



Investor Web Access

Introduction

Univeris is web-based software that is accessible 24 hours a day 7 days a week. Security features include a 128-bit encrypted communication similar to that of commercial banks.

A screen resolution of 1024 X 768 pixels is recommended by Univeris with a minimum browser requirement of Internet Explorer 5.5. To confirm which version of Internet Explorer you are using and your current cipher strength, open an Internet Explorer window and click the Help menu. Next, click "About Internet Explorer". This displays a screen similar to that showing below. The version and cipher strength are noted on the first two lines, below the Internet Explorer logo. If the version indicated is not 5.5 or higher or the cipher strength is not 128-bit or higher, you will need to update your browser to accommodate this.

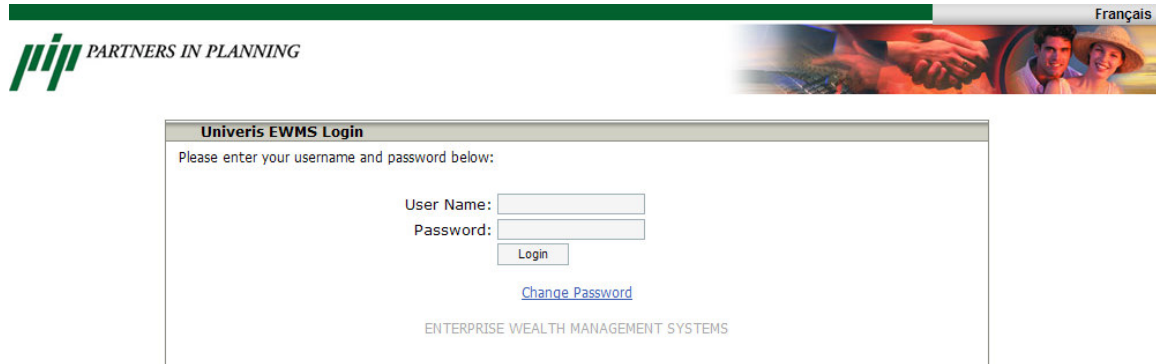
Other internet browsers are not supported which indicates the application may not fully function if another browser is being used.



Logging In

1. Launch Microsoft Internet Explorer
2. Enter the URL into the address bar of the browser
 - a. If this is the first visit to the webpage you will want to add it to your favorites. This varies with each version of Internet Explorer but directions can be found in the help menu.
3. Enter your user name (Client #) and password provided to you by your Advisor.
 - a. If logging in for the first time or after your password has been reset by your Advisor you will be prompted to re-enter your user name and password as well as your new password twice.
 - b. If you wish to change your password before the 120 day expiry, you may select change password before logging in. You will then be prompted to re-enter your user name and password as well as your new password twice.

- c. If you select change password by mistake and do not wish to enter a new password select change password once again and you will be taken to the initial log in page without the additional password fields.
4. As the system is bilingual you have the option in the top right hand corner to change the language to French. Simply select the word Français. To return to English simply select English when it appears in the same area.



General Screen Layout

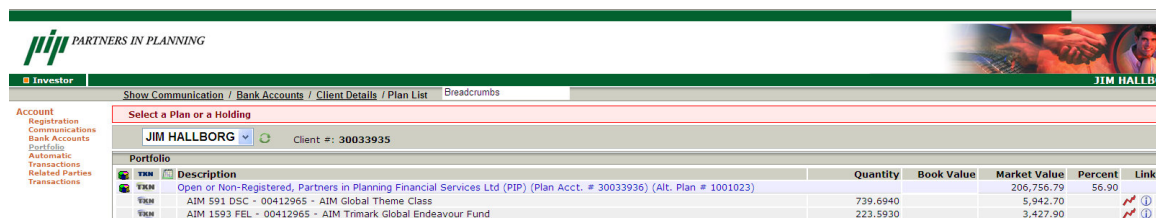
The main page in Univeris allows you to quickly move to the different areas by selecting from the left hand menu. Icons appear depending on what screen you are on and can be identified by hovering your mouse over them. When this is done a description will appear.

- a. A Print Page icon will provide you with an “Unofficial record for general information purposes only” printout of your portfolio when on the portfolio page.
- b. User’s name located in top right corner – when mouse hovers overtop of name the information relating to your access is displayed. This is useful if you are viewing multiple client types within the system.
- c. Log Out located in top right corner – click “Log Out” to exit the system, returns user to login screen, login again to return to initial screen.

Navigation

Navigation is made simple and easy with the Univeris application. On the left hand side you will see the Investor Tab across the top of the screen. Beneath it is a menu with hotlinks that will take you to a desired screen.

Breadcrumbs can be found beneath the Investor Tab and allow you to move backwards up to four screens.



Portfolio

Your initial screen will provide you with the Portfolio screen which shows a snapshot of your total portfolio including plans and holdings. This also includes pie charts by asset class and by asset manager as well as a dollar value graph providing month end values.

The Portfolio section displays plan Description, Quantity, Market Value, Percent and Links.

In the first column on the left side of the screen, the user may see an icon resembling a pie chart. Clicking on this icon displays two plan asset charts which are both specific to the makeup of the selected plan. The first chart provides a graphical representation of the holdings within the selected plan, sorted by Asset Class. The second chart also looks at the holdings within the selected plan, however the holdings are sorted by Fund Manager.

To the left of each plan and fund code listed is a transaction column. Clicking on the TXN icon at the plan level will show all transactions for the selected plan. The user may select the number of records they would like to see per page by selecting the applicable number from the "Records per page" dropdown menu.

Clicking the TXN icon at the fund level will show all transactions for the fund code selected. You may select the number of records you wish to view at one time using the "Records per page" dropdown menu.

To view the plan details for a specific plan, the user may simply click on the plan description in the middle column of the portfolio screen to be directed to the plan details screen. This will show Plan KYC Description, Investment Objective(s) and Risk Rating(s) currently on file.

Within the Portfolio screen, the links column on the right side provides quick links to price history and investment profile information. The price history icon appears as a red, lightning bolt. By clicking this icon, the user may view the price history for the fund selected along with a price history graph. Using the "Period" dropdown menu, the user may specify what period of time they wish to view the price history for. The user may choose from a range of two months to ten years.



In the links column, the user may see an icon that appears to be a lowercase letter "i" with a circle around it. Clicking this icon provides a direct link to globefund.com where the user is able to view an investment profile for the selected fund, if this information is available .

The US flag depicts any funds that trade in US currency.

A management company URL (fund company) is also available for some funds and will direct the you to the web page of the fund company.

Communications

The Communications are shows your address, phone/fax and email address if supplied to the advisor. If any of this information requires an update please contact your Advisor.

Bank Accounts

The Bank Accounts area displays banking information such as description of account (checking or savings) institution, currency, transit number, account number, holder & stop and start date. If any of this information requires an update please contact your Advisor.

Automatic Transactions.

Automatic Transactions is used for tracking your Pre-Authorized Chequing (PAC) and Automatic Withdrawals (AWD) instructions that are on file. This screen will show you the Type, Amount, Start Date, Stop Date, Frequency, Status, Description and Contributor information. This data is electronically downloaded from the Fund Companies and may not be up to date if changed during the month.

Related Parties

Related Parties displays other individuals who may have a financial interest on the account or are beneficiaries of the account. If the account is a joint account the joint holder will show.

Transactions

The Transactions area returns you to an overview of your portfolio. From here you can click on the TXN of any fund for a list of all transactions.

Please contact Partners In Planning Advisor Services at advisorservices@partnersinplanning.com with any additional questions or concerns.