

# Amalgamated Investment Management (AIM) **User Manual**

## Overview

The Amalgamated Investment Management (AIM) client platform is an online account management system that gives you instant access to specific and complete account information via an intuitive interface. AIM helps you monitor work lists for transactions and holdings in real time, with the option of an added level of security through multi-factor authentication.

The topics covered in this manual will help you get familiar with most of the components of AIM, so you can manage your accounts more efficiently by improving accuracy and workflow. In this manual, you will learn how to use the following sections:

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*If you need further assistance with AIM, please call 212-895-4935 during the business hours of 9:00 AM to 5:00 PM EST, or email [AIMsupport@amalgamatedbank.com](mailto:AIMsupport@amalgamatedbank.com) at any time and we will respond to your email within 24 hours.*

# Logging In: How to access AIM

1. Go to [amalgamatedbank.com](https://amalgamatedbank.com).
2. Click the orange Login button in the top right corner and then select Amalgamated Investment Management from the drop-down menu. Click Continue.
3. On the login page, enter your username and password.

# Logging In: Continued

## Logging in for the first time



Personal BankingOrganization BankingBusiness BankingWhat we stand for


Open an accountContactFind a branch/ATMLogin

## Welcome to Amalgamated Investment Management (AIM)

You may log into AIM below.

### Log into Amalgamated Investment Management (AIM)

Please be advised that Amalgamated Investment Management (AIM) is for institutional Investment Management clients only.



Old password

New password

Repeat password

Change Password

Sign Out

**5**

#### Important information

- Your Trust Web login credentials will not allow you access to AIM.
- To access AIM, your username is the email address we have on file.
- For your first login, please use the temporary password that was emailed to you. During your first login, you will be prompted to configure your account's security settings and create a new password.
- Your new password will be the password you should use for all subsequent logins until your password expires in 90 days. When your password expires, you will be prompted to update it to a new password.

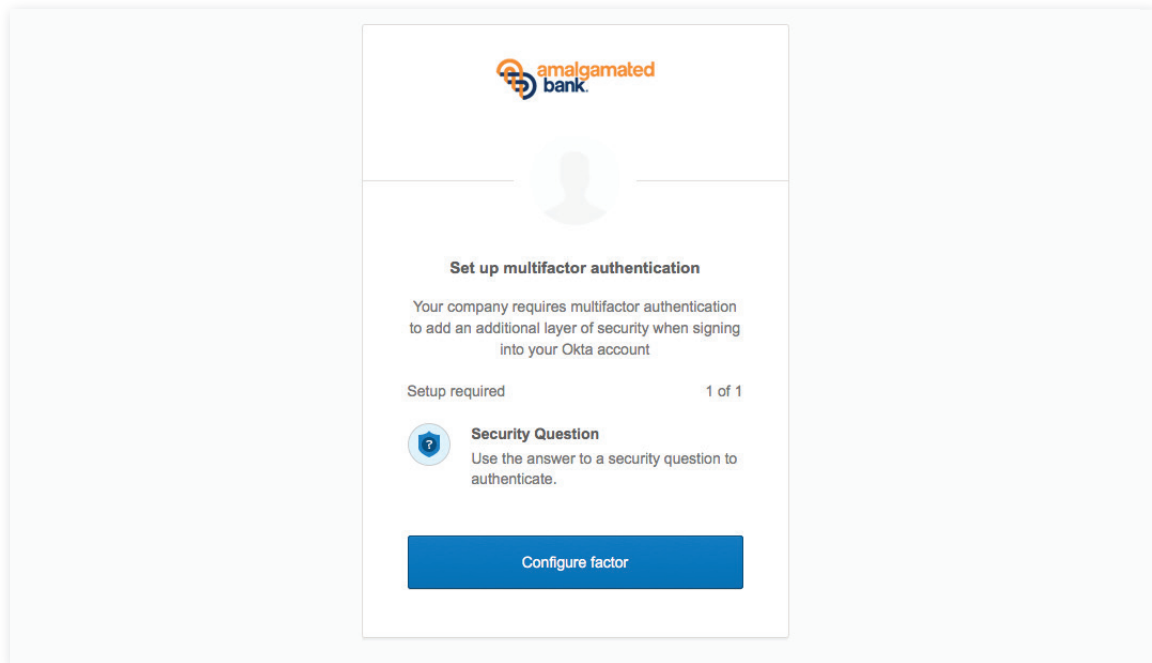
#### We're here to help

For more information on how to use AIM, click here to review and download the AIM User Manual. If you have questions, please do not hesitate to contact us at 212-895-4935 or email us at [AIMsupport@amalgamatedbank.com](mailto:AIMsupport@amalgamatedbank.com).

4. For your first login, enter your username and the temporary password provided to you by AIM Support.
5. You will be prompted to create a new password. Enter your temporary password in the Old Password field and your new custom password in the New Password and Repeat Password fields. Your new password must contain at least eight characters and at least one lowercase letter, one uppercase letter, and one numeral. It should not contain any part of your username.

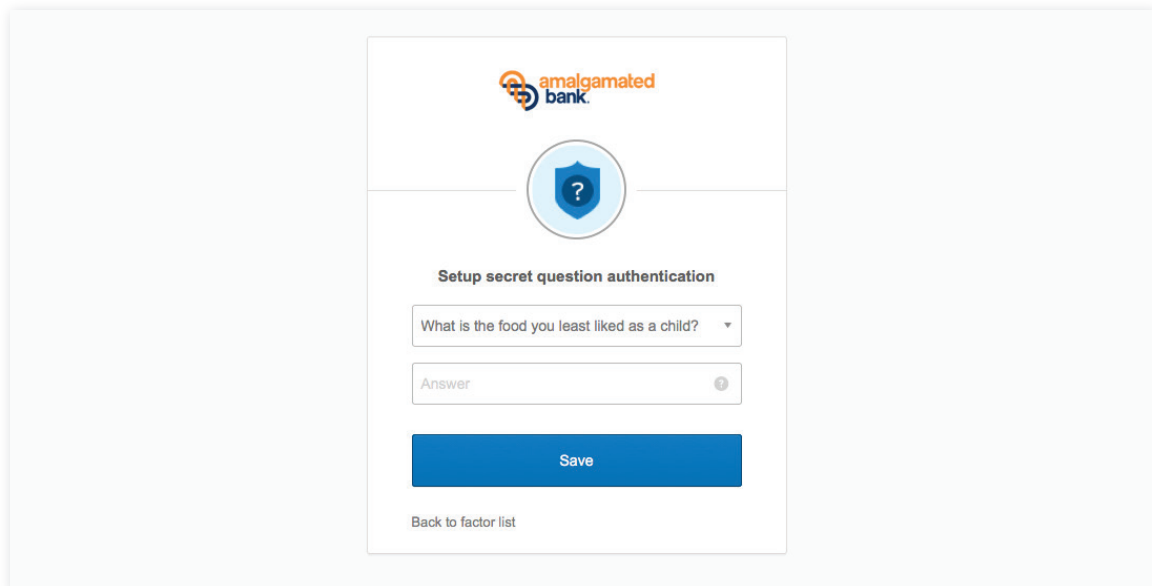
Please note that your password will expire in 90 days at which point you will be prompted to create a new password. Expired passwords may not be used again as new passwords.

## Logging In: Continued



The screenshot shows a web interface for Amalgamated Bank. At the top is the bank's logo. Below it is a placeholder for a user profile picture. The main heading is "Set up multifactor authentication". A message states: "Your company requires multifactor authentication to add an additional layer of security when signing into your Okta account". Below this, it says "Setup required" and "1 of 1". A section titled "Security Question" with a question mark icon explains: "Use the answer to a security question to authenticate." At the bottom is a blue button labeled "Configure factor".

6. Configure your security settings by following the prompts.



The screenshot shows the next step in the setup process. It features the Amalgamated Bank logo at the top. Below the logo is a circular icon with a question mark. The heading is "Setup secret question authentication". There is a dropdown menu with the text "What is the food you least liked as a child?". Below that is a text input field labeled "Answer" with a help icon. A blue "Save" button is at the bottom. A link "Back to factor list" is at the very bottom.

7. Set up your secret question for an additional layer of security during login.

## Logging In: Continued

### Logging in from a new device

amalgamated  
bank

Security Question

What is the food you least liked as a child?

8 →

☐ Show

9 → ☒ Do not challenge me on this device again

Verify

Sign Out

8. When logging in from a new device that is not recognized by the system, you will be asked to answer the secret security question that you set up during your first login.
9. Check the box for “Do not challenge me on this device again” to instruct the system to remember your device for future logins. If you login from a recognized device, you may not be prompted to answer your secret security question.

## Dashboard: How to navigate

The screenshot shows the Amalgamated Bank Dashboard. The top navigation bar includes 'Dashboard', 'Account', 'Account Group', 'Reports', and 'My Profile'. The left sidebar lists 'Dashboard', 'ACTIVITIES', 'Accounts', 'Account Details', 'Account Profile', 'Holdings', 'Pending Activities', and 'Transactions'. The main content area is divided into three sections: 'Accounts', 'Account Groups', and 'Charts'. Each section has a 'Modify View' dropdown and a 'Select Action' button. The 'Accounts' section displays a table with columns: R/F, Account Number, Name, Base Currency, and Market Value. The 'Account Groups' section displays a table with columns: Name, Abbreviation, Base Currency, Market Value, and Group Type. The 'Charts' section displays a bar chart and a table with columns: Class Description, Market Value, Percent, and Federal Cost. A circled '2' with an arrow points to the minimize/maximize toggle in the top right corner of the 'Accounts' section.

1. To open the Dashboard, log in to AIM.
2. You can minimize or expand any section of the Dashboard by clicking on the symbol in the upper right corner of the Accounts, Account Groups, or Charts sections.

The screenshot shows the Amalgamated Bank Dashboard with the 'Accounts' section expanded. The 'Modify View' dropdown menu is open, showing options for 'Sort By' (Account Number, A-Z, Z-A), 'Categories' (Recent, Favorite, Recent And Favorite), and 'Items per page' (5). The 'Refresh' and 'Cancel' buttons are visible at the bottom of the dropdown. A circled '3' with an arrow points to the 'Modify View' dropdown menu.

3. Use the Modify View drop-down menu to select your preferred Sort By option, category, and number of items to display. Click Refresh to save your choices.

# Dashboard: Continued

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bank

Help | Logout

DashboardAccountAccount GroupAccountsMy Profile

Welcome back EXTERNALTES T, Last Login : 5/26/2016 10:48 AM

Dashboard

ACTIVITIES

Accounts

Account Details

Account Profile

Holdings

Pending Activities

Transactions

Accounts

Modify ViewSelect Action ...

Search Account ...

Basic OptionsColumn Options

Available ColumnsDisplay Columns

RefreshCancel

Account Groups

Modify ViewSelect Action ...

NameAbbreviationBase CurrencyMarket ValueGroup Type

No records to display.

Note: Market Value is based on last business date, 3/25/2016

Print PreviewExport

Charts

1200004 - LONGVIEW LARGE CAP 500 INDEX FUND VERA

Asset AllocationBy Minor Security

93.29%0.48% -0.04% 2.72% 3.36% 0.19%

Class DescriptionMarket ValuePercentFederal Cost

American Depository Receipts3,761,531.080.483,412,731.57

Common Stock723,752,512.5793.29531,178,129.72

CURRENCY-340,110.81-0.04-340,110.81

Foreign Common Stock21,103,755.732.7215,700,633.84

Short Term Investment Funds26,091,550.113.3626,091,550.11

MESSAGES

4. Select your preferred column options by clicking on the Select Action tab. Under Display Columns, use arrows to select the fields you would like to see. You can also add those preferences to your Favorites to make them readily available in the future.



# Account: How to view, print, and download your information

The Account tab gives a snapshot of the Account Details, Account Profile, Holdings, Pending Activities, and Transactions.

## Account Profile

**Account Profile**

**Account Identification**

Account Number: 1200004  
Opened Date: 7/30/2004  
Branch: Amalgamated Bank - New York Branch

Name: LONGVIEW LARGE CAP 500 INDEX FUND VEB  
Base Currency: USD  
Account Type: Common Trust Fund

**Cash Detail**

Modify View | Print Preview | Export

Portfolio Number	Portfolio Name	Available Cash (Local)	Local Currency	Sweep (Local)	Total (Local)
Total USD:		-95,152.87 USD		25,771,144.23	25,675,991.36
1200004.1	LONGVIEW LARGE CAP 500 INDEX FUND VEB	-95,152.87 USD		25,771,144.23	25,675,991.36

1 of 1

**Account Gain/Loss**

Fiscal Year 2016 Summary | Fiscal Year 2015 Summary | Historical | Fiscal Year 2016 Details | Fiscal Year 2015 Details

Fiscal Year	2016	Short Term Gains This Year	0.00
Short Term Losses This Year	0.00	Net Short Term This Year	0.00
Long Term Gains This Year	2,648,340.98	Long Term Losses This Year	785,830.74
Net Long Term This Year	1,862,510.24	Fiscal Year Ends	12/31/2016

**Portfolio Gain/Loss**

Select Portfolio: LONGVIEW LARGE CAP 500 INDEX FUND VEB | 1200004.1 : LONGVIEW LARGE CAP 500 INDEX FUND VEB

Modify View | Print Preview | Export

Name	Fed Cost	Proceeds	Realized Gain/Loss	Share/PV/Units
U.S. TREASURY BILL 03/03/2016	1,398,628.00	1,398,628.0000	0.00	1,400,000.0000
U.S. TREASURY BILL 03/17/2016	49,967.77	49,967.7700	0.00	50,000.0000

1 of 1

**Relationships**

Modify View | Print Preview | Export

Type	Name	Phone	Email
Inside Investment Advisor	Amalgamated Bank		
Owner	AMALGAMATED BANK	212-895-4909 (B)	

1 of 1

In the Account Profile section, you can view:

1. The profile of the account you're authorized to view.
2. Your real-time cash values.
3. Your portfolio's gains/losses.
4. Applicable relationships attached at the account level.

## Account: Continued

### Holdings

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Help | Log out

Dashboard Account Account Group Reports My Profile

Account → Account Holdings

Recent and Favorite Accounts Search Account

Welcome back: EXTERNALTEST, Last Login: 5/26/2016 10:48 AM

Account Holdings Report

Account Identification

Account Number 1200004  
Opened Date 7/30/2004  
Branch Amalgamated Bank - New York Branch

Name LONGVIEW LARGE CAP 500 INDEX FUND VEB  
Base Currency USD  
Account Type Common Trust Fund

Charts

Account Holdings Report (As Of 3/28/2016)

Modify View Expand All Collapse All Print Preview Report

Units	Security Identifier	Security Description	Portfolio Number	Local Currency	Market Value (Local)	Federal Cost (Local)	Unrealized Gain/Loss (Local)	Estimated Federal Cost (Base)	Market Value (Base)	Price
51,826.0000	American Depository Receipts							3,412,731.57	3,761,531.08	
-290,211.4500	CURRENCY							-290,211.45	-290,211.45	
12,101,167.7626	Common Stock							531,178,129.72	723,752,512.57	
292,438.0000	Foreign Common Stock							15,700,623.81	21,103,755.73	
26,091,550.1100	Short Term Investment Funds							26,091,550.11	26,091,550.11	

<< 1 | 2 of 2 >> Go To

\* Indicates parts or all units are restricted.  
^ An estimated value based on the latest exchange rate and should not be used for tax purposes or distribution amounts or any investment decision.

Holdings Sub-Total Summary

In the Holdings section, you can:

5. Choose which columns to display, and expand or collapse the amount of data shown.
6. Click on the highlighted text in the Account Holdings Report, to see an expanded description of the security.
7. Use the Modify View drop-down menu to:
  - View your report by Trade or Settlement Date
  - Select column options and order through the Column Options tab
8. Preview or export the report by clicking on the corresponding link.

### Pending Activities

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Help | Log out

Dashboard Account Account Group Reports My Profile

Account → Pending Activities

Recent and Favorite Accounts Search Account

Welcome back: EXTERNALTEST, Last Login: 5/26/2016 10:48 AM

Pending Activities

Account Identification

Account Number 1200004  
Opened Date 7/30/2004  
Branch Amalgamated Bank - New York Branch

Name LONGVIEW LARGE CAP 500 INDEX FUND VEB  
Base Currency USD  
Account Type Common Trust Fund

Pending Activities (As Of 3/28/2016)

Order Summary Pending Fee Summary

Modify View

Order Number	Security Id	Portfolio Number	Action	Type	Cash Amount	Quantity	Filled	Remain	Stop Price	Limit Price	Status
04002VARS008	CUSIP:13057Q107	1200004.1	sell_fac	market	0.00	-0.7626	0.0000	-0.7626	0.0000	0.0000	on hold for price

1 of 1 Print Preview Export

In the Pending Activities section, you can:

9. Use the Modify View drop-down menu to adjust the viewing options.
10. See an expanded description of the security by clicking on the highlighted text.

## Account: Continued

### Transactions

Account Posted Transactions

Account Identification

Account Number: 1200004  
Open Date: 7/30/2004  
Branch: Amalgamated Bank - New York Branch

Name: LONGVIEW LARGE CAP 500 INDEX FUND VERA  
Base Currency: USD  
Account Type: Common Trust Fund

Account Posted Transactions (3/28/2016 - 3/28/2016) Grouped by: Transaction Type

Modify View: [v] [x] [y] [z] [a] [b] [c] [d] [e] [f] [g] [h] [i] [j] [k] [l] [m] [n] [o] [p] [q] [r] [s] [t] [u] [v] [w] [x] [y] [z] [aa] [ab] [ac] [ad] [ae] [af] [ag] [ah] [ai] [aj] [ak] [al] [am] [an] [ao] [ap] [aq] [ar] [as] [at] [au] [av] [aw] [ax] [ay] [az] [ba] [bb] [bc] [bd] [be] [bf] [bg] [bh] [bi] [bj] [bk] [bl] [bm] [bn] [bo] [bp] [bq] [br] [bs] [bt] [bu] [bv] [bw] [bx] [by] [bz] [ca] [cb] [cc] [cd] [ce] [cf] [cg] [ch] [ci] [cj] [ck] [cl] [cm] [cn] [co] [cp] [cq] [cr] [cs] [ct] [cu] [cv] [cw] [cx] [cy] [cz] [da] [db] [dc] [dd] [de] [df] [dg] [dh] [di] [dj] [dk] [dl] [dm] [dn] [do] [dp] [dq] [dr] [ds] [dt] [du] [dv] [dw] [dx] [dy] [dz] [ea] [eb] [ec] [ed] [ee] [ef] [eg] [eh] [ei] [ej] [ek] [el] [em] [en] [eo] [ep] [eq] [er] [es] [et] [eu] [ev] [ew] [ex] [ey] [ez] [fa] [fb] [fc] [fd] [fe] [ff] [fg] [fh] [fi] [fj] [fk] [fl] [fm] [fn] [fo] [fp] [fq] [fr] [fs] [ft] [fu] [fv] [fw] [fx] [fy] [fz] [ga] [gb] [gc] [gd] [ge] [gf] [gg] [gh] [gi] [gj] [gk] [gl] [gm] [gn] [go] [gp] [gq] [gr] [gs] [gt] [gu] [gv] [gw] [gx] [gy] [gz] [ha] [hb] [hc] [hd] [he] [hf] [hg] [hh] [hi] [hj] [hk] [hl] [hm] [hn] [ho] [hp] [hq] [hr] [hs] [ht] [hu] [hv] [hw] [hx] [hy] [hz] [ia] [ib] [ic] [id] [ie] [if] [ig] [ih] [ii] [ij] [ik] [il] [im] [in] [io] [ip] [iq] [ir] [is] [it] [iu] [iv] [iw] [ix] [iy] [iz] [ja] [jb] [jc] [jd] [je] [jf] [jg] [jh] [ji] [jj] [jk] [jl] [jm] [jn] [jo] [jp] [jq] [jr] [js] [jt] [ju] [jv] [jw] [jx] [jy] [jz] [ka] [kb] [kc] [kd] [ke] [kf] [kg] [kh] [ki] [kj] [kk] [kl] [km] [kn] [ko] [kp] [kq] [kr] [ks] [kt] [ku] [kv] [kw] [kx] [ky] [kz] [la] [lb] [lc] [ld] [le] [lf] [lg] [lh] [li] [lj] [lk] [ll] [lm] [ln] [lo] [lp] [lq] [lr] [ls] [lt] [lu] [lv] [lw] [lx] [ly] [lz] [ma] [mb] [mc] [md] [me] [mf] [mg] [mh] [mi] [mj] [mk] [ml] [mm] [mn] [mo] [mp] [mq] [mr] [ms] [mt] [mu] [mv] [mw] [mx] [my] [mz] [na] [nb] [nc] [nd] [ne] [nf] [ng] [nh] [ni] [nj] [nk] [nl] [nm] [nn] [no] [np] [nq] [nr] [ns] [nt] [nu] [nv] [nw] [nx] [ny] [nz] [oa] [ob] [oc] [od] [oe] [of] [og] [oh] [oi] [oj] [ok] [ol] [om] [on] [oo] [op] [oq] [or] [os] [ot] [ou] [ov] [ow] [ox] [oy] [oz] [pa] [pb] [pc] [pd] [pe] [pf] [pg] [ph] [pi] [pj] [pk] [pl] [pm] [pn] [po] [pp] [pq] [pr] [ps] [pt] [pu] [pv] [pw] [px] [py] [pz] [qa] [qb] [qc] [qd] [qe] [qf] [qg] [qh] [qi] [qj] [qk] [ql] [qm] [qn] [qo] [qp] [qq] [qr] [qs] [qt] [qu] [qv] [qw] [qx] [qy] [qz] [ra] [rb] [rc] [rd] [re] [rf] [rg] [rh] [ri] [rj] [rk] [rl] [rm] [rn] [ro] [rp] [rq] [rr] [rs] [rt] [ru] [rv] [rw] [rx] [ry] [rz] [sa] [sb] [sc] [sd] [se] [sf] [sg] [sh] [si] [sj] [sk] [sl] [sm] [sn] [so] [sp] [sq] [sr] [ss] [st] [su] [sv] [sw] [sx] [sy] [sz] [ta] [tb] [tc] [td] [te] [tf] [tg] [th] [ti] [tj] [tk] [tl] [tm] [tn] [to] [tp] [tq] [tr] [ts] [tt] [tu] [tv] [tw] [tx] [ty] [tz] [ua] [ub] [uc] [ud] [ue] [uf] [ug] [uh] [ui] [uj] [uk] [ul] [um] [un] [uo] [up] [uq] [ur] [us] [ut] [uu] [uv] [uw] [ux] [uy] [uz] [va] [vb] [vc] [vd] [ve] [vf] [vg] [vh] [vi] [vj] [vk] [vl] [vm] [vn] [vo] [vp] [vq] [vr] [vs] [vt] [vu] [vv] [vw] [vx] [vy] [vz] [wa] [wb] [wc] [wd] [we] [wf] [wg] [wh] [wi] [wj] [wk] [wl] [wm] [wn] [wo] [wp] [wq] [wr] [ws] [wt] [wu] [wv] [ww] [wx] [wy] [wz] [xa] [xb] [xc] [xd] [xe] [xf] [xg] [xh] [xi] [xj] [xk] [xl] [xm] [xn] [xo] [xp] [xq] [xr] [xs] [xt] [xu] [xv] [xw] [xx] [xy] [xz] [ya] [yb] [yc] [yd] [ye] [yf] [yg] [yh] [yi] [yj] [yk] [yl] [ym] [yn] [yo] [yp] [yq] [yr] [ys] [yt] [yu] [yv] [yw] [yx] [yy] [yz] [za] [zb] [zc] [zd] [ze] [zf] [zg] [zh] [zi] [zj] [zk] [zl] [zm] [zn] [zo] [zp] [zq] [zr] [zs] [zt] [zu] [zv] [zw] [zx] [zy] [zz]

Date Traded	Transaction Description	Portfolio Number	Portfolio Name	Ledger Cash (Local)	Cash
3/28/2016	DIVIDEND				
3/28/2016	PURCHASE				
3/28/2016	TRD BUY				

1 of 1

In the Transactions section, you can:

11. See transaction details by clicking on the highlighted text. Transactions posted are listed by type.
12. Use the Modify View drop-down menu to:
  - Group information by either Trade Date or Date Settled (recommended)
  - Specify Security Identifier or Description in the Advanced Options tab
  - Select your preferred displayed columns within the Column Options tab

## Account Group: How to access your group quickly

Account Groups

Name	Abbreviation	Base Currency	Market Value	Group Type
Account Group Sample 1	AGS1	USD	775,818,354.18	User
Account Group Sample 2	AGS2	USD	775,818,354.18	User
Account Group Sample 3	AGS3	USD	775,818,354.18	User
Account Group Sample 4	AGS4	USD	775,818,354.18	User
Account Group Sample 5	AGS5	USD	775,818,354.18	User

1 of 1

Note: Market Value is based on last business date, 3/25/2016

Charts

AGS1: Account Group Sample 1

Asset Allocation: By Minor Security

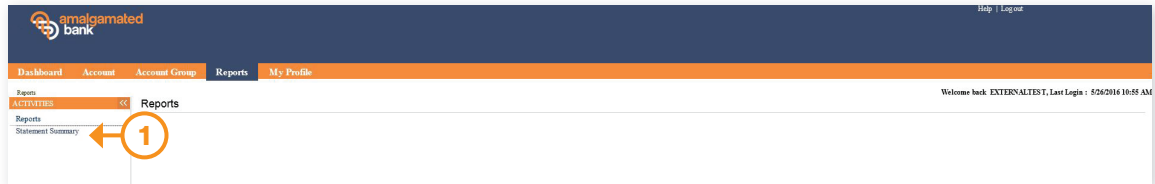
Class Description	Market Value	Percent	Federal Cost
American Depository Receipts	3,761,831.08	0.48	3,412,731.57
Common Stock	723,752,512.57	93.29	531,178,129.72
CURRENCY	-340,110.81	-0.04	-340,110.81
Foreign Common Stock	21,103,755.73	2.72	15,700,623.81
Short Term Investment Funds	26,091,550.11	3.36	26,091,550.11

Go To

The Account Group tab gives you fast access to any Account Groups you created in the My Profile section.

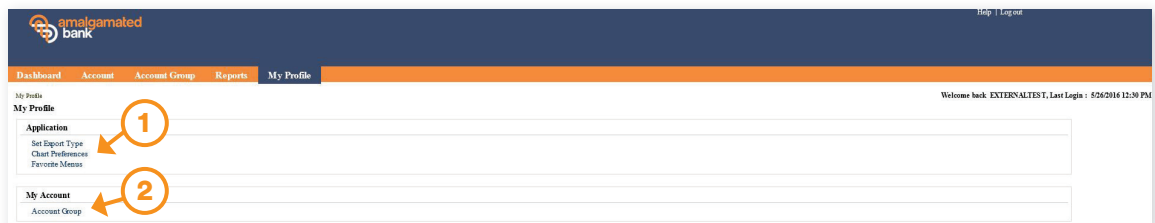
Creating account groups allows you to customize your viewing experience and organize information in a way that meets your needs.

## Reports: How to view



1. Go to the Reports tab and click on Statement Summary for access to your monthly and end of fiscal year statements. All statements will be in PDF format.

## My Profile: How to set preferences and create Account Groups



1. Go to the My Profile tab and click on the link of each area you'd like to set preferences for:
  - Exporting
  - Charts
  - Favorites
2. Use the My Profile tab to create a new group:
  - Click on the Account Group link
  - Select New
  - Follow the prompts to create your group name and choose the portfolios to be included in the group

## Logging Out



1. Click on the Log Out link in the upper right corner of your screen.
2. After you're done with your session of AIM, we recommend quitting your browser in order to clear your activity.

## Appendix: Configuration Requirements

### AIM is compatible with the following software

Software	Version
Microsoft Windows	Versions 7, 8, and 10
Apple	OS X El Capitan
Browser	Internet Explorer versions 10 and 11 and the latest versions of Chrome, Firefox, and Safari
Infinity Process Platform (IPP)	Version 7.1.1

### Recommended PC requirements for AIM users

Hardware/Software	Recommendation
CPU	Intel Core2 Duo E7200 or better with 100 Mbps network card
Memory	At least 2 GB available* memory
Operating System	Windows 7 with the latest Microsoft patches
Browser	Internet Explorer version 10 or 11

\*“Available” refers to the memory or disk space available for use after standard suite of office applications are started (Outlook, Word, Antivirus, Firewall, etc.)