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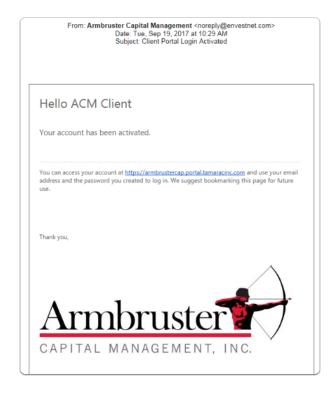
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### 1. Client Portal - Initial account setup

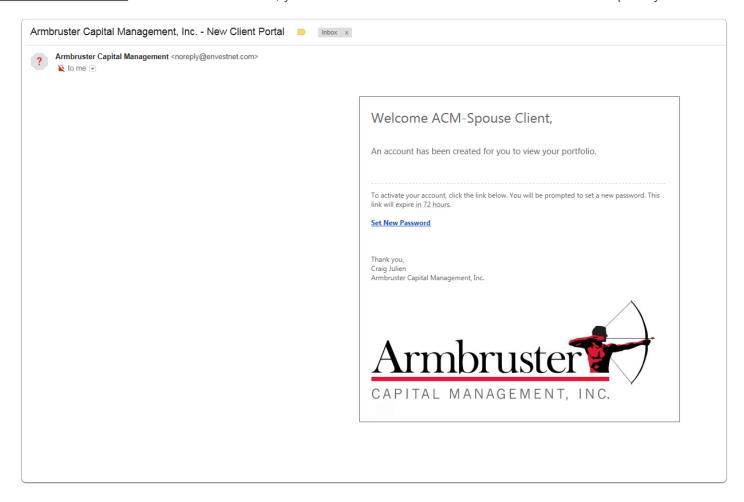
You will receive an activation email upon creation of your ACM Client Portal account. The email will contain a link to the portal activation page. Note: The link expires 72 hours after it is created.

This email and any future portal related emails will be sent from the email address of <u>Armbruster Capital Management <noreply@envestnet.com></u>. If you have any question about the validity of these emails, please contact ACM directly via phone.



#### 1.1 New Account Activation Email

After clicking the **Set New Password** link received via email, you will be directed to the ACM Client Portal to complete your account activation.



#### 1.2 Initial Password Creation

A password that meets specific security criteria must be created. The password will need a minimum of 8 characters and must contain at least 3 of the following 4 charactersistics

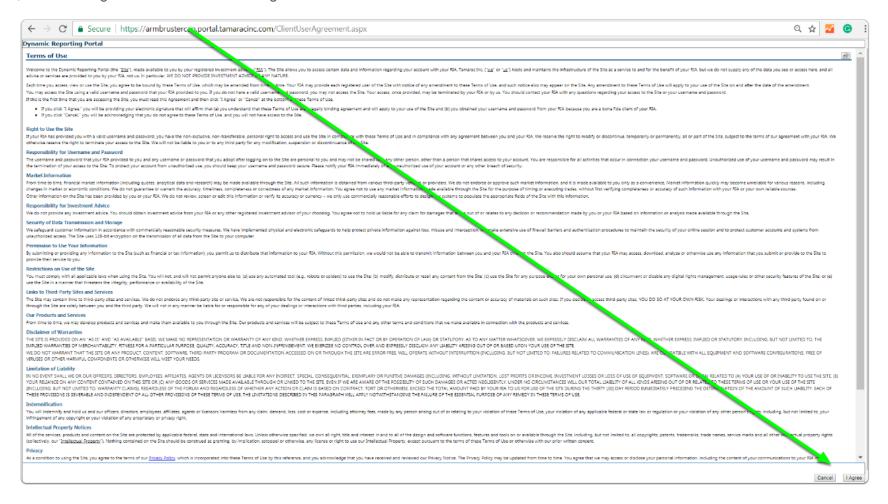
- Uppercase Letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Non-alphanumeric (ie:!, @, #, \$,%)

An example of a good password is West127ern!! (Do not use this example as your password)



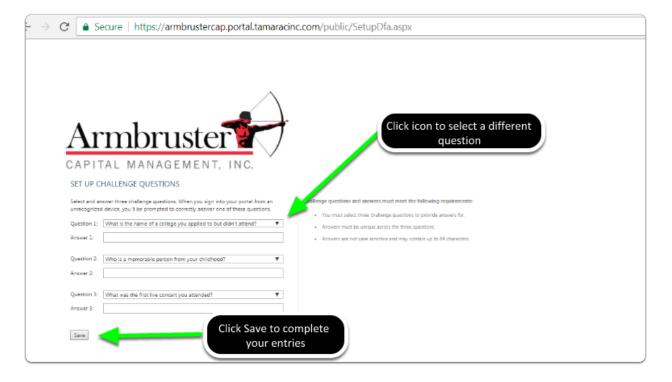
#### 1.3 Terms of Use Acceptance Page

After successful password creation, you will be directed to the Terms of Use acceptance page. After reading the page and you are in agreement with the terms, click the I Agree buttton in the lower right corner.



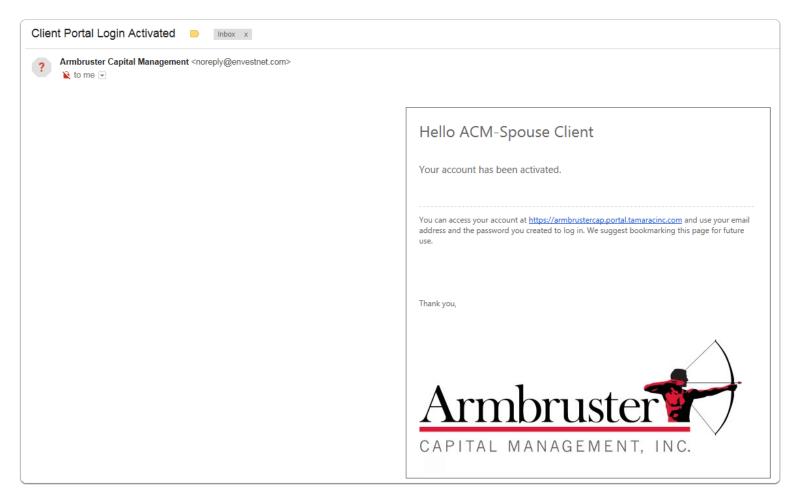
#### 1.4 Initial Login - Challenge Questions

Your login will be secured with the password you have created and the answers to specific identity challenge questions as shown below. A <u>drop down</u> <u>list</u> for each of the three questions will allow you to select the most appropirate challenge questions. Once you have completed the answers, click **Save** to continue



#### 1.5 Activation successful confirmation email

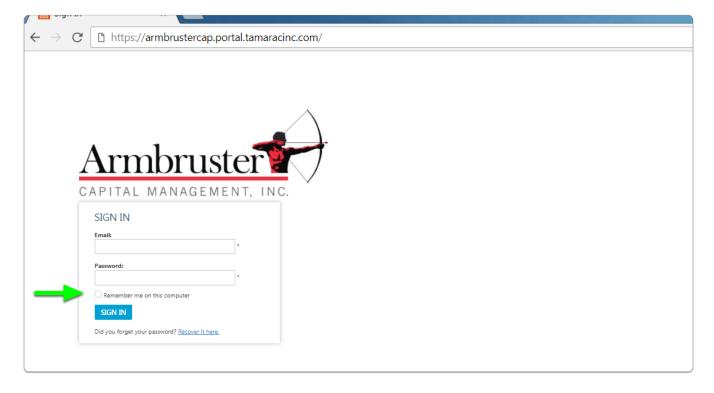
Upon setup of the password and challenge questions, you will receive a confirmation email which contains portal login page link. Adding this link as a favorite in your web browser is recommended



## 2. Portal Login

The portal is accessed through the secure link <a href="https://armbrustercap.portal.tamaracinc.com/">https://armbrustercap.portal.tamaracinc.com/</a> You will need to provide the email address related to your account and the password you created to login.

If you are accessing this site from your own personal device, clicking the Remember me on this computer checkbox will save your email address saving time on future logins. After you provide your email and password, click the Sign In button. You will then be directed to the Challenge Question page to complete your login.



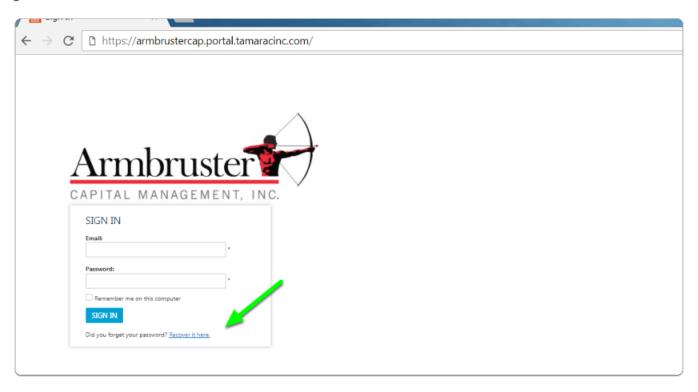
# 3. Login challenge question

As a second idetity verification you will be prompted to answer one of your selected challenge questions. Clicking the **Remember this device** checkbox will eliminate the prompt to answer future challenge questions while using this specific device. **This should only be done when accessing the portal from a device you own.** Once you have answered the question click the **Verify** button and you will be redirected to the portal home page.



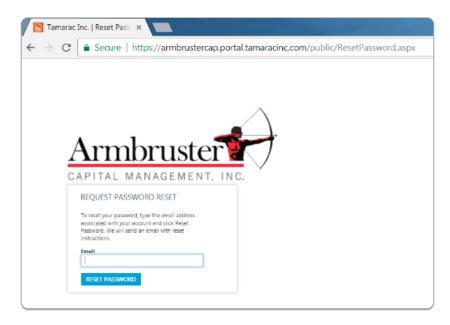
#### 4. Password Reset

If you are having a problem with your password, click the Recover it here link at the bottom of the sign in form. Your browser will then be directed to the Password Reset page.



#### 4.1 Password Reset Form

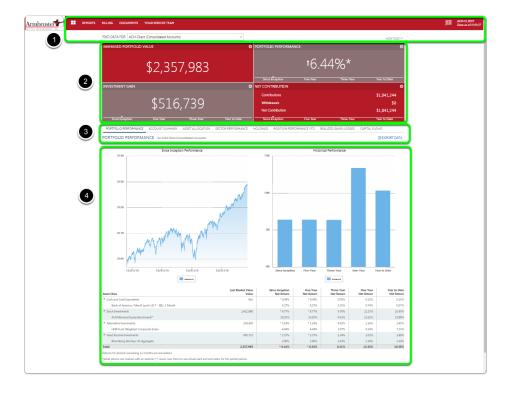
Input the email address assigned to your portal account and click the Reset Password button. You should receive an email with a password reset link within a few minutes. If you do not receive the email, please check your Junk / Spam folder.



# 5. Portal Home Page - Navigation and Layout

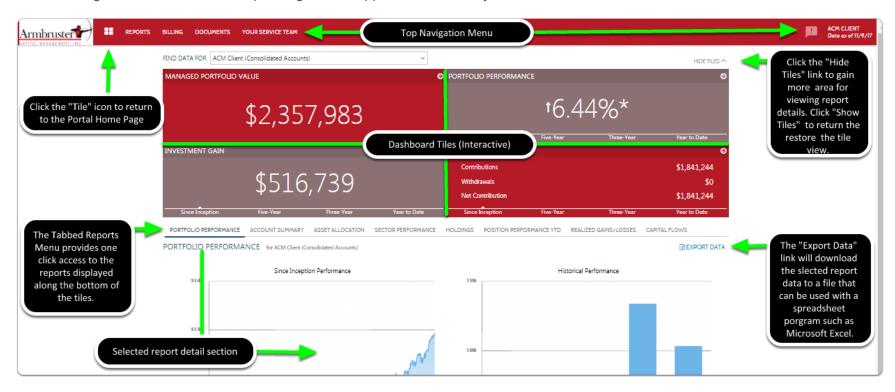
The home page has three main sections.

- 1. <u>Top Navigation Menu</u> Provides access to the various submenus for additional reports and data views.
- 2. <u>Dashboard Tile Area</u> Provides a snapshot of your account data with links to detailed reporting.
- 3. Tabbed Reports Section One click access to commonly used reports.
- 4. Report Detail Section Displays detailed reporting per tab menu selection.



# 6. Portal Main Dashboard (Home Page)

The main dashboard page will allow you to quickly navigate various portal areas. To return to the main dashboard (portal home page) click the Tile icon located to the right of the Armbruster Capital logo in the upper left corner of your screen.

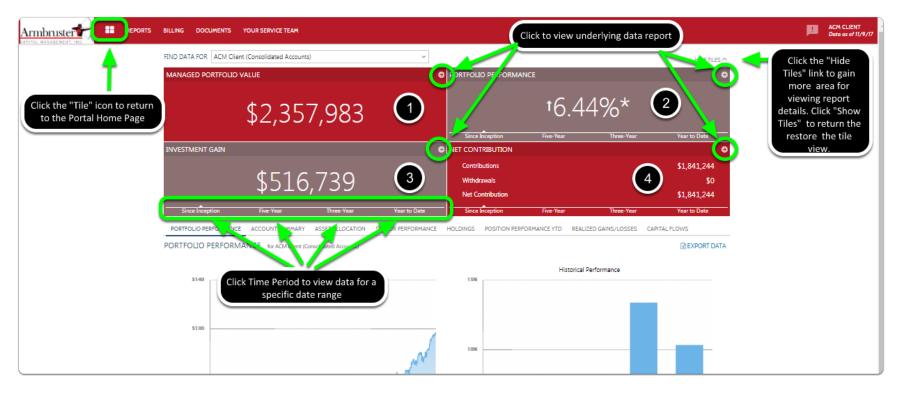


# 7. Main Dashboard Tiles (Home Page)

The main dashboard page provides a quick interactive snapshot of your portfolio as of last market close. To return to the main dashboard (portal home page) click the Tile icon located to the right of the Armbruster Capital logo in the upper left corner of your screen. The Tiles are linked to detailed

reports accessible by clicking the small arrow in the upper right corner of each Tile. If a Timeline is displayed at the bottom of any Tile, you may click on it to view data for a specific predefined date range.

- 1. Managed Portfolio Value Value of portfolio as of last market close. Linked to Holdings Report
- 2. Portfolio Performance Account values report with period performance: Linked to Portfolio Performance Report
- 3. Investment Gain Linked to Position Performance YTD Report
- 4. Net Contribution Linked to Capital Flows Report



## 8. Top Navigation Menu - Notifications

The top navigation menu has two areas that show the number of new announcements or documents that are available for viewing. In this instance there is one document and one announcement available for viewing. Once you have viewed the referenced announcement or document, the notification will reset.



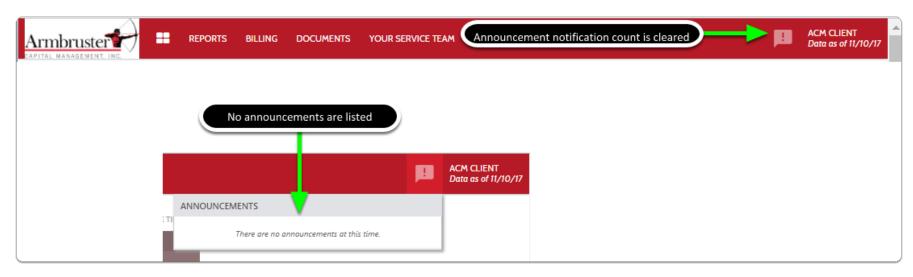
#### 8.1 Viewing Available Announcements

If you have unread announcements, a number will be displayed next to the exclamation point (!) icon at the right side of the top navigation menu.



#### 8.2 Previous Announcements Cleared

After reading the announcement(s), the announcement counter is no longer displayed.



## 9. Top Navigation Menu - Reports Submenu Details

To view the available reports, click on the Reports menu item on the top navigation menu. You will note three master report categories and the associated reports.

- Performance Reports
  - Account Performance These account values reports include line and bar graphs for period performance. Drill down is available to view underlying data.
    - <u>Performance By Account</u> Performance data totaled by account
    - Portfolio Performance (Default) Consolidated account data
    - <u>Sector Performance</u> Performance grouped sector

- Market Charts View market data without leaving the portal. 15 minute delayed pricing fro Dow Jones, AMEX, NYSE, NASDAQ, and S&P.
- Position Performance This report displays performance of individual positions grouped and subtotaled by security type and asset class.
- <u>Summary</u> A data table view of account summary information including contributions, withdrawals, dividends / interest, and investment gains.

#### Holdings Reports

- Asset Allocation Donut chart and data grid display of current and target allocations by asset class.
- · Holdings Report of all holdings including quantity, price, and value, all grouped by asset class.
- Holdings by Account Data grid showing holdings including percent and value broken out by individual account number.

#### Transaction Reports

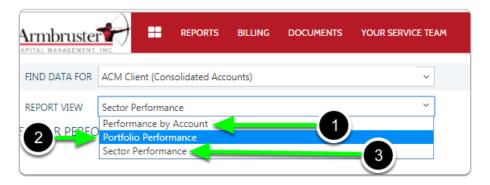
- · Capital Flows Line and bar graphs with data table of individual capital flow transactions and annual totals.
- Income and Expenses YTD summary of income and expenses for your portfolio.
- Realized Gains / Losses Current YTD realized gain / loss data for taxable accounts only.
- Transactions Table view of YTD transactions including buy, sell, income and expenses.



### 9.1 Top Navigation Menu - Account Performance Subreports

There are three subreports available under the Account Performance section. The default report is the Portfolio Performance report. From this report page you will be presented with an additional drop down menu allowing you to select any of three reports views as listed below.

- 1. Performance by Account: Performance data totaled by account
- 2. Portfolio Performance (Default): Consolidated account data
- 3. Sector Performance: Performance grouped sector



# 10. Top Navigation Menu - Billing Submenu Details

Billing information will be posted in this section.



## 11. Top Navigation Menu - Documents Submenu Details

The Vault is the location for any documents that have been posted (uploaded) by either ACM or yourself.



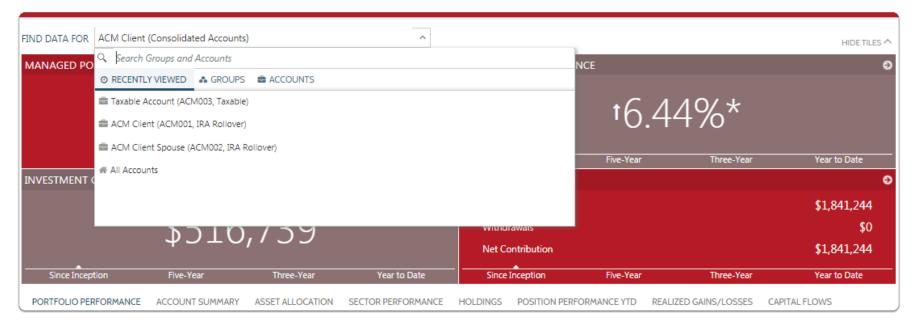
#### 12. Account Selection Menu

The default view for most clients is a Consolidated Account view. This provides an aggregate of all accounts assigned to the group



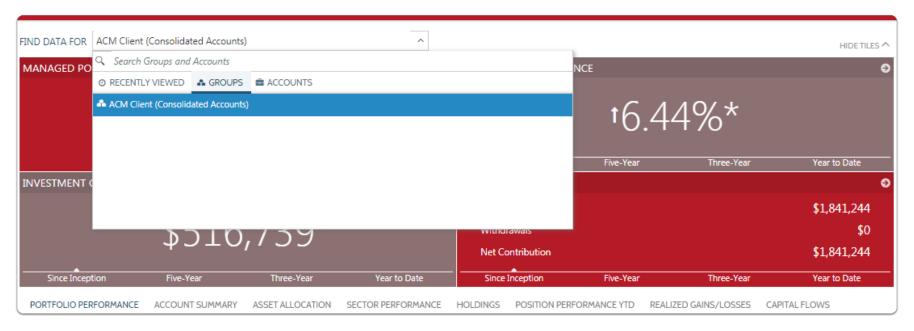
## 12.1 Account Selection Menu - Recently Viewed

Any recently accessed accounts are shown here. Clicking on an account will filter the data set by your selection.



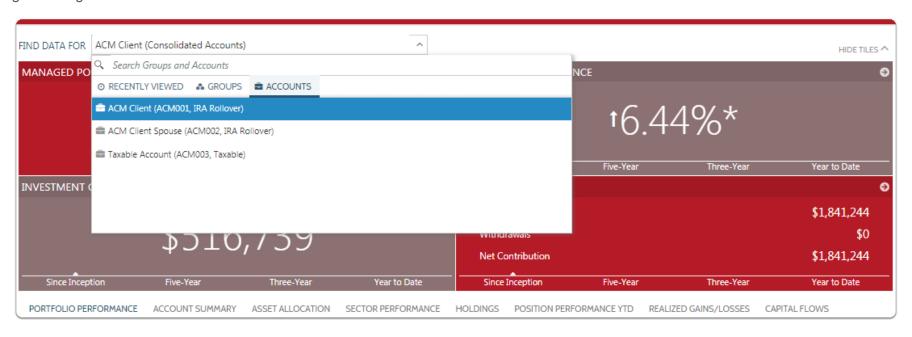
## 12.2 Account - Groups

Consolidated Accounts is the preferred way to view your information. Typically this is the account that the asset allocation model is assigned to.



#### 12.3 Account - Individual

Filtering on a single account is available from the Accounts selection.

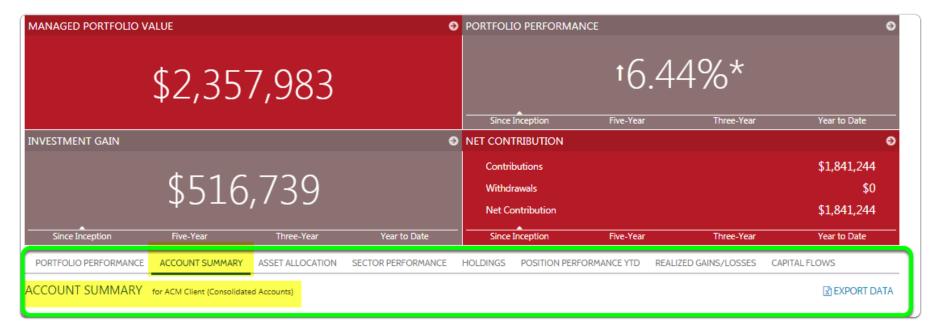


### 13. Tab Reports - Listing of Quick Access Reports

Eight common reports are available directly from the main dashboard page. Clicking the desired report name will populate the lower section of the page with the desired data. The active report name is both displayed in text below the tab report line and also indicated by the underline on the report selection bar.

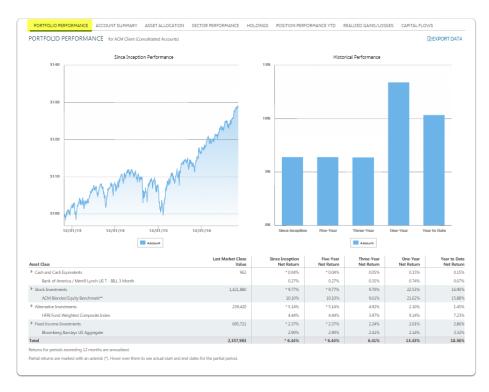
- 1. <u>Portfolio Performance Report</u>: Account values report with period performance.
- 2. Account Summary Report: Summary data including contributions, withdrawals, dividends / interest, and investment gains.
- 3. Asset Allocation Report: Current and target allocations displayed by asset class.
- 4. <u>Sector Performance Report</u>: Sector and related sector benchmark performance.

- 5. Holdings Report: Quantity, price, and value, all grouped by asset class for curent holdings
- 6. Position Performance YTD Report: Individual position performance grouped and subtotaled by security type and asset class
- 7. Realized Gain/Losses (Taxable Accounts) Report: Current YTD realized gain / loss data
- 8. Capital Flows Report: Capital flow transactions and annual totals



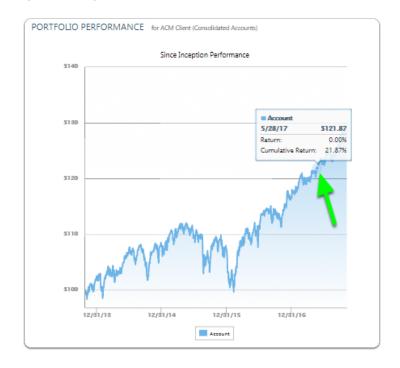
# 14. Tab Reports - Portfolio Performance

This is an account values report with period performance. Drill down is available to view underlying data. The line graph represents the return of a \$100 investment since account inception.



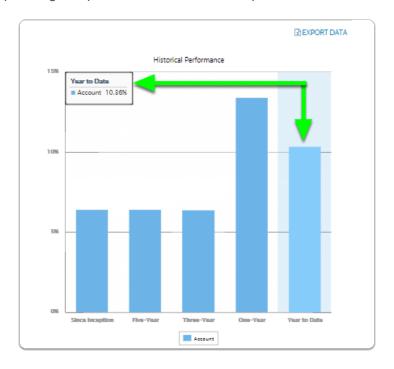
# 14.1 Portfolio Performance - Since Inception Interactive Graph

Hovering your mouse over any point on the line graph will give specific details on the point in time selected.



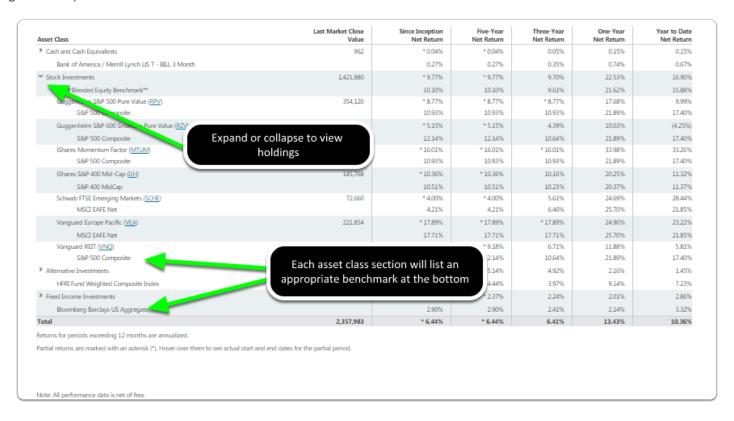
# 14.2 Portfolio Performance - Historical Performance Interactive Graph

Hovering your mouse over any bar on the graph will give specific details on thetime period selected.



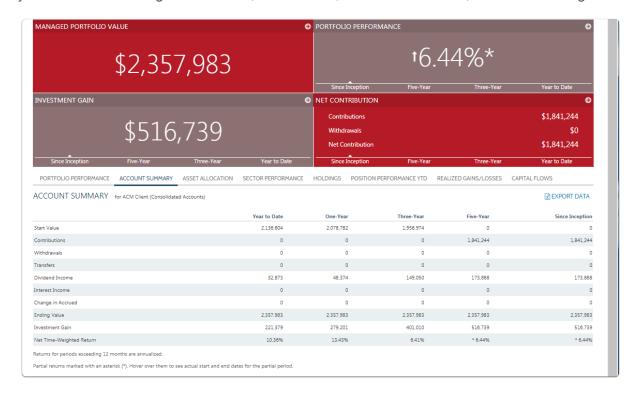
#### 14.3 Performance Report Detail

Clicking the > symbol at the left of the Asset Class Title will expand the section to show the underlying holdings. Clicking the symbol again will return the section to it's original collapsed view.



# 15. Tab Reports - Account Summary

A data table view of summary information including contributions, withdrawals, dividends / interest, and investment gains.



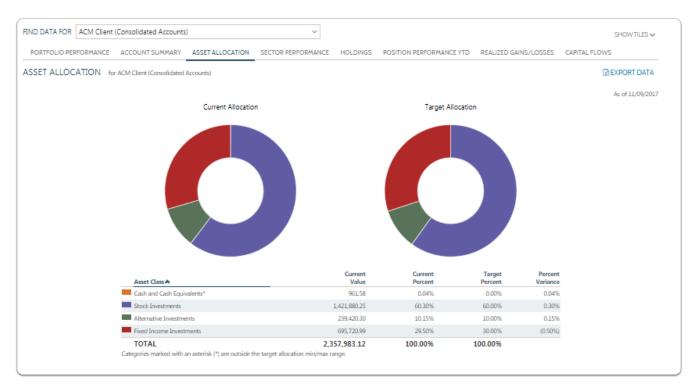
# **15.1 Account Summary Report Detailed View**

Focused image of Account Summary provided for readability

FIND DATA FOR	IND DATA FOR ACM Client (Consolidated Accounts)			~			
ACCOUNT SUN	MMARY for ACM Client (Consolidated	Accounts)					
		Year to Date	One-Year	Three-Year	Five-Year		
Start Value		2,136,604	2,078,782	1,956,974	0		
Contributions		0	0	0	1,841,244		
Withdrawals		0	0	0	0		
Transfers		0	0	0	0		
Dividend Income		32,873	48,374	149,050	173,868		
Interest Income		0	0	0	0		
Change in Accrued		0	0	0	0		
Ending Value		2,357,983	2,357,983	2,357,983	2,357,983		
Investment Gain		221,379	279,201	401,010	516,739		
Net Time-Weighted R	eturn	10.36%	13.43%	6.41%	* 6.44%		
	ceeding 12 months are annualized. with an asterisk (*). Hover over them to se	e actual start and end dates for the partia	period.				

# 16. Tab Report - Asset Allocation

Interactive donut charts and data grid display current and target allocations by asset class. Hover over any section of the chart of the data table to highlight the data.



# 17. Tab Reports - Sector Performance

This report details performance by sector and the related sector benchmark. The line chart is interactive. Hovering over the line at the desired time period will provide specific data about that time period.



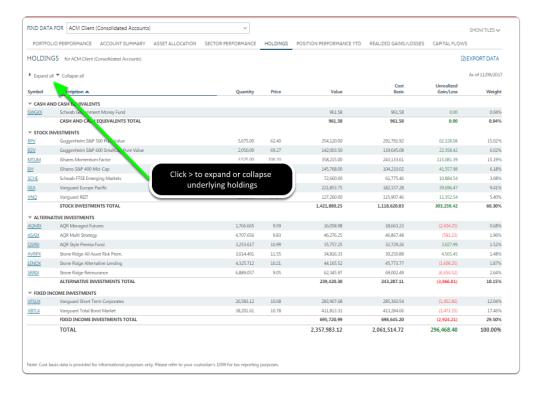
#### 17.1 Sector Performance Detail

Clicking the > symbols at the left of the Sector headings will expand or collapse the underlying holdings. In the example below both Large cap and Mid Cap sectors are expanded. Clicking on a symbol will open a new broswer window providing ticker detail from Google Finance.



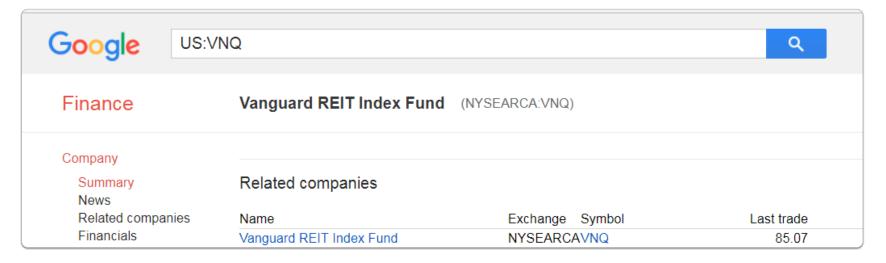
## 18. Tab Reports - Holdings

Report of all holdings including quantity, price, and value, all grouped by asset class. The Asset Classes can be expanded or collapsed to show or hide underlying holdings by clicking the > symbol. Clicking on a symbol will open a new broswer window providing ticker detail from Google Finance.



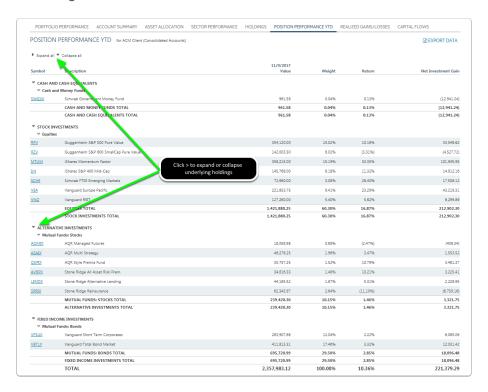
## 18.1 Google Finance ticker view

This view is opened in new broswer window when clicking on a symbol in the report above



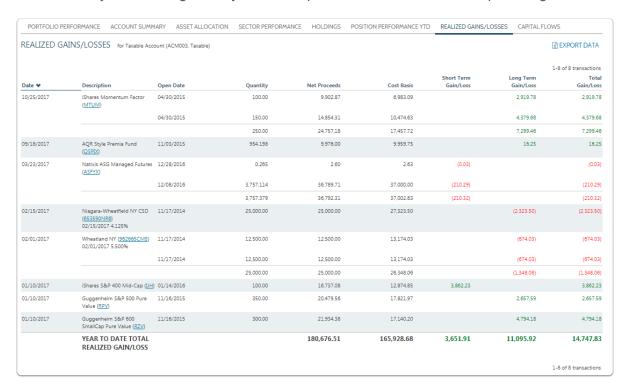
# 19. Tab Reports - Postion Performance YTD

This report displays performance of individual positions grouped and subtotaled by security type and asset class. Clicking on a symbol will open a new broswer window providing ticker detail from Google Finance.



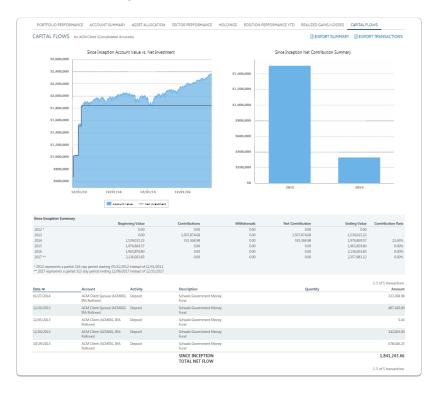
## 20. Tab Reports - Realized Gain Losses

This view provides current YTD realized gain / loss data for taxable accounts only. If no data is displayed, you may only have non-taxable accounts or no realized gains or losses for the current year. Clicking on a symbol will open a new broswer window providing ticker detail from Google Finance.



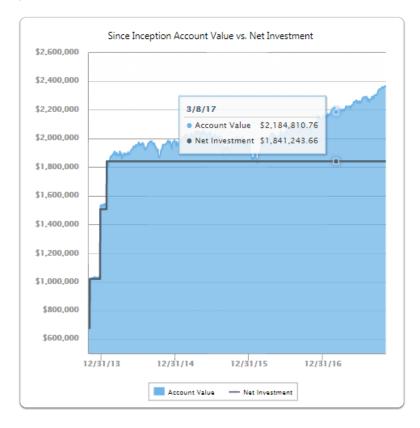
# 21. Tab Reports - Capital Flows

Interactive line and bar graphs with data table of individual capital flow transactions and annual totals.



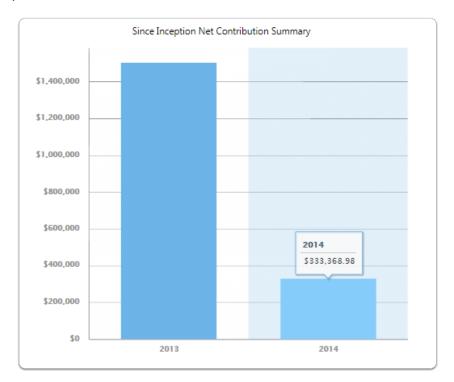
## 21.1 Capital Flows - Account Value vs. Net Investment Interactive Graph

Hover over the interactive line graph to display date specific data.



# 21.2 Capital Flows - Net Contribution Summary Interactive Graph

Hover over the bar graph to display date specific data.



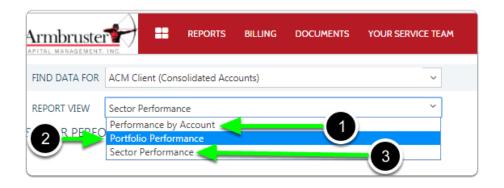
# 22. Holdings - from Managed Portfolio Value

Expand a	all ▼ Collapse all						As of 11/09/20
					Cost	Unrealized	
Symbol	Description A	Quantity	Price	Value	Basis	Gain/Loss	Weig
∨ CASH A	ND CASH EQUIVALENTS						
SWGXX	Schwab Government Money Fund			961.58	961.58	0.00	0.04
	CASH AND CASH EQUIVALENTS TOTAL			961.58	961.58	0.00	0.04
✓ STOCK I	NVESTMENTS						
RPV	Guggenheim S&P 500 Pure Value	5,675.00	62.40	354,120.00	291,791.92	62,328.08	15.0
<u>RZV</u>	Guggenheim S&P 600 SmallCap Pure Value	2,050.00	69.27	142,003.50	119,645.08	22,358.42	6.02
MTUM	iShares Momentum Factor	3,575.00	100.20	358,215.00	243,133.61	115,081.39	15.19
<u>DH</u>	iShares S&P 400 Mid-Cap	800.00	182.21	145,768.00	104,210.02	41,557.98	6.1
SCHE	Schwab FTSE Emerging Markets	2,625.00	27.68	72,660.00	61,775.46	10,884.54	3.0
VEA	Vanguard Europe Pacific	5,025.00	44.15	221,853.75	182,157.28	39,696.47	9.4
VNQ	Vanguard REIT	1,500.00	84.84	127,260.00	115,907.46	11,352.54	5.4
	STOCK INVESTMENTS TOTAL			1,421,880.25	1,118,620.83	303,259.42	60.3
✓ ALTERN	ATIVE INVESTMENTS						
AQMIX	AQR Managed Futures	1,766.665	9.09	16,058.98	18,663.23	(2,604.25)	0.6
ASAIX	AQR Multi Strategy	4,707.656	9.83	46,276.25	46,867.48	(591.23)	1.9
QSPIX	AQR Style Premia Fund	3,253.617	10.99	35,757.25	32,729.26	3,027.99	1.5
AVRPX	Stone Ridge All Asset Risk Prem.	3,014.401	11.55	34,816.33	30,250.88	4,565.45	1.4
LENDX	Stone Ridge Alternative Lending	4,325.712	10.21	44,165.52	45,773.77	(1,608.25)	1.8
SRRIX	Stone Ridge Reinsurance	6,889.057	9.05	62,345.97	69,002.49	(6,656.52)	2.6
	ALTERNATIVE INVESTMENTS TOTAL			239,420.30	243,287.11	(3,866.81)	10.1
✓ FIXED IN	NCOME INVESTMENTS						
VFSUX	Vanguard Short Term Corporates	26,583.12	10.68	283,907.68	285,360.54	(1,452.86)	12.0
/BTLX	Vanguard Total Bond Market	38,201.61	10.78	411,813.31	413,284.66	(1,471.35)	17.4
	FIXED INCOME INVESTMENTS TOTAL			695,720.99	698,645.20	(2,924.21)	29.5
	TOTAL			2,357,983.12	2,061,514.72	296,468.40	100.00

# 23. Peformance Reports - Account Performance: Subreports

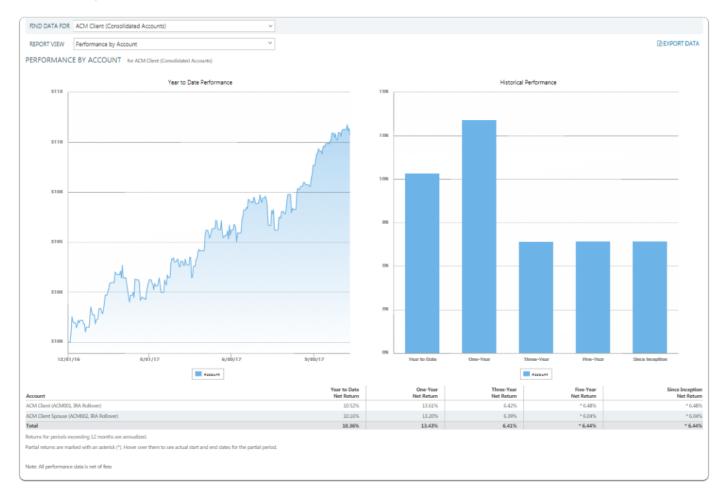
There are three subreports available under the Account Performance section. The default report is the Portfolio Performance report. From this report page you will be presented with an additional drop down menu allowing you to select any of three reports views as listed below.

- 1. Performance by Account:
- 2. Portfolio Performance (Default):
- 3. Sector Performance:



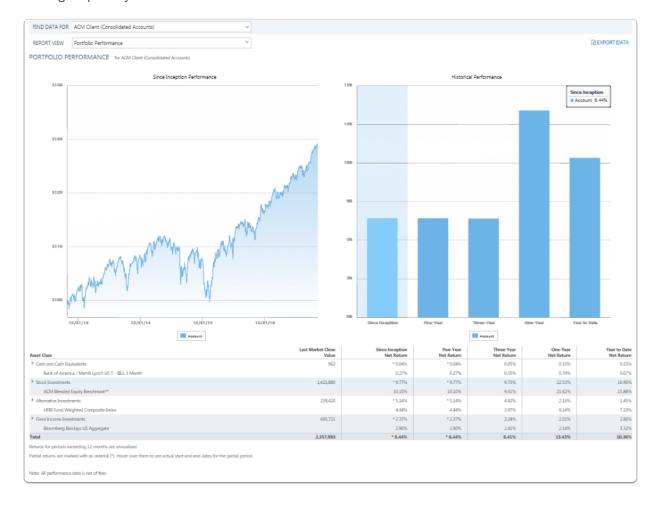
## 23.1 Performance Reports - Account Performance:Performance by Account

Portfolio Performance - Returns by individual account



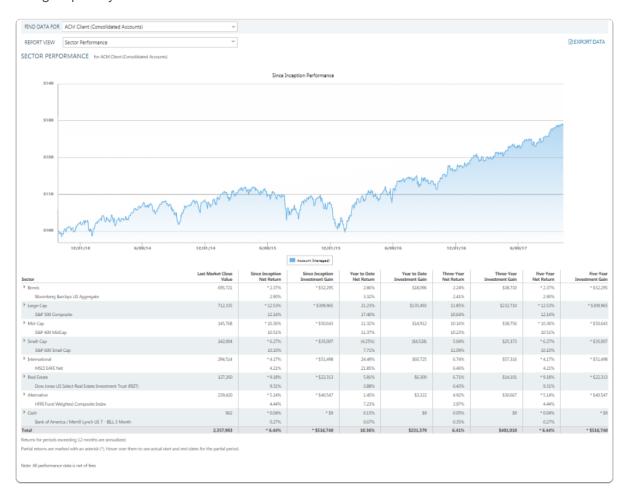
## 23.2 Performance Reports - Account Performance: Portfolio Performance

Total portfolio investment returns grouped by asset class



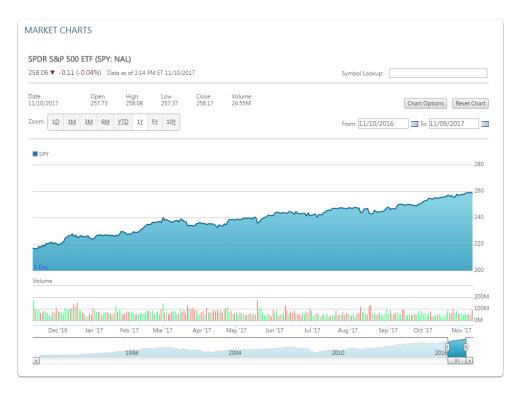
## 23.3 Peformance Reports - Account Performance: Sector Performance

Total portfolio investment returns grouped by sector



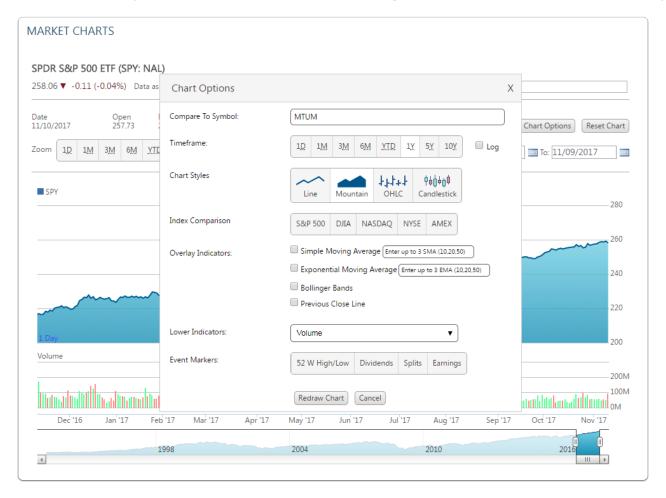
# 24. Performance Reports - Market Charts

The Market Charts provides a view of market data without leaving the portal. 15 minute delayed pricing is provided for Dow Jones, AMEX, NYSE, NASDAQ, and S&P.



## 24.1 Market Chart Display Options

Clicking the **Chart Options** button will allow you to create custom comparisons usinig different timeframes, benchmarks and symbols.



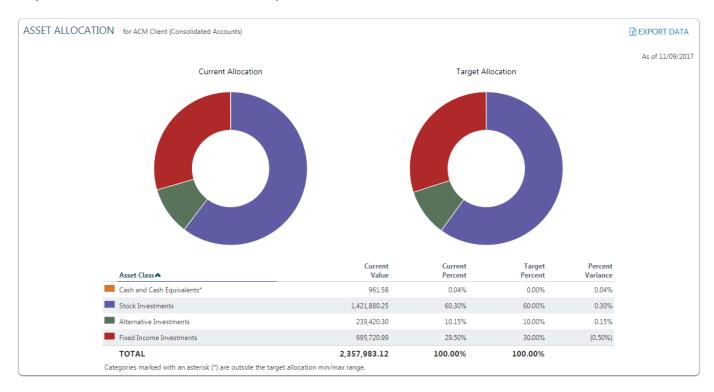
## 24.2 Market Chart Comparison

Chart comparing S&P 500 ETF to MTUM over the past year.



# 25. Holdings Reports - Asset Allocation

Interactive donut charts and data grid display of current and target allocations by asset class. Hover over any section of the chart of the data table to highlight the data. This report is also accessible for the Tab Reports section.



# 26. Holdings Reports - Holdings

Report of all holdings including quantity, price, and value, all grouped by asset class. The Asset Classes can be expanded or collapsed to show or hide underlying holdings by clicking the > symbol. Clicking on a symbol will open a new broswer window providing ticker detail from Google Finance.

	NGS for ACM Client (Consolidated Accounts)						XPORT DATA
Expand	all ▼ Collapse all					,	As of 11/09/201
Symbol	Description 📤	Quantity	Price	Value	Cost Basis	Unrealized Gain/Loss	Weight
> CASH /	AND CASH EQUIVALENTS						
	CASH AND CASH EQUIVALENTS TOTAL			961.58	961.58	0.00	0.04%
∨ STOCK	INVESTMENTS						
RPV	Guggenheim S&P 500 Pure Value	5,675.00	62.40	354,120.00	291,791.92	62,328.08	15.02%
RZV	Guggenheim S&P 600 SmallCap Pure Value	2,050.00	69.27	142,003.50	119,645.08	22,358.42	6.02%
MTUM	iShares Momentum Factor	3,575.00	100.20	358,215.00	243,133.61	115,081.39	15.19%
<u>IJH</u>	iShares S&P 400 Mid-Cap	800.00	182.21	145,768.00	104,210.02	41,557.98	6.18%
SCHE	Schwab FTSE Emerging Markets	2,625.00	27.68	72,660.00	61,775.46	10,884.54	3.08%
<u>VEA</u>	Vanguard Europe Pacific	5,025.00	44.15	221,853.75	182,157.28	39,696.47	9.41%
VNQ	Vanguard REIT	1,500.00	84.84	127,260.00	115,907.46	11,352.54	5.40%
	STOCK INVESTMENTS TOTAL			1,421,880.25	1,118,620.83	303,259.42	60.30%
> ALTERI	NATIVE INVESTMENTS						
	ALTERNATIVE INVESTMENTS TOTAL			239,420.30	243,287.11	(3,866.81)	10.15%
> FIXED	INCOME INVESTMENTS						
	FIXED INCOME INVESTMENTS TOTAL			695,720.99	698,645.20	(2,924.21)	29.50%
	TOTAL			2,357,983.12	2,061,514.72	296,468,40	100.00%

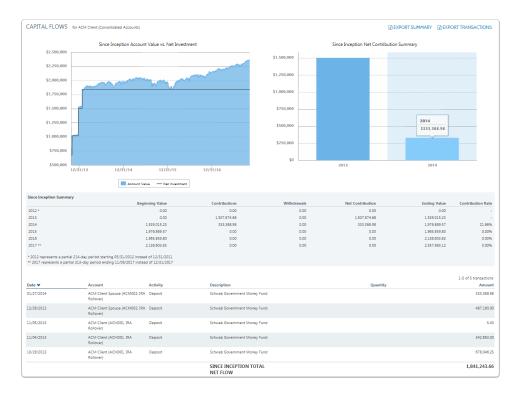
# 27. Holdings Reports - Holdings by Account

Report of all holdings by account including percent held and value per account. Clicking on a symbol will open a new broswer window providing ticker detail from Google Finance.

Security 📤	ACM Client (ACM001, IRA Rollover)	ACM Client (ACM001, IRA Rollover)	ACM Client Spouse (ACM002, IRA Rollover)	ACM Client Spouse (ACM002, IRA Rollover)	ACM Client (Consolidated Accounts)	As of 11/09/201 ACM Client (Consolidate Accounts
AQR Managed Futures ( <u>AQMIX</u> )	-	-	1.54%	16,058.98	0.68%	16,058.9
AQR Multi Strategy ( <u>ASAIX</u> )	2.54%	33,432.78	1.23%	12,843.47	1.96%	46,276.2
AQR Style Premia Fund ( <u>QSPIX</u> )	1.55%	20,422.64	1.47%	15,334.61	1.52%	35,757.2
Guggenheim S&P 500 Pure Value ( <u>RPV</u> )	14.92%	196,560.00	15.15%	157,560.00	15.02%	354,120.0
Suggenheim S&P 600 SmallCap Pure Value ( <u>RZV</u> )	6.05%	79,660.50	5.99%	62,343.00	6.02%	142,003.5
Shares Momentum Factor (MTUM)	15.21%	200,400.00	15.17%	157,815.00	15.19%	358,215.0
Shares S&P 400 Mid-Cap ( <u>UH</u> )	6.22%	81,994.50	6.13%	63,773.50	6.18%	145,768.0
Schwab FTSE Emerging Markets ( <u>SCHE</u> )	3.05%	40,136.00	3.13%	32,524.00	3.08%	72,660.0
Schwab Government Money Fund (SWGXX)	0.04%	485.23	0.05%	476.35	0.04%	961.5
Stone Ridge All Asset Risk Prem. ( <u>AVRPX</u> )	1.70%	22,392.61	1.19%	12,423.72	1.48%	34,816.3
Stone Ridge Alternative Lending ( <u>LENDX</u> )	1.88%	24,779.74	1.86%	19,385.78	1.87%	44,165.5
Stone Ridge Reinsurance ( <u>SRRIX</u> )	2.30%	30,334.64	3.08%	32,011.33	2.64%	62,345.9
/anguard Europe Pacific ( <u>VEA</u> )	9.30%	122,516.25	9.55%	99,337.50	9.41%	221,853.7
/anguard REIT ( <u>VNQ</u> )	5.79%	76,356.00	4.89%	50,904.00	5.40%	127,260.0
Vanguard Short Term Corporates (VFSUX)	12.36%	162,844.54	11.64%	121,063.14	12.04%	283,907.6
Vanguard Total Bond Market ( <u>VBTLX</u> )	17.11%	225,472.09	17.91%	186,341.22	17.46%	411,813.3
TOTAL	100.00%	1,317,787.52	100.00%	1,040,195.60	100.00%	2,357,983.1

## 28. Transaction Reports - Capital Flows

Interactive line and bar graphs with data table of individual capital flow transactions and annual totals. Hover ver a chart to display point in time specific data.



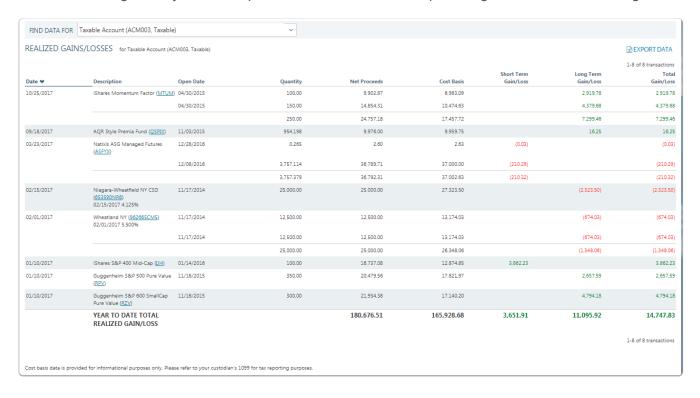
# 29. Transaction Reports - Income and Expenses

YTD summary of income and expenses for your portfolio.

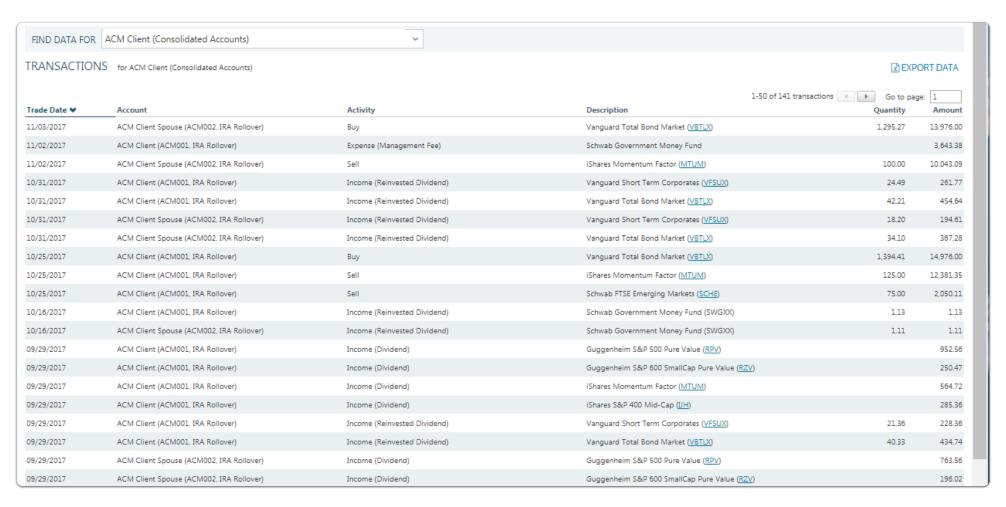
INCOME AND EXPENSES for ACM Client (	Consolidated Accounts)				
Year to Date Summary					
	Qualified Amo	ount	Non-Qualified Amount	Unclassified Amount	Total Amour
Dividends: Tax Free	15,036	5.66	2,351.59	15,484.64	32,872.8
Short-Term Gains	(	0.00	58.35	0.00	58.3
Total Income	15,036	6.66	2,409.94	15,484.64	32,931.2
Total Federal Taxable Income	(	0.00	0.00	0.00	0.
Total State Taxable Income		0.00	0.00	0.00	0.0
Total Expenses					(12,949.9
DIVIDENDS: TAX FREE SHORT-TERM GAINS EXP	PENSES				
					1-2 of 2 short-term ga
Account	Description A	Date Received	Qualified Amount	Non-Qualified Amount Unclassific	ed Amount Total Amou
ACM Client (ACM001, IRA Rollover)	Vanguard Short Term Corporates (VFSUX)	3/31/2017		34.57	34
ACM Client Spouse (ACM002, IRA Rollover)	Vanguard Short Term Corporates (VFSUX)	3/31/2017		23.78	23
TOTAL SHORT-TERM GAINS				58.35	58.

### 30. Transaction Reports - Realized Gains / Losses

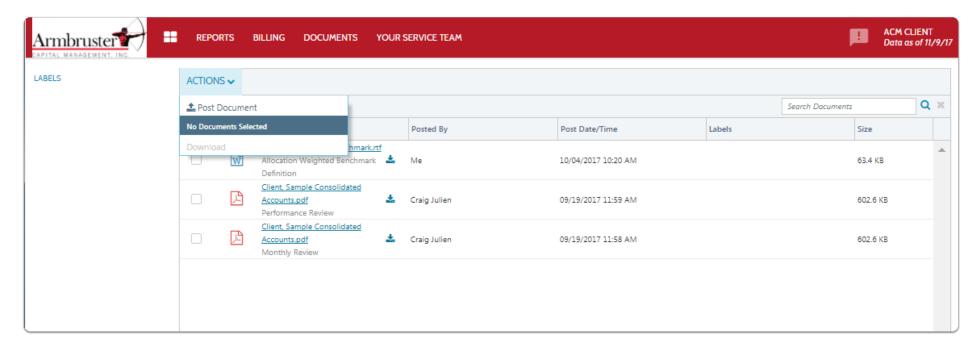
This view provides current YTD realized gain / loss data for taxable accounts only. If no data is dsiplayed, you may only have non-taxable accounts or no realized gains or losses YTD. Clicking on a symbol will open a new broswer window providing ticker detail from Google Finance.



### 31. Transaction Reports - Transactions

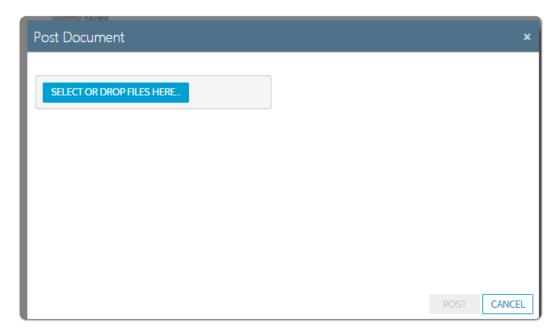


# 32. Document Vault - Upload Files (Post) Document



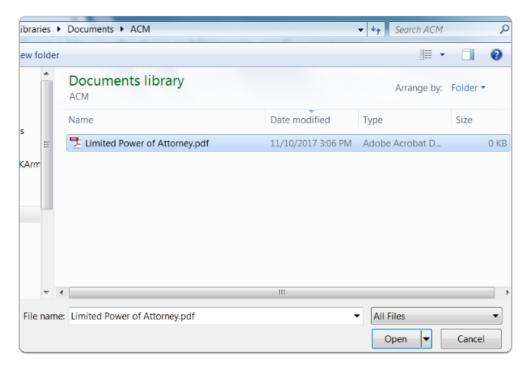
# 32.1 Selection of Documents for Upload

Either drag the files to upload on the **Drop Files Here** area or click **Select** and a window will open to browse to the files you wish to upload.



#### **32.2 Browse to Document Location**

Browse to the appropriate location and select the file to upload.



#### 32.3 File Upload completion

If you have multiple files to upload, continue to add them to the list. The <u>Description</u> field is optional, but should be used if the file names do not provide a clear indication of the file contents. "Scan111.pdf" is not a descriptive file name. Adding a description of "Signed authorization form" will provide detail to identify the document contents. Your advisor will automatically receive notification when you upload documents.



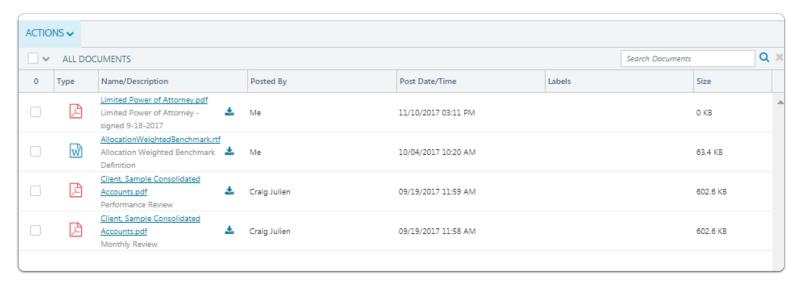
#### 32.4 Vault - New Document Available

When your advisor or a member of your service team sends you a document, you will receive notification via email. Clicking the link in the message will direct you to the portal login page.



#### 32.5 Document Vault View

The Vault view will display all the documents uploaded by ACM or yourself. You are able to sort the documents by clicking on any of the column headings



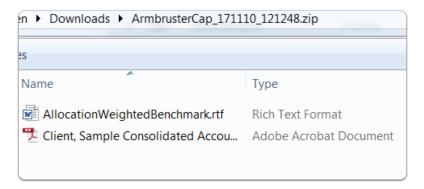
#### 33. Document Vault - Download Files

To download a single file, click the file name. To download a group of files, select the documents by clicking the checkbox to the left of the desired files. Select **Download** from the **Actions** menu to start the bulk download process.



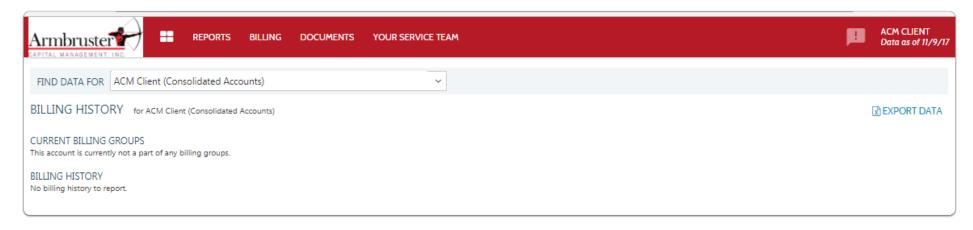
#### 33.1 File download

Whn prompted to save the download, choose your desired location. Once the download is complete, double click the file to view the contents.



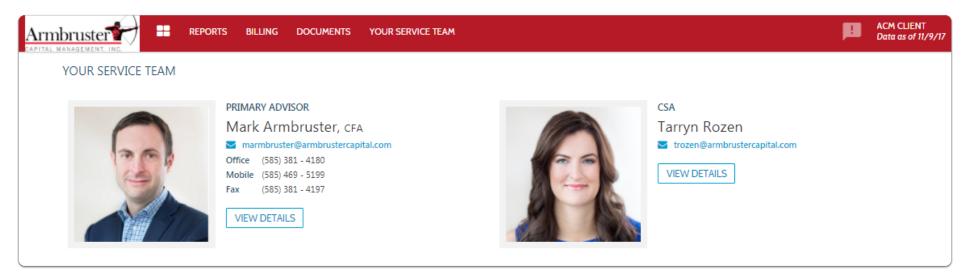
## 34. Billing Menu

Billing related information will be accessed from this menu



#### 35. Your Service Team

Your primary advisor and related support team details including contact information are listed in this section.



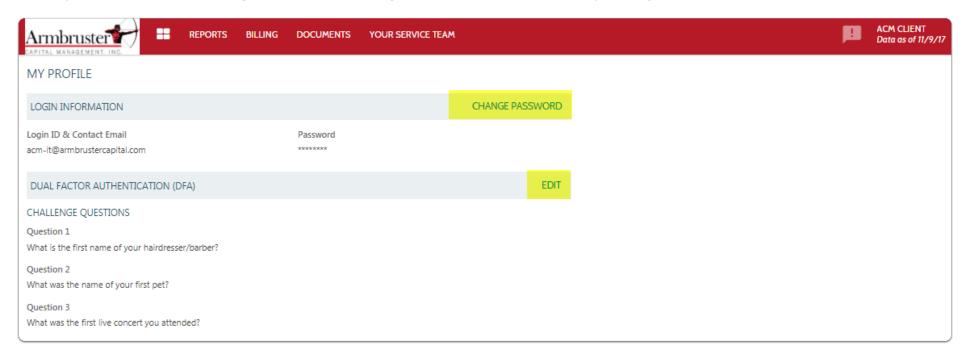
# 36. My Profile

To access your client profile to change your password or update your challenge questions, click your name at the far right of the top menu bar and select My Profile.



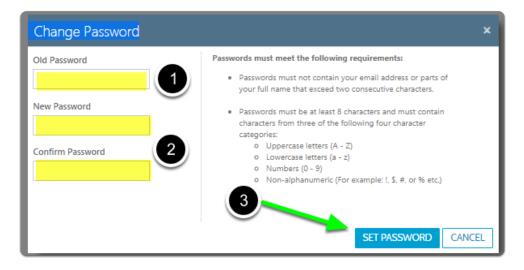
#### 36.1 Profile Details

To update your Password, click **Change Password.** Challenge Questions can be modified by clicking Dual Factor Authentication **Edit.** 



#### 36.2 Password Reset

Input your old password then create a new password follwing the security requirements as shown on the screen. Click **Set Password** when the information is complete



#### **36.3 Reset Authentication Questions**

To modify your <u>Challenge Questions</u> or <u>Responses</u>, click <u>Edit Challenge Questions</u> at the upper right of the form. After you have made the desired modifications, click <u>Save DFA Settings</u>

