
Investor - Quick Start User Guide

April 2014

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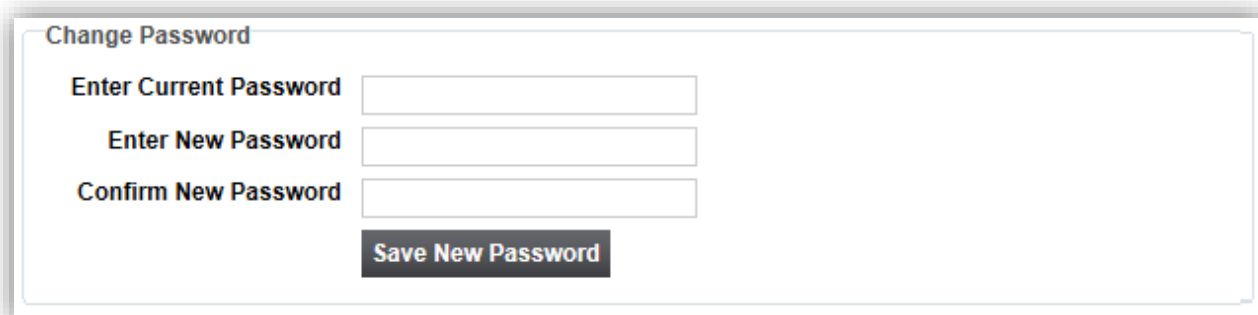
Logging in to the secure site

When your service is set up you will receive an email with your unique User ID and password. Use these details to access your investment portfolio details.

Log in via your Adviser's website or by using the following link:



The first time you log in you will be asked to change your password. This password will give you access to your portfolio so it is important that you keep it safe and not share it with anyone.

A screenshot of a "Change Password" form. It contains three input fields: "Enter Current Password", "Enter New Password", and "Confirm New Password". Below the fields is a dark grey button labeled "Save New Password".

Change Password
Enter Current Password <input type="text"/>
Enter New Password <input type="text"/>
Confirm New Password <input type="text"/>
Save New Password

Navigating the secure site

When you first log in, you will be taken to the **Main** screen where you can view your portfolio(s). Check out the different functions available by rolling your mouse over the navigation bar at the top of the screen. The options available for each menu item will appear in a dropdown menu. Simply click on your chosen option and you will be taken to the appropriate page.

If you have more than one portfolio on the platform you will need to select the desired portfolio to view the relevant details.



The screenshot shows the "Main" screen of the secure site. At the top, there is a navigation bar with the following items: Main, Logout, Back, Maintenance, Portfolio Details, Trading Activity, and Report Builder. Below the navigation bar is a "Portfolio Search" section with input fields for "Portfolio" and "Owner", and a "Search" button. The main content area displays a table of portfolios with the following columns: Select, Portfolio ID, Reference, Portfolio Name, Investment Entity, Account Type, Product Name, As At, Market Value, Status, Role, Access Rights, and Owner.

Select	Portfolio ID	Reference	Portfolio Name	Investment Entity	Account Type	Product Name	As At	Market Value	Status	Role	Access Rights	Owner
<input type="checkbox"/>	PRO012167	JEva7878	Mr Jon Evans - GIA	Individual	GIA		14/04/2014	£137,265.24	Active	Other	Read Access	Financial Adviser
<input type="checkbox"/>	PRO012169	JEva-4857	Mr Jon Evans - ISA	Individual	ISA	ISA	14/04/2014	£15,445.02	Active	Other	Read Access	Financial Adviser
<input type="checkbox"/>	PRO012290	JEva5461	Mr Jon Evans - Bond	Individual	Offshore Bond	Canada Life International	14/04/2014	£228,949.65	Active	Other	Read Access	Financial Adviser
<input type="checkbox"/>	PRO012251	JEva9958	Mr Jon Evans - SIPP	Individual	SIPP	PYE-SIPP	14/04/2014	£296,542.91	Active	Other	Read Access	Financial Adviser
<input type="checkbox"/>	Evans consolidated	Evans consolidated	Evans consolidated	Individual	GIA		30/09/2013	£681,374.29	Active	Other	Read Access	Financial Adviser

Viewing your portfolio details

From the **Portfolio Details** dropdown menu you can view the value of your portfolio, your asset allocation, portfolio or holding performance and any realised or unrealised gains.

For example, to view the value of your portfolio:

1. Tick the **Select** box for the portfolio you wish to view
2. In the navigation bar go to **Portfolio Details > Portfolio Valuation**

The following screen will be displayed:

Your portfolio valuation information

Export to Excel | No Classification | Show Sub-totals

Total Cost: £139,315.74 | Value: £139,703.68 | Gain/(Loss): £387.94

Portfolio Display

Security Code	Price Date	Description	Quantity	Unit Cost	Adj. Cost	Unit Value	Value	% Value	Gain/(Loss)	% Gain/(Loss)
IE00B985N336	10/03/2014	Ardevora UK Equity C	4,216.5171	£1.3082	£5,516.05	£1.3121	£5,532.49	3.96%	£16.44	0.30%
GB00B6WFCT77		Artemis European Opportunities Fund Units Class -I- GBP Inc	8,495.608	£0.6904	£5,865.37	£0.7007	£5,952.87	4.26%	£87.50	1.49%
GB00B4152K59		AXA Framlington American Growth Fund Z class	1,874.157	£1.4840	£2,781.25	£1.5080	£2,826.23	2.02%	£44.98	1.62%
GB00B5WB6639		AXA Sterling Credit Short Duration Bond Fund Z GBP Inc	3,347.581	£1.0270	£3,437.97	£1.0300	£3,448.01	2.47%	£10.04	0.29%
GB00B6ZH3F37		Cazenove UK Opportunities Fund X Inc	963.359	£4.3549	£4,195.33	£4.1972	£4,043.41	2.89%	(£151.92)	(3.82%)
GB00B3B1N814	11/03/2014	CF Eclectica Absolute Macro C Fund Acc	4,400.058	£1.0199	£4,487.62	£1.0161	£4,470.90	3.20%	(£16.72)	(0.37%)
GB00B18B9V52		CF Lindsell Train UK Equity Inc	2,123.737	£2.0125	£4,274.02	£1.9639	£4,170.81	2.99%	(£103.21)	(2.41%)
IE00B64XDT64	11/03/2014	GLG Japan Core Alpha Equity AAX GBP I H ACC	16.862	£144.3299	£2,433.69	£137.5600	£2,319.54	1.66%	(£114.15)	(4.69%)
GB00B8N44P79		Invesco Perpetual European Opps No Trail Z Inc	840.67	£3.0873	£2,595.40	£3.1489	£2,647.19	1.89%	£51.79	2.00%
GB00B03KP231		J O Hambro Capital Management Limited UK Equity Income A Income GBP	0.0001				£2.0000	0.00%		0.00%

Ensure that **No Classification** is selected from the dropdown menu. From this screen you can view the overall value of your portfolio and see the details of your underlying holdings.

Viewing your Transaction History

From the **Trading Activity** dropdown menu you can view the cash and stock transactions, as well as any income or expense activities that have taken place in your portfolio. To view the transactions on a particular portfolio, in the navigation bar go to **Trading Activity > Transaction History**

The following screen will be displayed:

Logged in as demoinvestor | System Messages

Export to Excel | Search | Only Show Unconfirmed

Next >> | Last | Page 1 of 2 | Go

Type	Security	Description	Exchange	Date	Quantity	Transaction Cost Per Unit	Cost Per Unit	Settlement Amount	Brokerage	Transaction charge	SDRT	Set. Date	Notes	Contract Note Ref/Trans Ref
Buy	BABS	BLUECREST ALLBLUE FUND LTD ORD NPV GBP	FND	8/08/2011	1,576		£1.702	£2,682.38				12/08/2011	Traded on 08/08/2011 at 10:00AM at market with BNP Paribas.	27134956
Sell			FND	20/01/2014	1,576	£1.749		£2,756.42				21/01/2014	Traded on 20/01/2014 at 9:00AM at market with Cofunds.	81982828
Buy	GB0003509105	AXA Framlington American Growth R Fund Inc	FND	8/08/2011	4,930.2857		£2.346	£11,566.40				12/08/2011	Traded on 08/08/2011 at 10:00AM at market with BNP Paribas.	27134952
Sell			FND	20/01/2014	4,930.2857	£3.38		£16,664.30				21/01/2014	Traded 20-01-2014 12:00 at market with Cofunds	
Buy	GB0033874768	First State Investments UK Limited Asia Pacific Leaders Institutional Class B Accumulation GBP	FND	8/08/2011	1,119.6185		£3.7529	£4,201.81				12/08/2011	Traded on 08/08/2011 at 10:00AM at market with BNP Paribas.	27134950
Sell			FND	20/01/2014	1,119.6185	£4.1913		£4,692.65				21/01/2014	Traded on 20/01/2014 at 9:00AM at market with Cofunds.	81982822
Buy	GB00B03KP231	J O Hambro Capital Management Limited UK Equity Income A Income GBP	FND	8/08/2011	2,222.3131		£1.284	£2,853.45				12/08/2011	Traded on 08/08/2011 at 10:00AM at market with BNP Paribas.	27134953

This screen displays details of when the underlying assets were bought or sold within your portfolio and the cost per unit.

Creating a Report Pack

To print a report pack, go to **Report Builder** on the Navigation Bar. The following screen will be displayed:

Report Builder

Single Account Report Search Clear Form

1 Enter An Account Code Or Name... Include Contents Page 3

Select A From Date... Run

Select A To Date...

Select Report(s)...

[Select All]

<input type="checkbox"/>	Income	This report lists the details of any income payable during the reported period.
<input type="checkbox"/>	Trading Transactions	This report lists the purchases, sales, corporate actions and any stock adjustments on your portfolio during the reported period.
<input type="checkbox"/>	Cash Statement	This report displays bank transactions and running balances for bank accounts associated with your portfolio.
<input type="checkbox"/>	Realised CGT	This report will only display capital gains or losses incurred on sale transactions and relevant corporate actions during the current tax year. For previous tax year reports please contact Customer Services on 0844 801 0700.
<input type="checkbox"/>	Unrealised CGT	This report details any unrealised capital gains or losses attributable to your portfolio during the current tax year.
<input type="checkbox"/>	Portfolio Valuation	This report provides the value of each holding in your portfolio for the reported date. It lists the cost, market value and unrealised gain/loss at the reported date.
<input type="checkbox"/>	Portfolio Asset Allocation	This report provides the weighting of the holdings in each asset class. You will also be able to view which assets are in each asset class.
<input type="checkbox"/>	Portfolio Performance	This report details the performance of your portfolio during the reported period.

1. Enter your account code or portfolio name and your desired date ranges.
2. Select the reports you wish to include in the pack by ticking the box next to the desired report type.
3. Click **Run** and a pdf document will be downloaded to your computer.

Logging out

Click the **Logout** button on the navigation menu when you are finished using the system.

Please note that for security reasons you will be logged out of the system automatically if you have not used it for 20 minutes.

[Any questions?](#)

Your financial adviser can help you with most issues. If for any reason your adviser is unable to help you then please feel free to contact Praemium by any of the below methods:

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