

ENROLLING IN INVESTOR ACCESS

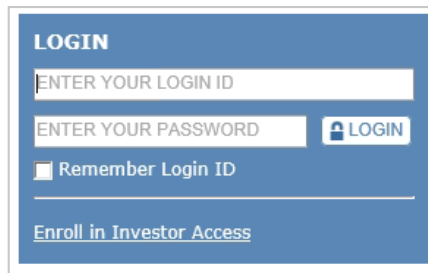
Quick Reference Guide

Before enrolling in Investor Access, make sure you have one of your last two Raymond James brokerage account statements – you will need your brokerage account number (shown on the statement) to enroll.

To enroll in Investor Access:


- Visit your financial advisor's website or RAYMONDJAMES.COM. Click the Account Login link in the upper-right corner of the screen. From RAYMONDJAMES.COM, click Account Login, then click the Investor Access link in the Account Login section.
- Click the Enroll in Investor Access link in the Investor Access Sign In section. (See Figure 1.)
- On the Personal Information screen, complete your personal information, enter your account number in the Brokerage Account Number field, and click the Next button. (See Figure 2.)
 - Note: In the Personal Information section, if you do not have a Social Security number or you used a different form of identification to open your account, click the Other Forms of Identification link, and select the ID type you used.
- On the Login ID and Password screen, do the following: (See Figure 3.)
 - Create a login ID and password; retype your password in the Confirm Password field.
 - Enter and verify your e-mail (in the corresponding fields).
 - Read the Terms & Conditions and then select the check box; click the Next button.

Figure 1. Enrollment link



LOGIN

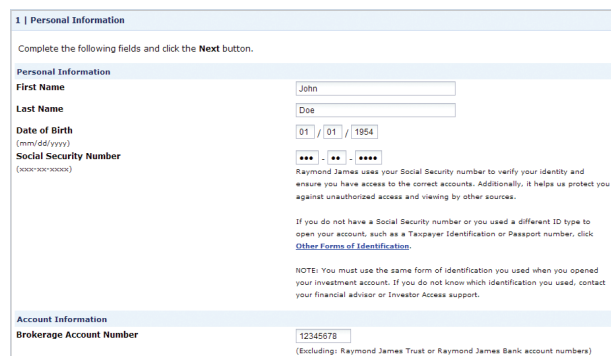
ENTER YOUR LOGIN ID

ENTER YOUR PASSWORD  LOGIN

☐ Remember Login ID

[Enroll in Investor Access](#)

Figure 2. Personal information screen



1 | Personal Information

Complete the following fields and click the **Next** button.

Personal Information

First Name

Last Name

Date of Birth (mm/dd/yyyy) / /

Social Security Number (xxx-xx-xxxx)

Raymond James uses your Social Security number to verify your identity and ensure you have access to the correct accounts. Additionally, it helps us protect you against unauthorized access and viewing by other sources.

If you do not have a Social Security number or you used a different ID type to open your account, such as a Taxpayer Identification or Passport number, click [Other Forms of Identification](#).

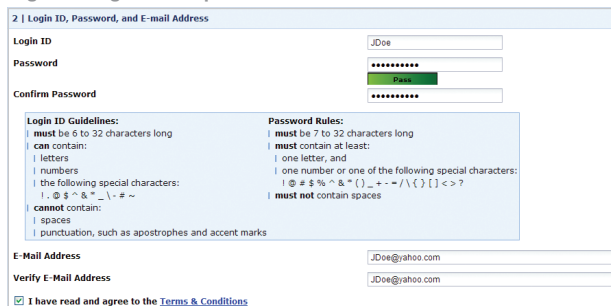
NOTE: You must use the same form of identification you used when you opened your investment account. If you do not know which identification you used, contact your financial advisor or Investor Access support.

Account Information

Brokerage Account Number

(Excluding: Raymond James Trust or Raymond James Bank account numbers)

Figure 3. Login ID and password screen



2 | Login ID, Password, and E-mail Address

Login ID

Password

Confirm Password

Login ID Guidelines:

- must be 6 to 32 characters long
- can contain:
 - letters
 - numbers
 - the following special characters:
! , @ \$ % ^ & * () _ + = ~ \ / { } [] < > ?
- cannot contain:
 - spaces
 - punctuation, such as apostrophes and accent marks

Password Rules:

- must be 7 to 32 characters long
- must contain at least:
 - one letter, and
 - one number or one of the following special characters:
! @ # \$ % ^ & * () _ + = ~ \ / { } [] < > ?
- must not contain spaces

E-Mail Address

Verify E-Mail Address

☒ I have read and agree to the [Terms & Conditions](#)

- On the Security Questions screen, select three of the security questions and enter the answers in the corresponding fields; click the Next button. (See Figure 4.)
- On the Statement and Trade Confirmation Delivery screen, do the following: (See Figure 5.)
 - Select your preferred delivery method for the statements and trade confirmations for each of your accounts.
 - Enter your e-mail address in the Document Delivery E-mail Address field (optional).
 - Read the Online Statement and Trade Confirmation Notification Service Agreement and then select the check box; click the Next button; verify your delivery choices, and click the Next button.
- On the Shareholder Communications Delivery screen, do the following: (See Figure 6.)
 - Select the preferred delivery method for shareholder materials for each of your accounts and enter an e-mail address in the corresponding fields. Note: You cannot include multiple e-mail addresses for the same account.
- Read the online agreements, and then select the check boxes; click the Next button; verify your delivery choices, and click the FINISH and Launch Investor Access button. (See Figure 7.) Investor Access opens and displays your account information.

Figure 4. Security questions screen

3 Select your Security Questions	
Select a security question from each drop-down box, and type your answer in the corresponding field. Note: Do not include special characters in your answers.	
Question 1 In what city was your father born? (Enter full name of city only)	Answer to Question 1 Sarasota
Question 2 In what city is your vacation home? (Enter full name of city only)	Answer to Question 2 Miami
Question 3 In what city was your high school? (full name of city only)	Answer to Question 3 Tampa

Figure 5. Statement and trade confirmation delivery screen

5 Select Statement and Trade Confirmation Delivery			
By default, statements and trade confirmations are mailed to your address of record and are also available online. To change the delivery method, select one of the following options.			
Raymond James Communication			
Accounts	Account Number(s)	Statements	Trade Confirmations
Doe Jxxxx1234	xxxx1234	<input checked="" type="radio"/> Online Only* (Monthly Statement and Annual Summary) <input type="radio"/> Online Monthly Statement and Paper Annual Summary <input type="radio"/> Online Monthly Statement and Paper Quarterly Summary <input type="radio"/> Online Monthly Statement and Paper Monthly Summary	<input checked="" type="radio"/> Online Only* <input type="radio"/> Online and Paper
* If you elected to receive statements or trade confirmations online, you will be notified by e-mail when the files are available.			
Document Delivery E-mail Address		JDoe@yahoo.com	
NOTE: To ensure delivery of these e-mail notices, add notifyinvestor@raymondjames.com to your address book, or be sure that your spam filter is set to allow e-mails from this e-mail address. <input checked="" type="checkbox"/> I affirm that I have read and agree to the Online Statement and Trade Confirmation Notification Service Agreement .			

Figure 6. Shareholder communications delivery screen

6 Select Shareholder Communications Delivery				
By default, shareholder communications are mailed to your address of record. To change the delivery method, select one of the following options.				
Accounts	Account Number(s)	Annual and Interim Reports, and Proxies	Prospectus	E-mail Address
Doe Jxxxx1234	xxxx1234	<input checked="" type="radio"/> Online Only* <input type="radio"/> Paper Only	<input checked="" type="radio"/> Online Only* <input type="radio"/> Paper Only	J.Doe@yahoo.com
NOTE: The e-mail address you entered on this screen is for shareholder communications and prospectuses only and will be the only e-mail address that receives an e-mail with links to these materials. To ensure delivery of these e-mails, add prospectus_mailbox@investordelivery.com and td@proxymate.com to your address book/contact list, or set your spam filter to allow e-mails from these two e-mail addresses. If there are multiple owners of an account, all owners will have access to change this e-mail address at any time without notifying the other owners. <input checked="" type="checkbox"/> I affirm that I have read and agree to the Online Shareholder Communication Notification Service Agreement . <input checked="" type="checkbox"/> I affirm that I have read and agree to the Online Prospectus Notification Service Agreement .				

Figure 7. Confirm shareholder communication and complete enrollment screen

6 Confirm: Shareholder Communications Delivery	
Paper Delivery (via mail)	Online Delivery*
	I John Roth xxxx1234 xxxx1234 Annual, Interim Reports and Proxies I Doe Capital Access xxxxx4321 xxxxx4321 Annual, Interim Reports and Proxies
<div>Previous</div> <div>FINISH and Launch Investor Access</div>	