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Client Internet Access

The WebLink user interface is redesigned to integrate a new look and feel of the product and was built using HTML5 as the technology platform. The new user interface supports and extends the functional capabilities of the existing product, and utilizes existing service and metadata infrastructure as well as file loads in place for the product.

To conform to the Federal Financial Institutions Examination Council (FFIEC) Authentication Guidance, our site requires you to step through a new multi-factor authentication process. This guide walks you through this new process.

When you log onto our web site, the WebLink Login screen appears.

A unique User ID and a Password have been assigned to you. This User ID and Password are required for you to access your account(s) on-line. The current password guidelines remain as is.

The following information is provided to assist you with the WebLink login procedures and site navigation.

Mobile Devices

The New WebLink is mobile enabled and is certified for compatibility with IPad devices.

Browser Compatibility

Older versions of web browsers that are no longer supported by their vendors are no longer supported. Listed here are the SunGard tested and supported browsers and version for the New WebLink:

- Internet Explorer 11.0
- Edge (40.15063.0.0)
- Chrome 27.0
- FireFox 25.0.1
- Safari (Mac) 6.05
- Opera 17.0

**NOTE: Browser compatibility is checked during login**

If you login and are not on a supported browser version you will be presented with a screen that gives you the opportunity to upgrade your browser.
Enter your User ID and click on Proceed.

Enter your current Password and click on Login.
If this is your first time logging in, you must change your password. Enter your "Old" and "New" passwords in the corresponding boxes and click on Change Password.

If you are an active user of our site, you will not be required to go through the password change process.
Select an image and provide a personalized caption. Both will become part of your login process from this point forward. The purpose of the image and caption is to thwart others attempting to persuade you into giving your password to a fake “Your Institution” site. Your login to our institution’s site will always display the image and caption.

Click on an image.

Enter a personalized caption and click on Save.
Set at least three Challenge Questions with valid responses. Click on Add to set each question.

You may select your questions from a list of pre-defined questions or you can add your own question(s). Click on Save once you have entered your answer.

Once you have set your Challenge Questions, you will be logged into our site.

The Desktop Registration option allows the user to skip the Challenge question in logins subsequent to the initial registration process when logging in to a registered device.
System Navigation

Header Links

Header Links are displayed in the Title bar at the top right of each WebLink page.

User Options: Provides links to various user administration functions.
Sign Out: Logs you out of WebLink portal.
Help: Displays useful information about using WebLink.
Contact Us: Displays the contact information assigned by client

Navigation Bar

Just below the Title bar at the top of each page is the WebLink Navigation bar which contains all the tabs that link to the available pages in WebLink.

User Options

Clicking on User Options will display the following:

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Password</td>
</tr>
<tr>
<td>Email Options</td>
</tr>
<tr>
<td>Challenge Questions</td>
</tr>
<tr>
<td>Start Page Options</td>
</tr>
<tr>
<td>Account Group Maintenance</td>
</tr>
<tr>
<td>Unregister Desktop</td>
</tr>
<tr>
<td>Change Welcome</td>
</tr>
</tbody>
</table>
**Change Password**

Clicking on the Change Password Option brings up the following dialog box which allows you to set a new password.

![Change Password Dialog Box](image)

**Email Options**

Clicking on the Email Option brings up the following dialog box which allows you to change the Email address associated with your User ID.

![Change Email Address Dialog Box](image)

**Challenge Questions**

Clicking on the Challenge Question Option brings up a dialog box which allows you to change the challenge questions associated with your User ID.

![Challenge Questions Dialog Box](image)
Start Page Options

The Start Page Options allows you to change your WebLink Homepage which is first view automatically displayed when you access WebLink.

You can set your default Homepage by selecting Accounts, Investment Summary or Holdings.

Whichever page you designate as the homepage is assigned the Homepage icon and does not appear as a separate tab on the Navigation bar. You can return to the Homepage at any time during your session by clicking Homepage tab on the Navigation bar.

Account Group Maintenance Option

The Account Group Maintenance Option allows you to create and maintain groups of accounts to use to consolidate specific WebLink reports. To add a group, click on the Create New button.

To add a group, click on the Create New button; the Account Group Maintenance screen will display as shown at the top of the next page.
To Add an Account Group, define your Group ID number, Group Name and description. To add accounts to your group, select an account from the Available Accounts list box on the left and then select “Add” to add the account to the “Assigned Accounts” box on the right. To remove an account from the Assigned Accounts box, select the account and then select “Remove”. To save the accounts to the group, select “Save”.

Account Group Maintenance Field descriptions:

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Format</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group ID</td>
<td>6(A/N)</td>
<td>Accepts 6 characters. Must include G followed by a 5 digit number. Id number must be unique to the user id. Required field.</td>
</tr>
<tr>
<td>Group Name</td>
<td>16(A/N)</td>
<td>Accepts 16 characters of text. The Group Name defined here will display with the Group ID in the “Account Look up” box. Required.</td>
</tr>
<tr>
<td>Description</td>
<td>64(A/N)</td>
<td>Accepts 64 characters of text. This description displays on reports as Account Group “Long Name”. Optional.</td>
</tr>
</tbody>
</table>

**Unregister Desktop**

The Unregister Desktop Option allows you to unregister all devices used to access WebLink. You will be required to answer a challenge question the next time you log in.
Change Welcome

You will also have the ability to change your Welcome Image and phrase. Once you have selected your new image, you are prompted for a new Welcome Message.

Output Options

WebLink provides three output options: Email, Export and Print.

Emailing Lists and Reports

Click the Email icon to send lists and reports you are currently viewing as email attachments. Clicking the Email icon displays a popup window for you to enter the required email recipient information.

Exporting Lists and Reports

Click the Export icon to save lists and reports you are currently viewing in a specified format. You can export lists and reports to a file that you can save on your computer and open in other applications. The format of the exported data depends on the Export Options you have selected.

Clicking the Export icon displays a popup window for you to elect to export all or select specific account as well as select your desired format from the available export options.

- Excel
- Comma Delimited
- Semicolon Delimited
- Tab Delimited
- Fixed Length
- QuickPrint PDF

When you submit your selection, the data is downloaded in the specified format. You can open the file to display the data and use the application to modify the data and save the file.
**TIP:** You can also use the File Download tab to export and save lists and reports.

### Printing List and Reports

Click the Print icon to print lists and reports you are currently viewing. Clicking the Print icon downloads a printer-friendly version of the columns currently displayed in pdf format for you to print.

**NOTE:** The Print icon may produce a different pdf than the QuickPrint PDF option under the Export icon. The QuickPrint PDF option under the Export icon downloads a PDF version of a pre-defined set of columns, regardless of the columns currently displayed.

### Account List Tab

The Account List displays all accounts that you are authorized to access. The accounts are grouped as Central Accounts, Group Accounts and Master Accounts.

![Account List](image)

All of the accounts that you have access to are listed and include total cash, market value and tax cost.

You can sort the Account List by clicking on one of the column headers. The sort selection persists from session to session until you change it.

Group accounts are designated with a “G” as the first character of the account number and Master accounts are designated with an “M” as the first character of the account number.

You can use the Expand icon to the left of the Group or Master Account Name to display the underlying central accounts.

Once you expand the details of the Group or Master account, you can highlight any central account by clicking on that account, and then click on any tab in the Navigation bar to navigate to the desired page with that account in focus.

If you double click on a Central account row, you can navigate to your default homepage if it is the Investment Summary or Holdings Page.
Investment Summary Tab

The Summary tab provides an investment overview of the selected account.

The top of the Investment Summary page contains an Account Summary row which displays the following details for the account:

- Total Market Value
- Total Cost
- Investment Authority
- Year to Date Long Term Gain/Loss
- Year to Date Short Term Gain/Loss
- Year to Date Qualified 5 Year Gain
- Graphical chart representing the percentage allocation within investment categories
- Investment Objective

The section below the Account Summary information presents several rows that represent the summary of the accounts position in each major asset category held by the account. The following information is displayed:

- Asset Category Name
- Total Cost within the Category
- Total Market Value within Category
- A Graphic chart with the percent of the category highlighted
- Percent of Category Market Value within total Market Value

The Expand icon on the right side of the category row indicates that you can expand the category to see underlying holdings detail. You can click anywhere on the category row to expand a category and show the underlying securities within that category. A Collapse icon indicates that you can collapse the category to hide the details. You can click anywhere on the category row to collapse the category.

The Investment Summary page splits Cash and Cash Equivalents into two separate categories. The cash category displays balances in principal and income cash. The cash equivalents category displays money market funds/sweep vehicles.

All other asset categories display the underlying holdings detail which consists of

- Market Value
- % of Category
- Description
- Cost
- Security Identifier
- Units

You can view the underlying tax lots for each position by clicking on a particular position.

Available Cash Tab

The Available Cash tab displays both Cash and Cash Equivalents so that you have a consolidated view of the investable amounts in the account.

The Available Cash page displays Income Cash and Principal Cash with amounts in the appropriate columns. It also shows the Cash Management sweep vehicles normally included in the “Cash Equivalents” category.

If principal or income cash are overdrawn, the date overdrawn would display in the corresponding rows.
Transactions Tab

The Transactions tab displays both Posted Transactions and Pending Transactions categories. You can expand each to view Posted transactions and Pending transactions by clicking the desired category row.

Transactions sort by transaction type and posting date. Negative amounts appear in red and positive amounts appear in black.

You can re-sort columns by clicking the column headings. An arrow in the column indicates the current sort selected.

For each category, the totals appear at the top of the page and include total Income, Principal and Net Cash.

![Transactions Page]

Posted Transactions

You can view the range of posted transactions using the drop-down list of available date range selections. The Transactions page default view is Month to Date. The “Date Range” option displays a “To” field and a “From” field for you to select a beginning date and an ending date. When you select a different date range, the Transactions page refreshes to present the transactions qualified by that criteria.

The Transactions page displays the following default columns for posted transactions:

- Posting Date
- Transaction Description
- Ticker
- CUSIP
- Net Cash
- Principal Cash
- Income Cash
- Tax Cost
- Units
- Transaction Type

NOTE: If you select a Master or Group account, the “Account Number” column appears as the second column, after Posting Date.

On the right side of the header row is the Add icon (+) which displays a pop-up with a list of data elements you can select to include as columns in the Transactions page. If an element is already in the display, it does not appear in the pop-up. The list only displays those elements not already selected.
You can include the desired data elements from the list of available data by clicking the desired element. The element appears at the end of the columns and can be moved to the desired location by clicking and dragging the column header.

You can delete an element by placing your cursor in the column header and clicking the D that appears to remove that column.

**Transaction Description**
The transaction description data element is a hyperlink that allows you to view more detail of the transaction in focus. Click the hyperlink to display a pop-up window showing the additional detail for the transaction with the specific data elements.

**Pending Transactions**
Click the Pending Transactions header row to see all qualified pending transactions. You cannot specify date ranges for viewing Pending Transactions.
Transaction Description
The transaction description data element is a hyperlink that allows you to view more detail of the transaction in focus. Click the hyperlink to display a pop-up window showing the additional detail for the transaction with the specific data elements.

Holdings (Asset Detail) Tab

The Holdings Tab displays the holdings for a Central, Group or Master Account as of current date or dates in the past.

The Holdings page allows you to categorize assets by
- Security Name
- Investment Category which are the major asset types
- Industry Sector
- Investment Category and Sector
All holdings initially sort in ascending order by security description. The default data elements on the page are:

- Description
- Ticker
- CUSIP
- Units
- Cost (represents Federal Tax Cost)
- Market Value
- Unrealized Gain / Loss

As with the Transaction Report, on the right side of the column header row is the Add icon (+), click it to display a pop-up window that allows you to add columns.

When you select the additional columns to display, the pop-up disappears and the page refreshes with the new content.

The Ticker column provides hyperlinks to a configurable finance page.

If you select Pledged Units as a column for display, the Pledged Units provides a hyperlink for you to click and see the underlying pledged unit detail if applicable.

The Security Description data element is a hyperlink that allows you to view each position's underlying tax lots detail. Clicking the hyperlink displays a pop-up window showing the 10 most recently acquired tax lots.
The tax lot detail contains a different set of column headings and columns from those in the holdings list. The following columns display for the tax lot:

- Acquired Date
- Tax lot Number
- CUSIP
- Units
- Unit Cost
- Tax Cost

If the selected position contains more than 10 tax lots, a button appears at the bottom of the tax lot section with the message “View all Tax lots”.

**Tax Lots Tab**

The Tax Lots tab displays all holdings and their individual tax lots. You can view an as-of-date tax lot position. You can view by settlement date or trade date.
Cash Projection Tab

The Cash Projection tab displays the anticipated flow of available cash for the account selected for up to 99 days in the future. The default number of days is seven.

To see the Cash Projection for an account, select the account, enter the number of days in the Days to Project box and click the Days to Project icon.

The first row of the Summary View displays the totals for Current Cash and Liquid Assets.

The projection shows the net total of projected transactions grouped by transaction type such as Dividends, Interest, Receipts and Disbursements. The projection evaluates the pending or scheduled transaction activity for the projection time period requested and aggregates the anticipated changes to cash balances.

The last row of the Projection Report shows the anticipated cash position as of the end of the projection time period.

You can expand each transaction type category displayed in the summary for the selected account to see the underlying anticipated balances or transactions in each category.
If you select the Detail View option all the line items are expanded.

File Download Tab

The File Download Tab provides access to the features that enable you to download account data to use in other applications.

NOTE: The File Download action is not operational if the Pop-Up Blocker option is activated on your browser.

You combine a variety of selectable criteria to tailor your download and you can save the selection criteria in the form of a template for recurring use. You can then retrieve the template from a drop-down list of existing templates and execute the saved query. In addition to saving a set of criteria as a template for future use, you can also modify or delete a saved template.

You can specify the type of download to perform, relative to the output format. The following options are available:

- Excel
- Comma Delimited
- Semicolon Delimited
- Tab Delimited
- Fixed Length

You can select one or more accounts to export for one of the following subject areas:

- Account Balances
- Cash Projections
- Holdings
- Pending Transactions
- Posted Transactions
- Tax lot Detail

Each of the subject areas has its own set of selection criteria available to refine the data to be downloaded within each subject area. Below is a diagram listing the selection criteria and the universe of data points available to be selected for each subject area:
<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Selection Criteria</th>
<th>Available Data Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Balances</td>
<td>• Date</td>
<td>Income Cash</td>
</tr>
<tr>
<td></td>
<td>• Trade Date or Settle Date</td>
<td>Principal Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Overdraft Protection Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principal Overdraft Protection Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cash Management Funds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Posted Income</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Posted Principal</td>
</tr>
<tr>
<td>Posted Transactions</td>
<td>• Last 30 Days</td>
<td>Master Account</td>
</tr>
<tr>
<td></td>
<td>• Date Range</td>
<td>Account Number</td>
</tr>
<tr>
<td></td>
<td>• Trade Date or Settle Date</td>
<td>Transaction Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transaction Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Posting Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSIP Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trade Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Settlement Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principal Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Net Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tax Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tax Code Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Code Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funds Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funds Code Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principal Investment Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Investment Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principal Shares / Par Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Shares / Par Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit Price</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Broker Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Broker Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vault Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disbursement Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Disbursement Code Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Market Value</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tax Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Book Value</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gain / Loss</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transaction Type</td>
</tr>
<tr>
<td>Pending Transactions</td>
<td>• Last 30 Days</td>
<td>Master Account</td>
</tr>
<tr>
<td></td>
<td>• Date Range</td>
<td>Account Number</td>
</tr>
<tr>
<td></td>
<td>• Trade Date or Settle Date</td>
<td>Transaction Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transaction Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSIP Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trade Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Settlement Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Cash</td>
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<tr>
<td></td>
<td></td>
<td>Principal Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Net Cash</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funds Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Funds Code Description</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principal Investment Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Investment Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Principal Shares / Par Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Income Shares / Par Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unit Price</td>
</tr>
<tr>
<td>Broker Code</td>
<td>Broker Name</td>
<td>Vault Number</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Holdings</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Trade Date or Settle Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Description</td>
</tr>
<tr>
<td>Taxlot Detail</td>
<td>• Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Trade Date or Settle Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CUSIP</td>
</tr>
<tr>
<td>Cash Projections</td>
<td>• Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Forecast Number of Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Trade Date or Settle Date</td>
<td></td>
</tr>
</tbody>
</table>
My Reports

The My Reports Tab provides access to Web Statements and Special Reports prepared for the accounts that you are authorized to view.

Web Statements

To view your Web Statements, you must have Adobe Acrobat Reader installed on your computer. Once you have logged onto WebLink, click on My Reports.

Use the Expand icon on the right side of the category row to display the list of available Web Statements. The Web Statements that have been generated for your account(s) are displayed by date range.

The Description of each Statement is a hyperlink. Click the hyperlink to open or save the statement in pdf format.

There is an option for you to receive an email when your Web Statement is available. If you would like to receive this email notification you need to contact your account administrator.
Special Reports

To view your Special Reports log into WebLink and click on My Reports.

Use the Expand icon on the right side of the category row to display the list of available Special Reports. The Special Reports that have been generated for your account(s) are displayed by date range.

The Description of each Special Report is a hyperlink. Click the hyperlink to open or save the report in pdf format.

There is an option for you to receive an email when reports are available. If you would like to receive this email notification you need to contact your account administrator.