# TOTAL WEALTH

## Central Trust Company
## *Client Central Dashboard*

# **Quick Guide**

Revised January, 2020

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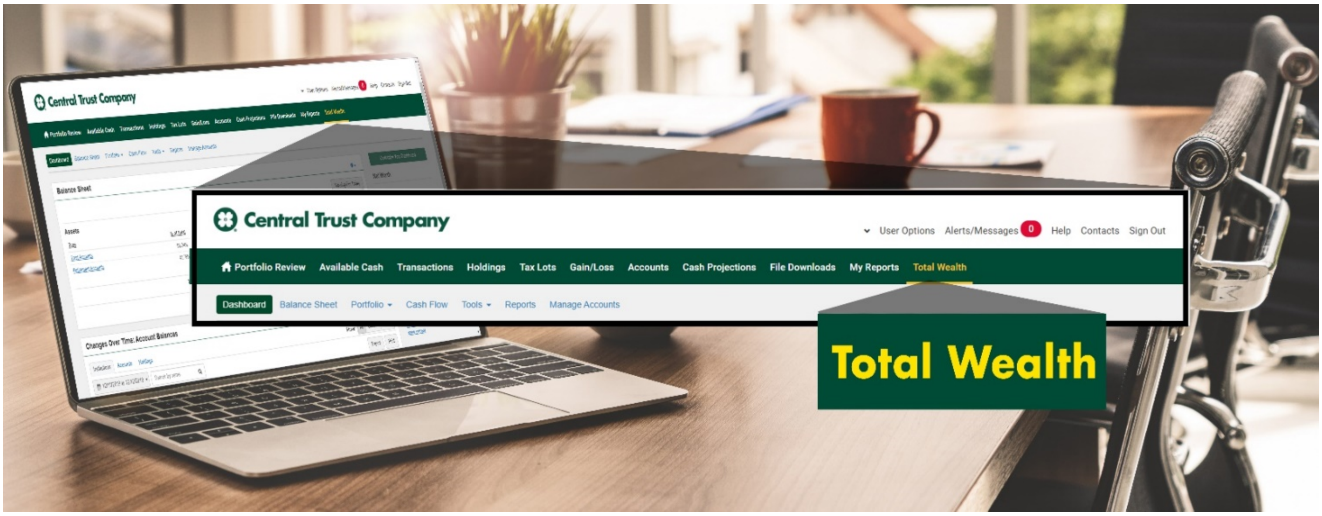
# Total Wealth Tab

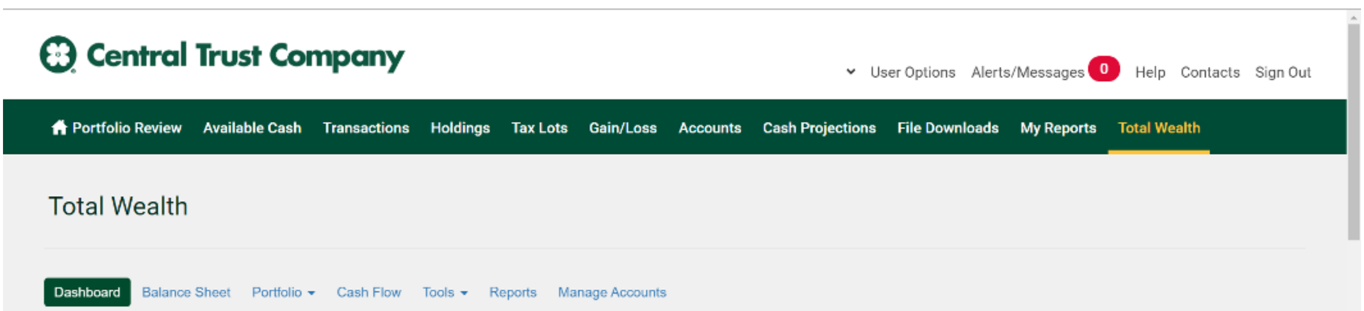
## (From the Client Central Home Screen)

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:




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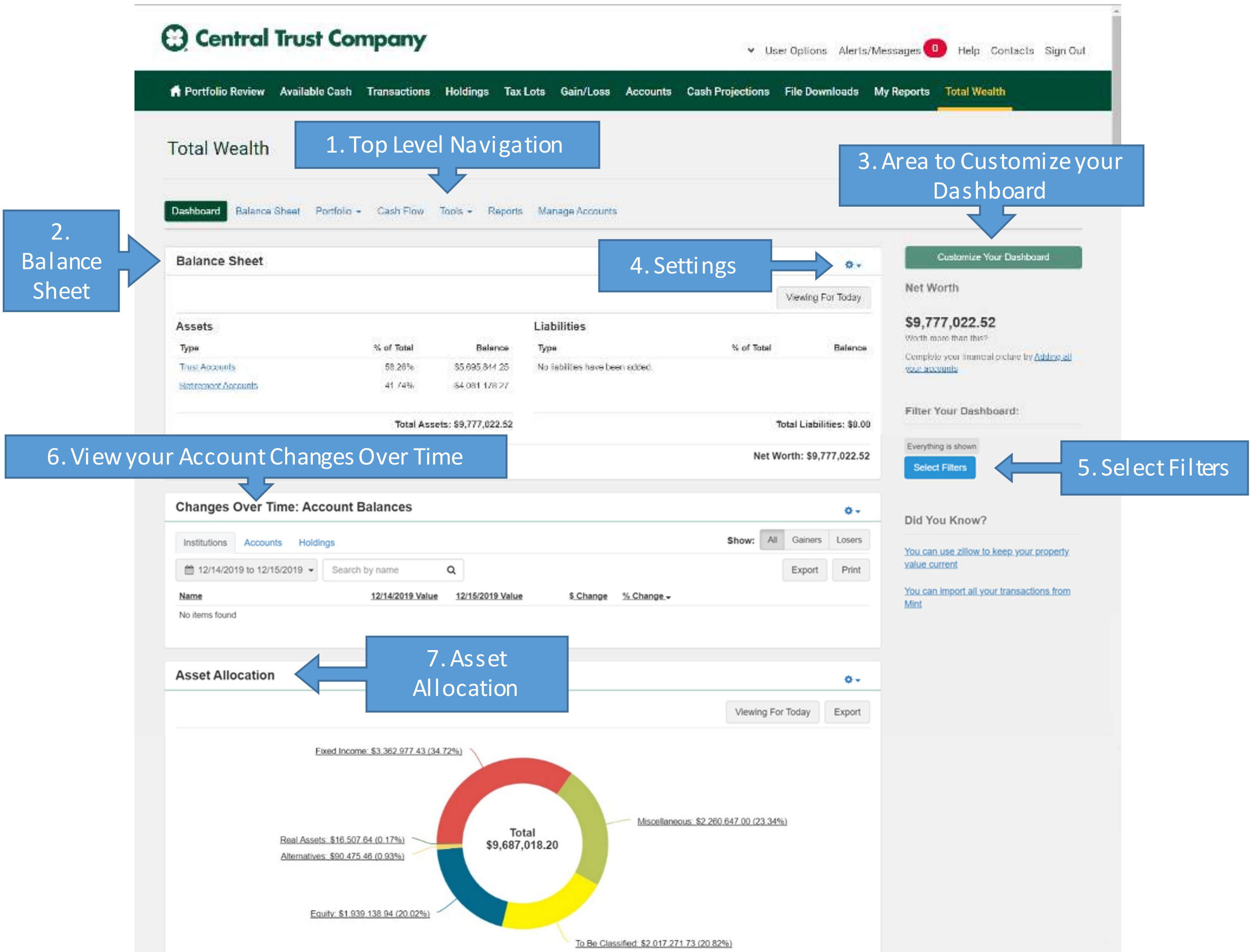
- Tools
- Reports
- Manage Accounts

# Total Wealth Dashboard

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

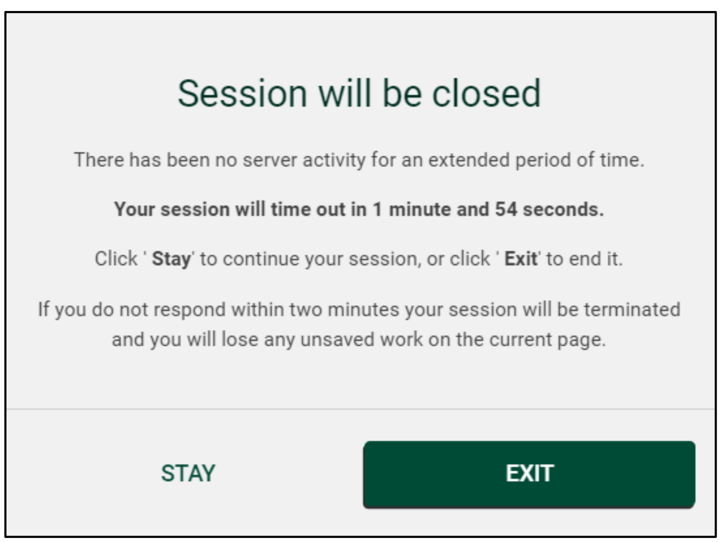
# Total Wealth Dashboard




1. **Top Level Navigation:** Navigation for your Total Wealth Dashboard.
2. **Balance Sheet:** 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. **Customize Your Dashboard:** Click on this button and follow the onscreen directions to customize your dashboard.
4. **Settings:** Click the *Gear* to move a particular section down, up or remove entirely.
5. **Select Filters:** 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. **Asset Allocation:** 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

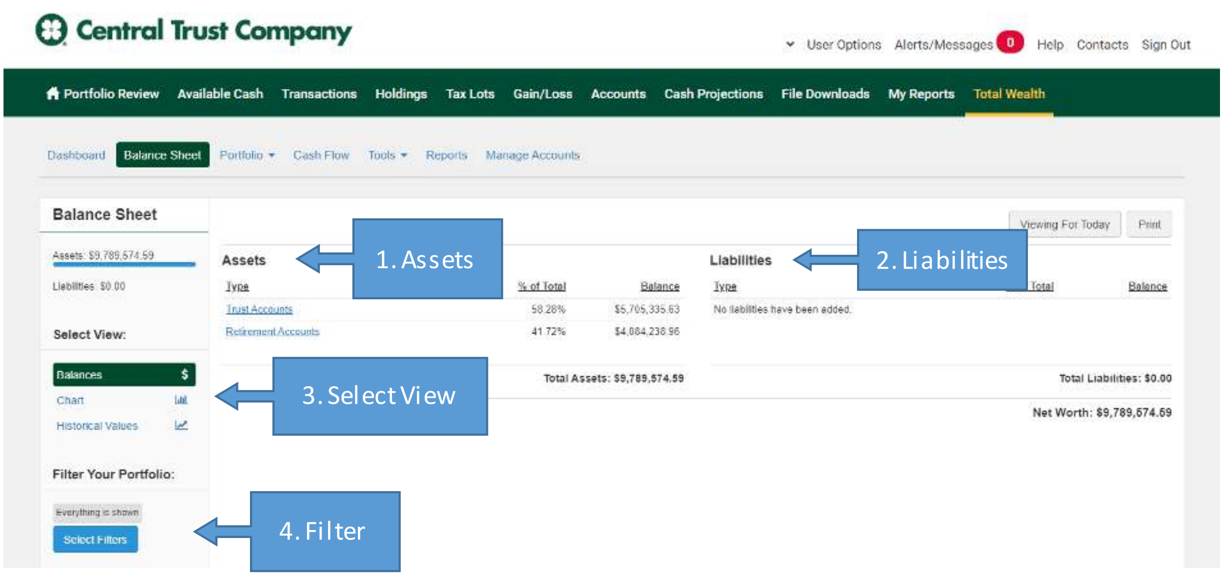
**Please Note:** You will notice at the bottom of each window that your Client Central Portal will track each session, as well as give you a time stamp on the bottom right when your session will end. A pop up message will ask you if you wish to stay logged in after 20 minutes. This is an Information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

# 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.

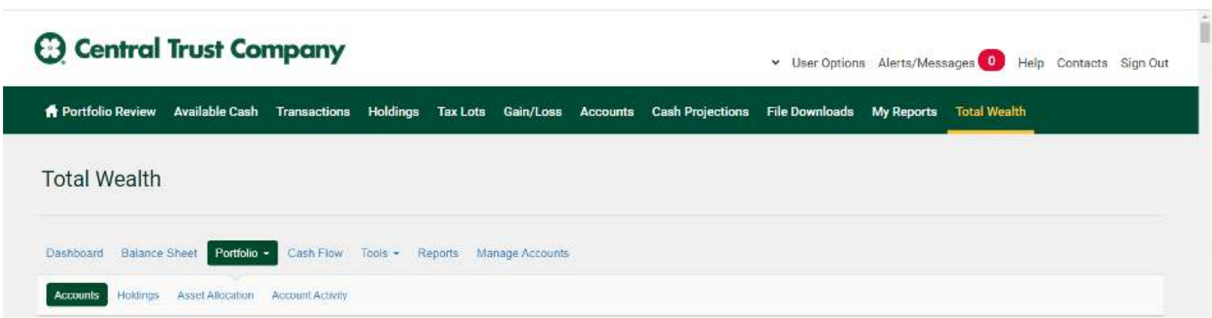
# Balance Sheet Tab




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.

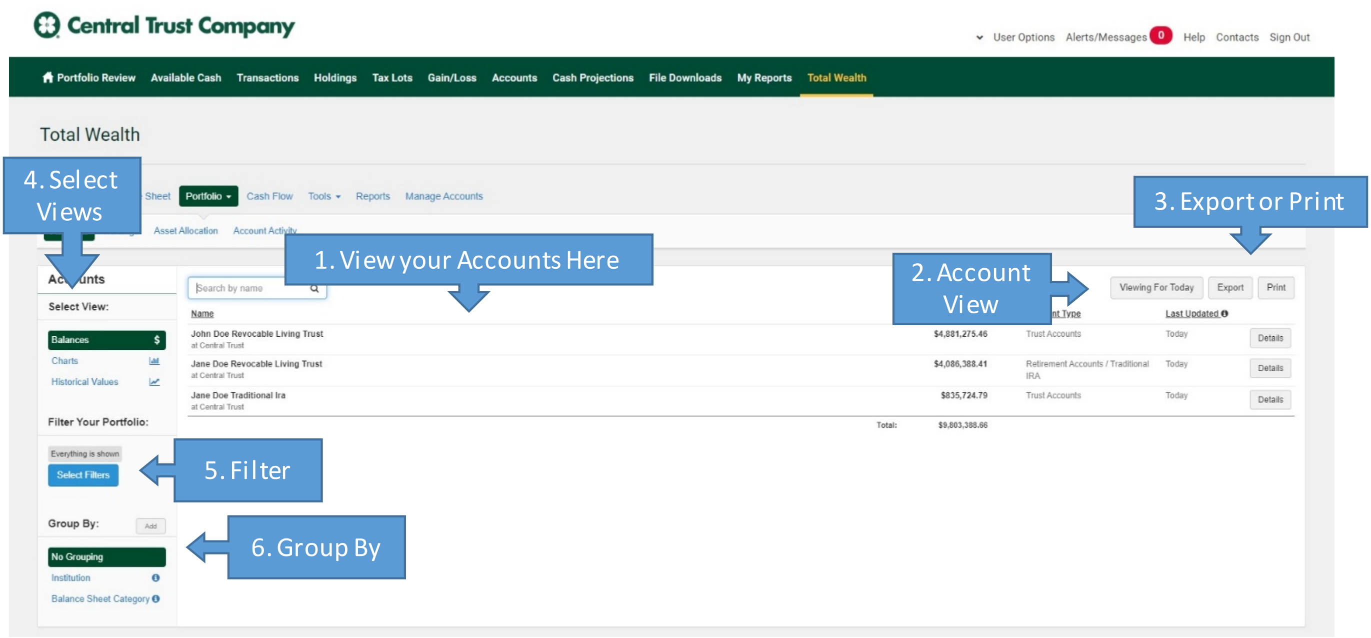



Accounts

Holdings

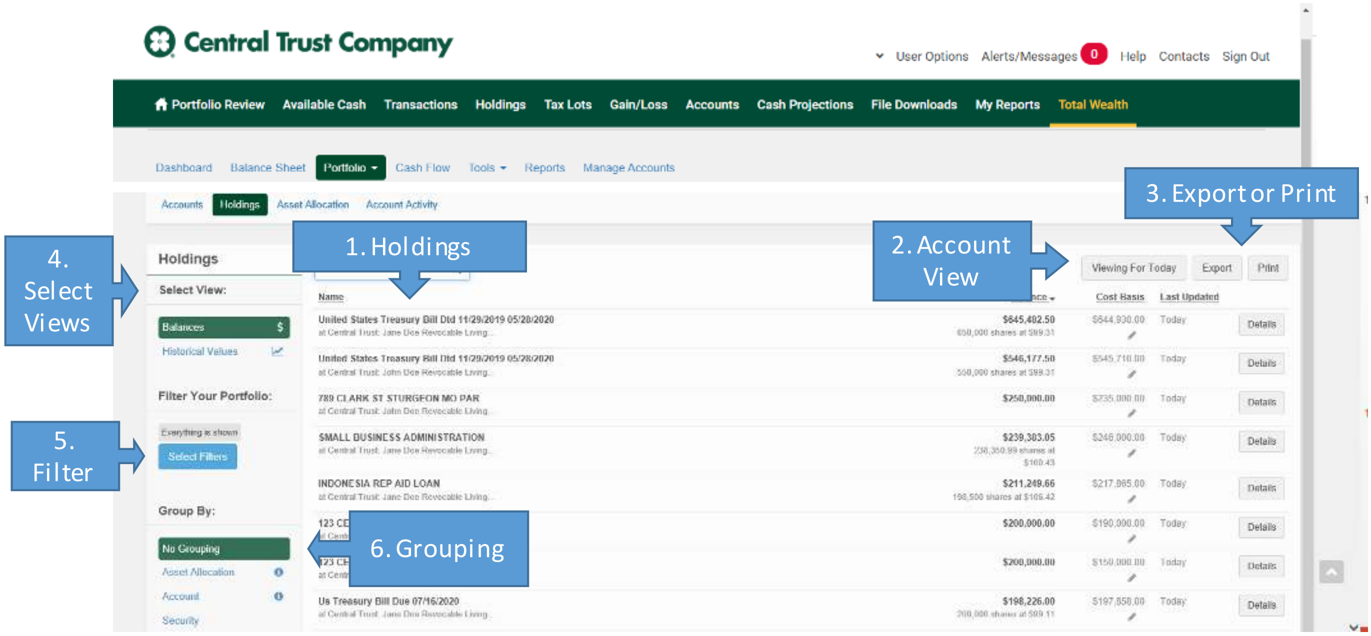
Asset Allocation

Account Activity

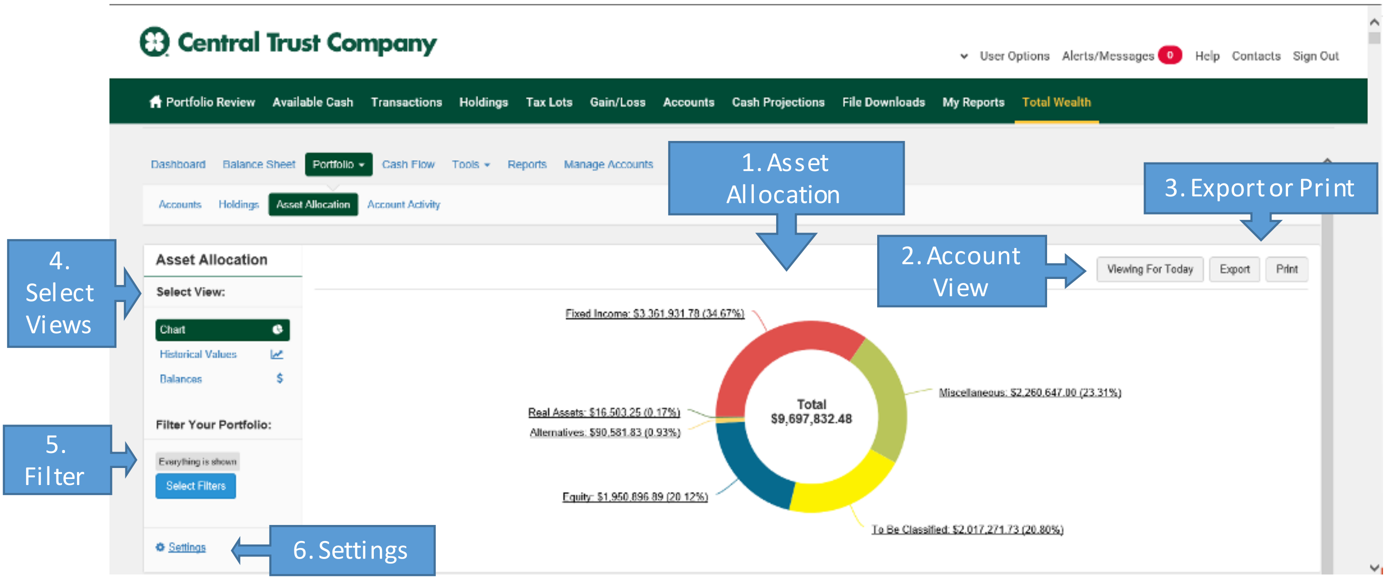



1. **Accounts:** All accounts in your portfolio are shown here, included linked or aggregated accounts.
2. **Account View:** You can view your accounts.
3. **Export or Print:** You can *Export* this view as a Microsoft Excel file, or *Print*.
4. **Select Views:** This section allows you to customize 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."

# Portfolio Tab - Holdings

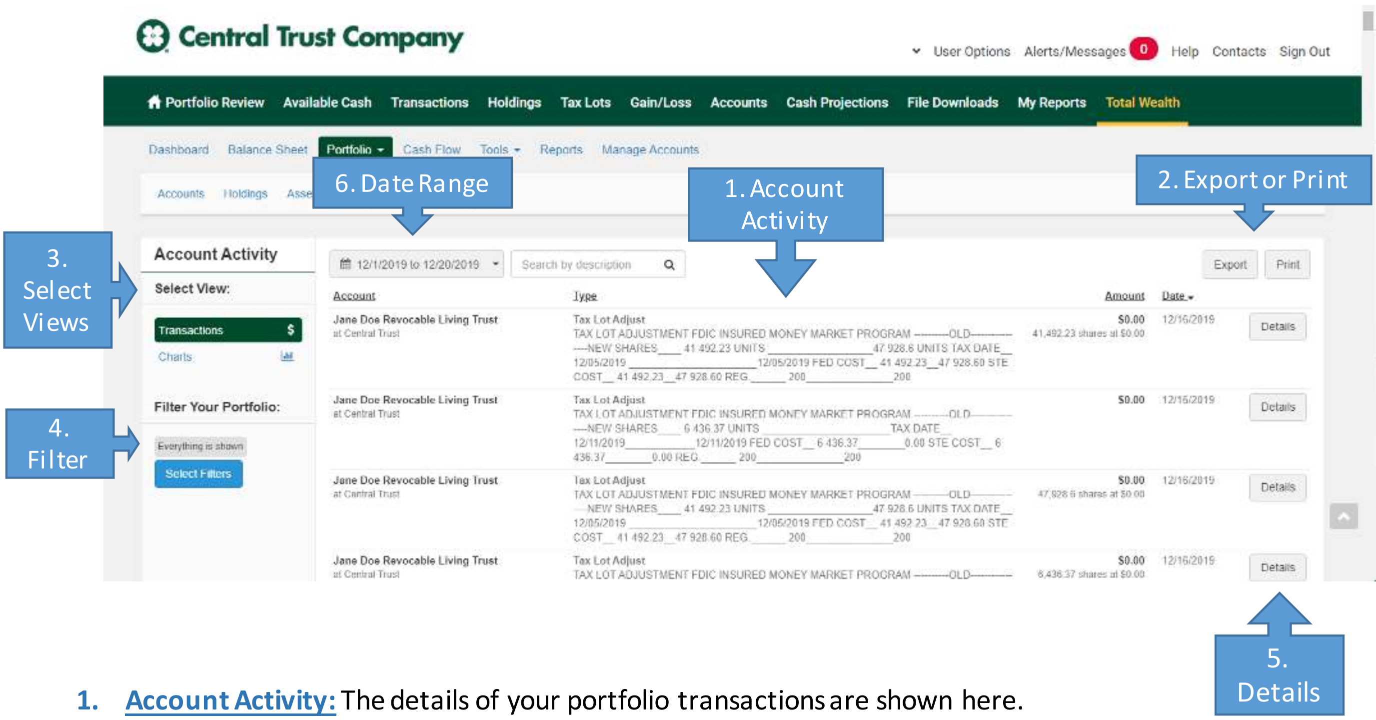



1. **Holdings:** All *Holdings* in your portfolio are shown here.
2. **Account View:** You can view your accounts to date, or select a time period.
3. **Export or Print:** You can *Export* this view as a Microsoft Excel file, or *Print*.
4. **Select Views:** This section allows you to customize your *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."




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.
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, 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.

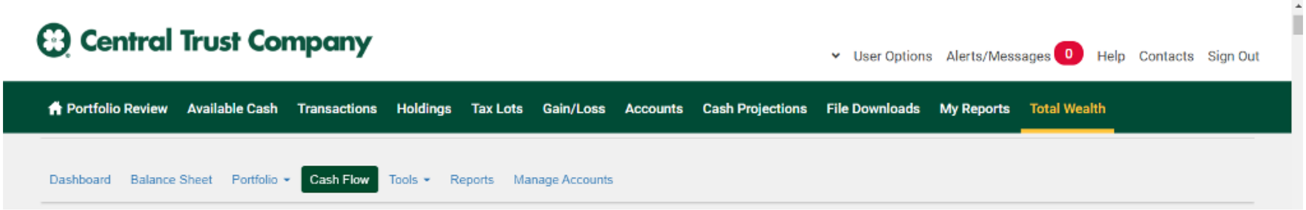
# Portfolio Tab – Account Activity



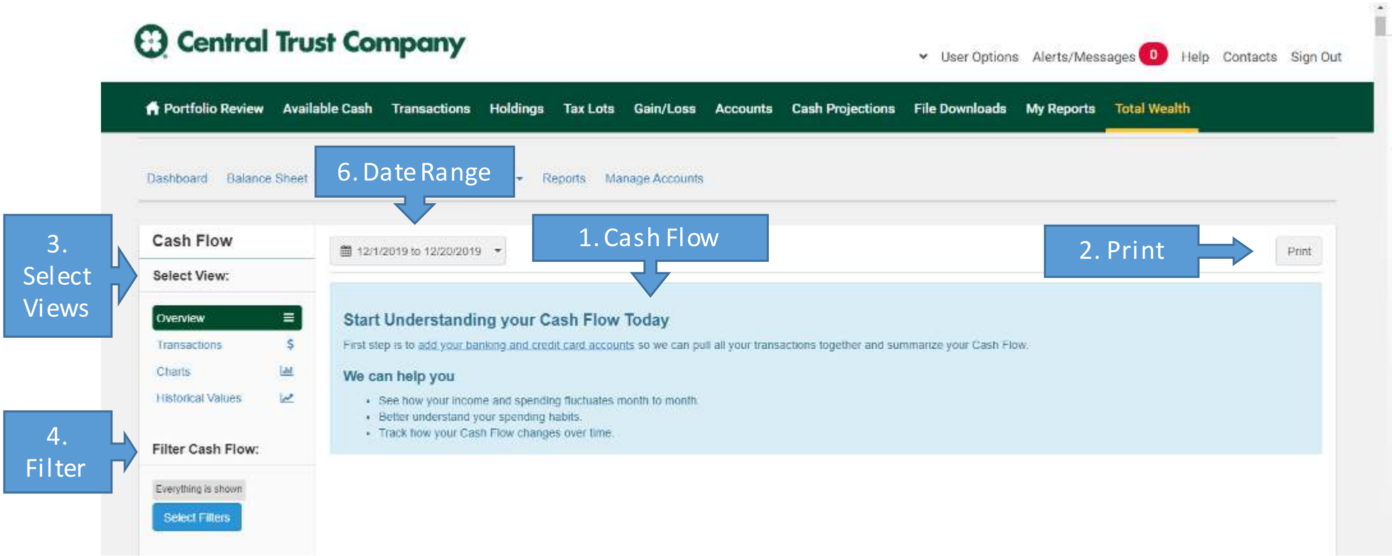

1. **Account Activity:** The details of your portfolio transactions are shown here.
2. **Export or Print:** You can *Export* this view as a Microsoft Excel file, or *Print*.
3. **Select Views:** This section allows you to customize your View. By default, you will see your *Transactions* listed, or you 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.
5. **Details:** To view each *Transaction* in more detail, select the *Details* button next to the *Transaction*.
6. **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.

# 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.



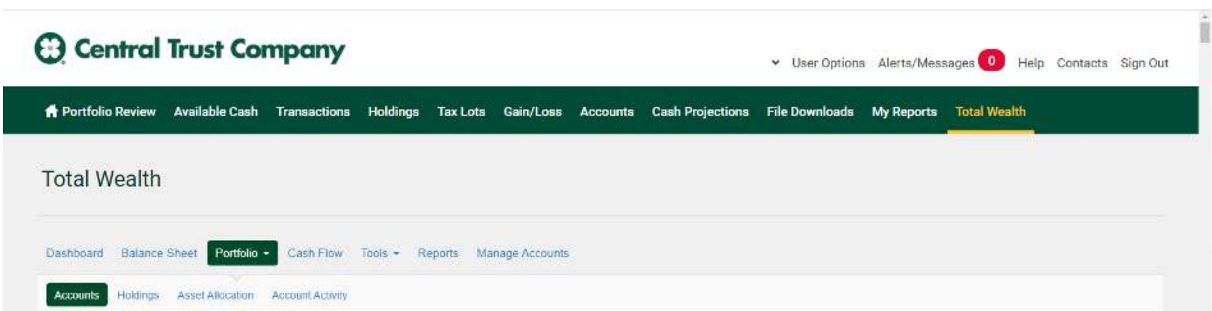
# Cash Flow Tab




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

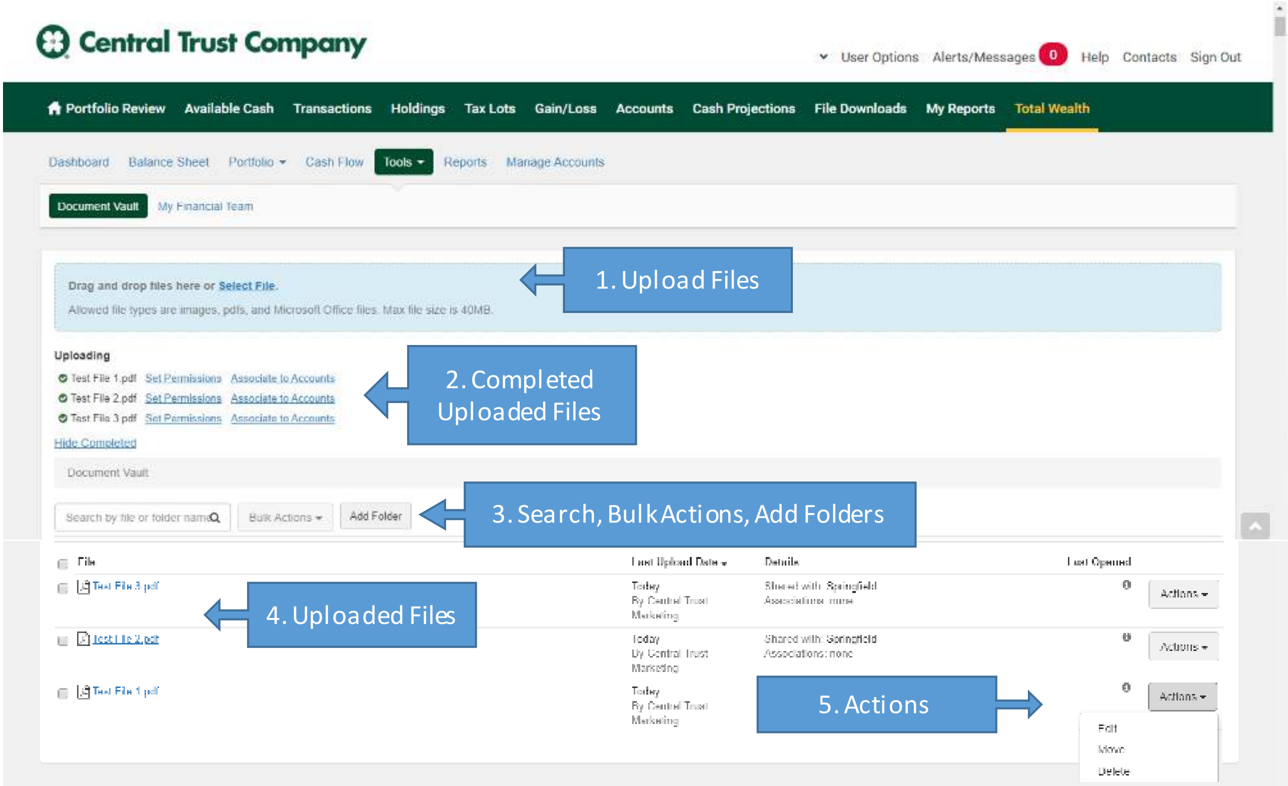
The next menu selection lets you view your entire portfolio in more detail.




Document Vault

My Financial Team

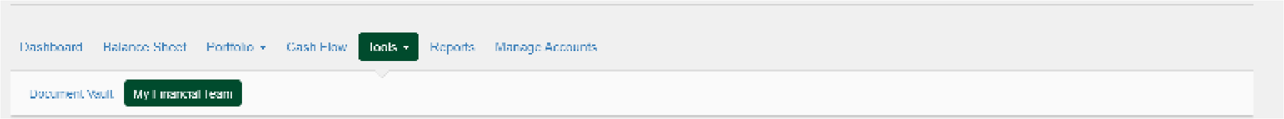
# Tools Tab – Document Vault



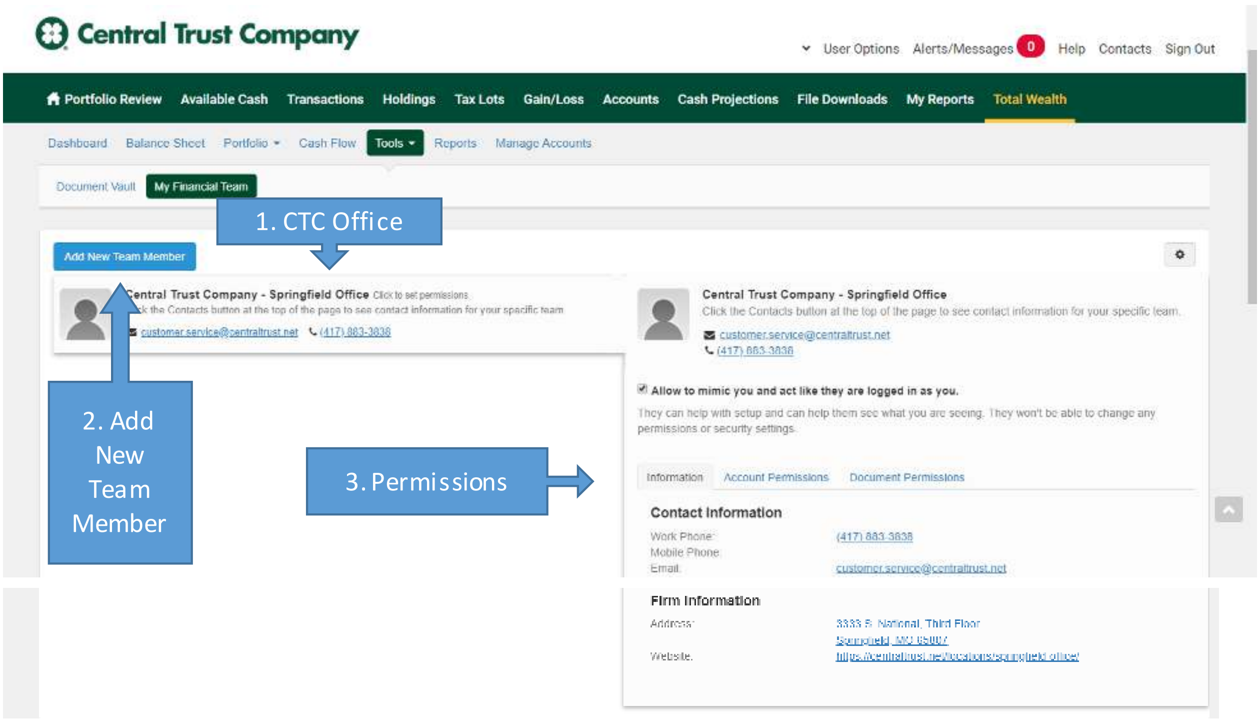

1. **Upload Files:** To upload your documents to the *Document Vault*, you can drag them from your computer to this area, or click *"Select File"* to add them.
2. **Completed Uploaded Files:** Once you upload your files, they will show here.
3. **Search, Bulk Actions, Add Folders:** Search for a specific 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.



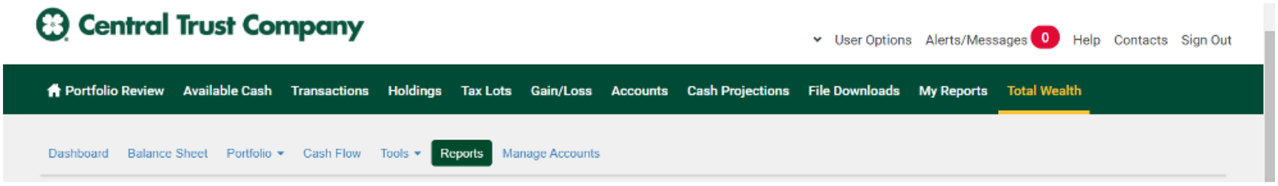
# My Financial Team Tab



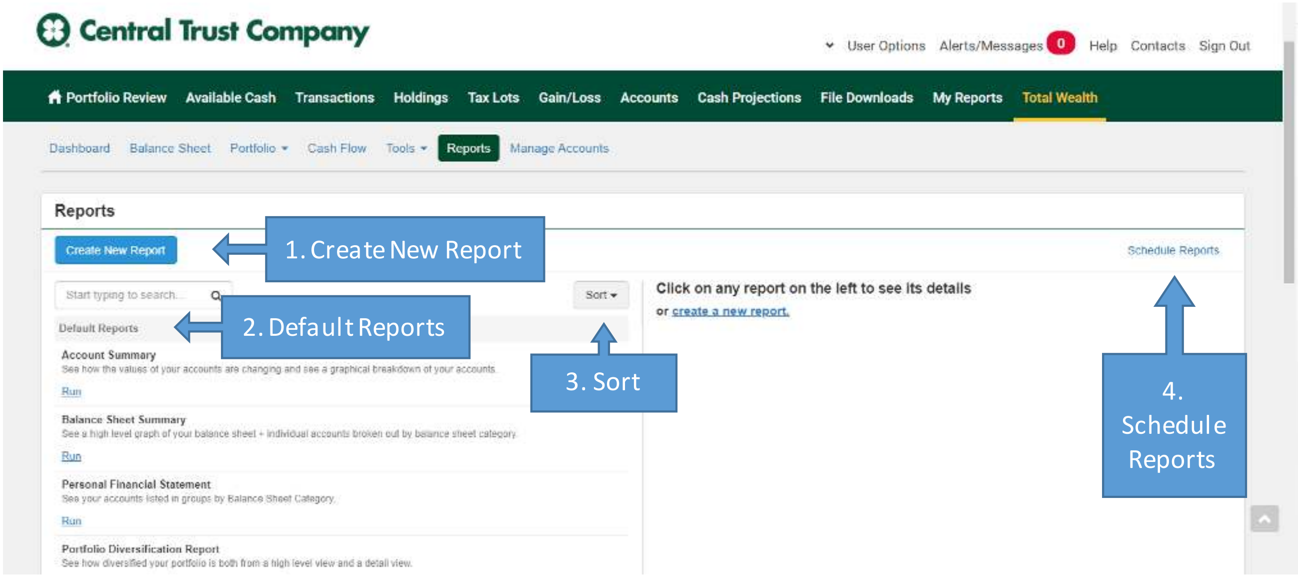

1. **CTC Office:** You Central Trust Company office will be listed here to contact directly.
2. **Add New Team Member:** You can add additional Central Trust Company Advisors here.
3. **Permissions:** Here is where you can add permissions to your account and documents. You have control over what your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

# Reports Tab

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



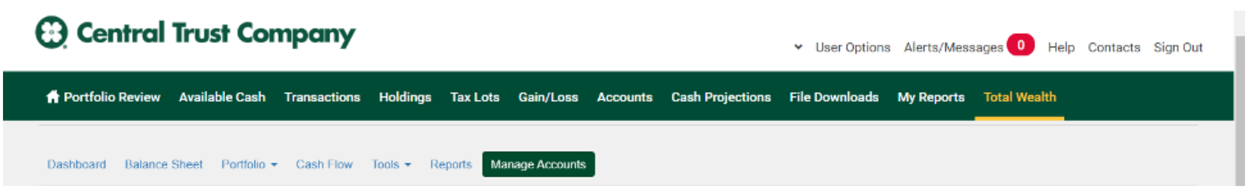
# Reports Tab



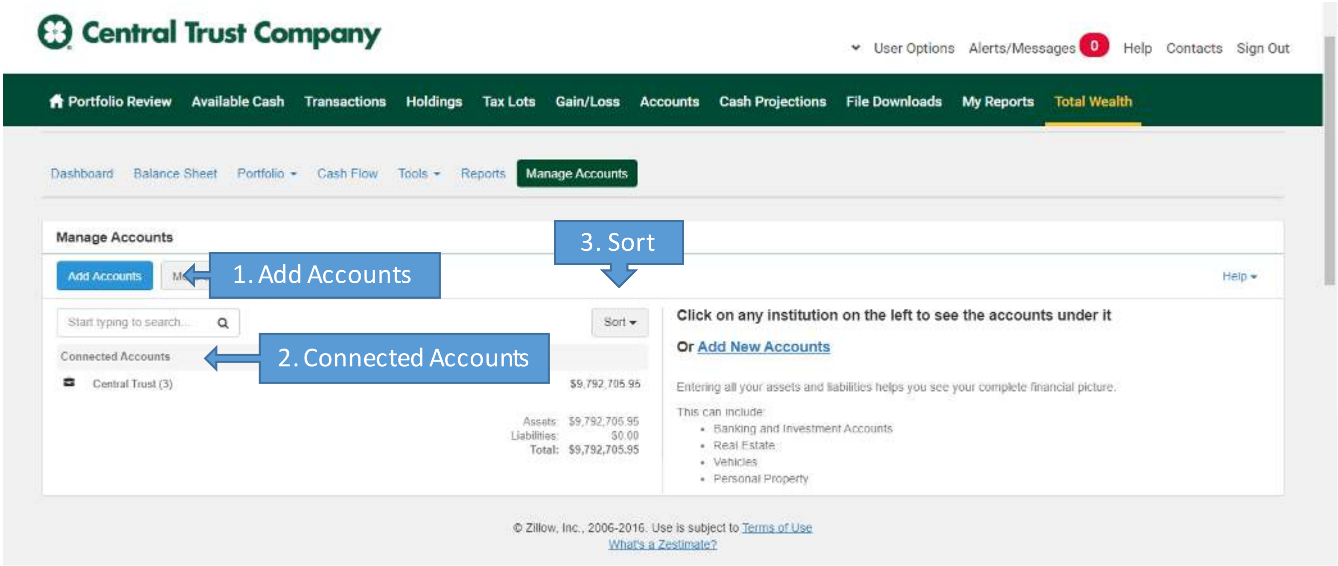

1. **Create New Report:** This section comes with a set of default reports. Or you can customize reports.
2. **Default Reports:** Your Default Reports will appear here. Click on a *Report* to see a summary to the right, or click Run to run a particular report.
3. **Sort:** Sort the order of your reports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

# Manage Accounts Tab

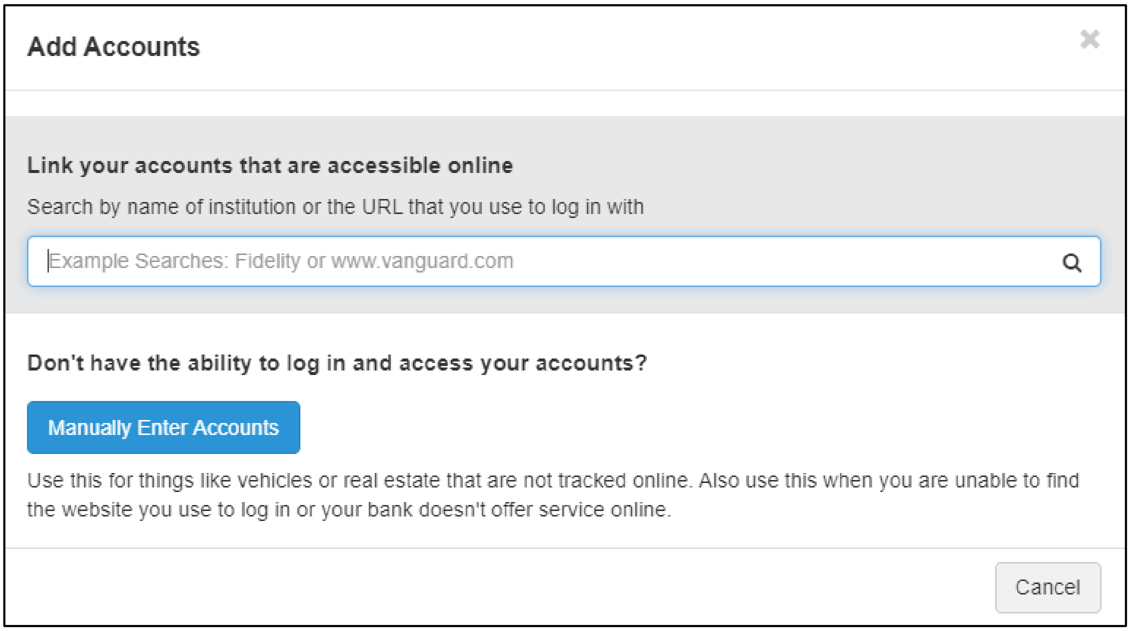
This area is where you can add outside accounts to your Total Wealth Account. Link your credit cards, bank accounts, real estate, mortgage, loans, and more. This allows you to see your complete financial picture. Total Wealth makes it easy to aggregate your accounts with a simple to use interface.



# Manage Accounts Tab




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.



# 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".