



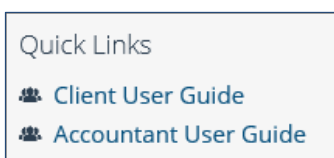
## First Samuel Client Portal Accountant User Guide

### 1. Logging In

The log in page for the First Samuel Accountant Dashboard can be found here:

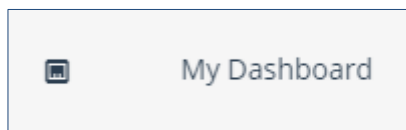
<https://reporting.firstsamuel.com.au/pages/login>

### 2. User Guide



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

### 3. Navigation



You can return to your dashboard by using the link on the left-hand-side navigation bar.

### 4. The Dashboard

The Accountant Dashboard provides a summary view of your client's portfolio(s).

This presents key information, including:

- ❖ **Account code:** the unique portfolio reference number (or C-code) which appears on all reports.
- ❖ **Client code:** a unique client reference. This is usually made up of the first three letters from each of the client's surname and first name. For example, John Smith's client code would be 'SMIJOH'. The code is followed by a sequential number to identify each of the client's portfolios.
- ❖ **Name:** the name of the portfolio.
- ❖ **Adviser Name:** the name of the First Samuel Private Client Adviser who looks after the client.
- ❖ **Adviser Email:** their email address.
- ❖ **Adviser Phone:** their contact telephone number.

You can navigate to the Reports page for an individual portfolio by selecting the account code or client code from the 'My Clients' list.

The 'Search' function located at the top right corner of the 'My Clients' list allows you to search for a specific client based on any of the fields contained within the table.

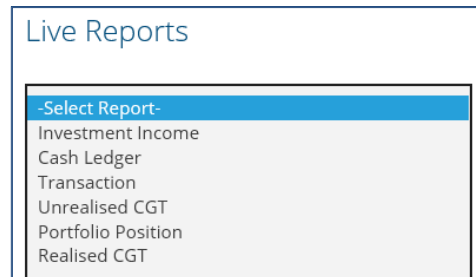
## 5. Reports

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

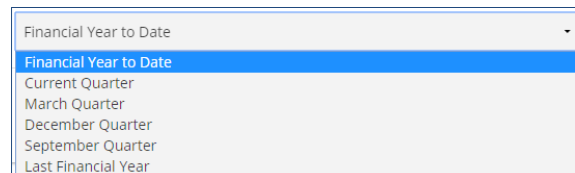
You have access to six different live reports for each portfolio. Live reports can be generated at any time for either the current financial year-to-date, the current quarter or the last financial year.

### Running Live Reports

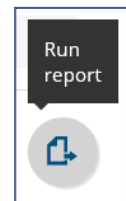
To run a live report, first select the type of report you want from the 'Select Report' dropdown menu in the Live Reports section.



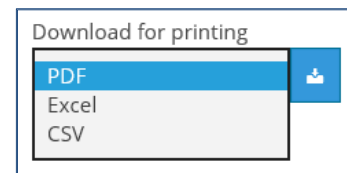
Then select the required date range.



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.



### Exporting Data

Exporting portfolio transactions in CSV format provides additional information regarding each transaction compared to the PDF or Excel format reports. The CSV format report can be edited to create an import file for other systems.

The additional fields which can be found on the CSV Portfolio Transaction report that may be useful are:

- ❖ Tax Date
- ❖ Security code & Exchange
- ❖ Price
- ❖ Brokerage & GST
- ❖ Transaction type
- ❖ Transaction sub-type

## Downloading Historical Reports

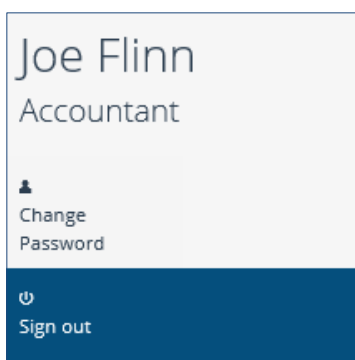
The Report Archive contains historical reports related to each of your client's portfolio(s) as well as links to our generic Annual Report and other reference material.



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 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.

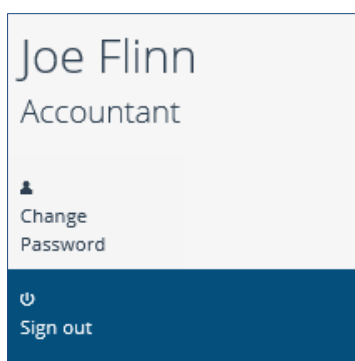
You will be asked to:

- ❖ 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 include 1 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 from the Accountant Dashboard by clicking on the 'Sign out' button on the left-hand-side navigation bar.