



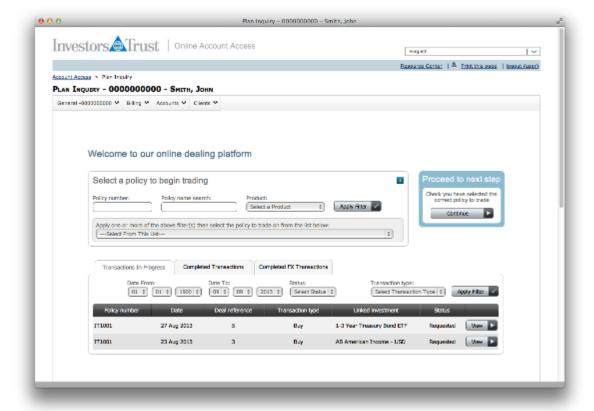


Trading Guide for Introducers



### Online Access

Full online access to the portfolio with the ability to request sales and purchases.

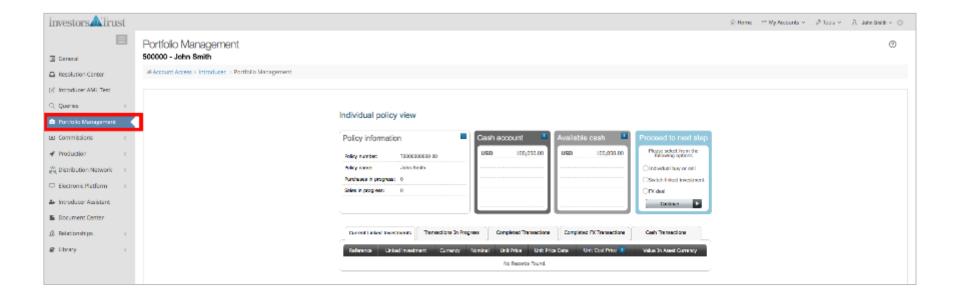




### Online Access for Introducers

The access to the **Portfolio Management** tool is located under the **Search** menu in the Introducer Inquiry page. This option will direct you to the Online Dealing platform.

To view all plan information, use the standard Plan Search option to go to the full Plan Inquiry page.





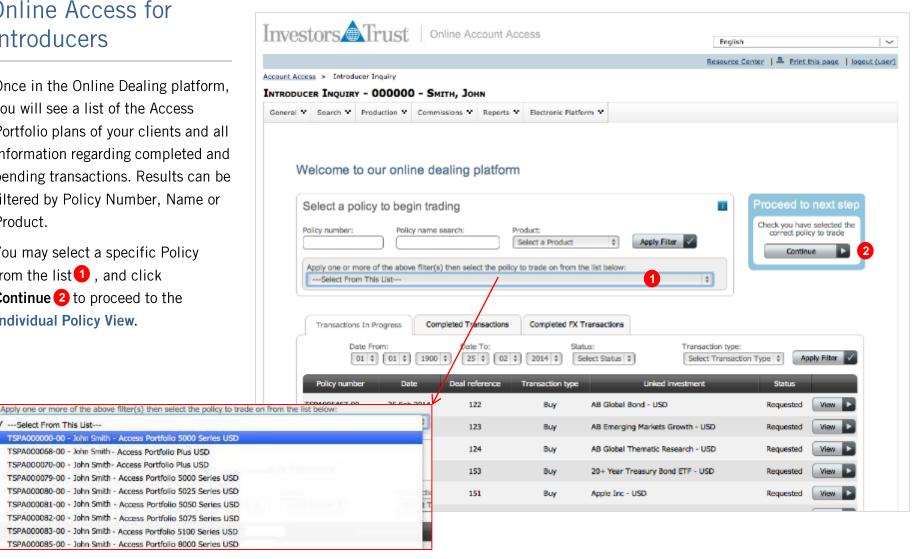
### Online Access for Introducers

Once in the Online Dealing platform, you will see a list of the Access Portfolio plans of your clients and all information regarding completed and pending transactions. Results can be filtered by Policy Number, Name or Product.

You may select a specific Policy from the list 10, and click Continue 2 to proceed to the **Individual Policy View** 

TSPA000068-00 - John Smith - Access Portfolio Plus USD TSPA000020-00 - John Smith- Access Portfolio Plus USD

√ --- Select From This List---





## Individual Policy View

In order to access the Individual Policy View, click on the Portfolio

Management 1 option under the

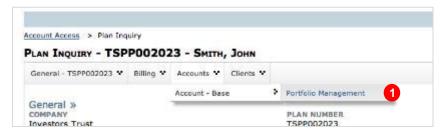
Accounts menu of the Plan Inquiry

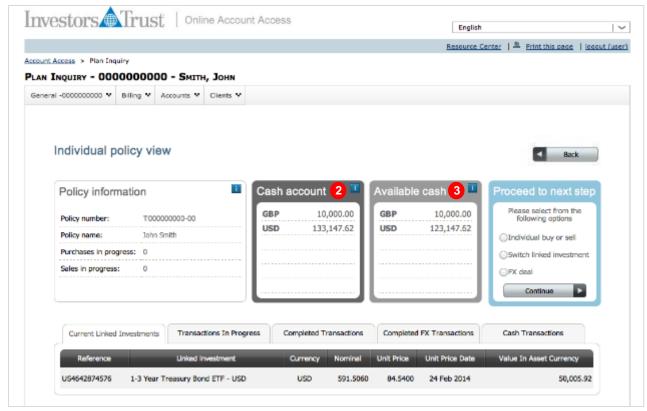
Page (or by selecting a specific Policy under the Introducer access).

This page shows a snapshot of the portfolio, as well as details of all transactions.

The **Cash Account** box 2 indicates the balance in cash, not considering pending transactions.

The Available Cash box 3 indicates the current available cash in the portfolio. It takes into consideration the percentage required to maintain per product type, as well as all pending transactions (sell and purchase of assets, as well as FX deals).





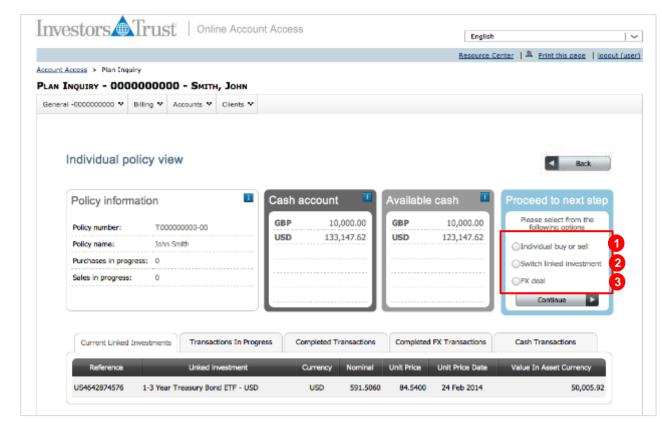


### Individual Policy View

This page will be displayed the same for both Plan Participants and Introducers. However, note that only Authorized Introducers, who have an Advisory Service Agreement (form IG108-1) signed with their clients, can request transactions in the trading platform on behalf of their clients.

From this screen, clients or Authorized Introducers have the option to request 3 types of transactions:

- 1. Individual Buy or Sell 1
- 2. Switch Linked Investment 2
- 3. FX Deal 3



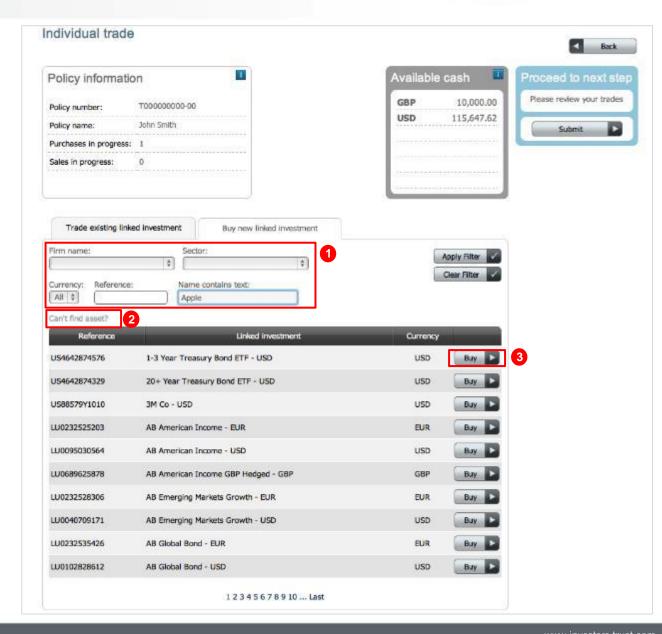


### Individual Trade:

This option allows for the individual buying and selling of an asset

#### A. Buy new asset:

- 1. Assets can be searched by 1:
  - Firm name
  - Sector
  - Currency
  - Ticker or ISIN
  - Name
- If an asset is not available in the platform, the option Can't find asset? 2 can be used to request the addition of the particular asset.
- 3. Once the asset to buy is selected, click **Buy** 3 to proceed.



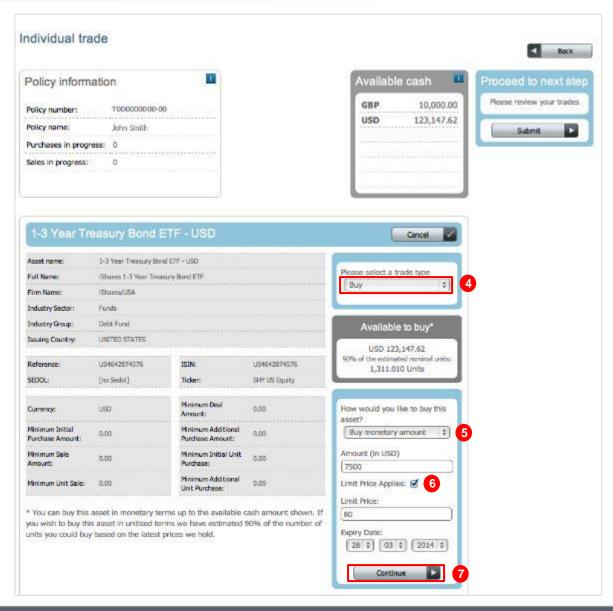


### Individual Trade:

### A. Buy new asset (Cont'd):

After clicking **Buy** in the previous screen, you will be directed to a page containing all details of the asset being purchased (ISIN, Ticker, Industry, etc.)

- 4. Select **Buy** under the trade type 4.
- 5. Indicate if the trade will be made by monetary amount or by nominal amount (units) 5.
- 6. A limit price and expiration date can be set for the order 6.
- 7. Once the conditions are settled, press **Continue** 7 to proceed.

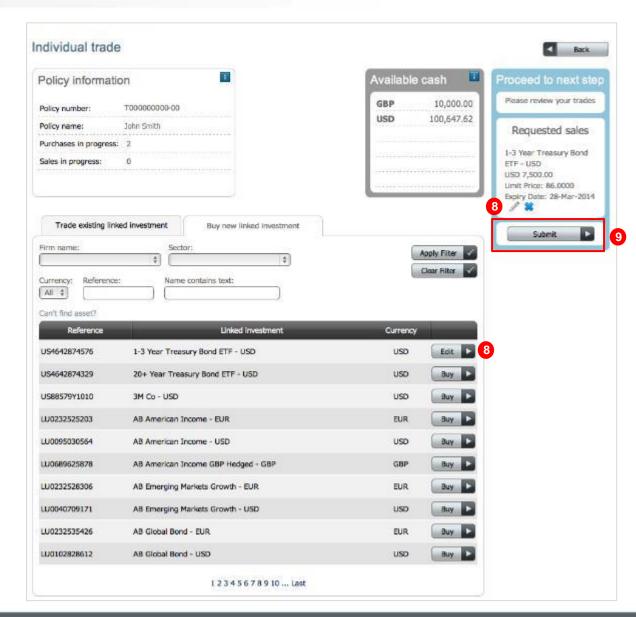




### **Individual Trade:**

### A. Buy new asset (Cont'd):

You may add more transactions, or edit or cancel 3 current transactions before submitting request 9.





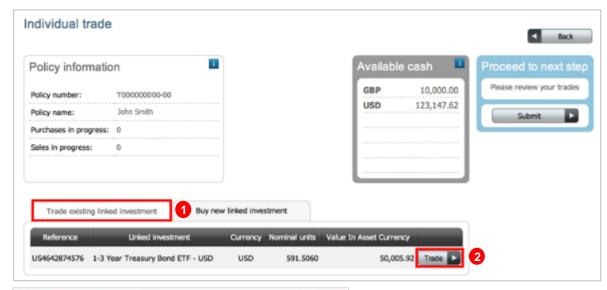
## **Individual Trade:**

### B. Trade an existing asset:

This option allows you to Buy more units of an existing asset or Sell an asset.

To trade an exiting holding, an asset under the **Trade an existing linked investment** 1 tab must be selected. To proceed, click **Trade** 2 on the selected asset. Select the trade type between Buy or Sell. If you choose to Buy, the following steps are the same as the ones explained for option *A*) Buy New Asset. If you choose to Sell:

- 1. Indicate if the trade will be made by monetary amount or by nominal amount (units) 3.
- 2. A limit price and expiration date can be set for the order 4.
- 3. Once the conditions are settled, press **Continue** 5 to proceed.



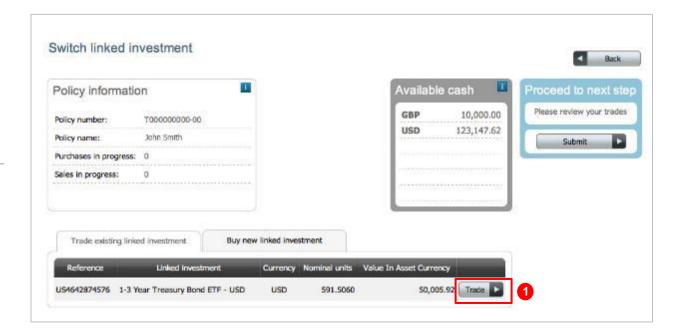




## Switch Linked Investment:

This option allows to switch investments from an existing asset to another asset

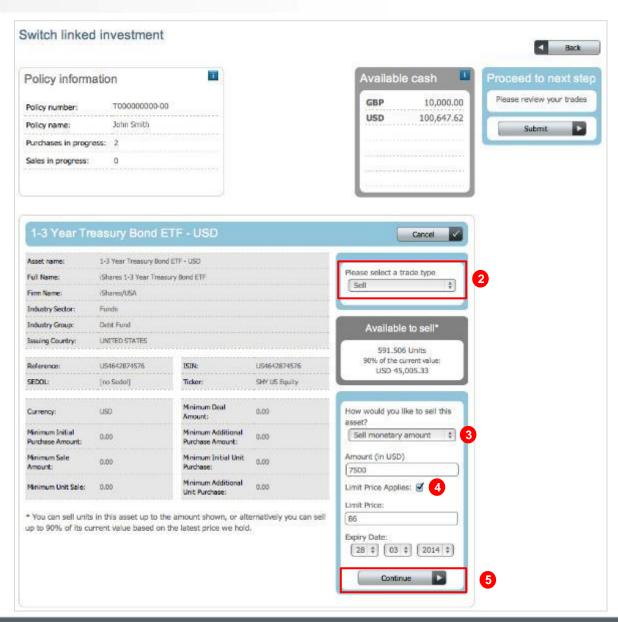
Select an asset to sell from the existing investments and click
 Trade 1 to proceed.





## Switch Linked Investment (Cont'd):

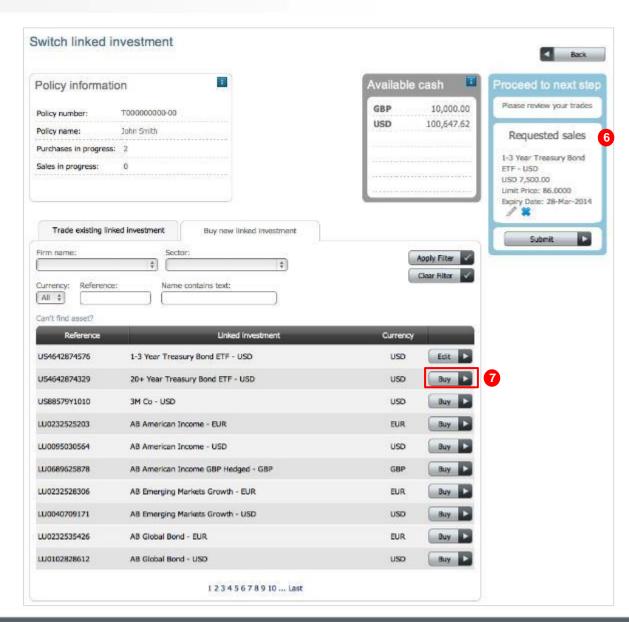
- 2. Select sell under the trade type 2.
- 3. Indicate if the sale will be made by monetary amount or by nominal amount (units) 3.
- 4. A limit price and expiration date can be set for the order 4.
- 5. Once the conditions are settled, press **Continue** 5 to proceed.





# Switch Linked Investment (Cont'd):

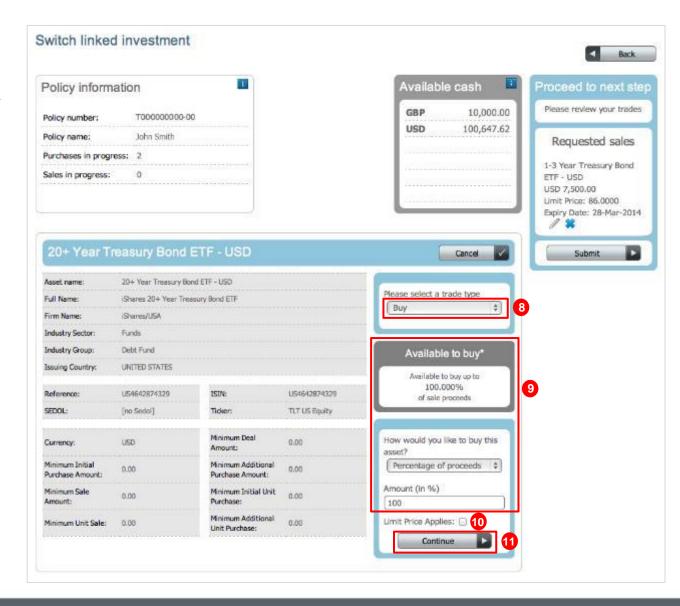
- 6. Details of the requested sale 6 will display in the top right area of the page where you can review and edit the request.
- 7. You have the option to buy more shares of an existing asset or buy a new asset. Once the asset to be purchased is selected click **Buy** 7 to proceed.





## Switch Linked Investment (Cont'd):

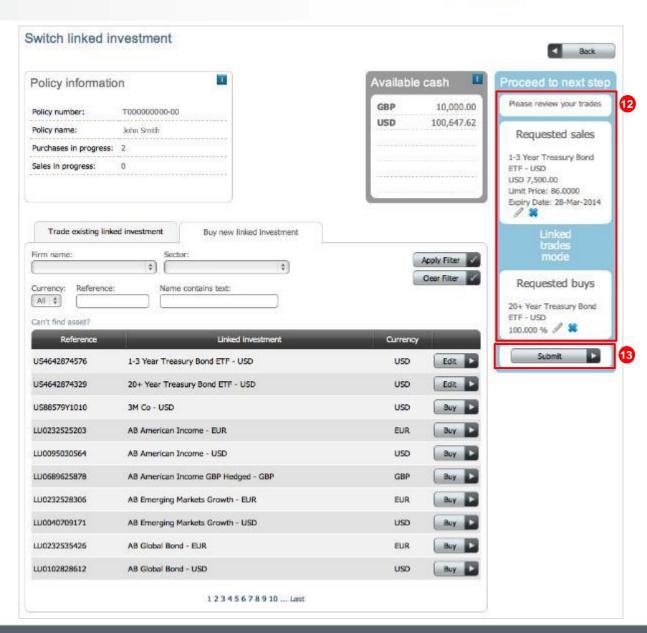
- 8. Select Buy under the trade type 8.
- 9. 100% of the proceeds of the requested sale(s) should be allocated into the purchase of the selected asset(s). The amount to buy for each asset should be entered in % 9. (if only one asset will be purchased, enter 100% in the Amount field)
- 10. A limit price and expiration date can be set for each order 10.
- 11. Once the conditions are settled, press **Continue** to proceed.





## Switch Linked Investment (Cont'd):

- 12. Before submitting the transaction, you may add more requests, as well as review or edit all Requested sales and Requested buys 12.
- 13. Once all details have been confirmed, click **Submit** (3) to send the trade(s).

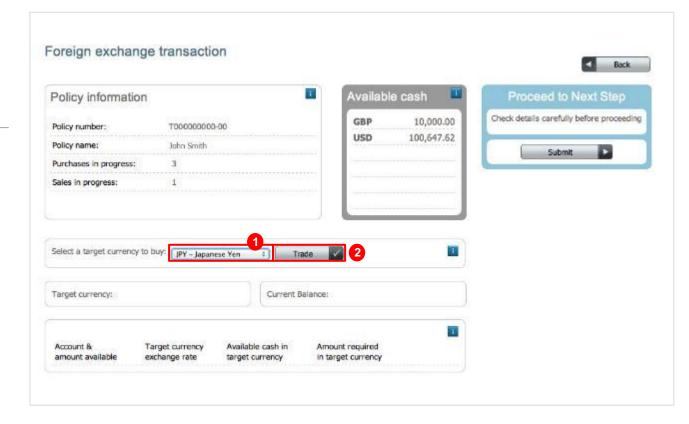




## Foreign Exchange Transaction

This option allows to buy and sell currencies

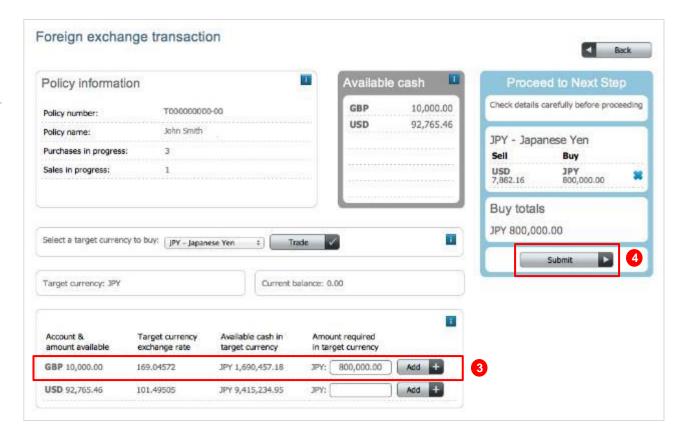
- 1. Select the currency 1 to buy.
- 2. Then, click **Trade** 2 to proceed.





## Foreign Exchange Transaction (Cont'd):

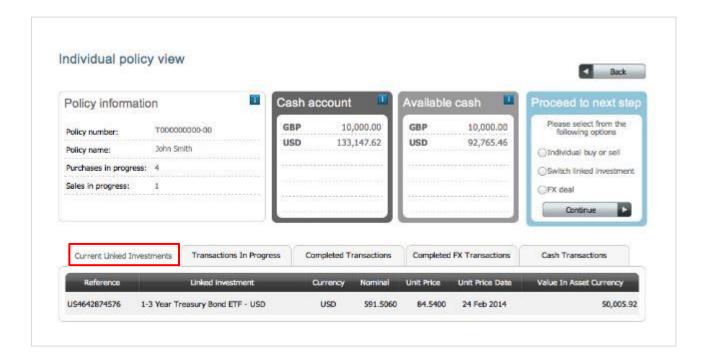
- 3. Select the amount you wish to buy, and click **Add** 3.
- 4. Check the details, and click **Submit** 4 to send the request.





### **Current Linked Investments tab**

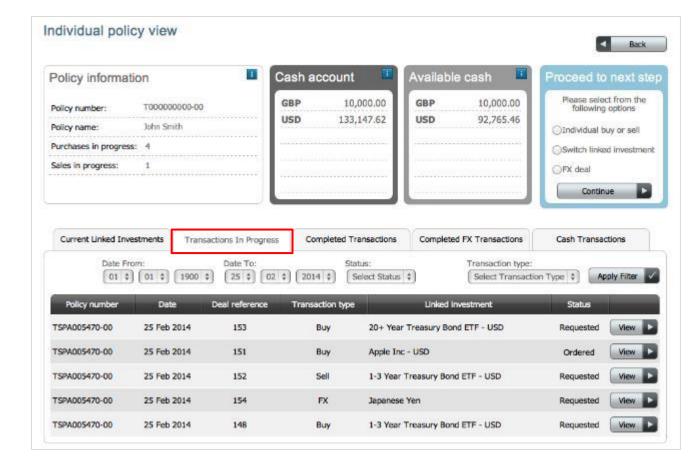
This tabs shows the details and information to all of the assets that are currently in the portfolio.





## Transactions in Progress tab

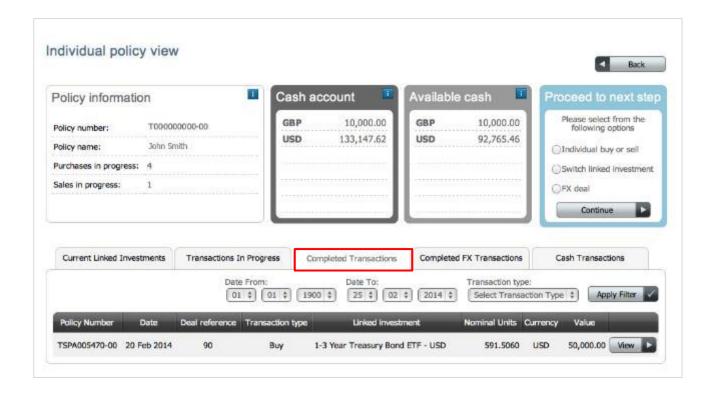
This tab shows details of all requested transactions that are still in progress in the Policy, including currency exchange transactions.





## Completed Transactions tab

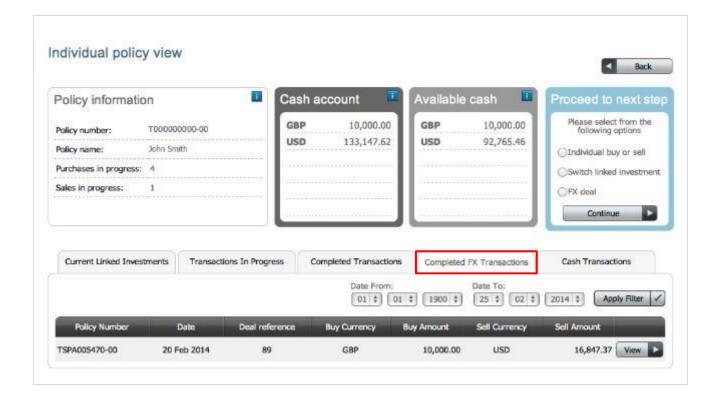
All information related to completed asset transactions will be displayed in this tab.





## Completed FX Transactions tab

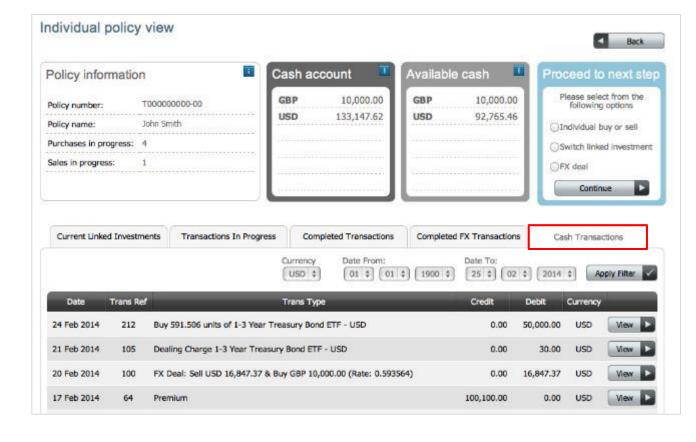
All information related to completed currency exchange transactions will be displayed in this tab.





### Cash Transactions tab

All information related to the cash flow in the portfolio, including transactions, contributions, fees and charges, will be displayed in this tab.





INVESTORS TRUST

## Thank you