

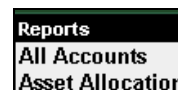
## INVESTOR WORKSTATION VERSION 6.10 QUICK REFERENCE SHEET

The Investor Workstation is a dynamic, user-friendly, web-based application that provides instant access to your account data 24-hours-a-day, 7-days-a-week. The Investor Workstation provides a comprehensive review of your portfolio with data updated as of the previous business day's close. To access the Investor Workstation, log-on to <https://www.lockwoodadvisors.com/geniw> and enter your Username and Password.

After you log-on, you will reach a home page that displays a listing of your accounts and/or households (multiple accounts) in alphabetical order. At the top of the window, there is a **Reports** tab that opens various detailed account reports and a **Documents** tab that enables you to download statements and tax forms.

To access report information on an individual account or household, follow the simple steps below:

1. Select an account or household by highlighting the button to the left of the account or household name. (Note: The Expand (+) button to the left of a name identifies a household containing several accounts. Click on the Expand button to see the titles of the individual accounts.)
2. Go to the **Reports** tab and click on the specific report that contains the information you are looking for. To the right are the standard reports you will see when you click on the **Reports** tab.



To download documents, follow the simple steps below:

1. Go to the **Documents** tab and click on the type of document that contains the information you are looking for.
2. Select the accounts (up to 25), specify the dates for the documents, and click on Search. Finally, specify which documents to download from the returned list.

### DESCRIPTION OF STANDARD REPORTS AND DOCUMENTS

- **All Accounts** – a complete list of all households and accounts with market values and asset allocation
- **Asset Allocation** – pie chart showing types of assets in an account or household
- **Pershing Confirms** – confirms showing the details of a buy or sell transaction for a given day downloaded in one PDF file
- **Pershing Statements** – statements showing Pershing account activity can be downloaded in one PDF file
- **Tax Forms** – Federal tax forms for accounts can be downloaded in one PDF file

### USEFUL BUTTONS



**Print Icon** – click on this button to print the report or information in the Report Window.



**Logout Icon** – click on this button to log out of the system. **Note:** You should always log out of the system before leaving your computer unattended.

### USER ID AND PASSWORD COMPLIANCE RULES

- Passwords are Case SENSitIVE.
- Passwords cannot be reused within 13 iterations (approximately 2 years).
- You will be prompted to change your password every 60 days. Follow the directions on the login screen to change your password.
- Passwords must have a minimum of five (5) characters.
- Passwords must contain at least one (1) alpha and one (1) numeric character.
- Passwords containing a string of three (3) identical characters are not permitted. For example, 1asssume.
- Passwords that are the reverse of the user ID are not permitted.
- Passwords cannot contain the user ID.
- User IDs become expired if not used to login within 90 days. When you attempt to log on the Workstation, an error message displays directing you to contact your Financial Advisor.
- User IDs become disabled (locked) after three failed logon attempts. Depending upon the type of lockout, temporary or permanent, you can either try to log in again after 5 minutes, or if that fails, call your Financial Advisor.

**If you have any questions, please contact your Financial Advisor.**