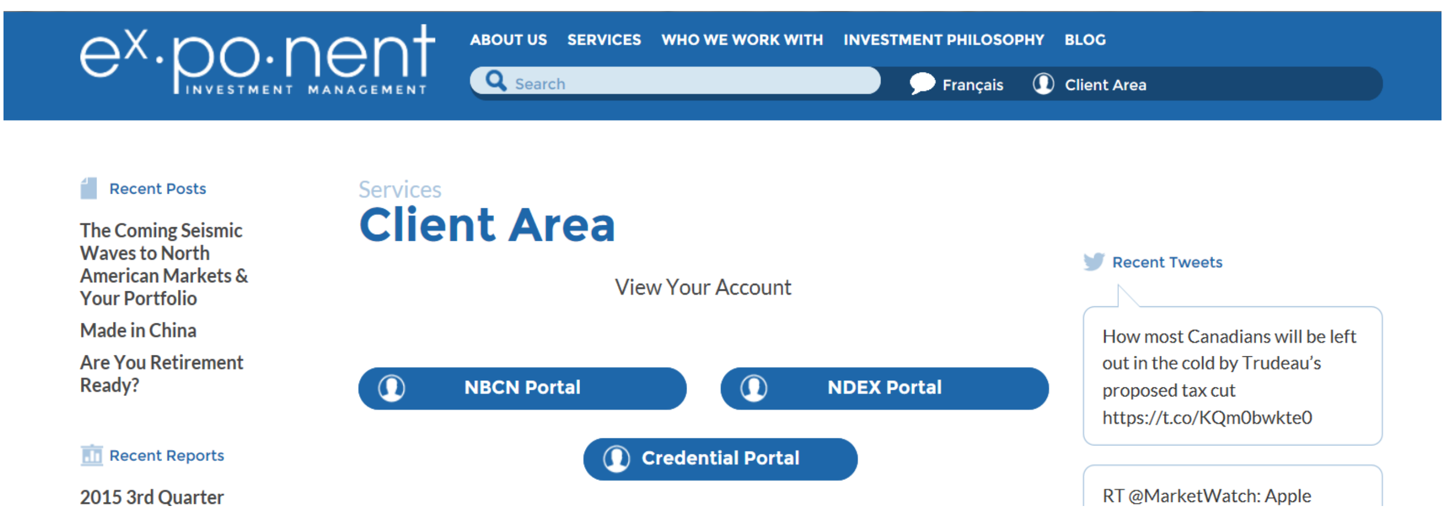
Instruction Manual

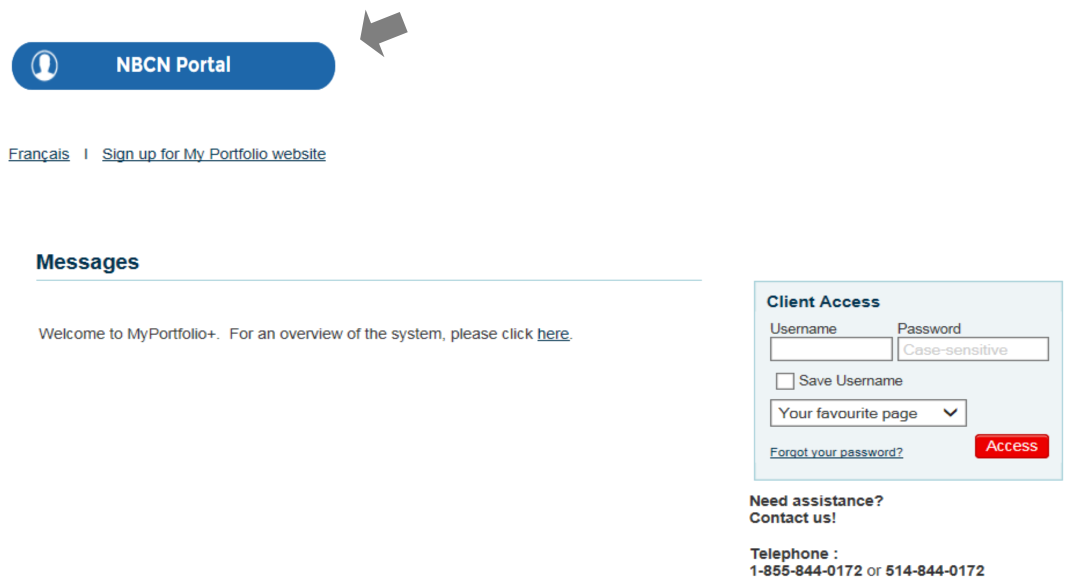
1. Visit www.ex-ponent.com and click on Client Area beside the search bar.

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

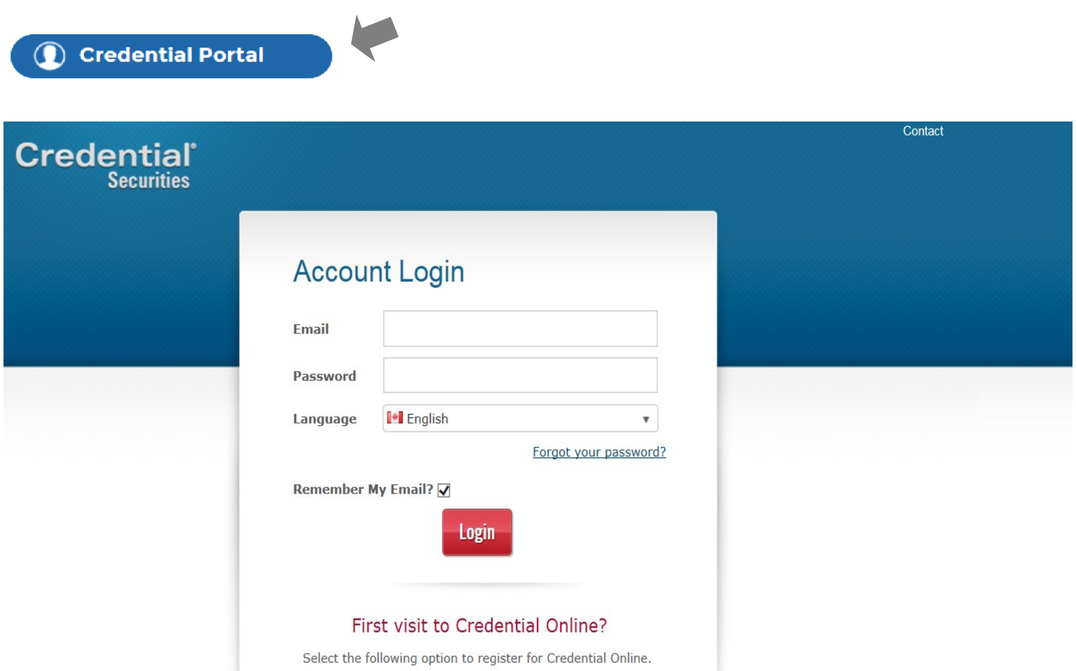


3. Click the *NBCN Portal* to sign into My Portfolio.

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

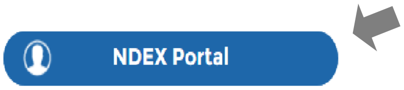


4. Click the *Credential Portal* to access your Credential Securities account online.



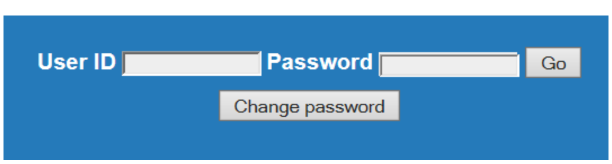
5. Click the *N-dex Portal* .

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.*



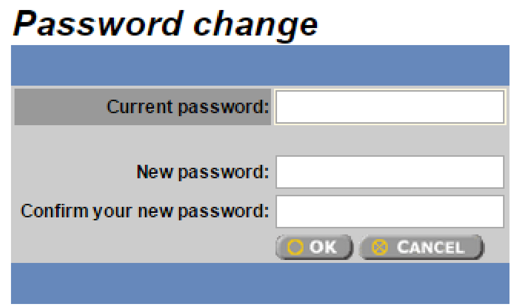
8. You will be prompted for a Password Change.

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

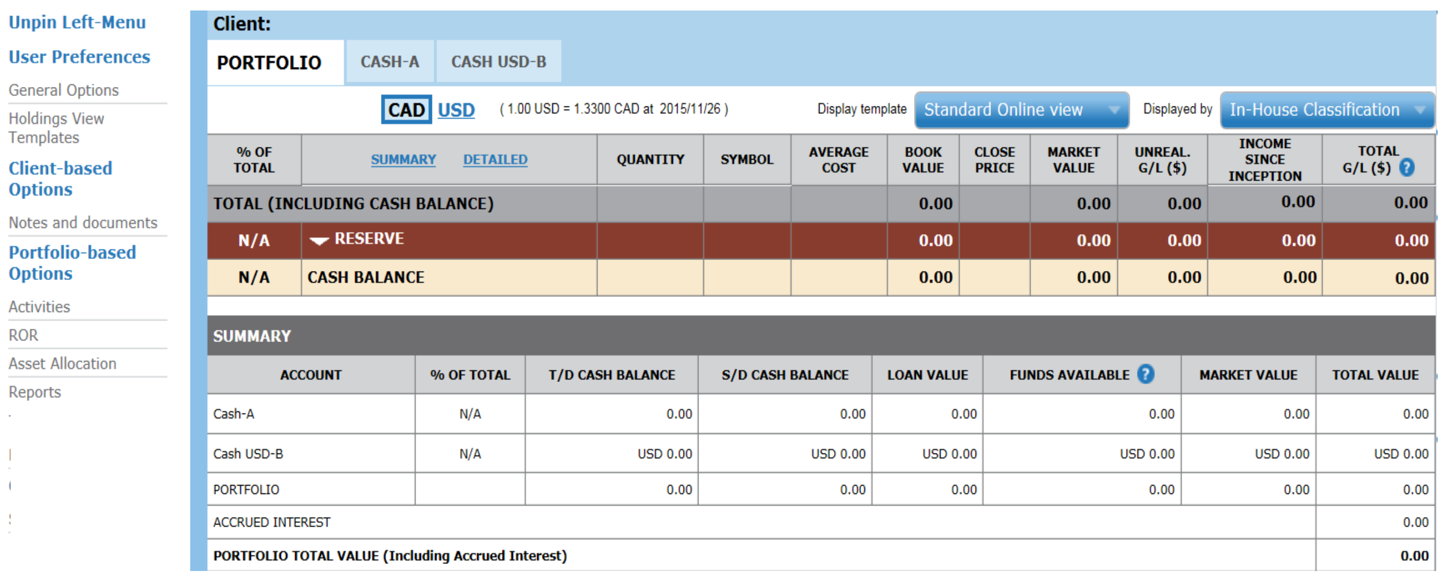
<u>New Password Specifications</u>:

A. Minimum Password Length of 7 characters

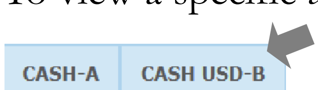
B. Must contain one number

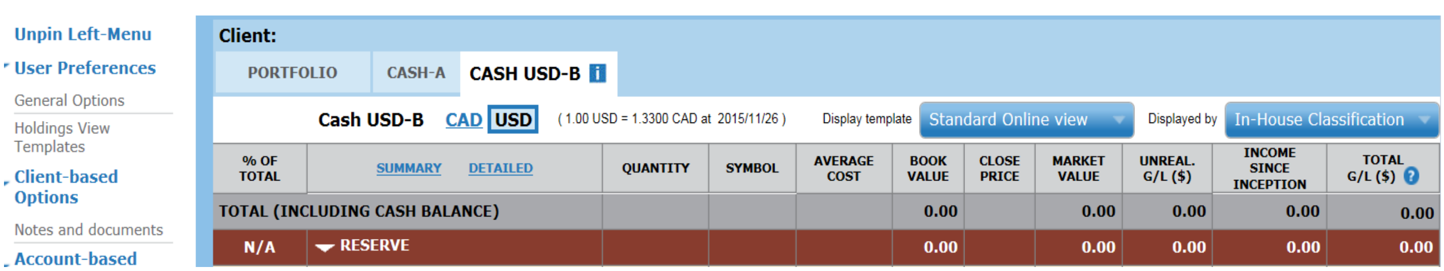


9. Success! You can now view your investments.



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

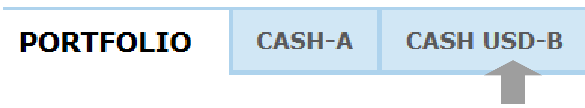




N-Dex Features

11. Activities

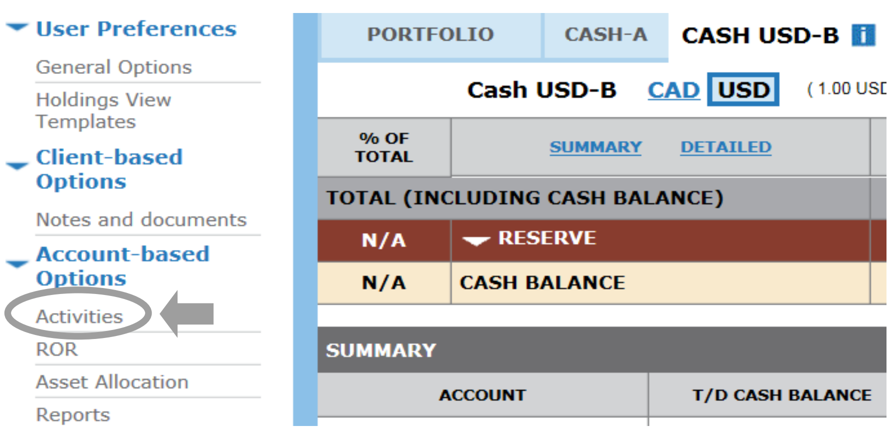
To view past account activity for a portfolio or a specific account, click the portfolio or specific account.



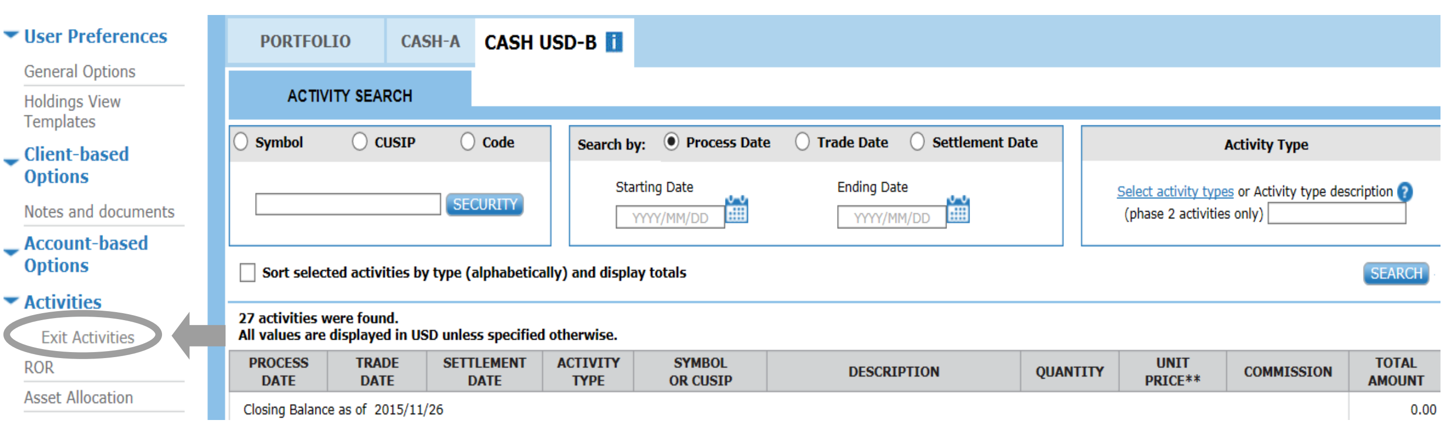
Example:

To view activities for the CASH USD-B account

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

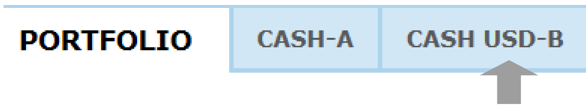


Click Exit Activities to return to the main screen.



12. Rate of Return (ROR)

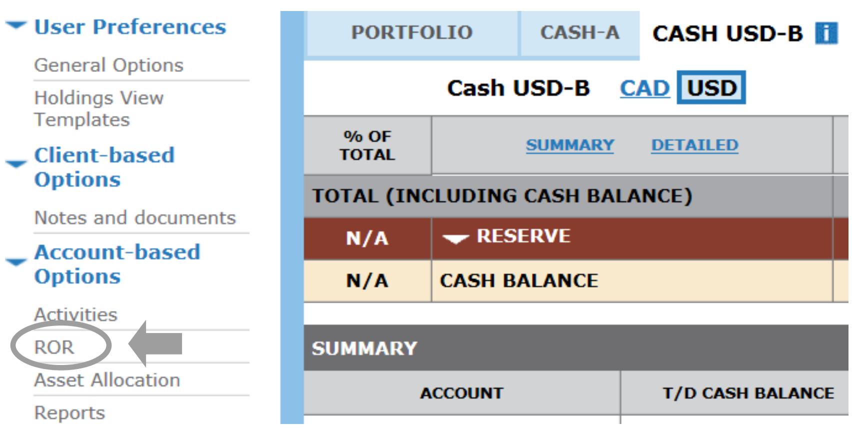
To view the ROR for a portfolio or a specific account, click the portfolio or specific account.



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.



ROR Window:

Rate of Return

Accoun　As of: 2015/10/30　Exchange Rate at 2015/10/30 : 1.00 USD =1.3083 CAD

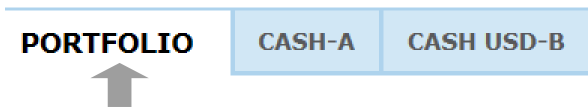
USD Excluding Currency Impact

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%

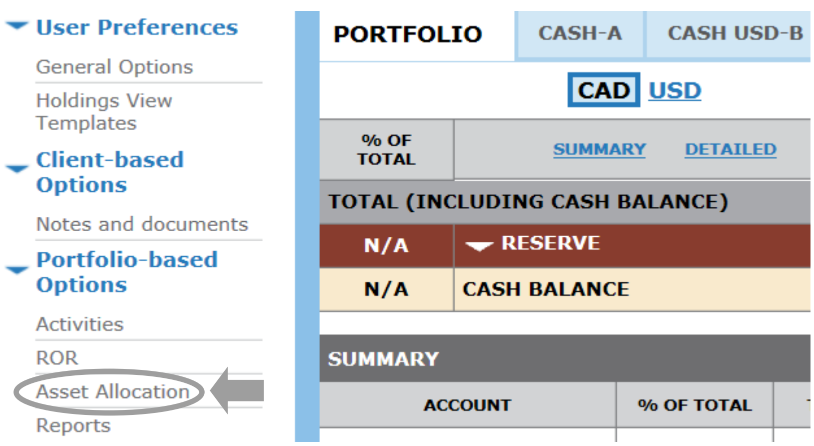
Rate of Return Bar Chart

13. Asset Allocation

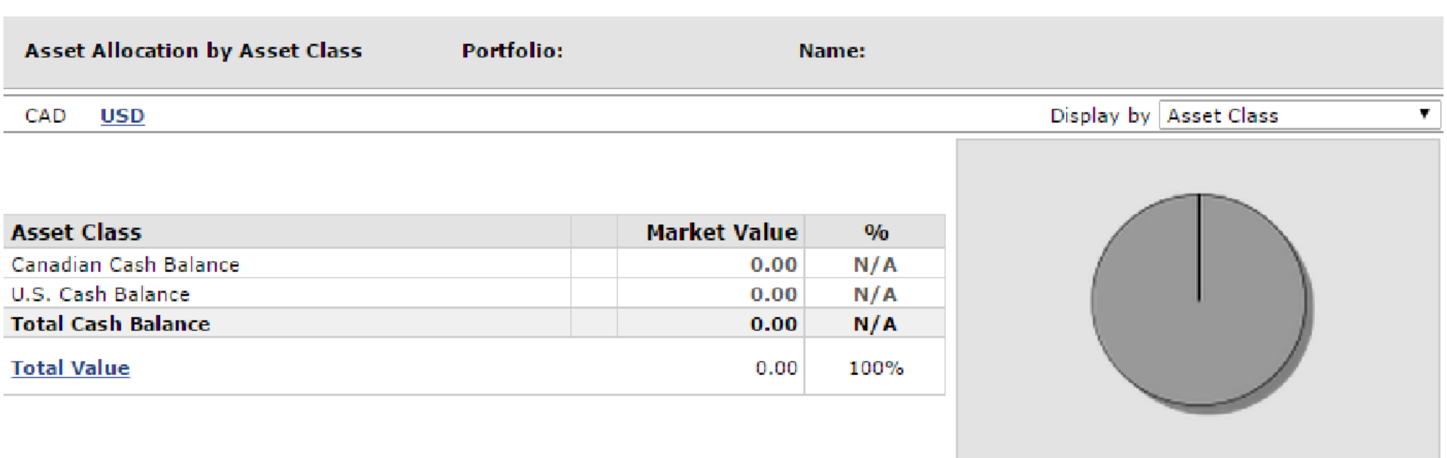
To view Asset Allocation by Portfolio, choose the portfolio of interest.



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



Asset Allocation Window:

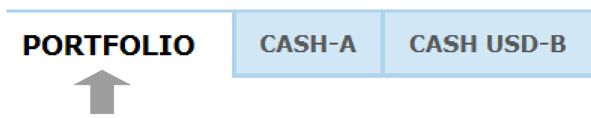


14. Reports

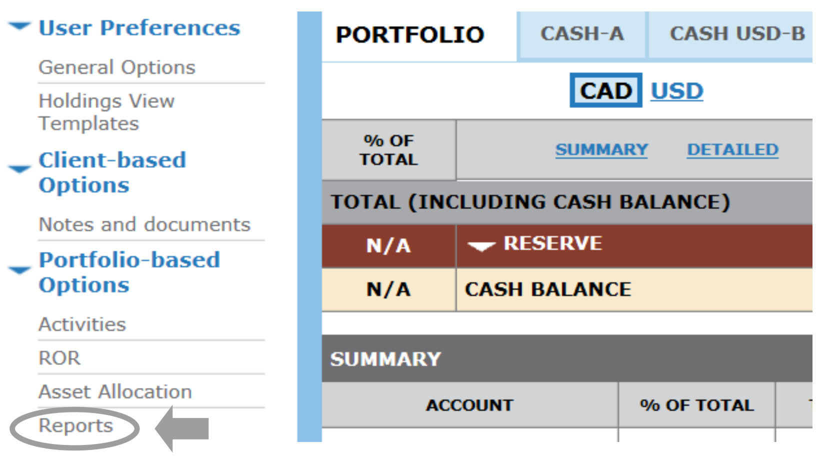
N-dex provides a complete set of pre-configured reports such as Account Statement, Summary Report and Rate of Return Reports.

To view reports for a portfolio or a specific account,

choose the portfolio or specific account.

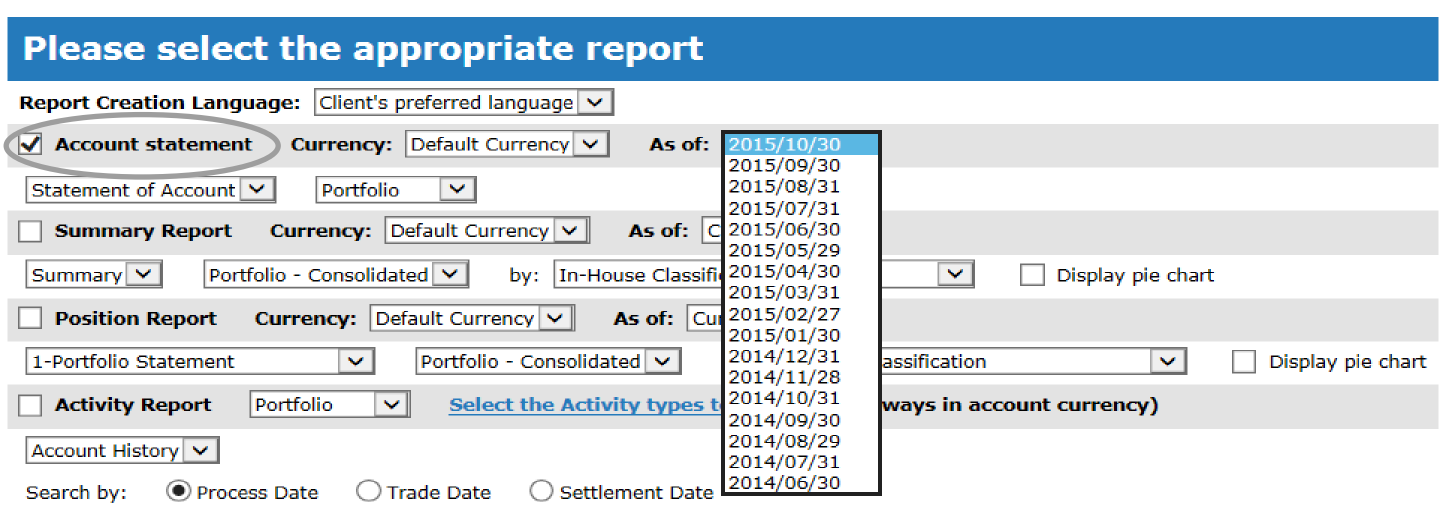


Once the account or portfolio has been chosen, Click on Reports as shown below.

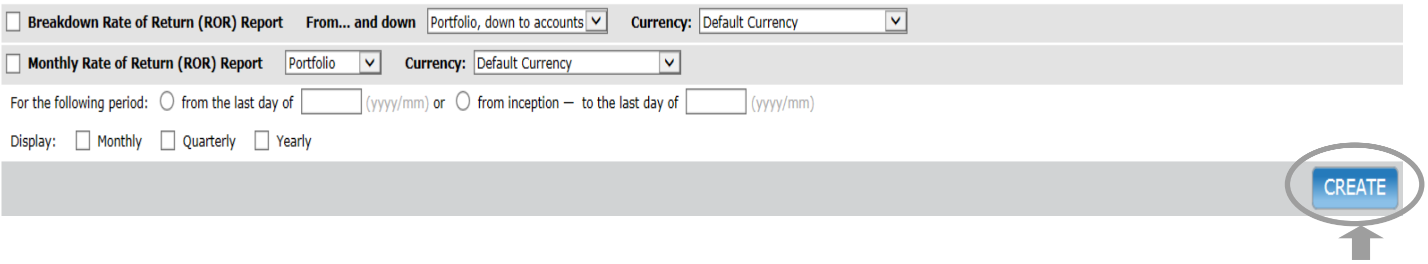


Choose your report of interest by time frame.

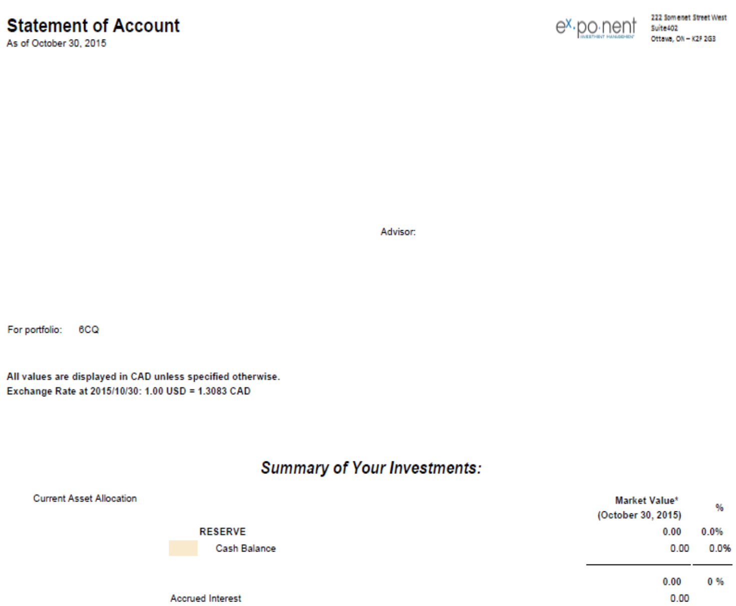
Example: Account Statement As of Oct 30, 2015



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



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



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