PORTFOLIO REVIEW HELP FOR DETAIL USERS

LOGIN

To log in to the Portfolio Review, click in the User ID text box and enter your User ID, then click in the Password text box and enter your Password. After you have entered your User ID and Password, click on the **Login** button.

If your User ID and Password combination is not recognized, please verify the information before again attempting to log in to the Portfolio Review. If you do not know your User ID and Password, contact your trust account representative.

GENERAL INFORMATION

The Portfolio Review presents account financial data in three sections:

- Account Summary calculates Investment Segment totals for the current account.
- Investments lists individual security holdings within each Investment Segment.
- Transactions Activity displays date, description, and cash/investment totals for account transactions occurring during a period you specify.

Additional report displays supplement the Portfolio Review with detailed information:

- Investments Detail displays all securities alphabetically within Investment Segment and includes detailed security data.
- Tax Lot Listing displays tax lot detail and subtotals for all securities in alphabetical order.
- Portfolio % displays a pie chart to graphically represent each Investment Segment value as a percent of the total account.
- Market Value displays a 3D bar chart of the Market Values of individual Investment Segments.

FINDING AN ACCOUNT

If you have access to information for more than one account, click the button to the right of the current account number or account name. This will drop down a list of your available accounts. Click on the account you wish to view.

If you have access to information for more than 25 accounts, click on Find More to locate account numbers and names using the "Find Accounts" feature.

- To locate specific accounts, select the "Search Text" radio button and then enter a text string in the data entry box (for example, "jones" or "4567"). Click the **Find** button to complete the search.
- You can alternatively select the "Find all of my accounts" radio button and then click the **Find All** button to produce a list of all available accounts.
- To refine your search or otherwise begin again, click the **Clear** button.

If your search selection (using either method above) results in more than 25 account records, you can click the **More** and **Previous** buttons at the bottom of the page to move forward and backward through the list.

After you have located a specific account, you can click on the Account Number to return to the report view for that account. Please note that any other accounts located during your search that appear on the current page of search results will also appear in the Accounts drop down selection list when returned to the report view.

NAVIGATING THE PORTFOLIO REVIEW

In general, you can navigate through the Portfolio Review by using the mouse cursor to scroll up and down the page or by clicking on links built into the report. Links take you directly to specific report areas and generally appear as tabs, hypertext (underlined blue font) or icons.

Tab Links

To move between sections of the report, click on the appropriate tab header for any section. The active tabs appear in blue. For example, while viewing the Account Summary, you can click on the Investments tab or Transaction Activity tab to go directly to those sections of the Portfolio Review:

Hypertext Links

Investment Segments that appear in the Account Summary section of the Portfolio Review appear as hypertext (underlined blue font). Click on any segment title to move to and view the corresponding basic holdings data in the Investments section of the report. For example, while viewing the Account Summary, you can click on Mutual Funds to move to the Investments section of the page and view the individual security totals that comprise the Mutual Funds Investments Segment in the current account.

Icons

- While viewing any section of the Portfolio Review, you can click on the icon to return to the top of the page.

- While viewing the Account Summary section of the report, click on the following icon labels to view charts and graphs:

 Market Value - displays a bar chart showing Market Value totals

 Portfolio % - displays a pie chart depicting Segment % of Portfolio information

- In the Investments section of the Portfolio Review, click on the icon to view detailed tax lot information for the corresponding security record. Click on Return to Portfolio Review or click the **Back** button on your browser to return to the Portfolio Review.

- In the Transaction Activity section of the Portfolio Review, click on the icon to view detailed transaction data for the corresponding transaction record. Click on Return to Portfolio Review or click the **Back** button on your browser to return to the Portfolio Review.

DISPLAYING ADDITIONAL REPORTS

To switch to the Investments Detail page, Tax Lot Listing, Portfolio % chart or Market Value chart for the current account, click the button in the Display selection box to choose your option, then click the **Go!** button to view the selected report. To return to the Portfolio Review, use the drop-down menu again, or click on the **Back** button on your browser.

DOWNLOADING REPORT DATA

You can click on Download in the top frame menu to save report data to a tab-delimited ASCII text file for use in other applications. When you access the Download page, the following options are available:

- Section: select from Account Summary, Investments, Transactions, Investments Detail, Tax Lot Listing or Transaction Detail.

- Options: select to Include column headings and column totals in the saved data. No selection indicates your desire not to include column headings and column totals.

Please note that if you select to download Transactions data, the information saved is based on your preference selection for History Period. Generally, any downloaded transaction data will include the transactions you currently see on the Portfolio Review. To change the transaction history period, see below for more information on Preferences.

After choosing your options, click the **Download** button to create a download file. When the system indicates "Data is ready. . .", click on **Save to File** to create an ASCII text file, or click on **Reset** to cancel the download and make new selections. Note that some browsers will present the prepared data on the screen rather than open the Save dialog box. It may be necessary to use the browser's File/Save As menu to save the text file to your hard drive.

You can return to the Portfolio Review at any time by clicking the **Back** button on your browser or using the Display drop down selection box.

PRINTING REPORT DATA

You can select File/Print from the browser menu or click on the browser’s Print icon to print reports. Printing is controlled by the browser software -- and not all browsers print in the same manner. Some printing hints:

- Click File/Page Setup on the browser’s menu to select your printer, set margins and choose other printing options.

- Prior to printing, click within the desired page or frame to activate it. Generally, the browser’s print service will print the currently active page or frame.

- If the browser does not print correctly, follow the download instructions above to export appropriate data to another word processing application prior to printing.

PREFERENCES

To customize the data you see in your report, click on Customize in the top frame menu of the Portfolio Review. Default selections are already in place the first time you enter the Preferences page. However, you are encouraged to update the following options:

- Customize Columns on Investments Detail Page - allows you to indicate individual columns to be included whenever you view the Investments Detail page. Column headings marked with ☑ will appear on the report. Click on any corresponding checkmark to unmark ☐ the column heading. Unmarked column headings will not appear in the report.

- Select History Period - allows you to determine the transaction history time period. Valid options are Month to date, Calendar Quarter to date, Year to date, or All Available Transactions. A marked radio button ◉ indicates the current selection. Click on any other unmarked radio button ○ to change the option.

- Transaction Activity Order - allows you to select either Security Name (with subtotals) or Chronological order as your preferred method of sorting transactions. A marked radio button ◉ indicates the current selection. Click on any other unmarked radio button ○ to change the option.

After changing your preferences, you must click on Apply.

EXITING THE SYSTEM

Click on Exit on the top frame menu to correctly log out of the Portfolio Review.