JBWere

JBWere Client Portal Quick Reference Guide

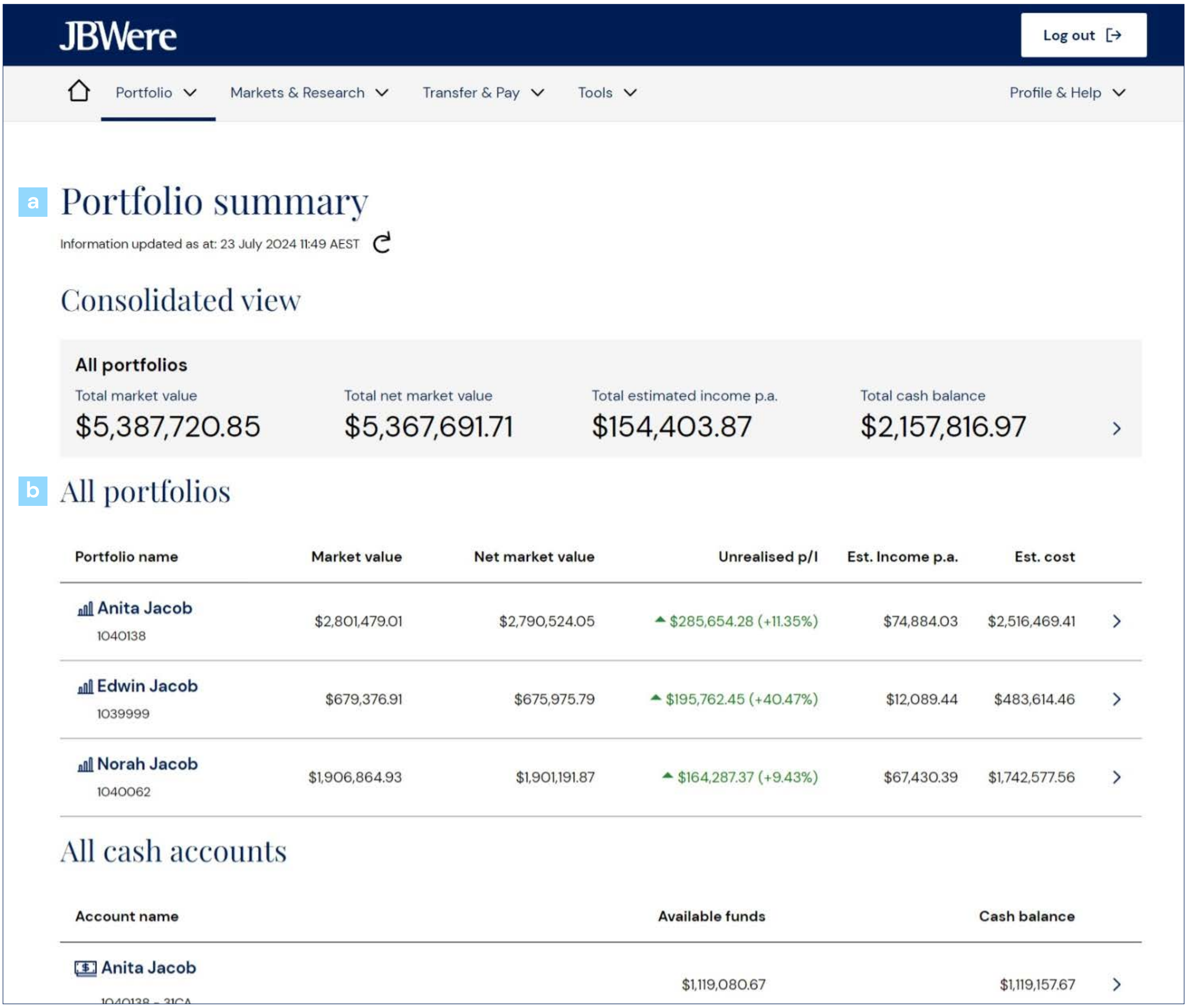
Putting wealth to work for generations

Contents

Viewing your portfolio

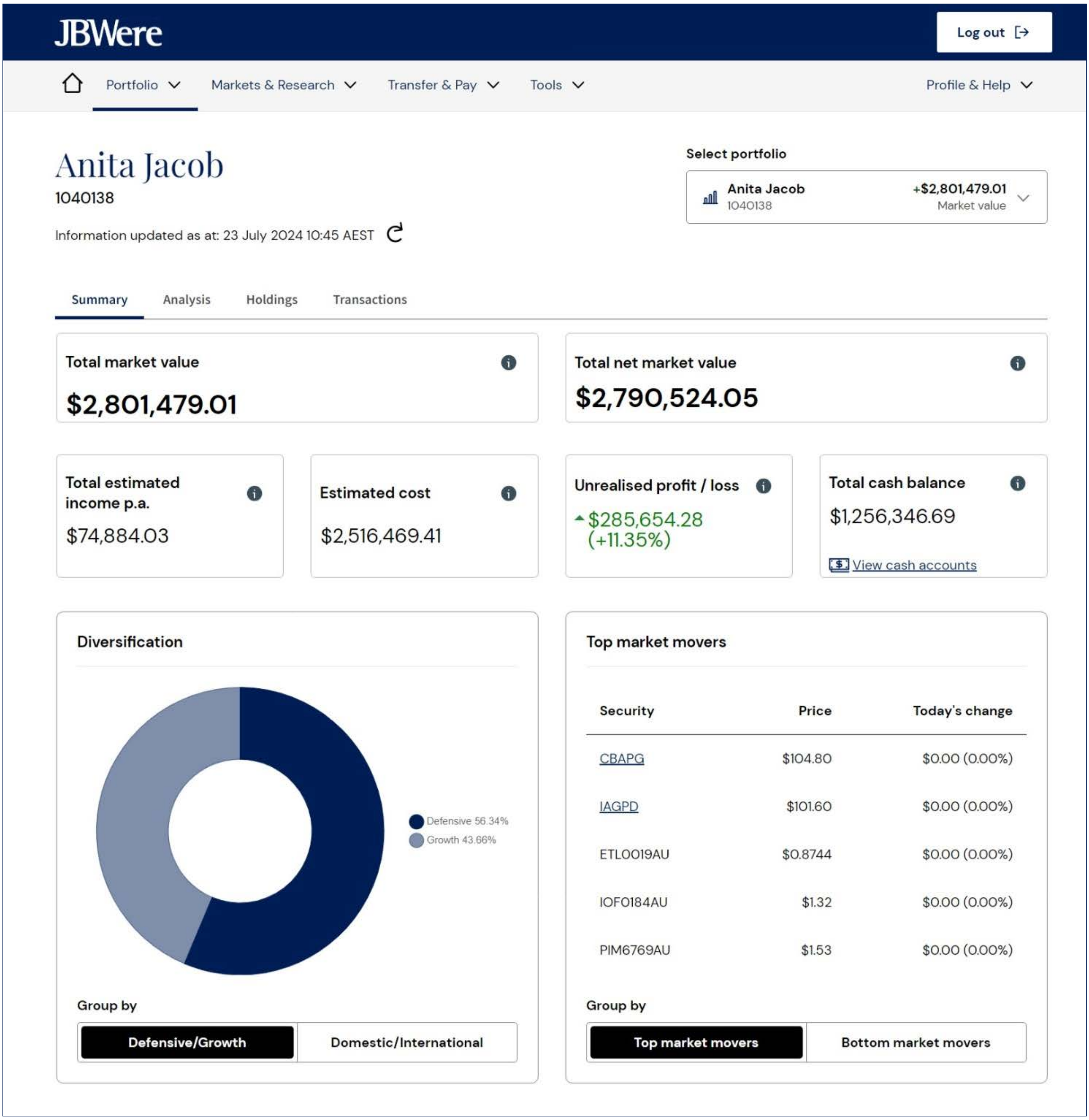
After logging into the portal, you'll arrive on the **Portfolio Summary** page (a).

To view an individual portfolio, simply click on a desired portfolio from the **All Portfolios** section (b).



Once a portfolio has been selected, you'll be able to view key information for the portfolio using the following tabs:

- Summary
- Analysis
- Holdings
- Transactions
- Loan details (if applicable)

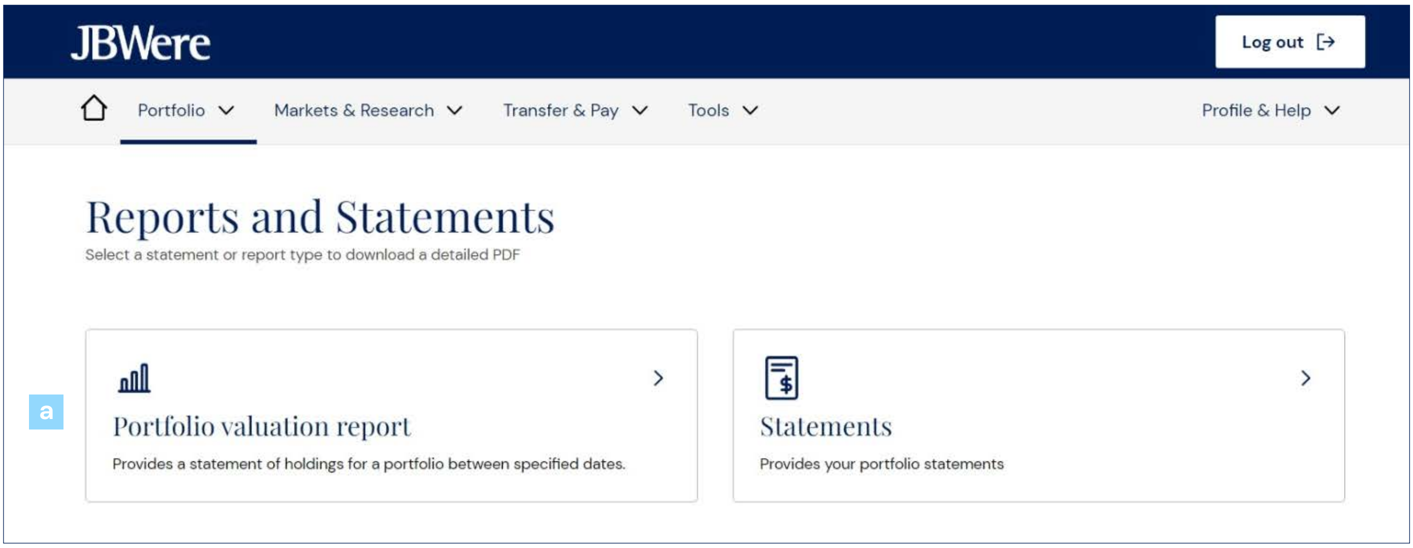


Tip: Use the portfolio selector at the top of the page to toggle between portfolios.

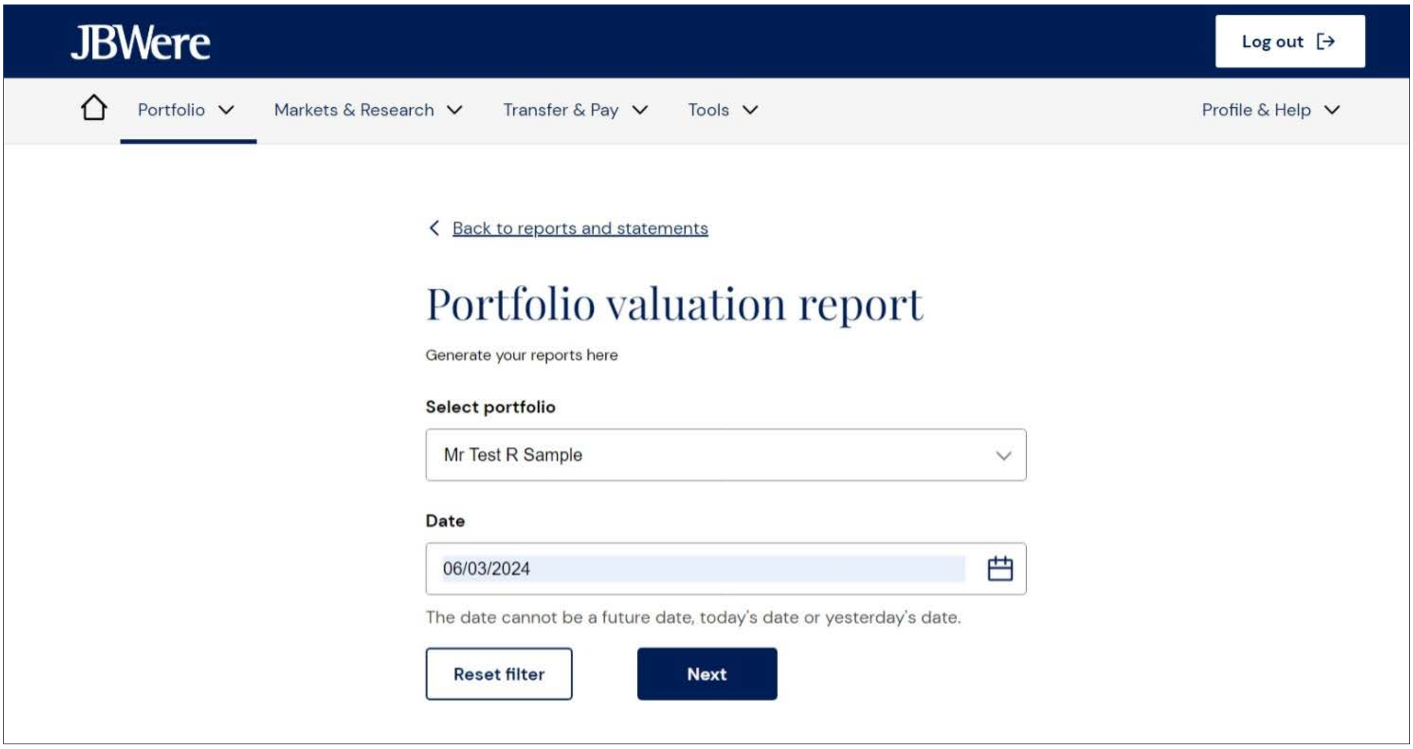
Portfolio Valuation Report

To view reports, select **Reports & Statements** from the **Portfolio** menu.

Select **Portfolio valuation report** (a).



Select the Portfolio you require and the date and click **Next**.

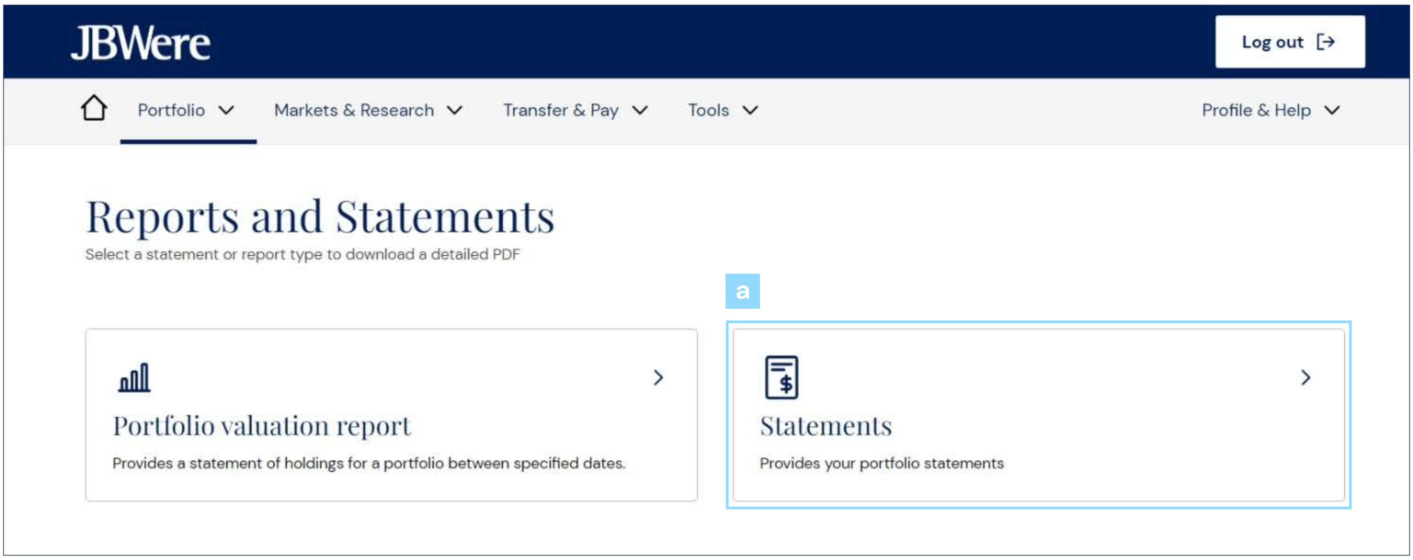


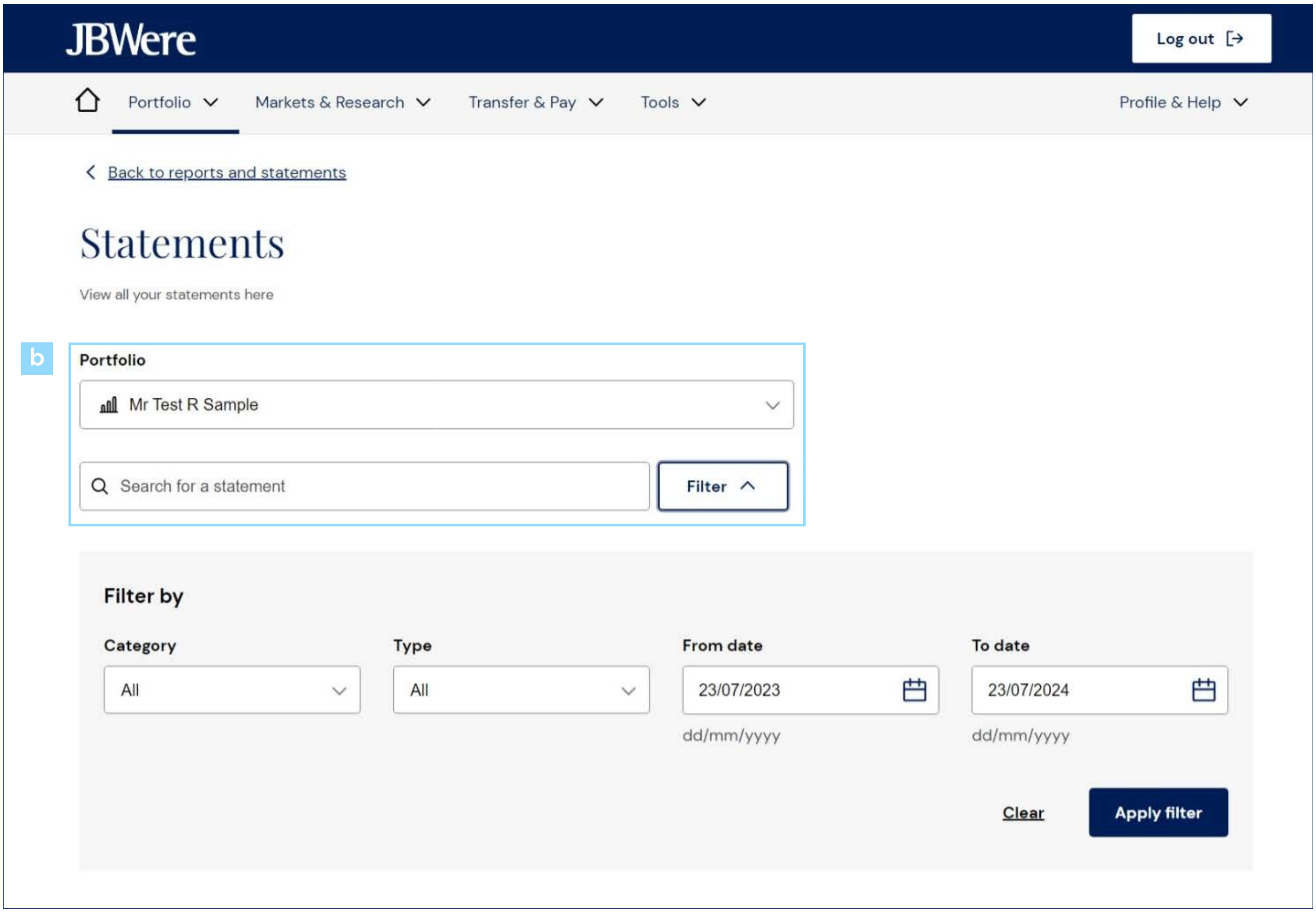
Statements

To view statements, go to the **Reports & Statements** from the **Portfolio** menu.

Select **Statements** (a).

From the **Statements** page select the Portfolio you require, then use the **Filter** section to define the parameters of your search (b).

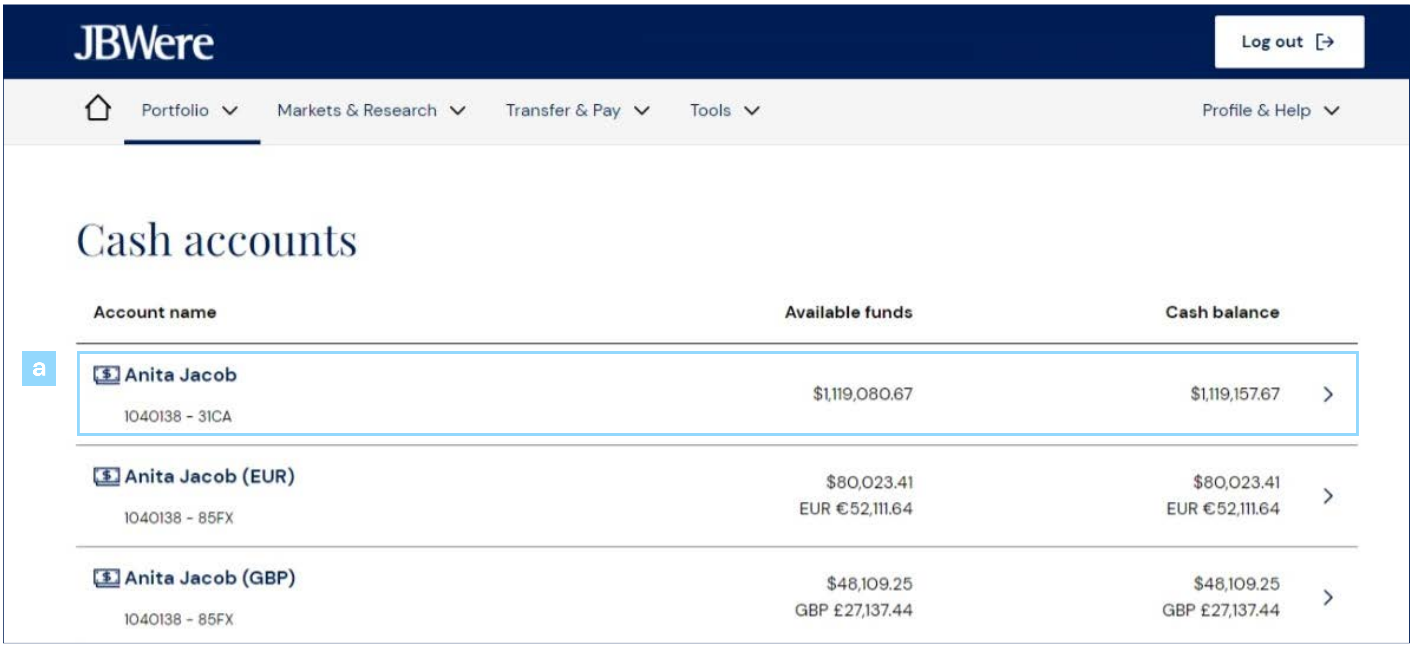




Cash accounts

To view your cash accounts, select **Cash accounts** from the **Portfolio** menu.

To view an individual cash account, simply click on a desired account from the **Cash accounts** section (a).

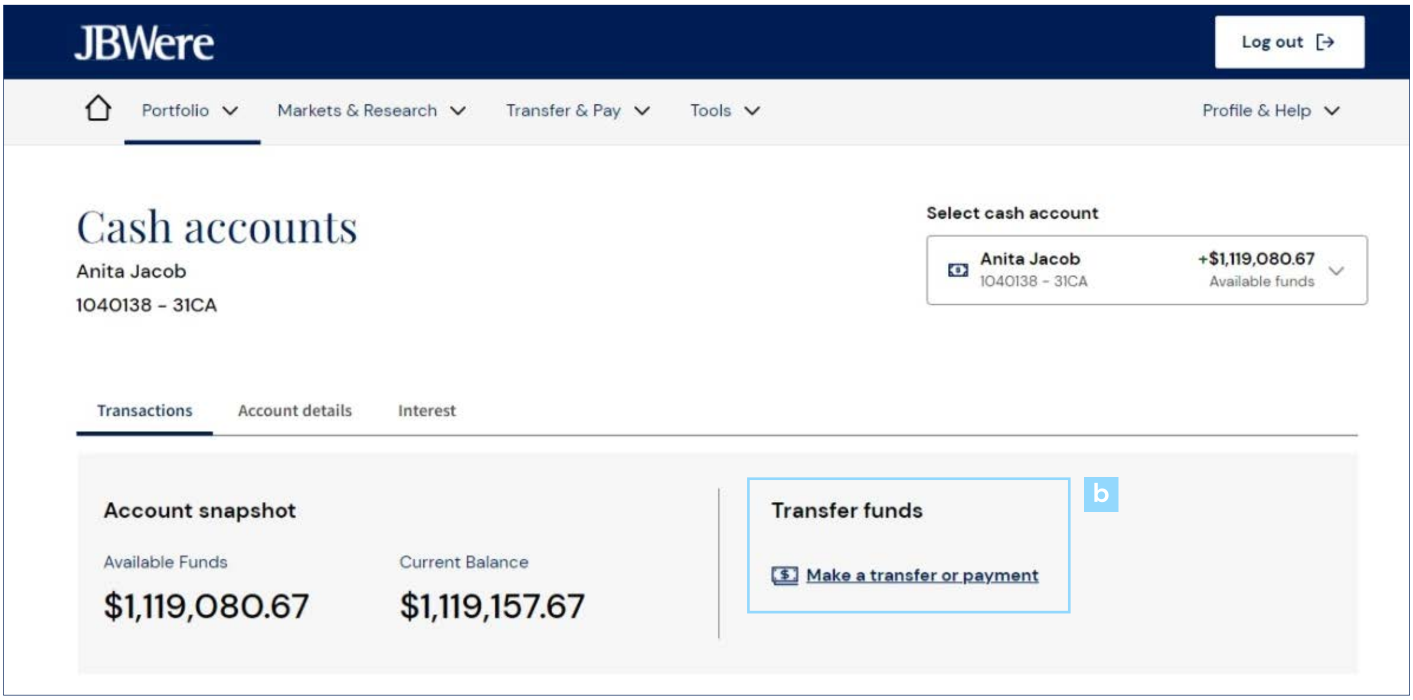


Once a cash account is selected, you'll be able to view all the key information for this account using the tabs:

- Transactions
- Account details
- Interest

You can also navigate to the **Transfer Funds** section by clicking the **Make a transfer or payment** link (b).

Note: Only available for authorised accounts. Can be enabled/disabled for different users upon request.

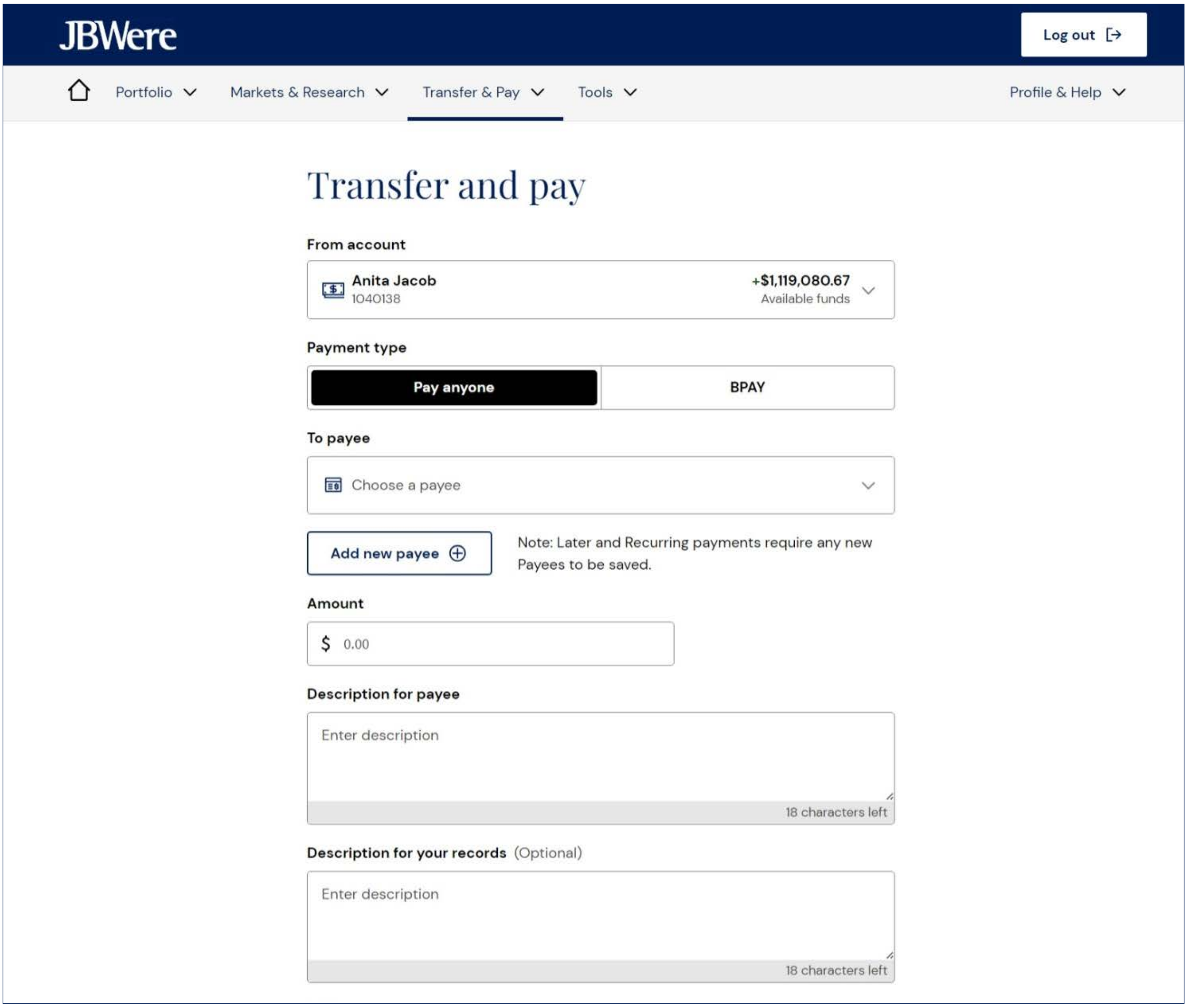


Tip: Use the portfolio selector at the top of the page to toggle between portfolios.

Transfers and payments

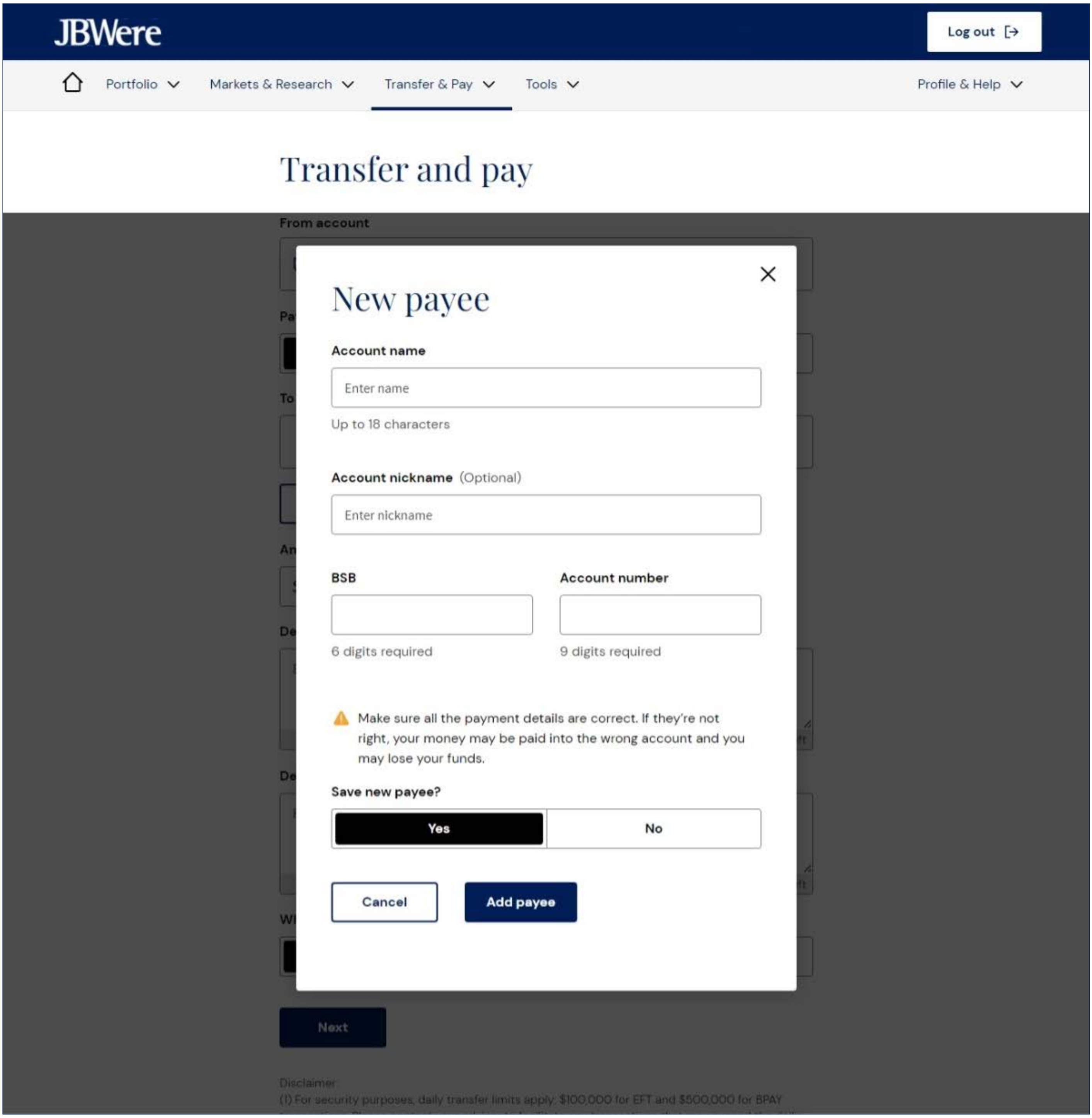
To make a funds transfer or payment, click on the **Make a transfer or payment** from the **Transfer & Pay** menu, then;

- Select **From account**
- Select option **Pay anyone** or **BPay**
- Complete the required fields
- Choose when you want the payment to be processed (Now, Later or Recurring)
- Click **Next**
- You will then receive a SMS message to your phone with code to authorise the payment



Adding a Payee

To add a new payee, click on the **Add payee** button and fill in the required fields.

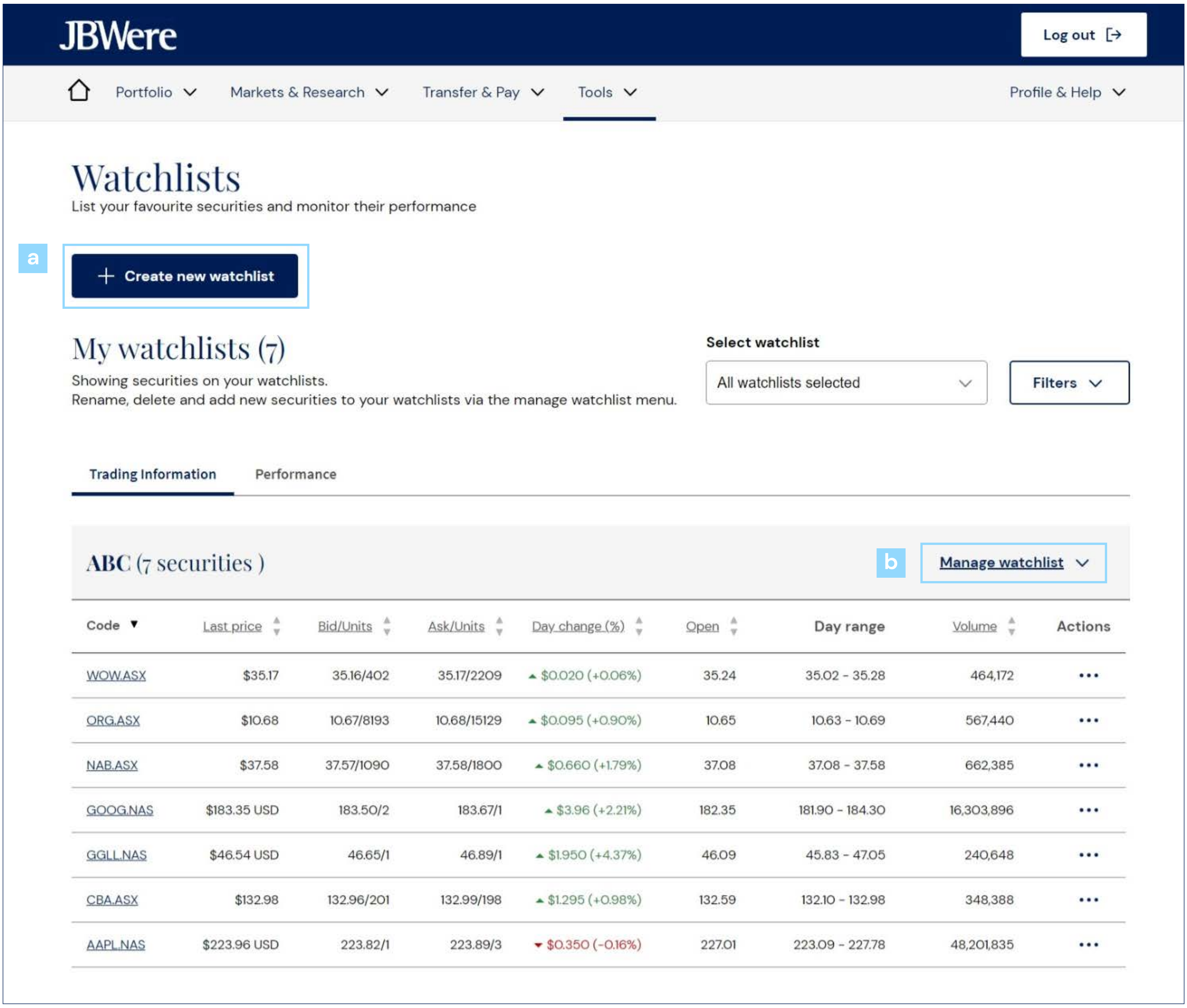


Watchlists

To view existing watchlists or to create a new watchlist go to **Watchlists** from the **Tools** menu.

Click on **+ Create new watchlist** (a) to add a new watchlist.

Use the **Manage watchlists** (b) link to add, delete and rename your watchlist.

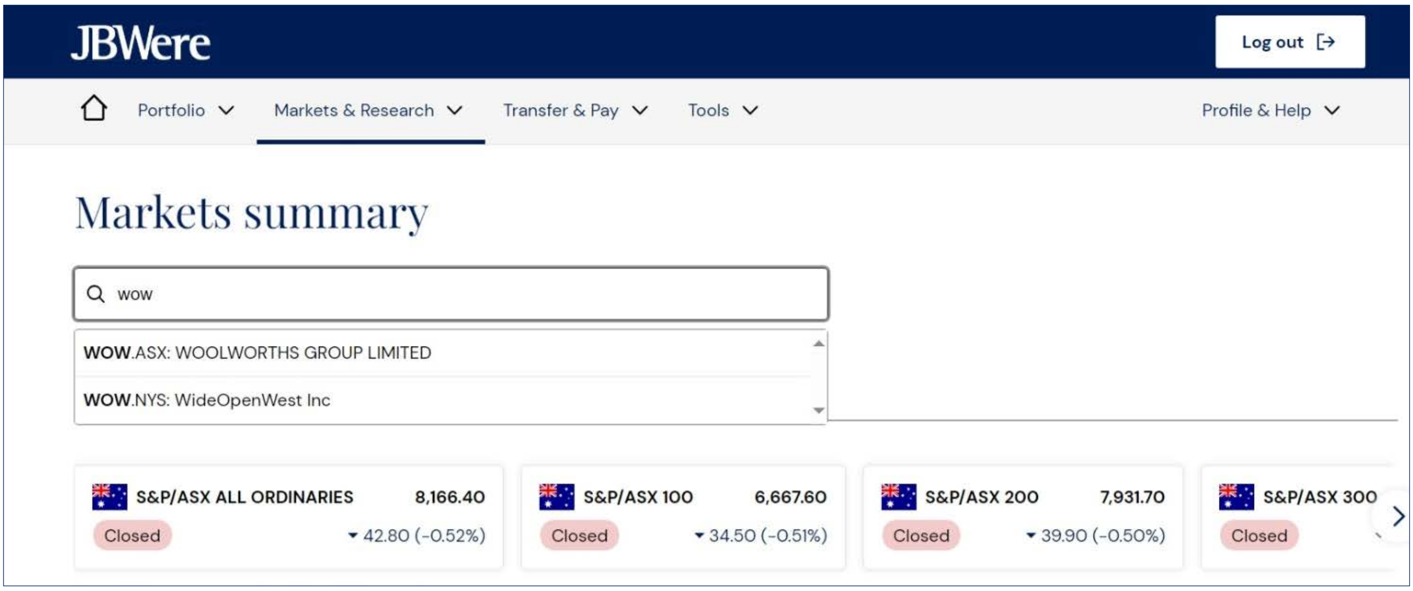


Code	Last price	Bid/Units	Ask/Units	Day change (%)	Open	Day range	Volume	Actions
WOW.ASX	$35.17	35.16/402	35.17/2209	▲ $0.020 (+0.06%)	35.24	35.02 - 35.28	464,172	•••
ORG.ASX	$10.68	10.67/8193	10.68/15129	▲ $0.095 (+0.90%)	10.65	10.63 - 10.69	567,440	•••
NAB.ASX	$37.58	37.57/1090	37.58/1800	▲ $0.660 (+1.79%)	37.08	37.08 - 37.58	662,385	•••
GOOG.NAS	$183.35 USD	183.50/2	183.67/1	▲ $3.96 (+2.21%)	182.35	181.90 - 184.30	16,303,896	•••
GGLL.NAS	$46.54 USD	46.65/1	46.89/1	▲ $1.950 (+4.37%)	46.09	45.83 - 47.05	240,648	•••
CBA.ASX	$132.98	132.96/201	132.99/198	▲ $1.295 (+0.98%)	132.59	132.10 - 132.98	348,388	•••
AAPL.NAS	$223.96 USD	223.82/1	223.89/3	▼ $0.350 (-0.16%)	227.01	223.09 - 227.78	48,201,835	•••

Searching for a stock

To view company and stock information, go to the **Markets summary** page from the **Markets and Research** menu.

Use the search bar at the top of the page to search for a stock – eg: WOW (Woolworths).

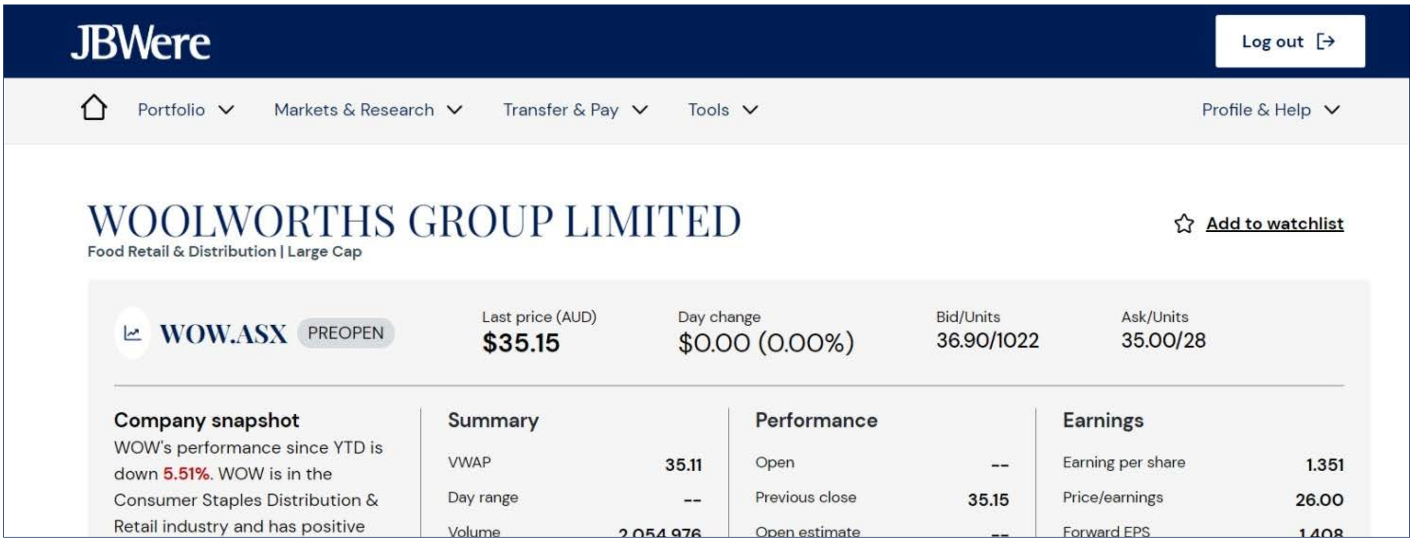


Tip: To view individual information you can also click on stock codes from within your Portfolio holdings.

Company information

Each company page includes;

- company snapshot
- performance and earnings information
- performance charts
- news and announcements
- dividend information



Tip: Add a stock to your watchlist by clicking on the **Add to watchlist** link at the top of any stock page.

Admin

To view and edit your profile select **Profile** from the **Profile & Help** menu.

- From this menu you can also change your password, view FAQs, user guides, and find Technical support and Contact information.