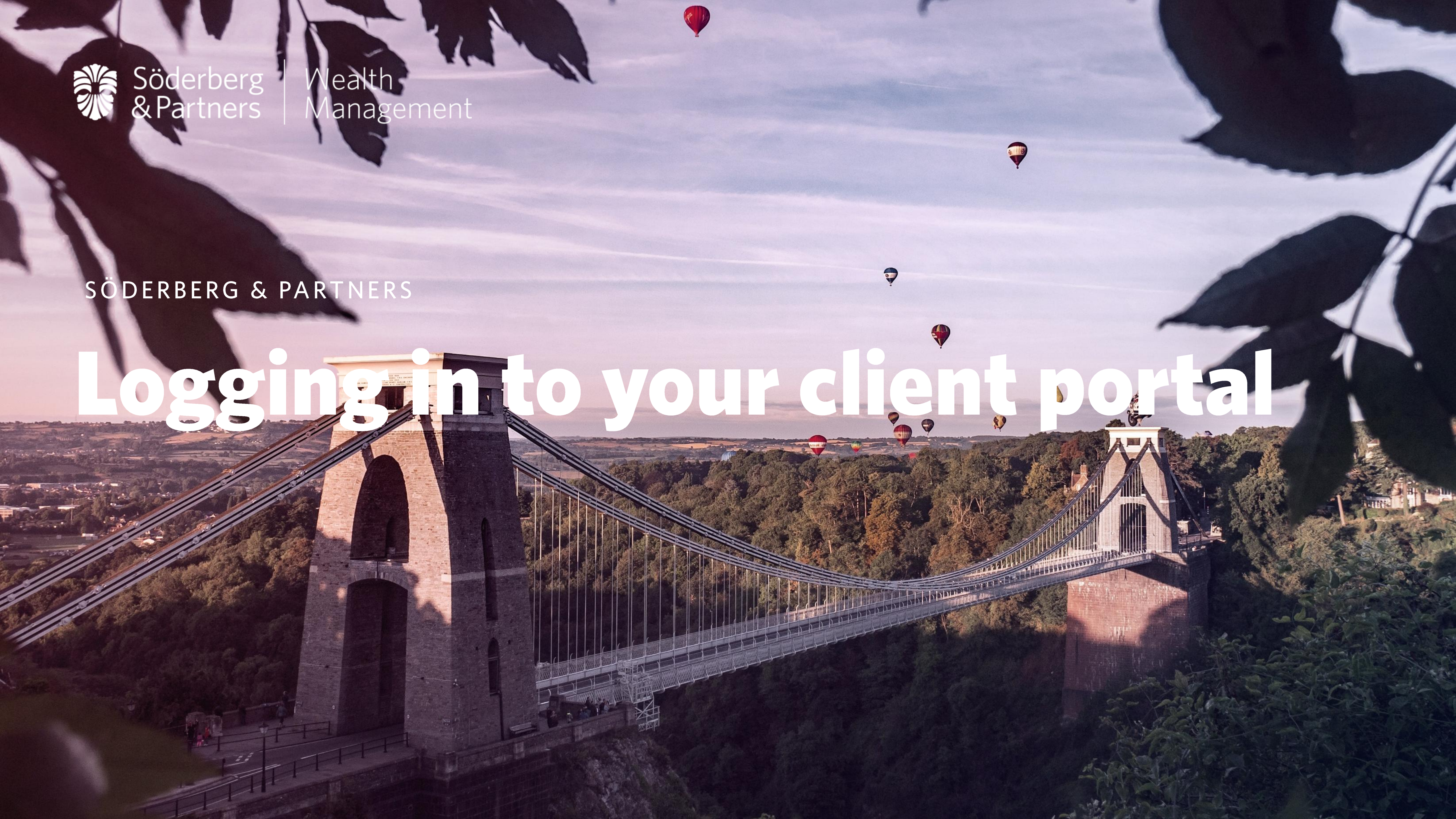

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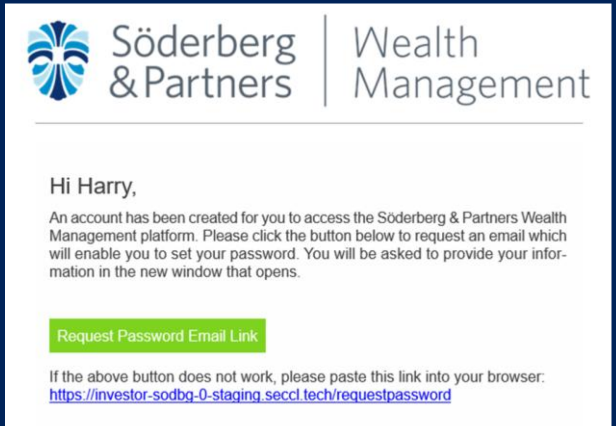
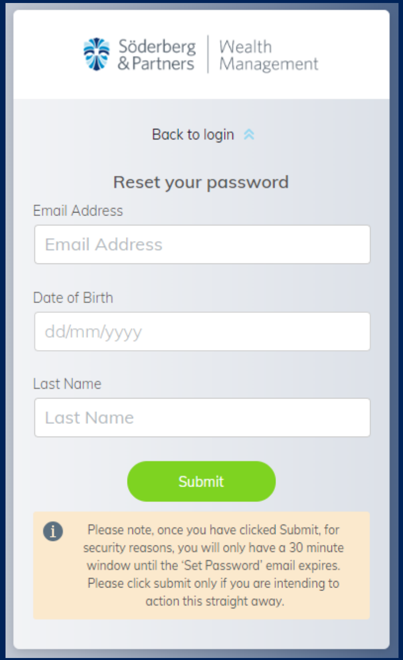
Logging in to your client portal

Step 1: Receiving the 'Request Password email'.

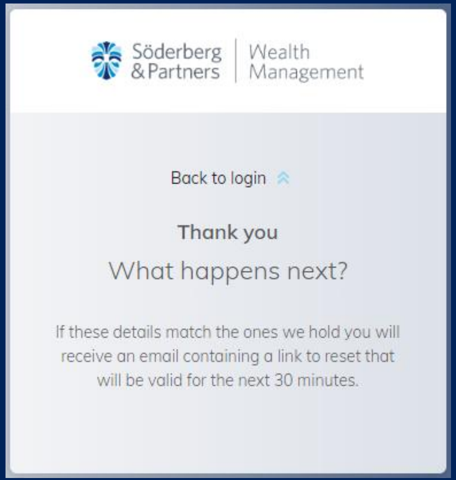
1. If you have received this email, it means that your adviser has set you up with a new client record account on the Soderberg platform. Your first step will be to click on the green **'Request Password Email Link'** button in your email, as is shown below. There is no expiry on the link in this email.



2. This link will take you through to a web page where you will need to enter in some personal information to verify your account:



3. Once entered, you will receive a confirmation message to tell you that the details will be checked against the information held on the platform for you:



4. If they match, then you will receive your second email the **'Set Password Email'**

Step 2: Receiving the 'Set Password email'.

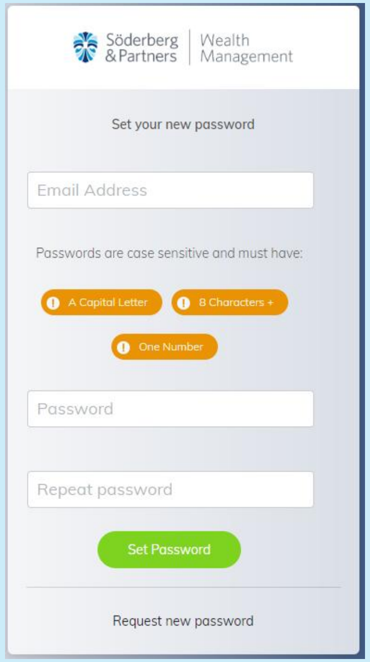
1. As you did with the first email, you need to click on the green '**Set Password**' button as shown below:

2. This will take you through to a page where you can set your password.

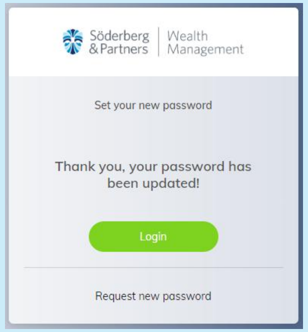
*Please note that there is a 30-minute expiry on the second email so be ready to action it straight away.

If you run out of time, click on the **'Request new password'** button at the bottom of the page which will take you back through to the browser page from step one where you will need to verify your details.

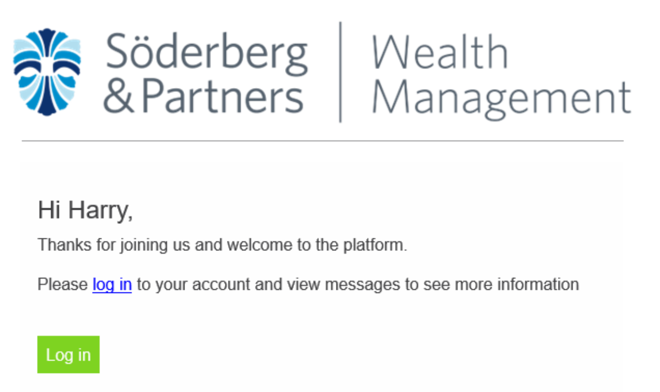
You will receive another **'Set Password email'** once verified*.



3. Once you are done, you will be given the following message confirming that you have successfully created your password.

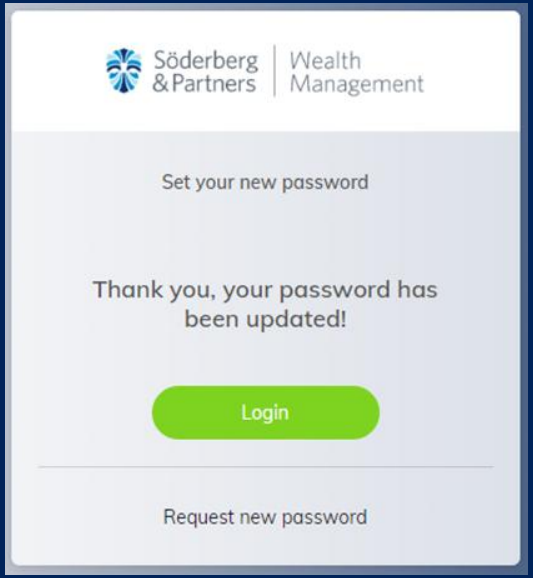


4. You will also receive the following email to confirm this as well:

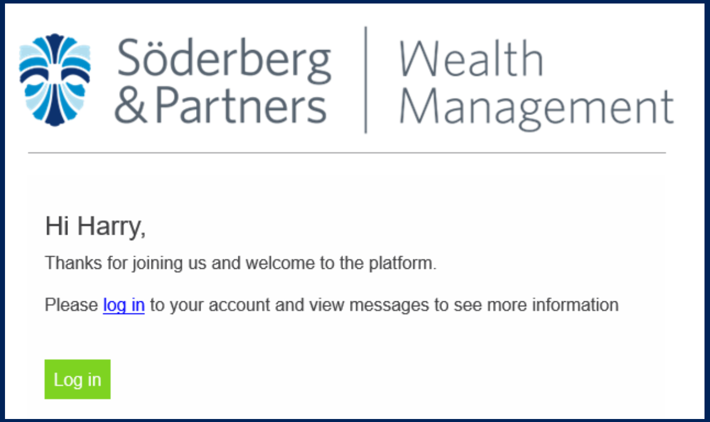


Step 3: Logging in

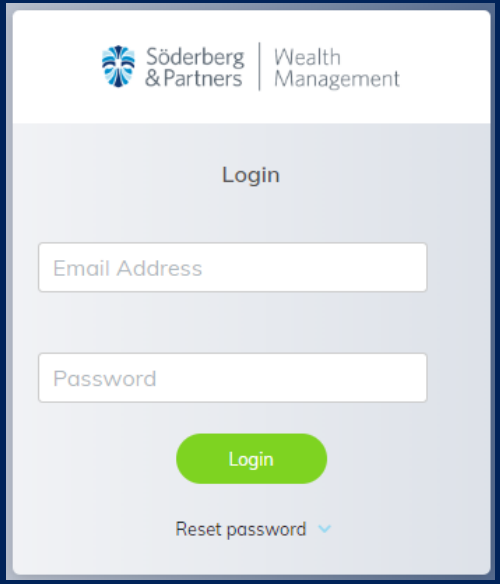
You can navigate to the login page from the following window in your browser that you will be taken to after you set your password:



Or from the follow-up email that you receive:

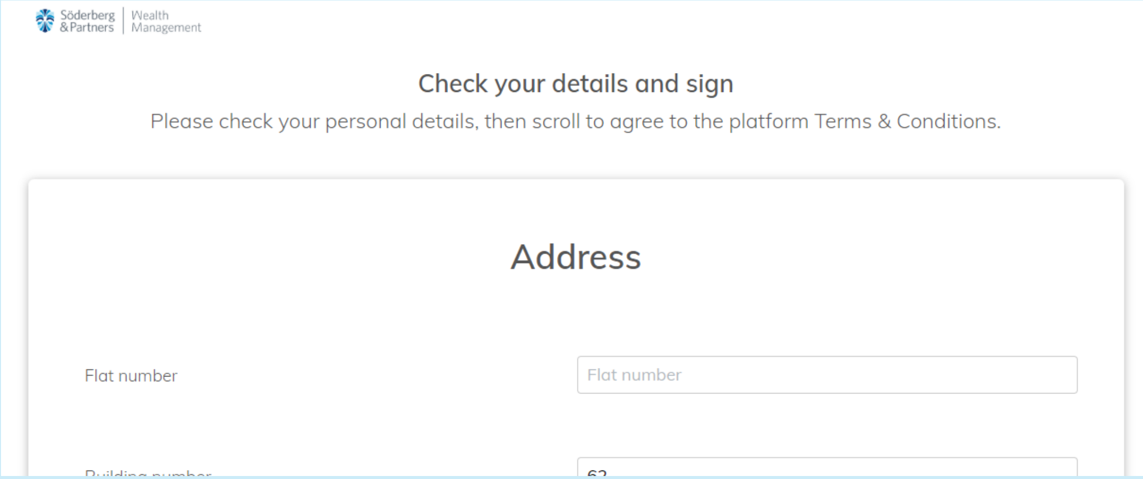


Here's what the login page looks like:

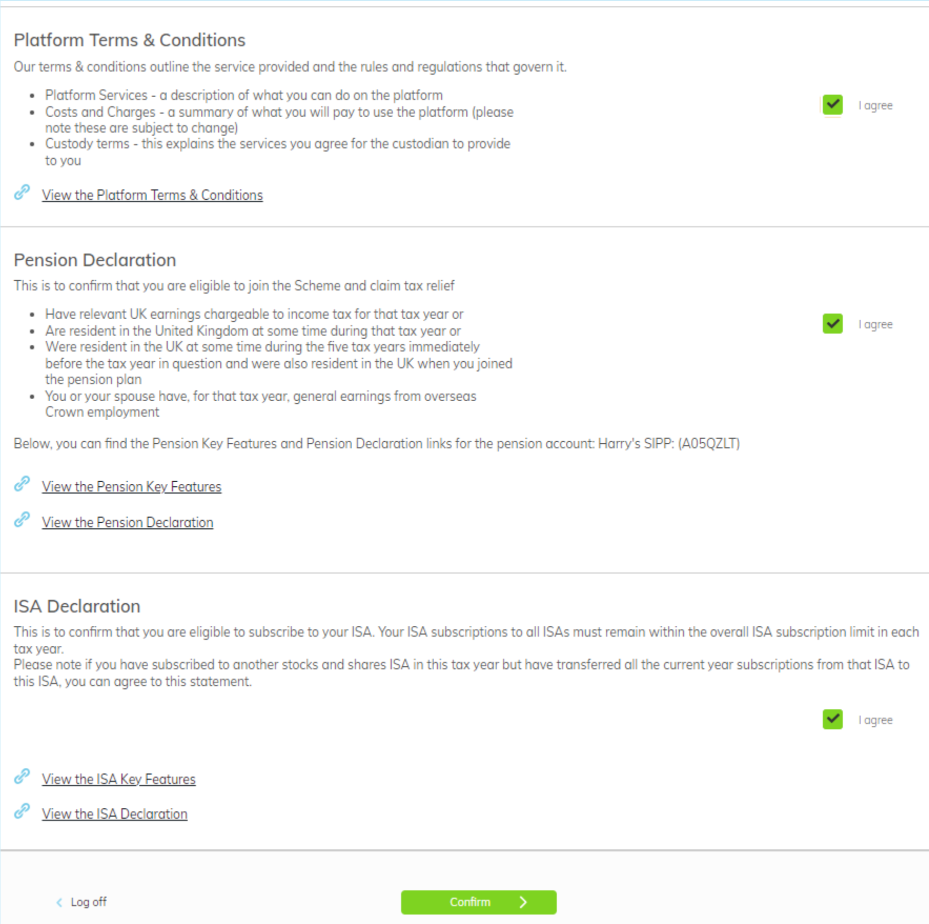


Step 4: Accepting Terms & Conditions and Product Declarations

1. When logging in for the first time, you'll be taken through to your personal details page which will look something like this:



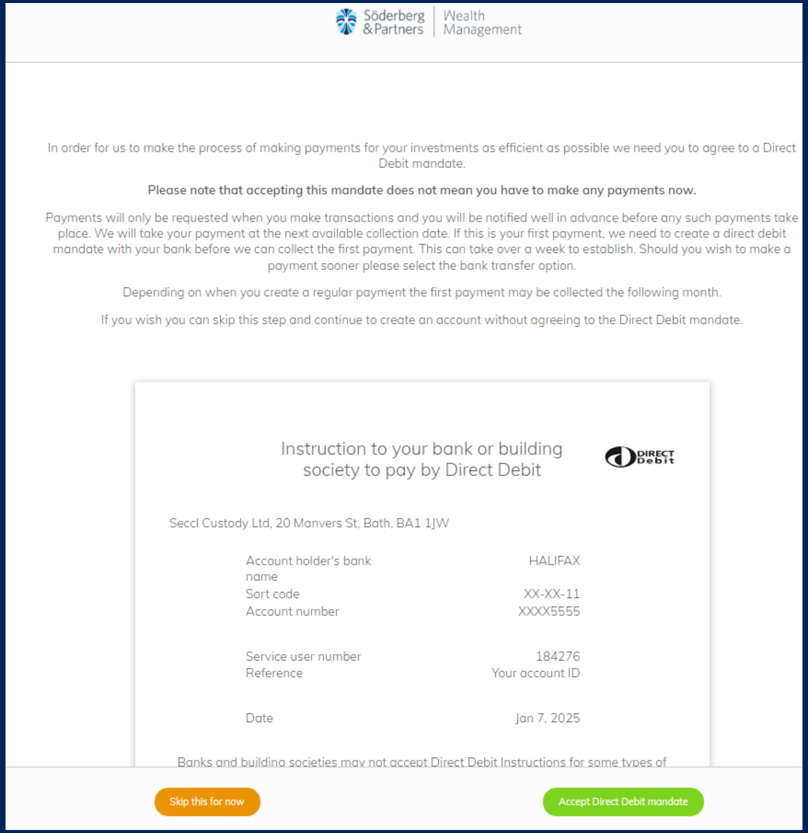
2. Scroll-down to the bottom of the first page and you will be able to see the platform Terms & Conditions and Product Declarations to accept



3. Tick each box labelled 'I agree' to accept the corresponding terms of that section and then when you are ready, click the 'Confirm' button.

Step 5: Accepting a Direct Debit Mandate, (if applicable)

Once you have accepted the platform Terms & Conditions and Product Declarations, there maybe a final page to go through for accepting the Direct Debit Mandate:



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In order for us to make the process of making payments for your investments as efficient as possible we need you to agree to a Direct Debit mandate.

Please note that accepting this mandate does not mean you have to make any payments now.

Payments will only be requested when you make transactions and you will be notified well in advance before any such payments take place. We will take your payment at the next available collection date. If this is your first payment, we need to create a direct debit mandate with your bank before we can collect the first payment. This can take over a week to establish. Should you wish to make a payment sooner please select the bank transfer option.

Depending on when you create a regular payment the first payment may be collected the following month.

If you wish you can skip this step and continue to create an account without agreeing to the Direct Debit mandate.

Instruction to your bank or building society to pay by Direct Debit

DIRECT Debit

Seccl Custody Ltd, 20 Manvers St, Bath, BA1 1JW

Account holder's bank name	HALIFAX
Sort code	XX-XX-11
Account number	XXXX5555
Service user number	184276
Reference	Your account ID
Date	Jan 7, 2025

Banks and building societies may not accept Direct Debit Instructions for some types of

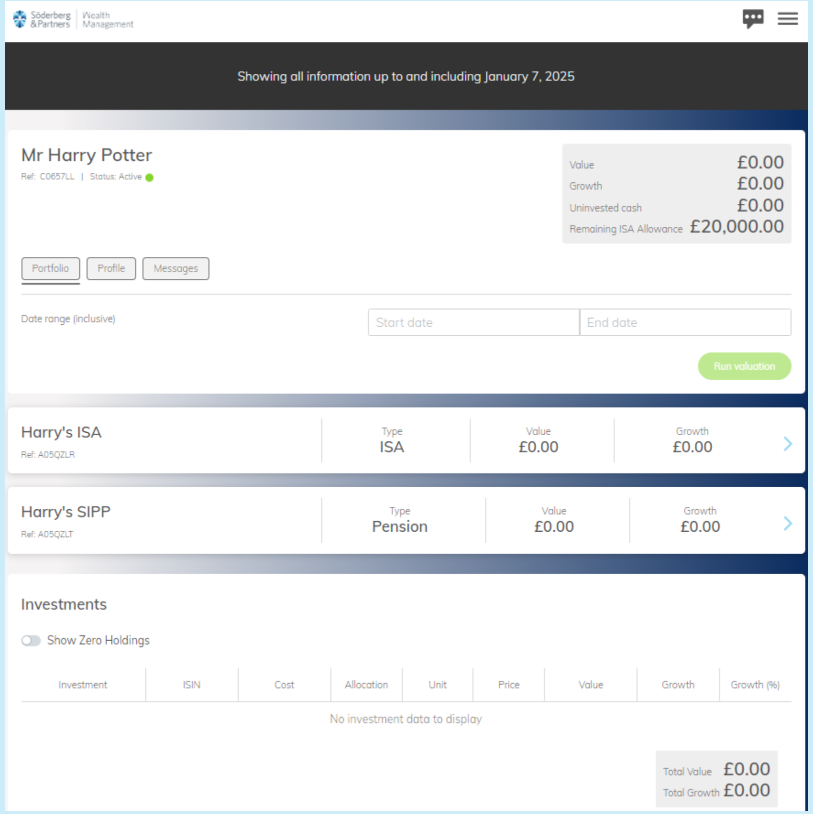
Skip this for now

Accept Direct Debit mandate

When you have accepted the Direct Debit mandate, you'll be taken through into your client portal account.

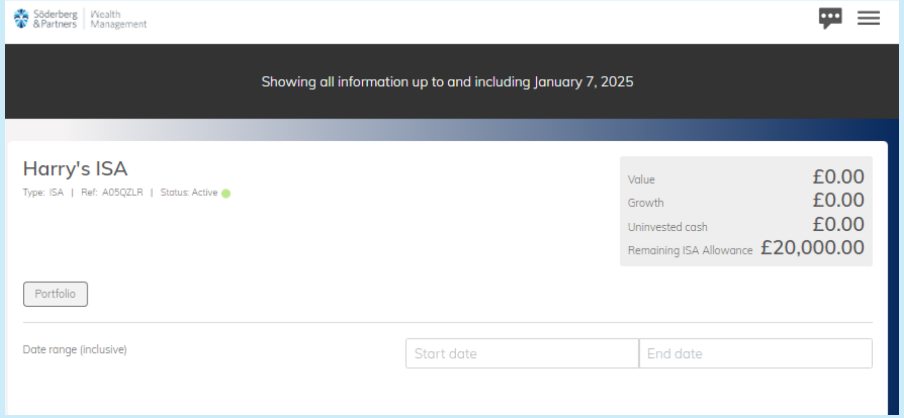
Step 6: Client portal

Here's what your client portal will look like. You will see an overview at the top with Value, Growth and Uninvested cash.



You can run valuations by setting dates in the date range section and you can see a break down of investments further down in the 'Investments' section.

You can click into each of your accounts:



Lastly, you can view other sections of your client portal account by clicking on the 3-lines icon in the top right-hand corner:

If you have any questions please contact your financial adviser or call the Söderberg & Partners Wealth Management service Center on 0117 463 5100.