NDEX Client User Guide



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.

	User										LOGOFF	
ULETT, MATTHEWS & Associates												
Unpin Left Meou	CAD USD (100 USD = 1 3009 CAD # 2016(0101)						Deploy templote Stramburd Colline view		Desired by In House Classification			
Ctent-based Options Notes and documents Fee Rim Nouschold-based Options Activities [IRK Asset Alocation	TOTAL	BURNARS DETALLO	QUANTETY	SYMBOL	AVERAGE	BOOK	CLOSE PRICE	MARLET	UNREAL. C/L (8)		EDTAL C/1 (%)	
	TOTAL (INCLUDING CASH BALANCE)					1.069,939.33		1,470,499.64	400.559.71	146,458.60	547,018.3	
	100100-	- CASH BALANCE		1	1		1	- Augusta and	0.00	-4,146.42	-4,146.4	
	-2.7%	Canadian Cash Balance				-35.857.88		-18.817.89	0.00	-4.346.42	-6.546-4	
	0.0%	O.S. Cash Balance				0.00		0.00	0.00	6.00	00	
	12.2%	- FIXED INCOME				169,040.42		179,091.04	10,052.67	16,087.00	26,139.6	
	17.3%	- DYA SYR GL FL FZML/N/RAL	17.5% ekt	DFATES	8.8106	369.040.62	30.50	379,063.04	10.053.62	16,087.00	24.5.544	
Réport		3.7% ()	2,317,924	DFA231	50.2205	22,669,52	\$6.50	24,338,20	++2.68	549.52	1.198.3	
Incdefined Reports		a.m. Q	5,175.013	DEADSE	9.697	35.016.43	.95.52	54:337/70	3,327.67	8,293.13	8.507.7	
Other Tools		2.5% D	7.488.993	DFA231	3:667	28.020.73	10.50	80.734.43	4.713.70	7,020,73	11.724.4	
	_	3.846 Q	1,876,544	DRAZES	9,7825	14,229,24	50.50	19,482.71	1.162.67	2,726.62	4,299.2	
	30.8% CANADIAN EQUITIES			-		342,109.47		452,637.19	110.527.72	49,035.68	159,564,4	
	31.0%	- DIA CO CON EQ-FUNDINIMAC	17.443.225	DFA394	15.4948	272.929.39	\$7.42	308.041.49	89.162.30	26,447.02	\$3,549.3	
		12.3% ()	10.192.101	D7A256	35.2738	ISLNe.IJ	\$7.42	101,030-30	12.126.25	16,911,76	41.258,0	
		A # 0	7,292.121	D#A286	15.6677	101,211,35	17,42	127,003,35	12.776.05	9,525,24	22,213.3	
	0.8%	C IDWARES SMF/TDX50-IOX ETT	7.050	330	9-8114	55.100.08	20.51	144.595.30	75.425.42	20,389.64	96,355.0	
	24.2%	- u.s. routnes				165,290.29		355,178.23	169,880,44	28,950.06	190,030.5	
	24.2%	- DIA 30. SDR. 10-2. MJ RYBAG	19,831,308	DFA283	9.0435	185.290.29	17,91	355,378,73	152,200.44	26,950,06	198.838.5	
		x 0% ()	0.162.073	DFA293	10,5084	85.0×6.73	12.51	146.136.03	17.152.52	35.818.66	67.967.7	
		10.2% ()	8.296 293	DF#293	8-5322	21,616,22	17.91	130.355.38	78.737.56	13.501.50	92.239.0	
		4.0% C	0,372.145	Dicy583	7.81.94	21,4(3,25	17.91	89,404-3	32/998.76	4,435,96	20.623.7	
	24.7%	INTERNATIONAL EQUITIES				296,709.38		363,190.18	66,460.80	43,481.35	109,962.1	
	0.0%	C BYA DRU V/L L /HL/RYBAC	10,409,091	DFA127	12,7595	A32,010,22	23.97	140.401.85	12,011.26	06,496,65	29.207.5	
	14.8%	CIA ITLCOR I.Q. F./M./NYBAG	18.152.496	DFA295	9.024	161,858.79	13.99	217,758.33	53,869,54	25,304.70	80,854.2	
		K0% ()	7,340.072	DYA295	9/3097	25.054.22	11.55	68.007.49	18-122.76	11.784.72	26.907.4	
	-	*#** U	10.022.423	DFA295	8.4096	31.014.6Z	11.99	129,760.85	18,746.78	15,199,96	\$3,846.7	
	10.9%	- GLOBAL EQUITY (CDN 32%, US 33%, INTL 35%)			1 1	116,647.66		160,257.79	43,610.13	13,049.93	56,660.00	
	10.9%	C DIA GLEO PTE //NL/WIRKAC	11.129.013	0/A607	10,4924	111.657.66	.24,40	140,237.79	\$3,410.12	28,648,63	56,564	

• 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.

Household	
#A5QQ-	PORTFOLIO PORTFOLIO PORTFOLIO Other Portfolios
CAD USD	(1.00 USD = 1.3060 CAD at 2016/08/10)
Household:	
#A5QQ-	▼ PORTFOLIO PORTFOLIO PORTFOLIO Other Portfolios ▼
CAD USD	(1.00 USD = 1.3060 CAD at 2016/08/10)

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

Client:	(Prof	ile:)		
PORTFOLIO	A5QQ-		N SP RRSP	USD MARGIN
A5QQ-	CAD USD	(1.00 USD = 1.3060 CAD at 2016/08/10)		Dis

Explaining the Menu Bar:



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:



• 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:

• 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:



• 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 <u>all</u> clients to view. When a new bulletin is posted, the below message appears at the top of your NDEX homepage:

