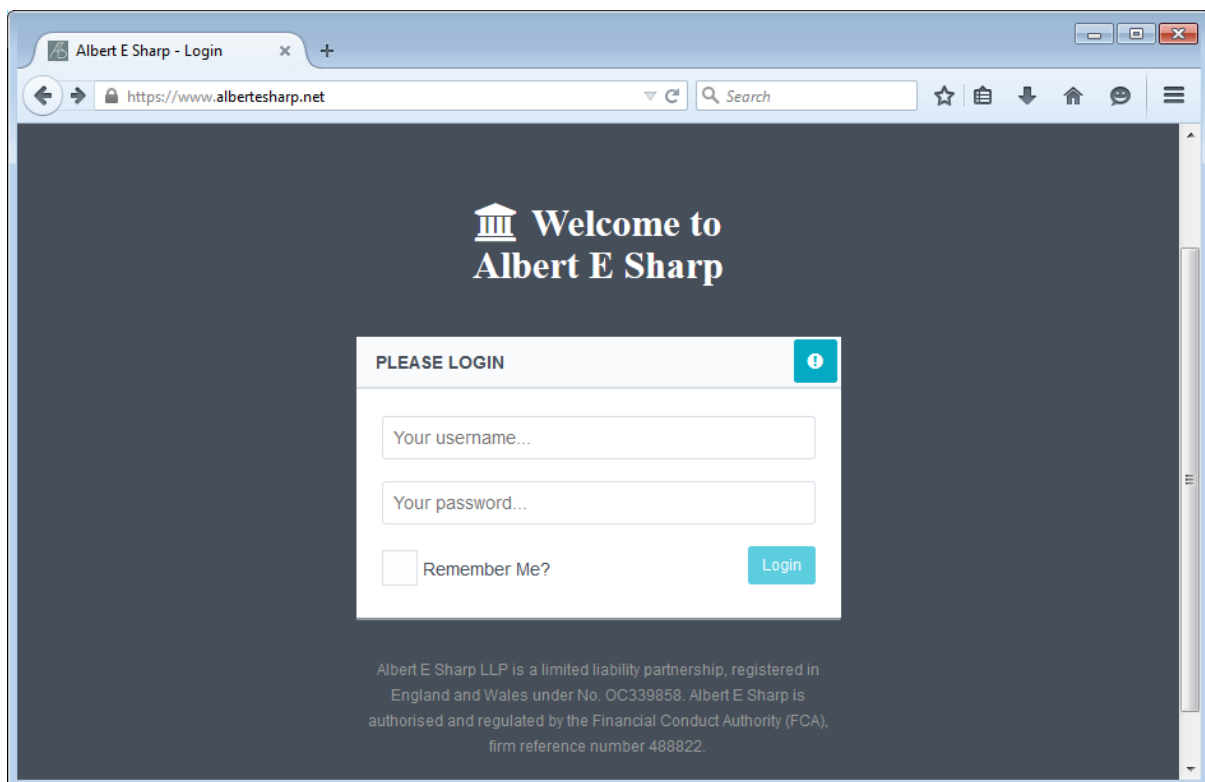




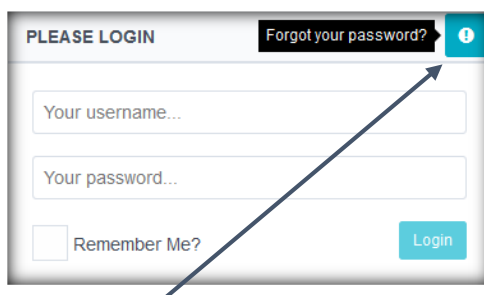
Albert E Sharp Client Web Portal User Guide

Logging In:

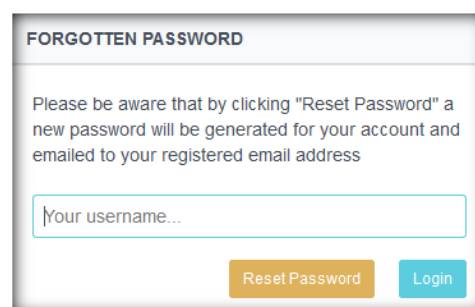
To access the site, visit www.albertesharp.net, at which point you will be presented with the screen shown below:



Your username will usually be your email address, and you should have been provided with a temporary password, which will have been sent to this same email address. If you have forgotten your password, you can click the forgotten password icon in the top right hand corner of the login tile, and request a new temporary password be sent to your email address:



Forgotten password icon.



You will be prompted to enter your email address.

Dashboard:

Upon successfully logging in, you will be presented with your personal dashboard, which will display a synopsis of your account information:



The information available includes:

- 01** Menu Button. This icon will expand and collapse the sidebar, and allow you to access your various accounts. The side bar will automatically be collapsed on mobile devices, but can be expanded by clicking the normal mobile menu button (three horizontal lines).
- 02** Accounts List. Within the sidebar, you will be able select an individual account, a list of your accounts including account names, or a portfolio summary, which will display a valuation of all holdings, in all accounts.
- 03** Current Portfolio Tile. This tile will display the most recent value for your entire portfolio, this will usually be as at close of business on the previous working day.
- 04** Change Since Last Login Tile. This tile will show the change in value of your portfolio since the last time you logged in. The date you last login will also be the same. †
- 05** Change Since Prior Working Day Tile. This tile will show the change in value of your portfolio from the previous working day.
- 06** Estimated Yearly Income Tile. This tile will display the total estimated income given the current holdings in your portfolio. ††
- 07** User Shortcuts. The icons in the top right of the screen can be used as shortcuts to log out of your session, change your password, and access any settings pages. †††
- 08** Portfolio Value Line Chart. The default time frame will be one month, but it is also possible to toggle between week and year. You will be able to see portfolio values at earlier dates by hovering your cursor over a given point of the chart.
- 09** Asset Allocation Pie Chart. Default tab is asset class, but you can choose between subclass and sector also using the tabs at the top of the tile. You can see what each segment represents by clicking on the individual segment, or clicking the toggle labels button.

Valuation Screen:

Upon selecting an individual account, or portfolio summary, a full valuation will be displayed for the selected account/ portfolio. The valuation will default to the most recent date available, and will be presented in a grid format. This grid can be copied into excel, and easily sorted by clicking the column headers. The default view will show grouping by asset class.

Description	Quantity	Price	Book Cost	Value	Yield	Accrued Interest	Estimated Income	Estimated Next Pay Date	P/E Ratio
Absolute Return									
INVESCO FUND MANAGERS PERPETUAL GLOBAL TARGETED RTNS ACC Z	29,028.29	£2.32	£63,500.00	£67,226.63	1.00%	£0.00	£710.90	28/02/2015	0.00
STANDARD LIFE INVESTMENTS LTD CBL ABST RTH STRAT PLATFORM 1 RETL ACC	107,857.00	£0.60	£62,000.00	£64,207.27	1.00%	£0.00	£896.17	30/05/2015	0.00
Equities									
ISHARES VII PLC ISHARES CORE S&P 500 UCITS	36.00	£124.76	£3,992.64	£4,453.56	1.00%	£0.00	£74.93	31/07/2015	0.00
JPMORGAN SMALLER COS IT PLC TRUST ORD GBP0.25	1,701.00	£7.55	£11,990.86	£12,757.50	1.00%	£0.00	£181.44	01/04/2015	74.90
NEPTUNE INVESTMENT MANAGEMENT JAPAN OPPORTUNITIES C ACC NAV	7,902.86	£1.94	£12,000.00	£13,473.52	0.00%	£0.00	£50.76	28/02/2015	0.00
NEPTUNE INVESTMENT MANAGEMENT UK MID CAP C ACC NAV	18,970.68	£1.38	£23,000.00	£25,951.90	1.00%	£0.00	£344.25	28/02/2015	0.00
NEPTUNE INVESTMENT MANAGEMENT UK MID CAP FUND CLS A ACC	2,524.66	£3.91	£8,700.00	£9,810.85	0.00%	£0.00	£48.65	28/02/2015	0.00
POLAR CAPITAL TECHNOLOGY TRUST GBP0.25	2,400.00	£5.78	£12,006.07	£13,860.00	0.00%	£0.00	£0.00		0.00
SCHRODER ASIA PACIFIC EQUITY FUND GBP0.10	4,503.00	£3.93	£14,906.91	£13,013.67	1.00%	£0.00	£137.58	30/03/2015	103.10

- 01 Accounts. You will be able to navigate between different accounts using the accounts list in the sidebar.
- 02 Date. You will be able to backdate your portfolio value to a previous date (should information for that date be available).
- 03 Toggle Categories. By default, holdings will be grouped by asset class. This grouping can be removed using this toggle switch. The valuation grid will retain your sorting preferences.

Printing:

Valuation displays are converted to a printer friendly format when printing from your browser. You can print by selecting “file”, “print” from your browser task bar. It is however **important** to amend the orientation of your printing to landscape by selecting “preferences”, “finishing”, and selecting “landscape” as your preferred orientation from the print window.

Notes:

- + - The first time you login, and if you login more than once on the same day, the change will show as Zero.
- ++ - This is your estimated rolling annualised income yield, based on the historic returns of your current holdings, and should only be used as a guide.
- +++ - You will automatically be logged out of your session upon closing your internet browser, upon turning off your PC, or after 20 minutes of inactivity.

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