

Get Online Access User Reference Guide

1. Get Online Access

Log into the investor portal and click on “Get Online Access.”



2. Accept the Agreement

On the **Accept the Agreement** page, check the “I have read and understood the agreement.” box and select **Accept** to proceed to the next step.

Note: New users will see indicators at the top of the page change from grey to green as they move successfully through the process.

Get Online Access

Progress indicators: Accept Agreement (green), Identify Account (grey), Review Information (grey), Confirm Identity (grey), Create Login (grey)

Accept the Agreement

I have read, understand, and accept the terms and conditions set forth below, by selecting the “Accept” option below.
NOTE: ACCESSING OR REQUESTING ACCOUNT INFORMATION OR TRANSACTIONS THROUGH THIS SITE CONSTITUTES AND SHALL BE DEEMED TO BE AN ACCEPTANCE OF THE FOLLOWING TERMS AND CONDITIONS, WHICH CONSTITUTES A LEGAL AGREEMENT BETWEEN MYSELF AND XYZ FUNDS.

1. Online Services. This Agreement (“Agreement”) between me and XYZ Funds (the “Fund”) sets forth the terms on which I am permitted to use the Online Services. The words “I”, “my” and “me” in this Agreement mean each person who has an interest in the Fund account, that is accessible through the Online Services and any person authorized to have such access. Online Services, for purposes of this Agreement, includes the online services currently offered and that may be offered in the future by the Fund for mutual fund transactions and account inquiry, and any other online system made available to the Fund shareholders by the Fund or its affiliates, agents or service providers. The Online Services permit me to transmit electronically requests to buy, redeem and exchange shares of the Fund. These services are available for use with compatible personal, home, or small business computers with modems that can connect to the Internet.
2. Agreement Governs. I will use the Online Services only on the terms set forth in this Agreement.
3. Sole User. I will be the only authorized user of the Online Services under this Agreement and I will not make the Online Services available to anyone else. I will keep my security code(s) and other security information (all such codes and information, “security information”) confidential. I will be solely responsible for all requests for transactions and information (and the use of the information) transmitted through the Online Services using my security information. The Fund is not obligated to inquire as to the authority or accuracy of my instructions transmitted through the Online Services and will be entitled to act upon my instructions; and the Fund will not be liable for any loss, expense, or other liability arising out of my instructions transmitted through the Online

I have read and understood the agreement.

You can proceed only if you accept the terms and conditions

Accept Cancel

3. Identify Your Account

Next, the user completes the **Identify Your Account** page. Only one account associated with the Tax ID is required. The user completes the required fields by inputting:

- > First Name / Last Name
- > ID Type – select SSN or EIN from the pop-up bubble
- > SSN or EIN Number
- > Date of Birth
- > Account Number
- > Street Address, City, State, and Zip Code (Foreign address accounts, select any U.S. state and 00000 for the zip code.)
- > Primary Phone Number
- > Select Mobile or Other
- > Email address - used for occasional communications.

Click [Continue](#) to proceed to the next step or [Cancel](#) to return to the **Log In** page.

Get Online Access

Accept Agreement **Identify Account** Review Information Confirm Identity Create Login

Identify Your Account
To get online access, you must identify your account

First Name * Middle Initial Last Name *

ID Type *
SSN Number * Date of Birth *
Social Security Number Number Required eg. mm/dd/yyyy

Account Number *

Street Address *
e.g., 123 Main St, Apt 2

City * State * Zip Code *
e.g. 08123

Country Code *
United States of Americ... Primary Phone Number *

Mobile Other

Email *
Email Required

Confirm Email *

Continue Cancel

An error message displays when the identifiers entered do not match existing records. Data may have been input incorrectly or further assistance may be required. A customer service representative can assist.

We are unable to find the account with the details you provided. Please check and try again. If you need further assistance, please speak with a Customer Service Representative. Close

Accept Agreement **Identify Account** Review Information Confirm Identity Create Login

4. Review Information

Review the information. If any information requires editing, click on [Edit](#) in the bottom left or select [Continue](#) to go to the next step.

Get Online Access

Accept Agreement Identify Account **Review Information** Confirm Identity Create Login

Review Your Information

Please confirm that your information is correct.

Profile

First Name : L****T
Last Name : W****N
Email Address : a*****@b*****n.com
Primary Phone Number : 6*****4
Date of Birth : 1*/**/1**1
Zipcode : 9***7

[Edit](#) [Continue](#) [Cancel](#)

5. Confirm Your Identity

> Select mode to receive the one-time pass code (OTP).

> Click [Confirm](#)

*If the user does not have access to the device to receive the OTP, the user will be returned to **Review Your Information** as we are unable to verify your identity.

Get Online Access

Accept Agreement Identify Account Review Information **Confirm Identity** Create Login

Confirm Your Identity

We need to confirm your identity before allowing you to continue.

One Time Passcode

A one-time passcode will be sent to you for verification

Text on 6467824614
 Call on 6467824614. Please note: call will come from 561-962-9748 (Lexis Nexis)
 I do not have access to 6467824614. Use an alternate verification method.

[Confirm](#)

5. Confirm Your Identity (continued)

If the phone number entered is not able to be verified, the user will be provided with a masked phone number associated with the profile.

- > Enter the full number to proceed with verification.

Get Online Access

✓ Accept Agreement ✓ Identify Account ✓ Review Information **✎ Confirm Identity** ✕ Create Login

Confirm Your Identity

We need to confirm your identity before allowing you to continue.

Our records have found a different phone number 5*****34 associated with your profile.
Enter the full number to proceed with verification

Type the full number *
(508)555-1234

Confirm

Continue Cancel

Enter the OTP, click [Confirm](#), select [Continue](#) to go to the next step.

Get Online Access

✓ Accept Agreement ✓ Identify Account ✓ Review Information **✎ Confirm Identity** ✕ Create Login

Confirm Your Identity

We need to confirm your identity before allowing you to continue.

One Time Passcode

Enter the one-time passcode below to proceed.

Enter OTP *

If you did not receive the One-Time Passcode, use the Resend OTP button to obtain a new passcode. **Resend OTP**

Confirm

Continue Cancel

6. Create Your Login

The final step is to **Create Your Login**.

Create your own User ID and Password, adhering to the parameters provided.

The requirements change from grey to green as accepted entries are made.

To change information on this page prior to clicking [Submit](#):

- > User ID
 - remove all entries and re-enter
- > Password
 - remove the password entries, re-enter, and verify

Click [Submit](#) to complete the **Get Online Access** process.

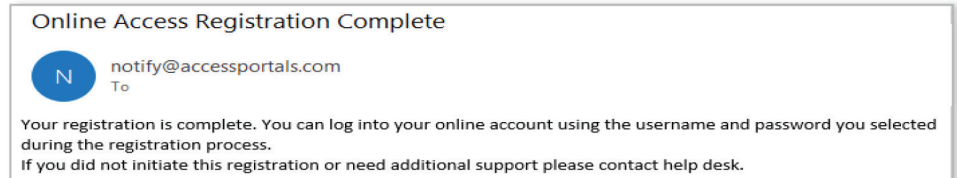
The screenshot shows a progress bar at the top with five steps: 'Accept Agreement', 'Identify Account', 'Review Information', 'Confirm Identity', and 'Create Login'. The 'Create Login' step is currently active, indicated by a pencil icon. Below the progress bar, the heading 'Create Your Login' is followed by the instruction: 'Please create a User ID and Password for accessing the system.'

There are three input fields with associated validation rules:

- User ID ***: A red error message 'User ID Required' is shown below the field. Validation rules include: 'Between 8-36 characters' and 'Can only contain these special characters: - _ @'.
- Password ***: A minimum requirement of 'Minimum 8 Characters' is shown. Validation rules include: 'At least 8 characters long', 'Uppercase (A-Z) character', 'Lowercase (a-z) character', 'Numeric (0-9) character', and 'Special character'.
- Verify Password ***: A validation rule states 'Password and Confirm Password fields must match'.

At the bottom right, there are 'Submit' and 'Cancel' buttons.

Shortly after completing the process, you will receive notification via email confirming successful registration.



You will be returned to the **Log In** page and need to proceed through the login process to access your online account.

