

Client Information Portal

User Guide

500 West Jefferson Street
Louisville, KY 40202
(888) 878-7845

HilliardTrust.com



HILLIARD LYONS TRUST COMPANY^{LLC}

Getting Started

Existing Users

If you have accessed your account online in the past, but have not signed into our new and improved Client Information Portal, you will be prompted to validate your picture and phrase and answer two pre-established challenge questions.

First Time Users

First time users will be prompted to enroll in Secure Sign-On.

See our **New User Security & Sign-On Guide** for detailed instructions.

Getting Started

Access Client Information Portal

Visit our website (www.HilliardTrust.com) and choose the [Login To Your Account](#) button.

Need Help or Have Questions?

Account Specific

Please contact your Account Administrator or Portfolio Manager. Contact information for each is available on our website (www.HilliardTrust.com) under the Our Professionals page.

Account Access, Passwords or Computer Technology

Please contact our technology support group at 877-226-1244.

Technology Support

Available Weekdays 7:30 a.m. - 5:00 p.m. EST



It may be helpful to save the Client Information Portal site to your Favorites folder for future use.

Key Features

Key Features

- Single-click to view an individual account or an aggregate of multiple accounts.
- A holistic presentation of your total portfolio.
- Enhanced analytical tools to help value and analyze your portfolio.
- Single-click to view a year-to-date summary of account activity with the option to drill down to view the underlying list of transactions.
- Convenient online access to statements.
- Data extraction through a direct feed to Quicken or the use of a sophisticated customizable extract feature.

Page Features - Banner



Obtain a market quote direct from the exchanges with a single-click of the [Get Quote](#) button. Track the stock price on up to 20 individual stocks or indices.



The Banner Area Key Features

Summary

Category	Market Value	% Market Value
Cash & Short Term	\$ 3,011,903.35	38.78%
Fixed Income	\$ 2,000,000.00	25.75%
Equities	\$ 2,578,794.03	33.21%
Other Assets	\$ 175,000.00	2.26%
Total	\$ 7,765,697.38	100.00%

Description	Market Value	Cost
Total Portfolio	\$7,765,697.38	\$6,892,537.83

Description	Quantity	Price	Market Value	Cost	% of MV	Next Step
Cash & Short Term			\$3,011,903.35	\$3,011,903.35	38.78%	
Short Term			\$3,011,903.35	\$3,011,903.35	38.78%	
MIGOVE						
GOVERNMENT SECURITIES FUND	67,533.410	\$1.00	\$67,533.41	\$67,533.41	0.87%	
MIMMEX						
MARSHALL PRIME MM FUND	2,924,369.940	\$1.00	\$2,924,369.94	\$2,924,369.94	37.66%	
CD0000-00-8						
PARK PLACE BANK	20,000.000	\$0.00	\$20,000.00	\$20,000.00	0.26%	

Preferences

Your preferred viewing method, individual account versus a group of accounts; and various other options

Access Management

Options to change your password and your access ID

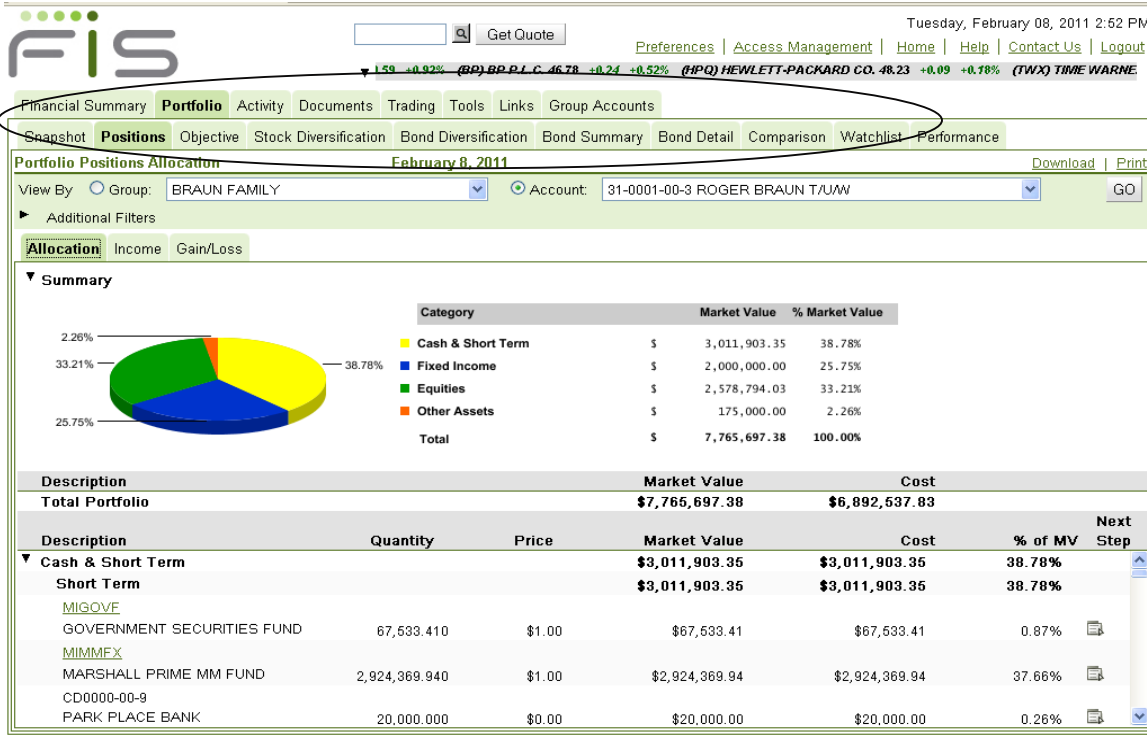
Online Help

Page-level help, including descriptions of the fields of information on the page in view (Be sure to select the Product Info link within Help for more information on system settings and navigation tips)



Page Features – Navigation Menu

 The Navigation Menu Key Features



Navigation Menu Key Features:

- Portfolio**: View position allocations and gains/losses, equity and fixed income analytics, and personal rates of return
- Activity**: View a snap shot of year-to-date transaction activity with links to the individual transactions
- Documents**: Access electronic statements
- Tools**: Calculate cash flows, use calculators to plan for life events and download information for use in third party software like Quicken
- Group Accounts**: Assemble authorized accounts into groups for easy review and management of investments

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Page Features – Download and Print Controls



Financial Summary **Portfolio** Activity Documents Trading Tools Links Group Accounts

Snapshot **Positions** Objective Stock Diversification Bond Diversification Bond Summary Bond Detail Comparison Watchlist Performance

Portfolio Positions Allocation February 8, 2011 [Download](#) | [Print](#)

View By Group: BRAUN FAMILY Account: 31-0001-00-3 ROGER BRAUN T/U/W

Additional Filters

Allocation Income Gain/Loss

▼ Summary

Category	Market Value	% Market Value
Cash & Short Term	\$ 3,011,903.35	38.78%
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MIGOVF						
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MIMMFX						
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CD0000-00-8						
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Downloading

Selecting Download on a page will automatically launch a pop-up window confirming the desire to download the page information to a Microsoft® Excel® spreadsheet. Doing so allows you to use the information as desired. You may print or save the spreadsheet for your own use.

Printing

Selecting Print will either launch a PDF type report or a browser print. PDF type reports can be printed or saved for your own use.

Page Features – Filter Area

The Filter Area on the page allows you to view the information the way you want to see it.



The Filter Area

Additional Filters

View By: Group: BRAUN FAMILY Account: 31-0001-00-3 ROGER BRAUN T/U/W

Allocation | Income | Gain/Loss

Summary

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CD0000-00-8						
PARK PLACE BANK	20,000.000	\$0.00	\$20,000.00	\$20,000.00	0.26%	

Show/Hide Filter Options

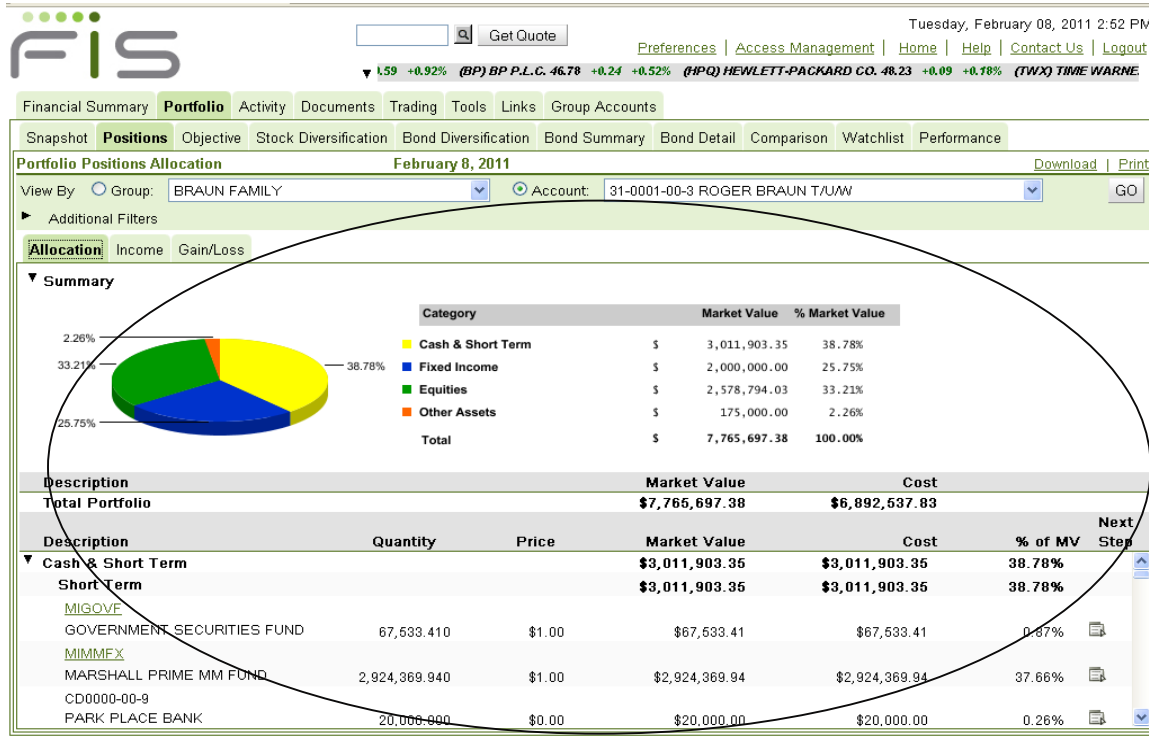
To create a custom view, select the icon next to the title Additional Filters. Populate the fields desired. Select the Go button to update the page. The site saves your request.

Viewing a Group of Accounts

The Filter area provides single-click access to view an aggregate of accounts. This means that when viewing by group, the page will sum all of the information for the accounts in the group. For example, on the Portfolio Positions page, if View By Group is selected, the site will display only one position of a stock with the listed information as the sum of all the accounts holding it. It will not list the holding multiple times per the number of accounts held in.

Page Features – Information Area

Many pages display the information totals at the top of the page eliminating the need to scroll down the page.



← The Information Area

Messages

Some pages include informational messages concerning the content on the page or instructions for viewing the page. These messages are located beneath the filter area.

Show/Hide Summary Sections

Summary sections offer the opportunity to show or hide the graphic or chart. Your selection to show or hide will be stored on your PC so when you return to the page in the future, it is displayed as you last left it.

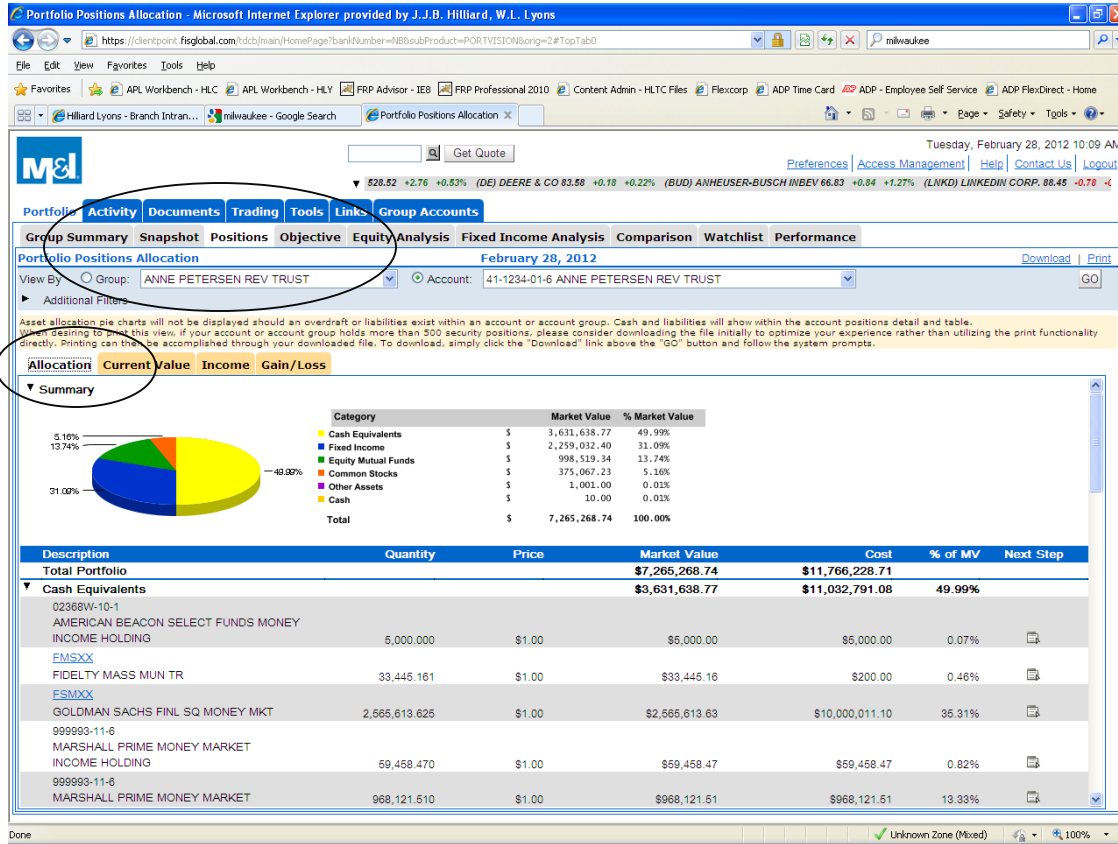
Some pages include Next Step options for obtaining additional information concerning a selected position or transaction activity. Selecting a Next Step option presents the information in a pop-up window so that you do not lose your place on the page. Examples of Next Steps include tax lot detail, transaction activity, and detailed security information.

Navigating Your Account

Navigating through your account information is as easy as selecting any one of the main navigation tabs and then selecting the desired page to view. Included on the following pages are examples of just some of the information you may want to view.

Portfolio Positions

The "Positions" page provides additional choices for displaying the holdings of the account or group of accounts in a meaningful and analytical manner.



Optional Views

- Sub Menu Options
- Show /Hide graphical summary section
- Totals
- Detailed list of assets

Sub Menu Options

- Allocation – Asset diversification as compared to the total market value
- Income – The estimated income expected on the position and the yield-to market
- Gain/Loss – Summarized gains/losses incurred and the unrealized impact per position

Activity Summary

The "Activity" page displays a year-to-date view of all transaction activity in an account or aggregated for a group of accounts.

The screenshot shows a web browser window displaying the 'Activity Summary' page for the period of January 1, 2012, to February 28, 2012. The page is for the account of SMITH FAMILY. The navigation menu includes Portfolio, Activity, Documents, Trading, Tools, Links, and Group Accounts. The 'Activity' link is circled in red. Below the navigation menu, there are tabs for Summary, Activity List, and Pending Trades. The main content area displays a summary of transactions categorized into four sections: Deposit Activity, Withdrawal Activity, Trade Activity, and Realized Gain/Loss Activity. Each section lists various transaction types with their respective amounts.

Deposit Activity:	
Interest	\$0.00
Dividends	2,782.00
Common Trust Fund Income	0.00
Real Estate Income	0.00
Miscellaneous Receipts	0.00
Total Deposit Activity:	\$2,782.00

Withdrawal Activity:	
Payments to/for Beneficiaries	\$-100,100,900.00
Fees	0.00
Federal and State Taxes Paid	-100.00
Miscellaneous Disbursements	0.00
Total Withdrawal Activity:	\$-100,101,000.00

Trade Activity:	
Cost of Assets Purchased	\$-2,782.00
Proceeds on Sales/Maturities	100,101,000.00
Other Asset Changes	0.00
Unsettled Trades	692,736.90
Net Trade Activity:	\$100,790,964.90

Realized Gain/Loss Activity:	
Short-term Gain/Loss	\$0.00
Long-term Gain/Loss	0.00
Net Realized Gain/Loss Activity:	\$0.00

Activity

- Click a category link to view the detailed list of transactions.
 - The transactions are grouped into major categories for ease in identifying cash flows.
 - The page also offers a one-click view to the underlying transactions by selecting the desired transaction category. A pop-up window will display the list of transactions comprising the category total.

Documents

This feature provides quick access to your electronic statements. It displays the list of available statements for viewing and a link to launch the statement in a PDF.

The screenshot shows a web browser window displaying the Hilliard Lyons Trust Company website. The 'Documents' tab is selected in the navigation menu. Below the navigation, there is a section for 'Electronic Statements' with a table listing various statements for 'ANNE PETERSEN REV TRUST'.

Document	Time Period	Recipient
	10/01/2011 - 10/31/2011	Anne Petersen
	08/02/2011 - 08/15/2011	Anne Petersen
	08/01/2011 - 08/31/2011	Anne Petersen
	04/01/2011 - 04/30/2011	Anne Petersen
	04/01/2011 - 06/17/2011	Anne Petersen
	03/01/2011 - 03/31/2011	Anne Petersen
	01/01/2011 - 12/31/2011	Anne Petersen

Documents

- Click the desired statement link to launch the PDF
- Adobe® Acrobat® Reader is required to view the statement in a PDF format. This software can be downloaded at www.adobe.com. You can then save, print, e-mail, or close the PDF.

Tools / Download Portfolio

Three separate "Download" options (Portfolio, Tax Lots & Activity) allow quick access to research an individual account or group of accounts. You can also save the format for future use.

Tools

- Select the desired output format
- Select the desired fields of information

Tools Download Portfolio - Microsoft Internet Explorer provided by J.J.B. Hilliard, W.L. Lyons

https://clientpoint.fisglobal.com/tddb/main/HomePage?bankNumber=NR&subProduct=PORTVISION&orig=2#TopTab4

milwaukee

File Edit View Favorites Tools Help

APL Workbench - HLC APL Workbench - HLY FRP Advisor - IEB FRP Professional 2010 Content Admin - HLTC Files Flexcorp ADP Time Card ADP - Employee Self Service ADP FlexDirect - Home

Hilliard Lyons - Branch Intran... milwaukee - Google Search Tools Download Portfolio

Get Quote

Tuesday, February 28, 2012 10:03 AM

Preferences Access Management Help Contact Us Logout

C. 528.52 +2.76 +0.53% (DEERE & CO 83.58 +0.18 +0.22% (BUD) ANHEUSER-BUSCH INBEV 66.83 +0.84 +1.27% (LNKD) LINKEDIN CORP. 88.45 -0.78

Portfolio Activity Documents Trading Tools Links Group Accounts

Cash Forecasting Download Activity Download Portfolio Download Tax Lots Quicken

Tools Download Portfolio

View By Group: ANNE PETERSEN REV TRUST Account: 41-122-01-6 ANNE PETERSEN REV TRUST GO

Additional Filters

* THE 36 CHARACTER DOWNLOAD TITLE *

Created: 02/28/2012 Modified: 02/28/2012

Last Accessed: 02/28/2012

Specify download and filter information.

Download Information

Download Type: Individual Account

Format Type: Excel

All Fields Select Fields

Download Filters

Asset Type

Symbol

Market Value Percent

Maturity Date Range

Standard & Poor's Quality Rating Code

Moody's Quality Rating Code

All Holdings

Greater than or equal to

From: To:

AAA

AAA

Save Rename Attach to ID Reset Delete

Go to Preview and Execute

Select the field(s) of information on the left pane and click Add to add to the Custom Format list on the right pane. Use the up and down arrows to determine field placement.

Account Header - Fields	Length
Account Number	9 A/N
Short Title	36 A/N
Administrative Officer	3 A/N
Name - List Number	7 A/N
Investment Officer	3 A/N
Alt Investment Officer	3 A/N
Held-Away/No Custody	1 A/N
Held-Away Location	36 A/N

Add Remove

Account Header - Custom Format	Length
--------------------------------	--------



Group Accounts

The "Group Accounts" feature gives you the opportunity to create your own grouping of accounts for information gathering and investment management.

Group Accounts

- Select the checkbox next to the desired accounts and click the Add link.
- Selecting an account with a Show/Hide icon will bring all the accounts in the relationship into the group.
- You determine the group name and select the underlying accounts. Once a group is created you can use the list throughout the site, eliminating the need to memorize account numbers or account titles.

The screenshot shows a web browser window displaying the "Group Accounts" page. The browser title is "Group Accounts - Microsoft Internet Explorer provided by J.J.B. Hilliard, W.L. Lyons". The address bar shows the URL: "https://clientpoint.fisglobal.com/tddb/main/HomePage?bankNumber=NB8subProduct=PORTVISION&orig=2#TopTab6". The page features a navigation menu with "Portfolio", "Activity", "Documents", "Trading", "Tools", "Links", and "Group Accounts". The "Group Accounts" section is active, showing a dropdown menu for "Group:" with "ANNE PETERSEN REV TRUST" selected. Below this, there are instructions for creating and managing groups. The "10 Accounts" section is visible, with "All Accounts" selected. The "Authorized Account List" contains several accounts, including "41-1234-01-6 ANNE PETERSEN REV TRUST", which is circled in red. An "Add" button is also circled in red. The "Current Account Group - ANNE PETERSEN REV TRUST" section shows the selected account. The page footer includes "Unknown Zone (Mixed)" and "100%" zoom.

Changing Your Password and/or Access ID

Once logged into your account, you have the ability to change your Password and/or your Access ID.

Password and Access ID Changes

Once logged into your account, choose Access Management to change your Password or Access ID.

Access Management

- Choose the Access Management link.
- Check the Change Password or Change Access ID box.
- Enter the current Password/Access ID. Next enter the new Password/Access ID. Click Submit.

Portfolio Positions Allocation - Microsoft Internet Explorer provided by J.J.B. Hilliard, W.L. Lyons

https://clientpoint.fisglobal.com/tccb/main/HomePage?bankNumber=NB&subProduct=PORTVISION&orig=2#TopTab0

milwaukee

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APL Workbench - HLC APL Workbench - HLY FRP Advisor - IE8 FRP Professional 2010 Content Admin - HLTC Files Flexcorp ADP Time Card ADP - Employee Self Service ADP FlexDirect - Home

Hilliard Lyons - Branch Intran... milwaukee - Google Search Hilliard Lyons - Branch Intran... Portfolio Positions Allocation

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Tuesday, February 28, 2012 11:16 AM

References Access Management Help Contact Us Logout

Portfolio Activity Documents Trading Tools Links Group Accounts

Group Summary Snapshot Positions Objective Equity Analysis Fixed Income Analysis Comparison Watchlist Performance

Portfolio Positions Allocation February 28, 2012 Download Print

View By Group: SMITH FAMILY Account: 41-SRL0-01-0 JOHN & JANE SMITH REV TR GO

Additional Filters

Asset allocation pie charts will not be displayed should a When desiring to print this view, if your account or account directly. Printing can then be accomplished through your

Allocation Current Value Income Gain/

Summary

13.34%

86.66%

Description

Description	Cost	% of MV	Next Step
Total Portfolio			
Cash Equivalents			
MGSXX MARSHALL GOVERNMENT MMF #605 INCOME HOLDING			
MGSXX MARSHALL GOVERNMENT MMF #605	10,099.350	\$1.00	\$10,099.35
999993-11-6 MARSHALL PRIME MONEY MARKET	121,452.120	\$1.00	\$121,452.12
VMMXX VANGUARD PRIME MONEY MARKET FUND #30	666.000	\$1.00	\$666.00
Common Stocks			
Consumer Discretionary			
MCD			
	\$1,155,287.50		\$613,963.75
	\$100,360.00		\$22,500.00
			86.66%
			7.53%

Access Management

Change Password

Change Access ID

Changing your access ID will require you to re-enroll in the Secure Sign-on program.

Current Access ID:

Current Password:

Please enter your password to confirm your identity.

New Access ID:

Access IDs are not case sensitive.

Access IDs must be between four and nine characters long and may contain letters, numbers and special characters.

Submit



Questions

Account Specific

Please contact your Account Administrator or Portfolio Manager. Click on the **Contact Us** link located in the Banner area of Client Information Portal to access individual contact information.

Account Access, Passwords or Computer Technology

Should you need any further guidance, our technology support team is available weekdays from 7:30 a.m. to 5:00 p.m. EST. Contact them at 877-226-1244.

Please be sure to mention that you are trying to access the "HLTC Client Information Portal". For verification purposes, the technology support team will need the **User ID and Account Number**. It is also important to note that the person to whom the User ID was issued is the individual who must make the phone call.

System Requirements

System Recommendations

1. Pentium Dual-Core/Athlon X2 minimum, Core 2 Duo/Athlon II X2 or higher recommended
2. 1024 x 768 or greater resolution
3. RAM 1G required minimum, 2G recommended
4. Additional software Microsoft® Excel® 2003, 2007 or 2010 Adobe® Acrobat® Reader 11.0 or newer

Supported Browsers & Supported Operating Systems

Edge - Windows 10

Internet Explorer*- Windows 7, Windows 8, Windows 8.1, Windows 10

Firefox - Windows 7, Windows 8, Windows 8.1, Windows 10

Chrome - Windows 7, Windows 8, Windows 8.1, Windows 10

Safari - Mac OS X 10.11 "El Capitan"

iOS iPad 2, 3 and 4

Client Information Portal may not be compatible using Internet Explorer on tablets or other mobile devices.