

Instruction Manual

1. Visit www.ex-ponent.com and click on Client Area, next to the search bar.



2. In Client Area, you can access your custodian's portal as well as the NDEX portal.





3. Choose your preferred language.



4. Enter the User ID and temporary password shared with you by email.



5. You will be prompted for a Password Change. Enter the temporary password in '*Current Password*' and enter your chosen new password in the '*New Password*' field.

Password change	
Current password:	
New password:	
Confirm your new password:	
	CANCEL OK



6. Success! You can now view all the details in your investment accounts.

lenu						
nces Client: TEST (
ions 180 Elgin Street, S	Suite 1302	Securities not to buy:				
Ottawa, ON K2P 2 Office: 613-747-24	K3 458	Documents: Test Client	Account Applic	ation.pdf, Te	est Client Contract.	odf, <u>Test Clie</u>
Profile:						
MENU						
sed SUMMARY						
ACCOUNT				% OF TOTAL	т/	D CASH BALA
Cash-A (*580HF7A)				N/A		
ghted) Cash USD-B (*580H	IF7B)			N/A		USD
n	75)			N/A		
Sp RRSP USD-T (*5	80HE7T)			N/A		USD
				N/A		
orts	TFSA-5 (<u>*580HF75</u>)					
TFSA USD-6 (*580F	<u>IF76)</u>			N/A		USD
a PORTFOLIO						
*For offbook account	s, the Loan Value cannot be calcula	ted.				
ACCRUED INTEREST						
PORTFOLIO TOTAL V	ALUE (INCLUDING ACCRUED INTER	EST)				
MENU						
PORTFOLIO	CASH-A CASH USD-B	SP RRSP-S SP R	RSP USD-T	TFSA-5	TFSA USD-6	
Dashboard						
Dashboard *006-*580HF	7	CAD USD	Fx Rate	I		
Dashboard *006-*580HF % OF TOTAL	57	CAD USD	Fx Rate	UANTITY	SYMBOL	AVERA
Dashboard *006-*580HF % OF TOTAL	7 SUMMARY DING CASH BALANCE)	CAD USD	Fx Rate	JANTITY	SYMBOL	AVERA
Dashboard *006-*580HF % OF TOTAL TOTAL (INCLUE N/A	T SUMMARY DING CASH BALANCE) RESERVE	CAD USD	<u>Fx Rate</u> QI	JANTITY	SYMBOL	AVERA
Dashboard *006-*580HF % OF TOTAL TOTAL (INCLUE N/A	T SUMMARY DING CASH BALANCE) RESERVE CASH BALANCE	CAD USD DETAILED	Ex Rate	JANTITY	SYMBOL	AVERA
Dashboard *006-*580HF % OF TOTAL TOTAL (INCLUE N/A N/A	TING CASH BALANCE) RESERVE CASH BALANCE Canadian Cash Balance	CAD USD DETAILED	<u>Fx Rate</u> QI	UANTITY	SYMBOL 	AVERA

7. To view a specific account, simply click on the account tab as shown below.

MENU	\sim			
PORTFOLIO	CASH-A CASH USD-B SP RRSP-S	SP RRSP USD-T TFS/	A-5 TFSA US	D-6
Dashboard				
*580HF7A Ca	sh-A CAD USD	Ex.Rate		
% OF TOTAL	SUMMARY DETAILED	QUANTITY	SYMBOL	AVERAGE COST
TOTAL (INCLUD				
TOTAL (INCLOS	ING CASH BALANCE)			
N/A	RESERVE			
N/A N/A	RESERVE CASH BALANCE			



NDEX Features

8. Activities

To view past activities (i.e. buys, sells, transfers, EFT, Contributions...) for a portfolio or a specific account, simply click the appropriate account tab. Once the account or portfolio has been selected, click on **Activities**.

Documents	Click Exit Activi	ties to return to the main screen
Account-based Options	Documents	
Activities	Account-based Options	PORTFOLIO CASH-A CASH USD-B SP RRSP-S S
ROR (Time-weighted)	Activities	Holdings Dashboard
Asset Allocation	Exit Activities	Activities
Export	ROR (Time-weighted)	
Reports	Export	
Predefined Reports	Reports	SECURITY
Tending	Predefined Reports	
	Trading	Sort and display totals by Activity Type
	quotemedia	
	Other Tools	No activities were found.

9. Rate of Return (ROR)

To view the **ROR** for a portfolio or a specific account, simply click on the account tab.

Once the account or portfolio has been selected, click on ROR as shown below.

Set Alert on Securities

Documents	Rate of Return - Google Chrome						-	
ccount-based ptions	ndexsystems.com/fengine/microsoft	_browser/ful	lservice/rated	ofreturn.do?t	ypeOfContaine	r=Account&	accountId=*	580HF7A
tivities	Rate of Return (ROR) (Time-weighte	d return)						
DR (Time-weighted)	Account: *580HF7A As of: 2020/05/29 CAD Excluding Currency Impact V				Exchange Rate	at 2020/05/2	9 : 1.00 USD :	:1.3814 CA
port	Period	1 Month	3 Months	6 Months	Year to Date	1 Year	2 Years	Inceptio
ports	Beginning date	2020/04/30	2020/02/28	2019/11/29	2019/12/31	2019/05/31	2018/05/31	2017/06/
defined Reports	Account Value (incl. Accrued Interest)	0	0	0	0	0	0	
ading	Inflows	0	0	0	0	0	0	
lotemedia	Outflows	0	0	0	0	0	0	
ier Tools	Ending Account Value as of 2020/05/29 (incl. Accrued Interest)	0	0	0	0	0	0	
Alert on Securities	Net Invested Amount Since Inception: 0.00							
	Account Return (annualized)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0
		Rate	e of Retur	n Bar Cha	rt			



10. Asset Allocation

To view **Asset Allocation** select the portfolio of interest.

Once the portfolio has been selected, click on **Asset Allocation** as shown below.

cuments			
count-based	Asset Allocation - Google Chrome		- U
tions	ndexsystems.com/fengine/microsoft_brow	vser/fullservice/AssetAllocPieChart.do?currencyN	ame=C&endOfMonthDate=
vities	Asset Allocation by Classification	Offbook account: *580HF7A	Name: TEST CLIENT
et Allocation	CAD USD	Display by Classification	✓ As of Current
ort	- CLASSIFICATION	MARKET VALUE	96
orts	RESERVE		
lefined Reports	Cash Balance	0.00	N/A
ding	Total RESERVE	0.00	N/A
otemedia	Total Value	0.00	100%
er Tools			
Alert on Securities			

11. Reports

NDEX provides you with many different reports you can generate at any time. See list below:

Options	Client Reports - Google Chrome
Documente	ndexsystems.com/fengine/microsoft_browser/fullservice/clientr
Account-based	Report Management
Options	Please select the appropriate report
Activities	Report Conting Learning Cliently as found learning M
ROR (Time-weighted)	Report Creation Language: Client's preferred language
Asset Allocation	Display confidential client/account los (will show only the last 3 digit
Export	Display closed accounts
Reports	Display accounts with zero (0) balances (cash and positions)
Predefined Reports	Account statemen Currency: Default Currency As at: 20
Frading) Summary Report Currency: Default Currency ∨ As at: Curr
quotemedia)
Other Tools	▶ Activity Report Cash-A ✓ (Always in account curren
Set Alert on Securities) 🗌 Commission and Fee report 🛛 Cash-A 🔍 Currency: D
) Charges And Compensation Reports Cash-A 🗸 Curre
	Realized Gain and Loss Report Cash-A Curren
	Unrealized Gain and Loss Report Cash-A 🗸 Currency
) Realized Income Report Cash-A Y Currency: Defau
	Rate of Return (ROR) (Time-weighted return) Report Cash-A
	Performance Report (Portrait) Cash-A V Currency:
	Monthly Rate of Return (ROR) (Time-weighted return) Report
	Equation Arrest Report



Select the report you wish to generate as shown below (Consolidated Progress Report) and click CREATE.

Client Reports - Google Chrome	-		×
ndexsystems.com/fengine/microsoft_browser/fullservice/clientreportselection.do?context=account&use	rld=1L4	7V78.cli	e
Report Management			
Please select the appropriate report			
Report Creation Language: Client's preferred language V			
Display confidential client/account Ids (will show only the last 3 digits)			
Display closed accounts			
Display accounts with zero (0) balances (cash and positions)			
✓ Z Account statement Currency: Default Currency ✓ As at: 2020/03/31 ✓			
Consolidated Progress Report V Costrolidated Progress Report			
Statement of Account Cyr Default Currency V As at: Current Date V			
Supplemental Consolidated Stmt			
Activity Report Cash-A V (Always in account currency)			
) Commission and Fee report Cash-A V Currency: Default Currency As at: Last period end V	· EX	PORT	
Charges And Compensation Reports Cash-A V Currency: Default Currency V			
) 🗌 Realized Gain and Loss Report 👔 🛛 Cash-A 💙 Currency: CAD 💙 EXPORT			
Unrealized Gain and Loss Report Cash-A V Currency: Default Currency EXPORT			
Realized Income Report Cash-A Currency: Default Currency EXPORT			
) 🗌 Rate of Return (ROR) (Time-weighted return) Report Cash-A 💙 Currency: Default Currency		*	
Performance Report (Portrait) Cash-A Currency: Default Currency			
) 🗌 Monthly Rate of Return (ROR) (Time-weighted return) Report 🛛 Cash-A 💙 Currency: Default Curre	ency		~
Foreign Asset Report Cash-A V EXPORT		_	_
	(CREA	TE
			-

The selected report will be displayed in a new window as shown below.





12. Predefined Reports

Data as of: <u>2020/06/05</u>	User: Exponent IM
Unpin Left-Menu	MENU
User Preferences	Client: TEST CLIENT CLIENT INFO
📀 General Options	180 Elgin Street, Suite 1302
Holdings View Templates	Office: 613-747-2458
Client-based Options	Profile:
Documents	MENU
Portfolio-based	SUMMARY
Options	ACCOUNT
Activities	Cash-A (*580HF7A)
ROR (Time-weighted)	Cash USD-B (*580HF7B)
Asset Allocation	Sp RRSP-S (*580HF7S)
Export	So BRSP USD-T (*580HE7T)
Reporte	
Predefined Reports	1P5A-5 (<u>-580HP75</u>)
Trading	TFSA USD-6 (<u>*580HF76</u>)
quotemedia	PORTFOLIO
Other Tools	*For offbook accounts, the Loan Value cannot be calcu
Set Alert on Securities	ACCRUED INTEREST
	PORTFOLIO TOTAL VALUE (INCLUDING ACCRUED INTE

Predefined Reports will always generate the following reports:

- a. Progress Report
- b. Charges and Compensation Report
- c. Performance Report
- d. Realized Gain-Loss Report
- e. Realized Income Report
- f. Foreign Asset Report

*If your reports do not generate, then you have a pop-up blocker. Follow the steps below to remove the pop-up blocker.

How to remove a pop-up blocker for PC and MAC

a. click on the small red x found on top right corner of the window

Olient Reports - Google Chrome	—		\times
ndexsystems.com/fengine/microsoft_browser/fullservice/clientreportselection.do			5
Report Management			Â
Please select the appropriate report			
Report Creation Language: Client's preferred language 💙			
Display confidential client/account Ids (will show only the last 3 digits)			
Display closed accounts			
Display accounts with zero (0) balances (cash and positions)			
✓ ✓ Account statement Currency: Default Currency ✓ As at: 2020/03/31 ✓			
Consolidated Progress Report V Portfolio V			
✓ Summary Report Currency: Default Currency ✓ As at: Current Date ✓			
Summary (Projected Income) V Portfolio - Consolidated V by: Classification		× 0	C
A Demonstration of the second			



b. click on "Always allow pop-ups..." as shown below, then click "done".



13. Documents

- a. In this section you will find all of your signed account applications, your Exponent KYC and Contract.
- b. You are also able to upload and share documents with us instead of emailing them.

Data as of: <u>2020/06/05</u>	U	ser: Exponent I	М						
Unpin Left-Menu	MEN	U 📥							
User Preferences	Clie	nt: TEST CLIEN							
😳 General Options	180 E	Igin Street, Suite 1	302						
Holdings View Templates	Office	e: 613-747-2458							
Client-based Options	Profil	e:							
Documents	• F-	Engine - Google Chro	me				—		×
Portfolio-based		ndexsystems.com/f	fengine/mic	crosoft_browser/fullservice/investorDocumen	ts.do	?investorId=*!	580F	IF7&house	eh
Options	Doc	ument Manageme	ent						
Activities		Folder/ Document	Note		Inse	erted by	Inse	erted/ Modi	ified on
ROR (Time-weighted)		Name				-			
Asset Allocation		Contract and							
Export		Test Client				Gloria Semaan		2020/06/08	
Reports		Contract.pdf(32KB) Test Client							
Predefined Reports		KYC.pdf(31KB)				Gloria Semaan		2020/06/08	
Trading		Signed Account Applications	nt						
quotemedia		Test Client Account Application.pdf(33KB	t λ			Gloria Semaan		2020/06/08	

If you ever have any issues with NDEX, please contact Gloria Semaan by email gloria@ex-ponent.com or phone 613-747-2458 ext. 45