WebEx Event Instructions

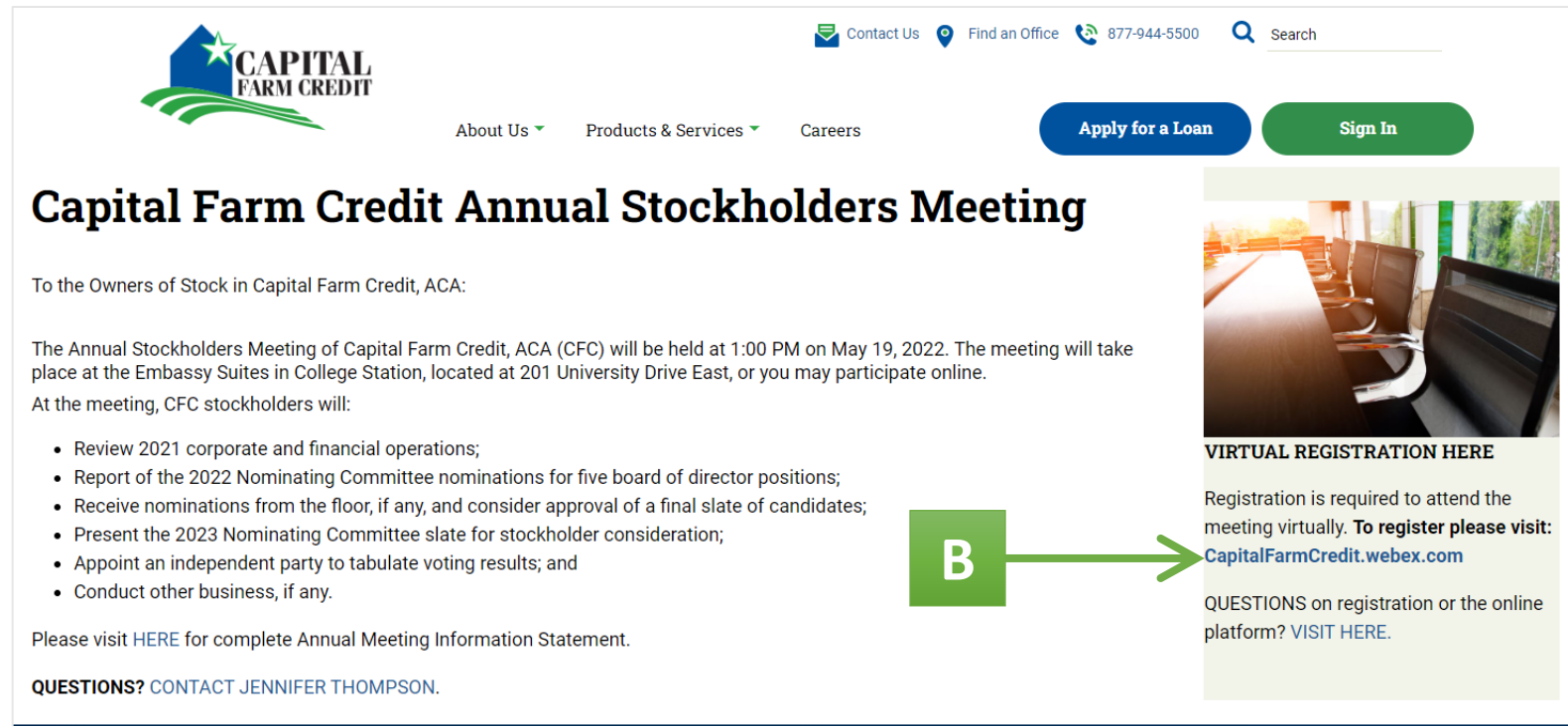# Introduction

Considerations

- The Annual Meeting will take place at the Embassy Suites in College Station, or you may participate online.

- The following instructions will guide you through registering to attend the meeting virtually.

- The following instructions will also guide you through a WebEx Event on a computer.

Contents

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STEP 1: Access Link to Register for Event

A. Navigate to the *Capital Farm Credit website*

B. Click on the *link* to register for the WebEx Event

Capital Farm Credit Annual Stockholders Meeting

To the Owners of Stock in Capital Farm Credit, ACA:

The Annual Stockholders Meeting of Capital Farm Credit, ACA (CFC) will be held at 1:00 PM on May 19, 2022. The meeting will take place at the Embassy Suites in College Station, located at 201 University Drive East, or you may participate online.

At the meeting, CFC stockholders will:

- Review 2021 corporate and financial operations;
- Report of the 2022 Nominating Committee nominations for five board of director positions;
- Receive nominations from the floor, if any, and consider approval of a final slate of candidates;
- Present the 2023 Nominating Committee slate for stockholder consideration;
- Appoint an independent party to tabulate voting results; and
- Conduct other business, if any.

Please visit HERE for complete Annual Meeting Information Statement.

QUESTIONS? CONTACT JENNIFER THOMPSON.

VIRTUAL REGISTRATION HERE

Registration is required to attend the meeting virtually. **To register please visit:** CapitalFarmCredit.webex.com

QUESTIONS on registration or the online platform? VISIT HERE.

B

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STEP 2: Register for Event

A. Select *Register*

Event Information: 2022 CFC Annual Meeting

Registration is required to join this event. If you have not registered, please do so now.

Event status: Not started (Register)

Date and time: Thursday, May 19, 2022 1:00 pm
Central Daylight Time (Chicago, GMT-05:00)
Change time zone

Duration: 2 hours

Description: The Board of Directors of Capital Farm Credit, ACA (CFC) invites you to attend the 2022 Annual Meeting of Stockholders to be held at 1:00 PM on May 19, 2022. The meeting will take place at the Embassy Suites in College Station, located at 201 University Drive East, or you may participate online.
At the meeting, CFC stockholders will:
• Review 2021 corporate and financial operations;
• Report the 2022 Nominating Committee nominations for five board of director positions;
• Receive nominations from the floor, if any, and consider approval of a final slate of candidates;
• Present the 2023 Nominating Committee slate for stockholder consideration;
• Appoint an independent party to tabulate voting results; and
• Conduct other business, if any.

By joining this event, you are accepting the Cisco Webex Terms of Service and Privacy Statement.

A → Register

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STEP 2: Register for Event

A. Complete *required information*

B. Select *Submit* to finalize the registration

A. View the *registration confirmation*

Note: An email will also be sent confirming your registration.

A

webex
by cisco

Registration Confirmed

Thank you for registering.

You are now registered for the event: **2022 CFC Annual Meeting**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 1:00 pm Chicago Time on May 19, 2022.
Please join the event on time.

Done

A. When ready to attend the Annual Meeting, Select *Join Event* from the email

Your registration was approved for the following Webex event.

Host: Jennifer Thompson (jennifer.thompson@capitalfarmcredit.com)
Event number (access code): 2496 731 4359
Registration ID: This event does not require a registration ID
Event password: CFC2022

Thursday, May 19, 2022 1:00 pm, Central Daylight Time (Chicago, GMT-05:00)

A → Join event

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

+1-415-655-0003 United States Toll

Global call-in numbers

Need help? Go to https://help.webex.com

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STEP 4: Join Event

A. Enter the *Registration information*

> Note: This may be entered automatically.

B. Select *Join Now*

Join Event Now

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password: ••••••

A

B → Join Now

Join by browser NEW!

If you are the host, start your event.

STEP 4: Join Event

A. Select **Audio** and enter phone number

B. Select **Join Event**

A → Audio: **Call me at** +

Mute   Join event

B

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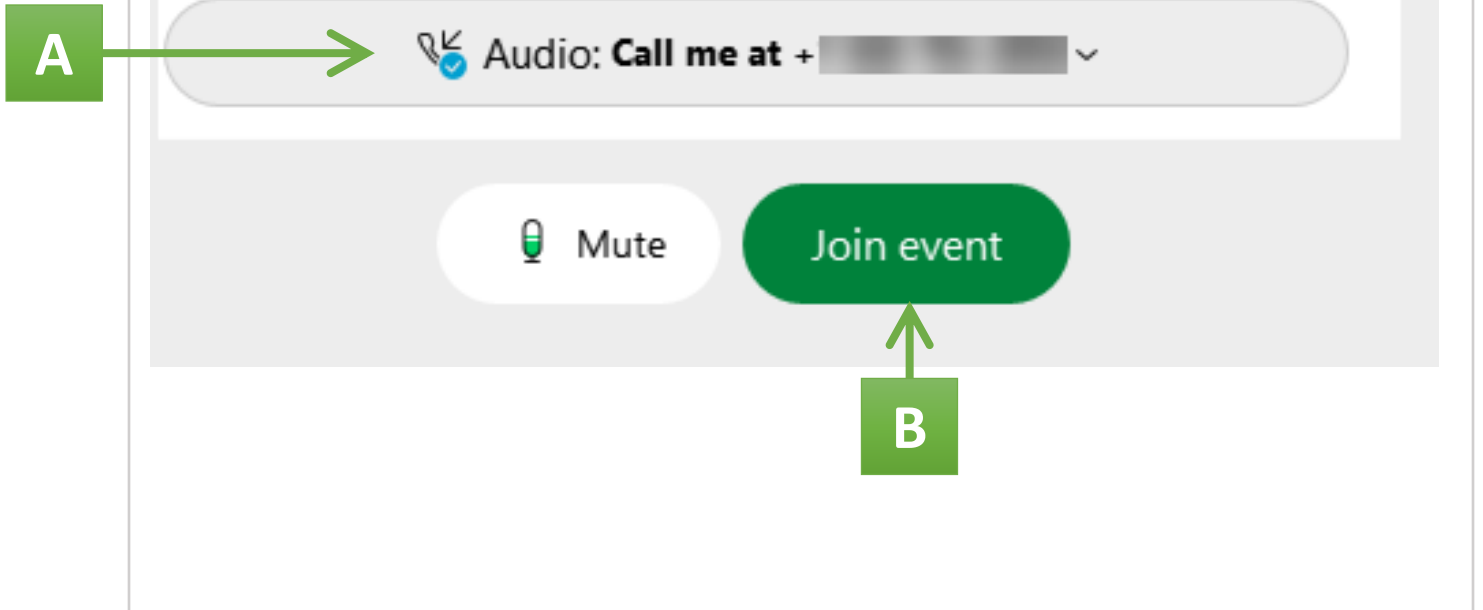
A. Listen to the audio via your *computer or phone*

B. If using a phone, you may need to select *Switch Audio*

C. Select *Disconnect* audio from computer

D. To connect by phone, enter your cell phone number under the *Call me at*

    A. You will receive a *phone call* from WebEx

    B. Follow the *prompts* on the phone to join the audio portion of the WebEx Event

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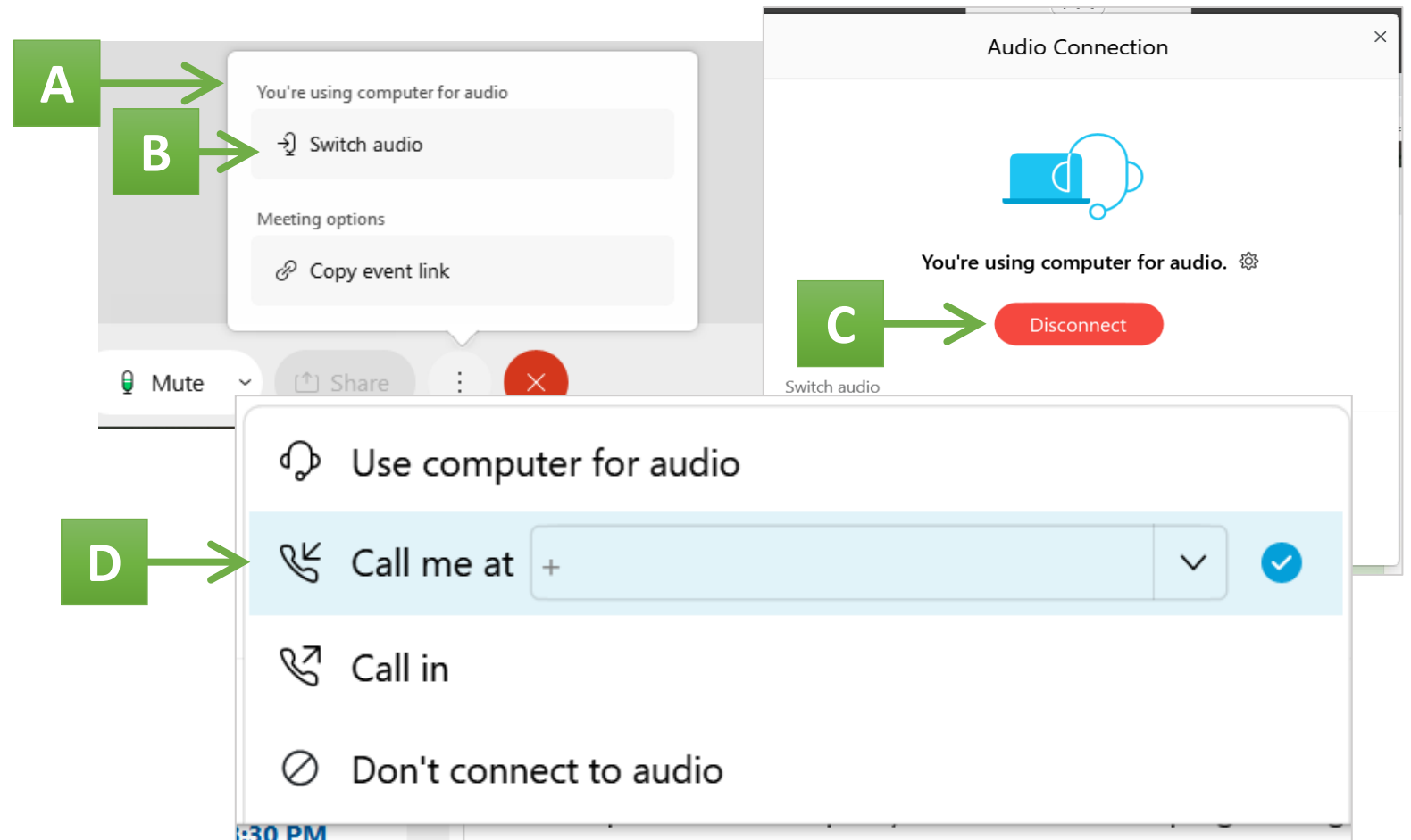
A. During the presentation, the screen will display **_content or the presenter live video_**

B. WebEx **_options_** are located at the bottom of the screen

    Note: These options will be used for questions and answers, polling, and chat.
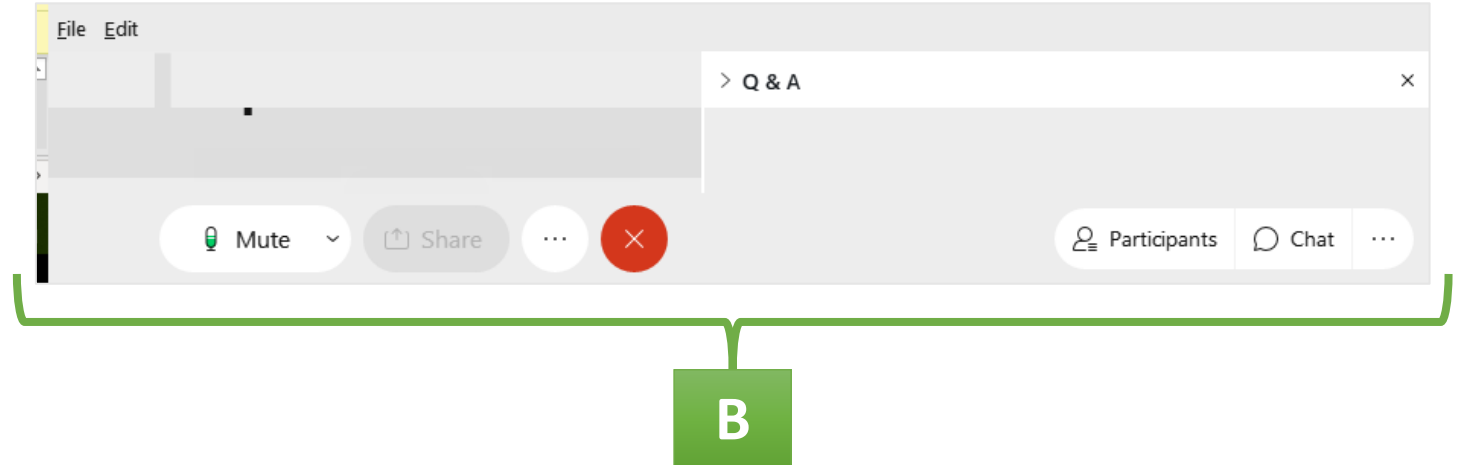
A. View to determine if the line is muted
    Note: If it states "Mute", you are currently unmuted. Additionally, you can raise hand to be unmuted by panelist.

B. Select *participant* to open the side panel

C. Select *chat* to open the chat panel

D. Select *more options* for additional selections
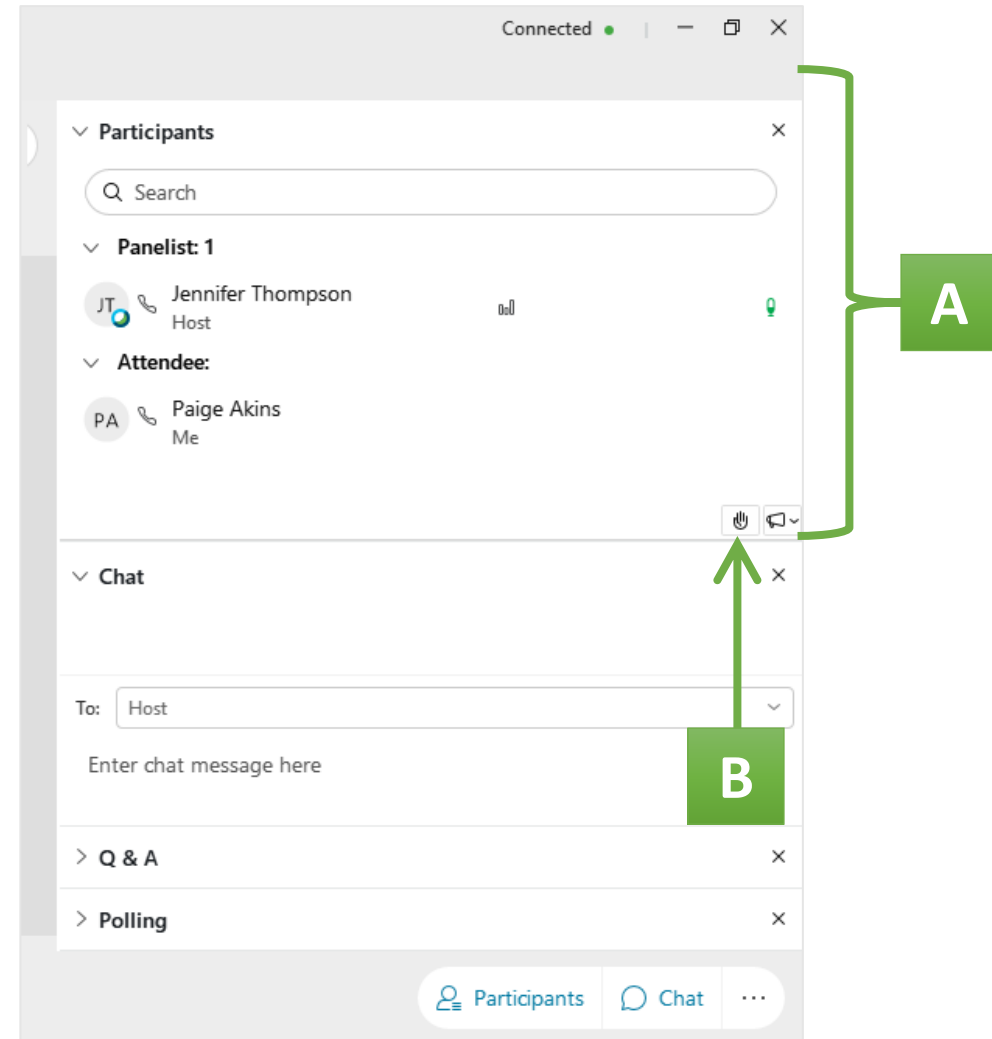
E. Select *Q&A* to open the question panel
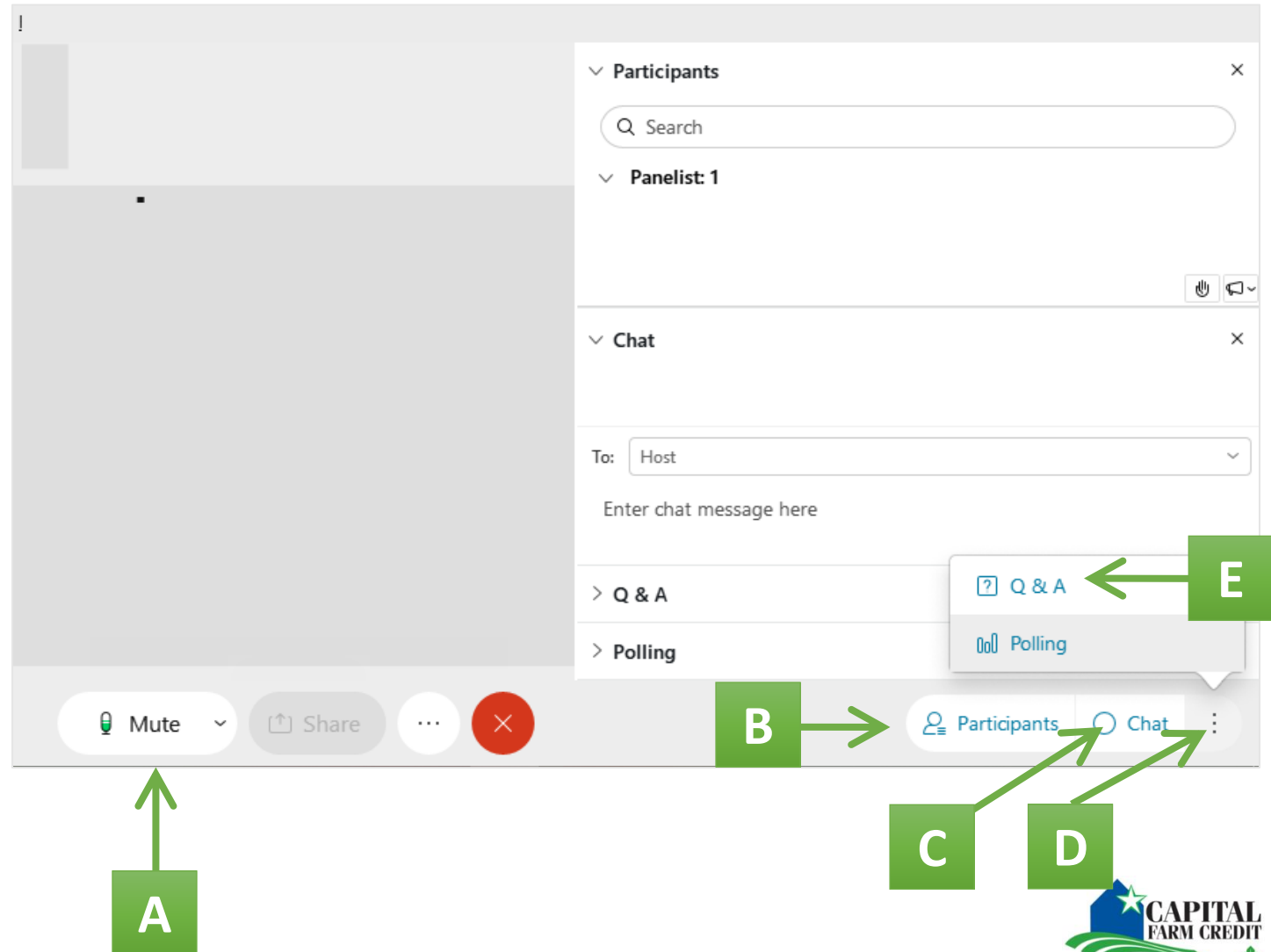
A.   The *participant panel* allows you to see the panelists for the event

B.   Select the *hand image* to raise hand

      Note: After raising your hand, a hand will appear beside your name. You would want to raise your hand to request to be unmuted by the panelist.

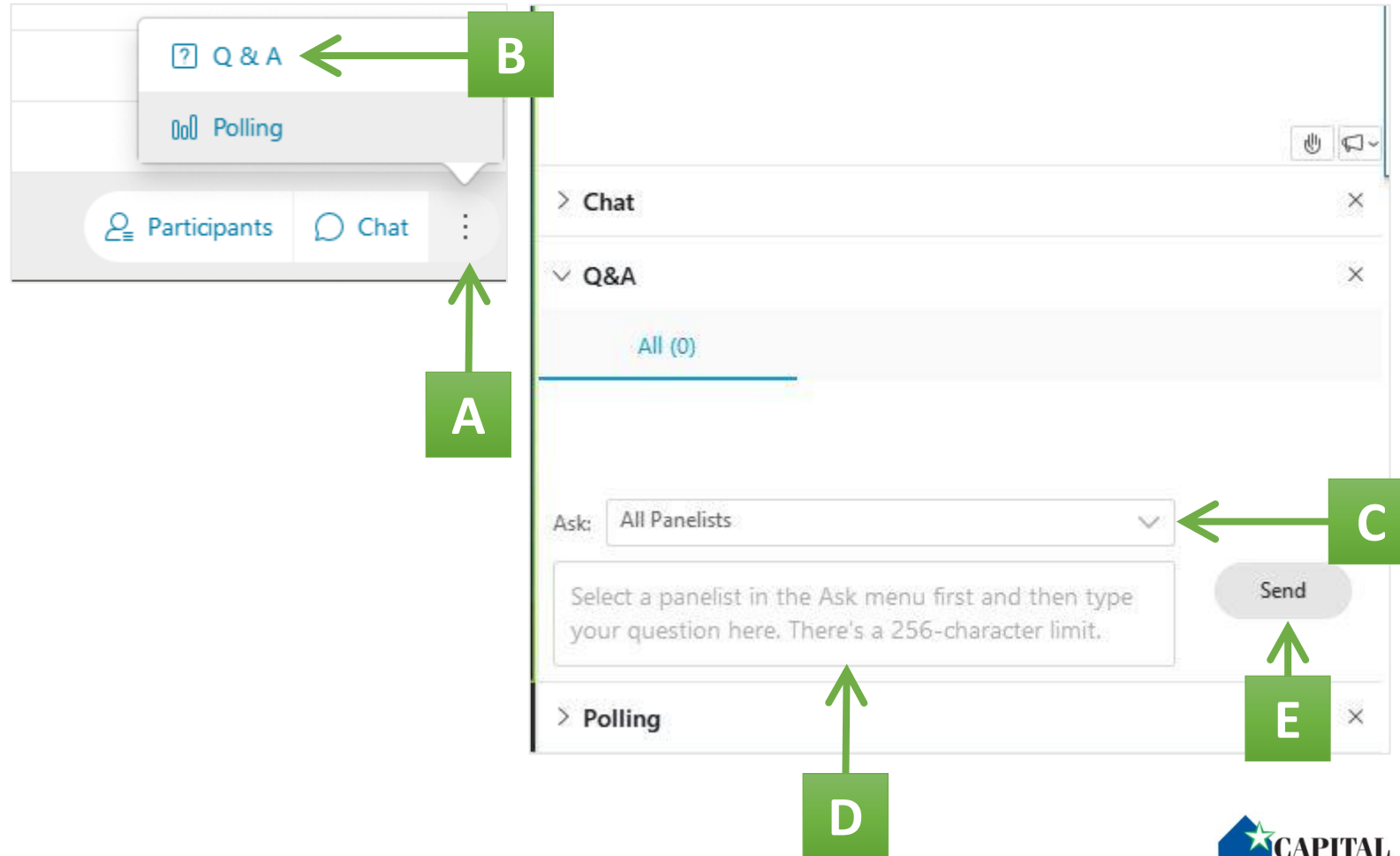# STEP 8: Chat

A. Select *chat* to open the panel

B. Select *who* to message from the *drop down*

C. Type *message* and select *Send*

D. Previous chats and responses will show in the *chat panel*
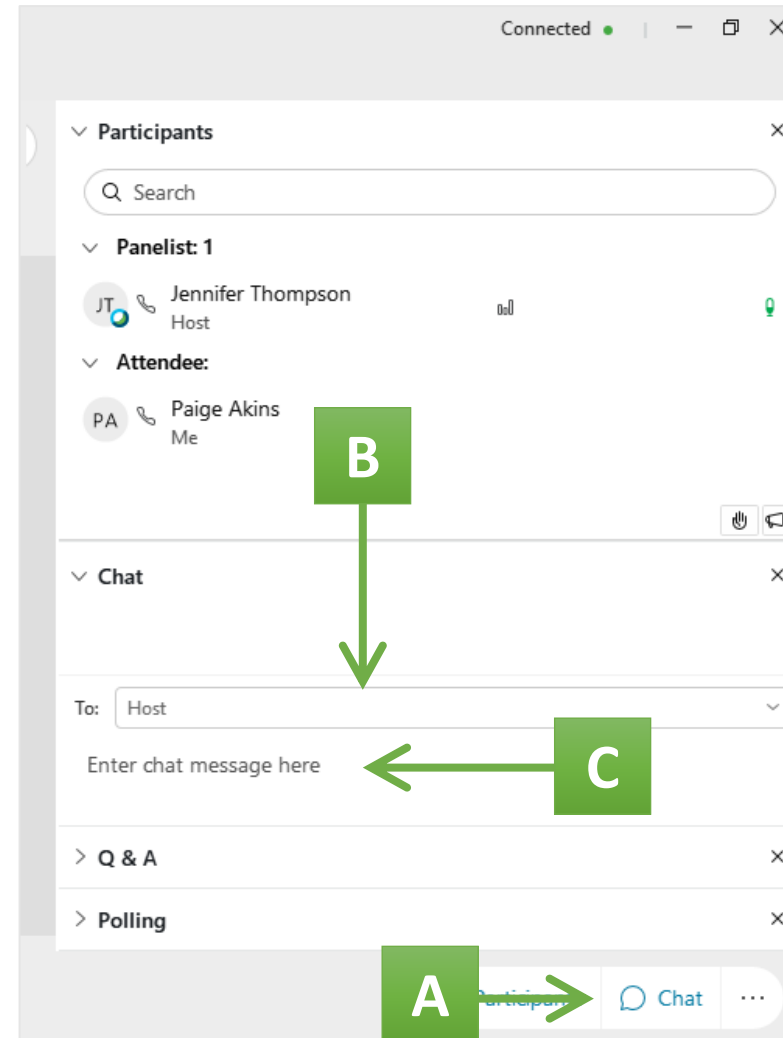
STEP 9: Q&A

A. Select *more options*

B. Select *Q&A*

C. Select *who* to ask the question from the *dropdown*

D. Enter *question*

E. Select *Send*

STEP 10: Polling

A. The host may open a ***poll*** during the event

> Note: The poll will appear on your screen.

B. Answer the ***questions***

C. Select ***Submit***

Note: If you need to view a poll opened by the host:

D. Select ***more options***

E. Select ***Polling***

B

A

C

Polling

Time elapsed: 0:11   Time limit: 1:00

Poll Questions:

1. Do you like polls?
   - A. yes
   - B. no

Submit

Your answer may be recorded.

E

D

Q & A

Polling

Participants   Chat

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