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 Adviser 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.

HOW TO LOGIN

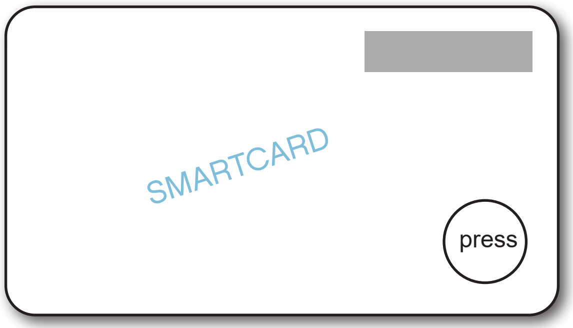
To access My Brown Shipley on your desktop/laptop computer, via a web browser you will need:

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.

** Your Smartcard is required to login when accessing My Brown Shipley For the first time, after this you can access uing our QR code app. 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

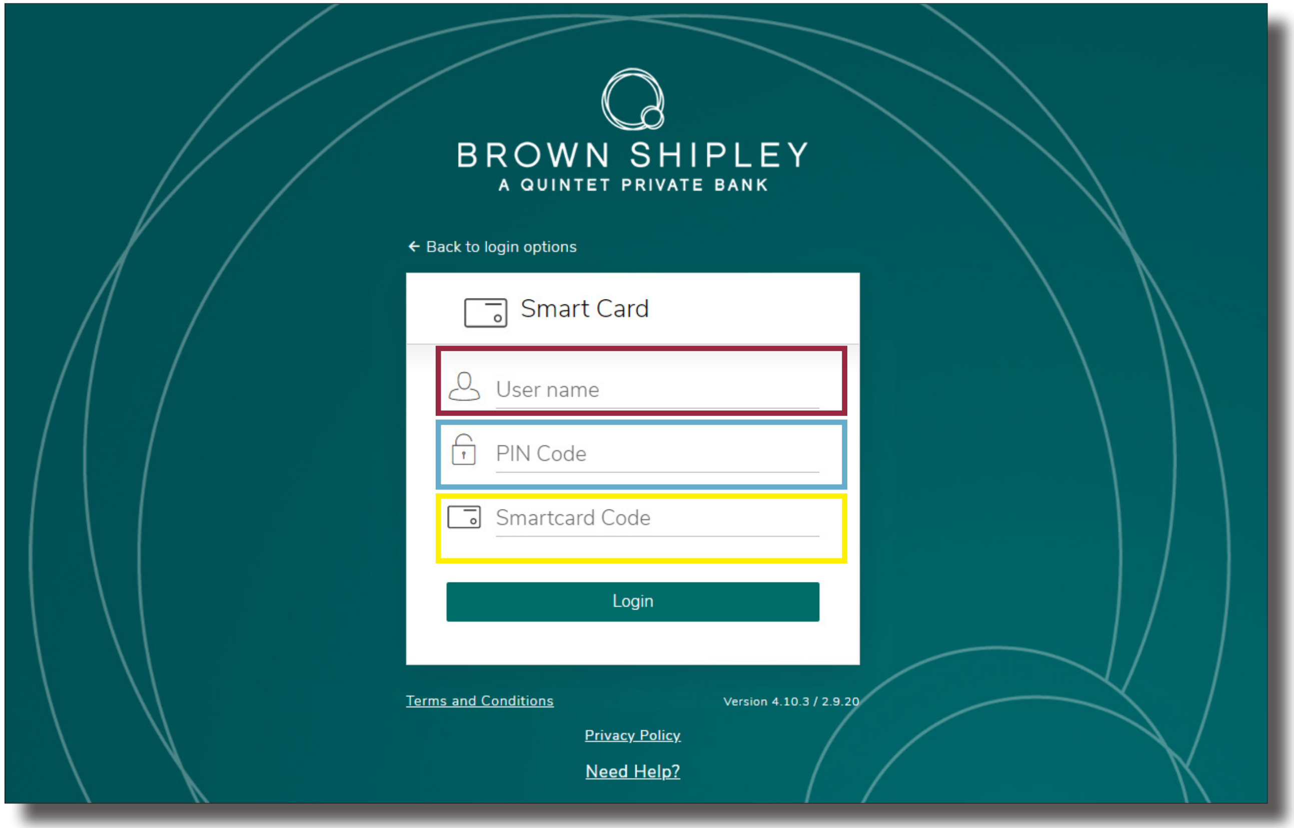
To access My Brown Shipley go to brownshipley.com, click on the My Brown Shipley section then click Login.

Enter the following information:

1 Username

2 PIN Code

3 Smartcard Code



Homepage

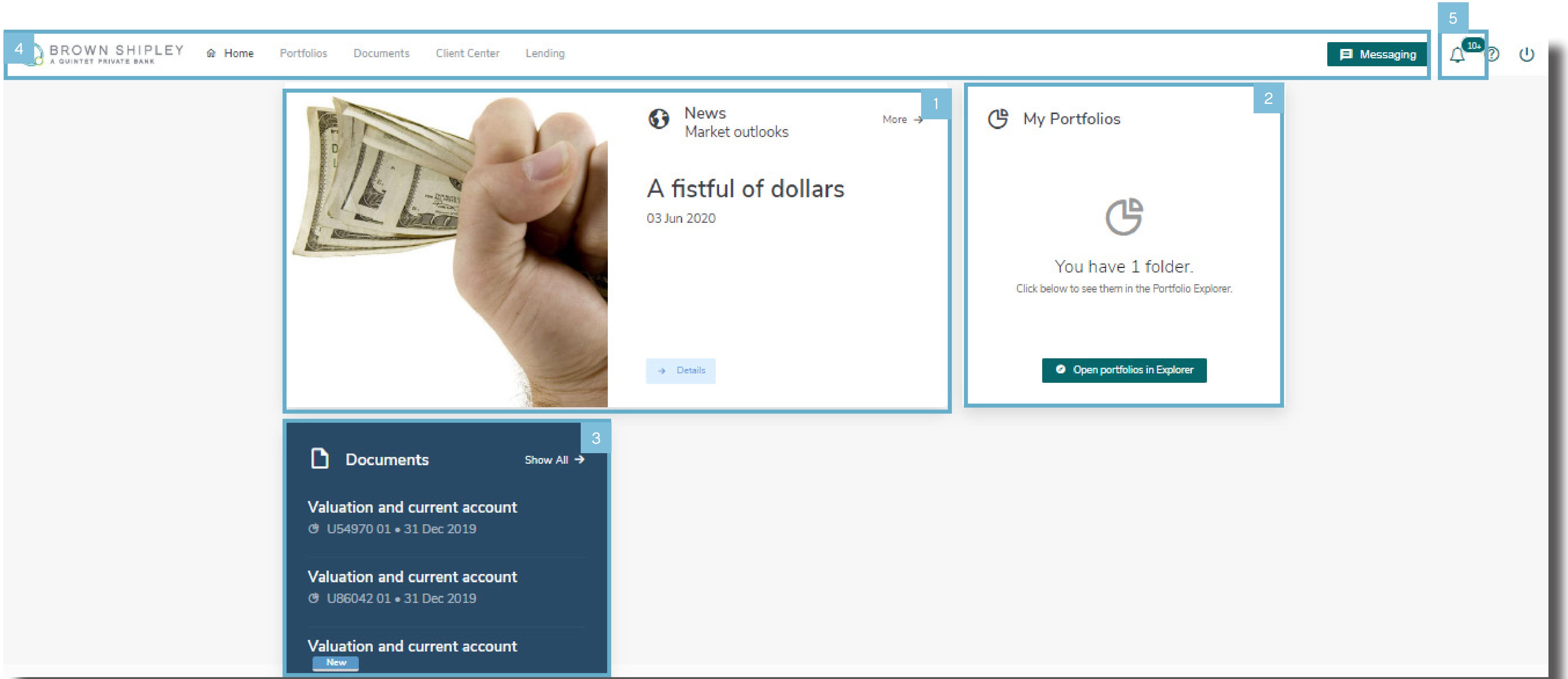
1 Find the latest news articles published online by Brown Shipley, our publications and investment analysis.

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 portfilios via the notification icon in the top right corner.



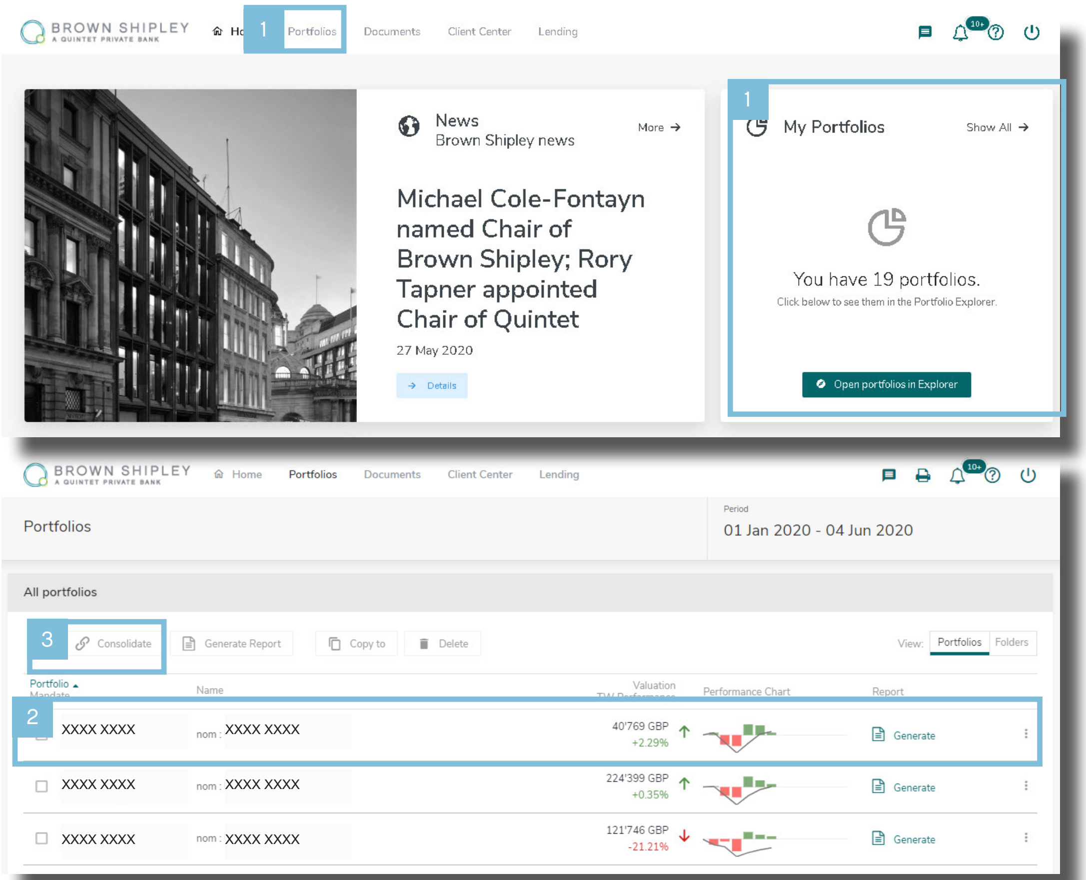
VIEW YOUR PORTFOLIOS

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’.



PORTFOLIO - DASHBOARD

The dashboard displays:

1 Portfolio Evolution

2 Portfolio Performance

3 Breakdown by Asset Class

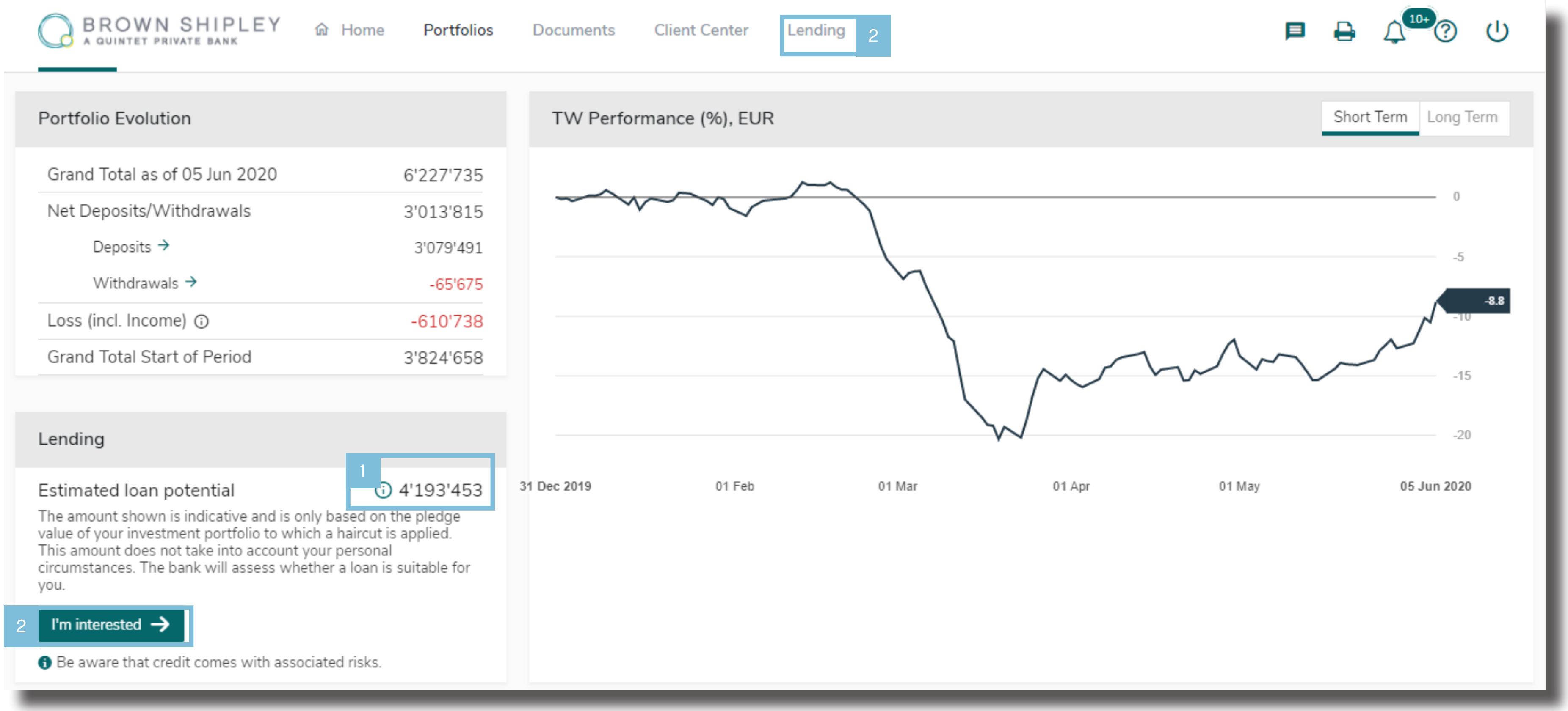
4 Generate a Report

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 (a minimum of the sterling equivalent of €500k).

1 Estimated loan amount potential

2 A link to more information via the lending information page

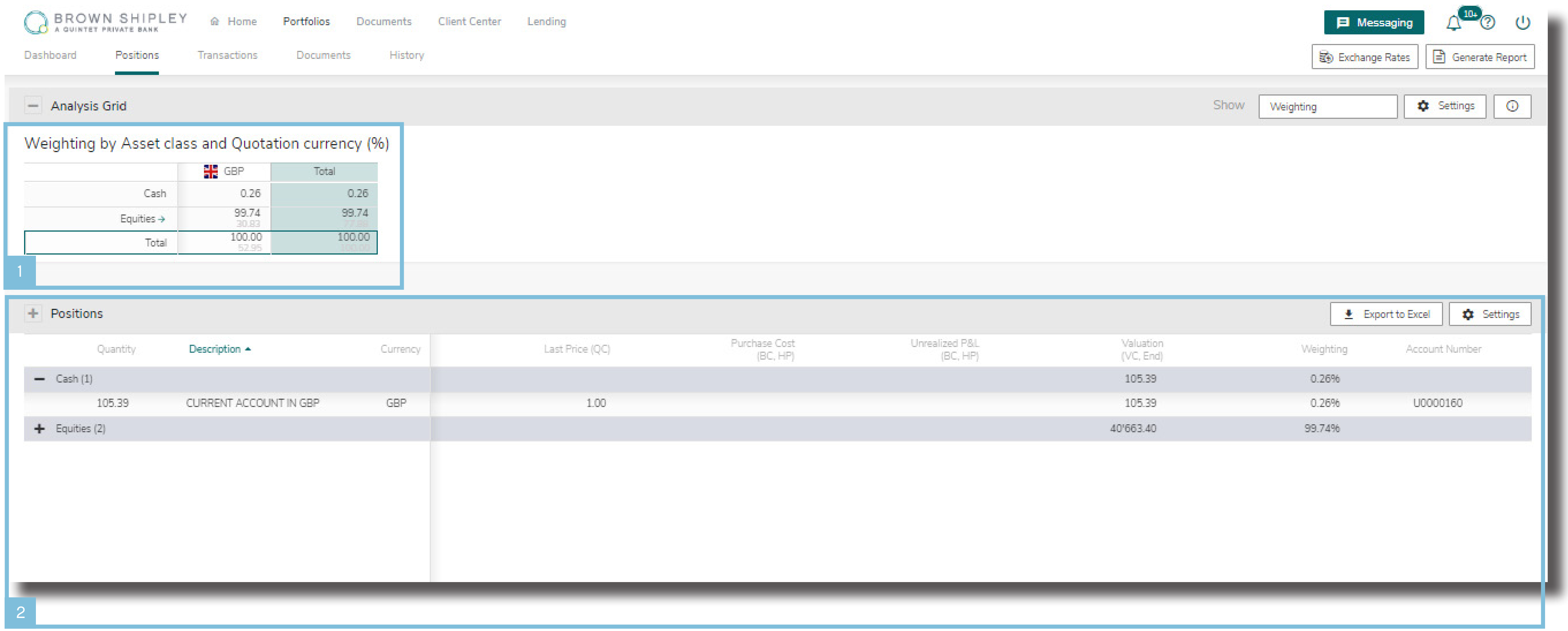


All lending is subject to qualifying criteria

PORTFOLIO - POSITIONS

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

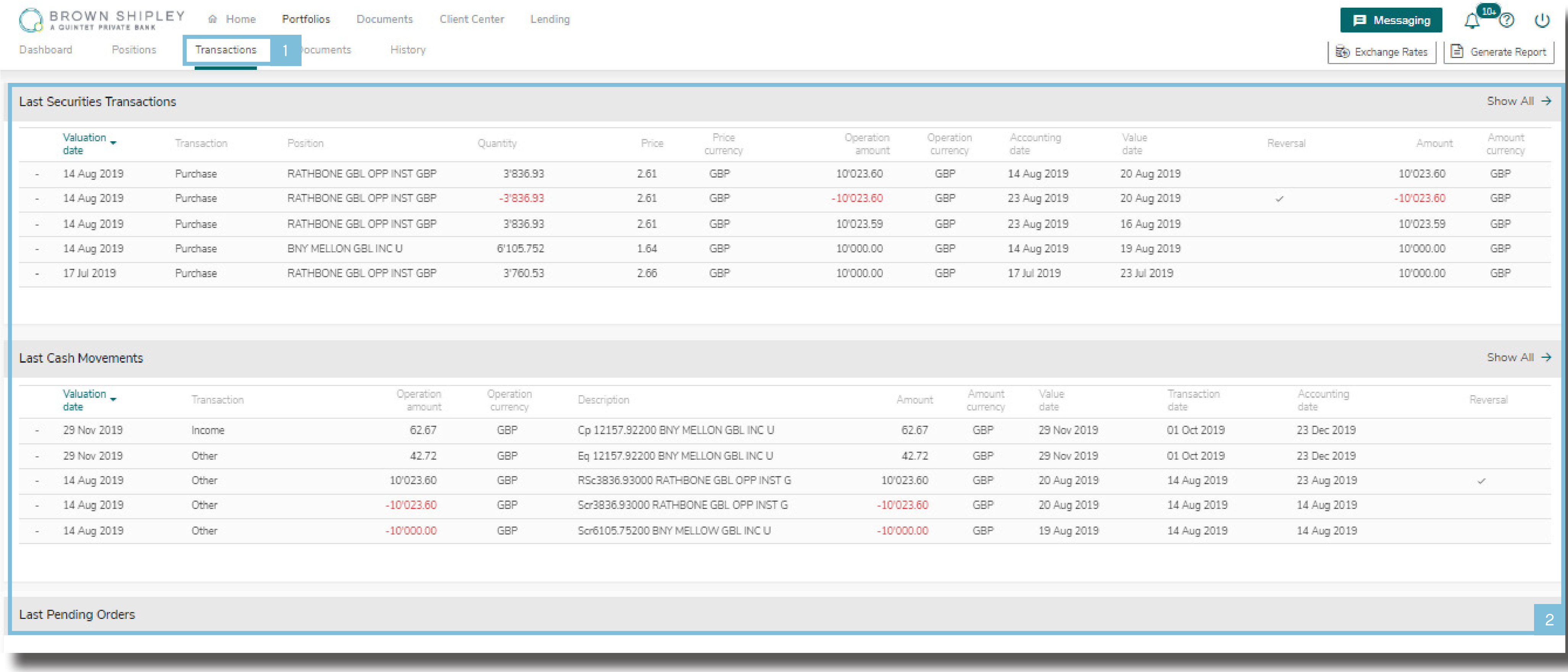
2 For more detail, click on one of the cells in the Positions table or on the **+** icon.



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.



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

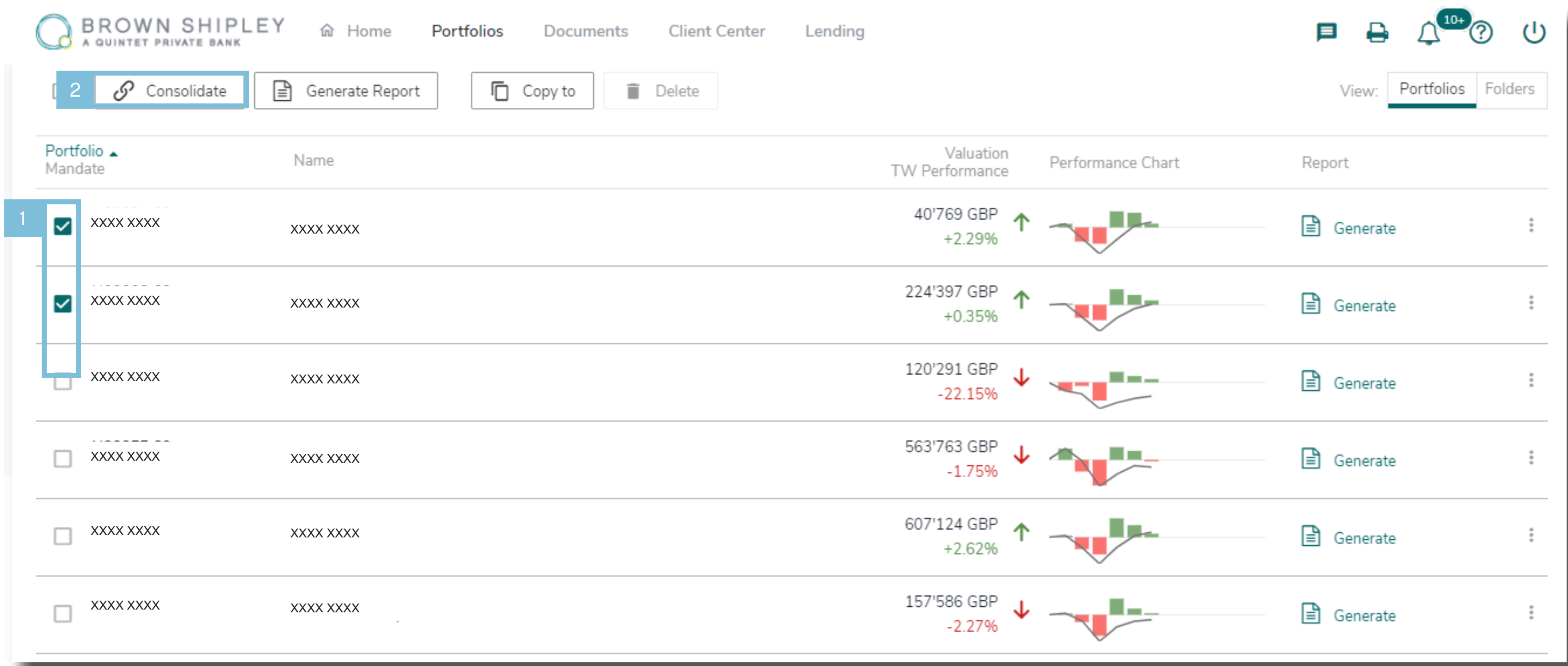
CREATE CONSOLIDATED PORTFOLIOS

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.



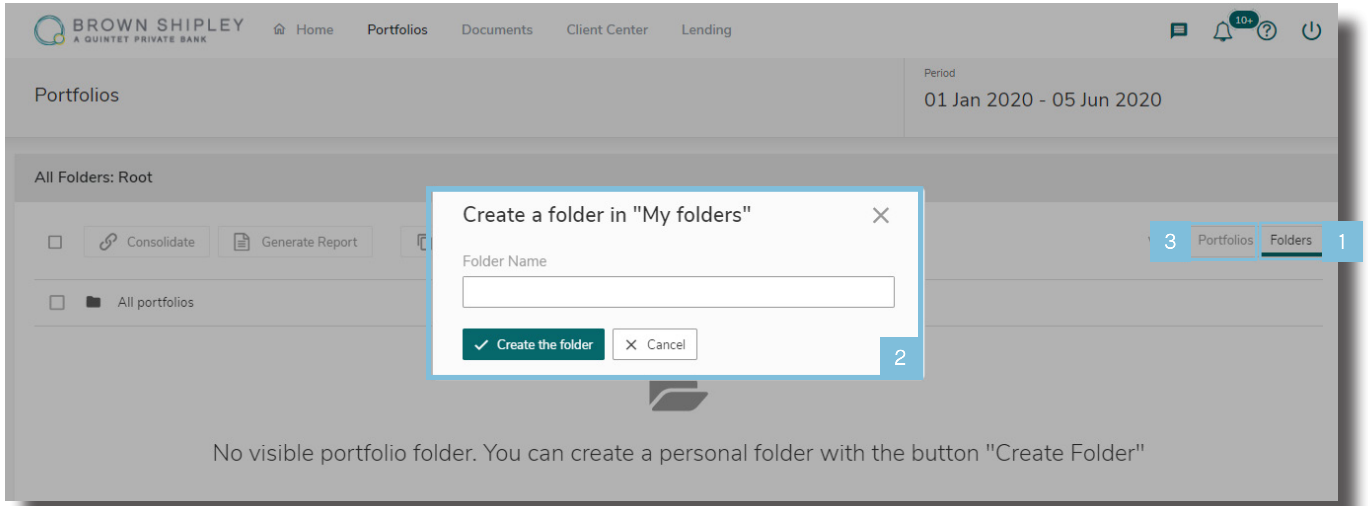
CREATE FOLDERS

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’.

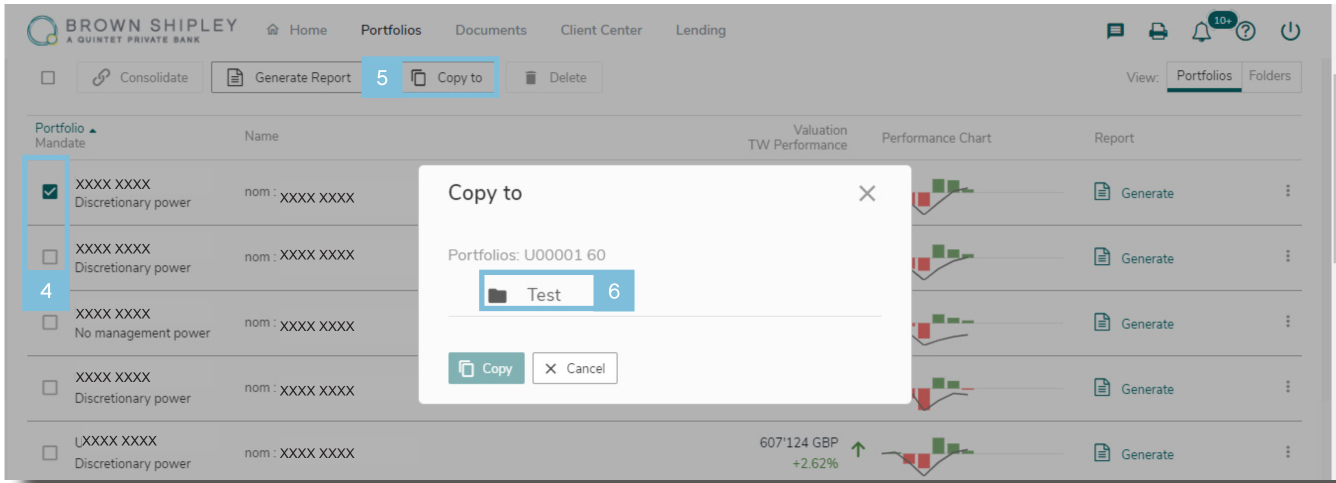
3 Click on the ‘Portfolios’ tab to return to the overview of your portfolios.



4 Select the portfolios using the corresponding tickboxes.

5 Click on ‘Copy to’.

6 Select the folder you wish to copy your portfolios in.



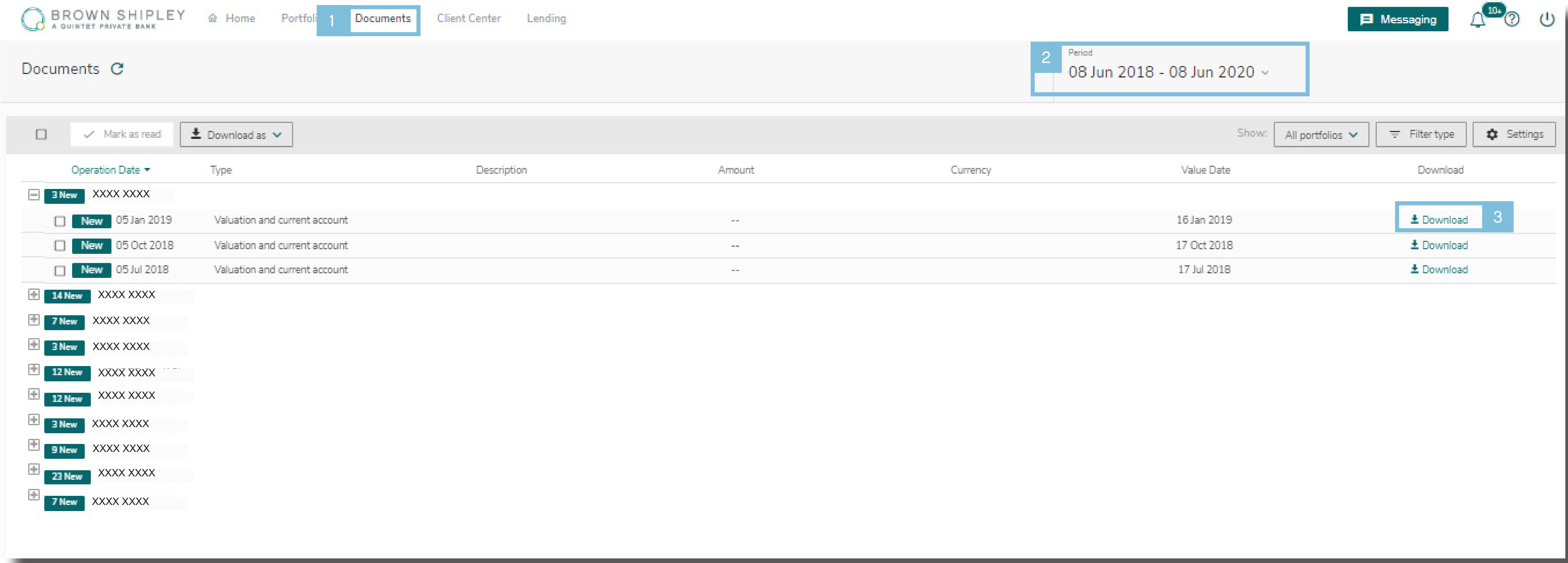
DOCUMENTS

1 If you have chosen to go paperless you can accces documents applicable to your linked portfolios - including valuations, account statements and purchase or sale notifications click on the Documents isection 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.

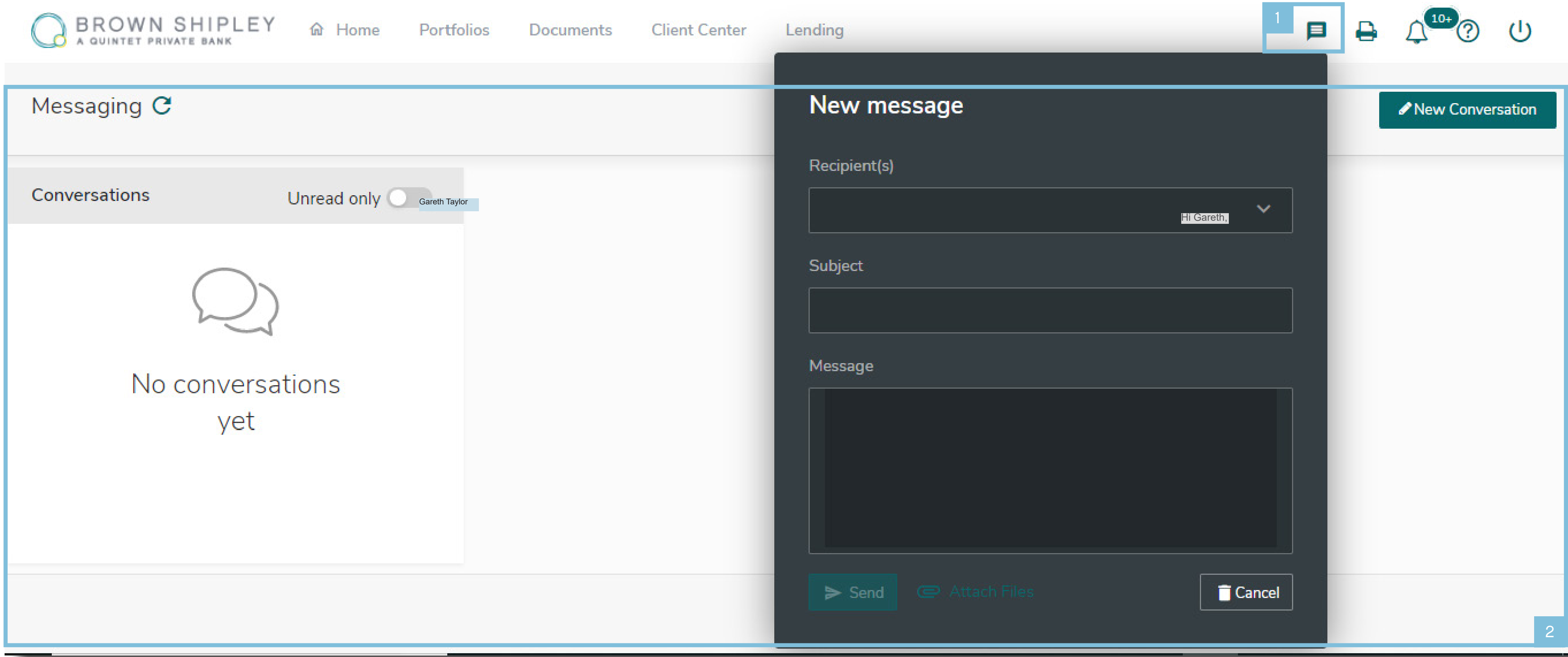


SECURE MESSAGING

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 Adviser will respond to you as soon as possible.**



CLIENT CENTER

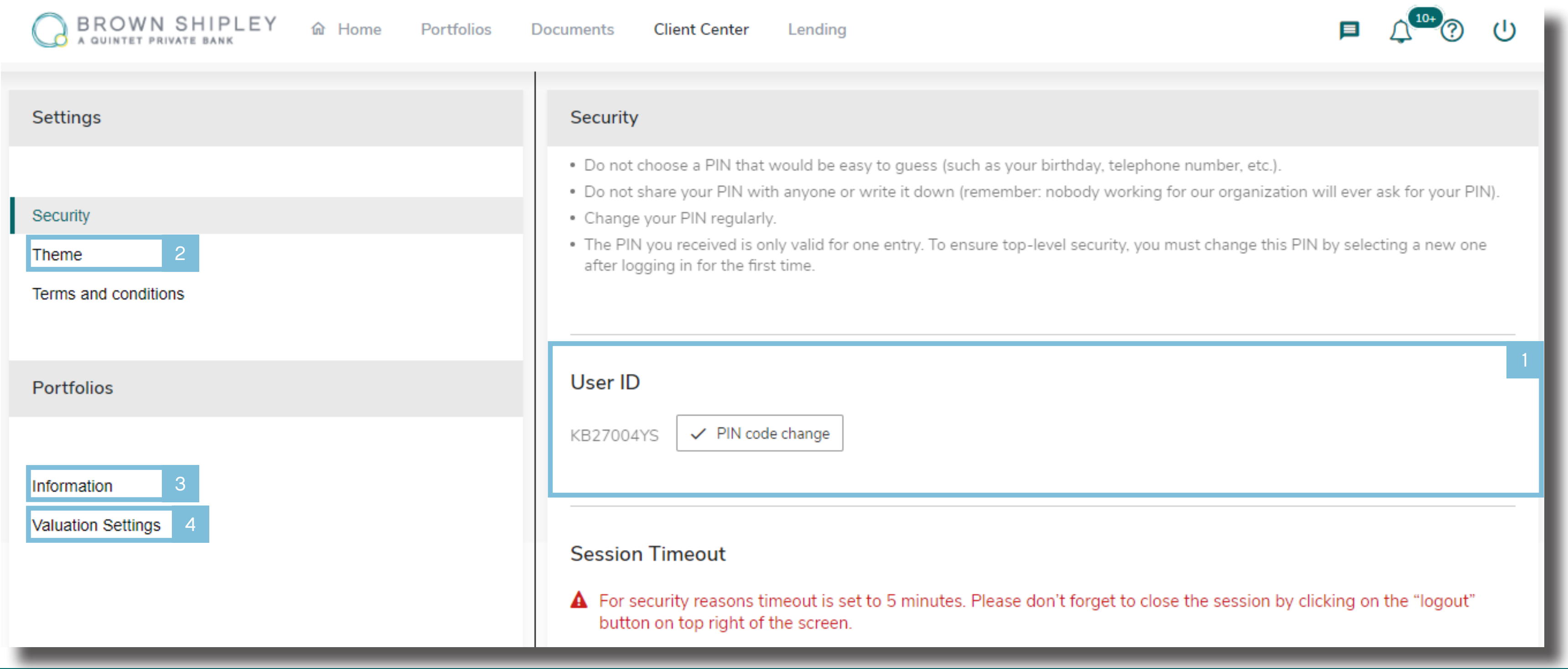
This area enables you to view and amend the following:

Settings

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

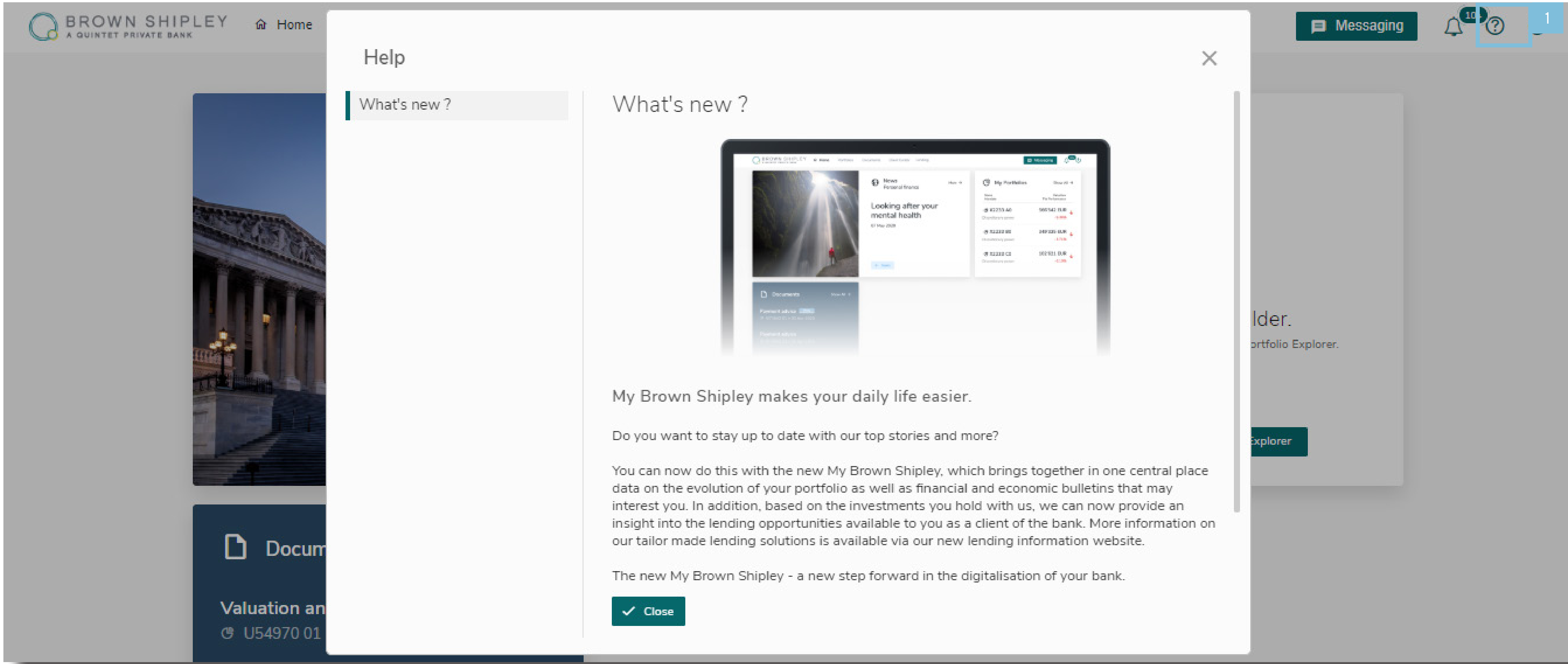
Portfolios

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



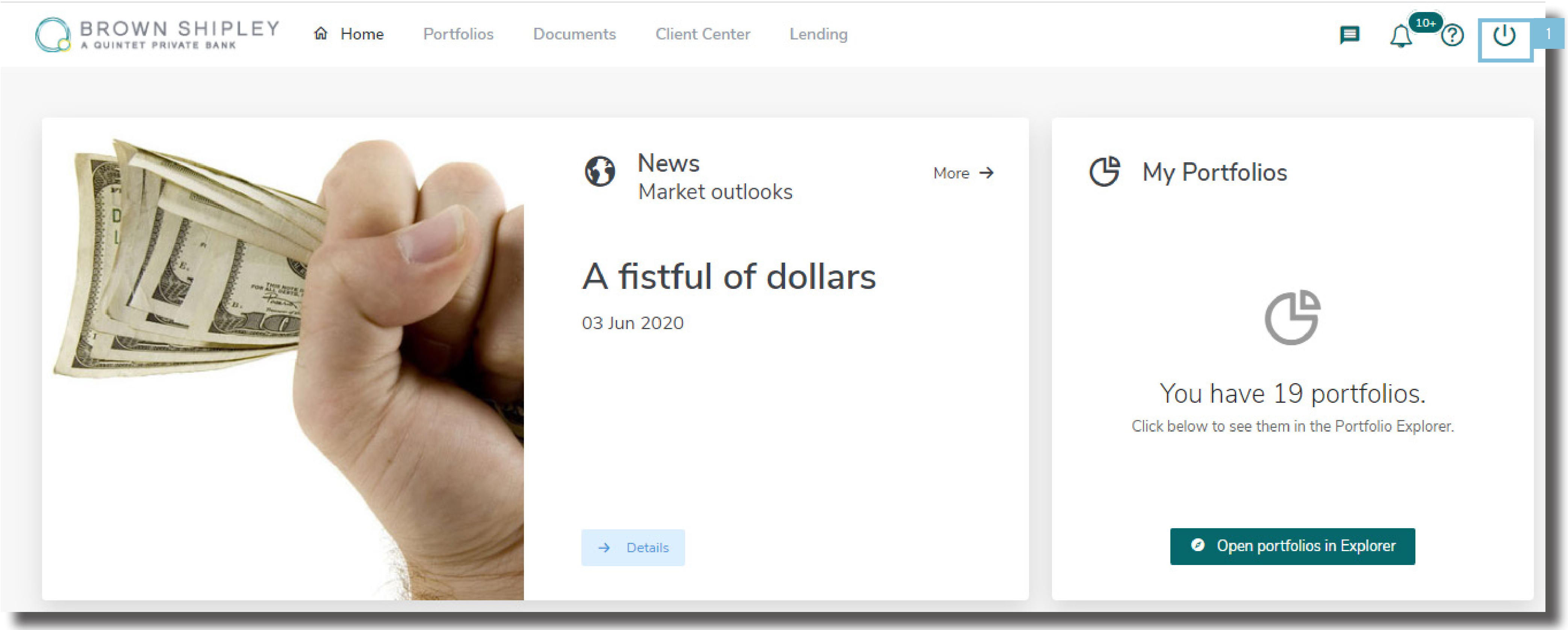
HELP

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



LOGOUT

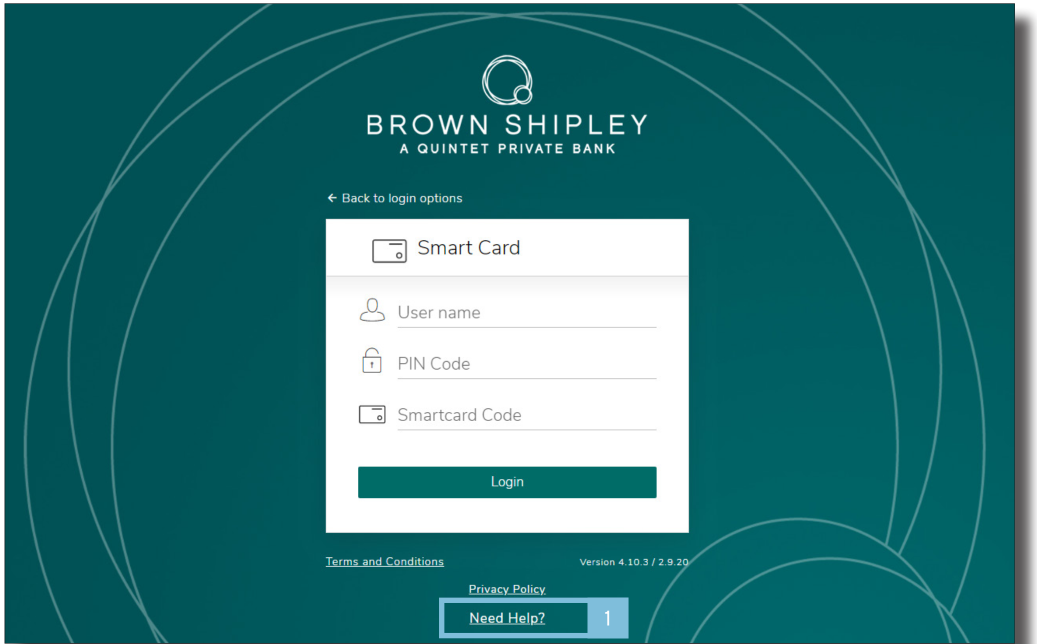
1 To logout at any time click the icon in the top right corner of the screen.

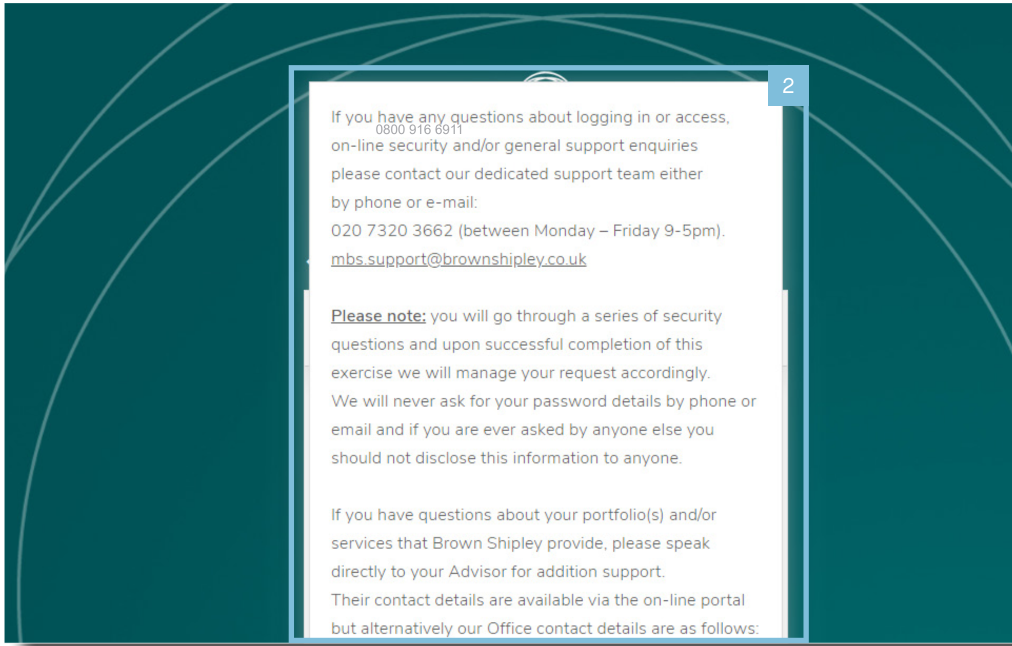


SUPPORT

1 If you need any assitance 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.





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 or to view our 'How to login' video, 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 June 2020.
[MYBS MG6.20]