eQuipt®

# GUIDE

## Your Custom Account Portal

View your investment accounts online at equipt.osaic.com/ or download the **Osaic eQuipt** mobile app on your iOS or Android device. Use this guide to learn how to sign up and navigate **eQuipt**.

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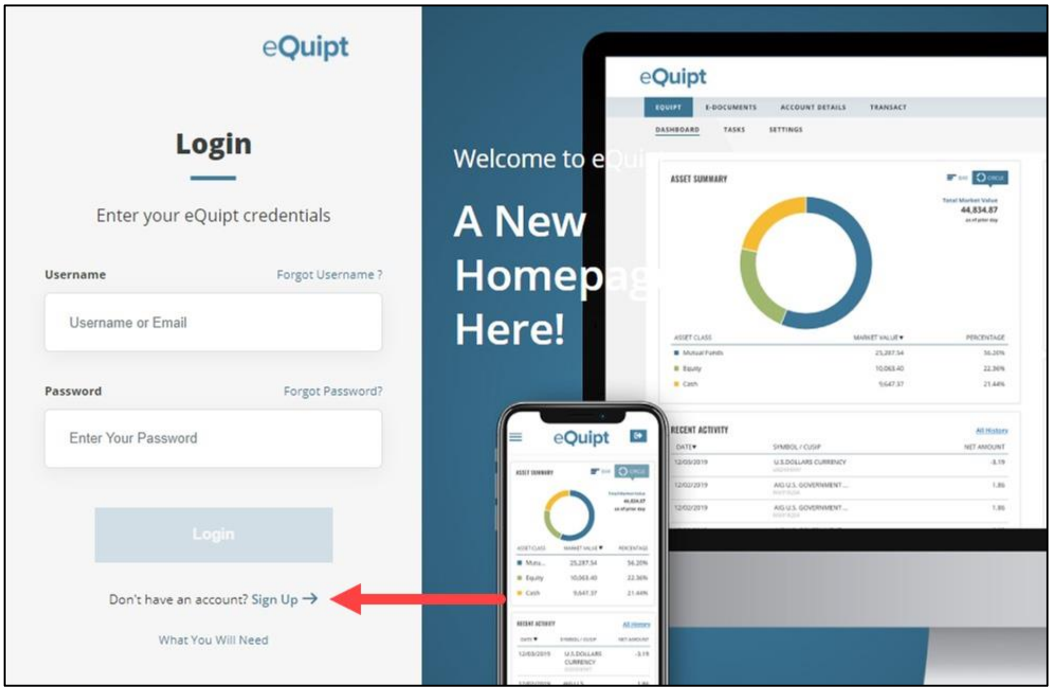
# eQuipt Features

- View all your brokerage investment accounts through a single login:
  - Automatically view all accounts established under your Social Security number
  - Link and view additional accounts within your household
  - View important account information, including balances, holdings, activity, order statuses (as of close of business the previous day), and more
- Customize eDelivery preferences for account communications.
- Access account communications including statements, tax documents, and trade confirmations
- Pay for financial planning services via a bank account or credit/debit card.

# Sign Up

To sign up for **eQuipt**, follow the registration process below:

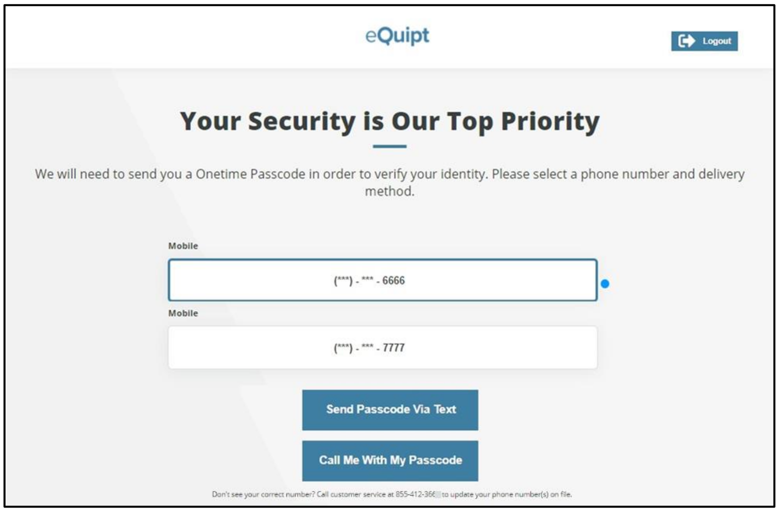
1. Go to equipt.osaic.com and click **Sign Up** on the login screen (shown below). In certain situations, your financial professional may send you a link that takes you directly to Step 2, (below).



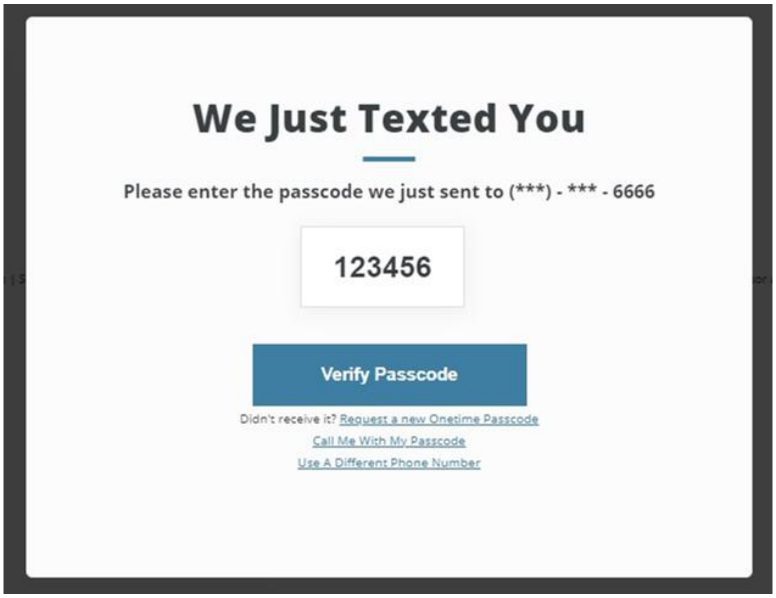

2. If you began your enrollment process by clicking an email link sent by your financial professional, you will be asked to provide your date of birth, last 4 digits of your Social Security number, and your zip code for verification. If you initiated the enrollment process yourself using the **Sign-Up** link mentioned in Step 1, you will be asked to provide your date of birth, last 4 digits of your Social Security number, your zip code, and any one of your Osaic account numbers for verification. Click **Next** to continue.

3. Complete the identity verification process:

- The first prompt will display the phone number(s) on file for you.
- Select the number to which you want the security code sent (if only one number is on file it will be preselected). Then select **Send Passcode via Text** or **Call Me With My Passcode.**

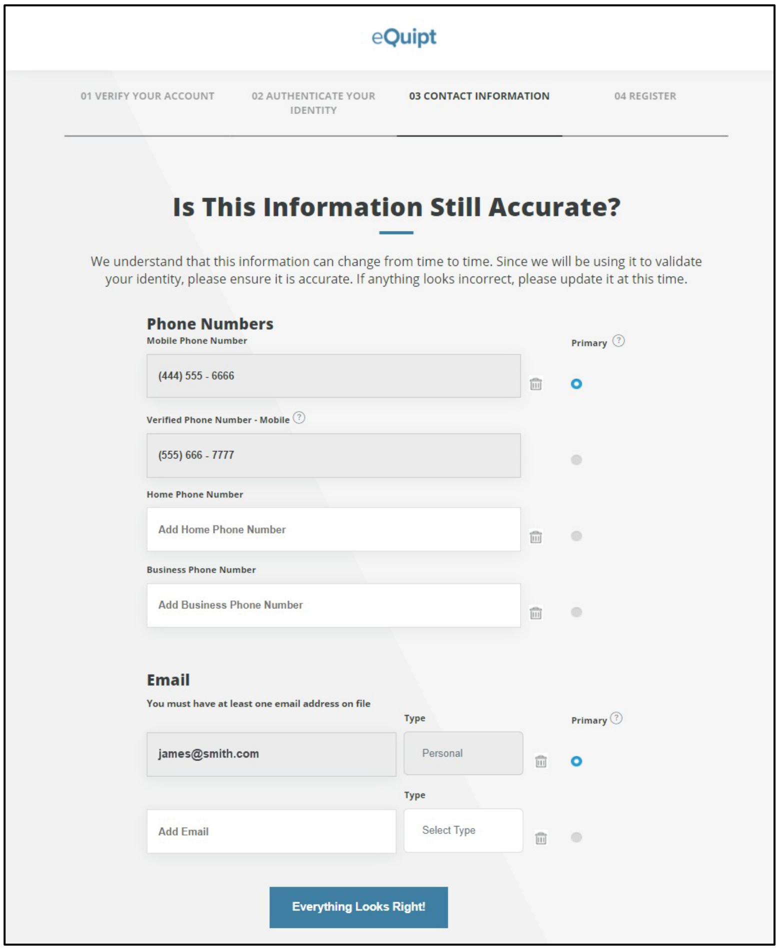



- Next, you'll receive a security code via text message or phone call (generally within a few seconds).

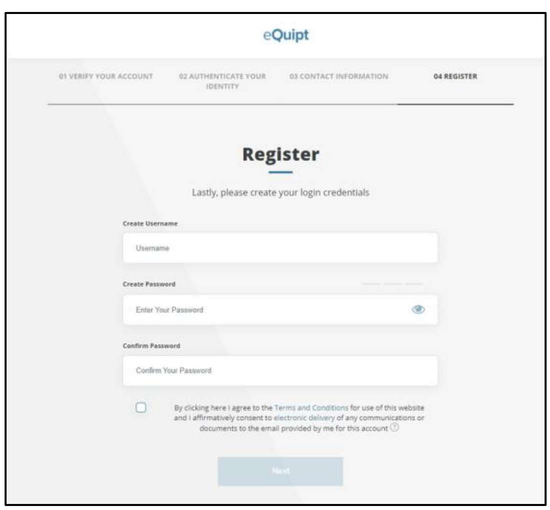



- Once you receive the passcode on your device, input the passcode and click **Verify Passcode** to continue. For security purposes, you may also be asked to complete this process as part of future logins.

4. Review your phone number(s) and email address(es) for accuracy. You can edit or delete any incorrect entries or add new entries as needed. Click **Everything Looks Right** when complete.



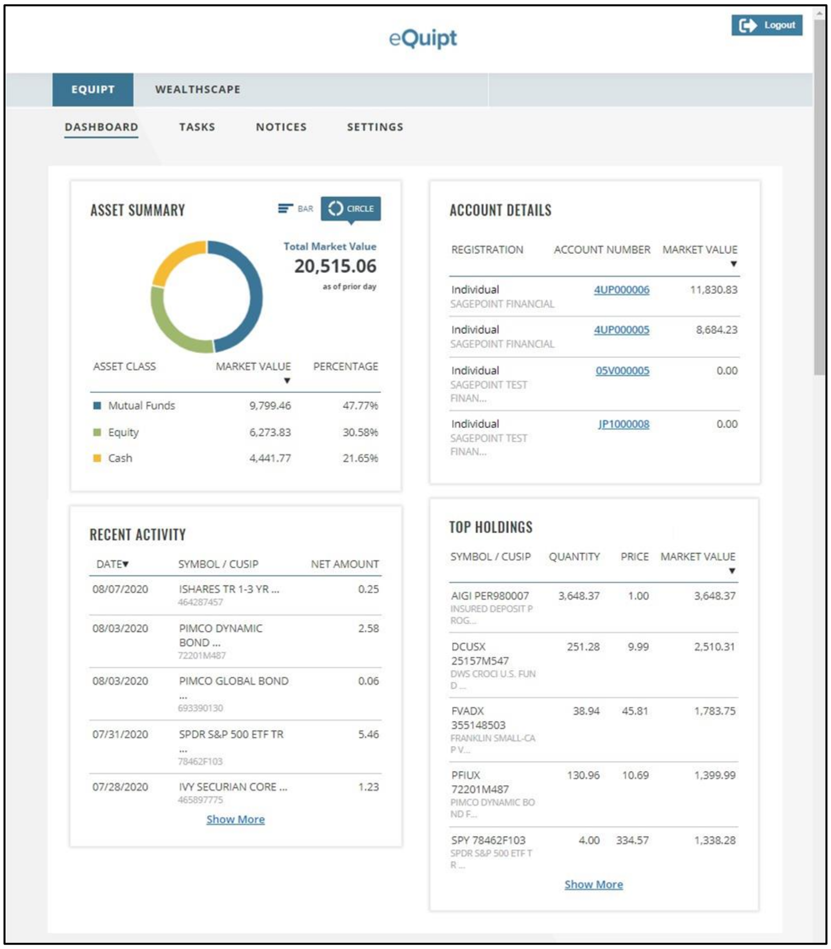

5. Lastly, create a username and password, mark the checkbox to agree to the terms described, and click **Next**. Your enrollment process is complete. Remember to add [equipt.osaic.com/](equipt.osaic.com/) to your browser's Favorites list!



# View Accounts on the Dashboard

After logging into **eQuipt**, the first screen you'll see is the Dashboard. (NOTE: the top left of the screen shows you are in the eQuipt tab and Dashboard sub-tab.) From here you can view your portfolio as of the previous business day's market close, including:

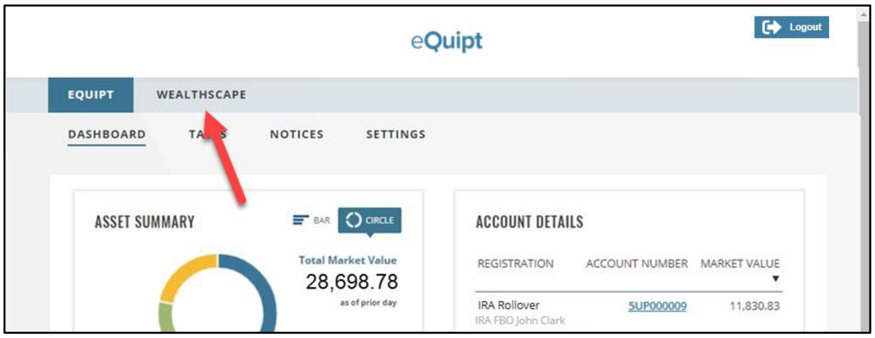
- Account values
- Top 5 holdings (Select "Show More" to view your top 10 holdings)
- Five most recent account activities (Select "Show More" to view your 10 most recent activities)
- Overall asset allocation



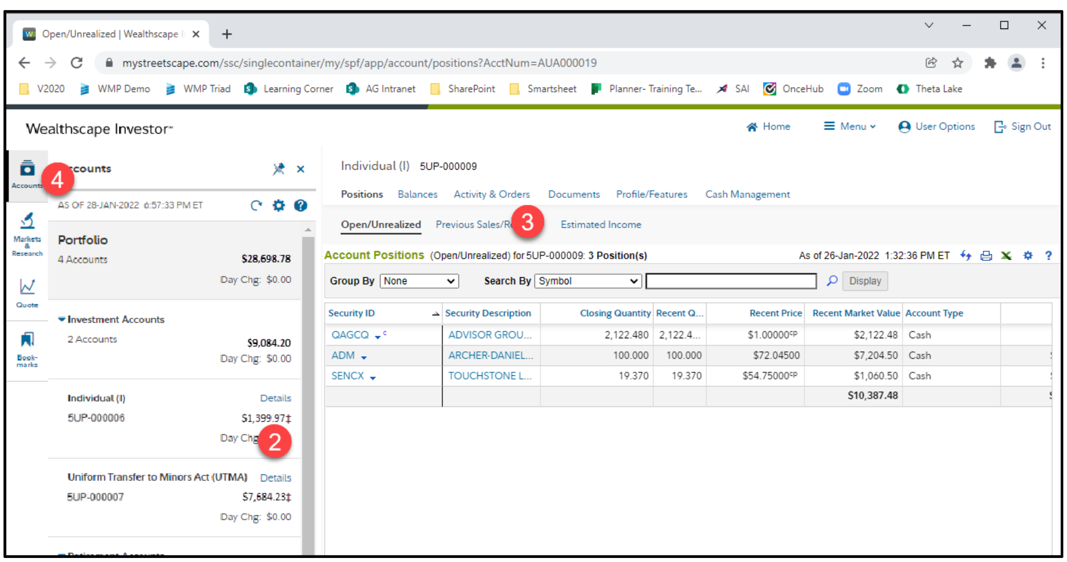
# View Accounts in Wealthscape℠

For detailed information about each of your investment accounts, follow these steps:

1. Access the **Wealthscape** tab. Wealthscape will launch in a separate browser tab.




2. Select the account you'd like to view by clicking its **Details** link in the Accounts sidebar on the left.
3. Use the tabs and sub-tabs along the top of the screen to navigate between the various pages of information (e.g., Positions, Balances, Activity & Orders, Documents, etc.).
4. You can show/hide the Accounts sidebar by clicking the **Accounts** icon in the top left.



# Customize eDelivery Preferences

As an account holder, you will receive communications about your account(s) including statements, trade confirmations, disclosures, tax documents, and more. You can choose whether to receive these communications in paper or electronically.

**NOTE**: when you initially sign up for **eQuipt**, you are enrolled in electronic delivery for all communications *except* statements and tax documents. You can change these settings at any time via the process described below.

## Paper Delivery

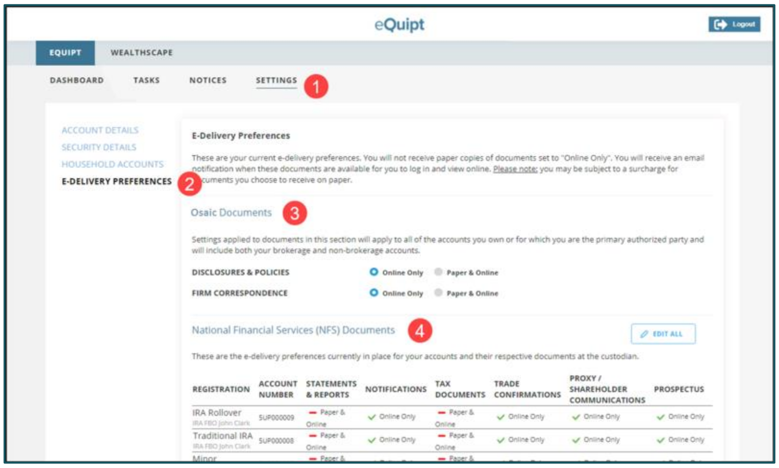
If you select paper delivery, communications will be mailed to your address of record and a PDF version will also be available in **eQuipt.** Depending on account type, fees may apply for paper delivery of trade confirmations (please speak to your financial professional for more information).

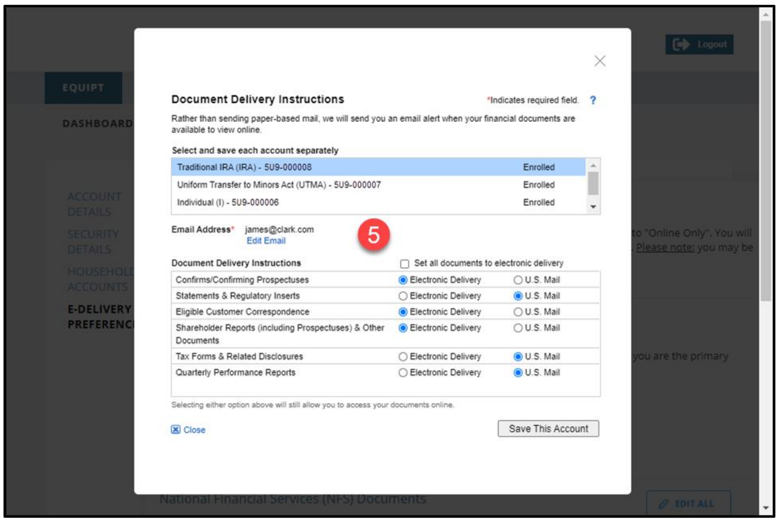
## Electronic Delivery (eDelivery)

If you select eDelivery, you will receive an email notification when a communication is available to view in **eQuipt** as a PDF.

To edit your eDelivery settings, complete the steps below (see screenshots on next page):

1. In the **eQuipt** tab, select **Settings**.
2. Select **eDelivery Preferences** on the left.
3. The "Osaic Documents" section enables you to set your eDelivery preferences for Disclosures & Policies and Firm Correspondence (hover over each category for a description).
4. The "NFS Documents" section shows the eDelivery settings for each of your NFS accounts. (NOTE: this section is only shown if you have active NFS accounts.) To change these settings, select **Edit All** in the top right.
5. A popup window will display where you can set your eDelivery preferences on an account-by-account basis. Select the account in the top half of the window, make your eDelivery selections in the bottom half of the window, then click "Save This Account" to apply your changes.




# Access Communications

Most account communications will be available in **eQuipt** and, depending on the type of communication, will either display in the **Notices** page or in the **Wealthscape Documents** page.

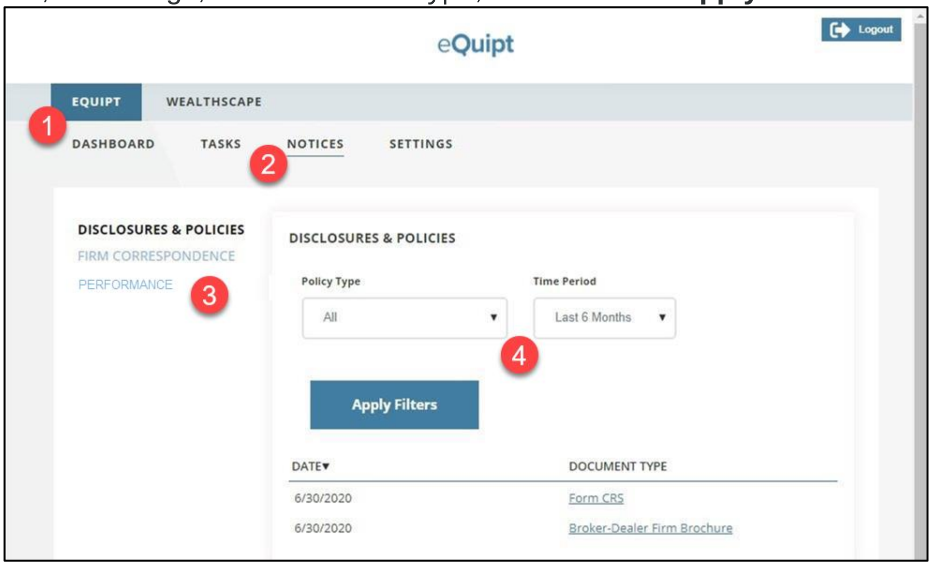
### Notices

The Notices page provides access to the following types of communications:

- Account Disclosures
- Firm Correspondence:
  - Welcome Letter (sent when you open your first new account)
  - Address Change letters (sent when your address has been updated and when you open additional accounts)
  - Change Letters (sent when your financial or other information has been updated).
- Performance Reports (for fee-based advisory accounts)

To access Notice Communications:

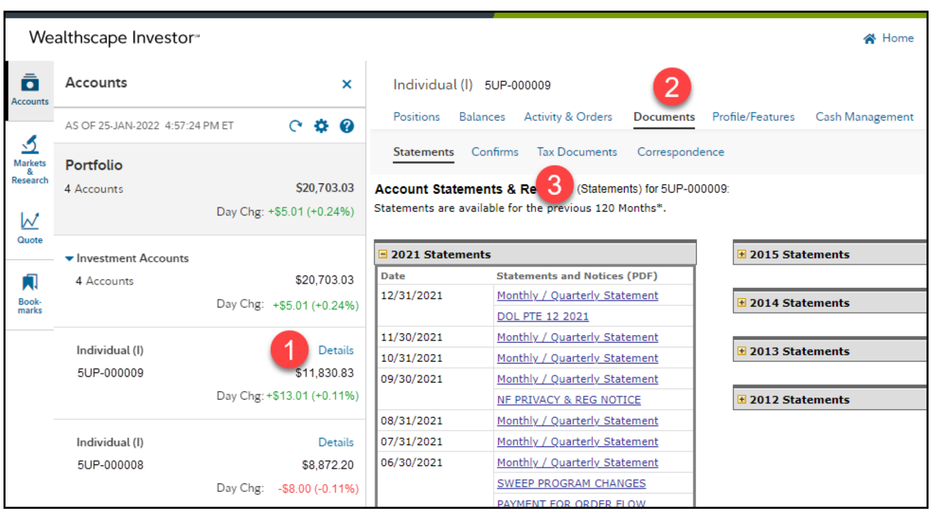
1. Select the **eQuipt** tab.
2. Select the **Notices** sub-tab.
3. Select Disclosures & Policies, Firm Correspondence, or Performance from the options on the left
4. Within the selected tab, select the communication to view. You can filter the document list by account, date range, communication type, etc. then click **Apply Filters.**




## Wealthscape Documents

Account-level communications, such as statements, trade confirmations, and tax documents can be reviewed by accessing Wealthscape:

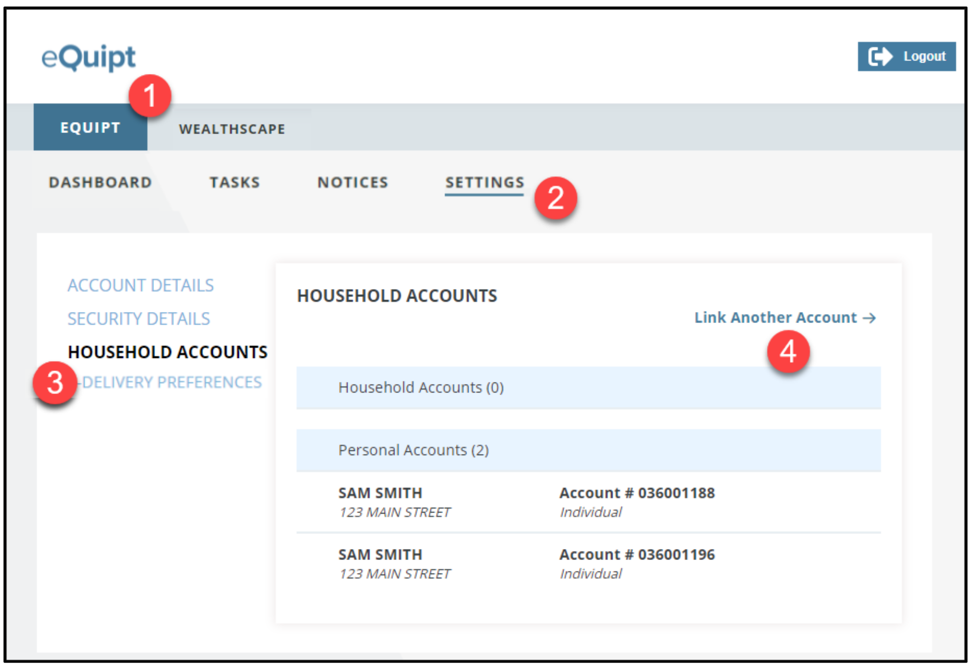
1. Click **Details** in the sidebar next to the account you want to view.
2. Click the **Documents** tab.
3. Select the type of document to view (Statements, Confirms, Tax Documents, or Correspondence).



# Link Household Accounts

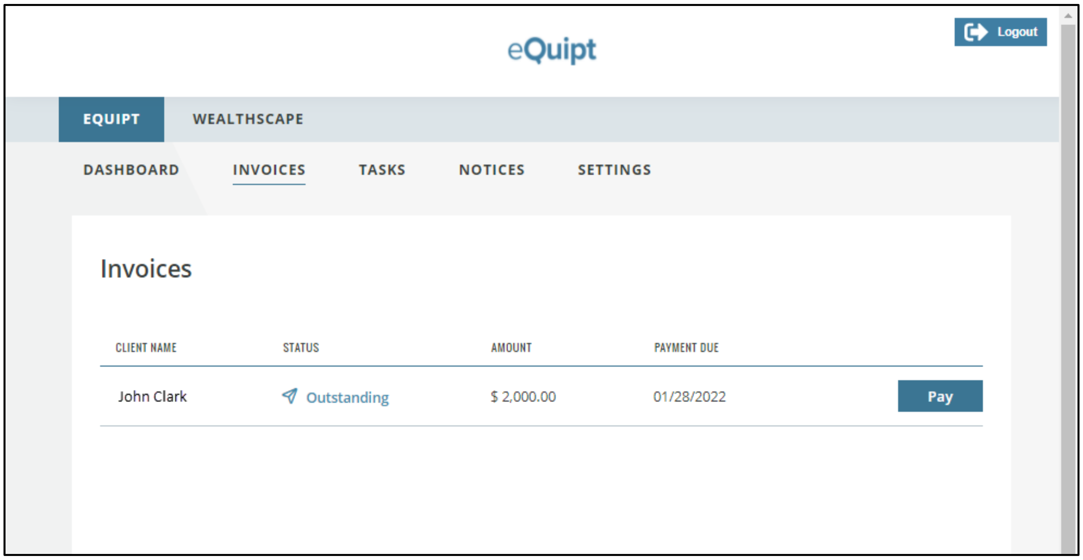
**eQuipt** provides you access to all brokerage accounts active under your Social Security number, using a single login. Brokerage accounts for other people in your household (spouse, children, etc.) can be linked to your login as well. NOTE: linked accounts will only display on the Dashboard, not in Wealthscape.

1. Click the **eQuipt** tab.
2. Select **Settings.**
3. Select **Household Accounts**.
4. Click **Link Another Account.** Next, you will be asked to provide the information about the account being linked including its *Account Number, Last 4 digits of Social Security number, Date of Birth*, and *Zip Code*. Once you have inputted this information, click the **Link** button.
5. If you ever need to unlink the account, click its **trashcan icon**



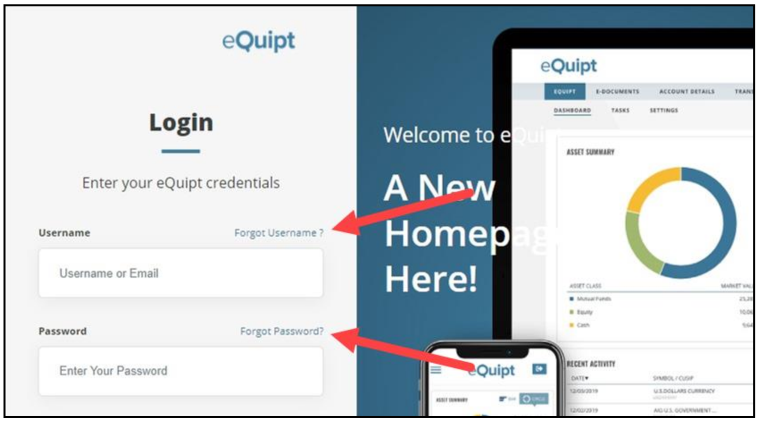
# View/Pay Financial Planning Invoices

If you receive financial planning or consulting services billed to you electronically, you will have an **Invoices** tab available within the eQuipt tab. (NOTE: this tab will not display if it is not applicable.) Use the **Invoices** tab and follow the onscreen prompts to easily pay via a bank account or credit/debit card.



# Login Assistance

If you forget your username or password, utilize the **Forgot Username** and **Forgot Password** links available on the login screen.




- **Forgot Username**: Input your email address and click **Next** to have the username emailed to you.
- **Forgot Password**: Provide your username and complete the security process, after which you will be able to set up a new password.
- Update your username, password, email address, and mobile number at any time in the **eQuipt** tab > **Settings** page by accessing the **Account Details** and **Security Details** screens:


If you have any questions, please contact your financial professional.