TULETT, MATTHEWS
& ASSOCIATES

NDEX Client User Guide

Tulett, Matthews & Associates

Dear TMA client,

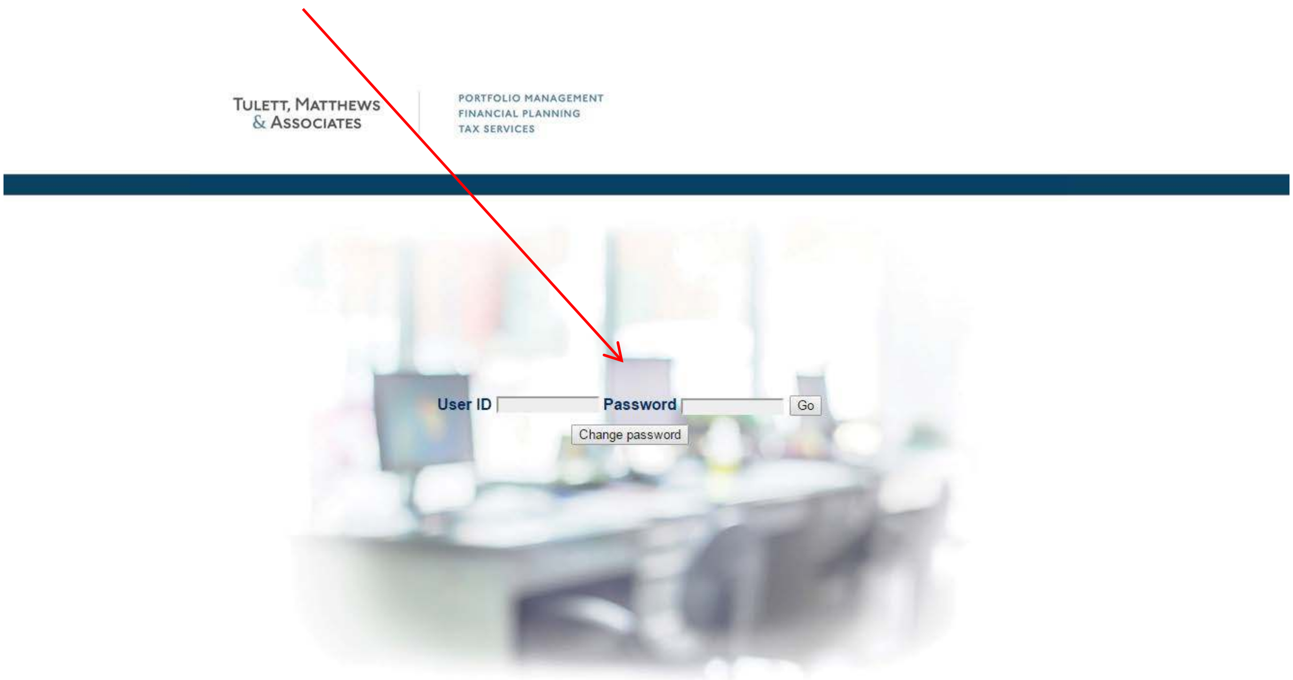
NDEX is a portfolio management program used by the firm, as well as our clients. Here, you will be able to access your portfolio information along with personal investment information such as your Investment Policy Statement and other important client documents.

To access the NDEX link, please click here:

https://www.ndexsystems.com/fengine/online/en/tma-investlogin.go

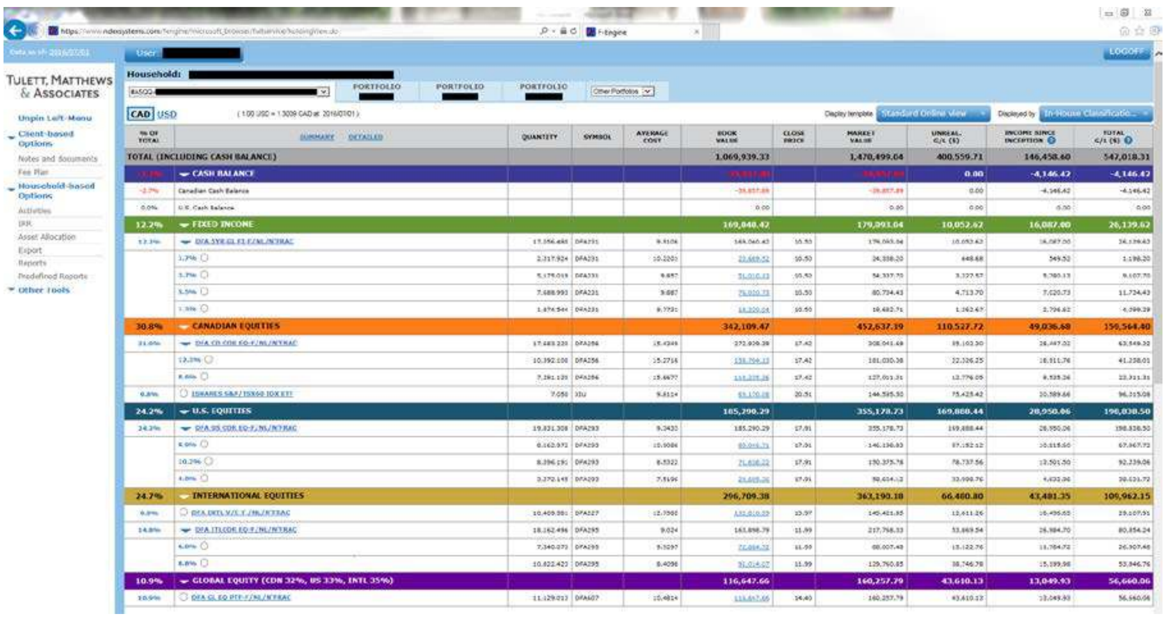
To Access your account:

Enter your User ID and Password and proceed using the “Go” key:



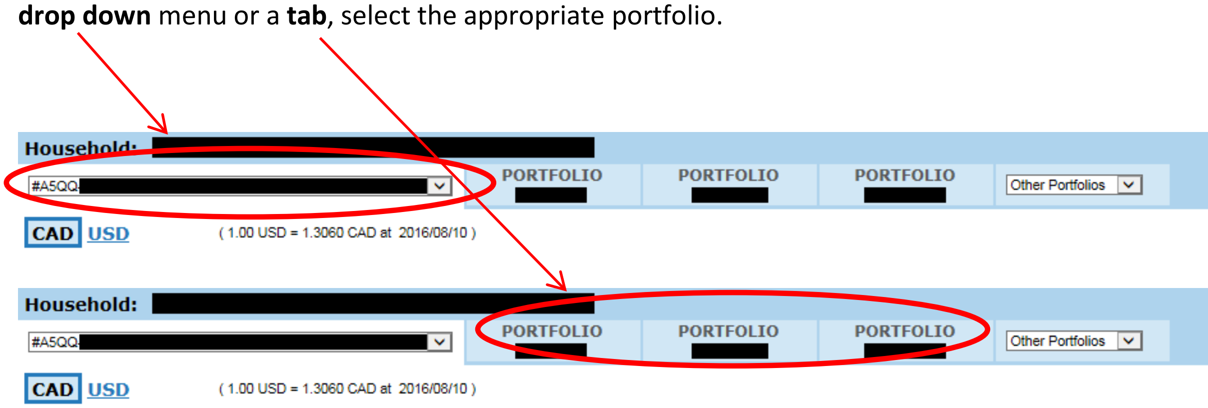
Welcome to your NDEX homepage

From here, you can review important portfolio information, view communications and download your quarterly portfolio reports! The remainder of this user guide will display the various functions available to you as a user of NDEX.

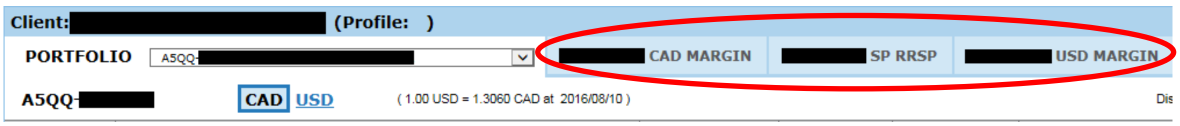


- ### Selecting your individual or account views

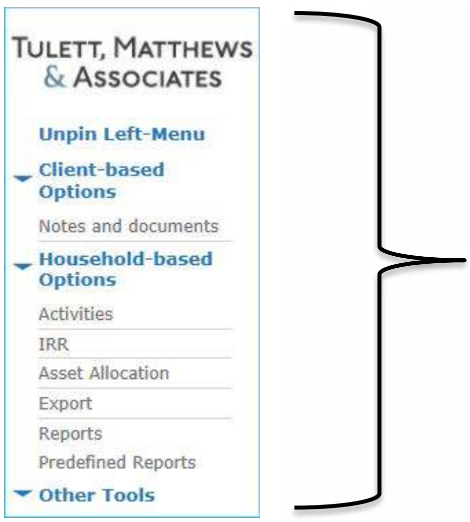
The opening page will take you to either your full portfolio (if you are an individual) or to your household view (if you have requested a family consolidated view). To access your portfolio, simply select the **drop down** menu or a **tab**, select the appropriate portfolio.



From within your portfolio view, you may access your desired account (RRSP, Margin, Open, TFSA, RRIF, RESP, Corporate etc.) by selecting the appropriate tab.



Explaining the Menu Bar:



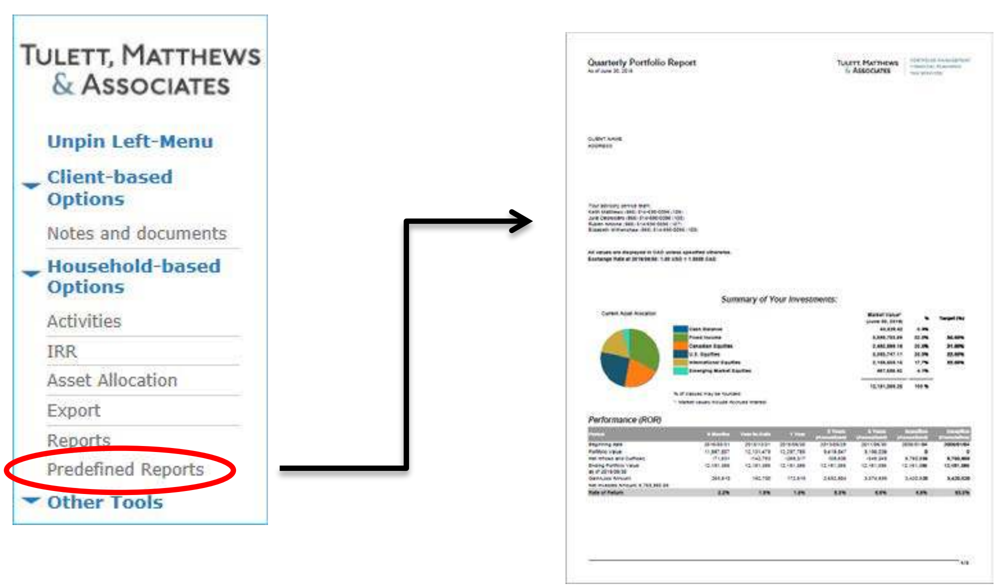
This side menu presents the user with various actions which can be taken from a household or individual portfolio perspective.

Following is an explanation as to the use of each tab.

- **Predefined Reports: Quarterly Investment Reporting**

"Predefined Reports" generates your most recent quarterly investment report, with one click.

Quarterly Report:



- **Important Personal Documents**:

"Notes and documents" enables you to view individual documents such as your Investment Policy Statement.

Sample IPS:

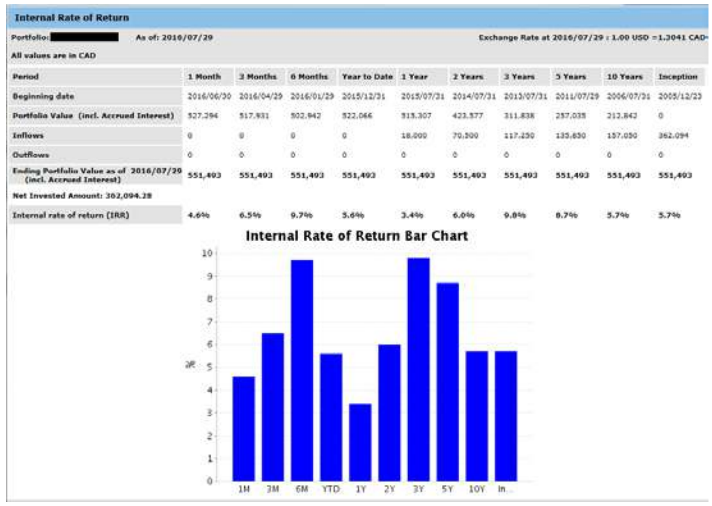
- **Portfolio Activities:**

"Activities" enables you to view the activities of all accounts within the household. Activities include: buying, selling, dividends, electronic payment, management fees, etc.

- **Portfolio Internal Rate of Return:**

"IRR" will bring you to a separate window in which you can view the money-weighted returns (performance) of your household portfolio, over a various time periods.

IRR Report:



Internal Rate of Return

Portfolio: [redacted] As of: 2016/07/29 Exchange Rate at 2016/07/29 : 1.00 USD =1.3041 CAD

All values are in CAD

Period	1 Month	3 Months	6 Months	Year to Date	1 Year	2 Years	3 Years	5 Years	10 Years	Inception
Beginning date	2016/06/30	2016/04/29	2016/01/29	2015/12/31	2015/07/31	2014/07/31	2013/07/31	2011/07/29	2006/07/31	2005/12/23
Portfolio Value (incl. Accrued Interest)	527,294	517,931	502,942	522,066	515,307	423,577	311,838	257,035	212,842	0
Inflows	0	0	0	0	18,000	70,300	117,250	135,850	157,050	362,094
Outflows	0	0	0	0	0	0	0	0	0	0
Ending Portfolio Value as of 2016/07/29 (incl. Accrued Interest)	551,493	551,493	551,493	551,493	551,493	551,493	551,493	551,493	551,493	551,493
Net Invested Amount: 302,094.28										
Internal rate of return (IRR)	4.6%	6.5%	9.7%	5.6%	3.4%	6.0%	9.8%	8.7%	5.7%	5.7%

- **Asset Allocation:**

"Asset Allocation" shows you the composition of the portfolio or account that you are viewing (Cash, Fixed Income, Canadian Equities, U.S. Equities and International Equities).

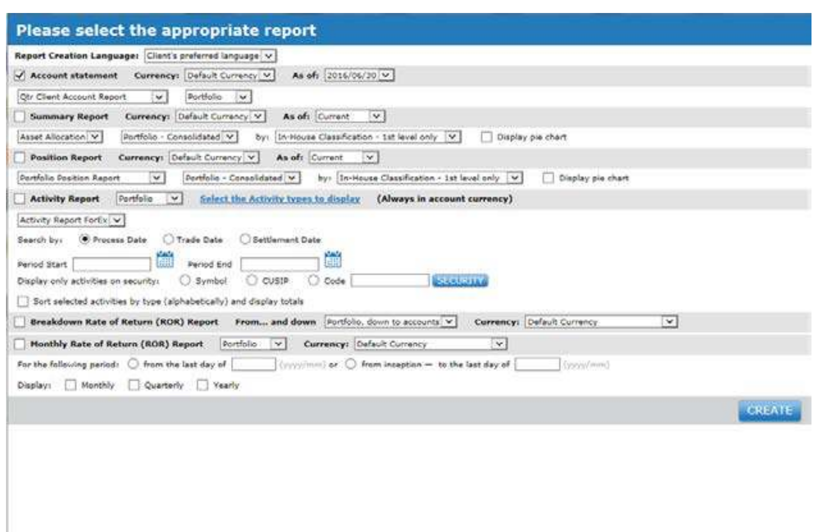
- **Export:**

"Export" will allow you to export a customized set of data into an Excel spreadsheet. Following this link will send you to a separate window which allows you to manipulate data for your personal use.

- **Reports:**

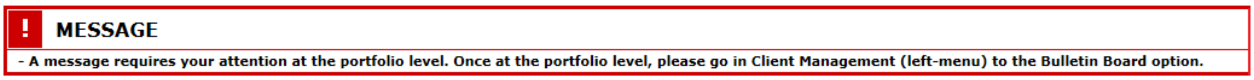
"Reports" tab allows you to generate customized reports on your portfolio.

Reports Screen:



- **Bulletin Board:**

"Bulletin Board" tab allows you to see articles and other reports posted by TMA for all clients to view. When a new bulletin is posted, the below message appears at the top of your NDEX homepage:



To access the articles or reports that were posted to the bulletin board, you must enter an **individual account** (and not in a household accounts which is the default view).

Once in the individual account, you will see Bulletin Board highlighted in **RED**. Click on the board and then download the article or report for your viewing.

To eliminate the MESSAGE board, you will need to view the bulletin in **each** account.