

# WebLink 3.0 Client User Guide



# Welcome to WebLink

## Argent Institutional Trust Company Internet Access

WebLink provides access to your investment portfolio 24/7. The **minimum** browser versions currently supported are:

- Chrome 27.0
- FireFox 25.0.1
- Safari (Mac) 6.05
- Opera 17.0

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.

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## LOGIN PROCEDURES:

## First Time Login with Multi-Factor Authentication

Enter your Argent Institutional Trust Company user ID and click Proceed.

**Register Device on First Sign-In**

**NOTE:** Please clear browser cache before first login.

You can register your mobile number during first sign in to WebLink, so you can receive the OTP (via either SMS or Voice Call) on the registered mobile number going forward.

1. Enter User ID and click **Proceed**.

\* User ID

[Trouble signing in?](#)

The next screen will prompt you for your Old/Newly assigned Password and then for your new Password.

2. Enter **Password, Select and Image and Device Registration**

User ID

\* Password


[Trouble signing in?](#)

You must choose and image, which will become part of your login process from this point forward. Your

login to the Argent Institutional Trust Company's site will always display this image so that you can verify that you are on the authentic Argent Institutional Trust Company WebLink login screen and not re-directed to another site.

Choose your image and place a caption that you will remember. This is part of your unique identifier.

3. Click **Sign In**. The following screen appears for you to add the device.
4. Click **Add a New Device**.

 Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. The same device will also be used for Trouble Signing In. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select your Out-of-Band PIN device

 Test Device

 Add a New Device

Cancel

Proceed

5. Click **OK**. The following screen appears for you to complete the device detail fields.

Add a New Device – This screen is changed in IDP v5.5 where IDP introduced separate dropdown for County Code.

User needs to select Country Code from dropdown provided. In mobile number field, user can enter mobile number without country code.

Add a New Device

Device Name \*

Device Profile

SMS Text

Country Code \*

(+1) United States

Mobile Number \*

Cancel

Save

6. Complete the device detail fields.

- Assign a Device Name. You can enter any text e.g. Mobile, MyMobile, etc.,
- Select one of the Device Profile options.
- Enter the Route to Number. Mobile number of user in +(Country Code) (Mobile Number) format, e.g. +18005551212.

Add a New Device

×

\* Device Name:

Cell

Device Profile:

SMS Text ▼

\* Route to Number:

+18005551212

Cancel

OK

7. Click **OK**.



8. Select your Out-of-Band Device and click **Proceed**.

**i** Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. The same device will also be used for Trouble Signing In. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select your Out-of-Band PIN device

☒ Cell (+18005551212)

[Test Device](#)

[+ Add a New Device](#)

Cancel

Proceed

9. Once the registration process is complete, WebLink dashboard appears. For subsequent Sign-Ins, OTP via SMS or Voice Call is sent to this registered number.

## Reset OTP Device from Sign-In Page

You can reset your OTP device from the WebLink Sign-In page.

1. Click **Trouble Signing In?** link.

\* User ID

[Trouble signing in?](#)

The following screen appears for you to select your issue.

2. Select **I have problems with the One-Time-PIN** and enter **Sign-In ID**.

Please select your issue:

☐ I forgot my password.

☒ I have problems with the One-Time-PIN.

Enter the email address, username or alias that you use to sign in.

3. Click **Proceed**.

The following screen appears for you to select your problem.

4. Select **I want to reset my One-Time-PIN device** and enter your **Sign-In password**.

Select your problem:

☐ I don't know my One-Time-PIN device.

☒ I want to reset my One-Time-PIN device.

Password

.....

Cancel

Proceed

5. Click **Proceed**.

The following message appears notifying you that an OTP device reset link was sent to the registered email address.

6. Click **OK**.

Thank you. A temporary One-Time-PIN device reset link has been sent to your registered email address.

OK

7. Click the link in the email received to reset the device.

Dear SHIV P,

You have recently requested to reset your One Time PIN device. To reset your device , click the link below:

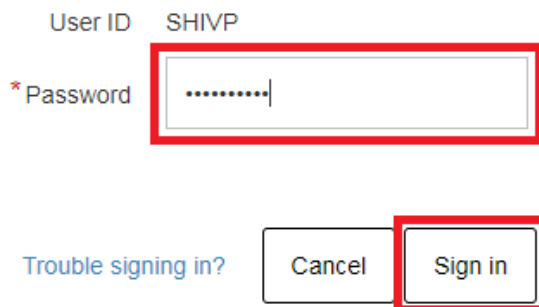
<https://login2-uat.fisglobal.com/idp/TRTAXWL/otpdevice.reset?loginName=14-Mar-2019%3APE1lc3NhZ2U%2BPETleT4%3DQLGvO50s%2F%2FUBzNmbJbST84ujoworBII6BpZPPgrBHD4B8AObMenxXm3vq1tYceGHnMqhmV%2FEhOT%2FTHMVLwD02y3swT2QnTP99XZnM4YjhDu%2F95YeaLQGgQwSsktb6YY3cDirmVF6KzM8MOaEUQxadxabJSBbHGIIJgGlx1Z9MczSa7wl2nMtWFm%2BQRNtISTVBzGhZy11DmyOlgGOIVOH2AC8wT39WRIB7t9Jm8jEZ%2Bknp48Scizj8NcEI24q1dObUCIbM4wIORIuMis06ynrU%2B%2F0%2B8XzeWUBHX6S5w4aspq1%2FVmLg4f2LOK1BGjfMibdgvkQT0HvxRMxne4BgdPUQ%3D%3DPC9LZXk%2BPEXvZz4%3DUb3n6gs6hFORo0ar1vusMQ%3D%3DPC9Mb2c%2BPEFsZ28%2BQUVTPC9BbGdvPg%3D%3DPC9NZXNzYWdlPg%3D%3D&token=14-Mar-2019%3APE1lc3NhZ2U%2BPETleT4%3DaG%2BfuAMCBITkBbw2ppC5YCRCPXbWOHDMUFhra6GvsPYKWecYirZFqywFMHrSckfFYuEpd4E1DQXmKl4wzjMc6mRlw2k8xero8bi9nFyit57cAXUX8halCyGtYXp7rgCfAQQ3McL1CP%2F4JudtPNBRJdD13lpqgdRbHOQE%2FetCz5LQ6%2FwiDahOBokZrg7IlgV%2FZLGPcrfag3XhbbmPayCthz4tc4eoJqwOoeAXqCDPnnCjXDeJ1IMcw9Oy5fb8NdbzrfvpOqouta4b0ySyBYwkUiWU3ZcCa3h%2FOA5hITDfFogwSR008Gr%2BM9i5UigubCjg0YJ%2F1RIZNB6lOrpcUm6XQ%3D%3DPC9LZXk%2BPEXvZz4%3DMgQR!%2FpjpCsiSmgTa6wnQQ%3D%3DPC9Mb2c%2BPEFsZ28%2BQUVTPC9BbGdvPg%3D%3DPC9NZXNzYWdlPg%3D%3D&QueryStringParameter=&ClientID=TrustUI&userName=xxxxx>

This link will only be available for 2 hours from the time this email was sent.

If you did not request this or need assistance, please contact your site administrator. If you do not wish to have your One Time PIN device reset, do not click the link above, and your current selection will not be affected.

-----This is a system generated alert. Please do not reply to this message-----

8. The WebLink Sign-In page appears, enter **Password**.



The screenshot shows the WebLink Sign-In page. At the top, 'User ID' is labeled 'SHIVP'. Below it, the 'Password' field is marked with an asterisk and contains a series of dots. A red rectangular box highlights the password input area. At the bottom, there are three buttons: 'Trouble signing in?' (a link), 'Cancel', and 'Sign in'. The 'Sign in' button is highlighted with a red rectangular box.

9. Click **Sign In**. The following screen appears for you to reset your OTP device.

10. Select already added device or add new device.

**i** Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. The same device will also be used for Trouble Signing In. When prompted to enter your PIN, you will use that device to retrieve your PIN.

Select your Out-of-Band PIN device

☒ Cell (+18005551212)

[↗ Test Device](#)

[+ Add a New Device](#)

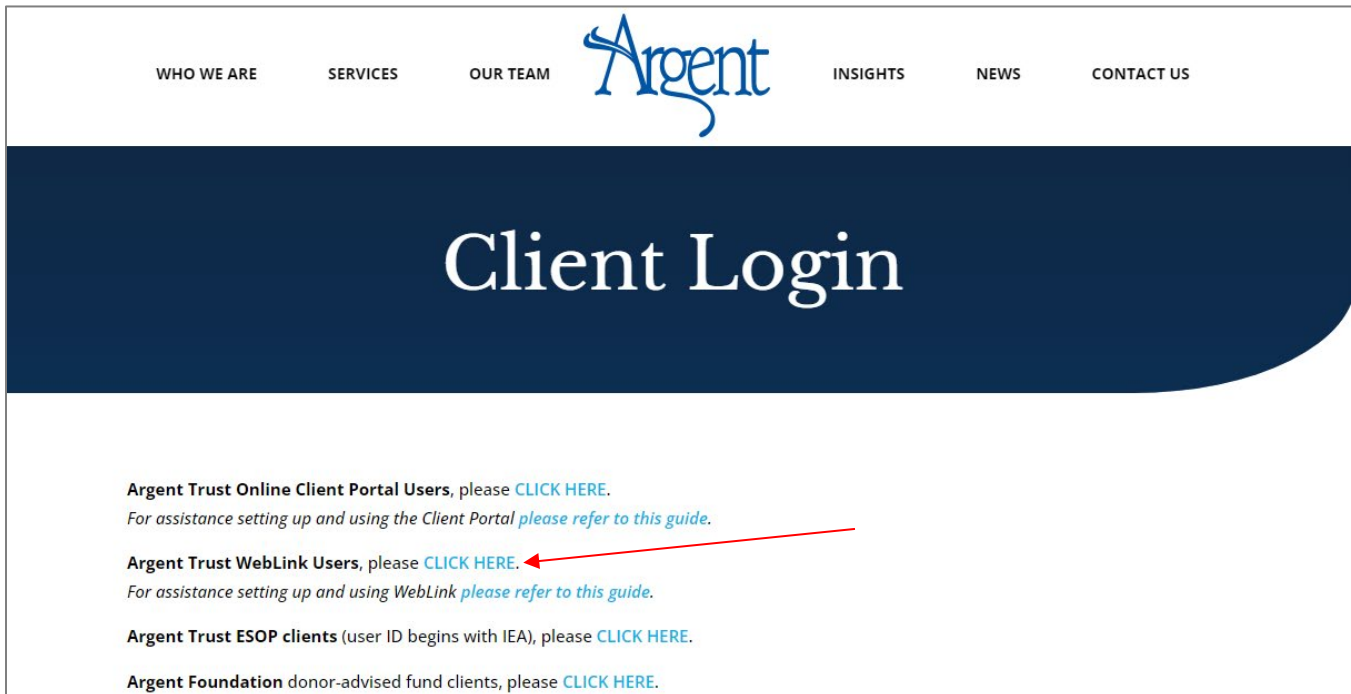
Cancel


Proceed

11. Click **Proceed**. WebLink dashboard page appears.

### Subsequent Logon Instructions

When signing on from the Argent Institutional Trust Company Web site, choose “Click Here” next to “For WebLink Users”. Enter your User ID and click on Proceed. For users logging in from the URL please skip this step and continue with the “enter your USER ID” instructions below.



WHO WE ARE SERVICES OUR TEAM  INSIGHTS NEWS CONTACT US

# Client Login

**Argent Trust Online Client Portal Users**, please [CLICK HERE](#).  
*For assistance setting up and using the Client Portal [please refer to this guide](#).*

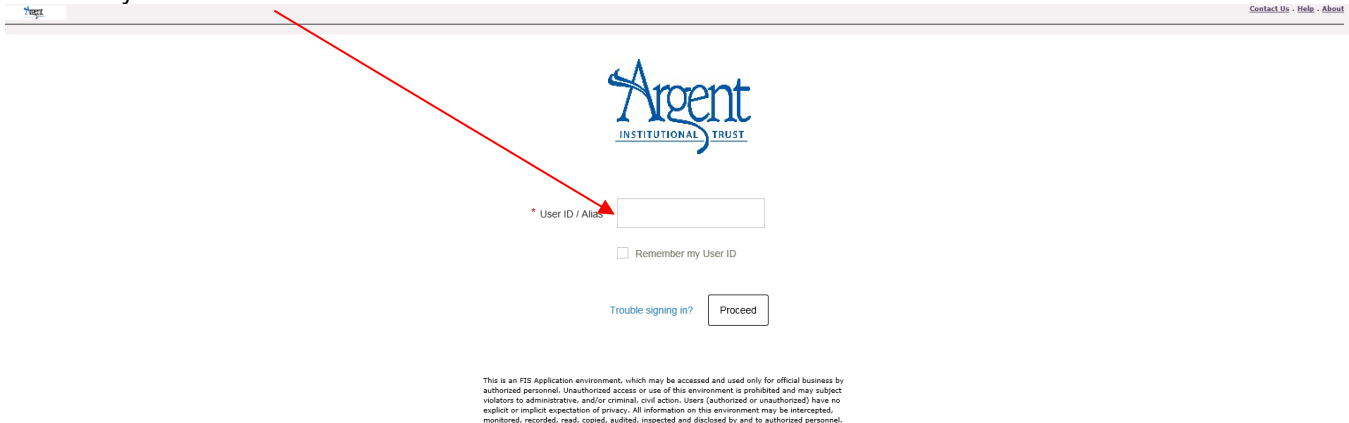
**Argent Trust WebLink Users**, please [CLICK HERE](#).  
*For assistance setting up and using WebLink [please refer to this guide](#).*


**Argent Trust ESOP clients** (user ID begins with IEA), please [CLICK HERE](#).

**Argent Foundation** donor-advised fund clients, please [CLICK HERE](#).

After choosing WebLink, you will see this pop-up box, click “OK” to move on.

Now enter your USER ID. Please remember this will be in ALL CAPS.





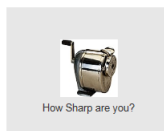
\* User ID / Alias

☐ Remember my User ID

[Trouble signing in?](#)

This is an FTS Application environment, which may be accessed and used only for official business by authorized personnel. Unauthorized access or use of this environment is prohibited and may subject violators to administrative, and/or criminal, civil action. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. All information on this environment may be intercepted, monitored, recorded, read, copied, audited, inspected and disclosed by and to authorized personnel.

After entering your User ID, the next screen will display your image and the caption you have chosen. You will have an opportunity to make a couple of time-saving choices.

[User Login](#)

User ID / Alias kelly

\* Password

\* What is your pet's name?

### Trouble Signing In

The Forgot Password feature is now available as an option should you need assistance resetting your password. After you have successfully logged in and set your challenge questions, you may use the Trouble Signing In link if available. You must have a valid e-mail address in your WebLink User ID record.

The Trouble Signing in feature appears near the end of the Login Page, under User ID, Password, Challenge questions (if prompted) and Device Registration if prompted.

[Trouble signing in?](#)

Cancel

Sign in



If you forget your password or become locked out, you may select [Trouble Signing In](#). Once you enter the User ID and answer the challenge question, the system will unlock your account and send a new temporary password to the email listed on the account. Upon the next login, you will be required to change your password.

If this does not provide the help you need, please contact your administrator or system administrator for further assistance.

## On-Line Help

After your system login is complete, you can select one of the eight available menu tab views. For easy navigation, a toolbar is present as part of each view. When you access the "Help" area, the following view displays. Click on any of the underlined topics listed in the Table of Contents (for example, Homepage) to review the information regarding that topic (Homepage). The "Help" area includes instructions for using all areas. 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.

Click on the Help button in the upper right-hand corner of the screen to access Online Help.

 User Options   Alerts/Messages  Help   Links ▼   Contact Us   Sign Out

---

**This Guide will appear as the On-Line Help**



## 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, excluding Trading and Pension when available.

### NEW Portfolio Review page\report

Portfolio Review displays 3 sections on a single page: Account Summary, Holdings, and Transactions. Links will bring the user directly to the section selected.

Options to control the As of Date, Date Range, Group By Options and whether to view your holdings by Trade Date or Settlement Date. You can also choose to display cash as a single combined value or as Income/Principal.

The top 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* is displayed as a bar graph, based on the Group By selected.

*Account Summary* displays Investment Segment (Category), Market Value, % of Total and Cost. This section can be sorted by Investment Category, Industry Sector or Security Type

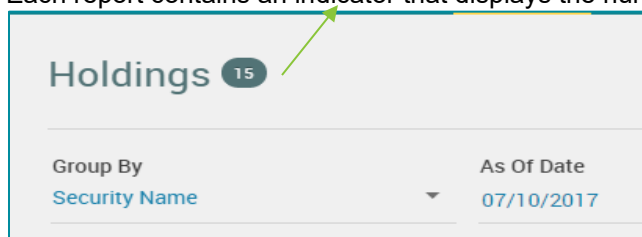
*Investment Summary* displays Total MV, Total Cost, Gain/Loss, Due to/from Broker, Investment Objective and Investment authority.

### New Gain/Loss page\report

A new report is available displaying gains and losses for a specified period, defined by the user, sorted by Short Term and Long Term.

### General – Number of Items highlighted for each Page

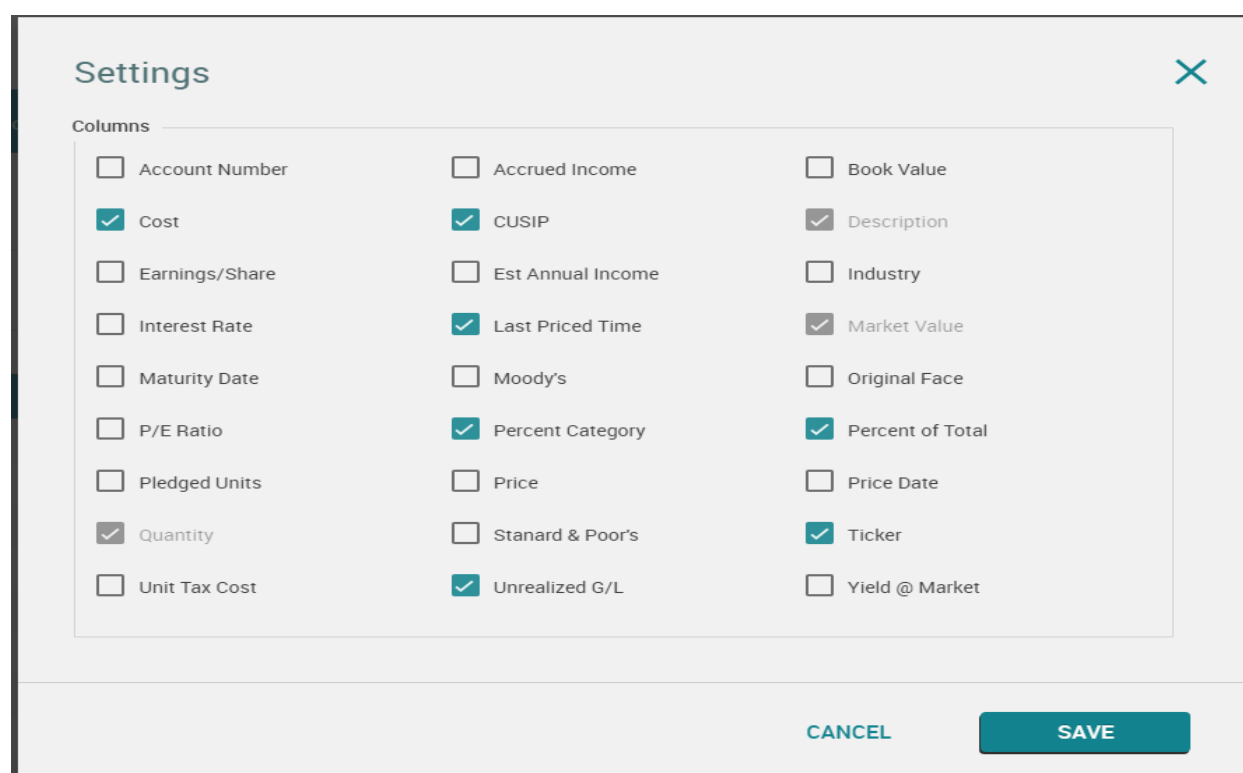
Each report contains an indicator that displays the number of data items for that report.



## Column Selection

Selecting columns is now presented as check boxes, 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.

Some reports have been updated to include new columns, and some columns have been renamed.



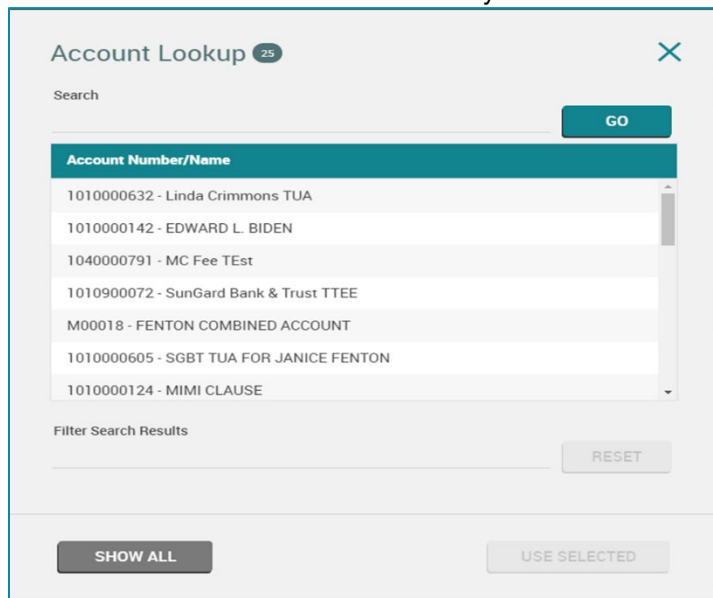
The image shows a 'Settings' dialog box with a close button (X) in the top right corner. The dialog is titled 'Settings' and contains a section labeled 'Columns'. This section displays a grid of 24 columns, each with a checkbox. The columns are arranged in three columns and eight rows. The first column is 'Account Number', the second is 'Cost', the third is 'Earnings/Share', the fourth is 'Interest Rate', the fifth is 'Maturity Date', the sixth is 'P/E Ratio', the seventh is 'Pledged Units', the eighth is 'Quantity', the ninth is 'Unit Tax Cost', the tenth is 'Accrued Income', the eleventh is 'CUSIP', the twelfth is 'Est Annual Income', the thirteenth is 'Last Priced Time', the fourteenth is 'Moody's', the fifteenth is 'Percent Category', the sixteenth is 'Price', the seventeenth is 'Stanard & Poor's', the eighteenth is 'Unrealized G/L', the nineteenth is 'Book Value', the twentieth is 'Description', the twenty-first is 'Industry', the twenty-second is 'Market Value', the twenty-third is 'Original Face', the twenty-fourth is 'Percent of Total', the twenty-fifth is 'Price Date', the twenty-sixth is 'Ticker', and the twenty-seventh is 'Yield @ Market'. The checkboxes for 'Cost', 'CUSIP', 'Last Priced Time', 'Percent Category', 'Percent of Total', 'Quantity', 'Ticker', and 'Unrealized G/L' are checked. The 'SAVE' button is highlighted in teal.

Column	Selected
Account Number	<input type="checkbox"/>
Cost	<input checked="" type="checkbox"/>
Earnings/Share	<input type="checkbox"/>
Interest Rate	<input type="checkbox"/>
Maturity Date	<input type="checkbox"/>
P/E Ratio	<input type="checkbox"/>
Pledged Units	<input type="checkbox"/>
Quantity	<input checked="" type="checkbox"/>
Unit Tax Cost	<input type="checkbox"/>
Accrued Income	<input type="checkbox"/>
CUSIP	<input checked="" type="checkbox"/>
Est Annual Income	<input type="checkbox"/>
Last Priced Time	<input checked="" type="checkbox"/>
Moody's	<input type="checkbox"/>
Percent Category	<input checked="" type="checkbox"/>
Price	<input type="checkbox"/>
Stanard & Poor's	<input type="checkbox"/>
Unrealized G/L	<input checked="" type="checkbox"/>
Book Value	<input type="checkbox"/>
Description	<input checked="" type="checkbox"/>
Industry	<input type="checkbox"/>
Market Value	<input checked="" type="checkbox"/>
Original Face	<input type="checkbox"/>
Percent of Total	<input checked="" type="checkbox"/>
Price Date	<input type="checkbox"/>
Ticker	<input checked="" type="checkbox"/>
Yield @ Market	<input type="checkbox"/>

**CANCEL** **SAVE**

## Account Search\Look Up

The Account Lookup is 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.



The Account Lookup interface features a search bar with a 'GO' button. Below the search bar is a table of results. At the bottom, there is a 'Filter Search Results' section with a 'RESET' button, and two buttons: 'SHOW ALL' and 'USE SELECTED'.

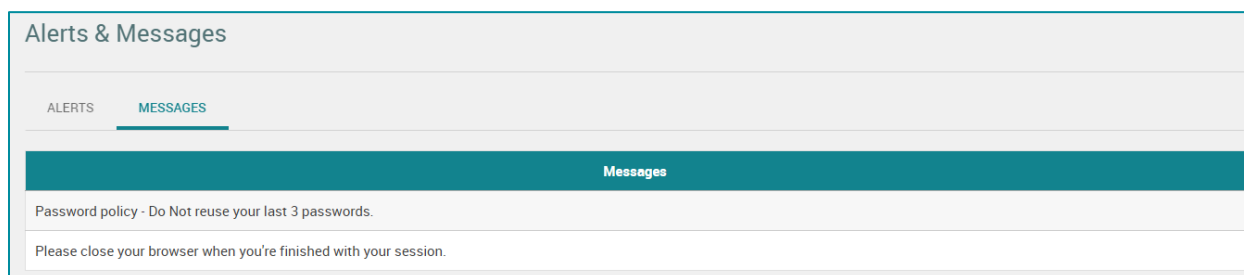
Account Number/Name
1010000632 - Linda Crimmons TUA
1010000142 - EDWARD L. BIDEN
1040000791 - MC Fee TEst
1010900072 - SunGard Bank & Trust TTEE
M00018 - FENTON COMBINED ACCOUNT
1010000605 - SGBT TUA FOR JANICE FENTON
1010000124 - MIMI CLAUSE

## File Download

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

## Alerts & Messages

You will see any Alerts upon Login and notified if there are Messages.



The Alerts & Messages interface has two tabs: 'ALERTS' and 'MESSAGES'. The 'MESSAGES' tab is active, showing a list of messages.

Messages
Password policy - Do Not reuse your last 3 passwords.
Please close your browser when you're finished with your session.

## Posted Transactions


- 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 will now display totals of each sub-category

Posting Date	Transaction Description	Ticker	CUSIP	Cash	Principal Cas...	Income Cash	Cost	Quantity
01/01/2017								
01/02/2017	INTEREST ON 10 UNITS MARICOPA COUNTY AR...		566823JV3	\$0.26	\$0.00	\$0.26	\$0.00	
	TOTAL FOR 01/01/2017			\$0.26	\$0.00	\$0.26	\$0.00	
06/28/2017								
07/03/2017	PURCHASED 2,500 SHS PROCTER & GAMBLE C...	PG	742718109	-\$107,507.00	-\$107,507.00	\$0.00	\$107,507.00	
	TOTAL FOR 06/28/2017			-\$107,507.00	-\$107,507.00	\$0.00	\$107,507.00	
Transactions not requiring a trade date								
07/10/2017	NET FEES FOR THE PERIOD			-\$14,039.11	-\$14,039.11	\$0.00	\$0.00	
	TOTAL FOR Transactions not requiring a trade date			-\$14,039.11	-\$14,039.11	\$0.00	\$0.00	

- Posted Transaction Detail now condenses display of codes and related descriptions.
- An advanced Filter is available to search for transactions. You can search by Security (CUSIP, Ticker or Security Name), Trans Codes, Cash, or Units. The values that display as available for search are based on the data returned on the Posted Transaction Report.

### Advanced Filters

 Filter By Security

 Filter By Trans. Codes

CUSIP - Security Name - Ticker

☐ 566823JV3 - MARICOPA COUNTY ARIZONA -
 ☐ 742718109 - PROCTER & GAMBLE CO - PG

Code - Desc.

☐ BUY - BUY
 ☐ INTEREST RCVD - INTEREST RCVD
 ☐ NET FEE DISB - NET FEE DISB

Cash Amount

Unit




CANCEL

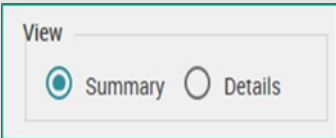
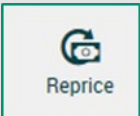
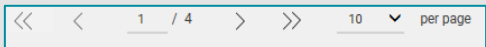
CLEAR

UPDATE

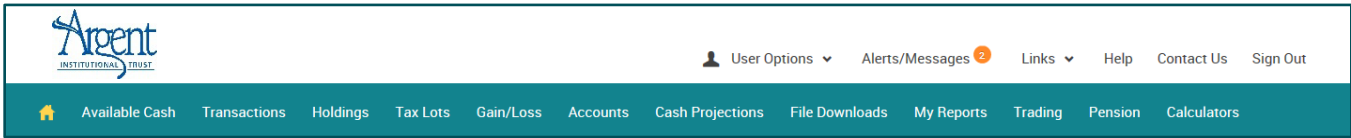
## WebLink Terminology and Icons

As you utilize the WebLink menu tabs and pages you will notice various icons and selection criteria. The below grid can be used as a reference for clarification.

Icon or Drop Down	Use For	Found In
 Settings	This icon appears on reports where columns can be added/removed	Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension
 Filters	This icon appears on reports where advanced filters can be used	Transactions-Posted
<div>Group By</div> <div>Posting Date ▼</div>	Appears on Transaction reports. You can choose to group by Posting Date, Transaction Type, Trade Date or Security Name	Portfolio Review-Transactions, Transactions-Posted
<div>Group By</div> <div>Investment Category ▼</div>	Appears on reports displaying holdings. You can choose to group by Investment Category, Industry Sector or Security Type	Portfolio Review-Holdings, Holdings
<div>Date Range</div> <div>Year To Date ▼</div>	Appears on reports where selection of Date Range is used	Portfolio Review-Transactions Transactions-Posted,
Date Range From – To	Appears on reports where selection is allowed and where Date Range selection from drop down is 'date range'	Gain/Loss, Transactions-Posted
<div>As Of Date</div> <div>  05/03/2016         </div>	Allows for selection of previous, as-of date. Click on calendar icon to change date	Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts
<div>View</div> <div>Trade Date ▼</div>	Allows for selection of Trade or Settlement Date	Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts,

Icon or Drop Down	Use For	Found In
Days to Project	Enter value between 1 and 99	Cash Projection
	Option for reviewing Summary or Details	Cash Projection
	Sends a query to obtain the current market price on all account assets with valid tickers.	Holdings, Portfolio Review, Tax Lots, Accounts
	Used to Page through Reports that present multiple pages. Allows you to set number of items on each page	At the bottom of each page\report where multiple pages are present

# WebLink Toolbar

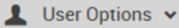


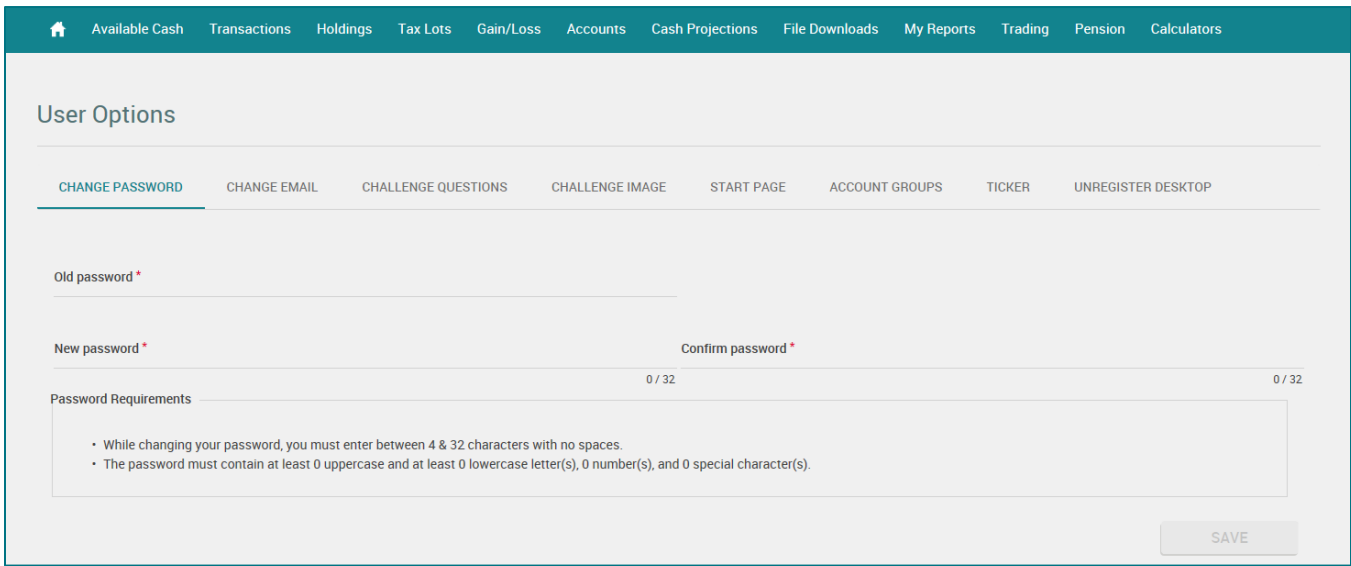
The top, white portion, of the Toolbar includes the following.

## User Options

Note from TFE: the toolbar for TFE accounts may appear in a slightly different place on the screen.

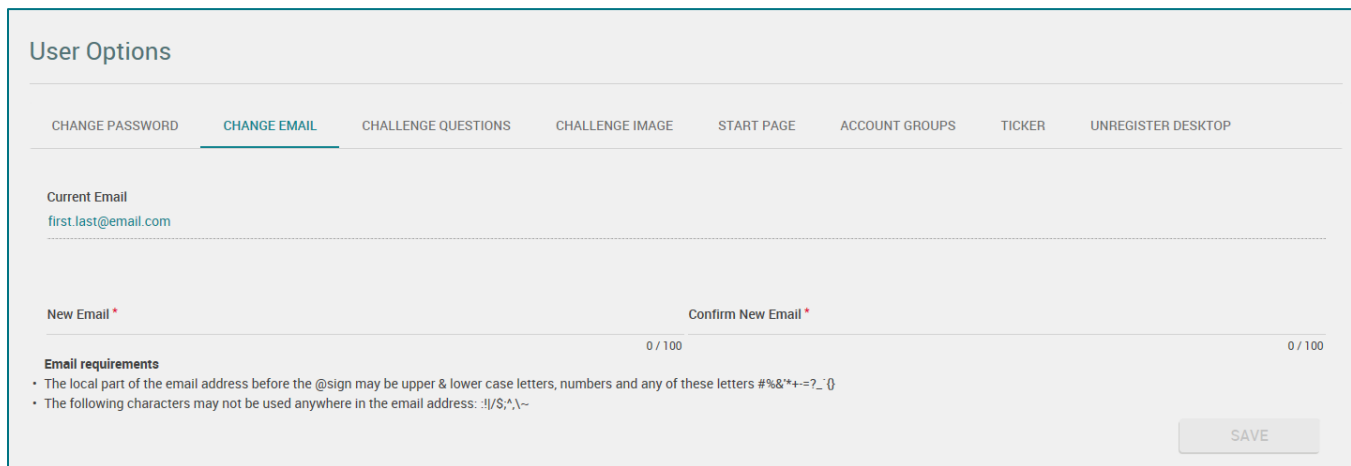
Allows for further drilldown, offering the user access to manage specific settings.

 Change Password Email Options Challenge Questions Challenge Image Start Page Options Account Groups Ticker Unregister Desktop	<p>Clicking on any option in the User Option drilldown presents the page below.</p> <p>Change Password – allows you to change your password (see screenshot below)</p> <p>Email Options – presents your current e-mail address and allows for change.</p> <p>Challenge Questions – allows you to update/change your questions and/or response.</p> <p>Challenge Image – allows you to change your image.</p> <p>Start Page Options – provides selection for your landing/home page upon login.</p> <p>Account Groups – lets you create and manage groups of accounts for viewing.</p> <p>Ticker – allows you to select from three financial sites to use for Ticker hyperlink.</p> <p>Unregister Desktop – part of your secure login</p>
---	--



- User Option – Change Email

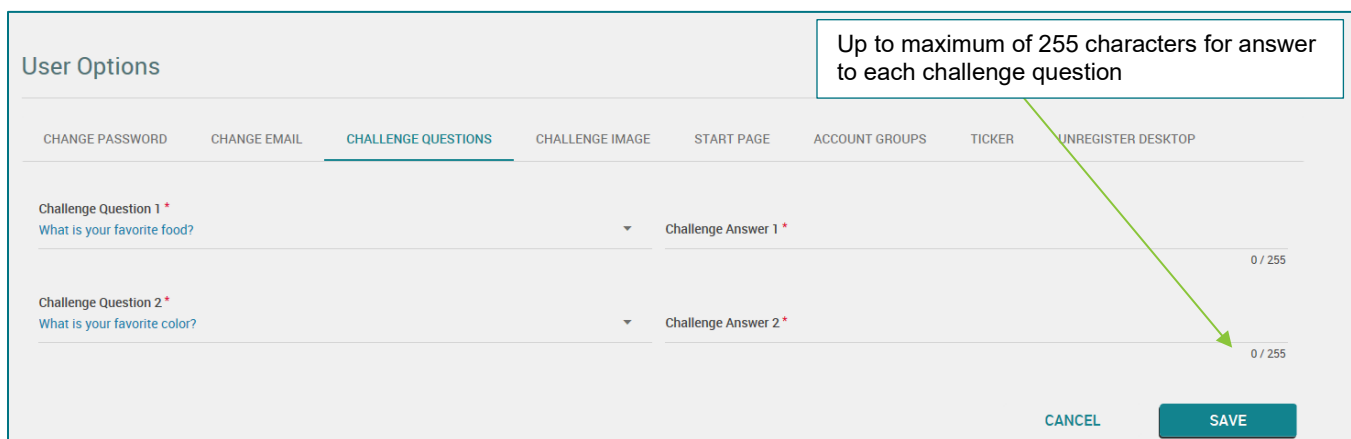
Displays your current e-mail address. You have fields to change and confirm your new Email address. E-mail address requirements are listed for your convenience. Also, note you have up to 100 characters total for your e-mail address, as indicated by the 0 / 100. As you type, the number of characters used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



The screenshot shows the 'User Options' page with the 'CHANGE EMAIL' tab selected. It displays the 'Current Email' as 'first.last@email.com'. Below this are fields for 'New Email' and 'Confirm New Email', both with a character count of '0 / 100'. A 'SAVE' button is located at the bottom right. Email requirements are listed: 'The local part of the email address before the @sign may be upper & lower case letters, numbers and any of these letters #%&\*+.=?\_{}' and 'The following characters may not be used anywhere in the email address: !/;/^,~'.

- User Option – Challenge Question

Use this User Option to update your Challenge questions and answers. The number of questions you see depends on the system parameter defined for your organizations WebLink site.

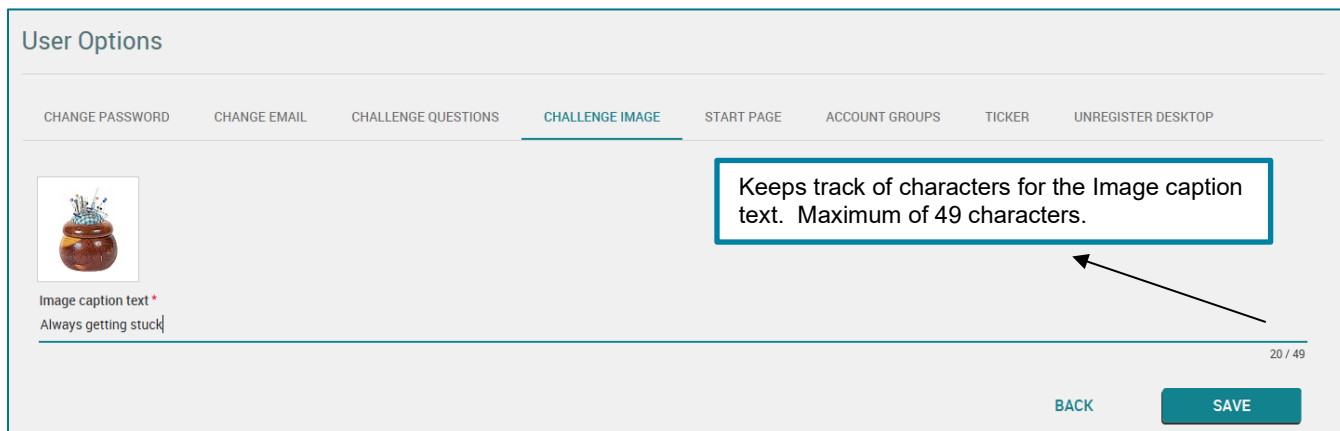


The screenshot shows the 'User Options' page with the 'CHALLENGE QUESTIONS' tab selected. It displays two challenge questions: 'Challenge Question 1' with the question 'What is your favorite food?' and 'Challenge Question 2' with the question 'What is your favorite color?'. Each question has a corresponding 'Challenge Answer' field with a character count of '0 / 255'. A green arrow points from a text box stating 'Up to maximum of 255 characters for answer to each challenge question' to the 'Challenge Answer 2' field. 'CANCEL' and 'SAVE' buttons are at the bottom right.



- User Option – Challenge Image

This User Option allows you to change the Image Identifier and Caption that you see upon Login. First Select an Image; you are then presented with a page showing your image so you can add a caption. When finished click Save. That new Image and Caption will display upon your next login to the application.



**User Options**

CHANGE PASSWORD   CHANGE EMAIL   CHALLENGE QUESTIONS   **CHALLENGE IMAGE**   START PAGE   ACCOUNT GROUPS   TICKER   UNREGISTER DESKTOP




Image caption text \*  
Always getting stuck

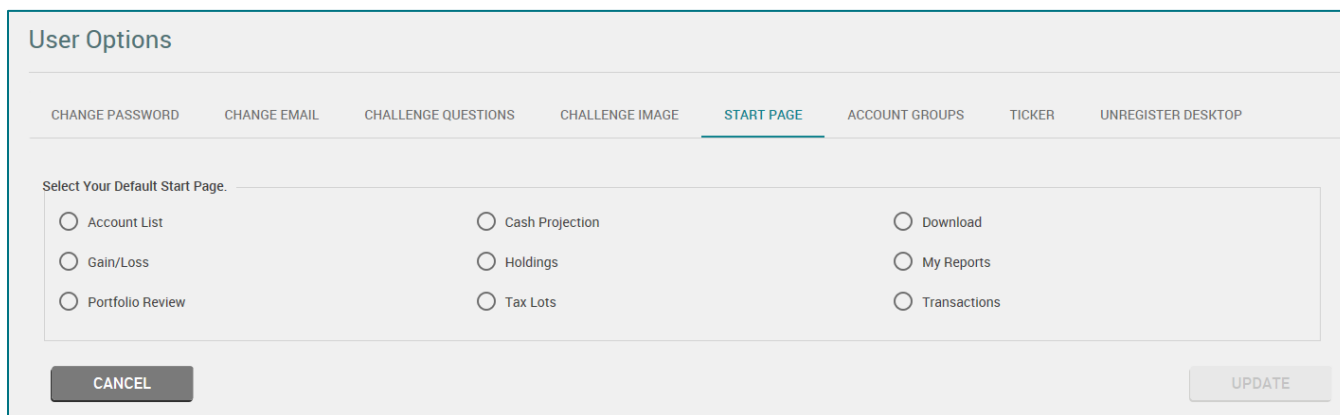
Keeps track of characters for the Image caption text. Maximum of 49 characters.

20 / 49

BACK   **SAVE**

- User Option – Start Page

You can select any of the available, basic menu tabs to be your landing/home page upon login to WebLink. If you change your Start page during an active session, it will take effect with your next login.



**User Options**

CHANGE PASSWORD   CHANGE EMAIL   CHALLENGE QUESTIONS   CHALLENGE IMAGE   **START PAGE**   ACCOUNT GROUPS   TICKER   UNREGISTER DESKTOP

Select Your Default Start Page.

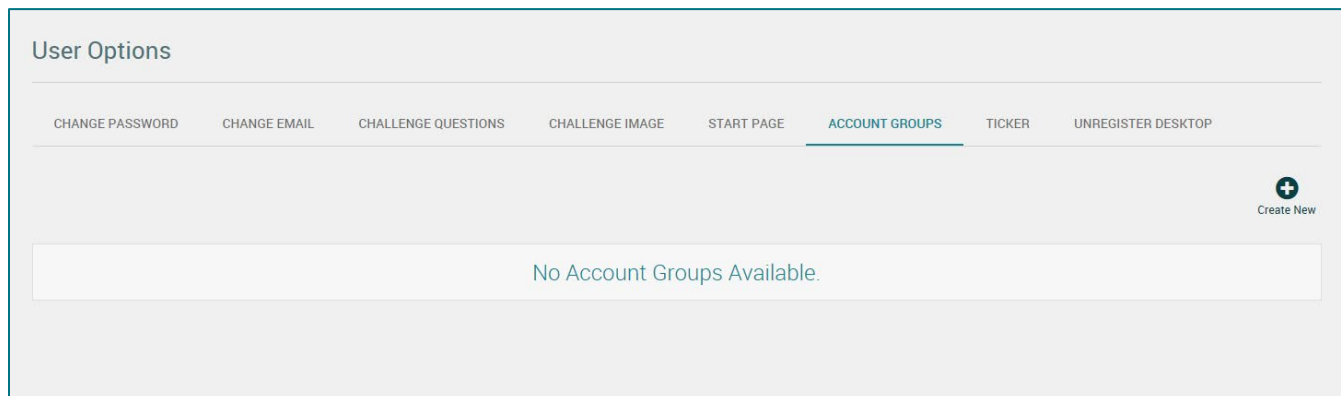
<input type="radio"/> Account List	<input type="radio"/> Cash Projection	<input type="radio"/> Download
<input type="radio"/> Gain/Loss	<input type="radio"/> Holdings	<input type="radio"/> My Reports
<input type="radio"/> Portfolio Review	<input type="radio"/> Tax Lots	<input type="radio"/> Transactions

**CANCEL**   **UPDATE**

The default landing page is Portfolio Review.

- User Options – Account Group

The first time you select User Option – Account Group, you will be presented with the following page. Click the Create New button to open the page to set up a new Account Group.



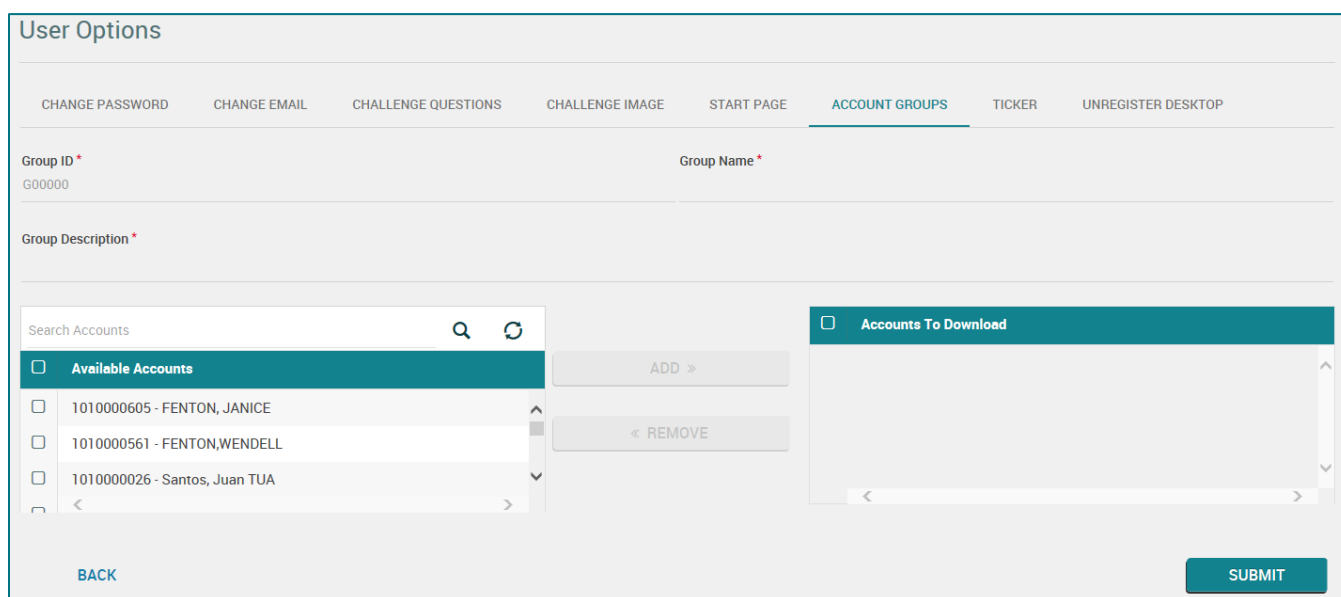
User Options

CHANGE PASSWORD   CHANGE EMAIL   CHALLENGE QUESTIONS   CHALLENGE IMAGE   START PAGE   **ACCOUNT GROUPS**   TICKER   UNREGISTER DESKTOP

[+ Create New](#)

No Account Groups Available.

### Creating New Account Group



User Options

CHANGE PASSWORD   CHANGE EMAIL   CHALLENGE QUESTIONS   CHALLENGE IMAGE   START PAGE   **ACCOUNT GROUPS**   TICKER   UNREGISTER DESKTOP

Group ID \*  
G00000

Group Name \*

Group Description \*

Search Accounts

☐ Available Accounts

☐ 1010000605 - FENTON, JANICE

☐ 1010000561 - FENTON, WENDELL

☐ 1010000026 - Santos, Juan TUA

ADD »

« REMOVE

☐ Accounts To Download

BACK

SUBMIT

- Establish the Group ID starting with G followed by 5 numbers (G11111). Provide the Group Name and Group Description
- Select the Accounts from the Accounts list by clicking next to the Account Number. The [ADD »](#) button will become enabled. 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.

## User Options

CHANGE PASSWORD CHANGE EMAIL CHALLENGE QUESTIONS CHALLENGE IMAGE START PAGE **ACCOUNT GROUPS** TICKER UNREGISTER DESKTOP

Group ID \*

G10799

Group Name \*

Fenton Family Group

Group Description \*

Fenton Family Group

Search Accounts



## Available Accounts

ADD »



1010000026 - Santos, Juan TUA

&lt;&lt; REMOVE



M00018 - MARTHA EFE



1010000142 - BIDEN, EDWARD

[BACK](#)

## Accounts To Download



1010000561 - FENTON, WENDELL



1010000605 - FENTON, JANICE

**SUBMIT**

✔ Successfully added





## User Options

CHANGE PASSWORD CHANGE EMAIL CHALLENGE QUESTIONS CHALLENGE IMAGE START PAGE **ACCOUNT GROUPS** TICKER UNREGISTER DESKTOP



Create New

Group ID	Group Name	Group Description	
G10799	Fenton Family Group	Fenton Family Group	  

<< < 1 / 1 > >> 15 per page

## Deleting Account Group

User Options

CHANGE PASSWORD CHANGE EMAIL CHALLENGE QUESTIONS CHALLENGE IMAGE START PAGE **ACCOUNT GROUPS** TICKER UNREGISTER DESKTOP

Click on the x and the confirm delete pop-up box appears

**Confirm**

Delete

Are you sure you want to delete this account group?  
LKelly Group (G80661)

**CANCEL** **DELETE**

Group ID Group Name Group Description

G80661 LK Kelly Group for Test

<< < 1 / 1 > >> 15 per page

- User Option – Ticker

### User Options

CHANGE PASSWORDCHANGE EMAILCHALLENGE QUESTIONSCHALLENGE IMAGESTART PAGEACCOUNT GROUPSTICKERUNREGISTER DESKTOP

Select Your Preferred Stock Ticker Resource

☐ Google

☐ MSN

☒ Yahoo

CANCELUPDATE

- User Option – Unregister Desktop

### User Options

CHANGE PASSWORDCHANGE EMAILCHALLENGE QUESTIONSCHALLENGE IMAGESTART PAGEACCOUNT GROUPSTICKERUNREGISTER DESKTOP

If you are logged into your account from this or any other computer, using this option will disable all those computers from accessing your account After unregistering you will be forced to answer one of your challenge questions to access your account.

UNREGISTER

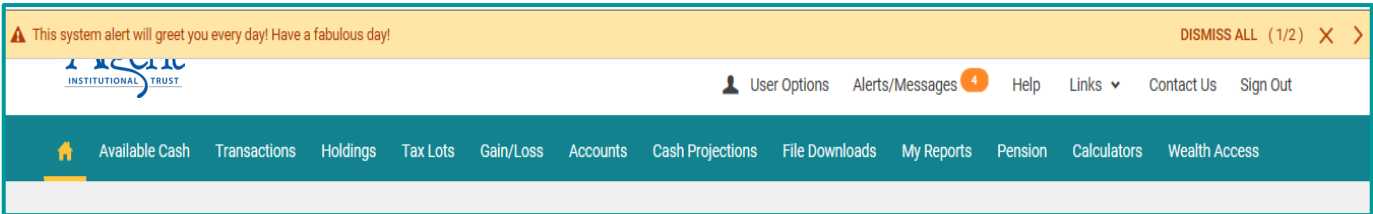
If you typically access your account from the same device, it is suggested that you 'register your desktop'.

Alerts \ Messages

Alerts and Messages is how your organization lets you know 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.



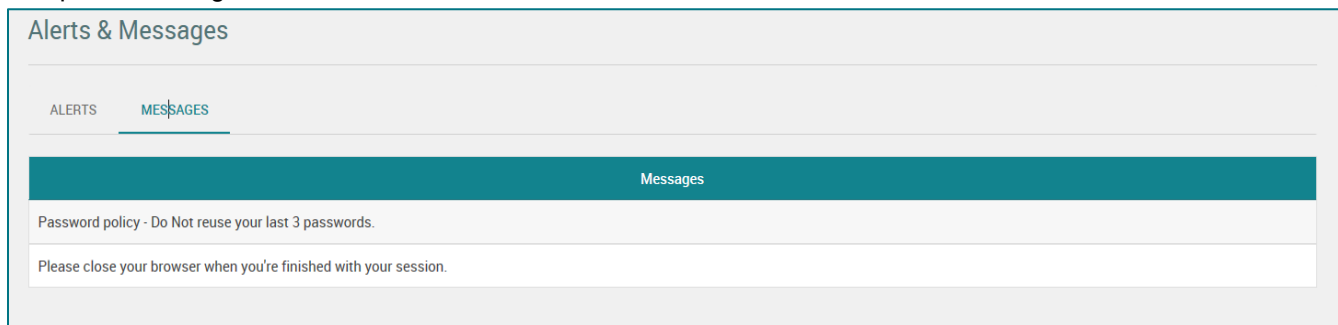
This example shows you that there are 2 Alerts you can review.  
Click on **DISMISS ALL** to not see any of the Alerts on the page.  
Click on **X** to dismiss the current alert display.  
Click on **>** to view the next alert.

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

Sample of Alerts:

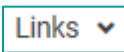
Alerts & Messages	
ALERTS	MESSAGES
Date	Alert
	This system alert will greet you every day! Have a fabulous day!

## Sample of Messages:

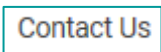


The screenshot shows the 'Alerts & Messages' section of the WebLink client interface. It features a tabbed interface with 'ALERTS' and 'MESSAGES' tabs. The 'MESSAGES' tab is selected, displaying a list of messages. The first message is 'Password policy - Do Not reuse your last 3 passwords.' and the second is 'Please close your browser when you're finished with your session.'


## Links

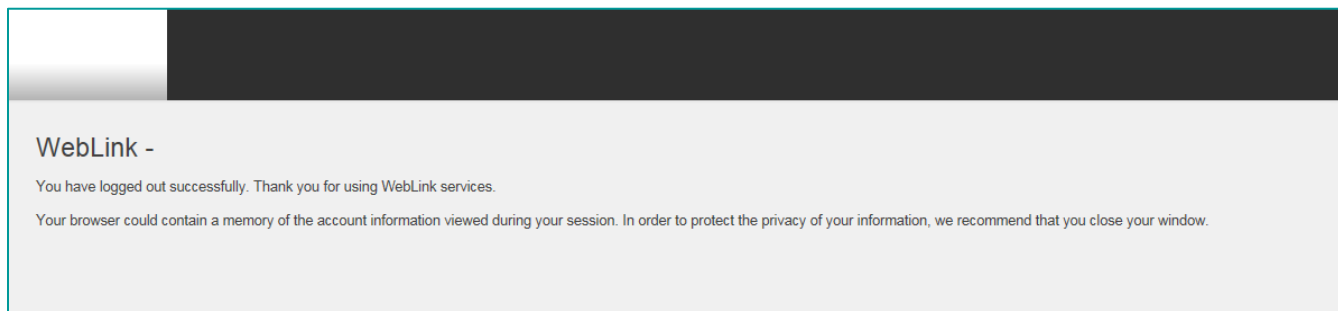
When you select the  drop down, you will see other sites...to add Links you must

## Contact Us

When you select , a window pops up displaying contact information from your organization.

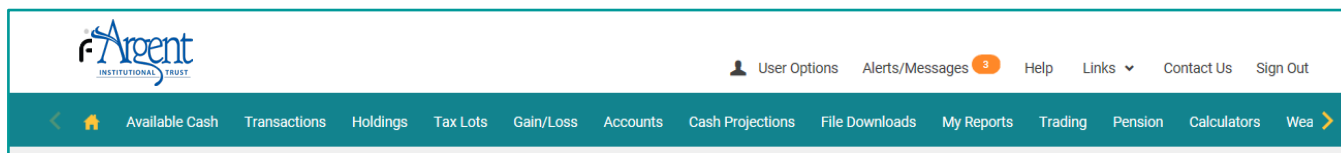
## Sign Out

When you select , you will exit out of the application and a page appears reminding you to close your browser session.



The screenshot shows the WebLink sign-out page. It features a dark header bar at the top. Below the header, the text reads: 'WebLink -', 'You have logged out successfully. Thank you for using WebLink services.', and 'Your browser could contain a memory of the account information viewed during your session. In order to protect the privacy of your information, we recommend that you close your window.'

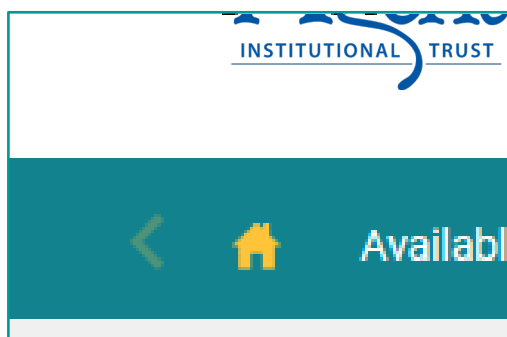
## WebLink Menu Tabs



The shaded section of the WebLink Toolbar provides access to the WebLink menus you have permission to.

In this example, the user has several permissions and has < > at both ends of the menu bar to move it left to right to view/access additional tabs.

Your home (landing) page, designated as

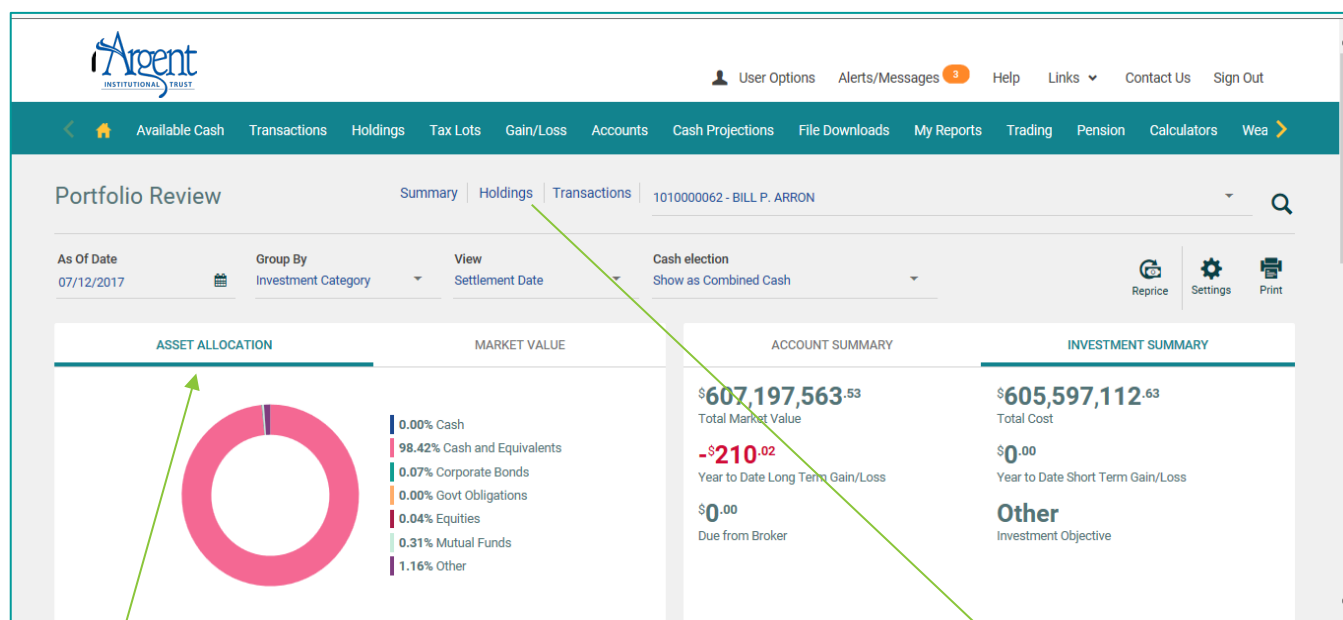


## Portfolio Review

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.



Click on Holdings to move to the Holdings Section of Portfolio Review

▼ 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

▼ 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

Additionally, you can choose a Date Range to view Posted Transactions and specify the Sort By option.

To view more details regarding Holdings and Transactions – use the respective Menu Tab.

## Available Cash

Available Cash

Transactions

Holdings

Tax Lots

Gain/Loss

Accounts

Cash Projections

File Downloads

My Reports

Trading

Pension

Calculators

Wear

Available Cash

1015002363 - SARAH BENNETT

As Of Date

07/12/2017

View

Settlement Date

Email

Export

Print

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

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. It can be Viewed in either Trade or Settlement date basis.

## Transactions

## Example of page display when there are no Posted or Pending transactions to report

Transactions 2015001078 - LARRY CARLTON

Posted Transactions 0

Date range: Month To Date Group By: Posting Date

No Posted Transactions Available

Pending Transactions 0

No Pending Transactions Available

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

Transactions 1010000053 - CHARLIE SYWY REV TRUST

Year To Date Transaction Type

Posting Date...	Transaction Description	Ticker	CUSIP	Cash	Principal Cas...	Income Cash...	Cost	Quantity
CASH RCVD								
01/30/2017	RECEIVED FROM 0001503			\$150.00	\$150.00	\$0.00	\$0.00	0
01/30/2017	RECEIVED FROM 0001503			\$150.00	\$150.00	\$0.00	\$0.00	0
01/30/2017	RECEIVED FROM 0001503			\$150.00	\$150.00	\$0.00	\$0.00	0
01/30/2017	RECEIVED FROM 0001503			\$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

Pending Transactions 2

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





Use the **Settings** icon to add or remove columns from the report. Changes to columns will be saved as user preferences for future viewing of the report.



Use the **Filters** icon when view 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.

### Advanced Filters

 Filter By Security

 Filter By Trans. Codes

CUSIP - Security Nam...	<input type="checkbox"/> Code - Desc.
<input type="checkbox"/> 0019579LB - A T & T...	<input type="checkbox"/> ACCRUED INT - ACCR...
<input type="checkbox"/> 001957AG4 - A T & T...	<input type="checkbox"/> BUY - BUY
<input type="checkbox"/> 016001992 - AURA SY...	<input type="checkbox"/> CASH RCVD - CASH R...
<input type="checkbox"/> 166751XX0 - CHEVRO...	<input type="checkbox"/> DISBURSEMENT - DIS...
<input type="checkbox"/> 166751107 - CHEVRO...	<input type="checkbox"/> INTEREST RCVD - INT...
<input type="checkbox"/> 178673101 - CITICORP	<input type="checkbox"/> NET CASH MONET...

Cash Amount

Unit

CANCEL

CLEAR

UPDATE

The Filters that display for Filter By Security and Filter By Trans. Codes change based on posted transactions for the Date Range chosen.

Options for further selection. They 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 might be looking for.
- Choose a specific Unit Amount that you might be looking for.

## Holdings

Holdings <span>2</span>						
1015002363 - SARAH BENNETT						
<div> <div>Group By</div> <div>Investment Category</div> </div> <div> <div>As Of Date</div> <div>07/12/2017</div> </div> <div> <div>View</div> <div>Settlement Date</div> </div> <div> <div>Reprice</div> <div>Settings</div> <div>Email</div> <div>Export</div> <div>Print</div> </div>						
Ticker	CUSIP	Description	Quantity	Cost	Market Value...	Unrealized G/L
		Cash	0	\$0.00	\$0.00	\$0.00
		CASH		\$0.14	\$0.14	\$0.00
		TOTAL FOR Cash		\$0.14	\$0.14	\$0.00
		Cash and Equivalents	0	\$0.00	\$0.00	\$0.00
NCRM	63859B741	NATIONS CASH RESERVE MONEY MA...	361,687.88	\$361,687.88	\$361,687.88	\$0.00
		TOTAL FOR Cash and Equivalents		\$361,687.88	\$361,687.88	\$0.00
		TOTAL FOR ALL ASSETS		\$361,688.02	\$361,688.02	\$0.00

- Use the Drop Down arrow to select further Group By of Security Name, Industry Sector, or Sector within Investment Category.
- Use the Calendar Look up to select an earlier as-of-date.
- Choose the View of Settlement Date or Trade Date.

Click on the Ticker to obtain Price and other details of that asset. You will receive the following to let you know that you are leaving the WebLink site:

Notice

You are now leaving this website, headed to a third party website not operated by this site.

We are not responsible for the content of this new site, nor are we in control of any transactions that occur outside of our site.

External link to: <http://finance.yahoo.com/q?ql=1&s=NCRM>

CONTINUE

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

Tax Lot Details

Email

Export

Print

Description:

NATIONS CASH RESERVE MONEY

MARKET INV FUND #001

Price:

\$1.00

Total Market Value:

\$361,687.88

Price Date:

06/30/1999

No Tax Lots Available

## Tax Lots

Tax Lots				
190				
1010000062 - BILL P. ARRON				
Description	Tax Lot #	Market Value	Acquired	
<b>ADELANTO CA, PUBLIC FINANCING AUTHORITY LOCAL AGENCY REVENUE SERIES B REFUND BOND 6.4...</b>				
ADELANTO CA, PUBLIC FINANCING AUTHORITY LOCAL AGENCY REVENUE SERIES B REFUND BOND 6.4...	1	\$997.61	03/31/2013	
<b>COMBINED LOT TOTAL</b>		\$997.61		
<b>ABN AMRO BK N V CHICAGO BRCH US\$ SBNT 9.25% 05/15/2020</b>				
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	
<b>COMBINED LOT TOTAL</b>		\$116.33		
<b>ALLIANCE FINANCE CORPORATION BOND ISSUE NAME NAME 2 NAME 3 01/2027 57.05% 04/04/2020-...</b>				
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	
<b>COMBINED LOT TOTAL</b>		\$1,994.98		

For each holding, the Asset description is displayed in bold, along with the Lot Total. The Tax Lot # displays specific information for each lot of the asset.








## Gain/Loss

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

The Date selection defaults as beginning of calendar year for From Date and current system date for To Date. You can adjust the dates to review a different time frame.

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.

<a href="#">Available Cash</a> <a href="#">Transactions</a> <a href="#">Holdings</a> <a href="#">Tax Lots</a> <a href="#">Gain/Loss</a> <a href="#">Accounts</a> <a href="#">Cash Projections</a> <a href="#">File Downloads</a> <a href="#">My Reports</a> <a href="#">Trading</a> <a href="#">Pension</a> <a href="#">Calculators</a> <a href="#">Wea</a>					
Gain/Loss <span>2</span> 1010000188 - WILLIAM R. BIRTHWRIGHT					
From		To			
01/01/2017		07/12/2017			 Settings  Email  Export  Print
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

Account List25

1010000561 - WENDELL FENTON

Last repriced: Oct 31, 2017 10:48AM

	Cash	Market Value	Cost
Single Accounts25	-\$9,196,356,713,438,496.00	\$219,317,175,261,279,550.00	-\$8,088,412,198,576,120.00
Account Groups0	\$0.00	\$0.00	\$0.00
Consolidated Accounts0	\$0.00	\$0.00	\$0.00

As Of Date

07/12/2017

View

Settlement Date

View All Accounts

Reprice

Settings

Email

Export

Print



## Cash Projection

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

Cash Projection 5

Your account will show here.

Days To Project

7

View

Summary

Details

Email

Export

Print

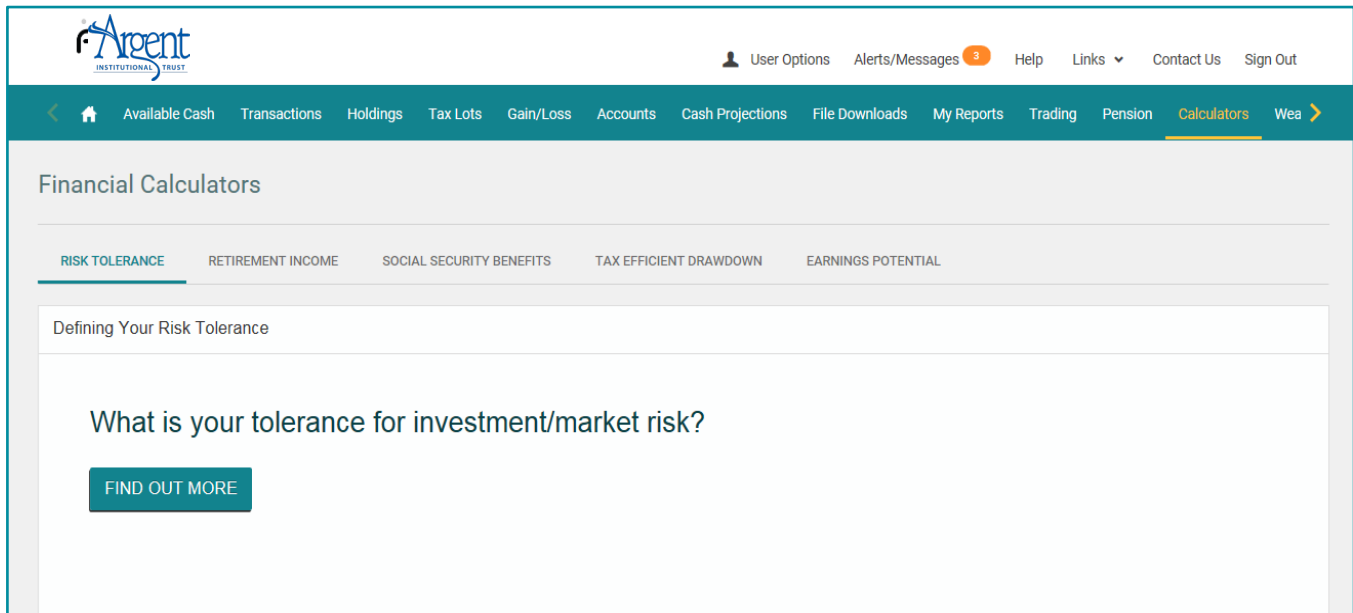
>	Date	Transaction Description	Income Cash	Principal Cash	Total Cash
>		CURRENT CASH AND LIQUID ASSETS	\$187,612.22	\$939,276.27	\$1,126,888.49
>		PURCHASES	\$0.00	-\$70,000.00	-\$70,000.00
>		Projected Cash and Liquid Assets	\$187,612.22	\$869,276.27	\$1,056,888.49

## 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
	07/18/2017	Projected Cash and Liquid Assets	\$187,612.22	\$869,276.27	\$1,056,888.49

## Calculators

The Calculator menu tab in WebLink offers tools that allow you to run a quick assessment of how you are positioned to achieve retirement goals, strategies to improve retirement funding and fundamental financial planning preparedness.




The screenshot displays the Argent Institutional Trust WebLink interface. At the top, the Argent logo is on the left, and user options, alerts (3), help, links, contact us, and sign out are on the right. Below this is a teal navigation bar with various menu items: Available Cash, Transactions, Holdings, Tax Lots, Gain/Loss, Accounts, Cash Projections, File Downloads, My Reports, Trading, Pension, **Calculators**, and Wea. The main content area is titled "Financial Calculators" and features five tabs: **RISK TOLERANCE**, RETIREMENT INCOME, SOCIAL SECURITY BENEFITS, TAX EFFICIENT DRAWDOWN, and EARNINGS POTENTIAL. The "RISK TOLERANCE" tab is active, showing the heading "Defining Your Risk Tolerance" and the question "What is your tolerance for investment/market risk?". A teal button labeled "FIND OUT MORE" is positioned below the question.

- Risk Tolerance - Helps determine an appropriate asset allocation based on risk tolerance.
- Retirement Income - Assesses how much can be safely withdrawn from assets each year during retirement.
- Social Security Benefits - Evaluates the optimal time to file for Social Security benefits.
- Tax Efficient Drawdown - Displays three tax-efficient ways to balance withdrawals from tax-deferred, taxable and Roth accounts during retirement.
- Earnings Potential - Illustrates a household's earning potential between now and retirement.

## Using the Reprice Icon



If you have the Reprice permission, you will see the  icon on the following report pages:

- Portfolio Review
- Holdings
- Tax Lots
- Accounts



Using Reprice allows you to reprice valid, marketable holdings in your account based on the latest market price. Once you click on the Reprice icon, the following displays allowing you to Reprice or Cancel.

## Reprice


Confirm reprice for:  
**EDWARD L. BIDEN ( 1010000142 )**

CANCEL
REPRICE

Once Reprice is done, you will see  next to the assets that were updated.

Ticker	CUSIP	Description	Quantity	Cost	Market Value...	Unrealized G/L	
		TOTAL FOR Cash and Equivalents		\$1.00	\$1.00	\$0.00	
Equities							
KO	191216100	 COCA COLA CO COMMON STOCK	1,000	\$15,271.48	\$45,965.00	\$30,693.52	
DPL	233293109	DPL INCORPORATED COMMON STOCK	300	\$5,030.00	\$8,334.00	\$3,304.00	
K	487836108	 KELLOGG CO COMMON STOCK	100	\$3,401.25	\$6,288.00	\$2,886.75	

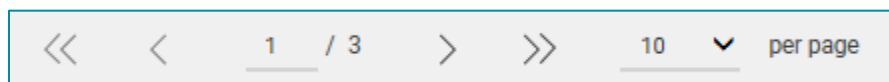
Ticker	CUSIP	Description
		TOTAL FOR Cash and Equivalents
		Equities
KO	191216100	 COCA COLA CO COMMON STOCK
DPL	233293109	DPL INCORPORATED COMMON STOCK

Mouse over the icon to see the Reprice Date & Time

Once you have repriced, you cannot go back to the previous pricing. You can Reprice as often as you'd like. Prices are refreshed overnight.

## 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 to display on one page, the data is present on multiple pages. You can move between pages by clicking NEXT, PREVIOUS, or entering a specific page number.

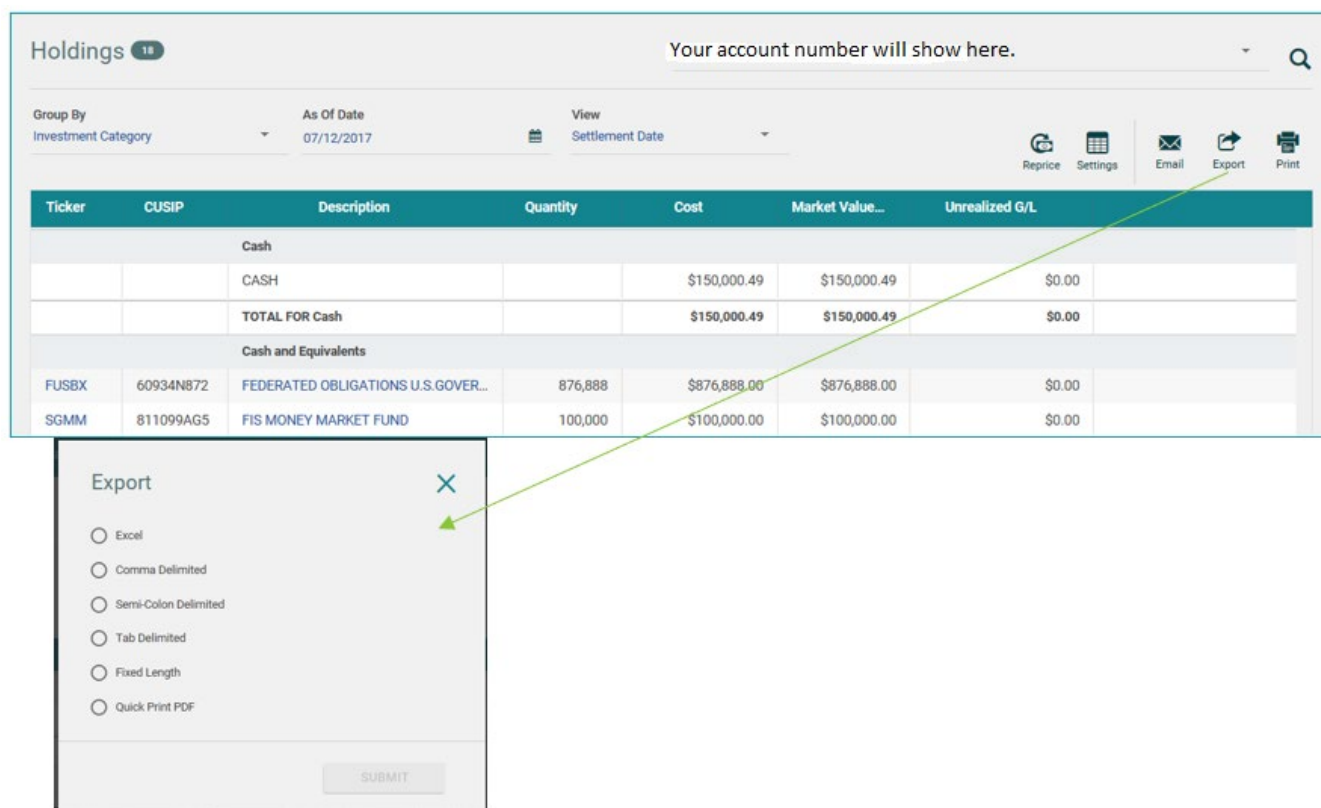


- The << >> allow you to toggle to the first and last page of the report.
- The < > allow you to toggle between the pages in the report.
- The 10 with the drop-down arrow per page allows you to select the number of items per page for viewing. Minimum is 5 \ Maximum is 100. This is saved as a user preference.

### Export while viewing a Report



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



**Holdings** 18 Your account number will show here.

Group By: Investment Category | As Of Date: 07/12/2017 | View: Settlement Date

Reprice | Settings | Email | **Export** | Print

Ticker	CUSIP	Description	Quantity	Cost	Market Value...	Unrealized G/L
<b>Cash</b>						
		CASH		\$150,000.49	\$150,000.49	\$0.00
		<b>TOTAL FOR Cash</b>		<b>\$150,000.49</b>	<b>\$150,000.49</b>	<b>\$0.00</b>
<b>Cash and Equivalents</b>						
FUSBX	60934N872	FEDERATED OBLIGATIONS U.S. GOVER...	876,888	\$876,888.00	\$876,888.00	\$0.00
SGMM	811099AG5	FIS MONEY MARKET FUND	100,000	\$100,000.00	\$100,000.00	\$0.00


**Export** ✕

☐ Excel  
☐ Comma Delimited  
☐ Semi-Colon Delimited  
☐ Tab Delimited  
☐ Fixed Length  
☐ Quick Print PDF

SUBMIT

## Print while viewing a Report



The  icon allows you to print the report as displayed on the page. When you click on this icon, you will be presented with the following:

Do you want to open or save **Holdings.pdf** (66.0 KB) from **web1.infinity.com?**

Open

Save

Cancel



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

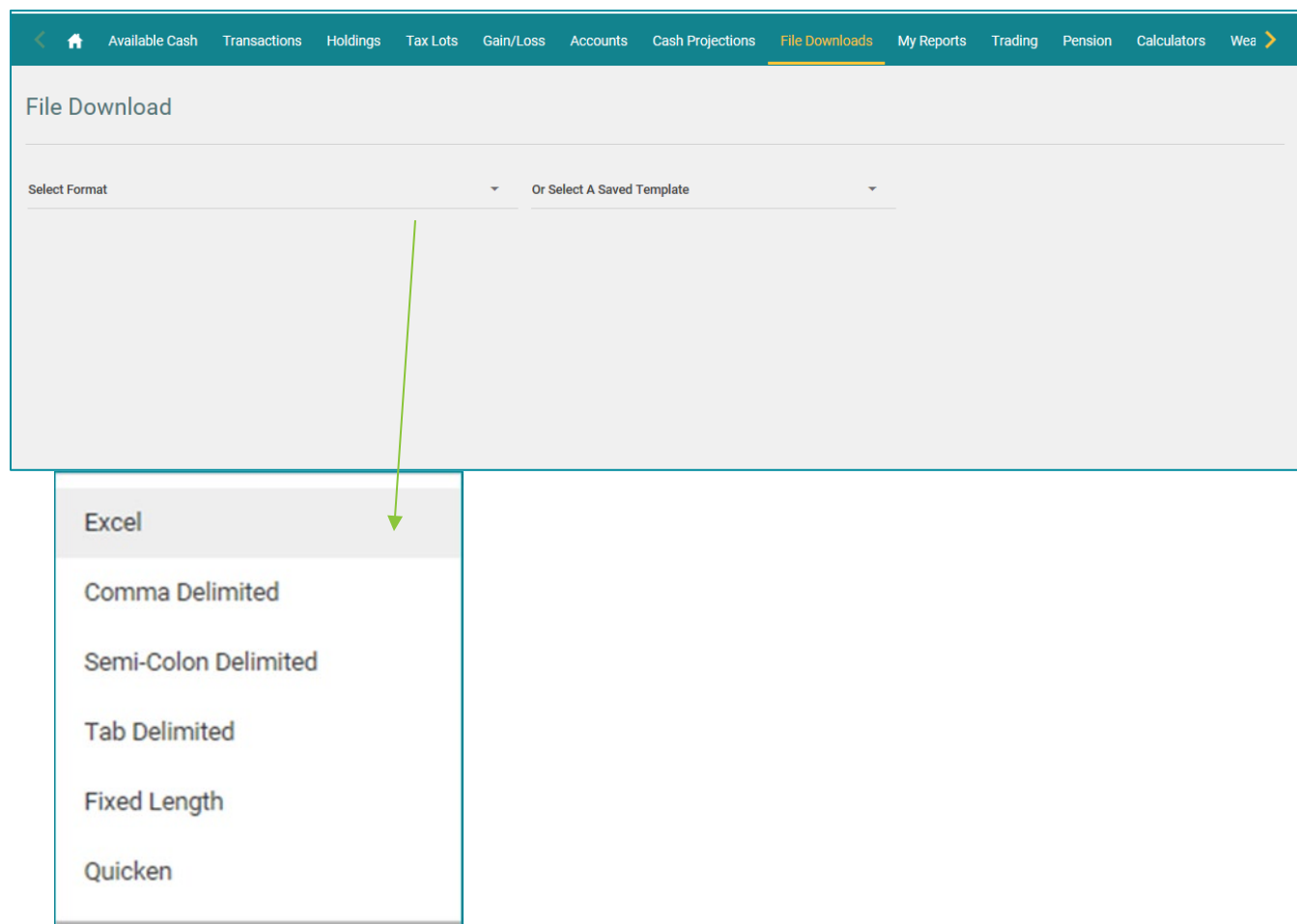


1015002363 - SARAH BENNETT  
Holdings  
July 12 2017  
Settled

Ticker	CUSIP	Description	Quantity	Cost	Market Value	Unrealized G/L
		Cash				
	CASH			\$0.14	\$0.14	
		TOTAL FOR Cash		\$0.14	\$0.14	
		Cash and Equivalents				
NCRM	63859B741	NATIONS CASH RESERVE MONEY	361,687.88	\$361,687.88	\$361,687.88	
		TOTAL FOR Cash and Equivalents		\$361,687.88	\$361,687.88	
		TOTAL FOR ALL ASSETS		\$361,688.02	\$361,688.02	

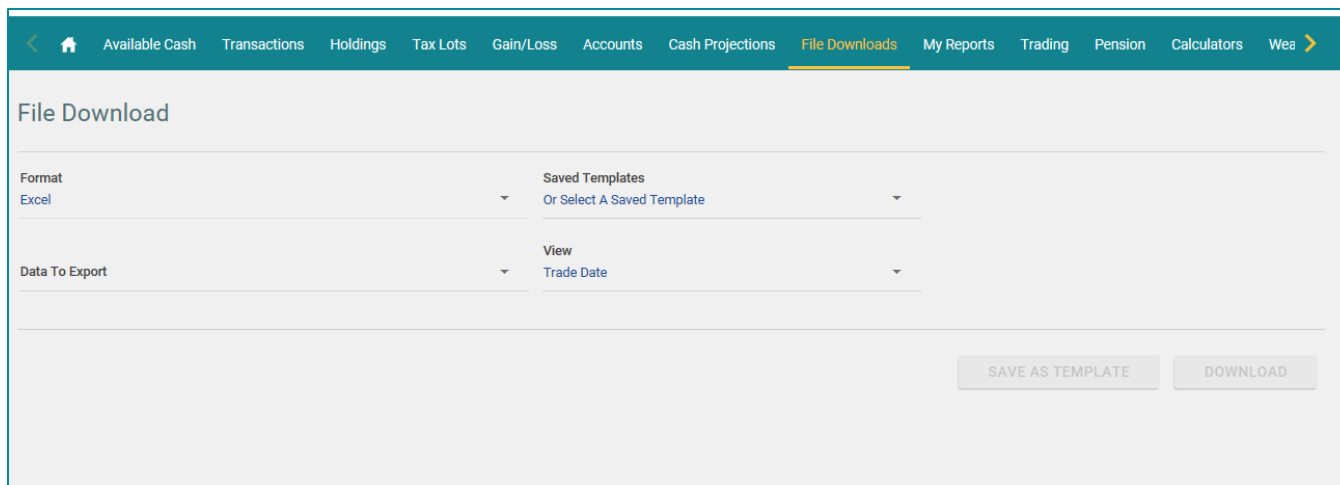
## File Download

Clicking on the File Download Tab first allows for selection of a Format or a Saved Template.



The screenshot displays the 'File Download' section of a web application. At the top, a navigation bar includes links for Available Cash, Transactions, Holdings, Tax Lots, Gain/Loss, Accounts, Cash Projections, File Downloads (highlighted), My Reports, Trading, Pension, Calculators, and a search icon. Below the navigation bar, the 'File Download' title is followed by two dropdown menus: 'Select Format' and 'Or Select A Saved Template'. A green arrow points from the 'Select Format' dropdown to a list of file formats: Excel, Comma Delimited, Semi-Colon Delimited, Tab Delimited, Fixed Length, and Quicken. The 'Excel' option is highlighted.

After selecting a format, additional criteria are presented to complete the file download request.



File Download

Format  
Excel

Saved Templates  
Or Select A Saved Template

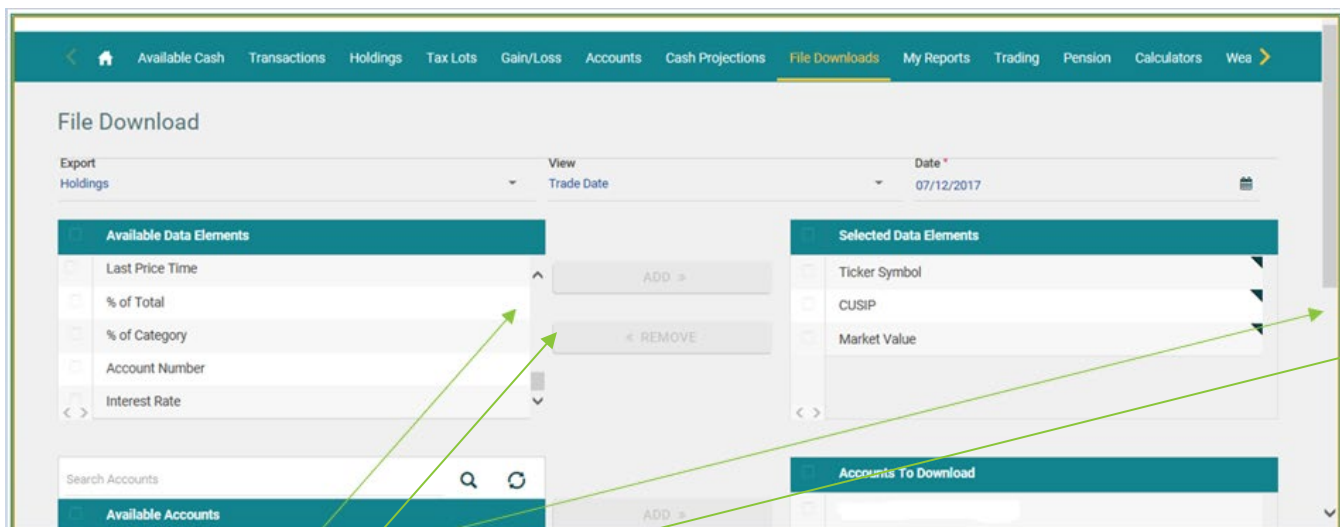
Data To Export

View  
Trade Date

SAVE AS TEMPLATE

DOWNLOAD

Once the Data to Export and View options are defined, criteria for the specific data export and account list become available for selection.



File Download

Export  
Holdings

View  
Trade Date

Date \*  
07/12/2017

Available Data Elements

- Last Price Time
- % of Total
- % of Category
- Account Number
- Interest Rate

Selected Data Elements

- Ticker Symbol
- CUSIP
- Market Value

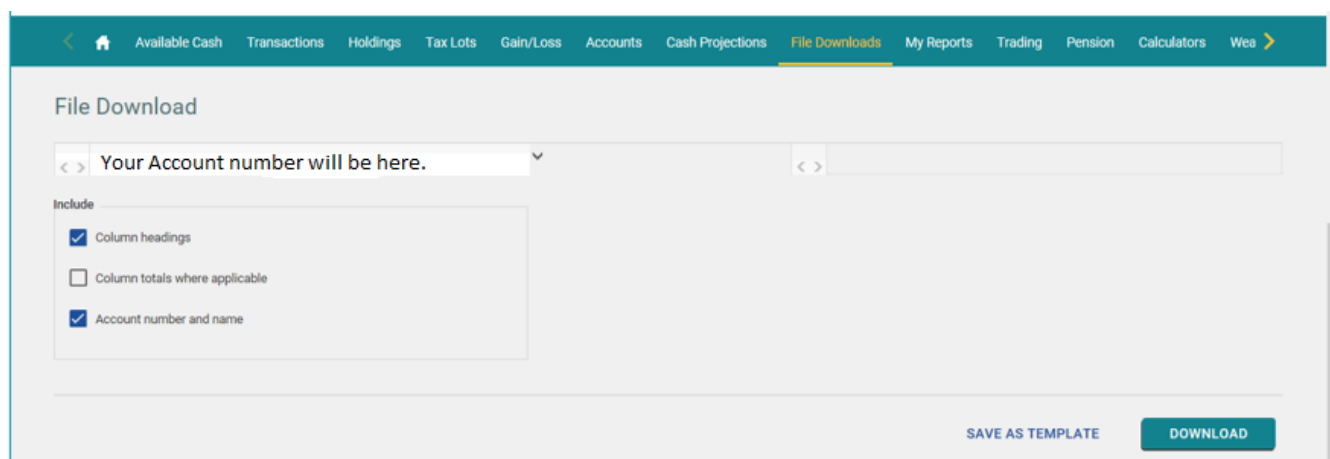
Available Accounts

Search Accounts

ADD

REMOVE

If necessary, use the scroll bars to see additional data elements and accounts to choose from.



File Download

< > Your Account number will be here. < >

Include

- ☒ Column headings
- ☐ Column totals where applicable
- ☒ Account number and name

SAVE AS TEMPLATE DOWNLOAD

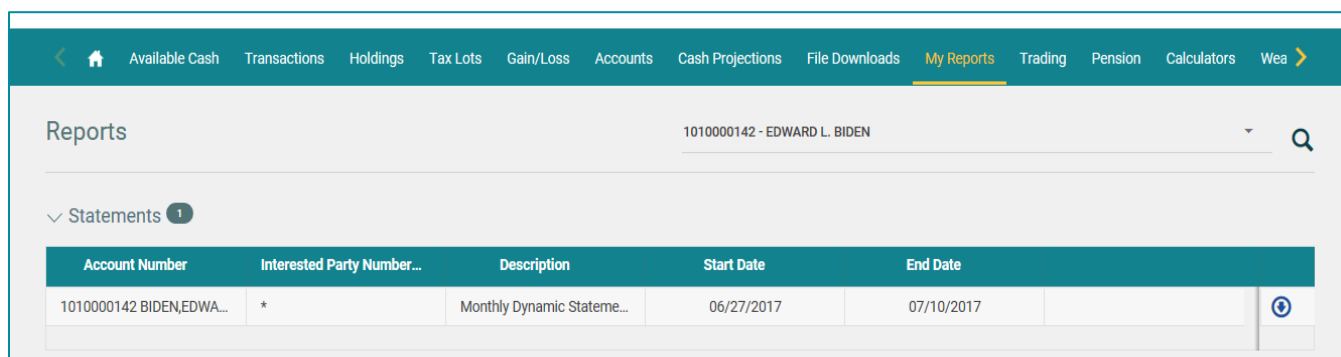
Use the right side, scroll bar to select additional items to include in your download for:

- Column headings
- Column totals where applicable
- Account number and name


Then Save as Template for future use or select Download.



## My Reports



Account Number	Interested Party Number...	Description	Start Date	End Date
1010000142 BIDEN, EDWA...	*	Monthly Dynamic Stateme...	06/27/2017	07/10/2017

If you are receiving account statements from your Financial\Trust Institution, use the My Reports menu tab to view. Here you can view your statement on-line or use the  to the right to download and save your statement.

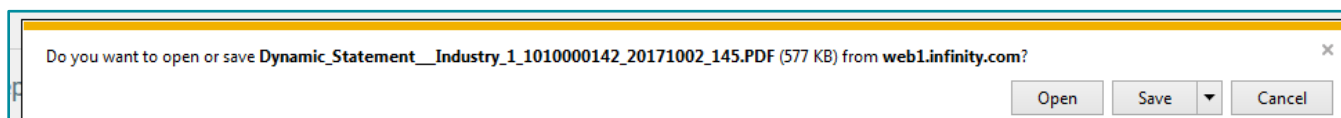
To view your Web Statements, you must have Adobe Acrobat Reader installed on your computer. Once you have logged onto WebLink, click on My Reports.

The Web Statements generated for your account(s) display by date range.

You may also receive Custom or Performance reports from your Institution, if so, they will appear in a separate section on the My Reports Menu Tab.



Allows you to download your statement\report. You receive the following to choose to view your statement from the current session or save it.



Please contact your Account Administrator with any questions. You can find this contact information by clicking the **CONTACT US** link on the top of the screen.