



## Client Point® Getting Started Guide

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## Introduction

Enjoy the convenience of online account access with Client Point. View more information than ever before, plus leverage enhanced features to help monitor your account(s) and manage investments. Client Point offers enhanced navigation controls that assist in personalizing how you view your account information through saved PC settings and site design, using filtering controls and expand/collapse features.

## Key Features

Client Point was built with you in mind, providing features and capabilities including:

- Single-click to view an individual account or an aggregate of multiple accounts.
- A holistic presentation of your total portfolio.
- Interactive graphics: Selecting a segment of the graph or an item in the legend that advances you to the corresponding detail.
- Enhanced analytical tools to help value and analyze your portfolio.
- Single-click to view a year-to-date summary of account activity with the option to drill down to view the underlying list of transactions.
- Convenient online access to statements as well as other client-specific documents.
- Trading offering a step-by-step process that includes real-time market quotes.
- Data extraction through a direct feed to Quicken® or the use of a sophisticated extract creation feature that allows easy integration to in-house applications.

## Accessing your Account

The following items are required to access Client Point:

- The Web address, also known as the URL, or a quick link to the site.
- An access ID.
- A password.

## Client Sign In

If you are a new client accessing your account online for the first time, you will be prompted to set up a One-Time PIN (OTP) device or set up an authentication app. The OTP process helps protect you from fraudulent online activity.

To sign in, access the site: [www.midlandsb.com](http://www.midlandsb.com), choose Wealth Trust & Investments from the Login dropdown list.

Enter Access ID  
(not case sensitive)

Optional: Choose  
'Remember my  
Access ID'

Click 'Proceed'

### User Login

Please enter your Access ID and click "Proceed".

Access ID \*

☒ Remember my Access ID

[Proceed](#)

[Trouble signing in?](#)

---

Your Access ID will be locked after 3 invalid sign in attempts.

NOTE: The '**Trouble signing in?**' link is addressed later in this document.

Enter initial password  
(case sensitive)

Click 'Sign in'

### User Login

Welcome

Not You?

Password \*

[Cancel](#) [Sign In](#)

[Trouble signing in?](#)

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This is an FIS Application environment, which may be accessed and used only for official business by authorized personnel. Unauthorized access or use of this environment is prohibited and may subject violators to administrative, and/or criminal, civil action. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. All information on this environment may be intercepted, monitored, recorded, read, copied, audited, inspected and disclosed by and to authorized personnel.

Upon initial log in, you will be prompted to change your password.

## Change Password

**i** This page allows you to update your password.  
The following rules apply when changing passwords:

Passwords must contain at least 8 characters, one uppercase character, one lowercase character, one number and one special character (!@#\$%^&\*()\_+}{":'/?/><.,).  
The new password does not meet the defined password criteria.  
The new password must be different from the last 16 previously created password or passwords.  
The new password cannot contain your Login Name, in forward or reverse order.  
The new password cannot contain your first, middle or last name, in forward or reverse order.

Enter initial password  
(case sensitive)

Old Password: \*

Password of your  
choosing

New Password: \*

Re-enter password of  
you choosing

Confirm New Password: \*

Cancel

Proceed

**NOTE:** Password requirements/restrictions are listed at top of information box.

## Select One Time Pin (OTP) Method

Two options are available:

- 1) Send a PIN to my email or phone (most common method used)
  - a. Text or voice options are available using this option
  - b. Email option is also available using this option
- 2) Let me use a software app (supported apps listed below)
  - a. FIS Authenticator
  - b. Google™ Authenticator
  - c. Microsoft® Authenticator

Choose the desired option.

### ‘Send PIN to my email or phone’

The screenshot shows the 'Select OTP method' screen. At the top, there is a title 'Select OTP method' and an information box stating: 'Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.' Below this, there are two radio button options: 'Send a PIN to my email or phone' (which is selected) and 'Let me use a software app'. Underneath these options is the section 'Select OTP Device'. At the bottom of the screen, there are two buttons: 'Test Device' and '+ Add a New Device'. A red arrow points from an annotation box to the '+ Add a New Device' button. The annotation box contains the text: 'At initial login, a device will need to be added. Choose ‘Add a New Device’'. At the very bottom of the screen, there are two large buttons: 'Cancel' and 'Proceed'.

Select OTP method

**i** Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.

☒ Send a PIN to my email or phone

☐ Let me use a software app

Select OTP Device

☐ Test Device    + Add a New Device

Cancel    Proceed

**At initial login, a device will need to be added.**

Choose ‘Add a New Device’

Enter a Device Name – example: Doe Iphone

Choose Device Profile – options are listed below:

- SMS Text
- Voice Callback

Enter Device Number – (888) 555-1212 enter as 8885551212

Click Save



The form is titled "Add a New Device" and includes a close button (X) in the top right corner. It contains the following fields:

- Device Name \***: A text input field with a cursor.
- Device Profile**: A dropdown menu currently showing "SMS/Text Message".
- Country Code \***: A dropdown menu currently showing "(+1) United States".
- Mobile Number \***: A text input field.

At the bottom of the form are two buttons: "Cancel" and "Save".

**NOTE:** Complete this process for all devices you wish to add to your profile. It is recommended, but not required, that more than one device be established.

Select the OTP Method to receive your pin.

### Select OTP method

**i** Your Out-of-Band PIN Device is the delivery destination where you will receive time-limited passcodes (PINs) during the login process. When prompted to enter your PIN, you will use that device to retrieve your PIN.


☒ Send a PIN to my email or phone

☐ Let me use a software app

### Select OTP Device

☐ KB Land Line (+1: )

☒ KB Phone (+1: )

 Test Device

+ Add a New Device

Cancel

Proceed

\*Message and data rates may apply. Frequency is 1 message per login attempt. Text STOP to opt-out.

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Click Proceed. A one time pin will be sent to the device chosen.

Enter PIN to validate sign on.

### Validate your One-Time-PIN setup

**i** An OTP code has been sent to your mobile device +\*\*\*\*\*2768. Please enter it below to complete the OTP device registration process.

OTP Code \*

If you did not receive the OTP code, please wait a minute or try reconfiguring your device.

Cancel

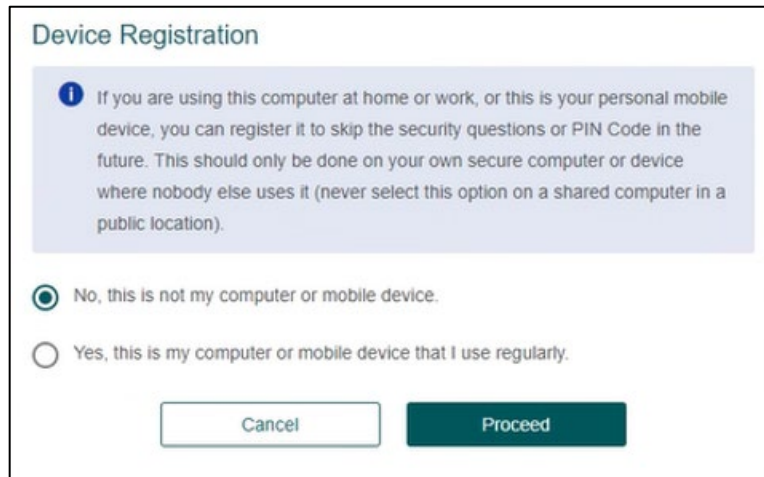
Validate OTP

[Reconfigure OTP Device](#)

Click Validate OTP.



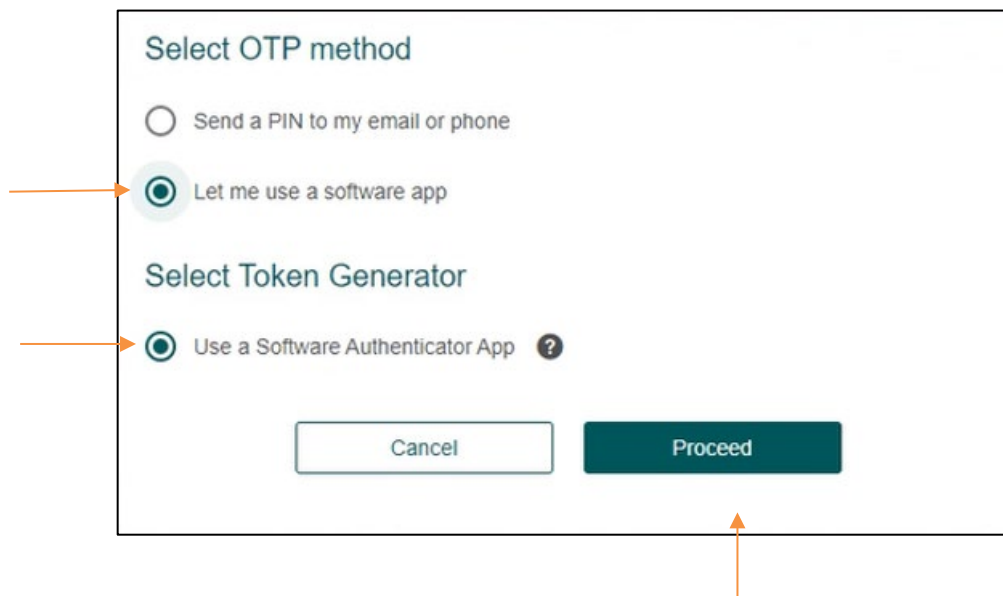
Choose device registration option.



The screenshot shows the 'Device Registration' screen. At the top, there is an information icon and a paragraph: 'If you are using this computer at home or work, or this is your personal mobile device, you can register it to skip the security questions or PIN Code in the future. This should only be done on your own secure computer or device where nobody else uses it (never select this option on a shared computer in a public location).' Below this, there are two radio button options. The first option, 'No, this is not my computer or mobile device.', is selected with a green dot. The second option, 'Yes, this is my computer or mobile device that I use regularly.', is unselected. At the bottom, there are two buttons: 'Cancel' and 'Proceed'.

- No will require a OTP or application generated code at each login.
- Yes will reduce the number of OTP that will need to be used.

### Using the Software Application Option for OTP



The screenshot shows the 'Select OTP method' screen. It has two radio button options. The first option, 'Send a PIN to my email or phone', is unselected. The second option, 'Let me use a software app', is selected with a green dot and has an orange arrow pointing to it from the left. Below this, there is a section titled 'Select Token Generator'. It has one radio button option, 'Use a Software Authenticator App', which is selected with a green dot and has an orange arrow pointing to it from the left. To the right of this option is a question mark icon. At the bottom, there are two buttons: 'Cancel' and 'Proceed'. An orange arrow points up to the 'Proceed' button from below the screen.

Choose the following:

- Let me use a software app
- Use a Software Authenticator App

Click Proceed.

## Configure Desired Software Authenticator App

### Configure Software Authenticator App

**i** An Authenticator is a software app installed on your mobile device. You can download the FIS Authenticator app from iTunes or Google Play. Once downloaded, simply open the app and add your account by pointing your mobile device's camera at the QR code shown on next page. Alternatively, you can manually enter the Secret Key.

☒ I've already installed the app

☐ Email me a download link

If Email me a download link is used, the FIS Authenticator App will be used.


Back Proceed

If an app is already installed on your device the above screen will appear.

## Email me a download link option

### Scan QR Code

**i** Use your mobile device Authenticator to scan the following QR code. We sent you links to some popular authenticators on your email or mobile device as per your previous selection. Once downloaded, simply open the app and add your account by pointing your mobile device's camera at the QR code shown below. Alternatively, you can manually enter the Secret Key.



Authenticator Secret Key BVA6P5KPNKJDH4SARY4SK62JXLZO2NRA

Cancel Proceed

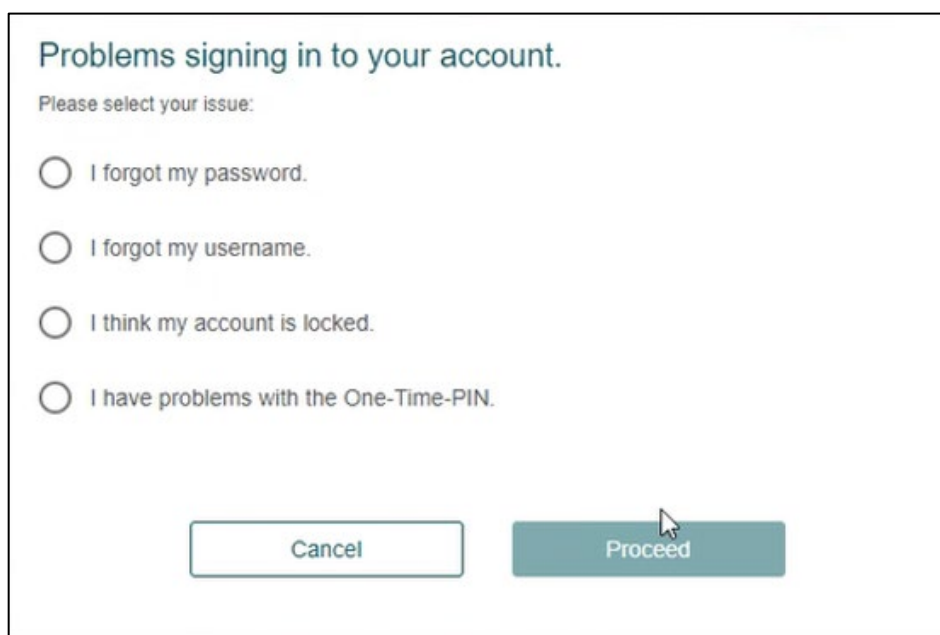
When authenticator app is downloaded, use QR code or manually enter the Secret Key to complete set up.

### Self Service Password Options

The '**Trouble signing in**' link allows for password resets by the user in the following circumstances:

- I forgot my password
- I forgot my username
- I think my account is locked
- I have problems with the One-Time PIN.

When the 'Trouble signing in' link is activated, the following screen of options will appear.



Problems signing in to your account.

Please select your issue:

☐ I forgot my password.

☐ I forgot my username.

☐ I think my account is locked.

☐ I have problems with the One-Time-PIN.

Cancel Proceed

Choose the appropriate option.

### 'I forgot my password'

Enter email address, username or alias

Problems signing in to your account.

Please select your issue:

☒ I forgot my password.

☐ I forgot my username.

☐ I think my account is locked.

☐ I have problems with the One-Time-PIN.

To reset your password, enter your email address, username or alias.

\*Message and data rates may apply. Frequency is 1 message per login attempt. Text STOP to opt-out.


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Click Proceed

A OTP will be sent to the device on file.

Enter PIN code.

Problems signing in to your account.

 Please check your One-Time-PIN device to get the PIN code to use below

PIN Code \*

Click Proceed.

- A confirmation page stating a temporary password has been sent to the registered email.
- Sign into account again using the Access ID and temporary password.
- A prompt to change password will appear. Enter temporary password as old, enter new password and re-enter new password in confirm field.

## 'I forgot my username'

Enter registered email address.

Problems signing in to your account.

Please select your issue:

☐ I forgot my password.

☒ I forgot my username.

☐ I think my account is locked.

☐ I have problems with the One-Time-PIN.

To recover your username, please provide your registered email address.

\*Message and data rates may apply. Frequency is 1 message per login attempt. Text STOP to opt-out.

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Click Proceed.

A OTP will be sent to the device on file.

Enter PIN code.

Problems signing in to your account.

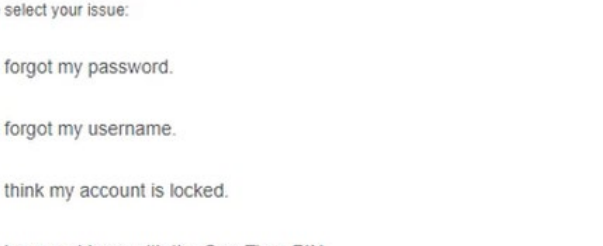
**i** Please check your One-Time-PIN device to get the PIN code to use below

PIN Code \*

Click Proceed.

An email will be sent to address on file with the username.

## 'I think my account is locked'



Problems signing in to your account.

Please select your issue:

☐ I forgot my password.

☐ I forgot my username.

☒ I think my account is locked.

☐ I have problems with the One-Time-PIN.

To unlock your account, enter your email address, username or alias.

Click Proceed.

A confirmation screen will display.

Problems signing in to your account.

Thank you. An email has been sent to your registered email address with instructions to unlock your account.

OK

Click OK.

Sample email:

[illegible]

**NOTE:** The link is valid for 2 hours.

**'I have problems with the One-Time PIN'**

Enter email,  
username or  
alias

Problems signing in to your account.

Please select your issue:

☐ I forgot my password.

☐ I forgot my username.

☐ I think my account is locked.

☒ I have problems with the One-Time-PIN.

Enter the email address, username or alias that you use to sign in.

Click Proceed.

Select specific issue regarding the OTP.

Enter password

Problems signing in to your account.

Select your problem:

☒ I don't know my One-Time-PIN device.

☐ I want to reset my One-Time-PIN device.

Password \*

Click Proceed.

An email will be sent to address on file.

Sample email:

Dear XXXXXX XXXXXX,

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

<https://login...> (the link displays here)

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 'I want to reset my One-Time PIN device' option allows user to change from send OTP to phone or email to an authentication app.

Enter password

**Problems signing in to your account.**

Select your problem:

☐ I don't know my One-Time-PIN device.

☒ I want to reset my One-Time-PIN device.

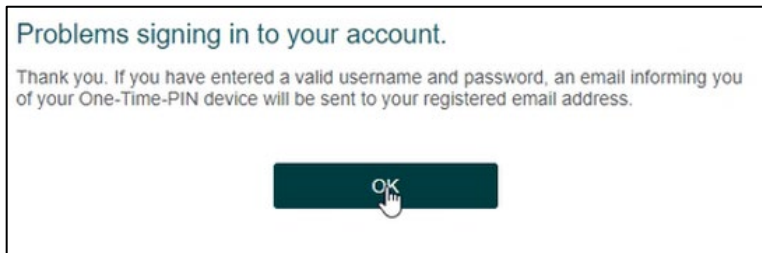
**Password \***

Cancel Proceed

Click Proceed.



A confirmation message will be received when a valid password is entered.



- The link in the email is valid for 2 hours.
- Log in to reset the OTP delivery method
- Options will be the same as initial login
  - Send a PIN to my email or phone
  - Let me use a software app
- Established devices will be listed on screen
  - Devices can be added at this time, if needed
- Choose desired device
- Click Proceed.

## Subsequent Client Sign In

Enter Access ID and click Proceed.

### User Login

Please enter your Access ID and click "Proceed".

Access ID \*

☒ Remember my Access ID

[Proceed](#)

[Trouble signing in?](#)

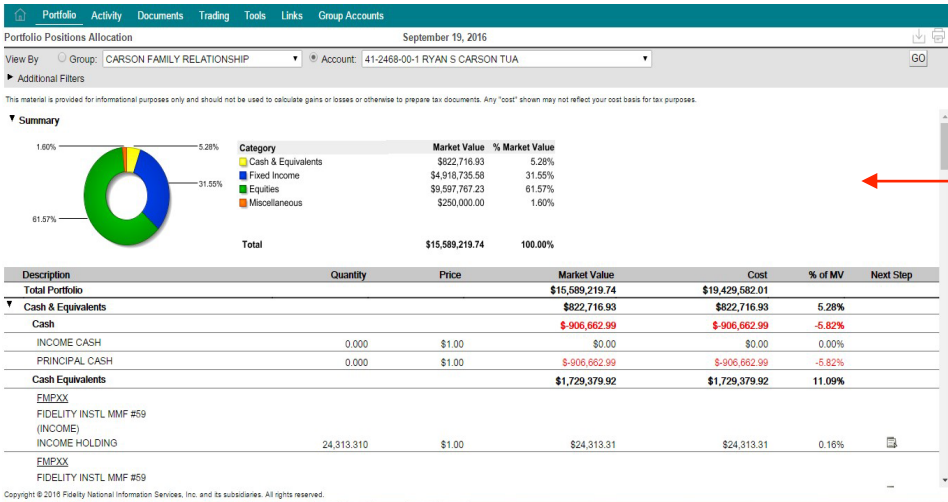
---

Your Access ID will be locked after 3 invalid sign in attempts.

The system will prompt if a OTP is required.

## Page Features

Understanding how to navigate to information will allow you to move quickly and easily throughout the product. The pages within Client Point have been designed to provide a consistent experience throughout the vast array of features. Each page has the following areas: a Banner area, Navigation bar, Heading area, and Workspace area with Filter area:



**Navigation bar.**

**Heading area.**

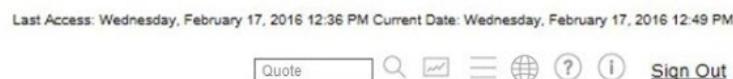
**Filter area (within Workspace area), which can be expanded for additional filtering options.**

**Workspace area.**

Description	Quantity	Price	Market Value	Cost	% of MV	Next Step
<b>Total Portfolio</b>			<b>\$15,589,219.74</b>	<b>\$19,429,582.01</b>		
<b>Cash &amp; Equivalents</b>			<b>\$822,716.93</b>	<b>\$822,716.93</b>	<b>5.28%</b>	
<b>Cash</b>			<b>\$-906,662.99</b>	<b>\$-906,662.99</b>	<b>-5.82%</b>	
INCOME CASH	0.000	\$1.00	\$0.00	\$0.00	0.00%	
PRINCIPAL CASH	0.000	\$1.00	\$-906,662.99	\$-906,662.99	-5.82%	
<b>Cash Equivalents</b>			<b>\$1,729,379.92</b>	<b>\$1,729,379.92</b>	<b>11.09%</b>	
EMFXX						
FIDELITY INSTL MMF #59						
(INCOME)						
INCOME HOLDING	24,313.310	\$1.00	\$24,313.31	\$24,313.31	0.16%	
EMFXX						
FIDELITY INSTL MMF #59						

## Banner Area

The Banner area consists of static information as well fixed and optional features. Most features are selected using an image. The Banner area is shown below:



Optional and general features include:

- The last access date and time together with the current date and time.
- Quick Quote: Entry box with looking glass image. An optional feature to obtain a market quote direct from the exchanges with a single-click after entering the ticker in the entry field or using the lookup icon. The first time you request a quote will prompt you to accept the terms and conditions of a Stock Exchange Agreement. Failure to accept the agreement will prohibit you from obtaining real-time quotes.
- Security Watchlist: Line chart image. An optional feature to track the stock price on up

to 20 individual stocks or indices.

- Preferences: 3-line image. Preferences for the determination of your initial page upon sign in; your preferred viewing method, individual account versus group; and various other options. It also provides the option to change your password, your access ID or your personal information. Changing your access ID will require you to go through the Secure Sign On enrollment process which will require you to answer security challenge questions.
- Home: Globe image. Provides easy access to our corporate site.
- Help: Question mark image. Online Help providing page-level help, including descriptions of the fields of information on the page in view. Be sure to select the Product Info link within Help for more information on system settings and navigation tips.
- Contact Us: Person image. Contact Us for quick access to your Relationship Manager and Investment Officer, providing assistance with any questions you may have.
- Sign Out link to end your session of viewing your account activity.

## Navigation Bar

The Navigation bar provides you with access to account-specific information as it relates to the financial marketplace, account analytics, transaction activity, statements, and trading. Some of the features listed in the Navigation bar have sub-menu options that present in a drop-down selection list. When you select a sub-menu option, the main navigation feature is displayed with an underline for understanding of placement within the product. Below is a listing of some of the many features Client Point offers:

- Home: Select this image to return you to your initial page presented upon sign in.
- Portfolio: View a listing of your positions within your account or group of accounts. Other options include viewing positions by gains/losses, income or more advanced features including equity and fixed income analytics, and personal rates of return.
- Activity: View a snapshot of year-to-date transaction activity with links to the individual transactions.
- Documents: Quick access to electronic statements.
- Tools: Create your own unique download of information for use in third-party software. Tools also includes the ability to calculate cash flows, use calculators to plan for life events, and download positions and transaction activity to Quicken.
- Group Accounts: Assemble authorized accounts into groups for easy review, management of investments.

## Heading Area

The Heading area identifies the selected page. It also may include images that provide the ability to download the page information into a spreadsheet or print the information; images are provided.

### Downloading

Clicking the Download image will automatically launch a pop-up window confirming the desire to download the page information to a Microsoft® Excel® spreadsheet. Doing so allows you to use the information as desired. You may print or save the spreadsheet for your own use.

### Printing

Clicking the print image will either launch a PDF type report or a browser print. PDF type reports can be printed or saved for your own use.

## Workspace Area

Every page includes a Workspace area. How the information is displayed varies and is based on the purpose and need of the information. Many pages display the information totals at the top of the page eliminating the need to scroll down the page. Many pages display lists of information and some include charts or graphics. The information is displayed in a variety of ways to get you what you need in a single click.

### Filter Area

The Filter area on the page, within the Workspace area, allows you to view the information the way you want it:

- **Show/Hide Filter Options:** To create a view of information to your liking, select the icon (►) next to the title Additional Filters to show the available filters for selection. Populate the fields desired. The Go button changes to green, indicating the need to click it to update the page. The site saves your request to have the Filter area expanded on the page by adding a cookie on your PC. If you want to have this area closed upon entry to the page in the future, select the icon (▼) to hide the additional Filter area.
- **Viewing a Group or an Individual Account:** The Filter area also provides single-click access to view the information in aggregate form. This means that when viewing by group, the page will sum all of the information for the accounts in the group and display the aggregate. For example, on the Portfolio Positions Allocation page, if View By Group is selected, the site will display only one position of a stock, Coca Cola, with the listed information as the sum of all the accounts holding it. It will not list the holding multiple times per the number of accounts held in.

## Messages

Some pages include informational messages concerning the content on the page or instructions for viewing the page. These messages are located beneath the Filter area. In addition, if there are any errors or exceptions to the information requested or viewed, messages will also display in this area but will be in bold and red to alert you to the condition.

## Show/Hide Summary Sections

Some pages display graphical information and detailed listings, others display summarized charts with links to view additional information. Summary sections offer the opportunity to show or hide the graphic or chart. Your selection to show (▼) or hide (►) will be stored as a cookie on your PC so when you return to the page in the future, it is displayed as you last left it.

## Next Step Options

Some pages include Next Step options for obtaining additional information concerning a selected position or transaction activity. Selecting a Next Step option presents the information in a pop-up window so that you do not lose your place on the page. Examples of Next Steps include tax lot detail, transaction activity, and detailed security information.

## Navigating your Account

Navigating through your account information is as easy as selecting any one of the main navigation tabs and then selecting the desired page to view. Included below are examples of just some of the pages you may want to view.

## Portfolio Positions Allocation

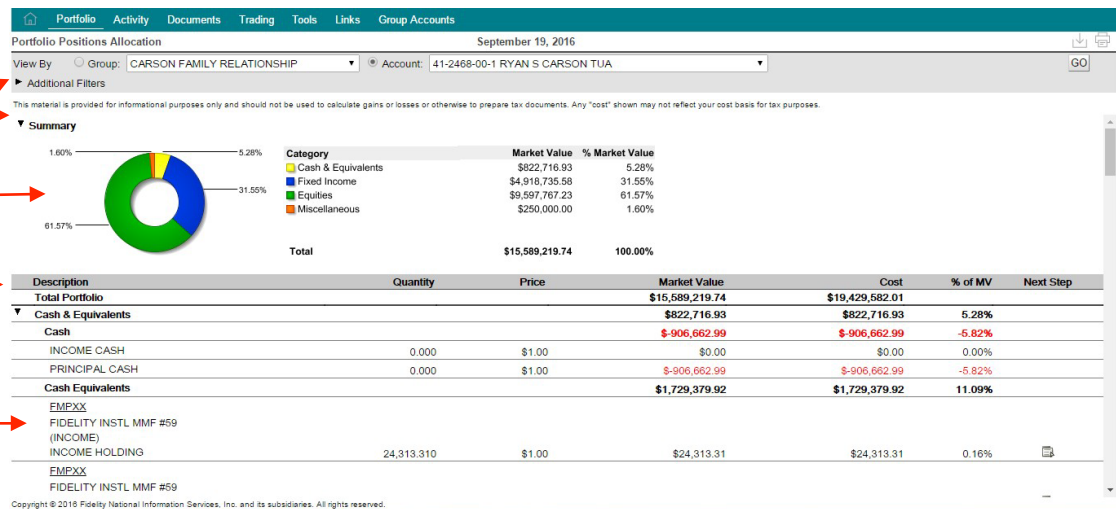
The Portfolio navigation feature offers investment analytics on your positions; from simplistic views of positions to more extensive equity and fixed income diversifications, bond maturity views, and an investment objective comparison. One of the navigation options is the Positions Allocation page as shown below. The page includes the ability to filter for a specific time period and positions. It also includes an interactive graph where selecting a segment will advance you to the asset location on the page:

Show/Hide different sections.

Interactive graphic and legend.

Totals.

Detailed listing of assets.



## Activity Summary

The Activity feature assists in identifying the transaction activity that has occurred in an account or group of accounts. This information is relevant in understanding cash flows, trade activity, and realized gains/losses. The Activity Summary page displays a year-to-date view of all transaction activity in an account or aggregated for a group of accounts. You may also choose to filter the page by entering a time period or view the prior year list of transactions. The transactions are grouped into major categories for ease in identifying cash flows.

The page also offers a one-click view to the underlying transactions by selecting the desired transaction category name. A pop-up window will display the list of transactions comprising the category total:

Click a category link to view the detailed list of transactions.

Portfolio Activity Documents Trading Tools Links Group Accounts			
Activity Summary		January 1, 2016 - September 19, 2016	
View By	Group: CARSON FAMILY RELATIONSHIP	Account: 41-2468-00-1 RYAN S CARSON TUA	GO
Additional Filters			
Clients desire quick and easy access to view the assets held in a single account or aggregated across a group of accounts. They also want the information presented in terms they understand and in a format that is simple to read. Select a link to view the underlying transaction activity.			
<b>Deposit Activity:</b>		<b>Withdrawal Activity:</b>	
Interest	\$15,862.17	Payments to/for Beneficiaries	\$-16,733.78
Dividends	68,296.66	Fees	0.00
Common Trust Fund Income	0.00	Federal and State Taxes Paid	0.00
Real Estate Income	0.00	Miscellaneous Disbursements	-120.00
Miscellaneous Receipts	22,255.17	<b>Total Withdrawal Activity:</b>	<b>\$-16,853.78</b>
<b>Total Deposit Activity:</b>	<b>\$96,403.90</b>		
<b>Trade Activity:</b>		<b>Realized Gain/Loss Activity:</b>	
Cost of Assets Purchased	\$-1,374,974.17	Short-term Gain/Loss	\$0.00
Proceeds on Sales/Maturities	3,035,612.71	Long-term Gain/Loss	2,703.29
Other Asset Changes	0.00	<b>Net Realized Gain/Loss Activity:</b>	<b>\$2,703.29</b>
Unsettled Trades	0.00		
<b>Net Trade Activity:</b>	<b>\$1,660,638.54</b>	<b>Prior Year Loss Carryover:</b>	
		Short-term Loss Carryover	\$123.00
		Long-term Loss Carryover	0.00
		<b>Total Prior Year Loss Carryover:</b>	<b>\$123.00</b>

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## Documents Statements

This feature provides quick access to your electronic statements. It displays the list of available statements for viewing and a link to launch the statement in a PDF. Clicking on the column headings enables you to sort the page by the selected column. Adobe® Acrobat® Reader is required to view the statement in a PDF format. This software can be downloaded at [www.adobe.com](http://www.adobe.com). You can then save, print, e-mail, or close the PDF:

Click the desired statement link to launch the PDF.

Portfolio Activity Documents Trading Tools Links Group Accounts





Documents Statements

View By Group: CARSON FAMILY RELATIONSHIP Account: 41-2468-00-1 RYAN S CARSON TUA GO

Select a statement time period below to view a TrustReport.pdf statement format file for your account. Please note that in order to view the statement Adobe Acrobat Reader must be installed on your computer. If you do not have a copy of Adobe Acrobat Reader, visit <http://www.adobe.com/products/acrobat/readstep.html> to download a free copy.

Electronic Statements

Clients desire quick and easy access to view the assets held in a single account or aggregately across a group of accounts. They also want the information presented in terms they understand and in a format that is simple to read.

Document	Start Date	End Date	Account Short Title	Account Number
	<a href="#">04/01/2016</a>	<a href="#">06/30/2016</a>	RYAN S CARSON TUA	41-0810-00-6
	<a href="#">01/01/2016</a>	<a href="#">03/31/2016</a>	RYAN S CARSON TUA	41-0810-00-6
	<a href="#">01/01/2015</a>	<a href="#">12/31/2015</a>	RYAN S CARSON TUA	41-0810-00-6
	<a href="#">01/01/2014</a>	<a href="#">12/31/2014</a>	RYAN S CARSON TUA	41-0810-00-6

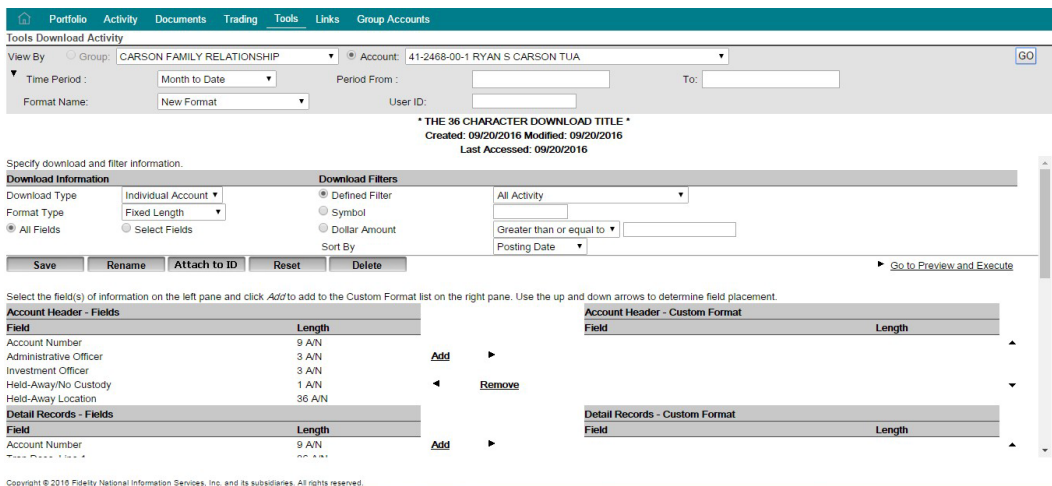
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## Tools Downloads

These three separate options allow quick access to research an individual account or group of accounts. This flexible feature provides you with the opportunity to select the fields of information and the desired output format. You can also save the format for future use. The three download options include: Portfolio, Tax Lots, and Activity:

Select the desired output format.

Select the desired fields of information.



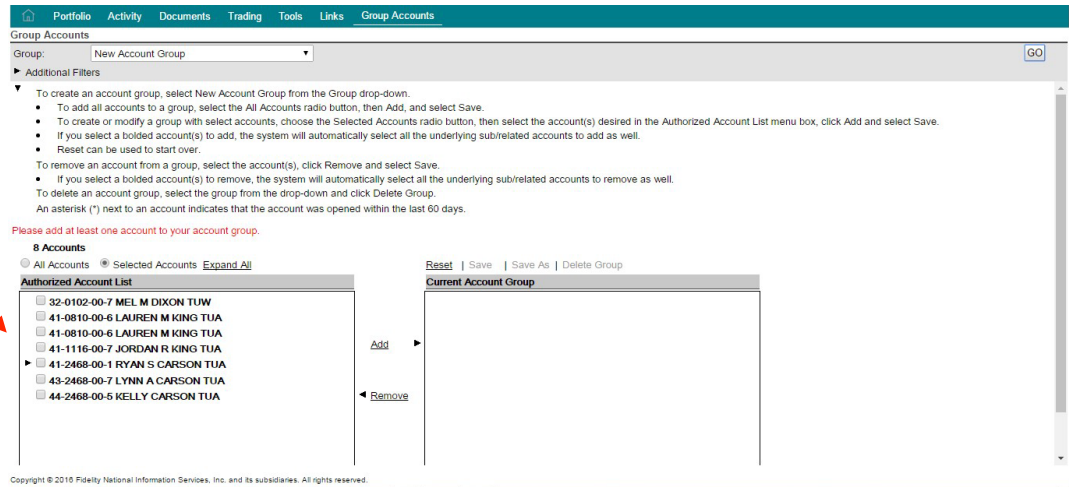
The screenshot shows the 'Tools Download Activity' interface. At the top, there are tabs for Portfolio, Activity, Documents, Trading, Tools, Links, and Group Accounts. Below the tabs, there are input fields for 'View By' (Group: CARSON FAMILY RELATIONSHIP), 'Account' (41-2468-00-1 RYAN S CARSON TUA), 'Time Period' (Month to Date), 'Period From', 'To', 'Format Name' (New Format), and 'User ID'. A 'GO' button is on the right. Below these fields, there is a section titled 'Specify download and filter information.' which includes 'Download Information' (Download Type: Individual Account, Format Type: Fixed Length, All Fields selected) and 'Download Filters' (Defined Filter, Symbol, Dollar Amount, Sort By). Below this, there are buttons: Save, Rename, Attach to ID, Reset, and Delete. To the right of these buttons is a 'Go to Preview and Execute' link. Below the buttons, there are two panels for field selection. The left panel, 'Account Header - Fields', lists fields like Account Number, Administrative Officer, Investment Officer, Held-Away/No Custody, and Held-Away Location with their lengths. The right panel, 'Account Header - Custom Format', shows a table with 'Field' and 'Length' columns. Below these panels, there are 'Add' and 'Remove' buttons. At the bottom, there is a copyright notice: 'Copyright © 2016 Fidelity National Information Services, Inc. and its subsidiaries. All rights reserved.'

## Group Accounts

The Group Accounts feature gives you the opportunity to create your own grouping of accounts for information gathering and investment management. You determine the group name and select the underlying accounts. Once a group is created you can use the list throughout the site, eliminating the need to memorize account numbers or account titles:

Select the checkbox next to the desired accounts and click the Add link.

Selecting an account with a Show/Hide icon will bring all the accounts in the relationship into the group.



The screenshot displays the 'Group Accounts' section of a web application. At the top, there's a navigation bar with links: Portfolio, Activity, Documents, Trading, Tools, Links, and Group Accounts. Below this, the 'Group Accounts' section has a 'Group:' dropdown menu set to 'New Account Group' and a 'GO' button. A section titled 'Additional Filters' contains instructions on how to create, modify, and delete account groups. Below the instructions, there's a red message: 'Please add at least one account to your account group.' The main area is divided into two panes. The left pane, titled 'Authorized Account List', shows a list of 8 accounts with checkboxes and Show/Hide icons. The right pane, titled 'Current Account Group', is empty. Between the panes are 'Add' and 'Remove' buttons. At the bottom, there's a copyright notice: 'Copyright © 2016 Fidelity National Information Services, Inc. and its subsidiaries. All rights reserved.'