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WebLink Guide

November 2017

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Client Internet Access

The WebLink user interface is redesigned to integrate a new look and feel of the product and was built using HTML5 as the technology platform. The new user interface supports and extends the functional capabilities of the existing product, and utilizes existing service and metadata infrastructure as well as file loads in place for the product.

To conform to the Federal Financial Institutions Examination Council (FFIEC) Authentication Guidance, our site requires you to step through a new multi-factor authentication process. This guide walks you through this new process.

When you log onto our web site, the WebLink Login screen appears.

A unique User ID and a Password have been assigned to you. This User ID and Password are required for you to access your account(s) on-line. The current password guidelines of remain as is.

The following information is provided to assist you with the WebLink login procedures and site navigation.

Mobile Devices

The New WebLink is mobile enabled and is certified for compatibility with iPad devices.

Browser Compatibility

Older versions of web browsers that *are no longer supported by their vendors* are no longer supported. Listed here are the SunGard tested and supported browsers and version for the New WebLink:

- Internet Explorer 11.0
- Edge (40.15063.0.0)
- Chrome 27.0
- FireFox 25.0.1
- Safari (Mac) 6.05
- Opera 17.0

NOTE: Browser compatibility is checked during login

If you login and are not on a supported browser version you will be presented with a screen that gives you the opportunity to upgrade your browser.

Enter your User ID and click on Proceed.

The screenshot shows a login page with a text input field labeled "User ID" and a "Proceed" button. Below the input field is a link that says "Forgot Password?". A disclaimer text is present: "For Weblink Trading: Please note that equity trade authorizations should not be entered between 3:00 and 3:15 PM Central time. During this period the system is performing updates and will not accept trades for execution. After 3:15 PM trades may be entered and will be executed when the market opens on the next business day." At the bottom, there is a footer with the Weblink logo, "Copyright 1998 - 2013", "Sealord Asset Management System", and "All Rights Reserved".

Enter your current Password and click on Login.

The screenshot shows the same login page as above, but now with the "User ID" field filled with "tsagouktpou" and the "Password" field filled with a masked password. The "Proceed" button is now labeled "Login". A small pop-up window titled "Welcome Jo" with a yellow smiley face icon is visible. The disclaimer text and footer are identical to the previous screenshot.

If this is your first time logging in, you must change your password. Enter your “Old” and “New” passwords in the corresponding boxes and click on Change Password.

Change Password CLIENT01

This page allows you to update your password.

The Following rules apply when you change your password.
New Password must contain at least 8 characters. Password must contain at least 1 alpha character and 1 number.
New Password must be different from the last 12 previously created password(s).

Old Password:

New Password:

Confirm New Password:

PLEASE READ: For your protection, this site utilizes a dual authentication login procedure. In addition to your credentials (user ID and password), the first time you login, you will be required to select a picture, select a text phrase or word, and select/answer three verification questions of your choosing. These items become your login "fingerprint" and a combination of these items will be used on subsequent logins. Your credentials will expire after a period of non-use. In order to maintain your credentials, please log in regularly.

If you select 'private computer', the next time you log in, you should verify that the picture and text you selected are displayed before entering your password. If you select 'public computer', the next time you login, you will be asked a verification question before you will be able to enter your password.

Weblink
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This is a site Disclaimer

If you are an active user of our site, you will not be required to go through the password change process.

Select an image and provide a personalized caption. Both will become part of your login process from this point forward. The purpose of the image and caption is to thwart others attempting to persuade you into giving your password to a fake “Your Institution” site. Your login to our institution’s site will always display the image and caption.

Click on an image.



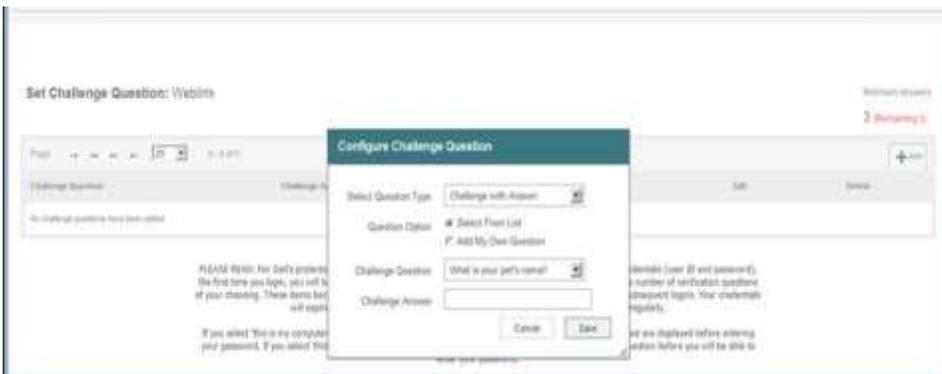
Enter a personalized caption and click on Save.



Set at least three Challenge Questions with valid responses. Click on Add to set each question.



You may select your questions from a list of pre-defined questions or you can add your own question(s). Click on Save once you have entered your answer.



Once you have set your Challenge Questions, you will be logged into our site.

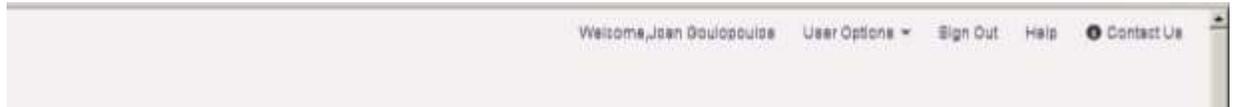
The Desktop Registration option allows the user to skip the Challenge question in logins subsequent to the initial registration process when logging in to a registered device.



System Navigation

Header Links

Header Links are displayed in the Title bar at the top right of each WebLink page.



User Options: Provides links to various user administration functions.

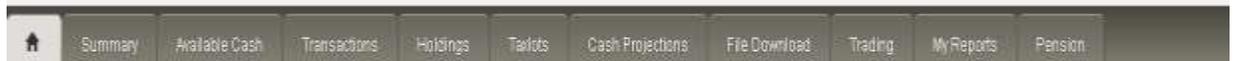
Sign Out: Logs you out of WebLink portal.

Help: Displays useful information about using WebLink.

Contact Us: Displays the contact information assigned by **client**

Navigation Bar

Just below the Title bar at the top of each page is the WebLink Navigation bar which contains all the tabs that link to the available pages in WebLink.



User Options

Clicking on User Options will display the following:



Change Password

Clicking on the Change Password Option brings up the following dialog box which allows you to set a new password.



The 'Change Password' dialog box contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. A blue 'Submit' button is located below the 'Confirm Password' field. At the bottom of the dialog, a text box contains the following instructions: 'Change Password info: While changing your password, you must enter between 8 & 32 characters with no spaces. The password must contain at least 1 letter, 1 number and must not contain your user ID.'

Email Options

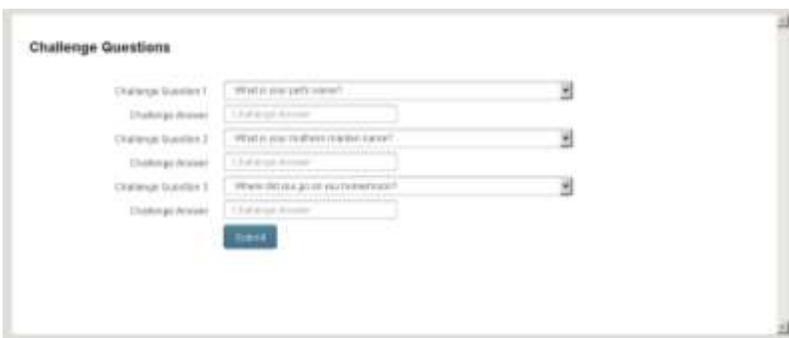
Clicking on the Email Option brings up the following dialog box which allows you to change the Email address associated with your User ID.



The 'Change Email Address' dialog box contains two input fields: 'Email Address' and 'Confirm Email Address'. A blue 'Submit' button is located below the 'Confirm Email Address' field. At the bottom of the dialog, a text box contains the following instructions: 'Change Email info: The local part of the email address before the @ sign may include lower case letters, numbers and any of these other characters: !#\$%&'*+,-.:/;=?^_`{|}~. The following characters may not be used anywhere in the email address: @, /, <, >, \, \', \", \#, *, \{, \}, \[. The local part of the email address may not exceed 64 characters in length.'

Challenge Questions

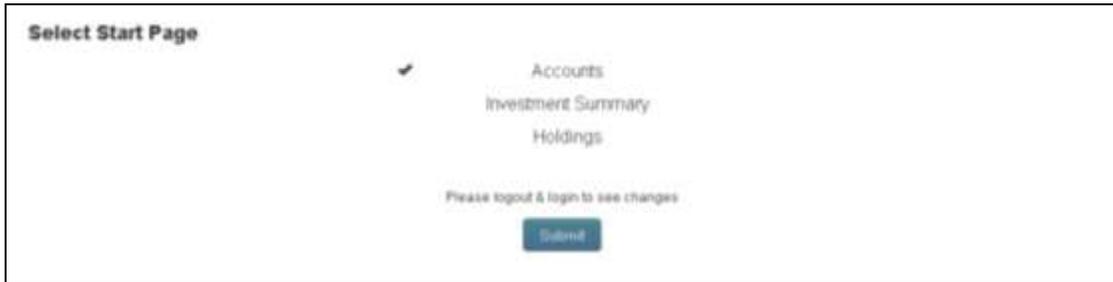
Clicking on the Challenge Question Option brings up a dialog box which allows you to change the challenge questions associated with your User ID.



The 'Challenge Questions' dialog box contains three sets of dropdown menus. Each set consists of a 'Challenge Question' dropdown and a 'Challenge Answer' text input field. The questions are: 'What is your pet's name?', 'What is your mother's maiden name?', and 'Where did you go to high school?'. A blue 'Submit' button is located at the bottom center of the dialog.

Start Page Options

The Start Page Options allows you to change your WebLink Homepage which is first view automatically displayed when you access WebLink.



Select Start Page

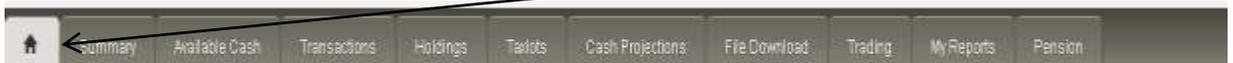
Accounts
 Investment Summary
 Holdings

Please logout & login to see changes

Submit

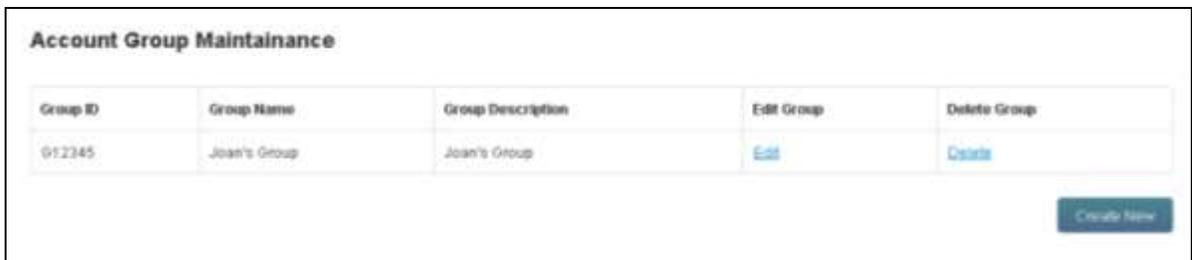
You can set your default Homepage by selecting Accounts, Investment Summary or Holdings.

Whichever page you designate as the homepage is assigned the Homepage icon  and does not appear as a separate tab on the Navigation bar. You can return to the Homepage at any time during your session by clicking Homepage tab on the Navigation bar.



Account Group Maintenance Option

The Account Group Maintenance Option allows you to create and maintain groups of accounts to use to consolidate specific WebLink reports. To add a group, click on the Create New button.



Group ID	Group Name	Group Description	Edit Group	Delete Group
012345	Joan's Group	Joan's Group	Edit	Delete

Create New

To add a group, click on the Create New button; the Account Group Maintenance screen will display as shown at the top of the next page.



Account Group Maintenance

Group ID: Group Name: Group Description:

Account Assignment

Find: By Account Name

Results:

Assigned:

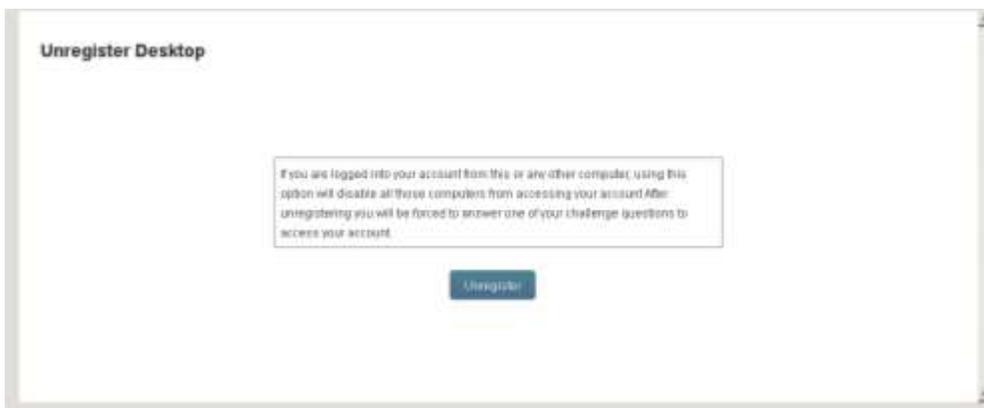
To Add an Account Group, define your Group ID number, Group Name and description. To add accounts to your group, select an account from the Available Accounts list box on the left and then select "Add" to add the account to the "Assigned Accounts" box on the right. To remove an account from the Assigned Accounts box, select the account and then select "Remove". To save the accounts to the group, select "Save".

Account Group Maintenance Field descriptions:

Field Description	Format	Notes
Group ID	6(A/N)	Accepts 6 characters. Must include G followed by a 5 digit number. Id number must be unique to the user id. Required field.
Group Name	16(A/N)	Accepts 16 characters of text. The Group Name defined here will display with the Group ID in the "Account Look up" box. Required.
Description	64(A/N)	Accepts 64 characters of text. This description displays on reports as Account Group "Long Name". Optional.

Unregister Desktop

The Unregister Desktop Option allows you to unregister all devices used to access WebLink. You will be required to answer a challenge question the next time you log in.



Change Welcome

You will also have the ability to change your Welcome Image and phrase. Once you have selected your new image, you are prompted for a new Welcome Message.



Output Options

WebLink provides three output options: Email, Export and Print.



Emailing Lists and Reports

Click the Email  icon to send lists and reports you are currently viewing as email attachments. Clicking the Email icon displays a popup window for you to enter the required email recipient information.

Exporting Lists and Reports

Click the Export  icon to save lists and reports you are currently viewing in a specified format. You can export lists and reports to a file that you can save on your computer and open in other applications. The format of the exported data depends on the Export Options you have selected.

Clicking the **Export** icon displays a popup window for you to elect to export all or select specific account as well as select your desired format from the available export options.

- Excel
- Comma Delimited
- Semicolon Delimited
- Tab Delimited
- Fixed Length
- QuickPrint PDF

When you submit your selection, the data is downloaded in the specified format. You can open the file to display the data and use the application to modify the data and save the file.

TIP: You can also use the File Download tab to export and save lists and reports.

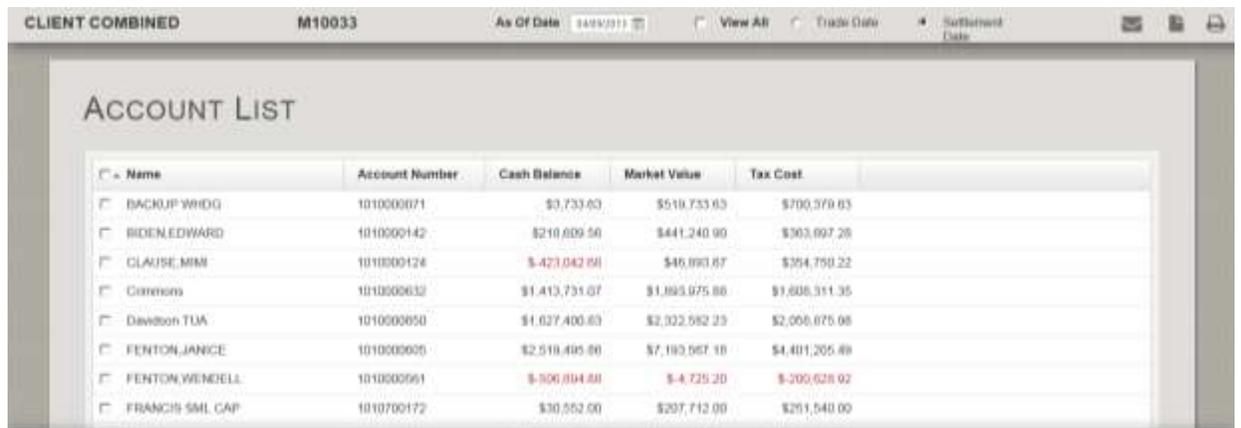
Printing List and Reports

Click the Print  icon to print lists and reports you are currently viewing. Clicking the Print icon downloads a printer-friendly version of the columns currently displayed in pdf format for you to print.

NOTE: The Print icon may produce a different pdf than the QuickPrint PDF option under the Export icon. The QuickPrint PDF option under the Export icon downloads a PDF version of a pre-defined set of columns, regardless of the columns currently displayed.

Account List Tab

The Account List displays all accounts that you are authorized to access. The accounts are grouped as Central Accounts, Group Accounts and Master Accounts.



Name	Account Number	Cash Balance	Market Value	Tax Cost
BACKUP WHDG	101000071	\$0,733.03	\$519,733.03	\$700,379.03
BIDEN, EDWARD	101000142	\$219,609.56	\$441,240.90	\$363,697.28
CLAUSE, MIMI	101000124	\$-423,042.68	\$46,893.87	\$354,750.22
Commons	1010000632	\$1,413,731.07	\$1,895,975.86	\$1,808,311.35
Davison TUA	1010000950	\$1,027,400.03	\$2,322,582.23	\$2,006,075.08
FENTON, JANICE	1010000005	\$2,519,495.86	\$7,193,967.18	\$4,401,205.49
FENTON, WENDELL	1010000961	\$-906,894.88	\$-4,725.20	\$-200,628.02
FRANCIS SML CAP	1010700172	\$30,562.00	\$207,712.00	\$291,540.00

All of the accounts that you have access to are listed and include total cash, market value and tax cost.

You can sort the Account List by clicking on one of the column headers. The sort selection persists from session to session until you change it.

Group accounts are designated with a “G” as the first character of the account number and Master accounts are designated with an “M” as the first character of the account number.

You can use the Expand icon to the left of the Group or Master Account Name to display the underlying central accounts.

Once you expand the details of the Group or Master account, you can highlight any central account by clicking on that account, and then click on any tab in the Navigation bar to navigate to the desired page with that account in focus.

If you double click on a Central account row, you can navigate to your default homepage if it is the Investment Summary or Holdings Page.

Investment Summary Tab

The Summary tab provides an investment overview of the selected account.



The top of the Investment Summary page contains an Account Summary row which displays the following details for the account:

- Total Market Value
- Total Cost
- Investment Authority
- Year to Date Long Term Gain/Loss
- Year to Date Short Term Gain/Loss
- Year to Date Qualified 5 Year Gain
- Graphical chart representing the percentage allocation within investment categories
- Investment Objective

The section below the Account Summary information presents several rows that represent the summary of the accounts position in each major asset category held by the account. The following information is displayed:

- Asset Category Name
- Total Cost within the Category
- Total Market Value within Category
- A Graphic chart with the percent of the category highlighted
- Percent of Category Market Value within total Market Value

The Expand icon on the right side of the category row indicates that you can expand the category to see underlying holdings detail. You can click anywhere on the category row to expand a category and show the underlying securities within that category. A Collapse icon indicates that you can collapse the category to hide the details. You can click anywhere on the category row to collapse the category.

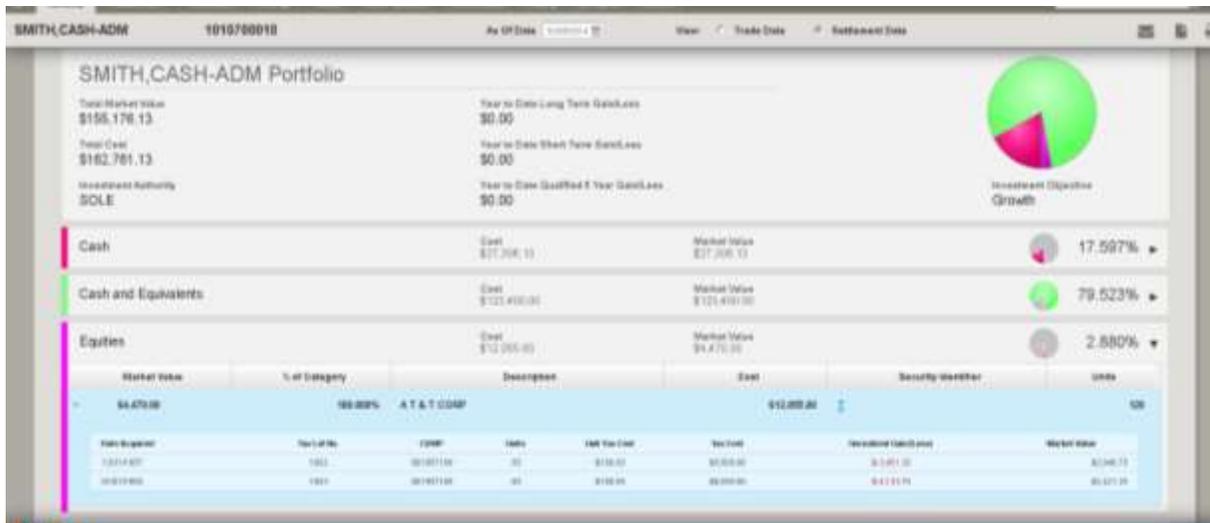
The Investment Summary page splits Cash and Cash Equivalents into two separate categories. The cash category displays balances in principal and income cash. The cash equivalents category displays money market funds/sweep vehicles.

All other asset categories display the underlying holdings detail which consists of

- Market Value
- % of Category
- Description

- Cost
- Security Identifier
- Units

You can view the underlying tax lots for each position by clicking on a particular position.



Available Cash Tab

The Available Cash tab displays both Cash and Cash Equivalents so that you have a consolidated view of the investable amounts in the account.

AVAILABLE CASH		
Description	Principal Cash	Income Cash
Income Overdraft Inception Date:		
Income Cash		\$0.44
Principal Overdraft Inception Date:		
Principal Cash	\$9,748,725.49	
Cash Management Funds		
SUNGARD BANK MONEY MARKET FUND	\$0.00	\$10,830.00
FEDERATED OBLIGATIONS U.S. GOVERNMENT 1-3 YEAR INSTITUTIONAL FUND	\$1,010,788.03	\$10,211.97
FEDERATED OBLIGATIONS PRIME CASH INSTITUTIONAL CAP SHARES FUND-# 857	\$0.00	\$703,400.00
Total Cash Balances	\$9,759,513.52	\$733,542.41

The Available Cash page displays Income Cash and Principal Cash with amounts in the appropriate columns. It also shows the Cash Management sweep vehicles normally included in the "Cash Equivalents" category.

If principal or income cash are overdrawn, the date overdrawn would display in the corresponding rows.

Transactions Tab

The Transactions tab displays both Posted Transactions and Pending Transactions categories. You can expand each to view Posted transactions and Pending transactions by clicking the desired category row.

Transactions sort by transaction type and posting date. Negative amounts appear in red and positive amounts appear in black.

You can re-sort columns by clicking the column headings. An arrow in the column indicates the current sort selected.

For each category, the totals appear at the top of the page and include total Income, Principal and Net Cash.



The screenshot shows a web interface for 'FENTON, WENDELL' with account number '101000501'. The main heading is 'TRANSACTIONS'. Below it, there are two expandable sections: 'Posted Transactions' and 'Pending Transactions'. The 'Posted Transactions' section is currently expanded, showing a table with three columns: 'Income Cash', 'Principal Cash', and 'Net Cash'. The first row shows 'Beginning Balance' with values of \$17,000.00, \$461,001.11, and \$478,001.11. The second row shows 'Ending Balance' with values of \$27,713.34, \$461,001.11, and \$488,714.45. The 'Pending Transactions' section is collapsed.

Posted Transactions

You can view the range of posted transactions using the drop-down list of available date range selections. The Transactions page default view is Month to Date. The “Date Range” option displays a “To” field and a “From” field for you to select a beginning date and an ending date. When you select a different date range, the Transactions page refreshes to present the transactions qualified by that criteria.

The Transactions page displays the following default columns for posted transactions:

- Posting Date
- Transaction Description
- Ticker
- CUSIP
- Net Cash
- Principal Cash
- Income Cash
- Tax Cost
- Units
- Transaction Type

NOTE: If you select a Master or Group account, the “Account Number” column appears as the second column, after Posting Date.

On the right side of the header row is the Add icon (+) which displays a pop-up with a list of data elements you can select to include as columns in the Transactions page. If an element is already in the display, it does not appear in the pop-up. The list only displays those elements not already selected.

You can include the desired data elements from the list of available data by clicking the desired element. The element appears at the end of the columns and can be moved to the desired location by clicking and dragging the column header.

You can delete an element by placing your cursor in the column header and clicking the D that appears to remove that column.

Posted Transactions		Income Cash	Principal Cash	Net Cash
Beginning Balance		\$-949.50	\$0,751,074.73	\$0,750,225.15
Ending Balance		\$-949.50	\$0,751,074.73	\$0,750,225.15

Posting Date	Transaction Description	Ticker	CUSIP	Net Cash	Principal Cash	Income Cash	Tax Cost
01/28/2008	DISTRIBUTION TO SORHAR RAJ			\$-850.00	\$0.00	\$-850.00	\$0.00
01/28/2008	NET FOR ALL CASH MANAGEMENT		0	\$050.00	\$0.00	\$050.00	\$-200.00

Transaction Description

The transaction description data element is a hyperlink that allows you to view more detail of the transaction in focus. Click the hyperlink to display a pop-up window showing the additional detail for the transaction with the specific data elements.

Posted Transaction Details	
Account Number	101000026 Santos, Juan TUA
Transaction Type	DC
Posting Date	01/28/2008
Transaction Description	DISTRIBUTION TO SORHAR RAJ W/O ABC COMPANY
Trade Effective Date	01/28/2008
Settlement Date	01/28/2008
Principal Cash	\$0.00
Principal Share Change	0
Vault Number	
Tax Code	000
Income Code	
Disbursement Code	000
Broker Code	
Registration Code	
Funds Code	
Market Value	\$0.00
Gain Loss Amount	\$0.00
Ball Fees	
Fed Tax Cost	\$-850.00
Fees And Penalties	
Account Interest	0
Transaction Number	01281008
Cash	
Principal Investment Charge	\$0.00
Income Investment Charge	\$0.00
Income Cash	\$-850.00
Income Share Change	0
Check Number	142481
Tax Code Description	DISTRIBUTIONS TO BENEFICIARY
Income Code Description	
Disbursement Code Description	DISTRIBUTION TO
Broker Code Description	
Registration Code Description	
Funds Code Description	
Book Value	\$0.00
Agent Fees	
Trade Service Fees	
Other Fees	
Broker Commission	0

Pending Transactions

Click the Pending Transactions header row to see all qualified pending transactions. You cannot specify date ranges for viewing Pending Transactions.

Posted Transactions		Income Cash	Principal Cash	Net Cash
Beginning Balance		\$-849.50	\$8,751,074.71	\$8,750,225.15
Ending Balance		\$-849.50	\$8,751,074.71	\$8,750,225.15

Trade Date	Gain / Loss	Settlement D...	Transaction Description	CUSIP	Posting Date	Units	Tax Cost	Trade Date
02/05/2008	\$0.00	02/05/2008	BUY 02/05/2008 10 SHS A T & T	001957505			\$-28.00	1010000026
02/10/2008	\$0.00	02/10/2008	BUY 02/11/2008 100 SHS ARCH PETE	030388105			\$-1,000.00	1010000026
02/14/2008	\$0.00	02/14/2008	BUY 02/15/2008 100 SHS BELCO OIL	077410108			\$-5,000.00	1010000026

Transaction Description

The transaction description data element is a hyperlink that allows you to view more detail of the transaction in focus. Click the hyperlink to display a pop-up window showing the additional detail for the transaction with the specific data elements.

Pending Transaction Details	
Account Number	
Transaction Type	
Posting Date	Transaction Number
Transaction Description	Cusip
Trade Effective Date	Principal Investment Change \$0.00
Settlement Date	Income Investment Change \$0.00
Principal Cash Due To From Broker \$0.00	Principal Share Change 0
Income Cash Due To From Broker \$0.00	Income Share Change 0
Vault Number	Vault
Broker Code	Broker Code Description
Registration Code	Registration Code Description
Funds Code	Funds Code Description
Market Value \$0.00	Book Value \$0.00
Gain Loss Amount \$0.00	
Price \$0.00	
Bank Fees	Agent Fees
Fed Tax Cost \$0.00	Trade Services Fees
Fees And Postage	Other Fees
Accrued Interest	Broker Commission

Holdings (Asset Detail) Tab

The Holdings Tab displays the holdings for a Central, Group or Master Account as of current date or dates in the past.

The Holdings page allows you to categorize assets by

- Security Name
- Investment Category which are the major asset types
- Industry Sector
- Investment Category and Sector

Description	Ticker	CUSIP	Units	Tax Cost	Market Value	Unrealized Gain/Loss	Pledged Units
AT&T CORP	T	08101108	2.00	\$42,100.00	\$74,500.00	\$32,400.00	0
ARTS & CRAFTS CORP CLASS A	ARTS	44801708	0.75	\$0.39	\$0.04	-\$0.35	0
ARTS & CRAFTS CORP CLASS B	ARTB	16904008	2.00	\$74,100.00	\$0,000.00	-\$74,100.00	0
ARTS & CRAFTS CORP CLASS C	ARTC	11002108	1.00	\$80,100.00	\$30,000.00	-\$50,100.00	0
ARTS & CRAFTS CORP CLASS D	ARTD	11103107	1.00	\$45,100.00	\$22,200.00	-\$22,900.00	0
ARTS & CRAFTS CORP CLASS E	ARTE	17008002	2.00	\$180,100.00	\$74,100.00	-\$106,000.00	0
ARTS & CRAFTS CORP CLASS F	ARTF	11108004	15.00	\$10,000.00	\$12,100.00	\$2,100.00	0
ARTS & CRAFTS CORP CLASS G	ARTG	24401708	1.00	\$55,100.00	\$45,000.00	-\$10,100.00	0
ARTS & CRAFTS CORP CLASS H	ARTH	00004001	10.00	\$170,000.00	\$170,000.00	\$0.00	0
ARTS & CRAFTS CORP CLASS I	ARTI	00004001	100.00	\$1,000,000.00	\$1,000,000.00	\$0.00	0
ARTS & CRAFTS CORP CLASS J	ARTJ	00004001	74.00	\$74,000.00	\$74,000.00	\$0.00	0
ARTS & CRAFTS CORP CLASS K	ARTK	00004001	0.00	\$0.00	\$0.00	\$0.00	0
ARTS & CRAFTS CORP CLASS L	ARTL	00004001	214.00	\$214,000.00	\$214,000.00	\$0.00	0

All holdings initially sort in ascending order by security description. The default data elements on the page are:

- Description
- Ticker
- CUSIP
- Units
- Cost (represents Federal Tax Cost)
- Market Value
- Unrealized Gain / Loss

As with the Transaction Report, on the right side of the column header row is the Add icon (+), click it to display a pop-up window that allows you to add columns.

When you select the additional columns to display, the pop-up disappears and the page refreshes with the new content.

The Ticker column provides hyperlinks to a configurable finance page.

If you select Pledged Units as a column for display, the Pledged Units provides a hyperlink for you to click and see the underlying pledged unit detail if applicable.

Description	Pledged Units	Pledge Description
AIM Weingarten - Class A	200.00	Out for Transfer
Total Pledged Units	200.00	

The Security Description data element is a hyperlink that allows you to view each position's underlying tax lots detail. Clicking the hyperlink displays a pop-up window showing the 10 most recently acquired tax lots.

Account No.	Acquired Date	Tax Lot #	CUSIP	Units	Unit Cost	Tax Cost
101010104	03/05/2011	1000	35492130	1.000	29.1	\$29.10100

The tax lot detail contains a different set of column headings and columns from those in the holdings list. The following columns display for the tax lot:

- Acquired Date
- Tax lot Number
- CUSIP
- Units
- Unit Cost
- Tax Cost

If the selected position contains more than 10 tax lots, a button appears at the bottom of the tax lot section with the message “View all Tax lots”.

Tax Lots Tab

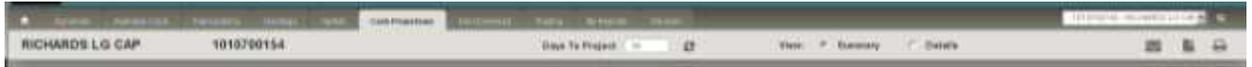
The Tax Lots tab displays all holdings and their individual tax lots. You can view an as-of-date tax lot position. You can view by settlement date or trade date.

Description	Account Number	Acquired Date	Units	Unit Cost	Tax Cost	Market Value	Unrealized Gain/Loss	Tax Lots
GENERAL MOTORS CO CUSIP #456080104	01010104	03/05/2011	500	45.1	\$22,550.00	\$12,250.00	\$-10,300.00	1,000
COMBINED LOT TOTAL			500		\$22,550.00	\$12,250.00		
A T & T CORP CUSIP #037871010	01010104	03/05/2011	2,000	21.00	\$42,000.00	\$19,000.00	\$-23,000.00	1,000
COMBINED LOT TOTAL			2,000		\$42,000.00	\$19,000.00		
BRIDG & SPANCO CUSIP #080110101	01010104	03/05/2011	2,000	21.00	\$42,000.00	\$19,000.00	\$-23,000.00	1,000
COMBINED LOT TOTAL			2,000		\$42,000.00	\$19,000.00		
BRITEL HYDRO INC CUSIP #101274010	01010104	03/05/2011	1,000	80.1	\$80,100.00	\$8,000.00	\$-72,100.00	1,000
COMBINED LOT TOTAL			1,000		\$80,100.00	\$8,000.00		
BRIDGECORP CORP CUSIP #111001010	01010104	03/05/2011	1,000	45.1	\$45,100.00	\$2,210.00	\$-42,890.00	1,000
COMBINED LOT TOTAL			1,000		\$45,100.00	\$2,210.00		

Cash Projection Tab

The Cash Projection tab displays the anticipated flow of available cash for the account selected for up to 99 days in the future. The default number of days is seven.

To see the Cash Projection for an account, select the account, enter the number of days in the Days to Project box and click the Days to Project icon.



The first row of the Summary View displays the totals for Current Cash and Liquid Assets.

The projection shows the net total of projected transactions grouped by transaction type such as Dividends, Interest, Receipts and Disbursements. The projection evaluates the pending or scheduled transaction activity for the projection time period requested and aggregates the anticipated changes to cash balances.

The last row of the Projection Report shows the anticipated cash position as of the end of the projection time period.

	Income Cash	Projected Cash	Total Cash
CURRENT CASH AND LIQUID ASSETS	\$34,102.00	\$34,737.00	\$108,043.00
DIVIDEND/PMT OF CAP	\$297.00	\$0.00	\$297.00
OTHER RECEIPTS	-\$1,383.00	\$0.00	-\$1,383.00
Projected Cash and Liquid Assets	\$32,016.00	\$34,737.00	\$108,403.00

You can expand each transaction type category displayed in the summary for the selected account to see the underlying anticipated balances or transactions in each category.

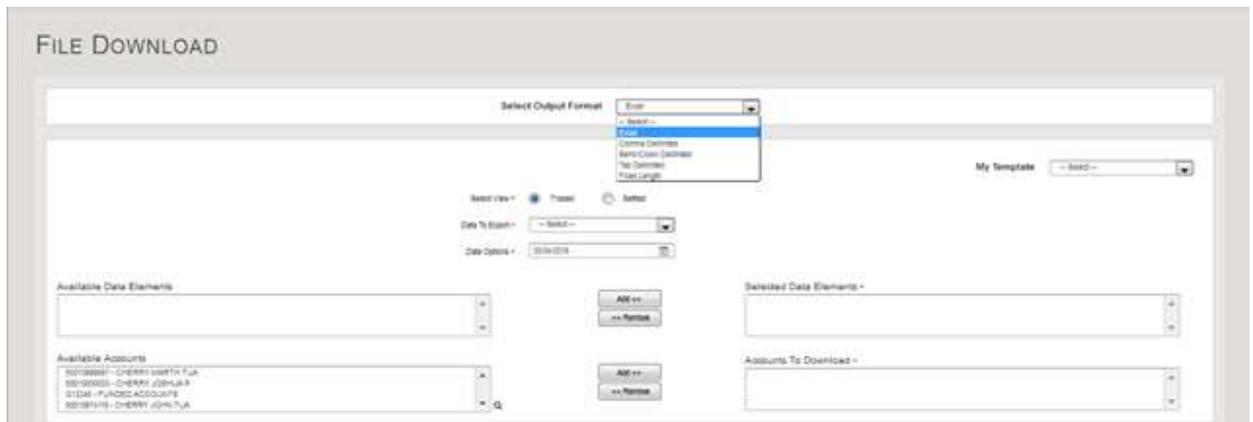
	Income Cash	Projected Cash	Total Cash																									
CURRENT CASH AND LIQUID ASSETS	\$34,102.00	\$34,737.00	\$108,043.00																									
<table border="1"> <thead> <tr> <th>Date</th> <th>Transaction Description</th> <th>Income Cash</th> <th>Projected Cash</th> <th>Total Cash</th> </tr> </thead> <tbody> <tr> <td>8/26/2014</td> <td>CURRENT CASH</td> <td>\$34,102.00</td> <td>\$34,102.00</td> <td>\$0.00</td> </tr> <tr> <td>8/26/2014</td> <td>FEDERATED CREDITORS US BOND</td> <td>\$0.00</td> <td>\$635.00</td> <td>\$635.00</td> </tr> <tr> <td>8/26/2014</td> <td>SUNWARD BANK MONEY MARKET F</td> <td>\$0.00</td> <td>\$10,000.00</td> <td>\$10,000.00</td> </tr> <tr> <td>8/26/2014</td> <td>TOTAL CASH AND LIQUID ASSETS</td> <td>\$34,102.00</td> <td>\$34,737.00</td> <td>\$108,043.00</td> </tr> </tbody> </table>	Date	Transaction Description	Income Cash	Projected Cash	Total Cash	8/26/2014	CURRENT CASH	\$34,102.00	\$34,102.00	\$0.00	8/26/2014	FEDERATED CREDITORS US BOND	\$0.00	\$635.00	\$635.00	8/26/2014	SUNWARD BANK MONEY MARKET F	\$0.00	\$10,000.00	\$10,000.00	8/26/2014	TOTAL CASH AND LIQUID ASSETS	\$34,102.00	\$34,737.00	\$108,043.00			
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If you select the Detail View option all the line items are expanded.

File Download Tab

The File Download Tab provides access to the features that enable you to download account data to use in other applications.

NOTE: The File Download action is not operational if the Pop-Up Blocker option is activated on your browser.



You combine a variety of selectable criteria to tailor your download and you can save the selection criteria in the form of a template for recurring use. You can then retrieve the template from a drop-down list of existing templates and execute the saved query. In addition to saving a set of criteria as a template for future use, you can also modify or delete a saved template.

You can specify the type of download to perform, relative to the output format. The following options are available:

- Excel
- Comma Delimited
- Semicolon Delimited
- Tab Delimited
- Fixed Length

You can select one or more accounts to export for one of the following subject areas:

- Account Balances
- Cash Projections
- Holdings
- Pending Transactions
- Posted Transactions
- Tax lot Detail

Each of the subject areas has its own set of selection criteria available to refine the data to be downloaded within each subject area. Below is a diagram listing the selection criteria and the universe of data points available to be selected for each subject area:

Subject Area	Selection Criteria	Available Data Points
Account Balances	<ul style="list-style-type: none"> • Date • Trade Date or Settle Date 	Income Cash Principal Cash Income Overdraft Protection Date Principal Overdraft Protection Date Cash Management Funds Posted Income Posted Principal
Posted Transactions	<ul style="list-style-type: none"> • Last 30 Days • Date Range • Trade Date or Settle Date 	Master Account Account Number Transaction Number Transaction Description Posting Date CUSIP Number Trade Date Settlement Date Income Cash Principal Cash Net Cash Check Number Tax Code Tax Code Description Income Code Income Code Description Funds Code Funds Code Description Principal Investment Change Income Investment Change Principal Shares / Par Change Income Shares / Par Change Unit Price Broker Code Broker Name Vault Number Disbursement Code Disbursement Code Description Market Value Tax Cost Book Value Gain / Loss Transaction Type
Pending Transactions	<ul style="list-style-type: none"> • Last 30 Days • Date Range • Trade Date or Settle Date 	Master Account Account Number Transaction Number Transaction Description CUSIP Number Trade Date Settlement Date Income Cash Principal Cash Net Cash Funds Code Funds Code Description Principal Investment Change Income Investment Change Principal Shares / Par Change Income Shares / Par Change Unit Price

		Broker Code Broker Name Vault Number Disbursement Code Disbursement Code Description Market Value Tax Cost Book Value Gain / Loss Transaction Type Commissions Trade Service Fees Accrued Interest Bank Fees Agent Fees Other Fees Fees and Postage Posting Status
Holdings	<ul style="list-style-type: none"> • Date • Trade Date or Settle Date 	Description Ticker Symbol Units CUSIP Number Market Value Unrealized Gain / Loss Yield at Market Percent of Portfolio S & P Rating Moody's Rating Price Price Date Investment Book Value Unit Tax Cost Tax Cost Industry Earnings per Share PE Ration Estimated Annual Income Pledged Units Maturity Date Original Face Accrued Income Market Value with Accruals
Taxlot Detail	<ul style="list-style-type: none"> • Date • Trade Date or Settle Date 	CUSIP Description Units Price Taxlot Number Units Unit Tax Cost Tax Cost Market Value Unrealized Gain / Loss Acquired Account Number
Cash Projections	<ul style="list-style-type: none"> • Date • Forecast Number of Days • Trade Date or Settle Date 	Date Group Transaction Description Income Cash Principal Cash Total Cash

My Reports

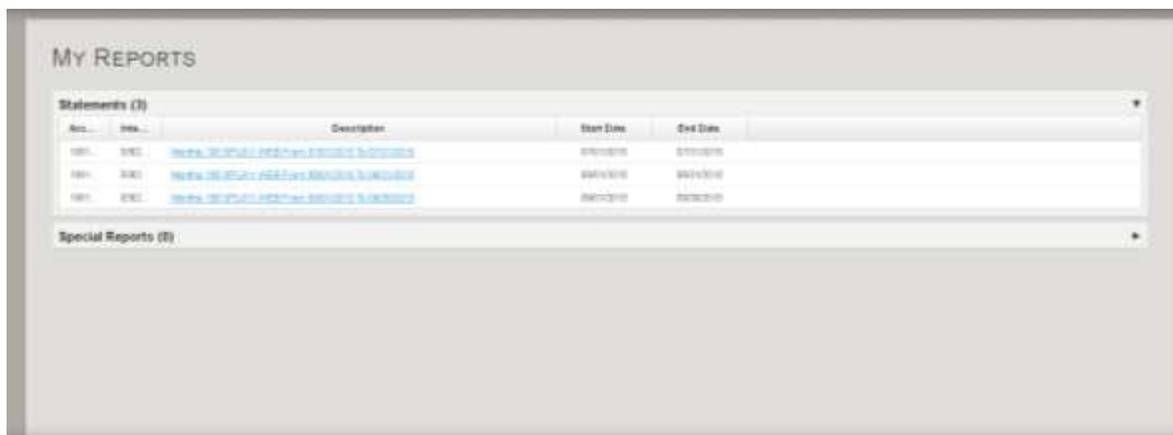
The My Reports Tab provides access to Web Statements and Special Reports prepared for the accounts that you are authorized to view.



Web Statements

To view your Web Statements, you must have Adobe Acrobat Reader installed on your computer. Once you have logged onto WebLink, click on My Reports.

Use the Expand icon on the right side of the category row to display the list of available Web Statements. The Web Statements that have been generated for your account(s) are displayed by date range.



The Description of each Statement is a hyperlink. Click the hyperlink to open or save the statement in pdf format.

There is an option for you to receive an email when your Web Statement is available. If you would like to receive this email notification you need to contact your account administrator.

Special Reports

To view your Special Reports log into WebLink and click on My Reports.

Use the Expand icon on the right side of the category row to display the list of available Special Reports. The Special Reports that have been generated for your account(s) are displayed by date range.

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