OneView Client Portal Guide

What is OneView?

OneView is a free web-based reporting system that allows you access to reports related to your portfolio of accounts. This Guide will demonstrate how to register and log into OneView, navigate the system, view, and generate reports.

OneView Client Portal vs eQuipt Client Portal

Your Financial Professional may also provide you access to our eQuipt Client Portal. The table below show the differences between the two portals.

OneView Client Portal	eQuipt Client Portal
Provides account balances and performance values	Provides account values, transactions, statements, etc.
Allows ability to run reports on account assets	Not available
Provides asset information for outside business accounts i.e., directly held mutual funds, annuities, etc.	Only provides information for accounts on the eQuipt platform i.e., Brokerage accounts

OneView Registration

Access to OneView is provided via an email invitation sent from your Financial Professional. You will receive two separate emails:

- First email – notification that you are invited to enroll with OneView, which includes the link to register
- Second email – provides your access code for the login process – the code will expire within 24 hours – you will need to contact your Financial Professional to have them resend the invitation if expired

osaic

Below is a sample of the email invitation:

Invite for Registration

D DONOTREPLY@albridge.com
To Nails, Laura

Reply | Reply All | Forward

Wed 7/3/2024 9:05 AM

CAUTION: External Email. Do not click links or open attachments unless you recognize the sender and consider the content to be safe.

Dear Laura Nails,

Your financial firm has invited you to access Wealth Reporting and Insights (WRI). Please click the link below to accept the invitation. If the URL does not work, please copy and paste it into your browser.

https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Foneview.v2020-sai.com%2FWebApp%2Fstmt%2FNGRegistrationServ%3FsiteId%3D19_oneview&data=05%7C02%7Clnails%40osaic.com%7C25e7c5106c8e44a7c26208dc9b60c760%7Cc1ef4e97eeff48b2b7200c8480a08061%7C0%7C0%7C638556087187212687%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=cH%2FjAD%2B65N8fWkj2KFVxlk6gB671UM%2FSlqpo8dz9KKw%3D&reserved=0

You will be required to register, create an account, and complete the initial setup as instructed below. Please note that you will be prompted for an access code, which will be sent in a separate email.

1. After you click the URL, choose the Investor option.

2. Enter your SSN/TIN and access code.

3. Follow the on-screen prompts to complete the User Agreement and Personal Information sections.

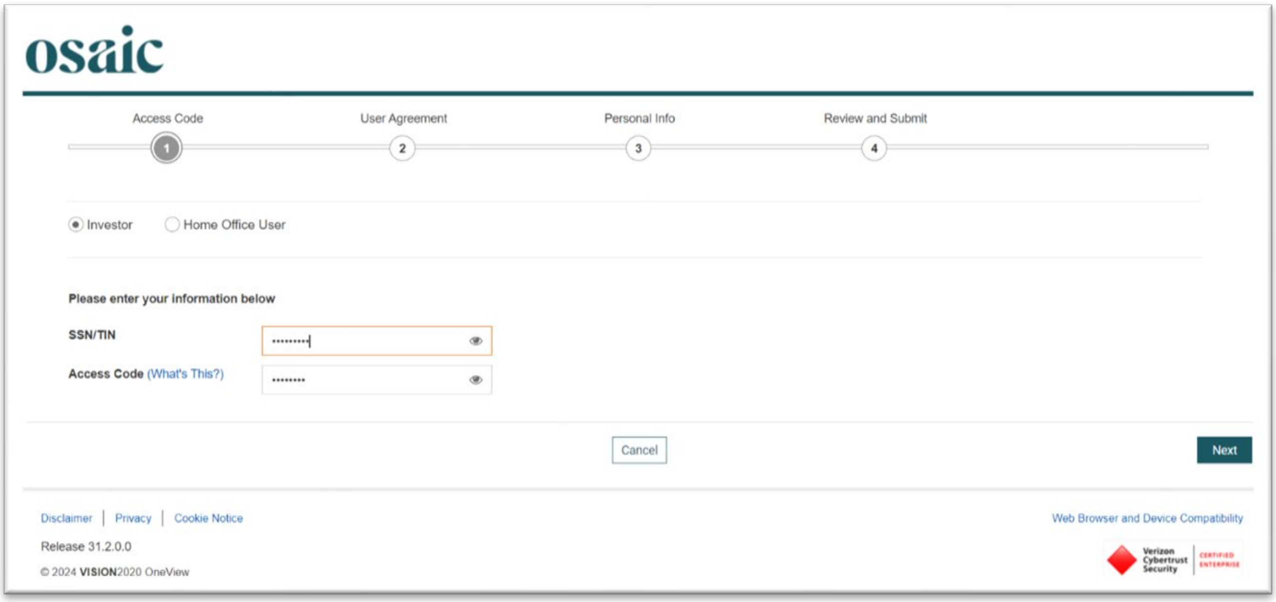
Thank You.

The information contained in this e-mail, and any attachment, is confidential and is intended solely for the use of the intended recipient. Access, copying or re-use of the e-mail or any attachment, or any information contained therein, by any other person is not authorized. If you are not the intended recipient please return the e-mail to the sender and delete it from your computer. Although we attempt to sweep e-mail and attachments for viruses, we do not guarantee that either are virus-free and accept no liability for any damage sustained as a result of viruses.

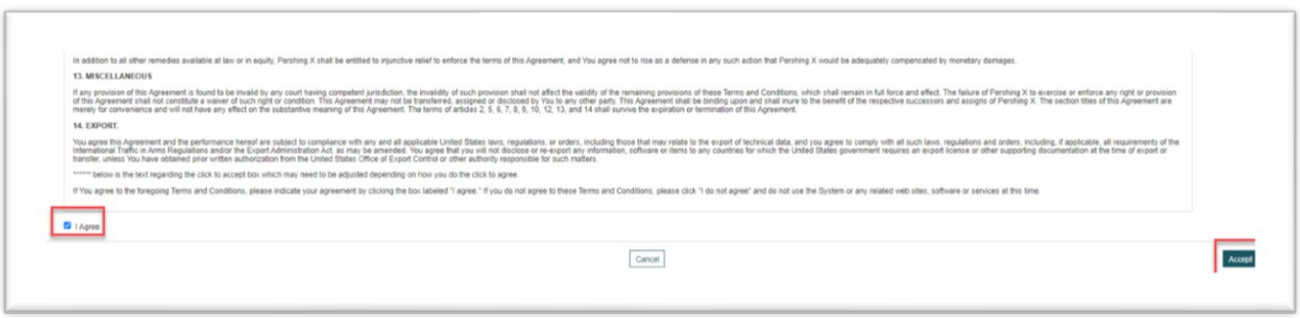
Please refer to https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdisclaimer.bnymellon.com%2Feu.htm&data=05%7C02%7Clnails%40osaic.com%7C25e7c5106c8e44a7c26208dc9b60c760%7Cc1ef4e97eeff48b2b7200c8480a08061%7C0%7C0%7C638556087187223194%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=mwVPDEn82uLOWdSzmr5GYa1kCdy%2BqMbt681YYocYX5c%3D&reserved=0 for certain disclosures relating to European legal entities. We take our data protection and privacy responsibilities seriously and our privacy notice explains how we collect, use and share personal information in the course of our business activities. It can be accessed at the privacy section of https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.albridge.com%2F&data=05%7C02%7Clnails%40osaic.com%7C25e7c5106c8e44a7c26208dc9b60c760%7Cc1ef4e97eeff48b2b7200c8480a08061%7C0%7C0%7C638556087187229087%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=nMQQLUkBydVGUBCXaqmnWybAsuw9A%2BBPgoqJIDxElS4%3D&reserved=0.

To register for OneView

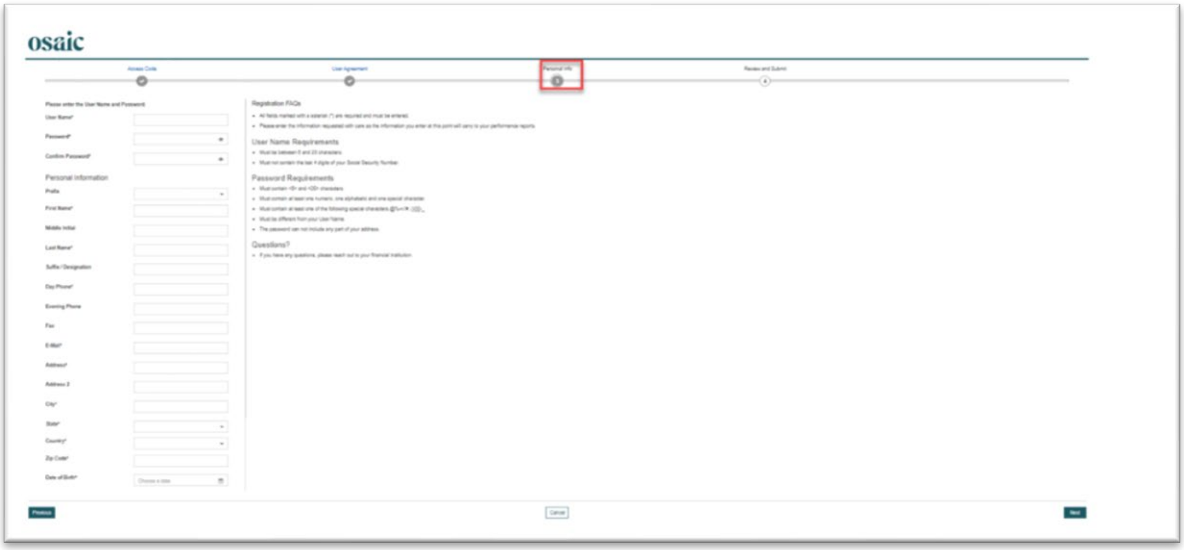
1. Click on the link within the email, this will bring you to the registration page.
2. From the registration page, select Investor, then complete the fields for SSN/TIN and enter the access code you received via email.
3. Click Next to continue to the User Agreement, then check the I Agree box at the bottom of the agreement.



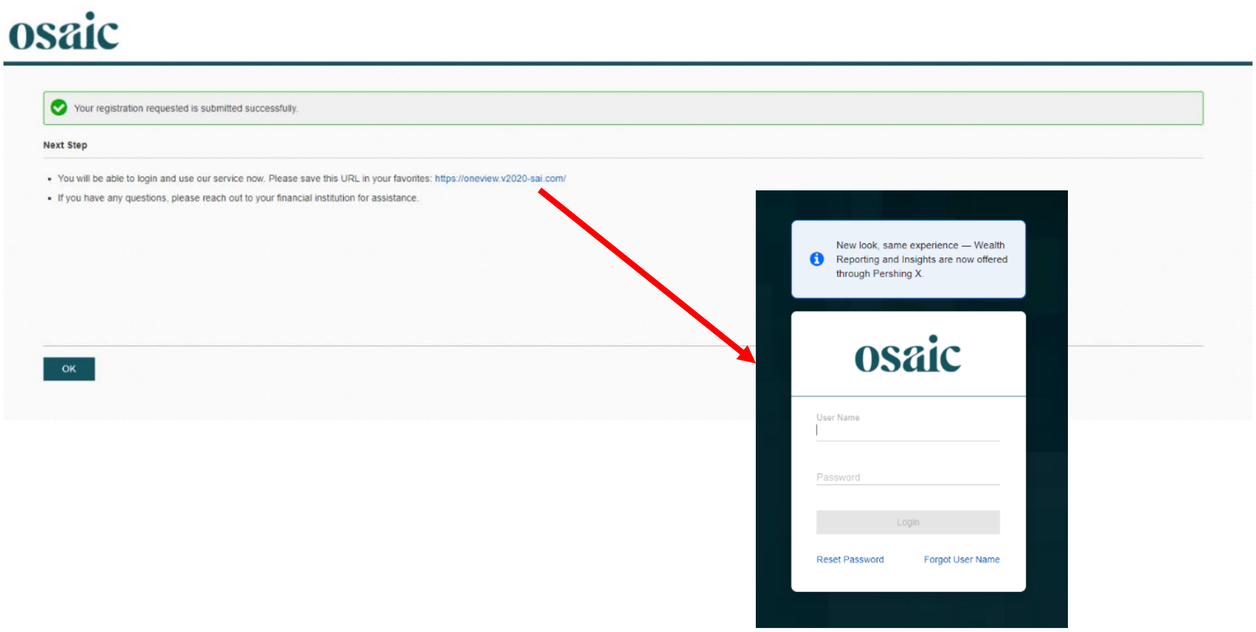
4. Click Accept to continue.



5. Complete the Personal Info section, you would use this section to create your username and password, once you complete this page, click Next.
6. Then Review and Submit your registration.
7. The prompt will display indicating your registration is submitted successfully. Save the



link on this page to your browser and access it to login with the username and password you created from the login screen.



Features

OneView provides features allowing you to view your entire portfolio of assets, these include:

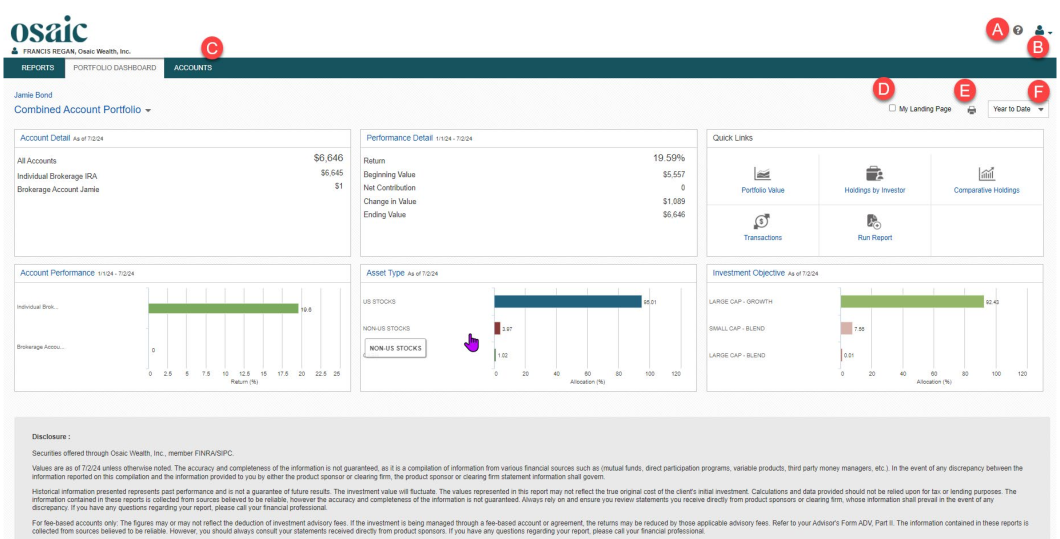
- Generate reports on your entire portfolio of assets in your accounts no matter where the assets are held using various time periods/date ranges. You can do this for the following types of Portfolios
    - Combined Account Portfolio – this is a pre-defined portfolio already built into OneView allowing you to generate reports on all accounts flowing into OneView
    - Custom Portfolio – OneView allows you to create your own customized Portfolios with the accounts you select for a particular account type or household.
- Select your desired Landing page when accessing OneView
- View the Dashboard for a snapshot of your portfolio in different formats

NOTE: Some features mentioned in this guide may not be available based on the level of access provided by your Financial Professional.

Navigation

Navigational tools are available on the OneView Home Page.

A. Help – provides access to guides and help in OneView
B. Profile/Logout – view your profile / logout of the OneView
C. Menu Selections – Access Reports, Portfolio Dashboard and Accounts/Portfolios
D. My Landing Page – check this box to make the current page your landing page upon accessing OneView
E. Print – use to print the page currently displayed
F. Date Range selection – use this feature to change date ranges for the values currently displayed on the page



Accessing OneView

To access OneView follow the steps below:

1. Launch OneView from the URL you saved in your browser https://oneview.v2020-sai.com/
2. Enter your User Name and Password, then Click Login.

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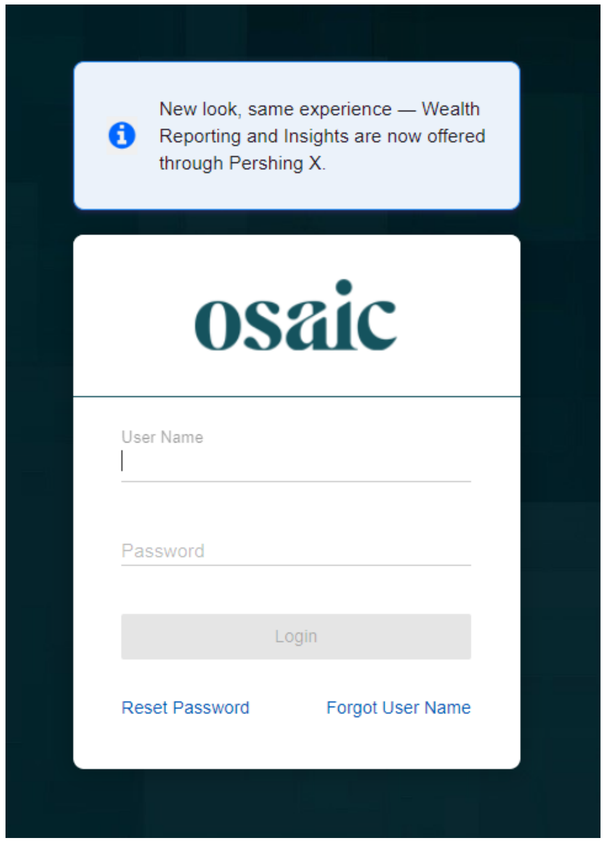


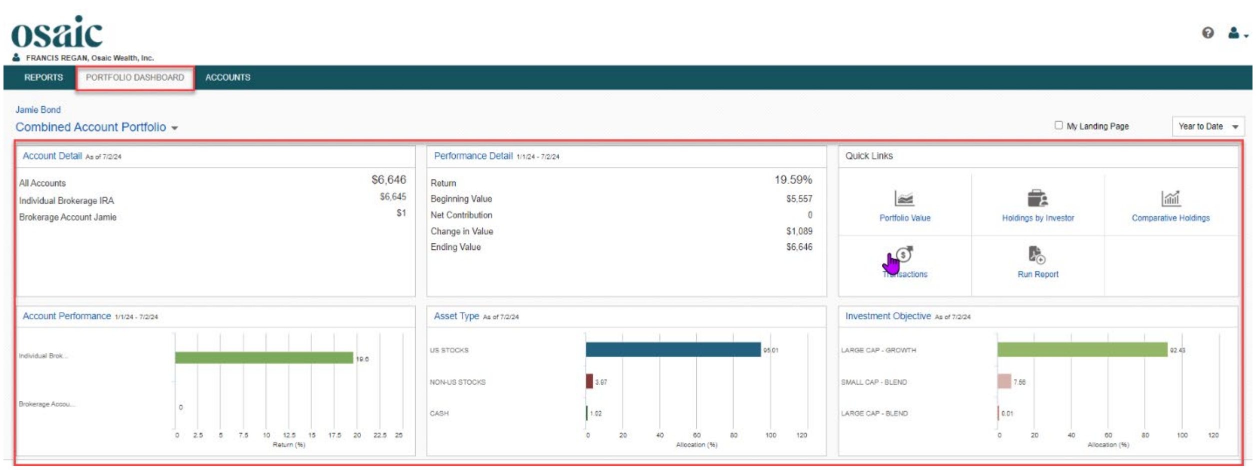
Menu Items

- Reports – provides access to the report screen to run various reports.
- Portfolio Dashboard – provides a snapshot overview of your accounts and performance along with access to Quick Links to other features.
- Accounts
  - Accounts – provides access to details related to your accounts and the portfolios you create
  - Create Portfolio – used to create a portfolio of accounts to view their values for a particular group or household i.e. retirement accounts, husband/wife, etc.

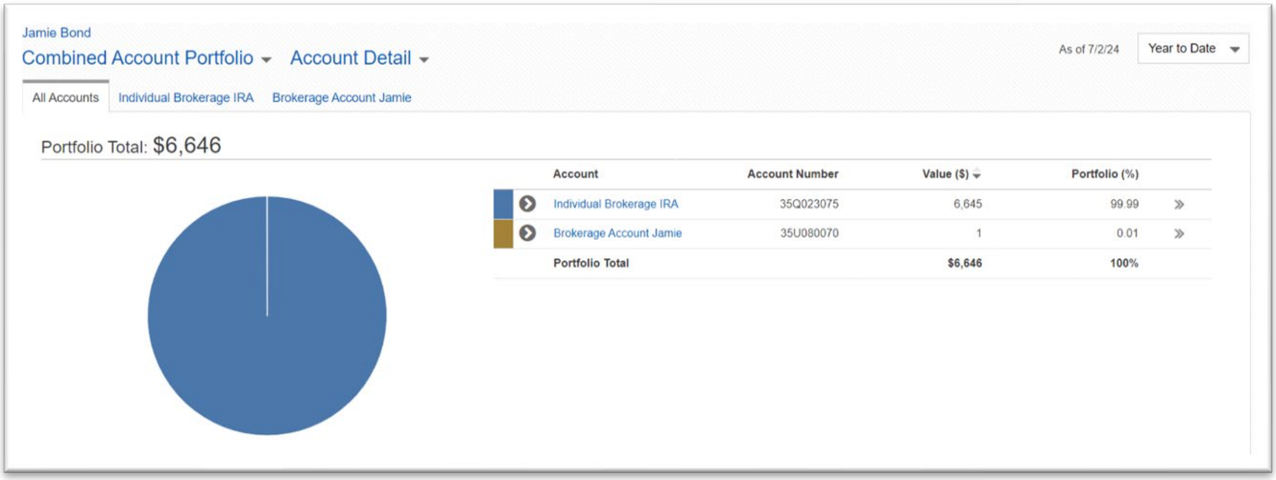
Portfolio Dashboard

The portfolio dashboard in OneView provides an at-a-glance overview of your Combined Account Portfolio. It consists of the following sections:

- Account Detail – provides portfolio value and account breakdown as of a particular date
- Performance Detail – Summary of Portfolio activity for a particular time period
- Quick Links - links to commonly used features i.e. recent/saved, run report, transactions, etc.
- Account Performance – Portfolio performance by account for a particular period
- Asset Type – View assets by asset type i.e. cash, stocks, bonds, etc.
- Investment Objective – view assets by investment objective i.e. large cap growth, short-term, cash, etc.

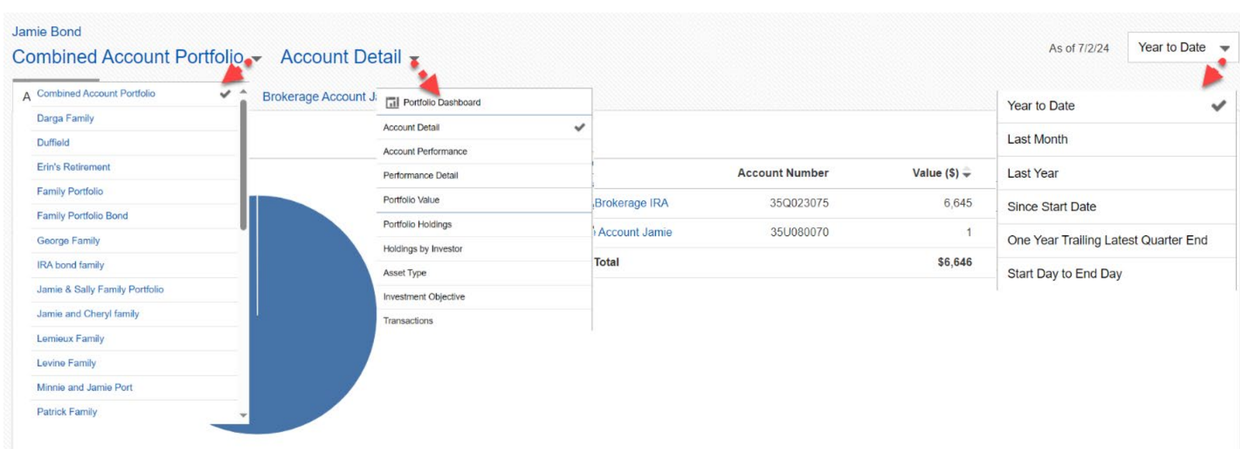


Selecting a section from the dashboard provides details related to the selected item. As shown below selecting Account Details displays details of each of your account values.



Use the drop-down menus on the screen to view different options:

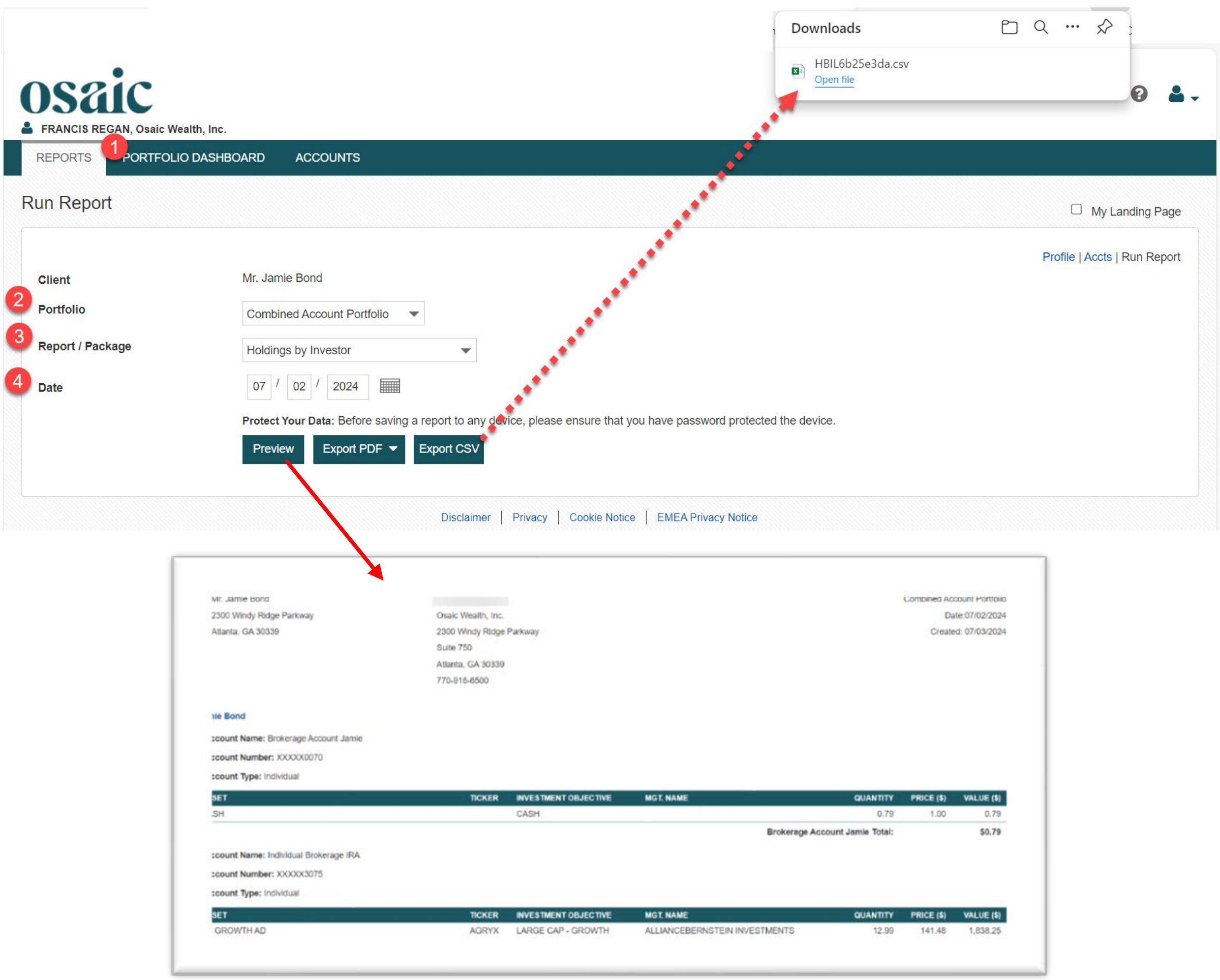
- Combined Account Portfolio drop-down allows you to view other portfolios you created
- The drop-down for the selected selection allows you to change to the other available topics listed on the dashboard
- The date range drop-down allows you to select various date ranges for the information related to the screen you are currently viewing



Reports Menu

The Reports menu allows you to run reports based on your combined Account Portfolio or by the Portfolios you create for a specific date range.

1. Click on the Reports menu.
2. Choose the desired Portfolio, the default will be the Combined Account Portfolio.
3. Select desired report.
4. Enter desired date/date range.
5. Select the desired report format.
    a. Preview – displays report results on the screen.
    b. Export PDF – choose format of Portrait and Landscape
    c. Export CSV

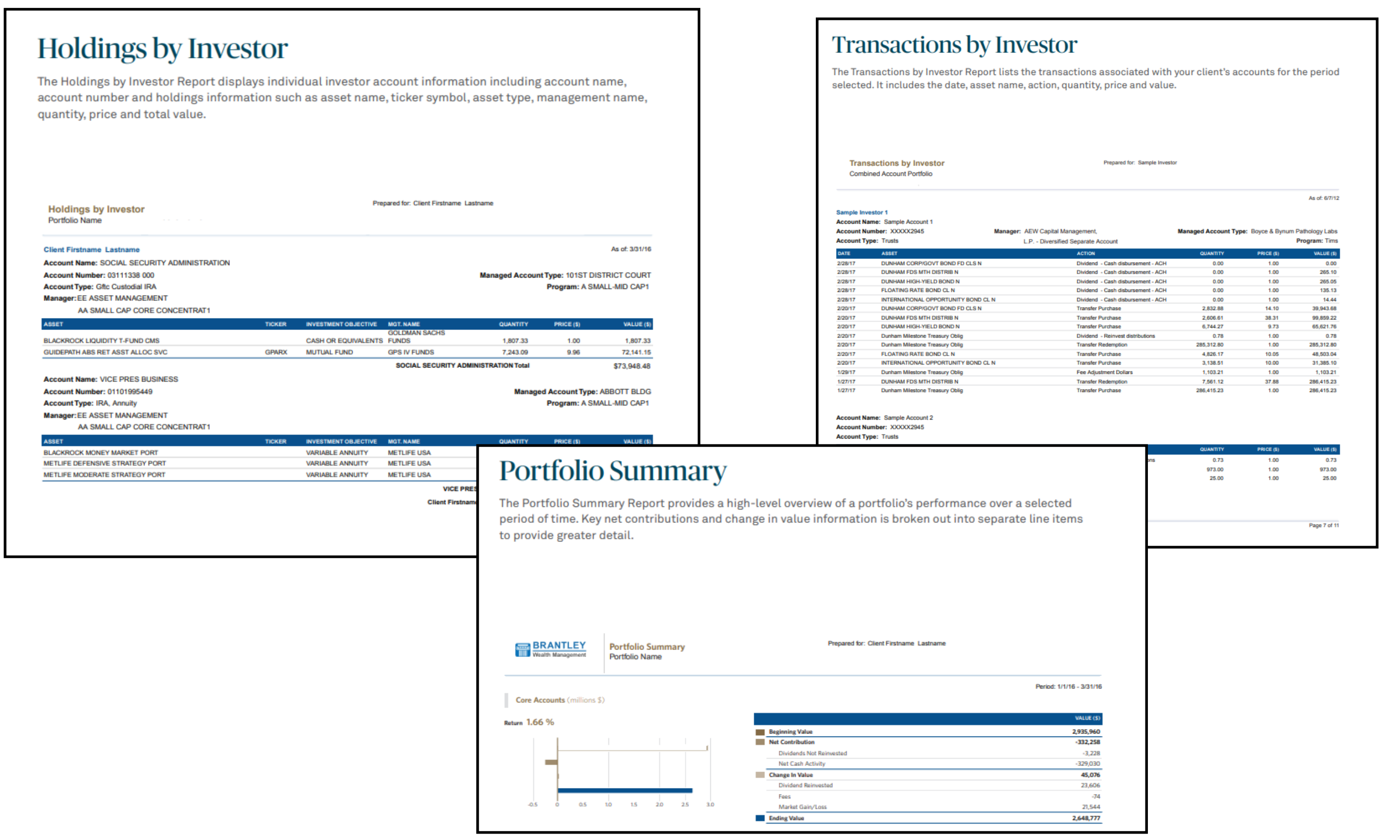


Sample Reports

Some common client reports include the following:

- Holdings by Investor – use this report to view the individual holdings in your accounts. This report provides details such as the investment objective, quantity, price, and total value
- Transactions by Investor – use this report to view details related to each transaction in your account. It includes the transaction types such as cash disbursement, transfers, fee adjustments, quantity, price and total value of each asset
- Portfolio Summary – this report provides a high-level overview of the portfolio's performance over time

NOTE: Some reports may not be available based on the level of access provided by your Financial Professional



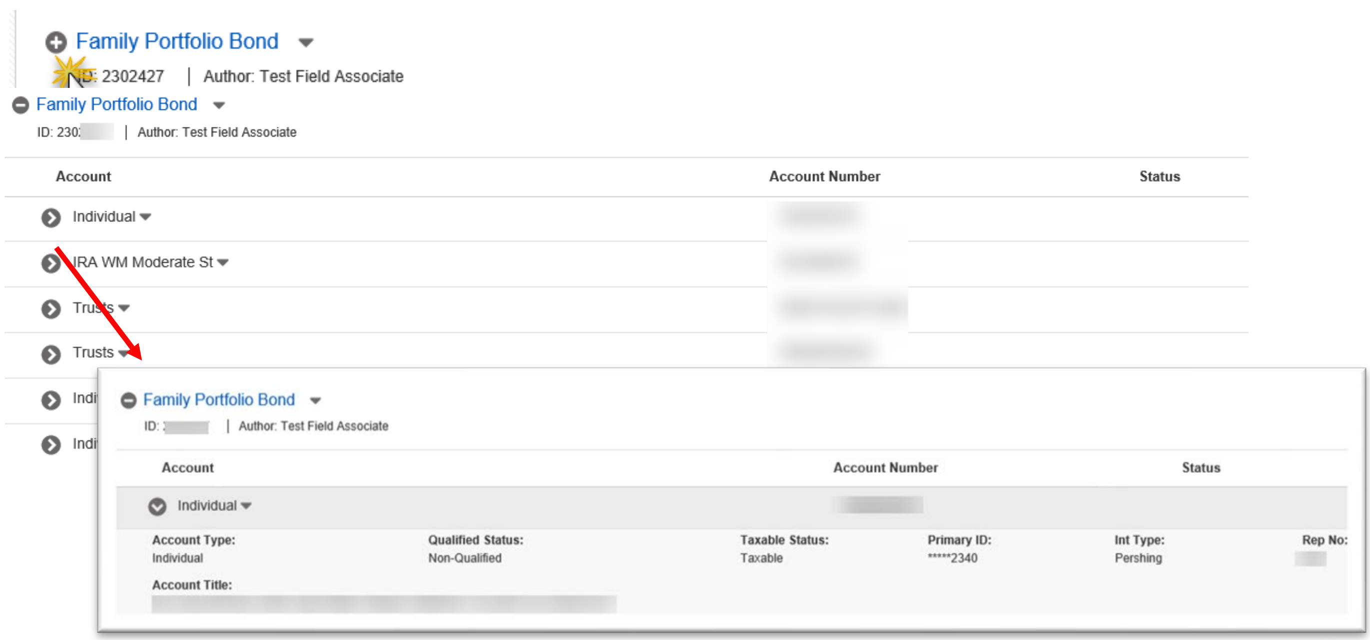
Accounts Menu

Items under the Accounts menu include:

- Accounts – this link lists your combined account portfolio and all other portfolios you create
  - Allows the ability to view account details and edit the name on an account
  - You can also run reports for the portfolios listed
- Create Portfolio – use this link to create a household of accounts to make a portfolio

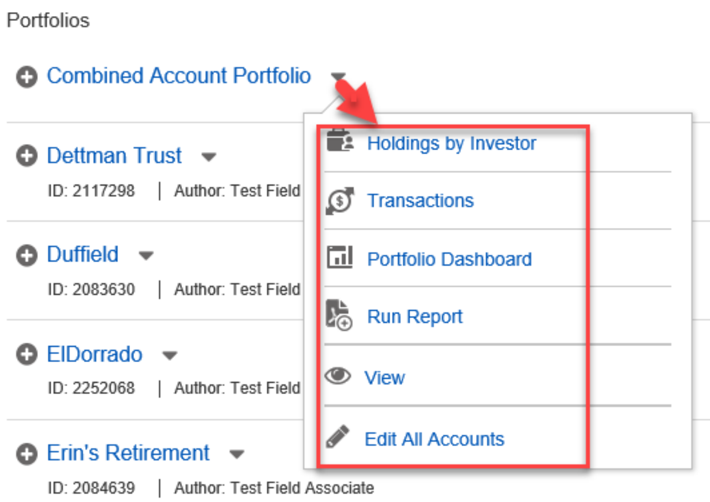
To view accounts linked under each Portfolio:

1. Click on the + sign next to the portfolio, this will expand the portfolio listing the accounts within the portfolio with the account number and status.
2. For additional details click on the > sign, this lists the accounts in the Portfolio.



Clicking on the drop-down arrow to the right of the Combined Account Portfolio provides the following options:

- Run the Holdings by Investor Report
- Run the Transactions Report
- Access the Portfolio Dashboard
- Run a Report a different report based on the selected portfolio by clicking on the Run Report link
- View details of the Portfolio
- **Edit All Accounts -** allows you to change the name of the accounts, **Example:** changing ***Jerry Smith and Rita Smith* to *Smith Family*** **NOTE:** This only changes the name in OneView and not at the sponsor company



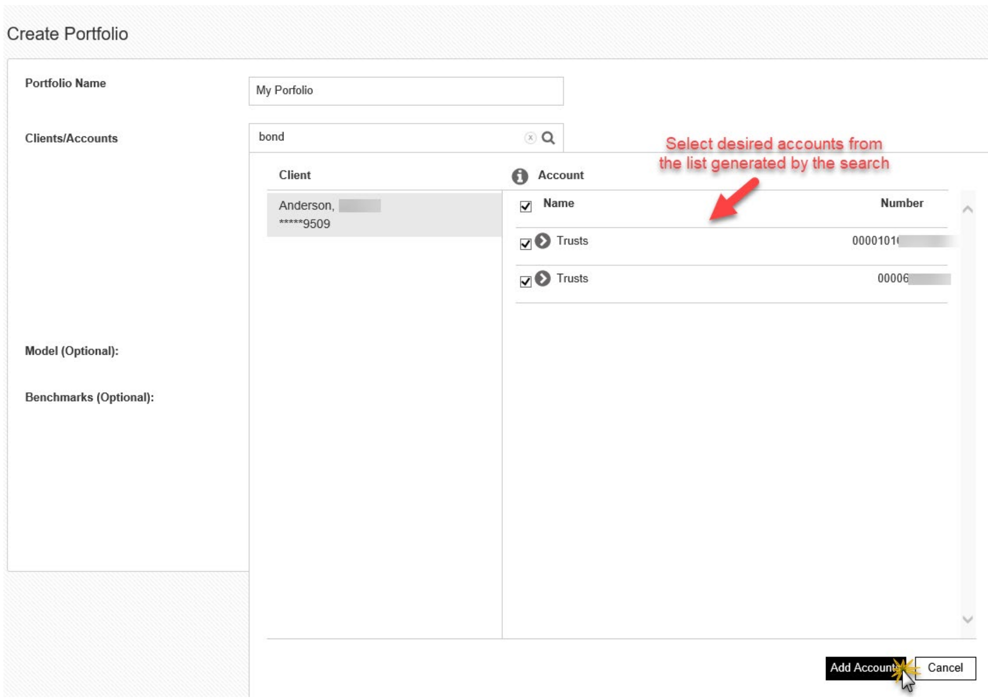
How to Create a Portfolio

Creating a Portfolio allows you to group accounts by a desired type of household to run reports for that group.

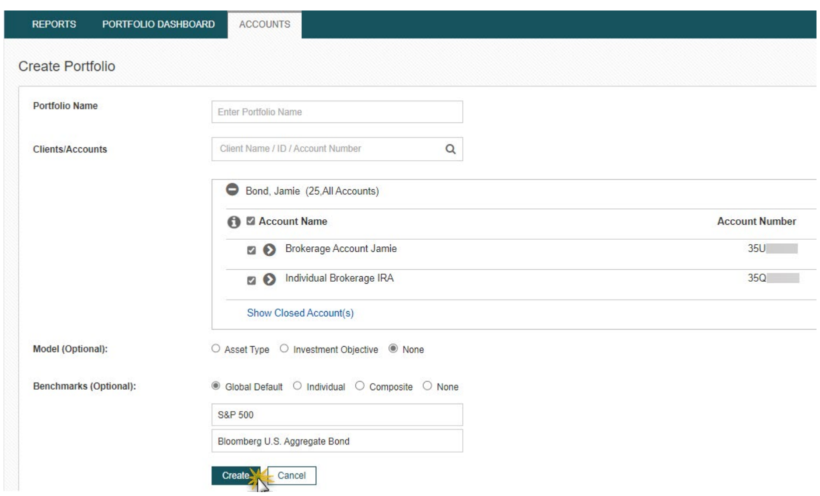
Follow the steps below to create a portfolio:

1. Click Accounts from the menu.
2. Select Create Portfolio.
3. Enter desired name for the portfolio in the Portfolio Name field.
4. In the Clients/Accounts field search by client name, SSN or Account Number for the accounts you wish to add to the Portfolio, the Account list will display to select desired accounts.

5. Click the Add Accounts button.

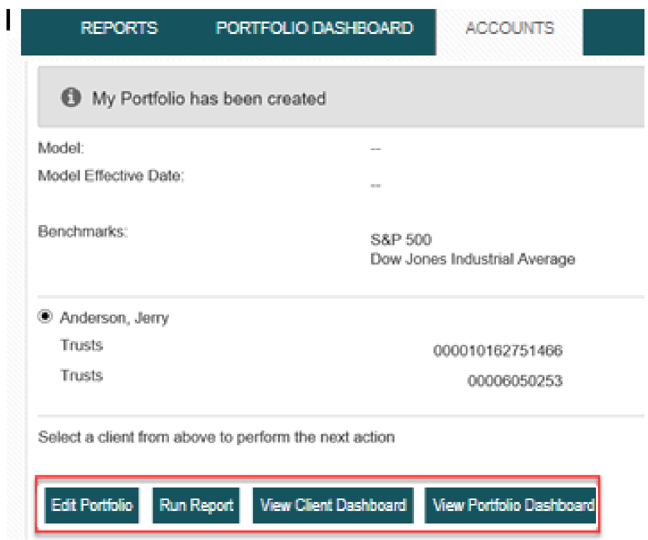


6. Click Create.



The screen will display indicating the portfolio has been created. From this page you can do the following:

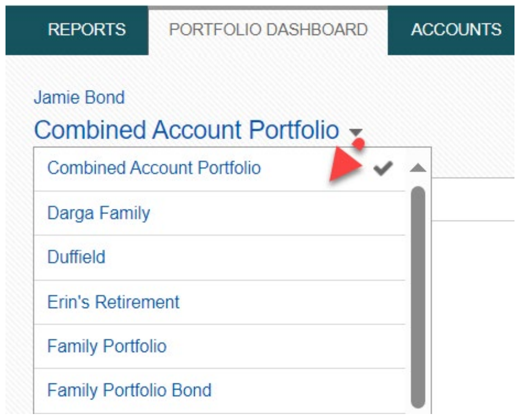
- Edit Portfolio – allows changes to be made to the portfolio i.e., add/remove accounts
- Run a Report on the Portfolio – takes you to the report screen to run a report on the portfolio
- View Client Dashboard – takes you to the list of all portfolios
- View Portfolio Dashboard – takes you to the Portfolio Dashboard

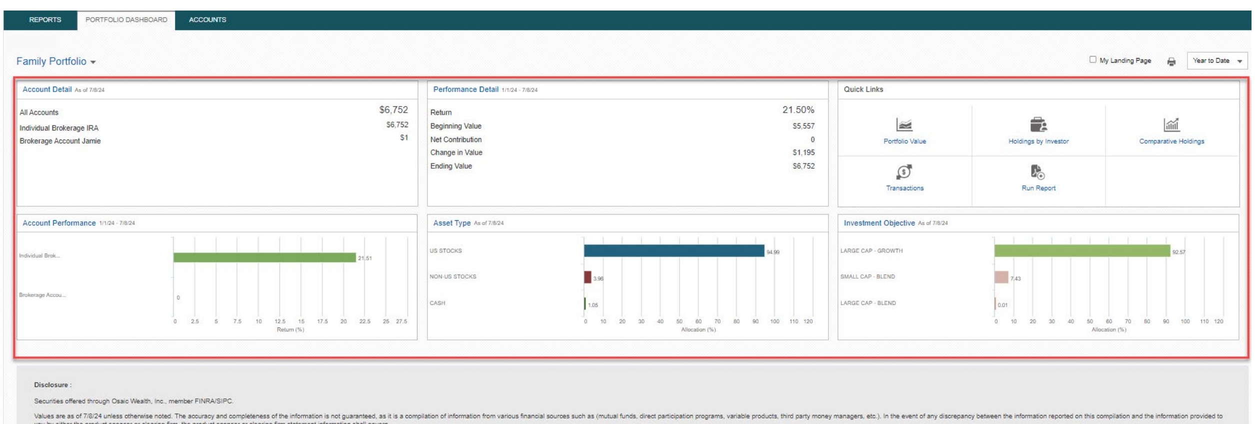


Accessing Portfolios

Accessing from the Portfolio Dashboard

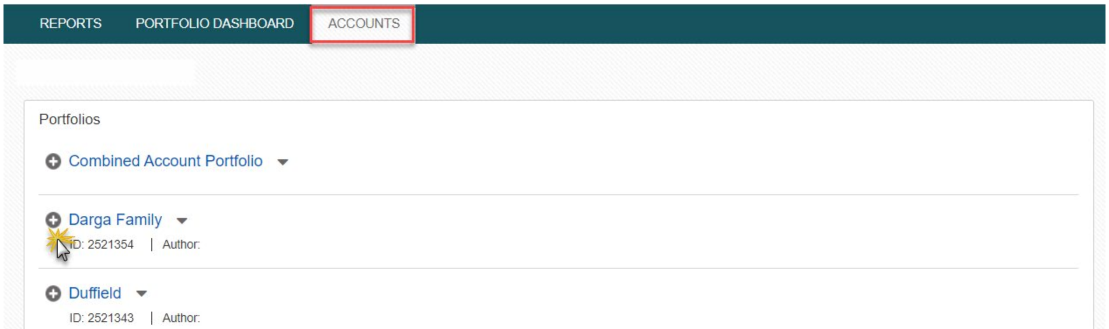
From the Portfolio Dashboard click on the drop-down arrow next to Combined Account Portfolio. The list of all Portfolios will display. Selecting a Portfolio from here allows you to view the values of the Portfolio for all the reports on the dashboard.



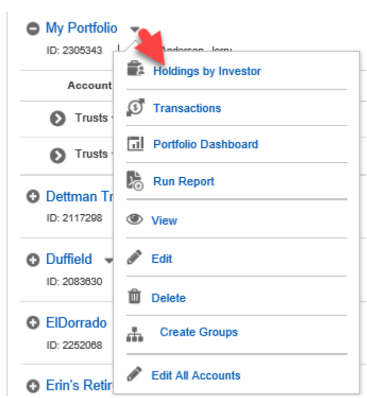


Accessing from the Accounts Menu

Accessing the Portfolio you created from the Accounts menu, allows you to view the accounts within the Portfolio. Click on the + sign to the right of the Portfolio name to view accounts. Clicking on the drop-down arrow to the right of the Portfolios you create allows access to the same options as the Combined Account Portfolio in addition to other features:



- Run the Holdings by Investor Report
- Run the Transactions Report
- Access the Portfolio Dashboard
- Run a Report a different report based on the selected portfolio by clicking on the Run Report link
- View – view the details of the Portfolio
- Edit – make changes to the portfolio i.e. add/remove accounts
- Delete **–** allows to delete the selected Portfolio
- Create Groups (premium level only) **–** use this feature to separate accounts into different buckets within the portfolio
- Edit All Accounts **-** allows you to change the name of the accounts, **Example:** changing ***Jerry Smith and Rita Smith* to *Smith Family*** **NOTE:** This only changes the name in OneView and not at the sponsor company

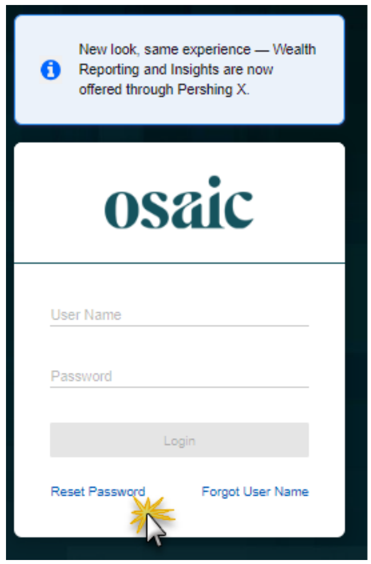


Password Expiration and Reset

After 90 days of inactivity the password will expire. You will need to use the Password Reset feature on the login page to reset your password.

To reset your password:

1. From the OneView login screen Click the Reset Password link.



2. From the Reset Password screen Select Investor, then complete the information on the screen.
3. Click Reset Password to continue and follow the instructions on the screen to complete the process.