


Account View | Document Upload User Guide


OVERVIEW


Account View offers an online vault for documents that you would like to share with your financial professional. You can use this resource to upload documents such as a 401k statement from your employer, a summary document for bank statements, real estate planning documents, or even a copy of your driver's license or passport.

Within Account View, you can trust that these documents are held securely, and kept private and confidential. The following pages are instructions on how to upload and access documents within Account View.

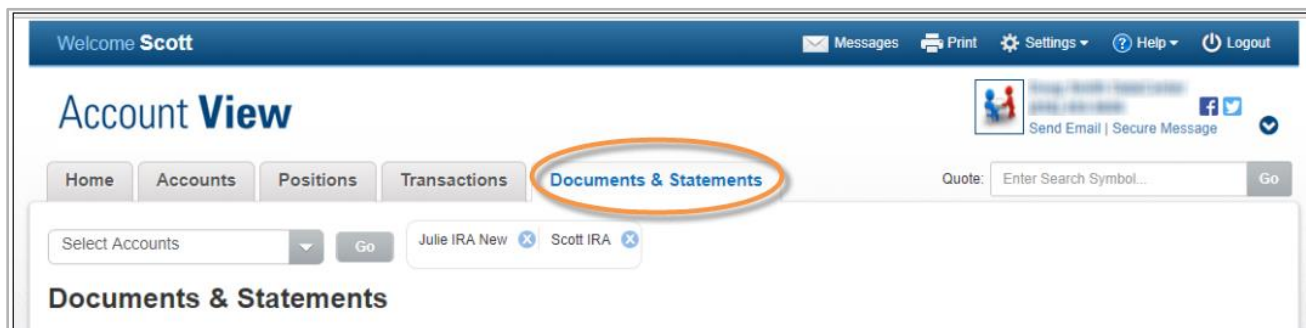
ICONS

 - Alert or Important

 - Quick Tip

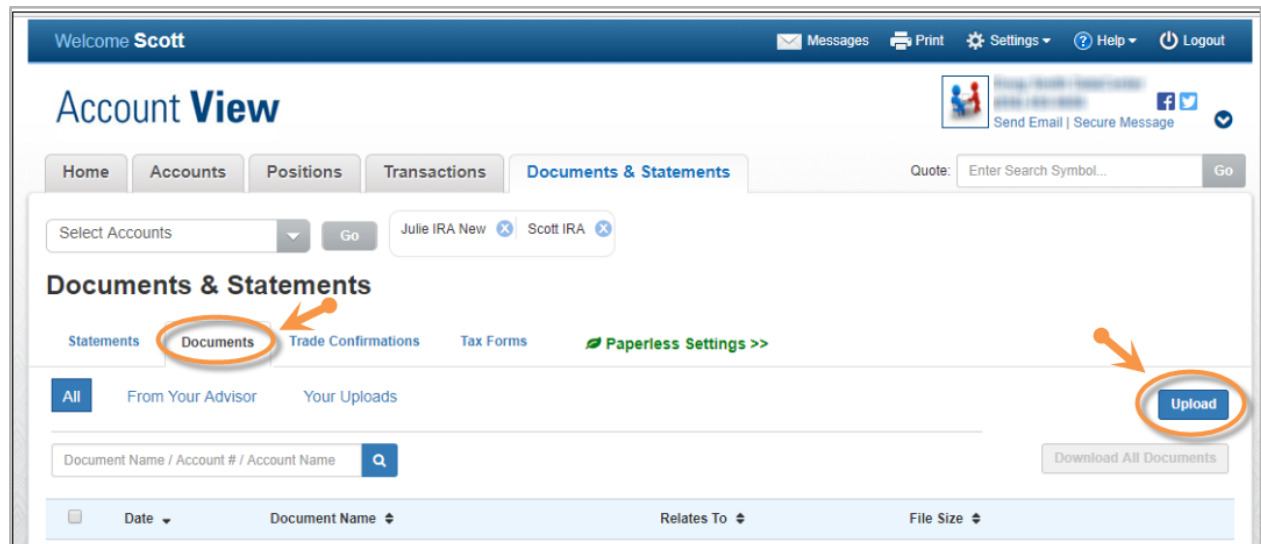
 - Information or Note

Once you are logged into Account View, select the **Documents & Statements** tab.



From the **Documents & Statements** tab, select **Documents** in the sub-menu to view a list of all documents currently linked to your accounts in Account View.

To upload a new document, begin by clicking the **Upload** button.

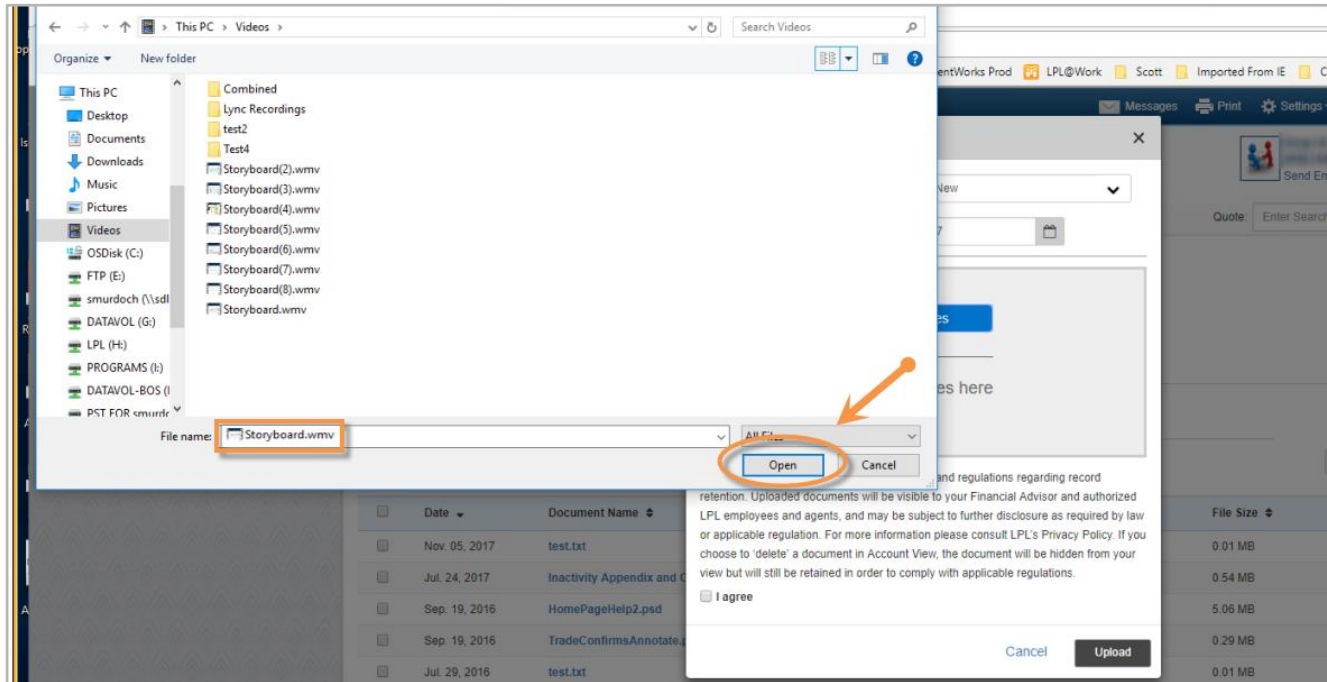


Account View | Document Upload User Guide

Click on **Choose Files** in the dialog box and then navigate to the folders on your computer to find the file you wish to upload. Highlight the file so that it appears in the **File Name** box and select **Open** to upload to Account View.



You can also opt to drag and drop your file to the center of the dialog box instead of choosing to browse for the file.



Once you have selected the file you wish to upload, choose the applicable account from the **Relates to** dropdown menu.

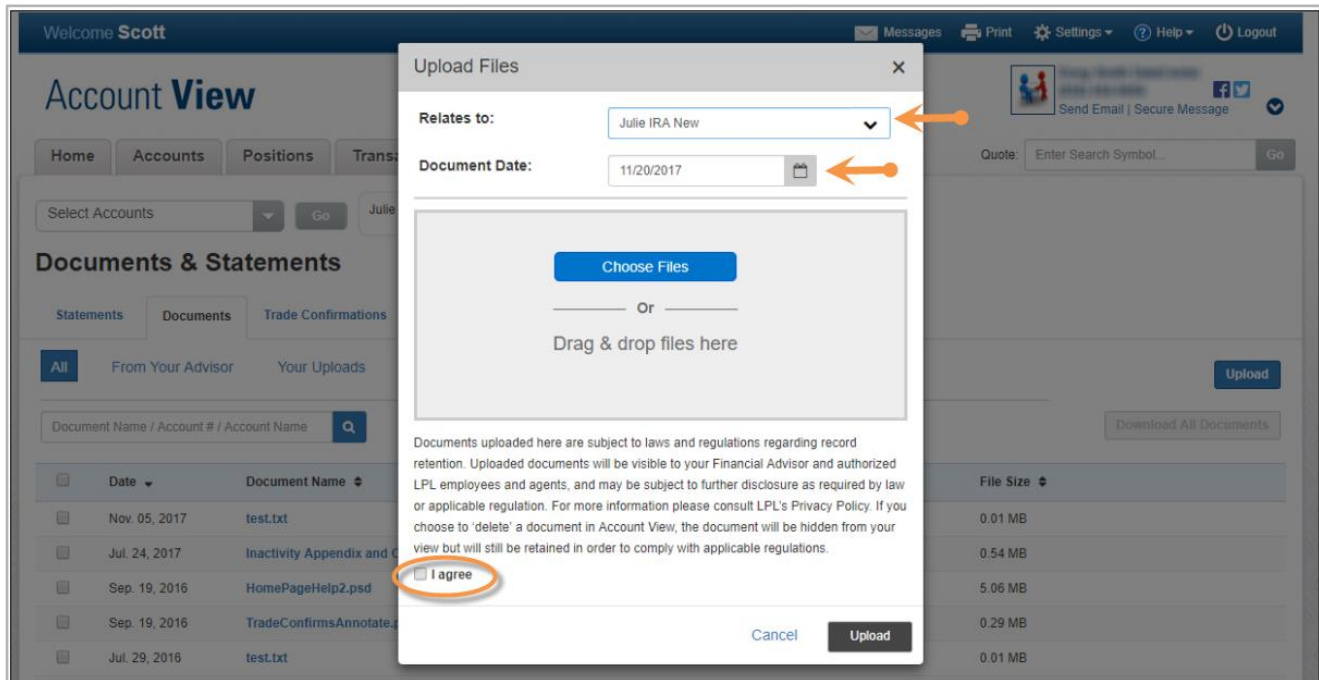


The **Document Date** can be either the date of the document (such as a prior month's statement) or the date that you are uploading it to Account View.

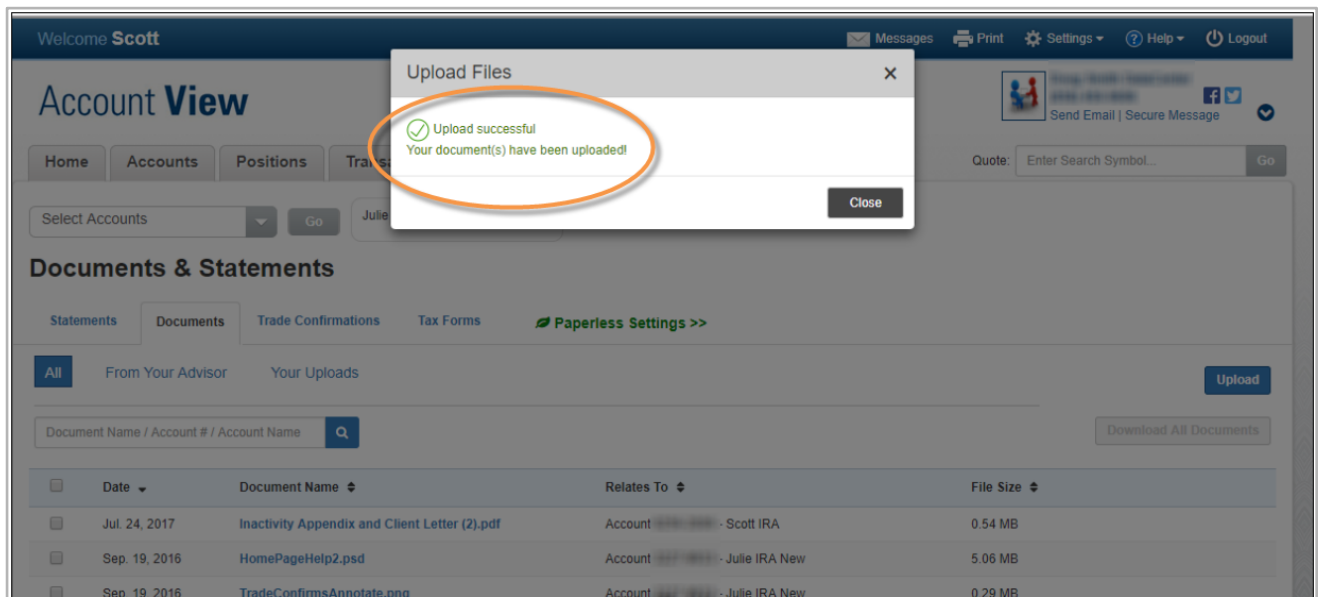


You must read the disclosure and check the **I agree** box before clicking **Upload** to store your document.

Account View | Document Upload User Guide



Once the file upload has completed, an **Upload successful** confirmation message will appear.



Account View | Document Upload User Guide



To filter which documents you want to see in your list, click on **All**, **From Your Advisor**, or **Your Uploads**.



To view a document, click on the document name. If you wish to delete a document from Account View, please contact your financial professional.

The screenshot shows the 'Account View' interface for a user named Scott. The 'Documents & Statements' section is active, with the 'All' filter selected. A table of documents is displayed, with the first row containing a document named 'test.txt' dated Nov. 05, 2017. An orange arrow points to this document name. The table also shows other documents like 'Inactivity Appendix and Client Letter (2).pdf' and 'HomePageHelp2.psd'.

| Date | Document Name | Relates To | File Size |
|---------------|---|------------------------------------|-----------|
| Nov. 05, 2017 | test.txt | Account [redacted] - Julie IRA New | 0.01 MB |
| Jul. 24, 2017 | Inactivity Appendix and Client Letter (2).pdf | Account [redacted] - Scott IRA | 0.54 MB |
| Sep. 19, 2016 | HomePageHelp2.psd | Account [redacted] - Julie IRA New | 5.06 MB |

This material was prepared by LPL Financial.

Securities and advisory services offered through LPL Financial (LPL), a registered investment advisor and broker-dealer (member FINRA/SIPC). Insurance products are offered through LPL or its licensed affiliates. To the extent you are receiving investment advice from a separately registered independent investment advisor that is not an LPL Financial affiliate, please note LPL Financial makes no representation with respect to such entity.

Not Insured by FDIC/NCUA or Any Other Government Agency | Not Bank/Credit Union Guaranteed | Not Bank/Credit Union Deposits or Obligations | May Lose Value

lpl.com

Tracking #1-05006649

