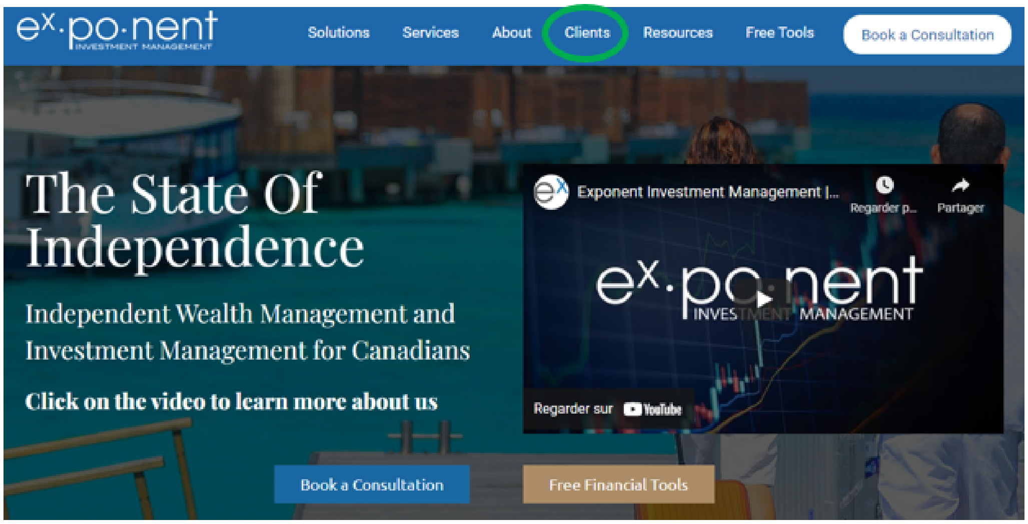
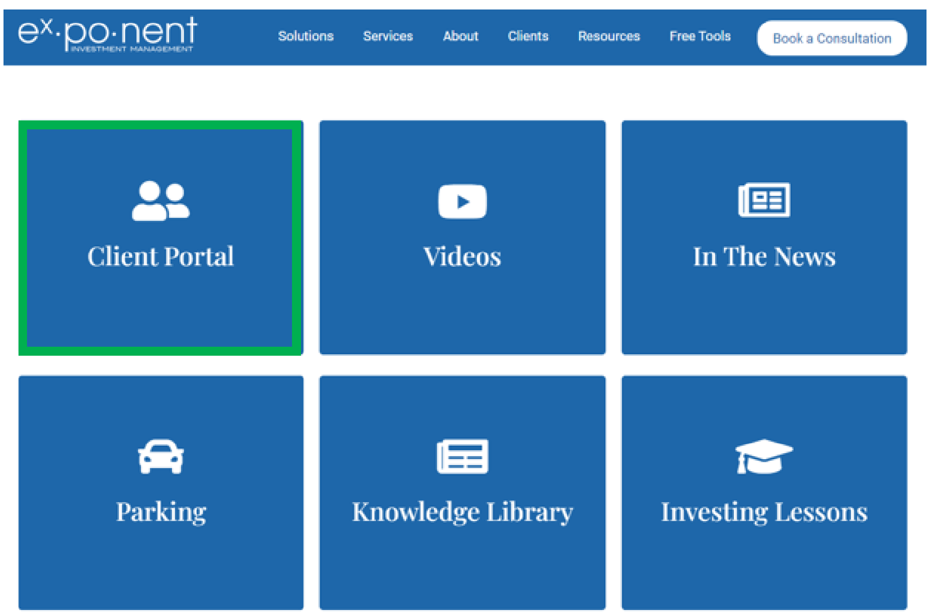
Instruction Manual

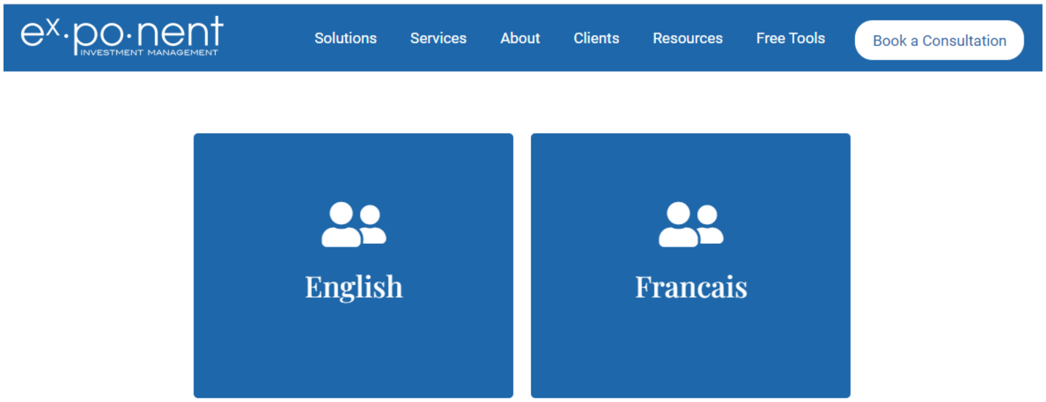
1. Visit **www.ex-ponent.com** and click on **Clients**.



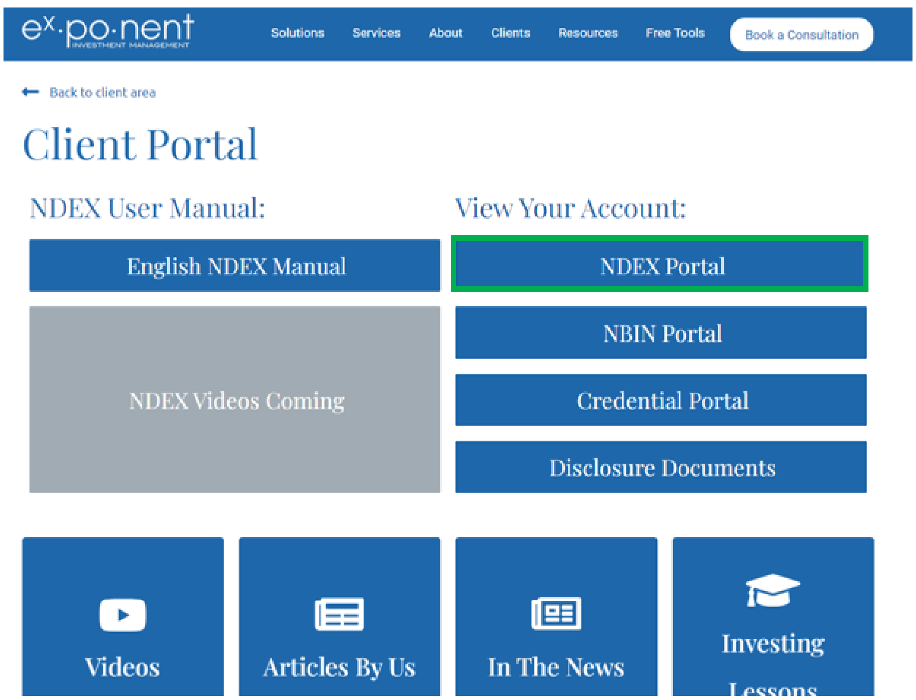
2. Now you will have 6 tiles to choose from. Click on **Client Portal.**



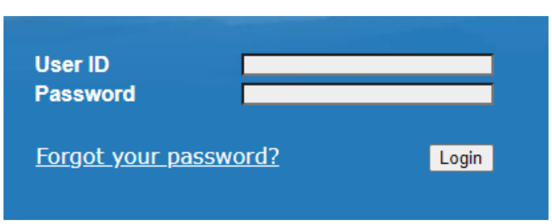
3. Choose your preferred language.

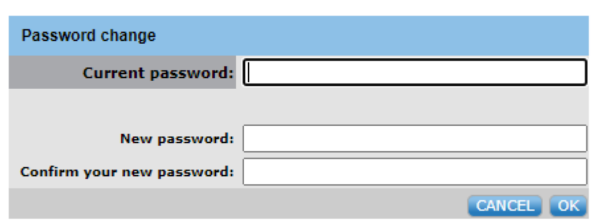


4. Choose **NDEX Portal.**



5. Enter the User ID and temporary password shared with you by email. You will then be 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.





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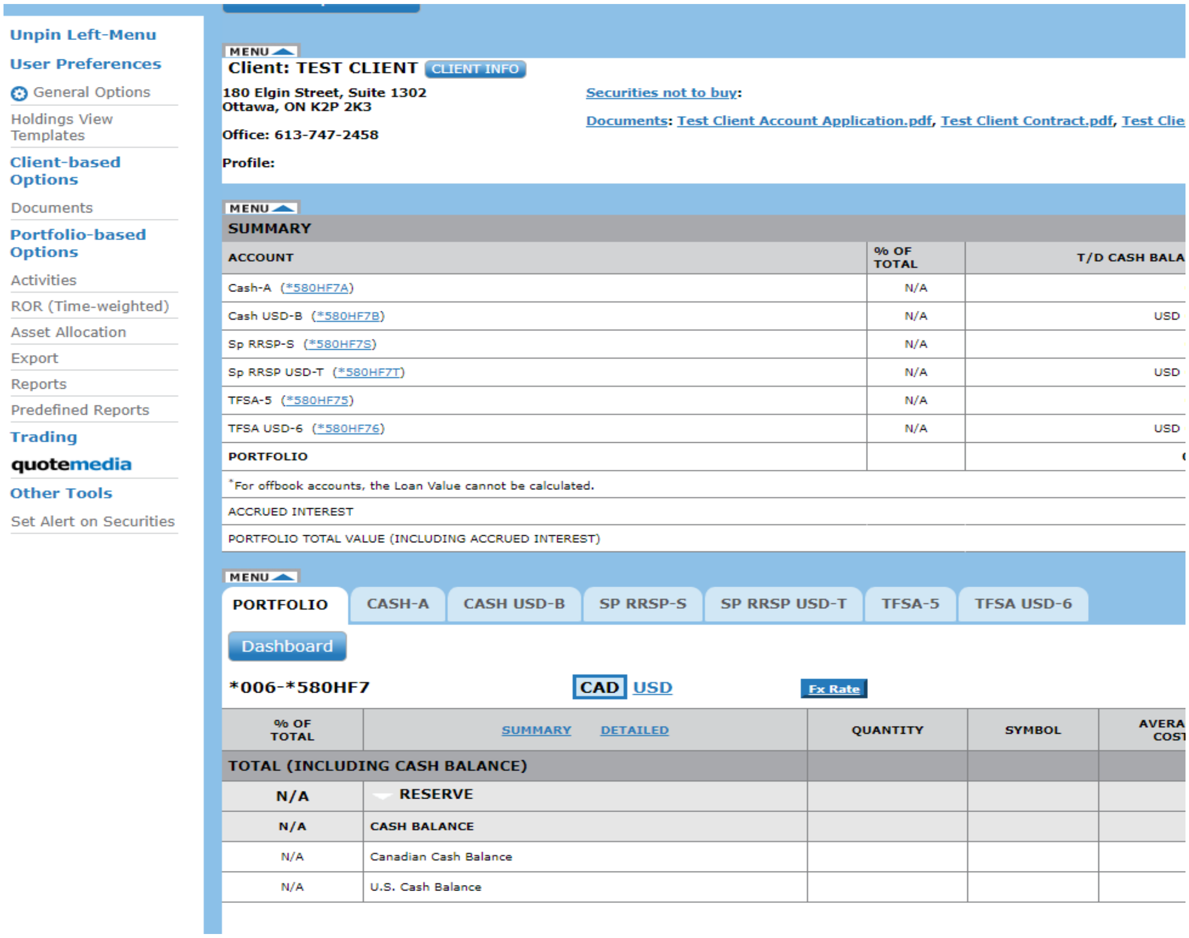
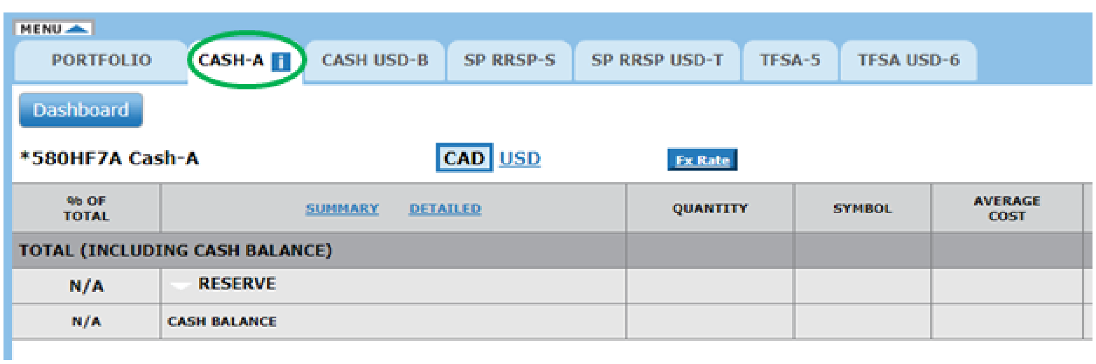
6. Success! You can now view all the details in your investment accounts.



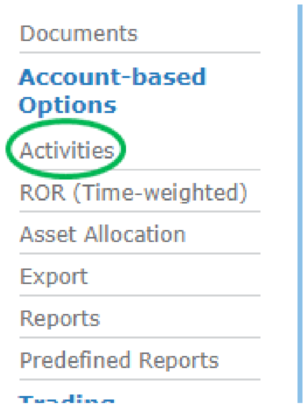
7. To view a specific account, simply click on the account tab as shown below.



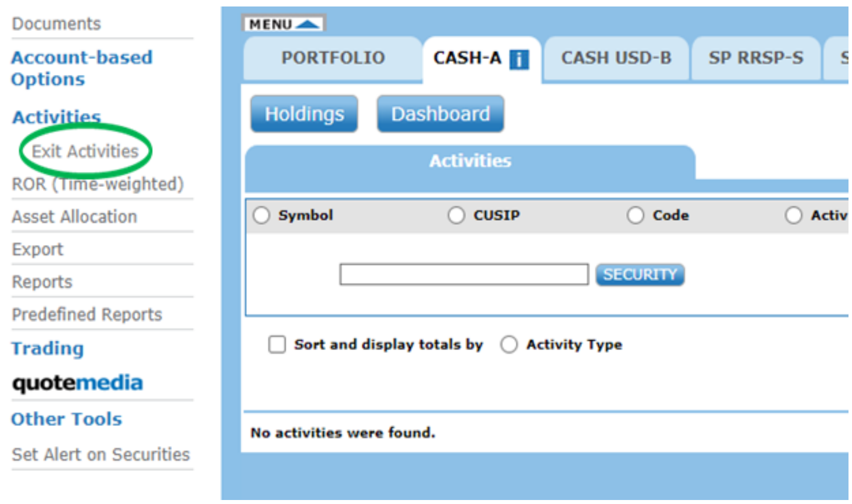
NDEX Features

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**.



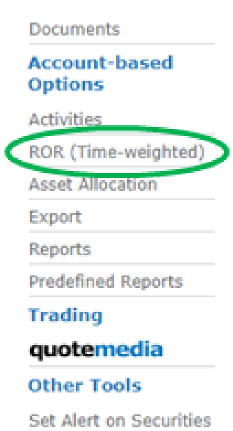
Click **Exit Activities** to return to the main screen.

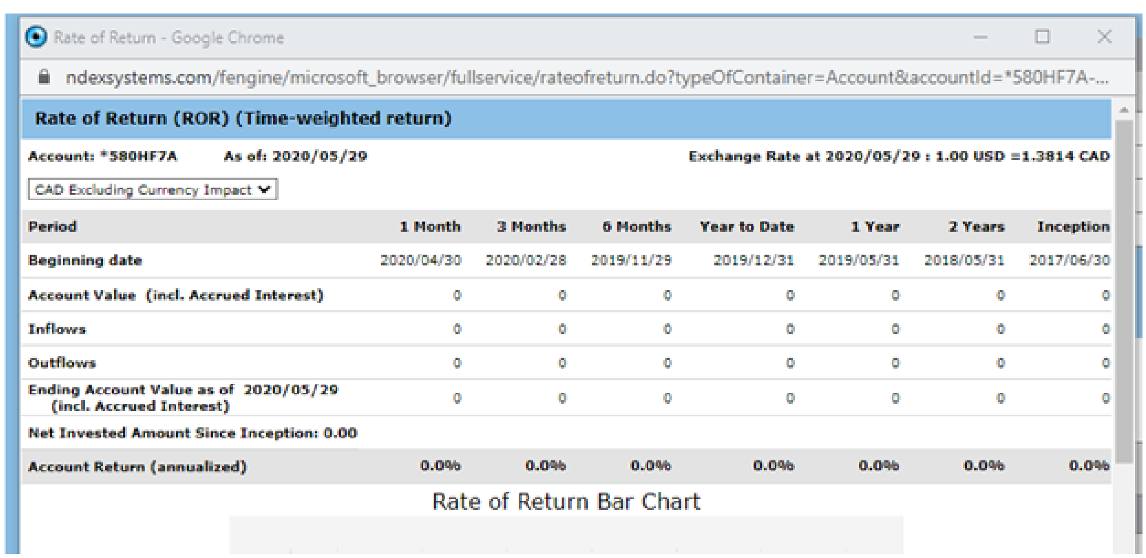


9. Rate of Return (ROR)

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.

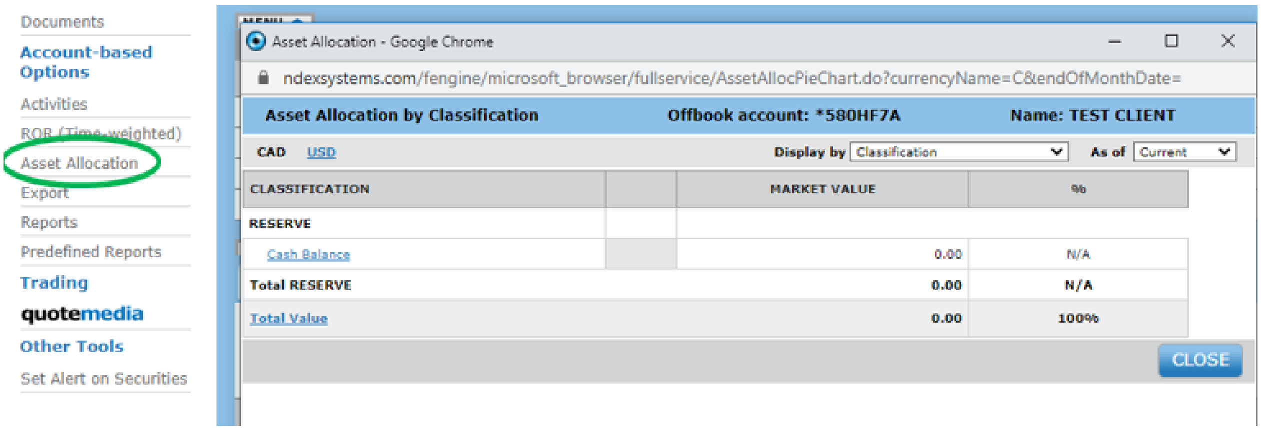




10. Asset Allocation

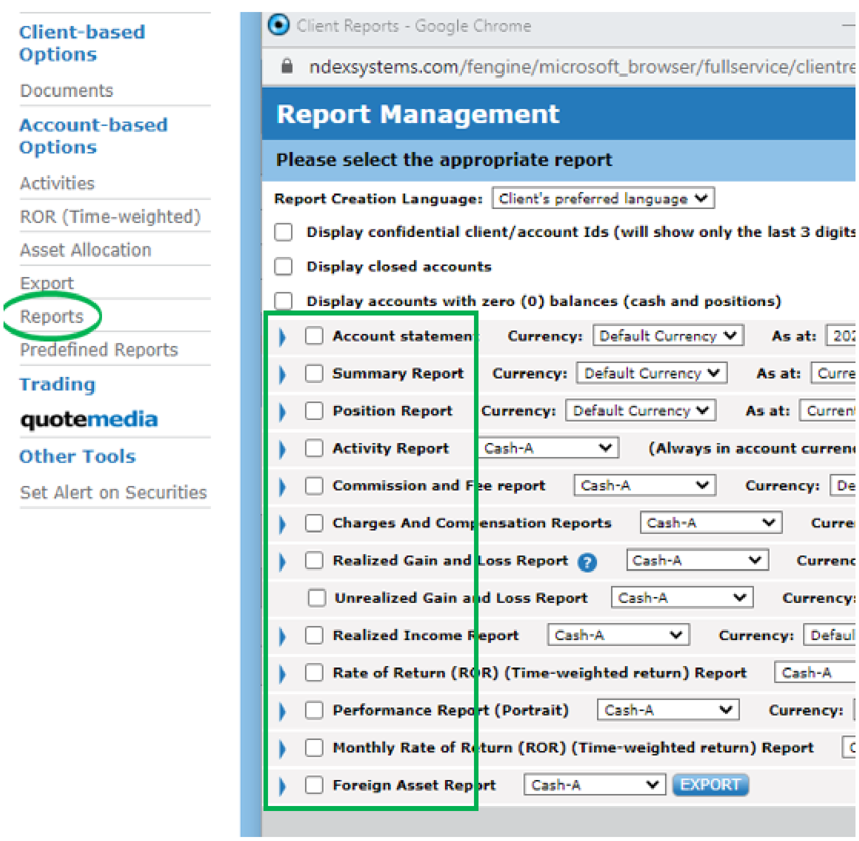
To view **Asset Allocation** select the portfolio of interest.

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



11. Reports

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



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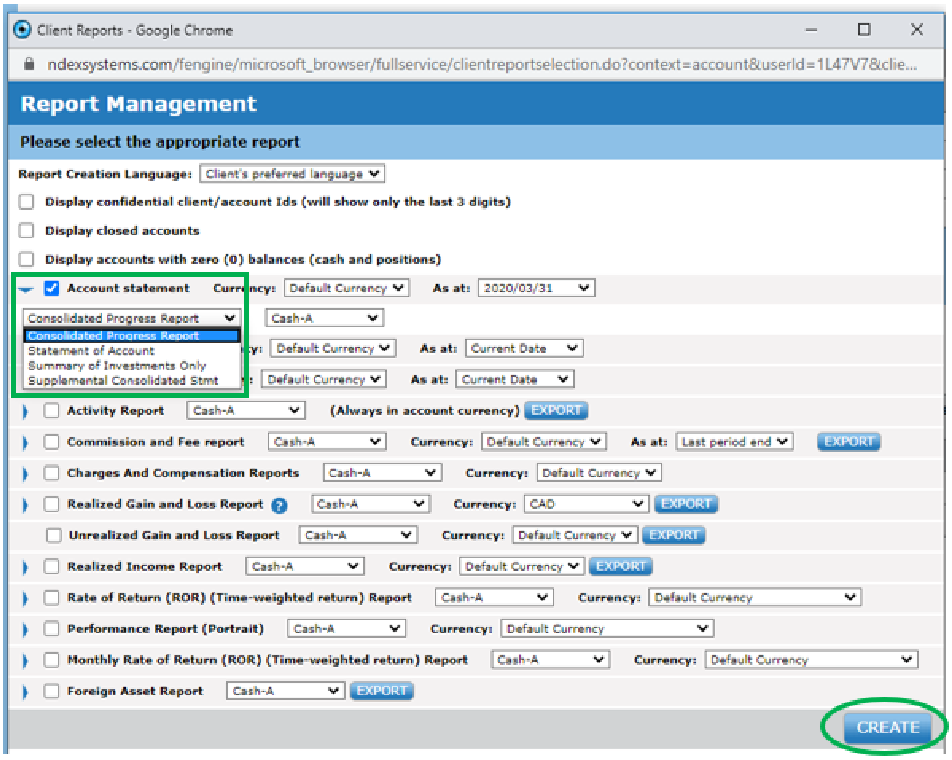
Select the report you wish to generate as shown below (Consolidated Progress Report) and click **CREATE.**



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

Progress Report
As at March 31, 2020

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

ADVISOR:
Compass

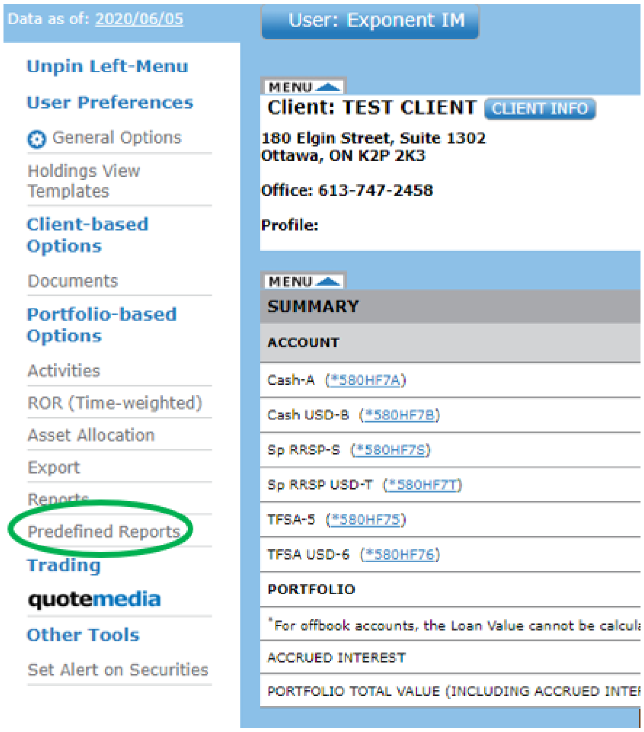
All monetary values are displayed in CAD unless specified otherwise.
Exchange Rate at 2020/03/31: 1.00 USD = 1.41242 CAD

Summary of Your Investments:

Current Asset Allocation		Market Value* (March 31, 2020)	%
	RESERVE	**0.00**	**0.0%**
	Cash Balance	0.00	0.0%
		0.00	**0 %**

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

12. Predefined Reports



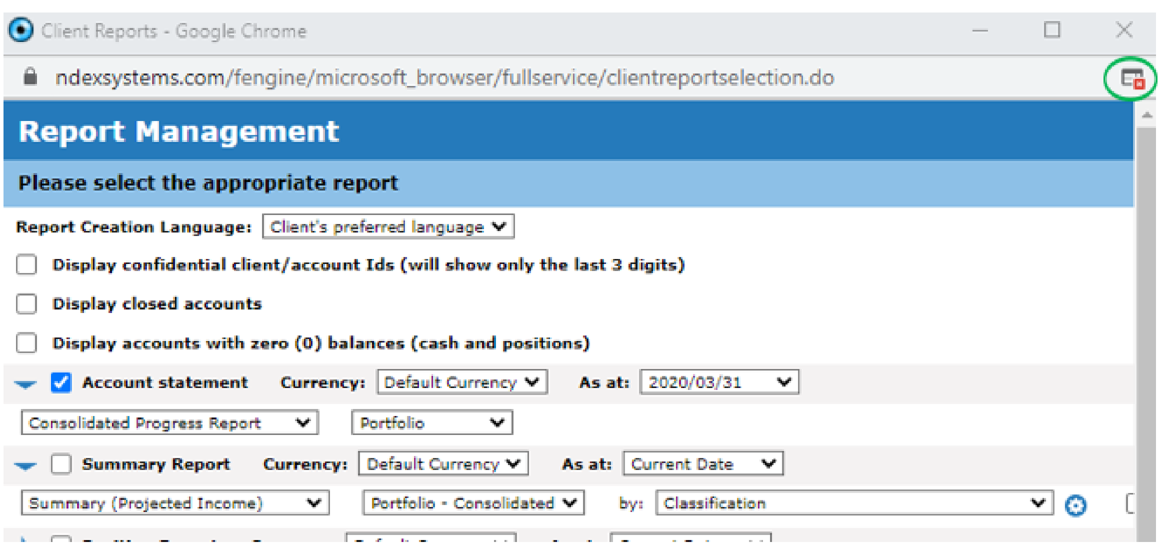
Predefined Reports will always generate the following reports:

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

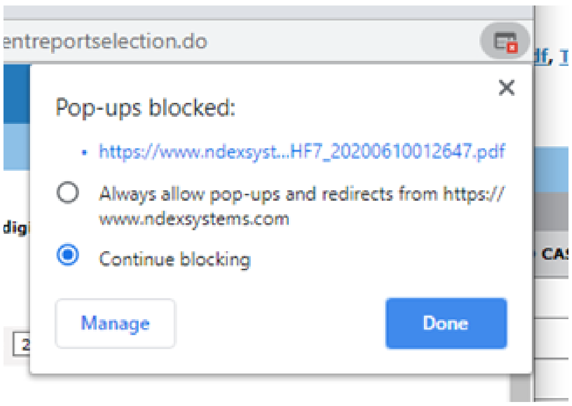
***If your reports do not generate, then you have a pop-up blocker. Follow the steps below to remove the pop-up blocker.**

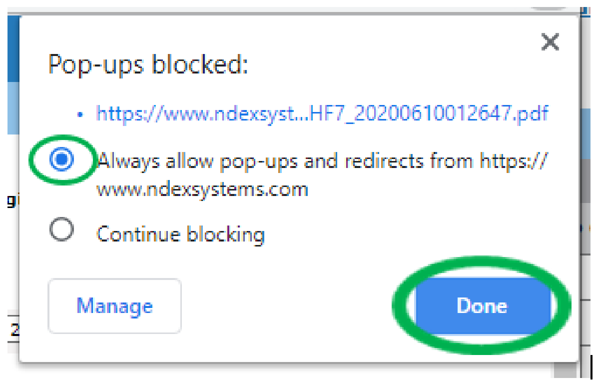
How to remove a pop-up blocker for **PC and MAC**

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



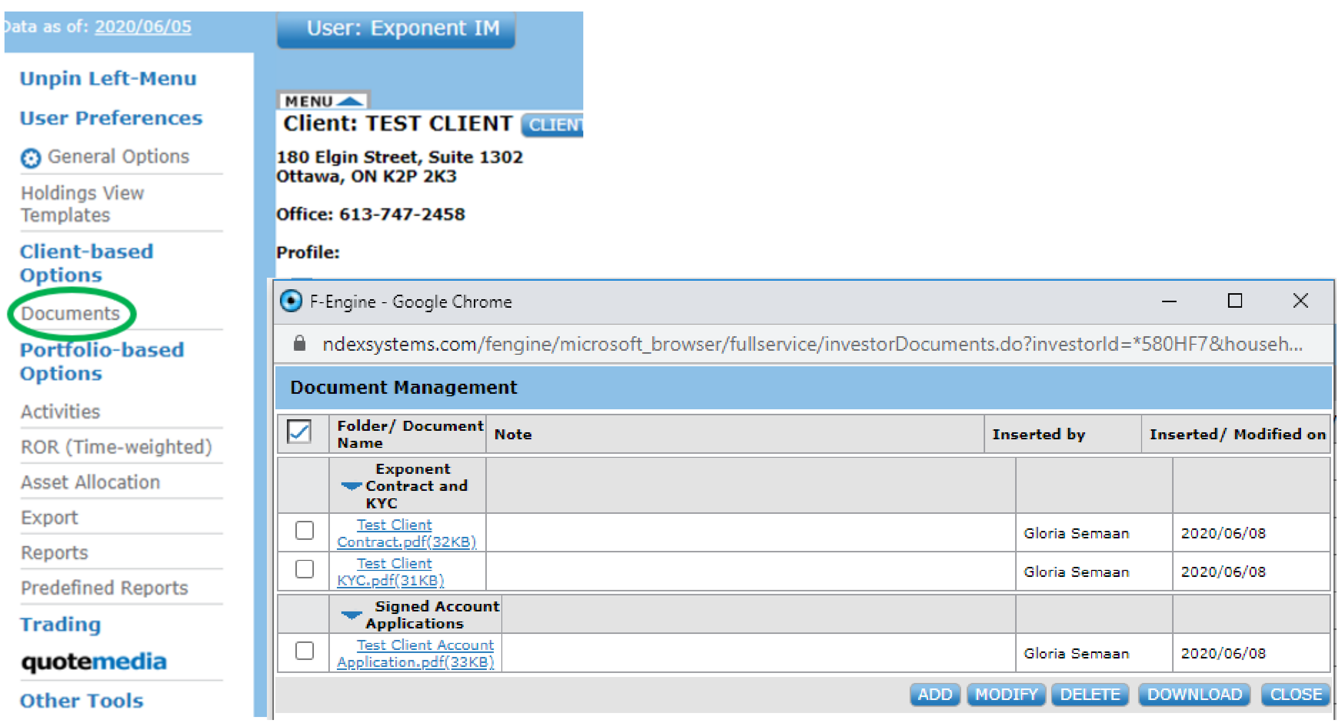
b. click on "Always allow pop-ups..." as shown below, then click "done".





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.



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