ESL
Trust Services™

# WebLink 3.0
# User Guide

# Table of Contents

# 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:

- Internet Explorer 11
- Chrome 62.0
- Firefox 57.0
- Edge 40
- Safari (Mac) 11
- 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.**

**Given the importance and sensitivity of the confidential financial information delivered via WebLink; and to maintain the security and stability provided by supported the various internet browsers, we encourage you to move to Chrome or Edge due to Microsoft's impending retirement of IE 11.**

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

# Google Chrome browser settings

Chrome Version 62 is recommended with the following settings:

1. Click (**Customize and Control Google Chrome**) in the upper-right corner of the Chrome screen, select **Settings**.
2. Under **Settings**, click **Advanced** and select **Downloads**.
3. On the Download Settings page, set the toggle to turn on the **Ask where to save each file before downloading** option. If already set, it is blue. If not, click to set to blue.

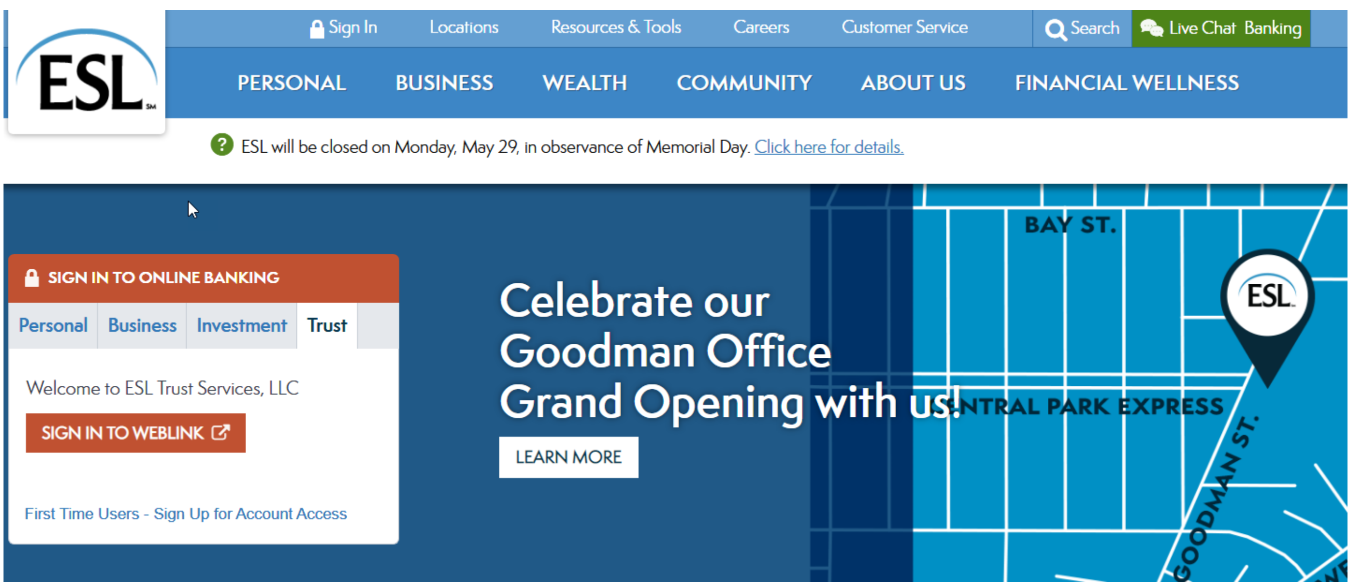
# Microsoft Edge browser settings

1. Click ··· (**Settings and more**) in the upper-right corner of the Edge screen, select **Settings**.
2. Under **Settings**, select **Downloads**.
3. Click ··· (**More options**) in the upper-right corner of the Downloads window, select **Downloads Settings**.
4. On the Download Settings page, set the toggle to turn on the **Ask me what to do with each download** option. If already set, it is blue. If not, click to set to blue.

# Accessing WebLink

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

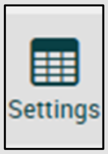
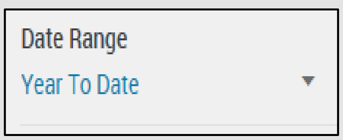
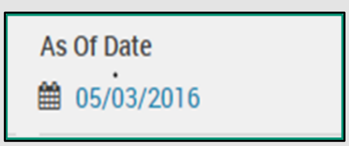
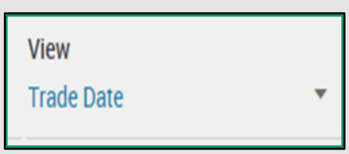
Visit the ESL website: https://www.esl.org. In the “Sign In To Online Banking” box on the home page, navigate to the “Trust” tab and click on the “Sign in to Weblink” button.

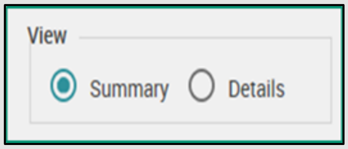
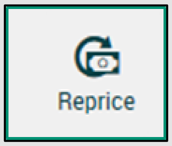
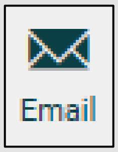
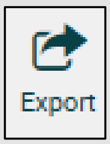
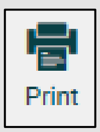



# WebLink Terminology and Icons

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.

Trust Services

| Icon or Drop Down | Use | Found In |
|---|---|---|
|  | Allows you to add/remove columns on reports where available | Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension |
|  | Allows you to use advanced filters on reports where available | Transactions-Posted |
|  | Allows you to group by Posting Date, Transaction Type, Trade Date or Security Name on Transaction reports | Portfolio Review-Transactions, Transactions-Posted |
|  | Allows you to group by Investment Category, Industry Sector or Security Type on reports displaying holdings | Portfolio Review-Holdings, Holdings |
|  | Allows you to choose dates on reports where selection of Date Range is applicable | Portfolio Review-Transactions Transactions-Posted |
| Date Range From – To | Allows you to choose dates on reports where applicable and where Date Range selection from drop down is 'date range' | Gain/Loss, Transactions-Posted |
|  | Allows you to select previous as-of date. You can click on Calendar icon to change date | Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts |
|  | Allows you to select Trade or Settlement Date | Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts |
| Days to Project | Allows you to enter value between 1 and 99 to select number of days | Cash Projection |

| Icon or Drop Down | Use | Found In |
|---|---|---|
|  | Allows you select Summary or Details version of report for review | Cash Projection |
|  | Allows you to send a query to obtain the current market price on all account assets with valid tickers. | Holdings, Portfolio Review, Tax Lots, Accounts |
|  | Allows you to send the report via E-mail. Only appears if you have permission. | Available on all pages if your financial institution allows E-mail and you have permission |
|  | Allows you to export the report as displayed on the page to Excel, other delimited or fixed format, or Quick Print PDF<br><br>Note: Quick Print PDF is a pre-defined report layout | Available on all pages |
|  | Allows you to print the report as displayed on the page | Available on all pages |
|  | Allows you to set number of items on each page when paging through reports with multiple pages | At the bottom of each page\report where multiple pages are present |

# System Navigation

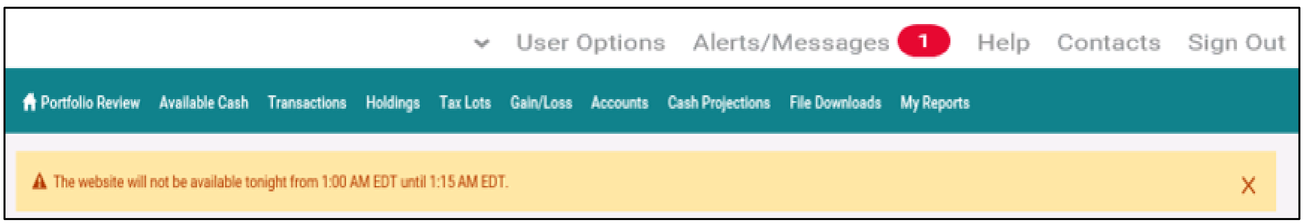
Navigation Guidelines

***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 WebLInk Toolbar includes these selections which are detailed below:

- User Options
- Alerts/Message
- Help
- Contacts
- Sign Out

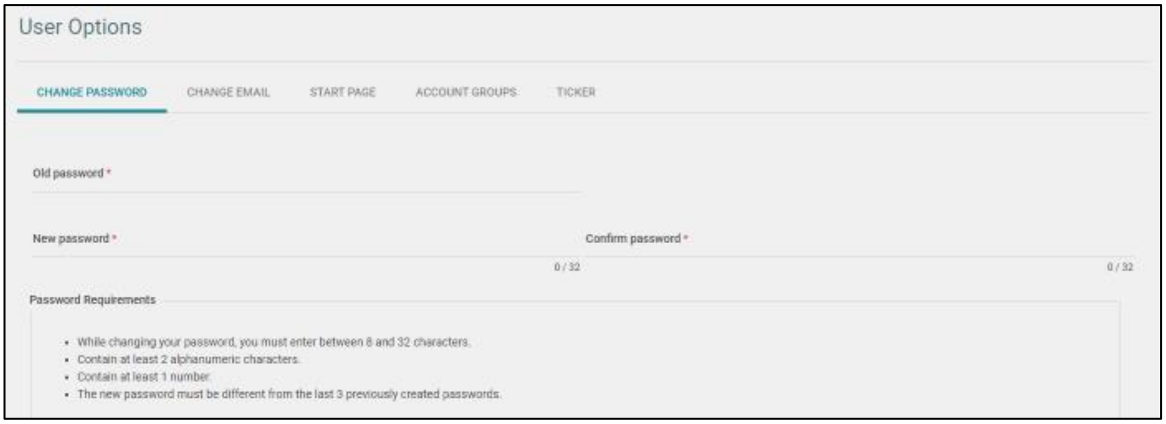
### User Options

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

| | |
|---|---|
| Change Password<br>Change Email<br>Start Page Options<br>Account Groups<br>Ticker | Clicking on any link under the User Options drilldown displays the following screen.<br>Change Password – allows you to change your password<br>Change Email – displays your current e-mail address and allows for change<br>Start Page Options – provides selection for your landing\home page upon login<br>Account Groups – lets you create and manage groups of accounts for viewing<br>Ticker – allows you to select from three financial sites to use for Ticker hyperlink |

## Change Password

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

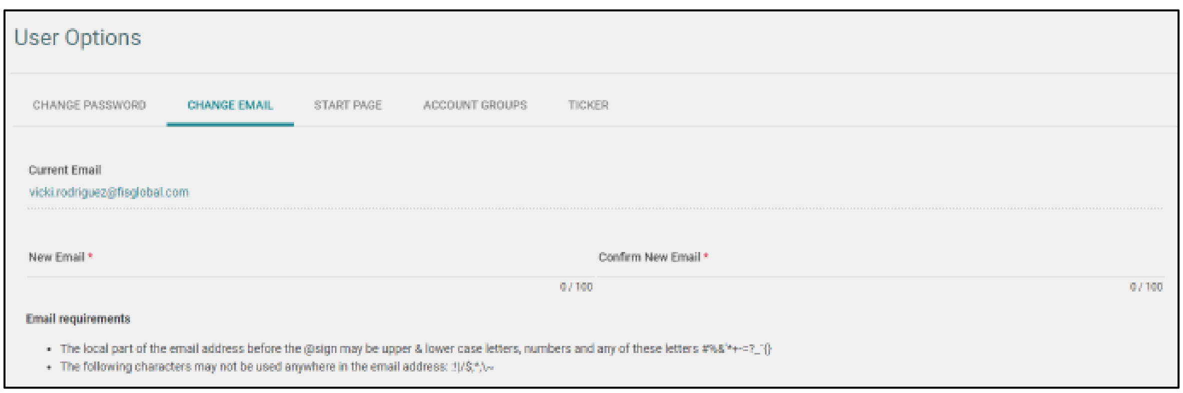



## Change Email

**It is very important for you to keep up to date contact information.** Notifications are sent via e-mail when your password is expiring and password reset notifications as sent via email as well.

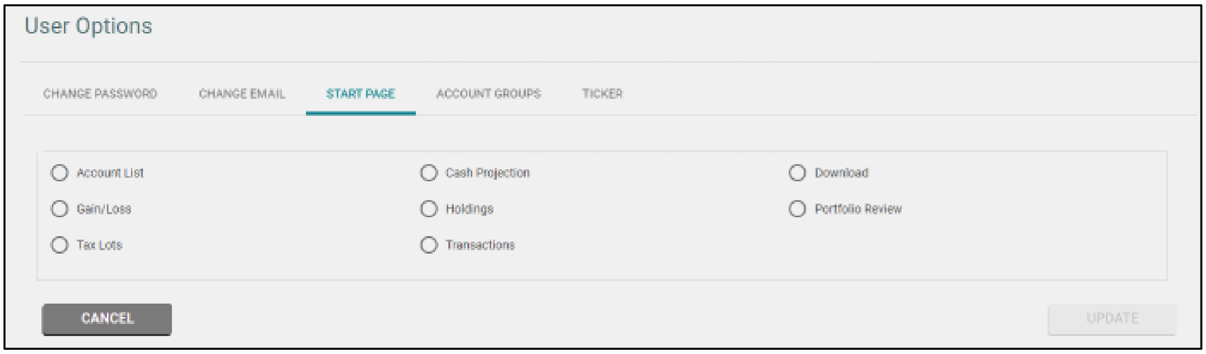
Your current e-mail address is shown here. You have fields to change and then confirm your new Email address. E-mail address requirements are listed for your convenience. Also, note you have up to a maximum of 100 characters for your e-mail address, as indicated by the 0 / 100. As you type, the number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

If you encounter issues logging into Weblink, simply click on the **Trouble Signing in?** link on the login screen.



## 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.

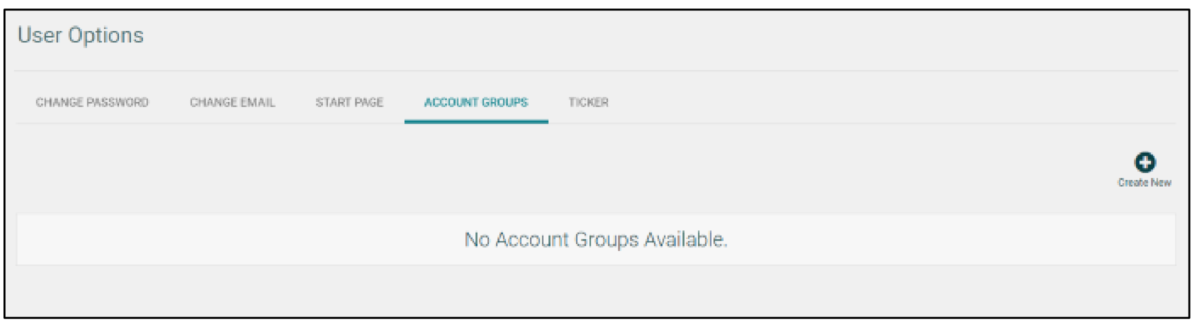



## Account Groups

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.

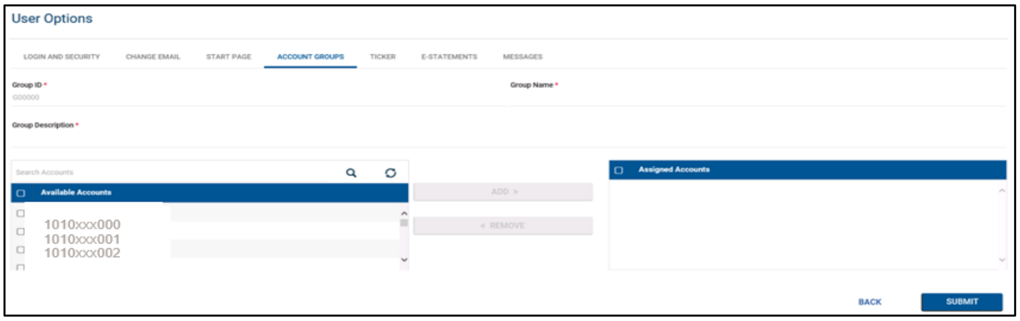


## Creating New Account Groups

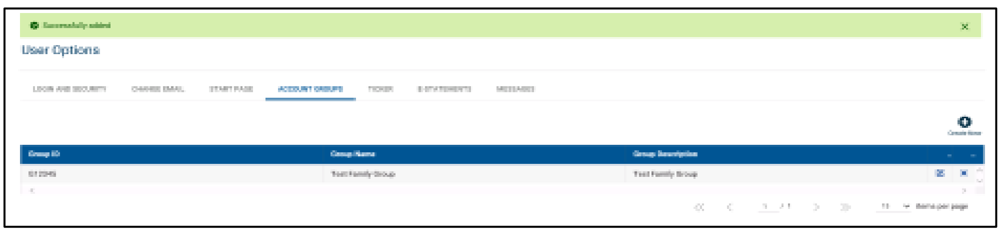
Click on Create New to establish the Group ID starting with G followed by 5 numbers (G12345). Provide the Group Name and Group Description

Select the Accounts from the Accounts listing by clicking next to the Account Number. The 

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.

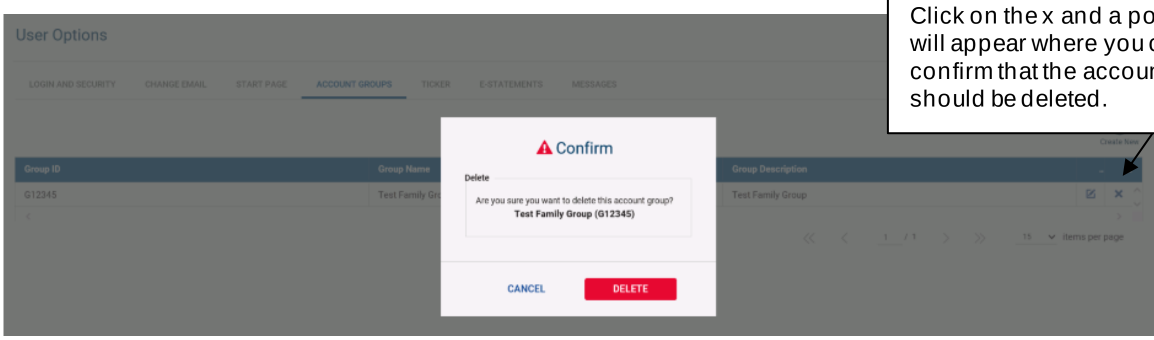



After clicking on Submit, you are notified that account group has been successfully added.



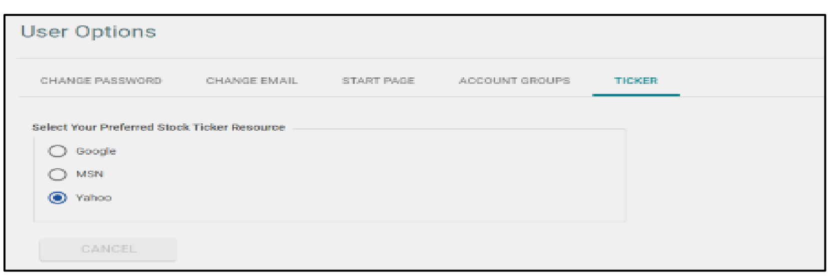

## Deleting Account Groups

Click on the 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.

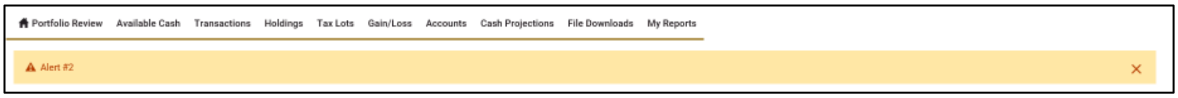


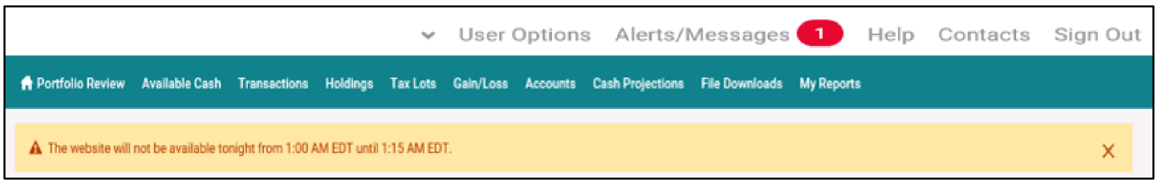
# Alerts \ Messages

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.

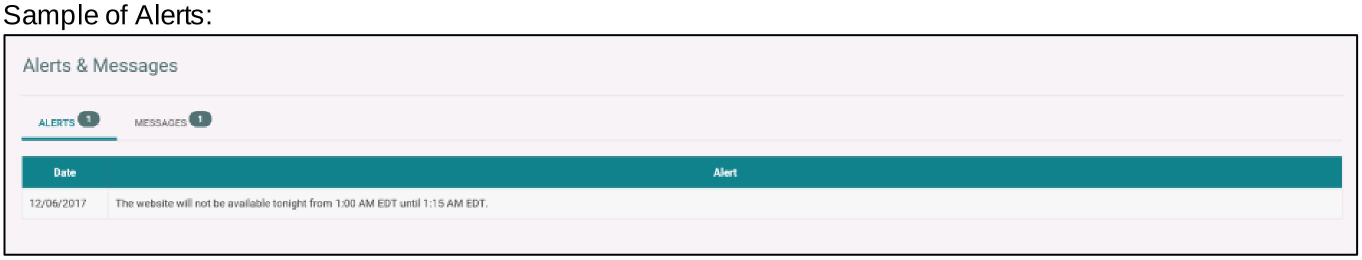


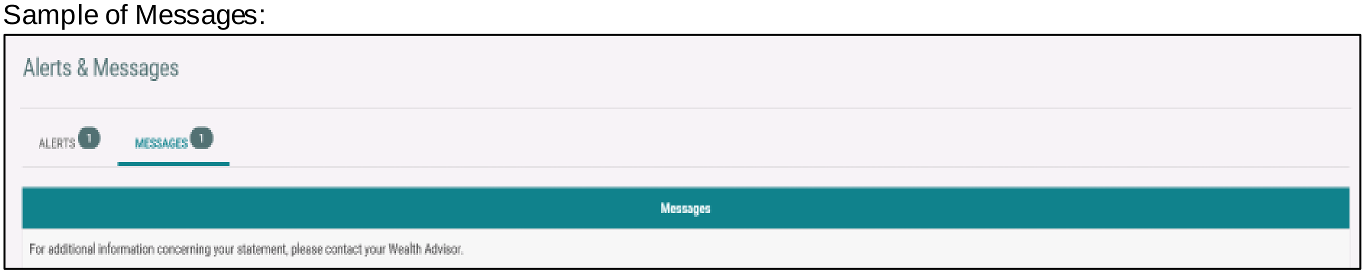

This example shows there is 1 Alerts/Messages for review.
Click on **DISMISS ALL** to not see any of the Alerts on the page.
Click on **X** to dismiss the current alert displaying
Click on **>** to view the next alert

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

Sample of Alerts:



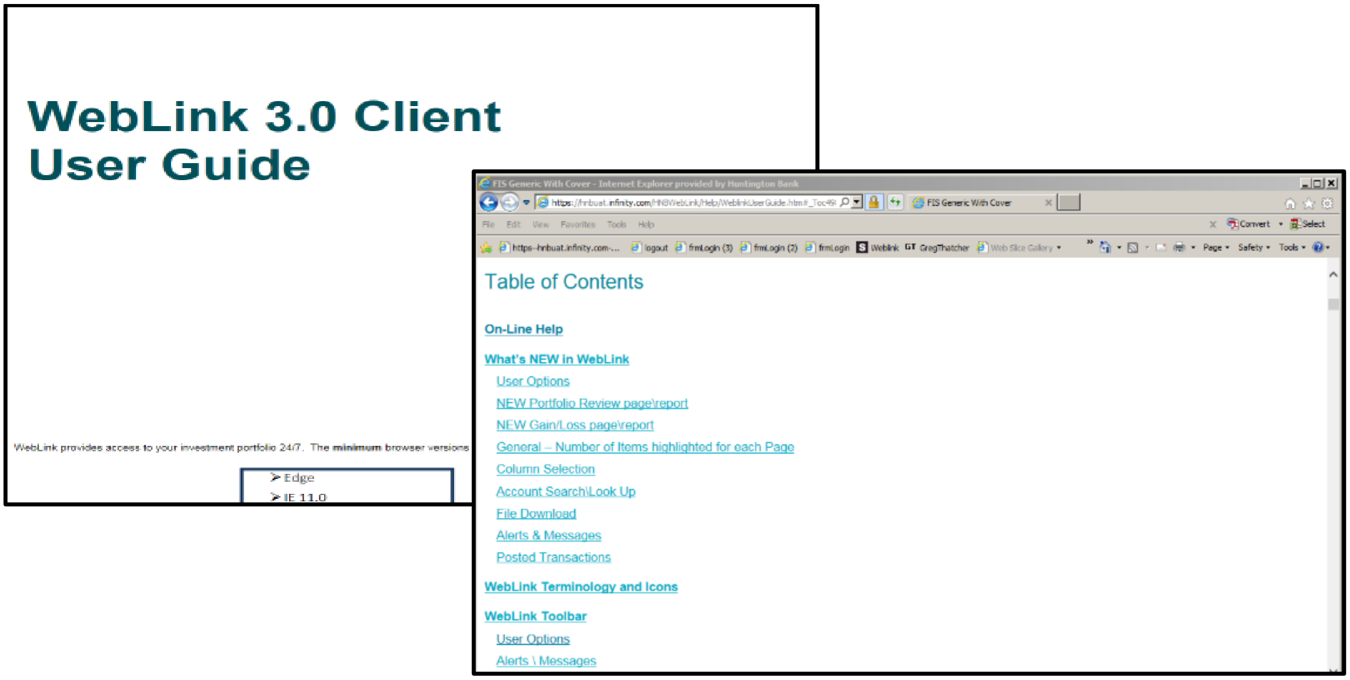

Sample of Messages:



## Help

If additional information is needed other than what is provided in this guide, you can access the "**Help**" link, to display a comprehensive 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.



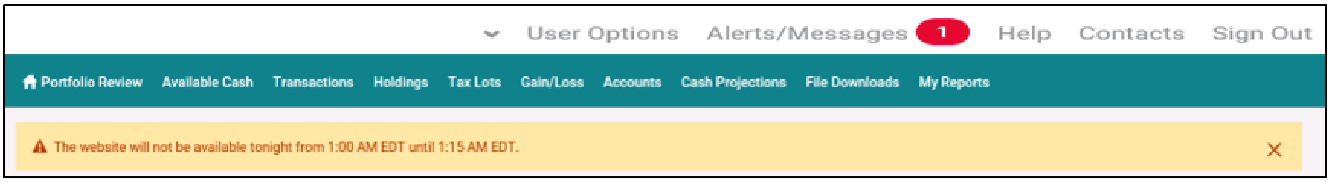

## Contacts

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.

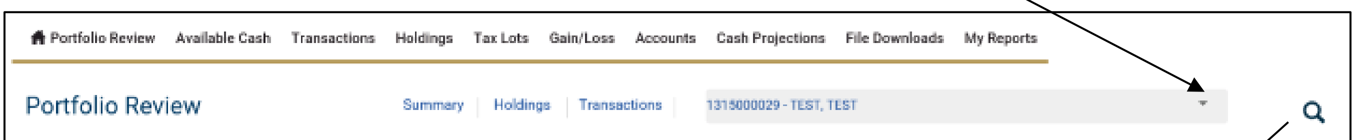
# WebLink Menu Tabs - Reports



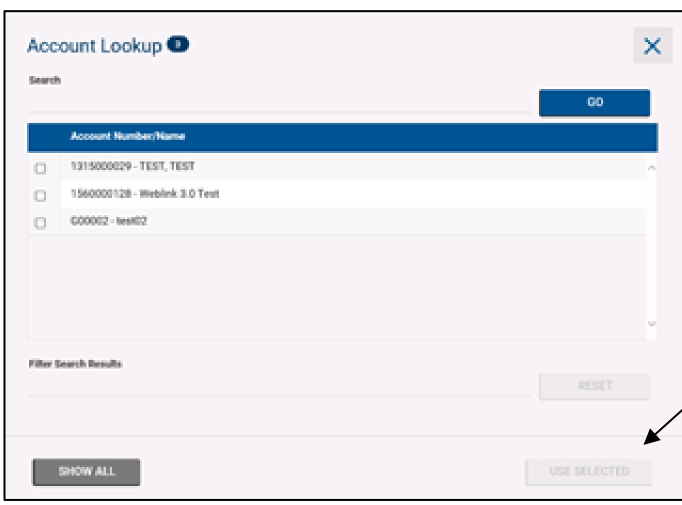

The shaded section of the WebLink Toolbar provides access to your authorized WebLink menus.

Your home (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, of any report, 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 and then click on Use Selected.



# Portfolio Review

The Portfolio Review report displays three sections on a single page. Links bring the user directly to the section that has been selected.

- Account Summary
- Holdings
- Transactions

***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.

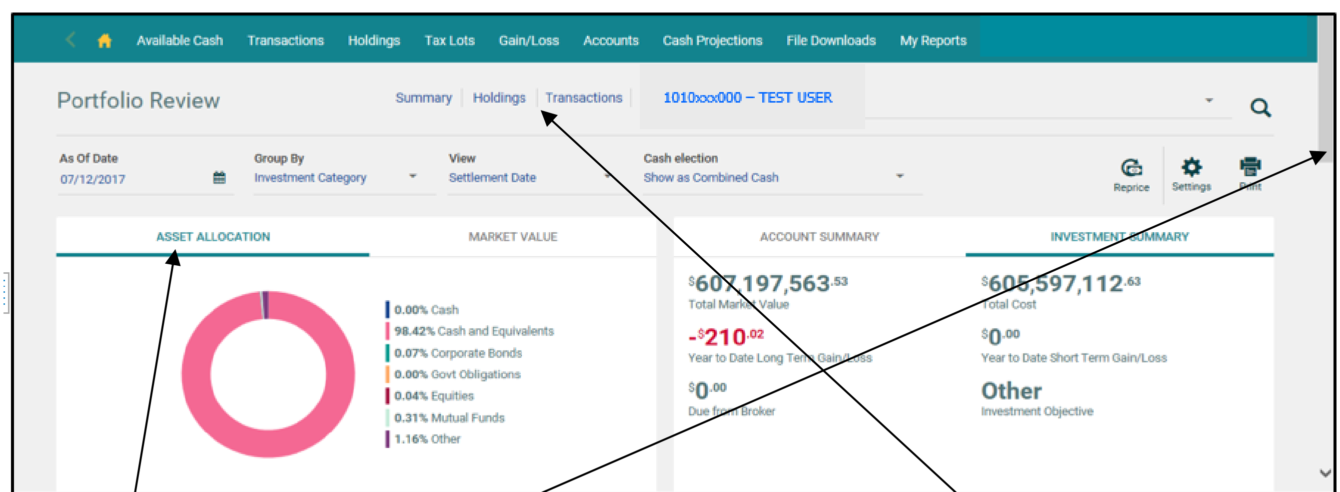
***Market Value*** displays as a bar graph, based on the Group By selected.

***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.

The top section shown below, allows you to choose specific criteria for this report:

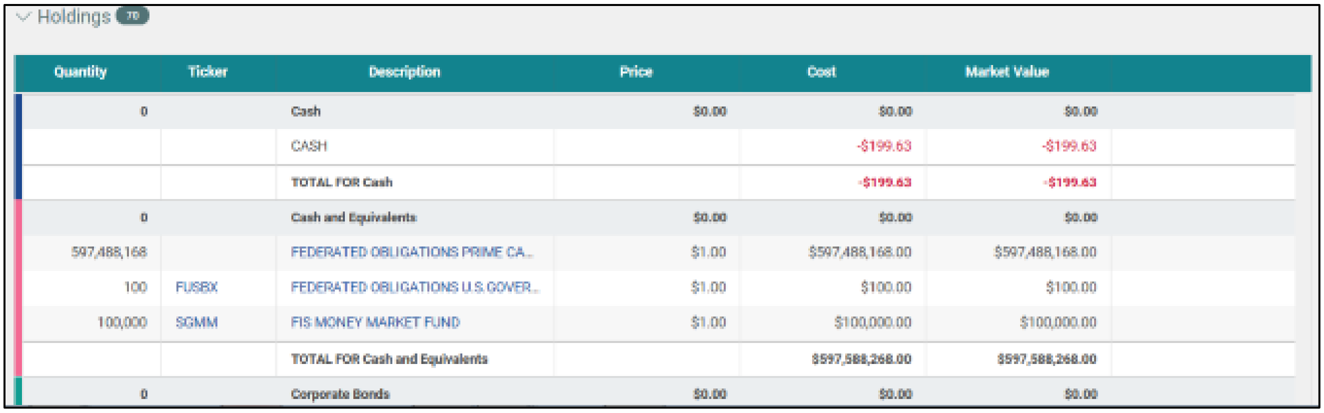
- **As-of-date** – defaults to current date, you can choose an earlier date using the Calendar Lookup
- **Group By** – use the drop down to select how to group your holdings
- **View** – Trade or Settlement Date
- **Cash election** – choose to display as Combined cash or breakout of Principal and Income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

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.


Holdings 70

| Quantity | Ticker | Description | Price | Cost | Market Value |
|---|---|---|---|---|---|
| 0 | | Cash | $0.00 | $0.00 | $0.00 |
| | | CASH | | -$199.63 | -$199.63 |
| | | TOTAL FOR Cash | | -$199.63 | -$199.63 |
| 0 | | Cash and Equivalents | $0.00 | $0.00 | $0.00 |
| 597,488,168 | | FEDERATED OBLIGATIONS PRIME CA... | $1.00 | $597,488,168.00 | $597,488,168.00 |
| 100 | FUSBX | FEDERATED OBLIGATIONS U.S. GOVER... | $1.00 | $100.00 | $100.00 |
| 100,000 | SGMM | FIS MONEY MARKET FUND | $1.00 | $100,000.00 | $100,000.00 |
| | | TOTAL FOR Cash and Equivalents | | $597,588,268.00 | $597,588,268.00 |
| 0 | | Corporate Bonds | $0.00 | $0.00 | $0.00 |

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.)


Posted Transactions 1

Date Range: Month To Date

Sort By: Chronological

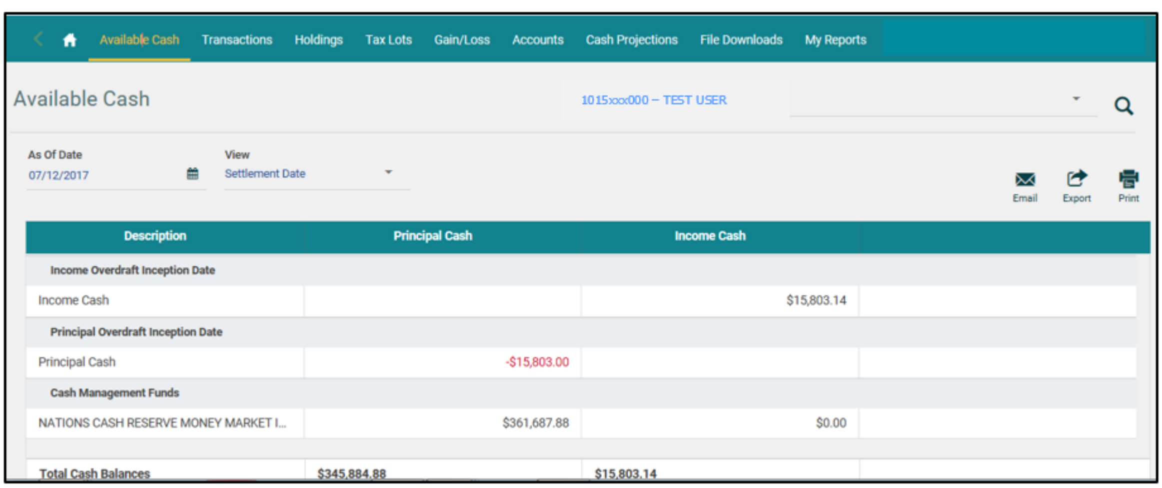
| Posting Date... | Transaction Description | Cash | Cost |
|---|---|---|---|
| 07/12/2017 | RECEIVED FROM ROYALTIES | $150,000.00 | $0.00 |

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.



Available Cash

As Of Date: 07/12/2017

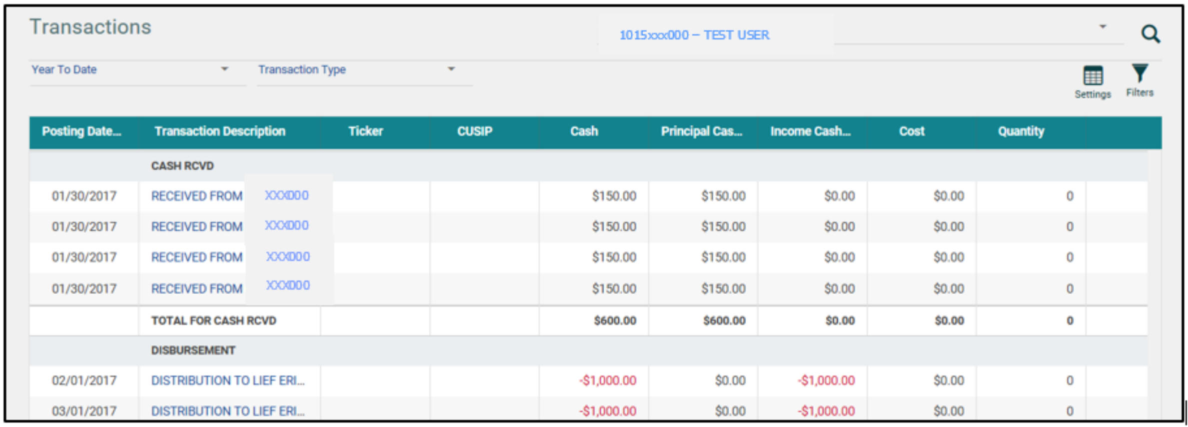
View: Settlement Date

| Description | Principal Cash | Income Cash |
|---|---|---|
| **Income Overdraft Inception Date** | | |
| Income Cash | | $15,803.14 |
| **Principal Overdraft Inception Date** | | |
| Principal Cash | -$15,803.00 | |
| **Cash Management Funds** | | |
| NATIONS CASH RESERVE MONEY MARKET I... | $361,687.88 | $0.00 |
| Total Cash Balances | $345,884.88 | $15,803.14 |

# Transactions

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

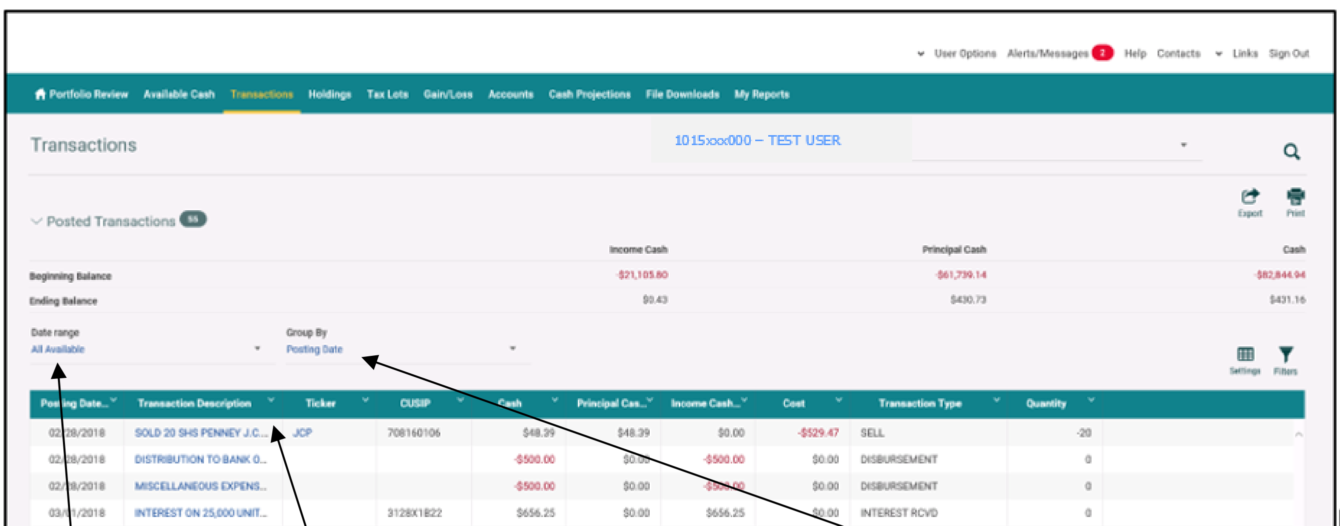
**Example of Account with Year to Date Posted Transactions grouped by Transaction Type**




| Posting Date... | Transaction Description | Ticker | CUSIP | Cash | Principal Cas... | Income Cash... | Cost | Quantity |
|---|---|---|---|---|---|---|---|---|
| | CASH RCVD | | | | | | | |
| 01/30/2017 | RECEIVED FROM XXX000 | | | $150.00 | $150.00 | $0.00 | $0.00 | 0 |
| 01/30/2017 | RECEIVED FROM XXX000 | | | $150.00 | $150.00 | $0.00 | $0.00 | 0 |
| 01/30/2017 | RECEIVED FROM XXX000 | | | $150.00 | $150.00 | $0.00 | $0.00 | 0 |
| 01/30/2017 | RECEIVED FROM XXX000 | | | $150.00 | $150.00 | $0.00 | $0.00 | 0 |
| | TOTAL FOR CASH RCVD | | | $600.00 | $600.00 | $0.00 | $0.00 | 0 |
| | DISBURSEMENT | | | | | | | |
| 02/01/2017 | DISTRIBUTION TO LIEF ERI... | | | -$1,000.00 | $0.00 | -$1,000.00 | $0.00 | 0 |
| 03/01/2017 | DISTRIBUTION TO LIEF ERI... | | | -$1,000.00 | $0.00 | -$1,000.00 | $0.00 | 0 |

**Example of Account with Pended Transactions**


| Posting Da... | Transaction Descri... | Ticker | CUSIP | Net Cash | Principal Cash... | Income Cash... | Cost | Quantity |
|---|---|---|---|---|---|---|---|---|
| 07/13/2017 | BUY 07/11/2017 1,... | ATG | 001204106 | -$45,000.00 | -$45,000.00 | $0.00 | $45,000.00 | 1,000 |
| 07/14/2017 | BUY 07/12/2017 50... | MMM | 604059105 | -$25,000.00 | -$25,000.00 | $0.00 | $25,000.00 | 500 |




| | Income Cash | Principal Cash | Cash |
|---|---|---|---|
| Beginning Balance | -$21,105.80 | -$61,739.14 | -$82,844.94 |
| Ending Balance | $0.43 | $430.73 | $431.16 |

| Posting Date... | Transaction Description | Ticker | CUSIP | Cash | Principal Cas... | Income Cash... | Cost | Transaction Type | Quantity |
|---|---|---|---|---|---|---|---|---|---|
| 02/28/2018 | SOLD 20 SHS PENNEY J.C... | JCP | 708160106 | $48.39 | $48.39 | $0.00 | -$529.47 | SELL | -20 |
| 02/28/2018 | DISTRIBUTION TO BANK O... | | | -$500.00 | $0.00 | -$500.00 | $0.00 | DISBURSEMENT | 0 |
| 02/28/2018 | MISCELLANEOUS EXPENS... | | | -$500.00 | $0.00 | -$500.00 | $0.00 | DISBURSEMENT | 0 |
| 03/01/2018 | INTEREST ON 25,000 UNIT... | | 3128X1B22 | $656.25 | $0.00 | $656.25 | $0.00 | INTEREST RCVD | 0 |

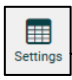
Date range options include the following:

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

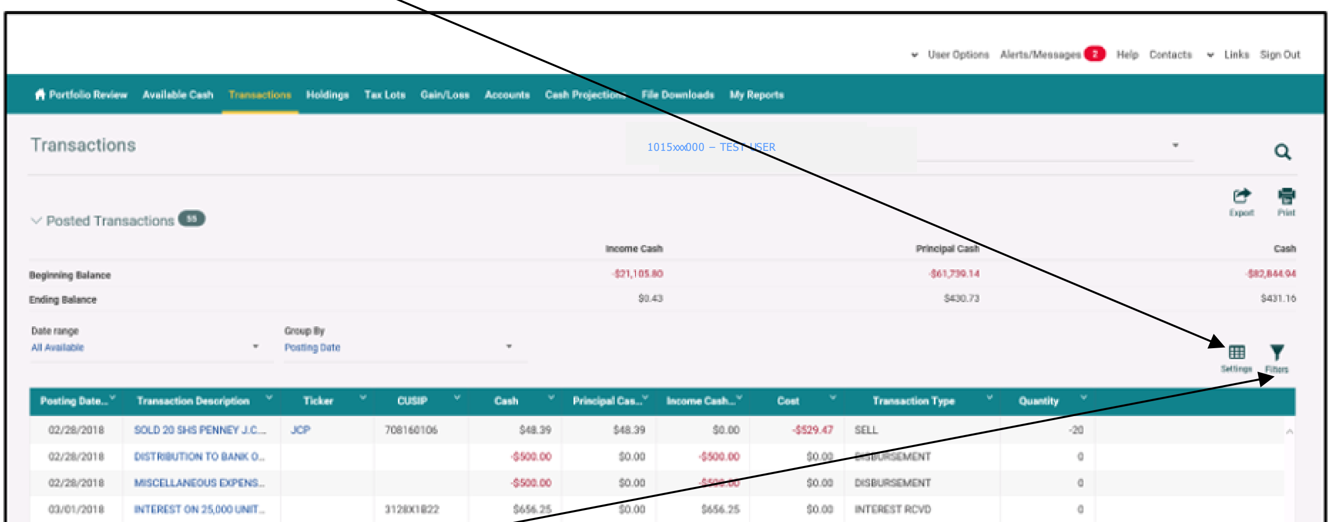
Transactions can be grouped by:

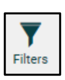
- Posting Date
- Transaction Type
- Trade Date
- Security Name

Click on Transaction Description to see Posted Transaction Details as shown below:

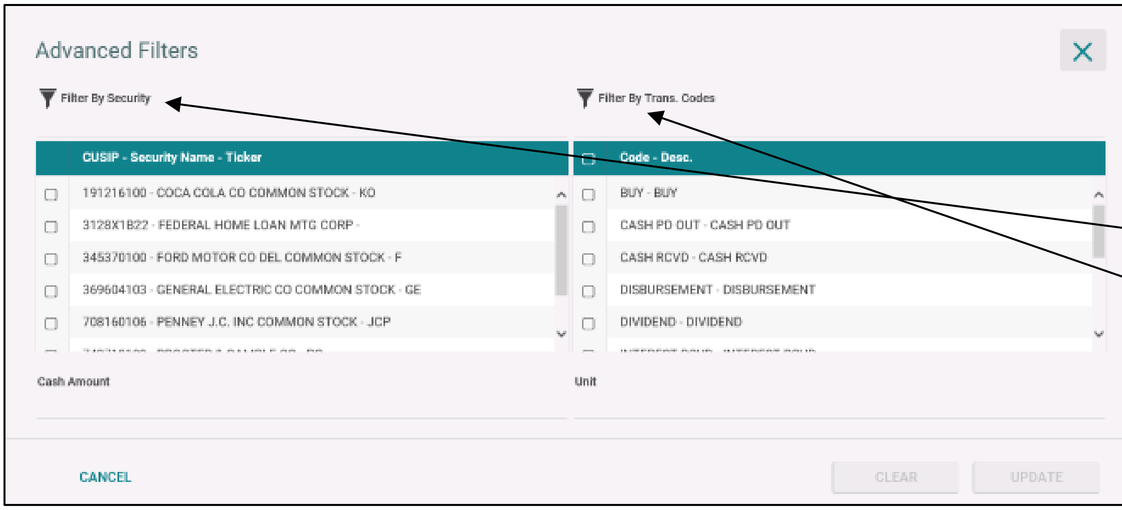

Use the 

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 

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.



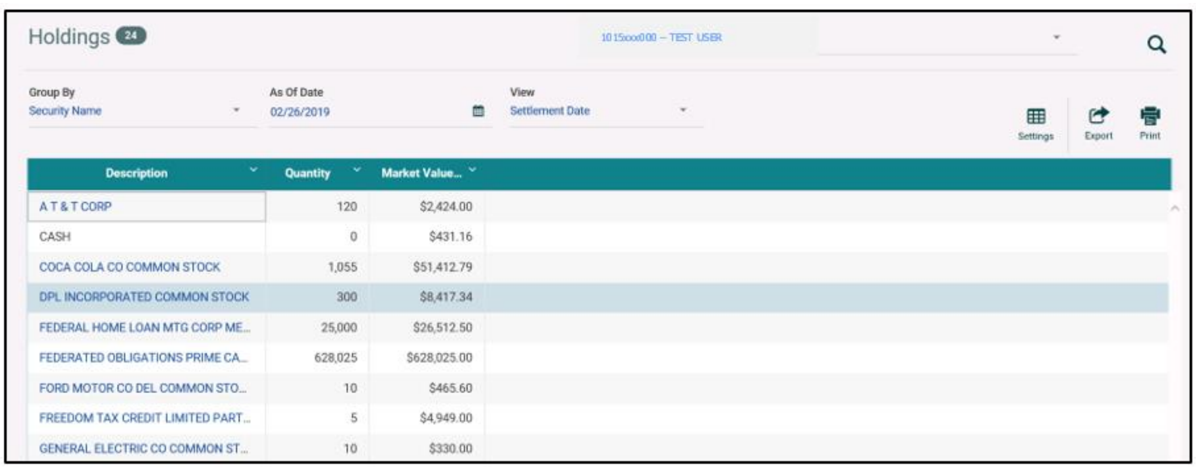

The “Filter By Security” and “Filter By Trans Codes” options change based on posted transactions for the Date Range chosen.

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.

## Holdings

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




The following features are available to customize this report:

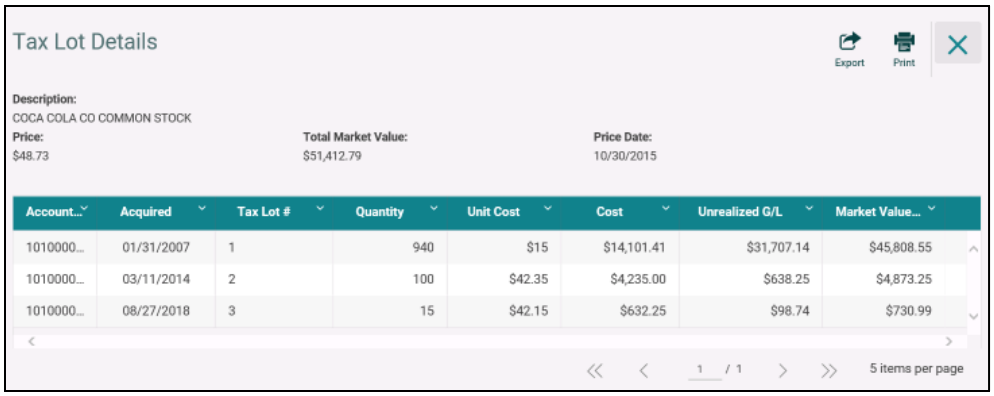
**Group By** – sort securities by Security Name, Investment Category, Industry Sector or Investment Category then Sector

**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

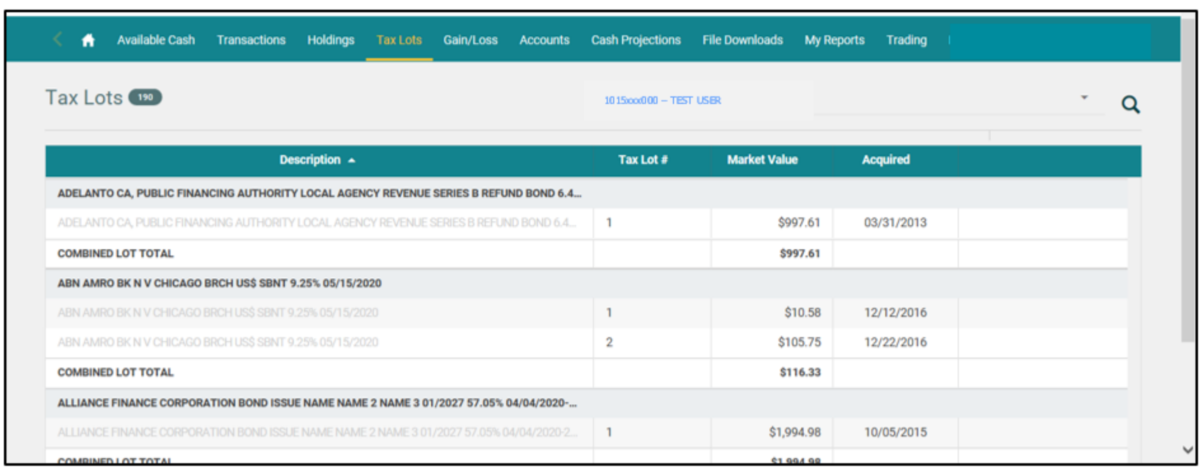
Click on the **Ticker** to obtain Price and other details of that asset. The following notice appears to let you know that you are leaving the WebLink site:


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




| Account... | Acquired | Tax Lot # | Quantity | Unit Cost | Cost | Unrealized G/L | Market Value... |
|---|---|---|---|---|---|---|---|
| 1010000... | 01/31/2007 | 1 | 940 | $15 | $14,101.41 | $31,707.14 | $45,808.55 |
| 1010000... | 03/11/2014 | 2 | 100 | $42.35 | $4,235.00 | $638.25 | $4,873.25 |
| 1010000... | 08/27/2018 | 3 | 15 | $42.15 | $632.25 | $98.74 | $730.99 |

# Tax Lots




| Description | Tax Lot # | Market Value | Acquired |
|---|---|---|---|
| ADELANTO CA, PUBLIC FINANCING AUTHORITY LOCAL AGENCY REVENUE SERIES B REFUND BOND 6.4... | | | |
| ADELANTO CA, PUBLIC FINANCING AUTHORITY LOCAL AGENCY REVENUE SERIES B REFUND BOND 6.4... | 1 | $997.61 | 03/31/2013 |
| COMBINED LOT TOTAL | | $997.61 | |
| ABN AMRO BK N V CHICAGO BRCH US$ SBNT 9.25% 05/15/2020 | | | |
| ABN AMRO BK N V CHICAGO BRCH US$ SBNT 9.25% 05/15/2020 | 1 | $10.58 | 12/12/2016 |
| ABN AMRO BK N V CHICAGO BRCH US$ SBNT 9.25% 05/15/2020 | 2 | $105.75 | 12/22/2016 |
| COMBINED LOT TOTAL | | $116.33 | |
| ALLIANCE FINANCE CORPORATION BOND ISSUE NAME NAME 2 NAME 3 01/2027 57.05% 04/04/2020-... | | | |
| ALLIANCE FINANCE CORPORATION BOND ISSUE NAME NAME 2 NAME 3 01/2027 57.05% 04/04/2020-2... | 1 | $1,994.98 | 10/05/2015 |

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.

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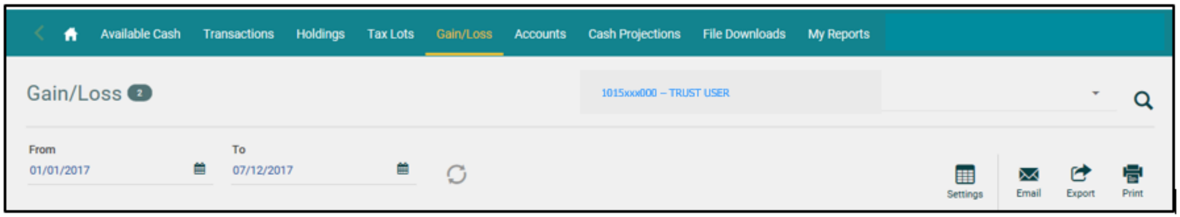
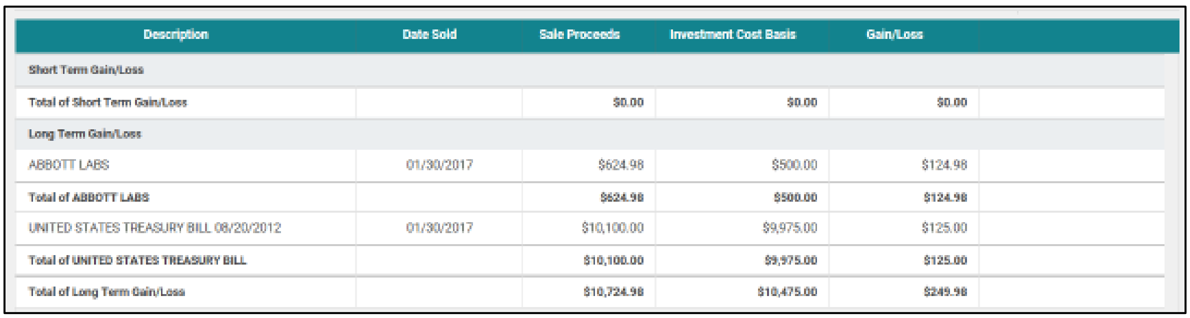
# Gain/Loss

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.

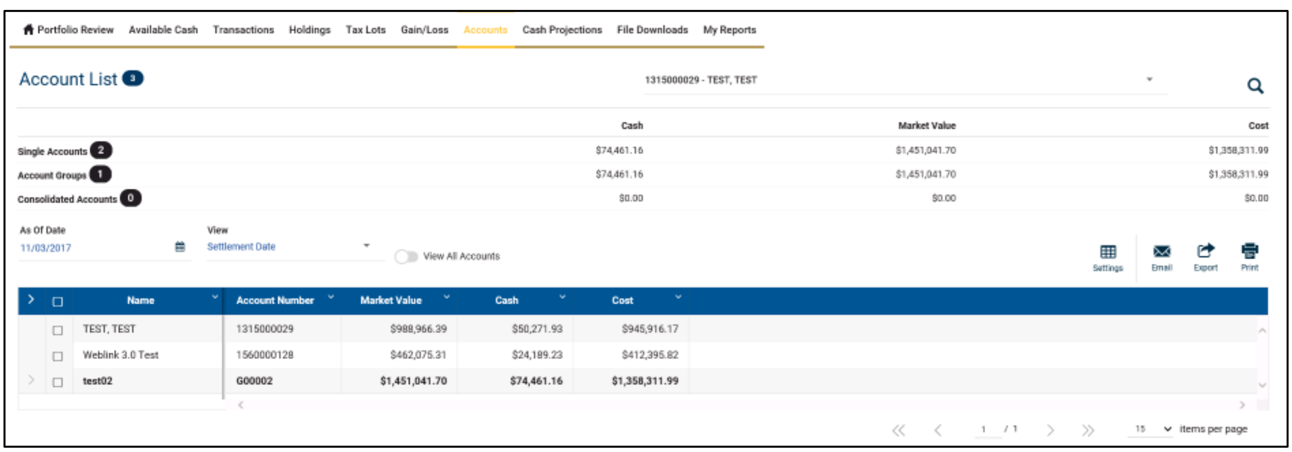


| Description | Date Sold | Sale Proceeds | Investment Cost Basis | Gain/Loss |
|---|---|---|---|---|
| Short Term Gain/Loss | | | | |
| Total of Short Term Gain/Loss | | $0.00 | $0.00 | $0.00 |
| Long Term Gain/Loss | | | | |
| ABBOTT LABS | 01/30/2017 | $624.98 | $500.00 | $124.98 |
| Total of ABBOTT LABS | | $624.98 | $500.00 | $124.98 |
| UNITED STATES TREASURY BILL 08/20/2012 | 01/30/2017 | $10,100.00 | $9,975.00 | $125.00 |
| Total of UNITED STATES TREASURY BILL | | $10,100.00 | $9,975.00 | $125.00 |
| Total of Long Term Gain/Loss | | $10,724.98 | $10,475.00 | $249.98 |

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

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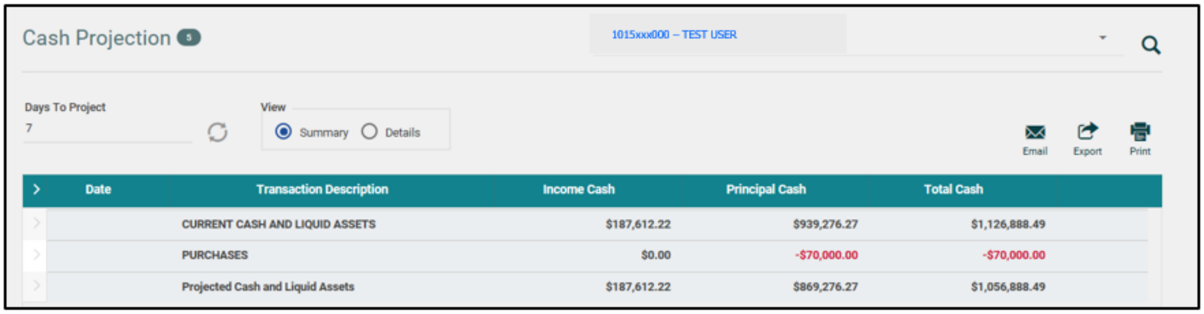
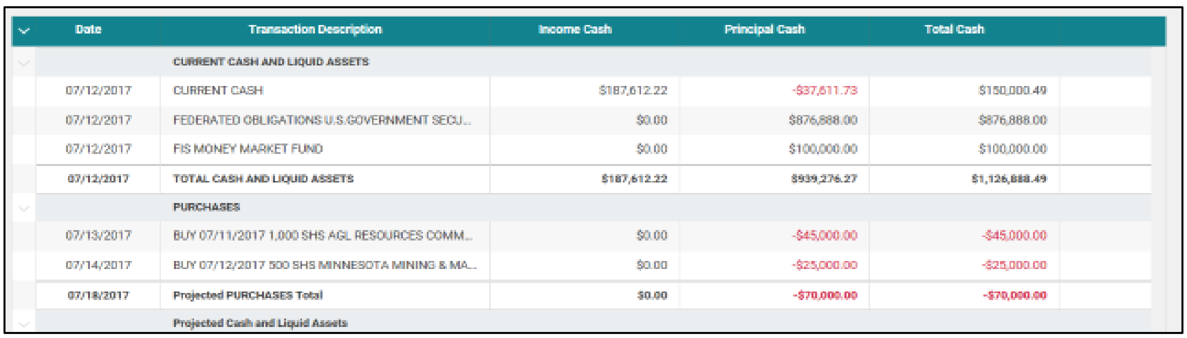
# Cash Projections

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




| Date | Transaction Description | Income Cash | Principal Cash | Total Cash |
|---|---|---|---|---|
| | CURRENT CASH AND LIQUID ASSETS | $187,612.22 | $939,276.27 | $1,126,888.49 |
| | PURCHASES | $0.00 | -$70,000.00 | -$70,000.00 |
| | Projected Cash and Liquid Assets | $187,612.22 | $869,276.27 | $1,056,888.49 |

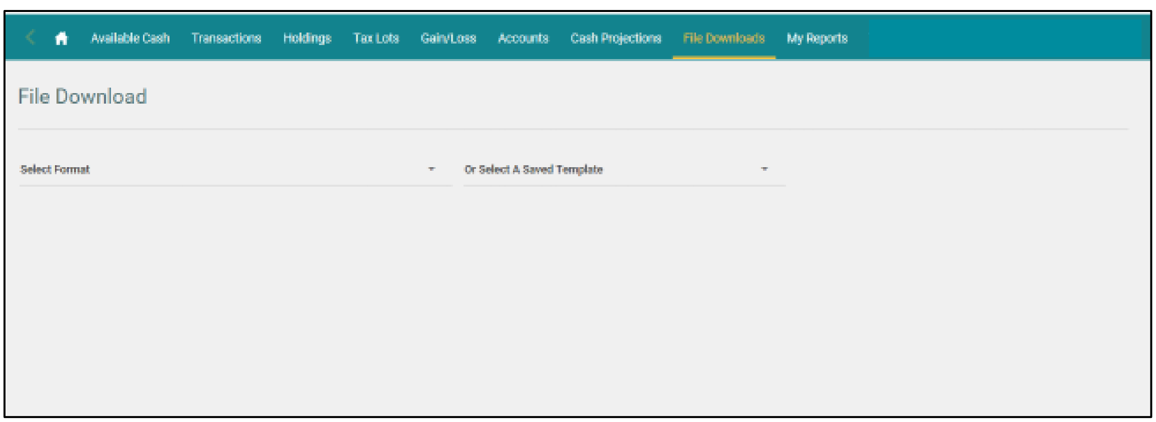
## Detail View



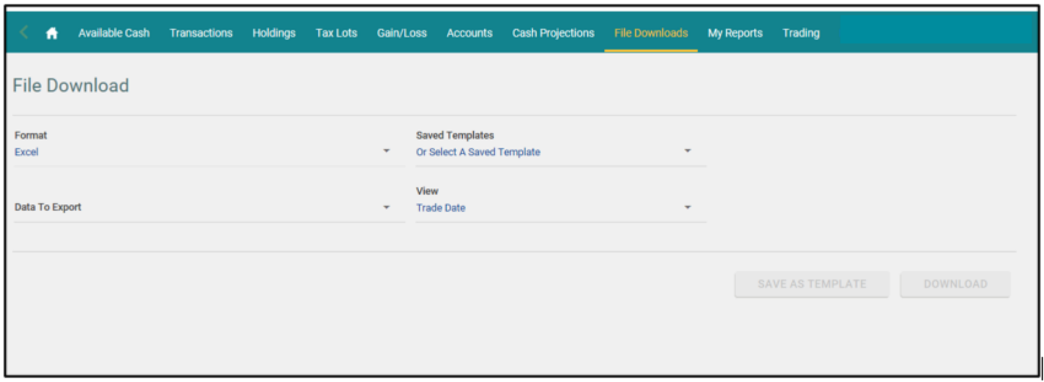
| Date | Transaction Description | Income Cash | Principal Cash | Total Cash |
|---|---|---|---|---|
| | CURRENT CASH AND LIQUID ASSETS | | | |
| 07/12/2017 | CURRENT CASH | $187,612.22 | -$37,611.73 | $150,000.49 |
| 07/12/2017 | FEDERATED OBLIGATIONS U.S.GOVERNMENT SECU... | $0.00 | $876,888.00 | $876,888.00 |
| 07/12/2017 | FIS MONEY MARKET FUND | $0.00 | $100,000.00 | $100,000.00 |
| 07/12/2017 | TOTAL CASH AND LIQUID ASSETS | $187,612.22 | $939,276.27 | $1,126,888.49 |
| | PURCHASES | | | |
| 07/13/2017 | BUY 07/11/2017 1,000 SHS AGL RESOURCES COMM... | $0.00 | -$45,000.00 | -$45,000.00 |
| 07/14/2017 | BUY 07/12/2017 500 SHS MINNESOTA MINING & MA... | $0.00 | -$25,000.00 | -$25,000.00 |
| 07/18/2017 | Projected PURCHASES Total | $0.00 | -$70,000.00 | -$70,000.00 |
| | Projected Cash and Liquid Assets | | | |

# File Downloads for Customized Reporting

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.

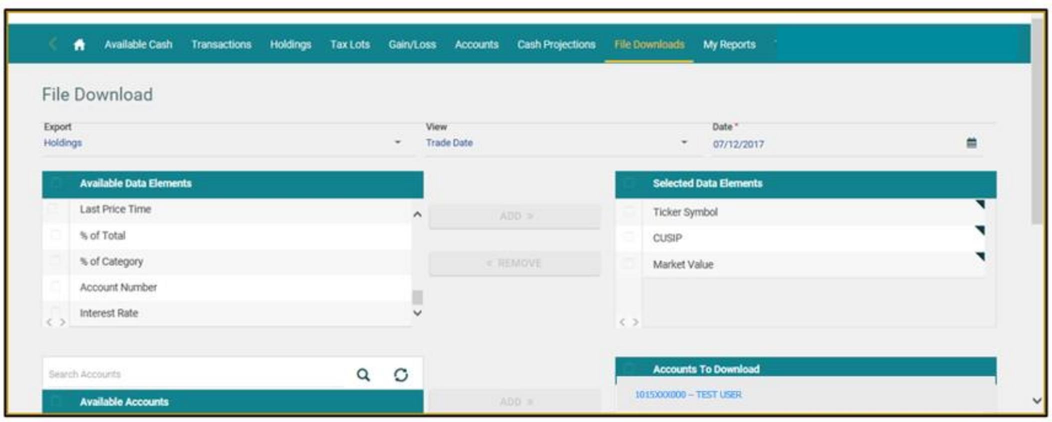


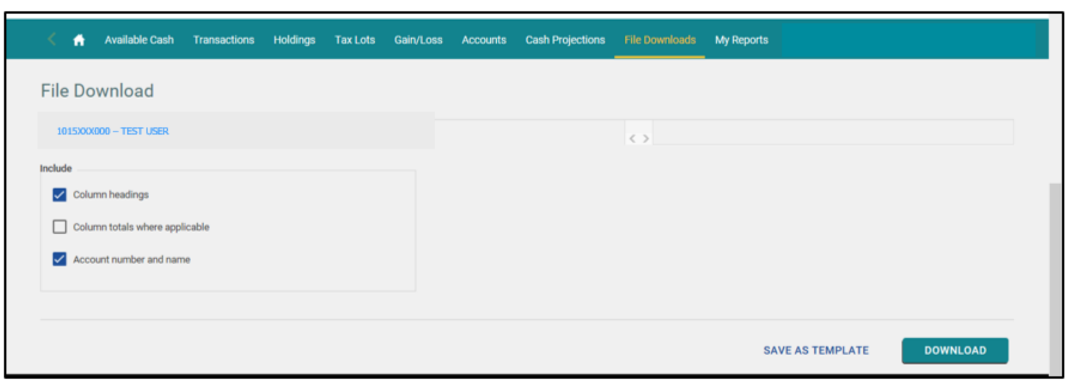
After choosing a format, additional selection criteria appears for you to complete the file download request.




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.

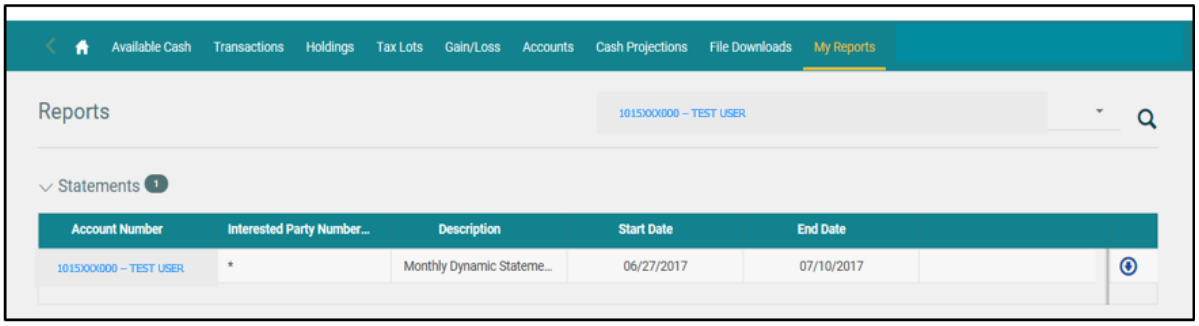



Use the right side, scroll bar to scroll down to the bottom of the screen, where you can select additional items to include in your download including Column Headings, Column totals where applicable and Account number and name.

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

## My Reports



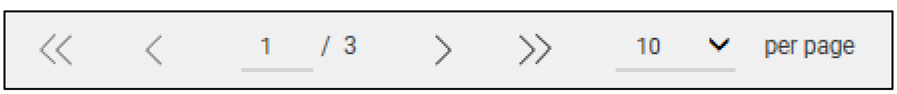

If you are receiving account statements, use the My Reports menu tab to access them. You can choose to either view your statement on-line or download it by using the to the right to of the statement. Web Statements are displayed by date range for your account(s).

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

Your internet browser will determine how the downloaded statement(s) appear on your computer. You can 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.

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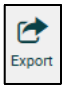
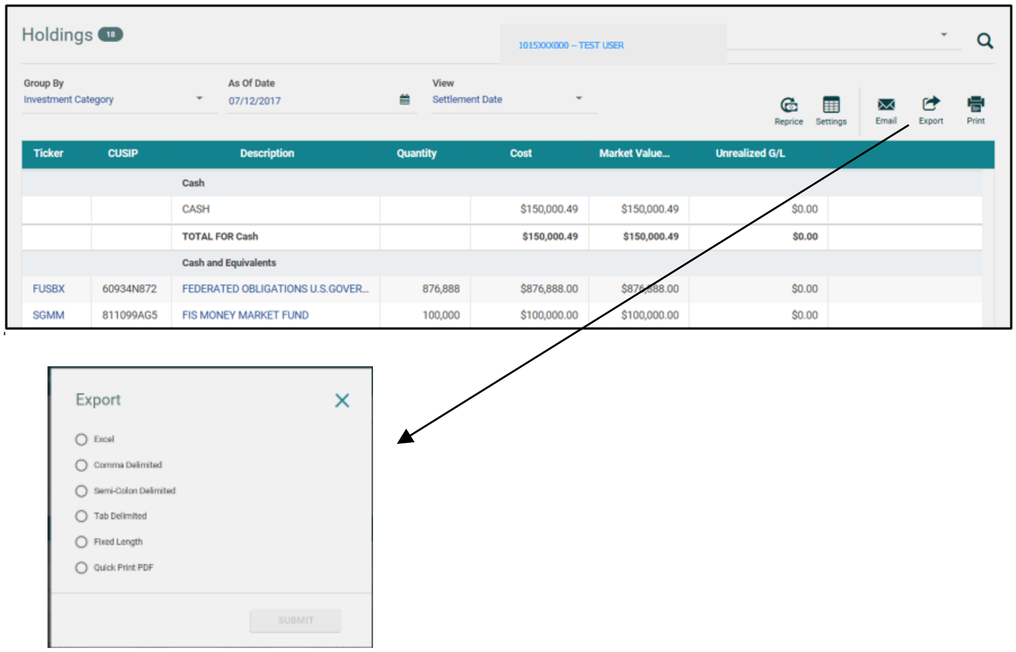
## Export while viewing a Report

The 

icon allows you to take the current report being viewed and export it via various formats.

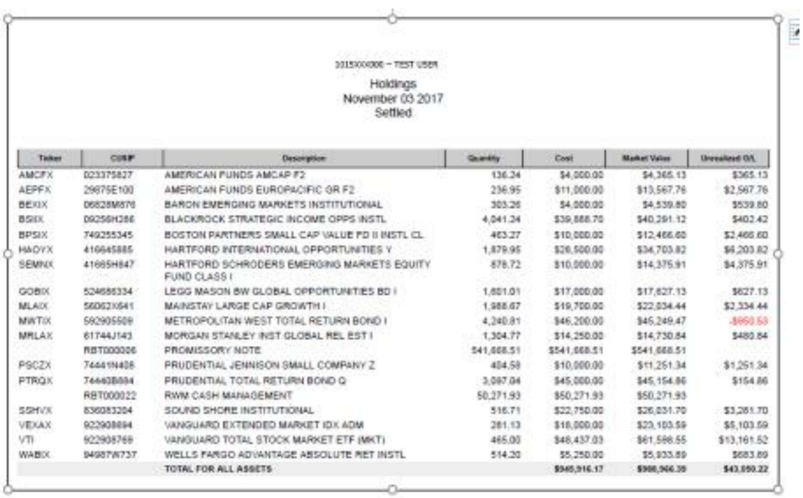



## Print while viewing a Report

The 

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.



1015XXX000 – TEST USER

Holdings
November 03 2017
Settled

| Ticker | CUSIP | Description | Quantity | Cost | Market Value | Unrealized G/L |
|---|---|---|---|---|---|---|
| AMCFX | 023375827 | AMERICAN FUNDS AMCAP F2 | 136.24 | $4,000.00 | $4,365.13 | $365.13 |
| AEPFX | 29875E100 | AMERICAN FUNDS EUROPACIFIC GR F2 | 236.95 | $11,000.00 | $13,567.76 | $2,567.76 |
| BEXIX | 06828M876 | BARON EMERGING MARKETS INSTITUTIONAL | 303.26 | $4,000.00 | $4,539.80 | $539.80 |
| BSIIX | 09256H286 | BLACKROCK STRATEGIC INCOME OPPS INSTL | 4,041.24 | $39,888.70 | $40,291.12 | $402.42 |
| BPSIX | 749255345 | BOSTON PARTNERS SMALL CAP VALUE FD II INSTL CL | 463.27 | $10,000.00 | $12,466.60 | $2,466.60 |
| HAOYX | 416645885 | HARTFORD INTERNATIONAL OPPORTUNITIES Y | 1,879.95 | $26,500.00 | $34,703.82 | $8,203.82 |
| SEMNX | 41665H847 | HARTFORD SCHRODERS EMERGING MARKETS EQUITY FUND CLASS I | 678.72 | $10,000.00 | $14,375.91 | $4,375.91 |
| GOBIX | 524686334 | LEGG MASON BW GLOBAL OPPORTUNITIES BD I | 1,601.01 | $17,000.00 | $17,627.13 | $627.13 |
| MLAIX | 56062X641 | MAINSTAY LARGE CAP GROWTH I | 1,988.67 | $19,700.00 | $22,034.44 | $2,334.44 |
| MWTIX | 592905509 | METROPOLITAN WEST TOTAL RETURN BOND I | 4,240.81 | $46,200.00 | $45,249.47 | -$950.53 |
| MRLAX | 61744J143 | MORGAN STANLEY INST GLOBAL REL EST I | 1,304.77 | $14,250.00 | $14,730.84 | $480.84 |
| | RBT000006 | PROMISSORY NOTE | 541,668.51 | $541,668.51 | $541,668.51 | |
| PSCZX | 74441N408 | PRUDENTIAL JENNISON SMALL COMPANY Z | 404.58 | $10,000.00 | $11,251.34 | $1,251.34 |
| PTRQX | 74440B884 | PRUDENTIAL TOTAL RETURN BOND Q | 3,097.04 | $45,000.00 | $45,154.86 | $154.86 |
| | RBT000022 | RWM CASH MANAGEMENT | 50,271.93 | $50,271.93 | $50,271.93 | |
| SSHVX | 836083204 | SOUND SHORE INSTITUTIONAL | 516.71 | $22,750.00 | $26,031.70 | $3,281.70 |
| VEXAX | 922908694 | VANGUARD EXTENDED MARKET IDX ADM | 281.13 | $18,000.00 | $23,103.59 | $5,103.59 |
| VTI | 922908769 | VANGUARD TOTAL STOCK MARKET ETF (MKT) | 465.00 | $48,437.03 | $61,598.55 | $13,161.52 |
| WABIX | 94987W737 | WELLS FARGO ADVANTAGE ABSOLUTE RET INSTL | 514.20 | $5,250.00 | $5,933.89 | $683.89 |
| | | TOTAL FOR ALL ASSETS | | $945,916.17 | $988,966.39 | $43,050.22 |

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.