

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.

LOGIN VIA A QR CODE

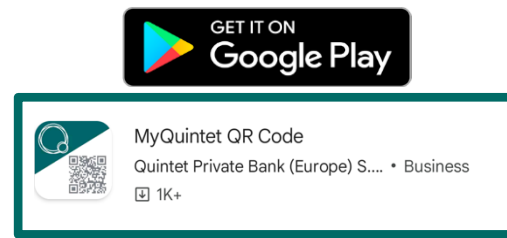
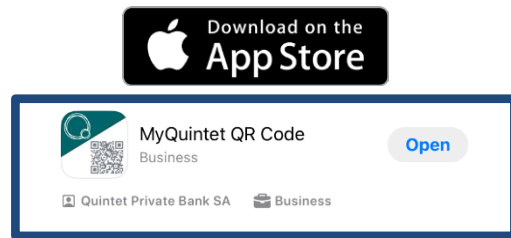


FIRST YOU WILL NEED TO DOWNLOAD THE MYQUINTET QR CODE APP

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.

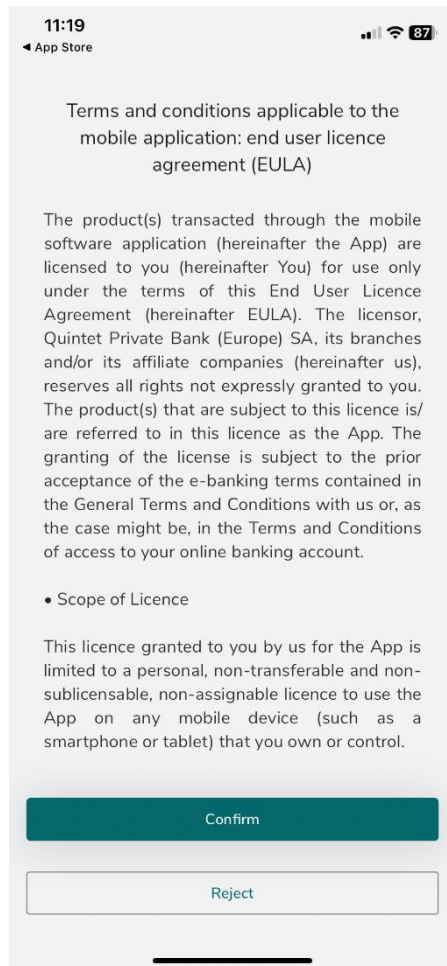
Download the app:

- 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'

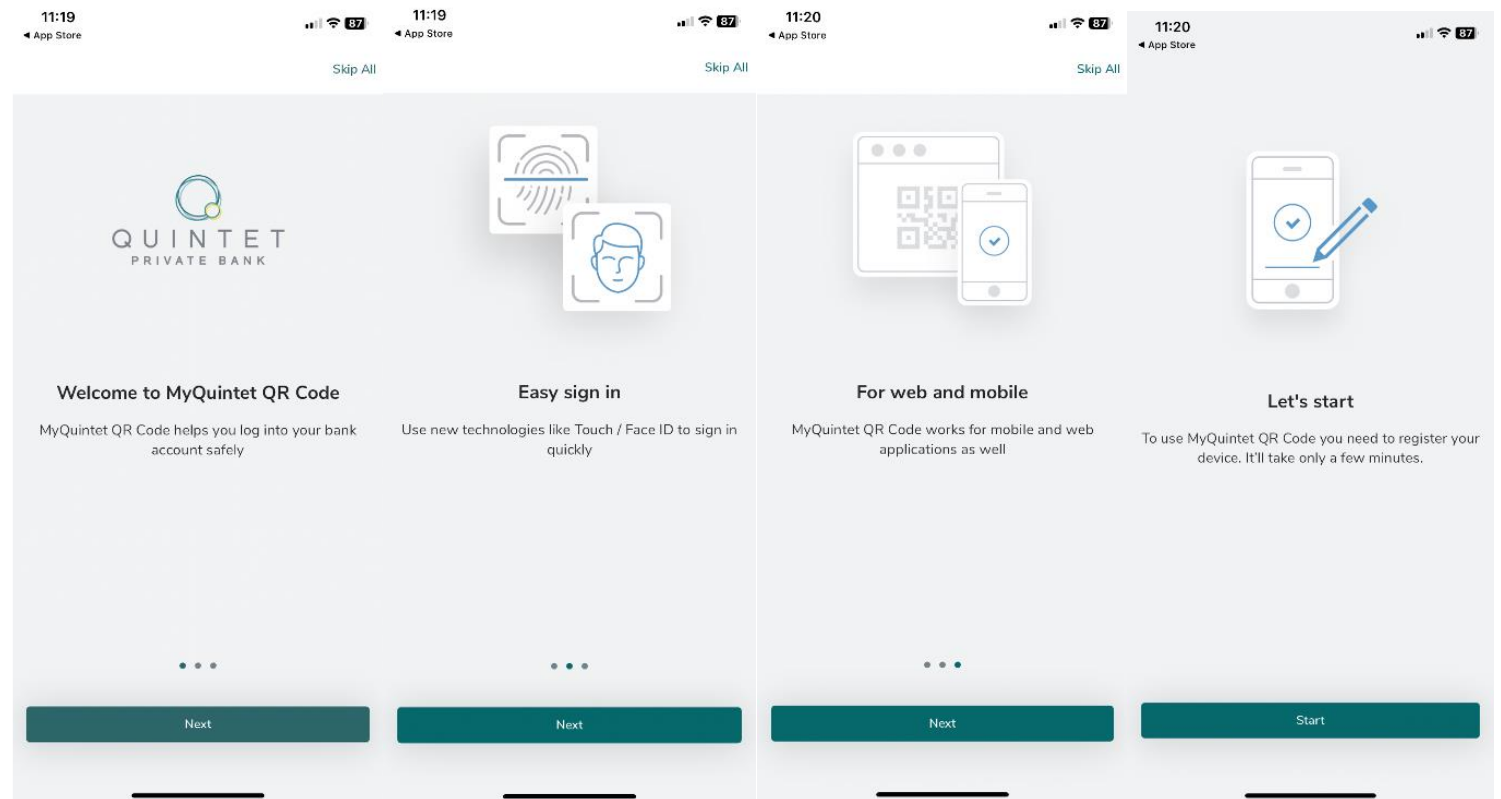


AGREE TO THE TERMS AND CONDITIONS AND REVIEW THE WELCOME SLIDES

1. Once downloaded you will need to confirm the terms and conditions and move through the welcome slides.



Welcome slides



ENTER YOUR CREDENTIALS AS COMMUNICATED VIA EMAIL AND TEXT

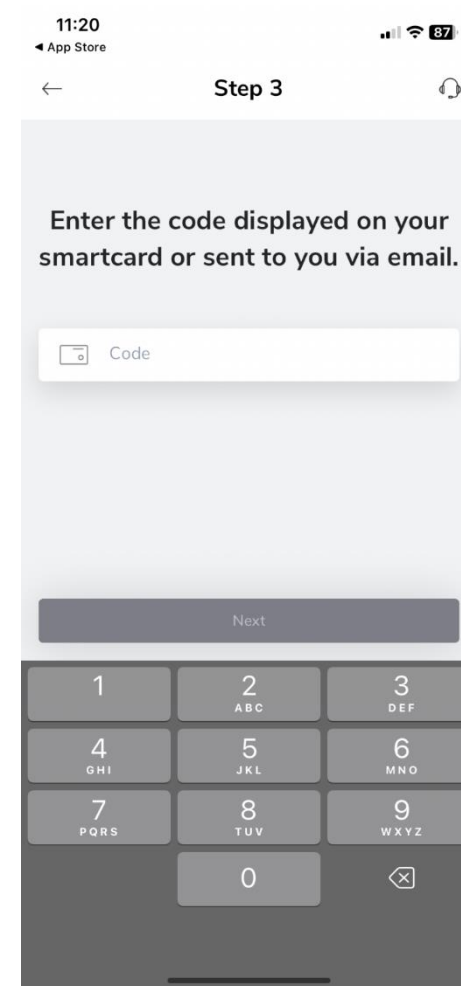
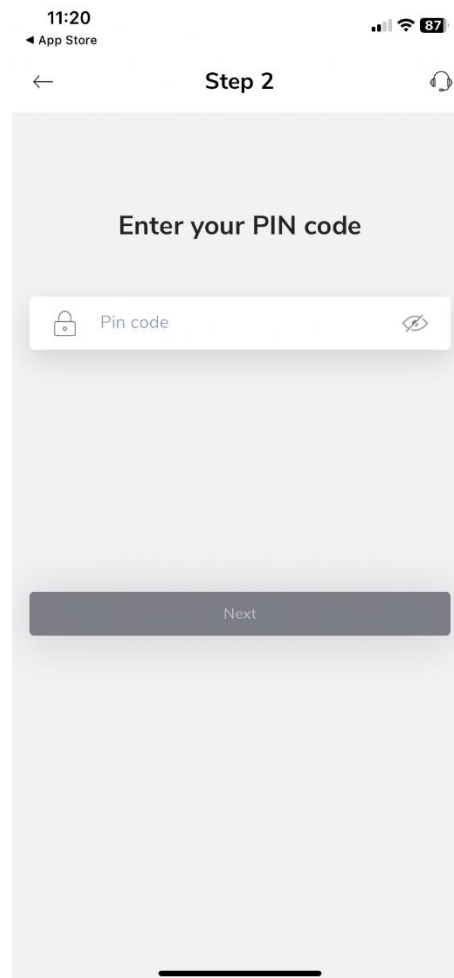
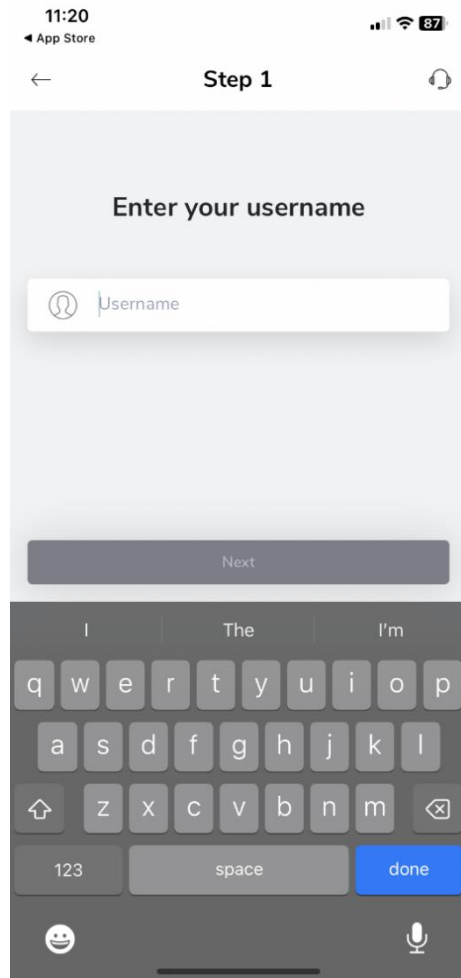
2. You will then need to enter you

- Username (usually begins with KB)

3. Then need to enter their 6-digit PIN sent via text

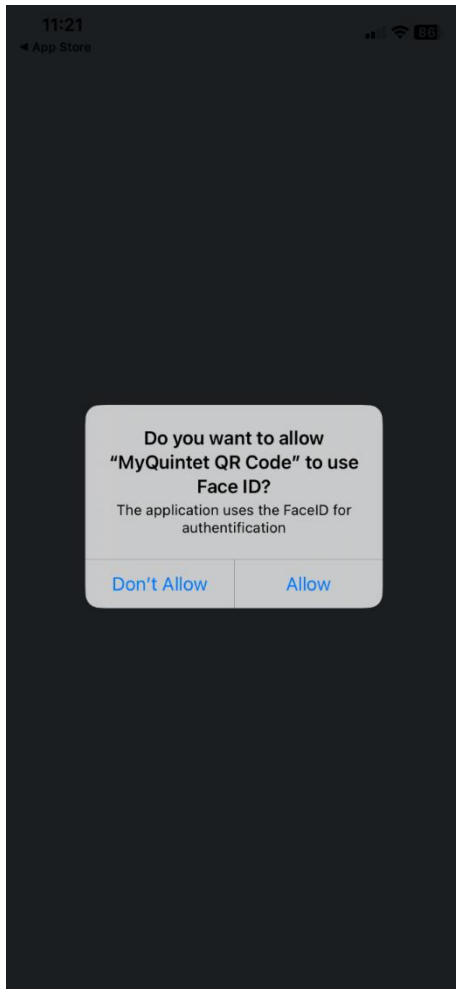
4. You will then need to enter your OTP (One time passcode) sent via email

Please ignore the reference to smartcard

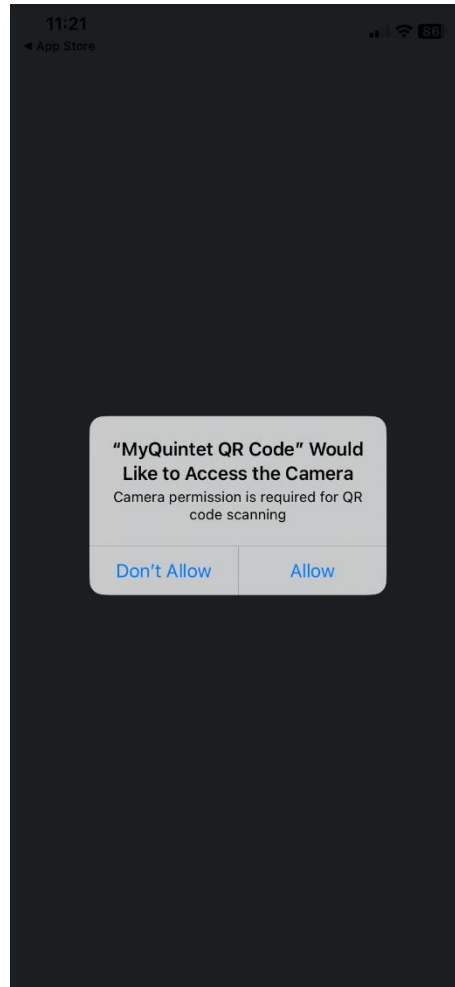


HOW TO LOGIN – USING A QR CODE

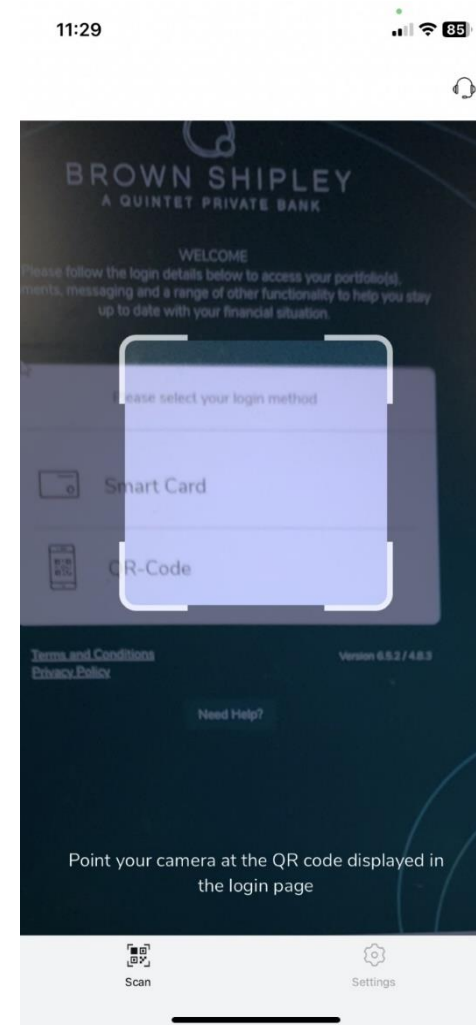
5. Select 'OK' to allow 'MyQuintet QR Code' App to access their Face ID



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.

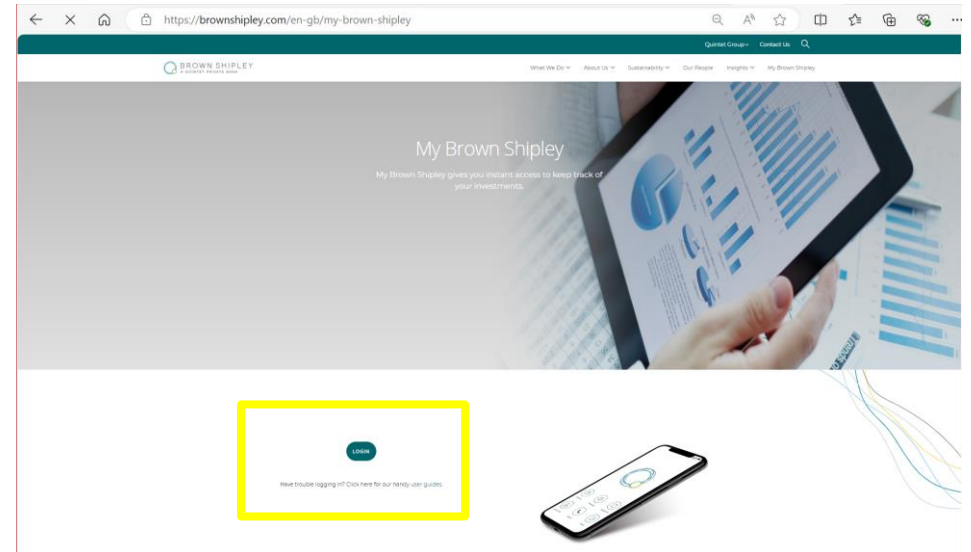
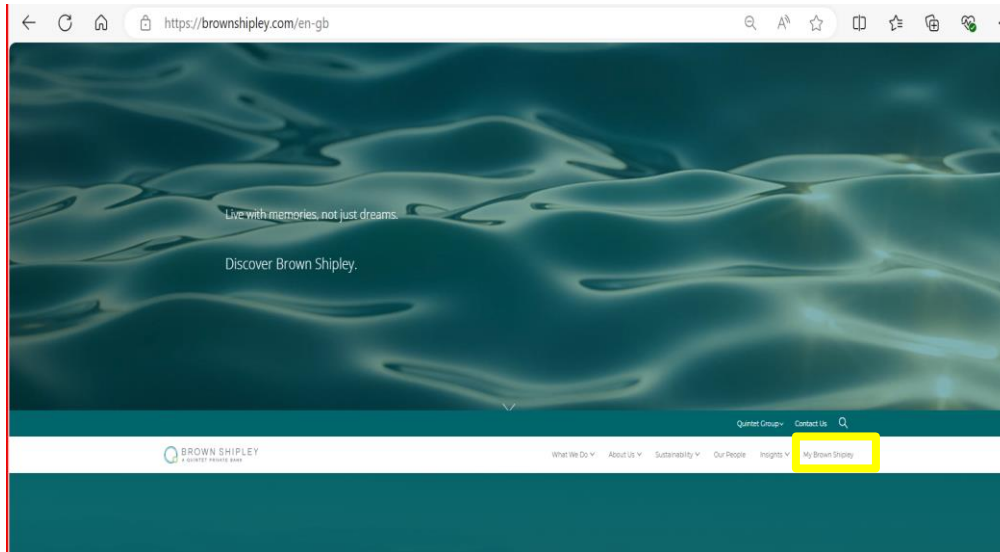


ACCESS TO THE WEB



NOW YOU HAVE DOWNLOADED THE MYQUINTET QR CODE APP YOU ARE READY TO ACCESS 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

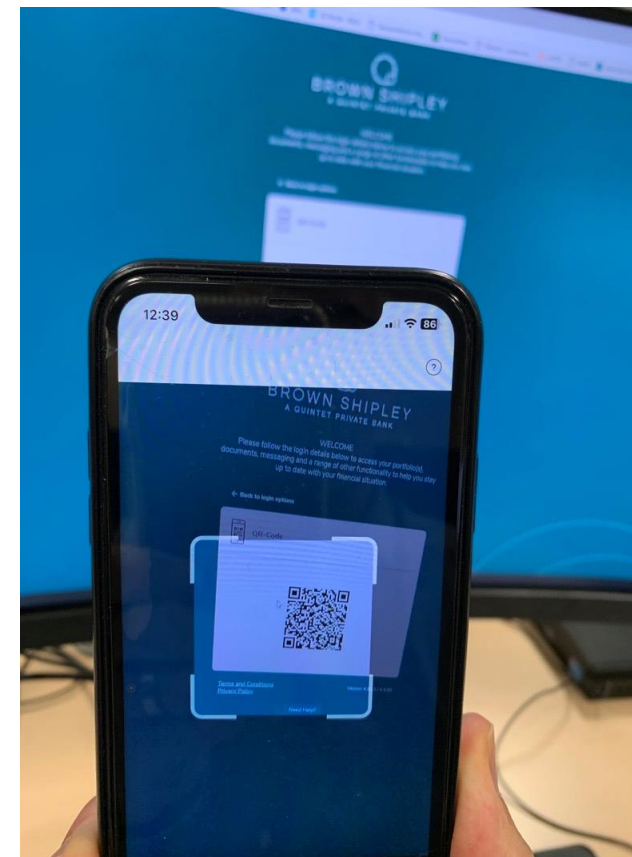
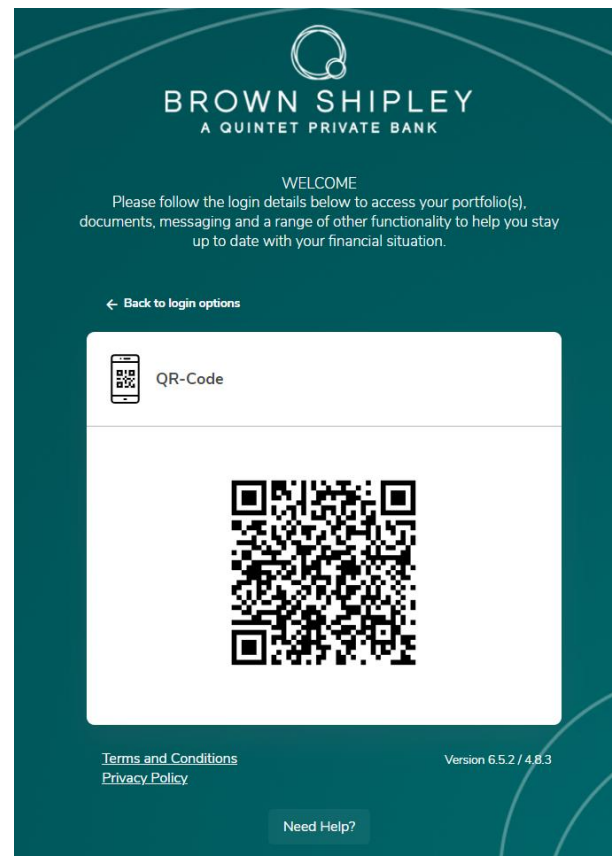
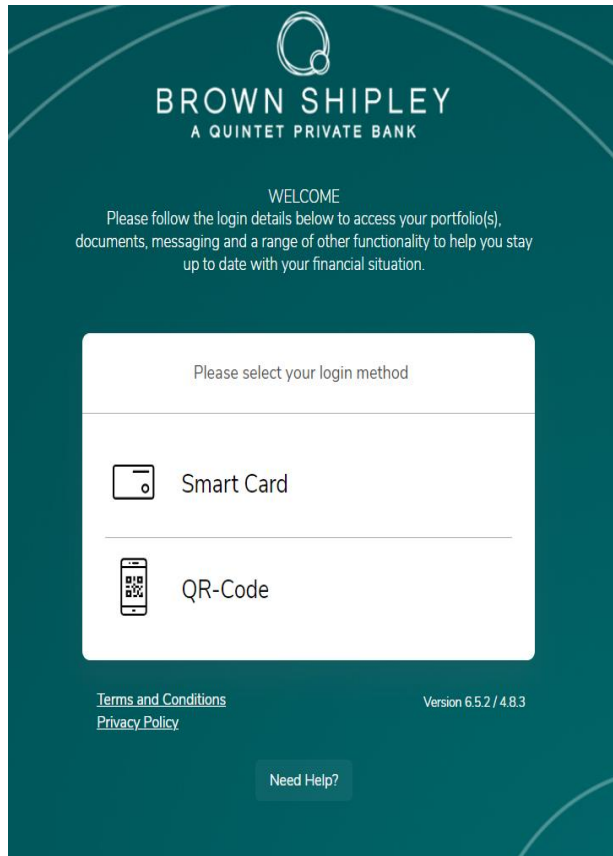
<https://www.mybrownshipley.com/#/login>

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.

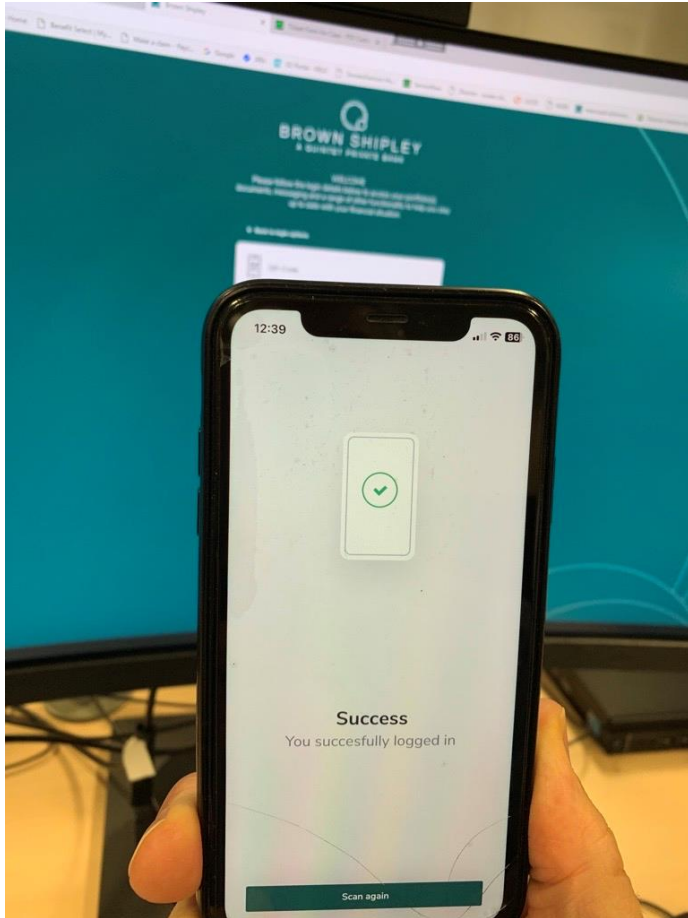
9. You will need to select QR Code login option which will show you the below QR code on your screen.

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.



ACCESS TO THE APP

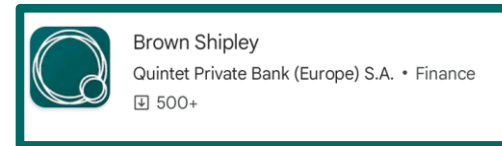
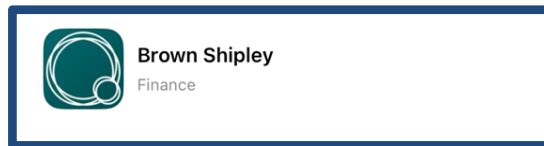


FIRST YOU WILL NEED TO DOWNLOAD THE BROWN SHIPLEY APP

To access My Brown Shipley via the App you need to, download the Brown Shipley App on your mobile or tablet device.

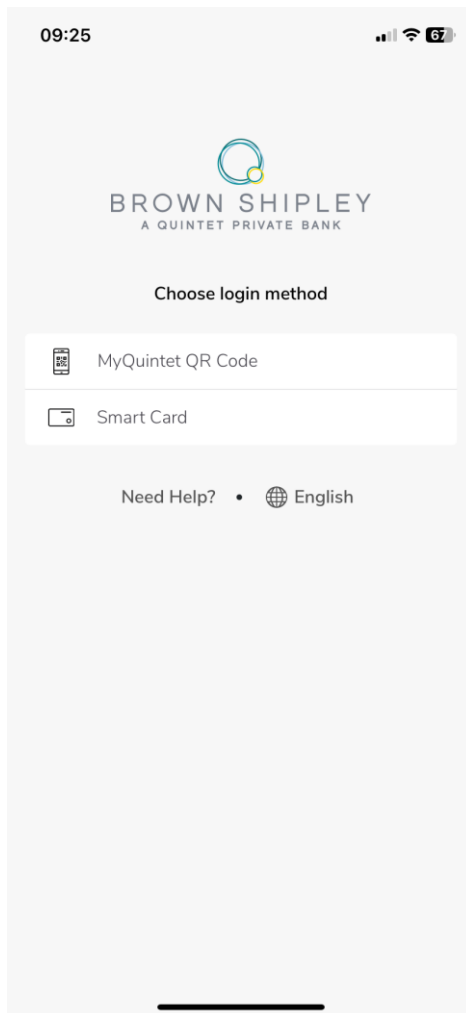
Download the Brown Shipley app:

- 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'

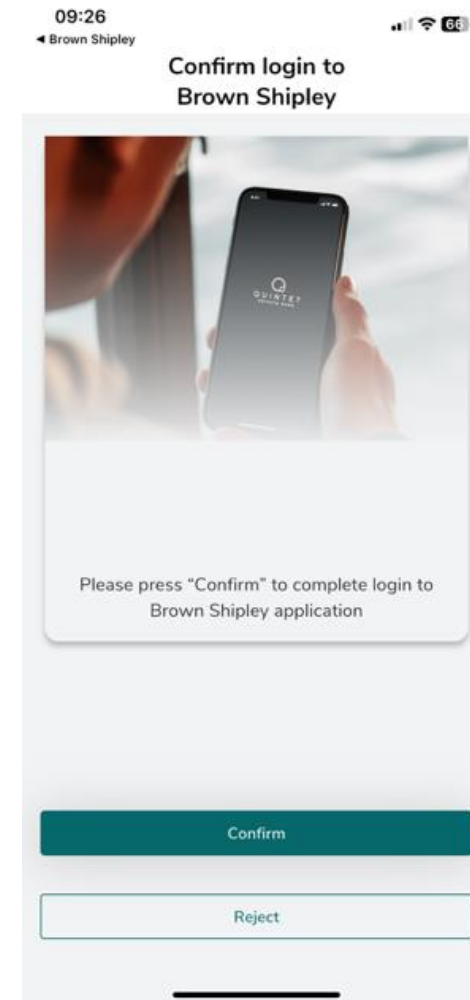


ACCESS TO YOUR BROWN SHIPLEY APP

1. Once you have launched the Brown Shipley App you will be required to click on 'My Quintet QR Code' as your login option



2. You now click on 'Confirm' which will automatically recognise your face / touch ID and take you to your home page



Homepage

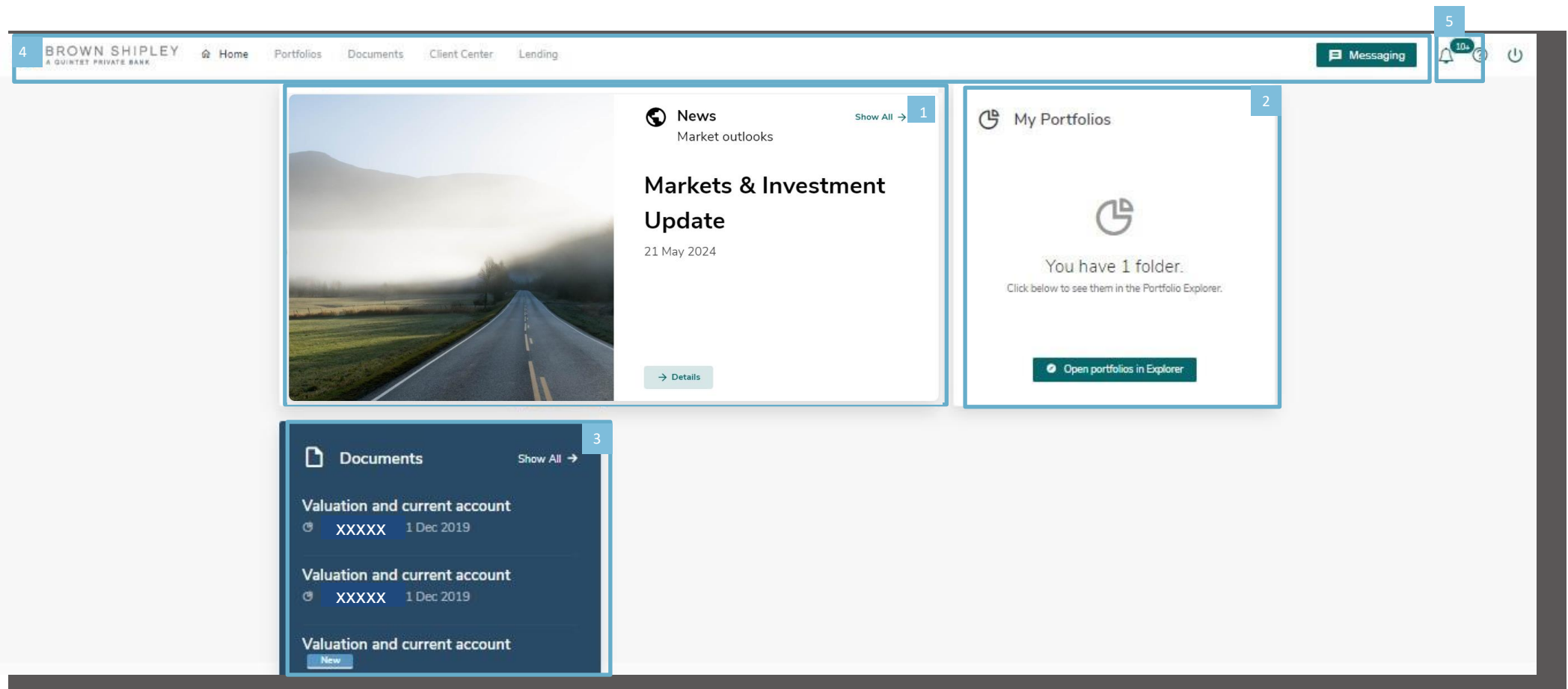
1 Find the latest news articles published online by Brown Shipley, our publications and investment analysis.

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 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	Name	Valuation	Performance Chart	Report
<input checked="" type="checkbox"/>	XXXX XXXX	40'769 GBP +2.29%		Generate
<input type="checkbox"/>	XXXX XXXX	224'399 GBP +0.35%		Generate
<input type="checkbox"/>	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

BROWN SHIPLEY
A QUINTET PRIVATE BANK

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

2.28%

Breakdown by Asset Class (%)

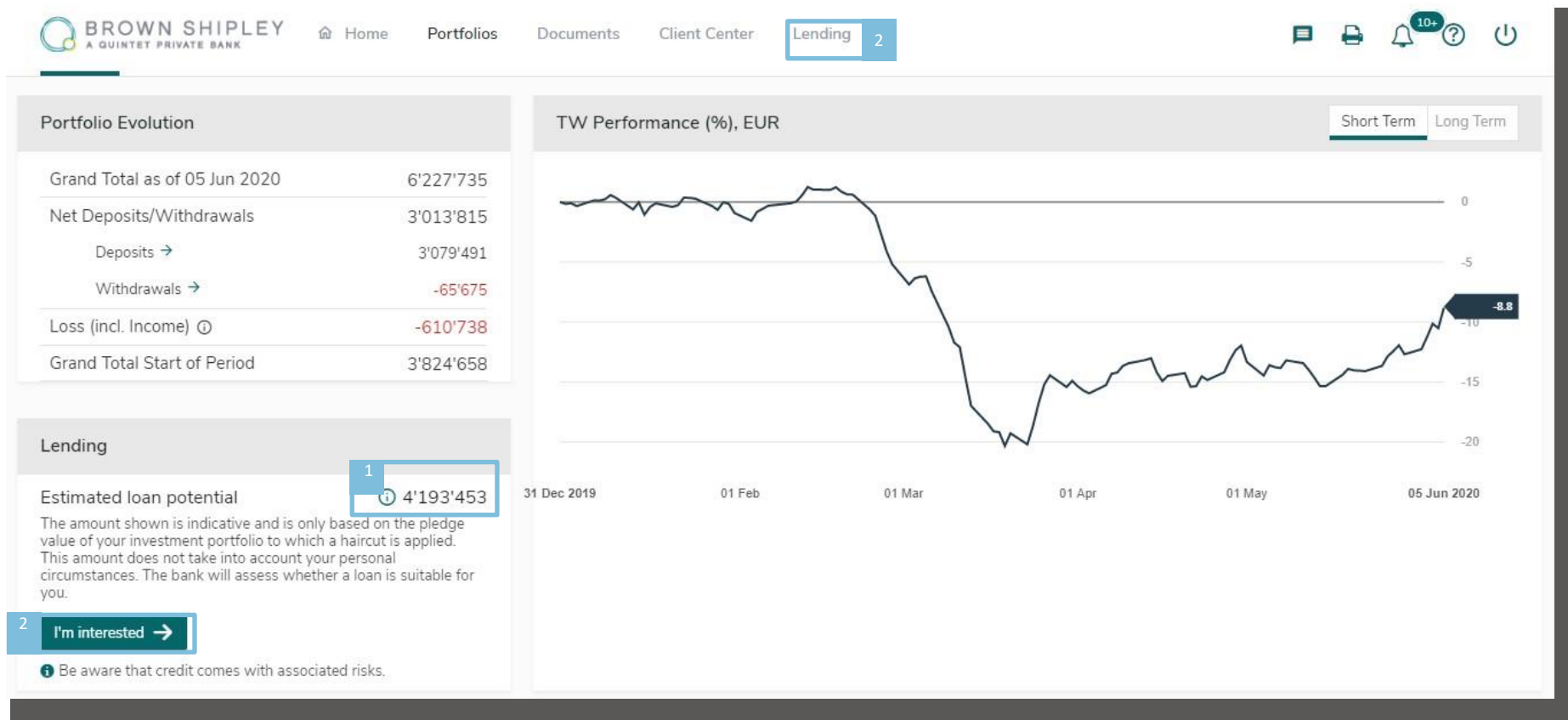
Asset class	Valuation (GBP)	Portfolio	Weighting		TW Performance	
			Benchmark	Portfolio	Benchmark	
Cash	105	0.26%		0.00%		
Equities	40'663	99.74%	77.88%	2.30%	-7.05%	

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.

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.

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.

BROWN SHIPLEY
A QUINTET PRIVATE BANK

Home Portfolios Documents Client Center Lending

Dashboard Positions **Transactions** 1 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.

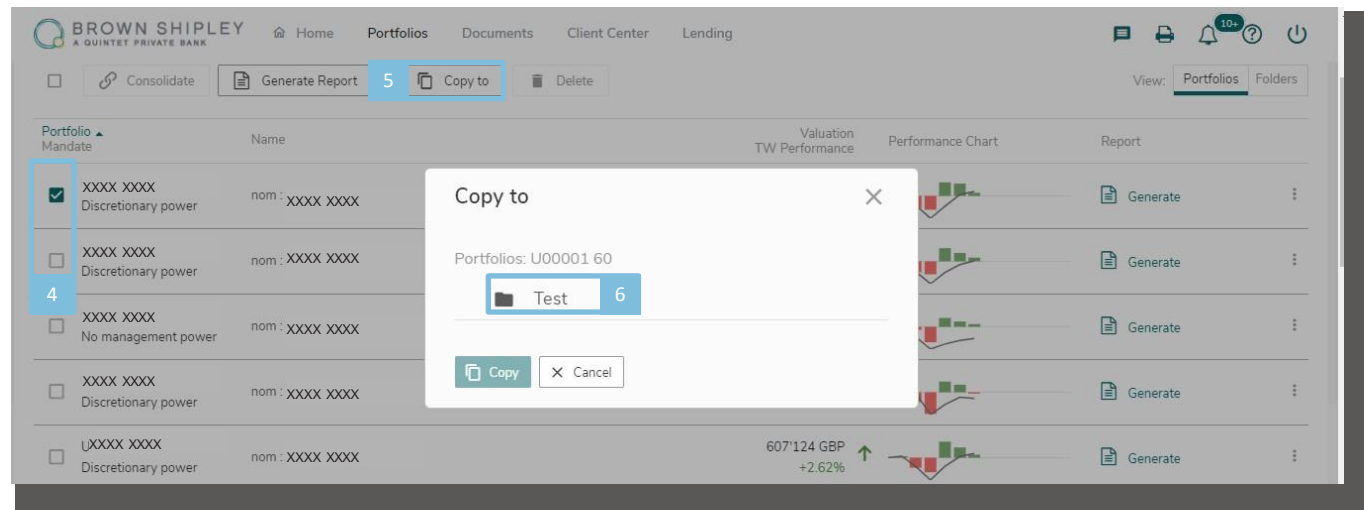
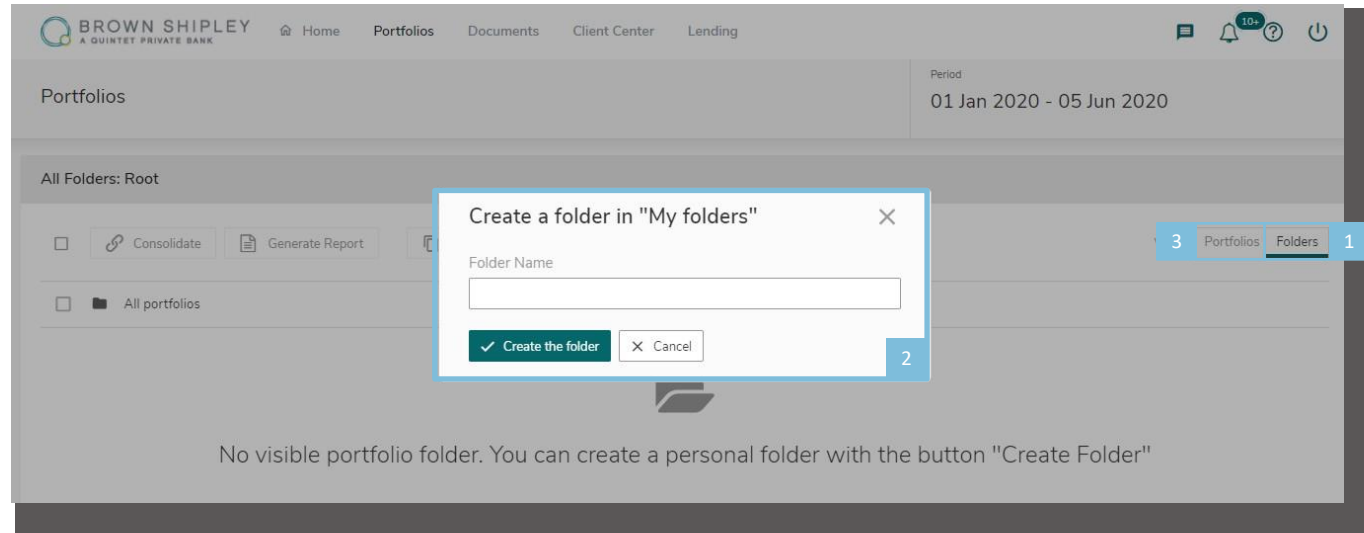
The screenshot shows the user interface of the Brown Shipley A Quintet Private Bank. At the top, there is a navigation bar with the logo and menu items: Home, Portfolios, Documents, Client Center, and Lending. On the right, there are icons for chat, print, notifications (10+), help, and power. Below the navigation bar, there is a toolbar with buttons for 'Consolidate', 'Generate Report', 'Copy to', and 'Delete'. A 'View:' dropdown menu is set to 'Portfolios'. The main content area 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 selected, and a blue box labeled '1' highlights these checkboxes. The 'Consolidate' button in the toolbar is highlighted with a blue box labeled '2'. Each row in the table 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	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 shows the 'Documents' page in the Brown Shipley system. The navigation bar includes 'Home', 'Portfolio', 'Documents', 'Client Center', and 'Lending'. The 'Documents' section is active. A 'Period' filter is set to '08 Jun 2018 - 08 Jun 2020'. The table below lists documents with columns for Operation Date, Type, Description, Amount, Currency, Value Date, and Download. A 'Download' button is highlighted on the first document row.

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
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 Client Advisor will respond to you as soon as possible.**

The screenshot displays the secure messaging interface. The top navigation bar includes the logo, 'Home', 'Portfolios', 'Documents', 'Client Center', and 'Lending'. On the right, there is a 'Messaging' icon with a '1' notification, a printer icon, a bell icon with '10+', a help icon, and a power icon. The main content area shows a 'Messaging' header with a refresh icon, a 'Conversations' section with an 'Unread only' toggle and 'Gareth Taylor' name, and a large empty area with a speech bubble icon and the text 'No conversations yet'. A 'New message' modal is open, featuring a 'New Conversation' button, a 'Recipient(s)' dropdown menu with 'Gareth Taylor' selected, a 'Subject' text input, a 'Message' text area, and 'Send', 'Attach Files', and 'Cancel' buttons at the bottom.

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.

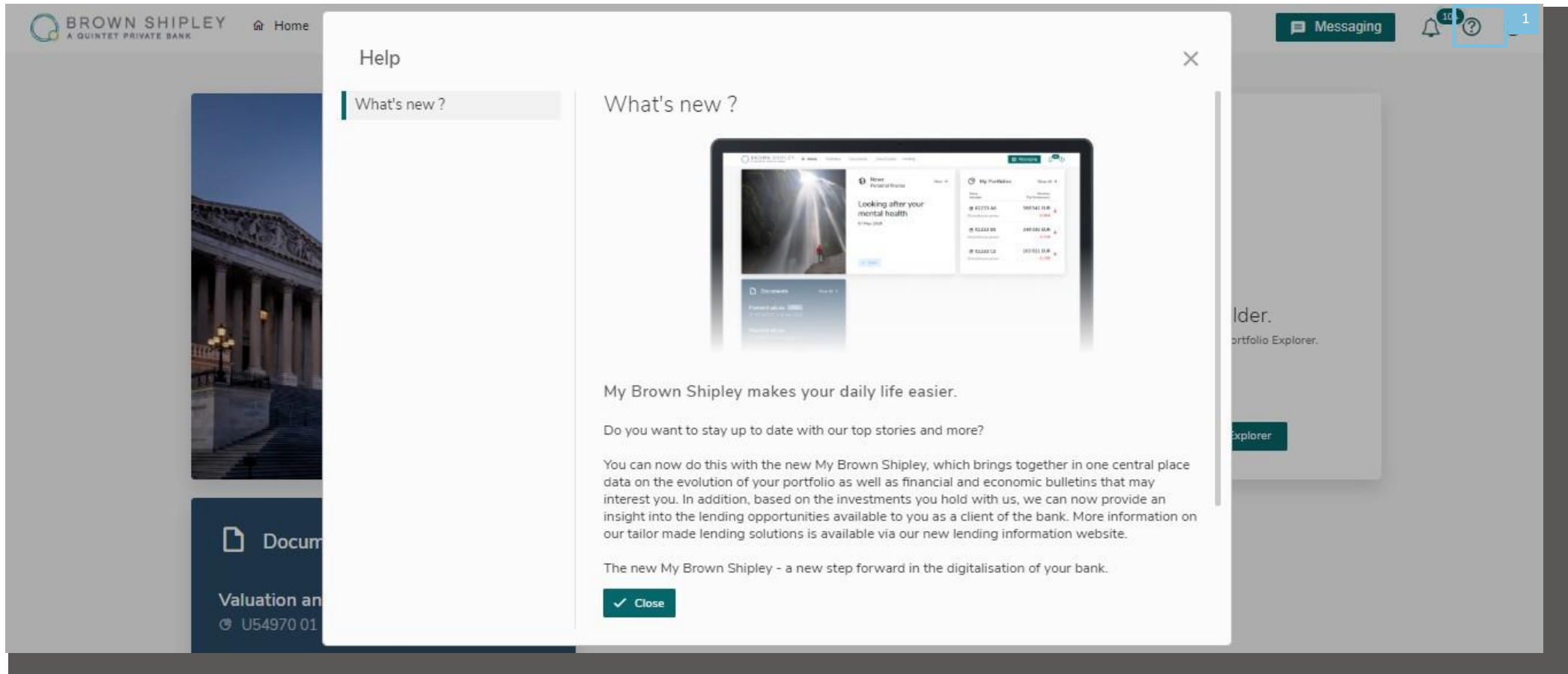
Portfolios

- 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 includes 'Home', 'Portfolios', 'Documents', 'Client Center', and 'Lending'. The 'Client Center' page is divided into two main sections: 'Settings' on the left and 'Security' on the right. The 'Settings' section has a sidebar with 'Security' selected, and sub-sections for 'Theme' (highlighted with a blue box and a '2' in the corner), 'Terms and conditions', 'Portfolios', 'Information' (highlighted with a blue box and a '3' in the corner), and 'Valuation Settings' (highlighted with a blue box and a '4' in the corner). The 'Security' section contains a list of security instructions, a 'User ID' field (highlighted with a blue box and a '1' in the corner) containing 'XXXXXX' and a 'PIN code change' button, and a 'Session Timeout' warning that states: '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.

The screenshot displays the top navigation bar of the Brown Shipley client portal. On the left, the logo for "BROWN SHIPLEY A QUINTET PRIVATE BANK" is visible. The navigation menu includes "Home", "Portfolios", "Documents", "Client Center", and "Lending". On the right side of the navigation bar, there are icons for a chat bubble, a notification bell with a "10+" badge, a help icon, and a power button icon, which is highlighted with a blue box and the number "1".

The main content area is divided into three sections. The leftmost section features a large image of a road winding through a misty landscape. The middle section is titled "News" with a globe icon and the subtitle "Market outlooks". It includes a "Show All →" link and a prominent "Markets & Investment Update" heading, dated "26 Aug 2024". A "→ Details" button is located at the bottom of this section. The rightmost section is titled "My Portfolios" with a pie chart icon. It states "You have 19 portfolios." and "Click below to see them in the Portfolio Explorer." Below this text is a teal 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.

The image shows two side-by-side screenshots of the Brown Shipley website. The left screenshot is the login page, featuring the Brown Shipley logo and the text 'A QUINTET PRIVATE BANK'. Below the logo is a 'Back to login options' link. The main login form includes fields for 'Smart Card', 'User name', 'PIN Code', and 'Smartcard Code', with a 'Login' button at the bottom. At the bottom of the page, there are links for 'Terms and Conditions', 'Privacy Policy', and 'Need Help?'. A blue box with the number '1' highlights the 'Need Help?' link. The right screenshot shows a support page with a blue box containing the number '2'. The page text includes: 'If you have any questions about logging in or access, on-line security and/or general support enquires please contact our dedicated Helpline either by telephone on: 0800 916 6911* Monday to Friday from 9am to 5pm'. It also states: '*Telephone calls may be recorded for regulatory and legal purposes. If dialling outside the UK please dial +44 207 320 3662'. Below this, it says 'Or by email: mbs.support@brownshipley.co.uk'. A 'Please note' section follows: '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.' The final section is 'If you have questions about your portfolio(s) and/or services that Brown Shipley provide, please speak directly to your Advisor for addition support. Their contact details are available via the on-line portal but alternatively our Office contact details are as follows:'. A list of office contact numbers is provided: 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](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, 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 2024

[MYBS M09.24]