www.myedocumentsuite.com

Have your clients use the step-by-step instructions below in order for them to receive their brokerage statements and trade confirmations electronically:

- Visit www.myedocumentsuite.com and click "**Register Now**".
  - Review and agree to terms and conditions regarding the use of the website.
  - Provide your user information, including a valid e-mail address
  - Verify your identity to help ensure the safety and security of your information
  - Create a user ID and password
- An email will be sent to the e-mail address provided. Click the link in the e-mail to complete enrollment. You will be directed to myedocumentsuite.com, and are then ready to log in with your ID and password.
- To enhance security, you must select and answer a set of challenge questions and choose an image and personal phrase for the first time you log in
- You will be presented with a list of accounts associated with your Social Security number. Please click "Save" to confirm all choices

That's it! Your clients then will receive a letter in the mail and an e-mail to confirm their choices. It takes five business days for their delivery preferences to be confirmed. They can then view, print, or download their brokerage statements and trade confirmations from myedcoumentsuite.com. After that, they will receive an email whenever a new document is available to view online.

As always, please feel free to contact a member of your Client Services team at 800-288-3035, option 8 with any questions you may have to assist your clients in going paperless.