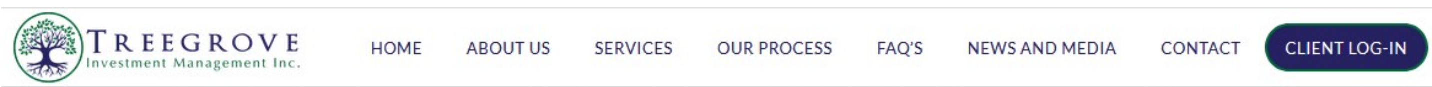
TREEGROVE
Investment Management Inc.

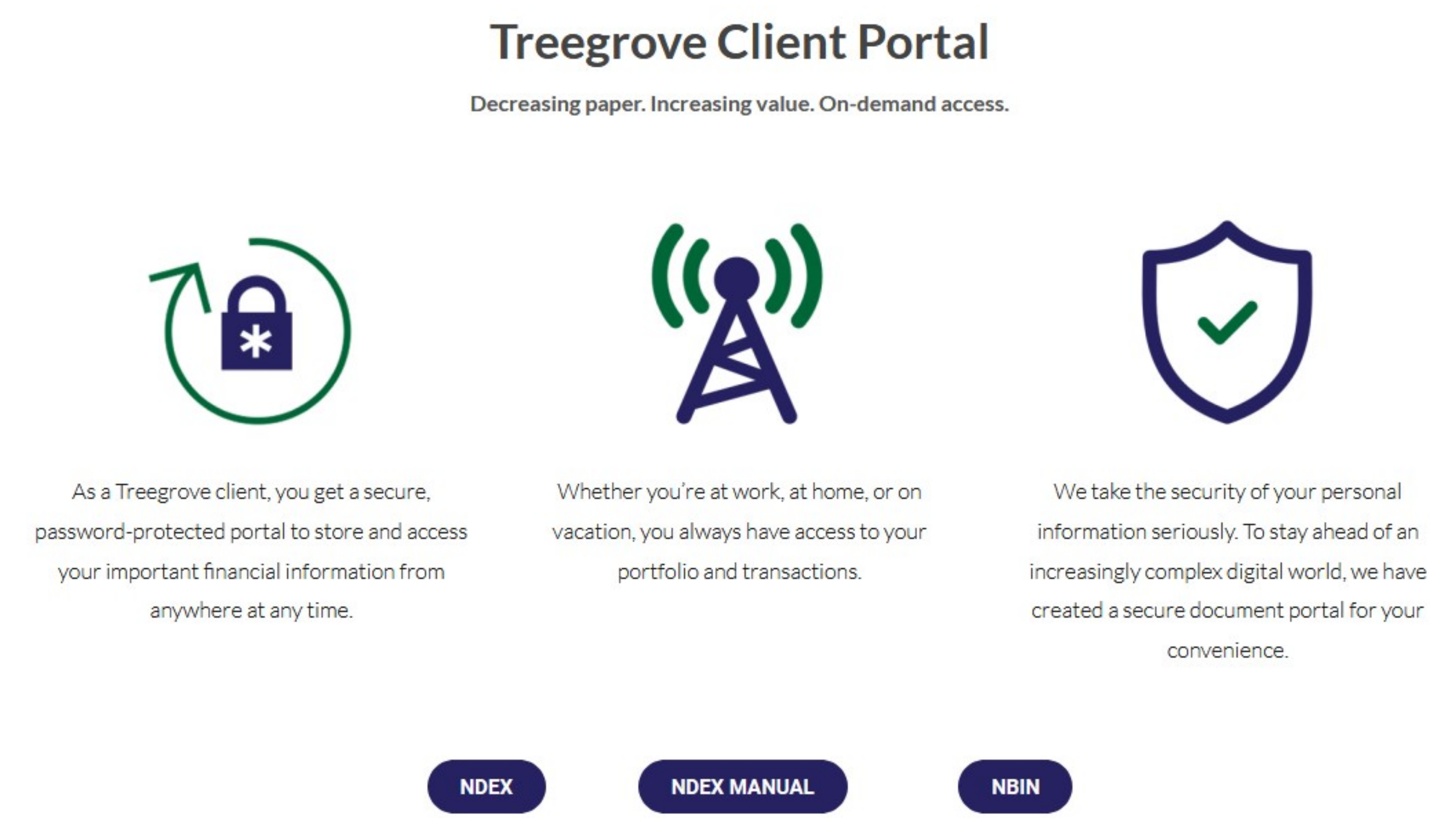
Instruction Manual

1. Visit www.treegrove.ca and click on the Client Log-In Link in the Top Bar.



2. In the Client Log-In Area, users can access their NBIN and N-DEX portals.

Just click on the respective portal.



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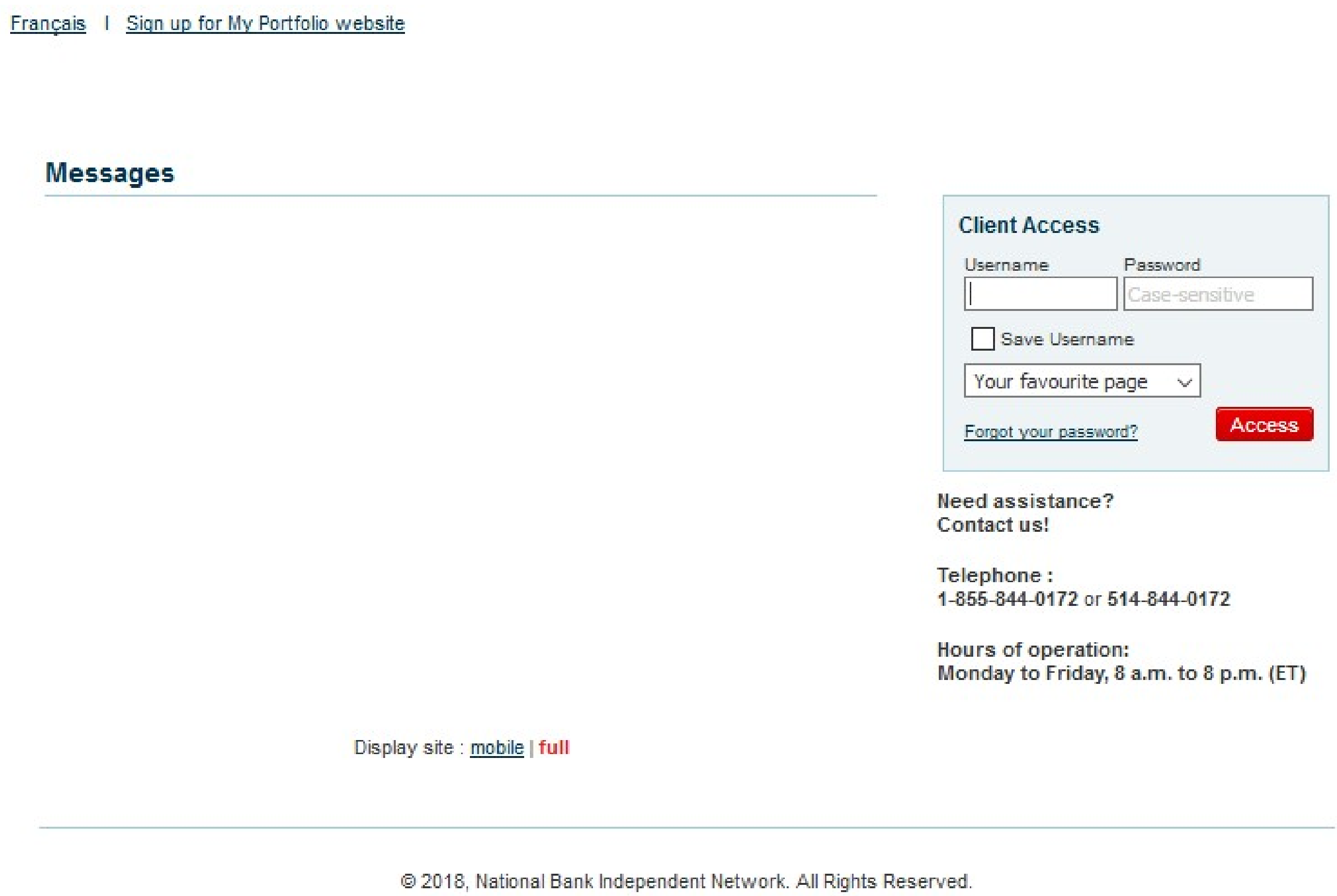
3. Click the *NBIN Portal* to sign into My Portfolio.

   My portfolio enables NBIN clients to access their accounts information online.



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4. Click on the *N-DEX Portal Icon*

The N-dex portal enables users to view their accounts as one integrated family unit, review transactions and track monthly rates of return.

NDEX   NDEX MANUAL   NBIN

Once you do this, the following screen will appear

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Français

English

5. Choose you language by clicking on “English” or “Francais”

6. Once you do this, you will be prompted to enter your temporary user name and password which we sent to you in your welcome letter.   If you do not have this, please contact us and we will get you your credentials.

Click on “Go” once you have done this!

7. You will be prompted for a new password.

   Enter the temporary password in ‘*Current Password’* and Choose the ‘*New Password’*

   New Password Specifications:
   A. Minimum Password Length of 7 characters
   B. Must contain one number

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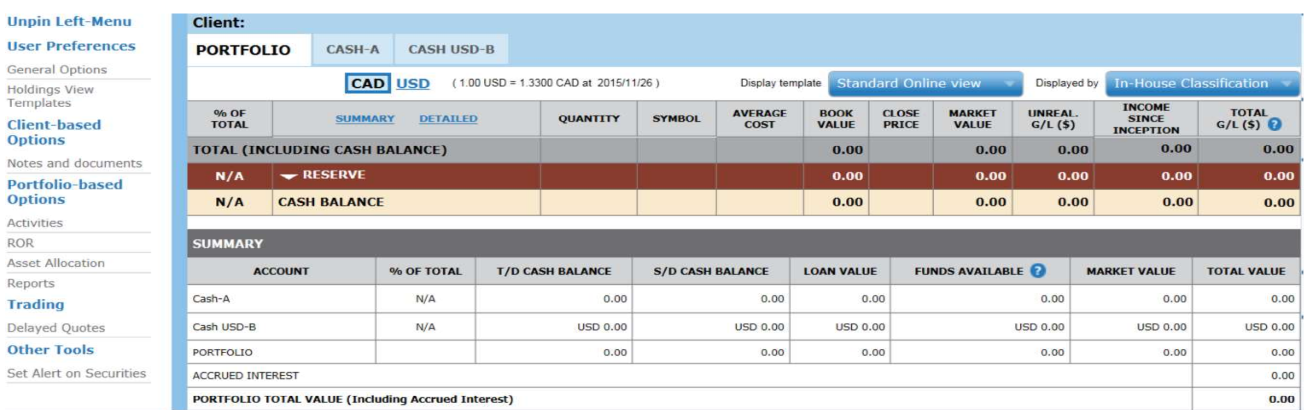
Once you have entered your new password, click on OK

8. You Can Now View Your Accounts and Holdings!



Unpin Left-Menu
User Preferences
General Options
Holdings View Templates
Client-based Options
Notes and documents
Portfolio-based Options
Activities
ROR
Asset Allocation
Reports
Trading
Delayed Quotes
Other Tools
Set Alert on Securities

Client:

PORTFOLIO | CASH-A | CASH USD-B

CAD USD (1.00 USD = 1.3300 CAD at 2015/11/26) Display template Standard Online view Displayed by In-House Classification

% OF TOTAL	SUMMARY DETAILED	QUANTITY	SYMBOL	AVERAGE COST	BOOK VALUE	CLOSE PRICE	MARKET VALUE	UNREAL. G/L ($)	INCOME SINCE INCEPTION	TOTAL G/L ($)
TOTAL (INCLUDING CASH BALANCE)					0.00		0.00	0.00	0.00	0.00
N/A	RESERVE				0.00		0.00	0.00	0.00	0.00
N/A	CASH BALANCE				0.00		0.00	0.00	0.00	0.00

SUMMARY

ACCOUNT	% OF TOTAL	T/D CASH BALANCE	S/D CASH BALANCE	LOAN VALUE	FUNDS AVAILABLE	MARKET VALUE	TOTAL VALUE
Cash-A	N/A	0.00	0.00	0.00	0.00	0.00	0.00
Cash USD-B	N/A	USD 0.00	USD 0.00	USD 0.00	USD 0.00	USD 0.00	USD 0.00
PORTFOLIO		0.00	0.00	0.00	0.00	0.00	0.00
ACCRUED INTEREST							0.00
PORTFOLIO TOTAL VALUE (Including Accrued Interest)							0.00

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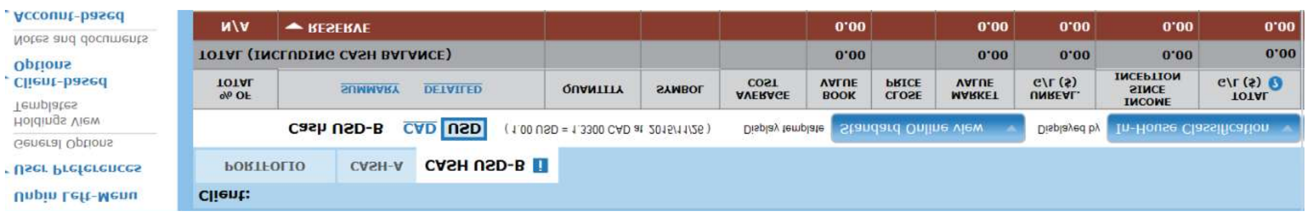
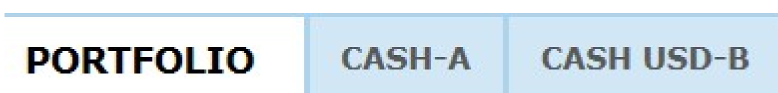
9. To view a specific account, click the account as shown below.



10. **Activities**

To view past account activity for a portfolio or a specific account, click the portfolio or specific account.



Example: To view activities for the CASH USD-B account, click on the Cash USD-B Icon

Once the account or portfolio has been chosen, Click on Activities as shown below.

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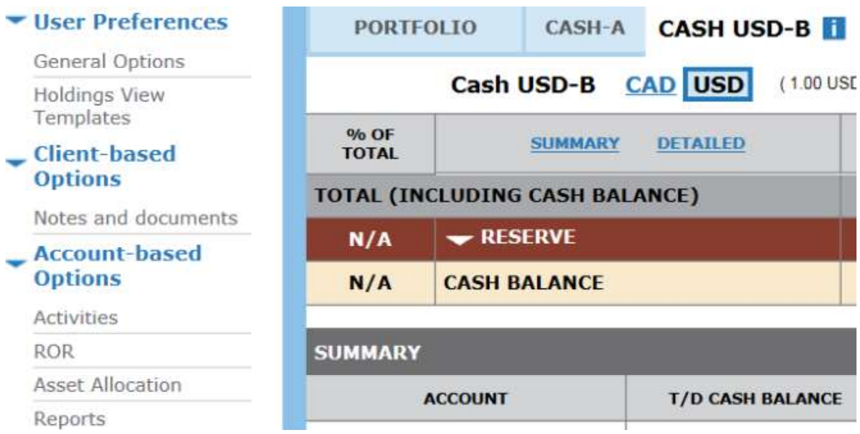

Click Exit Activities to return to the main screen.

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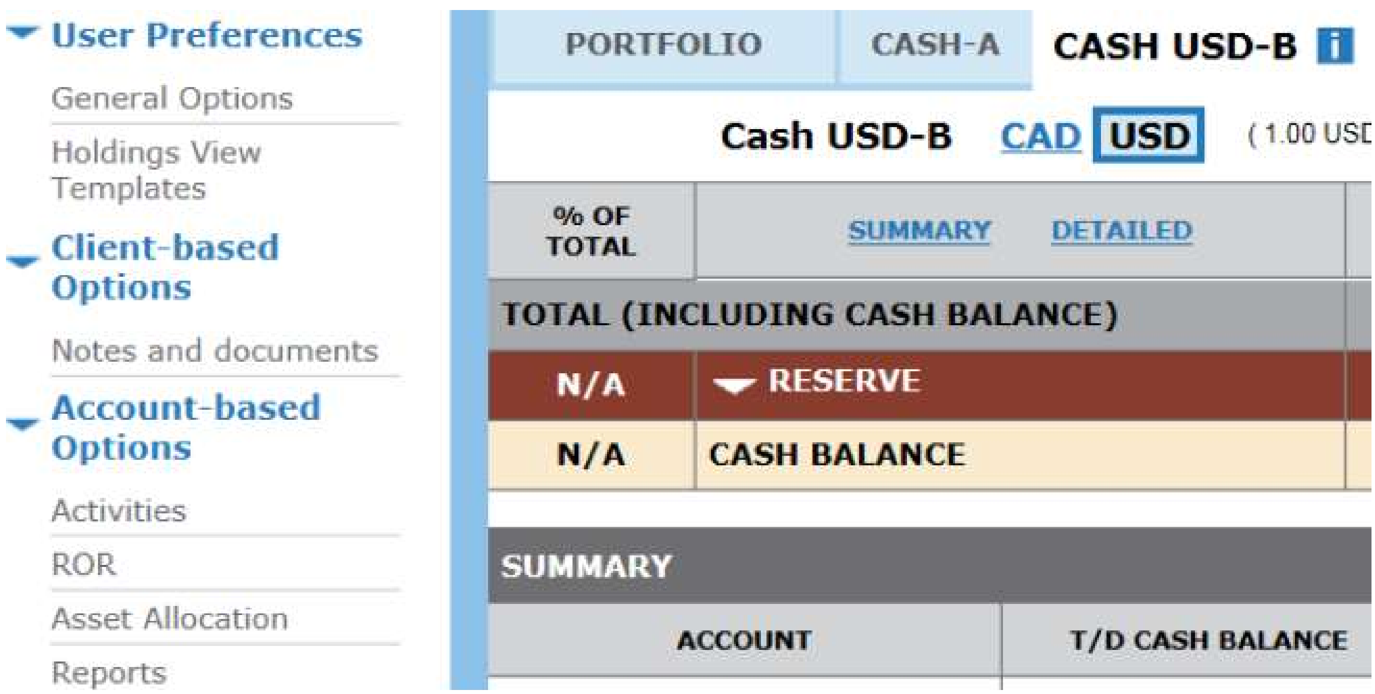
11. Rate of Return (ROR)

To view the ROR for a portfolio or a specific account, click the portfolio or specific account.

In this Example, we will view the ROR for CASH USD_B by clicking on it on it to chose it.

Once the account or portfolio has been chosen, Click on ROR as shown below:



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The ROR Window will appear as follows:

Rate of Return

Accoun As of: 2015/10/30 Exchange Rate at 2015/10/30 : 1.00 USD =1.3083 CAD

USD Excluding Currency Impact

Period	1 Month	3 Months	6 Months	Year to Date	1 Year	Inception
Beginning date	2015/09/30	2015/07/31	2015/04/30	2014/12/31	2014/10/31	
Account Value (incl. Accrued Interest)	0.00	0.00	0.00	0.00	0.00	0.00
Inflows	0.00	0.00	0.00	0.00	0.00	0.00
Outflows	0.00	0.00	0.00	0.00	0.00	0.00
Ending Account Value as of 2015/10/30 (incl. Accrued Interest)	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Net Invested Amount:						
Rate of Return	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**

Rate of Return Bar Chart

12. Asset Allocation

To view asset allocation by portfolio or account, choose the portfolio or account you wish to view.

PORTFOLIO | CASH-A | CASH USD-B

Once the portfolio has been chosen, Click on Asset Allocation as shown below.

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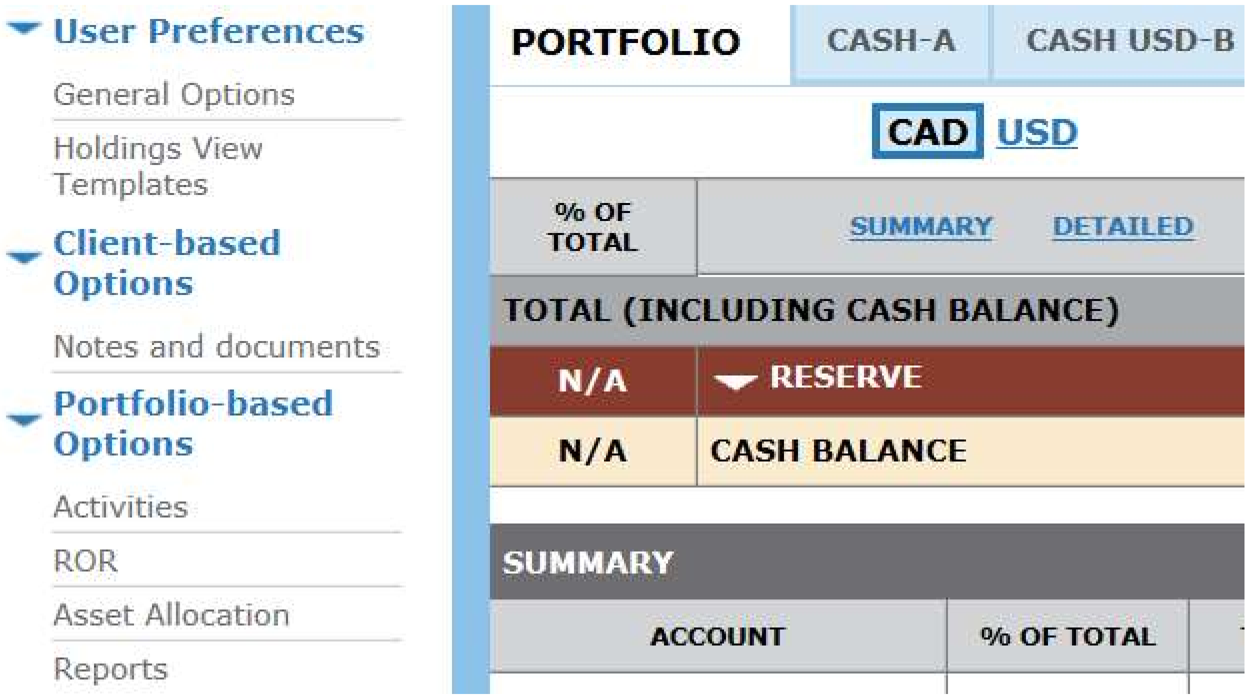
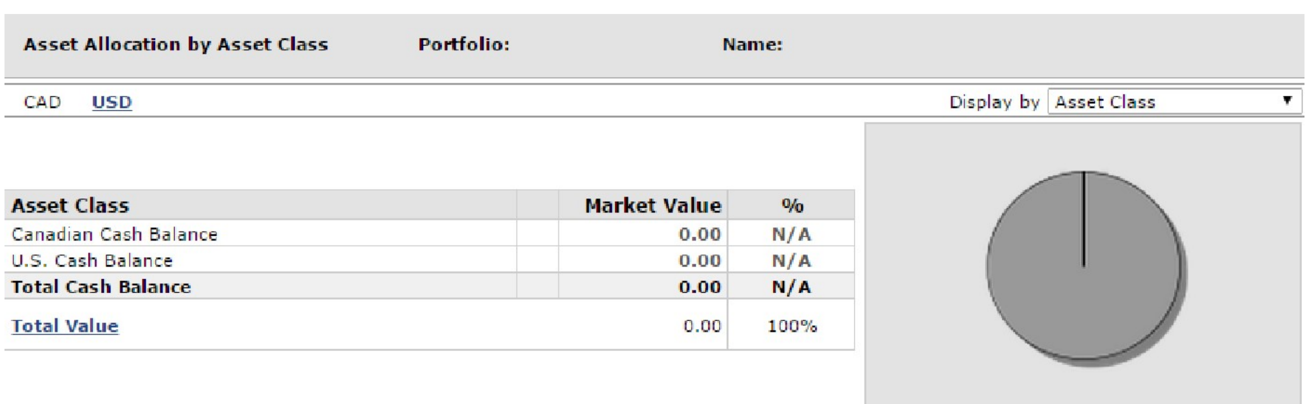


The Asset Allocation window will then appear as follows:



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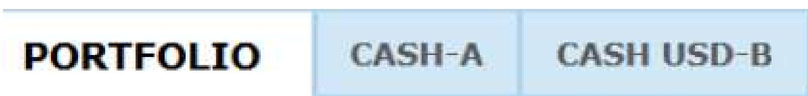
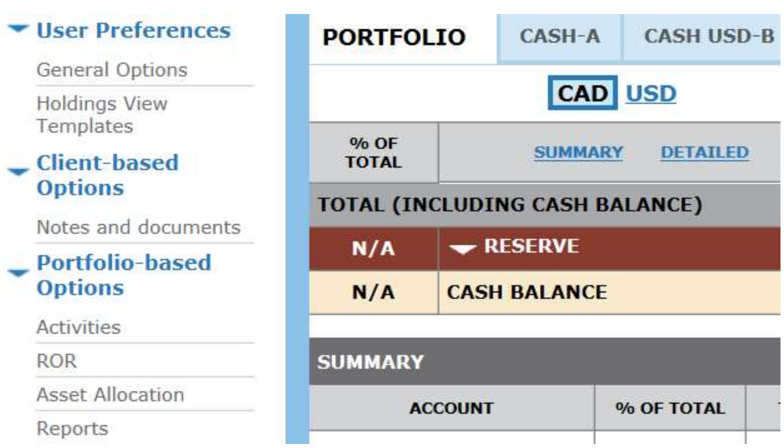
13. Reports

N-dex provides a complete set of pre-configured reports such as Account Statement, Summary Report and Rate of Return Reports.

To view reports for a portfolio or a specific account, choose the portfolio or specific account.



Once the account or portfolio has been chosen, Click on Reports as shown below.



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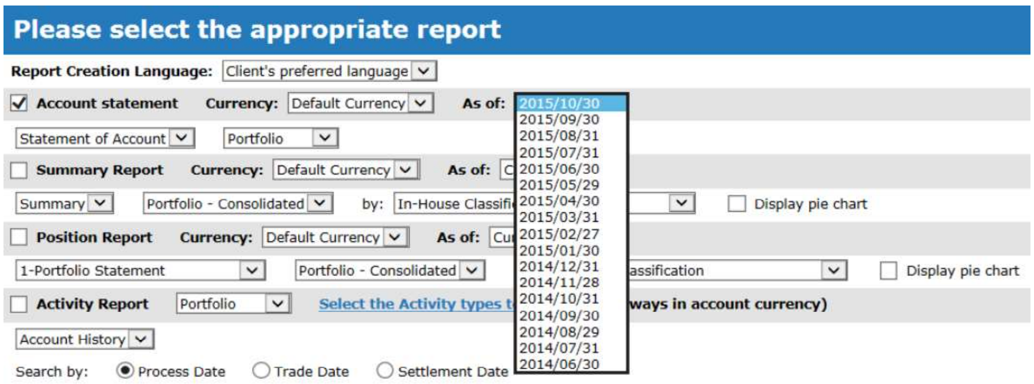
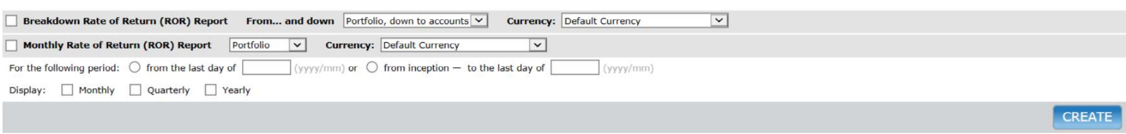
Choose your report of interest by time frame.

Example: Account Statement As of Oct 30, 2015



Scroll down to the bottom of the page and Click Create.



The Selected Report will be displayed in a new window as shown on the next page.

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Advisor:

For portfolio: 6CQ

All values are displayed in CAD unless specified otherwise.
Exchange Rate at 2015/10/30: 1.00 USD = 1.3083 CAD

Summary of Your Investments:

Current Asset Allocation

		Market Value* (October 30, 2015)	%
RESERVE		0.00	0.0%
	Cash Balance	0.00	0.0%
		0.00	0 %
Accrued Interest		0.00	

Statement of Account
As of October 30, 2015

Note: If the selected report is not displayed, check browser settings to enable pop-ups. Go to Preferences/Tools Security Click enable pop-ups

If you ever have any issues logging in or using Ndex, we would be happy to assist you. Contact Bill Shaw at 416-805-8638 or Bill@Treegrove.ca