



Cash Plus Fund

User Guide



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Introduction

This document is designed to provide an overview of the new online portal for the Epworth Cash Plus Fund. The following pages highlight the key areas of the portal to assist you in navigating the new system and accessing the information that you may need. We have also included a glossary with explanations of some of the terminology you may come across on the portal.

We hope that this document will assist you, but please don't hesitate to contact us using the details listed below should you require any further assistance.

Email: epworth@jtcgroup.com

Telephone: +44 20 3832 3970

Glossary

Please see below some terminology, listed alphabetically, which you may come across when navigating the new Epworth Cash Plus Fund portal, viewing documentation or communicating with the Client Service Team.

BACS (Bankers Automated Clearing Service) – the default method of payment when processing withdrawal requests from the Epworth Cash Plus Fund. BACS payments typically take between two to three working days to reach your bank account.

CCY – abbreviation for “Currency”. This refers to the currency in which your account is denominated which, in the case of the Epworth Cash Plus Fund, will always be GBP (Sterling).

CHAPS (Clearing House Automated Payment System) – a same day payment system that is available for processing withdrawals when specifically requested. CHAPS payments incur a £25 charge which is passed onto the depositor. Should you require a withdrawal to be paid by CHAPS please contact epworth@jtcgroup.com with your request. Do not submit your request via the portal.

Contract Currency – the currency in which your account is denominated which, in the case of the Epworth Cash Plus Fund, will always be GBP (Sterling)

Contract Note – a legal document confirming the subscription (deposit) or redemption (withdrawal) of monies into and out of the Epworth Cash Plus Fund, confirming the type of transaction, amount and date

Contract Amount – the total monetary value of the subscription or redemption

Cut Off – this is the latest time by which a withdrawal can be instructed or a deposit received to be actioned on the same day. For the Epworth Cash Plus Fund, deposits must reach our bank account by 10am to start receiving interest on the same day. Withdrawal instructions need to be received by the team at JTC by 10am to be processed on the same day. Any instructions received after 10am will be processed on the following working day.

Dealing Date – the date on which your deposit was received or your withdrawal was paid out.

Electronic transfer – the transfer of monies from your bank account into the Epworth Cash Plus Fund via a digital instruction. Actioned by logging into your bank account online and submitting an instruction detailing the amount and the Epworth's bank details, detailed below:

Sort Code: 40-05-30

Bank Account No: 44568435

Bank Account Name: HSBC as Trustee of Epworth Cash Plus Fund for Charities

Reference: Please ensure you quote your Epworth account number

Entity Ref (entity reference) – a unique identifier assigned to your organisation. This reference starts with a C and is followed by 6 numbers. One entity may have several portfolios.

MFA (Multi Factor Authentication) – a security protocol that requires users to verify their identity using two or more methods in order to access the online portal. This includes something the user knows (a password) and something they have (a mobile device or telephone). MFA helps protect against unauthorised access and is increasingly standard in financial service platforms.

NAV Date – the date at which the value of your account was last calculated

Nominated account – this is the bank account that you have registered with us to which all withdrawals will be directed and from which all deposits should be received. For security purposes, clients must provide documentary evidence (e.g. a bank statement or paying in slip) to register or update their nominated account.

Portal – the online system that our clients can use to access the balances and transactions for their Epworth Cash Plus Fund account(s).

Portfolio – your Epworth Cash Plus Fund account

Portfolio Ref (portfolio reference) – a unique identifier assigned to your Epworth Cash Plus Fund account. This reference starts with a P and is followed by 6 numbers and should be used when submitting any instructions relating to your account.

Redemption – the withdrawal of monies from the Epworth Cash Plus Fund

Standing Order – a regular payment of a fixed amount from your Epworth Cash Plus Fund either to your bank account or to another Epworth Cash Plus Fund account.



Shares – one share in the Epworth Cash Plus Fund represents one pound

Subscription – the deposit of monies into the Epworth Cash Plus Fund from an external bank account

Tran. Ref (transaction reference) – every transaction on your account will have a unique transaction reference. This can be used for tracking, and audit purposes and is referenced in the relevant contract note for each trade.

Transfer In/Out – refers to the movement of monies between Epworth Cash Plus Fund accounts

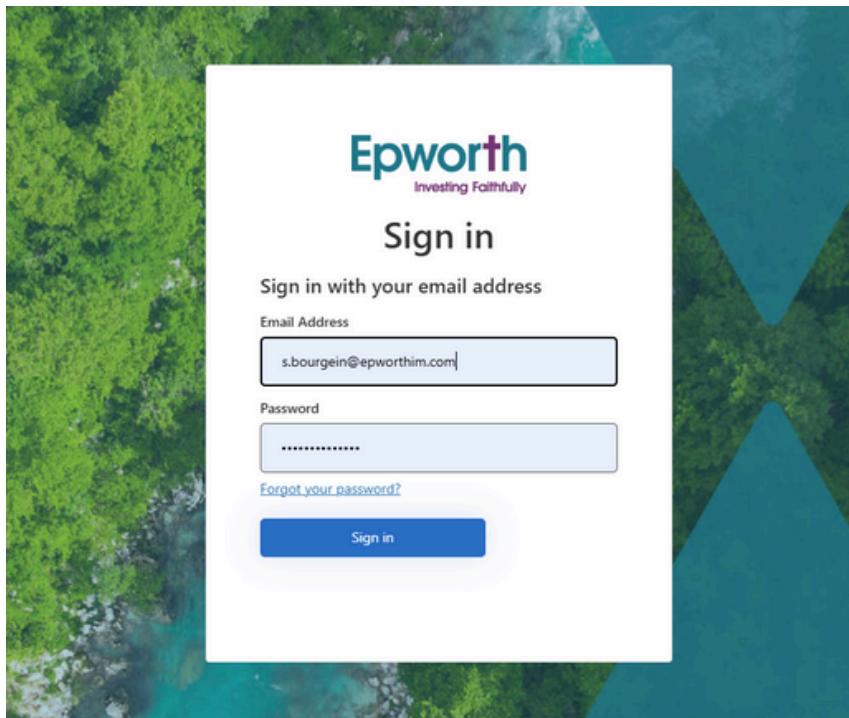
Transfer In – monies have been deposited into your account from another Epworth Cash Plus Fund account

Transfer Out – monies have been withdrawal from your account and deposited into another Epworth Cash Plus Fund account

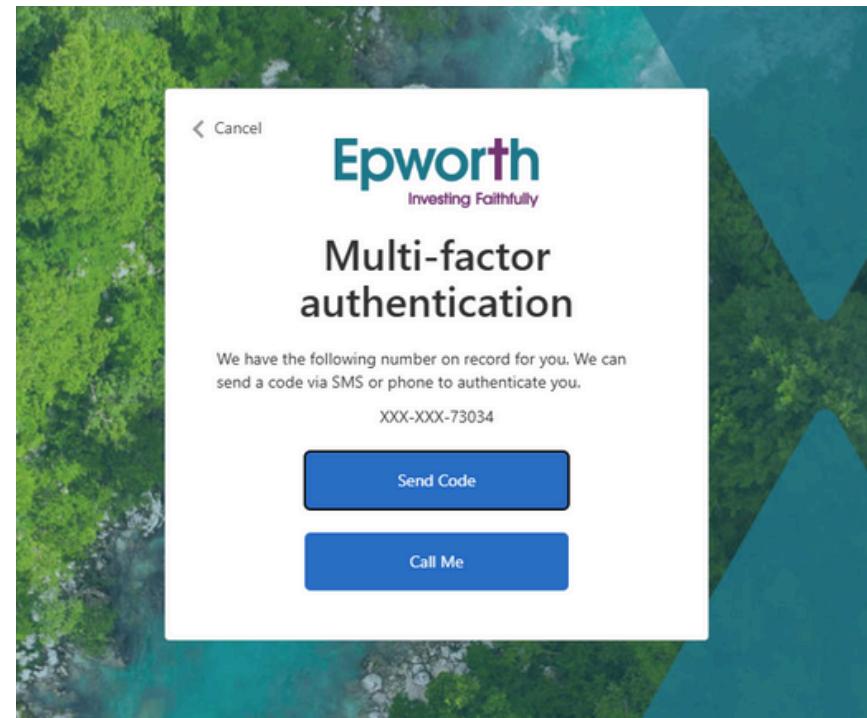
Unit – one unit in the Epworth Cash Plus Fund represents one pound

Logging into the portal

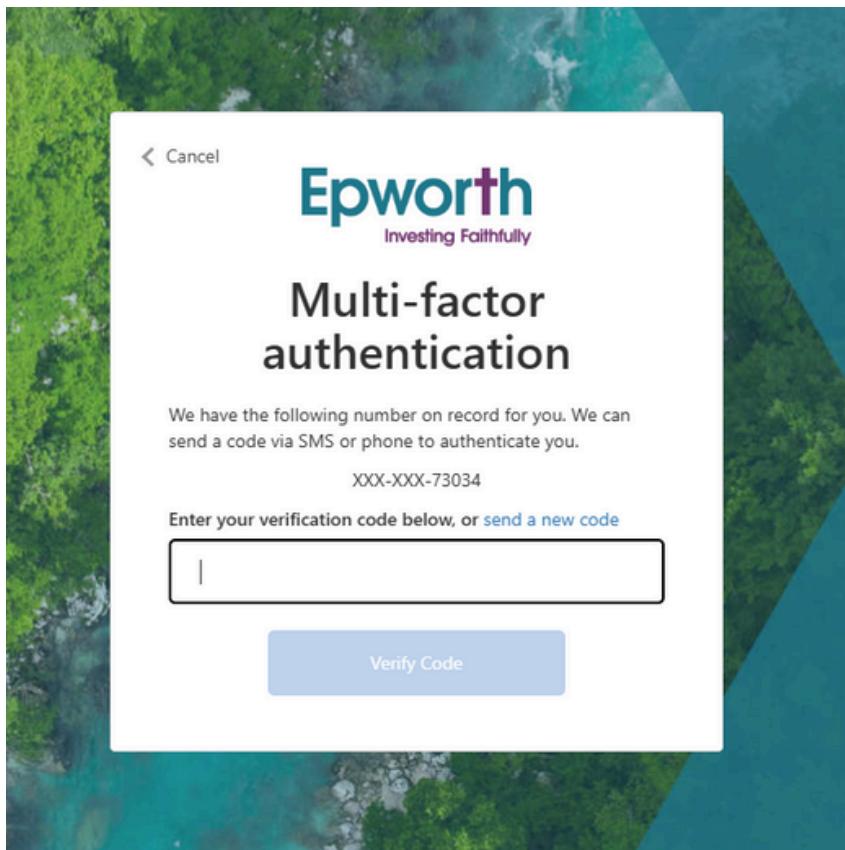
1. Enter your email address and password, then click "Sign In"



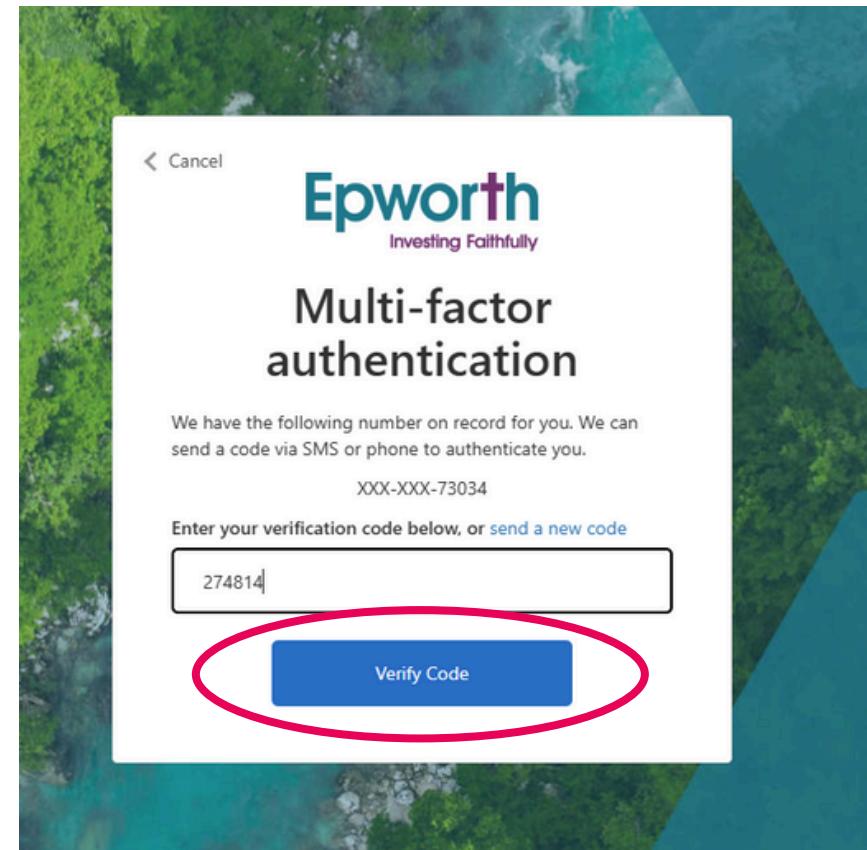
2. Click on either "Send Code" to receive a text message sent to your mobile phone, or "Call Me" to receive a phone call



3. Enter the six digit code you have received either via text message or phone call



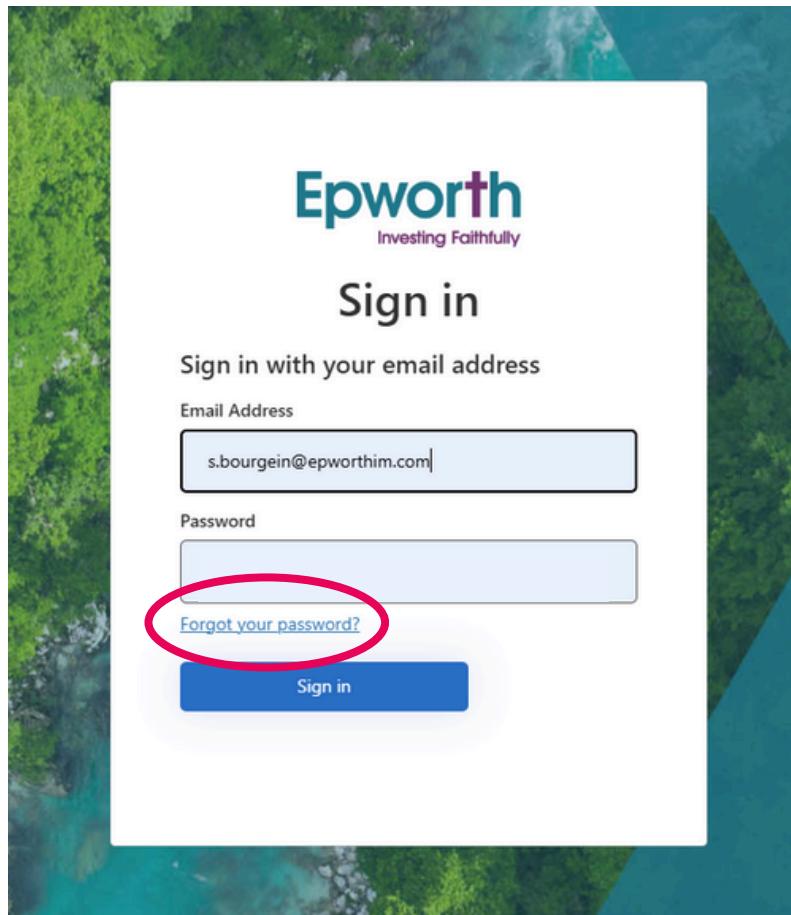
4. Click on "Verify Code"



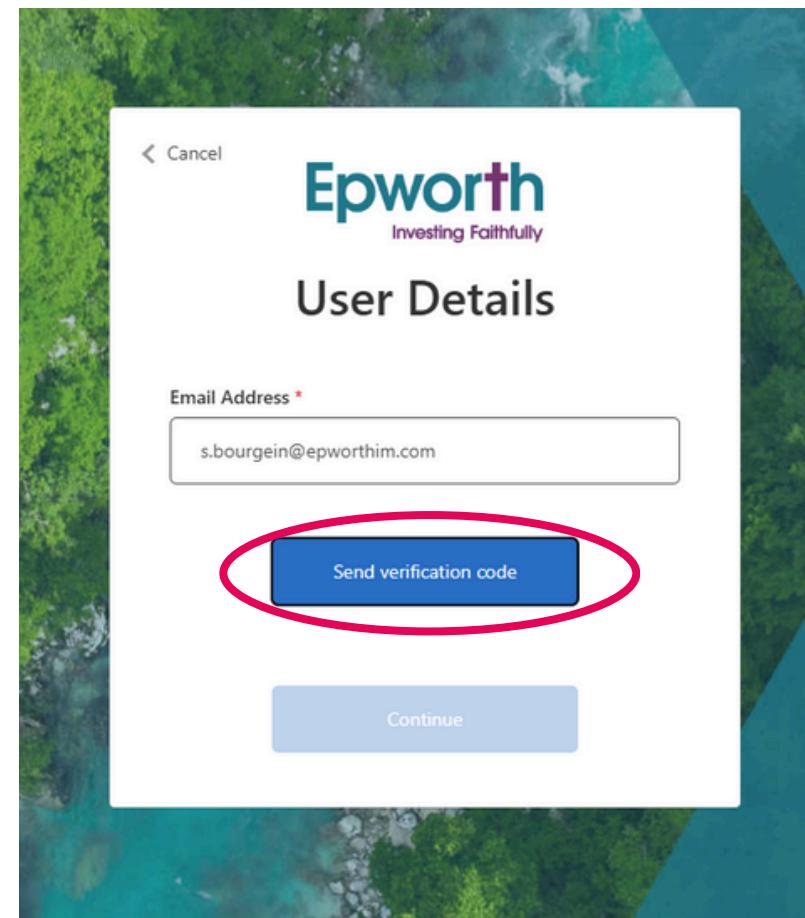
Forgotten Password – How to Reset

If you have forgotten your password or your password is not being accepted, you can request a reset directly from the portal. Please follow the steps below:

1. Click on the 'Forgot your password?' link



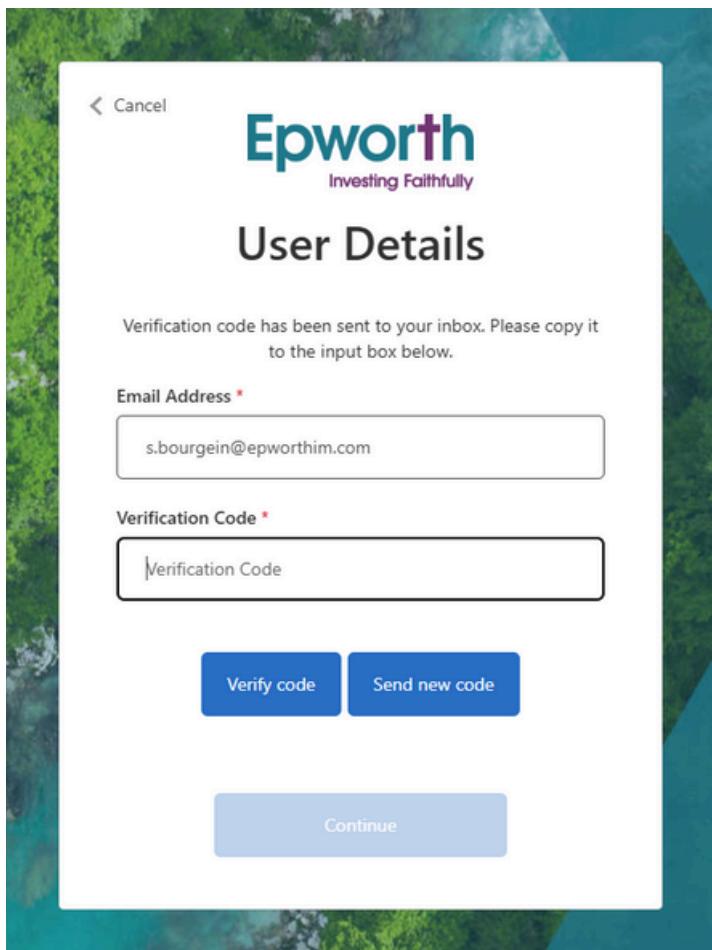
2. Enter your email address and click 'Send Verification Code'



Forgotten Password – How to Reset

The verification code will be sent to your email address

3. Enter the code you have received via email and click 'Verify Code'



Epworth
Investing Faithfully

User Details

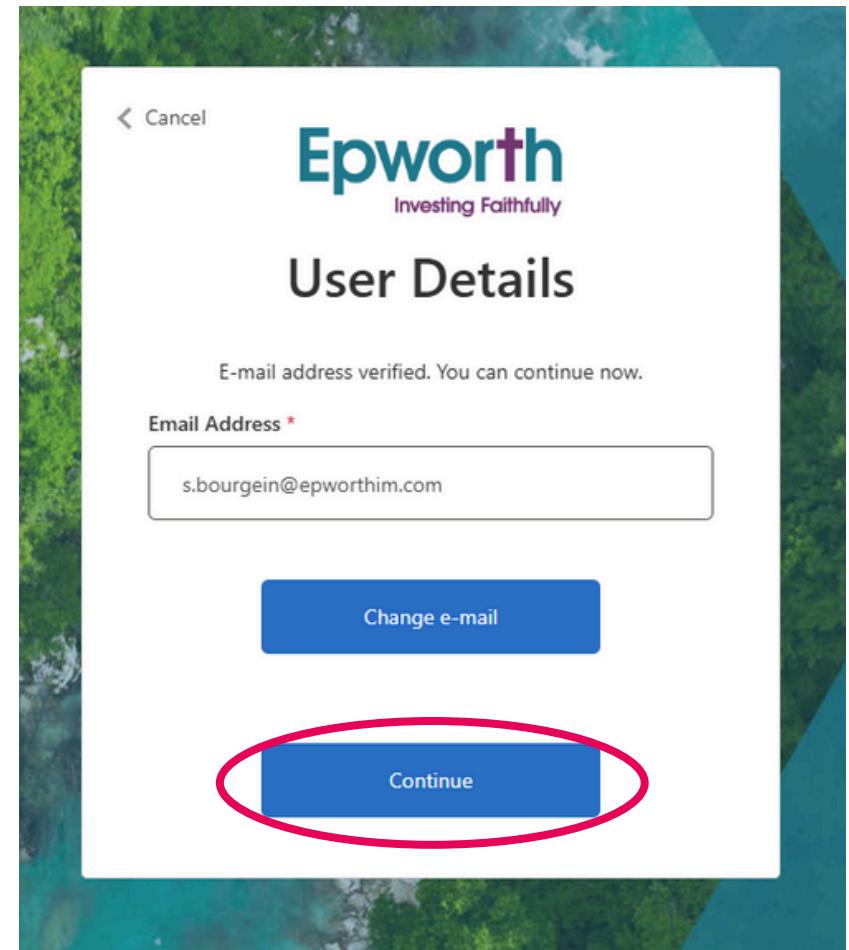
Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

Verification Code *

Verify code

4. Click 'Continue' (ignore the 'change email' option)



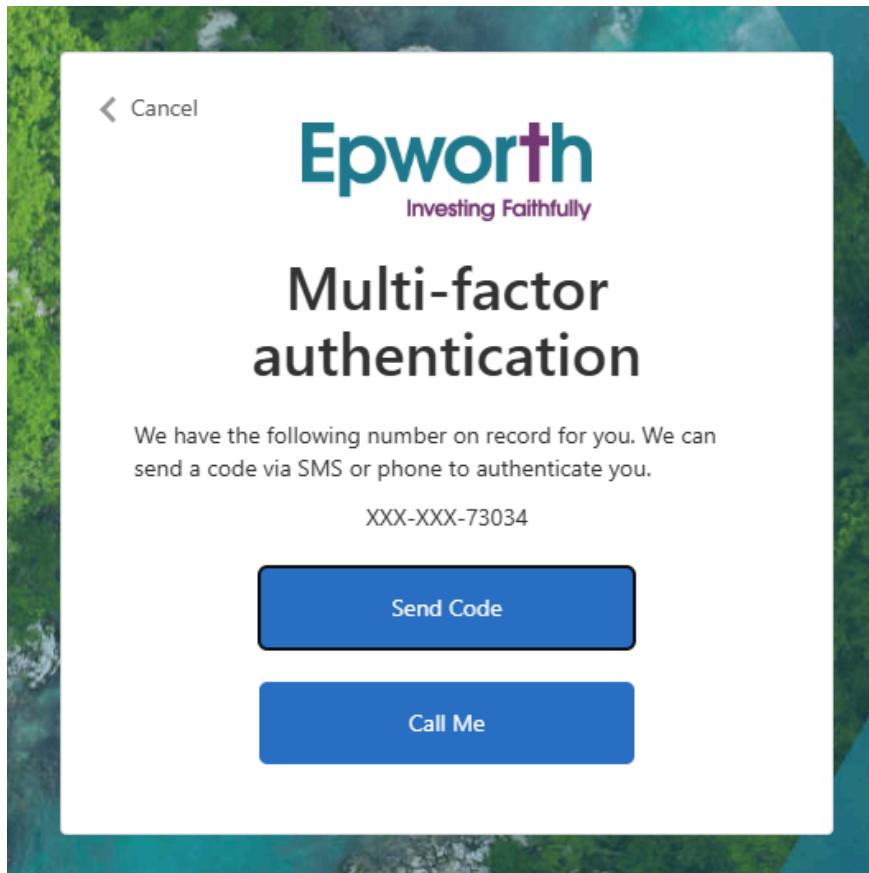
Epworth
Investing Faithfully

User Details

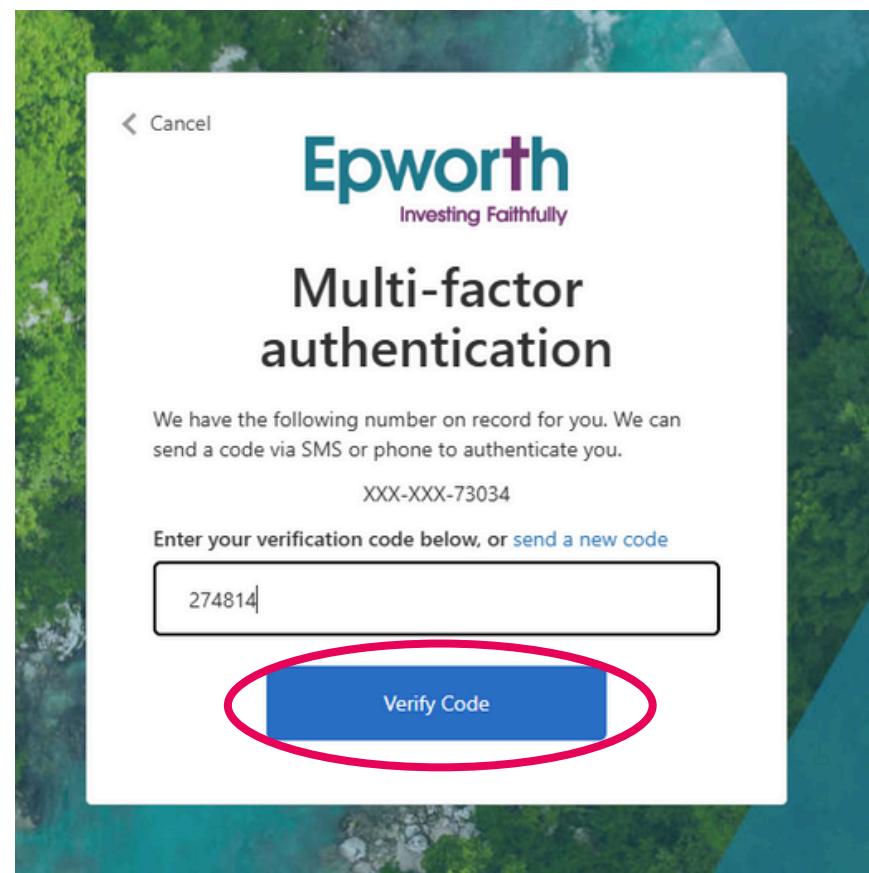
E-mail address verified. You can continue now.

Email Address *

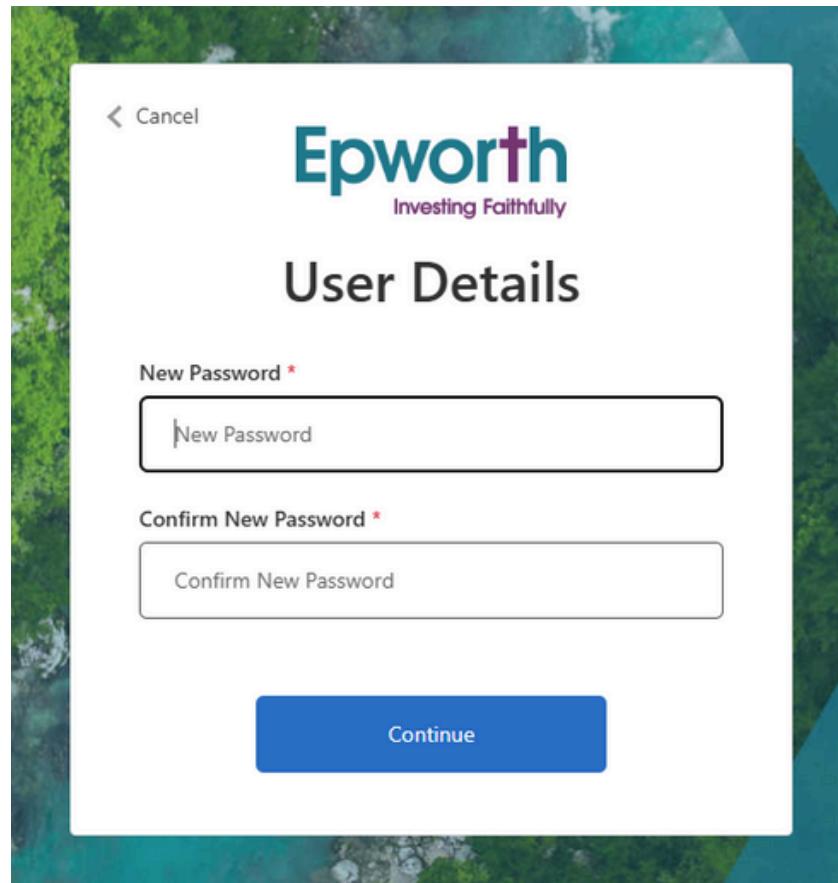
5. Select either 'Send Code' to receive a text message, or 'Call Me' to receive code via a phone call



6. Enter the six digit code you have received either via text message or phone call and click 'Verify Code'



7. Enter your new password and re-enter the new password to confirm. Click Continue. You will then be able to access the portal.



Your Online Portal - Home Page

This is the page you will see when you have successfully logged in. It lists your accounts (some users may only have one account, some may have several)

Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

Your Details

Name [REDACTED]
Reference [REDACTED]
Registered Address [REDACTED]
Last Accessed 28-Nov-2025 10:10

Search

This is your legacy account number

This is the current balance on your account

Portfolio	Portfolio Name	Manager Name	Designation	Alternate Ref	Reporting Value
[REDACTED]	[REDACTED]	Epworth Investment Management Limited		[REDACTED]	154,538.94 GBP
[REDACTED]	[REDACTED]	Epworth Investment Management Limited		[REDACTED]	9,264,746.02 GBP
[REDACTED]	[REDACTED]	Epworth Investment Management Limited		[REDACTED]	323,887.70 GBP
[REDACTED]	[REDACTED]	Epworth Investment Management Limited		[REDACTED]	301,201.88 GBP

You can click on the Portfolio number here to access the details for that specific account

Show 10 items 

Whenever you see this button, you can click on it to download the data seen on screen to a spreadsheet

Your Account(s)

Your accounts are referred to as portfolios on the new portal. Each account has a reference number that begins with a 'P' and is followed by 6 digits. Clicking on one of the account numbers on the previous screen will bring you to this page:

The alternate ref is the legacy account number → Primary Entity **Alternate Ref** **Portfolio Name** [REDACTED]

Whenever you see this button, you can click on it to download a PDF statement → Designation Manager Epworth Investment Management Limited → Total Reporting Value 9,264,746.02 GBP → Download button (circled in red)

Click here to access the transaction history for the account → Holdings Entity Fund Name Fund Value Reporting Value Epworth Cash Plus Fund Class A 9,264,746.02 GBP 9,264,746.02 GBP → Download button

Recently created documents (transaction statements etc) are listed here → Documents Type < All Document Types > From To Filter

Doc Type	Created	Date	File Name

Your Transactions

Clicking on the fund name on the previous screen will bring you to this page. On the new portal 'Redemptions' refer to withdrawals to your bank account and 'Subscriptions' refer to deposits coming in from your bank account. Transfers In/Out refer to movements of money from one Epworth Cash Plus Fund account to another:

The screenshot shows the 'Portfolio Fund Transactions' page. At the top, there is a navigation bar with links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. Below the navigation bar, the page title is 'Portfolio Fund Transactions' and the fund selected is 'Epworth Cash Plus Fund Class A'. A transaction search bar is present with 'Date From' and 'Date To' fields and a search icon. The main content area displays a table of transactions:

Fund	Tran Ref	Amount	Ccy	Dealing	Type
EPWORTHA - Epworth Cash Plus Fund Class A	T7037961	150,000.00	GBP	25-Nov-2025	Withdrawal
EPWORTHA - Epworth Cash Plus Fund Class A	T6995292	9,414,746.02	GBP	21-Nov-2025	Deposit

Below the table, there are navigation buttons for 'prev' and 'next', a dropdown for 'Show 10 items', and a download icon. A 'Back to Portfolio Details' link is also visible. Red annotations provide instructions:

- A red arrow points to the 'prev' and 'next' buttons with the text: "Use the 'prev' and 'next' buttons to scroll through multiple pages".
- A red arrow points to the 'Show 10 items' dropdown with the text: "You can adjust the display, to show more items per page by clicking here".
- A red arrow points to the transaction reference 'T7037961' with the text: "Click on this button to access more details about the transaction".
- A red arrow points to the download icon with the text: "Click on this button to download the contract note for a particular transaction".
- A red arrow points to the search/filter icon with the text: "If you want to see transactions from a specific period you can enter the relevant dates here and the click on this button".

Click on this button to download your transactions to a spreadsheet

Transaction Details

Clicking on a transaction reference will bring you to this screen, where you can also view the contract note for the transaction:

Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

Transaction T7037961

Fund	EPWORTHA - Epworth Cash Plus Fund Class A
Portfolio	[REDACTED]
Dealing	25-Nov-2025
Valuation	25-Nov-2025
Type	Withdrawal
Contract Amount	150,000.00
Contract Currency	GBP - Sterling
Document	 Click on the document image for options to preview or download the contract note. Please note that this will only be available for Redemptions and Subscriptions.

[Back to Investor Home](#)

Document Details

Clicking on the document image will bring you to this screen, allowing you to preview or download the contract note.

Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

Document Details



Click here to download a copy of the contract note to your computer

Name	Contract Notes
Added to	Portfolio
Relates to	25-Nov-2025
Date	25-Nov-2025
Uploaded on	

[Download](#) [Preview](#)

Click here to preview a copy of your contract note. This will then appear on screen.

Back

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Terms & Conditions

Example Contract Note – Withdrawals and Deposits



Epworth Investment Management Ltd
Methodist Church House
25 Tavistock Place, London, WC1H 9SF



Deposit - Contract Note

Portfolio Number

Portfolio Name

Account Holder(s)

In accordance with your instructions, we confirm that you have **bought**:-

Fund Name Epworth Cash Plus Fund Class A

Dealing Date	Contract Number	Cash Amount
21 Nov 2025	T6990126	58,131.81

Contract Note Message:-

Take-On Balance

Statement Date 21 Nov 2025

Valuation Date 21 Nov 2025 Valuation Point 10:30:00

Please retain this contract note as a record of your investment.

Communications preferences

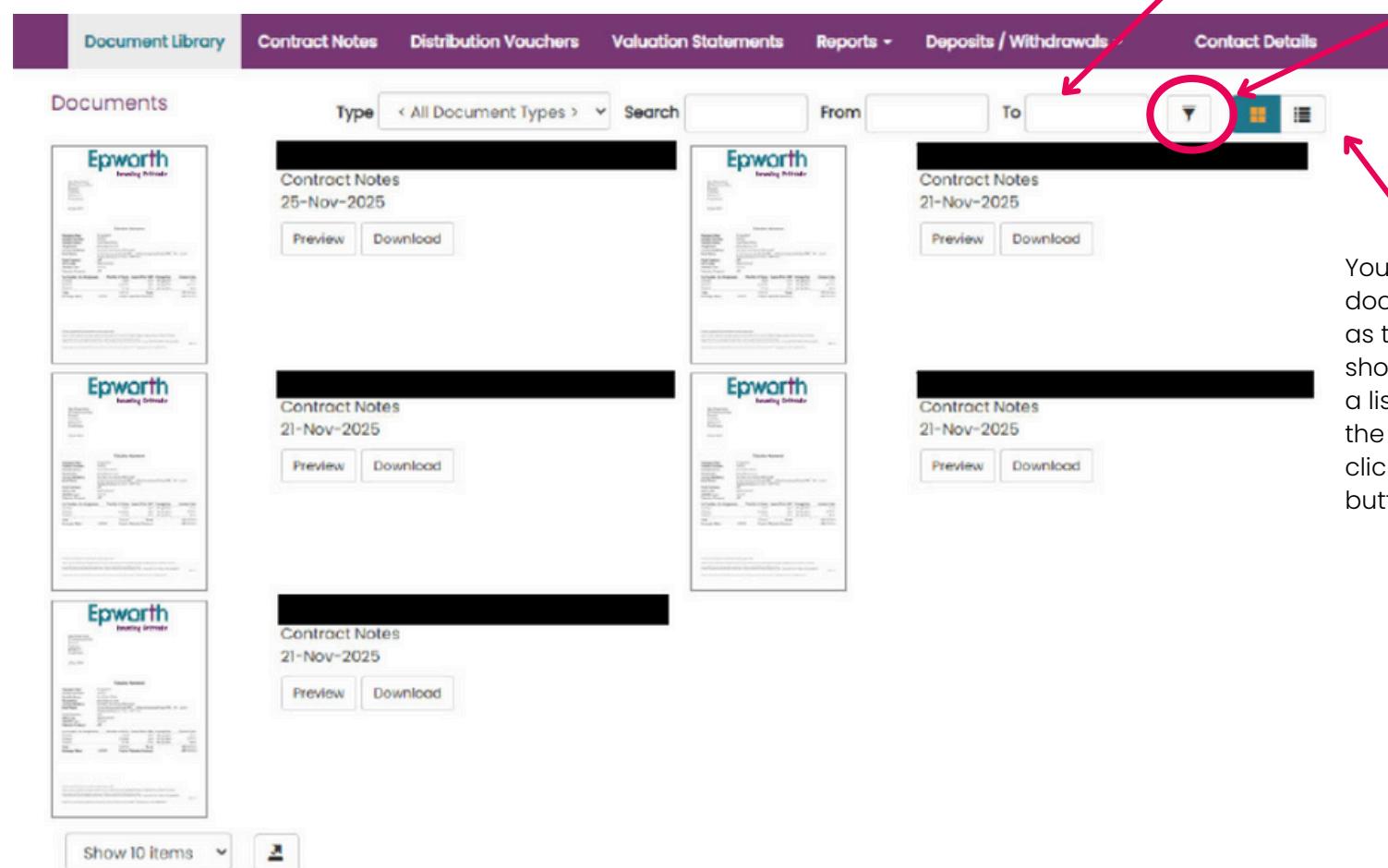
At Epworth Investment Management Limited, we are committed to communicating with our clients and intermediaries regularly, but we continue to strive towards greener and more sustainable means of doing so, principally email and the Investor Portal. If you would like access to the Investor Portal or to elect to receive future communications by email, please contact the Investor Services Team using the below contact details who can assist you with your request.

If any information is available
regarding what the
transaction relates to, it will
be shown here



Document Library

All contract notes and transaction statements are stored in the document library and can be previewed and downloaded in the same way as previously described.



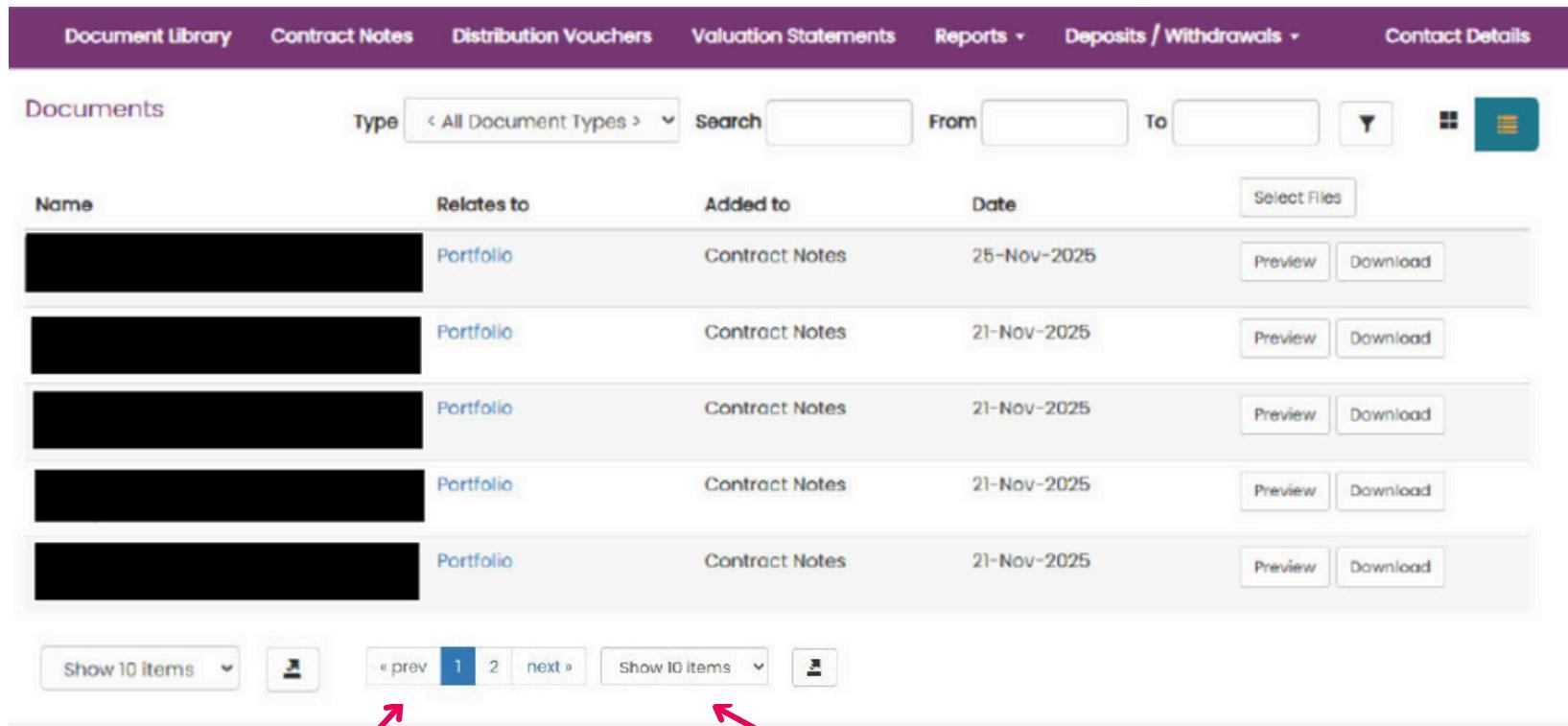
The screenshot shows the 'Document Library' interface with a purple header containing navigation links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. Below the header is a search bar with fields for 'Type' (set to 'All Document Types'), 'Search', 'From', 'To', and a 'Filter' button (circled in red with an arrow pointing to the text 'If you want to see documents from a specific period you can enter the relevant dates here and the click on this filter button'). The main area displays a grid of document thumbnails, each representing a 'Contract Notes' document from '21-Nov-2025'. Each thumbnail includes a 'Preview' and a 'Download' button. At the bottom left is a 'Show 10 items' dropdown, and at the bottom right is a small user icon.

If you want to see documents from a specific period you can enter the relevant dates here and the click on this filter button

You can view the documents either as thumbnails as shown here, or as a list (shown on the next page) by clicking these buttons.

Document Library

This is the list view of the documents.



Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

Documents Type: < All Document Types > Search: From: To: Select Files Preview Download

Name	Relates to	Added to	Date	Actions
[REDACTED]	Portfolio	Contract Notes	25-Nov-2025	Preview Download
[REDACTED]	Portfolio	Contract Notes	21-Nov-2025	Preview Download
[REDACTED]	Portfolio	Contract Notes	21-Nov-2025	Preview Download
[REDACTED]	Portfolio	Contract Notes	21-Nov-2025	Preview Download
[REDACTED]	Portfolio	Contract Notes	21-Nov-2025	Preview Download

Show 10 items 1 2 next > Show 10 items 1

| v2025.11.2

Use the "prev" and "next" buttons to scroll through multiple pages

You can adjust the display, to show more items per page by clicking here

Terms & Conditions

Producing A Transaction Statement

You can produce and download a transaction statement covering any period that is needed.

Select "Reports" from the menu across the top of the screen, then click on "Transaction Statement"

Fund	Tran Ref	Amount	Ccy	Dealing	Type
EPWORTHA - Epworth Cash Plus Fund Class A	T7037961	150,000.00	GBP	25-Nov-2025	Withdrawal
EPWORTHA - Epworth Cash Plus Fund Class A	T6995292	9,414,746.02	GBP	21-Nov-2025	Deposit

Producing A Transaction Statement

Specify the dates that you require the statement to cover, and the account the statement relates to.

The screenshot shows a web-based application for generating a transaction statement. The top navigation bar includes links for Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. The main title is 'Transaction Statement' under the heading 'Parameters'. The form fields are as follows:

- From date (*)**: 21-Nov-202E (highlighted with a red arrow pointing to the text 'Enter the dates you require here').
- To date (*)**: 28-Nov-202I
- Portfolio (*)**: A dropdown menu (highlighted with a red arrow pointing to the text 'Select the relevant account here').
- Fund (*)**: Epworth Cash Plus Fund Class A (highlighted with a red arrow pointing to the text 'Select Epworth Cash Plus Fund here').
- Notes**: A red box highlights the note '(*) A value for this parameter is required'.
- Download Report**: A button with a red oval around it (highlighted with a red arrow pointing to the text 'Click download report, this will produce a PDF transaction statement').

Below the form, there are links for 'Return to Home Page', 'v2025.II.2', 'Terms & Conditions', and '22'.

Example Transaction Statement



Epworth Investment Management Ltd
Methodist Church House
25 Tailstock Place, London, WC1H 9SF

Transaction Statement

Statement Date November 28, 2025
Period Selected 21 November 2025 to 28 November 2025
Portfolio Number [REDACTED]
Portfolio Name Epworth Cash Plus Fund Class A
Fund Name Epworth Cash Plus Fund Class A

Transaction Date	Transaction Type	Contract Number	Amount	Balance
			Balance b/fwd	0.00
21-Nov-2025	Deposit	T6995284	GEP 154,538.94	
			Balance c/fwd	154,538.94

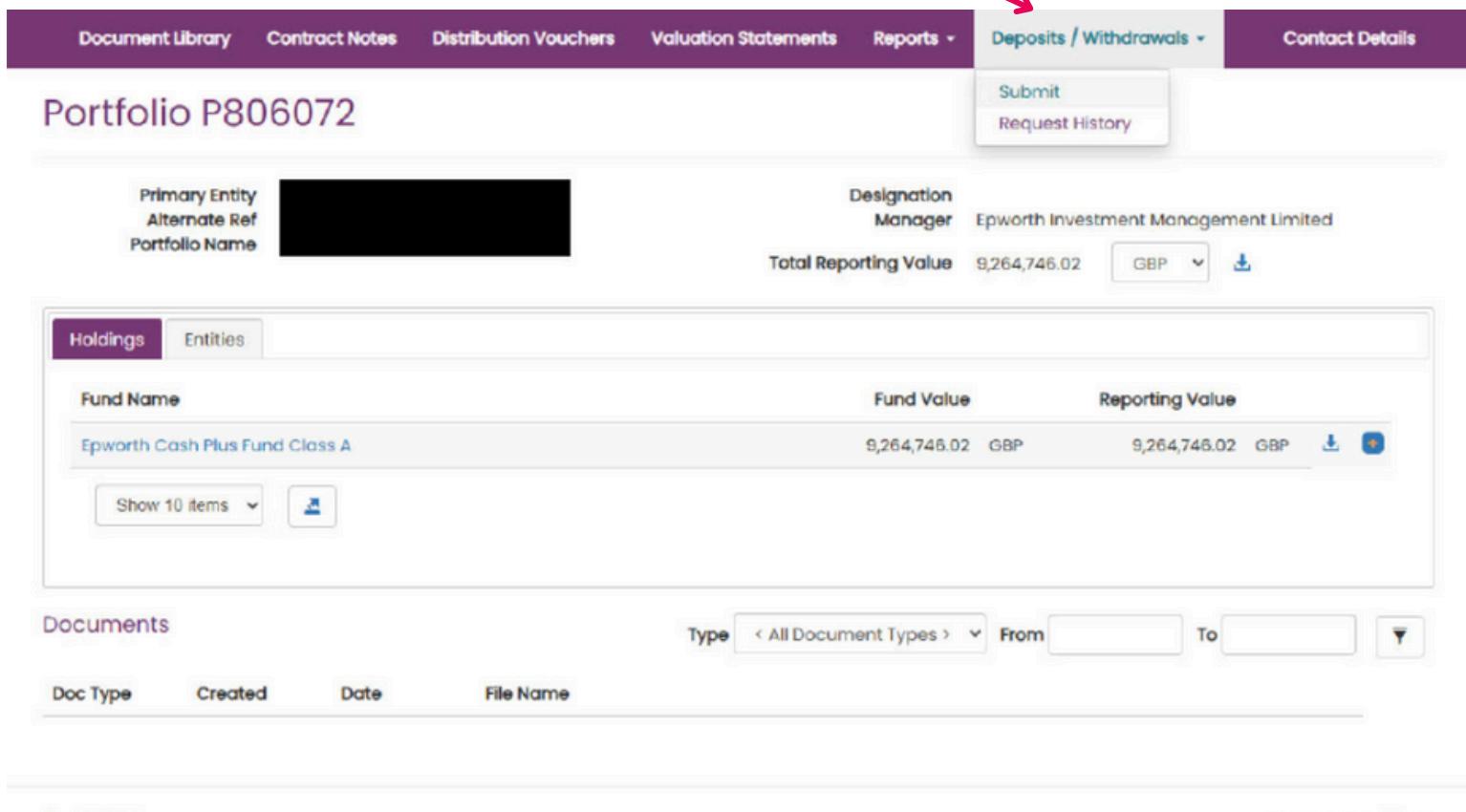
The balance brought forward (b/fwd) represents the balance of your account as at the end of the day prior to the statement start date. In the example here the statement is from the 21st November, therefore the balance brought forward is as at the end of the 20th November



Instructing A Withdrawal

You can instruct a withdrawal of funds to your nominated bank account via the portal.

Select “Deposits/Withdrawals from the menu across the top of the screen, then click on “Submit”



The screenshot shows a web-based financial reporting portal. At the top, there is a navigation bar with several tabs: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports (with a dropdown arrow), Deposits / Withdrawals (with a dropdown arrow), and Contact Details. A red arrow points from the text above to the 'Deposits / Withdrawals' tab. Below the navigation bar, the page title is 'Portfolio P806072'. On the left, there are fields for Primary Entity (redacted), Alternate Ref (redacted), and Portfolio Name (redacted). On the right, there is a 'Designation Manager' field showing 'Epworth Investment Management Limited'. Below these, a 'Total Reporting Value' is listed as '9,264,746.02' in 'GBP'. The main content area is divided into two tabs: 'Holdings' (selected) and 'Entities'. The 'Holdings' tab displays a table with one row for 'Epworth Cash Plus Fund Class A', showing a Fund Value of '9,264,746.02' and a Reporting Value of '9,264,746.02' in 'GBP'. There are buttons for 'Show 10 items' and a download icon. Below this is a 'Documents' section with filters for Type (All Document Types), From, To, and a search icon. At the bottom of the page, there is a footer with the text '| v2025.11.2' on the left and 'Terms & Conditions' on the right.

Instructing A Withdrawal

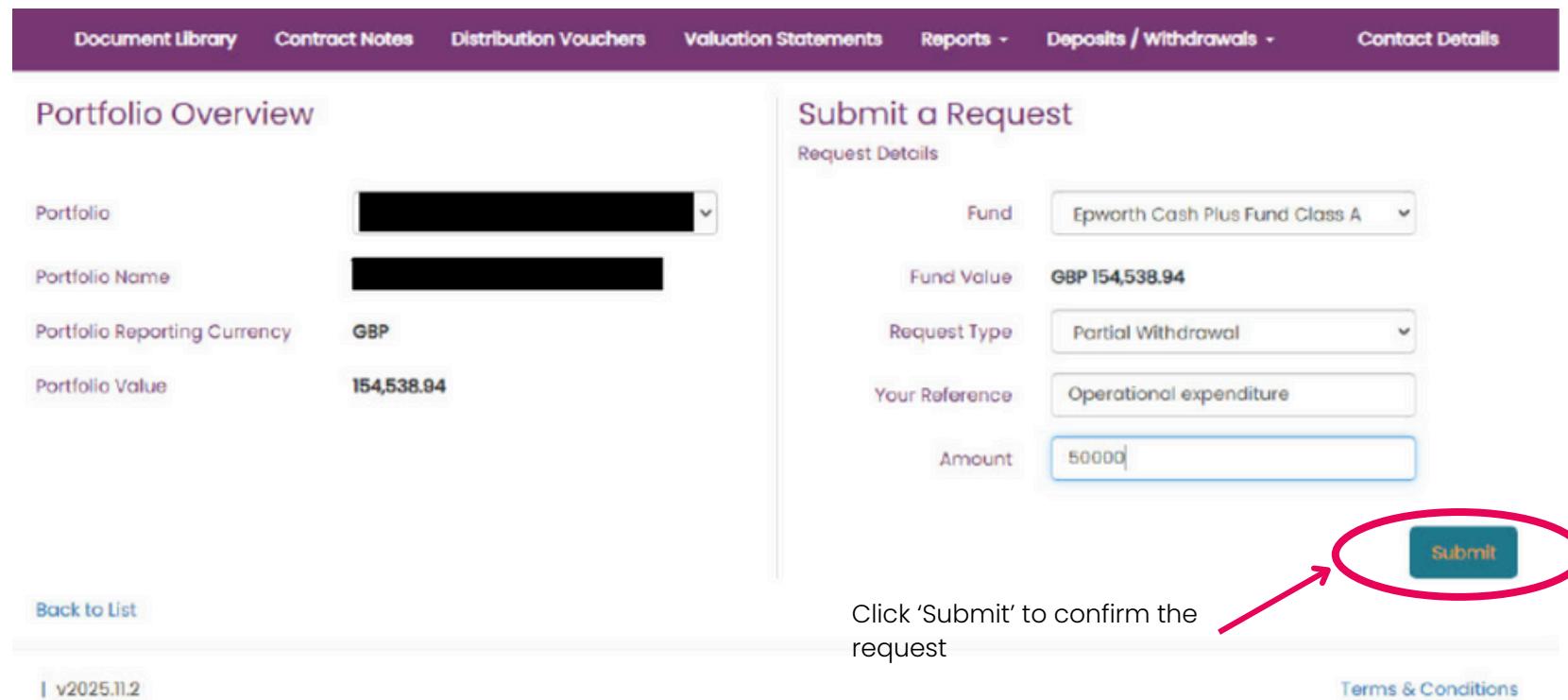
Select the relevant portfolio (account) that you want to withdraw funds from.

The screenshot shows a software interface for managing withdrawals. On the left, the 'Portfolio Overview' panel displays a list of portfolios with their names and reporting currencies. On the right, the 'Submit a Request' panel is used to enter withdrawal details. Red arrows and text annotations guide the user through the process:

- Select the relevant account here:** Points to the 'Portfolio' dropdown in the 'Submit a Request' panel.
- These details will populate automatically:** Points to the 'Portfolio Name', 'Portfolio Reporting Currency', and 'Portfolio Value' fields in the 'Submit a Request' panel, which are populated from the 'Portfolio Overview' list.
- Select Epworth Cash Plus Fund:** Points to the 'Fund' dropdown in the 'Submit a Request' panel.
- These details will populate automatically:** Points to the 'Fund Value' dropdown in the 'Submit a Request' panel, which is populated from the 'Portfolio Overview' list.
- Select 'partial withdrawal' here unless you wish to close your account:** Points to the 'Request Type' dropdown in the 'Submit a Request' panel.
- Enter an appropriate reference/description for the withdrawal:** Points to the 'Your Reference' and 'Amount' fields in the 'Submit a Request' panel.
- Enter the amount you wish to withdraw:** Points to the 'Amount' field in the 'Submit a Request' panel.

Instructing A Withdrawal

Example of a completed Withdrawal Request



Document Library Contract Notes Distribution Vouchers Valuation Statements Reports Deposits / Withdrawals Contact Details

Portfolio Overview

Portfolio: [REDACTED]
Portfolio Name: [REDACTED]
Portfolio Reporting Currency: GBP
Portfolio Value: 154,538.94

Submit a Request

Request Details

Fund: Epworth Cash Plus Fund Class A
Fund Value: GBP 154,538.94
Request Type: Partial Withdrawal
Your Reference: Operational expenditure
Amount: 50000

Back to List

v2025.11.2

Click 'Submit' to confirm the request

Submit

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