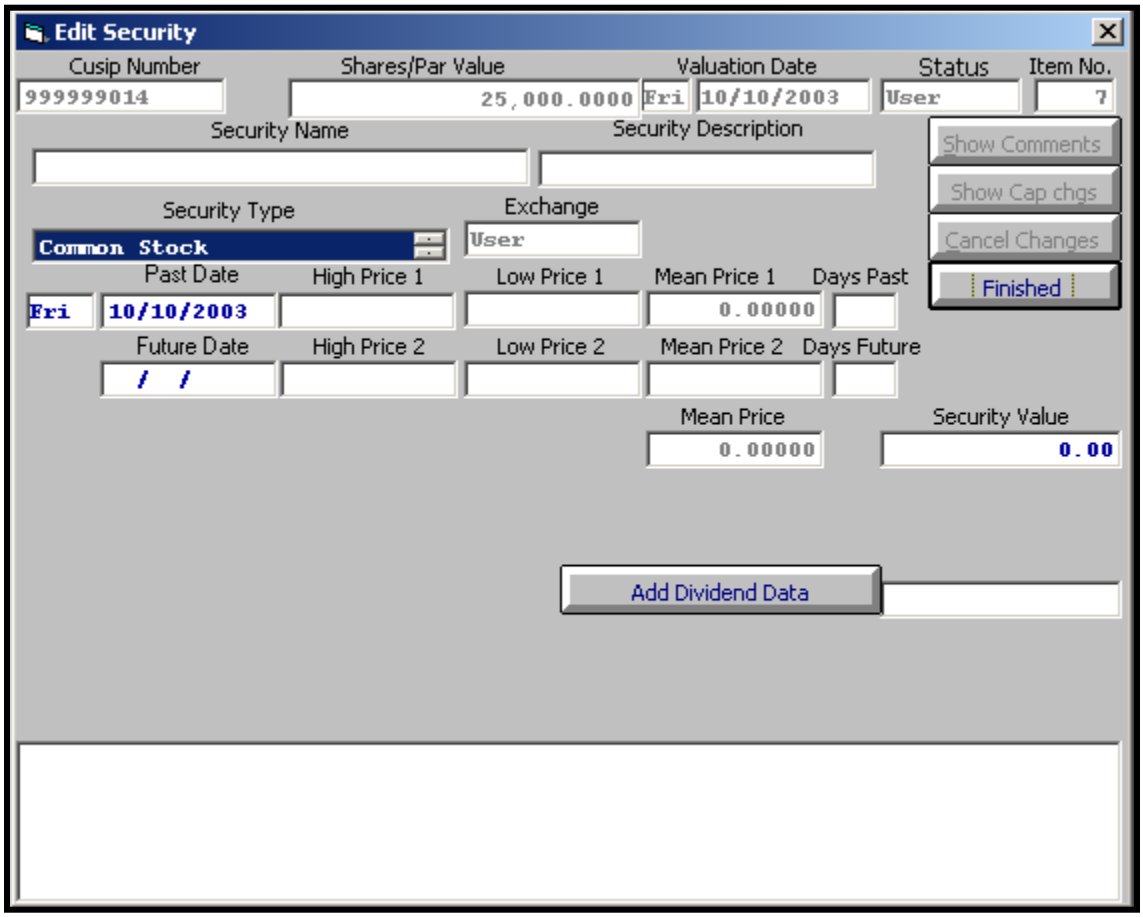
To manually price a security use **EDIT SECURITY**

Use this feature to manually price items such as CDs, money markets, and sparsely traded stock by inputting a dummy/user CUSIP™ number. You may want to edit a priced security for various reasons such as inputting a name or price for a security that is either not in our service or unable to be priced. **Warning**: Once you change the pricing information for a priced security and save the changes, it will override all pricing information received through our pricing service and cannot be reversed.

To use this feature, click on the security you want to edit and then click on **Edit Selected Security**.



The top portion of the screen will indicate the CUSIP™ number, shares/par value, valuation date, status, and item number. These items cannot be changed. Click on

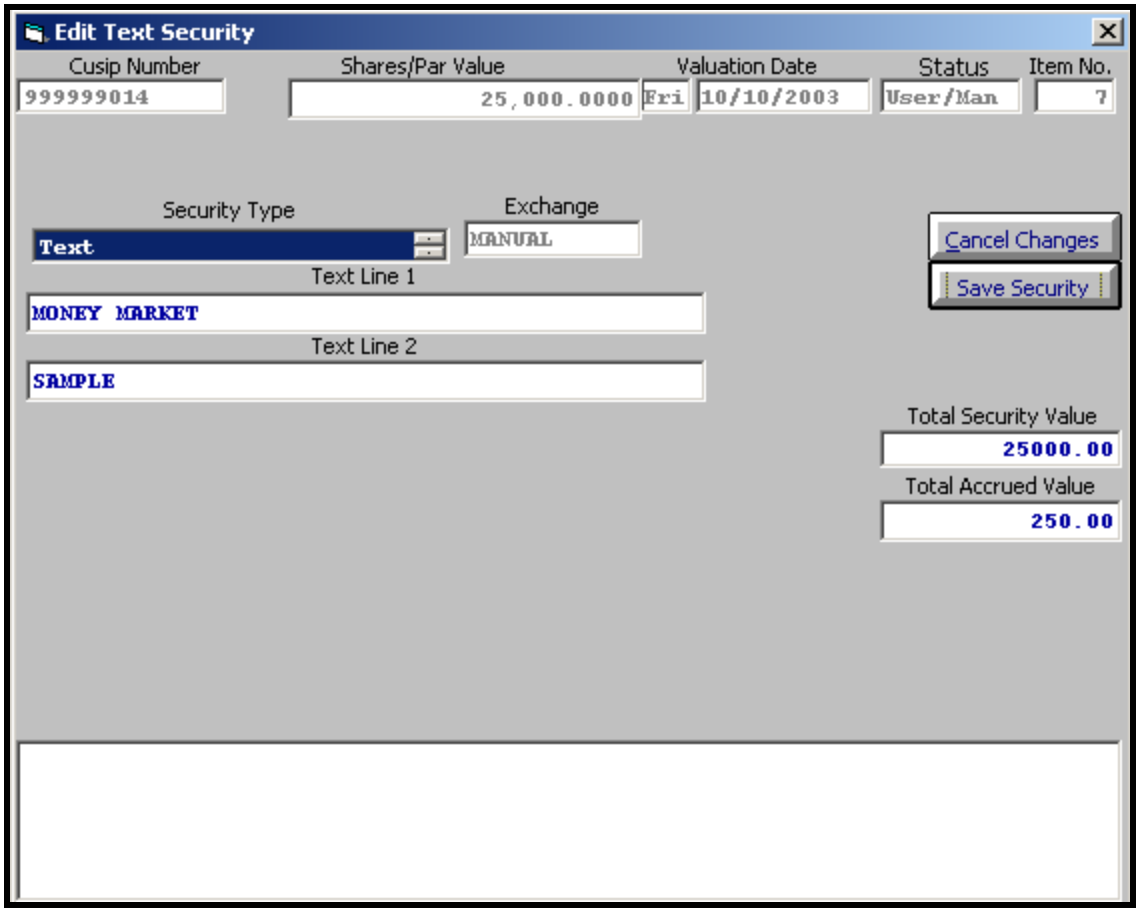
the **Security Name** field and enter a description. Choose a security type by clicking on the drop box of the **Security Type** field. Click in the Security Type box to select the security type. This will change the field to accommodate the kind of security type selected. We have a total of 18 security types to choose from. Here is a listing of security types available:

Common Stock	Treasury Security	FHLMC Gold
Corporate Bond	Promissory Note	FNMA
Municipal Bond	Miscellaneous	FHMLC 75 day
Preferred Issue	Common Trust Fund	UIT
Mutual Fund	Text	CMO
Demand/floating rate note	GNMA type I pool	GNMA type II Pool

Remember that it is necessary to click on the actual security type box to highlight the selection and to change the field.

Next fill in all the necessary information. The total security value will be recalculated automatically to reflect the new prices without re-sending for pricing. When all manual entries are complete, click on **Save Security**. Cancel your entry by clicking on **Cancel Changes**. Click on the **Finished** button to exit out of the edit security screen.

Users of Appraise commonly use the text entry to input items such as Cash, Money Markets, and CDs. This will allow the user to enter a description of the item and input the *total* security value and/or *accrual* information. Text entries do not multiply security value by the number of shares; the value that you input will be the value reflected on the valuation report.



If you do not need any accrual information and want to reflect the high/low price, use any of the other options.