Epworth
Investing Faithfully

Cash Plus Fund

User Guide

Contents

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

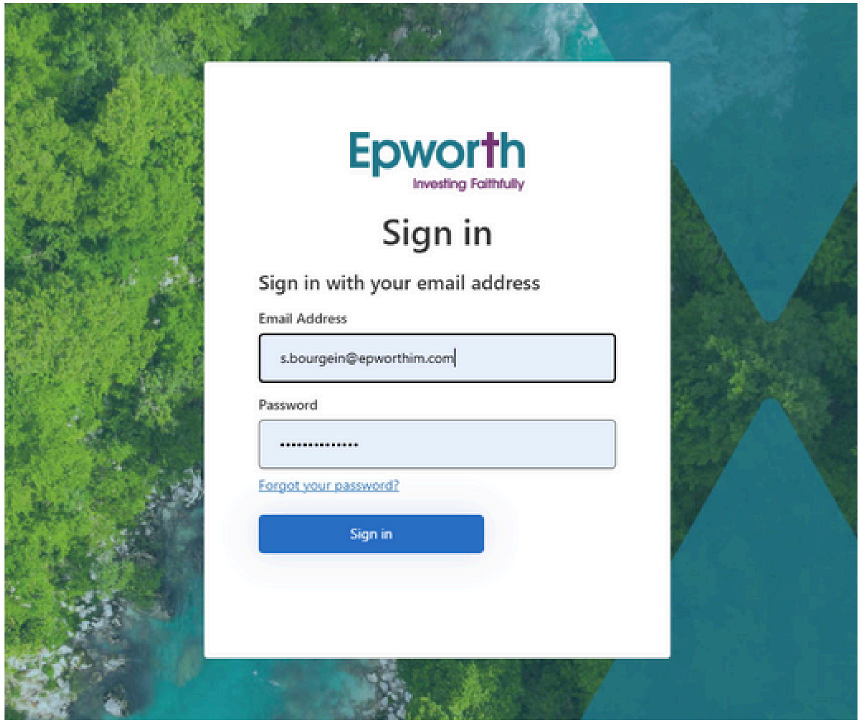
Transfer In – monies have been deposited into your account from another Epworth Cash Plus Fund account

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

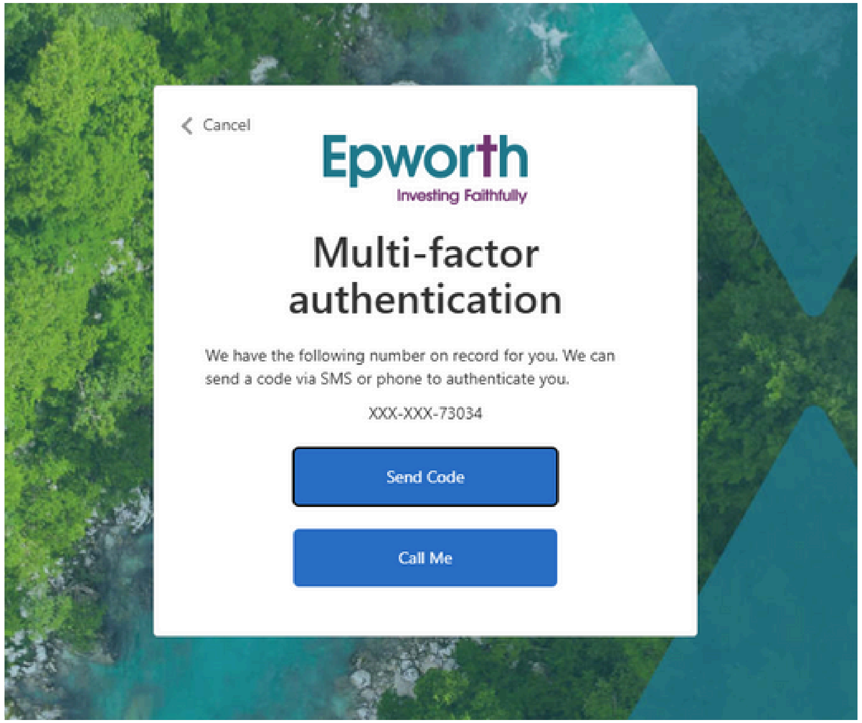
Unit – one unit in the Epworth Cash Plus Fund represents one pound

Logging into the portal

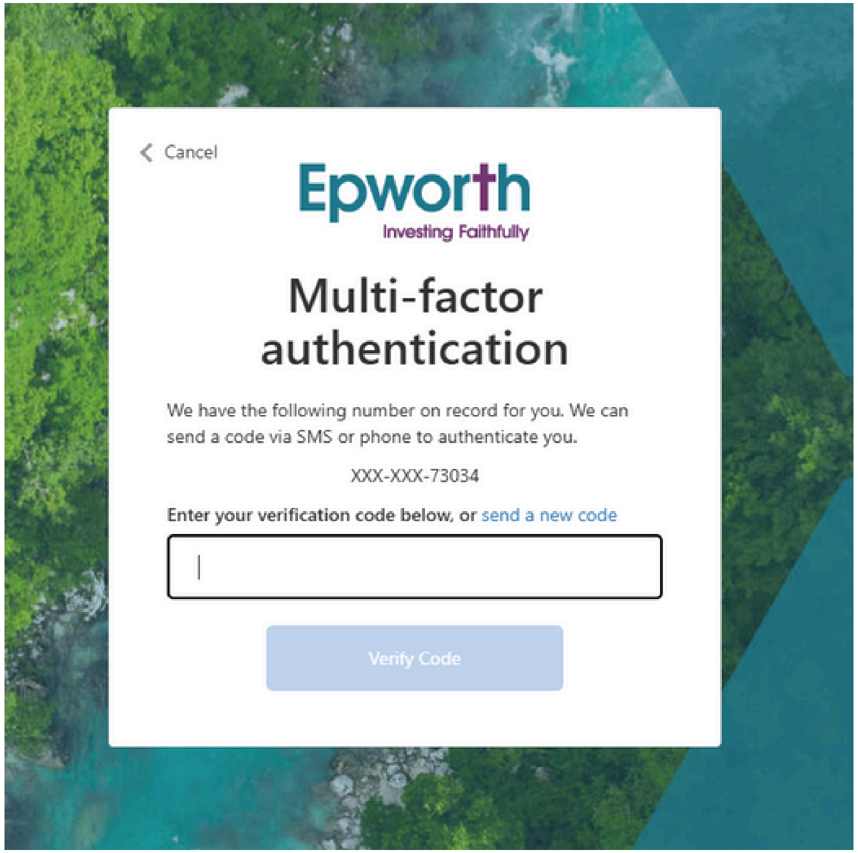
1. Enter your email address and password, then click "Sign In"



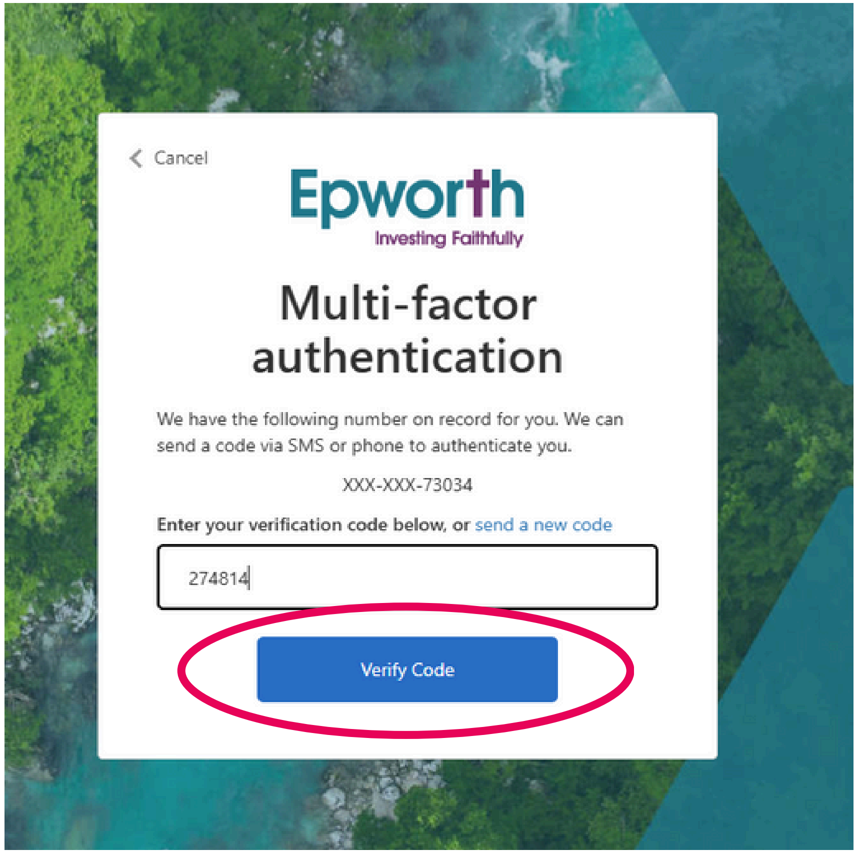
2. Click on either "Send Code" to receive a text message sent to your mobile phone, or "Call Me" to receive a phone call



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



4. Click on "Verify Code"

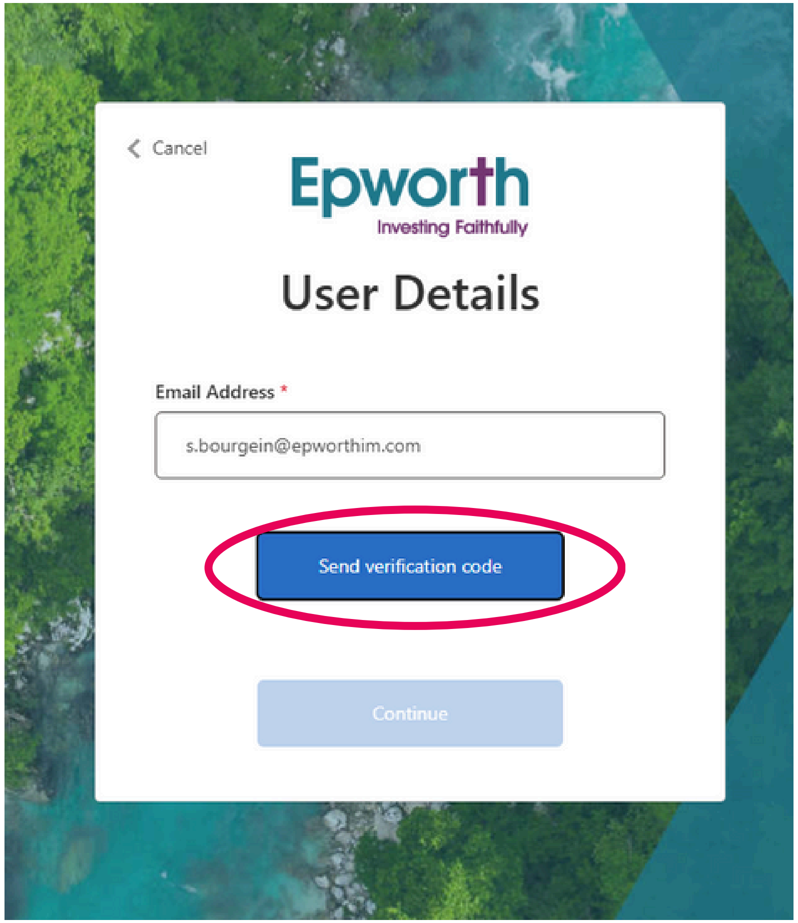


Forgotten Password - How to Reset

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

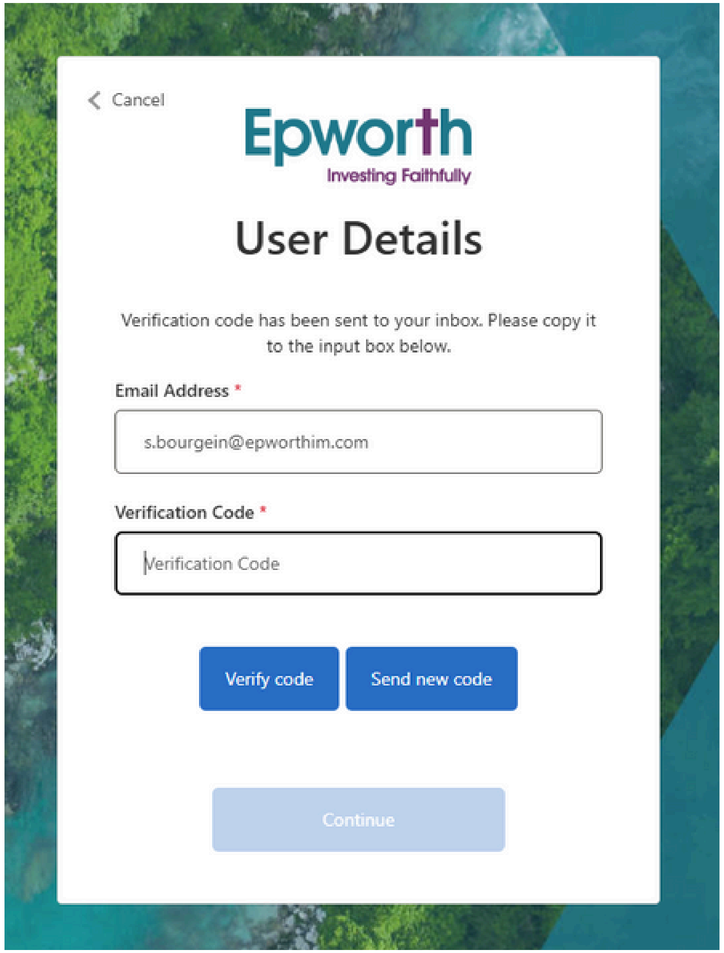
2. Enter your email address and click ‘Send Verification Code’



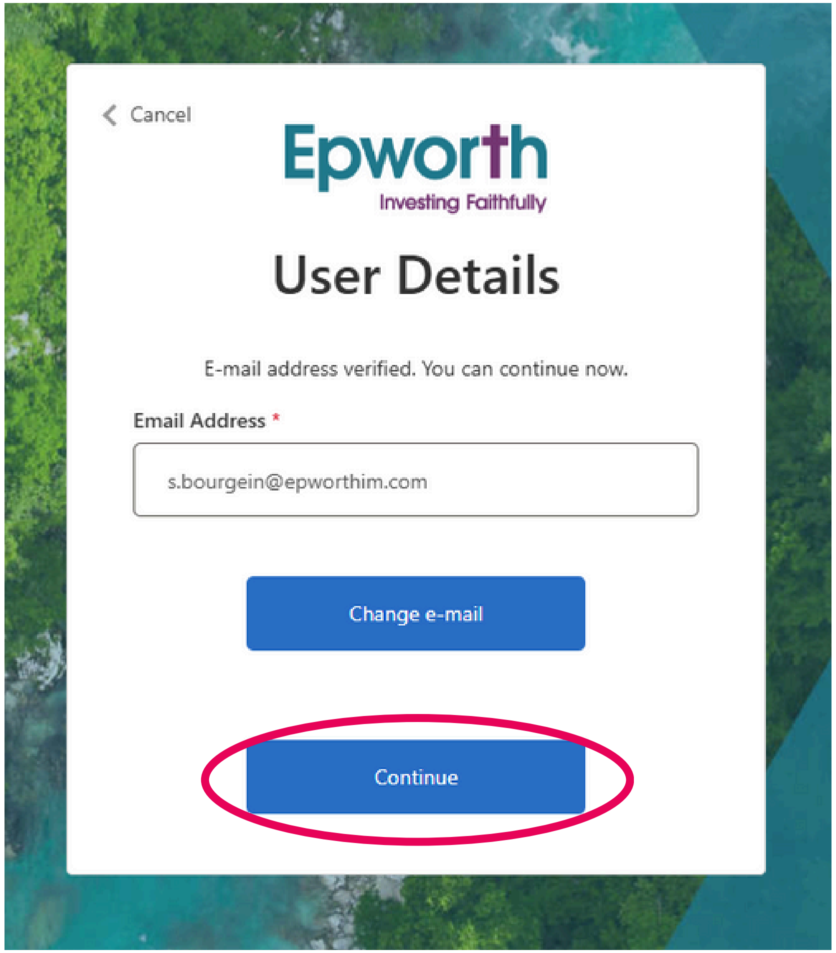
Forgotten Password – How to Reset

The verification code will be sent to your email address

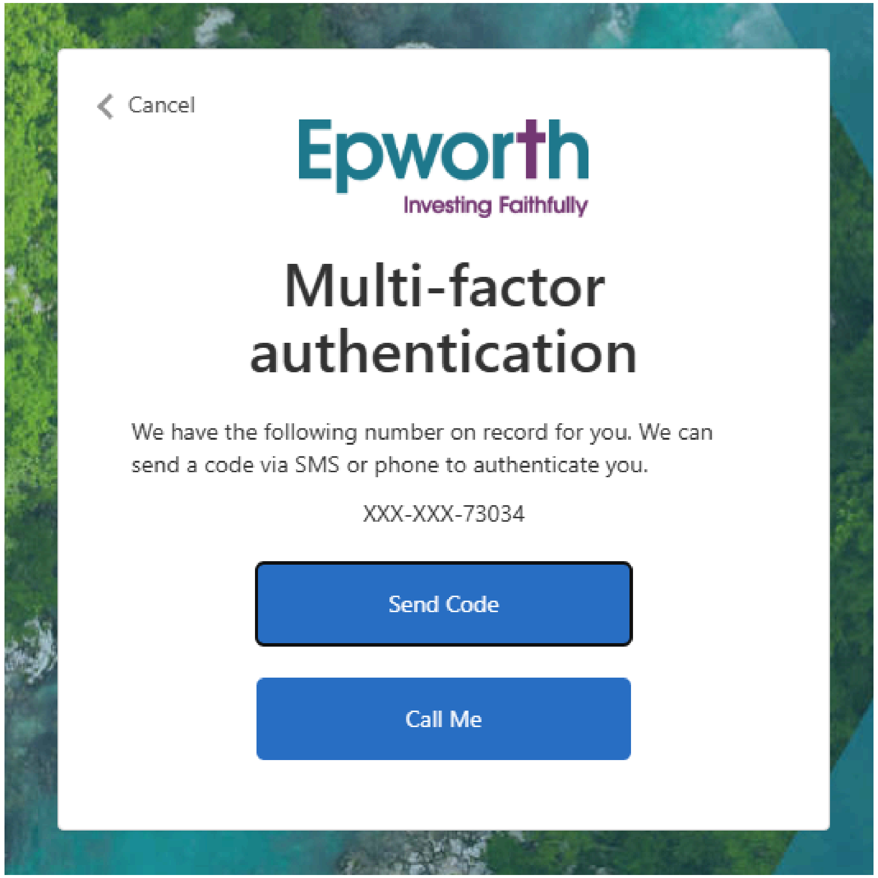
3. Enter the code you have received via email and click 'Verify Code'



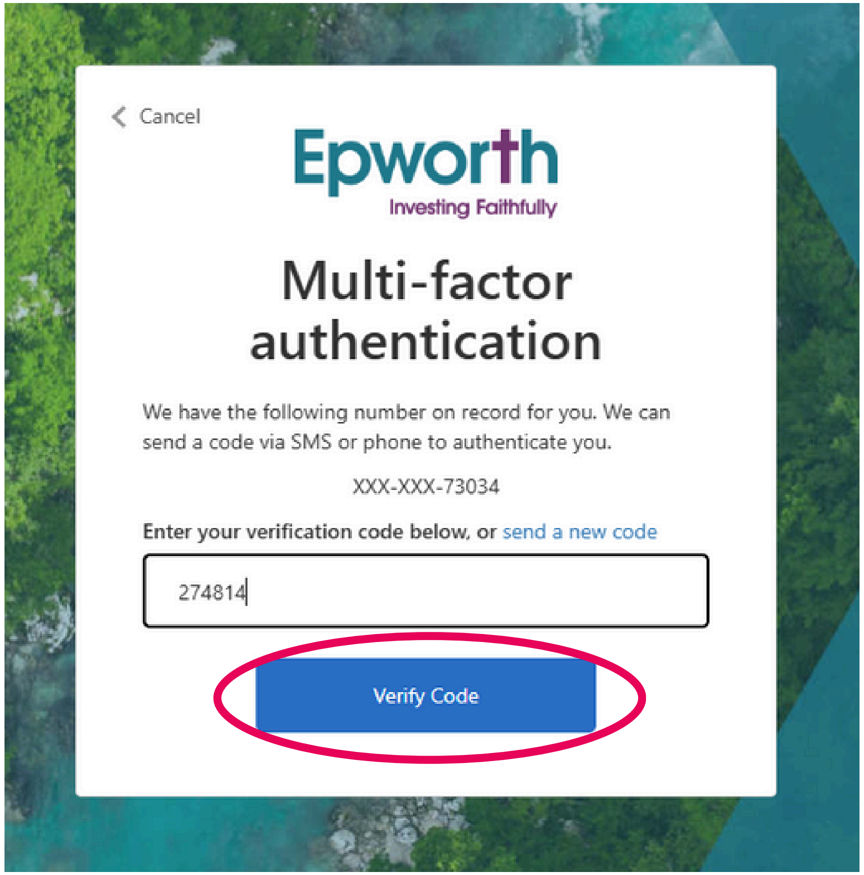
4. Click 'Continue' (ignore the 'change email' option)



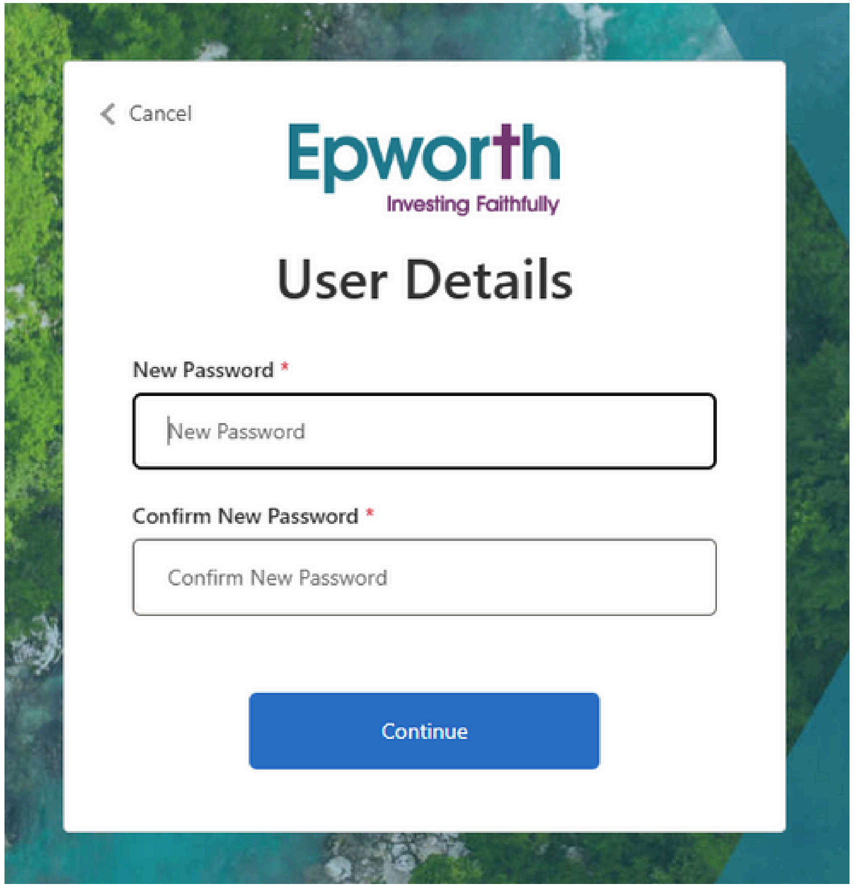
5. Select either 'Send Code' to receive a text message, or 'Call Me' to receive code via a phone call



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

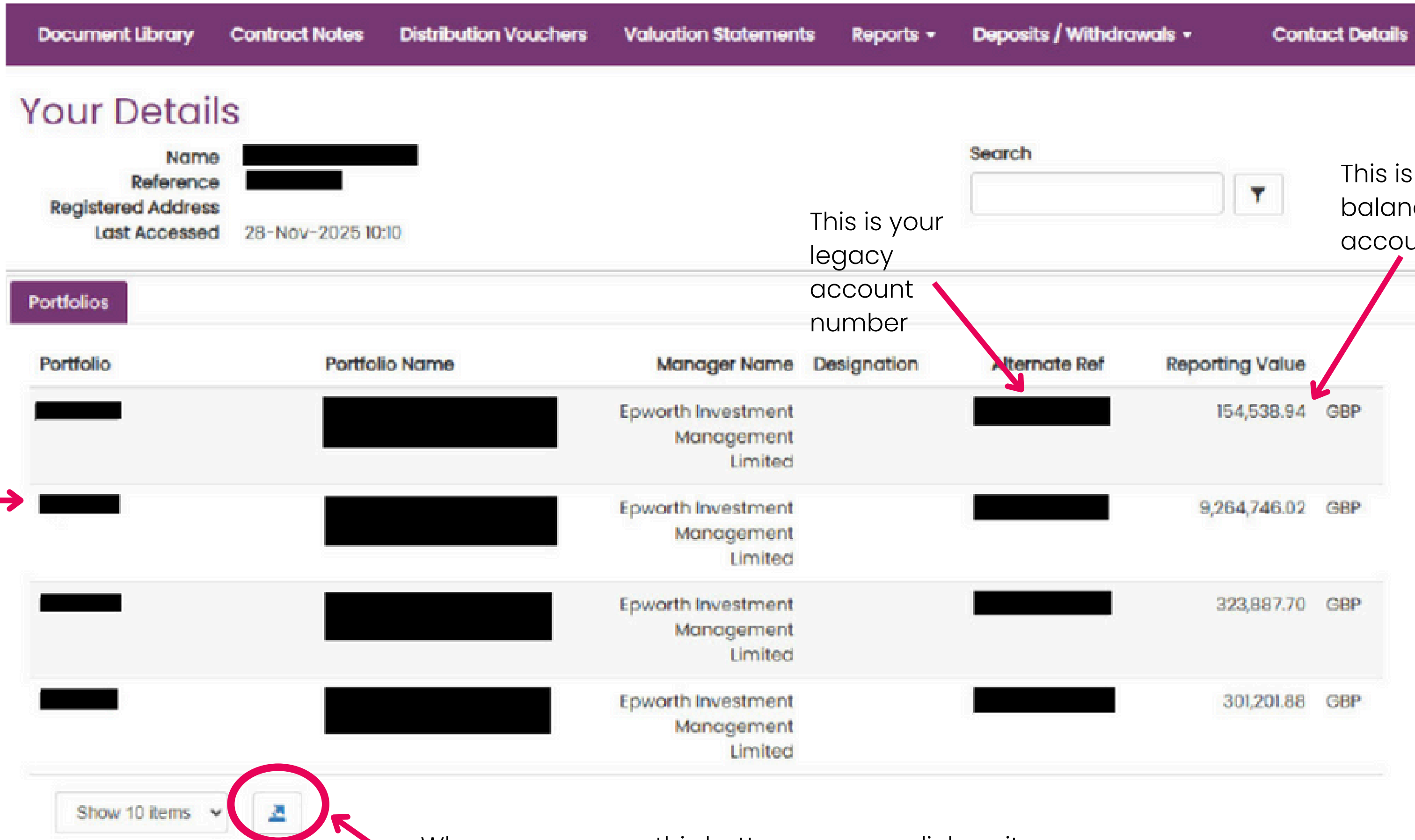


7. Enter your new password and re-enter the new password to confirm. Click Continue. You will then be able to access the portal.



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)



This is your legacy account number

This is the current balance on your account

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

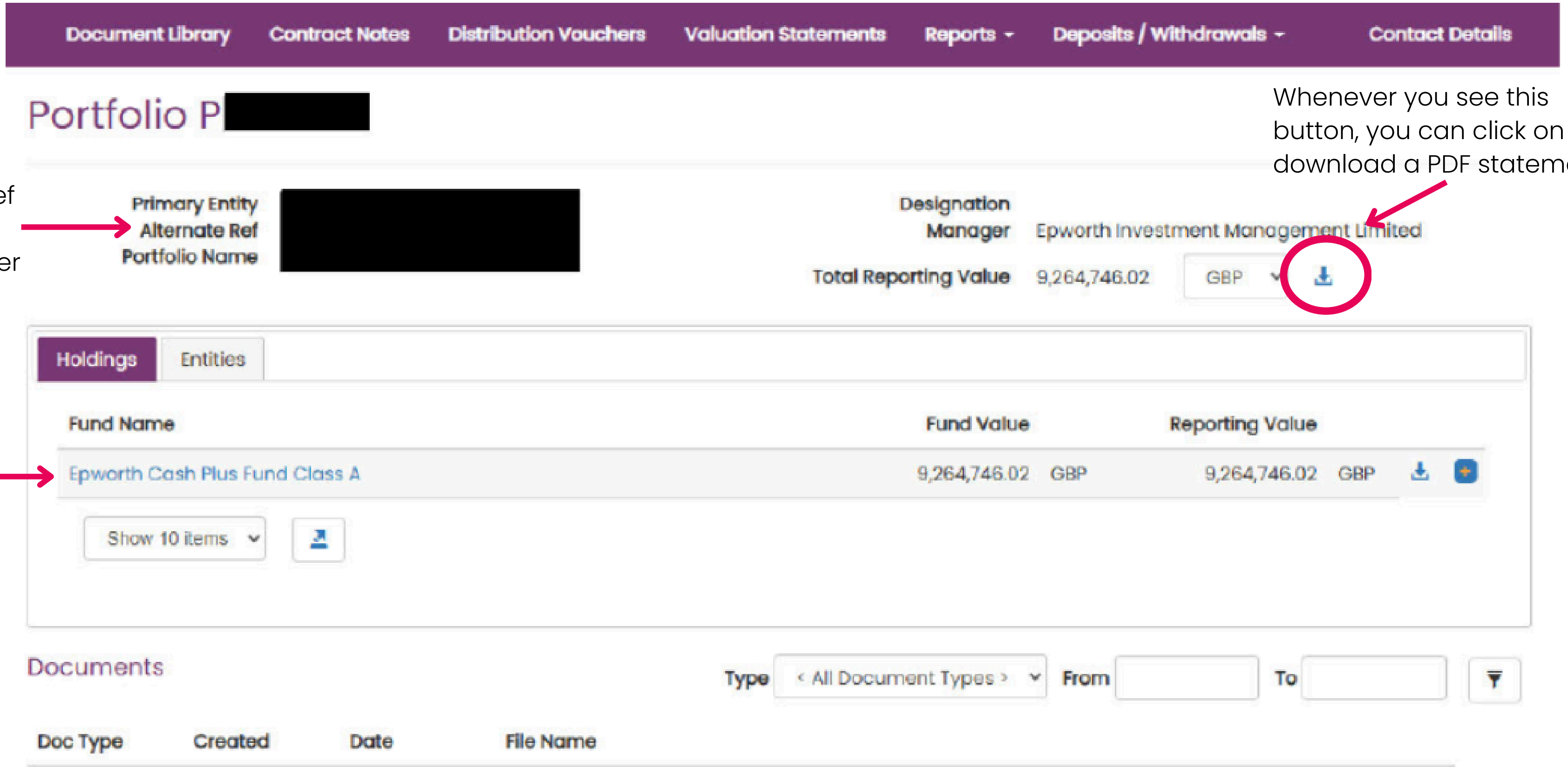
Whenever you see this button, you can click on it to download the data seen on screen to a spreadsheet

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:

Whenever you see this button, you can click on it to download a PDF statement

The alternate ref is the legacy account number

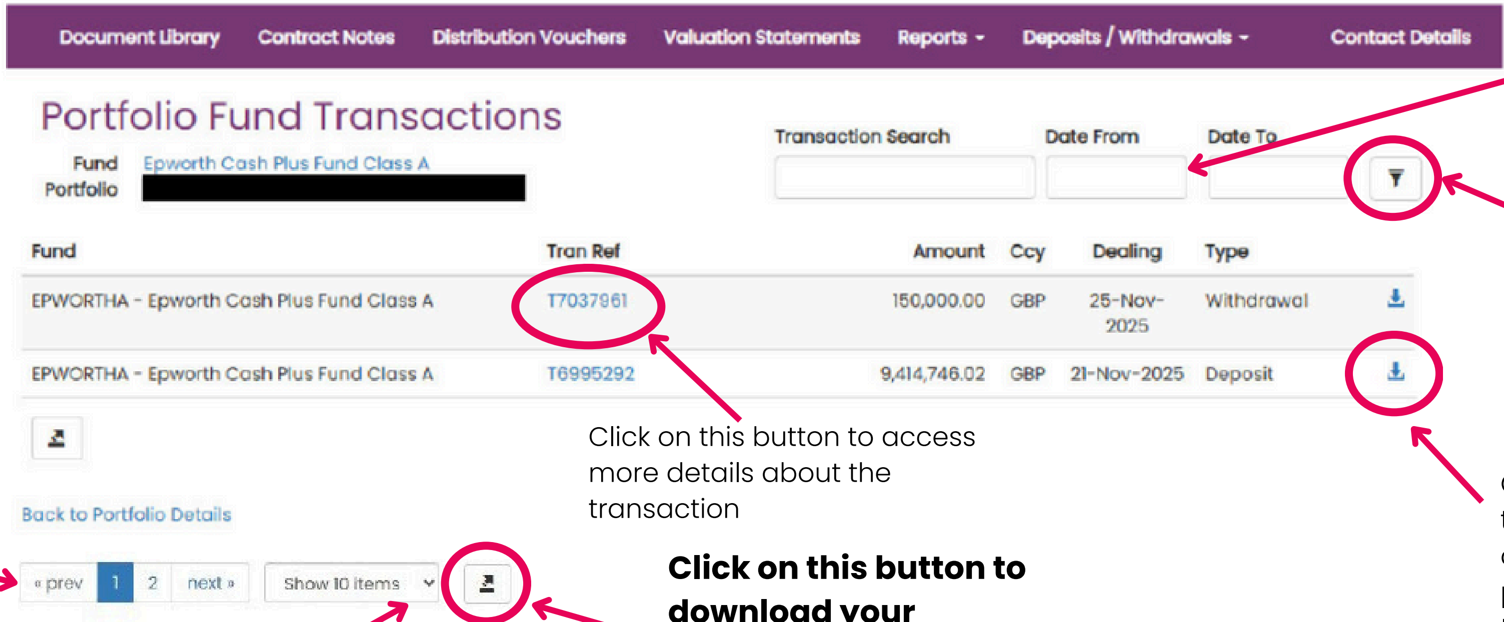


Click here to access the transaction history for the account

Recently created documents (transaction statements etc) are listed here

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:



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

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

Click on this button to access more details about the transaction

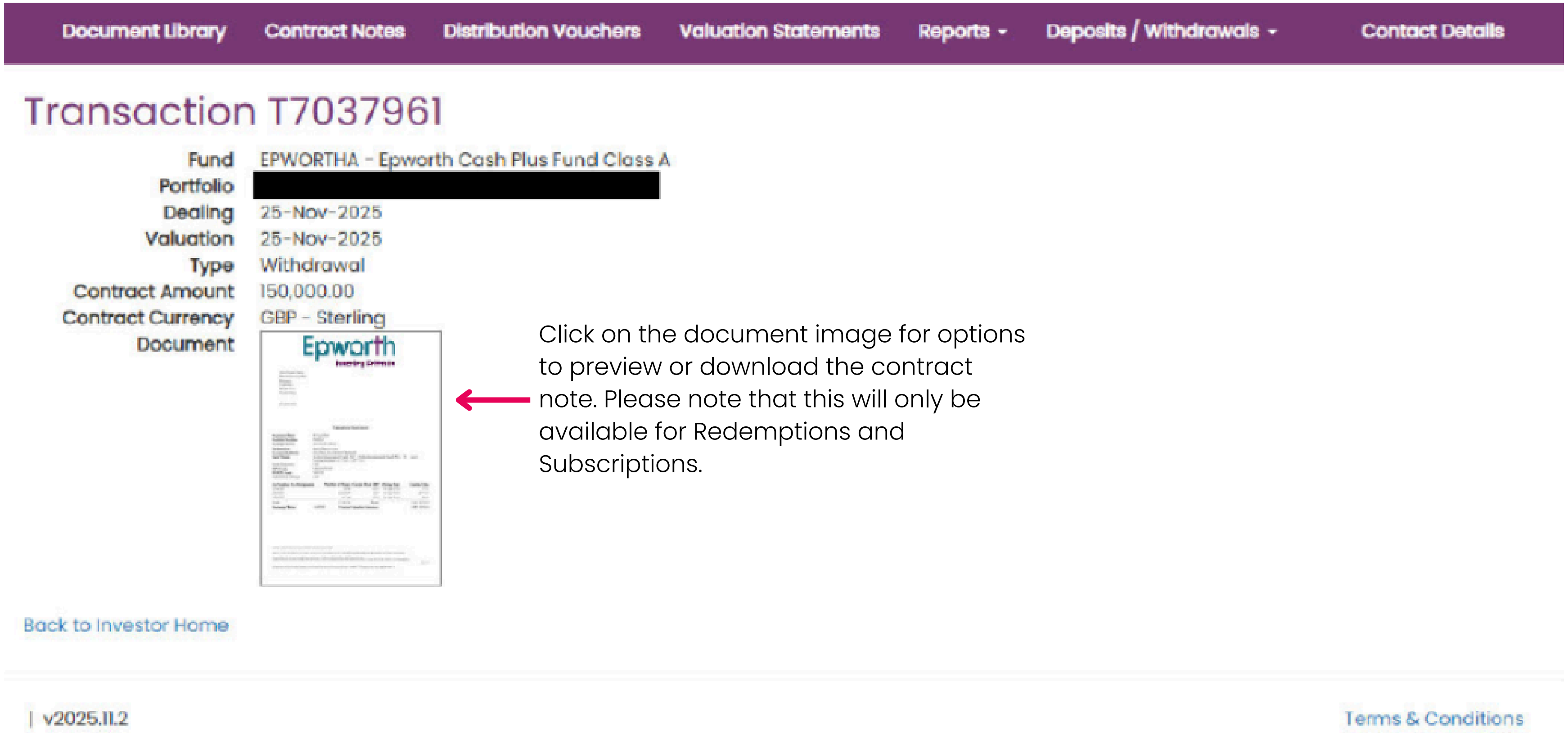
Click on this button to download the contract note for a particular transaction

Click on this button to download your transactions to a spreadsheet

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

Transaction Details

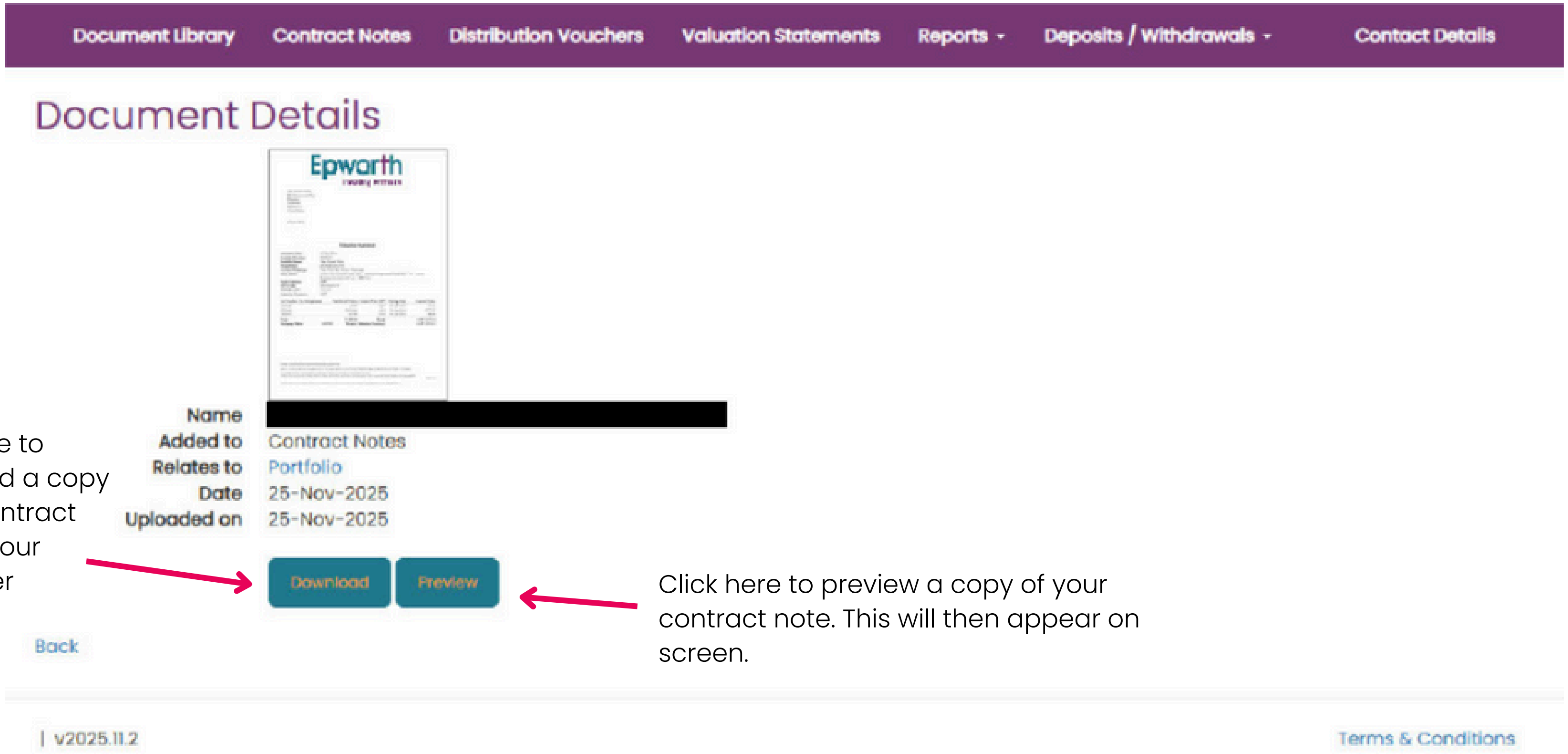
Clicking on a transaction reference will bring you to this screen, where you can also view the contract note for the transaction:



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.

Document Details

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



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

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

Example Contract Note - Withdrawals and Deposits

Epworth
Investing Faithfully

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

[redacted]

Deposit - Contract Note

Portfolio Number [redacted]
Portfolio Name
Account Holder(s)

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

Fund Name Epworth Cash Plus Fund Class A

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

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.

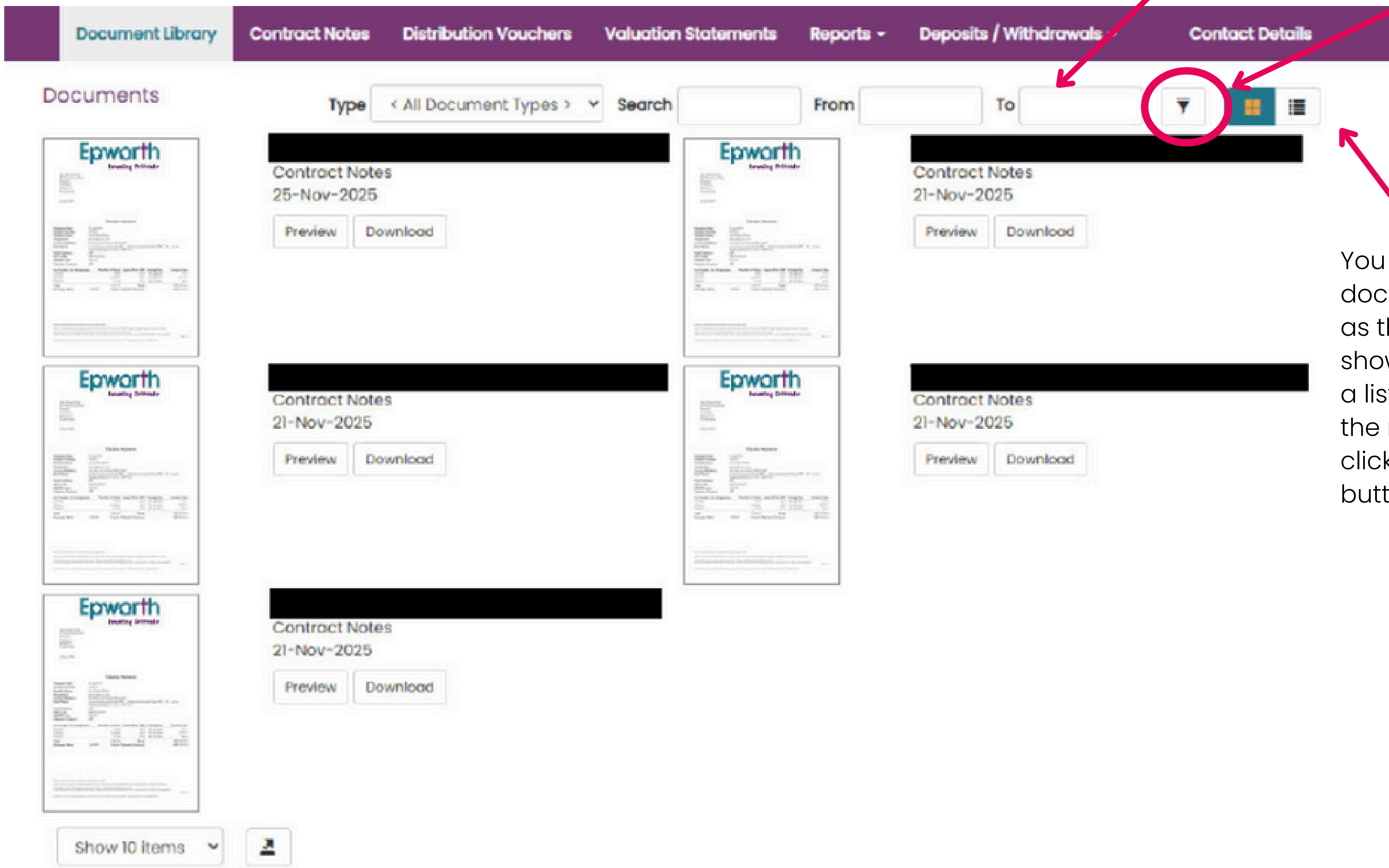
Communications preferences

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.

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.

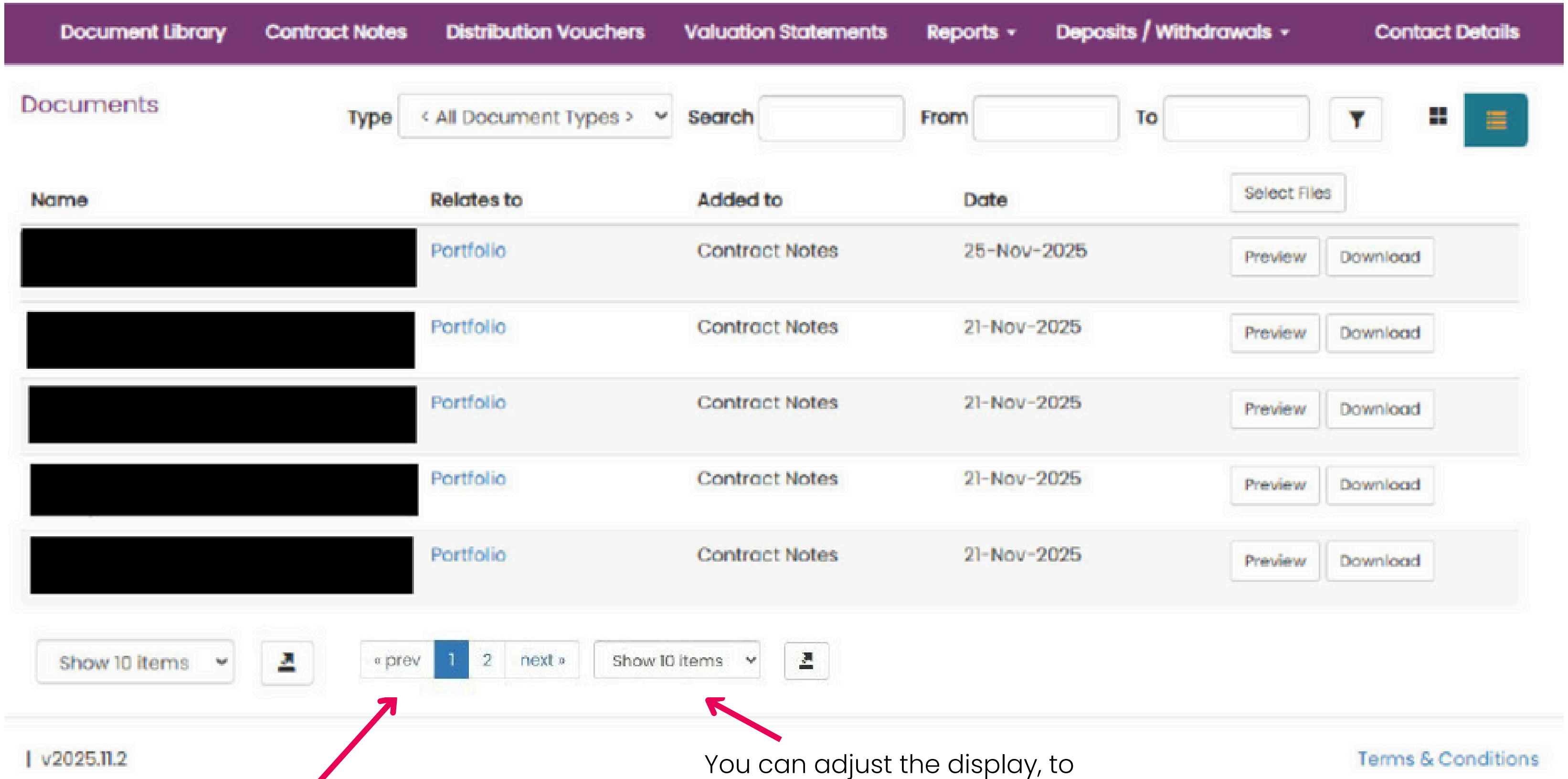
If you want to see documents from a specific period you can enter the relevant dates here and the click on this filter button



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.



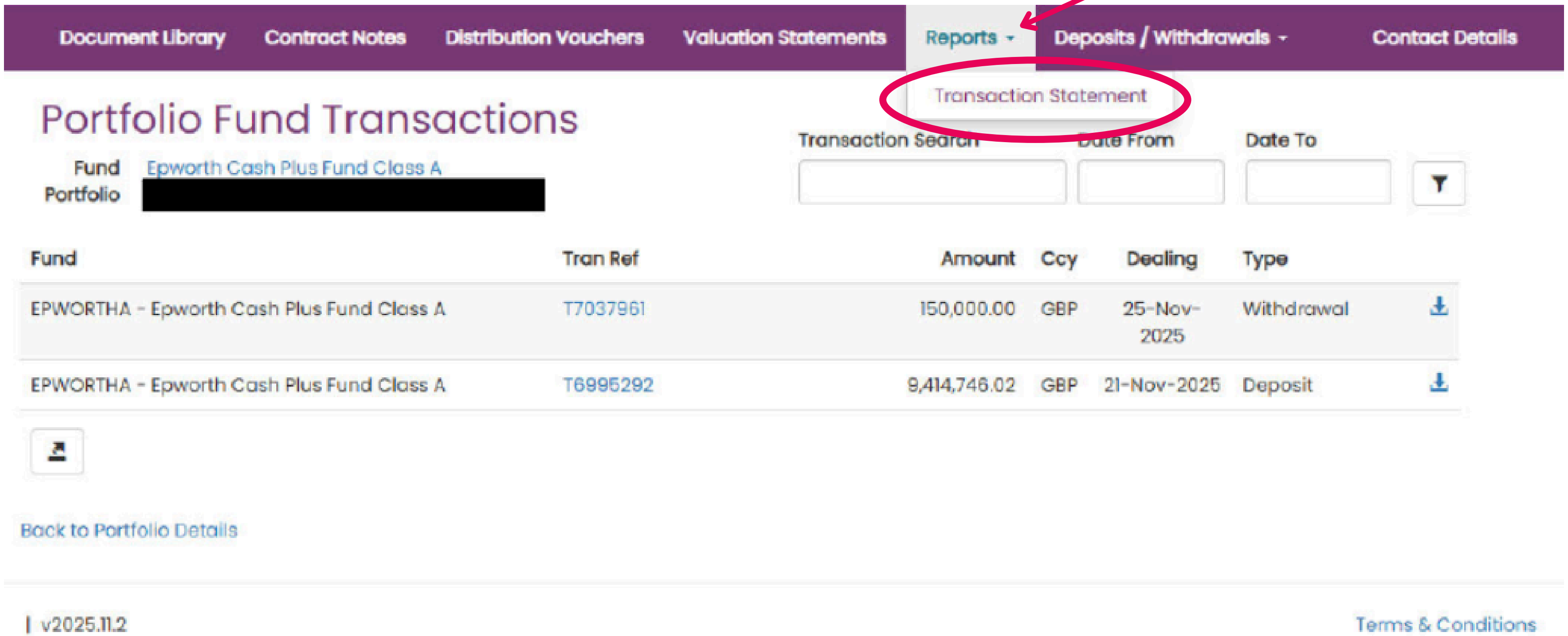
Use the “prev” and “next” buttons to scroll through multiple pages

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

Producing A Transaction Statement

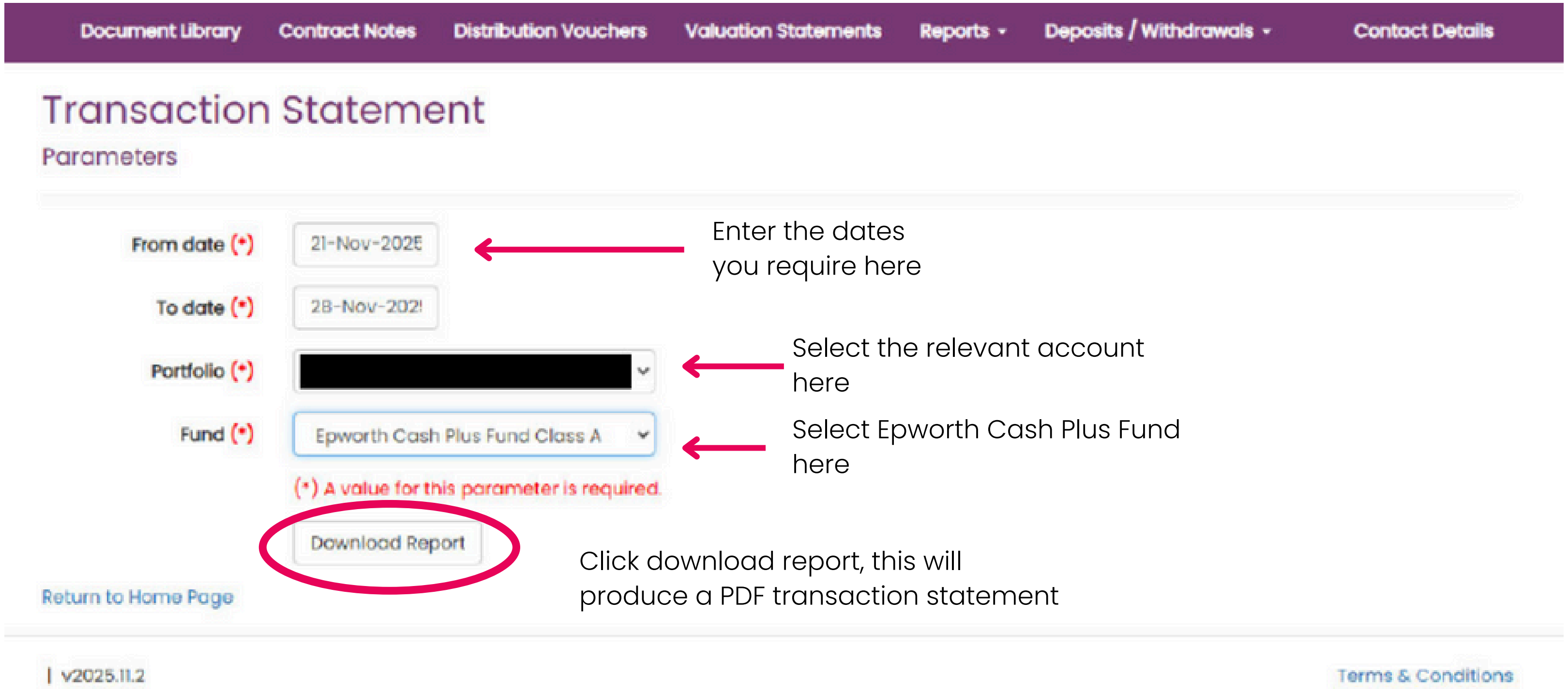
You can produce and download a transaction statement covering any period that is needed.

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



Producing A Transaction Statement

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



Example Transaction Statement

Epworth
Investing Faithfully

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

[redacted]

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

Transaction Statement

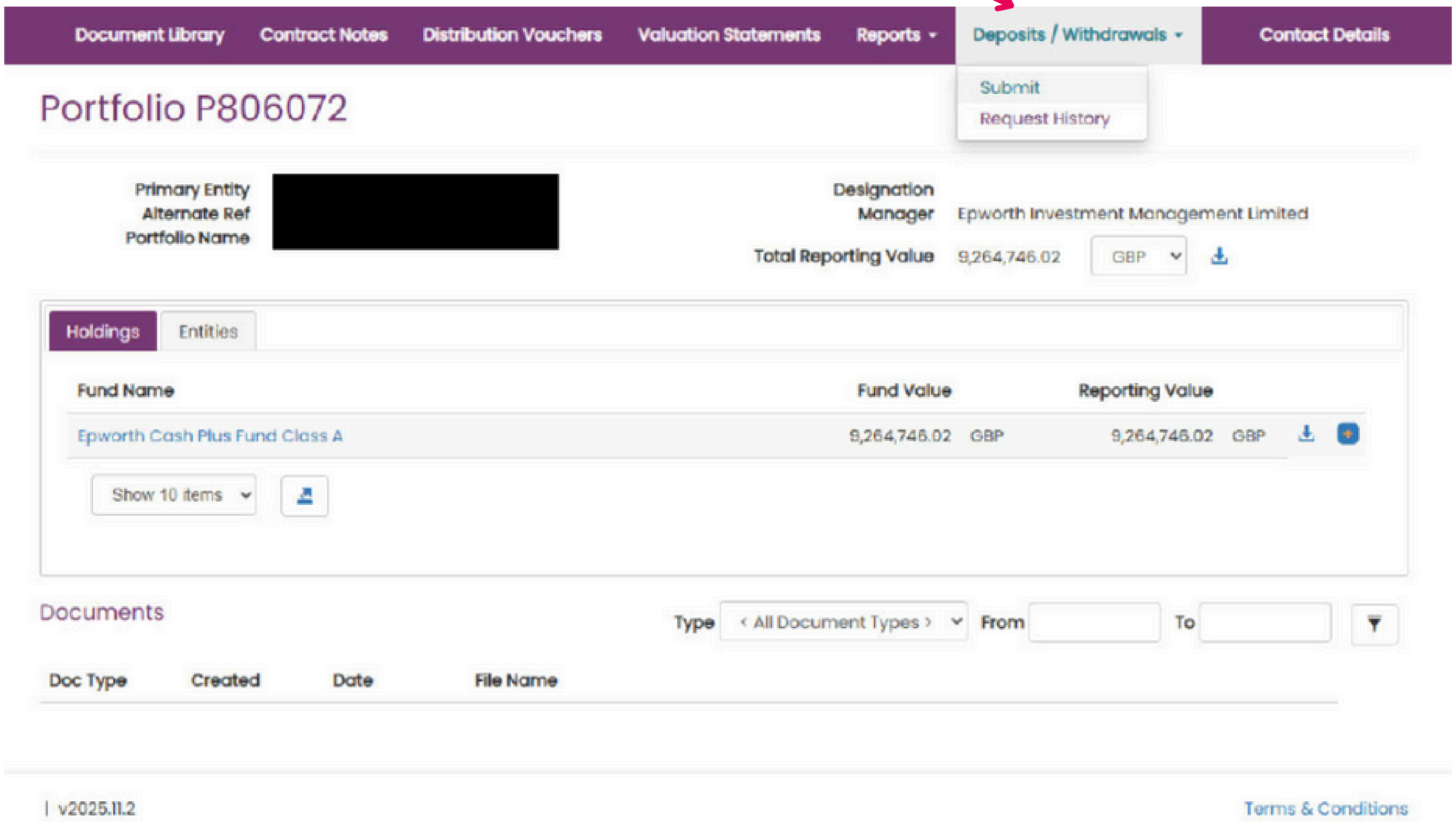
Statement Date	November 28, 2025
Period Selected	21 November 2025 to 28 November 2025
Portfolio Number	[redacted]
Portfolio Name	
Fund Name	Epworth Cash Plus Fund Class A

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

Instructing A Withdrawal

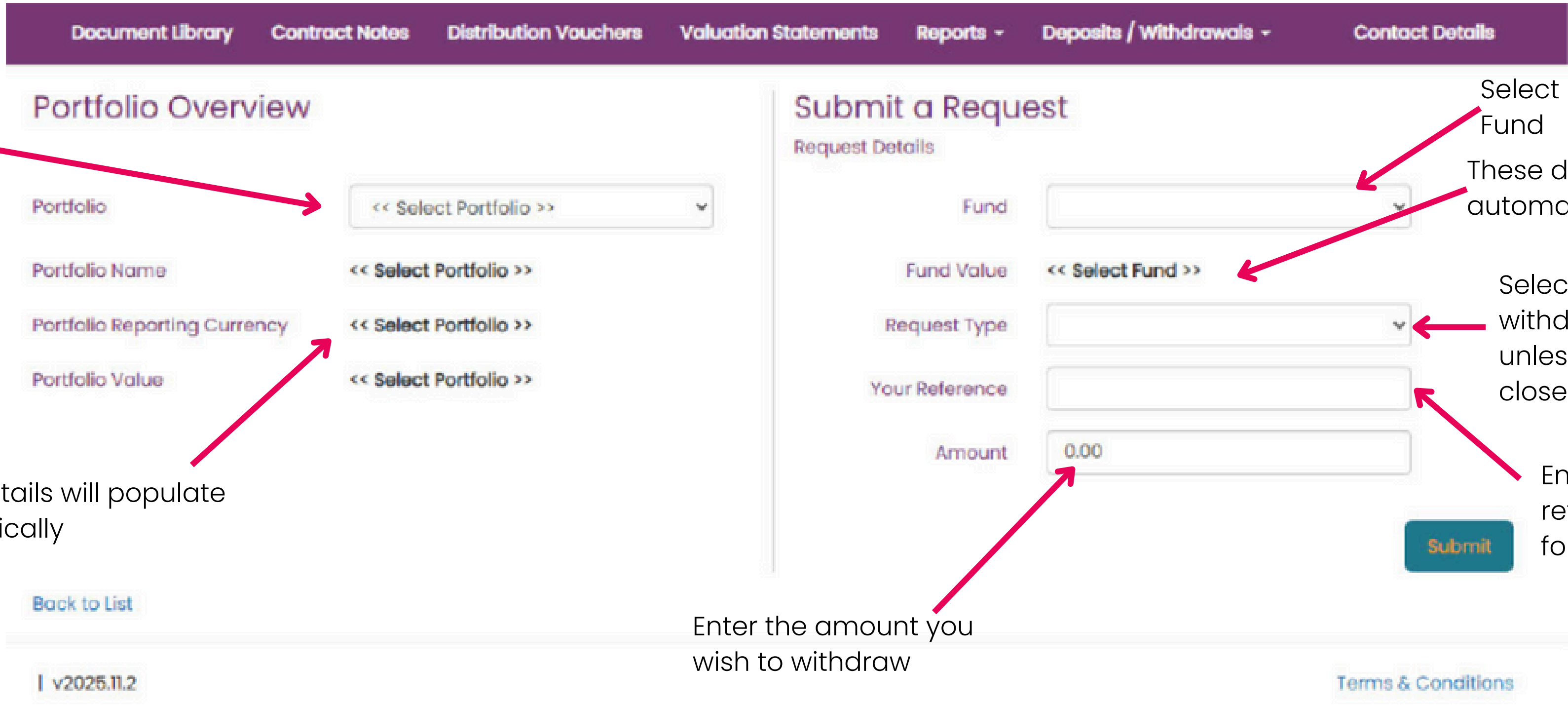
You can instruct a withdrawal of funds to your nominated bank account via the portal.

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



Instructing A Withdrawal

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



Select the relevant account here

These details will populate automatically

Select Epworth Cash Plus Fund

These details will populate automatically

Select 'partial withdrawal' here unless you wish to close your account

Enter an appropriate reference/description for the withdrawal

Enter the amount you wish to withdraw

Instructing A Withdrawal

Example of a completed Withdrawal Request