Citi ESG Manual Document

1.Main Functions

Browse existing ESG Performance Appraisal Reports: Users can search the website for completed ESG performance reports of the enterprise.

Upload data to evaluate enterprise ESG performance: Users can upload enterprise data to evaluate ENTERPRISE ESG performance.

2.Function display

（1）Home page

Users can log in by clicking the button in the upper right corner of the home page.Unregistered users can click the registration button to jump to the registration page and register by email.Registered users can enter their email addresses and passwords for quick login.

After login, a website introduction and a list of existing reports are displayed on the home page. Users can swipe up or down to view ESG reports by industry, and double-click the name to access the detailed report page.

（2）Querying existing reports

Users can directly enter the search list by industry by clicking "Industry" on the task bar of the home page or clicking "Learn more" under the rating results on the home page.

Citi ESG Manual Document

评级结果

• 评级结果可视化

评估结果呈现界面简洁美观、清晰易懂。平台通过动态图表呈现绩效评估结果，同时辅助以颜色、特殊动态符号等标识对关键结果进行强调。

了解更多

Users can click the industry to view the corresponding enterprises in the industry.

Citi ESG Manual Document

Click the enterprise that you want to query the ESG performance to jump to the ESG performance display page of the enterprise.

You can download the enterprise ESG rating file at the bottom of the screen.

（3）Upload report evaluation

Users can directly click "EVALUATE" on the task bar of the home page or click "one-click Evaluation" under "Pratt & Whitney - Independent Evaluation" on the home page to enter the upload report evaluation interface.

Users can fill in the enterprise indicator data according to the text guide on the web page.

Citi ESG Manual Document

Or upload enterprise annual report and social responsibility report and other relevant materials.

After clicking the submit button, the Citi ESG platform system will automatically evaluate THE ESG performance based on the uploaded corporate data.When the evaluation is complete, the platform notifies the user.The evaluation results are automatically sent to the user's email address.
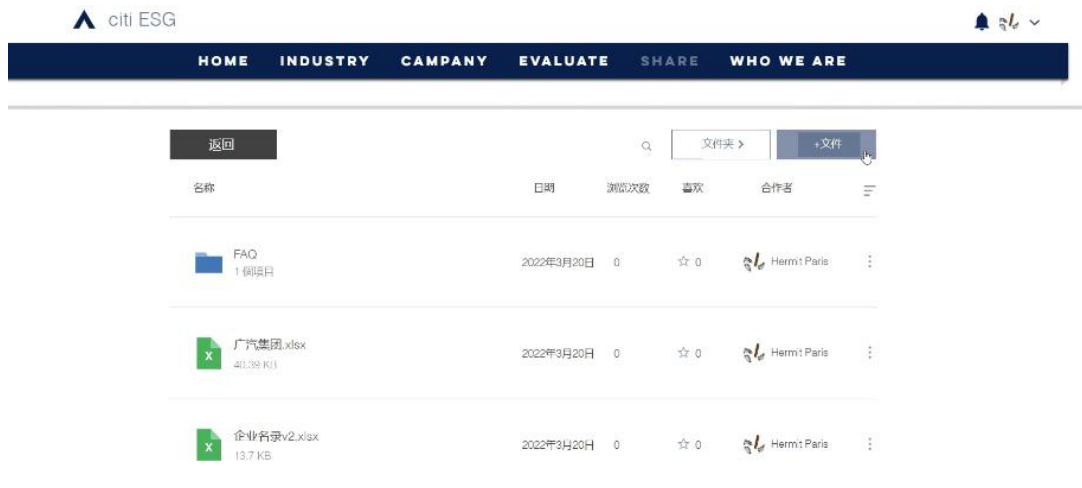
（4）Download enterprise Report

　　Users can directly click "SHARE" on the task bar of the home page to enter the interface for downloading enterprise reports.

　　On this screen, you can save the report collection of each enterprise.Users can right click the folder and then click Download to download the enterprise's report collection (such as annual report, semi-annual report, etc.).
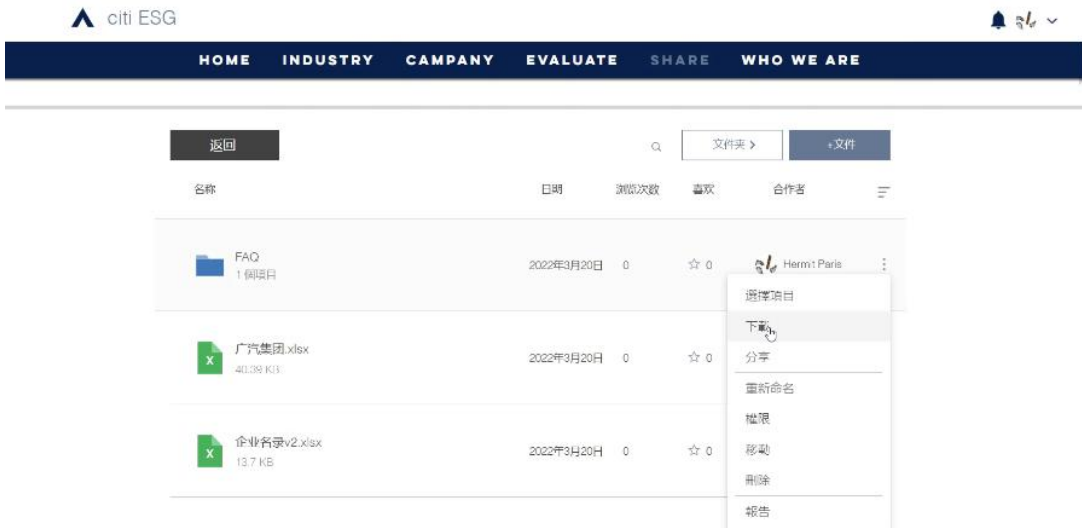
（5）Personal center

　　Users can click the icon in the upper right corner of the home page to enter the personal center.If the customer has logged in, the personal center interface will display the basic information submitted by the user when registering the account. The customer can also click the Modify button to modify the information.If logged in

customers want to log out, they can click the Log out button to quickly and easily log out of Citi ESG platform.

Users can view the notifications sent by the platform on the personal center page.

（6）feedback

In the feedback interface, users can upload photos or text to the Citi ESG platform to put forward their difficulties in using the Citi ESG platform, and the Citi ESG platform staff will remotely provide detailed answers to the difficulties encountered by users in using the Citi ESG platform.The Feedback interface allows users to upload their suggestions for the development of the Citi ESG platform, which is regularly reviewed and maintained and upgraded.
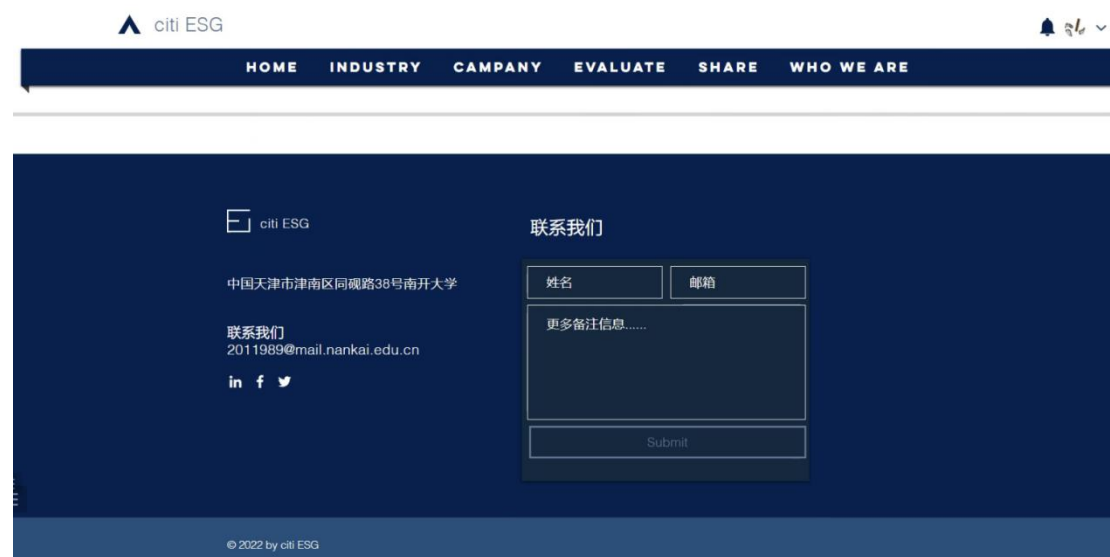
（7）**Business cooperation**

The website provides the contact information for users to conduct business negotiations with Citi ESG platform. Merchants can contact the background staff of Citi ESG platform through the contact information on the interface for business cooperation.