WebLink 3.0
User Guide
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Welcome to WebLink

WebLink is an online module that allows you to view your portfolio and daily account transactions as well as create reports and view your online statements. Access to your investment portfolio is available 24/7. The minimum browser versions currently supported are:

- IE 11.0
- Chrome 62.0
- Firefox 57.0
- Safari (Mac) 11
- MS Edge
- iOS 11 (iPad)
- Opera 47.0

Optimal viewing resolution is either 800x600 pixels or 1024x768 pixels with at least 32,768 colors. However, WebLink style sheets and fonts are developed to minimize the impact of high resolutions and changes in browser or desktop fonts.

**PLEASE REVIEW YOUR SETTINGS AND CHANGE THEM ACCORDINGLY TO ENSURE THE CONTENT DISPLAYS CORRECTLY.**

**Note:** As of 1/1/2016, Microsoft no longer provides support of IE browser versions lower than IE 11. Microsoft only supports Internet Explorer 11 (IE11), and Edge (the new MS browser on Windows 10)

Given the importance and sensitivity of the confidential financial information delivered via WebLink; and to maintain the security and stability provided by supported MS browsers, all IE users should now be using no lower than version IE11.

**Disclaimer:** WebLink may not compatible with cellular phones or tablets. WebLink can be accessed, however, not all of the features are optimized on these devices.
Internet Explorer browser settings

Open your internet browser and select the following settings:

Recommended minimum IE Version 11 with the following settings:

1. Click on the “COG”
2. Then click on “Internet Options”
Under the General Tab, Browsing history, click in the box to “Delete browsing history on exit” and then click on Delete.

A pop-up box will appear. Place a check mark by each of the items listed above. Click on Delete and this will clear your browsing history.

Next under Content, Settings, check the boxes listed at left and click OK. Click APPLY and then OK again to update your browser settings.
What’s NEW in WebLink

User Options

- A new option, Ticker, is available for the user to choose their preferred site for obtaining stock ticker prices
- Start Page options now include all available pages.

New Reports

Portfolio Review

The Portfolio Review report displays 3 sections on a single page. Links bring the user directly to the section selected.

- Account Summary
- Holdings
- Transactions

Options are available to customize many of the report features, including controls for:

- As of Date
- Date Range
- Group By Options
- View your holdings by Trade Date or Settlement Date
- Display cash as a single combined value or as Income/Principal

Summary section includes Asset Allocation, Market Value, Account Summary and Investment Summary. You can now change your view to Group By Investment Category, Industry Sector or Security Type.

Asset Allocation displays asset %, based on the Group By selected. This section is suppressed if any balances are negative. You can group by Investment Category, Industry Sector or Security Type.

Market Value displays as a bar graph, based on the Group By selected.

Account Summary displays Investment Segment (Category), Market Value, % of Total and Cost. You can sort this section by Investment Category, Industry Sector or Security Type.

Investment Summary displays Total MV, Total Cost, Gain/Loss, and depending on your Institution’s WebLink Admin settings you may also see Due to/from Broker, Investment Objective, and Investment Authority.

Gain/Loss report

Gain/Loss report is now available displaying gains and losses for a specified period, defined by the user, sorted by Short Term and Long Term.
General Updates

Number of Items highlighted for each page

Each report contains an indicator that displays the number of data items for that report.

Column Selection

Check boxes now appear when selecting columns on a report, making it easier to add/remove columns in a single step. Some columns are identified as ‘mandatory’, ensuring a report cannot be blank. These mandatory columns do not apply to File Download.

Use the Settings icon to view available columns on a report. Changes to columns are saved as user preferences for future viewing of the report.

Some reports have been updated to include new columns, and some columns have been renamed.
Account Search\Look Up

The Account Lookup enhanced to allow “Begins With” search by partial name or number. A “Filter Search Results” is available to filter the results by “Contains” name or number.

File Download

New options are available to include column headings, account number and name or column totals where applicable in the downloaded report.

Alerts & Messages

You now see any Alerts upon Login and receive notification if there are Messages.
Posted Transactions enhancements

- Transaction Description now displays the first two lines of the transaction (client requested)
- Two new "Date Range" options are now available: Fiscal Year to Date, All Available
- Two new "Group By" options are now available: Trade Date and Security Name
- When sorting by Transaction Type, Trade Type and Security Name the report now display totals of each sub-category
- Posted Transaction Details, found by clicking on the Transaction Description, now condenses a display of codes and related descriptions

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Transaction Description</th>
<th>Ticker</th>
<th>CUSIP</th>
<th>Cash</th>
<th>Principal Cash</th>
<th>Income Cash</th>
<th>Cost</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/03/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/03/2017</td>
<td>INTEREST ON 10 UNITS MARICOPA COUNTY AUL...</td>
<td>566823/V0</td>
<td></td>
<td>$0.25</td>
<td>$0.00</td>
<td>$0.25</td>
<td>$0.00</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- An advanced Filter icon is available to search for transactions. You can search by Security (CUSIP, Ticker or Security Name), Trans. Codes, Cash Amount, or Units. The values that display as available for search are based on the data returned on the Posted Transactions Report.
### WebLink Terminology and Icons

As you use the WebLink menu tabs and pages you notice various icons and selection criteria. You can use the following table as a reference for clarification.

<table>
<thead>
<tr>
<th>Icon or Drop Down</th>
<th>Use</th>
<th>Found In</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Settings" /></td>
<td>Settings - Allows you to add/remove columns on reports where available</td>
<td>Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension</td>
</tr>
<tr>
<td><img src="image" alt="Filters" /></td>
<td>Filters - Allows you to use advanced filters on reports where available</td>
<td>Transactions-Posted</td>
</tr>
<tr>
<td><img src="image" alt="Group By Posting Date" /></td>
<td>Group By - Allows you to group by Posting Date, Transaction Type, Trade Date or Security Name on Transaction reports</td>
<td>Portfolio Review-Transactions, Transactions-Posted</td>
</tr>
<tr>
<td><img src="image" alt="Group By Investment Category" /></td>
<td>Group By - Allows you to group by Investment Category, Industry Sector or Security Type on reports displaying holdings</td>
<td>Portfolio Review-Holdings, Holdings</td>
</tr>
<tr>
<td><img src="image" alt="Date Range Year To Date" /></td>
<td>Date Range - Allows you to choose dates on reports where selection of Date Range is applicable</td>
<td>Portfolio Review-Transactions Transactions-Posted</td>
</tr>
<tr>
<td><img src="image" alt="Date Range From – To" /></td>
<td>Date Range From – To - Allows you to choose dates on reports where applicable and where Date Range selection from drop down is 'date range'</td>
<td>Gain/Loss, Transactions-Posted</td>
</tr>
<tr>
<td><img src="image" alt="As Of Date" /></td>
<td>As Of Date - Allows you to select previous as-of date. You can click on Calendar icon to change date</td>
<td>Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts</td>
</tr>
<tr>
<td><img src="image" alt="View Trade Date" /></td>
<td>View - Allows you to select Trade or Settlement Date</td>
<td>Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts</td>
</tr>
<tr>
<td>Icon or Drop Down</td>
<td>Use</td>
<td>Found In</td>
</tr>
<tr>
<td>------------------</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>Days to Project</td>
<td>Days to Project - Allows you to enter value between 1 and 99 to select number of days</td>
<td>Cash Projection</td>
</tr>
<tr>
<td><img src="image" alt="View Icon" /></td>
<td>View - Allows you select Summary or Details version of report for review</td>
<td>Cash Projection</td>
</tr>
<tr>
<td><img src="image" alt="Reprice Icon" /></td>
<td>Reprice - Allows you to send a query to obtain the current market price on all account assets with valid tickers.</td>
<td>Holdings, Portfolio Review, Tax Lots, Accounts</td>
</tr>
<tr>
<td><img src="image" alt="Email Icon" /></td>
<td>Email - Allows you to send the report via E-mail. Only appears if you have permission.</td>
<td>Available on all pages, if your financial institution allows E-mail and you have permission</td>
</tr>
<tr>
<td><img src="image" alt="Export Icon" /></td>
<td>Export - Allows you to export the report as displayed on the page to Excel, other delimited or fixed format, or Quick Print PDF Note: Quick Print PDF is a pre-defined report layout</td>
<td>Available on all pages</td>
</tr>
<tr>
<td><img src="image" alt="Print Icon" /></td>
<td>Print - Allows you to print the report as displayed on the page</td>
<td>Available on all pages</td>
</tr>
<tr>
<td><img src="image" alt="Page Navigation Icon" /></td>
<td>Page Navigation - Allows you to set number of items on each page when paging through reports with multiple pages</td>
<td>At the bottom of each page/report where multiple pages are present</td>
</tr>
</tbody>
</table>
Accessing WebLink

Once your internet settings have been verified, you can access WebLink.

Visit the ESL website: [https://www.esl.org](https://www.esl.org). In the “Sign In To Online Banking” box on the home page, navigate to the “Trust” tab and click on the “Sign in to Weblink” button.
Registration Process

To access the WebLink application, you will receive an email containing your temporary password. A sample of the email is shown below. Note that the email will come from Reliance_Profile.Management@fisglobal.com. Please add this email address to your safe senders list so it’s delivered to your inbox and not to spam.

The URL and your User Name (Logon ID) will be provided by your administrator for security purposes. Once you receive all three pieces of this information, you are ready to login.

![Email Sample]

Signing In

First Time Login

Step 1:

Once you have the URL, User Name (Logon ID) and your temporary password, enter them as shown on the screen below and click Log In.

Note: All passwords are case sensitive.

![Login Screen]
Step 2:

The next screen takes you to the Profile Management section of WebLink where you will need to set up your profile.

To begin the process, you will be asked to enter your User Name (Logon ID) and Password. The User Name is supplied by your administrator, and the password is the temporary password that was supplied in the email sent to you from Reliance_Profile.Management@fisglobal.com.

![Profile Management](image)

Step 3:

The next step in setting up your profile is to change your password. The Current Password is the temporary password sent to you via email. This is the same password you entered on the previous screen.

You will now need to choose a new password by following the Password Rules shown in the blue box on the right side of the screen.

Password Rules: Must be at least 8 characters long, contain an uppercase character, contain a lowercase character, contain a numeric character, cannot contain your user name or contact information.

Notice that as you type your new password, the red × at the beginning of each line in the blue box turns to a green ». All the rules must have a green check mark for the system to accept your new password.

Click Submit when you have completed the current password field and both new password fields.

Screen before your password is entered:

![Profile Management](image)
Screen after your new password is entered:

**Profile Management**

**Password Change**

Your password has expired. To change it, enter your current password, then enter and confirm your new password. When finished, click the Submit button. Note that your new password must adhere to the password rules below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Current Password</td>
<td>Password must be at least 8 characters long</td>
</tr>
<tr>
<td>* New Password</td>
<td>Password must contain an uppercase character</td>
</tr>
<tr>
<td></td>
<td>Password must contain a lowercase character</td>
</tr>
<tr>
<td></td>
<td>Password must contain a numeric character</td>
</tr>
<tr>
<td>* Confirm Password</td>
<td>Password cannot contain your user name</td>
</tr>
<tr>
<td></td>
<td>Password and confirm password must match</td>
</tr>
<tr>
<td></td>
<td>Password cannot match a previously used password</td>
</tr>
<tr>
<td></td>
<td>Password cannot be one that is disallowed</td>
</tr>
<tr>
<td></td>
<td>Password cannot contain contact information</td>
</tr>
</tbody>
</table>

Step 4:

Next, you will need to validate your personal information, which includes your Full Name and Email address. If your name is incorrect, please contact your system administrator. To correct or change the email address, click within the box on the left-hand side of your screen and make any necessary corrections.

If you would like to enter a mobile phone number to receive notifications, choose Mobile Text Alert in the drop-down box on the left-hand side of the screen and enter your area code and phone number (e.g., 4049556347.) For assistance entering your mobile phone number, use the Telephone Number Format option on the right-hand side of the screen. If you enter your phone number in an invalid format, the system will not allow you to move forward with your profile set up.

If you do not wish to enter a Mobile Phone number, either do not choose the drop-down option or click the box to the left of the drop down to Delete this option.

If you choose to utilize a mobile number and select it as your default, password reset requests will still be delivered via email. The mobile number will only be used to send you a one-time password if the system recognizes a login attempt outside of a reasonable location range of your recent login attempt. If you do not choose a mobile number and this situation arises, and email will be sent notifying you of the attempt along with a temporary password. For more information on this feature, refer to the explanation of the Geolocation feature on page 26 of this document.

On this screen, you will also need to choose an image for the dual authentication process. Once you have selected an image, enter a phrase to identify the authentication image and click Next.
Profile Management

Personal Information

Welcome to Profile Management self registration. To begin, please provide the personal information requested below.

Full Name:
Test User

* Enter or update options for receiving notification:
   An email address is required:

<table>
<thead>
<tr>
<th>Delete</th>
<th>Label</th>
<th>Value</th>
<th>Default</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email</td>
<td><a href="mailto:test.user@fisglobal.com">test.user@fisglobal.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mobile Text Alert</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Mutual Authentication Image:

???

* Mutual Authentication Phrase:

If any of your personal information is missing or incorrect and you cannot edit it, please contact a System Administrator to have it fixed.

Next
Step 5:

You will then be asked to choose and answer five security questions. Please note that these are not case sensitive.

In the future, if you choose to change your profile, register a new computer, or forget your password, you will be required to answer **three** of these five security questions.
Step 6:

The final screen confirms that you have completed the registration process.

Once you click 'Next' you will be taken back to the logon screen.

Step 7:

After setting up your profile, you will now need to log in with your new password. At the logon screen, please enter your Logon ID (User Name) and password. Click the Log In button.
Step 8:

The first time you are logging in with your new credentials, you will be asked to answer three security questions. Once you successfully answer these questions and click the “Register this machine” checkbox, your computer will be registered and future login attempts will not require you to answer the security questions. You are able to register up to five machines.

Note: To unregister your computer, you will need clear your browser cookies.

Please keep in mind that if you have a laptop and move locations you may be asked these three questions again for security reasons. The system recognizes that the computer has moved locations, and requests that you answer your questions as a security measure.

You should also see your image and that phrase that you selected to be associated with this image.

Once you click the Log In button on this screen, you will be on the main page of WebLink.
Subsequent Login Instructions

Once you have completed the registration process by setting up your profile, you are now ready to enter the system without going through the registration process.

Step 1:

At the Log In screen, enter your Logon ID (User Name) and password and click Log In.

Step 2:

If you checked the Register this machine checkbox while registering, you will be presented with the main page of WebLink.

If you did not check the Register this machine checkbox while registering, or if you moved locations or changed your IP address or password, you will be prompted to answer three of your security questions. Please answer the questions and click Log In.

If you are logging in from a trusted computer and would like to use it in the future to access your account, check the Register this machine checkbox. If you do not check this box, you will be required to answer the security questions each time you log in to your account. You can register up to five computers.

Note: Your Logon ID (User Name) and Password are masked on this screen.
LOG IN

Please enter your account information.

Logon ID: **********ez
Password: ********

Question 1: What is your favorite drink?
Answer 1: ••••

Question 2: What is your oldest child's middle name?
Answer 2: ••••

Question 3: When is your wedding anniversary?
Answer 3: •••••

☐ Register this machine

Warning: Only register a computer you plan to use for future login. Do not register a computer available to the public.

Log In
You are now successfully logged into WebLink. Below is an example of the initial starting page.

Forgot your password?

When you enter your Logon ID (User ID) at the Log In screen, if you have forgotten your password, click the “Forgot your password?” link.
Step 1:

Once you click the Forgot your password link, it will take you to the Profile Management screen (below). Enter your User Name and click OK.

Step 2:

Once you have validated your authentication image and phrase, click OK and a one-time password (OTP) will be emailed to you.
Step 3:

Below is an example of the system generated email that you will receive with your OTP. Enter the one-time password (OTP) and click OK.

![Email Example](image)

**Profile Management**

A request to deliver an OTP to the location you specified has been made.

**Password Reset**

Only continue if you recognize the following mutual authentication image and phrase:

![Image](image)

**Challenge**

Please enter the one-time password (OTP) delivered to your requested location:

[OK] [Cancel]
Step 4:

Create a new password and click OK.

Password Rules: Must be at least 8 characters long, contain an uppercase character, contain a lowercase character, contain a numeric character, cannot contain your user name or contact information.

Step 5:

You will receive confirmation that your password has been successfully updated and then returned to the Log In screen.
Geolocation Feature

When someone attempts to use your credentials to login from outside of a reasonable distance of your last login attempt, an extra level of security protects your credentials by producing a one-time password.

For example, if you log on from Atlanta, Georgia and 20 minutes later someone attempts to log into the website in San Diego, California using your credentials, a feature called geolocation will activate. The system knows it is physically impossible for a user to be in both locations at one time and will not allow the user to log in without using a one-time Pass Code to your email. This Pass Code must be used to access WebLink, protecting your account.

If you chose Mobile Text Alert as your default method of communication as described in the Registration Process section of this document, the system will send you a text with a one-time token (Pass Code). This token will expire in 15 minutes as an added level of security. The text message will come from phone number (404) 520-2673 and will read “One-Time Token: (XXXXXXX) Token will expire in 15 minutes PLEASE DO NOT REPLY”.

If you chose email as your default communication method as described in the Registration Process section of this guide, the system will send you an email with the one-time Pass Code. A sample of the email is below:

The next time you login, and after entering your Logon ID (User Name) and password, the below screen will be displayed. Enter the Pass Code you were provided to gain access to the system.
System Navigation

Navigation Guidelines

NOTE: Do not use the Back and Forward buttons in your browser to move from page to page in WebLink; instead, use the links and navigational tools provided in WebLink to ensure that all files are closed properly when you leave a page.

Navigational features in WebLink include:

- WebLink Toolbar
- WebLink Menu Tabs

WebLink Toolbar

The top, white portion, of the Toolbar includes the following:

**User Options**

Allows for further drilldown, offering the user access to manage specific settings.

<table>
<thead>
<tr>
<th>Login and Security</th>
<th>Clicking on any link under the User Options drilldown displays the following screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Options</td>
<td><strong>Login and Security</strong> – allows you to change your personal information, including your challenge image and email address, your password, or your question and answer pairings</td>
</tr>
<tr>
<td>Start Page Options</td>
<td><strong>Email Options</strong> – displays your current e-mail address and allows for change</td>
</tr>
<tr>
<td>Account Groups</td>
<td><strong>Start Page Options</strong> – provides selection for your landing/home page upon login</td>
</tr>
<tr>
<td>Ticker</td>
<td><strong>Account Groups</strong> – lets you create and manage groups of accounts for viewing</td>
</tr>
<tr>
<td>eStatements</td>
<td><strong>Ticker</strong> – allows you to select from three financial sites to use for Ticker hyperlink</td>
</tr>
<tr>
<td>Messages</td>
<td><strong>E-Statements</strong> – allows you to change the delivery method setup on existing statements for your account(s)</td>
</tr>
</tbody>
</table>

**Messages** – provides a central location to view system messages if there are any setup
Login and Security

This option can be used when your password is about to expire, which is every 90 days, or to change your challenge image or security questions. Changes made here take effect the next time you login.

Change Password

Step 1:

After clicking on Change Password a pop-up box will appear asking “Are you sure you want to leave this page?” Click on Leave this page.

User Options

<table>
<thead>
<tr>
<th>LOGIN AND SECURITY</th>
<th>CHANGE EMAIL</th>
<th>START PAGE</th>
<th>ACCOUNT GROUPS</th>
<th>TICKER</th>
<th>E-STATEMENTS</th>
<th>MESSAGES</th>
</tr>
</thead>
</table>

Login and Security

- Change Password
- Change question and challenge

Windows Internet Explorer

Are you sure you want to leave this page?
Message from web page:
Closing your browser without signing out leaves your account at risk.
Please select "Stay on this page" and click on "Sign Out" from the menu.

- Leave this page
- Stay on this page

Step 2:

When changing your Password, first enter your User Name on the Profile Management screen and click OK.

Profile Management

Password Reset

- User Name:

OK  Cancel

To begin the Group process, please enter your User Name.
Step 3:

On the next screen, verify that the mutual authentication image and phrase are correct. Then choose if you would like to receive your one-time password (OTP) via email or a mobile text alert and click OK.

**Profile Management**

**Password Reset**

Only continue if you recognize the following mutual authentication image and phrase:

![Mutual Authentication Image]

**Challenge**

Please choose one or more locations where you would like your one-time password (OTP) delivered:

- [ ] Mobile Text Alert
- [ ] OK
- [ ] Cancel

Step 4:

Once received, enter your OTP and click OK.

**Profile Management**

**Password Reset**

Only continue if you recognize the following mutual authentication image and phrase:

![Mutual Authentication Image]

**Challenge**

Please enter the one-time password (OTP) delivered to your requested location:

- [ ] Resend OTP
- [ ] OK
- [ ] Cancel
Step 5:

On the next screen, enter a new password, confirm the password and then click OK.

Password Rules: Must be at least 8 characters long, contain an uppercase character, contain a lowercase character, contain a numeric character, cannot contain your user name or contact information.

You will then receive confirmation that your password has been reset and you will be returned to the login page.
Change Question and Challenge

Step 1:

After clicking on Change question and challenge, a pop-up box will appear asking "Are you sure you want to leave this page?" Click on Leave this page.

Step 2:

Then enter your User Name and Password and click Log In.
Step 3:

On the next screen, verify that the mutual authentication image and phrase are correct. Then choose if you would like to receive your one-time password (OTP) via email or a mobile text alert and click OK.

Note: If you choose to not receive a OTP as outlined above and instead click on, please let me answer a question & answer challenge, then you will be directed to the screen below. Answer the questions presented and click OK.
Step 4:

Whether you use a OTP or answer the security questions as outlined above, you may continue with changing your image by clicking on "I'd like to update my personal information".

From here, any of the personal information shown below, including your full name, notification options, the mutual authentication image and/or phrase can be changed. Click OK once all changes have been made.

- **Full Name:**
  - Enter or update options for receiving notification:
    - Email: trust.user@fisglobal.com
    - Mobile Text Alert

- **Telephone Number Format**

- **Mutual Authentication Image:**

- **Mutual Authentication Phrase:**
  - summertime

If any of your personal information is missing or incorrect, and you cannot edit it, please contact a System Administrator to have it fixed.
Step 5:

To change your challenge questions, click on “I’d like to change my question and answer pairings”. Enter your answers and click OK when finished.

Profile Management

Questions & Answers

You must answer 5 predefined questions:

**Predefined Question 1:**
What is your favorite drink?
Answer:

**Predefined Question 2:**
What is your oldest child’s middle name?
Answer:

**Predefined Question 3:**
What high school did your spouse attend?
Answer:

**Predefined Question 4:**
When is your wedding anniversary?
Answer:

**Predefined Question 5:**
What was the name of your first pet?
Answer:
Step 6:

Once completed, you will receive confirmation that your updates have been successfully changed. Click Done when finished to complete the process. These changes will all take effect the next time you login to WebLink.

Profile Management

Self-Administration Actions

Please select one of the actions below or click Done if you're finished:

- I'd like to update my personal information.
- I'd like to change my question and answer pairings.

Done

Change Email

It is very important for you to keep up to date contact information. Notifications are sent via e-mail to change your password as well as notification that your E-Statement is available.

Your current e-mail address is shown here. You have fields to change and confirm your new Email address. E-mail address requirements are listed for your convenience. Also, note you have up to a maximum of 100 characters for your e-mail address, as indicated by the 0 / 100. As you type, the number of characters used is tracked.

If you encounter issues logging into Weblink, simply click on the Forgot Your Password link on the login screen. The email address on file will be used when sending you a temporary password.

User Options

Current Email
test.user@fisglobal.com

New Email *

Email requirements

- The local part of the email address before the @ sign may be upper & lower case letters, numbers and any of these letters #&*=~?_.()%
- The following characters may not be used anywhere in the email address: !/\;":<~
Start Page

You can select any of the available reports within the basic menu tab to be your landing/home page upon login to WebLink. If you change your Start page during an active session, it takes effect with your next login. The default landing page is the Portfolio Review report.

Account Groups

If you have access to multiple accounts, you can create group views.

For example, if you are a financial advisor and wish to establish a Group of accounts belonging to a specific family, use the Account Groups feature to perform this task.

The first time you select the User Option – Account Groups, the following page appears. Click the Create New button to open the page to setup a new Account Group.
Creating New Account Groups

Click on Create New to establish the Group ID starting with G followed by 5 numbers (G12345). Provide the Group Name and Group Description. Select the Accounts from the Accounts listing by clicking next to the Account Number. The Add button becomes enabled at that time. Click on the Add button to move the accounts to the Accounts to Download list. When you are finished selecting accounts, click on the Submit Button.

After hitting submit, you are notified if your account group has been successfully added.

Deleting Account Groups

To delete an account group, click on the corresponding x and a pop-up box will appear where you can confirm that the account group should be deleted.
Ticker

From here you can select your preferred stock ticker resource. You will be directed to the site chosen whenever you click on the Ticker symbol contained within various WebLink reports. If you change your preferred ticker during an active session, it takes effect with your next login. Yahoo Finance is the default financial website.

![User Options](image)

E-Statements

Under the E-Statements tab, a list of the statement blocks currently setup for your account(s) will display. On the top right, Change Delivery Option? lists the available delivery options you may choose.

Your current delivery method will be coded with a blue radio button. For example, if your account is set up with a paper statement, the radio dial next to Paper will be blue. If you want to change to eStatements, you click on the radio button next to eStatement, click Next to read the Terms and Conditions, and then click Agree and Submit.

Once you submit this request an email confirmation will be sent to the email address in your WebLink profile acknowledging this request. The email will be sent from ProfileManagement@tr-wms.com.

If a change in delivery method is chosen, your account administrator may contact you for any additional information needed. You may not see this change for 1-2 cycles, depending on how frequently you receive statements.

![User Options](image)
Messages

Below is an example of your Message tab. It lists several Message subjects on the left.

When you click on View, the entire message will appear under the subject line and the View box will disappear.

If the message contains a URL, you can click on it and it will open a new browser window with the website. If the message contains an email address, you can click on it to open a new Outlook message to that individual.

If you do not have any Messages to read, when you click on the Message tab a note will be displayed saying there are no messages at this time.

⚠️ No messages at this time.
Alerts \ Messages

The Alerts and Messages tab allows your organization to notify you of important updates or general messages. When there are Alerts\Messages to be viewed, you will see a numeric value next to Alerts\Messages on the WebLink Toolbar, indicating that there are items for review.

System Alerts, if any, display upon login in.

This example shows there are 1 Alerts/Messages for review. Click on **DISMISS ALL** to not see any of the Alerts on the page. Click on **X** to dismiss the current alert displaying. Click on **>** to view the next alert.

If you click on the Alerts/Messages on the WebLink Toolbar, you get the following.

Sample of Alerts:

<table>
<thead>
<tr>
<th>Date</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/06/2017</td>
<td>The website will not be available tonight from 1:00 AM EDT until 1:15 AM EDT.</td>
</tr>
</tbody>
</table>

Sample of Messages:

For additional information concerning your statement, please contact your Wealth Advisor.
Help

If additional information is needed other than what is provided in this guide, you can access the "Help" link, to display a Weblink User Guide provided by FIS. Scroll down to the Table of Contents to view all available topics. The Help area includes complete instructions for using all areas of WebLink.

To exit the Help area, click on the X button in the upper right-hand corner of the screen. Please take advantage of this user-friendly instruction format provided by our system vendor.

Contacts

When you select Contacts, a popup window displays showing the Admin Officer and Inv Officer on the account being accessed along with their telephone number and email address if provided on AddVantage.

Sign Out
When you select Sign Out, you will exit the application and return to the login page.
WebLink Menu Tabs

The shaded section of the WebLink Toolbar provides access to your authorized WebLink menus.

Your Home icon (landing) page, is automatically defaulted to the Portfolio Review report. However, as mentioned under User Options - Start Page, you can select any of the available reports within the basic menu tab to be your home (landing) page upon login to WebLink.

If you have access to more than one account, click on the expansion arrow in the upper right-hand corner to see a list of the accounts to which you have access. The ten accounts you have used most recently will list first. You may search for additional accounts you have access to by using the Look Up button. To access these other accounts, simply click on the account number you wish to view.
Portfolio Review

The Portfolio Review is a complete summary of your account in a single page view.

This top section allows you to choose specific criteria for this report:

- **As-of-date** – defaults to current date, you can choose an earlier date using the Calendar Lookup
- **Group By** – use the drop down to select how to group your holdings
- **View** – Trade or Settlement Date
- **Cash election** – choose to display as Combined cash or breakout of Principal and Income cash

The bar highlight displays Asset Allocation, Market Value, Account Summary, Investment Summary. Click on each to view that section.

Use the scroll bar to the right to move down the report to view Holdings and Transactions or click the selection at the top.

At the very top of the report, you can click on Holdings to move directly to the Holdings Section of Portfolio Review report without scrolling down.
Click on Transactions to move to the Transactions Section of Portfolio Review report. (Additionally, you can choose a Date Range to view Posted Transactions and specify the Sort By option.)

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Transaction Description</th>
<th>Cash</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2017</td>
<td>RECEIVED FROM ROYALTIES</td>
<td>$150,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

See below for additional information regarding the Holdings and Transactions reports that can also be accessed using the respective Menu Tab.

**Available Cash**

The Available Cash report displays Cash plus Money Market Funds used for Cash Management.

The report can be run for a specific As-Of-Date and defaults to current date. The report also defaults to a Settlement Date basis for viewing but can be changed to a Trade Date basis.
Transactions

From the Transactions report, you can view either posted or pending transactions.

Example of Account with Year to Date Posted Transactions grouped by Transaction Type

Example of Account with Pended Transactions

Date Range options include:

- Month to Date
- Year to Date
- Date Range
- All Available
- Calendar Qtr to Date
- Fiscal Year to Date

Transactions can be grouped by:

- Posting Date
- Transaction Type
- Trade Date
- Security Name
Click on Transaction Description to see Posted Transaction Details as shown below:

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Transaction Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/20/2018</td>
<td>SELL</td>
<td>20</td>
</tr>
<tr>
<td>02/21/2018</td>
<td>DISTRIBUTION TO BUYER</td>
<td>0</td>
</tr>
<tr>
<td>02/21/2018</td>
<td>MISCELLANEOUS EXPENSES</td>
<td>0</td>
</tr>
<tr>
<td>02/22/2018</td>
<td>INTEREST TO SELLER</td>
<td>0</td>
</tr>
</tbody>
</table>

Transactions can be grouped by:
- Posting Date
- Transaction Type
- Trade Date

Date range options include the following:
- Month to Date
- Year to Date
- Date Range
- All Available
- Calendar Qtr to Date
- Fiscal Year to Date

Use the Settings icon to add or remove columns from the report. Changes to columns are saved as user preferences for future viewing of the report.
Use the Filters icon when viewing posted transactions for additional filtering of transactions to view on the page. Filters are not saved as user preference for future viewing of the report.

Options for further selection can be used individually or in combination:

- Select a specific CUSIP to view posted transactions for that security during the time period.
- Select a specific Transaction to view only those posted transactions during the time period.
- Choose a specific Cash Amount that you may be looking for.
- Choose a specific Unit Amount you may be looking for.

The “Filter By Security” and “Filter By Trans Codes” options change based on posted transactions for the Date Range chosen.
Holdings

The Holdings report provides a snapshot of the securities held in your account as of a specific date.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A T &amp; T CORP</td>
<td>120</td>
<td>$2,424.00</td>
</tr>
<tr>
<td>CASH</td>
<td>0</td>
<td>$431.16</td>
</tr>
<tr>
<td>COCA COLA CO COMMON STOCK</td>
<td>1,050</td>
<td>$51,412.79</td>
</tr>
<tr>
<td>DPR INCORPORATED COMMON STOCK</td>
<td>300</td>
<td>$4,417.34</td>
</tr>
<tr>
<td>FEDERAL HOMELOAN MTG CORP M...</td>
<td>25,800</td>
<td>$26,912.50</td>
</tr>
<tr>
<td>FEDERATED OBLIGATIONS PRIME CA.</td>
<td>620,025</td>
<td>$6,200,250.00</td>
</tr>
<tr>
<td>FORD MOTOR CO DEL COMMON Stock</td>
<td>10</td>
<td>$460.50</td>
</tr>
<tr>
<td>FREEDOM TAX CREDIT LIMITED PART.</td>
<td>5</td>
<td>$4,349.00</td>
</tr>
<tr>
<td>GENERAL ELECTRIC CO COMMON ST.</td>
<td>10</td>
<td>$820.00</td>
</tr>
</tbody>
</table>

The following features are available to customize this report:

**Group By** – sort securities by Security Name, Investment Category, Industry Sector or Investment Category then Sector

**As of Date** – if you wish, use the Calendar lookup to select an earlier as-of-date

**View** – holdings can be presented by Settlement Date or Trade Date

Click on the Ticker to obtain Price and other details of that asset. The following notice appears to let you know that you are leaving the WebLink site:

Click on the Asset Description to drill down to the Asset, lot detail level:

<table>
<thead>
<tr>
<th>Account...</th>
<th>Tax Lot #</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Cost</th>
<th>Unrealized PL</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010000...</td>
<td>01/31/2007</td>
<td>1</td>
<td>$15</td>
<td>$14,101.41</td>
<td>$3,707.14</td>
<td>$45,908.55</td>
</tr>
<tr>
<td>1010000...</td>
<td>03/31/2014</td>
<td>2</td>
<td>$42.35</td>
<td>$4,235.00</td>
<td>$638.25</td>
<td>$4,873.25</td>
</tr>
<tr>
<td>1010000...</td>
<td>06/27/2018</td>
<td>3</td>
<td>$42.15</td>
<td>$631.25</td>
<td>$98.74</td>
<td>$730.99</td>
</tr>
</tbody>
</table>

| | | | | | | |

CONTINUE
For each holding, the Asset description appears in bold, along with the Lot Total. The Tax Lot # displays the specific information for each lot of the asset.
Gain/Loss

View this page to see the year to date Short Term and Long Term Gain\Loss report.

From Date: defaults to the start of the current calendar year. Use the Calendar lookup to choose another date.

To Date: defaults to the current date. Use the Calendar lookup to choose an earlier date, if desired.

Short Term Gain/Loss amounts display first, followed by Long Term Gain/Loss amounts.
Accounts

- Presents Single Accounts, Account Groups and Master Accounts.
- Shows total number of Accounts you have access to, next to Account List
- Displays Summary at the top of Cash, Market Value and Cost
- Detail listing of Accounts in order of Central Accounts, Group Accounts and then Master Accounts
Cash Projections

The default for this page is 7 Days to project Summary and Detail views. You can select up to 99 days to project.

### Detail View

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction Description</th>
<th>Income Cash</th>
<th>Principal Cash</th>
<th>Total Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2017</td>
<td>CURRENT CASH</td>
<td>187,612.22</td>
<td>-37,611.73</td>
<td>150,000.49</td>
</tr>
<tr>
<td>07/12/2017</td>
<td>FEDERATED OBLIGATIONS U.S. GOVERNMENT</td>
<td>0.00</td>
<td>276,888.00</td>
<td>276,888.00</td>
</tr>
<tr>
<td>07/12/2017</td>
<td>FIS MONEY MARKET FUND</td>
<td>0.00</td>
<td>100,000.00</td>
<td>100,000.00</td>
</tr>
<tr>
<td>07/12/2017</td>
<td>TOTAL CASH AND LIQUID ASSETS</td>
<td>187,612.22</td>
<td>299,276.27</td>
<td>1,126,888.49</td>
</tr>
<tr>
<td>07/13/2017</td>
<td>PURCHASES</td>
<td>0.00</td>
<td>-45,000.00</td>
<td>-45,000.00</td>
</tr>
<tr>
<td>07/14/2017</td>
<td>BUY 07/12/2017 1,000 SHS AGIL RESOURCES</td>
<td>0.00</td>
<td>-25,000.00</td>
<td>-25,000.00</td>
</tr>
<tr>
<td>07/18/2017</td>
<td>Projected PURCHASES Total</td>
<td>0.00</td>
<td>-75,000.00</td>
<td>-75,000.00</td>
</tr>
</tbody>
</table>
File Downloads

Clicking on the File Download Tab allows you to select the format to use for your download (such as Excel, Comma Delimited, Semi-Colon Delimited, Tab Delimited or Fixed Length) or option to view a Saved Template.

After choosing a format, additional selection criteria appears for you to complete the file download request.

Once the Data to Export and View options are defined, criteria for the specific data export and account list become available for selection.
If necessary, use the scroll bars to see additional data elements and accounts to choose from.

Use the right side, scroll bar to scroll down to the bottom of the screen, where you can select additional items to include in your download including Column Headings, Column totals where applicable and Account number and name.

Then click on Save as Template for future use or select Download to view the report immediately.
My Reports

If you are receiving account statements, use the My Reports menu tab to access them. You can choose to either view your statement on-line or download it by using the button to the right of the statement. Web Statements are displayed by date range for your account(s).

To view your Web Statements, you must have the most current version of Adobe Acrobat Reader installed on your computer.

The following option appears for you to choose to view your statement from the current session or save it.
Export and Print Capabilities

The ability to print and export as well as view data as of a certain date and on a trade or settlement basis is available on each report view. If a report is too large for display on one page, the data appears on multiple pages. You can move between pages by clicking NEXT, PREVIOUS, or entering a specific page number.

- The <<   >> allow you to toggle to the first and last page of the report
- The < > allow you to toggle between the pages in the report
- Click on the page being displayed and you can input another page number to go directly to that page
- The 10 with the drop down arrow per page allows you to select the number of items per page for viewing. Minimum is 5 \ Maximum is 100. This is saved as a user preference.

Export while viewing a Report

The Export icon  allows you to take the current report being viewed and export it via various formats that include Excel, Comma Delimited, Semi-Colon Delimited, Tab Delimited, Fixed Length, and Quick Print PDF.
Print while viewing a Report

The Print icon allows you to print the report as displayed on the page. When you click on this icon, the following:

You can choose open to view on-line as a pdf or save for future viewing.

Please contact your Account Administrator with any questions. You can find contact information for your account by clicking the CONTACTS link on the top right-hand corner of your screen.