CLIENT PORTAL: Enroll & Manage Documents for eDelivery

Description

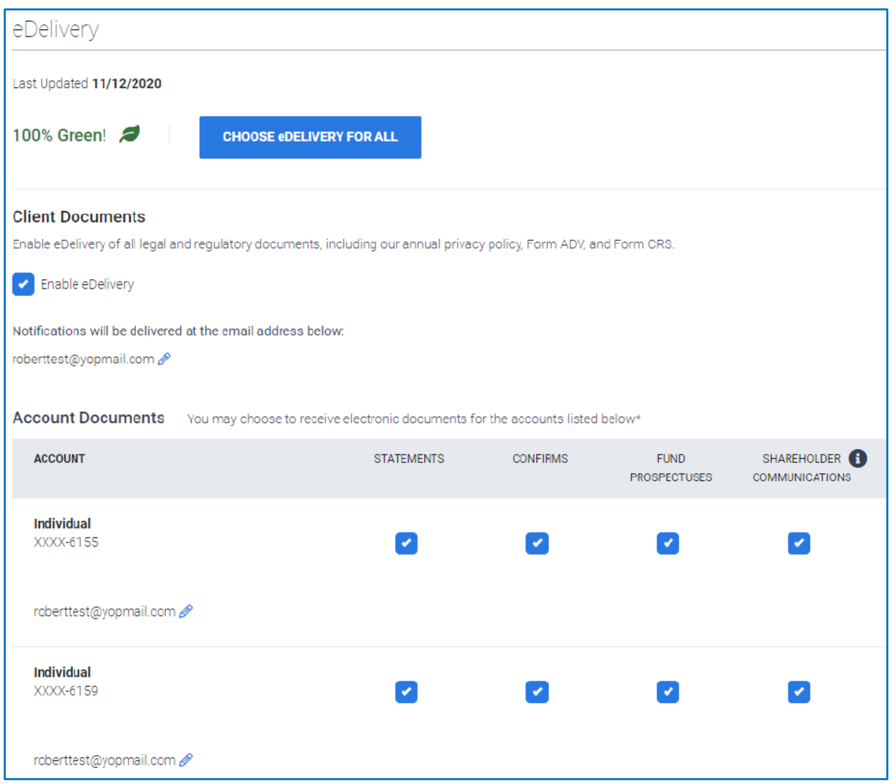
AdviceWorks allows you to turn off paper versions of Cetera generated documents and retrieve them online through the Client Portal. When a document is available, you will receive an email referencing AdviceWorks and iConnect2Invest as the place to go to retrieve documents.

Documents that can be switched from paper to eDelivery include:

- Statements
- Confirms
- Fund Prospectuses
- Shareholder Communications

You can also receive Cetera regulatory notices and disclosures via eDelivery. Documents include (but not limited to):

- Letters you receive when you open accounts or make updates to existing account information to confirm the data we have on file.
- Annual legal notifications like our Consumer Privacy, the form CRS or the ADV 2A for Advisory relationships.



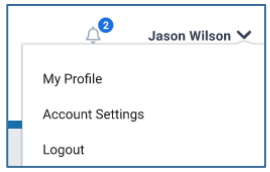
First Things First

You will need to provide an email address where you choose to receive an email alerting you to the availability of a new document.

✓ Enroll & Manage Documents for eDelivery

From the Client Portal Home Page, click your **Name** located in the upper right corner.

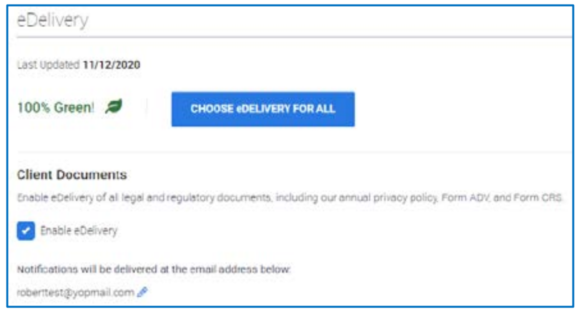
Click **Account Settings**.



Scroll down to **eDelivery**. Click on **Choose eDelivery**.

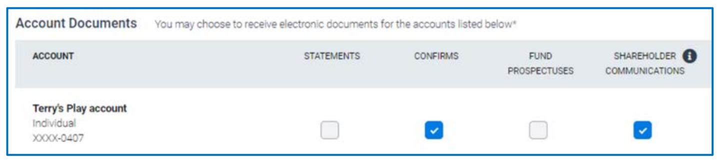
Click the **box** next to **Enable eDelivery** to receive Cetera regulatory notices and disclosures via eDelivery.

Click the **pencil icon** to **edit** the email address, if needed.



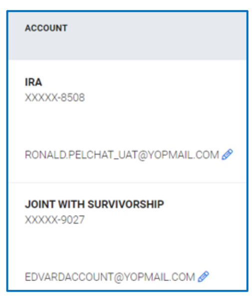
For each account, **check** the boxes for the accounts or document types that you wish to receive via eDelivery.

To turn off eDelivery, **uncheck** the boxes for the accounts or document types that you wish to receive via postal mail.



Ensure the **email address** listed under each account is your **preferred email** that you wish to receive an email alerting you to the availability of a new document.

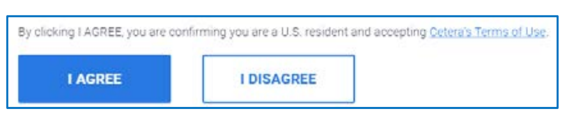
Click the **pencil icon** to **edit** the email address, if needed.



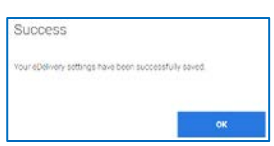
Click **Save.**

You will be prompted to **accept eDelivery terms** each time you make changes to eDelivery preferences.

Scroll down and click **I Agree**.



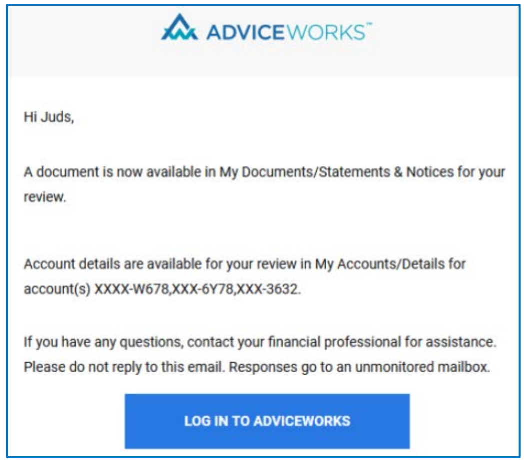
A **confirmation** that your eDelivery settings have been successfully saved will display. Click **OK.**



✓ Retrieving eDelivery Documents

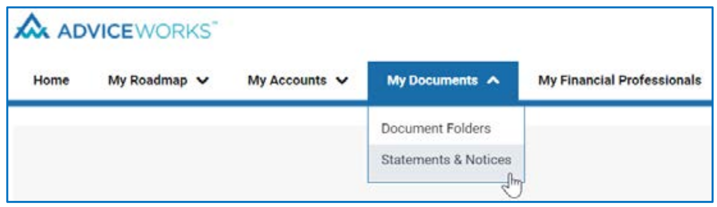
When you receive an email notifying you that documents are available for review, click **Log In To AdviceWorks**.

Enter your Client Portal **login credentials**.



From the Client Portal Home Page, click **My Documents**.

Click **Statements & Notices**.

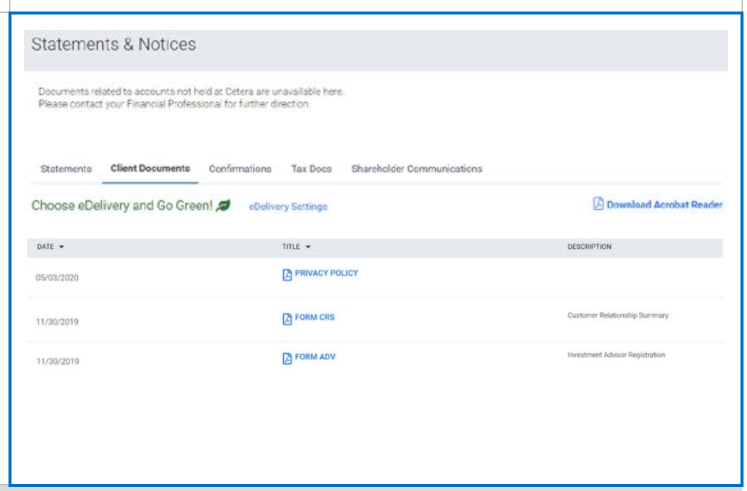


Click **Client Documents**.

All Cetera generated notices and disclosures will appear under Client Documents.

You will receive a notification any time there is a books and records triggered event or a new version of a document or disclosure is published.

The most recent version of each document will always be available.



Important to Know

Enrolling in eDelivery turns off paper print/mail. You will no longer receive the documents you selected for eDelivery via postal mail.

You can continue to access documents in either AdviceWorks or iConnect2invest.

Once documents are available for your selected accounts, an email will be sent referencing the availability of the document in AdviceWorks and iConnect2Invest.

As a reminder Statements, Confirms, Tax Docs and Shareholder Communications are already available via the My Documents tab in the Client Portal.

Advantages

Allows you to use AdviceWorks to view any document they have access to within iConnect2invest.