



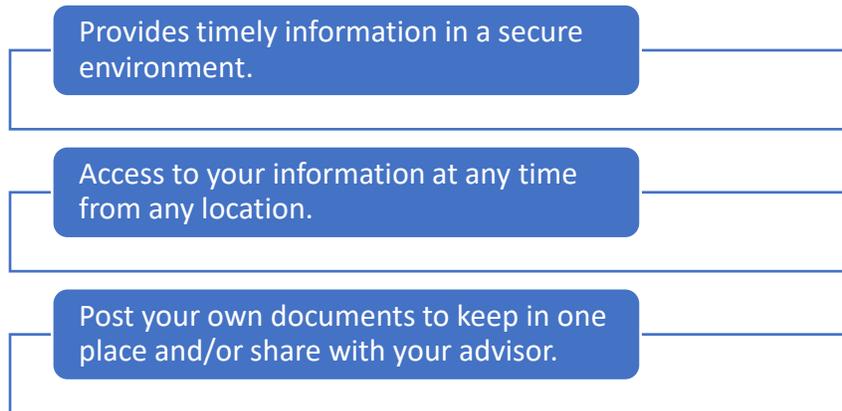
# INVESTEC CLIENT PORTAL OVERVIEW

An Instructional Guide on Your WealthView Client Portal

## Activating and Using the Investec WealthView Client Portal

Helping to keep you connected, the WealthView Client Portal provides valuable account information conveniently and securely. This portal will allow you to exchange documents back and forth for review and collaboration while serving as a digital lockbox for safe keeping.

### KEY FEATURES

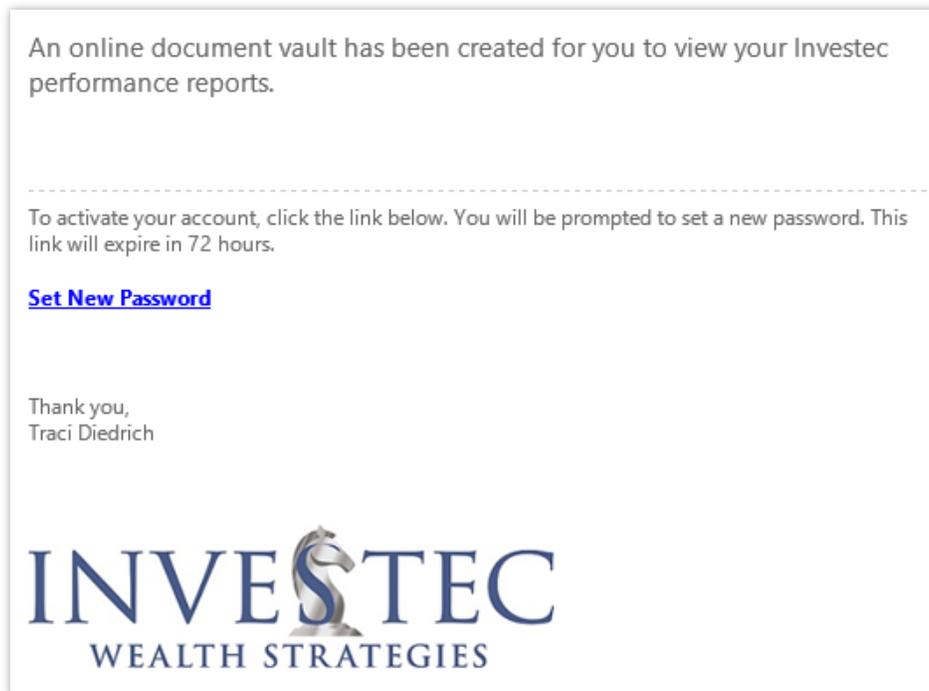


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# GETTING STARTED

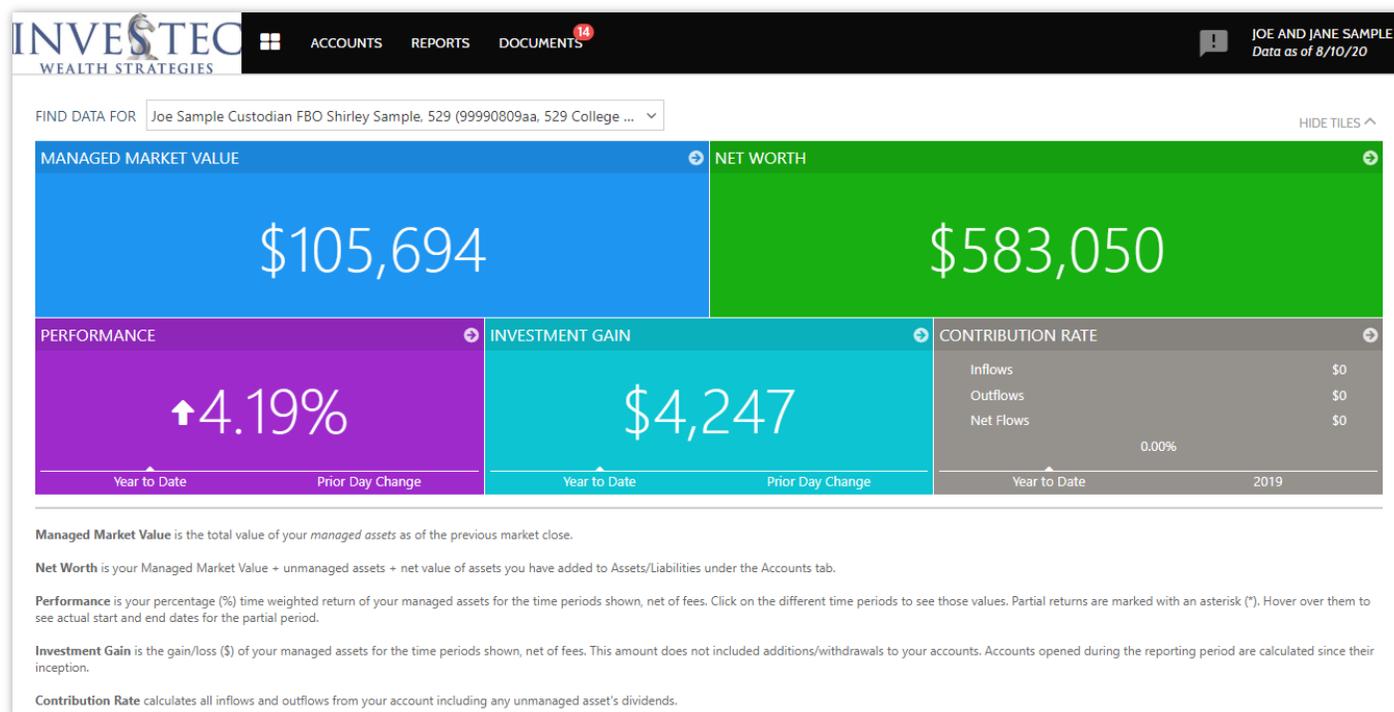
1. **Check your email for a link to create an account.** The email sender will appear as “Daniel Goott” and comes from the address: [noreply@investnet.com](mailto:noreply@investnet.com).



2. **Create a password that meets the following requirements.**
  - Passwords must not contain your email address or parts of your full name that exceed two consecutive characters.
  - Passwords must be at least 8 characters and must contain characters from three of the following four categories:
    - Uppercase letters (A – Z)
    - Lowercase letters (a – z)
    - Numbers (0 – 9)
    - Non-alphanumeric (for example: ! \$ # or % etc.)
3. **Agree to the Terms of Use.**

# DASHBOARD MENU

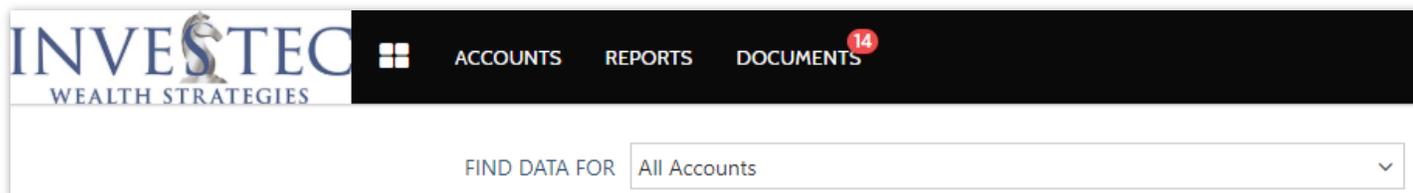
Upon logging in, your home page is a “Dashboard” view of your Investec WealthView Client Portal. The information shared here is a custom view that Investec has put together to give you an easy at-a-glance update of your financial matters.



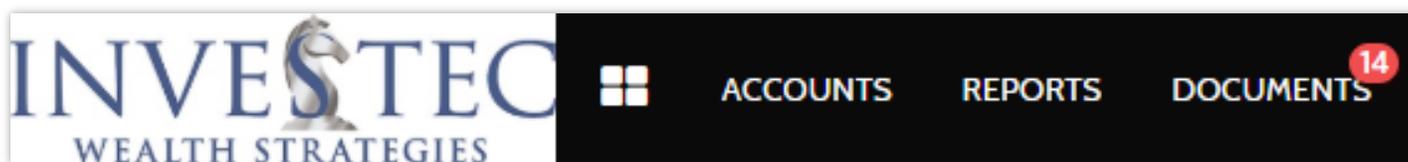
The center of the dashboard screen gives a succinct snapshot for all your household accounts in 5 tiles. Each of the tiles on your dashboard are described below:

- **Managed Market Value** is the total value of your MANAGED ASSETS as of the previous market close.
- **Net Worth** is your Managed Market Value + unmanaged assets + net value of assets you have added to Assets/Liabilities under the Accounts tab.
- **Performance** is your percentage (%) time weighted return of your managed assets for the time periods shown, net of fees. Click on the different time periods to see those values. Partial returns are marked with an asterisk (\*). Hover over them to see actual start and end dates for the partial period.
- **Investment Gain** is the gain/loss (\$) of your managed assets for the time periods shown, net of fees. This amount does not include additions/withdrawals to your accounts. Accounts opened during the reporting period are calculated since their inception.
- **Contribution Rate** calculates all inflows and outflows from your account including any unmanaged asset's dividends.

If you have more than one account in your household and wish to see an overview for that specific account, select that account from the drop-down menu called “Find Data For”



From the top of the Dashboard, you have access to other WealthView Client Portal features such as:



- Specific detailed account information
- Access to various reports and performance data for your managed Investec accounts
- Ability to add outside financial accounts such as your bank, credit card, and other savings via a live feed link or by manual data entry
- Access the document vault to upload your own documents or view documents posted by Investec

The functions available under each portal feature tab are described below.

## ACCOUNTS

View Investec managed accounts or add outside accounts for a more holistic view of your financial matters.



**Accounts:** Displays a searchable list of your Investec managed accounts.

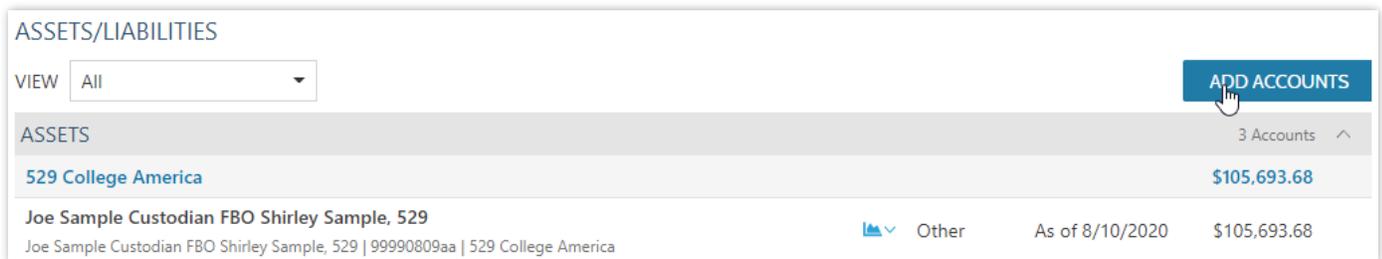
**Assets & Liabilities:** Display or add outside, non-Investec managed financial accounts and liabilities. Assets and liabilities can be added through a live data feed link or by manual data entry.

## Adding Outside Assets & Liabilities to Your Client Portal

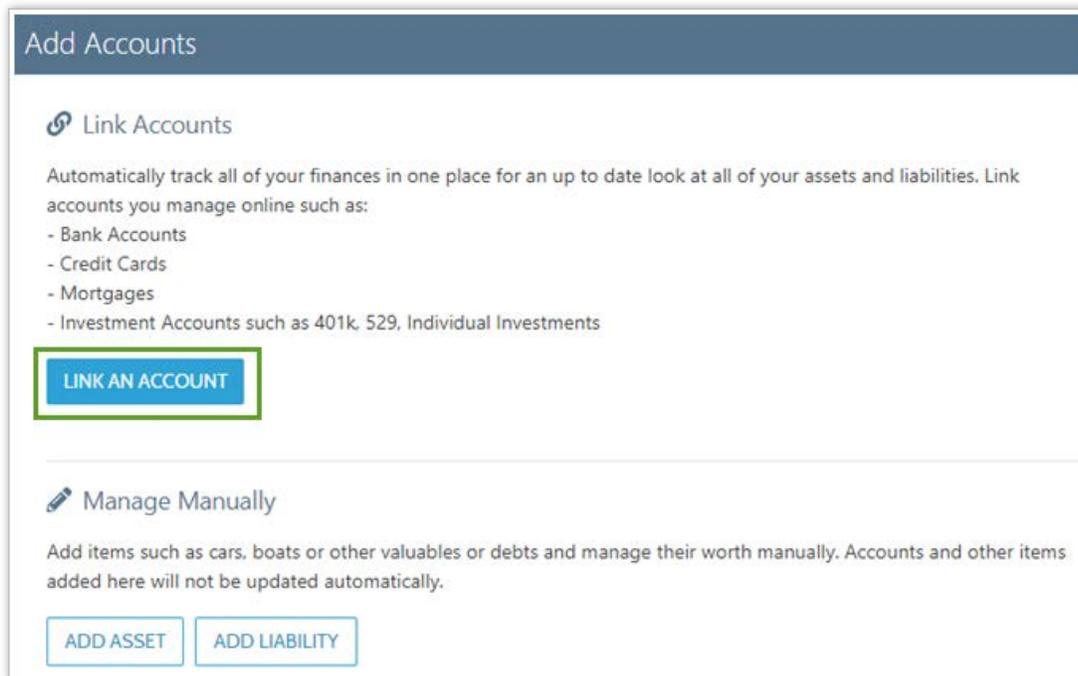
1. Under **Accounts**, click **Assets & Liabilities**.



2. Click **Add Accounts**.



3. Click **Link an Account**.



4. **In the search field, type in the name of the financial institution.** The search results will automatically populate based on the terms entered. Click on the correct site.

*If you're having a hard time finding the right site, search by URL. To search by URL, in your web browser, navigate to the custodian site's login page, copy the URL from that page, and paste it into the Link Account dialog box search field.*



5. Enter login credentials and complete any other instructions specific to the site.

 A screenshot of the "Link Account" dialog box showing the "2. VERIFY CREDENTIALS" step. The page has three tabs: "1. SELECT A SITE", "2. VERIFY CREDENTIALS", and "3. VIEW ACCOUNTS". The "2. VERIFY CREDENTIALS" tab is active.
 

**Fidelity**  
Fidelity Investments  
[www.fidelity.com](http://www.fidelity.com)

Please enter your Fidelity Investments login credentials.

Get all your Fidelity accounts here.  
In case you have any Fidelity missing account or unable to link your Fidelity account, we request you to ensure following conditions are satisfied-

- Please check if you can login successfully at - <https://nb.fidelity.com/public/nb/default/home>
- All the terms and conditions . update information notifications or any other message is accepted/bypassed.

Once confirmed, please add your Fidelity account or perform a refresh by **Edit Credentials**

If you have **VIP Access Code** set up,  
Please wait to enter the VIP Access Code (OTP) if set up and prompted.

Username

Password

Re-enter Password

6. Click **Submit**.

When the credentials have been verified, a summary of your accounts held at that financial institution is displayed. For example, if your Bank of America accounts include a checking account, a savings account, a car loan, and a credit card, all of those accounts will be displayed in the aggregation and a new asset or liability is created for each unique account.

To exclude an account from being linked, click

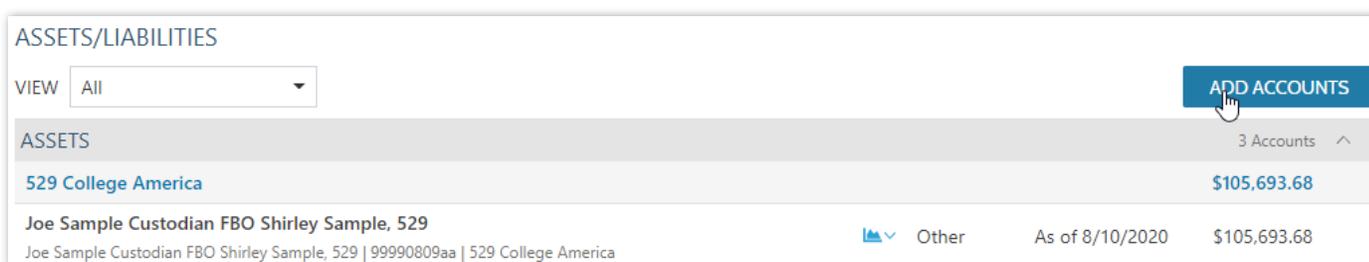
7. Click **Close** to add the accounts as assets or liabilities. Click **Link Another Site** to add assets or liabilities held by a different custodian.

## Manually Add Assets & Liabilities on the Client Portal

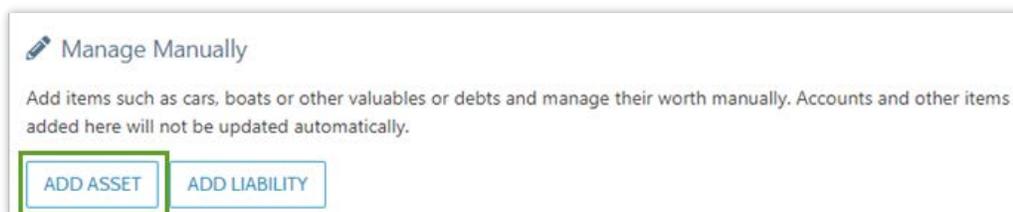
1. On the **Accounts** menu, click **Assets & Liabilities**.



2. Click **Add Accounts**.



3. Click **Add Asset** to add an asset or **Add Liability** to add a liability.



4. In the **Add Asset** or **Add Liability** dialog, complete or edit the following:

The screenshot shows the 'Add Asset' dialog box. It has a title bar with 'Add Asset' and a close button. The form contains the following fields:

- Choose Asset Type \***: A dropdown menu with 'Vehicle' selected.
- Description \***: A text input field containing 'Georgia's Boat'.
- Ownership Type**: A dropdown menu with 'Joint' selected.
- Primary Owner**: A dropdown menu with 'Georgia Abbey - georgiatheortho@gmail.com' selected.
- Value / Balance \***: A text input field containing '1250000'.
- Tax Status**: A checkbox labeled 'Taxable' which is checked.

At the bottom of the dialog, there are three buttons: '< BACK', 'ADD ASSET', and 'CANCEL'.

- Choose Asset Type
- Choose Ownership Type
- Enter Description
- Choose Primary Owner
- Choose Tax Status
- Enter Value/Balance

5. Once this information is accurate, click **Add Asset** or **Add Liability** to finishing adding the account.

# REPORTS

Quickly access all available reports for performance, holdings and transactions.

INVESTEC WEALTH STRATEGIES		ACCOUNTS	REPORTS	DOCUMENTS <sup>14</sup>	
ACTION		PERFORMANCE REPORTS	HOLDINGS REPORTS	TRANSACTION REPORTS	FINANCIAL PLANNING REPORTS
	Account Analytics	Asset Allocation	Capital Flows	Net Worth	
	Account Performance	Holdings	Realized Gains/Losses		
Acco			Transactions		

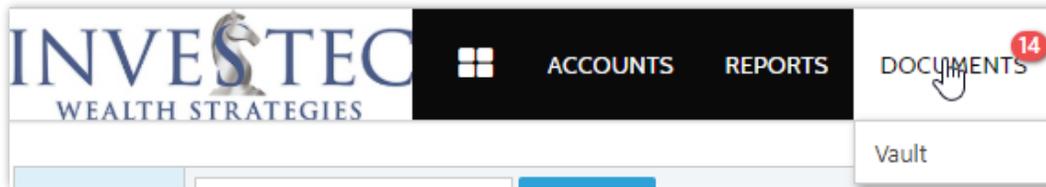
To see detailed reports on your accounts, hover your mouse over the Reports tab to select from:

PERFORMANCE REPORTS	HOLDINGS REPORTS	TRANSACTION REPORTS	FINANCIAL PLANNING REPORTS
<ul style="list-style-type: none"> <li>Account Analytics</li> <li>Account Performance</li> </ul>	<ul style="list-style-type: none"> <li>Asset Allocation</li> <li>Holdings</li> </ul>	<ul style="list-style-type: none"> <li>Capital Flows</li> <li>Realized Gains/Losses</li> <li>Transactions</li> </ul>	<ul style="list-style-type: none"> <li>Net Worth</li> </ul>

- **Account Analytics:** Compares your portfolio's risk and return metrics to various benchmarks.
- **Account Performance:** Shows a graph comparing the performance of your account(s) for various time periods shown.
- **Asset Allocation:** This donut chart shows how your assets are distributed across various asset classes. Asset class allocations are a major determinant of your risk and return.
- **Holdings:** See a list of the securities you hold in your account. The Holdings report shows a more detailed allocation than the Asset Allocation donut graph.
- **Capital Flows:** The Capital Flows graph shows how much you contribute to and/or withdraw from your account(s) compared to how much you have made in the market as a function of time.
- **Realized Gains/Losses:** Realized Gains and Losses will only appear for taxable accounts. IRAs, Roths, or other retirement accounts fall under a different section of the tax code, and do not need to report realized gains or losses.
- **Transactions:** See recent activity in your account such as deposits, withdrawals, buys and sells, dividend payments, bonds maturing, etc.
- **Net Worth:** Illustrates your assets minus liabilities. Assets include your managed Investec accounts plus other accounts you have manually added or linked to your portal. Liabilities include any debts you have manually added or linked to your portal.

# DOCUMENTS

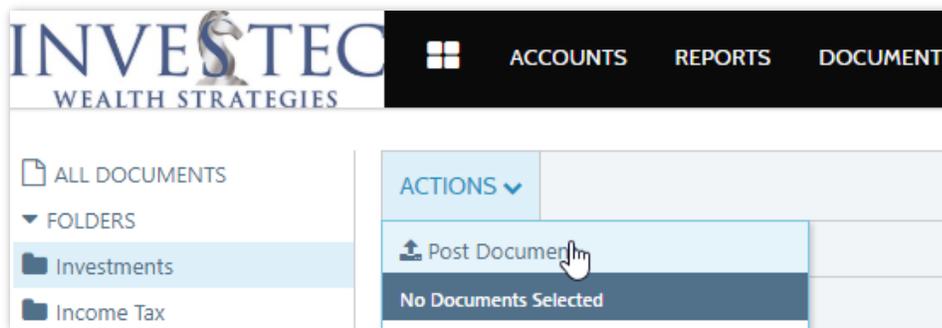
Upload or access personal documents as well as Investec posted documents.



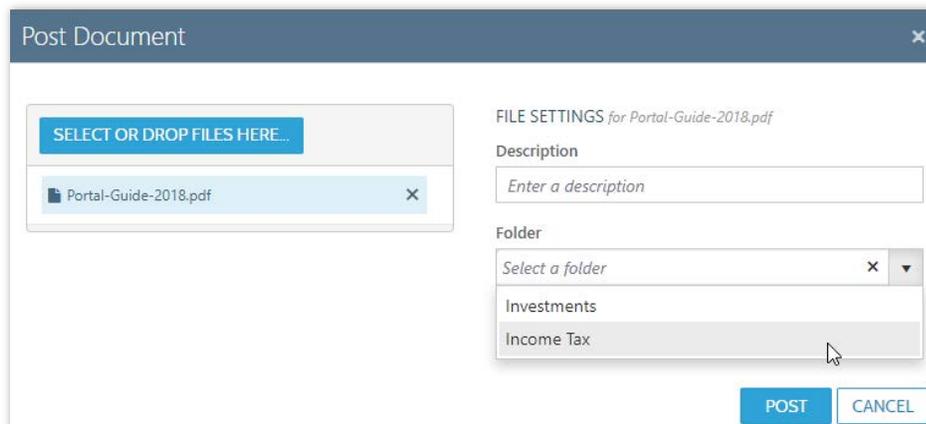
**Vault:** This area of the portal provides a secure document vault for all of your important documents that you need to keep organized and readily available. You can also utilize this document feature to securely share documents with Investec. When you post a document, your advisor receives an email notification and a link to view the document. Investec will also use this area to upload your quarterly statements, tax documents, or other sensitive documents that otherwise would not be safe to send via email.

## How to Upload Files to Your Client Document Vault

1. Click **Actions** and then click Post Document.



2. Click **Select or Drop Files Here...** When you have located the file you want to post, click it, and then click **Open**. Alternatively, you can drag-and-drop files onto the **Select or Drop Files Here...** box. Once you have located the document you want to post, you can then add a document description as well as select the folder you want the document posted to.

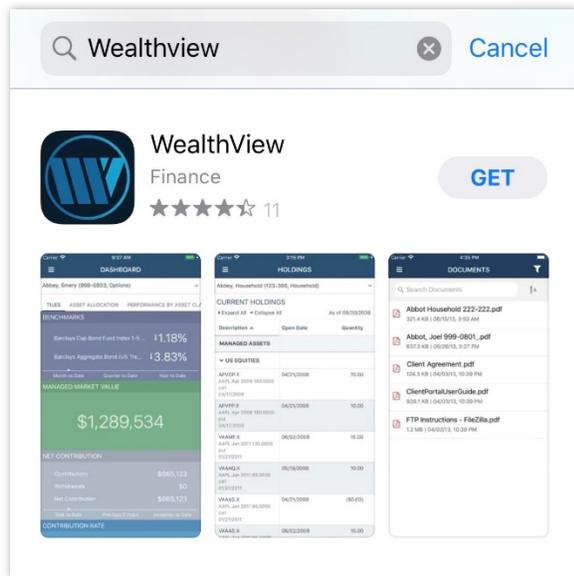


3. After selecting your document and determining the folder to save it to, you can simply click **Post**.

# INVESTEC WEALTHVIEW MOBILE APP

Access your Investec Client Portal on-the-go with the WealthView mobile app for iOS and Android.

1. Go to the Apple App Store or Google Play Store on your mobile device.
2. Search for **WealthView** to download the app.



3. Open the app once it has finished downloading and log in using the following information:
  - **Portal Code = Investec**
  - Email Address, Password = Your desktop portal username and password
4. Tap **Sign In**. After the first log in, if you select **Remember Me**, the portal code is saved and that field is auto-completed for future logins.

## SIGN IN

Remember Me

Enable Touch ID

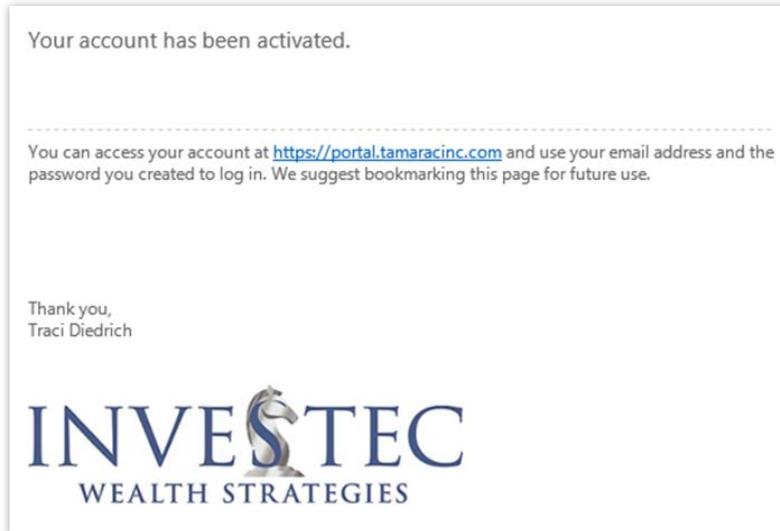
**SIGN IN**

Did you forget your password? [Recover it here.](#)

## FAQ

### ➤ How do I activate my portal?

- Investec will establish your WealthView Client Portal and send you an activation email:



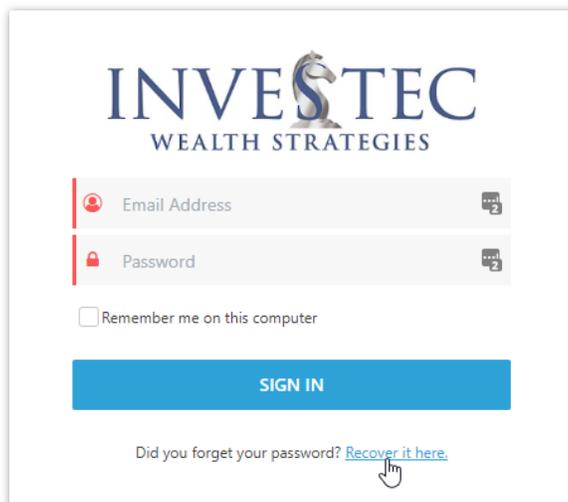
- If you have not yet received your activation email, please let your Advisor know and we can issue a duplicate activation email to be sent to your email address on file.

### ➤ Can I edit/make changes to documents stored in my eVault?

- The security settings of the Vault do not allow users to edit, save over or delete existing documents. You must download the documents and save them to your computer to make any changes (if the document is an editable format and you have the appropriate software installed on your system). Once you have made changes, you will need to post the updated document in order for it to appear among your eVault documents.

### ➤ How do I change my password or reset it if I forgot it?

- Forgotten passwords can be changed by clicking **Forgot Your Password?** on your login screen. <https://investec.portal.tamaracinc.com/Login.aspx?ReturnUrl=%2f>



- **Can I create my own folder or label in my Document Vault?**
  - At this time, clients are not allowed to create their own folders or labels. If you need other folders/labels not currently available in your document Vault, please reach out to your Advisor to have additional folders/labels made available to you.
  
- **Can I upload multiple documents at one time?**
  - Yes, you are able to upload multiple documents in the document Vault by either selecting or “dropping” the applicable documents.