Investments

Step-by-Step Guide

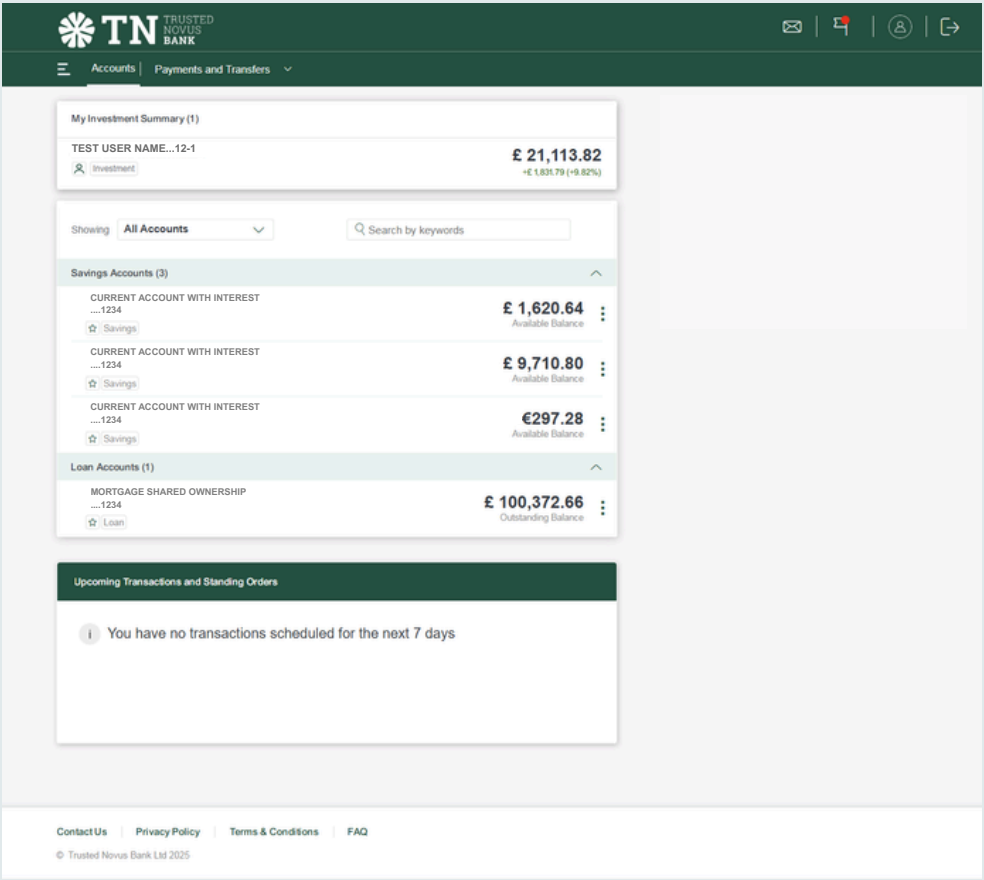


Welcome to your new digital banking experience!
This step-by-step guide will cover:

- Investment Summary
- Portfolio Summary
- Portfolio Details

Investment Summary

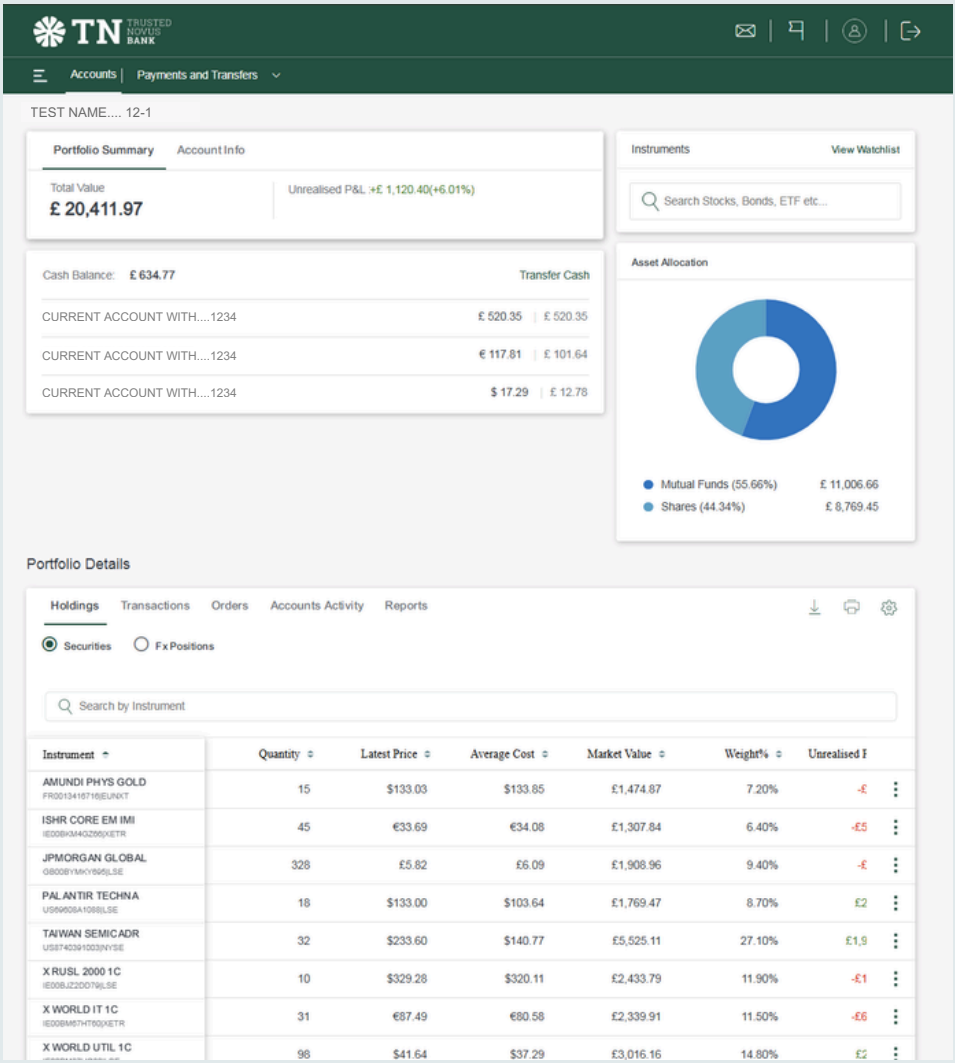
1. Your login screen shows an overview of all of your accounts. At the top of the screen you will see **'My Investment Summary'**, which is followed by your other accounts as shown below:



2. To view your portfolios, click on the portfolio you want to review.

3. This shows your **'Portfolio Summary'** as shown below:

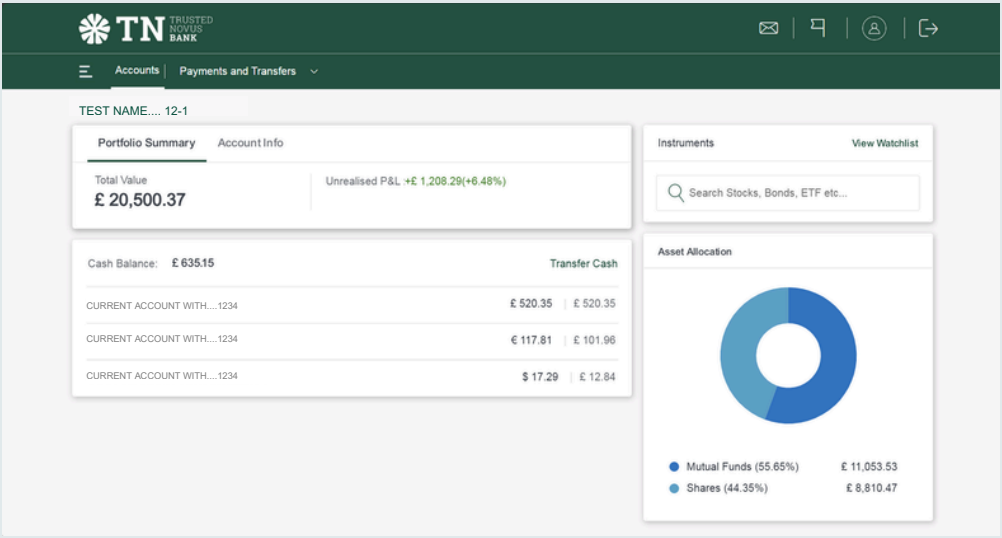
Portfolio Summary



Portfolio Summary

1. In your **'Portfolio Summary'** you have the following options:

- 'Portfolio Summary'
- 'Account Info'
- 'Cash Balance'
- Instruments 'View Watchlist'
- 'Asset Allocation'



2. **'Portfolio Summary'** includes:

- **'Total Value'** of your portfolio
- **'Unrealised P&L'**

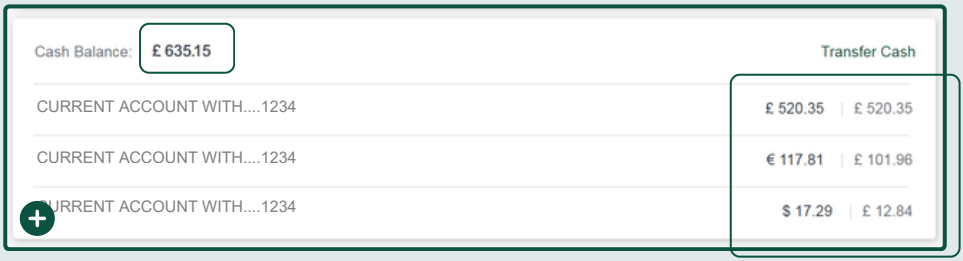
Portfolio Summary

3. **'Account Info'** includes:

- **'Account Number'**
- Name of **'Primary Holder'**

4. 'Cash Balance' includes:

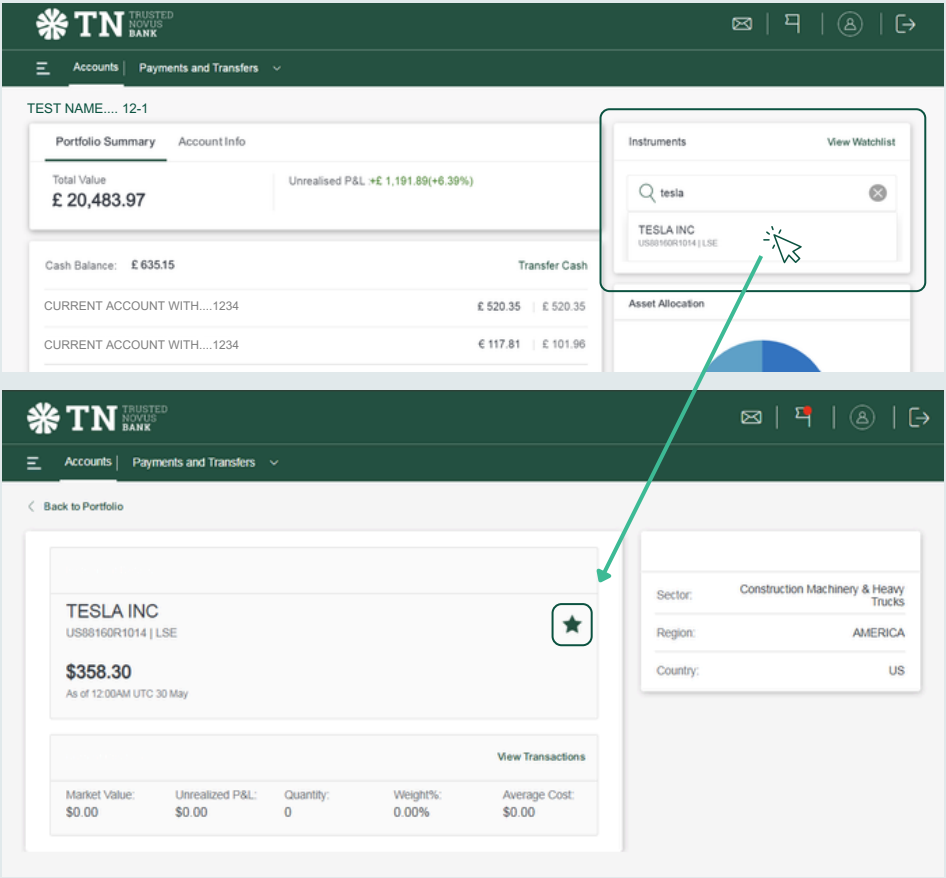
- Here you see the accounts linked to your portfolio. These accounts can not be seen on the login screen.
- Although these accounts are linked to your portfolio, they can be used for payments and transfers.
- The first balance is the total of the three accounts in your reference currency.
- The next balance is the amount in the account currency and then the equivalent in your reference currency.



Portfolio Summary

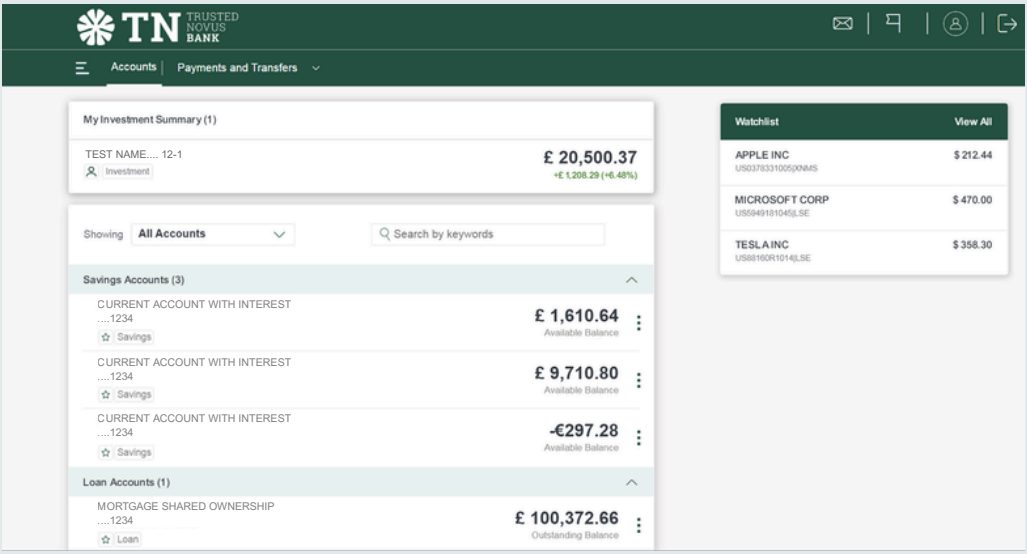
5. Instruments **'View Watchlist'**

- In your **'View Watchlist',** you can search for any Stocks, Bonds, ETF etc you are interested in tracking.
- Once you find your chosen instrument, add to your **'Watchlist'**.
- You do this by searching and then clicking on the instrument you want.
- This takes you to a page showing the instrument information
- Click on the **Star icon** to add it to your **'Watchlist'.**



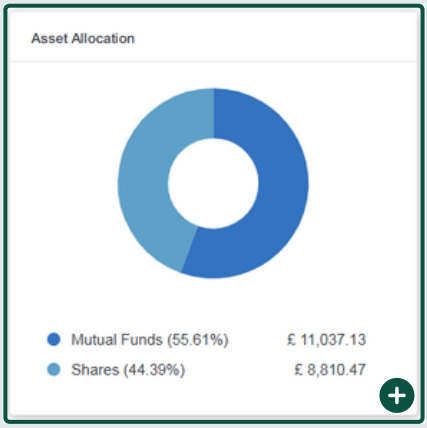
Portfolio Summary

6. Once the **'Watchlist'** has been created, it can be seen in the login screen.



7. **'Asset Allocation'** is shown as a pie chart which displays both the percentage and total amount held in each category, such as:

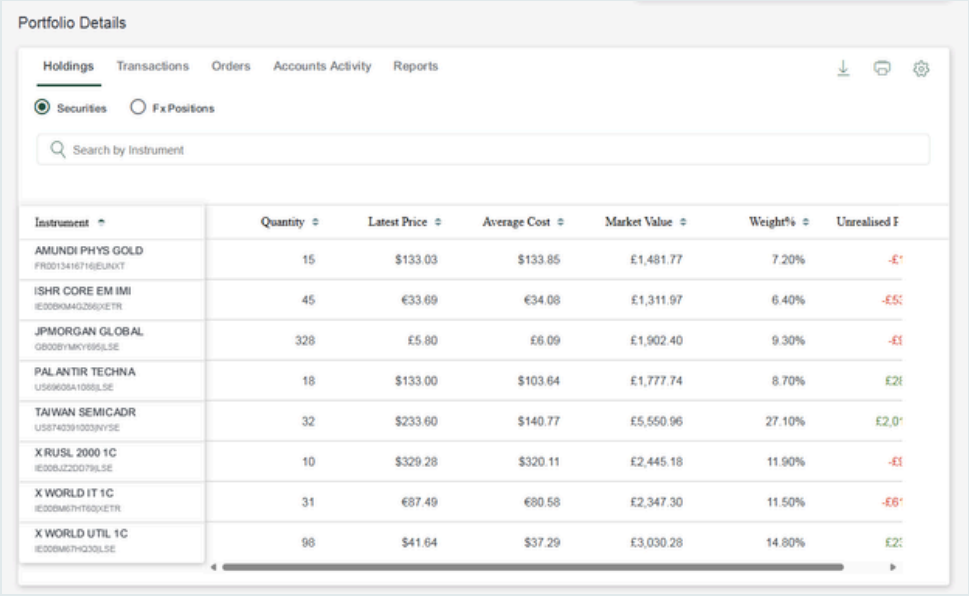
- Mutual Funds
- Shares
- ETFs (Exchange-Traded Funds)
- Stocks
- Bonds



Portfolio Details

1. **'Portfolio Details'**

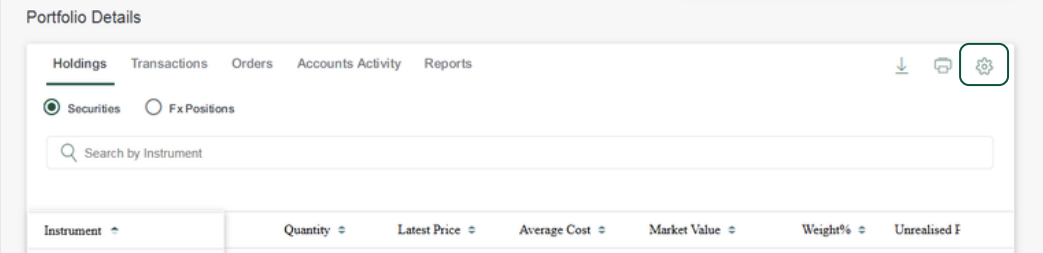
- 'Holdings' (Securities/Fx Positions)
- 'Transactions'
- 'Orders'
- 'Account Activity'
- 'Reports'
- Download, Print and Settings



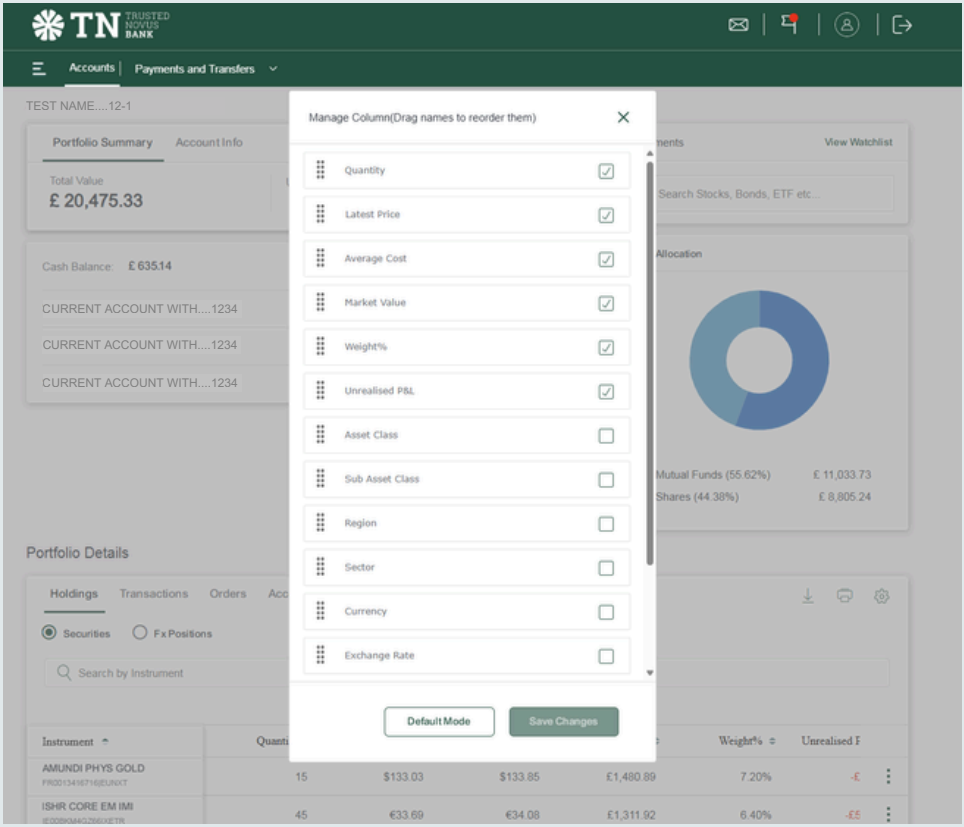
2. **'Holdings'** (Securities/Fx Positions)

- Here you can **'Search'** for your holdings within your portfolio
- The information you can see is:
  - > Quantity
  - > Latest Price
  - > Average Cost
  - > Market Value
  - > Weight %
  - > Unrealised P&L
- If you want additional information then go to settings as shown below:

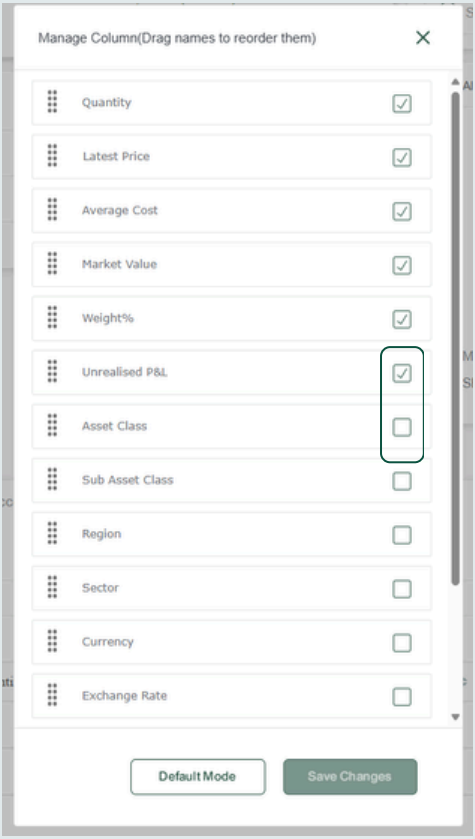
Portfolio Details

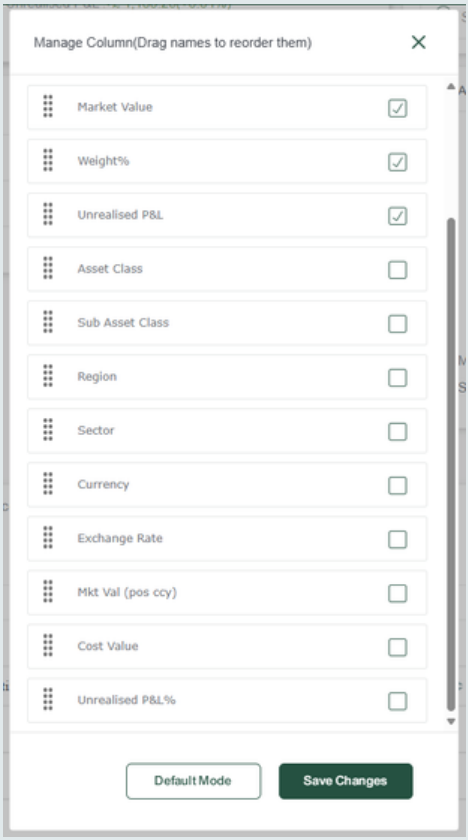


- This will take you to the screen below.



Portfolio Details





- You can **tick** or **untick** the options you want displayed.
- By clicking and holding down on the **grid icon** on the left, you can move the options into your preferred order.

Portfolio Summary

3. ‘Transactions’

- These are movements within your Portfolio

4. ‘Orders’

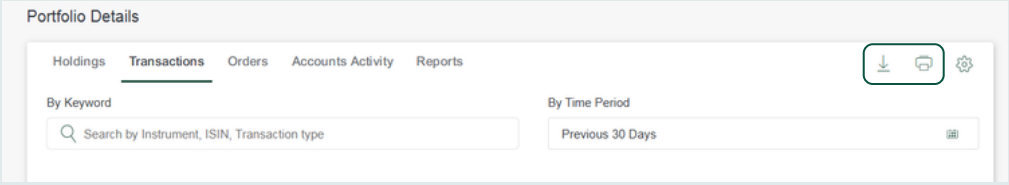
- **‘Open Orders’** shows any current orders
- **‘History’** search **‘By Keyword’** or **‘By Time Period’**

5. ‘Accounts Activity’

- Select the account you want to view
- Search **‘By Keyword’** or **‘By Time Period’**

6. ‘Reports’ can be downloaded by:

- ‘By Time Period’
- ‘Report’ ‘Holdings Summary’
- ‘Accounts Activity Summary’.
- ‘Transactions Statement’
- ‘History Order Statement’



7. Download and Print

- ‘Holdings’
- ‘Transactions’
- ‘Orders’
- ‘Accounts Activity’