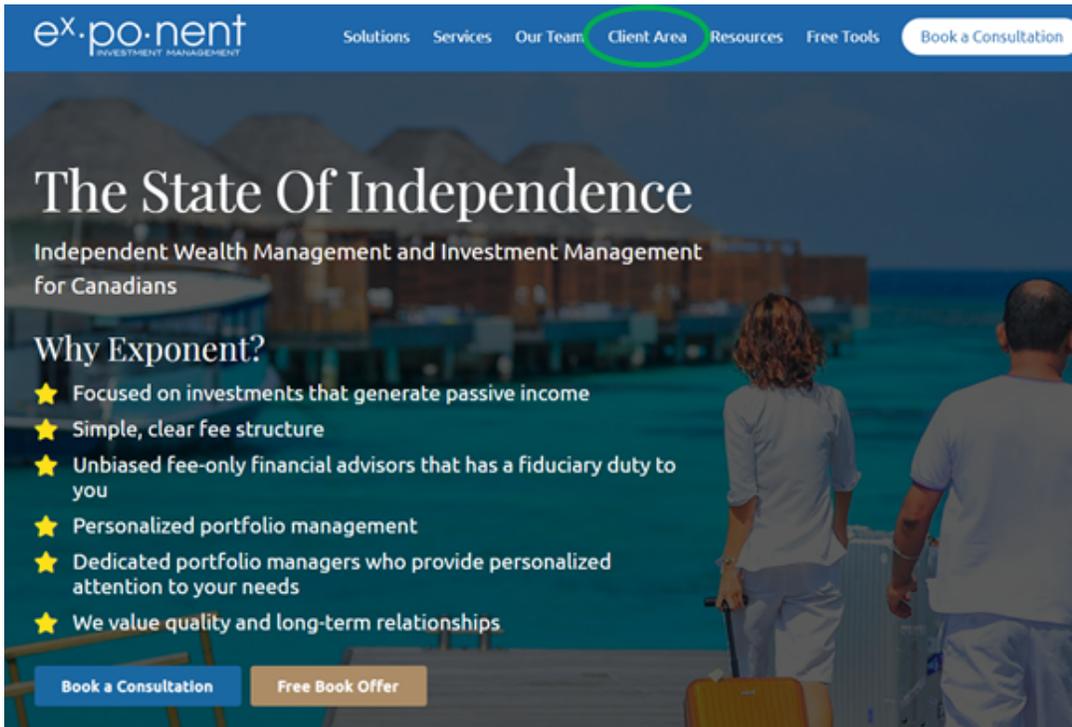


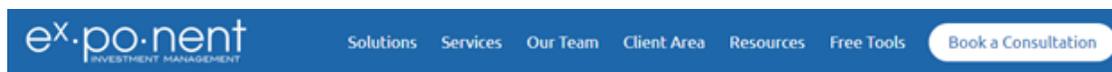
## Instruction Manual

1. Visit [www.ex-ponent.com](http://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**.

Click on **NDEX Portal**.



View Your Account:



3. Choose your preferred language.



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

A blue login form with two white input fields. The first field is labeled 'User ID' and the second is labeled 'Password'. Below the fields, there is a link that says 'Forgot your password?' and a 'Login' button.

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.

A 'Password change' form with a light blue header. It contains three white input fields: 'Current password:', 'New password:', and 'Confirm your new password:'. At the bottom right, there are two buttons: 'CANCEL' and 'OK'.

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

**Unpin Left-Menu**

**User Preferences**

- General Options
- Holdings View Templates

**Client-based Options**

- Documents

**Portfolio-based Options**

- Activities
- ROR (Time-weighted)
- Asset Allocation
- Export
- Reports
- Predefined Reports

**Trading**

**quotemedia**

**Other Tools**

- Set Alert on Securities

MENU CLIENT INFO

**Client: TEST CLIENT**

180 Elgin Street, Suite 1302  
Ottawa, ON K2P 2K3

Office: 613-747-2458

Profile:

[Securities not to buy:](#)

[Documents: Test Client Account Application.pdf, Test Client Contract.pdf, Test Client](#)

MENU SUMMARY

ACCOUNT	% OF TOTAL	T/D CASH BALA
Cash-A (*580HF7A)	N/A	
Cash USD-B (*580HF7B)	N/A	USD
Sp RRSP-S (*580HF7S)	N/A	
Sp RRSP USD-T (*580HF7T)	N/A	USD
TFSA-5 (*580HF7S)	N/A	
TFSA USD-6 (*580HF76)	N/A	USD

**PORTFOLIO**

\*For offbook accounts, the Loan Value cannot be calculated.

ACCRUED INTEREST

PORTFOLIO TOTAL VALUE (INCLUDING ACCRUED INTEREST)

MENU PORTFOLIO

CASH-A
CASH USD-B
SP RRSP-S
SP RRSP USD-T
TFSA-5
TFSA USD-6

Dashboard

**\*006-\*580HF7** **CAD** **USD** **Ex Rate**

% OF TOTAL	SUMMARY	QUANTITY	SYMBOL	AVERAGE COST
<b>TOTAL (INCLUDING CASH BALANCE)</b>				
N/A	RESERVE			
N/A	CASH BALANCE			
N/A	Canadian Cash Balance			
N/A	U.S. Cash Balance			

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

MENU PORTFOLIO

**CASH-A**
CASH USD-B
SP RRSP-S
SP RRSP USD-T
TFSA-5
TFSA USD-6

Dashboard

**\*580HF7A Cash-A** **CAD** **USD** **Ex Rate**

% OF TOTAL	SUMMARY	QUANTITY	SYMBOL	AVERAGE COST
<b>TOTAL (INCLUDING CASH BALANCE)</b>				
N/A	RESERVE			
N/A	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

**Account-based Options**

**Activities**

ROR (Time-weighted)

Asset Allocation

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**quotemedia**

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Set Alert on Securities

Click **Exit Activities** to return to the main screen.

### 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.

Documents

**Account-based Options**

Activities

**ROR (Time-weighted)**

Asset Allocation

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**quotemedia**

**Other Tools**

Set Alert on Securities

Period	1 Month	3 Months	6 Months	Year to Date	1 Year	2 Years	Inception
Beginning date	2020/04/30	2020/02/28	2019/11/29	2019/12/31	2019/05/31	2018/05/31	2017/06/30
Account Value (incl. Accrued Interest)	0	0	0	0	0	0	0
Inflows	0	0	0	0	0	0	0
Outflows	0	0	0	0	0	0	0
Ending Account Value as of 2020/05/29 (incl. Accrued Interest)	0	0	0	0	0	0	0
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 of Return Bar Chart

## 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.

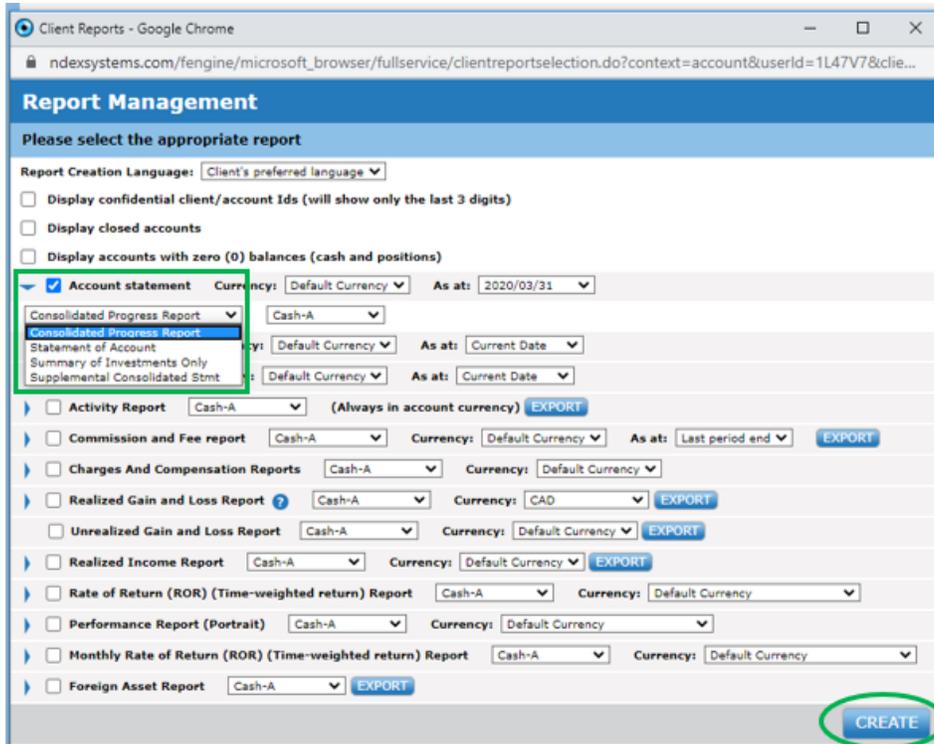
CLASSIFICATION	MARKET VALUE	%
<b>RESERVE</b>		
Cash Balance	0.00	N/A
<b>Total RESERVE</b>	<b>0.00</b>	<b>N/A</b>
<b>Total Value</b>	<b>0.00</b>	<b>100%</b>

## 11. Reports

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

- Account statements
- Summary Report
- Position Report
- Activity Report
- Commission and Fee report
- Charges And Compensation Reports
- Realized Gain and Loss Report
- Unrealized Gain and Loss Report
- Realized Income Report
- Rate of Return (ROR) (Time-weighted return) Report
- Performance Report (Portrait)
- Monthly Rate of Return (ROR) (Time-weighted return) Report
- Foreign Asset Report

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



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

### Progress Report

As at March 31, 2020

180 Elgin Street, Suite 1302  
Ottawa, ON K2P 2K3

ADVISOR:  
Compass

All monetary values are displayed in CAD unless specified otherwise.  
Exchange Rate at 2020/03/31: 1.00 USD = 1.41242 CAD

#### Summary of Your Investments:

Current Asset  
Allocation

RESERVE  
 Cash Balance

Market Value* (March 31, 2020)	%
0.00	0.0%
0.00	0.0%
<b>0.00</b>	<b>0%</b>

% of classes may be rounded  
\*Market values include Accrued Interest

## 12. Predefined Reports

Data as of: 2020/06/05 User: Exponent IM

Unpin Left-Menu

User Preferences

- General Options
- Holdings View Templates

Client-based Options

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Portfolio-based Options

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- Reports
- Predefined Reports**
- Trading

quotemedia

Other Tools

- Set Alert on Securities

MENU

Client: TEST CLIENT CLIENT INFO

180 Elgin Street, Suite 1302  
Ottawa, ON K2P 2K3

Office: 613-747-2458

Profile:

MENU

SUMMARY

ACCOUNT

- Cash-A (\*580HF7A)
- Cash USD-B (\*580HF7B)
- Sp RRSP-S (\*580HF7S)
- Sp RRSP USD-T (\*580HF7T)
- TFSA-S (\*580HF7S)
- TFSA USD-6 (\*580HF7S)

PORTFOLIO

\*For offbook accounts, the Loan Value cannot be calcul:

ACCRUED INTEREST

PORTFOLIO TOTAL VALUE (INCLUDING ACCRUED INTE

Predefined Reports will always generate the following reports:

- Progress Report
- Charges and Compensation Report
- Performance Report
- Realized Gain-Loss Report
- Realized Income Report
- 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**

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

Client Reports - Google Chrome

ndexsystems.com/fengine/microsoft\_browser/fullservice/clientreportselection.do

Report Management

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)

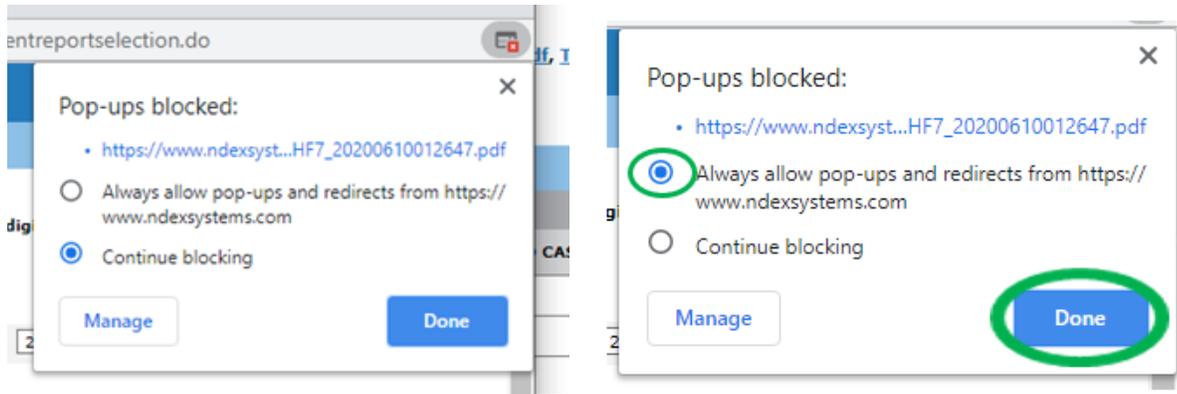
Account statement Currency: Default Currency As at: 2020/03/31

Consolidated Progress Report Portfolio

Summary Report Currency: Default Currency As at: Current Date

Summary (Projected Income) Portfolio - Consolidated by: Classification

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



### 13. Documents

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

Data as of: 2020/06/05      User: Exponent IM

**Unpin Left-Menu**

**User Preferences**

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- Holdings View
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**Client-based Options**

**Documents**

**Portfolio-based Options**

- Activities
- ROR (Time-weighted)
- Asset Allocation
- Export
- Reports
- Predefined Reports

**Trading**

**quotemedia**

**Other Tools**

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MENU

**Client: TEST CLIENT** CLIENT

180 Elgin Street, Suite 1302  
Ottawa, ON K2P 2K3

Office: 613-747-2458

Profile:

F-Engine - Google Chrome

ndexsystems.com/fengine/microsoft\_browser/fullservice/investorDocuments.do?investorId=\*580HF7&househ...

**Document Management**

<input checked="" type="checkbox"/>	Folder/ Document Name	Note	Inserted by	Inserted/ Modified on
	Exponent Contract and KYC			
<input type="checkbox"/>	Test Client Contract.pdf(32KB)		Gloria Semaan	2020/06/08
<input type="checkbox"/>	Test Client KYC.pdf(31KB)		Gloria Semaan	2020/06/08
	Signed Account Applications			
<input type="checkbox"/>	Test Client Account Application.pdf(33KB)		Gloria Semaan	2020/06/08

ADD   MODIFY   DELETE   DOWNLOAD   CLOSE

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