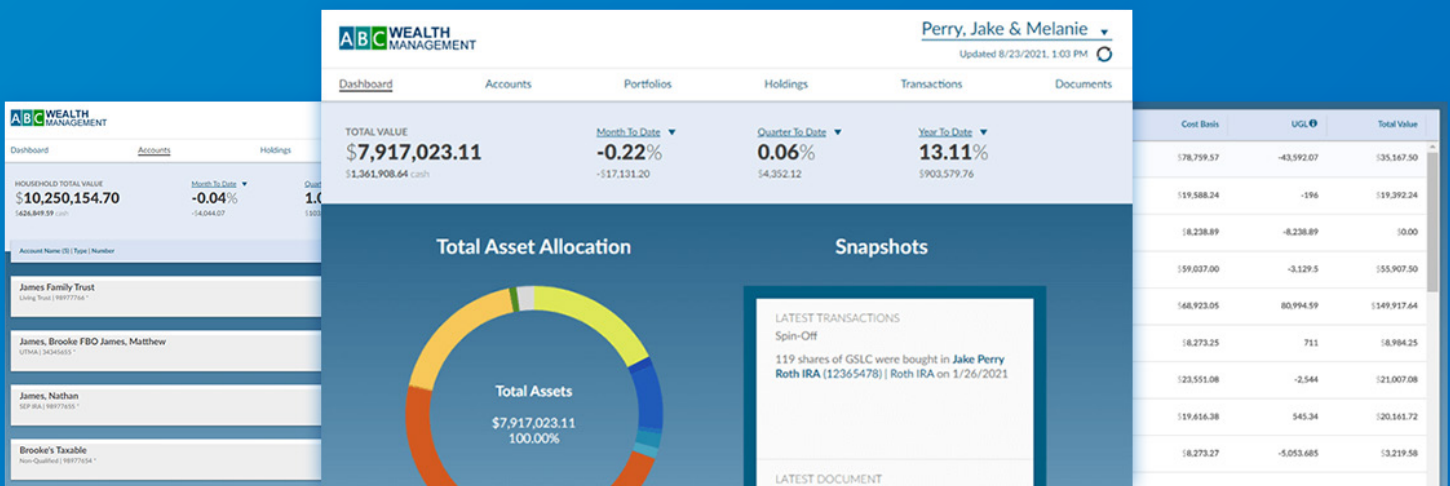
FREEDOM
INVESTMENT MANAGEMENT

Client Portal User Guide



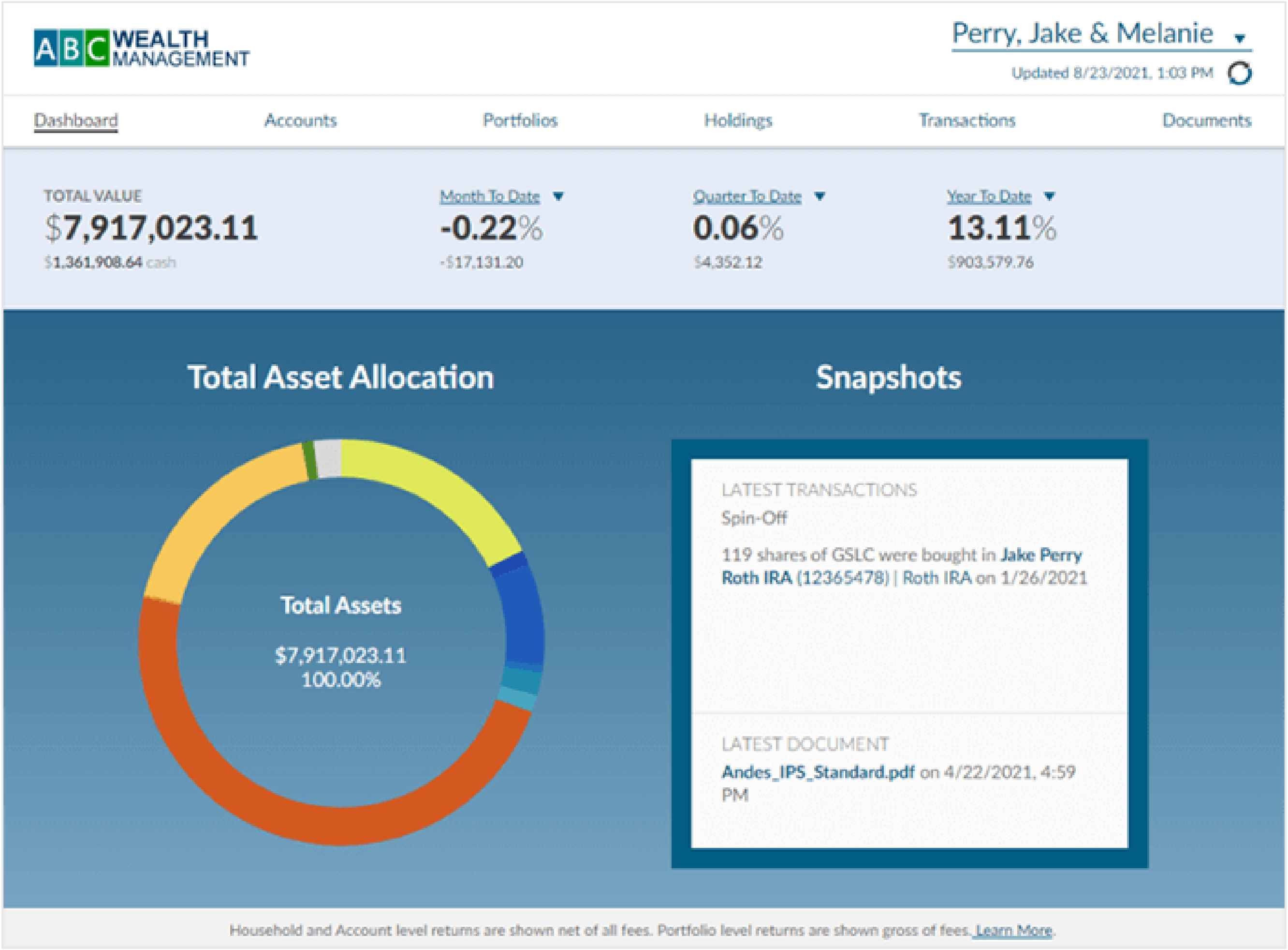
Client Portal Overview

The Freedom Investment Management platform allows you to view your consolidated household, individual account details and performance information, aggregate accounts held outside Freedom to provide a holistic financial view of all of your assets and liabilities, share documents with your advisor, and more. The Client Portal is organized into the following main sections, each of which will be covered in a dedicated chapter of this guide, as well as a section dedicated to Additional Tools that are available to you within the portal.

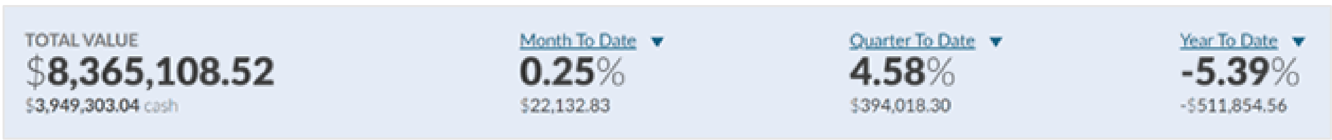
- Dashboard
- Accounts
- Portfolios
- Holdings
- Transactions
- Documents

Introduction to Your Dashboard

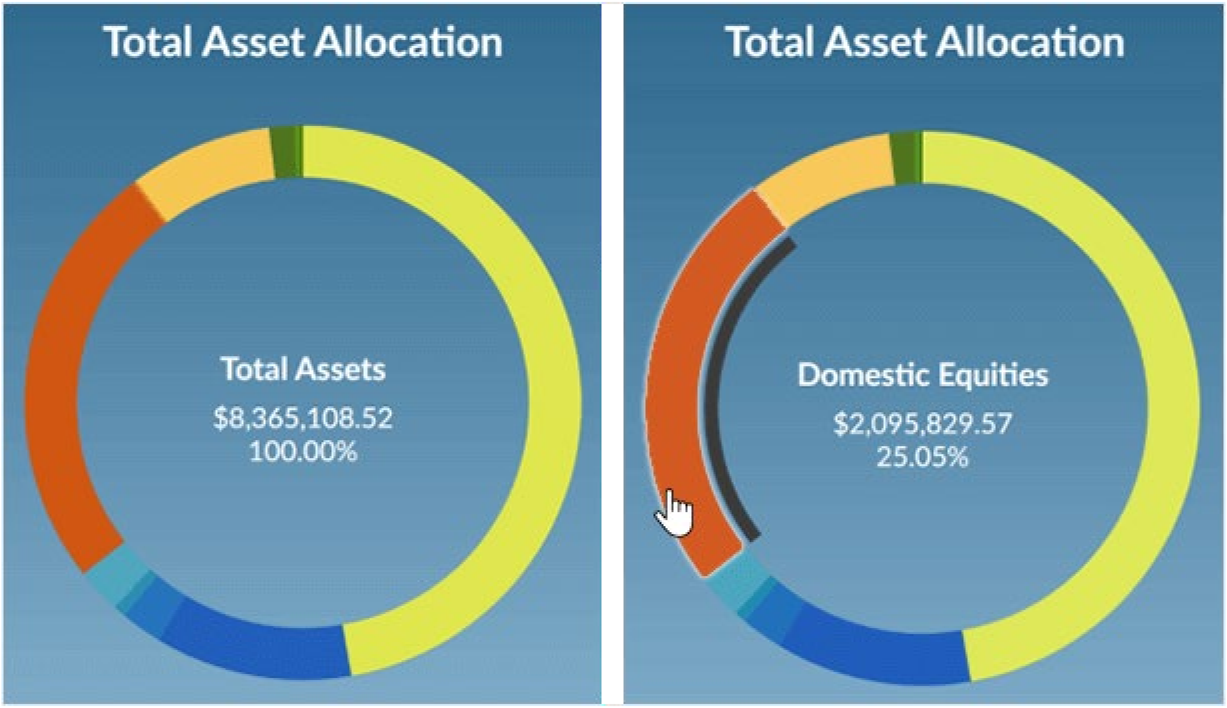
The **Dashboard** section is the default landing page when logging into the Client Portal, providing instant access to key information, organized into 3 main sections.



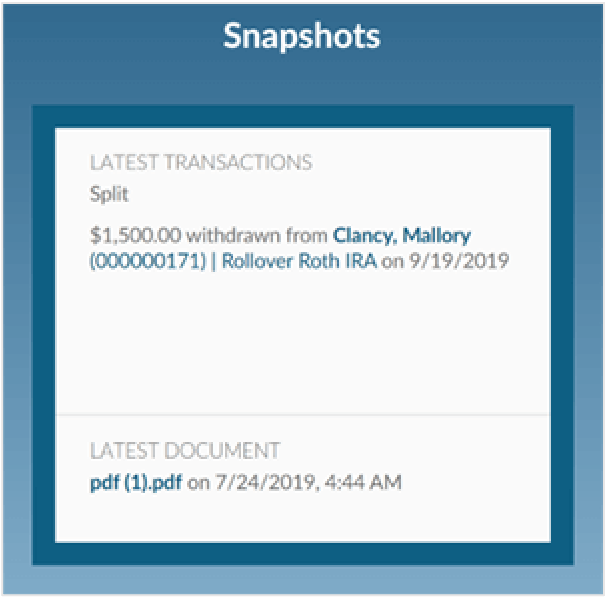
Value/Performance Summary: The ribbon on the top of home page details out the total market value for all of your accounts as well as the total cash value. The section then provides a series of 3 performance figures: Month to Date, Quarter to Date, and Year to Date returns (expressed in both percentage and dollar amount). Clicking on the arrow next to any of these performance figures will allow you to select a different time period, the options of which are as follows: Last Year, Year to Date, Month to Date, Quarter to Date, Last Quarter, Last Month, Annualized and Since Inception.



Total Asset Allocation: This chart provides a breakdown of the asset classes represented at the household level, adding together all your accounts, allowing you to quickly see how your money is distributed across asset classes. This chart is interactive, allowing you to hover over any asset class to view the dollar amount and percentage that is allocated to that particular asset class.



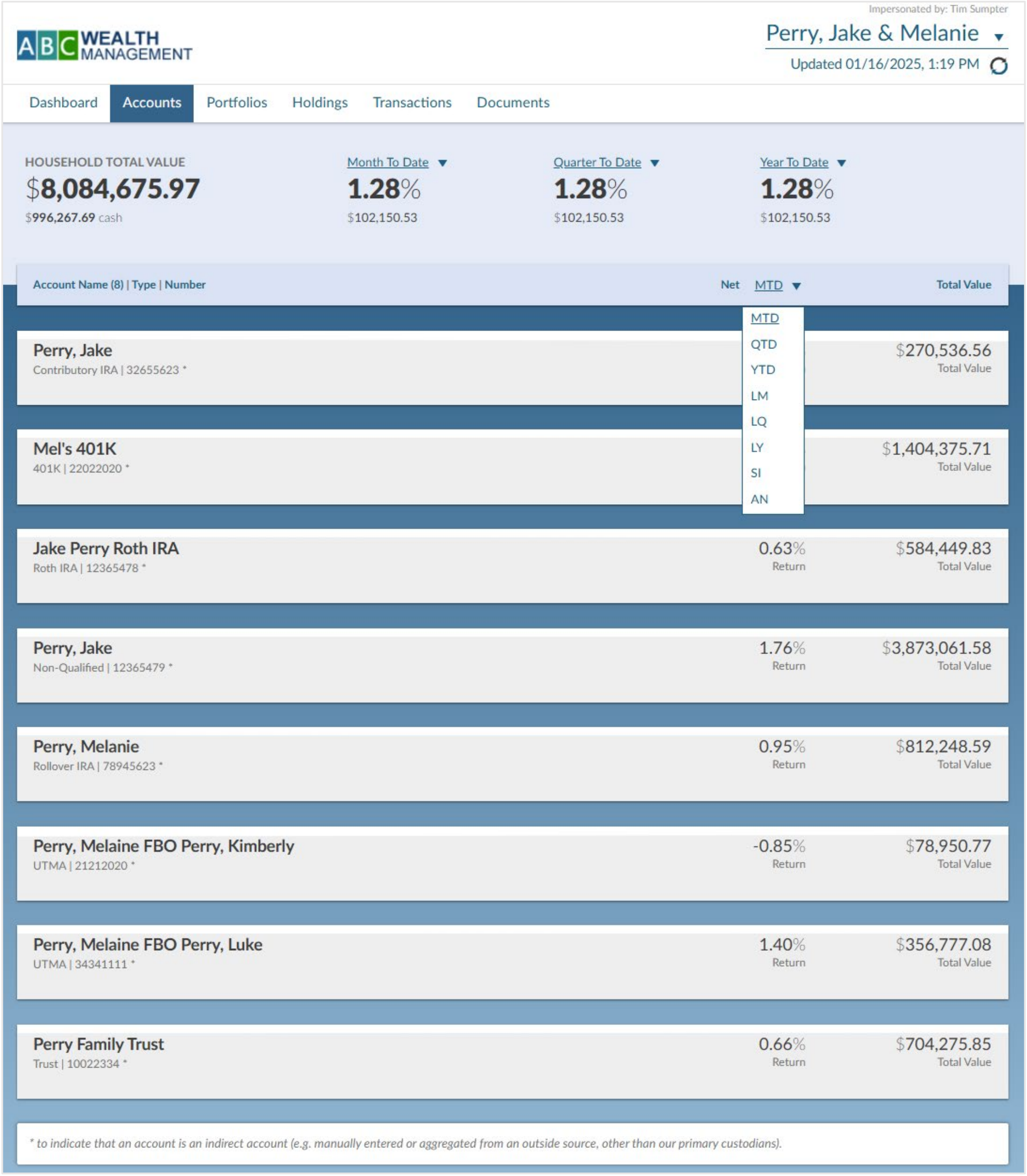
Snapshots: This section provides the most recent transaction activity and documents that have been added to your Client Portal. Clicking on the hyperlinks within this section will direct you to the applicable information.



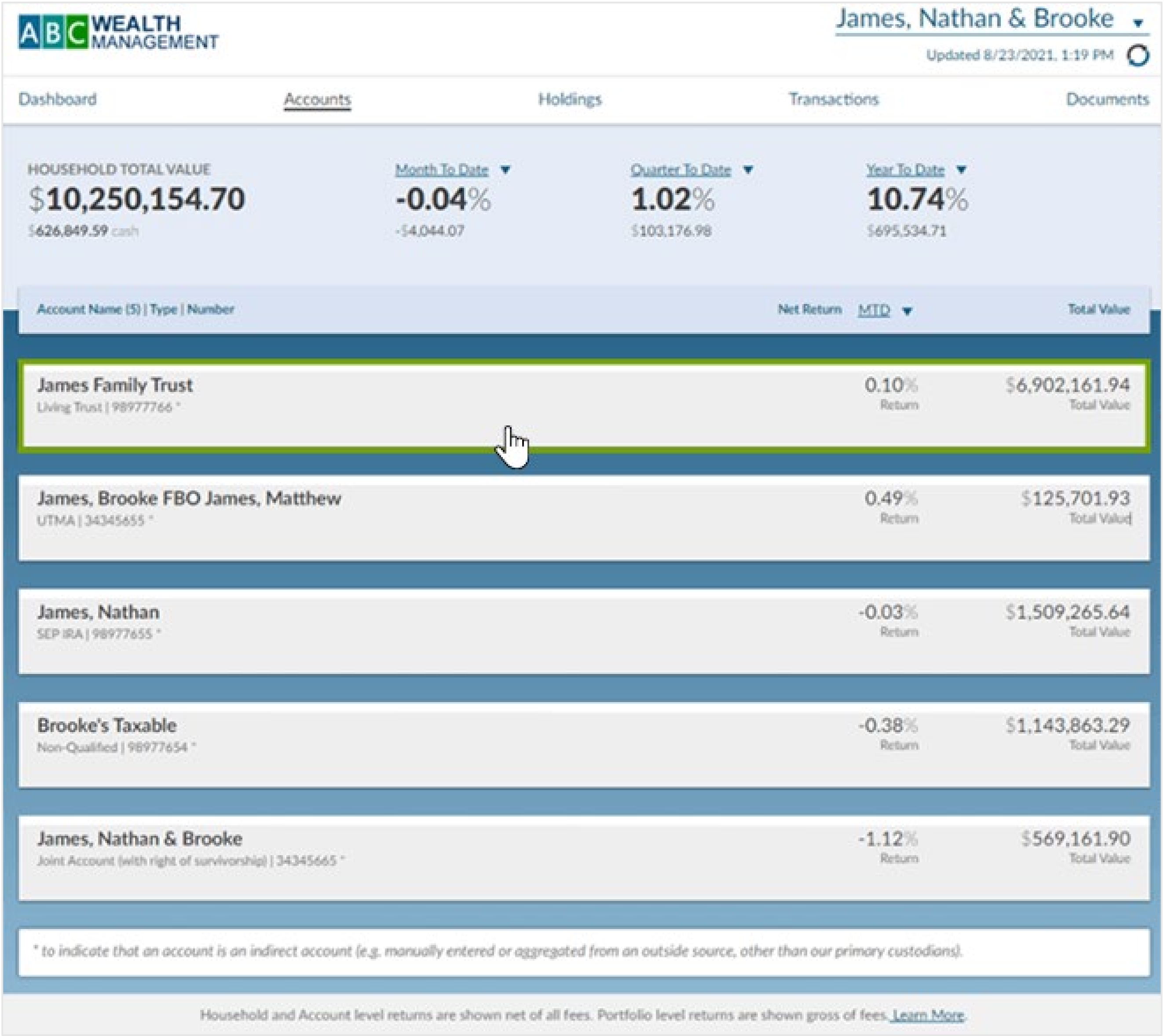
Managing Your Accounts

The **Accounts** section provides detailed information regarding each of your accounts. Beneath the top-level banner, this section lists out each of your accounts individually along with the owner, account name, account type, account number, performance returns, and total market value.

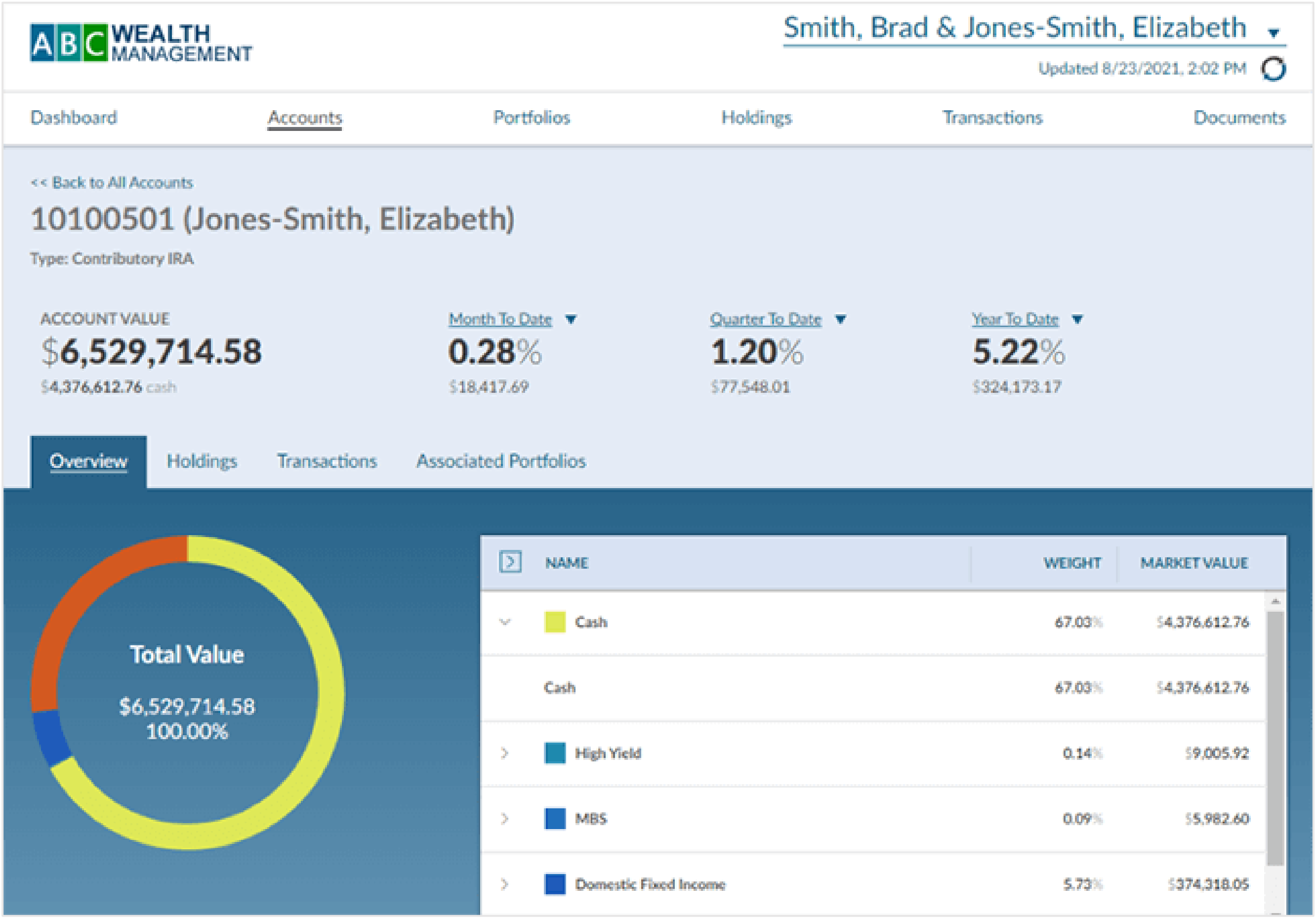
MTD (Month to Date) returns will be displayed by default, but you can update this time frame by selecting the dropdown next to the "MTD" link. Additional Options are as follows: YTD (Year to Date), QTD (Quarter to Date), SI (Since Inception), AN (Annualized), LY (Last Year), LQ (Last Quarter), and LM (Last Month).



To view more details regarding a specific account, simply click the account notecard.

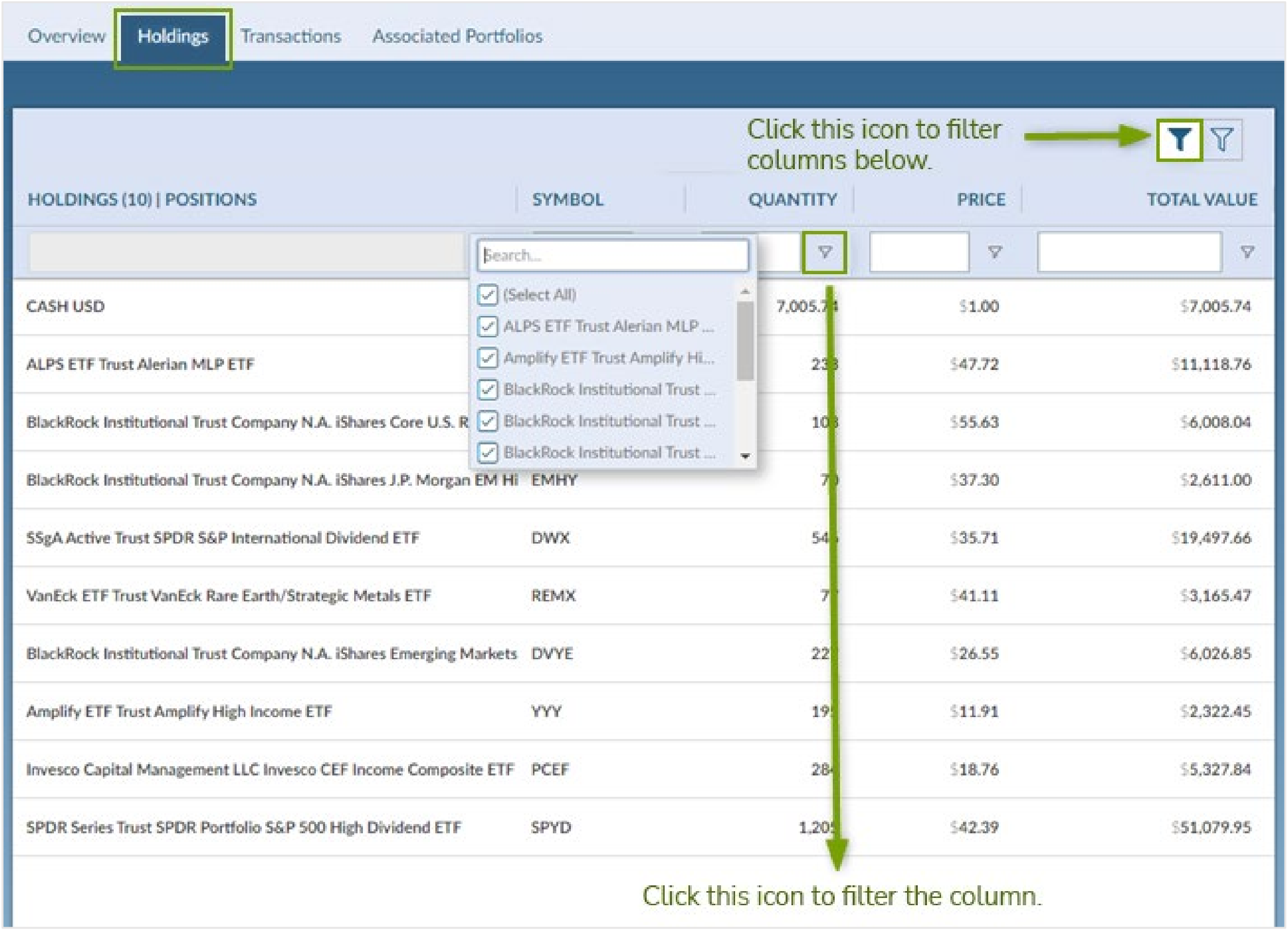


Within this detailed account view, the top-level values/performance figures will now be representative of only the selected account. There will be 4 additional tabs present, all of which will be specific to the account in question:

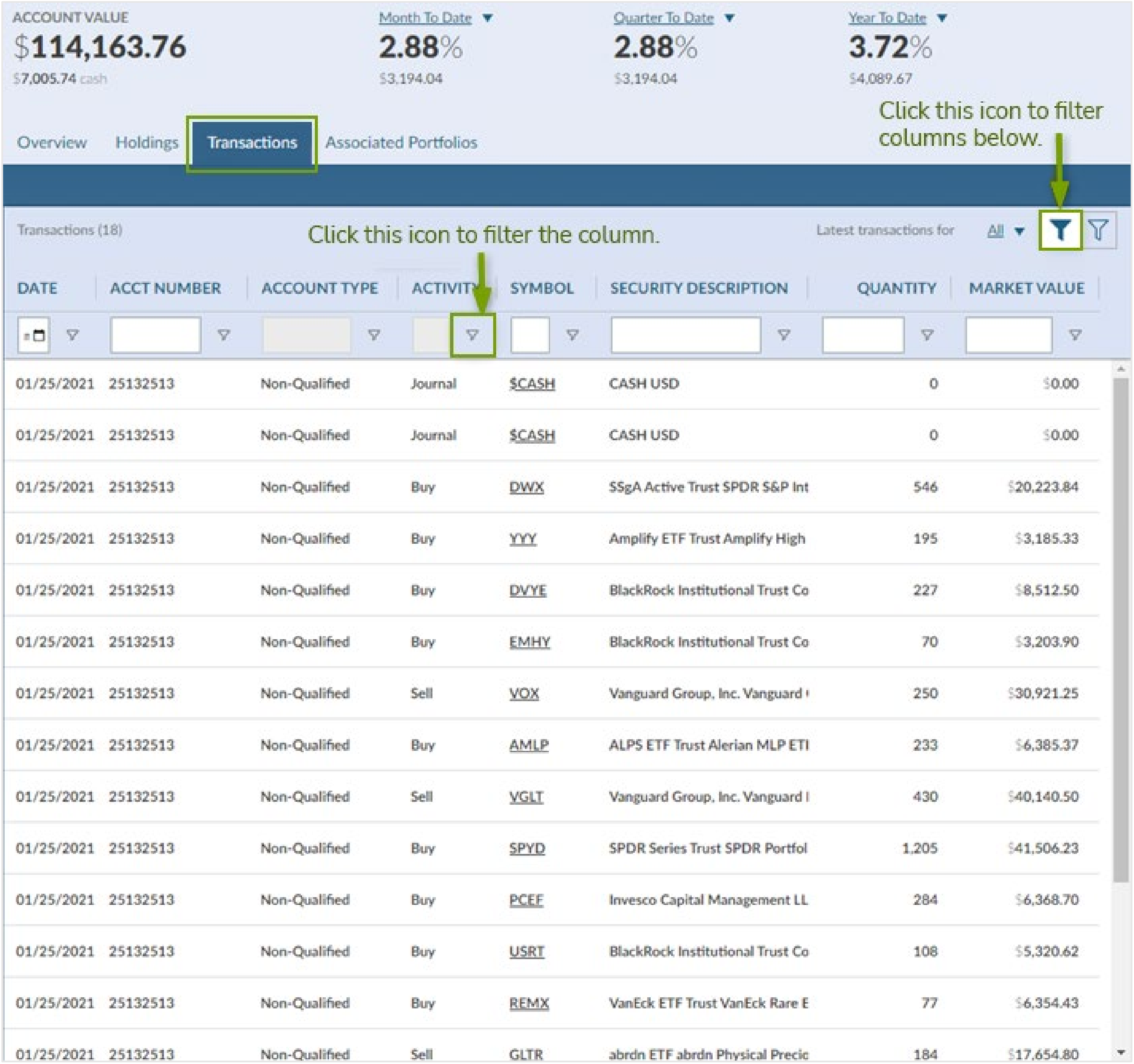


Overview Tab: This tab will display all asset classes that are represented in the selected account. The chart is interactive, allowing you to hover over any asset class to see the dollar amount and percentage that is allocated to that particular asset class. Additionally, this chart includes a corresponding grid that will display the weight and market value of all asset classes as well as sub-asset classes.

Holdings Tab: This tab will display pertinent information regarding all holdings within the selected account. Initiate filters in the grid by clicking on the filter icon in the top right corner of the grid. A filter icon will appear in each column, which clicking on the icon will allow users to filter.

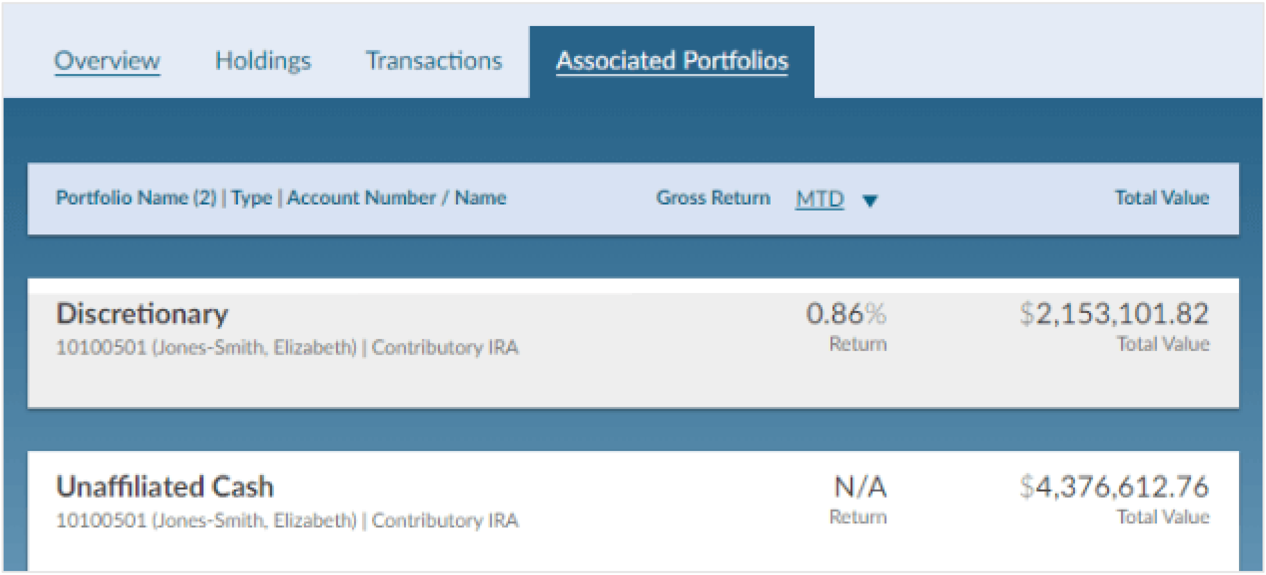


Transactions Tab: This tab will display all transactions that have occurred within the selected account over a period of time. Initiate filters in the grid by clicking on the filter icon in the top right corner of the grid. A filter icon will appear in each column, which clicking on the icon will allow users to filter.



DATE	ACCT NUMBER	ACCOUNT TYPE	ACTIVITY	SYMBOL	SECURITY DESCRIPTION	QUANTITY	MARKET VALUE
01/25/2021	25132513	Non-Qualified	Journal	$CASH	CASH USD	0	$0.00
01/25/2021	25132513	Non-Qualified	Journal	$CASH	CASH USD	0	$0.00
01/25/2021	25132513	Non-Qualified	Buy	DWX	SSgA Active Trust SPDR S&P Int	546	$20,223.84
01/25/2021	25132513	Non-Qualified	Buy	YYY	Amplify ETF Trust Amplify High	195	$3,185.33
01/25/2021	25132513	Non-Qualified	Buy	DVYE	BlackRock Institutional Trust Co	227	$8,512.50
01/25/2021	25132513	Non-Qualified	Buy	EMHY	BlackRock Institutional Trust Co	70	$3,203.90
01/25/2021	25132513	Non-Qualified	Sell	VOX	Vanguard Group, Inc. Vanguard	250	$30,921.25
01/25/2021	25132513	Non-Qualified	Buy	AMLP	ALPS ETF Trust Alerian MLP ETI	233	$6,385.37
01/25/2021	25132513	Non-Qualified	Sell	VGLT	Vanguard Group, Inc. Vanguard I	430	$40,140.50
01/25/2021	25132513	Non-Qualified	Buy	SPYD	SPDR Series Trust SPDR Portfol	1,205	$41,506.23
01/25/2021	25132513	Non-Qualified	Buy	PCEF	Invesco Capital Management LL	284	$6,368.70
01/25/2021	25132513	Non-Qualified	Buy	USRT	BlackRock Institutional Trust Co	108	$5,320.62
01/25/2021	25132513	Non-Qualified	Buy	REMX	VanEck ETF Trust VanEck Rare E	77	$6,354.43
01/25/2021	25132513	Non-Qualified	Sell	GLTR	abrdn ETF abrdn Physical Precic	184	$17,654.80

Associated Portfolios: This tab will display all Portfolios that are associated to the selected account. Selecting the **Portfolio** notecard will lead to a more detailed Portfolio view which will be covered in the **Portfolios** section of this guide.



Navigating Your Portfolios

The **Portfolios** section provides detailed information regarding each of your portfolios. Beneath the top-level banner, this section lists out each of your portfolios individually along with the portfolio name, portfolio type, associated account number(s), performance returns, and total market value.

Portfolio Name (11) | Account Number / Name | Type	Asset Allocation	Last Rebalance	Gross Return MTD	Total Value
Discretionary 10100501 (Jones-Smith, Elizabeth) | Contributory IRA		N/A Last Rebalance	$23,136.67 | 1.11% Return	$2,098,690.48 Total Value
Custom Birdrock-Dearborn-EM Debt ETF UMA Service 10100505 (Liz's Taxable) | Individual Taxable		N/A Last Rebalance	$90.63 | 0.16% Return	$55,749.74 Total Value
Riverfront ETF Advantage Dynamic Equity Income 23230404 (Smith, Brad) | Rollover IRA		N/A Last Rebalance	$698.37 | 0.63% Return	$112,077.64 Total Value
Advisor Partners US Equity Large Cap Core - Fractional Share 34345646 (Smith, Brad) | Individual Taxable		N/A Last Rebalance	$65,988.95 | 1.25% Return	$5,352,921.02 Total Value
Unaffiliated Cash 10100501 (Jones-Smith, Elizabeth) | Contributory IRA		N/A Last Rebalance	N/A | N/A Return	$4,376,612.76 Total Value
EQIS Dynamic Sector Aggressive - Fractional Share 35335535 (Smith, Brad) | Contributory IRA		N/A Last Rebalance	$861.73 | 0.56% Return	$155,561.06 Total Value
State Street Active Asset Allocation ETF Portfolios (Max Growth) Service 10100500 (Smith Family Trust) | Trust		N/A Last Rebalance	$35,523.89 | 1.04% Return	$3,438,108.50 Total Value
Unaffiliated Cash 10100500 (Smith Family Trust) | Trust		N/A Last Rebalance	N/A | N/A Return	$500,000.00 Total Value
Wilshire Global ETF Allocation Moderate - Fractional Share Service 10100505 (Liz's Taxable) | Individual Taxable		N/A Last Rebalance	$523.05 | 0.43% Return	$120,823.77 Total Value
Discretionary Service 10100500 (Smith Family Trust) | Trust		N/A Last Rebalance	$2,823.61 | 0.82% Return	$346,378.14 Total Value

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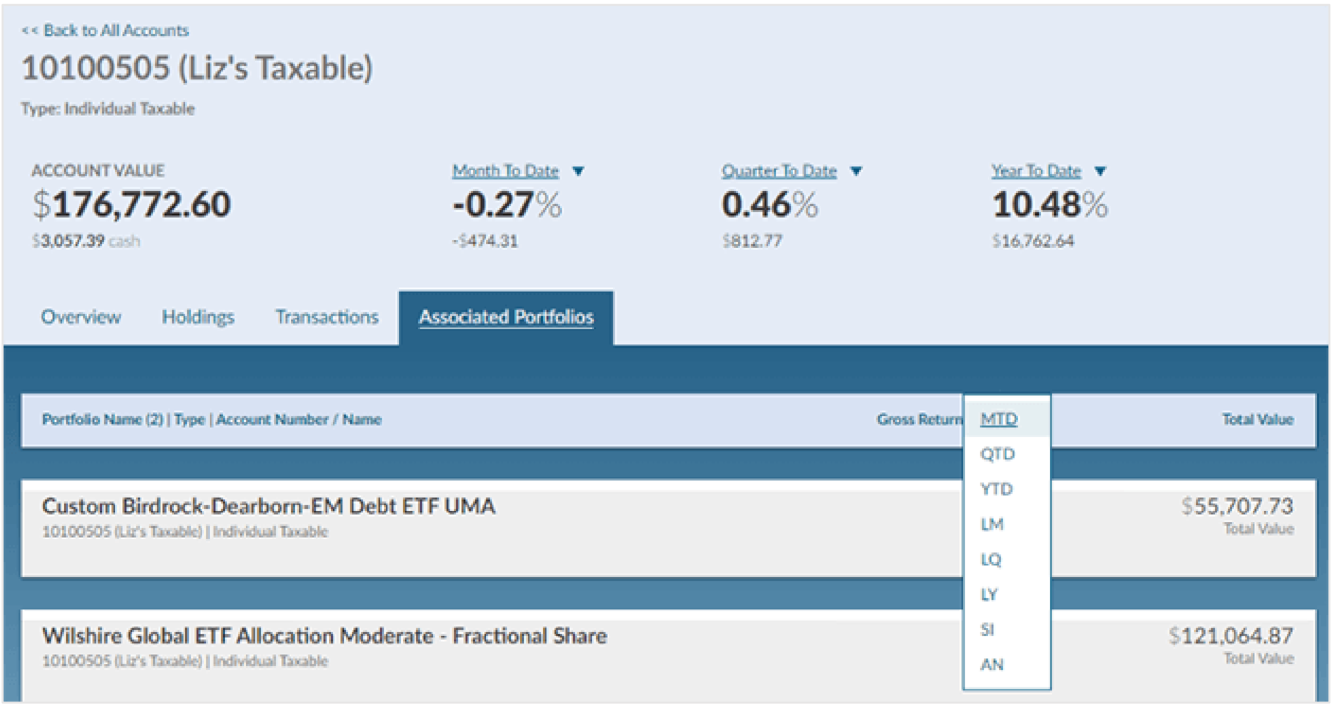
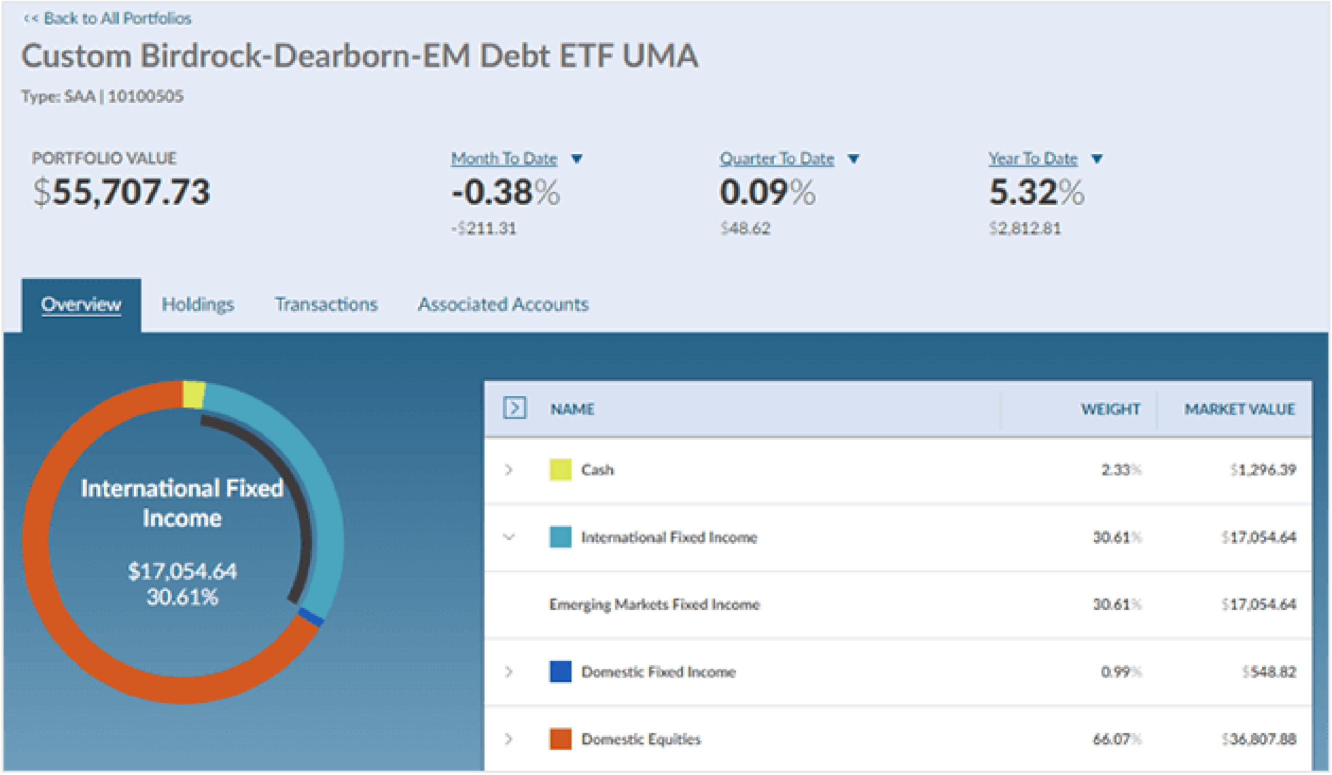
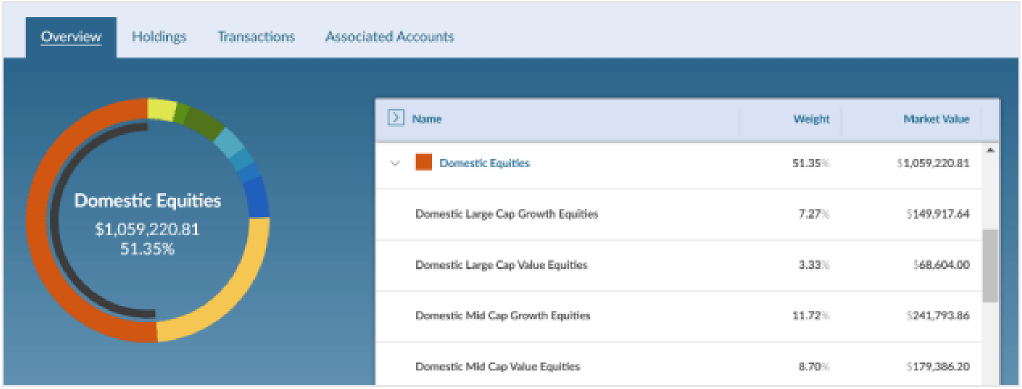


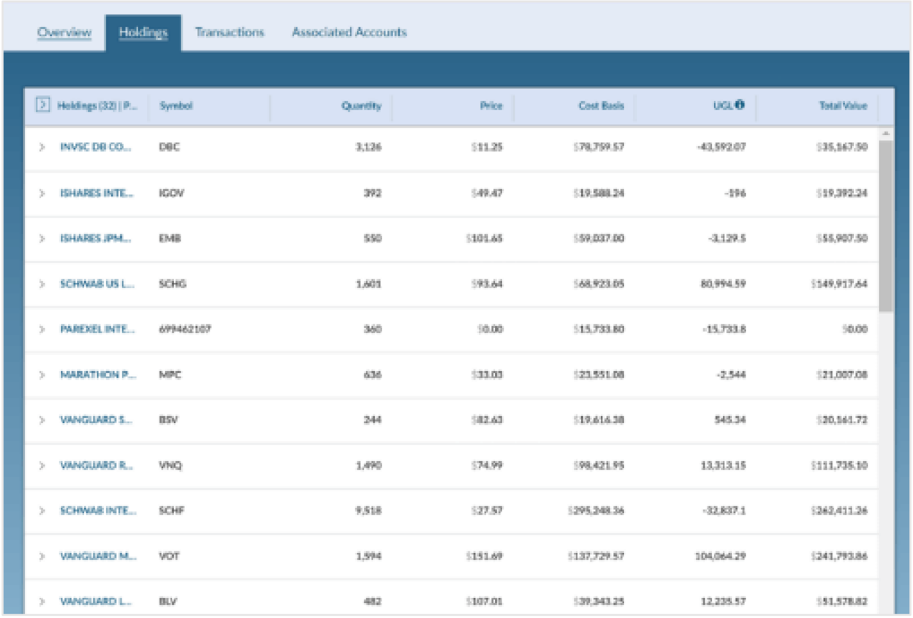
Clicking on any **Portfolio** notecard will lead to a more detailed view of that specific portfolio. Within this detailed portfolio view, the top-level values/performance figures will now be representative of only the selected portfolio. There will be 4 additional tabs present, all of which will be specific to the portfolio in question:



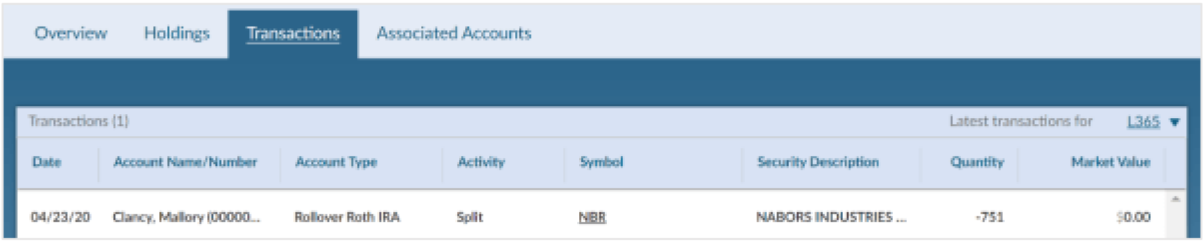
Overview Tab: This tab will display all asset classes that are represented in the selected portfolio. The chart is interactive, allowing you to hover over any asset class to see the dollar amount and percentage that is allocated to that particular asset class. Additionally, this chart includes a corresponding grid that will display the weight and market value of all asset classes as well as sub-asset classes.



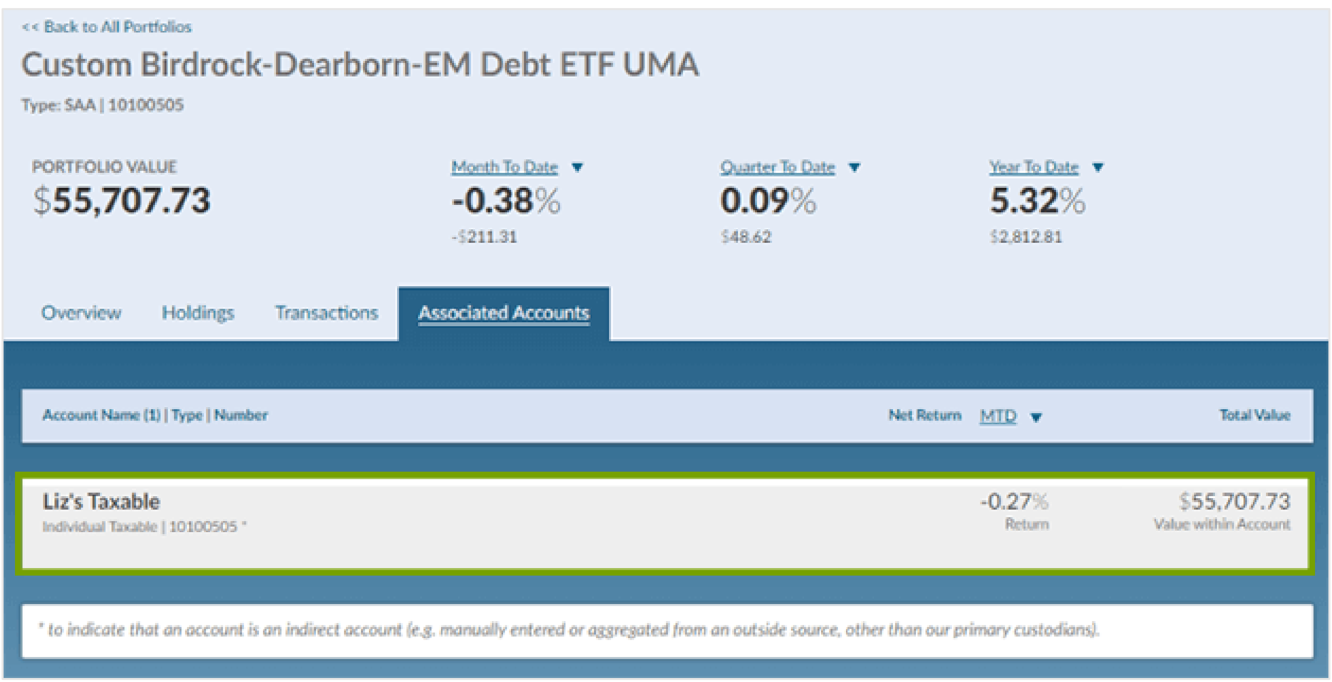
Holdings Tab: This tab will display pertinent information regarding all holdings within the selected portfolio.



Transactions Tab: This tab will display all transactions that have occurred within the selected portfolio over a period of time.

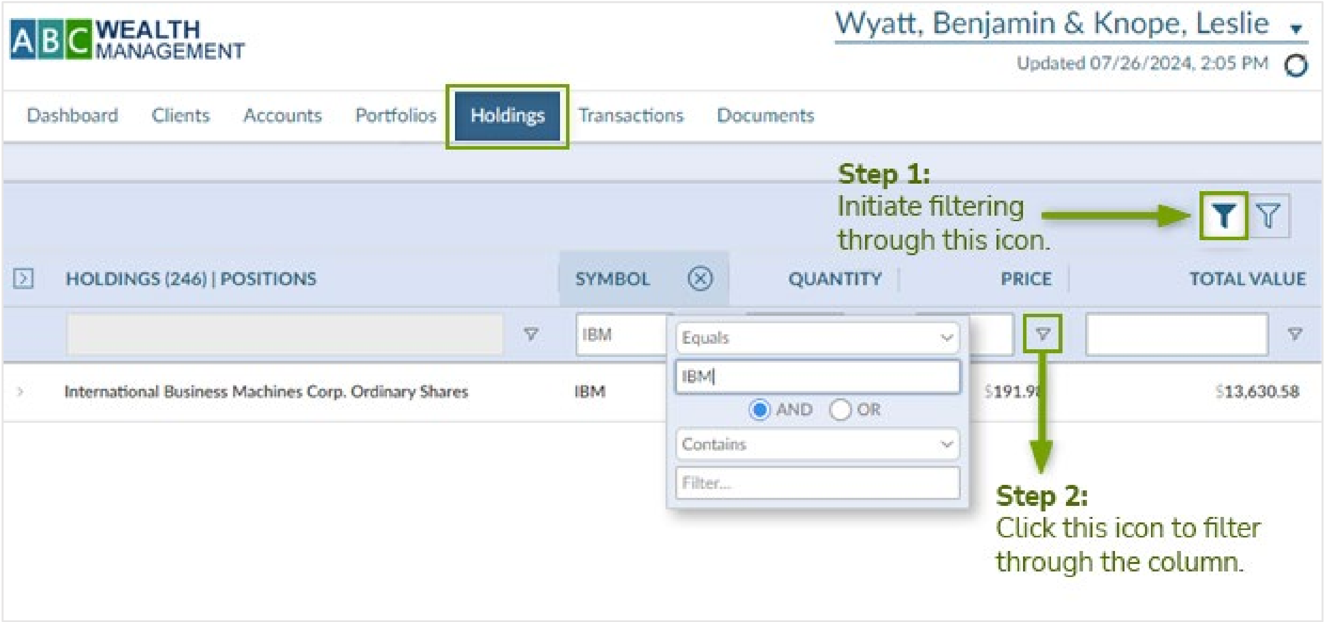


Associated Accounts: This tab will display all accounts that are associated to the selected portfolio. Selecting the account notecard will lead to a more detailed account view which will be covered in the **Accounts** section of this guide.



Viewing Your Holdings

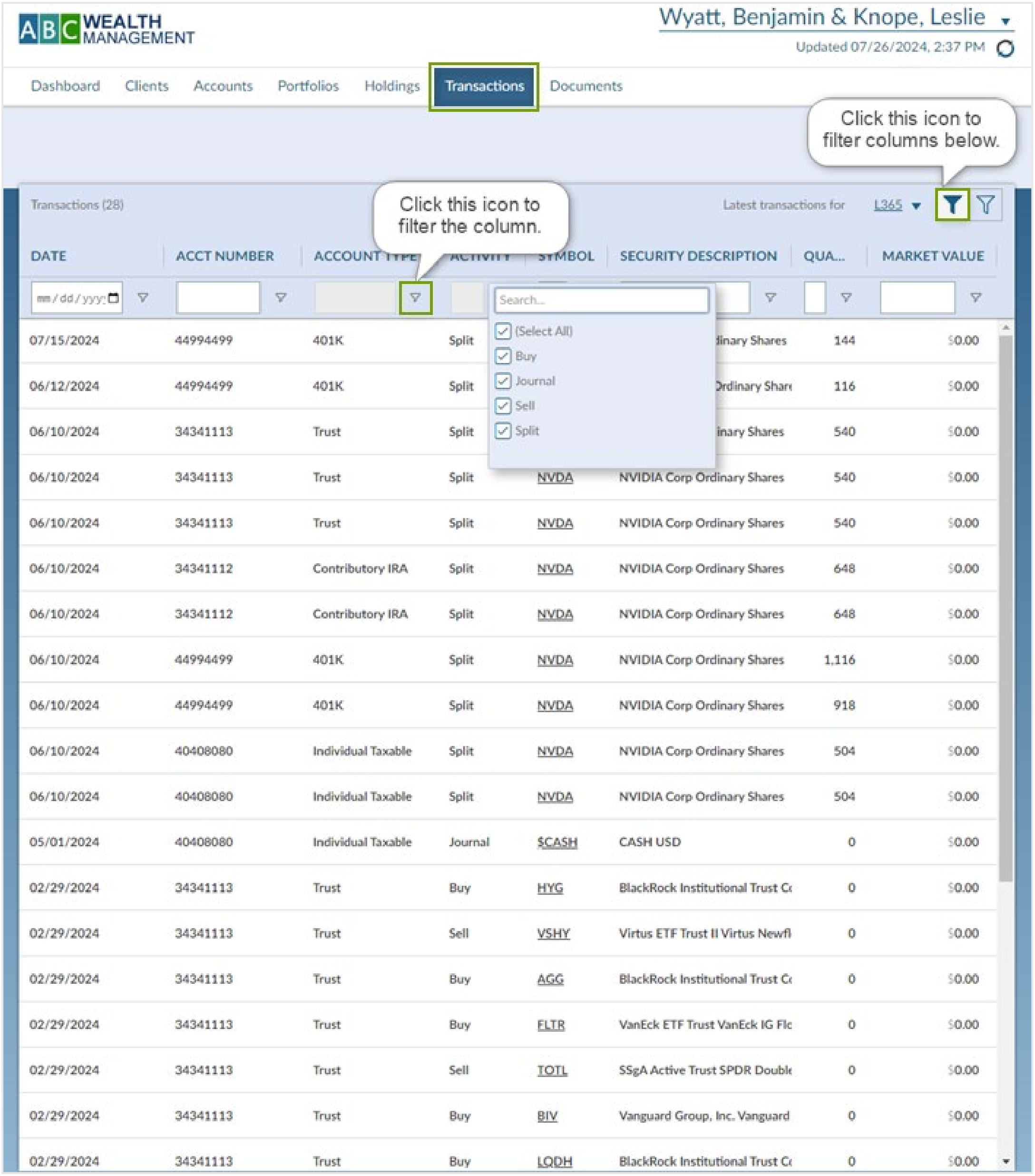
The **Holdings** section shows a consolidated view of every holding across all of your accounts. Each holding can be expanded by clicking the arrow located to the left of the holding. Expanding the holding reveals the account that each position is located in. If the position is held in multiple accounts, each account will be shown when the holding is expanded. There are filtering capabilities that can be initiated by clicking on the filter icon in the top right corner of the grid. Once this is triggered, users have the ability filter through each column through the filter icon.



Information in the holdings tab includes Holding/Position, Symbol, Quantity, Price, Cost Basis, UGL (Unrealized Gain/Loss), and Total Value. The data can be sorted by any column on the page by clicking on the column header.

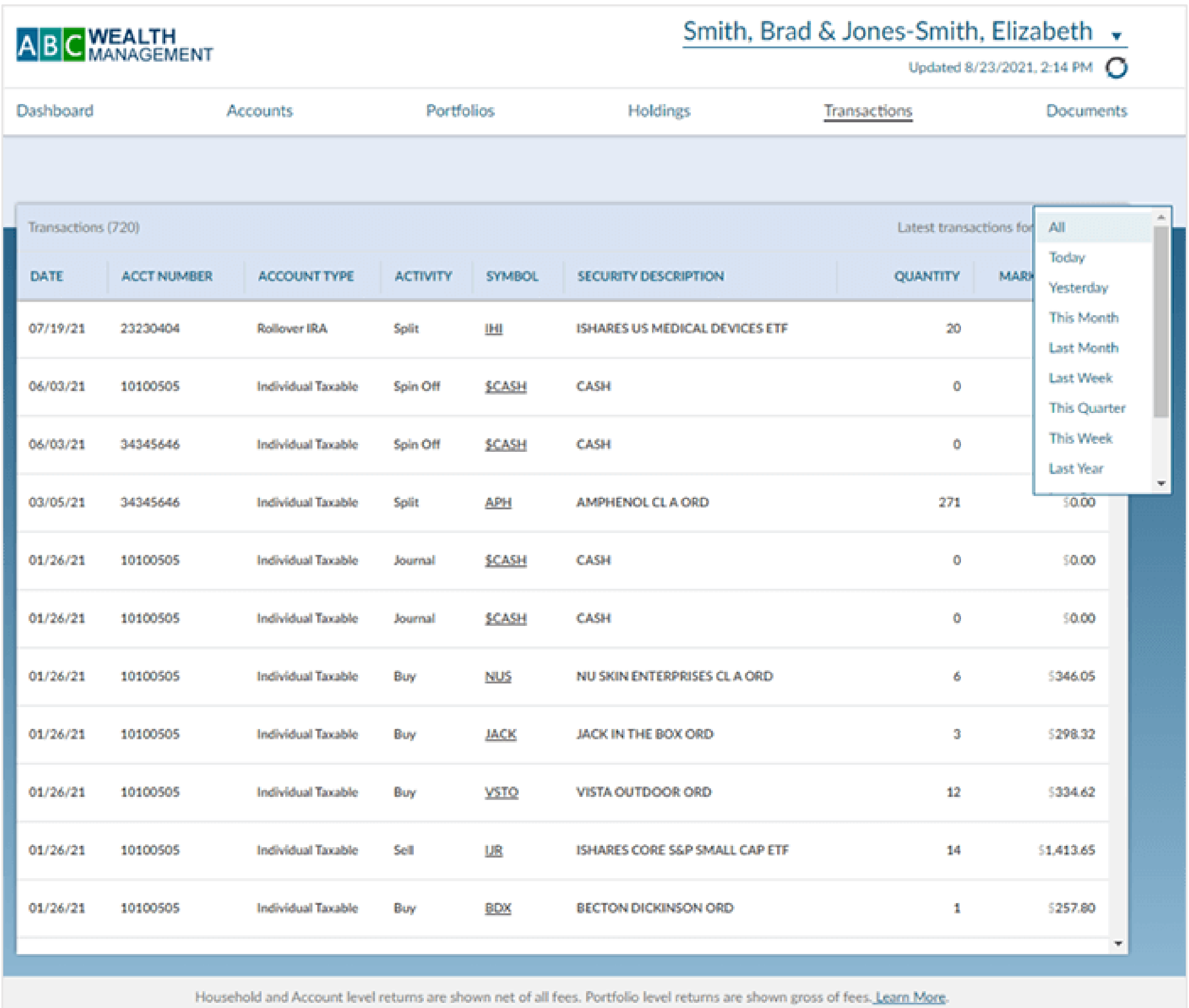
Accessing Transactions

The **Transactions** tab lists all transactions (deposits, withdrawals, buys, sells, splits, etc.) that have taken place across all of your accounts. Initiate filters in the grid by clicking on the filter icon in the top right corner of the grid. A filter icon will appear in each column, which clicking on the icon will allow users to filter.



Information in the **Transactions** tab includes the transaction date, account number, account type, activity, symbol, security description, quantity and market value. The data can be sorted by any column on the page by clicking on the column header.

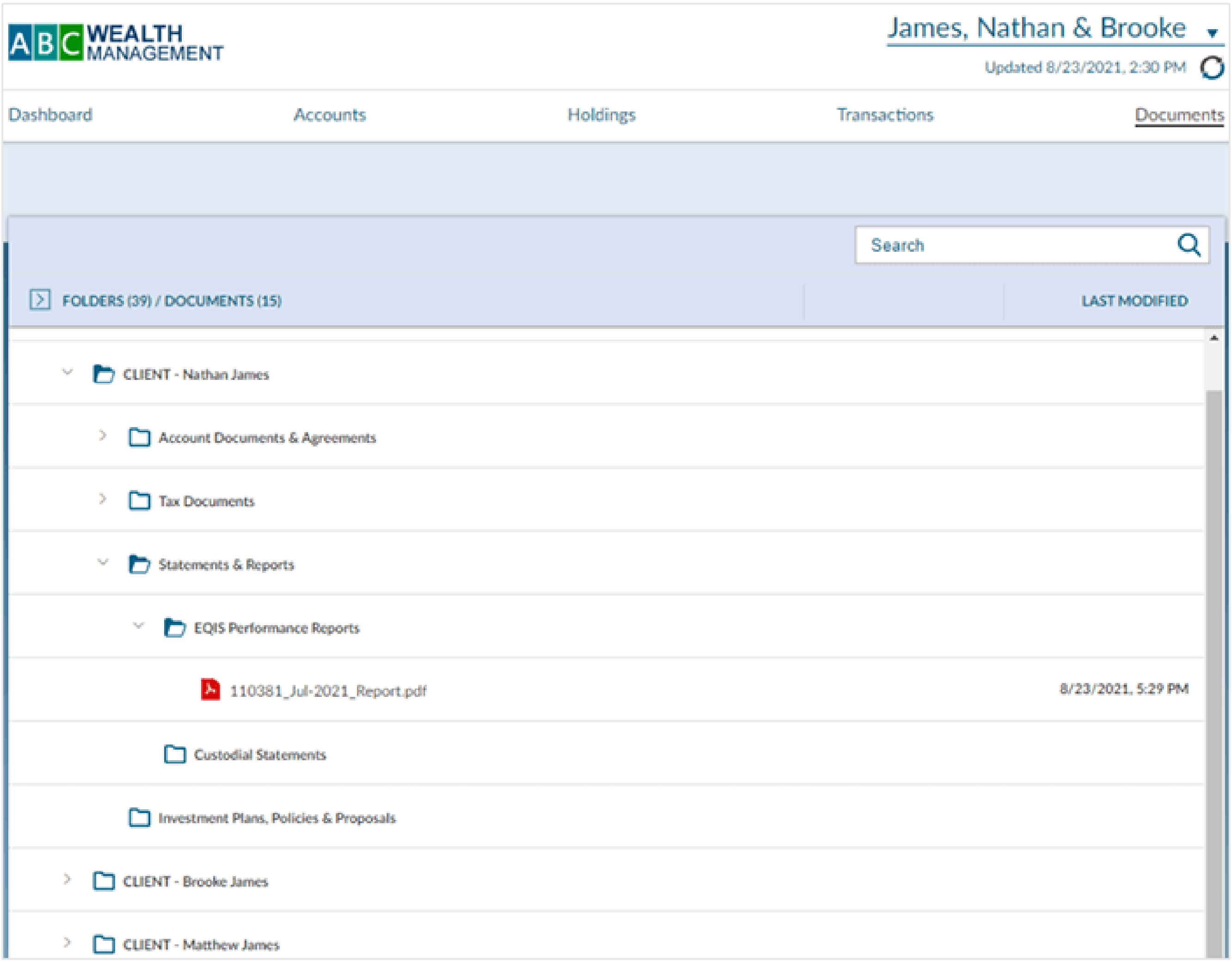
The tab will display transactions that have occurred over the last 365 days by default, but this time frame can be customized using the “L365” link in the upper right-hand corner of the page. Additional time periods are as follows: All, Today, Yesterday, This Month, Last Month, Last Week, This Quarter, This Week, Last Year, Last Quarter, and This Year.



Managing Your Documents

The **Documents** section is a secure bi-directional documents vault for seamless document sharing, which nurtures a collaborative and efficient working environment between you and your advisor.

You can select the arrow directly to the left of any folder to expand the folder to view its contents.



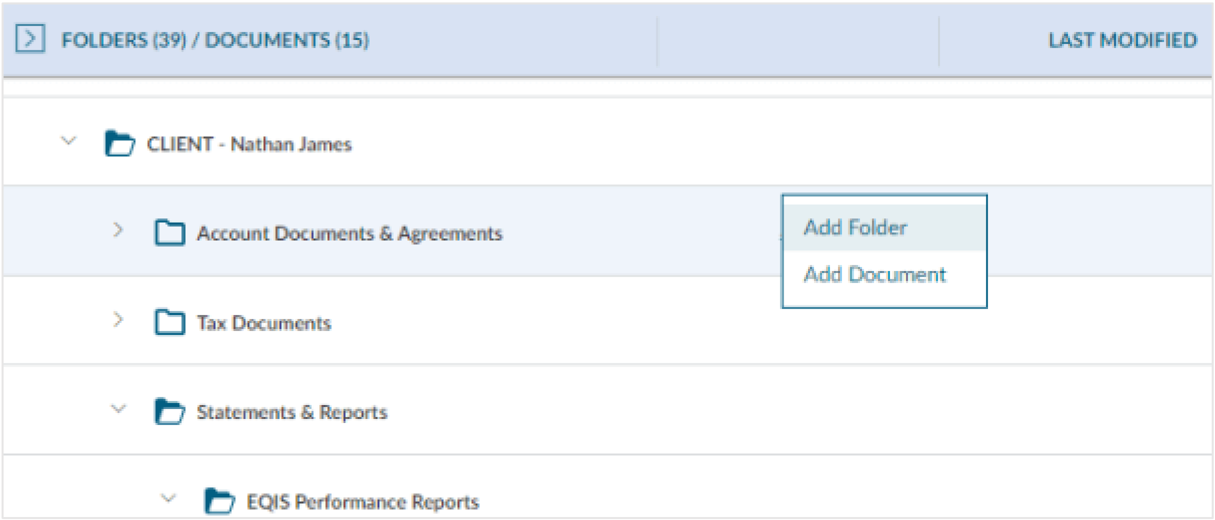
There are a few actions that can be taken within the Documents vault, each of which will be detailed below:

Downloading a Document

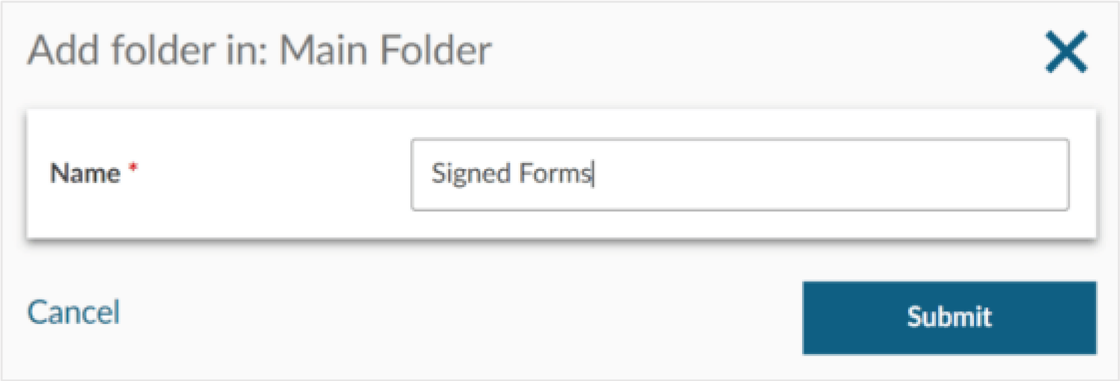
Hovering over an existing document will present a **Download** button to the far right-hand side. Simply click on this button to download the document.

Adding a New Folder

If you would like to add your own folders within the Documents vault, select the **Add Folder** button. Folders can either be added into the main Documents vault view by selecting the Add Folder button at the top of the page, or they can be added as a sub-folder by selecting the Add Folder button that will appear when hovering over any existing folder.

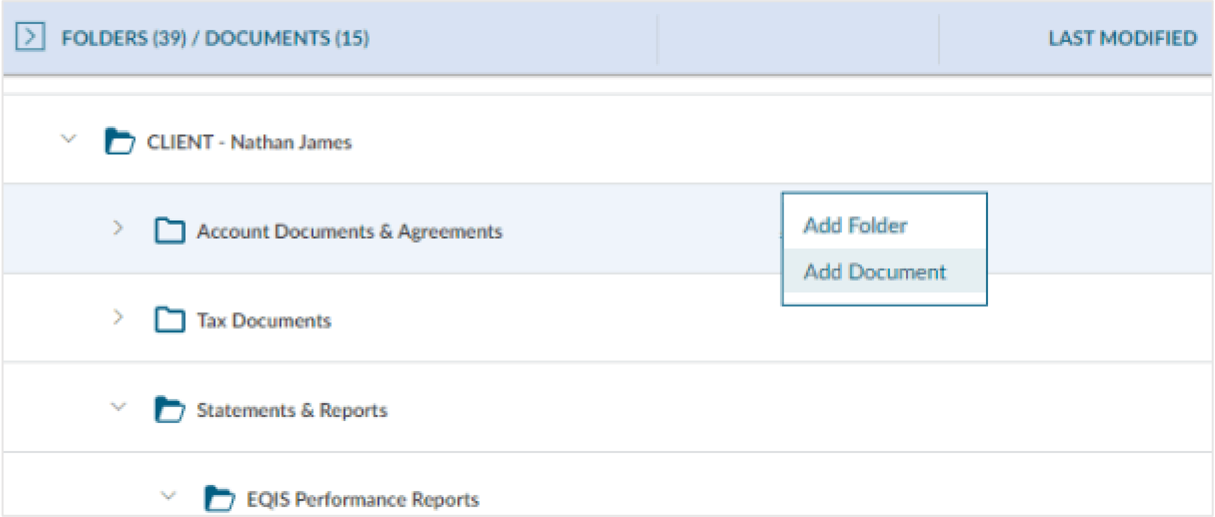


Selecting the **Add Folder** button will invoke the below popup where you will be prompted to enter a Name for the folder. You can then select **Submit** to create the folder or **Cancel** to cancel the action. Any folders that you create will be visible to your advisor as well.

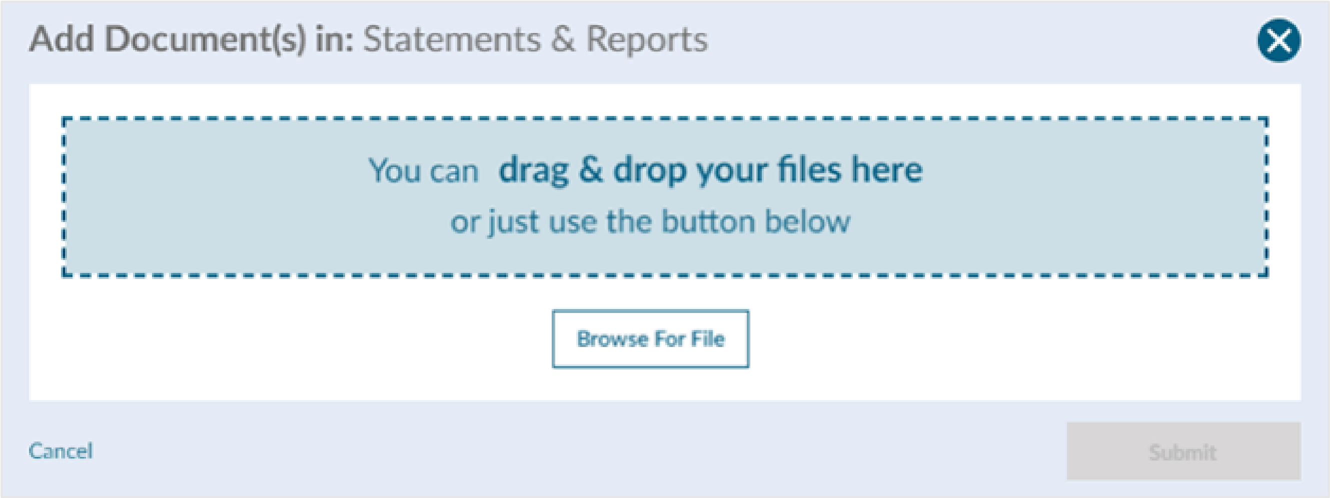


Adding a New Document

To add your own documents, select the **Add Document** button. Documents can either be added into the main Documents vault view by selecting the Add Document button at the top of the page, or they can be added into an existing folder by selecting the "Add Document" button that will appear when hovering over the folder.

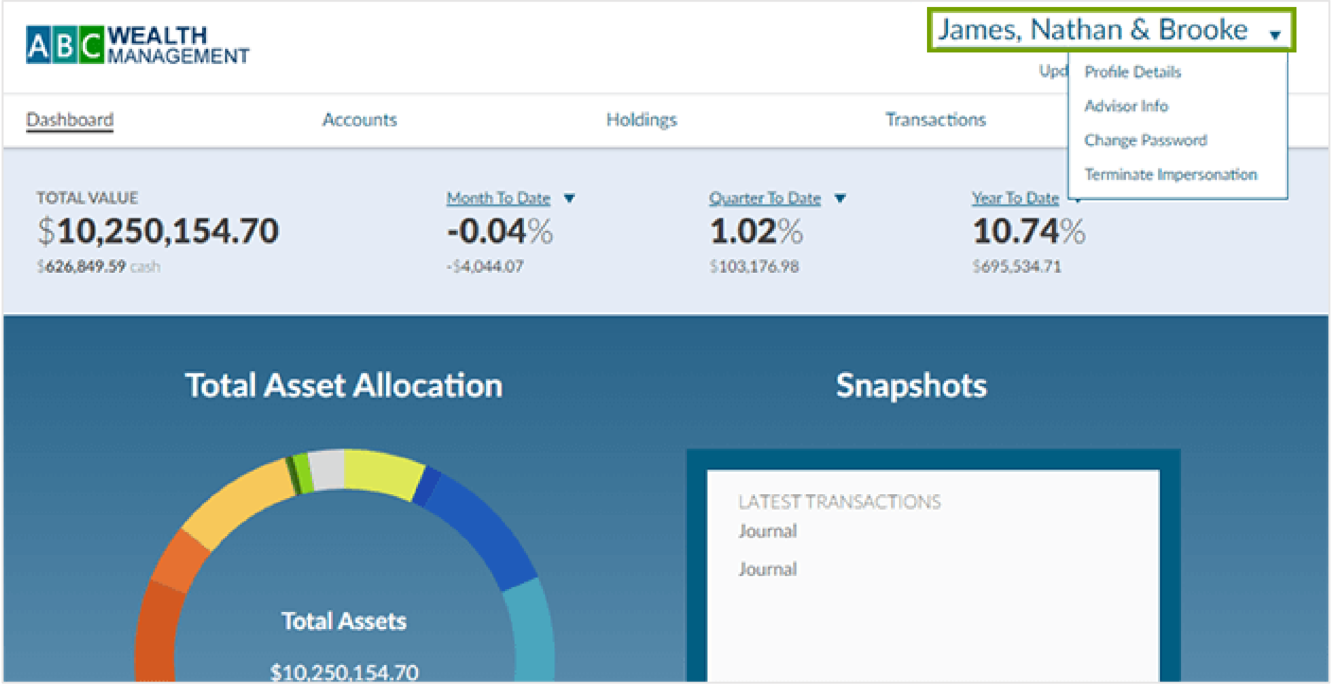


Selecting the **Add Document** option will invoke the below popup where you will be prompted to browse for a file to attach and provide a Name for the document (the Name field will automatically pre-populate with the file name that you have attached, but this can be updated in desired). You can then select **Submit** to add the document or **Cancel** to cancel the action. Any documents that you upload will be visible to your advisor as well.



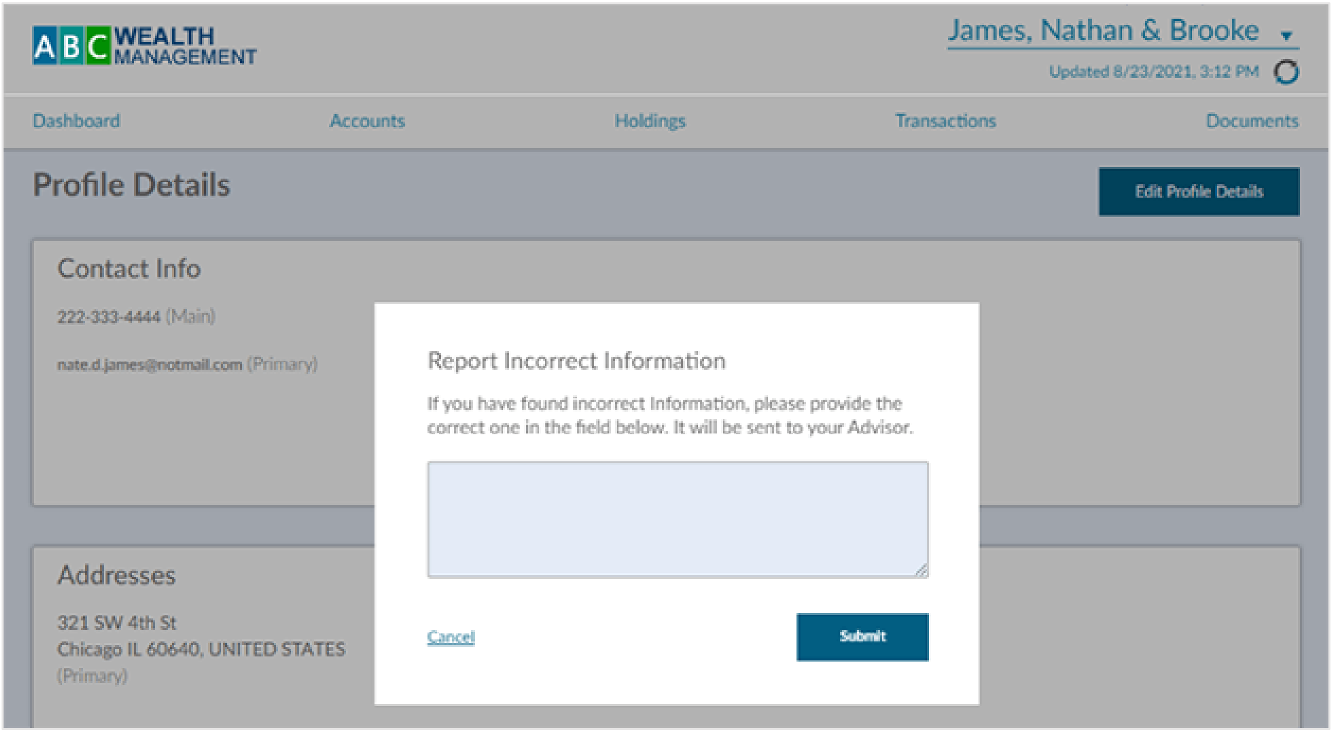
Updating Your Settings

From any section within the Client Portal, you have the option to select your Profile Name in the upper right-hand corner of the screen to present a menu of available tools. Each option within this dropdown will be detailed below:



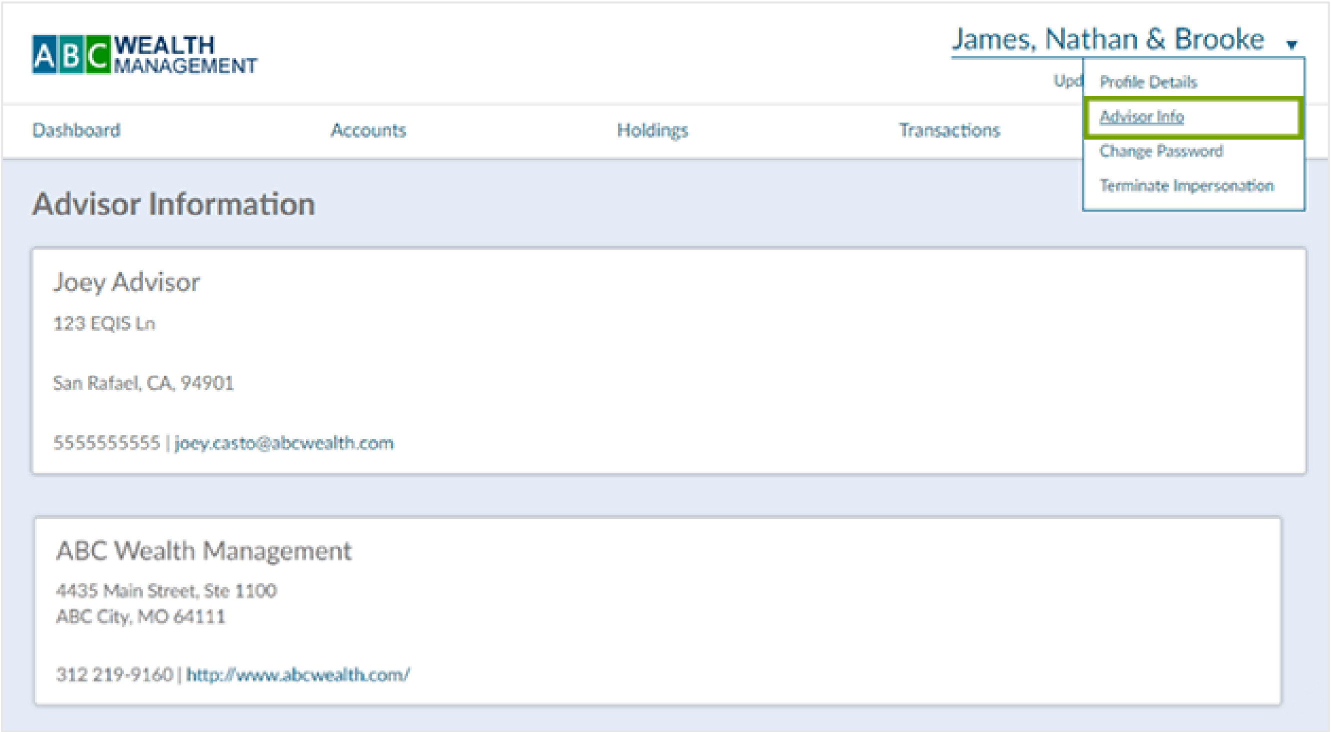
Profile Details

This section will allow you to view the primary contact information and address that your advisor has on file for you. If you notice anything that looks incorrect, select the **Edit Profile Details** button in the upper right-hand corner of the screen. This will invoke the below popup where you can enter the correct information and select **Submit** to send it to your advisor.



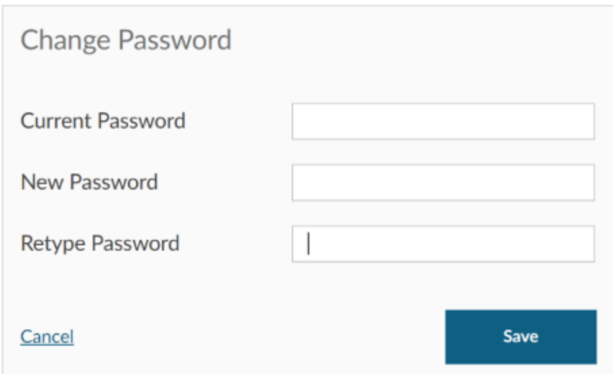
Advisor Info

This section will allow you to view the primary contact information for your advisor and firm.



Change Password

Selecting this option will invoke the below popup where you will have the ability to update your password if desired. You will be prompted to enter your current password once, followed by your new password twice, then click **Submit** to proceed with the update. Note that any new passwords must adhere to any password requirements (length, special characters, etc.) that your firm has in place.



Logout

Selecting this option will log you out of the Client Portal and redirect you back to the login screen.

All images used are for illustrative purposes only.