



**INVESTOR360°®**

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USER GUIDE

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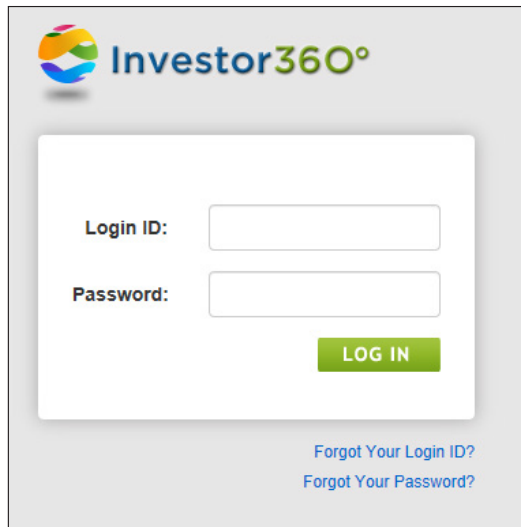
## LOGGING IN TO INVESTOR360<sup>®</sup>

### First-time user

Investor360<sup>®</sup> gives you the power to access your investment information from one convenient location. Prior to logging in to Investor360<sup>®</sup>, obtain your login ID and “one-time” password from your advisor.

**Please note:** Should you have any difficulties with your account, please contact your advisor for help.

1. Go to [www.investor360.net](http://www.investor360.net), enter your login ID and temporary password, and click **Log In**.



2. The user agreement displays. Read through the agreement and click **I Agree**.
3. The first time you log in, you will automatically be brought to the Settings window to complete the following profile information:

User of this ID	Assign a specific person to the ID. The designated user will be able to view all accounts linked to the ID but will be able to edit only accounts associated with his or her social security number.
Email	Enter your e-mail address. This e-mail is used to alert you of any errors or issues with your account.
Confirm Email	Confirm your e-mail address.
Current Password	Enter your default password to verify your identity before creating a new password.
New Password	Create a new password. Passwords must have at least eight characters and include three of the following character categories: uppercase letters, lowercase letters, numbers, and special characters (e.g., @, #, \$).
Confirm Password	Confirm the password.

- Secret Question 1      Select a security question from the dropdown menu. If you ever forget your password, we'll use these questions to identify you and help you create a new password. For instructions on how to reset your password, please see the [Resetting your password](#) section.
- Answer 1                Enter the answer to Security Question 1.
- Please note:** Answers are *not* case sensitive.
- Secret Question 2      Select a security question from the dropdown menu.
- Answer 2                Enter the answer to Security Question 2.
- Paperless Preferences    You may sign up to go paperless and receive electronic versions of statements, customer correspondence, shareholder reports, and tax documents. Once you go paperless, you will stop receiving these documents in the mail and will receive an e-mail notifying you that they are available within Investor360°

**Please note:** All information is required.

The screenshot shows a 'Settings' window with the following sections:

- Personal Information:** A dropdown menu labeled 'User of this ID:\*' with the text 'Select One' and a downward arrow. A link 'Why are we asking for this information?' is visible to the right.
- Email:** Two text input fields. The first is labeled 'Email:\*' and contains the text 'Email'. The second is labeled 'Confirm Email:\*' and contains the text 'Confirm Email'.
- Password:** Three text input fields. The first is labeled 'Current Password:\*' and contains the text 'Current Password'. The second is labeled 'New Password:\*' and contains the text 'Password'. The third is labeled 'Confirm Password:\*' and contains the text 'Confirm Password'.
- Secret Questions:** Four input fields. The first is a dropdown menu labeled 'Secret Question 1:\*'. The second is a text input field labeled 'Answer 1:\*'. The third is a dropdown menu labeled 'Secret Question 2:\*'. The fourth is a text input field labeled 'Answer 2:\*'.
- Paperless Preferences:** A section with a leaf icon and the text 'Paperless Preferences'. Below it, it says 'There are no accounts eligible for E-delivery at the moment'.

At the bottom right of the window are two buttons: 'CANCEL' and 'SAVE'. At the bottom left, there is a small asterisk and the text '\* Required'.

- Click **Save**. Your Investor360° account has been created, and the Overview subtab appears. To log in to Investor360° in the future, simply enter the login ID given to you by your advisor and the new password that you created.

You can view and update your account information at any time by going to the Settings window. For more information, see the [Settings](#) section of this document.

### Existing user


To log in as an existing user, please follow the steps below:

1. Go to [www.investor360.net](http://www.investor360.net).
2. Enter your login ID and password.
3. Click **Log In**.

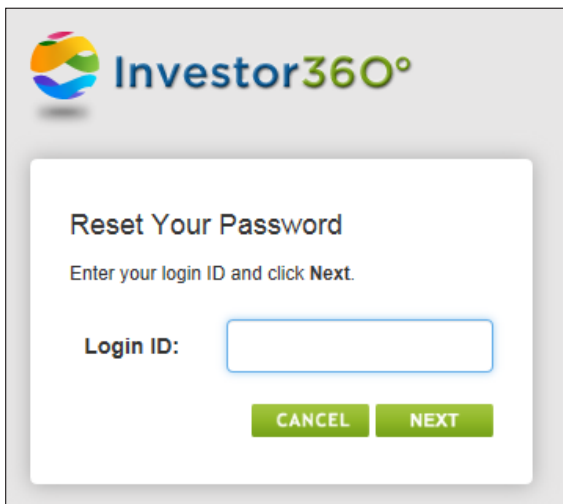
### Resetting your password

If you forget your password, you can easily reset it by following these instructions:

1. Go to [www.investor360.net](http://www.investor360.net) and click the **Forgot Your Password?** link.

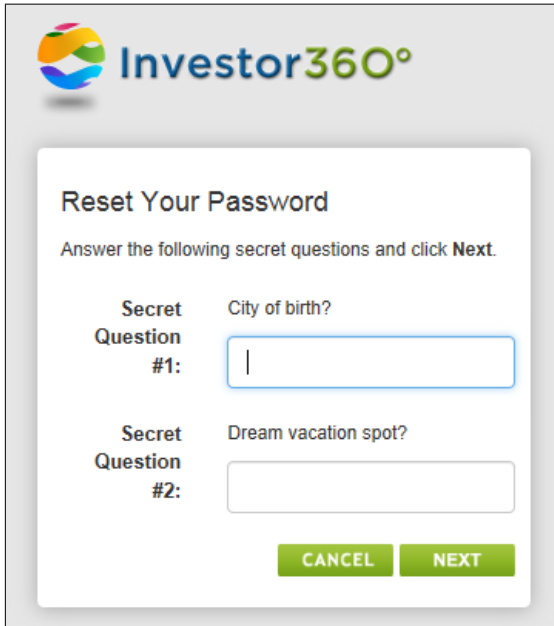


2. Enter your Login ID and click **Next**.



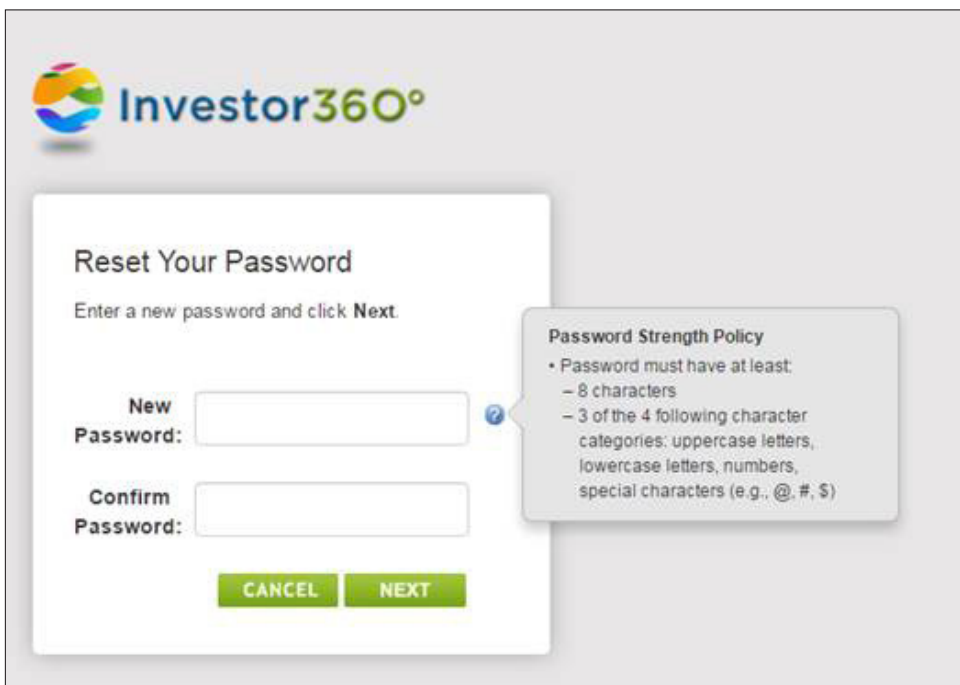
3. Answer your security questions and click **Next**. Remember that answers are *not* case sensitive.

**Please note:** If you can't remember the answers to your security questions, contact your advisor for help with setting up a new "one-time" password. Follow the steps in the [First-time user](#) section to log in with the new temporary password.



The screenshot shows the Investor360° logo at the top left. Below it, the title "Reset Your Password" is displayed. Underneath the title, the instruction "Answer the following secret questions and click **Next**." is shown. There are two secret questions, each with a text input field. The first question is "City of birth?" and the second is "Dream vacation spot?". At the bottom of the form, there are two green buttons: "CANCEL" and "NEXT".

4. Create a new password and click **Next**. Passwords must have at least eight characters and include three of the following character categories: uppercase letters, lowercase letters, numbers, and special characters (e.g., @, #, \$).



The screenshot shows the Investor360° logo at the top left. Below it, the title "Reset Your Password" is displayed. Underneath the title, the instruction "Enter a new password and click **Next**." is shown. There are two password input fields: "New Password:" and "Confirm Password:". At the bottom of the form, there are two green buttons: "CANCEL" and "NEXT". To the right of the form, there is a callout box titled "Password Strength Policy" with the following text: "• Password must have at least: - 8 characters - 3 of the 4 following character categories: uppercase letters, lowercase letters, numbers, special characters (e.g., @, #, \$)".

5. Your password is now reset and the Overview subtab appears. To log in to Investor360° in the future, simply enter the login ID given to you by your advisor and the new password that you created.

## PORTFOLIO TAB

The Portfolio tab gives you access to your account balances and activity, holdings, additional assets, and more.

### Overview

The Overview subtab provides high-level portfolio balance, historical, and allocation information about the accounts or groups selected.

This section is organized into four main categories:

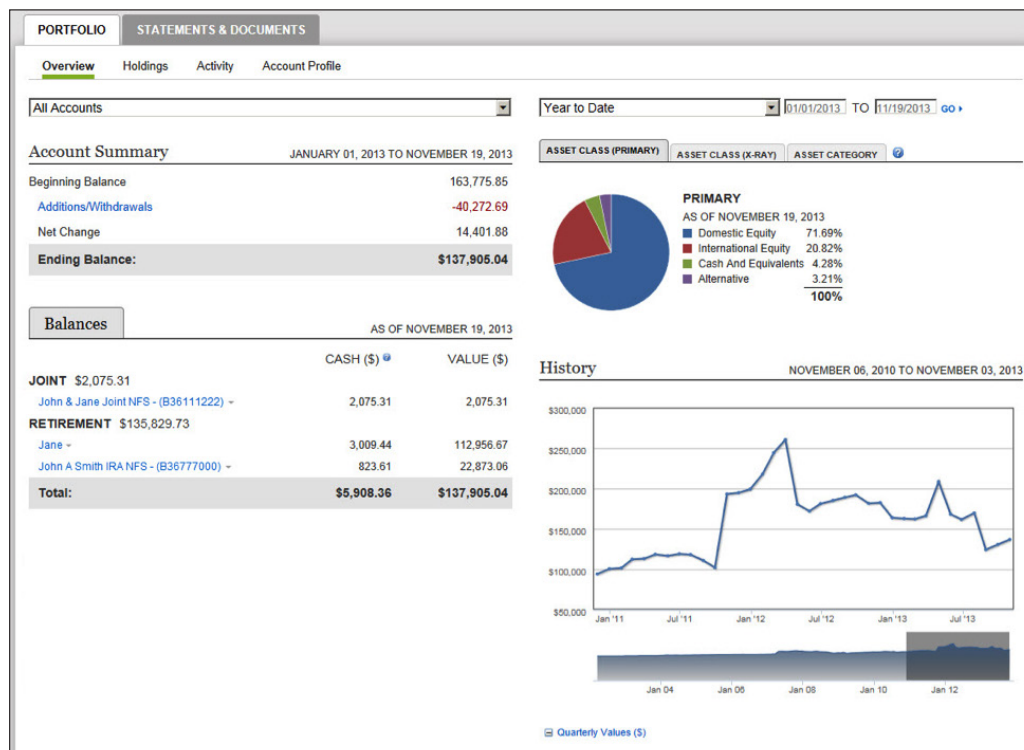
- Account Summary
- Balances
- Asset Allocation
- History

### Changing your data view

You have the ability to change the way your data is viewed on the tabs.

1. Use the All Accounts dropdown menu to select which account data to view on the tabs. You can select all accounts, a specific group of accounts, or a single account. When selecting a group of accounts, you'll see predefined groups (e.g., retirement accounts).
2. Control the date range for all information displayed across tabs. Simply click the **Year to Date** dropdown menu and select a date range option. When using a custom date range, enter a *from* and/or *to* date.

The Overview subtab displays the date range used for each section. As you update the Year to Date dropdown menu, these ranges update based on your selection.



## Account Summary

This section shows the beginning account/group balance as of January 1 of the current year, as well as additions and withdrawals, net change, and ending balance.

Clicking the **Additions/Withdrawals** link in this section will bring you to the Activity page, where you can view the year-to-date additions to and/or withdrawals from the portfolio.

## Balances

The Balances section shows cash and value for each account within the group. Hover over the down arrow to view account-specific holdings and activity.

Cash (\$)

- **For brokerage accounts:** The amount reflects only the amount in the designated core security. (The core security, usually a money market, is designated during the account opening process.)
- **For nonbrokerage accounts:** The amount reflects balances held in money market mutual funds, variable annuity money market subaccounts, or as a pending cash balance.

Cash can include:

- Money market mutual funds
- Variable annuity money market subaccounts
- Commonwealth's Core Account Sweep Program
- Pending cash balances

Value (\$) (as of previous business day's close)

- Displays total market value of the account (net of liabilities)
- Includes cash and accrued interest associated with fixed income securities

## Asset Allocation

There are three tabs within this section:

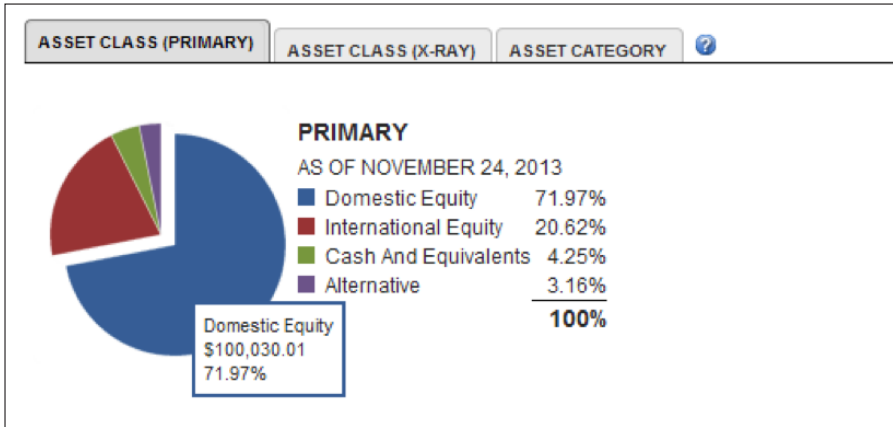
- Asset Class (Primary)
- Asset Class (X-Ray)
- Asset Category

Each tab displays a pie chart of asset information; simply click the tab to view a particular chart. To view additional information, click the blue **information** icon.

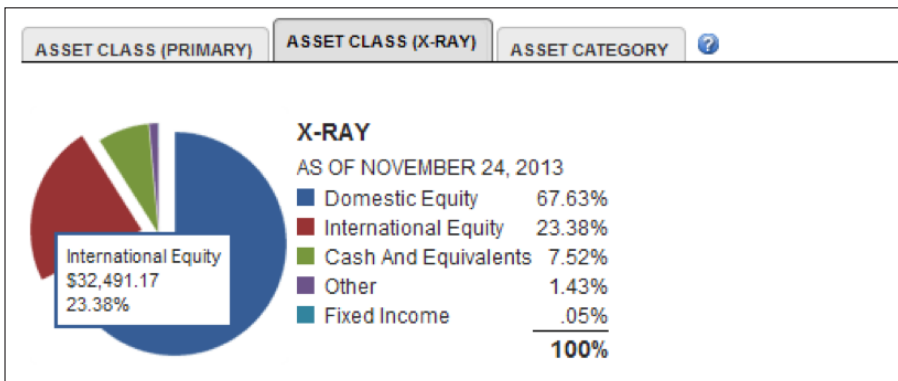


**Asset Class.** These pie charts display portfolio allocations among various asset classes. The percentage of each asset class is displayed next to the pie chart. Hover over each section of the chart to see the value and percentage of the asset class.

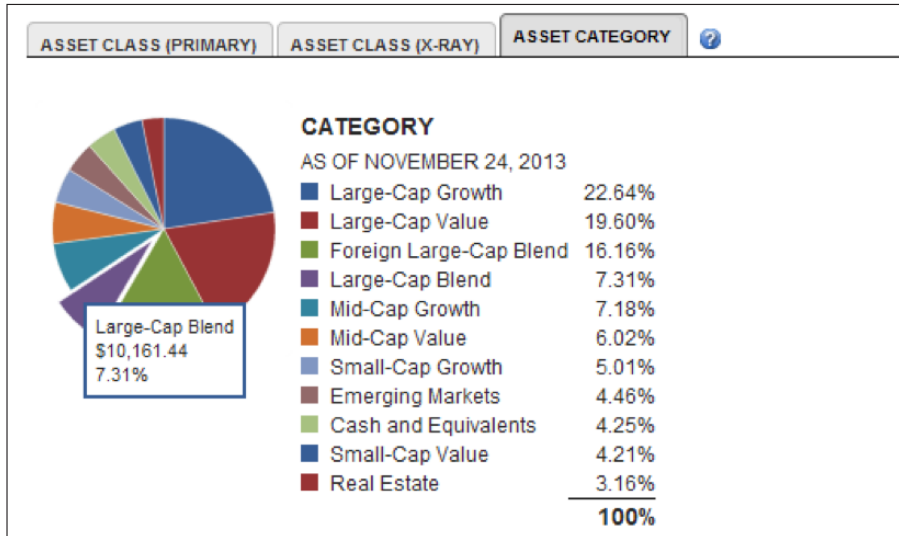
The **Asset Class (Primary)** chart looks at the underlying holdings of the portfolio and displays a percentage (%) for each major asset class represented within the overall portfolio.



The **Asset Class (X-Ray)** chart reflects the Morningstar® breakout of underlying holdings within mutual funds, exchange-traded funds, and variable annuities.

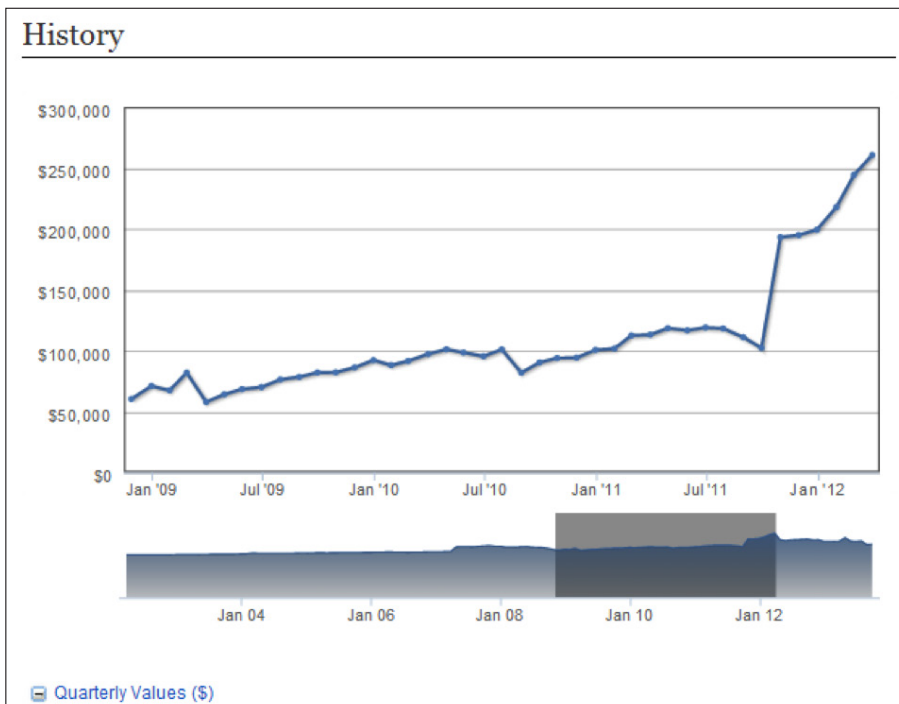


**Asset Category.** This pie chart shows how the portfolio is allocated among different categories of investments (leveraging Morningstar categories). The percentage of each asset category is displayed next to the chart. Hover over each section of the pie chart to see the value and percentage of the asset category.



### History

This graph shows the historical value of the portfolio. The default view is the past 36 months; however, you can customize date ranges and go back to inception. The view only changes if a different date range is selected on the top of the page or if a specific section of the lower chart is highlighted.



To view specific values for each quarter, expand the Quarterly Values section.

Quarterly Values (\$)				
	Mar 31	Jun 30	Sep 30	Dec 31
2013	166,261.75	161,636.62	130,662.89	
2012	260,495.98	181,263.55	191,982.38	163,775.85
2011	113,124.63	118,972.57	102,083.77	199,163.50
2010				100,568.56

## Holdings

The Holdings subtab provides information (as of close of business for the previous day) about the investments held by the account or group selected. You can customize this tab to view information in the way that is most helpful to you.

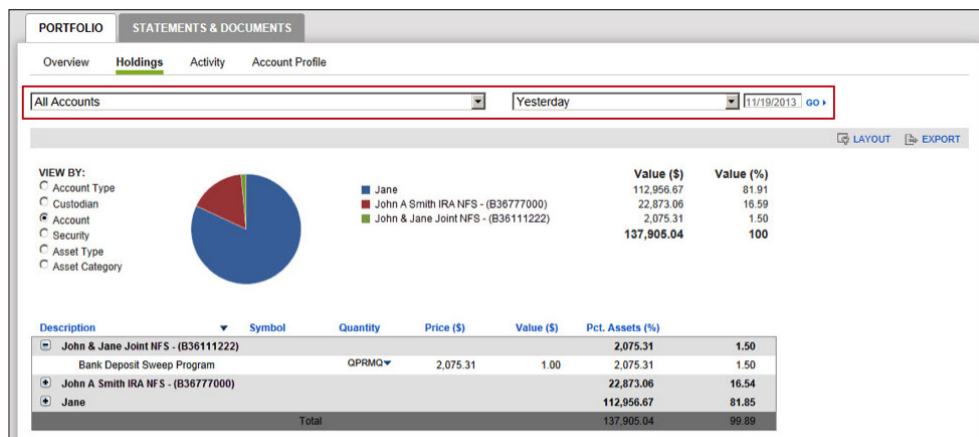
### Changing your data view

You can change the way your data is viewed on the tabs.

1. Use the All Accounts dropdown menu to select which account data to view on the tabs. You can select all accounts, a specific group of accounts, or a single account. When selecting a group of accounts, you'll see predefined groups (e.g., retirement accounts).
2. Control the date range for all information displayed across tabs. Simply click the **Year to Date** dropdown menu and select a date range option. When using a custom date range, enter a *from* and/or *to* date.

The Overview subtab displays the date range used for each section. As you update the Year to Date dropdown menu, these ranges update based on your selection.

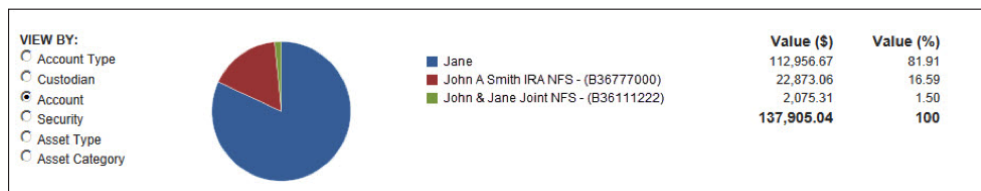
3. Click a column heading to sort the data in that category in ascending or descending order. If the triangle points downward, the account data has been sorted in descending order; if it points upward, the data has been sorted in ascending order.
4. Reorder the columns by clicking on a column and, with your finger on the mouse, dragging it to a desired location. Double arrows appear indicating where the column will drop once you let go of the mouse.



### Chart section

The Chart section displays graphical information about holdings for the selected account/group. Within this section, you can group investments in various ways by selecting a View By option. This choice will be reflected in both the pie chart and the Holdings section below the chart.

**For example:** If you choose the Asset Category option, the investments will be grouped by their asset categories and displayed according to the categories in the pie chart and the Holdings section.



### Other View By options:

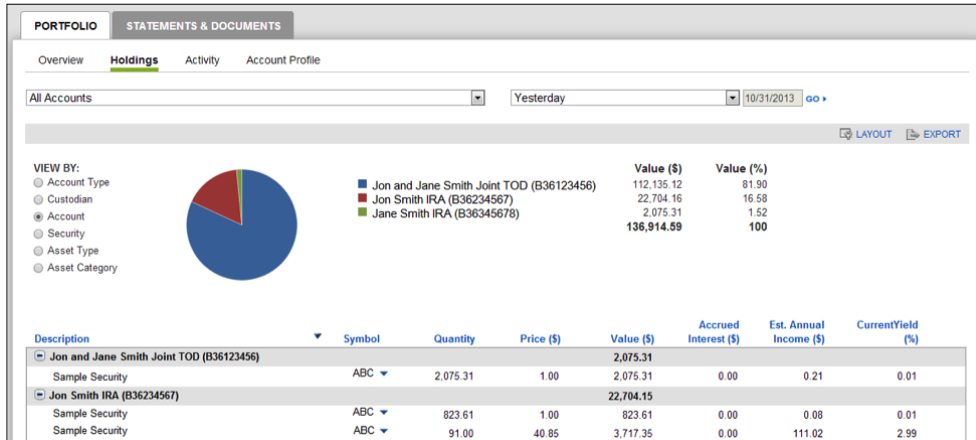
Account Type	Type of account (e.g., individual, joint, traditional IRA, Roth IRA)
Custodian	Custodian of the account (e.g., NFS)
Account	Each account listed separately (Holdings are grouped by account.)
Security	Each individual security within the selected account group
Asset Type	Type of holding within the account (e.g., cash, mutual fund, ETF, fixed income, variable annuity)
Asset Category	Category that most appropriately describes the securities within the selected account group (e.g., Large Growth, Intermediate Government, Mid-Cap Value); categories based on Morningstar classifications

**Please note:** Selecting different views does not filter the holdings within the account group. It displays information on your portfolio based upon the option chosen in the View By field.

The pie chart shows the percent allocation of the holdings for the account(s) or group selected and displays results based on the choice made in the View By list. Hover over each section of the pie chart to see the dollar amount for each allocation and its percentage of the total holdings.

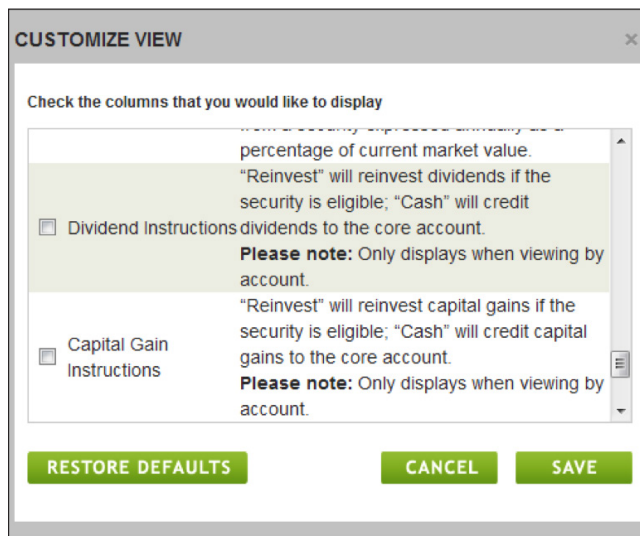
## Holdings section

The Holdings section below the chart displays all position-level investments based on the View By option selected. You can customize the columns in the Holdings section by adding or hiding columns. Your customized view will remain in effect until you choose to change it.



## To customize the Holdings view:

1. Click the **Layout view** link on the gray bar. The Customize View pop-up appears.



2. Check the box next to the column name to select or unselect that column. (**Please note:** Gray-colored fields are required and cannot be edited, and columns cannot be reordered.)

Description	Description of the security
Symbol	Trading ticker assigned by the respective exchange or CUSIP for fixed income instruments
Value	Value of the security as of the previous day's close
Quantity	Quantity held using trade date calculations
Price	Prior-day closing price or the previous last known price of the security
Pct. of Assets (%)	Percent of holdings/group value for account(s) viewed

Position Type	Indicates where each security within an account is held or where each transaction within an account transpired; provides information relating to balances, trading, and operational constraints to which the position is subject in a brokerage account; types include: <ul style="list-style-type: none"> <li>• DVP/RVP</li> <li>• Cash</li> <li>• Margin</li> <li>• Short</li> <li>• Legal</li> <li>• Restricted securities</li> <li>• Precious metals</li> <li>• Called bonds (partially called bonds)</li> <li>• When issued securities</li> <li>• Div (dividend interest/disbursement)</li> </ul>
Value Excl. Accrued Int (\$)	Value of the security as of the previous day's close, excluding accrued interest
Accrued Interest (\$)	Interest earned on security since last payment date
Previous Value	Market value as of two days ago, based on current quantity owned and prior known prices
Previous Value Excl. Accrued (\$)	Value of the security as of the previous day's close, excluding accrued interest
Prev. Value Excl. Accrued Int (\$)	Market value as of two days ago, based on current quantity owned and prior known prices, excluding accrued interest
1-Day Price Change (%)	Percentage change between yesterday's price and the prior day's price
Est. Unit Tax Cost (\$)	Total estimated tax cost of the security divided by the number of units
Unit Principal Cost	Total principal cost of the security divided by the number of shares
Asset Type	Type of asset held, such as cash, equity, fixed income, and so on
Asset Category	Category that most appropriately describes the security, such as Large Growth, Intermediate Government, Mid-Cap Value, and so on (Categories are based on Morningstar classifications.)
Est. Annual Income	Projected annual income for security based on actual dividend rate of that security over previous 12 months
Current Yield	Income return on an investment; refers to interest or dividends received from a security expressed annually as percentage of current market value

Dividend Instructions	“Reinvest” will reinvest dividends if security is eligible; “Cash” will credit dividends to core account ( <b>Please note:</b> This only displays when viewing by account.)
Capital Gain Instructions	“Reinvest” will reinvest capital gains if security is eligible; “Cash” will credit capital gains to core account ( <b>Please note:</b> This only displays when viewing by account.)
Initial Purchase Date	Date a security was first purchased, including original cost if the security transferred into the account

3. Click the **Save** button.

**Please note:** Click the **Restore Defaults** button to return to the original view.

### Symbol column dropdown menu

In the Holdings section, click the blue down arrow next to the symbol to access a dropdown menu that displays the following list of options:

Quote	Provides current price information for that security
Chart	Displays a chart of the market price of the security over time

### Exporting Holdings data

To export the data on the Activity page to Excel, click the **Export** icon located in the chart header. A download pop-up will appear on your screen, asking whether you would like to open or save the file.

### Activity

The Activity subtab lists all transactions made over a specified period.

### Changing your data view

You have the ability to change the way your data is viewed on the tabs.

1. Use the All Accounts dropdown menu to select which account data to view on the tabs. You can select all accounts, a specific group of accounts, or a single account. When selecting a group of accounts, you'll see predefined groups (e.g., retirement accounts).
2. Control the date range for all information displayed across tabs. Simply click the **Year to Date** dropdown menu and select a date range option. When using a custom date range, enter a *from* and/or *to* date.

The Overview subtab displays the date range used for each section. As you update the Year to Date dropdown menu, these ranges update based on your selection.

Date	Account	Activity Type	Description	Quantity	Price (\$)	Amount (\$)
10/01/2013	B36123456	Reinvestment	Sample Security	1.15	21.26	-24.39
10/01/2013	B36234567	Dividend Received	Sample Security	0.00	0.00	24.39
10/03/2013	B36123456	Sell	Sample Security	-333.21	1.00	333.21
10/30/2013	B36345678	Contribution to Asset	Sample Security	1,514.76	1.00	1,514.76
10/30/2013	B36123456	Buy	Sample Security	1,514.76	1.00	-1,514.76
10/31/2013	B36234567	Reinvestment	Sample Security	0.02	1.00	-0.02
10/31/2013	B36123456	Interest Income	Sample Security	0.00	0.00	0.02

### Activity list

The Activity list displays all account activity based on the filter selected.

- Click a column heading to sort the data in that category in ascending or descending order. If the triangle points downward, the account data has been sorted in descending order; if it points upward, the data has been sorted in ascending order.
- Reorder the columns by clicking on a column and, with your finger on the mouse, dragging it to a desired location. Double arrows appear indicating where the column will drop once you let go of the mouse.

### Activity list columns

Date	Date that the activity occurred, such as date of a stock purchase
Account	Account number for which the activity occurred
Activity Type	Type of transaction, such as Buy, Dividend, and Dividend Reinvestment
Description	Name of the security involved in the activity
Quantity	Quantity in units (e.g., number of shares bought)
Price	Price per unit at the time of the transaction
Amount	Dollar amount of activity at the time of the transaction

### Activity filter

You can view the data by date range, activity type, and price:

Activity Type	Select the desired activity type by clicking the box to the left of the activity.
Symbol	Enter the ticker symbol or the CUSIP to view activities related to a specific security. Leave this field blank to see all securities.
Price	Enter starting and ending price values to view activities related to a specific price range.

Complete each field and then click **GO**. The activities that match the specific option will appear.

### Export

To export the data on the Activity list to Excel, click the **Export** icon located in the chart header. A download pop-up will appear on your screen, asking whether you would like to open or save the file.



## Account Profile

The Account Profile subtab displays all accounts within a household. Clicking on a specific account displays the information associated with that account.

## Changing your data view

You can change the way your data is viewed on the tabs.

1. Use the All Accounts dropdown menu to select which account data to view on the tabs. You can select all accounts, a specific group of accounts, or a single account. When selecting a group of accounts, you'll see predefined groups (e.g., retirement accounts).
2. Control the date range for all information displayed across tabs. Simply click the **Year to Date** dropdown menu and select a date range option. When using a custom date range, enter a *from* and/or *to* date.

The Overview subtab displays the date range used for each section. As you update the Year to Date dropdown menu, these ranges update based on your selection.

PORTFOLIO		STATEMENTS & DOCUMENTS	
Overview	Holdings	Activity	<b>Account Profile</b>
B36123456 - Jon Smith IRA NFS			
<b>Account Summary</b>			
Account Number:	B36123456		
Account Reg:	NFS/FMTC IRA FBO JON SMITH 1 MAIN ST. WALTHAM MA 02453		
Account Name:	JON SMITH IRA (B36123456)		
Reg Type:	IRA	Contract Date:	08/03/2006
Sponsor:	NFS	Open Date:	06/13/2006
Advisor ID:	001 (Joe Advisor)	Close Date:	
Executing RIA:	COMMONWEALTH	Managed Account:	Yes
Status Code:	Open	Fee Authorization:	
Gov Entity:	No	Initial Funding:	\$0.00
		Business Line:	PPS Custom
		PPS Strategy:	
		Advisory Investment	
		Objective:	Primarily Equity
<b>Client Information</b>			
<b>GENERAL INFORMATION</b>		<b>ACCOUNT PAPERWORK</b>	
Number:	B36123456	Application:	ON FILE
Reg Type:	IRA	Margin Agreement:	Not on file
Tax ID:	xxx-xx-1234	Option Status:	Not on file
ID Type:	SSN	Option Level:	Not provided
Short Name:	SMITH	Standing Distribution:	Retirement Standing Distribution on File - Level 2
Established:	06/13/2006	Proceeds	
Updated:	05/21/2013	Instructions:	HOLD PROCEEDS
Last Rap Date:	N/A	Securities	
Advisor ID:	001	Instructions:	HOLD IN STREET NAME
Restrictions:	N/A	Dividend Instructions:	PAY ALL TO CASH AS PROCEEDS
<b>BENEFICIARY INFORMATION</b>		<b>NAMES ON THIS ACCOUNT</b>	
Name:	Alex Smith	Jon Smith (Primary)	
Designation:	PRIMARY	SSN:	xxx-xx-1234
Percentage:	25	Birth Date:	01/06/1932 [B1]
Date of Birth:	03/09/1956 [57]	Affiliated:	No
SSN:	xx-xxx-1234	Mailing Address:	1 Main Street Waltham, MA 02453
Relationship:	Non-Spouse		
<b>ACCOUNT ADDRESS INFORMATION</b>			
Mailing Address:	1 Main Street Waltham, MA 02453		
Legal Address:	1 Main Street Waltham, MA 02453		

## STATEMENTS & DOCUMENTS

The Statements & Documents tab gives you access to all of your statements, including consolidated and quarterly statements, as well as documents shared with you by your advisor. Additionally, you can view whether you elected to receive these materials via mail or online (i.e., paperless).

### Statements & Confirms

This tab is organized in six sections:

- Consolidated Statement
- Brokerage Statements
- Quarterly Statements
- Tax Documents
- Confirms
- Customer Correspondence

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Settings ? Help Print LOGOUT  
Welcome John Smith GET A QUOTE: SYMBOL GO SYMBOL LOOKUP

PORTFOLIO STATEMENTS & DOCUMENTS MESSAGES

Statements & Confirms Documents Collapse All

Consolidated Statement  
AS OF: Yesterday GO  
GO PAPERLESS

Brokerage Statements

Open Accounts

Account	05/31/2014	04/30/2014	03/31/2014	02/28/2014	01/31/2014	More
John Smith IRA NFS (B37123456)						
Janice Smith Roth IRA NFS (B37111222)						

Statement Inserts

06/30/2013	09/30/2012	06/30/2012	11/30/2011	09/30/2011	06/30/2011	More

Please note: Brokerage statements are generally posted within 5 business days of month-end.

Tax Reporting VIEW TAX RESOURCES

Open Accounts

Account	Most Recent	2016 - 5498	-
Janice Smith Roth IRA NFS - (B37111222)			
John Smith IRA NFS - (B37123456)			

Customer Correspondence

Open Accounts

Account	NFS Correspondence
Janice Smith Roth IRA NFS - (B37111222)	
John Smith IRA NFS - (B37123456)	

Confirms

Date Range: 10/26/2018 to 11/26/2018 GO

Trade Date	Trade Account #	Registration
10/26/2018	B37-123456	NFS/FMTC IRA FBO JOHN SMITH
10/26/2018	B37-111222	NFS/FMTC ROTH IRA FBO JANICE SMITH

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The information shown here is intended for informational/educational purposes only and should not be construed as investment advice, a solicitation, or a recommendation to buy or sell any security or investment product. Please contact your financial professional for more information specific to your situation.

### **Consolidated Statement**

This section provides access to a consolidated statement that includes accounts, balances, and positions held for a specified period.

Statements can be created based on the following time frames:

Yesterday	View statement as of yesterday's date.
Prior Month-End	View statement as of the end of the prior month.
Prior Quarter-End	View statement as of the end of the prior quarter.
Prior Year-End	View statement as of the end of the prior year.

The statement displays the following household information:

- Activity Summary
- Asset Category Allocation
- Accounts and Holdings

### **Brokerage Statements**

This section displays a list of statements for each account. Statements are posted within five days of month-end and are listed according to date, with the most current date first. Click on a month-end date to view the statement for that given month.

**Please note:** Only the first six months are listed. To view older statements, click the [More...](#) link.

Regulatory bodies may require NFS and/or Commonwealth to provide disclosure information to you. These disclosures are often communicated through a brokerage **statement insert**, such as Order Flow Practices and NFS Privacy Policy.

Such inserts are listed according to date within the Brokerage Statements section. Click on a date to view the insert.

### **Quarterly Statements**

This section displays a list of quarterly statements for each account. Statements are posted within five days of quarter-end and are listed according to date, with the most current date first. Click on a quarter-end date to view the statement for that given quarter.

To receive e-mail notifications when a new statement is uploaded, check the box next to **E-mail me when statements arrive**. The E-mail Notification modal pop-up will be displayed when the check box is selected.

**Please note:** The E-mail me when statements arrive check box will only be available for Investor360° IDs that have PPS statements enabled by your advisor.

### **Tax Documents**

This section displays a list of tax documents sent to you by a fund company (e.g., NFS). Click on the link to view that particular tax document. **Please note:** Tax documents are for informational use only and do not replace the official tax documents mailed to you.

### **Confirms**

This section displays investor trade confirmations by trade date, account number, and registration. You can filter confirms by date and sort any of the displayed columns.

**Please note:** Only confirms provided by NFS are listed on this page.

## To view confirms:

1. Enter a date range and click **GO**.



Confirms VIEW PAPERLESS

Date Range: 10/25/2013 to 11/25/2013 **GO**

No confirmations to display for this range.

2. Click any column heading (Trade Date, Account #, Registration) to sort by that heading.
3. Click any specific trade date to view the image of the confirmation for that date.

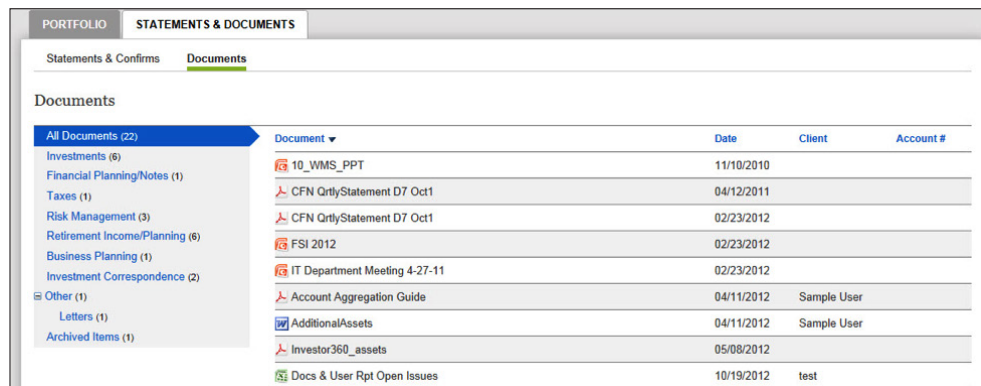
## Customer Correspondence

This section displays NFS account-related documents, such as welcome letters, corporate action notices, and copies of notifications of changes to your accounts.

### Documents

The Documents subtab allows you to view documents associated with your accounts. Documents within this tab have been shared with you by your advisor. You only have the option to view and print the documents. All documents are organized into predefined folder categories. To view documents within a specific folder, click the name of the folder.

**Please note:** The default view for the Documents subtab is All Documents.



Document	Date	Client	Account #
10_WMS_PPT	11/10/2010		
CFN QrtlyStatement D7 Oct1	04/12/2011		
CFN QrtlyStatement D7 Oct1	02/23/2012		
FSI 2012	02/23/2012		
IT Department Meeting 4-27-11	02/23/2012		
Account Aggregation Guide	04/11/2012	Sample User	
AdditionalAssets	04/11/2012	Sample User	
Investor360_assets	05/08/2012		
Docs & User Rpt Open Issues	10/19/2012	test	

- To view a document, click on the **file** icon (i.e., PDF icon).
- To print, open the document and click the **Print** icon.

You can sort the list by clicking the column headings.

- Click a column heading to sort the data in that category in ascending or descending order. If the triangle points downward, the account data has been sorted in descending order; if it points upward, the data has been sorted in ascending order
- Reorder the columns by clicking on a column and, with your finger on the mouse, dragging it to a desired location. Double arrows appear indicating where the column will drop once you let go of the mouse.

## Document subtab columns

Document	Displays the document name
Date	Displays the date your advisor shared the document
Client	Displays the client associated with the document
Account #	Displays the account number associated with the document

## SETTINGS

The Settings window allows you to access and maintain your personal preferences and account settings, as well as customize paperless options.

1. Select **Settings** in the upper right-hand corner to view and make changes.

Settings

Personal Information

First Name: John

Last Name: Smith

E-Mail

E-Mail: john@test.com

Confirm E-Mail: john@test.com

Password

Current Password: Current Password

New Password: Password

Confirm Password: Confirm Password

Secret Questions

Secret Question 1: City of birth

Answer 1:

Secret Question 2: First pet's name

Answer 2:

Paperless Preferences

Choose e-delivery by checking the box next to the documents and notifications. If you wish to continue to receive documents in the mail, leave the box unchecked. (Why don't I see all accounts?)

Check all account and document types for e-delivery to the person listed above.

Jane Doe Individual NFS - (B37111222)

Confirms  Statements

Customer Correspondence  Shareholder Reports

Tax Documents

Deliver to: JANE DOE

E-mail: john@test.com

John Doe IRA NFS - (B37123456)

Confirms  Statements

Customer Correspondence  Shareholder Reports

Tax Documents

Deliver to: JOHN DOE

E-mail: john@test.com

By selecting e-delivery, you are acknowledging that you have read the Electronic Notification Agreement.

CANCEL SAVE

\* Required

### Updating your personal information and security questions

The Personal Information and Secret Questions sections allow you to update your personal information, including your e-mail address and password, as well as security questions/answers.

To update personal information or security questions, click on the section you would like to change. For password and security changes, you will be prompted for your current password before you are able to make the update.

When you are finished updating information within a section, you must click **Save** before moving on to the next section of the Settings page.

### Customize your paperless preferences

The Paperless Preferences section allows you to sign up to go paperless and receive electronic versions of NFS account documents. Once you go paperless, you will stop receiving these documents in the mail and will receive an e-mail notifying you when they are available for viewing within Investor360°.

- For each account carried by NFS listed under Paperless Preferences, indicate the **one e-mail address** NFS should use for sending notifications that an eligible account document is available for online viewing.
- If there is a prefilled e-mail address showing, **please verify that it is correct**. If not, click in the Email Destination field and correct it.
- If there is no e-mail address for the selected account holder, please **enter it manually** by clicking in the Email Destination field.
- If you don't see an account listed under Paperless Preferences, it likely is owned by someone else. If that person wants to receive paperless documents, contact us to create an ID for him or her.
- **Check the box** to indicate that you would like to receive e-notifications for all eligible account and document types, or select the specific files for which you would like to discontinue paper delivery.
- Read and accept the disclaimer that appears and then click **Save**.

After you've completed these steps, e-notifications will begin when the current statement cycle is complete. You will also no longer receive hard copies of these documents in the mail. Once e-notification is active, just go to the Portfolio tab and click on Statements & Documents to view your information.

**Please note:** The paperless preferences feature is available only on accounts owned by the Investor360° ID user.

**Please note:** The "E-mail me when statements arrive" check box will be available only for Investor360° IDs that have PPS statements enabled by your advisor.

## APPENDIX

### **TurboTax®**

Clients who use Investor360° and TurboTax software can import tax information electronically for all NFS accounts.

For more information, please contact your advisor.