

This training guide will demonstrate the **Client Website Overview**. Your Client Website is your own Personal Financial Website that will provide you with a consolidated view of your financial information.

There are many features such as the **Organizer**, **Workshops**, **Budgeting**, **Reports**, and the **Vault** (an online safe deposit box to store digital copies of valuable personal documents such as wills, trusts, passport information, photos, etc.).

Welcome Ben and Jen	Buckingham						🚺 Educ	ation Center Help	Settings Log out
Home	Organizer	Wor	kshop	Spending	Inve	stments	Vault	Reports	🤪 Mail
	PERSONAL FINANCIAL VIEW* Powered by <b><i>CMOREY</i></b>		NETV	NORTH \$1,080	0,8 <b>6</b> 8	TODAY	INVESTME	тs \$898,135	TODAY
True	sted Advisor eda@nomail.com		THIS MO	ONTH +	513,009	+1.22%	CHANGE <sup>2</sup>	-\$2,608.21	-0.29%
Office	e: (555) 555-5555 All (	Contacts		LAST OCT +\$1	49,252	+16.02%	<	•••••	>
ACCOUNTS	· .	+ Add	SPEN	IDING			BUDGETS		
Cash	\$40,0	00 >	Spend	ling is not availabl	e for Sam	ole Clients.	Spending is	not available for Sa	mple Clients.
Credit Cards		\$0 >							
Investments	\$901,0	27 >							
Life Insurance	e	\$0 >							
Loans	-\$110,0	00 >	PROT	IECTION	Ben	Buckingham	TOUR GUI	DE	
Property	\$300,0	00 >	Term L	ife	Jen	\$750,000 Buckingham	Get an over get started v financial we	view of how to vith your personal bsite.	
			Group	Long Term	Ben	Buckingham \$0 Annually	GET START	ED ►	
						More	<	• • • •	<u> </u>



1. You are able to set security & privacy **Settings**.

Ben and Jen Bu	ickingham	14			🚺 Educ	ation Center Help	Settings Log out
Home	Organizer	Workshop	Spending	Investments	Vault	Reports	💡 Mail
	-						
Security	Privacy	Approvals					
Change Passwor	rd						
Old Passwo	ord:						
New Passwo	ord:						
Verify Passwo	ord:						
	Save						
	_						
Change Security	Question						
Enter a new security qu	estion and ansi	wer to help you if you	I forget your passwor	d.			
rour current question is	5 HOL SHOWN IO	security reasons.					
Security Questi	on:		*				
Answ	/er:						
Verify Answ	/er:						
vony vusu							
	Save						



2. The **Privacy** tab allows you to control your Advisor's access.

Security Privacy Approvals			
Privacy Settings	Sp	ending Permissi	ons
This page allows you to manage your privacy settings. Use the controls below to determine how much access each individual has to your financial information.	None Cannot view any spending data.	LIMITED Can view category spending and budgets.	Full Can view all data, including transactions.
My Advisor			
Trusted Advisor Advisor	۲	0	0

**None** – Your Advisor will not have access to any of your spending data.

**Limited** - Your Advisor has limited access to your spending details and can view only the categories regarding the spending and budget:

Full access - Your Advisor can view spending and budgeting items, including transactions.



3. The Tour Guide gives you an overview of your Personal Financial Website

Home	Organizer Wo	rkshop Sp	ending Inve	estments	Vault	Reports	🤪 Mail
PEI FINA Pow	RSONAL NCIAL VIEW" med by C <b>MONEY</b>	NET WORTH	\$ <b>934,47</b> 8	TODAY	INVESTME	NTS \$102,933 <sup>°</sup>	TODAY
Trusted trusteda@ Office: (55	Advisor nomail.com	THIS MONTH			CHANGE <sup>2</sup>	- <b>\$2</b> 53.53	-0.21%
	Air Contacts	<	• • • •	>	<	• • • • •	>
ACCOUNTS <sup>†</sup>	+ Add	SPENDING	NE	т <b>-\$1,399</b>	BUDGETS		
Cash	\$7,568 >	You've	spent \$1,399 this m	onth.	Automatical	y create a budget ba	sed on your
Credit Cards	-\$3,643 >		<ul> <li>Unclassified</li> <li>Cash/ATM</li> </ul>		recent spen	ing averages.	
Investments	\$102,933 >					Cr	eate a Budget
Life Insurance	\$14,500 >	`	•••		0		
Loans	-\$426,385 >	PROTECTIO Variable Univer	N sal Life	\$1,000,000	TOUR GUI	DE	
Property	\$0 >	eMoney - alpha/er Auto eMoney - alpha/er	na - Clie na - Clie		Get an over get started v financial we	view of how to vith your personal psite.	
Option Plans	\$1,239,505 >	Group Short Te eMoney - alpha/er	rm na - Clie		GET START		



4. The **Organizer** tab gives you a place to enter your data, provided your Advisor has enabled this feature for you.

Home Organizer	Workshop	Spending	Investments	Vault	Reports	😧 Mai
Welcome to your <b>Organiz</b>	er		Accounts 10 accounts add	ed		Þ
Il your information <b>in one pla</b>	ce		Real Estate, 1 item added	Property, and	Business	×
s not as hard as you may think ourself financially organized. The first add your accounts in the <b>Accounts</b> f the organizer. Then fill out the inform	to get t step is section nation in		Family and F 6 people added	riends		Þ
e other sections of your organizer sh e right.	iown on		Professional 1 contact added	Contacts		Þ
nly have a few minutes? Don't wor on't have to do it all at once. You can ad update the information in your or any time.	rry, you n add to rganizer		Income, Expe 6 items added	enses, and Sa	vings	Þ
Get Started			Future Goals Retirement, Edu	cation, and Major	Future Expenses	×
			Financial Price Your financial price	orities iorities		×
			Risk Toleran What type of inve	ce estor are you?		×



## 5. From the **Add Accounts** drop down you can search for an institution by <u>name</u> or <u>web address</u>.

Ben and Je	n Buckingham	ż.			🚺 Edu	cation Center Help	Settings Log out
Home	Organizer	Workshop	Spending	Investments	Vault	Reports	😨 Mail
	/elcome to our <b>Orgar</b>	nizer		Accounts 10 accounts add	led		
Ben and Jer	n Buckingham				🚺 Educ	ation Center Help	Settings Log out
Home	Organizer	Workshop	Spending	Investments	Vault	Reports	😝 Mail
Acco Ben and Jen	unts Buckingham				Educa	+ Add	Settings Log out
Home	Organizer	Workshop	Spending	Investments	Vault	Reports	😝 Mail
		Enter your i	nstitution's nan	ne or website ad	dress Search		\$



6. To **manually** enter data, select from the appropriate categories highlighted below.

Home	Organizer	Workshop	Spending	Investments	Vault	Reports	🤪 Mail
		Use the	links below to ma	anually add accounts.		_	
		Ĵ		\$			4
		Add Insuranc	e Policies	Add Other Accou	unts		1

Note: For more information on connecting accounts see the Client Site Connection Guide.



- 7. The **Spending** tab allows you to track your spending habits and build a custom budget.
  - a. The **Overview** tab provides a pie chart based off of recent transactions imported from aggregated accounts.
  - b. The **Budget** window is a snapshot that allows you to monitor if you are on track with your monthly budget.

Ben and Jen	Buckingham			🚺 Educ	cation Center	lelp Settings Log out
Home	Organizer	Workshop Spending	Investments	Vault	Reports	🤪 Mail
Overview	Budgets	Transactions				Settings
Date Range This Month ▼		View Spending by Category <del>-</del>	Accounts All Acco	ounts <del>•</del>		Reset All
			Income: <b>\$0.00</b>	Expenses: -	\$1,399.18	Net: -\$1,399.18
					Spending	Budgets
			Unclassified		\$899.18	
			Cash/ATM		\$500.00	
			Total:		\$1,399.18	\$0.00
	view related	transactions				

Note: For detailed information on how the budgeting & transaction features work, please refer to the *Client Site Budgeting* user guide.



8. The **Investments** tab allows you to view up to date market information based off of any aggregated investments.

Ben and Jen I	Buckingham					<b>Education</b> Cente	r Help Setting	ıs Logout
Home	Organizer	Workshop	Spending	Inve	stments	Vault Repo	orts (	👂 Mail
Summary	Allocation	Analysis	Transaction	าร			F	Research
Accounts All Investments	ş <b>•</b>							
<sup>1</sup> Current Val	10: \$119.00	14 36				Balance History		
	ash: \$110,95	.090.25			The	selected account(s) don	t have enough	halance
Mar	gin:	\$1.00		4		history data t	o chart.	Dalance
<sup>2</sup> Holdin	ngs: \$113,	,903.36		_				
Cash, Margin, and Ho below <sup>1</sup> . Account holdings refle	olding quantities reflec	t changes through the Po	ositions As Of dates					
							Today's Ch	ange²
Account	- Po	sitions As Of \$	Cash ≎	Margin ≎	Holdings <sup>2</sup> \$	Current Value \$	Value \$	Pct ≎
		10/08/2013 01:12PM	\$90.25		\$42,734.35	\$42,824.35	+\$56.77	
<sup>†</sup> Fidelity 401(k)								0.13%
<ul> <li>Fidelity 401(k)</li> <li>Fidelity Brokerage</li> </ul>	ge	10/08/2013 01:12PM	\$5,000.00	\$1.00	\$71,169.01	\$76,170.01	-\$240.92	-0.32%



9. Click on the Account Name to see a holdings break down of a given account.

Dell allu J					8.0		Theip Setting	
Home	Organizer	Workshop	Spending	Investments	Vault	Repor	ts (	🗿 Mail
Accounts Fidelity Bro	Allocation	Analysis	Transactions				F	Research
'Current \ 21	V <b>alue: \$76,170</b> Cash: \$5,00 Margin: \$ Holdings: \$71,16	<b>.01</b> 0.00 1.00 9.01			Bal The selected	ance History account doesn't history data to	have enough chart.	balance
<sup>2</sup> Today's c Cash, Margin, a Account holding Reprice Now	shange: -\$244 and Holding quantities reflect gs reflect the last available pr	0.92	<b>6</b> /2013 01:12PM <sup>1</sup> . 1:45AM <sup>2</sup> .					
<sup>2</sup> Today's c Cash, Margin, a Account holding Reprice Now	thange: -\$240 and Holding quantities reflect ps reflect the last available pr	0.92 <b>• 0.32%</b> changes through 10/08/ ices as of 10/08/2013 11	6 /2013 01:12PM <sup>1</sup> . 1:45AM <sup>2</sup> .				Today's Ci	nange²
<sup>2</sup> Today's c Cash, Margin, a Account holding Reprice Now	Hange: -\$244 and Holding quantities reflect ps reflect the last available pr Description iShares Core Tetra	0.92  0.32% changes through 10/08/ ices as of 10/08/2013 11	6 /2013 01:12PM <sup>1</sup> . 1:45AM <sup>2</sup> . ♦	> Quantity ≎	Price ≎	Value ≎	Today's Cł Value ≎	nange² Pct ≎
<sup>2</sup> Today's c Cash, Margin, a Account holding Reprice Now Symbol AGG AMZN	Anage: -\$244 and Holding quantities reflect gs reflect the last available pr      Description     iShares Core Tota     Amazon com. Inc.	0.92 <b>• 0.32%</b> changes through 10/08/ ices as of 10/08/2013 11	6 /2013 01:12PM <sup>1</sup> . 1:45AM <sup>2</sup> . t ETF	> Quantity ≎ 50.00 23.00	Price ≎ \$107.10 \$302.61	Value ≎ \$5,354.77	Today's Cł Value ≎ +\$2.77	nange² Pct ≎ 0.05%
<sup>2</sup> Today's c Cash, Margin, a Account holding Reprice Now Symbol AGG AMZN BAC	<ul> <li>And Holding quantities reflect the last available print is hares Core Tota</li> <li>Amazon.com, Inc.</li> <li>Bank of America Core Core Core Core Core Core Core Core</li></ul>	0.92  0.32% changes through 10/08/ ices as of 10/08/2013 11 I U.S. Bond Market	6 /2013 01:12PM <sup>1</sup> . 1:45AM <sup>2</sup> . t ETF	<ul> <li>Quantity ⇒</li> <li>50.00</li> <li>23.00</li> <li>1.000 00</li> </ul>	Price ≎ \$107.10 \$302.61 \$13.77	Value ≎ \$5,354.777 \$6,960.03 \$13,770.00	Today's Cł Value ≎ +\$2.77 -\$170.66 -\$40.00	nange² Pct ≎ 0.05% -2.39%
<sup>2</sup> Today's c Cash, Margin, a Account holding Reprice Now Symbol AGG AMZN BAC GOOG	Anage: -\$244 and Holding quantities reflect ps reflect the last available pr     Description     iShares Core Tota     Amazon.com, Inc.     Bank of America C     Google Inc Class	0.92  0.32% changes through 10/08/ ices as of 10/08/2013 11 I U.S. Bond Market Corporation s A	6 /2013 01:12PM <sup>1</sup> . 1:45AM <sup>2</sup> . t ETF	<ul> <li>Quantity ⇒</li> <li>50.00</li> <li>23.00</li> <li>1,000.00</li> <li>9.00</li> </ul>	Price ≎ \$107.10 \$302.61 \$13.77 \$856.07	Value ≎ \$5,354.77 \$6,960.03 \$13,770.00 \$7,704.63	Today's Cł Value ≎ +\$2.77 -\$170.66 -\$40.00 -\$87.03	nange² Pct ≎ 0.05% -2.39% -0.29% -1.12%
<sup>2</sup> Today's c Cash, Margin, a Account holding Reprice Now Symbol AGG AMZN BAC GOOG JAWWX	Amazon.com, Inc.     Bank of America C     Google Inc Class     Janus Global Rese	0.92  0.32% changes through 10/08/ ices as of 10/08/2013 11 I U.S. Bond Market Corporation s A earch Fund T Share	6 /2013 01:12PM <sup>1</sup> . 1:45AM <sup>2</sup> . t ETF es	<ul> <li>Quantity \$</li> <li>50.00</li> <li>23.00</li> <li>1,000.00</li> <li>9.00</li> <li>125.00</li> </ul>	Price ≎ \$107.10 \$302.61 \$13.77 \$856.07 \$40.70	Value \$           \$5,354.77           \$6,960.03           \$13,770.00           \$7,704.63           \$5,087.50	Today's Cł           Value ≎           +\$2.77           -\$170.66           -\$40.00           -\$87.03	nange <sup>2</sup> Pct ≎ 0.05% -2.39% -0.29% -1.12%
<sup>2</sup> Today's c Cash, Margin, a Account holding Reprice Now Symbol AGG AMZN BAC GOOG JAWWX UGI	Amazon.com, Inc.     Bank of America C     Google Inc Class     Janus Global Rese     UGI Corporation	0.92  0.32% changes through 10/08/ ices as of 10/08/2013 11 I U.S. Bond Market Corporation s A earch Fund T Share	6 /2013 01:12PM <sup>1</sup> . 1:45AM <sup>2</sup> . t ETF es	<ul> <li>Quantity \$</li> <li>50.00</li> <li>23.00</li> <li>1,000.00</li> <li>9.00</li> <li>125.00</li> <li>200.00</li> </ul>	Price ≎ \$107.10 \$302.61 \$13.77 \$856.07 \$40.70 \$38.63	Value ≎           \$5,354.77           \$6,960.03           \$13,770.00           \$7,704.63           \$5,087.50           \$7,726.00	Today's Cł Value ≎ +\$2.77 -\$170.66 -\$40.00 -\$87.03	nange² Pct ≎ 0.05% -2.39% -0.29% -1.12%



- 10. The Vault provides secure storage for valuable personal documents (wills, trusts, insurance documents, passports, etc.) in electronic format.
  - a. You can upload documents into the **Shared Documents** folder allowing the advisor to also view the contents.
  - b. You can upload documents into the **My Documents** folder which is a private folder where only *your access* can view the contents.

Ben and Jer	n Buckingham				🚺 Educa	tion Center Help	Settings Log out
Home	Organizer	Workshop	Spending	Investments	Vault	Reports	<table-cell> Mail</table-cell>
Icons Lis	st Move Items		Why Br	e Vault 🕨	Sea	arch by name or ta	g P
Vault							0 Files
Upload Files 🔒	Create Folder 🔒	Download All					
My Document	ts Shared Documents						

*Note:* The Vault allows you to store files of the following types: aifc, aiff, aif, au, avi, bmp, doc, gif, jpg, jpeg, mov, mp3, mpeg, mpg, pdf, png, ppt, ps, rtf, snd, swf, tax, tif, tiff, txt, wav, wma, wmv, wps, xls, and xml.



11. The **Reports** tab provides you with a series of statements about your financial situation. To view a report, simply choose from the drop down list located under Report Selection.

Ben and Jer	n Buckingham				📋 Educa	tion Center Help	Settings Log ou
Home	Organizer	Workshop	Spending	Investments	Vault	Reports	<table-cell> Mail</table-cell>
Report Selection	↓ et • ★						Favorites
< Prev As c View Categories:	of Today V Next >						
Prepared for Be The Balance She	en and Jen Bucking eet shows the value of	<b>ham</b> of your assets and liab	ilities, and your net w	vorth.			webruit
Assets				Ben	Jen	Joint - ROS	Total
Easy 123 Check	king					\$4,568	\$4,568
Electric Orange						\$3,000	\$3,000
Fidelity Brokera	ge				· · · ·	\$62,684	\$62,684
Fidelity 401(k)						\$40,249	\$40,249
Stock Options						\$1,239,505	\$1,239,505
Permanent Life	Insurance			22	1.22	\$14,500	\$14,500
Total Assets:				\$0	\$0	\$1,364,506	\$1,364,506
Liabilities				Ben	Jen	Joint - ROS	Total
Mortgage						(\$426,385)	(\$426,385)
Blue Credit Card	d					(\$2,368)	(\$2,368)
Platinum Credit	Card					(\$1,275)	(\$1,275)
Total Liabilitie	s:			\$0	\$0	(\$430,028)	(\$430,028)





- 12. The **Awards** tab is a free service that allows you to track Frequent Flyer miles, Hotel Award points, Credit Card Awards, and other points programs.
  - a. By signing up for access you can track your awards on the web. You can also receive statements & alerts via-email.

Welcome Ben and Jen Buckingham iii Education Center Help Settings Log out							
Home Organizer	Workshop	Spending	Investments	Vault	Reports	<table-cell> Mail</table-cell>	
PERSONAL FINANCIAL VIEW* Powerd by <i>@Money</i>		WORTH	TODAY	INVESTM	MENTS TODAY		
Trusted Advisor trusteda@nomail.com	THIS M	<b>ФОЧ,</b>		CHANGE <sup>2</sup>	-\$253.53	-0.21%	
Office: (555) 555-5555 All Conta	Office: (555) 555-5555 All Contacts			> <	• • • • •	>	
ACCOUNTS <sup>†</sup> + Ad	SPEN	IDING	NET <b>-\$1,399</b>	BUDGET	S		
Cash \$7,568		You've spent \$1,399 this month.			Automatically create a budget based on your		
Credit Cards -\$3,643		Un Ca	classified sh/ATM	recent spe	nding averages.		
Investments \$102,933						Create a Budget	
Life Insurance \$14,500							
Loans -\$426,385	PRO	TECTION le Universal Life	\$1,000,000	AWARDS		by LloingMiloo	
Property \$0	Auto	r - alpha/ema - Clie		to track yo reward poi	ur frequent flyer mile: nts.	s and hotel	
Option Plans \$1,239,505	Group	Short Term - alpha/ema - Clie			GOT	TO AWARDS	
			More	<		$\bigcirc$	

b. To enroll, click the GO TO AWARDS link shown on the Home page.