

WebLink 4.0 Client User Guide

WELCOME TO TRUXTON WEBLINK INTERNET ACCESS

WebLink provides access to your investment portfolio 24/7. The **minimum** browser versions currently certified a.re:

- MS Edge
- Chrome 62
- FireFox 57
- Safari (Mac) 11
- iOS 11 (iPad) Safari 11
- Opera 47

Optimal viewing resolution is either 800x600 pixels or 1024x768 pixels with at least 32,768 colors. However, WebLink style sheets and fonts are developed to minimize the impact of high resolutions and changes in browser or desktop fonts.

Table of contents

SIC	SNING IN	1
	First Time Login	1
	Subsequent Login Instructions	7
O۱	I-LINE HELP	9
GE	NERAL INFORMATION	9
	Account Search\Look Up	9
	Column Selection	9
	Number of Items Highlighted for each Page	10
EX	PORT AND PRINT CAPABILITIES	10
	Export while viewing a Report	11
	Print while viewing a Report	11
WE	EBLINK TERMINOLOGY AND ICONS	12
WE	BLINK TOOLBAR	14
	User Options	14
	Alerts/Messages	19
	Contact Us	20
	Sign Out	20
WE	BLINK MENU TABS	21
	Portfolio Review	21
	Available Cash	. 23

Transactions	24
Holdings	26
Tax Lots	277
Gain/Loss	27
Accounts	28
Cash Projection	29
File Download	29
My Reports	31
Holdings	33

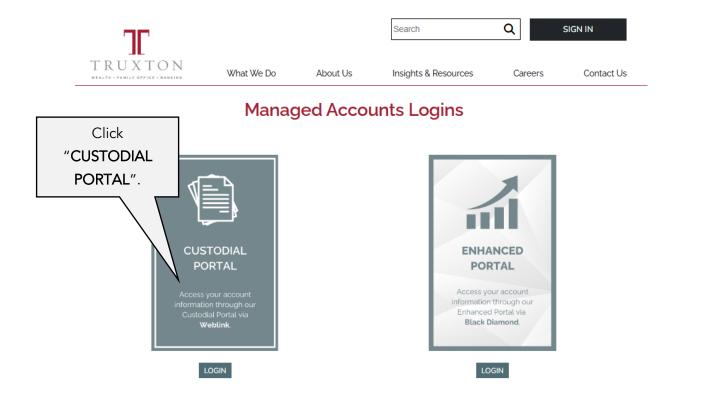
ACCESSING WEBLINK VIA OUR WEB SITE

Click the following link Truxton Trust's website using the following address:

https://www.TruxtonTrust.com and click the "Login" tab.



On the Managed Accounts Login Page, click "CUSTODIAL PORTAL" to LOGIN.



ABOUT WEBLINK MULTI-FACTOR AUTHENTICATION

FIS provides multi-factor authentication (MFA) in WebLink to keep your Sign-In credentials (username and password) secure and prevent unauthorized users from accessing your WebLink account. MFA is a security process that prompts a user for additional methods of identification to verify the user's identity during a Sign-In or other transactions. MFA requires a user to provide not only Sign-In credentials but to submit a second form of authentication during Sign-In. If one factor is compromised, the additional factor is not easy for a hacker to obtain or duplicate.

WebLink facilitates the following MFA methods:

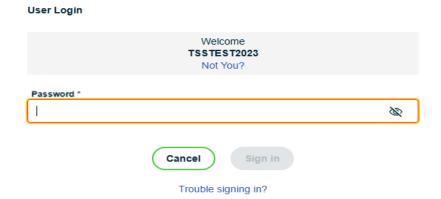
- Short Message Service (SMS) authentication which delivers a one-time pin via text message to your mobile device.
- Voice Callback which delivers a spoken one-time pin via a call to your designated device.

Signing In

First Time Login

You can register your mobile number during your first sign in to WebLink, allowing you to receive the one-time pin (via either SMS text message or Voice Callback) on the registered mobile number going forward.

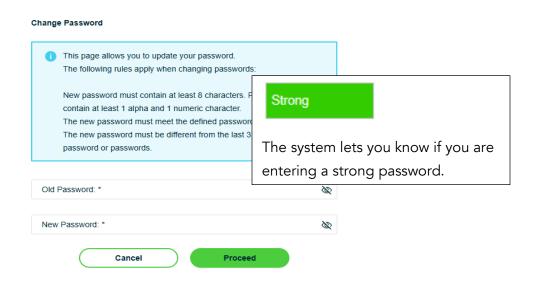
Enter your {WebLink} User ID and click Proceed.



Enter your WebLink newly assigned password and click Sign In.



The next screen prompts you for your old/newly assigned password and then for the new password that you create. Once completed, click "**Proceed"**.



The next step is to select an image. Click "Proceed".

Security Image Setup

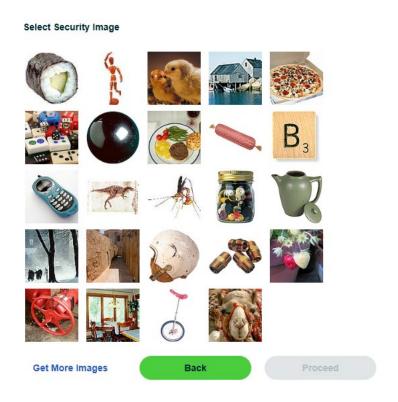
Cancel

Choose an image from the catalog provided and write a caption for it. These will both appear on your screen once you enter your username. This will help you identify the login page as genuine, reducing the risk of a Phishing attack.

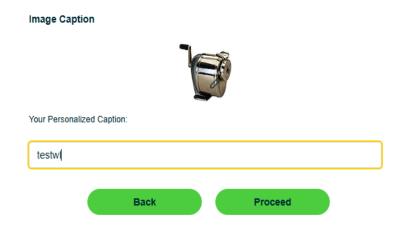
Cancel

Proceed

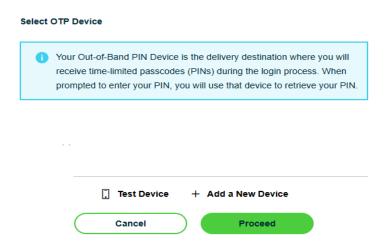
Select an image and click "Proceed".



Define your Caption and Click "Proceed".

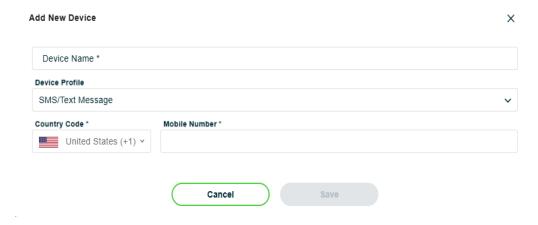


The next step is to add a new mobile number (Out-of-Band PIN Device) to receive the One-Time-Pin. Pins can either be received via text message or a voice call.



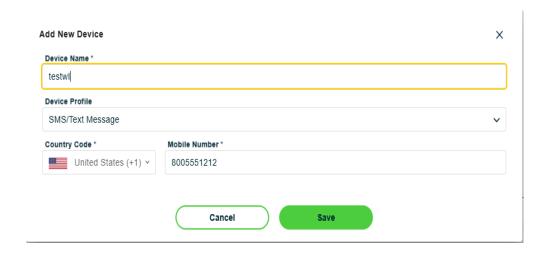
Click "Add a New Device".

The following screen appears for you to complete the device detail fields. Select either voice callback or SMS/text message from the Device Profile drop down menu.



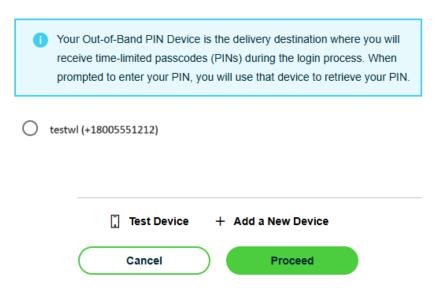
Complete the device detail fields. (See example below)

- Assign a **Device Name**. You can enter any text e.g. Mobile, MyMobile, etc.
- Select one of the **Device Profile** options (SMS/Text Message or Voice Callback).
- Select the Country Code from the dropdown menu and enter in the mobile number in the Mobile Number field.
 - Example the Country Code for the United States is 1, select 1 from the dropdown menu.
 - o Phone number should not contain dashes, brackets, etc. (see example).



Click "Save". Select your phone number (Out-of-Band Pin Device) and click "Proceed".

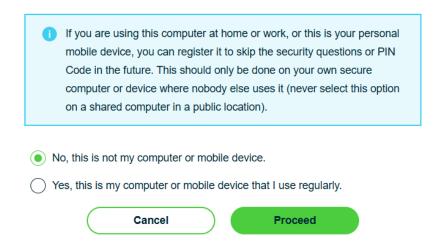
Select OTP Device



The final step is to register your device. This allows you to indicate whether the device being used to access the application belongs to you or not. Selecting the No box may require that a PIN be entered during this and all future logins.

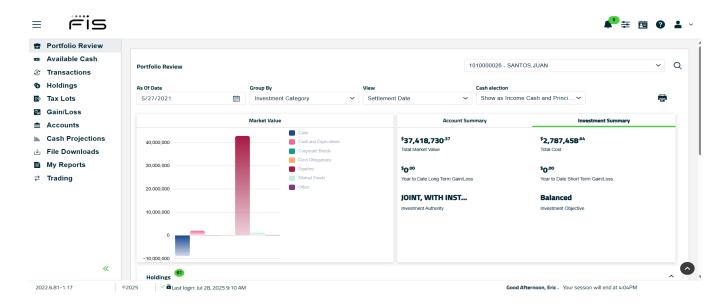
When you access WebLink using a different computer or device than the one used to register originally, you may be required to enter a PIN.

Device Registration



*Note – after the initial registering of a mobile device, a prompt for a PIN may or may not occur during subsequent logins.

Click **Proceed** to continue to WebLink to view the account(s) assigned to your User ID.



SUBSEQUENT LOGIN INSTRUCTIONS

After entering the URL or clicking the Managed Accounts Logins/Custodial Portal from the Truxton Trust Website, you enter the WebLink login page. Enter your User ID and click on "**Proceed**".

TRUXTON TRUST A PRIVATE BANK				
	User Login			
	User ID *			
	Remember my User ID			
	Proceed			
	Trouble signing in?			
For WebLink Trading: Please note that equity trade accept trades for executi	authorizations should not be entered between 3:00 and 3:15 Central t on. After 3:15 PM trades may be entered and will be executed when th	ime. During this period the system is performing updates and will not ne market opens on the next business day.		
Copyright 1998 - 2025	WebLink . FIS Business Systems LLC	• All Rights Reserved		

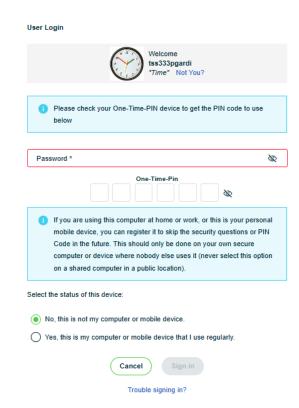
After entering your User ID, the next screen requests your password and the PIN code which is received from your mobile number (Out-of-Band PIN Device). If you registered your device during your first login, you may not be prompted to enter a PIN.

If you didn't register your device during first login and no longer want to be prompted to enter a PIN, you can do so during your subsequent login. This feature allows you to indicate whether the device being used to access the application belongs to you or not and it appears below the PIN Code box on the login screen.

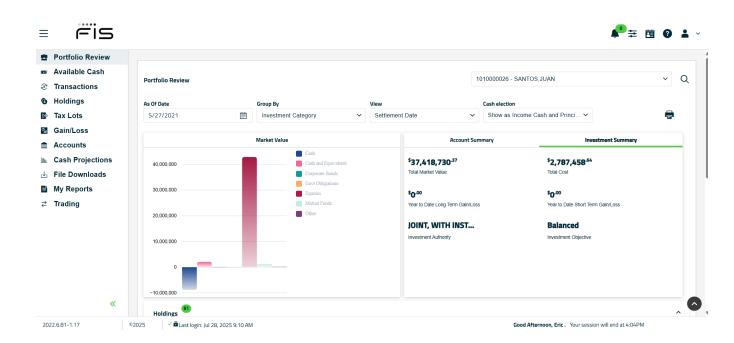
When you select the box "Yes, this is my computer or mobile device that I use regularly" during the WebLink login process, this registers the device so you may no longer be prompted to enter a PIN.

When you access WebLink using a different computer or device than the one used to register originally, you may be required to enter a PIN.





Click "Sign In" to continue to WebLink to view the account(s) assigned to your User ID.



ON-LINE HELP

After your system login is complete, you can select one of the available menu tabs. For easy navigation, a toolbar appears as part of each view. When you access the "Help" link, a User Guide appears in a User-friendly format.

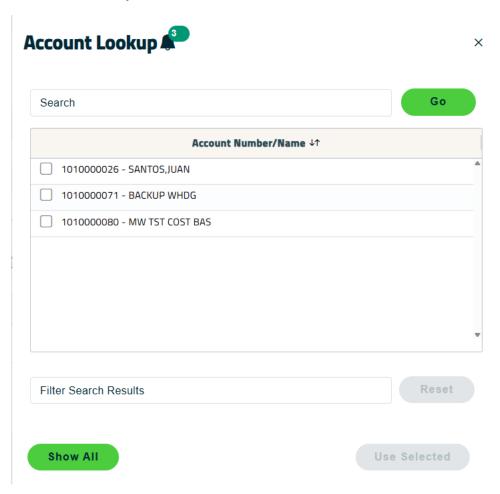
Click on the Help button in the upper right hand corner of the screen to access Online Help.



GENERAL INFORMATION

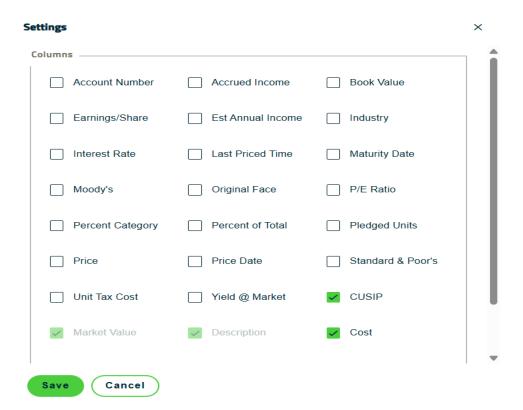
ACCOUNT SEARCH\LOOK UP

The Account Lookup allows "Begins With" search by partial name or number. A "Filter Search Results" is available to filter the results by "Contains" name or number.



COLUMN SELECTION

Selected columns appear as check boxes, making it easy to add/remove columns in a single step. Some columns are identified as 'mandatory', ensuring a report cannot be blank. These mandatory columns do not apply to File Download. Use the Settings Icon to view available columns on a report.



NUMBER OF ITEMS HIGHLIGHTED FOR EACH PAGE

Each report contains an indicator that displays the number of data items for that report.



EXPORT AND PRINT CAPABILITIES

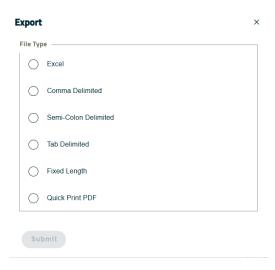
The ability to print and export as well as view data as of a certain date and on a trade or settlement basis is available on each report view. If a report is too large for display on one page, the data appears on multiple pages. You can move between pages by using the arrow keys as described below.



- The << >> allows you to toggle to the first and last page of the report
- The < > allows you to toggle between the pages in the report
- Click on the page being displayed and you can input another page number to go directly to that page.
- The 10 with the dropdown arrow per page allows you to select the number of items per page for viewing. Minimum is 5 \ Maximum is 100. This is saved as a user preference.

EXPORT WHILE VIEWING A REPORT

The $\stackrel{\triangle}{\Box}$ icon allows you to take the current report being viewed and export it via various formats.



PRINT WHILE VIEWING A REPORT

The icon allows you to print the report as displayed on the page. When you click on this icon, the file is saved in your download folder.

1010000026 - SANTOS,JUAN Holdings May 27 2021 Settled

CUSIP	Market Value	Description	Cost	Ticker	Quantity	Unrealized G/L
RE0108010	\$100,500.00	38 EAST MANKATO APN #574-094-02	\$100,500.00		1.00	
001957109	\$48,510.00	A T & T CORP	\$28,007.00	Т	2,310.00	\$20,503.00
001957AJ8	\$5,512.50	A T & T CORP CORPORATE BOND 8.25% 05/15/2022	\$4,605.00		5,000.00	\$907.50
002824100	\$1,069,556.80	ABBOTT LABS	\$43,173.32	ABT	2,080.00	\$1,026,383.48
00077QAD2	\$10.58	ABN AMRO BK N V CHICAGO BRCH US\$ SBNT 9.25% 05/15/2020	\$10.00		10.00	\$0.58
008172165	\$475.80	AETNA INDEX PLUS LARGE CAP FUND CL A FUND #033	\$3,107.00	AELA	30.00	-\$2,631.20
001204106	¢40 000 00	ACL DESCRIBOES COMMON STOCK 04/40/2026	6100 000 00	ATC	1 000 00	¢en nnn nn

WEBLINK TERMINOLOGY AND ICONS

As you use the WebLink menu tabs and pages you notice various icons and selection criteria. You can use the following table as a reference for clarification.

Icon or Drop-Down	Use	Found In
	Allows you to add/remove columns on reports where available	Holdings, Transactions, Tax Lots, Gain/Loss, Accounts, Trading, Pension
T	Allows you to use advanced filters on reports where available	Transactions-Posted
Group By Posting Date	Allows you to group by Posting Date, Transaction Type, Trade Date or Security Name on Transaction reports	Portfolio Review- Transactions, Transactions-Posted
Group By Security Name	Allows you to group by Investment Category, Industry Sector or Security Type on	Portfolio Review- Holdings, Holdings

Icon or Drop-Down	Use	Found In
	reports displaying holdings	
Date range Month To Date	Allows you to choose dates on reports where selection of Date Range is applicable	Portfolio Review- Transactions Transactions-Posted
Date Range From — To Date range Options Month To Date Calendar Guerter To Date Vear To Date Fiscal Year to Date Date Range All Available From 1/1/2025 To 5/27/2021	Allows you to choose dates on reports where applicable and where Date Range selection from drop-down is 'date range'	Gain/Loss, Transactions-Posted
As Of Date 5/27/2021	Allows you to select previous as-of date. You can click on Calendar icon to change date	Portfolio Review – charts, holdings, Holdings, Available Cash, Tax Lots, Accounts
View Settlement Date	Allows you to select Trade or Settlement Date	Holdings, Portfolio Review, Available Cash, Tax Lots, Accounts
Days to Project Days To Project 7	Allows you to enter value between 1 and 99 to select number of days	Cash Projection
View O Details	Allows you select Summary or Details version of report for review	Cash Projection

Icon or Drop-Down	Use	Found In
	Allows you to export the report as displayed on the page to Excel, other delimited or fixed format, or Quick Print PDF Note: Quick Print PDF is a pre-defined report layout	Available on all pages
	Allows you to print the report as displayed on the page	Available on all pages
Items Per Page: 10 V K 4 1 of 1 > X	Allows you to set number of items on each page when paging through reports with multiple pages	At the bottom of each page\report where multiple pages are present

WEBLINK TOOLBAR

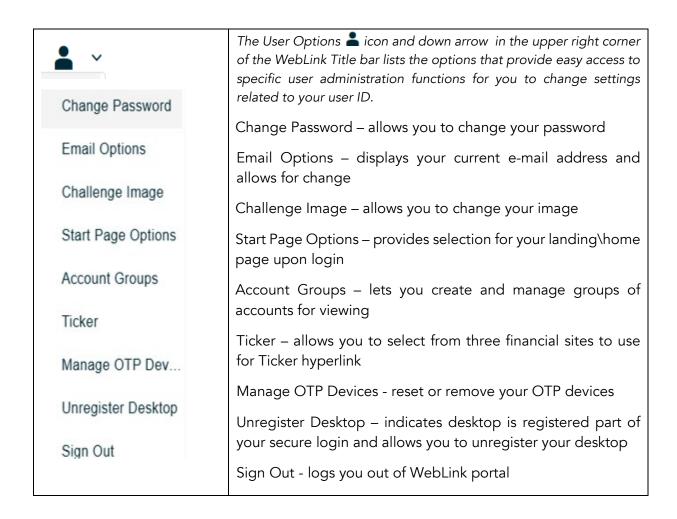




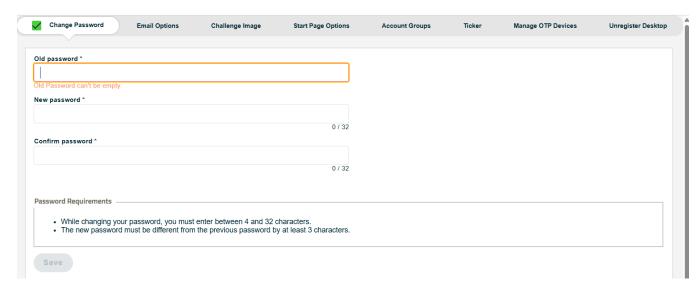
The top, white portion, of the Toolbar includes the following.

USER OPTIONS

Allows for further drill down, offering the user access to manage specific settings.

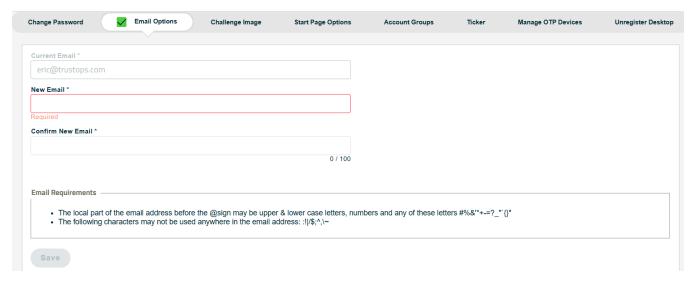


USER OPTION – CHANGE PASSWORD



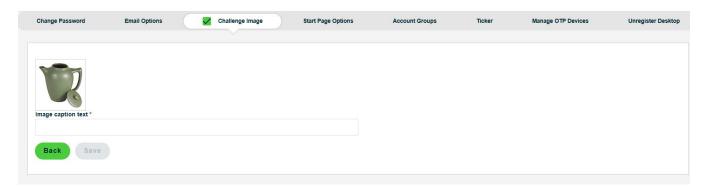
USER OPTION – CHANGE EMAIL

Displays your current email address. You have fields to change and confirm your new Email address. Email address requirements are listed for your convenience. Also, note you have up to a maximum of 100 characters for your email address, as indicated by the 0 / 100. As you type, the number of characters used is tracked.



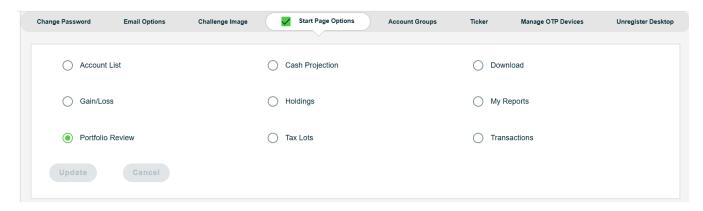
USER OPTION – CHALLENGE IMAGE

Allows you to change the Image Identifier and Caption that you see upon Login. First Select an Image; you are then presented with a page showing your image so you can add a caption. When finished click Save. That new Image and Caption appears upon your next login to the application.



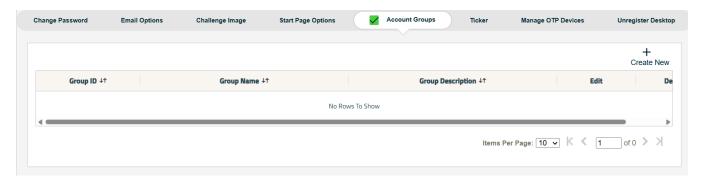
USER OPTION – START PAGE

You can select any of the available, basic menu tabs to be your landing\home page upon login to WebLink. If you change your Start page during an active session, it takes effect with your next login. The default landing page is Portfolio Review.

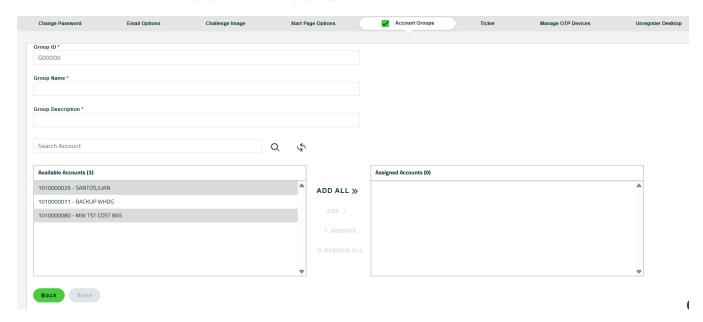


USER OPTIONS - ACCOUNT GROUP

The first time you select User Option – Account Group, the following page appears. Click the Create New button to open the page to setup a new Account Group.

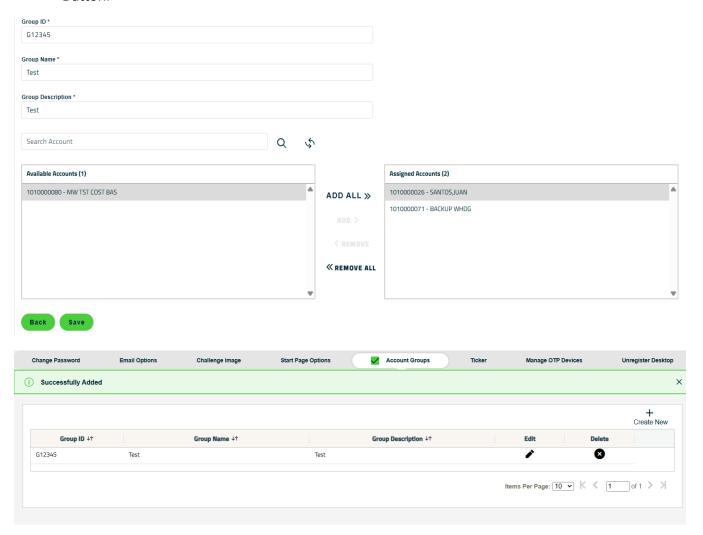


CREATING NEW ACCOUNT GROUPS

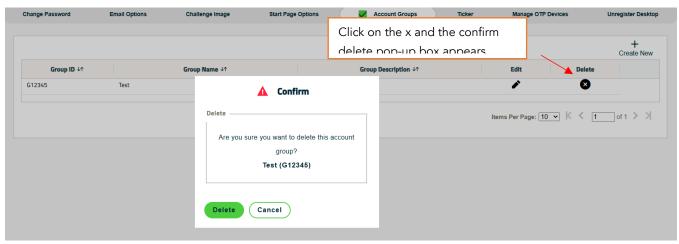


• Establish the Group ID starting with G followed by 5 numbers (G12345). Provide the Group Name and Group Description

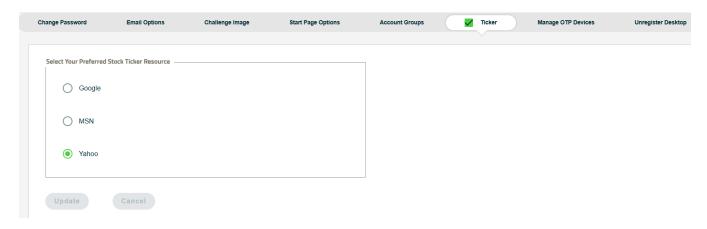
• Select the Accounts from the Accounts listing by clicking next to the Account Number. The button becomes enabled. Click on the Add button to move the accounts to the Accounts to Download list. When you are finished selecting accounts, click on the Submit Button.



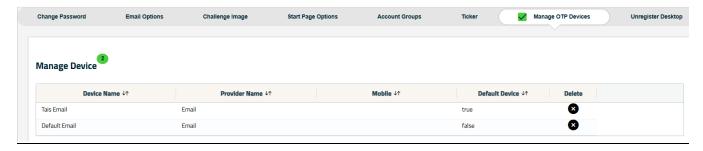
DELETING ACCOUNT GROUPS



USER OPTION - TICKER

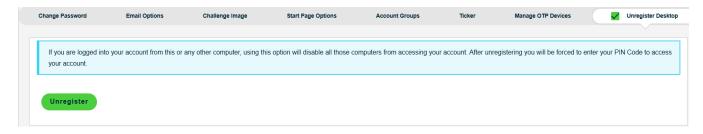


USER OPTION – MANAGE OTP DEVICES



USER OPTION – UNREGISTER DESKTOP

If you typically access your account from the same device, it is suggested that you 'register your desktop'.



ALERTS/MESSAGES

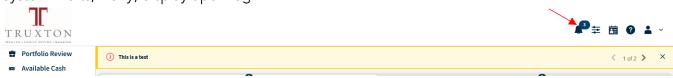
Alerts and Messages is how Truxton Trust lets you know of important updates or general messages. When there are Alerts\Messages to be viewed, you see a numeric value next to Alerts\Messages on the

WebLink Toolbar



, indicating that there are items for review.

System Alerts, if any, display upon login in.



This example shows you that there are Alerts or Messages to review.

Click on X to not see any of the Alerts on the page.

Click on > to view the next alert

If you click on the Alerts/Messages on the WebLink Toolbar, you get the following.

Sample of Alerts:



Sample of Messages:

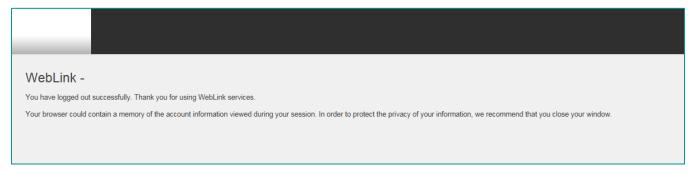


CONTACT US

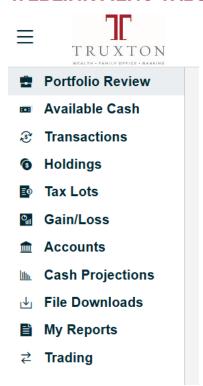
When you select , a popup window displays the contact information from Truxton Trust.

SIGN OUT

When you select Sign Out, you exit the application and a page appears reminding you to close your browser session.



WEBLINK MENU TABS



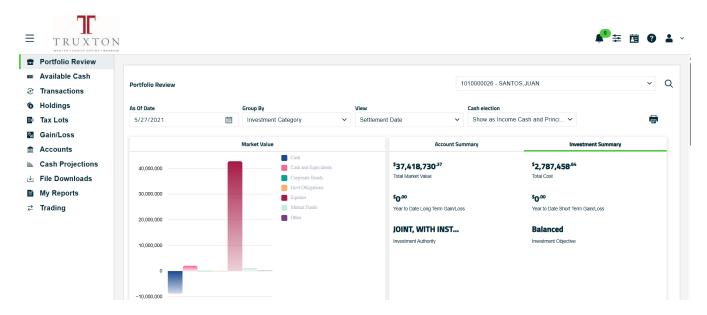
Your home (landing) page is designated as

PORTFOLIO REVIEW

The Portfolio Review is a complete summary of your account in a single page view.

This top section allows you to choose specific criteria for this report:

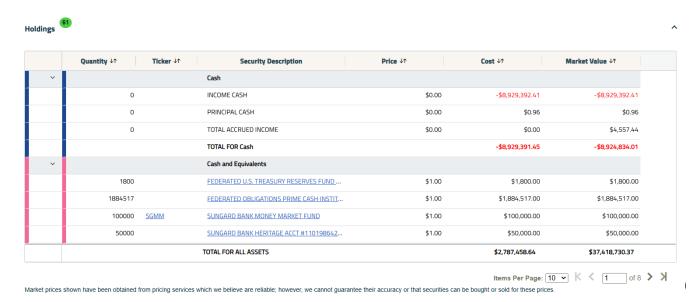
- As-of-date defaults to current date, you can choose an earlier date using the Calendar Lookup
- Group By use the drop down to select how to group your holdings
- View Trade or Settlement Date
- Cash election choose to display as Combined cash or breakout of Principal and Income cash



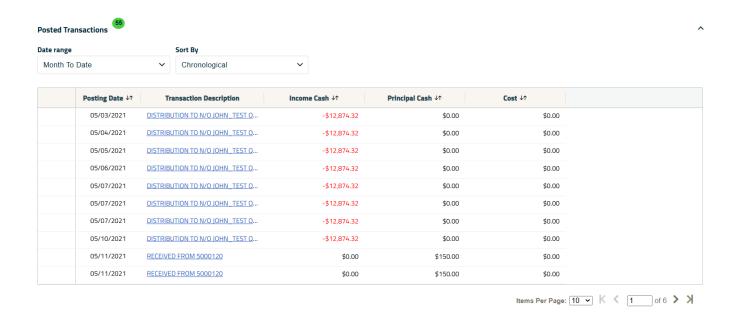
The Bar highlight displays Asset Allocation, Market Value, Account Summary, Investment Summary. Click on each to view that section.

Use the scroll bar to the right to move down the report to view Holdings and Transactions or click the selection at the top.

Click on Holdings to move to the Holdings Section of Portfolio Review

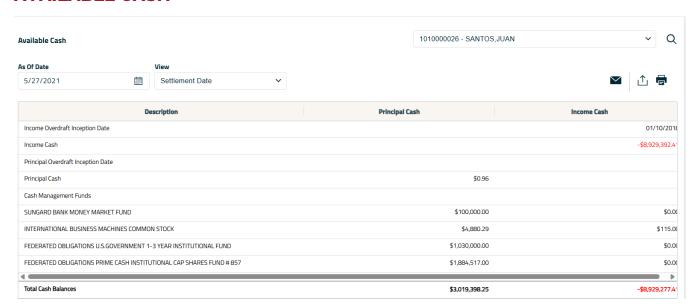


Click on Transactions to move to the Transactions Section of Portfolio Review



You can choose a Date Range to view Posted Transactions and specify the Sort By option.

AVAILABLE CASH

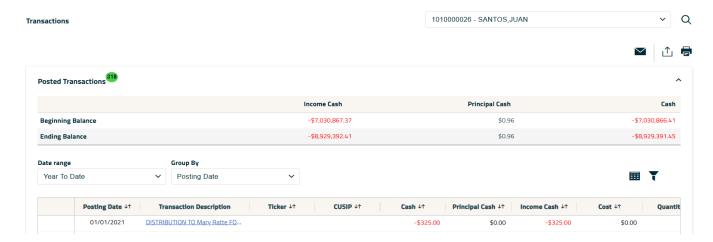


The Available Cash report displays Cash plus Money Market Funds used for Cash Management.

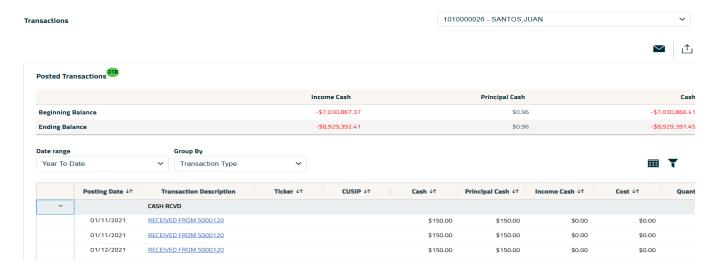
The report can be run for a specific As-Of-Date and defaults to current date. It can be viewed either as Trade or Settlement date basis.

TRANSACTIONS

Example of page display when there are no Posted or Pending transactions to report



Example of Account with Year to Date Posted Transactions grouped by Transaction Type

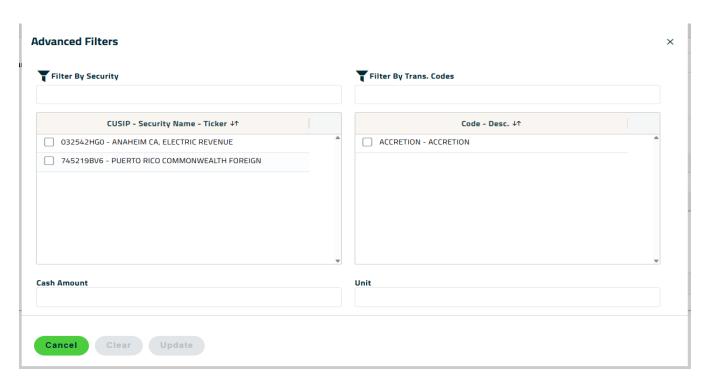


Example of Account with Pended Transactions



Use the icon to add or remove columns from the report. Changes to columns are saved as user preferences for future viewing of the report.

Use the I icon when viewing posted transactions for additional filtering of transactions to view on the page. Filters are not saved as user preference for future viewing of the report.

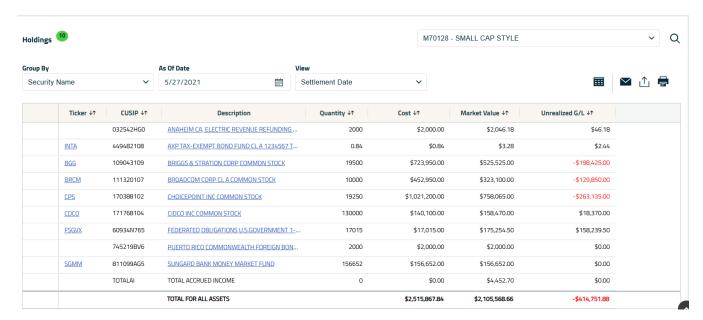


The Filter By Security and Filter By Trans Codes options change based on posted transactions for the Date Range chosen.

Options for further selection can be used individually or in combination.

- Select a specific CUSIP to view posted transactions for that security during the time period.
- Select a specific Transaction to view only those posted transactions during the time period.
- Choose a specific Cash Amount that you might be looking for.
- Choose a specific Unit Amount that you might be looking for.

HOLDINGS

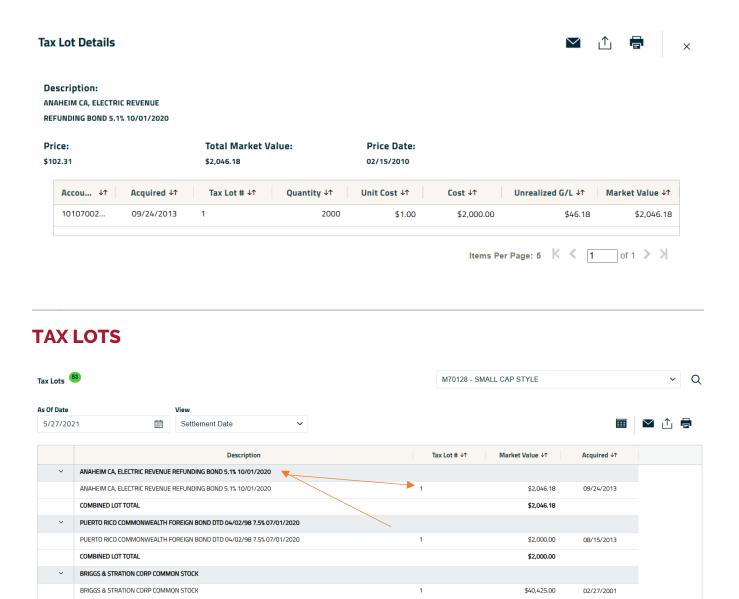


- Use the Drop Down arrow to select further Group By of Security Name, Industry Sector, or Sector within Investment Category.
- Use the Calendar Look up to select an earlier as-of-date.
- Choose the View of Settlement Date or Trade Date.

Click on the Ticker to obtain Price and other details of that asset. The following notice appears to let you know that you are leaving the WebLink site:



Click on the Asset Description to drill down to the Asset, lot detail level:



For each holding, the Asset description appears in bold, along with the Lot Total. The Tax Lot # displays the specific information for each lot of the asset.

\$53,900.00

\$53,900.00

\$1,944,463.96

03/06/2001

03/06/2001

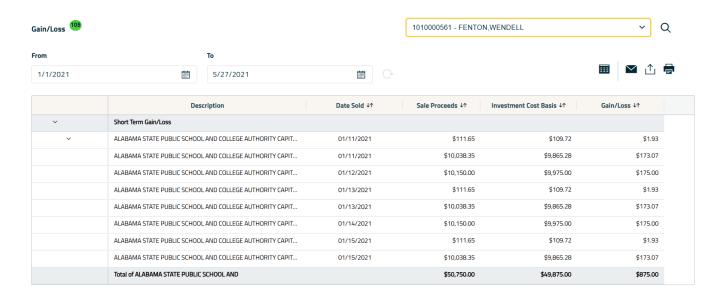
Gain/Loss

BRIGGS & STRATION CORP COMMON STOCK

BRIGGS & STRATION CORP COMMON STOCK

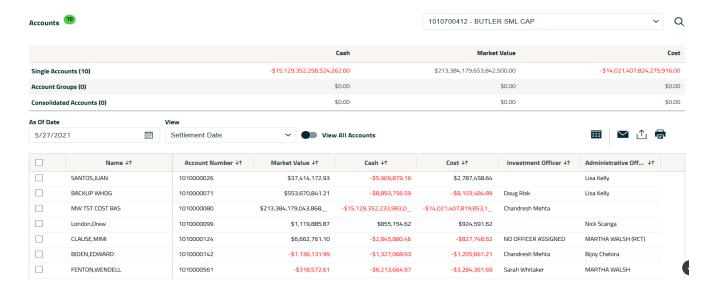
View this page to see year to date Short Term and Long-Term Gain\Loss report.

The Date selection defaults as beginning of calendar year for From Date and current system date for To Date. You can adjust the dates to review a different time frame.



Short Term Gain/Loss amounts display first, followed by Long Term Gain/Loss amounts.

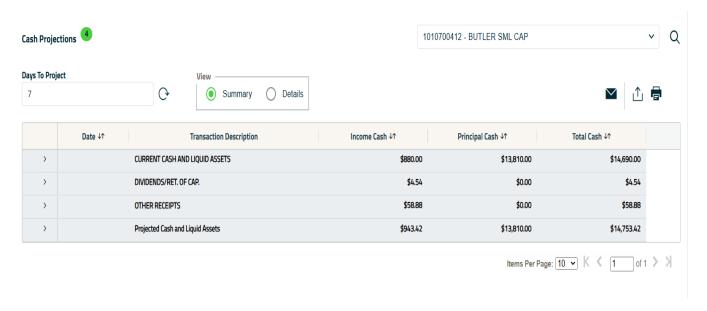
ACCOUNTS



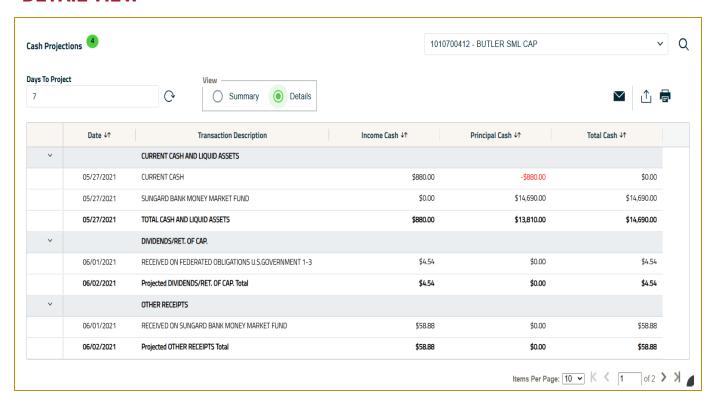
- Presents Single Accounts, Account Groups and Consolidated Accounts
- Shows total number of Accounts you have access to, next to Account List
- Displays Summary at the top of Cash, Market Value and Cost
- Detail listing of Accounts in order of Central Accounts, Group Accounts and then Master Accounts

CASH PROJECTION

The default for this page is 7 Days to Project and Summary View. You can select up to 99 days to project.

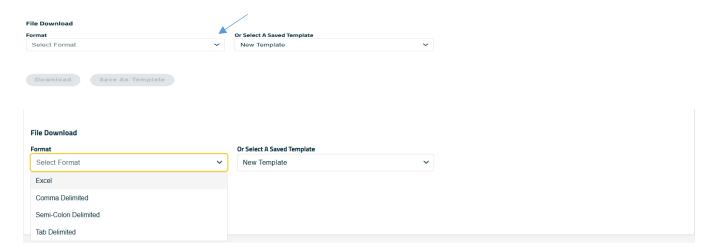


DETAIL VIEW



FILE DOWNLOAD

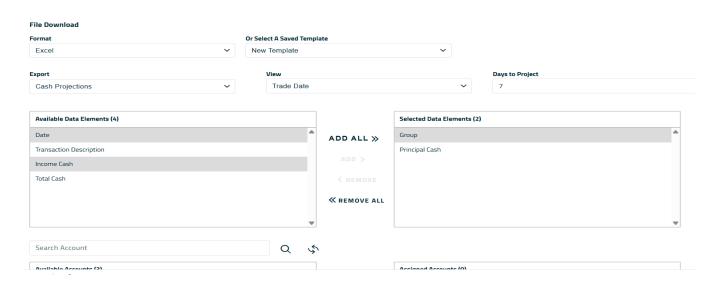
Clicking on the File Download Tab first allows for selection of a Format or a Saved Template.



After selecting a format, additional criteria appears for you to complete the file download request.



Once the Data to Export and View options are defined, criteria for the specific data export and account list become available for selection.



If necessary, use the scroll bars to see additional data elements and accounts to choose from.

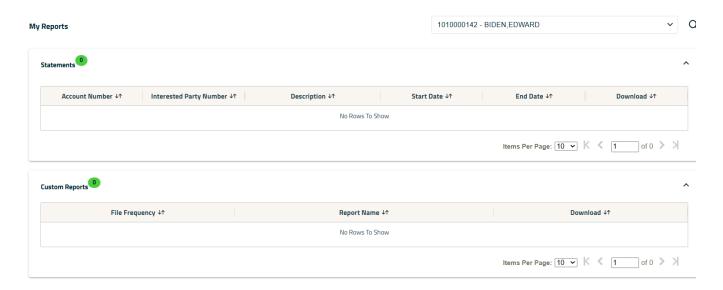


Use the right side, scroll bar to select additional items to include in your download for:

- Column headings
- Column totals where applicable
- Account number and name

Then Save as Template for future use or select Download.

MY REPORTS



If you are receiving account statements from your, use the My Reports menu tab to view. Here you can view your statement on-line or download and save your statement.

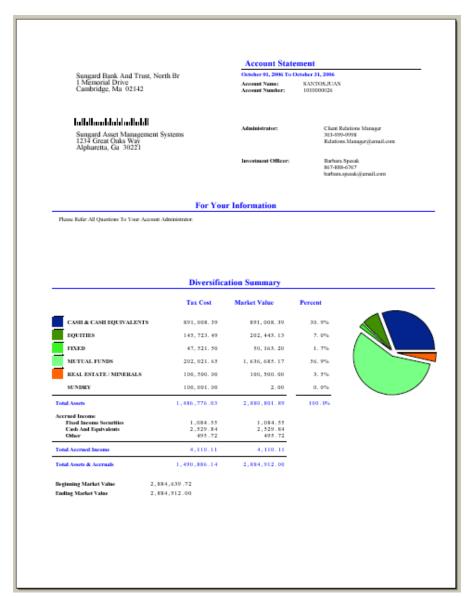
The Web Statements generated for your account(s) display by date range.

To view your Web Statements, you must have Adobe Acrobat Reader installed on your computer.

Allows you to download your statement\report. The following option appears for you to choose to view your statement from the current session or save it.

①

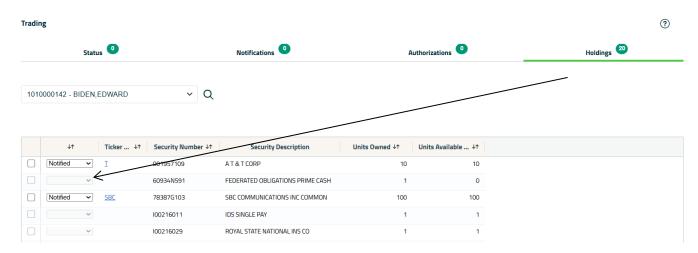




Please contact your Account Administrator with any questions. You can find contact information by clicking the **CONTACT US** link on the top of the screen.

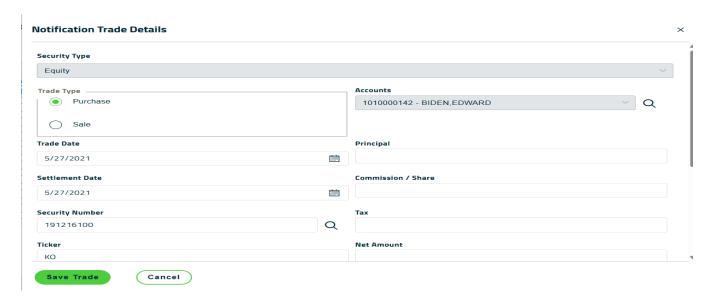
HOLDINGS

The Trade Holdings page allows you to view a list of current holdings and select a specific held position to purchase or sell the security selected. You can elect to Notify or Authorize during the selection based on your chosen option. The Trade Holding page displays the Account drop-down list that allows you to select desired accounts. **Note:** Holdings not eligible to be traded in WebLink are greyed out and cannot be selected.

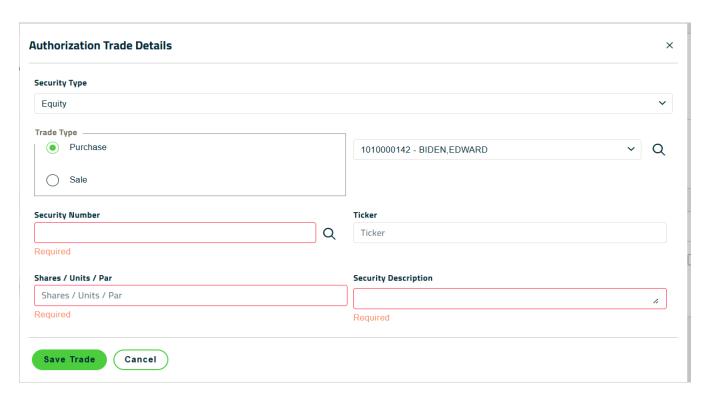


Once you make the selection to Authorize or Notify, you can select the transaction type to execute by clicking the "Buy", "Sell" or "Sell All" button. The applicable data entry form appears based on the Authorize/Notify selection and security type of the security chosen.

The selection of Notify brings up the Notification Trade Details screen:



The selection of Authorize brings up the Authorization Trade Details screen:



The Trade Notification or Trade Authorization pop-up window appears with defaulted data to the extent that the security provides. On a "Sell All" selection, the units held are supplied as well.

Once the trade is "Saved", it can be viewed on the Trade Status Report and based on the election of "Authorized" or "Notify" can be submitted or edited in the respective screen of "Notification" or "Authorization".

