Adding Outside Accounts in Investor Access

If the service is enabled by your financial advisor, you can add non-Raymond James account data so that it appears on the Summary screen (Investor Access's home page). Having non-Raymond James account information on the Summary screen, along with your Raymond James accounts, can assist you in attaining a net worth view.

You can add two types of accounts:

- Accounts at outside financial institutions. The account balances are updated daily using a secure, automated feed.
- Offline accounts. The account balances of offline accounts (assets and liabilities not available via online access) must be manually updated.

Viewing non-Raymond James Accounts

When you access the My Accounts > Summary screen in Investor Access, the default view lists both Raymond James accounts and any non-Raymond James accounts that have been added.

Click the **Show Raymond James Accounts Only** link to exclude non-Raymond James accounts that you have added.



Adding non-Raymond James Accounts – First Time Access

The first time you use the **Add or Edit a Non-Raymond James Account link**, a step to acknowledge and accept Terms and Conditions is included. (This step won't appear in subsequent use of the link, unless the Terms and Conditions change.)

To add non-Raymond James accounts for the first time:

1. On the My Accounts > Summary screen, click the Add or Edit a Non-Raymond James Account link.

	My Accounts		Account Services		Market Information		Research & Commer	itary				
	Summary	Portfolio Asset Allocation		Goals	Documents	Bill Pay	Funds Transfer					
		My A		ounts Sur	nmary						Print this page	
		» My Accounts » Summary										
		ACCOUNT SUMMARY				Show All Available Account	1	C Add	or Edit a Non-Raymon	d James Account		
		Account Name			Change Sin Last Stateme	ent Prior Statement	Prior Year End	Available Cash	Available Margin	Balance		
		Assets	- 2 accou	ints								
		Ruth Capital Access TOD xxxx0000			(1.58	%) \$968,375.75	\$923,543.39	\$2,808.06	\$611,410.00	\$953,063.00		
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2. To continue, review and accept the Terms and Conditions and click the Next button.

Note: If the Terms and Conditions are not accepted, the service cannot be used.

- 3. Follow the Add Accounts wizard to search for and select a financial institution or an offline account (asset or liability).
 - **Financial institution**–Follow the wizard to search for an institution (or select from a pre-defined list of popular institutions) and to add related accounts. As part of the wizard, enter the login credentials used to access the selected financial institution.

If you need to add another financial institution to the list, click the Select Another Institution button.

Click the **Next** button to move through the screens.

The screens below illustrate two of the primary screens in the process.

×	×
Add Accounts	Add Accounts
Search for your financial institution:	Enter your credentials for the selected financial institution below:
Examples: Vanguard, TD Amentinade, or Soctimade	SunTrust - Personal Banking
Select the institution where your account is located:	https://www.suntrust.com/PersonalBanking User ID
Popular Institutions Fidelity Investments-Individual Account-USA Technic Junes - U.S. Clients Access Methant Junes Charles Struba U.S. Investment Services Pre-defined list	Ideot23 Pesseord Re-enterPassword Ideot29 Ideot29 Login credentials used to access the financial institution
TO Ameritade Scottrade Ameriprise Financial - My Financial Accounts T. RowePrice USAA	
If your financial institution is not listed here, use the search box above to find it.	Select Another Institution button
Note: Institutions that begin with (1) are not currently available. Next	
If you have an asset or liability that does not have online access (real estate, auto, jeweiry, etc.), click here to add an offline account.	Select Another Institution Next

• Offline Account–Click the Offline Account link at the bottom of the screen to add an asset or liability that is not available via online access, such as real estate.

When prompted, select the offline account type and enter a name and a value for the offline account. Click the **Next** button when done.

 \times

A	udd Accounts
	Search for your financial institution:
	Examples: Vanguard, TD Ameritrade, or Scottrade
	Select the institution where your account is located:
	Popular Institutions Fidelity Investments- Individual Account- USA Vanguard Edward Jones - U.S. Clients Access Merrill Lynch Schwab U.S Investment Services Charles Schwab U.S Investment Services Scottrade Amengrises Financial - My Financial Accounts T. RowePrice
Offline Account	USAA pur financial institution is not listed here, use the search box above to find it.
link	: Institutions that begin with (I) are not currently available. Next

dd Accounts		
Select the type of offline account t	to add:	
Real Estate		
Enter a name for the offline accou	unt:	
Colorado Property		
Enter an amount value for the offli	line account:	
\$230,000.00		
So Back		Next

Note: After the accounts have been added and the wizard is closed, a slight delay may occur before the accounts appear on the My Accounts > Summary screen. A message in the lower right of the screen indicates the delay. Once processing takes place, the accounts appear in the list on the screen.

Checking for new or updated Non-Raymond James Account(s)... Your changes are being processed. Updated account information will be available momentarily.

Adding non-Raymond James Accounts – After First Time Access

After the initial addition of non-Raymond James account information, you'll continue to use the **Add or Edit a Non-James Account** link, but the screen presentation is somewhat different. For the steps to add non-Raymond James accounts after initial access, see the following section, Managing non-Raymond James Accounts.

Managing non-Raymond James Accounts

After first-time access, take the following steps to add non-Raymond James accounts, or to edit or delete an existing account:

1. On the My Accounts > Summary screen, click the Add or Edit a Non-Raymond James Account link.

The Manage Accounts screen opens listing the financial institutions and related accounts, along with any offline accounts, that have been added.

	O Add Non-Raymond James Account	×
	MANAGE ACCOUNTS	^
	Expand accounts to view/edit account nicknames and settings.	
	CashEdge Bank - Retail Non MFA 9 Hours Ago	
	► Insurance \$36,44	3 🔲
External	► Investment3 \$6,83) 🔲
institution	> Banking \$3,89	3
with	Credit Card \$1,88	2
related	► Investment \$343,12	\$ 📮
accounts	► Loan_201 \$32,10	
	► MoneyMarketAccount \$4,63	£ 🔲
	Mortgage_INSTL \$173,95	2
Offline	Offline Account	
accounts	Colorado Property \$230,00	0
uccounts	► Home \$250,00	0 😑
	Add Non-Raymond James Account	

- 2. On the Manage Accounts screen:
 - Add a new financial institution by clicking the Add Non-Raymond James Account link at the top or bottom of the screen.
 - Add an account by clicking the **plus** the instructions in the wizard.

sign to the right of the institution name and following

• Delete a financial institution or an offline account by clicking the **Delete** icon for that row.

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- Edit an institutional account name or type by clicking the **Arrow** ▶ icon to expand the account information. Make your changes and click the **Save** button.
- Edit an offline account name, type or balance by clicking the **Arrow** icon to expand the account information. Make your changes and click the **Save** button.

	MA	NAGE ACCOUNTS			^	- n	
	Exp	and accounts to view/edit account	nicknames and settings.				Click this icon to log
	- C	CashEdge Bank - Retail Non	MFA 16 Minutes Ago				into the financial
Click the arrow	•	Insurance		\$36,448			Institution.
icon to expand	Þ	Investment3		\$6,830			
the account		Banking		\$3,898		=	
editina.		ACCOUNT NAME:	ACCOUNT TYPE:				
	/	Banking	Banking Account: Savings Account	• •			
		Banking Note: Changing account type w	Banking Account: Savings Account	the account so far.			
	•	Banking Note: Changing account type w	Banking Account: Savings Account	the account so far. Cancel Save \$1,882			
	• •	Banking Note: Changing account type w Credit Card Investment	Banking Account: Savings Account	the account so far. Cancel Save	8		
		Banking Note: Changing account type w Credit Card Investment Investment1	Banking Account: Savings Account	* the account so far. Cancel Save \$1,882 \$343,124 \$19,398			
	> > >	Banking Note: Changing account type w Credit Card Investment Investment1 Investment5 - Cash & MMF in	Banking Account: Savings Account will delete all transaction history we've retrieved for n Securities	**************************************			

Resolving Alerts

Alerts related to non-Raymond James accounts typically indicate an issue such as a password that has been updated at an outside institution. (To clear such an alert, the password for the external account that was updated at the outside institution must also be updated in Investor Access.)

To resolve an alert, click the **yellow Alert** icon shown with the account and follow the instructions on the screen that appears.

My Accou	nts	Account Services	Market Ir	formation	Research & Commer	tary				
mary	Portfolio	Asset Allocation	Goals	Documents	Bill Pay	Funds Transfer				
	My Ac	counts Sum	nmary						Print this page	
	» <u>My Accounts</u> » Summary									
	ACCOUNT SUMMARY			5	now Raymond James Acc	ounts Only	Add or Edit a Non-Raymond James Account in the second second in the second s			
	Accour	nt Name		Change Sinc Last Statemer	nt Prior Statement	Prior Year End	Available Cash	Available Margin	Balance	
	Assets - 9 accounts									
	Ruth Capital Access TOD xxxx0000			(1.58	\$968,375.75	\$923,543.39	\$2,808.06	\$611,410.00	\$953,063.00	
	Ruth IRA	xxxxx1111		2.40	% \$620,341.43	\$593,273.28	\$560.25	n/a	\$635,235.57	
	Banking CashEdge	Bank - Retail Non MFA as of today at '	10:31 AM ET						\$3,897.52	
	Colorado	Property							\$230,000.00	
	Home								\$250,000.00	
	Insuranc CashEdge	e Bank - Retail Non MFA as of today at '	10:31 AM E	ר					\$36,448.32	
	Investme CashEdge I	nt Bank - Retail Non MFA as of today at 1	10:31 AM ET	J					\$459,375.25	
	Investme CashEdge I	nt3 Bank - Retail Non MFA as of today at :	10:31 AM ET						\$6,830.00	
	MoneyM	arketAccount	<u> </u>						\$4,623,52	

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