BROOKS MACDONALD

InvestBM

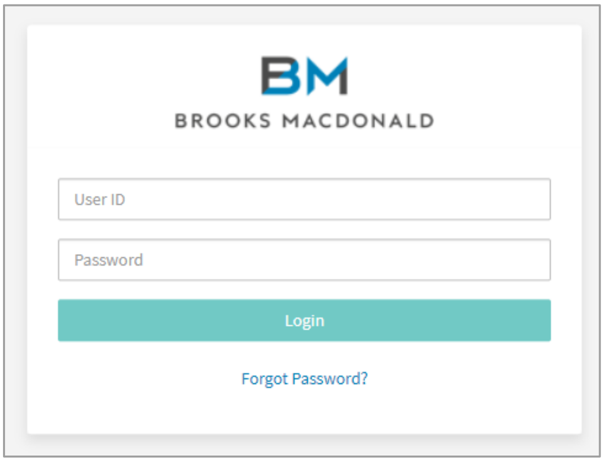
Portal User Guide for Clients

October 2022

V3

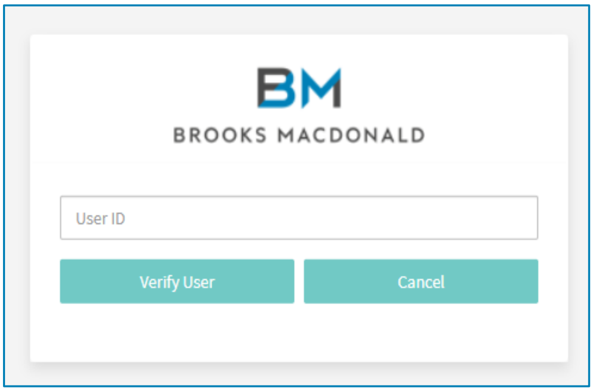
Contents

1. Login

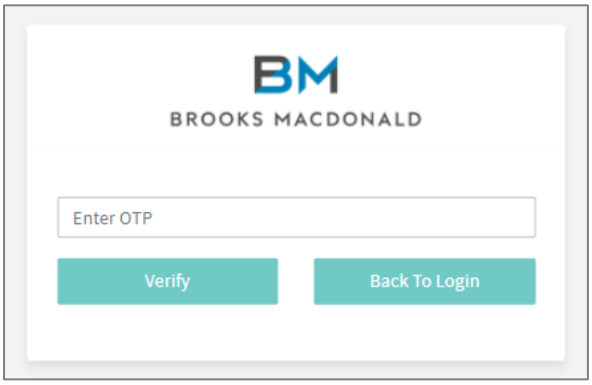


1.1 Forgot password

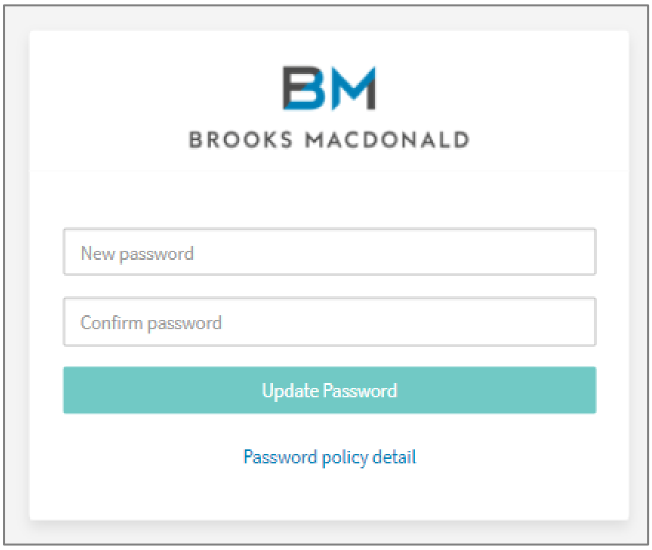
If you forget your password, you can click on the ‘Forgot Password?’ link to reset it. Simply enter your User ID and click on ‘Verify User’.



Enter the One Time Password (OTP) you receive in the email, which will be sent to your registered email address and click ‘Verify’.



You will then see the screen to create a new password.

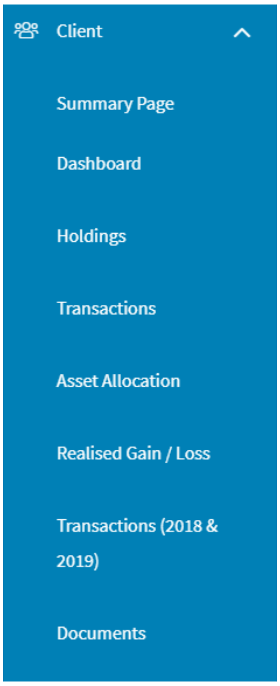


2. Navigating the Portal

2.1 The left-hand navigation menu

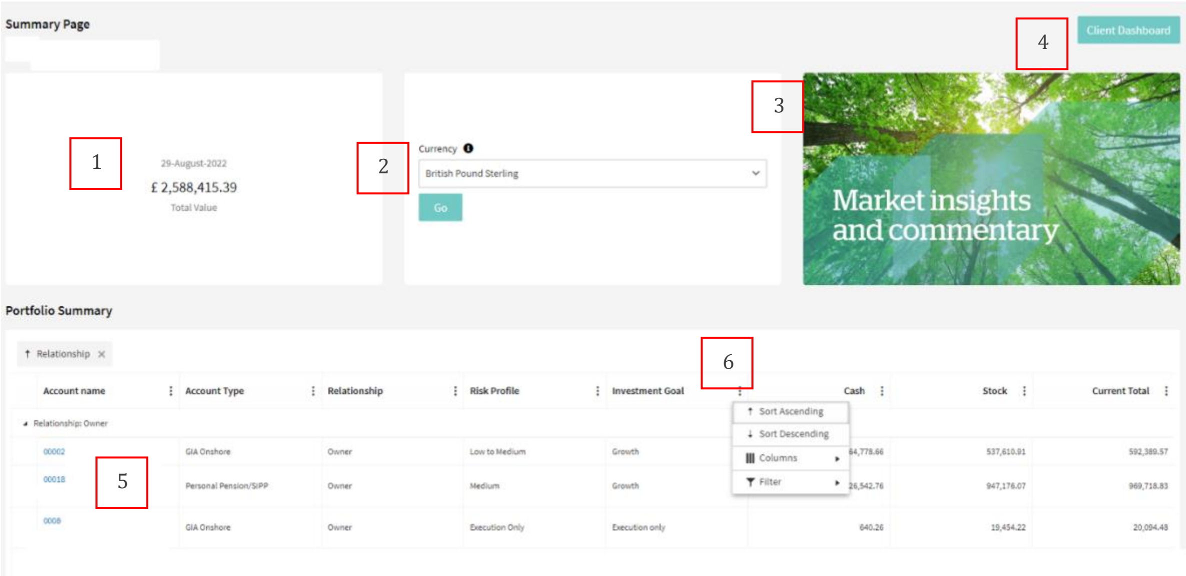
If the ‘client’ section in the portal is not expanded, then please click it. You will see that you have a number of options available.

Below – we explore each of these sections in more detail.



2.2 Summary Page

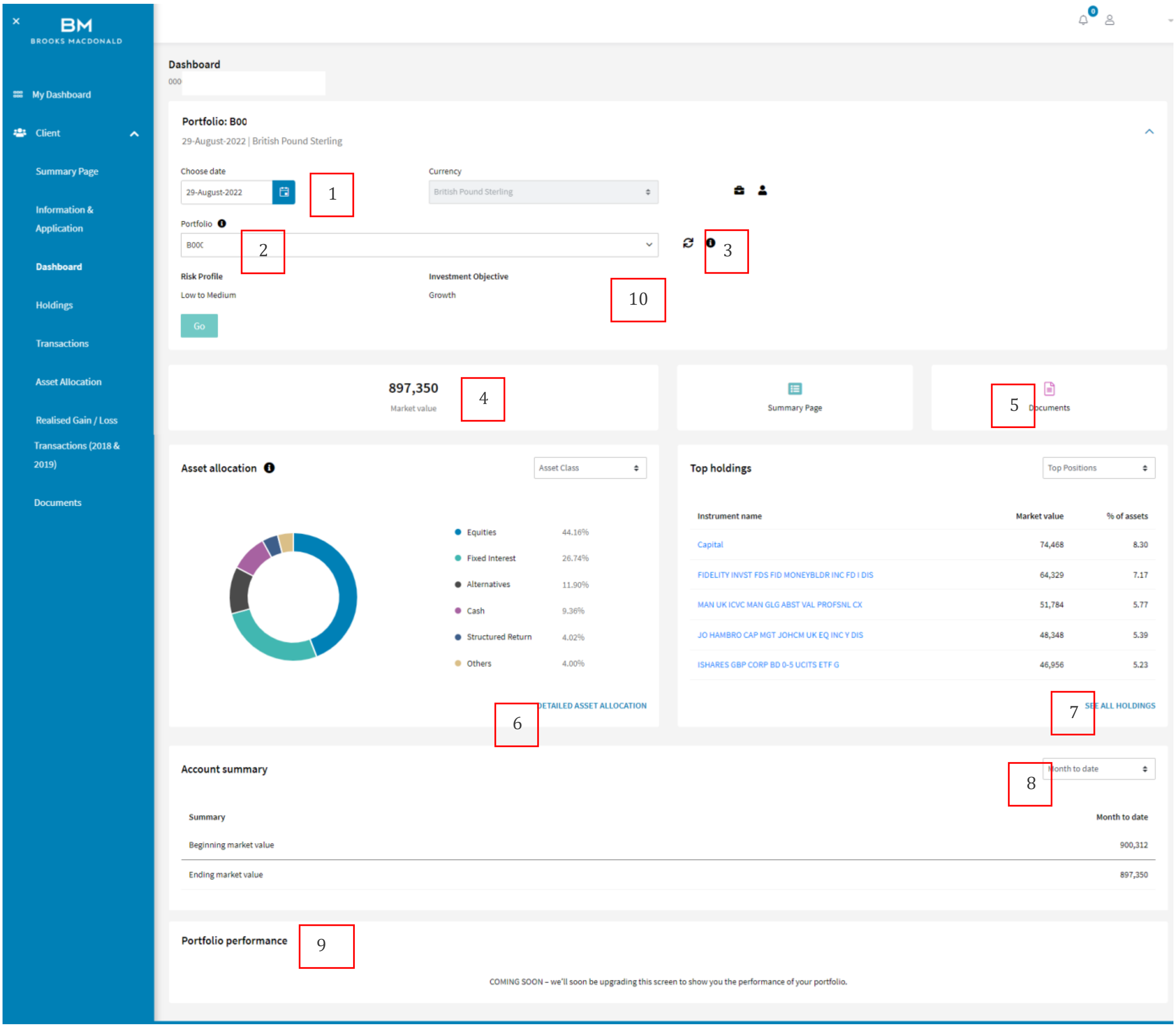
Shows the accounts that you hold.



1. This shows you the total value of accounts shown on this page, and the latest valuation date. The latest valuation date is ordinarily the previous working day
2. You are able to change the currency of the valuation, from GBP, EUR, and USD. You must hit 'go' after selecting the currency to update the information
3. Will exit you to a new page on the Brooks Macdonald website, which is our Chief Investment Office (CIO) insights and commentary
4. A view of your dashboard which shows asset allocation, holdings by account and performance – this will take you to the same screen as **'dashboard'** in the left-hand navigation menu
5. A list of all accounts, default groups by **'relationship'**. Note that, if you are a trustee of an account, this will also show here
6. You are able to select filters and ordering of the list by using these headers at the top. You will see that 'relationship' is selected by default under the header 'portfolio summary'. You are able to delete this by clicking on the cross and dragging another header into this space – it will group the view accordingly.

2.3 Dashboard

The **dashboard** is designed to be a high-level overview of the screens that are accessible via the links in the left-hand navigation panel.

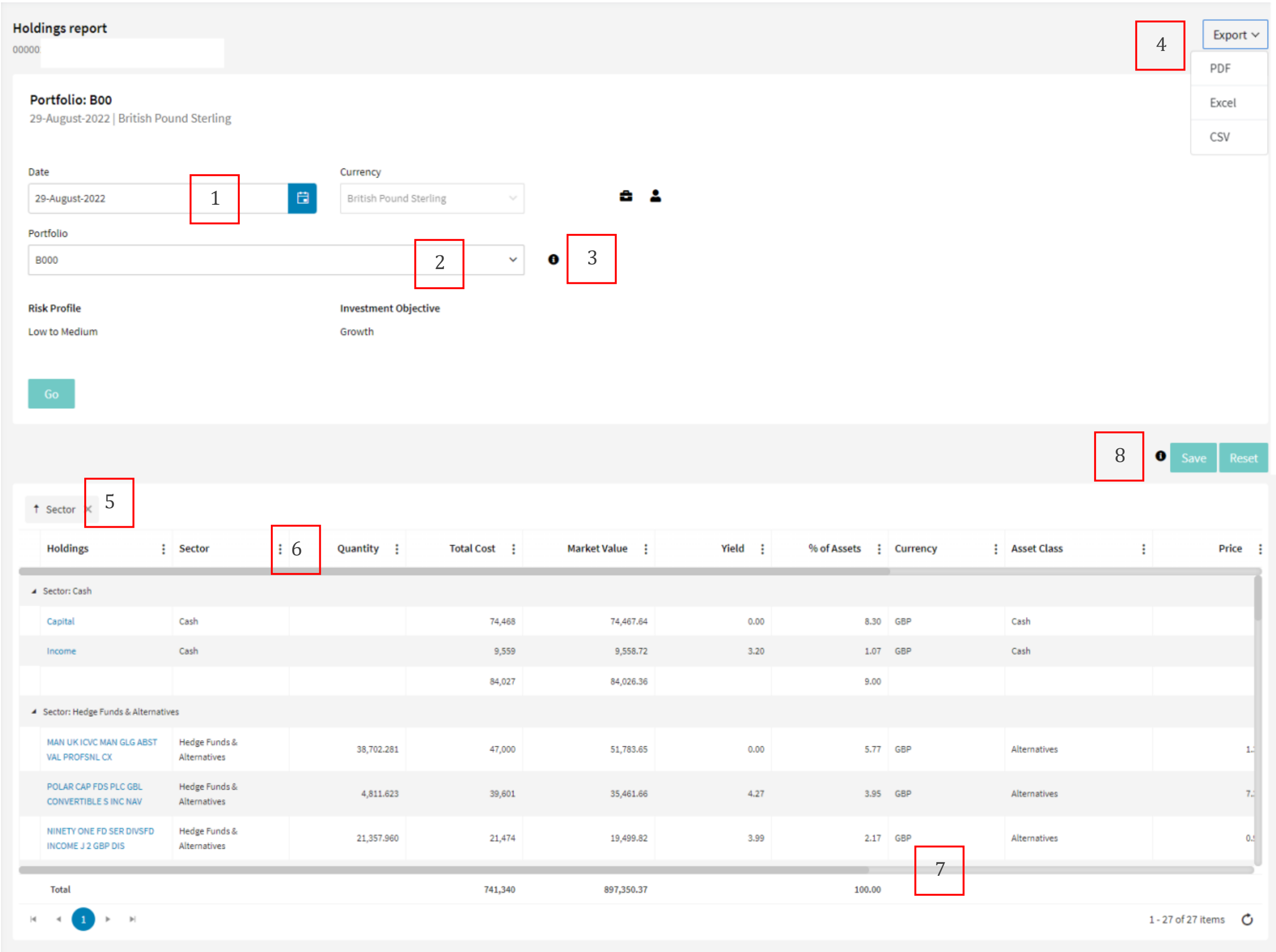


1. You are able to change the date to view the information on this screen back until 1 Jan 2020. Just remember to hit 'go' once you have selected your date.
2. This will enable you to see any of the accounts that you have linked to you.
    a. In this view, you may see an account that has a 'B' number. This is a representation of how your money with Brooks Macdonald is managed.
    b. If you click on (3), you will be able to see a list of the accounts that make up these 'B' account number.
    c. If you are unsure of this information, please speak with your contact at Brooks Macdonald.

3. If you have selected a 'B' reference number, which is a representation of how Brooks Macdonald manages your money, you are able to click this button to understand what accounts make up this reference.
4. This is the total market value of the account selected in (2), as at the date selected in (1)
5. You are able to access valuations related to accounts back until 1 Jan 2020. Any documents that are produced moving forward will also be loaded here.
6. This module shows a snapshot of the asset allocation in account selected in (2). You can click 'detailed asset allocation', and it will navigate to the 'asset allocation' screen in the left navigation menu.
7. This module shows a snapshot of the assets held in account selected in (2). You can click 'see all holdings', and it will navigate to the 'holdings' screen in the left navigation menu.
8. Selecting a time period will give you an opening and closing value of the account selected in (2). Note that the time frame defined in here is based on the date selected in (1) – i.e., if you select '12 months', it will be 12 months ending on the date selected
9. Portfolio performance is displayed back to inception (since the account was opened). The data used here is static data points at each month end, until 1 Jan 2020 when the data is calculated daily.
10. **ISA subscriptions –** if you select an ISA account in (2), you will see one or two additional fields appear. If the ISA has been contributed to, it will show how much has been contributed, and if there is remaining allowance there will be a header telling you the amount. If one of the headers does not display, it is because the figure relating to that header is zero.

2.4 Holdings

The **holdings report screen** is designed to provide a detailed view of holdings held within an account, or group of accounts, at a date selected.



1. You are able to change the date to view the information on this screen back until 1 Jan 2020. Just remember to hit 'go' once you have selected your date.
2. This will enable you to see any of the accounts linked to the one that you have selected.
    a. In this view, you may see an account that has a 'B' number. This is a representation of how your money with Brooks Macdonald is managed.
    b. If you click on (3), you will be able to see a list of the accounts that make up these 'B' account number.
    c. If you are unsure of this information, please speak with your contact at Brooks Macdonald.
3. If you have selected a 'B' reference number, which is a representation of how Brooks Macdonald manages your money, you are able to click this button to understand what accounts make up this reference.
4. You are able to export all of the data in this screen into three formats:

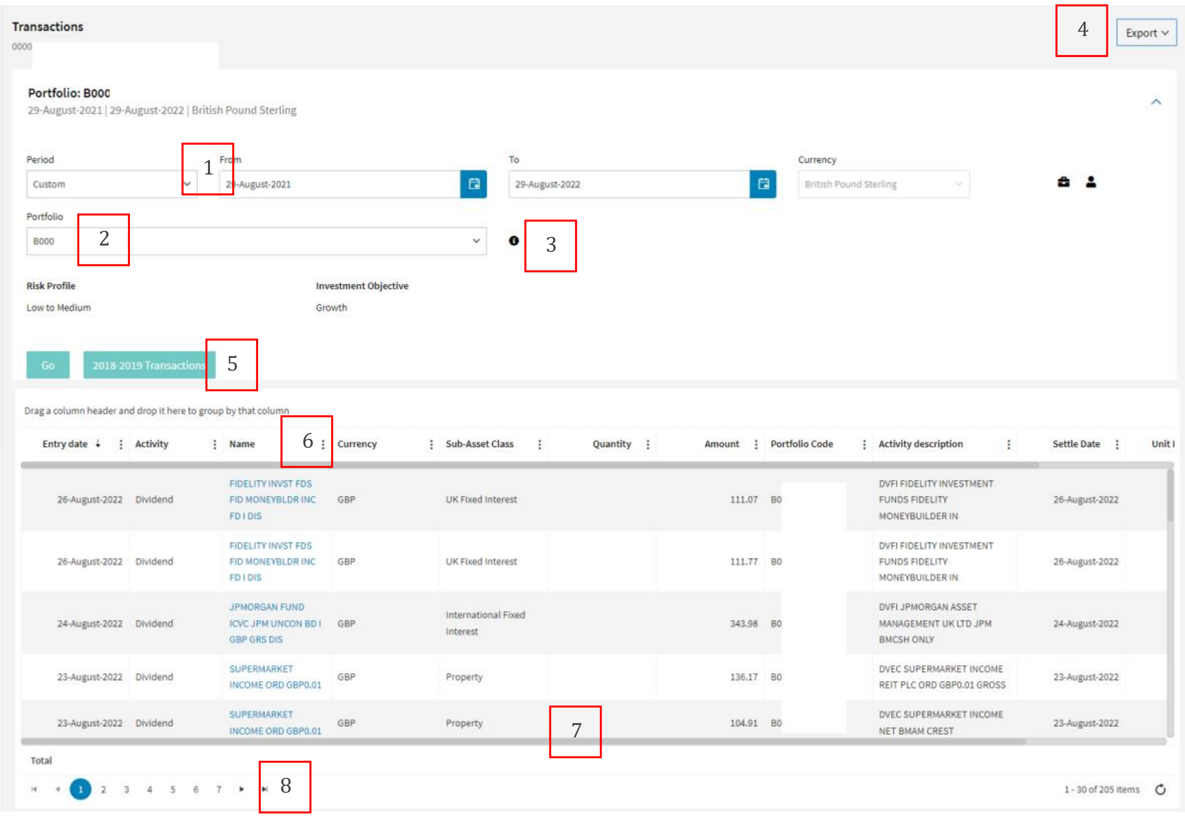
   a. PDF – which provides a branded and printable document
   b. Excel
   c. CSV

   All of the data will export in the same format / grouping / order that you have selected on your screen

5. You are able to delete this by clicking on the cross and dragging another header into this space – it will group the view accordingly.
6. You are able to select filters and ordering of the list by using these headers at the top. You are able to click on ⋮ and use the box to search for specific holdings / transactions, as needed
7. The table will regularly not fit onto the screen given the level of information included. You are able to use this scroll bar to view the columns to the right and left. You can click and hold a column title and drag it left and right to reorder your columns, too. This also forms part of the criteria that you can save under point (8)
8. If you regularly use this screen, you can sort your columns and ordering to your preferred state and click 'save'. This will retain your criteria for each visit

2.5 Transactions (incl. ‘Transactions 2018 & 2019)’)

The **transactions screen** is designed to provide a detailed view of transaction movements on the account, or group of accounts, for a date range selected.



1. Use the fields to select the date range of the transactions that you would like to view.
2. This will enable you to see any of your linked accounts.
    a. In this view, you may see an account that has a ‘B’ number. This is a representation of how your money with Brooks Macdonald is managed.
    b. If you click on (3), you will be able to see a list of the accounts that make up the ‘B’ account number.
    c. If you are unsure of this information, please speak with your contact at Brooks Macdonald.
3. If you have selected a ‘B’ reference number, which is a representation of how Brooks Macdonald manages your money, you are able to click this button to understand what accounts make up this reference.
4. You are able to export all of the data in this screen into three formats:
    a. PDF – which provides a branded and printable document
    b. Excel
    c. CSV

    All of the data will export in the same format / grouping / order that you have selected on your screen
5. We have loaded rich information into InvestBM for each of your portfolios back to 1 Jan 2020. For transactions, we have loaded 2018 and 2019 data too. This is available by

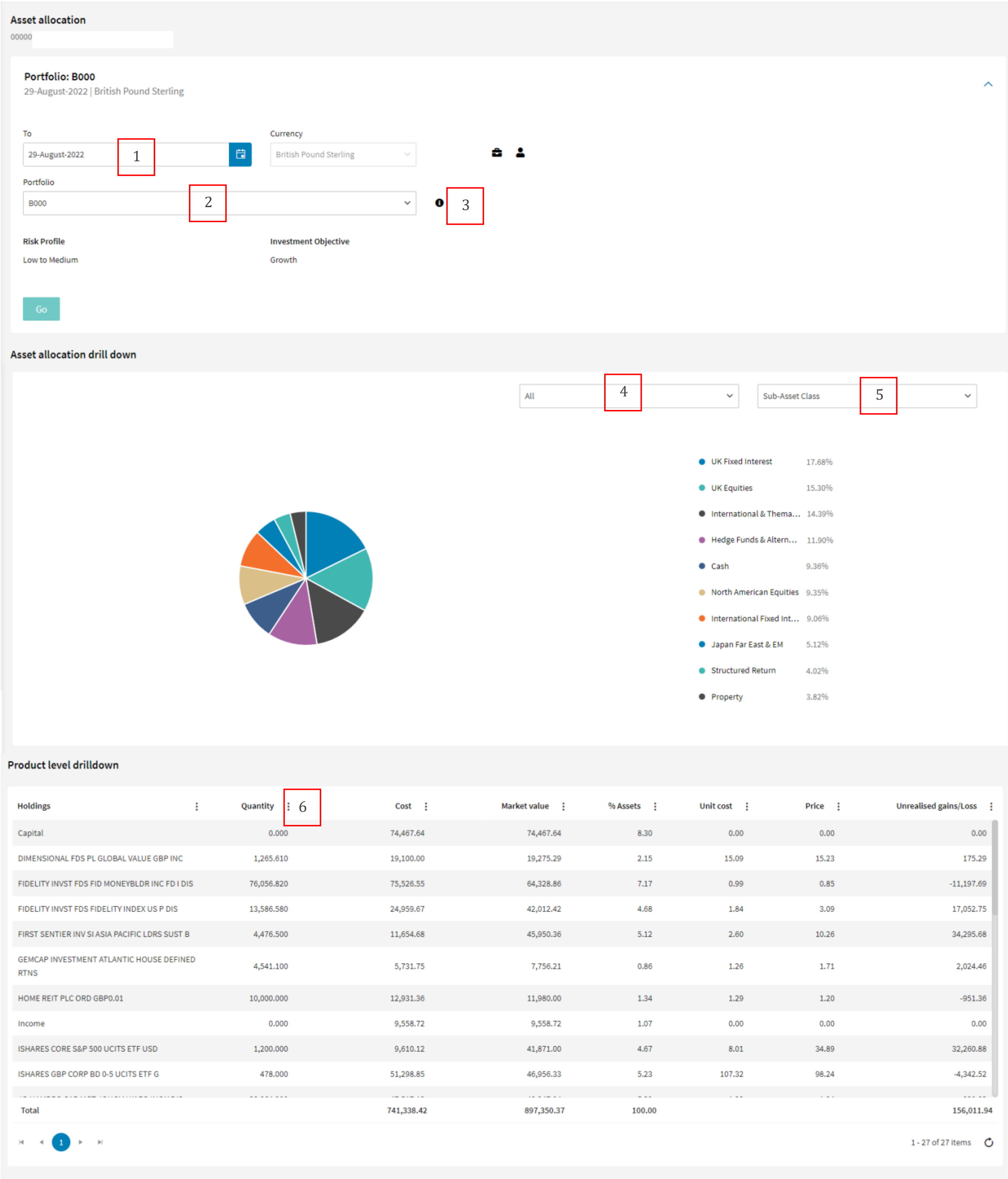
clicking here and can be filtered and navigated in the same way as this screen. By clicking this button, it will navigate you to the 2018-2019 menu option in the left-hand navigation option.

6. You are able to group the view by dragging and dropping a column header into this space. You are also able to select filters and ordering of the list by using these headers at the top.

   You can click on ⋮ and use the box to search for specific holdings / transactions, as needed
7. The table will regularly not fit onto the screen given the level of information included. You are able to use this scroll bar to view the columns to the right and left. You can click and hold a column title and drag it left and right to reorder your columns, too. This also forms part of the criteria that you can save, enabling you to retain your criteria for each visit

2.6 Asset Allocation

The **asset allocation screen** is designed to provide a detailed breakdown of the types of assets held in a portfolio.

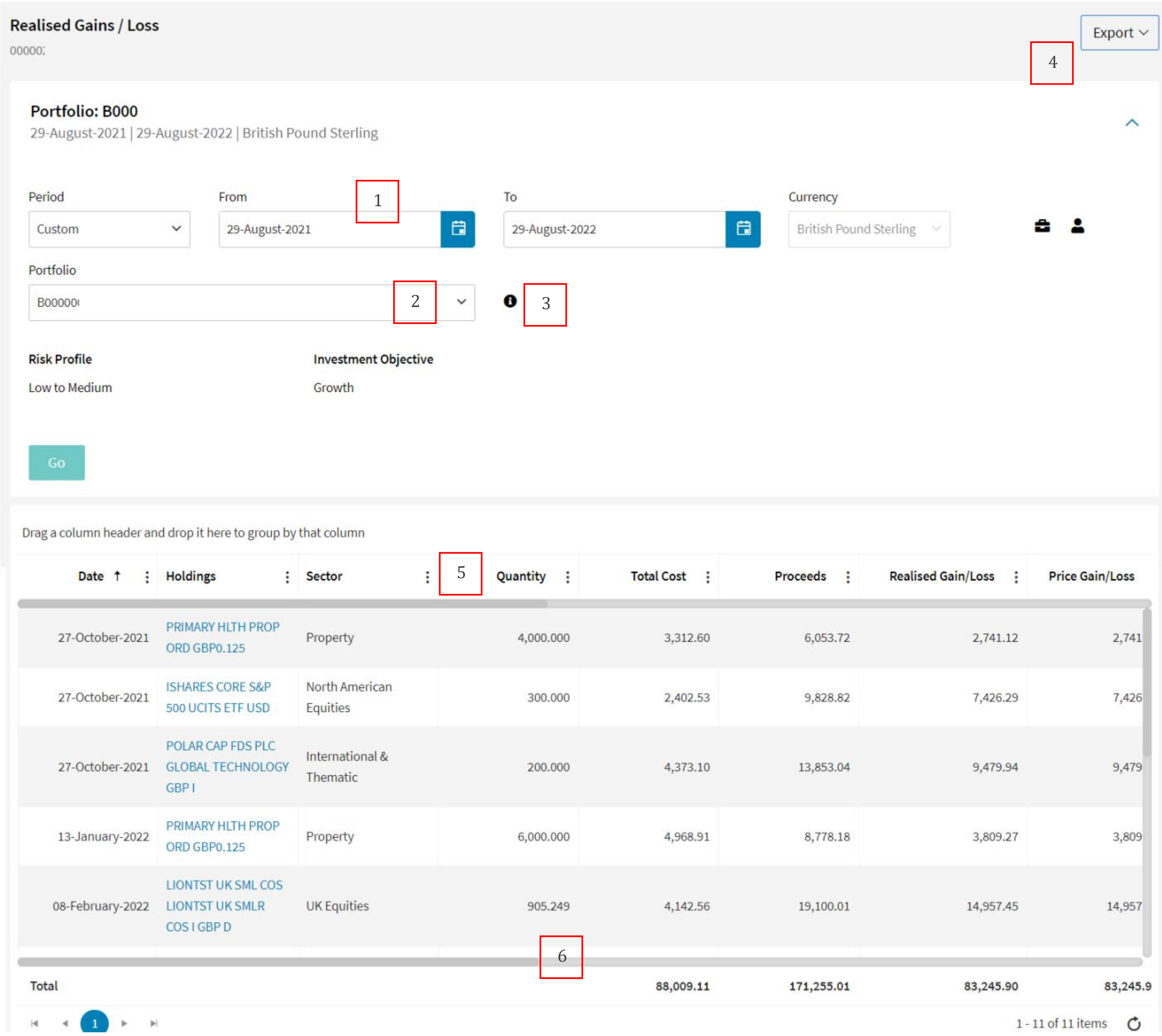


Holdings	Quantity	Cost	Market value	% Assets	Unit cost	Price	Unrealised gains/Loss
Capital	0.000	74,467.64	74,467.64	8.30	0.00	0.00	0.00
DIMENSIONAL FDS PL GLOBAL VALUE GBP INC	1,265.610	19,100.00	19,275.29	2.15	15.09	15.23	175.29
FIDELITY INVST FDS FID MONEYBLDR INC FD I DIS	76,056.820	75,526.55	64,328.86	7.17	0.99	0.85	-11,197.69
FIDELITY INVST FDS FIDELITY INDEX US P DIS	13,586.580	24,959.67	42,012.42	4.68	1.84	3.09	17,052.75
FIRST SENTIER INV SI ASIA PACIFIC LDRS SUST B	4,476.500	11,654.68	45,950.36	5.12	2.60	10.26	34,295.68
GEMCAP INVESTMENT ATLANTIC HOUSE DEFINED RTNS	4,541.100	5,731.75	7,756.21	0.86	1.26	1.71	2,024.46
HOME REIT PLC ORD GBP0.01	10,000.000	12,931.36	11,980.00	1.34	1.29	1.20	-951.36
Income	0.000	9,558.72	9,558.72	1.07	0.00	0.00	0.00
ISHARES CORE S&P 500 UCITS ETF USD	1,200.000	9,610.12	41,871.00	4.67	8.01	34.89	32,260.88
ISHARES GBP CORP BD 0-5 UCITS ETF G	478.000	51,298.85	46,956.33	5.23	107.32	98.24	-4,342.52
Total		741,338.42	897,350.37	100.00			156,011.94

1. You are able to change the date to view the information on this screen back until 1 Jan 2020. Just remember to hit 'go' once you have selected your date.
2. This will enable you to see any of your accounts.
    a. In this view, you may see an account that has a 'B' number. This is a representation of how your money with Brooks Macdonald is managed.
    b. If you click on (3), you will be able to see a list of the accounts that make up the 'B' account number.
    c. If you are unsure of this information, please speak with your contact at Brooks Macdonald.
3. If you have selected a 'B' reference number, which is a representation of how Brooks Macdonald manages your money, you are able to click this button to understand what accounts make up this reference.
4. This drop down will allow you to change the breakdown that you are looking at, to choose between different types of asset class.
5. Will allow you to take (4) to the next level of information, including sub-asset class and currency.
6. You are able to select filters and ordering of the list by using these headers at the top. You are able to click on ⋮ and use the box to perform a search as required

2.7 Realised Gain / Loss

The **Realised Gains / loss screen** is designed to provide a detailed view of transactions completed, and any resulting gain or loss. If you have any questions, please get in touch with your contact at Brooks Macdonald.



1. Use the fields to select the date range that you would like to view. You can go back as far as 1 January 2020. Just remember to hit 'go' once you have selected your date.
2. This will enable you to see any of your accounts.
   a. In this view, you may see an account that has a 'B' number. This is a representation of how your money with Brooks Macdonald is managed.
   b. If you click on (3), you will be able to see a list of the accounts that make up the 'B' account number.

    c. If you are unsure of this information, please speak with your contact at Brooks Macdonald.

3. If you have selected a ‘B’ reference number, which is a representation of how Brooks Macdonald manages your money, you are able to click this button to understand what accounts make up this reference.
4. You are able to export all of the data in this screen into three formats:
    a. PDF – which provides a branded and printable document
    b. Excel
    c. CSV

    All of the data will export in the same format / grouping / order that you have selected on your screen
5. You are able to group the view by dragging and dropping a column header into this space. You are also able to select filters and ordering of the list by using these headers at the top.

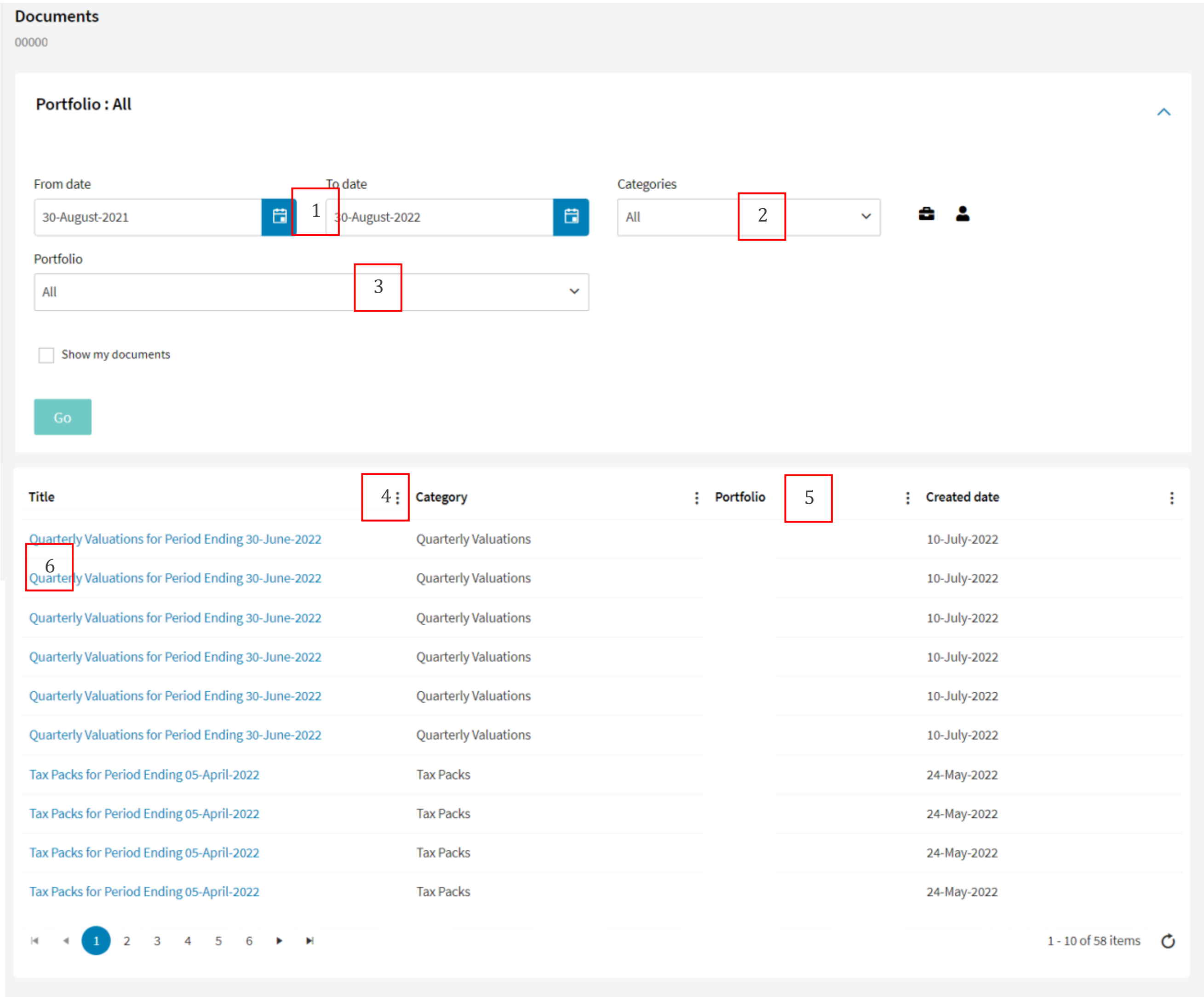
    You can click on ⋮ and use the box to perform a search as required
6. The table will regularly not fit onto the screen given the level of information included. You are able to use this scroll bar to view the columns to the right and left. You can click and hold a column title and drag it left and right to reorder your columns, too. This also forms part of the criteria that you can save, enabling you to retain your criteria for each visit

2.8 Documents

The **documents screen** is designed to give an overview of all documents that Brooks Macdonald has sent to you since 1 Jan 2020. This includes:

- Quarterly valuations
- Tax packs
- Costs and charges
- Client & custody money statements

Note that, until Jul 2022, the costs and charges and client & customer money statements were provided with the quarterly valuations – costs and charges once a year in the December valuation and the customer money statements at the end of every quarter.



1. Use the fields to select the date range of the transactions that you would like to view. You can go back as far as 1 January 2020. Just remember to hit 'go' once you have selected your date.

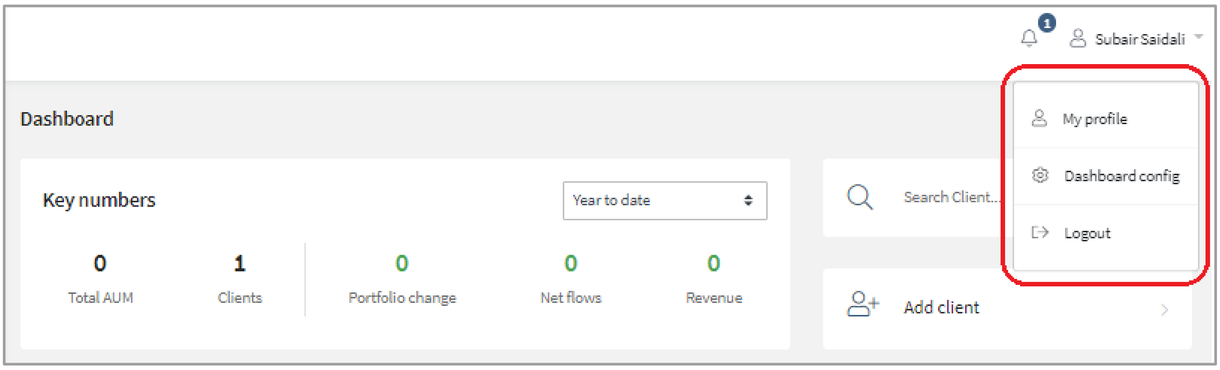
2. This filter will enable you to focus on specific documents that you want for the date range selected. Note that some documents are included in the same PDF as the quarterly valuations up until July 2022.
3. This will enable you to see any of your accounts.
    a. In this view, you may see an account that has a 'B' number. This is a representation of how your money with Brooks Macdonald is managed.
    b. If you are unsure of this information, please speak with your contact at Brooks Macdonald.
4. You are able to select filters and ordering of the list by using these headers at the top. You are able to click on ⋮ and use the box to perform a search as required
5. This shows the account number that is related to the document.
6. Clicking on this link will allow you to download a PDF of the document that you have requested. You can then save these, or print.

3. Logout

Please note that the auto logout process is 30 minutes.

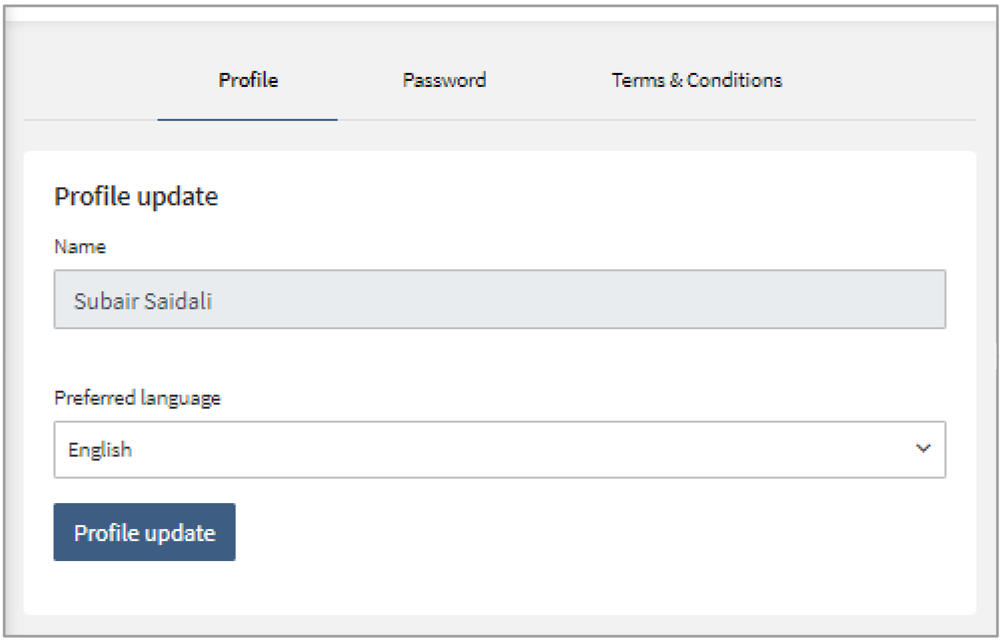
If you would like to log out manually, click on your username on the top-right corner of the page, to display the dropdown menu with the following options:

> My profile
> Dashboard config
> Logout



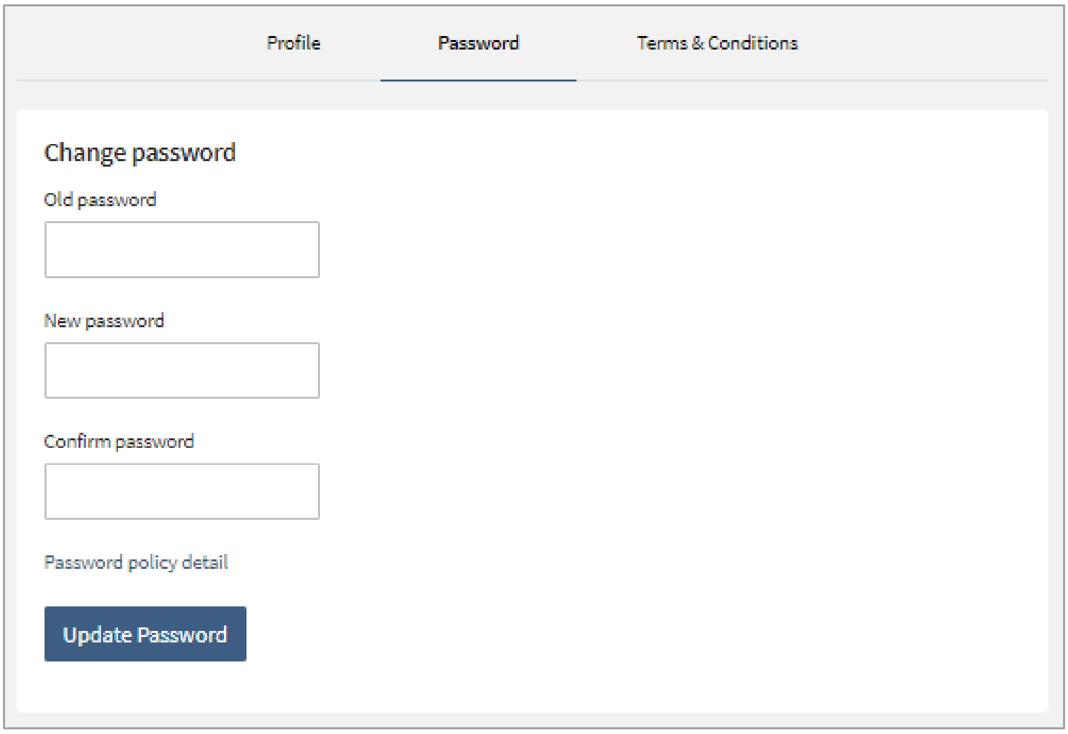
3.1 My profile

You can modify your profile details.



3.1.1 Change password

Select the '**Password**' tab to change the password.



3.2 Dashboard Config

You are able to change some settings in your Dashboard Config, including the size and location of tiles. This will allow you to personalise to suit you.

3.3 Logout

Click on **'Logout'** to exit the portal.