

# Consilium Wrap – customer quick start guide

## Getting started

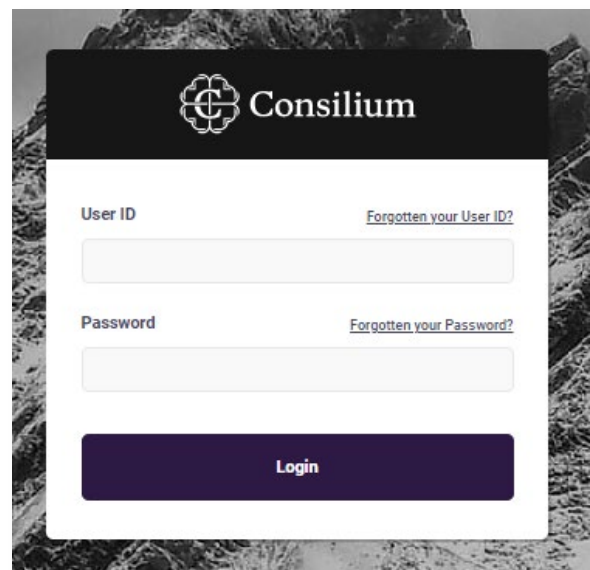
Follow the steps below to log in to Consilium Wrap for the first time.

- You will receive two emails to your provided email address when your account on Consilium Wrap has been setup by your adviser.
  - The first email contains your User ID to be used when logging in.
  - The second email contains a link to set a password to be used in conjunction with your user ID.

- A validation code will then be sent to your provided mobile number to enter for multi-factor authentication. If you do not have a registered mobile number, the code will be sent to your email address.

- You will then be directed to the Consilium Wrap login page to enter your user ID and password.

- Note: The system will automatically lock if the incorrect password is entered after five attempts. If this occurs, contact Consilium on 0800 497 272 to reset your password.



The image shows a login form for Consilium Wrap. At the top, there is a dark header with the Consilium logo and the word 'Consilium' in white. Below the header, the form is white and contains two input fields. The first field is labeled 'User ID' and has a link 'Forgotten your User ID?' to its right. The second field is labeled 'Password' and has a link 'Forgotten your Password?' to its right. At the bottom of the form, there is a dark blue button with the word 'Login' in white text. The background of the page is a grayscale image of a mountain range.

- Once successfully logged in, you will need to review your account details and confirm everything has been entered correctly. On this screen you will need to confirm you have read and understand the **terms and conditions** before clicking the 'I confirm' or 'I reject' button. The terms and conditions document will be linked in the 'User Agreement' section.

\*If you have completed the 'Acceptance to Consilium Wrap account' form or signed a paper version of the terms and conditions document, you will not be required to complete this step.

## Forgotten your user ID

If you have forgotten your User ID, you can have it sent to your email address by clicking on 'Forgotten your User ID?' and following the instructions. If the email with your User ID does not arrive within 5 minutes, contact us, or the system provider Consilium who will be able to assist you.

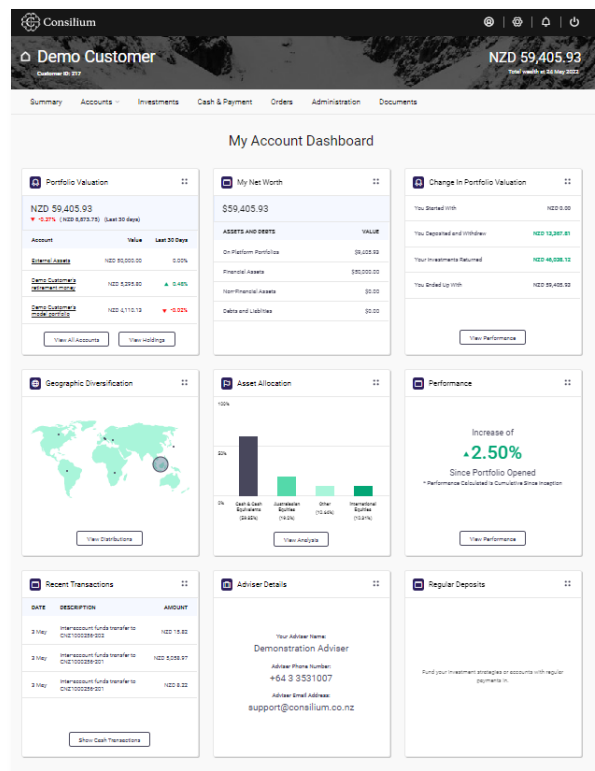
## Forgotten your password

If you have forgotten your password, you can reset it yourself (if you have not already locked your login details with five incorrect attempts) by clicking on 'Forgotten your Password?'. An email will be sent with a link to reset your password, following the on-screen prompts. If the email with the link to reset does not arrive within 5 minutes, contact Consilium on 0800 497 272 who will be able to assist you.

## My Account

### Dashboard

The dashboard page displays basic information of your account within data boxes called 'widgets'. Your advisers' contact information can also be seen in the Adviser Details widget.



### Summary

The account summary page within the banner shows your account details at a summary level as of the current date. Details are displayed by product.

### Investments

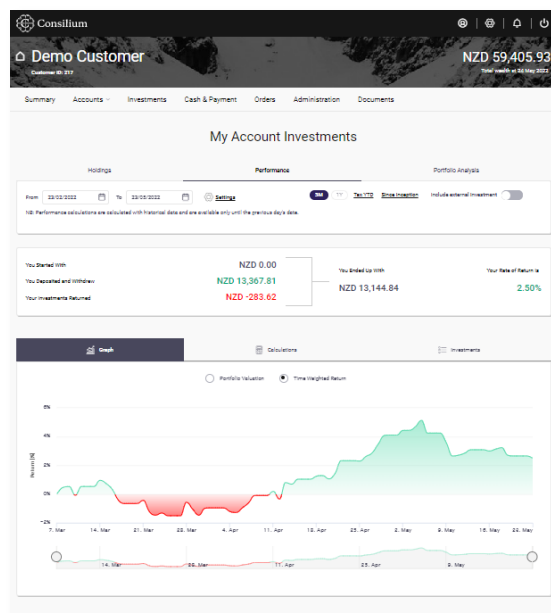
The investments menu contains pages that display a breakdown of your account including holdings and performance. Details can be viewed by individual product, or the whole account by selecting from the 'Accounts' heading drop-down list.

### Holdings

This screen will provide a list of investments/holdings including the allocation percentage and total cost and value. By clicking on the 'detailed view' button, the investments can be displayed by investment class.

## Performance

This screen will provide information on the performance of your account within a set period. It will display a line graph with account valuation data each day, capital flow and calculations for realised and unrealised gain/loss, tax, fees, rebates and interest.



## Portfolio analysis

This screen will display several graphs providing account information including investment and global diversification, and the top investments.

## Cash & Payment

The cash & payment screen is split into three tabs and displays transactional history including buys, sells, deposits, withdrawals and fee payments.

The screenshot displays the 'My Account Payments' page. It features three tabs: 'Cash Statement', 'Deposits', and 'Withdrawals'. The 'Cash Statement' tab is active, showing a table of transactions from 24/02/2022 to 24/05/2022. The table has columns for Date, Narration, Account, Deposit, Withdrawal, and Transaction Type. Below the table, there are navigation arrows and a 'Results per Page' dropdown set to 10.

Date	Narration	Account	Deposit	Withdrawal	Transaction Type
3 May 2022	Inter-account funds transfer to CNZ1000256-202	Demo Customer's mobile portfolio	NZD 15.82		Product
3 May 2022	Inter-account funds transfer to CNZ1000256-201	Demo Customer's retirement money	NZD 4,058.97		Product
3 May 2022	Inter-account funds transfer to CNZ1000256-201	Demo Customer's retirement money	NZD 8.22		Product

## Orders

The orders page will display your order and FX order history.

## Administration

The administration page displays any action or transaction processed by your adviser or Consilium, that may require your authorisation. This page will also display any applicable corporate actions and tax transactions applied to your account.

## Documents

The documents page will contain any reports that have been run by your adviser regarding your account, or any documents uploaded either about yourself or your account. You also have the option to upload your own documents such as an updated copy of your ID.