

SMART. INTUITIVE. SECURE.

MY BROWN SHIPLEY

DESKTOP USER GUIDE



BROWN SHIPLEY
A QUINTET PRIVATE BANK

WELCOME TO MY BROWN SHIPLEY

In a world that's always switched on, it's now more important than ever to have an accurate, up-to-date and complete picture of your portfolio, whenever you want it and wherever you are.

My Brown Shipley gives you instant access to keep track of your investments. It provides a complete picture of your portfolio and access to key documents, along with the smart tools, resources and secure messaging you need to stay in touch. It is available from your desktop, tablet or mobile device.

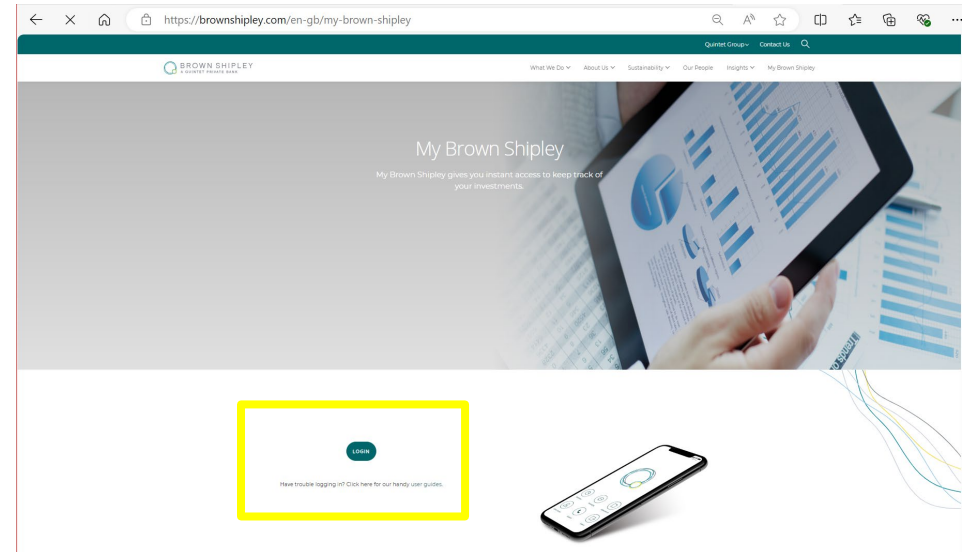
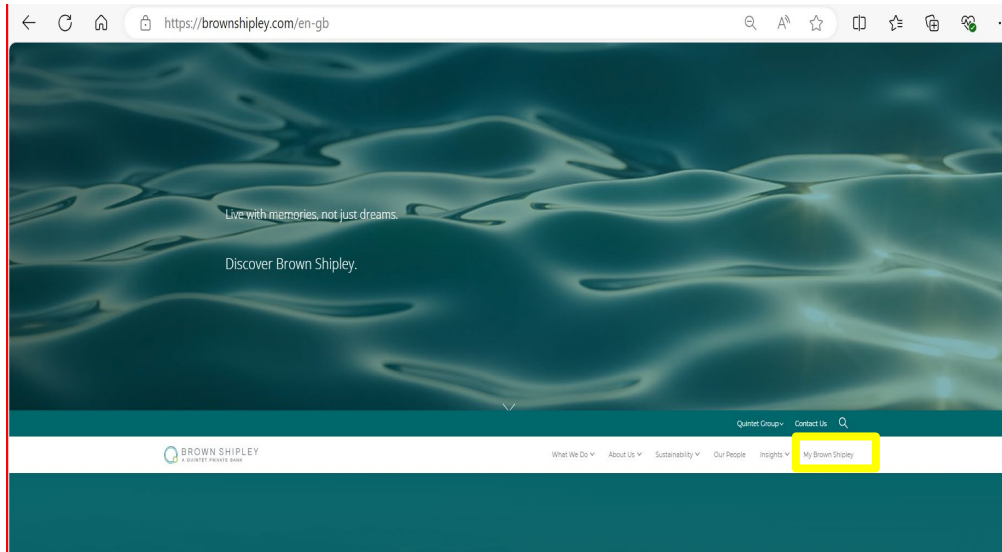
My Brown Shipley allows you to:

- **VIEW** your portfolio valuations, asset classes, positions, latest transactions and Brown Shipley news
- **CUSTOMISE** reporting by combining portfolios to review performance
- **ACCESS** key documents to view and print valuations and performance data
- **MESSAGE** your Brown Shipley Client Advisor securely.

My Brown Shipley is a secure platform that uses several layers of the latest encryption technology to protect your data and ensure your financial information is completely safe.

ACCESSING MY BROWN SHIPLEY THROUGH A BROWSER

To login to My Brown Shipley please go to brownshipley.com and click on My Brown Shipley in the top navigation. Once on the My Brown Shipley page, scroll down to where it says login.

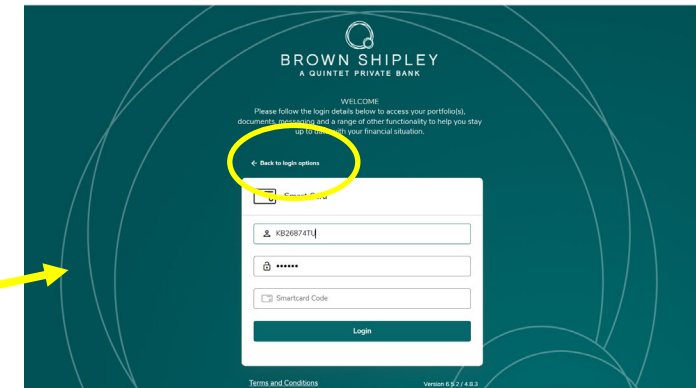
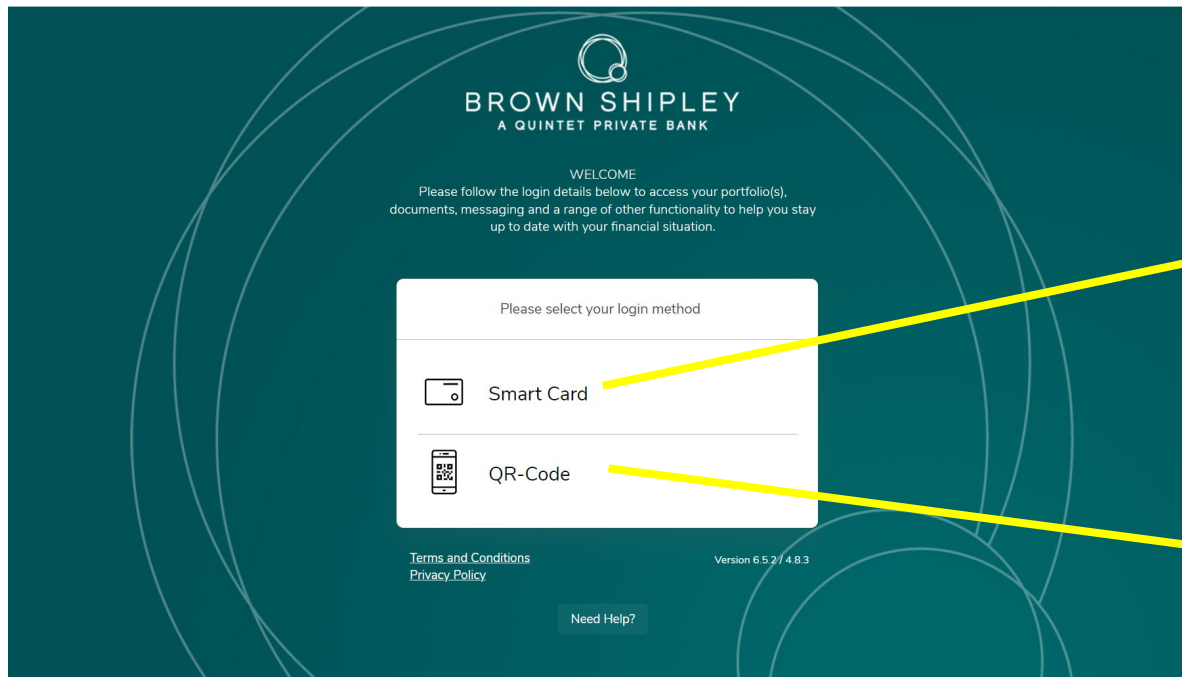


Or go to
<https://www.mybrownshipley.com/#/login>

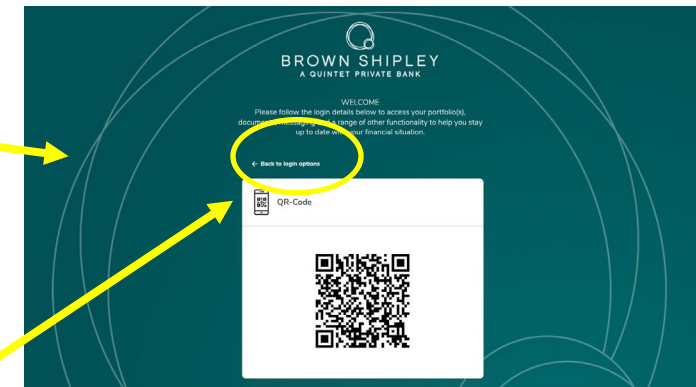
HOW TO LOGIN

You can access My Brown Shipley via Smartcard or QR Code. The following slides walk you through these processes.

Smartcard



QR Code



**Takes you
back to the main
login screen if
you need to change
Your login option.**

← Back to login options

LOGIN VIA A SMARTCARD



HOW TO LOGIN - USING A SMARTCARD

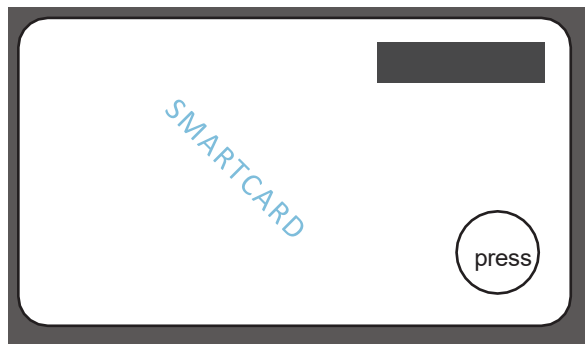
To access My Brown Shipley using a Smartcard you will need:

1. Your username: (e.g. ES12345AB)*
2. Your PIN code**
3. Your Smartcard***

* Your username and Smartcard will be supplied via post.

** Your PIN code will be sent via a separate communication. On initial login you will be prompted to change your PIN code. You must choose a numerical six to eight digit code. For added security, the system will prevent you from using sequential (456789) or the same (111111) numbers. Please also avoid a number that easily identifies you, such as your date of birth.

*** When accessing My Brown Shipley via our dedicated App and you enable fingerprint/face ID authentication, your Smartcard will only be required for your initial login. Subsequent logins via the App will always ask for your PIN code and your fingerprint/face ID authentication to enable you to access the App. If you choose not to use fingerprint/face ID authentication you will always need to use your Smartcard. Always keep your Smartcard in a safe place.



YOUR SMARTCARD CODE: Press the button in the bottom right corner of your Smartcard to generate a six-digit code. Enter all six digits in the Smartcard code field. Please note, the code is only valid for 15 seconds after which a new code will need to be generated.

HOW TO LOGIN

Once the Smartcard option is chosen, enter the below information, you will now have logged in successfully.

1 Username

2 PIN Code

3 Smartcard Code

The screenshot displays the Brown Shipley login page. At the top, the logo and name 'BROWN SHIPLEY A QUINTET PRIVATE BANK' are centered. Below this is a link to 'Back to login options'. The main login form is titled 'Smart Card' and contains three input fields: 'User name', 'PIN Code', and 'Smartcard Code'. Each field is highlighted with a colored border (red for User name, blue for PIN Code, and yellow for Smartcard Code). A 'Login' button is positioned below the input fields. At the bottom of the page, there are links for 'Terms and Conditions', 'Privacy Policy', and 'Need Help?', along with the version number 'Version 4.10.3 / 2.9.20'.

LOGIN VIA A QR CODE

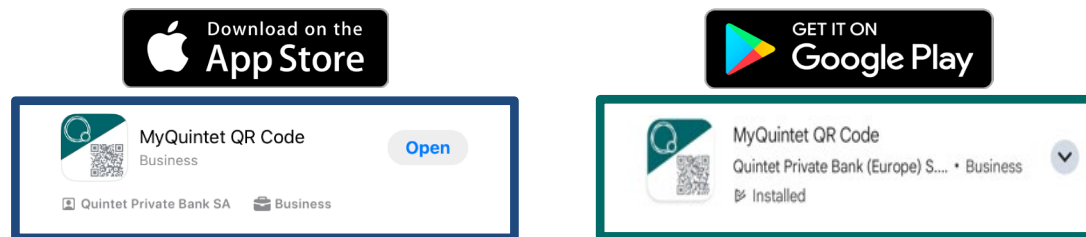


HOW TO LOGIN – USING A QR CODE

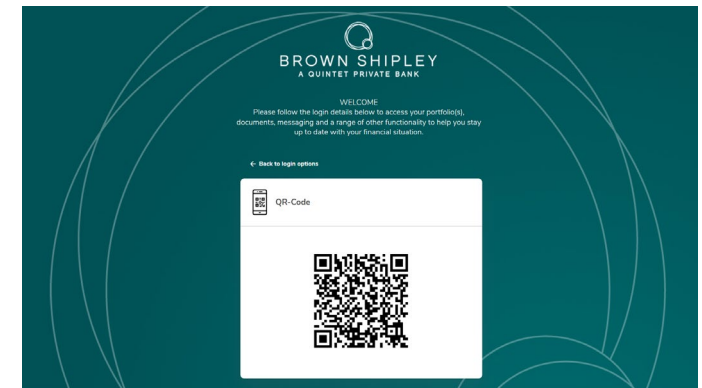
To access My Brown Shipley using a QR code you first need to, download the MyQuintet QR Code App on your mobile or tablet device.

Download the app:

- My Quintet QR Code allows you to access My Brown Shipley via a web browser without having to use a Smartcard, by scanning a QR Code with your Smartphone.
- You will first need to access the My Quintet QR Code App using your mobile phone or tablet device, by downloading the App from the App Store or Google Play. Simply search 'My Quintet QR code'



- An initial device registration process is required before the MyQuintet QR Code 'App' can be used to access My Brown Shipley. To register you will need:
 - Your Username
 - Your Smartcard
 - Your PIN Code
- These are the same details you use to login to My Brown Shipley directly.

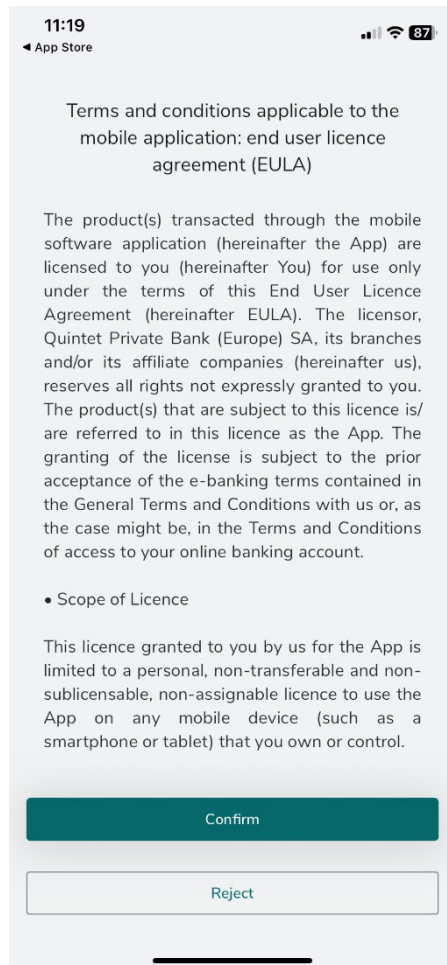


Why use My Quintet QR Code?

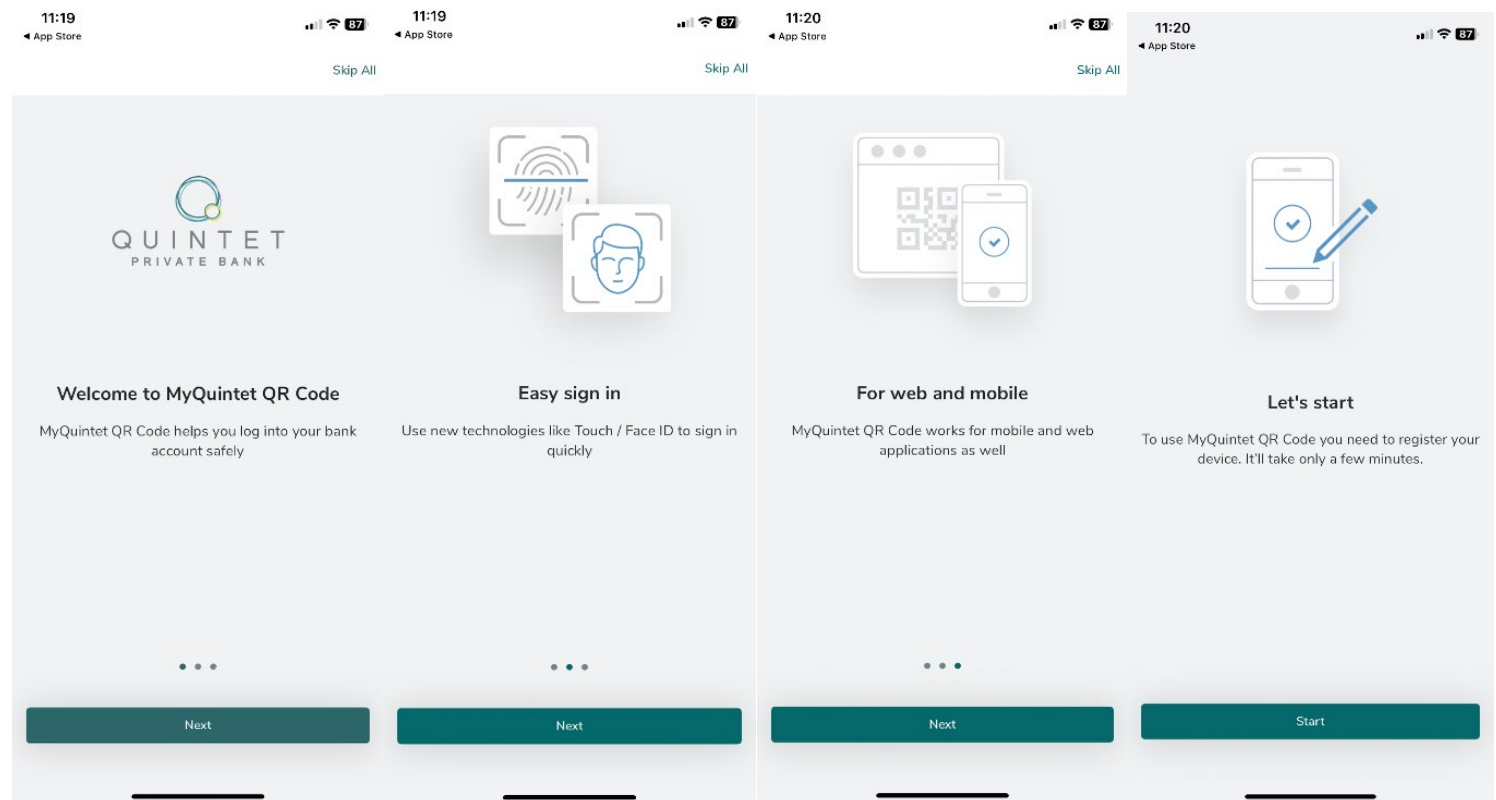
My Quintet QR Code makes it quicker and easier to login to My Brown Shipley on your desktop. Once you have completed the initial registration for My Quintet QR Code you can use the App to login to My Brown Shipley from anywhere without the need to have your Smartcard to hand. It also acts as a back up if you lose your Smartcard meaning you can still login to My Brown Shipley to view your portfolios.

HOW TO LOGIN – USING A QR CODE

1. You will need to confirm the terms and conditions and move through the welcome slides.



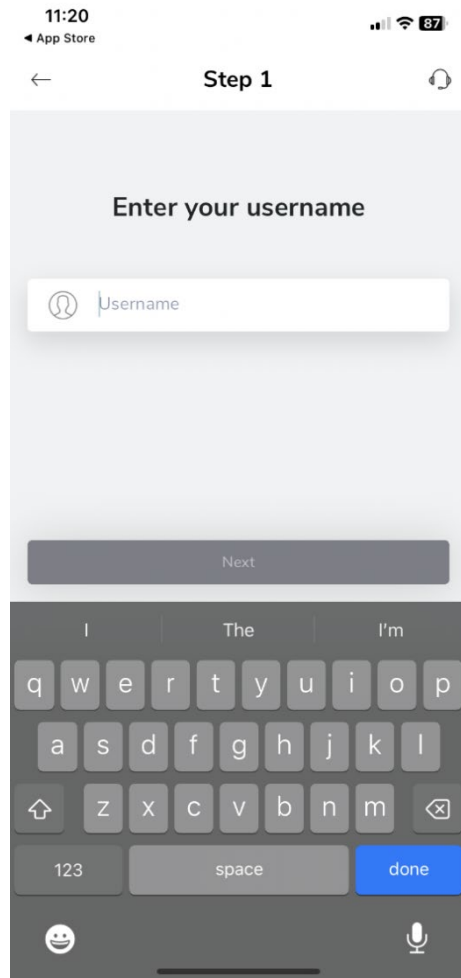
Welcome slides



HOW TO LOGIN – USING A QR CODE

2. You will then need to enter you

- Username (usually begins with KB)



11:20 App Store 87%

Step 1

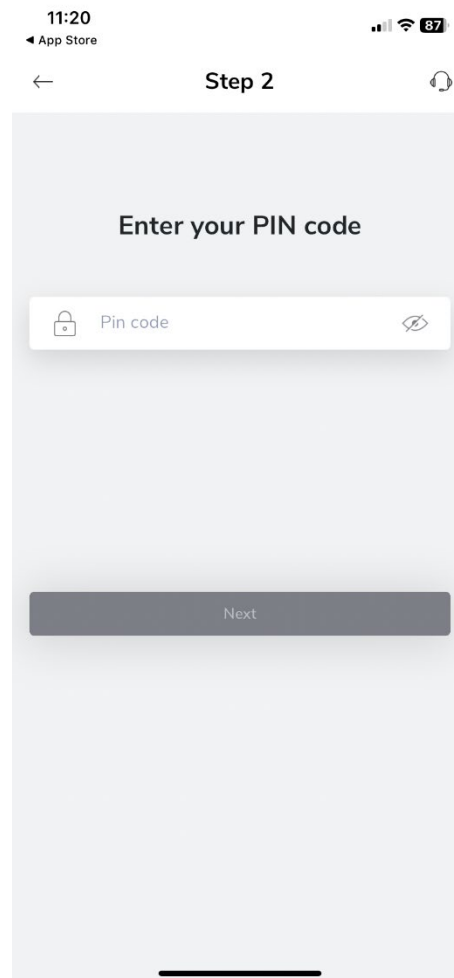
Enter your username

Username

Next

QWERTYUIOP
ASDFGHJKL
ZXCVBNM
123 space done

3. Then need to enter their 6-digit PIN



11:20 App Store 87%

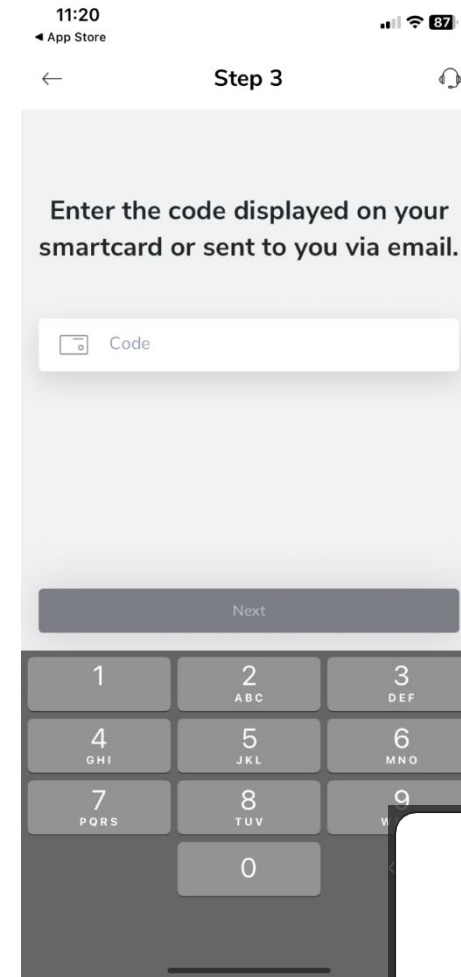
Step 2

Enter your PIN code

Pin code

Next

4. You will then need to use your Smart card to enter your 6 digital code which is displayed on the Smartcard.



11:20 App Store 87%

Step 3

Enter the code displayed on your smartcard or sent to you via email.

Code

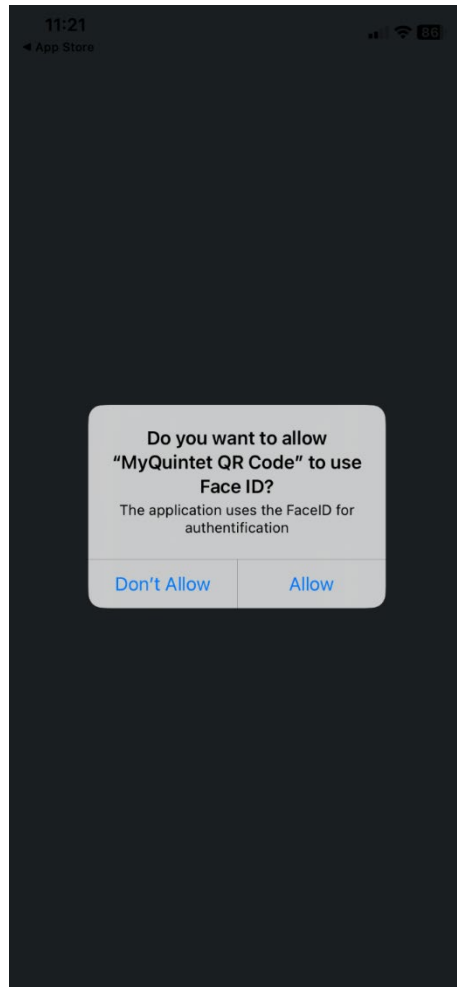
Next

1 2 3
4 5 6
7 8 9
0

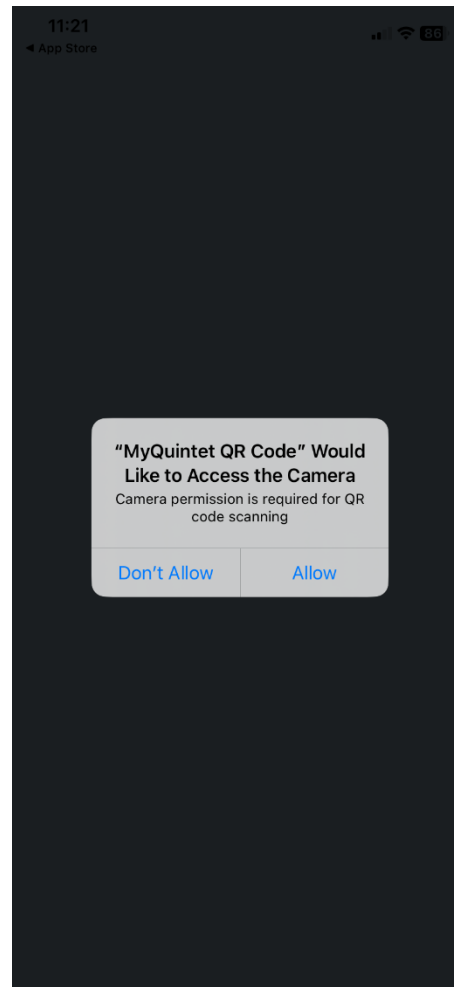


HOW TO LOGIN – USING A QR CODE

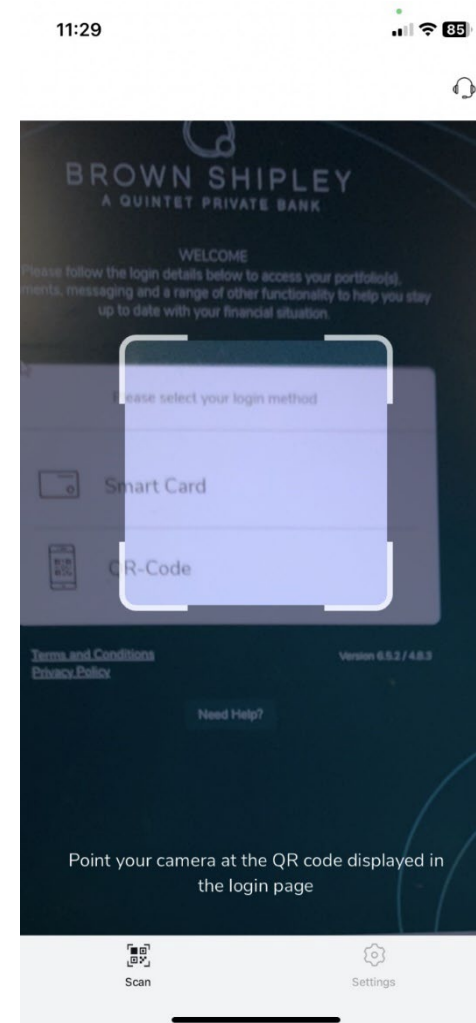
5. Select 'OK' to allow 'MyQuintet QR Code' App to access their Face ID



6. 'OK' to allow 'MyQuintet QR Code' App to access your camera

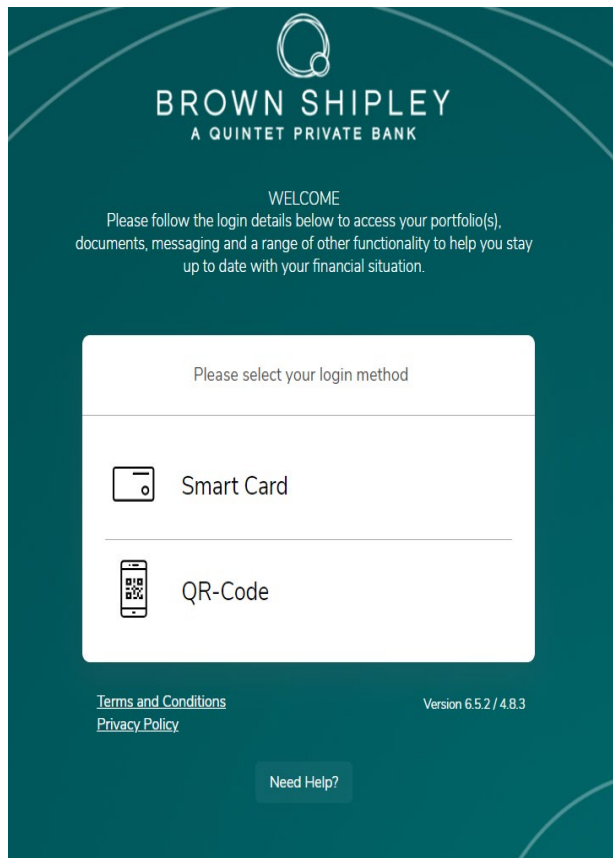


7. You have now successfully installed the MyQuintet QR Code App and will see the below on your mobile / tablet device.

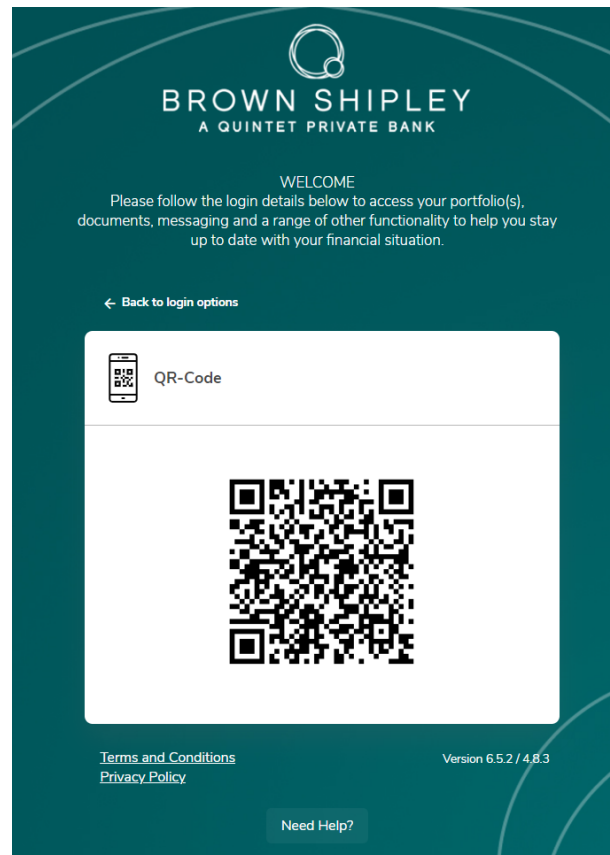


TO ACCESS MY BROWN SHIPLEY WEBSITE USING YOUR MYQUINTET QR CODE APP FROM YOUR MOBILE PHONE

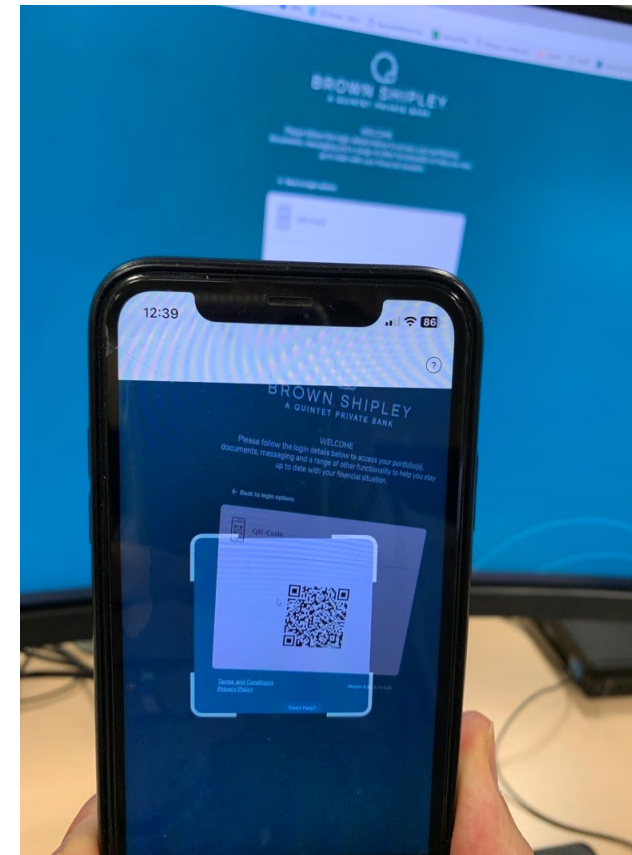
8. When launching My Brown Shipley website you will see the following login options which haven't changed.



9. You will need to select QR Code login option which will show you the below QR code on your screen.

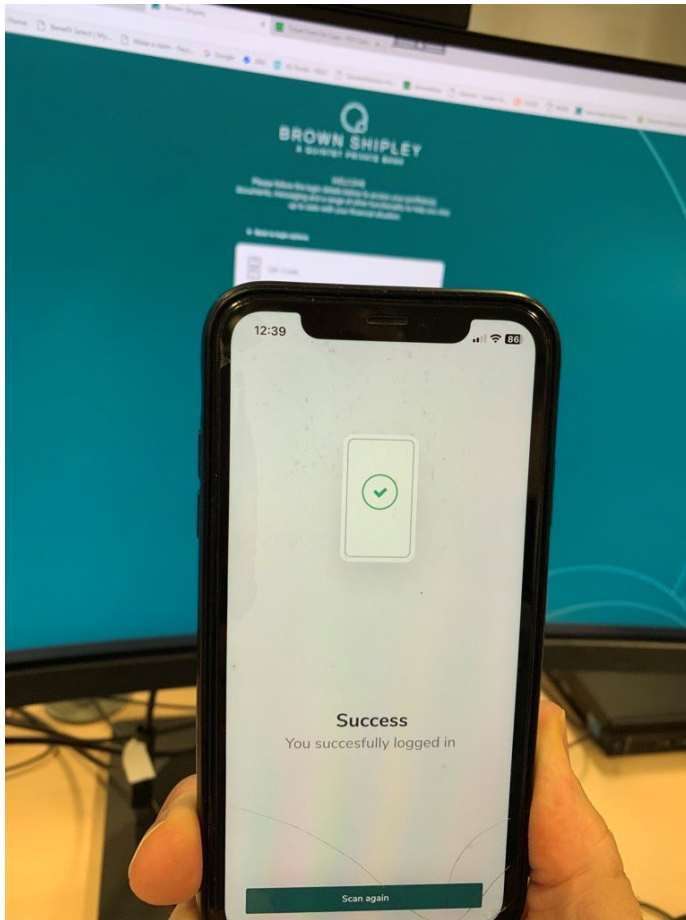


10. You will need to launch your MyQuintet QR Code app and point their phone towards the QR code on the screen



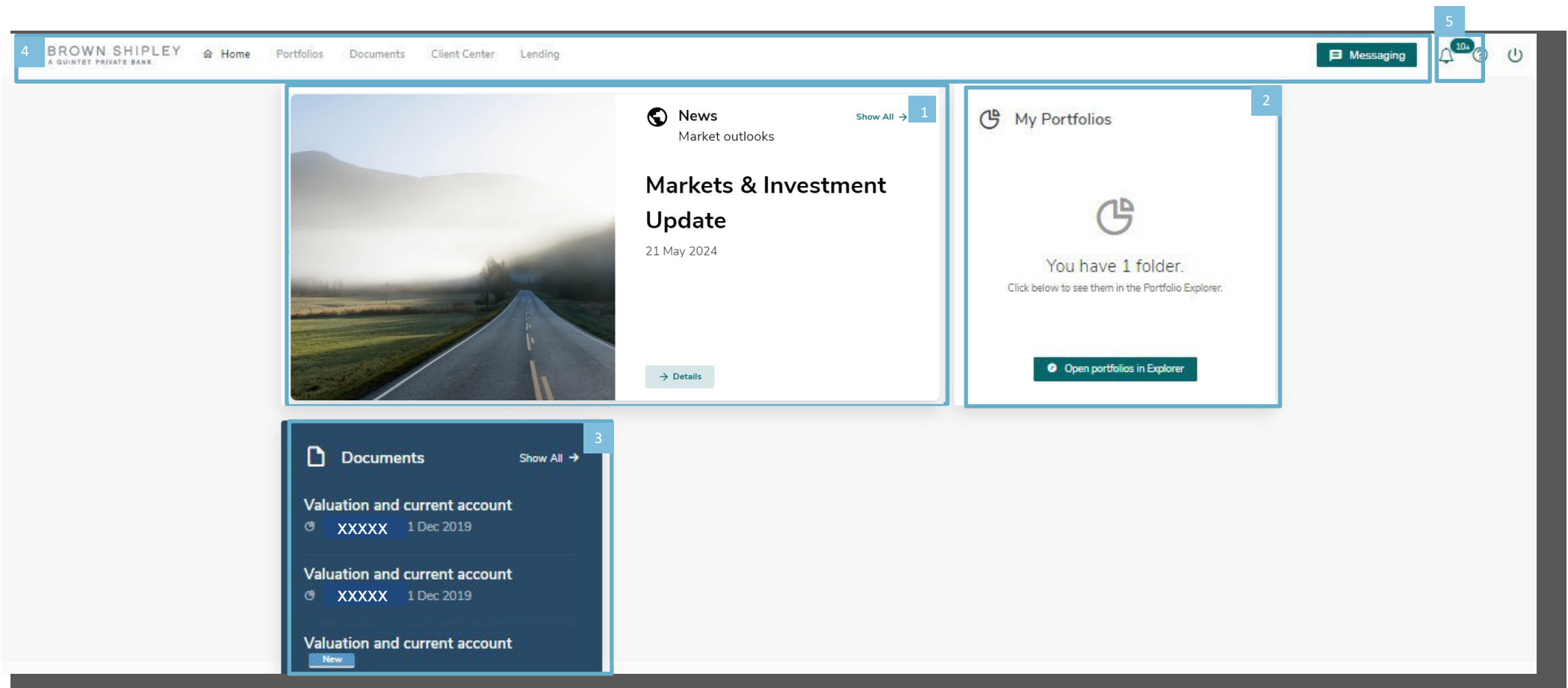
TO ACCESS MY BROWN SHIPLEY WEBSITE USING YOUR MYQUINTET QR CODE APP FROM YOUR MOBILE PHONE

11. Your Face or Touch ID will be activated, and you will have successfully logged into the My Brown Shipley website.



Homepage

- 1 Find the latest news articles published online by Brown Shipley, our publications and investment analysis.
- 2 View your portfolio(s)
- 3 View your documents
- 4 Main menu bar which allows you to navigate to anywhere across the site.
- 5 You will be notified of any activity within your portfolios via the notification icon in the top right corner.



VIE W YOUR PORTFOLIO S

1

To access your Portfolios click on the 'Portfolios' section from the main navigation on the top the page. Or click 'Open portfolio explorer' from the homepage

2

You can view your portfolios individually.

3

Or, you can consolidate them to get an overview of multiple portfolios by ticking the box next to 'consolidate'.

If your portfolios are managed or reported on a 'grouped' basis a fixed consolidation view of these portfolios will be available to access – these portfolios are prefixed with 'ZU'.

The screenshot displays the Brown Shipley A Quintet Private Bank website. The top navigation bar includes 'Home', 'Portfolios', 'Documents', 'Client Center', and 'Lending'. The main content area is divided into two sections: 'Markets & Investment Update' and 'My Portfolios'. The 'My Portfolios' section shows 'You have 19 portfolios.' and a button to 'Open portfolios in Explorer'. Below this, the 'Portfolios' section displays a table of portfolios with columns for Name, Valuation, Performance Chart, and Report. A 'Consolidate' button is highlighted in the top left of the portfolio table.

Portfolio	Name	Valuation	Performance Chart	Report
<input checked="" type="checkbox"/>	XXXX XXXX	nom: XXXX XXXX	40'769 GBP +2.29%	Generate
<input type="checkbox"/>	XXXX XXXX	nom: XXXX XXXX	224'399 GBP +0.35%	Generate
<input type="checkbox"/>	XXXX XXXX	nom: XXXX XXXX	121'746 GBP -21.21%	Generate

PORTFOLIO - DASHBOARD

The dashboard displays:

- 1 Portfolio Evolution
- 2 Portfolio Performance
- 3 Breakdown by Asset Class
- 4 Generate a Report

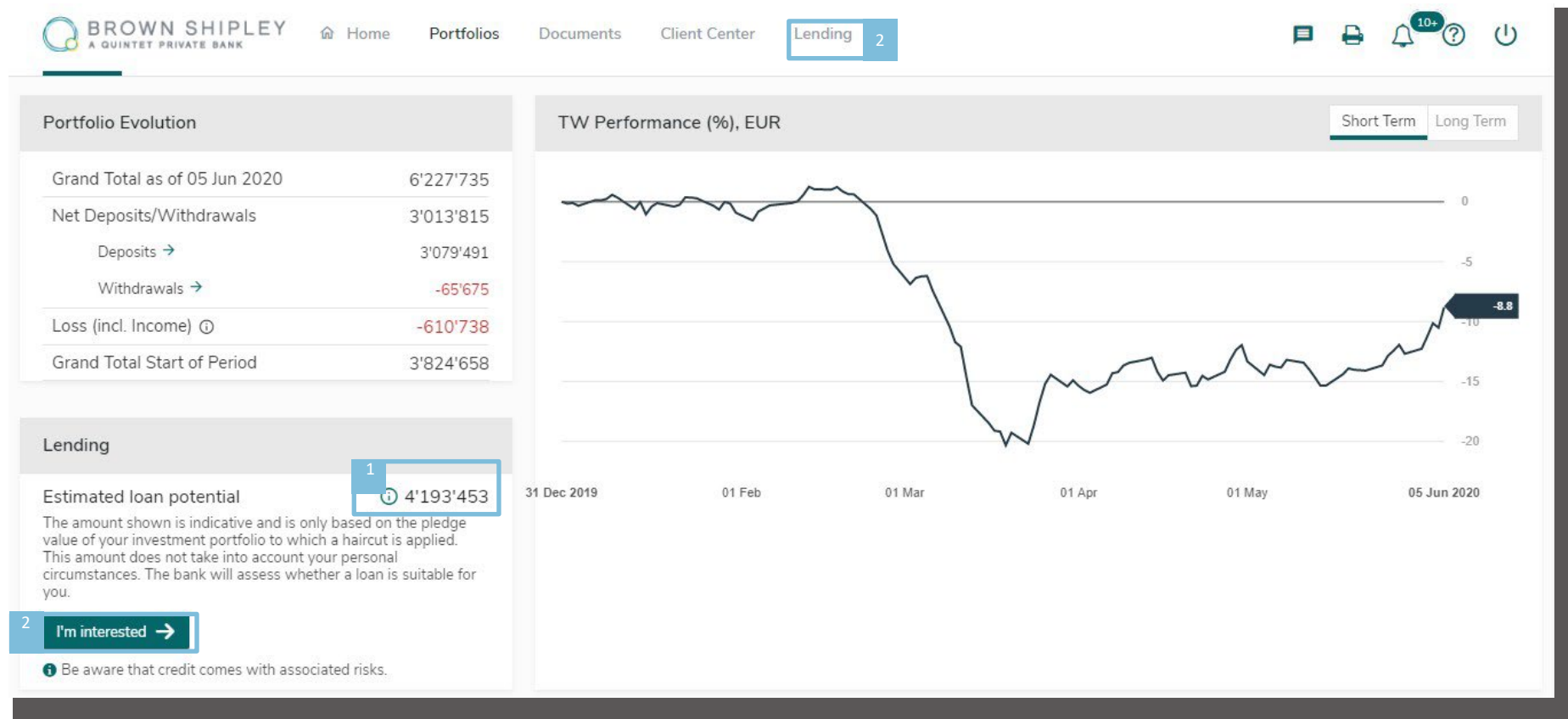


LOAN-TO-VALUE

This functionality provides an indication of the level/amount of loan your portfolio may support. This section will only be available for clients with eligible security portfolios where they are of sufficient value to enable lending.

1 Estimated loan amount potential

2 A link to more information via the lending information page

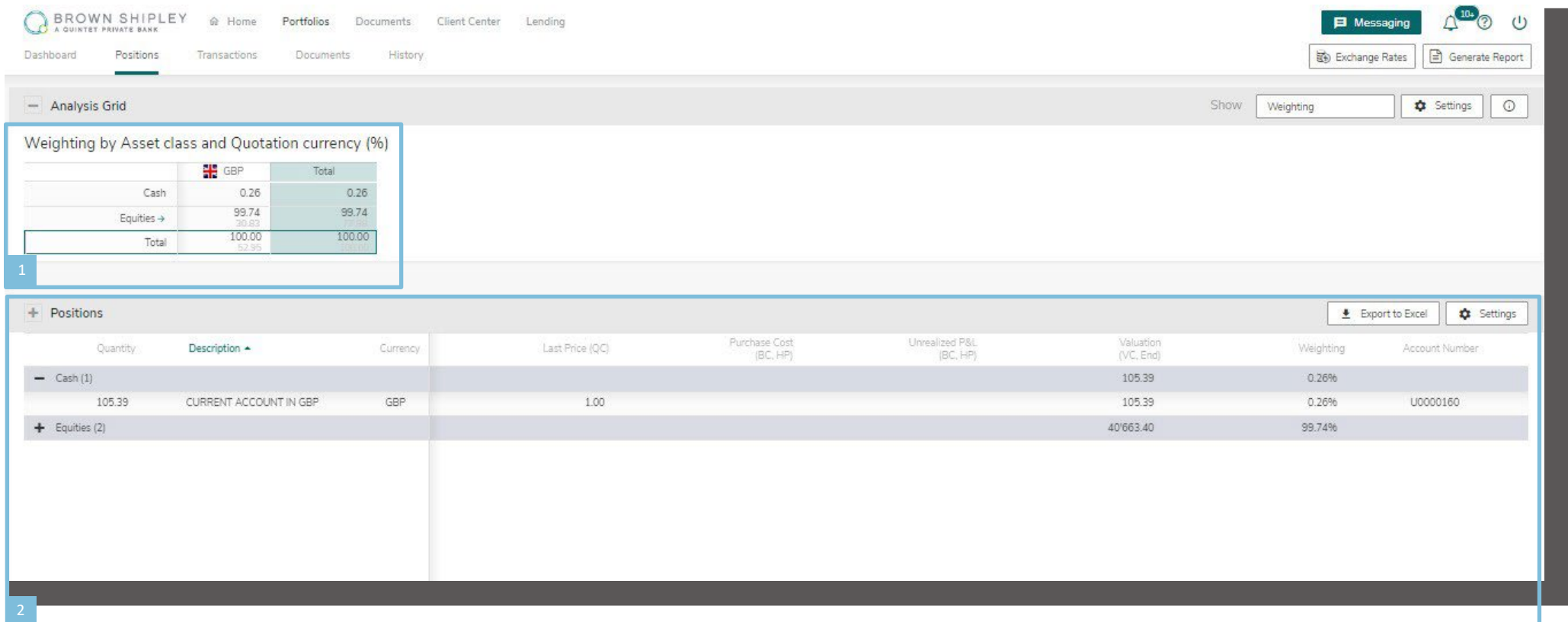


All lending is subject to qualifying criteria

PORTFOLIO - POSITIONS

1 Display the detailed breakdown of your portfolio by Asset Class and Currency.

2 For more detail, click on one of the cells in the Positions table or on the + icon.



BROWN SHIPLEY
A QUINTET PRIVATE BANK

Home Portfolios Documents Client Center Lending

Dashboard Positions Transactions Documents History

Messaging 10+

Exchange Rates Generate Report

Analysis Grid Show Weighting Settings

Weighting by Asset class and Quotation currency (%)

	GBP	Total
Cash	0.26	0.26
Equities →	99.74	99.74
Total	100.00	100.00

1

Positions Export to Excel Settings


Quantity	Description	Currency	Last Price (QC)	Purchase Cost (BC, HP)	Unrealized P&L (BC, HP)	Valuation (VC, End)	Weighting	Account Number
105.39	CURRENT ACCOUNT IN GBP	GBP	1.00	105.39	0.00	105.39	0.26%	U0000160
40'663.40	Equities	GBP	1.00	40'663.40	0.00	40'663.40	99.74%	U0000160

2

PORTFOLIO - TRANSACTIONS

1 Find the transaction history for the selected portfolio using the 'Transactions' tab.

2 This displays the securities and cash movements as well as pending orders.


BROWN SHIPLEY
A QUINTET PRIVATE BANK

[Home](#)
[Portfolios](#)
[Documents](#)
[Client Center](#)
[Lending](#)

[Dashboard](#)
[Positions](#)
[Transactions](#)
[Documents](#)
[History](#)

[Messaging](#)
10+
[Exchange Rates](#)
[Generate Report](#)

Last Securities Transactions

[Show All](#)

Valuation date	Transaction	Position	Quantity	Price	Price currency	Operation amount	Operation currency	Accounting date	Value date	Reversal	Amount	Amount currency
14 Aug 2019	Purchase	RATHBONE GBL OPP INST GBP	3'836.93	2.61	GBP	10'023.60	GBP	14 Aug 2019	20 Aug 2019		10'023.60	GBP
14 Aug 2019	Purchase	RATHBONE GBL OPP INST GBP	-3'836.93	2.61	GBP	-10'023.60	GBP	23 Aug 2019	20 Aug 2019	✓	-10'023.60	GBP
14 Aug 2019	Purchase	RATHBONE GBL OPP INST GBP	3'836.93	2.61	GBP	10'023.59	GBP	23 Aug 2019	16 Aug 2019		10'023.59	GBP
14 Aug 2019	Purchase	BNY MELLON GBL INC U	6'105.752	1.64	GBP	10'000.00	GBP	14 Aug 2019	19 Aug 2019		10'000.00	GBP
17 Jul 2019	Purchase	RATHBONE GBL OPP INST GBP	3'760.53	2.66	GBP	10'000.00	GBP	17 Jul 2019	23 Jul 2019		10'000.00	GBP

Last Cash Movements

[Show All](#)

Valuation date	Transaction	Operation amount	Operation currency	Description	Amount	Amount currency	Value date	Transaction date	Accounting date	Reversal
29 Nov 2019	Income	62.67	GBP	Cp 12157.92200 BNY MELLON GBL INC U	62.67	GBP	29 Nov 2019	01 Oct 2019	23 Dec 2019	
29 Nov 2019	Other	42.72	GBP	Eq 12157.92200 BNY MELLON GBL INC U	42.72	GBP	29 Nov 2019	01 Oct 2019	23 Dec 2019	
14 Aug 2019	Other	10'023.60	GBP	RSc3836.93000 RATHBONE GBL OPP INST G	10'023.60	GBP	20 Aug 2019	14 Aug 2019	23 Aug 2019	✓
14 Aug 2019	Other	-10'023.60	GBP	Scr3836.93000 RATHBONE GBL OPP INST G	-10'023.60	GBP	20 Aug 2019	14 Aug 2019	14 Aug 2019	
14 Aug 2019	Other	-10'000.00	GBP	Scr6105.75200 BNY MELLOW GBL INC U	-10'000.00	GBP	19 Aug 2019	14 Aug 2019	14 Aug 2019	

Last Pending Orders

CREATE CONSOLIDATED PORTFOLIOS

You can consolidate your information to get a complete overview of multiple portfolios in a single report.

1 Select several portfolios by clicking on the corresponding tickboxes.

2 Click 'Consolidate' to generate the consolidated portfolio.

The consolidated portfolio will be added to the list of your portfolios. Click on the corresponding line to view it.

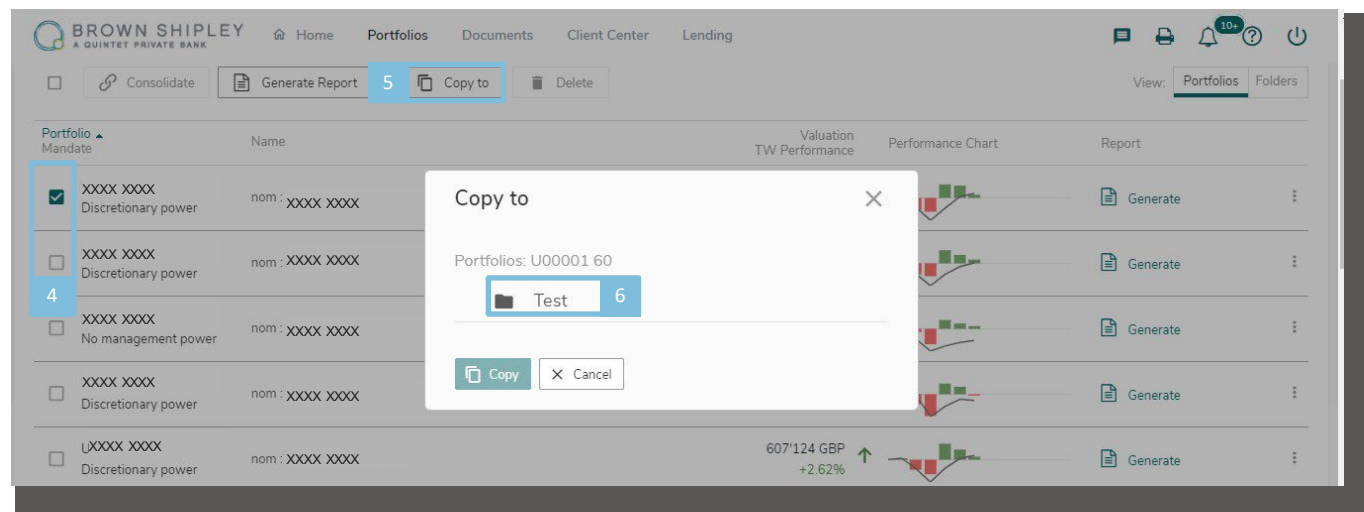
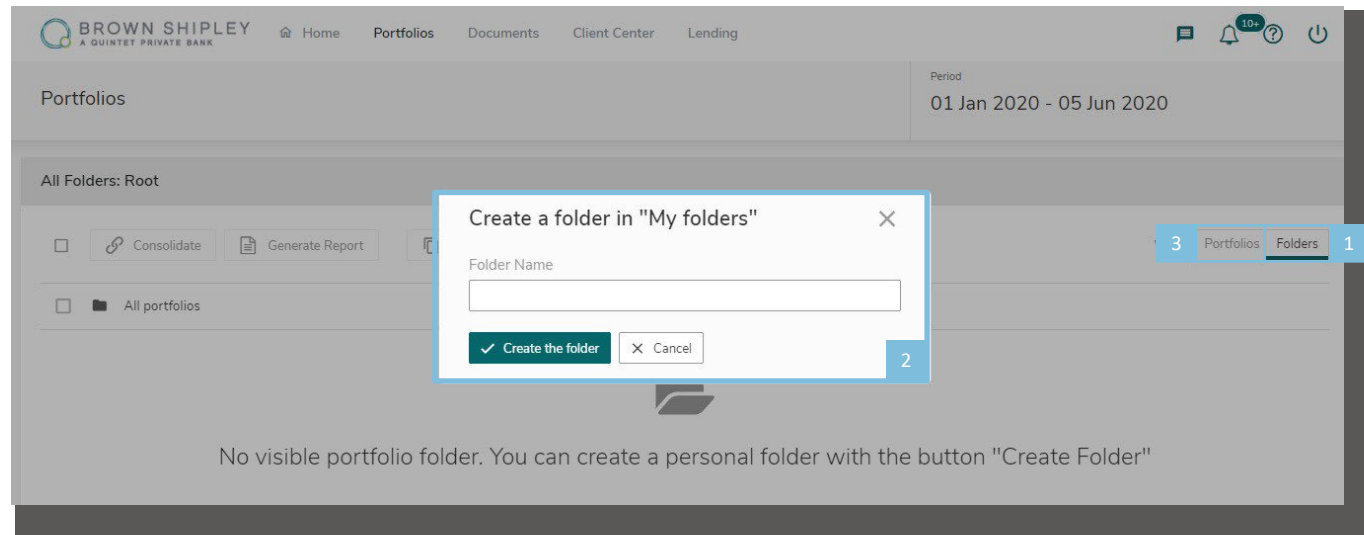
The screenshot displays the 'Portfolios' section of the Brown Shipley A Quintet Private Bank interface. At the top, there is a navigation bar with links to Home, Portfolios, Documents, Client Center, and Lending. Below this, a toolbar contains buttons for 'Consolidate', 'Generate Report', 'Copy to', and 'Delete'. A 'View:' dropdown menu is set to 'Portfolios'. The main area is a table with columns: Portfolio Mandate, Name, Valuation TW Performance, Performance Chart, and Report. A blue box labeled '1' highlights the first two rows of the table, which have their checkboxes selected. The table lists six portfolios with their respective valuations and performance metrics.

Portfolio Mandate	Name	Valuation TW Performance	Performance Chart	Report
<input checked="" type="checkbox"/>	XXXX XXXX	40'769 GBP +2.29%		Generate
<input checked="" type="checkbox"/>	XXXX XXXX	224'397 GBP +0.35%		Generate
<input type="checkbox"/>	XXXX XXXX	120'291 GBP -22.15%		Generate
<input type="checkbox"/>	XXXX XXXX	563'763 GBP -1.75%		Generate
<input type="checkbox"/>	XXXX XXXX	607'124 GBP +2.62%		Generate
<input type="checkbox"/>	XXXX XXXX	157'586 GBP -2.27%		Generate

CREATE FOLDERS

Creating folders enables you to organise your portfolios in a way that suits you.

- 1 Click on the 'Folders' tab.
- 2 Create a folder and fill in the field 'Folder Name'.
- 3 Click on the 'Portfolios' tab to return to the overview of your portfolios.
- 4 Select the portfolios using the corresponding tickboxes.
- 5 Click on 'Copy to'.
- 6 Select the folder you wish to copy your portfolios in.



DOCUMENTS

1

If you have chosen to go paperless you can access documents applicable to your linked portfolios - including valuations, account statements and purchase or sale notifications click on the Documents section from the main navigation bar. If you have agreed a 'grouped' portfolio report your valuation will be accessible under the 'ZU' group reference.

2

You can filter the documents listed (by timeframe or document type) by clicking 'Filter type'.

3

Documents can be downloaded if required. You will be notified of new documents via email.

We have migrated two years of historic documents from our previous system which will be presented in a different format.

By default, these documents will be marked as 'unread'. To remove this flag, please tick the 'select all' option and then press the 'mark as read' button.

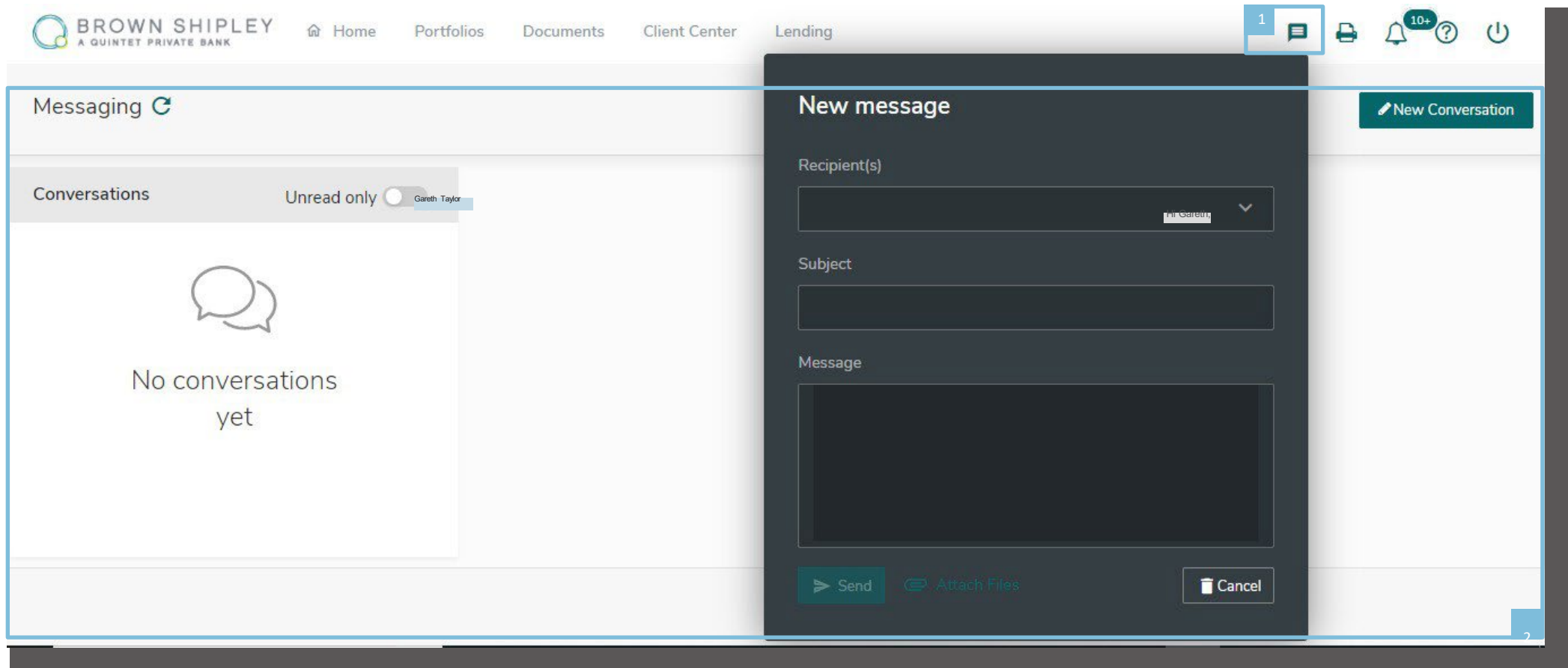
The screenshot displays the 'Documents' section of the Brown Shipley client portal. The navigation bar includes 'Home', 'Portfolio', 'Documents' (highlighted), 'Client Center', and 'Lending'. A 'Messaging' button and a notification bell are in the top right. The 'Documents' page has a 'Period' filter set to '08 Jun 2018 - 08 Jun 2020'. Below the filter, there are buttons for 'Mark as read' and 'Download as'. The main table lists documents with columns: Operation Date, Type, Description, Amount, Currency, Value Date, and Download. The first document is 'Valuation and current account' dated 05 Jan 2019. A 'Download' button is highlighted for this document. The table also shows a list of 'New' documents on the left side.

Operation Date	Type	Description	Amount	Currency	Value Date	Download
05 Jan 2019	Valuation and current account		--		16 Jan 2019	Download
05 Oct 2018	Valuation and current account		--		17 Oct 2018	Download
05 Jul 2018	Valuation and current account		--		17 Jul 2018	Download

SECURE MESSAGING

My Brown Shipley provides you with a secure way to communicate with your Brown Shipley Adviser.

- 1 By clicking on the 'Messaging' icon on the main navigation to the top right of the page you can contact your Brown Shipley Adviser via a secure, encrypted environment.
- 2 You will be able to send messages, view responses and access any conversation history. **Please note this is not a 'live chat' service and your Brown Shipley Client Advisor will respond to you as soon as possible.**



CLIENT CENTER

This area enables you to view and amend the following:

Settings

- 1 Change your PIN code
- 2 Change you theme colour - either light or dark mode.

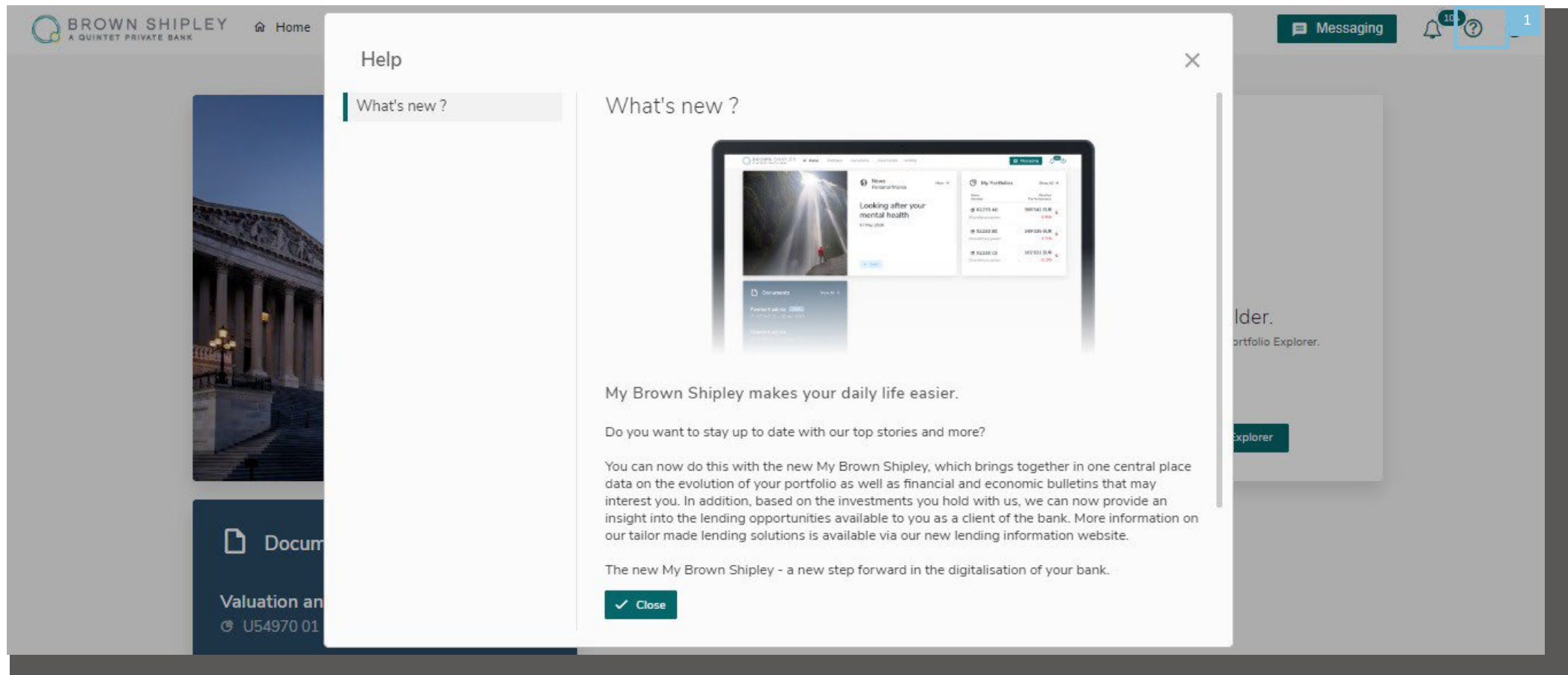
Portfolios

- 3 View your Portfolio, IBAN and Swift details
- 4 Amend your Currency preference.

The screenshot displays the Brown Shipley Client Center interface. The top navigation bar includes the logo, a home icon, and links for Home, Portfolios, Documents, Client Center, and Lending. On the right, there are icons for a menu, notifications (10+), help, and a power button. The left sidebar contains a 'Settings' section with 'Security' and 'Portfolios' sub-sections. The 'Security' sub-section has a 'Theme' dropdown menu (labeled 2) and a 'Terms and conditions' link. The 'Portfolios' sub-section has an 'Information' link (labeled 3) and a 'Valuation Settings' link (labeled 4). The main content area is titled 'Security' and contains a list of instructions: 'Do not choose a PIN that would be easy to guess (such as your birthday, telephone number, etc.).', 'Do not share your PIN with anyone or write it down (remember: nobody working for our organization will ever ask for your PIN).', 'Change your PIN regularly.', and 'The PIN you received is only valid for one entry. To ensure top-level security, you must change this PIN by selecting a new one after logging in for the first time.' Below this is a 'User ID' field (labeled 1) containing 'XXXXXX' and a '✓ PIN code change' button. At the bottom, there is a 'Session Timeout' section with a warning icon and text: 'For security reasons timeout is set to 5 minutes. Please don't forget to close the session by clicking on the "logout" button on top right of the screen.'

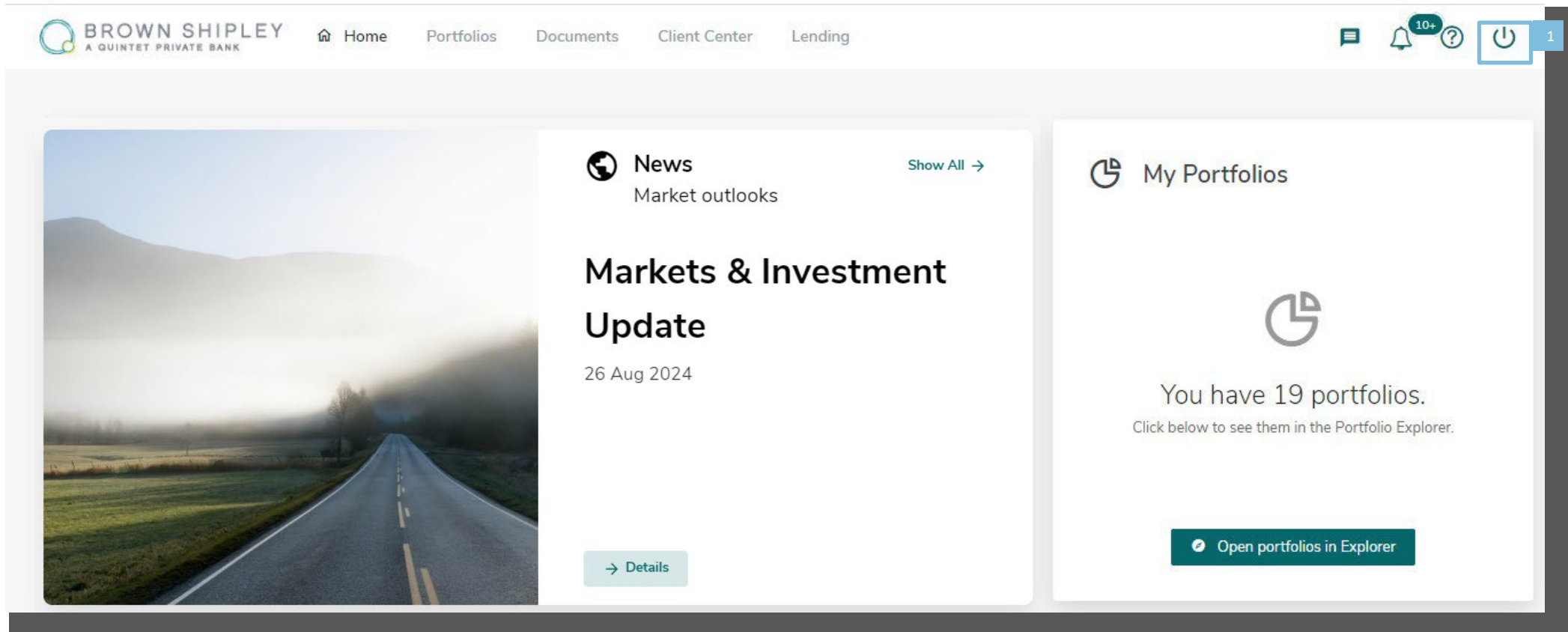
HELP

- 1 Click the help icon in the top right of the screen to take a tour of the new features on the site.



LOGOUT

- 1 To logout at any time click the icon in the top right corner of the screen.



SUPPORT

1 If you need any assistance regarding My Brown Shipley click the 'Need Help?' link on the login homepage.

2 This will provide you with contact information for our dedicated support team.

The image shows a screenshot of the Brown Shipley login homepage on the left and a callout box on the right. The login page has a teal background with the Brown Shipley logo at the top. Below the logo is a login form with fields for Smart Card, User name, PIN Code, and Smartcard Code, followed by a Login button. At the bottom of the login form is a 'Need Help?' link. The callout box on the right, labeled with a '2' in a blue square, contains contact information for the support team, including a telephone number, email address, and a list of office locations.

BROWN SHIPLEY
A QUINTET PRIVATE BANK

← Back to login options

Smart Card

User name

PIN Code

Smartcard Code

Login

[Terms and Conditions](#) [Privacy Policy](#) [Need Help?](#)

Version 4.10.3 / 2.9.20

2

If you have any questions about logging in or access, on-line security and/or general support enquiries please contact our dedicated Helpline either by telephone on:

[0800 916 6911*](tel:08009166911)
Monday to Friday from 9am to 5pm

*Telephone calls may be recorded for regulatory and legal purposes. If dialling outside the UK please dial +44 207 320 3662

Or by email:

mbs.support@brownshipley.co.uk

Please note: you will go through a series of security questions and upon successful completion of this exercise we will manage your request accordingly.
We will never ask for your password details by phone or email and if you are ever asked by anyone else you should not disclose this information to anyone.

If you have questions about your portfolio(s) and/or services that Brown Shipley provide, please speak directly to your Advisor for additional support.
Their contact details are available via the on-line portal but alternatively our Office contact details are as follows:

- Birmingham: 0121 200 0670
- Cambridge: 0122 335 7131
- Edinburgh: 0131 524 1270
- Leeds: 0113 261 5420
- London: 020 7606 9633
- Manchester: 0161 214 6500
- Norwich: 0160 366 1156
- Nottingham: 0115 988 6997

HELPFUL TIPS AND SECURITY INFORMATION

- Do not share your PIN code with anyone or write it down. We will never ask you to disclose your PIN code or ask you to reset it
- Ensure you always login to My Brown Shipley via the dedicated link on our website or via the My Brown Shipley App
- If your device, Smartcard or PIN code are lost, stolen or compromised please contact us immediately on 0800 916 6911*
- Be alert to fraudulent emails claiming to be from Brown Shipley
- We will never email you requesting you to login to My Brown Shipley
- If you forget your username or PIN code please contact the My Brown Shipley helpline on 0800 916 6911* who will be able to help you
- Remember to always log out of My Brown Shipley. For security purposes, you will be automatically logged out after 5 minutes inactivity.
- Remember to change your PIN code regularly
- For further information visit the dedicated My Brown Shipley section of our website accessed via brownshipley.com.

Contact Us.

If you have any questions about your My Brown Shipley account, please contact our dedicated helpline on 0800 916 6911* or by email to mbs.support@brownshipley.co.uk

For further information on My Brown Shipley, visit the My Brown Shipley section of our website at brownshipley.com

* If calling from outside the UK please dial +44 207 320 3662.

IMPORTANT INFORMATION

This communication is provided for information purposes only and is provided for the benefit of existing clients of the firm. It does not constitute an offer or recommendation to subscribe, to purchase, sell or hold any security or financial instrument.

Brown Shipley is a trading name of Brown Shipley & Co Limited, registered in England and Wales No. 398426. Registered Office: 2 Moorgate, London, EC2R 6AG. Brown Shipley's parent company is Quintet Private Bank (Europe) S.A which, from Luxembourg, heads a major European network of private bankers.

Information correct as at 2024

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