WebLink 3.0 Client User Guide
Welcome to WebLink
Argent Trust Company Internet Access

WebLink provides access to your investment portfolio 24/7. The minimum browser versions currently supported are:

- IE 11.0
- Chrome 27.0
- FireFox 25.0.1
- Safari (Mac) 6.05
- Opera 17.0

Optimal viewing resolution is either 800x600 pixels or 1024x768 pixels with at least 32,768 colors. However, WebLink style sheets and fonts are developed to minimize the impact of high resolutions and changes in browser or desktop fonts.
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Accessing Your Portfolio via the Argent Trust Company Web Site

1. Log onto the Argent Trust Company’s website, https://argentfinancial.com/ and Click the “Client Login” tab (Top Right).
2. You can login to your existing WebLink account.
3. You can also view and print your portfolio statement.
LOGIN PROCEDURES:

First Time Login
Enter your Argent Trust Company user ID and click Proceed.

The next screen will prompt you for your assigned temporary password.
Now you must set your new password. On this screen you will re-enter the temporary password as your “old” password, then enter a new password of your choosing using the guidelines listed on the screen.

You must choose an image, which will become part of your login process from this point forward. Your login to the Argent Trust Company’s site will always display this image so you can verify that you are on the authentic Argent Trust Company WebLink login screen and not re-directed to another site.

Choose your image and place a caption that you will remember. This is part of your unique identifier.
The next step is to choose Challenge questions and/or a “Red Herring” question. Your institution determines the number of challenge questions and whether or not a Red Herring question is used. You may choose from the dropdown list or make up your own question. Click on the ADD button to select your first question. A “Red Herring” question is designed to thwart hackers from accessing your account. You will not enter an answer to this question, but you must remember which question has no answer.
At this point, you can choose from the Challenge Question drop down list or you can click on the “Add My Own Question” button and add your question. Enter an answer and click on “Save”. This step will be done twice.
After completing the security questions, you will be asked to register your device. If you are logging on to a device you will normally use, it will then ask for you to give that device a nickname.

Once the initial login process is completed, you will be able to view the account(s) assigned to your User ID.
Subsequent Logon Instructions
When signing on from the Argent Trust Company Web site, choose “Click Here” next to “For WebLink Users”. Enter your User ID and click on Proceed. For users logging in from the URL please skip this step and continue with the “enter your USER ID” instructions below.

After choosing WebLink, you will see this pop-up box, click “OK” to move on.

Now enter your USER ID. Please remember this will be in ALL CAPS.
After entering your User ID, the next screen will display your image and the caption you have chosen. You will have an opportunity to make a couple of time saving choices.

Trouble Signing In
The Forgot Password feature is now available as an option should you need assistance resetting your password. After you have successfully logged in and set your challenge questions, you may use the Trouble Signing In link if available. You must have a valid e-mail address in your WebLink User ID record.

The Trouble Signing in feature appears near the end of the Login Page, under User ID, Password, Challenge questions (if prompted) and Device Registration if prompted.

If you forget your password or become locked out, you may select Trouble Signing In. Once you enter the User ID and answer the challenge question, the system will unlock your account and send a new temporary password to the email listed on the account. Upon the next login, you will be required to change your password.

If this does not provide the help you need, please contact your administrator or system administrator for further assistance.
On-Line Help

After your system login is complete, you can select one of the eight available menu tab views. For easy navigation, a toolbar presents as part of each view. When you access the "Help" area, the following view displays. Click on any of the underlined topics listed in the Table of Contents (for example, Homepage) to review the information regarding that topic (Homepage). The "Help" area includes instructions for using all areas. To exit the "Help" area, click on the "X" button in the upper right hand corner of the screen. Please take advantage of this user-friendly instruction format.

Click on the Help button in the upper right hand corner of the screen to access Online Help.

This Guide will appear as the On-Line Help
What’s NEW in WebLink

User Options

- A new option, Ticker, is available for the user to choose their preferred site for obtaining stock ticker prices
- Start Page options now include all available pages, excluding Trading and Pension when available

NEW Portfolio Review page

Portfolio Review displays 3 sections on a single page: Account Summary, Holdings, and Transactions. Links will bring the user directly to the section selected.

Options to control the As of Date, Date Range, Group By Options and whether to view your holdings by Trade Date or Settlement Date. You can also choose to display cash as a single combined value or as Income/Principal.

The top summary section includes Asset Allocation, Market Value, Account Summary and Investment Summary. You can now change your view to Group By Investment Category, Industry Sector or Security Type.

Asset Allocation displays asset %, based on the Group By selected. This section is suppressed if any balances are negative. You can group by Investment Category, Industry Sector or Security Type.

Market Value displays as a bar graph, based on the Group By selected.

Account Summary displays Investment Segment (Category), Market Value, % of Total and Cost. This section can be sorted by Investment Category, Industry Sector or Security Type.

Investment Summary displays Total MV, Total Cost, Gain/Loss, Due to/from Broker, Investment Objective and Investment authority.

New Gain/Loss page

A new report is available displaying gains and losses for a specified period, defined by the user, sorted by Short Term and Long Term.

General – Number of Items highlighted for each Page

Each report contains an indicator that displays the number of data items for that report.
Column Selection

Selecting columns is now presented as check boxes, making it easier to add/remove columns in a single step. Some columns are identified as ‘mandatory’, ensuring a report cannot be blank. These mandatory columns do not apply to File Download. Use the Settings icon to view available columns on a report.

Some reports have been updated to include new columns, and some columns have been renamed.
Account Search\Look Up

The Account Lookup is enhanced to allow “Begins With” search by partial name or number. A “Filter Search Results” is available to filter the results by “Contains” name or number.

File Download

3 New options are available to include Column headings, Account number and name or Column totals where applicable in the downloaded report

Alerts & Messages

You will see any Alerts upon Login and notified if there are Messages.

Posted Transactions

- Transaction Description now displays the first two lines of the transaction (client requested)
- Two new Date Range options are now available: Fiscal Year to Date, All Available
Two new Group By options are now available: Trade Date and Security Name

When sorting by Transaction Type, Trade Type and Security Name will now display totals of each sub-category

Posted Transaction Detail now condenses display of codes and related descriptions

An advanced Filter is available to search for transactions. You can search by Security (CUSIP, Ticker or Security Name), Trans Codes, Cash, or Units. The values that display as available for search are based on the data returned on the Posted Transaction Report.

### Advanced Filters

<table>
<thead>
<tr>
<th>Filter By Security</th>
<th>Filter By Trans. Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSIP - Security Name - Ticker</td>
<td>Code - Desc.</td>
</tr>
<tr>
<td>566823V3 - MARICOPA COUNTY ARIZONA -</td>
<td>BUY - BUY</td>
</tr>
<tr>
<td>742718109 - PROCTER &amp; GAMBLE CO - PG</td>
<td>INTEREST RCVD - INTEREST RCVD</td>
</tr>
<tr>
<td></td>
<td>NET FEE DISB - NET FEE DISB</td>
</tr>
</tbody>
</table>

WebLink Terminology and Icons

As you utilize the WebLink menu tabs and pages you will notice various icons and selection criteria. The below grid can be used as a reference for clarification.
<table>
<thead>
<tr>
<th>Icon or Drop Down</th>
<th>Use For</th>
<th>Found In</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Settings Icon" /></td>
<td>This icon appears on reports where columns can be added/removed</td>
<td>Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension</td>
</tr>
<tr>
<td><img src="image" alt="Filters Icon" /></td>
<td>This icon appears on reports where advanced filters can be used</td>
<td>Transactions-Posted</td>
</tr>
<tr>
<td><img src="image" alt="Group By Posting Date Icon" /></td>
<td>Appears on Transaction reports. You can choose to group by Posting Date, Transaction Type, Trade Date or Security Name</td>
<td>Portfolio Review-Transactions, Transactions-Posted</td>
</tr>
<tr>
<td><img src="image" alt="Group By Investment Category Icon" /></td>
<td>Appears on reports displaying holdings. You can choose to group by Investment Category, Industry Sector or Security Type</td>
<td>Portfolio Review-Holdings, Holdings</td>
</tr>
<tr>
<td><img src="image" alt="Date Range Year To Date Icon" /></td>
<td>Appears on reports where selection of Date Range is used</td>
<td>Portfolio Review-Transactions, Transactions-Posted</td>
</tr>
<tr>
<td><img src="image" alt="Date Range From – To Icon" /></td>
<td>Appears on reports where selection is allowed and where Date Range selection from drop down is ‘date range’</td>
<td>Gain/Loss, Transactions-Posted</td>
</tr>
<tr>
<td><img src="image" alt="As Of Date Icon" /></td>
<td>Allows for selection of previous, as-of-date. Click on calendar icon to change date</td>
<td>Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts</td>
</tr>
<tr>
<td><img src="image" alt="View Trade Date Icon" /></td>
<td>Allows for selection of Trade or Settlement Date</td>
<td>Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts,</td>
</tr>
<tr>
<td>Icon or Drop Down</td>
<td>Use For</td>
<td>Found In</td>
</tr>
<tr>
<td>------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Days to Project</td>
<td>Enter value between 1 and 99</td>
<td>Cash Projection</td>
</tr>
<tr>
<td>![View Icon]</td>
<td>Option for reviewing Summary or Details</td>
<td>Cash Projection</td>
</tr>
<tr>
<td>![Reprice Icon]</td>
<td>Sends a query to obtain the current market price on all account assets with valid tickers.</td>
<td>Holdings, Portfolio Review, Tax Lots, Accounts</td>
</tr>
<tr>
<td>![Page Control Icon]</td>
<td>Used to Page through Reports that present multiple pages. Allows you to set number of items on each page</td>
<td>At the bottom of each page/report where multiple pages are present</td>
</tr>
</tbody>
</table>
WebLink Toolbar

The top, white portion, of the Toolbar includes the following.

User Options

Allows for further drilldown, offering the user access to manage specific settings.

Clicking on any option in the User Option drilldown presents the page below.

Change Password – allows you to change your password (see screenshot below)
Email Options – presents your current e-mail address and allows for change
Challenge Questions – allows you to update/change your questions and/or response
Challenge Image – allows you to change your image
Start Page Options – provides selection for your landing/home page upon login
Account Groups – lets you create and manage groups of accounts for viewing
Ticker – allows you to select from three financial sites to use for Ticker hyperlink
Unregister Desktop – part of your secure login
• User Option – Change Email

Displays your current e-mail address. You have fields to change and confirm your new Email address. E-mail address requirements are listed for your convenience. Also, note you have up to 100 characters total for your e-mail address, as indicated by the 0 / 100. As you type, the number of characters used is tracked. You have up to a maximum of 100 characters.

• User Option – Challenge Question

Use this User Option to update your Challenge questions and answers. The number of questions you see, depends on the system parameter defined for your organizations WebLink site.

Up to maximum of 255 characters for answer to each challenge question
• User Option – Challenge Image

This User Option allows you to change the Image Identifier and Caption that you see upon Login. First Select an Image; you are then presented with a page showing your image so you can add a caption. When finished click Save. That new Image and Caption will display upon your next login to the application.

![User Options - Challenge Image](image)

Keeps track of characters for the Image caption text. Maximum of 49 characters.

• User Option – Start Page

You can select any of the available, basic menu tabs to be your landing/home page upon login to WebLink. If you change your Start page during an active session, it will take effect with your next login.

![User Options - Start Page](image)

The default landing page is Portfolio Review.
User Options – Account Group

The first time you select User Option – Account Group, you will be presented with the following page. Click the Create New button to open the page to setup a new Account Group.

Creating New Account Group

- Establish the Group ID starting with G followed by 5 numbers (G11111). Provide the Group Name and Group Description.

- Select the Accounts from the Accounts listing by clicking next to the Account Number. The button will become enabled. Click on the Add button to move the accounts to the Accounts to Download list. When you are finished selecting accounts, click on the Submit Button.
### Deleting Account Group

When deleting an account group, a delete pop-up box appears.

1. **Confirm** the deletion by clicking on the confirmation button.
2. **Select** "DELETE" to confirm the deletion.

Ensure that you are sure before proceeding, as deleting an account group is permanent.

#### Account Group Details

- **Group Name**: Fenton Family Group
- **Group Description**: Fenton Family Group
- **Group ID**: G10799

The deletion process involves clicking on the appropriate option within the delete pop-up box to confirm the removal of the account group.
• User Option – Ticker

User Options

If you typically access your account from the same device, it is suggested that you ‘register your desktop’.
Alerts and Messages

Alerts and Messages is how your organization lets you know of important updates or general messages. When there are Alerts/Messages to be viewed, you will see a numeric value next to Alerts/Messages on the WebLink Toolbar, indicating that there are items for review.

System Alerts, if any, display upon login in.

This example shows you that there are 2 Alerts you can review.
Click on DISMISS ALL to not see any of the Alerts on the page.
Click on X to dismiss the current alert displaying
Click on > to view the next alert

If you click on the Alerts/Messages on the WebLink Toolbar, you will get the following:

Sample of Alerts:

<table>
<thead>
<tr>
<th>Date</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This system alert will greet you every day! Have a fabulous day!</td>
</tr>
</tbody>
</table>
Sample of Messages:

Links
When you select the Links drop down, you will see other sites…to add Links you must

Contact Us
When you select Contact Us, a window pops up displaying contact information from your organization.

Sign Out
When you select Sign Out, you will exit out of the application and a page appears reminding you to close your browser session.
WebLink Menu Tabs

The shaded section of the WebLink Toolbar provides access to the WebLink menus you have permissions to.

In this example, the user has several permissions and has << >> at both ends of the menu bar to move it left to right to view/access additional tabs.

Your home (landing) page, designated as
Portfolio Review

The Portfolio Review is a complete summary of your account in a single page view.

This top section allows you to choose specific criteria for this report:

- As-of-date – defaults to current date, you can choose an earlier date using the Calendar Lookup
- Group By – use the drop down to select how to group your holdings
- View – Trade or Settlement Date
- Cash election – choose to display as Combined cash or breakout of Principal and Income cash

The Bar highlight displays Asset Allocation, Market Value, Account Summary, Investment Summary. Click on each to view that section.

Use the scroll bar to the right to move down the report to view Holdings and Transactions or click the selection at the top.
Click on Holdings to move to the Holdings Section of Portfolio Review

Click on Transactions to move to the Transactions Section of Portfolio Review

Additionally, you can choose a Date Range to view Posted Transactions and specify the Sort By option.

To view more details regarding Holdings and Transactions – use the respective Menu Tab.
Available Cash

The Available Cash report displays Cash plus Money Market Funds used for Cash Management.

The report can be run for a specific As-Of-Date and defaults to current date. It can be Viewed in either Trade or Settlement date basis.
Transactions

Example of page display when there are no Posted or Pending transactions to report

Example of Account with Year to Date Posted Transactions grouped by Transaction Type

Example of Account with Pended Transactions
Use the **Settings** icon to add or remove columns from the report. Changes to columns will be saved as user preferences for future viewing of the report.

Use the **Filters** icon when viewing posted transactions for additional filtering of transactions to view on the page. Filters are not saved as user preferences for future viewing of the report.

The Filters that display for Filter By Security and Filter By Trans. Codes change based on the posted transactions for the Date Range chosen.

Options for further selection. They can be used individually or in combination:

- Select a specific CUSIP to view posted transactions for that security during the time period.
- Select a specific Transaction to view only those posted transactions during the time period.
- Choose a specific Cash Amount that you might be looking for.
- Choose a specific Unit Amount that you might be looking for.
Holdings

- Use the Drop Down arrow to select further Group By of Security Name, Industry Sector, or Sector within Investment Category.
- Use the Calendar Look up to select an earlier as-of-date.
- Choose the View of Settlement Date or Trade Date.

Click on the Ticker to obtain Price and other details of that asset. You will receive the following to let you know that you are leaving the WebLink site:

Click on the Asset Description to drill down to the Asset, lot detail level:

Tax Lot Details

Description:
NATIONS CASH RESERVE MONEY MARKET INV FUND #01
Price: $1.00
Total Market Value: $361,687.88
Price Date: 05/30/1999

No Tax Lots Available
Tax Lots

For each holding, the Asset description displays in bold, along with the Lot Total. The Tax Lot # displays the specific information for each lot of the asset.
Gain/Loss

View this page to see year to date Short Term and Long Term Gain/Loss report.

The Date selection defaults as beginning of calendar year for From Date and current system date for To Date. You can adjust the dates to review a different time frame.

From Date: defaults to the start of the current calendar year. Use the Calendar lookup to choose another date.

To Date: defaults to the current date. Use the Calendar lookup to choose an earlier date, if desired.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date Sold</th>
<th>Sale Proceeds</th>
<th>Investment Cost Basis</th>
<th>Gain/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term Gain/Loss</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total of Short Term G/L</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Term Gain/Loss</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABBOTT LABS</td>
<td>01/30/2017</td>
<td>$624.98</td>
<td>$500.00</td>
<td>$124.98</td>
</tr>
<tr>
<td>Total of ABBOTT LABS</td>
<td></td>
<td>$624.98</td>
<td>$500.00</td>
<td>$124.98</td>
</tr>
<tr>
<td>UNITED STATES TREASURY BILL 08/20/2012</td>
<td>01/30/2017</td>
<td>$10,100.00</td>
<td>$9,975.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Total of United States Treasury Bill</td>
<td></td>
<td>$10,100.00</td>
<td>$9,975.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Total of Long Term Gain/Loss</td>
<td>$10,724.98</td>
<td>$10,475.00</td>
<td>$249.98</td>
<td></td>
</tr>
</tbody>
</table>

Short Term Gain/Loss amounts display first, followed by Long Term Gain/Loss amounts.
### Account List

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Cash</th>
<th>Market Value</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Accounts</td>
<td>-$8,186,356,713,406.00</td>
<td>$219,317,175,261,279,558.00</td>
<td>-$8,088,412,190,576,120.00</td>
</tr>
<tr>
<td>Account Groups</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Consolidated Accounts</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

**As Of Date:** 07/12/2017

**View All Accounts:**

---

**Settlement Date:**

---

**View Options:**

- [ ] View All Accounts
- [ ] View Options
Cash Projection

The default for this page is 7 Days to Project and Summary View. You can select up to 99 days to project.

Detail View
Calculators

The Calculator menu tab in WebLink offers tools that allow you to run a quick assessment of how you are positioned to achieve retirement goals, strategies to improve retirement funding and fundamental financial planning preparedness.

- **Risk Tolerance** - Helps determine an appropriate asset allocation based on risk tolerance
- **Retirement Income** - Assesses how much can be safely withdrawn from assets each year during retirement
- **Social Security Benefits** - Evaluates the optimal time to file for Social Security benefits
- **Tax Efficient Drawdown** - Displays three tax-efficient ways to balance withdrawals from tax-deferred, taxable and Roth accounts during retirement
- **Earnings Potential** - Illustrates a household’s earning potential between now and retirement
Using the Reprice Icon

If you have the Reprice permission, you will see the Reprice icon on the following report pages:

- Portfolio Review
- Holdings
- Tax Lots
- Accounts

Using Reprice allows you to reprice valid, marketable holdings in your account based on the latest market price. Once you click on the Reprice icon, the following display allows you to Reprice or Cancel.

Once Reprice is done, you will see a next to the assets that were updated.

Once you have repriced, you cannot go back to the previous pricing. You can Reprice as often as you’d like. Prices are refreshed overnight.
Export and Print Capabilities

The ability to print and export as well as view data as of a certain date and on a trade or settlement basis is available on each report view. If a report is too large for display on one page, the data presents on multiple pages. You can move between pages by clicking NEXT, PREVIOUS, or entering a specific page number.

- The << >> allow you to toggle to the first and last page of the report
- The < > allow you to toggle between the pages in the report
- The 10 with the drop down arrow per page allows you to select the number of items per page for viewing. Minimum is 5 \ Maximum is 100. This is saved as a user preference.

Export while viewing a Report

The icon allows you to take the current report being viewed and export it via various formats.
Print while viewing a Report

The \[ Print \] icon allows you to print the report as displayed on the page. When you click on this icon, you will be presented with the following:

You can choose to open to view on-line as a pdf or save it down for future viewing.
File Download

Clicking on the File Download Tab first allows for selection of a Format or a Saved Template.

After selecting a format, additional criteria are presented to complete the file download request.
Once the Data to Export and View options are defined, criteria for the specific data export and account list become available for selection.

If necessary, use the scroll bars to see additional data elements and accounts to choose from.
Use the right side, scroll bar to select additional items to include in your download for:

- Column headings
- Column totals where applicable
- Account number and name

Then Save as Template for future use or select Download.
My Reports

If you are receiving account statements from your Financial Trust Institution, use the My Reports menu tab to view. Here you can view your statement on-line or use the to the right to download and save your statement.

To view your Web Statements, you must have Adobe Acrobat Reader installed on your computer. Once you have logged onto WebLink, click on My Reports.

The Web Statements generated for your account(s) display by date range.

You may also receive Custom or Performance reports from your Institution, if so, they will appear in a separate section on the My Reports Menu Tab.

Allows you to download your statement/report. You receive the following to choose to view your statement from the current session or save it.

Please contact your Account Administrator with any questions. You can find this contact information by clicking the CONTACT US link on the top of the screen.