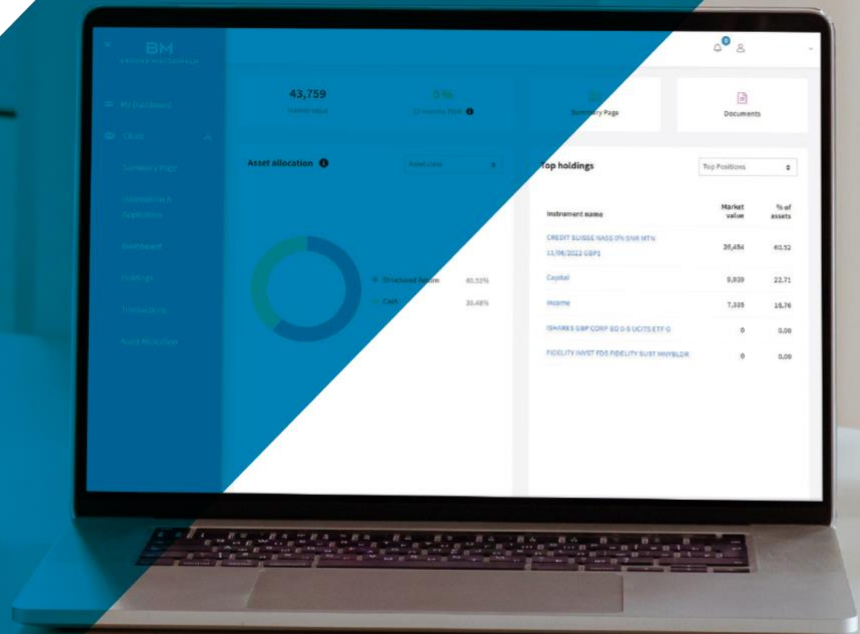




BROOKS MACDONALD

InvestBM

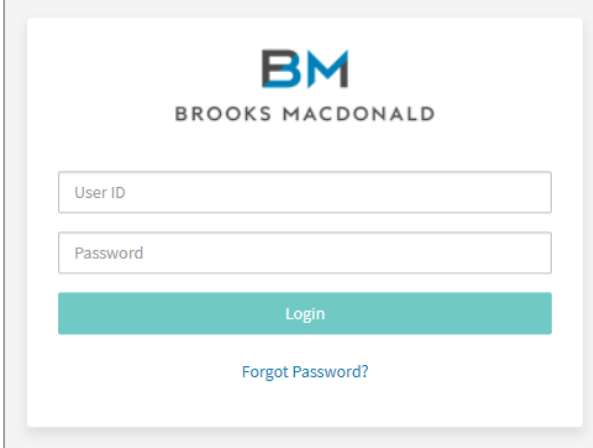
Portal User Guide for Clients
October 2022
V3



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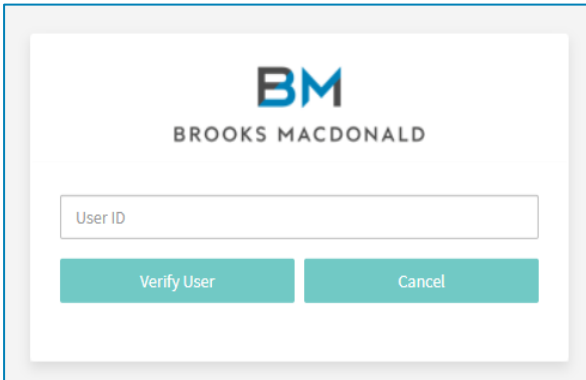
1. Login



The image shows the main login page for Brooks Macdonald. At the top, there is the BM logo and the text "BROOKS MACDONALD". Below this, there are two input fields: "User ID" and "Password". A teal "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Forgot Password?".

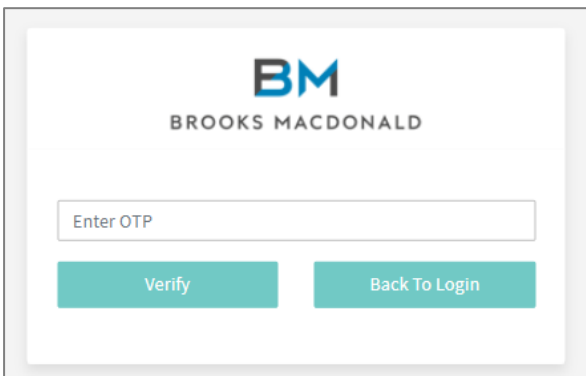
1.1 Forgot password

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'.



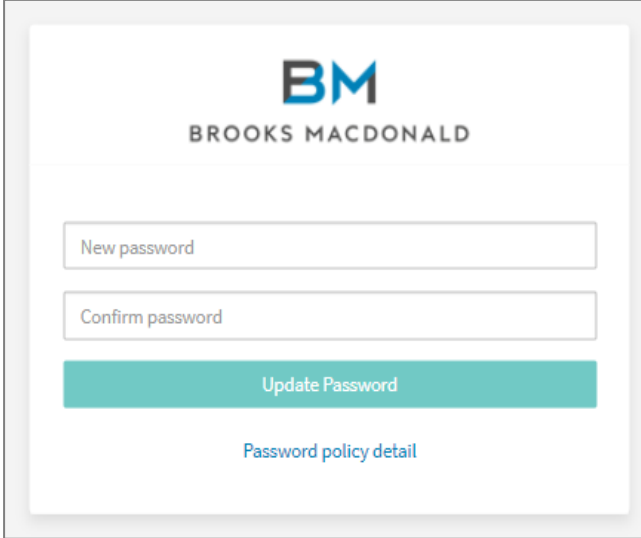
The image shows the "Forgot Password" verification screen. It features the BM logo and "BROOKS MACDONALD" at the top. There is a single input field labeled "User ID". Below the input field are two teal buttons: "Verify User" and "Cancel".

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



The image shows the OTP verification screen. It features the BM logo and "BROOKS MACDONALD" at the top. There is a single input field labeled "Enter OTP". Below the input field are two teal buttons: "Verify" and "Back To Login".

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



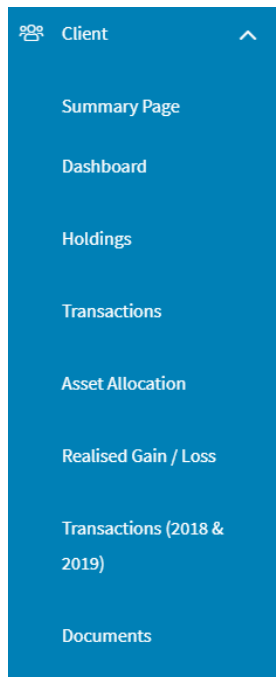
The screenshot shows a web interface for updating a password. At the top, the logo 'BM' is displayed in blue, with 'BROOKS MACDONALD' written below it in a smaller, dark font. Below the logo, there are two input fields: the first is labeled 'New password' and the second is labeled 'Confirm password'. Below these fields is a teal-colored button with the text 'Update Password'. At the bottom of the form, there is a link labeled 'Password policy detail'.

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.

The screenshot shows the 'Summary Page' interface. At the top right is a 'Client Dashboard' button (4). Below it is a large banner for 'Market insights and commentary'. On the left, a box shows the latest valuation date '29-August-2022' and 'Total Value' of '£ 2,588,415.39' (1). Next to it is a 'Currency' dropdown menu set to 'British Pound Sterling' with a 'Go' button (2). A 'Portfolio Summary' table (6) is shown below, with a filter dropdown menu open over it. The table has columns for 'Account name', 'Account Type', 'Relationship', 'Risk Profile', 'Investment Goal', 'Cash', 'Stock', and 'Current Total'. A 'Relationship: Owner' filter is applied. The table lists three accounts (5):

Account name	Account Type	Relationship	Risk Profile	Investment Goal	Cash	Stock	Current Total
00002	GIA Onshore	Owner	Low to Medium	Growth	94,778.66	537,610.91	592,389.57
00018	Personal Pension/SPP	Owner	Medium	Growth	28,542.76	947,176.07	969,718.83
0008	GIA Onshore	Owner	Execution Only	Execution only	640.26	19,454.22	20,094.48

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.

The screenshot shows the BM Dashboard interface. The left-hand navigation panel includes links for My Dashboard, Client, Summary Page, Information & Application, Dashboard, Holdings, Transactions, Asset Allocation, Realised Gain / Loss, Transactions (2018 & 2019), and Documents. The main dashboard area displays the following components:

- 1:** Date selection dropdown (29-August-2022).
- 2:** Portfolio selection dropdown (B00C).
- 3:** Refresh icon.
- 4:** Market value display (897,350).
- 5:** Documents icon.
- 6:** Asset allocation donut chart and table.
- 7:** Top holdings table.
- 8:** Account summary table.
- 9:** Portfolio performance section.
- 10:** Investment Objective (Growth).

Asset allocation table:

Asset Class	Percentage
Equities	44.16%
Fixed Interest	26.74%
Alternatives	11.90%
Cash	9.36%
Structured Return	4.02%
Others	4.00%

Top holdings table:

Instrument name	Market value	% of assets
Capital	74,468	8.30
FIDELITY INVEST FDS FID MONEYBLDR INC FD I DIS	64,329	7.17
MAN UK ICVC MAN GLG ABST VAL PROFSNL CX	51,784	5.77
JO HAMBRO CAP MGT JOHCM UK EQ INCY DIS	48,348	5.39
ISHARES GBP CORP BD 0-5 UCITS ETF G	46,956	5.23

Account summary table:

	Month to date
Beginning market value	900,312
Ending market value	897,350

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.

The screenshot shows the 'Holdings report' interface. At the top right, there is an 'Export' dropdown menu (4) with options for PDF, Excel, and CSV. Below this, the 'Portfolio: B00' is identified as '29-August-2022 | British Pound Sterling'. The main filter area includes a 'Date' field (1) set to '29-August-2022', a 'Currency' dropdown set to 'British Pound Sterling', and a 'Portfolio' dropdown (2) set to 'B000'. A button (3) is located next to the portfolio dropdown. Below these are 'Risk Profile' (Low to Medium) and 'Investment Objective' (Growth) sections, followed by a 'Go' button. At the bottom right of the filter area, there are 'Save' and 'Reset' buttons (8). The main table (5) has a 'Sector' filter and a table header (6) with columns: Holdings, Sector, Quantity, Total Cost, Market Value, Yield, % of Assets, Currency, Asset Class, and Price. The table lists holdings under 'Sector: Cash' and 'Sector: Hedge Funds & Alternatives'. A 'Total' row at the bottom of the table shows a market value of 897,350.37 and a percentage of assets of 100.00 (7). A pagination bar at the bottom left shows '1' and '1 - 27 of 27 items'.

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.


The screenshot shows the 'Transactions' interface for Portfolio B000. It includes a date range selector (1), a portfolio dropdown (2), an account selection icon (3), a 'Go' button (5), a table of transactions with columns like Entry date, Activity, Name, Currency, Sub-Asset Class, Quantity, Amount, Portfolio Code, Activity description, and Settle Date (6), a table row (7), and a pagination control (8).

Entry date	Activity	Name	Currency	Sub-Asset Class	Quantity	Amount	Portfolio Code	Activity description	Settle Date	Unit
26-August-2022	Dividend	FIDELITY INVEST FDS FID MONEYBLDR INC FD I DIS	GBP	UK Fixed Interest		111.07	B0	DVFI FIDELITY INVESTMENT FUNDS FIDELITY MONEYBUILDER IN	26-August-2022	
26-August-2022	Dividend	FIDELITY INVEST FDS FID MONEYBLDR INC FD I DIS	GBP	UK Fixed Interest		111.77	B0	DVFI FIDELITY INVESTMENT FUNDS FIDELITY MONEYBUILDER IN	26-August-2022	
24-August-2022	Dividend	JPMORGAN FUND ICVC JPM UNCON BD I GBP GRS DIS	GBP	International Fixed Interest		343.98	B0	DVFI JPMORGAN ASSET MANAGEMENT UK LTD JPM BMCSH ONLY	24-August-2022	
23-August-2022	Dividend	SUPERMARKET INCOME ORD GBP0.01	GBP	Property		136.17	B0	DVEC SUPERMARKET INCOME REIT PLC ORD GBP0.01 GROSS	23-August-2022	
23-August-2022	Dividend	SUPERMARKET INCOME ORD GBP0.01	GBP	Property		104.91	B0	DVEC SUPERMARKET INCOME NET BMAM CREST	23-August-2022	

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. CSVAll 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.

Asset allocation
00000

Portfolio: B000
29-August-2022 | British Pound Sterling


To: 1 Currency:

Portfolio: 2 3

Risk Profile: Low to Medium Investment Objective: Growth

Asset allocation drill down

All 4 Sub-Asset Class 5




- UK Fixed Interest 17.68%
- UK Equities 15.30%
- International & Thema... 14.39%
- Hedge Funds & Altern... 11.90%
- Cash 9.36%
- North American Equities 9.35%
- International Fixed Int... 9.06%
- Japan Far East & EM 5.12%
- Structured Return 4.02%
- Property 3.82%

Product level drilldown

Holdings	Quantity 6	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 LDERS 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

1-27 of 27 items

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.

Realised Gains / Loss Export ▾

00000: 4

Portfolio: B000
29-August-2021 | 29-August-2022 | British Pound Sterling

Period: Custom ▾ From: 29-August-2021 1 To: 29-August-2022 Currency: British Pound Sterling

Portfolio: B000000 2 ⓘ 3

Risk Profile: Low to Medium Investment Objective: Growth

Go

Drag a column header and drop it here to group by that column

Date ↑	Holdings	Sector	5	Quantity	Total Cost	Proceeds	Realised Gain/Loss	Price Gain/Loss
27-October-2021	PRIMARY HLTH PROP ORD GBP0.125	Property		4,000.000	3,312.60	6,053.72	2,741.12	2,741
27-October-2021	ISHARES CORE S&P 500 UCITS ETF USD	North American Equities		300.000	2,402.53	9,828.82	7,426.29	7,426
27-October-2021	POLAR CAP FDS PLC GLOBAL TECHNOLOGY GBP I	International & Thematic		200.000	4,373.10	13,853.04	9,479.94	9,479
13-January-2022	PRIMARY HLTH PROP ORD GBP0.125	Property		6,000.000	4,968.91	8,778.18	3,809.27	3,809
08-February-2022	LIONTST UK SML COS LIONTST UK SMLR COS I GBP D	UK Equities		905.249	4,142.56	19,100.01	14,957.45	14,957
Total				6	88,009.11	171,255.01	83,245.90	83,245.9


1 - 11 of 11 items

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.

The screenshot shows the 'Documents' interface. At the top, it says 'Documents' and '00000'. Below that, 'Portfolio : All' is displayed. There are three main filter sections: 'From date' (30-August-2021), 'To date' (30-August-2022), and 'Categories' (All). A 'Portfolio' dropdown is set to 'All'. There is a 'Show my documents' checkbox and a 'Go' button. Below the filters is a table with columns: Title, Category, Portfolio, and Created date. The table lists several documents, including 'Quarterly Valuations for Period Ending 30-June-2022' and 'Tax Packs for Period Ending 05-April-2022'. A pagination bar at the bottom shows '1 - 10 of 58 items'.

Title	Category	Portfolio	Created date
Quarterly Valuations for Period Ending 30-June-2022	Quarterly Valuations		10-July-2022
Quarterly Valuations for Period Ending 30-June-2022	Quarterly Valuations		10-July-2022
Quarterly Valuations for Period Ending 30-June-2022	Quarterly Valuations		10-July-2022
Quarterly Valuations for Period Ending 30-June-2022	Quarterly Valuations		10-July-2022
Quarterly Valuations for Period Ending 30-June-2022	Quarterly Valuations		10-July-2022
Quarterly Valuations for Period Ending 30-June-2022	Quarterly Valuations		10-July-2022
Tax Packs for Period Ending 05-April-2022	Tax Packs		24-May-2022
Tax Packs for Period Ending 05-April-2022	Tax Packs		24-May-2022
Tax Packs for Period Ending 05-April-2022	Tax Packs		24-May-2022
Tax Packs for Period Ending 05-April-2022	Tax Packs		24-May-2022

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.

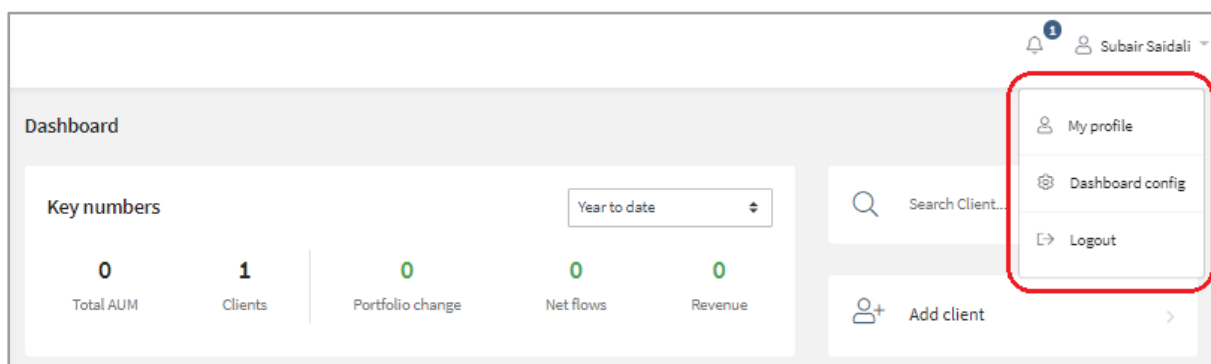
2. This filter will enable you to focus on specific documents that you want for the date range selected. Note that some documents are included in the same PDF as the quarterly valuations up until July 2022.
3. This will enable you to see any of your accounts.
 - a. In this view, you may see an account 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.

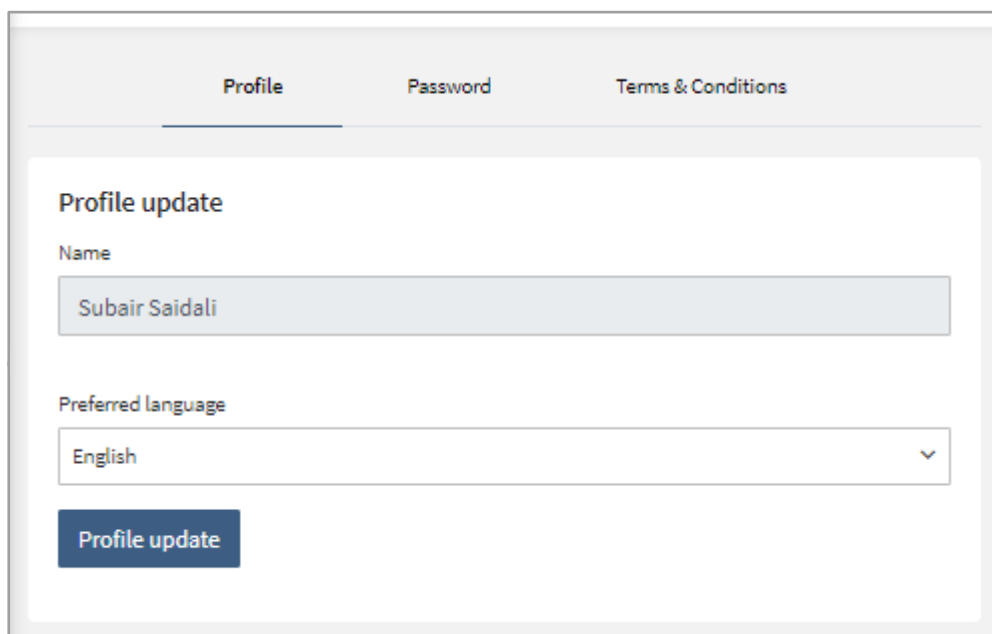
If you would like to log out manually, click on your username on the top-right corner of the page, to display the dropdown menu with the following options:

- > My profile
- > Dashboard config
- > Logout



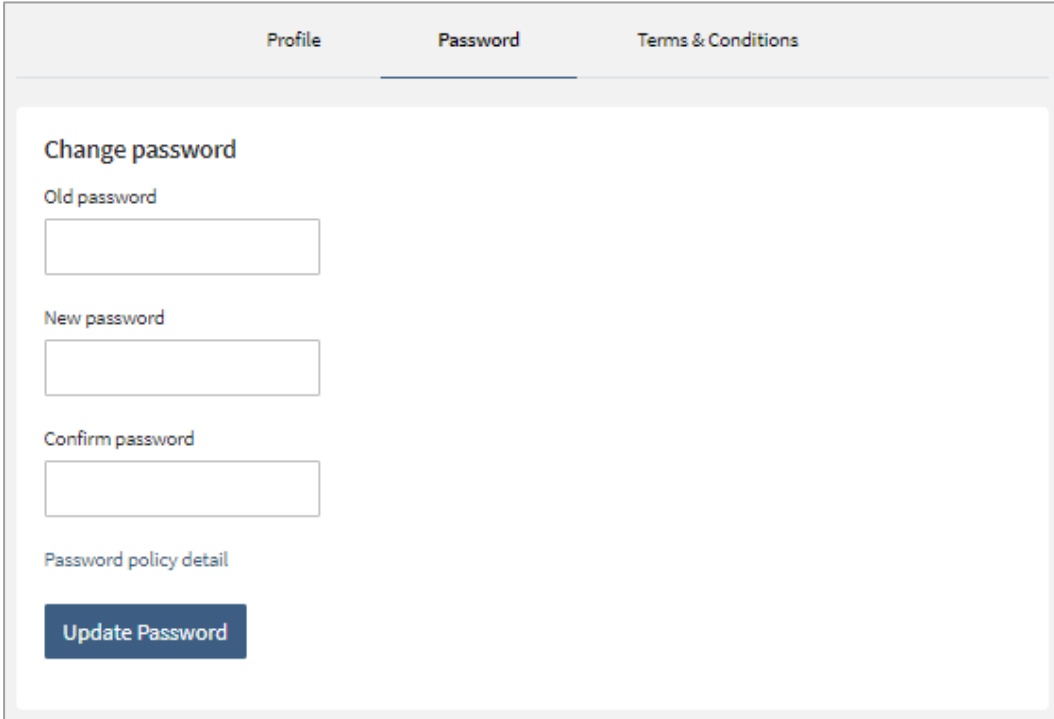
3.1 My profile

You can modify your profile details.

A screenshot of the 'Profile update' form. The form has three tabs: 'Profile', 'Password', and 'Terms & Conditions'. The 'Profile' tab is selected. The form contains two input fields: 'Name' with the value 'Subair Saidali' and 'Preferred language' with the value 'English'. A 'Profile update' button is located at the bottom of the form.

3.1.1 Change password

Select the 'Password' tab to change the password.



The screenshot shows a user interface with three tabs: 'Profile', 'Password', and 'Terms & Conditions'. The 'Password' tab is selected. Below the tabs, the heading 'Change password' is displayed. There are three input fields: 'Old password', 'New password', and 'Confirm password'. Below these fields is a link for 'Password policy detail' and a blue button labeled 'Update 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.

