



FundVault

User Handbook

Introduction to FundVault

FundVault is a secure, easy-to-use platform built for founders and investors to manage fundraising documents and the due-diligence process. Think of it as a purpose-built, trust-focused place where you collect your pitch deck, financials, cap table, and legal documents : and share exactly what investors need, without messy email threads or uncontrolled sharing.

Who this is for:

- Founders running a raise (pre-seed → Series A and beyond)
- Investor teams doing due diligence
- Startup operators managing documents and investor communications

Why use it:

- Keeps your fundraising documents organized
- Lets you control who sees and downloads what
- Provides a single place to track investor interest and activity

Key Concepts

- Dataroom
 - What it is: A secure, organized folder specifically for fundraising and due diligence materials.
 - Analogy: Like a secure Dropbox or Google Drive folder : but built for fundraising: structured, permissioned, and auditable.
 - Why it matters: Investors expect a predictable, easy-to-navigate set of documents. A well-organized dataroom speeds decisions.
- Fundraising
 - What it includes: outreach, investor conversations, term sheet negotiations, and closing.

- Why structure matters: Clear documents and a single source of truth reduce repeated requests, shorten diligence timelines, and increase credibility.
- Due diligence
 - What it is: The process investors use to verify your company's claims : financials, legal standing, team, product, and go-to-market.
 - Common sections investors want: pitch deck, financial model, historical financials, cap table, material contracts, IP & product docs, team bios, customer references.
- Typical due diligence documents
 - Pitch Deck : the 10–20 slide story of the business.
 - Financials & Model : historical P&L, balance sheet, cash flow, and a forward-looking model.
 - Cap Table : who owns what (founders, investors, options).
 - Legal Documents : incorporation docs, shareholder agreements, material contracts.
 - Product & Tech : architecture overview, security policies, key IP.
 - Customer & Metrics : KPIs, references, sample contracts.

Why FundVault Matters

- Faster diligence, faster closes
 - Investors spend less time chasing documents and more time evaluating your business.
- Better investor experience
 - Organized access and clear permissions show professionalism and help build trust.
- Security & control
 - You keep control: who views, who downloads, and when access expires.
- Auditability for compliance and peace of mind
 - Track who viewed or downloaded files if you need to review investor activity.
- Reduces operational overhead
 - Fewer spreadsheets, fewer manual emails, fewer repeated doc requests.

Example: Instead of emailing a deck to 50 investors and fielding repetitive questions, you upload one deck, invite investors to the dataroom, and answer follow-up questions from one place.

Getting Started (Step-by-step for Founders)

This is a practical, sequential guide to using FundVault.

1. Sign up and create your company profile

- Enter company name, short description, and a logo if you have one.

2. Create your first dataroom

- Name the dataroom (e.g., “Seed Round : Spring 2025”).
- Add a short description and optionally set an expiry date if you want access to end automatically.

3. Prepare and upload documents (recommended order)

- Core pack to upload first:
 - Pitch Deck (v1)
 - One-page executive summary
 - Cap table (latest)
 - Historical financials (last 2–3 years if available)
 - 12–24 month financial model or projections
 - Key legal documents (incorporation, shareholder agreements)
- Optional/additional:
 - Product architecture / technical docs
 - Customer contracts and references
 - Team bios and hiring plan
- Tip: Use clear file names and include a version/date (e.g., “PitchDeck_v1_May2025.pdf”).

4. Organize documents into folders / categories

- Create logical sections: Pitch, Financials, Legal, Product, Customers.
- Move or tag documents so investors can find key items quickly.

5. Invite investors and teammates

- Add investor emails and pick a role:
 - “Investor/Viewer” : can view (and possibly download if you allow).
 - “Teammate/Contributor” : internal team members who can upload/edit.
- Set permissions: limit download ability for sensitive items if needed.

6. Set rules and protections

- Enable expiration dates on invites.
- Turn off downloads for specific documents when you want view-only access.
- Require NDA or acknowledgement before access (if your process needs it).

7. Monitor activity and respond

- See who viewed or downloaded which documents.
- Answer investor questions inside the platform or link to a Q&A thread to reduce repeated emails.

8. Close the loop

- When you accept an investment, mark the deal as “closed” in your tracking system and archive or restrict the dataroom if you no longer want it open.

Real-world example

- Situation: You’re running a \$1M seed raise, have 30 inbound investor leads. Create a single dataroom named “Seed : 2025,” upload the core pack, invite all investors as viewers, and track who looked at the cap table and deck. Follow up with hot leads directly.

Investor Experience

What an investor sees and does:

- Receive invite email with a secure link (they may need to accept an invite or create an account).
- View the dataroom in a clean, organized interface with clearly labelled sections.
- Download documents only if the founder allows downloads.
- Ask questions or request follow-ups: FundVault often lets you comment or message in-context (depending on your plan).
- Security & comfort: Many investors prefer dataroom access over ad-hoc document attachments because permissions and audit trails protect both sides.

Investor workflow example:

1. Get invitation
2. Browse sections: Preview the pitch deck and financial summary
3. Request clarifications or follow-up docs via the platform
4. If satisfied, move to term sheet conversations

Security & Trust

What FundVault protects:

- **Access control:** You decide who sees what. Different roles exist (founder/admin vs investor/viewer) and permissions (view, download, upload).
- **Limited sharing:** You can disable downloads or set expirations so external users can't keep your files indefinitely.
- **Audit trails:** You can see who opened or downloaded documents : useful for follow-up and compliance.
- **Data safety:** Files are stored and transferred over secure channels (encrypted in transit). FundVault uses standard security practices to protect your data.
- **Best practices for founders:**
 - Avoid sharing unnecessary personal data.
 - Keep a “clean” version of documents for investors (redact sensitive items if needed).
 - Use expirations and download controls for early-stage proprietary docs.

Frequently Asked Questions (FAQ)

Q: What should I upload first?

A: Start with your pitch deck, cap table, and a short financial summary. These answer the majority of early investor questions.

Q: Do investors need to create an account?

A: Often yes : creating an account keeps access secure and lets FundVault track activity. Many investors prefer this to receiving files by email.

Q: Can I prevent downloads?

A: Yes. You can set view-only access on specific documents to reduce uncontrolled distribution.

Q: How do I handle sensitive legal documents?

A: Limit access to a small set of trusted investors and use expiry dates. Consider redacting personal data from shared copies.

Q: How do I track interest?

A: FundVault shows activity on documents: who viewed what and when. Use that to colcdcdcdcdcdcdcprioritize follow-ups.

Q: What happens after the round closes?

A: Archive the dataroom, restrict access to older versions, and create a new dataroom for post-close documents if needed (e.g., signed agreements).

Q: I'm worried about leaks : how safe is my data?

A: FundVault provides access controls, download restrictions, and audit logs. Combine these with careful invite management and you'll minimize risk.

Glossary of Terms

- **Dataroom:** A secure folder of fundraising documents for investors.
- **Viewer:** An invited investor who can view files (may or may not download).
- **Contributor:** A teammate who can upload or update documents.
- **Cap Table:** Table showing equity ownership and option allocations.
- **NDA:** Non-disclosure agreement : sometimes required before viewing sensitive docs.
- **Expiry:** A date after which an invite or dataroom access ends.
- **Audit Log:** A record of who accessed what and when.