

# *Montrusco Bolton client portal*

## User Guide

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## ***Montrusco Bolton Client Portal – User Guide***

### **1.0 Introduction**

This User Guide has been prepared by Montrusco Bolton as a general walkthrough of the Montrusco Bolton client portal. The purpose of this user guide is to provide the basic functionality of the portal. It's intended as a supplemental guide for new users of the Montrusco Bolton client portal.

The client portal will be accessible to all clients. Using the Montrusco Bolton client portal will allow clients to access account reporting and other documents prepared to monitor their investments.

- ✦ Users can view their portfolio information.
- ✦ Anytime, anywhere access. Access to your account(s) 7 days a week, 24 hours a day. Use any recent browser, tablet, or mobile device.
- ✦ With the Portal, users get access to eDocs, which provide them with their statements, MBI Funds documents, and tax receipts.
- ✦ Market overview.



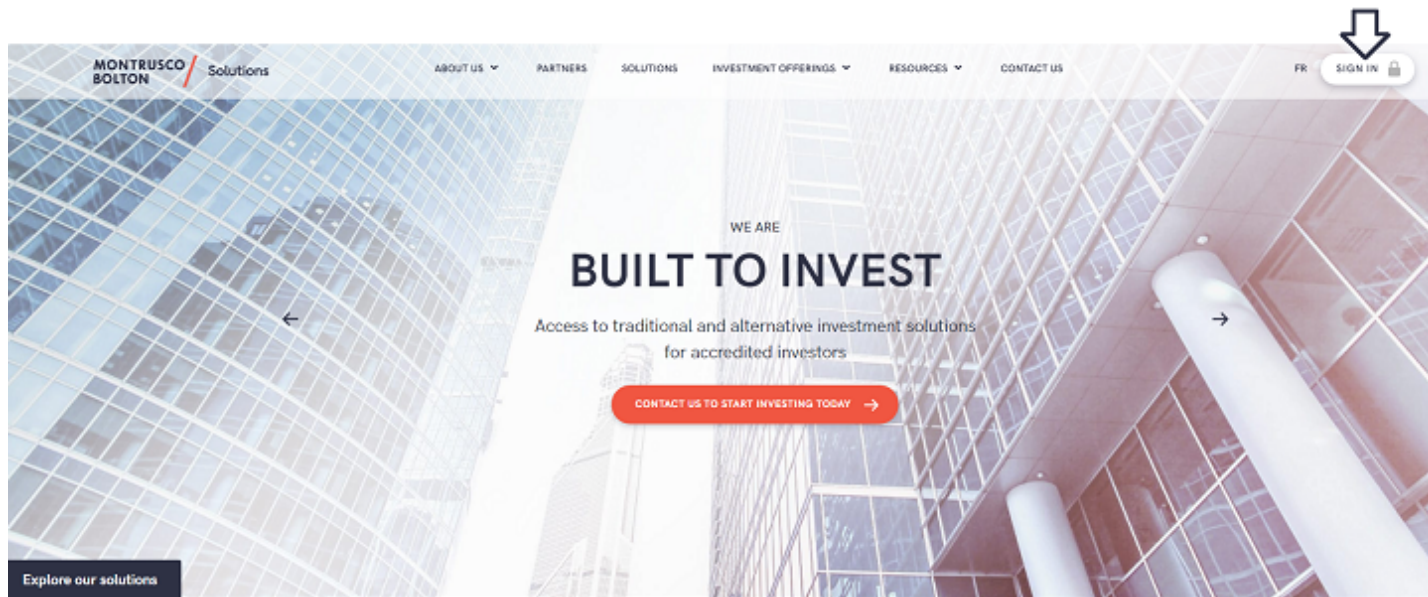
## ***Montrusco Bolton Client Portal – User Guide***

### **2.0 Getting access and logging in**

If you do not have access to the Client Portal, please contact the account administrator by email ([customerservice@montruscobolton.com](mailto:customerservice@montruscobolton.com)) or telephone (1-514-842-6464) to receive your User ID, Password & Portfolio Number.

### **2.1 How to get access to the client portal**

To access the client portal, please visit our website [www.montruscobolton.com](http://www.montruscobolton.com) and then click on Login.



***Montrusco Bolton Client Portal – User Guide*****2.2 Information Regarding supported browsers and operating systems:**

Our new client portal supports the following browsers and operating systems:

| <b>Supported Browsers</b> | <b>Recommended Versions</b> | <b>Operating Systems</b> |
|---------------------------|-----------------------------|--------------------------|
| Internet Explorer         | 11 & above                  | Windows 10               |
| Google Chrome             | 55 & above                  | Windows 7<br>& above     |
| Firefox                   | 50 & above                  | Windows 7<br>& above     |
| Safari                    | 9 & above                   | Mac – OS X v10.9 & above |

## 2.3 Client portal login page

You will be asked to log in when you navigate the Client Portal. Enter the username, password and portfolio number supplied to you by Montrusco Bolton Client Services.



### Client login

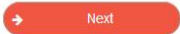
**Username**

Enter your username 

**Password**

Enter your password 

[Forgot password?](#)

 Next

### Welcome to the Montrusco Bolton Client Portal

This portal offers you a new and secure way of accessing account reporting and other documents prepared for you to monitor your investments.

Do not hesitate to send us your feedback at [customerservice@montruscobolton.com](mailto:customerservice@montruscobolton.com).

Please login to access your client reports.

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Portfolio number

Enter your portfolio number



[Forgot Portfolio number?](#)



Login

### Welcome to the Montrusco Bolton Client Portal

This portal offers you a new and secure way of accessing account reporting and other documents prepared for you to monitor your investments.

Do not hesitate to send us your feedback at [customerservice@montruscobolton.com](mailto:customerservice@montruscobolton.com).

Please login to access your client reports.

## **2.4 First time login**

- \* If you are a new client and would like to get access to the online client portal, please enter your username supplied to you by Montrusco Bolton Client Services. In order to receive your password, please follow the “Forgot Password” path.
- \* If you are not a new client but you are logging in for the first time into our new client portal, simply enter your current username. In order to receive your password, please follow the “Forgot Password” path.



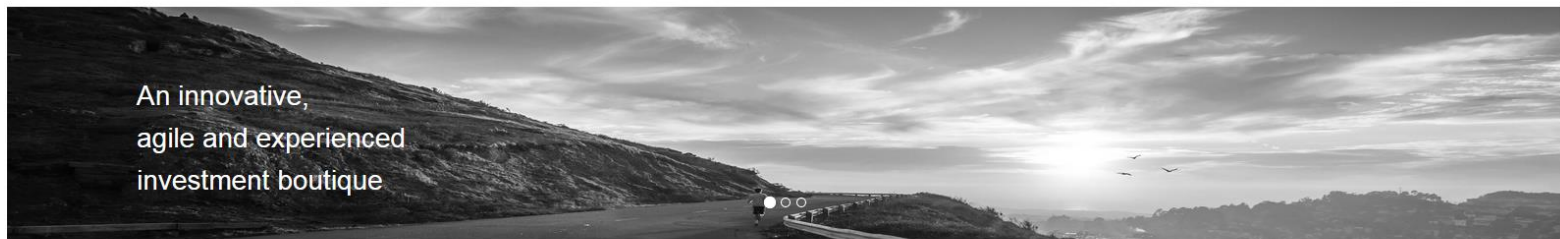
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### **2.5 Forgot password**

If you forgot your password, please click on “Forgot Password?”

Then please enter your email address and click “Send” under the email address placeholder.

To reset your password, please enter the e-mail address associated with your account.



#### **Password recovery**

Enter the email address associated with your Montrusco Bolton account and we will send you instructions to reset your password.

**Email address**

Enter your email address

 **Send**

#### **Welcome to the Montrusco Bolton Client Portal**

This portal offers you a new and secure way of accessing account reporting and other documents prepared for you to monitor your investments.

Do not hesitate to send us your feedback at [customerservice@montruscobolton.com](mailto:customerservice@montruscobolton.com).

Please login to access your client reports.

For technical assistance, please contact us at [customerservice@montruscobolton.com](mailto:customerservice@montruscobolton.com).

## 2.6 Password reset request email template

A message will be sent to your email address automatically.

### Password Reset Request

Hello,

You recently requested to reset your password for your Montrusco Bolton account. Click [here](#) to reset it.

Montrusco Bolton Investments

For more information contact us at 514-842-6464.

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You will then be redirected to the Recovery Password page where you can reset your password.

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### Password recovery

#### New password

Password



#### Re-type password

Password



→ Reset password

### Welcome to the Montrusco Bolton Client Portal

This portal offers you a new and secure way of accessing account reporting and other documents prepared for you to monitor your investments.

Do not hesitate to send us your feedback at [customerservice@montruscobolton.com](mailto:customerservice@montruscobolton.com).

Please login to access your client reports.

For technical assistance, please contact us at [customerservice@montruscobolton.com](mailto:customerservice@montruscobolton.com).

## Montrusco Bolton Client Portal – User Guide

### 3.0 Client portal overview

Once you log in:

The home page will appear as shown in the example below:

The screenshot shows the client portal interface with the following elements and annotations:

- Header:** Montrusco Bolton logo on the left. A navigation bar on the right contains links: Home, My Account, Documents, MBI Funds, and Sign Out. A language dropdown menu is set to English.
- User Information:**
  - Client name:** mbitest (annotated with a red arrow).
  - Account manager information:** Richard Guay 514-282-5465 (annotated with a red arrow).
  - Administrative assistant information:** Marisol Charbonneau 514-282-2903 (annotated with a red arrow).
- Main Content Area:**
  - A greeting: "Dear Client, Welcome to your reserved zone, where you can track your portfolio's evolution and all other information related to your account(s) at your convenience. Please do not hesitate to contact your account manager, whose coordinates are listed at the top, should you have any questions or suggestions. Enjoy your visit."
  - Donut Chart:** A blue donut chart showing 100% for portfolio GP2000. An annotation points to it: "Total asset chart divided by portfolio".
  - Total Asset:** A box displays "Total: \$37,306,427.25". An annotation points to it: "Total asset".
- Right Sidebar:**
  - In Context:** A news snippet about U.S. President Donald J. Trump.
  - View all corporate news:** A button to view more news.
- Footer:**
  - Last update Tuesday, July 10, 2018.
  - Zoom and Print buttons.
- Table:**

| Portfolio number | Portfolio name | Type                      | Market value    |
|------------------|----------------|---------------------------|-----------------|
| Test10000        | Test           | Corporate (Institutional) | \$37,306,427.25 |



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Once on “My Account” tab, use the drop-down list to select your portfolio and view information related to:

- ✓ Investment policy
- ✓ Valuation
- ✓ Performance
- ✓ Transactions

## Montrusco Bolton Client Portal – User Guide

### 3.1 My account



Your account manager  
Richard Guay 514-282-5465

Administrative assistant  
Marisol Charbonneau 514-282-2903

Portfolio

Test10000
Test10000

Asset allocation
Investment policy
Valuation
Performance
Transactions

Portfolio asset allocation chart

Cash & Equivalent Section

Fixed Income Section

Canadian Stock Section

Global Stock Section

Portfolio Test10000

Last update Wednesday, July 11, 2018

| Asset section             | Market value    | % MV   |
|---------------------------|-----------------|--------|
| PORTFOLIO                 | \$37,236,648.19 | 100.00 |
| Cash & Equivalent Section | \$2,757,741.08  | 7.41   |
| Fixed Income Section      | \$22,701,136.64 | 60.96  |
| Canadian Stock Section    | \$3,676,795.82  | 9.87   |
| Global Stock Section      | \$8,100,974.65  | 21.76  |

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### 3.2 Invest policy

By clicking on the “Investment Policy” tab, you can visualize your asset mix:

| Asset Allocation     | Investment Policy | Valuation   | Performance | Transactions |
|----------------------|-------------------|-------------|-------------|--------------|
| Asset Category       | (%)Portfolio      | (%) Minimum | Target      | (%) Maximum  |
| Cash and Equivalents | 7.1942            | 0.0         | 0.05        | 0.2          |
| Fixed Income         | 61.5259           | 0.55        | 0.65        | 0.75         |
| Canadian Equities    | 9.7906            | 0.05        | 0.1         | 0.15         |
| Global Equities      | 21.4893           | 0.1         | 0.2         | 0.3          |

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### 3.3 Valuation

By clicking on the “Valuation” tab, you can view information related to Book, Capital and Market Values.

| Asset allocation                                   | Investment policy | Valuation       | Performance     | Transactions |
|----------------------------------------------------|-------------------|-----------------|-----------------|--------------|
| Last update Wednesday, July 11, 2018               |                   |                 |                 |              |
| Asset class                                        | Book value        | Capital value   | Market value    | % MV         |
| PORTFOLIO                                          | \$35,734,321.44   | \$37,106,273.02 | \$37,236,648.19 | 100.00       |
| ▼ Cash & Equivalent Section                        | \$2,755,527.54    | \$2,755,546.33  | \$2,757,741.08  | 7.41         |
| ▼ Cash                                             | \$39,528.54       | \$39,547.33     | \$39,547.33     | 0.11         |
| ▼ Canadian Cash                                    | \$39,422.94       | \$39,422.94     | \$39,422.94     | 0.11         |
| ▼ CANADIAN DOLLAR                                  | \$39,422.94       | \$39,422.94     | \$39,422.94     | 0.11         |
| ▼ U.S. Cash                                        | \$105.60          | \$124.39        | \$124.39        | 0.00         |
| ▼ U.S. DOLLAR                                      | \$105.60          | \$124.39        | \$124.39        | 0.00         |
| ▼ Money Market                                     | \$2,715,999.00    | \$2,715,999.00  | \$2,718,193.75  | 7.30         |
| ▼ Canadian Money Market                            | \$2,715,999.00    | \$2,715,999.00  | \$2,718,193.75  | 7.30         |
| ▼ MM CAD - Federal                                 | \$2,715,999.00    | \$2,715,999.00  | \$2,718,193.75  | 7.30         |
| GOVERNMENT OF CANADA TREASURY BILL 1.21% 09 AUG 18 | \$573,137.00      | \$573,137.00    | \$574,448.70    | 1.54         |
| GOVERNMENT OF CANADA TREASURY BILL 1.25% 04 OCT 18 | \$2,142,862.00    | \$2,142,862.00  | \$2,143,745.05  | 5.76         |



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### 3.4 Performance

By clicking on the “Performance” tab, you will be able to view historical returns for your portfolio and related indices/benchmarks.

| Asset allocation                         | Investment policy | Valuation | Performance | Transactions |        |         |         |         |         |          |                 |               |
|------------------------------------------|-------------------|-----------|-------------|--------------|--------|---------|---------|---------|---------|----------|-----------------|---------------|
| Last update Saturday, June 30, 2018      |                   |           |             |              |        |         |         |         |         |          |                 |               |
| Asset class                              | 1 Month           | 3 Months  | 6 Months    | YTD          | 1 Year | 2 Years | 3 Years | 4 Years | 5 Years | 10 Years | Since inception | History since |
| Total Portfolio                          | 0.83              | 2         | 2.63        | 2.63         | 6.04   | 6.01    | 4.85    | 5.5     | 6.82    | 5.95     | 6.19            | Oct 31, 1995  |
| Multi-indexes                            | 0.82              | 1.77      | 1.77        | 1.77         | 4.07   | 4.33    | 4.15    | 5.02    | 6.36    | -        | -               | Oct 31, 1995  |
| Money Market                             | 0.09              | 0.28      | 0.52        | 0.52         | 0.89   | 0.69    | 0.6     | 0.66    | -       | -        | 0.67            | Apr 30, 2014  |
| FTSE TMX Canada 91 D                     | 0.12              | 0.3       | 0.61        | 0.61         | 0.97   | 0.71    | 0.64    | 0.69    | -       | -        | 0.7             | Apr 30, 2014  |
| Fixed Income                             | 0.55              | 0.52      | 0.61        | 0.61         | 0.83   | 0.42    | 1.97    | 2.94    | 3.37    | 4.35     | 5.54            | Oct 31, 1995  |
| FTSE TMX Canada Univ                     | 0.57              | 0.51      | 0.61        | 0.61         | 0.76   | 0.39    | 1.97    | 3.03    | 3.48    | 4.5      | 5.98            | Oct 31, 1995  |
| Total Equities                           | 1.56              | 5.47      | 7.11        | 7.11         | 17.69  | 17.91   | 11.05   | 11.35   | 14.2    | 8.84     | 7.9             | Apr 30, 1997  |
| Canadian Equities                        | 1.56              | 4.91      | 1.89        | 1.89         | 9.84   | 11.87   | 6.05    | 3.08    | 8.38    | 4.86     | 7.99            | Apr 30, 1997  |
| S&P/TSX Composite In                     | 1.69              | 6.77      | 1.95        | 1.95         | 10.41  | 10.73   | 6.96    | 4.87    | 9.24    | 4.24     | 7.37            | Apr 30, 1997  |
| Canadian Equities - Large Capitalization | 1.56              | 4.91      | 2.23        | 2.23         | 10.43  | 12.5    | 6.08    | 3.31    | 8.51    | 4.83     | 8.02            | Apr 30, 1997  |

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### 3.5 Transaction

To view recent transactions, you can click on the “Transactions” tab. Within this tab, you can select Start and End Dates or simply Show All.

| Asset allocation | Investment policy | Valuation                                                | Performance      | Transactions                                                                                                                                                                                                                                                |
|------------------|-------------------|----------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Start date       | End date          |                                                          |                  |    |
| Trade date       | Ticker            | Description                                              | Transaction type | Amount                                                                                                                                                                                                                                                      |
| Jul 3, 2018      | CSHCAD            | CANADIAN DOLLAR                                          | Add Income       | \$142.12                                                                                                                                                                                                                                                    |
| Jun 29, 2018     | 1350Z72Z6F29      | GOVERNMENT OF CANADA TREASURY BILL 1.25% 04 OCT 18       | Buy              | \$2,142,862.00                                                                                                                                                                                                                                              |
| Jun 29, 2018     | B35B              | Montrusco Bolton Canadian Equity Fund * Related Issuer * | Add Income       | \$11,516.21                                                                                                                                                                                                                                                 |
| Jun 29, 2018     | B35B              | Montrusco Bolton Canadian Equity Fund * Related Issuer * | Buy              | \$11,516.21                                                                                                                                                                                                                                                 |
| Jun 29, 2018     | B45               | Montrusco Bolton Equity Income Fund * Related Issuer *   | Add Income       | \$5,727.13                                                                                                                                                                                                                                                  |
| Jun 29, 2018     | B45               | Montrusco Bolton Equity Income Fund * Related Issuer *   | Buy              | \$5,727.13                                                                                                                                                                                                                                                  |
| Jun 29, 2018     | B72B              | Montrusco Bolton Global Equity Fund * Related Issuer *   | Add Income       | \$33,382.26                                                                                                                                                                                                                                                 |
| Jun 29, 2018     | B72B              | Montrusco Bolton Global Equity Fund * Related Issuer *   | Buy              | \$33,382.26                                                                                                                                                                                                                                                 |
| Jun 28, 2018     | 1350Z72Z31D05     | GOVERNMENT OF CANADA TREASURY BILL 1.10% 28 JUN 18       | Maturity         | \$1,950,000.00                                                                                                                                                                                                                                              |
| Jun 26, 2018     | Q12184            | ROYAL BANK OF CANADA DEPOSIT NOTE 2.82% 12 JUL 18        | Sell             | \$354,729.36                                                                                                                                                                                                                                                |
| Jun 26, 2018     | Q12231            | ROYAL BANK OF CANADA DEPOSIT NOTE 2.333% 05 DEC 23       | Buy              | \$341,470.54                                                                                                                                                                                                                                                |

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You can choose a Start Date, an End Date.

| Asset allocation      | Investment policy   | Valuation                                                | Performance      | Transactions                                                                                                                                                                                                                                                |
|-----------------------|---------------------|----------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Start date</div> | <div>End date</div> |                                                          |                  |    |
| Trade date            | Ticker              | Description                                              | Transaction type | Amount                                                                                                                                                                                                                                                      |
| Jul 3, 2018           | CSHCAD              | CANADIAN DOLLAR                                          | Add Income       | \$142.12                                                                                                                                                                                                                                                    |
| Jun 29, 2018          | 1350Z72Z6F29        | GOVERNMENT OF CANADA TREASURY BILL 1.25% 04 OCT 18       | Buy              | \$2,142,862.00                                                                                                                                                                                                                                              |
| Jun 29, 2018          | B35B                | Montrusco Bolton Canadian Equity Fund * Related Issuer * | Add Income       | \$11,516.21                                                                                                                                                                                                                                                 |
| Jun 29, 2018          | B35B                | Montrusco Bolton Canadian Equity Fund * Related Issuer * | Buy              | \$11,516.21                                                                                                                                                                                                                                                 |
| Jun 29, 2018          | B45                 | Montrusco Bolton Equity Income Fund * Related Issuer *   | Add Income       | \$5,727.13                                                                                                                                                                                                                                                  |
| Jun 29, 2018          | B45                 | Montrusco Bolton Equity Income Fund * Related Issuer *   | Buy              | \$5,727.13                                                                                                                                                                                                                                                  |
| Jun 29, 2018          | B72B                | Montrusco Bolton Global Equity Fund * Related Issuer *   | Add Income       | \$33,382.26                                                                                                                                                                                                                                                 |
| Jun 29, 2018          | B72B                | Montrusco Bolton Global Equity Fund * Related Issuer *   | Buy              | \$33,382.26                                                                                                                                                                                                                                                 |
| Jun 28, 2018          | 1350Z72Z31D05       | GOVERNMENT OF CANADA TREASURY BILL 1.10% 28 JUN 18       | Maturity         | \$1,950,000.00                                                                                                                                                                                                                                              |
| Jun 26, 2018          | Q12184              | ROYAL BANK OF CANADA DEPOSIT NOTE 2.82% 12 JUL 18        | Sell             | \$354,729.36                                                                                                                                                                                                                                                |
| Jun 26, 2018          | Q12231              | ROYAL BANK OF CANADA DEPOSIT NOTE 2.333% 05 DEC 23       | Buy              | \$341,470.54                                                                                                                                                                                                                                                |

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### 3.6 Exporting transactions

If you wish to export a transaction list, you can do so by clicking on the appropriate form you wish to download:

- ✓ Excel
- ✓ PDF
- ✓ CSV

Asset allocation
Investment policy
Valuation
Performance
**Transactions**





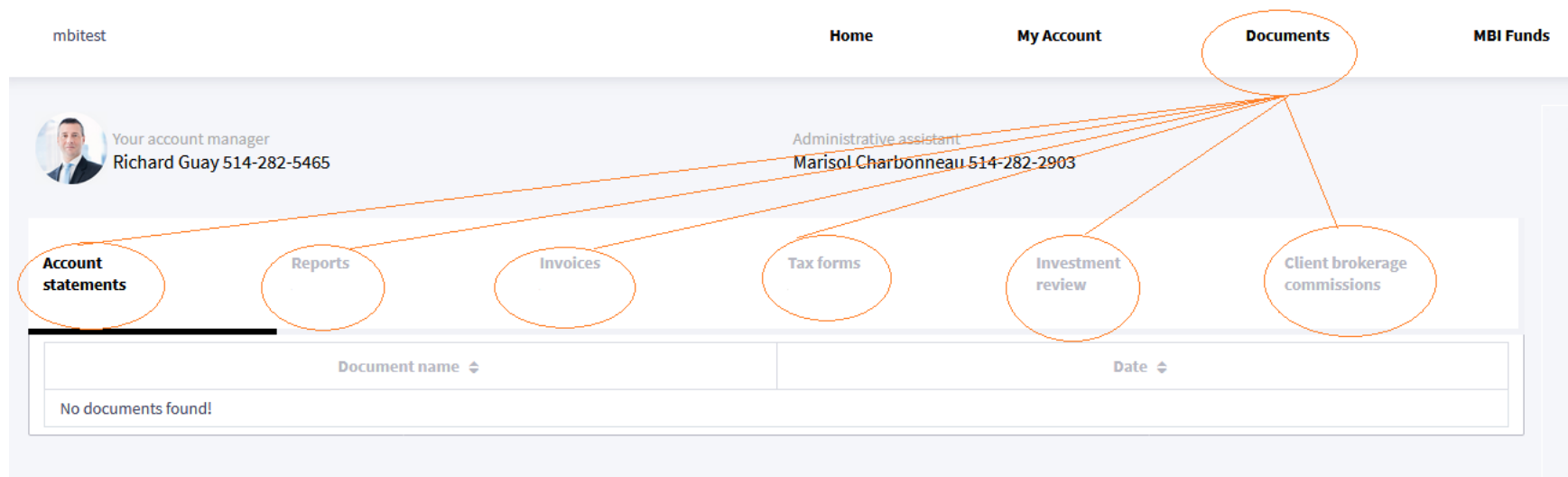
| Trade date   | Ticker       | Description                                              | Transaction type <span style="font-size: 0.8em;">▼</span> | Amount         |
|--------------|--------------|----------------------------------------------------------|-----------------------------------------------------------|----------------|
| Jul 3, 2018  | CSHCAD       | CANADIAN DOLLAR                                          | Add Income                                                | \$142.12       |
| Jun 29, 2018 | 1350Z72Z6F29 | GOVERNMENT OF CANADA TREASURY BILL 1.25% 04 OCT 18       | Buy                                                       | \$2,142,862.00 |
| Jun 29, 2018 | B35B         | Montrusco Bolton Canadian Equity Fund * Related Issuer * | Add Income                                                | \$11,516.21    |
| Jun 29, 2018 | B35B         | Montrusco Bolton Canadian Equity Fund * Related Issuer * | Buy                                                       | \$11,516.21    |
| Jun 29, 2018 | B45          | Montrusco Bolton Equity Income Fund * Related Issuer *   | Add Income                                                | \$5,727.13     |
| Jun 29, 2018 | B45          | Montrusco Bolton Equity Income Fund * Related Issuer *   | Buy                                                       | \$5,727.13     |
| Jun 29, 2018 | B72B         | Montrusco Bolton Global Equity Fund * Related Issuer *   | Add Income                                                | \$33,382.26    |
| Jun 29, 2018 | B72B         | Montrusco Bolton Global Equity Fund * Related Issuer *   | Buy                                                       | \$33,382.26    |
| Jun 28, 2018 | 1350Z7231D05 | GOVERNMENT OF CANADA TREASURY BILL 1.10% 28 JUN 18       | Maturity                                                  | \$1,950,000.00 |
| Jun 26, 2018 | Q12184       | ROYAL BANK OF CANADA DEPOSIT NOTE 2.82% 12 JUL 18        | Sell                                                      | \$354,729.36   |
| Jun 26, 2018 | Q12231       | ROYAL BANK OF CANADA DEPOSIT NOTE 2.333% 05 DEC 23       | Buy                                                       | \$341,470.54   |

## *Montrusco Bolton Client Portal – User Guide*

### 3.7 Documents

By clicking on the “Documents” tab, you will be able to view the following documents:

- ✓ Account statements
- ✓ Reports
- ✓ Invoices
- ✓ Tax Forms
- ✓ Investment Review
- ✓ Client brokerage commissions



## *Montrusco Bolton Client Portal – User Guide*

### 3.8 MBI Funds

By clicking on “MBI Funds”:

You can access information concerning our latest partnerships, product offerings, as well as the latest information as it relates to our funds.

The screenshot displays the client portal interface. At the top, there is a navigation bar with links: Home, My Account, Documents, and MBI Funds. Below this, a user profile section shows the account manager Richard Guay and administrative assistant Marisol Charbonneau. A portfolio dropdown menu is set to 'Test10000'. The main content area features a horizontal list of fund links: Fonds MBI, Fonds TEC, Alma Global, ACPI, and Ardenton. Below this list is a table with the heading 'Document name' containing two entries: 'December 2017 - Annual Report.pdf' and 'December 2015 - Annual Report.pdf'.

| Document name                     |
|-----------------------------------|
| December 2017 - Annual Report.pdf |
| December 2015 - Annual Report.pdf |