Using the Vault

The **Vault** is a key feature of your DVI Client Portal:

1) Each quarter, your report package—including your aggregated Quarterly Report and management fee invoice—will be uploaded to the Vault.
   ➔ You will receive an email from DVI when your report package has been uploaded each quarter.

2) Vault folders can be used to securely upload documents, either for sharing with your DVI Team, or for your personal storage in a private folder.
   ➔ When you upload files for your DVI Team to review, please notify your Relationship Manager.

3) You can upload *most* document and image files to your Vault. Each file is capped at 30MB.
   ➔ .exe (executable) files are *not* supported on this platform

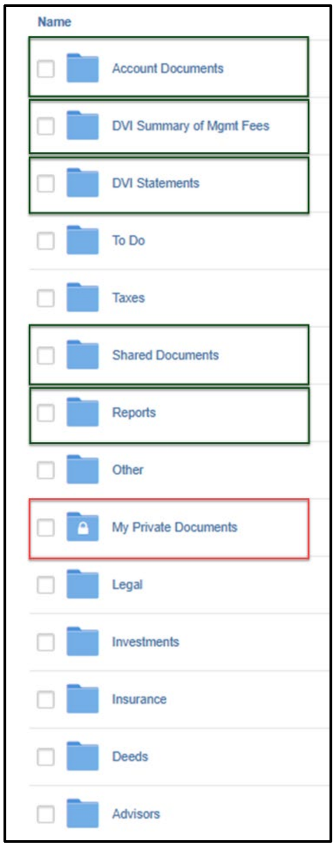
Locate the Vault:

After logging into your Portal, click **Vault** in the navigation bar:

Vault Folders:

Your Vault has several folders, and the most frequently used folders are indicated to the right:

- **Account Documents**:
  Completed account application forms & DVI Investment Advisory Agreements
- **DVI Summary of Mgmt Fees**
  Billing information & management fee invoices
- **DVI Statements**:
  Quarterly Reports: aggregated investment performance information for your DVI-managed accounts
- **Shared Documents**:
  Files uploaded to share with your DVI Team for planning purposes
- **Reports**:
  Special "one-off" eMoney reports that your DVI Team may prepare for your review
- **My Private Documents**:
  Any files that you upload to this folder are visible only to you; your DVI Team does not have access to this folder

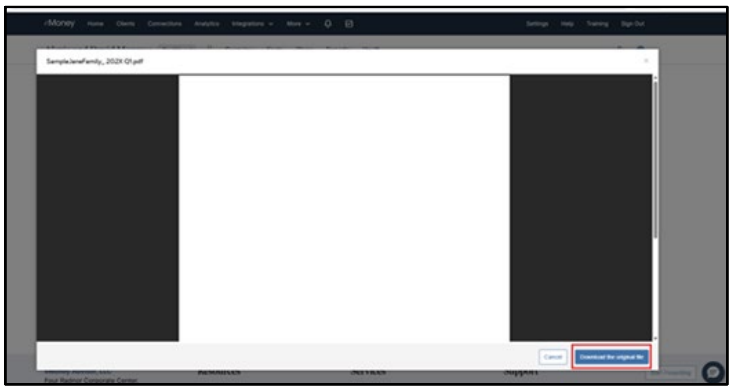


Viewing & Downloading Reports:

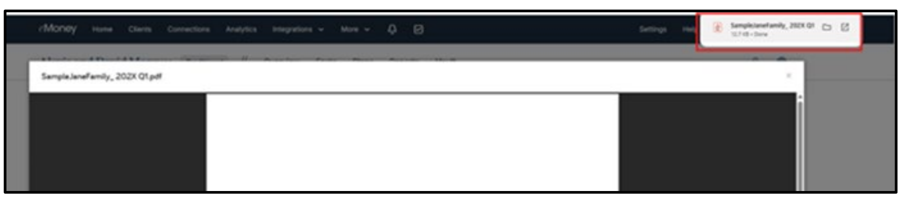
This proces is the same for viewing your Quarterly Reports and your management fee invoices.

1) Open either the **DVI Statements** or **DVI Summary of Mgmt Fees** folder. Reports and invoices are organized by Year and Quarter.
2) Select the report you want to open:

3) A new window will pop up where you can either view the file, or download and save it to your computer files:



4) If you download the file, you will see it on the top right of your screen:



Uploading Documents

If you want to upload files to your **Shared Documents** or **My Private Documents** folder, you can use one of two methods:

1) Use the "Upload Files" button to select a single file or an entire folder of files from your computer.
2) The "Drag and Drop" method: Click and hold the file you want from your computer, drag it into the Vault folder you want, and then release the mouse to drop it in place.

If you need help uploading files, please let your RM know, or call our office at (309) 685-0033, and someone from our team will be glad to help.