

## GETTING STARTED

1. Navigate to the AccessMyPortfolio website by entering **AccessMyPortfolio.com** into your browser's address bar. The login page will display.
2. Enter your **User ID** and **Password** in the **User Name** and **Password** fields. Select **Continue**.
3. Authenticate yourself with one of the verification methods on the verification screen. Select **Continue**. If you wish to skip this step in the future, register the device you are using by checking the box next to **Register this device** on the login page.

## QUICK REFERENCE

For your ongoing use of AccessMyPortfolio, read more about each website section below:

### 1. Navigation

- > **Settings** (Linked Accounts, Portfolios, Groups, Change Panels, Tips and Quicken Access)
- > **Profile** (Contact Information, Investor Communication Delivery Method and Log Out)
- > **AccessMyPortfolio Help and Support**

### 2. Dashboard

- > **Summary of Accounts**
- > **How My Money Is Invested**
- > **My Accounts**
- > **My Investment Value Over Time**

### 3. Investments

### 4. Analytics

### 5. Goals

### 6. Realized Gain/Loss

### 7. Transactions

### 8. Documents


### 9. CAA

### 10. SBLOC

### 11. Authorize Quicken Access

### 12. Investor Communication Delivery Method


## 1. Navigation

 The **icons** at the top right of the page will allow you to **customize your site view, update your information** and contact **Help and Support**.

Under the **Settings** section you can show or hide **Linked Accounts** and **Portfolios**. The site default is to show **Linked Accounts** and hide **Portfolios**. Here you can create custom **Account Groups** for your accounts as well as any accounts that are linked to you. You can also select the panels that you want to see on the Dashboard and authorize access to Quicken in this section.

The **Profile** section allows you to view and update your contact information and investor communication delivery method under **My Profile**. You can also use this section to log out of **AccessMyPortfolio**.


The **Help and Support** section allows you to contact our support team.


 The **Main Menu** icon located at the top left corner of the pages will allow you to quickly access the pages you want to view.

## 2. DASHBOARD

The **Dashboard** is the first page that appears after you log in. It provides summaries of, or quick access to, key information available within the website, such as:

- > **Account Balances**
- > **Total Asset Allocation**
- > **Account Value** over a 13-month period
- > **Linked Accounts** (accounts that you have access to but are not an owner)

 These **icons** located on the top of the page allow you to **print** and **view the last updated time** of the page.

You can **customize your Dashboard** view by selecting the panels you would like to see. Select the  settings icon in the top right of the screen and then select **Change Panels**. Drag the panels to the location in which you would like to see them on the Dashboard.


## 3. INVESTMENTS


The **Investments** page displays the assets you hold in your investment accounts.

View all of your accounts, or a single account, by using the **account selector** in the upper left hand corner.

You can use the **Group By** drop down above the table to group assets by various categories.

You may also sort account holdings by time periods by using the **Current Holdings** drop down.

 Reference the **glossary** located at the top right of the page for more information.

 These various **icons** located on the top of the page allow you to **search, customize the columns** in tables, **download, print** and **view the last update time** of the page.

## 4. ANALYTICS


The **Analytics** page provides a graphical overview of your investment accounts.

View all of your accounts, or a single account, by using the **account selector** in the upper left corner.

The **Market Value Since Inception** is a graphical view of the historical market values of your portfolio and net investment.

The **Net Flows** graph reflects cash and securities flowing in and out of your account(s).

The **How My Money Is Invested** graph provides a breakdown of how your account(s) is invested by asset class.


 This **icon** located on the top of the page allows you to view the last update time of the page.

## 5. GOALS

If you have multiple goals, the **Goals Summary** page will provide a summary of your progress toward your goals. Click on **Detailed View** to see each goal individually. You can switch between goals by using the **goal selector** in the upper left corner.

The **Detailed View** displays the list of accounts and portfolios that make up the goal, any additions to and withdrawals from the goal, and the goal start value.

You can use the **Change Chart Type** drop down to switch between the Goal Progress and How My Money is Invested graphs to see specific details related to your goal.


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## 6. REALIZED GAIN/LOSS

The **Realized Gain/Loss** page displays the amount of gains and losses resulting from the sale of securities or capital gain distributions.

The **Detail** view will display all transactions that resulted in a gain or loss. You may view this data for the current year or use the filter at the top of the table to view previous gains and losses.

The **Summary** view will provide a summary of your short-term and long-term gains and losses for the current year and previous year, as well as display your unrealized gains and losses.

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## 7. TRANSACTIONS

This is a summarized view of the transactions in your account(s).

You may view the transactions for all of your accounts or for a single account by using the **account selector** in the upper left hand corner.

You can also sort the transactions by the transaction type by using the **drop down** in the left hand corner.

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## 8. DOCUMENTS


The **Documents** page provides access to the online document library. Here you can view the statements and documents applicable to your account(s).

You can view the documents by selecting either the **Statements** or **Tax Documents** folders.

Click on the **PDF icon** to open the document in a new browser tab. Once open, you can **view, print, or save** a copy of the document.

You may view the documents for all of your accounts or for a single account by using the **account selector** in the upper left corner.

 Reference the **glossary** located at the top right of the page for more information.


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## 9. CAA

The **Cash Access Accounts** page will be available if you have a Cash Access Account at Bancorp Bank linked to your SEI account. If you have multiple CAA accounts you can view them by changing the account in the **account selector** in the upper left hand corner.

You will be able to view the **CAA account number** and **linked SEI account**. Additionally, you will see the **current cash market value, interest rate, target minimum** and **target maximum**.

**Transactions** that have been posted to the CAA account are able to be sorted by transaction type and date.


 Reference the **glossary** located at the top right of the page for more information.



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## 10. SBLOC

The **Securities Backed Line of Credit** page will be available if you have an SBLOC account linked to your SEI account. If you have multiple SBLOC accounts you can view them by changing the account in the **account selector** in the upper left hand corner.

The SBLOC page will provide you with the **SBLOC account number** and the **linked SEI account(s)**. You will also be able to view the **commitment amount, used amount** and the **interest rate** on your SBLOC.

 Reference the **glossary** located at the top right of the page for more information.

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## 11. AUTHORIZE QUICKEN ACCESS

To establish a secure connection with Quicken, you must first authorize access by navigating to **Authorize Quicken Access** under your settings in the upper right hand corner. Click the **Authorize Now** button below to initiate a **Direct Connect** integration with your Quicken application. Once you authorize the integration, you may add your AccessMyPortfolio account by entering your **User ID** and **Password** within the Quicken application. Note that this authorization will expire after 30 minutes.

After the initial successful integration, all future updates will be performed automatically within your Quicken application. Please note that you will need to perform these steps again if you install Quicken on a new device or transfer your Quicken data file to a new device.

## 12. INVESTOR COMMUNICATION DELIVERY METHOD

You may sign up for **e-Delivery** of investor communications (statements, proxy and prospectus) by clicking on your **profile** in the upper right hand corner. Change your delivery method to **e-Delivery** and click **Save**.

An email will be sent to your email address on file. To complete the **e-Delivery change, open this email** and select the **link** to indicate you successfully received the email.

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