Using the Client Web Portal

Welcome to the Client Web Portal (CWP). This manual is designed to help you use the **Overview** CWP. The following topics are covered:

- ► logging in to the CWP
- ► using the Overview page
- ► using the Investments page, and
- ► using the Documents page.

The CWP is secure website that you can log in to using your email and a custom password. Once inside, you can view information about your portfolio, accounts and even the individual securities constituting your accounts. You can also send sensitive documentation to me securely, and receive paperless statements and documentation.

What is the CWP?

					WEALTH ADVISORS			
Overview			Investments			Documents		Contact Us
Your Annual Investmer	nt Performance o	4/09/2018 -	04/08/2019 ⑦			View More	Your Investment Accounts	View More
Ending Balance 04/08/19		Total Ga			Net Investment		Account	Balance
\$424,038			302 Net Returns -0.54%		Additions Withdrawals \$0 \$0		Schwab - 31771407 Taxable	\$3,717 04/08/2019
				-	_		Schwab - 41852112 Taxable	\$420,321 04/08/2019
/our Top Holdings & A	sset Allocation	4/08/2019 (*	0				Test Quick Account Taxable	\$17,500 04/08/2019
		2240	Too 40 Allocated Delatored				Test Quick Account2 Texable	\$49,484 04/08/2019
sset Allocation %	O US Stock	63.86	Top 10 Allocated Holdings Name	licker	Amount (S)	Weight (%)	Total	\$491,022
	 Non US Stock Bond 	19.09	Rydex S&P SmallCap 600 Pu	RYWAX	67,611	13.8	iotai	3451,022
	O Cash	12.02	Rydex NASDAQ-100* Inv	RYOCX	65,186	13.3	2	
	 Other Not Classified 	1.20	Rydex Biotechnology Inv	RYOIX	55,233	11.2	Files for You	View Mon
		100700	Rydex Leisure Inv	RYLIX	50,683	10.3		
			Rydex S&P MidCap 400 Pur	RYBHX	49,765	10.1	Your advisor has not shared any files wit	h you.
			D&L Industries Inc ADR	DLNDY	49,484	10.1		
			Rydex Health Care Inv	RYHIX	40,486	8.2		
			Sweep Account	100	36,053	7.3		
			James Balanced: Golden Ra	GLRBX	22,431	4.6		
			Permanent Portfolio Perman		18.122	3.7		

Logging on to the Client Web Portal

This section describes how to log on to the CWP.

The first time you log on to the CWP, you will create your own custom password.

Note: If this is your first time logging in to the CWP, click here for instructions on how to set your password.

After the initial log in, do the following to log in to the CWP:

- 1. In any browser, launch fp.morningstar.com. The Login screen opens.
- 2. In the Login screen, enter your email address and custom password.

anthonyodro12@gmail.com		Enter your email address and custom password here
Forgot your password?	Sign In	

3. Click Sign In.

For security purposes, I do not know your password to your CWP. If you forget your password, you will need to change it. To change your password, click the Forgot your password? link within the Login screen. From there, the system will prompt you on how to create a new password.

What should I do if I forget my password?

E-mail Address	
Password	
Forgot your password? Sign In	You only need to select this option if you are changing your password.

Overview

How do I log on to the CWP?

Using the Overview Page

Now that you've logged in, review the different information and functionality available. **Overview** This section describes what's available within the Overview page.

The Overview page acts as your dashboard, providing high-level information at a glance contained within other pages within the CWP.

What information do I find within the **Overview page?**

To view additional information, click the View More icon within the upper right corner of each component.

					WEALTH ADVISORS			My Ac
Overview			Investments			Documents		Contact Us
/our Annual Investmen	nt Performance o	4/09/2018	04/08/2019 ⑦		_	View More	Your Investment Accounts	View Mor
nding Balance 04/08/19		Total Ga	1		Net Investment		Account	Balanc
5424,038			302 Net Returns -0.54%		Additions Withdrawals \$0 \$0		Schwab - 31771407 Taxable	\$3,71 04/08/201
	_	A 55		-		_	Schwab - 41852112 Taxable	
our Top Holdings & As	sset Allocation	4/08/2019 (*	0		-			04/08/201 \$17,50
our Top Holdings & As			Top 10 Allocated Holdings			_	Taxable Test Quick Account	04/08/201 \$17.50 04/08/201 \$49.48
	• US Stock	63.86		licker	Amount (S)	Weight (%)	Texable Test Quick Account Texable Test Quick Account2	04/08/20 \$17.50 04/08/20 \$49.48 04/08/20
- 11 A	 US Stock Non US Stock Bond 	63.86 19.09 3.83	Top 10 Allocated Holdings		Amount (5) 67,611	Weight (%) 13.8	Taxable Test Quick Account Taxable Test Quick Account2 Taxable	04/08/20 \$17.50 04/08/20 \$49.48 04/08/20
- 11 A	US Stock Non US Stock Bond Cash	63.86 19.09 3.83 12.02	Top 10 Allocated Holdings Name Rydex S&P SmallCap 600 Pu Rydex NASDAQ-100 ^e Inv	RYWAX RYOCX	67,611 65,186	13.8 13.3	Taxable Test Quick Account Taxable Test Quick Account2 Taxable Total	04/08/201 \$17.5C 04/08/201 \$49.45 04/08/201 \$491,022
- 11 A	 US Stock Non US Stock Bond 	63.86 19.09 3.83	Top 10 Allocated Holdings Name Rydex S&P SmallCap 600 Pu Rydex NASDAQ-100° Inv Rydex Biotechnology Inv.	RYWAX RYOCX RYOIX	67,611 65,186 55,233	13.8 13.3 11.2	Taxable Test Quick Account Taxable Test Quick Account2 Taxable	04/08/201 \$17.5C 04/08/201 \$49.45 04/08/201 \$491,022
- 11 A	US Stock Non US Stock Bond Cash Other	63.86 19.09 3.83 12.02 1.20	Top 10 Allocated Holdings Name Rydex S&P SmallCap 800 Pu Rydex NASDAQ-100° inv Rydex Biotechnology Inv Rydex Leisure Inv	RYWAX RYOCX RYOIX RYLIX	67,611 65,186 55,233 50,683	13.8 13.3 11.2 10.3	Tasable Test Quick Account Tasable Test Quick Account2 Test Quick Account2 Testable Total Files for You	04.08.20 \$17.5 04.08.20 \$49.42 04.08.20 \$49.42 \$49.42 \$49.42 \$49.42 \$49.102 \$49.102
- 11 A	US Stock Non US Stock Bond Cash Other	63.86 19.09 3.83 12.02 1.20	Top 10 Allocated Holdings Name Rydex S&P SmallCap 600 Pu Rydex NASDAQ-100° Inv Rydex Sibtechnology Inv Rydex Leisure Inv Rydex S&P MidCap 400 Pur	RYWAX RYOCX RYOIX RYLIX RYBHX	67,611 65,186 55,233 50,683 48,765	13.8 13.3 11.2 10.3 10.1	Taxable Test Quick Account Taxable Test Quick Account2 Taxable Total	04.08.20 \$17.5 04.08.20 \$49.42 04.08.20 \$49.42 \$49.42 \$49.42 \$49.42 \$49.102 \$49.102
	US Stock Non US Stock Bond Cash Other	63.86 19.09 3.83 12.02 1.20	Top 10 Allocated Holdings Name Rydex S&P SmallCap 600 Pu Rydex NASDAQ-100° Inv Rydex Biotechnology Inv Rydex Leisure Inv Rydex S&P MidCap 400 Pur D&L Industries Inc ADR	RYWAX RYOCX RYOIX RYLIX RYBHX DLNDY	67,611 65,188 55,233 50,683 49,765 49,484	13.8 13.3 11.2 10.3 10.1 10.1	Tasable Test Quick Account Tasable Test Quick Account2 Test Quick Account2 Testable Total Files for You	04/08/201 \$17.50 04/08/201 \$494.40 04/08/201 \$491,022 View Mo
	US Stock Non US Stock Bond Cash Other	63.86 19.09 3.83 12.02 1.20	Top 10 Allocated Holdings Name Rydex S&P SmallCap 600 Pu Rydex NASDAQ-100 [®] Inv Rydex Biotechnology Inv Rydex Leisure Inv Rydex Leisure Inv Rydex S&P MidCap 400 Pur D&L Industries Inc ADR Rydex Health Care Inv	RYWAX RYOCX RYOIX RYLIX RYBHX DLNDY RYHIX	67,611 65,186 55,233 50,883 49,785 49,484 40,486	13.8 13.3 11.2 10.3 10.1 10.1 10.1 8.2	Tasable Test Quick Account Tasable Test Quick Account2 Test Quick Account2 Testable Total Files for You	\$420.32 04/08/201 \$17,50 04/08/201 \$49,48 04/08/201 \$491,022 View Mo
	US Stock Non US Stock Bond Cash Other	63.86 19.09 3.83 12.02 1.20	Top 10 Allocated Holdings Name Rydex S&P SmallCap 600 Pu Rydex NASDAQ-100° Inv Rydex Biotechnology Inv Rydex Leisure Inv Rydex S&P MidCap 400 Pur D&L Industries Inc ADR	RYWAX RYOCX RYOIX RYLIX RYBHX DLNDY RYHIX	67,611 65,188 55,233 50,683 49,765 49,484	13.8 13.3 11.2 10.3 10.1 10.1	Tasable Test Quick Account Tasable Test Quick Account2 Test Quick Account2 Testable Total Files for You	04/08/201 \$17.50 04/08/201 \$494.40 04/08/201 \$491,022 View Mo

Click these buttons to access detailed information about each component

Using the Investments page

Now that you've logged in, review the different information and functionality available. This section describes what's available within the Investments page.

After logging in, you are brought to the Investment page. This page provides an overview of your entire portfolio. The top half includes data points and graphs showing how your portfolio is performing. The bottom half includes limited details about your individual accounts constituting your portfolio.

Overview

What information do I find within the **Investments page?**



After logging in, choose your time frame for account data:

- ► 1-year
- ► 3-year
- г Ј-уеа
- ► 5-year
- ► 10-year, and
- ► YTD.

What should I do after I select the Investments page?

Welcome Odro, ! Take a look at	your investments over the pas	t <u>1year ∨</u> vtp		Snapshot Report	
Ending Balance 01/05/2018	Total Investment Gain - 12/31/2017 Net Return	1 year ✓	Net Investment - 12/31/2017 Additions Withdrawals		
\$1,063,503	20.34%	3 years	\$500,000 —		Select the time frame
		5 years			for data here
How are my investments doing? 01/31/2017 - 0	01/05/2018	10 years			
\$1.072.451.00				Investment Total	

Note: You will see only as much data as is available. For example, if you select the 10-year time frame, your account has been open for only 5 years, your will see 5-years worth of data.

Below the header, figures for Ending Balance, Total Investment Gains, and Net Investment are displayed at the portfolio level.

Welcome Odro, ! Take a look	at your investments over the past <u>1 year</u>	· · · ·	Snapshot Report	The time frame you choose controls
5	Net Return	Additions Withdrawals		the start date for these data points

The start date for these data points is controlled by the time frame you chose. The following table provides the end date and definition for each data point:

This data point	Uses this end date	With this definition
Ending Balance	End of previous day	Ending balance of the entire portfolio as of close of business the previous day.
Total Investment Gain	Previous Month End	The overall increase or decrease in a portfolio's market value including or excluding management fees.
Net Investment	Previous Month End	The total of all additions minus withdrawals made to a portfolio between the start and end dates.

This component	Provides this information
How are my investments doing?	This line chart shows how the value of your portfolio has changed over the time period you have chosen.
	Click anywhere on the line to see an exact figure for a specific month.
How are my investments diversified?	This donut chart shows what percentage of your investments fit into each asset class.
How much have my investments grown?	This bar chart shows how your investments have performed.
Which accounts are included?	This table includes the accounts comprising your portfolio, along with limited details about each account. Click on the icon next to each account to open the Account Details page.
	Each Account Details page contains the same content as the Investments page, however a list of holdings replace the list of accounts at the bottom of the page. Click on any holding to launch the Morningstar page.
Other Investment Accounts	This table includes other investment accounts that you hold outside of this portfolio. This can include a 401(k) account, 529 account, and others. Click on the icon next to each account to open the Account details page, however note that this page only show positional data for each investment.

Last, review the charts and a table below. The following table describes each one:



Using the Documents page

The Documents page offers access to paperless statements and documentation, and you can securely send documentation directly to me. The Documents page is broken into two sub-pages:

- ► Upload Files, and
- ► View Files.

To access the documents page, type fp.morningstar.com into any browser, and log in using your email and custom password.

To see files sent from me to you, select the View Files page. The next section explains how you can upload files to me from the Upload Files page.

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Overview	Investments	Documents	Contact Us	
				All document are stored within this page
B View Ries 주 Upload Ries	Files You've Received			
	Name		Voolfed	
	Performance by Security		09/25/2017 3:08 PM	
	Performance Summary		09/25/2017 3:08 PM	
	Quarterly Reports for Wells Family		05/17/2017 2:54 PM	
	Quarterly reports for Wells Family		08/17/2016 2:00 PM	
	O2 Quarterly Communications for Wells Family		08/17/2016 2:00 PM	

Uploading documents is easy and efficient. To upload a document, do the following:

- How do I upload documents to you?
- 1. From the CWP landing page, click **Documents** and remain on the **Upload Files** sub-page.
- 2. Click **Upload**. The document will appear first under Files You've Shared.

	MORGA	NA INA INA INA INA INA INA INA INA INA I	🖉 My Account 🗸	
Overview	Investments	Documents	Contact Us	
주 Upload Files 원 View Files	 Files You've Shared 		You can upl	load
- 20 YEV 1788	Name E Lineup	Mostiled 12/06/21	documents	to m

Note: The first time you upload a document, the Upload button appears in the center of the page.

3. Navigate to the **document** you want to upload, and **double-click** to select it.

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Lineup.xlsx Title: Add a title Size: 19.8 KB Tags: Add a t Microsoft Excel Worksheet Authors: Elizabeth Morgan Date modified: 11/8/2017 2:01 PM	

4. Once uploaded, your document will immediately be available within the **Upload files** sub-page. The document will also be delivered to me.

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Overview	Investments	Documents	Contact Us	
↓ Upload Files In View Files	➢ Files You've Shared ⊘		(¥: Uplead	All uploaded
	Name		Modified + 12/06/2017 11:57 AM	documents will be available here

When a document is posted to your web portal, you will receive a notification email from me.

How do I view documents my advisor has posted?



To access statements and other documentation posted from me, do the following:

- 1. In any browser, launch fp.morningstar.com. The login screen opens.
- 2. Enter your email address and custom password, then click Sign In.



- 3. From the CWP landing page, click **Documents** and click the **View Files** sub-page.
- 4. Click the **icons** to the right of the posted document to view or download the file.

