

Instruction Manual

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



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CLIENT LOG-IN

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

Just click on the respective portal.

Treegrove Client Portal

Decreasing paper. Increasing value. On-demand access.



As a Treegrove client, you get a secure, password-protected portal to store and access your important financial information from anywhere at any time.



Whether you're at work, at home, or on vacation, you always have access to your portfolio and transactions.



We take the security of your personal information seriously. To stay ahead of an increasingly complex digital world, we have created a secure document portal for your convenience.

NDEX

NDEX MANUAL

NBIN



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

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

[Français](#) | [Sign up for My Portfolio website](#)

Messages

Client Access

Username	Password
<input type="text"/>	<input type="password" value="Case-sensitive"/>
<input type="checkbox"/> Save Username	
Your favourite page <input type="text" value="v"/>	
Forgot your password?	<input type="button" value="ACCESS"/>

**Need assistance?
Contact us!**

Telephone :
1-855-844-0172 or 514-844-0172

Hours of operation:
Monday to Friday, 8 a.m. to 8 p.m. (ET)

Display site : [mobile](#) | [full](#)

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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



[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.



User ID	<input type="text" value="USER NAME"/>
Password	<input type="password" value="*****"/>
Forgot your password?	<input type="button" value="Login"/>

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

Password change

Current password:

New password:

Confirm your new password:

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

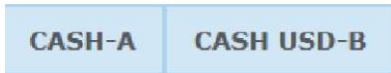
CAD USD (1.00 USD = 1.3300 CAD at 2015/11/26) Display template: Standard Online view Displayed by: In-House Classification

% OF TOTAL	SUMMARY	QUANTITY	SYMBOL	AVERAGE COST	BOOK VALUE	CLOSE PRICE	MARKET VALUE	UNREAL G/L (\$)	INCOME SINCE INCEPTION	TOTAL G/L (\$)
TOTAL (INCLUDING CASH BALANCE)										
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

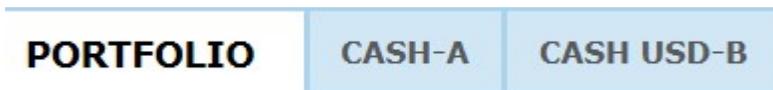
9. To view a specific account, click the account as shown below.



И\У	↑ РЕФЕРЕНС				0'00	0'00	0'00	0'00	0'00	0'00
TOTAL (INCLUDING CASH DIVIDENDS)										
TOTAL	Σ	DETAILED	QUANTITY	SYMBOL	COST AVERAGE	AVERAGE BOOK	PRICE COST	AVERAGE MARKET	CAGR (2) PERCENT	PERCENTAGE SINCE INCOME
CASH USD-B CASH USD-B (1 00 USD = 1 3300 CAD @ 20181128) Display template Standard Online view Disabled by In-House Classification										
ПОРТФОЛТО	КАШ-А	КАШ USD-B								
Client:										

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.

▼ **User Preferences**

General Options

Holdings View

Templates

▼ **Client-based Options**

Notes and documents

▼ **Account-based Options**

Activities

ROR

Asset Allocation

Reports

PORTFOLIO		CASH-A	CASH USD-B i
Cash USD-B CAD USD (1.00 USD)			
% OF TOTAL	SUMMARY		DETAILED
TOTAL (INCLUDING CASH BALANCE)			
N/A	▼ RESERVE		
N/A	CASH BALANCE		
SUMMARY			
ACCOUNT		T/D CASH BALANCE	

Click Exit Activities to return to the main screen.

▼ **User Preferences**

General Options

Holdings View

Templates

▼ **Client-based Options**

Notes and documents

▼ **Account-based Options**

Activities

Exit Activities

ROR

Asset Allocation

PORTFOLIO		CASH-A	CASH USD-B i						
ACTIVITY SEARCH									
<input type="radio"/> Symbol <input type="radio"/> CUSIP <input type="radio"/> Code		Search by: <input checked="" type="radio"/> Process Date <input type="radio"/> Trade Date <input type="radio"/> Settlement Date							
<input type="text"/> SECURITY		Starting Date: <input type="text" value="YYYY/MM/DD"/>	Ending Date: <input type="text" value="YYYY/MM/DD"/>						
<input type="checkbox"/> Sort selected activities by type (alphabetically) and display totals			<input type="button" value="SEARCH"/>						
27 activities were found. All values are displayed in USD unless specified otherwise.									
PROCESS DATE	TRADE DATE	SETTLEMENT DATE	ACTIVITY TYPE	SYMBOL OR CUSIP	DESCRIPTION	QUANTITY	UNIT PRICE**	COMMISSION	TOTAL AMOUNT
Closing Balance as of 2015/11/26									0.00

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:



The screenshot shows a user interface for viewing the Rate of Return (ROR). On the left is a sidebar menu with the following items: User Preferences (General Options, Holdings View Templates), Client-based Options (Notes and documents), Account-based Options (Activities, ROR, Asset Allocation, Reports). The main content area shows a table with the following structure:

PORTFOLIO		CASH-A		CASH USD-B i	
		Cash USD-B		<u>CAD</u>	USD (1.00 USD)
% OF TOTAL	<u>SUMMARY</u>		<u>DETAILED</u>		
TOTAL (INCLUDING CASH BALANCE)					
N/A	▼ RESERVE				
N/A	CASH BALANCE				
SUMMARY					
ACCOUNT			T/D CASH BALANCE		



The ROR Window will appear as follows:

Rate of Return						
Account	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.



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

▼ **User Preferences**

General Options

Holdings View
Templates

▼ **Client-based Options**

Notes and documents

▼ **Portfolio-based Options**

Activities

ROR

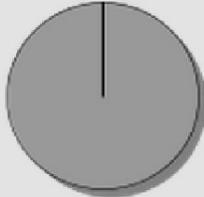
Asset Allocation

Reports

PORTFOLIO		CASH-A	CASH USD-B
		CAD	USD
% OF TOTAL	<u>SUMMARY</u>		<u>DETAILED</u>
TOTAL (INCLUDING CASH BALANCE)			
N/A	▼ RESERVE		
N/A	CASH BALANCE		
SUMMARY			
ACCOUNT		% OF TOTAL	

The Asset Allocation window will then appear as follows:

Asset Allocation by Asset Class		Portfolio:	Name:
CAD		USD	
		Display by Asset Class ▼	
Asset Class	Market Value	%	
Canadian Cash Balance	0.00	N/A	
U.S. Cash Balance	0.00	N/A	
Total Cash Balance	0.00	N/A	
Total Value	0.00	100%	



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.

- ▼ **User Preferences**
 - General Options
 - Holdings View Templates
- ▼ **Client-based Options**
 - Notes and documents
- ▼ **Portfolio-based Options**
 - Activities
 - ROR
 - Asset Allocation
 - Reports

PORTFOLIO		CASH-A	CASH USD-B
<div style="display: flex; justify-content: center; gap: 10px;"> CAD USD </div>			
% OF TOTAL	<div style="display: flex; justify-content: center; gap: 10px;"> SUMMARY DETAILED </div>		
TOTAL (INCLUDING CASH BALANCE)			
N/A	▼ RESERVE		
N/A	CASH BALANCE		
SUMMARY			
ACCOUNT	% OF TOTAL		



Choose your report of interest by time frame.

Example: Account Statement As of Oct 30, 2015

Please select the appropriate report

Report Creation Language: Client's preferred language

Account statement Currency: Default Currency As of: 2015/10/30
Statement of Account Portfolio

Summary Report Currency: Default Currency As of: 2015/06/30
Summary Portfolio - Consolidated by: In-House Classification Display pie chart

Position Report Currency: Default Currency As of: 2015/01/30
1-Portfolio Statement Portfolio - Consolidated Display pie chart

Activity Report Portfolio [Select the Activity types to display](#)
Account History

Search by: Process Date Trade Date Settlement Date

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

Breakdown Rate of Return (ROR) Report From... and down Portfolio, down to accounts Currency: Default Currency

Monthly Rate of Return (ROR) Report Portfolio Currency: Default Currency

For the following period: from the last day of (yyyy/mm) or from inception — to the last day of (yyyy/mm)

Display: Monthly Quarterly Yearly

CREATE

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



Advisor:

For portfolio: 8CQ

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

RESERVE
Cash Balance

Accrued Interest

Market Value ¹ (October 30, 2015)	%
0.00	0.0%
0.00	0.0%
<hr/>	
0.00	0 %
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