This training guide will overview your new website! This Personal Financial Management site provides you with the tools to organize your financial life. Using this wealth management portal will help you stay connected with your finances in one simple consolidated view.

Before your first login, you will be prompted to establish 3 security questions and set up 2-Factor Authentication.

1. Your **Home** page is a living snapshot of your financial wellbeing. The Home page is a high-level view of your financial information. This page is divided into separate tiles that represent the information contained within a particular section of the application.

Home Organizer	Goals Spending Investments	Vault Reports 🗹			Settings Sign Out
Welcome, Charles and Kristine B	Buckingham				
Accounts	+ Add Account	Net Worth	•	Investments	\odot
Cash	\$ 122 ,568 ¥	\$7,053,435 as of today ↑ \$74,720 this month	↑ \$ 51,613 year to date	\$1,801,184 ³ as of tod \$ \$6,989 ² Change	ay ↑ 0.39% ² Change
Credit Cards	-\$6,818 🗸	uus monur	year to date	Gnange	Change
Investments	\$1,659,527 ¥	Goals as of today			View All
Life Insurance	\$38,500 ~	Retirement 2025 - 2058			Projected Funding 6 of 34 years
Loans	-\$1,271,385 🗸				
Property	\$6,575,000 🗸	Spending			View All
Stock Options	\$0 🗸	\$0 Income	- \$3,48 Expense	13 es	-\$3,482 Net
		Overall Budget			\$0 of \$0
		Recent Transactions			Amounts
		Aug 20 Cash Withdrawal 40 STRIDE RITE			-\$250.00

Begin customizing your experience by clicking the gear icon in your Net Worth and Investments tiles!

2. The **Organizer** will help you to consolidate all of your important financial information into one place. Click the different sections to add and edit the related information. Here you can add your accounts, financial data, people and property. The information included here will be used to populate other areas of the application, including the Home page.

lome Organizer Goals Spending Investment Accounts Professional Contacts Income, Expenses, and Savings Future Expenses Financial Priorities Risk Tolerance	Is Vault Reports Charles Buckingham □ (610) 555-1313 ② hannahp@emoneyadvisor.com	Kristine Buckingham
People	JB	Add Person -
Property Artwork and Jewelry		Add Property •
Ocean City Condo		

3. The **Goals** page allows you to see how your financial goals impact your holistic financial outlook. You can quickly drill into the details of each one of your goals for insight into projected coasts, funding, and suggested actions to improve your results!

ome Organizer Goals	Spending Investm	ients Vault Reports 🗹 🌲	Settings Sign Out
© Go back to Goals Education			
	12	How am I doing? How am I funding the?	
		The funding sources you dedicated to this goa fund 63% of the desired amou	
Details	Edit	Dedicated 63% Shortfall 37%	
For	James Winston		
Starts	2034		
Duration	5 years	Dedicated Funding	
Annual Amount	\$50,000		
Total with Inflation (3.78%)	\$506,626	\$300K	
Funding Sources	Edit	\$250K	

You can add the following goal types:

Education Travel Home Improvement Wedding Celebration Elder Care Retirement Home Family Support Alimony New Car Other

4. The **Spending** tab gives you a clear view of what you're spending each month. If there is no information on this screen, it's because a bank account or credit card needs to be added to **Accounts** in your **Organizer**. Spending includes an Overview, Budgets, and Transactions tab.

Overview Budgets Tr	ansactions			Settings
Date Range This Month ▼	View Spending by Category ▼	Accounts All Accou	nts 🕶	Reset All
		Income: \$0.22	Expenses: -\$3,482.67 Net	t: -\$3,482.45
			Spending	Budgets
		Auto & Transport	\$1,276.22	
		 Unclassified 	\$1,001.99	
		Cash/ATM	\$370.00	
		Taxes	\$356.00	
		Food	\$275.91	
		Eees & Charges	\$75.00	
		 Shopping 	\$67.78	
		 Business 	\$59.77	
view	related transactions	Total:	\$3,482.67	\$0.00

5. The **investments** tab is made up of four components: Summary, Allocation, Analysis, and Transactions. These will provide you with an overall view of your investments as well as the ability to drill into individual accounts & asset breakdowns.

Summary Allocation	Analysis Transactions					Re	esearch
Accounts							
All Investments							
					Balance History		
Current Value: \$1	,805,248.04		\$2M —				
Cash:	\$175,789.00				0		~
Margin: ² Holdings:	\$2,000.00 \$1,627,459.04		\$1M —	~	155	r	
² Today's change:	+\$11,053.39 10.62%		-				
			so —		L		
				2011 2012	2013 2014 20	015 2016	2017
	s reflect changes through the Positions A lable prices as of 08/22/2017 01:02PM ² .	s Ofdates below ¹ .	Values are histories ar	based on the total of all ac	ccount history values as of the		th in which
		s Ofdates below ¹ .		based on the total of all ac		last day of each mont	
Account holdings reflect the last avail	lable prices as of 08/22/2017 01:02PM ² .		histories an	based on the total of all ac e available.	ccount history values as of the	last day of each mont Today's	Change ²
Account holdings reflect the last avail	Positions As Of * ^	s Of dates below ¹ . Cash ^		based on the total of all ac e available. Holdings ² ^	coount history values as of the Current Value ^	last day of each mont	
Account holdings reflect the last avail Account A [†] Adam's 529 Plan	lable prices as of 08/22/2017 01:02PM ² . Positions As Of ¹ ^ 08/08/2013 12:29PM		histories an	based on the total of all ac e available. Holdings ² ^ \$31,500,00	Current Value As of the	last day of each mont Today's	Change ²
Account holdings reflect the last avail Account A [†] Adam's 529 Plan [†] Charles' 401k	Positions As Of 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 08:07AM		histories an	based on the total of all ac e available. Holdings ² ^ \$31,500.00 \$220,000.00	Current Values as of the Current Value > \$31,500.00 \$220,000.00	last day of each mont Today's	Change ²
Account holdings reflect the last avail Account Account	Positions As Of 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 08:07AM 08/21/2017 01:00PM		histories an	based on the total of all ac e available. Holdings ² ^ \$31,500.00 \$220,000.00 \$83,749.00	Current Value > \$31,500,00 \$220,000,00 \$83,749,00	last day of each mont Today's	Change ²
Account holdings reflect the last avail Account A [†] Adam's 529 Plan [†] Charles' 401k Charles' Bond Fund [†] Charles' Brokerage	Positions As Of 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 08:07AM 08/08/2013 08:07AM 08/21/2017 01:00PM 08/21/2017 01:00PM	Cash ^	histories an	based on the total of all ac e available. Holdings ² ^ \$31,500.00 \$220,000,00 \$83,749,00 \$7,227,00	Current Value > Current Value > S31,500.00 S220,000.00 S83,749.00 S7,227.00	last day of each mont Today's	Change ²
Account holdings reflect the last avail Account A Account Acc	Positions As Of * ^ 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 08:07AM 08/08/2013 08:07AM 08/21/2017 01:00PM 08/21/2017 01:00PM 08/22/2017 08:31AM		histories an	based on the total of all ac e available. Holdings ² ^ S31,500.00 S220,000.00 S83,749.00 S7,227.00 S55,200.54	Current Value > Current Value > \$31,500,00 \$220,000,00 \$83,749,00 \$83,749,00 \$56,200,54	last day of each mont Today's	Change ²
Account holdings reflect the last avail Account A Account A Account A Account A Account A Account A Account A Charles' Bond Fund Charles' Brokerage Health Savings Account Jack's 529 Plan	Positions As Of 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 08:07AM 08/21/2017 01:00PM 08/21/2017 01:00PM 08/22/2017 01:00PM 08/22/2017 01:00PM 08/22/2017 01:00PM 08/08/2013 12:21PM	Cash ^	histories an Margin A	based on the total of all ac e available. Holdings ² ^ \$31,500.00 \$220,000.00 \$5220,000.00 \$552,000.64 \$388,000.00	Current Value > Current Value > \$31,500,00 \$220,000,00 \$83,749,00 \$7,227,00 \$566,200,54 \$38,000,00	last day of each mont Today's Value ^	Change ² Pot ^
Account holdings reflect the last avail Account A Account A Account A Account A Account A Account A Charles' 401k Charles' 401k Charles' Brokerage Health Savings Account Jack's 529 Plan Joint Brokerage	Positions As Of 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 08:07AM 08/08/2013 08:07AM 08/21/2017 01:00PM 08/21/2017 01:00PM 08/22/2017 08:31AM 08/08/2013 12:21PM 08/21/2017 01:00PM	Cash ^	histories an	based on the total of all ac e available. Holdings ⁶ ^ S31,500.00 S220,000.00 S33,749.00 S55,200.54 S38,000.00 S55,200.54 S38,000.00	Current Value ^ Current Value ^ S31,500,00 S220,000,00 S33,749,00 S34,749	last day of each mont Today's	Change ²
Account holdings reflect the last avail Account A Account A Account A Account A Account A Account A Account A Charles' Bond Fund Charles' Brokerage Health Savings Account Jack's 529 Plan	Positions As Of 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 12:29PM 08/08/2013 08:07AM 08/21/2017 01:00PM 08/21/2017 01:00PM 08/22/2017 01:00PM 08/22/2017 01:00PM 08/22/2017 01:00PM 08/08/2013 12:21PM	Cash ^	histories an Margin A	based on the total of all ac e available. Holdings ² ^ \$31,500.00 \$220,000.00 \$5220,000.00 \$552,000.64 \$388,000.00	Current Value > Current Value > \$31,500,00 \$220,000,00 \$83,749,00 \$7,227,00 \$566,200,54 \$38,000,00	last day of each mont Today's Value ^	Change ² Pot ^

6. The **Vault** tab is a repository which files are stored by your advisor for your review, and where you can store files. To upload a file, click the **Upload Files** link. The **My Documents** folder is hidden from your advisor. If you want your advisor to see a document, upload into the **Shared Documents** folder.

Home	Organizer	Goals Spending Investment Vault Reports 🗹 🌲	
		Icon List Move Items	Search by name or tag
		Vault Upload Files A Create Folder Download All	0 Files
		My Documents Shared Documents	

7. The **Reports** tab provides you with a series of reports about your financial situation.

Home Organizer	Goals Spending Investments Vault Reports 🗹 🌲	
	Report Selection Asset Allocation -	Favorites
	Show: All Assets v vs. Recomm Portfolio v Asset Class View: Detailed v	
	Web Print Asset Allocation As of August 22, 2017 Prepared for Charles and Kristine Buckingham The Asset Allocation report shows a detailed breakdown of accounts by asset class and allows comparisons to the current asset allocation.	
	All Assets - Current Allocation (7.94% blended rate) (7.15% blen	

8. The **Check Box** icon will alert you of any tasks assigned to you. Click the Complete link when you've finished the task to notify your Financial Representative.

TASKS ASSIGNED TO YOU Show Completed Tasks		Reports	Vault	Investments	Spending	Goals	Organizer	Home
	Show Completed Tasks	U	ED TO YO	TASKS ASSIGN	C			
	Aug 22, 2017 Complete	ase touch base with your benefits	ussed, plea	Kristine - as disc	ŀ			

9. The Bell icon allows you to view any triggered alerts. Click Manage to set up alert parameters!

Home	Organizer	Goals	Spending	Investments	Vault	Reports	S	
								Manage
				REMINDER August 23		Review		Aug 22

10. The **Settings** page is where you manage alerts, update your security information (Passwords, 2-Factor Authentication & Security Questions), and permission your advisor to see spending information through the Privacy tab.

Home Organizer Goals Spending Investments Vault Reports 🏹 🌲			
Alerts Security Privacy			
Privacy Settings	Sp	ending Permissio	ons
This page allows you to manage your privacy settings. Use the controls below to determine how much access each individual has to your financial information.	None Cannot view any spending data.	Limited Can view category spending and budgets.	Full Can view all data, including transactions.
My Advisor			
Hannah Pou Advisor	۲	0	0
Other Individuals			
Ben Alliance Alliance User	۲	0	0