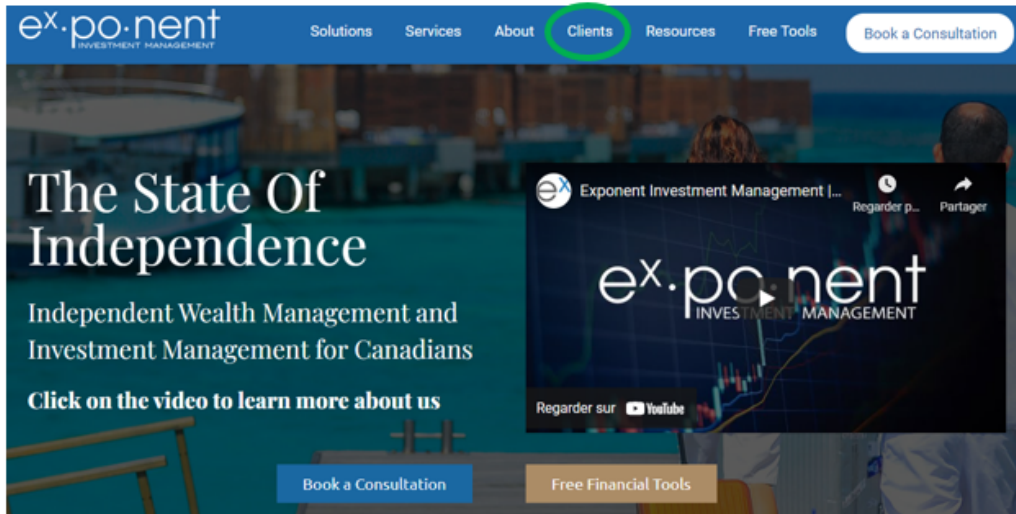
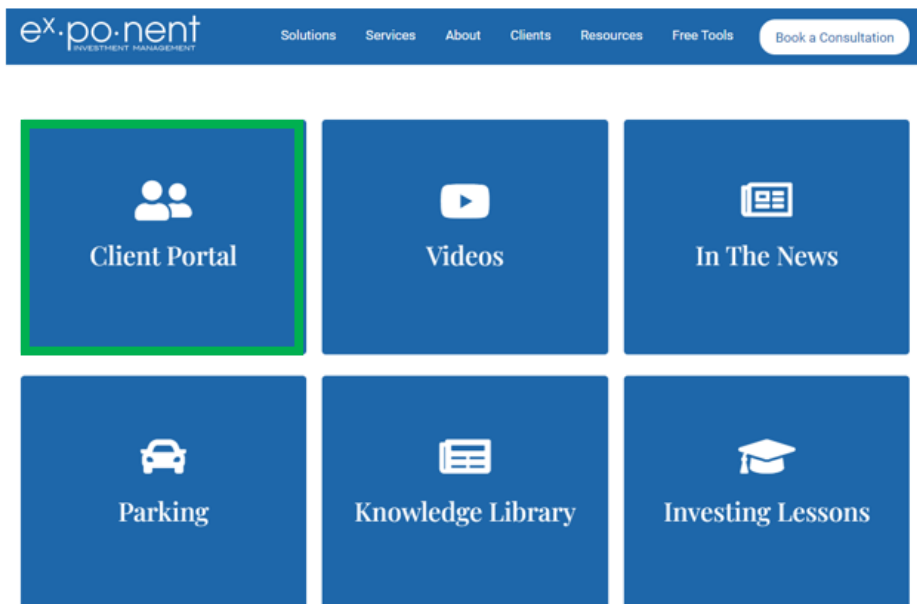


Instruction Manual

1. Visit www.ex-ponent.com and click on **Clients**.



2. Now you will have 6 tiles to choose from. Click on **Client Portal**.



3. Choose your preferred language.

4. Choose **NDEX Portal**.

5. Enter the User ID and temporary password shared with you by email. You will then be prompted for a Password Change. Enter the same temporary password in 'Current Password' and enter your chosen new password in the 'New Password' field.

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

Client: TEST CLIENT [CLIENT INFO](#)

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](#)

SUMMARY

ACCOUNT	% OF TOTAL	T/D CASH BALANCE
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)

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

Dashboard

*006-*580HF7 [CAD](#) [USD](#) [Fx Rate](#)

% OF TOTAL	SUMMARY	DETAILED	QUANTITY	SYMBOL	AVERAGE COST
TOTAL (INCLUDING CASH BALANCE)					
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.

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

Dashboard

***580HF7A Cash-A** [CAD](#) [USD](#) [Fx Rate](#)

% OF TOTAL	SUMMARY	DETAILED	QUANTITY	SYMBOL	AVERAGE COST
TOTAL (INCLUDING CASH BALANCE)					
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

Export

Reports

Predefined Reports

Trading

quotemedia

Other Tools

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

Export

Reports

Predefined Reports

Trading

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.

Documents

- Account-based Options
- Activities
- ROR (Time-weighted)
- Asset Allocation**
- Export
- Reports
- Predefined Reports
- Trading
- quotemedia
- Other Tools
- Set Alert on Securities

Asset Allocation - Google Chrome

ndexsystems.com/fengine/microsoft_browser/fullservice/AssetAllocPieChart.do?currencyName=C&endOfMonthDate=

Asset Allocation by Classification Offbook account: *580HF7A Name: TEST CLIENT

CAD USD Display by: Classification As of: Current

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

CLOSE

11. Reports

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

Client-based Options

- Documents
- Account-based Options
- Activities
- ROR (Time-weighted)
- Asset Allocation
- Export
- Reports**
- Predefined Reports
- Trading
- quotemedia
- Other Tools
- Set Alert on Securities

Client Reports - Google Chrome

ndexsystems.com/fengine/microsoft_browser/fullservice/clientre

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: 20
- ☐ Summary Report Currency: Default Currency As at: Curre
- ☐ Position Report Currency: Default Currency As at: Curren
- ☐ Activity Report Cash-A (Always in account curren
- ☐ Commission and Fee report Cash-A Currency: De
- ☐ 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 Currency: Defaul
- ☐ Rate of Return (ROR) (Time-weighted return) Report Cash-A
- ☐ Performance Report (Portrait) Cash-A Currency:
- ☐ Monthly Rate of Return (ROR) (Time-weighted return) Report C
- ☐ Foreign Asset Report Cash-A EXPORT

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

Client Reports - Google Chrome

indexsystems.com/fengine/microsoft_browser/fullservice/clientreportselection.do?context=account&userid=1L47V7&clie...

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 Cash-A

Consolidated Progress Report Default Currency As at: Current Date

Statement of Account Default Currency As at: Current Date

Summary of Investments Only Default Currency As at: Current Date

Supplemental Consolidated Stmt Default Currency As at: Current Date

☐ Activity Report Cash-A (Always in account currency) EXPORT

☐ Commission and Fee report Cash-A Currency: Default Currency As at: Last period end EXPORT

☐ Charges And Compensation Reports Cash-A Currency: Default Currency

☐ Realized Gain and Loss Report Cash-A Currency: CAD EXPORT

☐ Unrealized Gain and Loss Report Cash-A 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 Currency

☐ Foreign Asset Report Cash-A EXPORT

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%
0.00	0 %

% 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
Documents
Portfolio-based Options
Activities
ROR (Time-weighted)
Asset Allocation
Export
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 (*580HF76)
PORTFOLIO
*For offbook accounts, the Loan Value cannot be calculi
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

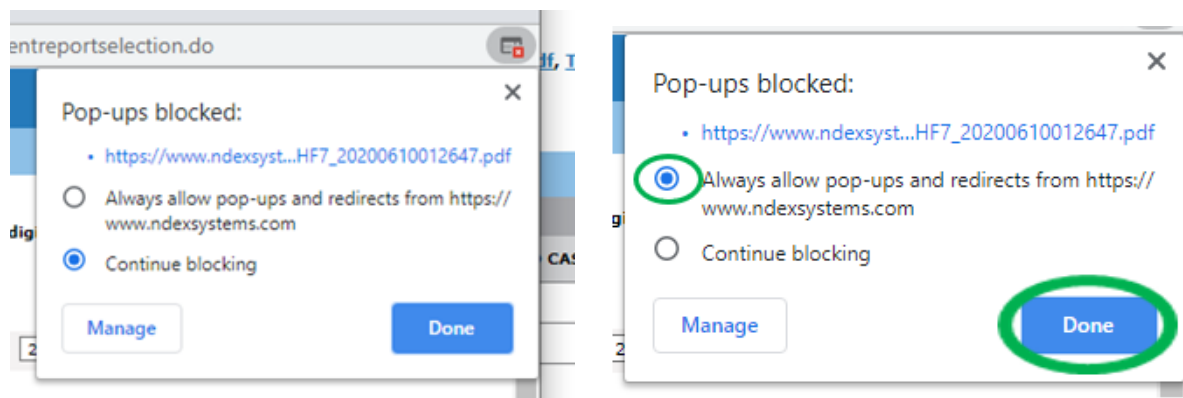
Report Creation Language: Client's preferred language

☐ 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

- 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

MENU

Client: TEST 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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Signed Account Applications			
<input type="checkbox"/>	Test Client Account Application.pdf(33KB)		Gloria Semaan	2020/06/08

ADD MODIFY DELETE DOWNLOAD CLOSE

If you have any difficulties with NDEX, please contact Gloria by email

gloria@ex-ponent.com or phone 613-747-2458 ext. 45