National Bank | Correspondent Network



MyPortfolio+ User Guide

Table of Contents

Introduction	3
Login Page	3
Français	3
Sign up for MyPortfolio+ Website	
Forgot Your Password?	4
Mobile	5
Logging In	6
Accounts	
Summary	
Asset Details	
History	
Asset Allocation	
Registered Accounts	
Electronic Documents	
Quotes & Markets	
Markets	
Stocks	12
Options Centre	
Mutual Funds	
Fixed Income	
Tools	
Virtual Portfolio	
Alerts	
Watchlist	
RRSP Calculator	
Analysis	18
Canadian Stocks	18
Economics and Strategy	19
Other Features	
My Page	20
Message Centre	
Profile	
Contacts	
Map	
Help	
Sian Out	

Introduction

MyPortfolio+ enables users to access their account information online. The user will be able to consult a portfolio summary or details, view transaction history or view market information.

Login Page

MyPortfolio+ can be accessed by visiting https://www.my-portfolio.ca/. The login page has the following links:

- Français
- Sign up for MyPortfolio+ website
- Forgot your password?
- Mobile



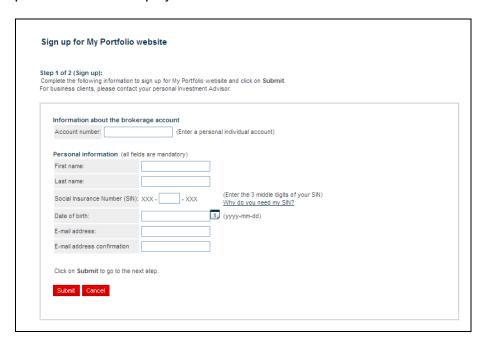
Français

This link displays the French version of the website.

Sign up for MyPortfolio+ Website

This link, which is only available on the account holder version of MyPortfolio+, allows clients to request online access to MyPortfolio+.

After completing each of the required fields, click **Submit** and the username and temporary password will be displayed on screen.



Forgot Your Password?

By clicking this link, which is only available on the account holder version of MyPortfolio+, the client will be asked to fill out some information in order to reset their password.

For identity verification purposes the client will be asked to provide the answer to one of the security questions that were established during the client's initial login. Once verified, a new temporary password will be displayed on screen.

NOTE: The client must have signed in at least once previously, and must have previously established their three security questions to use this feature.



Complete the follow	ing information to return to My Portfolio website.	
For business clients, p	lease contact your personal Investment Advisor.	
Username:		
Social Insurance Numb	er (SIN): XXX XXX Enter the 3 middle digits of your SIN Why do you need my SIN?	
Date of birth:	1 (yyyy-mm-dd)	

Mobile

This link displays the mobile version of the website. It does not require any installation and is accessible with the following platforms:

- Android (version 2 and up): HTC Incredible, Motorola ATRIX, Nexus One, Samsung Galaxy, etc.
- Apple iOS: iPhone 3 and 4, iPad.
- RIM Blackberry OS6: Blackberry Torch, etc.
- Windows Phone 7.5 Mango: LG Optimum, HTC HD7, etc.

Since the mobile website is a compact version of the full website, only main features are available. Here is the list of features that are not available on the mobile website:

- Additional search criteria for account selection: account type (all, individual or other), SIN and access to Online Services
- Export of asset details into a text file.
- Export of transaction history into Text or Quicken formats.
- Sections: Asset Allocation, Registered Accounts, Options Centre, Mutual Funds, Fixed Income, Virtual Portfolio, Alerts, RRSP calculator, Canadian Stocks, Economics & Strategy, My page, Message Centre and Map.
- Client History tab in the Electronic Documents section.
- Modification of the secret questions and permanent password after having setting them up.
- Viewing of legal agreements after having accepting them.



Logging In

On the first log on, the user must change his temporary password to a permanent password. Then, the user will have to select and answer three secret questions for security and confidentiality purposes. They must also read and accept the *Terms and Conditions* agreement.

Accounts

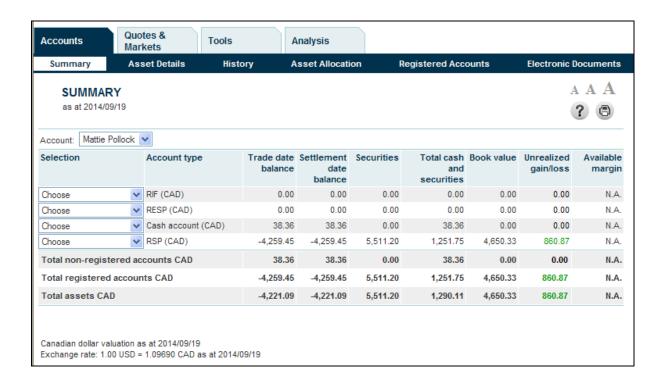
This tab contains the following sections:

- Summary
- Asset Details
- History
- Asset Allocation
- Registered Accounts
- Electronic Documents



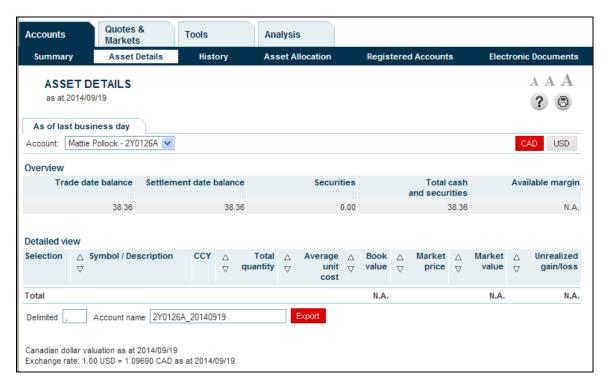
Summary

This section allows the user to view a summary of his assets. If the user has multiple accounts, they will be listed in the drop-down menu.



Asset Details

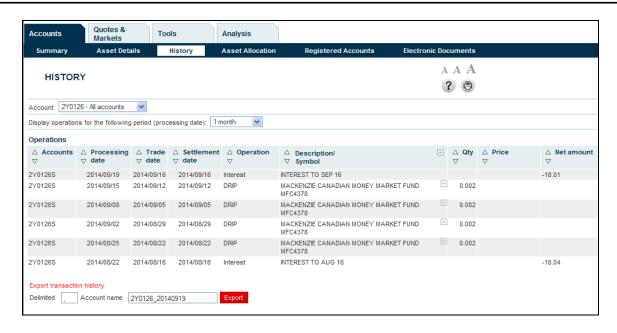
This section displays the details of each asset in an account as of today's or last business day. It is also possible to export the information into a text file.



History

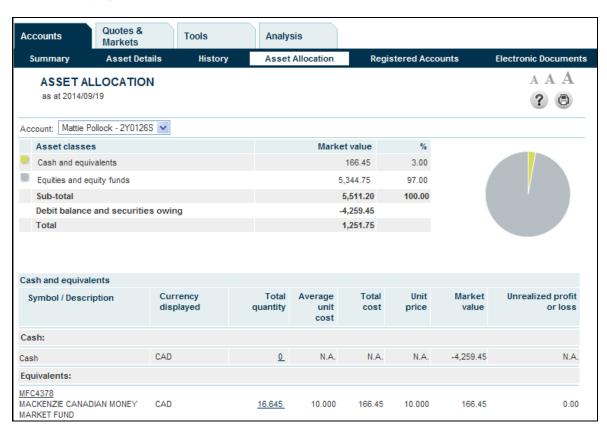
In this section, the user can view up to 6 months of history for non-registered accounts and up to 18 months of history for registered accounts. The transaction history can also be exported into Text or Quicken formats.





Asset Allocation

This section displays the asset mix in an individual or consolidated account.



Registered Accounts

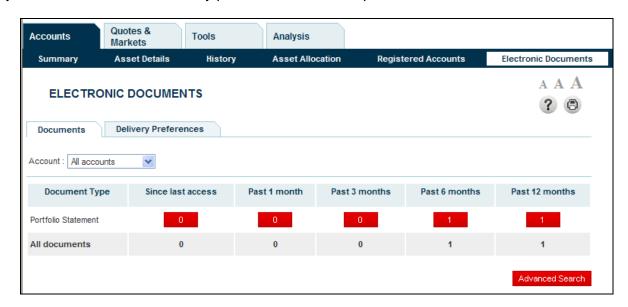
In this section, the user can monitor the contribution for the current year in the registered accounts.



Electronic Documents

This section allows the user to view and download electronic documents which are kept for a period of 7 years. The user can also modify the document delivery preference for his personal accounts or accounts for which they are an authorized representative. Any change made will take effect within 1 to 2 business days.

By default, the document delivery preference is set to *Paper*.



Quotes & Markets

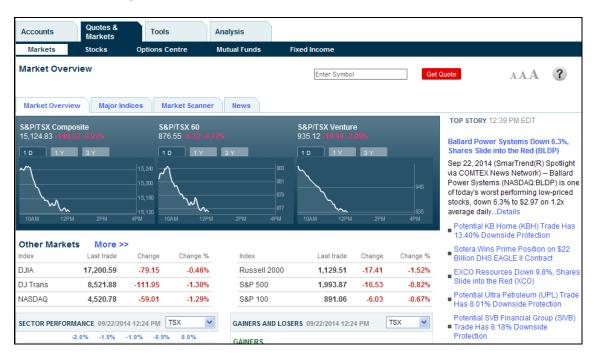
This tab contains the following sections:

- Markets
- Stocks
- Option Centre
- Mutual Funds
- Fixed Income



Markets

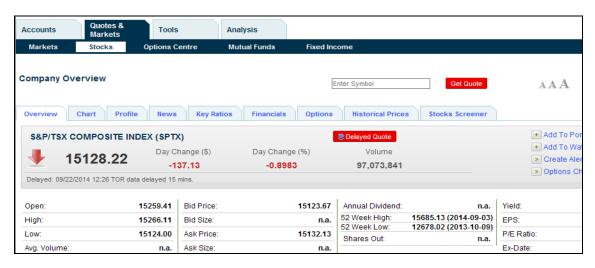
This section gives access to market information such as market overview, major indices, most active securities, market gainers and losers and main news headlines.



Stocks

In this section, the user can:

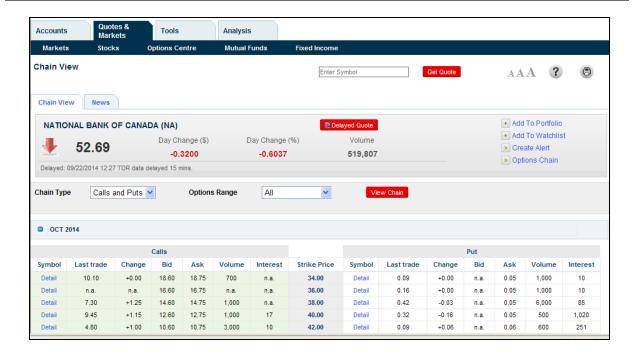
- Obtain the quote of a particular stock by indexing its symbol or keyword and selecting the stock in the result from the drop-down menu.
- View other information relating to a specific stock such as technical charts, company profile, press releases, key ratios, overview of the company's financial situation, options and historical prices.
- Search for securities using specific criteria.



Options Centre

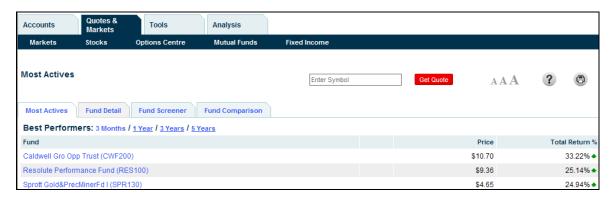
This section displays the option chains of a specific security and the press releases relating to the selected company.





Mutual Funds

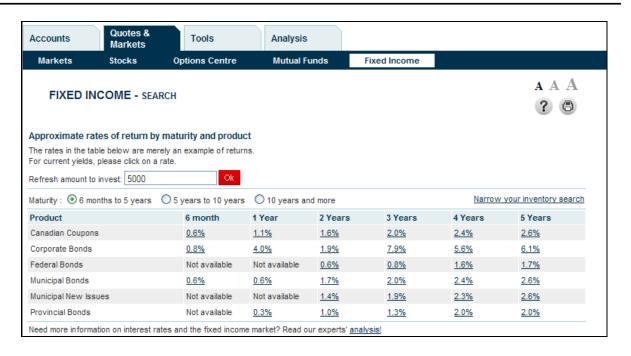
In this section, the user can obtain various fund information such as the list of most actives funds (best and worst performers), the details about a specific fund, multiple types of fund search and the comparison of up to three mutual funds.



Fixed Income

This section lists fixed incomes product with their approximate rates of return based on the maturity and amount invested. If the user selects a specific rate of return, the corresponding fixed income inventory is shown.





Tools

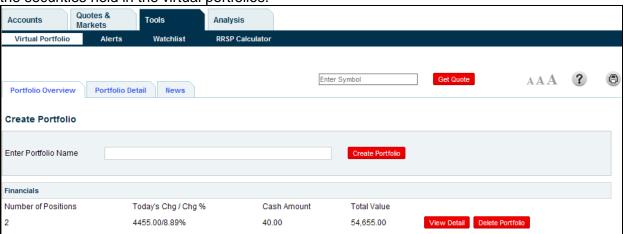
This tab contains the following sections:

- Virtual Portfolio
- Alerts
- Watchlist
- RRSP Calculator



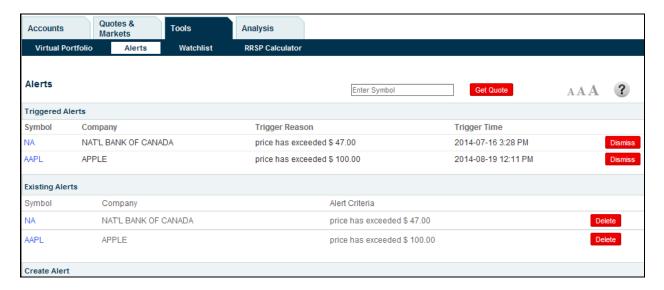
Virtual Portfolio

The user can create and manage up to 10 virtual portfolios in this section. Each portfolio can contain a maximum of 20 securities. The user can also read the press releases issued on any of the securities held in the virtual portfolios.



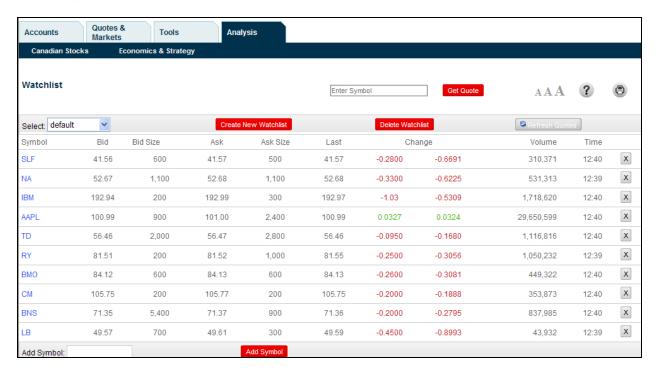
Alerts

In this section, the user can view existing and triggered alerts. The user can also create, modify and delete alerts.



Watchlist

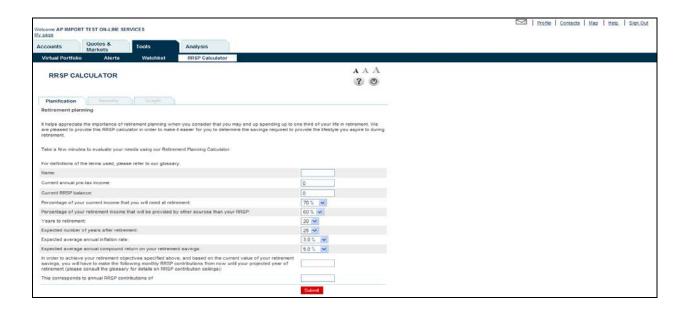
The user can view, create, modify and delete watchlists in this section. Each watchlist can contain up to 10 securities.





RRSP Calculator

This section allows the user to run a scenario in order to determine the savings required for his retirement. A detailed retirement plan and a graph of accumulated RRSP relating to the specified scenario will also be available.



Analysis

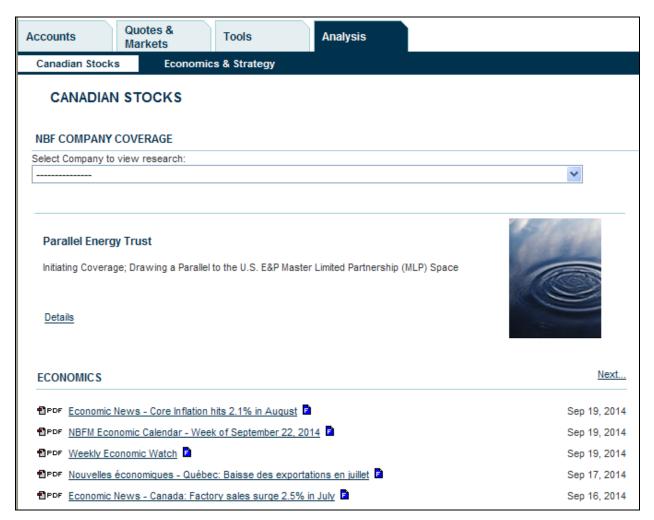
This tab contains the following sections:

- Canadian Stocks
- Economics & Strategy



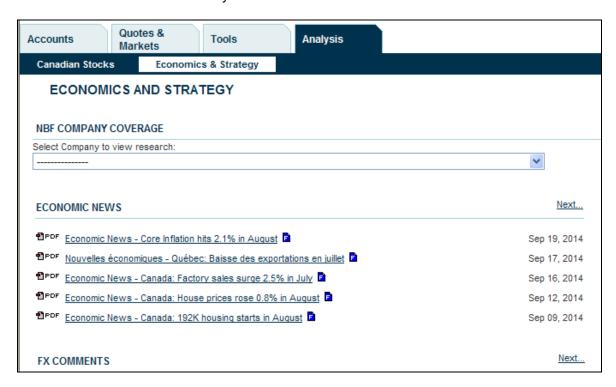
Canadian Stocks

By selecting a company in a drop-down menu or by searching it by its symbol or name, the user can view the following information: Quote, Daily Notes, Company Snapshots, Analyst Bio, Research Reports, Monthly Sector and NBF Research Flashes.



Economics and Strategy

In this section, the user has access to a collection of documents such as Economic News, FX Comments, Budget Analysis, Economic Editorial, Economic Calendar, Economic Letter, Week at a Glance and NBF Vision Monthly.



Other Features

The following links are available at the top of the page:

- My Page
- Message Centre
- Profile
- Contacts
- Map
- Help
- Home
- Sign Out



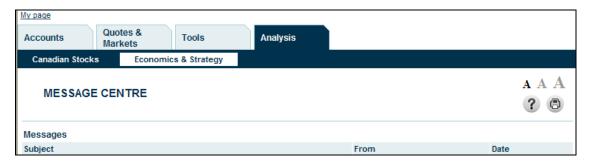
My Page

This section displays information from different sections of the website based on the template chosen in the *Profile* section.



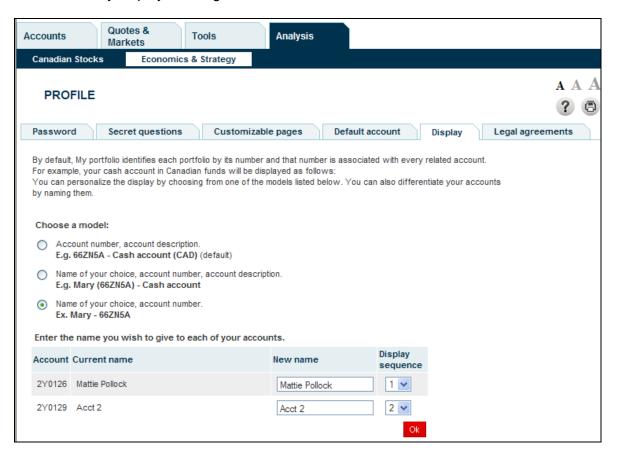
Message Centre

This section lists messages from *National Bank Correspondent Network* which inform the client about promotions, products, services, website modifications or account changes. When a new message is available, the Message Centre envelop will blink at the log on of the user to the site.



Profile

In this section, the user can customize the default *Home Page* and *My Page*, view agreements and select accounts to use in the *My Page*, *Accounts* and *Transactions* sections. The *Selection* tab is automatically displayed at log on when a username is linked to more than 10 accounts.



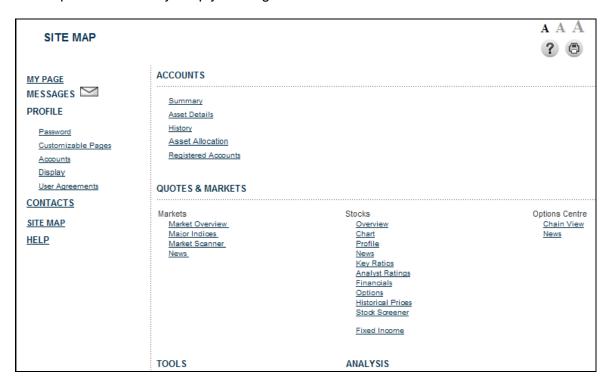
Contacts

This section displays the phone number and address of the Customer service, Website technical support and Head office if the user has any questions about the website.



Map

In this section, the user can have an overview of all the sections of the website. The user can access a specific section by simply clicking on its name.



Help

This section displays the online help for each section of the website.



Sign Out

The user can click on this link to log off the MyPortfolio+ website.