WebLink User Guide

Welcome to WebLink Internet Access

WebLink provides access to your investment portfolio 24/7. The **minimum** browser versions currently certified are:

- **MS Edge**
- **IE 11.0**
- **Chrome 62**
- **FireFox 57**
- **Safari (Mac) 11**
- **iOS 11 (iPad) Safari 11**
- **Opera 47**

Optimal viewing resolution is either 800x600 pixels or 1024x768 pixels with at least 32,768 colors. However, WebLink style sheets and fonts are developed to minimize the impact of high resolutions and changes in browser or desktop fonts.

WEBLINK USER GUIDE TABLE OF CONTENTS

Accessing WebLink Via Our Website

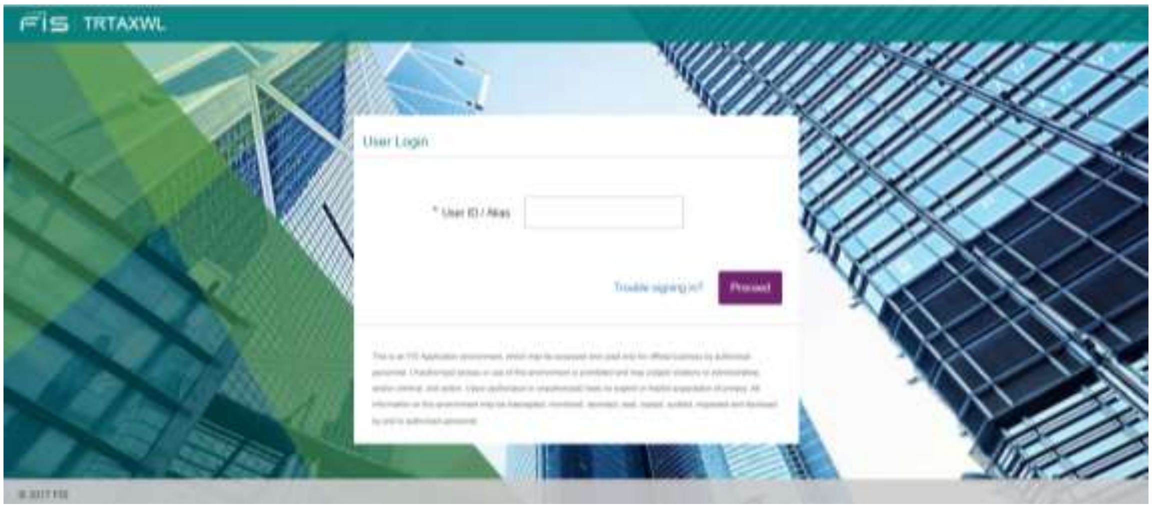
Get to Tri-Star Trust Bank's website using the following address:

www.tristartrust.com and click on Weblink from the menu on the left.

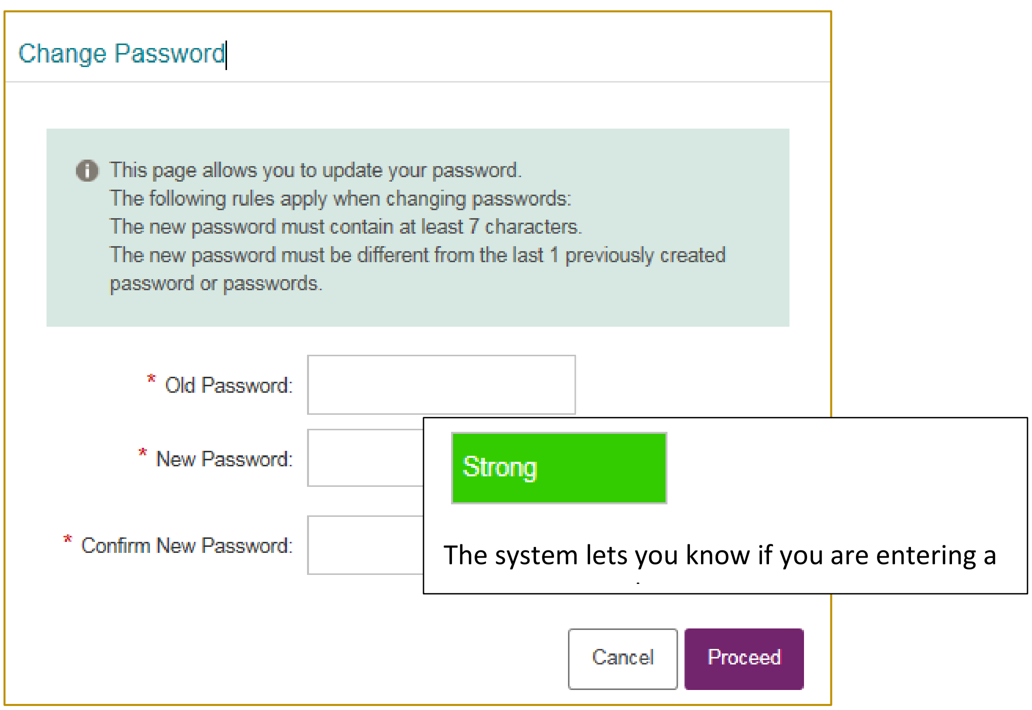
SIGNING IN

First Time Login

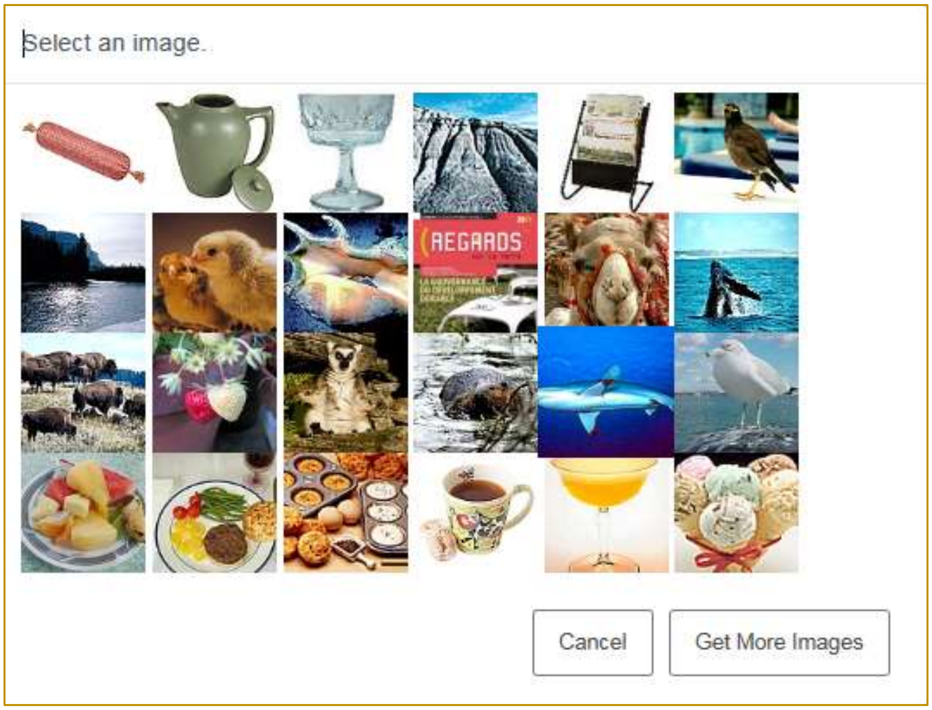
Enter your WebLink User ID and click Proceed.



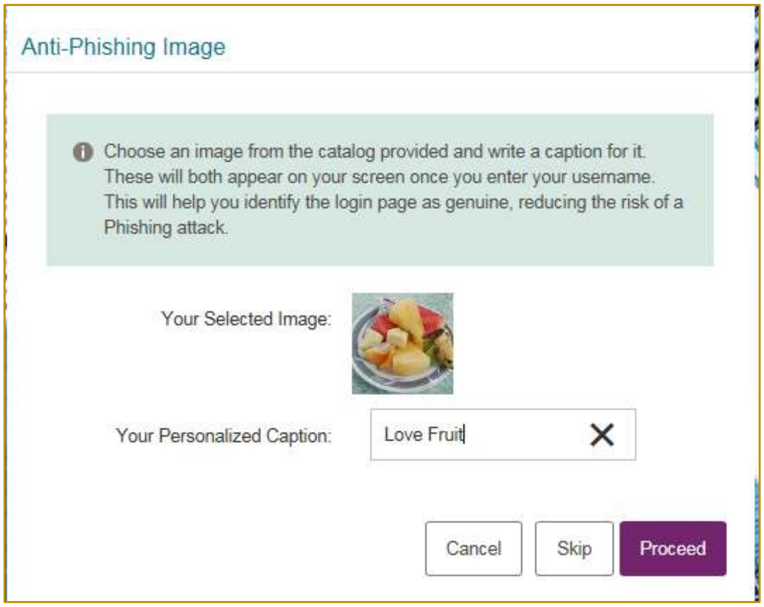
The next screen prompts you for your old/newly assigned password and then for your new password.



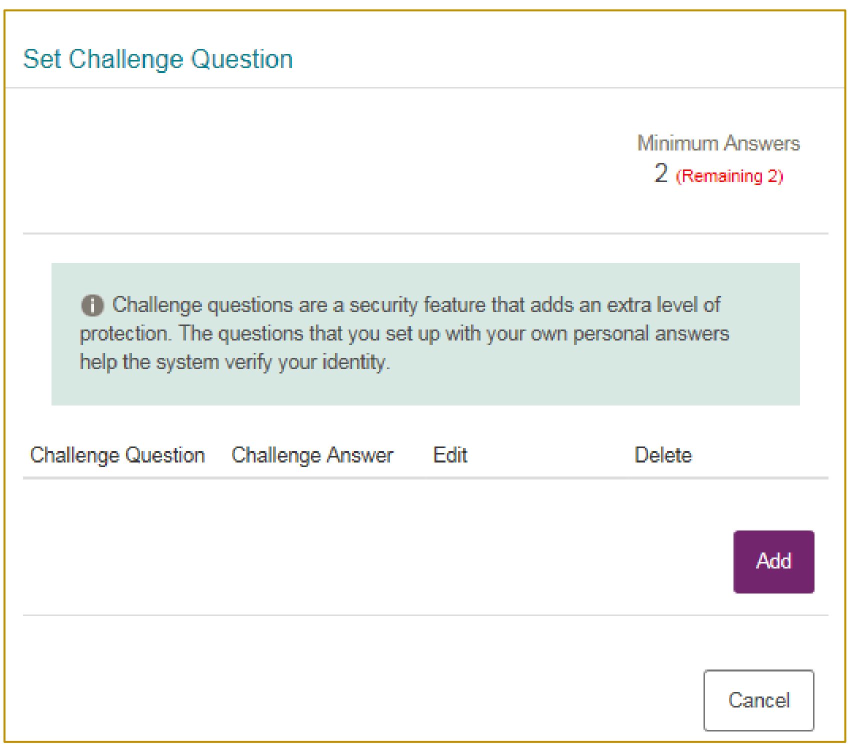
You must choose an image, which becomes part of your login process from this point forward. Your login to the Weblink site will always display this image so you can verify that you are on the authentic WebLink login screen and not re-directed to another site.

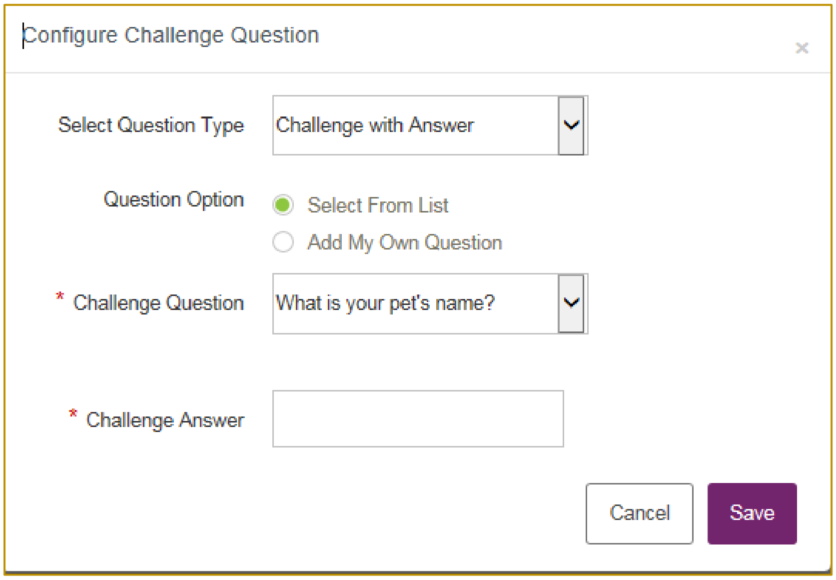


Choose your image and place a caption that you will remember. This is part of your unique identifier.

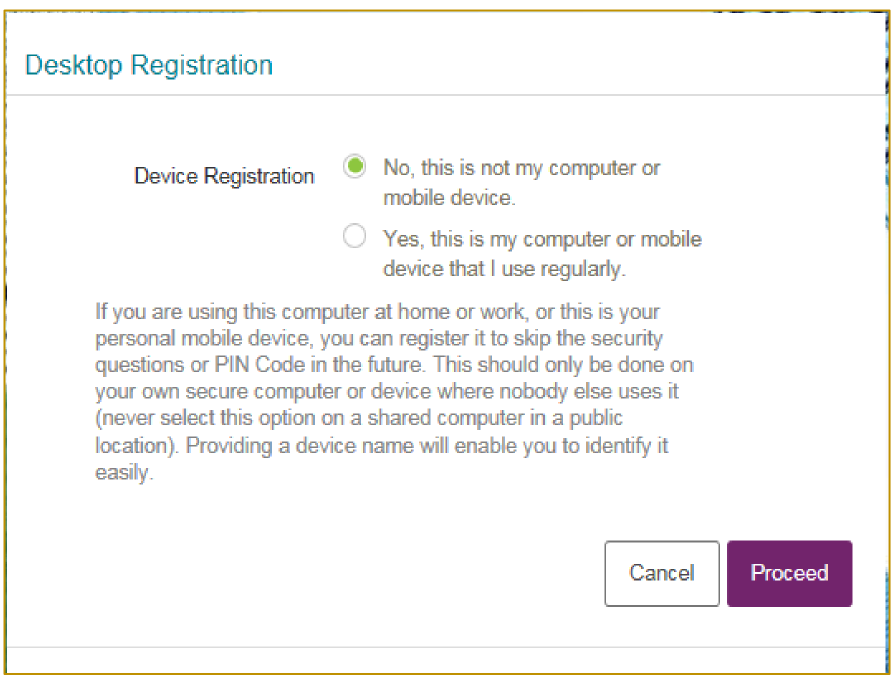


The next step is to set up at least three Challenge Questions with valid responses. You may choose from the dropdown list or make up your own questions.





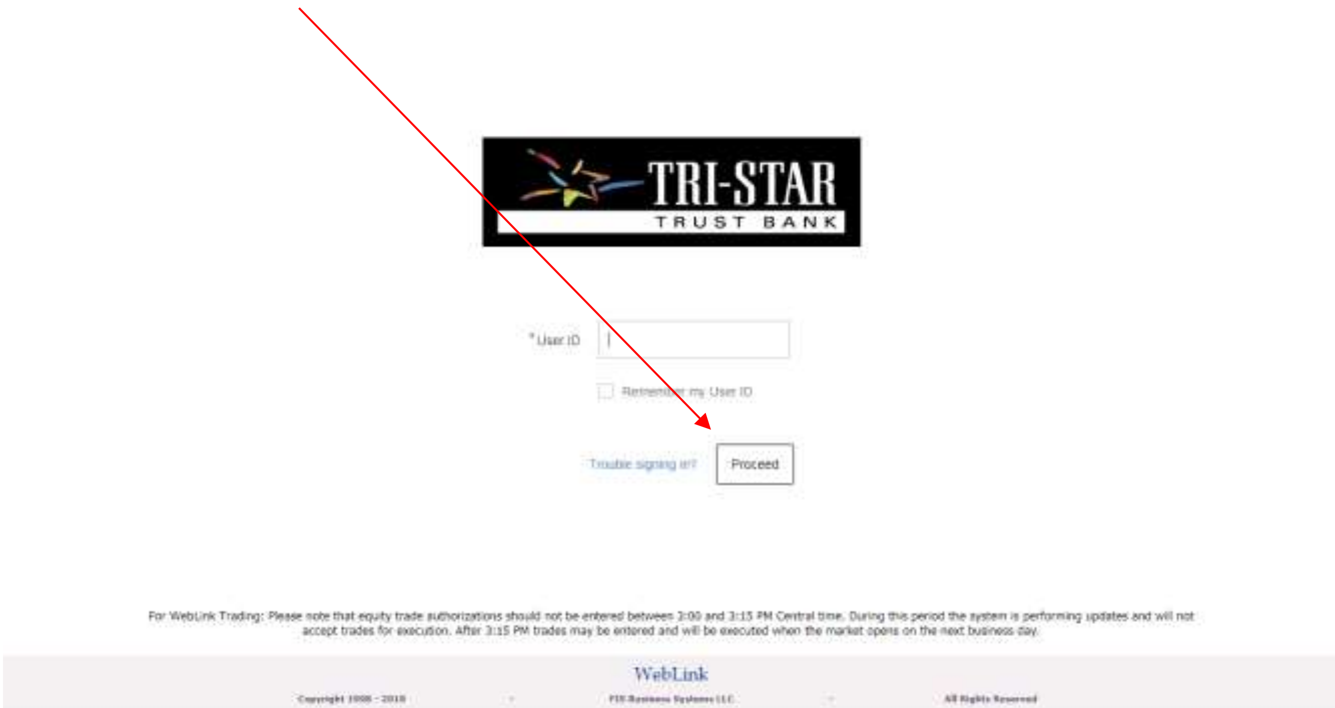
The final step is to Register your device, only do this on your secure computer or device.



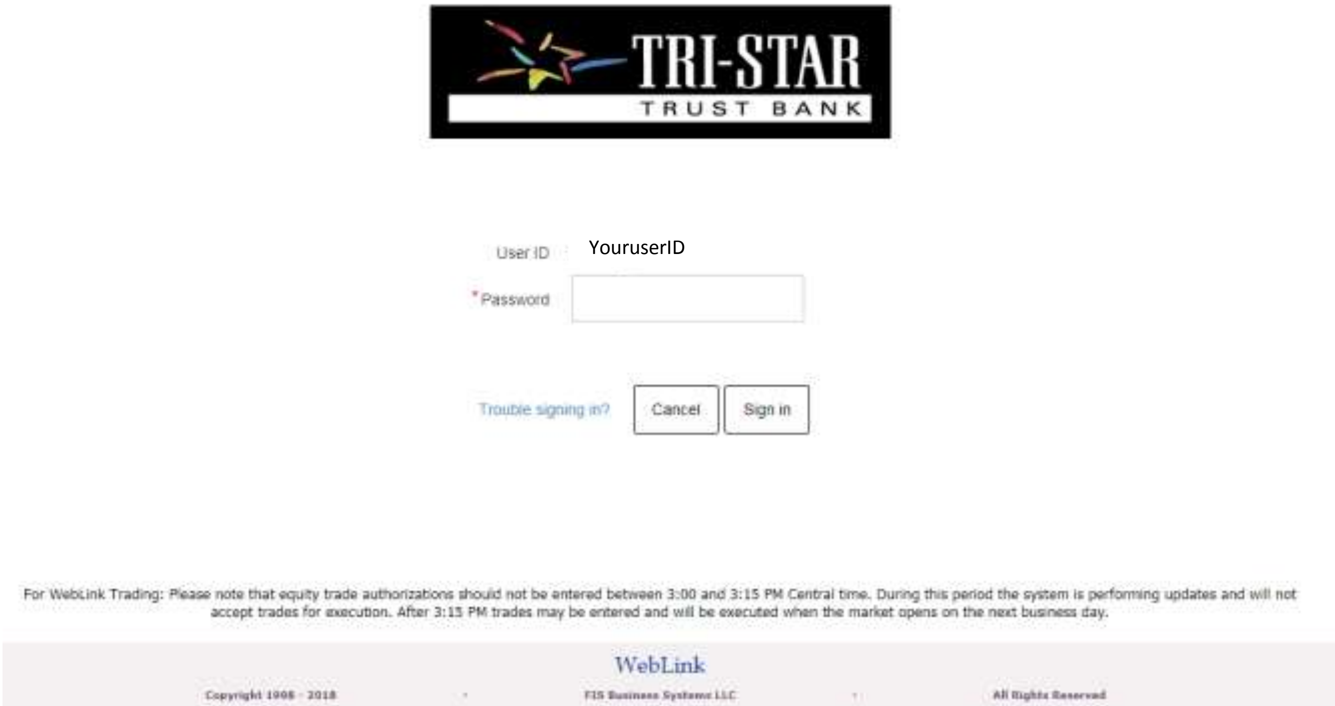
Once the initial login process is completed, you can view the account(s) assigned to your User ID.

Subsequent Login Instructions

After entering the URL or clicking the Weblink link from the Tri-Star Trust Bank's Website, you enter the WebLink login page. Enter your User ID and click on Proceed.



After entering your User ID, the next screen displays your image and the caption you have chosen. You will have an opportunity to make a couple of time saving choices.


TRI-STAR
TRUST BANK
User ID
YouruserID
* Password
Trouble signing in?
Cancel
Sign in
For WebLink Trading: Please note that equity trade authorizations should not be entered between 3:00 and 3:15 PM Central time. During this period the system is performing updates and will not accept trades for execution. After 3:15 PM trades may be entered and will be executed when the market opens on the next business day.
WebLink
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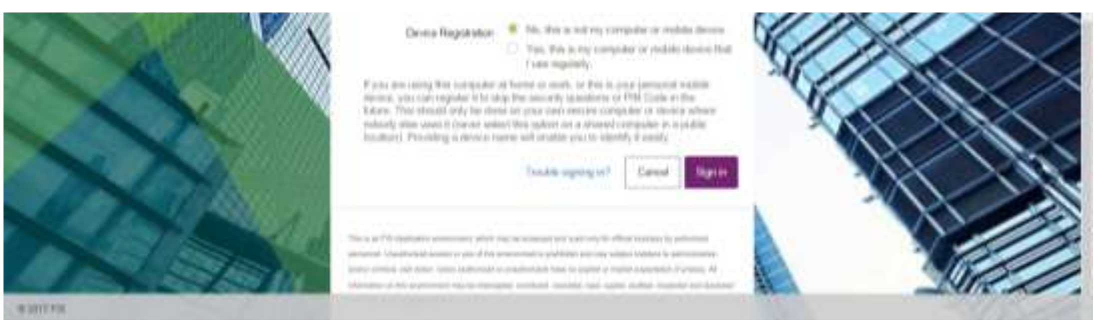
FIS Business Systems LLC
All Rights Reserved

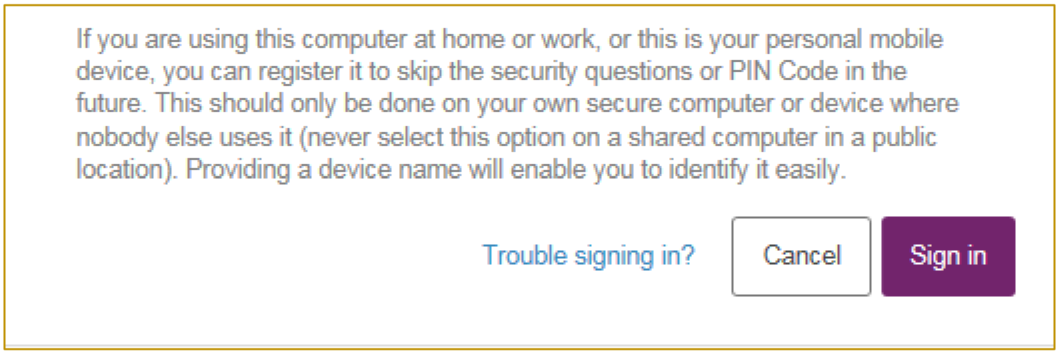

TRI-STAR
TRUST BANK
User ID
YouruserID
* Password
* What is your pet's name?
Camel
Device Registration
No, this is not my computer or mobile device.
Yes, this is my computer or mobile device that I use regularly.
If you are using this computer at home or work, or this is your personal mobile device, you can register it to skip the security questions or PIN Code in the future. This should only be done on your own secure computer or device where nobody else uses it (never select this option on a shared computer in a public location). Providing a device name will enable you to identify it easily.
Trouble signing in?
Cancel
Sign in
For WebLink Trading: Please note that equity trade authorizations should not be entered between 3:00 and 3:15 PM Central time. During this period the system is performing updates and will not accept trades for execution. After 3:15 PM trades may be entered and will be executed when the market opens on the next business day.
WebLink
Copyright 1998 - 2018
FIS Business Systems LLC
All Rights Reserved


Device Registration
Trouble signing in?
Cancel
Sign in

Trouble Signing In

If you cannot successfully log in and have forgotten your password, you may use the Trouble Signing In link. You must have a valid email address in your WebLink User ID record.

The Trouble Signing in feature appears near the end of the Login Page, under User ID, Password, Challenge questions (if prompted) and Device Registration if prompted.



Once you enter the User ID and answer the challenge question, the system sends a new temporary password. Upon the next login, you will be required to change your password. However, if your User ID is locked out, you will still be able to request a password online and will be provided with a new password, but WebLink will not allow access. WebLink will not give you any indication that your User ID is locked out which is a security feature to prevent hackers from determining your User ID.

ON-LINE HELP

After your system login is complete, you can select one of the available menu tabs. For easy navigation, a toolbar appears as part of each view. When you access the "Help" link, this User Guide appears in a User friendly format.

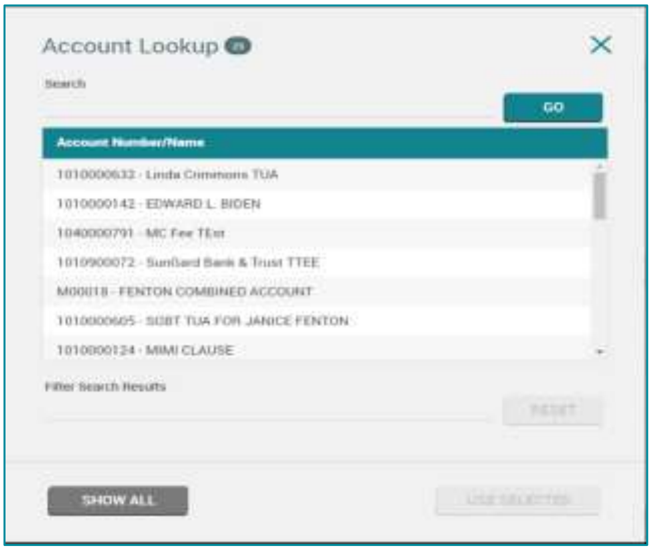
Click on the Help button in the upper right hand corner of the screen to access Online Help.

This Guide appears as the On-Line Help

GENERAL INFORMATION

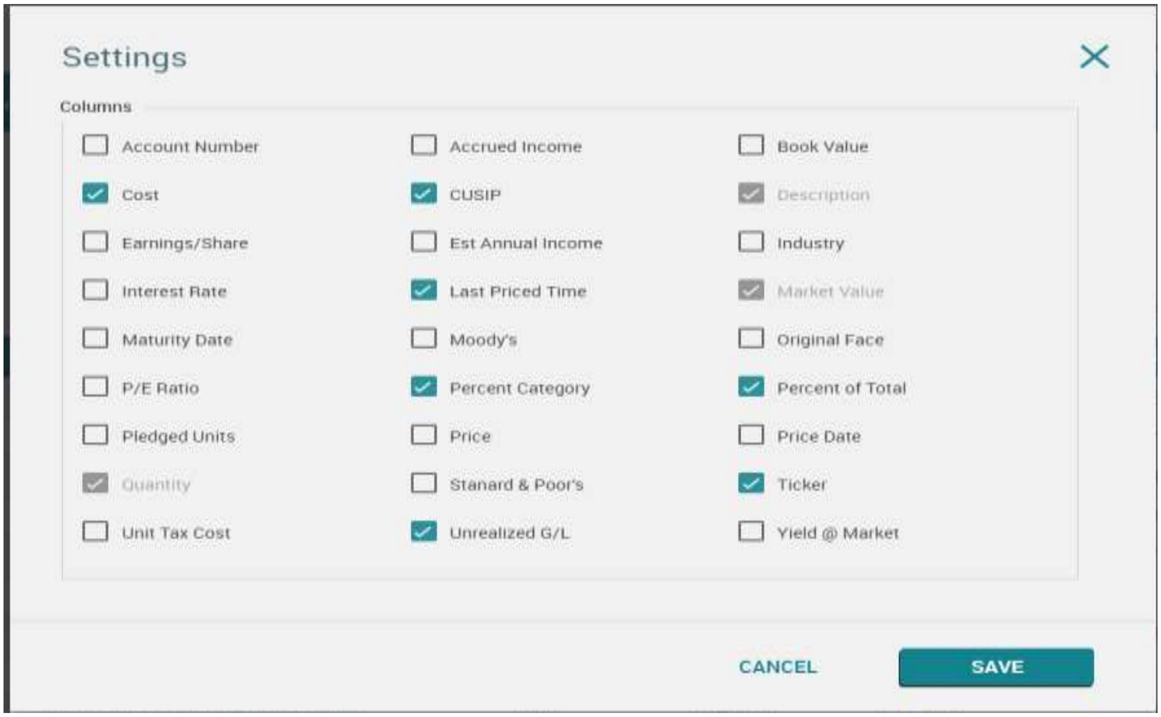
Account Search\Look Up

The Account Lookup allows "Begins With" search by partial name or number. A "Filter Search Results" is available to filter the results by "Contains" name or number.



Column Selection

Selected columns appear as check boxes, making it easy to add/remove columns in a single step. Some columns are identified as 'mandatory', ensuring a report cannot be blank. These mandatory columns do not apply to File Download. Use the Settings Icon to view available columns on a report.



Number of Items Highlighted for each Page

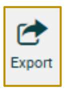
Each report contains an indicator that displays the number of data items for that report.

EXPORT AND PRINT CAPABILITIES

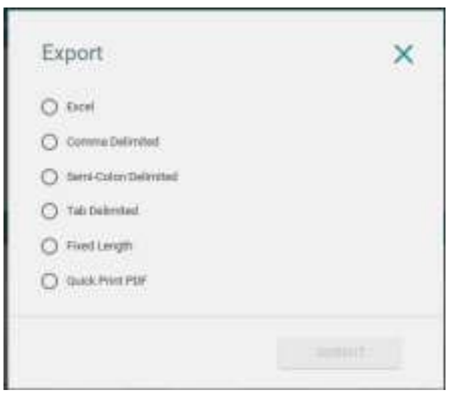
The ability to print and export as well as view data as of a certain date and on a trade or settlement basis is available on each report view. If a report is too large for display on one page, the data appears on multiple pages. You can move between pages by using the arrow keys as described below.

- The << >> allow you to toggle to the first and last page of the report
- The < > allow you to toggle between the pages in the report
- Click on the page being displayed and you can input another page number to go directly to that page
- The 10 with the dropdown arrow per page allows you to select the number of items per page for viewing. Minimum is 5 \ Maximum is 100. This is saved as a user preference.

Export while viewing a Report

The 

icon allows you to take the current report being viewed and export it via various formats.



Print while viewing a Report

The 

icon allows you to print the report as displayed on the page. When you click on this icon, the following:

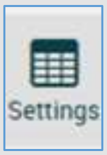
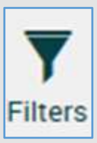
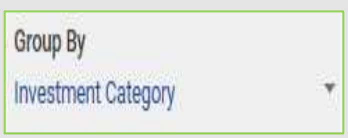
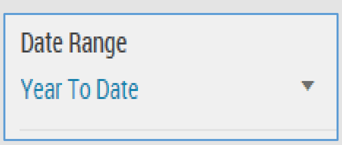
You can choose open to view on-line as a pdf or save for future viewing.

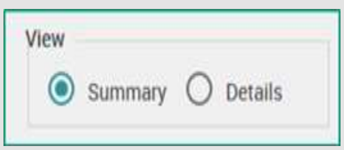
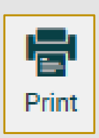
1015002363 - SARAH BENNETT
Holdings
July 12 2017
Settled

Ticker	CUSIP	Description	Quantity	Cost	Market Value	Unrealized G/L
		Cash				
	CASH	CASH		$0.14	$0.14	
		TOTAL FOR Cash		**$0.14**	**$0.14**	
		Cash and Equivalents				
NCRM	63859B741	NATIONS CASH RESERVE MONEY	361,687.88	$361,687.88	$361,687.88	
		TOTAL FOR Cash and Equivalents		**$361,687.88**	**$361,687.88**	
		TOTAL FOR ALL ASSETS		**$361,688.02**	**$361,688.02**	

WEBLINK TERMINOLOGY AND ICONS

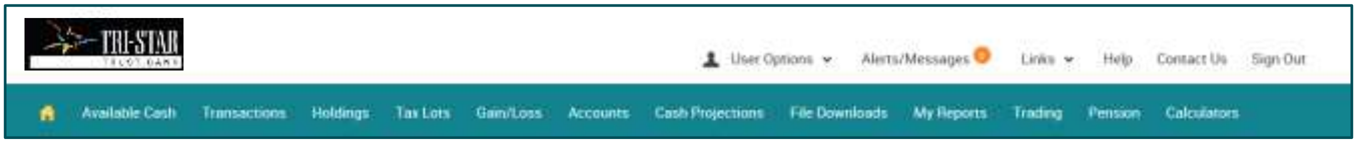
As you use the WebLink menu tabs and pages you notice various icons and selection criteria. You can use the following table as a reference for clarification.

Icon or Drop-Down	Use	Found In
	Allows you to add/remove columns on reports where available	Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension
	Allows you to use advanced filters on reports where available	Transactions-Posted
	Allows you to group by Posting Date, Transaction Type, Trade Date or Security Name on Transaction reports	Portfolio Review-Transactions, Transactions-Posted
	Allows you to group by Investment Category, Industry Sector or Security Type on reports displaying holdings	Portfolio Review-Holdings, Holdings
	Allows you to choose dates on reports where selection of Date Range is applicable	Portfolio Review-Transactions Transactions-Posted
Date Range From – To	Allows you to choose dates on reports where applicable and where Date Range selection	Gain/Loss, Transactions-Posted

Icon or Drop-Down	Use	Found In
	from drop-down is 'date range'	
	Allows you to select previous as-of date. You can click on Calendar icon to change date	Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts
	Allows you to select Trade or Settlement Date	Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts
Days to Project	Allows you to enter value between 1 and 99 to select number of days	Cash Projection
	Allows you select Summary or Details version of report for review	Cash Projection
	Allows you to export the report as displayed on the page to Excel, other delimited or fixed format, or Quick Print PDF Note: Quick Print PDF is a pre-defined report layout	Available on all pages
	Allows you to print the report as displayed on the page	Available on all pages

Icon or Drop-Down	Use	Found In
	Allows you to set number of items on each page when paging through reports with multiple pages	At the bottom of each page\report where multiple pages are present

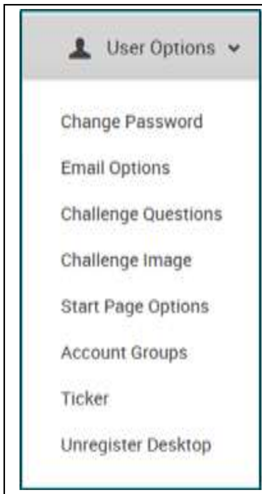
WEBLINK TOOLBAR



The top, white portion, of the Toolbar includes the following.

User Options

Allows for further drill down, offering the user access to manage specific settings.

<table>
<tr>
<td>


</td>
<td>
Clicking on any option in the User Option drilldown displays the following page.

Change Password – allows you to change your password

Email Options – displays your current e-mail address and allows for change

Challenge Questions – allows you to update\change your questions and/or response

Challenge Image – allows you to change your image

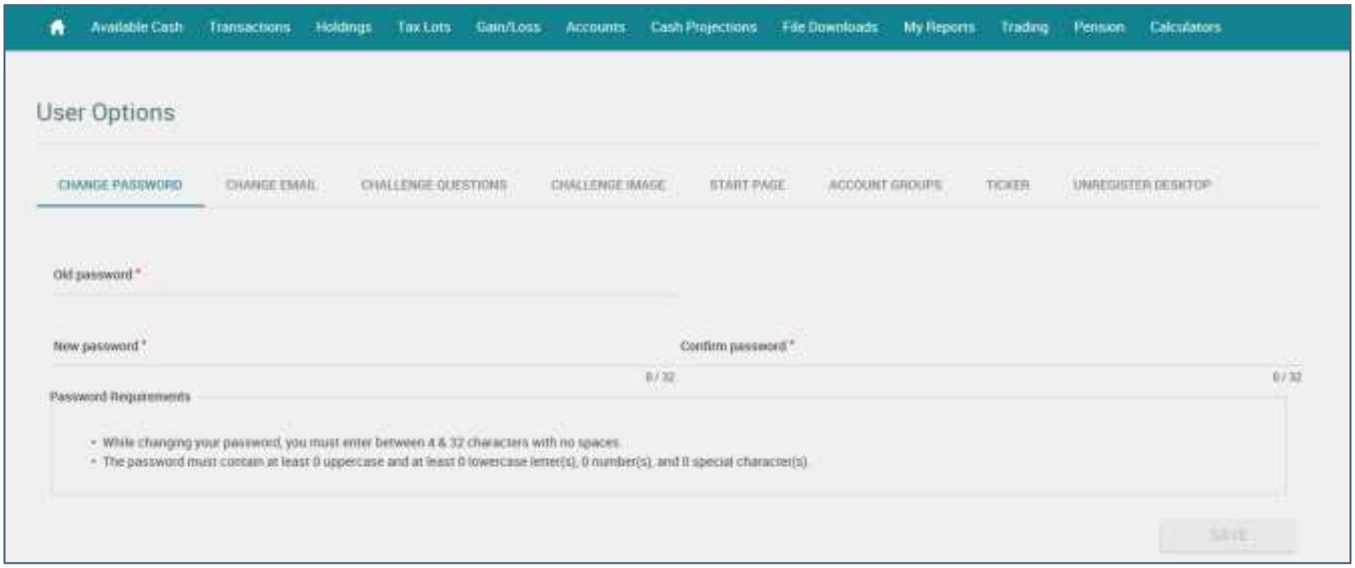
Start Page Options – provides selection for your landing\home page upon login

Account Groups – lets you create and manage groups of accounts for viewing

Ticker – allows you to select from three financial sites to use for Ticker hyperlink

Unregister Desktop – indicates desktop is registered part of your secure login and allows you to unregister your desktop
</td>
</tr>
</table>

User Option – Change Password

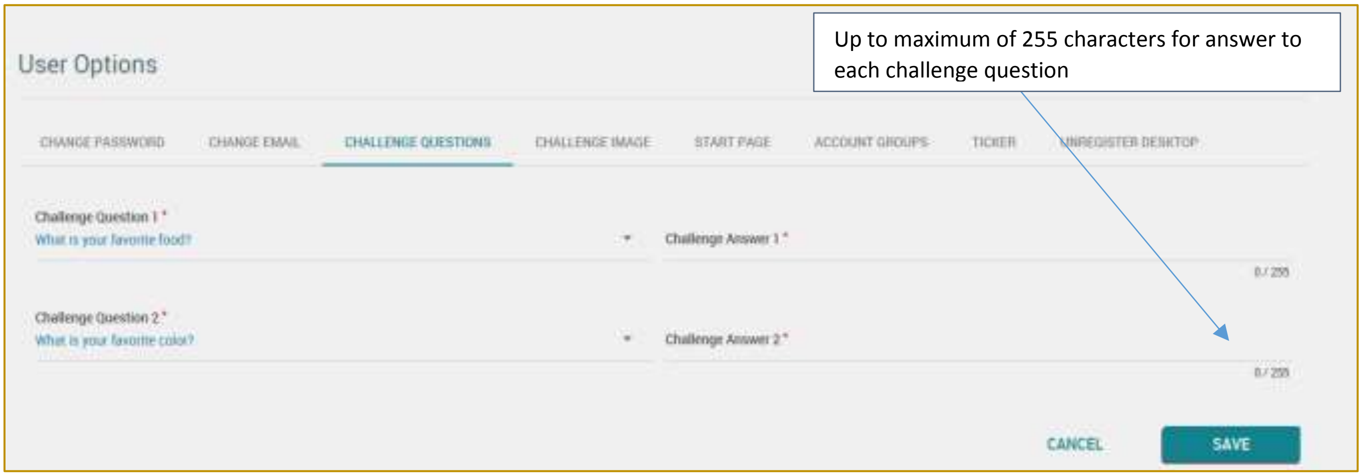


User Option – Change Email

Displays your current email address. You have fields to change and confirm your new Email address. Email address requirements are listed for your convenience. Also, note you have up to a maximum of 100 characters for your email address, as indicated by the 0 / 100. As you type, the number of characters used is tracked.

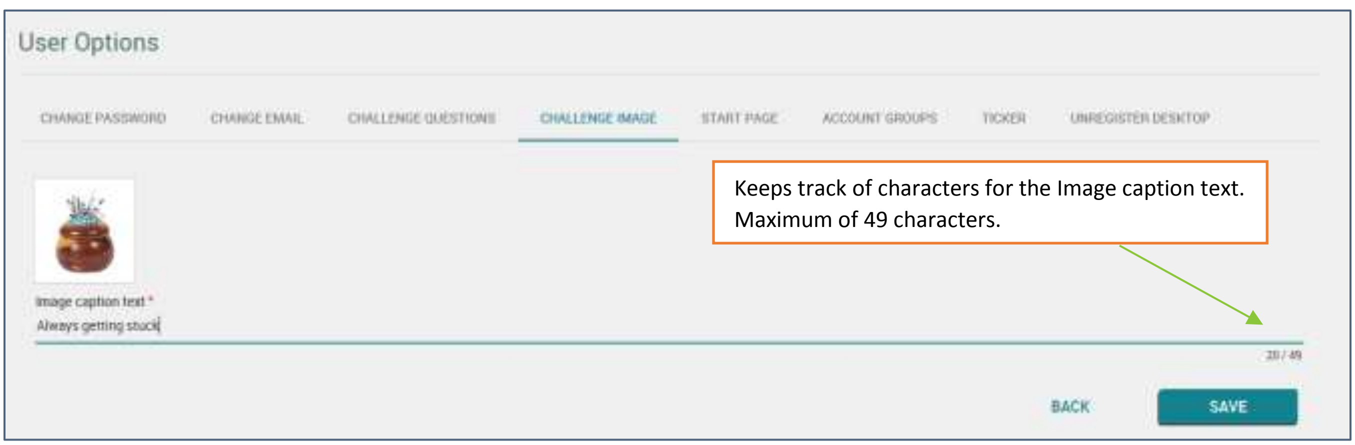
User Option – Challenge Question

Use to update your Challenge questions and answers.



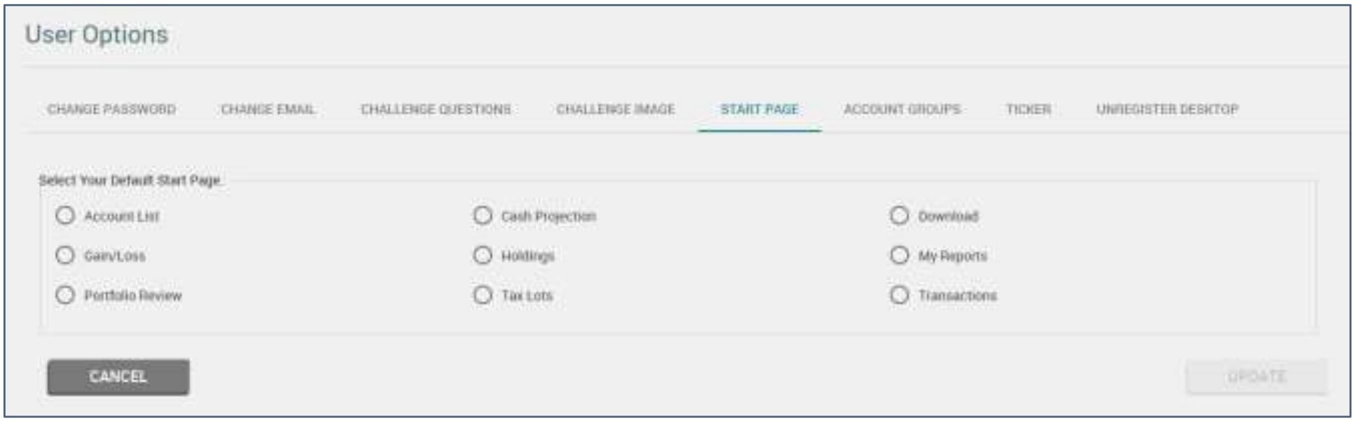
User Option – Challenge Image

Allows you to change the Image Identifier and Caption that you see upon Login. First Select an Image; you are then presented with a page showing your image so you can add a caption. When finished click Save. That new Image and Caption appears upon your next login to the application.



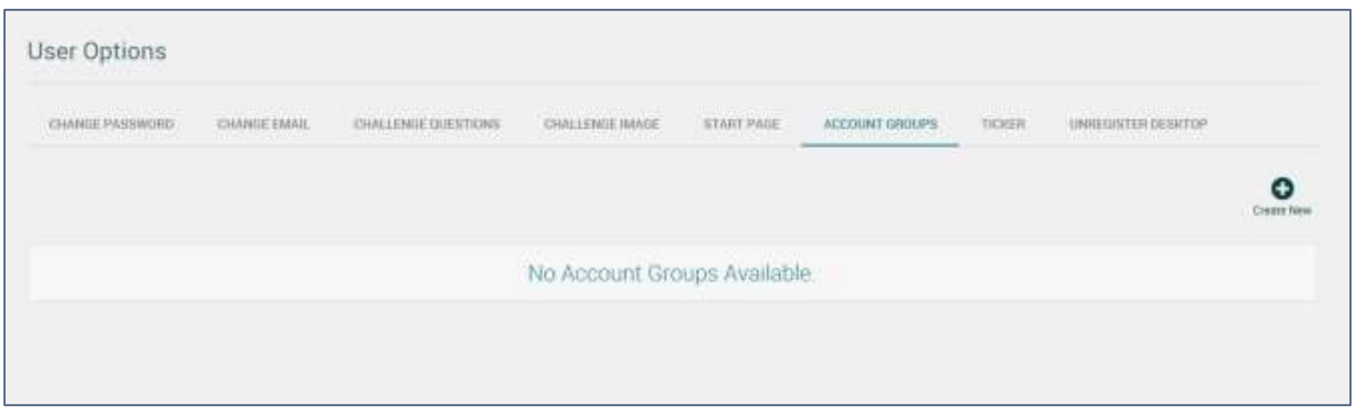
User Option – Start Page

You can select any of the available, basic menu tabs to be your landing\home page upon login to WebLink. If you change your Start page during an active session, it takes effect with your next login. The default landing page is Portfolio Review.

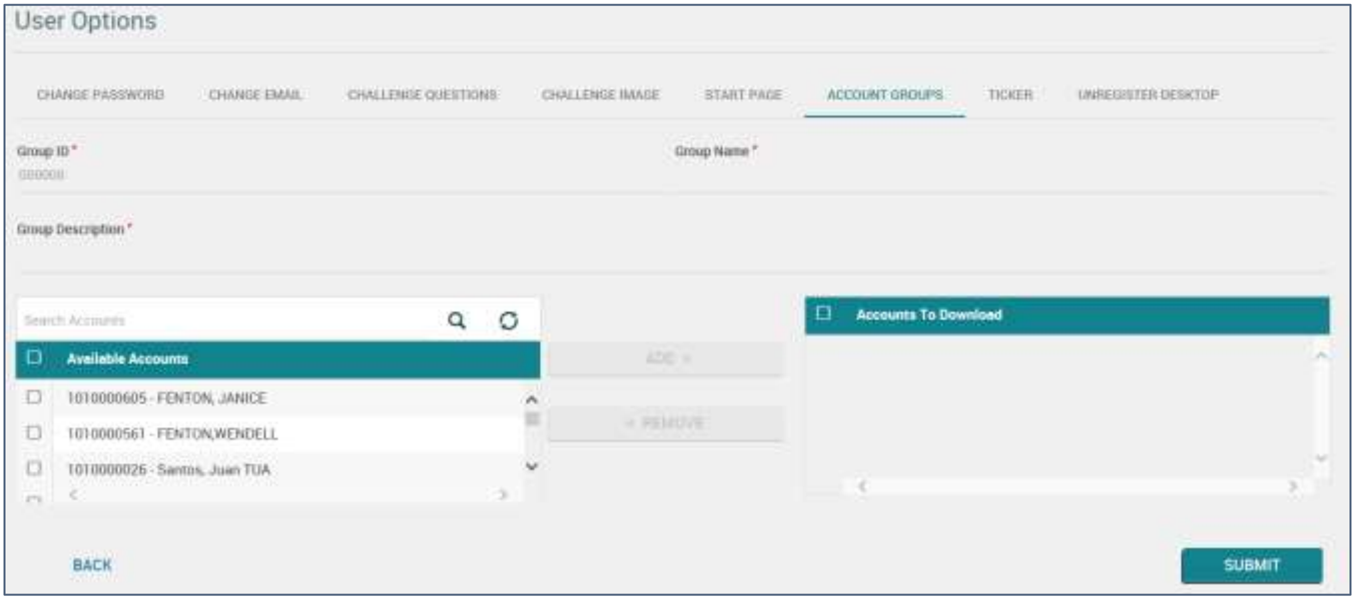


User Options – Account Group

The first time you select User Option – Account Group, the following page appears. Click the Create New button to open the page to setup a new Account Group.

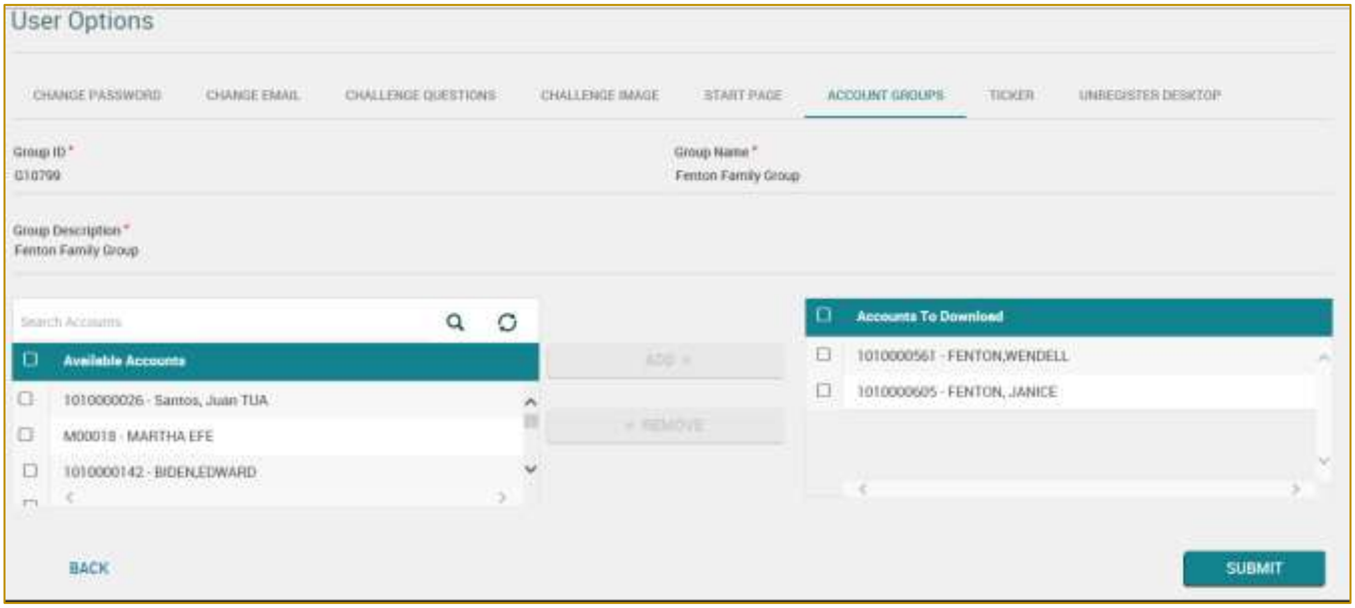


Creating New Account Group

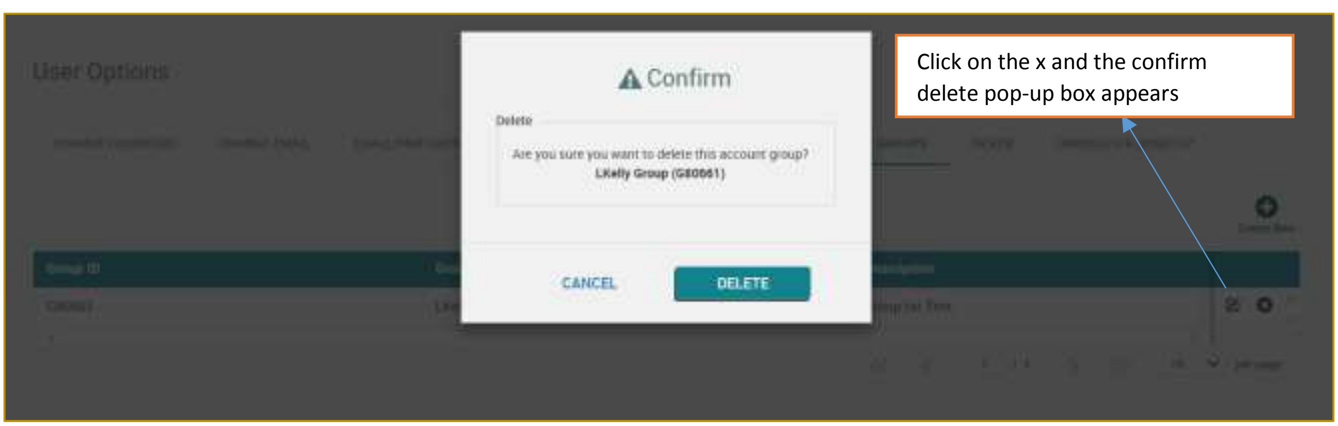


- Establish the Group ID starting with G followed by 5 numbers (G12345). Provide the Group Name and Group Description
- Select the Accounts from the Accounts listing by clicking next to the Account Number. The 

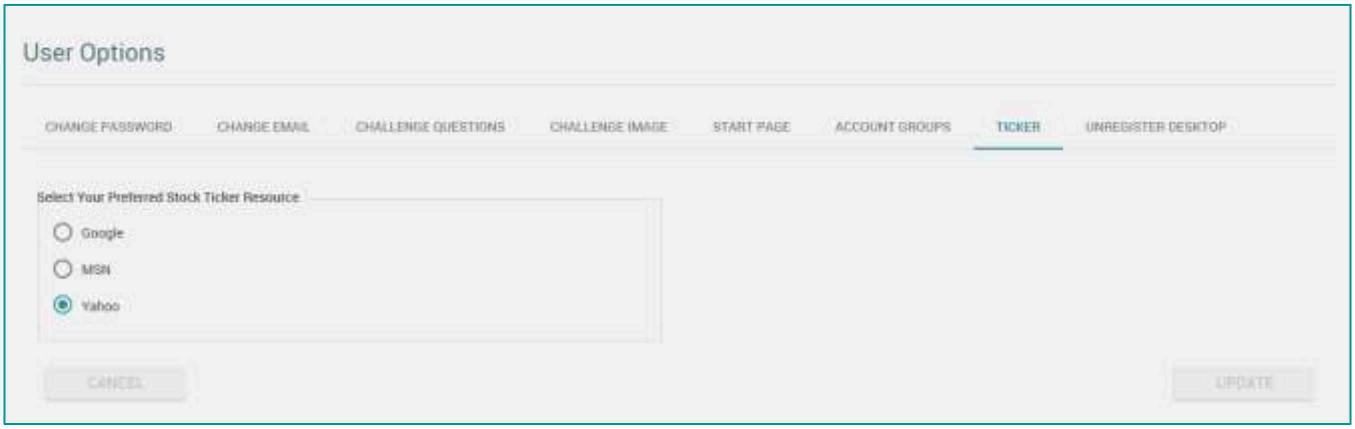
 button becomes enabled. Click on the Add button to move the accounts to the Accounts to Download list. When you are finished selecting accounts, click on the Submit Button.



Deleting Account Group

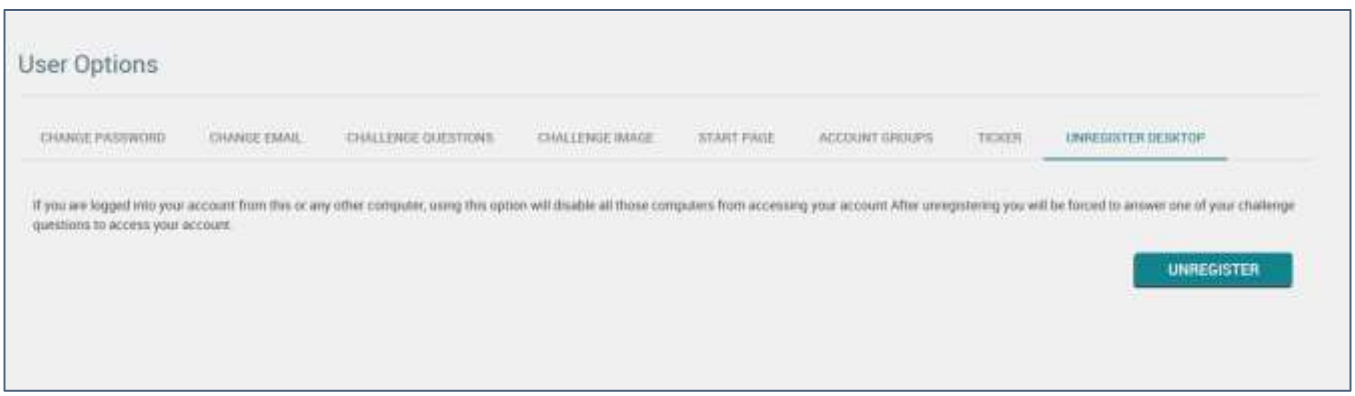


User Option – Ticker



User Option – Unregister Desktop

If you typically access your account from the same device, it is suggested that you ‘register your desktop’.

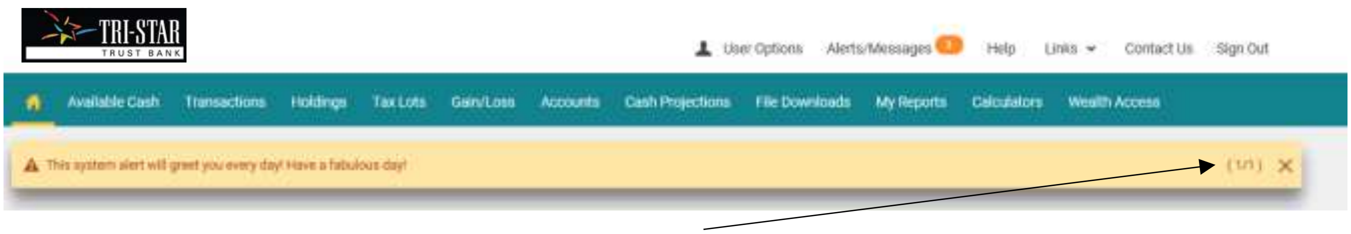


Alerts/Messages

Alerts and Messages is how Tri-Star Trust Bank lets you know of important updates or general messages. When there are Alerts\Messages to be viewed, you see a numeric value next to Alerts\Messages on the WebLink Toolbar 

, indicating that there are items for review.

System Alerts, if any, display upon login in.



This example shows you that there is 1 Alert you can review.

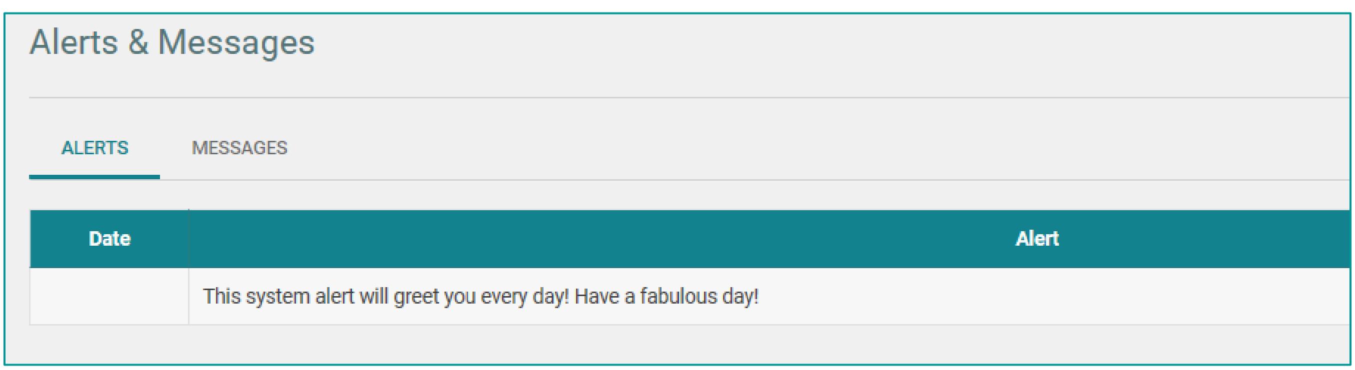
Click on **DISMISS ALL** to not see any of the Alerts on the page.

Click on **X** to dismiss the current alert displaying

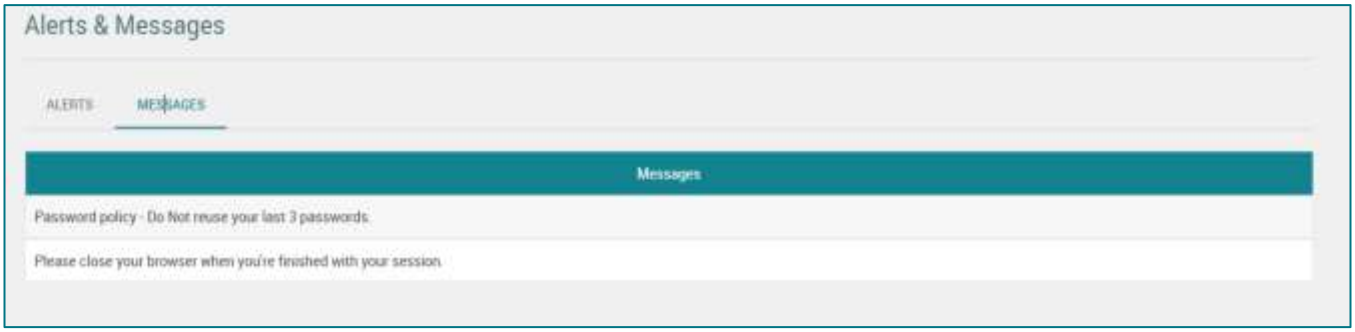
Click on **>** to view the next alert

If you click on the Alerts/Messages on the WebLink Toolbar, you get the following.

Sample of Alerts:



Sample of Messages:



Links

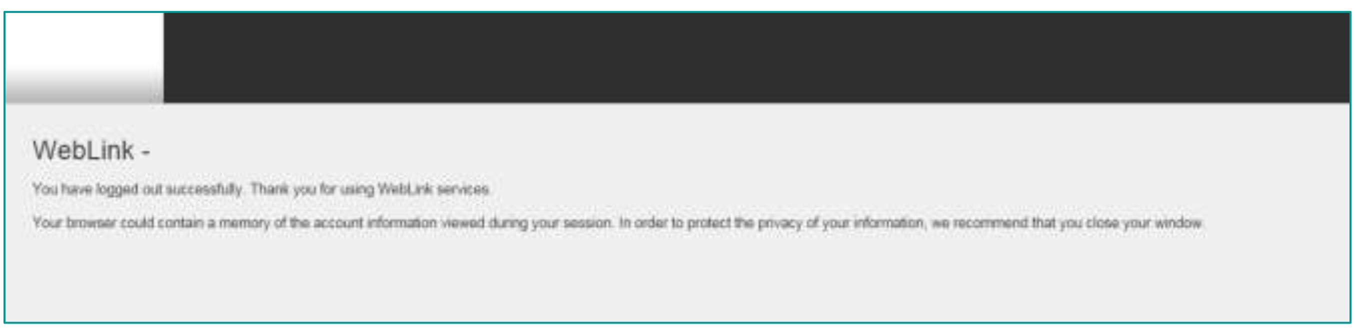
When you select the Links drop down, you see other websites that you can reach from WebLink. This is available only if allowed by your Financial Institution.

Contact Us

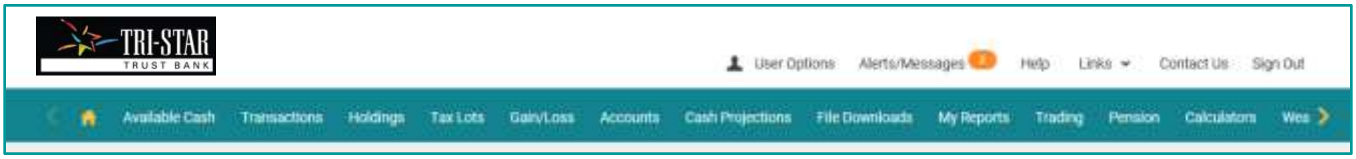
When you select Contact Us, a popup window displays the contact information from Tri-Star Trust Bank.

Sign Out

When you select Sign Out, you exit the application and a page appears reminding you to close your browser session.



WEBLINK MENU TABS



The shaded section of the WebLink Toolbar provides access to your authorized WebLink menus.

In this example, the user has several permissions and has **< >** at both ends of the menu bar to move it left or right to view\access additional tabs.

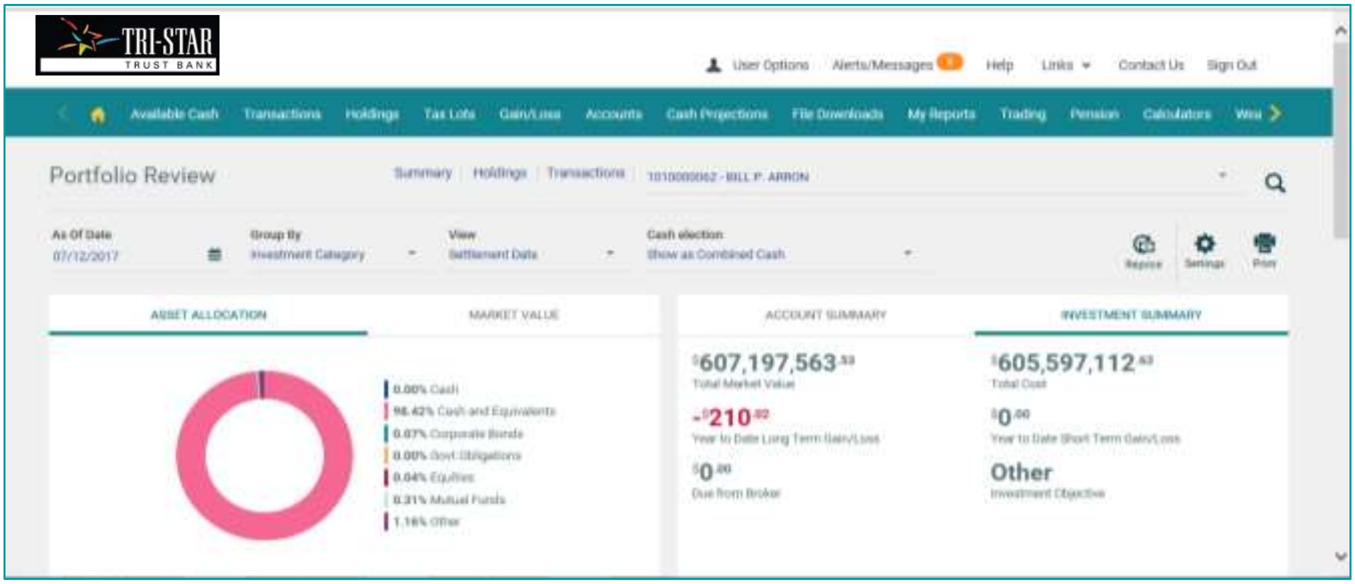
Your home (landing) page, designated as

Portfolio Review

The Portfolio Review is a complete summary of your account in a single page view.

This top section allows you to choose specific criteria for this report:

- As-of-date – defaults to current date, you can choose an earlier date using the Calendar Lookup
- Group By – use the drop down to select how to group your holdings
- View – Trade or Settlement Date
- Cash election – choose to display as Combined cash or breakout of Principal and Income cash



The Bar highlight displays Asset Allocation, Market Value, Account Summary, Investment Summary. Click on each to view that section.

Use the scroll bar to the right to move down the report to view Holdings and Transactions or click the selection at the top.

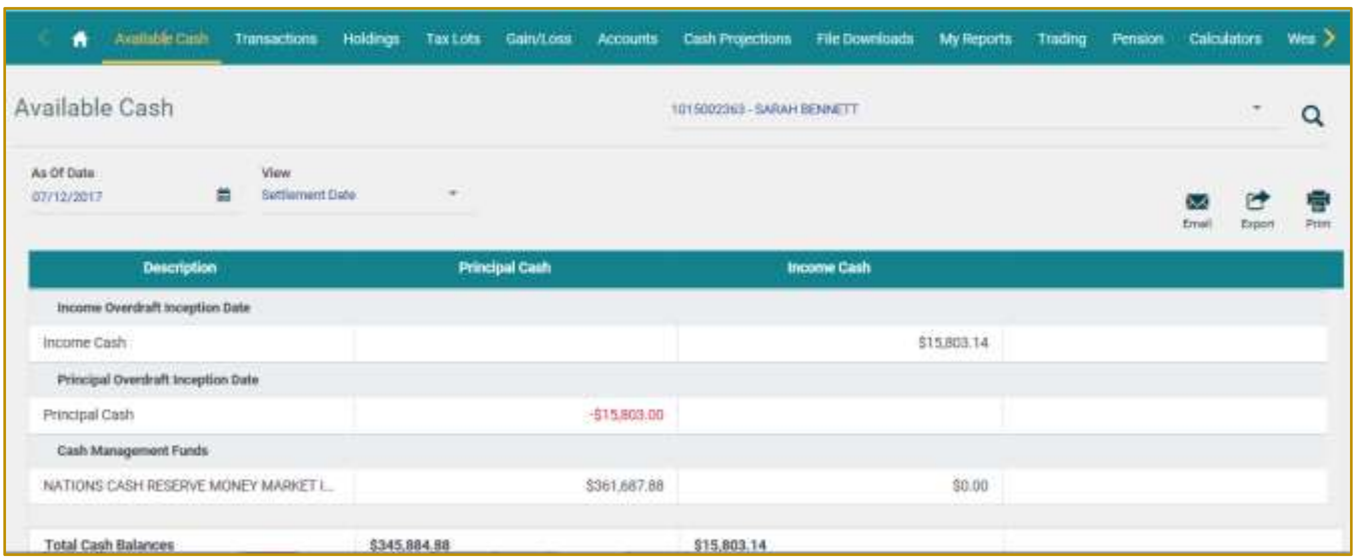
Click on Holdings to move to the Holdings Section of Portfolio Review

Quantity	Ticker	Description	Price	Cost	Market Value
0		Cash	$0.00	$0.00	$0.00
		CASH		-$199.63	-$199.63
		TOTAL FOR Cash		-$199.63	-$199.63
0		Cash and Equivalents	$0.00	$0.00	$0.00
597,488,168		FEDERATED OBLIGATIONS PRIME CA...	$1.00	$597,488,168.00	$597,488,168.00
100	FUSBX	FEDERATED OBLIGATIONS U.S.GOVER...	$1.00	$100.00	$100.00
100,000	SGMM	FIS MONEY MARKET FUND	$1.00	$100,000.00	$100,000.00
		TOTAL FOR Cash and Equivalents		$597,588,268.00	$597,588,268.00
0		Corporate Bonds	$0.00	$0.00	$0.00

Click on Transactions to move to the Transactions Section of Portfolio Review

You can choose a Date Range to view Posted Transactions and specify the Sort By option.

Available Cash

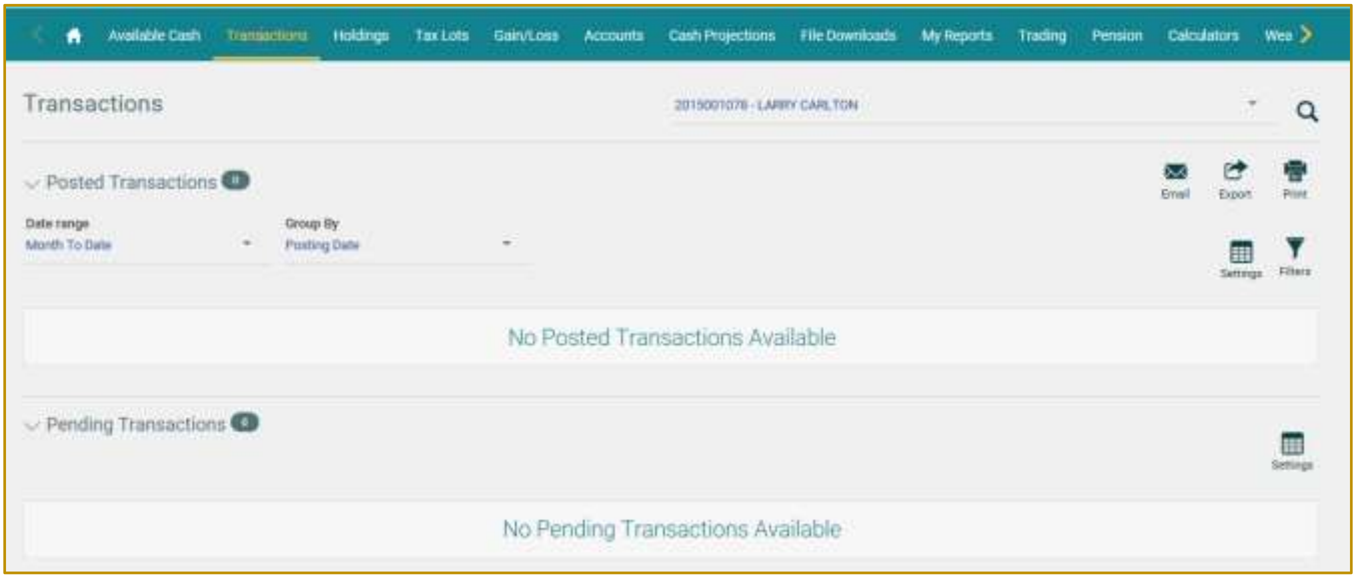


The Available Cash report displays Cash plus Money Market Funds used for Cash Management.

The report can be run for a specific As-Of-Date and defaults to current date. It can be viewed in either Trade or Settlement date basis.

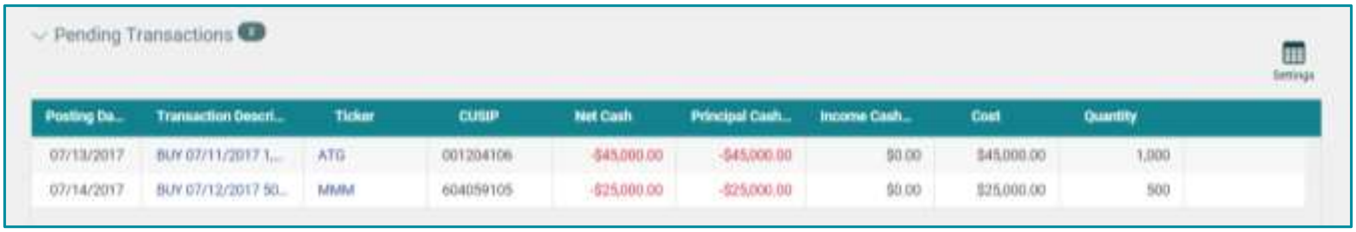
Transactions

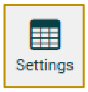
Example of page display when there are no Posted or Pending transactions to report



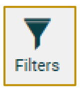
Example of Account with Year to Date Posted Transactions grouped by Transaction Type

Example of Account with Pended Transactions

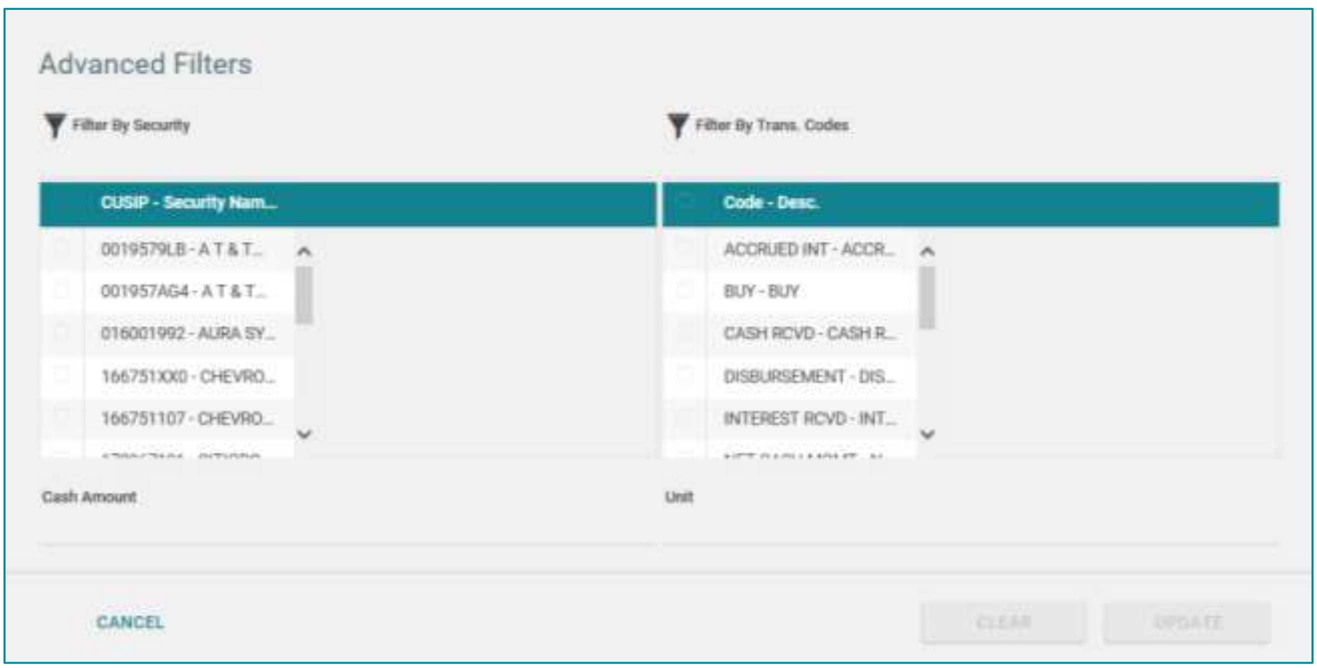


Use the 

icon to add or remove columns from the report. Changes to columns are saved as user preferences for future viewing of the report.

Use the 

icon when viewing posted transactions for additional filtering of transactions to view on the page. Filters are not saved as user preference for future viewing of the report.



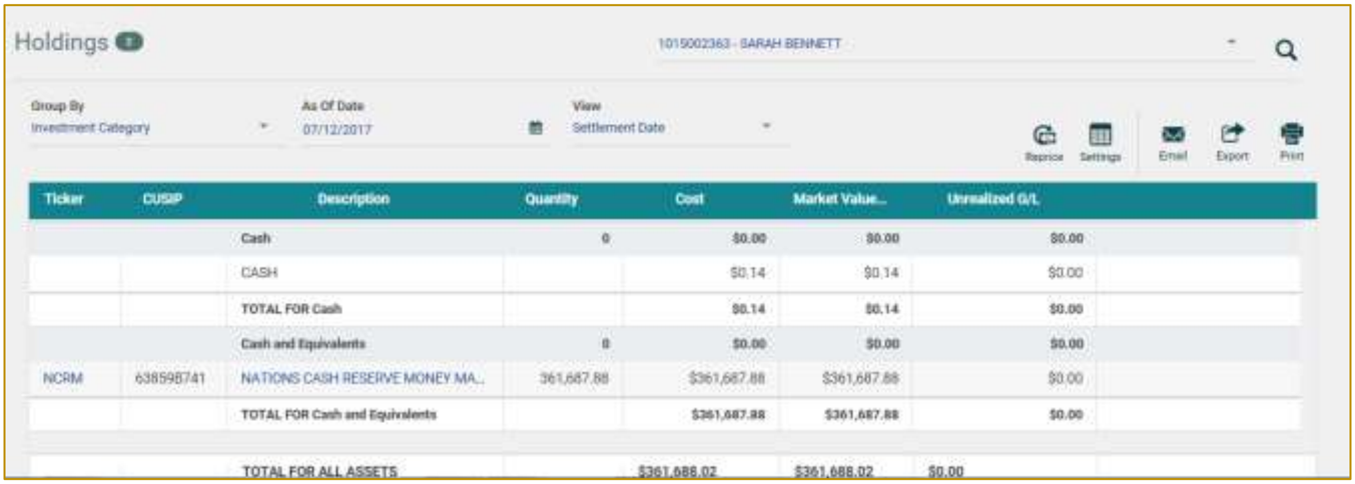
The Filter By Security and Filter By Trans Codes options change based on posted transactions for the Date Range chosen.

Options for further selection can be used individually or in combination.

- Select a specific CUSIP to view posted transactions for that security during the time period.

- Select a specific Transaction to view only those posted transactions during the time period.
- Choose a specific Cash Amount that you might be looking for.
- Choose a specific Unit Amount that you might be looking for.

Holdings



Ticker	CUSIP	Description	Quantity	Cost	Market Value...	Unrealized G/L
		Cash	0	$0.00	$0.00	$0.00
		CASH		$0.14	$0.14	$0.00
		TOTAL FOR Cash		$0.14	$0.14	$0.00
		Cash and Equivalents	0	$0.00	$0.00	$0.00
NCRM	638598741	NATIONS CASH RESERVE MONEY MA...	361,687.88	$361,687.88	$361,687.88	$0.00
		TOTAL FOR Cash and Equivalents		$361,687.88	$361,687.88	$0.00
		TOTAL FOR ALL ASSETS		$361,688.02	$361,688.02	$0.00

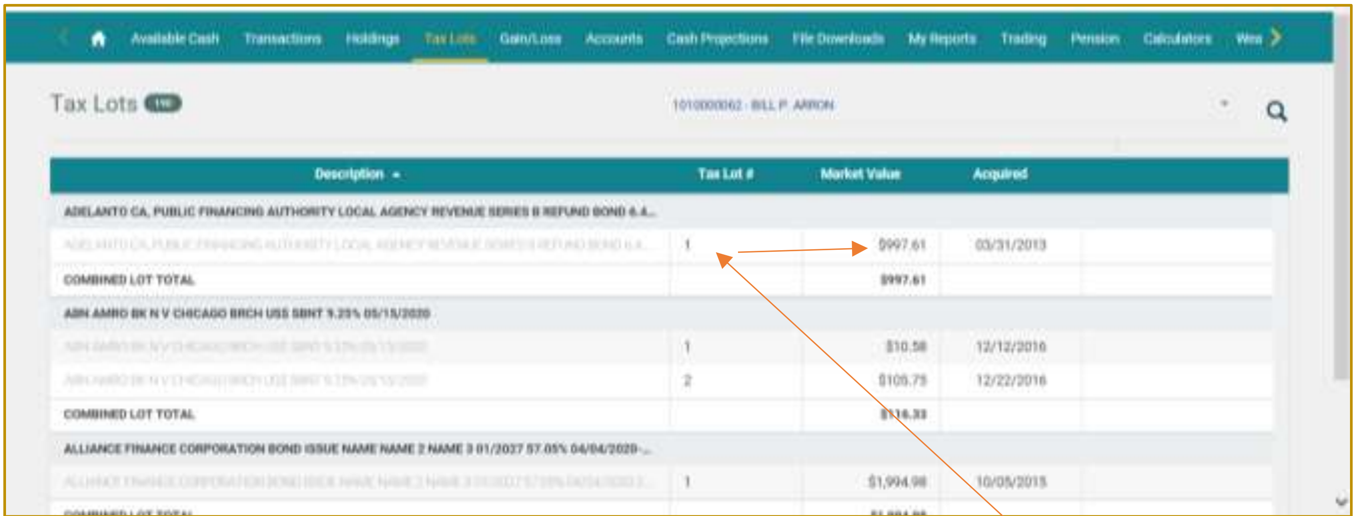
- Use the Drop Down arrow to select further Group By of Security Name, Industry Sector, or Sector within Investment Category.
- Use the Calendar Look up to select an earlier as-of-date.
- Choose the View of Settlement Date or Trade Date.

Click on the Ticker to obtain Price and other details of that asset. The following notice appears to let you know that you are leaving the WebLink site:

Click on the Asset Description to drill down to the Asset, lot detail level:


Tax Lot Details
Email
Export
Print
Description:
NATIONS CASH RESERVE MONEY
MARKET INV FUND #001
Price:
$1.00
Total Market Value:
$361,687.88
Price Date:
06/30/1999
No Tax Lots Available

Tax Lots

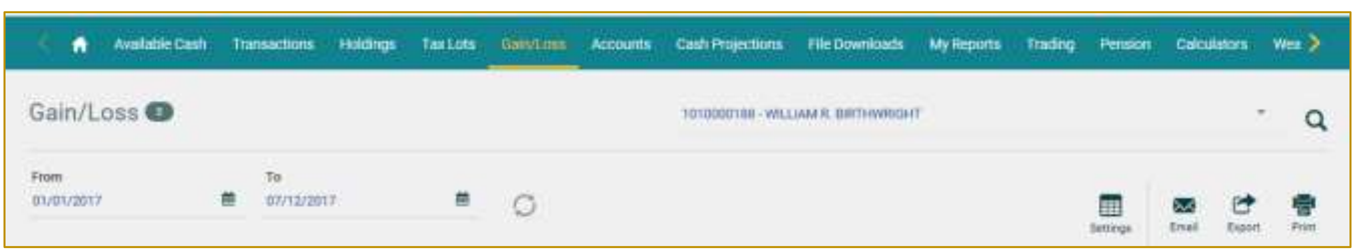


For each holding, the Asset description appears in bold, along with the Lot Total. The Tax Lot # displays the specific information for each lot of the asset.

Gain/Loss

View this page to see year to date Short Term and Long Term Gain\Loss report.

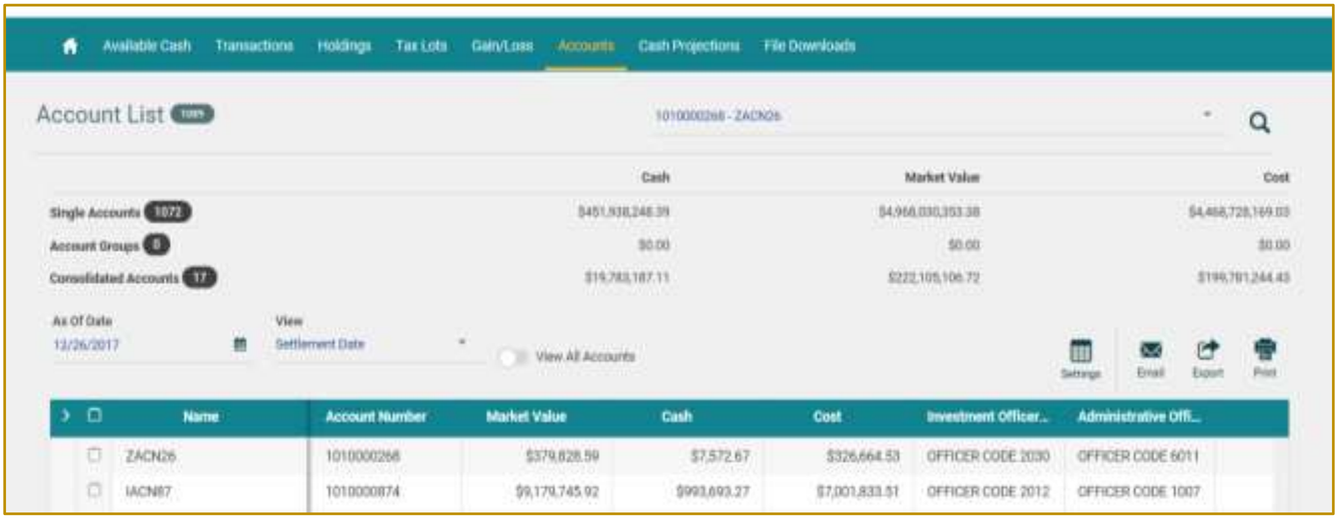
The Date selection defaults as beginning of calendar year for From Date and current system date for To Date. You can adjust the dates to review a different time frame.



Description	Date Sold	Sale Proceeds	Investment Cost Basis	Gain/Loss
Short Term Gain/Loss				
Total of Short Term Gain/Loss		**$0.00**	**$0.00**	**$0.00**
Long Term Gain/Loss				
ABBOTT LABS	01/30/2017	$624.98	$500.00	$124.98
Total of ABBOTT LABS		**$624.98**	**$500.00**	**$124.98**
UNITED STATES TREASURY BILL 08/20/2012	01/30/2017	$10,100.00	$9,975.00	$125.00
Total of UNITED STATES TREASURY BILL		**$10,100.00**	**$9,975.00**	**$125.00**
Total of Long Term Gain/Loss		**$10,724.98**	**$10,475.00**	**$249.98**

Short Term Gain/Loss amounts display first, followed by Long Term Gain/Loss amounts.

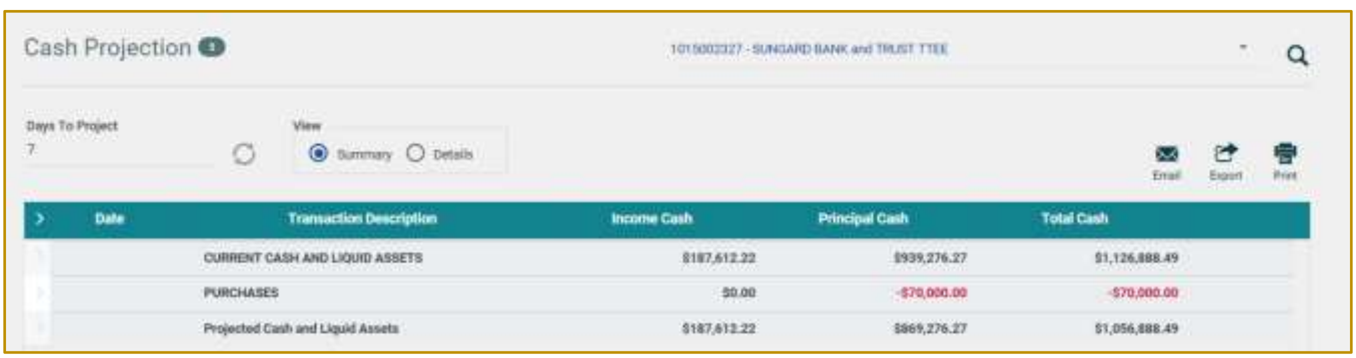
Accounts



- Presents Single Accounts, Account Groups and Consolidated Accounts
- Shows total number of Accounts you have access to, next to Account List
- Displays Summary at the top of Cash, Market Value and Cost
- Detail listing of Accounts in order of Central Accounts, Group Accounts and then Master Accounts

Cash Projection

The default for this page is 7 Days to Project and Summary View. You can select up to 99 days to project.

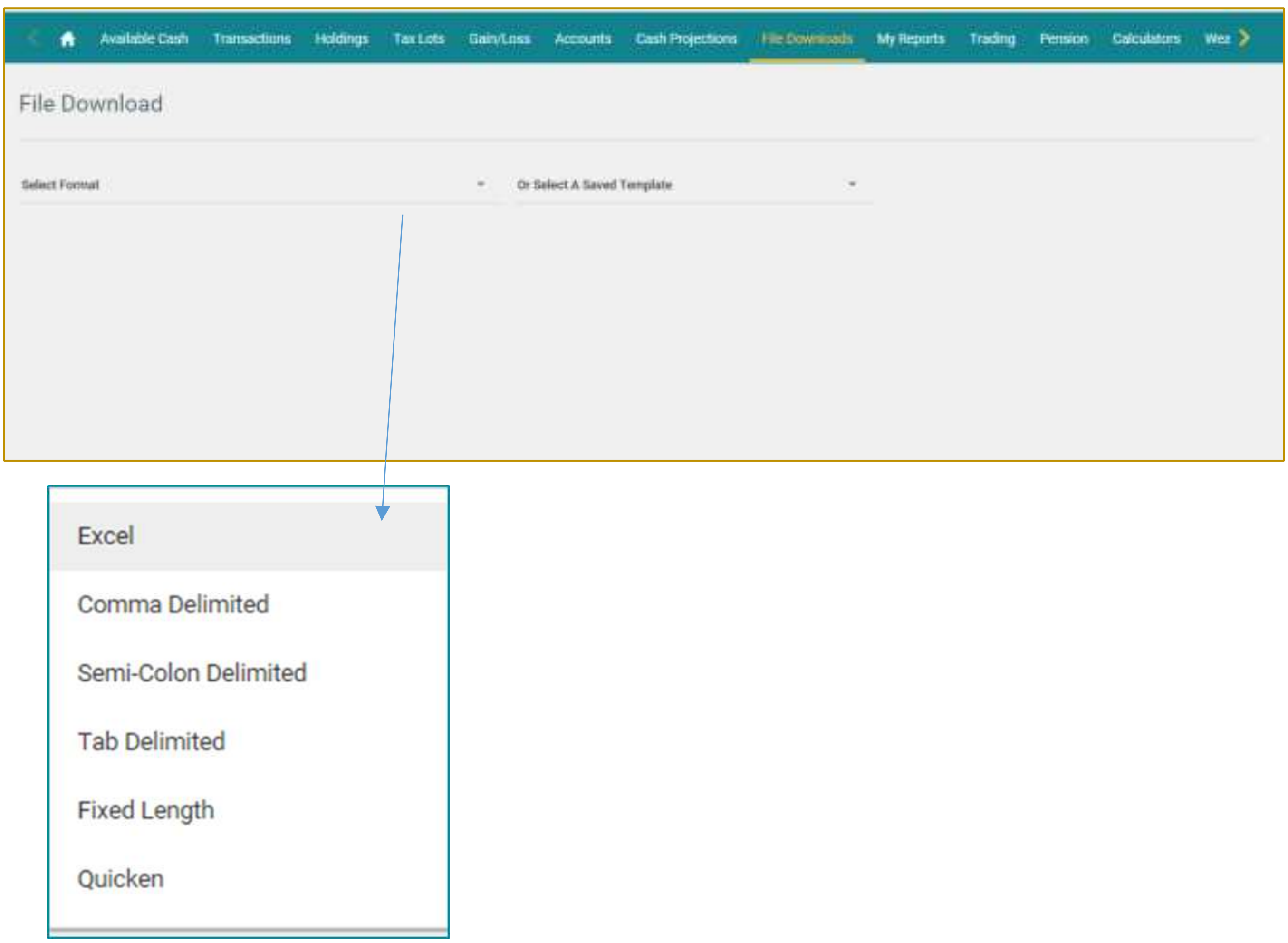


Detail View

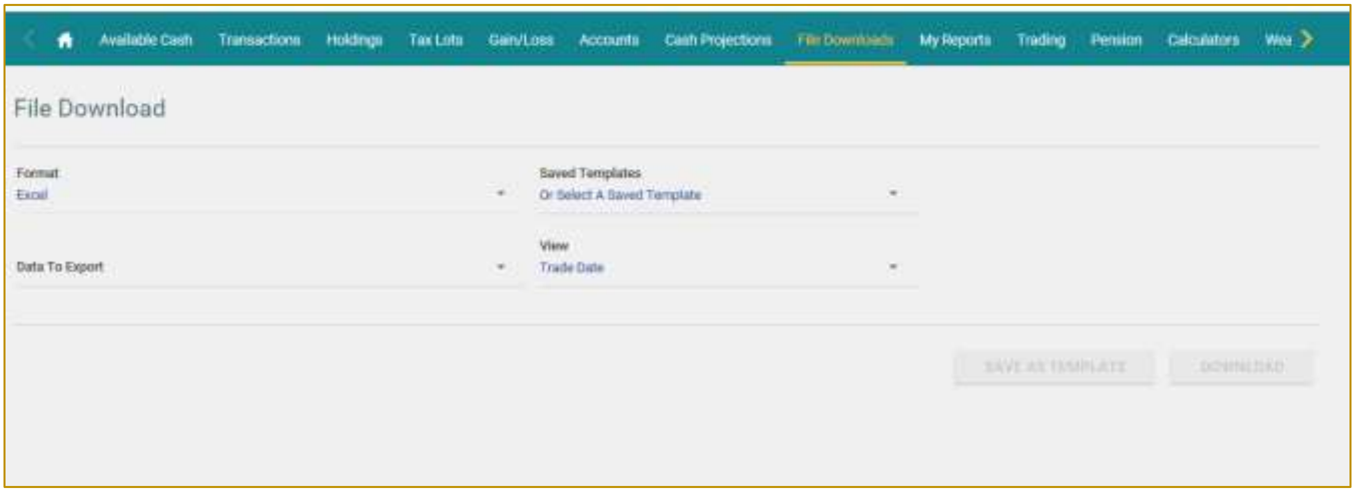
Date	Transaction Description	Income Cash	Principal Cash	Total Cash
	CURRENT CASH AND LIQUID ASSETS			
07/12/2017	CURRENT CASH	$187,612.22	-$37,611.73	$150,000.49
07/12/2017	FEDERATED OBLIGATIONS U.S.GOVERNMENT SECU...	$0.00	$876,888.00	$876,888.00
07/12/2017	FIS MONEY MARKET FUND	$0.00	$100,000.00	$100,000.00
07/12/2017	**TOTAL CASH AND LIQUID ASSETS**	**$187,612.22**	**$939,276.27**	**$1,126,888.49**
	PURCHASES			
07/13/2017	BUY 07/11/2017 1,000 SHS AGL RESOURCES COMM...	$0.00	-$45,000.00	-$45,000.00
07/14/2017	BUY 07/12/2017 500 SHS MINNESOTA MINING & MA...	$0.00	-$25,000.00	-$25,000.00
07/18/2017	**Projected PURCHASES Total**	**$0.00**	**-$70,000.00**	**-$70,000.00**

File Download

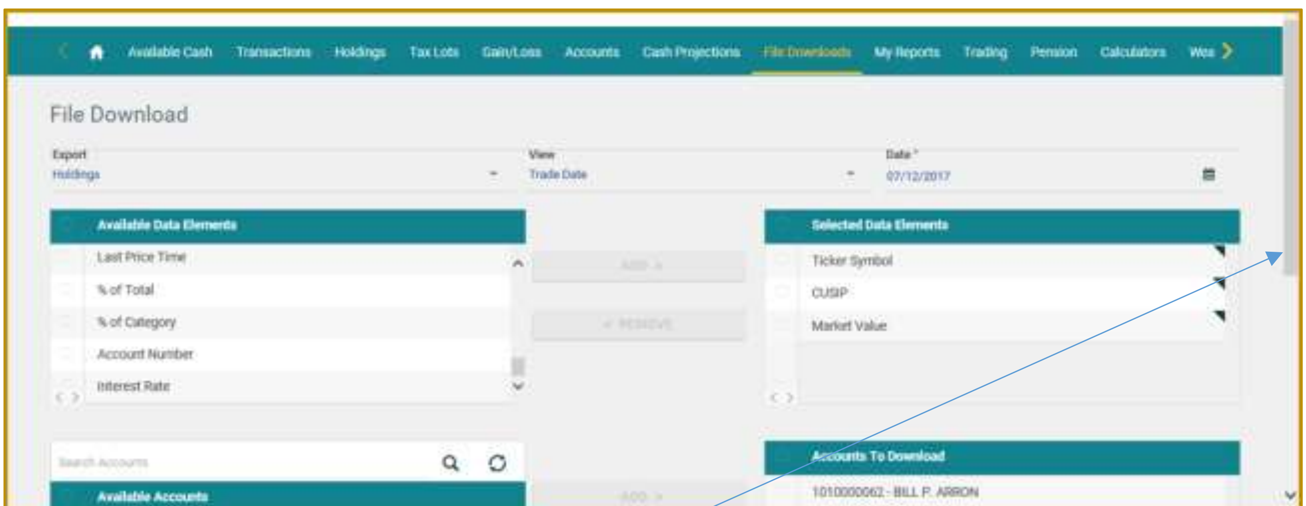
Clicking on the File Download Tab first allows for selection of a Format or a Saved Template.



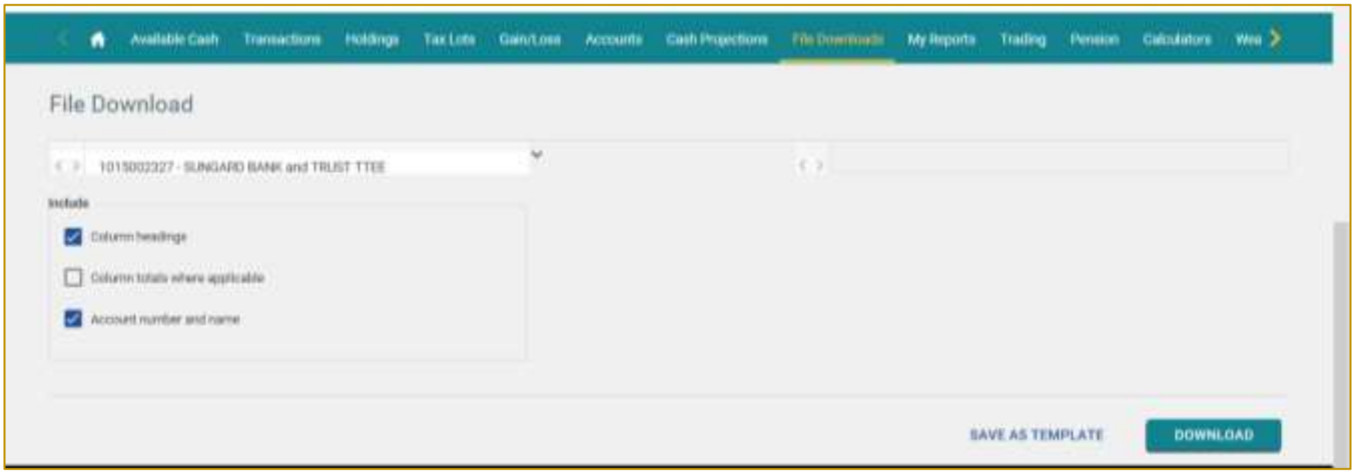
After selecting a format, additional criteria appears for you to complete the file download request.



Once the Data to Export and View options are defined, criteria for the specific data export and account list become available for selection.



If necessary, use the scroll bars to see additional data elements and accounts to choose from.

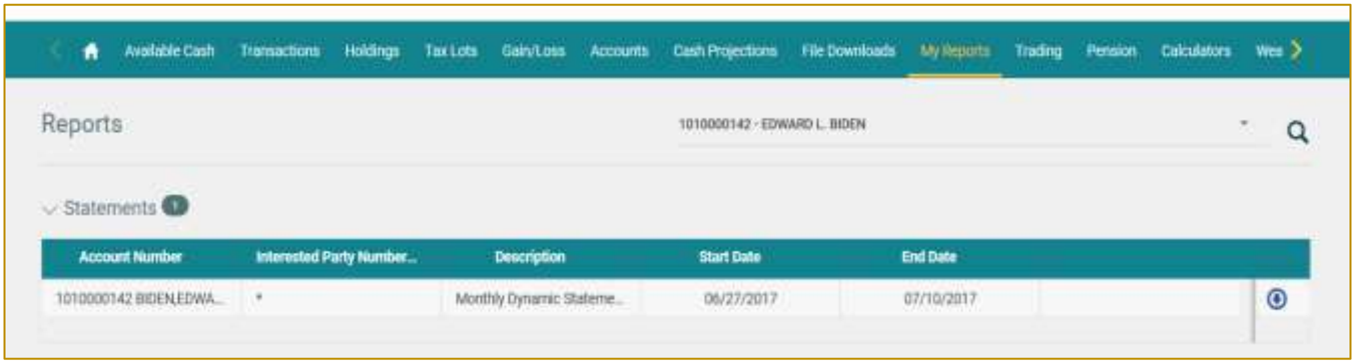


Use the right side, scroll bar to select additional items to include in your download for:

- Column headings
- Column totals where applicable
- Account number and name

Then Save as Template for future use or select Download.

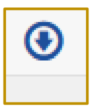
My Reports

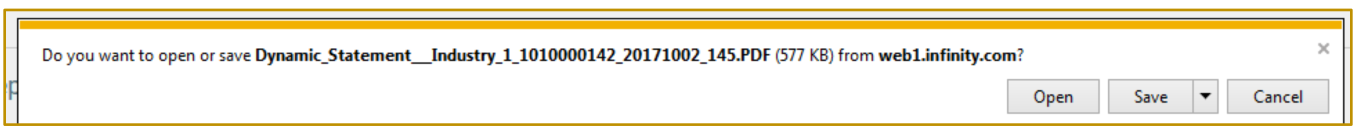


If you are receiving account statements from your, use the My Reports menu tab to view. Here you can view your statement on-line or download and save your statement.

The Web Statements generated for your account(s) display by date range.

To view your Web Statements, you must have Adobe Acrobat Reader installed on your computer.

 Allows you to download your statement\report. The following option appears for you to choose to view your statement from the current session or save it.



Sungard Bank And Trust, North Br
1 Memorial Drive
Cambridge, Ma 02142

Sungard Asset Management Systems
1234 Great Oaks Way
Alpharetta, Ga 30221

Account Statement

October 01, 2006 To October 31, 2006

Account Name: SANTOS,JUAN
Account Number: 1010000026

Administrator: Client Relations Manager
303-999-9998
Relations.Manager@email.com

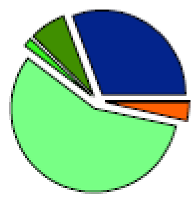
Investment Officer: Barbara Speak
867-888-6767
barbara.speak@email.com

For Your Information

Please Refer All Questions To Your Account Administrator.

Diversification Summary

	Tax Cost	Market Value	Percent
CASH & CASH EQUIVALENTS	891,008.39	891,008.39	30.9%
EQUITIES	145,723.49	202,443.13	7.0%
FIXED	47,521.50	50,163.20	1.7%
MUTUAL FUNDS	202,021.65	1,636,685.17	56.9%
REAL ESTATE / MINERALS	100,500.00	100,500.00	3.5%
SUNDRY	100,001.00	2.00	0.0%
Total Assets	1,486,776.03	2,880,801.89	100.0%
Accrued Income			
Fixed Income Securities	1,084.55	1,084.55	
Cash And Equivalents	2,529.84	2,529.84	
Other	495.72	495.72	
Total Accrued Income	4,110.11	4,110.11	
Total Assets & Accruals	1,490,886.14	2,884,912.00	



Beginning Market Value	2,884,639.72
Ending Market Value	2,884,912.00

Please contact your Relationship Officer with any questions.