

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

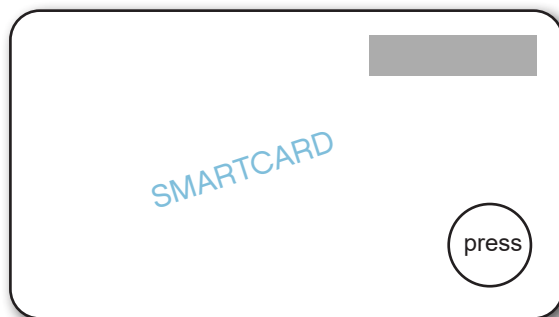
To access My Brown Shipley on your desktop/laptop computer, via a web browser you will need:

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 using 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

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[← Back to login options](#)

Smart Card

User name

PIN Code

Smartcard Code

Login

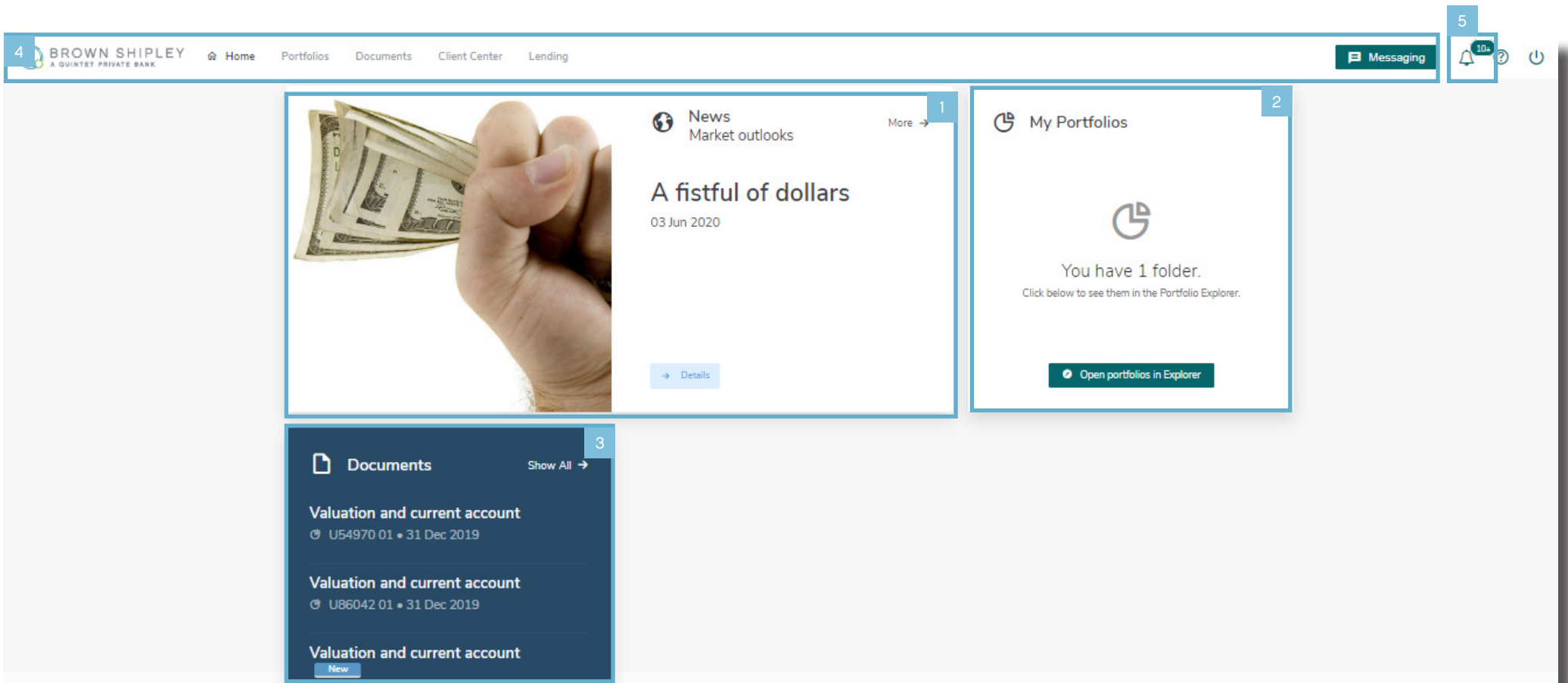
[Terms and Conditions](#) Version 4.10.3 / 2.9.20

[Privacy Policy](#)

[Need Help?](#)

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.



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'.

The screenshot displays the 'Portfolios' section of the Brown Shipley website. The top navigation bar includes 'Home', 'Portfolios', 'Documents', 'Client Center', and 'Lending'. A news article titled 'Michael Cole-Fontayn named Chair of Brown Shipley; Rory Tapner appointed Chair of Quintet' is displayed. A 'My Portfolios' widget shows 'You have 19 portfolios' and a button to 'Open portfolios in Explorer'. Below, a 'Portfolios' table lists three portfolios with columns for Name, Valuation, Performance Chart, and Report. A 'Consolidate' button is highlighted in the table's header.

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

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

Messaging
Exchange Rates
Generate Report

Portfolio Evolution

Grand Total as of 04 Jun 2020	40'769
Net Deposits/Withdrawals	0
Deposits →	0
Withdrawals →	0
Gain (incl. Income) ⓘ	914
Grand Total Start of Period	39'855

TW Performance (%), GBP

Short Term | Long Term

Breakdown by Asset Class (%)

Asset class	Valuation (GBP)	Portfolio	Weighting	TW Performance	
				Benchmark	Portfolio
Cash	105	0.26%	77.88%	0.00%	-7.05%
Equities	40'663	99.74%	77.88%	2.30%	-7.05%

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

The screenshot displays the client portal interface for Brown Shipley, a Quintet Private Bank. The navigation bar includes Home, Portfolios, Documents, Client Center, and Lending (highlighted with a blue box and the number 2). The main content area is divided into three sections:

- Portfolio Evolution:** A table showing the portfolio's performance from the start of the period to 05 Jun 2020.
- TW Performance (%), EUR:** A line chart showing the Total Return (TW) performance over time, with a callout for -8.8% on 05 Jun 2020. The chart has tabs for Short Term and Long Term.
- Lending:** A section titled "Lending" containing an "Estimated loan potential" of 4'193'453 (highlighted with a blue box and the number 1). Below this is a disclaimer: "The amount shown is indicative and is only based on the pledge value of your investment portfolio to which a haircut is applied. This amount does not take into account your personal circumstances. The bank will assess whether a loan is suitable for you." At the bottom of this section is a button "I'm interested →" (highlighted with a blue box and the number 2) and a risk warning: "Be aware that credit comes with associated risks."

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.

Weighting by Asset class and Quotation currency (%)

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

Positions

Quantity	Description	Currency	Last Price (QC)	Purchase Cost (BC, HP)	Unrealized P&L (BC, HP)	Valuation (VC, End)	Weighting	Account Number
- Cash (1)								
105.39	CURRENT ACCOUNT IN GBP	GBP	1.00			105.39	0.26%	U0000160
+ Equities (2)								
						40'663.40	99.74%	

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.

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Home Portfolios Documents Client Center Lending

Dashboard Positions **Transactions** Documents History

Messaging 10+ Exchange Rates Generate Report

Last Securities Transactions

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

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.

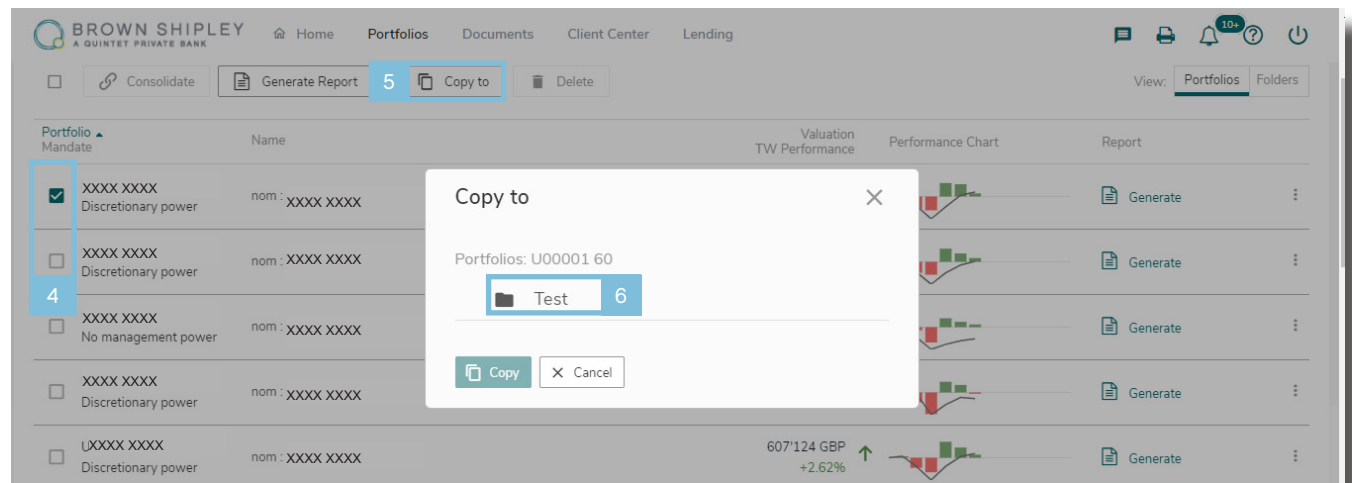
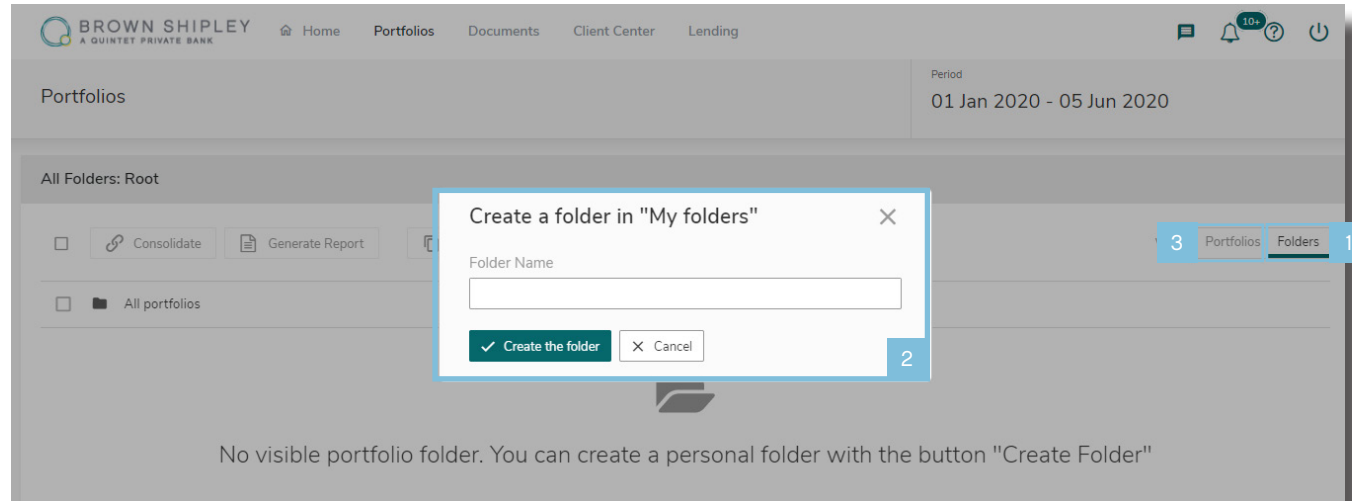
The screenshot displays the 'Portfolios' section of the Brown Shipley Private Bank interface. At the top, there is a navigation bar with 'Home', 'Portfolios', 'Documents', 'Client Center', and 'Lending'. Below the navigation bar, there are several action buttons: 'Consolidate' (highlighted with a blue box and a '2' in a blue square), 'Generate Report', 'Copy to', and 'Delete'. To the right, there are icons for chat, print, notifications (10+), help, and power. Below the buttons, there is a 'View:' dropdown menu set to 'Portfolios'. The main content is a table with the following columns: 'Portfolio Mandate', 'Name', 'Valuation TW Performance', 'Performance Chart', and 'Report'. The table contains six rows of portfolio data. The first two rows have their checkboxes checked, and a blue box with a '1' highlights this area. Each row includes a 'Generate' button and a vertical ellipsis menu icon.

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

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Home Portfolio 1 Documents Client Center Lending

Messaging 10+

Documents

Period
08 Jun 2018 - 08 Jun 2020

Mark as read Download as

Show: All portfolios Filter type Settings

Operation Date	Type	Description	Amount	Currency	Value Date	Download
3 New XXXX XXXX						
New 05 Jan 2019	Valuation and current account		--		16 Jan 2019	Download 3
New 05 Oct 2018	Valuation and current account		--		17 Oct 2018	Download
New 05 Jul 2018	Valuation and current account		--		17 Jul 2018	Download
14 New XXXX XXXX						
7 New XXXX XXXX						
3 New XXXX XXXX						
12 New XXXX XXXX						
12 New XXXX XXXX						
3 New XXXX XXXX						
9 New XXXX XXXX						
23 New XXXX XXXX						
7 New XXXX XXXX						

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.**

The screenshot displays the secure messaging interface. At the top, the navigation bar includes the Brown Shipley logo and menu items: Home, Portfolios, Documents, Client Center, and Lending. A messaging icon with a '1' notification badge is highlighted. Below the navigation, the 'Messaging' section shows 'Conversations' with an 'Unread only' toggle and a 'Gareth Taylor' contact. A 'New message' modal is open, featuring fields for 'Recipient(s)' (with a dropdown showing 'Gareth'), 'Subject', and 'Message'. The modal includes 'Send', 'Attach Files', and 'Cancel' buttons. A 'New Conversation' button is also visible in the top right of the messaging area.

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 Client Center interface for Brown Shipley, a Quintet Private Bank. The navigation bar at the top includes Home, Portfolios, Documents, Client Center, and Lending. The main content area is divided into two columns. The left column contains the Settings section, which is further divided into Security and Portfolios. Under Security, the Theme option is highlighted with a blue box and a '2' in the top right corner. Under Portfolios, the Information and Valuation Settings options are highlighted with blue boxes and '3' and '4' respectively. The right column contains the Security section, which includes a list of security instructions and a User ID field. The User ID field is highlighted with a blue box and a '1' in the top right corner, and it shows the text 'KB27004YS' and a '✓ PIN code change' button. Below the Security section is the Session Timeout section, which includes a warning icon and text stating that the timeout is set to 5 minutes and that users should click the 'logout' button on the 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.

The screenshot shows the Brown Shipley website interface. In the top right corner, there is a 'Messaging' button, a notification bell icon with '10' next to it, and a help icon (a question mark) which is highlighted with a blue square containing the number '1'. A modal window titled 'Help' is open in the center, featuring a 'What's new?' tab. The modal content includes a sub-header 'What's new?', a screenshot of the 'My Brown Shipley' dashboard, and the following text:

My Brown Shipley makes your daily life easier.

Do you want to stay up to date with our top stories and more?

You can now do this with the new My Brown Shipley, which brings together in one central place data on the evolution of your portfolio as well as financial and economic bulletins that may interest you. In addition, based on the investments you hold with us, we can now provide an insight into the lending opportunities available to you as a client of the bank. More information on our tailor made lending solutions is available via our new lending information website.

The new My Brown Shipley - a new step forward in the digitalisation of your bank.

At the bottom of the modal is a green button with a checkmark and the text 'Close'.

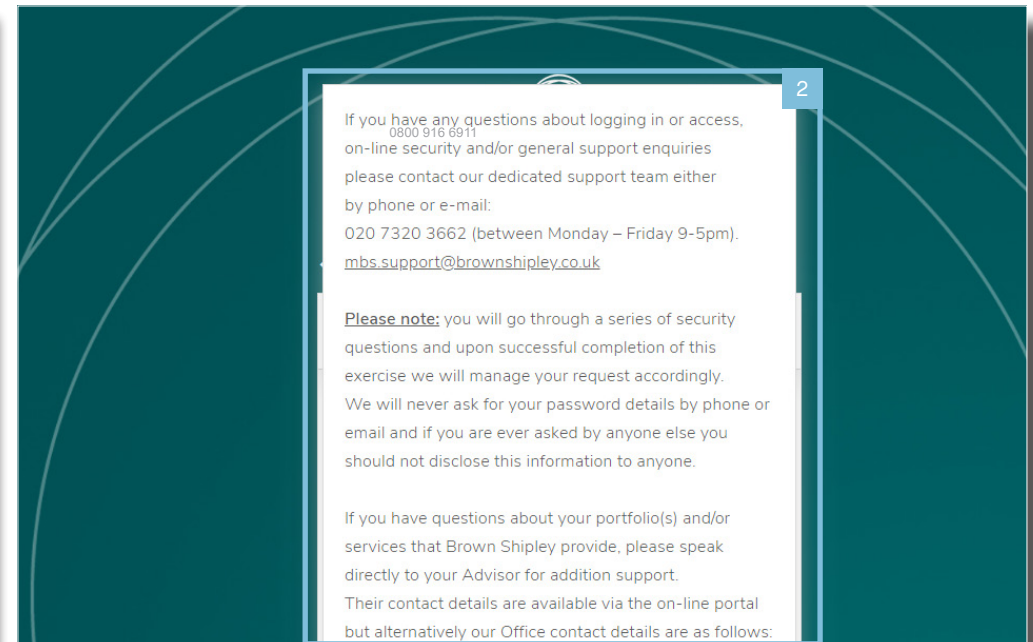
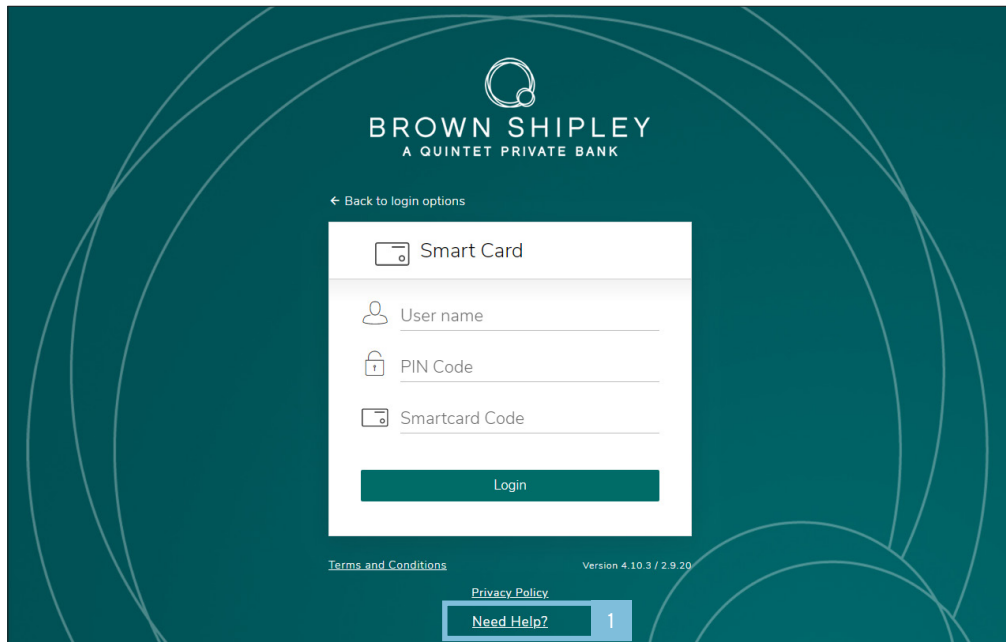
LOGOUT

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

The screenshot displays the top navigation bar of the Brown Shipley client portal. The navigation menu includes 'Home', 'Portfolios', 'Documents', 'Client Center', and 'Lending'. On the right side of the navigation bar, there are icons for a message center, a notification bell with a '10+' badge, a help icon, and a power button icon for logging out. The main content area is divided into two columns. The left column features a large image of a hand holding several US dollar bills. To the right of the image is a news article titled 'A fistful of dollars' with the subtitle 'News Market outlooks' and the date '03 Jun 2020'. A 'Details' button is located at the bottom of the article. The right column is titled 'My Portfolios' and shows a large pie chart icon. Below the icon, it states 'You have 19 portfolios. Click below to see them in the Portfolio Explorer.' and includes a button labeled 'Open portfolios in Explorer'.

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.



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](https://www.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](https://www.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]