



CUSTOMER WEBINAR • WEEK 1 OF 4

Getting started with Navexa

From your first import to a portfolio you can trust.

WHEN

Tuesday 6 October 2026
1:00–1:45 pm AEDT

PRESENTER

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Head of Customer Success

THE FOUR-WEEK SERIES

01 Getting started
TODAY

02 Portfolio performance

03 Income and
diversification

04 Records for tax
reporting

Leave with three things sorted



01

A sensible portfolio setup

Know where your accounts and investments belong.



02

Your investment history imported

Upload files together, then review the trades.



03

A reliable starting point

Check quantities, fix gaps and choose future updates.



Your first win: one account imported and checked.

Five steps to a portfolio you can trust

01

Set up

Decide where your investments belong

02

Import

Upload your trade history together

03

Review

Check trades before and after importing

04

Fix gaps

Restore missing purchases or sales

05

Keep current

Choose how new trades arrive

TODAY'S 45 MINUTES

30 min · Guided walkthrough and live demos

15 min · Q&A

Three terms you'll see

PORTFOLIO

Your personal investments

HOLDING

BHP on the ASX

TRADE

Buy 100 BHP shares

TRADE

A later buy or sale

Portfolio

A collection of investments

Holding

An investment you own or owned

Trade

A change in that holding

Your trade history is the foundation for your portfolio.

STEP 1 OF 5

01

Set up

Decide where your investments belong.

Set up

Import

Review

Fix gaps

Keep current

Organise by who owns the investments

Personal portfolio

Broker A

Broker B



One portfolio

One owner, one portfolio can work.

Separate owner or entity

SMSF

Trust

Company



Its own portfolio

Usually a separate portfolio.



Start with one account. You can build from there.

STEP 2 OF 5

02

Import

Bring your trade history into Navexa.



Choose how to add your investments



Supported broker connection

Use the workflow available for your broker.



TODAY'S DEMO

Spreadsheet import

Bring in historical trades from one or more files.



Manual trade

Fill a gap or add an individual transaction.

1 · Bring in the history first



2 · Then set up future updates

Three files, one portfolio

01	Australian shares CBA • BHP • CSL • FMG • TLS	12 trades
02	Australian ETFs VAS • VGS • IVV	10 trades
03	US shares and ETF AAPL • MSFT • VOO • KO • TSLA	14 trades

36

trades

13

holdings

Australian + US investments

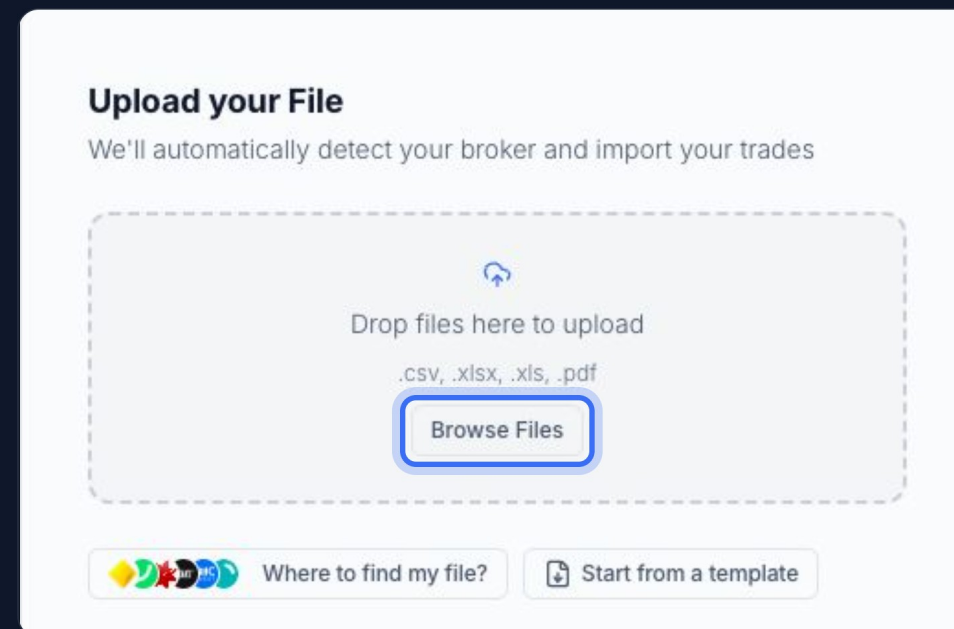
⚠ TLS is missing an earlier purchase on purpose. We'll fix it live.

Upload the files together

- 1 Open the upload page**
Portfolio → Add Holdings
- 2 Choose all three files**
Browse Files or drag and drop.
- 3 Continue to the review**
Check the grouped import before saving.



Keep files to investment trades only: no cash movements or income rows.



The Navexa upload area

03

Review

Check what came in, before and after importing.



Review before you import

1 Match the investment

Symbol and exchange

2 Check the trade

Date, Buy or Sell, units and price

3 Check the money

Currency, FX and brokerage



Edit a row only if it needs correcting, then select Import Trades.
Watch for overlapping dates or duplicate history.

SOURCE: Unknown broker AI extracted

1 trades... 18 trades 2 click to edit 3 Only show errors

	SYMBOL	EXCHANGE	DATE	TYPE	QUANTITY	PRICE	FX RATE	FEE	FEE CURRENCY
☐	A200	ASX	2026-07...	Buy	100	140.5	1	9.5	AUD
☐	BHP	ASX	2024-02...	Buy	75	46.3	1	9.5	AUD
☐	BHP	ASX	2025-12...	Buy	50	41.2	1	9.5	AUD
☐	BHP	ASX	2026-02...	Sell	60	39.5	1	9.5	AUD
☐	CBA	ASX	2024-05...	Buy	25	117.4	1	9.5	AUD
☐	DHMF	ASX	2025-03...	Buy	100	31.25	1	9.5	AUD
☐	NDQ	ASX	2023-11...	Buy	45	37.8	1	9.5	AUD
☐	NDQ	ASX	2026-04...	Sell	20	44.1	1	9.5	AUD
☐	TLS	ASX	2024-08...	Buy	400	3.83	1	5	AUD
☐	TLS	ASX	2025-10...	Sell	400	4.1	1	5	AUD
☐	VAS	ASX	2023-08...	Buy	80	88.2	1	9.5	AUD
☐	VAS	ASX	2024-11...	Buy	45	94.7	1	9.5	AUD
☐	VAS	ASX	2026-06...	Sell	50	91	1	9.5	AUD
☐	VGS	ASX	2023-09...	Buy	60	101.15	1	9.5	AUD
☐	VGS	ASX	2026-06...	Buy	30	114.2	1	9.5	AUD
☐	VHY	ASX	2025-09...	Buy	90	69.4	1	9.5	AUD
☐	WDS	ASX	2025-01...	Buy	120	25.8	1	9.5	AUD
☐	WDS	ASX	2025-07...	Sell	120	22.1	1	9.5	AUD

25 Showing 1 - 18 of 18 trades

Abandon import Import Trades

Help Centre example, not today's demo data

Make three checks after importing

01 Quantities

Compare the remaining units with your broker records.

02 Trade history

Confirm the earliest purchases and any sales are present.

03 Holdings needing attention

Resolve missing history before relying on reports.

DEMO PORTFOLIO AFTER IMPORT

10 open positions

2 closed holdings

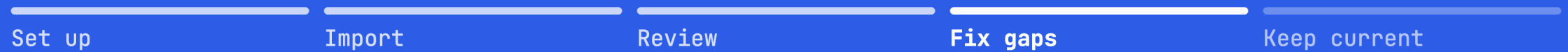
1 needs attention: TLS

A successful import still deserves a quick reconciliation.

04

Fix gaps

Restore missing history so every holding adds up.



A sale without the earlier purchase

TLS Telstra · ASX

-50

units shown after import

⚠ Holding needs attention

WHAT WE IMPORTED

EARLIER • NOT IN THE FILE

The earlier buy is missing.



8 MAY 2026

Sell 50 shares

A\$4.70 per share

A negative quantity is a clue. It usually means earlier history is missing.

Add the missing purchase

INVESTMENT TLS · ASX	DATE 15 Aug 2024	TYPE Buy
UNITS 200	UNIT PRICE A\$3.60	BROKERAGE A\$9.95

Open TLS Fix



Review oldest first



Add the Buy



Save and refresh

⚠ Fictional demo record. In your own account, enter the real purchase from your records. Never guess.

TLS now adds up

$$\begin{array}{ccccc} 200 & - & 50 & = & 150 \\ \text{bought} & & \text{sold} & & \text{shares left} \end{array}$$



Refresh the holding, then check its quantity again.

Alert still showing? Check the other trade records rather than adding another purchase.

A useful starting portfolio

11

open positions

plus 2 closed holdings

AUSTRALIAN SHARES AND ETFS

- CBA
- BHP
- CSL
- TLS • fixed
- VAS
- VGS
- IVV

US SHARES AND ETF

- AAPL
- MSFT
- V00
- KO

CLOSED HOLDINGS

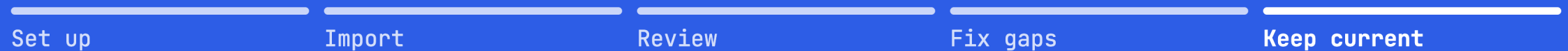
- FMG
- TSLA

Next week: how this portfolio is performing.

05

Keep records current

Make the next trade easy to capture.



Keep the next trade easy

01

Choose your supported update method

Broker connection or contract note forwarding, where available.



02

Check the first new trade

Confirm the correct portfolio, units, price and fees.



03

Avoid overlapping imports

Know which history is already in your portfolio.

▶ Forwarding contract notes? **Use the right portfolio's email address.**

Check income and reinvestments



Dividends and distributions

Navexa can add eligible payments from your holding history and available security data. Check them against your records.



Dividend reinvestment (DRP)

Turn on DRP only where it applies. Then check the resulting payments and reinvested units.

 More on income in **Week 3**

YOUR NEXT STEP

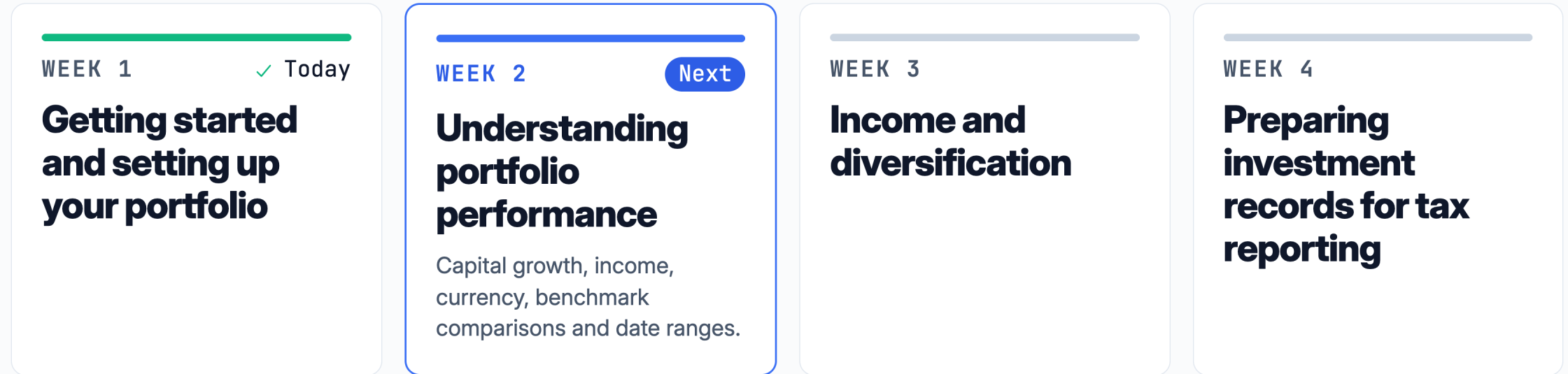
Finish one account

Import it.
Check it.
Keep it current.

- ✔ Compare your quantities with your broker.
- ✔ Resolve missing purchases or sales.
- ✔ Choose your ongoing update method.

WHAT'S NEXT

Four weeks to a portfolio you can trust



🕒 You don't need to wait for the full series to **finish your setup**.

Questions?

What would help you get started?

HELP WHEN YOU NEED IT



In-app chat



help.navexa.com



help@navexa.com