MYACCESS Order Entry - LAMP

Main MYACCESS Screen – Investor Profile

When you first log in to MYACCESS, the Investor Profile will appear. This page lists all authorized signers on the account as well as any banks on file that are available to transfer funds to or from. All sub accounts are also listed on this page.

Order Entry

To create an order, select "Order Entry" from the tabs along the top of the screen.

The Order Entry Screen can be used to request movement of money to and from accounts.

Order Entry – Continued

Fund:	LAMP ▼
Account:	LA-01-0892-0001 GENERAL FUND $1.00 ▼
Transaction Type:	▼

Use the "Fund" drop down to choose the LAMP Investment Pool. Next, choose the specific account that the money will be moved to or from. You may then choose the transaction type.

Order Types - Contribution

Transaction Type:	Contribution ▼
Transaction Date:	10/14/2016
Transaction Amount:	100.00 ◉ Amount ○ Quantity

A contribution is a movement of funds INTO the LAMP account. The transaction date will default to the current date, but you can also future date transactions. Next, enter the amount of the transaction.

Payment Option:	Wire ▼
Payment Details:	
Memo:	ACH
	Wire

There are two types of payment options for a contribution: wire transfer or ACH transfer. If "wire" is selected, you must initiate a wire transfer from the bank that the funds are coming from. LAMP is unable to pull a wire transfer from another bank. Creating a contribution with a payment option of "wire" lets LAMP know that funds will be arriving and indicates where to credit the wire transfer. Wire transfers will be credited the same day, as long as the request is received before the 12 pm CST cutoff.

| Payment Option: | ACH ▼ |
| Payment Details: | XXXXXXXX-1111 WELLS FARGO ▼ |

The next contribution type, "ACH," is a request for LAMP to pull funds from another bank. With the ACH option, a drop down titled "Payment Details" will appear. This will show a list of banks the participant has on file that LAMP is able to pull funds from. Please note that there is a one business day delay with ACH contributions and funds will be credited in the account the following business day that a transaction is created, as long as the request is received before the 12 pm CST cutoff.

Louisiana Asset Management Pool, Inc.

LAMP

Order Types – Contribution – Continued

Fund:	LAMP ▼
Account:	LA-01-0892-0001 GENERAL FUND $1.00 ▼
Transaction Type:	Contribution ▼
Transaction Date:	10/14/2016
Transaction Amount:	100.00 ◉ Amount ○ Quantity
Payment Option:	Wire ▼
Memo:	Memo here

Memo will be included in bank instructions. Special characters are not supported in the memo field.

The last field is "Memo," which may be used to enter information regarding the transfer. The memo information will also appear on your transaction confirmation once the transfer has occurred.

Fund:	LAMP ▼
Account:	LA-01-0892-0001 GENERAL FUND $1.00 ▼
Transaction Type:	Contribution ▼
Transaction Date:	10/14/2016
Transaction Amount:	100.00 ◉ Amount ○ Quantity
Payment Option:	Wire ▼
Memo:	

Memo will be included in bank instructions. Special characters are not supported in the memo field.

[Verify Order]   [Cancel Order]   [Process]

Processing a Transaction:
Step 1 - Enter Information: Account, Transaction Type, Date, Amount, Payment Type, Bank Account detail
Step 2 - Verify your order - Please note this does NOT process your order
Step 3 - Process or Cancel Order

Once all the information has been entered, you will then click "Verify Order." Please note that this does not actually process the order and send the information to LAMP. "Process" must be clicked to submit the order for processing.

Order Types – Withdrawal

Fund:	LAMP ▼
Account:	LA-01-0892-0001 GENERAL FUND $1.00 ▼
Transaction Type:	Withdrawal ▼
Transaction Date:	10/14/2016
Transaction Amount:	100.00 ⦿ Amount ○ Quantity ○ Percentage

A withdrawal will move funds OUT of the LAMP account. Enter the information as before, instead selecting "Withdrawal" as the transaction type.

Payment Option:	ACH ▼
Payment Details:	XXXXXXXX-1111 WELLS FARGO ▼

As with a contribution, the two payment options are "ACH" and "wire." Please note that there is a one business day delay with ACH withdrawals, funds will be credited in the beneficiary bank account the following business day that a transaction is requested, as long as the request is received before the 12 pm CST cutoff.

Payment Option:	Wire ▼
Payment Details:	XXXXXXXX-7890 JP MORGAN CHASE ▼

A wire transfer will credit to the beneficiary bank the same day as long as the request is received before the 12 pm CST cutoff. Though there is no charge from LAMP for sending a wire transfer, some beneficiary banks may charge an incoming wire transfer fee.

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Order Types – Withdrawal - Continued

Fund:	LAMP ▼
Account:	LA-01-0892-0001 GENERAL FUND $1.00 ▼
Transaction Type:	Withdrawal ▼
Transaction Date:	10/14/2016
Transaction Amount:	100.00 ● Amount ○ Quantity ○ Percentage
Payment Option:	Wire ▼
Payment Details:	XXXXXXXX-7890 JP MORGAN CHASE ▼
Memo:	

Memo will be included in bank instructions. Special characters are not supported in the memo field.

[Verify Order]   [Cancel Order]   [Process]

──────── Bank Info ────────

Account Name:	LAMP Test Account
Bank Name:	JP MORGAN CHASE
Account #:	XXXXXX7890
ABA:	021000021
	FBO: LAMP TEST ACCOUNT

Processing a Transaction:
Step 1 - Enter Information: Account, Transaction Type, Date, Amount, Payment Type, Bank Account detail
Step 2 - Verify your order - Please note this does NOT process your order
Step 3 - Process or Cancel Order

Once all the information has been entered, you will then click "Verify Order." Please note that this does not actually process the order and send the information to LAMP. "Process" must be clicked to submit the order for processing.

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Order Types – Transfer

Fund:	LAMP ▾
Account:	LA-01-0892-0001 GENERAL FUND $1.00 ▾
Transaction Type:	Transfer ▾
Transfer To:	LA-01-0892-0002 HIGHWAY FUND ▾
Transaction Date:	10/14/2016
Transaction Amount:	100.00 ● Amount ○ Quantity ○ Percentage
Memo:	

Memo will be included in bank instructions. Special characters are not supported in the memo field.

Verify Order   Cancel Order   Process

Processing a Transaction:
Step 1 - Enter Information: Account, Transaction Type, Date, Amount, Payment Type, Bank Account detail
Step 2 - Verify your order - Please note this does NOT process your order
Step 3 - Process or Cancel Order

A transfer is money movement between two sub accounts. Transfers between sub accounts occur the same day as requested, as long as the request is received before the 12 pm CST cutoff.