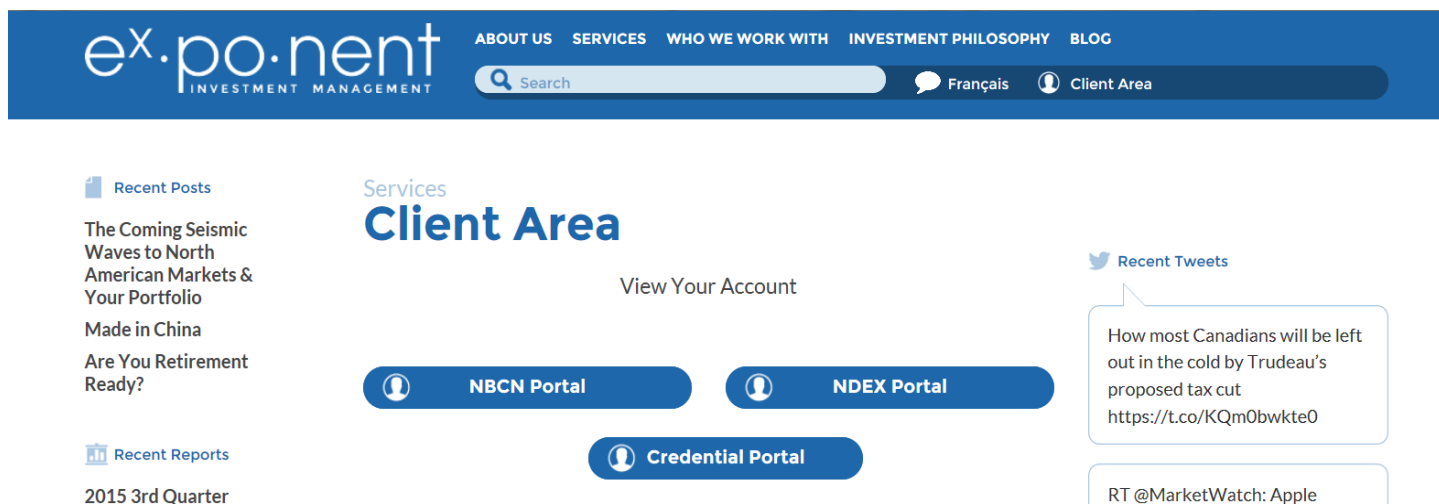


Instruction Manual

1. Visit www.ex-ponent.com and click on Client Area beside the search bar.



2. In Client Area, users can access their custodian's portal and the N-DEX portal.



3. Click the *NBCN Portal* to sign into My Portfolio.

My portfolio enables NBCN clients to access their accounts information online.



[Français](#) | [Sign up for My Portfolio website](#)

Messages

Welcome to MyPortfolio+. For an overview of the system, please click [here](#).

Client Access

Username	Password
<input type="text"/>	<input type="password"/>

Save Username

Your favourite page

[Forgot your password?](#)

Need assistance?
Contact us!

Telephone :
1-855-844-0172 or 514-844-0172

4. Click the *Credential Portal* to access your Credential Securities account online.



Credential Securities Contact

Account Login

Email

Password

Language

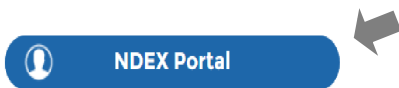
[Forgot your password?](#)

Remember My Email?

First visit to Credential Online?
Select the following option to register for Credential Online.

5. Click the *N-dex Portal*.

The N-dex portal enables users to view their accounts as one integrated family unit, review transactions and track monthly rates of return.



6. Choose your preferred language.



7. Exponent's welcome letter contains your personalized username and temporary password for the NDex portal. Enter this information below and Click *Go*.

A blue rectangular login form. It contains two input fields: "User ID" and "Password". To the right of the "Password" field is a "Go" button. Below these fields is a "Change password" button.

8. You will be prompted for a Password Change.

Enter the temporary password in 'Current Password' and Choose the 'New Password'

Password change

New Password Specifications:

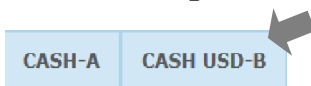
- A. Minimum Password Length of 7 characters
- B. Must contain one number

9. Success! You can now view your investments.

- Unpin Left-Menu
- User Preferences
- General Options
- Holdings View Templates
- Client-based Options
- Notes and documents
- Portfolio-based Options
- Activities
- ROR
- Asset Allocation
- Reports

Client:											
PORTFOLIO CASH-A CASH USD-B											
CAD USD (1.00 USD = 1.3300 CAD at 2015/11/26) Display template Standard Online view Displayed by In-House Classification											
% OF TOTAL	SUMMARY	DETAILED	QUANTITY	SYMBOL	AVERAGE COST	BOOK VALUE	CLOSE PRICE	MARKET VALUE	UNREAL. G/L (\$)	INCOME SINCE INCEPTION	TOTAL G/L (\$) ?
TOTAL (INCLUDING CASH BALANCE)											
N/A	RESERVE					0.00		0.00	0.00	0.00	0.00
N/A	CASH BALANCE					0.00		0.00	0.00	0.00	0.00
SUMMARY											
ACCOUNT	% OF TOTAL	T/D CASH BALANCE	S/D CASH BALANCE	LOAN VALUE	FUNDS AVAILABLE ?	MARKET VALUE	TOTAL VALUE				
Cash-A	N/A	0.00	0.00	0.00	0.00	0.00	0.00				
Cash USD-B	N/A	USD 0.00	USD 0.00	USD 0.00	0.00	USD 0.00	USD 0.00				
PORTFOLIO		0.00	0.00	0.00	0.00	0.00	0.00				
ACCRUED INTEREST											0.00
PORTFOLIO TOTAL VALUE (Including Accrued Interest)											0.00

10. To view a specific account, click the account as shown below.



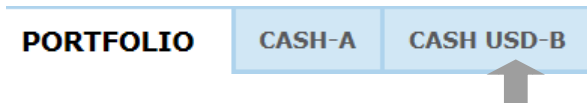
- Unpin Left-Menu
- User Preferences
- General Options
- Holdings View Templates
- Client-based Options
- Notes and documents
- Account-based

Client:											
PORTFOLIO CASH-A CASH USD-B i											
Cash USD-B CAD USD (1.00 USD = 1.3300 CAD at 2015/11/26) Display template Standard Online view Displayed by In-House Classification											
% OF TOTAL	SUMMARY	DETAILED	QUANTITY	SYMBOL	AVERAGE COST	BOOK VALUE	CLOSE PRICE	MARKET VALUE	UNREAL. G/L (\$)	INCOME SINCE INCEPTION	TOTAL G/L (\$) ?
TOTAL (INCLUDING CASH BALANCE)											
N/A	RESERVE					0.00		0.00	0.00	0.00	0.00

N-Dex Features

11. Activities

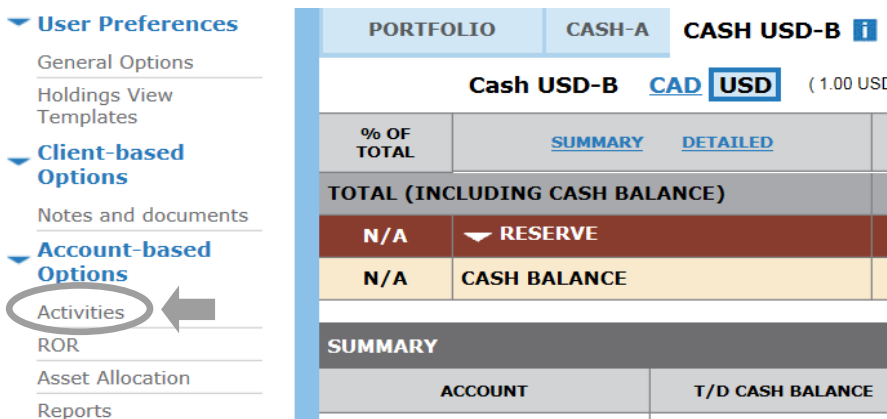
To view past account activity for a portfolio or a specific account, click the portfolio or specific account.



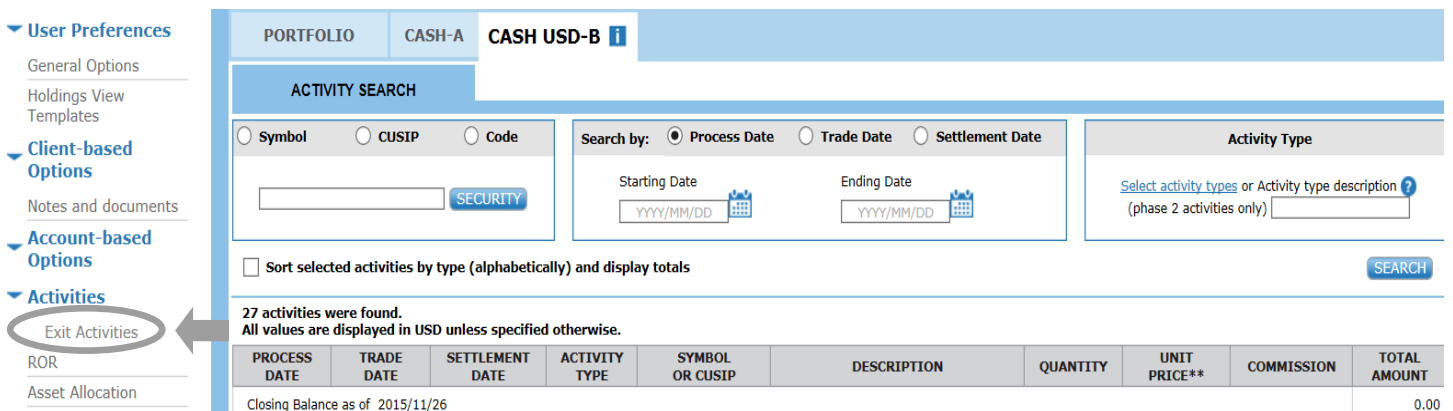
Example:

To view activities for the CASH USD-B account

Once the account or portfolio has been chosen, Click on Activities as shown below.

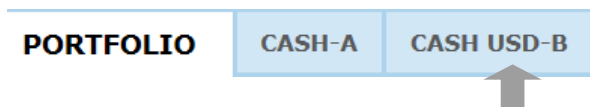


Click Exit Activities to return to the main screen.



12. Rate of Return (ROR)

To view the ROR for a portfolio or a specific account, click the portfolio or specific account.



Example:

To view the ROR for the CASH USD-B account

Once the account or portfolio has been chosen, Click on ROR as shown below.

The screenshot shows a navigation menu on the left with categories: User Preferences, Client-based Options, Account-based Options, and Activities. Under 'Activities', 'ROR' is circled and an arrow points to it. On the right, the account selection area shows 'PORTFOLIO', 'CASH-A', and 'CASH USD-B' tabs. Below these, there are options for 'Cash USD-B' with 'CAD' and 'USD' buttons. A 'SUMMARY' and 'DETAILED' view selector is also present.

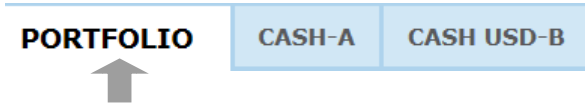
ROR Window:

Rate of Return							
Account	As of: 2015/10/30					Exchange Rate at 2015/10/30 : 1.00 USD =1.3083 CAD	
USD Excluding Currency Impact							
Period	1 Month	3 Months	6 Months	Year to Date	1 Year	Inception	
Beginning date	2015/09/30	2015/07/31	2015/04/30	2014/12/31	2014/10/31		
Account Value (incl. Accrued Interest)	0.00	0.00	0.00	0.00	0.00	0.00	
Inflows	0.00	0.00	0.00	0.00	0.00	0.00	
Outflows	0.00	0.00	0.00	0.00	0.00	0.00	
Ending Account Value as of 2015/10/30 (incl. Accrued Interest)	0.00	0.00	0.00	0.00	0.00	0.00	
Net Invested Amount:							
Rate of Return	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Rate of Return Bar Chart

13. Asset Allocation

To view Asset Allocation by Portfolio, choose the portfolio of interest.



Once the portfolio has been chosen, Click on Asset Allocation as shown below.

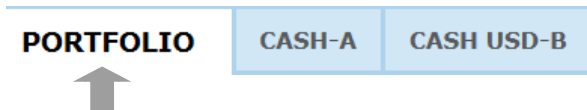
Asset Allocation Window:

Asset Allocation by Asset Class		Portfolio:	Name:
CAD <u>USD</u>		Display by <u>Asset Class</u>	
Asset Class	Market Value	%	
Canadian Cash Balance	0.00	N/A	
U.S. Cash Balance	0.00	N/A	
Total Cash Balance	0.00	N/A	
Total Value	0.00	100%	

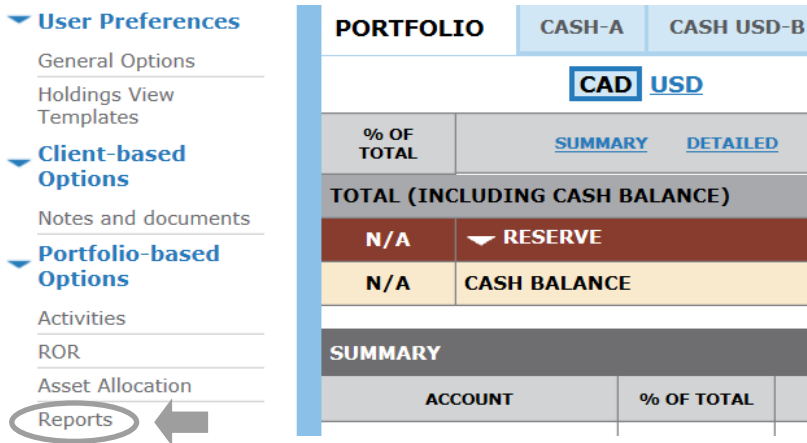
14. Reports

N-dex provides a complete set of pre-configured reports such as Account Statement, Summary Report and Rate of Return Reports.

To view reports for a portfolio or a specific account, choose the portfolio or specific account.



Once the account or portfolio has been chosen, Click on Reports as shown below.



Choose your report of interest by time frame.

Example: Account Statement As of Oct 30, 2015

A screenshot of a form titled 'Please select the appropriate report'. The form has several sections for report selection. The 'Account statement' option is selected and circled in red. A date dropdown menu is open, showing a list of dates from 2015/10/30 down to 2014/06/30. Other options include 'Summary Report', 'Position Report', and 'Activity Report'. The form also includes fields for 'Report Creation Language', 'Currency', and 'As of'.

Scroll down to the bottom of the page and Click Create.

Breakdown Rate of Return (ROR) Report From... and down Portfolio, down to accounts Currency: Default Currency

Monthly Rate of Return (ROR) Report Portfolio Currency: Default Currency

For the following period: from the last day of (yyyy/mm) or from inception – to the last day of (yyyy/mm)

Display: Monthly Quarterly Yearly

CREATE

The Selected Report will be displayed in a new window as shown below.

Statement of Account
As of October 30, 2015

ex·po·nent
222 Somerset Street West
Suite 402
Ottawa, ON - K2P 2G3

Advisor:

For portfolio: 6CQ

All values are displayed in CAD unless specified otherwise.
Exchange Rate at 2015/10/30: 1.00 USD = 1.3083 CAD

Summary of Your Investments:

Current Asset Allocation



Market Value*	%
(October 30, 2015)	
0.00	0.0%
0.00	0.0%
0.00	0 %
0.00	

Note: If the selected report is not displayed, check browser settings to enable pop-ups.

Go to Preferences/Tools → Security → Click enable pop-ups

If you ever have any issues logging in or using Ndex, we would be happy to assist you. Contact Priyanka Ravindra 613-747-2458 ext 42 or priyanka@ex-ponent.com