

Registration

Registration Process

If you haven't already registered, this section will take you step-by-step through the registration process.

First, Click on the "Registration" button on the login screen.



The screenshot shows a registration form titled "Registration:". Below the title is a horizontal line. The main instruction reads "Please enter your Social Security Number and Client Temp Password/Authorization:". A red note states "All fields are required". There are two input fields: "Social Security Number:" with a sub-note "(ie. 111223333)" and "Client Temp Password/Authorization:" with a sub-note "(must be 6-10 characters)". At the bottom are "Cancel" and "Next" buttons.

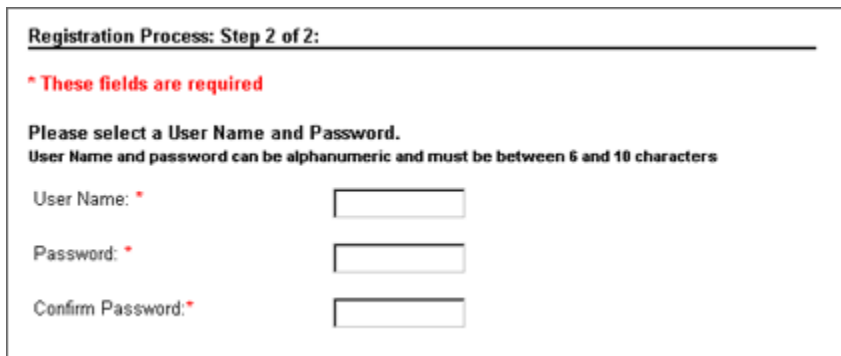
At the Registration page, enter your Social Security number, with *no* dashes or spaces between numbers.

Then, enter the Client Temp Password (given to you by your financial advisor). Hit the "Next" button to submit this form.

Next, review the User Agreement, and hit the "Accept" button to proceed to the next step.

At Registration Process: Step 1 of 2, set your Username and Password. Each can be any combination of capital and lower case letters and/or numbers, but should contain no spaces and must be at least 10 characters total. Choose a username and password which are easy to remember, but which are not so obvious that they can be easily guessed (e.g. your initials). It's a good idea to write them both down somewhere, in case you forget them later.

Please enter all the required fields of your personal information. The information that you entered will be secure and protected from third party viewing. Please make sure to accurately enter your information. The information will allow your financial advisor to forward you printed and/or e-mail statements. It will also help you retrieve a lost or forgotten password. You will need your username to request the "forgot password" tool. Then, the system will immediately send your password to your e-mail account.



The screenshot shows a form titled "Registration Process: Step 2 of 2:". Below the title is a horizontal line. A red note states "* These fields are required". The instruction reads "Please select a User Name and Password." followed by "User Name and password can be alphanumeric and must be between 6 and 10 characters". There are three input fields: "User Name: *", "Password: *", and "Confirm Password: *".

Become an Active User

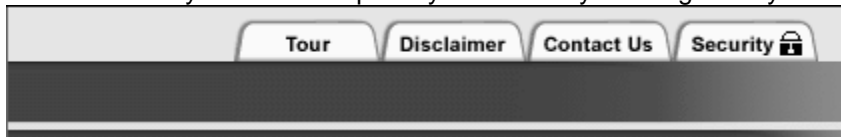
After you complete the registration process, your financial advisor will receive an Investor Registration Notification e-mail. This e-mail will inform the advisor that you have been successfully registered and that you are requesting immediate activation. Once you are approved, an Approval Notification e-mail will be automatically sent to inform you that your logon is now active.

Navigation

Navigation Banner

The top navigation banner features several menu items to help with the basic functionality of the site:

- Tour will launch the tutorial you're viewing now, in case you need to refresh your memory about any of the features or functions.
- Help will launch the Help file document, where you can find answers to some of the more commonly asked questions about the site.
- Disclaimer contains legal information, and was prepared in conjunction with your Broker/Dealer's compliance department.
- Contact Us contains the support number and e-mail address. For any additional information, please contact your financial advisor. You can lookup your financial advisor's information at the report header.
- Security contains the privacy and security message that you need to know.



Left Navigation Bar

Also known as "Control Center", the left navigation bar may contain the following items:

- Reports allows you to generate various financial standard reports.
- My Info displays all of your contact info, which you can edit or update as needed.
- Portfolio List displays portfolio list, core, manual, balance only, or external account list.
- New Portfolio is where you create new portfolios or "household" groupings of clients and/or accounts.
- Log Out allows you to safely logout from the system.

Reports

Generating Reports

1. Select Portfolio - select one of the portfolios from the list

- Combined Account Portfolio - is a standard portfolio generated by the system which includes all accounts for your ID
- Custom Named Portfolio - is a manually created portfolio that is either created by you or your financial advisor

2. Reports - select an individual report from the drop-down list. There is a list of reports that are available in our system; however, some may NOT be available from your broker.

3. Time Period - There are two types of reports: period and date reports. The time period drop-down list will be active (you can easily identify it, if you see a red arrow next to it), if the report you choose from step 2 is a period report. The Start- Date to End-Date option allows you to run a unique period report where you as the user can specify two dates (the beginning date and ending date of a unique period mm/dd/yyyy -mm/dd/yyyy).

Date - The date input fields will be active (you can easily identify it, if you see a red arrow next to it), if the report you choose from step 2 is a date report. Click on the calendar icon to access the calendar for date selection, or simply input the date field in mm/dd/yyyy format.

4. Run Reports -

- GO - display report on the current screen
- Printer Friendly -generate printable report (PDF). In order to generate a PDF file in your current browser, the browser requires that Adobe Acrobat reader be pre-installed.
- Export - allow you to export an ASCII Comma Separated Value (CSV) formatted file to your local PC. This gives you access to your financial data in a bookkeeping application, such as Excel.