eQuipt®

GUIDE

Your Custom Account Portal

View your investment accounts online at equipt.osaic.com/ or download the **Osaic eQuipt** mobile app on your iOS or Android device. Use this guide to learn how to sign up and navigate **eQuipt**.

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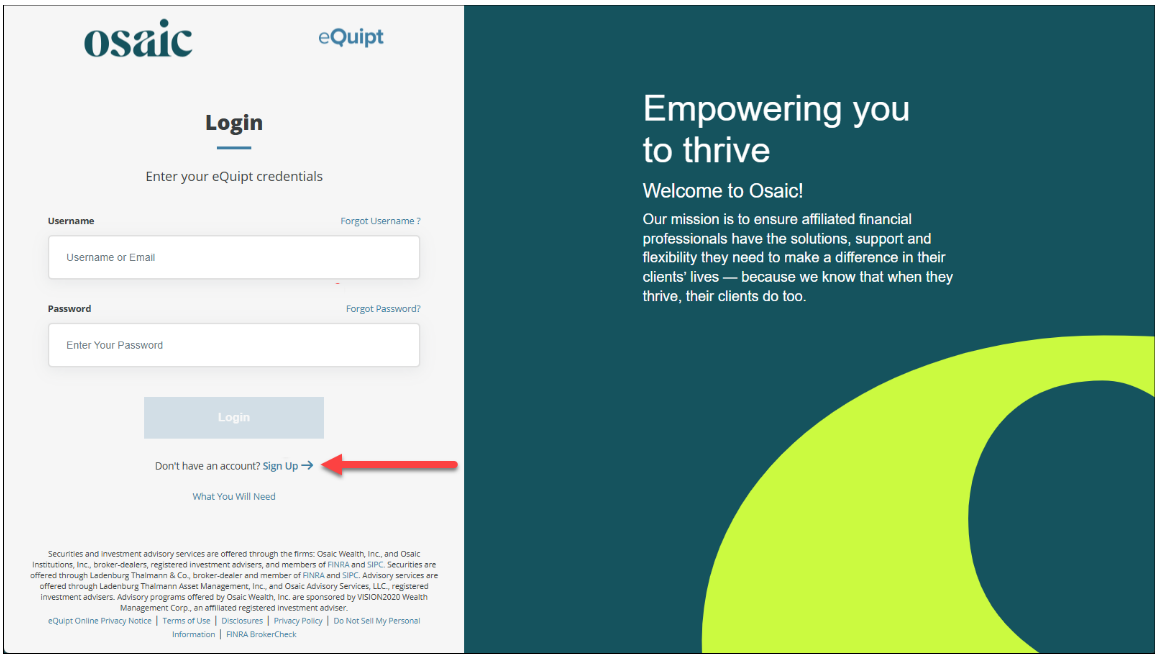
eQuipt Features

- View all your brokerage investment accounts through a single login:
    - Automatically view all active accounts under your Social Security number
    - Link and view additional accounts within your household
- View important account information including balances, holdings, activity, order statuses, and more
- Customize eDelivery preferences for account communications.
- Access account communications including statements, tax documents, and trade confirmations
- Pay for financial planning services via a bank account or credit/debit card.

Sign Up

To sign up for **eQuipt**, follow the registration process below:

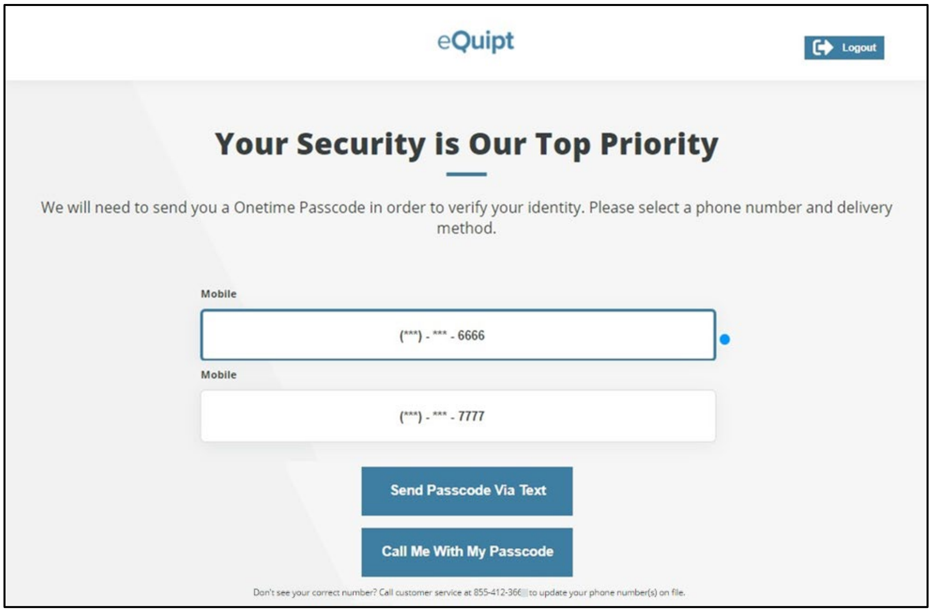
1. Go to equipt.osaic.com and click **Sign Up** on the login screen (shown below). In certain situations, your financial professional may send you a link that takes you directly to Step 2.



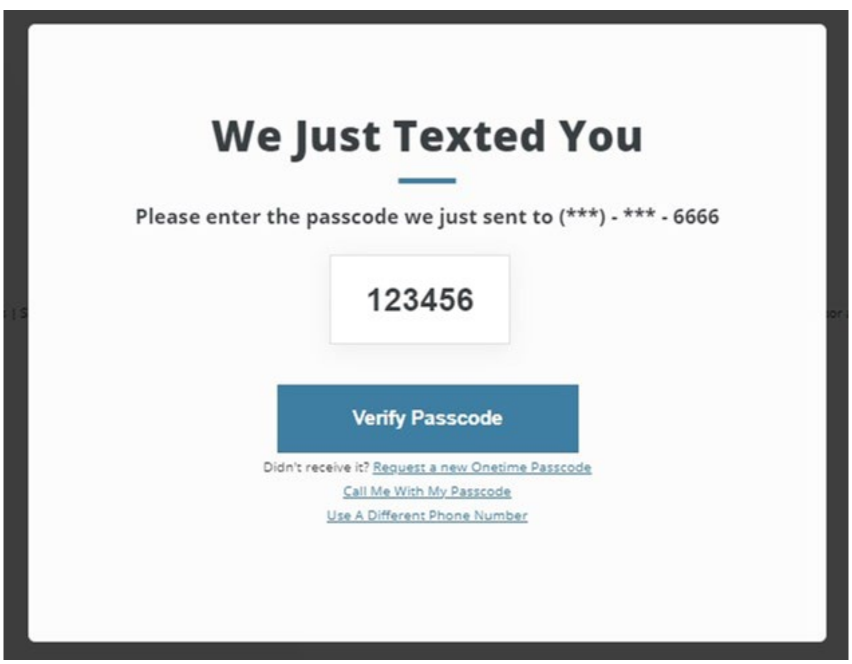
2. If you began your enrollment process by clicking an email link sent by your financial professional, you will be asked to provide your date of birth, last 4 digits of your Social Security number, and your zip code for verification. If you initiated the enrollment process yourself using the **Sign-Up** link mentioned in Step 1, you will also be asked to provide any one of your Osaic account numbers for verification. Click **Next** to continue.

3. Complete the security process to verify your identity:

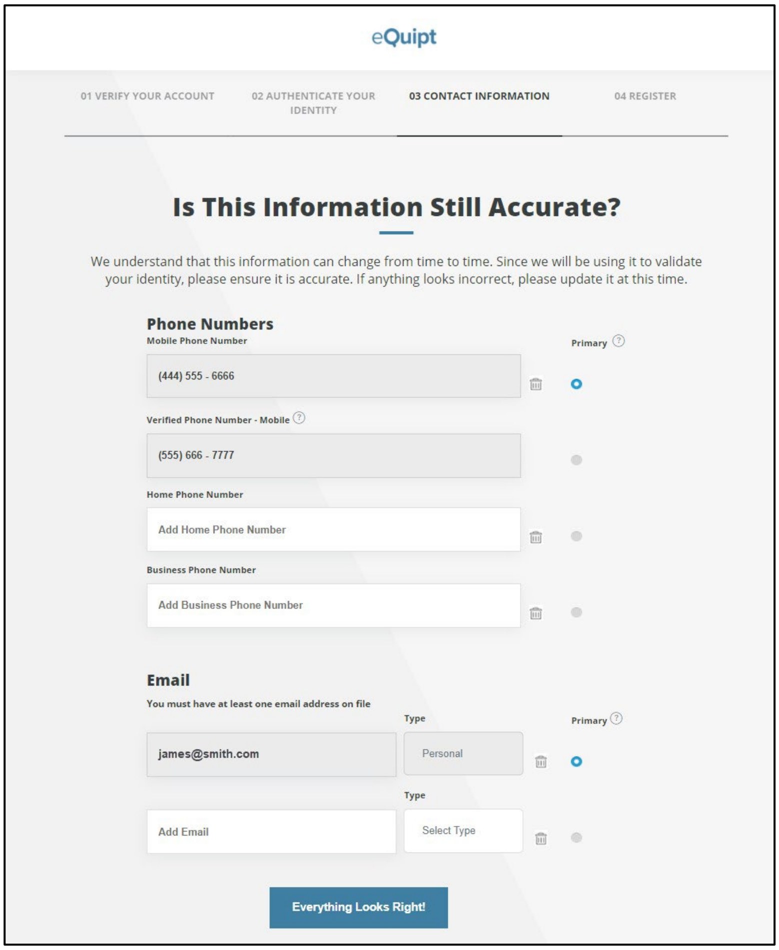
- The first prompt will display the phone number/s on file for you. Select the number where you want to receive the security code (if only one number is on file it will be preselected).
- Select **Send Passcode via Text** or **Call Me With My Passcode**. A security code will be sent to you generally within a few seconds.



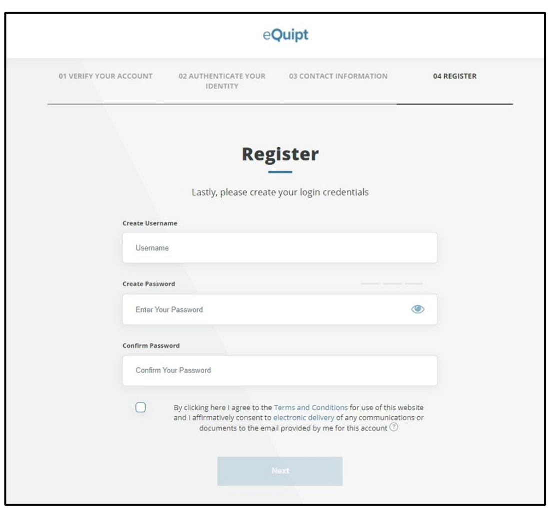
- Once you receive the passcode on your device, input the passcode and click **Verify Passcode** to continue. You may also be asked to complete this process in future logins for security purposes.



4. Review your phone number(s) and email address(es) for accuracy. You can edit or delete any incorrect entries or add new entries as needed. Click **Everything Looks Right** when complete.



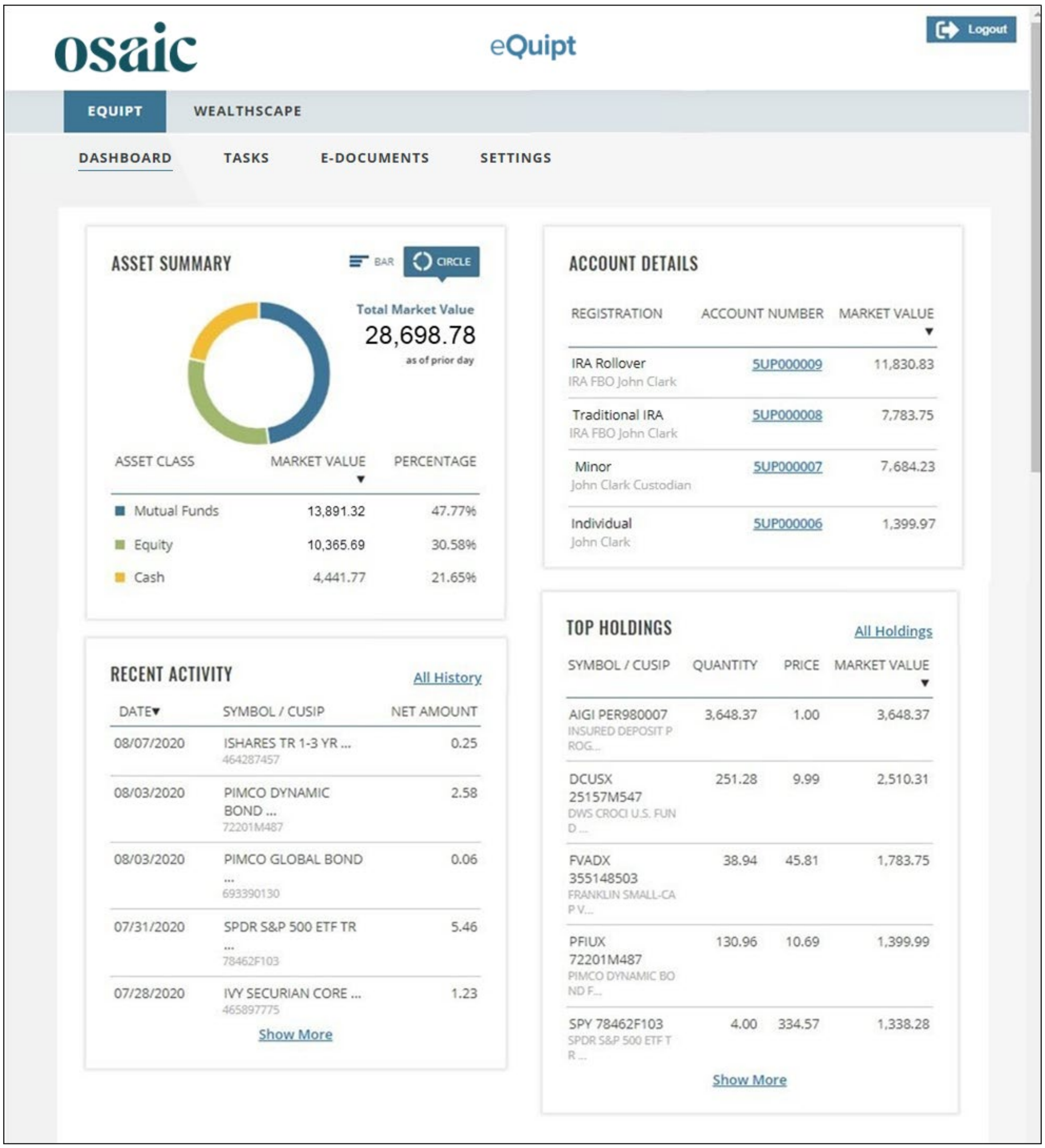
5. Lastly, create a username and password, mark the checkbox to agree to the terms described, and click **Next**. Your enrollment process is complete. Remember to add equipt.osaic.com/ to your browser's Favorites list!



View Accounts on the Dashboard

After logging into **eQuipt**, the first screen you'll see is the Dashboard. (NOTE: the top left of the screen shows you are in the eQuipt tab and Dashboard sub-tab.) From here you can view your portfolio as of the previous business day's market close, including:

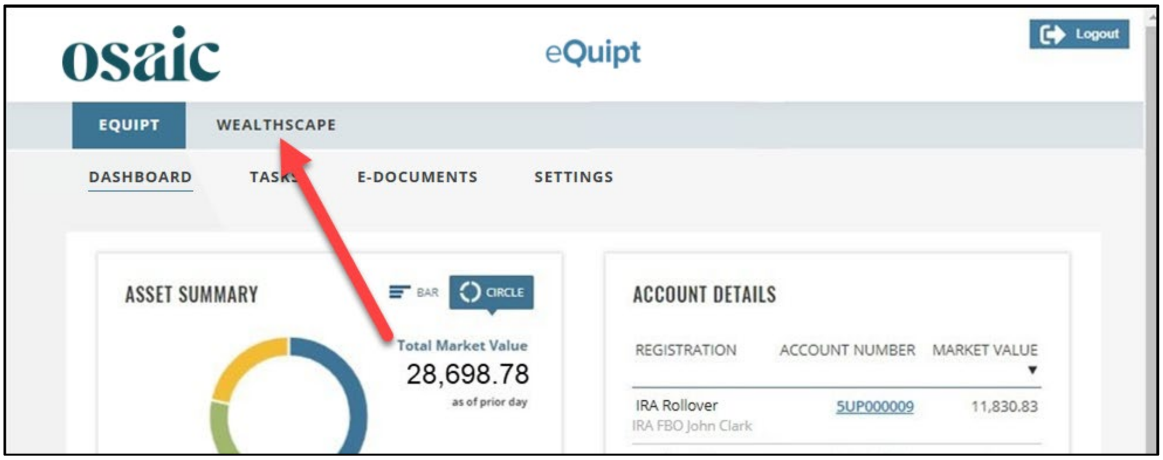
- Account values
- Top 5 holdings (Select "Show More" to view your top 10 holdings)
- Five most recent account activities (Select "Show More" to view your 10 most recent activities)
- Overall asset allocation



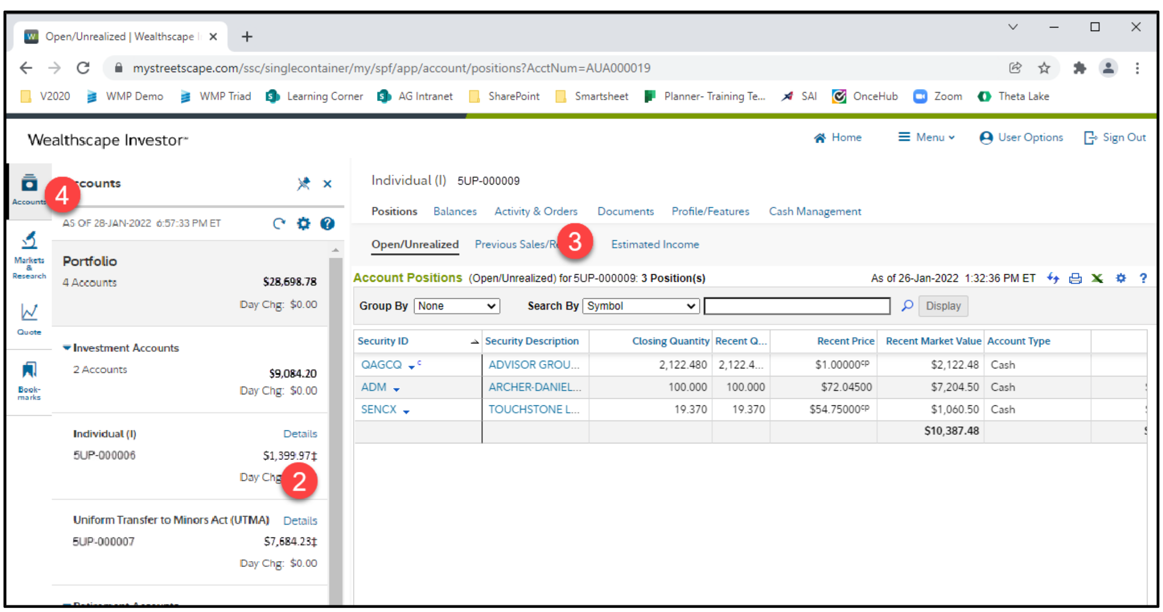
View Accounts in Wealthscape℠

For detailed information about each of your investment accounts:

1. Access **Wealthscape**, which will launch in a separate browser tab.



2. In **Wealthscape**, select the account to view by clicking its **Details** link in the Accounts sidebar on the left (see #2 in the screenshot below).
3. Use the tabs and sub-tabs along the top of the screen to navigate between the various pages of information (e.g., Positions, Balances, Activity & Orders, Documents, etc.; see #3 in the screenshot below).
4. You can show/hide the Accounts sidebar by clicking the **Accounts** icon in the top left (see #4 in the screenshot below).



Customize eDelivery Preferences

As an account holder, you will receive communications about your account(s), including statements, trade confirmations, disclosures, tax documents, etc. You can choose whether to receive each of these communication types in paper or electronically.

Paper Delivery

If you select paper delivery, the communication will be mailed to your address of record. A PDF version will also be available for you in **eQuipt.** Note, however, that your account may be subject to a monthly paper fee if it is set to receive communications via paper delivery (there are exceptions including tax documents and certain account types; please contact your financial professional with any questions).

Electronic Delivery (eDelivery)

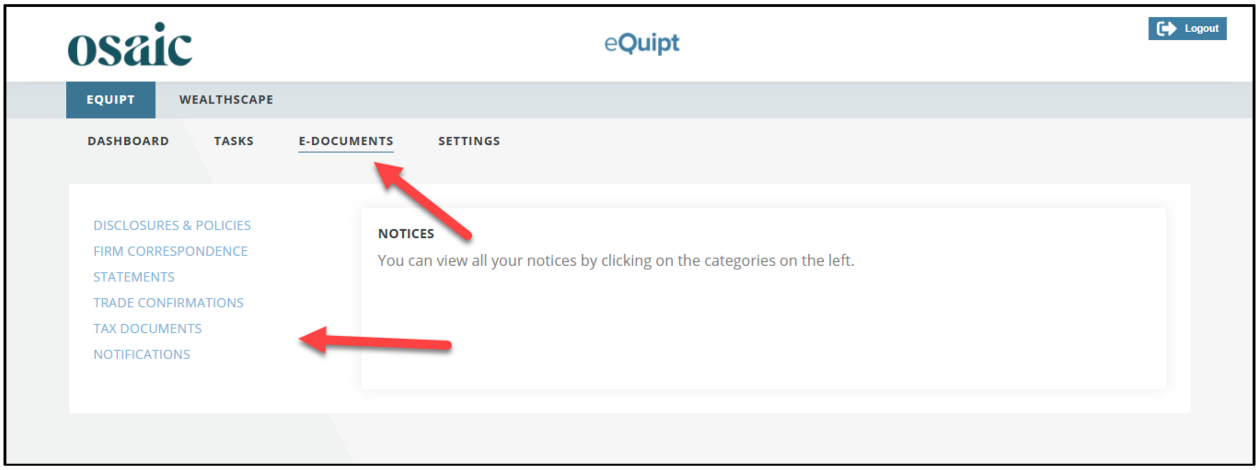
If you select eDelivery, you will receive an email notification whenever a new communication is generated. The communication will be available in PDF format in **eQuipt**. There is no fee for eDelivery.

NOTE: When you initially sign up for **eQuipt**, you are automatically enrolled in eDelivery for all communication types except tax documents. You can change these settings at any time as follows:

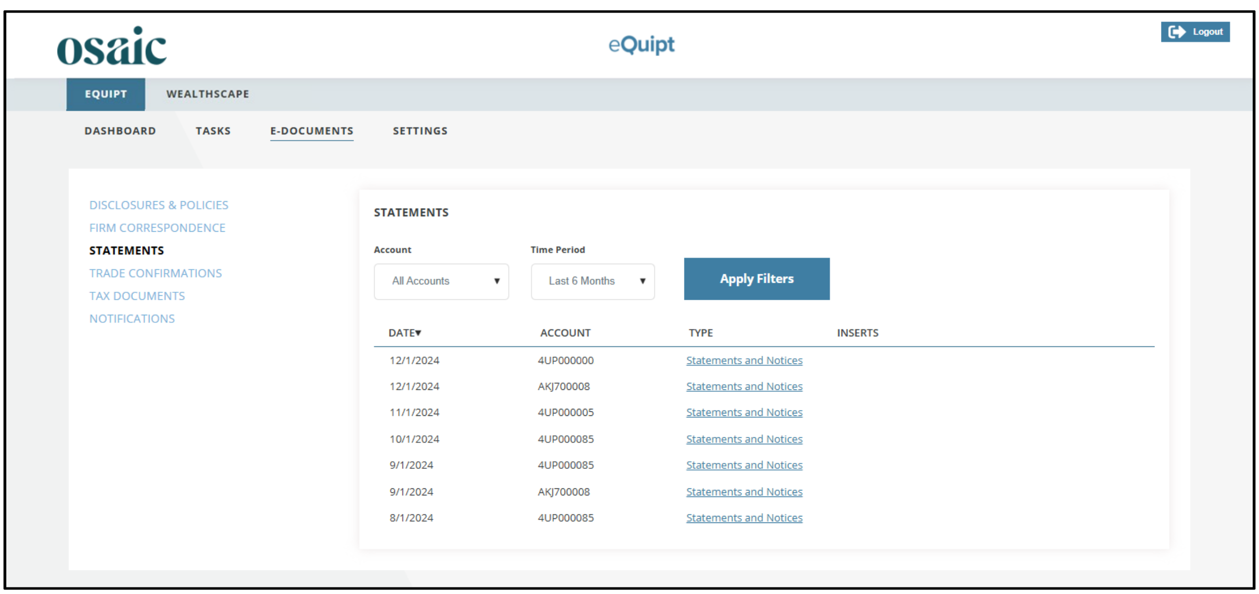
1. In the **eQuipt** tab, select **Settings**.
2. Select **eDelivery Preferences** on the left.
3. The “Osaic Documents” section enables you to set your eDelivery preferences for Disclosures & Policies and Firm Correspondence (hover over each category for a description). You can toggle between **Online Only** and **Paper & Online**
4. The “NFS Documents” section shows the eDelivery settings for each of your NFS accounts. To change these settings, select **Edit All** in the top right.
5. A popup window will display where you can set your eDelivery preferences on an account-by-account basis. Select the account in the top half of the window, make your eDelivery selections in the bottom half of the window, then click **Save This Account** before moving on to the next account

Access Communications

When a communication is generated, it will be available for you to view in the **E-Documents** page in **eQuipt**. On the **E-Documents** page, select a document type using the sidebar on the left (e.g. Statements, Trade Confirmations, etc.):



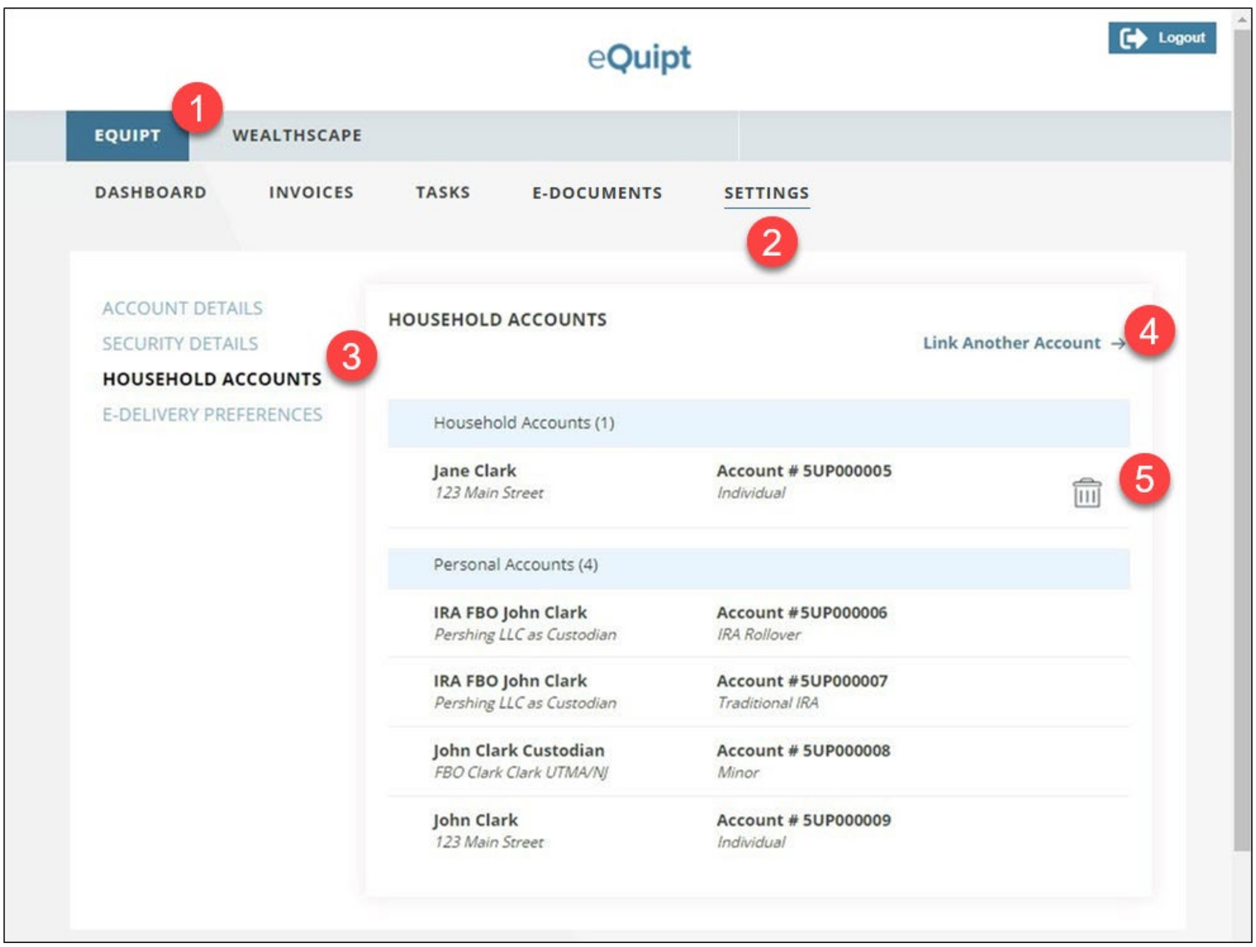
On the following page, use the filters at the top to select the desired account to view, the date range to view, etc. then click **Apply Filters**. In the results list, click the link to view and it will launch as a PDF.



Link Household Accounts

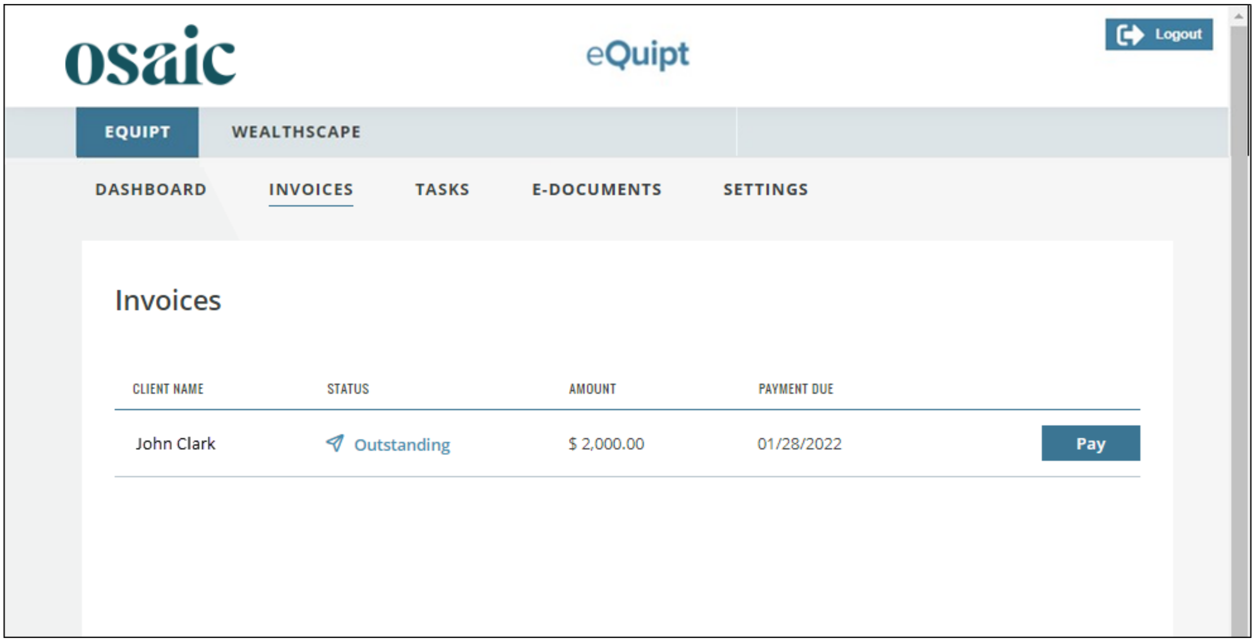
eQuipt provides you access to all brokerage accounts active under your Social Security number, using a single login. Brokerage accounts for other people in your household (spouse, children, etc.) can be linked to your login as well. NOTE: linked accounts will only display on the Dashboard page, they will not be available in Wealthscape.

1. Click the **eQuipt** tab.
2. Select **Settings.**
3. Select **Household Accounts**.
4. Click **Link Another Account.** Next, you will be asked to provide the information about the account being linked including its *Account Number, Last 4 digits of Social Security number, Date of Birth*, and *Zip Code*. Once you have inputted this information, click the **Link** button.
5. If you ever need to unlink the account, click its **trashcan icon**



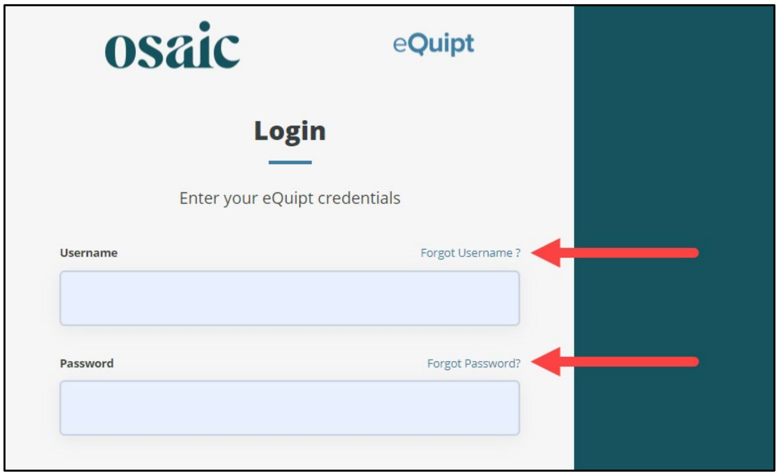
View/Pay Financial Planning Invoices

If you receive financial planning or consulting services billed to you electronically, you will have an **Invoices** tab available within the eQuipt tab. (NOTE: this tab will not display if it is not applicable.) Use the **Invoices** tab and follow the onscreen prompts to easily pay via a bank account or credit/debit card.



Login Assistance

If you forget your username or password, utilize the **Forgot Username** and **Forgot Password** links available on the login screen.



- **Forgot Username**: Input your email address and click **Next** to have the username emailed to you.
- **Forgot Password**: Provide your username and complete the security process, after which you will be able to set up a new password.
- Update your username, password, email address, and mobile number at any time in the **eQuipt** tab > **Settings** page by accessing the **Account Details** and **Security Details** screens:

If you have any questions, please contact your financial professional.

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