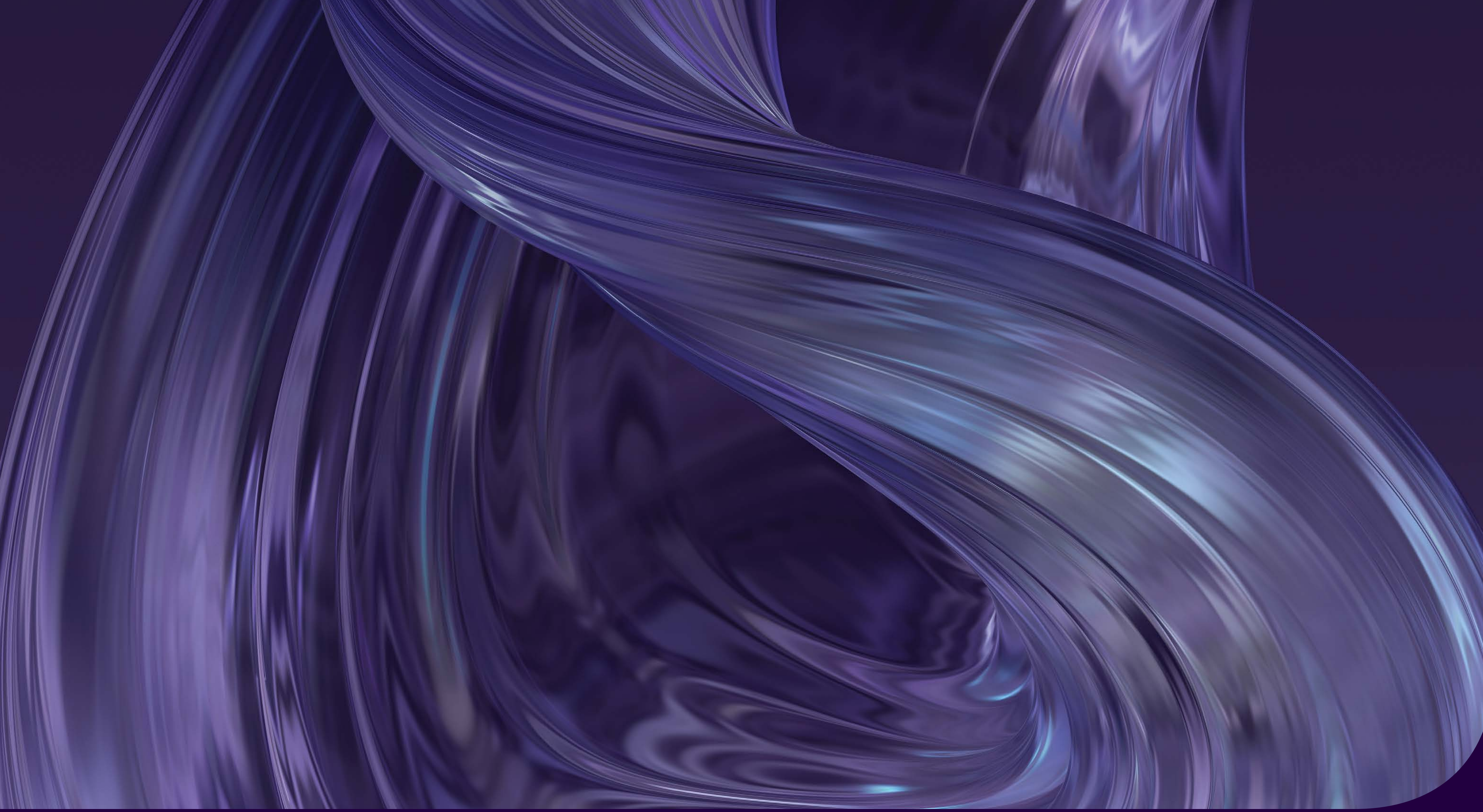


Truist PortfolioView

User guide

TRUIST

Wealth

Welcome to Truist PortfolioView

Stay connected to your investments. Work towards your financial goals whenever and wherever time permits. And work toward your greatest potential.

More than just a simple way to check on your portfolio holdings, transactions, and account balances, PortfolioView gives you 24/7 access to up-to-date information and resources to help you get the most out of your Truist relationship.

Make quicker, more informed decisions about your money when you use PortfolioView.

Need help? For questions specific to activity on your account, contact your advisor.

For general PortfolioView help, contact the Wealth Solutions Center at **800-228-9671**.

PortfolioView table of contents

Select a topic below to view more information.

Simplify the complex. Manage your wealth your way.

Organization

- Get quick and easy access to trust account information 24/7
- Sort accounts on an individual, consolidated, or group basis
- View settlement and trade date data
- Access up to 18 months of month-end account and asset market values
- View, print and save (PDF format) up to 18 months of historical online statements
- Print and/or save (CSV or other spreadsheet file format) account, asset, and transaction information

Asset management

- View asset holdings detail by asset class and industry sector
- Access your detailed transaction info on trades, dividends, interest, etc.
- Review tax lot details and registration information
- Assess a 10-day cash forecast
- Examine bond and CD maturity lists
- Scrutinize income and expense projections
- Analyze asset allocation graphs
- Review 60-day asset price history

Service

For questions specific to activity on your account, contact your advisor.
For general PortfolioView help, contact the Wealth Solutions Center at **800-228-9671**, Monday through Friday from 7 am to 7 pm ET.

Basics: Compatibility

PC specification

- Windows XP, Windows 7, Windows 8, Windows 8.1, Windows 10

Apple/Macintosh computers

- MAC desktop and laptop computers

Certified web browsers

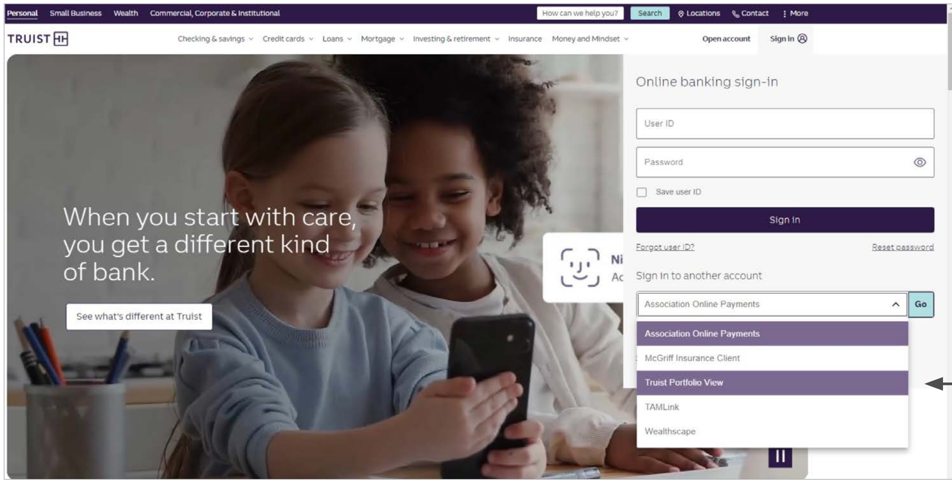
- Internet Explorer – versions 8.0, 10.0 and 11.0
- Firefox (from Mozilla) – version 6.0 (MAC) Version 27.0
- Safari – version 14.1.2 (MAC)
- Google Chrome – version 96

Minimum display settings

- Recommended 1024 x 768 (stretched)

Please note that other web browsers may also be used but have not been certified for compatibility. Pop-up blockers must be turned off (pop-ups must be allowed for Truist PortfolioView full functionality). Adobe Acrobat Reader is required for viewing statements **get.adobe.com/reader/**

Basics: Logging in



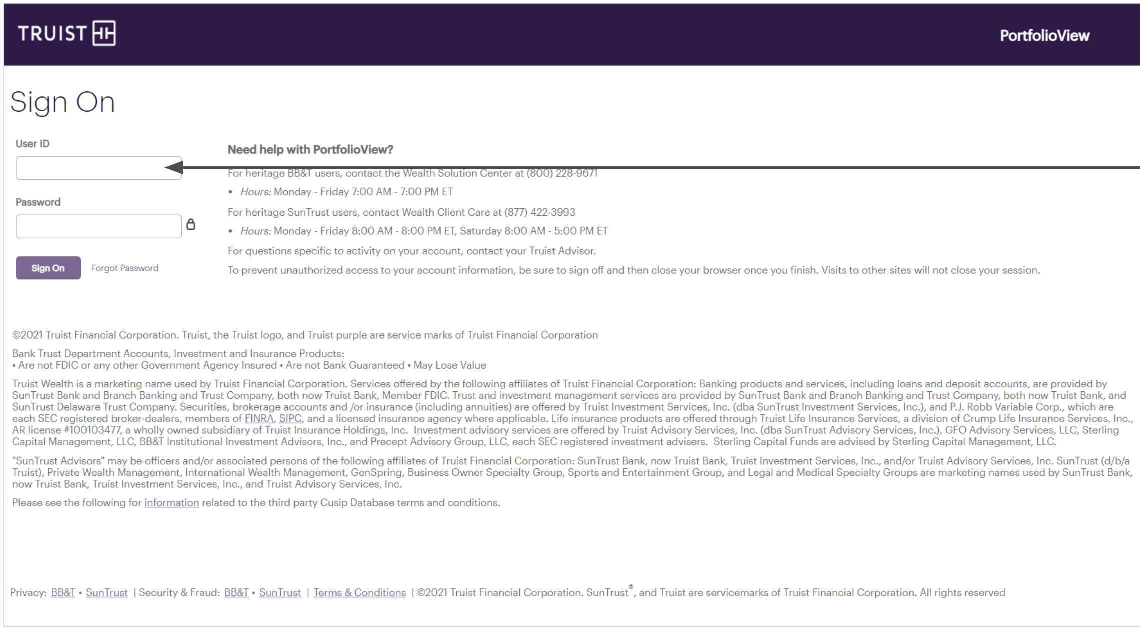
You can access the Truist PortfolioView sign on page two ways:

1. Directly at **portfolioview.truist.com**

2. Visiting **Truist.com**

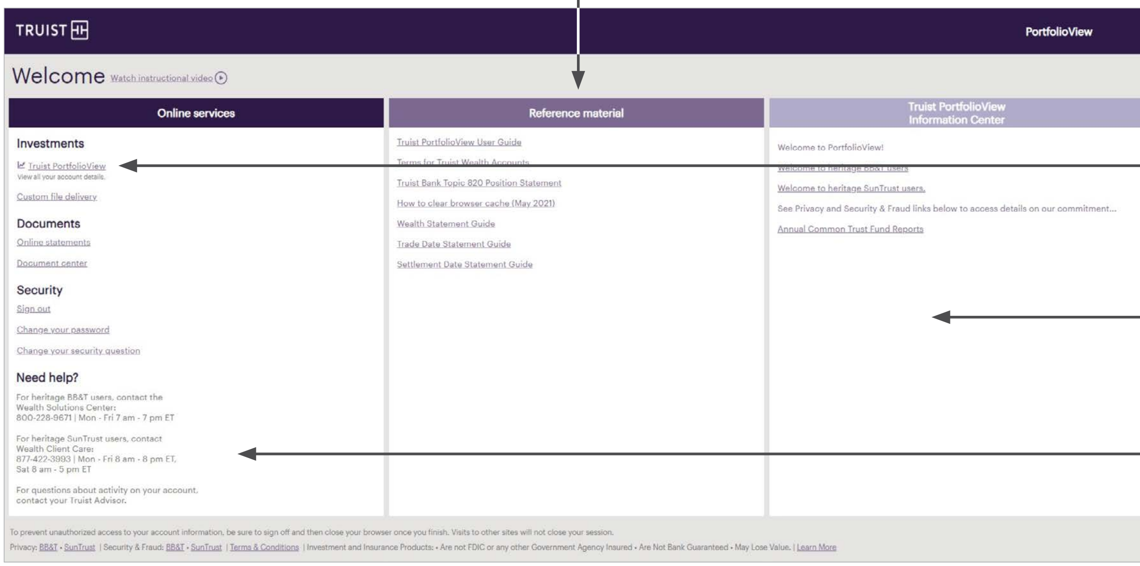
Select "Truist PortfolioView" from the Log in to another account drop-down menu on the right of the screen

Basics: Logging in



At the Truist PortfolioView Sign On screen, enter your designated user ID and password

Basics: Logging in



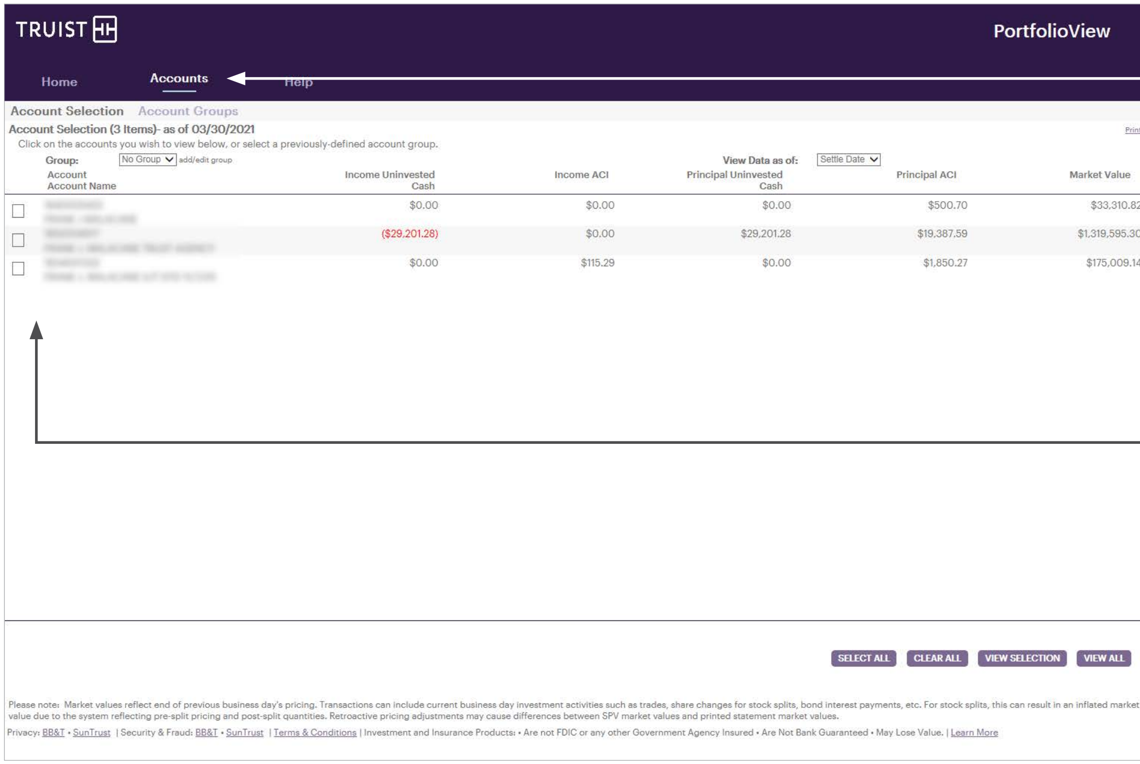
Access a wide range of support documents in the Reference Material section

Once logged on, select “Truist PortfolioView” from the Online Services list

Important messages and current news will show up here in the Information Center

Find contact information to assist you with PortfolioView

Basics: Overview



The Accounts/Account Selection screen is the launch point to access your Truist PortfolioView information—providing a summary of all your accounts and their values.

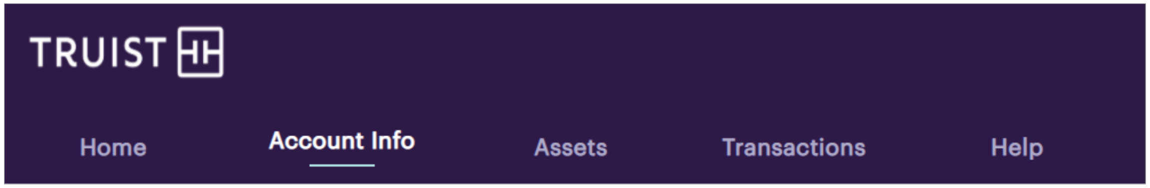
Select one or more accounts by clicking the box at the left of the account number and then clicking the "View Selection" button.

Click the "View All" button to view information on all accounts.

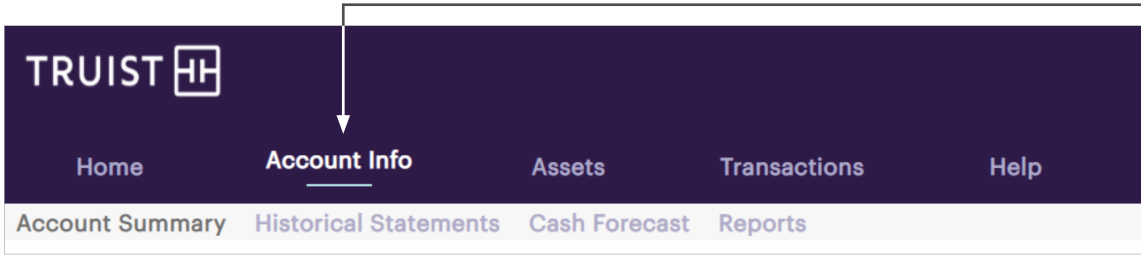
If you have several accounts, you may want to establish account groups for viewing information.

See "How to Create, Edit and Delete Groups" on pages 41-43 for more information.

Basics: Structure/layout of information tabs



Once you select an account(s), five major information tabs will display across the top of the screen

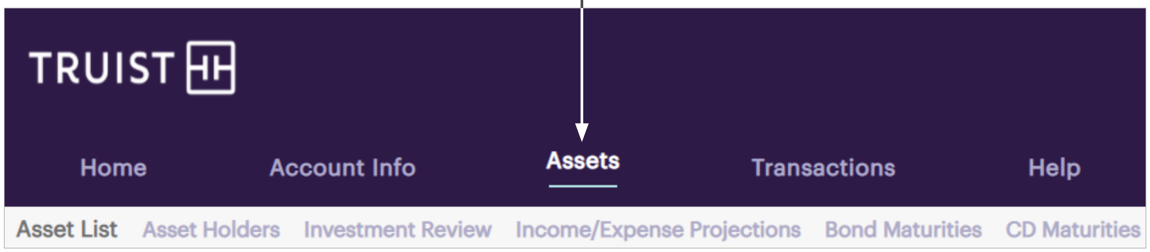


The “Account Info” tab provides four pages of account-level data:

- Account Summary
- Historical Statements
- Cash Forecast
- Reports

Each tab includes several pages of information which are covered in detail later in this guide; at any time, you can select the “Home” tab to return to the Welcome page.

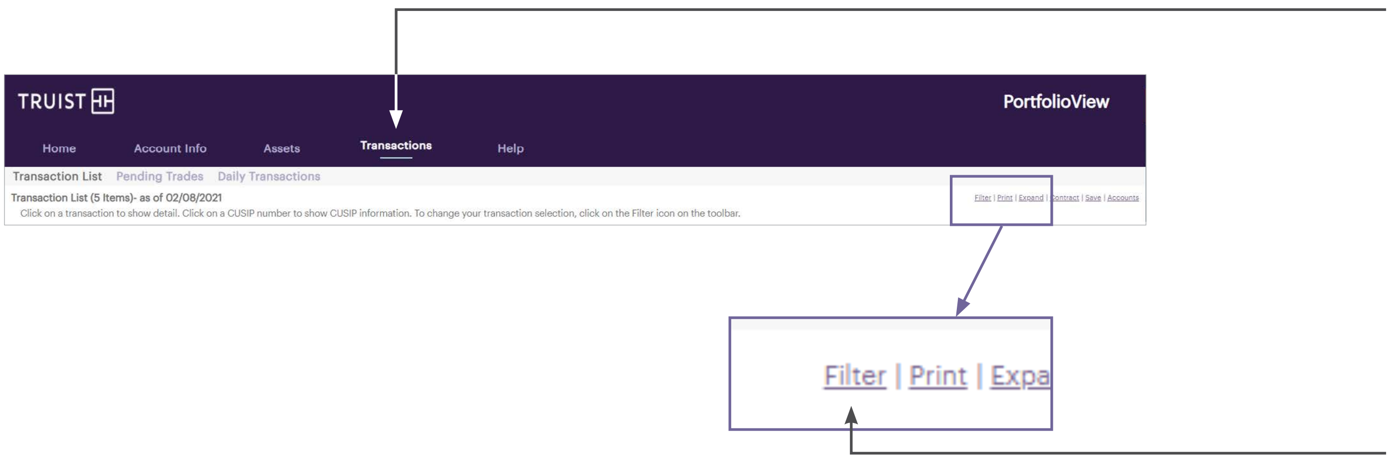
Basics: Structure/layout of information tabs



Click on the "Assets" tab to access account asset data (stocks, bonds, funds, etc.) including:

- Asset List
- Asset Holders
- Investment Review
- Income/Expense
- Projections
- Bond Maturities
- CD Maturities
- Tax Lot Details
- Asset Price History
- Realized Gain/Loss Report

Basics: Structure/layout of information tabs

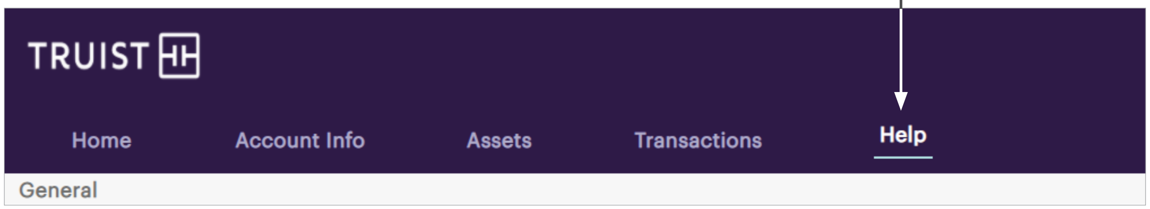


The “Transactions“ tab provides you with helpful account transaction data:

- Transaction List,
- Pending Trades, and
- Daily Transactions.

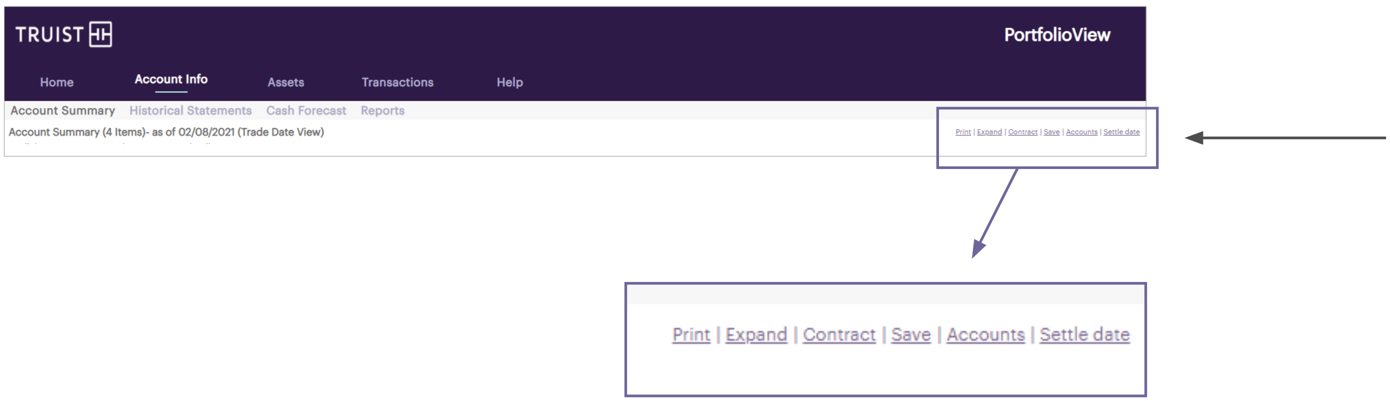
Selecting the Filter link will allow you to change your transactions selected.

Basics: Structure/layout of information tabs



And the "Help" tab provides a quick way for you to access this user guide any time

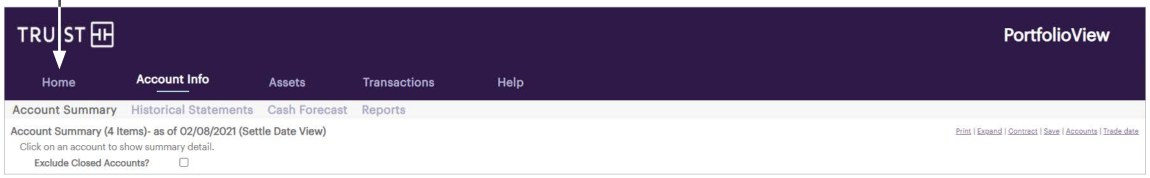
Basics: Structure/layout of information tabs



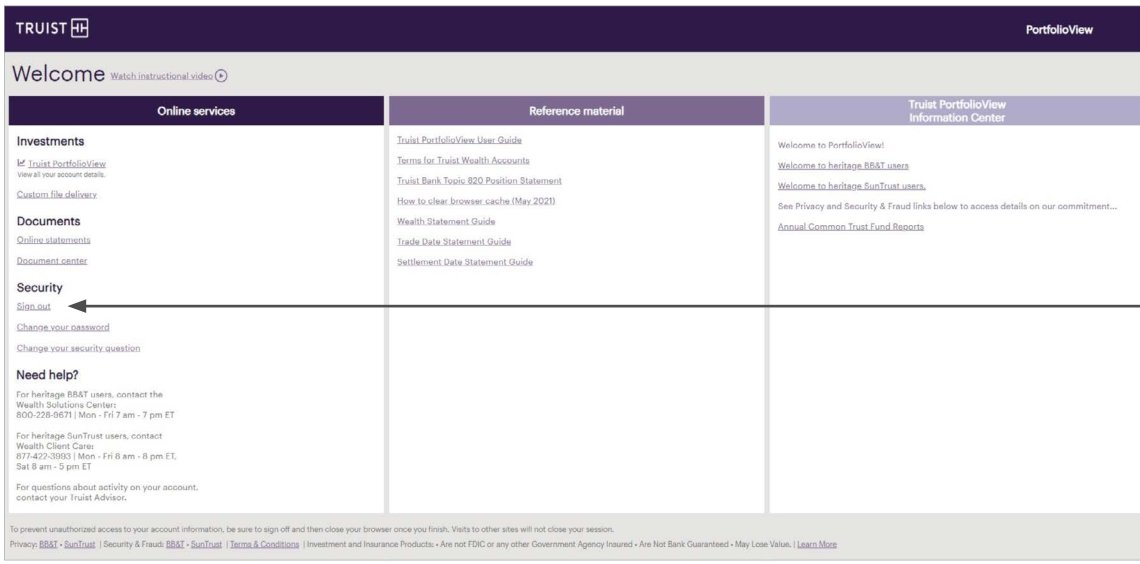
Shortcuts to some of the more commonly used PortfolioView functions appear in the upper right portion of each screen:

- **Print –** prints info on the tab/screen
- **Expand –** provides greater detail on the tab/screen
- **Contract –** collapses to show just summary data on the tab/screen
- **Save –** allows you to export data to a spreadsheet file
- **Accounts –** navigate between accounts
- **Trade Date –** switches values to trade date view
- **Settle Date –** switches values to settle date view
- **+/- –** expands/collapses data on the screen

Basics: Sign off

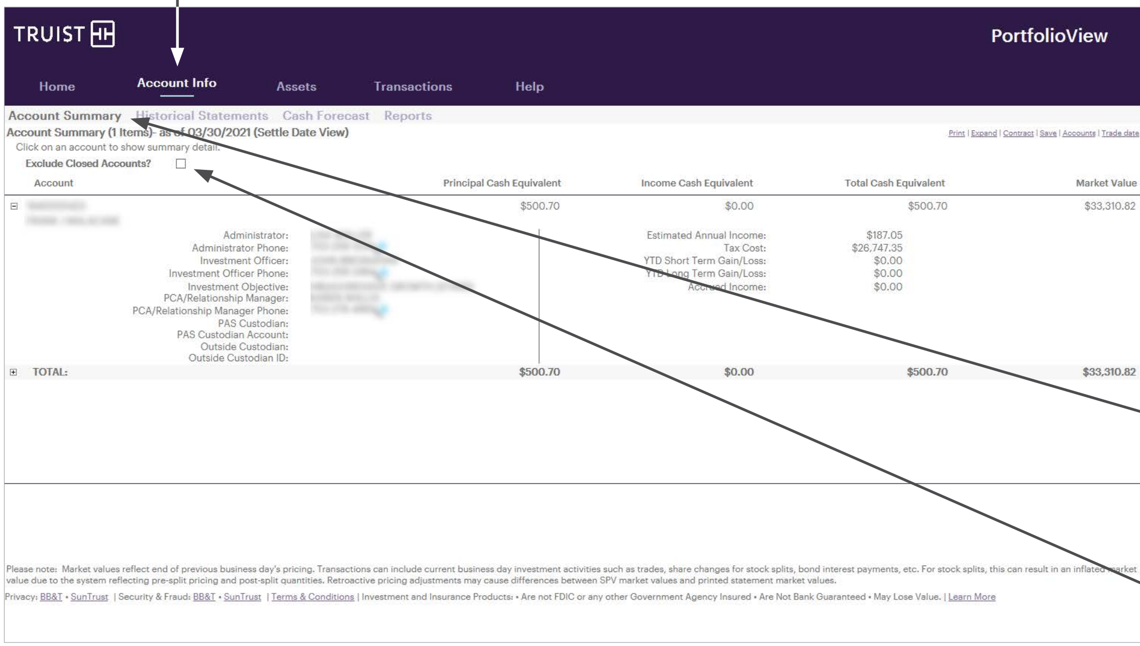


Click on the “Home” tab two times to return to Welcome page



Click on “Sign out”

Account info: Account summary



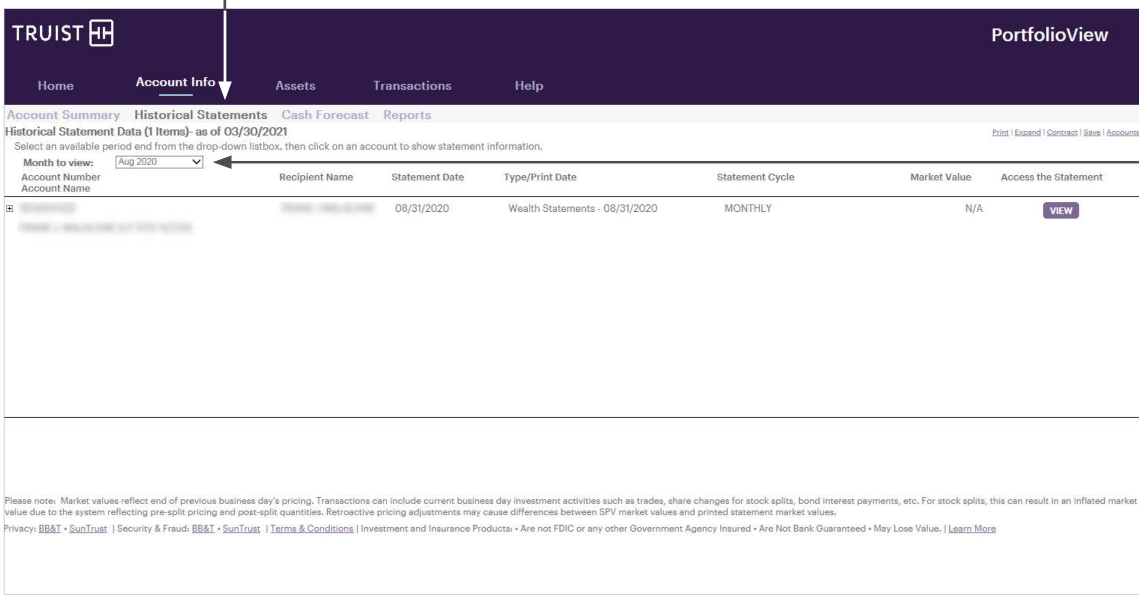
"Account Summary" tab contains info on your current account values, historical statements, and projected cash transactions to your account. It's divided into four subsections

- Account Summary
- Historical Statements
- Cash Forecast
- Reports

The "Account Summary" page provides a high-level overview of your accounts and their corresponding values

Choose the "Exclude Closed Accounts" check box to remove any closed accounts from this view

Account info: Historical statements

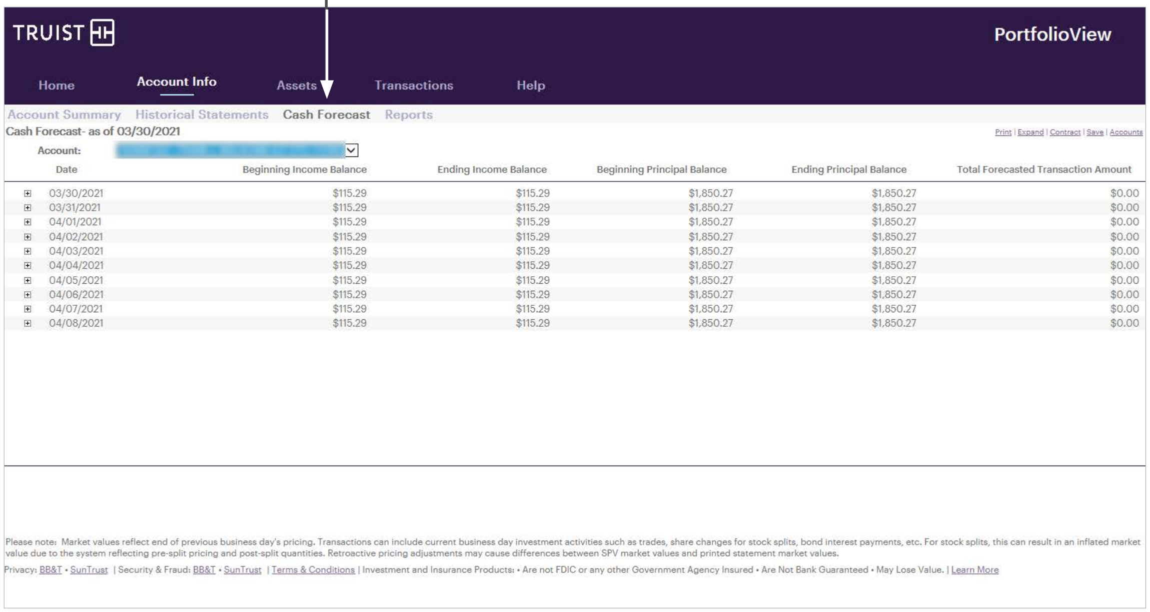


Provides up to 18 months of historical statements you can review for your own planning purposes

Select an available month from the drop-down box and click “View” to review statements

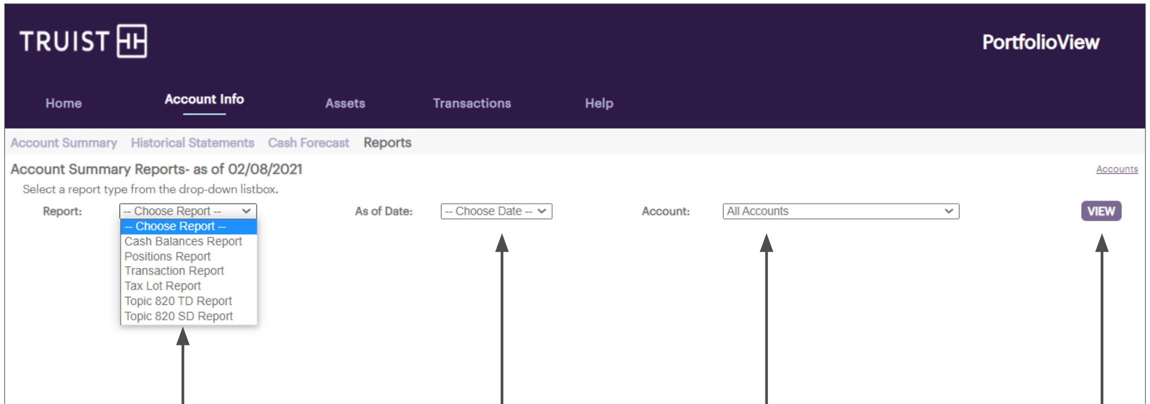
Please note: You will need Adobe Acrobat Reader to view statements. See **get.adobe.com/reader/**

Account info: Cash forecast



Review a 10-day forecast of transactions expected to occur in a selected account to help you better plan and track of your balances

Account info: Reports



Select a report from the drop-down box

Choose a date from the drop down

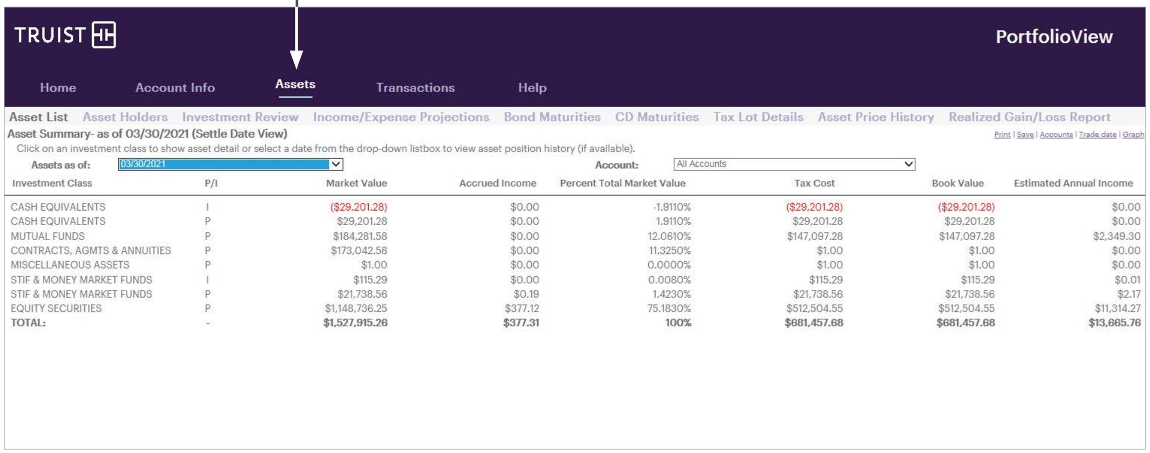
Choose a specific account or "All Accounts" from the drop down

Click "View" to generate the report

Generate, display, and save/print a variety of reports for an individual account or a set of accounts:

- Cash Balances Report
- Positions Report
- Transaction Report
- Tax Lot Report
- Topic 820 TD Report
- Topic 820 SD Report

Assets: Tab overview


TRUIST
PortfolioView
Home | Account Info | Assets | Transactions | Help
Asset List | Asset Holders | Investment Review | Income/Expense Projections | Bond Maturities | CD Maturities | Tax Lot Details | Asset Price History | Realized Gain/Loss Report
Print | Save | Accounts | Trade date | Graph

Asset Summary- as of 03/30/2021 (Settle Date View)

Click on an investment class to show asset detail or select a date from the drop-down listbox to view asset position history (if available).

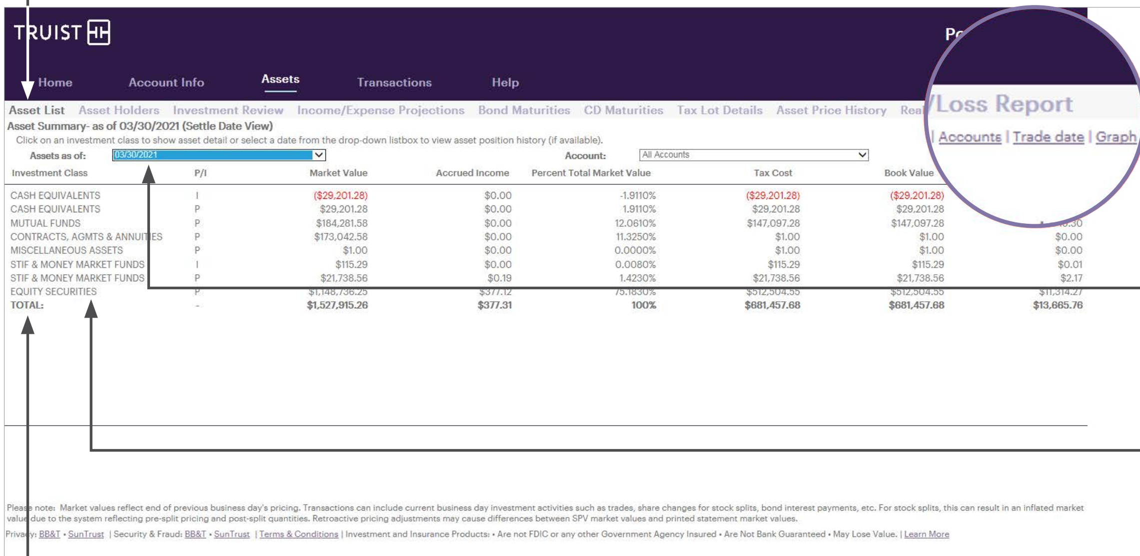
Assets as of: 03/30/2021 Account: All Accounts

Investment Class	P/I	Market Value	Accrued Income	Percent Total Market Value	Tax Cost	Book Value	Estimated Annual Income
CASH EQUIVALENTS	I	($29,201.28)	$0.00	-1.9110%	($29,201.28)	($29,201.28)	$0.00
CASH EQUIVALENTS	P	$29,201.28	$0.00	1.9110%	$29,201.28	$29,201.28	$0.00
MUTUAL FUNDS	P	$184,281.58	$0.00	12.0610%	$147,097.28	$147,097.28	$2,349.30
CONTRACTS, AGMTS & ANNUITIES	P	$173,042.58	$0.00	11.3250%	$1.00	$1.00	$0.00
MISCELLANEOUS ASSETS	P	$1.00	$0.00	0.0000%	$1.00	$1.00	$0.00
STIF & MONEY MARKET FUNDS	I	$115.29	$0.00	0.0080%	$115.29	$115.29	$0.01
STIF & MONEY MARKET FUNDS	P	$21,738.56	$0.19	1.4230%	$21,738.56	$21,738.56	$2.17
EQUITY SECURITIES	P	$1,148,736.25	$377.12	75.1830%	$512,504.55	$512,504.55	$11,314.27
TOTAL:	-	**$1,527,915.26**	**$377.31**	**100%**	**$681,457.68**	**$681,457.68**	**$13,665.76**

The "Assets" tab displays information on the investments and cumulative value of the selected account(s). Detailed subsections include:

- Asset List
- Asset Holders
- Investment Review
- Income/Expense Projections
- Bond Maturities
- CD Maturities
- Tax Lot Detail
- Asset Price History
- Realized Gain/Loss Report

Assets: Asset list



Provides a summary of the different investment classes in which assets are held

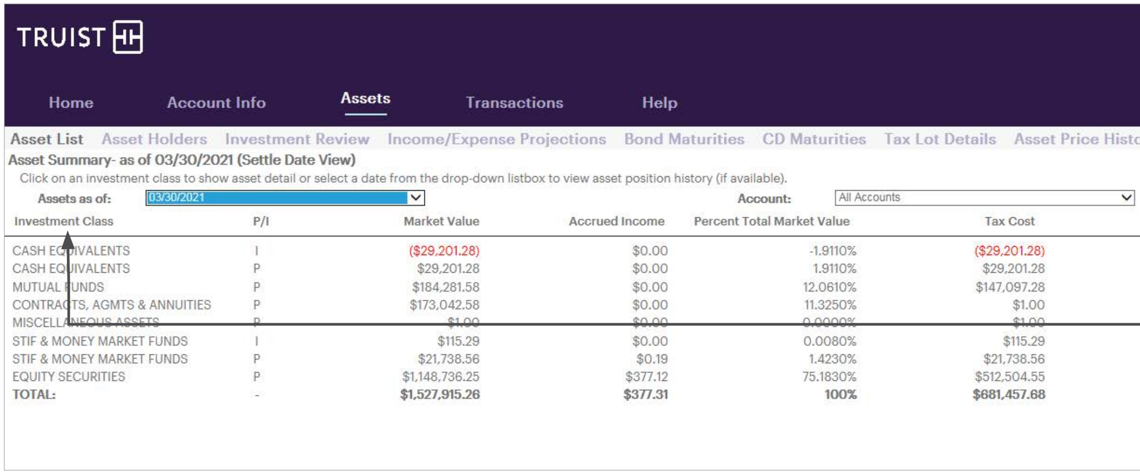
This information can also be viewed graphical by clicking "Graph" on the top right of the page

Select an "as of date" from the drop-down to view historical information

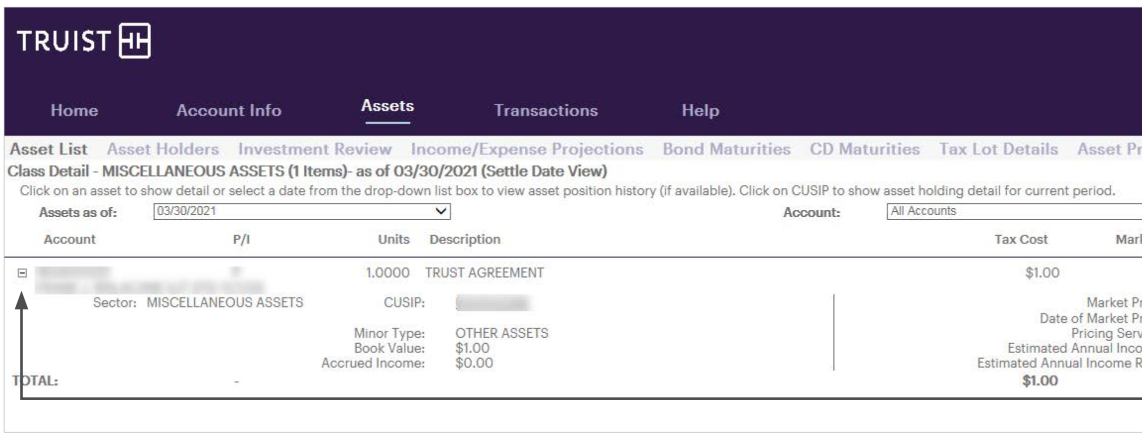
Select an individual investment class to display details of all your holdings in that class

To view details of all assets, click "Total" in the Investment Class column

Assets: Asset list

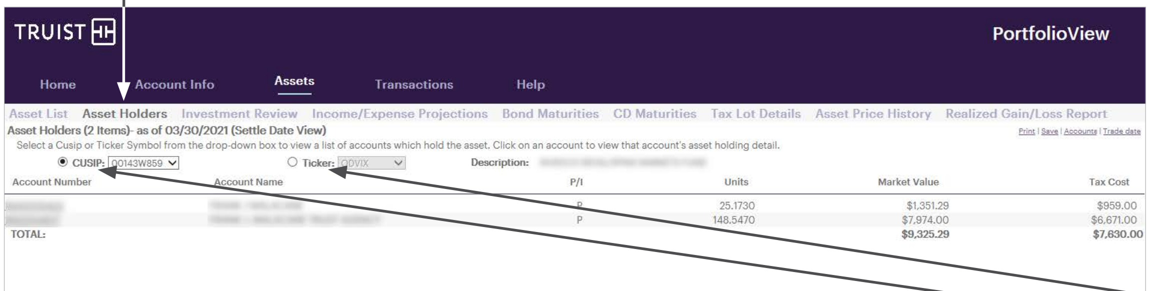


Click on an investment class row to expand and display additional information



Click on the "[+]" box to the left of the account number to show additional fields

Assets: Asset holders



Displays the accounts that hold a specific asset along with the market value, number of units, and tax cost

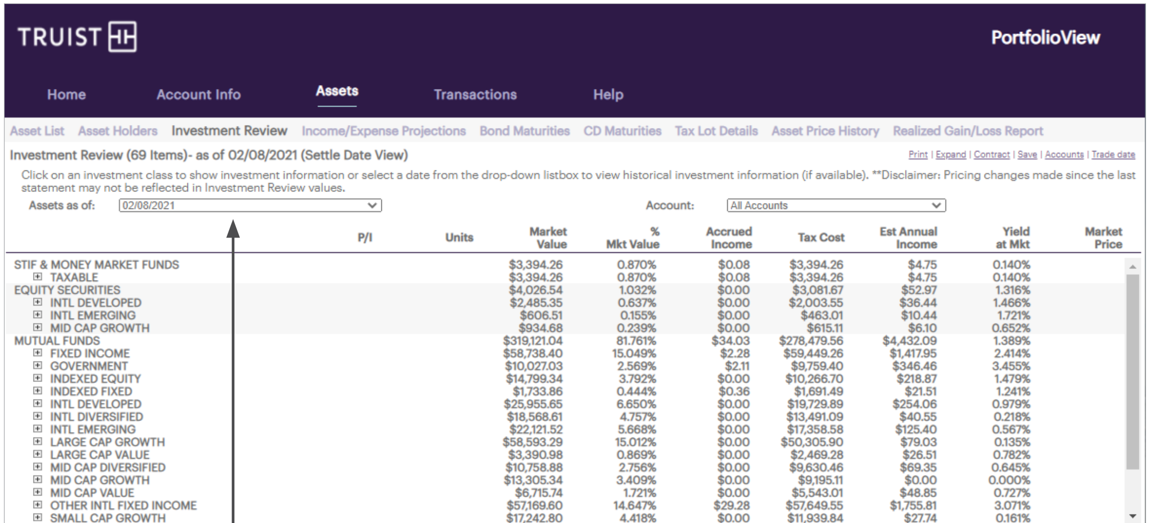
To view, choose an asset by either Ticker Symbol or CUSIP from the drop-down

Assets: Asset holders

Click on an account to view the "Asset Holding Detail" screen for more info

Click the "[+]" box to the left of the Tax Date to view additional details on the assets Tax Lot Number

Assets: Investment review

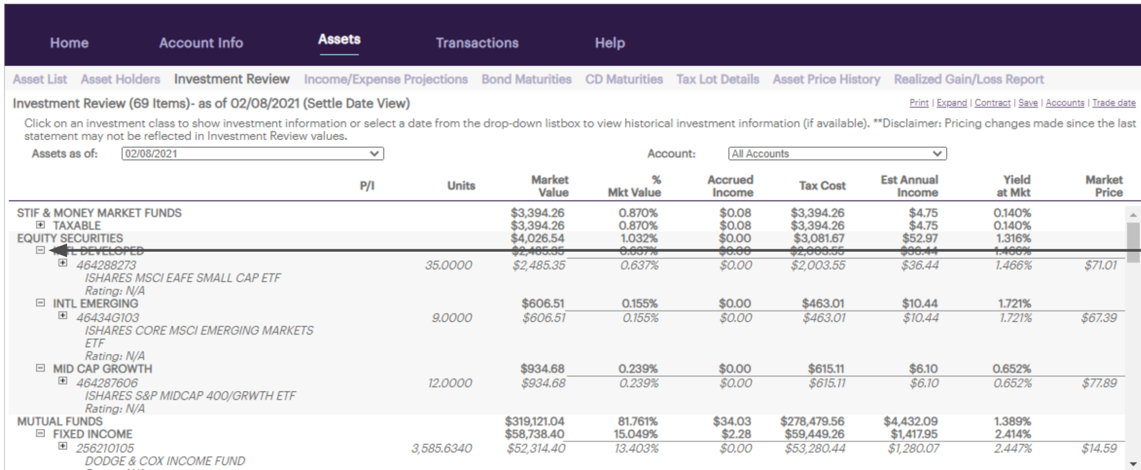


	P/I	Units	Market Value	% Mkt Value	Accrued Income	Tax Cost	Est Annual Income	Yield at Mkt	Market Price
STIF & MONEY MARKET FUNDS			$3,394.26	0.870%	$0.08	$3,394.26	$4.75	0.140%	
⊞ TAXABLE			$3,394.26	0.870%	$0.08	$3,394.26	$4.75	0.140%	
EQUITY SECURITIES			$4,026.54	1.032%	$0.00	$3,081.67	$52.97	1.316%	
⊞ INTL DEVELOPED			$2,485.35	0.637%	$0.00	$2,003.55	$36.44	1.466%	
⊞ INTL EMERGING			$606.51	0.155%	$0.00	$463.01	$10.44	1.721%	
⊞ MID CAP GROWTH			$934.68	0.239%	$0.00	$615.11	$6.10	0.652%	
MUTUAL FUNDS			$319,121.04	81.761%	$34.03	$278,479.56	$4,432.09	1.389%	
⊞ FIXED INCOME			$58,738.40	15.049%	$2.28	$59,449.26	$1,417.95	2.414%	
⊞ GOVERNMENT			$10,027.03	2.569%	$2.11	$9,759.40	$346.46	3.455%	
⊞ INDEXED EQUITY			$14,799.34	3.792%	$0.00	$10,266.70	$218.87	1.479%	
⊞ INDEXED FIXED			$1,733.86	0.444%	$0.36	$1,691.49	$21.51	1.241%	
⊞ INTL DEVELOPED			$25,955.65	6.650%	$0.00	$19,729.89	$254.06	0.979%	
⊞ INTL DIVERSIFIED			$18,568.61	4.757%	$0.00	$13,491.09	$40.55	0.218%	
⊞ INTL EMERGING			$22,121.52	5.668%	$0.00	$17,358.58	$125.40	0.567%	
⊞ LARGE CAP GROWTH			$58,593.29	15.012%	$0.00	$50,305.90	$79.03	0.135%	
⊞ LARGE CAP VALUE			$3,390.98	0.869%	$0.00	$2,469.28	$26.51	0.782%	
⊞ MID CAP DIVERSIFIED			$10,758.88	2.756%	$0.00	$9,630.46	$69.35	0.645%	
⊞ MID CAP GROWTH			$13,305.34	3.409%	$0.00	$9,195.11	$0.00	0.000%	
⊞ MID CAP VALUE			$6,715.74	1.721%	$0.00	$5,543.01	$48.85	0.727%	
⊞ OTHER INTL FIXED INCOME			$57,169.60	14.647%	$29.28	$57,649.55	$1,755.81	3.071%	
⊞ SMALL CAP GROWTH			$17,242.80	4.418%	$0.00	$11,939.84	$27.74	0.161%	

Choose a date from the “Assets as of” drop-down to select a specific time period to review.

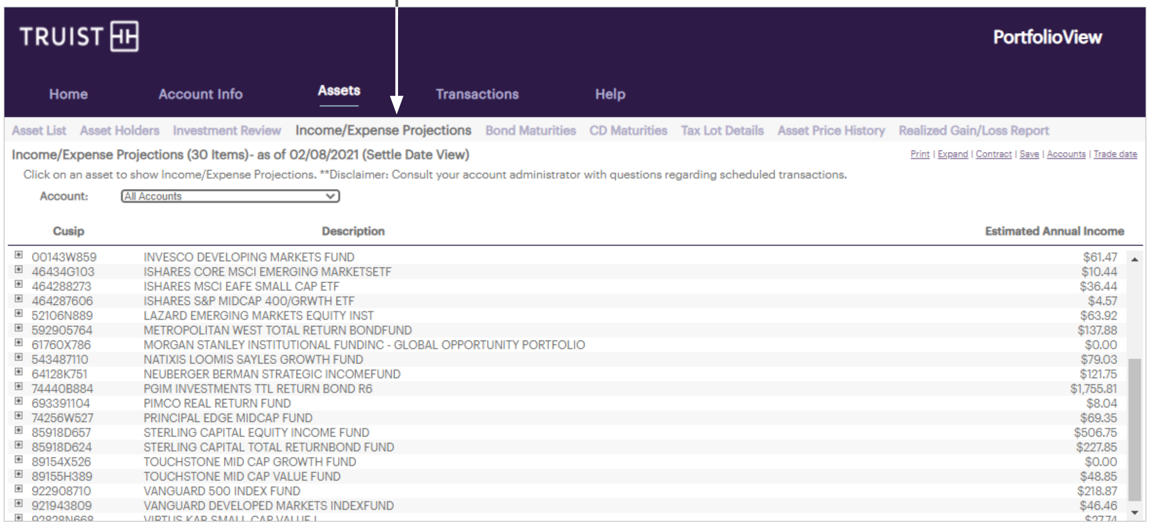
Info may be viewed for the current date, daily for the previous 60 days, or by month for a period of up to 18 months.

Assets: Investment review



Click the "[+]" box next to the investment class to expand the selection and view the underlying assets

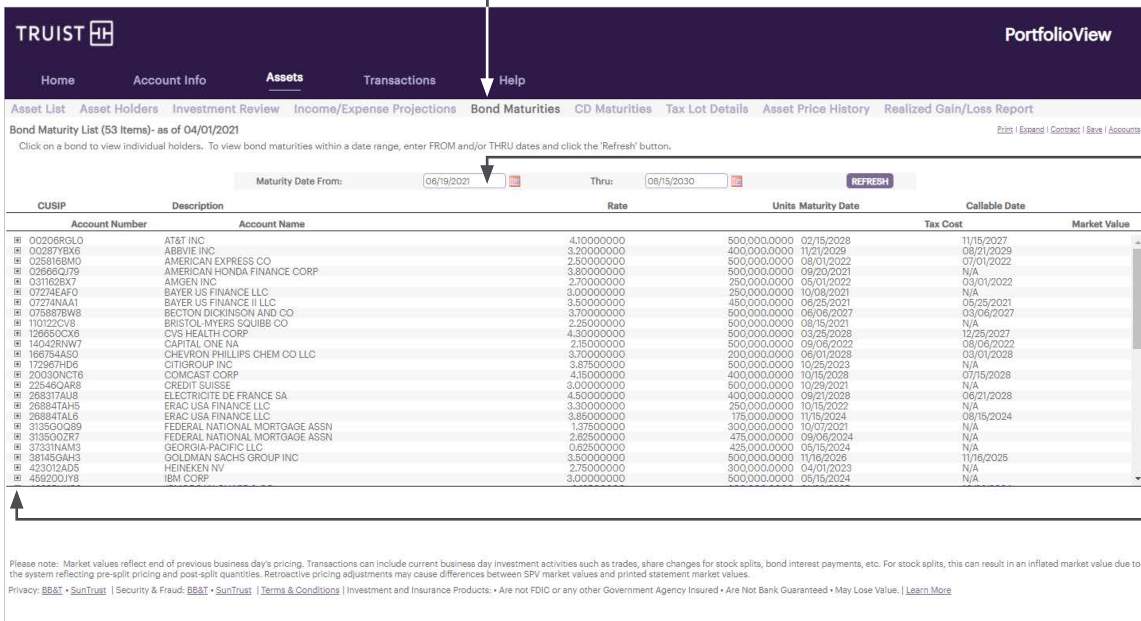
Assets: Income/expense projections



View projected or anticipated income and expenses. Income projections are derived from asset’s profile and include any monthly automatic receipts and payouts with fixed amounts. Projections can be provided for a single account or group of accounts

Click the “[+]” box next to the CUSIP to expand the selection and view projection details

Assets: Bond maturities

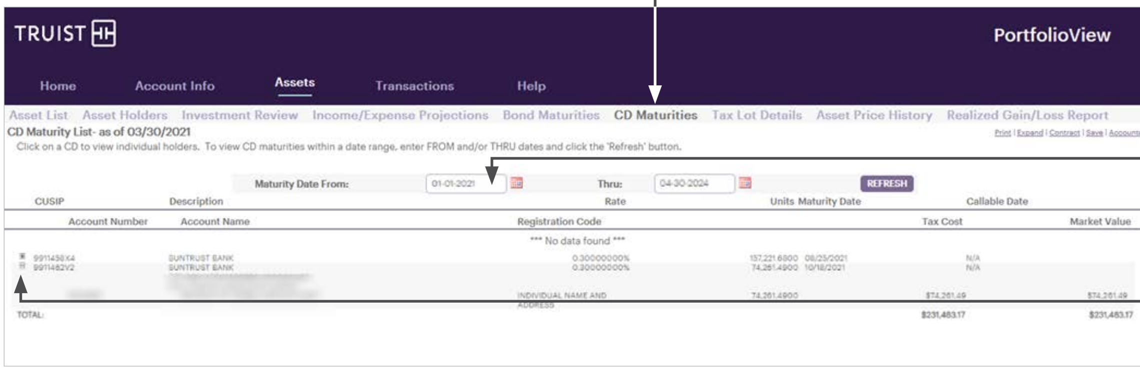


Review a list of bonds held in the selected account(s), organized by order of maturity dates

To view a specific date range, use the calendar icons to enter "Maturity Date From" and "Thru" fields and then click "Refresh"

Click the "[+]" box next to the CUSIP to expand the selection and view bond details

Assets: CD maturities

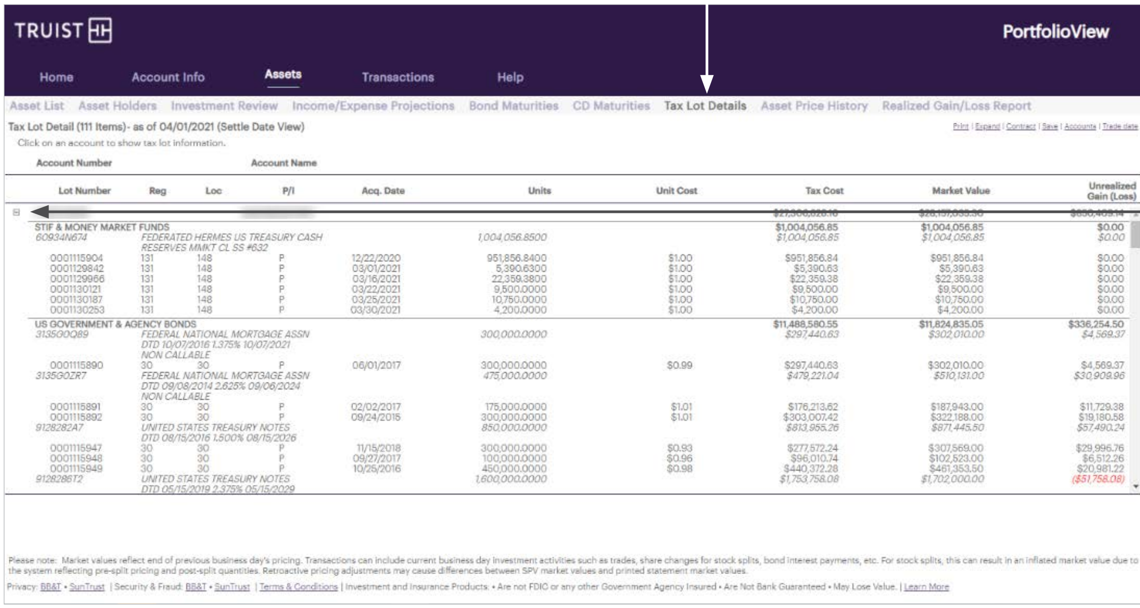


Review a list of CDs held in the selected account(s), organized by order of maturity dates

To view a specific date range, use the calendar icons to enter "Maturity Date From" and "Thru" fields and then click "Refresh"

Click the "[+]" box next to the CUSIP to expand the selection to view the CD details.

Assets: Tax lot details

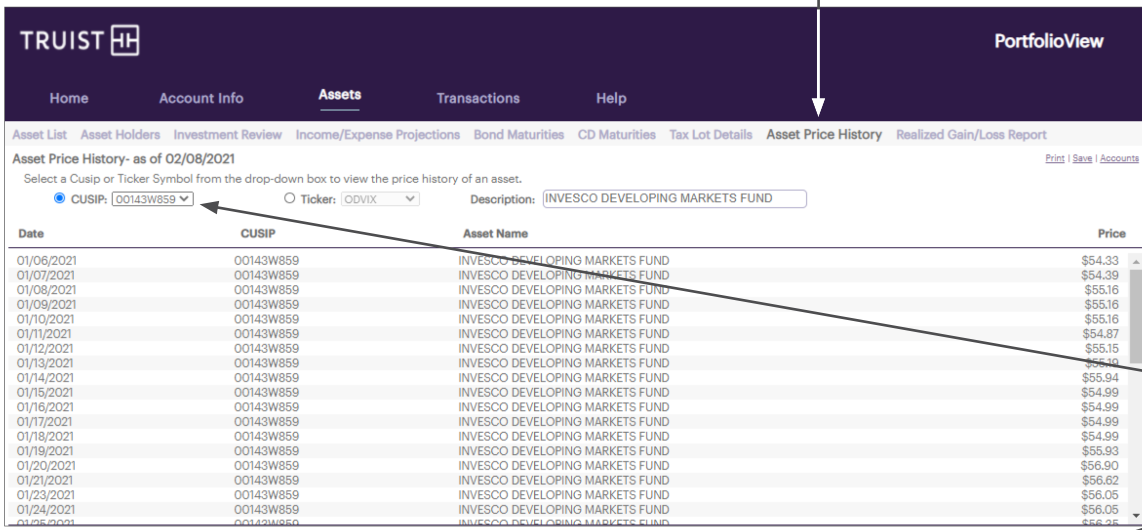


View a list of individual tax lots for each asset you hold in your account(s). Details include acquisition date, number of units, unit cost, tax cost, market value, and unrealized gain/loss.

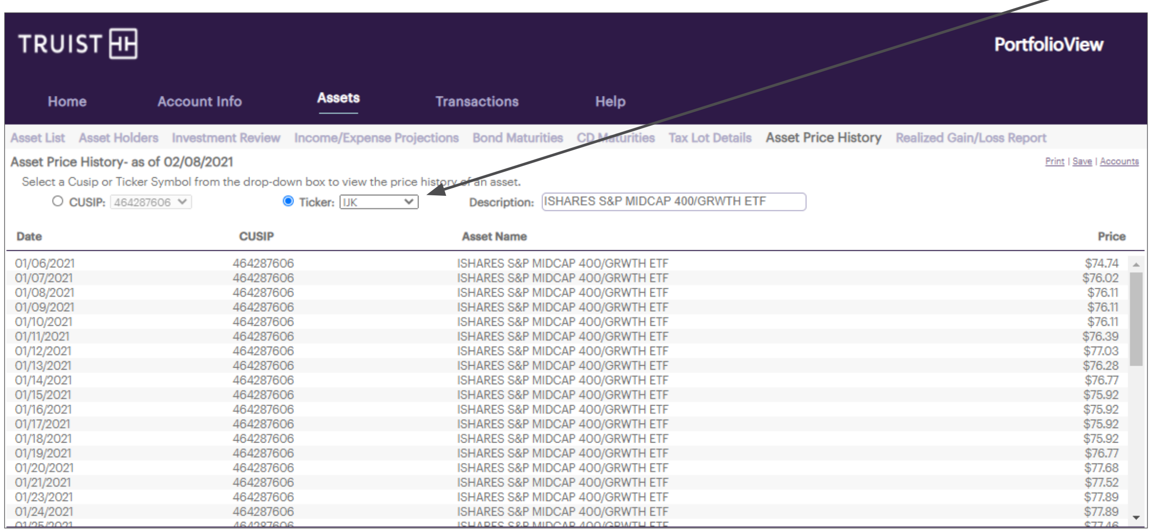
Click on an account to view all tax lot information by asset

Assets: Asset price history

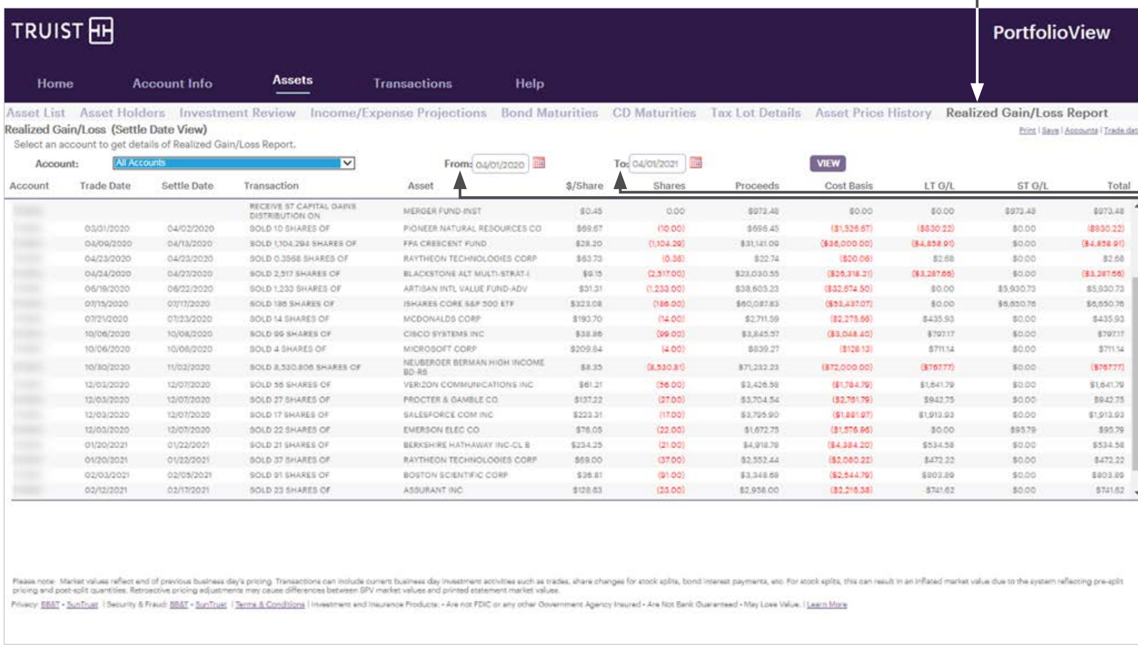
Display the daily price history on a selected asset for the prior 60 days



Select the desired asset by either its CUSIP or its Ticker Symbol from the drop-down



Assets: Realized gain/loss report

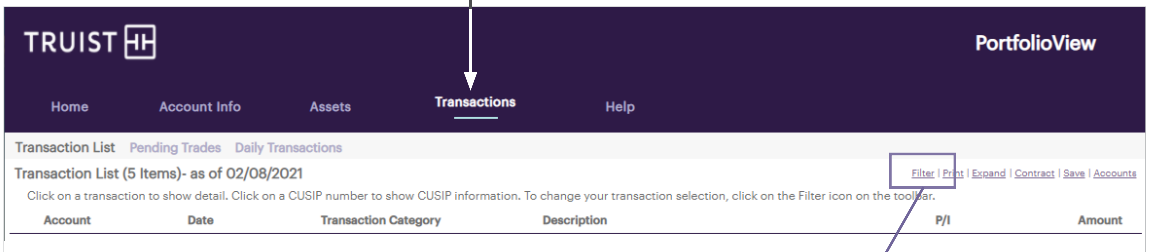


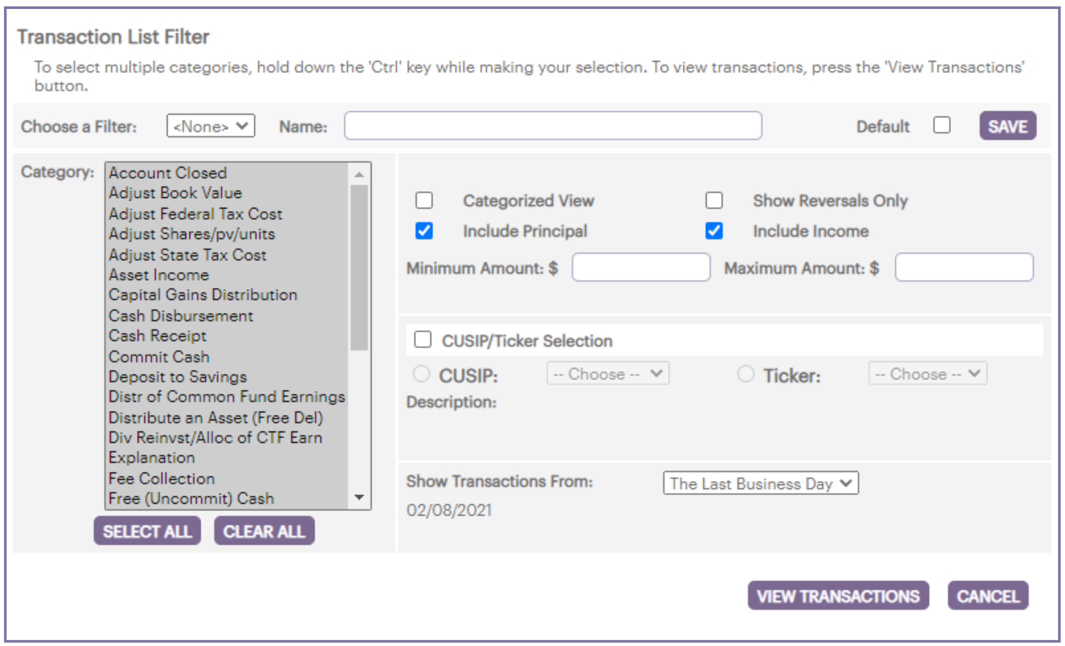
Display an itemized list of your short- and long-term realized gains and losses over a selected period

Use the calendar icons to enter a "From" and "To" date range and click "View" to review an itemized list

Details include proceeds, number of shares, cost basis, long-term and short-term realized gain and loss

Transactions: Transactions list





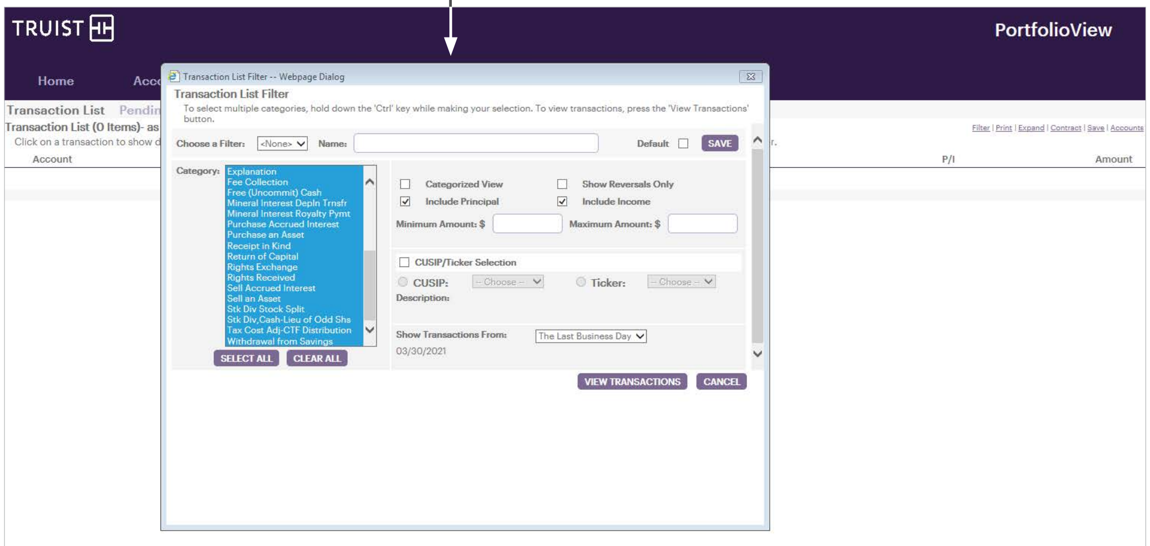
View transactions for a selected account(s) including information on trades, interest and dividend positions, disbursements, and receipts with separate subsections for:

- Transaction List
- Pending Trades
- Daily Transactions

Selecting the Filter link, at the top right of the page, will allow you to change your transactions your transactions selected

Upon clicking Transactions, the Transaction List Filter will display. Select your desired Filter criteria and “View Transactions” to load. Filter criteria must be selected to display transactions.

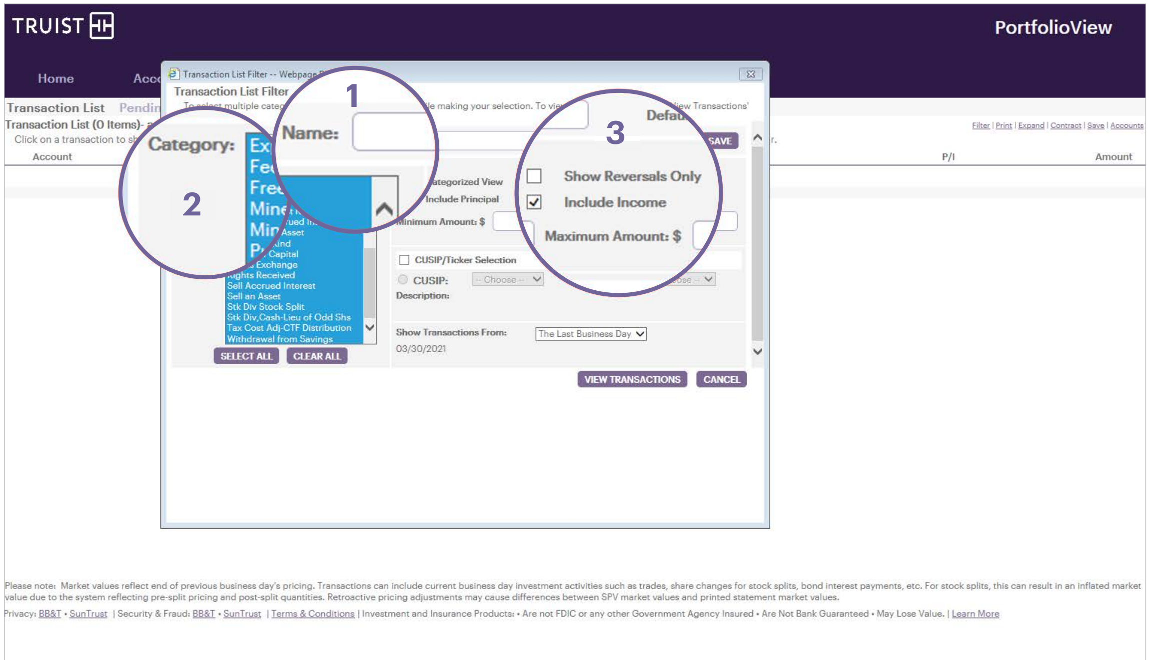
Transactions: Transactions list filters



To create or use a Temporary Transaction Filter:

1. Define your filter criteria
2. Select the categories you wish to view by holding down the "CTRL" key while clicking on your selections
3. Choose the appropriate criteria from the remaining options to the right of the category box
4. Click the "View Transactions" button located at the bottom right of the screen

Transactions: Transactions list filters



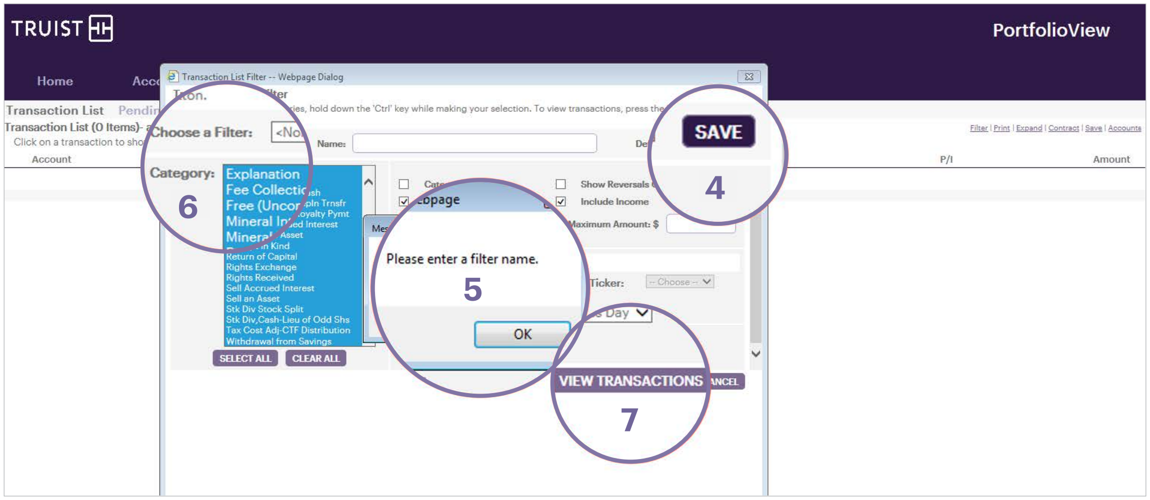
To create a Permanent Transaction Filter (page 1 of 2):

1. Create a name for the new filter in the "Name" input box on the "Transactions List Filter" screen and complete info to define criteria

2. Select categories you wish to view by holding down the "CTRL" key while clicking on your selections

3. Select appropriate criteria from the remaining options to the right of the category box

Transactions: Transactions list filters



To create a Permanent Transaction Filter (page 2 of 2):

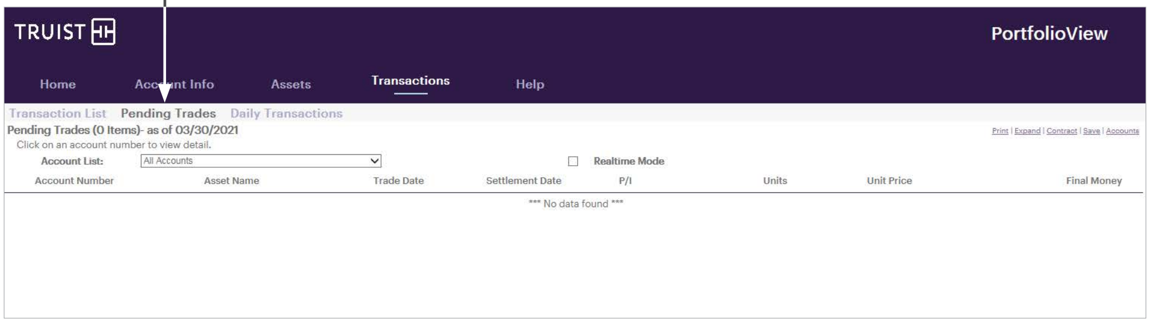
4. Click the “Save” button

5. Click “OK” to close the “Filter Added” dialog box that appears

6. You can then (and in the future) select any permanent filters you’ve created from the “Choose a Filter” drop-down box

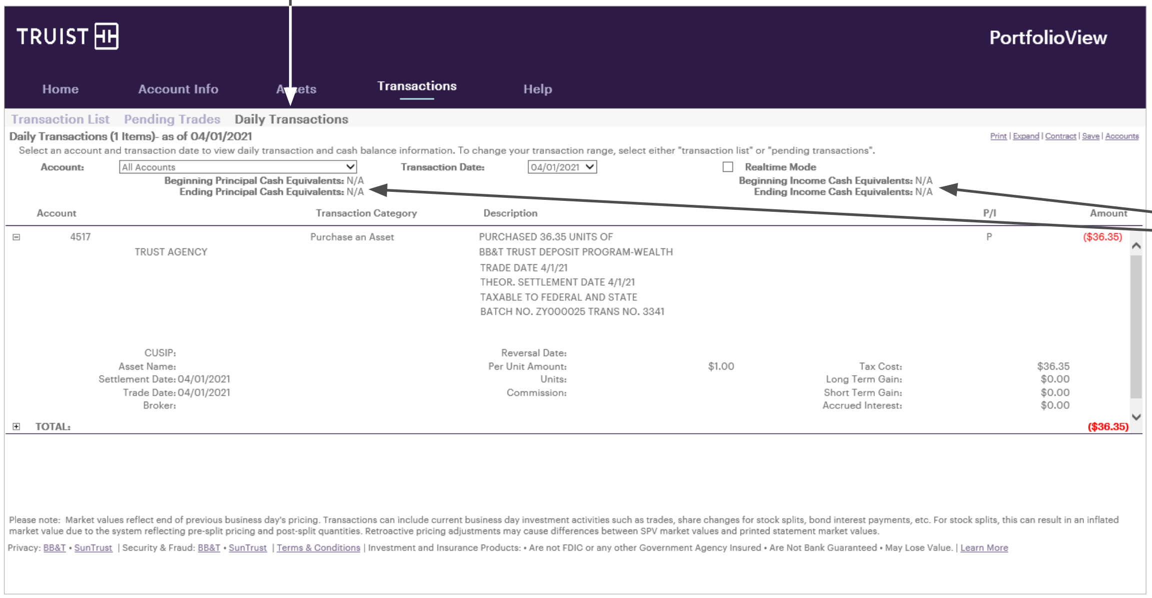
7. Finally, click the “View Transactions” button located at the bottom right of the screen

Transactions: Pending trades



View your trade transactions (trades and dividend payments) that have been executed but haven't yet settled

Transactions: Daily transactions

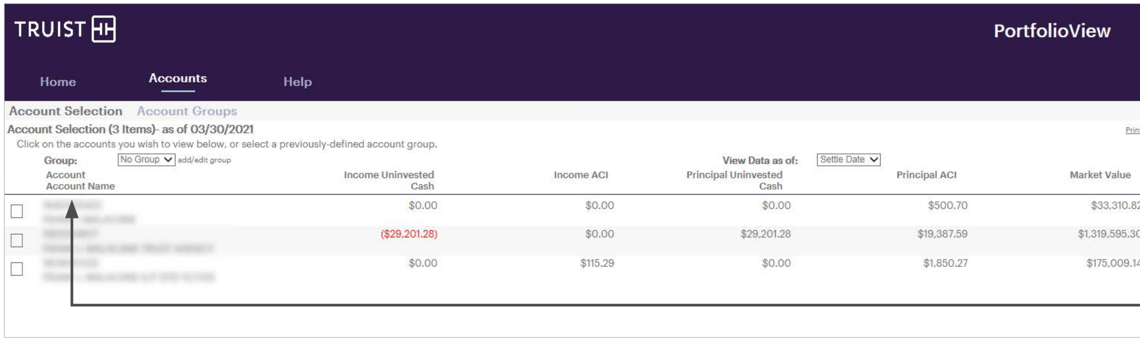


Review all transactions in your account for a specified date as well as real-time transaction information for the current date

Opening and closing cash equivalents balances for both principal and income appear in a summary list

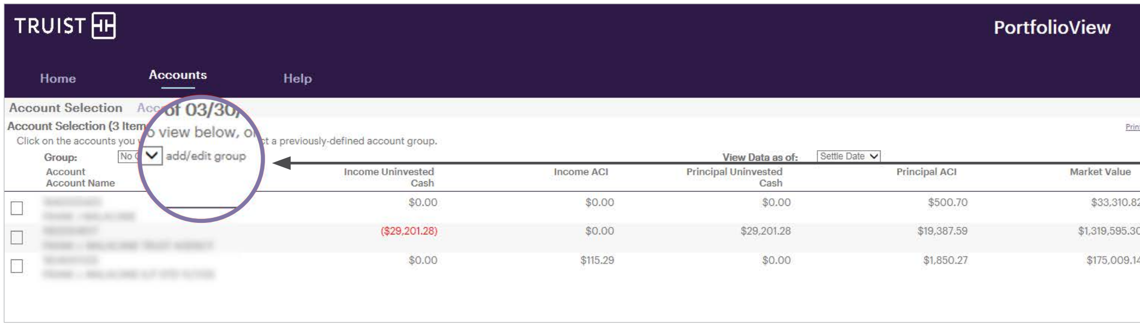
Detail below shows information on all individual transactions

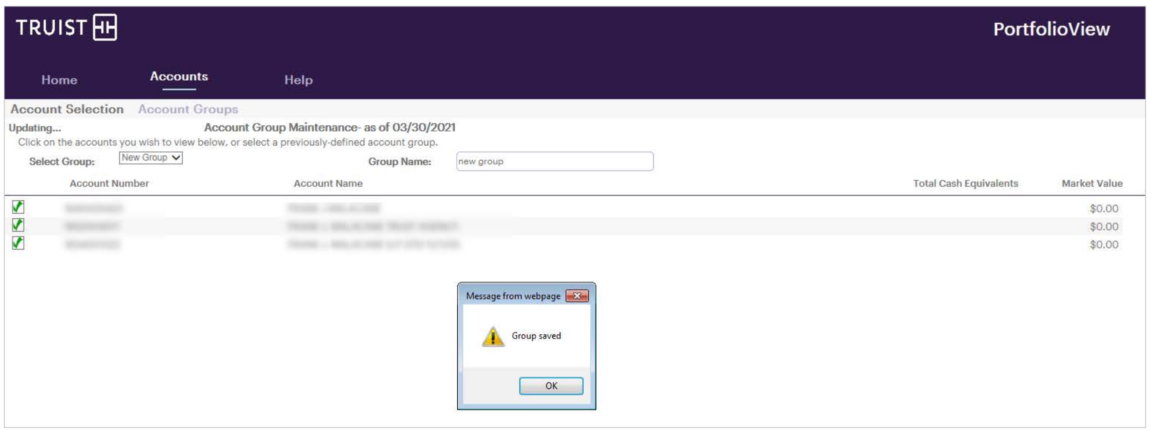
How to: Sort



Click on any column heading to sort the information alphabetically or numerically within that column

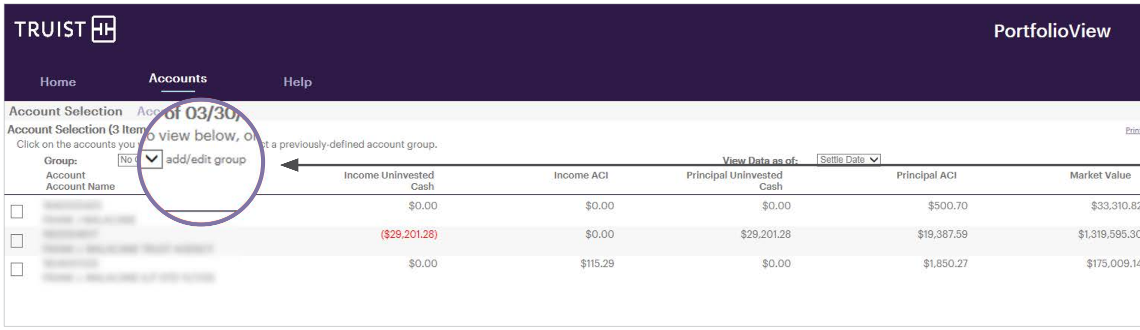
How to: Create groups

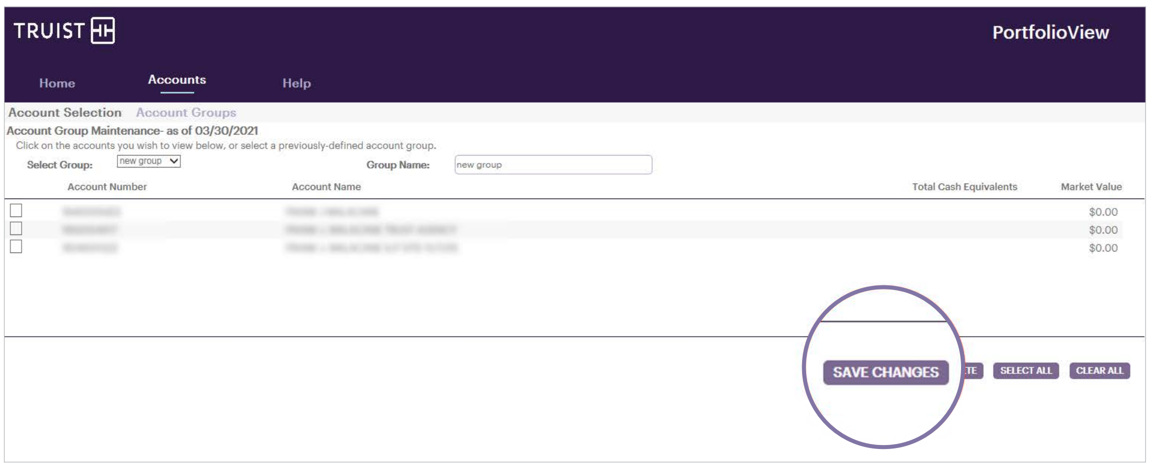




1. From the “Account Selection” screen, click the “Add/Edit Groups” tab to open the “Account Groups Maintenance” page
2. Select the accounts you want in a group
3. Create a name for the group in the “Group Name” field
4. Click the “Save Changes” button and click “OK” to confirm new group
5. The “Select Group” drop-down then displays the new group

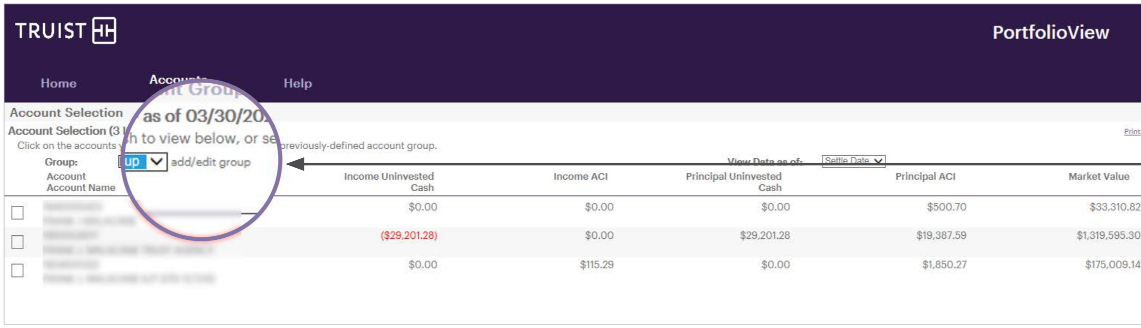
How to: Edit groups

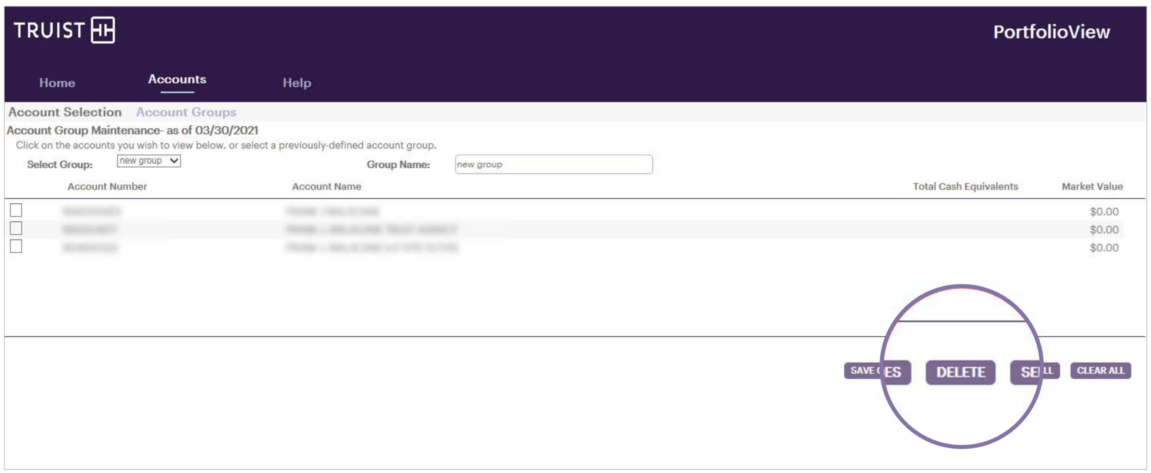




1. From the Account Selection screen, click the “Add/Edit Groups” tab to open the "Account Groups Maintenance" page
2. Click the “Select Group” drop-down arrow to choose the group you want to edit
3. To edit the group, you can:
   a. Select any account you want to add to the group
   b. Click on a previously selected account to delete it from the group
   c. Click the “Clear All” button to delete all accounts from the group
4. Lastly, click the “Save Changes” button

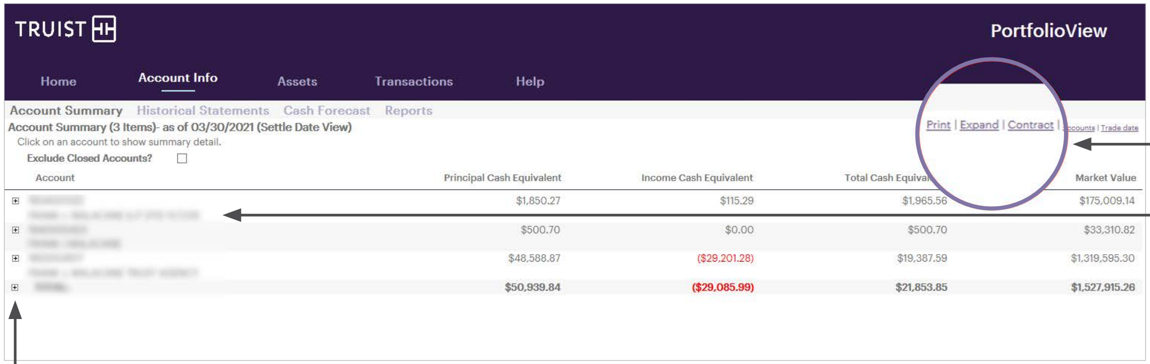
How to: Delete groups





1. From the Account Selection screen, click the "Add/Edit Groups" tab to open the "Account Groups Maintenance" page
2. Click the "Select Group" drop-down arrow to choose the group you want to delete
3. Click the "Delete" button and a confirmation message box will display
4. Click "OK" to confirm the group's deletion

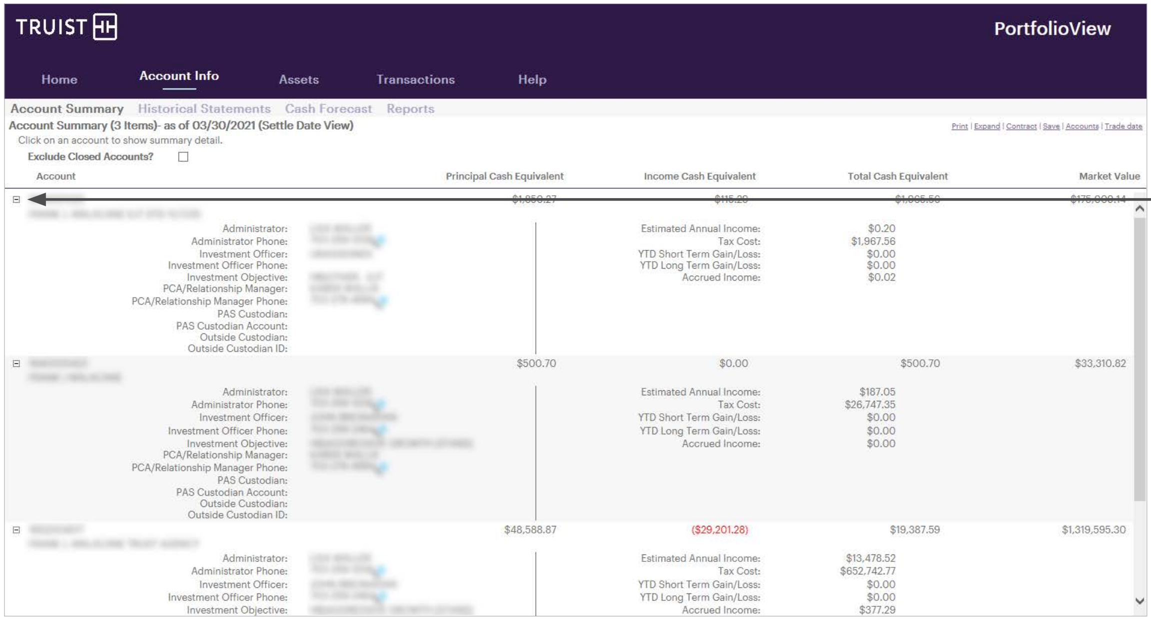
How to: Expand/collapse account info



To expand or collapse information from the top level, click the "Expand" or "Contract" action buttons

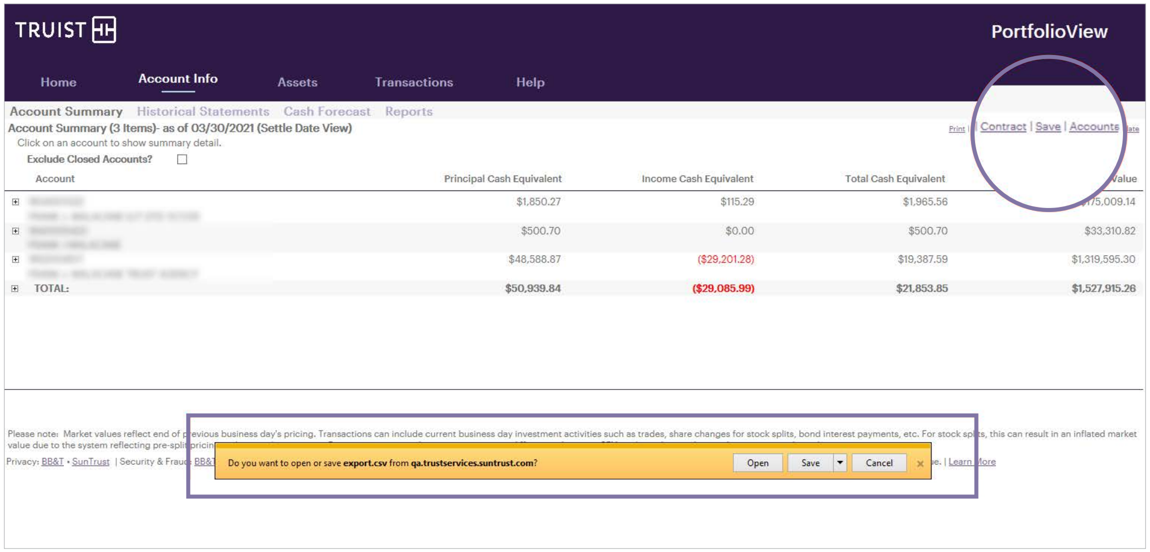
Account data is viewable with varying levels of detail. Data rows may be collapsed to a summary level or expanded for more details

To expand a single account, click the "[+]" to the left of the account number or click anywhere in the row



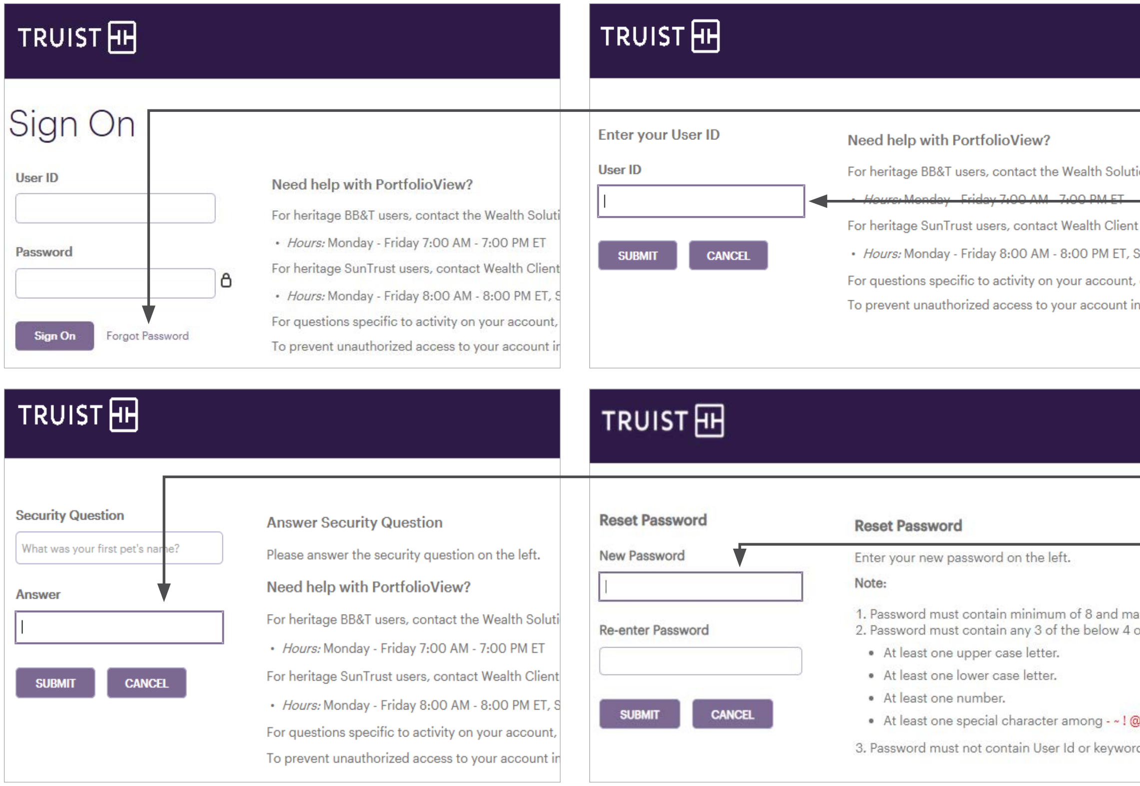
To collapse a single expanded level, click the "[-]" to the left of the account number or click anywhere in the row

How to: Save data to a spreadsheet



Click on "Save" and in the file download box choose either "Open" or "Save." The data will then be saved as a Microsoft Excel CSV file

How to: Recover a forgotten password



1. Click on "Forgot Password"
2. Enter your User ID and click on "Submit"
3. Provide the answer to your security question and click "Submit"
4. Enter a new password, re-enter your new password and click "Submit"

PortfolioView password criteria:

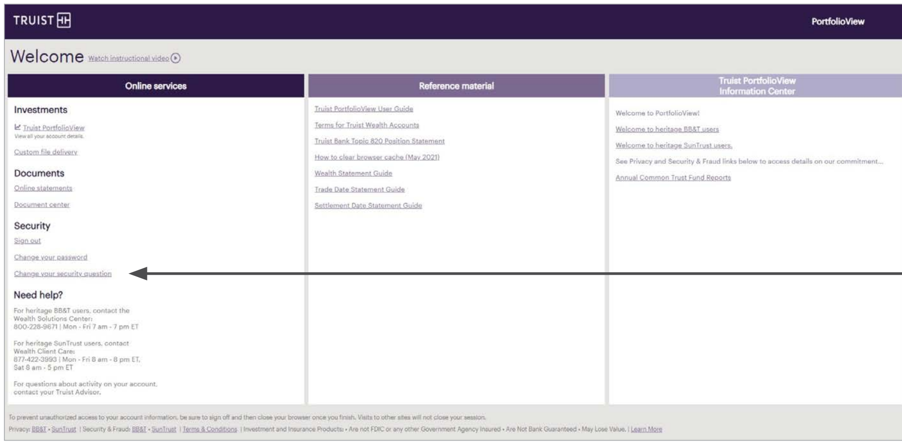
Must contain a minimum of 8 characters, maximum of 15 characters, no spaces.

Password must contain any 3 of the following 4 options:

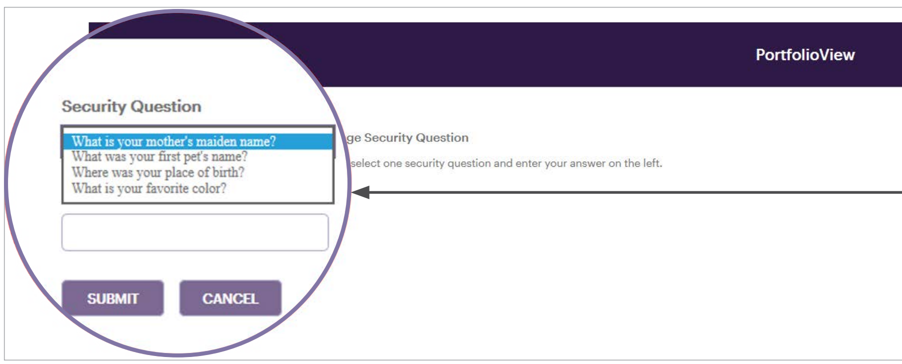
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character among ~!@#$%^&*+`_={}|[]:\";'<>?,./

Password should not contain user id or keywords like "account", "password", "suntrust", "truist"

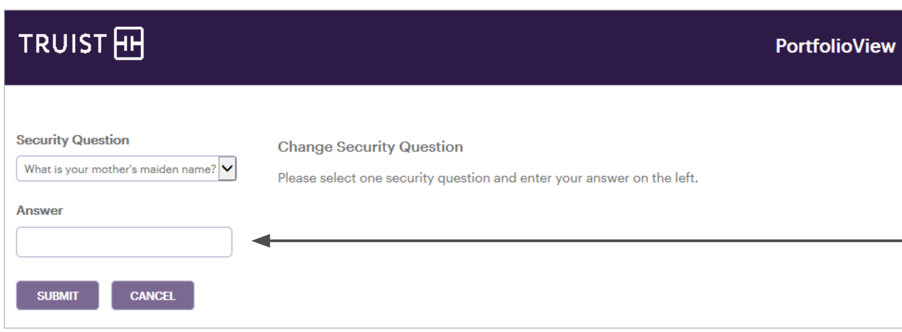
How to: Change your security question



1. Click on "Change your security question" from the Online services page



2. Select a security question from the drop-down box



3. Enter your answer and click "Submit"

Contact information

PortfolioView is more than just a useful site to check your account balance, it's a tool to help you organize and understand your portfolio at the click of a button. With greater control and a fuller understanding of your investments, you'll be better equipped to make more confident decisions in preparation for the opportunities ahead.

If you have questions specific to activity on your account, please contact your advisor or account manager.

For all other questions:

Please contact the Wealth Solutions Center at **800-228-9671**, Monday through Friday from 7 am to 7 pm ET.