GeoWealth Client Portal

USER GUIDE

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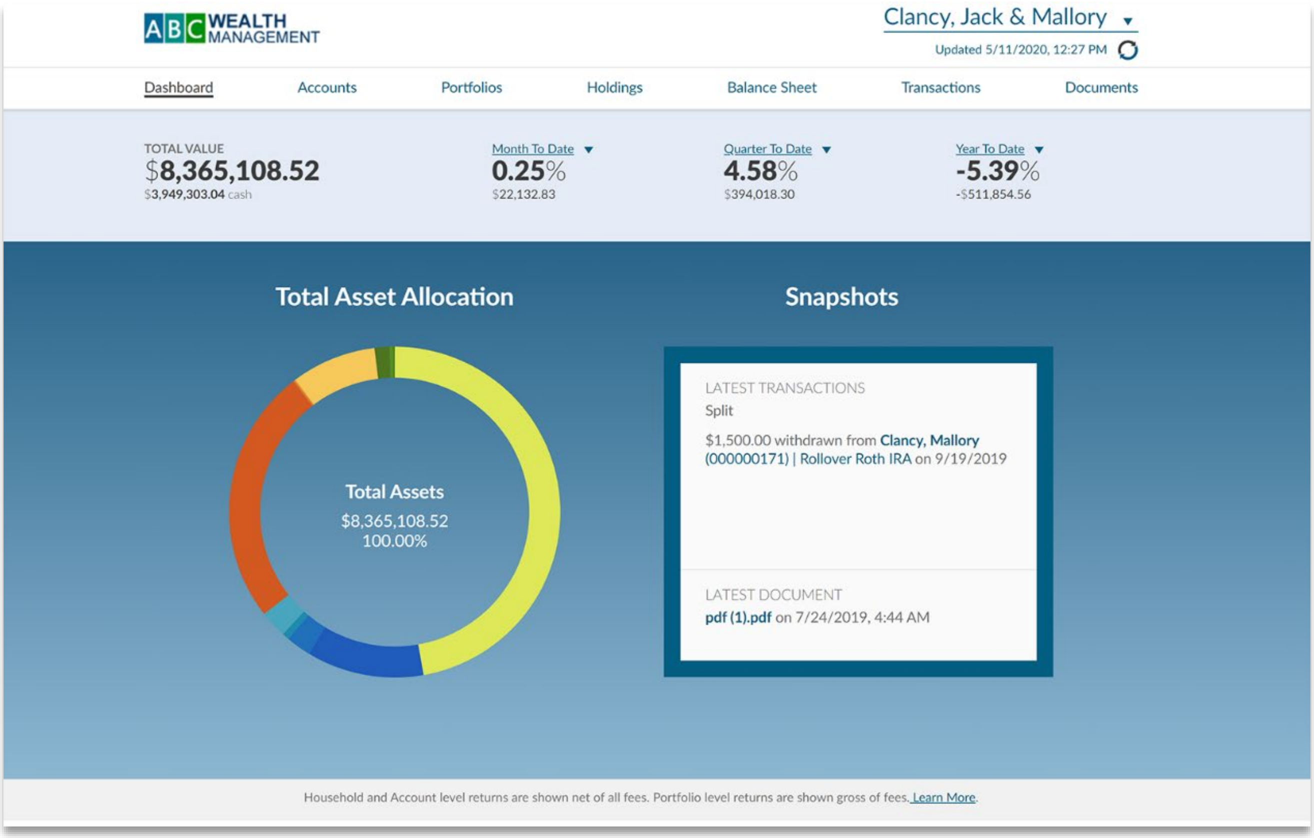
Introduction

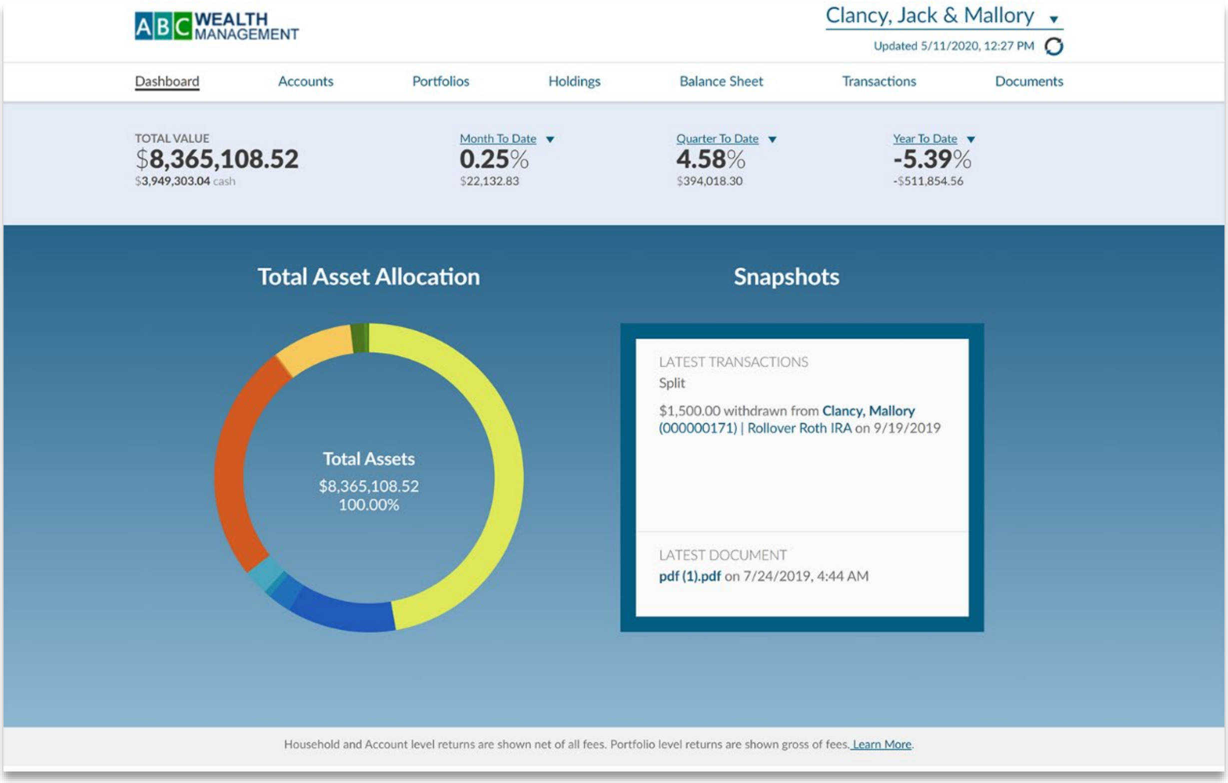
The GeoWealth **Client Portal** is a valuable tool that allows you to view pertinent account details and performance information, aggregate additional accounts to provide a holistic financial view of all of your assets and liabilities, share documents with your advisor, and more. The Client Portal is organized into the following main sections, each of which will be covered in a dedicated chapter of this guide, as well as a section dedicated to **Additional Tools** that are available to you within the portal.

- **Dashboard**
- **Accounts**
- **Portfolios**
- **Holdings**
- **Transactions**
- **Documents**



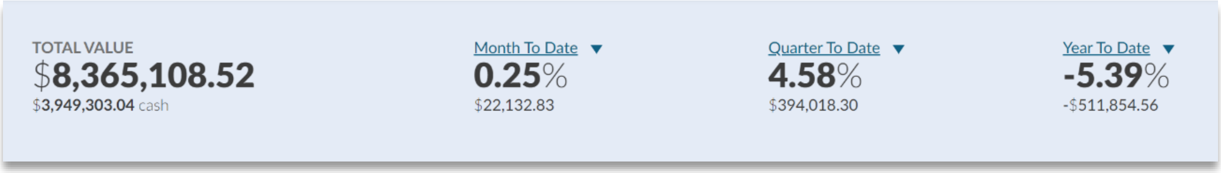
Dashboard

The **Dashboard** section is the default landing page when logging into the Client Portal, providing instant access to key information.

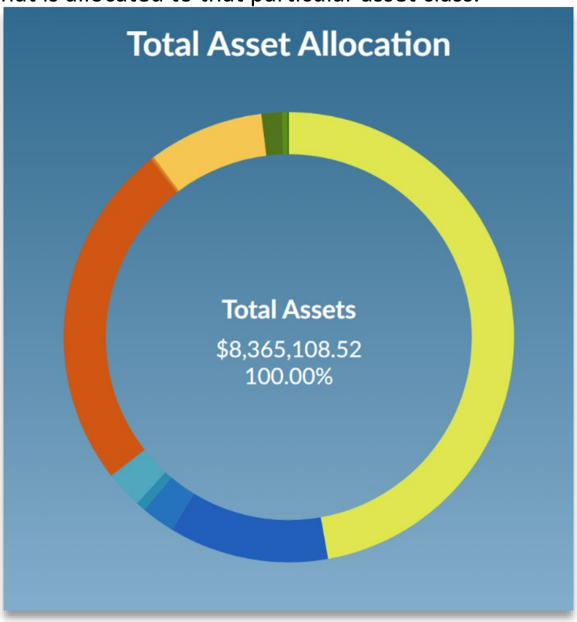


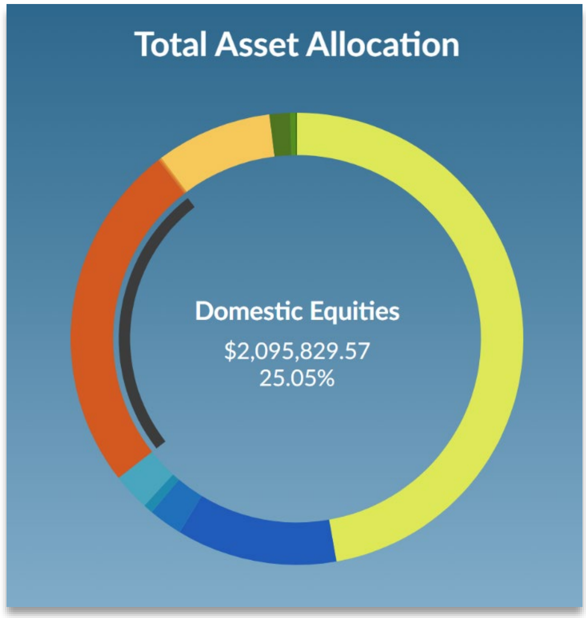
This page is organized into 3 main sections:

1. **Value/Performance Summary**: The ribbon on the top of this page details out the total **market value** for all of your accounts as well as the total **cash** value. The section then provides a series of 3 performance figures: Month to Date, Quarter to Date, and Year to Date returns (expressed in both percentage and dollar amount). Clicking on the arrow next to any of these performance figures will allow you to select a different time period - options are as follows: Last Year, Year to Date, Month to Date, Quarter to Date, Last Quarter, Last Month, and Since Inception.

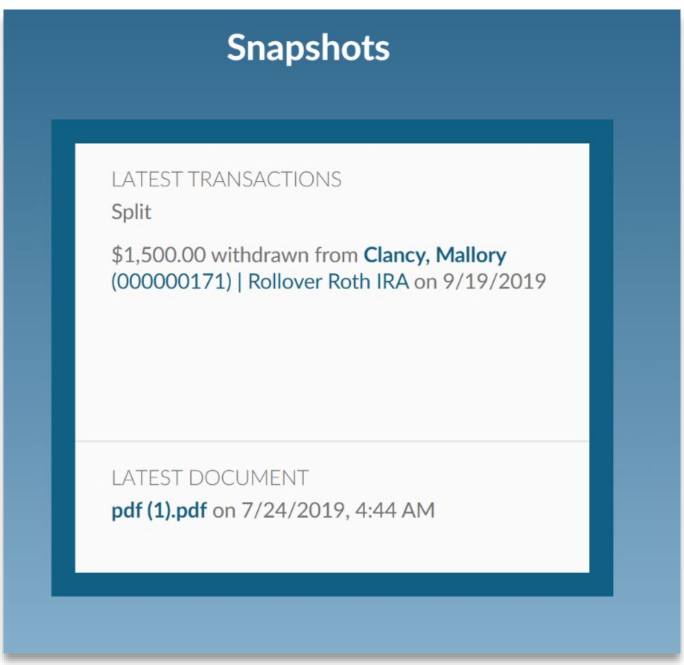


2. **Total Asset Allocation:** The Asset Allocation chart provides an overview of the asset classes that are represented throughout your accounts, allowing you to quickly see how your money is distributed across asset classes. The Asset Allocation chart is interactive, allowing you to hover over any asset class in order to view the dollar amount and percentage that is allocated to that particular asset class.





3. **Snapshots:** The Snapshots section provides a high-level overview of the most recent transaction activity and documents that have been added to your Portal. Clicking on the hyperlinks within this section will direct you to the applicable platform area.

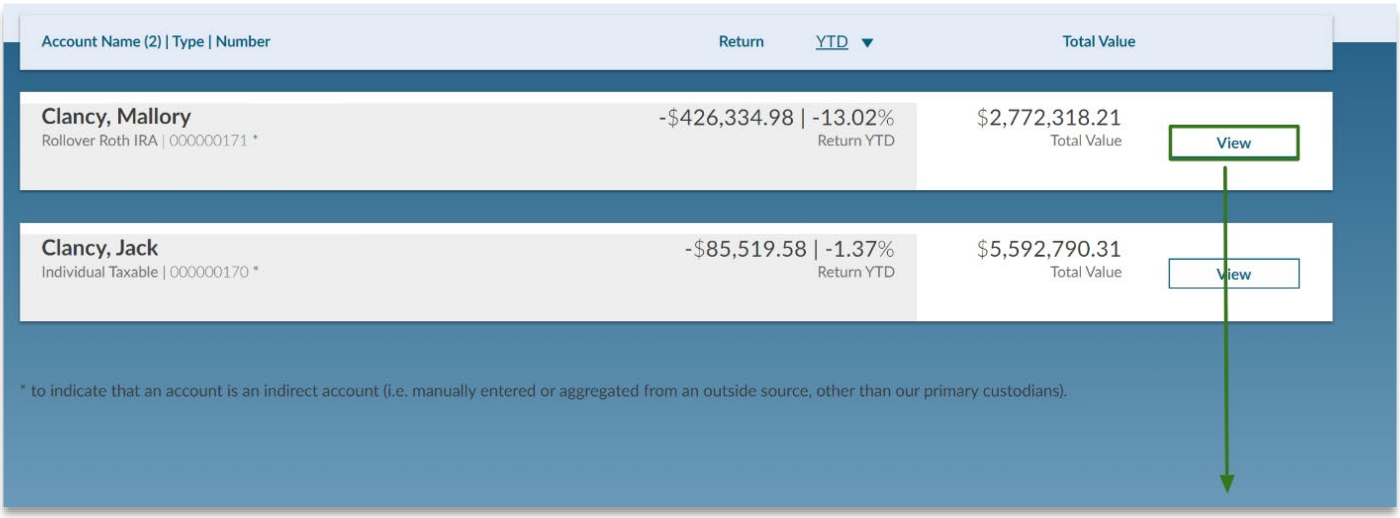


Accounts

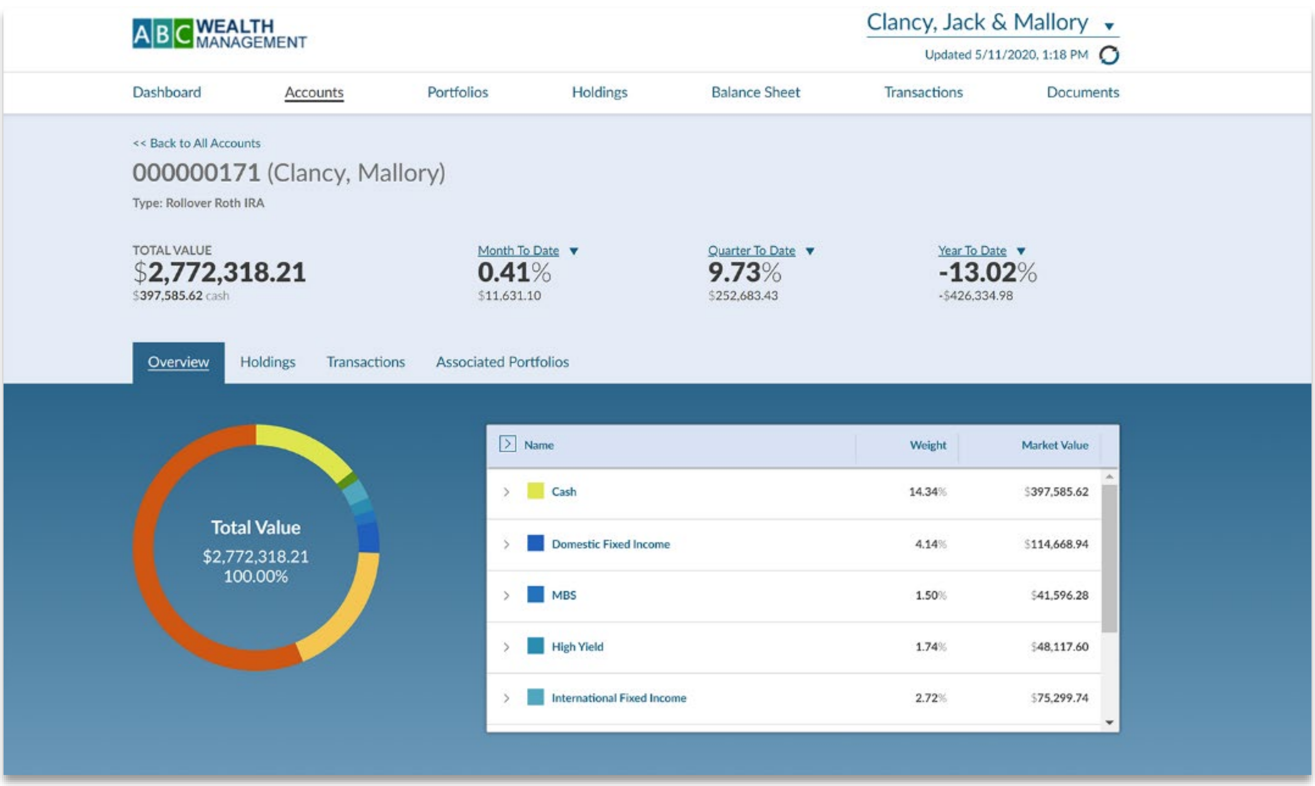
The **Accounts** section provides detailed information regarding each of your accounts. Beneath the top-level banner, this section lists out each of your accounts individually along with the owner, account type, account number, performance returns, and total market value.

Year to Date returns will be displayed by default, but you can update this time frame by selecting the dropdown next to the "YTD" link. Additional Options are as follows: Month to Date, Quarter to Date, Since Inception, Annualized, Last Year, Last Quarter, and Last Month.

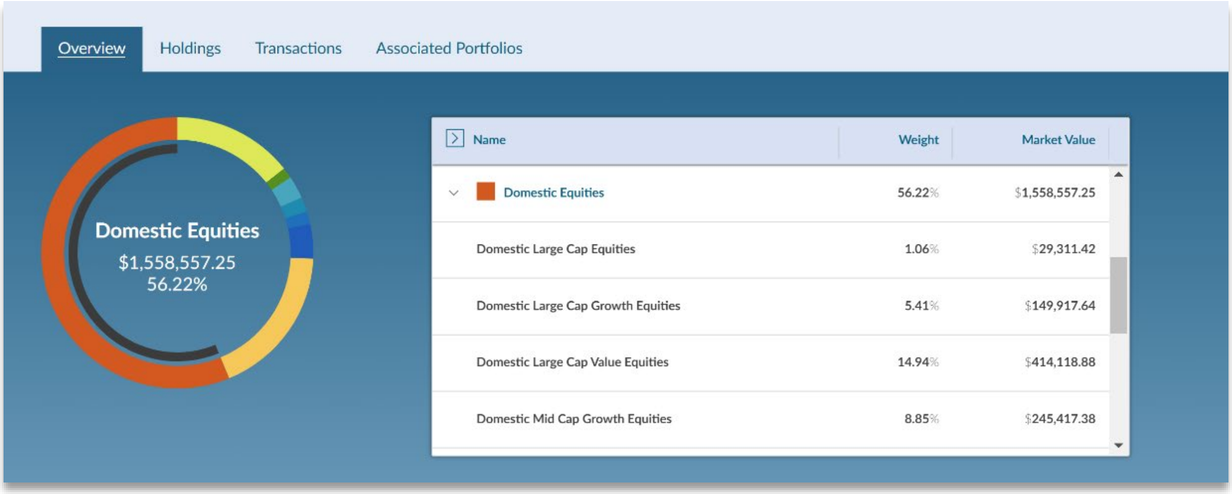
Selecting the **"View"** option next to any account will lead to a more detailed view of that specific account.



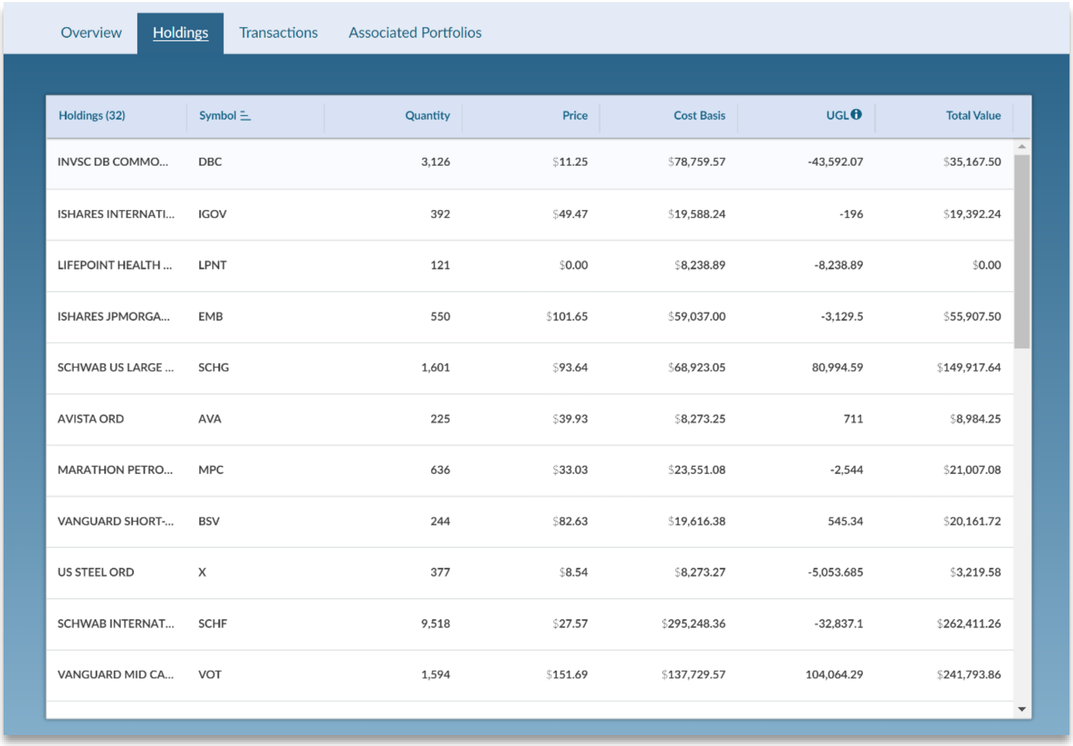
Within this detailed account view, the top-level values/performance figures will now be representative of only the selected account. There will be 4 additional tabs present, all of which will be specific to the account in question:



- **Overview Tab:** Similar to the Asset Allocation chart within the [Dashboard] section, this tab will display all asset classes that are represented in the selected account. The chart is interactive, allowing you to hover over any asset class to see the dollar amount and percentage that is allocated to that particular asset class. Additionally, this chart includes a corresponding grid that will display the weight and market value of all asset classes as well as sub-asset classes.

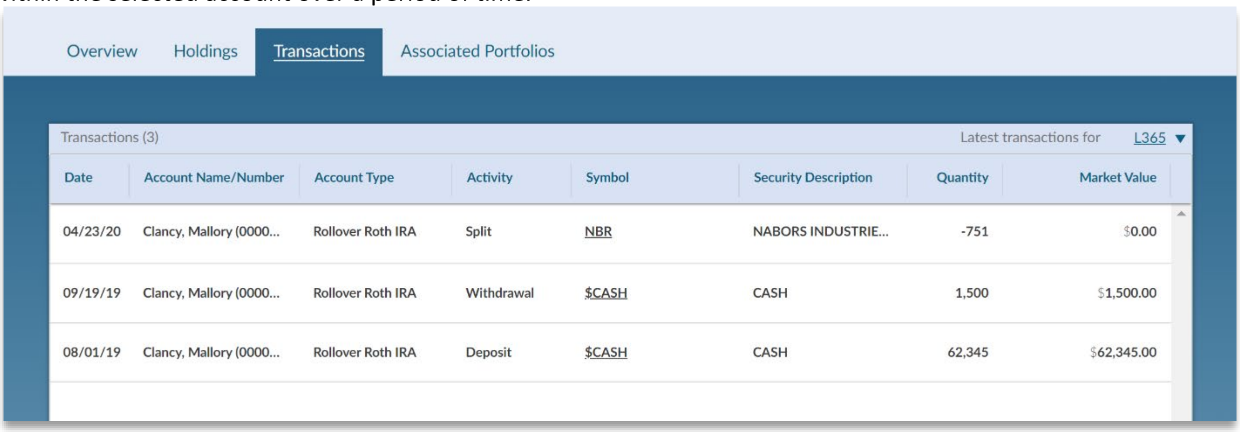


- **Holdings Tab:** Similar to the top-level [Holdings] section, this tab will display pertinent information regarding all holdings within the selected account.

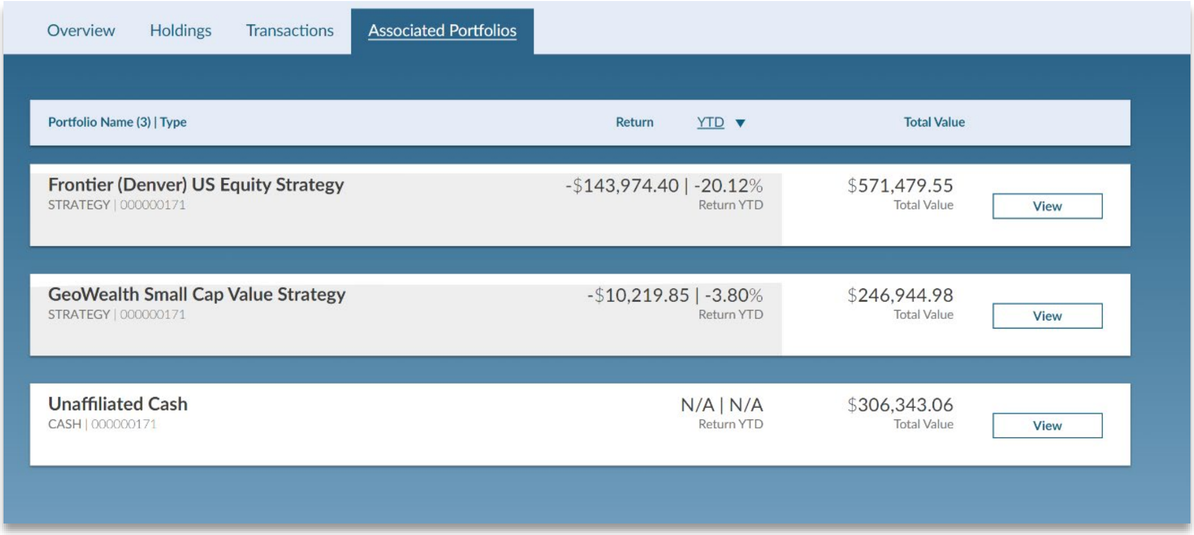


Holdings (32)	Symbol	Quantity	Price	Cost Basis	UGL	Total Value
INVSC DB COMMO...	DBC	3,126	$11.25	$78,759.57	-43,592.07	$35,167.50
ISHARES INTERNATI...	IGOV	392	$49.47	$19,588.24	-196	$19,392.24
LIFEPOINT HEALTH ...	LPNT	121	$0.00	$8,238.89	-8,238.89	$0.00
ISHARES JPMORGA...	EMB	550	$101.65	$59,037.00	-3,129.5	$55,907.50
SCHWAB US LARGE ...	SCHG	1,601	$93.64	$68,923.05	80,994.59	$149,917.64
AVISTA ORD	AVA	225	$39.93	$8,273.25	711	$8,984.25
MARATHON PETRO...	MPC	636	$33.03	$23,551.08	-2,544	$21,007.08
VANGUARD SHORT-...	BSV	244	$82.63	$19,616.38	545.34	$20,161.72
US STEEL ORD	X	377	$8.54	$8,273.27	-5,053.685	$3,219.58
SCHWAB INTERNAT...	SCHF	9,518	$27.57	$295,248.36	-32,837.1	$262,411.26
VANGUARD MID CA...	VOT	1,594	$151.69	$137,729.57	104,064.29	$241,793.86

- **Transactions Tab:** Similar to the top-level [Transactions] section, this tab will display all transactions that have occurred within the selected account over a period of time.

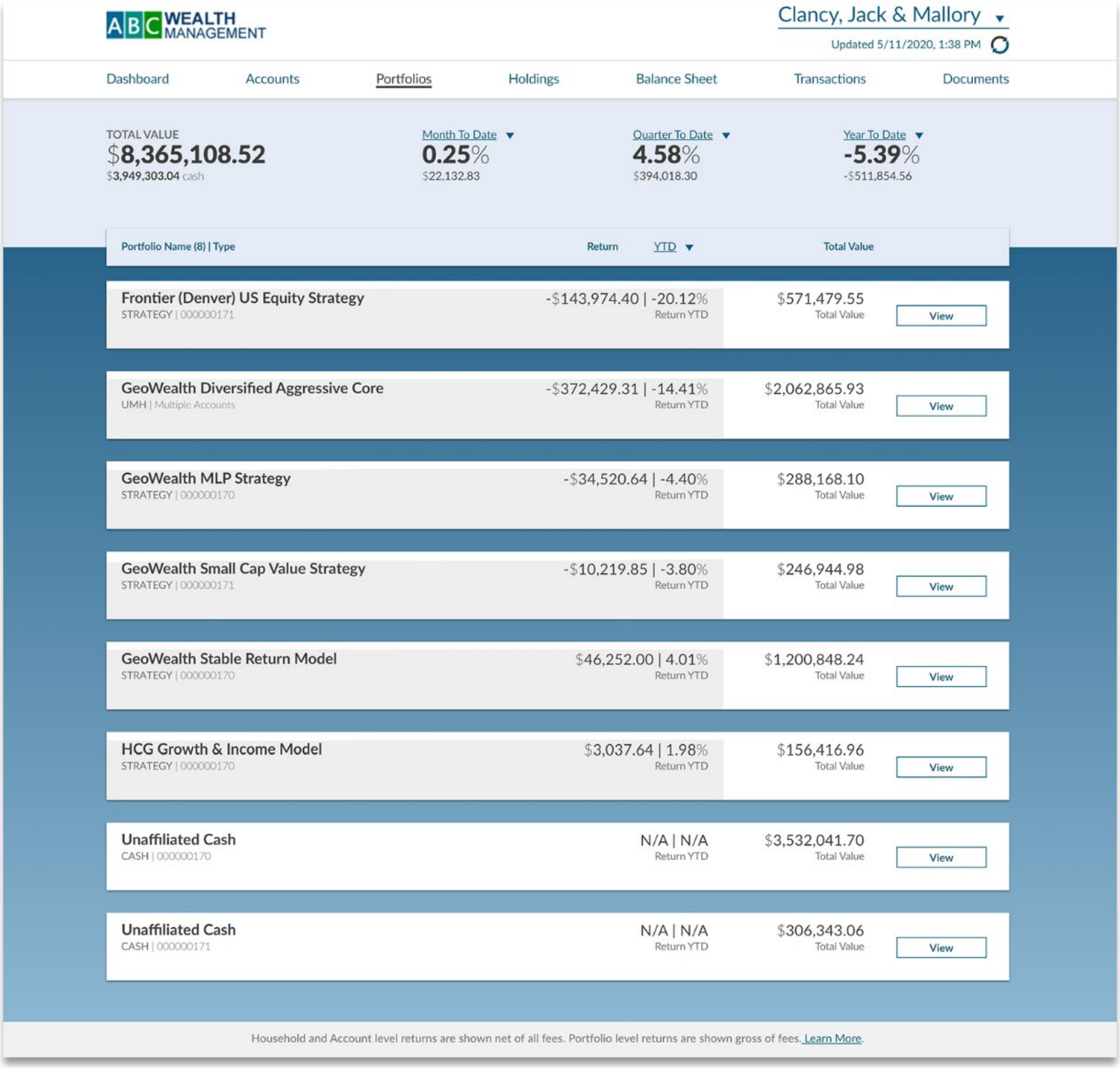


- **Associated Portfolios:** Similar to the top-level [Portfolios] section, this tab will display all Portfolios that are associated to the selected account. Selecting the **"View"** link will lead to a more detailed Portfolio view which will be covered in the [Portfolios] section of this guide.

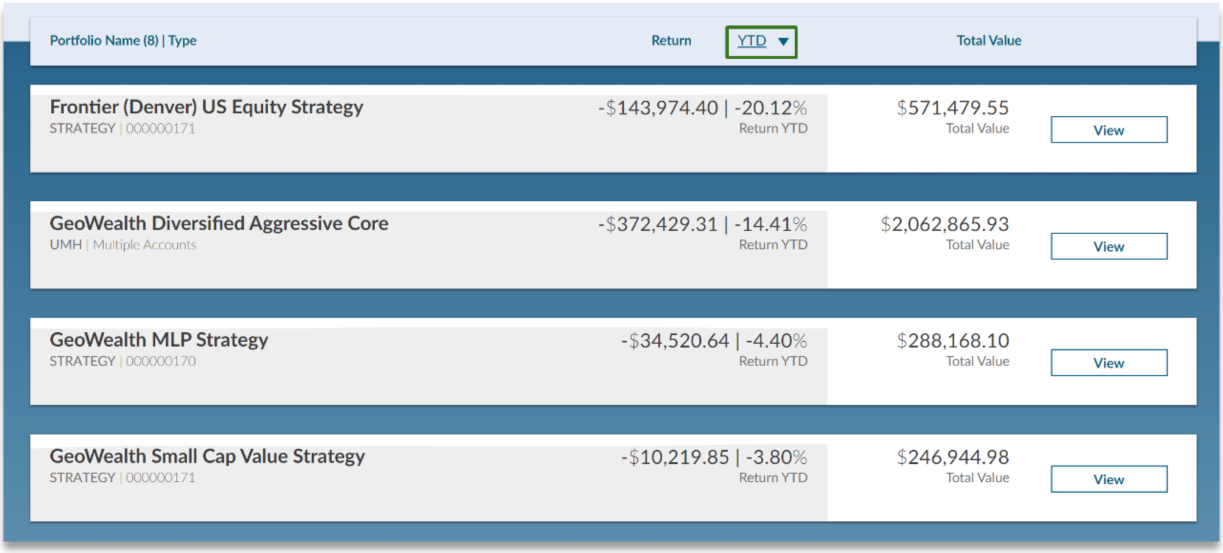


Portfolios

The **Portfolios** section provides detailed information regarding each of your portfolios. Beneath the top-level banner, this section lists out each of your portfolios individually along with the portfolio name, portfolio type, associated account number(s), performance returns, and total market value.



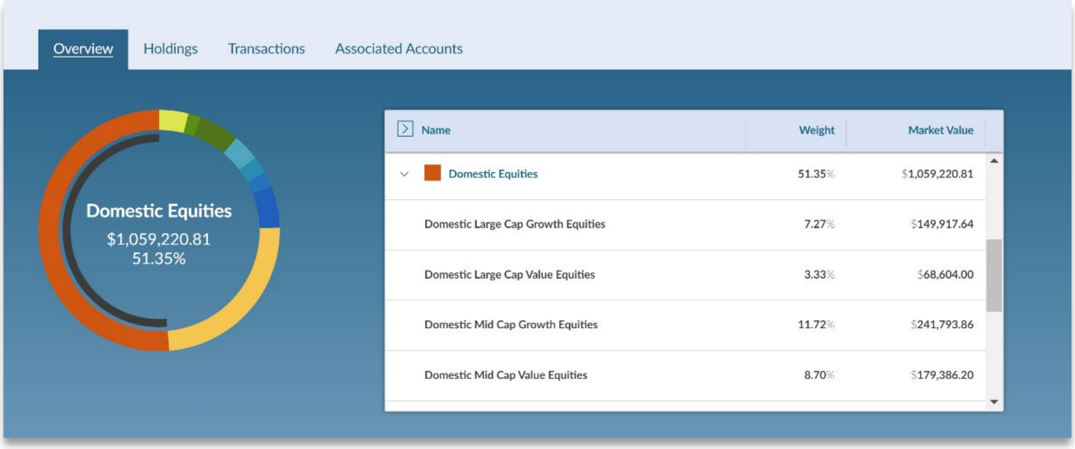
Year to Date returns will be displayed by default, but you can update this time frame by selecting the dropdown next to the "YTD" link. Additional Options are as follows: Month to Date, Quarter to Date, Since Inception, Annualized, Last Year, Last Quarter, and Last Month.



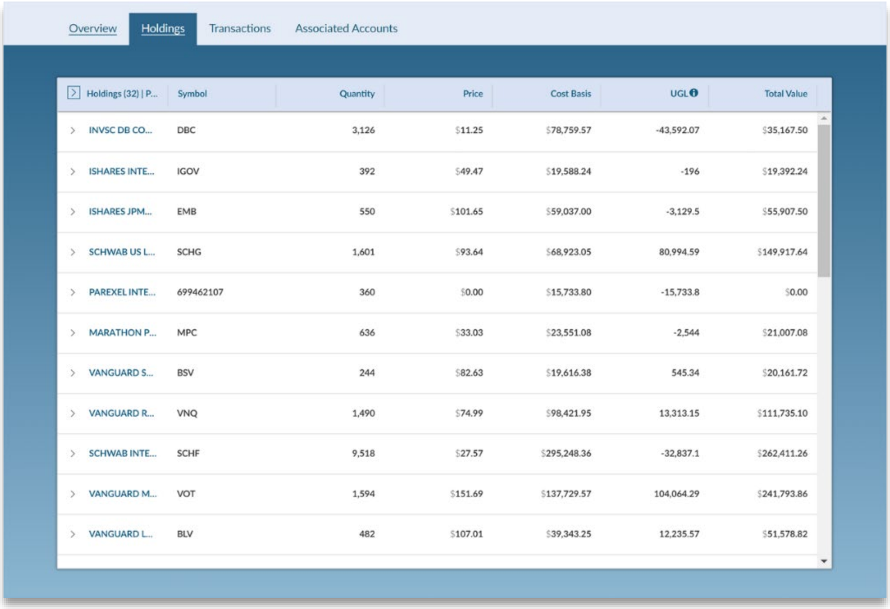
Selecting the **"View"** option next to any portfolio will lead to a more detailed view of that specific portfolio.

Within this detailed portfolio view, the top-level values/performance figures will now be representative of only the selected portfolio. There will be 4 additional tabs present, all of which will be specific to the portfolio in question:

- **Overview Tab:** Similar to the Asset Allocation chart within the **Dashboard** section, this tab will display all asset classes that are represented in the selected portfolio. The chart is interactive, allowing you to hover over any asset class to see the dollar amount and percentage that is allocated to that particular asset class. Additionally, this chart includes a corresponding grid that will display the weight and market value of all asset classes as well as sub-asset classes.

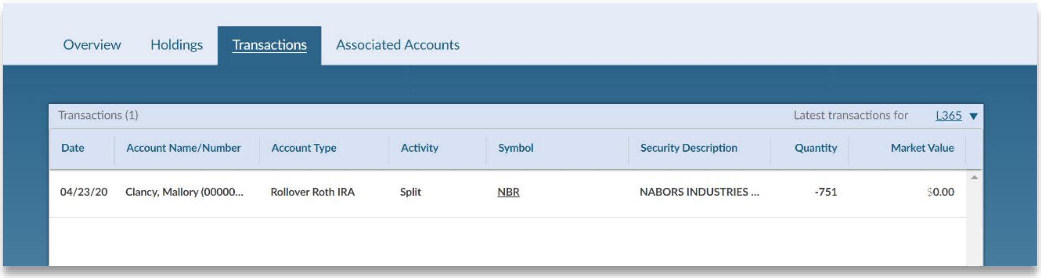


- **Holdings Tab:** Similar to the top-level [Holdings]() section, this tab will display pertinent information regarding all holdings within the selected portfolio.



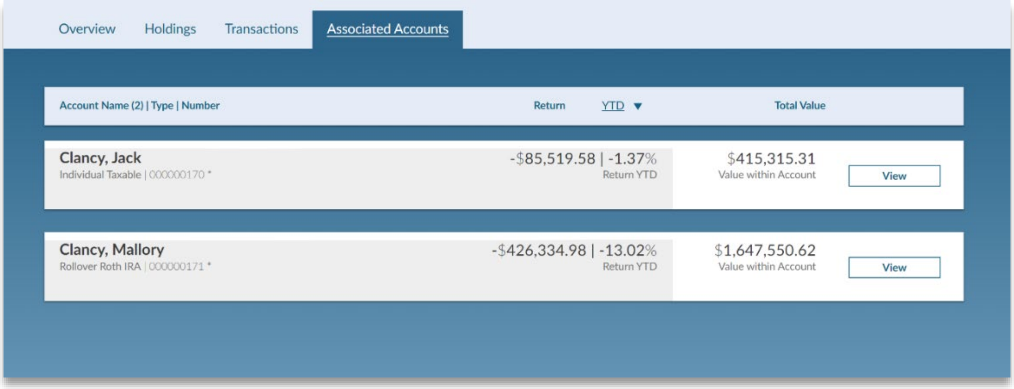
Holdings (32) | P...	Symbol	Quantity	Price	Cost Basis	UGL	Total Value
INVSC DB CO...	DBC	3,126	$11.25	$78,759.57	-43,592.07	$35,167.50
ISHARES INTE...	IGOV	392	$49.47	$19,588.24	-196	$19,392.24
ISHARES JPM...	EMB	550	$101.65	$59,037.00	-3,129.5	$55,907.50
SCHWAB US L...	SCHG	1,601	$93.64	$68,923.05	80,994.59	$149,917.64
PAREXEL INTE...	699462107	360	$0.00	$15,733.80	-15,733.8	$0.00
MARATHON P...	MPC	636	$33.03	$23,551.08	-2,544	$21,007.08
VANGUARD S...	BSV	244	$82.63	$19,616.38	545.34	$20,161.72
VANGUARD R...	VNQ	1,490	$74.99	$98,421.95	13,313.15	$111,735.10
SCHWAB INTE...	SCHF	9,518	$27.57	$295,248.36	-32,837.1	$262,411.26
VANGUARD M...	VOT	1,594	$151.69	$137,729.57	104,064.29	$241,793.86
VANGUARD L...	BLV	482	$107.01	$39,343.25	12,235.57	$51,578.82

- **Transactions Tab:** Similar to the top-level [Transactions]() section, this tab will display all transactions that have occurred within the selected portfolio over a period of time.



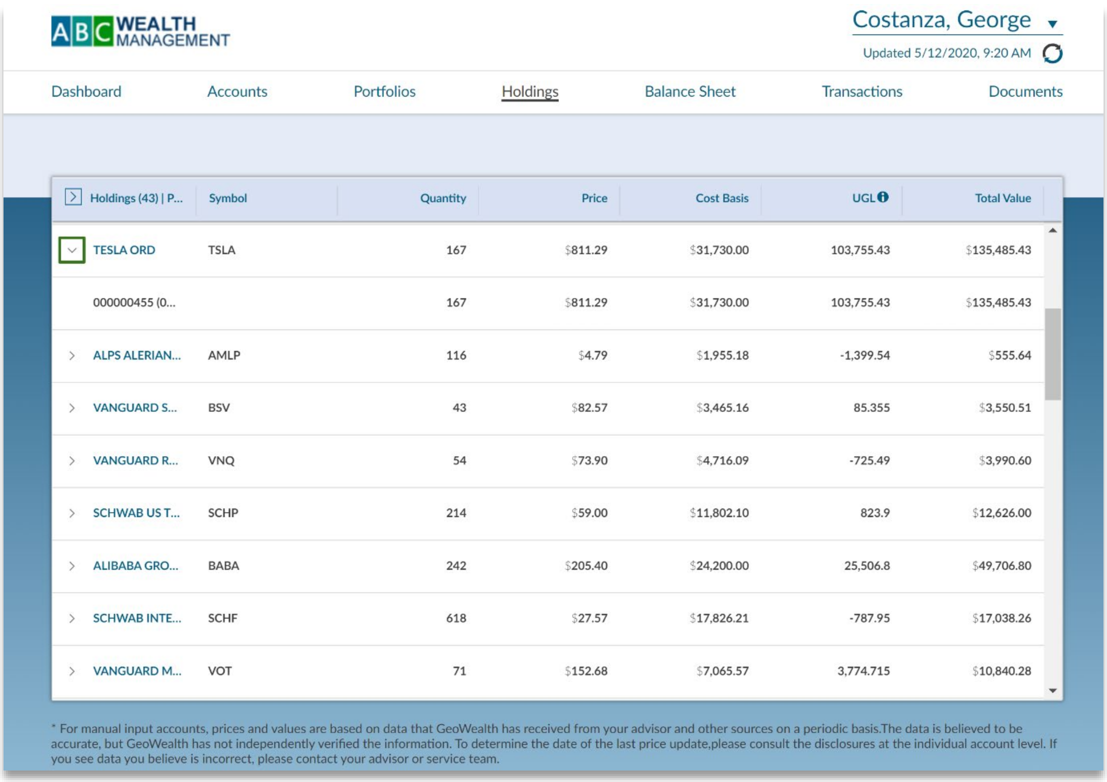
Date	Account Name/Number	Account Type	Activity	Symbol	Security Description	Quantity	Market Value
04/23/20	Clancy, Mallory (00000...	Rollover Roth IRA	Split	NBR	NABORS INDUSTRIES ...	-751	$0.00

- **Associated Accounts:** Similar to the top-level [Accounts]() section, this tab will display all accounts that are associated to the selected portfolio. Selecting the "View" link will lead to a more detailed account view which will be covered in the [Accounts]() section of this guide.



Holdings

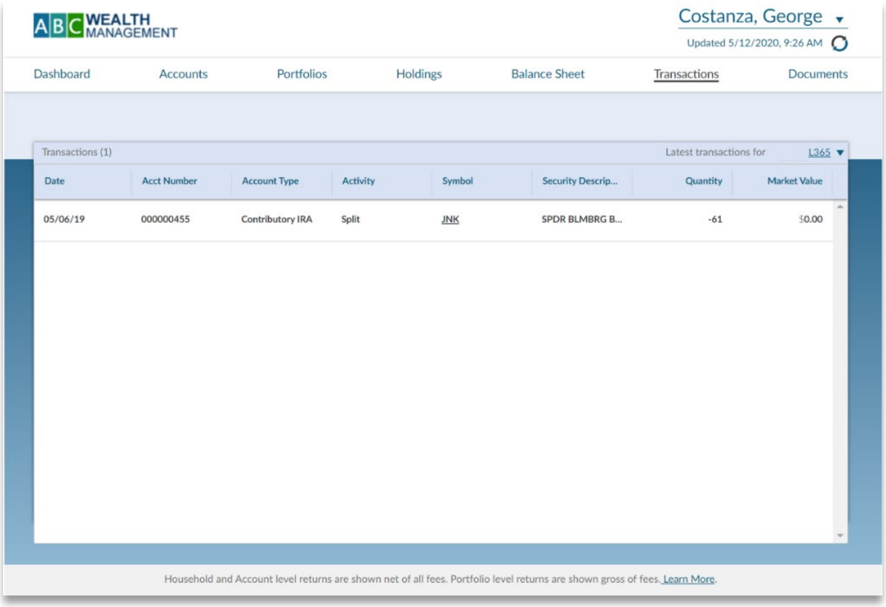
The **Holdings** section shows a consolidated view of every holding across all of your accounts. Each holding can be expanded by clicking the arrow located to the left of the holding. Expanding the holding reveals the account that each position is located in. If the position is held in multiple accounts, each account will be shown when the holding is expanded.



Information included in the holdings tab includes Holding/Position, Symbol, Quantity, Price, Cost Basis, UGL (Unrealized Gain/Loss), and Total Value. The data can be sorted by any column on the page by clicking on the column header.

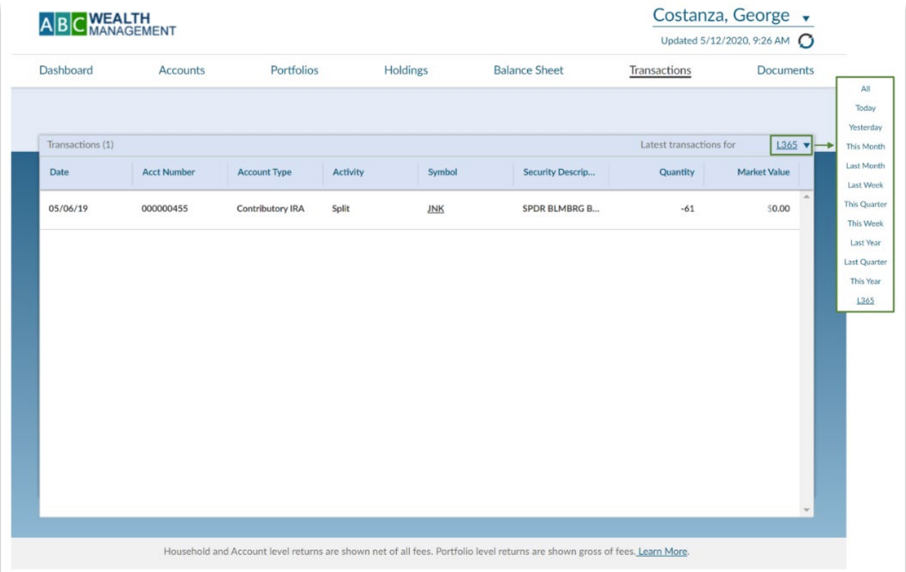
Transactions

The **Transactions** tab lists all transactions (buys, sells, splits, etc.) that have taken place across all of your accounts.



Information included in the transactions tab includes the transaction date, account number, account type, activity, symbol, security description, quantity. and market value. The data can be sorted by any column on the page by clicking on the column header.

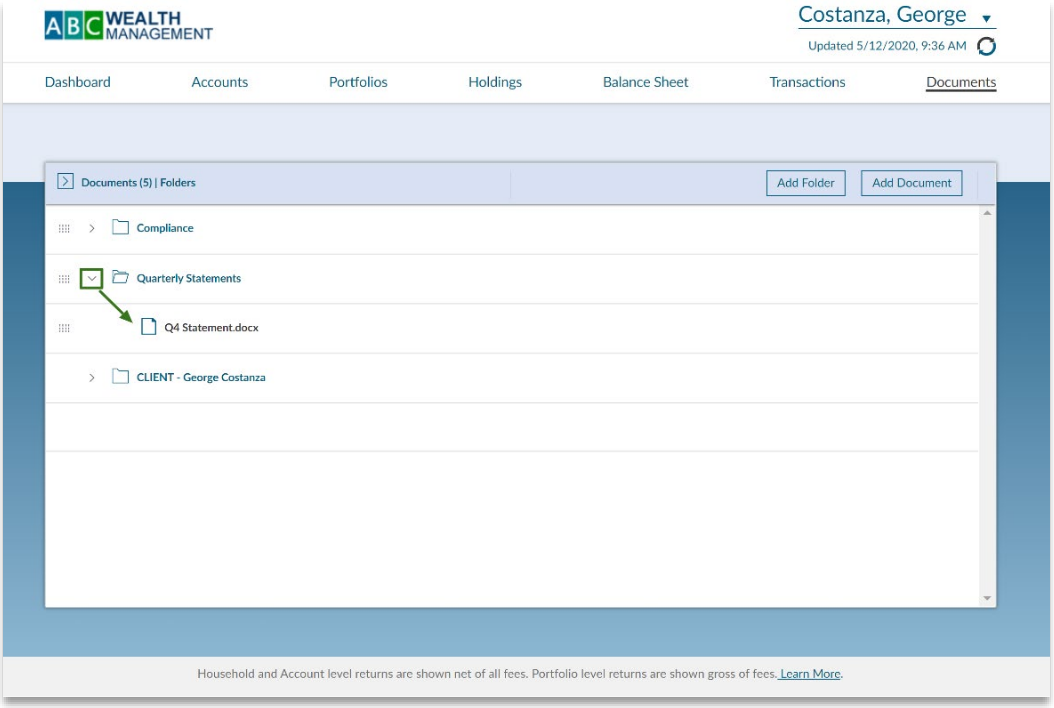
The tab will display transactions that have occurred over the last 365 days by default, but this time frame can be customized using the "L365" link in the upper right hand corner of the page. Additional time periods are as follows: All, Today, Yesterday, This Month, Last Month, Last Week, This Quarter, This Week, Last Year, Last Quarter, and This Year.



Documents

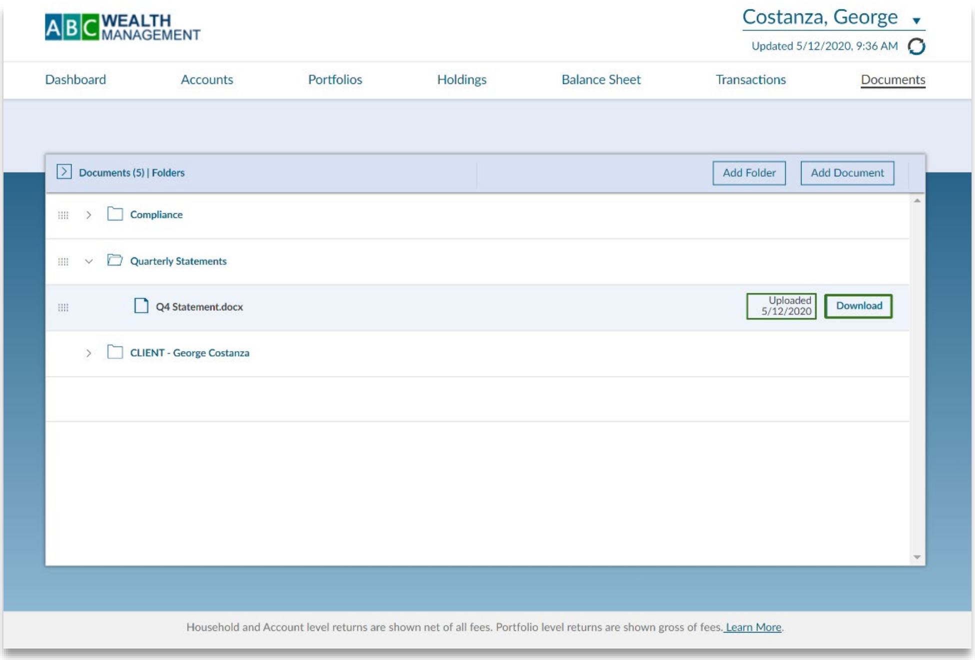
The **Documents** section is a bi-directional Document Vault for seamless document sharing, which nurtures a collaborative and efficient working environment between you and your advisor.

The documents within the Document Vault can be organized into folders by your advisor. You can select the arrow directly to the left of any given folder to expand the folder in order to view its contents.

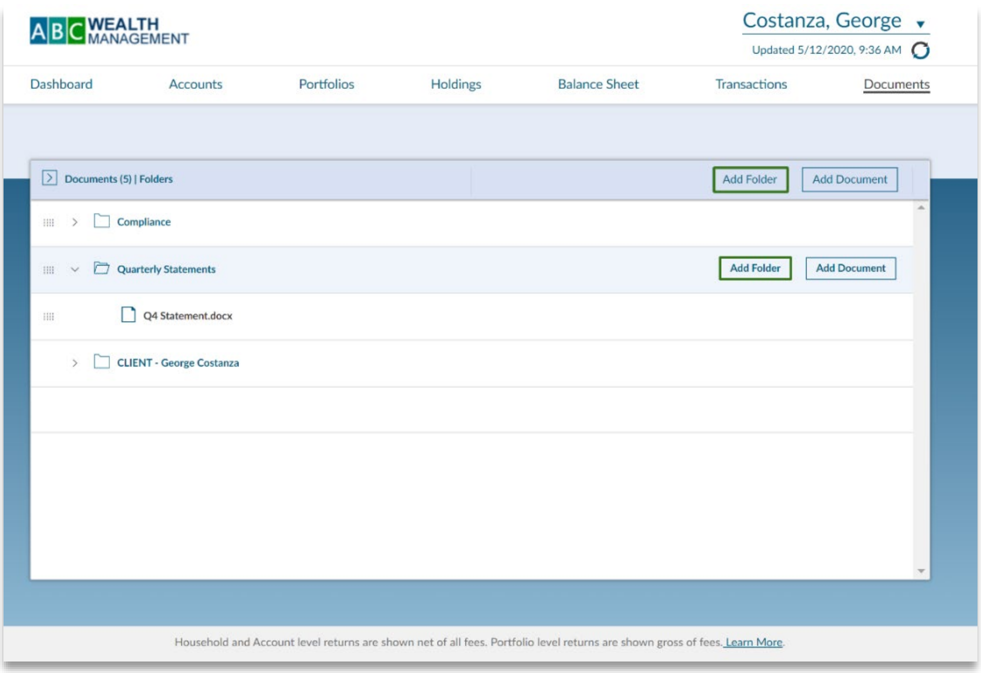


There are a few actions that can be taken within the Document Vault, each of which will be detailed out below:

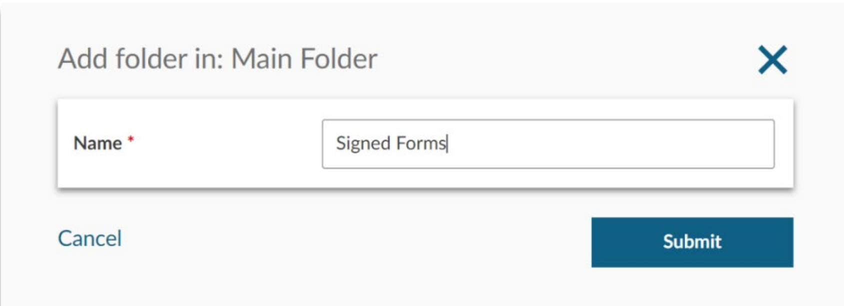
Downloading a Document: Hovering over an existing document will present a **"Download"** button to the far right-hand side. Simply click on this button to download the document. The document "Uploaded Date" will be listed directly next to this button for easy reference.



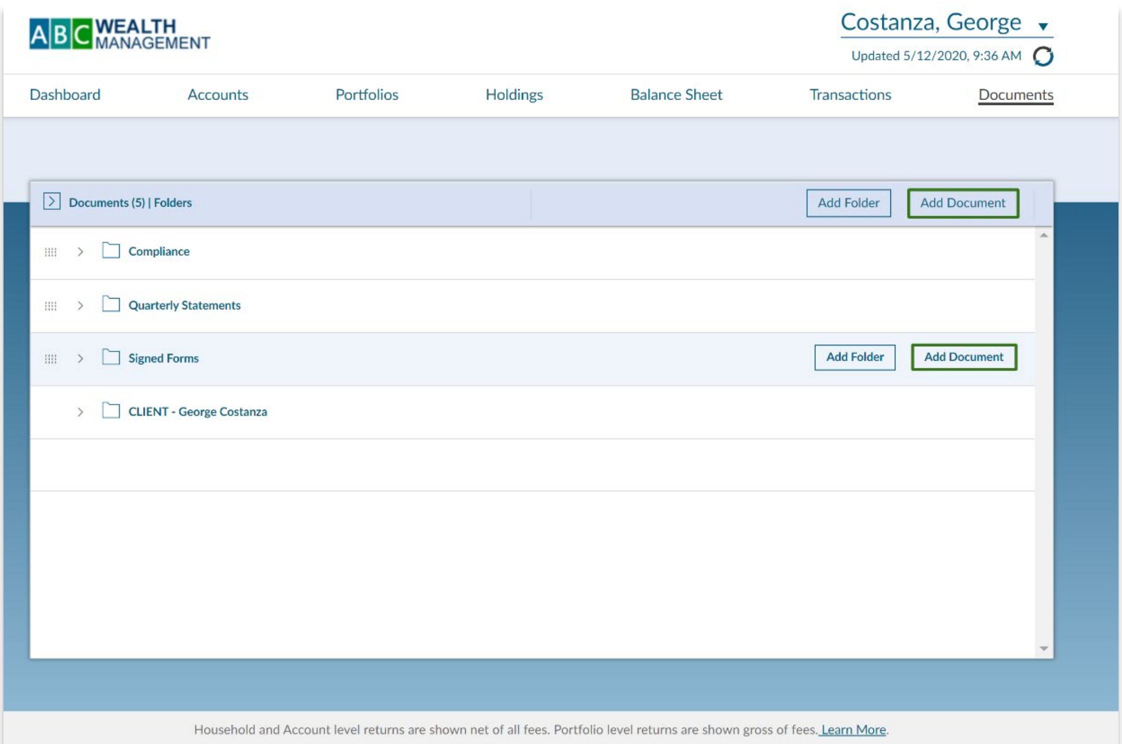
Adding a New Folder: If you would like to add your own folders within the Document Vault, select the **"Add Folder"** button. Folders can either be added into the main Document Vault view by selecting the "Add Folder" button at the top of the page, or they can be added as a sub-folder by selecting the "Add Folder" button that will appear when hovering over any existing folder.



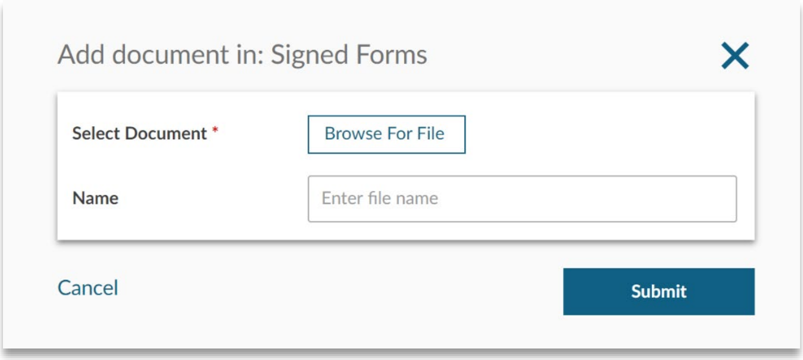
Selecting the "Add Folder" button will invoke the below popup where you will be prompted to enter a Name for the folder. You can then select "Submit" to create the folder, or "Cancel" to cancel the action. Any folders that you create will be visible to your advisor as well.



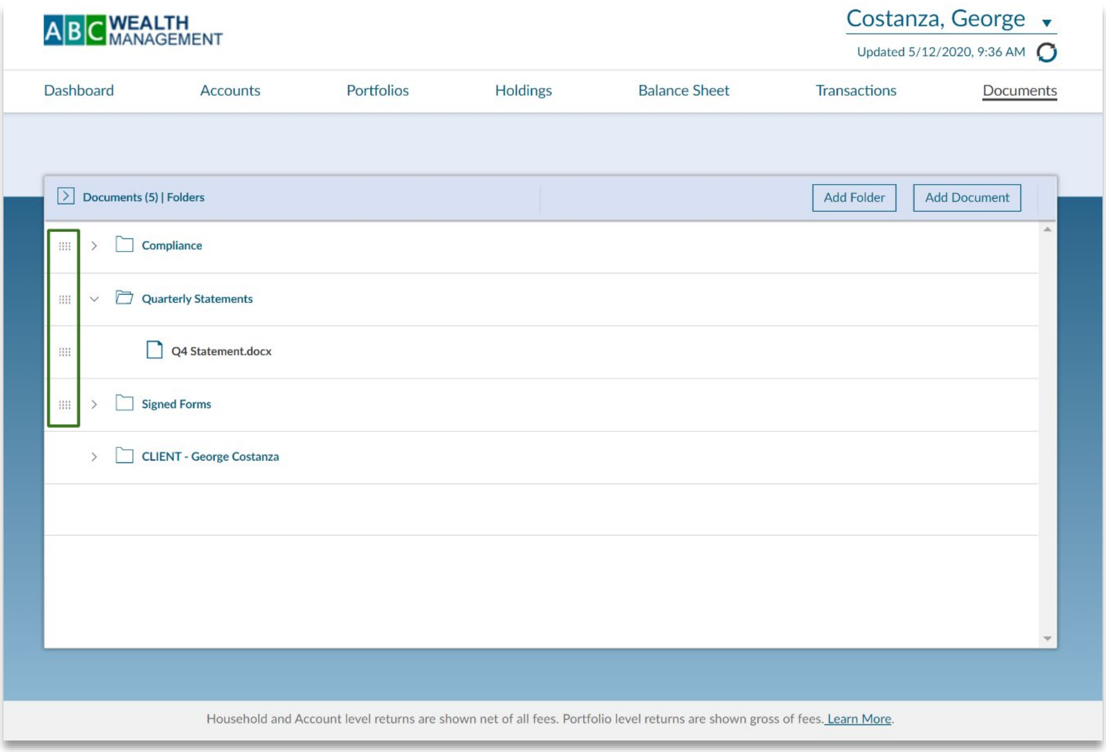
Adding a New Document: In order to add your own documents within the Document Vault, select the "Add Document" button. Documents can either be added into the main Document Vault view by selecting the "Add Document" button at the top of the page, or they can be added into an existing folder by selecting the "Add Document" button that will appear when hovering over the folder.



Selecting the "Add Document" button will invoke the below popup where you will be prompted to Browse for a file to attach and provide a Name for the document (the Name field will automatically pre-populate with the file name that you have attached, but this can be updated in desired). You can then select "Submit" to add the document, or "Cancel" to cancel the action. Any documents that you upload will be visible to your advisor as well.

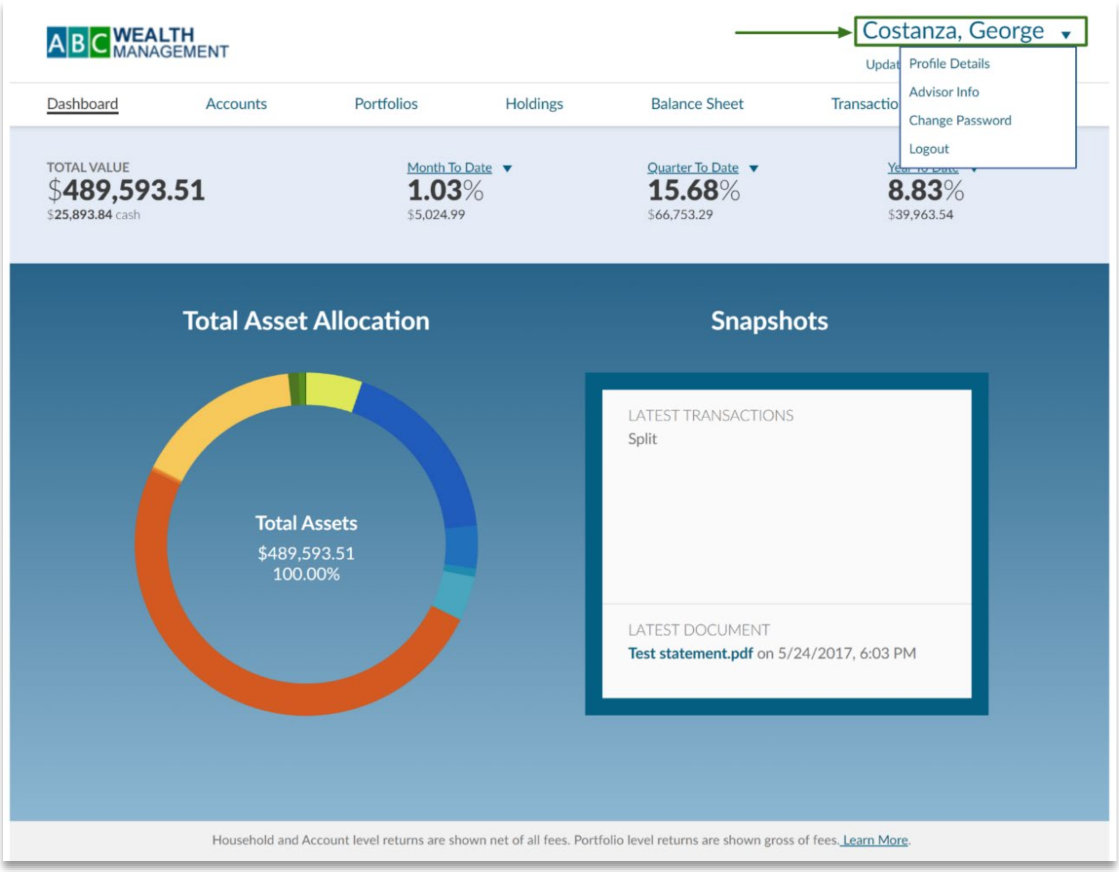


<u>Organizing your Document Vault</u>: As additional folders and documents are added, you may want to rearrange their order. You can do this by selecting any folder/document and moving it to a new location using "drag & drop" functionality. The folders can also be sorted alphabetically by clicking on the "Documents/Folders" header.



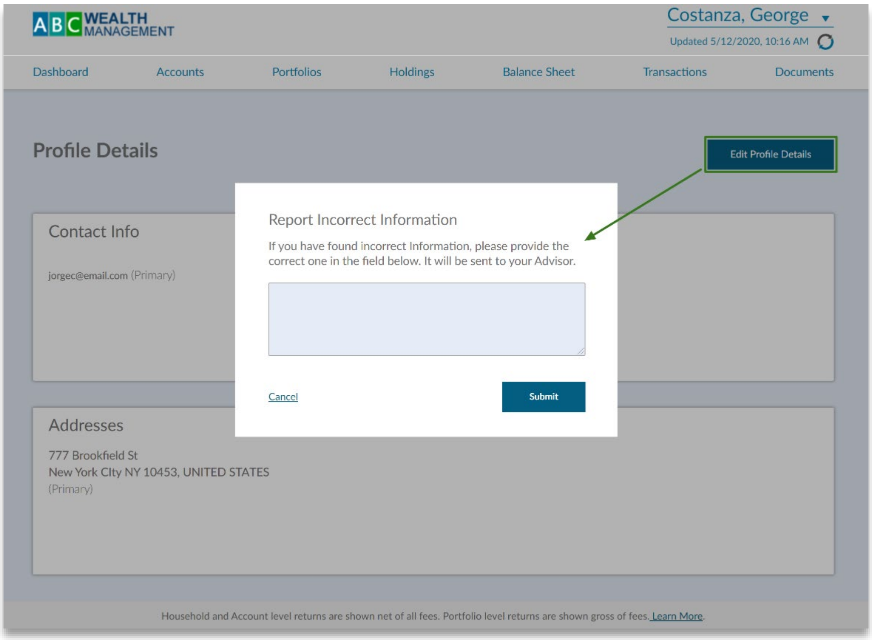
Additional Tools

From any given section within the Client Portal, you have the option to select your Profile Name in the upper right-hand corner of the screen in order to present a menu of available tools. Each option within this dropdown will be detailed below:

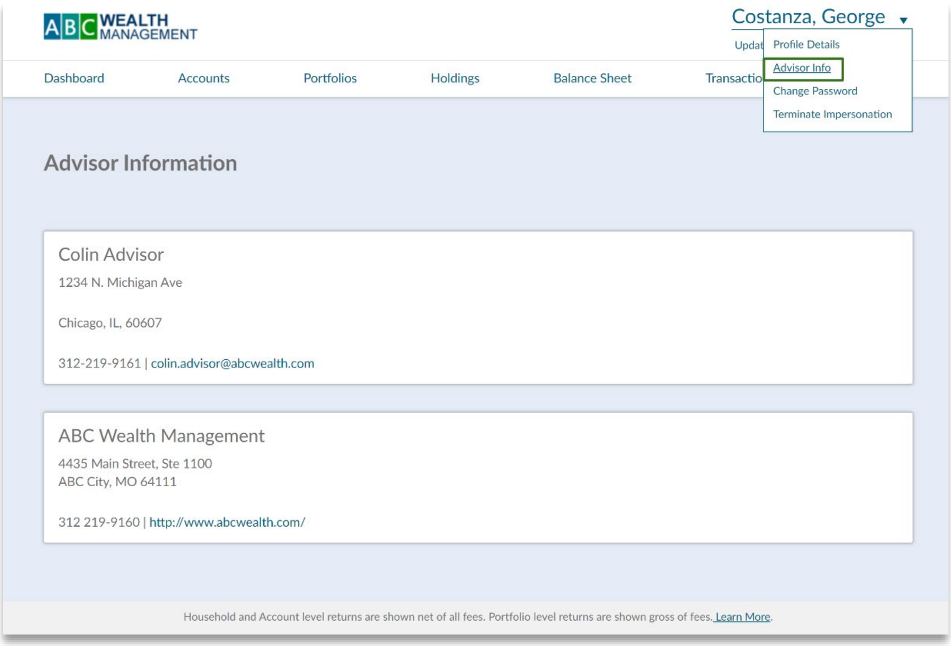


Profile Details: This section will allow you to view the primary contact information and address that your advisor has on file for you.

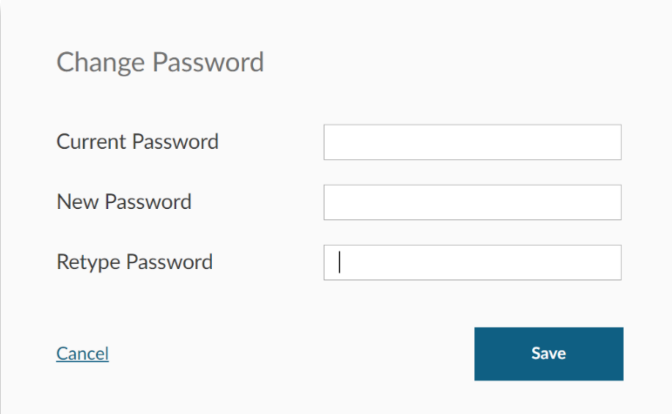
If you notice anything that looks incorrect, select the "**Edit Profile Details**" button in the upper right-hand corner of the screen. This will invoke the below popup where you can enter the correct information and select "Submit" to send it to your advisor.



Advisor Info: This section will allow you to view the primary contact information for your advisor and firm.



Change Password: Selecting this option will invoke the below popup where you will have the ability to update your password if desired. You will be prompted to enter your current password once followed by your new password twice, then click "Submit" to proceed with the update. Note that any new passwords must adhere to any password requirements (length, special characters, etc.) that your firm has in place.



Logout: Selecting this option will log you out of the Client Portal and redirect you back to the login screen.