

WebLink 3.0 User Guide

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Welcome to WebLink

WebLink is an online module that allows you to view your portfolio and daily account transactions as well as create reports and view your online statements. Access to your investment portfolio is available 24/7. The **minimum** browser versions currently supported are:

- Internet Explorer 11
- Chrome 62.0
- Firefox 57.0

- Edge 40
- Safari (Mac) 11
- Opera 47.0

Optimal viewing resolution is either 800x600 pixels or 1024x768 pixels with at least 32,768 colors. However, WebLink style sheets and fonts are developed to minimize the impact of high resolutions and changes in browser or desktop fonts.

PLEASE REVIEW YOUR SETTINGS AND CHANGE THEM ACCORDINGLY TO ENSURE THE CONTENT DISPLAYS CORRECTLY.

Given the importance and sensitivity of the confidential financial information delivered via WebLink; and to maintain the security and stability provided by supported the various internet browsers, we encourage you to move to Chrome or Edge due to Microsoft's impending retirement of IE 11.

Disclaimer: WebLink may not be compatible with cellular phones or tablets. WebLink can be accessed, however, not all of the features are optimized on these devices.

Google Chrome browser settings

Chrome Version 62 is recommended with the following settings:

- 1. Click (Customize and Control Google Chrome) in the upper-right corner of the Chrome screen, select Settings.
- 2. Under Settings, click Advanced and select Downloads.
- 3. On the Download Settings page, set the toggle to turn on the **Ask where to save each file before downloading** option. If already set, it is blue. If not, click to set to blue.

Microsoft Edge browser settings

- 1. Click (Settings and more) in the upper-right corner of the Edge screen, select Settings.
- 2. Under Settings, select Downloads.
- 3. Click (More options) in the upper-right corner of the Downloads window, select **Downloads Settings**.
- 4. On the Download Settings page, set the toggle to turn on the **Ask me what to do with each download** option. If already set, it is blue. If not, click to set to blue.

Internet Explorer browser settings

- On the **General** tab:
 - 1. Under Browsing history, click Delete and then select Temporary Internet files and Cookies. Click Delete.
 - Under Browsing History, click Settings. Under Check for newer versions of stored pages, select Every time I visit the webpage. Change Disk space to use to no less than 1000MB. Click OK.
 - 3. Under Tabs, click Settings. Under When a pop-up is encountered, select Always open pop-ups in a new window.
- On the Advanced tab:
 - 1. Under Underline links, click Hover (Optional).
 - 2. Under Security, uncheck Do not save encrypted pages to disk.
 - 3. Under Security, click Empty Temporary Internet File folder when browser is closed.
 - 4. Under Printing, click Print background colors and images (Optional).



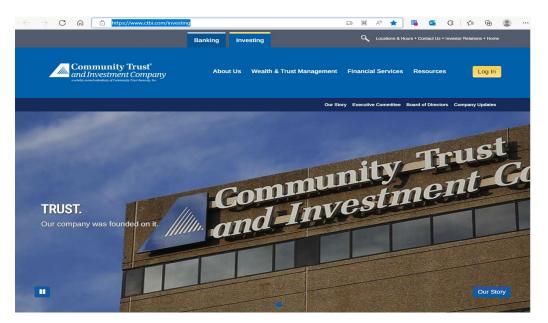
NOTE: For IE 11 users, the Printing option is no longer available under Internet Options. This update should be made under **File** – **Page Setup** – **Print Background Colors and Images.**

- On the **Security** tab:
 - 1. Click Custom Level and under Scripting enable Allow websites to prompt for information using scripted windows. Click OK.
 - 2. Click **Trusted Sites**, click **Sites** and enter <u>http://123.456.789.012</u> (Replace 123.456.789.012 with the local IP address provided by FIS or confirm that FIS has already completed this update).
- On the **Privacy** tab, uncheck **Turn on Pop-up Blocker** to leave blocker turned off. Click **OK**.

Accessing WebLink

Once your internet settings have been verified, you can now access WebLink.

Visit Community Trust and Investment Company's website at <u>https://www.ctbi.com/investing</u>. Click the "Log In" button.



From here you will enter your login credentials provided by your system administrator.

Note: For complete login information, please refer to the WebLink MFA User Guide.

WebLink Terminology and Icons

As you use the WebLink menu tabs and pages you notice various icons and selection criteria. You can use the following table as a reference for clarification.

Icon or Drop Down	Use	Found In
Settings	Allows you to add/remove columns on reports where available	Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension
Filters	Allows you to use advanced filters on reports where available	Transactions-Posted

Icon or Drop Down	Use	Found In
Group By Posting Date	Allows you to group by Posting Date, Transaction Type, Trade Date or Security Name on Transaction reports	Portfolio Review-Transactions, Transactions-Posted
Group By Investment Category	Allows you to group by Investment Category, Industry Sector or Security Type on reports displaying holdings	Portfolio Review-Holdings, Holdings
Date Range Year To Date	Allows you to choose dates on reports where selection of Date Range is applicable	Portfolio Review-Transactions Transactions-Posted
Date Range From – To	Allows you to choose dates on reports where applicable and where Date Range selection from drop down is 'date range'	Gain/Loss, Transactions-Posted
As Of Date 05/03/2016	Allows you to select previous as-of date. You can click on Calendar icon to change date	Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts
View Trade Date	Allows you to select Trade or Settlement Date	Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts
Days to Project	Allows you to enter value between 1 and 99 to select number of days	Cash Projection
View Summary O Details	Allows you select Summary or Details version of report for review	Cash Projection
Contraction Reprice	Allows you to send a query to obtain the current market price on all account assets with valid tickers.	Holdings, Portfolio Review, Tax Lots, Accounts

Icon or Drop Down	Use	Found In
Email	Allows you to send the report via E-mail. Only appears if you have permission.	Available on all pages if your financial institution allows E- mail and you have permission
Export	Allows you to export the report as displayed on the page to Excel, other delimited or fixed format, or Quick Print PDF Note: Quick Print PDF is a pre-defined report layout	Available on all pages
Print	Allows you to print the report as displayed on the page	Available on all pages
<pre></pre>	Allows you to set number of items on each page when paging through reports with multiple pages	At the bottom of each page\report where multiple pages are present

System Navigation

Navigation Guidelines

NOTE: Do not use the **Back** and **Forward** buttons in your browser to move from page to page in WebLink; instead, use the links and navigational tools provided in WebLink to ensure that all files are closed properly when you leave a page.

Navigational features in WebLink include:

- WebLink Toolbar
- WebLink Menu Tabs

WebLink Toolbar

And and	mmunity T	rust [®] Company		~	User	Options	a Alerts/	Messages	0	Help	Contacts	Sign Out
A Portfolio Review	Available Cash	Transactions	Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Report	•		
A The website will	not be available to	night from 1:00 /	AM EDT until	1:15 AM ED	т.							×

The WebLInk Toolbar includes these selections which are detailed below:

- User Options
- Alerts/Message
- Help
- Contacts
- Sign Out

User Options

Allows for further drilldown, offering the user access to manage specific settings.

Change Password	Clicking on any link under the User Options drilldown displays the following screen.
Change Email	Change Password – allows you to change your password
Start Page Options	Change Email – displays your current e-mail address and allows for change
Account Groups	Start Page Options – provides selection for your landing\home page upon login
Ticker	Account Groups – lets you create and manage groups of accounts for viewing
	Ticker – allows you to select from three financial sites to use for Ticker hyperlink

Change Password

This option can be used when your password is about to expire, which is every 90 days. Changes made here take effect the next time you login.

User Options					
CHANGE PASSWORD	CHANGE EMAIL	START PAGE	ACCOUNT GROUPS	TICKER	
Old password *					
New password *				Confirm password *	
				0/32	0/32
	our password, you must e 2 alphanumeric characters		32 characters.	0/32	0/32

Change Email

It is very important for you to keep up to date contact information. Notifications are sent via e-mail when your password is expiring and password reset notifications as sent via email as well.

Your current e-mail address is shown here. You have fields to change and then confirm your new Email address. E-mail address requirements are listed for your convenience. Also, note you have up to a maximum of 100 characters for your e-mail address, as indicated by the 0 / 100. As you type, the number of characters used is tracked.

If you encounter issues logging into Weblink, simply click on the **Trouble Signing in?** link on the login screen.

User Options					
CHANGE PASSWORD	CHANGE EMAIL	START PAGE	ACCOUNT GROUPS	TICKER	
Current Email vicki.rodriguez@fisglobal	.com				
New Email *				Confirm New Email *	0./ 100
	e email address before th icters may not be used ai			u / 100	07100

Start Page

You can select any of the available reports within the basic menu tab to be your landing\home page upon login to WebLink. If you change your Start page during an active session, it takes effect with your next login. The default landing page is the Portfolio Review report.

HANGE PASSWORD	CHANGE EMAIL START PAGE	ACCOUNT GROUPS TICKER		
O Account List		O Cash Projection	O Download	
Gain/Loss		O Holdings	O Portfolio Review	
O Tax Lots		O Transactions		

Account Groups

If you have access to multiple accounts, you can create group views.

For example, if you are a financial advisor and wish to establish a Group of accounts belonging to a specific family, use the Account Groups feature to perform this task.

The first time you select the User Option – Account Groups, the following page appears. Click the Create New button to open the page to setup a new Account Group.

User Options					
CHANGE PASSWORD	CHANGE EMAIL	START PAGE	ACCOUNT GROUPS	TICKER	
					Creste New
			No Accou	nt Groups Available.	

Creating New Account Groups

Click on Create New to establish the Group ID starting with G followed by 5 numbers (G12345). Provide the Group Name and Group Description

Select the Accounts from the Accounts listing by clicking next to the Account Number. The button becomes enabled at that time. Click on the **Add** button to move the accounts to the Accounts to Download list. When you are finished selecting accounts, click on the Submit Button.

User Options		
LOGIN AND SECURITY CHANGE EMAIL START PAGE	ACCOUNT GROUPS TICKER E-STATEMENTS	MESSAGES
Group 10 * Geococi		Group Name *
Group Description *		
Search Accounts	9.0	Assigned Accounts
Available Accounts		 A 10
0 1010xxx000 1010xxx001	RE	MOVE .
0 1010xxx002	v	×
		BACK SUBMIT

After clicking on Submit, you are notified that account group has been successfully added.

Successfully added					×
User Options					
LOGIN AND SECURITY	CHANGE EMAIL START PAGE	ACCOUNT GROUPS TICKER E-STA	TEMENTS MESSAGES		
					Create Ne
Group ID		Group Name		Group Description	
G12345		Test Family Group		Test Family Group	R ×
<					>
				≪ < <u>1</u> /1	> >> items per page

Deleting Account Groups

User Options	NUR E-STATEMENTS MESSAGES	will	k on the x and a pop-up box appear where you can firm that the account group uld be deleted.
Group ID Group Name G12245 Test Family G	Are you sure you want to delete this account group?	Group Description Test Family Group	- Create base
	Test Family Group (G12345) CANCEL DELETE	« < <u>1</u> 13)	> >> <u>15</u> v items per page

Ticker

From here you can select your preferred stock ticker resource. You will be directed to the site chosen whenever you click on the Ticker symbol contained within various WebLink reports. If you change your preferred ticker during an active session, it takes effect with your next login. Yahoo Finance is the default financial website.

ser Options				
CHANGE PASSWORD	CHANGE EMAIL	START PAGE	ACCOUNT GROUPS	TICKER
elect Your Preferred Stoc	k Ticker Resource			
O Google				
Google				

Alerts \ Messages

The Alerts and Messages tab allows your organization to notify you of important updates or general messages. When there are Alerts\Messages to be viewed, you will see a numeric value next to Alerts\Messages on the

WebLink Toolbar	Alerts/Messages

, indicating that there are items for review.

System Alerts, if any, display upon login in.

Community Trust [®] and Investment Company	~	User	Options	Alerts/I	Messages	1	Help	Contacts	Sign Out
Available Cash Transactions Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Reports	1		
A The website will not be available tonight from 1:00 AM EDT until 1	1:15 AM ED	т.							×

This example shows there is 1 Alerts/Messages for review. Click on **DISMISS ALL** to not see any of the Alerts on the page. Click on **X** to dismiss the current alert displaying Click on > to view the next alert

If you click on the Alerts/Messages on the WebLink Toolbar, you get the following.

Sample of Alerts:

Alerts & N	lessages
ALERTS 1	MESSAGES 1
Date	Alert
12/06/2017	The website will not be available tonight from 1:00 AM EDT until 1:15 AM EDT.

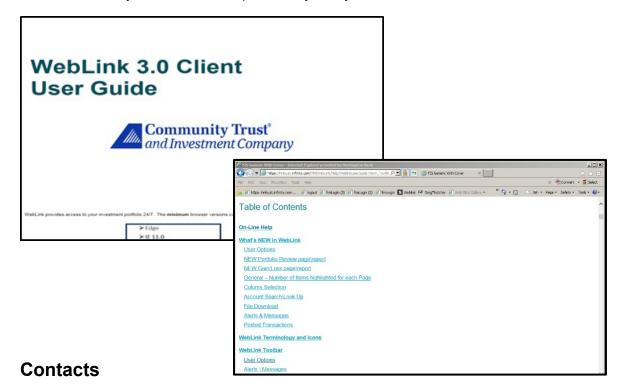
Sample of Messages:

Alerts & Messages
ALERTS MESSAGES MESSAGES
Messages
For additional information concerning your statement, please contact your Wealth Advisor.

Help

If additional information is needed other than what is provided in this guide, you can access the **"Help**" link, to display a comprehensive Weblink User Guide provided by FIS. Scroll down to the Table of Contents to view all available topics. The Help area includes complete instructions for using all areas of WebLink.

To exit the Help area, click on the **X** button in the upper right-hand corner of the screen. Please take advantage of this user-friendly instruction format provided by our system vendor.



When you select **Contacts**, a popup window displays showing the Admin Officer and Inv Officer on the account being accessed along with their telephone number and email address if provided on AddVantage.

Sign Out

When you select **Sign Out**, you will exit the application and return to the login page.

WebLink Menu Tabs - Reports



The shaded section of the WebLink Toolbar provides access to your authorized WebLink menus.

Your home **n** (landing) page, is automatically defaulted to the Portfolio Review report. However, as mentioned under User Options - Start Page, you can select any of the available reports within the basic menu tab to be your home (landing) page upon login to WebLink.

If you have access to more than one account, click on the expansion arrow in the upper right-hand corner, of any report, to see a list of the accounts to which you have access. The ten accounts you have used most recently will list first.

倄 Portfolio Review	Available Cash	Transactions	Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Reports		
Portfolio Revi	iew		Summary	Holding	gs Transa	ctions	1315000029 - TEST, T	EST			٩
										-	/

You may search for additional accounts you have access to by using the Look Up button Q. To access these other accounts, simply click on the account number you wish to view and then click on Use Selected.

Account Lookup 3	×	
Search	GO	
Account Number/Name		
□ 1315000029 - TEST, TEST	^	
D 1560000128 - Weblink 3.0 Test		
G00002 - test02		
Filter Search Results	RESET	
SHOW ALL	USE SELECTED	

Portfolio Review

The Portfolio Review report displays three sections on a single page. Links bring the user directly to the section that has been selected.

- Account Summary
- Holdings
- Transactions

Summary section includes Asset Allocation, Market Value, Account Summary, and Investment Summary. You can now change your view to *Group By* Investment Category, Industry Sector or Security Type.

Asset Allocation displays asset %, based on the Group By selected. This section is suppressed if any balances are negative. You can group by Investment Category, Industry Sector or Security Type.

Market Value displays as a bar graph, based on the Group By selected.

Account Summary displays Investment Segment (Category), Market Value, % of Total and Cost. You can sort this section by Investment Category, Industry Sector or Security Type.

Investment Summary displays Total MV, Total Cost, Gain/Loss, and depending on your Institution's WebLink Admin settings you may also see Due to/from Broker, Investment Objective, and Investment Authority.

The top section shown below, allows you to choose specific criteria for this report:

- As-of-date defaults to current date, you can choose an earlier date using the Calendar Lookup
- Group By use the drop down to select how to group your holdings
- View Trade or Settlement Date
- Cash election choose to display as Combined cash or breakout of Principal and Income cash

As Of Date 07/12/2017	8	Group By Investment Category	÷	View Settlement Date	Cash election Show as Combined Cash	÷	Reprice Settings Defit
	ASSET ALLOCA	TION		MARKET VALUE	ACCOUNT SUMMAR	۲Y	INVESTMENT BUMMARY
	Ī		0.00% (Cash	\$607,197,563.53 Total Marko: Value		8605,597,112.63
				Cash and Equivalents Corporate Bonds	- ^{\$} 210 ^{.02} Year to Date Long Terr, Gaing Jose		\$ 0.00 Year to Date Short Term Gain/Loss
			0.00% 0 0.04% E 0.31% N		\$0.00 Due form Broker		Other

The **bar highlight** displays Asset Allocation, Market Value, Account Summary, Investment Summary. Click on each to view that section.

Use the **scroll bar** to the right to move down the report to view Holdings and Transactions or **click** the selection at the top of the report.

At the very top of the report, you can click on **Holdings** to move directly to the Holdings Section of Portfolio Review report without scrolling down.

Holdings 🕐						
Quantity	Ticker	Description	Price	Cost	Market Value	
0		Cash	\$0.00	\$0.00	\$0.00	
		CASH		-\$199.63	-\$199.63	
		TOTAL FOR Cash		-\$199.63	-\$199.63	
0		Cash and Equivalents	\$0.00	\$0.00	\$0.00	
597 , 488,168		FEDERATED OBLIGATIONS PRIME CA	\$1.00	\$597,488,168.00	\$597,488,168.00	
100	FUSBX	FEDERATED OBLIGATIONS U.S.GOVER	\$1.00	\$100.00	\$100.00	
100,000	SGMM	FIS MONEY MARKET FUND	\$1.00	\$100,000.00	\$100,000.00	
		TOTAL FOR Cash and Equivalents		\$597,588,268.00	\$597,588,268.00	
0		Corporate Bonds	\$0.00	\$0.00	\$0.00	

Click on **Transactions** to move to the Transactions Section of Portfolio Review report. (Additionally, you can choose a Date Range to view Posted Transactions and specify the Sort By option.)

✓ Posted Tran	isactions 💶			
Date Range Month To Date		Sort By Chronological	•	
Posting Date	Transaction Descr	ription	Cash	Cost
07/12/2017	RECEIVED FROM RO	OYALTIES	\$150,000.00	ŝ

See below for additional information regarding the Holdings and Transactions reports that can also be accessed using the respective Menu Tab.

Available Cash

The Available Cash report displays Cash plus Money Market Funds used for Cash Management.

The report can be run for a specific As-Of-Date and defaults to current date. The report also defaults to a Settlement Date basis for viewing but can be changed to a Trade Date basis.

Kallable Cash Transactions	Holdings Tax Lots Gain/Loss	Accounts Cash Projections	File Downloads My Reports			
Available Cash		1015xxx000 - TEST	USER		*	q
As Of Date View 07/12/2017 🛗 Settlement Da	te 👻			Email	Export	Print
Description	Principal Cash	Inc	come Cash			
Income Overdraft Inception Date						
Income Cash			\$15,803.14			
Principal Overdraft Inception Date						
Principal Cash		-\$15,803.00				
Cash Management Funds						
NATIONS CASH RESERVE MONEY MARKET I		\$361,687.88	\$0.00			
Total Cash Balances	\$345,884,88	\$15,803.14				

Transactions

From the Transactions report, you can view either posted or pending transactions.

Example of Account with Year to Date Posted Transactions grouped by Transaction Type

Transaction	IS				1015	xxxx000 - TEST USE	ER			*	C
Year To Date	٣	Transaction T	уре	*						Settings	Filter
Posting Date	Transaction Descr	ription	Ticker	CUSIP	Cash	Principal Cas	Income Cash	Cost	Quantity		
	CASH RCVD										
01/30/2017	RECEIVED FROM	XXXXDDO			\$150.00	\$150.00	\$0.00	\$0.00		0	
01/30/2017	RECEIVED FROM	XXXXDDO			\$150.00	\$150.00	\$0.00	\$0.00		0	
01/30/2017	RECEIVED FROM	XXXX000			\$150.00	\$150.00	\$0.00	\$0.00		0	
01/30/2017	RECEIVED FROM	XXX XD0 0			\$150.00	\$150.00	\$0.00	\$0.00		0	
	TOTAL FOR CASH R	CVD			\$600.00	\$600.00	\$0.00	\$0.00		0	
	DISBURSEMENT										
02/01/2017	DISTRIBUTION TO	LIEF ERI			-\$1,000.00	\$0.00	-\$1,000.00	\$0.00		0	
03/01/2017	DISTRIBUTION TO	LIEF ERI			-\$1,000.00	\$0.00	-\$1,000.00	\$0.00		0	

Example of Account with Pended Transactions

V Pending Transactions 2										
Transaction Descri	Ticker	CUSIP	Net Cash	Principal Cash	Income Cash	Cost	Quantity			
BUY 07/11/2017 1,	ATG	001204106	-\$45,000.00	-\$45,000.00	\$0.00	\$45,000.00	1,000			
BUY 07/12/2017 50	MMM	604059105	-\$25,000.00	-\$25,000.00	\$0.00	\$25,000.00	500			
	Transaction Descri BUY 07/11/2017 1,	Transaction Descri Ticker BUY 07/11/2017 1, ATG	Transaction Descri Ticker CUSIP BUY 07/11/2017 1, ATG 001204106	Transaction Descri Ticker CUSIP Net Cash BUY 07/11/2017 1, ATG 001204106 -\$45,000.00	Transaction Descri Ticker CUSIP Net Cash Principal Cash BUY 07/11/2017 1, ATG 001204106 -\$45,000.00 -\$45,000.00	Transaction Descri Ticker CUSIP Net Cash Principal Cash Income Cash BUY 07/11/2017 1, ATG 001204106 -\$45,000.00 -\$45,000.00 \$0.00	Transaction Descri Ticker CUSIP Net Cash Principal Cash Income Cash Cost BUY 07/11/2017 1, ATG 001204106 -\$45,000.00 -\$45,000.00 \$0.00 \$45,000.00	Transaction Descri Ticker CUSIP Net Cash Principal Cash Income Cash Cost Quantity BUY 07/11/2017 1, ATG 001204106 -\$45,000.00 -\$45,000.00 \$0.00 \$45,000.00 \$1,000		

Portfolio Revie	w Available Cas	sh Transactions Hold	ings Tex Lots Gain/Loss	Accounts Cash	Projections File	Downloads My Re	ports					
ransactio	ns					1015xxx000 -	TEST USER				(a
Posted Tran	sactions 🚥	1										Print
					Income Casi			Principal Cash				lash
ginning Balance					-\$21,105.8			-\$61,739.14			\$82,84	4.94
ding Balance					90.4			\$430,73			\$43	1.16
te range Available		Group By Posting D	ate 🗸								Eetlings Fitt	
osi ing Date*	Transaction De			Ceth Y	Principal Cas*	Income Cash"	Cost *	Transaction Type 👻	Quantity ~			
02/28/2018		PENNEY J.C., JOP	708160106	\$48.39	\$48.39	\$0.00	-\$\$29.47	SELL	-20			<u></u>
02/28/2018	DISTRIBUTION			-\$500.00	\$0.00	-\$500.00	\$0.00	DISBURSEMENT	0			
02/38/2018	MISCELLANEO	0.0201010000		-\$500.00	\$0.00	-\$508.00	\$0.00	DISBURSEMENT	0			
03/01/2018	INTEREST ON 2	25,000 UNIT	3128X1822	\$656.25	\$0.00	\$656.25	\$0.00	INTEREST RCVD	0			
ate rar ptions iclude t	he	• Yea	nth to Date ar to Date e Range	• Ca		e Qtr to Date		Transactions be grouped b		TransTrade	ng Da sactio e Date rity Na	n Type e

Click on Transaction Description to see Posted Transaction Details as shown below:

Posted Transaction Details			¢	Ē	×
Account Number: 1010xxx000 Transaction	Type: SEL		Export	Print	
Transaction Number	1 Transaction T	pe SELL			
Transaction Descriptio	SOLD 20 SHS PENNEY J.C. INC CU COMMON STOCK ON 02/27/2018 AT 2.42 THRU GOLDMAN, SACHS and CO EXPENSES PAID 0.01	SIP 708160106			
Acquisition Dat	e Posting D	ate 02/28/2018			
Trade Dat	e 02/27/2018 Principal C	sh \$48.39			
Income Cas	\$0.00 Cost B	sis -\$529.47			
Settlement Dat	02/28/2018 Income Investment Cha	ge \$0.00			
Shares/Par Chang	e -20 Income Share Cha	ige O			
Vault Numbe	Check Num	ber			
Tax Cod	e 0 - NO TAX CONSEQUENCE Income C	de			
Disbursement Cod	Funds C	de 0 - GOOD FUNDS			
Broker Nam	5 - GOLDMAN, SACHS and CO Broker	ee O			
Market Valu	80.00 Book Va	lue \$529.47			
Gain/Loss Terr	Long Term Gain/Loss*481 - LONG Gain Loss Amo TERM CAPITAL LOSS*-481.08	unt -\$481.08			
Fed Tax Cos	t \$529.47 Trade Services F	es			
Accrued interes	t 0				

Use the settings icon to add or remove columns from the report. Changes to columns are saved as user preferences for future viewing of the report.

tunte	munity Trust Investment Compo	aly .						 Galer Options 	Alerts/Messages 😨 Help Contact	s • Links org
🕈 Partfolio Review	Available Cash Transacti	ons Holdings	Tex Lots Gain/Los	is Accounts Ce	th Projections File	Downloads My Re	ports			
Fransaction	IS				10	015xxx000 - TEST US	ER			
Posted Tran	sactions 55									Export
					Income Car	h		Principal Cash		
oginning Balance					-\$21,105.8	0		-861,739.14		-\$82,84
nding Balance					\$0.4	3		\$430.73		\$43
kate range VI Available	•	Group By Posting Date								Settings _Fib
Posting Date*	Transaction Description	Ticker *	' CUSIP *	Cash ~	Principal Cas*	Income Cash*	Cost *	Transaction Type *	Quantity ~	
02/28/2018	SOLD 20 SHS PENNEY J.C	JCP	708160106	\$48.39	\$48.39	\$0.00	-\$529.47	SELL	-20	
02/28/2018	DISTRBUTION TO BANK D.,			-\$500.00	\$0.00	-\$500.00	\$0.00	BISBURSEMENT	0	
02/28/2018	MISCELLANEOUS EXPENS			-\$500.00	\$0.00	.0500.00	\$0.00	DISBURSEMENT	0	
03/01/2018	INTEREST ON 25,000 UNIT.		3128X1822	\$656.25	\$0.00	\$656.25	\$0.00	INTEREST RCVD	0	

Use the **Fiters** icon when viewing posted transactions for additional filtering of transactions to view on the page. Filters are not saved as user preference for future viewing of the report.

7

V 6	ilter By Security	-	F Ei	tter By Trans. Codes		
¥ r	itter by security		T LI	ter by Trans. Coues		
	CUSIP - Security Name - Ticker		8	Code - Desc.		
	191216100 - COCA COLA CO COMMON STOCK - KO	^		BUY - BUY	^	
	3128X1B22 - FEDERAL HOME LOAN MTG CORP -			CASH PD OUT - CASH PD OUT		 The "Filter By
	345370100 - FORD MOTOR CO DEL COMMON STOCK - F			CASH RCVD - CASH RCVD		Security" and "Filter
	369604103 - GENERAL ELECTRIC CO COMMON STOCK - GE			DISBURSEMENT - DISBURSEMENT		By Trans Codes"
	708160106 - PENNEY J.C. INC COMMON STOCK - JCP			DIVIDEND - DIVIDEND	Ų	options change base
-	747744400 0000750 4 0411015 00 00		-			on posted
Cash	Amount	ι	Jnit			transactions for the
						Date Range chosen

Options for further selection can be used individually or in combination:

- Select a specific CUSIP to view posted transactions for that security during the time period.
- Select a specific Transaction to view only those posted transactions during the time period.
- Choose a specific Cash Amount that you may be looking for.
- Choose a specific Unit Amount you may be looking for.

Holdings

The Holdings report provides a snapshot of the securities held in your account as of a specific date.

Holdings ಚ			1015ccd000 - TEST USBR	*		۹
iroup By ecurity Name ~	As Of Date 02/26/2019	m	View Settlement Date	E Settings	Export	Print
Description	Quantity ~	Market Value 🎽				
A T & T CORP	120	\$2,424.00				
CASH	0	\$431.16				
COCA COLA CO COMMON STOCK	1,055	\$51,412.79				
DPL INCORPORATED COMMON STOCK	300	\$8,417.34				
FEDERAL HOME LOAN MTG CORP ME	25,000	\$26,512.50				
FEDERATED OBLIGATIONS PRIME CA	628,025	\$628,025.00				
FORD MOTOR CO DEL COMMON STO	10	\$465.60				
FREEDOM TAX CREDIT LIMITED PART	5	\$4,949.00				
GENERAL ELECTRIC CO COMMON ST	10	\$330.00				

The following features are available to customize this report:

Group By – sort securities by Security Name, Investment Category, Industry Sector or Investment Category then Sector

As of Date - if you wish, use the Calendar lookup to select an earlier as-of-date

View – holdings can be presented by Settlement Date or Trade Date

Click on the **Ticker** to obtain Price and other details of that asset. The following notice appears to let you know that you are leaving the WebLink site:



Click on the Asset Description to drill down to the Asset, lot detail level:

Tax Lot D	etails						Export Print	×
Description: COCA COLA CO C Price: \$48.73	OMMON STOCK		I Market Value: 412.79		Price Date: 10/30/2015			
Account`	Acquired ~	Tax Lot # 🌱	Quantity ×	Unit Cost 🛛 🎽	Cost ~	Unrealized G/L 💙	Market Value 🎽	·
1010000	01/31/2007	1	940	\$15	\$14,101.41	\$31,707.14	\$45,808.55	,
1010000	03/11/2014	2	100	\$42.35	\$4,235.00	\$638.25	\$4,873.25	
1010000	08/27/2018	3	15	\$42.15	\$632.25	\$98.74	\$730.99	,
<								>
					<< <	_1_/1 >	>> 5 items per	page

Tax Lots

Available Cash Transactions Holdings Tax Lots Gain/Loss Accounts	Cash Projections	File Downloads My Re	ports Trading		
ax Lots 🚥	10 15xxxx0 00 - TEST U	SER		*	q
Description A	Tax Lot #	Market Value	Acquired		
ADELANTO CA, PUBLIC FINANCING AUTHORITY LOCAL AGENCY REVENUE SERIES B REFUND BOND 6.4					
ADELANTO CA, PUBLIC FINANCING AUTHORITY LOCAL AGENCY REVENUE SERIES B REFUND BOND 6.4	1	\$997.61	03/31/2013		
COMBINED LOT TOTAL		\$997.61			
ABN AMRO BK N V CHICAGO BRCH US\$ SBNT 9.25% 05/15/2020					
	1	\$10.58	12/12/2016		
ABN AMRO BK N V CHICAGO BRCH US\$ SBNT 9.25% 05/15/2020	2	\$105.75	12/22/2016		
COMBINED LOT TOTAL		\$116.33			
ALLIANCE FINANCE CORPORATION BOND ISSUE NAME NAME 2 NAME 3 01/2027 57.05% 04/04/2020					
	1	\$1,994.98	10/05/2015		
COMPLNED LOT TOTAL		¢1 994 99			

For each holding, the Asset description appears in bold, along with the Lot Total. The Tax Lot # displays the specific information for each lot of the asset.

Gain/Loss

View this page to see the year to date Short Term and Long Term Gain\Loss report.

From Date: defaults to the start of the current calendar year. Use the Calendar lookup to choose another date

To Date: defaults to the current date. Use the Calendar lookup to choose an earlier date, if desired.

< 🏫 Available	Cash	Transactions	Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Reports				
Gain/Loss 🖸)						1015xxx000 - TRU	st user				•	Q
From 01/01/2017	=	To 07/12/201	7	=	Q					Settings	Email	Export	Print

Description	Date Sold	Sale Proceeds	Investment Cost Basis	Gain/Loss	
Short Term Gain/Loss					
Total of Short Term Gain/Loss		\$0.00	\$0.00	\$0.00	
Long Term Gain/Loss					
ABBOTT LABS	01/30/2017	\$624.98	\$500.00	\$124.98	
Total of ABBOTT LABS		\$624.98	\$500.00	\$124.98	
UNITED STATES TREASURY BILL 08/20/2012	01/30/2017	\$10,100.00	\$9,975.00	\$125.00	
Total of UNITED STATES TREASURY BILL		\$10,100.00	\$9,975.00	\$125.00	
Total of Long Term Gain/Loss		\$10,724.98	\$10,475.00	\$249.98	

Short Term Gain/Loss amounts display first, followed by Long Term Gain/Loss amounts.

Accounts

Ť C			1315000029 - TEST, TEST					nt List 🗿	Account
Co	lue	Market Value	Cash						
\$1,358,311.	.70	\$1,451,041.70	\$74,461.16					nts 2	ngle Account
\$1,358,311.	.70	\$1,451,041.70	\$74,461.16					=	ccount Group
\$0.	1.00	\$0.00	\$0.00					Accounts 0	onsolidated A
						View	v		s Of Date
Email Export Print	Settings			ccounts	View All A	Settlement Date	m≦ s		1/03/2017
			Cost Č	ccounts Cash ^v	Market Value	Settlement Date Account Number	_	Name	1/03/2017
			Cost ~ \$945,916.17		View All /		_		› 0
s Email Export Print			Cost	Cash ^v	Market Value	Account Number Y	_	Name	>

- Presents Single Accounts, Account Groups and Master Accounts.
- Shows total number of Accounts you have access to, next to Account List
- Displays Summary at the top of Cash, Market Value and Cost
- Detail listing of Accounts in order of Central Accounts, Group Accounts and then Master Accounts

Cash Projections

The default for this page is 7 Days to project Summary and Detail views. You can select up to 99 days to project.

Cash Projec	tion 💿		*	С		
Days To Project 7 > Date	View O Details	Income Cash	Principal Cash	Email	Export	Print
>	CURRENT CASH AND LIQUID ASSETS	\$187,612.22	\$939,276.27	\$1,126,888.49		
	PURCHASES	\$0.00	-\$70,000.00	-\$70,000.00		
	Projected Cash and Liquid Assets	\$187,612.22	\$869,276.27	\$1,056,888.49		

Detail View

\sim	Date	Transaction Description	Income Cash	Principal Cash	Total Cash
		CURRENT CASH AND LIQUID ASSETS			
	07/12/2017	CURRENT CASH	\$187,612.22	-\$37,611.73	\$150,000.49
	07/12/2017	FEDERATED OBLIGATIONS U.S.GOVERNMENT SECU	\$0.00	\$876,888.00	\$876,888.00
	07/12/2017	FIS MONEY MARKET FUND	\$0.00	\$100,000.00	\$100,000.00
	07/12/2017	TOTAL CASH AND LIQUID ASSETS	\$187,612.22	\$939,276.27	\$1,126,888.49
		PURCHASES			
	07/13/2017	BUY 07/11/2017 1,000 SHS AGL RESOURCES COMM	\$0.00	-\$45,000.00	-\$45,000.00
	07/14/2017	BUY 07/12/2017 500 SHS MINNESOTA MINING & MA	\$0.00	-\$25,000.00	-\$25,000.00
	07/18/2017	Projected PURCHASES Total	\$0.00	-\$70,000.00	-\$70,000.00
		Projected Cash and Liquid Assets			

File Downloads for Customized Reporting

Clicking on the File Download Tab allows you to select the format to use for your download (such as Excel, Comma Delimited, Semi-Colon Delimited, Tab Delimited or Fixed Length) or option to view a Saved Template.

< 🖷	Available Cash	Transactions	Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Reports
File Do	wnload								
Select Form	nat				▼ Or S	elect A Saved 1	Template	•	_

After choosing a format, additional selection criteria appears for you to complete the file download request.

<	ń	Available Cash	Transactions	Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Reports	Trading		
File	Do	wnload											
Formal Excel	t						ed Templates elect A Saved	Template	Ŧ				
Data T	o Expo	ort				Vier • Tra	v je Date						

Once the Data to Export and View options are defined, criteria for the specific data export and account list become available for selection.

If necessary, use the scroll bars to see additional data elements and accounts to choose from.

Export Holdings			ew ade Date	Date * * 07/12/2017	=
Available Data Elements				Selected Data Elements	
Last Price Time		^		Ticker Symbol	1
% of Total				CUSIP	1
% of Category				Market Value	`
Account Number					
Interest Rate		~		\odot	
Search Accounts	,			Accounts To Download	
Available Accounts		20		1015000000 - TEST USER	
Available Accounts			100 -		
Arabidite Accounts					
	us Moldings Taylot	e Caio/Loro		File Developede - 14: Depende	
	ıs Holdings Tax Lot	s Gain/Loss		File Downloads My Reports	
🔨 🏫 Available Cash Transaction	ıs Holdings Tax Lot	s Gain/Loss		File Downloads My Reports	
🕺 🔥 Available Cash Transaction	is Holdings Tax Lot	s Gain/Loss		File Downloads My Reports	
🕺 🔥 Available Cash Transaction	ıs Holdings Tax Lot	s Gain/Loss		File Downloads My Reports	
 Available Cash Transaction Transaction 	is Holdings Tax Lot	s Gain/Loss			

Use the right side, scroll bar to scroll down to the bottom of the screen, where you can select additional items to include in your download including Column Headings, Column totals where applicable and Account number and name.

SAVE AS TEMPLATE

Then click on Save as Template for future use or select Download to view the report immediately.

My Reports

🕻 🔺 Available Cash	Transactions Hol	oldings Tax I	Lots Gain/Loss /	Accounts Casi	sh Projections	File Downloads	My Reports		
eports					1015XXX000 - TE	ST USER			Ŧ
Statements 1									
Statements ① Account Number	Interested Party N	Number	Description		Start Date	ſ	ind Date		

If you are receiving account statements, use the My Reports menu tab to access them. You can choose to either view your statement on-line or download it by using the ¹ to the right to of the statement. Web Statements are displayed by date range for your account(s).

To view your Web Statements, you must have the most current version of Adobe Acrobat Reader installed on your computer.

Your internet browser will determine how the downloaded statement(s) appear on your computer. You can choose to view your statement from the current session or save it.

Export and Print Capabilities

The ability to print and export as well as view data as of a certain date and on a trade or settlement basis is available on each report view. If a report is too large for display on one page, the data appears on multiple pages. You can move between pages by clicking NEXT, PREVIOUS, or entering a specific page number.



- The << >> allow you to toggle to the first and last page of the report
- The < > allow you to toggle between the pages in the report
- Click on the page being displayed and you can input another page number to go directly to that page
- The 10 with the dropdown arrow per page allows you to select the number of items per page for viewing. Minimum is 5 \ Maximum is 100. This is saved as a user preference.

Export while viewing a Report



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icon allows you to take the current report being viewed and export it via various formats.

Group By Investment C	ategory	As Of Date 07/12/2017	View Bettlement	Date 👻		Reprice Settings	Export Prin
Ticker	CUSIP	Description	Quantity	Cost	Market Value	Unrealized G/L	
		Cash					
		CASH		\$150,000.49	\$150,000.49	\$0.00	
		TOTAL FOR Cash		\$150,000.49	\$150,000.49	\$0.00	
		Cash and Equivalents			/		
FUSBX	60934N872	FEDERATED OBLIGATIONS U.S.GOVER	876,888	\$876,888.00	\$876,888.00	\$0.00	
SGMM	811099AG5	FIS MONEY MARKET FUND	100,000	\$100,000.00	\$100,000.00	\$0.00	

Print while viewing a Report

The report as displayed on the page. When you click on this icon, the following:

Do you want to open or save Holdings pdf (66.0 KB) from web1 infinity com?				
Do you want to open or save Holdings.pdf (66.0 KB) from web1.infinity.com? Open	Save	•	Cancel	×

You can choose open to view on-line as a pdf or save for future viewing.

		Holdings				
		November 03 2017 Settled				
		Settied				
Ticker	CUSIP	Description	Quantity	Cost	Market Value	Unrealized G/L
AMCEX	023375827	AMERICAN FUNDS AMCAP F2	136.24	\$4,000.00	\$4,365.13	\$365.13
AEPFX	29875E100	AMERICAN FUNDS EUROPACIFIC GR F2	236.95	\$11,000.00	\$13,567.76	\$2,567.76
BEXIX	06828M876	BARON EMERGING MARKETS INSTITUTIONAL	303.26	\$4,000.00	\$4,539.80	\$539.80
BSIIX	09256H286	BLACKROCK STRATEGIC INCOME OPPS INSTL	4,041.24	\$39,888.70	\$40,291.12	\$402.42
BPSIX	749255345	BOSTON PARTNERS SMALL CAP VALUE FD II INSTL CL	463.27	\$10,000.00	\$12,466.60	\$2,466.60
HAOYX	416645885	HARTFORD INTERNATIONAL OPPORTUNITIES Y	1,879.95	\$28,500.00	\$34,703.82	\$6,203.82
SEMNX	41665H847	HARTFORD SCHRODERS EMERGING MARKETS EQUITY FUND CLASS I	878.72	\$10,000.00	\$14,375.91	\$4,375.91
GOBIX	524686334	LEGG MASON BW GLOBAL OPPORTUNITIES BD I	1,601.01	\$17,000.00	\$17,627.13	\$627.13
MLAIX	56062X641	MAINSTAY LARGE CAP GROWTH I	1,988.67	\$19,700.00	\$22,034.44	\$2,334.44
XITWN	592905509	METROPOLITAN WEST TOTAL RETURN BOND I	4,240.81	\$46,200.00	\$45,249.47	-\$950.53
MRLAX	61744J143	MORGAN STANLEY INST GLOBAL REL EST I	1,304.77	\$14,250.00	\$14,730.84	\$480.84
	RBT000006	PROMISSORY NOTE	541,668.51	\$541,668.51	\$541,668.51	
PSCZX	74441N408	PRUDENTIAL JENNISON SMALL COMPANY Z	404.58	\$10,000.00	\$11,251.34	\$1,251.34
PTRQX	74440B884	PRUDENTIAL TOTAL RETURN BOND Q	3,097.04	\$45,000.00	\$45,154.86	\$154.86
	RBT000022	RWM CASH MANAGEMENT	50,271.93	\$50,271.93	\$50,271.93	
SSHVX	836083204	SOUND SHORE INSTITUTIONAL	516.71	\$22,750.00	\$26,031.70	\$3,281.70
/EXAX	922908694	VANGUARD EXTENDED MARKET IDX ADM	281.13	\$18,000.00	\$23,103.59	\$5,103.59
/TI	922908769	VANGUARD TOTAL STOCK MARKET ETF (MKT)	465.00	\$48,437.03	\$61,598.55	\$13,161.52
WABIX	94987W737	WELLS FARGO ADVANTAGE ABSOLUTE RET INSTL	514.20	\$5,250.00	\$5,933.89	\$683.89
		TOTAL FOR ALL ASSETS		\$945,916,17	\$988,966.39	\$43,050.22

Please contact your Account Administrator with any questions. You can find contact information for your account by clicking the **CONTACTS** link on the top right-hand corner of your screen.