



CFB Deposit Fund

User Guide

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Introduction

This document is designed to provide an overview of the current functionality of the new online portal for the CFB Deposit 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 need. We have also included a glossary with explanations of some of the terminology you may come across on the portal.

The portal will be undergoing further development before the end of 2025 and we have gathered together the feedback we have received from our clients to ensure that we prioritise any improvements appropriately.

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: cfb@jtcgroup.com

Telephone: +44 20 3832 3970

Glossary

Please see below some terminology, listed alphabetically, which you may come across when navigating the new CFB Deposit 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 CFB Deposit 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 CFB Deposit 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 cfb@jtcgroup.com with your request.

Contract Currency – the currency in which your account is denominated which, in the case of the CFB Deposit 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 CFB Deposit 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 CFB Deposit 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.

Direct Debit – the means by which regular but variable amounts are transferred from Churches to Circuits and from Circuits to Districts, primarily to pay quarterly assessments.

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

Sort Code: 40-05-30

Bank Account No: 84594010

Bank Account Name: Central Finance Board

Reference: Please ensure you quote your CFB account number

Entity Ref (entity reference) – a unique identifier assigned to your church or 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 CFB Deposit Fund account(s).

Portfolio – your CFB Deposit Fund account

Portfolio Ref (portfolio reference) – a unique identifier assigned to your CFB Deposit 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 CFB Deposit Fund

Standing Order – a regular payment of a fixed amount from your CFB Deposit Fund either to your bank account or to another CFB Deposit Fund account.

Shares – one share in the CFB Deposit Fund represents one pound

Subscription – the deposit of monies into the CFB Deposit Fund from an external bank account, or from TMCP

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 CFB Deposit Fund accounts

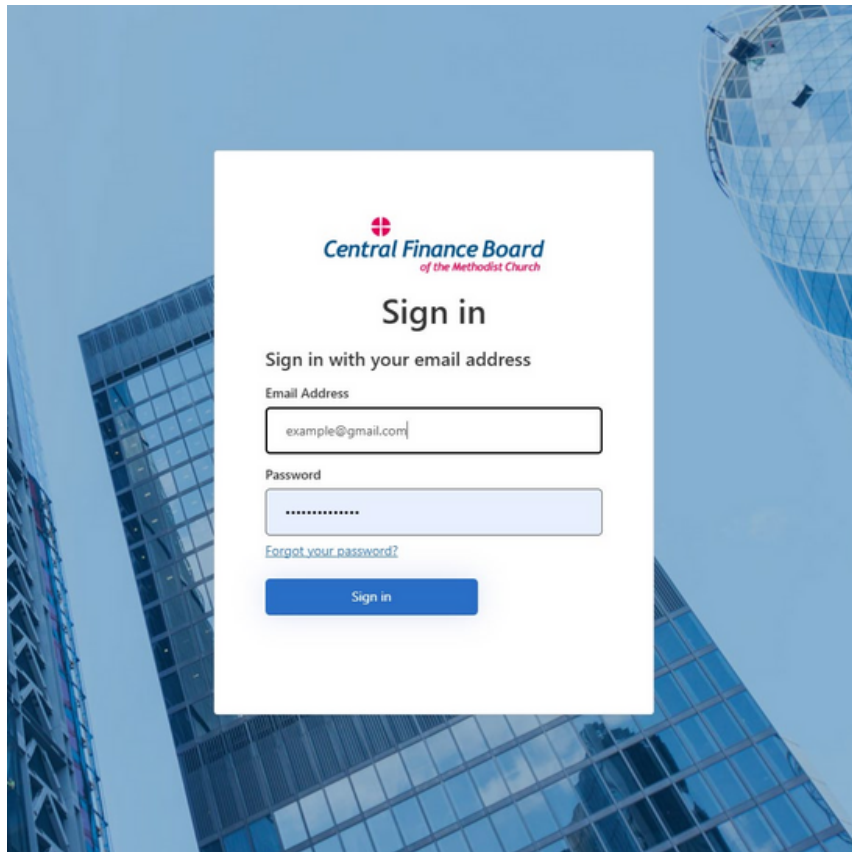
Transfer In – monies have been deposited into your account from another CFB Deposit Fund account

Transfer Out – monies have been withdrawal from your account and deposited into another CFB Deposit Fund account

Unit – one unit in the CFB Deposit Fund represents one pound

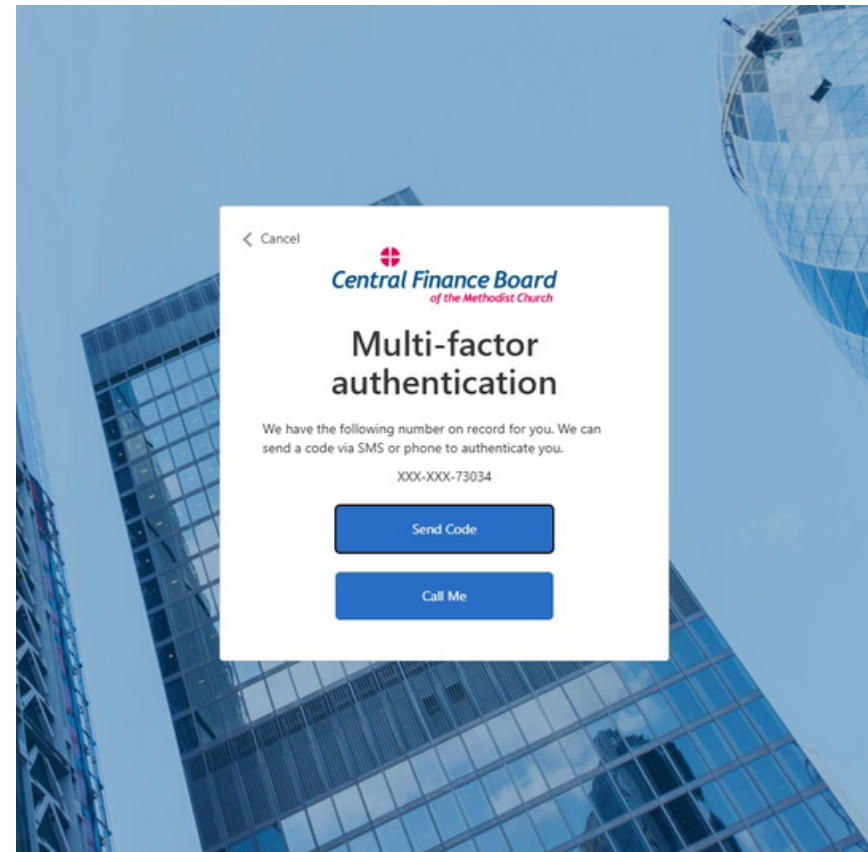
Logging into the portal

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



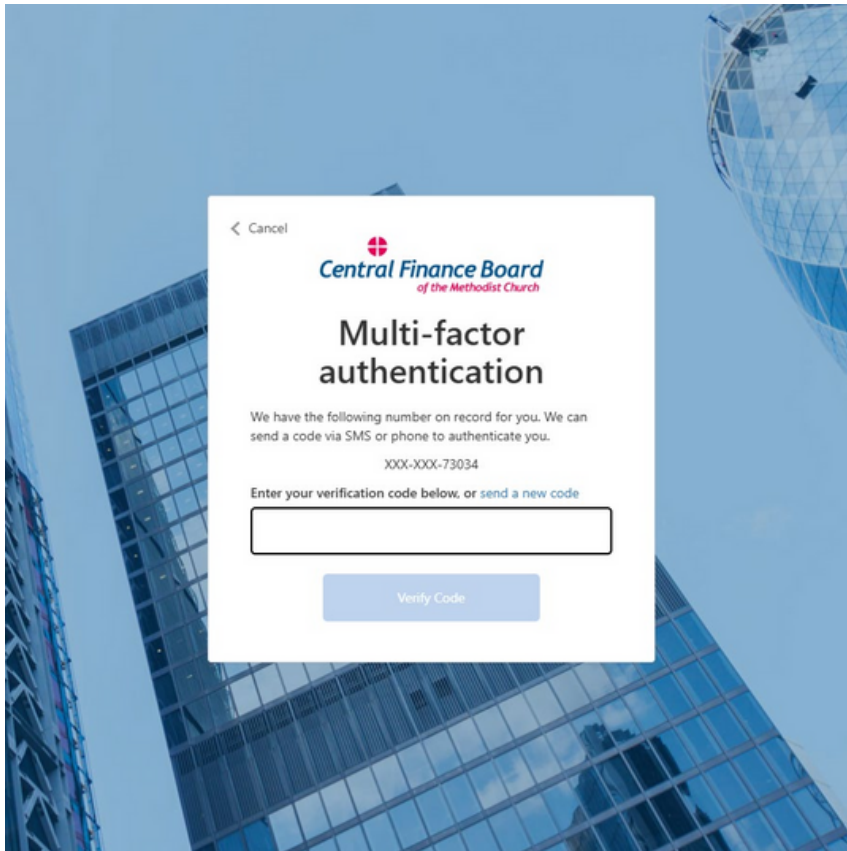
The image shows a mobile app interface for logging in. At the top is the logo for the Central Finance Board of the Methodist Church. Below the logo is the title "Sign in" and the instruction "Sign in with your email address". There are two input fields: "Email Address" with the placeholder text "example@gmail.com" and "Password" with masked characters. A link for "Forgot your password?" is located below the password field. At the bottom is a blue "Sign in" button.

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

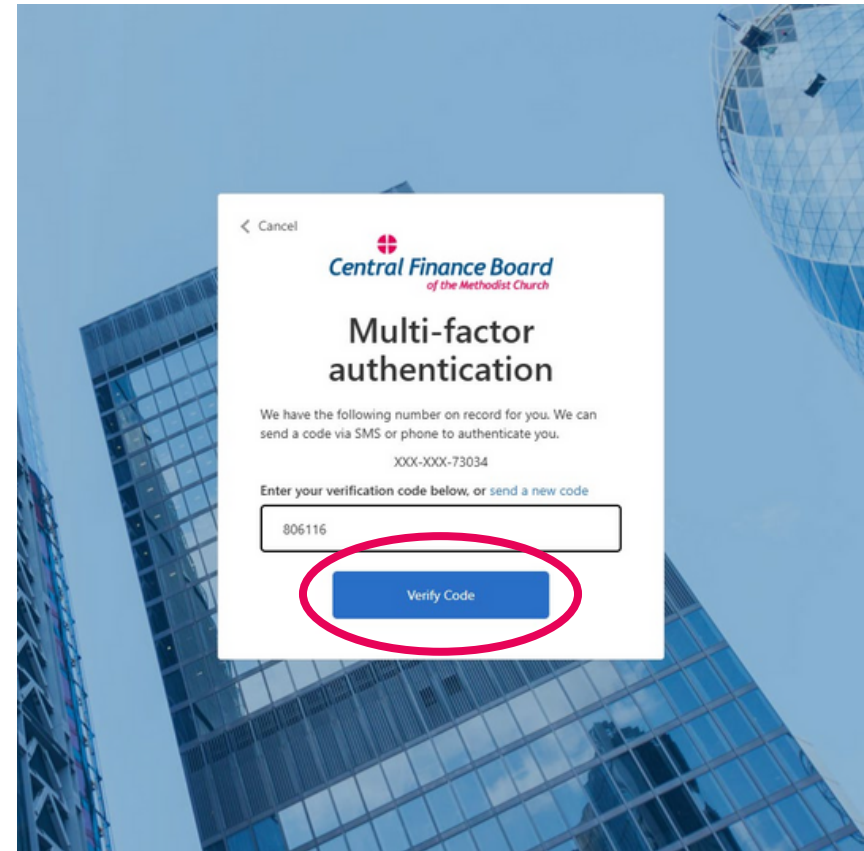


The image shows a mobile app interface for multi-factor authentication. At the top is a back arrow and the word "Cancel". Below is the logo for the Central Finance Board of the Methodist Church. The title "Multi-factor authentication" is centered. Below the title is a message: "We have the following number on record for you. We can send a code via SMS or phone to authenticate you." followed by the number "XXX-XXX-73034". At the bottom are two blue buttons: "Send Code" and "Call Me".

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



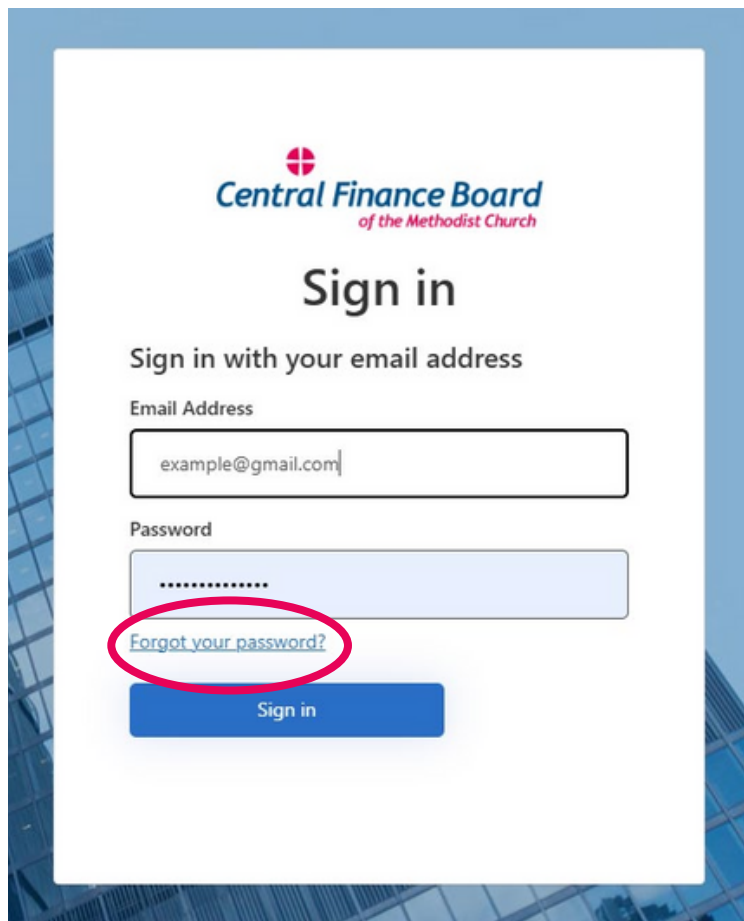
4. Click on “Verify Code”



Forgotten Password - How to Reset

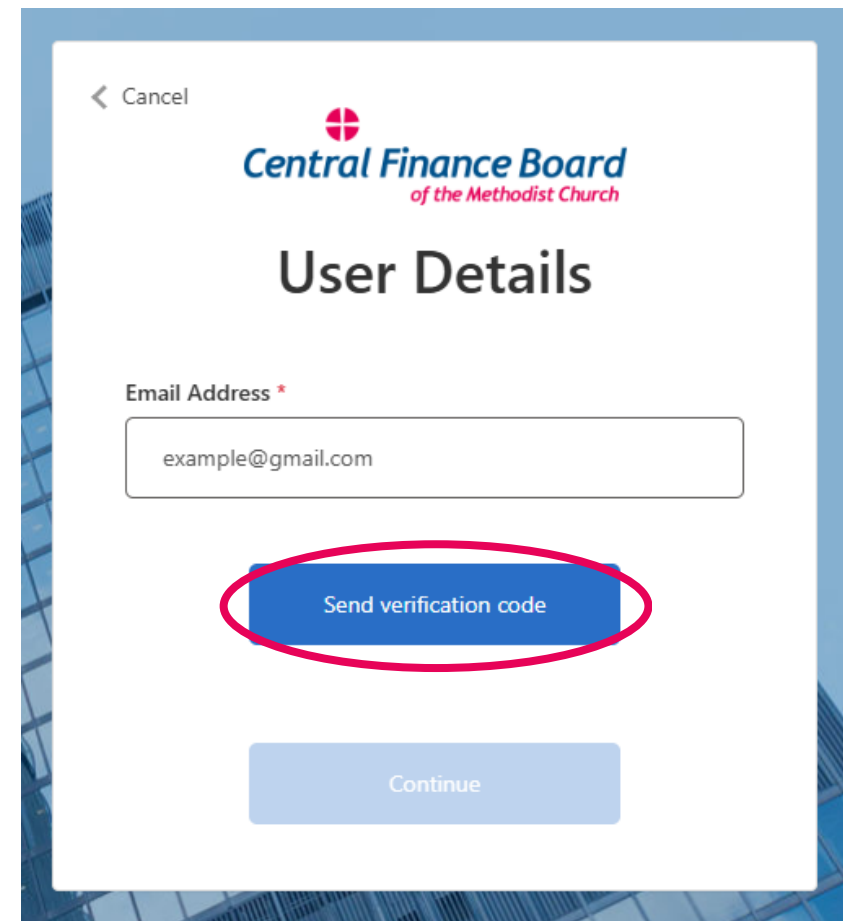
If you have forgotten your password or your password is not being accepted, you can request a reset directly from the portal. Please follow the steps below:

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



The screenshot shows the 'Sign in' screen for the Central Finance Board of the Methodist Church. The header includes the logo and the text 'Central Finance Board of the Methodist Church'. Below the header, the title 'Sign in' is displayed, followed by the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' with the placeholder 'example@gmail.com' and 'Password' with a masked password '*****'. A red circle highlights the link 'Forgot your password?' located below the password field. At the bottom, there is a blue 'Sign in' button.

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



The screenshot shows the 'User Details' screen for the Central Finance Board of the Methodist Church. The header includes a 'Cancel' link, the logo, and the text 'Central Finance Board of the Methodist Church'. Below the header, the title 'User Details' is displayed. There is an 'Email Address' input field with the placeholder 'example@gmail.com' and a red asterisk indicating it is required. A red circle highlights the blue button labeled 'Send verification code'. Below this button is a light blue 'Continue' button.

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'

< Cancel

Central Finance Board
of the Methodist Church

User Details

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

Email Address *

s.bourgein@epworthim.com

Verification Code *

Verification Code

Verify code Send new code

Continue

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

< Cancel

Central Finance Board
of the Methodist Church

User Details

E-mail address verified. You can continue now.

Email Address *

s.bourgein@epworthim.com

Change e-mail

Continue

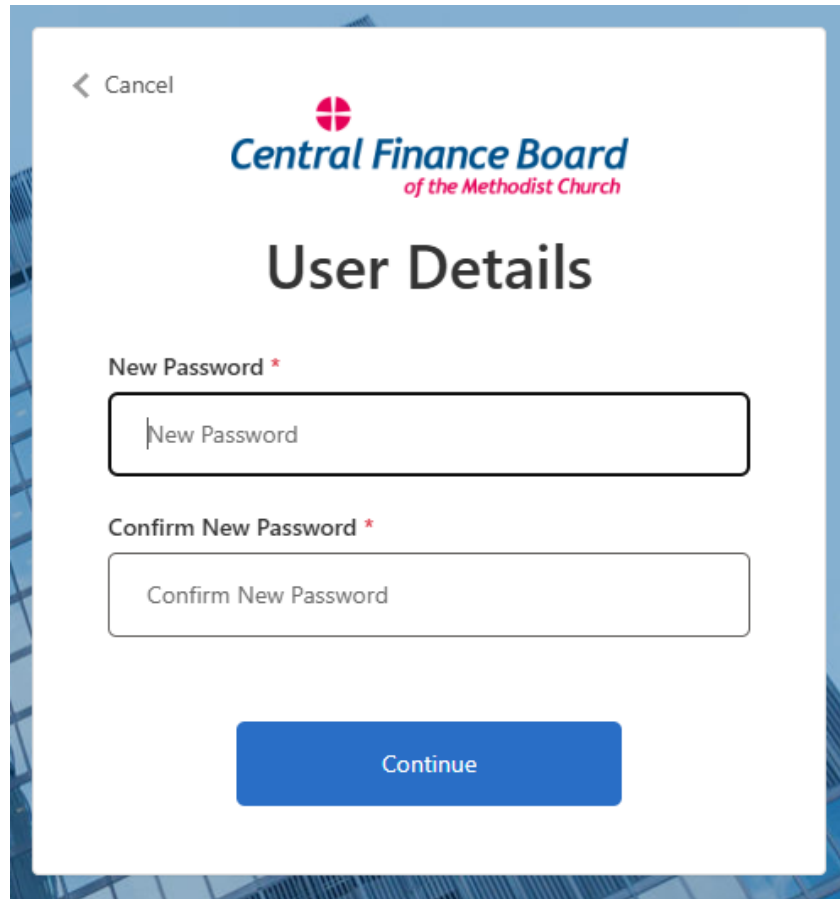
5. Select either 'Send Code' to receive a text message, or 'Call Me' to receive code via a phone call

The screenshot shows a mobile app interface for the Central Finance Board of the Methodist Church. At the top left is a back arrow and the word 'Cancel'. The logo is at the top center. Below it, the title 'Multi-factor authentication' is displayed. A message states: 'We have the following number on record for you. We can send a code via SMS or phone to authenticate you.' followed by the number 'XXX-XXX-73034'. At the bottom are two blue buttons: 'Send Code' and 'Call Me'.

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

This screenshot shows the same app interface as the previous one, but at a later stage. The 'Send Code' button has been pressed, and a six-digit verification code '806116' has been entered into a text field. The 'Verify Code' button at the bottom is now highlighted with a red oval. The text 'Enter your verification code below, or [send a new code](#)' is visible above the input field.

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

A screenshot of a mobile application interface for the Central Finance Board of the Methodist Church. The screen is titled 'User Details' and features two input fields for password creation. The first field is labeled 'New Password *' and the second is labeled 'Confirm New Password *'. Both fields contain placeholder text. A blue 'Continue' button is positioned at the bottom of the form. The background of the app shows a grid pattern.

< Cancel


Central Finance Board
of the Methodist Church

User Details

New Password *

Confirm New Password *

Continue

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)



Your Details

Name [Redacted]
Reference [Redacted]
Registered Address [Redacted]
Last Accessed 16-Oct-2025 07:29

Search 

This is your legacy account number

This is the current balance on your account

Portfolios

Portfolio	Portfolio Name	Manager Name	Designation	Alternate Ref	Reporting Value
P [Redacted]	[Redacted]	CFB		CFB_ [Redacted]	6,049.80 GBP
P [Redacted]	[Redacted]	CFB		CFB_ [Redacted]	11,259.35 GBP
P [Redacted]	[Redacted]	CFB		CFB_ [Redacted]	46,288.89 GBP
P [Redacted]	[Redacted]	CFB		CFB_ [Redacted]	11,171.60 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 screenshot displays the Central Finance Board portal interface. At the top, the logo and navigation links are visible. The main content area shows the details for a specific Portfolio P. Annotations with red arrows point to various elements:

- Primary Entity, Alternate Ref, Portfolio Name:** These fields are redacted with black boxes. An annotation points to the 'Alternate Ref' field, stating: "The alternate ref is the legacy account number".
- Designation Manager:** Listed as CFB.
- Total Reporting Value:** 10,028.97 GBP. A download icon (a blue square with a white 'd') is circled in red. An annotation points to it: "Whenever you see this button, you can click on it to download a PDF statement".
- Holdings Table:** A table with columns: Fund Name, Balance, NAV Date, Price, Fund Value, and Reporting Value. The first row shows "CFB Deposit Fund O CFBDEPOO" with a balance of 10,028.97 and a NAV Date of 22-Oct-2025. An annotation points to the NAV Date: "This is the date at which the value of your account was last calculated".
- Documents Section:** A table listing documents. The first row shows a "Transaction Statements" document created on 09-Oct-2025 and dated 30-Sep-2025. An annotation points to this row: "Recently created documents 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 CFB Deposit Fund account to another:

The screenshot shows the 'Portfolio Fund Transactions' page for 'CFB Deposit Fund O'. The page includes a navigation bar with links like 'Document Library', 'Contract Notes', 'Distribution Vouchers', 'Valuation Statements', 'Reports', 'Deposits / Withdrawals', and 'Contact Details'. Below the navigation bar, there's a 'Transaction Search' section with 'Date From' and 'Date To' filters. The main table lists transactions with columns: Fund, Tran Ref, No. of Units, Price, Amount, Ccy, Dealing, and Type. Annotations with red arrows point to various elements: a button to access more details about a transaction, a date filter button, a download button for a specific transaction, a 'prev' and 'next' button for pagination, a 'Show 10 items' dropdown, and a download button for the entire spreadsheet.

Click on this button to access more details about the transaction

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 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

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

Fund	Tran Ref	No. of Units	Price	Amount	Ccy	Dealing	Type
CFBDEPOO - CFB Deposit Fund O	T5806295	1,142.63	1.00	1,142.63	GBP	22-Oct-2025	Redemption
CFBDEPOO - CFB Deposit Fund O	T5784666	1,000.00	1.00	1,000.00	GBP	15-Oct-2025	Redemption
CFBDEPOO - CFB Deposit Fund O	T5783236	1,142.63	1.00	1,142.63	GBP	14-Oct-2025	Subscription
CFBDEPOO - CFB Deposit Fund O	T5754317	1,142.63	1.00	1,142.63	GBP	07-Oct-2025	Redemption
CFBDEPOO - CFB Deposit Fund O	T5708013	39.72	1.00	39.72	GBP	03-Oct-2025	Subscription
CFBDEPOO - CFB Deposit Fund O	T5675441	1,142.63	1.00	1,142.63	GBP	26-Sep-2025	Subscription
CFBDEPOO - CFB Deposit Fund O	T5637833	800.00	1.00	800.00	GBP	22-Sep-2025	Redemption
CFBDEPOO - CFB Deposit Fund O	T5533256	11,789.25	1.00	11,789.25	GBP	31-Aug-2025	Subscription

Transaction Details

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



HomeSigned in as Sarah BourgeinSign out

Document LibraryContract NotesDistribution VouchersValuation StatementsReportsDeposits / WithdrawalsContact Details

Transaction T6806295

Fund	CFBDEPOO - CFB Deposit Fund O
Portfolio	
Dealing	22-Oct-2025
Valuation	22-Oct-2025
Type	Redemption
Number of Units	1,142.63
Price	1.00
Contract Amount	1,142.63
Contract Currency	GBP - Sterling
Document	

Redemptions = withdrawals to your bank account
Subscriptions = deposits coming in from your bank account
Transfers In/Out = movements of money from one CFB Deposit Fund account to another

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.

Central Finance Board
of the Methodist Church

Home Signed in as Sarah Bourgein Sign out

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

Document Details



Name	[REDACTED].pdf
Added to	Contract Notes
Relates to	Portfolio
Date	22-Oct-2025
Uploaded on	22-Oct-2025

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.

Back

Download Preview

Example Contract Note - Withdrawals and Deposits



Deposit - Contract Note

Portfolio Number
Portfolio Name
Account Holder(s)



In accordance with your instructions, we confirm that you have **bought:-**
Fund Name CFB Deposit Fund O

Dealing Date	Contract Number	Cash Amount
03 Oct 2025	T6708013	39.72

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

Contract Note Message:-

Interest to 30.09.2025

Statement Date 03 Oct 2025

Valuation Date 03 Oct 2025

Valuation Point 12:00:00

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

Communications preferences

At Central Finance Board of the Methodist Church, 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 then click on this filter button

Central Finance Board
of the Methodist Church

Home Signed in as Sarah Bourgein Sign out

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

Documents

Type < All Document Types > Search From To

Contract Notes 22-Oct-2025 Preview Download

Contract Notes 15-Oct-2025 Preview Download

Contract Notes 14-Oct-2025 Preview Download

Contract Notes 07-Oct-2025 Preview Download

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.

 Home Signed in as Sarah Bourgein Sign out

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

Documents Type < All Document Types > Search From To Filter Grid Menu

Name	Relates to	Added to	Date	Select Files
	Portfolio	Contract Notes	22-Oct-2025	Preview Download
	Portfolio	Contract Notes	15-Oct-2025	Preview Download
	Portfolio	Contract Notes	14-Oct-2025	Preview Download
	Portfolio	Contract Notes	07-Oct-2025	Preview Download
	Portfolio	Contract Notes	03-Oct-2025	Preview Download
	Portfolio	Contract Notes	03-Oct-2025	Preview Download
	Portfolio	Contract Notes	03-Oct-2025	Preview Download
	Portfolio	Contract Notes	03-Oct-2025	Preview Download
	Portfolio	Transaction Statements	30-Sep-2025	Preview Download
	Portfolio	Transaction Statements	30-Sep-2025	Preview Download

« prev 1 2 next » Show 10 items per page Display

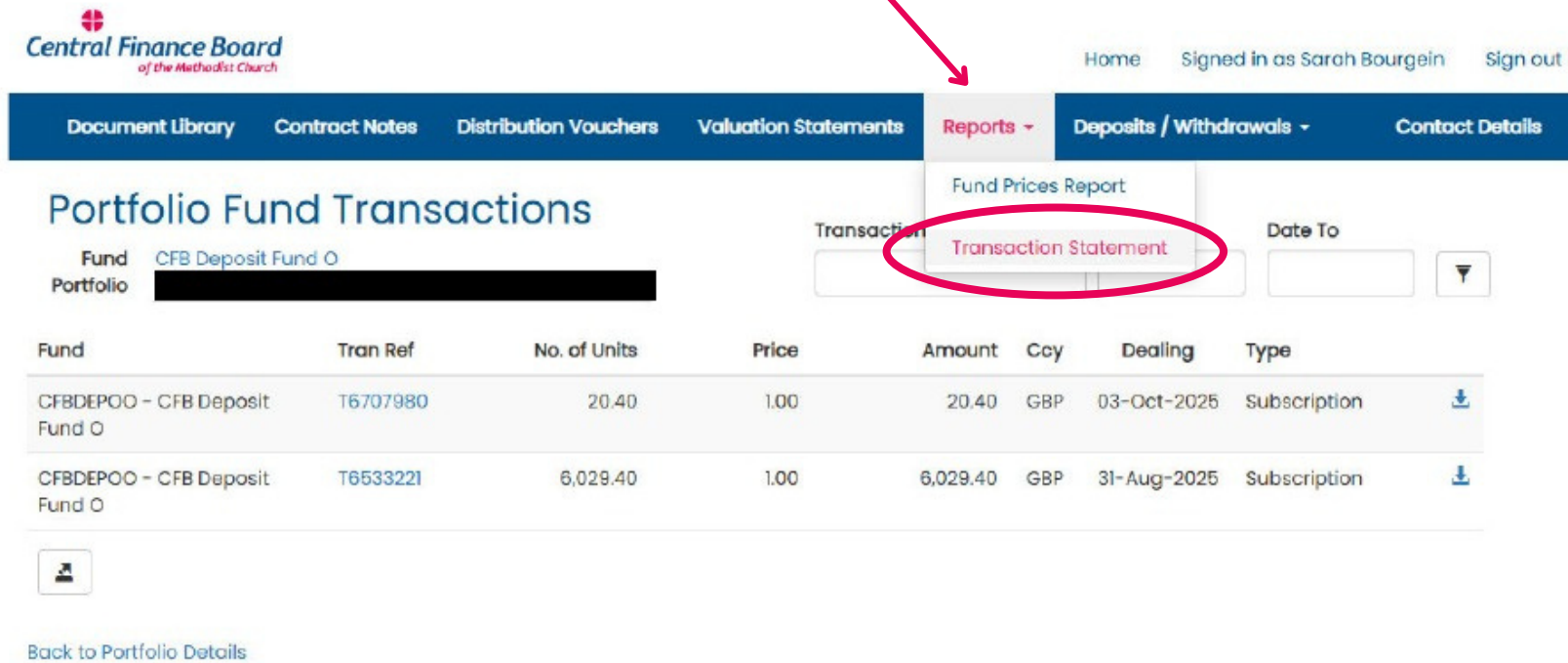
Use the “prev” and “next” buttons to scroll through multiple pages

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"



The screenshot shows the Central Finance Board of the Methodist Church website. The top navigation bar includes links for Home, Signed in as Sarah Bourgein, and Sign out. Below this is a dark blue menu bar with options: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports (highlighted with a red arrow), Deposits / Withdrawals, and Contact Details. The main content area is titled 'Portfolio Fund Transactions'. It features a filter for 'Fund Portfolio' set to 'CFB Deposit Fund O'. A table displays transaction data with columns: Fund, Tran Ref, No. of Units, Price, Amount, Ccy, Dealing, Type, and a download icon. Two transactions are listed, both for 'CFBDEPOO - CFB Deposit Fund O' with a 'Subscription' type. Below the table is a 'Back to Portfolio Details' link.

Fund	Tran Ref	No. of Units	Price	Amount	Ccy	Dealing	Type	
CFBDEPOO - CFB Deposit Fund O	T6707980	20.40	1.00	20.40	GBP	03-Oct-2025	Subscription	Download
CFBDEPOO - CFB Deposit Fund O	T6533221	6,029.40	1.00	6,029.40	GBP	31-Aug-2025	Subscription	Download

Producing A Transaction Statement

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

The screenshot shows the 'Transaction Statement' page on the Central Finance Board of the Methodist Church website. The page has a blue header with the logo and navigation links: Home, Signed in as Sarah Bourgein, and Sign out. Below the header is a dark blue navigation bar with links: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details. The main content area is titled 'Transaction Statement' with a sub-header 'Parameters'. The form contains four fields: 'From date (*)' with a date picker set to '31-Aug-2021', 'To date (*)' with a date picker set to '30-Sep-2021', 'Portfolio (*)' with a dropdown menu showing a blacked-out selection, and 'Fund (*)' with a dropdown menu set to 'CFB Deposit Fund O'. A red error message '(*) A value for this parameter is required.' is displayed below the Portfolio field. A 'Download Report' button is circled in red. Red arrows point from text instructions to the date fields, the Portfolio dropdown, and the Fund dropdown. A 'Return to Home Page' link is at the bottom left.

Central Finance Board
of the Methodist Church

Home Signed in as Sarah Bourgein Sign out

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

Transaction Statement

Parameters

From date (*) 31-Aug-2021

To date (*) 30-Sep-2021

Portfolio (*) [Redacted]

Fund (*) CFB Deposit Fund O

(*) A value for this parameter is required.

Download Report

Return to Home Page

Enter the dates you require here

Select the relevant account here

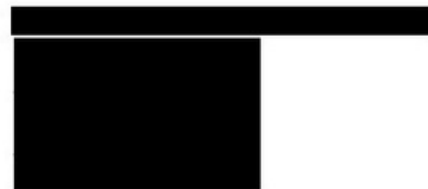
Select CFB Deposit Fund here

Click download report, this will produce a PDF transaction statement

Example Transaction Statement



Central Finance Board of the Methodist Church
Methodist Church House
25 Tavistock Place, London, WC1H 9SF



Transaction Statement

Statement Date October 22, 2025
Period Selected 31 August 2025 to 30 September 2025
Portfolio Number [REDACTED]
Portfolio Name [REDACTED]
Fund Name CFB Deposit Fund O
ISIN Code CFBDEPOO

Transaction Date	Transaction Type	Contract Number	Price	Amount	Charges	Transaction Shares	Balance
Balance b/fwd							0.00
31-Aug-2025	Subscription	T6533256	1.00	GBP 11,789.25	0.00	11,789.25	11,789.25
22-Sep-2025	Redemption	T6637833	1.00	GBP (800.00)	0.00	(800.00)	10,989.25
26-Sep-2025	Subscription	T6675441	1.00	GBP 1,142.63	0.00	1,142.63	12,131.88
Balance c/fwd							12,131.88

Reminder

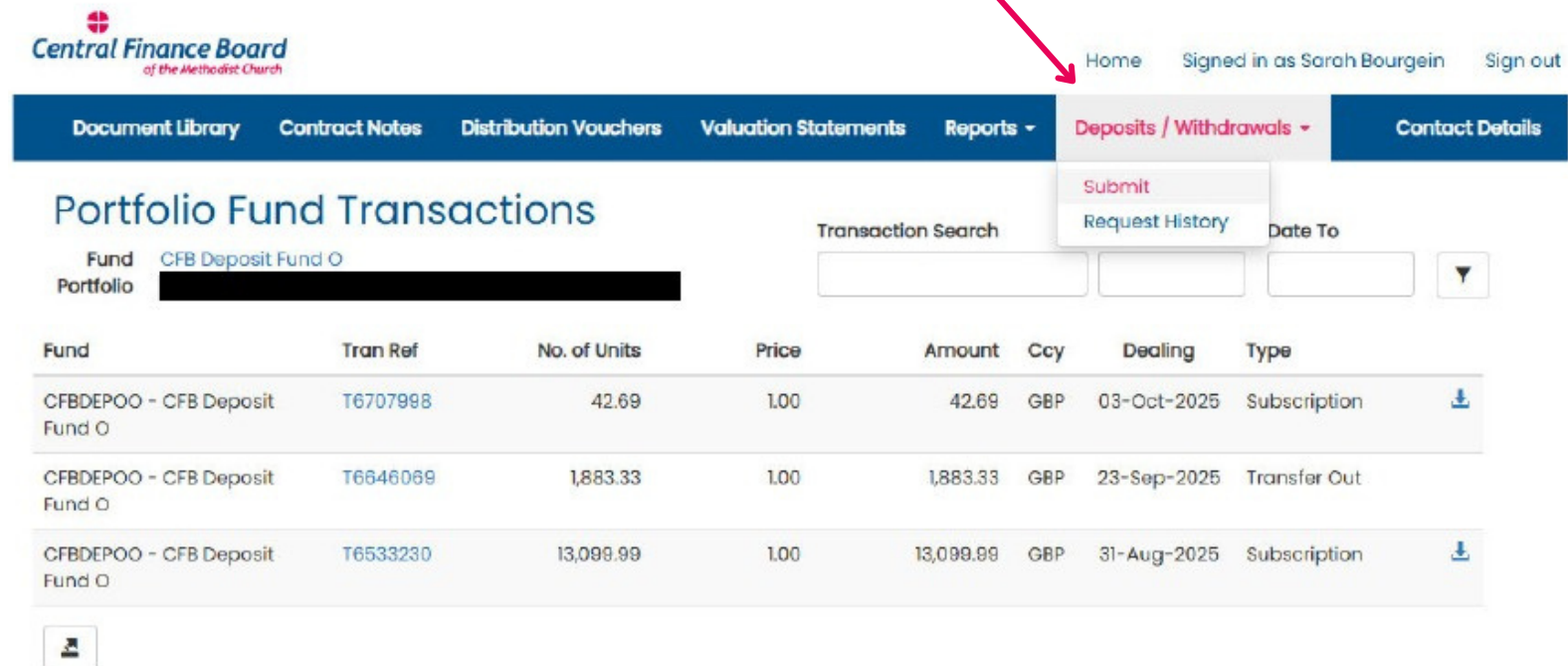
Redemptions = withdrawals to your bank account
Subscriptions = deposits coming in from your bank account

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 31st August, therefore the balance brought forward is as at the end of the 30th August

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 the Central Finance Board portal interface. At the top, there is a navigation bar with links: Home, Signed in as Sarah Bourgein, and Sign out. Below this is a dark blue menu bar with options: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals (highlighted), and Contact Details. A red arrow points from the text instruction to the 'Deposits / Withdrawals' menu item. A dropdown menu is open under 'Deposits / Withdrawals', showing 'Submit' and 'Request History'. Below the menu bar, the page title is 'Portfolio Fund Transactions'. There is a search section with 'Fund' (CFB Deposit Fund O), 'Portfolio' (redacted), 'Transaction Search' (input field), 'Date To' (input field), and a search icon. Below this is a table of transactions.

Fund	Tran Ref	No. of Units	Price	Amount	Ccy	Dealing	Type
CFBDEPOO - CFB Deposit Fund O	T6707988	42.69	1.00	42.69	GBP	03-Oct-2025	Subscription
CFBDEPOO - CFB Deposit Fund O	T6646069	1,883.33	1.00	1,883.33	GBP	23-Sep-2025	Transfer Out
CFBDEPOO - CFB Deposit Fund O	T6533230	13,099.99	1.00	13,099.99	GBP	31-Aug-2025	Subscription

At the bottom left of the table, there is a download icon.

Instructing A Withdrawal

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

The screenshot displays the Central Finance Board website interface. The top navigation bar includes links for Home, Signed in as Sarah Bourgein, and Sign out. Below this is a menu bar with options: Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details.

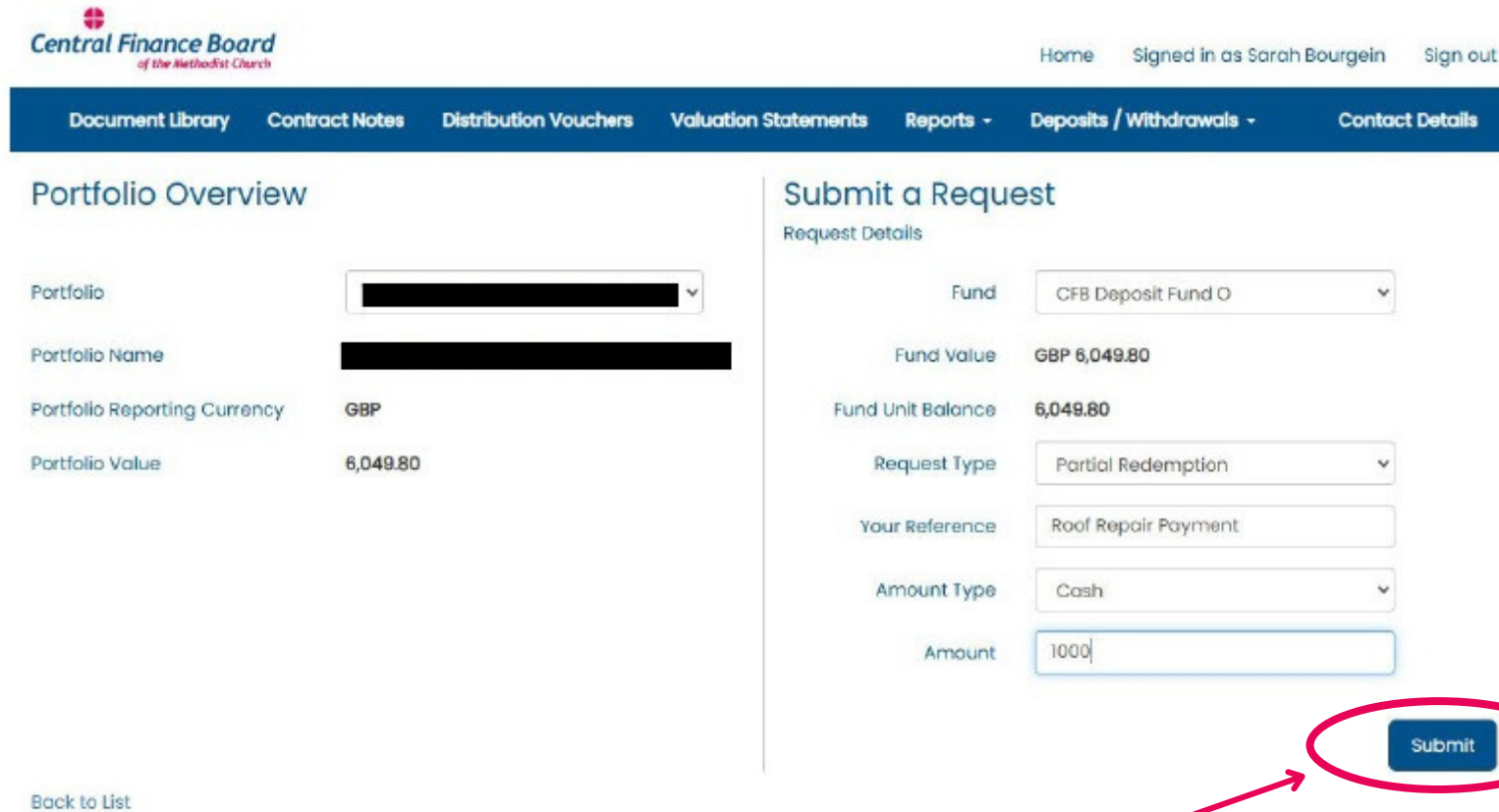
The main content area is divided into two sections:

- Portfolio Overview:** This section contains four dropdown menus for selecting portfolio details. A red arrow points to the 'Portfolio' dropdown with the annotation 'Select the relevant account here'. Another red arrow points to the 'Portfolio Value' dropdown with the annotation 'These details will populate automatically'. A 'Back to List' link is located at the bottom left of this section.
- Submit a Request:** This section contains a 'Request Details' form. Red arrows and annotations guide the user through the process:
 - A red arrow points to the 'Fund' dropdown with the annotation 'Select CFB Deposit Fund'.
 - A red arrow points to the 'Fund Value' dropdown with the annotation 'These details will populate automatically'.
 - A red arrow points to the 'Fund Unit Balance' dropdown with the annotation 'These details will populate automatically'.
 - A red arrow points to the 'Request Type' dropdown with the annotation 'Select 'partial redemption' here unless you wish to close your account'.
 - A red arrow points to the 'Your Reference' text input field with the annotation 'Enter an appropriate reference/description for the withdrawal'.
 - A red arrow points to the 'Amount Type' dropdown with the annotation 'Select Cash'.
 - A red arrow points to the 'Amount' text input field with the annotation 'Enter the amount you wish to withdraw'.

A 'Submit' button is located at the bottom right of the 'Submit a Request' section.

Instructing A Withdrawal

Example of a completed Withdrawal Request



The screenshot displays the Central Finance Board website interface. The header includes the logo and navigation links: Home, Signed in as Sarah Bourgein, and Sign out. A dark blue navigation bar contains links for Document Library, Contract Notes, Distribution Vouchers, Valuation Statements, Reports, Deposits / Withdrawals, and Contact Details.

The main content area is divided into two sections:

- Portfolio Overview:** This section displays details for a selected portfolio. The Portfolio is selected from a dropdown menu. The Portfolio Name is displayed as a redacted black bar. The Portfolio Reporting Currency is GBP, and the Portfolio Value is 6,049.80. A "Back to List" link is located at the bottom left of this section.
- Submit a Request:** This section contains a "Request Details" form. The Fund is selected as "CFB Deposit Fund O". The Fund Value is GBP 6,049.80, and the Fund Unit Balance is 6,049.80. The Request Type is set to "Partial Redemption". The Your Reference field contains "Roof Repair Payment". The Amount Type is set to "Cash", and the Amount field contains "1000". A blue "Submit" button is located at the bottom right of the form, circled in red with a red arrow pointing to it.

Click 'Submit' to confirm the request