

ACCOUNT ACCESS

- Log in at: <https://foyston.piersight.com/>
- Enter your email address and temporary password assigned by FGP and **click Sign in**.
- You will be prompted to change your password upon logging in for the first time. Passwords must have a minimum of 12 characters. For security purposes be sure to create a password that is alphanumeric and contains both upper and lower case characters.

VIEWING YOUR ACCOUNT(S)

- (A) The **Portfolio Details** section gives clients the ability to view their Portfolio holdings.
- (B) An account selector box is available in the Piersight sidebar for clients with multiple accounts at FGP. Your accounts have been pre-populated for you.
- (C) Clients can view **historical** portfolio balances using the date selector boxes at the top.
- (D) Multiple **currencies** are available to clients.
- (E) Clients can view the **transactions** in their holdings by selecting the three dots, then select Transactions.
- (F) Clients have the ability to **view** "Open" (currently held), "Open & Pending Accruals", "Open & Closed" and "Closed" (no longer held) positions.
- (G) Clients may also **group** their holdings by: Asset Class, Industry or Currency.

(B)

Account ABC
Account 123
Account XYZ

(A) Portfolio Details

Download data

FROM: 2021-11-30 TO (AS OF DATE): 2021-12-31 CURRENCY: CAD POSITION: Open

Last updated: Jul 17, 2023 Options

Portfolio Summary							
Total MV	Cash & Equivalents	Other Securities	Unrealized G/L	Book Value			
\$3.81M	\$188.86K	\$3.62M	\$564.3K +17.45%	\$3.23M			

Holdings

Asset Class: (G) Open: (F)

Equities (85)

SECURITY	QTY	AVG COST	BOOK	PRICE	TOTAL MV	UNREALIZED G/L	G/L GRAPH	
Toronto Dominion Bank	456.00	59.32	27,051.26	96.98	44,222.88	+17,171.62 +63.48%		(E)
Transcontinental Inc. CL A	801.00	17.61	14,108.07	20.31	16,268.31	+2,160.24 +15.31%		
TransUnion	33.00	67.29	3,114.18	118.58	4,942.88	+1,828.70 +58.72%		
Ulta Beauty Inc.	24.00	277.70	8,570.27	412.34	12,500.33	+3,930.06 +45.86%		
Unilever PLC - ADR	205.00	49.79	13,436.37	53.79	13,928.69	+492.32 +3.66%		
Union Pacific Corp.	62.00	149.53	11,907.20	251.93	19,729.96	+7,822.77 +65.70%		

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VIEWING TRANSACTIONS

- (A) The **Transactions** section is sub-divided into two sections: **Transactions** and **Taxable Activity**.
- (B) The **Transaction Activity** section allows you to view transactions by various types by selecting the down selector beside "All Types" (top left-hand corner) to show the different filters.
- (C) You can also change the view from **Chronological** (default) to **Category**.
- (D) The **Taxable Activity** section shows all the taxable activity in the account for the date range specified. You can also choose to view the taxable activity for different periods by selecting the date at the top of the Taxable Activity widget. To view other years, change the date range at the top of the screen.
- (E) You can also **download** both Transaction Activity & Taxable Activity by selecting Download data, or for each individually by selecting the gear icon at the top right of each section. You can download either Formatted XLSX, Raw XLSX or CSV.

Transactions (A)

Download data Last updated: Jul 17, 2023 Options

Transaction Activity (B) All Types Chronological (C) (E)

TYPE	TRADE DATE	SETTLE DATE	SECURITY	QTY	PRICE
Sell	12/30/2021	1/3/2022	Motorola Solutions Inc.	11.00	272.07
Cash Dividend	12/28/2021	12/28/2021	CME Group Inc.	37.00	0.90
Cash Dividend	12/24/2021	12/24/2021	Suncor Energy Inc.	832.00	0.42
Cash Dividend	12/22/2021	12/22/2021	Open Text Corp.	312.00	0.22
Withdraw Cash	12/22/2021	12/29/2021	US Dollar	84.90	1.00
Withdraw Cash	12/22/2021	12/29/2021	Canadian Dollar	263.04	1.00
Cash Dividend	12/20/2021	12/20/2021	Manulife Financial Corp.	913.00	0.33
Interest Income	12/18/2021	12/18/2021	British Columbia	86,000.00	1.50

Resized

Taxable Activity (D) 2021 (07-17 - 12-31) (E)

All (397) \$86,482.65 Income (174) \$42.15K Capital G/L (212) +\$58.6K Expenses & Fees (11) -\$14.27K

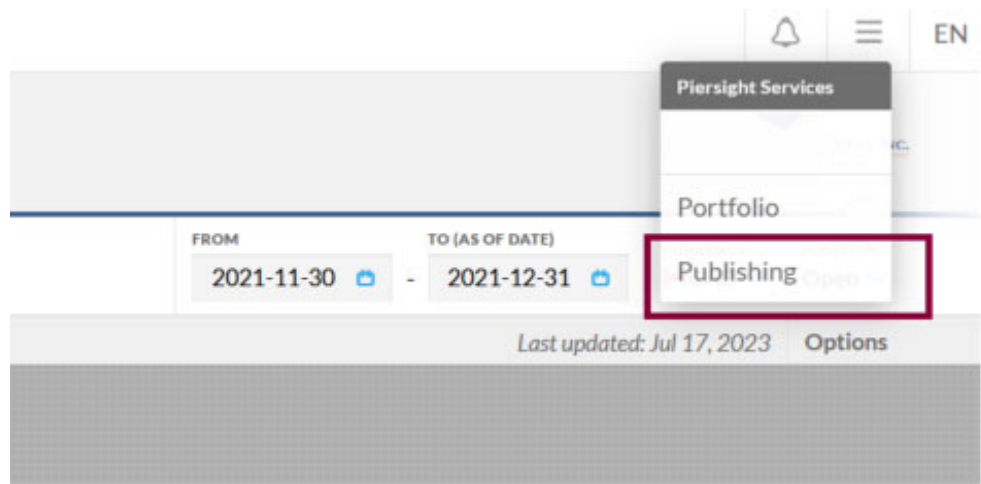
TYPE	TRADE DATE	SETTLE DATE	SECURITY	QTY	SETTLE AMT	CONVERTED AMT
Cash Dividend	2021-12-31	2021-12-31	ATCO Ltd. Class I Non-Voting	-	122.39	122.39
Cash Dividend	2021-12-31	2021-12-31	Brookfield Asset Mgmt Series 13 PRK	-	288.13	288.13
Cash Dividend	2021-12-31	2021-12-31	Brookfield Office Properties Inc. Series II PRL	-	488.34	488.34
Cash Dividend	2021-12-31	2021-12-31	Sun Life Financial Series 4 PRD	-	356.84	356.84
Cash Dividend	2021-12-31	2021-12-31	Capital Power Series 1 PRL	-	374.47	374.47
Cash Dividend	2021-12-31	2021-12-31	Cineplex Entertainment	-	46.41	46.41

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

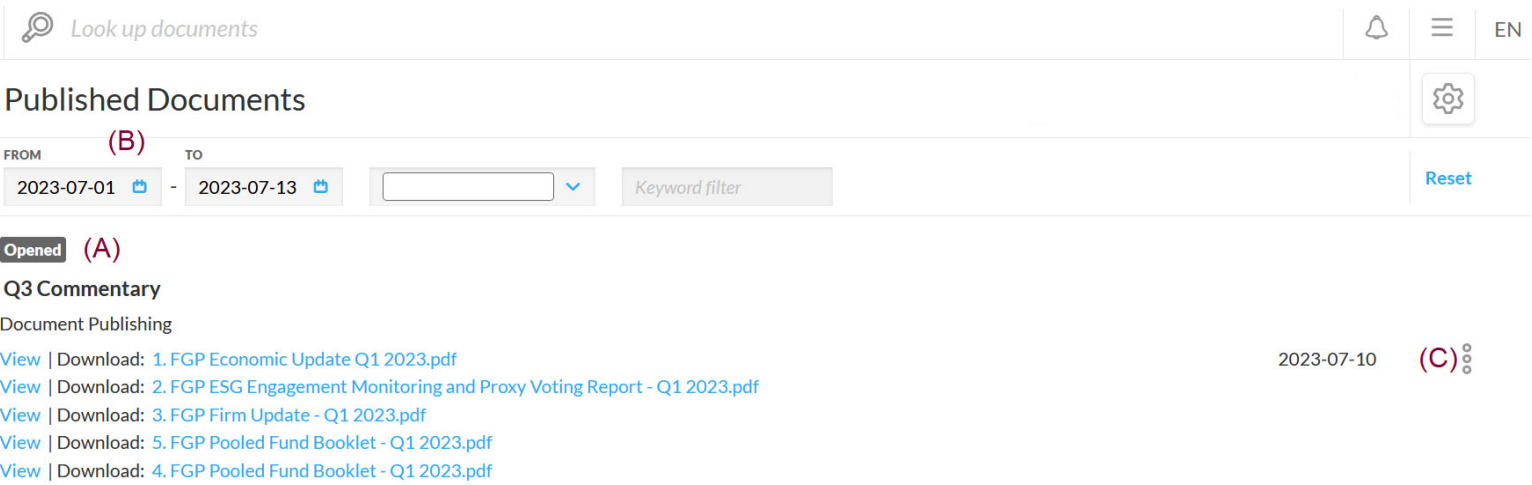
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PUBLISHED DOCUMENTS

On occasion, the Client Servicing Team at FGP will send you documentation that you can access through the web portal. These documents may include your personalized quarterly report, economic updates and other various communications. To access these documents, click on the three horizontal bar button, located on the top right-hand corner of the web portal and select "**Publishing**".



The following will appear:

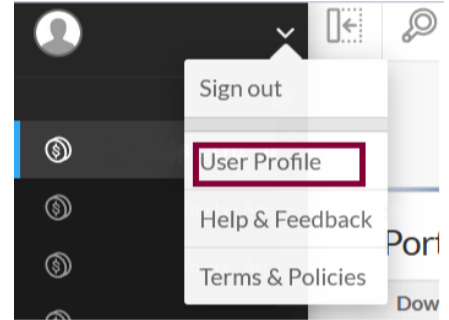


- (A) A list of documents published to your **Published Documents inbox**. You can view or download the document by clicking on the blue font.
- (B) Clients can search for **historical** published documents using the date selector boxes at the top.
- (C) By clicking the three dots, you can **download** the documents.

USER PROFILE

Available on the top left-hand corner of the web portal, clients have access to the **User Profile** section of the application. Simply click on the drop down arrow next to your name to access this section. Once in this section of the web portal, clients have the ability to do the following:

1. Change your password
2. Set your time zone and whether to enable Daylight Savings Time (DST).
3. Set a photo for their profile (optional)
4. Update or change your security questions.
5. Change notification setting for mandatory and non-mandatory documents.



Two-Factor Authentication (2FA)

To better **increase security** for our clients, FGP has introduced **Two-Factor Authentication** on this web portal. The Authenticator application is **Twilio Authy**, and you can obtain a MAC, Linux or Windows client from their website (<https://authy.com/download>), or download the app from the Apple Store or Google Play Store. Be sure to download only the **Twilio Authy** app, as there are others on the stores that use the same name.



Image: Twilio Authy App

SECURITY

- FGP will never email you asking for information. If you do receive a suspicious email please contact us at 1-877-795-4536.
- Your password and personal security questions are confidential. Do not write these down or share with anyone.
- If you suspect your password or the answers to your personal security questions are known by someone else, contact us at 1-877-795-4536.
- Always logout of the Web Portal once you are finished using the site.
- For security reasons, FGP will never issue a username or password by email. Communications relating to usernames and passwords will be done over the phone (1-877-795-4536) or by mail.
- Avoid using public computers when logging on to the Web Portal.
- Users will be logged off automatically after 30 minutes of inactive use.

BROWSER REQUIREMENTS

Microsoft Edge is the recommended browser, followed by Google Chrome and Firefox. If using a Mac (Apple), Safari is the recommended browser. Please note, Internet Explorer is no longer supported by this web portal.

SUPPORT

- Web Portal support is available Monday to Friday from 8:30 am to 4:30 pm (closed weekends and holidays).
- To contact us by phone: **Toll Free 1-877-795-4536**
- To contact us by email: **Websupport@foyston.com**