# Account View | Going Paperless

## OVERVIEW

This guide explains how to activate Go Paperless settings in Account View to begin receiving statements and other investment account documents electronically. Log in to Account View by visiting **myaccountviewonline.com**.

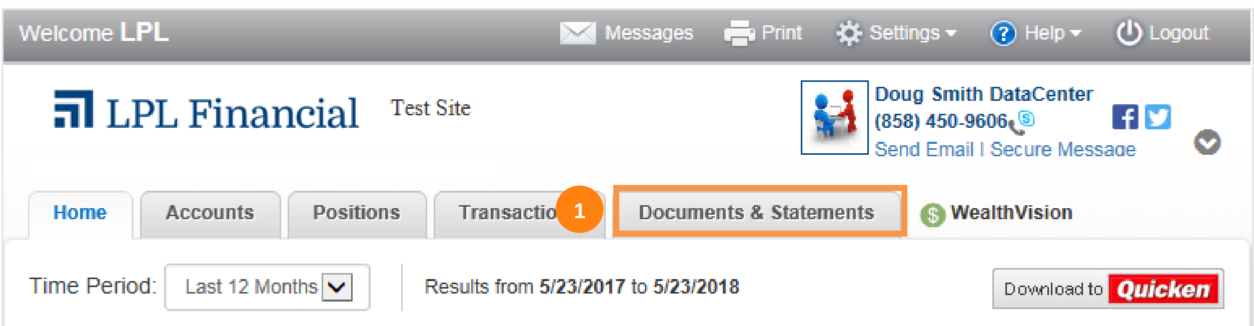
## ICONS

Alert or Important

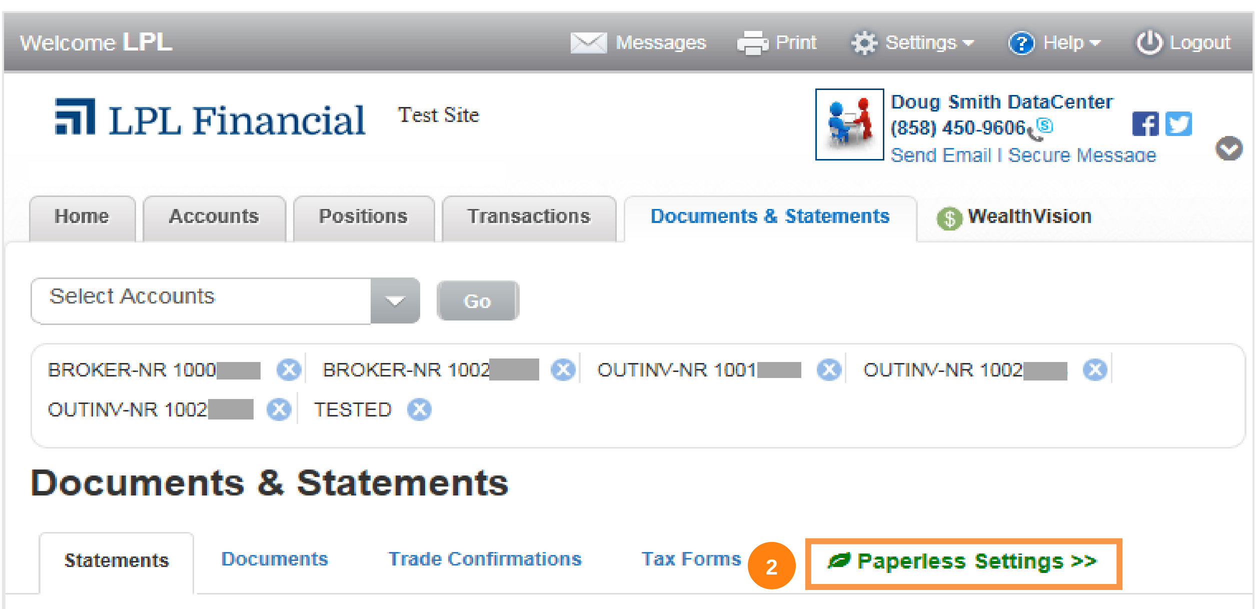
Quick Tip

## ACCESSING PAPERLESS SETTINGS

**1.** While logged into Account View, click on **Documents and Statements**.



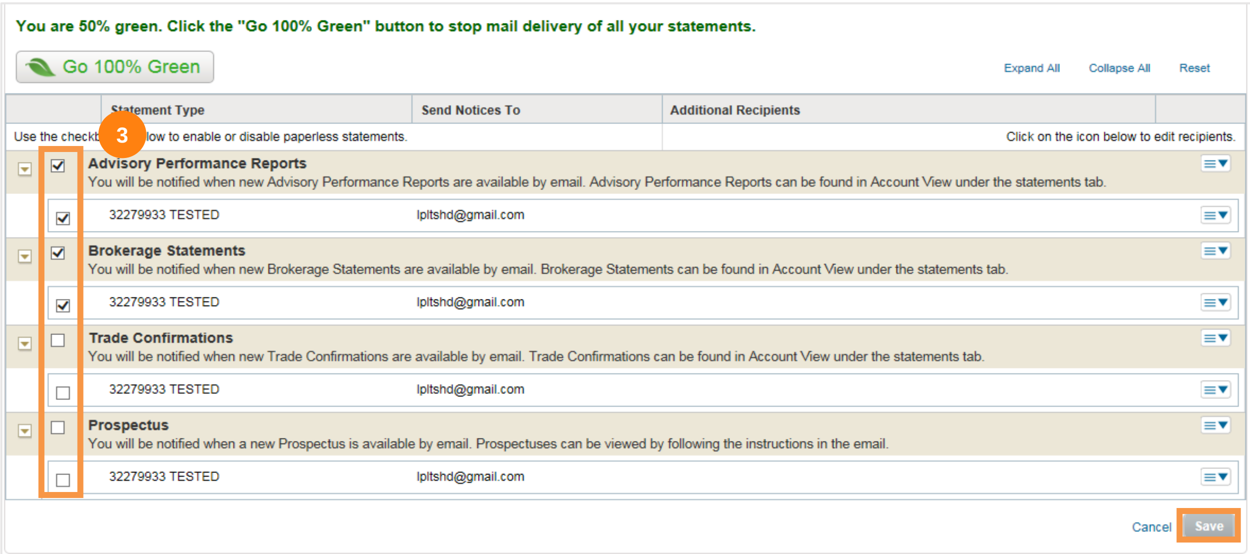

**2.** Click on **Paperless Settings**.



**Paperless Settings** are also accessible by clicking on the **Settings** menu and choosing **Go Paperless** from the dropdown menu.

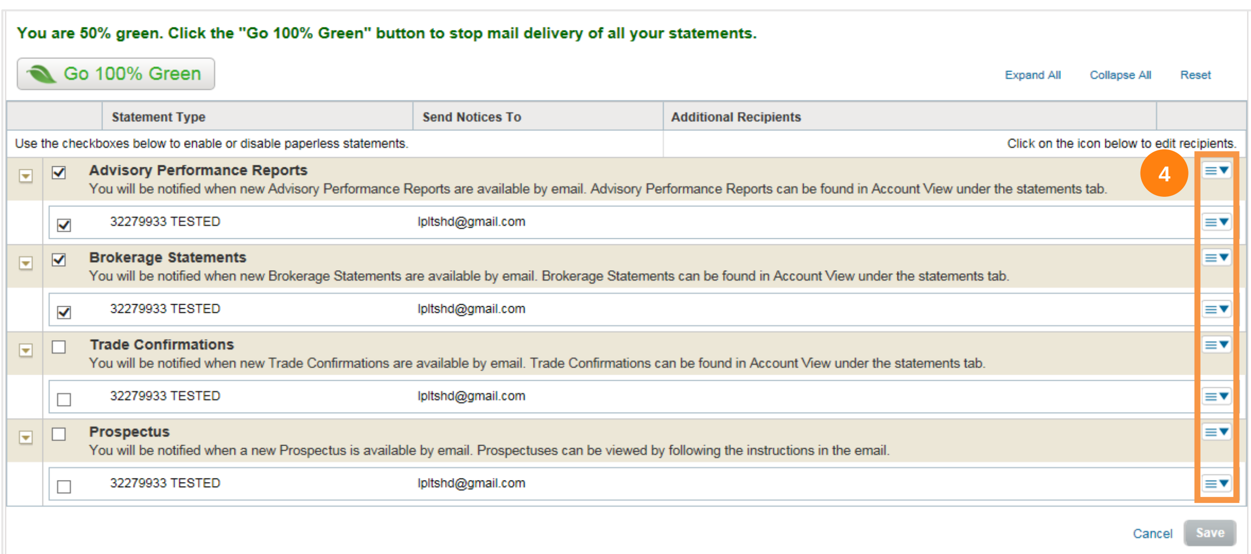
**3.** Select the individual document categories that you want to receive electronically, then click **Save**.

To choose all categories, click the **Go 100% Green** button.

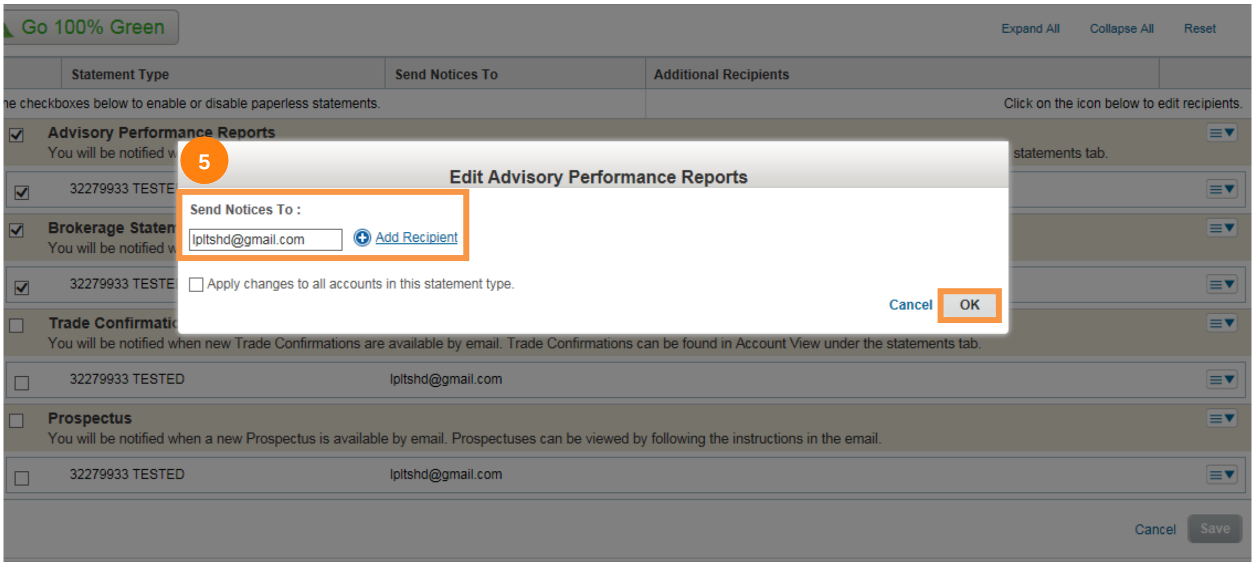



This account list will show both accounts that you own and any that you may only have an affiliation with (as a trustee, custodian, etc.) You will only be able to go paperless on accounts that you own. If you would like to activate paperless settings on accounts shown here that you may not own directly, email your financial professional with your request for further assistance.

**4.** To change the email address for e-delivery or to add an additional recipient, first click on the button with three horizontal lines to the right of the particular document or account. A dialog box will open.

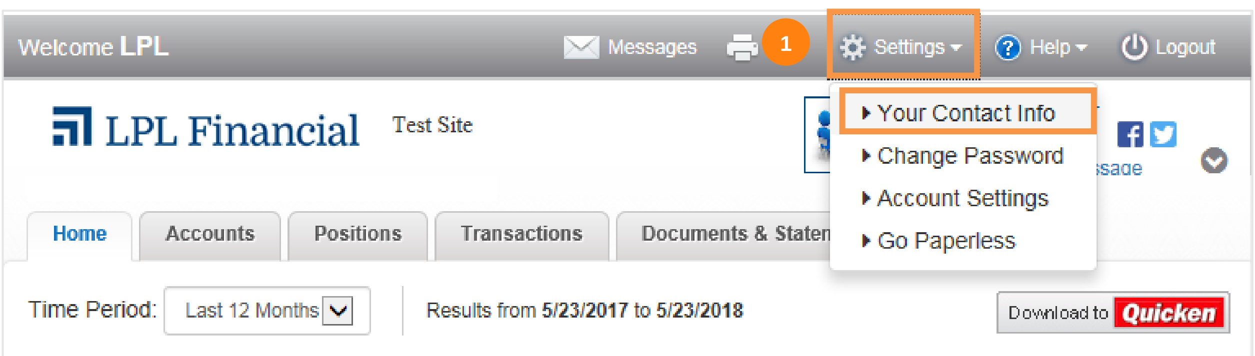


**5.** Enter an email address in the box or click **Add Recipient** as needed. Click **OK** to save changes.

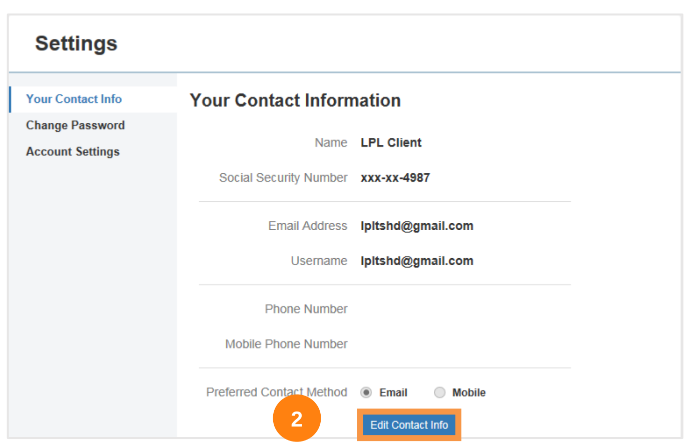



## UPDATING ACCOUNT INFORMATION

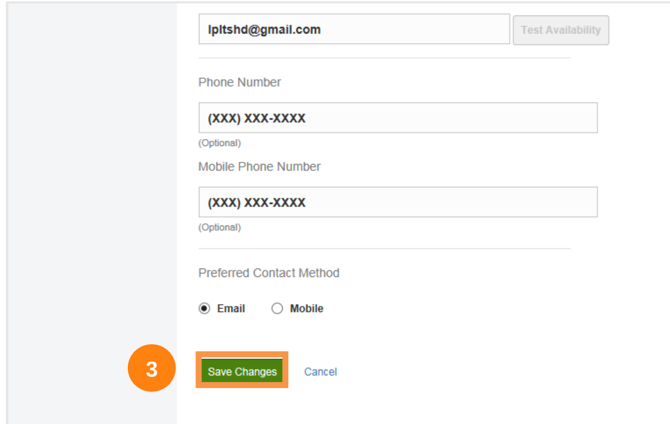
**1.** To change contact information in Account View, click on **Settings**, and choose **Your Contact Info** from the dropdown menu.




**2.** Select **Edit Contact Info** at the bottom of the screen.



**3.** Enter new information and click **Save Changes.**




This material was prepared by LPL Financial.

**Securities and advisory services offered through LPL Financial (LPL), a registered investment advisor and broker-dealer (member FINRA/SIPC).** Insurance products are offered through LPL or its licensed affiliates. To the extent you are receiving investment advice from a separately registered independent investment advisor that is not an LPL Financial affiliate, please note LPL Financial makes no representation with respect to such entity.

**Not Insured by FDIC/NCUA or Any Other Government Agency | Not Bank/Credit Union Guaranteed | Not Bank/Credit Union Deposits or Obligations | May Lose Value**

lpl.com

Tracking #1-05006646