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.

Version Date: 11.2021

WEBLINK USER GUIDE TABLE OF CONTENTS

SIGNING IN 1

First Time Login 1

Subsequent Login Instructions 7

Trouble Signing In 8

ON-LINE HELP 12

GENERAL INFORMATION 13

Account Search\Look Up 13

Column Selection 133

Number of Items Highlighted for each Page 14

EXPORT AND PRINT CAPABILITIES 14

Export while viewing a Report 15

Print while viewing a Report 15

WEBLINK TERMINOLOGY AND ICONS 17

WEBLINK TOOLBAR 19

User Options 19

Alerts/Messages 24

Contact Us 26

Sign Out 26

WEBLINK MENU TABS 27

Portfolio Review 27

Available Cash 29

Transactions 300

Holdings 32

Tax Lots 34

Gain/Loss **34**

Accounts **35**

Cash Projection **35**

File Download **36**

My Reports **38**

WEB TRADING **40**

Trade Status **40**

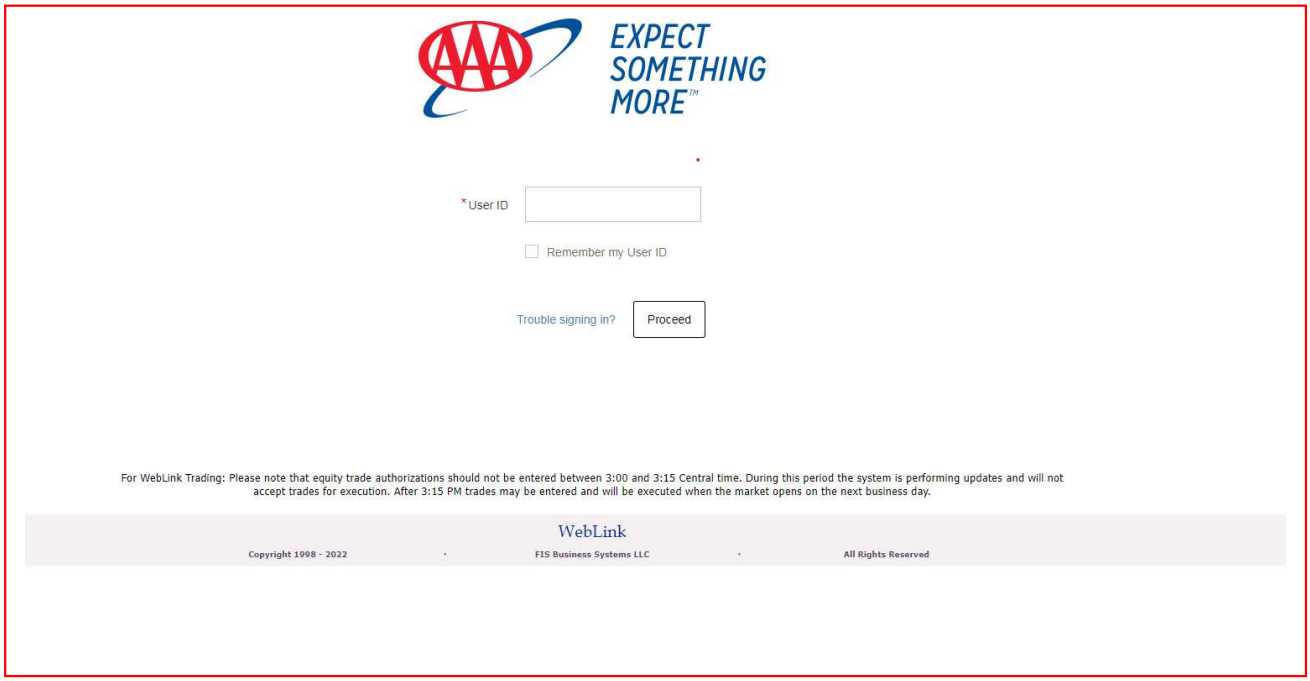
Trade Notification **42**

Trade Authorization **44**

Holdings **45**

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.



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:

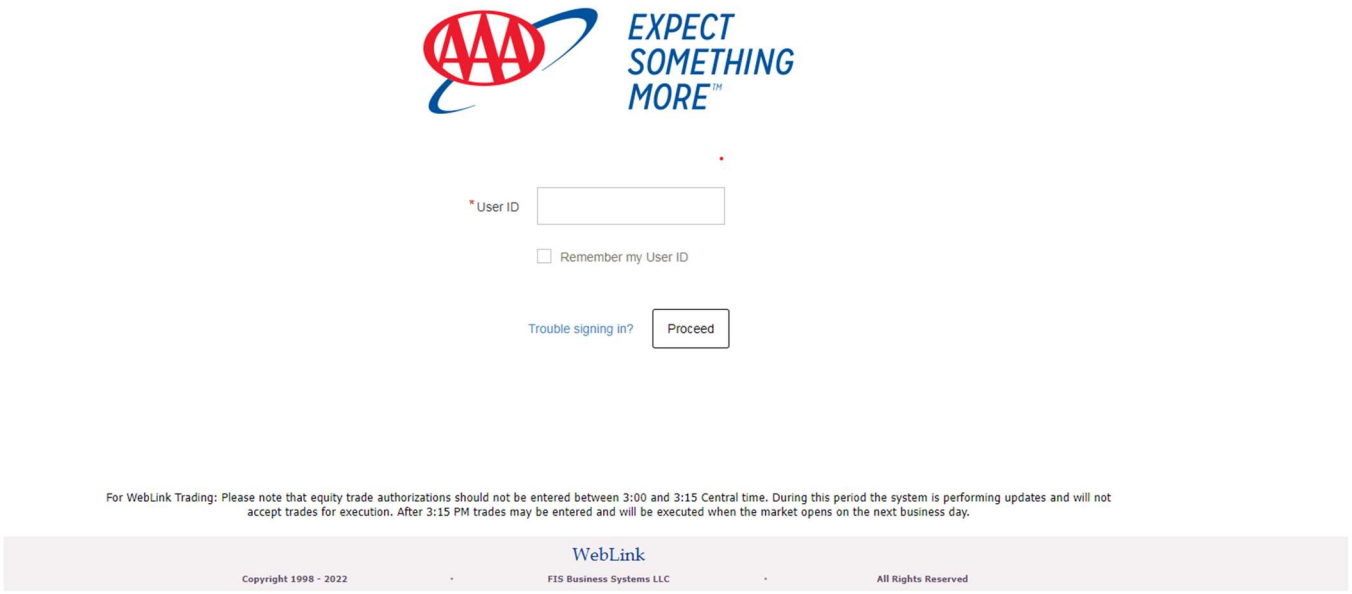
- Short Message Service (SMS) authentication which delivers a one-time password (OTP) via text message.
- Voice Call which delivers a spoken OTP via the phone.

SIGNING IN

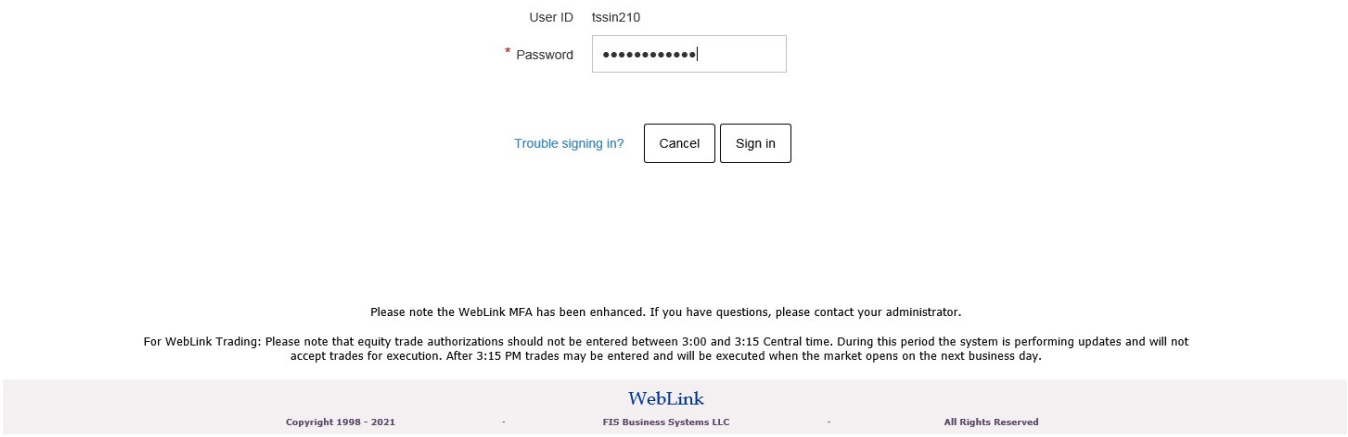
First Time Login

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.

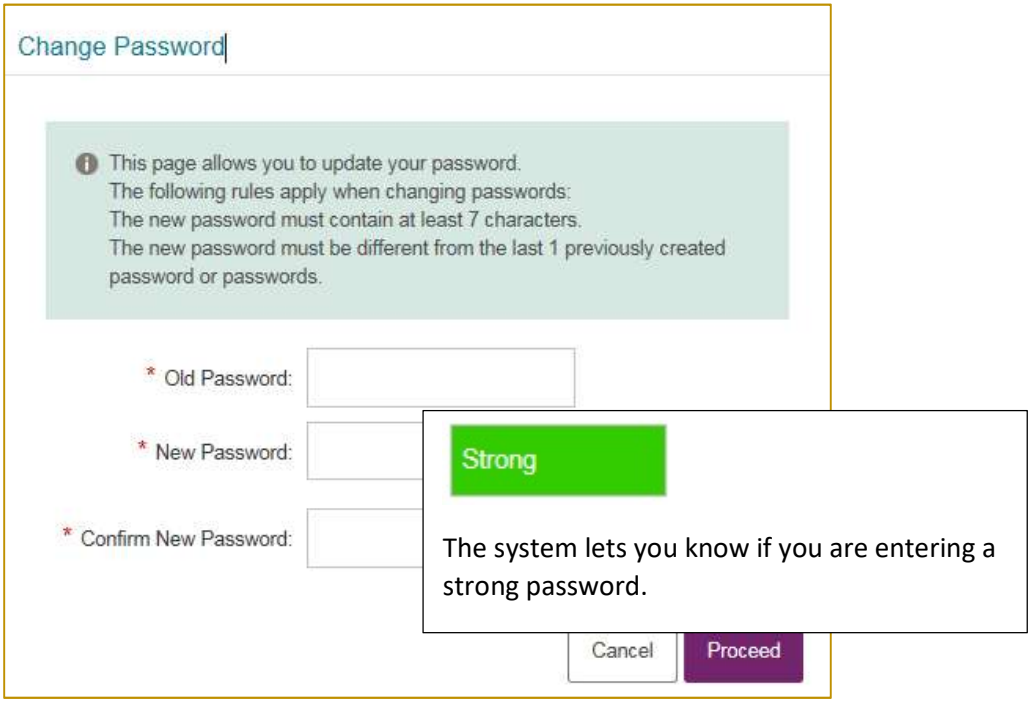
Enter your {WebLink} User ID and click **Proceed**.



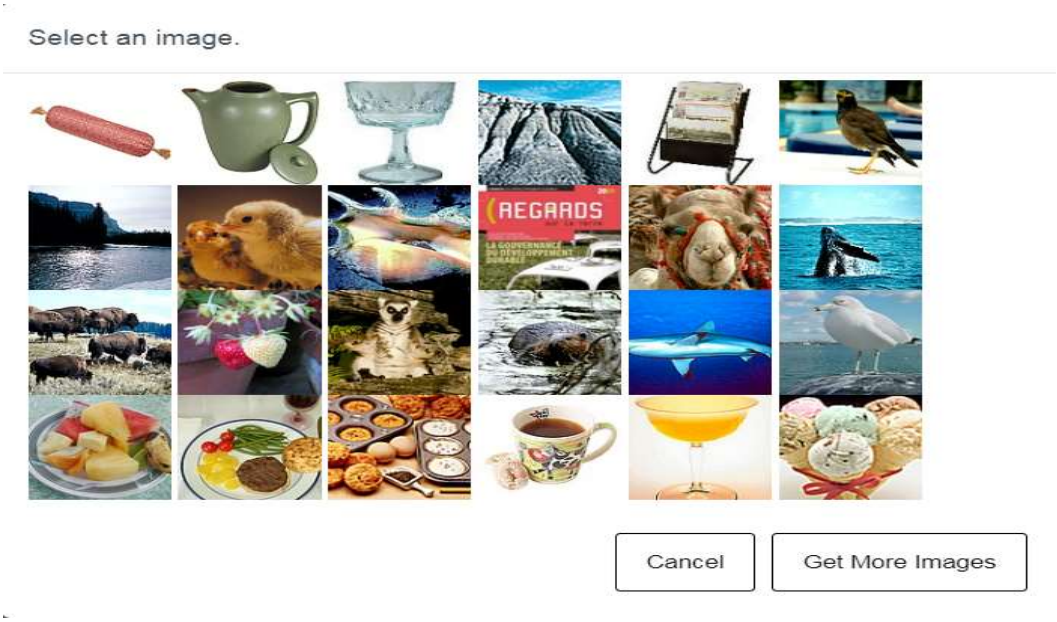
Enter in your WebLink newly assigned password and click **Sign In**.



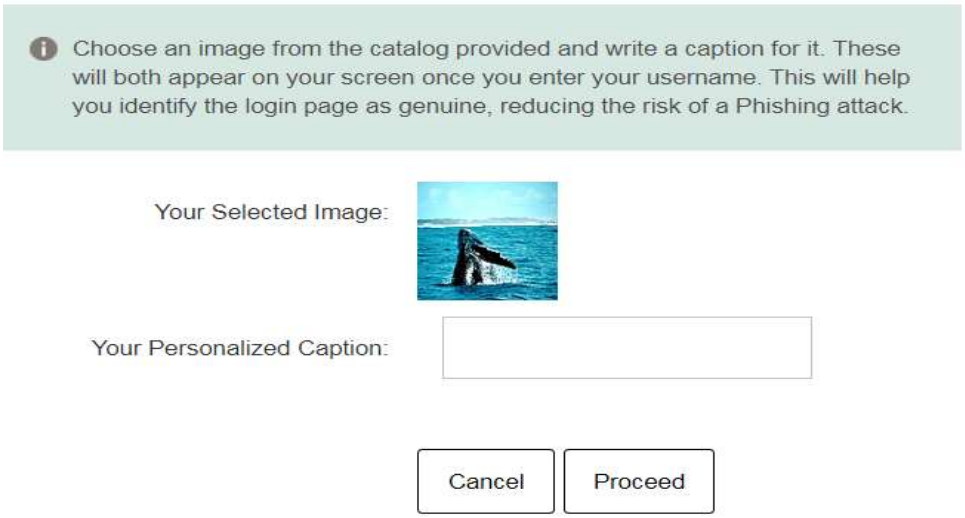
The next screen prompts you for your old/newly assigned password and then for your new password. Once completed and Click **Proceed**.



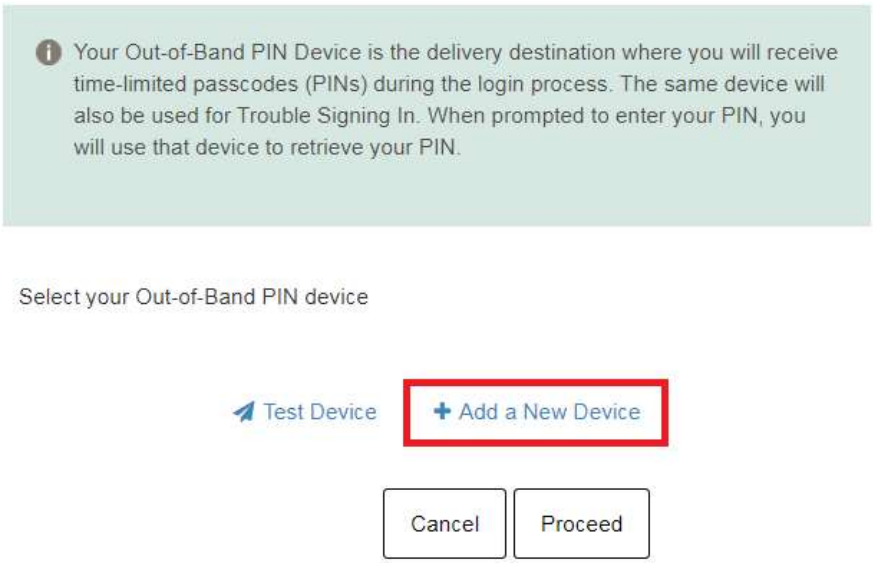
The next step is to select an image.



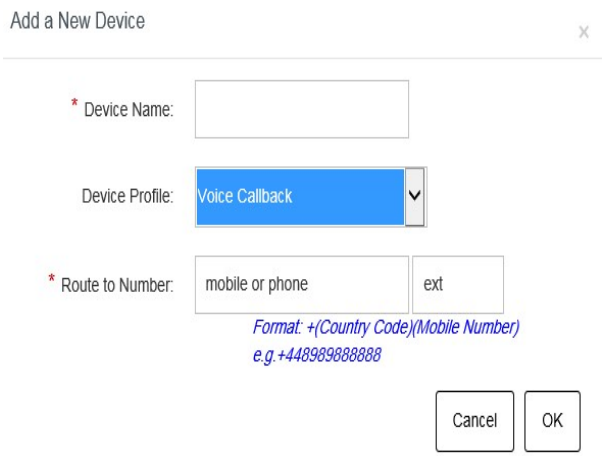
Define your Caption

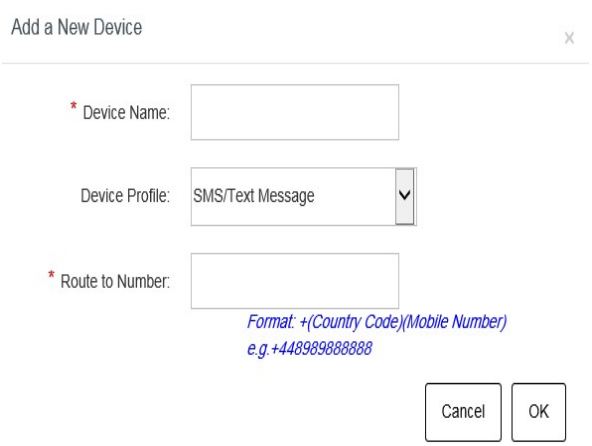


The next step is to register your mobile number to receive the One-Time-Pin. Pins can either be received via SMS or a Voice Call.



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.

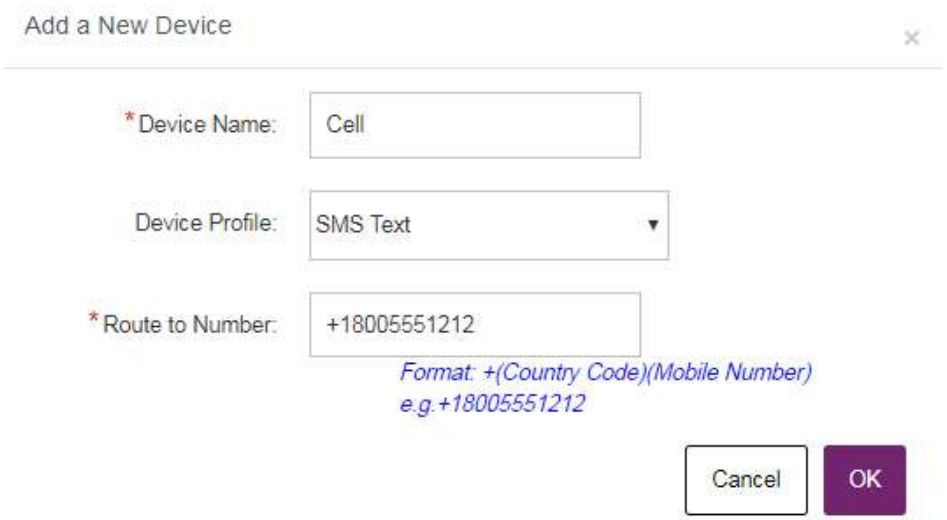




Complete the device detail fields. (See example below)

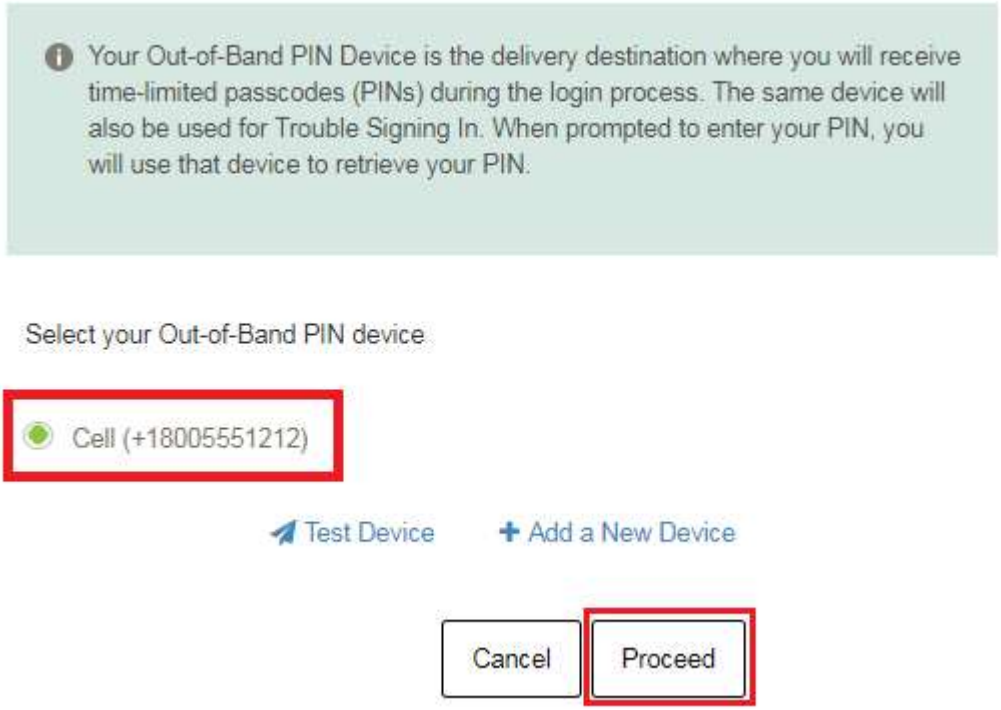
- Assign a **Device Name**. You can enter any text e.g. Mobile, MyMobile, etc.
- Select one of the **Device Profile** options (SMS Text or Voice Callback).
- Enter the **Route to Number**. Phone number should be entered as +(Country Code)(Phone Number) format.
    - Example of correct format of phone 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)

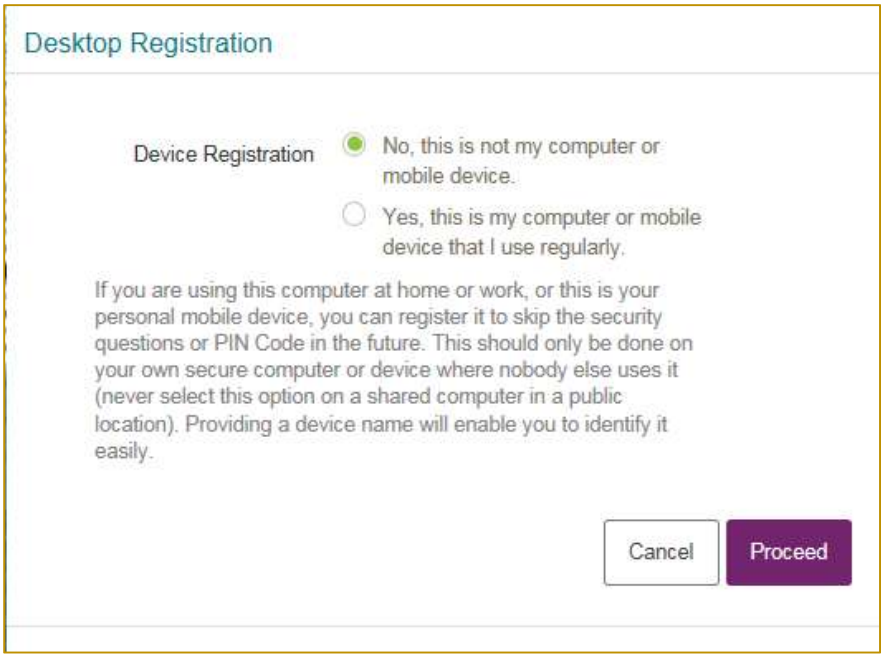


Click **OK.**

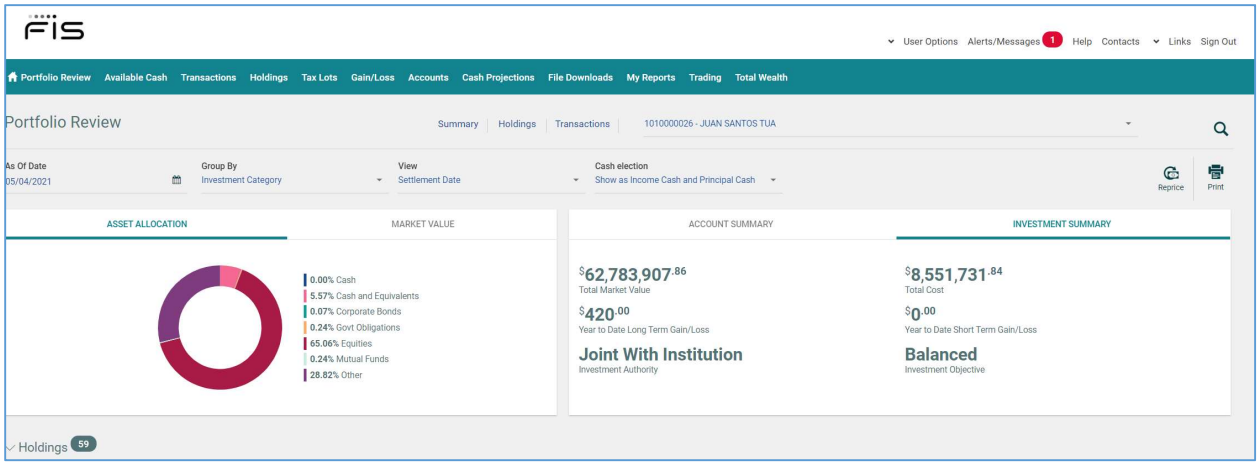
Select your Out-of-Band Device and click **Proceed**.



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 in a PIN when subsequently logging into WebLink.

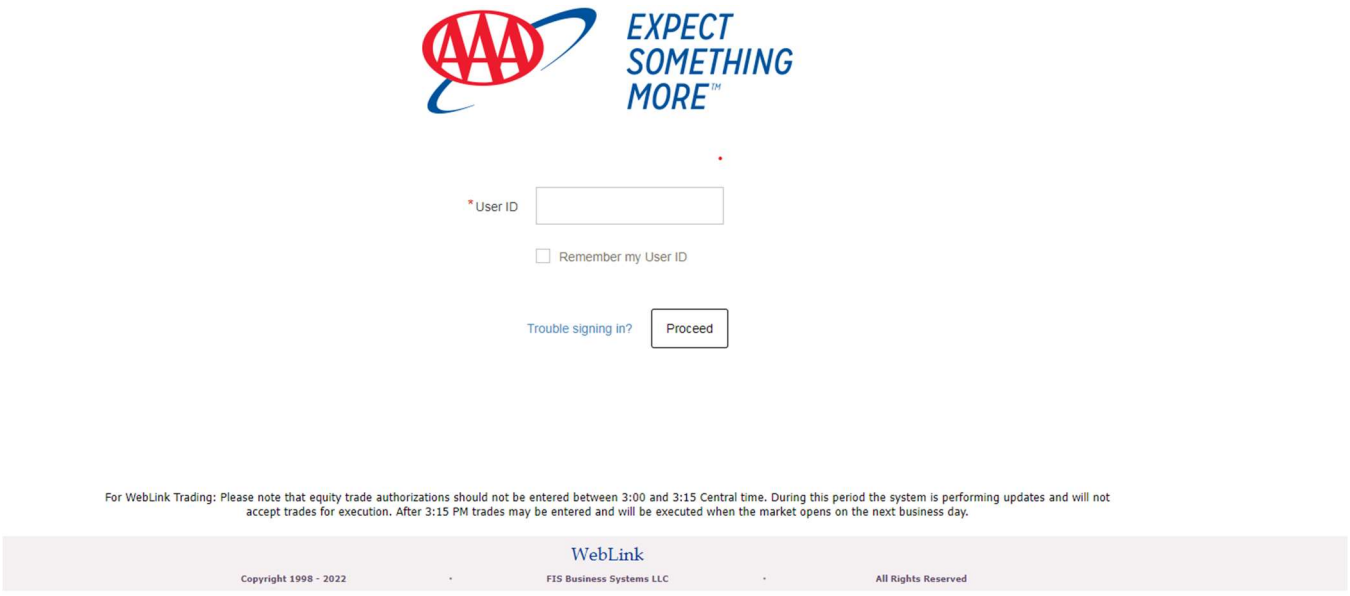


Click **Proceed** to continue to WebLink to view the account(s) assigned to your User ID.



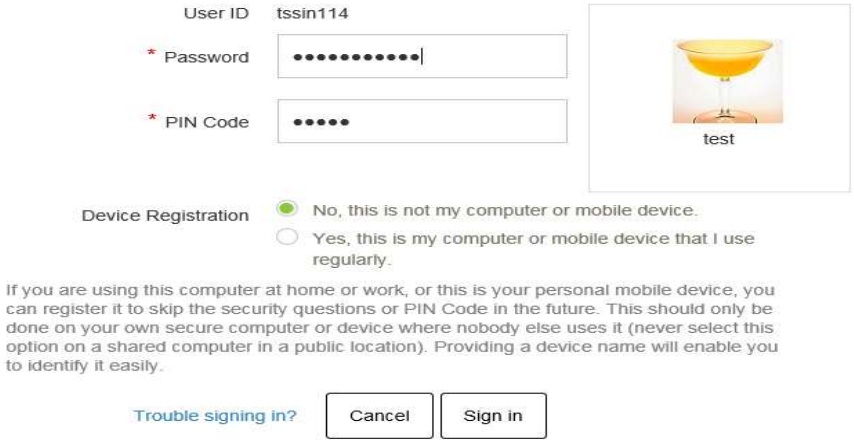
Subsequent Login Instructions

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.



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



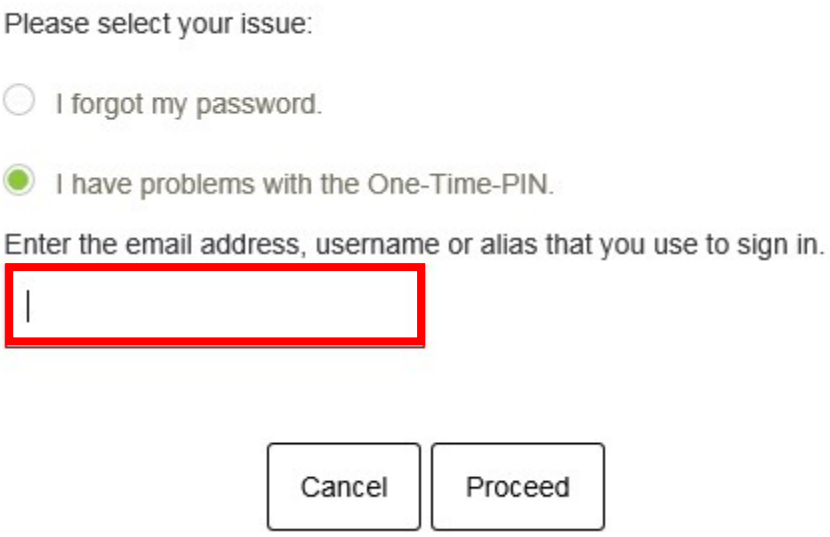
Trouble Signing In

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.

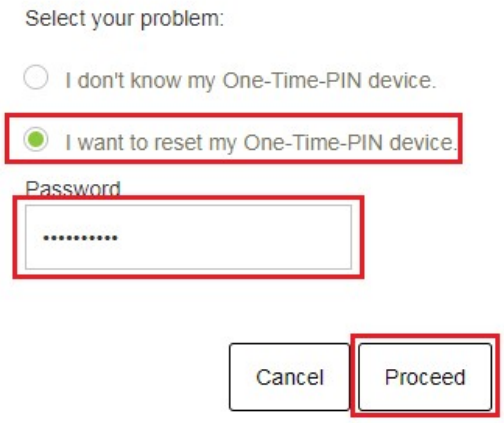
However, if your User ID is locked out, you will need to contact your administrator. WebLink will not give you any indication that your User ID is locked out which is a security feature to prevent hackers from determining your User ID.

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



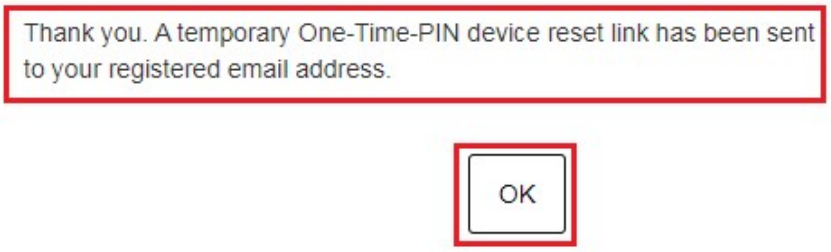
Click **Proceed**.

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**.



Click **Proceed**.

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

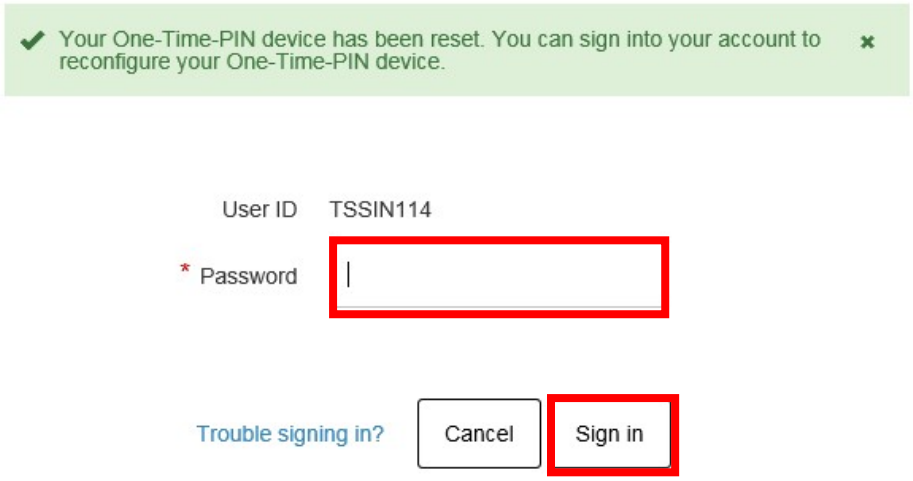
You have recently requested to reset your One Time PIN device. To reset your device , click the link below:

https://login2-uat.fisglobal.com/idp/TRTAXWL/otpdevice.reset?loginName=14-Mar-2019%3APE1Ic3NhZ2U%2BPEtleT4%3DQLGvO50s%2F%2FUBzNmbJbST84ujoworBII6BpZPPgrBHd4B8AOBMenxXm3vq1tYceGHnMqhmv%2FEhOT%2FTHMVLwD02y3swT2QnTP99XZnM4YjhDu%2F95YeaLQGgQwSsktb6YY3cDirmVF6KzM8MOaEUQxadxabJSBbHGIJlgGIx1Z9MczSa7wl2nMtWFm%2BQRNtl5TVBzGhZy11DmyOlgGOIVOH2AC8wT39WRlB7t9Jm8jEZ%2Bknp48Scizj8NcEI24q1dObUClbM4wlORIuMis06ynrU%2B%2F0%2B8XzeWUBHX6S5w4aspqJ1%2FVmLg4f2LOK1BGjfMibdgvkQT0HvxRMxne4BgdPUQ%3D%3DPC9LZXk%2BPExvZz4%3DUb3n6gs6hFOro0ar1vusMQ%3D%3DPC9Mb2c%2BPEFsZ28%2BQUVTPC9BbGdvPg%3D%3DPC9NZXNzYWdlPg%3D%3D&token=14-Mar-2019%3APE1Ic3NhZ2U%2BPEtleT4%3DaG%2BfuAMCBITkBbw2ppC5YCRCPXbWOHDMUFhra6GvsPYKWecYirZFqywFMHrSckfFYuEpd4E1DQXmKl4wzjMc6mRlw2k8xero8bi9nFyit57cAXUX8halCyGtYXp7rgCfAQQ3McL1CP%2F4JudtPNBRJdD13IpqqdRbHOQE%2FetCz5LQ6%2FwiDahOBOkZrg7IxgV%2FZZLGPcrfag3XhbhmPayCthz4tc4eoJqwOoeAXqCDPnnCJXDeJ1IMcw9Oy5fb8NdbzrfvpOqouta4b0ySyBYwkUiWU3ZcCa3h%2FOA5hITDfFogwSR0O8Gr%2BM9i5UigubCJg0YJ%2F1RIZnB6lOrpcUm6XQ%3D%3DPC9LZXk%2BPExvZz4%3DMgQRI%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.

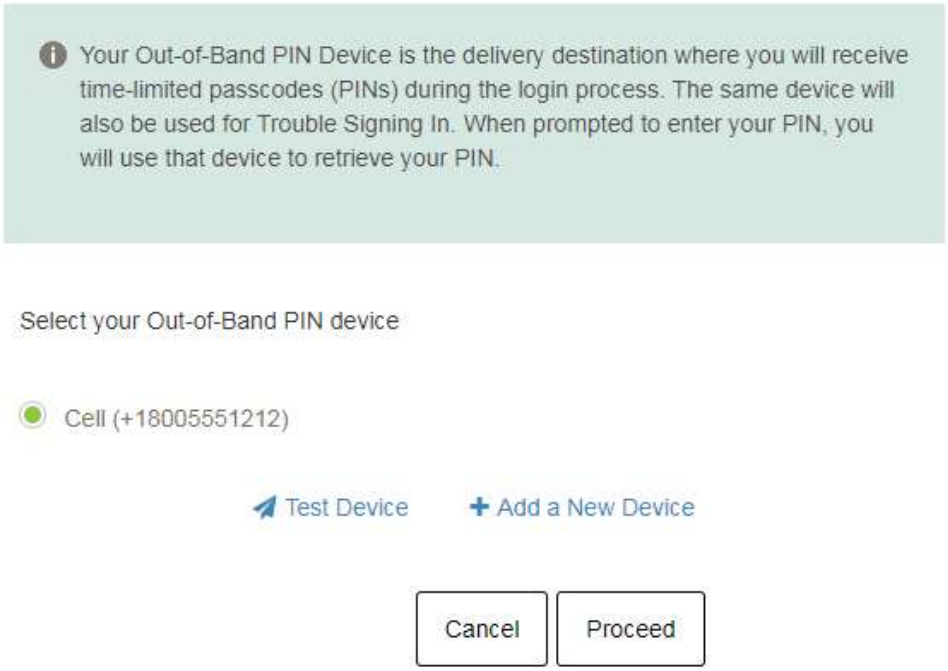
If you did not request this or need assistance, please contact your site administrator. If you do not wish to have your One Time PIN device reset, do not click the link above, and your current selection will not be affected.
----------This is a system generated alert. Please do not reply to this message----------

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

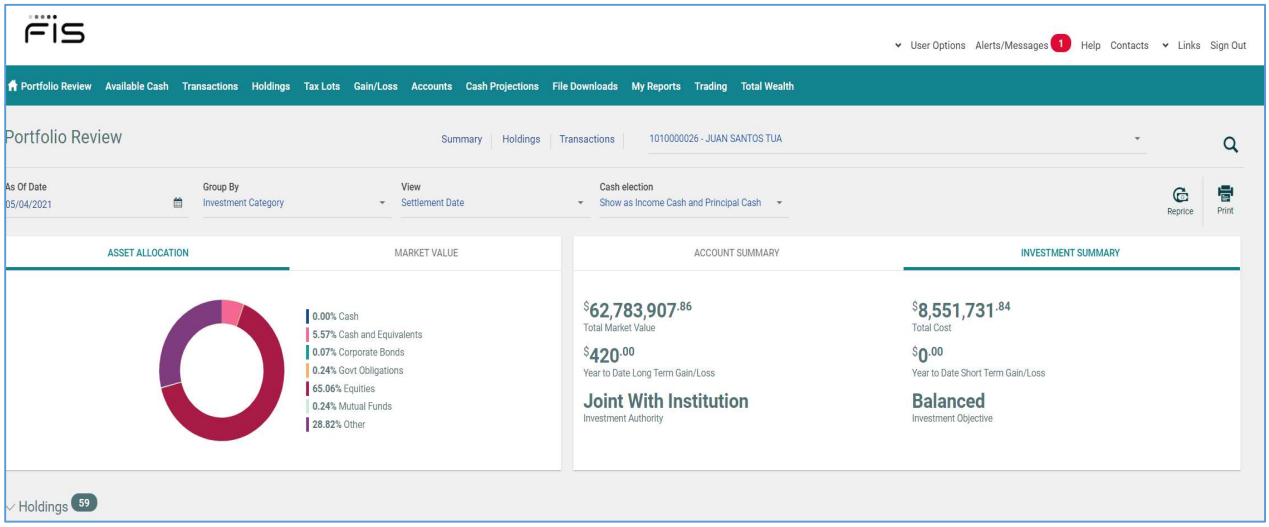


Click **Sign In**. The following screen appears for you to reset your OTP device.

Select already added device or add new device.



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



ON-LINE HELP

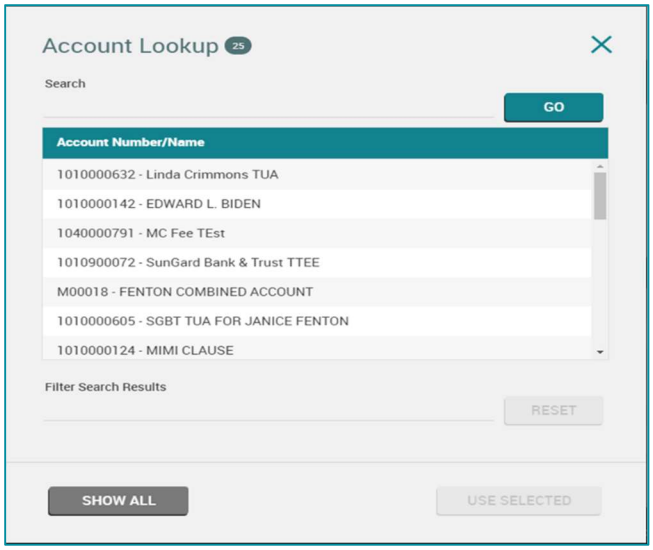
After your system login is complete, you can select one of the available menu tabs. For easy navigation, a toolbar appears as part of each view. When you access the "Help" link, a User Guide appears in a User friendly format.

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

GENERAL INFORMATION

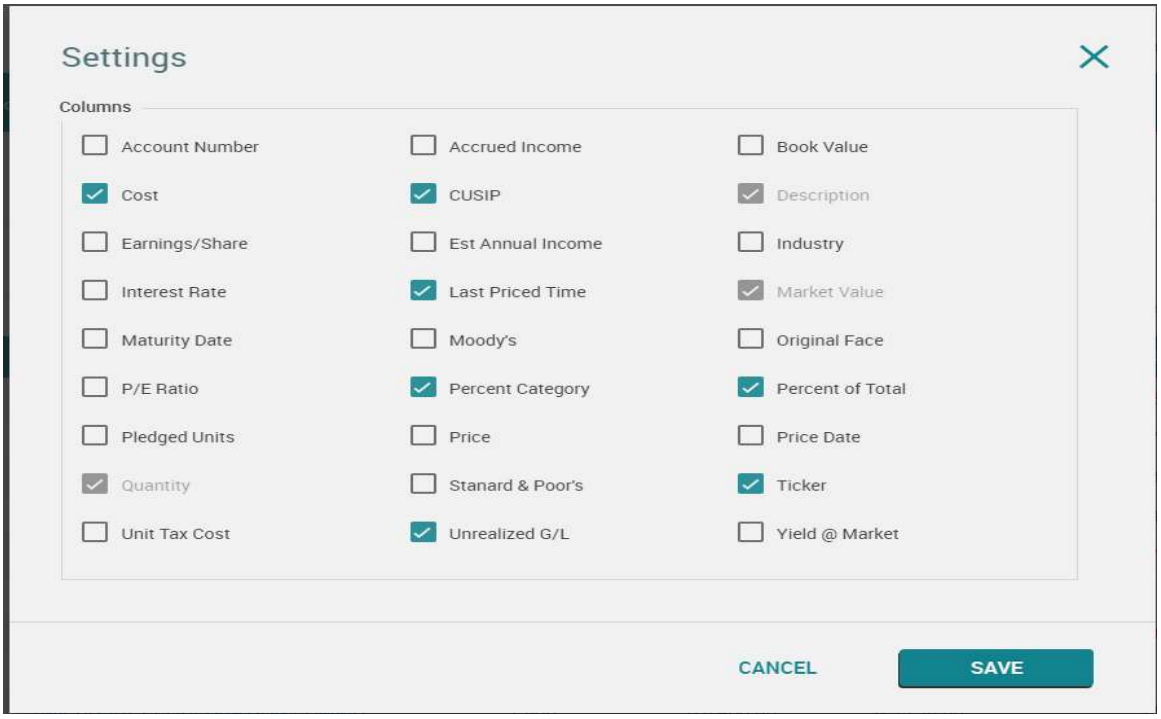
Account Search\Look Up

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.



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.



Number of Items Highlighted for each Page

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

EXPORT AND PRINT CAPABILITIES

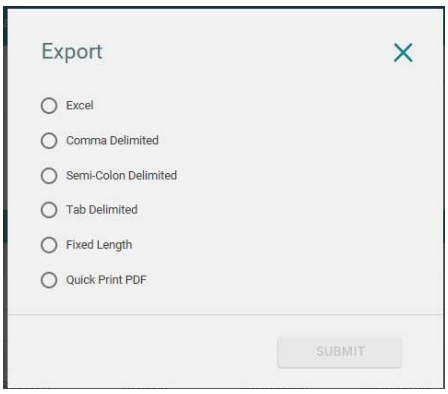
The ability to print and export as well as view data as of a certain date and on a trade or settlement basis is available on each report view. If a report is too large for display on one page, the data appears on multiple pages. You can move between pages by using the arrow keys as described below.

- 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.



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:

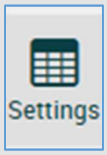
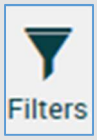
You can choose open to view on-line as a pdf or save for future viewing.

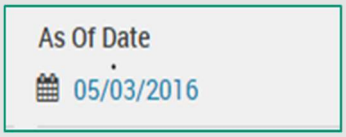
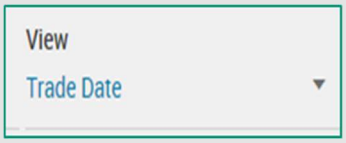
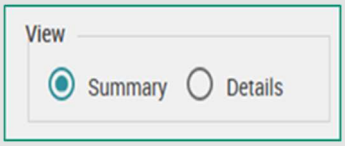
1015002363 - SARAH BENNETT
Holdings
July 12 2017
Settled

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

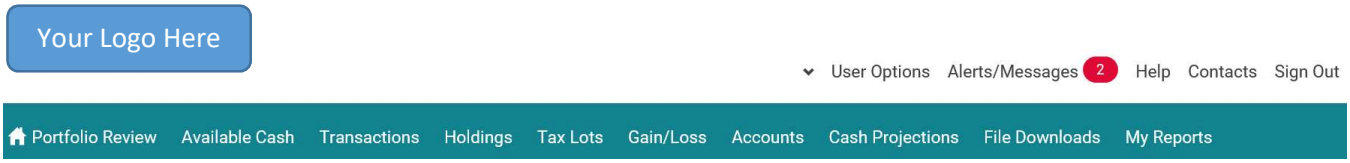
As you use the WebLink menu tabs and pages you notice various icons and selection criteria. You can use the following table as a reference for clarification.

Icon or Drop-Down	Use	Found In
	Allows you to add/remove columns on reports where available	Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension
	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
	Allows you to export the report as displayed on the page to Excel, other delimited or fixed format, or Quick Print PDF Note: Quick Print PDF is a pre-defined report layout	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



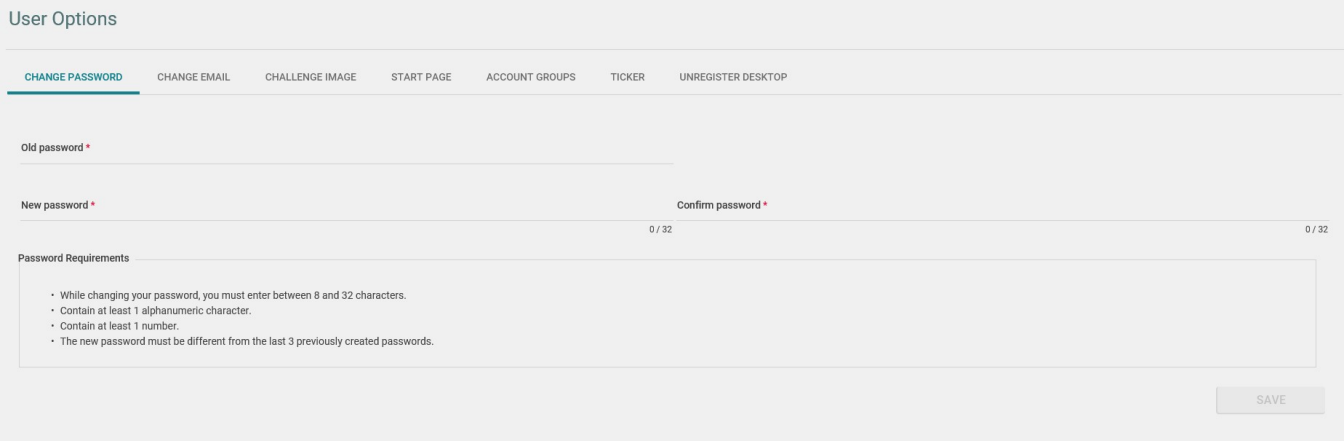
The top, white portion, of the Toolbar includes the following.

User Options

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

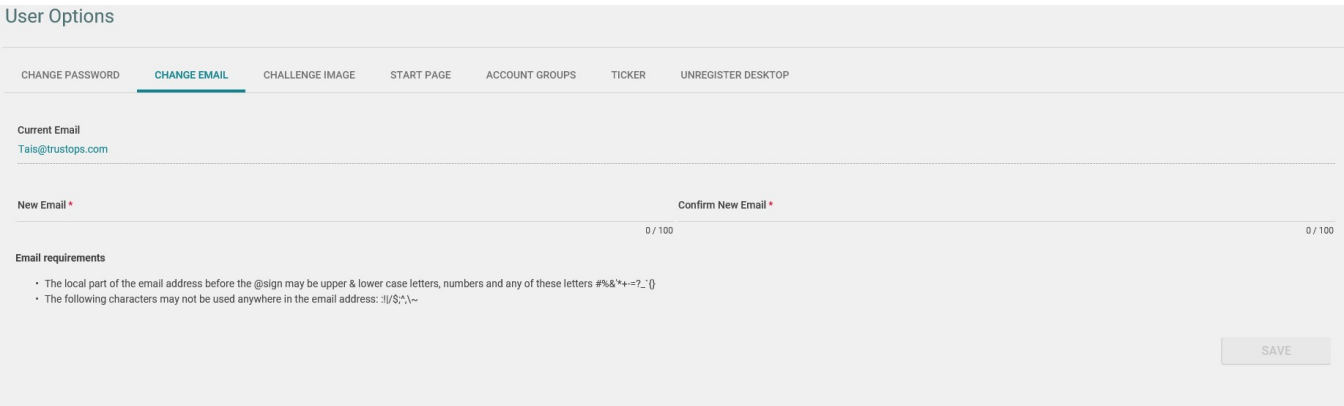
	Clicking on any option in the User Option drilldown displays the following page. Change Password – allows you to change your password Email Options – displays your current e-mail address and allows for change Challenge Image – allows you to change your image Start Page Options – provides selection for your landing\home page upon login Account Groups – lets you create and manage groups of accounts for viewing Ticker – allows you to select from three financial sites to use for Ticker hyperlink Unregister Desktop – indicates desktop is registered part of your secure login and allows you to unregister your desktop

User Option – Change Password



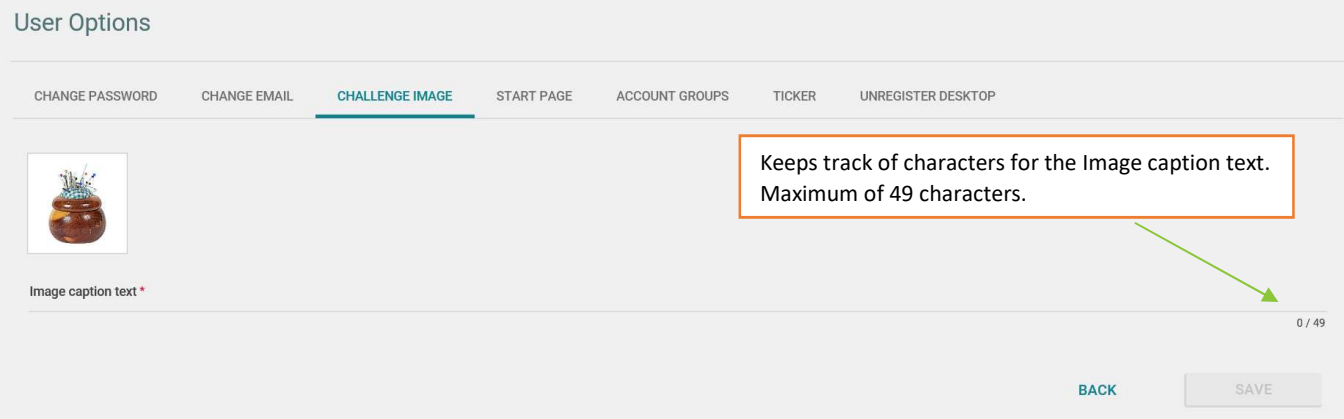
User Option – Change Email

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.



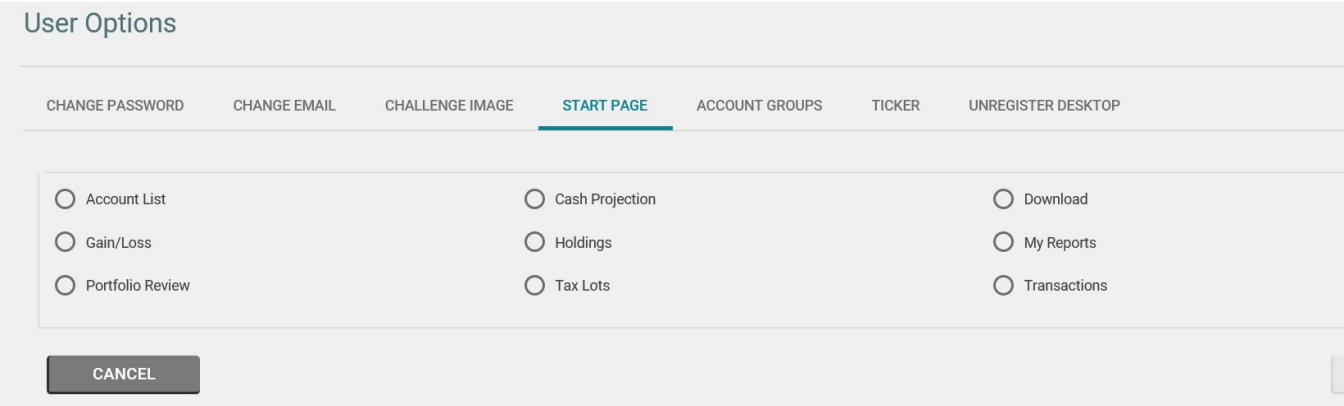
User Option – Challenge Image

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.



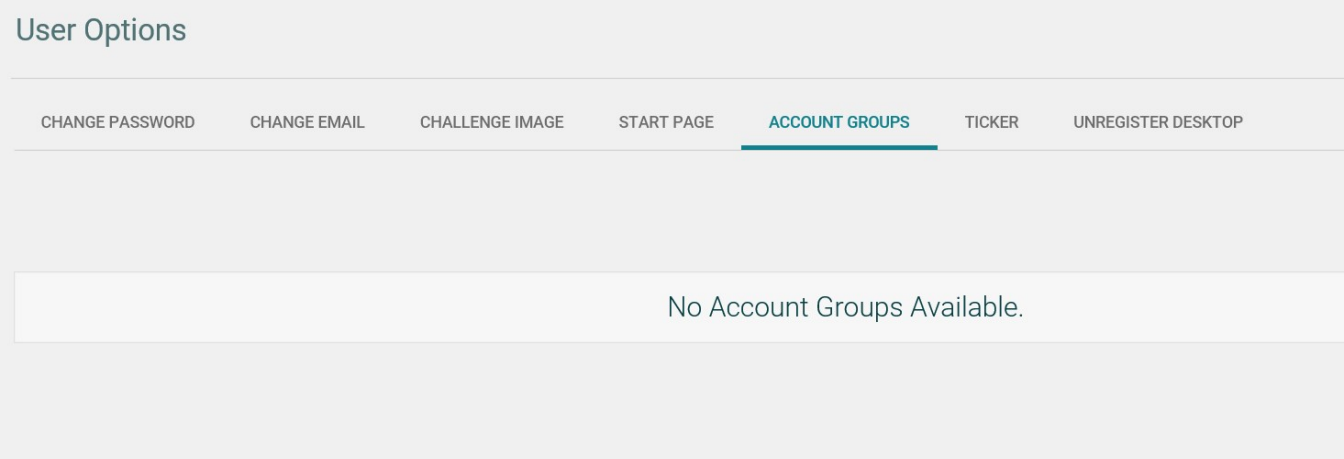
User Option – Start Page

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.

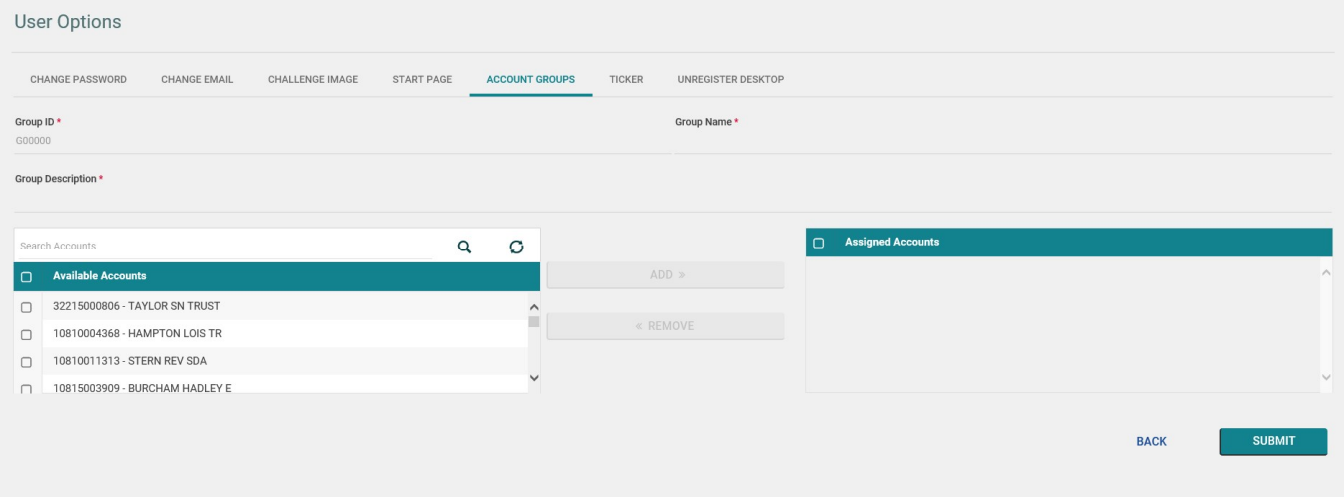


User Options – Account Group

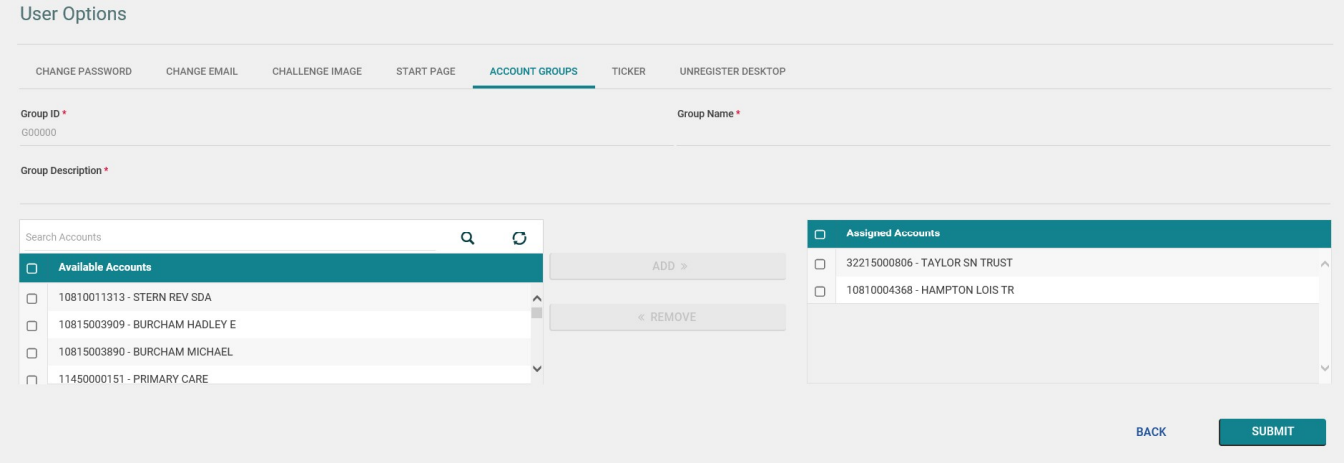
The first time you select User Option – Account Group, the following page appears. Click the Create New button to open the page to setup a new Account Group.

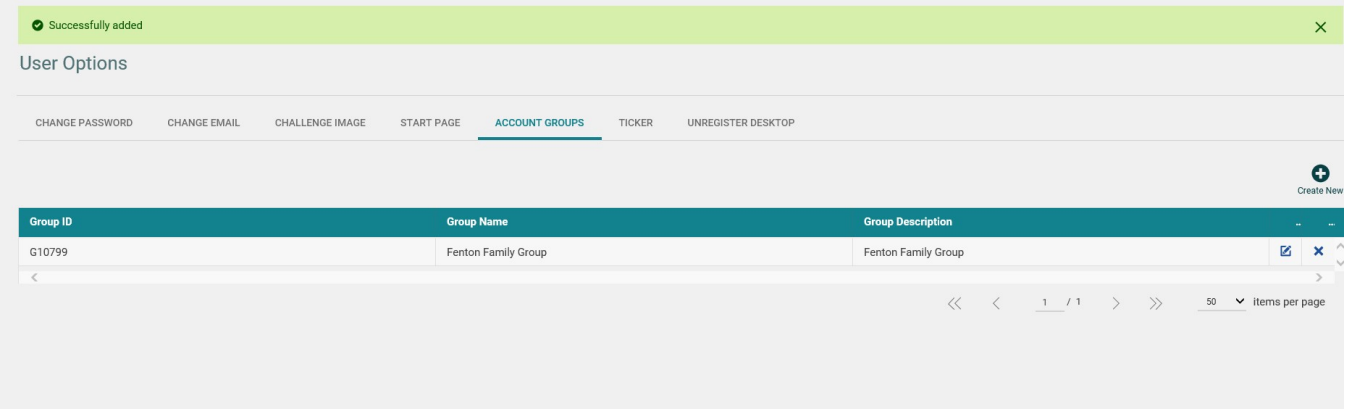


Creating New Account Group

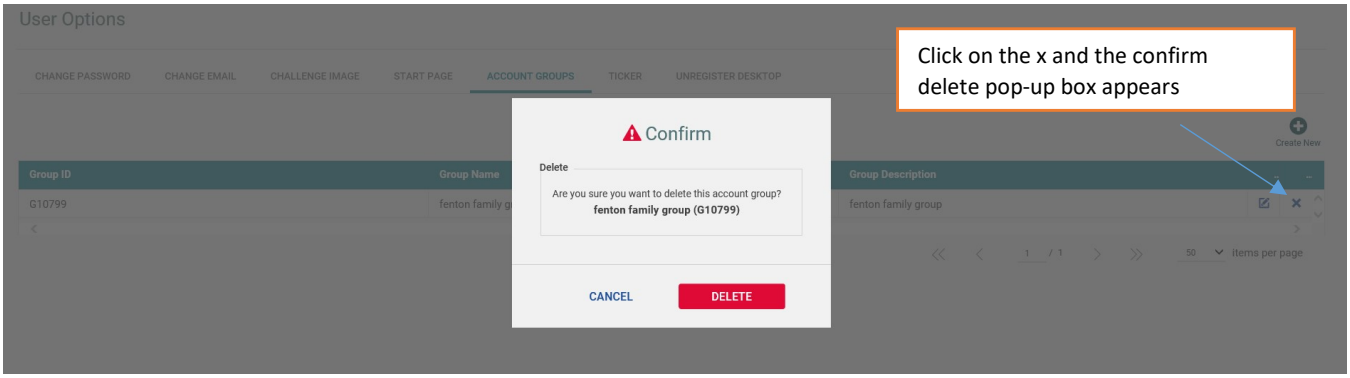


- Establish the Group ID starting with G followed by 5 numbers (G12345). Provide the Group Name and Group Description
- Select the Accounts from the Accounts listing by clicking next to the Account Number. The ADD » button becomes enabled. Click on the Add button to move the accounts to the Accounts to Download list. When you are finished selecting accounts, click on the Submit Button.

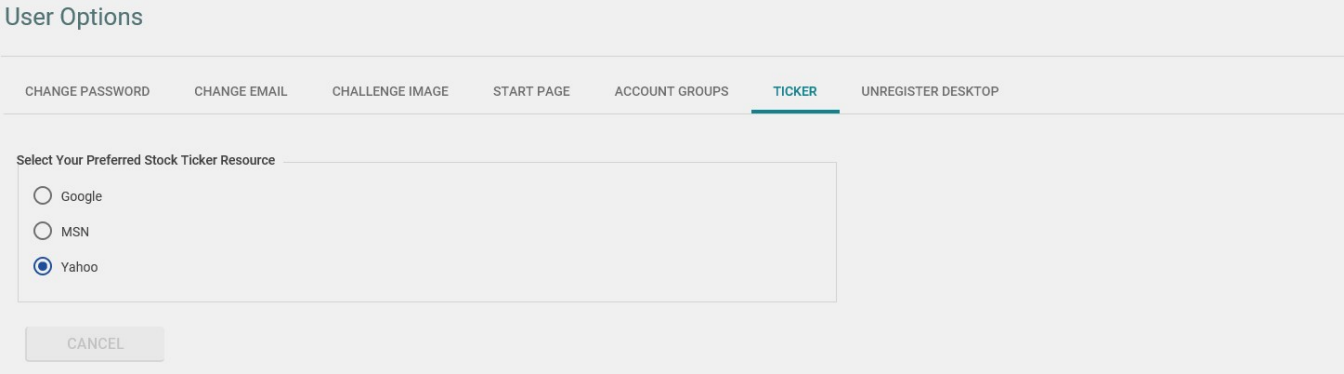




Deleting Account Group

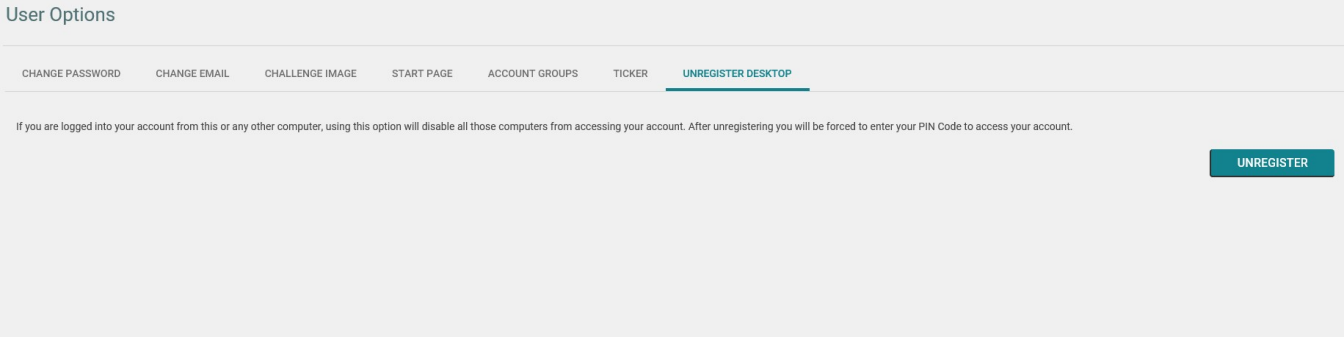


User Option – Ticker



User Option – Unregister Desktop

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



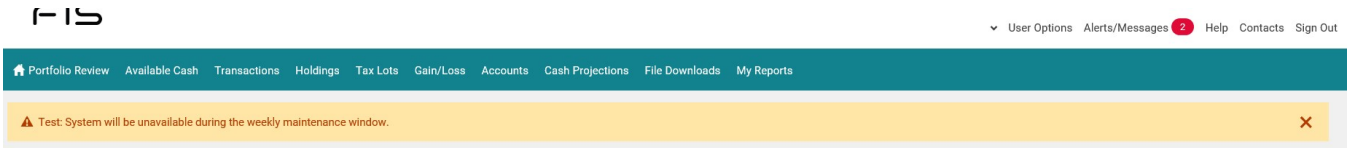
Alerts/Messages

Alerts and Messages is how 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

, 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.

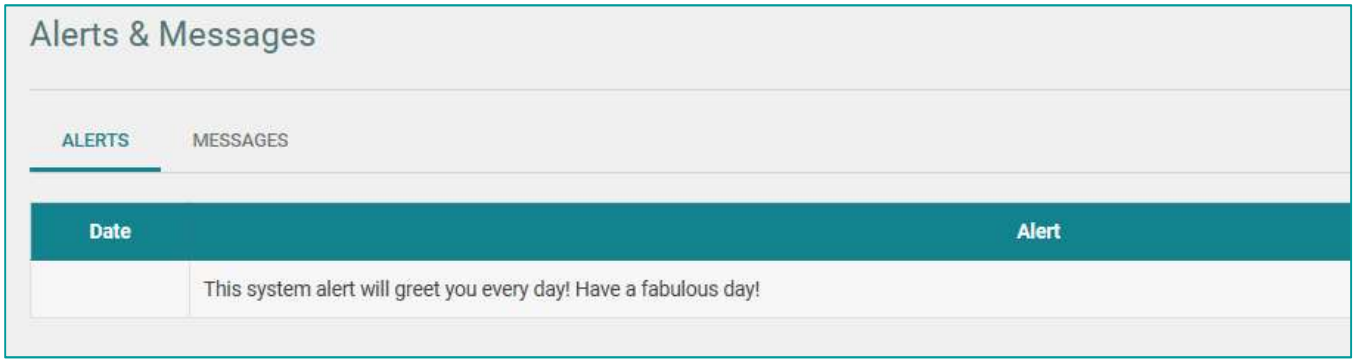
Click on **DISMISS ALL** to not see any of the Alerts on the page.

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

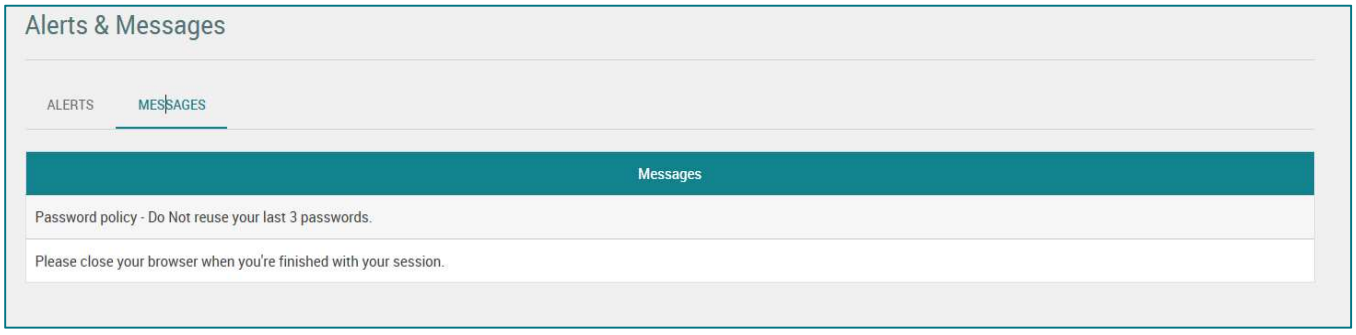
Click on **>** to view the next alert

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

Sample of Alerts:



Sample of Messages:

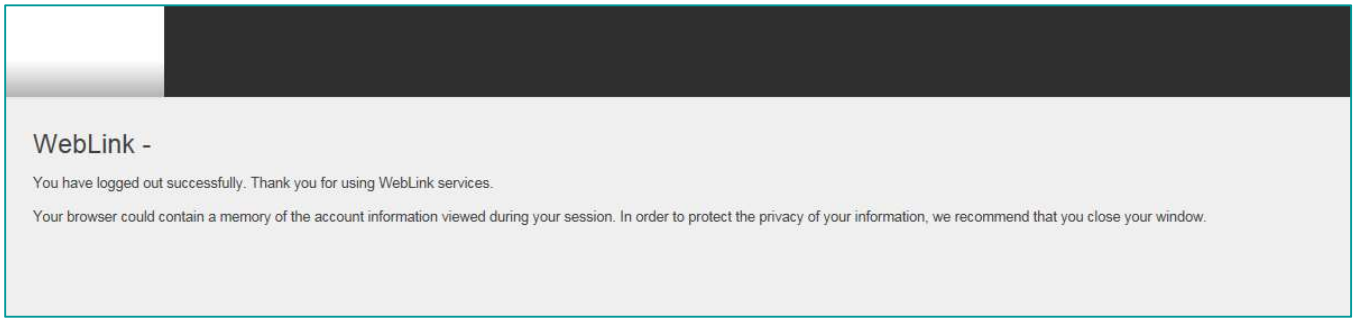


Contact Us

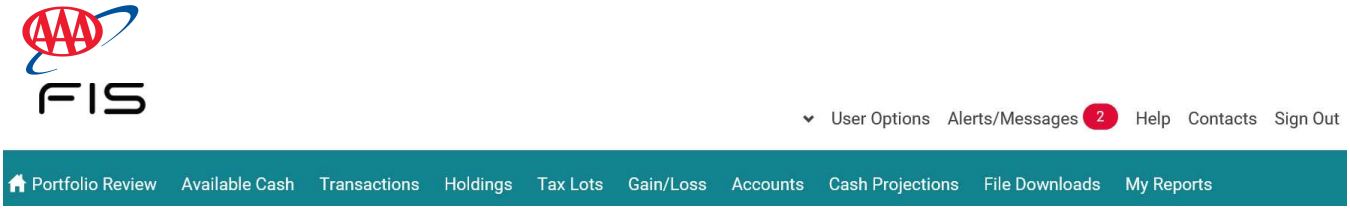
When you select Contact Us, a popup window displays the contact information from Auto Club Trust.

Sign Out

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



WEBLINK MENU TABS



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.

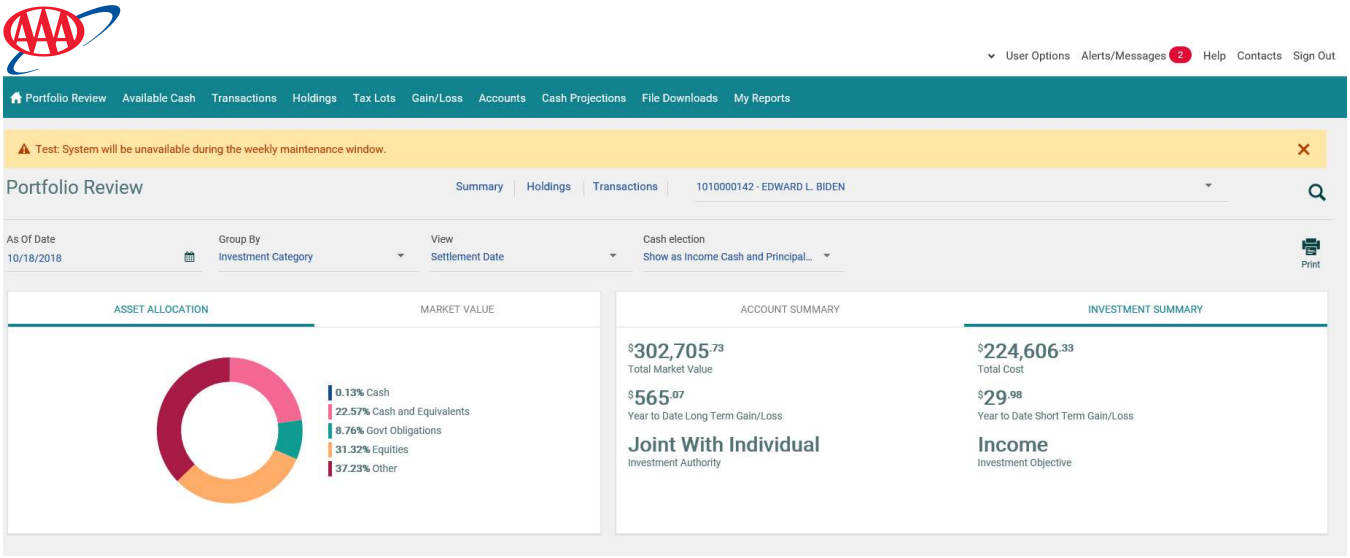
Your home (landing) page, designated as

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:

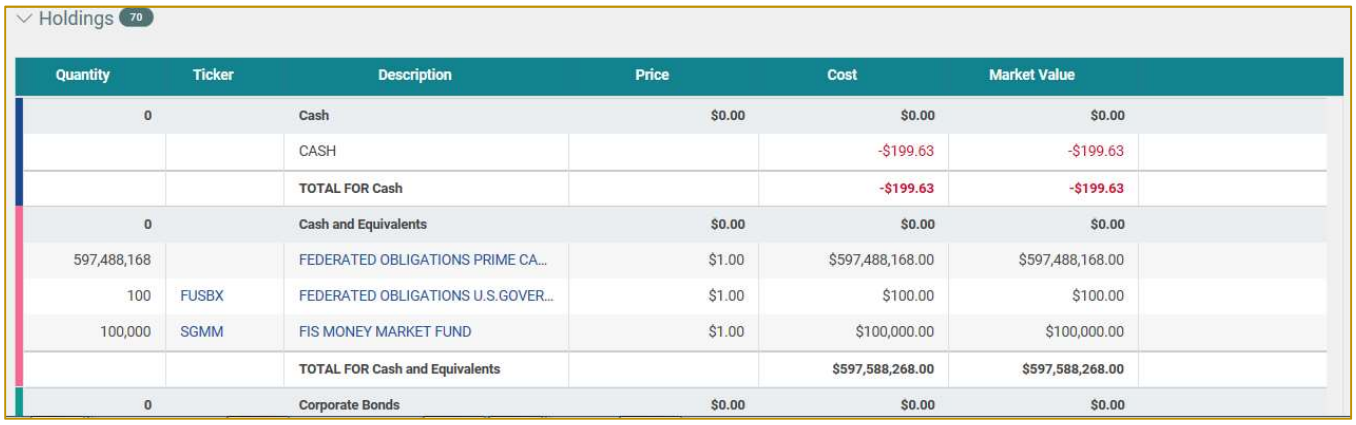
- As-of-date – defaults to current date, you can choose an earlier date using the Calendar Lookup
- Group By – use the drop down to select how to group your holdings
- View – Trade or Settlement Date
- Cash election – choose to display as Combined cash or breakout of Principal and Income cash



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

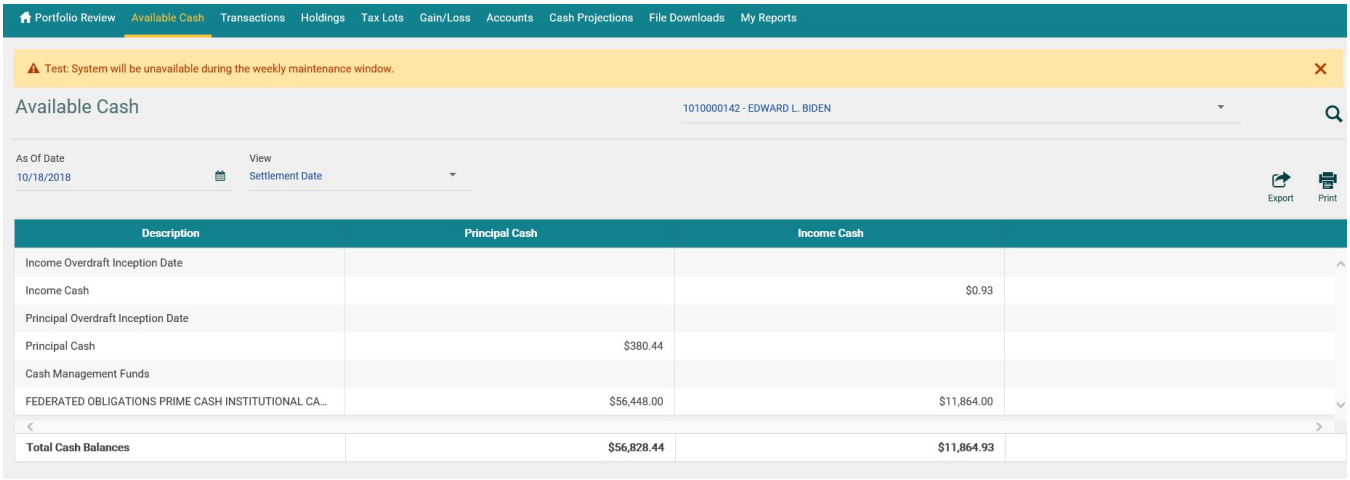


Quantity	Ticker	Description	Price	Cost	Market Value
0		Cash	$0.00	$0.00	$0.00
		CASH		-$199.63	-$199.63
		TOTAL FOR Cash		-$199.63	-$199.63
0		Cash and Equivalents	$0.00	$0.00	$0.00
597,488,168		FEDERATED OBLIGATIONS PRIME CA...	$1.00	$597,488,168.00	$597,488,168.00
100	FUSBX	FEDERATED OBLIGATIONS U.S.GOVER...	$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

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

Available Cash

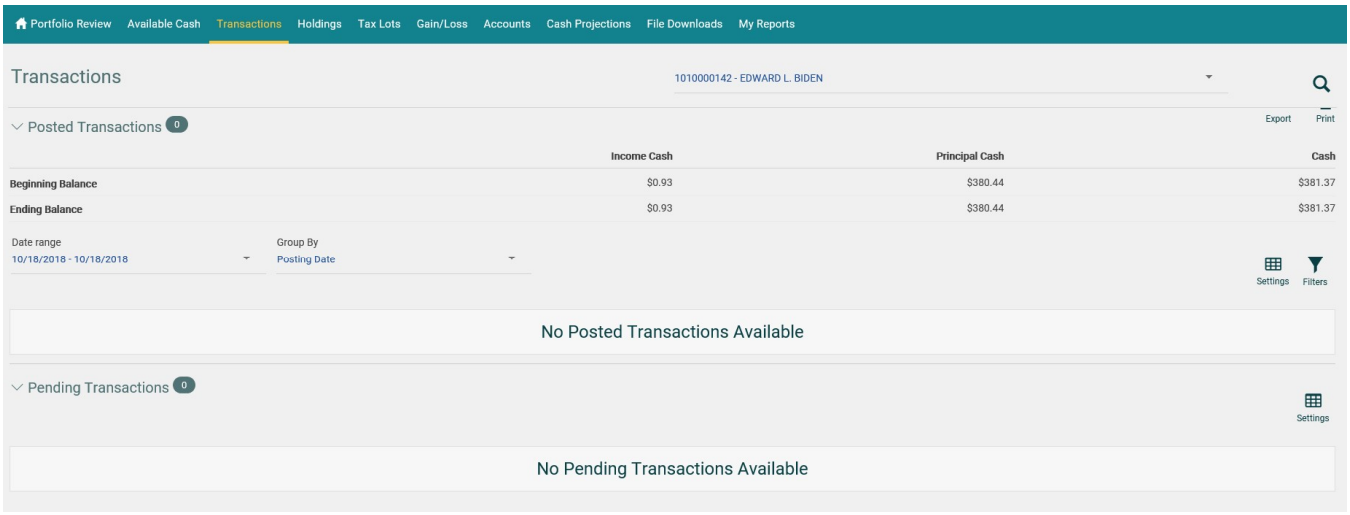


The Available Cash report displays Cash plus Money Market Funds used for Cash Management.

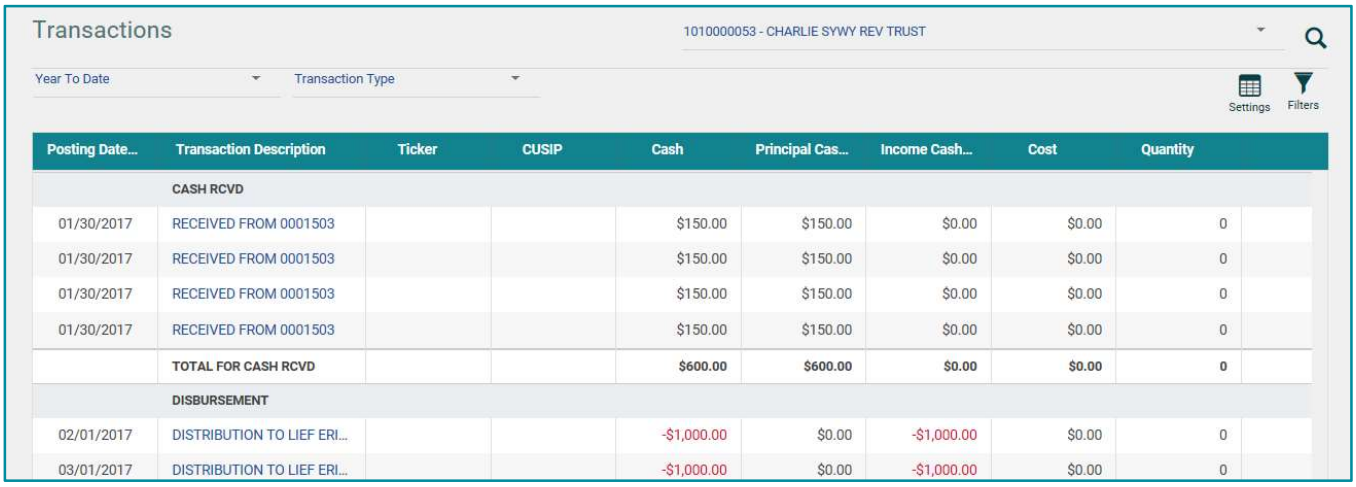
The report can be run for a specific As-Of-Date and defaults to current date. It can be viewed in either Trade or Settlement date basis.

Transactions

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

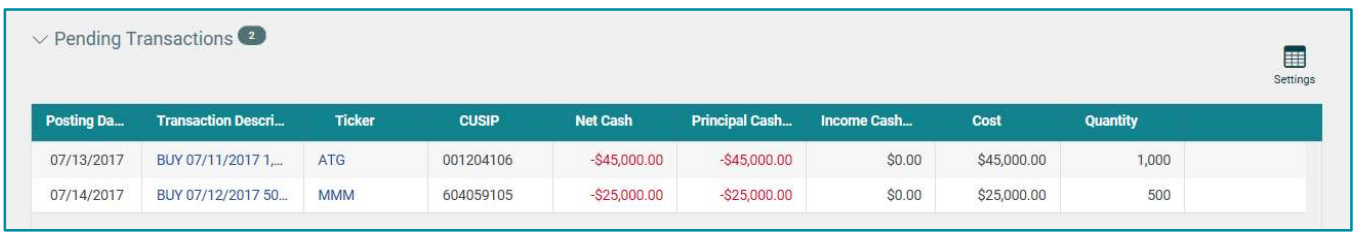


Example of Account with Year to Date Posted Transactions grouped by Transaction Type



Posting Date...	Transaction Description	Ticker	CUSIP	Cash	Principal Cas...	Income Cash...	Cost	Quantity
	CASH RCVD							
01/30/2017	RECEIVED FROM 0001503			$150.00	$150.00	$0.00	$0.00	0
01/30/2017	RECEIVED FROM 0001503			$150.00	$150.00	$0.00	$0.00	0
01/30/2017	RECEIVED FROM 0001503			$150.00	$150.00	$0.00	$0.00	0
01/30/2017	RECEIVED FROM 0001503			$150.00	$150.00	$0.00	$0.00	0
	TOTAL FOR CASH RCVD			**$600.00**	**$600.00**	**$0.00**	**$0.00**	**0**
	DISBURSEMENT							
02/01/2017	DISTRIBUTION TO LIEF ERI...			-$1,000.00	$0.00	-$1,000.00	$0.00	0
03/01/2017	DISTRIBUTION TO LIEF ERI...			-$1,000.00	$0.00	-$1,000.00	$0.00	0

Example of Account with Pended Transactions



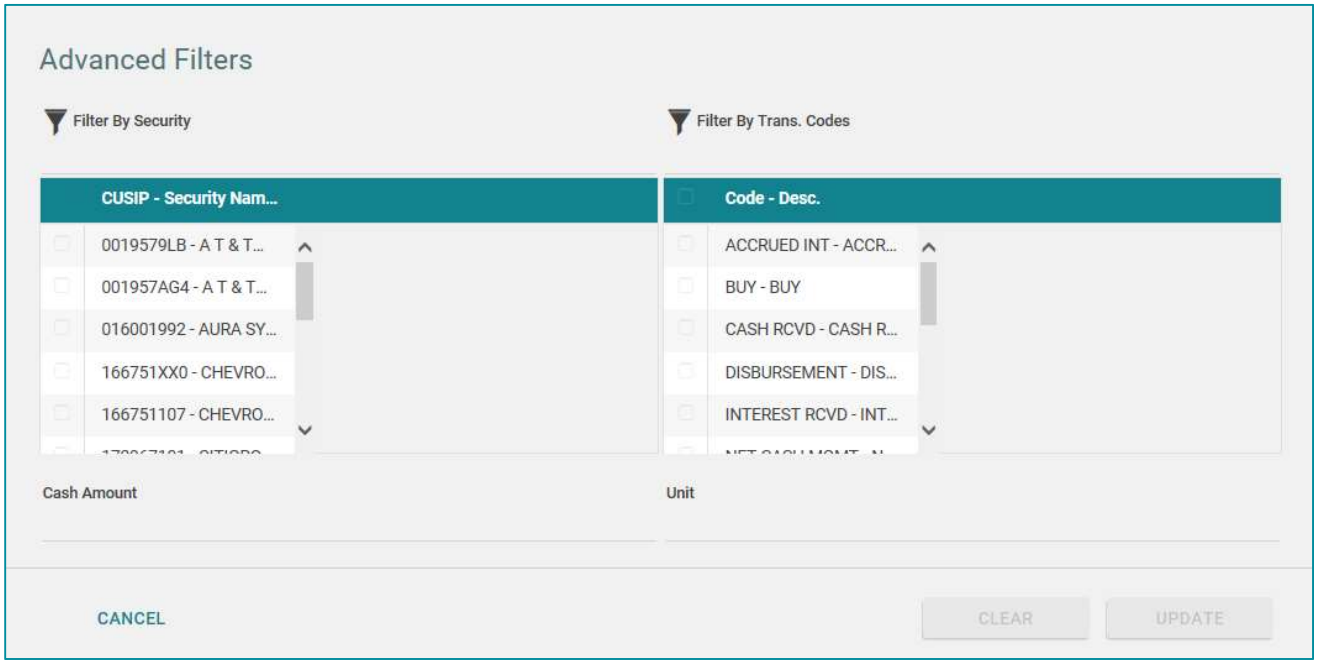
Posting Da...	Transaction Descri...	Ticker	CUSIP	Net Cash	Principal Cash...	Income Cash...	Cost	Quantity
07/13/2017	BUY 07/11/2017 1,...	ATG	001204106	-$45,000.00	-$45,000.00	$0.00	$45,000.00	1,000
07/14/2017	BUY 07/12/2017 50...	MMM	604059105	-$25,000.00	-$25,000.00	$0.00	$25,000.00	500

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.

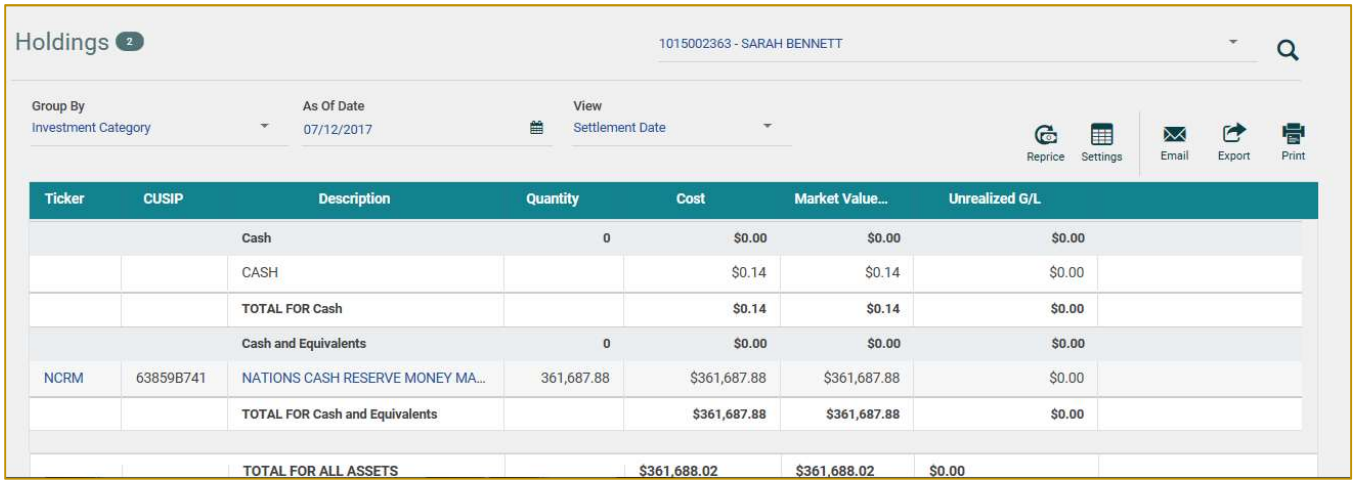


The Filter By Security and Filter By Trans Codes options change based on posted transactions for the Date Range chosen.

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



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**

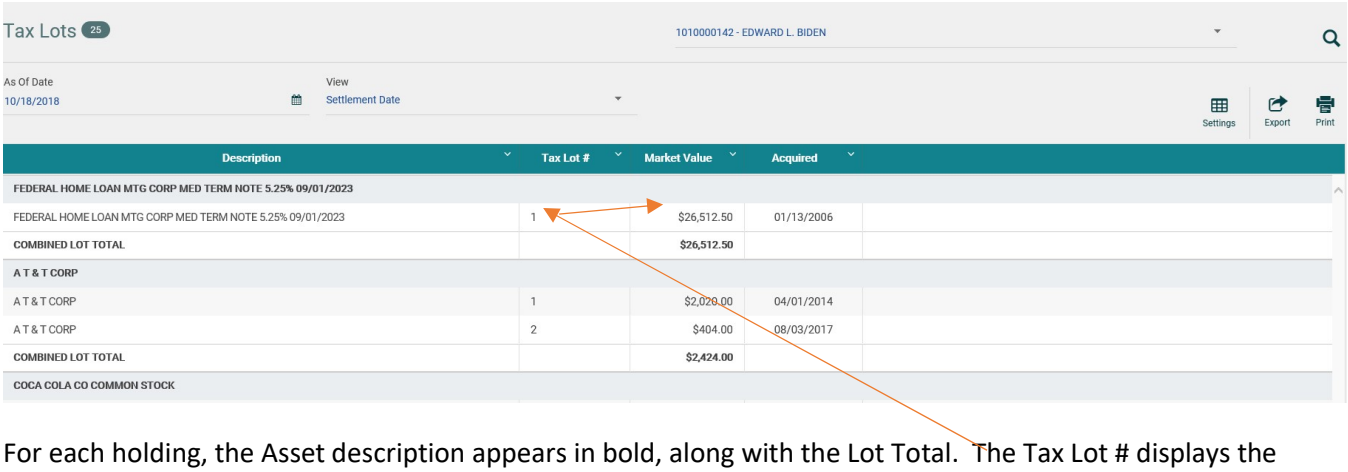
- Use the Drop Down arrow to select further Group By of Security Name, Industry Sector, or Sector within Investment Category.
- Use the Calendar Look up to select an earlier as-of-date.
- Choose the View of Settlement Date or Trade Date.

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:

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

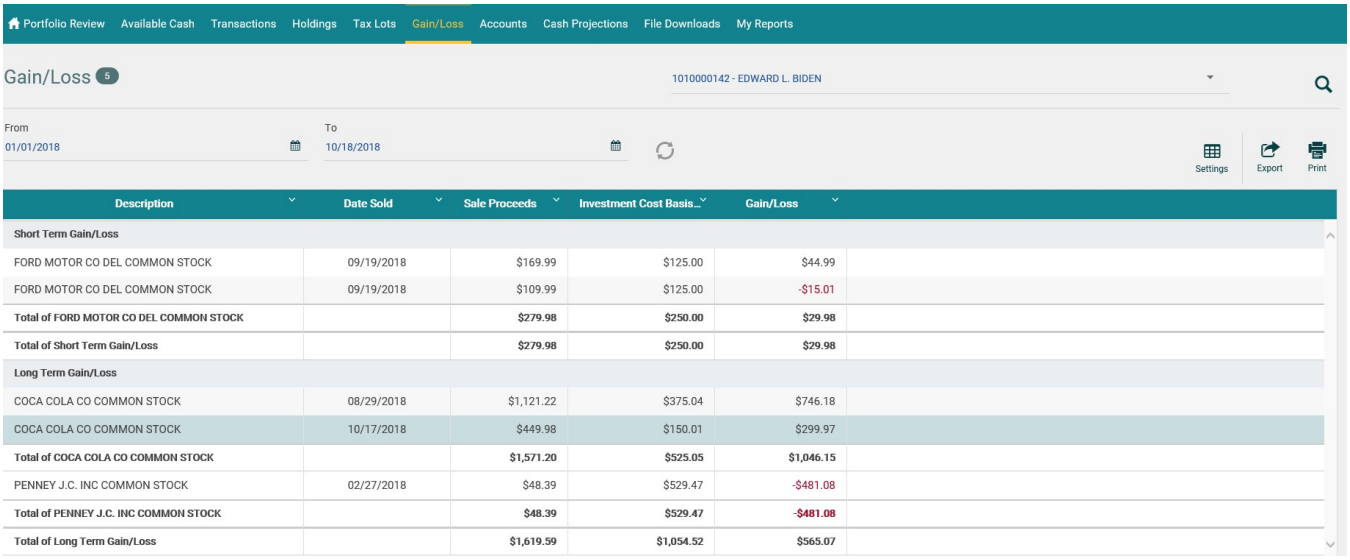


For each holding, the Asset description appears in bold, along with the Lot Total. The Tax Lot # displays the specific information for each lot of the asset.

Gain/Loss

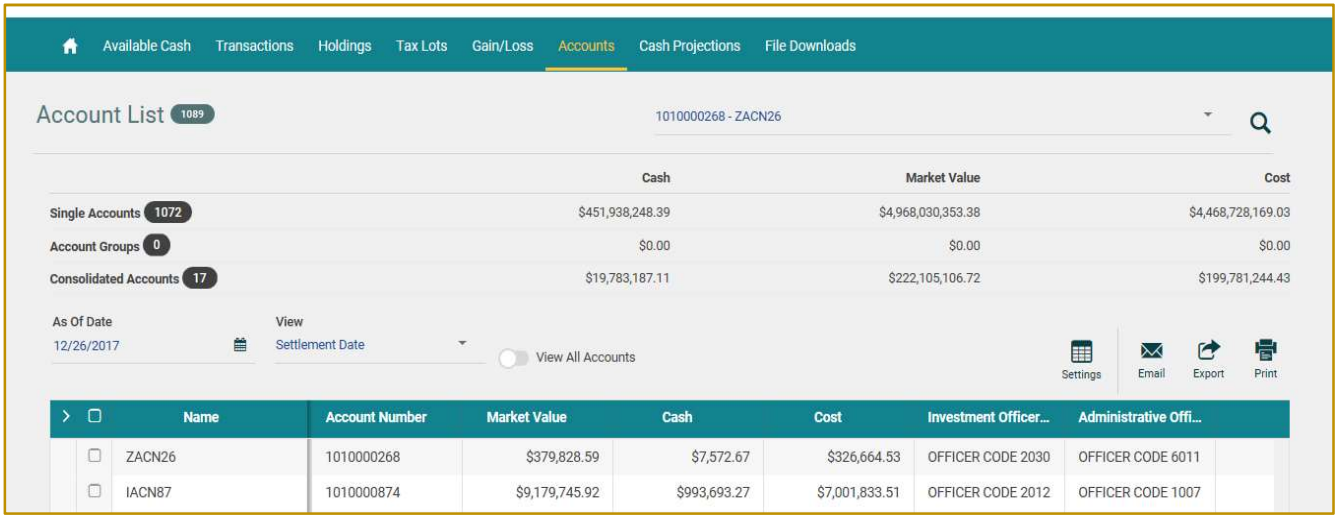
View this page to see year to date Short Term and Long Term Gain\Loss report.

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.



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

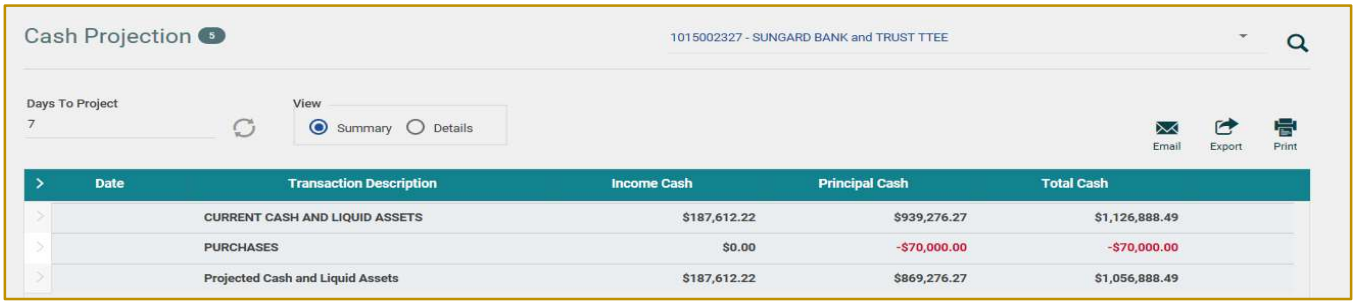
Accounts



- 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

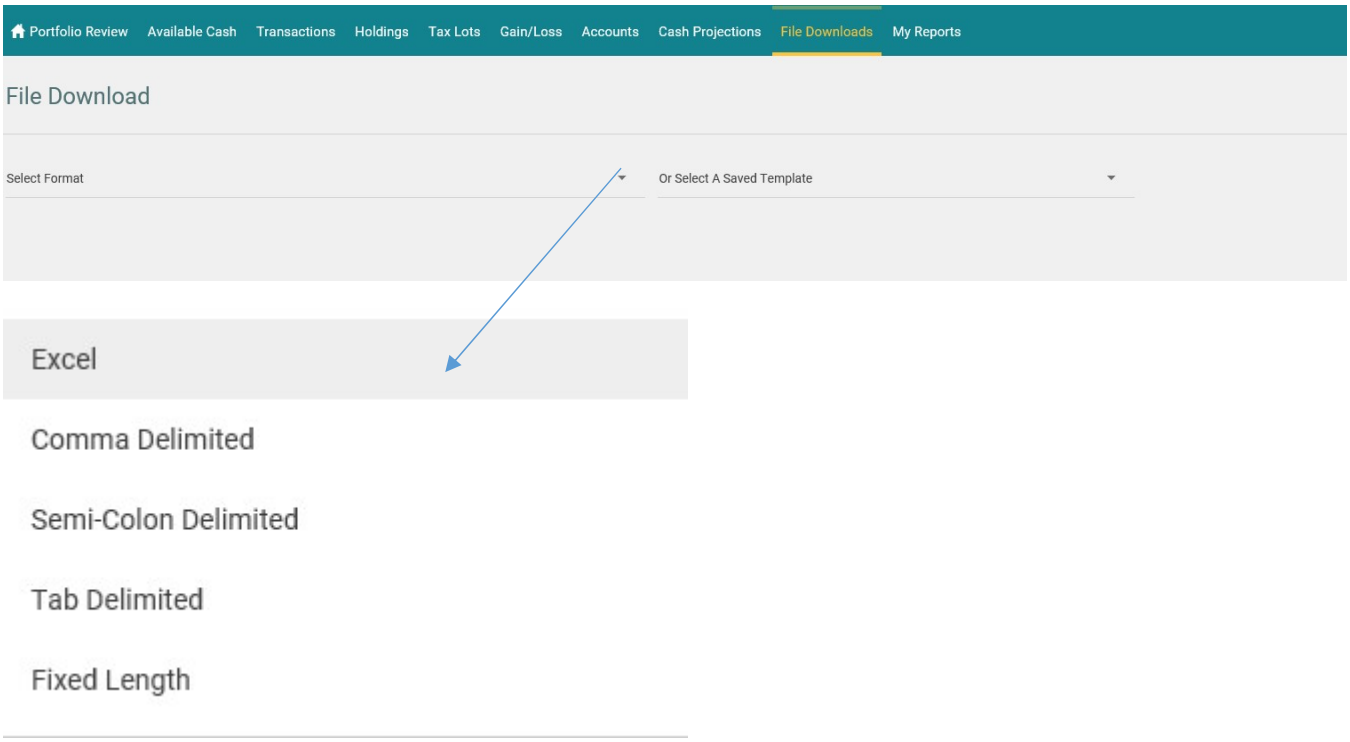
The default for this page is 7 Days to Project and Summary View. You can select up to 99 days to project.



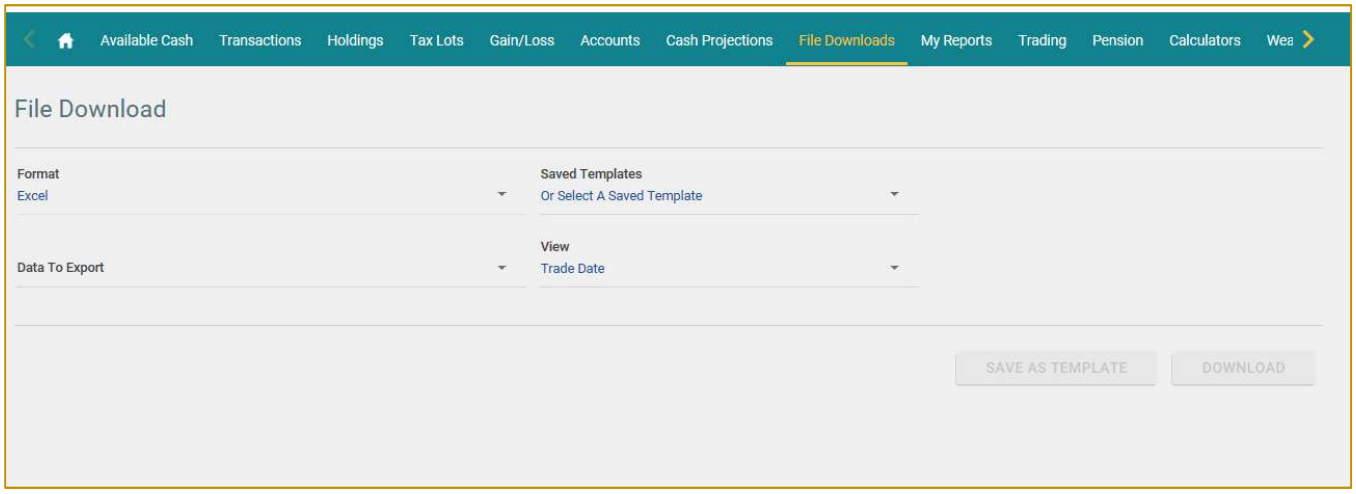
Detail View

File Download

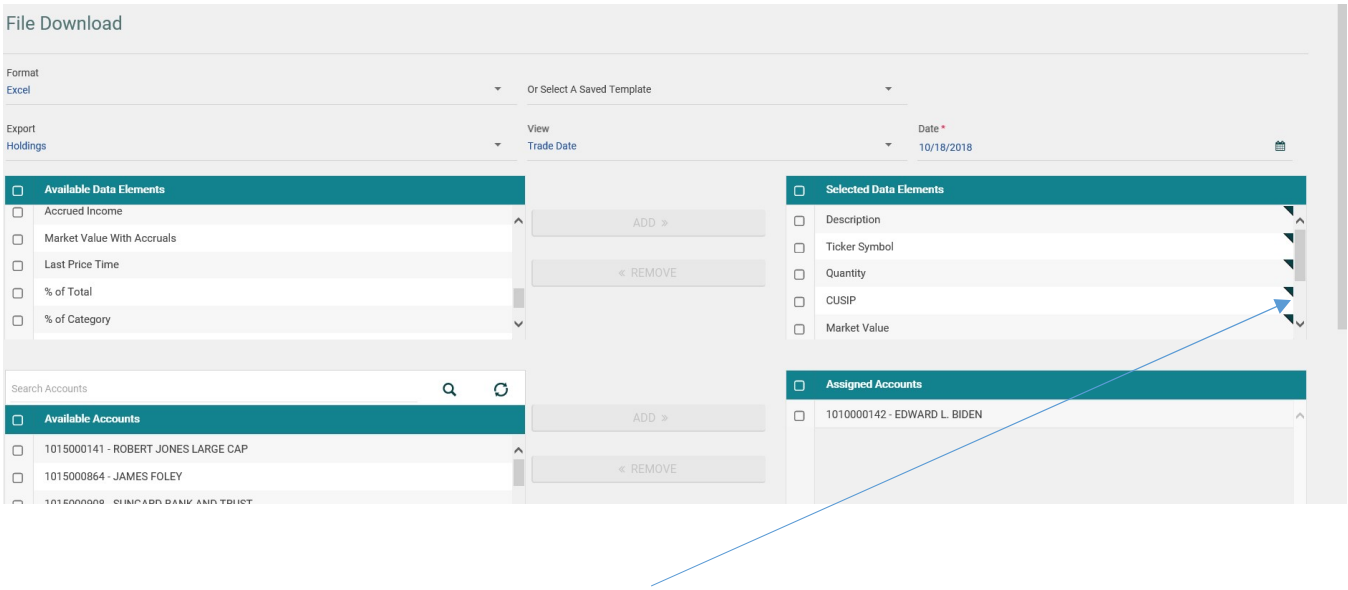
Clicking on the File Download Tab first allows for selection of a Format or a Saved Template.



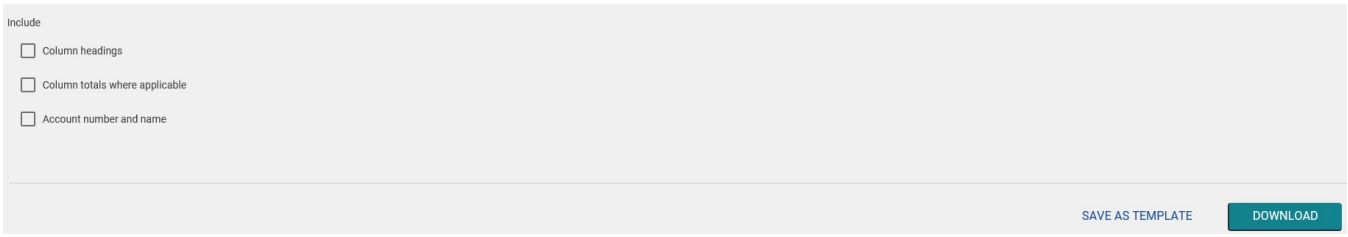
After selecting a format, additional criteria appears for you to complete the file download request.



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



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

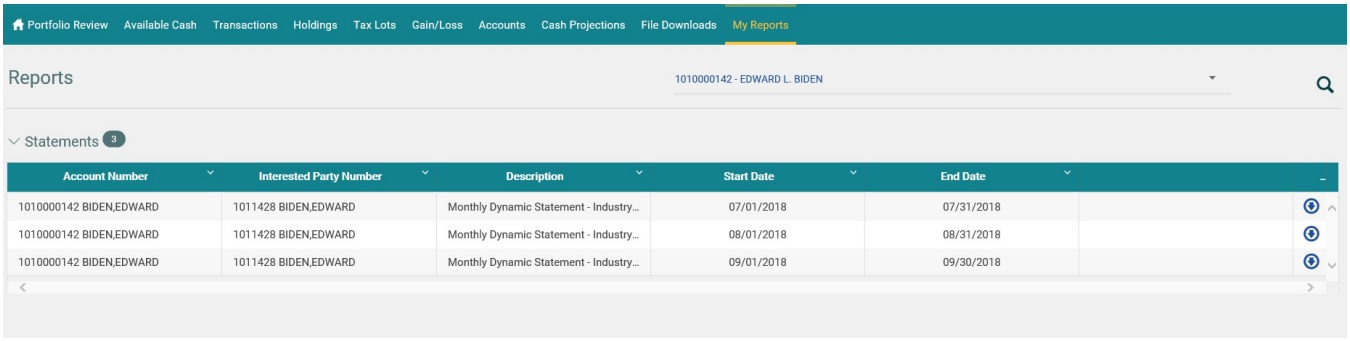


Use the right side, scroll bar to select additional items to include in your download for:

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

Then Save as Template for future use or select Download.

My Reports

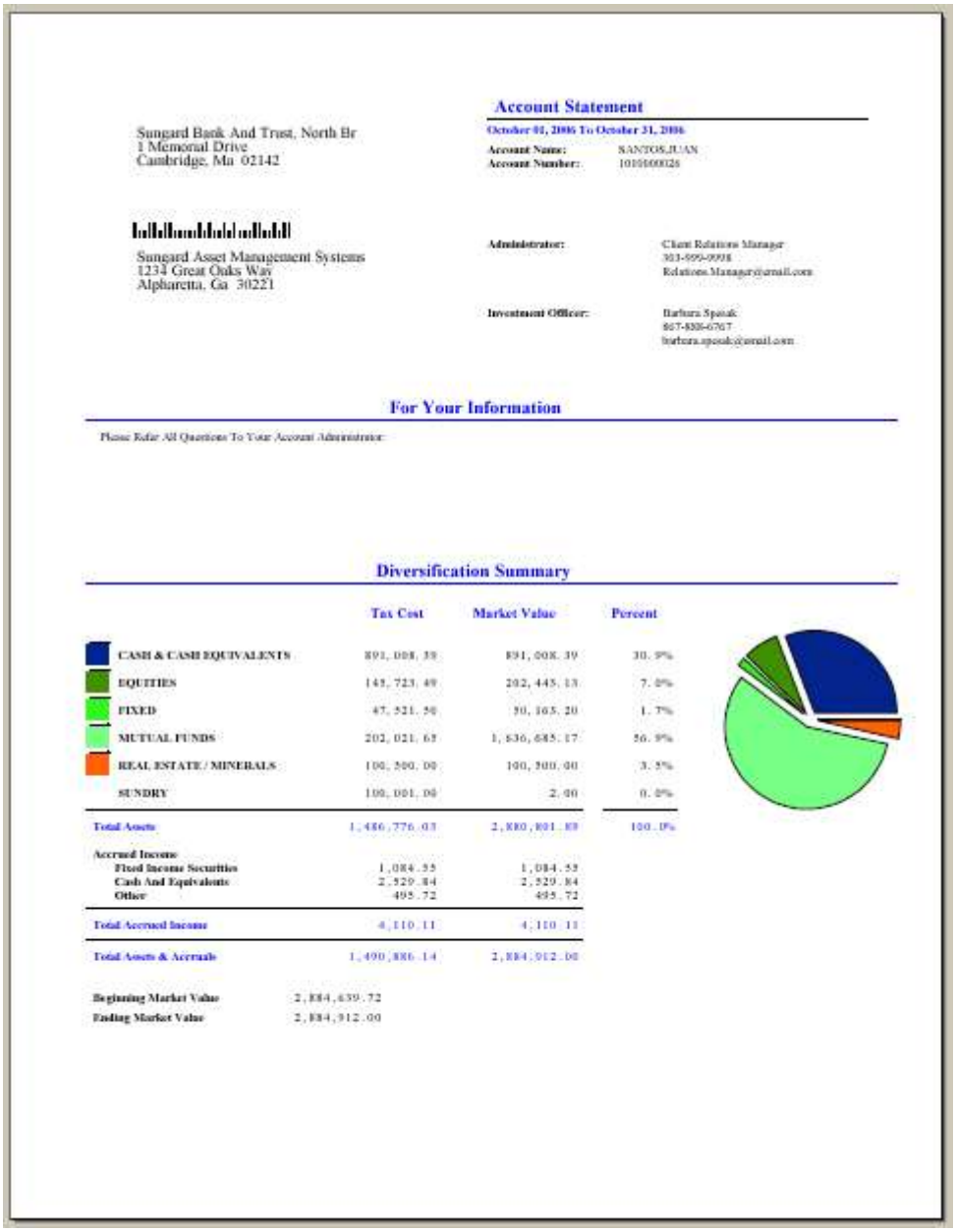


If you are receiving account statements from your, use the My Reports menu tab to view. Here you can view your statement on-line or download and save your statement.

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: 1010000026

Administrator: Client Relations Manager
303-999-9998
Relations.Manager@email.com

Investment Officer: Barbara Spezak
867-830-6767
barbara.spezak@email.com

For Your Information

Please Refer All Questions To Your Account Administrator.

Diversification Summary

	Tax Cost	Market Value	Percent
CASH & CASH EQUIVALENTS	891,008.39	891,008.39	30.9%
EQUITIES	145,723.49	202,445.13	7.0%
FIXED	47,521.50	50,165.20	1.7%
MUTUAL FUNDS	202,021.63	1,636,685.17	56.9%
REAL ESTATE / MINERALS	100,500.00	100,500.00	3.5%
SUNDRY	100,001.00	2.00	0.0%
Total Assets	1,486,776.03	2,880,801.89	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

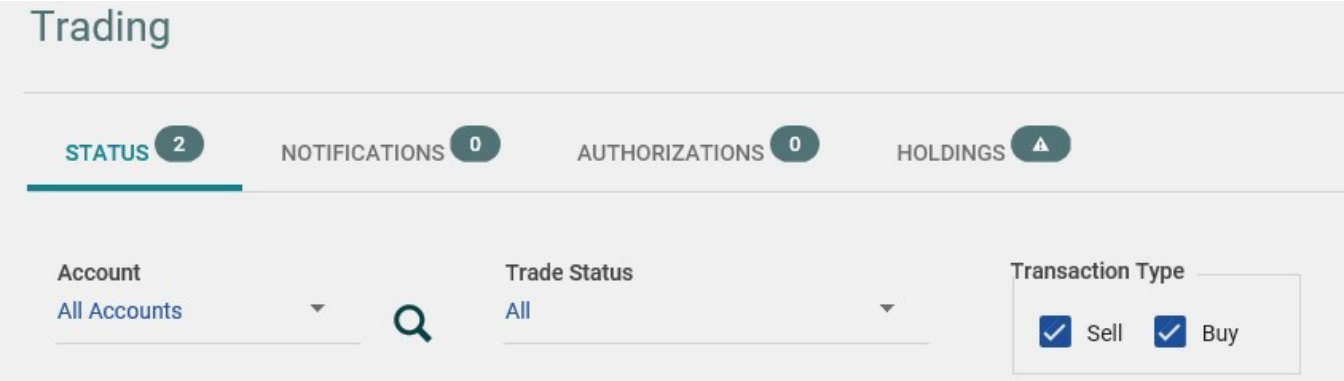
Please contact your Account Administrator with any questions. You can find contact information by clicking the **CONTACT US** link on the top of the screen.

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:

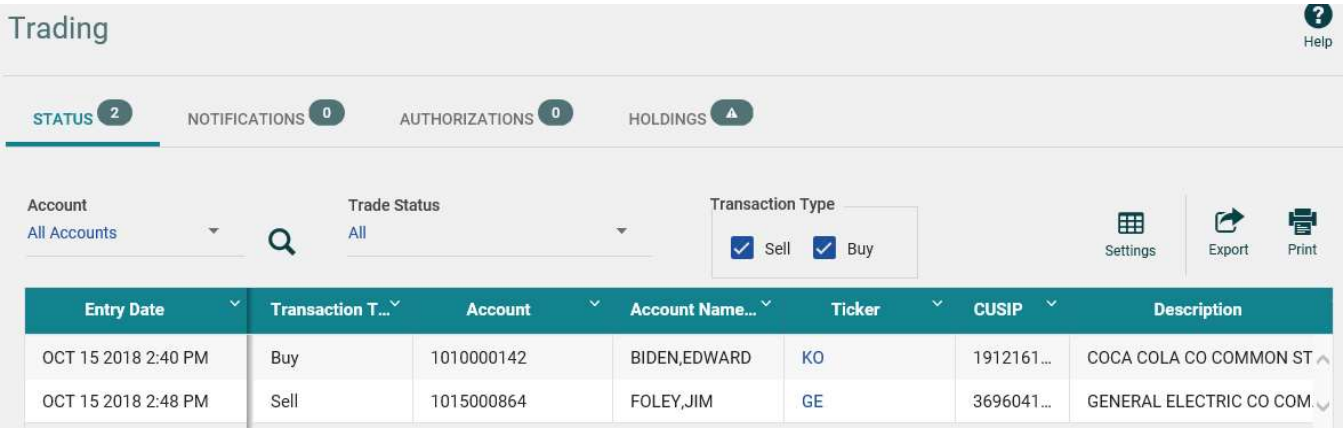
- Trade Status allows you to view current trade statuses
- Trade Notifications allows you to notify Investment Manager of executed trades
- Trade Authorizations allows you to authorize Investment Manager to initiate trades
- Trade Holdings allows you to view current assets on an account and trade current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



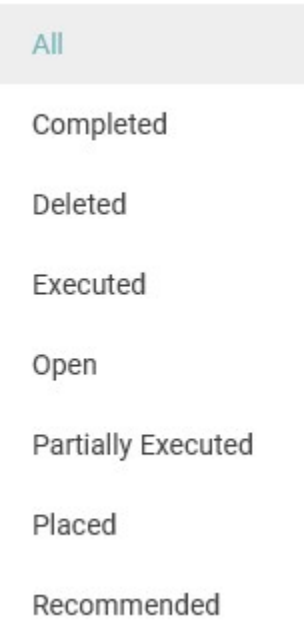
The screen displays selected trade activity below for each category. You can click on each category and show the trading activities available within that category.

Trade Status

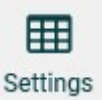
The Trade Status page lists all trades across all statuses. The Trade Status page header displays the Account selection box with account drop-down list that allows you to select desired accounts, the Trade Status selection box with drop-down list that allows you to select desired status and Transaction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

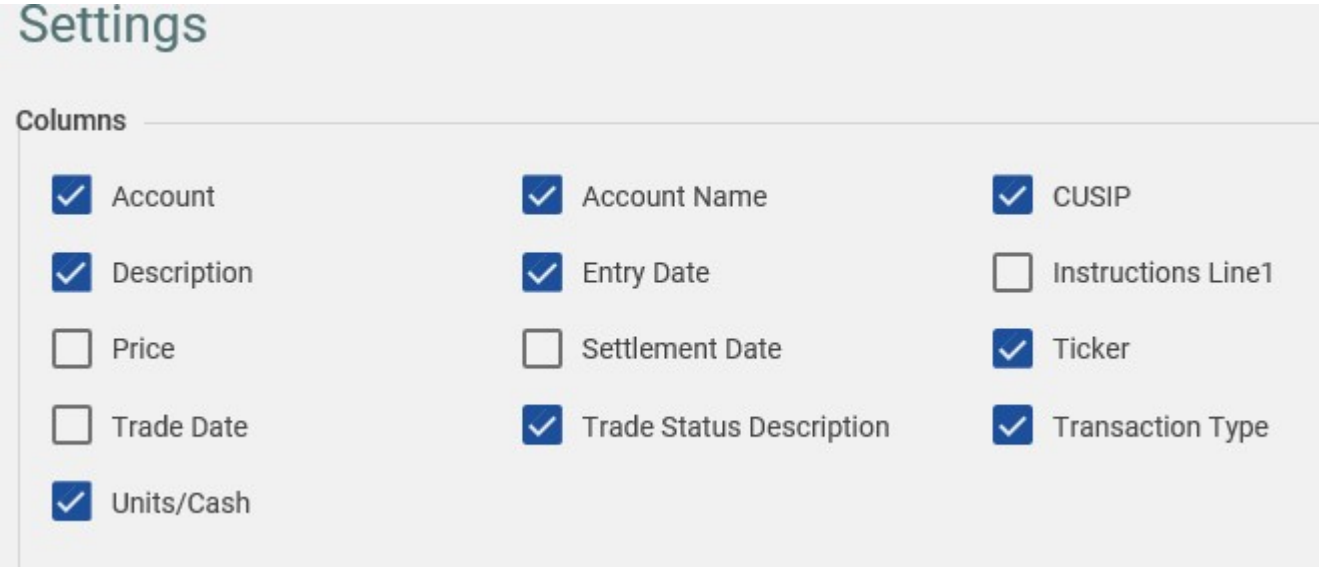


The following Trade Statuses are available:



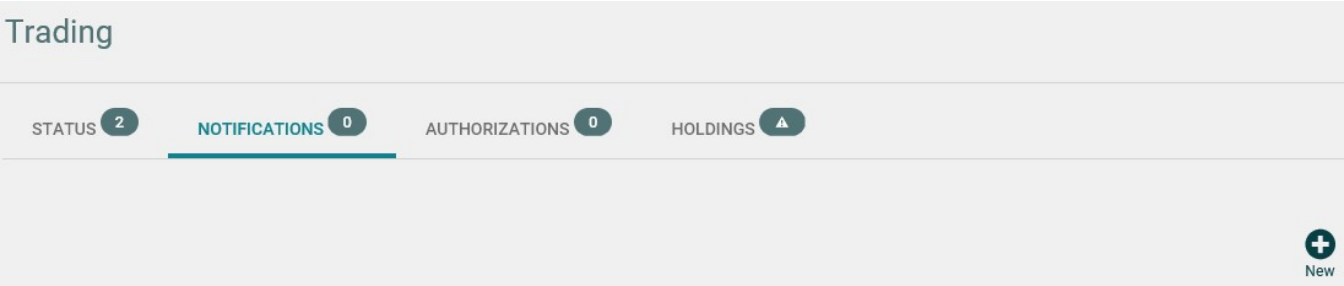
Click the setting icon at the far right side of the column headings to display a pop-up window that allows you to add columns to the page.





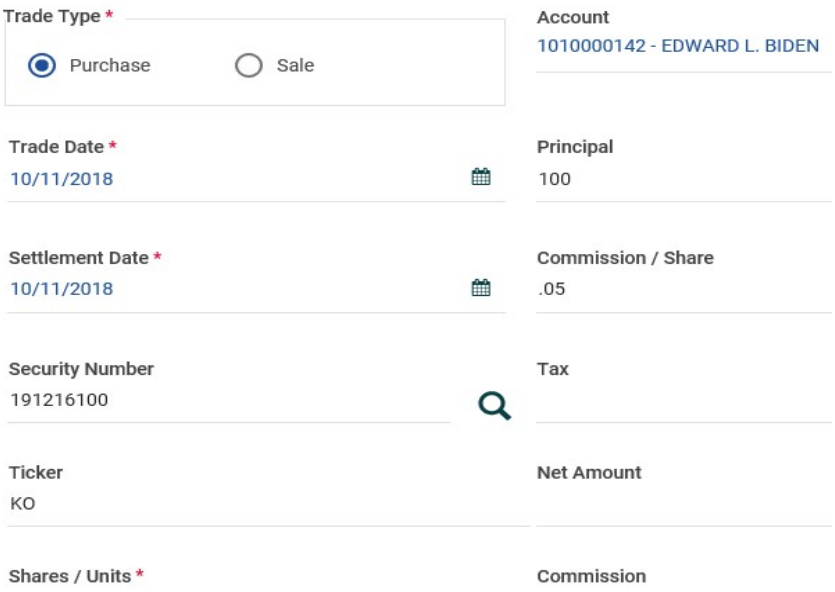
Trade Notification

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.

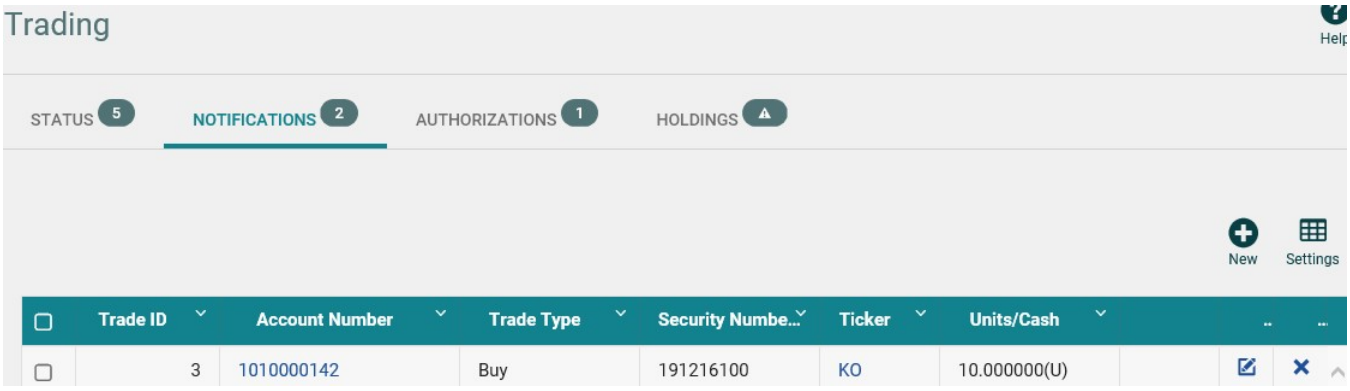


The following Notification Trade Details pop-up appears for you to enter a trade notification. Select type of security you want to trade from the Security Type drop-down list at the top of the form.

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.



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.

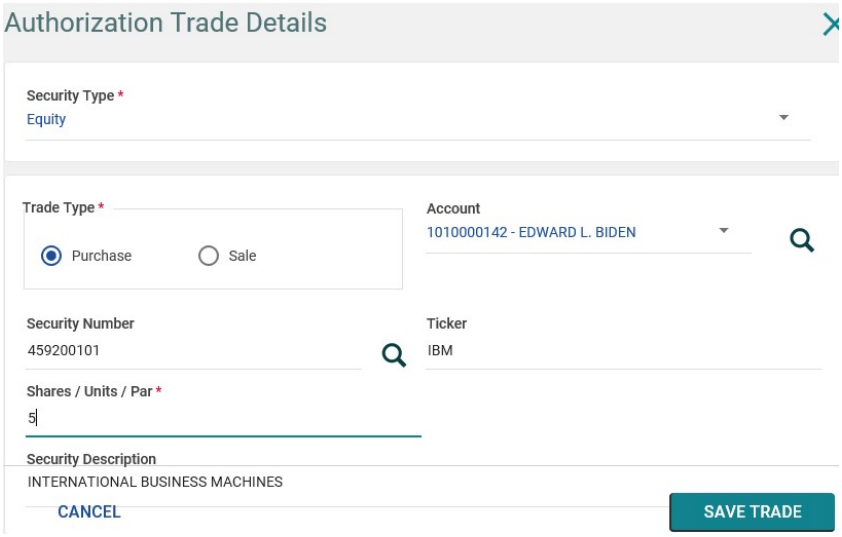


Trade Authorization

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.

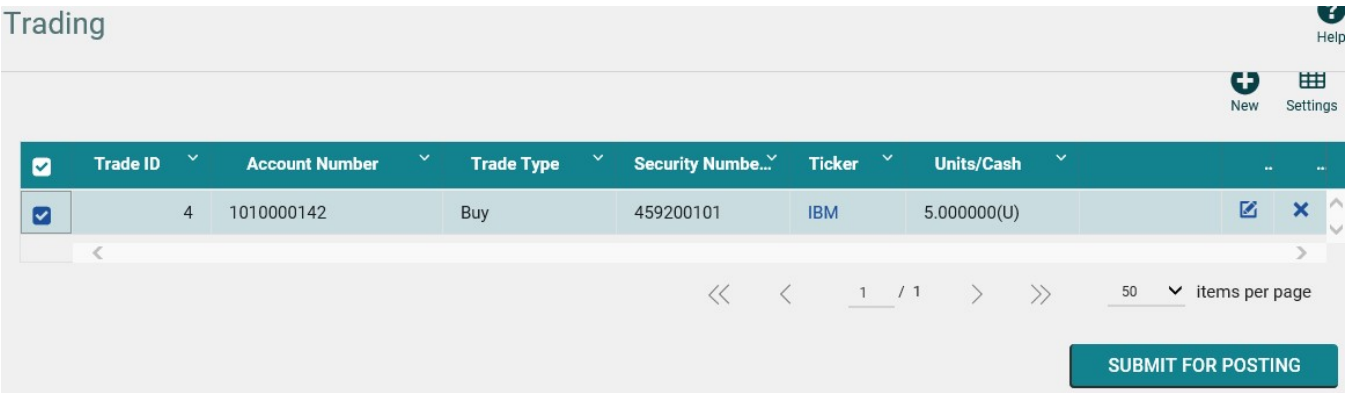
Select type of security you want to trade from the Security Type drop-down list. Select the type of trade from the available Trade Type options. Complete the required fields marked with an asterisk. You can fill out any of the other fields or leave them blank.

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



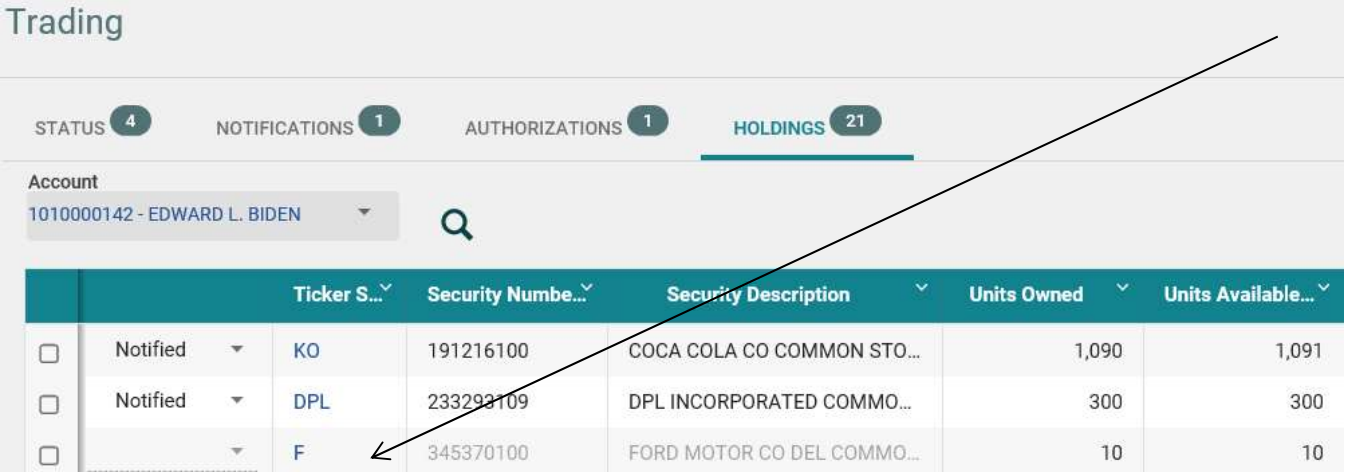
The "Saved" trade is now viewable in the Trade Status and can be edited in the Trade Notification page.

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.

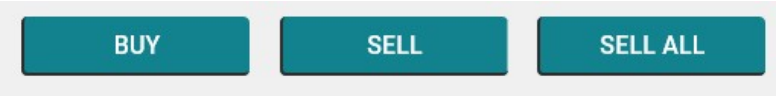


Holdings

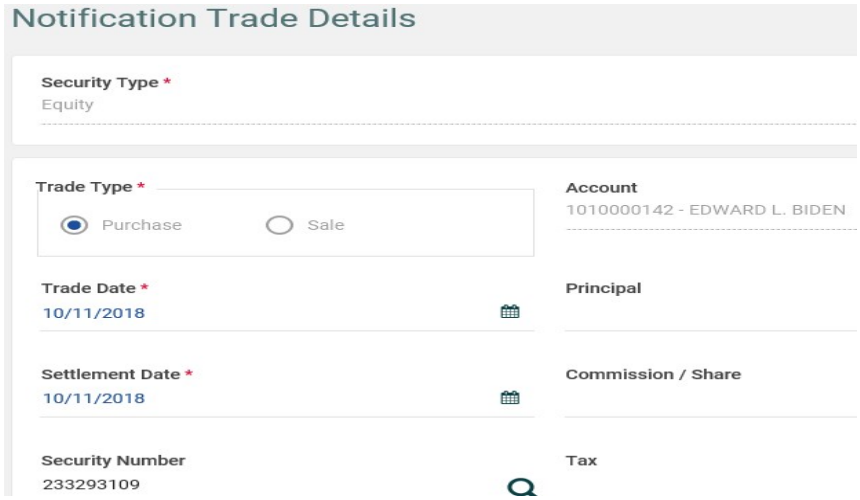
The Trade Holdings page allows you to view a list of current holdings and select a specific held position to purchase or sell the security selected. You can elect to Notify or Authorize during the selection based on your chosen option. The Trade Holding page displays the Account drop-down list that allows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



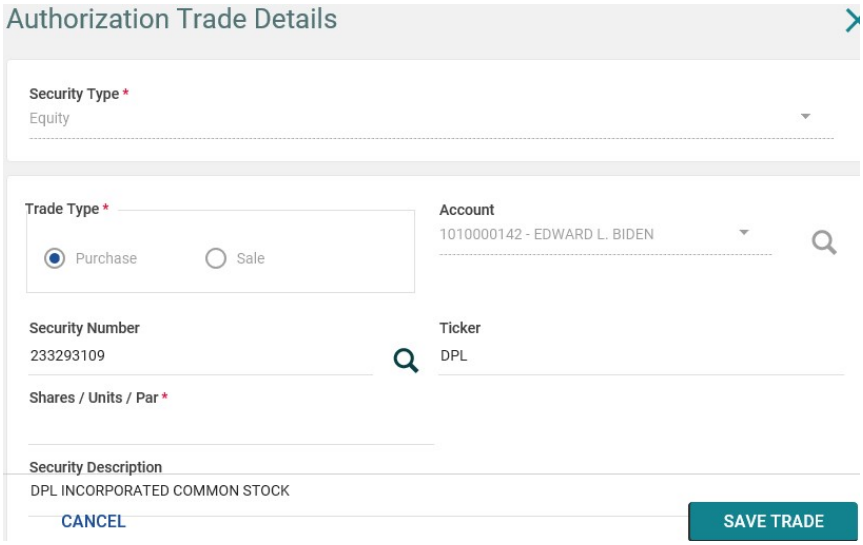
Once you make the selection to Authorize or Notify, you can select the transaction type to execute by clicking the “Buy”, “Sell” or “Sell All” button. The applicable data entry form appears based on the Authorize/Notify selection and security type of the security chosen.



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

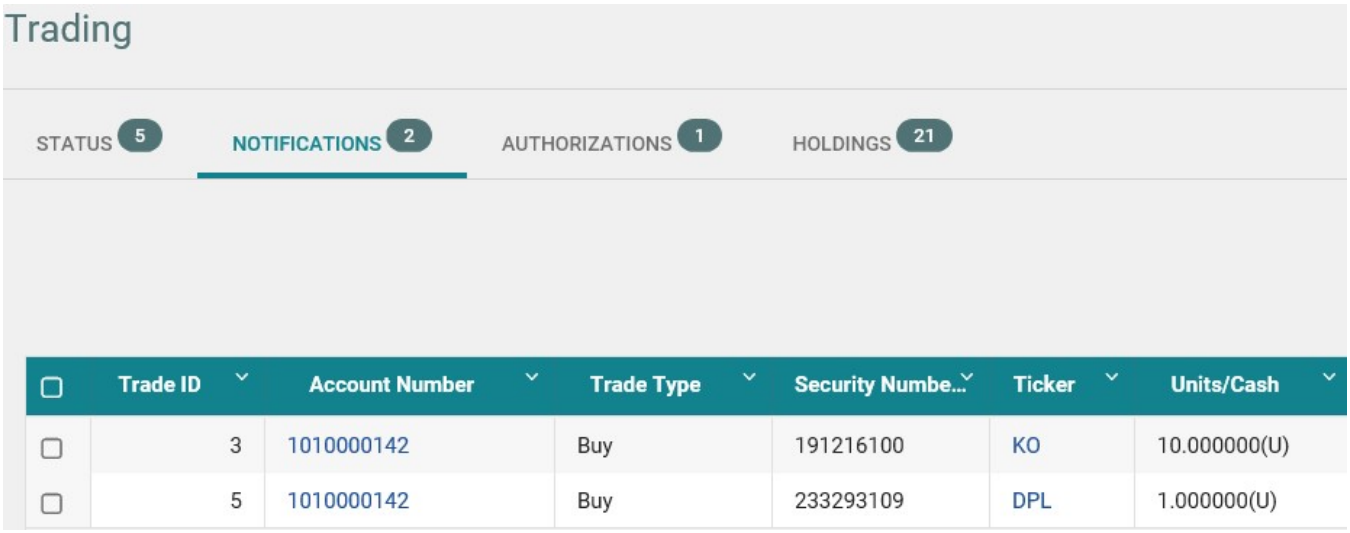


The selection of Authorize brings up the Authorization Trade Details screen:



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
Trade ID
Account Number
Trade Type
Security Numbe...
Ticker
Units/Cash
3
1010000142
Buy
191216100
KO
10.000000(U)
5
1010000142
Buy
233293109
DPL
1.000000(U)