

## Client User Guide

### Introduction

Welcome to Web Connect! FundEX is pleased to introduce our new secure portal for our investors that will provide online access to your portfolio holdings, investment balances, asset allocations and account activity. This new portal has a much different look and feel from our old Investor website. Web Connect also provides you with the ability to retrieve and view your quarterly account statements online. New industry rules require mutual fund dealers like FundEX to issue mutual fund statements quarterly beginning March 31<sup>st</sup>, 2012, previously we were only required to issue statements annually. Electronic statements, instead of paper will help reduce costs and environmental impact by providing statements and notifications online. You will be able to access and retrieve statements anywhere, anytime.

The purpose of this guide is to help you navigate through Web Connect. The portal is optimized for use on a variety of different browsers and devices.

### Home Page

To login into FundEX Web Connect go to <https://client.fundex.com>. On the Home Page you will be able to:

1. Sign into FundEX Web Connect
2. Register yourself for access to Web Connect (if it has not already been supplied by your advisor)
3. Reset your password
4. Find a copy of this manual under the Help link
5. Find a link to the old version of the Investor web site



The screenshot shows the FundEX Web Connect Sign In page. At the top left is the FundEX logo and 'INVESTMENTS INC. | WEB CONNECT'. At the top right is the text 'Français'. The main content area features a 'Sign In' form with two input fields: 'Client ID:' and 'Password:'. A blue 'Sign In' button is positioned below the password field. To the right of the password field is a blue link that says 'Forgot your password?'. Below the 'Sign In' button is a grey button that says 'Not Registered?' with a blue 'Register' button underneath it. At the bottom of the page, there is a footer with three items: 'Legal | Disclaimers | Privacy Statement', '© 2012 FundEX Investments Inc. All Rights Reserved.', and 'Powered by UNIVERIS'.

## Signing In

Signing in to Web Connect requires you to enter two unique fields:

**Client ID:** This is your unique identifier that has been provided to you by your advisor or during the self-registration process (explained later in this guide).

**Password:** The secure password chosen by you (or temporarily assigned to you by your advisor).

NOTE: If you currently have access to the existing FundEX Investor website you can continue to use that login id and password for Web Connect.

## New Password Page

If you are using Web Connect for the first time and were provided with a temporary password from your advisor, you will need to complete these password reset steps. Please note that your password can expire due to inactivity so you would use this page to reset it also.



To reset your password. Use your temporary password and follow the password Rules.

Password Rules

- Needs to be 8 characters long
- Needs to have 1 numeric character
- Needs to have one uppercase character

Enter your Client ID:

New Temporary Password:

New Password:

Confirm New Password:

Sign In

## Password Recovery Setup

Upon successful sign in, you will be prompted to provide additional information that will assist you in resetting your password in the future if you needed to. Completing this page will allow you to use the "Forgot your password" function on the home page. If you do not complete this setup, you will have to contact your advisor to reset your password.

### Password Recovery Setup

In the event that you forget your password, the following security question and your email address will be required to reset your password.

Your Email:

Re-enter Email:

Security Question:

Answer:

## Password Reset

The password reset process is started by clicking on “Forgot your password” on the home page.



### Reset your password in just 3 easy steps.

**Steps:**

- 1) Enter you Client ID
- 2) Answer your security question
- 3) Retrieve your temporary password from your e-mail and reset your password

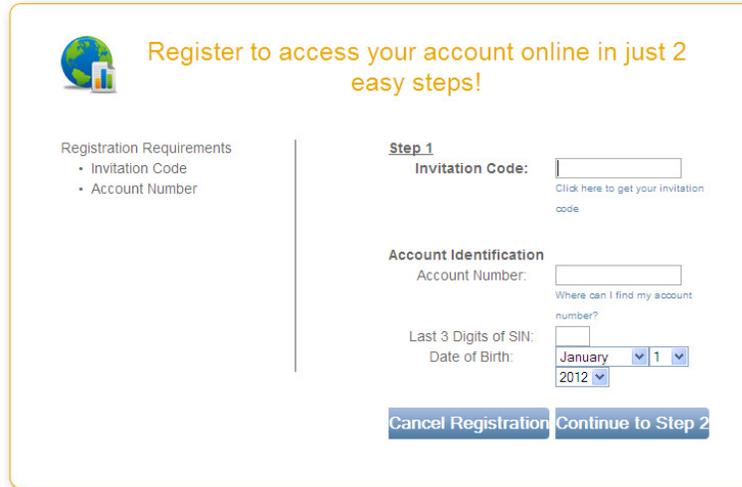
**Step 1**  
Client ID:

You will then be asked to enter your Client ID and the answer to the security question entered in the password recovery setup. Once complete, you will receive an email with a temporary password which will need to be reset.

If you have not completed the password recovery setup, you will need to contact your advisor’s office to reset your password to Web Connect.

## Web Connect Self-Registration

You can register for a Web Connect login id by using the self-registration setup. To begin click on the “Register” button on the home page.



**Register to access your account online in just 2 easy steps!**

Registration Requirements

- Invitation Code
- Account Number

**Step 1**

Invitation Code:  [Click here to get your invitation code](#)

Account Identification

Account Number:  [Where can I find my account number?](#)

Last 3 Digits of SIN:

Date of Birth:

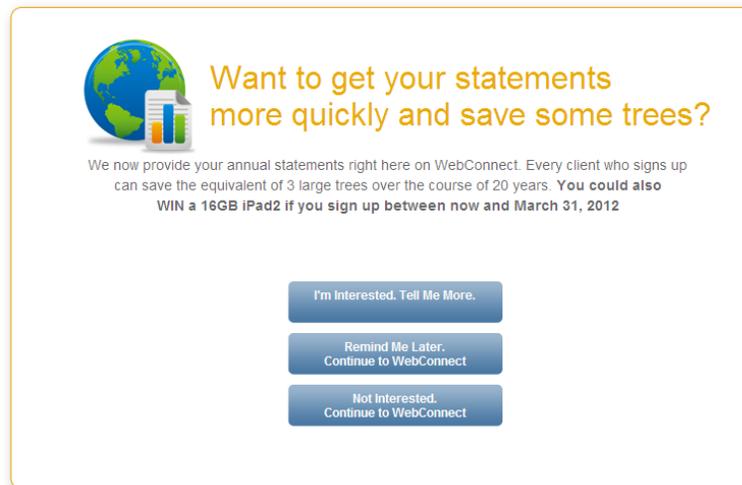
[Cancel Registration](#) [Continue to Step 2](#)

If you do not wish to use self-registration, you can contact your advisor’s office to get setup.

NOTE: For corporate ownerships, you cannot use self-registration because it requires the last three digits of a Social Insurance Number. You must contact your advisor’s office to get setup for corporate ownerships.

## E-Delivery Enrolment Setup

Upon logging into Web Connect, you will be presented with a campaign page for e-delivery enrolment



**Want to get your statements more quickly and save some trees?**

We now provide your annual statements right here on WebConnect. Every client who signs up can save the equivalent of 3 large trees over the course of 20 years. **You could also WIN a 16GB iPad2 if you sign up between now and March 31, 2012**

[I'm Interested. Tell Me More.](#)

[Remind Me Later. Continue to WebConnect](#)

[Not Interested. Continue to WebConnect](#)

Follow the screen options to proceed with enrolment and use campaign code FUN2012

NOTE: You can change your delivery preferences at any time once inside Web Connect under My Profile→Preferences (explained later in this guide).

## Web Connect Navigation

Once logged into WebConnect, navigating the site is easy.

The screenshot displays the FundEX Web Connect interface. At the top left is the FundEX logo with 'INVESTMENTS INC.' and 'WEB CONNECT' to its right. In the top right corner, there are links for 'Français' and 'Sign Out'. Below the logo is a navigation bar with 'Home', 'Account Details', 'My Profile', 'Documents', and 'Help'. The main content area features a 'DASHBOARD' tab and a 'MY ALERTS' tab. A 'MY ADVISOR' section is visible on the right. The central part of the dashboard shows account balances as of January 04, 2012, with a total of \$14,275.45. A table lists the accounts and their market values.

Balances as of January 04, 2012		
TOTAL: \$14,275.45		
+	ACCOUNT	MARKET VALUE
+	RRSP - [REDACTED]	\$13,602.71
+	SPOUSAL RRSP - [REDACTED]	\$672.74
<i>All values in Canadian dollars.</i>		<b>Total: \$14,275.45</b>

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Click on “Help” in the top right corner for assistance with finding answers to some common questions.

The **My Profile** section contains your contact information on file with FundEX Investments Inc. It is also where your **Preferences** are kept for things like E-Delivery enrolment, Password Recovery and changing your password.

The **My Alerts** tab will display any new notifications (for instance, when a document is posted or when email validation is required).

MY PROFILE **PREFERENCES**

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**E-Delivery Enrollment** EDIT

By signing up for E-Delivery, you will have instant, anywhere access to your annual statements plus other documents such as tax slips, and investment disclosure information. It's easy to sign up. Simply click on the checkboxes for all the documents you want to receive here.

We'll e-mail you whenever they're posted here.

Yes, I want to receive my documents here.

Notify me using this email address:

Confirm email address:

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**Security Question** EDIT

In the event that you forget your password, the following security question and your email address will be required to reset your password.

Your Email:

Re-enter Email:

Security Question:

Answer:

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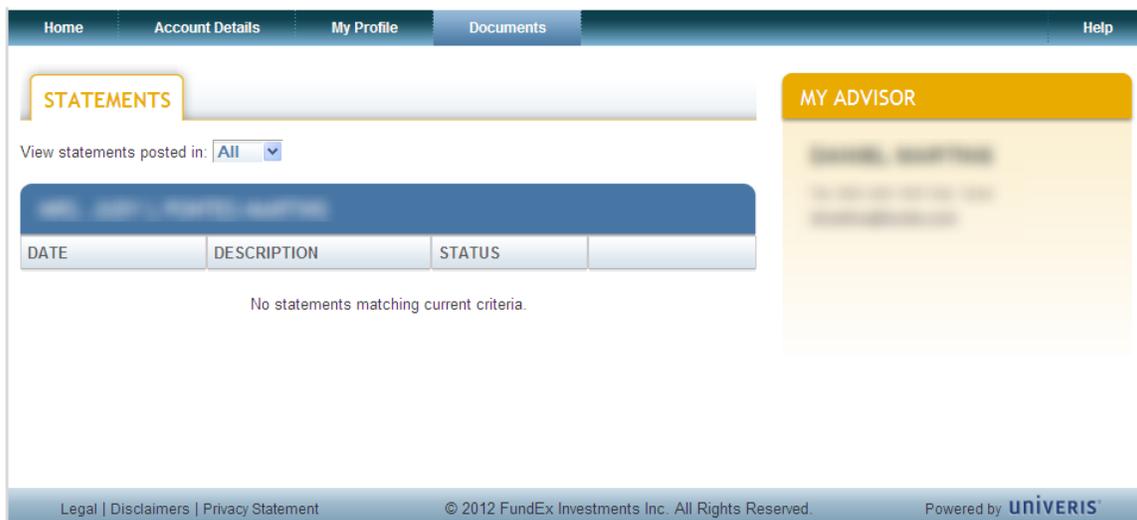
**Change Password** EDIT

Password Rules	Current Password: <input type="text"/>
Needs to be 8 characters long	New Password: <input type="text"/>
Needs to have 1 numeric character	Re-enter Password: <input type="text"/>
Needs to have one uppercase character	

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The **Documents** section will contain any statements that have been generated for you to view.



We hope that you find Web Connect useful and we plan on expanding its functionality over the coming months. In the meantime if you wish to continue to use the old site, there is a link to it on the Web Connect login page. If you have any questions around how to register for or how to use Web Connect we ask that you please contact your Advisor.