

## 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 will need to be established the first time you log on. Each subsequent logon 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](mailto:abrinton@dviinc.com)) or Amy Mauser ([amauser@dviinc.com](mailto:amauser@dviinc.com)) or call 309-685-0033.

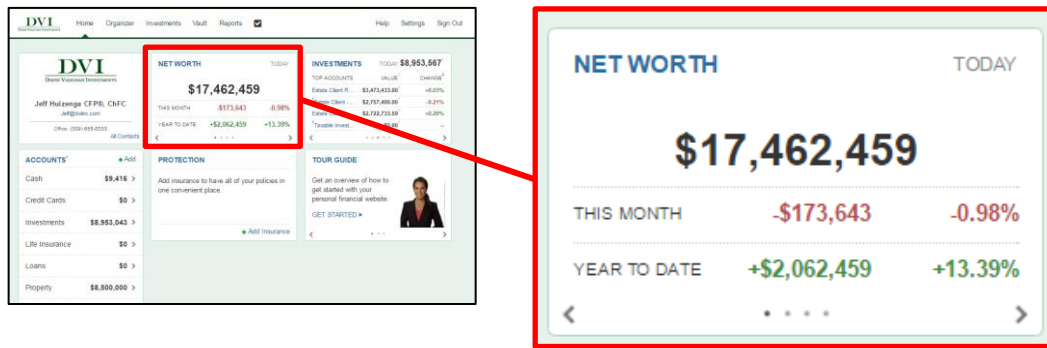
1. At the bottom right hand side of the **Home** page, click the **Get Started** link under **Tour Guide** for help navigating the site.

The screenshot displays the DVI Client Portal Home page for Jeff Huizenga. The navigation bar includes Home, Organizer, Investments, Vault, Reports, Help, Settings, and Sign Out. The main content area is organized into several sections:

- DVI Profile:** Jeff Huizenga CFP®, ChFC, Jeff@dviinc.com, Office: (309) 685-0033. Includes an "All Contacts" link.
- NET WORTH:** TODAY \$17,462,459. THIS MONTH: -\$173,643 (-0.98%). YEAR TO DATE: +\$2,062,459 (+13.39%).
- INVESTMENTS:** TODAY \$8,953,567. Table of TOP ACCOUNTS:

TOP ACCOUNTS	VALUE <sup>1</sup>	CHANGE <sup>2</sup>
Estate Client R...	\$3,473,433.00 <sup>1</sup>	+0.03%
Estate Client -...	\$2,757,400.00 <sup>1</sup>	-0.21%
Estate Client I...	\$2,722,733.59 <sup>1</sup>	+0.20%
Taxable Invest..	\$0.00 <sup>1</sup>	--
- ACCOUNTS<sup>†</sup>:** + Add. Cash: \$9,416 >. Credit Cards: \$0 >. Investments: \$8,953,043 >. Life Insurance: \$0 >. Loans: \$0 >. Property: \$8,500,000 >.
- PROTECTION:** Add insurance to have all of your policies in one convenient place. + Add Insurance.
- TOUR GUIDE:** Get an overview of how to get started with your personal financial website. **GET STARTED >** (circled in red). Includes a photo of a woman.

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 & privacy settings.

Alerts Security Privacy

### Change Password

Old Password:

New Password:

Verify Password:

[Save](#)

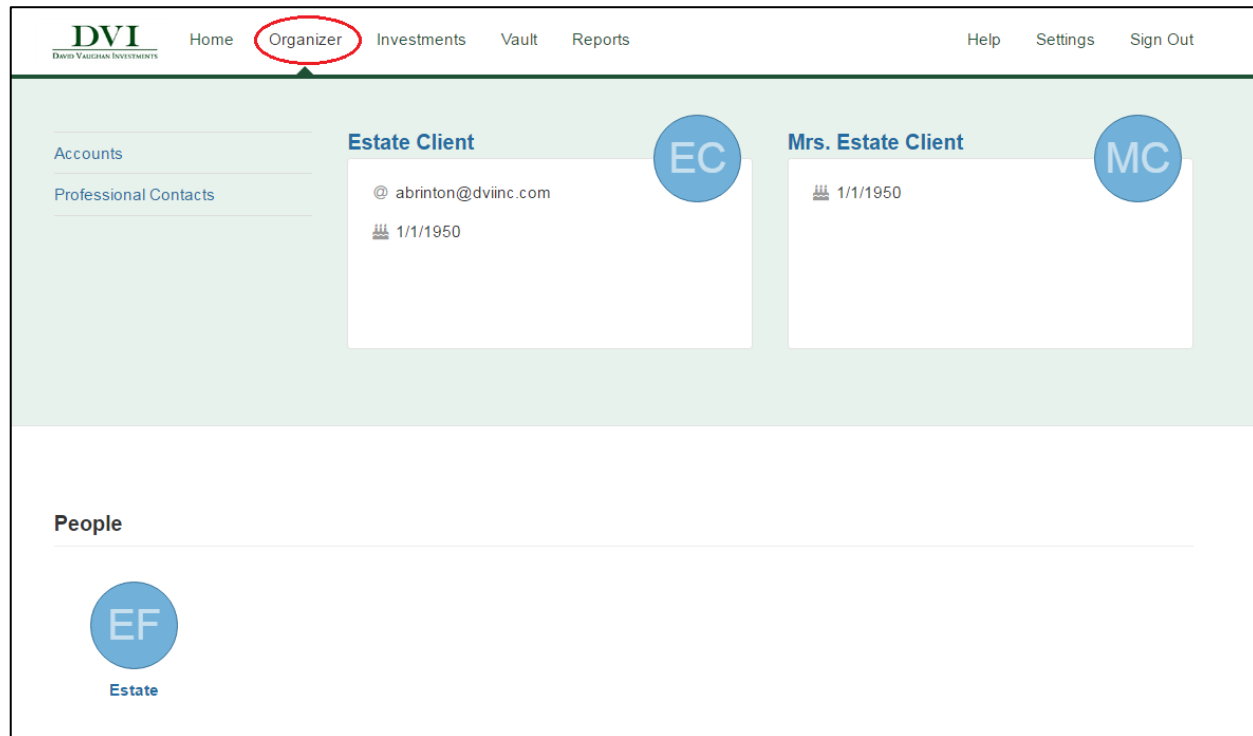
### Change Security Question

Enter a new security question and answer to help you if you forget your password. Your current question is not shown for security reasons.

Security Question:

Answer:

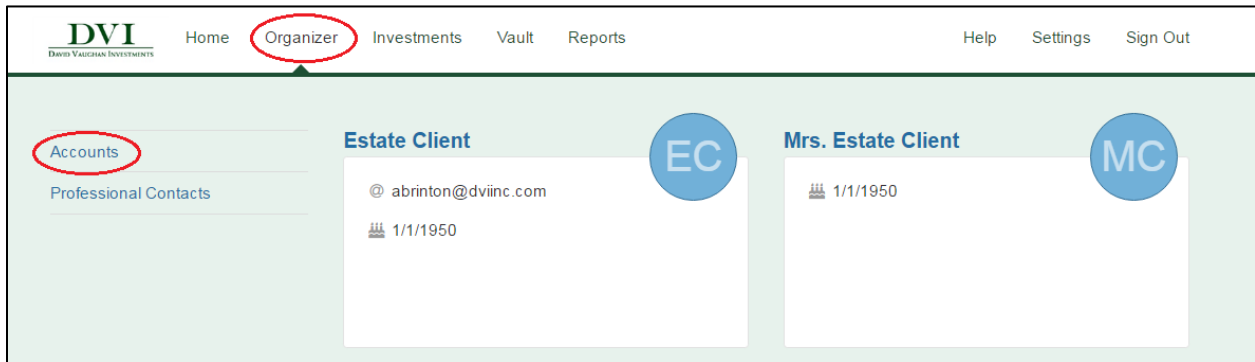
3. The **Organizer** is a place to add connections to outside accounts and view data.



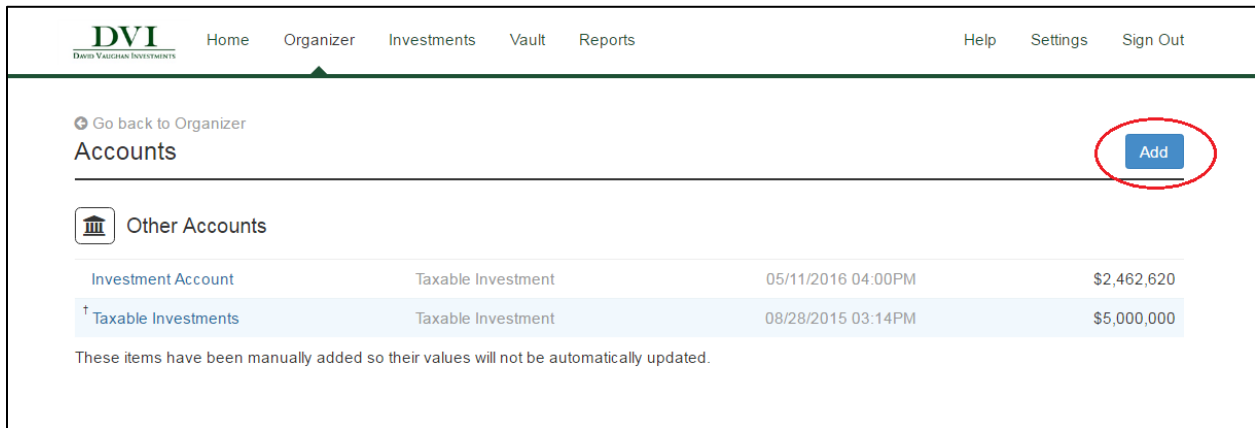
Note – Before you can add accounts to the organizer, you must already have online access to your accounts through your financial institution(s).

Steps 4-6 offer a quick reference on adding connections. For more information and detailed instructions, see our [“How to Connect Accounts”](#) guide.

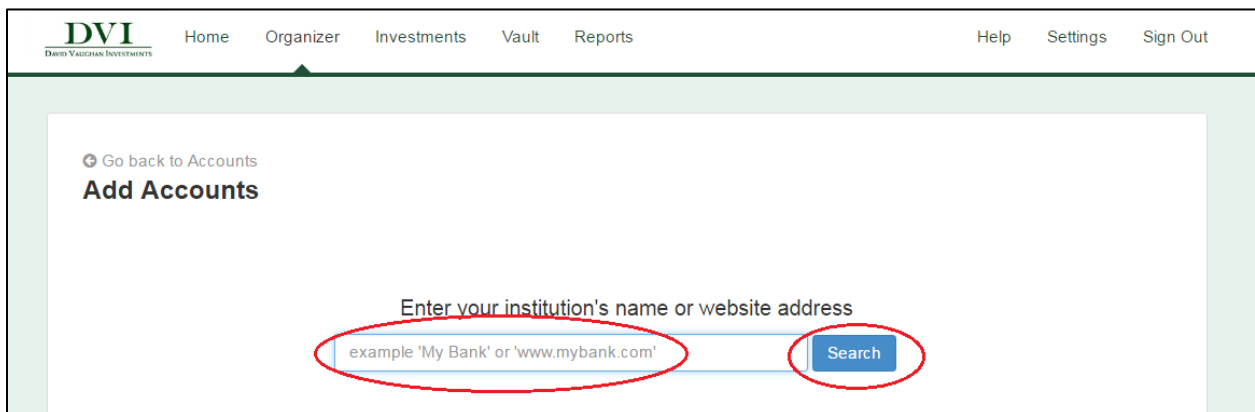
4. To add accounts to the **Organizer**, click **Accounts**.



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. The main content area shows the following information:

- Current Value:** \$8,953,566.59
- Cash:** \$38,888.00
- Holdings:** \$8,914,678.59
- Today's change:** +\$523.87 (0.01% increase)

A 'Balance History' line chart shows the account's value from September 2015 to November 2016. The value remains relatively flat until May 2016, then rises sharply to approximately \$10 million by July 2016 and remains stable through November 2016.

Below the summary is a table of investment positions:

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			
<b>Total</b>				\$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**

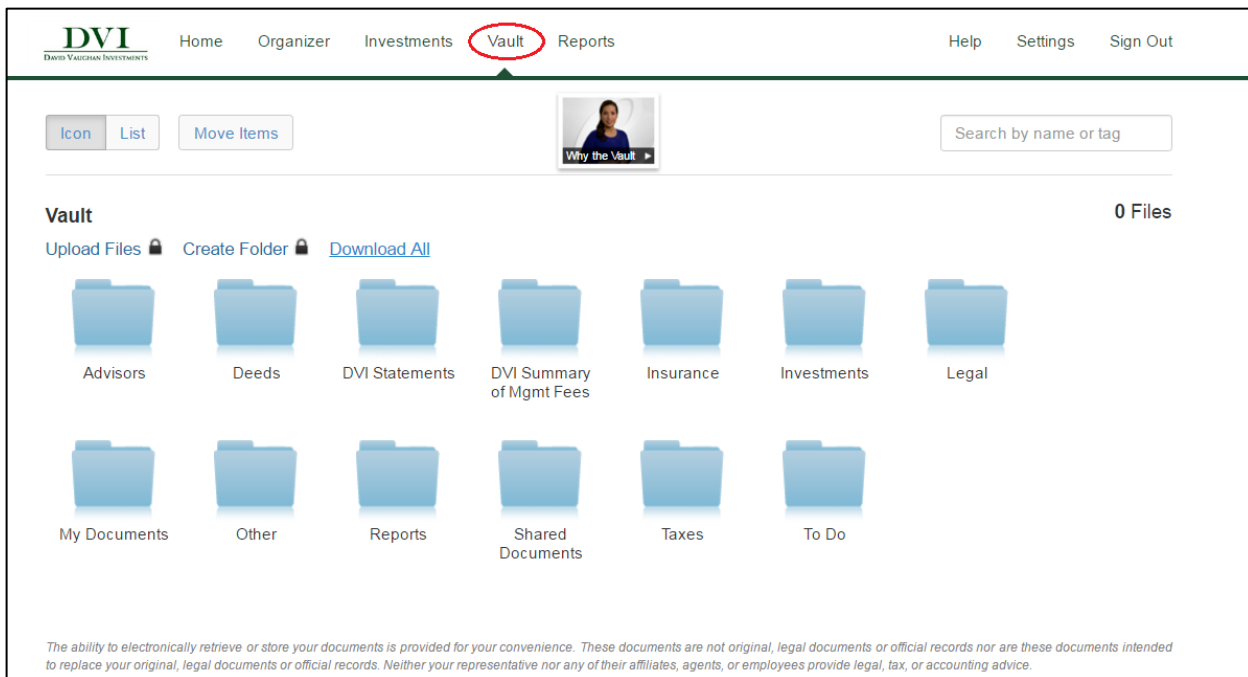
Month	Balance
Jun '16	\$2.8M
Jul '16	\$2.9M
Aug '16	\$2.8M
Sep '16	\$2.8M
Oct '16	\$2.7M
Nov '16	\$2.6M

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

Today's Change <sup>2</sup>						
Symbol	Description	Quantity	Price	Value	Value	Pct
	WILLIAMS COMPANIES XXX CASH ELECTION EXP: 06/24/2016	3,400.00	\$20.64	\$70,176.00		
ABB	Abbott Laboratories	500.00	\$38.84	\$19,405.00	-\$315.00	-1.12%

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 'Report Selection' dropdown is set to 'Balance Sheet'. Below the report title, there are navigation buttons for '< Prev', 'As of Today', and 'Next >'. A 'View Categories' dropdown is set to 'Yes'. A 'Web Print' button is also visible. The main content area displays the 'Balance Sheet' report, prepared for 'Estate and Mrs. Estate Client'. A descriptive sentence states: 'The Balance Sheet shows the value of your assets and liabilities, and your net worth.' Below this is a table with columns for 'Assets', 'Estate', 'Mrs. Estate', 'Joint - ROS', and 'Total'.

Assets	Estate	Mrs. Estate	Joint - ROS	Total
<b>Non-Qualified Assets:</b>				
<i>Taxable Investments</i>				
Taxable Investments (Common)	2,500,000	2,500,000	--	5,000,000
<b>Business Interests:</b>				
Farm Corporation (45.00% of \$11,962,620) (Common)	2,691,590	2,691,589	--	5,383,179
<b>Real Estate Assets:</b>				
Farm Ground (Common)	2,500,000	2,500,000	--	5,000,000
<b>Total Assets:</b>	<b>7,691,590</b>	<b>7,691,589</b>	<b>0</b>	<b>15,383,179</b>

This close-up shows the 'Report Selection' dropdown menu. The selected item is 'Balance Sheet', which is marked with a checkmark and a star icon. The menu is organized into sections: 'Favorites' (containing 'Balance Sheet' and 'Asset Allocation'), 'Balance Sheet' (containing 'Balance Sheet'), and 'Investments' (containing 'Asset Allocation', 'Asset Class Summary', 'Stocks by Sector', 'Account Summary', 'Account Status', 'Holdings Detail', 'Holdings Gain/Loss', and 'Account Gain/Loss Report').