

DVI Client Portal Overview

This training guide will provide an overview of the DVI Client Portal. The DVI Client Portal is a Personal Financial Website that will provide you with a consolidated view of your financial information.

The features available include the **Organizer**, **Reports**, and the **Vault**.

Note – 3 security questions, and a phone number for [2-Factor Authentication](#) will need to be established the first time you log in. Each subsequent log in attempt will prompt for an answer to 1 of the 3 selected security questions unless this box is checked:

Don't ask me again from this device

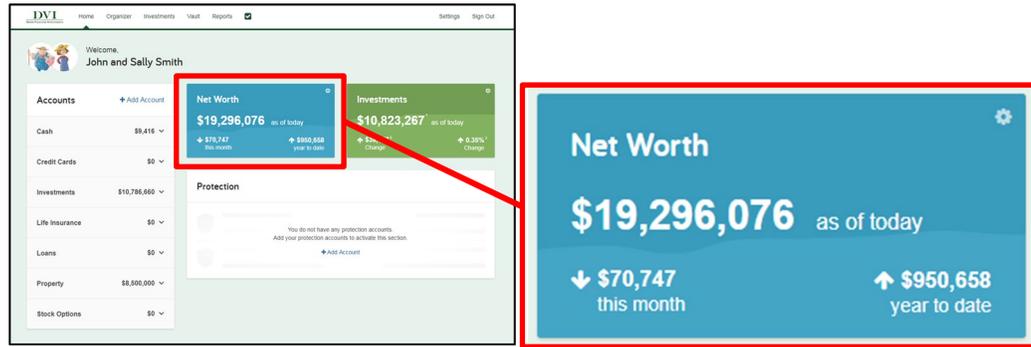
Note – For questions about logging in or resetting your password please contact AnneMarie Brinton (abrinton@dviinc.com) or Amy Cowen-Walden (amy@dviinc.com) or call 309-685-0033.

1. Your **Home** page is where you will see a quick summary of your Accounts, Net Worth, Investments and Protections (Insurance policies).

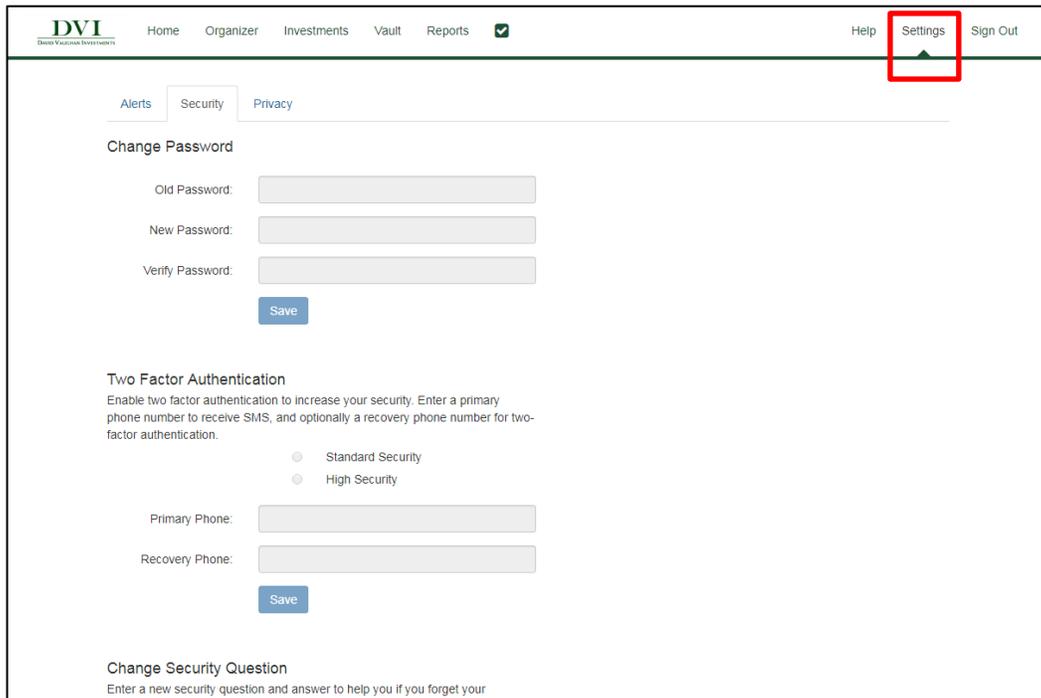
The screenshot displays the DVI Client Portal Home page. At the top, the navigation menu includes 'Home' (highlighted with a red box), 'Organizer', 'Investments', 'Vault', 'Reports', 'Settings', and 'Sign Out'. The main content area features a welcome message for 'John and Sally Smith' and four summary cards:

- Accounts:** A list of account categories with values: Cash (\$9,416), Credit Cards (\$0), Investments (\$10,786,660), Life Insurance (\$0), Loans (\$0), Property (\$8,500,000), and Stock Options (\$0). A '+ Add Account' button is present.
- Net Worth:** \$19,296,076 as of today. Changes: -\$70,747 this month, +\$950,658 year to date.
- Investments:** \$10,823,267¹ as of today. Changes: +\$38,157² Change, +0.35%² Change.
- Protection:** A message stating 'You do not have any protection accounts. Add your protection accounts to activate this section.' with a '+ Add Account' button.

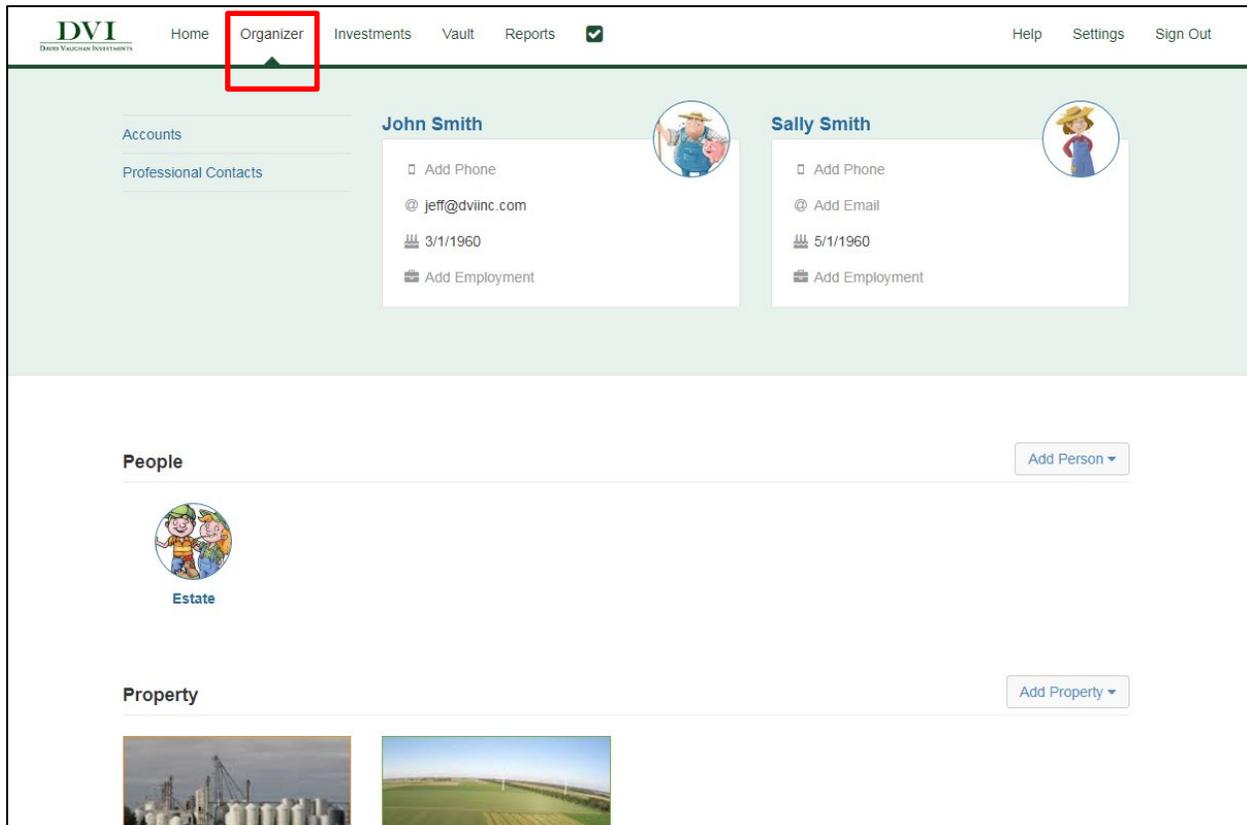
Note – Net worth is calculated by totaling your assets and liabilities. The change in net worth is impacted by account deposits and withdrawals. The % change listed is not actual investment performance.



2. Click **Settings** to set alerts, and update security & privacy settings.

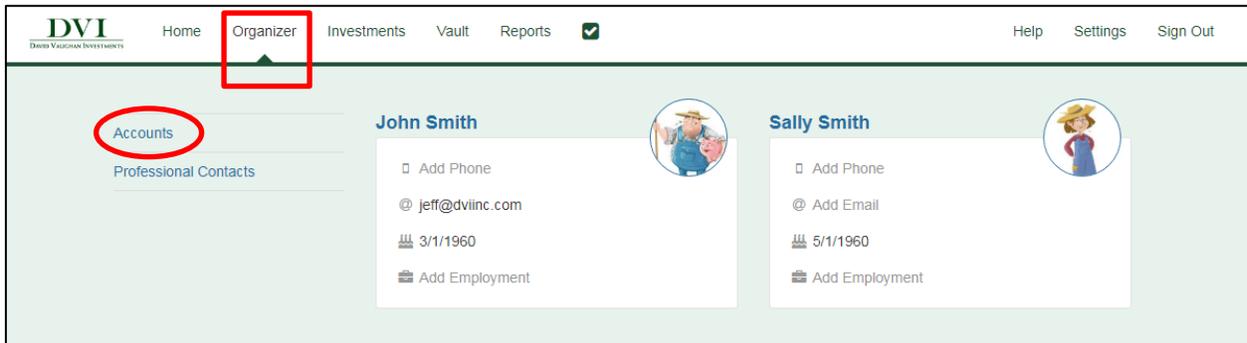


3. The **Organizer** is a place to connect outside accounts and view their data.

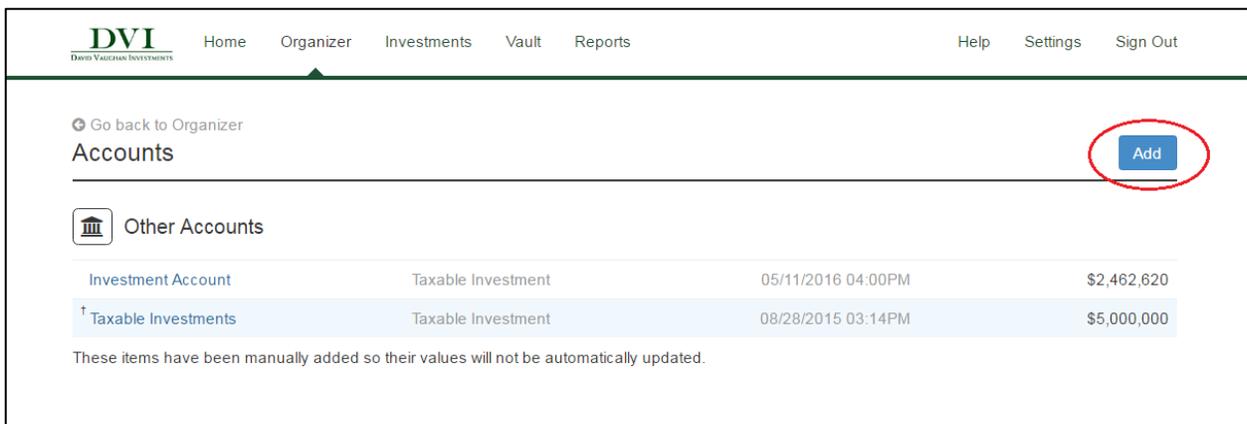


Note – Before you can add accounts to the organizer, you must already have online access to your accounts through your financial institution(s). Steps 4-6 offer a quick reference on adding connections. For more information and detailed instructions, see our [“How to Connect Accounts”](#) guide.

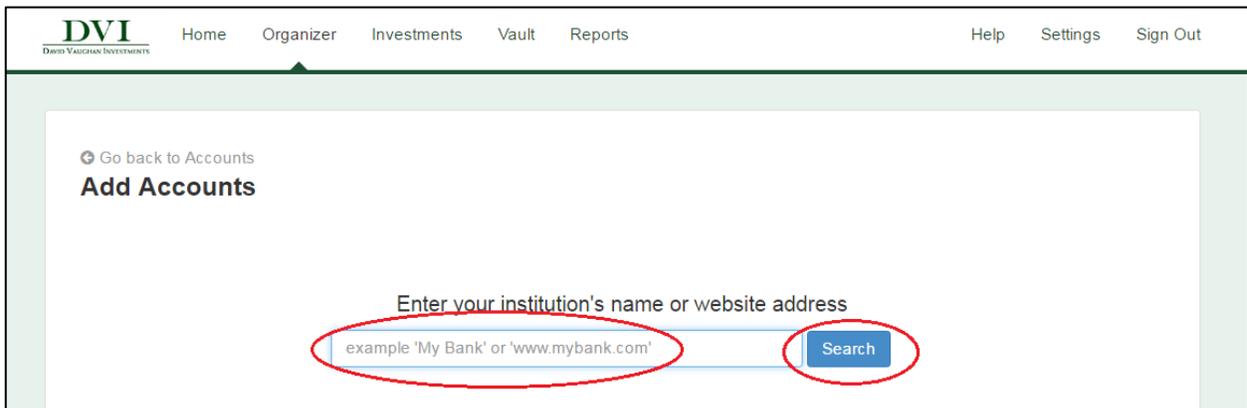
4. To add accounts to the **Organizer**, click **Accounts**.



5. Click the **Add** button to search for a specific institution.



6. Type in the name of the institution where you have accounts and click **Search**.



- The **Investments** tab allows you to view up-to-date market information based on any connected investments.

The screenshot displays the 'Investments' tab in the DVI Client Portal. The 'Summary' sub-tab is selected and circled in red. The main content area shows account details for 'All Investments', including a current value of \$8,953,566.59 and a daily change of +\$523.87 (0.01%). A 'Balance History' line chart shows the account's value from September 2015 to November 2016, with a notable increase starting in May 2016. Below the chart is a table of account holdings.

Account	Positions As Of	Cash	Holdings	Current Value	Value	Pct	Today's Change
† Estate Client -NM- Farm Account	11/03/2016 03:00PM		\$2,757,400.00	\$2,757,400.00	-\$5,780.00	-0.21%	
Estate Client IRA Rollover	11/03/2016 03:00PM	\$17,625.00	\$2,705,108.59	\$2,722,733.59	+\$5,390.05	0.20%	
Estate Client Revocable Trust	11/03/2016 03:00PM	\$21,263.00	\$3,452,170.00	\$3,473,433.00	+\$913.82	0.03%	
† Taxable Investment	09/27/2016 03:14PM			\$0.00			
Total				\$8,953,566.59	+\$523.87		

8. Click on the **Account Name** to see a holdings break down of a given account.

Summary Allocation Transactions

Accounts

All Investment

- ✓ All Investments
- Estate Client IRA Rollover
- Estate Client -NM- Farm Account **6.59**
- Estate Client Revocable Trust 88.00
- Taxable Investment 78.59

Today's change: **+\$523.87** ↑ 0.01%

DVI Home Organizer Investments Vault Reports Help Settings Sign Out

Summary Allocation Transactions Research

Accounts

Estate Client IRA Rollover

Current Value: **\$2,722,733.59**

Cash: \$17,625.00

Holdings: \$2,705,108.59

Today's change: **+\$5,390.05** ↑ 0.20%

Balance History

Month	Balance
Jun '16	~\$2.8M
Jul '16	~\$2.9M
Aug '16	~\$2.85M
Sep '16	~\$2.8M
Oct '16	~\$2.7M
Nov '16	~\$2.65M

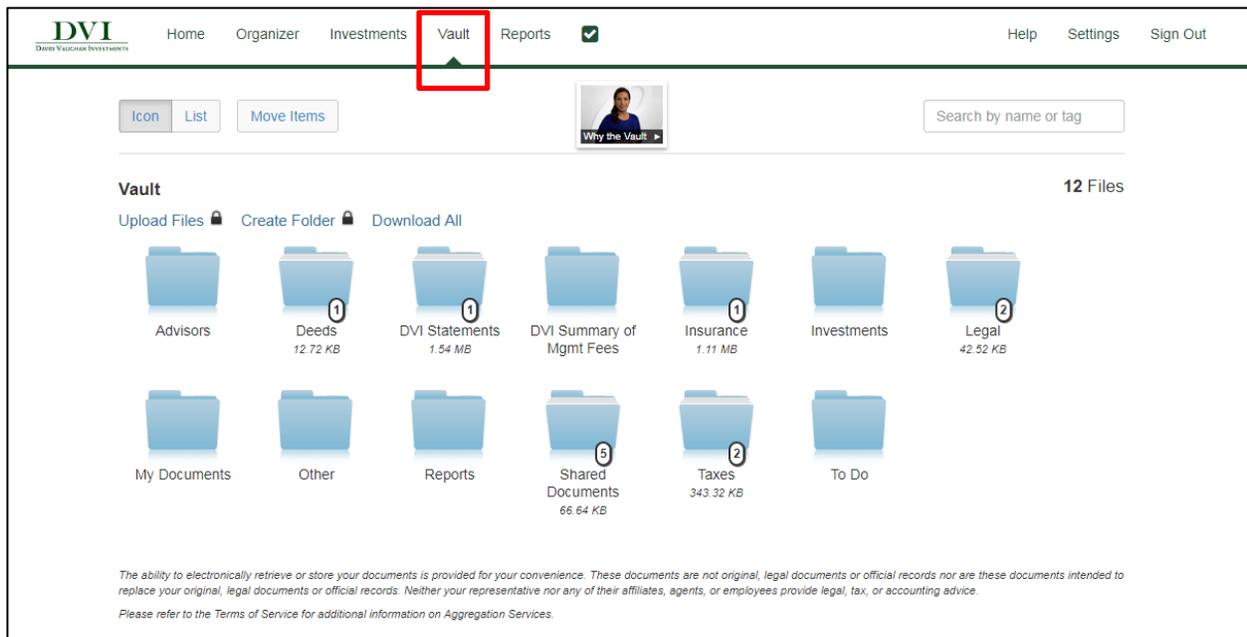
Today's Change²

Symbol	Description	Quantity	Price	Value	Value	Pct	Cost
	WILLIAMS COMPANIES XXX CASH ELECTION EXP: 06/24/2016	3,400.00	\$20.64	\$70,176.00			
ABB	Abbott Laboratories	500.00	\$38.84	\$19,420.00	-\$215.00	-1.12%	\$19,130.25

Cash, Margin, and Holding quantities reflect changes through 11/03/2016 03:00PM¹.
Account holdings reflect the last available prices as of 11/04/2016 09:16AM¹.
Reprice Now

Values are based on the total of all account history values as of the last day of each month in which histories are available.

9. The **Vault** provides secure storage for valuable personal documents (**wills, trusts, insurance documents, passports, etc.**) in electronic format.
 - a. You can upload documents into the **My Documents** folder, a private folder which only you can access the contents.
 - b. You can upload documents into any of the other folders, allowing the Advisor to also view the contents.
 - c. DVI will upload your Quarterly Statements into the DVI Statements folder and your Summary of Management Fees Documents into the DVI Summary of Mgmt Fees folder every quarter.



Note – The Vault allows storage files of the following types:
aifc, aiff, aif, au, avi, bmp, doc, docx, gif, jpg, jpeg, mov,
mp3, mpeg, mpg, pdf, png, ppt, pptx, ps, rtf, snd, swf, tax,
tif, tiff, txt, wav, wma, wmv, wps, xls, xlsx, and xml.

10. The **Reports** tab provides a series of statements about your financial situation. To view a report, simply choose from the drop down list located under Report Selection.

The screenshot shows the 'Reports' tab selected in the navigation menu. The main content area displays a 'Net Worth Statement' prepared for John and Sally Smith. The statement is organized into sections: ASSETS, NON-QUALIFIED ASSETS, RETIREMENT ASSETS, and LIABILITIES. A 'Web Print' button is visible above the statement title.

ASSETS:	John	Sally	Joint	Total	LIABILITIES:	John	Sally	Jc
NON-QUALIFIED ASSETS:								
<i>Cash Equivalents:</i>								
Online Savings	--	--	\$9,416	\$9,416	TOTAL LIABILITIES	\$0	\$0	
<i>Taxable Investments:</i>								
Estate Client -NM- Farm Account	--	--	\$3,902,520	\$3,902,520	NET WORTH	\$11,134,140	\$4,250,000	\$3,911,936
Estate Client Revocable Trust	\$3,808,834	--	--	\$3,808,834				
Taxable Investment	--	--	--	--				
Total: Non-Qualified Assets	\$3,808,834	--	\$3,911,936	\$7,720,770				
RETIREMENT ASSETS:								
<i>Qualified Retirement:</i>								
Estate Client IRA Rollover	\$3,075,306	--	--	\$3,075,306				
Total: Retirement Assets	\$3,075,306	--	--	\$3,075,306				
TOTAL LIQUID ASSETS	\$6,884,140	--	\$3,911,936	\$10,796,076				

This close-up shows the 'Report Selection' dropdown menu. The 'Net Worth Statement' is currently selected and highlighted with a red circle. The menu is organized into categories: Favorites, Investments, and Net Worth. The 'Net Worth' category is expanded, showing a list of report options.

- Favorites**
 - ✓ Net Worth Statement
 - Asset Allocation
- Investments**
 - Asset Allocation
 - Asset Class Summary
 - Stocks by Sector
 - Account Summary
 - Account Status
 - Holdings Detail
 - Holdings Gain/Loss
 - Account Gain/Loss Report
- Net Worth**
 - Taxable Investment