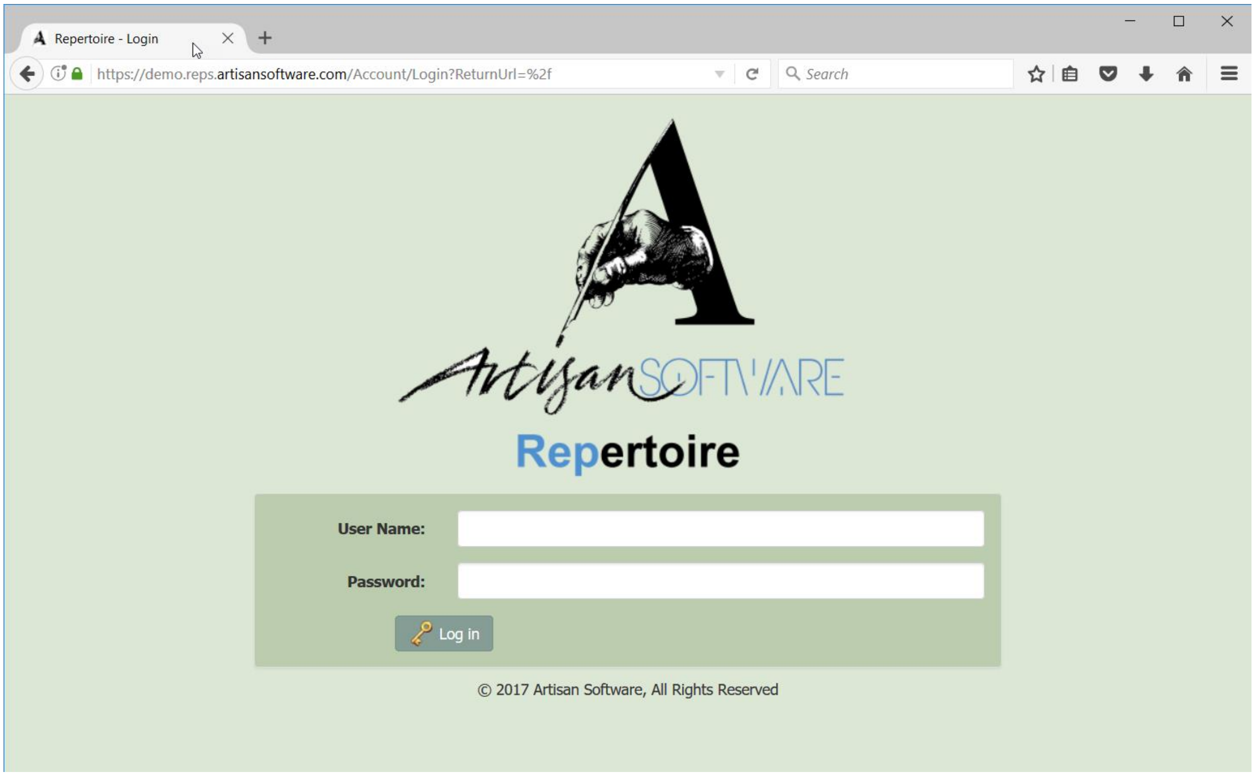
Web Repertoire
User Guide

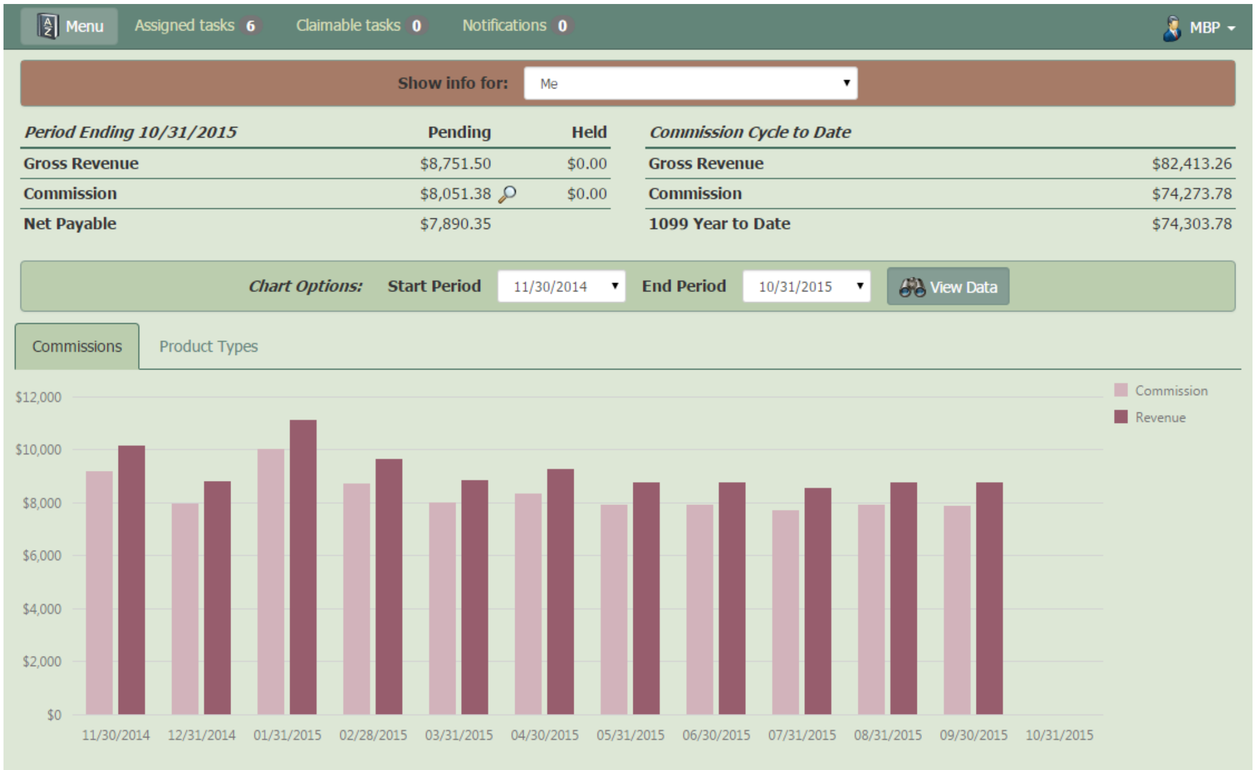
Contents



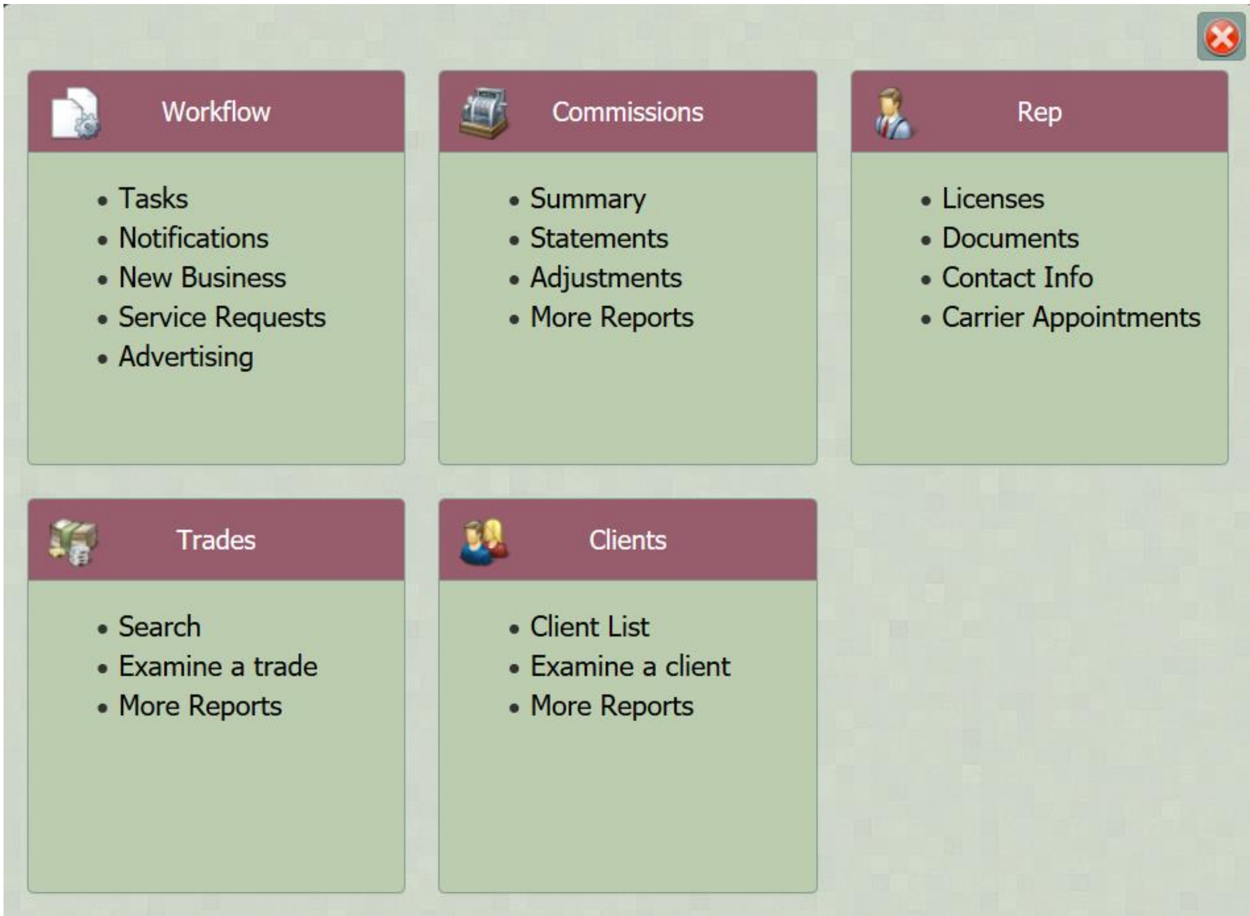
Your login id is your Rep number
You should have been assigned a Temporary Password

Initial Login Screen

Once you log in, Repertoire will display your Commission Summary screen. Click the Menu button to navigate to other screens.



Main Menu

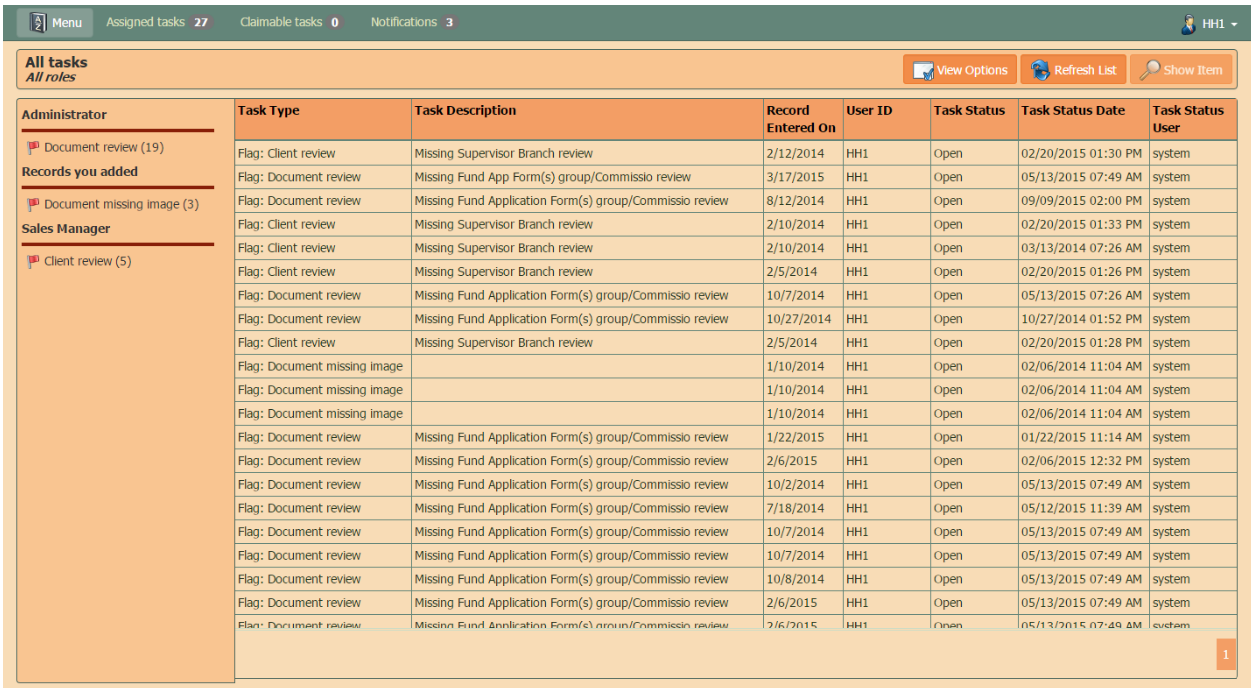


	Menu – Takes you to the Main Menu and is always located in the upper left corner of the screen.
	Shows the number of tasks available to work on. Both task buttons take you to the dashboard to view a summary of tasks.
	Shows the number of notifications you have. The button takes you to the notification screen.

Tasks - Dashboard

The Dashboard allows you to see your items as they move through the workflow process.

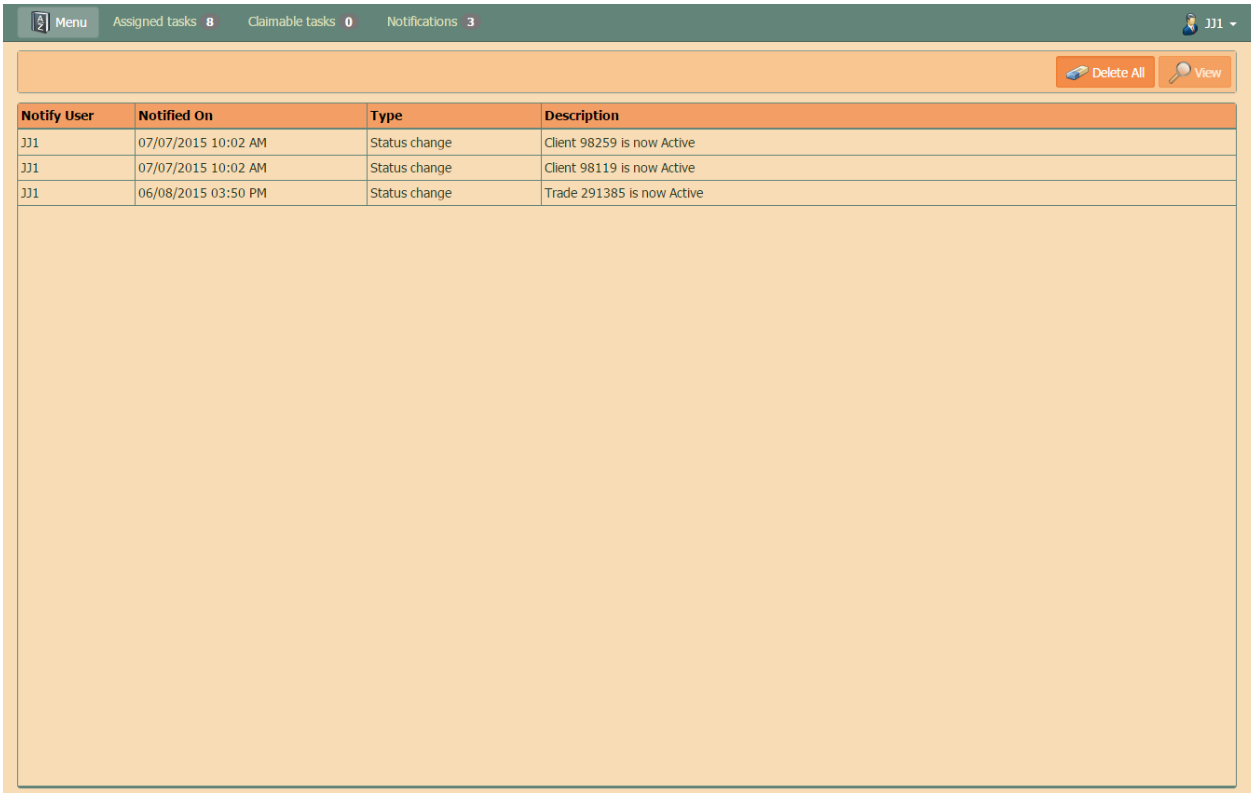
Tasks seen here require your attention before they are approved and active. Double click on an item to bring up that record so you can resolve the issue. Or, click the task to highlight it and then use the show item button.



Task Type	Task Description	Record Entered On	User ID	Task Status	Task Status Date	Task Status User
Flag: Client review	Missing Supervisor Branch review	2/12/2014	HH1	Open	02/20/2015 01:30 PM	system
Flag: Document review	Missing Fund App Form(s) group/Commissio review	3/17/2015	HH1	Open	05/13/2015 07:49 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	8/12/2014	HH1	Open	09/09/2015 02:00 PM	system
Flag: Client review	Missing Supervisor Branch review	2/10/2014	HH1	Open	02/20/2015 01:33 PM	system
Flag: Client review	Missing Supervisor Branch review	2/10/2014	HH1	Open	03/13/2014 07:26 AM	system
Flag: Client review	Missing Supervisor Branch review	2/5/2014	HH1	Open	02/20/2015 01:26 PM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	10/7/2014	HH1	Open	05/13/2015 07:26 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	10/27/2014	HH1	Open	10/27/2014 01:52 PM	system
Flag: Client review	Missing Supervisor Branch review	2/5/2014	HH1	Open	02/20/2015 01:28 PM	system
Flag: Document missing image		1/10/2014	HH1	Open	02/06/2014 11:04 AM	system
Flag: Document missing image		1/10/2014	HH1	Open	02/06/2014 11:04 AM	system
Flag: Document missing image		1/10/2014	HH1	Open	02/06/2014 11:04 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	1/22/2015	HH1	Open	01/22/2015 11:14 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	2/6/2015	HH1	Open	02/06/2015 12:32 PM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	10/2/2014	HH1	Open	05/13/2015 07:49 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	7/18/2014	HH1	Open	05/12/2015 11:39 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	10/7/2014	HH1	Open	05/13/2015 07:49 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	10/7/2014	HH1	Open	05/13/2015 07:49 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	10/8/2014	HH1	Open	05/13/2015 07:49 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	2/6/2015	HH1	Open	05/13/2015 07:49 AM	system
Flag: Document review	Missing Fund Application Form(s) group/Commissio review	2/6/2015	HH1	Open	05/13/2015 07:49 AM	system

Notifications

The system will notify you when a Client or Trade is approved and becomes active. This is your indication from the home office that they have the required information and you can move onto the next step if there is one. For example, you may need to send the paperwork to the investment company now.



Once a Notification is viewed, it will be cleared and no longer display in this screen. Use the Delete All button to remove all the Nofications on the screen without having to view each one.

New Business

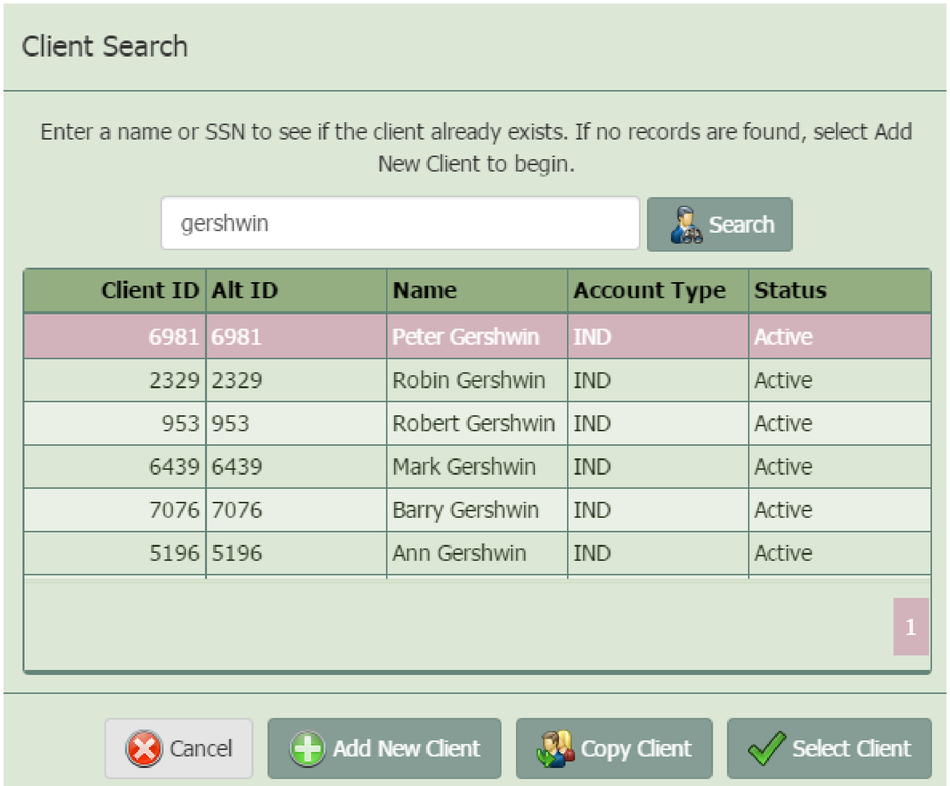
This is an overview of:

Business waiting to be submitted	This is new business that you started entering but haven't finished. You can come back at any time to complete the information and submit it to the back office.
Business Pending in the Back Office	Trades or Clients that have been submitted to the back office but have not been approved.
Recently Approved Business	Trades or Clients that have been reviewed by the back office and approved within the last two weeks.
Recently Rejected Business	Trades or Clients that have been rejected by the back office within the last two weeks.

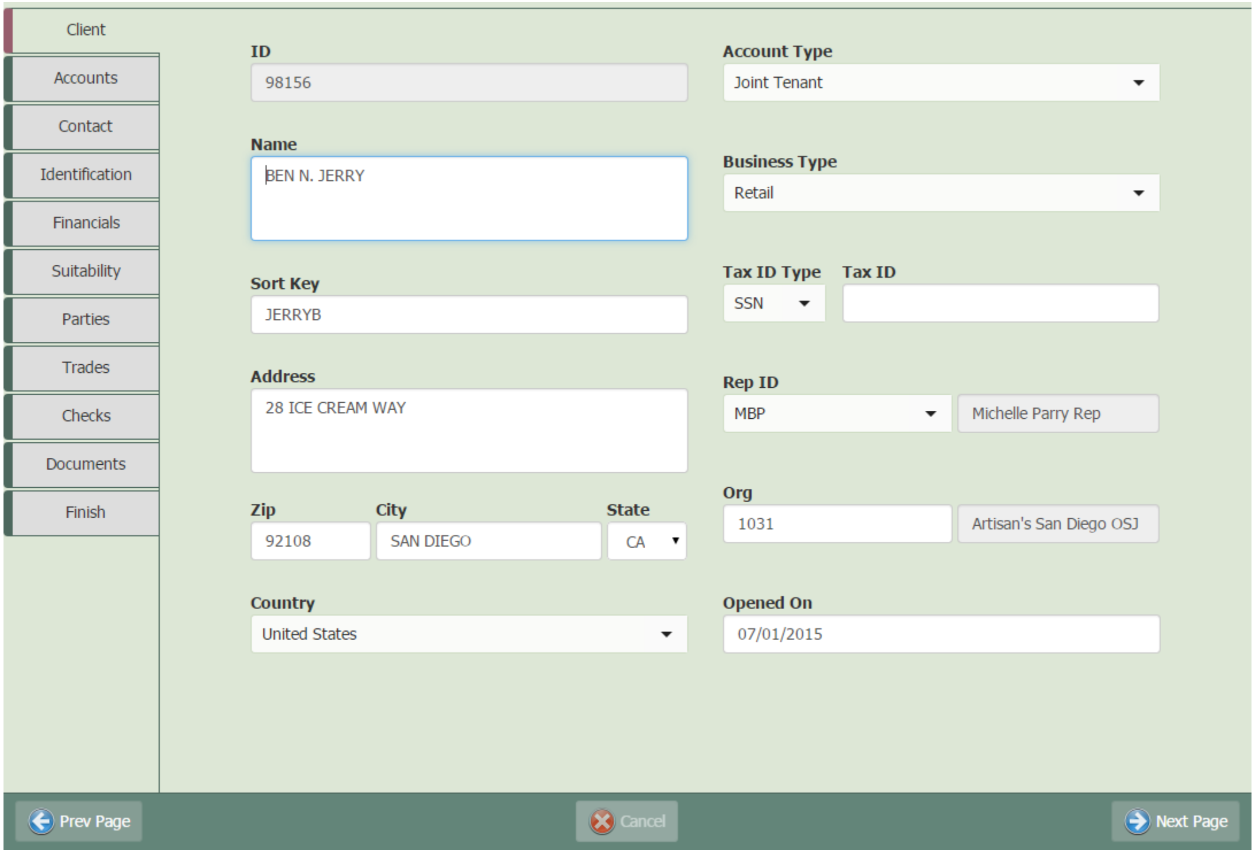
From here you can also add new business using the Add New Packet button

Add new business

This screen allows you to enter client information. First, search to see if the client already exists. You can add trades or external accounts to an existing client, copy an existing client to use as a template for a new client, or start a brand new client.

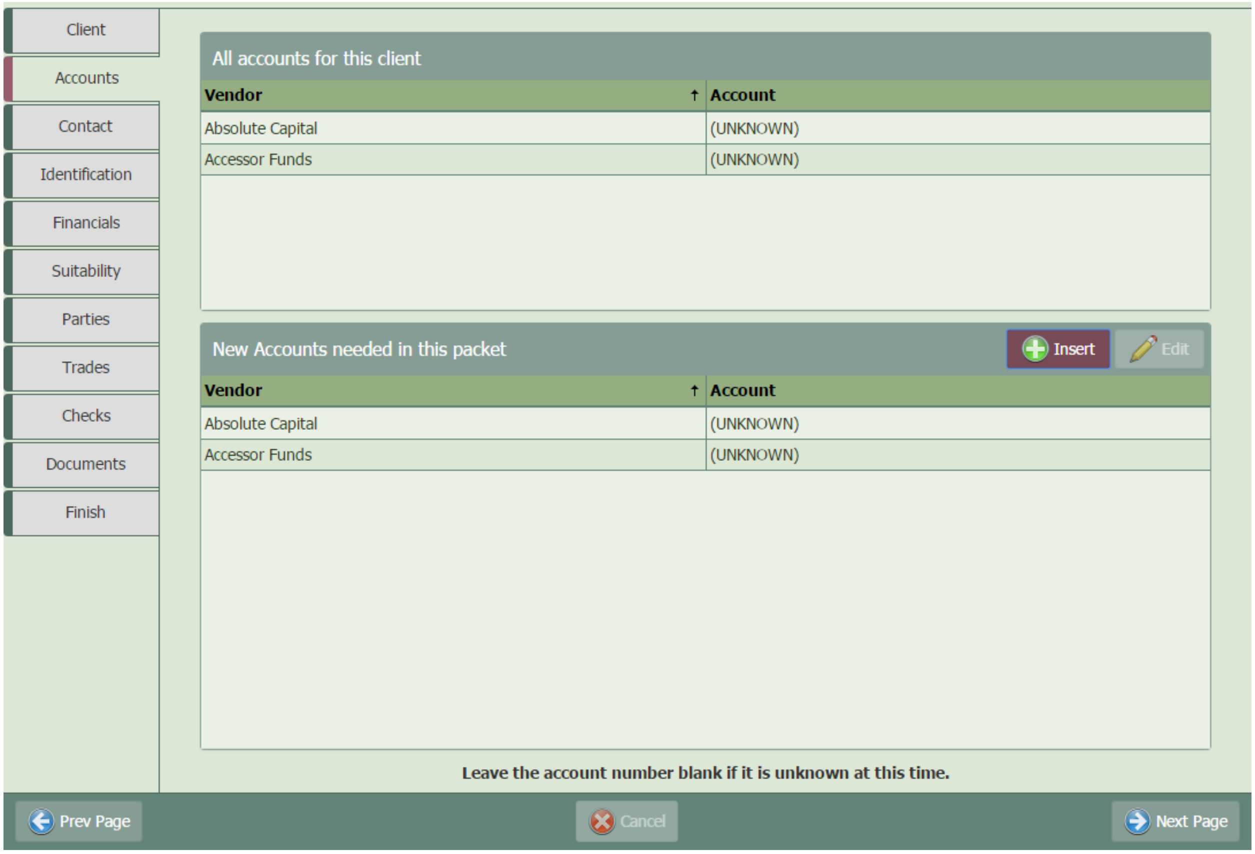


Client



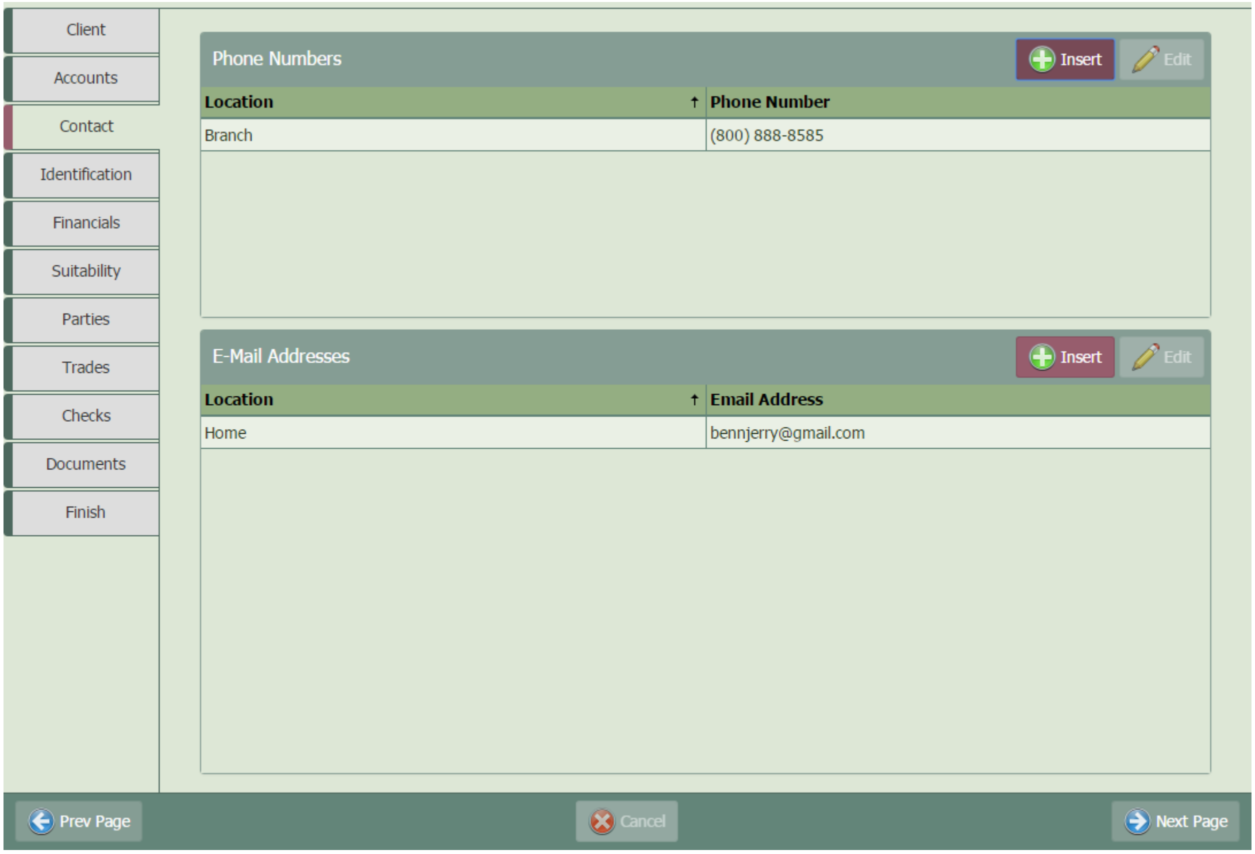
You can add as much information as you have on hand. Name, Account Type, Business Type, Rep ID, Org ID and Opened On date are the required fields.

Accounts



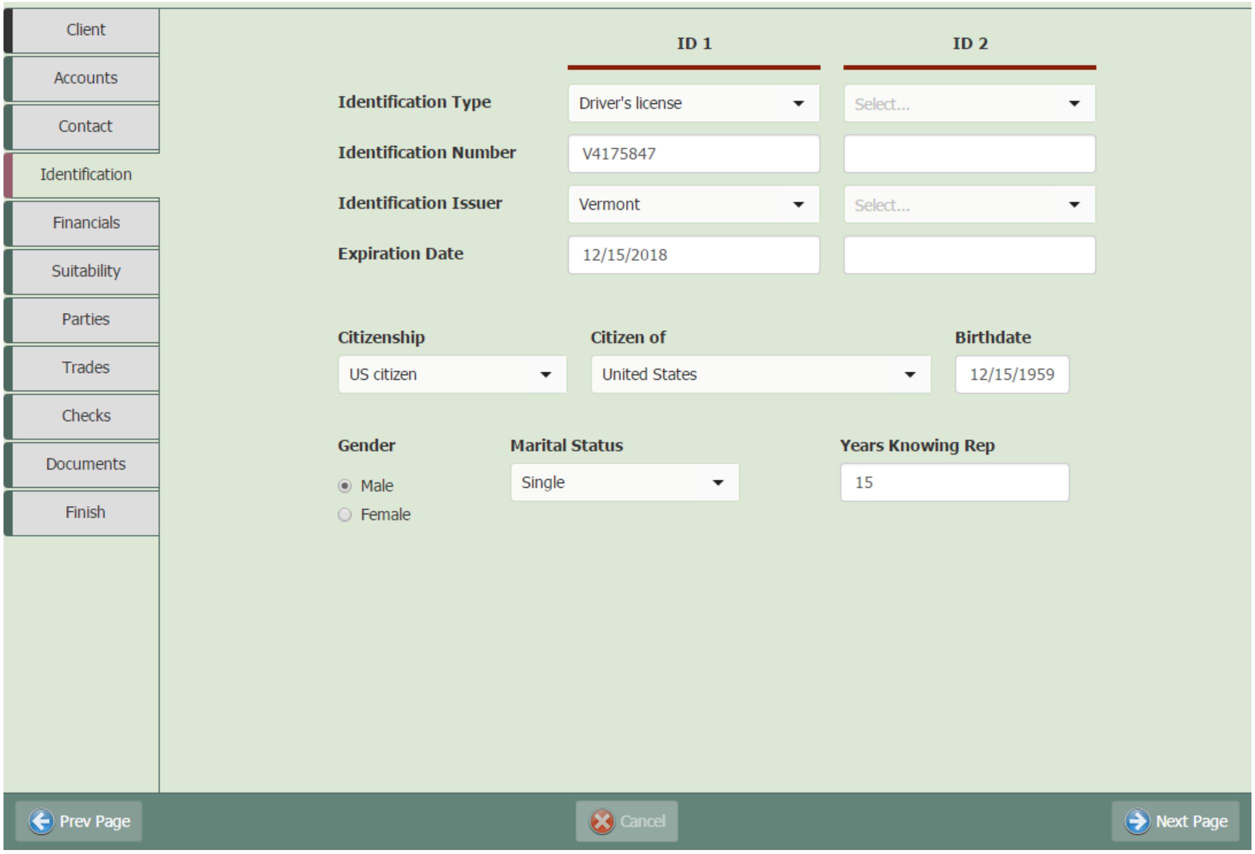
Enter the external accounts here. If you do not know the account number, leave it blank. It will automatically fill in with (UNKNOWN).

Contact



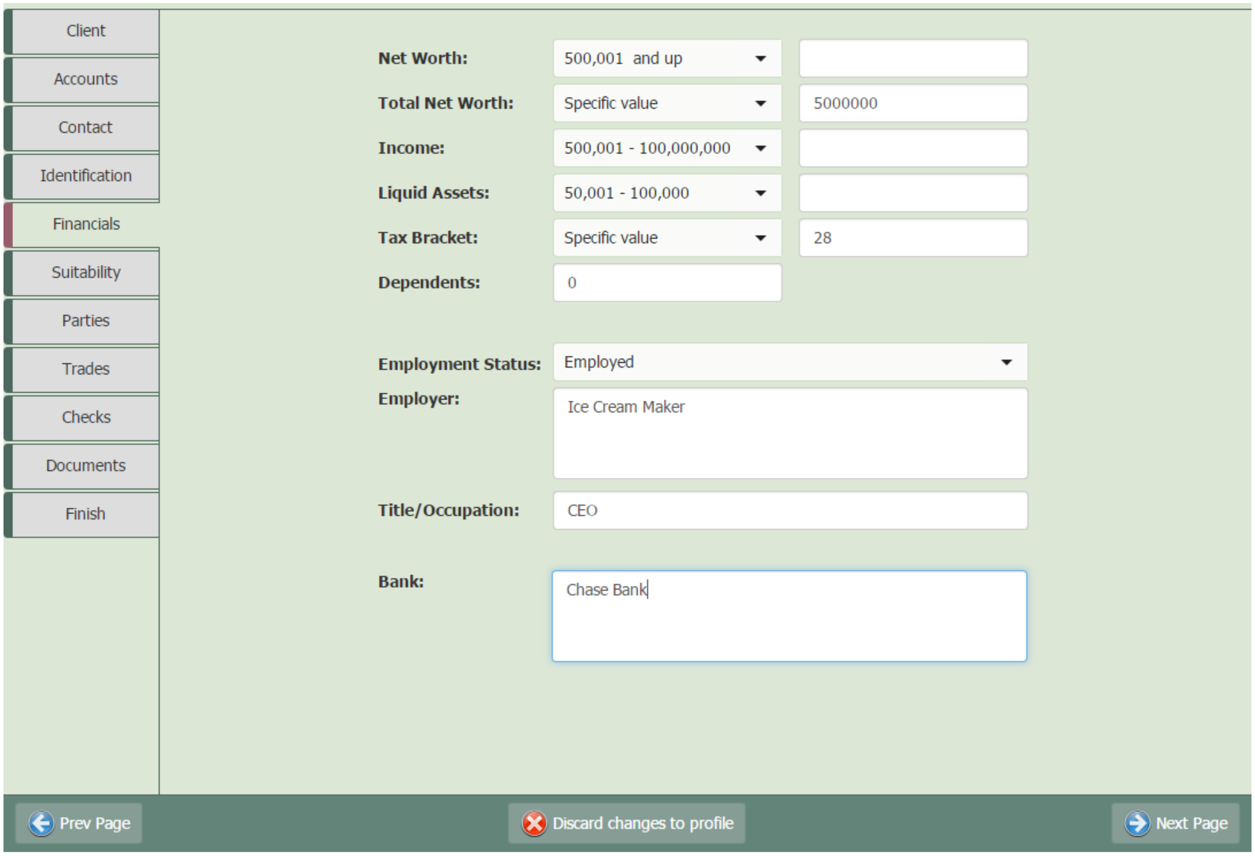
Add client phone and email contact information here.

Identification



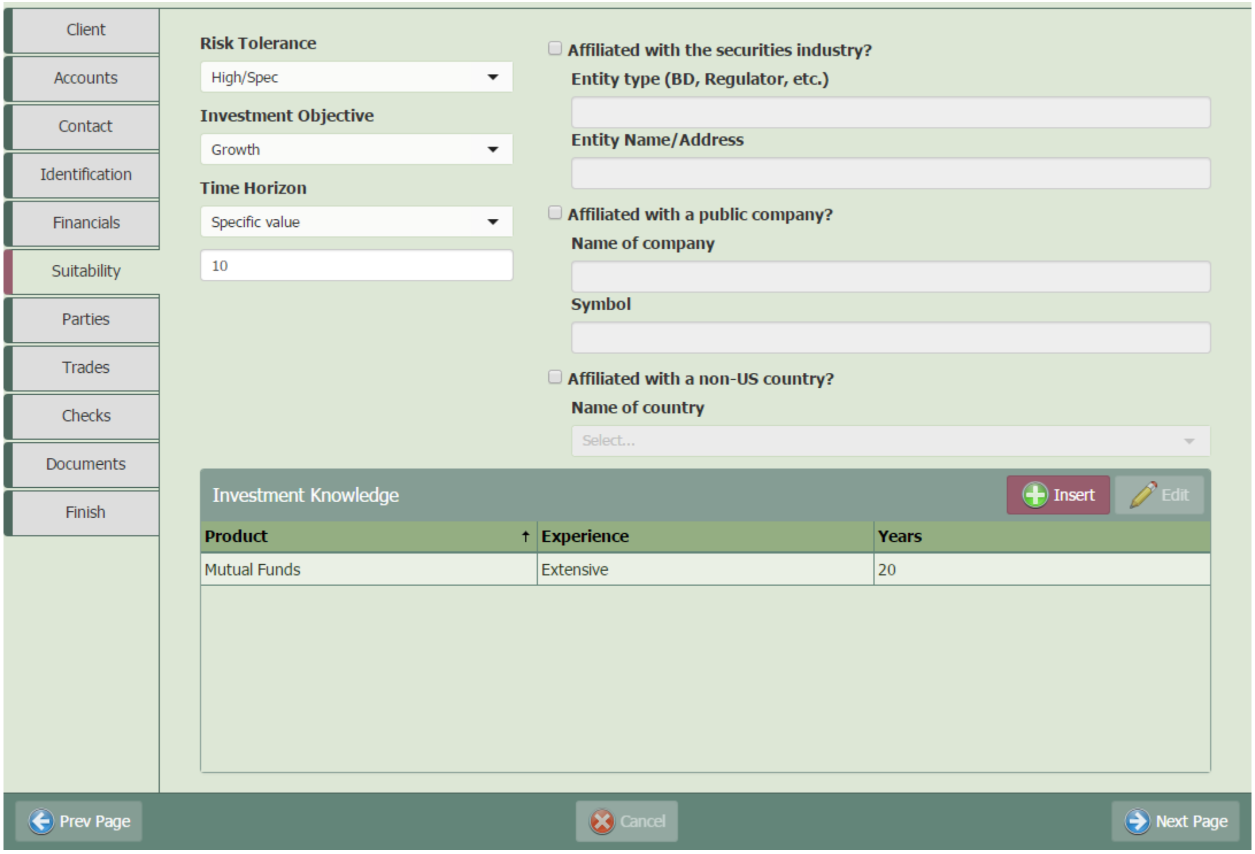
Include any identification information you have here.

Financials



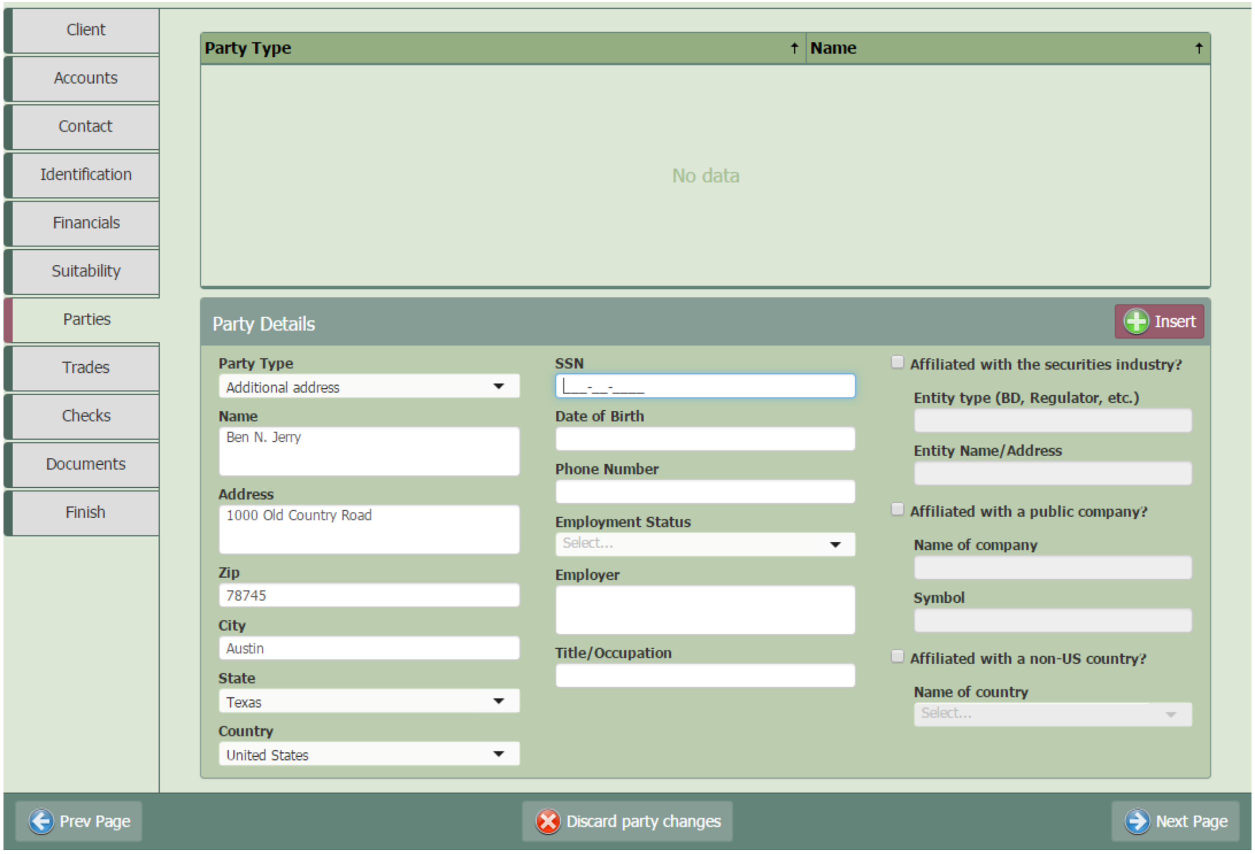
Financials and employment information are entered here. You can select ranges, or enter a specific value.

Suitability



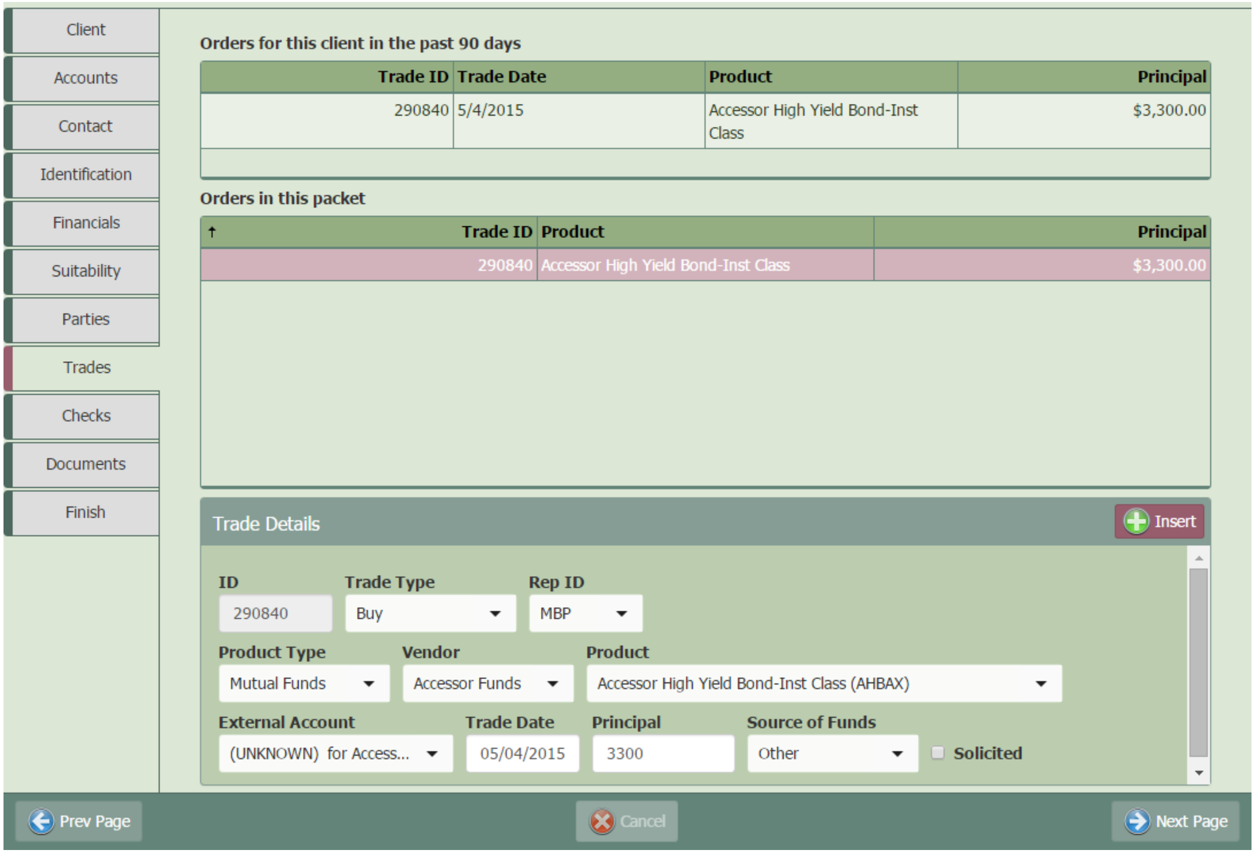
Suitability, affiliations, and investment knowledge are entered here.

Additional Parties (if applicable)



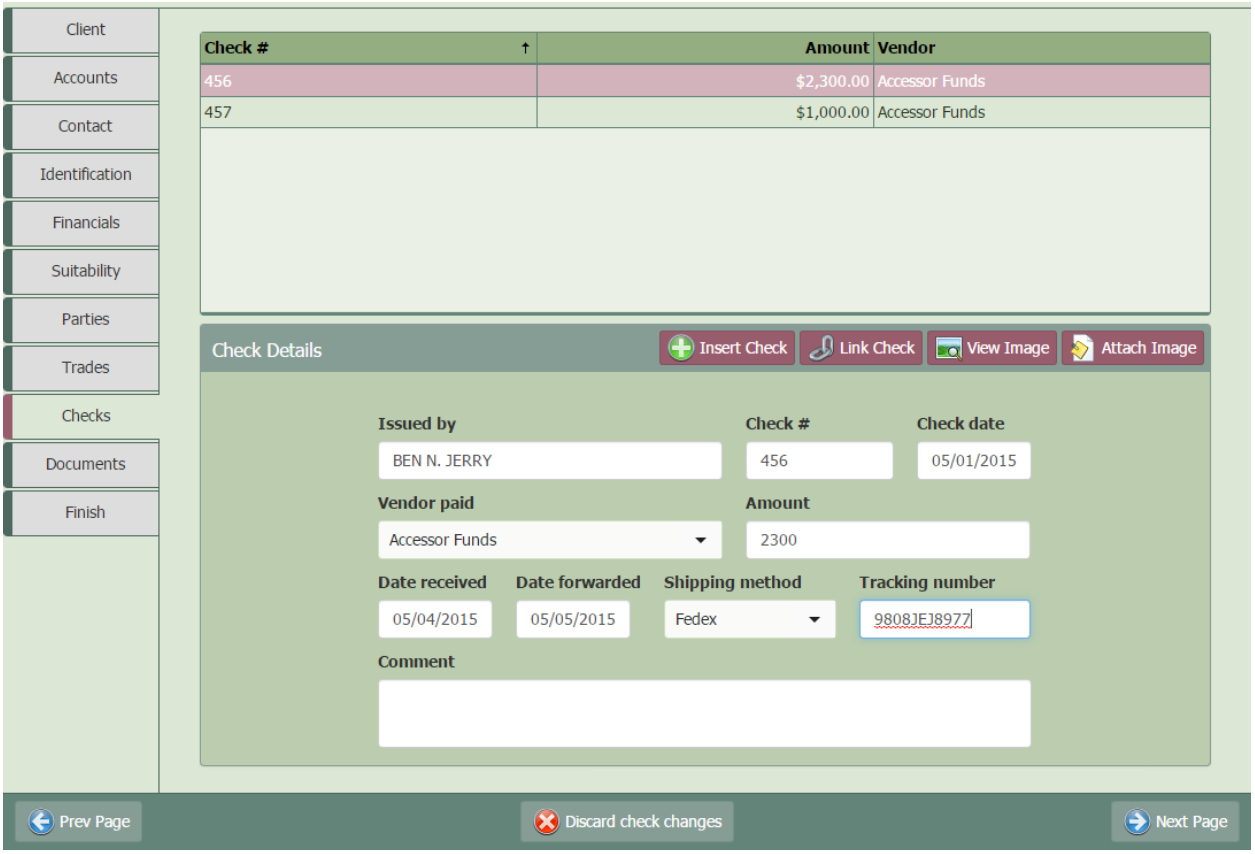
Any additional party information goes here. You can have multiple entries.

Trades



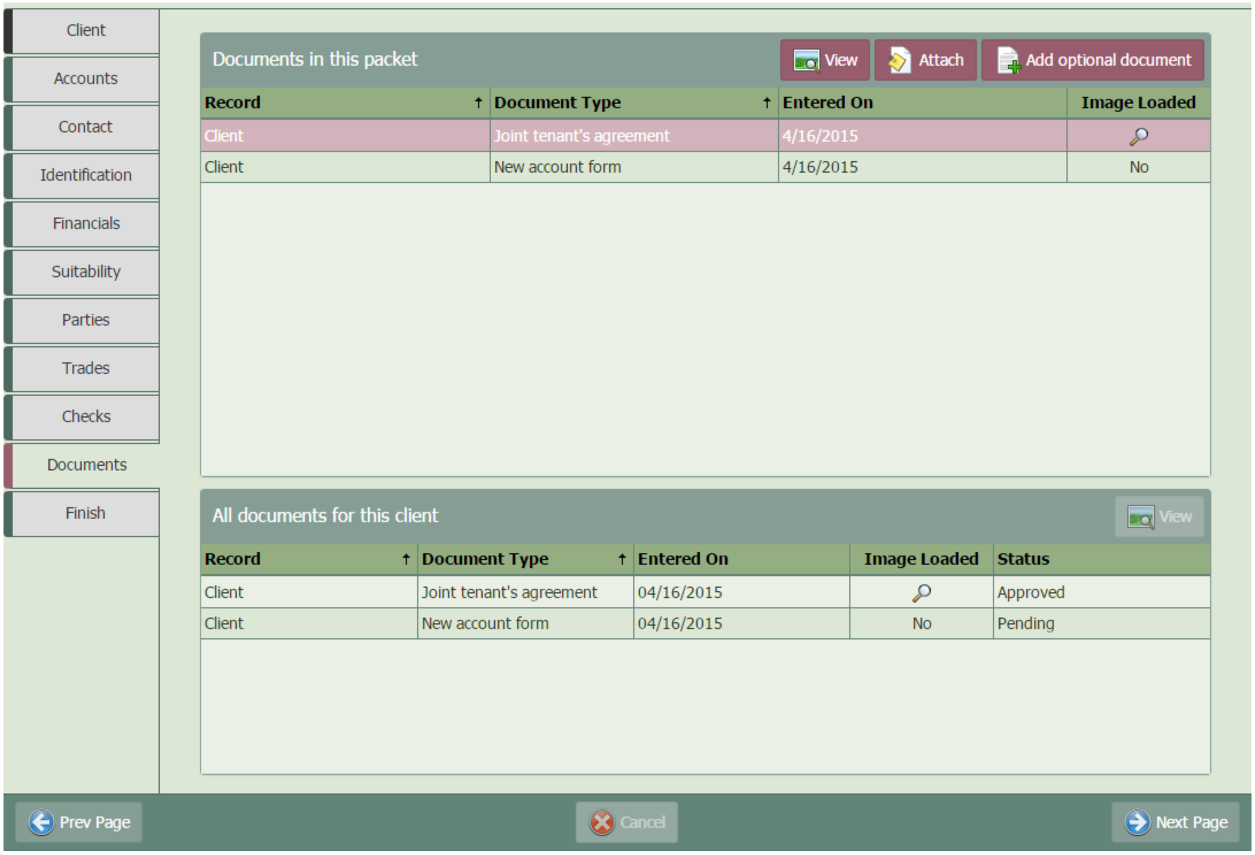
Accrued Orders are entered in this screen. Click the insert button to start. Use the insert button each time you want to add another order. The top section of the screen shows all orders that have been input in the last 90 days. The middle section shows all the orders that have just been entered and will be grouped and submitted together in this packet.

Checks



Enter client or trade check information here. You can add multiple checks and attach the images.

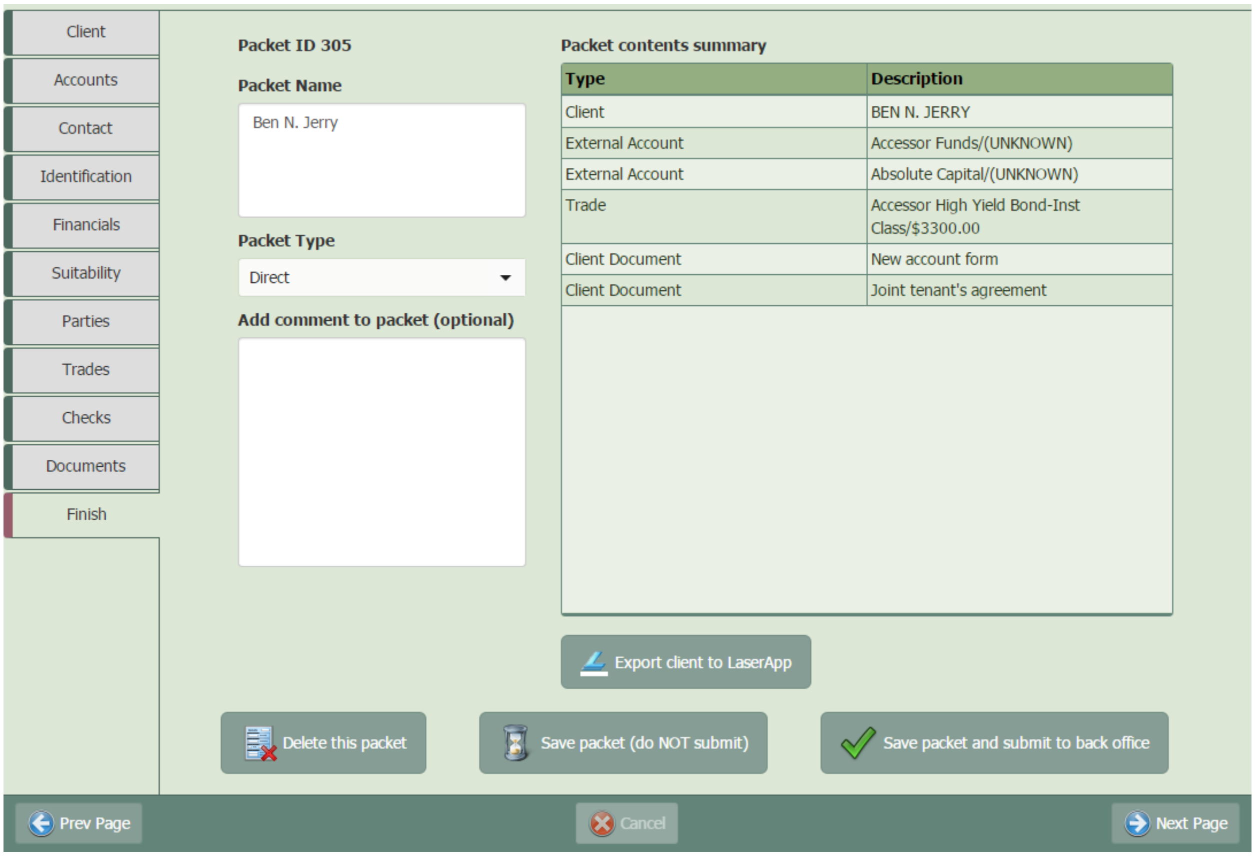
Documents



The documents in the upper grid are required. Select one and click Attach to add your image to the document. You can also attach optional documents using the button.

Finish

This is a summary of your packet contents and where you complete your data entry. The system will determine the Packet Name and Packet Type. You can edit it if necessary or add optional comments the back office will see.



Now you can:

- Delete the Packet
- Save the packet but do NOT submit to the back office. You can complete the packet at a later time.
- Save the packet and submit it to the back office.
- Export the client information to LaserApp for form filling.

Service Requests

The Open tab shows a list of Service Requests that are in the workflow process. Once the service request is complete, it will show in the Closed tab. Use the view button to see the service request details. Use the Insert button to create a new request.

There are four possible statuses:

Pending Document – a document must be attached before the request is submitted to the back office. The request will show in your dashboard and is assigned to you until you attach a document and it can be submitted.

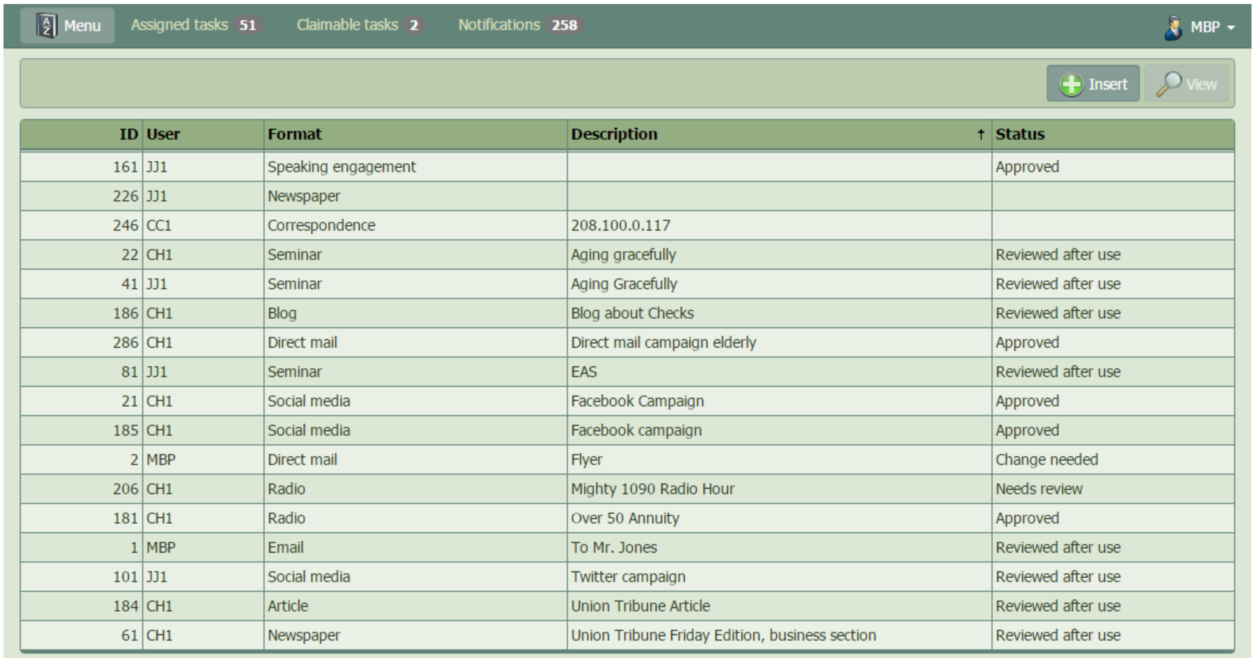
Submitted – the request has been submitted to the back office and is in the middle of the workflow process.

Completed – the request has been dealt with and you will receive a notification that it is done.

Rejected – the request was not valid for some reason and rejected by the back office. View the request and look in the comments section for details. You will receive a notification if the request is rejected.

Advertising

Use the Insert button to create a new advertisement for review. Use the view button to see details of existing advertising submittals.



ID	User	Format	Description	Status
161	JJ1	Speaking engagement		Approved
226	JJ1	Newspaper		
246	CC1	Correspondence	208.100.0.117	
22	CH1	Seminar	Aging gracefully	Reviewed after use
41	JJ1	Seminar	Aging Gracefully	Reviewed after use
186	CH1	Blog	Blog about Checks	Reviewed after use
286	CH1	Direct mail	Direct mail campaign elderly	Approved
81	JJ1	Seminar	EAS	Reviewed after use
21	CH1	Social media	Facebook Campaign	Approved
185	CH1	Social media	Facebook campaign	Approved
2	MBP	Direct mail	Flyer	Change needed
206	CH1	Radio	Mighty 1090 Radio Hour	Needs review
181	CH1	Radio	Over 50 Annuity	Approved
1	MBP	Email	To Mr. Jones	Reviewed after use
101	JJ1	Social media	Twitter campaign	Reviewed after use
184	CH1	Article	Union Tribune Article	Reviewed after use
61	CH1	Newspaper	Union Tribune Friday Edition, business section	Reviewed after use

There are six possible statuses:

Blank – The advertisement has been saved but not submitted for review yet.

Needs review – The advertisement has been submitted but has not been reviewed yet.

Change needed – The advertisement has been reviewed and sent back to the rep noting changes that need to be made before approval.

Approved – The advertisement has been reviewed and approved.

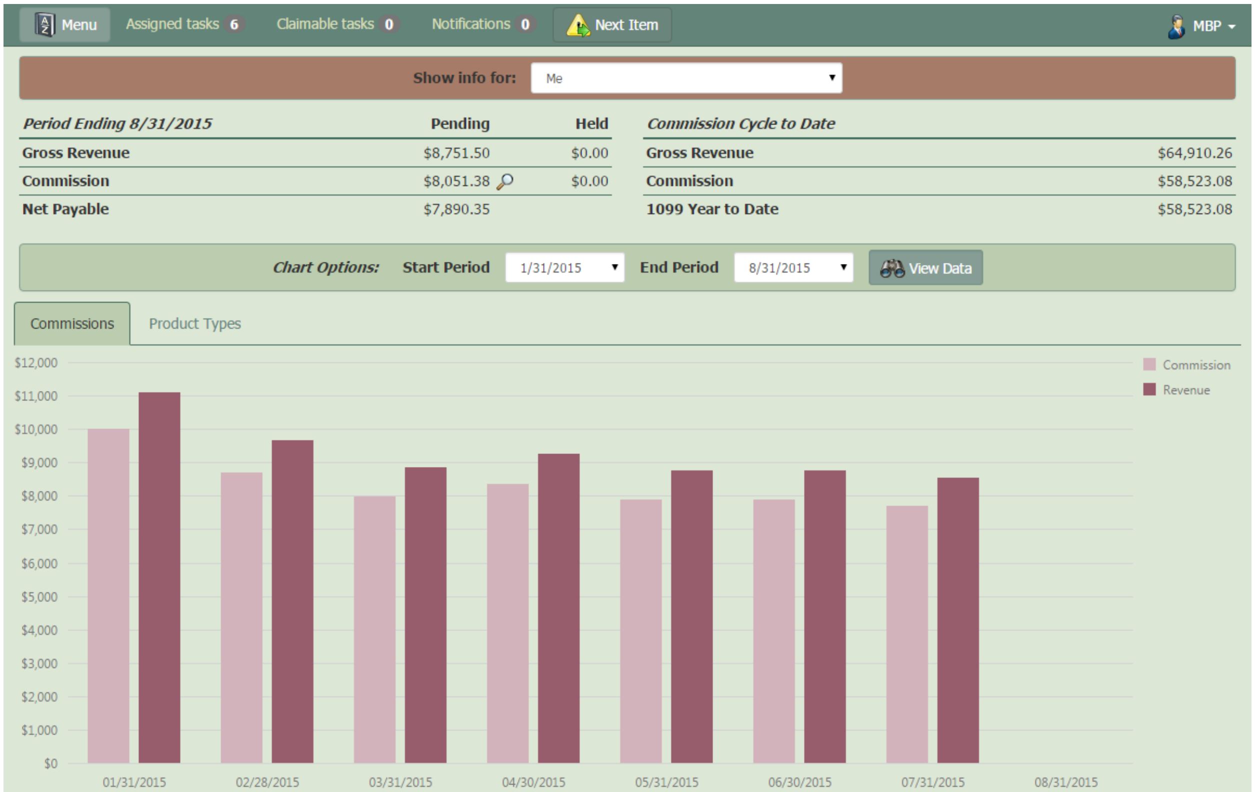
Reviewed after use – The advertisement has been reviewed and approved, but the approval took place after the date the rep indicated it would be used.

Rejected – The advertisement was not valid for some reason and rejected by the back office. View the request and look in the comments section for details. You will receive a notification if the request is rejected.

Commissions

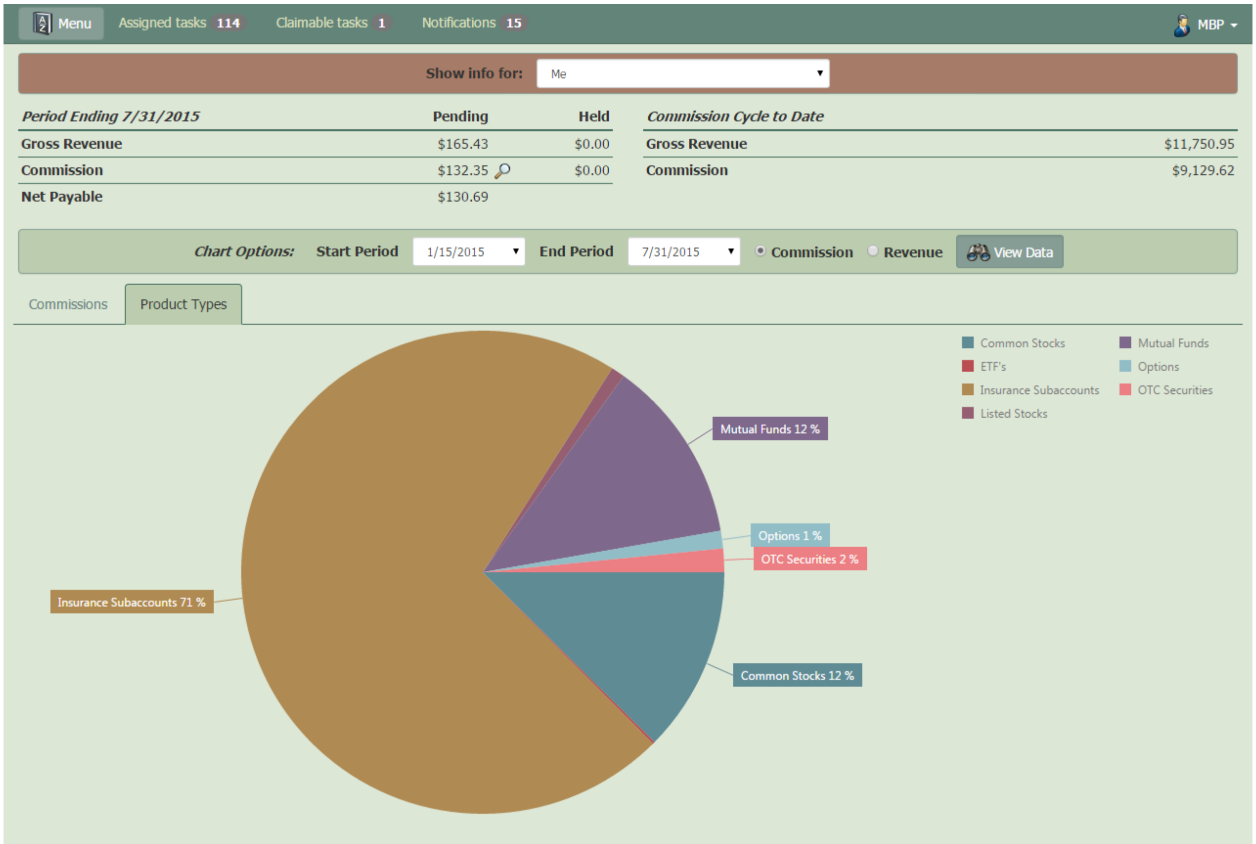
Summary (Opening screen)

When you first login to Repertoire you will see the main Summary Screen. On the left are figures for the next pay period, and the right shows year to date commission information. There is also a bar chart representing commissions earned.



Click the  icon to jump to the trade search screen and see your detailed pending commissions for the next commission period.

Click the Product Types tab on the graph to see a pie chart representing a product breakdown during that start and end period. You can adjust the time periods and click view data to update the chart.



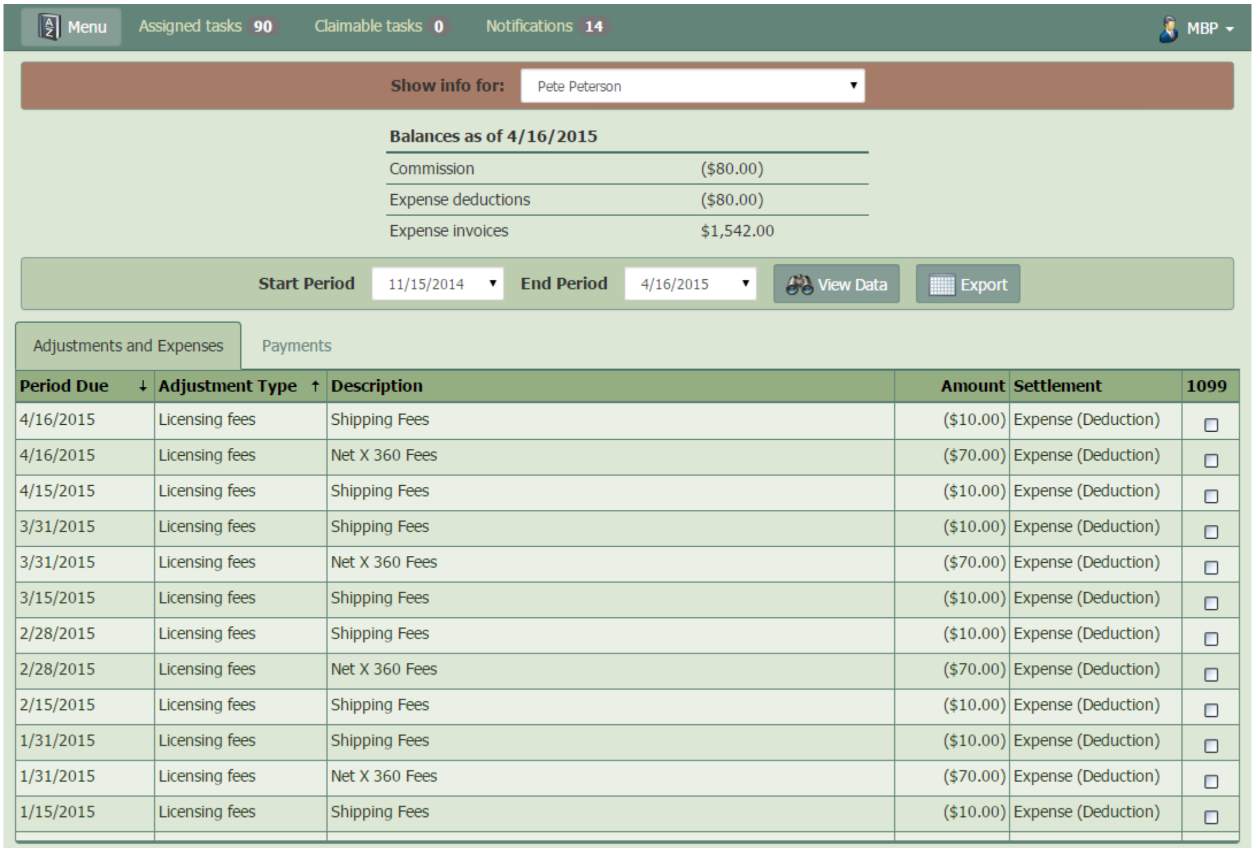
Statements

This screen shows a summary of statement totals by pay period. If the statement available button is checked, click on that row to highlight it, and click the download statement button to see your commission statement in a pdf.

Period End	Pay Date	Commission Earned	Commission Paid	Balance	Statement Available
7/31/2015	7/31/2015	$130.69	$130.69	$0.00	☐
6/30/2015	6/30/2015	$5,937.54	$5,937.54	$0.00	✓
5/31/2015	5/31/2015	$1,510.28	$1,522.48	$0.00	✓
5/14/2015	5/15/2015	$14.10	$0.00	$12.20	✓
5/11/2015	5/13/2015	$0.00	$0.00	($1.90)	✓
5/8/2015	5/10/2015	$0.00	$0.00	($1.90)	✓
5/1/2015	5/7/2015	$47.40	$0.00	($1.90)	✓
4/30/2015	5/1/2015	($49.30)	$0.00	($49.30)	✓
4/16/2015	4/29/2015	$0.00	$0.00	$0.00	✓
4/15/2015	4/15/2015	$475.53	$475.53	$0.00	✓
3/31/2015	3/31/2015	$0.00	$0.00	$0.00	✓
3/15/2015	3/15/2015	$101.95	$101.95	$0.00	✓
2/28/2015	2/28/2015	$0.00	$0.00	$0.00	✓
2/15/2015	2/15/2015	$1,108.52	$1,092.12	$0.00	✓
1/31/2015	1/31/2015	$0.00	$0.00	($16.40)	✓
1/15/2015	1/15/2015	($16.40)	$0.00	($16.40)	✓

Adjustments

Here you can see adjustments and expenses broken out by commission period. You can export the data and also view any payments made.

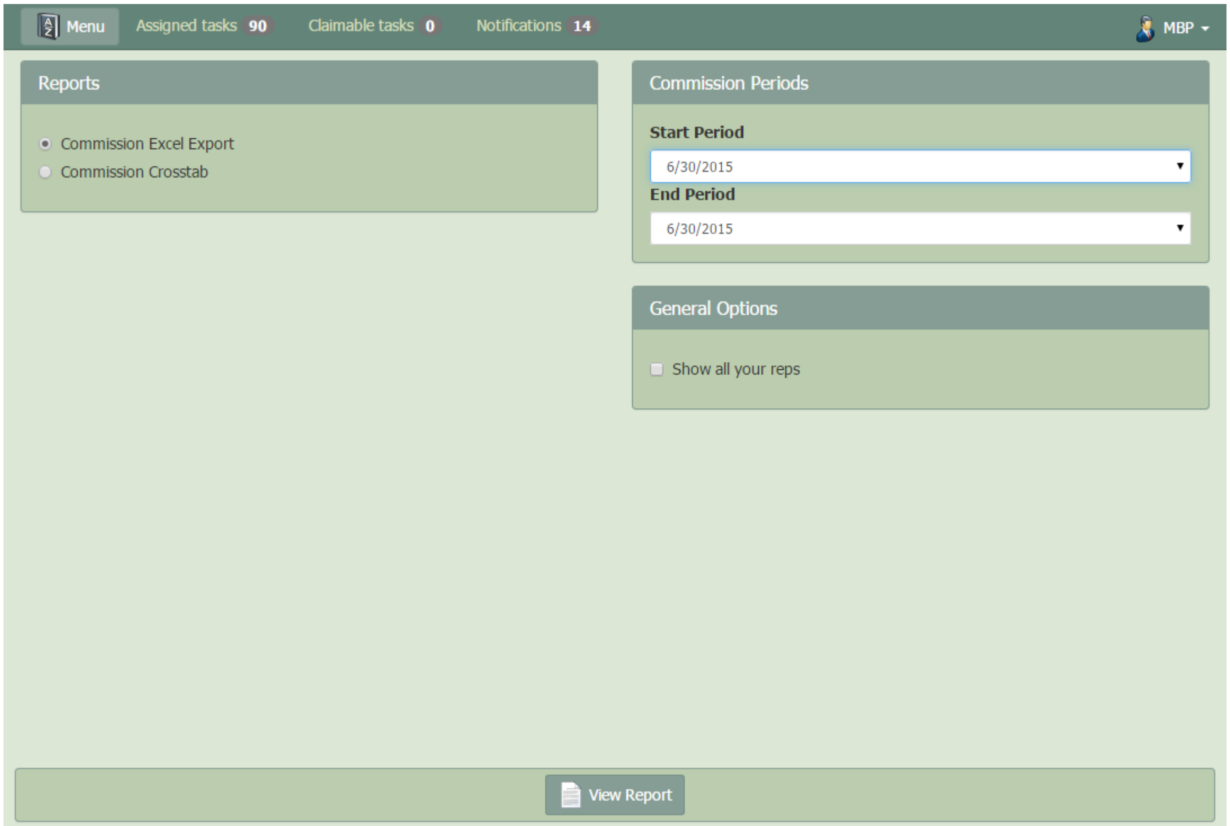


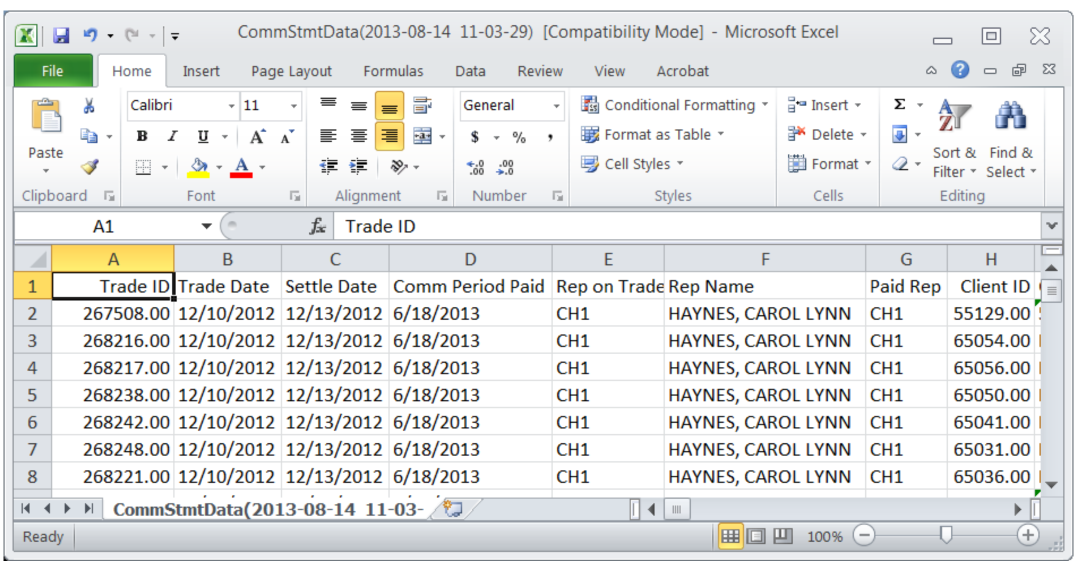
Period Due	Adjustment Type	Description	Amount	Settlement	1099
4/16/2015	Licensing fees	Shipping Fees	($10.00)	Expense (Deduction)	☐
4/16/2015	Licensing fees	Net X 360 Fees	($70.00)	Expense (Deduction)	☐
4/15/2015	Licensing fees	Shipping Fees	($10.00)	Expense (Deduction)	☐
3/31/2015	Licensing fees	Shipping Fees	($10.00)	Expense (Deduction)	☐
3/31/2015	Licensing fees	Net X 360 Fees	($70.00)	Expense (Deduction)	☐
3/15/2015	Licensing fees	Shipping Fees	($10.00)	Expense (Deduction)	☐
2/28/2015	Licensing fees	Shipping Fees	($10.00)	Expense (Deduction)	☐
2/28/2015	Licensing fees	Net X 360 Fees	($70.00)	Expense (Deduction)	☐
2/15/2015	Licensing fees	Shipping Fees	($10.00)	Expense (Deduction)	☐
1/31/2015	Licensing fees	Shipping Fees	($10.00)	Expense (Deduction)	☐
1/31/2015	Licensing fees	Net X 360 Fees	($70.00)	Expense (Deduction)	☐
1/15/2015	Licensing fees	Shipping Fees	($10.00)	Expense (Deduction)	☐

More Reports

Commission Excel Export

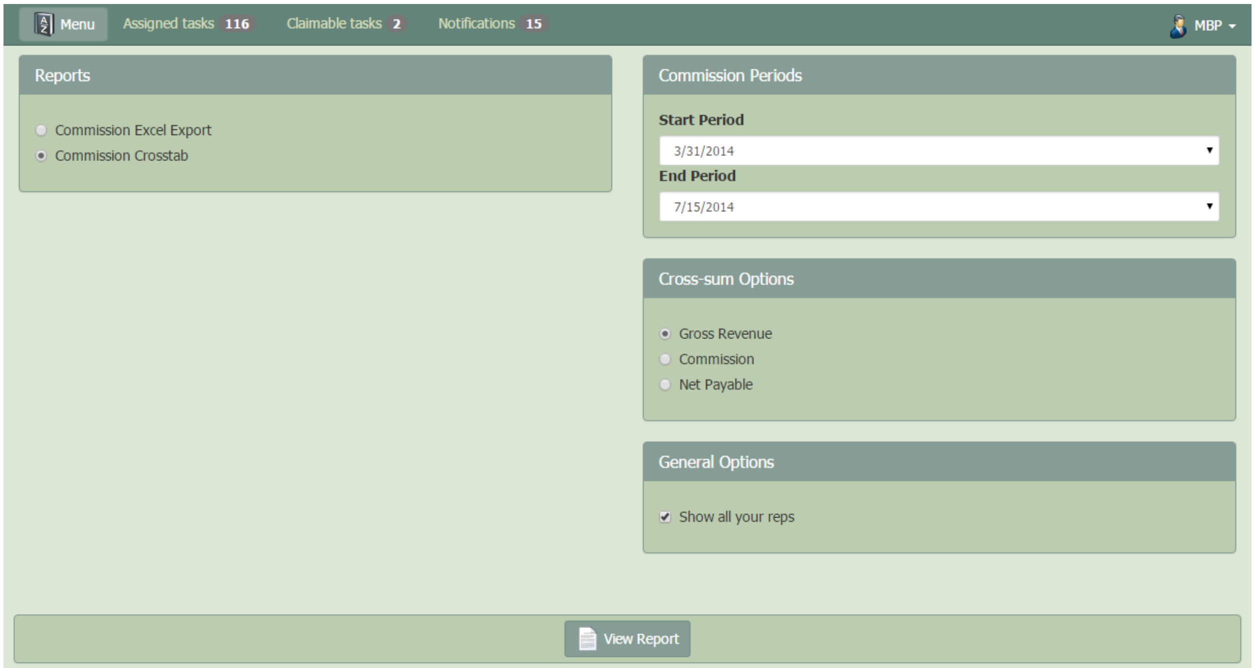
This will display all the trades from selected commission periods. Choose the commission period dates, click show all your reps if you want to include them, and click View Report





Commission Crosstab

This report lets you view the commission, gross revenue, or net payable amounts by commission period. Click show all your reps to see a total production report.



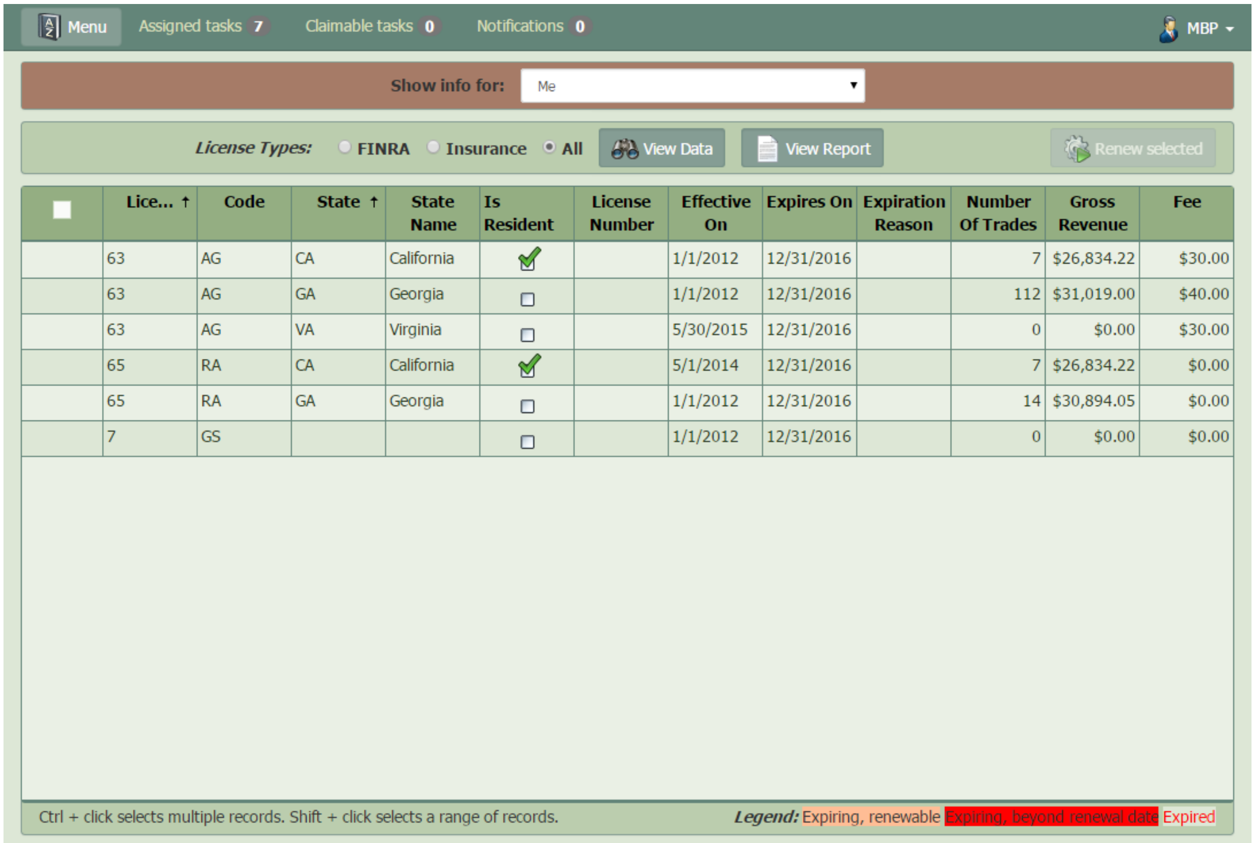
This is a sample report run for multiple commission periods, grouped by Gross Revenue. It shows all the related reps.

8/1/2014 10:28:45 AM Commission Crosstab Page 1

Sum of Gross Revenue	*Comm Period Paid*							
Rep	*3/31/2014*	*4/15/2014*	*4/30/2014*	*5/15/2014*	*5/30/2014*	*6/15/2014*	*6/30/2014*	*7/15/2014*
Carol Haynes Advisory (CHA)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$150.00
HAYNES, CAROL LYNN (CH1)	$4,774.79	$0.00	$1,448.42	$44,586.61	$0.00	$68,155.91	$66,605.50	$108,954.66
John Johnson (JJ1)	$0.00	$0.00	$4,300.19	$0.00	$0.00	$0.00	$0.00	$19,802.32
Michelle Parry Rep (MBP)	$0.00	$0.00	$5,313.61	$68.52	$0.00	$311.50	$1,253.63	$5,343.00
Nick Nichols (NN1)	$209.87	$0.00	$0.00	$400.00	$0.00	$0.00	$0.00	$660.01
San Francisco Michelle (SFMP)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grand Total	$4,984.66	$0.00	$11,062.22	$45,055.13	$0.00	$68,467.41	$67,859.13	$134,909.99

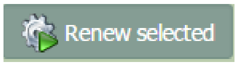
Licenses

All of your licenses will be displayed here. You can narrow the search by selecting FINRA or Insurance licenses only then click View Data. The default setting shows all licenses. Licenses highlighted in orange are nearing expiration, and red means the license is expired.



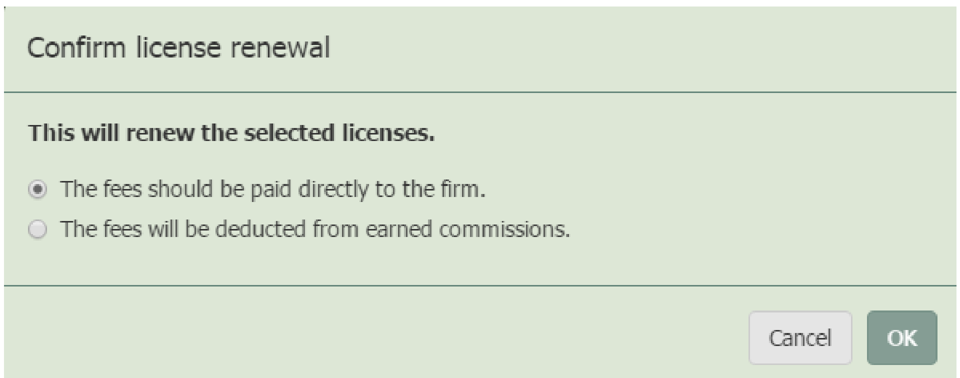
	Lice...	Code	State	State Name	Is Resident	License Number	Effective On	Expires On	Expiration Reason	Number Of Trades	Gross Revenue	Fee
	63	AG	CA	California	✓		1/1/2012	12/31/2016		7	$26,834.22	$30.00
	63	AG	GA	Georgia	☐		1/1/2012	12/31/2016		112	$31,019.00	$40.00
	63	AG	VA	Virginia	☐		5/30/2015	12/31/2016		0	$0.00	$30.00
	65	RA	CA	California	✓		5/1/2014	12/31/2016		7	$26,834.22	$0.00
	65	RA	GA	Georgia	☐		1/1/2012	12/31/2016		14	$30,894.05	$0.00
	7	GS			☐		1/1/2012	12/31/2016		0	$0.00	$0.00

License Renewals



If you are set up to process license renewals, you will see a button at the top right of the screen called Renew Selected. This allows you to renew only the licenses you choose. You will see the fee charged per license to renew as well as how much you have made in production for the year by client state. This gives you a tool to see whether or not you want to renew a state based on commissions. Keep in mind if you do not renew, you may not be eligible to receive any commissions for business done in that state.

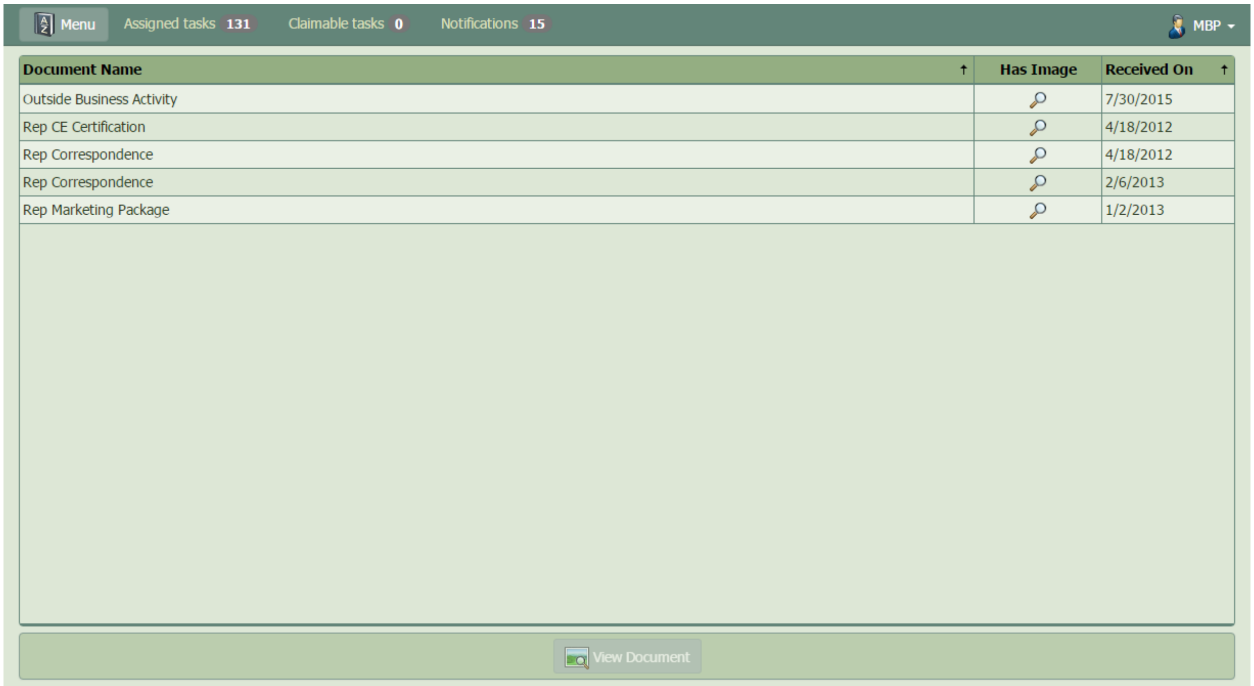
To renew, click on the license you wish to renew, or click and hold the control key to choose multiple licenses. Then click "Renew Selected" to process the renewal. The following message will pop up.



You will be billed (invoiced) the fee for each license renewed, or the amount will be deducted directly from earned commissions.

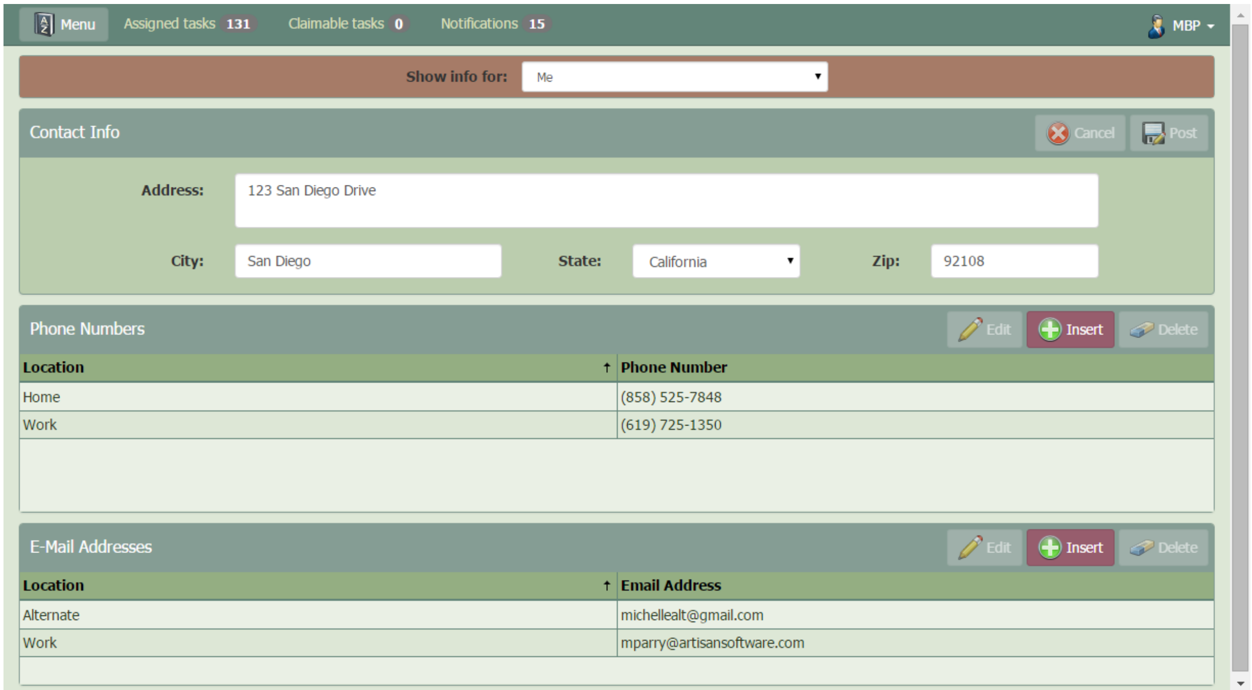
Documents

This screen displays your documents. You can view the documents, download the images and see the date the document was received by the back office.



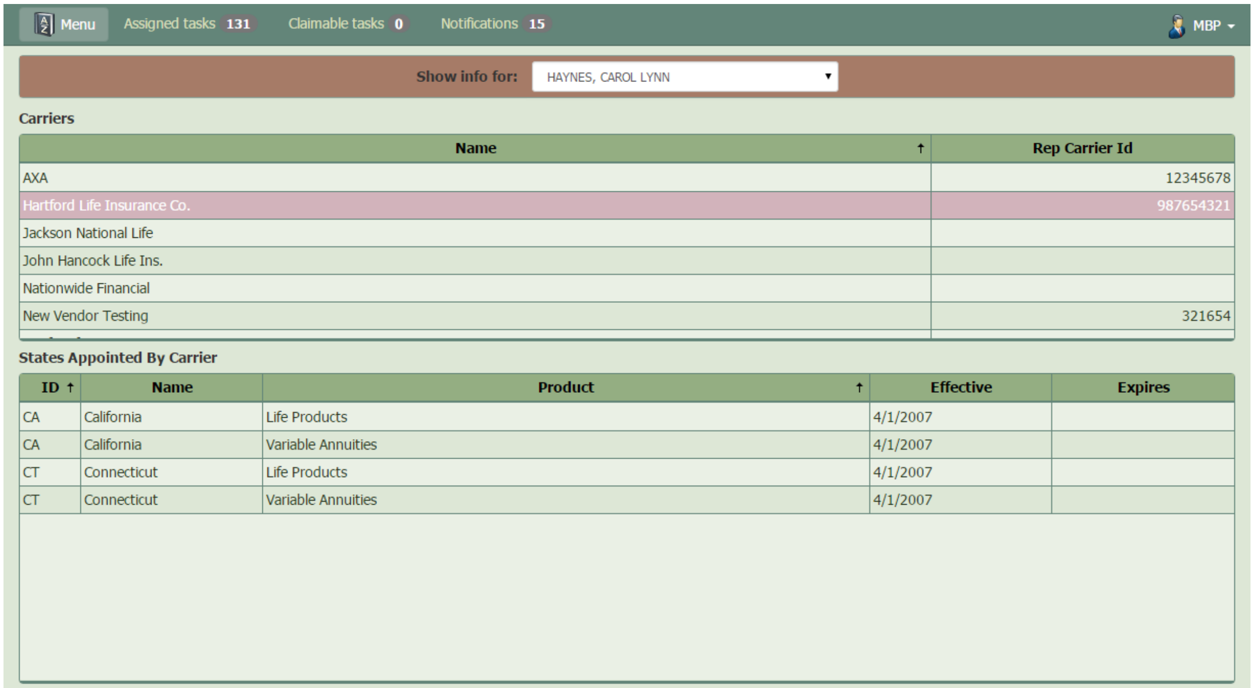
Contact Info

This screen contains your basic contact information. You are able to update this information.



Carrier Appointments

This screen will display all the Carriers that you are appointed with and the corresponding states. If you do not see a Carrier you wish to be appointed with, contact the Back Office.

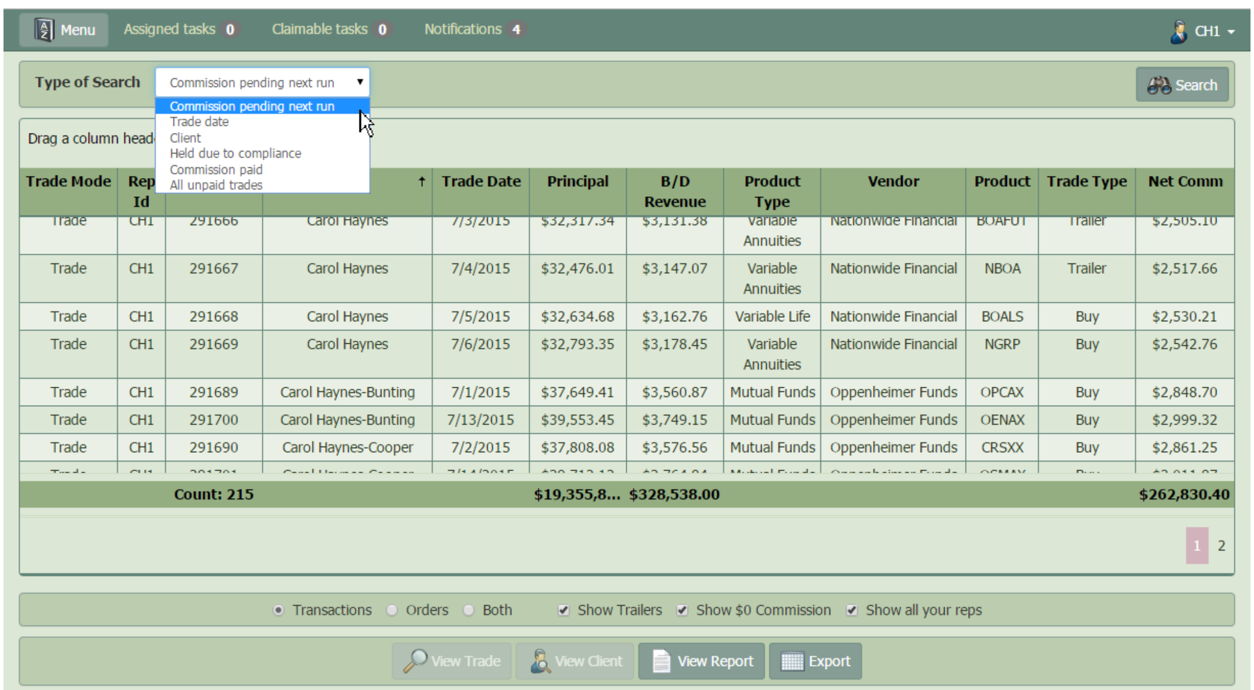


Trades

Search

There are several types of trade searches:

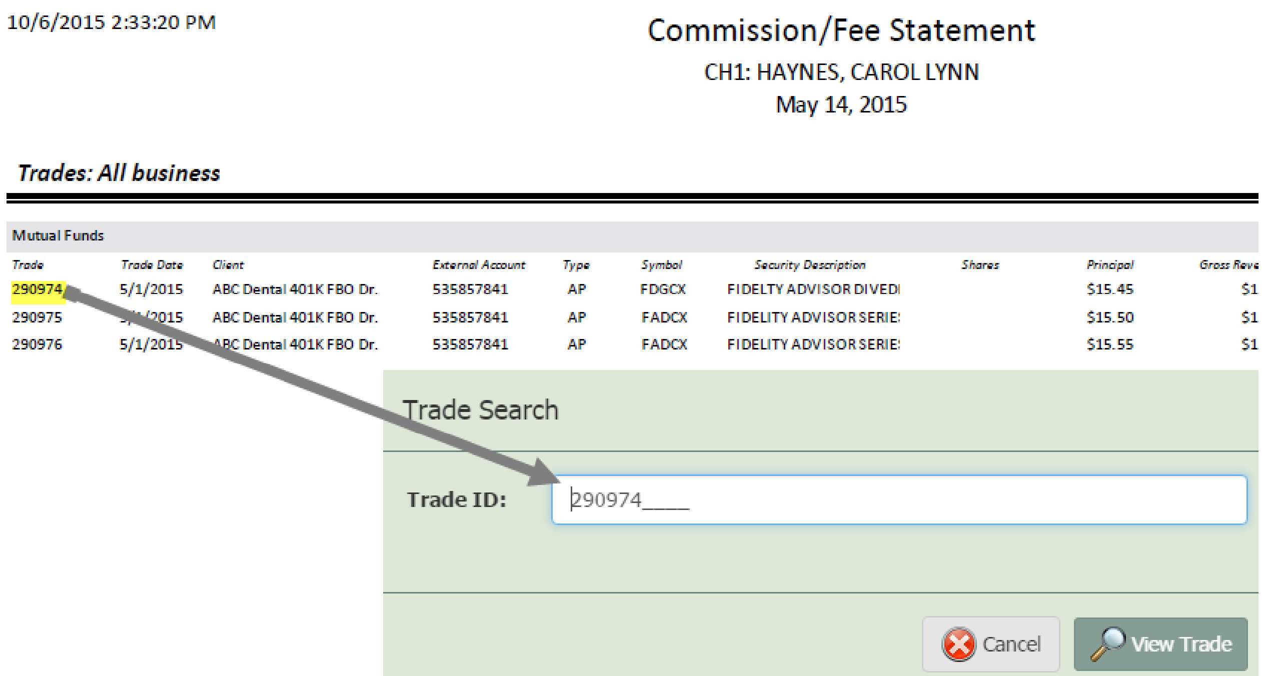
> Commission pending next run - probably the most used search, shows all trades you will be paid for in the next pay period. These do not have compliance infractions.
>
> Trade Date - allows you to search by a trade date range. Input a start and end date range and click search.
>
> Client - allows you to view all trades for a specific client. Enter the last name, SSN, or account number and click Lookup. Select the client you want from the pop up screen. Then click the Search button to view the trades.
>
> Held due to compliance - shows all trades that are on hold. Click on show trade to see why it is on hold.
>
> Commission paid - shows trades by commission period that have been paid. Select a start and end period and then click the search button.
>
> All unpaid trades - shows all trades that have not been paid, whether or not there is a compliance infraction.



You have the option to show Transactions, or Orders, or Both. If you supervise other reps, you can choose to see their trades or just your own. The screen shows the Net Comm amount you will receive, whether it is your trade, or an override you are receiving on that trade.

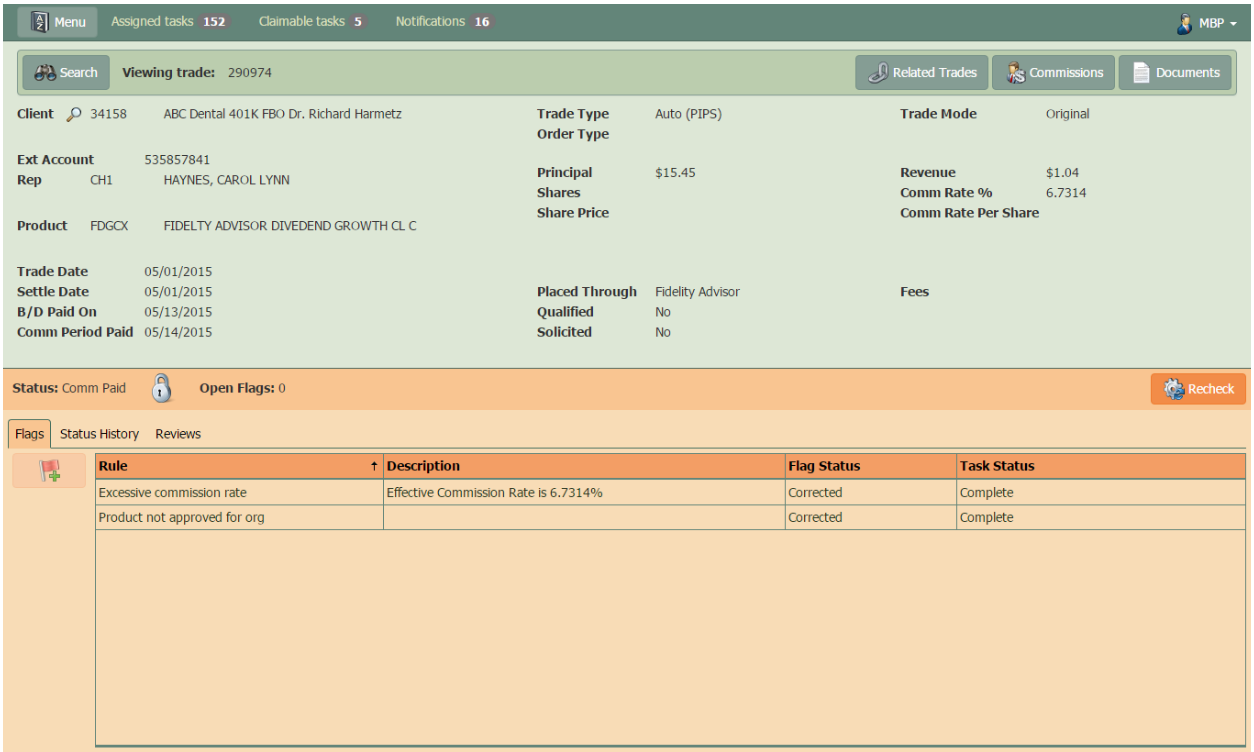
Examine a trade

Click examine a trade from the main menu and input a Trade ID into the trade search screen that pops up. In our example below, we search on Trade ID 290974 from a sample commission statement.



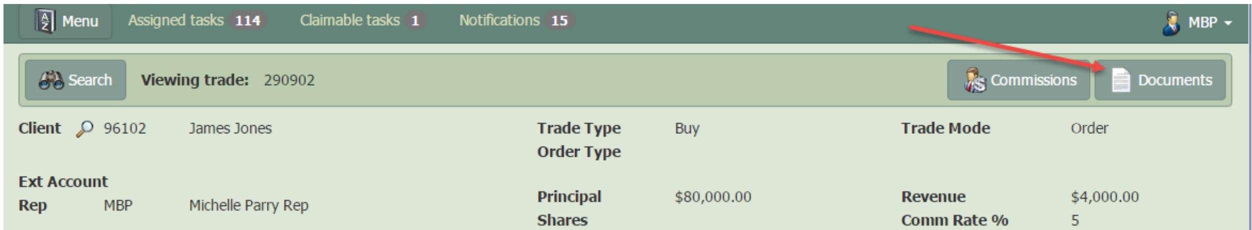
Screen Layout

The basic trade information is on the top half of the screen and any compliance infractions are on the bottom in orange. The Related Trades button shows any linked trades. It could show an order and the corresponding transaction, or the original trade and a cancellation/correction. If the button is not there, then there are no related trades. The Commissions button will show the payout breakdown. The Documents button will show any documents that are attached.

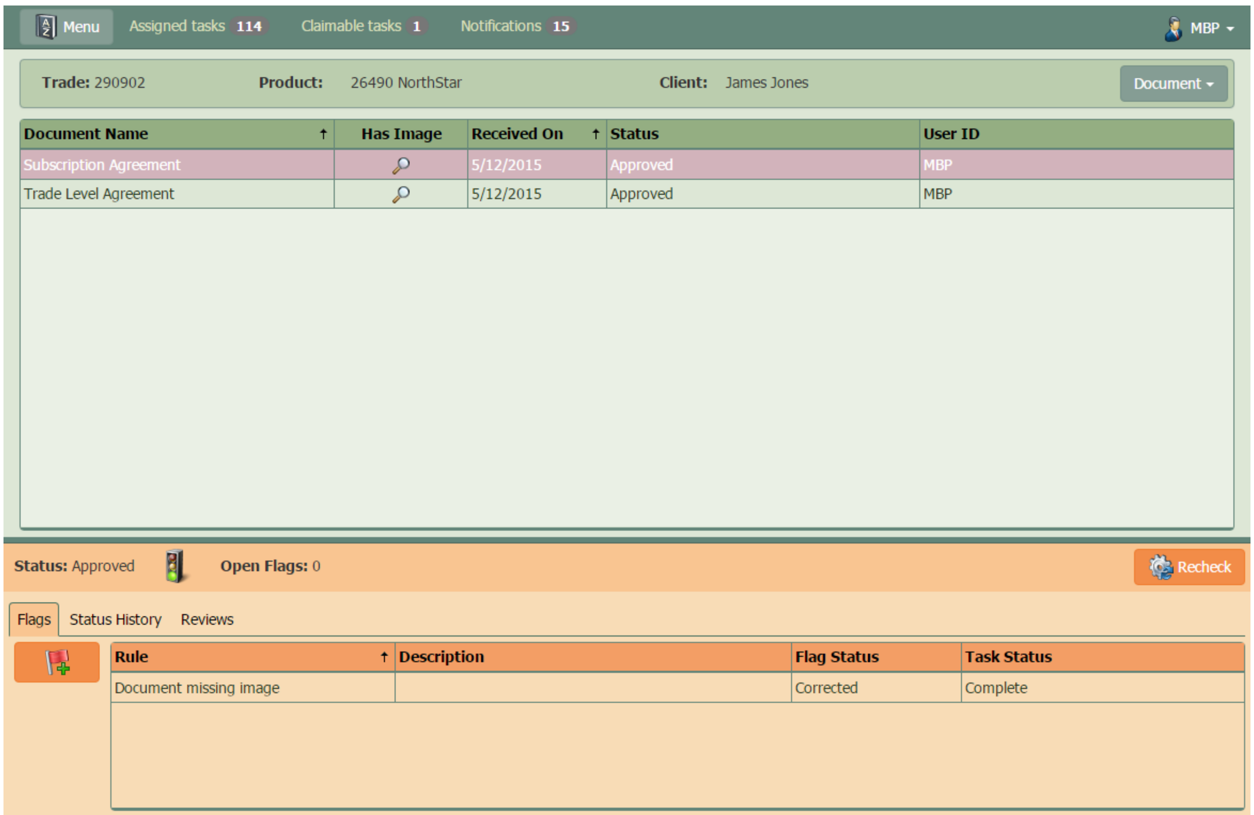


Trade Document

If the transaction has a document attached to it, click the icon in the right corner to view it.



All the relevant documents will be displayed in the list. Use the Document button to add, edit, or view document images.

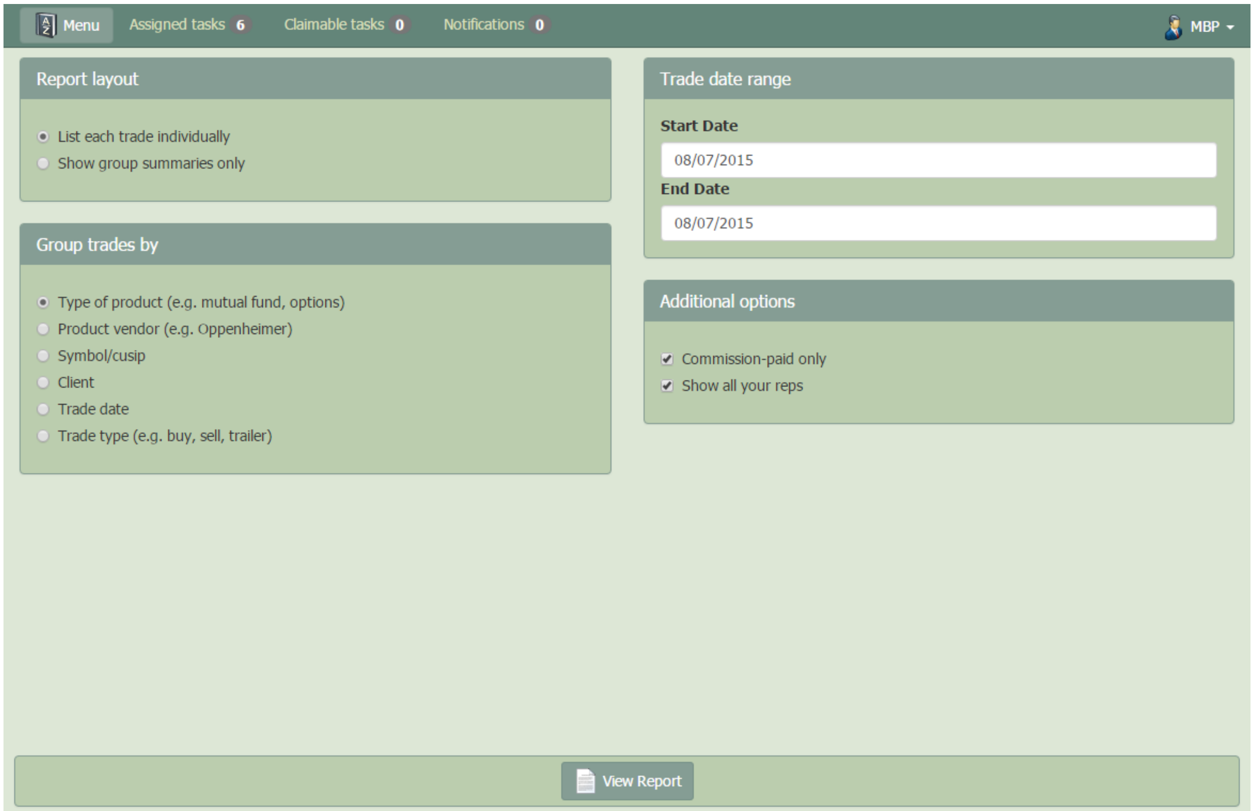


More Reports

There are additional ways to get trade data out of the system. Click on

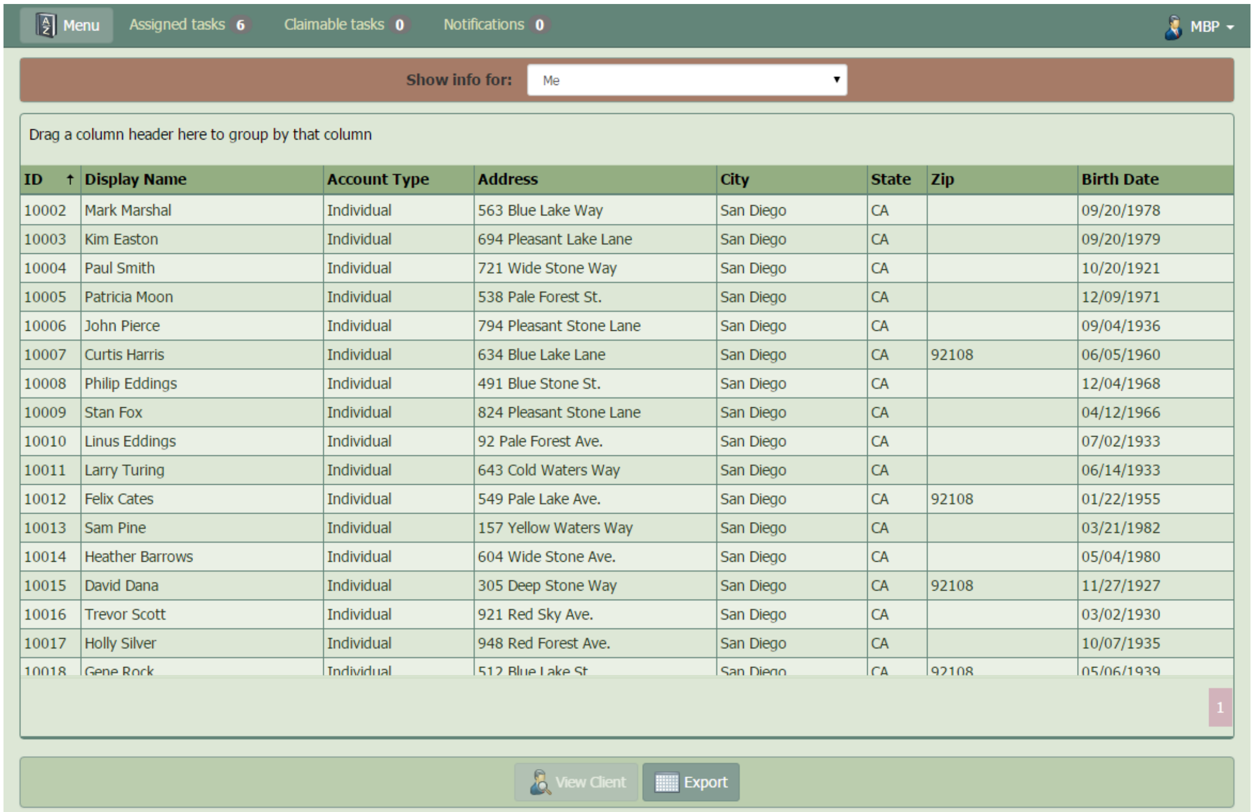
- List each trade individually - to see a detail report
- Show group summaries only - to see the report with summarized data

Below those two report options, you are able to "group" the data. What that means is that it will aggregate the data based on what button you choose. So if you want a report grouped by Vendor (i.e.: American Funds, Oppenheimer, Putnam) then choose group by Product Vendor.



Client List

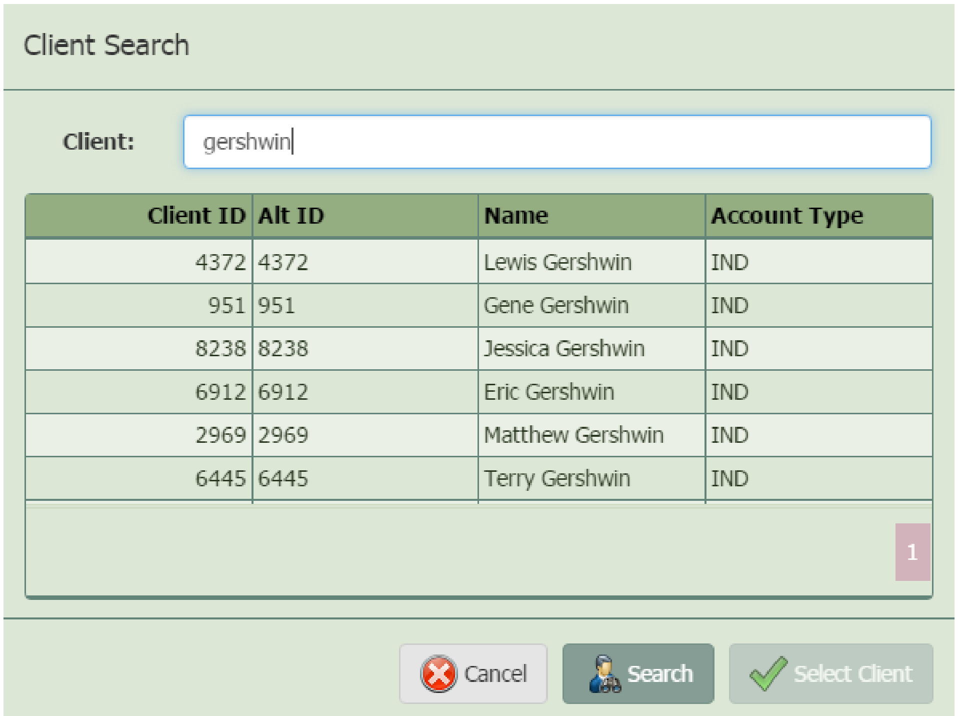
You can view all your clients in one central area.



To export your client list into excel, click the Export button.

Examine a client

This allows you to search for a client. In the white search box you can enter the client's Name, Social Security Number, External Account number (i.e.: Fund Account, Clearing Account, Insurance Policy Number) or Broker Dealer Account Number. You may get several results. Highlight the one you want to view, and click the Select Client button.

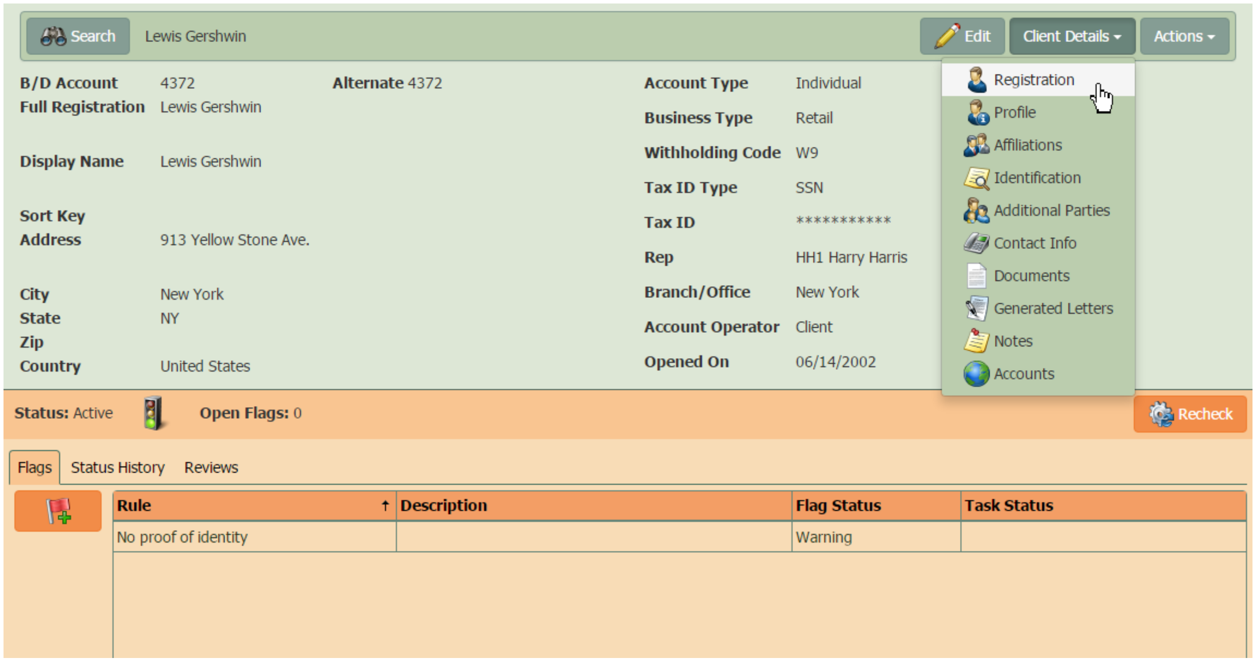


The client search takes you to the Registration screen. The Client Details button lets you view more client information -

Registration
Profile
Affiliations
Identification
Additional Parties
Contact Info
Documents
Generated Letters
Notes
Accounts
Positions

Registration

Basic client details are displayed on this screen. The orange section of the screen will list any past or present issues with a particular client. If a flag is assigned to you, this information will also be in your Dashboard.

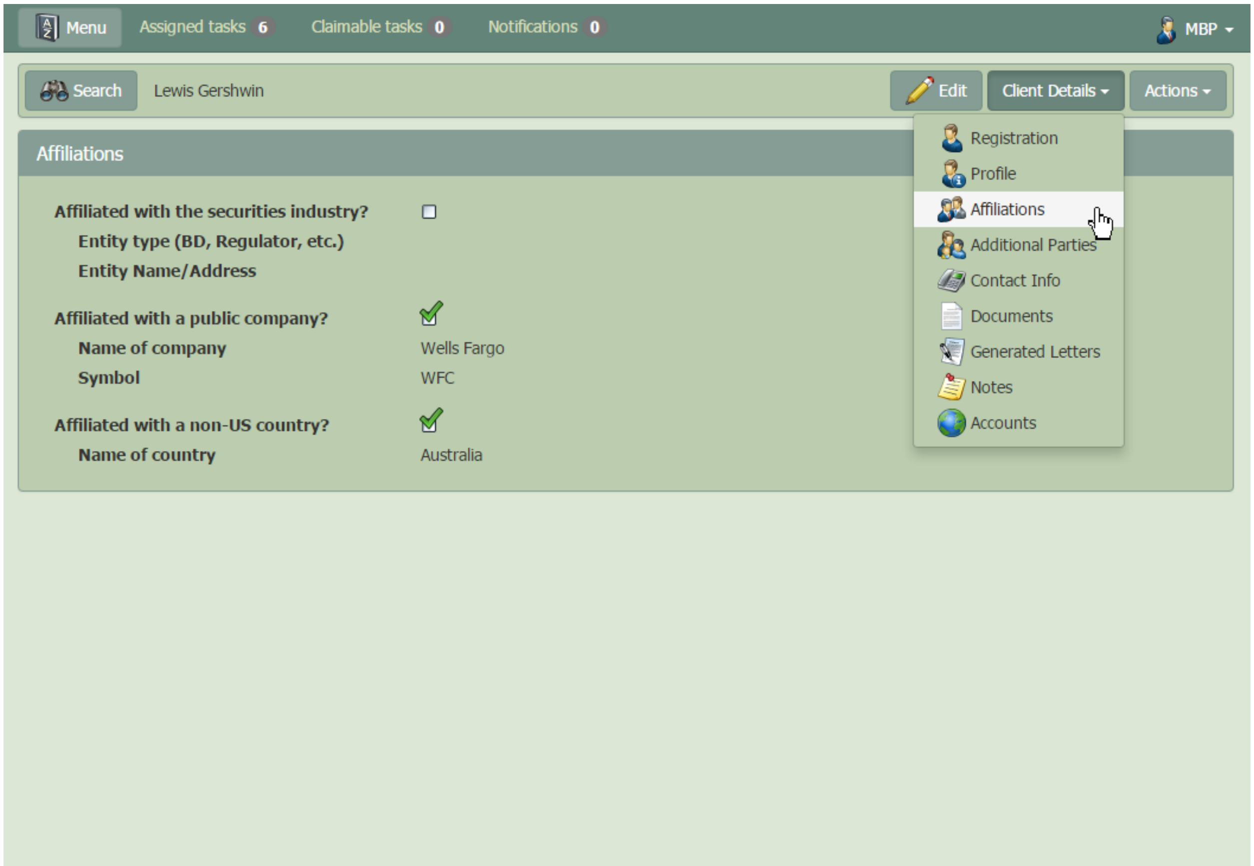


Profile

This screen shows basic demographic, financial, suitability and investment knowledge information about the client.

Affiliations

This screen shows any affiliations the client has with the securities industry, a public company, and/or a non-US country.

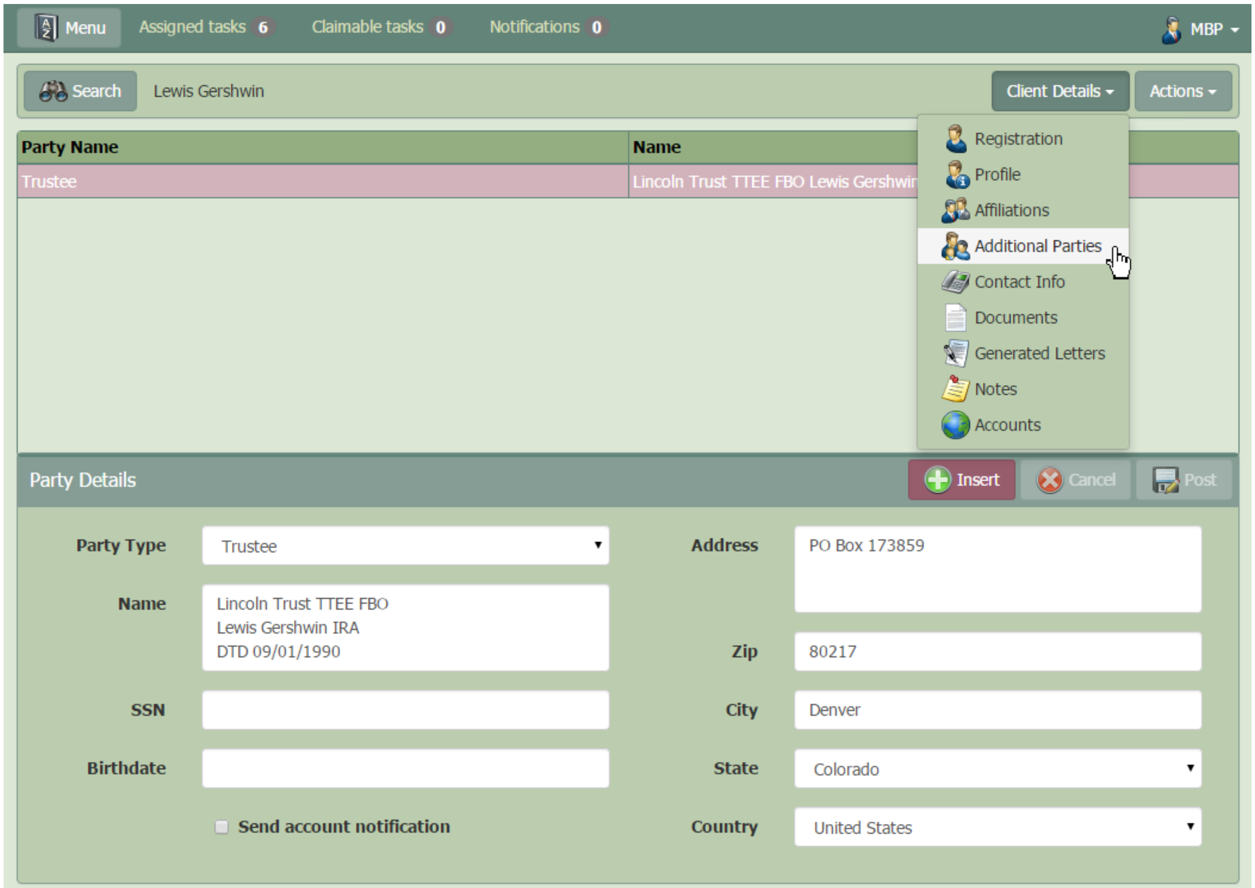


Identification

This screen shows up to two forms of identification for the client. It also stores citizenship information.

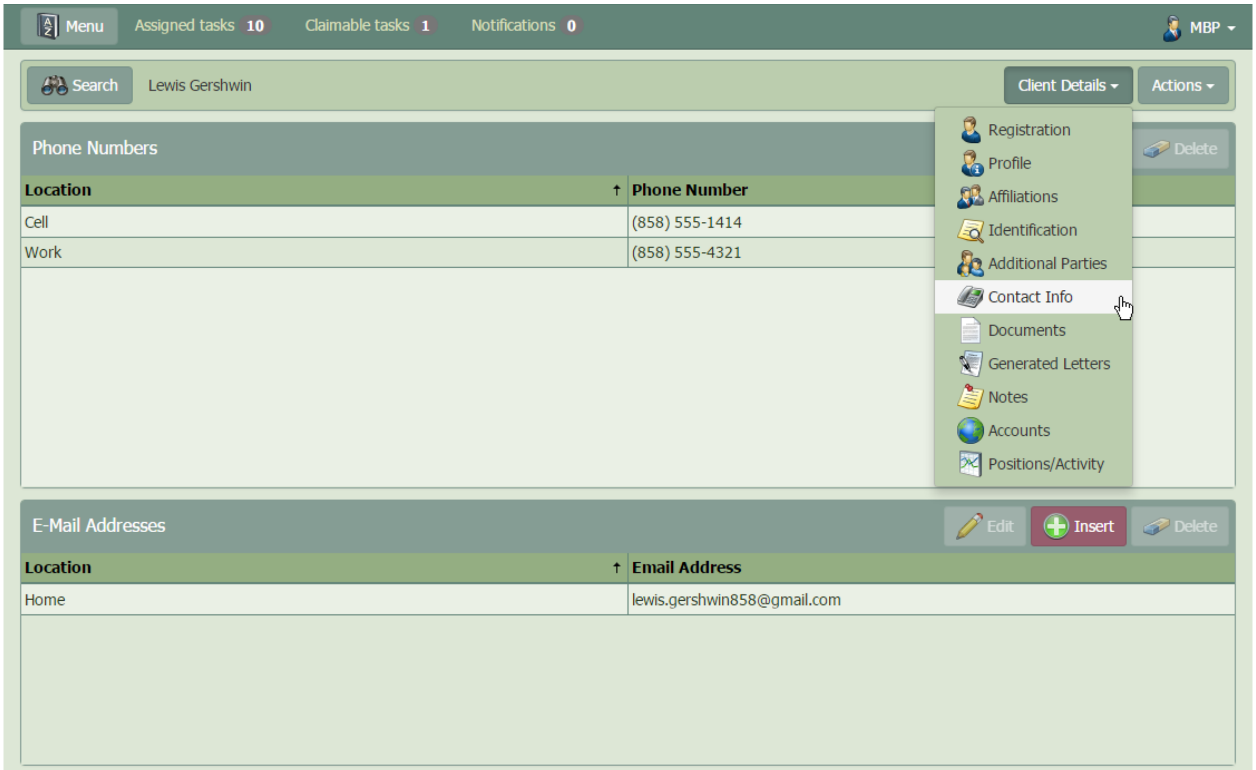
Additional Parties

If there is more than one party on an account, the information will be displayed on this screen.



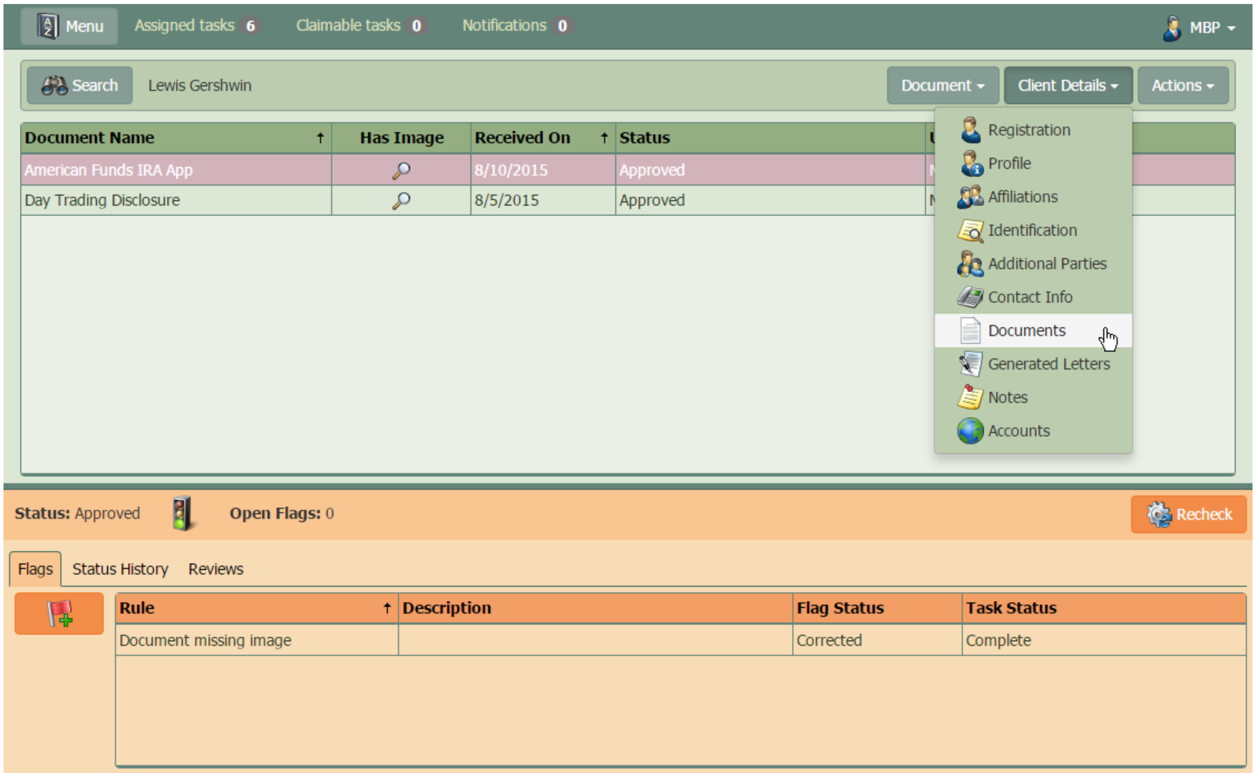
Contact Info

Client telephone numbers and email addresses are stored in this screen.



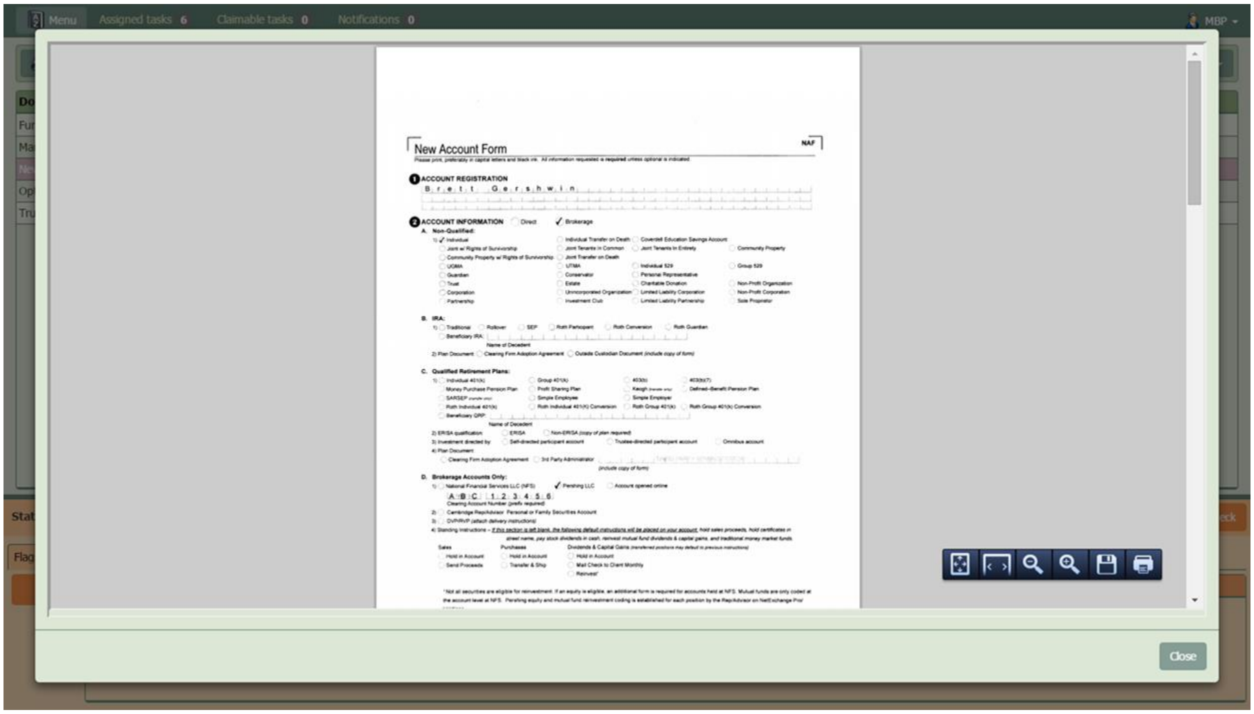
Documents

Client documents are stored here.   You can add more documents and attach images using the Document button. If the "Has Image?" box has the  shortcut, you can click it to view the document image. Or you can go to Document menu – View.



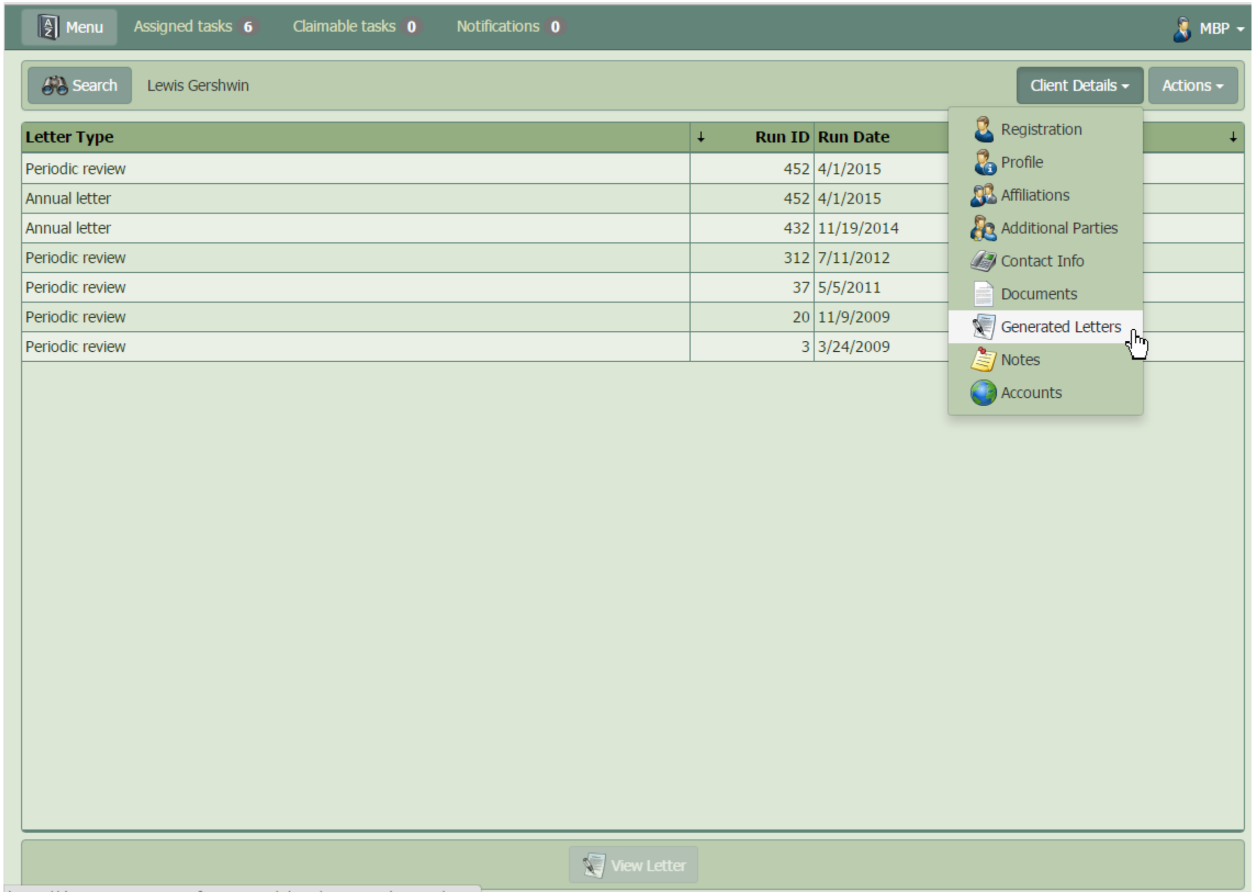
Viewing Documents

Document view/download will vary by internet browser. Each browser will have different buttons to zoom in and out, save, or print the document. This is an example of a pdf downloaded using Google Chrome.



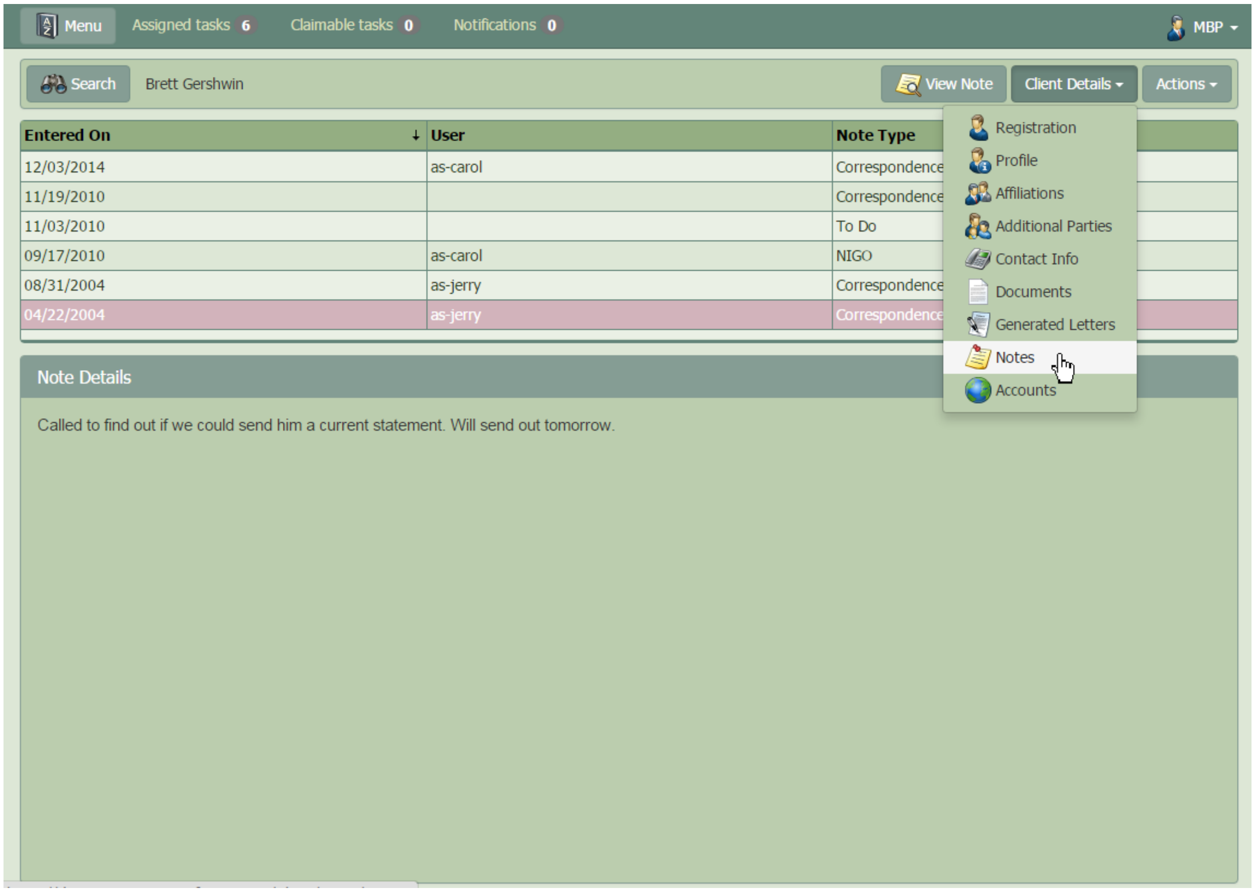
Generated Letters

This is where you can view any letters that have been generated for this Client by the back office. They are displayed by Letter Type and Date. Select a letter and click the View Letter button to see the letter.



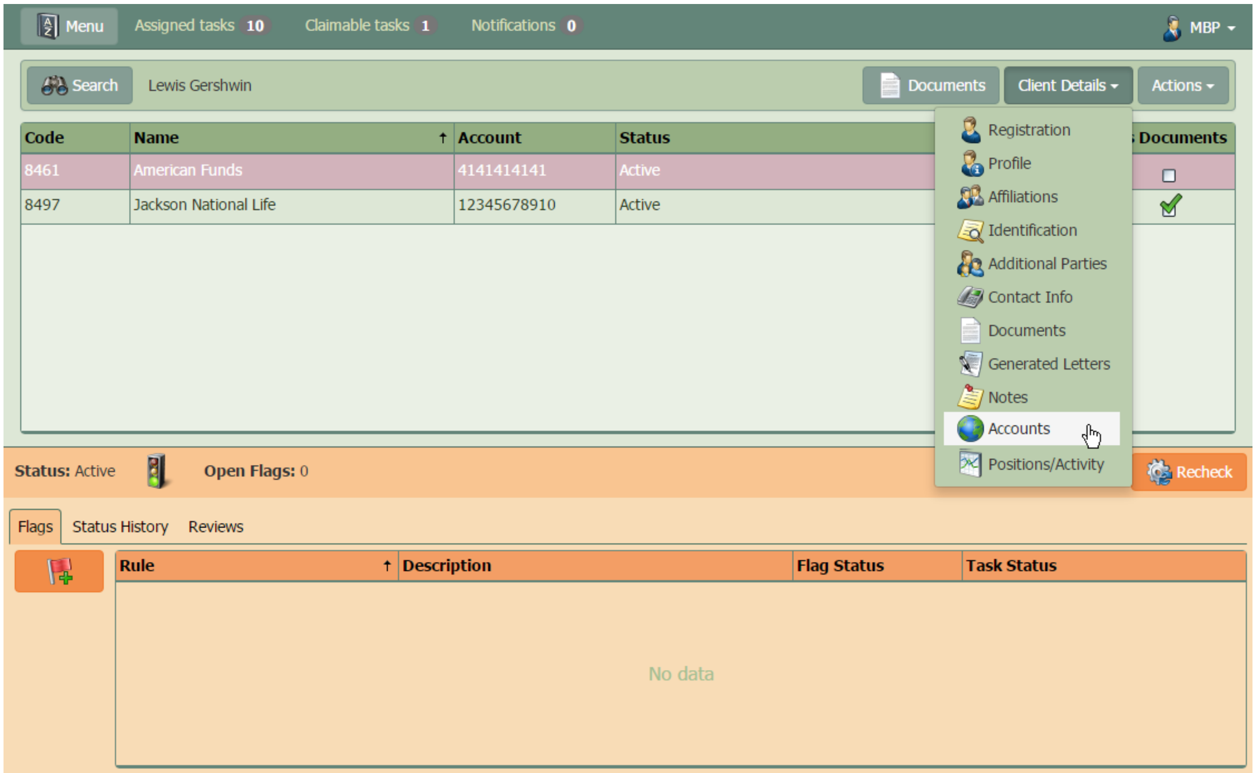
Notes

You can view client notes the Back Office has entered. They are displayed by date and note type.



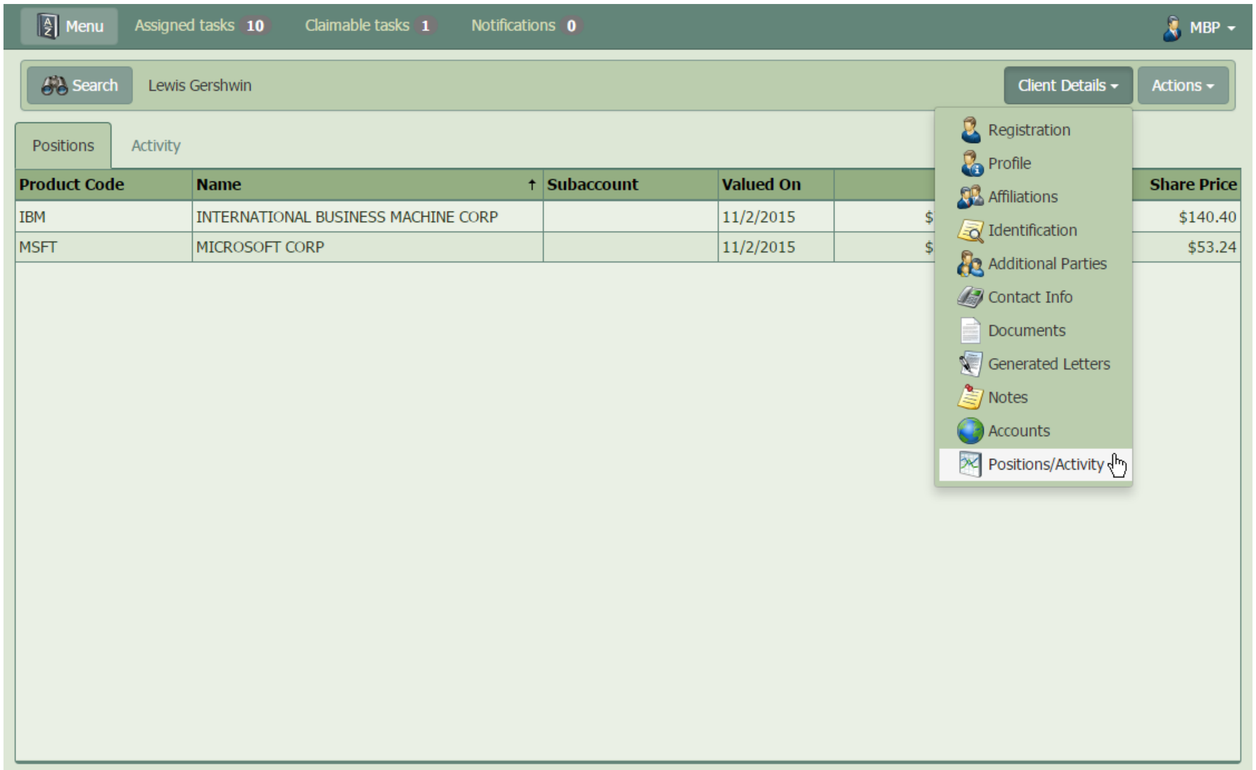
Accounts

This will show you the external accounts for a client (i.e.: Fund Account, Clearing Account, Insurance Policy). If there are any documents attached to the external account, the Has Documents box will be checked.



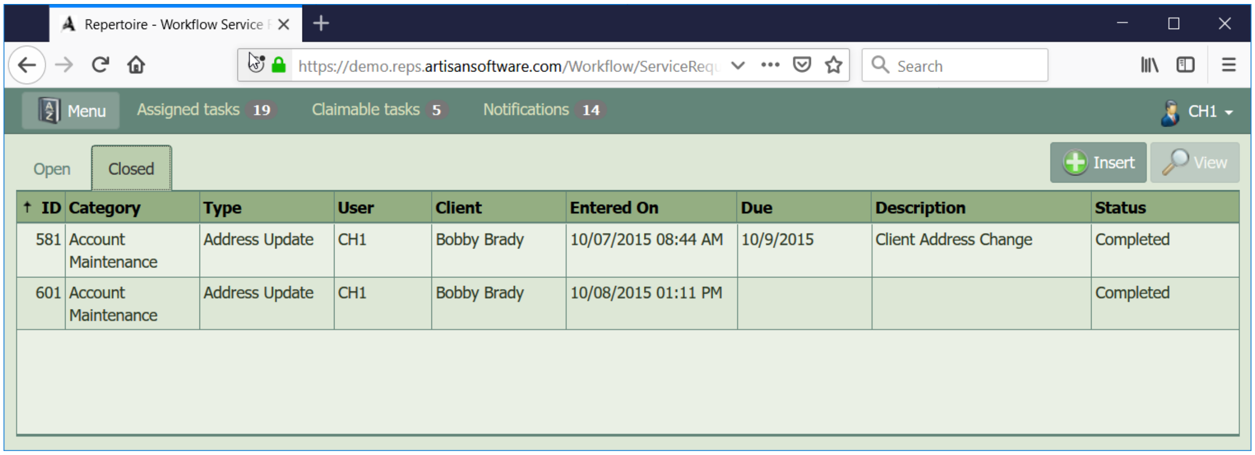
Positions/Activity

If your Broker-Dealer is loading Position and/or Activity data it will be displayed here. There is a separate tab for the Position and Activity. Activity will include the type of transaction.

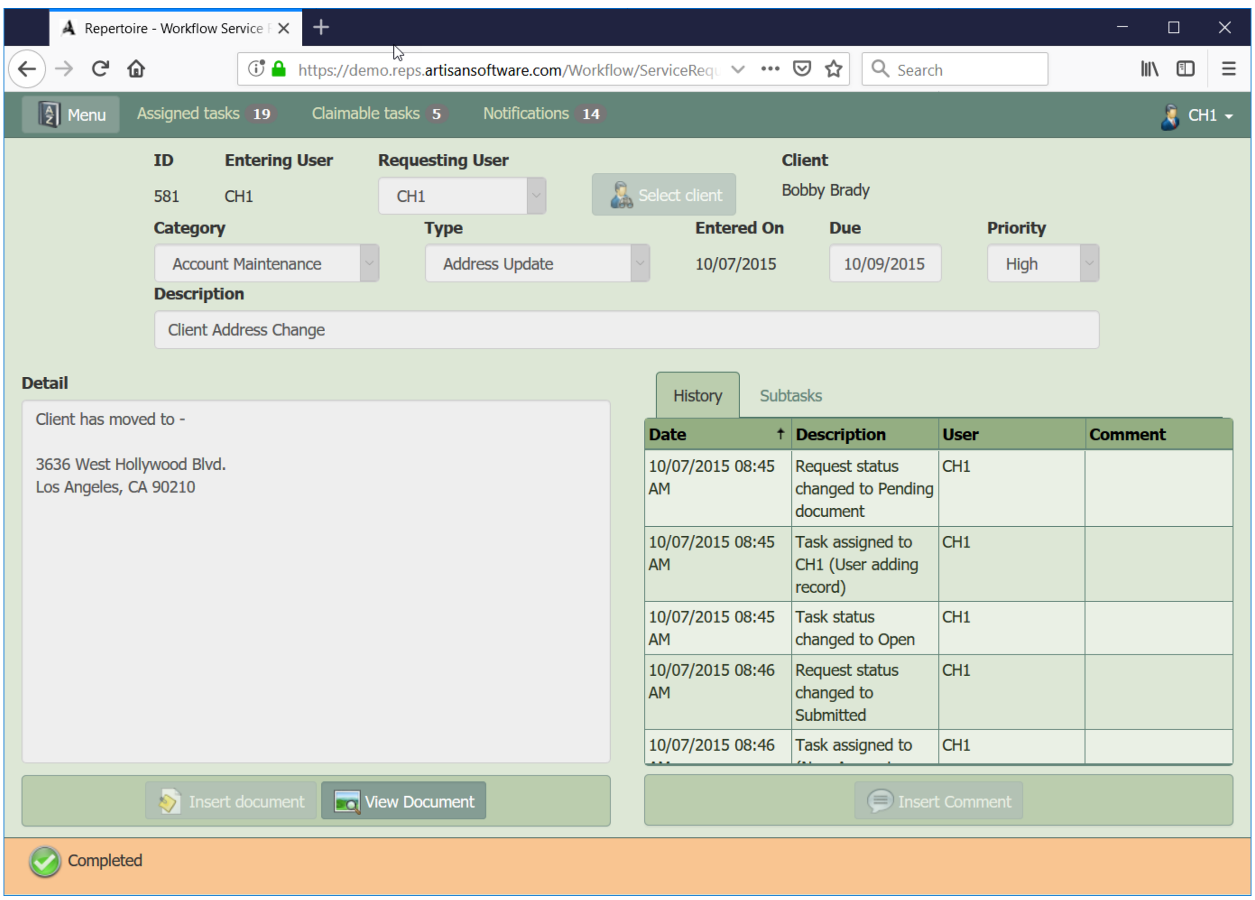


Service Requests

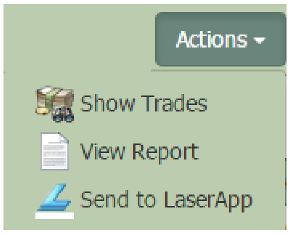
If your Broker Dealer is using the Service Request features, and a Service Request has been entered for this client you are able to view the contents of the Service Request.



Click the actual Service Request and the View Button to see more detailed information.

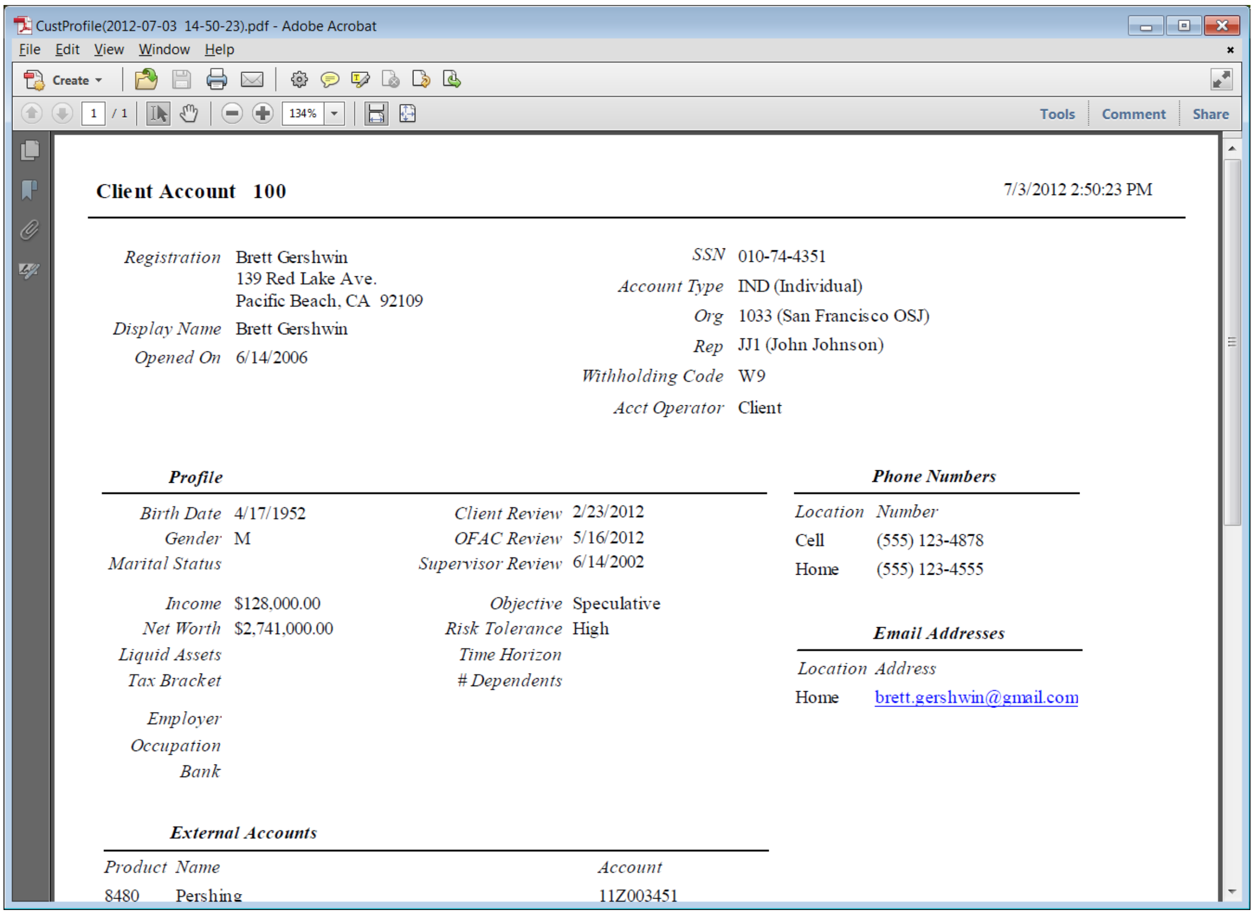


Client Actions

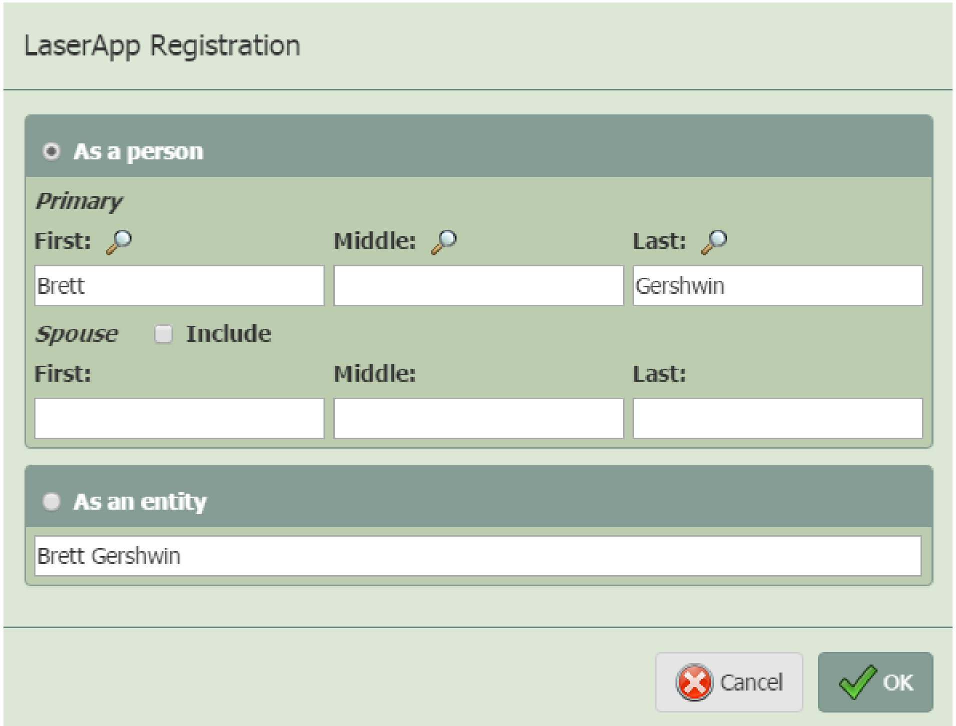


Show Trades – Takes you to the Trade Search screen and will display a history of all trades for that client record.

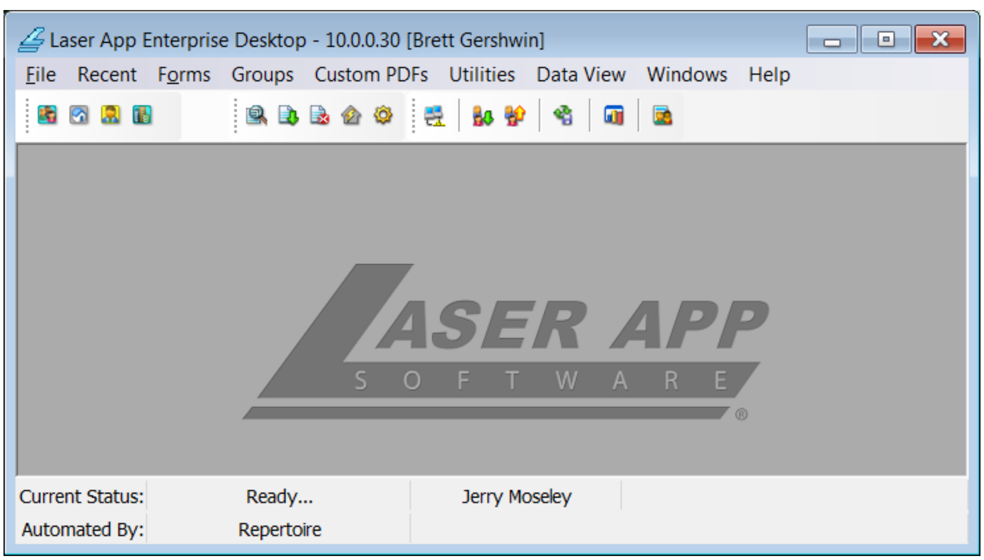
View Report – Generates a PDF report of the client's information.



Send to LaserApp - If you use Laser App, you can click the send to Laser App button to submit this client to Laser App. It will bring up a screen with the client's name so you can make sure it is formatted properly.

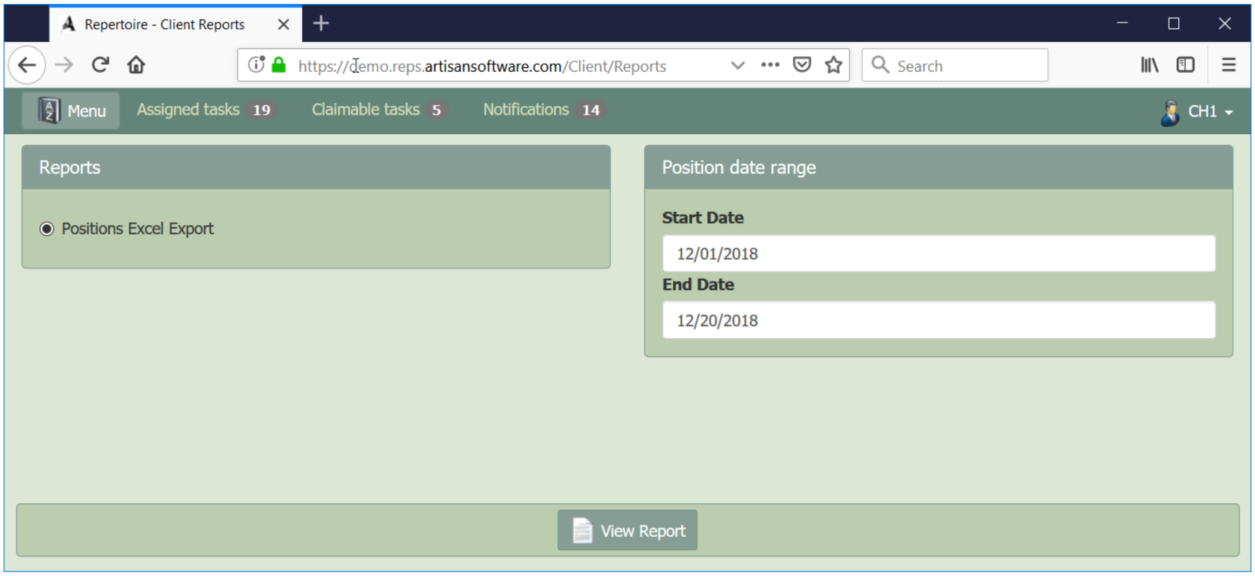


Once you click OK, it will pre-fill the LaserApp program with the customer information and you can continue the form filling.

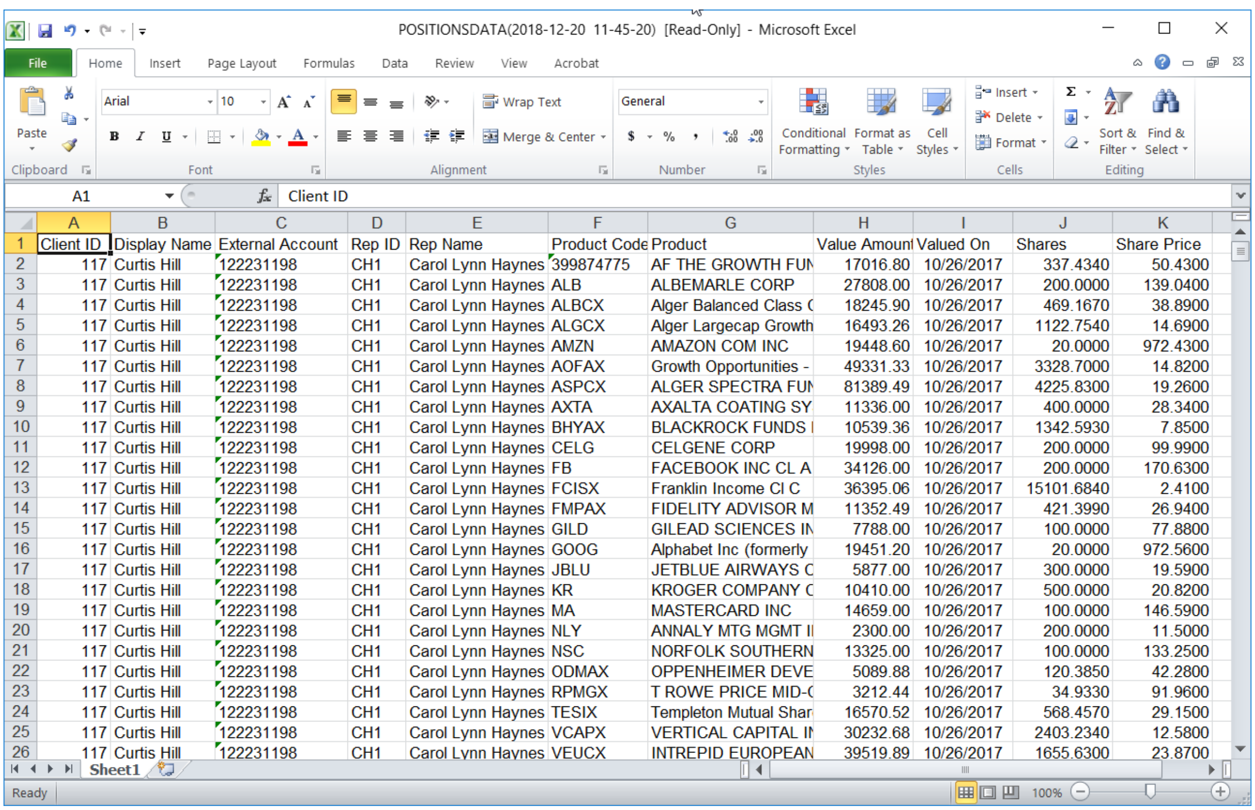


More Reports

In the Clients More Reports you will find the Positions Excel Export report. It will prompt you for the Start and End date for when the Position was priced. You will normally enter the most current beginning of month date.



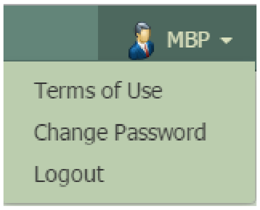
Once you click the View Report, it will launch Excel and show you the Positions for all of your Clients. Then you can filter or use Excel to narrow your results.



Client ID	Display Name	External Account	Rep ID	Rep Name	Product Code	Product	Value Amount	Valued On	Shares	Share Price
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	399874775	AF THE GROWTH FUN	17016.80	10/26/2017	337.4340	50.4300
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	ALB	ALBEMARLE CORP	27808.00	10/26/2017	200.0000	139.0400
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	ALBCX	Alger Balanced Class (	18245.90	10/26/2017	469.1670	38.8900
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	ALGCX	Alger Largecap Growth	16493.26	10/26/2017	1122.7540	14.6900
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	AMZN	AMAZON COM INC	19448.60	10/26/2017	20.0000	972.4300
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	AOFAX	Growth Opportunities -	49331.33	10/26/2017	3328.7000	14.8200
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	ASPCX	ALGER SPECTRA FUN	81389.49	10/26/2017	4225.8300	19.2600
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	AXTA	AXALTA COATING SY	11336.00	10/26/2017	400.0000	28.3400
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	BHYAX	BLACKROCK FUNDS I	10539.36	10/26/2017	1342.5930	7.8500
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	CELG	CELGENE CORP	19998.00	10/26/2017	200.0000	99.9900
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	FB	FACEBOOK INC CL A	34126.00	10/26/2017	200.0000	170.6300
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	FCISX	Franklin Income Cl C	36395.06	10/26/2017	15101.6840	2.4100
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	FMPAX	FIDELITY ADVISOR M	11352.49	10/26/2017	421.3990	26.9400
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	GILD	GILEAD SCIENCES IN	7788.00	10/26/2017	100.0000	77.8800
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	GOOG	Alphabet Inc (formerly	19451.20	10/26/2017	20.0000	972.5600
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	JBLU	JETBLUE AIRWAYS C	5877.00	10/26/2017	300.0000	19.5900
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	KR	KROGER COMPANY C	10410.00	10/26/2017	500.0000	20.8200
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	MA	MASTERCARD INC	14659.00	10/26/2017	100.0000	146.5900
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	NLY	ANNALY MTG MGMT II	2300.00	10/26/2017	200.0000	11.5000
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	NSC	NORFOLK SOUTHERN	13325.00	10/26/2017	100.0000	133.2500
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	ODMAX	OPPENHEIMER DEVE	5089.88	10/26/2017	120.3850	42.2800
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	RPMGX	T ROWE PRICE MID-(	3212.44	10/26/2017	34.9330	91.9600
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	TESIX	Templeton Mutual Shar	16570.52	10/26/2017	568.4570	29.1500
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	VCAPX	VERTICAL CAPITAL IN	30232.68	10/26/2017	2403.2340	12.5800
117	Curtis Hill	122231198	CH1	Carol Lynn Haynes	VEUCX	INTREPID EUROPEAN	39519.89	10/26/2017	1655.6300	23.8700

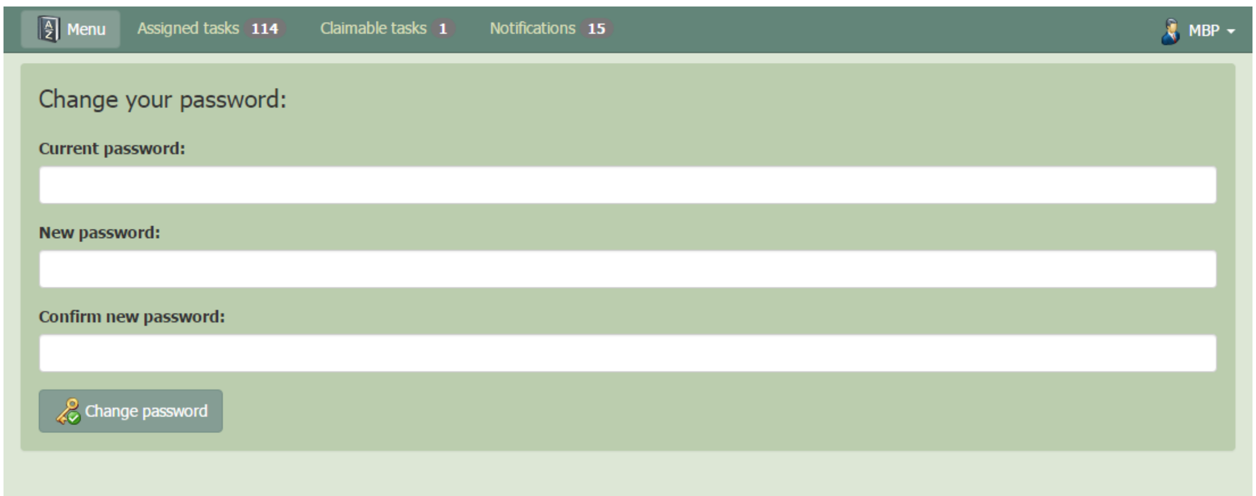
Administrative Features

In the upper right corner of the screen, you'll see the Rep ID you use to log in. In this example, the Rep ID is MBP. Click the arrow to see the three drop down menu options.



Terms of Use – Takes you to the Repertoire Terms of Use you saw upon your initial login

Change Password – Lets you change your password. You must first enter your current one and then enter the new one twice to confirm.



Logout – This will log you out of Repertoire. You will have to use your password the next time you login.