



EXPECT
SOMETHING
MORE™

Auto Club Trust

WebLink User Guide



Welcome to WebLink Internet Access

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

- MS Edge
- IE 11.0
- Chrome 62
- FireFox 57
- Safari (Mac) 11
- iOS 11 (iPad) Safari 11
- Opera 47

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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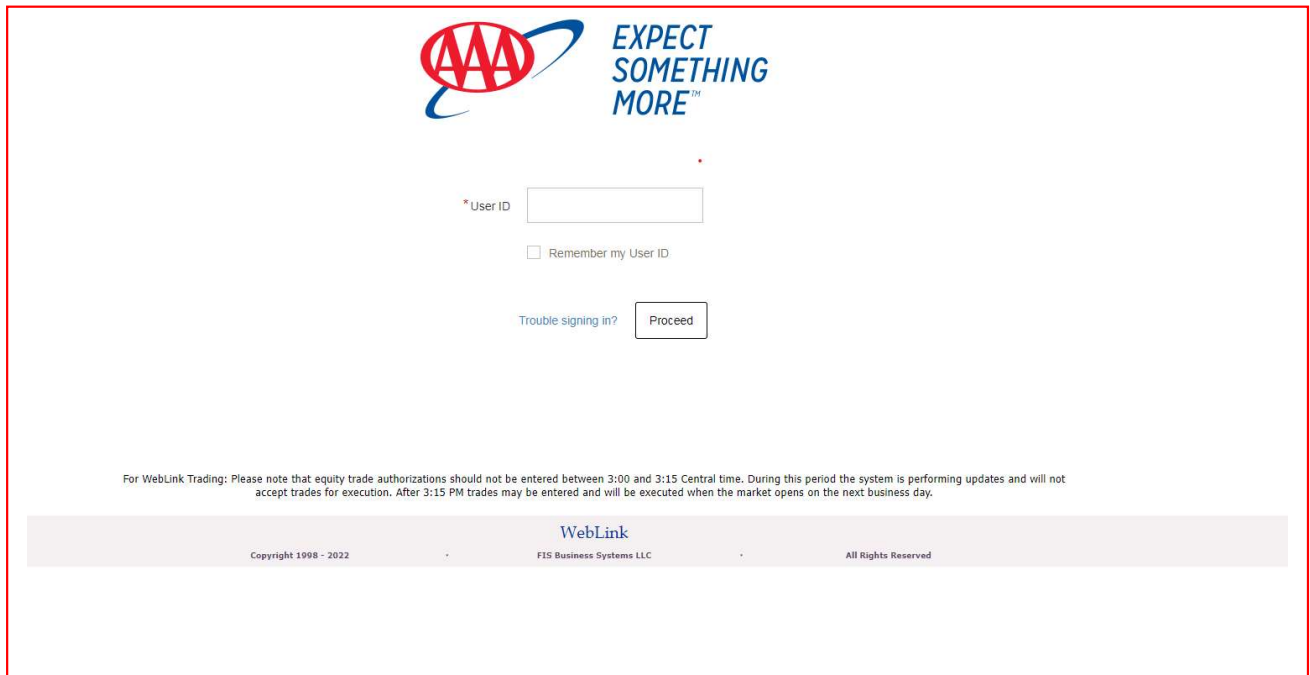
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Accessing WebLink Via Our Web Site

Get to Auto Club Trust's website using the following address:

<https://login2.fisglobal.com/idp/TSS203/?ClientID=WebLinkUI> and click the "Login" tab.



The screenshot shows the WebLink login interface. At the top, there is a logo consisting of three red 'A's inside a blue circle, followed by the text "EXPECT SOMETHING MORE™". Below the logo, there is a red asterisk. The main login area contains a label "* User ID" next to a text input field. Below the input field is a checkbox labeled "Remember my User ID". At the bottom of the login area, there is a link "Trouble signing in?" and a "Proceed" button. A disclaimer at the bottom of the page states: "For WebLink Trading: Please note that equity trade authorizations should not be entered between 3:00 and 3:15 Central time. During this period the system is performing updates and will not accept trades for execution. After 3:15 PM trades may be entered and will be executed when the market opens on the next business day." The footer contains the text "WebLink", "Copyright 1998 - 2022", "FIS Business Systems LLC", and "All Rights Reserved".

EXPECT SOMETHING MORE™

* User ID

☐ Remember my User ID

[Trouble signing in?](#)

For WebLink Trading: Please note that equity trade authorizations should not be entered between 3:00 and 3:15 Central time. During this period the system is performing updates and will not accept trades for execution. After 3:15 PM trades may be entered and will be executed when the market opens on the next business day.

WebLink

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About WebLink Multi-Factor Authentication

FIS provides multi-factor authentication (MFA) in WebLink to keep your Sign Ins secure and prevent unauthorized users from accessing your WebLink account. MFA is a security process that prompts a user for additional methods of identification to verify the user's identity during a Sign-In or other transaction. MFA requires a user to provide not only Sign-In credentials (username and password) but to submit a second form of authentication during Sign-In. If one factor is compromised, the additional factor is not easy for a hacker to obtain or duplicate.

WebLink facilitates the following MFA methods:

- Short Message Service (SMS) authentication which delivers a one-time password (OTP) via text message.
- Voice Call which delivers a spoken OTP via the phone.

SIGNING IN

First Time Login

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

Enter your {WebLink} User ID and click **Proceed**.



* User ID

☐ Remember my User ID

[Trouble signing in?](#)

Proceed

For WebLink Trading: Please note that equity trade authorizations should not be entered between 3:00 and 3:15 Central time. During this period the system is performing updates and will not accept trades for execution. After 3:15 PM trades may be entered and will be executed when the market opens on the next business day.

WebLink

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Enter in your WebLink newly assigned password and click **Sign In**.

User ID tssin210

* Password

[Trouble signing in?](#)

Please note the WebLink MFA has been enhanced. If you have questions, please contact your administrator.

For WebLink Trading: Please note that equity trade authorizations should not be entered between 3:00 and 3:15 Central time. During this period the system is performing updates and will not accept trades for execution. After 3:15 PM trades may be entered and will be executed when the market opens on the next business day.

WebLink

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The next screen prompts you for your old/newly assigned password and then for your new password. Once completed and Click **Proceed**.

Change Password

i This page allows you to update your password.
The following rules apply when changing passwords:
The new password must contain at least 7 characters.
The new password must be different from the last 1 previously created password or passwords.

* Old Password:

* New Password:

* Confirm New Password:

Strong

The system lets you know if you are entering a strong password.

The next step is to select an image.

Select an image.



Cancel

Get More Images

Define your Caption

i Choose an image from the catalog provided and write a caption for it. These will both appear on your screen once you enter your username. This will help you identify the login page as genuine, reducing the risk of a Phishing attack.

Your Selected Image:



Your Personalized Caption:

Cancel

Proceed

The next step is to register your mobile number to receive the One-Time-Pin. Pins can either be received via SMS or a Voice Call.

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

Test Device

+ Add a New Device

Cancel

Proceed

Click **Add a New Device**. The following screen appears for you to complete the device detail fields. Select either Voice Callback or SMS/Text Message.

Add a New Device

* Device Name:

Device Profile:

Voice Callback

* Route to Number:

mobile or phone

ext

Format: +(Country Code)(Mobile Number)

e.g. +448989888888

Cancel

OK

Add a New Device

* Device Name:

Device Profile:

SMS/Text Message

* Route to Number:

Format: +(Country Code)(Mobile Number)

e.g. +448989888888

Cancel

OK

Complete the device detail fields. (See example below)

- Assign a **Device Name**. You can enter any text e.g. Mobile, MyMobile, etc.
- Select one of the **Device Profile** options (SMS Text or Voice Callback).
- Enter the **Route to Number**. Phone number should be entered as +(Country Code)(Phone Number) format.
 - Example of correct format of phone number in the United States is +18005551212 where the Country Code for the United States is 1.
 - Phone number should not contain dashes, brackets, etc. but must include a plus sign at the beginning

(Example)

Add a New Device

* Device Name: Cell

Device Profile: SMS Text ▼

* Route to Number: +18005551212

*Format: +(Country Code)(Mobile Number)
e.g. +18005551212*

Cancel OK

Click **OK**.

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

The final step is to Register your device, only do this on your secure computer or device. If you select the option, **“Yes, this is my computer or mobile device that I use regularly.”** you will not be prompted to enter a PIN when subsequently logging into WebLink.

Desktop Registration

Device Registration

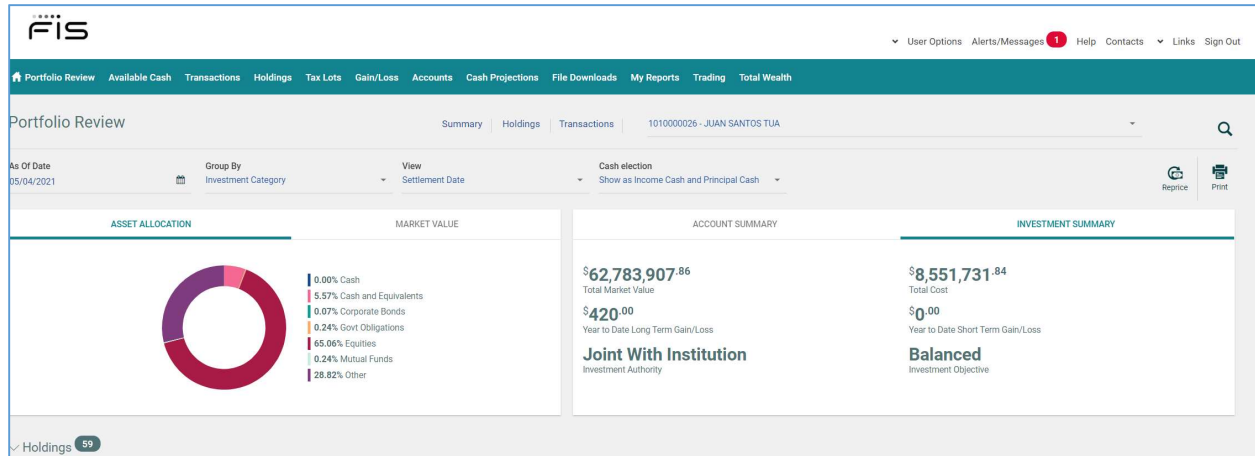
- ☒ No, this is not my computer or mobile device.
- ☐ Yes, this is my computer or mobile device that I use regularly.

If you are using this computer at home or work, or this is your personal mobile device, you can register it to skip the security questions or PIN Code in the future. This should only be done on your own secure computer or device where nobody else uses it (never select this option on a shared computer in a public location). Providing a device name will enable you to identify it easily.

Cancel

Proceed

Click **Proceed** to continue to WebLink to view the account(s) assigned to your User ID.



Subsequent Login Instructions

After entering the URL or clicking the Trust Weblink from the aaa.com/banking website, you enter the WebLink login page. Enter your User ID and click on Proceed.



*User ID

☐ Remember my User ID

[Trouble signing in?](#)

Proceed

For WebLink Trading: Please note that equity trade authorizations should not be entered between 3:00 and 3:15 Central time. During this period the system is performing updates and will not accept trades for execution. After 3:15 PM trades may be entered and will be executed when the market opens on the next business day.

WebLink

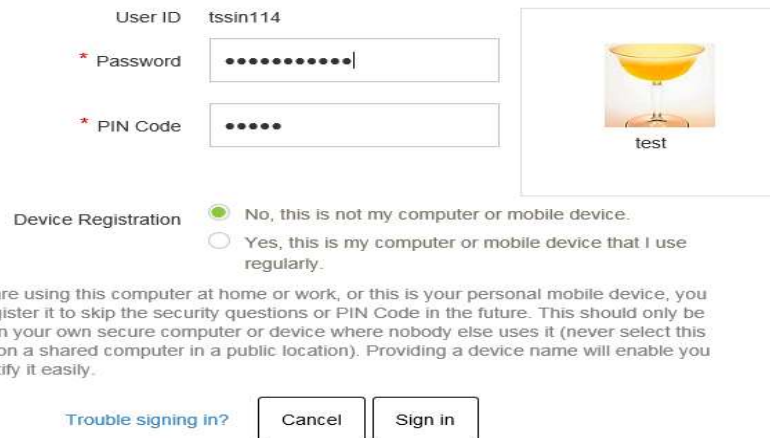
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After entering your User ID, the next screen requests your password and your pin received from your selected choice of either text or a call back.

During the login process, there is a feature named Device Registration that appears under the PIN code prompt. This feature allows you to indicate whether the device being used to access the application belongs to you or not. When a user selects the Yes button, they will not be prompted to enter a PIN during the login process and the PIN will not be sent to their registered device. Selecting the No button requires that a PIN be entered during the login process



The screenshot shows a login form with the following elements:

- User ID:** A text field containing 'tssin114'.
- * Password:** A password field with masked characters.
- * PIN Code:** A PIN field with masked characters.
- Device Registration:** A section with two radio buttons:
 - ☒ No, this is not my computer or mobile device.
 - ☐ Yes, this is my computer or mobile device that I use regularly.
- Instructions:** A paragraph explaining that users can register their device to skip security questions or PIN codes in the future, but only on their own secure devices.
- Buttons:** A 'Cancel' button and a 'Sign in' button.
- Link:** A 'Trouble signing in?' link.

Trouble Signing In

If you cannot successfully log in and have forgotten your password, please call your Account Administrator.

Once you enter the User ID, the temporary password and pin, you will be required to change your password.

However, if your User ID is locked out, you will need to contact your administrator. WebLink will not give you any indication that your User ID is locked out which is a security feature to prevent hackers from determining your User ID.

Select **I have problems with the One-Time-Pin** and enter in your **WebLink User 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.

Cancel

Proceed

Click **Proceed**.

The following screen appears for you to select your problem. Select **I want to reset my One-Time-PIN device** and enter **your WebLink 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

Click **Proceed**.

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

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

OK

Click the link in the email received to reset the device. **NOTE: The link is only valid for 2 hours from the time it was sent.**

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%2Bknp48Scizj8NcEI24q1dObUCIbM4wIORluMis06ynrU%2B%2F0%2B8XzeWUBHX6S5w4aspqJ1%2FVmLg4f2LOK1BGjfMibdgvkQT0HvxRMxne4BgdpUQ%3D%3DPC9LZXk%2BPEXvZz4%3DUb3n6gs6hForo0ar1vusMQ%3D%3DPC9Mb2c%2BPEFsZ28%2BQUVTPC9BbGdvPg%3D%3DPC9NZXNzYWdlPg%3D%3D&token=14-Mar-2019%3APE1lc3NhZ2U%2BPEtleT4%3DaG%2BfuAMCBITkBbw2ppC5YCRCPXbWOHDMUFhra6GvsPYKWecYirZFqywFMHrSckfFYuEpd4E1DQXmKl4wzjMc6mRlw2k8xero8bi9nFyt57cAXUX8halCyGtYXp7rgCfAQQ3McL1CP%2F4JudtPNBRJdD13lpqgdRbHOQE%2FetCz5LQ6%2FwiDahOBokZrg7IlgV%2FZLGPcrfag3XhbbmPayCthz4tc4eoJqwOoeAXqCDPnnCJXDeJ1IMcw9Oy5fb8NdbzrfvpOqouta4b0ySyBYwkUiWU3ZcCa3h%2FOA5hITDfFogwSR008Gr%2BM9i5UigubCJg0YJ%2F2F1RIZnB6lOrpcUm6XQ%3D%3DPC9LZXk%2BPEXvZz4%3DMgQRl%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-----

The Weblink Sign-In page appears, enter **Password**.

✓ Your One-Time-PIN device has been reset. You can sign into your account to reconfigure your One-Time-PIN device. ✕

User ID TSSIN114
* Password

[Trouble signing in?](#)

Cancel

Sign in

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

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)

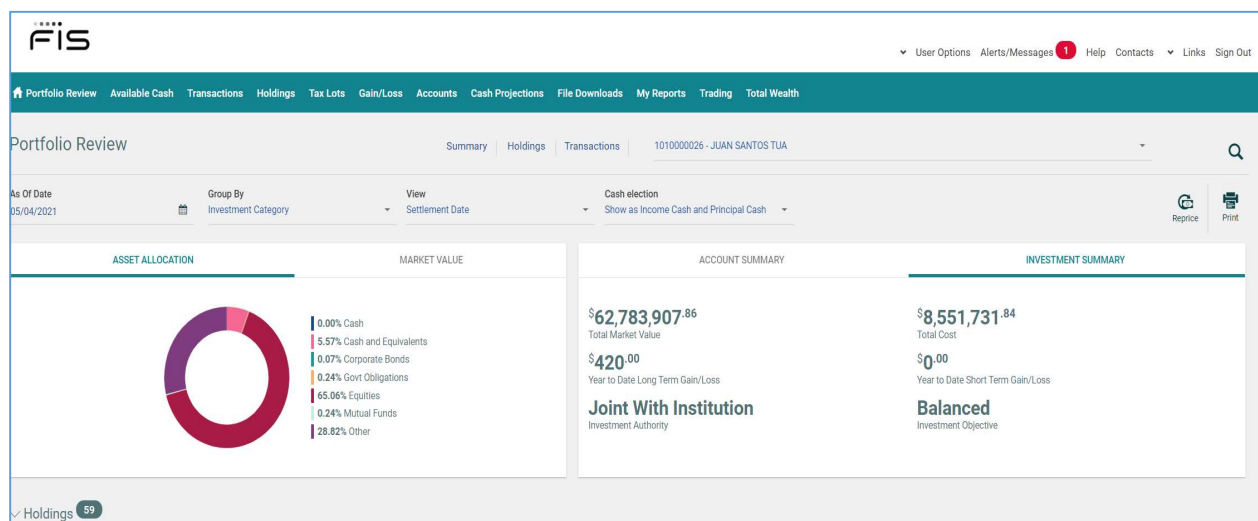
[↗ Test Device](#)

[+ Add a New Device](#)

Cancel

Proceed

Click **Proceed** to continue to WebLink to view the account(s) assigned to your User ID.



ON-LINE HELP

After your system login is complete, you can select one of the available menu tabs. For easy navigation, a toolbar appears as part of each view. When you access the "Help" link, a User Guide appears in a User friendly format.

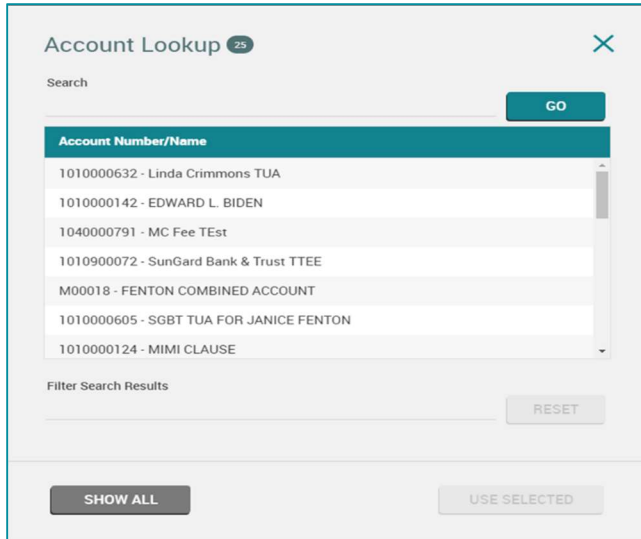
Click on the Help button in the upper right hand corner of the screen to access Online Help.

▼ User Options Alerts/Messages 0 **Help** Contacts Sign Out

GENERAL INFORMATION

Account Search\Look Up

The Account Lookup allows “Begins With” search by partial name or number. A “Filter Search Results” is available to filter the results by “Contains” name or number.



The screenshot shows the 'Account Lookup' window. At the top, there is a search bar with a 'GO' button. Below the search bar is a list of results under the heading 'Account Number/Name'. The results are as follows:

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

Below the list is a 'Filter Search Results' section with a 'RESET' button. At the bottom of the window are two buttons: 'SHOW ALL' and 'USE SELECTED'.

Column Selection

Selected columns appear as check boxes, making it easy 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.

Settings

Columns

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

CANCEL SAVE

Number of Items Highlighted for each Page

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

Holdings 15

Group By As Of Date
Security Name 07/10/2017

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 for display on one page, the data appears on multiple pages. You can move between pages by using the arrow keys as described below.

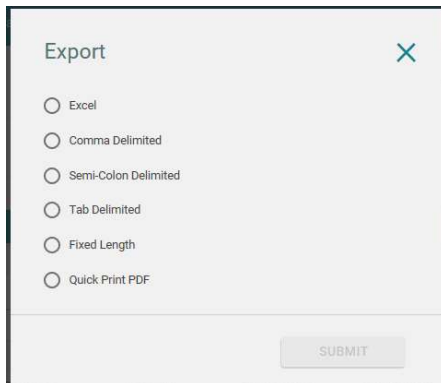
<< < 1 / 3 > >> 10 per page

- 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
- Click on the page being displayed and you can input another page number to go directly to that page
- The 10 with the dropdown 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.



The dialog box is titled 'Export' with a close button (X) in the top right corner. It contains a list of radio button options: Excel, Comma Delimited, Semi-Colon Delimited, Tab Delimited, Fixed Length, and Quick Print PDF. A 'SUBMIT' button is located at the bottom right of the dialog.

Print while viewing a Report



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



The dialog box asks: 'Do you want to open or save Holdings.pdf (66.0 KB) from web1.infinity.com?'. It has buttons for 'Open', 'Save' (with a dropdown arrow), and 'Cancel', along with a close button (X) in the top right corner.



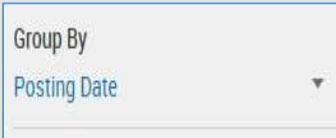


You can choose open to view on-line as a pdf or save for future viewing.

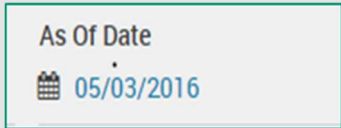
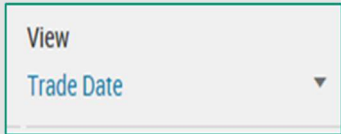
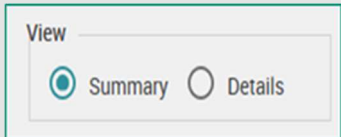


1015002363 - SARAH BENNETT
 Holdings
 July 12 2017
 Settled

Ticker	CUSIP	Description	Quantity	Cost	Market Value	Unrealized G/L
		Cash				
	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	

WEBLINK TERMINOLOGY AND ICONS

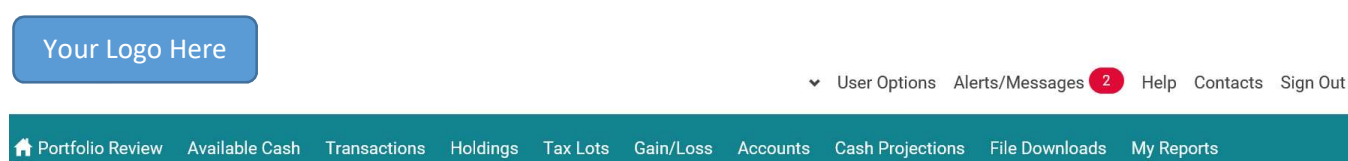
As you use the WebLink menu tabs and pages you notice various icons and selection criteria. You can use the following table as a reference for clarification.

Icon or Drop-Down	Use	Found In
 Settings	Allows you to add/remove columns on reports where available	Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension
 Filters	Allows you to use advanced filters on reports where available	Transactions-Posted
	Allows you to group by Posting Date, Transaction Type, Trade Date or Security Name on Transaction reports	Portfolio Review-Transactions, Transactions-Posted
	Allows you to group by Investment Category, Industry Sector or Security Type on reports displaying holdings	Portfolio Review-Holdings, Holdings
	Allows you to choose dates on reports where selection of Date Range is applicable	Portfolio Review-Transactions Transactions-Posted
Date Range From – To	Allows you to choose dates on reports where applicable and where Date Range selection	Gain/Loss, Transactions-Posted

Icon or Drop-Down	Use	Found In
	from drop-down is 'date range'	
	Allows you to select previous as-of date. You can click on Calendar icon to change date	Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts
	Allows you to select Trade or Settlement Date	Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts
Days to Project	Allows you to enter value between 1 and 99 to select number of days	Cash Projection
	Allows you select Summary or Details version of report for review	Cash Projection
	<p>Allows you to export the report as displayed on the page to Excel, other delimited or fixed format, or Quick Print PDF</p> <p>Note: Quick Print PDF is a pre-defined report layout</p>	Available on all pages
	Allows you to print the report as displayed on the page	Available on all pages

Icon or Drop-Down	Use	Found In
	Allows you to set number of items on each page when paging through reports with multiple pages	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

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

<div> <div>Change Password</div> <div>Email Options</div> <div>Challenge Image</div> <div>Start Page Options</div> <div>Account Groups</div> <div>Ticker</div> <div>Unregister Desktop</div> </div>	<p><i>Clicking on any option in the User Option drilldown displays the following page.</i></p> <p>Change Password – allows you to change your password</p> <p>Email Options – displays your current e-mail address and allows for change</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 – indicates desktop is registered part of your secure login and allows you to unregister your desktop</p>
---	--

User Option – Change Password

User Options

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

Old password *

New password *
Confirm password *
0 / 32
0 / 32

Password Requirements

- While changing your password, you must enter between 8 and 32 characters.
- Contain at least 1 alphanumeric character.
- Contain at least 1 number.
- The new password must be different from the last 3 previously created passwords.

SAVE

User Option – Change Email

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

User Options

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

Current Email
Tals@trustops.com

New Email *
Confirm New Email *
0 / 100
0 / 100

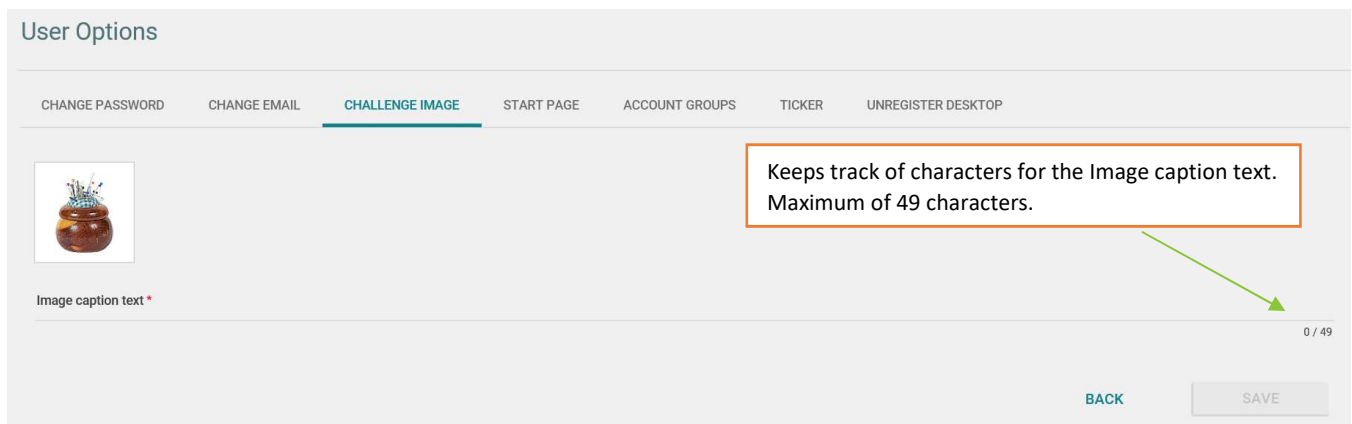
Email requirements

- The local part of the email address before the @sign may be upper & lower case letters, numbers and any of these letters #%&'+-=7_{}.
- The following characters may not be used anywhere in the email address: 3/\$,*\~

SAVE

User Option – Challenge Image

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 appears upon your next login to the application.



User Options

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

Image caption text *

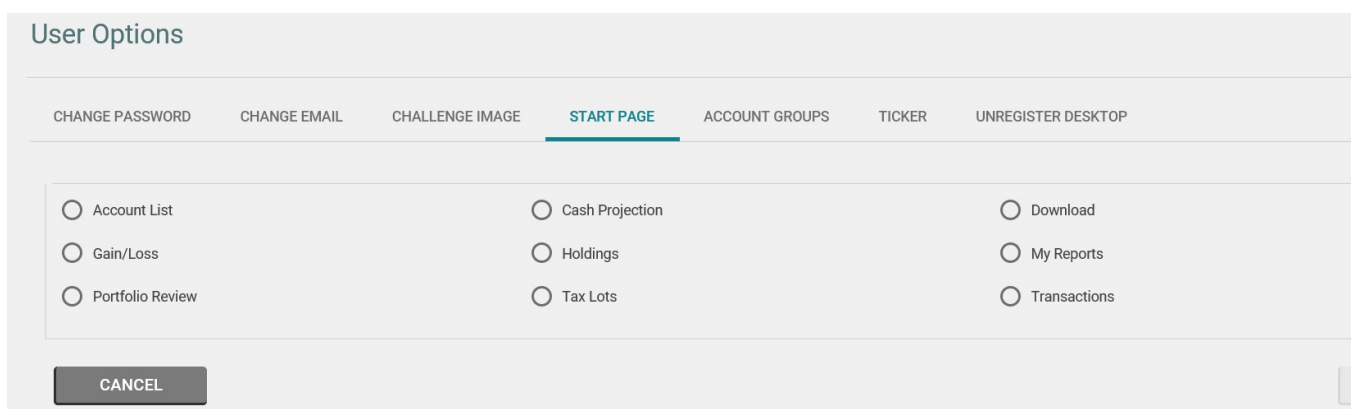
0 / 49

BACK SAVE

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

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 takes effect with your next login. The default landing page is Portfolio Review.



User Options

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

☐ Account List
 ☐ Cash Projection
 ☐ Download

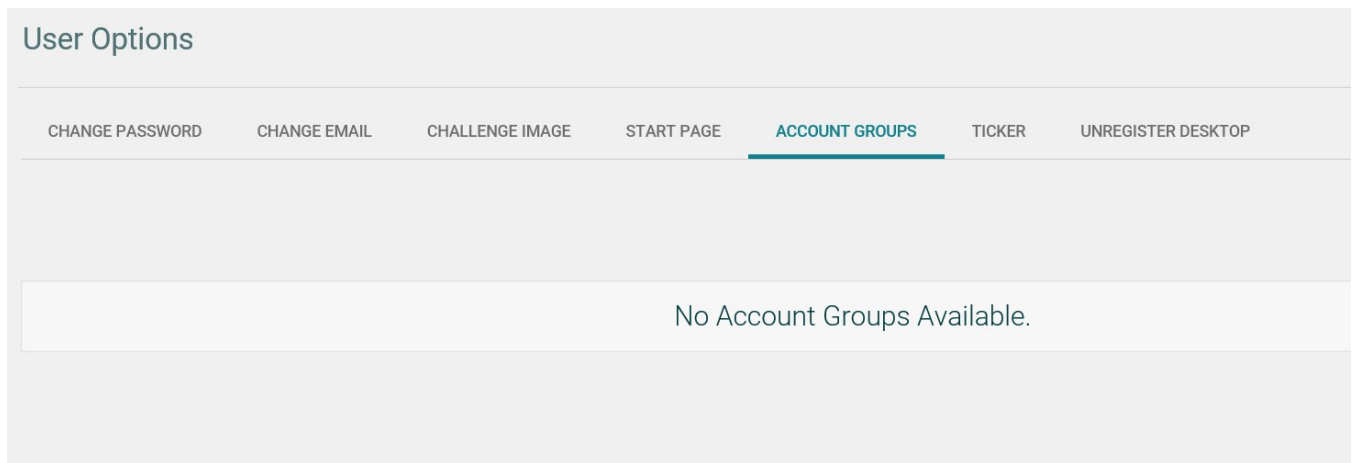
☐ Gain/Loss
 ☐ Holdings
 ☐ My Reports

☐ Portfolio Review
 ☐ Tax Lots
 ☐ Transactions

CANCEL

User Options – Account Group

The first time you select User Option – Account Group, the following page appears. Click the Create New button to open the page to setup a new Account Group.

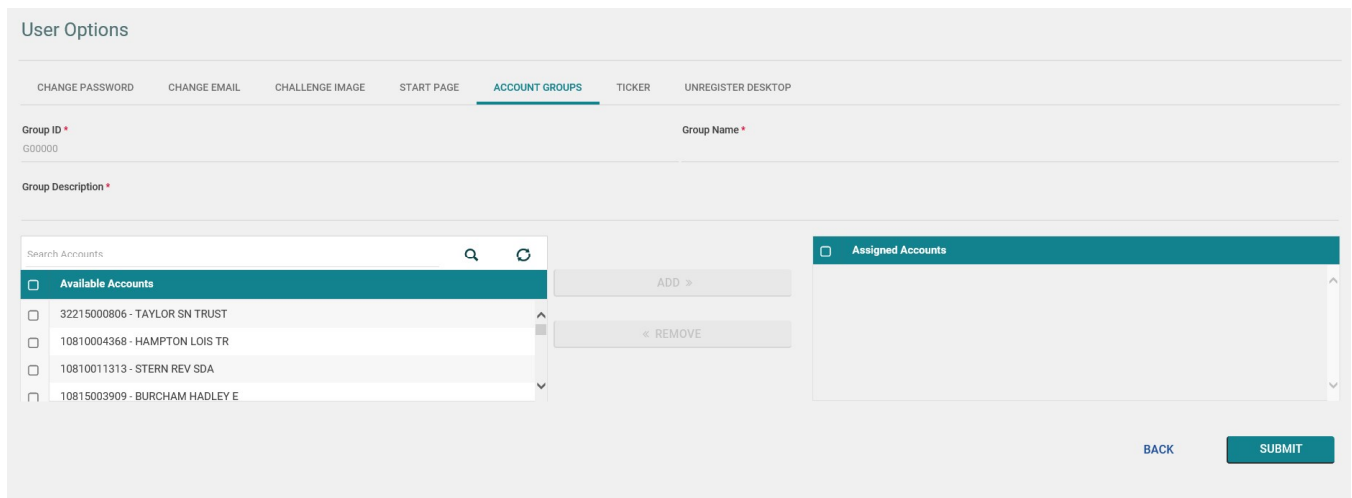


User Options

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

No Account Groups Available.

Creating New Account Group



User Options

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

Group ID *
G00000

Group Name *

Group Description *

Search Accounts

☐ Available Accounts

- ☐ 32215000806 - TAYLOR SN TRUST
- ☐ 10810004368 - HAMPTON LOIS TR
- ☐ 10810011313 - STERN REV SDA
- ☐ 10815003909 - BURCHAM HADLEY E

ADD »

« REMOVE

☐ Assigned Accounts

BACK SUBMIT

- Establish the Group ID starting with G followed by 5 numbers (G12345). Provide the Group Name and Group Description
- Select the Accounts from the Accounts listing by clicking next to the Account Number. The button becomes 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 IMAGE START PAGE **ACCOUNT GROUPS** TICKER UNREGISTER DESKTOP

Group ID *
G00000

Group Name *

Group Description *

Search Accounts

Available Accounts

- ☐ 10810011313 - STERN REV SDA
- ☐ 10815003909 - BURCHAM HADLEY E
- ☐ 10815003890 - BURCHAM MICHAEL
- ☐ 11450000151 - PRIMARY CARE

ADD >

< REMOVE

Assigned Accounts

- ☐ 32215000806 - TAYLOR SN TRUST
- ☐ 10810004368 - HAMPTON LOIS TR

BACK

SUBMIT

✓ Successfully added

User Options

CHANGE PASSWORD CHANGE EMAIL 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 > >> 50 Items per page

Deleting Account Group

User Options

CHANGE PASSWORD CHANGE EMAIL 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?
fenton family group (G10799)

CANCEL

DELETE

Group ID

Group Name

G10799

fenton family g

Group Description

fenton family group

+
Create New

<< < 1 / 1 > >> 50 Items per page

User Option – Ticker

User Options

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

Select Your Preferred Stock Ticker Resource

☐ Google
☐ MSN
☒ Yahoo

CANCEL

User Option – Unregister Desktop

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

User Options

CHANGE PASSWORD
CHANGE EMAIL
CHALLENGE IMAGE
START PAGE
ACCOUNT GROUPS
TICKER
UNREGISTER 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 enter your PIN Code to access your account.

UNREGISTER

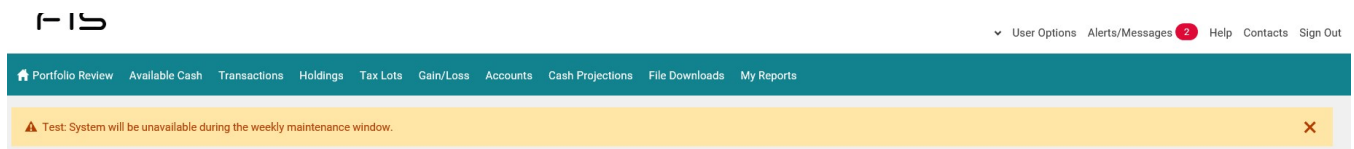
Alerts/Messages

Alerts and Messages is how we may advise you of important updates or general messages. When there are Alerts\Messages to be viewed, you see a numeric value next to Alerts\Messages on the WebLink Toolbar

Alerts/Messages 4, indicating that there are items for review.

System Alerts, if any, display upon login in.

Your Logo Here



This example shows you that there is 1 Alert you can review.

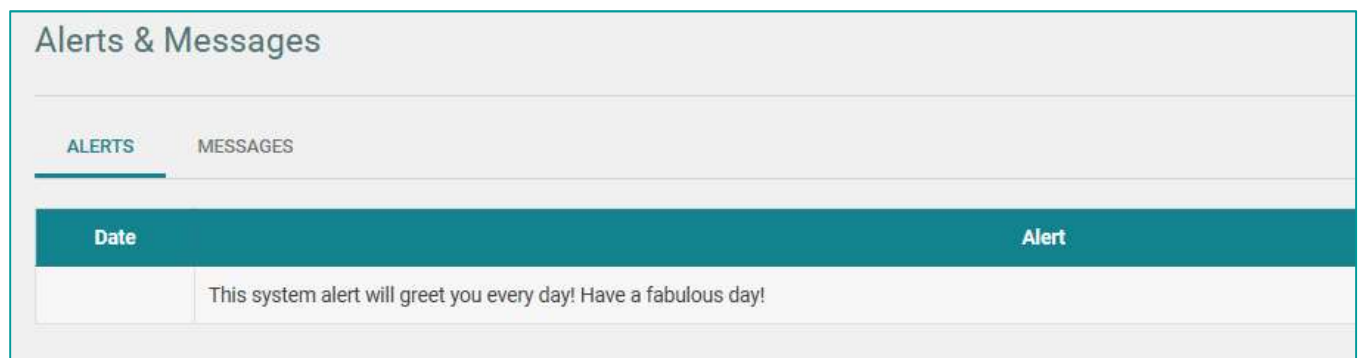
Click on **DISMISS ALL** to not see any of the Alerts on the page.

Click on **X** to dismiss the current alert displaying

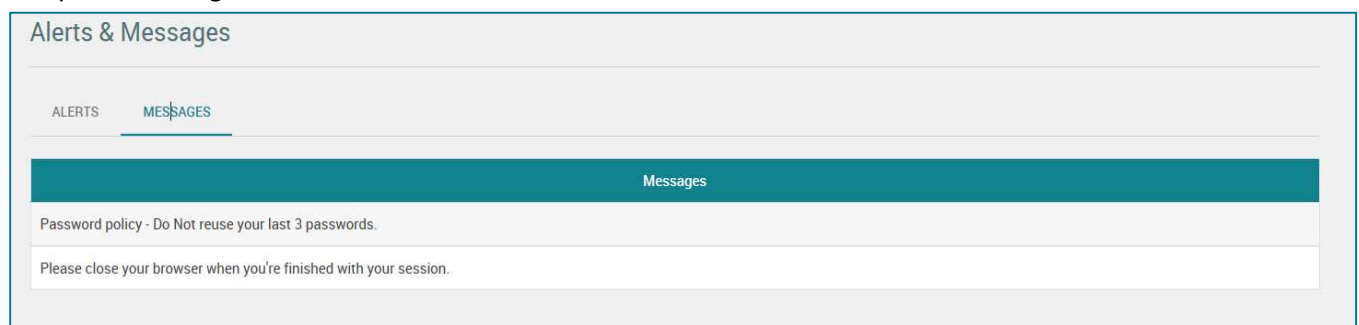
Click on **>** to view the next alert

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


Sample of Alerts:




Sample of Messages:

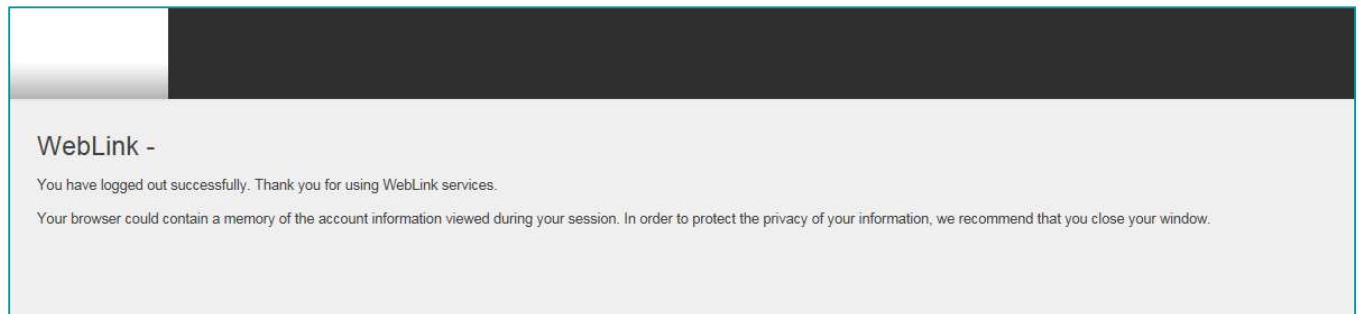


Contact Us

When you select , a popup window displays the contact information from Auto Club Trust.

Sign Out

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



WEBLINK MENU TABS



▼ User Options Alerts/Messages **2** Help Contacts Sign Out

Portfolio Review
 Available Cash
 Transactions
 Holdings
 Tax Lots
 Gain/Loss
 Accounts
 Cash Projections
 File Downloads
 My Reports

The shaded section of the WebLink Toolbar provides access to your authorized WebLink menus.

In this example, the user has several permissions and has < > at both ends of the menu bar to move it left or 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


[User Options](#) [Alerts/Messages](#) 2 [Help](#) [Contacts](#) [Sign Out](#)
[Portfolio Review](#) [Available Cash](#) [Transactions](#) [Holdings](#) [Tax Lots](#) [Gain/Loss](#) [Accounts](#) [Cash Projections](#) [File Downloads](#) [My Reports](#)

⚠ Test: System will be unavailable during the weekly maintenance window.

Portfolio Review

[Summary](#) [Holdings](#) [Transactions](#) 1010000142 - EDWARD L. BIDEN

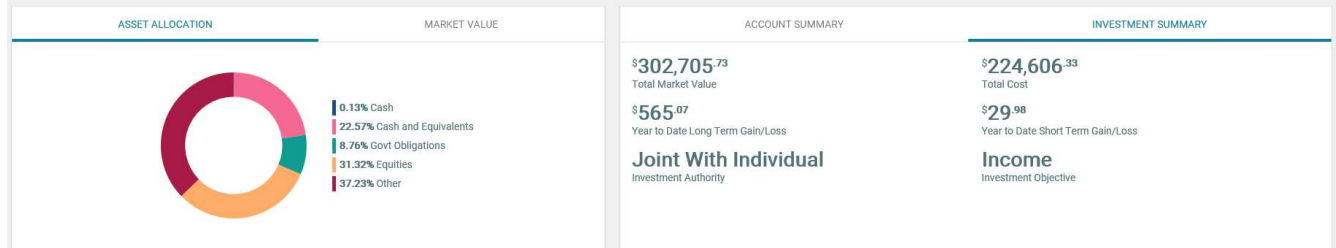
 As Of Date
10/18/2018

 Group By
Investment Category

 View
Settlement Date

 Cash election
Show as Income Cash and Principal...


Print



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

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

Available Cash

Portfolio Review **Available Cash** Transactions Holdings Tax Lots Gain/Loss Accounts Cash Projections File Downloads My Reports

⚠ Test: System will be unavailable during the weekly maintenance window. ✕

Available Cash 1010000142 - EDWARD L. BIDEN 🔍

As Of Date
10/18/2018

View
Settlement Date ▼

Export Print

Description	Principal Cash	Income Cash
Income Overdraft Inception Date		
Income Cash		\$0.93
Principal Overdraft Inception Date		
Principal Cash	\$380.44	
Cash Management Funds		
FEDERATED OBLIGATIONS PRIME CASH INSTITUTIONAL CA...	\$56,448.00	\$11,864.00
<		
>		
Total Cash Balances	\$56,828.44	\$11,864.93

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									
1010000142 - EDWARD L. BIDEN									
<div> <div>Portfolio Review</div> <div>Available Cash</div> <div>Transactions</div> <div>Holdings</div> <div>Tax Lots</div> <div>Gain/Loss</div> <div>Accounts</div> <div>Cash Projections</div> <div>File Downloads</div> <div>My Reports</div> </div>									
<div> <div>Posted Transactions</div> <div>0</div> </div>									
<div> <div>Income Cash</div> <div>Principal Cash</div> <div>Cash</div> </div>									
<div> <div>Beginning Balance</div> <div>\$0.93</div> <div>\$380.44</div> <div>\$381.37</div> </div>									
<div> <div>Ending Balance</div> <div>\$0.93</div> <div>\$380.44</div> <div>\$381.37</div> </div>									
<div> <div>Date range</div> <div>10/18/2018 - 10/18/2018</div> <div>Group By</div> <div>Posting Date</div> </div>									
<div> <div>No Posted Transactions Available</div> </div>									
<div> <div>Pending Transactions</div> <div>0</div> </div>									
<div> <div>No Pending Transactions Available</div> </div>									


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

Transactions									
1010000053 - CHARLIE SYWY REV TRUST									
<div> <div>Year To Date</div> <div>Transaction Type</div> </div>									
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

<div> <div>Pending Transactions</div> <div>2</div> </div>									
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  icon to add or remove columns from the report. Changes to columns are saved as user preferences for future viewing of the report.



Use the  icon when viewing 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...	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"/> 170673101 - CITICOR...	<input type="checkbox"/> NET CASH MONTE...

Cash Amount
Unit

CANCEL
CLEAR
UPDATE

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

Options for further selection 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

Holdings2

1015002363 - SARAH BENNETT

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
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. The following notice appears 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 25 1010000142 - EDWARD L. BIDEN

As Of Date: 10/18/2018 View: Settlement Date

Settings Export Print

Description	Tax Lot #	Market Value	Acquired
FEDERAL HOME LOAN MTG CORP MED TERM NOTE 5.25% 09/01/2023			
FEDERAL HOME LOAN MTG CORP MED TERM NOTE 5.25% 09/01/2023	1	\$26,512.50	01/13/2006
COMBINED LOT TOTAL		\$26,512.50	
A T & T CORP			
A T & T CORP	1	\$2,020.00	04/01/2014
A T & T CORP	2	\$404.00	08/03/2017
COMBINED LOT TOTAL		\$2,424.00	
COCA COLA CO COMMON STOCK			

For each holding, the Asset description appears in bold, along with the Lot Total. The Tax Lot # displays the 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.

Portfolio Review Available Cash Transactions Holdings Tax Lots **Gain/Loss** Accounts Cash Projections File Downloads My Reports

Gain/Loss 5 1010000142 - EDWARD L. BIDEN

From: 01/01/2018 To: 10/18/2018

Settings Export Print

Description	Date Sold	Sale Proceeds	Investment Cost Basis	Gain/Loss
Short Term Gain/Loss				
FORD MOTOR CO DEL COMMON STOCK	09/19/2018	\$169.99	\$125.00	\$44.99
FORD MOTOR CO DEL COMMON STOCK	09/19/2018	\$109.99	\$125.00	-\$15.01
Total of FORD MOTOR CO DEL COMMON STOCK		\$279.98	\$250.00	\$29.98
Total of Short Term Gain/Loss		\$279.98	\$250.00	\$29.98
Long Term Gain/Loss				
COCA COLA CO COMMON STOCK	08/29/2018	\$1,121.22	\$375.04	\$746.18
COCA COLA CO COMMON STOCK	10/17/2018	\$449.98	\$150.01	\$299.97
Total of COCA COLA CO COMMON STOCK		\$1,571.20	\$525.05	\$1,046.15
PENNEY J.C. INC COMMON STOCK	02/27/2018	\$48.39	\$529.47	-\$481.08
Total of PENNEY J.C. INC COMMON STOCK		\$48.39	\$529.47	-\$481.08
Total of Long Term Gain/Loss		\$1,619.59	\$1,054.52	\$565.07

Short Term Gain/Loss amounts display first, followed by Long Term Gain/Loss amounts.

Accounts

Available Cash

Transactions

Holdings

Tax Lots

Gain/Loss

Accounts

Cash Projections

File Downloads

Account List

1089

1010000268 - ZACN26

	Cash	Market Value	Cost
Single Accounts 1072	\$451,938,248.39	\$4,968,030,353.38	\$4,468,728,169.03
Account Groups 0	\$0.00	\$0.00	\$0.00
Consolidated Accounts 17	\$19,783,187.11	\$222,105,106.72	\$199,781,244.43

As Of Date

12/26/2017

View

Settlement Date

View All Accounts

Settings

Email

Export

Print

>		Name	Account Number	Market Value	Cash	Cost	Investment Officer...	Administrative Offi...
	<input type="checkbox"/>	ZACN26	1010000268	\$379,828.59	\$7,572.67	\$326,664.53	OFFICER CODE 2030	OFFICER CODE 6011
	<input type="checkbox"/>	IACN87	1010000874	\$9,179,745.92	\$993,693.27	\$7,001,833.51	OFFICER CODE 1012	OFFICER CODE 1007

- Presents Single Accounts, Account Groups and Consolidated Accounts
- Shows total number of Accounts you have access to, next to Account List
- Displays Summary at the top of Cash, Market Value and Cost
- Detail listing of Accounts in order of Central Accounts, Group Accounts and then Master Accounts

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 Projection5

1015002327 - SUNGARD BANK and TRUST TTEE

Days To Project

7

View

Summary

Details

Email

Export

Print

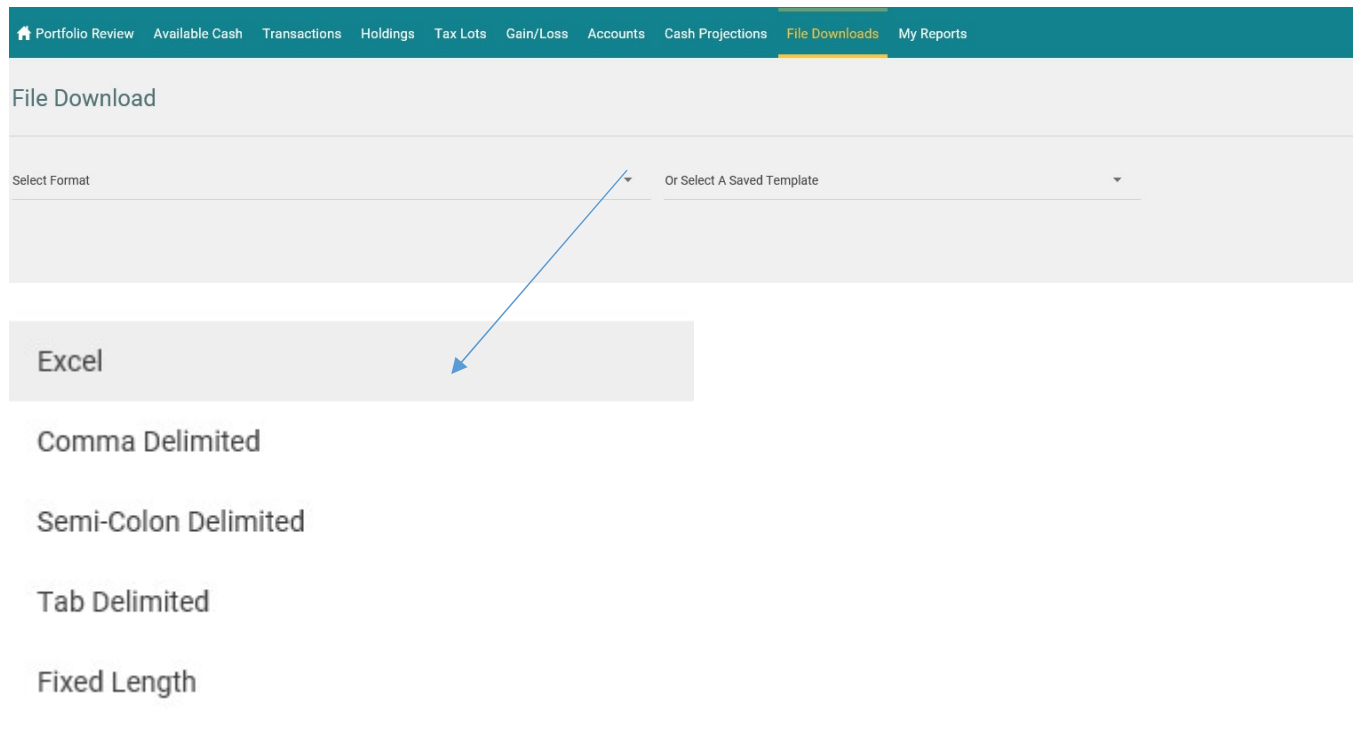
>	Date	Transaction Description	Income Cash	Principal Cash	Total Cash
>		CURRENT CASH AND LIQUID ASSETS	\$187,612.22	\$939,276.27	\$1,126,888.49
>		PURCHASES	\$0.00	-\$70,000.00	-\$70,000.00
>		Projected Cash and Liquid Assets	\$187,612.22	\$869,276.27	\$1,056,888.49

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

File Download

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



File Download

Select Format ▼ Or Select A Saved Template ▼

Excel

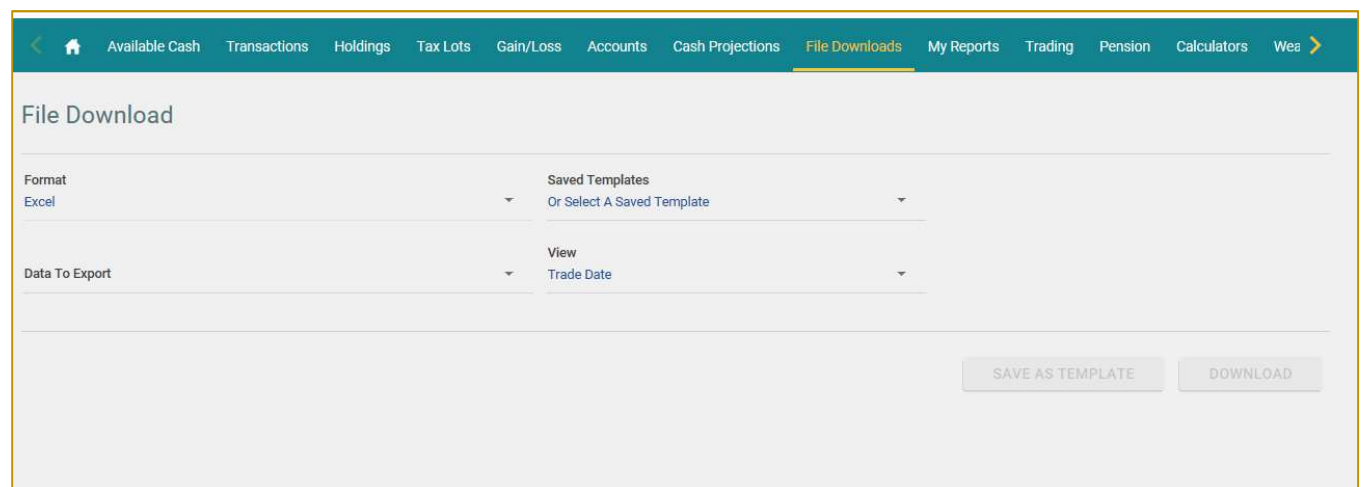
Comma Delimited

Semi-Colon Delimited

Tab Delimited

Fixed Length

After selecting a format, additional criteria appears for you to complete the file download request.



File Download

Format ▼ Saved Templates ▼

Excel ▼ 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.

The screenshot shows the 'File Download' section of the application. It includes a 'Format' dropdown set to 'Excel' and an 'Or Select A Saved Template' dropdown. Below these are 'Export' and 'View' dropdowns, both set to 'Holdings' and 'Trade Date' respectively. A 'Date' field is set to '10/18/2018'. The main area is divided into three columns: 'Available Data Elements', 'Selected Data Elements', and 'Assigned Accounts'. The 'Available Data Elements' column lists items like 'Accrued Income', 'Market Value With Accruals', 'Last Price Time', '% of Total', and '% of Category'. The 'Selected Data Elements' column lists 'Description', 'Ticker Symbol', 'Quantity', 'CUSIP', and 'Market Value'. The 'Assigned Accounts' column lists '1015000142 - EDWARD L. BIDEN'. A blue arrow points to the scroll bar on the right side of the 'Selected Data Elements' list.

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

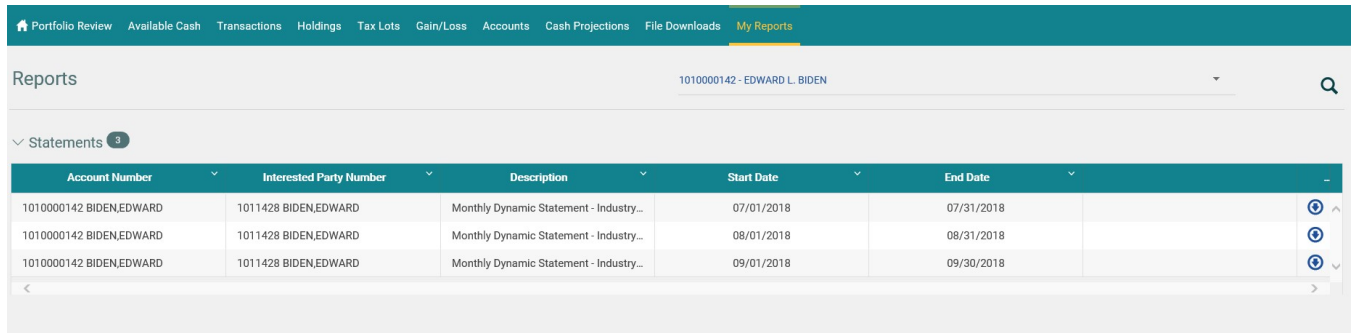
The screenshot shows the 'Include' section of the application. It contains three checkboxes: 'Column headings', 'Column totals where applicable', and 'Account number and name'. At the bottom right, there are two buttons: 'SAVE AS TEMPLATE' and 'DOWNLOAD'.




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

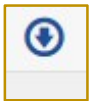


Account Number	Interested Party Number	Description	Start Date	End Date	
1010000142 BIDEN,EDWARD	1011428 BIDEN,EDWARD	Monthly Dynamic Statement - Industry...	07/01/2018	07/31/2018	
1010000142 BIDEN,EDWARD	1011428 BIDEN,EDWARD	Monthly Dynamic Statement - Industry...	08/01/2018	08/31/2018	
1010000142 BIDEN,EDWARD	1011428 BIDEN,EDWARD	Monthly Dynamic Statement - Industry...	09/01/2018	09/30/2018	

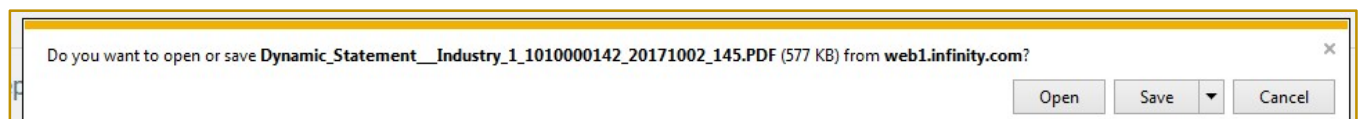
If you are receiving account statements from your, use the My Reports menu tab to view. Here you can view your statement on-line or download and save your statement.

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

To view your Web Statements, you must have Adobe Acrobat Reader installed on your computer.



Allows you to download your statement\report. The following option appears for you to choose to view your statement from the current session or save it.



Sungard Bank And Trust, North Br
1 Memorial Drive
Cambridge, Ma 02142

Sungard Asset Management Systems
1234 Great Oaks Way
Alpharetta, Ga 30221

Account Statement
October 01, 2006 To October 31, 2006

Account Name: SANTOS, JUAN
Account Number: 101000026







Administrator: Client Relations Manager
801-899-9998
Relations.Manager@gmail.com

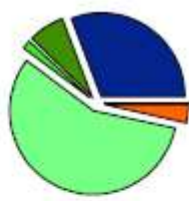
Investment Officer: Barbara Spisak
867-838-6767
barbara.spisak@gmail.com

For Your Information

Please Refer All Questions To Your Account Administrator:

Diversification Summary

	Tax Cost	Market Value	Percent
 CASH & CASH EQUIVALENTS	\$91,008.39	\$91,008.39	30.9%
 EQUITIES	149,723.49	202,445.13	7.0%
 FIXED	47,521.50	30,105.20	1.7%
 MUTUAL FUNDS	202,021.63	1,830,685.17	56.9%
 REAL ESTATE / MINERALS	100,500.00	100,300.00	3.5%
 SUNDRY	100,001.00	2.00	0.0%
Total Assets	1,486,776.03	2,884,801.89	100.0%
Accrued Income:			
Fixed Income Securities	1,084.55	1,084.55	
Cash And Equivalents	2,529.84	2,529.84	
Other	495.72	495.72	
Total Accrued Income	4,110.11	4,110.11	
Total Assets & Accruals	1,490,886.14	2,884,912.00	
Beginning Market Value	2,884,639.72		
Ending Market Value	2,884,912.00		



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

WEB TRADING

The Trading tab provides access to an optional module of WebLink. The Trading module allows you to initiate Executed (Trade Notifications), Authorized (Trade Authorizations) and Single trades from the Trade Holdings list. The Trade Status report tracks trade requests through the trade and settlement cycle.

The following trading categories are available:

- Trade Status allows you to view current trade statuses
- Trade Notifications allows you to notify Investment Manager of executed trades
- Trade Authorizations allows you to authorize Investment Manager to initiate trades
- Trade Holdings allows you to view current assets on an account and trade current holdings

The screenshot shows the 'Trading' section of the WebLink interface. At the top, the word 'Trading' is displayed. Below it, there are four tabs: 'STATUS' (with a count of 2), 'NOTIFICATIONS' (0), 'AUTHORIZATIONS' (0), and 'HOLDINGS' (1). The 'STATUS' tab is currently selected. Underneath the tabs, there are three filter sections. The first is 'Account' with a dropdown menu set to 'All Accounts'. The second is 'Trade Status' with a dropdown menu set to 'All'. The third is 'Transaction Type' with two checkboxes: 'Sell' and 'Buy', both of which are checked. A magnifying glass icon is located between the 'Account' and 'Trade Status' filters.

The screen displays selected trade activity below for each category. You can click on each category and show the trading activities available within that category.

Trade Status

The Trade Status page lists all trades across all statuses. The Trade Status page header displays the Account selection box with account drop-down list that allows you to select desired accounts, the Trade Status selection box with drop-down list that allows you to select desired status and Transaction Type option boxes for you to specify a “Buy” and/or “Sell” view of the holdings.

Trading ? Help

STATUS 2
 NOTIFICATIONS 0
 AUTHORIZATIONS 0
 HOLDINGS ▲

Account: All Accounts ▼ Q
 Trade Status: All ▼
 Transaction Type: ☒ Sell ☒ Buy

 Settings ⌄
 Export ⌄
 Print ⌄

Entry Date	Transaction T...	Account	Account Name...	Ticker	CUSIP	Description
OCT 15 2018 2:40 PM	Buy	1010000142	BIDEN,EDWARD	KO	1912161...	COCA COLA CO COMMON ST ▲
OCT 15 2018 2:48 PM	Sell	1015000864	FOLEY,JIM	GE	3696041...	GENERAL ELECTRIC CO COM ▼

The following Trade Statuses are available:

All

Completed

Deleted

Executed

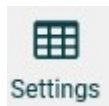
Open

Partially Executed

Placed

Recommended

Click the setting icon at the far right side of the column headings to display a pop-up window that allows you to add columns to the page.



Settings

Settings

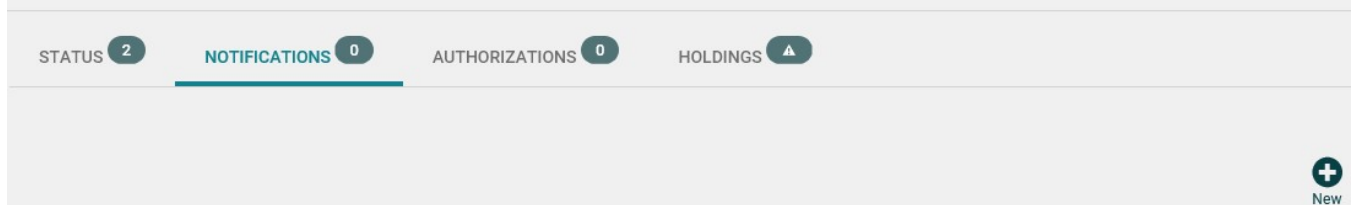
Columns

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Account | <input checked="" type="checkbox"/> Account Name | <input checked="" type="checkbox"/> CUSIP |
| <input checked="" type="checkbox"/> Description | <input checked="" type="checkbox"/> Entry Date | <input type="checkbox"/> Instructions Line1 |
| <input type="checkbox"/> Price | <input type="checkbox"/> Settlement Date | <input checked="" type="checkbox"/> Ticker |
| <input type="checkbox"/> Trade Date | <input checked="" type="checkbox"/> Trade Status Description | <input checked="" type="checkbox"/> Transaction Type |
| <input checked="" type="checkbox"/> Units/Cash | | |

Trade Notification

The Trade Notifications page allows you to submit notifications to your Investment Manager of Executed trades. The Trade Notifications page displays the “New” button. Clicking the button displays a pop-up for you to enter the trade notification details.




Trading






The following Notification Trade Details pop-up appears for you to enter a trade notification. Select type of security you want to trade from the Security Type drop-down list at the top of the form.

Equity

Select the type of trade from the available Trade Type options. Complete the required fields marked with an asterisk. You can fill out any of the other fields or leave them blank. Click the Save Trade button located at the bottom of the screen to display the trade in the List of Trades to Submit.

Trade Type *		Account
<input checked="" type="radio"/> Purchase	<input type="radio"/> Sale	1010000142 - EDWARD L. BIDEN
Trade Date *		Principal
10/11/2018		100
Settlement Date *		Commission / Share
10/11/2018		.05
Security Number		Tax
191216100		
Ticker		Net Amount
KO		
Shares / Units *		Commission

The “Saved” trade is now viewable in the Trade Status and Trade Notification screens. To edit the trade click the  button, to delete the trade click the  button, to submit the trade check the  box and then click the “Submit for Pending” button. Once submitted to pending the trade can be viewed in the Trade Status Report.

Trading

Trading

Help

STATUS 5

NOTIFICATIONS 2

AUTHORIZATIONS 1

HOLDINGS 4

+

New

Settings

	Trade ID	Account Number	Trade Type	Security Number	Ticker	Units/Cash		
	3	1010000142	Buy	191216100	KO	10.000000(U)		

Trade Authorization

The Trade Authorization page allows you to submit authorization to your Investment Manager to initiate a trade for your portfolio. The Trade Authorization page displays the New button. Clicking the button displays a pop-up for you to enter the trade authorization details.

Trading

The screenshot shows a navigation bar with four tabs: STATUS (3), NOTIFICATIONS (1), AUTHORIZATIONS (0), and HOLDINGS (▲). The AUTHORIZATIONS tab is currently selected. Below the navigation bar, there is a large light gray area with a 'New' button (a plus icon in a circle) in the bottom right corner. Below this, there is another 'New' button (a plus icon in a circle) on a light gray background.

Select type of security you want to trade from the Security Type drop-down list. Select the type of trade from the available Trade Type options. Complete the required fields marked with an asterisk. You can fill out any of the other fields or leave them blank.




Click the Save Trade button located at the bottom of the screen to display the trade in the List of Trades to Submit.

Authorization Trade Details

The screenshot shows the 'Authorization Trade Details' form. It includes the following fields and options:

- Security Type ***: A dropdown menu with 'Equity' selected.
- Trade Type ***: Radio buttons for 'Purchase' (selected) and 'Sale'.
- Account**: A dropdown menu with '1010000142 - EDWARD L. BIDEN' selected, accompanied by a search icon.
- Security Number**: A text field with '459200101' and a search icon.
- Ticker**: A text field with 'IBM' and a search icon.
- Shares / Units / Par ***: A text field with '5'.
- Security Description**: A text field with 'INTERNATIONAL BUSINESS MACHINES'.
- CANCEL**: A blue text link.
- SAVE TRADE**: A teal button.

The "Saved" trade is now viewable in the Trade Status and can be edited in the Trade Notification page.

To edit the trade click the  button, to delete the trade click the  button, to submit the trade check the  box and then click the "Submit for Pending" button. Once submitted to pending the trade can be viewed in the Trade Status Report.

Trading

Help

New Settings

<input checked="" type="checkbox"/>	Trade ID	Account Number	Trade Type	Security Numbe...	Ticker	Units/Cash
<input checked="" type="checkbox"/>	4	1010000142	Buy	459200101	IBM	5.000000(U)		

< >

<< < 1 / 1 > >>

50 items per page

SUBMIT FOR POSTING

Holdings

The Trade Holdings page allows you to view a list of current holdings and select a specific held position to purchase or sell the security selected. You can elect to Notify or Authorize during the selection based on your chosen option. The Trade Holding page displays the Account drop-down list that allows you to select desired accounts. **Note:** Holdings not eligible to be traded in WebLink are greyed out and cannot be selected.

Trading

STATUS 4 NOTIFICATIONS 1 AUTHORIZATIONS 1 **HOLDINGS 21**

Account
1010000142 - EDWARD L. BIDEN

Q

		Ticker S...	Security Numbe...	Security Description	Units Owned	Units Available...
<input type="checkbox"/>	Notified	KO	191216100	COCA COLA CO COMMON STO...	1,090	1,091
<input type="checkbox"/>	Notified	DPL	233293109	DPL INCORPORATED COMMO...	300	300
<input type="checkbox"/>		F	345370100	FORD MOTOR CO DEL COMMO...	10	10

Once you make the selection to Authorize or Notify, you can select the transaction type to execute by clicking the “Buy”, “Sell” or “Sell All” button. The applicable data entry form appears based on the Authorize/Notify selection and security type of the security chosen.

BUY SELL SELL ALL

The selection of Notify brings up the Notification Trade Details screen:

Notification Trade Details

Security Type * Equity	
Trade Type * <input checked="" type="radio"/> Purchase <input type="radio"/> Sale	Account 1010000142 - EDWARD L. BIDEN
Trade Date * 10/11/2018	Principal
Settlement Date * 10/11/2018	Commission / Share
Security Number 233293109	Tax

The selection of Authorize brings up the Authorization Trade Details screen:

Authorization Trade Details

Security Type * Equity	
Trade Type * <input checked="" type="radio"/> Purchase <input type="radio"/> Sale	Account 1010000142 - EDWARD L. BIDEN
Security Number 233293109	Ticker DPL
Shares / Units / Par * 	
Security Description DPL INCORPORATED COMMON STOCK	
CANCEL	SAVE TRADE

The Trade Notification or Trade Authorization pop-up window appears with defaulted data to the extent that the security provides. On a “Sell All” selection, the units held are supplied as well.

Once the trade is “Saved”, it can be viewed on the Trade Status Report and based on the election of “Authorized” or “Notify” can be submitted or edited in the respective screen of “Notification” or “Authorization”.

Trading

STATUS 5

NOTIFICATIONS 2

AUTHORIZATIONS 1

HOLDINGS 21

<input type="checkbox"/>	Trade ID ▾	Account Number ▾	Trade Type ▾	Security Numbe... ▾	Ticker ▾	Units/Cash ▾
<input type="checkbox"/>	3	1010000142	Buy	191216100	KO	10.000000(U)
<input type="checkbox"/>	5	1010000142	Buy	233293109	DPL	1.000000(U)