

Your Client Portal starter's guide

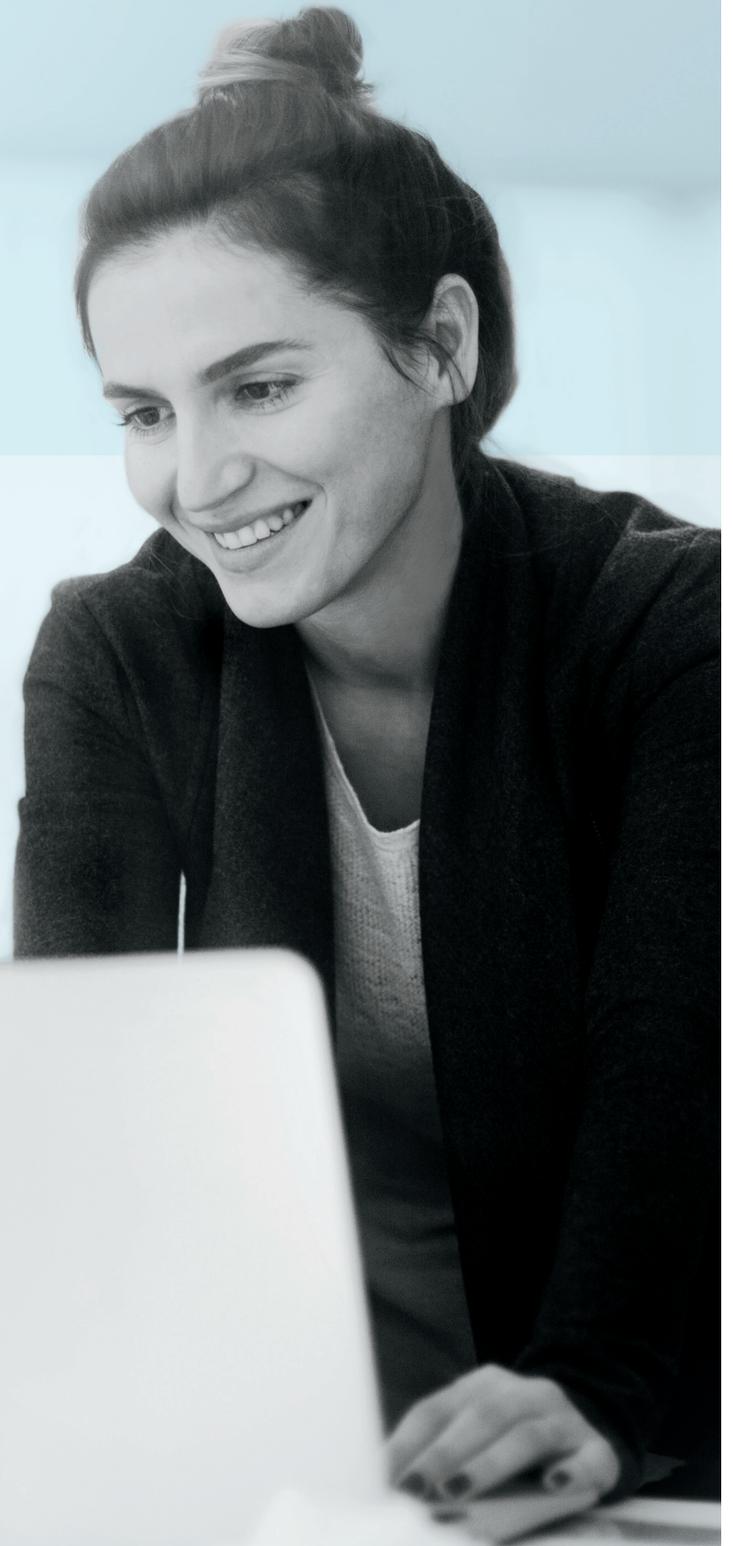


The Client Portal offers a simple and convenient way for you to view your investment portfolio anytime, anywhere.

Please review this guide and contact your advisor if you have any questions.

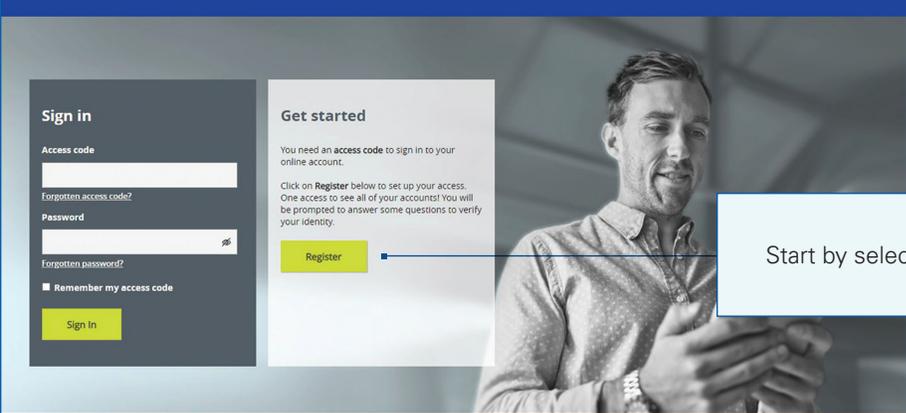
Your portal provides:

- An intuitive interface
- Easy self-registration and password reset
- Portfolio information at your fingertips
- Visualization of performance
- Convenient household management and access share



Registering and setting up your access

Register your account



Start by selecting **Register**.

Registering as a client

Register as a....

Client

First name Last name

Date of birth

Country
 Canada
 International

Postal Code My address does not have a postal code

Client ID

Provide the required information as it appears on your investment portfolio statement.

Input your **Client ID** found on your (investment portfolio) statement or ask your advisor.

Have more than one Client ID? Choose any one of your Client IDs and your other accounts will be automatically consolidated.*

*Except for corporate accounts

Setting up security

Some security basics

Email
investor@email.com

Personalized access code ?
Investorclient

Password ?
.....

Password confirmation
.....

Security questions
Should you have trouble logging in, these security questions will be used to assist you. ?

Question no 1
Choose... [v]

Answer no 1
[]

Question no 2
Choose... [v]

Answer no 2
[]

Question no 3
Choose... [v]

Answer no 3
[]

I accept [the terms of use.](#)

Continue

To register an account, you will need to provide an email address, choose an access code and a password. Your **access code** must be:

- Unique and from 8 to 15 characters
- Different from your password
- Different from other personalized access codes
- Composed of special characters

Your access code can be changed at any time in the account configuration section. Click on “?” for more information.

Your **password** must contain between 8 and 15 characters, including at least 3 of the following: lowercase letters, uppercase letters, numbers and special characters (e.g., \$, %, @, !). Your password cannot be your access code.

Select 3 security questions to be able to reset your **access code** or **password** later.

Your account has been successfully created!

 Your access code is now: Investorclient

What you should do now

- Note your access code for future use
- Log on to our secure website
- Review and update your personal information

LOG IN

Click on **LOG IN** to return to the registration page and login using your newly created credentials.

An email confirming your registration will be sent to the email address provided in this registration process.

Signing in

The screenshot shows a user interface with two main sections: 'Sign in' on the left and 'Get started' on the right. The 'Sign in' section includes an 'Access code' input field with a 'Forgotten access code?' link below it, a 'Password' input field with a 'Forgotten password?' link below it, a 'Remember my access code' checkbox, and a yellow 'Sign In' button. The 'Get started' section contains text explaining the need for an access code and a yellow 'Register' button.

Enter your **access code** or the **email** address you used during the registration process.

If you forget your **access code** or **password**, click here to securely reset them.

Registering for electronic services

The banner features a woman in a white shirt celebrating with her arms raised in a modern office setting. The text 'GO PAPERLESS!' is prominently displayed. Below the text, it says: 'Sign up for our electronic services to access your statements, tax slips and other documents securely anywhere, anytime from your client portal.' At the bottom of the banner, there are three buttons: a yellow 'Change all to paperless' button with a leaf icon, a blue 'Review my settings' button, and a blue 'Remind me later' button.

When you first login, you will be prompted to choose between receiving your documents electronically or in paper format.

This option may be changed at any time under the **Settings** section.

Navigating your investment portfolio

Your account overview

Consolidated market value of your household.

Change your account configuration:

- View personal information and update email
- Change personalized access code for the portal
- Update password
- Modify secret questions and answers

Net invested progression and asset allocation graphs.

All your accounts and any shared accounts are displayed here. You can manage which accounts to see on Settings > Household.

Advisor contact information.

The screenshot displays the IAAI client portal interface. At the top, there is a navigation bar with 'Home', 'Français', and 'Log Off'. A sidebar on the left contains menu items: OVERVIEW, ACCOUNTS (Holdings, Activities, Registered Accounts, Asset Allocation, Performance, Book Value), DOCUMENTS, and SETTINGS. The main content area features a 'Welcome JOHN DOE' section with a 'TOTAL MARKET VALUE' of 2,459,894.99 CAD. Below this is a line graph titled 'Net Investment' and 'Asset Allocation' showing data from 2006 to 2020. A table lists 'All Accounts' for 'DOE JOHN' and 'DOE J/J', including account types and values. At the bottom, there is a section for 'Advisor contact information' listing Mike Johnson and Étienne McCann, along with their roles, contact details, and a team list including Jonathan Doe, Janet Doe, and Gregory Smith.

Account Name	Value (CAD)
DOE JOHN	927,021.80 CAD
38AAAAE CAD Margin Account >	0.00
38AAAAAT CAD Registered Retirement Income Fund >	18,391.17
38AAAAAS CAD Registered Retirement Savings Plan >	833,314.12
38AAAAAW CAD Tax-Free Savings Account >	64,442.88
38AAAAAF USD Margin Account >	10,873.63
DOE J/J	930,006.16 CAD
JOHN DOE INC.	602,867.03 CAD

Advisor Name	Role	Contact Info
Mike Johnson	Portfolio Manager	etienne.mccann@advisorsite.com, www.johnsonwebsite.com
Étienne McCann	Investment Advisor	etienne.mccann@advisorsite.com, www.mccannwebsite.com

Name	Title	Contact Info
Jonathan Doe	Title	jonathan.doe@holliswealth.com
Janet Doe	Title	janet.doe@holliswealth.com
Gregory Smith	Title	gregory.smith@holliswealth.com

View detailed account information

▼ ACCOUNTS
Holdings
Activities
Registered Accounts
Asset Allocation
Performance
Book Value
DOCUMENTS

Holdings: investment holdings broken down by accounts. The consolidated view offers an intuitive way to visualize holdings and asset allocation at the household level.

Activities: transaction history with detailed descriptions. You can use sort and various filters to organize the information. You can export the data for further analysis.

Registered Accounts: information pertained to each registered account type. You can filter by year and account type.

Asset Allocation: detailed breakdown of asset allocation at the household level. You can see how each investment holding is categorized and its respective weighting in the portfolio.

Performance: net invested progression graph, cash flow summary, and rate of return information.

Book Value: track book cost and market value of your investment.

Documents: download and view electronic portfolio statements, tax slips, trade confirms, and more.

Manage household

Household | Access Share | Document Preferences

The household view determines the total market value on the overview page, and is the default account selection that drives displayed on all other pages.

To choose the accounts in your household view, check the boxes below from the list of accounts you have access to.

Owner	Accounts you have access to	Include in your household view
[Redacted]	CAD Cash 38/	<input checked="" type="checkbox"/>
	CAD Income Sweep 38/	<input type="checkbox"/>
	CAD RRSP 38/	<input checked="" type="checkbox"/>

Save

Select the accounts to be included in the household view by clicking on the checkbox. Household view is the default account filter that drives information display on the Overview and other pages.

Click on Save to apply changes.

Manage access share

Use this self-serve function to share account information with another iA Securities client. To share with a third party who is not an iA Securities client, please contact Client Support at 1-866-384-5840.

Settings Your Access Share Key [Learn More](#)

Household **Access Share** Document Preferences

Manage who you share your account information with. You can add, modify, or revoke sharing. Any new account opened with this ID will automatically be shared.

Recipient Name	Manage access	Access to your Client ID
[Redacted]	[Edit] [Delete]	[Redacted]
[Redacted]	[Edit] [Delete]	[Redacted]

[Add](#)

Learn more about how access share works.

Add, modify, or revoke access for other people to see your accounts.

Manage document preferences

Household Access Share **Document Preferences**

GO PAPERLESS!
Sign up for our electronic services to access your statements, tax slips and other documents securely anywhere, anytime from your client portal. [Change all to paperless](#)

Documents	Client ID	Name	Paperless
Statements and Annual Reports	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>
Tax Slips	[Redacted]	[Redacted]	<input checked="" type="checkbox"/>

[Reset changes](#) [Apply changes](#)

Update your document delivery preferences here.

If you have questions or require more information, please contact your Investment Advisor.

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