TOTAL WEALTH

Central Trust Company Client Central Dashboard

Quick Guide

Revised January, 2020



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Total Wealth Tab (From the Client Central Home Screen)

By default, when you log in to your Client Central Dashboard, you'll see a new "Total Wealth" tab on the far right. Select this tab to launch Total Wealth.





Total Wealth Tab

By default, you will be taken to your Total Wealth Dashboard. This is a high level view of your account information including top level navigation:

🔂 Central	Trust Con	npany					✓ Us	er Options Alerts	/Messages	Help Contacts	s Sign Out
📫 Portfolio Review	Available Cash	Transactions	Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Reports	Total Wealth	
Total Wealth											
Dashboard Balance	Sheet Portfolio -	Cash Flow	Tools - Rep	ports Ma	anage Accounts						

- Balance Sheet
- Portfolio
- Cash Flow
- Tools
- Reports
- Manage Accounts

Total Wealth Dashboard

The following page will help you become familiar with your new capabilities in the Total Wealth Dashboard.



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Total Wealth Dashboard

	Central Trust Company	♥ Use	er Oplions Alerts/Messages Help Contacts Sign Out File Downloads My Reports Total Wealth
	Total Wealth 1. Top Level	Navigation	3. Area to Customize your Dashboard
2.	Dashboard Balance Sheet Portfolio - Cash Flow Tor	xs - Reports Manage Accounts	
alance	Balance Sheet	4. Settings	Customize Your Dashboard Viewing For Today
	Assets	Liabilities	\$9,777,022.52
		Belance Type % of Total \$5.095.5H1.25 No Tabilities have been added. \$4.081.178.27	Worth mance than the? Release Complete year immedial occlare by <u>delines all</u> <u>complete year</u> instruments
	Total Assets:	\$9,777,022.52 Ti	Filter Your Dashboard:
	Changes Over Time: Account Balances		Overtiti: 30//1/022.32 Select Fillers 5. Select Fill Did You Know? Did You Know?
	Institutions Accounts Holdings	Show: All	Gainers Losers You can use zillow to keep your property
	Image: Search by name C Name 12/14/2019 Value No items found Search by name	2 12/15/2019 Value \$Change % Change -	Export Print value current You can import all your transactions from Mint
	7./	Asset	0.
	Allo	Viewing For	
	Exed Income: \$3.362.977.43.(34.72 Real Assets: \$16.507.64.(0.17%) Alternatives: \$00.475.46.(0.93%) Equity: \$1.839.138.94.(20.02%)	50 Total \$9,687,018.20	50

- 1. <u>Top Level Navigation</u>: Navigation for your Total Wealth Dashboard.
- 2. <u>Balance Sheet:</u> Your Central Trust accounts can be viewed here, along with other accounts you can add including credit cards, bank accounts, real estate, mortgage, loans, etc.
- 3. <u>Customize Your Dashboard</u>: Click on this button and follow the onscreen directions to customize your dashboard.
- 4. <u>Settings:</u> Click the *Gear* to move a particular section down, up or remove entirely.
- 5. <u>Select Filters:</u> Click the Select Filters button to customize your Total Wealth Dashboard.
- 6. Account Balances: View your account balances over time. Use the time period selector to view for a particular time period. You can also sort by particular *Institution, Accounts and Holdings.* You also have the option to *Export via Microsoft Excel, or Print.*
- 7. <u>Asset Allocation</u>: Get a visual representation of your Asset Allocation. By default, this section will display your assets updated for today, or click the *Viewing For Today* button to set a particular time frame. You can also use the *Export* button to view your Asset Allocation in Microsoft Excel.

Sessions

Please Note: You will notice at the bottom of each window that your Client Central Portal will track each session, as well as give you a time stamp on the bottom right when your session will end. A pop up message will ask you if you wish to stay logged in after 20 minutes. This is an Information Security feature that is common in the industry to safeguard your information.





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Balance Sheet Tab

The next menu selection gives you an overview of your Balance Sheet. The following section will help guide you through this page.



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Balance Sheet Tab

Central Trust Company

lashboard Balance She	B Portfolio + Cash Flow Tools +	Reports Manage Accounts				he -	
Balance Sheet						Viewing For Today	Print
Assets: \$9,789,574.59	Assets 1. As	sets		Liabilities	2. Liabiliti	es	
Liebilities 50.00	Iyne	% of Total	Balance	IXRe	2. Erd Strift	Total	Balance
	Trust Accounts	58.28%	\$5,705,335.63	No liabilities have been adde	d.		
Select View:	Retirement Accounts	41 72%	\$4,084,238 96				
Balances \$		Total As:	ets: \$9,789,574.59			Total Liab	lities: \$0.00
Chart Mil	3. Select Vi	ew				Net Worth: \$9,	789,674.69
Historical Values							
Filter Your Portfolio:							
riter rourr ornolio.							

- 1. Assets: All assets in your portfolio are shown here, included linked or aggregated accounts.
- 2. Liabilities: Any liabilities that you have added will be shown here.
- 3. Select View: This section allows you to customize your Assets and Liabilities views. You can view in either Balance View, Charts View (Bar Chart or Pie Chart), and show your historical values over time (1 month up to 3 years), or you can customize the time frame.
- 4. Filter: As with other sections, you can apply custom filters to your dashboard to see everything you have aggregated into Total Wealth, or simply select the accounts you want to view by clicking the Select Filters button.

Portfolio Tab

The next menu selection lets you view your entire portfolio in more detail.

Portfolio Review	Available Cash	Transactions	Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Reports	Total Wealth	
Fotal Wealth											
Dashboard Balance	Sheet Portfolio				nage Accounts						

Accounts Holdings Asset Allocation Account Activity

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Portfolio Tab - Accounts

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elect ews	t Portfolio - Cash Flow Tools - Reports Manage	Accounts				3.Expor	t or P
		r Accounts Here		2. Accou	nt	र	7
elect View:	Search by name Q			View	Viewing	For Today Export	Print
alances \$	John Doe Revocable Living Trust at Central Trust			\$4,881,275.46	Trust Accounts	Today	Details
harts 🛄	Jane Doe Revocable Living Trust at Central Trust			\$4,086,388.41	Retirement Accounts / Traditional IRA	Today	Details
storical Values 📈	Jane Doe Traditional Ira at Central Trust			\$835,724.79	Trust Accounts	Today	Details
ter Your Portfolio:			Total	\$9,803,388.66			
Select Filters	5. Filter						

- Accounts: All accounts in your portfolio are shown here, included linked or aggregated accounts.
- 2. Account View: You can view your accounts.
- 3. Export or Print: You can *Export* this view as a Microsoft Excel file, or *Print*.
- 4. Select Views: This section allows you to customize your Account views. You can view in either Balance View, Charts View (Bar Chart or Pie Chart), and show your historical values over time (1 month up to 3 years), or you can customize the time frame.
- 5. Filter: As with other sections, you can apply custom filters to your dashboard to see everything you have aggregated into Total Wealth, or simply select the accounts you want to view by clicking the Select Filters button.
- 6. Grouping: Group your accounts by category. You can create your own grouping, or use a grouping already available. By default, the grouping is set to "No Grouping."



User Ontions Alerts/Messages 0 Help Contacts Sign Out

Portfolio Tab - Holdings

	Available Cash Transactions Holdings Tax Lots Gain/Loss Accounts Cash Pr	rojections File Downloads My Reports Tot	al Wealth	
Dashboard Balance	Sheet Portfolio - Cash Flow Tools - Reports Manage Accounts			
Accounts Holdings	Asset Allocation Account Activity		3. Expo	ortor
Holdings	1. Holdings	2. Account	Viewing For Today Exp	Prin
Select View:	Name	View	Cost Basis Last Updated	
Balances	S United States Treasury Bill Did 11/29/2019 05/20/2020 at Central Trust: Jane Dee Revocable Living	\$645,402.50 000,000 shares at 599.31	\$544,930.00 Today	Details
Historical Velues	United States Treasury Bill Did 11/29/2019 05/28/2020 at Central Trust: John Dee Revocate Living.	\$546,177.50 550,000 shares at 598.31	8545,710.00 Today	Delan
Filter Your Portfolio	780 CLARK ST STURGEON MO PAR al Central Track John Des Revectals Living.	\$250,000.00	8735.000.00 Today	Details
Everything is shown Select Filters	SMALL DUSINESS ADMINISTRATION al Central Trust. Jame Dan Revecatile Long.	\$239,303.05 2281,300.99 shurnes at \$100.43	\$246.000.00 Today	Details
	INDONE SIA REP AID LOAN at Central Trust: Jane Dee Revecable Living	\$211,249.66 198,500 shares at \$106.42	\$217.065.00 Today	Detais
Group By:				

- 1. Holdings: All Holdings in your portfolio are shown here.
- 2. Account View: You can view your accounts to date, or select a time period.
- 3. Export or Print: You can *Export* this view as a Microsoft Excel file, or *Print*.
- 4. Select Views: This section allows you to customize your Account View. You can view in either Balance View, or Historical Values.
- 5. Filter: As with other sections, you can apply custom filters to your dashboard to see everything, or simply select the accounts you want to view by clicking the Select Filters button.
- 6. Grouping: Group your Holdings by category: Asset Allocation, Account, Security. By default, the grouping is set to "No Grouping."



Portfolio Tab – Asset Allocation



- 1. Asset Allocation: Your total Asset Allocation is shown here. By default you will see your Asset Allocation in Pie Chart form, but can choose Select View on the left navigation to see historical values or balances.
- Account View: You can view your accounts to date, or select a time period.
- **3.** Export or Print: You can *Export* this view as a Microsoft Excel file, or *Print*.
- Select Views: This section allows you to customize your Account View. You can view in either 4. Balance View, Charts View (Bar Chart or Pie Chart), and show your historical values over time (1 month up to 3 years), or you can customize the time frame.
- 5. Filter: As with other sections, you can apply custom filters to your dashboard to see everything, or simply select the accounts you want to view by clicking the Select Filters button.
- 6. Settings: Decide what to include in your asset allocation. You can also force the value of a holding to be positive or negative.



Portfolio Tab – Account Activity

Central Trust Company

	Dashboard Balance Sheet	Portfolio - Cash Flow Tools -	Reports Manage Accounts			_		
	Accounts Holdings Asse	6. Date Range		1. Account			2. Expor	t or P
_				Activity			7	5
	Account Activity	篇 12/1/2019 to 12/20/2019 • S	earch by description Q				Export	Print
	Select View:	Account	Туре			Amount	Date +	
ľ	Transactions \$ Charls	Jane Doe Revocable Living Trust at Central Trust	NEW SHARES41 12/05/2019	DIC INSURED MONEY MARKET PROGR 492.23 UNITS	28.6 UNITS TAX DATE 492.2347.928.60 STE	\$0.00 192.23 shares at \$0.00	12/16/2019	Details
Þ	Filter Your Portfolio:	Jane Doe Revocable Living Trust at Central Trust	NEW SHARES6 4 12/11/2019		CAMOLD TAX DATE0.00 STE COST 6	\$0.00	12/16/2019	Details
	Select Filters	Jane Doe Revocable Living Trust at Cantral Trust	Tax Lot Adjust TAX LOT ADJUSTMENT F NEW SHARES41 12/05/2019 COST41 492.2347 9:	12/05/2019 FED COST41	28.6 UNITS TAX DATE	\$0.00 928 6 shares at \$0.00	12/16/2019	Details
		Jane Doe Revocable Living Trust at Central Trust	Tax Lot Adjust	DIC INSURED MONEY MARKET PROGR		\$0.00	12/16/2019	Details

- **1.** Account Activity: The details of your portfolio transactions are shown here.
- 2. Export or Print: You can Export this view as a Microsoft Excel file, or Print.
- 3. Select Views: This section allows you to customize your View. By default, you will see your *Transactions* listed, or you can switch to *Chart View*.
- 4. Filter: As with other sections, you can apply custom filters to your dashboard to see everything, or simply select the accounts you want to view by clicking the Select Filters button.
- Details: To view each Transaction in more detail, select the Details button next to the Transaction. 5.
- Date Range: The date range can be manually changed to show the last month, the last three months, this year, last year, or a custom date range.



Details

User Options Alerts/Messages
 Help Contacts Sign Out

Cash Flow Tab

This section allows you to view your overall Cash Flow with your bank accounts and credit cards. You can see how your income and spending fluctuates month to month and better understand your spending habits.





Cash Flow Tab

Central Trust Company ✓ User Options Alerts/Messages 0 Help Contacts Sign Out 🛉 Portfolio Review Available Cash Transactions Holdings Tax Lots Gain/Loss Accounts Cash Projections File Downloads My Reports Total Wealth 6. Date Range Dashboard Balance Sheet Reports Manage Accounts 1. Cash Flow Cash Flow 3. # 12/1/2019 to 12/20/2019 -2. Print Print C, Select Select View: Views Overview = Start Understanding your Cash Flow Today Transactions ŝ First step is to add your banking and credit card accounts so we can pull all your transactions together and summarize your Cash Flow Charls L.M. We can help you Historical Values 2 · See how your income and spending fluctuates month to month Better understand your spending habits. Track how your Cash Flow changes over time. Filter Cash Flow: Filter Everything is shown

- 1. Cash Flow: Once you aggregate your bank and credit card accounts, this activity will show up here. You can also select the time period you would like to view.
- 2. **Print:** You can use this button to print out and view your *Cash Flow*.
- 3. Select Views: This section allows you to customize your View. By default, you will see an Overview of your accounts. You can also select to view your Transactions by time period, or switch to view by Chart or Historical Values.
- 4. Filter: As with other sections, you can apply custom filters to your dashboard to see everything, or simply select the accounts you want to view by clicking the Select Filters button.
- 5. Date Range: The date range can be manually changed to show the last month, the last three months, this year, last year, or a custom date range.

Tools Tab

The next menu selection lets you view your entire portfolio in more detail.

Portfolio Review	Available Cash	Transactions	Holdings	Tax Lots	Gain/Loss	Accounts	Cash Projections	File Downloads	My Reports	Total Wealth	
otal Wealth											
otal Wealth											

Document Vault My Financial Team



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Tools Tab – Document Vault

Portfolio Review Available Cash Transactions Holding	gs Tax Lots Gain/Loss	Accounts Cash Pro	ojections File Downloads N	y Reports Total V	Wealth	
Jashboard Balance Sheet Portfolio - Cash Flow Tools -	Reports Manage Account	s				
Document Vault My Financial Team						
Drag and drop files here or Select File.	an ann an Ann an Ann	1. Upload File	25			
Test File 1.pdf Set Permissions Associate to Accounts Test File 2.pdf Set Permissions Associate to Accounts Test File 3.pdf Set Permissions Associate to Accounts	2. Completed Uploaded Files					
Uploading © Test File 1.pdf Set Permissions Associate to Accounts © Test File 2.pdf Set Permissions Associate to Accounts © Test File 3.pdf Set Permissions Associate to Accounts Hide Completed	2.Completed					
Uploading © Test File 1.pdf Set Permissions Associate to Accounts © Test File 2.pdf Set Permissions Associate to Accounts © Test File 3.pdf Set Permissions Associate to Accounts	2. Completed Uploaded Files	, Bulk Actions	, Add Folders			
Uploading © Teat File 1 pdf Set Permissions Associate to Accounts © Teat File 2 pdf Set Permissions Associate to Accounts © Teat File 3 pdf Set Permissions Associate to Accounts Hide Completed Document Vault Search by file or folder nam@ Bulk Actions → Add Folder	2. Completed Uploaded Files		, Add Folders		I ast Opsmed	
Uploading Test File 1,pdf Set Permissions Associate to Accounts Test File 2,pdf Set Permissions Associate to Accounts Test File 3,pdf Set Permissions Associate to Accounts Filde Completed Document Vault Search by file or folder nameQ File Light Test File 3, pdf	2. Completed Uploaded Files 3. Search,	, Bulk Actions			Last Operand 0	Actions •
Uploading © Teat File 2 pdf Set Permissions Associate to Accounts © Teat File 2 pdf Set Permissions Associate to Accounts Teat File 3 pdf Set Permissions Associate to Accounts Hide Completed Document Vauit	2. Completed Uploaded Files 3. Search,	, Bulk Actions Last Ipland Date + Tatley By Deutsch Trad	Details Shored with Springfield			Actions +

- 1. Upload Files: To upload your documents to the Document Vault, you can drag them from your computer to this area, or click "Select File" to add them.
- 2. Completed Uploaded Files: Once you upload your files, they will show here.
- 3. Search, Bulk Actions, Add Folders: Search for a specific file, choose to edit, move or delete multiple files at once, or create a folder to organize your files.
- 4. Uploaded Files: Your Uploaded Files will appear here.
- 5. Actions: For each Document, you can Edit, Move or Delete your file.

My Financial Team Tab

This area will allow you to collaborate with your Central Trust Company Advisor. You control the documents and access you share in this area. Your Advisor will not have any access to your information unless it is granted by you.

Dashboard B	Ralance Sheet	Portfolio +	Gash Flow	loais +	Reports	Manage Accounts
Document Vau	it. My Limancial	leani				



(#) Central Trust Company

My Financial Team Tab



- 1. CTC Office: You Central Trust Company office will be listed here to contact directly.
- Add New Team Member: You can add additional Central Trust Company Advisors here. 2.
- Permissions: Here is where you can add permissions to your account and documents. You have 3. control over what your Central Trust Company Advisor can view.



Reports Tab

This area will allows you to generate different types of reports from Total Wealth.





Reports Tab

Central Trust Company



- 1. <u>Create New Report</u>: This section comes with a set of default reports. Or you can customize reports.
- <u>Default Reports</u>: Your Default Reports will appear here. Click on a Report to see a summary to the right, or click Run to run a particular report.
- Sort: Sort the order of your reports and how they appear. 3.
- Schedule Reports: Here is where you can Schedule your reports to run automatically. 4.



Manage Accounts Tab

This area is where you can add outside accounts to your Total Wealth Account. Link your credit cards, bank accounts, real estate, mortgage, loans, and more. This allows you to see your complete financial picture. Total Wealth makes it easy to aggregate your accounts with a simple to use interface.

😧 Central Trust Co	mpany			♥ User Options	Alerts/Mess	sages 0 Help	Contacts Sign Out
🕈 Portfolio Review 🛛 Available Cash	Transactions Holdings	Tax Lots Gain/Loss	Accounts Cash Projections	File Downloads	My Reports	Total Wealth	
Dashboard Balance Sheet Portfolio	 Cash Flow Tools - 1 	Reports Manage Accounts	1				



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Manage Accounts Tab

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ashboard Balance Sheet Portfolio - Cash Flow Tools - Reports Manage Accounts	
lanage Accounts 3. Sort	
Add Accounts 1. Add Accounts	Help +
Start typing to search. Q Sort -	Click on any institution on the left to see the accounts under it Or Add New Accounts
Connected Accounts Central Trust (3) 2. Connected Accounts \$9,792,705 95	Entering all your assets and liabilities helps you see your complete financial picture.
Assatis: \$9,792,705.95 Liabilitios: \$0.00 Total: \$9,792,705.95	This can include: • Banking and Investment Accounts • Real Estate • Vehicles • Personal Property

- 1. Add Accounts: Click the Add Accounts button to open an interface that will walk you through adding your accounts. You simply type in the name of the institution and Total Wealth will see if they are already in the system. If not, you can manually add an institution.
- 2. Connected Accounts: Your Connected Accounts will appear here. Click on an Account to see a summary to the right.
- 3. Sort: Sort the order of your accounts and how they appear.



User Options Alerts/Messages
 Help Contacts Sign Out

Technical Support

If technical support is needed, we encourage Total Wealth users to first, contact their Relationship Manager for assistance, primarily with navigation or using features of Total Wealth.

If assistance is needed to add outside accounts or combat site malfunctions, these requests will be handled by the Total Wealth support team. This is done by selecting "Help" within the site, and choosing "Contact Support".

l Wealth		
ard Balance Sheet Portfolio + Cash Flow Tools + Reports Manage Accounts		Help Link
ge Accounts		
Accounts More Options -		Help +
typing to search Q Sort -	Click on any institution on the left to see the accounts under it	
ected Accounts	Or Add New Accounts	
Central Trust (3) \$9,786,116.4	40 Entering all your assets and liabilities helps you see your complete financial picture. This can include:	
Assets: \$9,786,116.4 Liabilities: \$0.0	 Banking and Investment Accounts 	
Total: \$9,786,116.4	40 Vehicles Personal Property	
Help - Contact Support Contact Sup	pport	
Verification PIN		

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