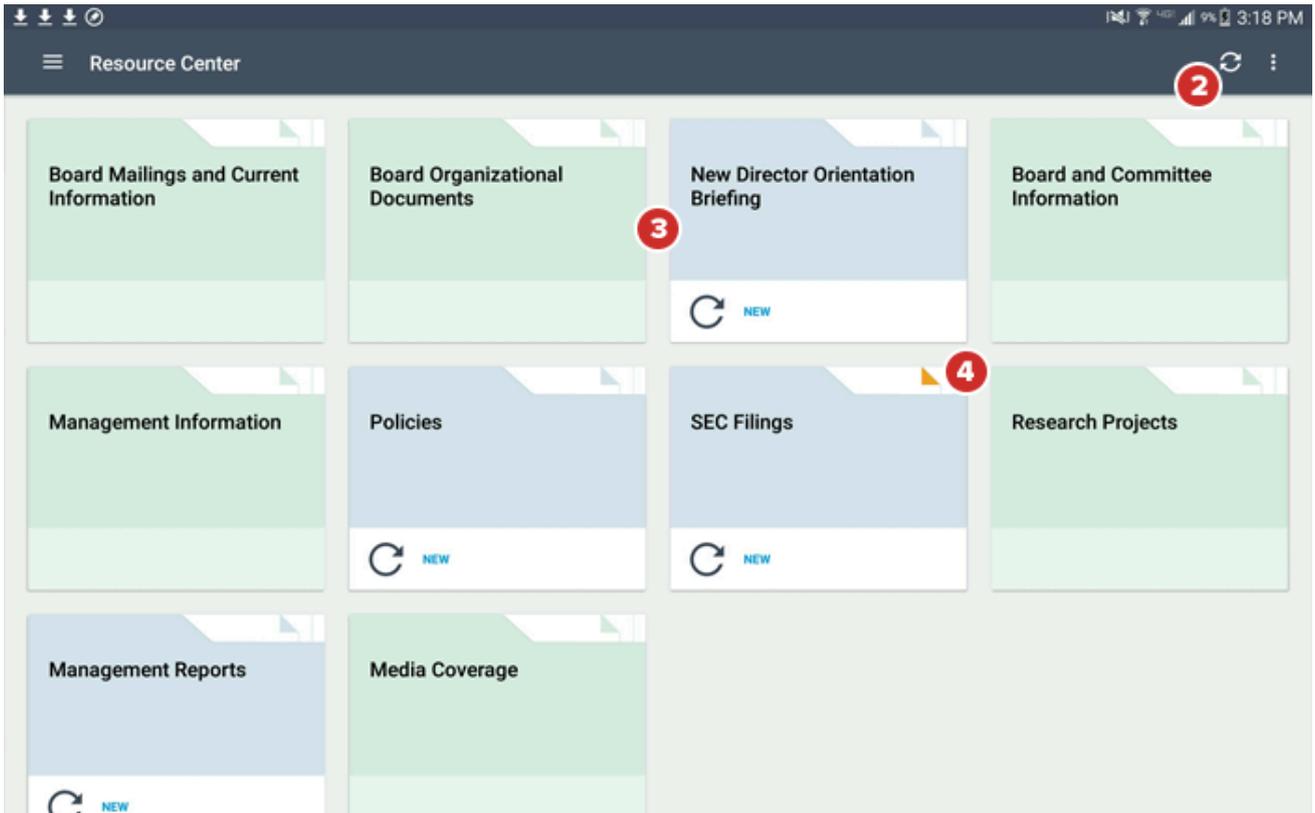
An offline folder



4 Folder cards that contain new or updated items will have a **Highlighted Corner**.

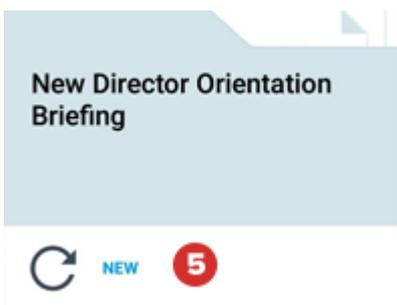


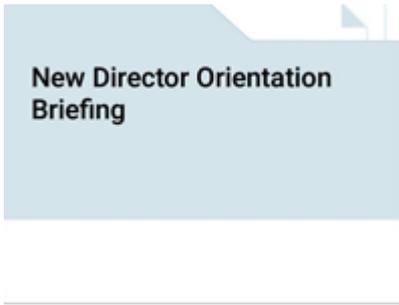
**Note:** New or updated items may only be highlighted for a designated period of time.



5 To sync every offline document in an offline folder, select the **Sync** arrow on the folder card. This will let you access those documents while offline.

An unsynced offline folder

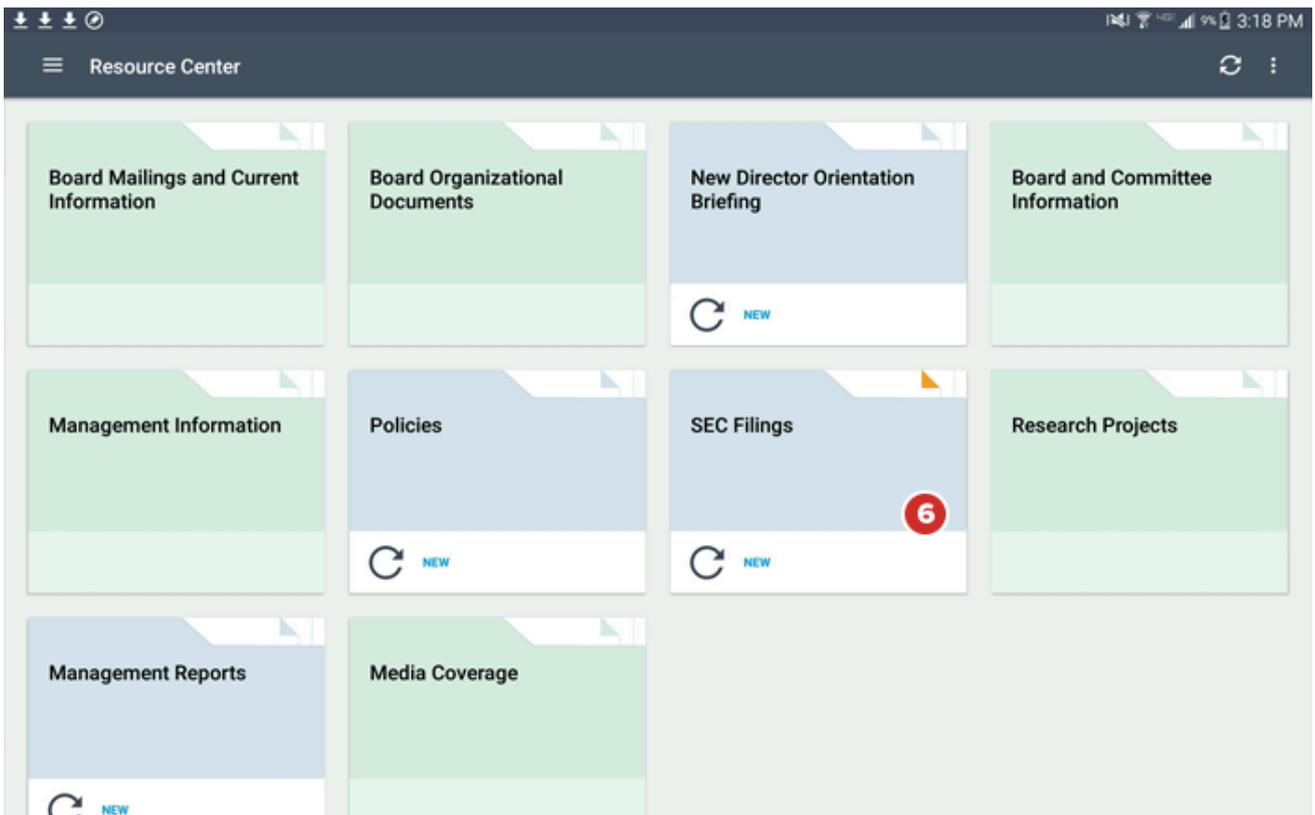




**Note:** Offline folders may contain online-only documents. These will require an Internet connection to view, even if the rest of the folder is synced.

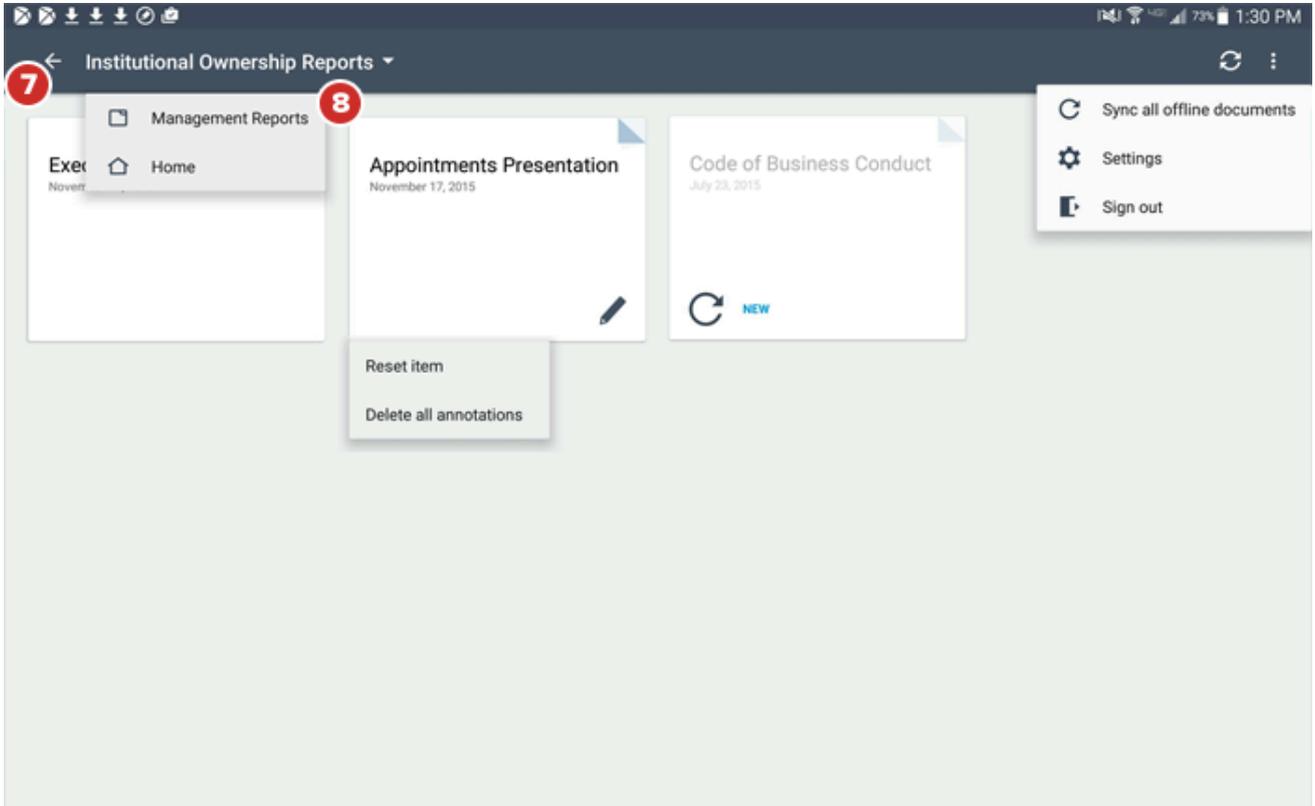


6 Select any folder tile to view the folder's contents. You can look inside offline folders even if you haven't synced them.



7 To go back to the last folder you were in, select the **Back** button.

**8** To see a list of all of the parent folders of the folder you are in, select the **Name of the Current Folder** at the top of the screen. Select any folder from the list that appears to return to that folder.



**9** New or updated documents will have a **Highlighted Corner**.



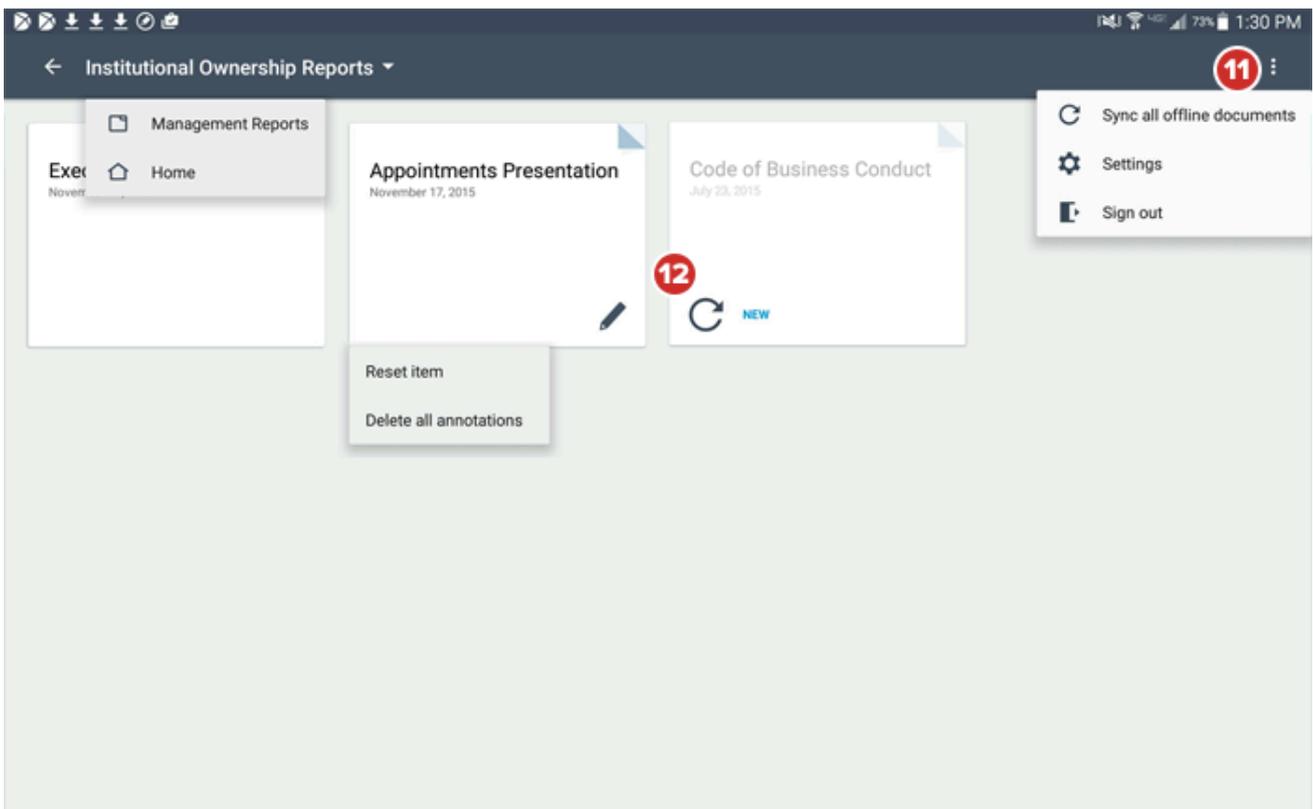
**10** To view an individual, unsynced offline document, you must sync it. Select the **Sync arrow** on the document.



**11** Open the overflow menu (ellipsis icon) for the option to **Sync all offline documents** in the current folder. Offline documents in sub folders will also sync.

**Note:** Selecting “Sync all” while viewing the top-level Resource Center folder will sync every offline document in the Resource Center.

**12** Select on a document to open it. You may be asked to sync.

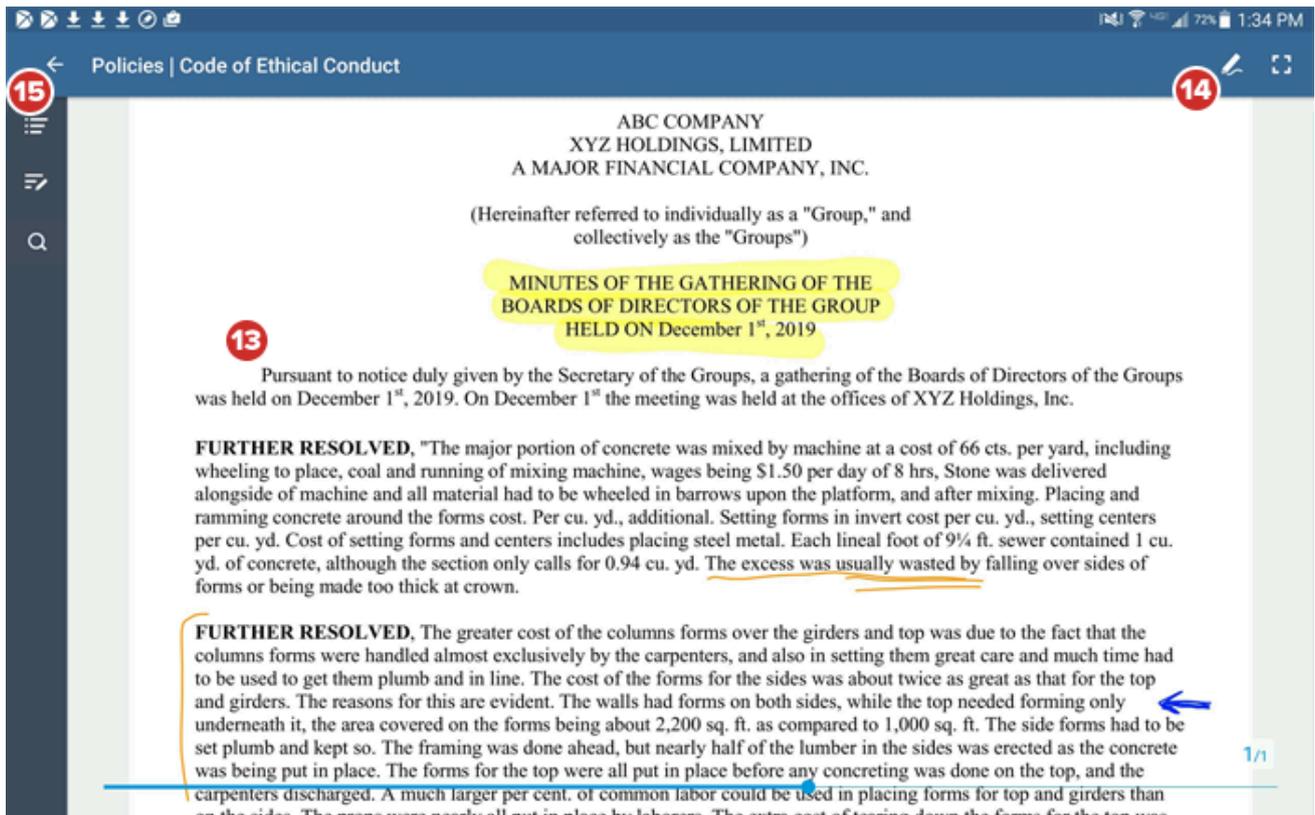


**13** Navigating a Resource Center document is like navigating a book. See [Book navigation – Viewing book contents](#) for more information.

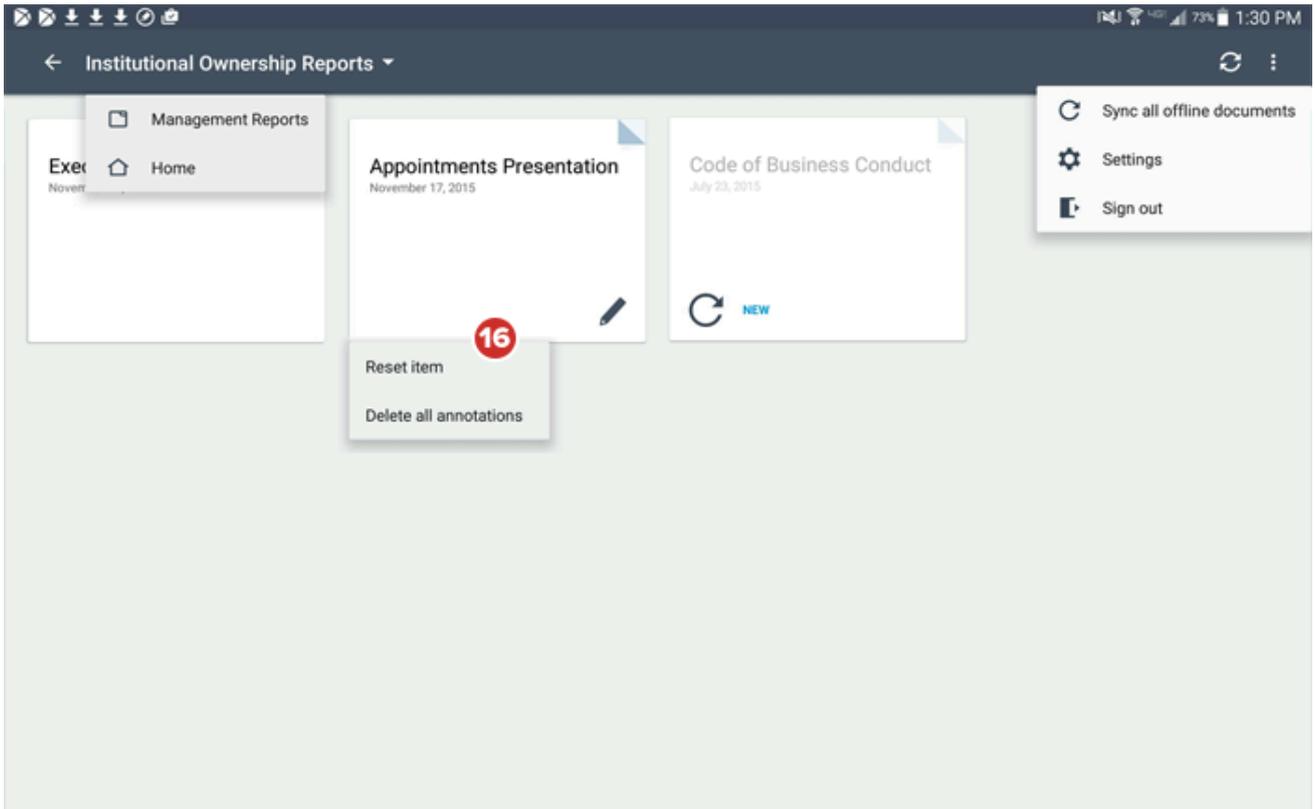
**14** Offline Resource Center documents have full annotation functionality. See the Book Annotations and Notes section for more information.

**Note:** Online-only documents cannot be annotated.

**15** When you're done using a Resource Center document, select the **Back** button.



**16** To remove a Resource Center document from your device, tap and hold until the Delete menu appears, and select **Reset item**. You can also tap and hold on a folder to remove all items in that folder from your device. You'll be able to get any of these documents back later by syncing.

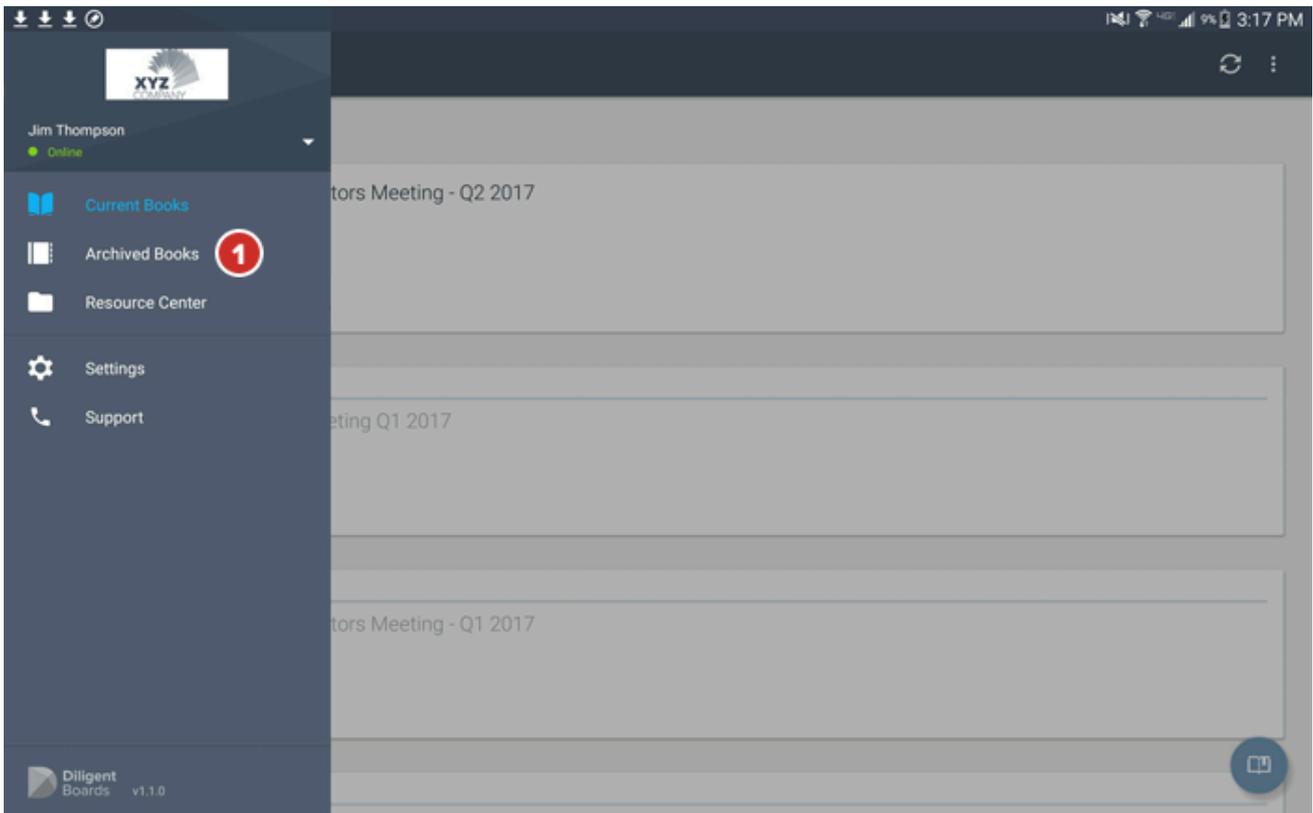


**Note:** If you tap and hold offline documents or folders, you'll also be given the option to remove all annotations from those items.

## 13 BOARDS FOR ANDROID — ARCHIVED BOOKS

Books from prior meetings can be viewed in the Archived Books section. Archived books are not synchronized to the Android device and require a Wi-Fi or cellular network to be viewed.

1 To access archived books, select the menu button in the top-left corner of the screen. Select **Archived Books** from the menu that appears.



2 Select the **Check for Updates** icon  in the top-right corner of the screen to manually check for updates to Archived Books.

**Note:** The application automatically checks for recent updates or changes the first time you navigate to the Archived Books section after sign-in.

3 If annotations were made on a book before it was archived, the **Annotations** icon will appear. This indicates that previously made annotations can be viewed. Annotations cannot be added to or updated once a book is archived

**Note:** Books can be archived with or without annotations at the discretion of your site's administrator.

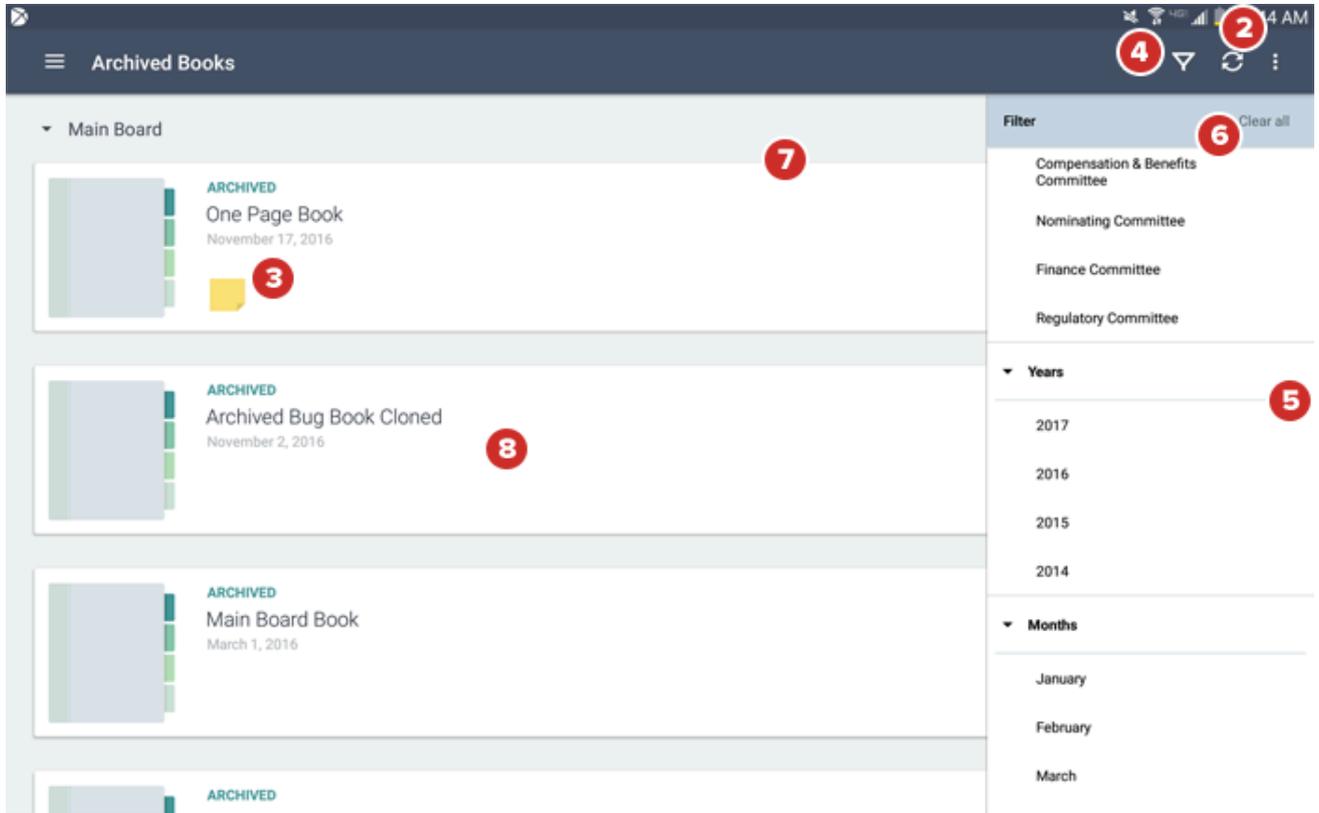
**4** To filter which books are displayed, select the **Filter** icon in the toolbar.

**5** Select the **filtering options** to only display books from certain committees, years and/or months. You can select more than one option from each category.

**6** To reset the filter options currently in use, select **Clear All**. You can also Clear individual filter categories

**7** To hide the Filter window, select anywhere outside of the window.

**8** To open an archived book, select anywhere on that book's card, and navigate just like you would a current book.



The screenshot shows the 'Archived Books' interface. At the top right, there is a toolbar with a filter icon (4), a refresh icon (2), and a menu icon (3). Below the toolbar is a 'Main Board' section containing three book cards. The first card is 'One Page Book' (November 17, 2016) with a callout (3) on its thumbnail. The second card is 'Archived Bug Book Cloned' (November 2, 2016) with a callout (8) on its title. The third card is 'Main Board Book' (March 1, 2016). To the right is a 'Filter' panel with a 'Clear all' button (6). The filter panel has three sections: 'Committee' with options 'Compensation & Benefits Committee', 'Nominating Committee', 'Finance Committee', and 'Regulatory Committee'; 'Years' with options '2017' (5), '2016', '2015', and '2014'; and 'Months' with options 'January', 'February', and 'March'. A callout (7) points to the 'Main Board' header.

**Note:** Archived Books are displayed from newest to oldest (based on meeting start date) within each committee, and are sorted alphabetically for same-day meetings.

**Note:** Archived Books that you've previously opened will automatically open to the last page read when selected.

## 14 BOARDS FOR ANDROID — BOOK NAVIGATION — VIEWING BOOK CONTENTS

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The Page View offers multiple ways to navigate and view the content of a book.

**1** The top app bar displays the name of the book and the current section.

**2** Selecting the **Back Arrow** in the top app bar returns you to the Current Books hub.

**Note:** Selecting your device's built-in back button will also return you to Current Books.

**3** Select the **Full Screen** icon to hide all of the buttons and bars, viewing only the content on the page.

Select the middle of the screen to display the top title bar and bottom page scroller while in full screen mode. You can exit full screen mode by selecting the icon in the top status bar again.

**Note:** You can also swipe down from the top of the screen to view the top status bar while in full screen mode.

**Note:** You can exit full Screen Mode instantly by selecting your device's built-in back button.

**4** Select the **Navigation** icon to view an outline of the book's tab sections. See the [Navigation panel](#) for more information on this and other ways to navigate.

**5** Select a **blue link** to be taken to a referenced section of the book, an external website or another application.

**6** Select the **left or right sides** of the document or swipe left or right to turn pages. Use a "pinch" gesture on the page view to zoom in or out.

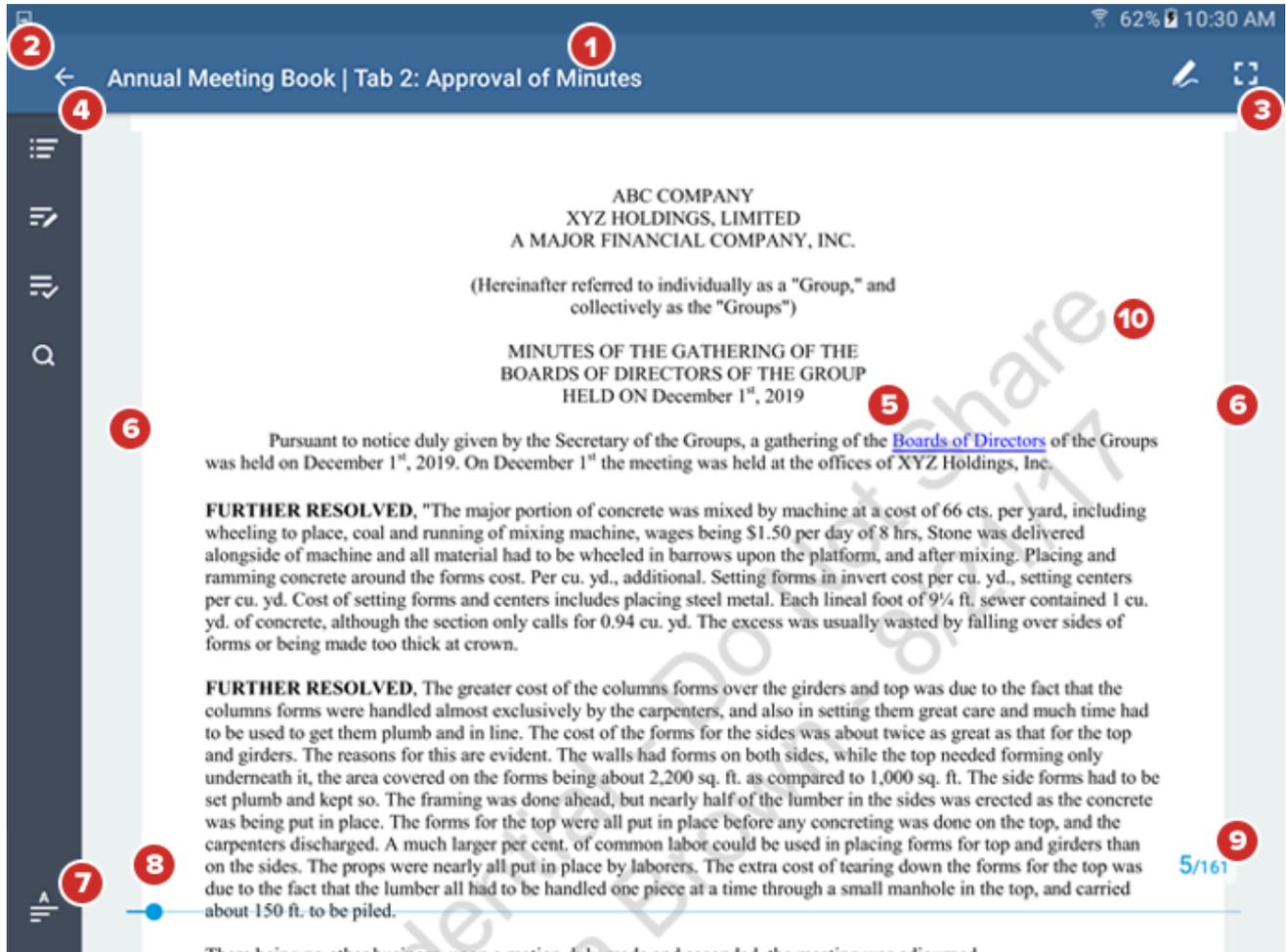
**7** To view the book agenda, select the **Agenda** icon. Select the icon in the same location on the agenda page to return to the page you were reading.

**8** Press and slide your finger on the **Page Slider** to quickly scroll through pages.

**9** To navigate to a specific page, select the **Page Number** display, type the page number in the field that appears and select **Go**.

**10** If you see a light **Watermark** on the page, your administrator has enabled watermarking on your site. You

cannot disable or change the watermark.



Annual Meeting Book | Tab 2: Approval of Minutes

ABC COMPANY  
XYZ HOLDINGS, LIMITED  
A MAJOR FINANCIAL COMPANY, INC.

(Hereinafter referred to individually as a "Group," and collectively as the "Groups")

MINUTES OF THE GATHERING OF THE  
BOARDS OF DIRECTORS OF THE GROUP  
HELD ON December 1<sup>st</sup>, 2019

Pursuant to notice duly given by the Secretary of the Groups, a gathering of the [Boards of Directors](#) of the Groups was held on December 1<sup>st</sup>, 2019. On December 1<sup>st</sup> the meeting was held at the offices of XYZ Holdings, Inc.

**FURTHER RESOLVED,** "The major portion of concrete was mixed by machine at a cost of 66 cts. per yard, including wheeling to place, coal and running of mixing machine, wages being \$1.50 per day of 8 hrs, Stone was delivered alongside of machine and all material had to be wheeled in barrows upon the platform, and after mixing. Placing and ramming concrete around the forms cost. Per cu. yd., additional. Setting forms in invert cost per cu. yd., setting centers per cu. yd. Cost of setting forms and centers includes placing steel metal. Each lineal foot of 9¼ ft. sewer contained 1 cu. yd. of concrete, although the section only calls for 0.94 cu. yd. The excess was usually wasted by falling over sides of forms or being made too thick at crown.

**FURTHER RESOLVED,** The greater cost of the columns forms over the girders and top was due to the fact that the columns forms were handled almost exclusively by the carpenters, and also in setting them great care and much time had to be used to get them plumb and in line. The cost of the forms for the sides was about twice as great as that for the top and girders. The reasons for this are evident. The walls had forms on both sides, while the top needed forming only underneath it, the area covered on the forms being about 2,200 sq. ft. as compared to 1,000 sq. ft. The side forms had to be set plumb and kept so. The framing was done ahead, but nearly half of the lumber in the sides was erected as the concrete was being put in place. The forms for the top were all put in place before any concreting was done on the top, and the carpenters discharged. A much larger per cent. of common labor could be used in placing forms for top and girders than on the sides. The props were nearly all put in place by laborers. The extra cost of tearing down the forms for the top was due to the fact that the lumber all had to be handled one piece at a time through a small manhole in the top, and carried about 150 ft. to be piled.

There being no other business, upon a motion duly made and seconded, the meeting was adjourned.

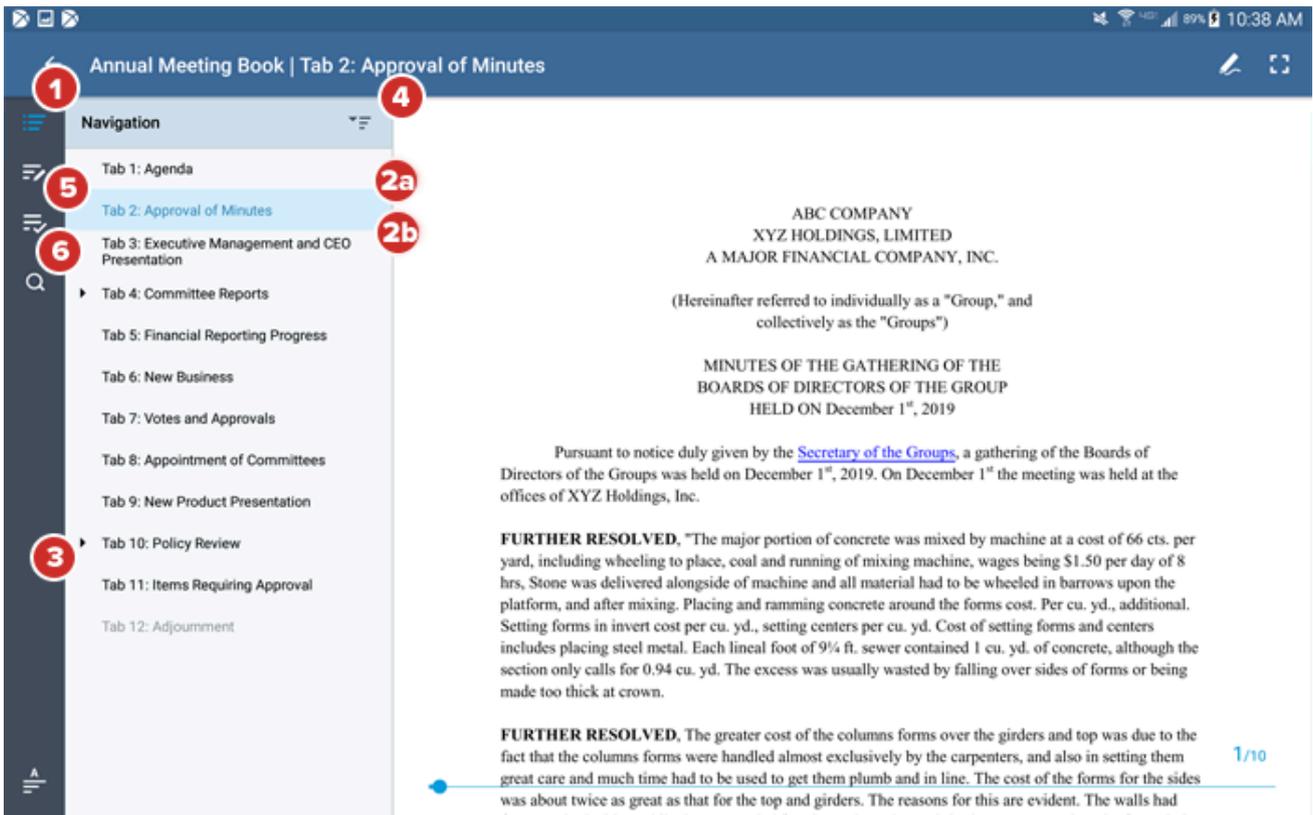
5/161

## 15 BOARDS FOR ANDROID — BOOK NAVIGATION — NAVIGATION PANEL

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The Navigation Outline allows you to view and navigate the contents of a book.

- 1 Select the **Navigation** icon to open the Navigation Outline.
- 2 The Navigation Outline displays a list of all the tabs and sub tabs in the book.
  - 2a Selecting a tab or sub tab title will take you to the relevant section of the book.
  - 2b Section titles in the Navigation Outline remain highlighted as you navigate through their corresponding pages.
- 3 Selecting the arrow icon next to a tab name will expand or collapse the sections in that tab.
- 4 Select the **Expand/Collapse** icon to expand or collapse all of the sections in the menu at once.
- 5 Select the **Annotations** icon to view an outline of the book's annotations, if present.
- 6 Select the **Voting** icon to view an outline of voting documents, if present.



**Note:** When your Android device is in portrait orientation, or if Diligent Boards is using a view that makes it taller than it is wide, the Navigation Panel will display as a hover menu over part of the page. In this mode, selecting an item in the Navigation Panel will close the hover menu and take you to the relevant section of the book.

**Tip:** You can always hide or show the Navigation Panel by selecting the "Navigation" icon.

## 16 BOARDS FOR ANDROID — BOOK NAVIGATION — SEARCH

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The Search feature makes it easy to find a word or term in the book or document you are currently reading.

1 To find words or phrases in the book, select the **Search** icon.

**Note:** Select the Search icon again to close the search menu. Search requires an Internet connection.

2 Select the **arrow above the Search field** to reveal search options:

- **Search all terms** shows only documents where all terms appear. If you searched for “My Documents,” this search would result in a list of documents that only include both the words “My” and “Documents.”
- **Search any term** shows all documents that contain any one of the words being searched for.
- **Search exact phrase** shows only documents where the exact phrase being searched for appears.

3 Select the **Search** field and type in the terms you would like to look for. Select the **Search** button; the search itself may take several moments.

**Note:** If you search for a book or item that has changed since the last time you synced it, you will be asked to sync it again before the search can begin.

4 **Search results** will appear in an outline. Select a result to go to that page.

5 Search terms will appear highlighted on the page.

6 Select the arrow by any tab or section name to expand or collapse the search results that appear in that section.

7 Select the **Expand/Collapse** button to expand or collapse all of the search results.

96% 3:35 PM
← Board of Directors Meeting - Q3 2017 | Tab 4: Committee Reports

Search all terms 2

3

42 pages contain 'assets'

▼ Tab 4: Committee Reports

Page 25

Page 26 4

Page 27

Page 28

Page 29

Page 30

▼ 4.1: Investment Report

Page 31

Page 32

Page 33

Page 34

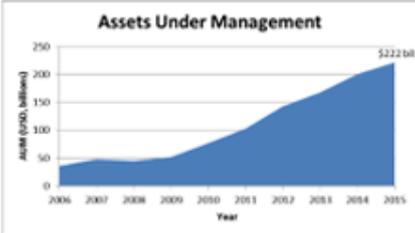
▼ Tab 5: Financial Reporting Progress

of the countries in which we operate, so client can place their full trust in our handling of their **assets**. This level of service is difficult to replicate in any industry, and our clients have consistently rated A Financial Company as a stellar financial product experience.

**AUM Expansion** A Financial company has enjoyed robust g **5** its **assets** under management for the last eight years.

Growth of **Assets** Under Management

#### Assets Under Management



Year	AUM (billions)
2006	20
2007	25
2008	30
2009	40
2010	60
2011	80
2012	100
2013	130
2014	170
2015	222

#### Portfolio Mix



Fund	Color
Fund W-1 (Aerodynamic)	Blue
Fund X-825 (Taylor Custom)	Red
Fund Z-99 (SteelHull)	Green

26/162

## 17 BOARDS FOR ANDROID — CREATING NOTES AND ANNOTATIONS

---

The Markup Toolbar displays several options to create annotations, including Sticky Notes, Page Markups and Bookmarks.

**1** Select the Annotations icon in the top app bar to open the Markup Toolbar.



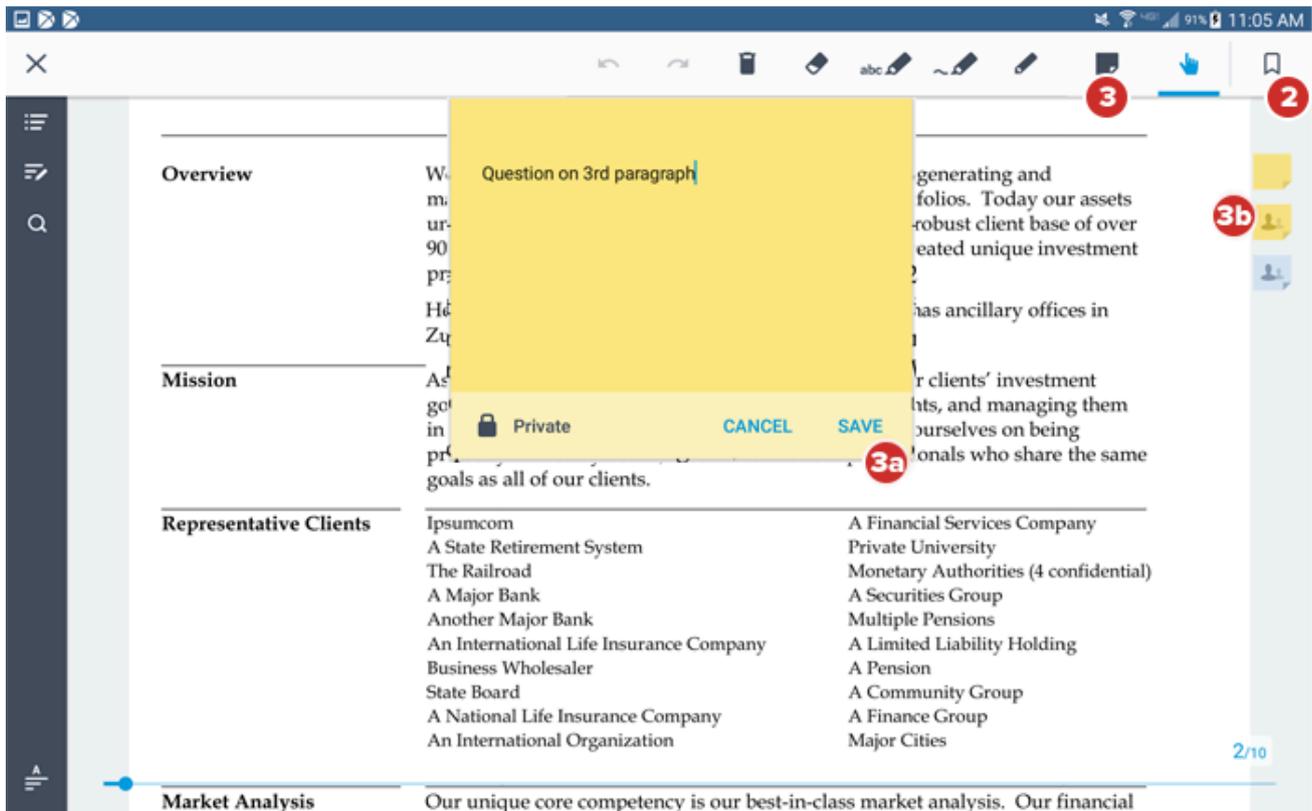
**2** Select the icon in the upper-right corner to **Bookmark** the page. This can also be done outside of markup mode by selecting the upper-right corner of the document.

**3** The **Sticky Note** icon opens a blank note where you can type information using your keyboard.

**Tip:** You can also tap and hold your finger anywhere on the page to create a note there.

**3a** When finished typing, select **Save**.

**3b** Saved notes appear in the stack of note icons on the right side of the page. Notes that you have created appear in yellow. Select an icon to view or edit that note. Tap and hold the icon to move it anywhere on the page.

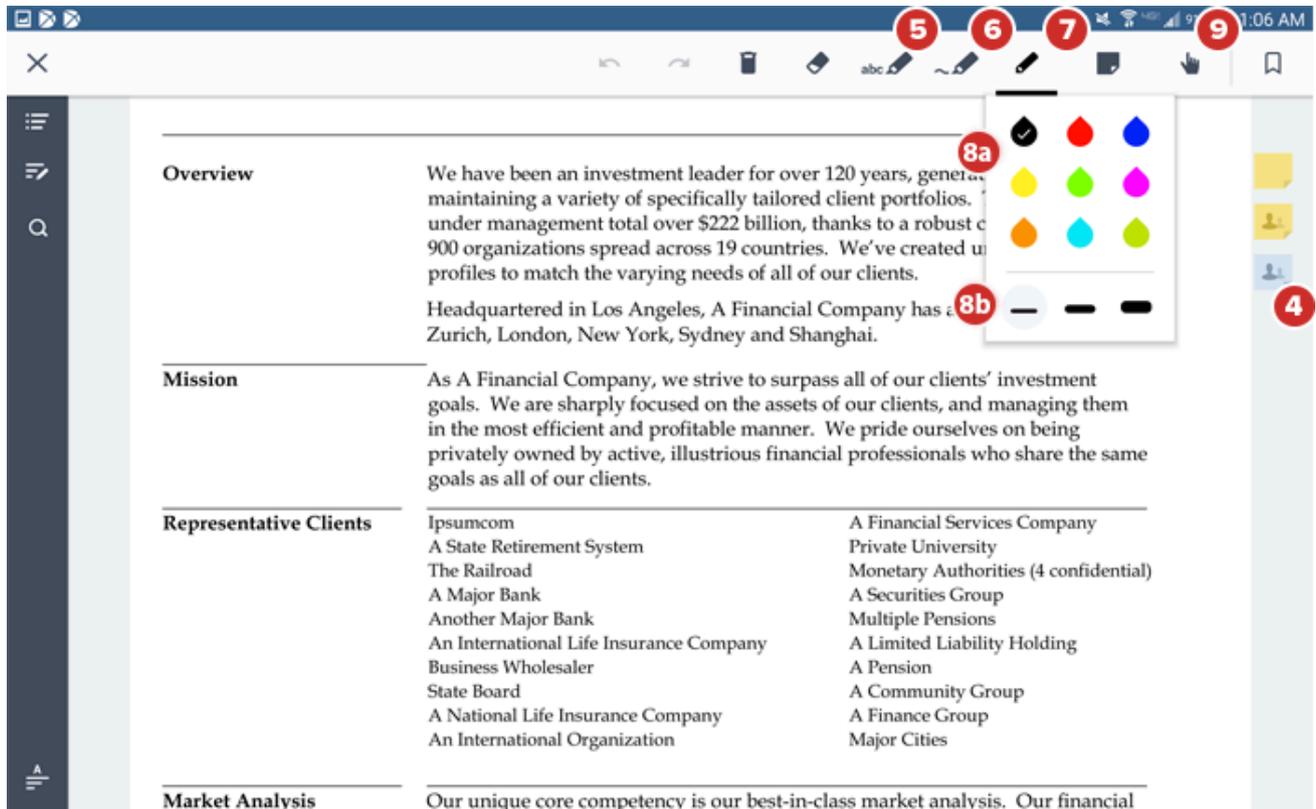


**Tip:** If the note time stamp setting is enabled by your administrator, a time stamp indicating the time the note was created will appear in the corner. This time stamp will update if the note is edited. For private notes that are later shared, the time stamp will reflect when others could first see the note.

- 4** Notes that are being shared with you by others appear blue. You can read these notes, but you cannot change the original note message.
- 5** The **Text Highlighter** lets you select specific text to highlight. With the Text Highlighter selected, simply tap and drag to select the text you'd like to call out.
- 6** The **Freehand Highlighter** tool draws a thick translucent line on the page.
- 7** The **Pen** tool draws a solid line on the page.
- 8** When the highlighter or pen tool is selected, selecting the icon a second time displays a panel with options.
- 8a** Select a **Color** swatch to change the color of the pen or highlighter.
- 8b** The panel for the pen tool also includes **Line Thickness options**.

**Tip:** Creating markups can also be done using a compatible Android stylus pen.

**9** Select the **Navigate** icon to revert to turning pages and zooming without drawing on the page. This effectively turns off the pen and highlighter tools.



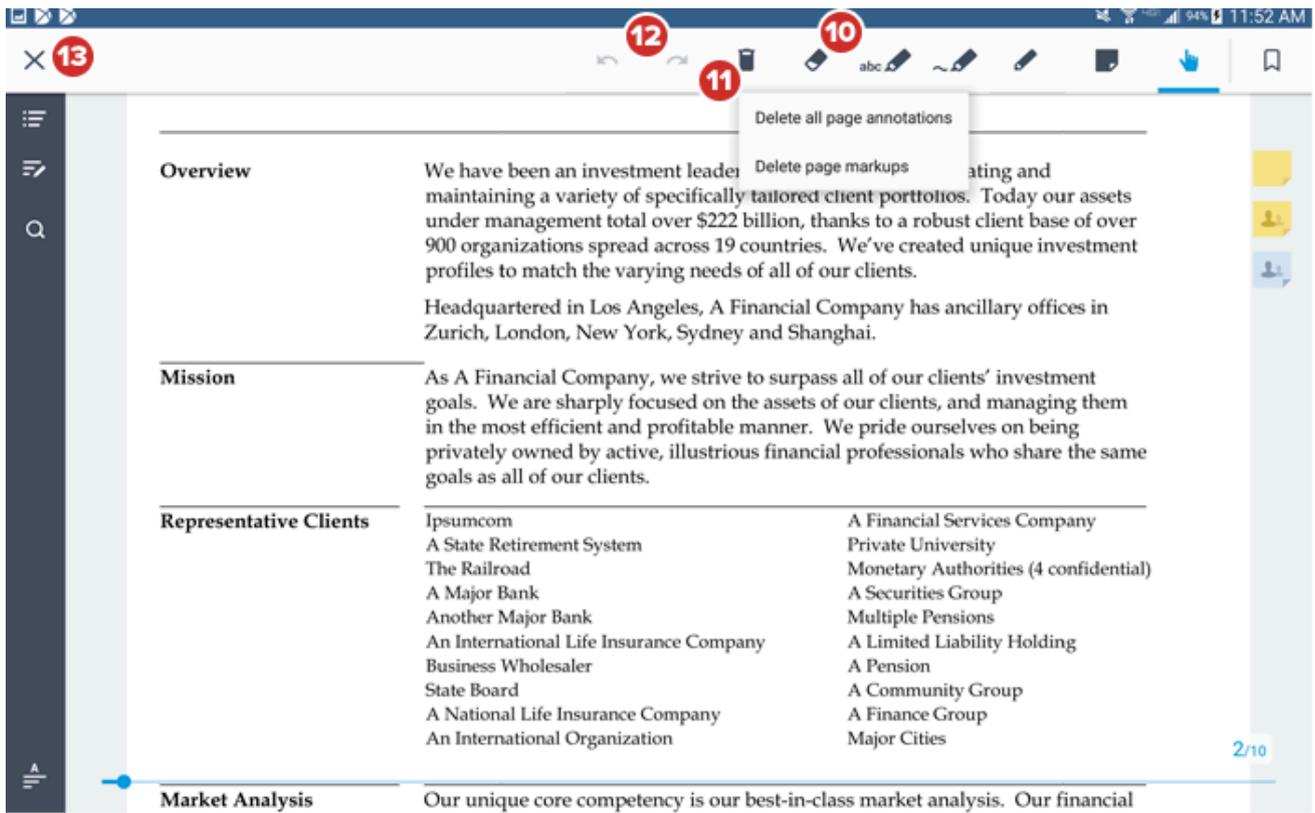
**10** The **Eraser** tool allows you to delete individual pen or highlight markups on the page. When this option is selected, slide your finger or stylus over any part of the markup line. The entire stroke of the line will be deleted.

**Note:** The Eraser tool works only with pen and highlight markups. Once a markup has been erased, it cannot be retrieved.

**11** Select the **Delete** icon for a menu of options to remove all page annotations or markups only.

**12** Use the **Undo** and **Redo** buttons to go back or forward one step in your markup actions. Undo and Redo apply to the Highlighters, Pen and Eraser. Once you leave a page, you can no longer undo or redo markups.

**13** Select the **X** icon to close the markup toolbar.



12 10 11

Delete all page annotations  
Delete page markups

**Overview**  
We have been an investment leader in creating and maintaining a variety of specifically tailored client portfolios. Today our assets under management total over \$222 billion, thanks to a robust client base of over 900 organizations spread across 19 countries. We've created unique investment profiles to match the varying needs of all of our clients.  
Headquartered in Los Angeles, A Financial Company has ancillary offices in Zurich, London, New York, Sydney and Shanghai.

**Mission**  
As A Financial Company, we strive to surpass all of our clients' investment goals. We are sharply focused on the assets of our clients, and managing them in the most efficient and profitable manner. We pride ourselves on being privately owned by active, illustrious financial professionals who share the same goals as all of our clients.

**Representative Clients**

Ipsumcom	A Financial Services Company
A State Retirement System	Private University
The Railroad	Monetary Authorities (4 confidential)
A Major Bank	A Securities Group
Another Major Bank	Multiple Pensions
An International Life Insurance Company	A Limited Liability Holding
Business Wholesaler	A Pension
State Board	A Community Group
A National Life Insurance Company	A Finance Group
An International Organization	Major Cities

2/10

**Market Analysis**  
Our unique core competency is our best-in-class market analysis. Our financial

## 18 BOARDS FOR ANDROID — ANNOTATIONS PANEL

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The Annotations Outline can be used to preview and manage all of the notes in the entire book.

1 Books that contain public or shared annotations, or that contain annotations you have created, will have one of the following Annotations icons:

🔖: The book contains bookmarks only. ✍️: The book contains pen and/or highlighter markups, and possibly bookmarks. 📄: The book contains private notes, and possibly markups and/or bookmarks. 👤: The book contains public or shared notes, and possibly any of the above. 👤: The book contains public or shared notes created by another user. 👤: The book contains a combination of notes created by both the current user and others. The book may also have bookmarks and/or markups. 🗨️: Icons with a speech bubble indicate that the book contains an unread note comment. Select the icon to open the annotations panel.

2 The annotations panel displays the tabs and subtabs that contain annotations, as well as icons indicating what type of annotations are there. Select a tab to go to it.

**Tip:** You can switch to the voting or Update History panel, if they are available, by swiping left or right on the menu.



3 Inside the book, you can reveal another annotations panel by selecting the Annotations Panel icon.

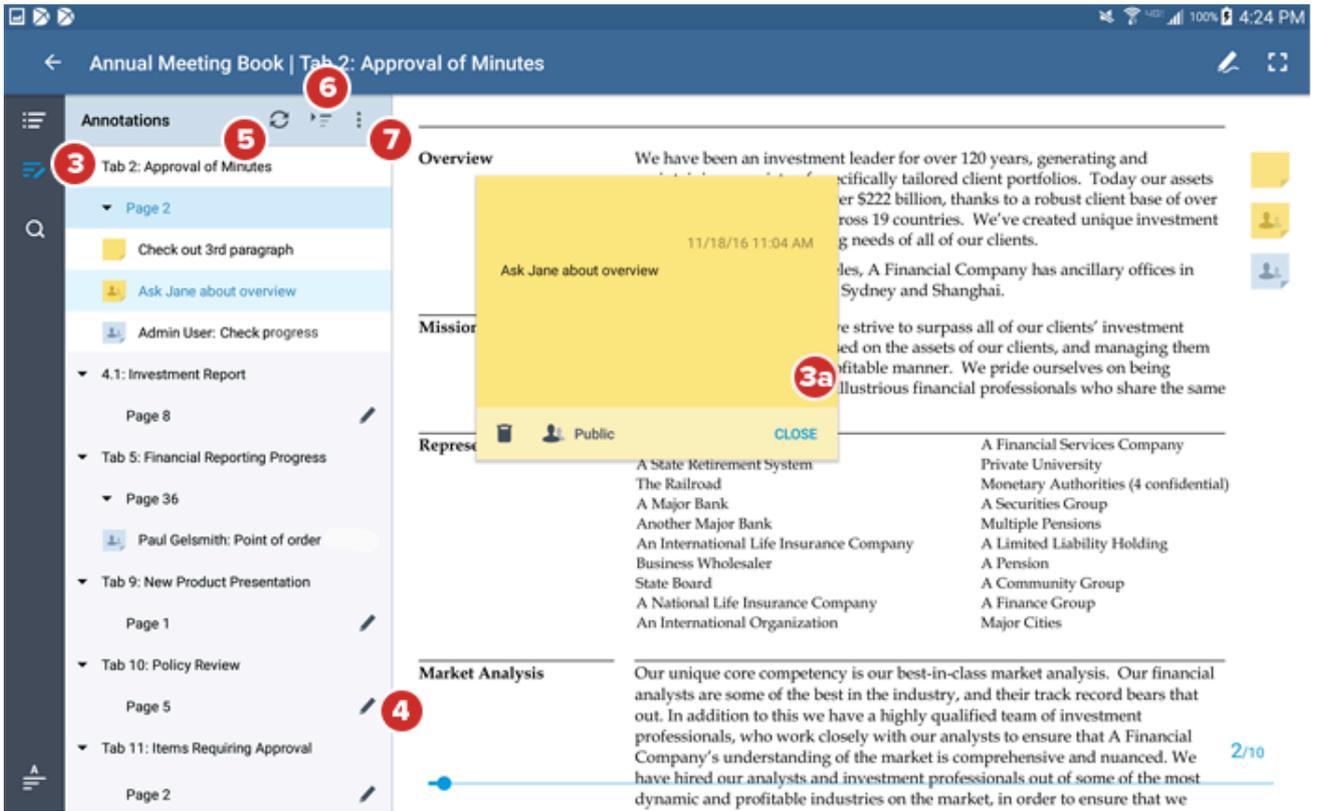
3a Select a **Note Preview** from the list takes you directly to the page associated with the note and opens the note on the screen.

4 If a page has been bookmarked or has markups, the relevant icons will appear in the row alongside the associated page number. Selecting a page row will take you to that document without opening any notes.

5 Select the **Refresh** icon to sync any recent changes that may have been made to annotations that are being shared with you, or that you've made on other devices.

6 Select the **Expand/Collapse** icon to expand or collapse all of the sections in the menu at once.

7 Select the ellipsis for options to **Hide annotations** or **Delete all book annotations**.



The screenshot displays the Diligent Annotations application interface. At the top, the document title is "Annual Meeting Book | Tab 2: Approval of Minutes". The left sidebar shows a table of contents with various tabs and pages, including "Tab 2: Approval of Minutes", "Page 2", "4.1: Investment Report", "Tab 5: Financial Reporting Progress", "Page 36", "Tab 9: New Product Presentation", "Page 1", "Tab 10: Policy Review", "Page 5", and "Tab 11: Items Requiring Approval", "Page 2". The main document area is titled "Overview" and contains text about the company's investment history and mission. A yellow annotation box is overlaid on the text, containing the text "Ask Jane about overview" and a timestamp "11/18/16 11:04 AM". Below the annotation box is a "Public" button and a "CLOSE" button. The bottom right corner of the document area shows "2/10".

**Annotations**

- Tab 2: Approval of Minutes
  - Page 2
    - Check out 3rd paragraph
    - Ask Jane about overview
    - Admin User: Check progress
  - 4.1: Investment Report
    - Page 8
  - Tab 5: Financial Reporting Progress
    - Page 36
      - Paul Gelsmith: Point of order
  - Tab 9: New Product Presentation
    - Page 1
  - Tab 10: Policy Review
    - Page 5
  - Tab 11: Items Requiring Approval
    - Page 2

**Overview**

We have been an investment leader for over 120 years, generating and specifically tailored client portfolios. Today our assets over \$222 billion, thanks to a robust client base of over 19 countries. We've created unique investment needs of all of our clients.

es, A Financial Company has ancillary offices in Sydney and Shanghai.

re strive to surpass all of our clients' investment ed on the assets of our clients, and managing them ifitable manner. We pride ourselves on being illustrious financial professionals who share the same

**3a**

Ask Jane about overview

11/18/16 11:04 AM

Public CLOSE

**Market Analysis**

Our unique core competency is our best-in-class market analysis. Our financial analysts are some of the best in the industry, and their track record bears that out. In addition to this we have a highly qualified team of investment professionals, who work closely with our analysts to ensure that A Financial Company's understanding of the market is comprehensive and nuanced. We have hired our analysts and investment professionals out of some of the most dynamic and profitable industries on the market, in order to ensure that we

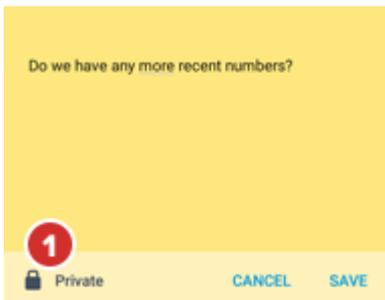
2/10

## 19 BOARDS FOR ANDROID — SHARING NOTES

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By default, your notes are private – they can only be seen by you. To make a note visible to anyone else, you must share it.

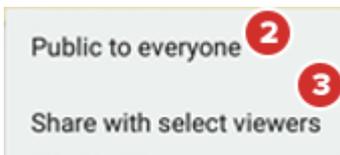
1 While creating or editing a note, select the **Private** icon to access the note sharing menu.



**Note:** If this icon does not appear, note sharing may have been disabled by your administrator.

2 To share the note with everyone who has access to the page the note is on, select **Public to everyone**.

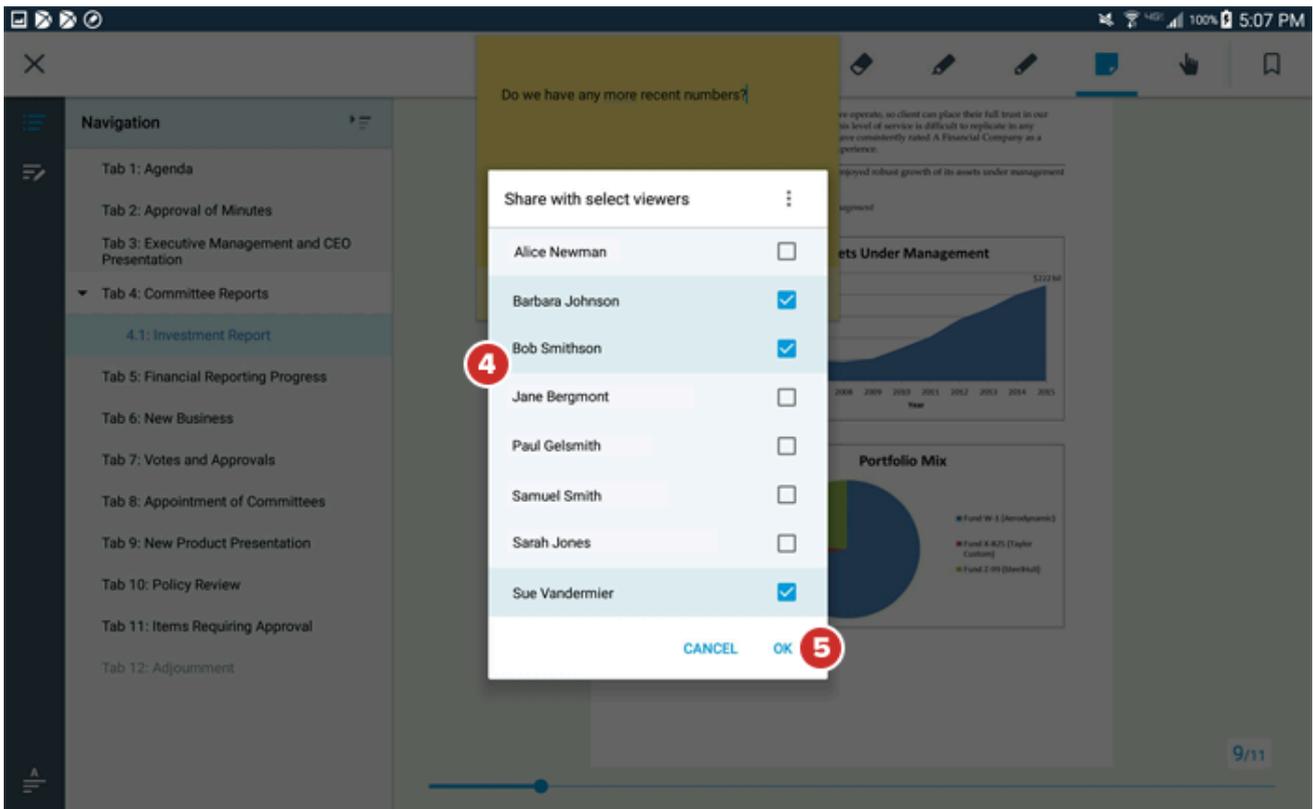
3 To choose who specifically should see the note, select **Share with select viewers**.



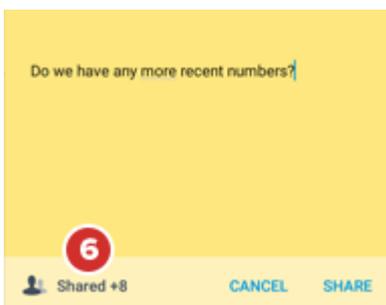
**Note:** If this option isn't available, it has been disabled by your administrator.

4 If you chose to share with selected viewers, a list of other people who can see the page the note is on will appear. Select the name of each person with whom you'd like to share the note.

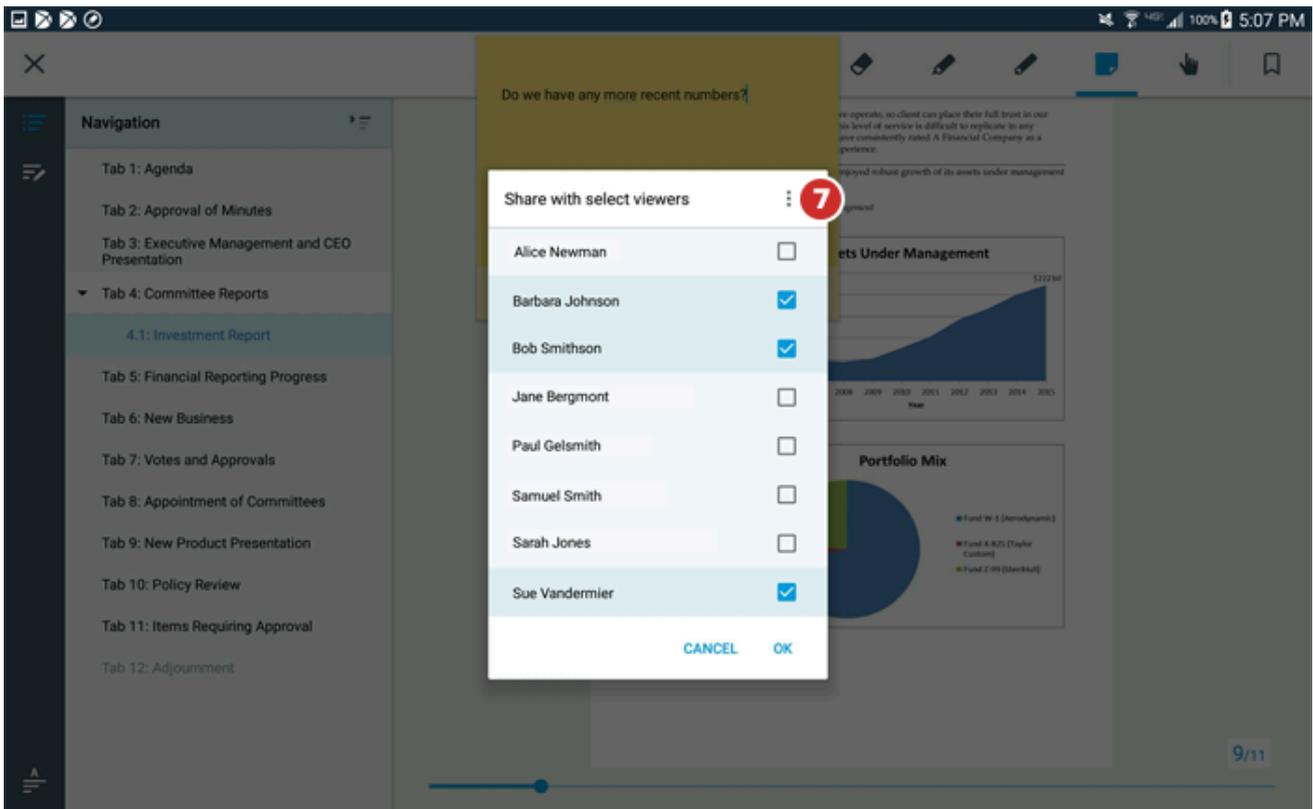
5 Select **OK**. You may have to confirm your sharing options.



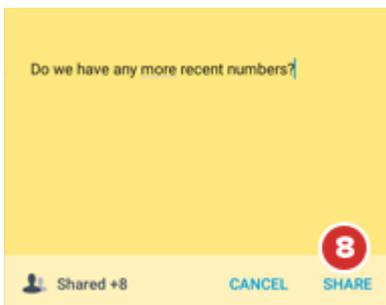
**6** The **Viewers** icon displays the number of people with whom the note will be shared. If you need to add or remove viewers from your note, select this icon. The list of viewers will appear again. Follow the above steps to change who can see the note.



**7** To change a shared note to Private or Public to everyone, select the Additional Options icon at the top right of the sharing menu and select your desired option.



**8** The note will not be shared with your selected viewers until it is saved. Select **Share** to publish the note and make it visible to others.



**Note:** You can also follow these instructions on existing notes to change who can see them, or to make public and shared notes private again. If the creator of a shared note makes the note private again, they will still be able to read the comments on the note, but nobody else will.

**9** Notes that you share will appear to others in blue. Shared notes appear in all versions of Diligent Boards except Diligent Boards for Mac.

11/18/16 5:38 PM

Do we have any more recent numbers?

9

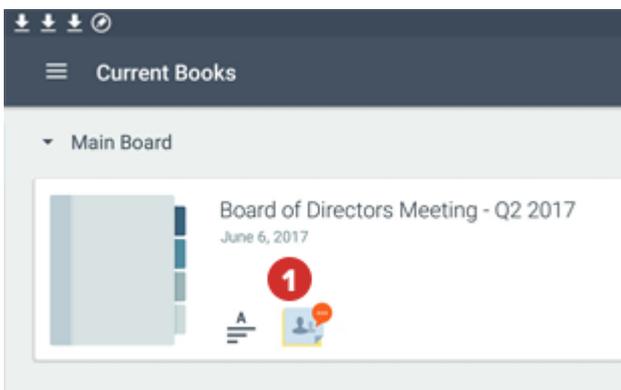
Jane Bergmont  
Shared +8

CLOSE

## 20 BOARDS FOR ANDROID — COMMENTING ON NOTES

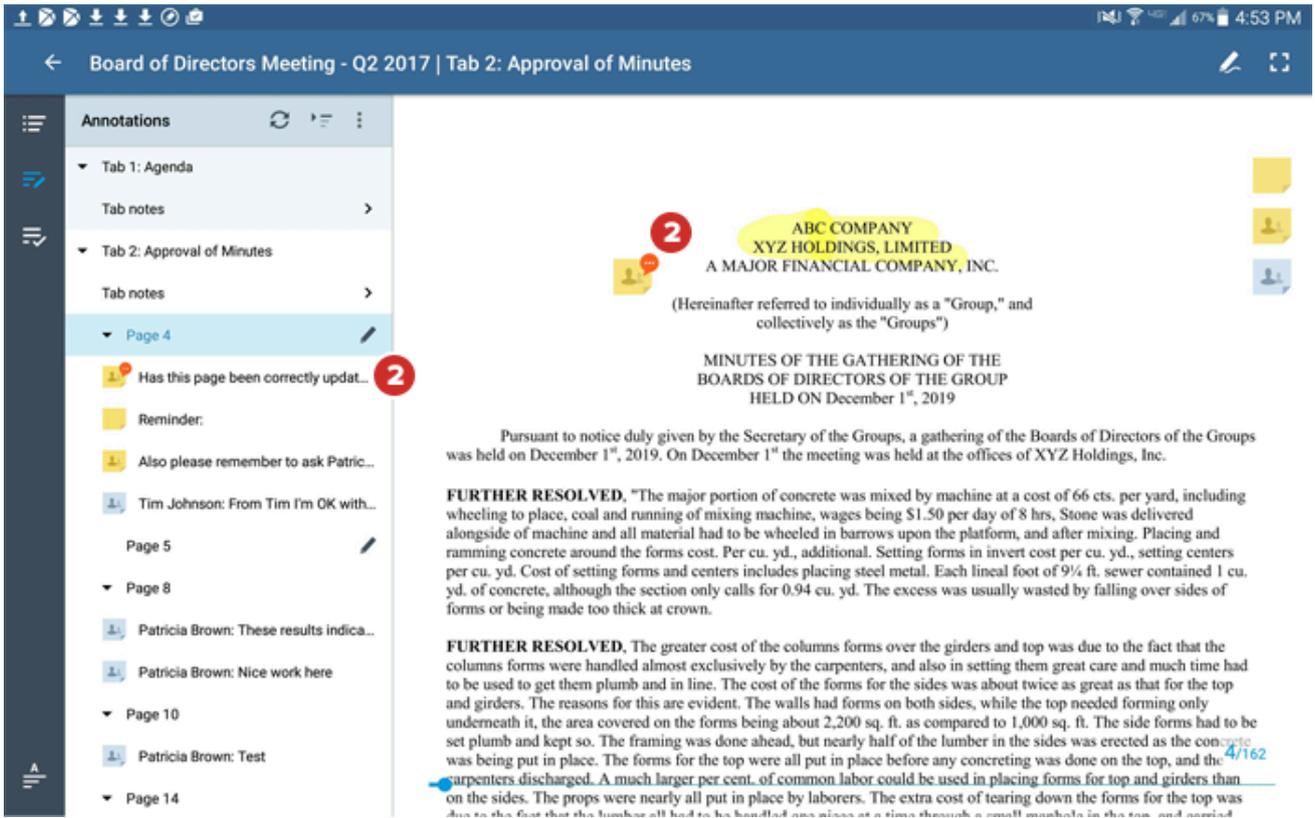
Note commenting allows you to leave remarks on other people's shared notes, and to read and respond to comments others have left on notes you have shared.

**1** Books that contain comments that you haven't yet read display a speech bubble above the annotations icon on the book card. Select the annotations icon to open the book to the first page that contains new note comments, with the Annotations Panel open.



**Note:** If you do not see a note with new comments on the page, select the Tab Notes row for the current tab to check for new comments on Tab Notes.

**2** While viewing a book, select a note with a speech bubble to view new comments.



The screenshot shows a mobile application interface for a document titled "Board of Directors Meeting - Q2 2017 | Tab 2: Approval of Minutes". The interface is divided into a left sidebar and a main content area.

**Left Sidebar (Annotations):**

- Annotations (Refresh icon)
- Tab 1: Agenda
  - Tab notes
- Tab 2: Approval of Minutes
  - Tab notes
  - Page 4 (Selected, Edit icon)
    - Has this page been correctly updat... (2 comments)
    - Reminder:
    - Also please remember to ask Patric...
    - Tim Johnson: From Tim I'm OK with...
  - Page 5
  - Page 8
    - Patricia Brown: These results indica...
    - Patricia Brown: Nice work here
  - Page 10
    - Patricia Brown: Test
  - Page 14

**Main Content Area:**

ABC COMPANY  
XYZ HOLDINGS, LIMITED  
A MAJOR FINANCIAL COMPANY, INC.  
(Hereinafter referred to individually as a "Group," and collectively as the "Groups")

MINUTES OF THE GATHERING OF THE  
BOARDS OF DIRECTORS OF THE GROUP  
HELD ON December 1<sup>st</sup>, 2019

Pursuant to notice duly given by the Secretary of the Groups, a gathering of the Boards of Directors of the Groups was held on December 1<sup>st</sup>, 2019. On December 1<sup>st</sup> the meeting was held at the offices of XYZ Holdings, Inc.

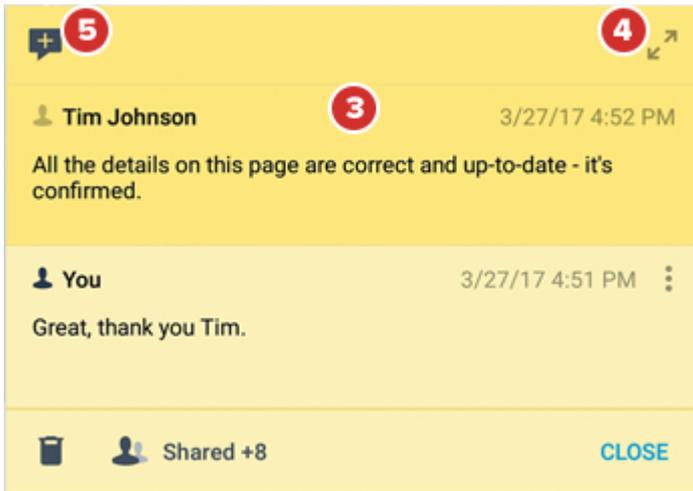
**FURTHER RESOLVED.** "The major portion of concrete was mixed by machine at a cost of 66 cts. per yard, including wheeling to place, coal and running of mixing machine, wages being \$1.50 per day of 8 hrs, Stone was delivered alongside of machine and all material had to be wheeled in barrows upon the platform, and after mixing. Placing and ramming concrete around the forms cost. Per cu. yd., additional. Setting forms in invert cost per cu. yd., setting centers per cu. yd. Cost of setting forms and centers includes placing steel metal. Each lineal foot of 9½ ft. sewer contained 1 cu. yd. of concrete, although the section only calls for 0.94 cu. yd. The excess was usually wasted by falling over sides of forms or being made too thick at crown.

**FURTHER RESOLVED.** The greater cost of the columns forms over the girders and top was due to the fact that the columns forms were handled almost exclusively by the carpenters, and also in setting them great care and much time had to be used to get them plumb and in line. The cost of the forms for the sides was about twice as great as that for the top and girders. The reasons for this are evident. The walls had forms on both sides, while the top needed forming only underneath it, the area covered on the forms being about 2,200 sq. ft. as compared to 1,000 sq. ft. The side forms had to be set plumb and kept so. The framing was done ahead, but nearly half of the lumber in the sides was erected as the concrete was being put in place. The forms for the top were all put in place before any concreting was done on the top, and the carpenters discharged. A much larger per cent. of common labor could be used in placing forms for top and girders than on the sides. The props were nearly all put in place by laborers. The extra cost of tearing down the forms for the top was due to the fact that the lumber all had to be handled one piece at a time through a small opening in the top, and carried

**3** Comments that you and others have made on a shared note appear above the note text, with the most recent comment at the top. If there are more comments on the note than are visible, swipe or scroll up and down this list to see more of them.

**4** Select the **Expand** icon to reveal more of a long comment list at once.

**5** While viewing a shared note, select the **Add Comment** icon at the top left.



**Note:** If this option isn't available, commenting has been disabled by your administrator.

6 Type your comment into the text field.

**Note:** The maximum comment length is 300 characters.

7 Select the **Viewer** icon to see a list of everyone who can see this note. They will be able to see your comment as well.

8 Select **Share**. Your comment will be added above the note, at the top of the comment thread. The date and time you created the comment will also appear.

9 To remove your comment, select the ellipsis icon on the right and select **Delete comment**. No one will be able to see the comment after it has been deleted. A record of removal will take the place of any deleted comment.

**Note:** *If the creator of the note deletes the note, all comments on the note will be deleted as well. They cannot be recovered.*



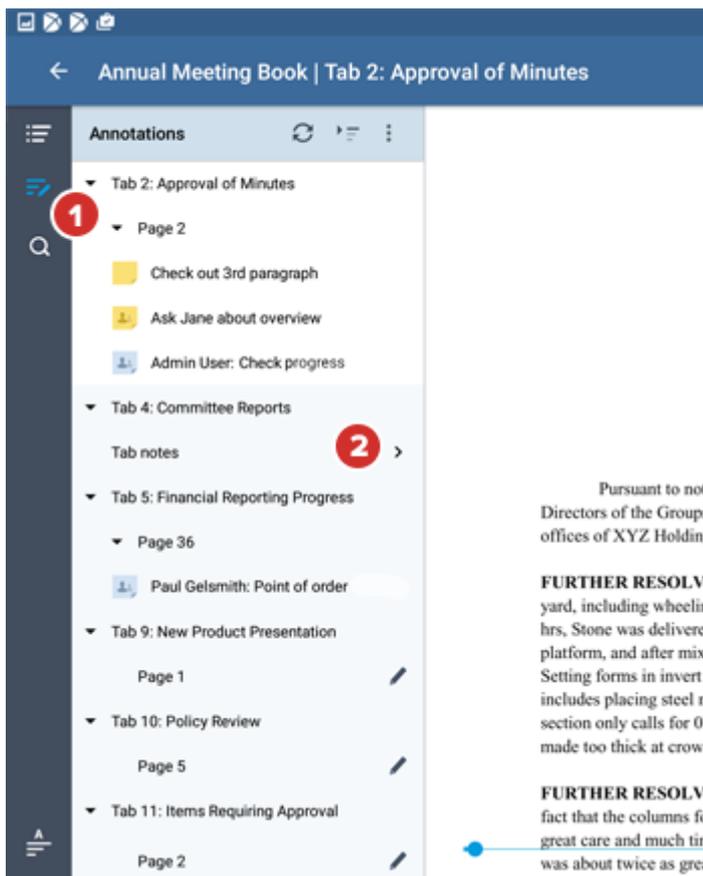
## 21 BOARDS FOR ANDROID — TAB-LEVEL NOTES

Tab-level notes are notes that reference an entire tab, rather than a specific page within the tab. Diligent Boards for Android displays tab notes created on Diligent Boards OneClick and the Diligent Boards Web Client. It also converts page notes to tab notes if the page the note is on is removed or replaced.

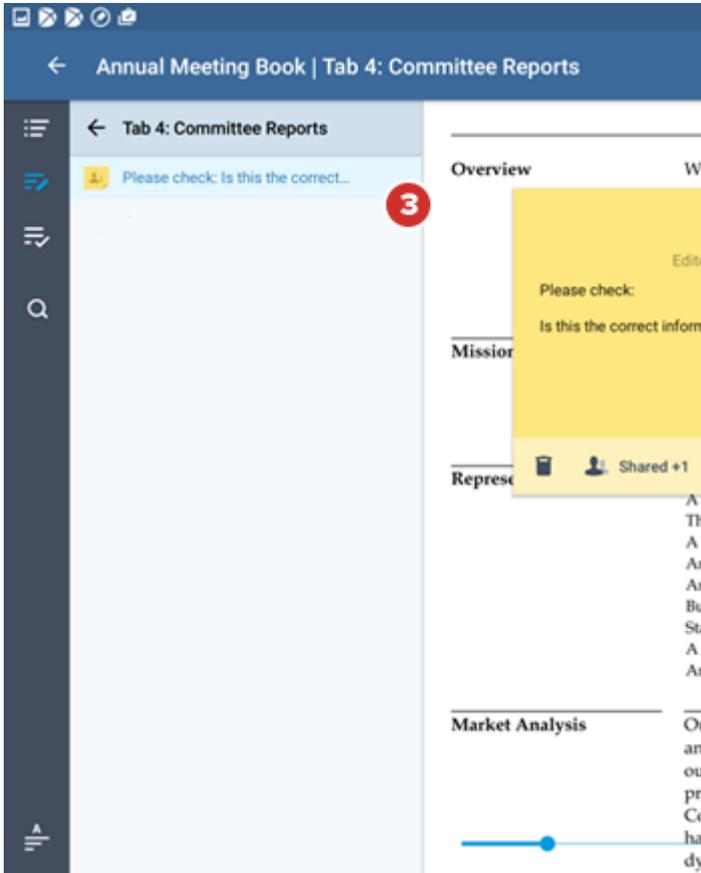
**Note:** You cannot create tab notes in Diligent Boards for Android. Tab notes appear, however, if they were created in Diligent Boards OneClick or the Diligent Boards Web Client, or when the corresponding document to a sticky note is deleted or replaced.

**1** Tabs with tab-level notes contain a row labeled **Tab notes** on the Annotations Outline. Open the Annotations Outline to view any available tab notes.

**2** Select the Tab notes **row** that you'd like to view.



3 Each note within the list displays a limited preview of its contents. Select a **tab note** in the list to open it on the page.



4 If you created the note on another platform, you can also edit it, delete it or change sharing permissions.

**Note:** Public notes shared by other users also appear in the tab note list. Selecting a public tab note opens it on the screen and allows you to read the contents. You cannot edit or delete another user's public note.

5 To return to the Annotations Outline, select the **Back** arrow or the tab title at the top of the Tab notes list.

← Annual Meeting Book | Tab 4: Committee Reports
🔍 🗨️

← Tab 4: Committee Reports 5

⚠️ Please check: Is this the correct...

**Overview**

We have been an investment leader for over 120 years, generating and specifically tailored client portfolios. Today our assets over \$222 billion, thanks to a robust client base of over 19 countries. We've created unique investment solutions for the needs of all of our clients.

As a Financial Company, A Financial Company has ancillary offices in Sydney and Shanghai.

We strive to surpass all of our clients' investment needs on the assets of our clients, and managing them in a profitable manner. We pride ourselves on being supported by illustrious financial professionals who share the same

Edited on 11/21/16 10:09 AM

**Please check:**

Is this the correct information for this year?

4

🗑️ 👤 Shared +1 CLOSE

**Representation**

<ul style="list-style-type: none"> <li>A State Retirement System</li> <li>The Railroad</li> <li>A Major Bank</li> <li>Another Major Bank</li> <li>An International Life Insurance Company</li> <li>Business Wholesaler</li> <li>State Board</li> <li>A National Life Insurance Company</li> <li>An International Organization</li> </ul>	<ul style="list-style-type: none"> <li>A Financial Services Company</li> <li>Private University</li> <li>Monetary Authorities (4 confidential)</li> <li>A Securities Group</li> <li>Multiple Pensions</li> <li>A Limited Liability Holding</li> <li>A Pension</li> <li>A Community Group</li> <li>A Finance Group</li> <li>Major Cities</li> </ul>
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**Market Analysis**

Our unique core competency is our best-in-class market analysis. Our financial analysts are some of the best in the industry, and their track record bears that out. In addition to this we have a highly qualified team of investment professionals, who work closely with our analysts to ensure that A Financial Company's understanding of the market is comprehensive and nuanced. We have hired our analysts and investment professionals out of some of the most dynamic and profitable industries on the market, in order to ensure that we

3/11

## 22 BOARDS FOR ANDROID — SYNC ANNOTATIONS ACROSS DEVICES

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Annotations created on most devices can be synced across all devices as a background process. A few highlights are outlined below.

- The Diligent Boards site can be configured by your administrator to back up your annotations. If this setting is enabled, your annotations will automatically sync to the Diligent Boards servers as a background process.
- Your sticky notes will be available on all devices you use to access Diligent Boards and will automatically appear in the annotations panel for the relevant page of the book.
- All of your other annotations, including your highlights and pen markups, will be available on any other Android device, Windows device or iPad you use to access Diligent Boards. They will appear automatically on the relevant page of the book.

**Note:** Your Android device will automatically sync any sticky notes created on other devices when you first log in or any time you use the “Check for Updates” feature.

**Note:** Highlights made in Diligent Boards OneClick will not sync to other platforms.

- When you manually delete an annotation on any device, it will be permanently deleted from all devices.

## 23 BOARDS FOR ANDROID — ADDING OR UPDATING A SIGNATURE

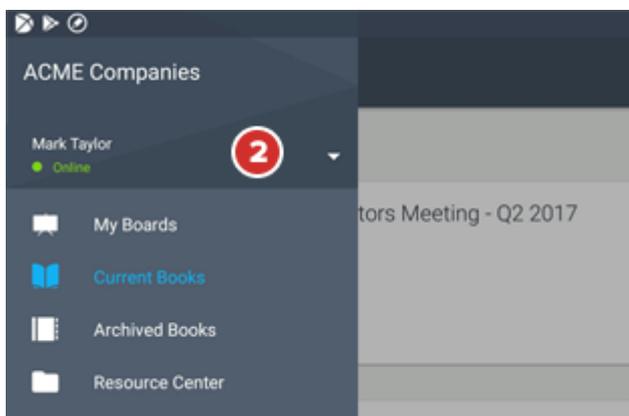
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Digital signatures, which can be used for confirming voting decisions or questionnaire answers, can be updated directly from the app.

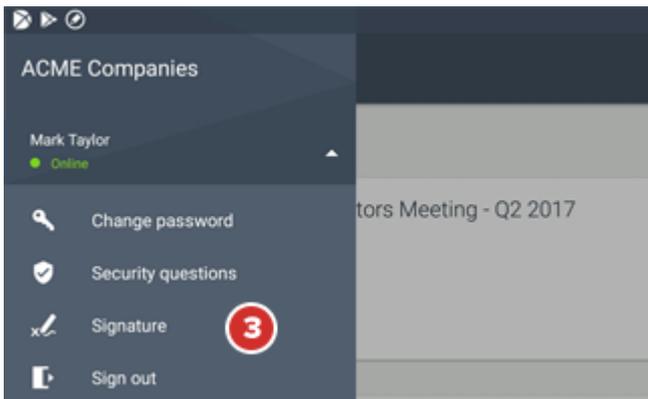
1 Select the **menu** button in the top-left corner of the screen.



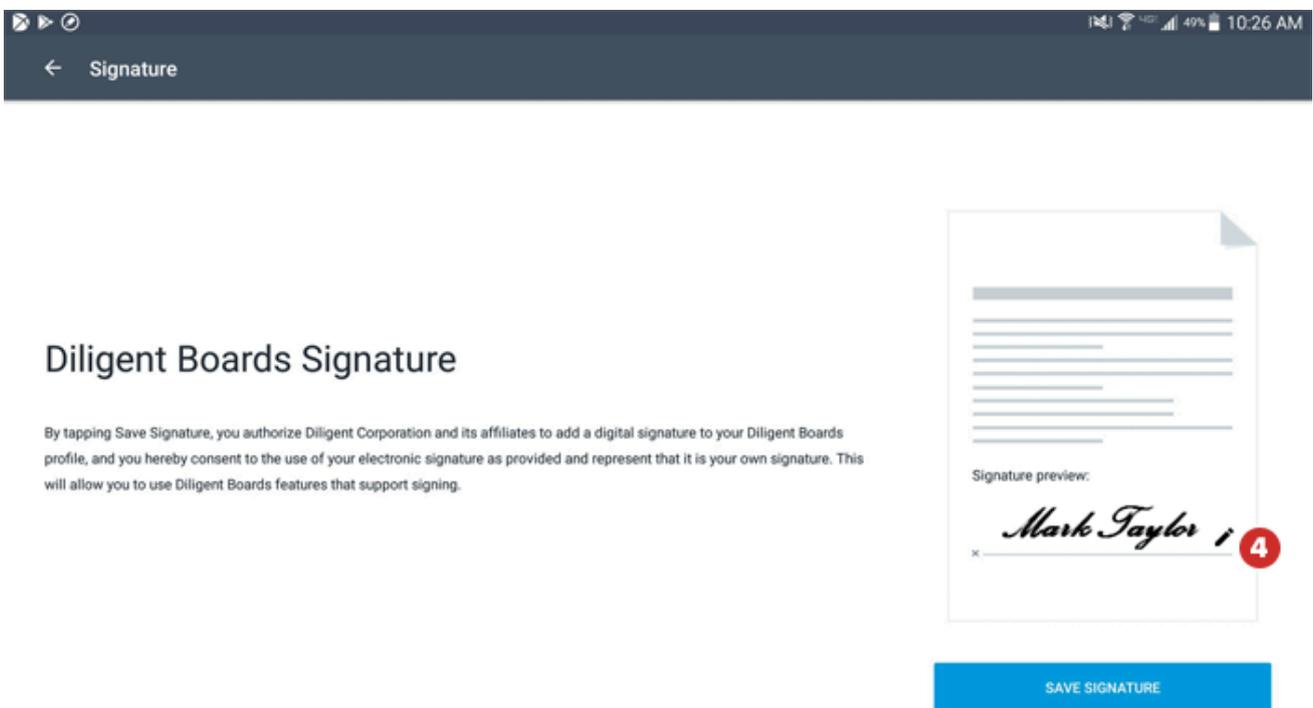
2 Select your **name** to access your account settings.



3 Select **Signature**.



4 The signature preview screen will appear. Select the **edit** icon next to the Signature preview field to add or update your digital signature.



**Note:** If you have a signature on file, it will appear in the Signature preview field. If you do not have a signature on file, the Signature preview field will be blank.

5 The **signature interface** will open. Sign your name in this field using your finger or a stylus.

**Note:** You can adjust the size of the signature field by pinching to zoom in or out.

**6** To choose blue or black “ink” for your signature, select the **pen color** icon.

**7** To clear the signature field and try signing again, select the **clear** icon.

**8** To stop signing and preview your new signature, select the **done** icon.



**9** If you are satisfied with your new signature, select **Save Signature**. To keep editing your signature, select the edit icon.

**10** If you would like to revert to your original signature without saving any changes, select the **back** arrow, then select **Continue**.

## Diligent Boards Signature

By tapping Save Signature, you authorize Diligent Corporation and its affiliates to add a digital signature to your Diligent Boards profile, and you hereby consent to the use of your electronic signature as provided and represent that it is your own signature. This will allow you to use Diligent Boards features that support signing.



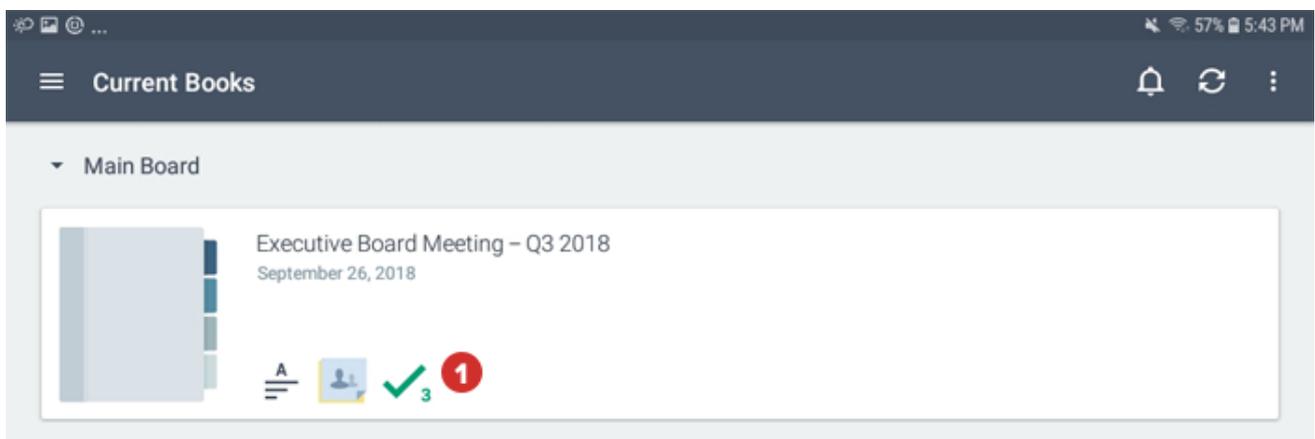
SAVE SIGNATURE 9

## 24 BOARDS FOR ANDROID — VIEW VOTING ITEMS AND CAST YOUR VOTE

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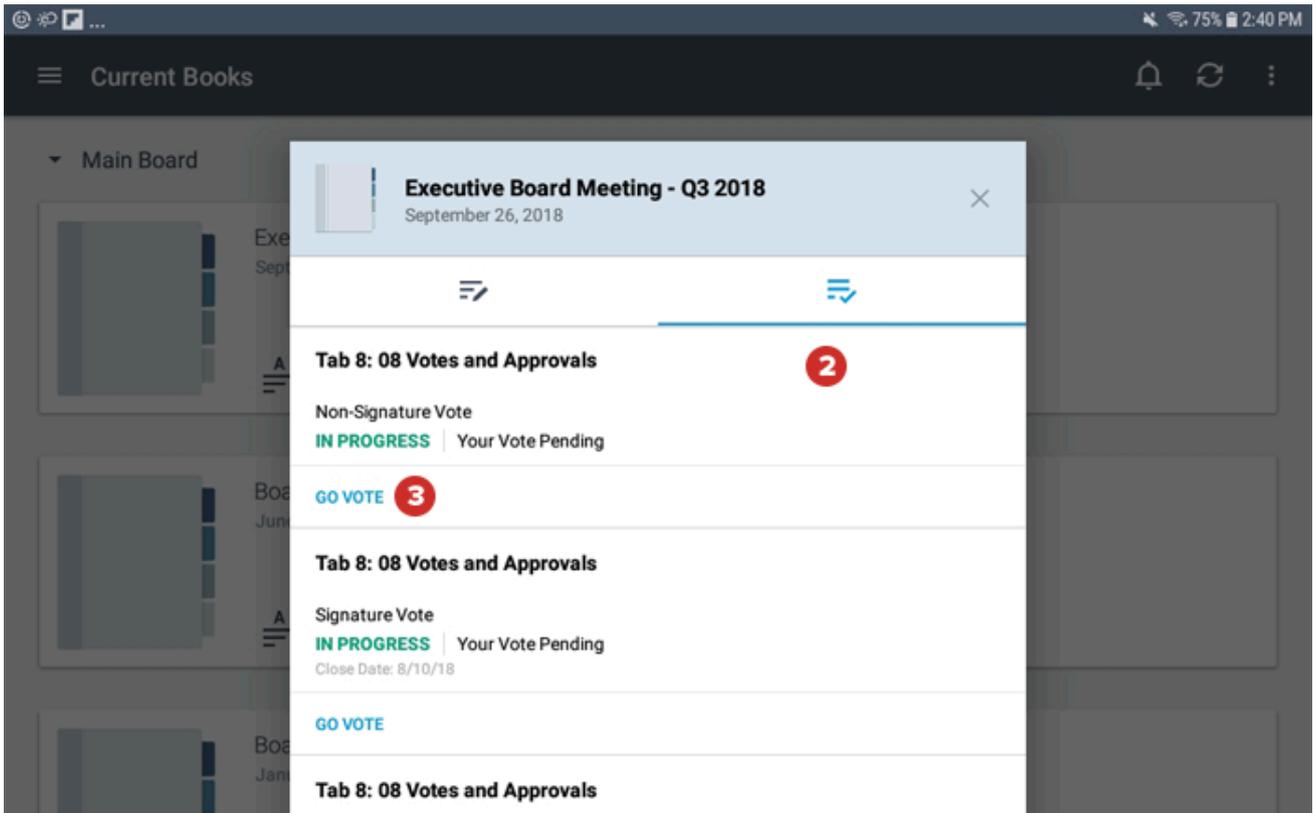
Books can contain documents that can be voted on, with or without an electronic signature.

**1** If a book contains voting documents that need your attention, a green Voting icon will appear on that book tile in the bookshelf list view. Select the Voting icon to see a voting window containing more information about your available votes.



**2** In the Voting window, select a row to go to the first page of a voting document, which will contain information to review for the vote.

**3** Select **Go Vote** to go directly to the signature page of the document, if the vote requires signature confirmation.

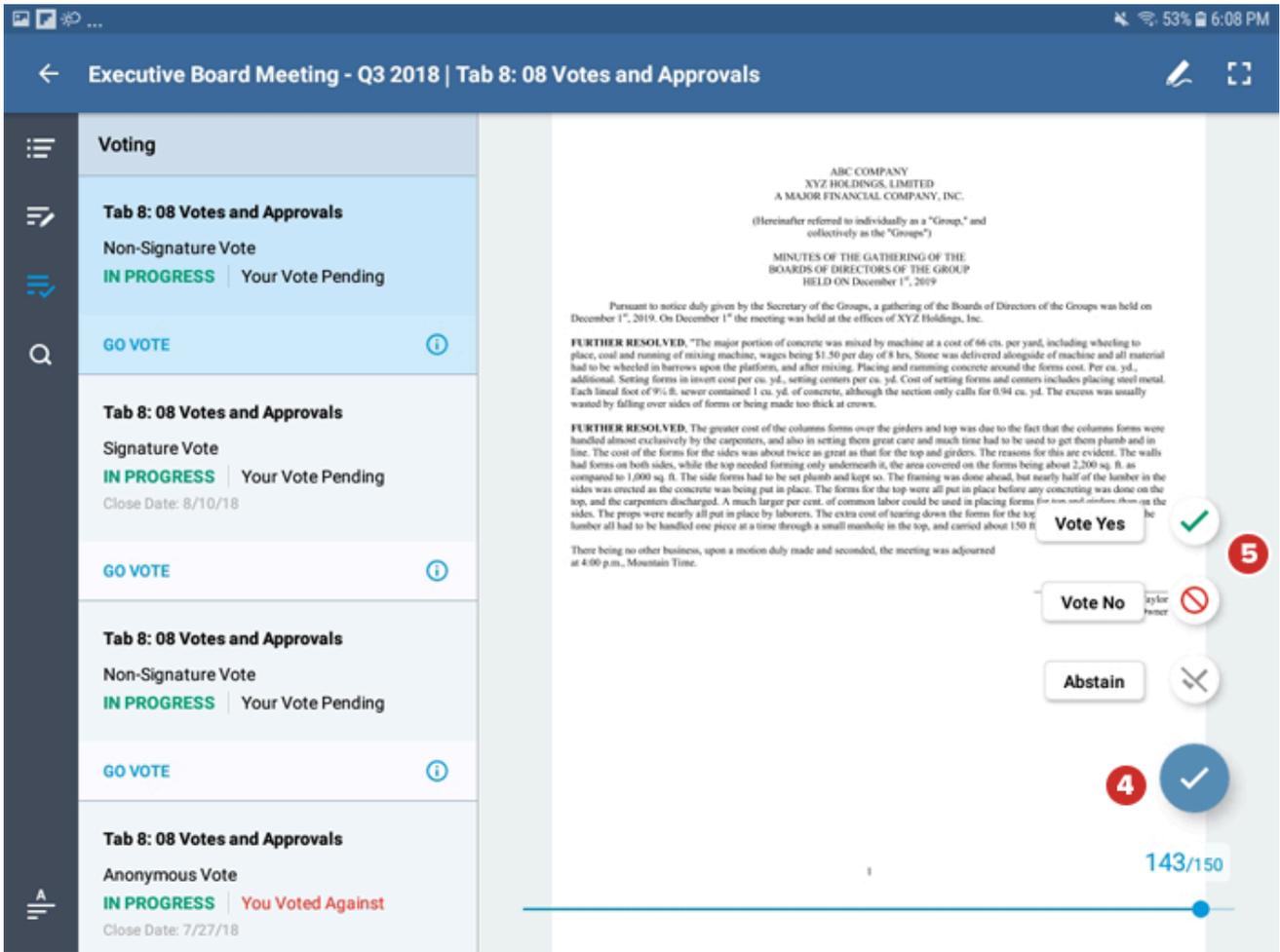


**Note:** If the vote doesn't require a signature, the "Go Vote" button will direct you to the first page of the voting document.

**4** Select the Voting action button in the lower-right corner of the screen to display a pop-up action menu containing your voting options.

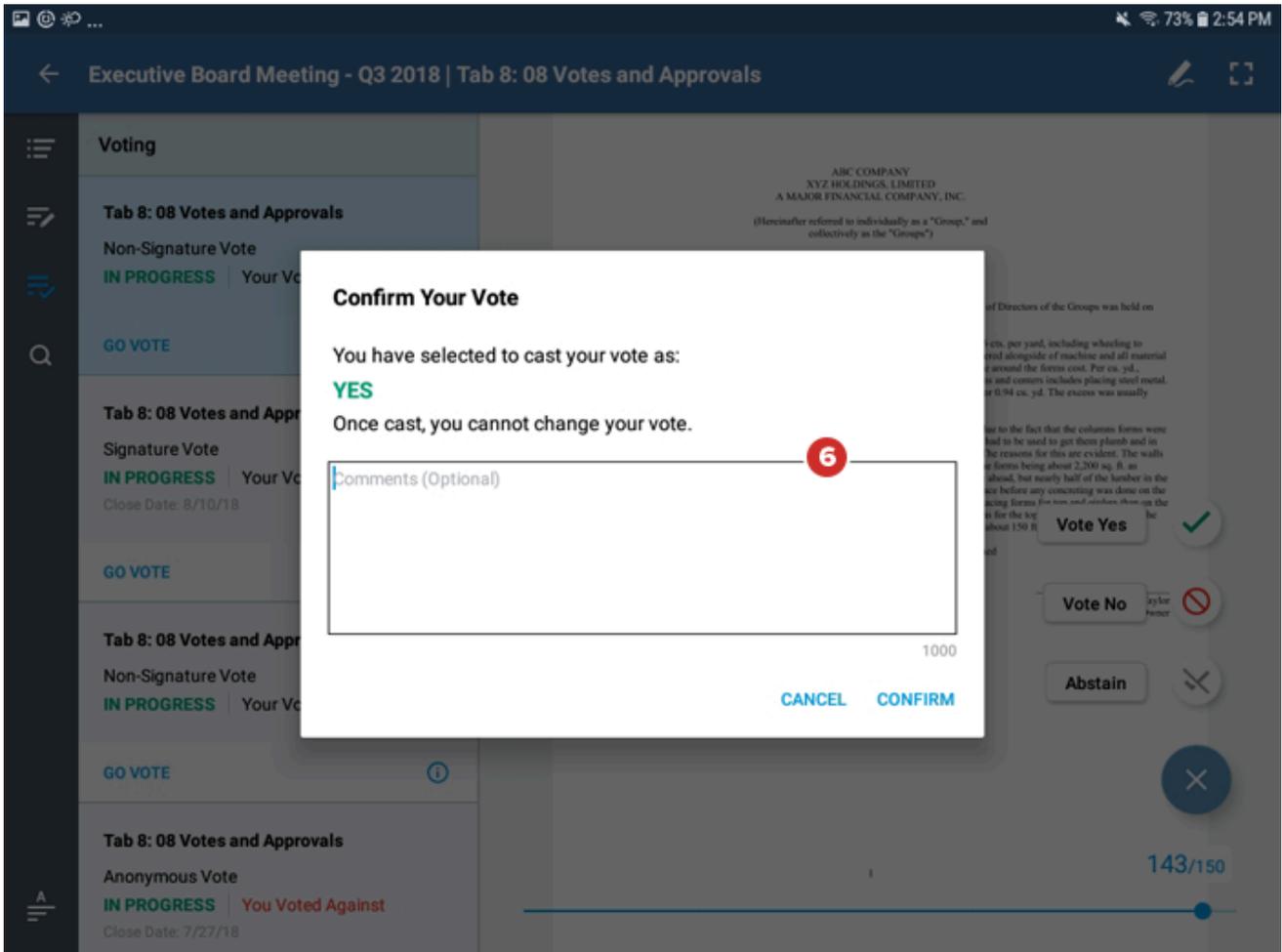
**Tip:** The Voting action button will display on every page of a voting document, not just the signature page, so you can vote while viewing any page.

**5** Select an option in the menu to cast your vote. You will be asked to confirm your selection. For signature votes, your signature line will then be filled in with your signature on file.



**Note:** If the vote requires a signature and you don't have one on file, an alert will appear when you attempt to cast your vote. Selecting "Yes" on this alert will take you to the "Add Signature" screen. See [Adding or updating a signature](#) for more information.

**6** In the confirmation window, you may also see the option to add a comment. Only you and administrator users will be able to view any comments that you add.

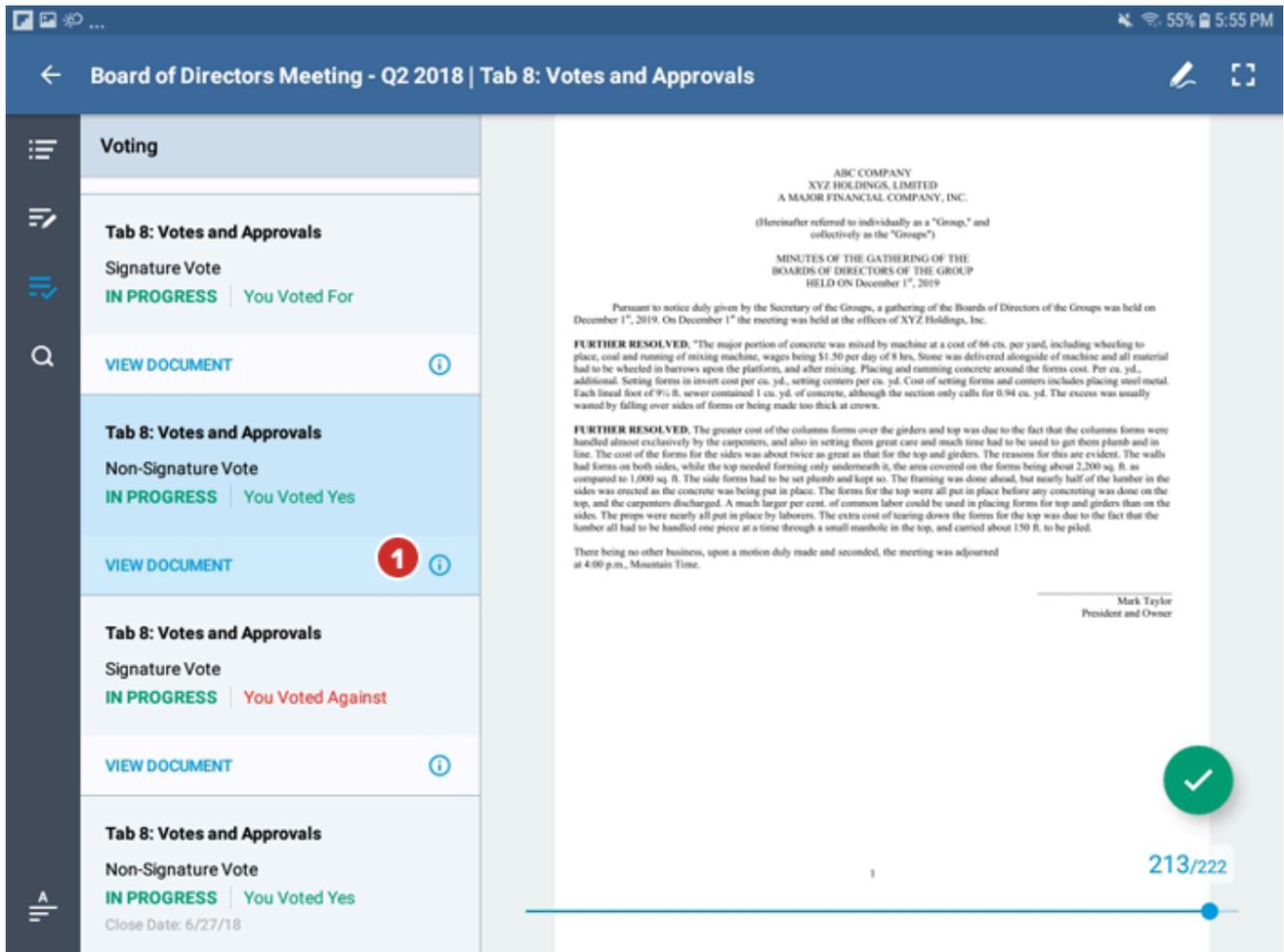


**Note:** If you leave a comment, you can review it later via the voting outline.

**Note:** Casting a vote requires an online connection to Diligent Boards. Voting will not work in offline mode. Once you cast your vote, you cannot change your decision.

## 25 BOARDS FOR ANDROID — VOTING STATUS AND RESULTS

1 Vote status information can be accessed by selecting the status icon for a vote on the voting outline in the page view.



The screenshot shows the Diligent mobile app interface for a Board of Directors Meeting. The title bar reads "Board of Directors Meeting - Q2 2018 | Tab 8: Votes and Approvals". The left sidebar has a "Voting" section with four items, each with a status icon (a red circle with a white '1'). The main content area displays the text of the document, including the title "ABC COMPANY XYZ HOLDINGS, LIMITED A MAJOR FINANCIAL COMPANY, INC." and the date "HELD ON December 1st, 2019". At the bottom right, there is a green checkmark icon and a progress indicator showing "213/222".

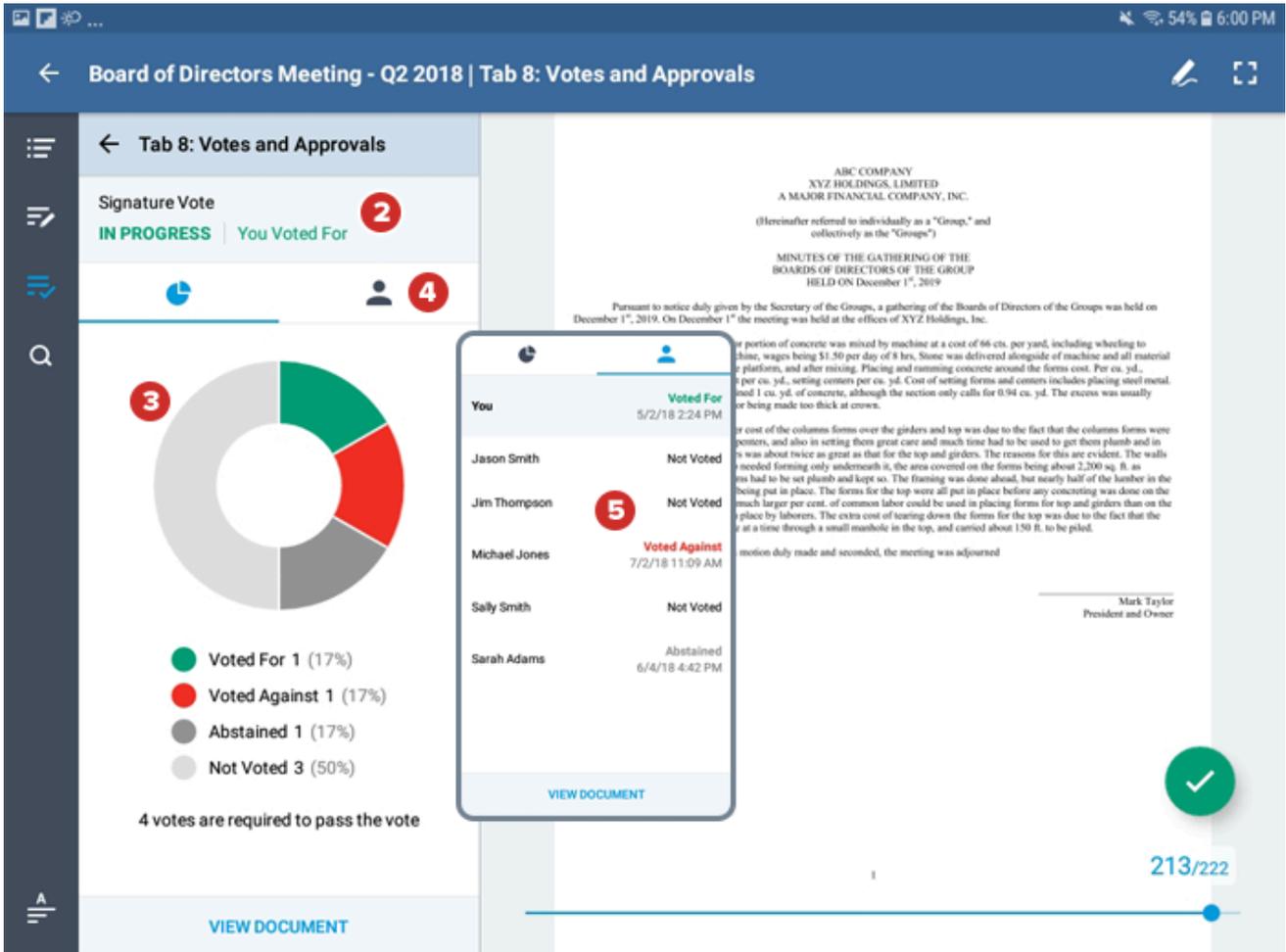
2 The Status window displays many details of a voting document, including whether the vote requires signature confirmation, whether it is an anonymous vote, the close date of the vote, how you voted, and the number of affirmative votes required for the vote to pass.

3 A pie chart displays the current state of the vote. When viewing the pie chart in the voting outline, selecting any part of it will show the list of voters who voted in that category. For example, if you select the green section of the chart, a list will show you who voted in the affirmative.

4 Select the Voter Status button on the voting outline to see more information on vote participants.

**Note:** To cast a vote, you must be connected to the Internet via Wi-Fi or cellular network. Once you cast your vote, you cannot change it.

5 The voting status of other board members appears next to each voter's name. Your voting status will appear at the top of the list. If you left a comment on a vote, you will be able to review it here as well.



**Signature Vote**  
IN PROGRESS | You Voted For **2**

**3**

**4**

**5**

**VIEW DOCUMENT**

**VIEW DOCUMENT**

**213/222**

**Note:** If the vote is an anonymous vote, only your voting status will appear.

## 26 BOARDS FOR ANDROID — QUESTIONNAIRES — MANAGE QUESTIONNAIRES

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Questionnaires allow you to view and respond to surveys where your input is requested. Progress is saved after every answer, so you can return to the questionnaire and continue at any time.

### Video – How to Submit and Respond to a Questionnaire

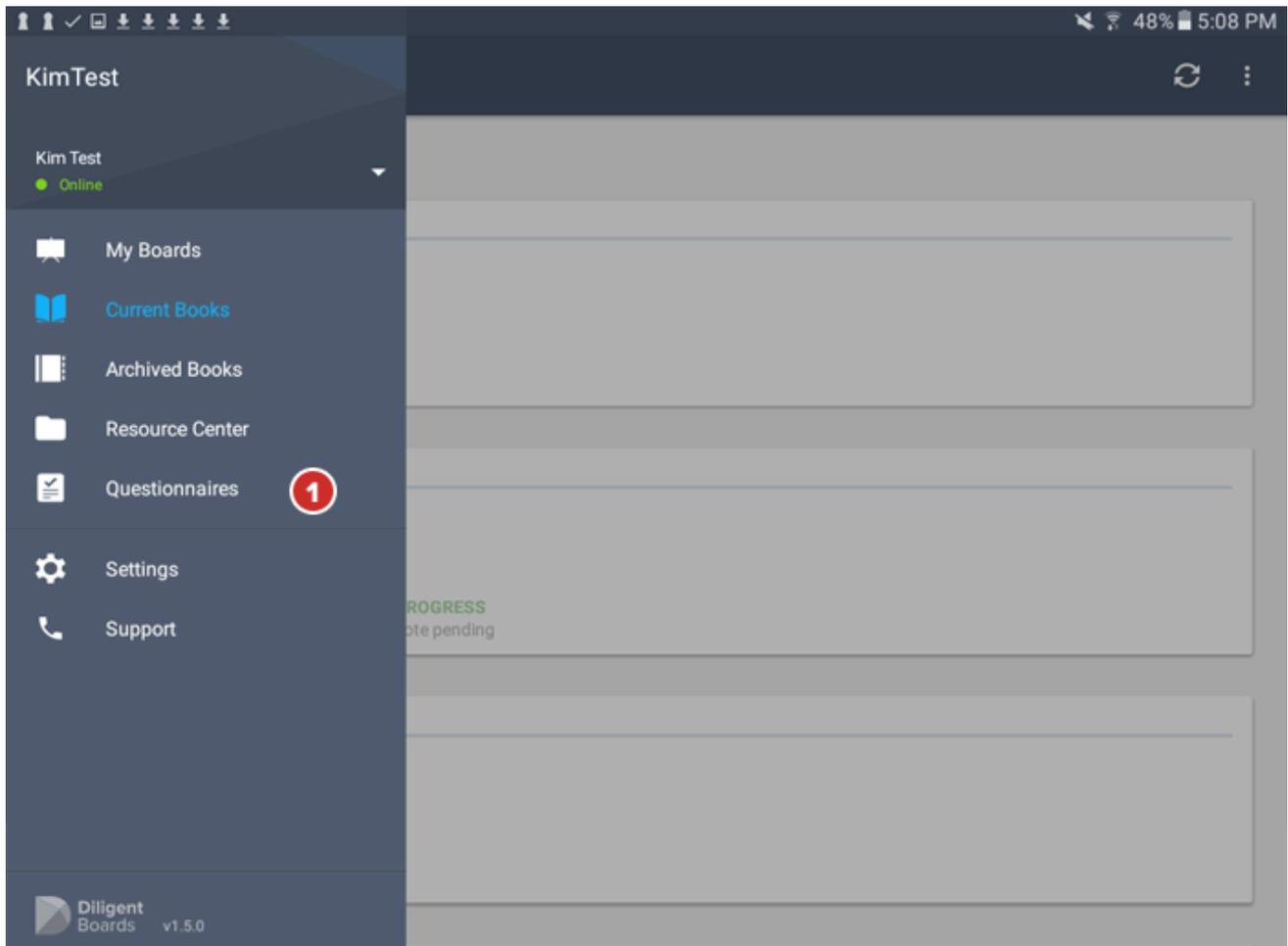
[Youtube](#)

**Note:** Although this video shows questionnaires on an iPad, the questionnaire interface functions identically across all devices.

### Step-By-Step Instructions

**Note:** You must have an active Internet connection in order to use questionnaires.

**1** To access questionnaires, select the menu button in the top-left corner of the screen. Select **Questionnaires** from the menu that appears.



**2 Questionnaires** are categorized:

**2a Active questionnaires** are pending your response.

**2b Inactive questionnaires** are ones that you have already submitted or that have been closed for submission.

**3** Select **Check for Updates** to make sure you are viewing the most current list of questionnaires.

**4** Each questionnaire tile may include the following labels:

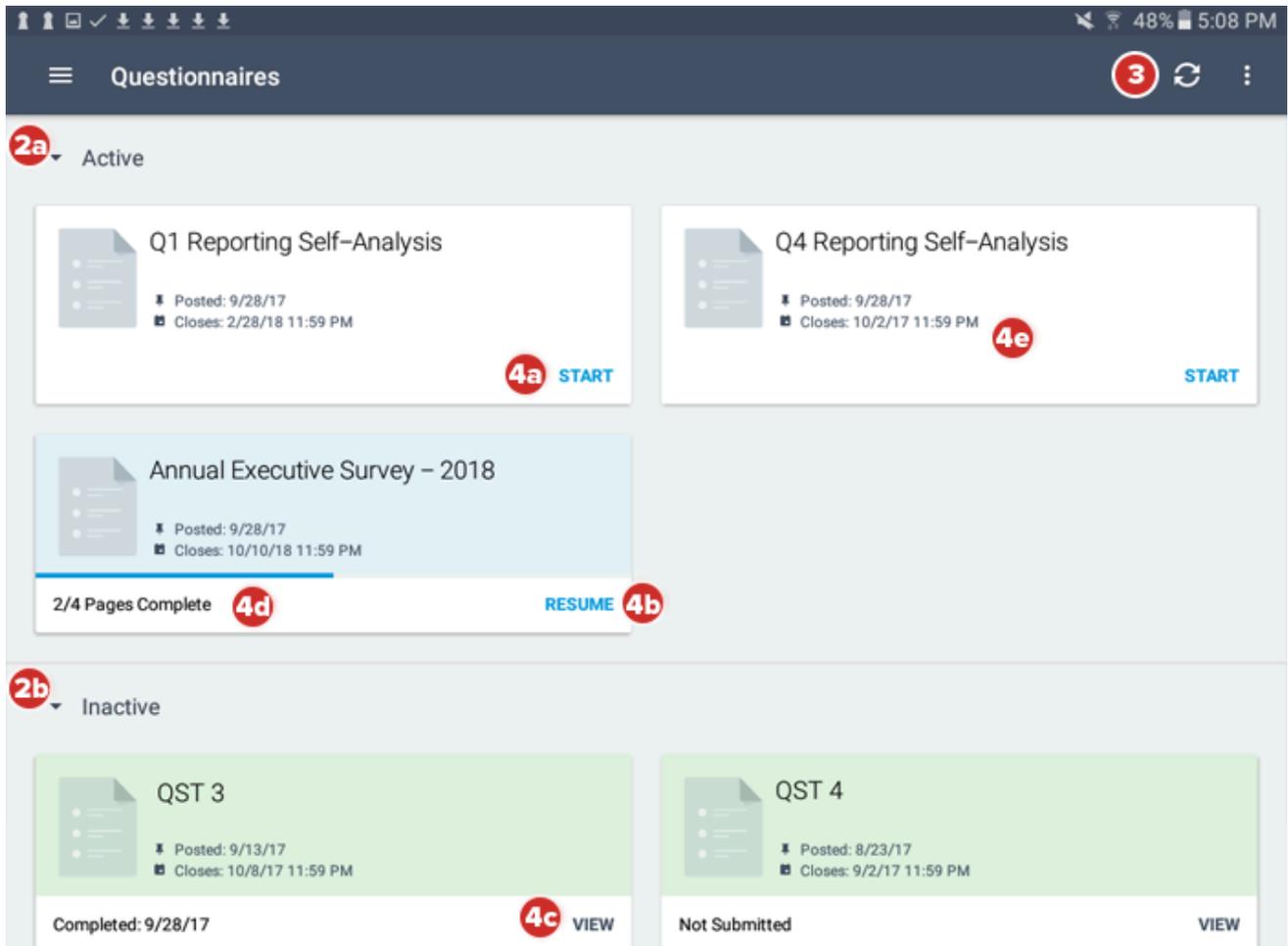
**4a Start** indicates a questionnaire that has yet to be started.

**4b Resume** indicates that you have started the questionnaire, but have not yet completed it.

**4c View** indicates that the questionnaire can be viewed but cannot be responded to.

**4d** Questionnaire progress is displayed for active questionnaires that have been started but not completed.

**4e** Each tile will display the date the questionnaire was posted, as well as the close date, which is when all responses are due.



**5** To filter which questionnaires are displayed, select the **Filter** icon in the toolbar.

**6** Select the **filtering options** to only display questionnaires from certain committees, and to choose how to sort questionnaires that are displayed.

**7** To reset the filter, select **Clear All**.

**8** Select anywhere on a questionnaire's tile to open it.

5 8% 5:08 PM
Questionnaires

**Active**

**Q1 Reporting Self-Analysis**

Posted: 9/28/17  
Closes: 2/28/18 11:59 PM

**START**

**Q4 Reporting**

Posted: 9/28/17  
Closes: 10/2/17 11:59 PM

**Annual Executive Survey – 2018**

Posted: 9/28/17  
Closes: 10/10/18 11:59 PM

2/4 Pages Complete
**RESUME**

**Filter** Clear all

**Committees**

- Main Board
- Audit Committee
- Compensation & Benefits Committee
- Nominating Committee
- Finance Committee
- Regulatory Committee

**Sort By**

- Posted Date
- Close Date

**Inactive**

**QST 3**

Posted: 9/13/17  
Closes: 10/8/17 11:59 PM

Completed: 9/28/17 **VIEW**

**QST 4**

Posted: 8/23/17  
Closes: 9/2/17 11:59 PM

Not Submitted

## 27 BOARDS FOR ANDROID — QUESTIONNAIRES — RESPONDING TO A QUESTIONNAIRE

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The Questionnaire Page View makes it easy to provide responses to various question types, and saves your progress in real time.

### Video – How to Submit and Respond to a Questionnaire

[Youtube](#)

**Note:** Although this video shows questionnaires on an iPad, the questionnaire interface functions identically across all devices.

### Step-By-Step Instructions

1 The navigation controls at the bottom of each page may include one or more of the following options:

**1a Next Page** proceeds to the next page of the questionnaire.

**1b Save and Finish Later** saves your progress and returns to the questionnaire list.

**Note:** Your responses are also being saved automatically as you enter them. You do not need to save them manually with this button.

**1c Previous** returns to previous pages in the questionnaire.

2 Questions may contain one or more of the following answer fields:

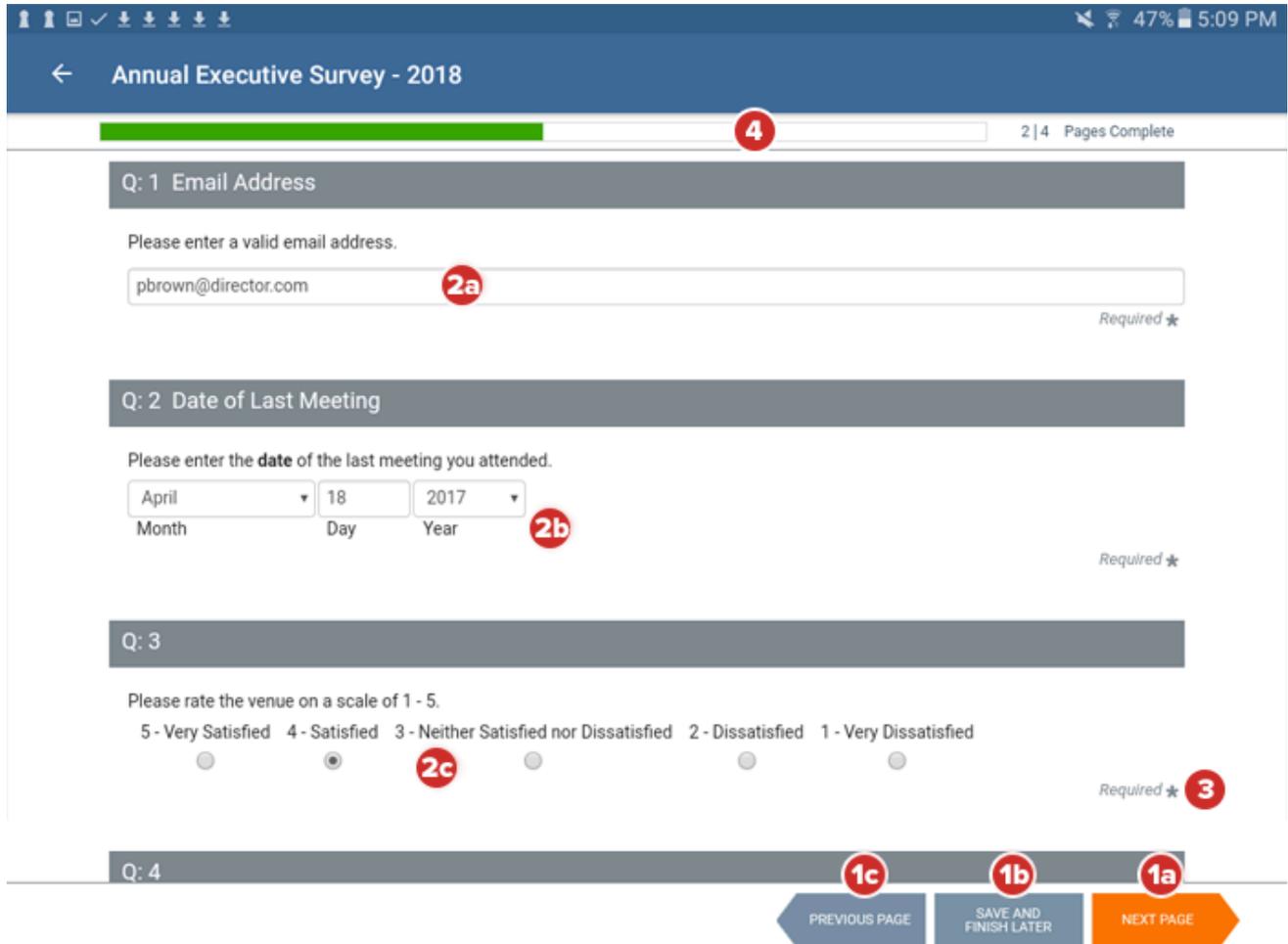
**2a A Text Box** for typing an answer.

**2b A Drop-down** menu for selecting from a predefined list of options.

**2c Checkboxes** or **Radio Buttons** for selecting one or more options from a list.

3 A **Required** icon will appear if a question is mandatory. All required questions must be answered before continuing to the next page.

4 A header above the page tracks progress as the questionnaire is completed.



The screenshot shows a mobile application interface for an "Annual Executive Survey - 2018". At the top, a blue header bar contains a back arrow, the title "Annual Executive Survey - 2018", and a progress indicator "2 | 4 Pages Complete" with a red circle containing the number "4". Below the header is a green progress bar. The survey consists of four questions:

- Q: 1 Email Address**: "Please enter a valid email address." Input field contains "pbrown@director.com" with a red circle "2a" and "Required ★".
- Q: 2 Date of Last Meeting**: "Please enter the **date** of the last meeting you attended." Input fields for Month (April), Day (18), and Year (2017) with a red circle "2b" and "Required ★".
- Q: 3**: "Please rate the venue on a scale of 1 - 5." Radio buttons for 5 - Very Satisfied, 4 - Satisfied, 3 - Neither Satisfied nor Dissatisfied (selected, with red circle "2c"), 2 - Dissatisfied, and 1 - Very Dissatisfied. "Required ★ 3".
- Q: 4**: Navigation buttons at the bottom: "PREVIOUS PAGE" (1c), "SAVE AND FINISH LATER" (1b), and "NEXT PAGE" (1a).

5 The final page of the questionnaire is the submission page. Select **Submit** to submit your final responses.

**Note:** Once a questionnaire is submitted, its answers cannot be altered or removed. Questionnaires will automatically be moved to the "Inactive" section once submitted.

6 Some questionnaires may require you to digitally sign the last page before you can submit your answers. To do this, select **Add Signature** before selecting the Submit button.

## SUBMISSION PAGE

**Thank you for your participation in this questionnaire!**

Select the submit option to mark your responses as final and complete your participation in this questionnaire. If you would like to review or change any of your responses, use the previous button to access prior pages.

 Add Signature

6

PREVIOUS PAGE

SAVE AND  
FINISH LATER

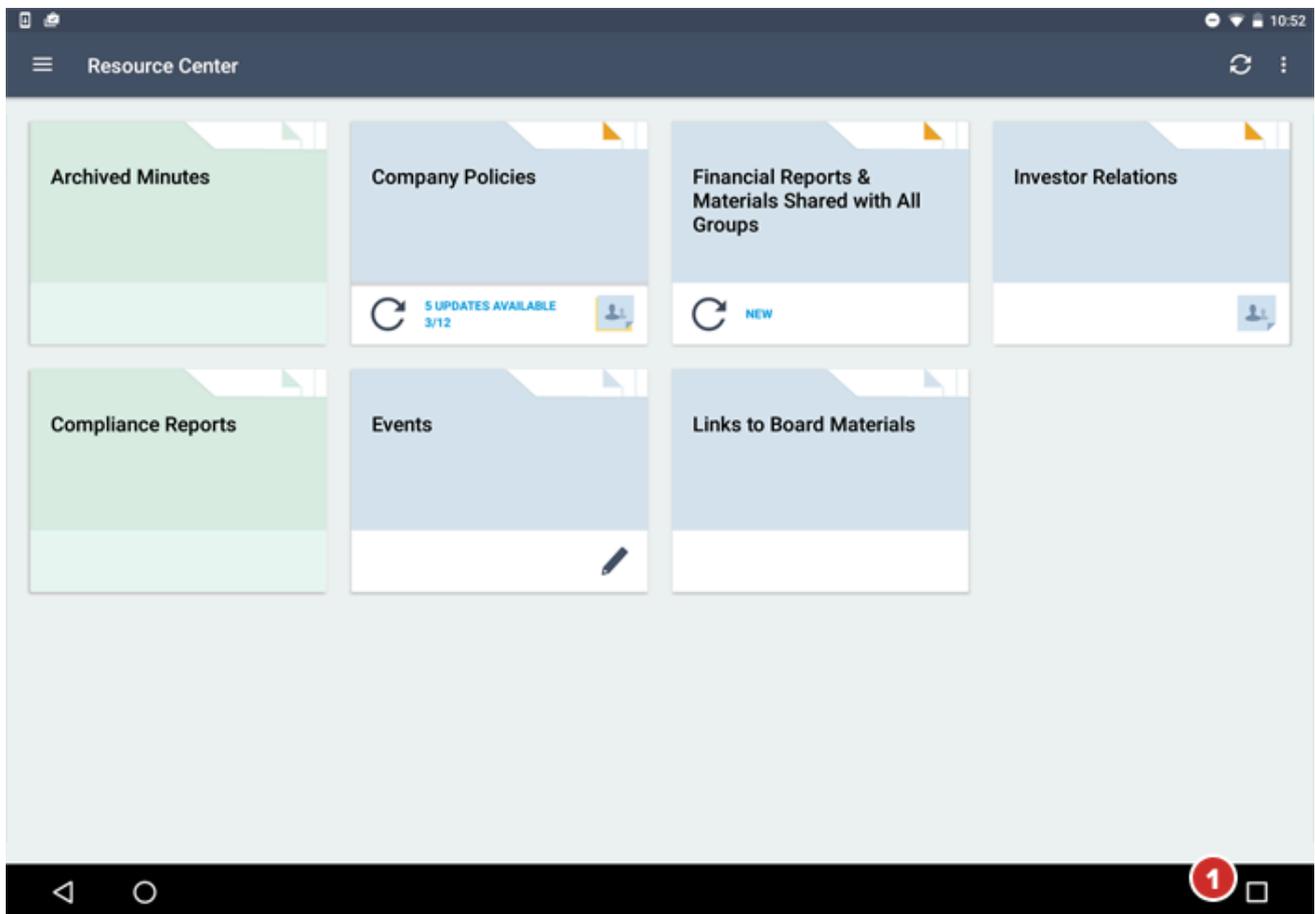
SUBMIT

5

## 28 BOARDS FOR ANDROID — MULTITASKING WITH SPLIT SCREEN VIEW

Diligent Boards for Android is split screen-enabled for multitasking capabilities on supported Android devices. Note that functionality differs across different Android devices and manufacturers, and these instructions may not apply directly to your device.

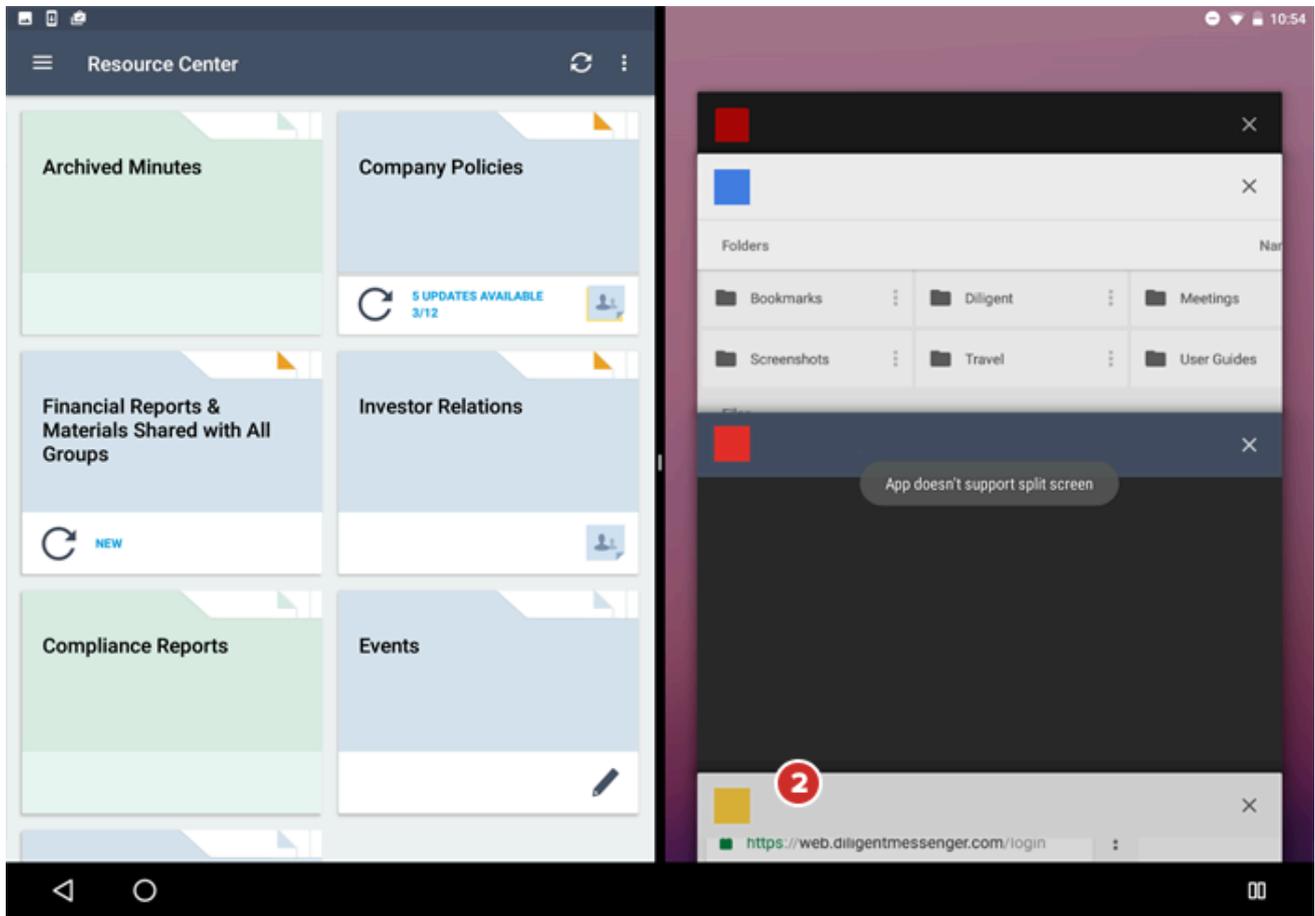
1 Enter split screen mode according to your specific device's functionality. This typically involves pressing and holding the device button that brings up a list of your open apps.



**Note:** Consult documentation for your specific device for more information on activating split screen mode.

2 A list of available apps will appear in a split screen view. Scroll up and down (if necessary) to locate the app

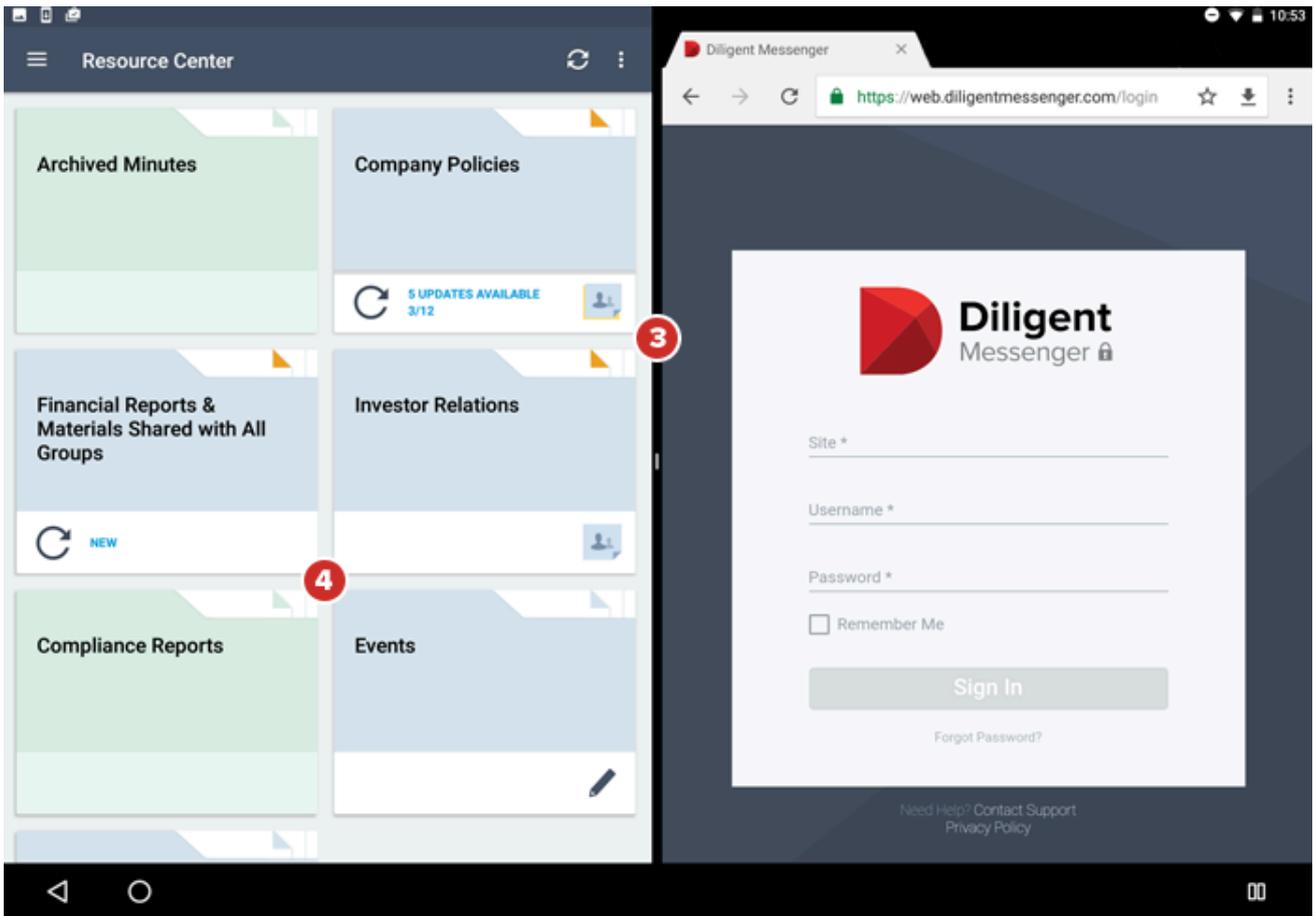
you'd like to use, and select it.



**Note:** Not all apps support split screen. Unsupported apps will have a note preventing them from being opened.

**3** Slide the divider bar left or right to change the sizes of your split screen windows. Diligent Boards for Android is designed to automatically adjust its layout for optimal viewing on different screen sizes and configurations.

**4** Begin multitasking with Diligent Boards and your second app.

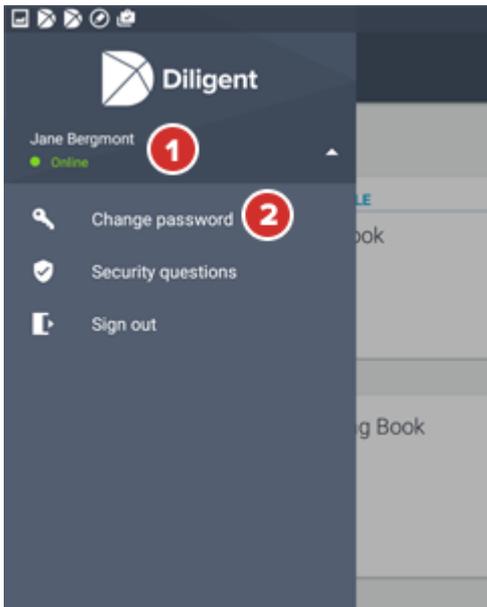


## 29 BOARDS FOR ANDROID — SECURITY — CHANGE PASSWORD

You can change the password for your Diligent Boards account from the Android application.

**1** Open the navigation panel while viewing a book hub (Current Books or Archived Books) and select your name.

**2** Select the **Change password** option from the list.



**3** You will be presented with a Change password screen requiring the following:

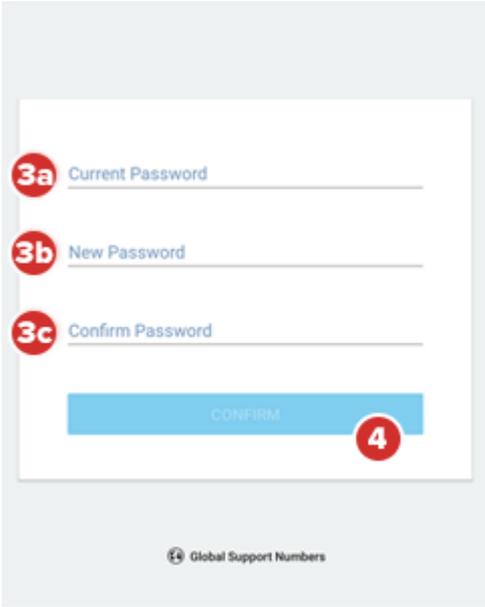
**3a** Your current password

**3b** Your new password

**3c** Confirm new password

**Note:** Your new password will require parameters that are set by your company's security policy. As a general guide, passwords are typically case sensitive and will require a capital letter, lower-case letter, number, minimum of eight or more characters and cannot contain your username.

**4** Press the **Confirm** button to create your new password, which can now be used to log into Diligent Boards on any device.



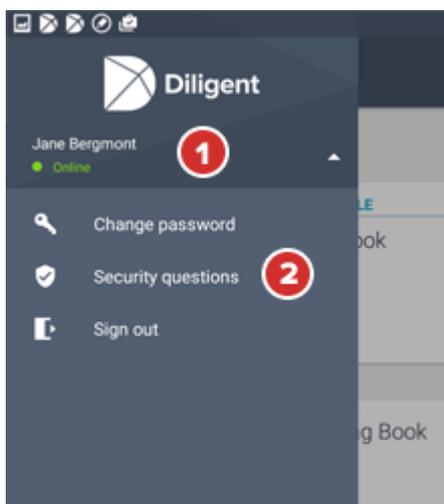
The screenshot shows a password change form with three input fields and a confirmation button. The fields are labeled '3a Current Password', '3b New Password', and '3c Confirm Password'. A blue button labeled 'CONFIRM' is highlighted with a red circle containing the number '4'. Below the form is a link for 'Global Support Numbers'.

## 30 BOARDS FOR ANDROID — SECURITY — SECURITY QUESTIONS

Security questions can be managed within the Android application. Security questions are used for identification purposes and are required for a password reset.

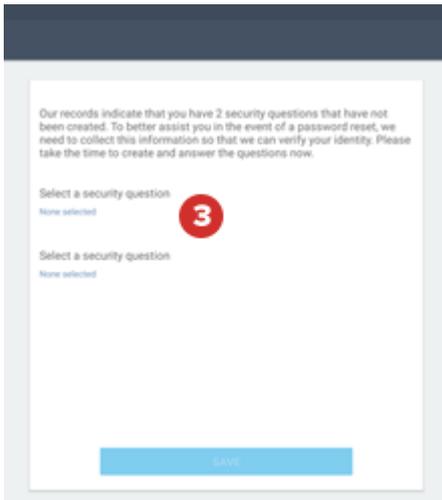
1 Open the navigation panel while viewing a book hub (Current Books or Archived Books), and select your name.

2 Select the **Security questions** option from the list. A list of question and response fields will appear.

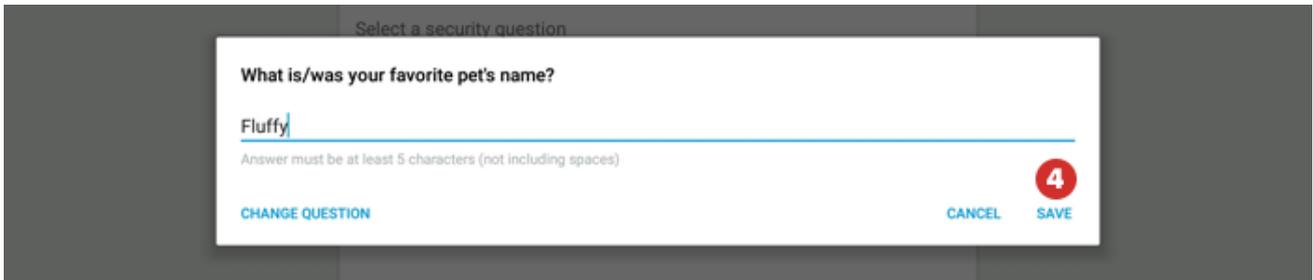


**Note:** The number of questions required in the list is set by your company's security policy.

3 Select a **Select a security question** field to see the list of available questions from which to choose.



**4** Once you select a question, type the answer in the field below it and select **Save**.



**Note:** Answers must be at least five characters long, excluding spaces.

**5** Previously answered questions will show the selected question and, depending on your site's settings, the masked response. These questions can be modified by selecting on the relevant field.

**6** Select the **Save** button to save your questions and responses. If you select **Cancel**, your responses will not be saved.

Our records indicate that you have 2 security questions that have not been created. To better assist you in the event of a password reset, we need to collect this information so that we can verify your identity. Please take the time to create and answer the questions now.

What is/was your favorite pet's name?

Fluffy

5

What street did you live on in third grade?

Smith St.

SAVE

6

**Note:** If your required number of questions on file have not been recorded, the security questions dialogue window will appear every time you log in.

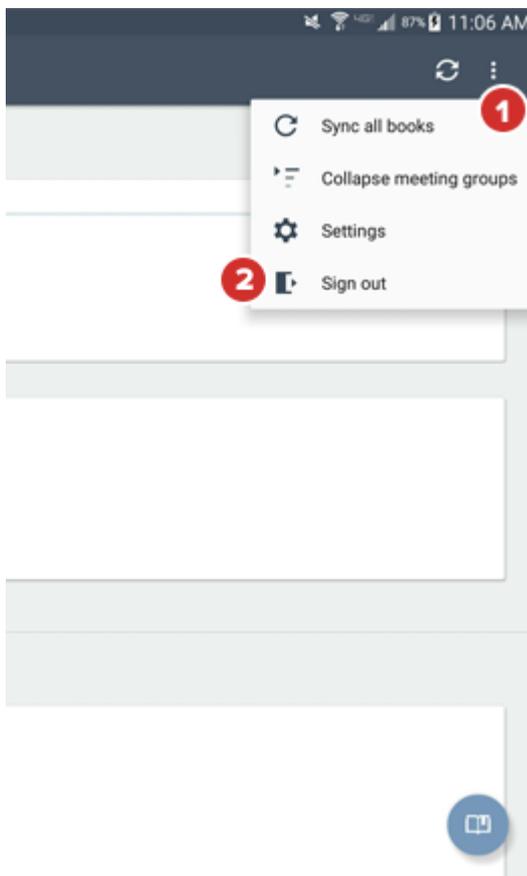
## 31 BOARDS FOR ANDROID — SECURITY — SIGN OUT

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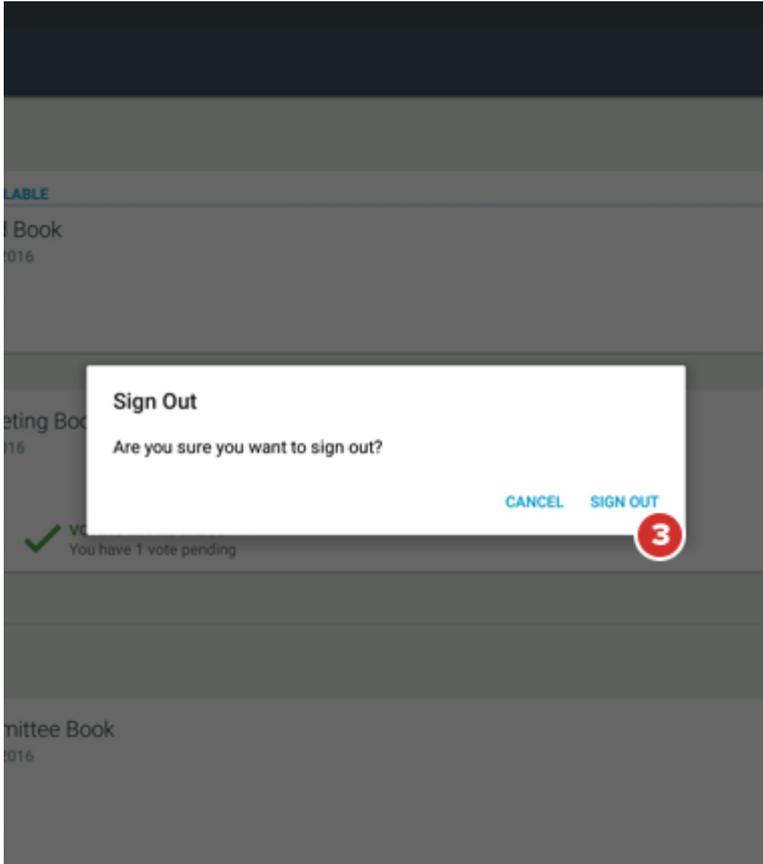
When finished viewing your materials, it is a best practice to sign out of Diligent Boards for security. This will require your password to re-enter the application.

**1** Select the **Additional Options** button in the top-right corner of the screen.

**2** Select the **Sign out** option in the list. You will be prompted to confirm that you want to end your session.



**3** Select **Sign out** in the prompt. The application will return to the sign-in screen.

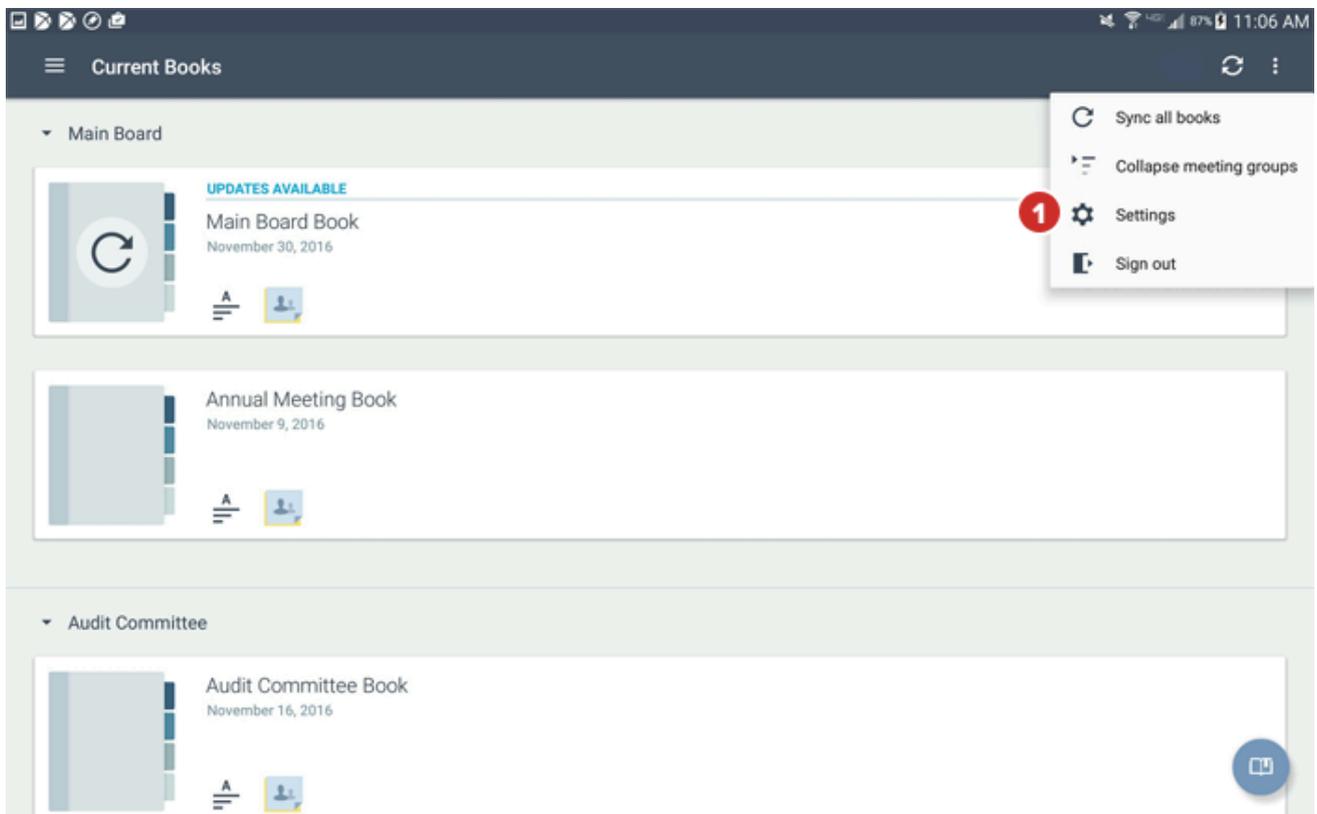


## 32 BOARDS FOR ANDROID — SETTINGS AND PERSONALIZATION

Settings allow you to customize the application to your precise needs.

**Note:** General settings are pre-configured to provide an optimal user experience by default. This section outlines what can be adjusted to further personalize your experience.

**1** To access the settings panel, tap the **Additional Options** button in the top-right corner of the screen, and select **Settings**. Then choose from the areas at the top of the screen.



### Access Settings

**2 Site name** shows the name of the Diligent Boards site that you are currently viewing. Changing this setting requires signing in to the new site.

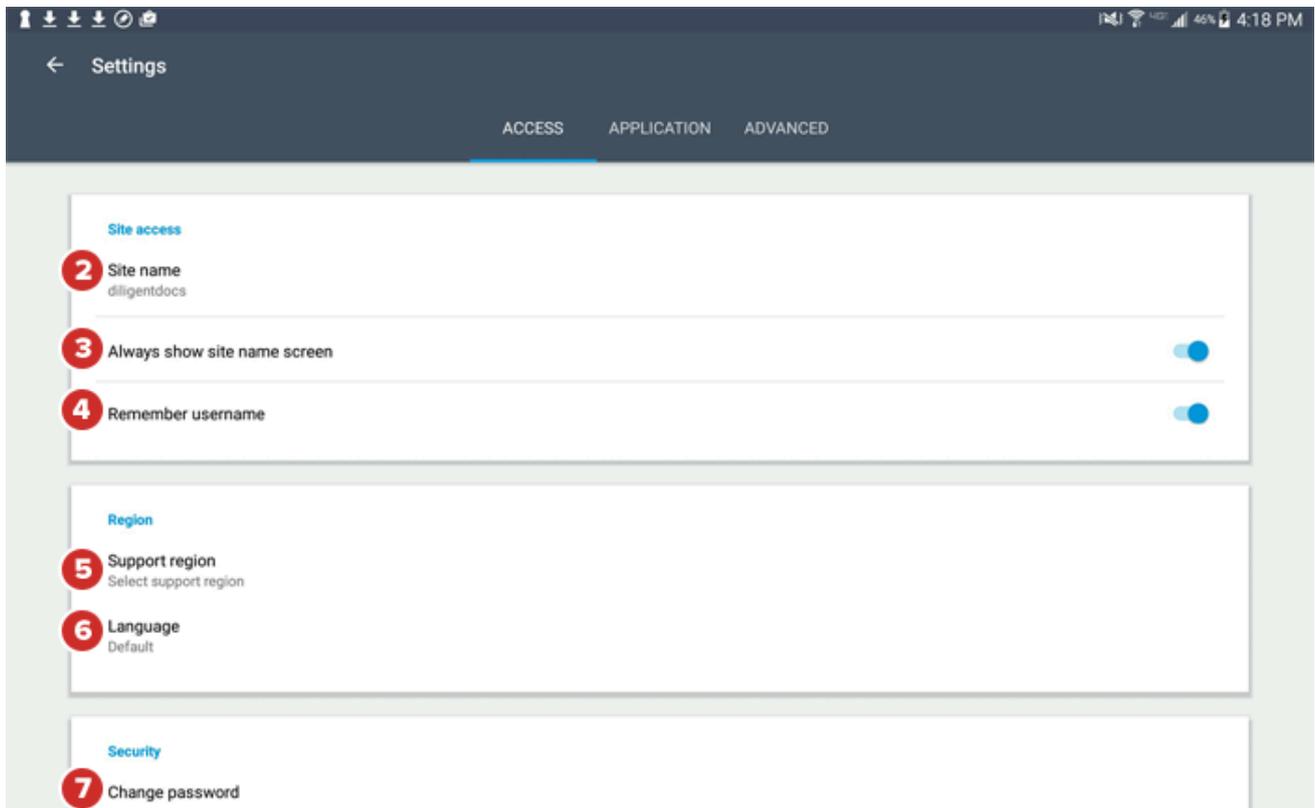
**3 Always show site name screen** determines whether the site name screen appears every time you open Diligent Boards.

**4 Remember username** stores your username locally so that you only have to enter your password each time you sign in.

**5 Support region** determines the global support number that appears throughout Diligent Boards.

**6 Tap the Language option** to select the language you would like to use. To have Diligent Boards apply an available language automatically based on your device language, select **Default**. You will be prompted to sign into Diligent Boards again for a language change to take effect.

**7 You can also change your password or security questions** from Settings. See those respective sections in this guide for more information.



## Application Settings

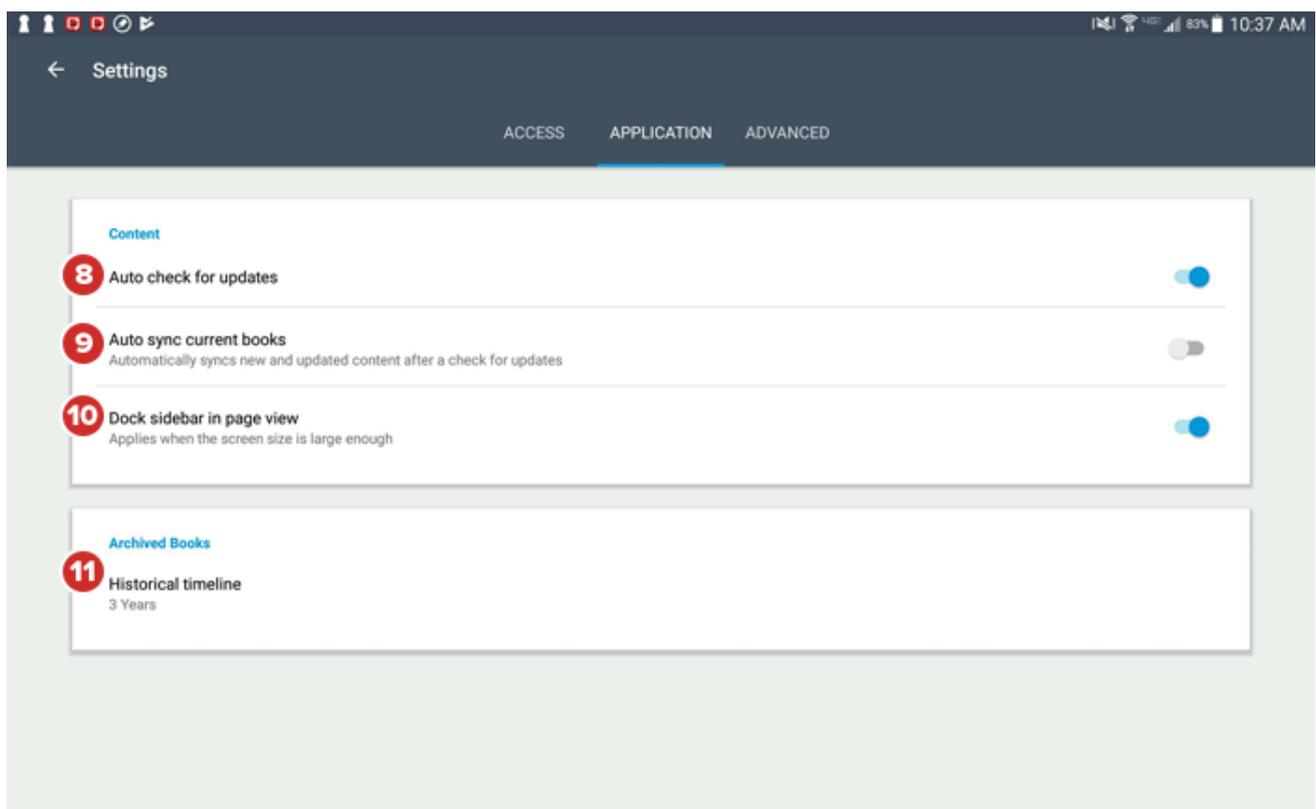
**8 Auto check for updates** tells the application to check for updated material at set intervals. This setting is enabled by default. Disabling this feature may speed up loading times, but content updates will have to be checked for manually.

**9** The **Auto sync current books** setting automatically downloads any new content found when a “check for updates” is made. It is disabled by default.

**10** When **Dock sidebar in page view** is enabled, the page view resizes on larger displays when an outline sidebar (like the Navigation, Annotations or Voting outline) is open, and the sidebar remains “docked” to the left side of the page view, rather than covering part of the page.

**Note:** On smaller display configurations (like phones, smaller tablets or smaller split-screen configurations), an open sidebar will always cover part of the page, regardless of this setting).

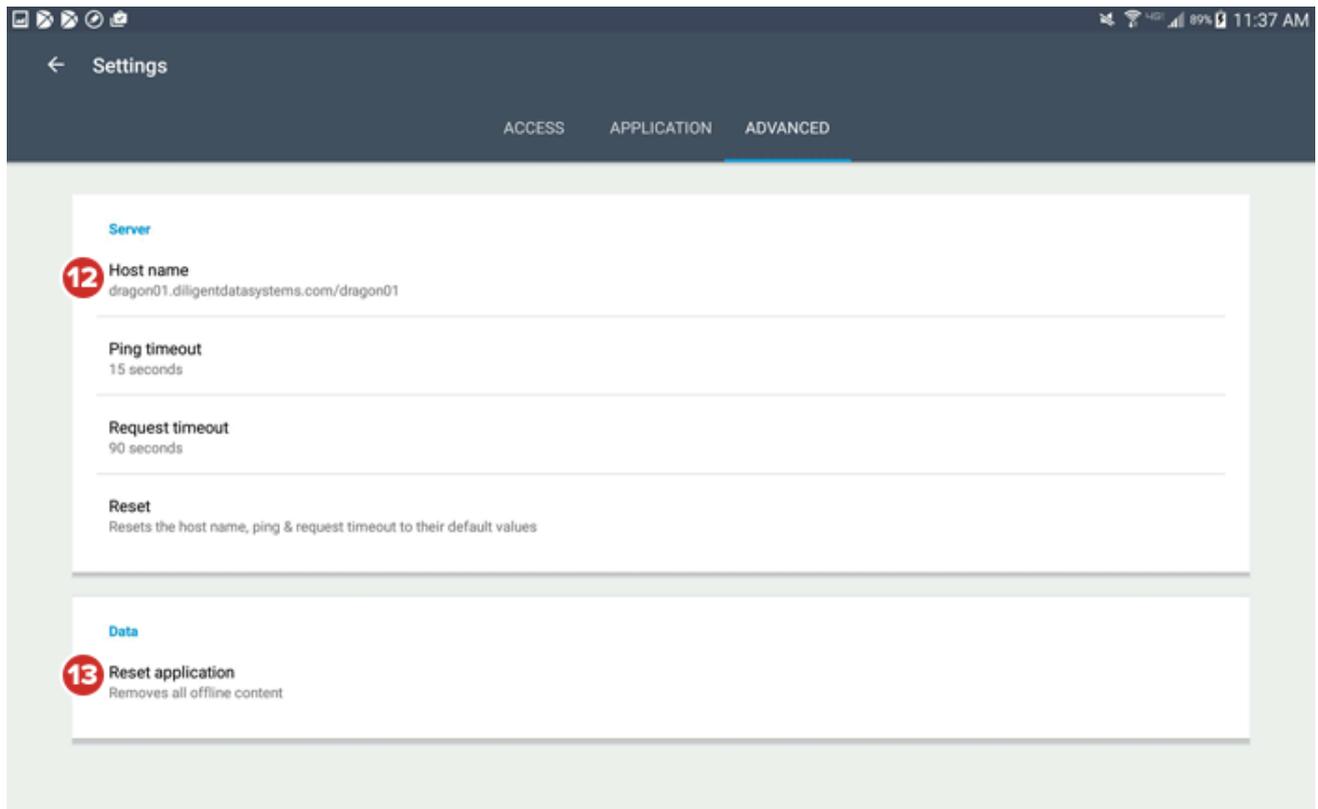
**11 Historical timeline** sets how many past years of Archived Books are displayed. Use this setting to hide books that are very out-of-date.



## Advanced Settings

**12 Server** settings should only be changed by your IT department or under instruction from Diligent.

**13 Reset application** resets all book data, and should only be used if you are having significant difficulty syncing or viewing board materials.



**Note:** Resetting the application requires re-syncing all current books to your device. Depending on your site configuration, you may also lose all of your notes and annotations.

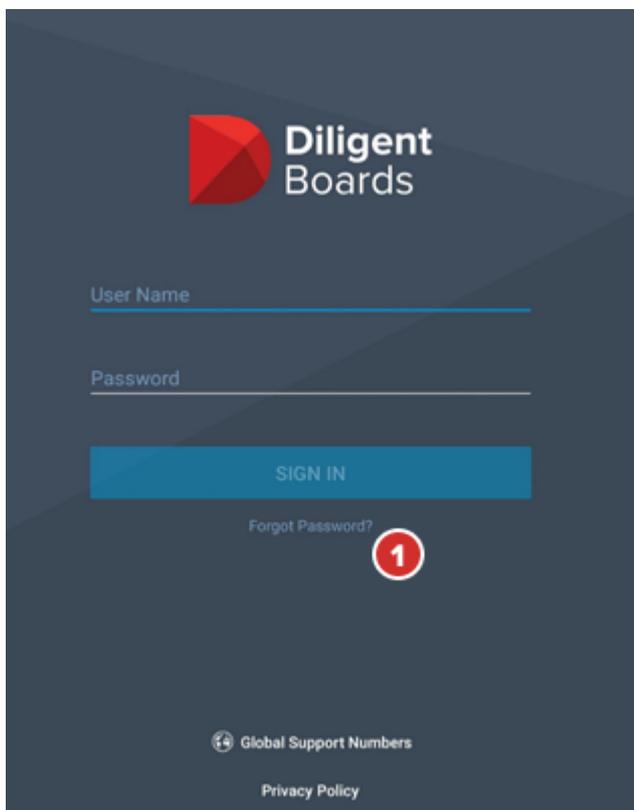
## 33 BOARDS FOR ANDROID — FORGOT PASSWORD?

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You can reset your password using the Diligent Boards self-service password reset feature.

**Note:** To use the self-service password reset feature, you will need to have a valid email address on file and to have answered all of your Security Questions.

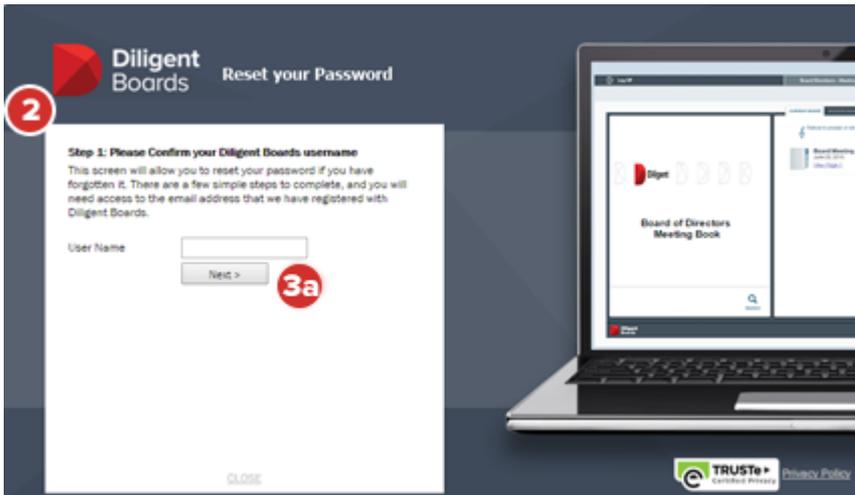
**1** Tap the **Forgot Password** link on the sign-in screen of Diligent Boards for Android.



**2** The password reset website will open in your Web browser.

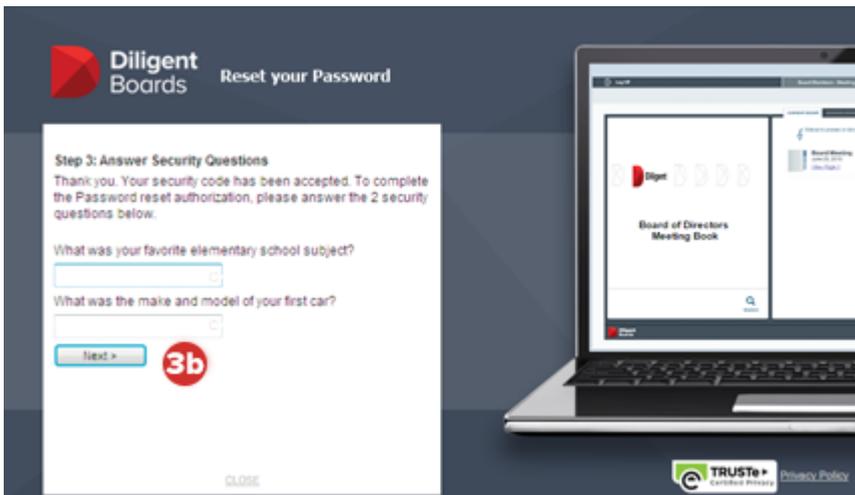
**3** The steps below outline the self-service password reset sections:

**3a** Enter your User Name and tap the **Next** button. A unique security code will be sent to the email address you have on file. Enter the security code that was sent to your email and tap **Next**.



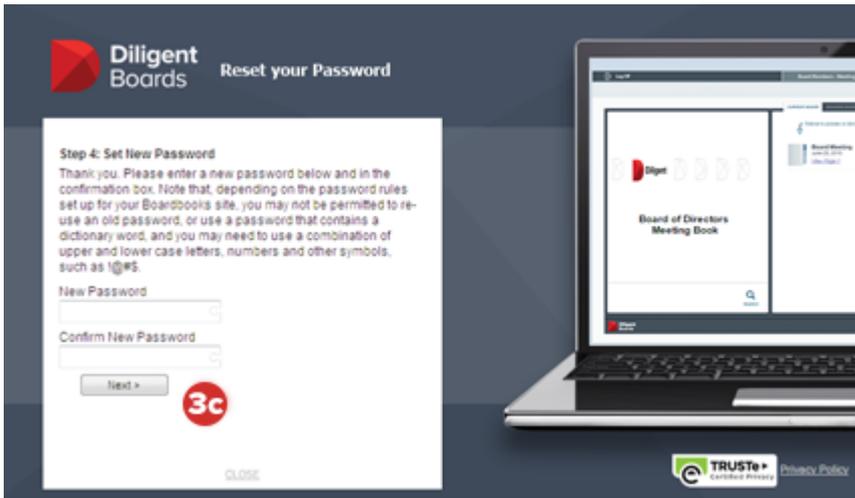
**Note:** If you do not receive an email from Diligent Boards after completing step 3a, please check the spam folder of the email service you use. You can repeat step 3a as many times as necessary.

**3b** Upon entering the security code successfully, the next screen will prompt you to provide the answer to one or more **security questions** that you have on file. Please respond to all the questions listed and tap the **Next** button.



**Note:** Your security question responses are not case sensitive, but they need to be typed exactly how they were entered when created. This should include any hyphens or spaces between words.

**3c** The final screen will prompt you to enter a new password, and confirm it. After successfully creating the new password, you can return to Diligent Boards for Android and use the new password to log in.



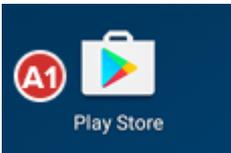
## 34 BOARDS FOR ANDROID — GETTING STARTED

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Diligent Boards for Android lets you read board materials, add annotations and carry out important board functions, all from the Android device of your choosing. Access Current Books, Archived Books, and Resource Center items, and vote on important board matters and motions. Diligent Boards' easy-to-use functionality combines with the versatility of the Android platform to let you access all of your board materials the way you want to.

### Getting Started

**A1** Download Diligent Boards for Android from the **Google Play Store** on your device.



**A2** After downloading and opening the app, enter your site name and select **Continue**.

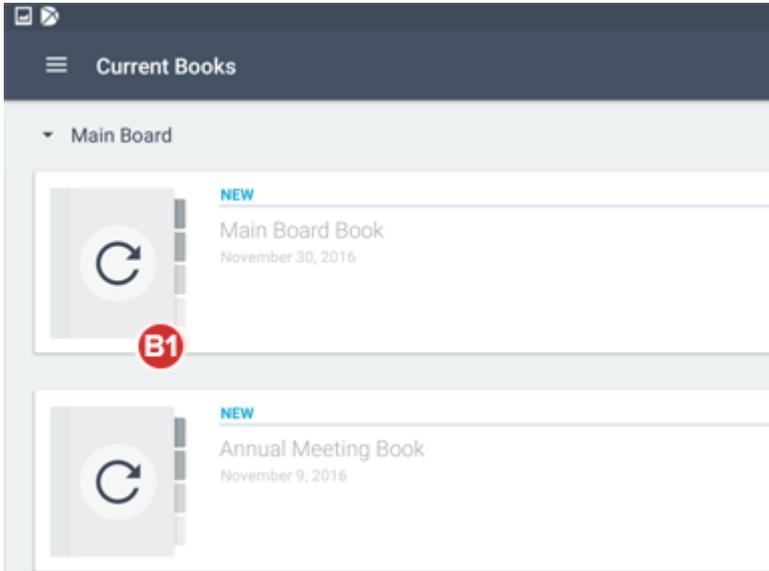


**A3** Enter your **user name** and **password** and select **Sign In**. If prompted, answer your Security Questions and choose the board you'd like to view.

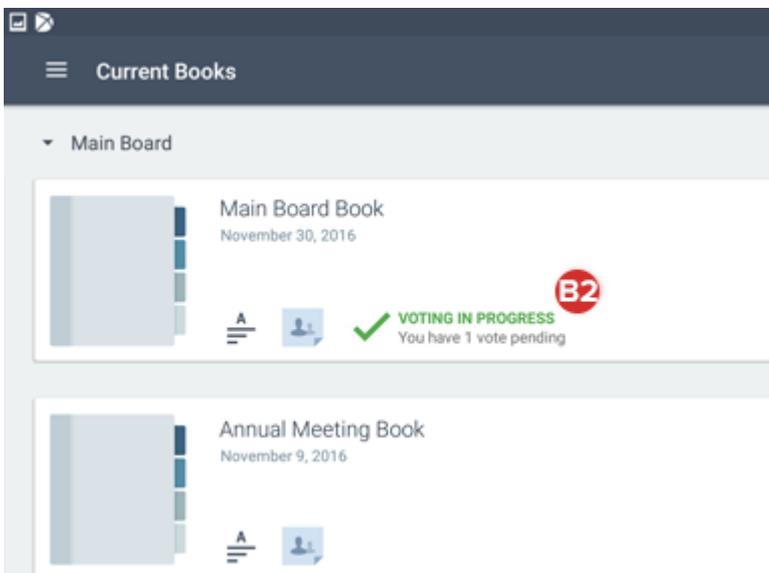


## Opening Books

**B1** If it's your first time signing into Diligent Boards for Android, select a book icon or card to **sync** it to your device. (If you've signed in on your Android device before, you'll only need to sync updated books.)



**B2** You can start reading a book as it syncs. Select a **book icon** to go to its first page, or use the Agenda, Annotation and Voting icons, if present, to easily locate a specific part of a book.



## Navigating Books

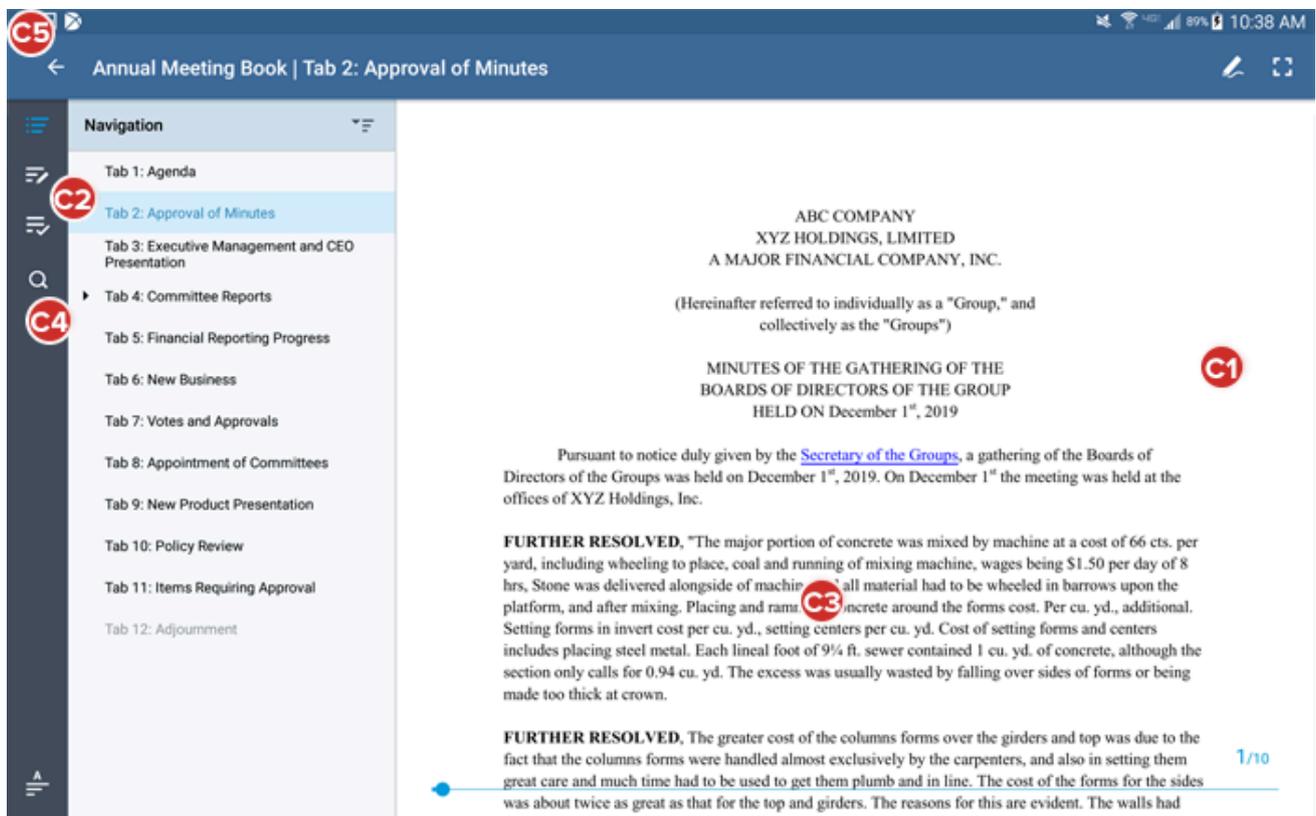
**C1** To turn pages, select the **right** or **left** side of the page, or **swipe** horizontally.

**C2** Icons to the left access the **Navigation**, **Annotations** and **Voting Panels**. Use these panels to quickly navigate books via an outline format, clicking the section or page you'd like to go to.

**C3** Zoom by **pinching** on the page view.

**C4** To find words or phrases in the book, select the **Search** icon.

**C5** Click the **Back** button to return to the bookshelf view.

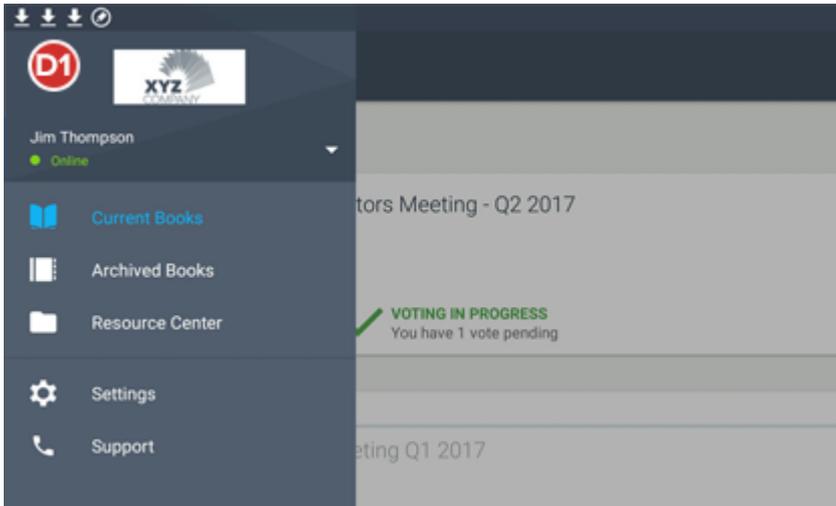


## Archived Books and Resource Center

**D1** Open the **Navigation** menu  from a top-level book hub (like Current Books) to access other hubs, including Archived Books and Resource Center items.



Sync and navigate Archived Books and Resource Center items in the same way as Current Books. Archived Books cannot be annotated, and some Resource Center items are only available with an internet connection.



## Annotations – Markups, Sticky Notes and Bookmarks

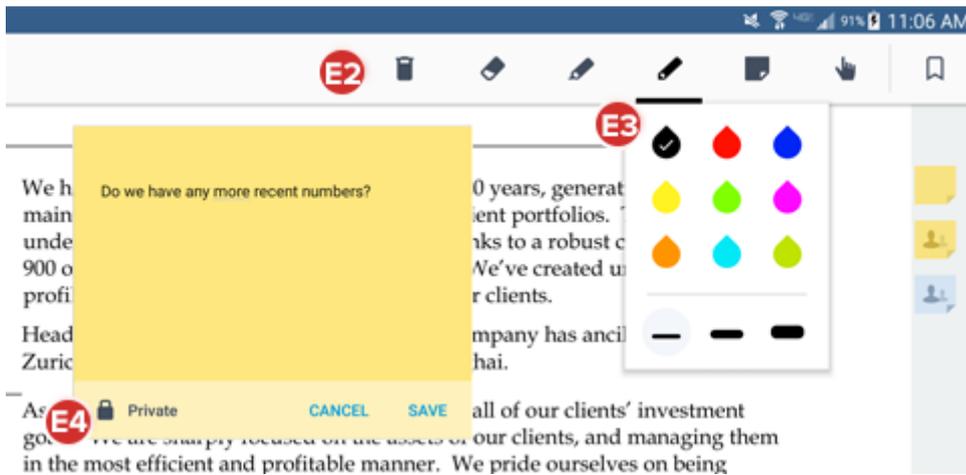
**E1** Select the **Annotations** icon to open the Annotations toolbar.



**E2** Use the **icons** across the top to access different annotation tools, including **Sticky Notes**, **Markups** (pen and highlighter), and **Bookmarks**. Eraser and bulk annotation delete tools are available as well.

**E3** After selecting the pen or highlighter, **select it again** for different style options.

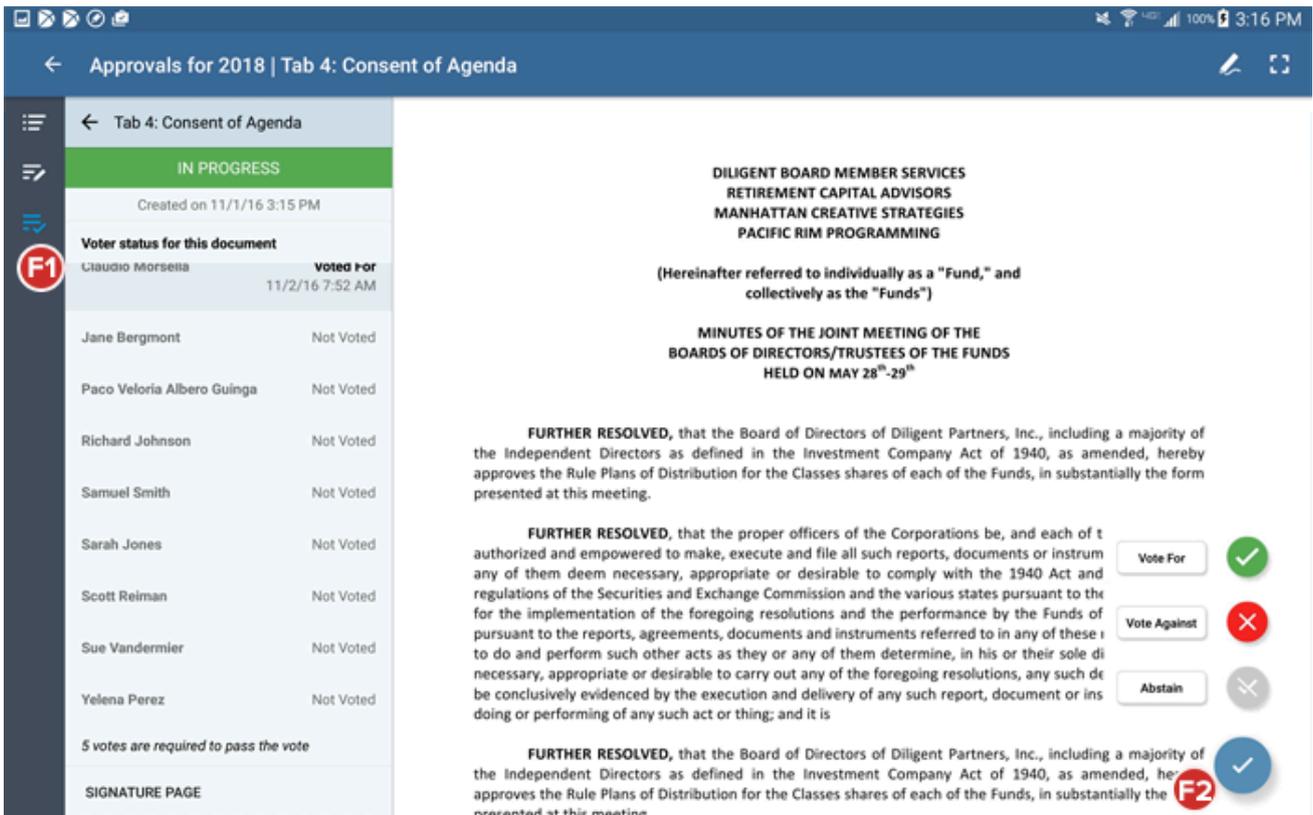
**E4** Click the **Private** icon when creating a sticky note for note-sharing options.



## Voting

**F1** Use the **Voting Panel icon** on the left to quickly find voting documents awaiting your attention. Use the links for each vote to check status or go right to the Signature Page.

**F2** Select the **voting icon** at the lower-right side of a voting document to cast your vote.



← Approvals for 2018 | Tab 4: Consent of Agenda

← Tab 4: Consent of Agenda

**IN PROGRESS**

Created on 11/1/16 3:15 PM

**Voter status for this document**

Name	Voted For
Claudio Morsetta	11/2/16 7:52 AM
Jane Bergmont	Not Voted
Paco Veloria Albero Guinga	Not Voted
Richard Johnson	Not Voted
Samuel Smith	Not Voted
Sarah Jones	Not Voted
Scott Reiman	Not Voted
Sue Vandermier	Not Voted
Yelena Perez	Not Voted

5 votes are required to pass the vote

**SIGNATURE PAGE**

**DILIGENT BOARD MEMBER SERVICES  
RETIREMENT CAPITAL ADVISORS  
MANHATTAN CREATIVE STRATEGIES  
PACIFIC RIM PROGRAMMING**

(Hereinafter referred to individually as a "Fund," and collectively as the "Funds")

**MINUTES OF THE JOINT MEETING OF THE  
BOARDS OF DIRECTORS/TRUSTEES OF THE FUNDS  
HELD ON MAY 28<sup>th</sup>-29<sup>th</sup>**

**FURTHER RESOLVED**, that the Board of Directors of Diligent Partners, Inc., including a majority of the Independent Directors as defined in the Investment Company Act of 1940, as amended, hereby approves the Rule Plans of Distribution for the Classes shares of each of the Funds, in substantially the form presented at this meeting.

**FURTHER RESOLVED**, that the proper officers of the Corporations be, and each of t authorized and empowered to make, execute and file all such reports, documents or instrum any of them deem necessary, appropriate or desirable to comply with the 1940 Act and regulations of the Securities and Exchange Commission and the various states pursuant to the for the implementation of the foregoing resolutions and the performance by the Funds of pursuant to the reports, agreements, documents and instruments referred to in any of these r to do and perform such other acts as they or any of them determine, in his or their sole di necessary, appropriate or desirable to carry out any of the foregoing resolutions, any such de be conclusively evidenced by the execution and delivery of any such report, document or ins doing or performing of any such act or thing; and it is

**FURTHER RESOLVED**, that the Board of Directors of Diligent Partners, Inc., including a majority of the Independent Directors as defined in the Investment Company Act of 1940, as amended, he approves the Rule Plans of Distribution for the Classes shares of each of the Funds, in substantially the presented at this meeting.

Vote For 

Vote Against 

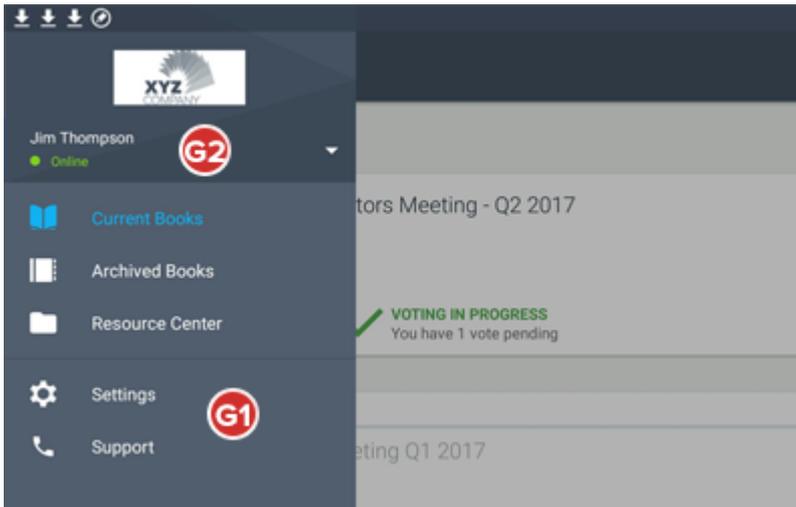
Abstain 

## Settings, Security and Support

**G1** The top-level **Navigation** menu  lets you access app settings and global support numbers.

**G2** Select your **name** for options to change your password or security questions, or to sign out of Diligent Boards.



### Forgot Password?

**H1** Reset your password using the Diligent Boards self-service password reset feature. Click **Forgot Password?** on the sign-in screen to begin the process.

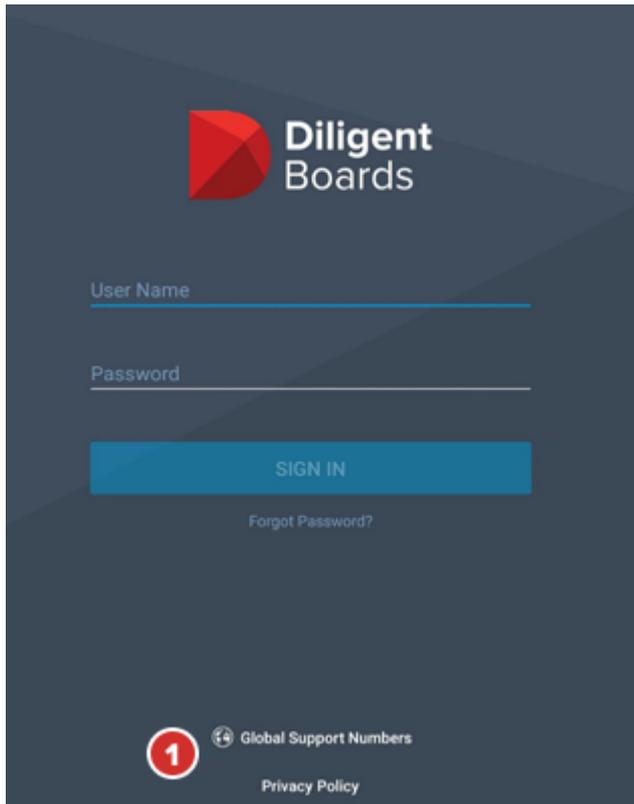


## 35 BOARDS FOR ANDROID — SUPPORT NUMBERS BY REGION

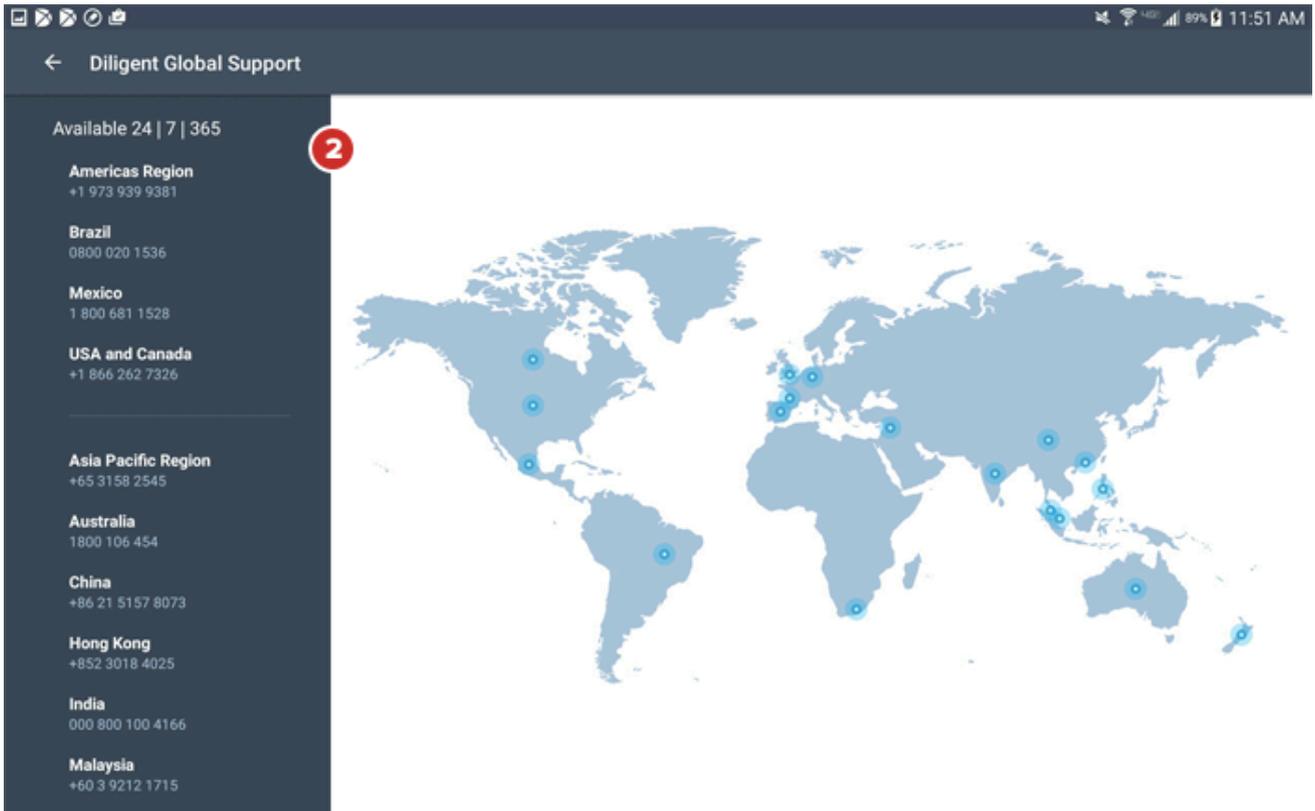
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The support number for each region can be accessed right from the sign-in screen.

**1** Select the **Global Support Numbers** link below the sign-in box.



**2** A menu containing a list of the Support Numbers for each region will appear.



**App Setting:** A setting is available to change the support number from the Global Support Number to one for your region. Please reference the “Support Region” description in [Settings and personalization](#).

**Note:** Global Support Numbers are also available through the left-hand menu in the Current Books and Archived Books hubs, once you are signed in.