



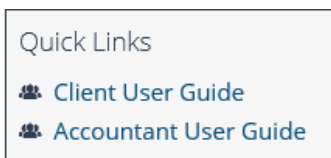
## First Samuel Client Portal Client User Guide

### 1. Logging In

The log in page for the First Samuel Client Portal can be found here:

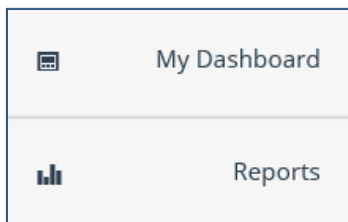
<https://reporting.firstsamuel.com.au/pages/login>

### 2. User Guide

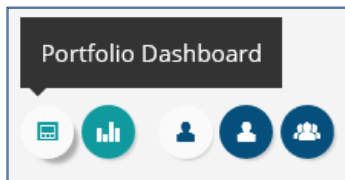


This User Guide is always available to be downloaded from the link on the left-hand-side navigation bar.

### 3. Navigation



You can navigate around the site by using the links on the left-hand-side navigation bar.



Or by using the navigation buttons at the top of every page. Hovering over a navigation button will show where it will take you.

### 4. The Dashboard

The Client Portal Dashboard provides a summary view of your portfolio(s).

If you are part of a family group, you will first see your Group Dashboard. This shows aggregated information for the portfolios that make up your family group.

If you select an individual portfolio from within the Wealth Snapshot you will be taken to the Portfolio Dashboard for that portfolio.



For information on the purpose and interpretation of any of the charts or tables on your Dashboard, click the 'Information' icon.

## A note on 'Non-Managed' Securities

If we administer any securities for you that are not under our direct investment management (what we term 'non-managed' securities) then these are excluded from all data on the Dashboard, unless otherwise stated.

Non-managed securities are however included in all reports. In particular, they are included in the Accountant's Pack and Taxation Reports that we provide at the end of each financial year.

## Dashboard Components

The Dashboard comprises a number of components that report on different aspects of your portfolio(s). Information is generally updated daily and the date to which data is current is shown in the 'as at' date on each report.

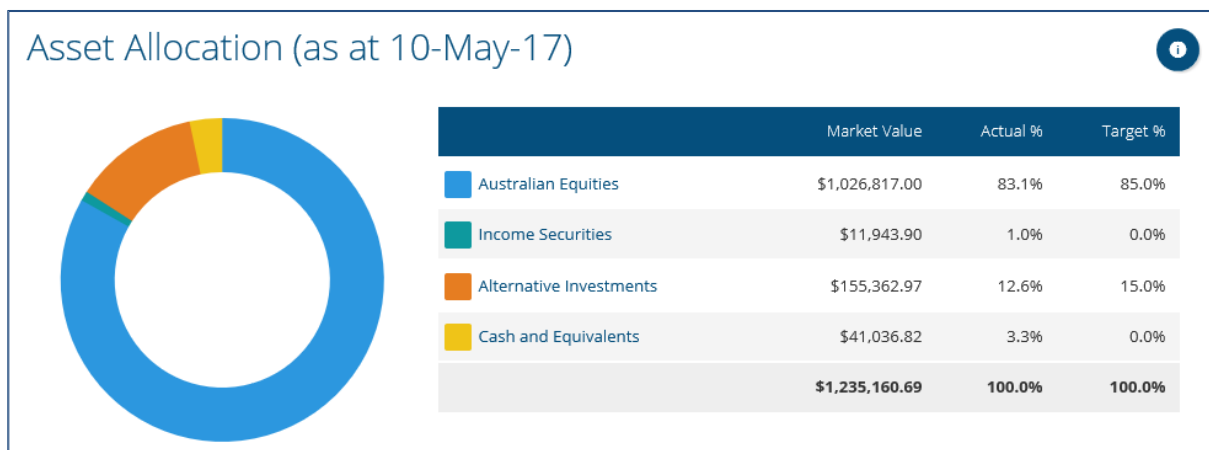
### a) Wealth Snapshot

This report shows a summary of the portfolio(s) that we manage for you, including your agreed investment objective, market value and pre- and after-tax performance for the financial year to the report date, by portfolio. Any non-managed investments are excluded.

Wealth Snapshot (as at 10-May-17)					
			Performance FY to 10-May-17		
Portfolio	Investment Objective	Market Value	Pre-Tax	Tax Rate	After-Tax
Test Superannuation Fund	CPI+5% Diversified	\$1,235,160.69	17.9%	15.0%	18.3%

### b) Asset Allocation

This report shows the aggregate market value of your portfolio(s) by asset class as at the report date.



### c) Portfolio Position

This report shows the composition of your portfolio(s) by individual security as at the report date, aggregated by asset class, in terms of market value and percentage of total.

To view more detail, you can click the '+' symbol on the left-hand side of each heading. This will expand the view and show the underlying securities that you hold.

You can also sort this information (within an asset class) by clicking on any of the column headings. For example, if you would like to sort securities by their market value, click the 'Market Value' heading.

Portfolio Position (as at 10-May-17)					
	Security	Cost Price	Price	Market Value	Portfolio %
+	Australian Equities			\$1,026,817.00	83.1%
+	Income Securities			\$11,943.90	1.0%
+	Alternative Investments			\$155,362.97	12.6%
+	Cash and Equivalents			\$41,036.82	3.3%
	<b>Total Managed Investments</b>			<b>\$1,235,160.69</b>	<b>100.0%</b>
	<i>Total Managed Cash</i>			<i>\$232,760.91</i>	<i>18.8%</i>

### d) Portfolio Movements

This report shows the change in portfolio value between the start of the financial year and the report date. It provides a full summary of all contributions, withdrawals, realised and unrealised capital gains, dividends, other income, management fees and third-party expenses during the current financial year as well as opening and closing balances.

Portfolio Movements (as at 10-May-17)	
Description	Value
<b>Portfolio Closing Balance on 30/06/2016</b>	<b>\$1,038,765.56</b>
Contributions	\$14,735.86
Withdrawals	-\$16,193.86
Realised Capital Gains	\$25,214.67
Unrealised Capital Gains	\$131,640.26
Dividends	\$49,479.14
Other Income	\$6,826.22
Management Fees	-\$14,214.84
Third Party Expenses	-\$1,092.32
<b>Portfolio Closing Balance on 10/05/2017</b>	<b>\$1,235,160.69</b>

## e) Financial Year-to-Date Transaction

This report shows the portfolio transactions between the start of the financial year and the report date, by transaction type.

You can filter by the type of transaction from the dropdown 'Category' box on the top right corner. The total value of transaction in your selected category for the period will be shown.

You can also search for specific transactions by using the 'Search' box on the top right corner. All reported fields will be searched making this a very powerful tool to find specific transactions.

Using a combination of the filter and search fields allows you to drill down even further.

The information can be sorted by clicking on any of the column headings. For example, if you'd like to sort by trade date, click the 'Trade Date' heading.

Trade Date	Settlement Date	Transaction Type	Security Name	Quantity	Value
01-May-17	05-May-17	Dividend	CML Group Ltd - Debenture		\$258.93
03-Apr-17	03-Apr-17	Dividend	CML Group Ltd - Debenture		\$267.56
02-Mar-17	02-Mar-17	Dividend	CML Group Ltd - Debenture		\$241.66
03-Feb-17	02-Feb-17	Dividend	CML Group Ltd - Debenture		\$267.56
03-Jan-17	11-Jan-17	Dividend	CML Group Ltd - Debenture		\$267.56
01-Dec-16	21-Dec-16	Dividend	CML Group Ltd - Debenture		\$258.93
03-Nov-16	03-Nov-16	Dividend	CML Group Ltd - Debenture		\$267.56

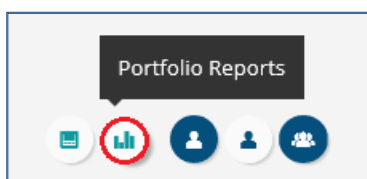
## 5. Reports

The Reports page allows you to run a number of current or 'live' reports and also provides access to an archive of historical reports.

You have access to six different live reports for each portfolio, and a consolidated Portfolio Position report if you have a family group. Live reports can be generated at any time for either the current financial year-to-date or the last financial year.

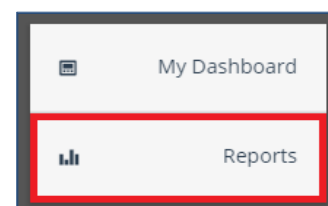
### Accessing Reports

The Reports page can be accessed in two ways:



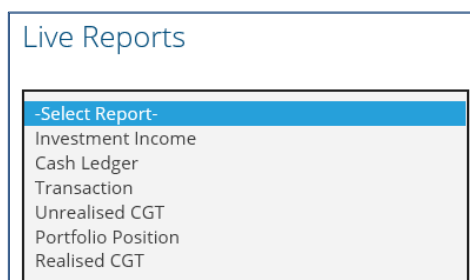
From the Reports icon at the top of the page.

From the panel on the left-hand-side navigation bar.

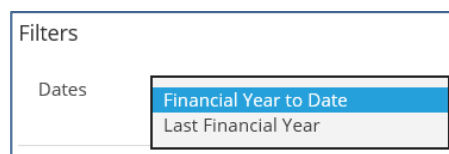


## Running Live Reports

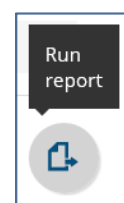
To run a live report, first select the type of report you want from the 'Select Report' dropdown menu in the Live Reports section.



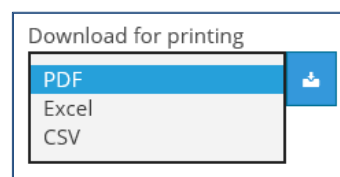
Then select the required date range.



And click 'Run Report'.



Your report will open in a new screen and you can either view the report here or download a copy in PDF, Excel or CSV format to print or save.



## Downloading Historical Reports

The Report Archive contains historical reports related to your portfolio(s) as well as links to our generic Annual Report to Clients and other reference material.



You can download a report by clicking on the download icon.

You will be able to access historical reports for the previous two financial years. Of course reports for earlier periods are always available on request. Please contact us if you (or your accountant) require these.

## 6. Changing Your Password



You can change your password at any time by using the Change Password button on the left-hand-side navigation bar.

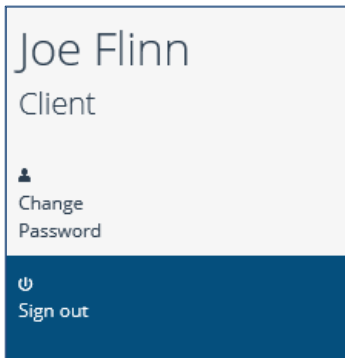
You will be asked to:

- Enter your current password
- Enter a new password
- Re-enter your new password

Your new password will need to follow the same rules as your current password. That means it must be at least 8 characters in length and contain one capital letter AND either a number or a special character (e.g. @ or %).

Your password will be changed when you click the green 'Change' button.

## 7. Signing out



You can securely sign out of the Client Portal by clicking on the 'Sign out' button on the left-hand-side navigation bar.