
Investor - Quick Start User Guide

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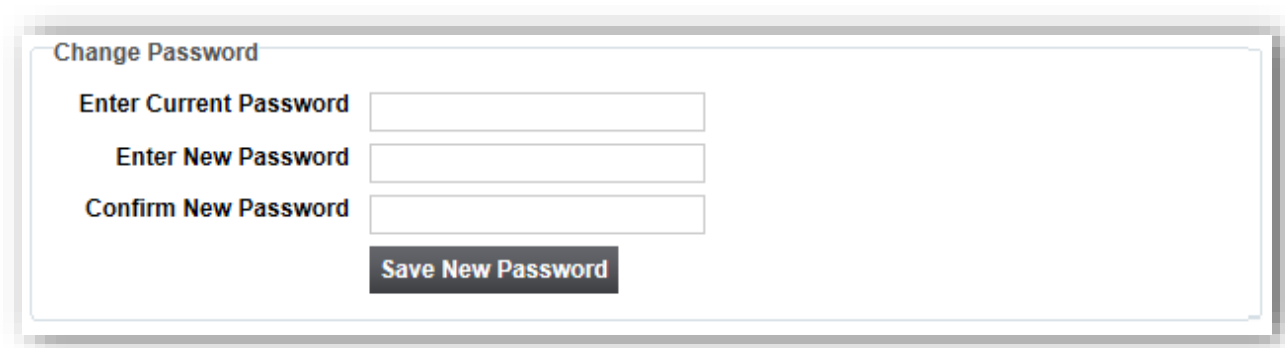
Logging in

When your service is set up you will receive an email with your unique User ID and password. Use these details to access your investment account details.

Log in via your Adviser's website or by using the following link:



The first time you log in you will be asked to change your password. This password will give you access to your account so it is important that you keep it safe and not share it with anyone.

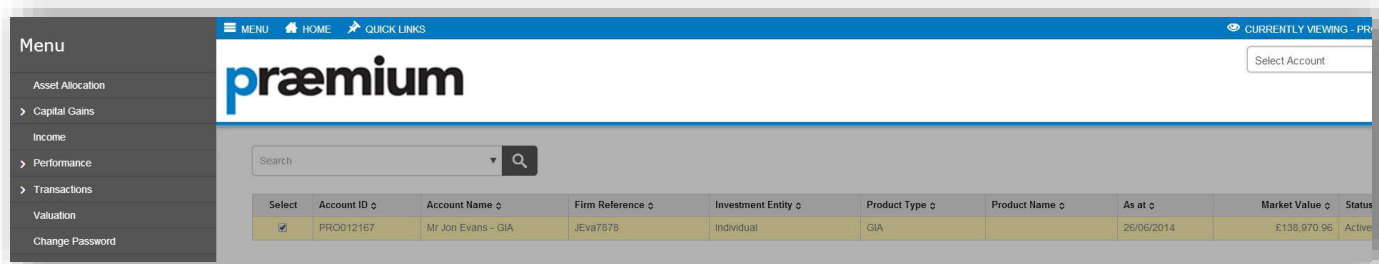
A screenshot of a "Change Password" form. It has three input fields: "Enter Current Password", "Enter New Password", and "Confirm New Password". Below the fields is a dark grey button labeled "Save New Password".

Change Password	
Enter Current Password	<input type="text"/>
Enter New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="Save New Password"/>	

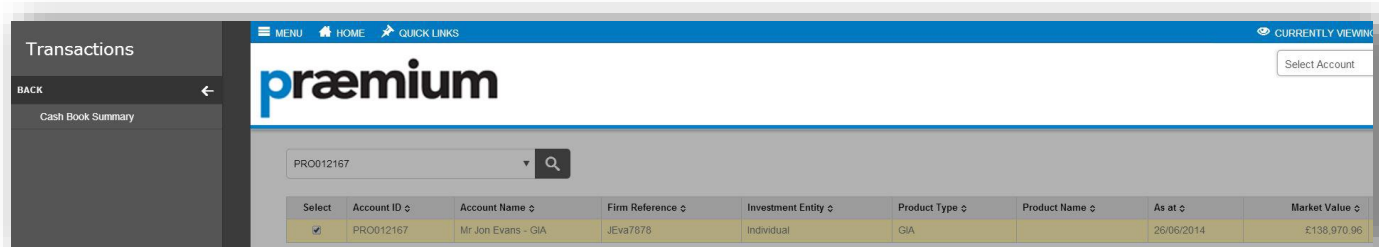
Navigation

When you first log in, you will be taken to the **Home** screen where you can view your account(s). Click on Menu (top left of the home screen) for a list of options. The menu bar will now slide into the screen from the left hand side.

If you have more than one account on the platform you will need to select the desired account to view the relevant details.



You can then select the relevant option from the side menu. Items indicated with an '>' have additional options to choose from and when selected another layer of the menu will slide into the screen from the left hand side. To move back to the previous menu select the 'BACK' option from the menu bar.



You can also hover over 'Quick Links' on the information bar to jump straight to some of the most commonly used screens.

The screenshot shows the Præmium dashboard interface. At the top, there is a navigation bar with 'MENU', 'HOME', and 'DASHBOARD' links. A 'QUICK LINKS' dropdown menu is open, listing 'ACCOUNT VALUATION', 'TRANSACTIONS', 'CASH BOOK', and 'PERFORMANCE SUMMARY'. Below the navigation bar is a search bar with the text 'Search' and a magnifying glass icon. The main content area features a table with the following columns: 'Select', 'View', 'Delete', 'Account ID', 'Account Name', 'Firm Reference', 'Investment Entity', and 'Product Type'. The table contains several rows of account data, with the row for 'Mr Jon Evans - SIPP' (Account ID: PRO012251) highlighted in yellow.

Select	View	Delete	Account ID	Account Name	Firm Reference	Investment Entity	Product Type
<input type="checkbox"/>	View		PRO012167	Mr Jon Evans - GIA	JEva7878	Individual	GIA
<input type="checkbox"/>	View		PRO012169	Mr Jon Evans - ISA	JEva-4857	Individual	ISA
<input type="checkbox"/>	View		PRO012250	Mr Jon Evans - Bond	JEva5461	Individual	Offshore Bond
<input checked="" type="checkbox"/>	View		PRO012251	Mr Jon Evans - SIPP	JEva9958	Individual	SIPP
<input type="checkbox"/>			Evans consolidated	Evans consolidated	Evans consolidated	Individual	GIA
<input type="checkbox"/>	Edit	Delete	PRO022540	Peter C - GIA		Individual	GIA
<input type="checkbox"/>	Edit	Delete	PRO022709	fa		Individual	GIA

When an account is selected this will be displayed on the information bar at the top of every page. If you hover your cursor over this section of the information bar you will see a selection of relevant information relating to the account.

The screenshot shows the Præmium dashboard with the account details for 'MIR JON EVANS - GIA' displayed. The top navigation bar includes 'MENU', 'HOME', and 'QUICK LINKS'. The main content area features a search bar with the text 'PRO012167' and a magnifying glass icon. Below the search bar is a table with the following columns: 'Select', 'Account ID', 'Account Name', 'Firm Reference', 'Investment Entity', 'Product Type', and 'Product Name'. The table contains one row of account data, with the row for 'Mr Jon Evans - GIA' (Account ID: PRO012167) highlighted in yellow. To the right of the table is a detailed information bar for the selected account, showing various details such as 'ACCOUNT CODE', 'STATUS', 'AS AT', 'MARKET VALUE', 'OWNER', 'ENTITY TYPE', 'ACCOUNT INCEPTION', 'REGULAR WITHDRAWAL', 'REGULAR INVESTMENT (DD)', 'MODELS', 'FEE BREAKDOWN', and 'ADVISORY FEES'. The information bar also includes a search bar for 'Select Date' and an 'Export Results' button.

Select	Account ID	Account Name	Firm Reference	Investment Entity	Product Type	Product Name
<input checked="" type="checkbox"/>	PRO012167	Mr Jon Evans - GIA	JEva7878	Individual	GIA	

MIR JON EVANS - GIA

ACCOUNT CODE	PRO012167
STATUS	Active
AS AT	26/06/2014
MARKET VALUE	£138,970.96
OWNER	Financial Adviser
ENTITY TYPE	Individual
ACCOUNT INCEPTION	29/07/2011
REGULAR WITHDRAWAL	No
REGULAR INVESTMENT (DD)	No
MODELS	
SIMSGS-47	100%
FEE BREAKDOWN	
ADVISORY FEES	1%

Viewing your account details

From the menu bar you can view the value of your account, your asset allocation, a summary of performance and any realised or unrealised gains.

For example, to view the value of your account:

1. Tick the **Select** box for the account you wish to view
2. Go to **Menu > Valuation** (Alternatively hover over **Quick Links** and select **Account Valuation** from the dropdown menu)

The following screen will be displayed:

Your account valuation information

Security Code	Price Date	Description	Quantity	Unit Cost	Adj. Cost	Unit Value	Value	% Value	Gain/(Loss)	% Gain/(Loss)
IE00B985N336	10/03/2014	Ardevora UK Equity C	4,216.5171	£1.3082	£5,516.05	£1.3121	£5,532.49	3.96%	£16.44	0.30%
GB00B6WFCT77		Artemis European Opportunities Fund Units Class -I- GBP Inc	8,495.608	£0.6904	£5,865.37	£0.7007	£5,952.87	4.26%	£87.50	1.49%
GB00B4152K59		AXA Framlington American Growth Fund Z class	1,874.157	£1.4840	£2,781.25	£1.5080	£2,826.23	2.02%	£44.98	1.62%
GB00B5WB6639		AXA Sterling Credit Short Duration Bond Fund Z GBP Inc	3,347.581	£1.0270	£3,437.97	£1.0300	£3,448.01	2.47%	£10.04	0.29%
GB00B6ZH3F37		Cazenove UK Opportunities Fund X Inc	963.359	£4.3549	£4,195.33	£4.1972	£4,043.41	2.89%	(£151.92)	(3.62%)
GB00B3B1N814	11/03/2014	CF Eclectica Absolute Macro C Fund Acc	4,400.058	£1.0199	£4,487.62	£1.0161	£4,470.90	3.20%	(£16.72)	(0.37%)
GB00B18B9V52		CF Lindsell Train UK Equity Inc	2,123.737	£2.0125	£4,274.02	£1.9639	£4,170.81	2.99%	(£103.21)	(2.41%)
IE00B64XDT64	11/03/2014	GLG Japan Core Alpha Equity AAX GBP I H ACC	16.862	£144.3299	£2,433.69	£137.5600	£2,319.54	1.66%	(£114.15)	(4.69%)
GB00B8I44P79		Invesco Perpetual European Opps No Trail Z Inc	840.67	£3.0873	£2,595.40	£3.1489	£2,647.19	1.89%	£51.79	2.00%
GB00B03KP231		J O Hambro Capital Management Limited UK Equity Income A Income GBP	0.0001			£2.0000		0.00%		0.00%

Ensure that **No Classification** is selected from the dropdown menu. From this screen you can view the overall value of your account and see the details of your underlying holdings.

Viewing your Transaction History

You can view the cash and stock transactions, as well as any income or expense activities that have taken place in your account. To view the transactions on a particular account, hover over **Quick Links** and select **Transactions**.

The following screen will be displayed:

Portfolio ID	Portfolio Name	Type	Security Code	Security Name	Trade Date	Quantity	Price (GBP)	Consideration	Exit Fee	Transaction Charge	Stamp Tax	Settlement Amount	Settlement Date	Accrued Interest	Legal Ownership Date	Notes	Contract Note Nbr/Trans Ref
				BLUECREST ALLBLUE FUND LTD ORD NPV GBP	01/06/2011	2,263	1,7543	£3,969.99		£0.15		£3,970.14	06/06/2011		01/06/2011	Traded on 01/06/2011 at 10:00AM at market with BNP Paribas.	19968802
				BLUECREST ALLBLUE FUND LTD ORD NPV GBP	28/09/2011	-8	1,7031	(£115.81)		£0.21		(£115.60)	03/10/2011		28/09/2011	Traded on 28/09/2011 at 10:00AM at market with BNP Paribas.	30355042
				BLUECREST ALLBLUE FUND LTD ORD NPV GBP	13/01/2012	-164	1,667	(£273.39)		£0.03		(£273.36)	18/01/2012		13/01/2012	Traded on 13/01/2012 at 10:00AM at market with BNP Paribas.	36961112
				BLUECREST ALLBLUE FUND LTD ORD NPV GBP	26/03/2012	496	1,635	£810.97		£0.04		£811.01	29/03/2012		26/03/2012	Traded on 26/03/2012 at 10:00AM at market with BNP Paribas.	41925811
				BLUECREST ALLBLUE FUND LTD ORD NPV GBP	20/09/2012	-2,527	1,665	(£4,207.44)		£0.10		(£4,207.34)	25/09/2012		20/09/2012	Traded on 20/09/2012 at 10:00AM at market with BNP Paribas.	53522988
				BRITISH EMPIRE SEC & GENERAL TRUST ORD GBP 10	22/07/2010	736	4,3346	£3,190.24		£0.13		£3,190.37	27/07/2010		22/07/2010	Traded on 22/07/2010 at 10:00AM at market with BNP Paribas.	2818899
		Buy	BTEM	BRITISH EMPIRE SEC & GENERAL TRUST ORD GBP 10	09/08/2010	5	4,366	£21.83		£0.05		£21.88	12/08/2010		09/08/2010	Traded on 09/08/2010 at 10:00AM at market with BNP Paribas.	3191854
		Sell	BTEM	BRITISH EMPIRE SEC & GENERAL TRUST ORD GBP 10	18/08/2010	-16	4,3322	(£77.98)		£0.36		(£77.62)	23/08/2010		18/08/2010	Traded on 18/08/2010 at 10:00AM at market with BNP Paribas.	3536558
		Buy	BTEM	BRITISH EMPIRE SEC & GENERAL TRUST ORD GBP 10	19/08/2010	1	4.36	£4.36		£0.03		£4.39	24/08/2010		19/08/2010	Traded on 19/08/2010 at 10:00AM at market with BNP Paribas.	3570046

This screen displays details of when the underlying assets were bought or sold within your account and the cost per unit.

Logging out

Click the **SIGN OUT** button on the top right of the toolbar when you are finished using the system.

Please note that for security reasons you will be logged out of the system automatically if you have not used it for 20 minutes.

Any questions?

Your financial adviser can help you with most issues. If for any reason your adviser is unable to help you then please feel free to contact Praemium by any of the below methods:

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