

# WEALTHSCAPE INVESTOR<sup>SM</sup>

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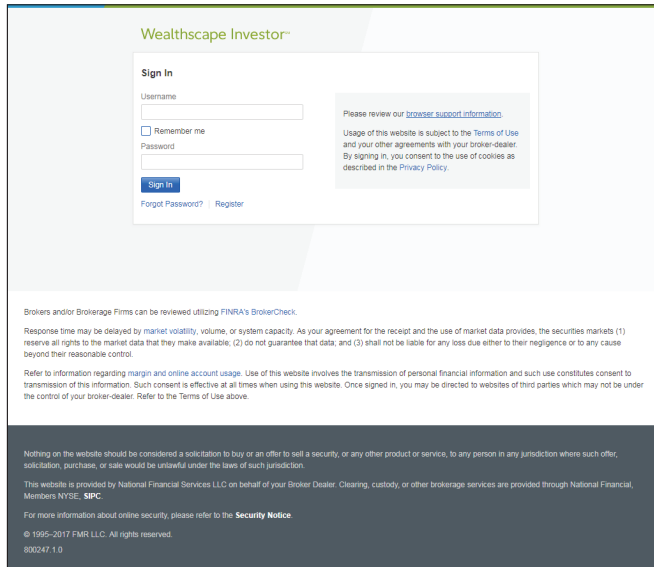
USER GUIDE



## WEALTHSCAPE INVESTOR<sup>SM</sup> USER GUIDE

### First-Time Login

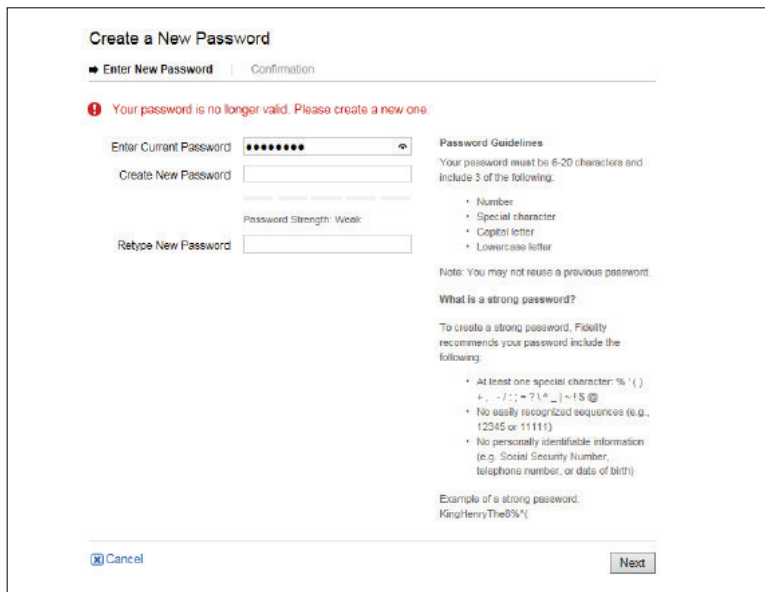
1. Visit <http://www.wealthscapeinvestor.com> to log in with your username and password.



The screenshot shows the 'Wealthscape Investor' sign-in page. It features a 'Sign In' section with fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Sign In' button. Below the button are links for 'Forgot Password?' and 'Register'. To the right of the sign-in fields is a disclaimer: 'Please review our [investor support information](#). Usage of this website is subject to the Terms of Use and your other agreements with your broker-dealer. By signing in, you consent to the use of cookies as described in the Privacy Policy.' Below the sign-in section is a disclaimer about FINRA's BrokerCheck and a consent statement regarding the transmission of personal financial information. At the bottom, there is a disclaimer about the website not being a solicitation to buy or sell securities, and a copyright notice for 1995-2017 FMR LLC.

2. Enter the username and password your advisor provided.

**Please note:** The first time you log in, you will be prompted to change your password.



The screenshot shows the 'Create a New Password' page. It has two tabs: 'Enter New Password' (selected) and 'Confirmation'. A red error message at the top states: 'Your password is no longer valid. Please create a new one.' Below this are three input fields: 'Enter Current Password' (masked with dots), 'Create New Password', and 'Retype New Password'. To the right of the 'Create New Password' field is a 'Password Strength' indicator showing 'Weak'. Further right is the 'Password Guidelines' section, which states: 'Your password must be 6-20 characters and include 3 of the following: Number, Special character, Capital letter, Lowercase letter.' Below the guidelines is a note: 'Note: You may not reuse a previous password.' and a section titled 'What is a strong password?' with a list of recommendations: 'At least one special character: % ' ( ) + , - / : ; = ? ! ^ \_ | ~ ! \$ @', 'No easily recognized sequences (e.g., 12345 or 11111)', and 'No personally identifiable information (e.g. Social Security number, telephone number, or date of birth)'. An example of a strong password is provided: 'KingHenryThe8%'. At the bottom are 'Cancel' and 'Next' buttons.

3. Enter a new 6- to 20-character password and include three of the following:

- Number
- Special character
- Capital letter
- Lowercase letter

4. For verification, enter the new password a second time.

5. Click **Next**.

6. The next screen will offer the option to add security questions and answers to enhance your login security.

**Please note:** If you prefer not to add security questions at the time of your initial login, you will be required to do so at the next login.

### Help Us Protect Your Login Experience

Your security is our priority. To further safeguard your login experience, we are requiring all customers to create security questions/answers.

**How it Works**

- You add security questions and answers to enhance the security of the login experience.
- We may prompt you with one of these questions if unusual login behavior is detected.

**What You Need to Do**

- Choose three security questions and create answers known only to you.

**Note** that if you prefer not to add your security questions at this time, you'll be required to do so the next time you log in.

[< Skip Questions for Now](#)
[Add Security Questions >](#)

All links open in a new window.

About Security Questions

- Why is my online experience changing?

### Update Your Security Questions & Answers

Here are the questions you've chosen to help enhance the security of your login experience.

You can change the answer to an existing question, or select a new question from the list provided.

**Security Guidelines**

- Answers must be between 3 and 31 characters
- Answers can contain both letters and numbers
- Special characters, such as & and (), are not allowed
- Answers are not case sensitive
- Choose questions with clear answers that you can easily remember

**Your Security Questions**

\* indicates required field

Question:	Select a Question
Answer:	What is the name of the hospital in which you were born?
Repeat Answer:	In what city was your high school mascot?
Question:	What was your high school mascot?
Answer:	In what city was your mother born?
Repeat Answer:	What was the name of your best friend/maid of honor?
Question:	What was the name of your first employer?
Answer:	In what city did you honeymoon?
Repeat Answer:	What was the name of your favorite teacher in high school?
Question:	What is the name of your oldest niece/nephew?
Answer:	What was the name of the school you went to in the seventh grade?
Repeat Answer:	

Question:	Select a Question
Answer:	
Repeat Answer:	

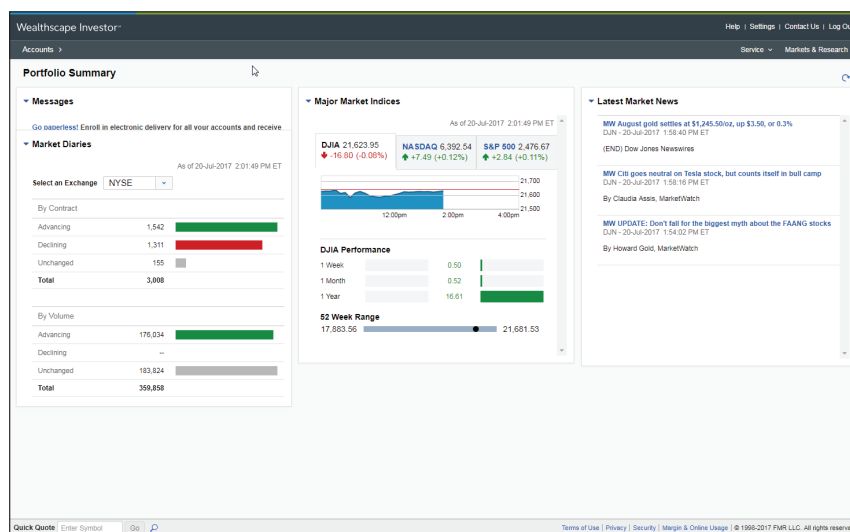
Re-enter PIN\*

This is the same PIN you use to log into this web site.

[Submit](#)

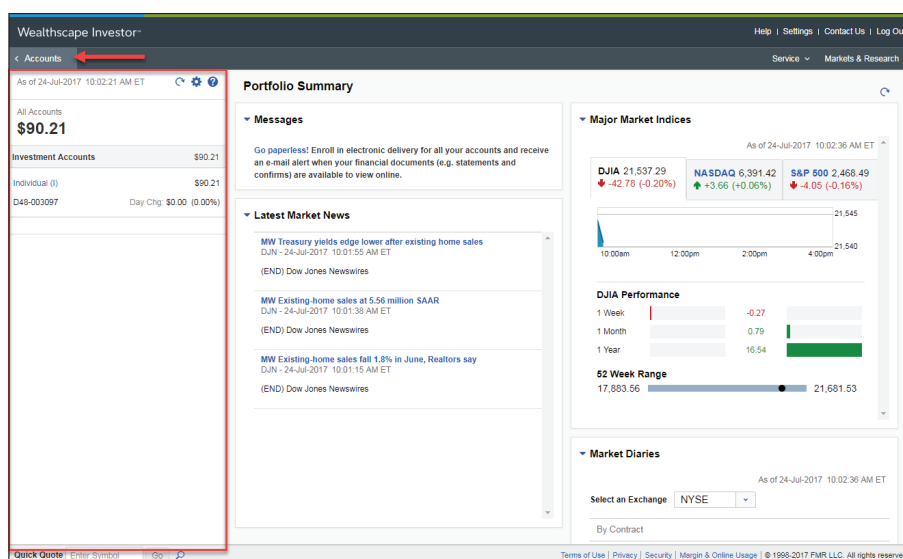
## WEALTHSCAPE INVESTOR<sup>SM</sup> USER GUIDE *continued*

7. You will receive a confirmation message. After a few seconds, you may be automatically redirected back to the Wealthscape Investor<sup>SM</sup> homepage.
8. Log in with your username and new password. Upon logging in for the *first time only*, please follow these steps:
  - a. Read and accept the user agreement and the NYSE agreement.
  - b. Click **OK**. This should take you to the home screen (see below).



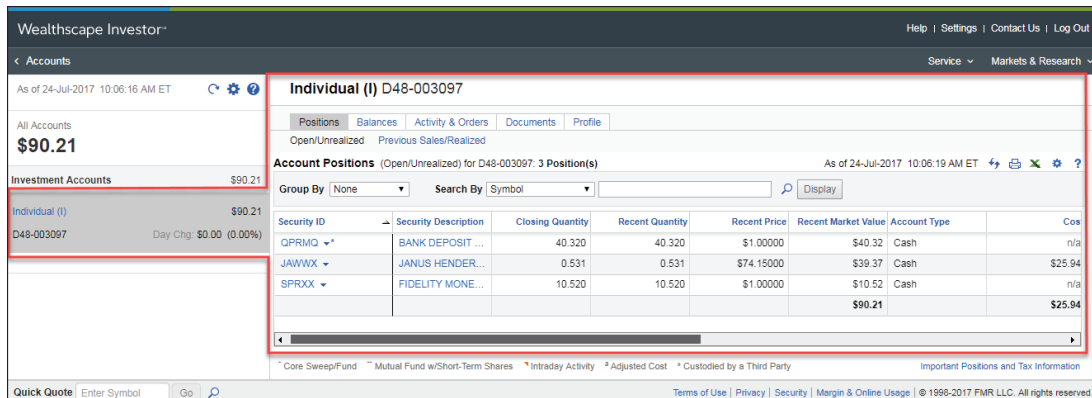
## Accounts Panel

The Accounts Panel view shows a list of all the accounts in your portfolio, up to a maximum of 50 accounts. The list is divided into two sections: Investment Accounts and Retirement Accounts. The window provides account values as of the prior day's close.



## Navigating to Account Information

You can navigate to the account-related windows using the Accounts Panel and selecting the desired account. The account information will display as tabs.



### Positions

Shows the positions in the account and provides balances; Open/Unrealized and Previous Sales/Realized are accessible for review:

- Open/Unrealized lists equity, mutual fund, option, fixed income, currency, and other positions currently held in the account.
- Previous Sales/Realized shows sold securities in the account.

### Balances

Provides the ability to see recent and prior close balances in the account

### Activity & Orders

Shows current-day and past transactions and orders:

- Account History shows transaction history viewable in increments of 92 calendar days for any dates in the preceding 24-month period; the search can be narrowed for historical transactions to a specific security, currency, transaction type, or range of transaction amounts.
- Order Status tracks all sent orders for a specific account submitted for the current day; prior-day orders can be viewed under Account History.

## Documents

Allows you to view copies of statements, trade confirmations, tax documents, and NFS correspondence:

- Statements are viewable as electronic copies for monthly, quarterly, and year-end statements; these are available as far back as 10 years.
- Trade confirmations are available for a rolling 84 months (7 years).
- The tax documents are copies of what is mailed to you. If a tax document is required to be submitted with a tax return, you will want to use the original and not a copy. These are available for up to 7 years (not available prior to 2009).
- Correspondence are documents sent by NFS. Wealthscape Investor defaults to documents sent to the account in the last 90 calendar days. History goes back to the previous 36 months. Up to 200 documents are viewable per page, listed from newest to oldest.

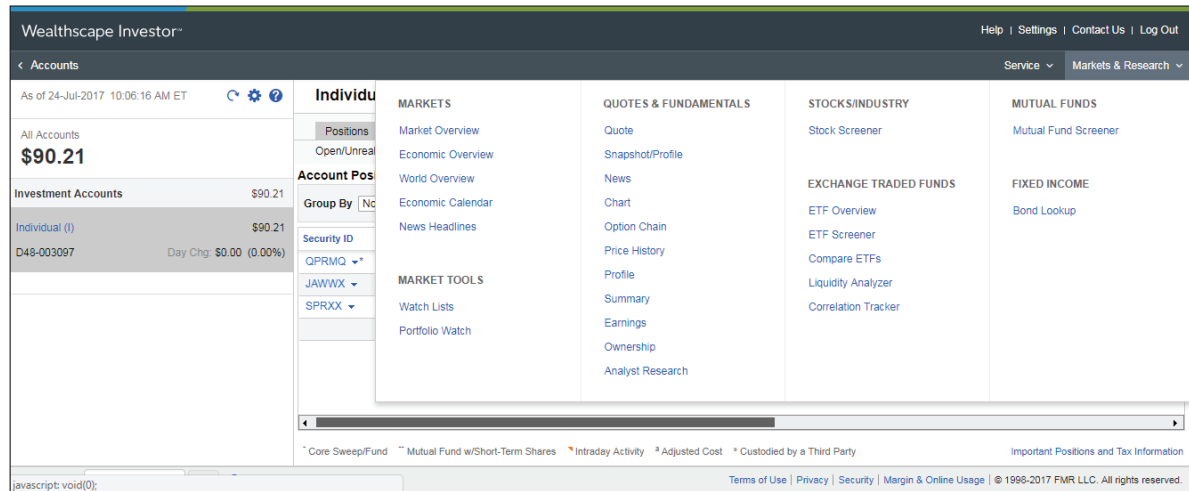
## Account Profile

Allows you to review detailed information regarding an account. Below are the sections available through Wealthscape Investor:

- Account Setup
- Account Holders
- Account Characteristics
- Account Agreements
- Account Features
- Bank Information
- Authorized Traders
- Interested Parties
- Account Stakeholders
- Beneficiaries
- DVP/RVP Instructions

## Markets & Research

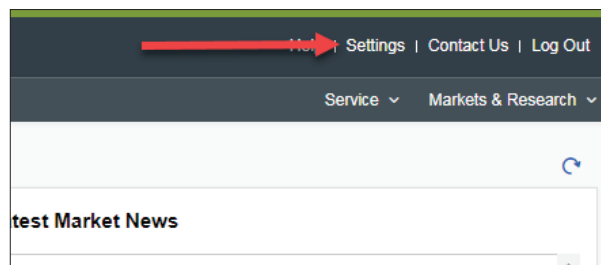
Markets & Research gives you tools for market and security research.



## User Options

User Options allows you to edit account names, set up a default start-up page, and specify a default account. You are able to change the password and select a security question to help prevent unauthorized access.

To access the User Options window, click the **Settings** link in the upper right corner.



Edit My Account Name

Lets you update how the account name displays; limited to 15 characters

Edit Default Start Page and Account

Establishes the homepage and the default account after login

Change Password

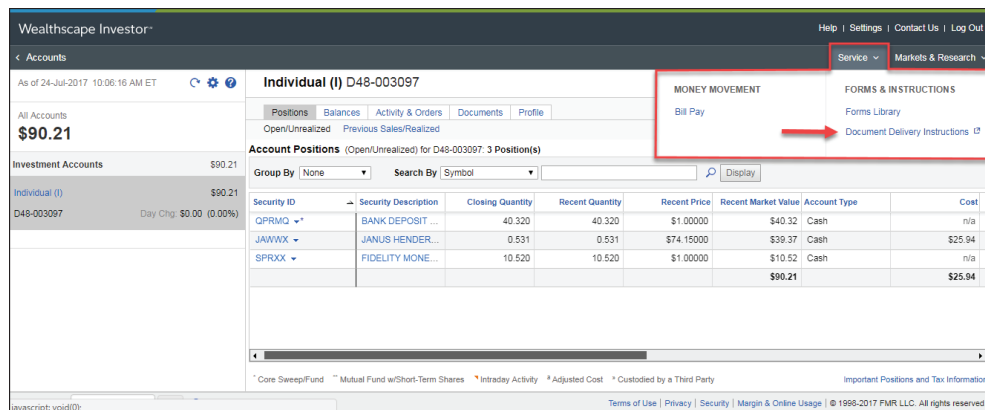
Gives you the ability to change the password; must be 6 to 20 characters in length and include three of the following: number, capital letter, lowercase letter, or special character

Security Questions

Allows you to choose from a pool of questions; helps prevent unauthorized access, such as logging in from a computer that is not typically used or when attempting to reset a password

## Signing Up for Electronic Delivery of Confirms, Statements and Regulatory Inserts, Customer Correspondence, Tax Forms, and Shareholder Reports

1. Log in to Wealthscape Investor.
2. To enroll an account in electronic notification (e-notification), select **Service** from the toolbar in the upper right corner.
3. Under Forms & Instructions, select **Document Delivery Instructions**.



4. Click **Edit E-Mail** to add an e-mail address to the account.

The screenshot shows the 'Document Delivery Instructions' form. It includes a section for 'Select and save each account separately' with a list of accounts: 'Individual - Transfer on Death (TODI) - [REDACTED]' and 'Roth IRA (ROTH) - [REDACTED]', both marked as 'Enrolled'. Below this is an 'E-Mail Address' field with an 'Edit E-Mail' link. The main section is 'Document Delivery Instructions', which has a checkbox for 'Set all documents to electronic delivery'. Below this are five rows of document types, each with 'Electronic Delivery' and 'U.S. Mail' radio buttons. The 'Electronic Delivery' option is selected for all document types.

Document Type	Electronic Delivery	U.S. Mail
Confirms/Confirming Prospectuses	<input checked="" type="radio"/>	<input type="radio"/>
Statements & Regulatory Inserts	<input checked="" type="radio"/>	<input type="radio"/>
Eligible Customer Correspondence	<input checked="" type="radio"/>	<input type="radio"/>
Shareholder Reports (including Prospectuses) & Other Documents	<input checked="" type="radio"/>	<input type="radio"/>
Tax Forms & Related Disclosures	<input checked="" type="radio"/>	<input type="radio"/>

5. To enable e-notification for all documents, check the **Set all documents to electronic delivery** box. You can also enable e-notification for only certain documents by selecting the **Electronic Delivery** radio button next to each individual document type.



6. Click the **Save This Account** button to complete the changes.
7. Repeat for each additional account.
8. You are now enrolled in e-notification.

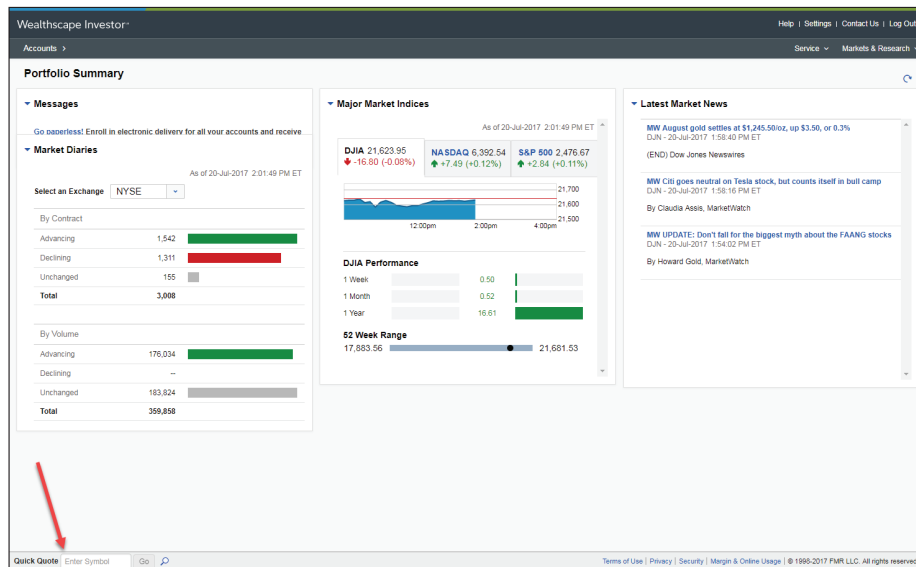
The same steps are used for changing e-mail and delivery instructions.

**Please note:** If an e-mail cannot be delivered, NFS will retry every 90 minutes to deliver it. After five failed attempts at delivery, NFS will send you a letter (that same day) notifying you of the undeliverable e-mail. The letter will inform you that a document is ready for you to review online and that you should update your e-mail address, if needed.

After NFS sends you five letters notifying you about undeliverable e-mails concerning confirms and three letters notifying you about undeliverable e-mails concerning statements, it will end your e-notification service. From then on, you will receive paper confirms and statements. If you want to resume e-notification, you will have to sign up for it again.

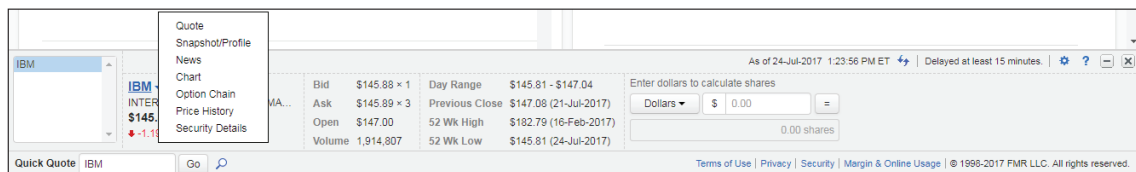
## Quick Quote

Quick Quote is used to display quote information for domestic and international securities, indices, and options.



### How to get a quick quote:

1. Enter a security identifier.
2. Click **Go**.
3. Click the arrow appended to the symbol to perform additional actions for the symbol.



- **Quote:** Additional quote information about the security
- **Snapshot/Profile:** Displays company profile, news headlines, information about competitors, and other additional information about the security
- **Chart:** Graphical chart and additional information about the security
- **Option Chain:** List of the calls and puts for the security
- **Price History:** Price history for the security
- **Security Details:** Additional information about the security