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WebEx Event Instructions

Introduction

Considerations

- The Special Stockholder Meeting will be hosted on the WebEx Event forum.
- The following instructions will guide you through a WebEx Event on a computer and iPad.

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STEP 1: Access Link to Register for Event

A. Navigate to the [CFC Special Stockholder Meeting WebEx Event Registration](#)



Event Information: CFC Special Stockholder 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: Friday, October 16, 2020 12:30 pm
Central Daylight Time (Chicago, GMT-05:00)
[Change time zone](#)

Duration: 2 hours

Description: A Special Meeting of Stockholders of Capital Farm Credit, ACA ("CFC") will be held at 12:30 p.m., October 16, 2020. At the meeting, CFC stockholders and owners of Participation Certificates will consider the following:

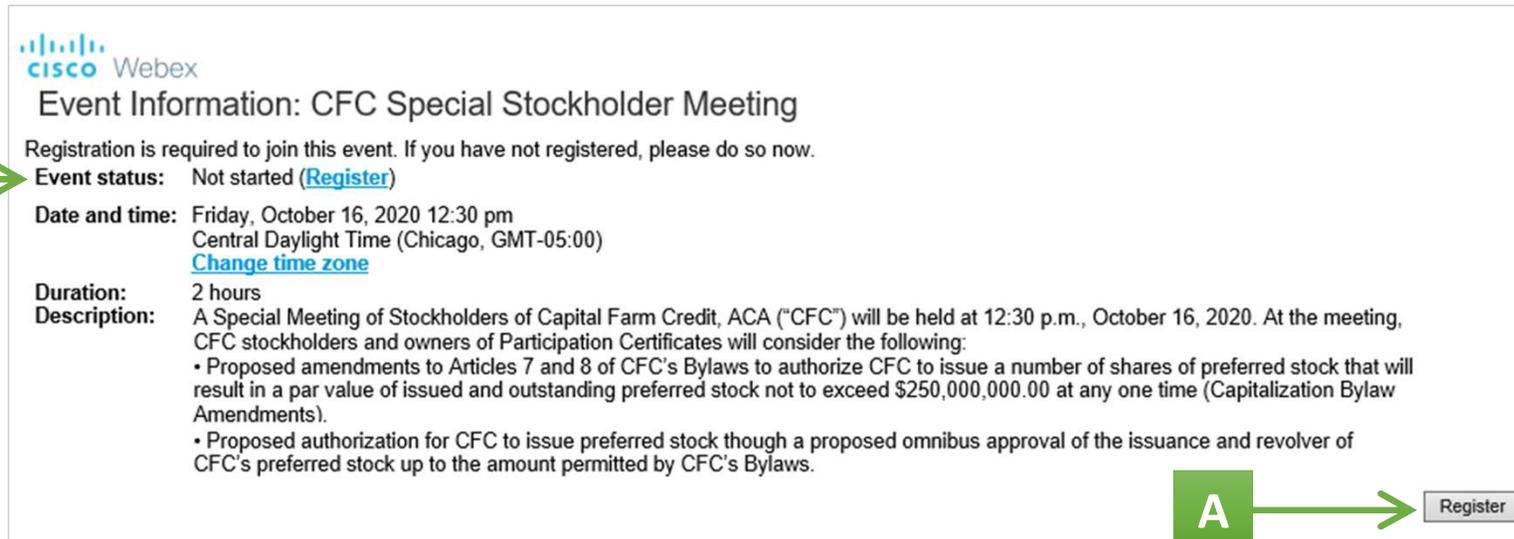
- Proposed amendments to Articles 7 and 8 of CFC's Bylaws to authorize CFC to issue a number of shares of preferred stock that will result in a par value of issued and outstanding preferred stock not to exceed \$250,000,000.00 at any one time (Capitalization Bylaw Amendments).
- Proposed authorization for CFC to issue preferred stock through a proposed omnibus approval of the issuance and revolver of CFC's preferred stock up to the amount permitted by CFC's Bylaws.

[Register](#)



STEP 2: Register for Event

A. Select “Register”



 Cisco Webex

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[Register](#)

STEP 2: Register for Event

- A. Complete *required information*
- B. Select **“Submit”** to finalize the registration

CISCO Webex

Register for CFC Special Stockholder Meeting

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:

* Email address:

* Confirm email address:

Company:

* Address 1:

Address 2:

* City:

* ZIP/postal code:

* Last name:

* Phone number:

* State/province:

A

A

B →

STEP 3: Confirmation of Registration

A. View the *registration confirmation*

Note: An [email](#) will also be sent confirming your registration.

A



Registration Confirmed

Thank you for registering.

You are now registered for the event: **CFC Special Stockholder Meeting**

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

The event will start at 12:30 pm Chicago Time on October 16, 2020.
Please join the event on time.

Done

STEP 4: Join Event

- A. When ready to attend the Meeting, Select **“Join Event”** from the email; or,
- B. Select **“Join Now”** from the registration screen

Hello
Your registration was approved for the following Webex event.
Topic: CFC Special Stockholder Meeting
Friday, October 16, 2020 12:30 pm, Central Daylight Time (Chicago, GMT-05:00)
Event number: 146 983 8075
Registration ID: This event does not require a registration ID
Event password: CFC2020



 Webex

Registration Confirmed
Thank you for registering.

You are now registered for the event.
You will receive a confirmation email message that contains the event password and instructions for joining the event.
The event has started. You can join it now.

[Join Now](#) | [Join by browser](#) **NEW!**

STEP 4: Join Event

A. Enter your ***name, email address, and event password***

Note: This may be entered automatically.

B. Select ***“Join Now”***

A

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

[Join Now](#)

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

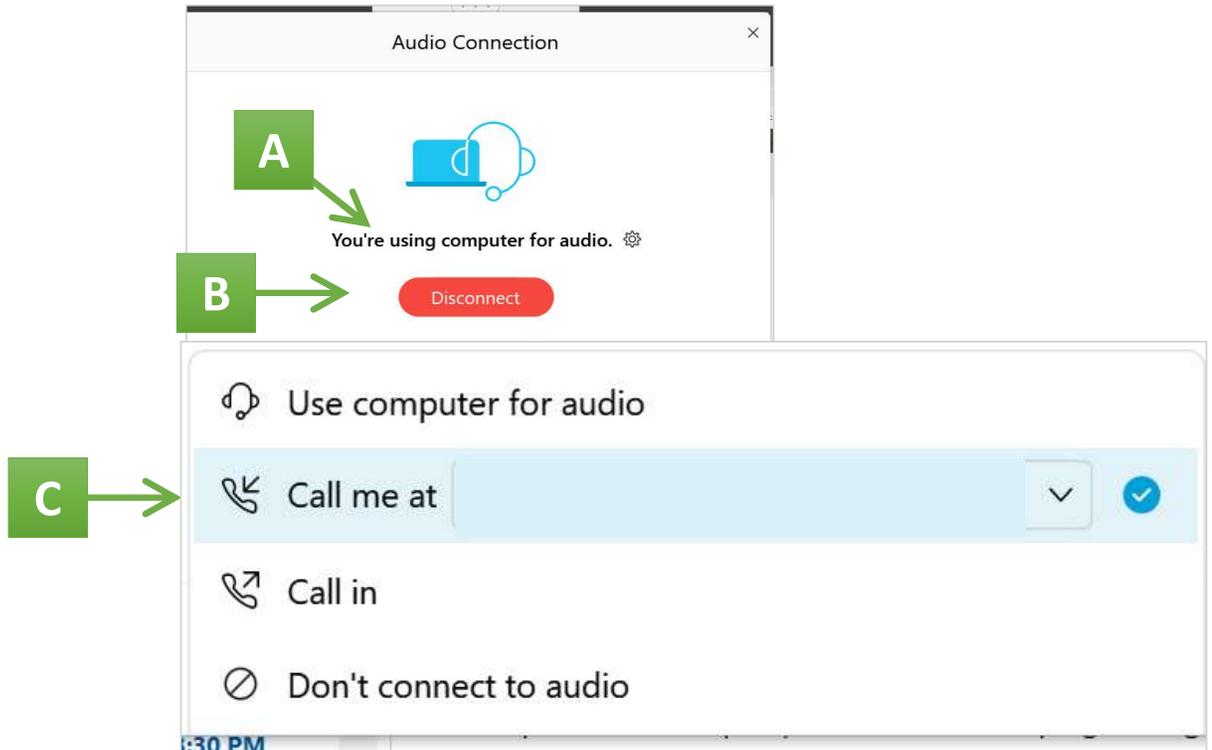
B

Attending on a Computer or iPad

- The next slides will address attending the event on a computer.
- If you are using an iPad for the event, please refer to [steps 5-10 for an iPad.](#)

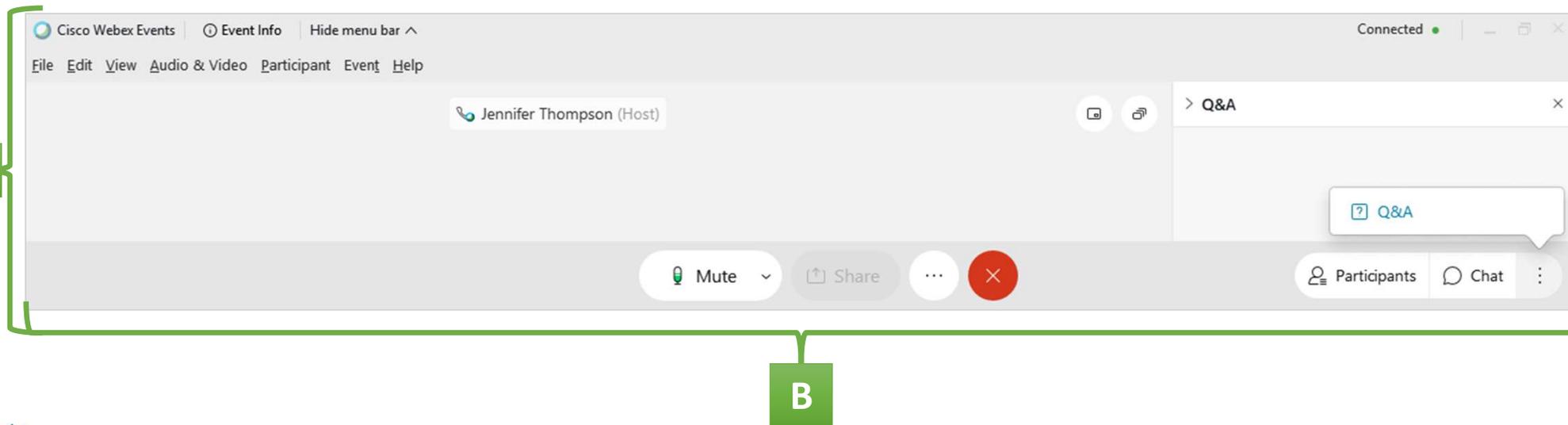
STEP 5: Connect to Event (Computer)

- A. Listen to the audio via your **computer or phone**
- B. If using a phone, select **“Disconnect”** audio from computer
- C. 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



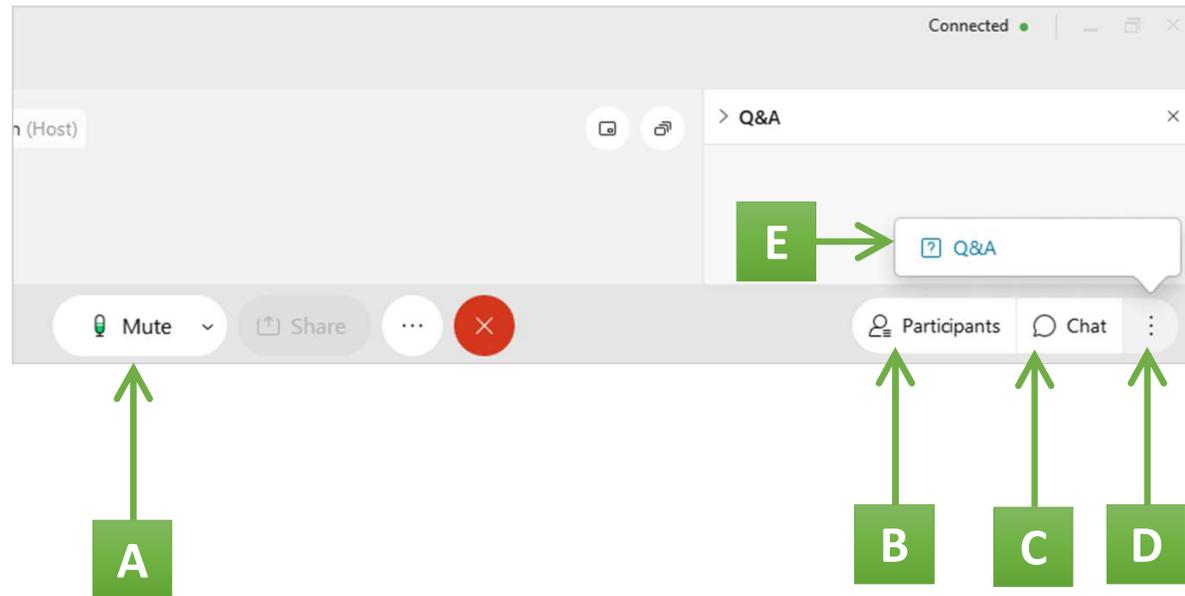
STEP 6: WebEx Overview (Computer)

- 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, raise hand, and chat.



STEP 6: WebEx Overview (Computer)

- A. View **“Mute”** to determine if the line is muted
Note: If it states “Unmute,” you are currently muted. Additionally, you can raise hand to be unmuted by panelist.
- B. Select **“Participants”** 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



STEP 7: Participant List (Computer)

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.

The screenshot displays the Zoom meeting interface. At the top, there is a 'Participants' panel with a search bar. Below it, the 'Panelist: 1' section shows Jennifer Thompson as the Host. The 'Attendee:' section shows Paige Akins as 'Me'. A green bracket labeled 'A' encompasses the entire participant list area. At the bottom of the screen, there is a navigation bar with 'Participants' and 'Chat' buttons. A green arrow labeled 'B' points to the 'Participants' button. To the right of the navigation bar, there are icons for a hand and a microphone. A green arrow labeled 'B' points to the hand icon, and another green arrow labeled 'A' points to the hand icon in the participant list area.

STEP 8: Chat (Computer)

- A. Select **“Chat”** to open the panel
- B. Select **who** to message from the **drop down**
- C. Type **message** and press **enter**
- D. Previous chats and responses will show in the **chat panel**

The screenshot shows a chat interface with several panels. At the bottom, there are two tabs: 'Participants' and 'Chat'. A green arrow labeled 'A' points to the 'Chat' tab. The 'Chat' panel is active and shows a message from Paige Akins to the host (privately) at 2:12 PM with the text 'test'. A green arrow labeled 'D' points to this message. Below the message is a 'To:' dropdown menu currently set to 'Host'. A green arrow labeled 'B' points to this dropdown. Below the dropdown is a text input field with the placeholder 'Enter chat message here'. A green arrow labeled 'C' points to this input field. Below the chat panel is a 'Q&A' section with a dropdown menu set to 'All Panelists' and a 'Send' button. A green arrow labeled 'A' also points to the 'Send' button.

STEP 9: Q&A (Computer)

- A. Select *more options*
- B. Select **“Q&A”**
- C. Select *who* to ask the question from the *dropdown*
- D. Enter *question*
- E. Select **“Send”**

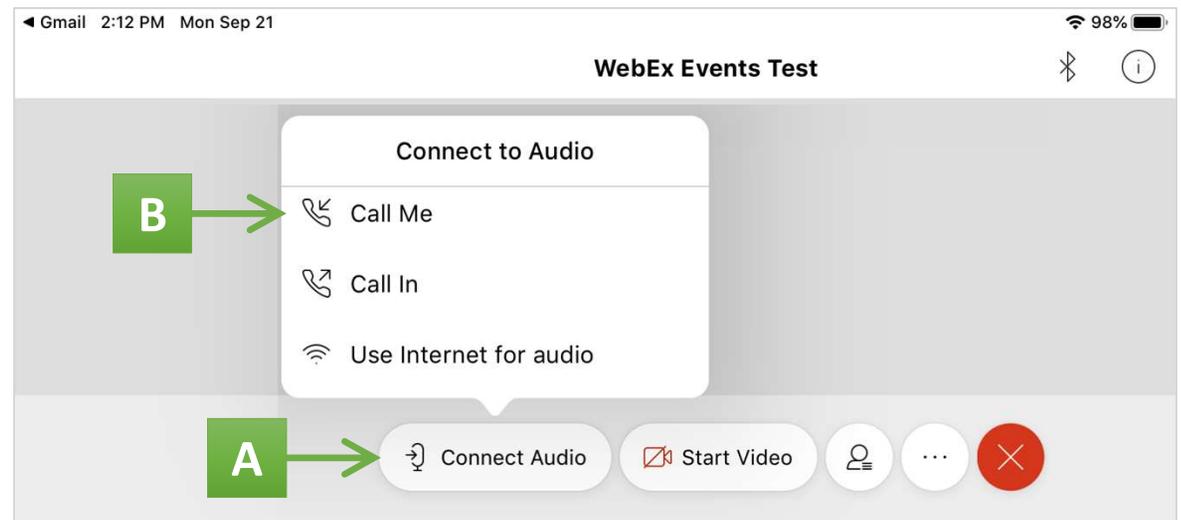
The screenshot shows the Zoom meeting interface with the Q&A panel open. The panel is divided into sections: Participants, Chat, and Q&A. The Q&A section is active, showing a dropdown menu for 'Ask' set to 'All Panelists', a text input field with a placeholder message, and a 'Send' button. A green dashed box highlights the Q&A button in the bottom navigation bar, and green arrows labeled A through E point to various elements in the Q&A panel.

STEP 5: Connect to Event (iPad)

A. Select **“Connect Audio”**

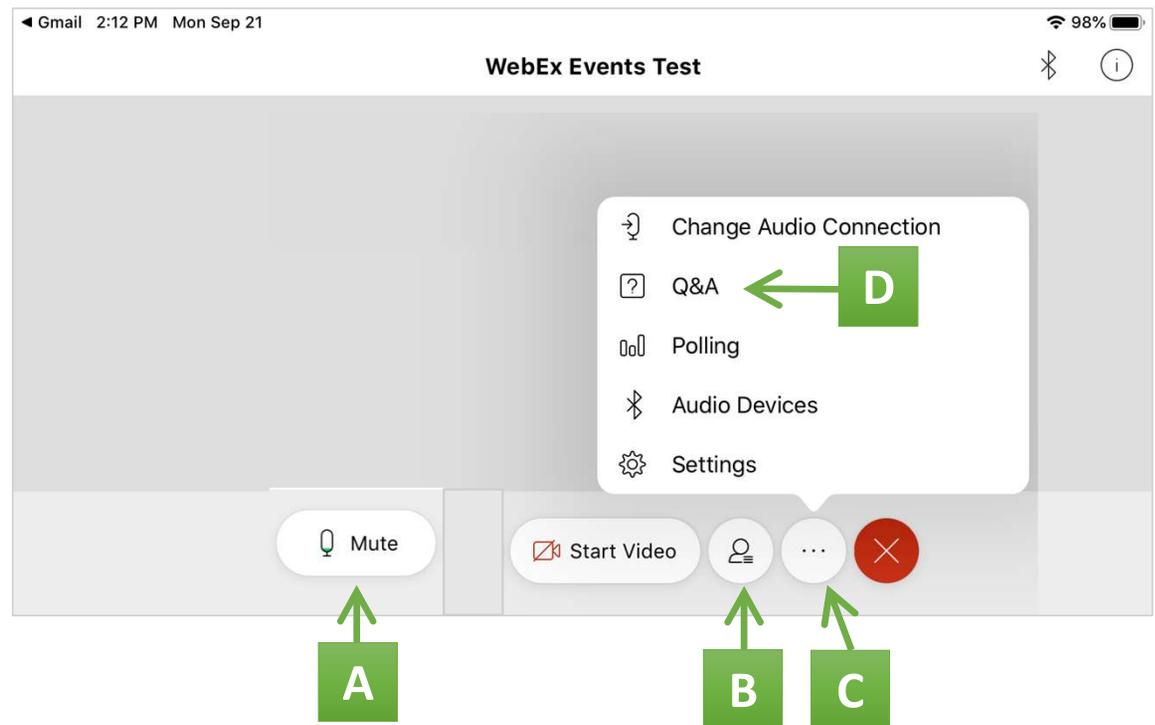
B. Select **“Call Me”**

Note: Enter your **cell phone number**. You will receive a **phone call** from WebEx. Follow the **prompts** on the phone to join the audio portion of the WebEx Event.



STEP 6: WebEx Overview (iPad)

- A. View **microphone** to determine if the line is muted
Note: Note: If it states “Unmute,” you are currently muted. Additionally, you can raise hand to be unmuted by panelist.
- B. Select **participant** to open the side panel to **raise hand** and **chat**
- C. Select **more options** to open additional screens
- D. Select **“Q&A”** to open the question panel

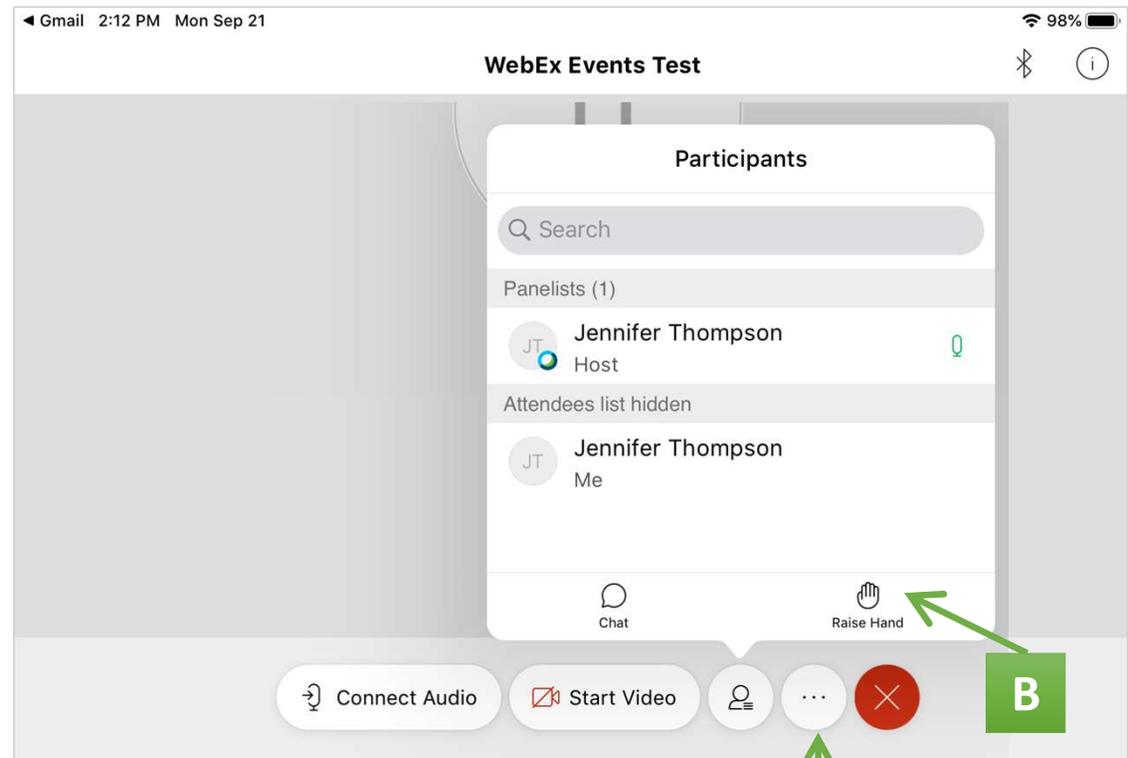


STEP 7: Participant List (iPad)

A. The **participant panel** allows you to see the panelists for the event

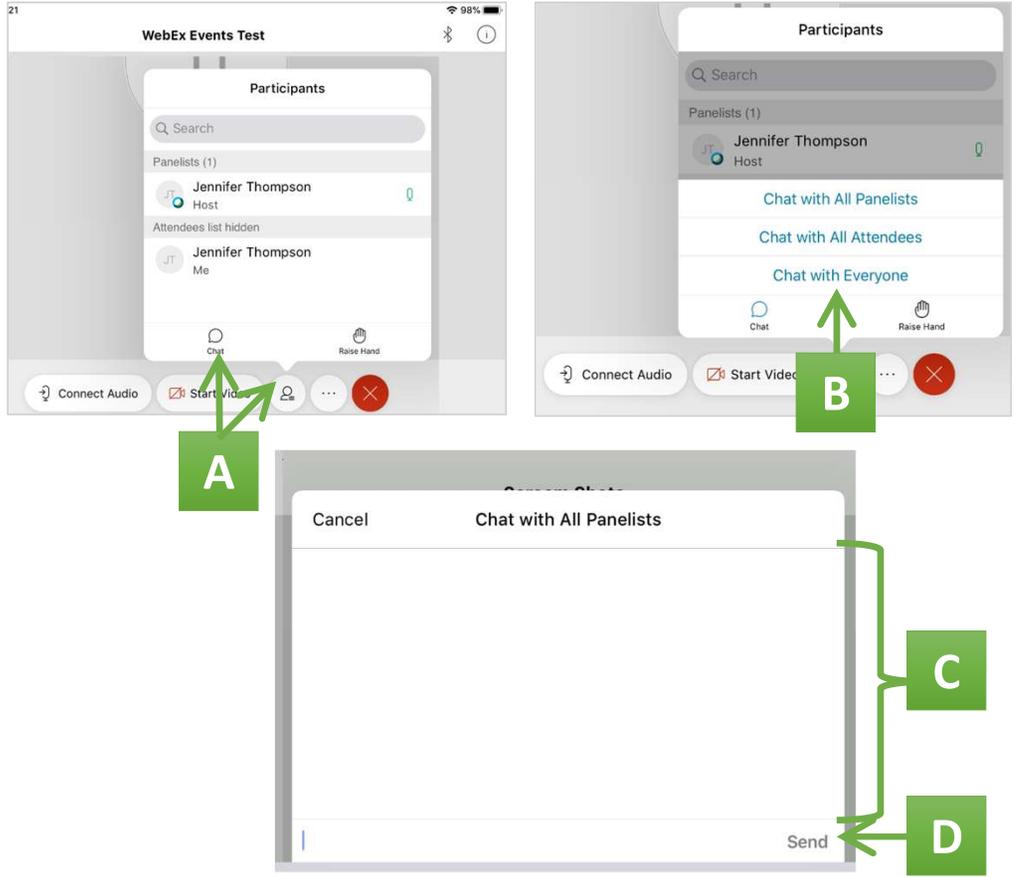
B. It may also allow you to **“Raise Hand”**

Note: You would want to raise your hand to request to be unmuted by the panelist.



STEP 8: Chat (iPad)

- A. Select **“Chat”** on the **participant panel**
- B. Select **who** to message from the **list**
- C. Type **message**
- D. Select **“Send”**



STEP 9: Q&A (iPad)

- A. Select *more options* and **“Q&A”**
- B. Select **“Ask a Question”**
- C. Select *who to send a question*
- D. Type *question*
- E. Press **“Send”**

