

Account View

Getting Started User Guide

Introduction

This user guide will walk you through how to create a profile in Account View. Here are a few things to keep in mind:

- You can access Account View via your computer, tablet, or mobile device (either iOS or Android).
- You will need to have your email open in order to retrieve a verification message that will be sent from noreply.myaccountviewonline@lpl.com. Adding noreply.myaccountviewonline@lpl.com to your contacts or address book will ensure receipt of the verification message.
- Have one of your LPL Financial account numbers on hand, as it will be required to validate your identity.

Look for these helpful icons:



- Alert or Important



- Quick Tip



- Information or Note

Table of Contents

Access Account View	2
Client Creates Profile.....	2
Retrieve Email	5
Financial Advisor Creates Client Profile	6
Go Paperless	8
Account View Homepage	8

Account View

Getting Started User Guide

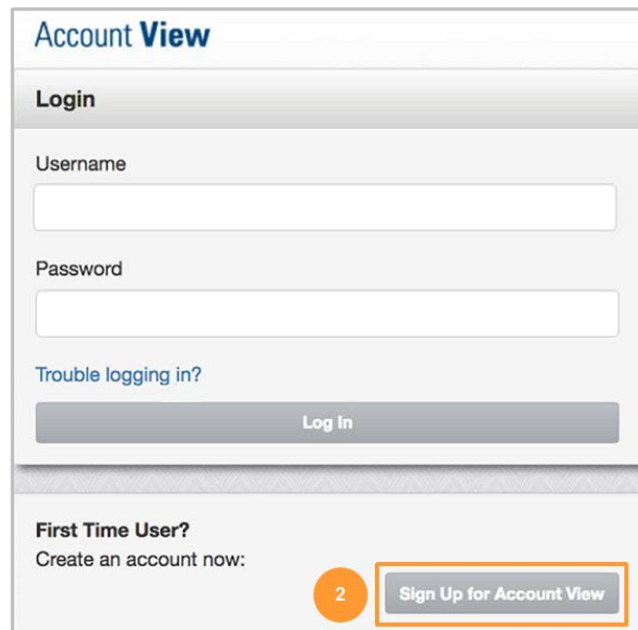
Access Account View

There are two ways a client can be setup in Account View.

- One is to allow the clients to create a profile themselves.
- Second would be if the Financial Advisor goes into Account View through ClientWorks and creates a profile for the client. The process will generate an email for the client to activate the profile.

Client Creates Profile

1. Access Account View through your financial advisor's website, or directly, at:
www.myaccountviewonline.com.
2. Create an account by clicking **Sign Up for Account View**.

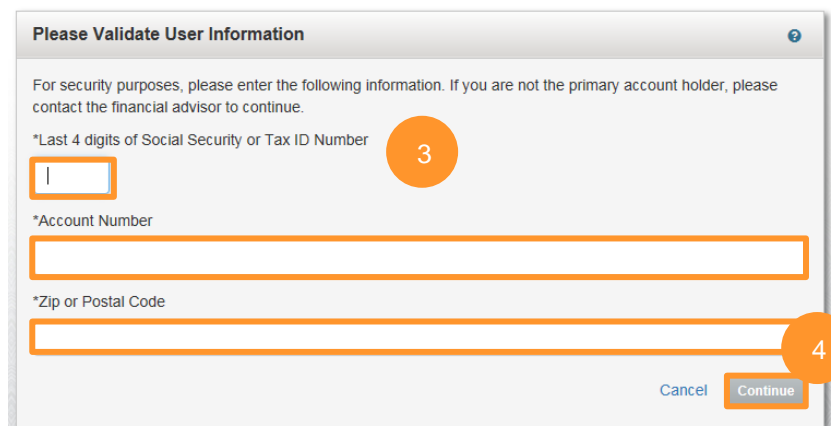


3. Enter the last 4 digits of your **Social Security Number (SSN)** or **Tax ID number**, **Account Number** and your **Zip** or **Postal Code**.



The zip code and SSN you enter have to match what is on the account.

4. Once you have entered your information, click **Continue**.



Account View

Getting Started User Guide

5. Create your **User Name**.

Create User Name and Password

Create User Name

*User Name

5 Test Availability

6. Click **Test Availability** to check if your desired **user name** is available. If not, select a new **User Name**.

Create User Name and Password

Create User Name

*User Name

6 Test Availability

7. Select a **Password**.

- Take note of the password requirements when choosing your password.

8. Click **Continue**.

Create Password

7

Between 8 to 20 characters in length
Must not contain username
No more than 3 of the same characters in a row
No spaces
At least 3 of the following 4 characteristics:

- 1 Upper Case Letter
- 1 Lower Case Letter
- 1 Number
- 1 Special Character ~ @ # % ^ - _ + = { } [] : ? ! \$ * ; / \

*New Password

*Confirm Password

8

Cancel Continue

9. Enter your **Contact Information**.

Create Profile

Account holder: Please complete the following information about yourself. (Third-parties are only authorized account access with explicit permission from the account holder and access granted by the account holder's advisor.)

Contact Information

9

*First Name: Middle Name: *Last Name:

Phone Number: Mobile Number:

*Email: *Confirm Email:

Account View

Getting Started User Guide

10. Enter **Account Number** and a **Nickname** for the account.

11. To add accounts to your profile, select **+Add Account**.



Clients can only add accounts where their SSN is the primary (i.e. a husband cannot add his wife's accounts or trust accounts since they have different SSNs/tax ids than the Account View profile. The Financial Advisor would have to add these.)

12. Click **Continue**.



If you are unable to add an account to your profile, please contact your advisor.

13. Verify the information is correct and click **Create Profile**.

14. Click **Close** on the **Success** window.

Manage Accounts

Account Number Zip Code *Nickname Delete

92104 Rollover IRA BROKER-RET 46709680

+Add Account

Manage Accounts

Account Number Zip Code *Nickname Delete

3396-1000 01945 BROKER-NR 33961000

+Add Account

Cancel Continue

Verify Information

Contact Information

First Name: Middle Name: Last Name: Test Phone Number: Mobile Number: Email: User Name:

Associated Accounts

Account # Zip Code 92104 Nickname Rollover IRA BROKER-RET 46709680

Cancel Create Profile

Success

For Security purposes, we must verify your email address. An email has been sent to your email address on file with instructions on how to complete the email verification process.

Close

Account View

Getting Started User Guide

Retrieve Email

Once you have completed your profile you will receive an email in order to verify the Account View profile and email address.

Follow the steps provided in the email to verify your Account View profile and email address.

1. Go to your email and open the message from: noreply.myaccountviewonline@lpl.com.

1

Dear Valued Client:

This message allows you to verify your email address associated with your **Account View** user profile. By clicking on the link below, your information will be verified by LPL Financial, completing the security process.

<https://qa.myaccountviewonline.com/AccountView/Logon/Logon/ActivateClient?guid=a4f0882bed26c711025e8ffa9baeb0d5b9b0608e4f9dc921113e686aff676643f701ccf65176f29631848cc97602ded1497b06423c56e15d20fd46bc5d6af744>

If your code has expired before you have completed the verification process, simply log in to MyAccountViewOnline.com and restart the email verification process.

If you would like to stop receiving paper copies of your monthly financial statement, quarterly advisors performance reports, or trade confirmations, log in to MyAccountViewOnline.com and select the **Go Paperless** option.

Sincerely,
LPL Financial

The information contained in this e-mail message is being transmitted to and is intended for the use of only the individual(s) to whom it is addressed. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this message is strictly prohibited. If you have received this message in error, please immediately delete.

Account View

Getting Started User Guide

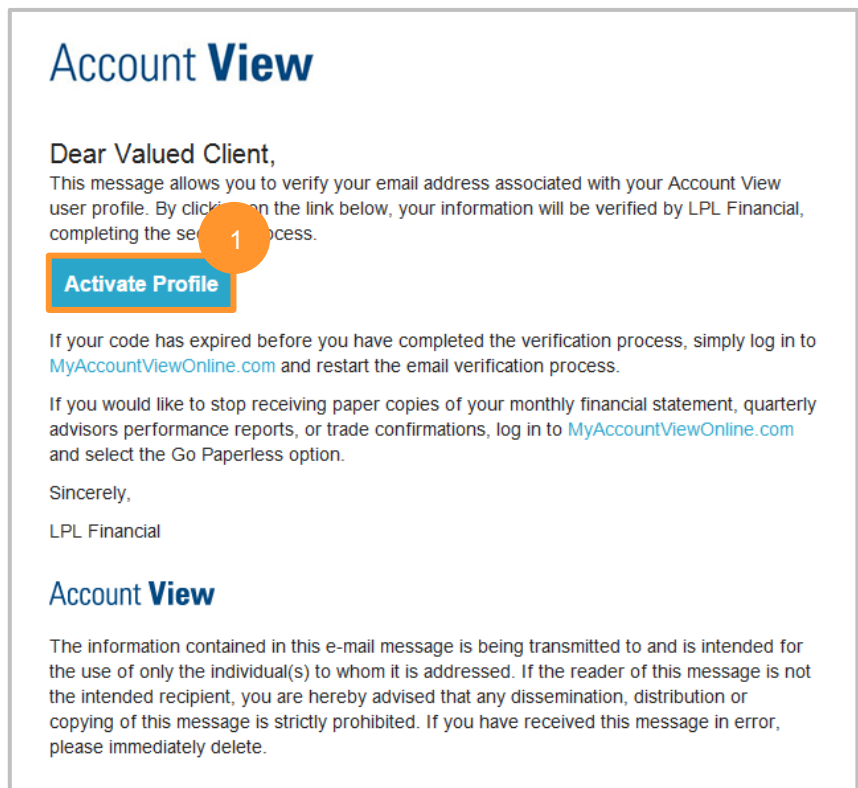
Financial Advisor Creates Client Profile

An alternative way that an Account View profile can be activated is if the Financial Advisor accesses Account View through ClientWorks, and creates a profile for the client. Once they create the profile, the system will generate an email for the client to activate their profile.

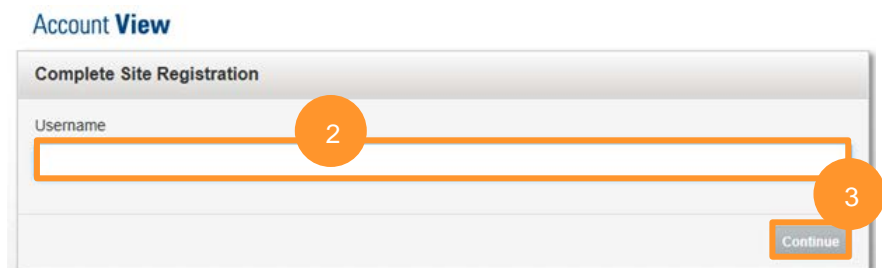
1. Click the **Activate Profile** button in the email to start the activation process.



Depending on the email provider, the client may not see the button that says '**Activate Profile**'. They will need to **right click the red X boxes** and select '**Download Pictures**'.



2. Enter your **Username** on the **Complete Site Registration** screen.
3. Click **Continue**.



Account View

Getting Started User Guide

4. Complete the information needed on the **Validate User Information** screen.
 - a) Enter the **last 4 digits of your Social Security or Tax ID number**.
 - b) Enter one of your **LPL Financial Account Numbers**.
 - c) Enter your **Zip or Postal Code**.
 - d) Click **Continue**.

Account View

Please Validate User Information

For security purposes, please enter the following information. If you are not the primary account holder, please contact the financial advisor to continue.


*Last 4 digits of Social Security or Tax ID Number

*Account Number

*Zip or Postal Code

Cancel Continue

5. Select a **Password**

 Follow the requirements when setting your password.

6. Click **Submit**

Account View

Set Password

Between 8 to 20 characters in length
Must not contain username
No more than 3 of the same characters in a row
No spaces
At least 3 of the following 4 characteristics:

- 1 Upper Case Letter
- 1 Lower Case Letter
- 1 Number
- 1 Special Character - @ # % ^ - _ + = { } [] : ? ! \$ * ; / \

*Enter Password:

*Confirm Password:

Submit

7. **Review and agree to the Site Terms and Conditions** by selecting **Agree**.

Account View

Site Terms and Conditions

Terms of Use

Terms and Conditions

Data supplied to you by LPL Financial is for informational purposes only. This information is not intended to replace the LPL Financial periodic statement of activity you receive.

Market Value of Priced Securities

This amount represents the total market value of the priced securities listed in your portfolio. While we make every attempt to gather the most reliable pricing data available, we cannot guarantee the accuracy of such prices. Pricing vendors provide securities prices that they believe to be accurate and reliable. Prices on securities are updated either daily, weekly or monthly, depending on the security type. Since each vendor prices securities at different times of the month, discrepancies may occur. Vendors do not price all

Disagree Agree

Account View

Getting Started User Guide

Go Paperless

You can eliminate mailings and enjoy online access of your statements and trade confirmations by clicking **Go Paperless**.



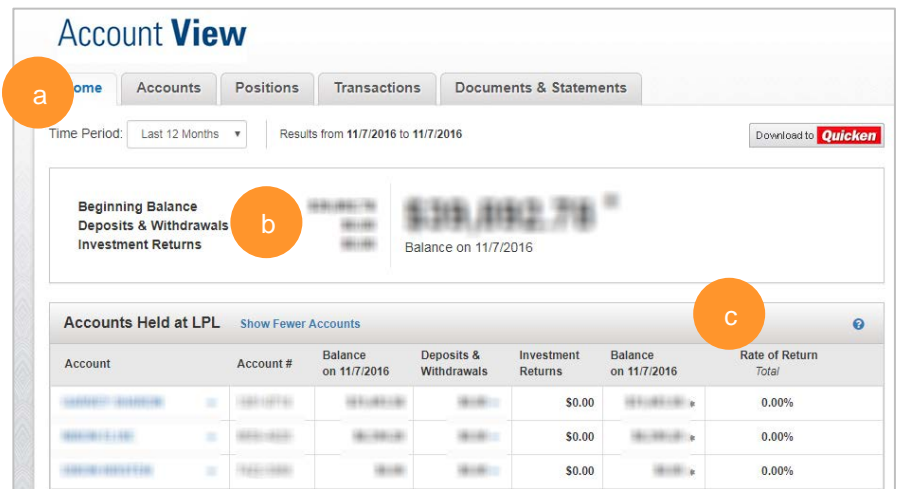
The **Go Paperless** prompt only displays if you are registering on a desktop device.

You can opt to **Go Paperless** or skip it by clicking **Not Now**.



Account View Homepage

You will be directed to your **Account View homepage** where you can begin viewing your account details, statements, and much more!



- Select the **time period** you want and it will apply across your summaries and value over time chart.
- You can see the **beginning and ending balance**, as well as **deposits and withdrawals**, for the selected time period.
- See how your **investments have performed** over time, including reinvested dividends, based on dollars you've invested.



Please see the Account View brochure for instructions on customizing your settings and resetting your password.